

**REQUEST FOR PROPOSAL (RFP)**  
**General Services**  
**Operation and Maintenance of Lift Stations**

Page 1 of 3

NCC TENDER FILE # **LW122**

<p><b>ADDRESS ENQUIRIES TO:</b></p> <p>Lana Wilson, Senior Contract Officer          Email: <a href="mailto: lana.wilson@ncc-ccn.ca">lana.wilson@ncc-ccn.ca</a></p>	<p><b>BID CLOSING:</b></p> <p style="text-align: center;"><b>July 29, 2019 at 3 p.m. Ottawa time</b></p>
<p><b>RETURN TO:</b></p> <p>Submit your : 1) technical proposal          2) bid bond          3) signed page 3 of 3 and          4) sealed price envelope          and return to:</p>	

National Capital Commission  
 40 Elgin Street  
 2nd Floor Security Office  
 Ottawa, ON K1P 1C7  
 Submission to refer to NCC tender file # LW122

**Operation and Maintenance of Lift Stations**  
**owned by the National Capital Commission (NCC)**

1. Submit a bid bond and four (4) duplicate copies of your technical proposal and one (1) separate sealed envelope clearly labelled “Financial Proposal LW122” (for annexes 7A1 and 7A2) to supply services and/or goods for the National Capital Commission (referred to as the "Commission" or the "NCC"), as described in the attached Terms of Reference.
2. As a green initiative, the NCC requests that the Technical Proposal follow these green practices:
  - use recycled paper products
  - print double sided
  - use a maximum font of 11
  - no binders and/or plastic sheets (note plastic/metal spirals are acceptable)
3. **Questions and requests for clarification from proponents will be accepted until 12:00 noon on July 23, 2019.** Throughout the RFP bidding process, the NCC shall endeavour to provide responses to inquiries (by the issuance of addenda) deemed relevant by the NCC and received in writing by the Contracting Authority. Only information provided in addenda shall be considered to be an integral part of the RFP and any resulting contract. Your questions and requests for clarifications must be submitted in writing and addressed to Lana Wilson at email [Lana.Wilson@ncc-ccn.ca](mailto: Lana.Wilson@ncc-ccn.ca) .
4. Bidder to provide at his own cost the following contract securities:
  - (a) **with your proposal** to ensure entry into a contract a bid bond from an acceptable bonding company, a certified cheque made payable to the National Capital Commission, or, "Cash" in the amount of **\$5,000.00. Please DO NOT seal your bid bond in your financial proposal envelope.**

**REQUEST FOR PROPOSAL (RFP)**  
**General Services**  
**Operation and Maintenance of Lift Stations**

- (b) upon notification of acceptance of tender if requested to do so, a **Performance Bond for \$10,000.00.**
5. The technical proposal is to include all relevant information as defined in the Terms of Reference.
  6. Appendices 7A1 and 7A2 (pricing sheets) must be completed in their entirety, signed and submitted in a sealed price envelope separate from the technical proposal documents.
  7. One (1) additional contract will also be awarded to the successful bidder for “as and when required” services and/or goods. This contract will be for a lump sum amount to cover unexpected expenses for the duration of the initial contract and is in no way a financial commitment to the contractor. Pricing is as per Appendix 7-A-2 and will remain fixed for the duration of the contract.
  8. A debriefing of a Proponent’s Technical Proposal will be provided, if requested to the NCC Project Manager identified in the letter of notification of contract award, within 15 days of receipt of this notice. The debriefing will include an outline of the reasons the submission was not successful
  9. The NCC is a Federal Crown Corporation subject to the Federal Goods and Services Tax (GST), the Ontario Harmonized Sales Tax (OHST), and the Quebec Sales Tax (QST). The successful firm will be required to indicate separately, with the request for payment, the amount of GST, OHST and QST, to the extent applicable, that the Commission will pay. These amounts will be paid to the successful Contractor who will be required to make the appropriate remittances to Revenue Canada and the respective provincial governments.
  10. In order to avoid any misunderstanding and be fair to all firms, please note that proposals received after the closing time and date will not be accepted.
  11. The Commission reserves the right to not accept the lowest or any of the proposals submitted, to cancel the Request for Proposal, and/or to reissue the Request for Proposal in its original or revised form. The Commission also reserves the right to negotiate with the successful proponent and/or any/all proponents.
  12. Page 3 of 3 of this Request for Proposal is to be dated, signed and returned with your proposal, thereby acknowledging having read, understood and accepted the Request for Proposal which includes the Terms of Reference, the General Conditions, and any/all other attachments referred to within the NCC tender package.
  13. Facsimile or e-mail transmittal of proposals are not acceptable.
  14. Proposals will be held in strict confidence. There will not be a public opening of the proposals submitted for this Request for Proposal. Notwithstanding the foregoing, proponents are advised that as a Crown Corporation, the Commission is subject to the provisions of the *Access to Information Act*. Information submitted by third parties will only be exempted from disclosure if the records or part of them qualify for an exemption under the ATI Act.
  15. This Request for Proposal and any contract resulting there from is to be interpreted, construed, governed by, and the relation between parties is to be determined in accordance with the laws of the Province of Ontario and such Federal laws applicable therein.

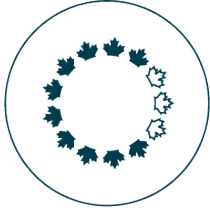
**REQUEST FOR PROPOSAL (RFP)**  
**General Services**  
**Operation and Maintenance of Lift Stations**

NCC TENDER FILE #

**LW122**

16. The Commission shall not be obligated to reimburse or compensate any proponent, its sub-contractors or manufacturers in Request for Proposal way for any costs incurred in connection with the preparation of a response to this Request for Proposal. All copies of proposals submitted in response to this Request for Proposal shall become the property of the Commission and will not be returned.
17. This Request for Proposal and all supporting documentation have been prepared by the Commission and remain the sole property of the Commission, Ottawa, Canada. The information is provided to the proponent solely for its use in connection with the preparation of a response to this Request for Proposal and shall be considered to be the proprietary and confidential information of the Commission. These documents are not to be reproduced, copied, loaned or otherwise disclosed directly or indirectly, to any third party except those of its employees having a need to know for the preparation of the Contractor's response, and the Contractor further agrees not to use them for any purpose other than that for which they are specifically furnished.
18. The successful Contractor shall indemnify and save harmless the Commission from and against all claims, damages, costs and expenses sustained or incurred by the Commission resulting from any action or legal proceeding on infringement, made, sustained, brought, prosecuted, threatened to brought or prosecuted, by any person that was under the direction and control of the Contractor during the term of the resulting contract and which person is claiming or claims a moral right, as set out under the Copyright Act. The obligation to indemnify under this clause survives termination of the resulting contract and will remain in force for the duration of the copyright in the work created under the resulting contract. This obligation to indemnify relative to alleged moral rights infringement(s) is in addition to the Contractor's other obligations to indemnify and save harmless which are set out in the Commission's General Conditions.
19. **ADDENDUM ACKNOWLEDGEMENT:**  
 I/We acknowledge receipt of the following addendums \_\_\_\_\_ (Bidder to enter number of addendums issued, if any) and have included for the requirement of it/them in my/our tendered price.

We hereby OFFER to sell and/or supply to the National Capital Commission upon the terms and conditions set out within the NCC tender document, the supplies and/or services listed above and on any attached sheets at the submitted price(s).	
Contractor's Name & Address :	Print Name :
	Date :
Tel :	Signature :
Email Address :	



NATIONAL CAPITAL COMMISSION  
COMMISSION DE LA CAPITALE NATIONALE

## Terms of Reference

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NCC-CCN

# Operation and Maintenance of Lift Stations

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SMITH & LOVELESS MON-O-JECT PUMPS

**APPENDIX 7 - DEFINITIONS**

## 2 Intent

The National Capital Commission (NCC) is seeking proposals for the delivery of operations and maintenance (O&M) management services of three (3) sewage ejector systems (also referred to as lift stations).

The NCC is requesting proposals with the objectives of supporting high standards of service and excellence at competitive prices. The NCC is seeking all-inclusive lump sum price (excluding taxes) for the delivery of the services herein described. In addition, a contract may be awarded to carry out services that are outside of the scope of the regular maintenance contract.

## 3 Term

The resulting contract and associated contract will be for a period of approximately five (5) years, starting from the date of award and ending on October 31, 2024. Rates quoted in Annex 7A1 & 7A2 will remain fixed for the duration of the contract.

## 4 Scope and Geographic Boundaries

The National Capital Commission (NCC) is proceeding with a tender for the Operation and Maintenance of three (3) NCC owned Sewage ejector systems (lift stations), as more specifically described in section 5. The NCC will continue to provide planning and overall management of the assets.

The lift stations that form part of this Contract include:

1. Vincent Massey Park
2. Hog's Back Park
3. Rockcliffe Park Pavilion

An overview map of the lift stations can be found in Appendix 1.

## 5 General Requirements

This section identifies the general requirements of the Contract. These activities support the provision of services described in Sections 6 - Operational Service Requirements and 7 - Reporting, of the Contract.

### 5.1 Scope of Work

The scope of work will include the maintenance, operation and emergency servicing of the electrical and mechanical systems that are essential for the operation of the sewage ejector systems. The Contractor will be responsible for all Operation and Maintenance described in this Contract, including spring start-up and fall shut down (Preventive Maintenance), regular inspections and testing (Predictive Maintenance) and emergency servicing (Reactive Maintenance).

## 5.2 Art of Trade and Certification

The Contractor shall respect all trade certification when required by law.

Any work to be performed by the Contractor or by a subcontractor working on behalf of the Contractor must be done in accordance with the art of the trade and must follow any and all guidelines, requirements and specifications as set out by such trade.

The Contractor will operate in accordance with all federal, provincial and municipal codes and standards. Proper safety precautions must be exercised at all times, with extra precautions taken to protect the general public.

## 5.3 Employees

### 5.3.1 General

Any employee hired by the Contractor shall be fluent in one of the two official languages of Canada, respect all safety requirements and act in a manner that does not adversely affect the reputation of the Subject Matter and/or the NCC.

### 5.3.2 Experience

The Contractor shall ensure that the following requirements are met and maintained by his/her employees for the duration of the Term of the Contract:

- Any person in a supervisory capacity shall have at least five (5) years' experience in the areas relative to the Subject Matter of this Contract.
- Field employees shall have appropriate experience and skills to perform the duties of the Contract. New seasonal workers shall be supervised at all times by experienced employees.
- All employees must, when applicable, have appropriate safety training, security clearances and trade certifications (see Section 5.2).

The Contractor shall ensure that he/she is able to demonstrate at any time to the NCC that he/she is in compliance with the experience requirements as indicated above by providing any and all proof of work experience for all of his/her employees.

### 5.3.3 Work Dress

All field employees of the Contractor shall be dressed, at the Contractor's expense, in a neat presentable fashion and wear approved safety equipment when required. All employees shall wear an appropriate standard uniform adapted to their area of activity with the company name prominently displayed.

### 5.3.4 Replacement of Employees

Any employee hired by the Contractor will be relieved of his/her duties and immediately replaced by the Contractor, if in the opinion of the NCC, this employee is unqualified or is acting in a manner contrary to the best interests of the NCC or if the employee does not meet the requirements stated above.



## 5.4 Hours of Work

All applicable municipal by-laws with respect to hours of work, including those related to noise or other issues, must be followed except in emergency situations.

## 5.5 Office and Base of Operation

The Contractor shall use an office as a base of operation to provide all maintenance services required in this Contract. The office shall be fully operational for the start of the Contract and remain as such throughout the duration of the Contract. The office and/or base of operation must allow the Contractor to satisfy all of the operational requirements of the Contract including, but not limited to, the emergency intervention requirements described in 6.3.3.

## 5.6 Vehicles

The Contractor shall provide all vehicles required to fulfill the contractual obligations of this Contract. This includes any vehicles required for transportation purposes and/or for providing Maintenance services as requested in this Contract. The Contractor shall assume all risks inherent to the use of general or specialized vehicles. All vehicles used by the Contractor shall be kept in a clean and presentable condition, exempt of rust, and shall meet all provincial safety standards. The company name shall be prominently displayed on vehicles. Contractor vehicles shall be parked only in designated areas.

To the extent possible the Contractor will minimize unnecessary idling of vehicles which can result in the creation of greenhouse gases (refer to municipal by-laws). When replacing fleet vehicles, the NCC encourages the Contractor to select energy efficient and environmentally responsible equipment (small pick-ups, 4-stroke motors, alternate fuels, etc.).

## 5.7 Site Access and Permits

Contractors must obtain all required permits to complete work the province Ontario. An NCC site access permit(s) will be necessary to engage in work on NCC lands and will be supplied at no charge by the NCC. In the rare cases where permits are required from an organization other than the NCC, it is the responsibility of the contractor to obtain and pay for such permits. The NCC may assist the contractor to expedite this process.

## 5.8 Consumables

Consumables are products that are routinely used while performing lift station repairs and maintenance. They include, but are not limited to, items such as electrical tape, screws, nails, tie-wraps, adhesives, caulking, cleaning products, connectors, marettes, guy clamps, rope, etc. Unless otherwise specified by the contractor in a written quote and subsequently agreed to by the NCC, consumables are understood to be included in the rates submitted in Appendix 4.

## 5.9 Materials

### 5.9.1 Standards

All materials and parts supplied by the Contractor must be new and conform to applicable standards of Canada Government Standards Board, Standards Council of Canada, Canadian Standards Association (CSA), Underwriters Laboratory of Canada (ULC), and the National

Building Code. The Contractor shall not use an alternate type or lower quality material on any given site, nor shall the Contractor mix types or qualities of material on any site.

### 5.9.2 Substitutions

When the material to be used is in question and/or if the Contractor is unable to find materials and equipment identical to those specified or being replaced, the Contractor shall present samples to the NCC for prior approval.

### 5.9.3 Materials Handling Surcharge

When materials are purchased by the Contractor for the purpose of performing services which have been requested and approved by the NCC, the contractor may add a maximum 15% materials handling surcharge to the cost of such materials only. Consumables for which the contractor is responsible by virtue of section 5.8 of this contract shall not be subject to a materials handling surcharge. Labour costs (including those of any sub-contractors) shall not be subject to a materials handling surcharge.

## 5.10 Protection of NCC Assets

When and where applicable, the contractor shall;

- Ensure existing structures are protected against damage until completion of work.
- Take all precautions to protect trees and vegetation.
- Take all necessary precautions to prevent the accumulation of mud or debris on roads and pathways.
- Provide and maintain barricades, lights and other devices required for protection of workmen and the public in accordance with the requirements of provincial and local by-law and the Canadian Construction Safety Code.
- Safety vests shall be worn at all times by the contractor's staff.

## 5.11 Damages caused by the Contractor

The Contractor shall be responsible for any damage it causes. Any damage is to be reported immediately to the NCC. The scalping of turf, tearing of bark, broken signs, etc., shall be considered damage. Repairs required as a result of damage caused by the Contractor shall be completed within seven (7) days of the occurrence unless otherwise approved by the NCC. If not, the NCC shall conduct the repairs at the Contractor's expense. In cases where the safety of the public is threatened, the Contractor shall correct the situation immediately.

## 5.12 Environmental Requirements

The Contractor shall ensure its agents and employees are familiar with and comply with all relevant federal, provincial and municipal environmental legislation. The Contractor, shall also ensure its agents and employees comply with the additional environmental requirements as listed in NCC Environmental Guidelines (Appendix 2) and other specific directives relating to its facilities and services.

The Contractor will establish a response plan for toxic spills (see Section 7, Reporting). This plan will be submitted to the NCC for approval within thirty days of Contract commencement. Should there be a spill of toxic products (e.g. motor oil), the Contractor will immediately stop the further release of the contaminant, apply absorbent material to contain the spill and advise the NCC

Emergency Service (24 hours) at 613-239-5353. The Contractor will be responsible for returning the contaminated site to its original condition according to NCC specifications. Any contaminated material will be removed and disposed of at an approved site outside of NCC Lands and an appropriate chain of responsibility document will be filed with the NCC.

## 5.13 Monitoring

### 5.13.1 Monitoring & Evaluation

#### 5.13.1.1 Contractor

The Contractor must identify a supervisor and/or foreman who shall be equipped with a cellular phone and a digital camera and be available to take all calls from the NCC, 24 hours a day, seven days a week for the duration of the Contract (note: supervisor "availability" does not entail "on-site availability" 24 hours a day, seven days a week).

#### 5.13.1.2 Contract Management Officer (CMO)

The NCC shall provide a Contract Management Officer (CMO) for this Contract who shall be the Contractor's principal contact at the NCC. The CMO shall make random inspections to ensure that all Contractual obligations are met. The CMO shall inform the Contractor of their observations. A formal evaluation shall be conducted twice yearly. The purpose of the evaluation is to identify areas of improvement.

### 5.13.2 Unresolved or Recurrent Issues

In the case of any unresolved or recurrent issues, the NCC may at its own discretion record the matter on an unsatisfactory performance report (UPR) (see Appendix 5). The Contractor shall respect and implement all recommendations indicated on the UPR to the full satisfaction of the NCC.

The NCC reminds the Contractor of the importance of compliance with all of the performance standards associated with each of the required services outlined in the Contract.

## 5.14 Communication Devices and Technologies

The Contractor shall be required to provide as part of this Contract, all of the following communication devices: telephones, cellular phones, voice mail, scanning devices, E-mail and digital cameras. The Contractor shall be responsible for purchasing all necessary equipment (including installation fees) and for all costs related to their use (including long distance charges). The cellular phone number shall remain the same for the entire Term and shall be given to the NCC upon contract award.

## 5.15 Change of Dates

The NCC may, at its sole discretion, change deadlines for any O&M requirements which are weather dependent, i.e. the spring start-up. The NCC shall notify the Contractor in advance (minimum 2-3 days' notice) of any changes of deadlines. The Contractor shall modify his/her work plan accordingly and provide all O&M services respecting the revised deadlines as determined by the NCC.

## 5.16 Emergency Intervention

The Contractor will provide a 24 hour/7 days a week Reactive Maintenance service. The said service is described in detail in section 6.3.3.

## 5.17 Public Safety

The Contractor shall take all necessary precautions and/or measures to provide sites that are safe for the public. This includes ensuring that all work, activities or operations undertaken by the Contractor to fulfill the obligations of this Contract are accomplished in a manner that does not compromise public safety. Furthermore, the Contractor shall secure any area within a site that might (or has) become a safety hazard. Any such incident shall be reported immediately to the NCC and to the appropriate emergency services agencies (police, firefighters, etc.).

## 5.18 Locking Devices

The NCC has an established hierarchical lock and key system. At the beginning of the Contract, the NCC will provide the Contractor with three copies of each key required for the execution of the duties described in this Contract. The Contractor shall be responsible for maintaining, replacing and providing at their own expense any stolen or lost keys. The Contractor must also control the distribution of keys in their possession. To do so, the Contractor shall maintain a register (date, name, telephone number, number of keys and signature) of all employees, subcontractors and users to whom they have provided keys. The Contractor could be required to provide the said register to the NCC upon request.

## 5.19 Media Relations

The Contractor shall not act as a spokesperson for the NCC in dealing with the media. All requests for interviews or information on NCC matters made by the media must be referred to the NCC's Media Team. The Contractor shall not give interviews without prior written approval from the NCC.

## 5.20 Transition

The Contractor shall ensure a seamless transition at the beginning of a new contract, if applicable, and termination of this Contract. Furthermore, the Contractor shall provide assistance to the future contractor as well as to the NCC by ensuring continued services during the transition period. The Contractor shall make himself available, at no additional cost to the NCC, until at least 60 working days after the termination of the Contract for any post evaluation reports, special meetings or other tasks requested by the NCC.

## 5.21 Site Accessibility

The Contractor shall provide assistance to any third party requiring access to any of the Lift station sites. In many cases, the type of assistance required is limited to opening and closing a site or facility to a third party. This entails dispatching one of their own employees to a designated location to allow access to personnel authorized by the NCC. The designated Contractor employee shall also close and lock the door once access is no longer required. In other cases, it also includes remaining on site with the third party until the work or the inspection is completed. The NCC shall provide reasonable notice to the Contractor. Most requests for access are during regular work hours.

## 6 Operational Service Requirements

The objective of this section is to provide a detailed description of the Operations & Maintenance (O&M) requirements of the Contract. The Contractor shall provide at their own expense O&M services to assets and components as indicated in this section.

### 6.1 NCC Responsibilities

The NCC is responsible for:

- Ensuring that all contractual obligations are continuously met by the Contractor.
- Providing a Contract Management Officer (CMO) for this Contract who shall be the Contractor's principal contact at the NCC.
- Providing a 24 hour/7 day a week emergency telephone service.
- Making timely decisions that facilitate the Work to be delivered by the Contractor.
- Providing plans and specifications where and when available.

### 6.2 Contractor's Responsibilities

#### 6.2.1 Obligations

The Contractor agrees to take any and all steps required to fulfill his obligations under this Contract and to comply with the terms of this Contract at all times, completely and faithfully at his cost. The scope of the Contract is established by the body of services required in each section. The Contractor shall perform all work required to fulfill the obligations of this Contract in accordance with all industry standards. The Contractor will ensure that he provides the services required in each section of this Contract even though individual tasks are not all specifically identified, but are required to provide the services requested. Furthermore, the Contractor shall be responsible for any costs resulting from the absence or lack of Predictive, Reactive and/or Preventative Maintenance on his/her part.

#### 6.2.2 Work Standards

The Contractor agrees to use best practices and to comply with the Terms and Conditions of this Contract and with all applicable laws in effect during the Term. The Contractor shall perform all work required to fulfill the obligations of this Contract in accordance with all industry standards. Any work performed by the Contractor that does not respect the O & M requirements of this section is considered non-compliant.

### 6.3 Work Commonly Required for All Sites

#### 6.3.1 Preventive Maintenance

Annual Preventive Maintenance is performed once yearly during the month of April, or as scheduled by the NCC. This task is also sometimes referred to as the **spring start-up**. Annual Preventive Maintenance must include, but is not limited to testing, cleaning and maintaining;

- All pump(s) functions
- Floats and float systems
- High water alarm(s)
- Junction box(es) and control systems

- Amperage draw
- Valve(s)
- Piping
- Tank integrity
- Access and egress components (hatches, doors, locks, etc)
- Interior tank surfaces
- Component(s) surfaces
- Fire extinguisher(s)
- Other Components that are integral to the operation of the system(s)

As part of the annual Preventive maintenance, the Contractor must supply all Consumables required. The results and findings of the Predictive Maintenance must be communicated to the NCC in the form of a report, whose content and format are described in Section 7.4.

The **fall shut-down** procedures described below are to be performed only at lift stations that do not function year round, as per Section 6.4. The fall shut-down must include, but is not limited to;

- Condition Based Monitoring (CBM) of all systems and Components
- Winterizing of systems and Components, as per the manufacturer's specifications or as per the directions given by the NCC.
- De-activation of alarm systems, where and as necessary.
- Although no written report is required as part of the fall shut down, the Contractor must report to the NCC any findings which may affect the systems and Components at each location.

### 6.3.2 Predictive Maintenance

Performed once weekly with no more than 9 days between inspections, Predictive Maintenance must include, but is not limited to, CBM of;

- Pump(s) and their associated functions
- Amperage draw of Components
- Access and egress Components (hatches, doors, locks, etc.)
- Visual and aural inspection of system Component(s)

The results and findings of the Predictive Maintenance must be communicated to the NCC in the form of a report, whose content and format are described in Section 7.4.

### 6.3.3 Reactive Maintenance

The Contractor will provide a 24/7 service for Reactive Maintenance. The said service shall include a dedicated telephone line to respond to any and all emergency situations that relate to the Subject Matter of the Contract. The Contractor must return all calls received within 30 minutes. The telephone number for the Reactive Maintenance service shall remain the same for the duration of the Term of this Contract and shall be given to the NCC Call Centre and to the NCC 24-hour emergency service centre.

The Contractor will respond to requests for Reactive Maintenance services within the following time requirements:

- i. Return all calls received within 30 minutes.
- ii. 60 minutes on-site response time<sup>1</sup> between 5:00 a.m. and 8:00 p.m.
- iii. 90 minutes on-site response time between 8:00 p.m. and 5:00 a.m.

#### **6.3.4 Requested Interventions on an as needed and requested basis only**

Note the estimated quantities on the Tender form are for bid evaluation purposes only and do not constitute a commitment by the NCC. The NCC will set an annual allowance for requested interventions within the Total Estimated Amount contract. The annual allowance for requested interventions may be increased, decreased or cancelled in its entirety by the NCC on a year to year basis.

### **6.4 Site Specific Requirements**

#### **6.4.1 Vincent Massey Park**

This location has two Smith and Loveless 2B2 pumps. The estimated pit/sewage tank capacity is 2,873 U.S. Gallons. The washrooms on site are operational from May to October, but lift station remains operational year-round. See Appendix 6B.

#### **6.4.2 Hog's Back Park**

This location has two Smith and Loveless Mon-O-Ject pumps. The estimated pit/sewage tank capacity is 5,000 U.S. Gallons. The lift station is operational from May to mid-October. See Appendix 6C.

#### **6.4.3 Rockcliffe Park Pavilion**

This location has two Smith and Loveless Mon-O-Ject pumps. The estimated pit/ sewage tank capacity is 5,000 U.S. Gallons. The lift station is operational from May to mid-October. See Appendix 6C.

### **Manufacturer's Specifications for Pumps**

NOTE: Contractors must have experience with the pumps, components and systems identified in the Terms of Reference. Technical specifications are provided here for reference purposes only and in the language in which the Manufacturer distributes them.

## **7 Reporting**

The following section describes operational reporting requirements of this Contract. The Contractor must prepare and deliver the reports indicated below (at the times specified) and others that the NCC may consider to be required. The NCC shall provide the template for some, but not all of the reports. All reports shall be electronically mailed to the NCC on or before their respective deadline. The Contractor shall be required to make corrections or prepare a new report in cases where the initial report does not meet NCC requirements. The Contractor shall have an extension of 10 Business Days after the deadline to provide a revised or new report satisfactory to the NCC. Without restricting the generality of the foregoing, the Contractor shall

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<sup>1</sup> Response time as set out in 6.3.3 ii & iii are calculated from the time the Contractor returns the call to the appropriate NCC representative.

deliver reports containing information sufficient to enable the NCC to make informed decisions on the management of its assets.

## 7.1 Asset Condition Report

Within the first ninety days of the Contract the Contractor will, jointly with the CMO, complete an inspection of the assets in order to determine the existing condition of NCC assets. The Contractor must prepare and submit a report following the inspection. The report must contain information that allows the NCC to make timely decisions about the decommissioning of assets and/or their lifecycle replacement and/or Maintenance. The Contractor will propose the content and format of this report. The NCC reserves the right to request additions or modifications to the proposed content and format, following discussions with the Contractor.

No longer than ninety days before the end of the Contract Term, the Contractor must complete and submit a second Asset Condition Report, similar in scope to the report described above. This report will be co-signed by the Contractor and the NCC. The fieldwork for this report may be undertaken jointly, at the sole discretion of the NCC.

The end of Contract report must be formatted in the following way:

- It must be in its own vinyl hard cover 3 ring loose-leaf binder (219mmx279mm);
- It must include one electronic copy on CD, in Adobe Acrobat (pdf) format. The CD must be clearly labelled.
- The report must be neatly printed and logically arranged, each site having its own clearly labelled section.

The report must contain the following information for each site:

- A summary.
- The results of any CBM, measurements, tests, observations or other forms of data collection.
- A list of the Preventive Maintenance measures implemented.
- A detailed deficiency list, with recommendations and suggested corrective measures.
- Photographs to help support and illustrate (where useful or necessary) the observations or recommendations.

## 7.2 Preventative Maintenance Report

The Preventive Maintenance report must be completed and submitted to the NCC once yearly. The report is the result of the CBM conducted during the procedure of the same name described in section 6.3.1. This is also sometimes referred to as the spring start-up. The Contractor will propose the content and format of this report. The NCC reserves the right to request additions or modifications to the proposed content and format, following discussions with the Contractor.

## 7.3 Response Plan for Toxic Spills

The Contractor will establish a response plan for toxic spills. This plan will be submitted to the NCC for approval within thirty days of Contract commencement. Any modifications to this plan must



be presented to the NCC. A report for each toxic spill must be forwarded to the NCC as soon as possible. See Section 7.3.

#### **7.4 Predictive Maintenance Reports**

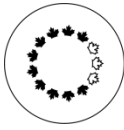
The Predictive Maintenance reports must be completed and submitted to the NCC on a weekly basis. The report is the result of tasks and CBM conducted during the procedure of the same name described in section 6.3.2. The Contractor will propose the content and format of this report. The NCC reserves the right to request additions or modifications to the proposed content and format, following discussions with the Contractor.

#### **7.5 Unsatisfactory Performance Report**

The unsatisfactory performance report is to be commented on by the Contractor each time the NCC completes one for any work included in the Contract that has not been provided or has been provided in an unsatisfactory manner. Refer to Appendix 5.

### **8 Invoicing**

A detailed invoice along with any related backup is to be submitted on a monthly basis.



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## INSTRUCTIONS TO TENDERERS

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### 1. Address

The tender envelope shall be addressed to Procurement Services, National Capital Commission, 40 Elgin Street, Security Office on the 2<sup>nd</sup> floor, Ottawa, Ontario K1P 1C7.

The name and address of the tenderer and the due time and date of the tender shall be clearly shown on the envelope.

### 2. Delivery of Tenders

Tenders must be received by the National Capital Commission on or before the exact time and date set for their reception. Care must be taken to mail or deliver tenders in good time as tenders received after the specified time and date will not be accepted or considered and will be returned unopened.

### 3. Unacceptable Tenders

Tenders not submitted on the accompanying Tender/Contract form.

Faxed or e-mailed tenders unless otherwise stated.

Tenders and amendments received after the tender closing date and time.

Incomplete tenders may be rejected.

Unsigned tenders shall be subject to disqualification.

In the event that security is required under these instructions and is not provided with the tender, the tender is subject to disqualification.

### 4. Revision of Tenders

The tenderer may revise his tender by fax, or letter provided it is received before the tender closing date and time.

Faxes, letters or telegrams must clearly indicate required changes.

### 5. Security Requirements

1. Security with Tender - In the event that security is required as indicated under section 4 of the Tender/Contract, the tender when submitted must be accompanied by the security in the amount as indicated.

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## INSTRUCTIONS TO TENDERERS

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2. Acceptable Security

- i) A bid bond from a company acceptable to the National Capital Commission and in terms satisfactory to the National Capital Commission.

OR

- ii) A certified cheque drawn on a bank to which the Bank Act or the Quebec Savings Bank Act applies, and made payable to the order of the National Capital Commission.

OR

- iii) Bonds of the Government of Canada payable to bearer.

OR

- iv) Cash

3. Upon notification of acceptance of tender :

1. If the tender is valued at less than \$30,000.00 including taxes, the successful tenderer may be called upon by the Finance and Procurement Services to provide the security deposit as described in Clause 2 of the Tender/Contract.
2. If the tender is valued in excess of \$30,000.00 including taxes, the successful tenderer shall be called upon by Procurement Services to provide the security as described in Clause 2 of the Tender/Contract.

