

INVITATION TO TENDER

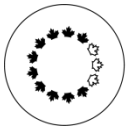
Tender / Contract Form

Visitor Access Network – Orientation and Attraction
 Signage – Signage Maintenance

NCC TENDER FILE #:

LW127

<p>ADDRESS INQUIRIES TO:</p> <p>Lana Wilson, Sr. Contract Officer</p> <p>Lana.Wilson@ncc-ccn.ca</p>	<p>CONTRACT NO.: (NCC use only)</p>
<p>BID CLOSING DEADLINE:</p> <p>August 22, 2019 at 3:00pm Ottawa time</p>	<p>RETURN ORIGINAL Submit tender on this tender / contract form and return to: →</p> <p>Procurement Services National Capital Commission 40 Elgin Street 2nd Floor Security Office Ottawa, ON K1P 1C7 Reference NCC tender file # LW127</p>
<p>DESCRIPTION OF SERVICES:</p> <p>Visitor Access Network – Orientation and Attraction Signage – Signage Maintenance</p>	<p>LOCATION:</p> <p>Canada`s Capital Region - Ottawa</p>
<p>SITE VISIT :</p>	<p>Not Required</p>
<p>PUBLIC TENDER OPENING :</p>	<p>A public tender opening will be held on August 22, 2019 at 3:00pm Ottawa Time at 40 Elgin Street, Ottawa, ON at the Security Office on the 2nd Floor.</p> <p>Tender Opening Results can also be provided electronically by sending an e-mail request to Lana.Wilson@ncc-ccn.ca .</p>



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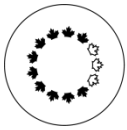
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I. OFFER

The undersigned bidder (hereinafter called the “Contractor”) hereby offers to the National Capital Commission (hereinafter called the “Commission” or the “NCC”) to supply & deliver the services and/or goods in accordance with the specification, terms and conditions, **for the all-inclusive lump sum and/or unit price(s) as set out in section III herein.**

II. GENERAL AGREEMENT The Contractor agrees:

1. to complete the work as per the Terms of Reference from contract award to March 31, 2021. By mutual agreement, there will be two (2) one year options for renewal under the same terms.
2. **to provide at his/her own cost the following securities:**
 - (a) **with your tender to ensure entry into a contract a bid bond from an acceptable company, a certified cheque made payable to the National Capital Commission, or, "Cash" in the amount of \$5,000.**
 - (b) **upon notification of acceptance of tender, a Performance Bond and a Payment of Labour and Material Bond will be requested for each at 10% of the bid amount including taxes, or, "Cash" in the amount of \$5,000;**
3. that this Offer and Agreement, together with the documents which include the Terms of Reference, Overview and Sector Maps of the NCR, Sample Panel Information Sheet and Location Map, Monthly Report Template, Visitor Access Network Tourist Attraction and Orientation Signage Specifications Package, Unit Price Tables 5A and 5B, the Instructions to Bidders, the General Conditions, the Security Requirements, the Occupational Health & Safety Requirements and any and all attachments and addenda issued thereto, shall be and are the complete tender and this offer is made subject to the provisions contained therein.
4. that this offer supersedes and cancels all communications, negotiations and agreements relating to the work other than contained in the complete tender and is irrevocable for 60 days from the Tender Closing Time shown hereon and in the event that security is provided with this tender, it will be forfeited if the Contractor refuses a contract if this tender is accepted and executed on behalf of the Commission.
5. that the complete tender together with and subject to all the provisions contained therein shall, when accepted and executed on behalf of the Commission, constitute a binding contract between the Contractor and the Commission.



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III. PRICING

The Contractor agrees that the following is (are) the all-inclusive lump sum and/or unit price(s) referred to in Clause I:

The Bidder agrees that :

- (a) the Unit Price Table designates that part of the Work to which a Unit Price Arrangement applies.
- (b) the Unit Price and the Total Price must be entered for each item listed;
- (c) the Unit Price as tender governs in calculating the Total Amount, and any errors in the extension of the Unit Price and in the addition of the Total prices shall be corrected by the NCC in order to obtain the Total Estimated Amount; and
- (d) the following table(s) is the Unit Price Table for the purposes of the tender and the Contract(s);
- (e) the unit prices are all inclusive with the exception of tax;
- (f) the Unit Price Tables (Appendix 5A and 5B) must be signed by an authorized proponent or will be subject to disqualification ;
- (g) each unit price box within Appendix 5A and 5B must be filled in or will be subject to disqualification :

Please attach Appendix 5A and 5B Unit Price Tables and transfer the Totals (For 5 Years including taxes) below :

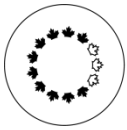
Total Pricing (including tax) for Appendix 5A:	\$
Total Pricing (including tax) for Appendix 5B:	\$
Total Appendix 5A and 5B :	\$

Basis of award will be the bidder who meets all of the terms and conditions, passes the Mandatory Requirement and who offers the NCC the lowest total amount for both tables, tax included.

Lowest or any tender NOT necessarily accepted. The NCC also reserves the right to cancel this tender and/or re-issue the tender in its original or revised form, and, to negotiate with the successful bidder and/or all bidders.

IV. INVOICING

- The Contractor will have the right to receive payments within 30 days after the technical representative has delivered a certificate indicating that in fact the invoice is authentic and exact, that the Contractor has delivered the said services and has observed the terms of the contract.



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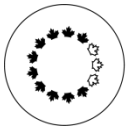
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- The Commission is a Crown Corporation subject to the Goods and Services Tax (GST) and the Provincial Sales Tax (OHST or QST). The Contractor is required to indicate separately, with the request for payment, the amount of GST and OHST/QST, to the extent applicable, that the Commission will pay. These amounts will be paid to the Contractor who will be required to make the appropriate remittances to Revenue Canada and the respective provincial governments. The successful bidder must complete in its entirety the T1204 tax form before awarded a contract.
- All invoices are to make reference to the **Commission Contract Number xxxxxx (6 digit number on page 1 once a contract is executed between the Contractor and the Commission)** and be forwarded :
 - 1) by email at payables@ncc-ccn.ca in Adobe (.pdf) format
 - or
 - 2) to: Accounts Payable
National Capital Commission
40 Elgin Street, 3rd Floor
Ottawa, ON
K1P 1C7
- To ensure prompt payment, please prepare your invoice in accordance with the price(s) quoted. Errors in invoicing can cause delay of payment. Submit your invoice to the address shown above and clearly indicate the contract number.

V. ENQUIRIES

1. **Written questions and requests for clarification from proponents will be accepted until 12:00 noon on August 13, 2019**, Ottawa time to allow sufficient time to provide a response. 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 Nathalie Rheault at email Nathalie.Rheault@ncc-ccn.ca .**

Enquiries received after that time may result in an answer not being provided. To ensure consistency and quality of the information provided to Bidders, the Senior Contract Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment. All enquiries and other communications related to this tender sent throughout the solicitation period are to be directed **ONLY** to the Senior Contract Officer. Non-compliance with this requirement during the solicitation period can, for that reason alone, result in disqualification of a tender.



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VI. SECURITY REQUIREMENTS

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*** NCC Security to perform security screening.

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

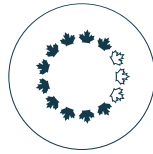
VII. ADDENDUM ACKNOWLEDGEMENT

I/We acknowledge receipt of the following addenda _____ (Bidder to enter number of addenda 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 package, the supplies and/or services listed above and on any attached sheets at the submitted price(s).	
Name and address of Contractor :	Signature(s)
Tel-Tél:	Title:
E-mail:	Date:

Accepted & executed on behalf of the Commission this day of , 2019

COMMISSION USE ONLY NCC SIGNATURE ONLY	TITLE
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NATIONAL CAPITAL COMMISSION
COMMISSION DE LA CAPITALE NATIONALE

Terms of Reference

NCC-CCN

Visitor Access Network –
Orientation and Attraction
Signage – Signage
Maintenance (2019-2021)

1 Table of Contents

1	TABLE OF CONTENTS	2
2	INTENT	3
3	TERM	3
4	SCOPE AND GEOGRAPHIC BOUNDARIES	3
5	GENERAL REQUIREMENTS	3
5.1	SCOPE OF WORK	3
5.2	ART OF TRADE AND CERTIFICATION.....	4
5.3	TRANSPORT, VEHICLES AND EQUIPMENT	4
5.4	SITE ACCESS AND PERMITS	4
5.5	TRAFFIC CONTROL	4
5.6	SIDEWALK AND ROADWAY SHOULDER ACCESS	5
5.7	CONSUMABLES	5
5.8	MATERIALS	5
5.9	MATERIALS HANDLING SURCHARGE	6
5.10	PROTECTION OF NCC ASSETS	6
5.11	DAMAGE CAUSED BY THE CONTRACTOR	6
5.12	EXCAVATIONS – EXISTING SERVICES.....	6
6	OPERATIONAL SERVICE REQUIREMENTS	7
6.1	NCC RESPONSIBILITIES.....	7
6.2	CONTRACTOR’S RESPONSIBILITIES.....	7
6.2.1	<i>Inspections</i>	7
6.2.2	<i>Reports</i>	7
6.2.3	<i>Sign Maintenance and Repairs</i>	7
6.2.4	<i>Sign Cleaning/Waxing and Maintenance</i>	8
6.2.5	<i>Materials</i>	8
6.2.6	<i>Site Visits and/or Meetings</i>	8
6.3	REQUESTED INTERVENTIONS ON AN AS NEEDED AND REQUESTED BASIS ONLY.....	9
6.3.1	<i>Install/Remove/Replace a complete sign panel</i>	9
6.3.2	<i>Replace or add a graphic</i>	9
6.3.3	<i>New Post Installation (includes post and footing)</i>	9
6.3.4	<i>Relocation/Re-installation of a post</i>	9
6.3.5	<i>Installation of a post extension</i>	9
6.3.6	<i>Temporary removal and storage of all sign assembly types</i>	9
7	INVOICING.....	10

APPENDICES:

1. Overview & sector maps of the National Capital Region (NRC)
2. Sample panel information sheet and location map
3. Monthly report template
4. Visitor Access Network Tourist Attraction and Orientation Signage Specifications package
5. Unit Price Tables (5A and 5B)

2 Intent

The National Capital Commission (NCC) is looking for a Contractor who will be responsible for the maintenance of the National Capital Region (NCR) Visitor Access Network, Orientation and Attraction Signage.

The objective of the Visitor Access Network maintenance contract is to ensure the maintenance and the continuation of an appropriate and quality signage on roads, in order to refer visitors toward tourist information centers and to various attractions located in the Core of the Capital and in the National Capital Region. The NCC is seeking all-inclusive lump sum prices (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 term of this contract will be for approximately two (2) years, a period commencing at contract award (expected in August 2019) to March 31st, 2021. By mutual agreement, there will be two (2) one year options for renewal under the same terms. Rates quoted in Appendix 5A and B will remain fixed for the duration of the contract, including an extension to the term, if any.

4 Scope and Geographic Boundaries

The NCC owns a total of 176 orientation and attraction sign panels, mainly located on the Confederation Boulevard (Ottawa and Gatineau) and along the NCC parkways (See Appendix 1 for the overview and per sector maps).

5 General Requirements

This section identifies the general requirements of the Contract and supports the provision of services more specifically described in Section 6 (Operational Service Requirements).

5.1 Scope of Work

The scope of work includes routine inspection and maintenance of Visitor Access Network – Orientation and Attraction Signage within the NCR, as more specifically described in sections 5 and 6. An overview of the geographical limits of the work is included as Appendix 1. The scope also includes interventions, as requested by the NCC to repair or reinstate damaged signage on an as-needed basis, and as per the rates outlined in the accompanying repair and maintenance contract (unit price table Appendix 5B). The actual fabrication of signage is to be completed under a separate contract.

The additional contract to be awarded to the successful bidder for “as and when requested” 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 5B and will remain fixed for the duration of the contract.

The ongoing maintenance work is limited to those signs whose maintenance falls within the NCC's jurisdiction. Namely:

- the CONNECTOR signs for both Direct and Scenic Routes;
- the Scenic Route ORIENTATION signs;
- the TRAILBLAZERS for both Direct and Scenic Routes, and;
- the ATTRACTION signs

See Appendix 4 for a summary of signs to be maintained.

The functional requirements of work include:

- Project Management & Coordination of Services;
- In-Field Supervision, and;
- Maintenance Work as described herein.

5.2 Art of Trade and Certification

It is a requirement of this contract that qualified tradesmen execute each type of work specified. Work unsatisfactorily completed, or work done by unqualified tradesmen will be redone and paid for by the Contractor.

5.3 Transport, Vehicles and Equipment

The Contractor shall provide all necessary transportation, to and from the work site for all of his personnel, tools and materials required for this Contract. All vehicles and equipment used by the Contractor shall be kept in clean and presentable condition, and shall meet the provincial (Quebec and Ontario) safety standards and licensing requirements. Driving on turf areas shall be kept to an absolute minimum.

Fuelling to be done off site before working hours and/or after working hours. Any repairs to vehicles are to be done off site. Fluid leaking/dripping from equipment is not permitted and any leaking vehicles or equipment shall be removed from the site, immediately. All small equipment shall be prepared off site prior to commencing work.

All vehicles used by the Contractor shall display the company name prominently and be equipped with amber flashing lights, including on the roof.

5.4 Site Access and Permits

Contractors must obtain all required permits to complete work in both the provinces of Québec and 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.

5.5 Traffic Control

All traffic control at work sites shall be the responsibility of the Contractor. On the rare occasions where work is required directly on or near the roadway, the Contractor shall comply with the provincial uniform

traffic control standards; the Ontario Traffic Control Manual - Book 7 and the equivalent in Québec. Only Staff trained and certified in the aforementioned traffic control standards shall be used by the Contractor. Guidance on the extent of control measures required shall be obtained from the RCMP or other local policing agencies. Safety vests shall be worn at all times if employees are working on or adjacent to roadways, roadside or recreational pathways and trails.

5.6 Sidewalk and Roadway Shoulder Access

The Contractor will have access to NCC roads and pathways for the purpose of carrying out signage maintenance activities. Equipment and vehicles used as part of said activities are prohibited from encumbering sidewalks or pathways and the Contractor may be subject to fines as specified in the City of Ottawa and the City of Gatineau Traffic and Parking By-law.

The Contractor must obtain a City of Ottawa Encroachment Permit, at no cost, before commencing any work.

Special regulations apply to City of Ottawa including but not limited to:

- a) The obstruction of a sidewalk, either partial or complete will not be tolerated.
- b) Operating in a no-stopping zone requires a special permit from the City.
- c) When a maintenance activity does not require the use of a vehicle, it is preferred that this work be done on foot.
- d) For certain maintenance activities, use of the roadway is required. However, the City does not permit the use of the roadway for such purposes during peak traffic hours 7:00-9:00am and 3:30-5:30pm. Any activities which require the use of the roadway will have to be undertaken during off peak hours and agreed to by the City.
- e) If a maintenance activity is anticipated to have a major impact on traffic or bus routes and requires the closure of part of the road, a notice of 2 days for minor impact and 5 days for major impact must be provided to the City.

5.7 Consumables

Consumables are products that are routinely used while performing inspection and maintenance or during temporary repairs. They include, but are not limited to, items such as paints, fasteners, washers, lubricants, cleaning solutions, 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 5.

5.8 Materials

All materials and parts supplied by the Contractor must be new and conform to applicable NCC standards. The replacement of any material must respect the original design requirements set out by the NCC.

The contractor shall not use lower quality material, nor shall the contractor mix types or qualities of material. 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 Materials Handling Surcharge

When materials are purchased by the Contractor for the purpose of performing additional 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 5.7 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. Clean immediately any soil accumulation.
- 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.
- The Contractor is responsible for the supply, installation and maintenance of traffic control devices necessary for the protection of the public and the work site. Traffic control must be carried out in accordance with the Manual of Uniform Traffic Control Devices for Canada.
- Safety vests shall be worn at all times by the contractor's staff.

5.11 Damage 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 Excavations – Existing Services

Before commencing work, the Contractor must identify the exact location of utility lines in areas of work and notify Project Manager of findings. Where unknown services are encountered, immediately advise Project Manager and confirm findings in writing. Where work involves adjusting of existing services, carry out work as directed by the Project Manager.

Repair of any damage caused to existing public services by work conducted under this Request for Proposal will be at the Contractor's expense.

6 Operational Service Requirements

The Contractor shall perform all work required to fulfill the obligations of this contract in accordance with industry and NCC standards and specifications. Any work performed by the Contractor that does not respect the operational service requirements shall be considered non-compliant.

6.1 NCC Responsibilities

The NCC shall:

- Supply a comprehensive inventory of the existing signage, including: (1) Location maps and (2) individual documents (paper version) for each panel (see Appendix 2 for an example).
- Inform the Contractor of any modifications to the installed signage, including the addition, removal or replacement of panels and posts. As system is rehabilitated, documentation will be updated.
- Supply a template spreadsheet for reports of installed signage evaluations (see Appendix 3 for reference copy of report template).

6.2 Contractor's Responsibilities

6.2.1 Inspections

The Contractor shall conduct a total of ten (10) inspections per calendar year for the duration of the contract, thereof one (1) monthly inspection of the overall signage for the months of April to November inclusively, and one (1) inspection for every month of January and March. The inspection must be completed by the 15th of each inspection month.

6.2.2 Reports

The Contractor shall prepare and submit ten (10) reports with a detailed evaluation of each installed sign in the system, noting required interventions according to a prescribed methodology. The inspection report shall be submitted to the NCC by the 15th of each inspection month, following the methodology below:

- a. The reports must note all interventions required (i.e. replace damaged panel, missing installation, faded pictogram to change, etc.) and all interventions completed (i.e. removal of graffiti, paint touch-up, hardware replacement, etc.). Complete installation evaluation must also be reported. The panel, post and footing conditions, including the conditions of the installation, paint, mounting, graphics, etc., must be noted in the report;
- b. The Contractor must use the template (see Appendix 3) for submitting the information required in the reports;
- c. Photographic documentation of interventions required and completed must be provided electronically (jpg or PDF) via Microsoft OneDrive file-sharing in order to substantiate the work.

6.2.3 Sign Maintenance and Repairs

During inspections, the Contractor will repair the following damages to signage panels and posts as well as their finishes, whether caused by time, adverse weather or human action, including:

- a. Dirt: Clean if necessary the panels and posts by using a domestic detergent and water (50 parts of water for 1 part of detergent);
- b. Scratched and flaking paint on post and panel: Apply a paint touch-up where necessary (Color: Sherwin Williams Liquid, Paint Code F63RXA1615-8716; Product name to be supplied by the NCC);
- c. Graffiti: Marker, ink, or pencil graffiti can be removed using a citrus-based cleaner. Sprayed painted graffiti can be removed using a product that will not damage the panel's, post's and decals' surface. Graffiti must be removed less than 2 business days after the identification and communication of the problem;
- d. Bent and/or dented panels: Attempt to adjust without removing the panel. If not possible, remove panel and attempt to adjust by using a wood block and a hammer if necessary. Never hit the panel's surface directly with the hammer. Protect the panel's surface by using a wood block. Bent and dented panels must be adjusted less than 2 business days after the identification and communication of the problem;
- e. Repair damaged panels or posts that can be repaired, including tightening of any fasteners and hardware of loose post and panel, as per specifications (Appendix 4). Repairs must be done less than 2 business days after the identification and communication of the problem;
- f. Replace or add any damaged and missing fasteners and hardware for all sign components for all sign assembly types, as per specifications (Appendix 4). Repairs and replacements must be performed less than 2 business days after the identification and communication of the problem;
- g. Anti-Seize compound is to be used on all fasteners.

6.2.4 Sign Cleaning/Waxing and Maintenance

Clean and wax all panels every spring (before mid-May) and fall (before mid-September):

- a. Use a domestic cleanser and water for the cleaning (50 parts of water for 1 part of cleanser);
- b. Rinse with clean water and wipe using a clean cloth;
- c. For waxing the panels, use a paste wax or solid wax, *Carnauba* type;
- d. Indicate the date of the cleaning and waxing in the respective monthly reports.

6.2.5 Materials

The Contractor shall provide, at his own expense, all required material (including paint, fasteners and hardware) to complete the inspections, maintenance and minor repairs, as per specifications.

6.2.6 Site Visits and/or Meetings

As part of the overall contract, the selected Contractor must be prepared to make site visits and/or attend meetings at the NCC headquarters at any time during the course of the proposed contract, on reasonable notice (i.e. 5 business days). All disbursements made as a result of the Contractor attending these meetings will be the responsibility of the Contractor.

An experienced representative as part of the team must be available to act as a liaison between the successful Contractor and the NCC and to address issues such as, but not limited to, deficiency checks and repairs, onsite inspections, maintenance work, maintenance issues, meetings with the NCC when required, etc.

6.3 Requested Interventions on an as needed and requested basis only

The NCC may occasionally call on the Contractor to perform work that is not included in the ten (10) inspections described in 6.2.1, or in the interventions explicitly described in 6.2.3 and 6.2.4. Additional services requested and approved by the NCC will be remunerated as per the rates submitted.

Note the estimated quantities on the Tender form for items 6.3.1 to 6.3.6 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 of the 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.

As part of the interventions described hereafter, the Contractor is responsible for the pick-up of VANS signage panels, posts, and/or decals at the NCC's Woodroffe Avenue Warehouse at 1740 Woodroffe Avenue, Ottawa, Ontario, K2G 3R8.

6.3.1 Install/Remove/Replace a complete sign panel

New panels may be added, or older panels may be removed and/or replaced.

6.3.2 Replace or add a graphic

Replace an arrow, message, pictogram, bottom and top triangle, maple leaf, etc.) on any type of sign assembly.

6.3.3 New Post Installation (includes post and footing)

New post installation or removal and replacement of a damaged post which cannot be repaired. Installation of a new post and excavation and installation of new sign foundations and footings will be completed as per specifications. Includes site restoration to original condition or to suit requirements of new installation.

6.3.4 Relocation/Re-installation of a post

Installation of an existing post in a new location or re-installation of a post in the same location, as per specifications. Replacement or reburial of sign post bases may include excavation / auguring. Includes site restoration to original condition or to suit requirements of new installation.

6.3.5 Installation of a post extension

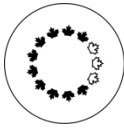
Installation of a post extension may be required to modify an existing sign and post installation.

6.3.6 Temporary removal and storage of all sign assembly types

Possible disassembly and removal of existing signage may be required during the term of the contract. In those instances, signage is to be returned to the Woodroffe Warehouse to be stored until further notice.

7 Invoicing

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



INSTRUCTIONS TO TENDERERS

1. Address

The tender envelope shall be addressed to Procurement Services, National Capital Commission, 40 Elgin Street, Security Office on the 2nd 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 2 of the Tender/Contract, the tender when submitted must be accompanied by the security in the amount as indicated.

INSTRUCTIONS TO TENDERERS

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 in Clause 3.

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.

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.

INSTRUCTIONS TO TENDERERS

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 and a labour and material payment bond each in an amount that is equal to not less than 10% of the Contract Amount including taxes
- 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

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.

GENERAL CONDITIONS

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

GENERAL CONDITIONS

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

GENERAL CONDITIONS

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

GENERAL CONDITIONS

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

GENERAL CONDITIONS

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:

GENERAL CONDITIONS

- 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.

GENERAL CONDITIONS

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.

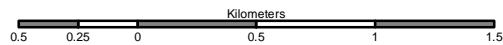


Visitor Area Signage Sectors

Secteurs du réseau d'accueil pour les visiteurs

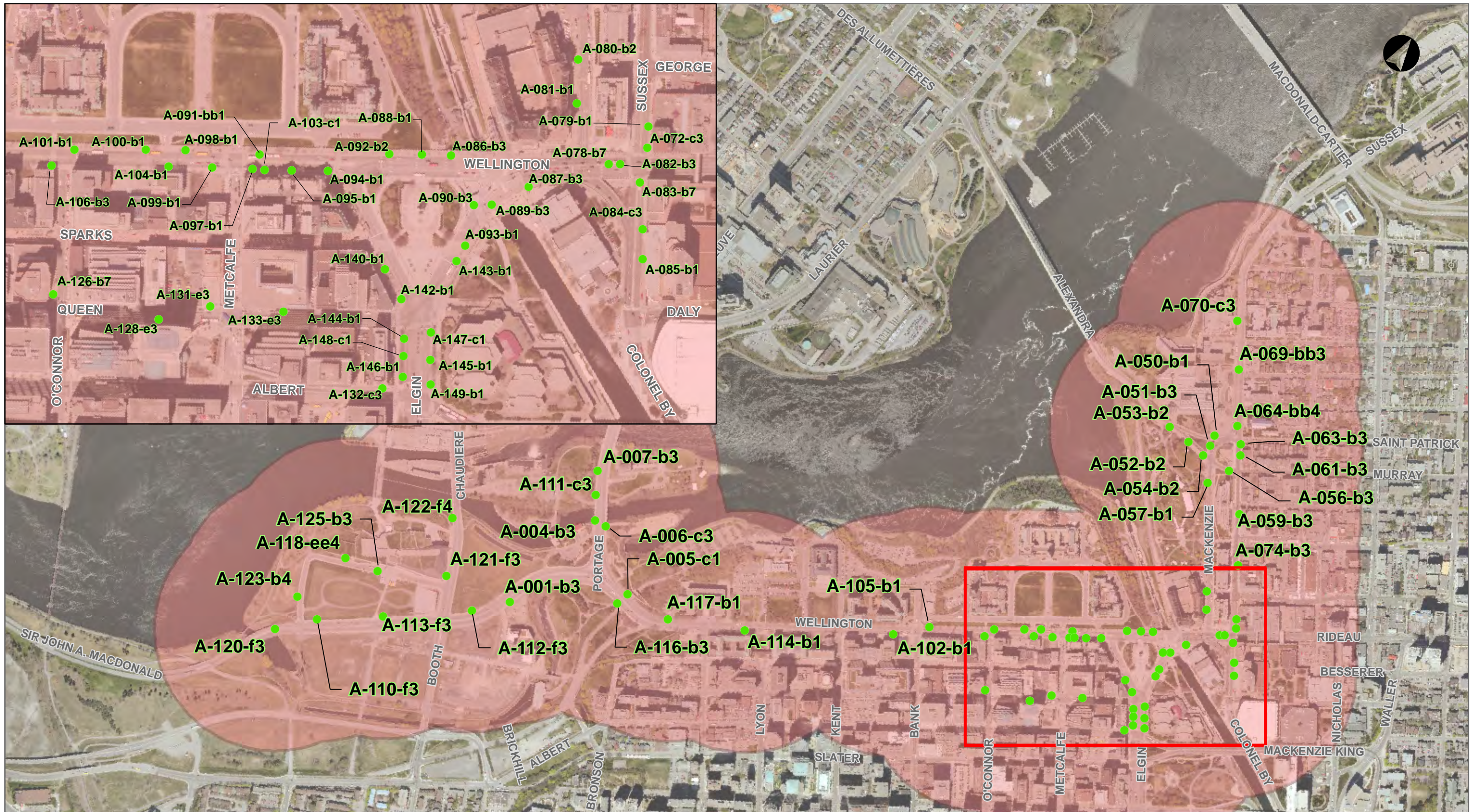
Index

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|-------------------|---------------------------------------|--------------|---|-----------------------|---|
| Attraction | ● | Aviation |  | Ottawa West |  |
| Direct Route | ● | Gatineau |  | Ottawa Core |  |
| Scenic Route | ● | Ottawa South |  | Sussex |  |
| Route panoramique | | Sud d'Ottawa | | Centre-ville d'Ottawa | |



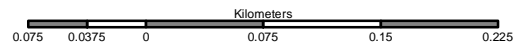
Visitor Area Signage Sectors Secteurs du réseau d'accueil pour les visiteurs Ottawa West / Ouest d'Ottawa

- Attraction ●
- Direct Route ●
- Route directe ●
- Scenic Route ●
- Route panoramique ●
- Ottawa West ●
- Ouest d'Ottawa ●