**6. Acceptance of Offer**

The lowest or any tender not necessarily accepted.

**7. Completion of Tender/Contract Form**

Insert prices for units of measure and estimated quantities as shown on the Tender/Contract form or insert the lump sum of the tender.

If description, units of measure and estimated quantities are shown on the Tender/Contract form, insert the price per unit against each item, multiply by the respective estimated quantity, extend the answers to the Total column and add the Total column. Calculate the GST and QST (if applicable) on the total amount.

Type or legibly print the tenderer's full business name, address and telephone number under the spaces provided for the Contractor's Full Business Name and Contractor's Business Address respectively.

Sign the Tender/Contract form in the space provided as indicated below.

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## INSTRUCTIONS TO TENDERERS

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The tender must be signed by a duly authorized signing officer of the Company in his/her normal signature designating against his/her signature the official capacity in which the signing officer acts. The corporate seal of the company must also be affixed to the tender.

Do not make any entry in the signature section marked for Commission use only.

The tenderer should retain a copy of the tender for his record.

### 8. Insurance

The Contractor shall maintain such insurance or pay such assessments as will protect him and the National Capital Commission from claims under the Worker's Compensation Acts and from any other claims for damages for personal injury including death, and from claims for property damage which may arise from his operations under this contract. Certificates of such insurance shall be filed with the National Capital Commission for protection. Such insurance certificates shall be maintained until the National Capital Commission certifies that the work is complete.

Liability insurance naming the National Capital Commission as co-insured shall be maintained by the Contractor for Public Liability and Property Damage in an amount of not less than **\$5,000,000.00**. Insurance is to cover damage resulting from accident as well as negligence. **A original copy of the policy must be given to the National Capital Commission prior to commencing work.**

NOTE: These Instructions need **NOT** be submitted with your tender.

### 9. Applications for Approval Certificates

Wherever materials are specified by trade names or by manufacturers' names, the tender shall be based on the use of such materials. During tendering period, alternative materials will be considered if full descriptive data are submitted in writing at least seven days before the tender closing date. Approval of submission will be signified by the issuance of an addendum to the tender documents.

### 10. Letter of Notification

Once a company is identified as the preferred bidder and is in receipt of a Letter of Notification, the following documents must be submitted within five (5) working days:

- Certificate of Insurance (\$5,000,000 aggregate)
- A performance bond in the amount of \$10,000.
- Name and coordinates of the Company Security Representative (CSR)
- Copy of Occupational Health and Safety (OH&S) Policy
- Current WSIB clearance certificate
- Safety plan specific to the work to be performed
  - map/directions to the nearest hospital
  - emergency numbers
  - safety measures to protect your employees and the public
  - Health and Safety training records of personnel



## GENERAL CONDITIONS

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### 1. Definition of Terms

In the Contract,

1. the "Project Manager/Officer" means such person as may be specifically designated by or on behalf of the Chief Executive Officer and/or Executive Director upon the award of this contract.
2. "work" includes the whole of the works, Labour and materials, matters and things to be done, furnished and performed by the Contractor under the contract.

### 2. Assignment and Subcontracting

This contract may not be assigned without the written consent of the National Capital Commission, and neither the whole nor any part of the work may be subcontracted by the Contractor without the consent of the Project Manager/Officer. Every subcontract shall incorporate all the terms and conditions of this contract which can reasonably be applied thereto.

### 3. Indemnification

The Contractor shall indemnify, and save harmless the National Capital Commission from and against all claims, losses, costs, damages, suits, proceedings, or actions arising out of or related to the Contractor's activities in executing the work, other than those arising from a defect in title to the site of the work or the infringement of a patent arising from a design supplied by the National Capital Commission, but including his omissions improper acts or delays in executing the work under the contract.

### 4. Property of the National Capital Commission

The Contractor shall be responsible for any loss of or damage, excluding reasonable wear and tear, to any property of the National Capital Commission arising out of the performance of the work whether or not such loss arises from causes beyond his control. Such property shall only be used by the Contractor as may be directed by the Project Manager/Officer and the Contractor shall, at any time when requested to do so, account to the Project Manager/Officer for the use of such property.

### 5. Permits and By-Laws

The Contractor shall comply with all laws and regulations, relating to the work whether federal, provincial or municipal, as if the work was being constructed for a person other than the National Capital Commission and shall pay for all permits and certificates required in respect of the execution of the work.

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## **GENERAL CONDITIONS**

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### **6. Canadian Labour and Materials**

Insofar as is practicable the Contractor shall employ and use Canadian labour and materials in the execution of the work and utilize the services of the Canada Manpower Centre in the recruitment of such labour.

### **7. Publicity**

1. The Contractor will neither permit any public ceremony, nor erect or permit the erection of any sign or advertising, in connection with the work without the approval of the Project Manager/Officer.
2. All exterior signs erected by the contractor will be in both official languages and subject to NCC approval.

### **8. Materials, Equipment, etc. to become Property of the National Capital Commission**

All materials and plants used or provided for the work shall be the property of the National Capital Commission, shall not be removed from the site of the work and shall be used only for the purpose of the work, until the Project Manager/Officer shall certify that they are, if not incorporated in the work, no longer required for the purpose of the work. The Contractor shall be liable for all loss or damage to materials or plants that are the property of the National Capital Commission by virtue of this section.

### **9. Contractor's Superintendent and Workers**

The Contractor will keep a competent superintendent on the site of the work at all times during the progress of the work unless otherwise authorized by the Project Manager/Officer. The superintendent must be acceptable to the Project Manager/Officer and have the authority to receive on behalf of the Contractor any order or communication in respect of the contract. Any superintendent and workers not acceptable to the Project Manager/Officer because of incompetency, improper conduct or security risk will be removed from the site of the work and replaced forthwith.

### **10. Co-operation with other Contractors**

The Contractor will co-operate fully with other contractors or workers sent onto the site of the work by the Project Manager/Officer. If the sending onto the work of other contractors and workers could not have been reasonably foreseen by the Contractor when entering into the contract, and if, in the opinion of the Project Manager/Officer the Contractor has incurred additional expense by such action, and if the Contractor has given written notice of claim within thirty days of such action, the National Capital Commission will pay the cost of such additional expense to the Contractor calculated in accordance with Section 20.

### **11. Claims Against and Obligations of the Contractor or Subcontractor**

1. The Contractor shall ensure that all his lawful obligations and lawful claims against him arising out of the execution of the work are discharged and satisfied, at least as often as this contract requires the National Capital Commission to discharge its obligations to the

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## GENERAL CONDITIONS

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Contractor and shall supply the Project Manager/Officer with a Statutory Declaration deposing to the existence and condition of such claims and obligations when called upon to do so.

2. The National Capital Commission may, in order to discharge lawful obligations and satisfy lawful claims against the Contractor or a subcontractor arising out of the execution of the work, pay any amount, which is due and payable to the Contractor under the contract and from a conversion or a negotiation of the security referred to in Section 18 hereof, if any, directly to the obligees of and the claimants against the Contractor or the subcontractor.

### **12. Project Manager/Officer's Rights and Obligations**

The Project Manager/Officer shall:

1. have access to the work at all times during its execution and the Contractor will provide the Project Manager/Officer with full information and assistance in order that he may ensure that the work is executed in accordance with the contract;
2. decide any question as to whether anything has been done as required by the contract or as to what the Contractor is required by the contract to do, including questions as to the acceptability of, the quality or quantity of any labour, plant or material used in the execution of the work, and the timing and scheduling of the various phases of the work;
3. have the right to order additional work, dispense with, or change the whole or any part of the work provided for in the plans and specifications. The Project Manager/Officer shall decide whether anything done or not done as a result of directions given under this sub-section has increased or decreased the cost of the work to the Contractor and the amount payable under the contract to the Contractor will be increased or decreased accordingly by an amount calculated in accordance with Section 20 hereof.

The Contractor shall comply with any decision or direction of the Project Manager/Officer given under this section.

### **13. Delay, Non-compliance, or Default by the Contractor**

If the Contractor delays in the commencement, execution or completion of the work, fails to comply with a direction or decision of the Project Manager/Officer properly given, or is in default in any other manner under the contract, the Project Manager/Officer may do such things as he deems necessary to correct the Contractor's default.

The Contractor will reimburse the National Capital Commission for all costs, expenses and damages incurred or sustained by the National Capital Commission, by reason of the Contractor's default, or in correcting the default. In addition to the aforementioned remedies in this section, the National Capital Commission may, if the default continues for 6 days after notice in writing of default has been given to the Contractor by the Project Manager/Officer, terminate the contract in accordance with Section 17.

### **14. Changes in soil conditions, National Capital Commission delays**

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## GENERAL CONDITIONS

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1. The Contractor will receive no additional payment for additional costs incurred due to loss, damage or any other reason whatsoever, without the express certification of the Architect/Engineer that the additional cost, loss or damage is directly attributable to:
  - i) in the case of a flat-rate contract, a significant difference between the soil condition information contained in the plans and specifications and actual on-site soil conditions;
  - ii) negligence or delay on the part of the National Capital Commission, following the contract signing date, in providing complete information or in executing its full contract responsibilities or, according to current trade practice, the Contractor has submitted to the Architect/Engineer a written notice of claim for additional costs, loss or damages, not later than thirty (30) days following the date on which the varying soil conditions were noticed, or the date on which said negligence or delay commenced. The amount of any additional payments to be issued under this article will be calculated as per Article 20.
2. If, in the opinion of the Architect/Engineer, the Contractor has ensured a savings due to the differing soil conditions cited above, the amount of this savings will be deducted from the total price of the Contract stated in Article 1 of the Offer and Agreement.

### **15. Protesting Project Manager/Officer's Decision**

If the Contractor, within 10 days of receiving any decision or direction of the Project Manager/Officer, gives written notice to the Project Manager/Officer that the decision or direction is accepted under protest, the National Capital Commission will pay to the Contractor the cost, calculated according to Section 20, of anything that the Contractor was required to do, as a result of the decision or direction, beyond what the contract correctly understood would have required him to do.

### **16. Suspension or Termination of the Contract**

1. The National Capital Commission may upon notice in writing to the Contractor suspend or terminate the contract at any time. The Contractor will comply with such notice immediately.
2. If the National Capital Commission suspends the work for 30 days or less the Contractor must, subject to his remedy under Section 15 hereof, complete the work when called upon to do so. If the National Capital Commission suspends the work for a period in excess of 30 days the Contractor may request the National Capital Commission to terminate the work under sub-section 4 hereof.
3. If the National Capital Commission terminates the contract because of default by the Contractor, the insolvency of or the commission of an act of bankruptcy by the Contractor, the obligations of the National Capital Commission to make payments to the Contractor shall cease and no further payments shall be made to the Contractor or less the Project Manager/Officer shall certify that no financial prejudice will result to the National Capital Commission from such further payments. Termination under this sub-section shall not relieve the Contractor of any legal or contractual obligations other than the physical completion of the work. In such circumstances the Project Manager/Officer



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## GENERAL CONDITIONS

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may complete or have the work completed as he sees fit and all costs and damages incurred by the National Capital Commission due to the non-completion of the work by the Contractor shall be payable by the Contractor to the National Capital Commission.

4. If the National Capital Commission terminates the work other than in accordance with sub-section 3 hereof, the National Capital Commission will pay to the Contractor an amount calculated in accordance with Section 20 hereof subject to any additions or deductions otherwise provided by the General Conditions or Labour Conditions less any payments made pursuant to Section 25.3, hereof. In no event, however, shall such amount be greater than the amount which would have been payable to the Contractor had the contract been completed.

### **17. Security Deposit**

If any security deposit is provided by the Contractor pursuant to this contract it shall be dealt with in accordance with the Government Contracts Regulations, provided that if the Contractor is in breach or default under the contract the National Capital Commission may convert or negotiate such security to its own use. If a Labour and Material Payment Bond is provided pursuant to the contract the Contractor shall post on the site of the work a notice to that effect which shall include the name and address of the Surety, definition of those persons protected therein and an outline of the procedure for submitting a claim.

### **18. No Additional Payment**

The amount payable to the Contractor under this contract will not be increased or decreased by reason of any increase or decrease in the cost of the work brought about by any increase or decrease in the cost of plant, labour or material, except that, in the event of a change in any tax, that affects the cost of any materials incorporated or to be incorporated in the work, imposed under the Excise Act, the Excise Tax Act, the Old Age Security Act, the Customs Act or Customs Tariff, made public after the date of the submission of the tender, an appropriate adjustment may be made.

### **19. Determination of Costs**

For the purposes of Section 11, 13.3, 15, 16 and 17.4, the amount payable to the Contractor shall, subject to the provisions of Section 25.2.ii) hereof, be based on the unit prices, if any, set out in Clause 4 of the Offer and Agreement. If such unit prices are not applicable the Project Manager/Officer and the Contractor may mutually agree on the amount payable. Failing such agreement the amount payable shall be the reasonable and proper expenses paid or legally payable by the Contractor directly attributable to the work plus 10% of such expenses to cover overhead, including finance and interest charges, and profit, as certified by the Project Manager/Officer.

### **20. Records to be Kept by Contractor**

1. The Contractor shall maintain full records of his estimates of and actual cost to him of the work together with all proper tender calls, quotations, contracts, correspondence, invoices, receipts and vouchers relating thereto, shall make them available to audit and inspection by the National Capital Commission, or by persons acting on its behalf, shall allow them to make copies thereof and to take extracts therefrom, and shall furnish them

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## GENERAL CONDITIONS

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with any information which they may require from time to time in connection with such records.

2. The records maintained by the Contractor pursuant to this section shall be kept intact until the expiration of two years from the date of issuance of the Final Certificate of Completion under sub-section 24 of the General Conditions or until the expiration of such other period as the National Capital Commission may direct.
3. The Contractor shall require all subcontractors and all firms, corporations and persons directly or indirectly having control of the Contractor to comply with Sections 1 and 2 as if they were the Contractor.

### **21. Extension of Time**

The National Capital Commission may, on the application of the Contractor, made before the day fixed for the completion of the work, extend the time for completion of the work. The Contractor shall pay to the National Capital Commission an amount equal to the National Capital Commission's expenses and damages incurred or suffered by reason of the delay in completion of the work unless in the opinion of the National Capital Commission such delay was due to causes beyond the control of the Contractor.

### **22. Cleaning of Work**

The Contractor will upon completion of the work, clear and clean the work and its site to the satisfaction of and in accordance with any directions of the Project Manager/Officer.

### **23. Project Manager/Officer's Certificates**

On the day that the work has been completed and the Contractor has complied with the contract and all orders and directions pursuant thereto to the satisfaction of the Project Manager/Officer, the Project Manager/Officer will issue to the Contractor a Final Certificate of Completion. In the case of a unit price contract, the Project Manager/Officer will at the same time issue a Final Certificate of Measurement setting out the final quantities used or employed in respect of the classes and units set out in the Unit Price Table, and any subsequent amendments thereto, under Clause 4 of the Offer and Agreement, such certificate to be binding upon the Contractor and the National Capital Commission.

### **24. Payment**

1. The National Capital Commission will pay and the Contractor will accept as full consideration for the work performed and executed an amount by which the amount referred to in Clause 1 of the Offer and Agreement together with the aggregate of the amounts payable by the National Capital Commission under Section 11, 13.3, 15.1, 16 and 19 minus the aggregate of any payments by the National Capital Commission under Section 12 and indemnification and amounts payable to or costs and damages incurred by the National Capital Commission under Sections 4, 5, 9, 13.3, 14, 15.2, 17.3, 19 and 22.
2. In the case of a unit price contract:

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## GENERAL CONDITIONS

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- i) The amount referred to in Clause 1 of the Offer and Agreement will be deemed to be the amount computed by totalling the products of the unit prices set out in Clause 4 of the Offer and Agreement, as amended pursuant to sub-paragraph ii) hereof, if applicable, and the actual quantities of such units as set out in the Project Manager/Officer's Final Certificate of Measurement, subject to and, adjustment provided for in sub-paragraph ii) of this sub-section.
  - ii) The Project Manager/Officer and the Contractor may, by agreement in writing, add to the aforesaid Unit Price Table other classes of labour, etc., units of measure, estimated quantities and prices per unit, and may if the actual quantities as set out in the aforesaid Final Certificate of Measurement exceed or fall short of the estimated quantities in respect of any item(s) shown in the aforesaid Unit Price Table by more than 15% amend the unit prices shown in the Unit Price Table for such items, provided that in the event the actual quantities exceed the estimated quantities by more than 15% the aforementioned amendment to the unit prices shall apply only to the actual quantities in excess of 115% of the estimated quantities. Where the Project Manager/Officer and the Contractor fail to agree on the amount of any adjustment as contemplated by this sub-section the revised or new prices per unit shall be determined in accordance with Section 20 hereof.
3. If the amount of the Contract is in excess of \$5,000 the Contractor shall be entitled to receive progress payments upon submitting Progress Claims which must be approved by Progress Reports issued by the Project Manager/Officer at monthly intervals. The amount to be paid to the Contractor for a progress payment shall be 90% of the value of the work certified by the Project Manager/Officer in the Progress Report as having been completed since the date of the immediately preceding Process Claim, if any, when a Labour and Material Payment Bond has been furnished under the contract the amount to be paid under this sub-section shall be 95% of the value certified by the Project Manager/Officer.
4. Sixty (60) days after the issue by the Project Manager/Officer of the Final Certificate of Completion there shall become due and payable to the Contractor the amount described in sub-section 1 of this section less the aggregate of the amounts, if any, paid pursuant to sub-section 3 of this section.
5. Notwithstanding sub-sections 3 and 4 of this section, no payments shall be due or payable to the Contractor if he has failed to supply any Statutory Declaration pursuant to Section 12, surety bond or security deposit pursuant to Clause 5 of the Offer and Agreement.
6. A payment by the National Capital Commission pursuant to this section shall not be construed as evidence that the work is satisfactory or in accordance with the contract.
7. Delay in making a payment by the National Capital Commission under this section shall not be deemed to be breach of the contract. However, subject to sub-section 5 of this section, if payment of any Progress Claim under sub-section 3 of this section is not made within 60 days of the date of receipt of the Contractor's Progress Claim, such Progress Claim shall be deemed to be overdue and the Contractor shall be entitled to interest at the rate of 5% per annum of the amount overdue for the period commencing at the end of the forty-fourth day after the said date of receipt of the Progress Claim and ending on the date paid.

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## GENERAL CONDITIONS

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8. The National Capital Commission may set-off against any amount payable or debt due by the National Capital Commission under this contract the amount of any debt due to the National Capital Commission under this contract or any other contract between the Contractor and the National Capital Commission.

**25. Correction of defects**

Should the Contractor receive notice from the Architect/Engineer requiring the correction, at the Contractor's expense, of any defect or vice, regardless the cause, the Contractor will complete the necessary corrections on or before the deadline specified in said notice, in the event that the defect or vice becomes evident not later than twelve (12) months following the date of the Final Certificate of Completion.

**26. Liability Insurance**

The Contractor shall, at its own expense, purchase, provide and maintain in force for the duration of the contract comprehensive general public liability insurance, naming the National Capital Commission as co-insured, against claims for personal injury (including death) or property damage or public liability claims due to any accident or occurrence, arising out of or in connection with the execution of the contract, indemnifying and protecting the National Capital Commission to a limit of not less than five million (\$5 000 000.00) per occurrence. There shall be no right of subrogation of the Contractor or the insurer and the policy of insurance shall contain a severability of interests clause. The Contractor shall provide the National Capital Commission with a copy of the certificate of insurance no less than five (5) days after the award of the contract. The National Capital Commission reserves the right to cancel the contract if the National Capital Commission does not receive the said certificate in which event the contract shall be null and void.

**27. Workers Compensation**

Successful construction project Contractors shall be required to provide evidence of compliance with workers' compensation legislation applicable to the place of the work including payments due thereunder, prior to award of the contract. Every successful construction project Contractor shall be required to provide evidence of such compliance at the time of submitting its first progress claim, at the time of substantial performance of the Work, and prior to issuance of the Certificate of Completion.

**FINANCIAL PROPOSAL - LW122  
ANNEX 7-A-1**

**Bidders Financial Proposal**

- I. Pricing must include all requirements as set forth in the RFP.
- II. Please note that any resulting contract will be a firm price contract and that the total cost proposed will be all inclusive. No other costs or charges will be applicable or payable by the NCC for this project.
- III. Pricing must be submitted in a separate sealed package clearly labelled "Financial Proposal" along with the Bidders company name and file number (LW122). No financial information may appear in the technical proposal.
- IV. The Financial Proposal must be signed by an authorized proponent or will be subject to disqualification.
- V. Each unit price box must be filled in or will be subject to disqualification.

	<b>Spring start up (once yearly)</b>	<b>Fall shut down (once yearly)</b>	<b>Weekly</b>	<b>Totals</b>
	<b>Preventive Maintenance</b>	<b>Preventive Maintenance</b>	<b>Preventive Maintenance</b>	<b>D</b>
	A	B	C	(A + B + C) = D
<b><u>Vincent Massey Park</u></b>			<b>52 Weeks per Year</b>	
<b>Year 1 – Contract Award to October 31, 2020</b>	N/A	\$	\$ /week	\$
<b>Year 2 – November 1, 2020 - October 31, 2021</b>	\$	\$	\$ /week	\$
<b>Year 3 – November 1, 2021 - October 31, 2022</b>	\$	\$	\$ /week	\$
<b>Year 4 – November 1, 2022 - October 31, 2023</b>	\$	\$	\$ /week	\$
<b>Year 5 – November 1, 2023 - October 31, 2024</b>	\$	\$	\$ /week	\$
<b><u>Hog's Back Park</u></b>			<b>26 Weeks per Year</b>	
<b>Year 1 – Contract Award to October 31, 2020</b>	N/A	\$	\$ /week	\$
<b>Year 2 – November 1, 2020 - October 31, 2021</b>	\$	\$	\$ /week	\$
<b>Year 3 – November 1, 2021 - October 31, 2022</b>	\$	\$	\$ /week	\$
<b>Year 4 – November 1, 2022 - October 31, 2023</b>	\$	\$	\$ /week	\$
<b>Year 5 – November 1, 2023 - October 31, 2024</b>	\$	\$	\$ /week	\$
<b><u>Rockcliffe Park</u></b>			<b>26 Weeks per Year</b>	
<b>Year 1 – Contract Award to October 31, 2020</b>	N/A	\$	\$ /week	\$
<b>Year 2 – November 1, 2020 - October 31, 2021</b>	\$	\$	\$ /week	\$
<b>Year 3 – November 1, 2021 - October 31, 2022</b>	\$	\$	\$ /week	\$
<b>Year 4 – November 1, 2022 - October 31, 2023</b>	\$	\$	\$ /week	\$
<b>Year 5 – November 1, 2023 - October 31, 2024</b>	\$	\$	\$ /week	\$
<b>Sub-Total for Preventative Maintenance (Annex F-A-1) :</b>				\$
<b>Sub-Total for Hourly Rates for Additional Work and Related Expenses (Annex F-A-2):</b>				\$
<b>Sub-Total (Annexes F-A-1 and F-A-2) :</b>				\$
<b>Tax :</b>				\$
<b>*All totals are for evaluation purposes only</b>				
<b>Total :</b>				<b>\$</b>

Company Name : \_\_\_\_\_ Date : \_\_\_\_\_

Signature : \_\_\_\_\_

**Annex F-A-2 - Financial Proposal - LW122**  
**Hourly Rates for Additional Work and Related Expenses**

Item	Description	Year 1 Contract Award to October 31, 2020		Year 2 November 1, 2020 to October 31, 2021		Year 3 November 1, 2021 to October 31, 2022		Year 4 November 1, 2022 to October 31, 2023		Year 5 November 1, 2023 to October 31, 2024		Totals (For evaluation purposes)	
		Regular Hourly Rate	Premium Hourly Rate	Regular Hourly Rate	Premium Hourly Rate	Regular Hourly Rate	Premium Hourly Rate	Regular Hourly Rate	Premium Hourly Rate	Regular Hourly Rate	Premium Hourly Rate		
1	<b>Senior Service Technician with tools and vehicle.</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
2	<b>Service Technician with tools and vehicle.</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
3	<b>Service Technician</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
4	<b>Response time to any site for Reactive Maintenance call</b>	\$	N/A	\$	N/A	\$	N/A	\$	N/A	\$	N/A	\$	
Note: Travel time from the NCC site to the Contractors place of business following a Reactive Maintenance call. The NCC will <b>NOT</b> reimburse the Contractor for travel time <u>following</u> a Reactive Maintenance call.		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
											<b>Your mark up %</b>	<b>Evaluation Totals (\$500 x 1.____%)</b>	
5	<b>Markup on any parts or materials required and approved by the NCC</b>	<b>With the exception of Consumables (see 5.9), the NCC will pay a fixed percentage markup for any materials invoiced by the Contractor. Only materials for which a written estimate was provided will be subject to this provision.</b>						\$500.00	_____%	\$			
*All totals are for evaluation purposes only							<b>Total Hourly Rates and Expenses (Items 1,2,3,4,5) :</b>					\$	
							Add this total to the Sub-total line on Annex 7-A-1 .						
<b>Special Considerations</b>		Personnel supplied by the Contractor must respect the terms & conditions of the Contract (see 5.3)											
		The premium hourly rate will apply only to work performed between the hours of 20:00 and 05:00 and work performed on Sundays. For the purposes of this Contract, Sunday will be deemed to begin at 05:00 and end at 20:00.											
		The Contractor may not invoice the NCC for any more than one Senior Service Technician on any one site, at any one time.											

Company Name : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

## APPENDIX B

### Evaluation Criteria

#### EVALUATION CRITERIA

The Technical Proposal will be evaluated according to the following criteria. Please provide and address each criterion individually.

- I. Although price is an important factor, it is only one criterion in the evaluation of proposals. The NCC is seeking best overall value and will evaluate proposals on a point rating system based on the following Evaluation Criteria and assigned weight factors.
- II. Bidders **must** include all information relating to the Evaluation Criteria in their proposal. All information contained within the Proposal must be complete and clear in order to be evaluated. Failure to include all information may result in disqualification of the proposal.
- III. Bidder's **must** indicate the location of the information relevant to the Evaluation Criteria. Failure to clearly indicate the location of information (page number) in the Evaluation Criteria table may result in the disqualification of the proposal.

#### EVALUATION CRITERIA

	<b>Deliverable Categories</b>	<b>Page Number</b> <small>(where applicable)</small>	<b>Weight Factor</b>
1	<p><b>Company Profile :</b> Provide a description of the entity as a whole and how its work relates to the NCC's requirement.</p> <p>Points Awarded: up to 10 points for an entity whose work is somewhat similar in scope, up to 15 points for an entity whose work is similar in scope.</p>	<b>Page:</b>	<b>15</b>
2	<p><b>Company Experience :</b> The Proponent must demonstrate that the firm has a <u>minimum</u> of five (5) years' experience similar in scope. Provide written proof clearly explaining: the number of years in operation, type of work/specialization, number of employees etc.</p> <p>Points Awarded: 5 years = 15 pts, 6-7 years = 20 pts, 8-9 years = 25 pts and 10+ years = 30 pts (Less than 5 years = 0 pts)</p>	<b>Page:</b>	<b>30</b>
3	<p><b>References :</b> List a minimum of two (2) to a maximum of four (4) projects similar in scope completed within the last five (5) years and provide a reference for each project which includes: company name, contact person, title, telephone number, e-mail address, project title including a description of the project completed.</p> <p>The NCC has the right to contact each reference for further details. The NCC reserves the right to also self-reference based on past projects that the contractor has completed for the NCC (if applicable).</p> <p>Points Awarded: For successful and completed projects similar in scope for: 2 projects = 8 pts, 3 projects = 12 pts and 4 projects = 15 pts (less than 2 similar projects = 0 pts)</p>	<b>Page:</b>	<b>15</b>
<b>Total Points :</b>			<b>60</b>

A minimum evaluation score of 40 out of 60 points must be achieved in order to proceed to the opening of the Financial Proposal. The score obtained for the Technical Proposal will account for 60% of the bidder's total score.

**APPENDIX C**  
**FINANCIAL PROPOSAL**  
**LW122**

**Bidders Financial Proposal**

- I. Pricing must include all requirements as set forth in the RFP.
- II. Please note that any resulting contract will be a firm price contract and that the total cost proposed will be all inclusive. No other costs or charges will be applicable or payable by the NCC for this project.
- III. Pricing must be submitted in a separate sealed package clearly labelled “Financial Proposal” along with the Bidders company name and file number (LW122). No financial information may appear in the technical proposal.**
- IV. The Financial Proposal (two (2) pages, Annexes F-A-1 and F-A-2) must be signed by an authorized proponent or will be subject to disqualification.

**SEE ATTACHED TWO SHEETS (Annexes F-A-1 and F-A-2)**

**BASIS OF AWARD**

The following table specifies the percentage weighting applied to the scores of the Technical Proposal and the Financial Proposal in the determination of the successful bidder:

Proposal	Weight
Technical Proposal's points score	60%
Financial Proposal's points score	40%



In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to the NCC as necessary to gain such understanding.