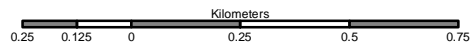
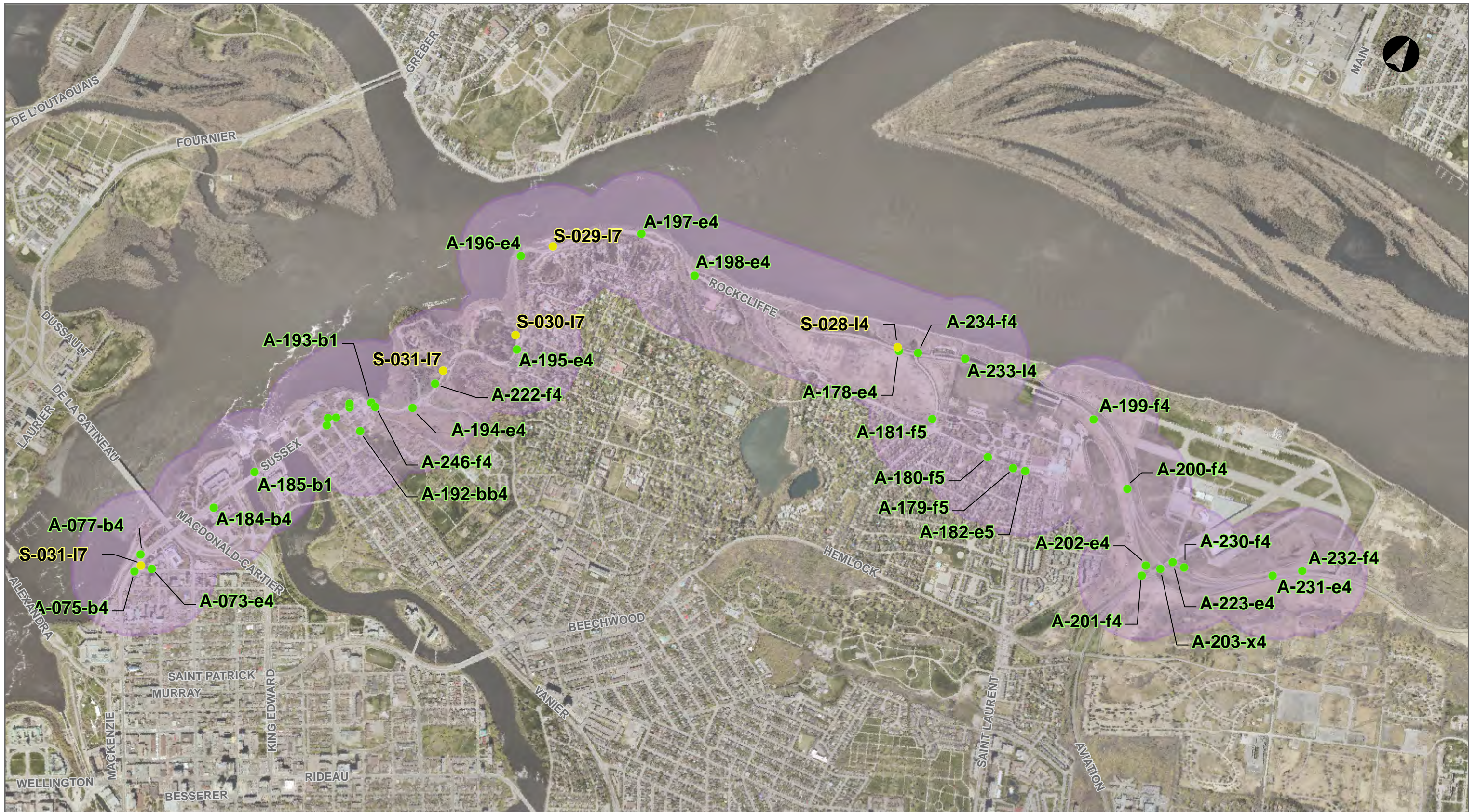
Visitor Area Signage Sectors Secteurs du réseau d'accueil pour les visiteurs Ottawa Core / Centre-ville d'Ottawa

- Attraction ●
- Direct Route ●
- Route directe ●
- Scenic Route ●
- Route panoramique ●
- Ottawa Core ●
- Centre-ville d'Ottawa ●



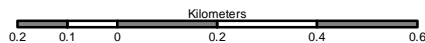
Visitor Area Signage Sectors Secteurs du réseau d'accueil pour les visiteurs Gatineau

- Attraction ●
- Direct Route ●
- Route directe ●
- Scenic Route ●
- Route panoramique ●
- Gatineau 



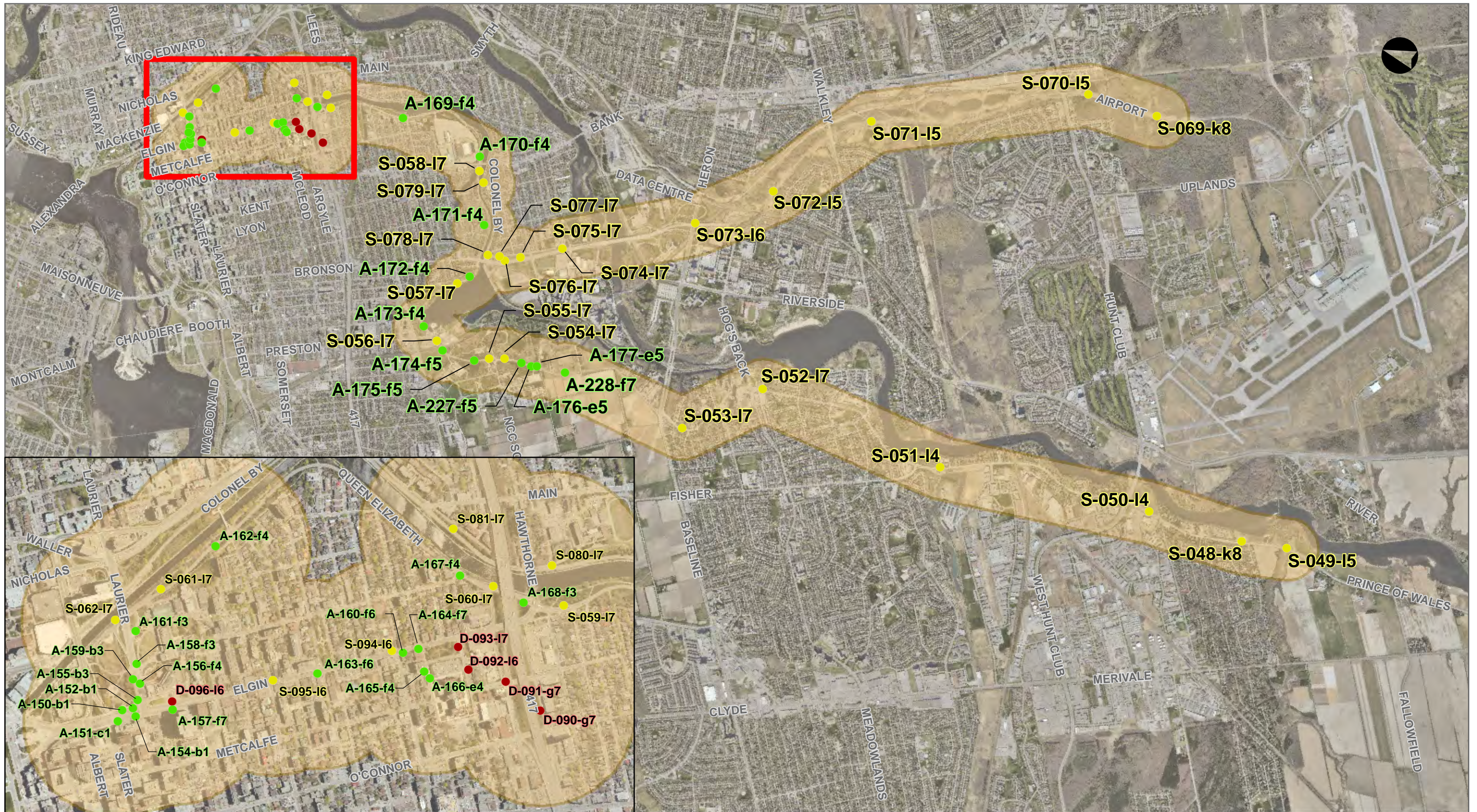
Visitor Area Signage Sectors Secteurs du réseau d'accueil pour les visiteurs Sussex / Rockcliffe

- Attraction ●
- Direct Route ●
- Route directe ●
- Scenic Route ●
- Route panoramique ●
- Sussex ✿



Visitor Area Signage Sectors Secteurs du réseau d'accueil pour les visiteurs Aviation

- Attraction ●
- Direct Route
Route directe ●
- Scenic Route
Route panoramique ●
- Aviation ⬭



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Kilometers

NCC CCN Canada
Geomatics Services / Services géomatiques

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Visitor Area Signage Sectors Secteurs du réseau d'accueil pour les visiteurs

Ottawa South / Sud d'Ottawa

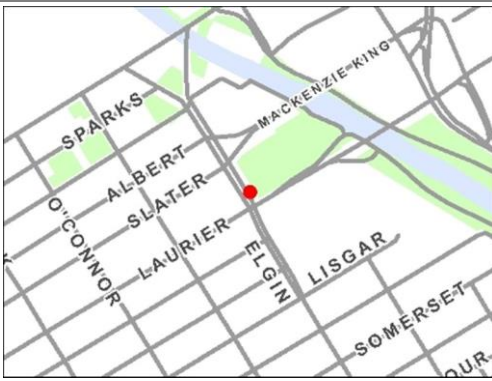
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- Scenic Route ●
- Route panoramique ●
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- Sud d'Ottawa ●

LOCATION / EMBLACEMENT	Elgin
MAP # / CARTE No	1
ZONE / ZONE	

A-152-b1

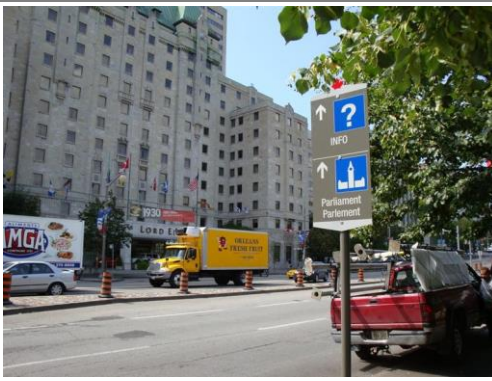
SIGN DETAILS / DÉTAILS DE L'ENSEIGNE

Face A **Location / Emplacement**



Environment / Environnement

DIR.	DIST.	PICT.	MESSAGE	OTHER/AUTRE
			INFO	
DIR.	DIST.	PICT.	MESSAGE	OTHER/AUTRE
			Parliament Parlement	



Face B **Information / Renseignements**

Type / Type	Attraction
Ordinal No. / No ordinal	152
Panel / Panneau	B: Confed. Blvd. Double Height
Footing / Socle	1: Confederation Blvd. Caisson Footing
Post / Poteau	N: Standard Post with Height Extension
Supplier / Fournisseur	Dymech Engineering Inc.
Installation / Installation	20-Sep-2008

DIR.	DIST.	PICT.	MESSAGE	OTHER/AUTRE	Notes / Notes
DIR.	DIST.	PICT.	MESSAGE	OTHER/AUTRE	

Visitor Access Network Orientation Signage/ Réseau d'accueil pour les visiteurs
 Système d'orientation et de signalisation touristique
 Appendix 4/ Annexe 4
 Monthly Report Template/ Modèle de rapport mensuel

MONTHLY REPORT TEMPLATE / GABARIT DE RAPPORT MENSUEL

Sign Number/ Numéro de l'installation	Photograph Number/ Numéro de la photographie	Date of Inspection (DD/MM/YYYY) Date de l'inspection (JJ/MM/AAAA)	Post Condition/ Condition du poteau			Signage Panel Condition/ Condition du panneau de signalisation				Regular Maintenance/ Entretien régulier	Intervention Maintenance as per Standing Offer Agreement/ Intervention selon l'entente d'offre permanente	Intervention proposed or executed/ Intervention proposée ou exécutée	Date of intervention (DD/MM/YYYY) Date de l'intervention (JJ/MM/AAAA)	COMMENTS/ COMMENTAIRES			
			Paint/ Peinture	Substrate/ Substrat	Post Anchor Base/ Base de fixation	Graphics/ Graphiques	Paint/ Peinture	Substrate/ Substrat	Sign Supporting bracket/ Fixation du panneau								
Aviation Parkway/ Promenade de l'aviation																	
A-200-f4	IMG10001, IMG 10002	4/15/2019	Paint is scratched /Peinture est éraflée		Post is leaning heavily/ Poteau très penché.						Sign is badly damaged/ Panneau est très endommagé		Touched up paint on post / Peinture au poteau a été retouchée	6.3.4.4 (Reinstalled post Direct burial Type 4)/ 6.3.4.4 (Reinstallation du poteau par enfouissement direct Type 4	New sign to be installed (6.3.1.1)/ Nouveau panneau à installer (6.3.1.1)	4/19/2019	
A-202-e4																	
A-203-x4																	
A-223-e4																	
A-230-f4																	
A-231-e4																	
A-207-x4																	
S-043-l4																	
S-041-l4																	
A-224-f4																	
S-042-k4																	
A-217-f7																	
A-218-f6																	
A-219-ee4																	
A-219-ee4 2nd Face																	
Core/Centre-ville																	
A-004-b3																	
A-007-b3																	
A-116-b3																	
A-114-b1																	
A-102-b1																	
A-126-e7																	
A-128-e3																	
A-131-e3																	
A-106-b3																	
A-101-b1																	
A-100-b1																	
A-104-b1																	
A-098-b1																	
A-099-bb1																	
A-099-bb1 2nd Face/2e face																	
A-096-b1																	
A-097-b1																	
A-091-bb1																	
A-091-bb1 2nd Face/2e face																	
A-094-b1																	
A-133-e3																	

(1) Numéro de l'installation - Format X-001-YZ
 (2) Date - Format YYYY-MM-DD

Visitor Access Network Orientation Signage/ Réseau d'accueil pour les visiteurs
 Système d'orientation et de signalisation touristique
 Appendix 4/ Annexe 4
 Monthly Report Template/ Modèle de rapport mensuel

A-088-b1														
A-090-b3														
A-089-b3														
A-143-b1														
A-140-b1														
A-142-b1														
A-145-b1														
A-085-b1														
A-084-c3														
A-083-b7														
A-082-b3														
A-072-c3														
A-079-b1														
A-081-b1														
A-080-b2														
A-074-b3														
A-059-b3														
A-057-b1														
A-056-b3														
A-054-b2														
A-052-b2														
A-053-b2														
A-051-b3														
A-061-b3														
A-050-b1														
A-064-bb4														
A-064-bb4 2nd Face/2e face														

(1) Numéro de l'installation - Format X-001-YZ
 (2) Date - Format YYYY-MM-DD

Visitor Access Network Orientation Signage/ Réseau d'accueil pour les visiteurs
Système d'orientation et de signalisation touristique
Appendix 4/ Annexe 4
Monthly Report Template/ Modèle de rapport mensuel

Gatineau																				
A-008-b1																				
A-012-b1																				
A-010-c1																				
A-013-c3																				
A-014-c3																				
A-023-c3																				
A-025-c1																				
A-016-b3																				
A-017-b3																				
A-029-b2																				
A-030-c3																				
A-033-b2																				
A-036-b2																				
A-048-b3																				
A-045-b4																				
A-047-c4																				
A-042-b4																				
A-044-c3																				
A-046-c3																				
A-043-c3																				

(1) Numéro de l'installation - Format X-001-YZ
(2) Date - Format YYYY-MM-DD

Visitor Access Network Orientation Signage/ Réseau d'accueil pour les visiteurs
 Système d'orientation et de signalisation touristique
 Appendix 4/ Annexe 4
 Monthly Report Template/ Modèle de rapport mensuel

South/Sud															
A-152-b1															
A-155-b3															
A-159-b3															
D-096-l6															
S-062-l7															
S-061-l7															
S-095-l6															
S-094-l6															
A-160-f6															
A-164-f7															
A-165-f4															
A-166-e4															
D-093-l7															
D-092-l6															
D-091-g7															
D-090-g7															
S-081-l7															
S-060-l7															
S-080-l7															

(1) Numéro de l'installation - Format X-001-YZ
 (2) Date - Format YYYY-MM-DD

Visitor Access Network Orientation Signage/ Réseau d'accueil pour les visiteurs
Système d'orientation et de signalisation touristique
Appendix 4/ Annexe 4
Monthly Report Template/ Modèle de rapport mensuel

S-059-17														
S-079-17														
S-058-17														
S-078-17														
S-057-17														
A-173-f4														
S-056-17														
A-174-f5														
A-175-f5														
S-055-17														
S-054-17														
A-227-f5														
A-176-e5														
A-177-e5														
A-228-f7														
S-053-17														
S-052-17														
S-051-14														
S-050-14														
S-049-15														
S-048-k8														
S-077-17														
S-076-17														
S-075-17														
S-074-17														
S-073-16														
S-072-15														
S-071-15														
S-070-15														
S-069-k8														

(1) Numéro de l'installation - Format X-001-YZ
 (2) Date - Format YYYY-MM-DD

Visitor Access Network Orientation Signage/ Réseau d'accueil pour les visiteurs
 Système d'orientation et de signalisation touristique
 Appendix 4/ Annexe 4
 Monthly Report Template/ Modèle de rapport mensuel

Rockcliffe														
A-069-bb3														
A-069-bb3 2nd Face/2e face														
A-070-c3														
A-076-b2														
A-077-b4														
A-184-b4														
A-185-b1														
A-236-b1														
A-245-b3														
A-192-bb4														
A-192-bb4 2nd Face/2e face														
A-225-c1														
A-244-c3														
A-193-b1														
A-246-f4														
A-222-f4														
S-031-l7														
S-030-l7														
S-029-l7														
S-028-l4														
A-178-e4														
A-234-f4														
A-233-l4														
A-181-f5														
A-180-f5														
A-179-f5														
A-182-e5														

(1) Numéro de l'installation - Format X-001-YZ
 (2) Date - Format YYYY-MM-DD

West/Ouest														
A-001-b3														
A-112-f3														
A-121-f3														
A-125-b3														
A-123-b4														
A-110-f3														
A-120-f3														
A-124-f4														
S-011-k4														
S-012-l4														
S-013-l4														
S-014-l4														
S-016-l4														
S-015-l7														
S-412-j7														
S-410-j7														
S-411-j7														
S-405-j7														
S-406-j7														
S-407-j7														
S-408-j7														
S-413-j6														
S-414-j6														



NATIONAL CAPITAL COMMISSION
COMMISSION DE LA CAPITALE NATIONALE

**INDUSTRIAL DESIGN
&
ENVIRONMENTAL GRAPHICS**

Visitor Access Network Tourist Attraction and Orientation Signage

Revised Final - May 12, 2008

Revision

Revision #	Revision	Date
1	Entro - Draft	July 31, 2006
2	Intu - Draft	June 8, 2007
3	Intu - Draft	June 14, 2007
4	Intu - Draft	July 26, 2007
5	Intu - Draft	August 8, 2007
6	Intu - Draft	Sept. 14, 2007
7	Intu - Draft	Dec.10, 2007
8	Intu - Draft	Jan. 16, 2008
9	Intu - Draft	May 12, 2008

legend(e)

issued or revised / émis ou révisé


4. Issued for Client Review - Intu	May 12, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept.14, 07
1. Issued for Client Review - Entro	April 2, 06

project / projet

Visitor Access Network

drawing / dessin

Table of Contents

detail no. / sheet no.  detail no. / feuille no.

approved by / approuvé par NCC

designed by / conçu par NCC

drawn by / dessiné par Entro Communications / Intu Design

date Dec. 10, 07 scale / échelle NTS

drawing no. / no. de dessin CON-01 sheet no. / no. de la feuille 1 of 1

General Notes

DRAWING NO.	DRAWING	SHEET	OF	REV NO.
-	Cover Page	1	1	-
CON-01	Table of Contents	1	1	1
NOT-01	Notes	1	1	1

System Overview

SUM-01	Overview of Orientation and Attraction Signage in the NCR	1	1	1
GEN-01	Welcome; Boundary, Direct Route - Highway Signs Scenic Route - Freeway Signs, General Assembly	1	1	1
GEN-02	Connector and Orientation Signs General Assembly	1	1	1
GEN-03	Trailblazers General Assembly	1	1	1
GEN-04	Attraction Signs General Assembly	1	1	1
GEN-05	Sign System Coding	1	1	1

Graphics/Messages

MSG-01	Graphic Specification, Attraction Sign Welcome Messages	1	1	1
MSG-02	Graphic Specification, Attraction Sign Double Message and Double Message + Parking	1	1	1
MSG-03	Graphic Specification, Attraction Sign Single Message, Single Message + Parking/Bus Single Message + Parking	1	1	1
MSG-04	Graphic Specification, Attraction Sign Double Message - Turnaround Single Message - Lay-by	1	1	1
MSG-05	Graphic Specification, Attraction Sign Trailblazer - Single Message	1	1	1
MSG-06	Graphic Specification, Confederation Boulevard Header & Footer Graphic Trailblazer Maple Leaf Appliqué	1	1	1
MSG-07	Graphic Specification, Roadway Connector Signs	1	1	1
MSG-08	Graphic Specification, Scenic Route - Roadway Orientation	1	1	1
LBL-01	Sign Panel Identification Labels	1	1	1
FNT-01	Font	1	1	1
PCT-01	Pictograms	1	1	1
COL-01	Colours Specification	1	1	1

Sign Blanks

PNL-01	Sign Panel Specification On Confederation Boulevard - Sign Panels A, B & C	1	1	1
PNL-02	Sign Panel Specification Off Confederation Boulevard - Sign Panels D, E, F, L & H	1	1	1
PNL-03	Sign Panel Specification, Roadway Connector Signs - Sign Panels G & J	1	1	1
PNL-04	Sign Panel Specification, Scenic Route Roadway Orientation Sign, Sign Panel K	1	1	1

Hardware & Installation

DRAWING NO.	DRAWING	SHEET	OF	REV NO.
PRT-01	Maple Leaf Cut-Out Trailblazer Maple Leaf Appliqué, Detail C	1	1	1
PRT-02	Pultrusion Detail	1	1	1
PRT-03	Mounting Hardware Details	1	1	1
INS-01	Post Configurations Overview	1	1	1
INS-02	Installation Types 1-3	1	1	1
INS-03	Installation Types 4-8	1	1	1
PST-01	Basic Post	1	1	1
PST-02	Post Extension and Direct Burial Adapter Details	1	1	1

Appendices*

APX-01	Post Types	1	1	1
APX-02	Post Base Details	1	1	1
APX-03	Installation Types 1-6	1	1	1

*NOTE - Appendices describe discontinued fabrication and installation details which may be encountered when servicing existing signs installed prior to 2007. These are provided for reference only.

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
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3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

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Visitor Access Network

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Notes

detail no. / sheet no.  détail no. / feuille no.

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date Dec. 10, 07 scale / échelle NTS

drawing no. / no. de dessin NOT-01 sheet no. / no. de la feuille 1 of 1

1. General Notes

A. Shop drawings where necessary shall be provided by the Contractor to be used as the final construction documents, and shall include complete construction, engineering and installation details required for implementing the designs described herein.

B. The designs are property of NCC (National Capital Commission).

C. Upon award of the contract, typical design templates, custom artwork, and graphic layouts shall be provided via electronic format for the production of sign layouts and lettering as directed by the NCC.

2. Work Included

A. Contractor shall furnish all labour, materials, equipment, tools, supplies and services necessary and reasonably incidental to complete fabrication, installation and delivery of sign(s) as specified. Contractor shall provide all materials, equipment, services, labour tools, and supplies to fulfill completion of this contract. Contractor shall be responsible or a complete and thorough job. Materials not specifically described but required for a complete and proper installation shall be identified and provided for by the Contractor. Contractor shall be responsible for the quality of all materials and workmanship of any firms or individuals who act as his subcontractors. Contractor shall be responsible for providing subcontractors with complete and up-to-date drawings, specifications, sign schedules and other information issued for this project.

B. Contractor shall be responsible for coordinating final review and approval of all copy wording and colour samples with the NCC prior to submittal of shop drawings. The NCC reserves the right to add and otherwise modify sign text and lettering layout during the review of proofs at no additional cost.

C. Provide complete and comprehensive fabrication/installation liaison with all other trades. Where the Contractor is providing graphics only, it shall be the Contractor's responsibility to schedule his work to coincide with other trades' fabrication, finishing and installation schedules.

D. Contractor shall be responsible for all construction installation and internal supports for a safe and permanent installation of all signs.

E. Prior to any sign fabrication, Contractor shall provide samples of each sign product and materials samples showing finishes, typography, letter spacing, colours and surface texture as requested by the NCC as indicated on the Tender Documents.

F. All work is to be completed according to the material manufacturer's recommendations. Contractor to provide manufacturer's technical data and provide audit certification of the material finishing and graphics applications processes. Provide manufacturer's technical data and installation instruction for each type of sign required.

3. Field Dimensions

A. The Contractor shall be responsible for field measurements as required to verify or supplement dimensions indicated herein and shall be responsible for accurate fit of signs upon installation. Discrepancies between installation specifications and actual site conditions are to be diagrammatically and photographically documented and submitted to the NCC as encountered.

4. Quality Assurance

A. All drawings and specifications are mutually dependent. In the event of a discrepancy, or an error, neither one rules over the other. Notify the NCC if any discrepancies arise and for direction on how to proceed.

B. The NCC must be notified of any variations of conditions as shown on these drawings. It shall be the Contractor's responsibility to obtain and utilize the most current and up-to-date plans and specifications for all construction and installation work.

C. The Contractor shall use only personnel thoroughly experienced and skilled with the products and methods for fabrication and installation of signs specified.

D. Work done and material furnished shall be of superior quality in every respect.

E. The NCC shall reserve the right to reject any shop drawings, samples, or other submittals, as well as any finished product or installation that does not meet or exactly equal the standard of quality established. Any such decision will be considered final and not subject to recourse.

F. For newly commissioned signs the Contractor must guarantee that only new materials are being used for this work.

G. Products must be made accessible for quality control inspection at any time.

H. Any claims for work carried out on instructions by others will not be accepted or honoured.

I. All materials to be primed and painted with specified paint system, or approved equivalent. All painted components to be painted in accordance with approved paint manufacturer's recommended procedures and warranted for a specified period. A compliance audit will be required, as well.

5. Typography

A. All typographic layouts shall utilize typeface specified in each sign type drawing. A digital version of the typeface shall be provided by the NCC.

B. Letterforms and symbols shall be photographically or digitally rendered in precise, crisp, clean forms. All letterforms shall be free of ticks, discontinuous curves, line waves, cut or ragged edges, edge build-up, bleeding, surface pinholes, and other imperfections. Letterforms shall conform to the prescribed proportions of the typographic font(s) specified by the Designer in this drawing set.

6. Substitutions

A. Substitutions of any kind are to be approved prior to any sign fabrication or installation. No substitutions will be considered without samples.

7. General Conditions

A. All necessary sign permits are to be obtained and paid for by the Contractor.

B. The Contractor is to protect goods supplied by him from damage during installation with appropriate insurance against fire, theft, or other damage. He shall also protect from injury the property of the NCC, or public property which may be adjacent, or with which he may come in contact, and he shall make good any such damage occurring through his fault.

C. The Contractor shall not use any hazardous substances in the manufacture of the signs, nor bring on site any hazardous substances regulated under any environmental laws, without the express written consent of the NCC.

legend(e)

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4. Issued for Client Review - Intu	May 12, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

project / projet

Visitor Access Network

drawing / dessin

Overview of Orientation and Attraction Signage in the NCR

detail no. sheet no.	A B	détail no. feuille no.
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approuvé par NCC

designed by
conçu par NCC

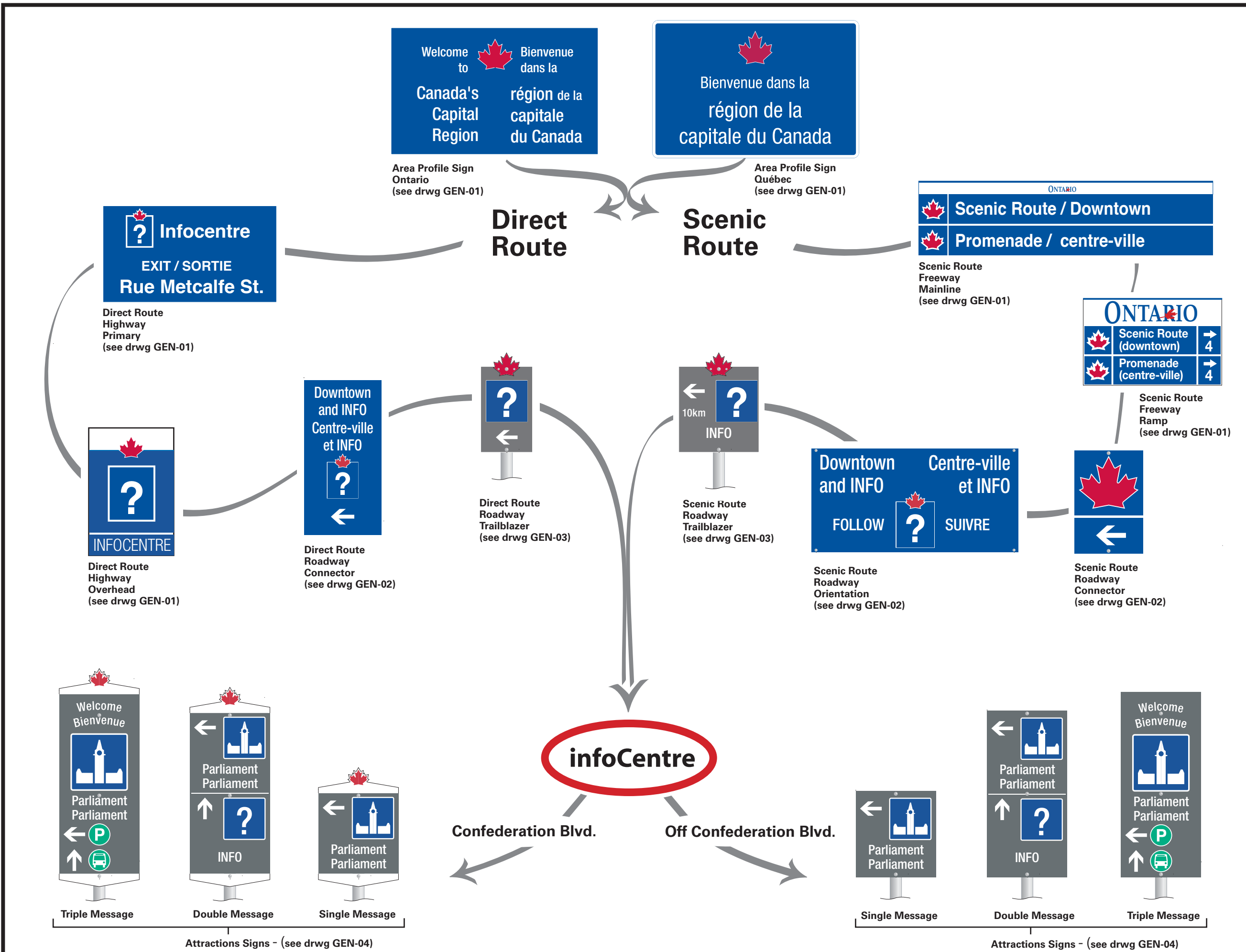
drawn by
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Intu Design

date Sept. 14, 07 scale
échelle NTS

drawing no.
no. de dessin SUM-01

sheet no.
no. de la feuille 1 of 1

SUM-01 1 of 1




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3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

project / projet

Visitor Access Network

drawing / dessin

**Welcome; Boundary
Direct Route - Highway Signs
Scenic Route - Freeway Signs
General Assembly**

detail no. sheet no.		détail no. feuille no.
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approved by
approuvé par NCC

designed by
conçu par NCC

drawn by
dessiné par Entro Communications /
Intu Design

date Dec. 10, 07 scale
échelle NTS

drawing no.
no. de dessin sheet no.
no. de la feuille

GEN-01 1 of 1

Area Profile Signs

Ontario



Area Profile Sign - Ontario

RESPONSIBILITIES

- Design: MTO with NCC input
- Install: CTODS
- Maintain: CTODS

Quebec



Area Profile Sign - Quebec

RESPONSIBILITIES

- Design: MTQ with NCC input
- Install: MTQ
- Maintain: MTQ

Direct Route



Direct Route - Highway Primary Sign

RESPONSIBILITIES

- Design: NCC
- Install: MTO
- Maintain: MTO



Direct Route - Highway Overhead Sign

RESPONSIBILITIES

- Design: NCC
- Install: MTO
- Maintain: MTO

Scenic Route

Tab Sign with Exit #



Scenic Route - Freeway Mainline Sign

RESPONSIBILITIES

- Design: CTODS
- Install: CTODS
- Maintain: CTODS



Scenic Route - Freeway Ramp Sign

RESPONSIBILITIES

- Design: CTODS
- Install: CTODS
- Maintain: CTODS

legend(e)

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4. Issued for Client Review - Intu	May 12, 08
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2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

project / projet

Visitor Access Network

drawing / dessin

**Connector and
Orientation Signs
General Assembly**

detail no. / sheet no.