LIFT STATIONS

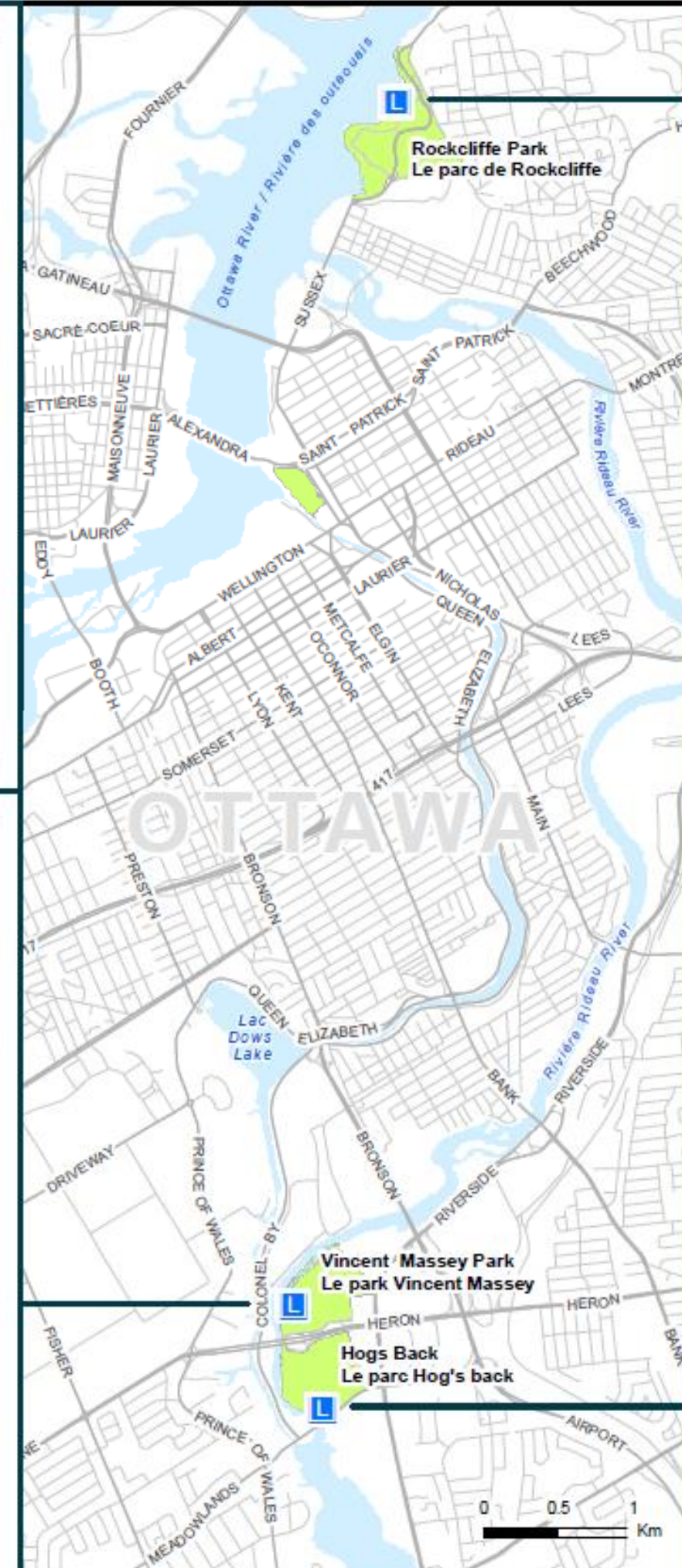
STATIONS DE RELÈVEMENT

Date: 23/05/2019

-  LIFT STATION  
STATION DE RELÈVEMENT
-  SITE  
SITE



Rockcliffe Park  
Le parc de Rockcliffe



OTTAWA



Vincent Massey Park  
Le parc Vincent Massey



Hog's Back Park  
Le parc Hog's Back

## **National Capital Commission (NCC) Environmental Guidelines for Maintenance Contracts**

This document summarizes the mitigation measures to be implemented during the various activities that will be undertaken as part of Maintenance contracts on National Capital Commission (NCC) lands. This document fulfills the requirements under the *Canadian Environmental Assessment Act 2012 (CEAA, 2012)* to determine whether projects on federal lands are likely to cause significant adverse environmental effects<sup>1</sup>. If the mitigation measures outlined within this document are implemented, then the activities described below which are conducted on NCC lands will be unlikely to cause significant adverse environmental effects. This table also takes into account the other legal obligations the NCC has under both provincial and federal environmental legislation (e.g. *Species at Risk Act, Migratory Birds Convention Act, Canadian Environmental Protection Act, etc.*). This document complements the NCC's Environmental Strategy and Master Plans.

The NCC Environmental Strategy outlines 5 areas for action: reducing waste, protecting biodiversity, preventing pollution, leading in environmental practices and combating climate change. One of the objectives under the *leading in environmental practices* area is to incorporate environmentally sensitive practices into all Maintenance contracts. This document reflects the NCC's commitment to meeting this objective.

All contractors and contract management officers will be required to have basic training in the use of these environmental guidelines. It is important that these guidelines be strictly followed, as fines may be issued by the provincial or federal government in the event of noncompliance. Repaying these fines will be the responsibility of the contractor.

### **Environmental Guidelines to be followed for All Maintenance Activities**

The following measures and principles must be followed throughout all Maintenance work on NCC lands. Mitigation measures marked with an asterisk (\*) will require approval from the NCC prior to the start of the Maintenance activity, or will require the contractor to notify the NCC in the case of an accident or emergency. When a mitigation measure is marked with an asterisk (\*), contact the Contract Management Officer (CMO) to inform them of the type of work you are doing. The CMO will then be responsible to contact relevant NCC specialists (e.g. arborist, contaminated site specialists, biologists, archaeologist, etc.) to obtain their recommendations.

#### *Air Emissions*

- To the extent possible the Contractor will minimize unnecessary idling of vehicles which can result in wasted fuel and the creation of greenhouse gases (refer to municipal by-laws).
- All air emissions must meet regulatory requirements. Where required, a certificate of approval must be obtained from provincial authorities for stationary sources of air pollution (e.g. stacks, boilers, fume hoods).
- Use low-sulphur diesel or ethanol-based fuel wherever possible to reduce vehicle emissions.
- Regularly service vehicles and practice preventive maintenance to reduce vehicle emissions.
- The use of energy efficient vehicles and machinery is encouraged to reduce carbon emissions.
- Whenever possible, it is recommended to use renewable sources of electricity to prevent unnecessary emissions.

#### *Archaeological Resources*

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<sup>1</sup> The determination of whether an adverse environmental effect is significant is based on several criteria : magnitude, geographic extent, duration and frequency, reversibility and ecological context as per the Canadian Environmental Assessment Agency guidelines

- \*If any archaeological resources or human remains are discovered during Maintenance activities, all work at the location concerned must be halted immediately and Ian Badgley, Archaeologist, NCC Heritage Program (613-239-5678, Ext. 5751, [ian.badgley@ncc-ccn.ca](mailto:ian.badgley@ncc-ccn.ca)) must be notified forthwith. Work shall not be resumed at that location until measures for the protection of those resources or remains have been put in place.

#### *Cleaning of Equipment, Machinery, and Vehicles*

- Before transporting all-terrain vehicles or other tracked vehicles into and out of an NCC valued ecosystem or valued habitat, ensure appropriate measures have been taken to clean away sludge, dirt, and plant material, the latter to minimize the spread of invasive species.

#### *Contaminated Soils*

- \*No soils from a contaminated site may be reused elsewhere.
- Management and disposal of contaminated soils will follow all applicable regulations and guidelines.

#### *Designated Substances*

- \*Prior to entering a site, contact the NCC to determine if any designated substances<sup>2</sup> are present.
- Handle and dispose of all designated substances in accordance with all federal, provincial, and municipal requirements.
- Ensure employees are trained on the identification and handling of designated substances.

#### *Pesticides*

- In 2012, the NCC developed and approved a policy to eliminate the cosmetic use of pesticides on its lands. All activities that take place on NCC lands must be in full compliance with all federal pesticides legislation and regulations as well as be in full compliance with the requirements under the *Ontario Pesticide Act* and the *Quebec Pesticide Act*, depending on the province where the activity is taking place.

#### *Fauna and Wildlife*

- Workers will avoid wilfully disturbing any wildlife at the site.
- If the animal is found inside a structure, contact the CMO who will be advised by the NCC environmental services on the best course of action.
- Workers must keep the work site clean and must not leave behind garbage or food scraps that could attract animals or alter their behaviour.

#### *Site Reinstatement*

- To prevent weed germination and establishment, retain native vegetation in and around project activity and keep soil disturbance to a minimum consistent with project objectives.
- All materials should be removed at the end of the works, and the site should be reinstated to its original conditions, or better, including the restoration of both topsoil and native vegetation. Seed mixtures are to follow the NCC portfolio approved seeding, sodding or mulch.

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<sup>2</sup> As per *Ontario Regulation 490/09 Designated Substances* definition

- Revegetation must be done as soon as possible within the growing season. If unfeasible, the Contractor must stabilize disturbed areas with erosion control blankets to keep the soil in place and prevent erosion in water bodies. Blankets must be removed only at the end of the revegetation work.

#### *Spills Procedure & Emergency Response*

The NCC has developed a Spills Procedure to ensure that appropriate and consistent responses are implemented to deal with emergencies or accidents. All individuals performing work on NCC property are expected to be familiar with the general requirements for reporting and responding to environmental emergencies on NCC property. In addition, the following requirements must be met.

- **All emergency situations MUST be reported immediately to 911 and then to the NCC 24 Hour Emergency Communications Service at 613 239-5353.** Any environmental spills (biological, chemical or petroleum based) must be reported to the NCC 24 Hour Emergency Communication Service at 613-239-5353.
- Spill response materials should be available wherever hazardous materials are used or stored. These spill response materials should be suitable in type and quantity to the type and quantity of hazardous materials being used at that location.
- Employees must be trained on how to use the spill material and equipment.
- All used absorbent material must be disposed of in accordance with applicable regulatory requirements.
- \*Any release of potential contaminants, such as fuel, chemicals, or other hazardous materials, must be reported to the NCC immediately.
- All spills must also be reported to the appropriate provincial authority where a spill: discharges to air, land or water, is in excess of normal usage, has escaped its means of containment, or has been combined with other products affecting its chemical stability which could cause an adverse effect (i.e. negative impact on health, environment or property).
- Spills must be contained and cleaned up in accordance with all federal, provincial, and local regulatory requirements.
- A spill report form has been prepared by the NCC and must be completed and sent to Environmental Services within 24 hours of the spill. The spill form is included in the reporting section of this contract. The Spill Report, Response and Review Log must be completed by following the Spill Procedure in place. The Spill Report, Response and Review Log should be submitted to the NCC Contract Manager and it should provide details on the spill.

#### *Trees*

- \*No tree (with a diameter at breast height (DBH) of 10cm or greater) may be cut without prior authorization from the NCC.
- Respect a minimum distance of 2 meters from any trees (species at risk such as Butternut, Rock Elm, or Black Maple may require greater distance) when excavating or installing structures. Install protectors around all trees susceptible of being damaged by machinery. \*If damages are done to a tree, it must be reported to the CMO who will decide of the applicable mitigation measures (e.g. proper pruning of the branch, replacement of the tree, report to applicable authorities, etc.) to be implemented by the contractor.
- When feasible, do not park vehicles or machinery or store any materials within the dripline of any trees.
- Any federally or provincially protected tree species (seedling, sapling or tree) must be protected and precautionary measures such as flagging the tree or installing protectors at the dripline of the tree must be taken to ensure they are not damaged or cut, including the critical root zone. These species include, but are not limited to Butternut (*Juglans cinerea*) in both Quebec and Ontario and Rock Elm (*Ulmus thomasii*) and Black Maple (*Acer nigrum*) in Quebec. Any flagging tape used must be removed once work is completed.

#### *Water Quality, Fish, and Fish Habitat*

- Any activity that takes place within 30 m of a watercourse or wetland and may release sediment, soil, or any other potentially polluting chemical or product will require the development and implementation of an Erosion and Sediment Control Plan and an Emergency Response Plan.
- Plan activities near water such that materials such as paint, primers, blasting abrasives, rust solvents, degreasers, grout, or other chemicals do not enter the watercourse.

- Clearing of riparian vegetation should be kept to a minimum: use existing trails, roads or cut lines wherever possible to avoid disturbance to the riparian vegetation and prevent soil compaction. When practicable, prune or top the vegetation instead of grubbing/uprooting.
- Minimize the removal of natural woody debris, rocks, sand or other materials from the banks, the shoreline or the bed of the waterbody below the ordinary high water mark. If material is removed from the waterbody, set it aside and return it to the original location once construction activities are completed. Ensure that machinery arrives on site in a clean condition and is maintained free of fluid leaks.
- Whenever possible, operate machinery on land above the high water mark, on ice, or from a floating barge in a manner that minimizes disturbance to the banks and bed of the waterbody.
- Limit machinery fording of the watercourse to a one-time event (i.e., over and back), and only if no alternative crossing method is available. If repeated crossings of the watercourse are required, construct a temporary crossing structure.
- Use temporary crossing structures or other practices to cross streams or waterbodies with steep and highly erodible (e.g., dominated by organic materials and silts) banks and beds. For fording equipment without a temporary crossing structure, use stream bank and bed protection methods (e.g., swamp mats, pads) if minor rutting is likely to occur during fording.
- Wash, refuel and service machinery and store fuel and other materials for the machinery in such a way as to prevent any deleterious substances from entering the water.

#### *Weather*

- Avoid performing Maintenance activities that have the potential to release dust or other particles during periods of heavy rainfall or high winds.

**Table 1: Mitigation Measures for Maintenance Contracts**

To use this table, find the Maintenance activity you are performing on the leftmost column, and apply the mitigation measures specified. Mitigation measures marked with an asterisk (\*) will require approval from the NCC prior to the start of the Maintenance activity, or will require the contractor to notify the NCC in the case of an accident or emergency. When a mitigation measure is marked with an asterisk (\*), contact the Contract Management Officer (CMO) to inform them of the type of work you are doing. The CMO will then be responsible to contact relevant NCC specialists (e.g. arborist, contaminated site specialists, biologists, archaeologist, etc.) to obtain their recommendations.

**Important note:** The installation or construction of new fixtures, structures, or systems (e.g. culverts, electrical conduits, underground pipes, etc.) is not covered under this guide, and must be reviewed separately under the *Canadian Environmental Assessment Act, 2012*. If your work involves new construction, make sure to contact the CMO.

Maintenance Activity	Project Under CEEA, 2012?	Environmental Effects	Mitigation Measures	Responsibilities of NCC Environmental Experts (e.g. monitoring, permitting, approval, terms of reference, etc.)
<b>Landscape Management</b>				
<b>Turf:</b> machine and manual cutting, trimming, watering, edging, top dressing, seeding or overseeding, aerating, fertilizing, etc.	No	<ul style="list-style-type: none"> <li>Excess or improper application of fertilizers can cause environmental degradation of water bodies.</li> <li>Potential damage to species protected under the <i>Species at Risk Act</i> or provincial legislation during cutting.</li> <li>Potential destruction of migratory bird nests which are protected under the <i>Migratory Bird Conventions Act</i> during cutting.</li> </ul>	<ul style="list-style-type: none"> <li>Do not apply fertilizers or other products containing phosphorus or nitrogen within 15m of a watercourse or water body.</li> <li>In 2012, the NCC developed and approved a policy to eliminate the cosmetic use of pesticides on its lands. All activities that take place on NCC lands must be in full compliance with all federal pesticides legislation and regulations as well as be in full compliance with the requirements under the <i>Ontario Pesticide Act</i> and the <i>Quebec Pesticide Act</i>, depending on the province where the activity is taking place.</li> <li>Turf cuttings are to be collected and composted on site, where possible.</li> <li>*When clearing naturalized meadows (e.g. Class C), the NCC will need to verify the presence of any species at risk prior to undertaking the activity.</li> <li>*To minimize harm to migratory birds, naturalized meadows (e.g. Class C) may not be cut between April 15<sup>th</sup> and August 15<sup>th</sup>, which corresponds to the core migratory bird breeding and nesting season. If, by exception or for health and safety reasons (fire breaks), the NCC requires that naturalized meadows or class C areas be cut prior to August 15<sup>th</sup>, the NCC will be required to conduct an area search for evidence of nesting. Environment Canada recommends that these surveys be carried out by skilled and experienced observers using appropriate methodology<sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li>If activities must be conducted in a naturalized meadow between April 15<sup>th</sup> and August 15<sup>th</sup>, conduct area search for evidence of nesting.</li> </ul>
<b>Tree/shrub:</b> safety and Maintenance, pruning, trimming, cultivating, edging, mulching,	Yes, when carried out in relation to a	<ul style="list-style-type: none"> <li>Potential damage to trees or shrubs protected under the <i>Species at Risk Act</i> or provincial legislation.</li> <li>Potential destruction of migratory bird nests</li> </ul>	<ul style="list-style-type: none"> <li>*Any federally or provincially protected tree species (seedling, sapling or tree) must be properly flagged and protected to prevent damage or accidental removal. Highly visible flagging tape (using a pre-determined colour) should be used to clearly identify the tree and removed once work is completed. Presence of such species should be reported to the CMO.</li> </ul>	<ul style="list-style-type: none"> <li>NCC approval prior to tree pruning, cutting or removal.</li> <li>If activities must be conducted in a naturalized</li> </ul>

<sup>3</sup> Environment Canada. Specific considerations related to determining the presence of nests. [[http://ec.gc.ca/paom-itmb/default.asp?lang=En&n=8D910CAC-1#\\_004](http://ec.gc.ca/paom-itmb/default.asp?lang=En&n=8D910CAC-1#_004)]. Online December 10, 2013.

Maintenance Activity	Project Under CEAA, 2012?	Environmental Effects	Mitigation Measures	Responsibilities of NCC Environmental Experts (e.g. monitoring, permitting, approval, terms of reference, etc.)
removal, winter protection, etc.	physical work (e.g. pathway Maintenance)	<p>which are protected under the <i>Migratory Bird Conventions Act</i>.</p> <ul style="list-style-type: none"> <li>Improper disposal of diseased trees or shrubs may spread invasive pests, diseases or pathogens.</li> <li>Improper pruning may decrease tree health.</li> </ul>	<p>These species include <b>Butternut</b> (<i>Juglans cinerea</i>), <b>Rock Elm</b> (<i>Ulmus thomasi</i>) and <b>Black Maple</b> (<i>Acer nigrum</i>).</p> <ul style="list-style-type: none"> <li>*It is prohibited to prune or fell any at risk tree species (live or dead) protected by provincial and/or federal law, unless a permit was first obtained from the appropriate agency, either Environment Canada or MDDEFP, depending on the case. A permit request to these agencies must first be obtained by the NCC. Protected tree species include <b>Butternut</b> (<i>Juglans cinerea</i>) in both Quebec and Ontario, <b>Rock Elm</b> (<i>Ulmus thomasi</i>) and <b>Black Maple</b> (<i>Acer nigrum</i>) in Quebec.</li> <li>*To minimize harm to migratory birds, no tree or shrub cutting or removal may take place between April 15<sup>th</sup> and August 15<sup>th</sup>, which corresponds to the core migratory bird breeding and nesting season. Alternatively, consider conducting an area search for evidence of nesting. Environment Canada recommends that these surveys be carried out by skilled and experienced observers using appropriate methodology<sup>2</sup></li> <li>Trees or shrub clippings, branches, or log pieces that show signs of disease or pests must be appropriately disposed of following all federal, provincial, and municipal regulations in order to minimize spread of the disease or pest (e.g. Dutch elm disease, emerald ash borer, etc). Healthy material will be collected and composted on-site, where possible.</li> <li>Minimize vegetation cutting (DBH &lt; 10 cm), limiting it to vegetation that interferes with the movement of machinery and work.</li> <li>All tree or vegetation debris that may fall or enter any water bodies must be removed immediately with as little disturbance as possible.</li> <li>If working in Gatineau Park, any sapling or tree that has to be cut should be cut in 1 meter lengths and dispersed in the surrounding forest on NCC property.</li> <li>*When removing tree stumps, contact your CMO because the associated excavation may affect archaeological resources and may require testing and disposal if it is located on a contaminated site.</li> <li>All tree pruning should follow the International Society of Arboriculture (ISA) best practices for tree pruning.</li> </ul>	<p>meadow between April 15<sup>th</sup> and August 15<sup>th</sup>, conduct area search for evidence of nesting.</p> <ul style="list-style-type: none"> <li>Obtain required authorization to prune or fell a protected tree species.</li> <li>Monitor compliance of conditions set out in the permit and/or authorization for cutting of protected trees.</li> <li>Verification of soil and groundwater contamination and archaeological potential when removing stumps.</li> </ul>
<b>Annual, bulb, and perennial:</b> mowing of daffodils, planting/removing, watering, fertilizing, cultivating, edging,	No	<ul style="list-style-type: none"> <li>Excess or improper application of fertilizers can cause environmental degradation of water bodies and aquatic life.</li> <li>Improper disposal of flowers may spread invasive pests, diseases or pathogens.</li> </ul>	<ul style="list-style-type: none"> <li>Do not apply fertilizers or other products containing phosphorus or nitrogen within 15m of a watercourse or water body.</li> <li>Flowers that are removed and show signs of disease or pests must be appropriately disposed of following all federal, provincial, and municipal regulations in order to minimize spread of the disease or pest. Healthy clippings are to be collected and composted on-site, where</li> </ul>	

Maintenance Activity	Project Under CEAA, 2012?	Environmental Effects	Mitigation Measures	Responsibilities of NCC Environmental Experts (e.g. monitoring, permitting, approval, terms of reference, etc.)
hang weeding, pinching, roguing, winter protection, plant division, etc.			possible. <ul style="list-style-type: none"> <li>Use non-invasive plant species and preferably native species for ornamental purposes. Consult invasive alien species lists before the introduction of a new ornamental species.</li> </ul>	
<b>Non-desirable vegetation / nest / small animal control<sup>4</sup>:</b> inspecting and removing as needed.	Yes	<ul style="list-style-type: none"> <li>Potential damage to species protected under the <i>Species at Risk Act</i> or provincial legislation.</li> <li>Potential destruction of migratory bird nests which are protected under the <i>Migratory Bird Conventions Act</i>.</li> <li>Pesticides, herbicides, insecticides, or fungicides may kill non-target species.</li> <li>Accidental spread of invasive species.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that the small nuisance animal is not a species protected under the <i>Species at Risk Act</i>, the <i>Ontario Endangered Species Act</i>, <i>Quebec Loi sur les espèces menacées ou vulnérables</i> or the <i>Migratory Birds Convention Act</i>.</li> <li>*No active bird nests may be disturbed or destroyed. Generally, if migratory birds nesting in buildings are a cause for concern, it is recommended that contractors identify how the birds enter the building and block those entries after nesting is completed and before the birds come back to nest the following season.</li> <li>Where the presence or effects of the nuisance animal(s) may create a dangerous situation, the Contractor is to contact the CMO who will be advised by the NCC environmental services on the best course of action.</li> <li>In 2012, the NCC developed and approved a policy to eliminate the cosmetic use of pesticides on its lands. All activities that take place on NCC lands must be in full compliance with all federal pesticides legislation and regulations as well as be in full compliance with the requirements under the <i>Ontario Pesticide Act</i> and the <i>Quebec Pesticide Act</i>, depending on the province where the activity is taking place.</li> <li>Only products registered by Agriculture and Agri-Food Canada under the <i>Pest Control Products Act</i> may be used.</li> <li>*The contractor must receive written authorization from the NCC for any exceptional circumstances requiring application of pesticides, herbicides, insecticides or fungicides.</li> <li>*When removing invasive plant species, ensure that plant material is appropriately disposed of to minimize spread. Consult the NCC for information on the best disposal requirements based on the invasive species you are working with.</li> <li>Clean sludge, dirt, and plant material from equipment and tools before leaving a site infested with invasive species. High pressure air hoses, mobile cleaning stations which retain water runoff, and brushes or brooms are acceptable cleaning methods.</li> </ul>	<ul style="list-style-type: none"> <li>Approval of pesticide application.</li> <li>Verification of appropriate disposal methods for invasive species.</li> <li>Confirmation of the animal species.</li> </ul>
<b>Civil Maintenance</b>				
<b>All surfaces:</b>	Yes	<ul style="list-style-type: none"> <li>Accidental spills may degrade environmental</li> </ul>	<ul style="list-style-type: none"> <li>Refer to the Spills Procedure and Emergency Response mitigation measures on page 2.</li> </ul>	

<sup>4</sup> Animals causing material damage to the NCC's Assets



Maintenance Activity	Project Under CEAA, 2012?	Environmental Effects	Mitigation Measures	Responsibilities of NCC Environmental Experts (e.g. monitoring, permitting, approval, terms of reference, etc.)
Inspecting, reporting, sweeping, removing hazards (e.g. leaves, encroaching vegetation, etc.), providing emergency services such as accident clean-ups, etc.		quality and have the potential to spread contamination.	<ul style="list-style-type: none"> <li>*Work performed in or near water may require a permit from the Ontario or Quebec provincial and/or federal government. The contractor must contact the CMO to verify permit requirements with the NCC environmental services.</li> <li>Any activity that takes place within 30 m of a watercourse or wetland and may release sediment, soil, or any other potentially polluting chemical or product will require the development and implementation of an Erosion and Sediment Control Plan and an Emergency Response Plan.</li> </ul>	
<b>Asphalt surfaces:</b> daily inspection, reporting, and secure any deficiencies (e.g. bumps, cracking, culvert and ditch problems, drainage problems, erosion, manhole and catch basin problems, etc), provide emergency pothole/sinkhole fillings.	Yes	<ul style="list-style-type: none"> <li>Accidental spills will degrade environmental quality and have the potential to spread contamination.</li> <li>The release of sediment and/or chemicals during Maintenance activities that take place in or near water may adversely affect fish, fish habitat, and/or water quality.</li> </ul>	<ul style="list-style-type: none"> <li>Refer to the Spills Procedure and Emergency Response mitigation measures on page 2.</li> <li>Asphalt should either be mixed away from the site or should be prepared on paved surfaces to minimize the effects of a spill. Excess asphalt must be disposed off-site at a location that meets all regulatory requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Receive authorization to work near water.</li> <li>Monitor compliance of conditions set out in the permit and/or authorization to perform in-water or near-water works.</li> <li>Periodically inspect the erosion and sediment control measures to ensure proper installation and functioning, especially prior to, and after rainfall events.</li> </ul>
<b>Concrete/masonry surfaces</b> (curbs, gutters, concrete steps, exposed aggregate, granite sets, pavers, interlocks, flag stones, cobblestones, patio stones, etc.): re-setting, correcting, etc.	Yes	<ul style="list-style-type: none"> <li>Accidental spills will degrade environmental quality and have the potential to spread contamination.</li> </ul>	<ul style="list-style-type: none"> <li>Concrete should either be mixed away from the site or should be prepared on paved surfaces if only small quantities (e.g. for minor repairs) are required. Excess concrete must be disposed off-site at a location that meets all regulatory requirements.</li> <li>The washing of concrete trucks and other equipment used for mixing concrete should not be carried out within 30 m of a watercourse or wetland and should take place outside of the work site.</li> <li>All concrete trucks should collect their wash water and recycle it back into their trucks for disposal off-site at a location meeting all regulatory requirements.</li> <li>When performing gutter repairs or cleaning, ensure that no deleterious substance or debris falls into the gutter system.</li> </ul>	
<b>Gravel / granular /</b>	Yes	<ul style="list-style-type: none"> <li>The release of sediment and/or chemicals</li> </ul>	<ul style="list-style-type: none"> <li>Implement dust control measures.</li> </ul>	<ul style="list-style-type: none"> <li>Periodically inspect the</li> </ul>

Maintenance Activity	Project Under CEAA, 2012?	Environmental Effects	Mitigation Measures	Responsibilities of NCC Environmental Experts (e.g. monitoring, permitting, approval, terms of reference, etc.)
<b>stone dust / natural / decorative surfaces:</b> levelling, grading, etc.		during Maintenance activities that take place in or near water may adversely affect fish, fish habitat, and/or water quality. <ul style="list-style-type: none"> <li>The release of particulate matter may adversely affect air quality.</li> </ul>	<ul style="list-style-type: none"> <li>*No increase in footprint below the High Water Mark</li> <li>*No new fill placed below the High Water Mark</li> </ul>	erosion and sediment control devices to ensure proper installation and functioning, especially after heavy rainfall.
<b>Wood surfaces:</b> repairing, maintaining structural integrity, sanding, painting, etc.	Yes	<ul style="list-style-type: none"> <li>Accidental spills will degrade environmental quality and have the potential to spread contamination.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure proper storage, management and use of materials to minimize spills.</li> <li>Implement dust control measures when sanding.</li> <li>Do not use treated wood in or near water (minimum distance is 15m).</li> <li>Do not use treated wood on surfaces used in the preparation or consumption of food (picnic tables, bird feeders), that would be in direct contact with drinking water or that will be used by people (benches, wooden structures for children).</li> <li>Refer to the Spills Procedure and Emergency Response mitigation measures on page 2.</li> </ul>	
<b>Lighting and electrical</b> (distribution boxes, electrical panels, aboveground and underground electrical conduits and wiring, light standards, etc.): inspecting, repairing, securing, replacing, providing line locates, providing immediate repairs, reporting.	Yes	<ul style="list-style-type: none"> <li>Spread of contaminated groundwater or soils during excavation.</li> <li>Health and safety effects from the exposure of contaminated soils.</li> <li>Damage to archaeological resources as a result of excavation.</li> <li>Damage to tree roots or trees as a result of excavation.</li> <li>Accidental erosion of soil that is stored near water may adversely affect fish, fish habitat, and/or water quality.</li> <li>Improper disposal of hazardous materials could degrade environmental quality and have an impact on health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>*Prior to the start of any digging or excavation for the repair of electrical conduits or any other subsurface lighting and electrical fixture, contact the CMO to verify the presence of soil or groundwater contamination and archaeological potential. Provide the CMO with details on the location of the digging, and the type of work to be performed (e.g. will the trench be deepened or widened compared to what was previously excavated?).                             <ul style="list-style-type: none"> <li>If soil or groundwater contamination is present, testing prior to off-site disposal may be required.</li> <li>Management and disposal of contaminated soils will follow all applicable regulations and guidelines.</li> <li>In the case of new excavation or excavation that will widen, deepen or otherwise alter the footprint of previous excavation in zones of elevated archaeological potential, an archaeologist may need to be called on site to monitor that work.</li> <li>If the excavation does not involve any alteration to the footprint of previous excavation, then no archaeological investigation or monitoring is required.</li> </ul> </li> <li>*If any suspected soil or groundwater contamination at the site is discovered, the NCC must be notified immediately.</li> <li>Any activity that takes place within 30 m of a watercourse or wetland and may release sediment, soil, or any other potentially polluting chemical or product will require the development and implementation of an Erosion and Sediment Control Plan and an Emergency Response Plan.</li> <li>If soils must be stored overnight, they should be covered with a tarp.</li> </ul>	<ul style="list-style-type: none"> <li>Periodically inspect the erosion and sediment control fences to ensure proper installation and functioning, especially after heavy rainfall.</li> <li>May require testing of soils prior to off-site disposal.</li> <li>May require monitoring by qualified archaeologist.</li> <li>Attain permit to excavate near Butternut.</li> </ul>

Maintenance Activity	Project Under CEAA, 2012?	Environmental Effects	Mitigation Measures	Responsibilities of NCC Environmental Experts (e.g. monitoring, permitting, approval, terms of reference, etc.)
			<ul style="list-style-type: none"> <li>• *Excavation within the dripline of a Butternut tree cannot proceed without a permit from Environment Canada.</li> <li>• *Excavation within the dripline of any tree is discouraged. If excavation must be performed, then contact the CMO so that they can verify mitigation measures for potential damage to trees.</li> <li>• Ensure proper disposal of hazardous materials (e.g. lamps, ballasts) in accordance with provincial and federal regulations.</li> </ul>	
<p><b>Drainage</b> (catch basins, manholes, underground pipes, ditches, side slopes, embankments, culverts, drainage channels, tiles drains, subsurface drains, bridges, tunnels, etc.): inspecting, reporting, cleaning, erosion / flood control prevention, providing line locates, water level control, removing surface water, etc.</p>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Spread of contaminated groundwater or soils during excavation.</li> <li>• Health and safety effects from the exposure of contaminated soils.</li> <li>• Damage to archaeological resources as a result of excavation.</li> <li>• Damage to tree roots or trees as a result of excavation.</li> <li>• The release of sediment and/or chemicals during Maintenance activities that take place in or near water may adversely affect fish, fish habitat, and/or water quality.</li> <li>• Potential destruction of migratory bird nests which are protected under the <i>Migratory Bird Conventions Act</i>.</li> </ul>	<ul style="list-style-type: none"> <li>• *Prior to the start of any digging or excavation, contact the CMO to verify the presence of soil or groundwater contamination and archaeological potential. Provide the CMO with details on the location of the digging, and the type of work to be performed (e.g. will the trench be deepened or widened compared to what was previously excavated?).</li> <li>• If soil or groundwater contamination is present, testing prior to off-site disposal may be required.</li> <li>• Management and disposal of contaminated soils will follow all applicable regulations and guidelines.</li> <li>• In the case of new excavation or excavation that will widen, deepen or otherwise alter the footprint of previous excavation in zones of elevated archaeological potential, an archaeologist may need to be called on site to monitor that work.</li> <li>• If the excavation does not involve any alteration to the footprint of previous excavation, then no archaeological investigation or monitoring is required.</li> <li>• *If any suspected contamination at the site is discovered, the NCC must be notified immediately.</li> <li>• Any activity that takes place within 30 m of a watercourse or wetland and may release sediment, soil, or any other potentially polluting chemical or product will require the development and implementation of an Erosion and Sediment Control Plan and an Emergency Response Plan.</li> <li>• If soils must be stored overnight, they should be covered with a tarp.</li> <li>• *Excavation within the dripline of a Butternut tree cannot proceed without a permit from Environment Canada. Contact the CMO prior to excavation in order to obtain the necessary permit.</li> <li>• *Excavation within the dripline of any tree is discouraged. If excavation must be performed, then contact the CMO so that they can verify mitigation measures for potential damage to trees.</li> </ul>	<ul style="list-style-type: none"> <li>• Periodically inspect the erosion and sediment control devices to ensure proper functioning, especially after heavy rainfall.</li> <li>• May require testing of soils prior to off-site disposal.</li> <li>• May require monitoring by qualified archaeologist.</li> <li>• Monitor compliance of conditions set out in the permit and/or authorization to perform in-water or near-water works.</li> <li>• If activities must be conducted in a naturalized meadow within April 15<sup>th</sup> and August 15<sup>th</sup>, install temporary netting or other appropriate systems prior to the arrival of birds in the spring, in order to prevent birds from initiating nesting on the structure.</li> </ul>

Maintenance Activity	Project Under CEAA, 2012?	Environmental Effects	Mitigation Measures	Responsibilities of NCC Environmental Experts (e.g. monitoring, permitting, approval, terms of reference, etc.)
			<ul style="list-style-type: none"> <li>• *Where Maintenance activities must take place during the the core migratory bird breeding and nesting season season (April 15<sup>th</sup> to August 15<sup>th</sup> ), netting or other appropriate systems may be temporarily installed prior to the arrival of birds in the spring, in order to prevent birds from initiating nesting on the structure (e.g. bridges and culverts).</li> <li>• *No increase in footprint below the High Water Mark.</li> <li>• *No new fill placed below the High Water Mark. Routine clean-out of drainage channels work has to be done in the dry<sup>5</sup></li> <li>• When cleaning culverts, follow the requirements set out in <b>Appendix A</b>.</li> <li>• The following measures should be applied during bridge cleaning:</li> <li>• Adequately seal drains and open joints before sweeping to prevent material from falling into the watercourse. Sweep bridges thoroughly before washing.</li> <li>• Clean and remove debris and sediment from drainage devices and dispose of the material in a way that will prevent it from entering the watercourse.</li> <li>• Direct wash-water past the ends of the bridge deck to a vegetated area to remove suspended solids, dissipate velocity and prevent sediment and other deleterious substances from entering the watercourse. If this cannot be achieved, use silt fences or other sediment and erosion control measures to prevent wash-water from entering the watercourse.</li> <li>• When extracting water from a watercourse, ensure the intakes of pumping hoses are equipped with an appropriate device to avoid entraining and impinging fish.</li> <li>• Remove paint or protective coatings in a manner that prevents any paints, paint flakes, primers, blasting abrasives, rust, solvents, degreasers or other waste material from entering the watercourse.</li> <li>• Use measures such as barges or shrouding to trap and prevent blasting abrasives, protective coatings, rust and grease from entering the watercourse.</li> <li>• Contain paint flakes, abrasives, and other waste materials for safe disposal.</li> <li>• Store, mix and transfer paints and solvents on land and not on the bridge to prevent these materials from entering the watercourse in the event of a spill.</li> <li>• Do not clean equipment in the watercourse or where the wash-water can enter the</li> </ul>	

<sup>5</sup> The recommended method for ditches cleaning and maintenance is the “methode du tiers inférieur” formally adopted by the Quebec Ministry of Transportation [http://www.mtq.gouv.qc.ca/portal/page/portal/Librairie/bpm/Publication\_entretien\_des\_fosses\_routiers.pdf]

Maintenance Activity	Project Under CEAA, 2012?	Environmental Effects	Mitigation Measures	Responsibilities of NCC Environmental Experts (e.g. monitoring, permitting, approval, terms of reference, etc.)
			<p>watercourse.</p> <ul style="list-style-type: none"> <li>• Unless the debris accumulation is an immediate threat to the integrity of the piers and abutments, time debris removal to avoid disruption to sensitive fish life stages by adhering to appropriate fisheries timing windows (see the Ontario In-Water Construction Timing Windows), with the exception of ice build-up removal.</li> <li>• Limit the removal of material to that which is necessary to protect piers and abutments.</li> <li>• Remove debris by hand or with machinery operating from shore or a floating barge.</li> </ul>	
<p><b>Plumbing, irrigation, and water</b> (decorative fountains, drinking fountains, outdoor faucets, underground and aboveground water and sewer lines, pit toilets, washroom facilities, pump systems, irrigation controls, lines, heads, control panels, etc.): inspecting, installing, cleaning, testing, repairing, maintaining, replacing, water testing, providing portable toilets, providing locates, etc.</p>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Spread of contaminated groundwater or soils during excavation.</li> <li>• Damage to archaeological resources as a result of excavation.</li> <li>• Damage to tree roots or trees as a result of excavation.</li> <li>• Accidental erosion of soil that is stored near water may adversely affect fish, fish habitat, and/or water quality.</li> <li>• Accidental spills will degrade environmental quality.</li> </ul>	<ul style="list-style-type: none"> <li>• *Prior to the start of any digging or excavation for the repair of water and sewer lines, irrigation lines or heads, or any other subsurface plumbing, irrigation, or water fixture, contact the CMO to verify the presence of soil or groundwater contamination and archaeological potential. Provide the CMO with details on the location of the digging, and the type of work to be performed (e.g. will the trench be deepened or widened compared to what was previously excavated?).                         <ul style="list-style-type: none"> <li>○ If soil or groundwater contamination is present, testing prior to off-site disposal may be required.</li> <li>○ Management and disposal of contaminated soils will follow all applicable regulations and guidelines.</li> <li>○ In the case of new excavation or excavation that will widen, deepen or otherwise alter the footprint of previous excavation in zones of elevated archaeological potential, an archaeologist may need to be called on site to monitor that work.</li> <li>○ If the excavation does not involve any alteration to the footprint of previous excavation, then no archaeological investigation or monitoring is required.</li> </ul> </li> <li>• If any suspected contamination at the site is discovered, the NCC must be notified immediately.</li> <li>• Any activity that takes place within 30 m of a watercourse or wetland and may release sediment, soil, or any other potentially polluting chemical or product will require the development and implementation of an Erosion and Sediment Control Plan and an Emergency Response Plan.</li> <li>• If soils must be stored overnight, they should be covered with a tarp.</li> <li>• *Excavation within the dripline of a Butternut tree cannot proceed without a permit from Environment Canada. Contact the CMO prior to excavation in order to obtain the necessary permit.</li> <li>• *Excavation within the dripline of any tree is discouraged. If excavation must be performed,</li> </ul>	<ul style="list-style-type: none"> <li>• Periodically inspect the erosion and sediment control fences to ensure proper functioning, especially after heavy rainfall.</li> <li>• May require testing of soils prior to off-site disposal.</li> <li>• May require monitoring by qualified archaeologist.</li> </ul>

Maintenance Activity	Project Under CEAA, 2012?	Environmental Effects	Mitigation Measures	Responsibilities of NCC Environmental Experts (e.g. monitoring, permitting, approval, terms of reference, etc.)
			then contact the CMO so that they can verify mitigation measures for potential damage to trees. • Refer to the Spills Procedure and Emergency Response mitigation measures on page 2.	
<b>Fixtures, furniture and buildings</b> (NCC furniture only – fences, stone walls, guardrails, barricades, flags, bollards, garbage receptacles, signs, NCC buildings, kiosks, etc.): inspecting, repairing, replacing, cleaning, removing graffiti, painting, staining, displacing furniture, etc.	Yes	<ul style="list-style-type: none"> <li>• Spread of contaminated groundwater or soils during excavation.</li> <li>• Damage to archaeological resources as a result of excavation.</li> <li>• Accidental spills will degrade environmental quality.</li> <li>• Potential destruction of migratory bird nests which are protected under the <i>Migratory Bird Conventions Act</i>.</li> <li>• Dispersion of hazardous and designated substances (e.g. asbestos, lead, mercury, silica, urea formaldehyde foam insulation, vinyl chloride, PCBs, arsenic, etc.) in the environmental and potential adverse human health effects</li> </ul>	<ul style="list-style-type: none"> <li>• *Prior to the start of any digging or excavation for the installation of new fixtures or furniture, contact the CMO to verify the presence of soil or groundwater contamination and archaeological potential. Provide the CMO with details on the location of the digging, and the type of work to be performed (e.g. will the trench be deepened or widened compared to what was previously excavated?).                             <ul style="list-style-type: none"> <li>○ If soil or groundwater contamination is present, testing prior to off-site disposal may be required.</li> <li>○ Management and disposal of contaminated soils will follow all applicable regulations and guidelines.</li> <li>○ In the case of new excavation or excavation that will widen, deepen or otherwise alter the footprint of previous excavation in zones of elevated archaeological potential, an archaeologist may need to be called on site to monitor that work.</li> <li>○ If the excavation does not involve any alteration to the footprint of previous excavation, then no archaeological investigation or monitoring is required.</li> </ul> </li> <li>• *If any suspected contamination at the site is discovered, the NCC must be notified immediately.</li> <li>• Soils from excavation may not be stored within 30m of a watercourse or wetland. If no other staging area is available, a silt fence should be erected around the material to minimize erosion. If soils must be stored overnight, they should be covered with a tarp.</li> <li>• Refer to the Spills Procedure and Emergency Response mitigation measures on page 2.</li> <li>• *Where Maintenance activities must take place during the the core migratory bird breeding and nesting season season (April 15<sup>th</sup> to August 15<sup>th</sup> ), netting or other appropriate systems may be temporarily installed prior to the arrival of birds in the spring, in order to prevent birds from initiating nesting on the structure (e.g. buildings, kiosks, chimneys, roofs, etc.).</li> <li>• Provide the building Designated Substances Survey report to the contractors and ensure recommendations are implemented. If no Designated Substances Survey report exists for the building to be repaired or maintained, contact NCC Contaminated Sites Team (Eric Soulard, Senior Manager, at <a href="mailto:eric.soulard@ncc-ccn.ca">eric.soulard@ncc-ccn.ca</a> ext. 5418).</li> </ul>	<ul style="list-style-type: none"> <li>• Periodically inspect the erosion and sediment control fences to ensure proper functioning, especially after heavy rainfall.</li> <li>• May require testing of soils prior to off-site disposal.</li> <li>• May require monitoring by qualified archaeologist.</li> <li>• If activities must be conducted in a naturalized meadow within April 15<sup>th</sup> and August 15<sup>th</sup>, install temporary netting or other appropriate systems prior to the arrival of birds in the spring, in order to prevent birds from initiating nesting on the structure.</li> </ul>
<b>Snow and Ice Control</b>				

Maintenance Activity	Project Under CEAA, 2012?	Environmental Effects	Mitigation Measures	Responsibilities of NCC Environmental Experts (e.g. monitoring, permitting, approval, terms of reference, etc.)
<b>Snow and ice control</b> (roadways and parking lots, walkways, pathways, sidewalks, steps and building access, buildings, utility service access, trails, lanes, fire lanes, open spaces, fields, etc.): providing equipment and supplies, removing, blowing, plowing, shoveling, clearing, cleaning, sweeping, de-icing, stockpiling, transporting, disposing, providing floor control and emergency services, etc.	Yes	<ul style="list-style-type: none"> <li>Salt and sand from de-icing may adversely affect fish, fish habitat, and/or water quality.</li> <li>Accidental damage to trees.</li> </ul>	<ul style="list-style-type: none"> <li>Snow that is removed and transported for disposal must be disposed of at an authorized snow dumping facility.</li> <li>No snow dumping is permitted on NCC property. Snow storage sites should be located such that meltwater that may contain salt is not directed towards <a href="#">salt vulnerable areas</a><sup>6</sup>. Contractors should implement Environment Canada <i>Best Management Practices for Salt Use on Private Roads, Parking Lots and Sidewalks</i><sup>7</sup>.</li> <li>Install snow fencing around trees susceptible to damage from snow removal and transport activities.</li> <li>Do not blow, plow, store, or shovel snow against trees or shrubs.</li> </ul>	
<b>Waste / Recycling / Cleaning Operations</b>				
<b>Litter / recycling pick-</b>	Yes	<ul style="list-style-type: none"> <li>Improper disposal of waste will degrade</li> </ul>	<ul style="list-style-type: none"> <li>All solid waste must be disposed of in accordance with all applicable environmental laws.</li> </ul>	

<sup>6</sup> For a definition of “salt vulnerable areas” please consult Environment Canada *Code of practice for the Environmental Management of Road Salts* [<http://www.ec.gc.ca/nopp/roadsalt/cop/en/guide.htm>]. Due to concerns about the large quantities of chlorides being released to the environment, road salts underwent a comprehensive five-year scientific assessment under the *Canadian Environmental Protection Act, 1999* beginning in 1995. The road salts assessment covered the chloride salts — sodium chloride (NaCl), calcium chloride (CaCl<sub>2</sub>), magnesium chloride (MgCl<sub>2</sub>) and potassium chloride (KCl) — as well as brines used in road de-icing/anti-icing and dust suppression, the salt portion of abrasive mixtures and ferrocyanide additives. Road salts enter the environment through losses at salt storage and snow disposal sites and through runoff and splash from roadways. The assessment report, published on December 1, 2001 concluded that high releases of road salts were having an adverse effect on freshwater ecosystems, soil, vegetation and wildlife.

<sup>7</sup> Available on the following Website: <http://www.ec.gc.ca/nopp/roadsalt/reports/ParkingLot/EN/p5.cfm#section>. See footnote 4 for rationale.

Maintenance Activity	Project Under CEAA, 2012?	Environmental Effects	Mitigation Measures	Responsibilities of NCC Environmental Experts (e.g. monitoring, permitting, approval, terms of reference, etc.)
<p><b>up and cleaning:</b> collecting litter and debris, emptying waste receptacles, cleaning fixtures and furniture, sweeping and flushing hard surfaces, bridges and tunnels, removing graffiti and posters from all assets, removing vegetative and non-vegetative material in spring, removing spills.</p>		<p>environmental quality.</p>	<p>The contractor must be aware of any restrictions or prohibitions in force at the disposal site. Where in effect, all municipal recycling and composting procedures shall be respected.</p> <ul style="list-style-type: none"> <li>• In general, burning of waste is prohibited on NCC property. Branches and cuttings may only be burned on NCC property with prior NCC authorization and with appropriate municipal permits for burning.</li> <li>• Contractors that provide services to the NCC for waste, recycling and composting disposal might be required to report the total weights for specific periods<sup>8</sup>.</li> <li>• Litter or debris must never be swept or pushed into water courses or wetlands.</li> <li>• All hazardous materials on NCC property must be stored in accordance with applicable regulations, standards and guidelines. Flammable materials must be stored in accordance with the National Fire Code of Canada.</li> <li>• Material Safety Data Sheets (MSDS) must be readily available for all hazardous materials brought on to NCC property. All employees handling these materials must have received training on the Workplace Hazardous Materials Information System (WHMIS) and on proper handling, storage and disposal of these materials.</li> <li>• All hazardous materials must be labelled in accordance with WHMIS requirements.</li> <li>• Absorbent material must be available whenever liquid hazardous materials are being used on NCC property. Staff must be trained on how to use and dispose of this material in the event of a spill.</li> <li>• When transporting hazardous materials, these materials must be labelled and transported in accordance with provincial and federal regulations regarding the transportation of dangerous goods.</li> <li>• Hazardous wastes and containers which previously contained hazardous materials must be disposed of in accordance with provincial and federal regulations.</li> </ul>	

**Appendix A. Culvert Cleaning - Mitigation Measures**

The below requirements and mitigation measures apply to the cleaning of culverts by use of a vacuum truck system. All measures should be reviewed and understood prior to commencement of any work.

Culvert Access

<sup>8</sup> Request for these numbers would come from the Environmental Strategy team in the context of meeting NCC Environmental Strategy objectives and would first be discussed with CMO.



- Vacuum truck must remain within paved area of the road to the extent possible or limit encroachment onto road shoulder. It is prohibited to circulate outside of the limits of the road shoulder in order to avoid damage to vegetation.
- Use existing trails, roads, or cut lines wherever possible to avoid disturbance to the riparian vegetation.
- Machinery is prohibited to circulate within the watercourse
- Do not store material or equipment within 30 meters of all water bodies.

#### Vegetation Removal

- All trees within 2 m of equipment in operation and susceptible to being damaged will have protectors installed around their drip line (e.g. protective fencing);
- No tree (DBH > 10cm) may be cut. If trees with a DBH of 10 cm or higher were to be cut, an authorization from the Contract Management Officer is required.
- These trees will have to be replaced, at a 2:1 ratio, with non-invasive indigenous species, approved by the NCC portfolio. The contractor's tree planting plan must be approved by NCC prior to the tree planting.
- Minimize vegetation cutting (DBH < 10 cm), limiting it to vegetation that interferes with the movement of machinery and work.
- Any federally or provincially protected tree species (seedling, sapling or tree) must be properly flagged and protected to ensure these trees are not damaged, harmed or cut. Highly visible flagging tape (using a pre-determined colour) should be used to clearly identify the tree.
- Trees or shrub clippings, branches, or log pieces that show signs of disease or pests must be appropriately disposed of following all federal, provincial, and municipal regulations in order to minimize spread of the disease or pest (e.g. Dutch elm disease, emerald ash borer, etc).

#### Migratory Birds

- No activities susceptible to disturb or destroy the nest of a migratory bird can occur during the core migratory bird nesting period as per the *Migratory Bird Convention Act*.

#### Sediment and Erosion Control

- Install effective sediment and erosion control measures before starting work to prevent sediment from entering the watercourse. Inspect them regularly during the course of debris removal and make all necessary repairs if any damage occurs.
- Maintain existing riparian vegetation in order to help reduce erosion.

#### Timing of Removal of Accumulated Material

- \*Work should be undertaken outside of the fish spawning period and periods of high flooding. Timing windows to conduct projects in or around water may vary by province, species or watercourse and are established by Fisheries and Oceans Canada (DFO) to protect fish, including their eggs, juveniles, spawning adults and/or the organisms upon which they feed<sup>9</sup>. Avoid Maintenance activities during wet and rainy periods.
- Unless accumulated material (i.e., branches, stumps, other woody materials, garbage, ice build-up, etc.) is preventing the passage of water and/or fish through the structure, time material and debris removal to prevent disruption to sensitive fish life stages by adhering to appropriate fisheries timing windows (see above).

---

<sup>9</sup> Timing windows by province are available on DFO website [<http://www.dfo-mpo.gc.ca/pnw-ppe/timing-periodes/index-eng.html>] and must be confirmed with CMO.

#### Debris Removal

- Limit the removal of accumulated material (i.e., branches, stumps, other woody materials, garbage, etc.) to the area within the culvert, immediately upstream of the culvert and to that which is necessary to maintain culvert function and fish passage.
- Remove accumulated material and debris slowly to allow clean water to pass, to prevent downstream flooding and reduce the amount of sediment-laden water going downstream. Gradual dewatering will also reduce the potential for stranding fish in upstream areas.
- When water (from the truck) is flushed through the culvert, it must be done at a slow speed (gently) as to prevent sedimentation and impacts downstream.
- Depending on the sensitivity of the downstream fish habitat and amount of sediment in the culvert, installing cofferdams and working in the dry prior to vacuuming should be considered.
- Temporary structures and environmental protection devices must ensure sufficient free movement of water at all times to maintain fish habitat functions (feeding, fry rearing, spawning) downstream from the work site. Take the necessary measures to prevent impacts (e.g. flooding, dewatering, suspended solids, erosion) upstream and downstream of the work site.

#### Machinery Maintenance

- The smallest possible machinery and equipment suitable for the bearing capacity of the soil should be used.
- Machinery is to arrive on site in a clean condition and is to be maintained free of fluid leaks.
- It is prohibited to circulate beyond the boundaries of the work site and leave equipment, waste or other materials, even temporarily without the prior authorization of the NCC.
- Wash, refuel and service machinery and store fuel and other materials for the machinery at least 60m away from the high water mark to prevent any deleterious substance from entering the water.
- Keep an emergency spill kit on site in case of fluid leaks or spills from machinery.

#### Site Reinstatement (if required)

- Disturbed surfaces will be rehabilitated at the end of the work using the portfolio approved seed mixture and topsoil.
- Revegetation must be done as soon as possible within the growing season. If unfeasible, the Contractor must stabilize disturbed areas with erosion control blankets to keep the soil in place and prevent erosion in water bodies. Blankets must be removed only at the end of the revegetation work.
- All tree or vegetation debris that may fall or enter any water bodies must be removed immediately.

#### Management of Material

- All sludge, dirt, sand, rocks, grease, and any other solid or semi-solid material resulting from the cleaning operation shall be removed at the downstream end of the culvert being cleaned (either manually or with suction). The Contractor shall maintain record of the amount and type of material removed for each culvert in a format approved by the NCC.
- Debris shall be kept in totally enclosed containers at all times and shall be removed from the site at the end of each day or when the containers are full. Under no circumstances will the Contractor be allowed to accumulate debris, etc. on site of work beyond the stated time. All debris shall be removed from the site and disposed by the Contractor at no additional cost to the NCC.

#### Fauna

- In order to minimize the impact on wildlife, all work will be completed within a reasonable time frame.
- Use caution when driving to and from the work site – watch out for turtles and other small animals on the road surface and shoulder. Avoid hitting them, provided that it is safe to do so.
- Workers must keep the work site clean and must not leave behind garbage or food scraps that could attract animals or alter their behavior.


- Any fauna (mammals, amphibians, reptiles) that are encountered within the work site should not be harmed or harassed. Allow the animal to move away on its own by slowly walking toward it in the direction you want it to move. If necessary to move the animal out of the work area, carefully move it into a similar habitat next to site (within same area).

Operation and Maintenance of Lift Stations owned by the National Capital Commission  
**Appendix 6-F: Occurrence Report**



**Occurrence Report** (emergency, observation, complaint) # \_\_\_\_\_ - \_\_\_\_\_  
 (attach photo/map whenever possible – use back of form as needed)

Initial report forwarded to:	
Completed report returned to:	
Date:	Time:
Site:	
Occurrence Type _____	Region _____ Atlas Sheet _____
Category _____	Sector _____ Component Id. _____
Details (description of incident/complaint/observation, estimate):	
Action taken/required (service contacted):	
Reported by:	Phone #:
Date:	Fax #:
Follow-up Action required:	
Date completed:	
Comments:	
Signature:	Date:

 *Shaded Portion for NCC use only*

**UNSATISFACTORY PERFORMANCE REPORT  
RAPPORT DE RENDEMENT INSATISFAISANT**

Date of report / Date du rapport :

Project Officer / Agent de projet :	Contract no. / N <sup>o</sup> . de marché :
-------------------------------------	---

**Description of work :** (building, equipment or type of work being reported on)  
**Description du travail :** (immeuble, matériel ou travaux visés faisant état du rapport)

Contractor / Entrepreneur :	Address / Adresse :
	Postal code / Code postal :

**Supporting data :** (additional supporting data, including photographs if applicable)  
**Pièces justificatives :** (renseignements supplémentaires incluant les photographies, s'il y a lieu)

**Description of unsatisfactory performance :** (summary of problem, duration, cause, remedial action attempted)  
**Description du rendement insatisfaisant :** (brève description du problème, durée, cause, mesures envoyées)

**Recommendations of Project Officer / Recommandations de l'agent de projet :**

\_\_\_\_\_

Project Officer's signature / Signature de l'agent de projet      Telephone number / Numéro de téléphone      Date

**For Procurement Officers use only / À l'usage des agents d'approvisionnement seulement :**

**Comments :**

**Location:** Ottawa, Canada  
**S&L S/N:** 19-01614-H, 19-01615-H, 80-02991-H  
**Project:** Vincent Massey PS  
**Equipment:** 4B2 Pumps, Interconnecting Piping and Control Panel and Accessories  
**Purchaser:** S&R Mechanical  
**Engineer:** Genivar  
**Manufacturer:** *Smith & Loveless, Inc.*  
**S&L Parts Phone:** (800) 922-9048  
**S&L Service Phone:** (913) 888-5201  
**Representative:** Aqua Technical Sales, Inc.  
**Rep Phone Number:** (905) 628-3807

**SERIAL NUMBER:** 19-01614-H, 19-01615-H, 80-02991-H

**LOCATION:** OTTAWA, CANADA

**ENGINEERING ORDER**

Engineering Orders

Warranty

Pump Curve

Standard: Pump 4B2 HP 5 RPM 1200

**S&L PUMP OUTLINE DRAWING - SECTION 2**

4B2 Pumps

Shaft Seal Assembly (B Shaft)

**DRAWING NUMBER**

61C7

61D2

**S&L PUMP ASSEMBLY DRAWINGS - SECTION 3**

4B2, 4B2A & 4B2Y Pumps

**DRAWING NUMBER**

61D1

**SPECIAL INFORMATION - SECTION 4 – S/N 80-02991-H**

Plan & Elevation Drawing

Add-A-Phase Drawing

Wiring Diagram

B80-2991-1

4L801A

B80-2991-30

June 14, 2010

# SECTION 1



# Sewage Pump Order

Date EO Prepared: 02/09/10  
Job Serial Number: 19-01614-00-H

Location: Ottawa, CANADA	Engineer: Genivar
Purchaser: S&R Mechanical	Project: Vincent Massey PS
Prepared By: Martin Paredes	Job SN: 19-01614-00-H    Config. Number:
Rep Firm: Aqua Technical Sales, Inc. (ATSI)	Companions: 19-01615/80-02991

Electrical Service Data: <input type="text" value="3"/> Phase <input type="text" value="60"/> Cycle <input type="text" value="575"/> Volts
--

PUMP DATA	MOTOR DATA
Design Characteristics (GPM@TDH)      75 @ 40	Motor Horsepower      5
Pump Model      4B2	Motor RPM      1200
Impeller Diameter      9 3/8	Electrical Data      3/60/575
Rotation      CW	Conduit Box Location      A
Mechanical Seal Size      1 7/8	Motor Serial Number Code
Suction Elbow Size      4" x 4"	
Suction Elbow Type      S&L	
Pump Discharge Location      2	
Pump Serial Number	

## SPECIAL MODIFICATIONS - ADDITIONS - AUXILIARY EQUIPMENT

Item No.	Item Description
1.	Provide pump stand, and under pump stand provide a 4" tall maintenance stand, with (4) holes for 1/2" anchors (anchors by others)

O&M Manuals			
Preliminary:	<input type="text" value="0"/>	Marketing /Comm:	<input type="text" value="1"/>
Start-Up:	<input type="text" value="1"/>	Customer:	<input type="text" value="5"/>
With Equipment:	<input type="text" value="1"/>	Rep:	<input type="text" value="1"/>
TOTAL:			<input type="text" value="9"/>

# Sewage Pump Order

Date EO Prepared: 02/09/10  
Job Serial Number: 19-01615-00-H

Location: Ottawa, CANADA	Engineer: Genivar
Purchaser: S&R	Project: Vincent Massey PS
Prepared By: Martin Paredes	Job SN: 19-01615-00-H    Config. Number:
Rep Firm: Aqua Technical Sales, Inc. (ATSI)	Companions: 19-01614/80-02991

Electrical Service Data: <input style="width: 40px;" type="text" value="3"/> Phase <input style="width: 40px;" type="text" value="60"/> Cycle <input style="width: 40px;" type="text" value="575"/> Volts
---

PUMP DATA		MOTOR DATA	
Design Characteristics (GPM@TDH)	75 @ 40	Motor Horsepower	5
Pump Model	4B2	Motor RPM	1200
Impeller Diameter	9 3/8	Electrical Data	3/60/575
Rotation	ccw	Conduit Box Location	A
Mechanical Seal Size	1 7/8	Motor Serial Number Code	
Suction Elbow Size	4" x 4"		
Suction Elbow Type	S&L		
Pump Discharge Location	2		
Pump Serial Number			

## SPECIAL MODIFICATIONS - ADDITIONS - AUXILIARY EQUIPMENT

Item No.	Item Description
1.	Provide pump stand, and under pump stand provide a 4" tall maintenance stand, with (4) holes for 1/2" anchors (anchors by others)

O&M Manuals			
Preliminary:	<input style="width: 40px;" type="text" value="0"/>	Marketing /Comm:	<input style="width: 40px;" type="text" value="1"/>
With Equipment:	<input style="width: 40px;" type="text" value="1"/>	Rep:	<input style="width: 40px;" type="text" value="0"/>
		Start-Up:	<input style="width: 40px;" type="text" value="1"/>
		Customer:	<input style="width: 40px;" type="text" value="0"/>
		TOTAL:	<input style="width: 40px;" type="text" value="3"/>

**SMITH & LOVELESS, INC.  
ENGINEERING ORDER**

**LOCATION:** Ottawa, Ontario, CN  
**PROJECT:** Vincent Massey Park  
 Washroom Building Rehabilitation  
**PURCHASER:** S & R Mechanical  
**ENGINEER:** Genivar  
**EO PREPARED BY:** Martin Paredes

**S&L SERIAL NO.:** 80-02991-H  
**COMPANION:** 19-01614-H and 19-01615-H  
**CONFIG. NO.:** 39644.3  
**REP FIRM:** Aqua Technical Sales  
**DATE PREPARED:** 2/10/10

Provide the interconnecting piping, and control panel and accessories for the two pumps under 19-01614-H and 19-01615-H

Site has only 1-phase, 575 V power. S&L to ship loose one Add-A-Phase and one 2 kVa transformer (to be wall mounted, at site, by others)

Provide (4) float switches – Pumps off, pump 1 on, pump 2 on, High Level Alarm

Discharge piping to terminate on a 4" x 4" x 6" connection; 6" riser to be by others. Interconnecting piping between the two pumps to include a 4" discharge gate valve

Control panel to be NEMA 1, stamped/labeled cUL. Provide a fluorescent light on top of the panel. Panel to allow wall-mounting, by others. Cables, conduit to/from panel(s) and S&L equipment, not by S&L.

Panel to have the following features:

- Main circuit breaker
- Single phase failure alarm
- 12 V common alarm light and charger
- (2) Running time meters
- (2) Running lights
- (2) GFI receptacles

Provide fused disconnects (one per pump)

SALES ENGINEERING		MAINTENANCE MANUAL QTY.		COMPANION JOB SERIAL NO.
PREPARED BY	DATE			
		Preliminary Copies	<u>0</u>	
		M.C. Copy	<u>1</u>	
		Start-Up Copy	<u>1</u>	
		Equipment Copy	<u>1</u>	19-01614-H and 19-01615-H
		Rep Copy	<u>0</u>	
		Customer	<u>0</u>	
<b>M. Paredes</b>	<b>6/14/10</b>	<b>Total O&amp;M's</b>	<b>3</b>	

## INTERNATIONAL WARRANTY CERTIFICATE

SMITH & LOVELESS, INC.<sup>®</sup>, Lenexa, Kansas, manufacturer of the wastewater treatment/transfer equipment, shall warrant for eighteen (18) months from date of shipment or one (1) year from date of start-up, whichever occurs first, that the structure and all equipment will be free from defects in materials and workmanship.