A
B

 détail no. / feuille no.

approved by / approuvé par NCC

designed by / conçu par NCC

drawn by / dessiné par Entro Communications / Intu Design

date Dec. 10, 07 scale / échelle NTS

drawing no. / no. de dessin GEN-02 sheet no. / no. de la feuille 1 of 1

Direct Route



Direct Route - Roadway - Connector Sign

SIGN PANEL G

Drwg# PNL-03

GRAPHICS

Drwg# MSG-07

RESPONSIBILITIES

- Design: NCC
- Install: City of Ottawa
- Maintain: NCC

Scenic Route



Scenic Route - Roadway - Connector Sign

SIGN PANEL J

Drwg# PNL-03

GRAPHICS

Drwg# MSG-07

RESPONSIBILITIES

- Design: NCC
- Install: City of Ottawa
- Maintain: NCC



Scenic Route - Roadway -Orientation Sign

SIGN PANEL K

Drwg# PNL-03

GRAPHICS

Drwg# MSG-07

RESPONSIBILITIES

- Design: NCC
- Install: NCC
- Maintain: NCC

legend(e)

- (A) MAPLE LEAF CUT-OUT
(See drawing PRT-01)
- (B) SIGN PANEL (composed of sign blank and graphics see individual references)
- (C) SIGN FASTENER c/w PULTRUSION
(See drawings PRT-02 & PRT-03)
- (D) SIGN POST (typ)
- (E) INSTALLATION
(See drawing INS-01, INS-02 & INS-03)

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
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2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

project / projet

Visitor Access Network

drawing / dessin

**Trailblazers
General Assembly**

detail no. sheet no.		détail no. feuille no.
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approved by
approuvé par NCC

designed by
conçu par NCC

drawn by
dessiné par Entro Communications /
Intu Design

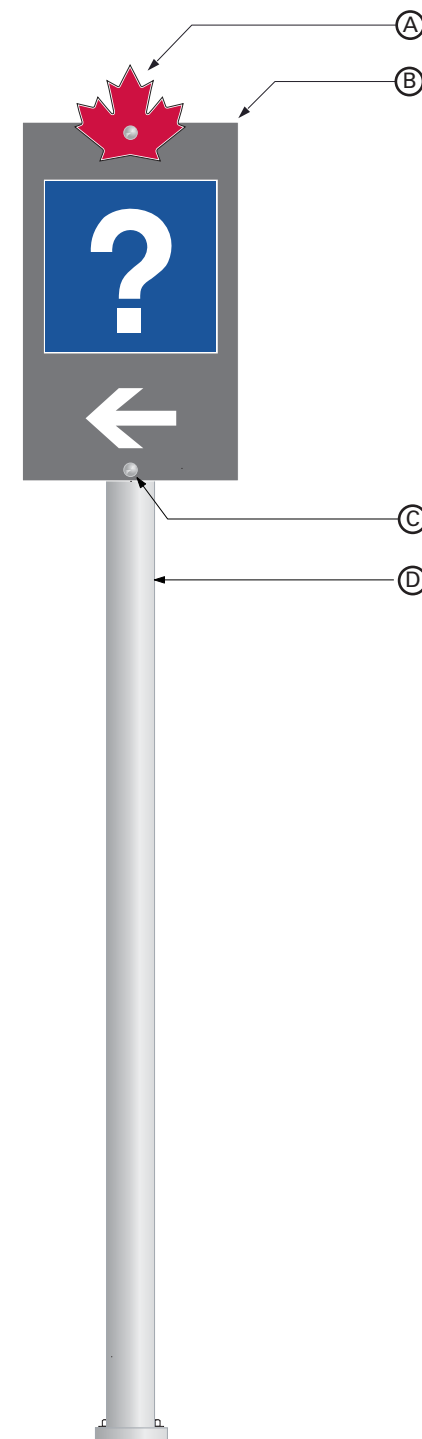
date Dec. 10, 07 scale
échelle NTS

drawing no.
no. de dessin

sheet no.
no. de la feuille

GEN-03 1 of 1

Direct Route



Direct Route - Roadway - Trailblazer Sign

SIGN PANEL H

Drwg# PNL-02

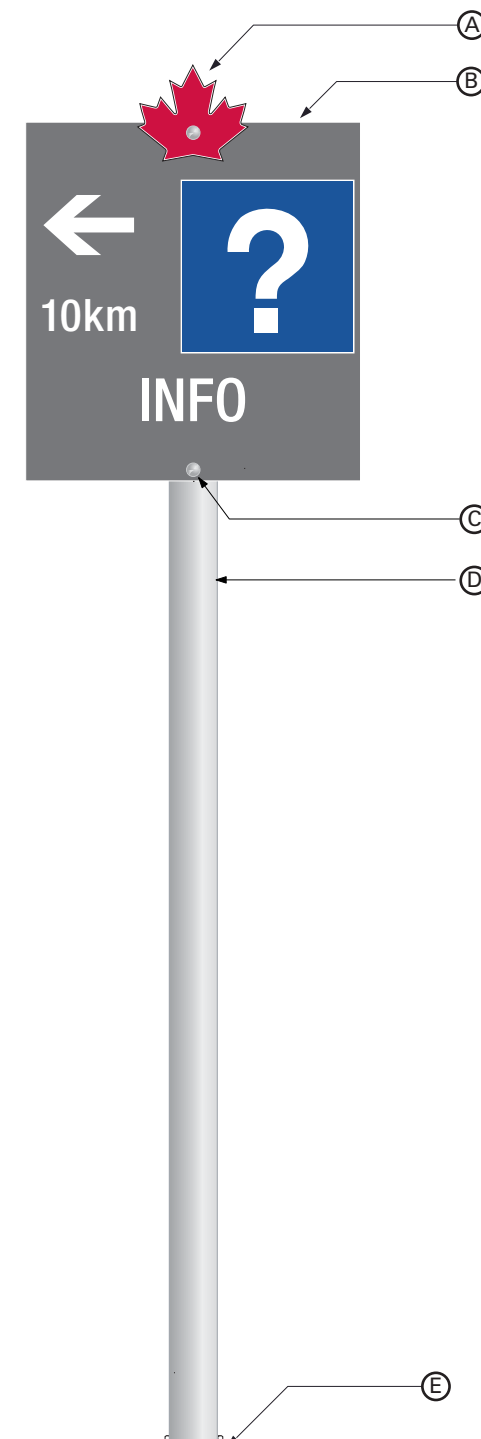
GRAPHICS

Drwg# MSG-05

RESPONSIBILITIES

- Design: NCC
- Install: NCC
- Maintain: NCC

Scenic Route



Scenic Route - Roadway - Trailblazer Sign

SIGN PANEL L

Drwg# PNL-02

GRAPHICS

Drwg# MSG-04

RESPONSIBILITIES

- Design: NCC
- Install: NCC
- Maintain: NCC

Note: Messages shown are examples only

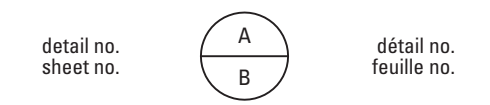
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- (A) SIGN PANEL (composed of sign blank and graphics see individual references)
 - (B) SIGN FASTENER c/w PULTRUSION (See drawings PRT-02 & PRT-03)
 - (C) SIGN POST (typ)
 - (D) INSTALLATION (See drawing INS-01, INS-02 & INS-03)

issued or revised / émis ou révisé

5. Issued for Client Review - Intu	May 12, 08
4. Issued for Client Review - Intu	Jan. 16, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

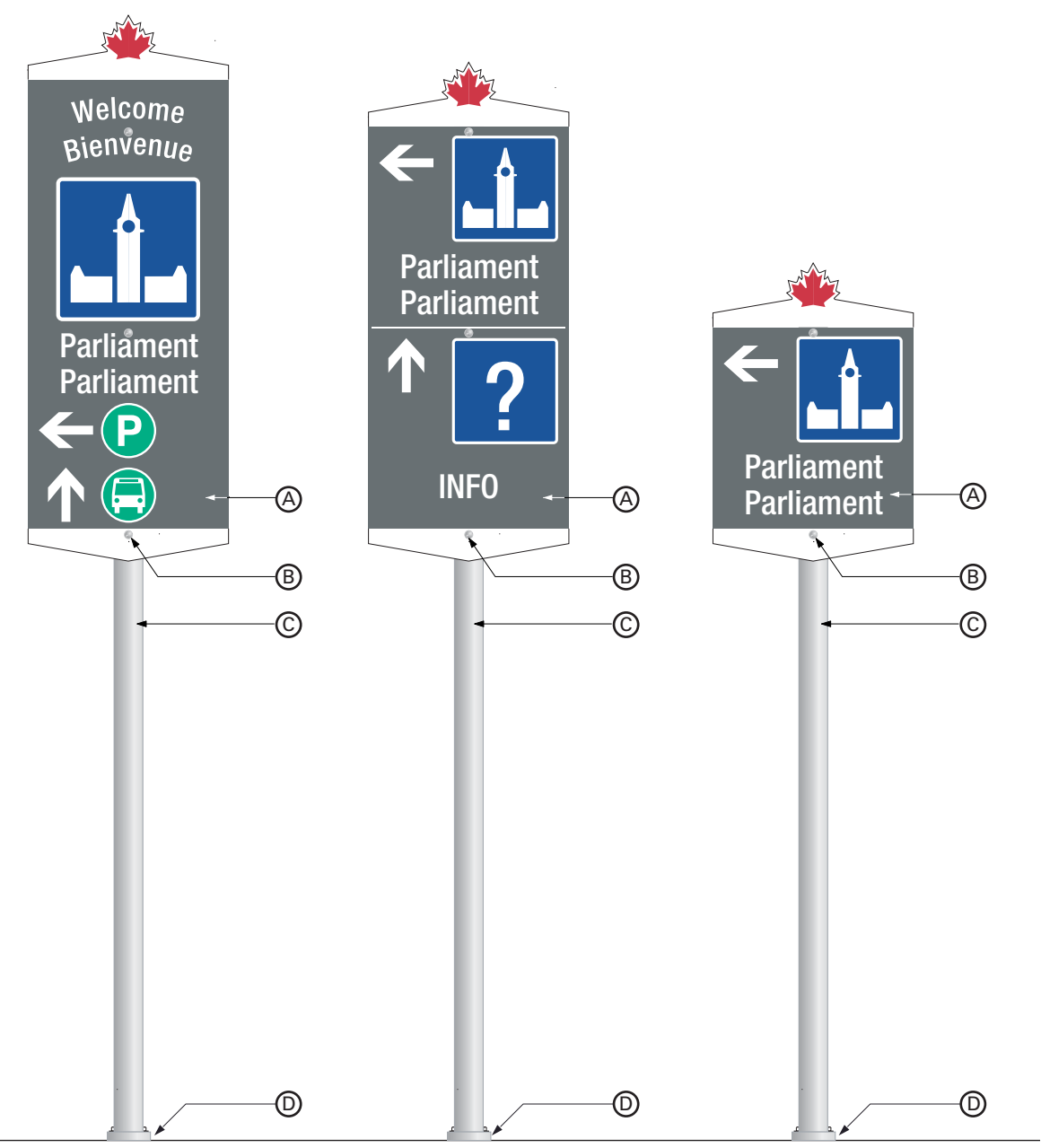
Visitor Access Network

drawing / dessin
Attraction Signs - General Assembly



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designed by / conçu par	NCC	
drawn by / dessiné par	Entro Communications / Intu Design	
date	Dec. 10, 07	scale / échelle NTS
drawing no. / no. de dessin	GEN-04	sheet no. / no. de la feuille 1 of 1

On Confederation Boulevard



On Boulevard Attraction Sign TRIPLE MESSAGE

SIGN PANEL A
Drwg# PNL-01
GRAPHICS
Drwg# MSG-01 & MSG-06

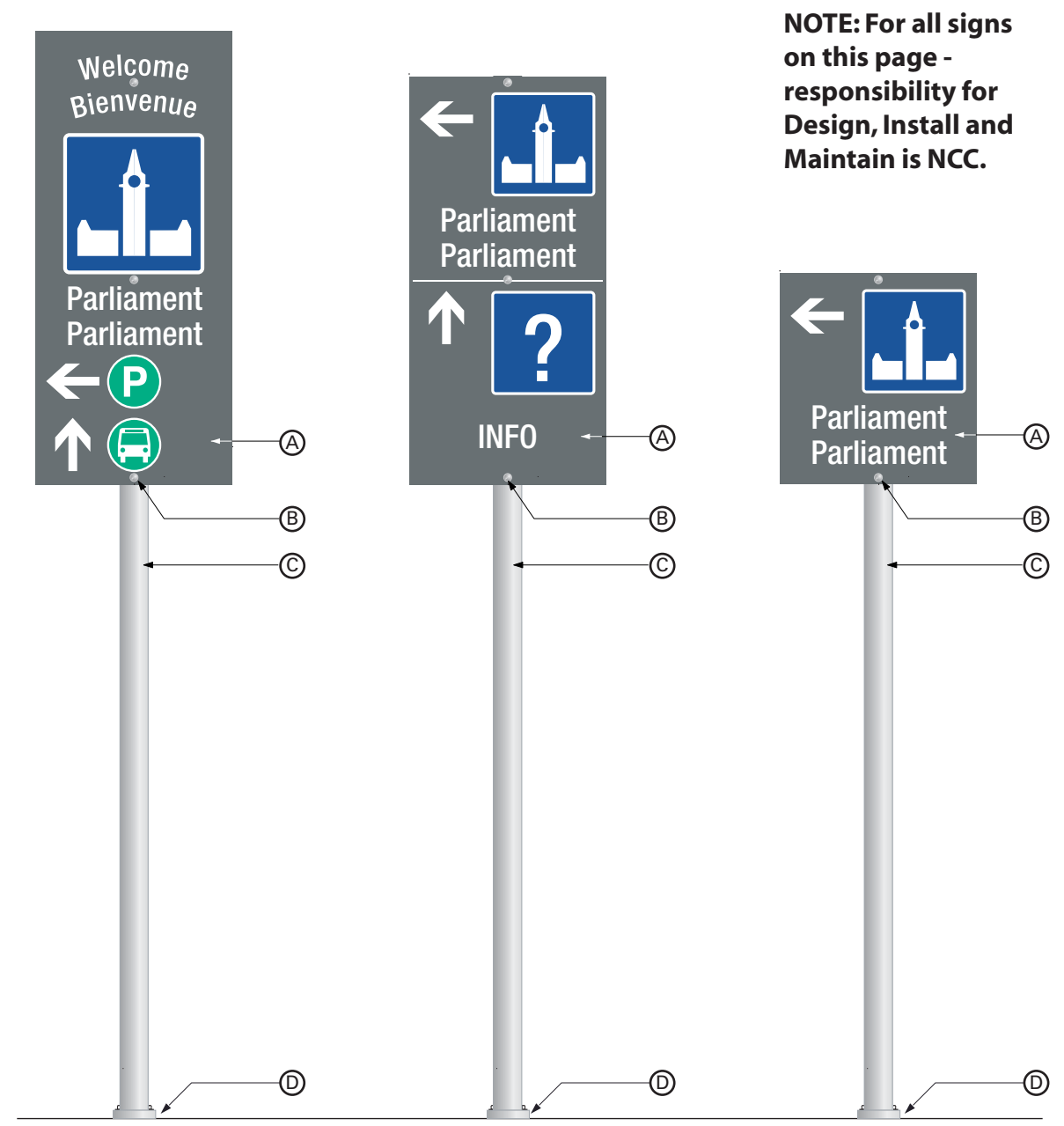
On Boulevard Attraction Sign DOUBLE MESSAGE

SIGN PANEL B
Drwg# PNL-01
GRAPHICS
Drwg# MSG-01, MSG-02, MSG-03 & MSG-06

On Boulevard Attraction Sign SINGLE MESSAGE

SIGN PANEL C
Drwg# PNL-01
GRAPHICS
Drwg# MSG-03, MSG-04 & MSG-06

Off Confederation Boulevard



NOTE: For all signs on this page - responsibility for Design, Install and Maintain is NCC.

Off Boulevard Attraction Sign TRIPLE MESSAGE

SIGN PANEL D
Drwg# PNL-02
GRAPHICS
Drwg# MSG-01

Off Boulevard Attraction Sign DOUBLE MESSAGE

SIGN PANEL E
Drwg# PNL-02
GRAPHICS
Drwg# MSG-01, MSG-02 & MSG-03

Off Boulevard Attraction Sign SINGLE MESSAGE

SIGN PANEL F
Drwg# PNL-02
GRAPHICS
Drwg# MSG-03 & MSG-04

legend(e)

issued or revised / émis ou révisé

4. Issued for Client Review - Intu	May 12, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

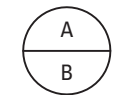
project / projet

Visitor Access Network

drawing / dessin

Sign System Coding

detail no. / détail no. sheet no. / feuille no.



approved by / approuvé par NCC

designed by / conçu par NCC

drawn by / dessiné par Entro Communications / Intu Design

date / date Dec. 10, 07 scale / échelle NTS

drawing no. / no. de dessin sheet no. / no. de la feuille

GEN-05 1 of 1

Sign Coding

Each individual sign in the Tourist Attraction and Orientation Signage system is assigned a unique sign code for reference purposes. The codes are displayed on area maps and location plans, fixing the installation geographically. The codes are also referenced in sign cataloguing and message schedule documents.

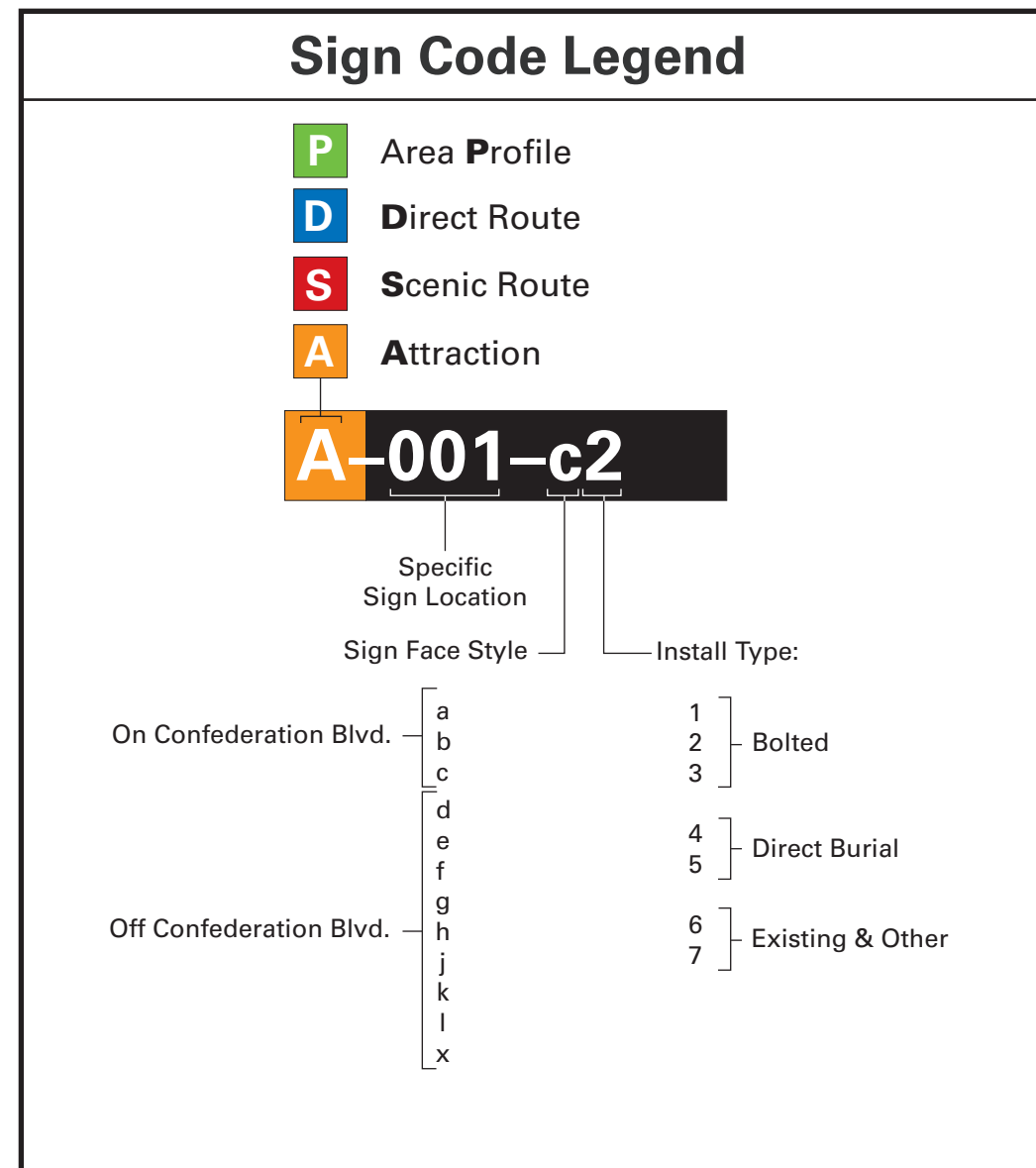
The codes provide the following information about a sign, as illustrated in the legend at right: membership to a sub-category of signage within the system; a 3-digit, unique, numeric identifier; the sign panel type, and; the installation type.

The combination of sign panel type and installation type, together determine the post configuration (and hardware selection) required for its particular assembly.

Look-up Scenario:

The legend at right illustrates the classification of each sign assembly in the system, giving its sign type, unique appearance and specific assembly of components.

1. The first letter indicates the sub-category of sign within the system.
2. The 3-digit number identifies the unique sign assembly; combination of all attributes, including messaging, graphics, etc.
3. The following lower-case alphabetic character indicates the sign panel used. This character is used in conjunction with the Install Type to determine the post configuration required.
4. The last digit indicates the type of installation implemented.
5. For selection of post configuration, see Dwg. # INS-01



legend(e)

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1. Issued for Client Review - Entro	April 2, 06

project / projet

Visitor Access Network

drawing / dessin

Graphic Specification

**Attraction Sign
Welcome Messages**

detail no. sheet no.	A B	détail no. feuille no.
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approved by
approuvé par NCC

designed by
conçu par NCC

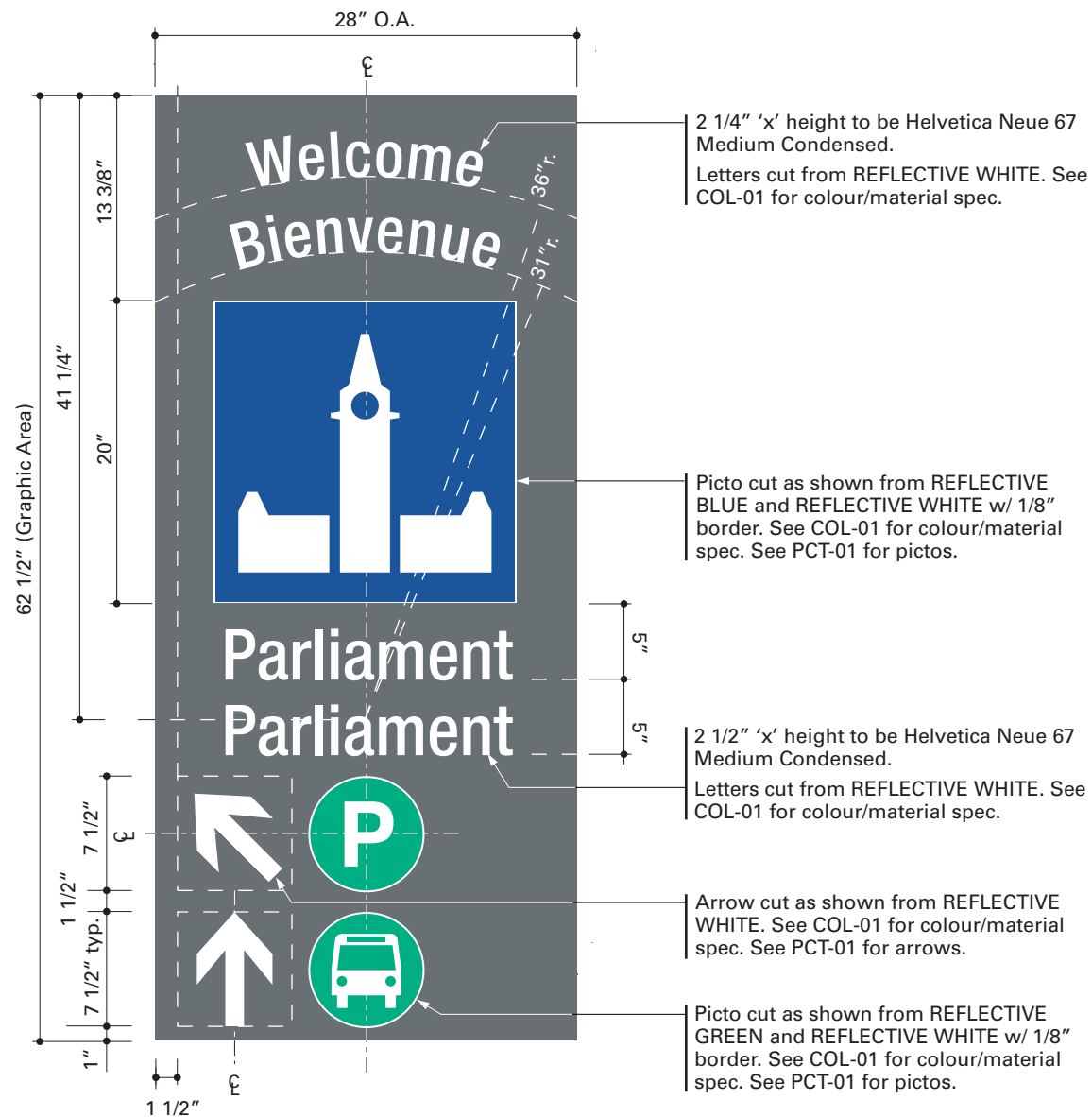
drawn by
dessiné par Entro Communications /
Intu Design

date Dec. 10, 07 scale
échelle 1" = 1' - 0"

drawing no.
no. de dessin

sheet no.
no. de la feuille

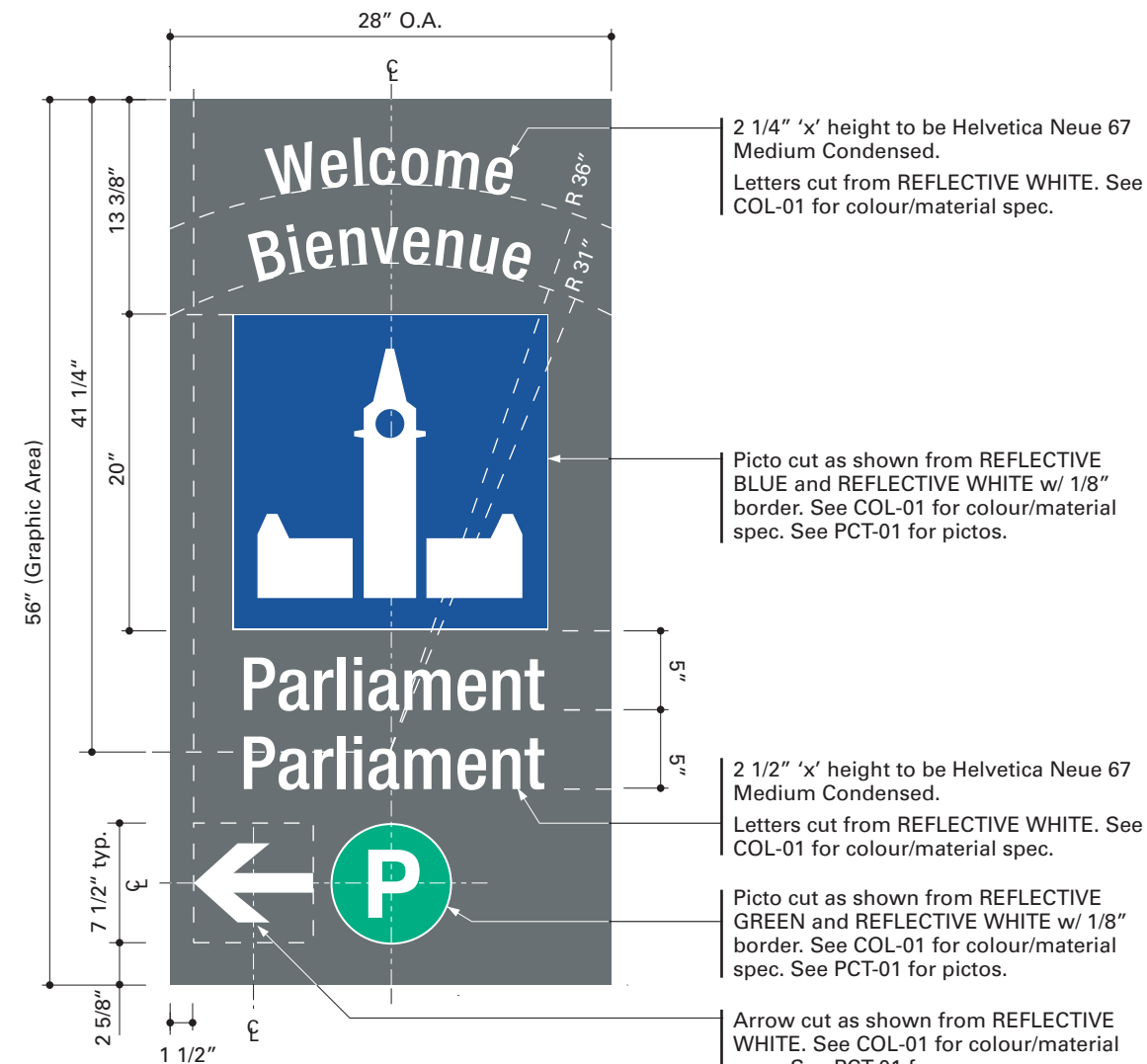
MSG-01 1 of 1



Grey area indicates size of graphic area on sign blank - grey does not print.

Welcome Message
(For Application to Sign Panel 'A' or 'D')

Messages are examples only



Grey area indicates size of graphic area on sign blank - grey does not print.

Welcome Message
(For Application to Sign Panel 'B' or 'E')

Messages are examples only

legend(e)

issued or revised / émis ou révisé


4. Issued for Client Review - Intu	May 12, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

project / projet

Visitor Access Network

drawing / dessin

**Graphic Specification
Attraction Sign
Double Message and
Double Message + Parking**

detail no. / sheet no.  détail no. / feuille no.

approved by / approuvé par NCC

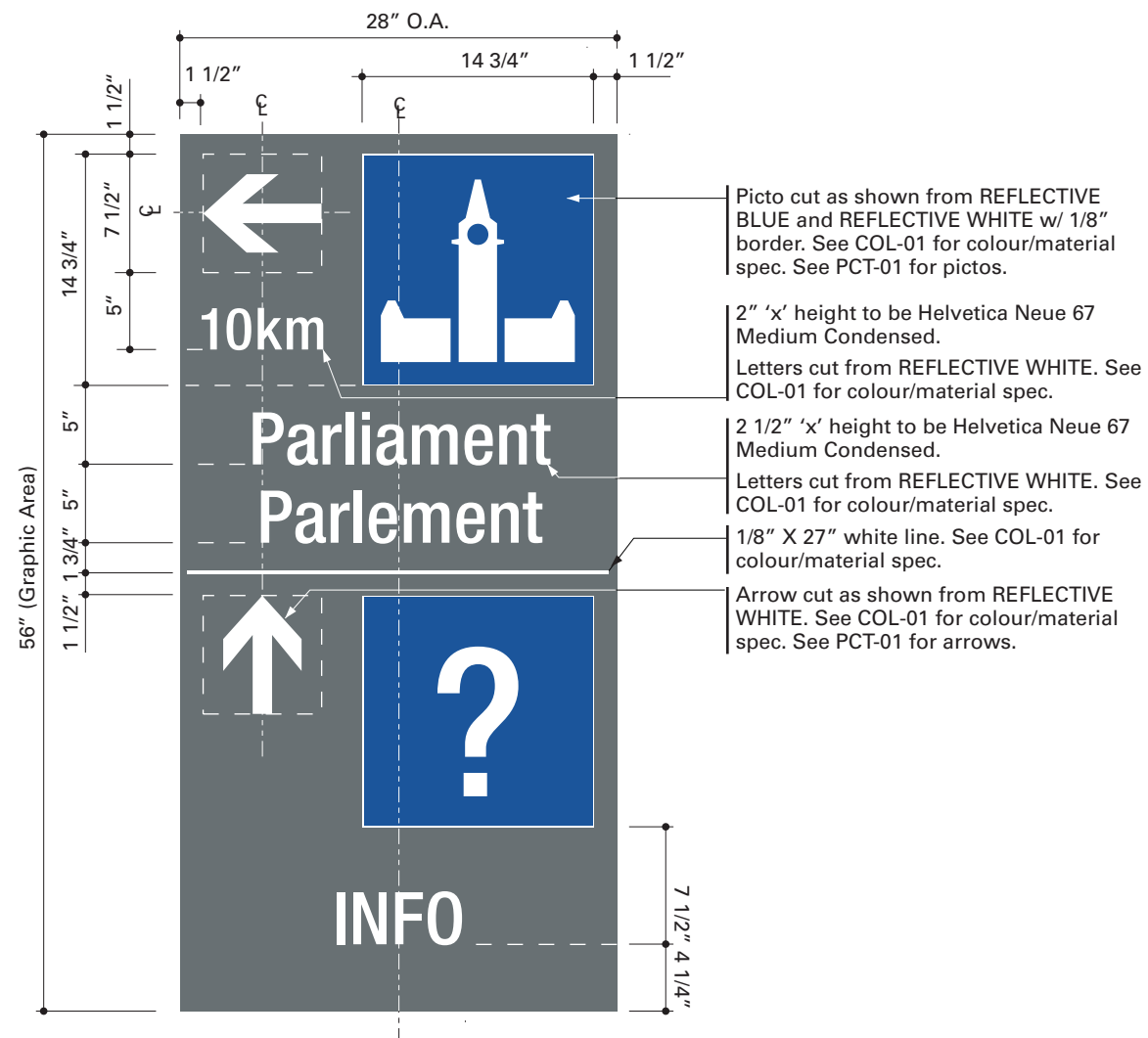
designed by / conçu par NCC

drawn by / dessiné par Entro Communications / Intu Design

date Dec. 10, 07 scale / échelle 1" = 1' - 0"

drawing no. / no. de dessin sheet no. / no. de la feuille

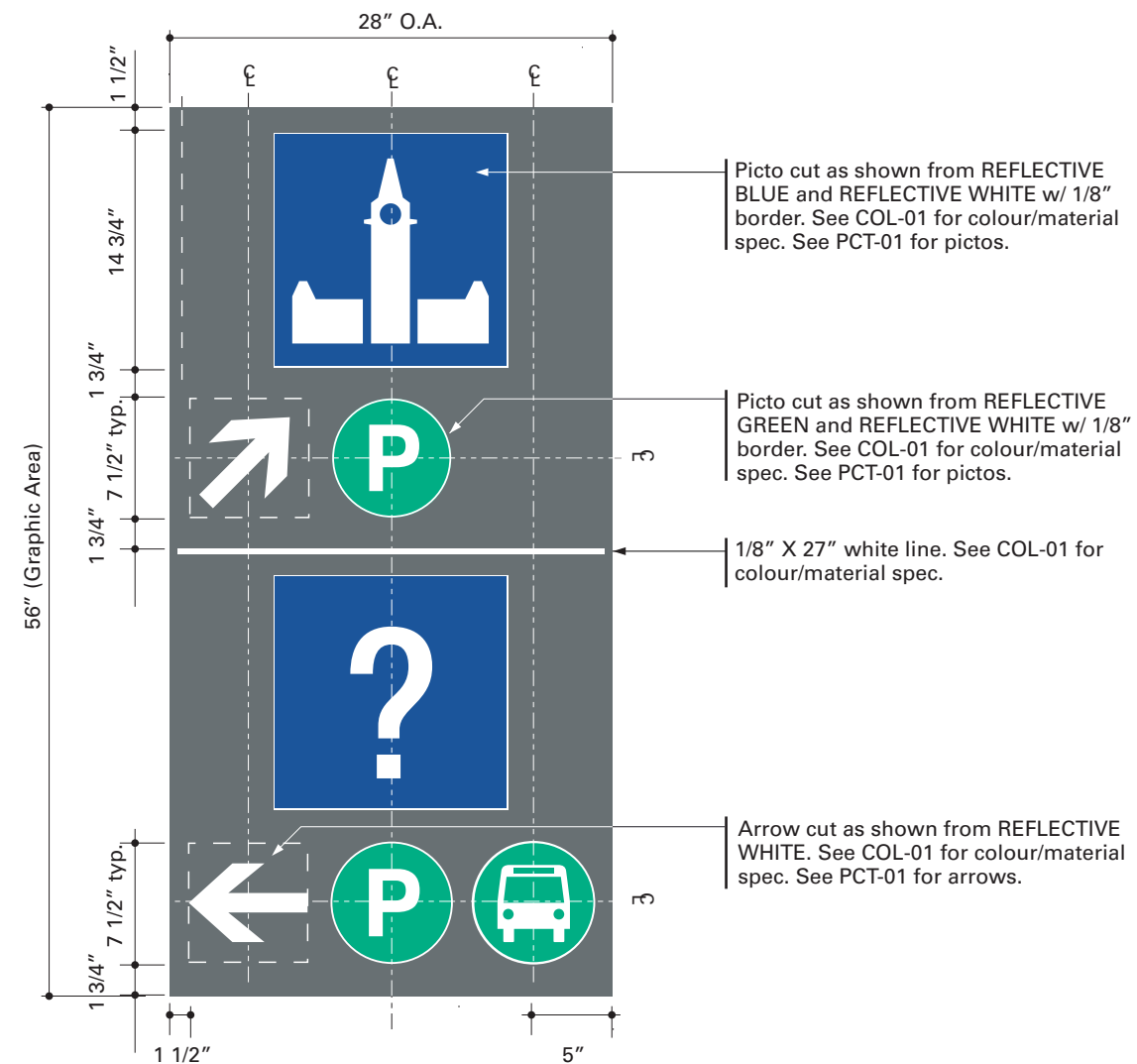
MSG-02 1 of 1



Grey area indicates size of graphic area on sign blank - grey does not print.

Double Message
(For Application to Sign Panel 'B' or 'D')

Messages are examples only



Grey area indicates size of graphic area on sign blank - grey does not print.

Double Message + Parking
(For Application to Sign Panel 'B' or 'D')

Messages are examples only

legend(e)

issued or revised / émis ou révisé

4. Issued for Client Review - Intu	May 12, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

project / projet

Visitor Access Network

drawing / dessin

**Graphic Specification
Attraction Sign**

**Single Message
Single Message + Parking/Bus
Single Message + Parking**

detail no. sheet no.	A B	détail no. feuille no.
-------------------------	--------	---------------------------

approved by
approuvé par NCC

designed by
conçu par NCC

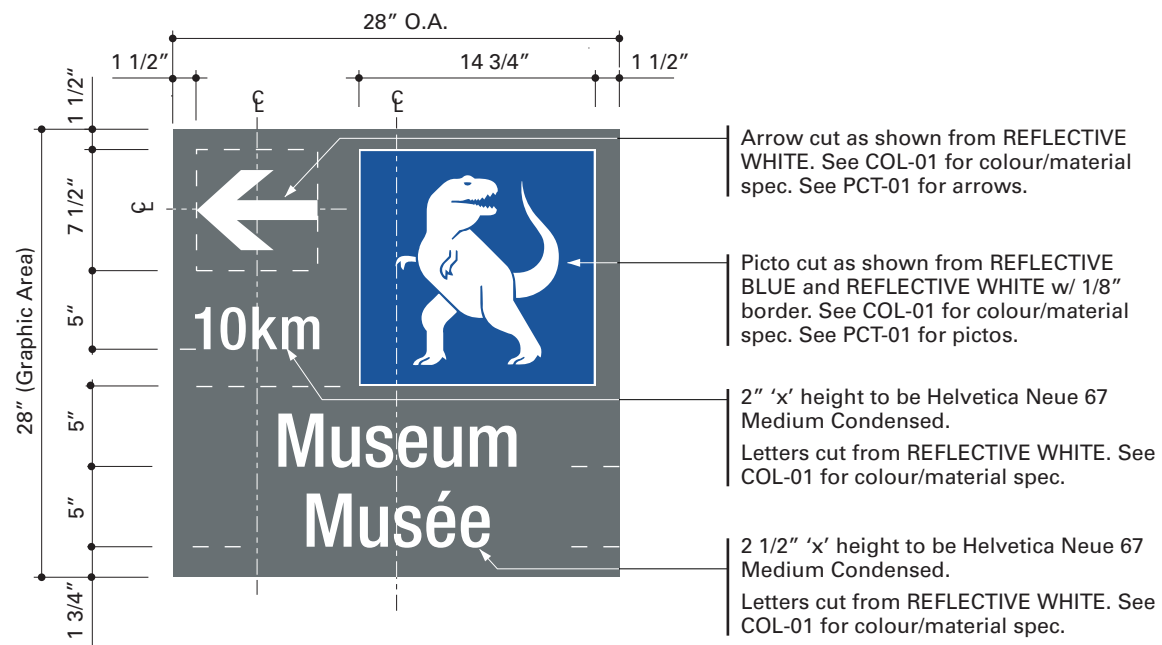
drawn by
dessiné par Entro Communications /
Intu Design

date Dec. 10, 07 scale
échelle 1" = 1' - 0"

drawing no.
no. de dessin

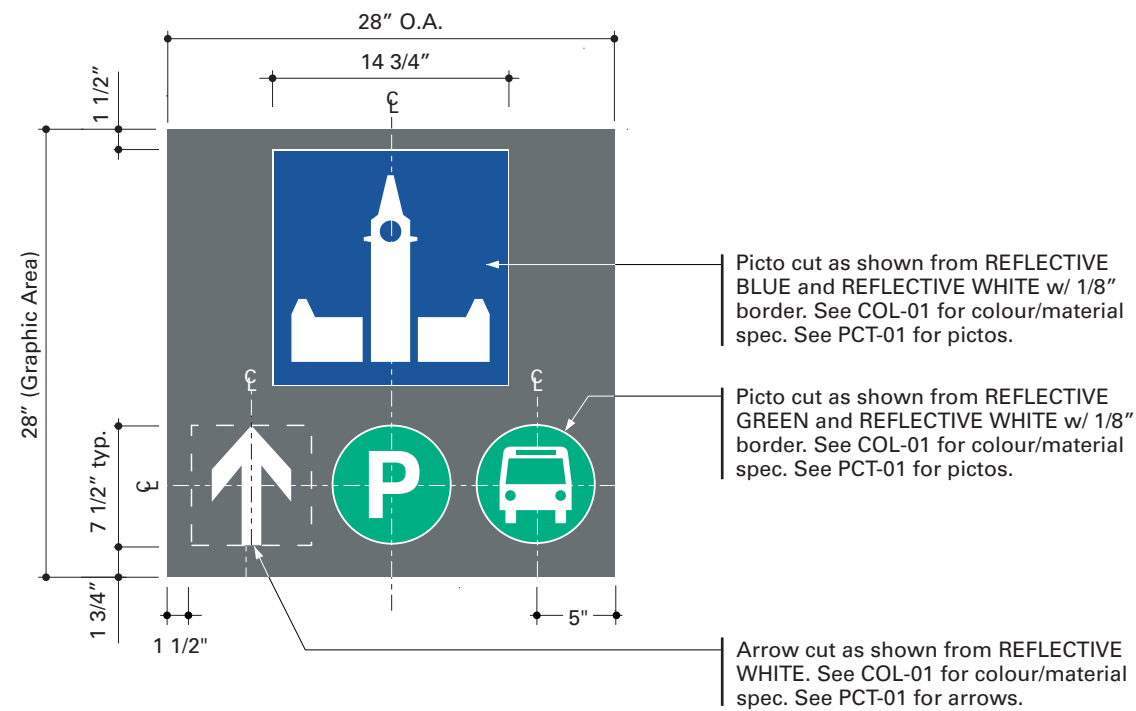
sheet no.
no. de la feuille

MSG-03 1 of 1



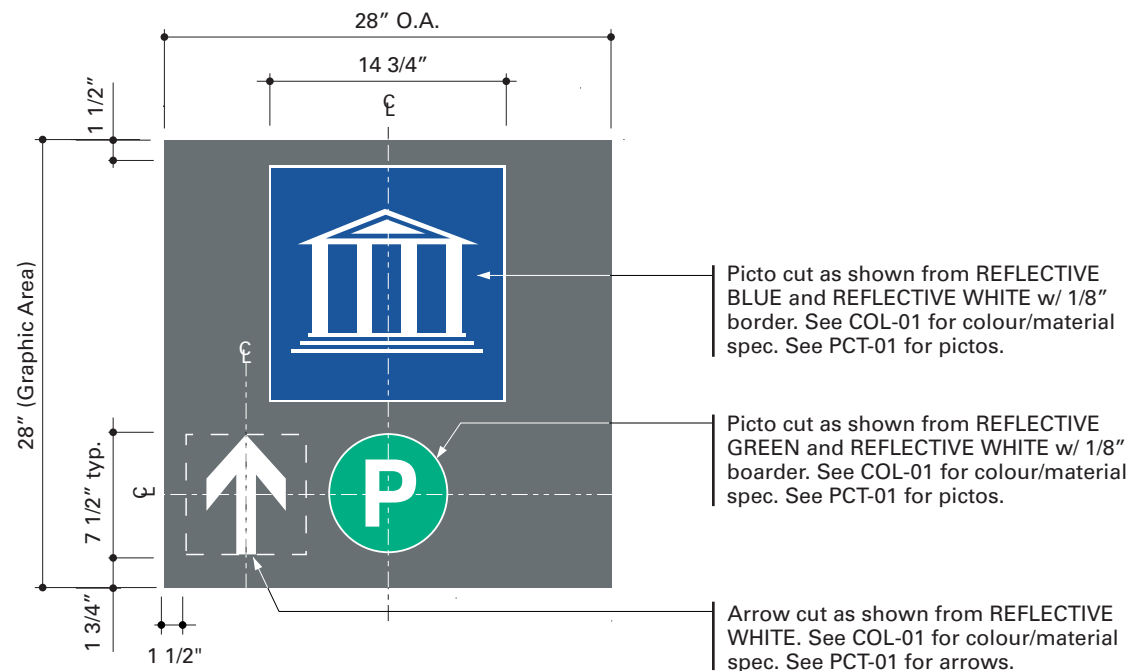
**Single Message
(For Application to Sign Panel 'C' or 'F')**

Messages are examples only



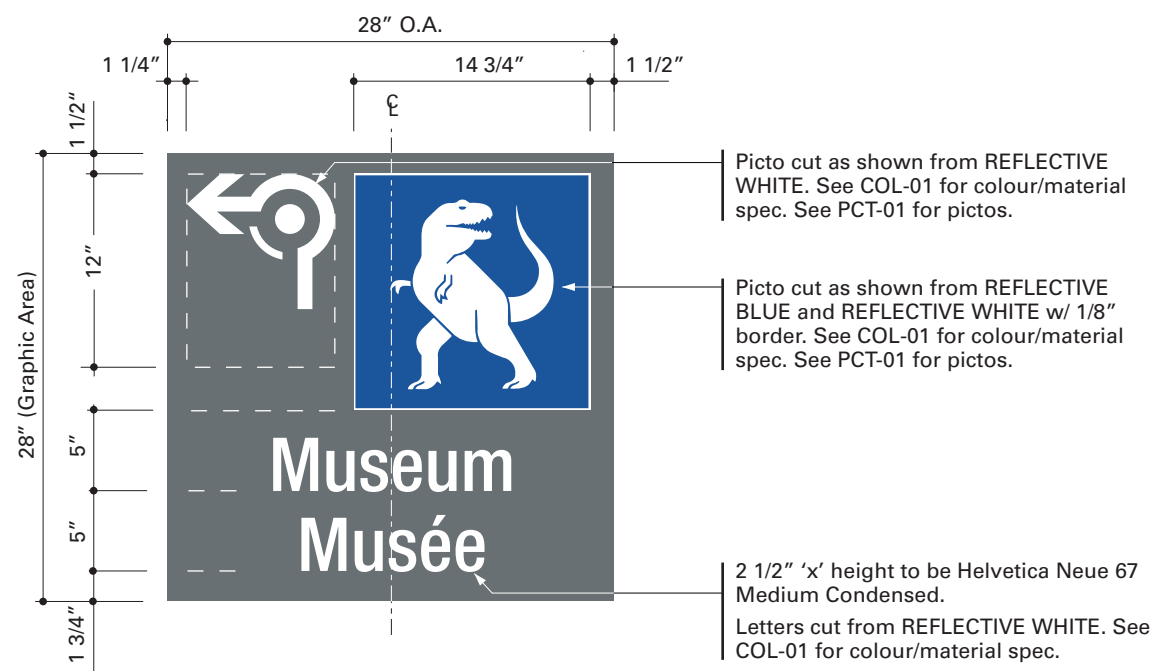
**Single Message + Parking/Bus
(For Application to Sign Panel 'C' or 'F')**

Messages are examples only



**Single Message + Parking
(For Application to Sign Panel 'C' or 'F')**

Messages are examples only



**Single Message + Traffic Circle
(For Application to Sign Panel 'C' or 'F')**

Messages are examples only

Note: Grey area indicates size of graphic area on all sign panels - grey does not print.

legend(e)

issued or revised / émis ou révisé

4. Issued for Client Review - Intu	May 12, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06


project / projet

Visitor Access Network

drawing / dessin

**Graphic Specification
Attraction Sign**

**Double Message - Turnaround
Single Message - Lay-by**

detail no. sheet no.		détail no. feuille no.
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approved by
approuvé par NCC

designed by
conçu par NCC

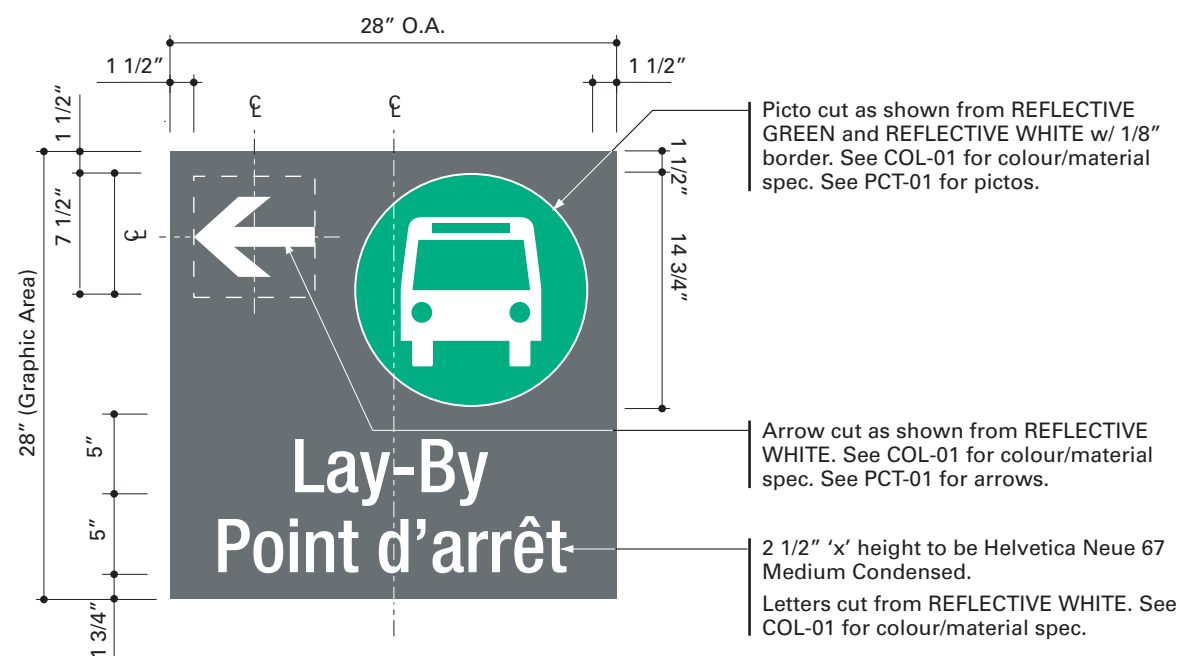
drawn by
dessiné par Entro Communications /
Intu Design

date Dec. 10, 07 scale
échelle 1" = 1' - 0"

drawing no.
no. de dessin

sheet no.
no. de la feuille

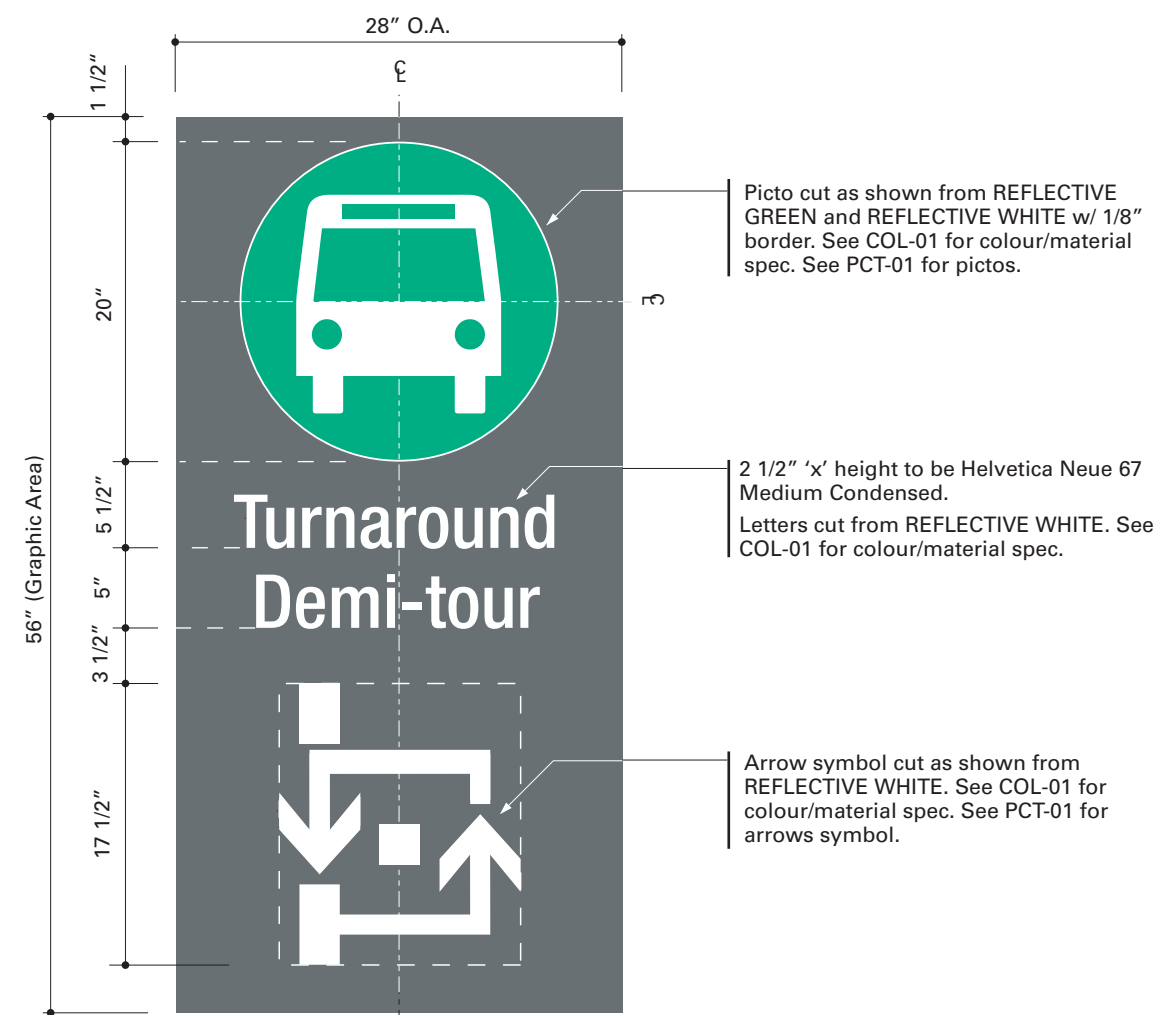
MSG-04 1 of 1



Grey area indicates size of graphic area on sign blank - grey does not print.

Single Message - Lay-By
(For Application to Sign Panel 'C' or 'F')

Messages are examples only

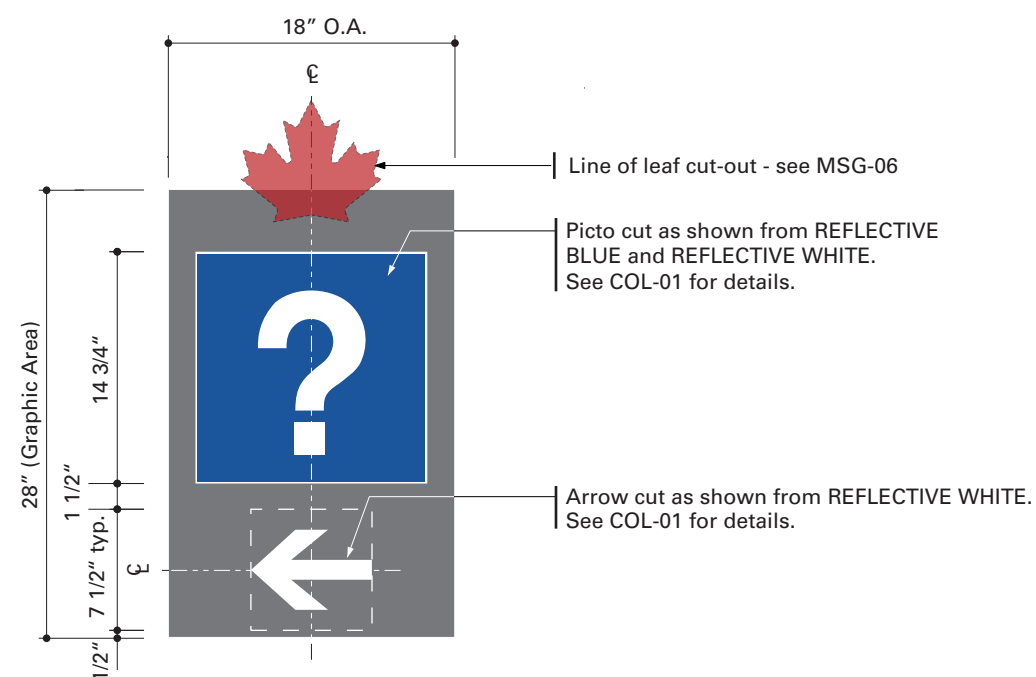


Grey area indicates size of graphic area on sign blank - grey does not print.