Warranties and guarantees by the suppliers of various components in lieu of a single source responsibility by the manufacturer are not provided. The manufacturer shall be solely responsible for the warranty of the equipment and all components.

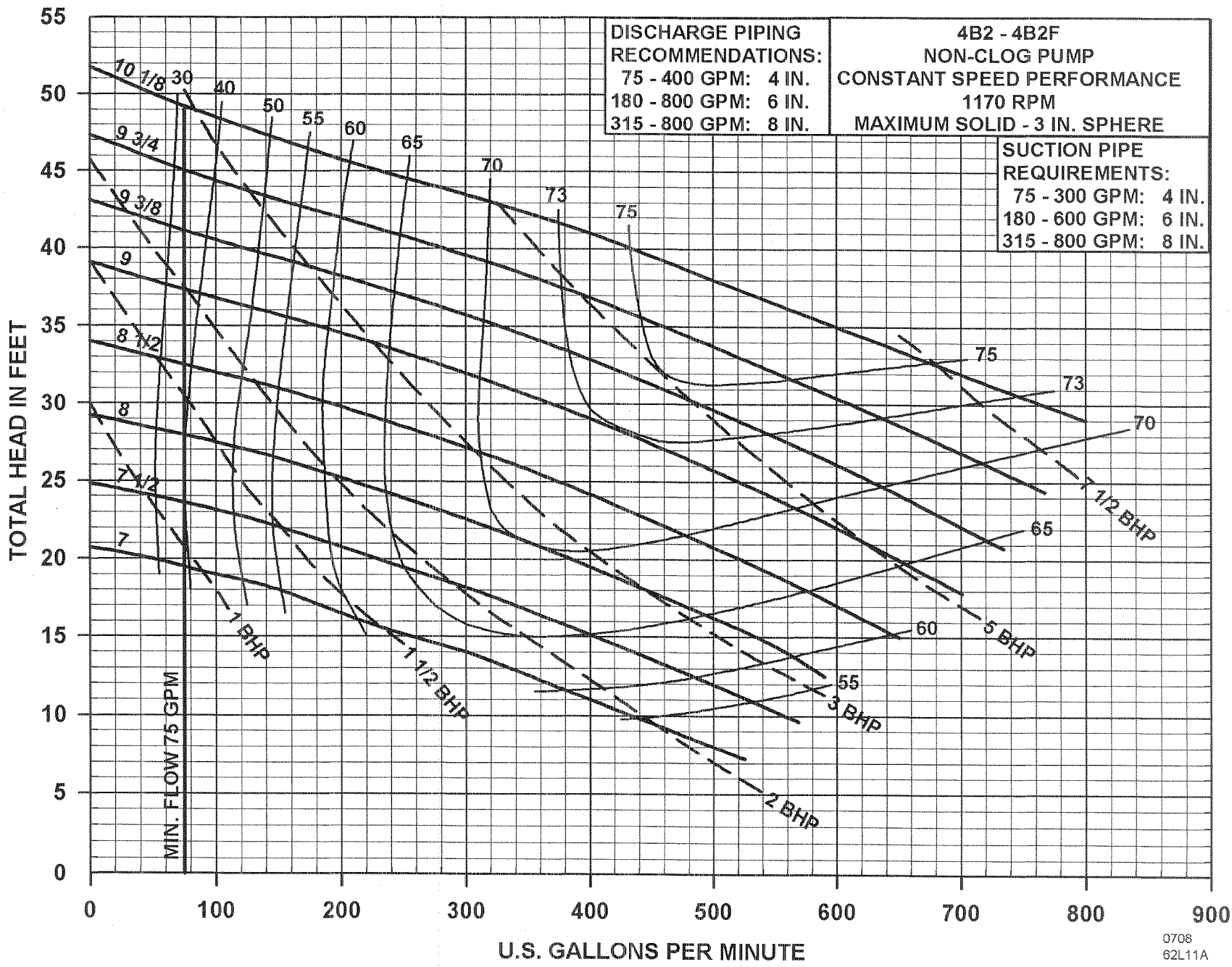
During the warranty period, if any part is defective or fails to perform as specified when operating at design conditions and if the equipment has been protected prior to start-up and has been installed, operated and maintained all in accordance with the written instructions provided by SMITH & LOVELESS, SMITH & LOVELESS will repair or replace the defective part F.O.B. Lenexa, Kansas. Owner to furnish SMITH & LOVELESS, INC. a "no charge" Purchase Order to facilitate import/export requirements. Owner to pay all applicable import duties. Defective parts must be returned by the owner to SMITH & LOVELESS, if so requested. The cost of labor and any other expenses resulting from replacement of defective parts and from installation of parts furnished under this warranty shall be borne by the purchaser.

The replacement of those items normally consumed in service, such as seals, drive belts, light bulbs, filters, oil, grease, etc., shall be considered as part of the purchaser's routine maintenance and upkeep, and such parts are not eligible for repair or exchange free of charge under this warranty.

SMITH & LOVELESS makes no other warranty expressed or implied and SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY AS TO THE MERCHANTABILITY OF THE EQUIPMENT OR AS TO ITS FITNESS FOR ANY PARTICULAR PURPOSE. SMITH & LOVELESS is not responsible for consequential or incidental damages of any nature resulting from such things as, but not limited to, defects in design, material, workmanship, or delays in delivery, replacements or repairs.



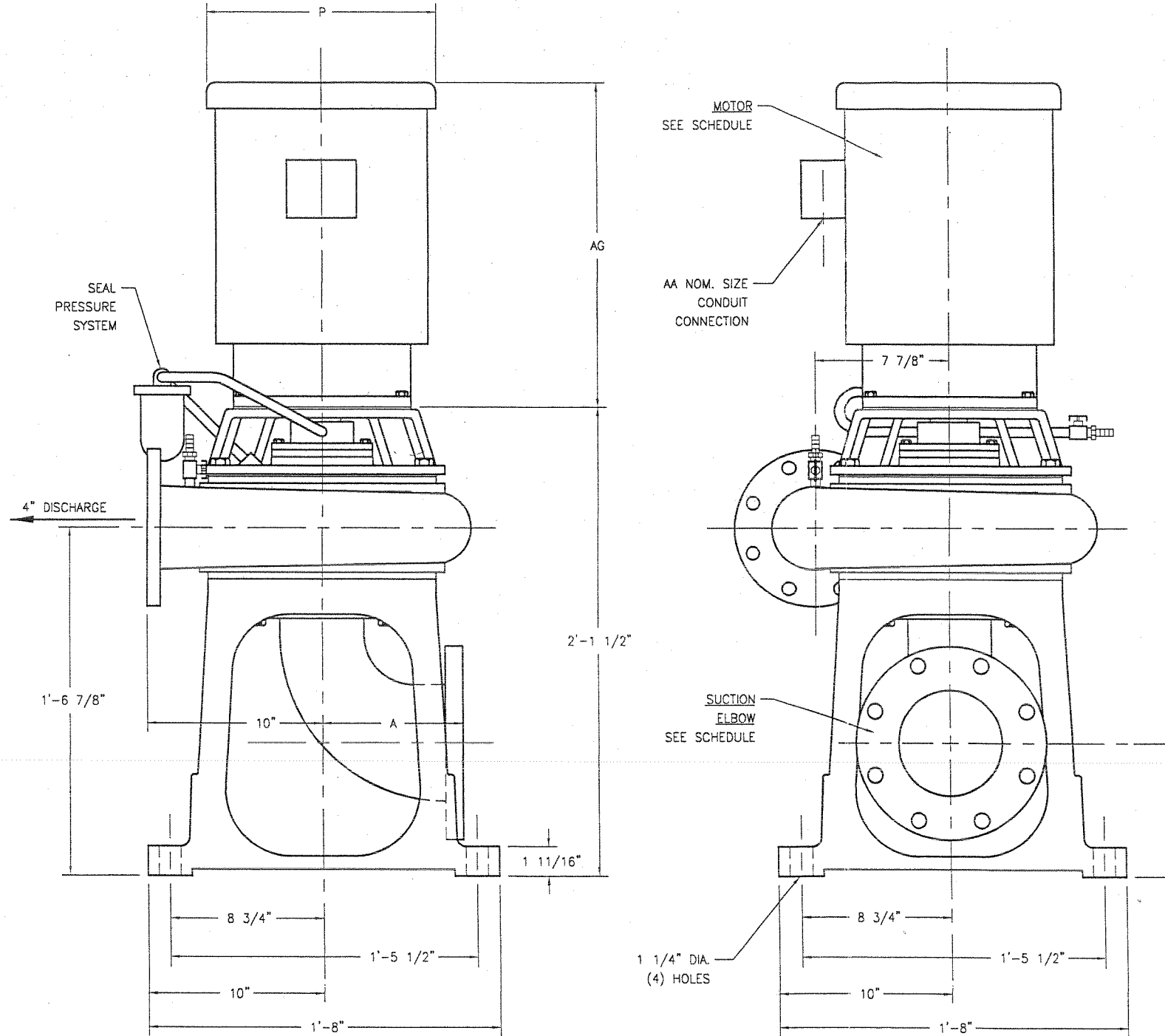
Smith & Loveless, Inc.



# **SECTION 2**



WASTEWATER PUMP  
 MODELS 4B2-4B2A-4B2Y-4C2-4C2A-4C2Y



MOTOR SCHEDULE						
PUMP MODEL	HORSE POWER			MOTOR DIMS.		
	1800 R.P.M.	1200 R.P.M.	900 R.P.M.	AG (MAX.)	P (MAX.)	AA
4B2, 4B2A & 4B2Y	---	2	1 1/2	18"	12 1/2"	3/4"
	5	3	2	18"	12 1/2"	3/4"
	7 1/2	5	3	18"	12 1/2"	3/4"
	10	7 1/2	5	23"	16"	1"
4C2, 4C2A & 4C2Y	15	---	---	23"	16"	1"
	20	---	---	25"	16"	1 1/4"
	25	---	---	27"	16"	1 1/4"

ELBOW SCHEDULE			
S&L PART NO.	ELBOW SIZE	DIM. A	DIM. B
2BA92	4" X 4" (S&L)	11 1/2"	6 7/8"
2L7A	4" X 4" (STD.)	6 1/2"	8 3/8"
2BC114	4" X 6" (S&L)	9 1/2"	6 7/8"

- NOTES:
1. FLANGES ARE FACED AND DRILLED A.S.A. CLASS 125.
  2. COPYRIGHT (C) 1993, 2001 SMITH & LOVELESS, INC.

61C7/A

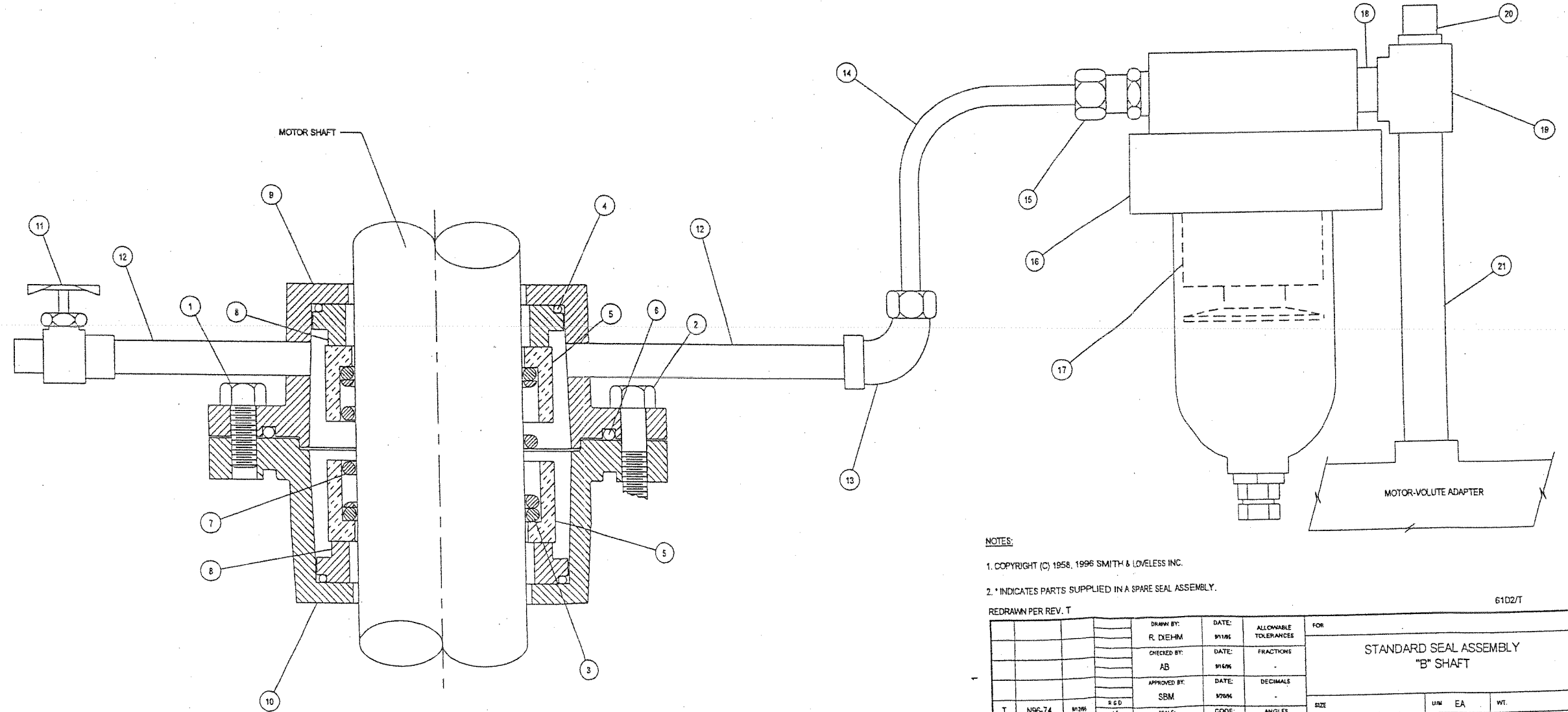
DRAWN BY: R.DIEHM		DATE: 2/3/1993	ALLOWABLE TOLERANCES	FOR
CHECKED BY: MDH		DATE: 3/1993	FRACTIONS	OUTLINE DIMENSIONS 4B2-4B2A-4B2Y-4C2-4C2A-4C2Y PUMPS
APPROVED BY: SBM		DATE: 9/1993	DECIMALS	
A	N2001-24	5/2001	JMK RGD	SCALE: NTS
LET	ECN NO	DATE	BY	CODE: 9
ORIGINAL ISSUE	N92-99		© Smith & Loveless, Inc. 1993,2001	FILE NAME: \SALES\61C7A
			SERIAL NO	SIZE
			DWG NO	U/M EA
			61C7	WT.
				PLOT SCALE 1=5.333
				REV A

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SHEET 1 OF 1

BILL OF MATERIAL

Item	Qty	UM	Part Number	Row Matl	Description	Size	Wt Ea
1	3	EA	6L59BB		CAPSCREW, S.S.	5/16-18 X 3/4" LG.	
2	3	EA	6L59BD		CAPSCREW, S.S.	5/16-18 X 1 1/4" LG.	
3	2	EA	60A39		O-RING, ROTATING		
4	2	EA	60A38		QUAD RING, STATIONARY		
5	2	EA	60A32		WEAR RING, ROTATING		
6	1	EA	60A110		QUAD GASKET		
7	1	EA	60A30		SPRING		
8	2	EA	60A36		WEAR RING, STATIONARY		
9	1	EA	60C92		SEAL HOUSING, UPPER		
10	1	EA	60C93		SEAL HOUSING, LOWER		
11	1	EA	1L56A		SHUT-OFF COCK	1/8"	
12	2	EA	1L33AC		NIPPLE	1/8" X 7" LG.	
13	1	EA	1L67D		CONNECTOR, 90° TUBE	1/8" NPT X 1/4" T	
14	1	EA	1L120C		TUBE, COPPER	1/4" CO X 14" LG.	
15	1	EA	1L53B		TUBE, CONNECTOR	1/4" NPT X 1/4" T	
16	1	EA	1L485		FILTER ASSY	40 MICRON	
17	1	EA	1L485A		REPLACEABLE FILTER ELEMENT	40 MICRON	
18	1	EA	1L31B		NIPPLE, CLOSE	1/4"	
19	1	EA	1L36B		TEE	1/4"	
20	1	EA	1L233B		PLUG	1/4"	
21	1	EA	1L33BA		NIPPLE	1/4" X 6" LG.	



NOTES:  
 1. COPYRIGHT (C) 1958, 1996 SMITH & LOVELESS INC.  
 2. \* INDICATES PARTS SUPPLIED IN A SPARE SEAL ASSEMBLY.  
 REDRAWN PER REV. T

DRAWN BY: R. DEHM		DATE: 9/1/86	ALLOWABLE TOLERANCES	FOR	
CHECKED BY: AB		DATE: 9/16/86	FRACTIONS	STANDARD SEAL ASSEMBLY "B" SHAFT	
APPROVED BY: SBM		DATE: 9/29/86	DECIMALS	SIZE	
BY APPROV'D		SCALE: NTS	CODE: B	ANGLES	FILE NAME SALES/61D2T
ORIGINAL ISSUE	8-14-58	SMITH & LOVELESS, INC.	1551 1186	DWG NO 61D2	REV T

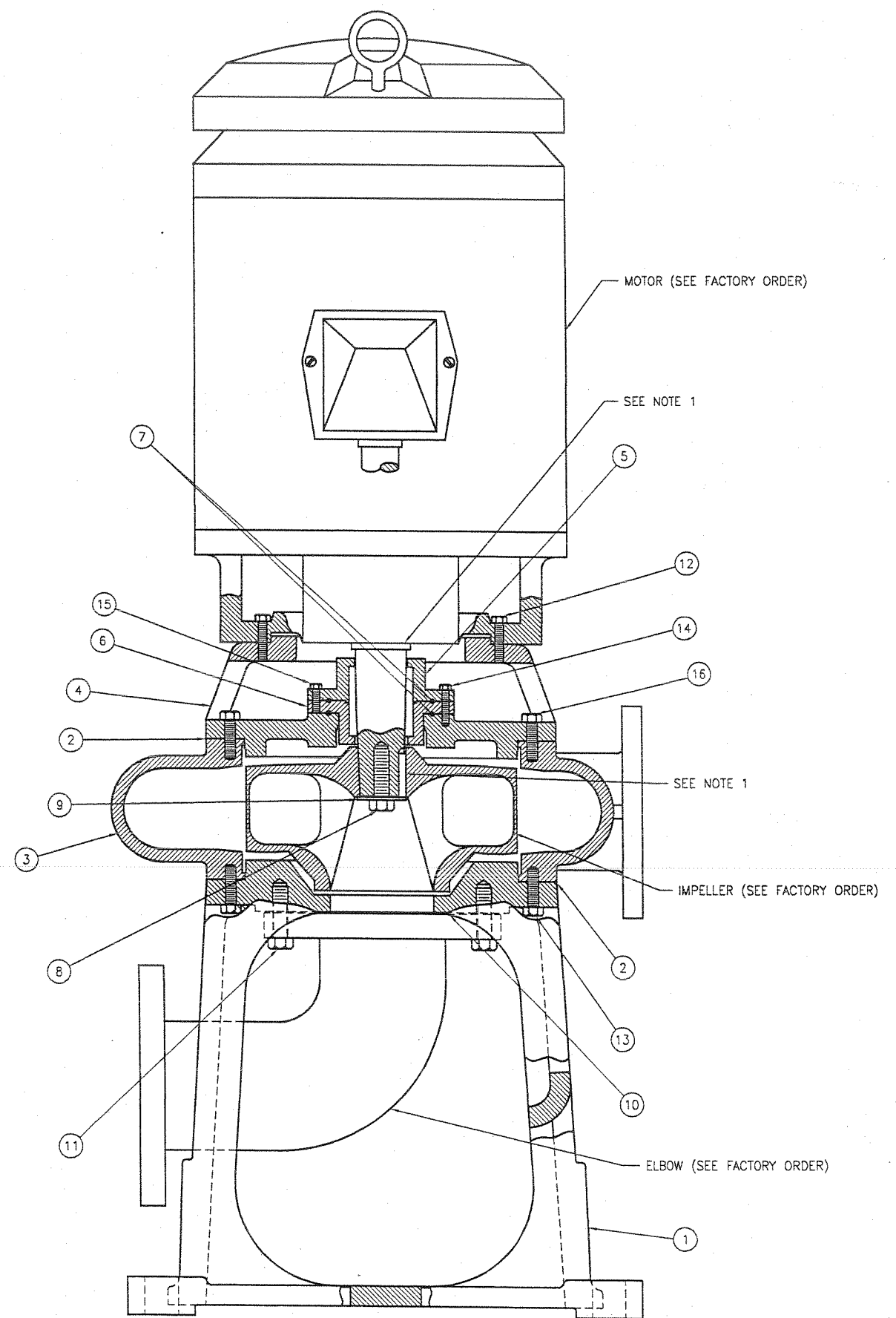
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Smith & Loveless, Inc.



# SECTION 3





BILL OF MATERIAL									
Item	Qty	UM	Part Number	Row	Matl	Description	Size	Wt	Co
1	1	EA	60D5			STAND, PUMP			
2	2	EA	60A26			GASKET, VOLUTE			
3	1	EA	60D7			VOLUTE, PUMP			
4	1	EA	60C8			ADAPTER, MOTOR			
5	1	EA	60C92			SEAL HOUSING UPPER B SFT			
6	1	EA	60C93			SEAL HSG LOWER B			
7	2	EA	60A110			QUAD RING			
8	1	EA	60A12			BOLT, IMPELLER			
9	1	EA	60A20			WASHER, IMPELLER			
10	1	EA	11L1A			GASKET, FLG	4"		
11	8	EA	6L20HF			CAP SCREW, GALV.	5/8-11 X 1 3/4"		
12	4	EA	6L20DC			CAP SCREW, GALV.	3/8-16 X 1"		
13	8	EA	6L20FG			CAP SCREW, GALV.	1/2-13 X 2"		
14	3	EA	6L59BE			CAP SCREW, 304 SST	5/16-18 X 1 1/2"		
15	3	EA	6L59BB			CAP SCREW, 304 SST	5/16-18 X 3/4"		
16	8	EA	6L20FD			CAP SCREW, GALV	1/2-13 X 1 1/4"		

- NOTES:
1. NEOPRENE SLINGER RING & STAINLESS STEEL IMPELLER KEY INCLUDED WITH MOTOR.
  2. SEAL ASSEMBLY-SEE FACTORY ORDER FOR PROPER MECHANICAL SEAL.
  3. COPYRIGHT (C) 1958, 1964, 1967, 1975, 1977, 1982, 2005 SMITH & LOVELESS, INC.

REDRAWN PER REVISION L

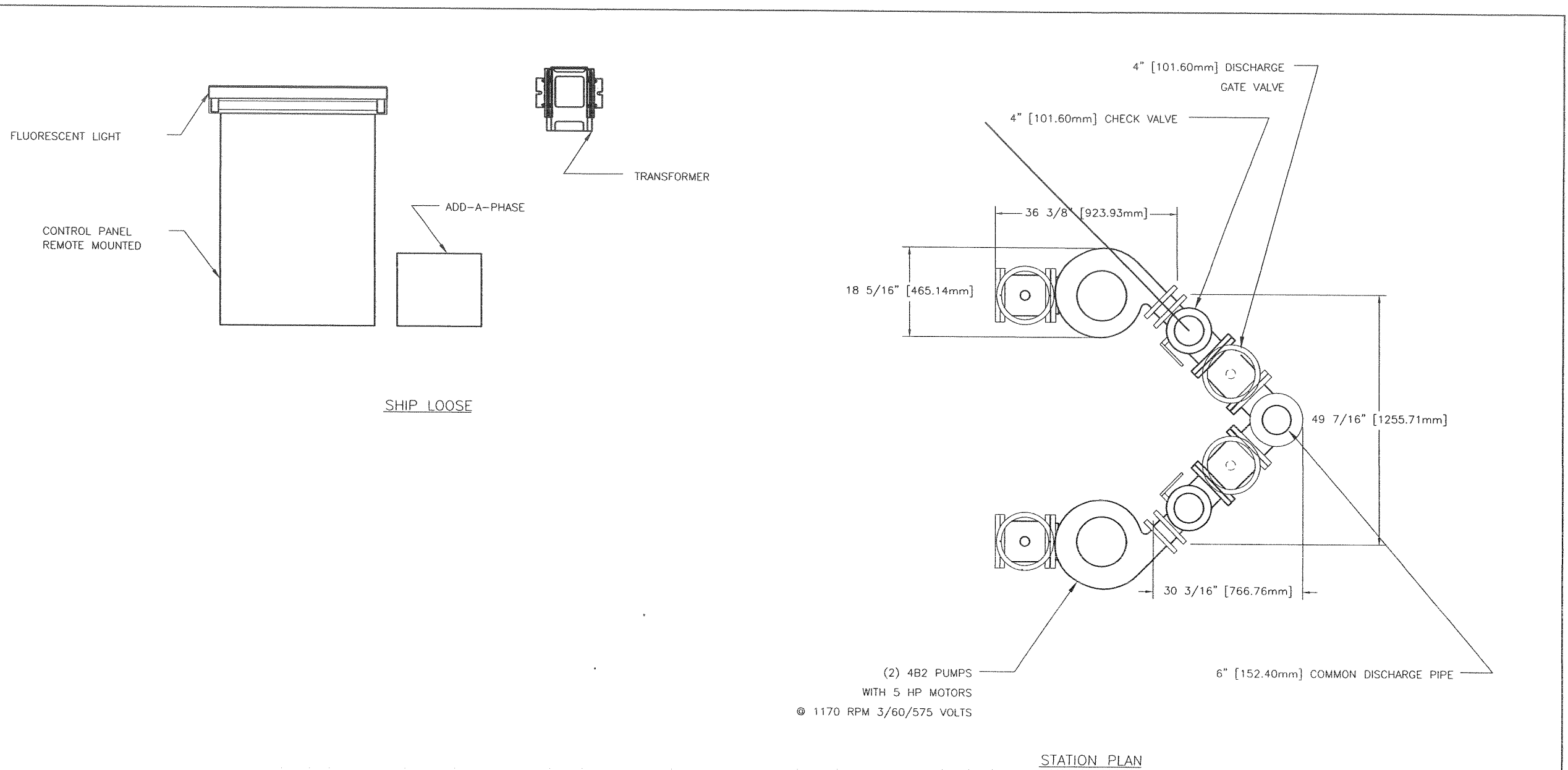
61D1/L

FOR	PUMP ASSEMBLY 4B2/4B2A/4B2Y PUMPS		
SIZE	U/M	EA	WT.
FILE NAME	\SUB\61D1L		
PLOT SCALE	1=3.5		
ORIGINAL ISSUE	DATE	BY	APPV'D
	10/2005	RGD	JK
SCALE:	NTS	CODE:	ANGLES
DATE	5/1958	DATE	5/23/58
APPROVED BY:	C. WAAGE	DATE:	5/23/58
DRAWN BY:	C.R. WELTY	DATE:	5/23/58
ALLOWABLE TOLERANCES	FRACTIONS	DECIMALS	ANGLES
© Smith & Loveless, Inc. 1958, 64, 67, 75, 77, 82, 2005		SERIAL NO	DWG NO 61D1
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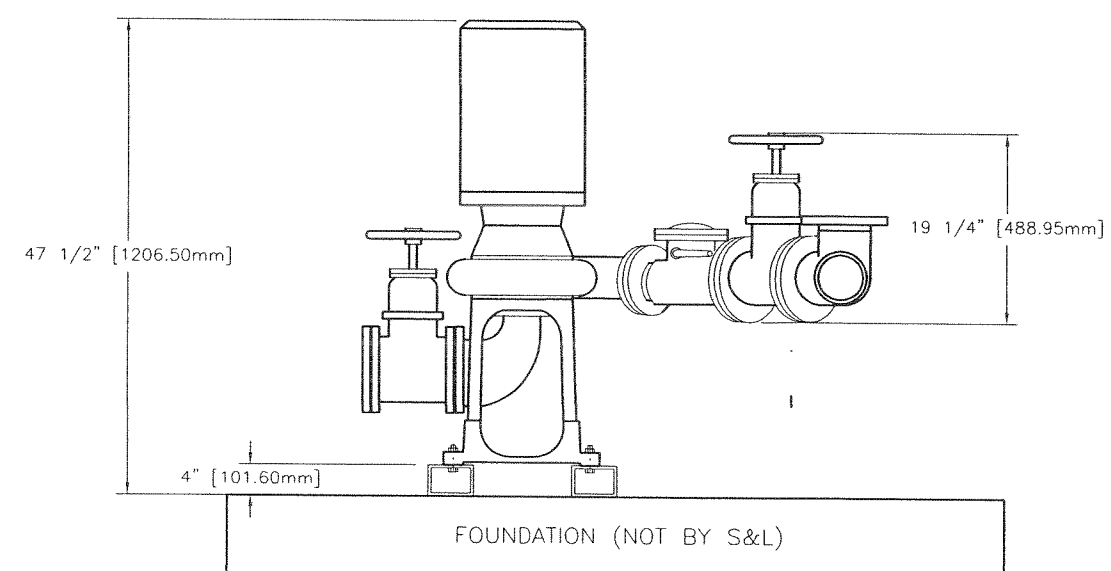
SHEET 1 OF 1



# SECTION 4



STATION PLAN



NOTES:

- SEE ENGINEER'S PLANS AND SPECIFICATIONS FOR DETAILS OF WET WELL, CONCRETE FOUNDATION, GROUT UNDER STATION, AND ELECTRICAL SERVICE.
- COPYRIGHT (C) 2010 SMITH & LOVELESS, INC.

28D986\D

DRAWN BY: CMB	DATE: 2/18/2010	ALLOWABLE TOLERANCES	FOR OTTAWA, ONTARIO, CANADA		
CHECKED BY: BFO	DATE: 2/10	FRACTIONS -	7'-0" [2133.60mm] DIA. DUPLEX PUMPING STATION		
APPROVED BY: FHA	DATE: 2/10	DECIMALS -	SIZE	U/M	EA
SCALE: NTS	CODE: -	ANGLES -	FILE NAME	PLOT SCALE 1=16	
LET	ECN NO	DATE	BY	DATE	REV
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			DWG NO	B80-2991-1	REV

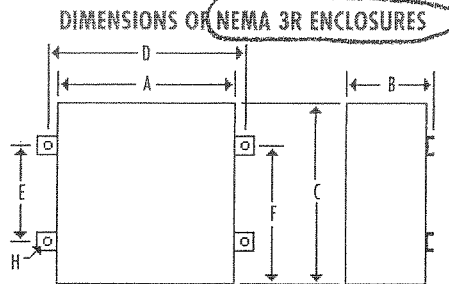
SHEET 1 OF 1

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# ADD-A-PHASE® POWER CONVERTER

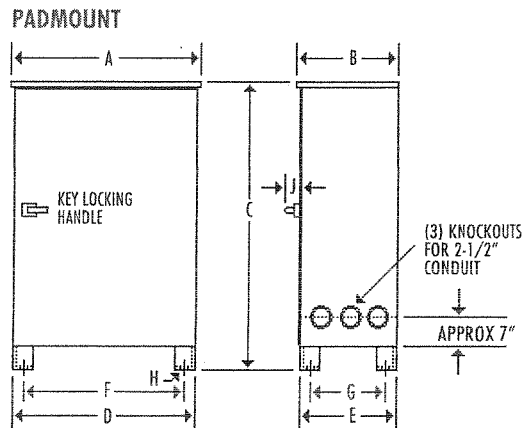
TYPE	TYPICAL APPLICATIONS (SINGLE MOTOR ONLY)
S	PUMP, COMPRESSOR, FAN, BLOWER
SAC	AIR CONDITIONING, REFRIGERATION COMPRESSOR
SUB	SUBMERSIBLE WATER PUMPS
HE-AA	HYDRAULIC PASSENGER ELEVATORS
AA-HE	HYDRAULIC COMPACTORS, BALERS
HD	SIREN, VALVE ACTUATOR



ENCLOSURE	A	B	C	D	E	F	G	H	J
603	17	11	16-1/8	18	10	13			1/2
107	22-1/4	12-7/8	18-5/8	26	11-1/2	15			9/16
115	25-1/2	14	21-1/4	29	14	17-1/2			9/16
130	28-3/4	16-1/2	26-3/4	32-1/4	17-5/8	22-1/8			9/16

HP	1Ø FULL LOAD AMP RATING		STARTING CURRENT
	240V	480V	
1	5	3	APPROXIMATELY 300% OF FULL LOAD RUNNING AMPS
1.5	7	4	
2	9	6	
3	13	7	
5	20	10	
7.5	30	15	
10	40	20	
15	60	30	
20	80	40	
25	95	48	
30	115	58	
40	150	75	
50	185	93	
60	220	110	
75	280	140	

FOR TYPE SAC & SUB, USE THE NEXT LARGER HP RATING



ENCLOSURE	A	B	C	D	E	F	G	H	J
150	32	22-7/8	40-7/8	30	21	27-1/2	18-1/2	1/2	3-1/4
175	38	28-7/8	40-7/8	36	27	33-1/2	24-1/2	1/2	3-1/4

OTHER MODELS AVAILABLE. CONTACT RONK FOR MORE INFORMATION

## ENCLOSURE SIZE & APPROXIMATE SHIPPING WEIGHTS (LBS)

ENCLOSURE	HP	2S	2SAC	2HE-AA	2HD	3S	3SAC	3HE-AA	3HD	4S	4SAC	4HE-AA	4HD
		2SUB	2SUB	2AA-HE		3SUB	3SUB	3AA-HE		4SUB	4SUB	4AA-HE	
603	1	52	60		55	68	73		78	56	60		61
	1.5	60	63		85	73	81		98	60	63		85
	2	63	74		95	81	121		111	63	115		95
107	3	74	140		112	121	160		158	115	142		110
	5	140	165		145	160	190		180	142	165		145
	7.5	165	205		178	190	240		205	165	205		175
115	10	205	242	225	210	240	285	269	250	205	245	210	215
	15	242	310	275	280	285	380	319	315	245	320	250	285
130	20	310	350	328	320	380	400	373	390	320	360	330	330
	25	350	390	368	360	400	450	410	410	360	420	370	370
	30	390	555	400	497	450	635	545	550	420	574	425	525
150	40	555	626	565	565	635	720	640	645	574	660	585	590
	50	626	680			720	867			660	755		
175	60	680	700			867	975			755	892		
	75	700				975				892	1,115		
	100									1,115	1,125		
	125									1,125			

Close

Sales Information: 1-800-221-7665

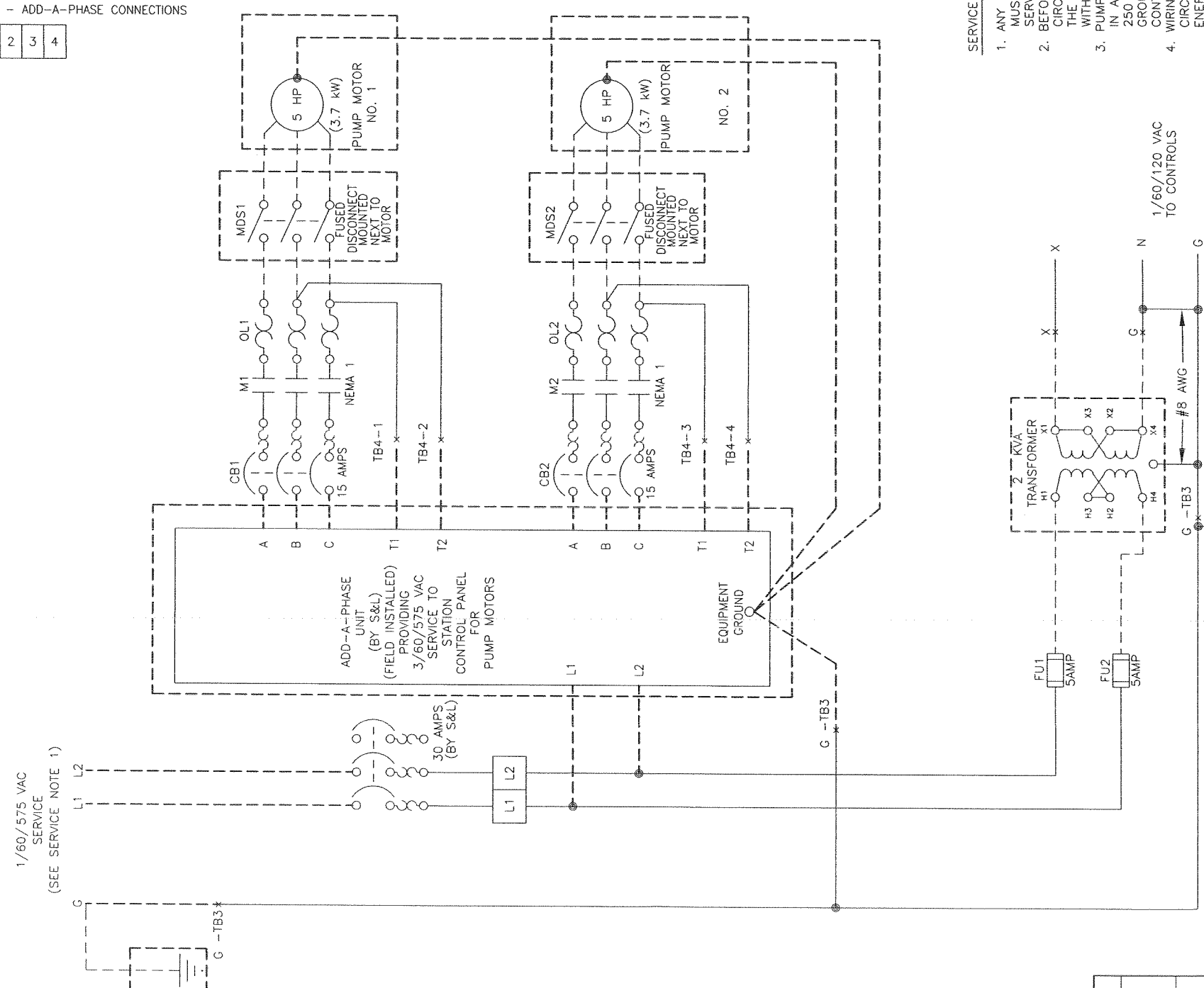


Service & Support: 1-217-563-8333

106 E. State Street • Nokomis, Illinois 62075 [www.ronkelectrical.com](http://www.ronkelectrical.com) Phone: 217-563-8333 • Fax: 217-563-8336

TERMINAL STRIP SCHEDULE

TB1	N	N	N	N	N	N	G	G	1	2	2	6	9	10	12	13	15	16	17	18	19	20	21
TB2 - CONTROL CIRCUIT BREAKERS	X	X	X	X																			
TB3 - GROUND BUS	G	G	G	G																			
TB4 - ADD-A-PHASE CONNECTIONS	1	2	3	4																			



SERVICE NOTES

1. ANY CUSTOMER SUPPLIED NEUTRAL MUST BE SOLIDLY GROUNDED AT THE SERVICE SWITCH.
2. BEFORE CLOSING THE CONTROL CIRCUIT BREAKERS, VERIFY THAT THE VOLTAGE BETWEEN X AND N IS WITHIN THE RANGE OF 105-135 VAC.
3. PUMP STATION MUST BE GROUNDED IN ACCORDANCE WITH NEC ARTICLE 250 AND TABLE 250.122, USING THE GROUNDING TERMINAL PROVIDED IN CONTROL PANEL.
4. WIRING THAT INTERLOCKS CONTROL CIRCUITS ON THE PANEL THAT ARE ENERGIZED FROM AN EXTERNAL SOURCE ARE TO BE YELLOW IN COLOR.

WIRE NOTES

1. WIRING BELOW 150 V IS CONTROL AND TAGGED AS INDICATED.
2. WIRING ABOVE 150 V IS POWER AND NOT TAGGED.
3. NEUTRAL (N) IS WHITE OR BARE COPPER.
4. GROUND (G) IS GREEN.
5. DASHED ITEMS SIGNIFY FIELD CONNECTIONS OR EQUIPMENT NOT BY S&L.
6. LAST WIRE NUMBER USED: 21
7. WIRE NUMBER(S) NOT USED: 4

LEGEND

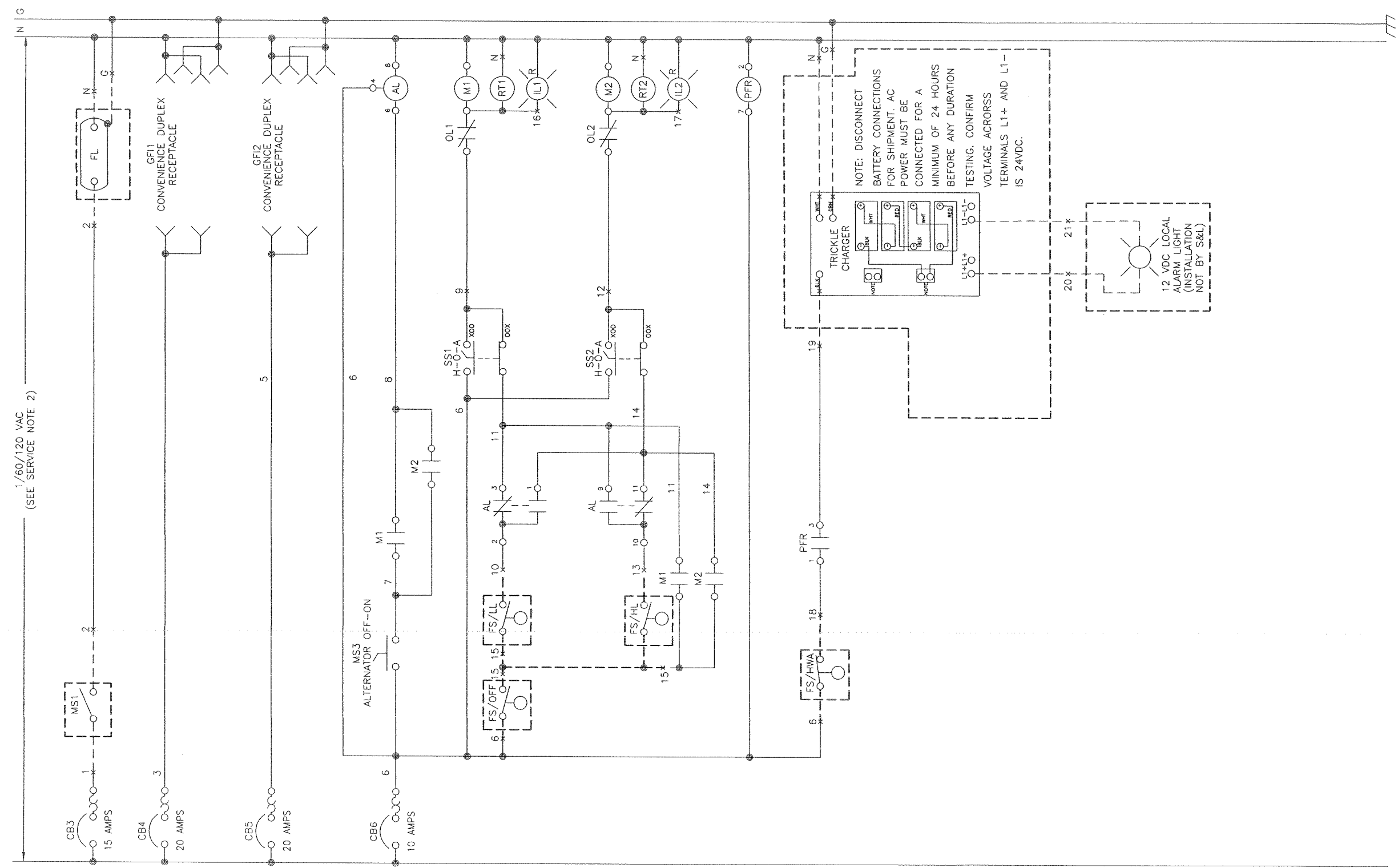
- AL ALTERNATOR; PUMPS
- CB1 CIRCUIT BREAKER; MOTOR NO.1
- CB2 CIRCUIT BREAKER; MOTOR NO.2
- CB3 CIRCUIT BREAKER; LIGHTS
- CB4 CIRCUIT BREAKER; BLOWER & DEHUMIDIFIER
- CB5 CIRCUIT BREAKER; SUMP PUMP
- CB6 CIRCUIT BREAKER; AIR COMPRESS. & CONTROL
- CBM MAIN CIRCUIT BREAKER
- FL FLUORESCENT LIGHT
- FS/HL FLOAT SWITCH; HIGH LEVEL PUMP ON
- FS/HWA FLOAT SWITCH; HIGH WATER ALARM
- FS/LL FLOAT SWITCH; LOW LEVEL PUMP ON
- FS/OFF FLOAT SWITCH; PUMPS OFF
- FU1 FUSE; TRANSFORMER
- FU2 FUSE; TRANSFORMER
- GF11 GROUND FAULT INTERRUPT
- GR12 GROUND FAULT INTERRUPT
- IL1 INDICATING LIGHT; NO.1 PUMP RUNNING
- IL2 INDICATING LIGHT; NO.2 PUMP RUNNING
- M1 MOTOR STARTER NO.1
- M2 MOTOR STARTER NO.2
- MDS1 MOTOR DISCONNECT; MOTOR 1
- MDS2 MOTOR DISCONNECT; MOTOR 2
- MS1 MANUAL SWITCH; LIGHT
- MS3 MANUAL SWITCH; PUMP ALTERNATOR
- OL1 OVERLOAD RELAY; NO.1 MOTOR STARTER
- OL2 OVERLOAD RELAY; NO.2 MOTOR STARTER
- PFR RELAY; CONTROL POWER FAILURE
- R RED
- RT1 RUNNING TIME METER; PUMP NO.1
- RT2 RUNNING TIME METER; PUMP NO.2
- SS1 SELECTOR SWITCH; MTR; NO.1 HAND-OFF-AUTO
- SS2 SELECTOR SWITCH; MTR; NO.2 HAND-OFF-AUTO

SHEET 1 OF 2

DRAWN BY: D.Y.	DATE: 02/11/10	ALLOWABLE TOLERANCES	FOR OTTAWA, ONTARIO CANADA		
CHECKED BY: MS	DATE: 2/19/10	FRACTIONS	DUPLIX PUMP STATION NEMA 1		
APPROVED BY: FHA	DATE: 2/19/10	DECIMALS	SCHEMATIC WIRING DIAGRAM		
SCALE: NTS	CODE:	ANGLES	SIZE	U/M	EA
BY: NTS	FILE NO:	802991	WT.		
ORIGINAL ISSUE	SERIAL NO:	80-2991	PLOT SCALE	1=1	
© Smith & Lovelless, Inc. 2010	DWG NO:	B80-2991-30	REV	C	

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1/60/120 VAC  
(SEE SERVICE NOTE 2)

			FOR OTTAWA, ONTARIO CANADA
			<b>DUPLEX PUMP STATION NEMA 1 SCHEMATIC WIRING DIAGRAM</b>
			<b>3Ø FLA=15.7 SCCR=5KAIC</b>
SIZE	U/M	EA	WT.
FILE NAME	802991		PLOT SCALE 1=1
SERIAL NO	80-2991	DWG NO	B80-2991-30 REV C
<small>RECIPIENT AGREES THE INFORMATION ON THIS DRAWING AND THE EQUIPMENT DEPICTED HEREIN IS CONFIDENTIAL, PROPRIETARY AND PROTECTED UNDER UNITED STATES AND FOREIGN INTELLECTUAL PROPERTY LAWS AND IS OWNED BY SMITH &amp; LOVELESS, INC. UNLESS SPECIFIC WRITTEN CONSENT IS GIVEN BY SMITH &amp; LOVELESS, INC. YOU MAY NOT COPY, REPRODUCE, TRANSMIT, DISPLAY, DISTRIBUTE, ALTER, OR OTHERWISE USE IN WHOLE OR IN PART ANY INFORMATION ON THIS DRAWING OR THE EQUIPMENT DEPICTED HEREIN, OR PERMIT SUCH ACTIONS TO BE TAKEN BY A THIRD PARTY. SMITH &amp; LOVELESS, INC. TRANSFERS NO RIGHTS IN THIS DRAWING OR THE INFORMATION AND EQUIPMENT DEPICTED HEREIN. DIMENSIONS ARE IN INCHES UNLESS OTHERWISE NOTED.</small>			

SHEET 2 OF 2



## APPENDIX A



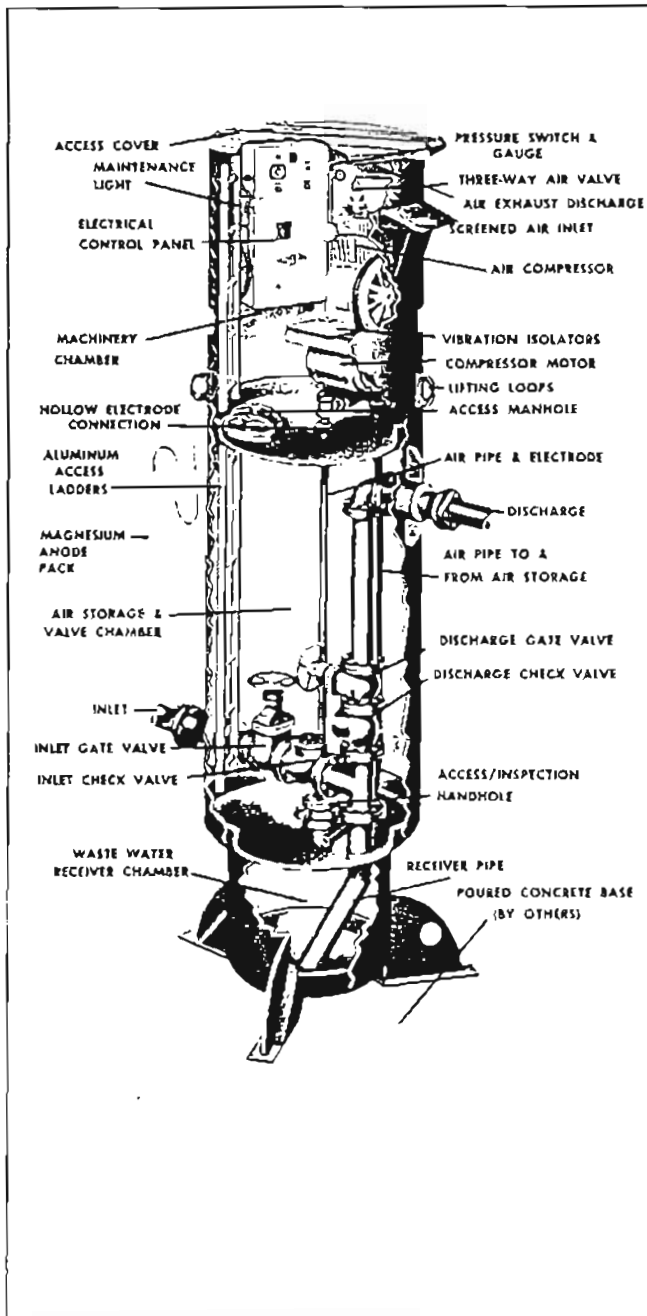


# mon-o-ject®

The Industry Standard of Economy Reliability

- Recommended in capacities up to 100 GPM
- Fast, economical installation
- Simple design for low maintenance
- Proven reliability

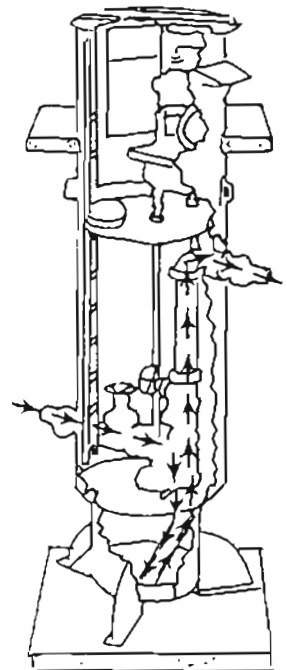
The Smith & Loveless "Mon-O-Ject" has become the standard of the industry—due to its simple, economical installation and operation. The "Mon-O-Ject" is available with capacities up to 100 GPM to meet the requirements of your application. Duplex "Mon-O-Jects" have dual compressors for extra dependability. The "Mon-O-Ject" has proven to be the choice when the job calls for a pneumatic ejector with simple, dependable operation.



## How it Works...

The Smith & Loveless "Mon-O-Ject" pneumatic ejector is divided into three chambers: The top compartment, accessible from ground level, houses the control panel and compressor; the middle chamber houses the valves, manifold and serves as an air-storage tank; and the lower section is the influent waste receiver.

The waste flows through the inlet gate valve, the inlet check valve into the receiver compartment. Air displaced by the influent is vented through a hollow electrode air pipe, through a three-way air valve and air vent to the outside. When the waste receiver is filled, an electrical circuit is completed from the electrode, through the liquid, to the ground at the receiver wall. This energizes a DC relay which activates the three-way air valve, cutting off the vent connection and connecting the receiver to the high-pressure air stored in the middle section of the station. This high-pressure air passes through the three-way valve and electrode air pipe and into the receiver, forcing the waste up through the discharge check valve and gate valve and into the force main. A timer, energized by the DC relay, keeps the three-way air valve activated for a predetermined length of time while the waste is ejected from the receiver. When this time cycle is completed, the three-way valve is returned to its original position, cutting off the high-pressure air and reconnecting the receiver to the vent line. The station is then ready to repeat the cycle.



MAINTENANCE TROUBLE SHOOTING

Should the "Mon-O-Ject" lift station fail to operate properly for the reasons given, check the following chart before attempting repairs or adjustments.

CHATTERING ELECTRODE RELAY

Possible Causes

Remedies

A defective rectifier in the electrode circuit.

Replace rectifier.

LIQUID LEVEL IN WET WELL VARIES WITH EACH EJECTION

This is usually caused by a broken influent line or settling which forms an air lock in the line.

Consult your contractor and the Smith & Loveless representative in your area.

MOTORS AND COMPRESSORS WILL NOT RUN

Power failure

Call local power company.

Blown fuses - usually due to a short circuit.

Locate and correct cause of trouble. Replace fuses.

Circuit breaker or overload relay tripped, usually caused by:

Low line voltage or single phasing of motor.

Check line voltage to motor.

High operating pressure.

Adjust pressure switches.

Compressor or motor bearing failure.

Remove V-belts and operate motor.

Pressure switches not making contact due to improper adjustment. Mercury tube slipped in holder in pressure switch.

Re-glue mercury tube and readjust switch.

Loose electrical connections.

Locate and tighten.

MOTORS & COMPRESSORS RUNNING BUT NOT BUILDING UP AIR PRESSURE

Possible Causes

Remedies

Three-way valve has foreign material between valve and valve seat.

Remove valve cap and remove material.

Air leaks

Check manhole cover. Check all air piping. Check electrode assembly.

Unloader on compressor not operating.

Change oil and clean unloader.

Foreign material holding inlet check valve flapper open.

Remove check valve cover and remove obstruction.

SUFFICIENT AIR PRESSURE BUT UNIT FAILS TO EJECT

Three-way valve out of order.

Remove valve and clean thoroughly. Clean all parts.

Three-way valve coil burned out.

Replace coil.

Loose connections on wires or terminals in electrode circuit.

Check and tighten.

Burned coil in electrode relay.

Replace relay.

Burned contacts in electrode relay.

Replace relay.

Control circuit breaker tripped--usually due to short circuit or grounded wire.

Locate and repair.

Influent and discharge piping obstructed with foreign material.

Remove check valve covers and any material lodged in valves; or, by manual operation, raise air pressure 10-15 PSI above normal setting to blow obstruction from line.

Influent piping may be broken, not permitting flow of sewage into receiver.

Replace broken pipe.

Electrode(s) may have become coated with foreign material causing the tip to be insulated.

Remove and clean electrode(s).

Air strainer plugged up.

Clean screening element.

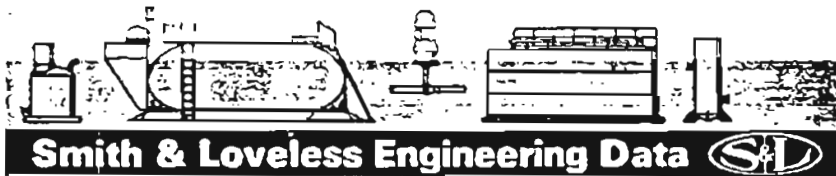
UNIT OPERATING BUT "NO-FAIL" LIGHT INDICATES GROUNDED CONDITION

Possible Causes

Remedies

Electrode(s) have become grounded due to foreign material or breakage of the vinyl jacket covering the electrode.

Clean electrode(s).



• Main Plant: Lenexa, Kansas 66215

## "MON-O-JECT" FACTORY-BUILT SEWAGE LIFT STATION OPERATION & MAINTENANCE INSTRUCTIONS

EVERY DAY - Visit the station. Raise the cover and:

1. Check oil level in compressor by inspecting dip stick or sight glass.
2. Check air pressure. Gauge should read between high and low settings with the compressor not running.
3. Check the "No-Fail" light. The light should operate continuously; therefore, if the light is out, the bulb has burned out and should be replaced. If this light is bright while the unit is not ejecting, the electrode is grounded and is operating on the "No-Fail" timer. Clean the electrode according to the instructions on page 3 of the Operation & Maintenance Instructions.
4. If the ejector does not operate automatically while you are checking the station, turn the electrode switch to the "Test" position to initiate the ejection cycle. If it completes the cycle and the compressor shuts off automatically after restoring the used air, the ejector is operating normally.
5. Test the "No-Fail" system by holding the electrode switch in the "Test" position. At the end of the ejection cycle and while still holding the electrode switch in the "Test" position (this simulates a grounded electrode), the solenoid valve will de-energize, allowing the receiver to fill. After the timer interval allowed for the fill cycle, the unit will again eject.
6. Open the safety relief valve and permit it to reset.
7. Check heater in cold weather.
8. Remove any dirt or debris in the compressor chamber.
9. Close and lock the cover.

EVERY WEEK

1. Clean compressor chamber thoroughly. Dust control cabinet, motor, compressor, etc. Wash off mud or grease.

EVERY THREE MONTHS

1. Change compressor oil by draining and refilling crankcase. Use correct weight and quality oil, according to the Air Compressor Bulletin attached. On compressors having an oil pump, check oil pressure after filling to be sure the oil pump is primed.
2. Check V-belts for wear.

EVERY SIX MONTHS

1. Remove electrodes and thoroughly clean exposed tip with sand paper or comparable abrasive. (This may be required more frequently in some areas, depending upon local water conditions.) The S&L Electrode Cleaner will clean the electrode without entering the air storage chamber or removing the electrode.
2. Check lubrication of the motors. See "Motor Maintenance" page for detailed instructions.

ENTERING THE CENTER CHAMBER

There is no need to enter the center chamber unless you have evidence of malfunctioning such as clogging of piping or check valve leakage, which cannot be relieved by external means. The station is shipped with the gate valves in the "Open" position. The valves have "O" rings instead of packing on the stem, hence they should remain tight indefinitely, especially since they are not being opened and closed. If there should be any leakage, it will be of air through the valve bonnet into the sewage, not sewage into the air chamber. Any condensation is removed automatically on each discharge cycle, as the draw-off pipe terminates with an open-end, flexible hose lying on the floor.

If you must enter the center chamber, proceed as follows:

1. Turn the compressor switch to "Off" position.
2. Open the manual air blow-off valve which releases the stored air and wait for pressure to drop to atmospheric pressure.
3. Tie a rope to the handle of the manhole cover so that the cover does not drop into the center chamber when the yokes are removed.
4. Remove the yokes and open the manhole cover.
5. Lift out the cover by the rope so it will not be in the way.
6. If required, the air-storage chamber can be vented while the operator works inside. Just follow these instructions:

FOR DUPLEX "MON-O-JECTS"

- a) Turn both compressor switches to "Off."
- b) Turn electrode switch to "Off."
- c) Close valve in the line from #2 compressor to air storage.
- d) Turn compressor #1 to "Hand" to provide ventilating air.

The "Mon-O-Ject" will not eject while the center chamber is being vented according to the above instructions.

**EASY ELECTRODE CLEANING AND REMOVAL**

Before doing any work on the electrode, turn the switch to the "Off" position.

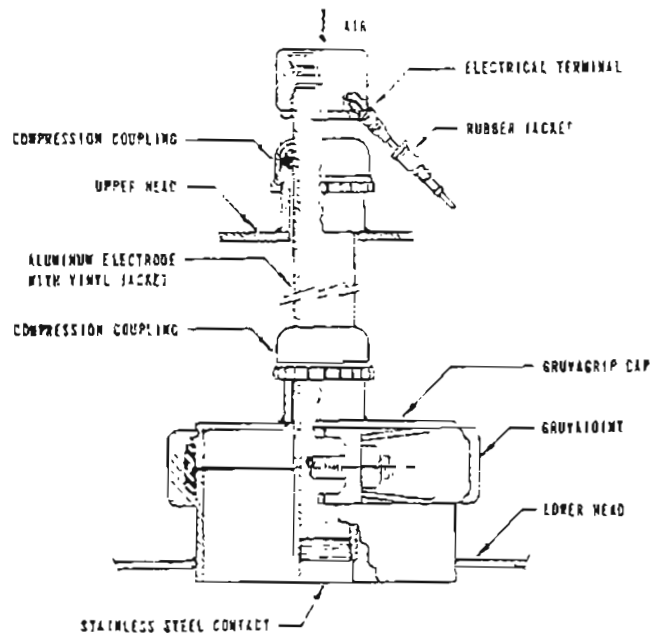
The Smith & Loveless Electrode Cleaner permits cleaning the electrode without removing it. Remove the plug from the tee at the top of the electrode and insert the S&L Electrode Cleaner in the electrode. The stainless steel tip is the only portion requiring cleaning. Its position can easily be felt as the brush is pushed down the electrode. After cleaning, replace the plug and check for leaks by operating the unit.