Double Message - Turnaround
(For Application to Sign Panel 'B' or 'E')

Messages are examples only

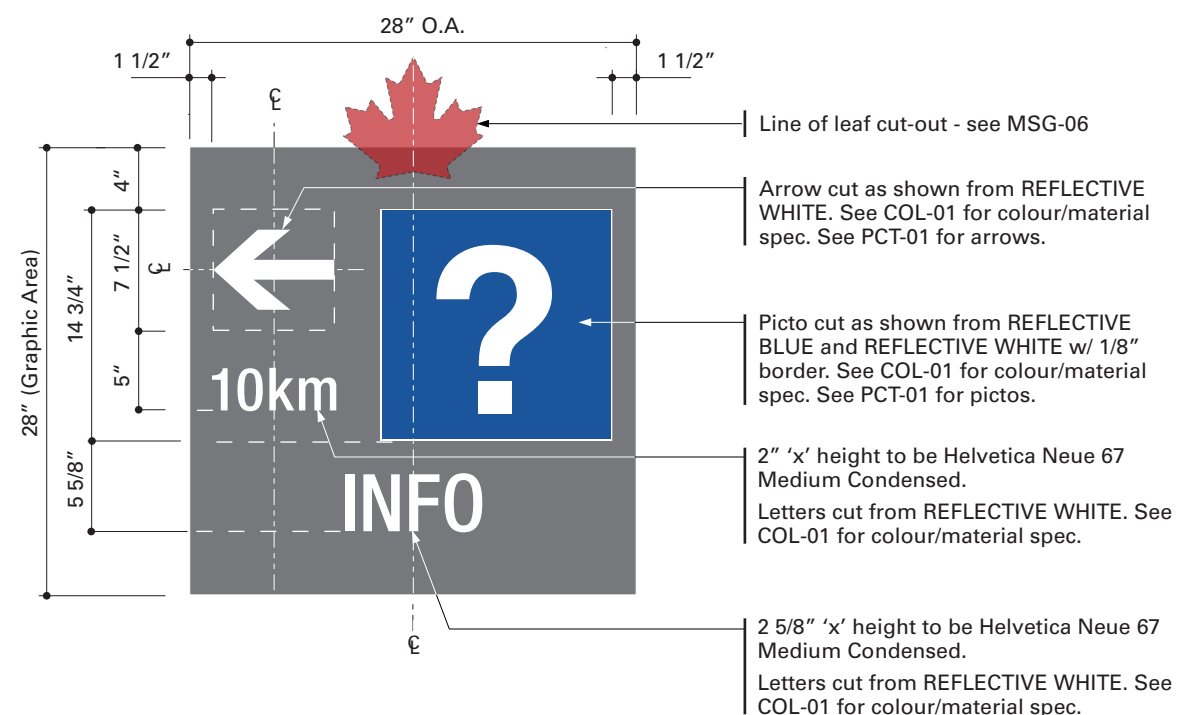
Signs on this page always appear with maple leaf cut-out attached - see PRT-01 and MSG-06 for details.



Grey area indicates size of graphic area on sign blank - grey does not print.

Direct Route - Roadway Trailblazer - Single Message Thin
(For Application to Sign Panel 'H')

Messages are examples only



Grey area indicates size of graphic area on sign blank - grey does not print.

Scenic Route - Roadway Trailblazer - Single Message Normal
(For Application to Sign Panel 'L')

Messages are examples only

NATIONAL CAPITAL COMMISSION
COMMISSION DE LA CAPITALE NATIONALE

INDUSTRIAL DESIGN & ENVIRONMENTAL GRAPHICS

legend(e)

issued or revised / émis ou révisé

5. Issued for Client Review - Intu	May 12, 08
4. Issued for Client Review - Intu	Jan. 16, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

project / projet

Visitor Access Network

drawing / dessin

Graphic Specification Attraction Sign

Trailblazer - Single Message

detail no. / sheet no.

A
B

 détail no. / feuille no.

approved by / approuvé par NCC

designed by / conçu par NCC

drawn by / dessiné par Entro Communications / Intu Design

date Dec. 10, 07 scale / échelle 1" = 1' - 0"

drawing no. / no. de dessin sheet no. / no. de la feuille

MSG-05 1 of 1

legend(e)

issued or revised / émis ou révisé

4. Issued for Client Review - Intu	May 12, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06


project / projet

Visitor Access Network

drawing / dessin

**Graphic Specification
 Confederation Boulevard**

**Header & Footer Graphic and
 Trailblazer Maple Leaf Applique**

detail no. sheet no.		détail no. feuille no.
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approved by
 approuvé par NCC

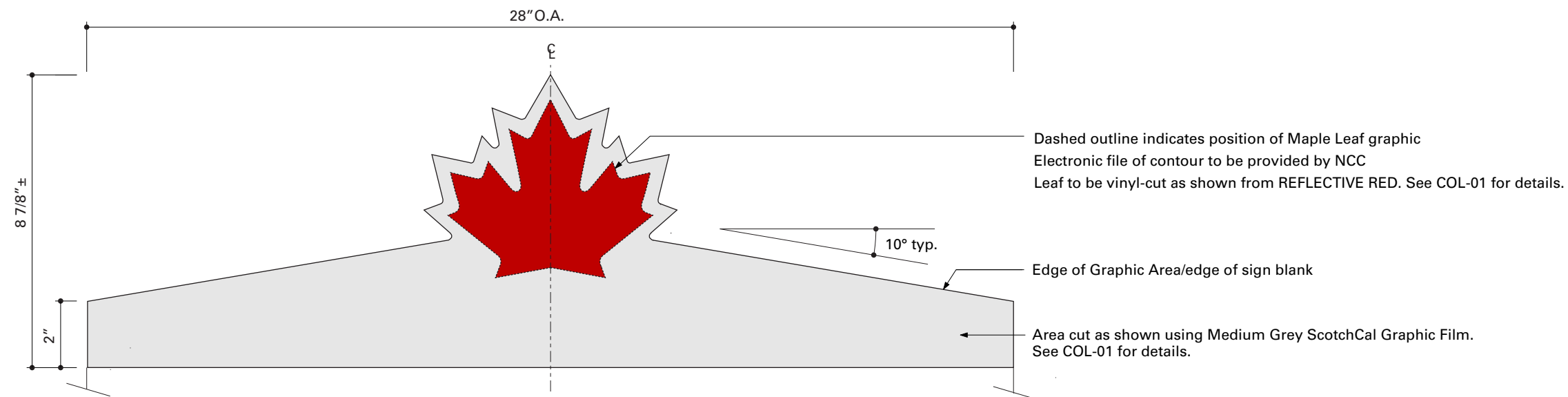
designed by
 conçu par NCC

drawn by
 dessiné par Entro Communications /
 Intu Design

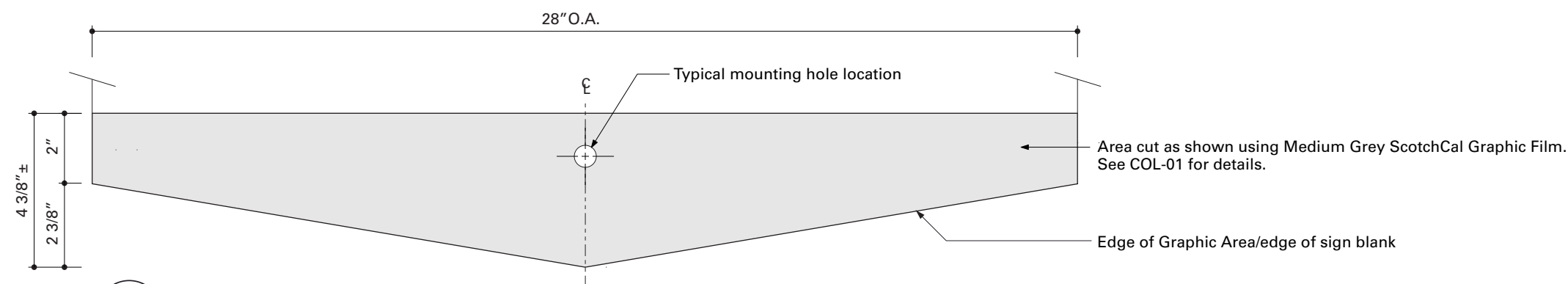
date Dec. 10, 07 scale
 échelle 1" = 4"

drawing no.
 no. de dessin sheet no.
 no. de la feuille

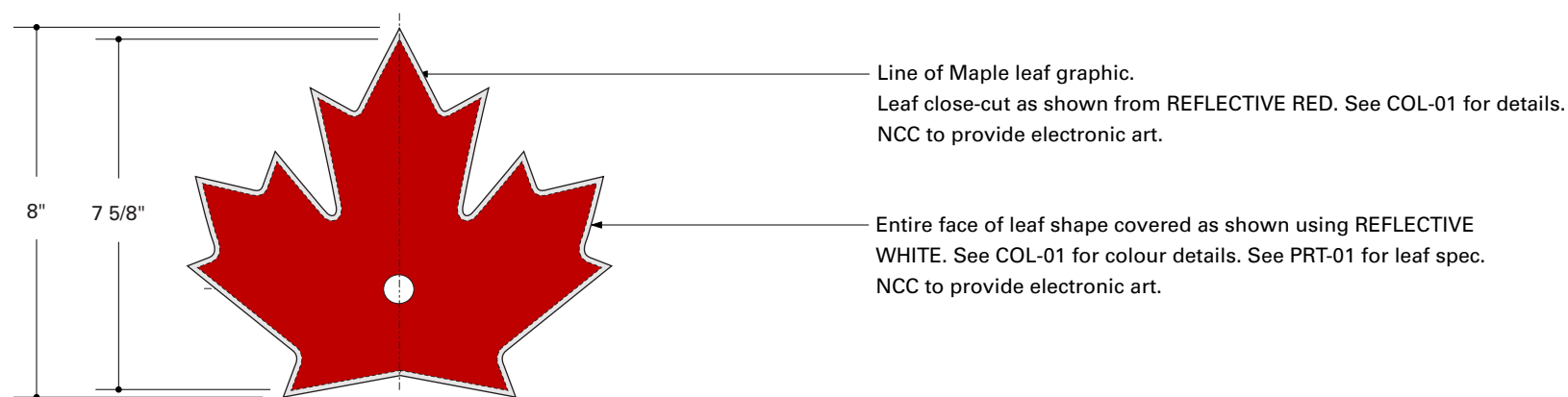
MSG-06 1 of 1



A Detail A - Header - On Boulevard
 (For Application to Sign Panel 'A,'B' & 'C')



B Detail B - Footer - On Boulevard
 (For Application to Sign Panel 'A,'B' & 'C')



C Detail C - Trailblazer Maple Leaf Applique

legend(e)

issued or revised / émis ou révisé

5. Issued for Client Review - Intu	May 12, 08
4. Issued for Client Review - Intu	Jan. 16, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

project / projet

Visitor Access Network

drawing / dessin

Graphic Specification

Roadway - Connector Signs

detail no. / détail no. A
B sheet no. / feuille no.

approved by / approuvé par NCC

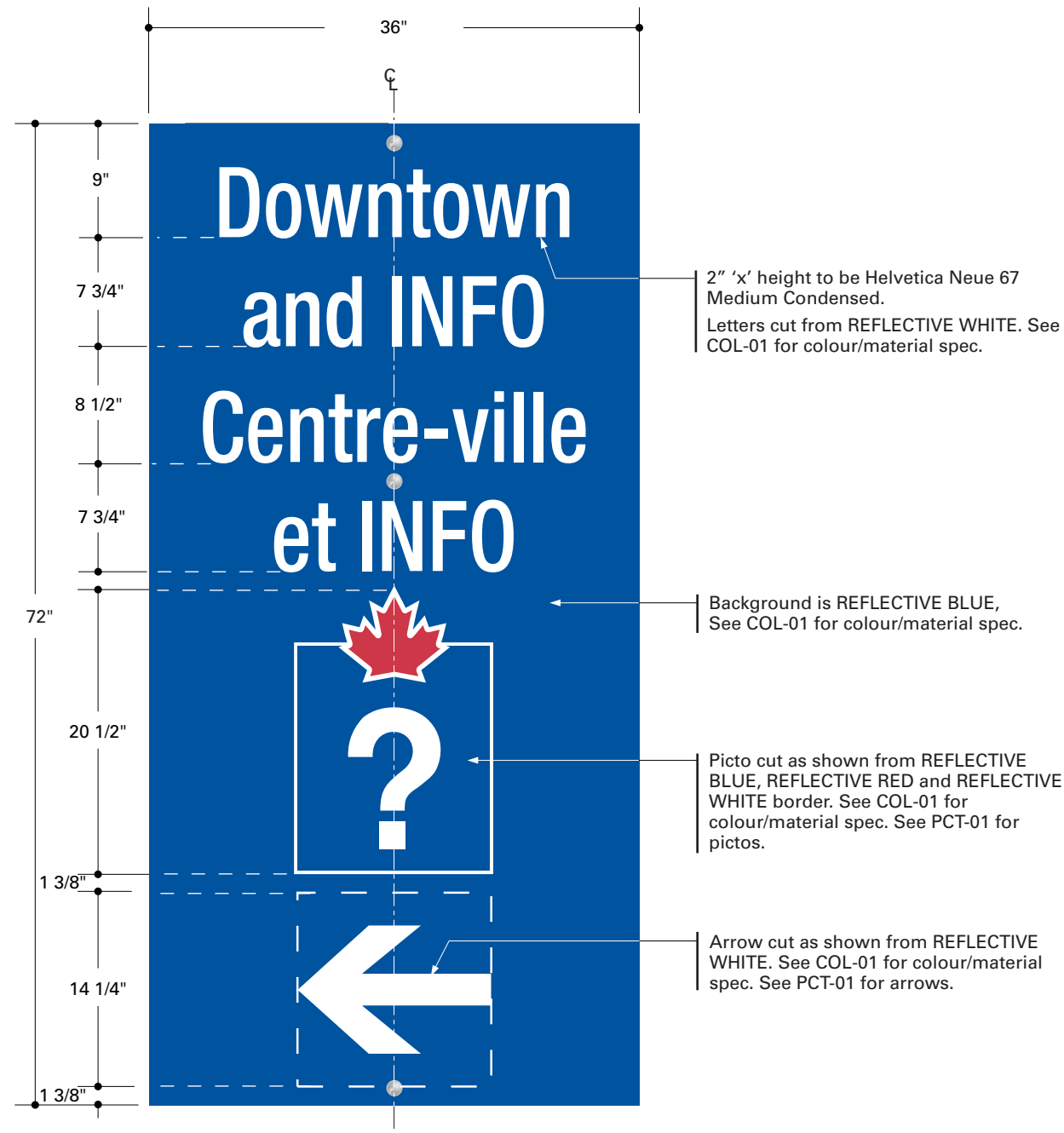
designed by / conçu par NCC

drawn by / dessiné par Entro Communications / Intu Design

date / date Dec. 10, 07 scale / échelle 1" = 1' - 0"

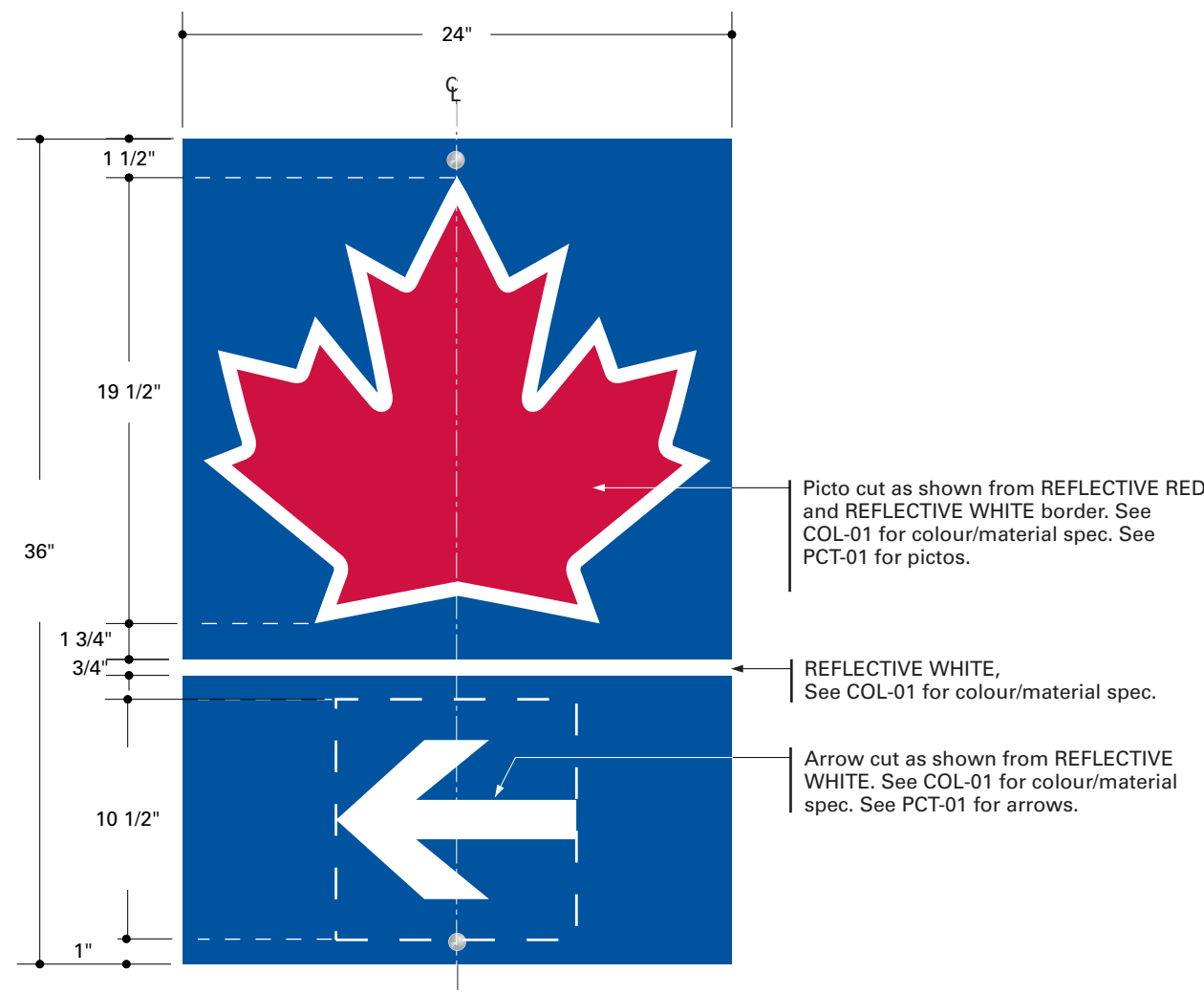
drawing no. / no. de dessin sheet no. / no. de la feuille

MSG-07 1 of 1



Direct Route - Roadway - Connector
(For Application to Sign Panel 'G')

Messages are examples only



Scenic Route - Roadway - Connector
(For Application to Sign Panel 'J')

Messages are examples only

legend(e)

issued or revised / émis ou révisé

5. Issued for Client Review - Intu	May 12, 08
4. Issued for Client Review - Intu	Jan. 16, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06


project / projet

Visitor Access Network

drawing / dessin

**Graphic Specification
Scenic Route - Roadway**

Orientation

detail no. sheet no.		détail no. feuille no.
-------------------------	---	---------------------------

approved by
approuvé par NCC

designed by
conçu par NCC

drawn by
dessiné par Entro Communications /
Intu Design

date Dec. 10, 07 scale
échelle 1" = 1' - 0"

drawing no.
no. de dessin

sheet no.
no. de la feuille

MSG-08 1 of 1



Scenic Route - Roadway - Orientation
(For Application to Sign Panel 'K')

Messages are examples only

legend(e)

issued or revised / émis ou révisé


4. Issued for Client Review - Intu	May 12, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

project / projet

Visitor Access Network

drawing / dessin

**Sign Panel
Identification Labels**

detail no. sheet no.		détail no. feuille no.
-------------------------	---	---------------------------

approved by
approuvé par NCC

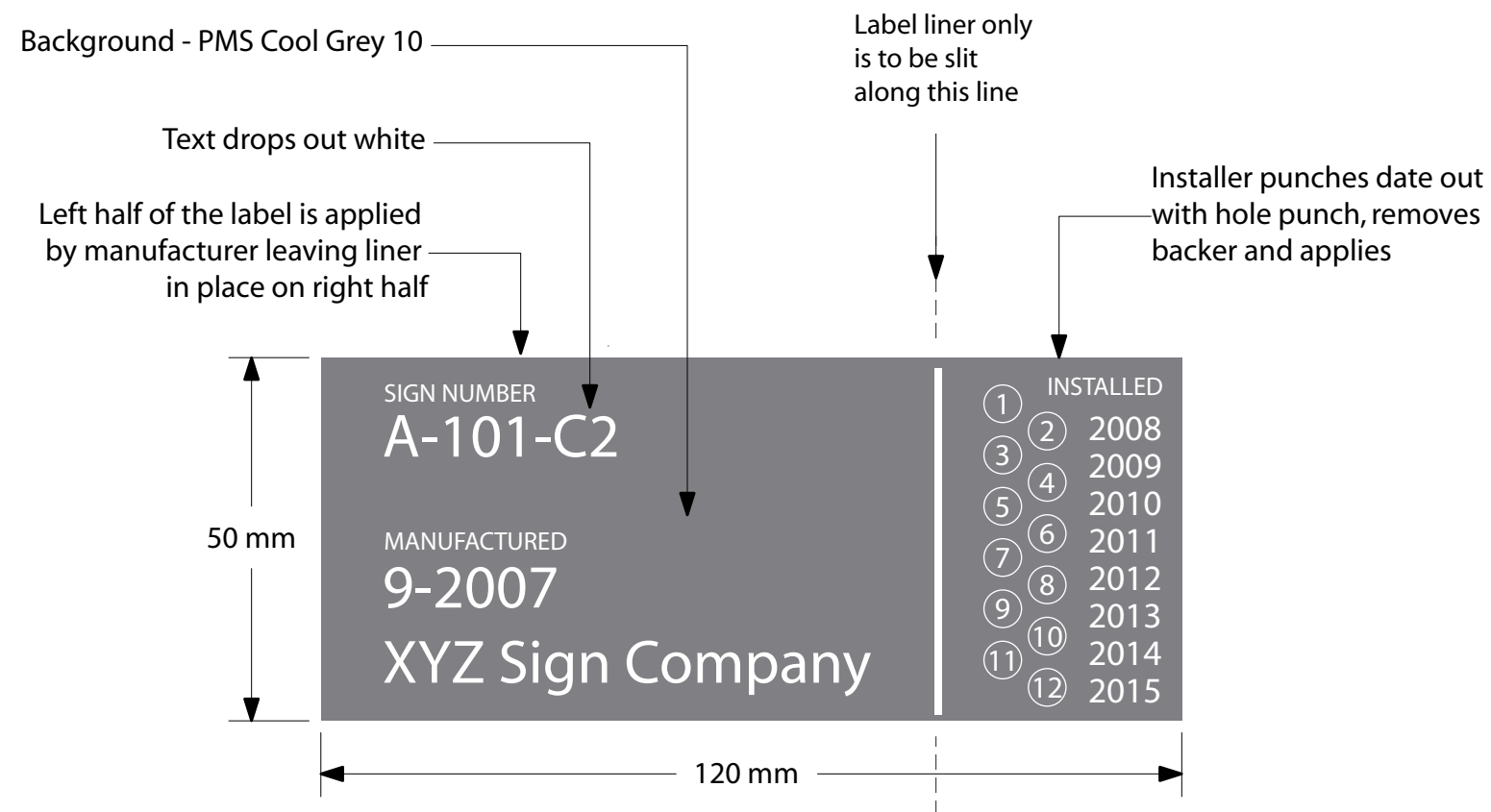
designed by
conçu par NCC

drawn by
dessiné par Entro Communications /
Intu Design

date Dec. 10, 07 scale
échelle as noted

drawing no.
no. de dessin sheet no.
no. de la feuille

LBL-01 1 of 1



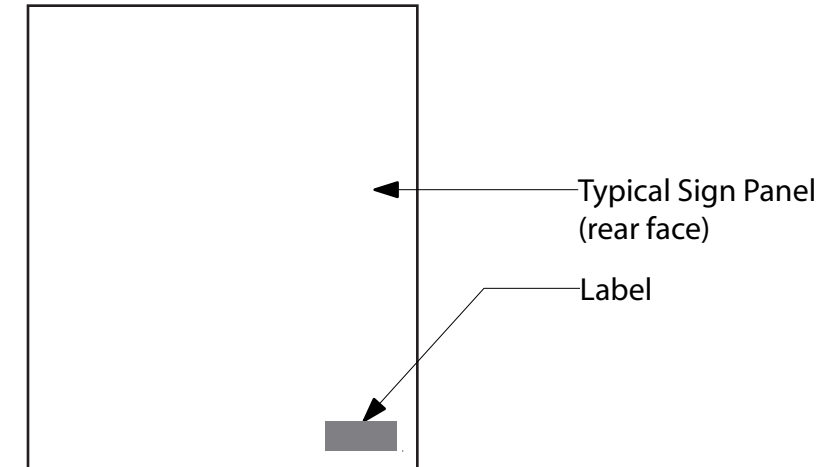
LABEL
(For Application to the rear of all Sign Panels)

1:1 scale

Messages are examples only

NOTE:

- Sign Manufacturer is to print labels for application to the back of all signs they produce.
- NCC will provide artwork file for modification by Sign Manufacturer
- Labels to be produced using exterior grade 2 mil white vinyl with exterior grade ink-jet



TYPICAL INSTALLATION

nts

legend(e)

issued or revised / émis ou révisé


4. Issued for Client Review - Intu	May 12, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

project / projet

Visitor Access Network

drawing / dessin

Font

detail no. / sheet no.  detail no. / feuille no.

approved by / approuvé par NCC

designed by / conçu par NCC

drawn by / dessiné par Entro Communications / Intu Design

date Dec. 10, 07 scale / échelle NTS

drawing no. / no. de dessin sheet no. / no. de la feuille

FNT-01 1 of 1

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

a b c d e f g h i j k l m n o p q r s t u v w x y z

1 2 3 4 5 6 7 8 9 0

Helvetica Neue 67 Medium Condensed

é à è ù â ê ô û ë ü ç œ æ

É À È Ù Â Ê Ô Õ Ü Ç Œ Æ

French Character (typ.)