If you do not have an S&L Electrode Cleaner, it is necessary to enter the center air storage chamber to clean the electrode. Do this as described in these instructions.

To clean the electrode, loosen the two bolts on the Gruvajoint and the cap of the compression coupling. (See drawing next page.) Take care not to damage the vinyl jacket. If the jacket is broken when the compression coupling cap is removed, repair with insulating varnish before replacing.

Slide the Gruvagrip cap up the electrode pipe two or three feet and tighten the top of the compression coupling to hold up the Gruvagrip cap. Remove any foreign matter that has collected on the electrode tip by pushing the electrode pipe to the side of the Gruvagrip nipple and reaching down inside the nipple. Reinstall the Gruvagrip cap and compression coupling with care.

After the unit is again ready for automatic operation, check for air leaks from the storage chamber by turning the electrode switches to the "Off" position and observing the pressure gauge for any appreciable pressure drop.



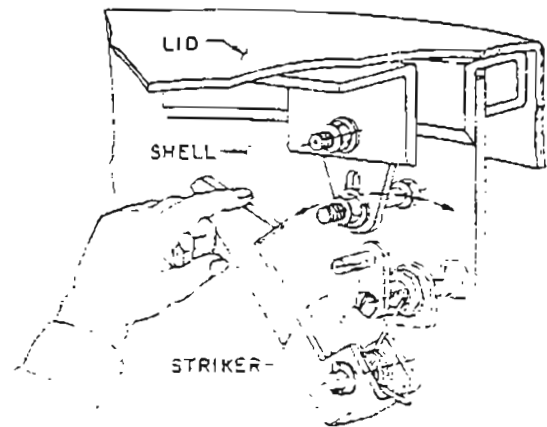
To remove the electrode, remove the flexible air hose and the electrical terminal from the electrode pipe. Do not loosen the PVC tee. Loosen the compression coupling caps in the upper and air storage chambers and pull the electrode pipe out of the sewage receiver. When replacing the electrode pipe, the paint line on the pipe can be used as a guide to obtain the proper depth of the electrode in the sewage receiver.

**INLET AND DISCHARGE PIPES**

The inlet and discharge pipes that project through the station shell are grouted with a special type of grout mixture which contains metal particles. This grout mixture has a tendency to expand upon contact with moisture. Should there be a slight leakage through the grout around the pipes when the station is first installed, it will take up and seal after a few days of operation.

**ENTRANCE LOCK**

You cannot be locked inside the station. The lock may be easily opened from inside the station by rotating the lock striker counterclockwise.



**EMERGENCY CONNECTIONS FOR PORTABLE COMPRESSOR**

During a prolonged power outage, the sewage receiver can be ejected by connecting an engine-driven compressor to the vent outlet. The air control valve is automatically in the correct position when the power is off. Where a compressor is available for the purpose, we recommend that half of a quick coupling be attached to the vent opening on the outside of the station. The other half of the coupling should be attached to an air hose on the compressor outlet. The hose should be disconnected after blowing out the pot as sewage cannot flow into the pot unless the vent is open.

**PORTABLE LIGHT**

In each "Mon-O-Ject" lift station, a portable light is furnished as standard equipment. The light is plugged into the side of the control panel which furnishes 115 volt, 60 cycle service. The cord is of sufficient length to permit the light to extend into the air storage chamber. This cord is equipped with a

magnet so that the light may be positioned and held in the most convenient location for any service work.

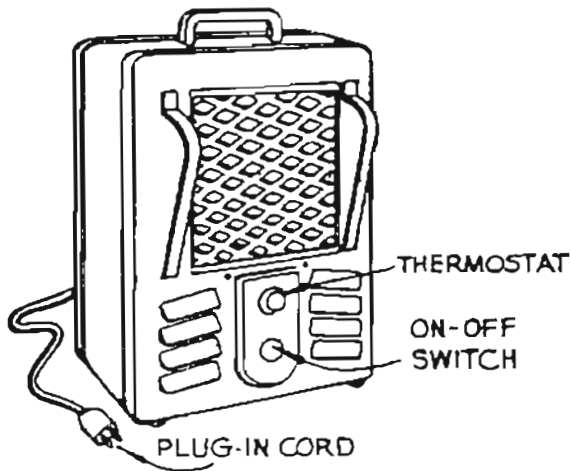
### VENTILATOR

In a "Mon-O-Ject" lift station whose motor and compressor size is 9LN-10 or larger, a ventilating fan is furnished to exhaust the heat created by the compressors and motors. The ventilator is mounted in the station lid and operates off of 115 volt, 60 cycle service, controlled by a "Hand-Off-Auto" switch mounted on the side of the control panel.

During the winter months in areas where extreme cold weather is experienced, the ventilator should be turned off.

### SPACE HEATERS

In each "Mon-O-Ject" lift station that is subject to severe temperatures, a unit heater is installed to prevent freezing in the upper chamber. This heater is designed only to prevent freezing of the controls and should be set at approximately 40° F.



**MAINTENANCE TROUBLE SHOOTING**

Should the "Mon-O-Ject" lift station fail to operate properly

for the reasons given, check the following chart before attempting repairs or adjustments.

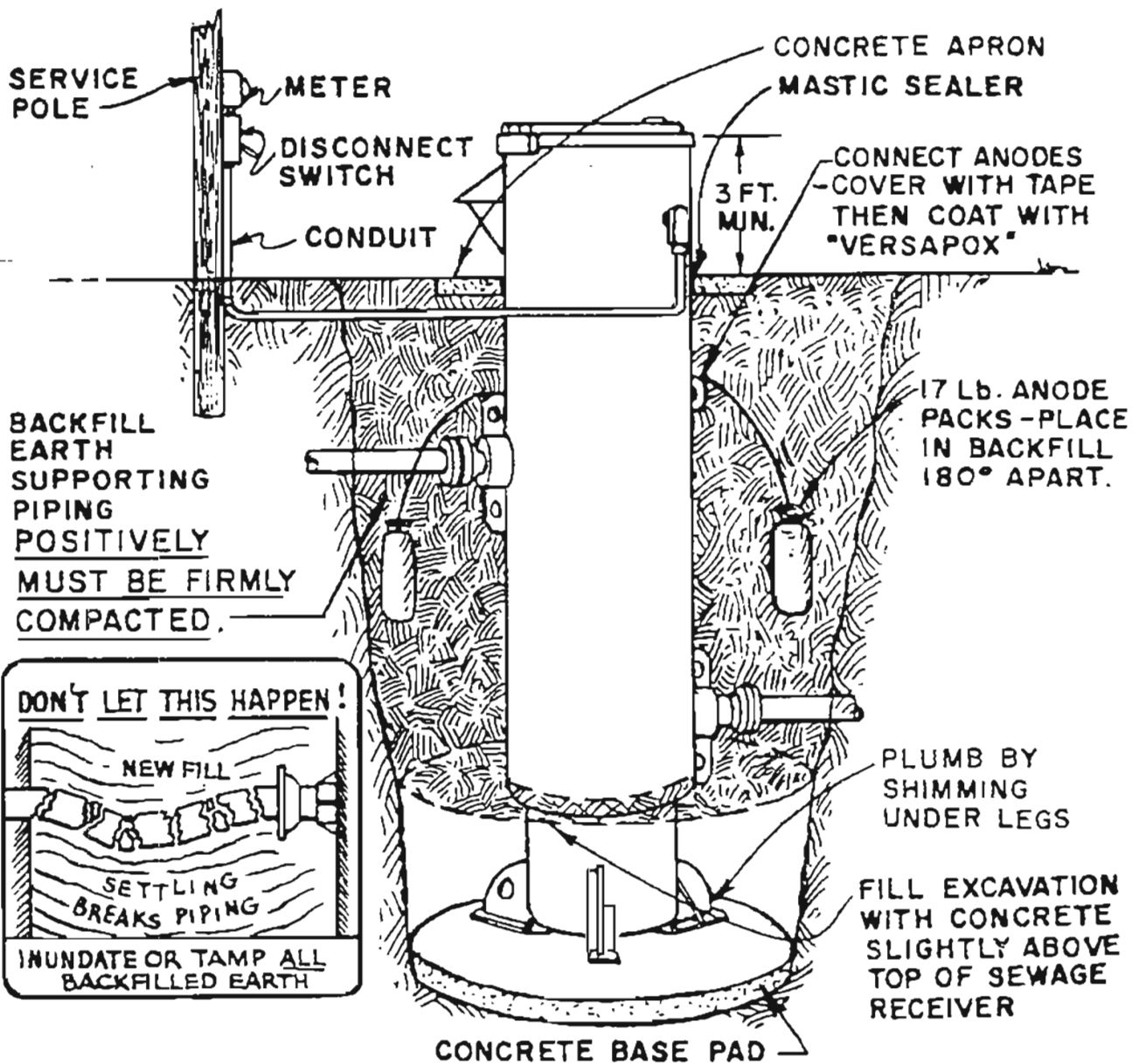
Problems	Possible Causes	Remedies
<p>Liquid level in wet well varies with each ejection:</p> <p>Motors and compressors will not run:</p>	<p>This is usually caused by a broken influent line or settling which forms an air lock in the line.</p> <p>Power failure</p> <p>Blown fuses - usually due to a short circuit.</p> <p>Circuit breaker or overload relay tripped, usually caused by:</p> <p style="padding-left: 20px;">Low line voltage or single phasing of motor.</p> <p style="padding-left: 20px;">High operating pressure.</p> <p style="padding-left: 20px;">Compressor or motor bearing failure.</p> <p>Pressure switches not making contact due to improper adjustment. Mercury tube slipped in holder in pressure switch.</p> <p>Loose electrical connections.</p>	<p>Consult your contractor and the Smith &amp; Loveless representative in your area.</p> <p>Call local power company.</p> <p>Locate and correct cause of trouble. Replace fuses.</p> <p>Check line voltage to motor.</p> <p>Adjust pressure switches.</p> <p>Remove V-belts and operate motor:</p> <p>Re-glue mercury tube and readjust switch.</p>
<p>Motors and compressors running but not building up air pressure:</p>	<p>Three-way valve has foreign material between valve and valve seat.</p> <p>Air leaks</p> <p>Unloader on compressor not operating.</p> <p>Foreign material holding inlet check valve flapper open.</p> <p>Safety rupture disc has ruptured indicating overpressure of system.</p>	<p>Locate and tighten.</p> <p>Remove valve cap and remove material.</p> <p>Check manhole cover. Check all air piping. Check electrode assembly. Change oil and clean unloader.</p> <p>Remove check valve cover and remove obstruction.</p> <p>Replace safety rupture disc. Check system - especially relief valves - for proper operation prior to start-up.</p>
<p>Sufficient air pressure but unit fails to eject:</p>	<p>Three-way valve out of order.</p> <p>Three-way valve coil burned out.</p> <p>Loose connections on wires or terminals in electrode circuit.</p> <p>Burned coil in timing relay.</p> <p>Burned contacts in timing relay.</p> <p>Control circuit breaker tripped - usually due to short circuit or grounded wire.</p> <p>Influent and discharge piping obstructed with foreign material.</p>	<p>Remove valve and clean thoroughly. Clean all parts.</p> <p>Replace coil.</p> <p>Check and tighten.</p> <p>Replace relay.</p> <p>Replace relay.</p> <p>Locate and repair</p>
<p>Unit operating but "No-Fail" light indicates grounded condition:</p>	<p>Influent piping may be broken, not permitting flow of sewage into receiver.</p> <p>Electrode(s) may have become coated with foreign material causing the tip to be insulated.</p> <p>Air strainer plugged up.</p> <p>Electrode(s) have become grounded due to foreign material or breakage of the vinyl jacket covering the electrode.</p>	<p>Remove check valve covers and any material lodged in valves; or, by manual operation, raise air pressure 10-15 PSI above normal setting to blow obstruction from line.</p> <p>Replace broken pipe.</p> <p>Remove and clean electrode(s).</p> <p>Clean screening element.</p> <p>Clean electrode(s).</p>



**"MON-O-JECT"  
FACTORY-BUILT SEWAGE LIFT STATION  
INSTALLATION INSTRUCTIONS**

Your Smith & Loveless lift station is a complete factory-built unit, including all equipment ready to operate. It has been thoroughly tested at the factory by actual operation on our test floor. Every item of mechanical and electrical equipment has been operated and found free of defects.

**INSTALLATION DIAGRAM**





## Smith & Loveless Engineering Data

A Division of Ecodyne Corporation • Main Plant: Lenexa, Kansas 66215

Mon-O-Ject  
Initial Operation  
Instructions  
Page 1  
Oct., 1976

### "MON-O-JECT" FACTORY-BUILT SEWAGE LIFT STATION INSTRUCTIONS FOR INITIAL OPERATION

#### OIL

Fill each compressor with oil in accordance with the accompanying compressor bulletin. A red warning tag is attached to each compressor containing this same information in abbreviated form.

#### V-BELTS

Remove the motor bracing and motor compressor tie-downs, check V-belts and motor for alignment, adjusting if necessary. The weight of the motor provides the correct belt tension automatically when motors are 10 HP or smaller. With 15 and 20 HP motors, the belt tension should be adjusted by means of the threaded rod between the motor mount and the compressor base. Compressors are furnished with the correct number of belt grooves in the flywheel for the maximum horsepower motor which can be used with the compressor. The number of belts furnished in this station may be less than the number of flywheel grooves since it is determined by installed motor horsepower and speed.

#### GATE VALVES

The station is shipped from the factory with the gate valves open, so it is not necessary to enter the center chamber to open these valves.

#### ELECTRICAL CHECK

1. Place the compressor "Hand-Off-Auto" switches in the "Off" position.
2. Turn all circuit breakers to the "On" position.
3. If the station is equipped with a heater, check the heater by turning on the heater switch and advancing the thermostat control. After checking, reset the thermostat to 40° F.
4. Turn the alternator disconnect switch to the "On" position.
5. Check compressor rotation by momentarily turning the compressor switches, one at a time, to the "Hand" position. The correct rotation is indicated by the arrow on the flywheel. Three-phase motors can be reversed, if necessary, by interchanging any two of the leads to the motor.
6. If the motor does not run, push the "Reset" button of the starter and repeat procedure under 5. If motors still fail to run, check power supply for both power and control circuits.

7. Turn selector switch to the "Automatic" position and build up air pressure in the air-storage section. The pressure at which the compressor should start and stop will be found in the Engineering Order in the Maintenance Manual. Check compressor operation against these values. If adjustment is required, refer to paragraph on Adjustment of Pressure Switches. Open the safety relief valve manually and permit it to reset. It is set for the correct maximum pressure at the factory.

8. Turn the electrode switch to the "On" position. If the sewage receiver has filled with water or sewage to a level high enough to contact the electrode, the three-way valve will be energized and will shift immediately. A normal ejection cycle will result.

If the receiver has not filled so that contact is made with the electrode, the ejection cycle may be tested by turning the electrode switch to the "Test" position. This grounds the relay circuit just as though the sewage was in contact with the electrode, and the three-way valve should shift. Release this switch; it is constructed to provide spring-return from the "Test" position to the "On" position. A normal cycle should result; that is, the timer will run through its cycle, the three-way valve will be de-energized and return to the vent position, and the timer will reset.

#### OPERATING CHECK

If sufficient sewage is flowing into the system, the station should cycle regularly and automatically. If sufficient flow is not available, run water from a fire hydrant into a nearby upstream manhole to simulate normal flow.

#### ADJUSTMENT OF PRESSURE SWITCHES

The cut-in and cut-out pressures for setting pressure switches will be found in the Engineering Order in the station Maintenance Manual. Two pressure switches are provided. The upper (main) pressure switch should be set to the higher pressure specified on the Engineering Order.

Check cut-in and cut-out operation against specified pressures. If readjustment is required, proceed as follows:

1. Reset the cut-out (high) pressure of the main pressure switch by turning the large adjusting screw on the top of the switch clockwise to raise the cut-out pressure or counterclockwise to lower it.
2. Reset the cut-in (low) pressure of the main pressure switch by turning the small adjusting screw on the top of the switch clockwise to lower the cut-in pressure or counterclockwise to raise it. The setting on the scale marked "Diff." should equal the difference between the cut-out and cut-in pressures.
3. A second pressure switch is mounted below the main

switch. It should be adjusted according to the procedure above and set to the lower cut-out and cut-in pressures listed in the Engineering Order.

**CHECK THE EJECTION CYCLE**

The ejection cycle is set at the factory during test under design conditions. Since actual conditions may vary slightly from design conditions, the cycle should be rechecked for most efficient operation.

Check the flow in the first manhole downstream from the station during ejection cycle. (Use a fire hose to produce design flow if necessary.) If no air is being blown into the manhole at the end of the cycle, increase the setting of the Smith & Loveless "No-Fail" timer (by turning the top knob clockwise) two seconds to permit a longer ejection cycle. If this does not cause air to be blown into the manhole, continue increasing the timer setting by two seconds until air is blown.

When the setting is reached which blows air into the manhole, decrease the timer setting by one second. Check for air in the manhole and decrease another second if necessary.

If air is being blown into the downstream manhole when checked according to Paragraph 2, decrease the "No-Fail" timer setting one second at a time until no air is observed.

Stations which are designed for a flow of 100 gallons per minute or less have a 100-gallon sewage receiver. To operate the station most efficiently, the entire contents of the sewage receiver should be ejected during each ejection cycle.

The following table gives the approximate time interval of the ejection cycle.

GPM	"No-Fail" Timer Setting Ejection Time Interval (In Seconds)
30	100
50	60
75	40
100	30
150	30
200	30

The above settings may vary slightly according to the actual total dynamic head.

**ADJUSTMENT OF THE "NO-FAIL" CYCLE**

With the Smith & Loveless "No-Fail" Electrode System, if the electrode should become grounded, the time interval for the sewage receiver to refill is controlled by the timer. This fill cycle is set at the factory during test; however, since actual conditions may vary slightly from design conditions, the cycle should be re-checked and set for the actual flow conditions. (This check should be made at a time when peak flows occur.)

To check the timing interval of the timing relay, hold the

Electrode Switch in the "Test" position. Time the interval between the completion of the "No-Fail" timer cycle and when it resets.

Set the time interval of the fill cycle in accordance with the following table by adjusting the lower knob. Turning the knob of the timer to the right increases the time interval.

**FILL TIME INTERVAL**

GPM	SECONDS
30	100
50	60
75	40
100	30
150	30
200	30

**OPERATION OF THE S&L "NO-FAIL" ELECTRODE SYSTEM**

The system is composed of a current-sensitive dual timer which is adjustable for both "on" and "off" times. The components were selected to provide the utmost dependability and are connected in a fashion which truly provides an electrode system which, with proper maintenance, cannot fail to operate even though shorted or grounded.

A "Mon-O-Ject" with the Smith & Loveless "No-Fail" Electrode System normally operates in the following manner. When sewage fills the receiver up to the level of the electrode tip, an electrical circuit is completed from the tip through the sewage to the receiver wall which is at electrical ground potential. The timer is energized by completing this circuit. This timer operates a three-way air valve and immediately starts timing. The timer will keep the three-way valve energized for a predetermined period of time to permit the sewage to be ejected from the receiver. When the time cycle is completed, the three-way valve is de-energized and sewage can again flow into the receiver.

There are two basic types of failure that can occur with any electrical system. First, the electrode tip may become coated with grease, mineral deposits and other foreign materials which act as an insulator and prevent the electrode from making an electrical circuit with the sewage. Since grease and other minerals are always present in sewage, all electrodes gradually become coated with these materials and eventually become insulated. For this reason, it is imperative that the electrode be cleaned periodically according to the maintenance instructions.

Secondly, failure can occur when an electrode becomes grounded. Grounding can occur for a number of reasons and normal maintenance cannot prevent this type of failure. It happens suddenly and in a completely unpredictable manner.

The Smith & Loveless "No-Fail" Electrode System will permit continuing operation of the ejector under shorted electrode condition.

Under normal operation, when the timer completes its cycle, it de-energizes the three-way air valve and timer clutch, permitting the receiver to refill with sewage. Without the Smith & Loveless "No-Fail" System, a grounded electrode will keep the DC relay energized even though the level has dropped. At the end of the timed ejection period, the timer would de-energize the solenoid valve for a fraction of a second but would then start another ejection cycle even though there was no liquid in the receiver. There would be no time for sewage to flow into the receiver.

With the Smith & Loveless "No-Fail" System, ejection will continue for the normal period even though the electrode is shorted or grounded. The solenoid valve will be de-energized, terminating the ejection. At the same time, an off-time cycle with normally closed contacts is initiated. After this relay has "timed out", having allowed the receiver to fill, the momentary opening of the relay contacts resets the "No-Fail" timer which allows the ejection cycle to repeat.

As described above, when the electrode is grounded, the unit will operate continuously through the ejection and fill periods on a time cycle, whether the receiver is partially or completely filled. During periods of low flows in the sewage system, this will cause greater air consumption and therefore slightly higher power consumption. For this reason, it is important that during the daily visit to the station, the operator check for a grounded electrode by observing the "No-Fail" indicator light on the electrical panel. This light should operate continuously. If the light is out, the bulb should be replaced.

In normal operation, the indicator light should be dim; however, it may blink at the start of each ejection cycle. If this light stays bright after the ejection cycle, the electrode is grounded and should be cleaned at the earliest opportunity.

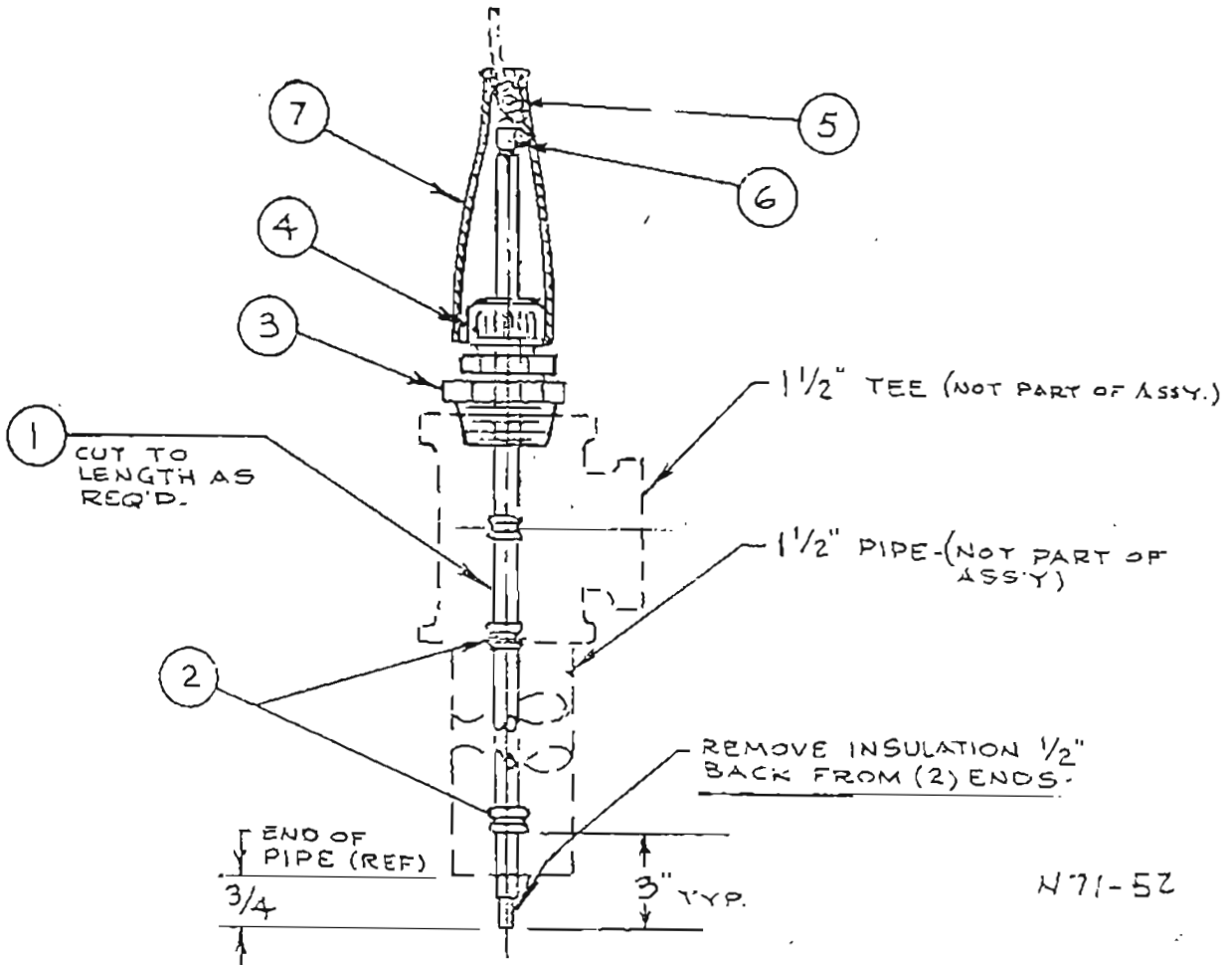
Frequently, the operation of the ejector will blow the grounding material off the electrode. When the grounding material is removed, the electrode system automatically returns to normal operation.

If the light remains dim after the receiver is filled and the unit fails to eject, it is probable that either the electrode is covered with an insulating deposit or that a component failure has occurred in the circuit.

## ELECTRIC HEATER


If electric heater is provided, it will be shipped in a carton to prevent damage in transit. It should be attached to the bottom of the control enclosure by three bolts through the heater handle. Holes are provided in control enclosure for this purpose.

	ITEM	S/L NO.	QTY.	DESCRIPTION.
	1	94A41	1	1/4" INSULATED ROD - S.S. 303
(A)	2	5L81E	5	RUBBER GROMMET.
	3	1L25 P	1	PIPE BUSHING (1 1/2" x 1/2")
	4	5L57 B	1	STRAIN RELIEF BUSHING
(A)	5	5L52D	1	TERMINAL LUG
(A)	6	5L1A	1	GROUND LUG
(B)	7	5L68B	1	INSULATOR (RUBBER)(RED)



N71-5Z

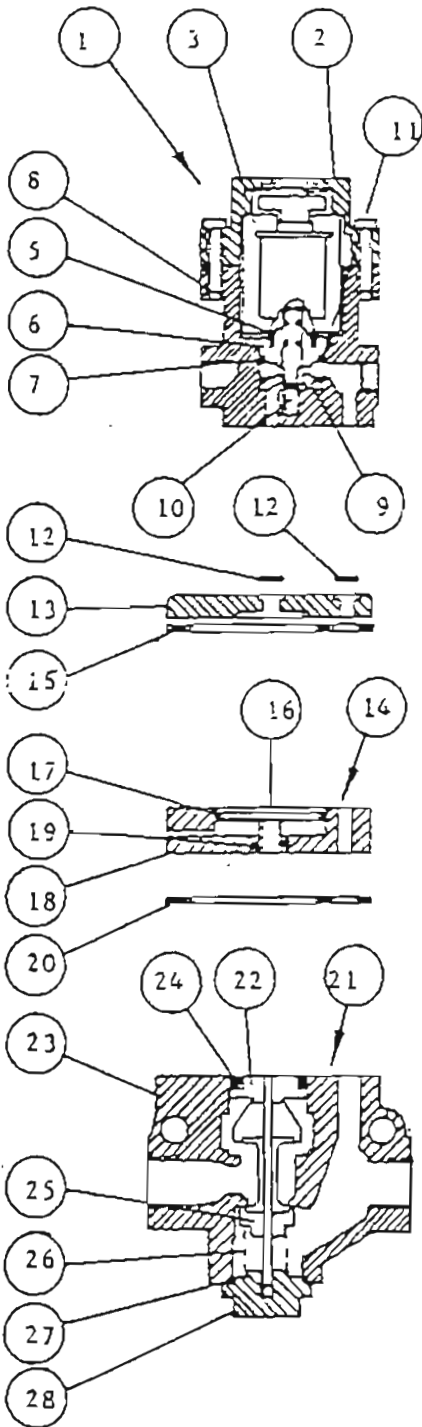
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DIMENSIONS ARE IN INCHES UNLESS OTHERWISE NOTED.				 <b>Smith &amp; Loveless INC.</b> 95th & Old Santa Fe Trail Lenexa, Kansas 66215	
ALLOWABLE TOLERANCES					
FRACTIONS $\pm \frac{1}{16}$		DECIMALS $\frac{1}{32}$		ANGLES $\frac{1}{4}$	
				DRAWN BY:	DATE
				<i>Huslam</i>	5-19-71
				CHECKED BY:	DATE
				<i>R.T.</i>	10/27/71
				APPROVED BY:	DATE
				<i>R.C. Hill</i>	5-27-71
B	N81-23	3/82	CLW	<b>RIGID ELECTRODE-FIELD INSTALLATION &amp; REPLACEMENT PARTS</b>	
A	N76-30	9-76	DE		
LETTER	ECN. NO.	DATE	BY APPY'D.	SCALE	SERIAL NO.
			<i>None</i>		94A21
					REV. 9

2/7

Spare Parts List 1L385A

ITEM		S&L #	Qty.	Description
1	WS17C79	1L385-1	1	Pilot&Solenoid Assy (includes Items 2-11)
2	-----	1L385-2	1	Cover Assy
3	183B04 411B04	1L385-3	1	Solenoid
5 +	See -6	1L385-5	1	Cushion
6 +	946K87	1L385-6	1	Insert Assy (Incl #5, =10, =11)
X 7 +	568-019 4000-70	1L385-7	1	"O" Ring
	-----	-----	1	Body (Not Sold Separately)
X 9 +	206J15	1L385-9	1	"O" Ring
10 +	See -6	1L385-10	1	Spring
11 +	See -6	1L385-11	1	Retaining Ring
X* 12 +	106J15	1L385-12	2	"O" Ring
13	222B25	1L385-13	1	Adapter
14	168A86	1L385-14	1	"PS" Assy (includes Items 16-20)
X 15	199A11	1L385-15	1	GASKET
16	127A99	1L385-16	1	Piston w/"O" Ring
X* 17	568-131- 4000-70	1L385-17	1	"O" Ring
	-----	-----	1	"PS" Adapter (Not Sold Sep)
X* 19	202J15	1L385-19	1	"O" Ring
X* 20	200A11	1L385-20	1	Gasket
21	932B81	1L385-21	1	Valve Body Assy (includes Items 22-28)
22	399B99	1L385-22	1	Piston & Rod Assy (Incl #24)
	-----	-----	1	Body (Not Sold Separately)
X* 24	305A32	1L385-24	1	Seal
25	656K77	1L385-25	1	Poppet
26	202A13	1L385-26	1	Spring
X 27	568-028 4000-70	1L385-27	1	"O" Ring
28	191B85	1L385-28	1	End Plug Assy



REPAIR KITS:

- 1L385A-3 ← ~~946K87~~ 511K87
- 1L385A-1 ← 496K87
- 1L385A-4 ← 946K87

Gaskets & O-Rings (items marked "x") these are sold individually  
 Seal & Gasket Kit (items marked with "\*")  
 Valve Body Service Kit (items marked with "O")  
 Pilot Service Kit (items marked with "+")

REVISED

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SUPENSEDES

APP'D BY

COMPILED BY

## **Annexe B**





In this Contract, the following words, when presented with the first letter in upper case shall have the corresponding meaning:

**"Act"** means the National Capital Act, R.S.C. 1985, c. N-4 as amended and the regulations enacted thereunder.

**"Applicable Laws"** means, at any time, with respect to any Person, property, transaction or event, all then applicable laws, by-laws, statutes, regulations, treaties, judgments, decrees and (whether or not they have the force of law) all then applicable official directives, rules, consents, approvals, authorizations, guidelines, orders and policies of any governmental authorities or Persons having authority over any of such Person, property, transaction or event and includes all Environmental Laws.