Casino



Marina



Palais des Congrès



Museum
(Canadian Aviation Museum)



Rideau Hall



War - Guerre
(Canadian War Museum)



Parliament - Parlement



Performing Arts
- Arts de la Scène
(National Arts Centre)



Gatineau Park
- Parc de la Gatineau



Science & Tech.
(Science and Technology
Museum)



Museum
(Canadian Museum of
Nature)



Museum
(Canadian Agriculture
Museum)



Gallery
(National Gallery of Canada)



RCMP Stables
(RCMP Musical Ride Centre)



ByWard Market



INFO
(Information Centre)



Civilisation - Civilization
(Canadian Museum of
Civilization)



Tourist - touristique



Tour Bus



Parking



Maple Leaf



INFO Wayfinding Sign



Left



Forward and Left



Staight



Forward and Right



Right



This Lane



Traffic Circle - Left



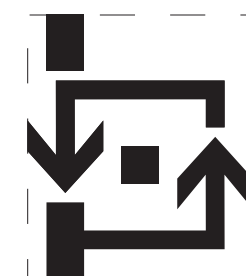
Traffic Circle - Straight



Traffic Circle - Right



Traffic Circle - U-Turn



Turnaround

legend(e)

issued or revised / émis ou révisé

5. Issued for Client Review - Intu	May 12, 08
4. Issued for Client Review - Intu	Jan. 16, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

project / projet

Visitor Access Network

drawing / dessin

Pictograms

detail no.	A	détail no.
sheet no.	B	feuille no.

approved by
approuvé par NCC

designed by
conçu par NCC

drawn by
dessiné par Entro Communications /
Intu Design

date Dec. 10, 07 scale
échelle NTS

drawing no.
no. de dessin sheet no.
no. de la feuille

PCT-01 1 of 1

legend(e)

issued or revised / émis ou révisé


4. Issued for Client Review - Intu	May 12, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

project / projet

Visitor Access Network

drawing / dessin

Colours Specification

detail no. sheet no.		détail no. feuille no.
-------------------------	---	---------------------------

approved by
approuvé par NCC

designed by
conçu par NCC

drawn by
dessiné par Entro Communications /
Intu Design

date Dec. 10, 07 scale
échelle NTS

drawing no.
no. de dessin sheet no.
no. de la feuille

COL-01 1 of 1

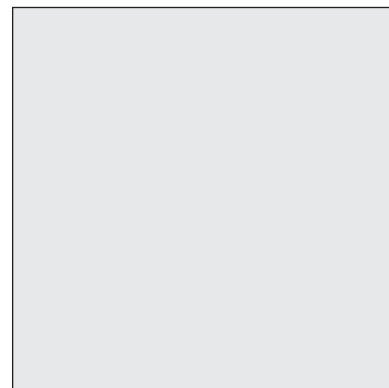


NCC DARK GRAY

Primed and painted to match
NCC approved Dark Gray w/ an
exterior grade polyurethane based
paint appropriate for the specified
substrate. (Sherwin Williams Liquid
Paint Code F63RXA1615-8716)

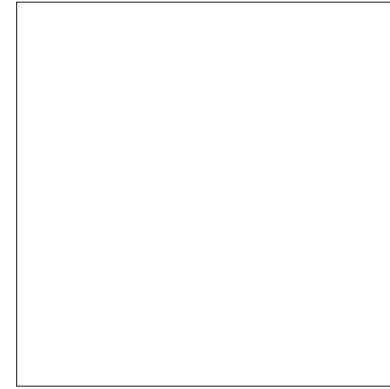
or

Powder coated equivalent if applicable



MEDIUM GREY

3M® ScotchCal Graphic Film



REFLECTIVE WHITE

3M® Scotchlite Engineer Grade
Reflective Sheeting 3290 White



REFLECTIVE BLUE

3M® Scotchlite Engineer Grade
Reflective Sheeting 3275 Blue

or

3M® Scotchlite Engineer Grade
Reflective Sheeting 3290 White
c/w
3M® Scotchlite Electronic Cuttable Film
1175 Blue
or
Silk-screened 3M® 990-03



REFLECTIVE RED

3M® Scotchlite Engineer Grade
Reflective Sheeting 3272 Red

or

3M® Scotchlite Engineer Grade
Reflective Sheeting 3290 White
c/w
3M® Scotchlite Electronic Cuttable Film
1172 Red
or
Silk-screened 3M® 990-12



REFLECTIVE GREEN

3M® Scotchlite Engineer Grade
Reflective Sheeting 3277 Green

or

3M® Scotchlite Engineer Grade
Reflective Sheeting 3290 White
c/w
3M® Scotchlite Electronic Cuttable Film
1177 Green
or
Silk-screened 3M® 990-08

legend(e)

issued or revised / émis ou révisé

4. Issued for Client Review - Intu	May 12, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

project / projet

Visitor Access Network

drawing / dessin

Sign Panel Specification

**On Confederation Boulevard -
Sign Panels A, B & C**

detail no. sheet no.	A B	détail no. feuille no.
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approved by
approuvé par NCC

designed by
conçu par NCC

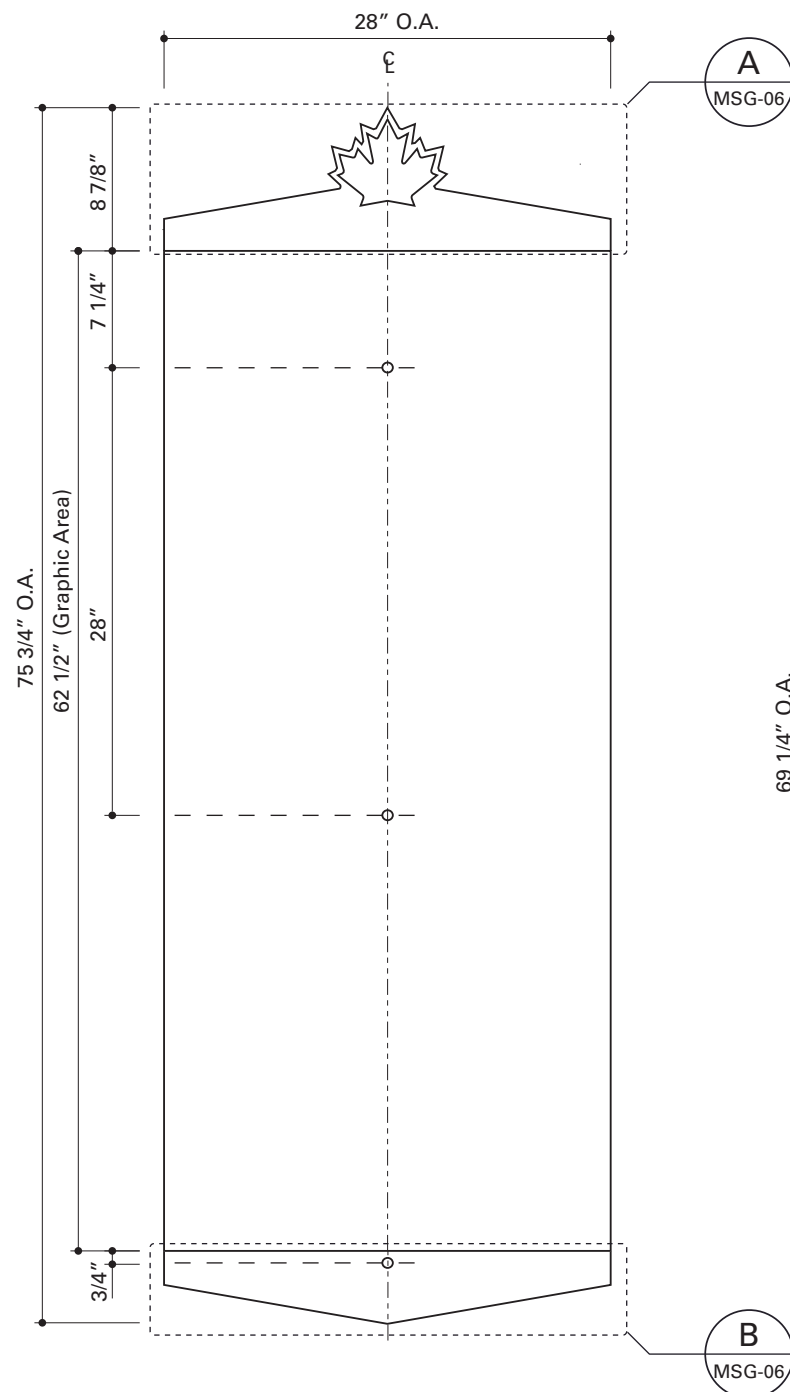
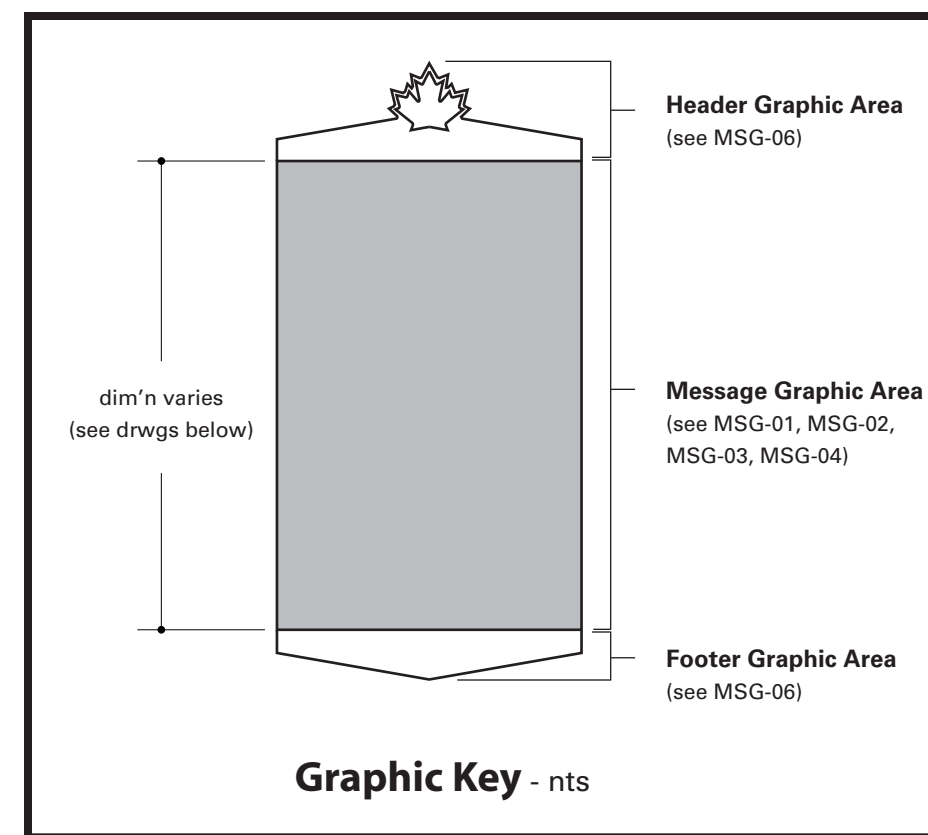
drawn by
dessiné par Entro Communications /
Intu Design

date Dec. 10, 07 scale
échelle 1" = 1' - 0"

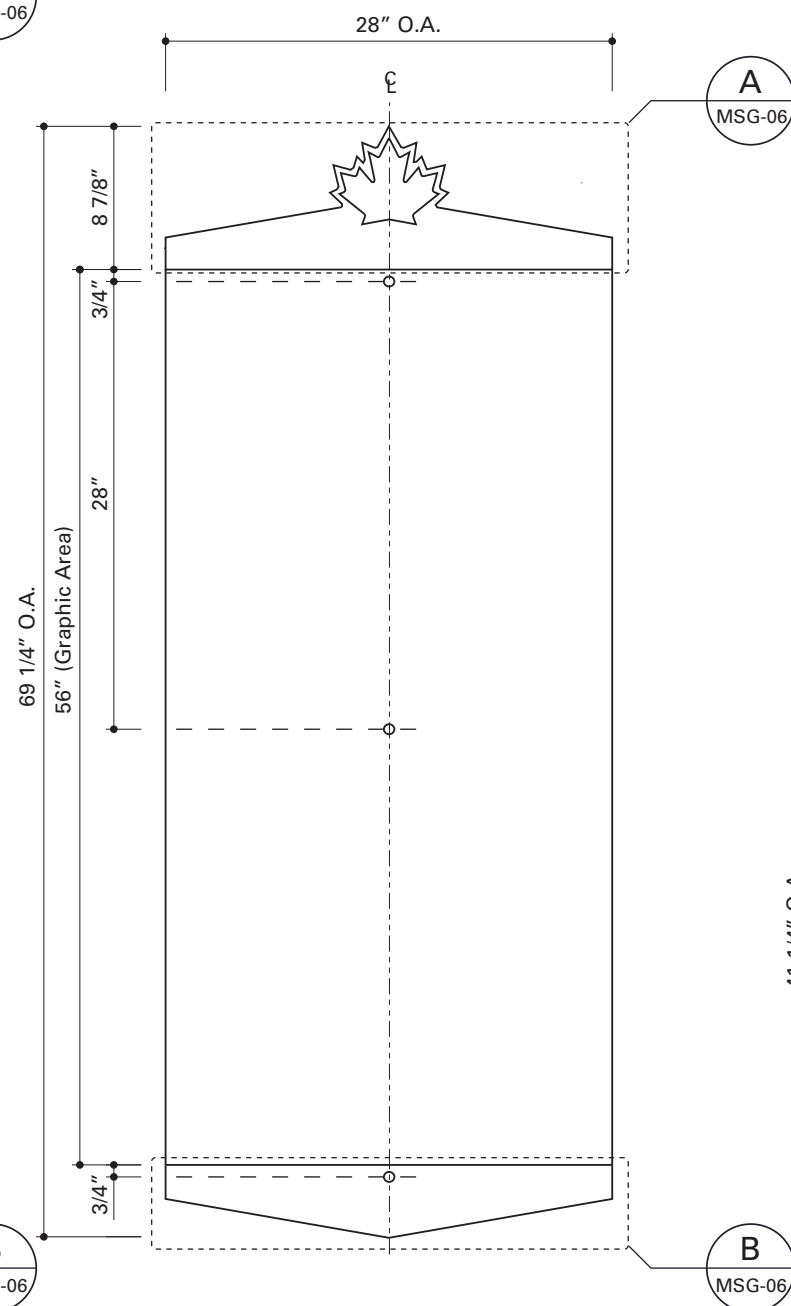
drawing no.
no. de dessin

sheet no.
no. de la feuille

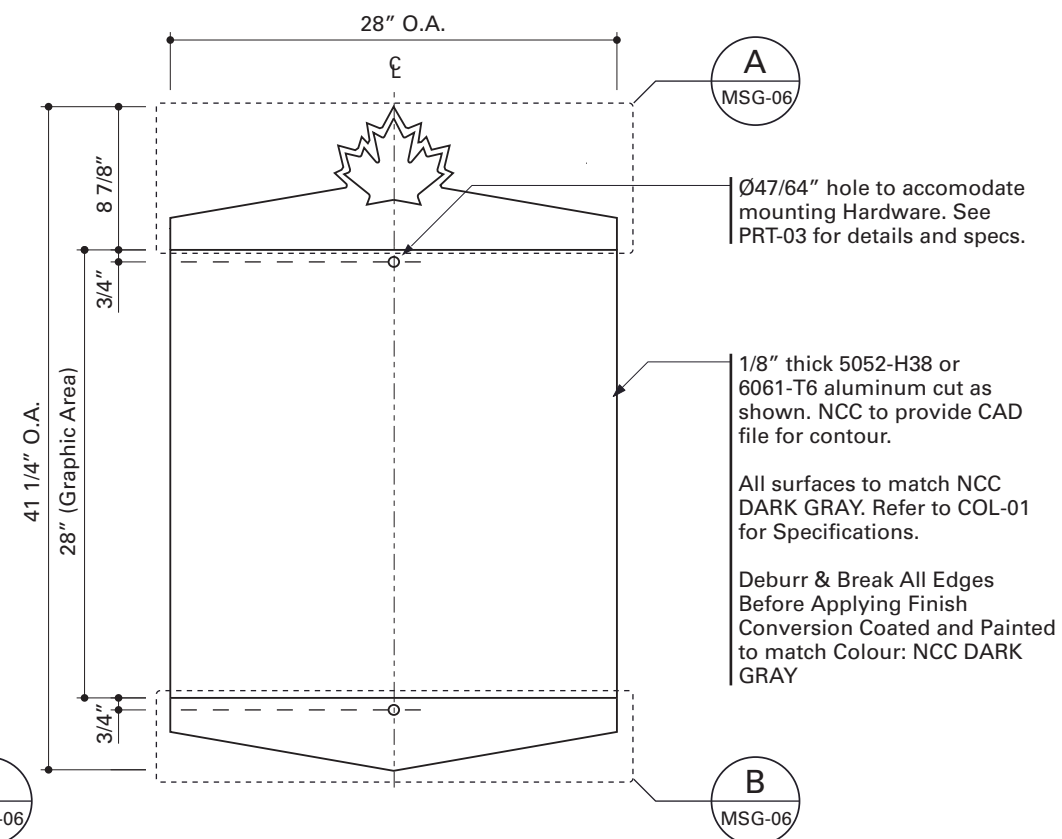
PNL-01 1 of 1



Sign Panel 'A'



Sign Panel 'B'



Sign Panel 'C'

legend(e)

issued or revised / émis ou révisé

5. Issued for Client Review - Intu	May 12, 08
4. Issued for Client Review - Intu	Jan. 16, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06


project / projet

Visitor Access Network

drawing / dessin

Sign Panel Specification

**Off Confederation Boulevard -
Sign Panels D, E, F, L & H**

detail no. sheet no.		détail no. feuille no.
-------------------------	---	---------------------------

approved by
approuvé par NCC

designed by
conçu par NCC

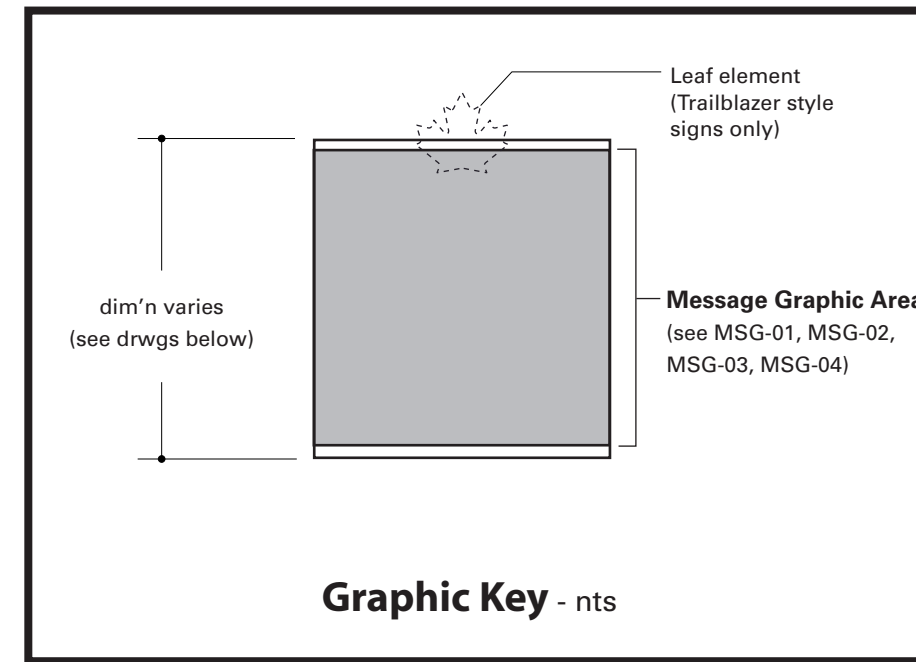
drawn by
dessiné par Entro Communications /
Intu Design

date Dec. 10, 07 scale
échelle 1" = 1' - 0"

drawing no.
no. de dessin

sheet no.
no. de la feuille

PNL-02 1 of 1

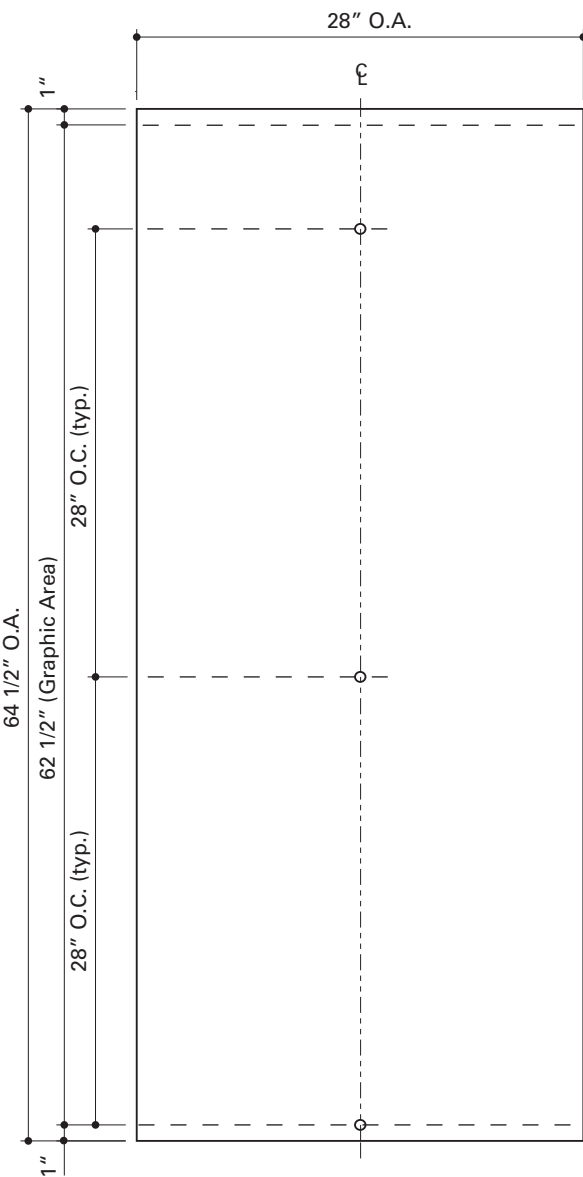


1/8" thk. 5052-H38
or
6061-T6 aluminum cut as
shown

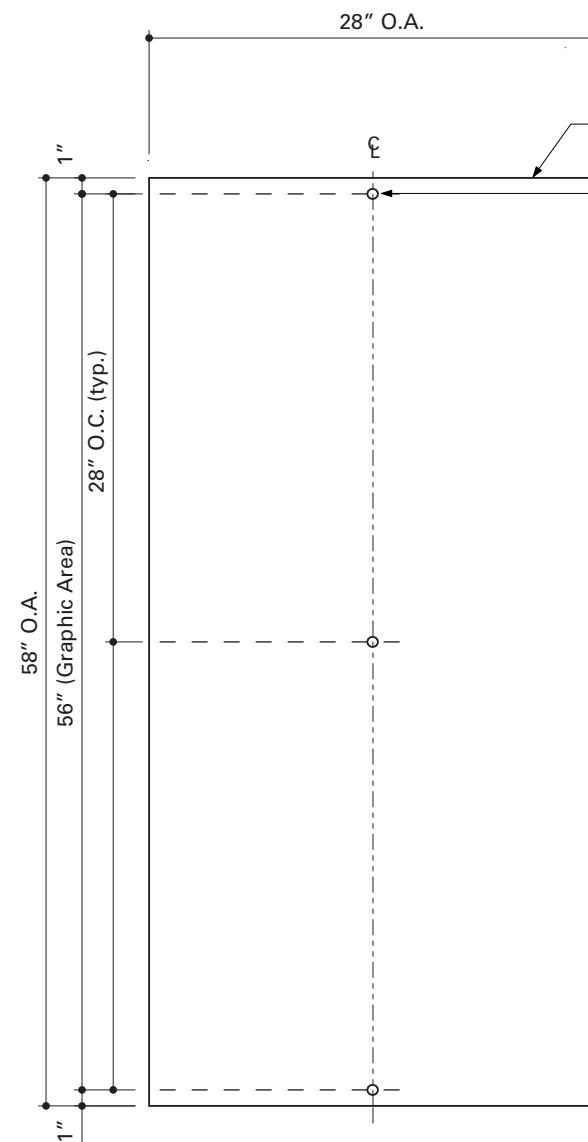
All surfaces to match NCC
DARK GRAY. Refer to COL-01
for Specifications.

Deburr & Break All Edges
Before Applying Finish
Conversion Coated and Painted
to match Colour: NCC Dark
Grey

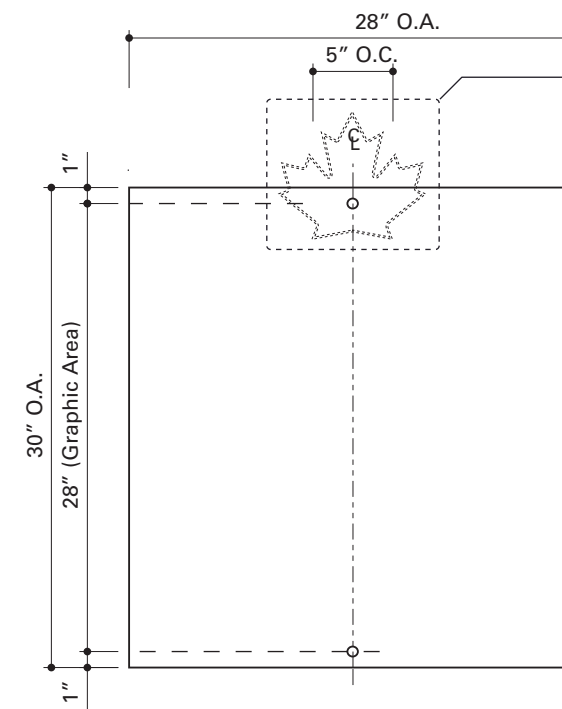
Ø47/64" hole to accommodate
mounting Hardware. See
PRT-03 for details and specs.



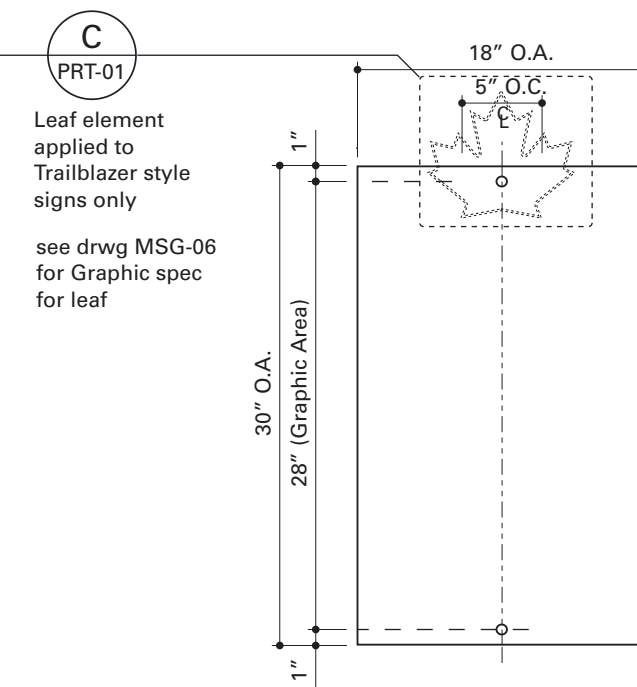
Sign Panel 'D'



Sign Panel 'E'



**Sign Panel 'F' (without leaf element)
Sign Panel 'L' (with leaf element)**



Sign Panel 'H'

legend(e)

issued or revised / émis ou révisé

4. Issued for Client Review - Intu	May 12, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06


project / projet

Visitor Access Network

drawing / dessin

Sign Panel Specification

**Roadway Connector Signs
Sign Panels G & J**

detail no. sheet no.		détail no. feuille no.
-------------------------	---	---------------------------

approved by
approuvé par NCC

designed by
conçu par NCC

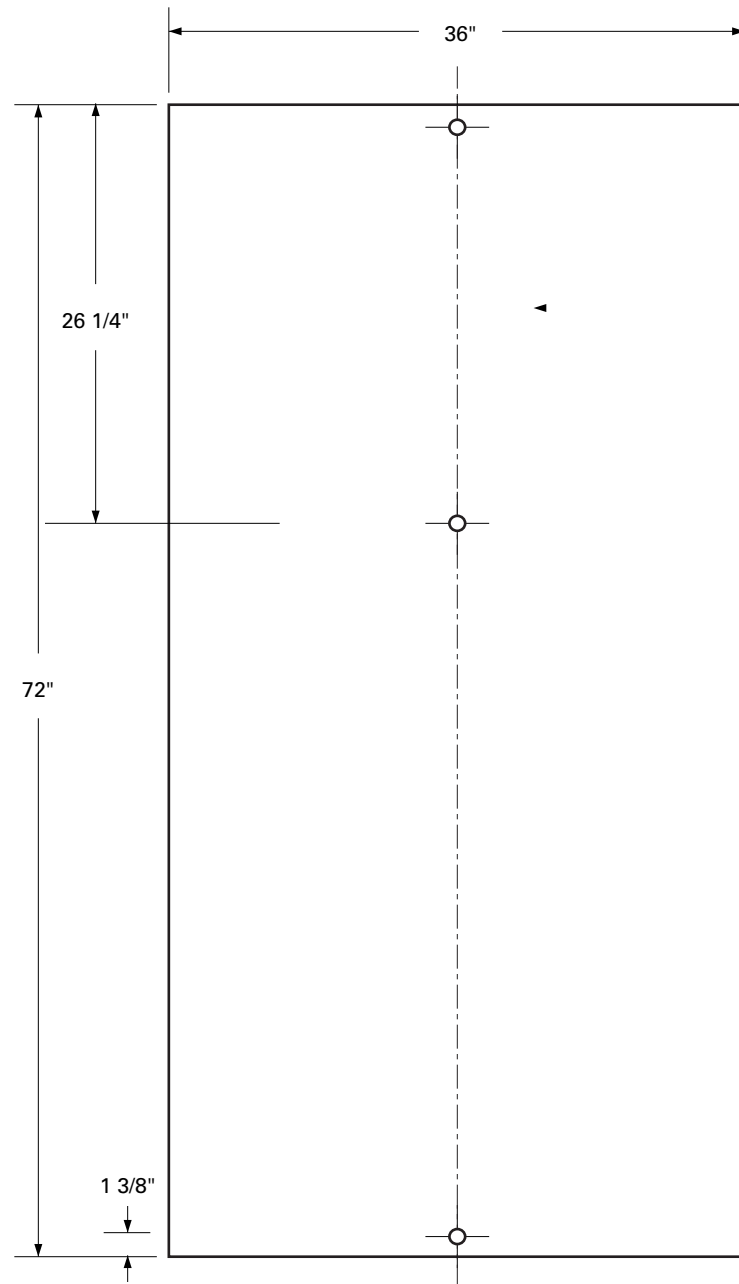
drawn by
dessiné par Entro Communications /
Intu Design

date Dec. 10, 07 scale
échelle 1" = 1' - 0"

drawing no.
no. de dessin

sheet no.
no. de la feuille

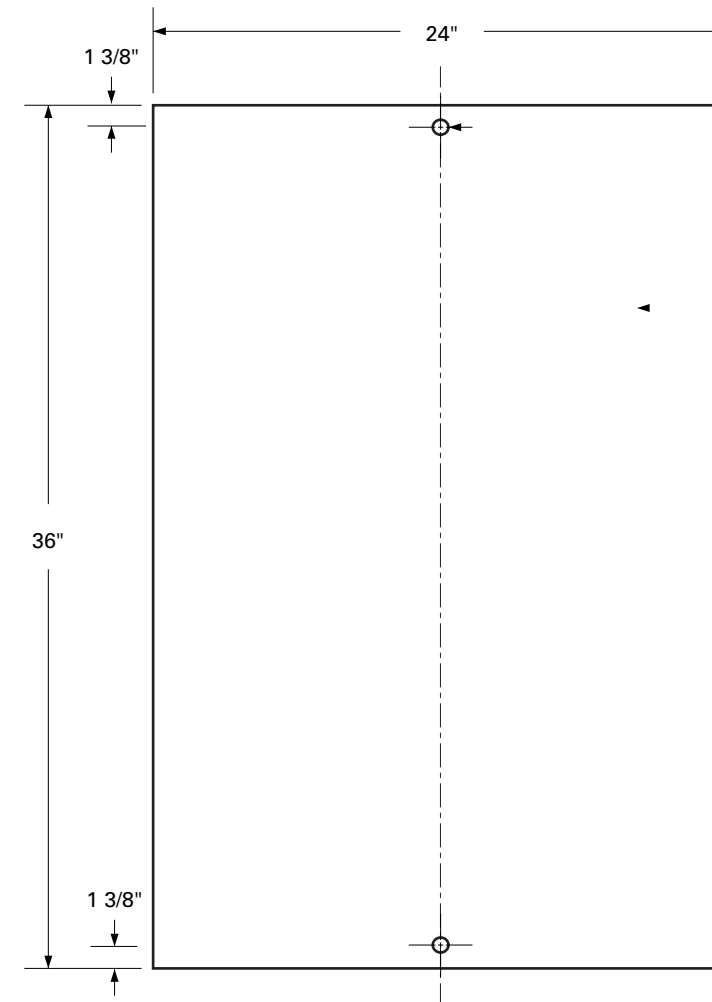
PNL-03 1 of 1



Sign Panel 'G'

3/4" thick sign plywood
Sand, fill & ease all edges,
prime and paint back and
edges with sign enamel to
match REFLECTIVE BLUE
colour.

Front surface to be covered
with REFLECTIVE BLUE
reflective sheeting. Refer to
COL-01 for Specifications.



Sign Panel 'J'

Ø47/64" hole to accommodate
mounting Hardware. See
PRT-03 for details and specs.

1/8" thk. 5052-H38
or
6061-T6 aluminum cut as
shown.

Deburr & Break All Edges
Before Applying Finish
Conversion Coated and Painted
edges and back surface to
match REFLECTIVE
BLUE colour.

Front surface to be covered
with REFLECTIVE BLUE
reflective sheeting. Refer to
COL-01 for Specifications.

Sign panels on this page are for use with Install Type 5, 6 & 7 (see drwg INS-03)

legend(e)

issued or revised / émis ou révisé

4. Issued for Client Review - Intu	May 12, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06


project / projet

Visitor Access Network

drawing / dessin

Sign Panel Specification

**Scenic Route Roadway
Orientation Sign
Sign Panel K**

detail no. sheet no.		détail no. feuille no.
-------------------------	---	---------------------------

approved by
approuvé par NCC

designed by
conçu par NCC

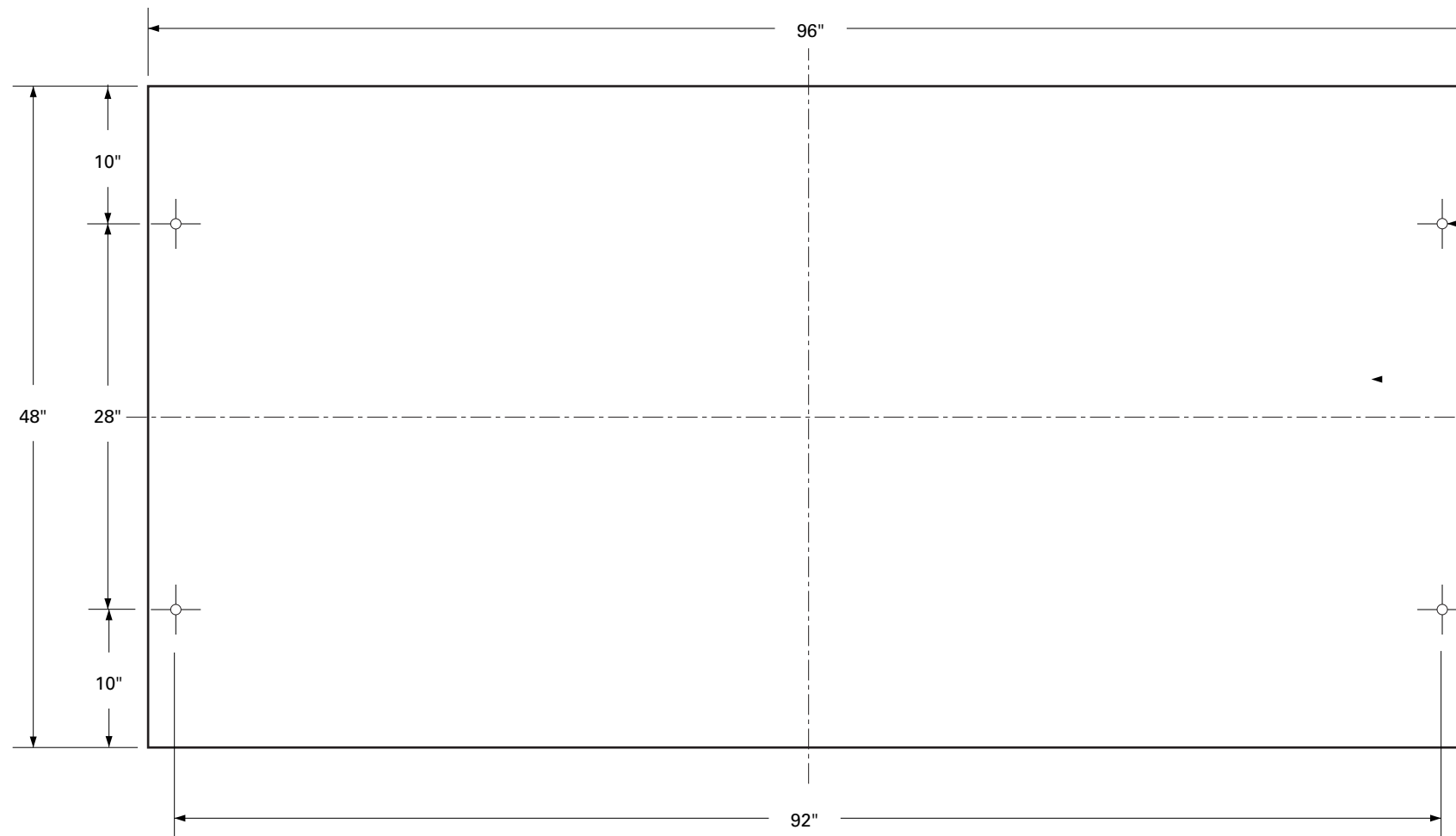
drawn by
dessiné par Entro Communications /
Intu Design

date Dec. 10, 07 scale
échelle 1" = 1' - 0"

drawing no.
no. de dessin

sheet no.
no. de la feuille

PNL-04 1 of 1



Ø47/64" hole to accommodate
mounting Hardware. See
PRT-03 for details and specs.

3/4" thick sign plywood
Sand, fill & ease all edges,
prime and paint back and
edges with sign enamel to
match REFLECTIVE BLUE
colour.

Front surface to be covered
with REFLECTIVE BLUE
reflective sheeting. Refer to
COL-01 for Specifications.

Sign Panel 'K'

This sign face installs on a pair of Post configuration Q - one on each vertical edge (see drwg INS-02)

legend(e)

issued or revised / émis ou révisé

4. Issued for Client Review - Intu	May 12, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

project / projet

Visitor Access Network

drawing / dessin

Maple Leaf Cut-Out

**Trailblazer Maple Leaf Appliqué
Detail C**

detail no. sheet no.	A B	détail no. feuille no.
-------------------------	--------	---------------------------

approved by
approuvé par NCC

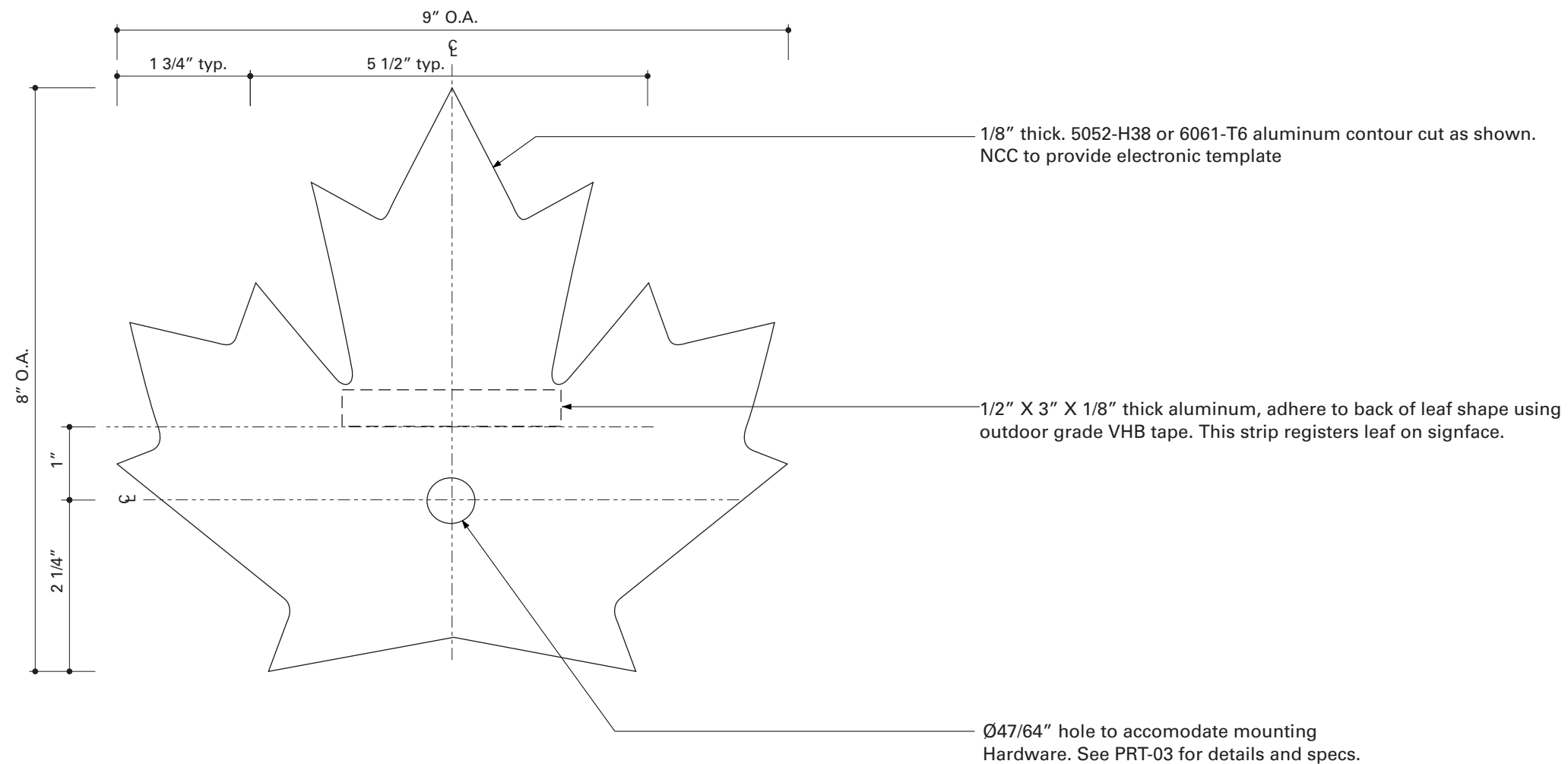
designed by
conçu par NCC

drawn by
dessiné par Entro Communications /
Intu Design

date Dec. 10, 07 scale
échelle 1/2" = 1"

drawing no.
no. de dessin sheet no.
no. de la feuille

PRT-01 1 of 1



C Detail C - Trailblazer Maple Leaf

Applies to Sign Face styles H & L (see drawing PNL-02)

See drawing MSG-06 for graphics

All surfaces to match NCC DARK GRAY.
Refer to COL-01 for Specifications.

Deburr & Break All Edges Before Applying Finish
Conversion Coated and Painted to match Colour: NCC Dark Grey

legend(e)

issued or revised / émis ou révisé

4. Issued for Client Review - Intu	May 12, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

project / projet

Visitor Access Network

drawing / dessin

Pultrusion Detail

detail no. / sheet no.

A
B

 detail no. / feuille no.

approved by / approuvé par NCC

designed by / conçu par NCC

drawn by / dessiné par Entro Communications / Intu Design

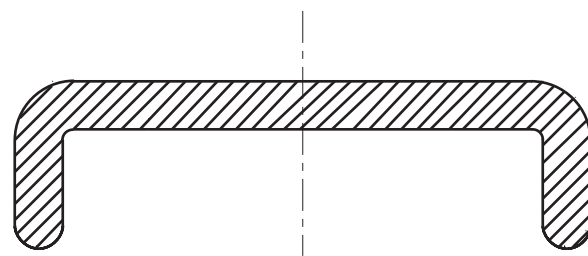
date / échelle Dec. 10, 07 / as noted

drawing no. / sheet no. / no. de dessin / no. de la feuille

PRT-02 1 of 1

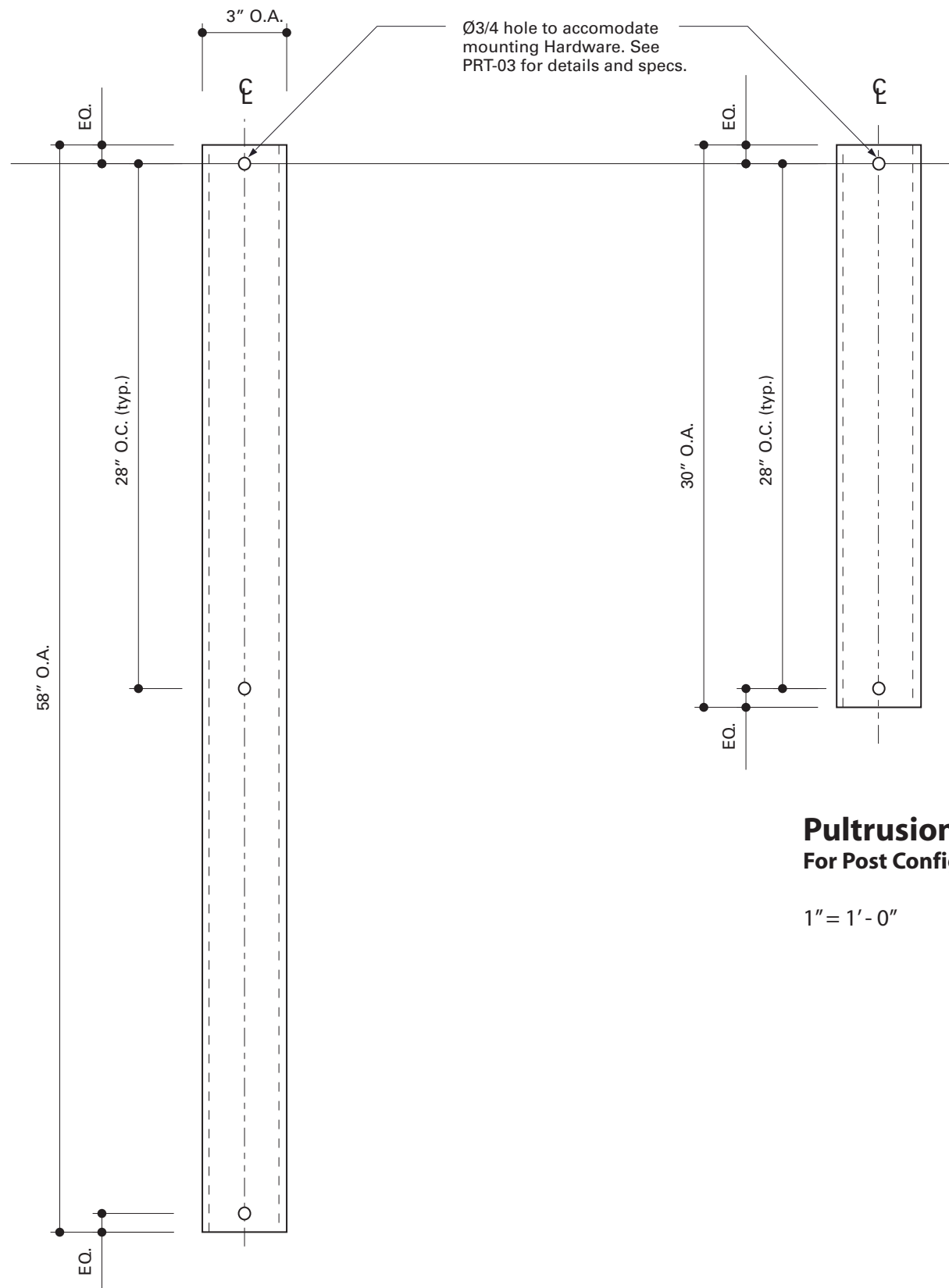
Pultrusion # CH340.202
O/A Width: 3.0" O/A Depth .875" Wall .25"

NOTE: Profile is manufactured by:
Creative Pultrusions Inc. and is available from
Filamat Composites Inc.,
Mississauga, ON.; Tel: 905-891-3993



Pultrusion Profile - Section

full scale



Pultrusion
For Post Configurations N & Q

1" = 1'-0"

Pultrusion
For Post Configurations M & P

1" = 1'-0"

legend(e)

issued or revised / émis ou révisé

4. Issued for Client Review - Intu	May 12, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

project / projet

Visitor Access Network

drawing / dessin

Mounting Hardware Details

detail no. / sheet no.

A
B

 detail no. / feuille no.

approved by / approuvé par NCC

designed by / conçu par NCC

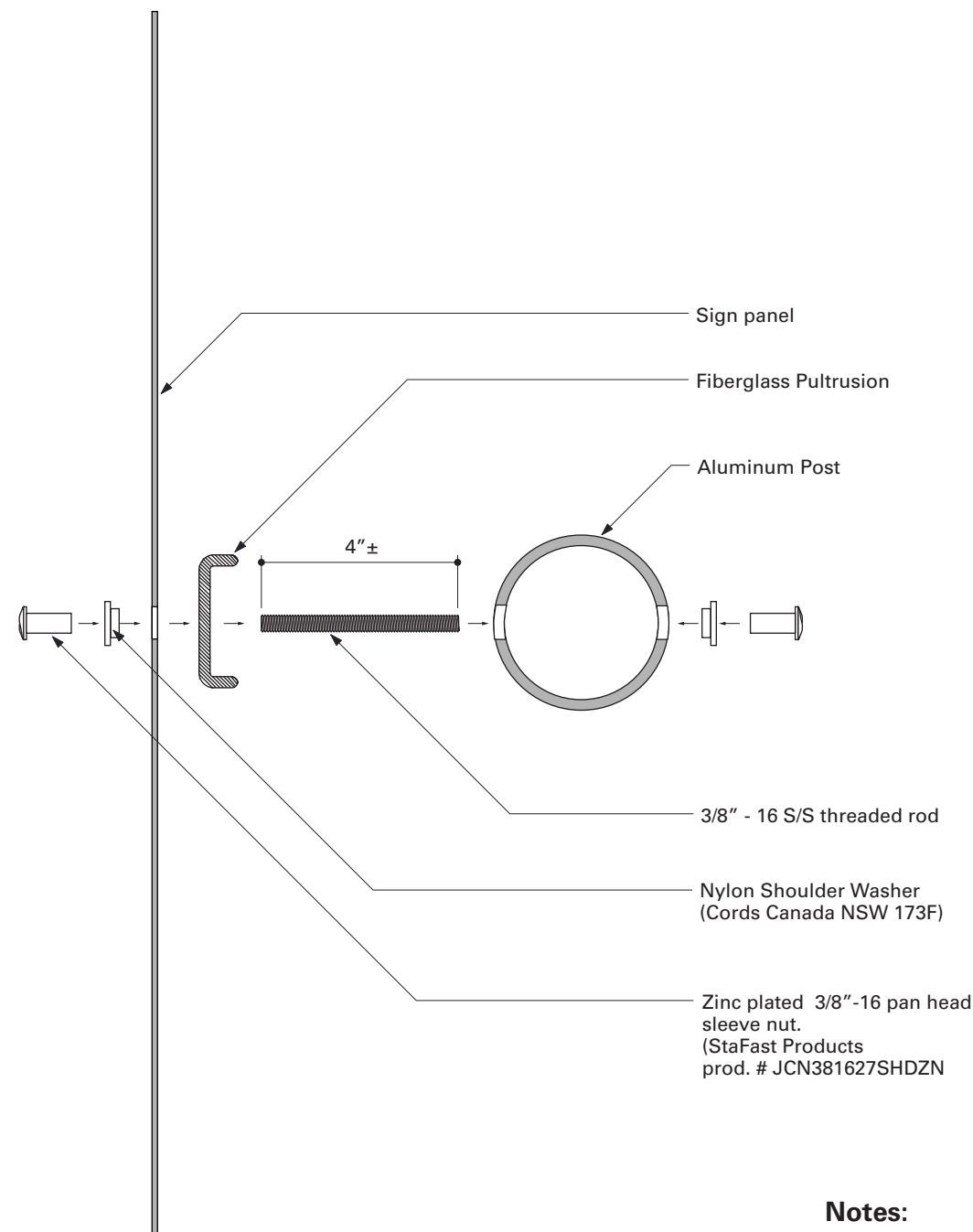
drawn by / dessiné par Entro Communications / Intu Design

date Dec. 10, 07 scale / échelle NTS

drawing no. / no. de dessin sheet no. / no. de la feuille

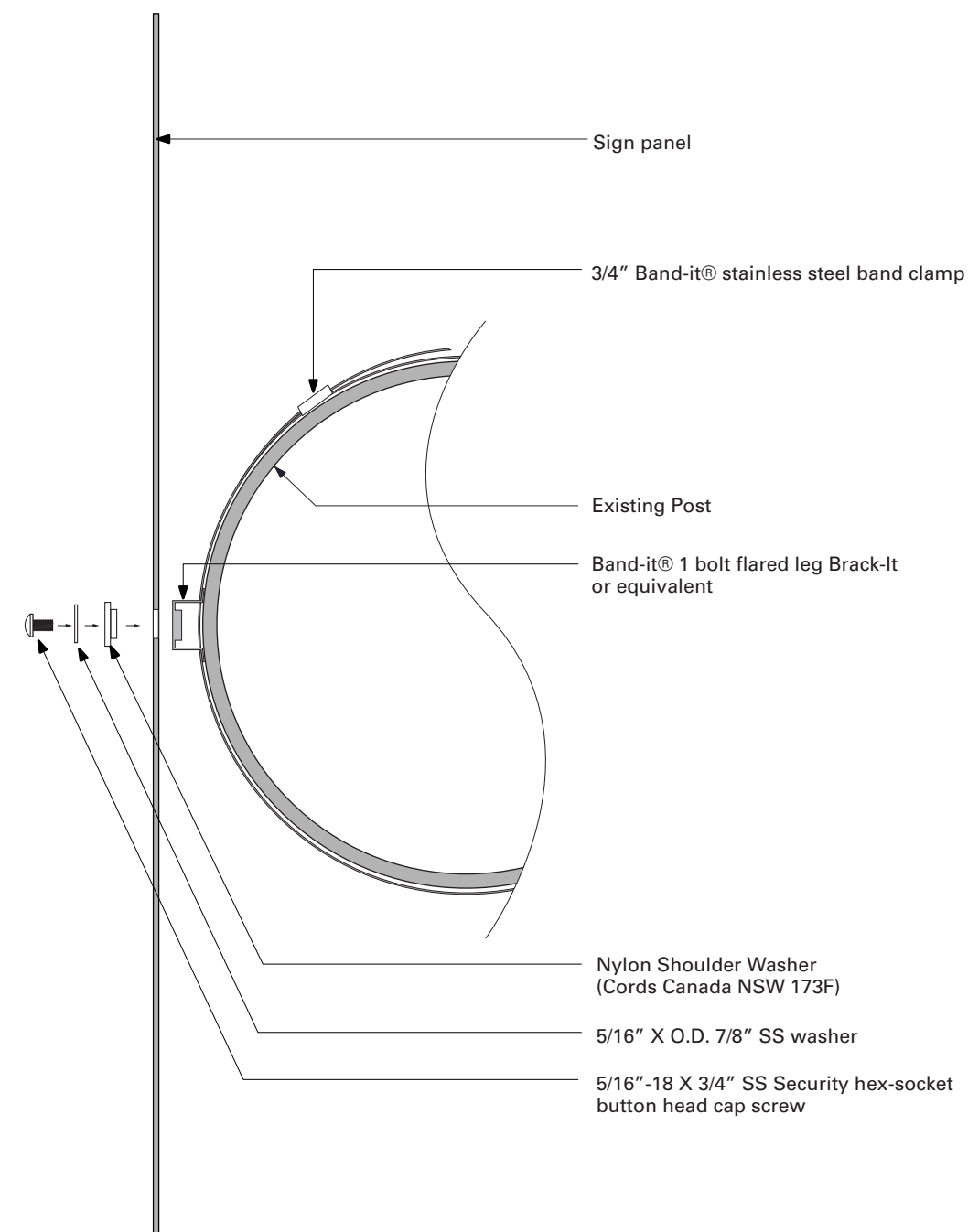
PRT-03 1 of 1

TYPICAL MOUNTING HARDWARE



- Notes:**
- Use anti-seize compound on all threaded connections
 - Signface may need to be re-drilled when servicing existing installations.

Mounting Hardware - "Standard" Posts
For Installation types 1, 2, 3 & 4



Mounting Hardware - Non-Standard Existing Posts
For Installation type 7

legend(e)

- ① Basic Post - see drwg PST-01
- ② Post Extension - see drwg PST-02
- ③ Direct Burial Adapter - see drwg PST-02

issued or revised / émis ou révisé

5. Issued for Client Review - Intu	May 12, 08
4. Issued for Client Review - Intu	Jan. 16, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

project / projet

Visitor Access Network

drawing / dessin

**Post Configurations
Overview**

detail no. / sheet no. A
B detail no. / feuille no.

approved by / approuvé par NCC

designed by / conçu par NCC

drawn by / dessiné par Entro Communications / Intu Design

date Dec. 10, 07 scale / échelle NTS

drawing no. / no. de dessin sheet no. / no. de la feuille

INS-01 1 of 1

Post Selector Table

Look-up Scenario:

1. look up the Sign Panel specified (ROW).
2. Look up the Installation Type specified (COLUMN).
3. Correct Post Configuration is given by intersection of the row and column, and, consequently, the appropriate hardware set and pultruded stand-off.