**"Business Day"** means any Monday to Friday inclusive, statutory holidays in the Province of Ontario excepted. This definition applies to contract management, but is not applicable to the Work to be performed by the Contractor pursuant to this Contract.

**"Business Hours"** means the hours between 8 a.m. and 5 p.m. on any Business Day. This definition applies to contract management, but is not applicable to the Work to be performed by the Contractor pursuant to this Contract.

**"Component"** means a part of an asset which represents not more than 50% of the total Replacement cost of the entire asset. This includes, but is not limited to, items such as control panels, motors, pumps, etc.

**"Condition based monitoring"** or **"CBM"** means observing and reporting (monitoring, testing, etc.) the state of a system and its Components in order to determine when/if Maintenance is actually necessary.

**"Conservation Officer"** means an NCC employee with peace officer status whose functions include law enforcement and public safety.

**"Consumables"** means products that are routinely used up and purchased while a system is in operation and are intended for recurrent replacement as recommended by the original equipment manufacturer and/or industry best practices. These items include but are not limited to: gaskets, rings, seals, sealants, tapes, adhesives, lubricants, motor oil, pipe thread compounds, cleaners, screws, bolts, washers, clamps, small electrical connectors, fuses, lamps, etc.

**"Contract"** means the contract entered into between the Successful Proponent and the NCC, incorporating, with such changes as may be required by the context, all of these Terms and Conditions, pursuant to which the Successful Proponent agrees to perform all of the specific services in accordance with the standards of performance set out in the Contract and other matters arising out of the successful proposal and accepted by the NCC, if any.

**"Contract Management Officer"** or **"CMO"** means an NCC employee or delegate whose function is to monitor the Contract on behalf of the NCC.

**"Contractor"** is synonymous with Successful Proponent.

**“Emergency Communication Services”** means, depending on the context, the NCC 24-hour Emergency Communication Service (24 HECS) available 365 days/year at 613-239-5353.

**“Employees of the Contractor”, “Contractor’s Employees”, “Personnel of the Contractor” and “Contractor’s Personnel”**, whether in upper or lower case, all mean any person employed by the Contractor and include dependent contractors and any subcontractors of the Contractor as well as their employees.

**“Environmental Laws”** means:

- all federal, provincial, regional or municipal statutes and regulations with respect to environmental or occupational health and safety matters as they may be amended or replaced from time to time;
- the jurisprudence with respect to environmental law and health and safety law; and
- all environmental assessment procedures, rules, ordinances, policies (including, but not limited to, the NCC Environmental Protection Policies Statements set out in Appendix 2), guidelines, orders, approvals, notices, permits, judgements, directives, licences, decisions and requirements, with or without force of law, as they may be amended or replaced from time to time.

**“Equipment”** means all tools and machinery that shall be provided by the Contractor in order to fulfill the requirements of the Contract.

**“Event of Insolvency”** means any of the following events:

- if proceedings are instituted by or against the Contractor to cause it to be wound up, dissolved, liquidated and, in the case where such proceedings are instituted against the Contractor, the Contractor acquiesces in such proceedings, or the Contractor has its existence terminated or has any resolution passed therefore, or makes a general assignment for the benefit of its creditors or a proposal under any legislation dealing with insolvency or bankruptcy, or is declared bankrupt or insolvent, or files a petition or answer seeking a reorganization, arrangement, composition, readjustment, liquidation, dissolution or similar relief for itself under any present or future law relating to bankruptcy, insolvency or other relief for or against debtors;
- if a court of competent jurisdiction enters an order, judgement or decree approving a petition or proceedings filed against the Contractor seeking any reorganization, arrangement, composition, readjustment, liquidation, dissolution, winding up, termination of existence, declaration of bankruptcy or insolvency or similar relief under any present or future law relating to bankruptcy, insolvency, or other relief for or against debtors; or
- if a trustee in bankruptcy, receiver and manager, liquidator, administrator or any other officer with similar powers is appointed for the management of all or any substantial part of the property of the Contractor.

**“Fixed Fee”** means the dollar amount per annum payable by the NCC to the Contractor for each Year of the Term of the Contract.

**“Force Majeure”** means any of the following events which (i) prevents the performance by the Contractor of its obligations pursuant to this Contract, and (ii) is not caused by and is beyond the control of the Contractor: acts of God, earthquakes, tidal waves, hurricanes, windstorms of extreme violence or intensity, other exceptional climatic condition of extreme violence or intensity, lightning, wars (whether declared or not), riots, insurrections, rebellions, civil commotions, sabotage, partial or entire failure of Utilities, strikes or other labour disruptions, shortage of and inability to procure labour, materials and supplies (after best efforts have been made by the Contractor to obtain replacements for such labour, materials and supplies) or orders, legislation, regulations and directives of any governmental authorities. With respect to: partial or entire failure of Utilities, strikes or other labour disruptions, shortages of and inability to procure labour, materials and supplies, or orders, legislation, regulations and directives of any governmental authorities, an increase in the cost on an annual basis of any such factor of less than twenty-five per cent (25%) compared to the amount budgeted for such factor in any approved payment schedule, or a delay of less than two weeks in the time for performance of any services required under the Contract, shall be deemed not to be, and shall not be claimed to constitute an event of Force Majeure.

**“Hourly Rate/Unit Price”** means cost allocated to the services described in Appendix 4 of the TOR to be provided by the Contractor in conformity with the standards of performance contained in this Contract.

**“Lift station”** or **“Sewage ejector system”** means a component of the sanitary sewage collection system that collects and conveys water, waste water or sewage, by means of pumps, valves and electrical equipment, from a low to high elevation in order for this material to be disposed of at a treatment facility.

**“Maintenance”** means any action taken to keep an asset in a state where it may be safely utilized for its designed or designated purpose. Notwithstanding the generality of the aforementioned, Maintenance also includes:

**“Predictive Maintenance”** means the application of Condition-based monitoring (see definition) or testing of assets for the purpose of early detection and elimination of equipment defects that could lead to unplanned downtime or unnecessary expenditures. Generally speaking, this type of Maintenance is conducted while the equipment is in normal operation, with little or no process interruption. The purpose of this type of Maintenance is to determine the condition of in-service equipment in order to predict when Maintenance should be performed.

**“Preventive Maintenance”** means all systematic, predetermined Work performed to a schedule with the aim of preventing the premature wear and tear or sudden failure of assets or Components. This type of Maintenance is proactive and usually involves the planned replacement of Consumables or Components based on specifications provided by the manufacturer and/or the NCC and/or as specified in this Contract. For the purposes of this Contract, Preventive Maintenance shall include without limitation such activities as winter protection, regular inspections, start-up and shutdown of systems, spring clean-up, etc.

**“Reactive Maintenance”** means the Maintenance required after an event, malfunction or failure of an asset or a Component. This type of Maintenance is usually (but not exclusively) triggered

by equipment failure and requires immediate response and action from the Contractor as defined in this contract.

**"National Capital Region"** (NCR) has the meaning ascribed thereto in the Act.

**"NCC"** means the National Capital Commission.

**"NCC Lands or Buildings"** means lands or buildings owned and maintained by the NCC..

**"NCC Records"** means any records in the custody of the NCC in existence on the commencement date of the Term, pertaining to the Subject Matter and all information, data and records prepared by the Contractor during the Term in relation to the Subject Matter and all reports of same including any correspondence, memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microfilm, sound recording, videotape, digitally recorded data, and any other documentary material, regardless of physical form or characteristics.

**"Non NCC Sites or Lands"** means lands maintained by the NCC but not owned by the NCC.

**"Operation and Maintenance (O&M)"** means the totality of services, materials, Components and Equipment provided by the Contractor in order to meet the requirements of this Contract.

**"Person"** means any individual, corporation, partnership, trust, other legal entity, other incorporated association or a government or political body.

**"Proponent"** means the party submitting a Proposal in response to these TOR.

**"Proposal"** means a proposal submitted by a Proponent in response to the tender issued by the NCC that shall be subject to evaluation by the NCC for the purpose of selecting a Successful Proponent.

**"Standing offer agreement"** (SOA) is an agreement by which a Contractor agrees to supply goods and/or services, as requested by the NCC, for a specific period of time, at prearranged prices and as per the applicable terms and conditions set out in the agreement.

**"Subject Matter"** means the fixed and portable assets and all duties and/or services related thereto, to be performed pursuant to the Contract.

**"Successful Proponent"** means the Contractor, if any, to whom the NCC has awarded the Contract.

**"Term"** means the period commencing at award of contract (estimated at June 2019) and terminating May 31, 2024.

**"Terms and Conditions"** means the Contract and the expressions hereof, herein, hereto, hereunder, hereby and similar expressions referring to these Terms and Conditions; unless otherwise indicated, references to articles, sections and recitals are to articles, sections and recitals in these Terms and Conditions.

**"UPR"** means Unsatisfactory Performance Report. See Appendix 5

**“Work”** means the whole of the goods, services, materials, equipment, software, matters and things required to be done, furnished or performed by the Contractor with respect to the Subject Matter in accordance with the terms of this Contract.

**“Year”** means a period of twelve consecutive months during the Term extending from April 1<sup>st</sup> of one calendar year to March 31<sup>st</sup> in the next calendar year.

## Occupational Health and Safety Requirements

### 1. General

- 1.1** In this Contract “OHS” means “occupational health and safety”.
- 1.2** With respect to the work to be performed under the Contract, the Contractor covenants and agrees to perform at, and to enforce conformity with, a standard equivalent to or greater than the best practices prevailing in the construction industry at that time.
- 1.3** The Contractor acknowledges that, to the extent that the following matters may be affected by conduct of the work, it is responsible for the:
- 1.3.1 health and safety of persons on site;
  - 1.3.2 safety of property on site;
  - 1.3.3 protection of persons adjacent to the site; and,
  - 1.3.4 protection of the environment.
- 1.4** Without limiting the generality of section 1.3, the Contractor acknowledges that it is required to, and covenants and agrees to, comply and to enforce compliance with all laws or regulations that may be applicable to the conduct of the work including, without limitation:
- (a) the provisions of the *Occupational Health and Safety Act* of Ontario and all regulations, policies or directives issued thereunder for work performed in Ontario;
  - (b) *La Loi sur la santé et la sécurité du travail* of Québec and all regulations, policies or directives issued thereunder for work performed in Québec;
  - (c) Applicable provisions of the *Canada Labour Code, Part II*;
  - (d) Employment standards legislation in the province(s) in which any part of the work is performed; and
  - (e) Any policies or directives issued by the NCC in respect of the subject matter of the contract.
- The NCC will present any such policies or directives referred to in paragraph (e) to the Contractor in written form by not later than the pre-construction meeting. The Contractor is obliged to ensure that the relevant policies and directives have been communicated to and acknowledged by all its employees and that they will be complied with. The NCC reserves the right to require the Contractor to produce evidence satisfactory to the NCC acting reasonably that the Contractor has discharged the foregoing obligations.
- 1.5** By entering into the Contract with the NCC, the Contractor represents and warrants to the NCC that it has informed itself of and is knowledgeable about the obligations imposed by the legislation referred to in 1.4. above.
- 1.6** For purposes of the relevant provincial OHS legislative regime the Contractor acknowledges and agrees that it is the “Constructor” and covenants to discharge and accept all liability for the performance of the obligations of the “Constructor” in respect of the work provided for in the Contract. Notwithstanding a determination by the relevant authority having jurisdiction that the NCC is the “Constructor” in the event of a dispute between the Contractor and the NCC, the

- Contractor acknowledges and agrees that the Contractor shall be financially responsible for the implementation of protective measures necessary to fulfill the obligations of the “Constructor”.
- 1.7** As between the NCC and the Contractor, the NCC’s decision as to whether the Contractor is discharging its obligations in respect of OHS issues shall be definitive. Without limiting the generality of the foregoing, in the event of any dispute with respect to instructions given by the NCC’s designated representative, the Contractor may note such dispute, but must nevertheless forthwith comply with any such instructions.
- 1.8** The Contractor hereby indemnifies and agrees to hold harmless the NCC, its agents and employees, from and against any and all claims, demands, losses, costs (including legal fees on a full indemnity basis), damages, actions, suits or proceedings (hereinafter collectively referred to as “claims”) by third parties that arise out of or are attributable to the Contractor’s errors or omissions in the performance of the Contract. Without limiting the generality of the foregoing, this indemnification extends to any claims related to any violation of any statute or regulation relating to OHS matters.
- 1.9** The NCC shall provide the contractor:
- 1.9.1 a written description of every known and foreseeable health and safety hazard to which persons employed in the performance of the work may be exposed because of the nature of the site;
  - 1.9.2 a list of any prescribed materials, equipment, devices and clothing necessary because of the nature of the site;
  - 1.9.3 with written information indicating the prescribed circumstances and manner to use all prescribed materials, equipment, devices and clothing listed pursuant to 1.9.2; and,
  - 1.9.4 with a copy of any NCC policies and procedures that may be applicable in relation to the work site.
- 1.10** Without limiting the generality of 1.9, prior to the commencement of the work by the contractor, the contractor shall, at the contractor’s expense:
- 1.10.1 take all reasonable care to ensure that all persons employed in the performance of the work or granted access to the work or its site are informed of any health and safety hazard described pursuant to 1.9.1;
  - 1.10.2 provide all persons employed in the performance of the work or granted access to the work or its site with prescribed materials, equipment, devices and clothing listed pursuant to 1.9.2;
  - 1.10.3 take all reasonable care to ensure that all persons employed in the performance of the work or granted access to the work or its site are familiar with the prescribed circumstances and manner all prescribed materials, equipment, devices and clothing listed pursuant to 1.9.2; and
  - 1.10.4 take all reasonable care to ensure that all persons employed in the performance of the work or granted access to the work or its site are familiar with policies and procedures referred to in 1.9.4.

## **2. Qualifications of Personnel**

- 2.1** By entering into this agreement the contractor represents and warrants that it has the requisite experience, training, formal certification and equipment to enable it to discharge the obligations enumerated in sections 1.3, 1.4, 1.5 and 1.6 above.
- 2.2** The Contractor represents and warrants that supervisory personnel employed by the Contractor in respect of performance of any part of the work have the requisite experience, authority, training, formal certification and equipment to ensure that the obligations enumerated in sections 1.3, 1.4, 1.5 and 1.6 above are discharged and agrees to deliver such evidence as may be required by the NCC from time to time to verify same.

## **3. Certification**

- 3.1** After receiving notification that its bid has been retained and prior to and as a condition of contract award, the Contractor covenants and agrees to deliver a Worker's Compensation Clearance Certificate. Where the duration of the project is greater than sixty days, the Contractor covenants and agrees to deliver up-dated certificates at least every 60 days. In the event of a failure by the Contractor to deliver up-dated certificates, the NCC shall be entitled to immediately terminate the contract without notice and without incurring any liability to the Contractor.
- 3.2** After receiving notification that its bid has been retained and prior to and as a condition of contract award, the Contractor covenants and agrees to deliver historical information on its injury experience including any pertinent Worker's Compensation Experience Reports. Such historical information shall report data for the previous three years.

## **4. Plans Policies and Procedures**

- 4.1** After receiving notification that its bid has been retained and prior to and as a condition of contract award, the Contractor covenants and agrees to deliver for the review and approval of the NCC:

- (a) A copy of the contractor's OHS policy;
- (b) A safety program and plan specific to the work to be performed pursuant to the Contract which plan shall include a risk assessment and analysis, a description of safe working methods, injury and incident reporting protocols, regular periodic reporting on compliance with OHS obligations including any policies, practices and procedures otherwise provided for herein, and a site-specific contingency and emergency response plan; and
- (c) Health and safety training records of personnel and alternates responsible for OHS issues on site.

The Contractor covenants and agrees to deliver the necessary material safety data sheets for the review and approval of the NCC prior to entering the site to perform work related to the relevant material.

Approval by the NCC does not amend the provisions of the Contract with respect to the allocation of liability for discharging or failing to discharge OHS obligations. Such liability remains with the Contractor notwithstanding the granting of such approval.

- 4.2** The Contractor acknowledges and agrees that prior to commencement of work it must attend a pre-construction briefing at which any special or additional practices and procedures to be followed in completing the work are to be established. Without limiting the provisions of section 1.4(e) above, the representatives of the Contractor attending the briefing will be required to deliver



a signed acknowledgement that the practices and procedures set out in the pre-construction briefing have been understood and will be complied with.

- 4.3** At any time and from time to time during the performance of the work, the NCC shall have the right to audit the manner in which the Contractor is discharging its OHS obligations and to determine whether the project specification and/or OHS policies, practices and procedures are being complied with. In the event that the audit discloses any failure by the Contractor to discharge such OHS obligations, the NCC shall be entitled to forthwith rectify at the Contractor's expense any such deficiency and the NCC shall have the further right to immediately terminate the contract without notice and without incurring any liability to the Contractor.
- 4.4** The Contractor covenants and agrees to conform with all requirements of the Workplace Hazardous Materials Information System.
- 4.5** The Contractor acknowledges and agrees that where required by any law or regulation applicable to the performance of the work it must establish and maintain a project health and safety committee. The contractor further acknowledges and agrees that it must enable staff to attend all relevant safety meetings, and that the cost of same, including costs attributable to standing down equipment is included in its bid price and is not independently recoverable.
- 4.6** Where required by the relevant provincial regulatory regime, the Contractor acknowledges and agrees that it is responsible for delivery of notice of the project to the relevant regulatory authority, and for the performance of any other administrative activity required to meet the obligations imposed in the pertinent provincial regulatory regime.
- 4.7** **(Optional depending on hazard or scope of project).** The contractor covenants and agrees that it shall employ and assign to the work, a competent OHS professional as Health and Safety Coordinator that must:
- (a) have a minimum two (2) years' site-related working experience specific to activities associated with.(identify specific subject matter)
  - (b) have basic working knowledge of specified occupational safety and health regulations,
  - (c) be responsible for completing health and safety training session and ensuring that personnel not successfully completing the required training are not permitted to enter the site to perform the Work,
  - (d) be responsible for implementing, enforcing daily and monitoring the site-specific Health and Safety Plan, and
  - (e) be on site during execution of the Work.

The parties acknowledge that in lieu of employing an OHS professional, the Contractor may provide same by sub-contracting for such services.

- 4.8** Upon completion of the work the Contractor covenants and agrees to participate with the NCC in a post performance interview to evaluate the performance of the Contractor in respect of the OHS obligations under the contract. Without limiting the generality of the foregoing, the interview will identify areas of compliance and non-compliance in terms of:
- (a) actual performance of the work;
  - (b) reporting or procedural requirements;

(c) resolution of deficiencies.

The contractor acknowledges and agrees that the results of the post-completion interview may be relied upon by the NCC in evaluating bids subsequently submitted by the Contractor on other NCC projects.

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## SECURITY REQUIREMENTS

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### Security Requirements

The NCC complies with Treasury Board's *Policy on Government Security* and consequently, it will require that the contractor's personnel submit to a personal security screening process (Security Clearance Form TBS/SCT 330-60E). The NCC may also perform a credit check when the duties or tasks to be performed require it or in the event of a criminal record containing a charge/offence of a financial nature.

*Personal information associated with these clearances is retained in the following information bank: Personnel Security Screening \_ PSU 917.*

The NCC reserves the right to not award the Contract until such time as the contractor's personnel core employees have obtained the required level of security screening as identified by the NCC's Corporate Security. In this case the level of security required will be **Reliability\***

***\*For operation needs, with advice or assistance from NCC Corporate Security, the security level can be upgraded (Confidential, Secret or Top Secret) on the basis of the sensitivity of the information and assets that need to be accessed.***

### Additional information

As part of their personal screening, individuals may be required to provide evidence of their status as a Canadian citizen or permanent resident as well as any other information/documentation requested by the NCC's Corporate Security in order to complete the screening.

The NCC reserves the right to refuse access to personnel who fail to obtain the required level of security screening.

The NCC reserves the right to impose additional security measures with respect to this contract as the need arises.

When warranted by a Security threat and risk assessment (TRA) or any type of Security Assessment, physical security safeguards can be recommended by NCC Corporate Security to reflect changes in the threat environment or for operational purposes.

The NCC also reserves the right to request that the Contractor submit to a *Designated Organization Screening* and/or *Facility Security Clearance* – depending on the nature of the information it will be entrusted with.

### Company Security Representative

The contractor shall appoint one Company Security Representative (CSR) as well as one alternate (for companies who have more than five employees).

Selection criteria for the CSR and the alternate are the following:

- They must be employees of the contractor's firm;

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## SECURITY REQUIREMENTS

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- They must have a security clearance (the NCC will process the clearances once the individuals have been identified).

### Responsibilities of the Company Security Representative

The CSR's responsibilities are the following:

- Act as liaison between the NCC's Corporate Security and the contractor to ensure coordination;
- In collaboration with the NCC's Corporate Security, identify the contractor's personnel who will require access to NCC information/assets/sites **as well as any recurring subcontractors** (and their employees) who will require similar access and may not be supervised by the contractor at all times during such access. Ensure that accurate and complete Personnel Security Screening documentation is submitted to the NCC's Corporate Security for the employees/subcontractors who have been identified;
- Ensure that employees/subcontractors, upon notification of having been granted a Security status (**Reliability-Site Access-Secret**), sign the *Security Screening Certificate and Briefing Form* and return to the NCC's Corporate Security;
- Ensure that only persons who have been security screened to the appropriate level and who are on a "need-to-know basis" will have access to information and assets;
- Maintain a current list of security screened employees/subcontractors;
- Ensure proper safeguard of all information and assets, including any information/assets entrusted to subcontractors;
- If a Security incident or suspected breach of security occurs, prepare and submit to the NCC an occurrence report as soon as possible.

### Access to site

Unless otherwise indicated, all visits to "secure" sites (official residences) shall be coordinated with, and approved through NCC Corporate Security.

### References

[Security of Information Act](#)

[Access to Information Act](#)

[Privacy Act](#)

[Policy on Government Security](#)

Supplier No. / N° du fournisseur

New supplier / Nouveau fournisseur  Update / Mise à jour

**SUPPLIER-DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM  
FOURNISSEUR-FORMULAIRE DE PAIEMENT PAR DÉPÔT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT**

For NCC use only / À l'usage de la CCN seulement

**PART 'A' - IDENTIFICATION / PARTIE 'A' - IDENTIFICATION**

Legal name of entity or individual / Nom légal de l'entité ou du particulier	Operating name of entity or individual (if different from Legal Name) / Nom commercial de l'entité ou du particulier (s'il diffère du nom légal)		
Former Public Servant in receipt of a PSSA Pension / Ancien fonctionnaire qui reçoit une pension en vertu de la LPFP		<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non
An entity, incorporated or sole proprietorship, which was created by a Former Public Servant in receipt of a PSSA pension or a partnership made of former public servants in receipt of PSSA pension or where the affected individual has a controlling or major interest in the entity. / Une entité, constituée en société ou à propriétaire unique, créée par un ancien fonctionnaire touchant une pension en vertu de la LPFP, ou un partenariat formé d'anciens fonctionnaires touchant une pension en vertu de la LPFP, où les entités dans lesquelles ils détiennent le contrôle ou un intérêt majoritaire.		<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non
Address / Adresse	Telephone No. / N° de téléphone :	Fax No. / N° de télécopieur :	
Postal code / Code postal	( )	( )	

**PART 'B' - STATUS OF SUPPLIER / PARTIE 'B' - STATUT DU FOURNISSEUR**

**IMPORTANT : CHOOSE ONLY ONE OF THE FOLLOWING/CHOISIR SEULEMENT UNE DES OPTIONS SUIVANTES:**

(1) Sole proprietor / Propriétaire unique <input type="checkbox"/>	If sole proprietor, provide: / Si propriétaire unique, indiquez :	Last Name / Nom de famille	First name / Prénom	Initial / Initiale
(2) Partnership / Société de personnes <input type="checkbox"/>	(3) Corporation / Société <input type="checkbox"/>			
Business No. (BN) / N° de l'entreprise (NE) -	<b>OR / OU</b>	SIN / NAS -		
GST/HST / TPS et TVH	QST / TVQ (Québec)			
Number / Numéro : Not registered / non inscrit <input type="checkbox"/>	Number / Numéro : Not registered / non inscrit <input type="checkbox"/>			
Type of contract / Genre de contrat	Contract for services only / Contrat de services seulement <input type="checkbox"/>			
	Contract for mixed goods & services / Contrat de biens et services <input type="checkbox"/>		Contract for goods only / Contrat de biens seulement <input type="checkbox"/>	
Type of goods and/or services offered / Genre de biens et / ou services rendus :				

**PART 'C' - FINANCIAL INSTITUTION / PARTIE 'C' - RENSEIGNEMENTS SUR L'INSTITUTION FINANCIÈRE**

**Please send a void cheque or bank letter with this form / Veuillez s.v.p. envoyer un spécimen de chèque ou lettre de banque avec ce formulaire**

Branch Number / N° de la succursale	Institution No. / N° de l'institution :	Account No. / N° de compte :
Institution name / Nom de l'institution :		Address / Adresse :

**PART 'D' - DIRECT DEPOSIT PAYMENT NOTIFICATION / PARTIE 'D' - AVIS DE PAIEMENT PAR DÉPÔT DIRECT**

E-mail address / Adresse courriel :

**PART 'E' - EMAIL ADDRESS TO SEND CONTRACTS / PARTIE 'E' - ADRESSE COURRIEL POUR ENVOYER LES CONTRATS**

E-mail address / Adresse courriel :

**PART 'F' - CERTIFICATION / PARTIE 'F' - CERTIFICATION**

I certify that I have examined the information provided above and it is correct and complete, and fully discloses the identification of this supplier.	Je déclare avoir examiné les renseignements susmentionnés et j'atteste qu'ils sont exacts et constituent une description complète, claire et véridique de l'identité de ce fournisseur.		
Where the supplier identified on this form completes part C, he hereby requests and authorizes the National Capital Commission to directly deposit into the bank account identified in part C, all amounts payable to the supplier.	Lorsque le fournisseur indiqué sur ce formulaire remplit la partie C, par la présente, il demande et autorise la Commission de la capitale nationale à déposer directement dans le compte bancaire indiqué à la partie C, tous les montants qui lui sont dus.		
_____ Name of authorized person / Nom de la personne autorisée	_____ Title / Titre	_____ Signature	_____ Date
Telephone number of contact person / Numéro de téléphone de la personne ressource : ( )			

**IMPORTANT**

<p>Please fill in and return to the National Capital Commission with a bank letter or one of your business cheques, unsigned, and marked « VOID » (for verification purposes).</p> <p>Mail or email to: contracts@ncc-ccn.ca Procurement Services National Capital Commission 202-40 Elgin Street Ottawa, ON K1P 1C7 Fax: (613) 239-5007</p>	<p>Veillez remplir ce formulaire et le retourner à la Commission de la capitale nationale avec une lettre de banque ou un spécimen de chèque de votre entreprise, non signé, et portant la mention « ANNULÉ » (à des fins de vérification).</p> <p>Poster ou transmettre par courriel à : contracts@ncc-ccn.ca Services de l'approvisionnement Commission de la capitale nationale 40, rue Elgin, pièce 202 Ottawa (Ontario) K1P 1C7 Télécopieur : (613) 239-5007</p>
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**SUPPLIER – DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM**

**FOURNISSEUR – FORMULAIRE DE PAIEMENT PAR DÉPÔT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT**

**Supplier Tax Information**

Pursuant to paragraph 221(1) (d) of the *Income Tax Act*, NCC must declare form T-1204, contractual payments of government for services, all payments made to suppliers during the calendar year in accordance to related service contracts (including contracts for mixed goods and services).

The paragraph 237(1) of the *Income Tax Act* and the article 235 of the Income Tax Regulations require the supplier to provide all necessary information below to the organization who prepares the fiscal information forms.

Questions: Sylvie Monette, Accounts Payable Supervisor  
(613) 239-5678 ext. 5156 or [sylvie.monette@ncc-ccn.ca](mailto:sylvie.monette@ncc-ccn.ca)

**Direct deposit payment information**

All amounts payable by NCC to the supplier will be deposited directly into the account you identified in part C. A NCC payment advice notice will also be sent to you by e-mail detailing the particularities of the payment to the address identified in part D.

Until we process your completed form, we will still pay you by check.

You must notify the NCC of any changes to your financial institution, branch or account number. You will then have to complete a new form.

The account you identified has to hold Canadian funds at a financial institution in Canada.

**The advantages of direct deposit payment**

Direct deposit payment is a convenient, dependable, safe and timesaving way to receive your invoice payment. Direct deposit payment is completely confidential.

There are fewer risks of direct deposit payment being lost, stolen, or damaged as may happen with cheques.

Funds made by direct deposit payment will be available in your bank account on the same day that we would have mailed your cheque.

**Renseignements sur les fournisseurs aux fins de l'impôt**

En vertu de l'alinéa 221(1) (d) de la *Loi de l'impôt sur le revenu*, la CCN est tenu de déclarer, à l'aide du formulaire T-1204, Paiements contractuels de services du gouvernement, tous paiements versés aux fournisseurs pendant une année civile en vertu de marchés de services pertinents (y compris les marchés composés à la fois de biens et de services).

Le paragraphe 237 (1) de la *Loi de l'impôt sur le revenu* et l'article 235 du Règlement de l'impôt sur le revenu obligent les fournisseurs à fournir toutes les informations demandées ci-dessous à l'organisme qui prépare les formulaires de renseignements fiscaux.

Questions : Sylvie Monette, Superviseure aux comptes payable  
(613) 239-5678 poste 5156 ou [sylvie.monette@ncc-ccn.ca](mailto:sylvie.monette@ncc-ccn.ca)

**Renseignements sur le paiement par dépôt direct**

Tous les montants versés par la CCN au fournisseur seront déposés directement dans le compte identifié à la partie C. Un avis de paiement de la CCN détaillant les particularités du paiement par dépôt direct vous sera envoyé par courriel à l'adresse courriel identifiée à la partie D.

Nous continuerons à vous payer par chèque jusqu'à ce que nous ayons traité votre formulaire.

Vous devez aviser la CCN de tout changement d'institution financière, de succursale ou de numéro de compte. Vous devrez donc remplir un nouveau formulaire.

Le compte que vous désignez doit être un compte en monnaie canadienne, détenu dans une institution financière au Canada.

**Avantages du paiement par dépôt direct**

Le paiement par dépôt direct est une méthode pratique, fiable et sécuritaire, qui permet de gagner du temps dans la réception de vos paiements de factures. Le paiement par dépôt direct est entièrement confidentiel.

Avec les paiements par dépôt direct, il y a moins de risques de perte, de vol ou de dommage, comme cela peut se produire dans le cas des chèques.

Les paiements effectués par paiement par dépôt direct sont versés dans votre compte le jour même où nous aurions posté votre chèque.