Sign Panel	Install Type							contact ncc
	1	2	3	4	5	6	7 & 8	
A	N	N	N	Q	-	-	-	contact ncc
B	N	N	N	Q	-	-	-	contact ncc
C	M	M	M	P	-	-	-	contact ncc
D	N	N	N	Q	-	-	-	contact ncc
E	N	N	N	Q	-	-	-	contact ncc
F	M	M	M	P	-	-	-	contact ncc
G	-	-	-	-	-	-	-	-
H	-	-	M	P	-	-	-	contact ncc
J	-	-	M	P	-	-	-	contact ncc
K	-	-	2M	2P	-	-	-	contact ncc
L	-	-	M	P	-	-	-	contact ncc
X	-	-	-	-	-	-	-	-

Post Configurations

M - Basic Post

N - Basic Post + Extension

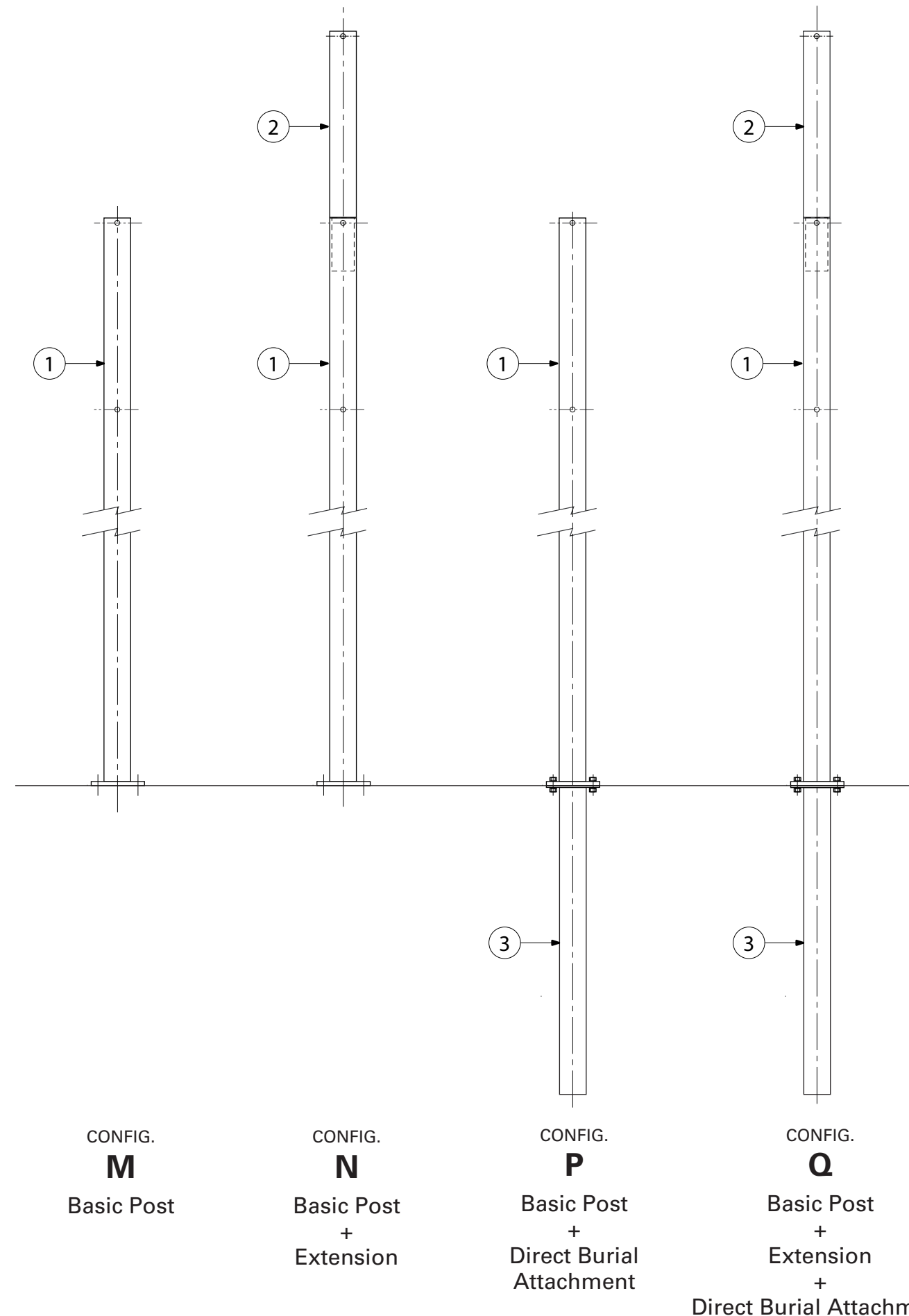
P - Basic Post + Direct Burial Attachment

Q - Basic Post + Extension + Direct Burial Attachment

Note:

2M denotes installation requiring 2 instances of post assembly M

2P denotes installation requiring 2 instances of post assembly P



legend(e)

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4. Issued for Client Review - Intu	May 12, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

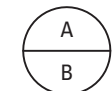
project / projet

Visitor Access Network

drawing / dessin

Installation Types 1 - 3

detail no.
sheet no.



détail no.
feuille no.

approved by
approuvé par NCC

designed by
conçu par NCC

drawn by
dessiné par Entro Communications /
Intu Design

date Dec. 10, 07

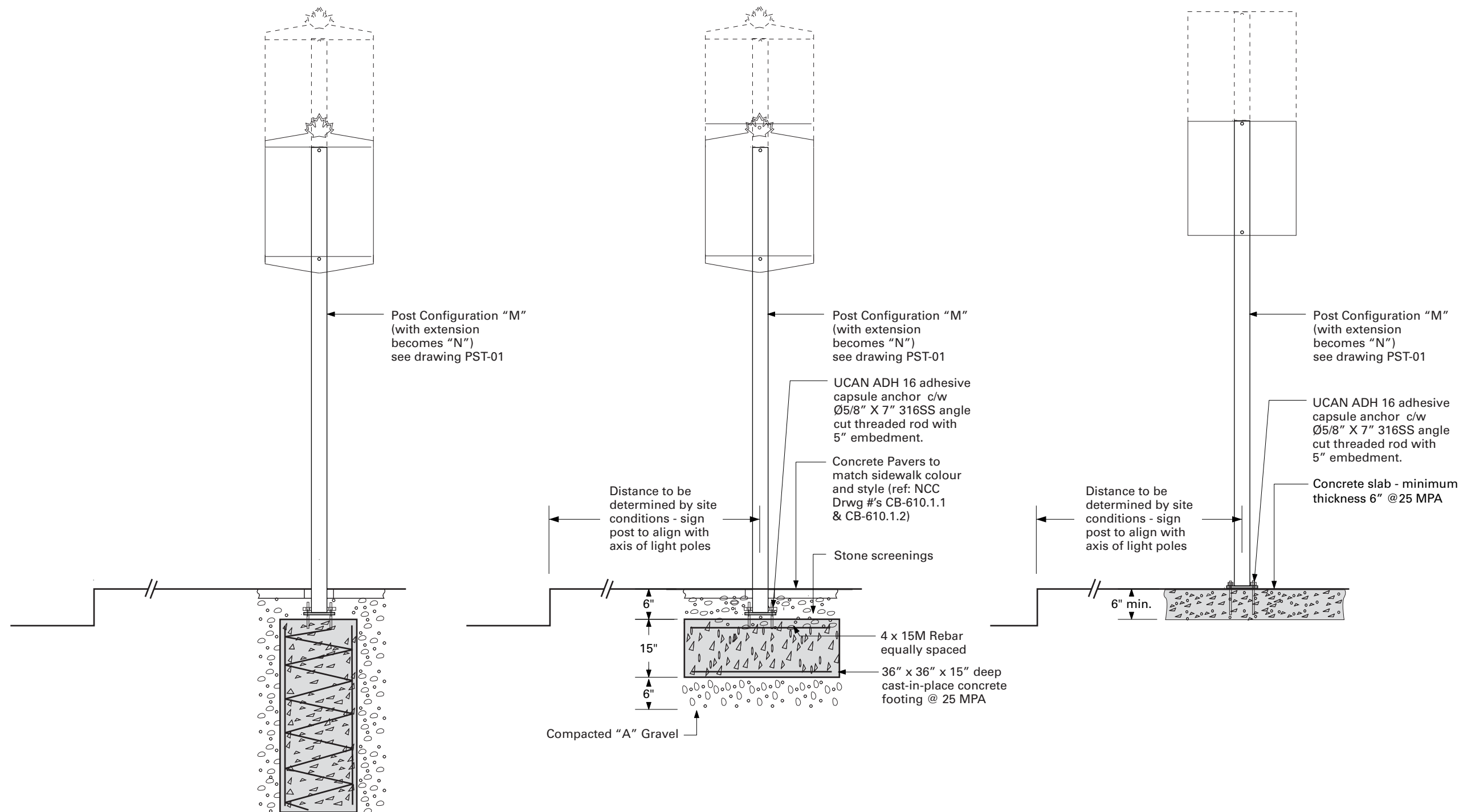
scale
échelle NTS

drawing no.
no. de dessin

sheet no.
no. de la feuille

INS-02

1 of 1



Install Type 1
Confederation Blvd Caisson Footing
(See NCC Spec Drwgs CB-610.1.1 or
CB-610.1.2 for installation details)

Install Type 2
Confederation Blvd Spread Footing
(For new installation in already built
sections of Confed. Blvd.)

Install Type 3
Surface Mount

NOTE: Contact Project Manager for special instructions if sub-surface rock is encountered during excavation or other questions arise.

legend(e)

issued or revised / émis ou révisé

5. Issued for Client Review - Intu	May 12, 08
4. Issued for Client Review - Intu	Jan. 16, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

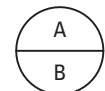
project / projet

Visitor Access Network

drawing / dessin

Installation Types 4 - 8

detail no.
sheet no.



détail no.
feuille no.

approved by
approuvé par

NCC

designed by
conçu par

NCC

drawn by
dessiné par

Entro Communications /
Intu Design

date

Dec. 10, 07

scale
échelle

NTS

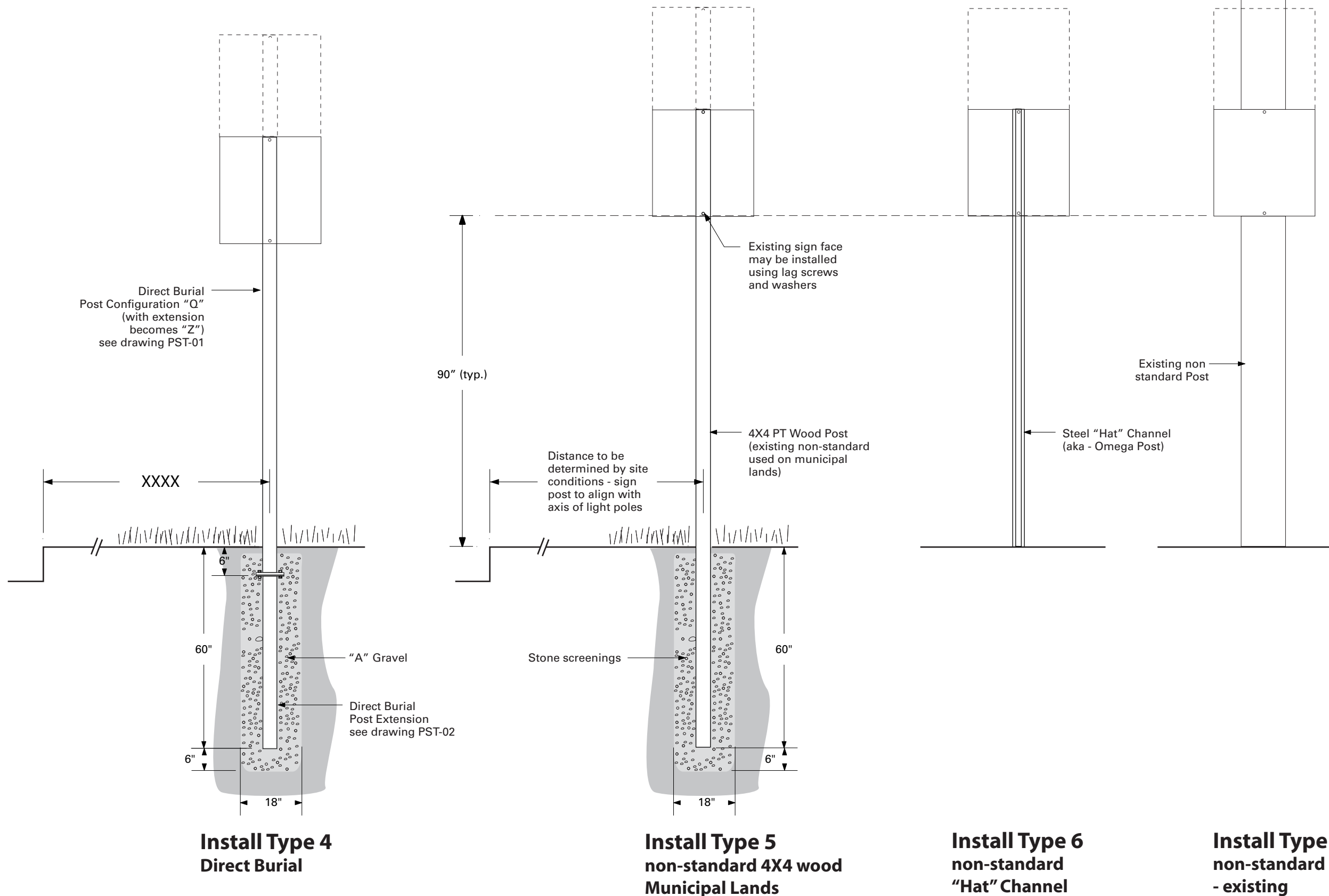
drawing no.
no. de dessin

INS-03

sheet no.
no. de la feuille

1 of 1

NOTE: Install Type 8 is "other"
- situations not conforming to standards defined on Drwgs INS-02 & INS-03.
Contact NCC Project Manager for instructions



NOTE: Contact Project Manager for special instructions if sub-surface rock is encountered during excavation or other questions arise.

legend(e)

issued or revised / émis ou révisé

4. Issued for Client Review - Intu	May 12, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

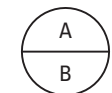
project / projet

Visitor Access Network

drawing / dessin

Basic Post

detail no.
sheet no.



détail no.
feuille no.

approved by
approuvé par

NCC

designed by
conçu par

NCC

drawn by
dessiné par

Entro Communications /
Intu Design

date

Dec. 10, 07

scale
échelle

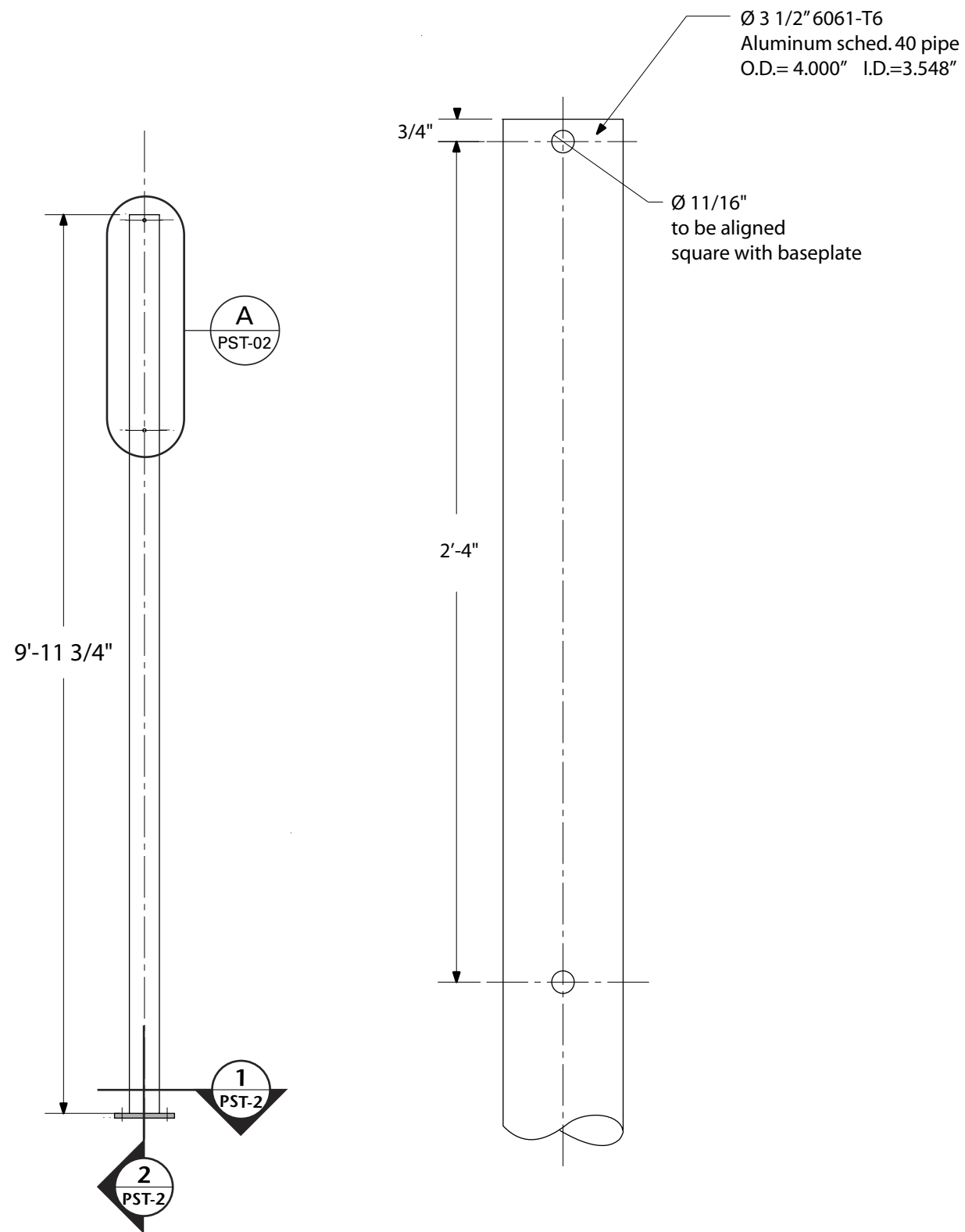
as noted

drawing no.
no. de dessin

PST-01

sheet no.
no. de la feuille

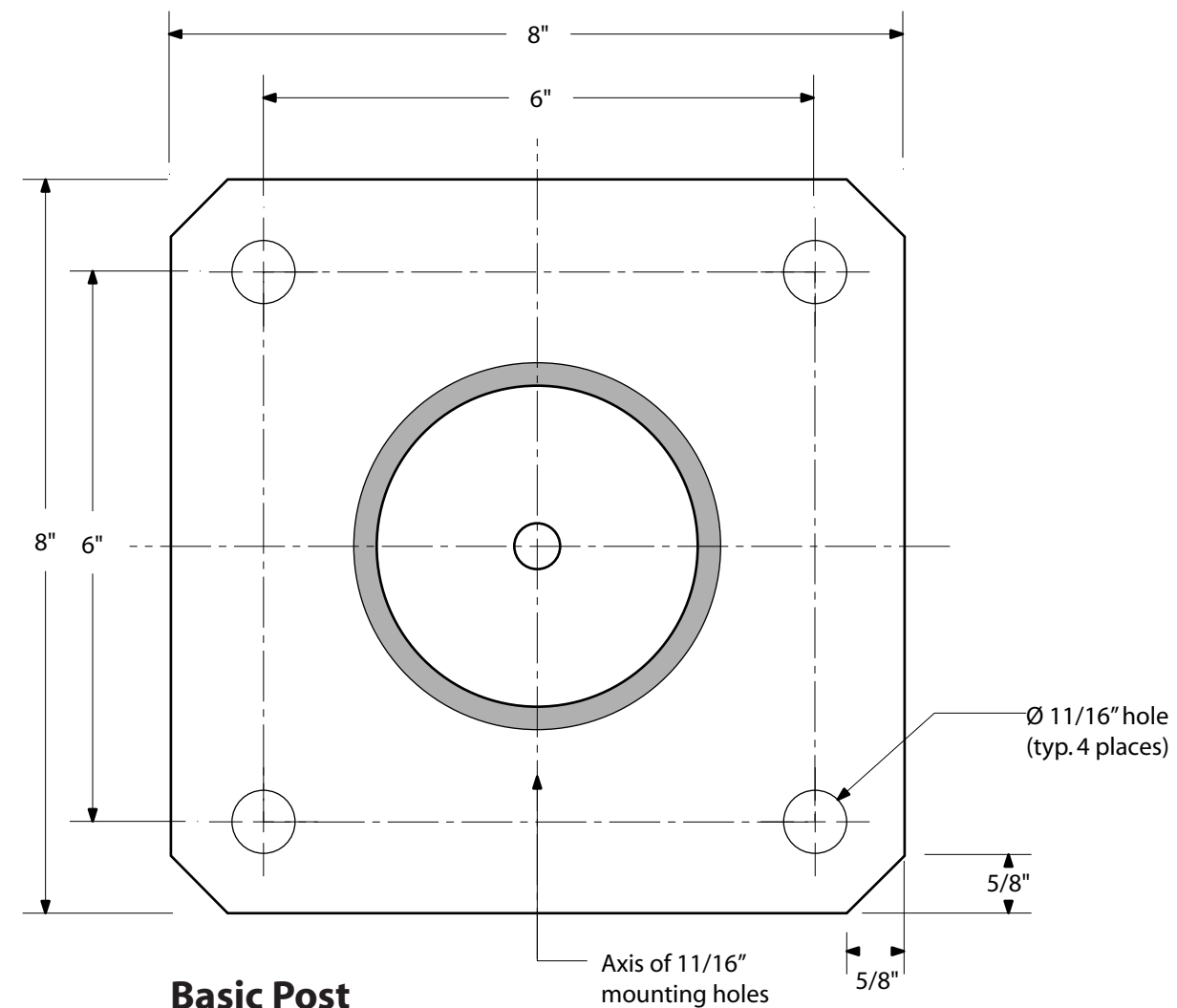
1 of 1



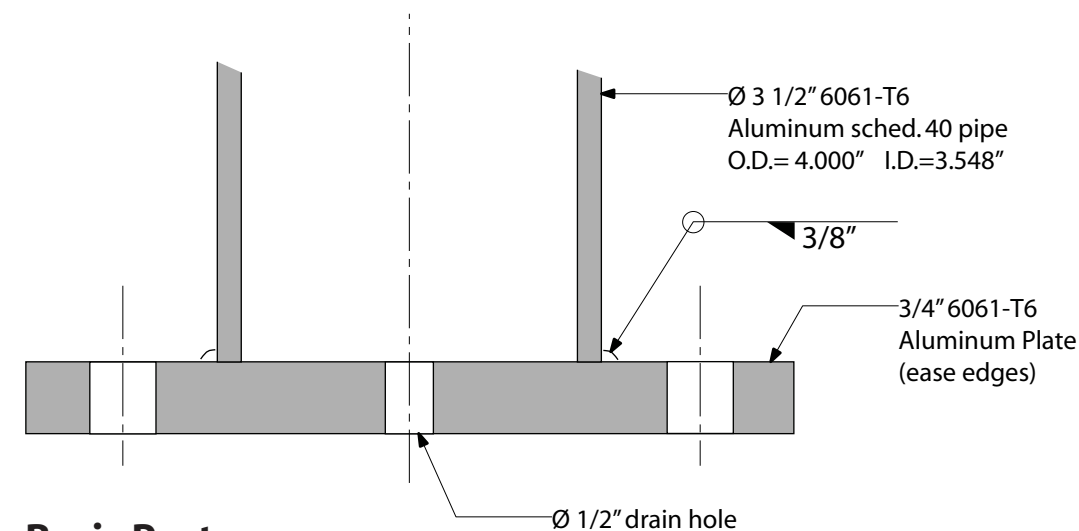
Basic Post
1:20 scale

Detail A
Hole Pattern at Top of Post
1:5 scale

NOTE: With post extension installed, post configuration is designated as "N" (see PST-02)



Basic Post
Detail Section 1
1:2 scale

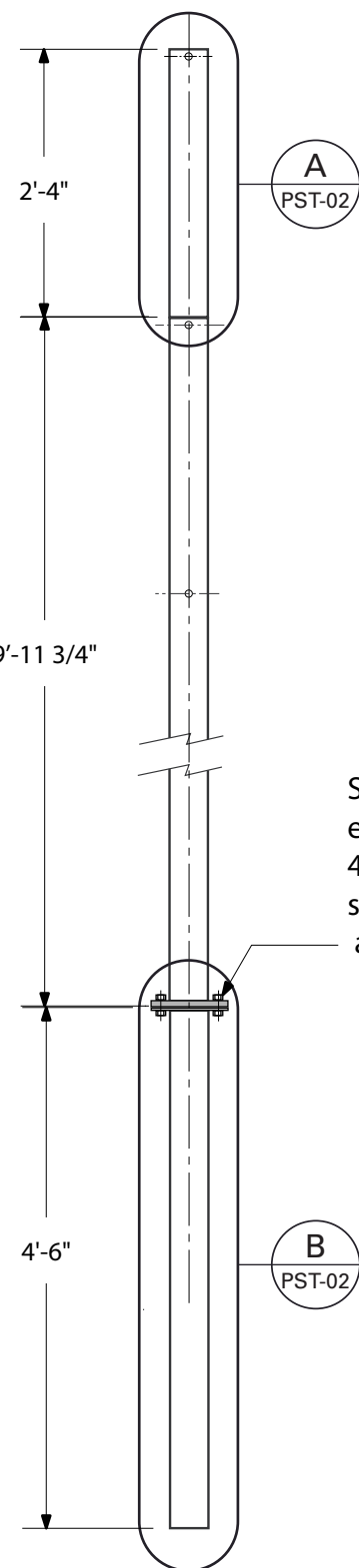


Basic Post
Detail Section 2
1:2 scale

All Parts this page to be painted / powder coated to match NCC DARK GRAY

4. Issued for Client Review - Intu	May 12, 08
3. Issued for Client Review - Intu	Dec. 10, 07
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

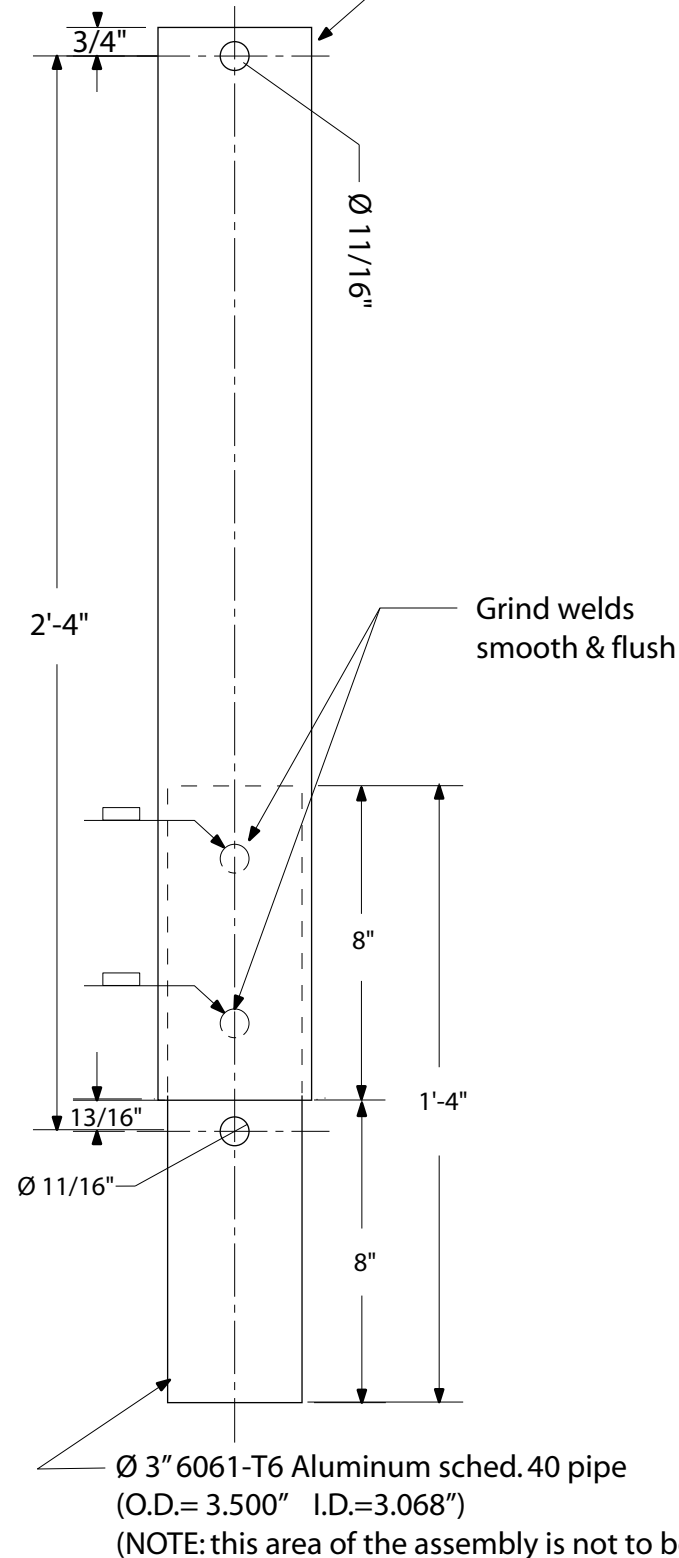
detail no. sheet no.	A B	détail no. feuille no.
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**Post Assembly
(Configuration "Q" shown)**
1:20 scale

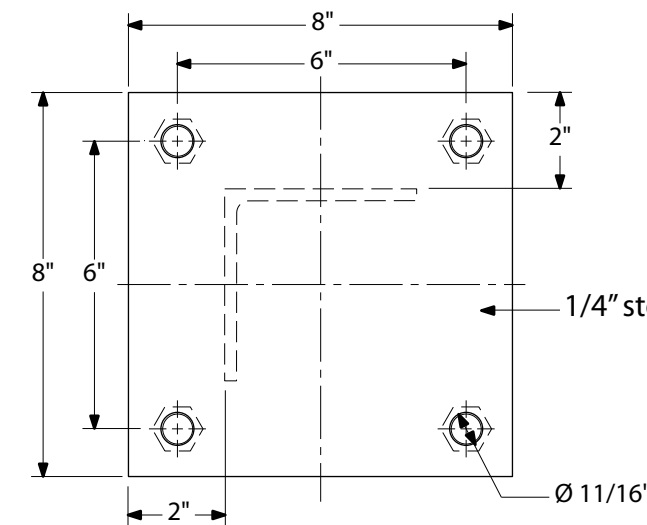
Secure direct burial
extension using
4 pc. 5/8-11 X 1 1/2"
stainless steel bolts
and washers

Ø 3 1/2" 6061-T6 Aluminum sched. 40 pipe
O.D.= 4.000" I.D.=3.548"

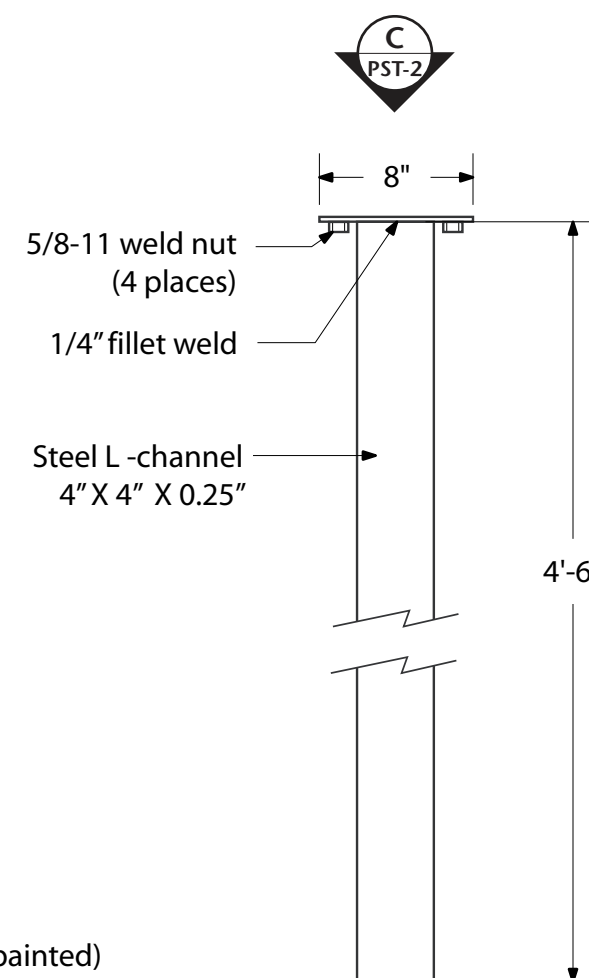


Detail A - Post Extension
1:5 scale

All Parts this page to be painted / powder coated to match NCC DARK GRAY



Detail C - Direct Burial - Top View
1:10 scale



Detail B - Direct Burial - Side View
1:10 scale

Appendices*

APX-01 Post Sizes

APX-02 Post Details

APX-03 Installation Types

*NOTE - Appendices describe discontinued fabrication and installation details which may be encountered when servicing existing signs installed prior to 2007. These are provided for reference only.

legend(e)

Issued or revised / émis ou révisé

3. Issued for Client Review - Intu	May 12, 08
2. Issued for Client Review - Intu	Sept. 14, 07
1. Issued for Client Review - Entro	April 2, 06

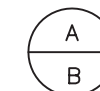
project / projet

Visitor Access Network

drawing / dessin

Post Types

detail no.
sheet no.



détail no.
feuille no.

approved by
approuvé par

NCC

designed by
conçu par

NCC

drawn by
dessiné par

Entro Communications /
Intu Design

date

Sept. 14, 07

scale

échelle

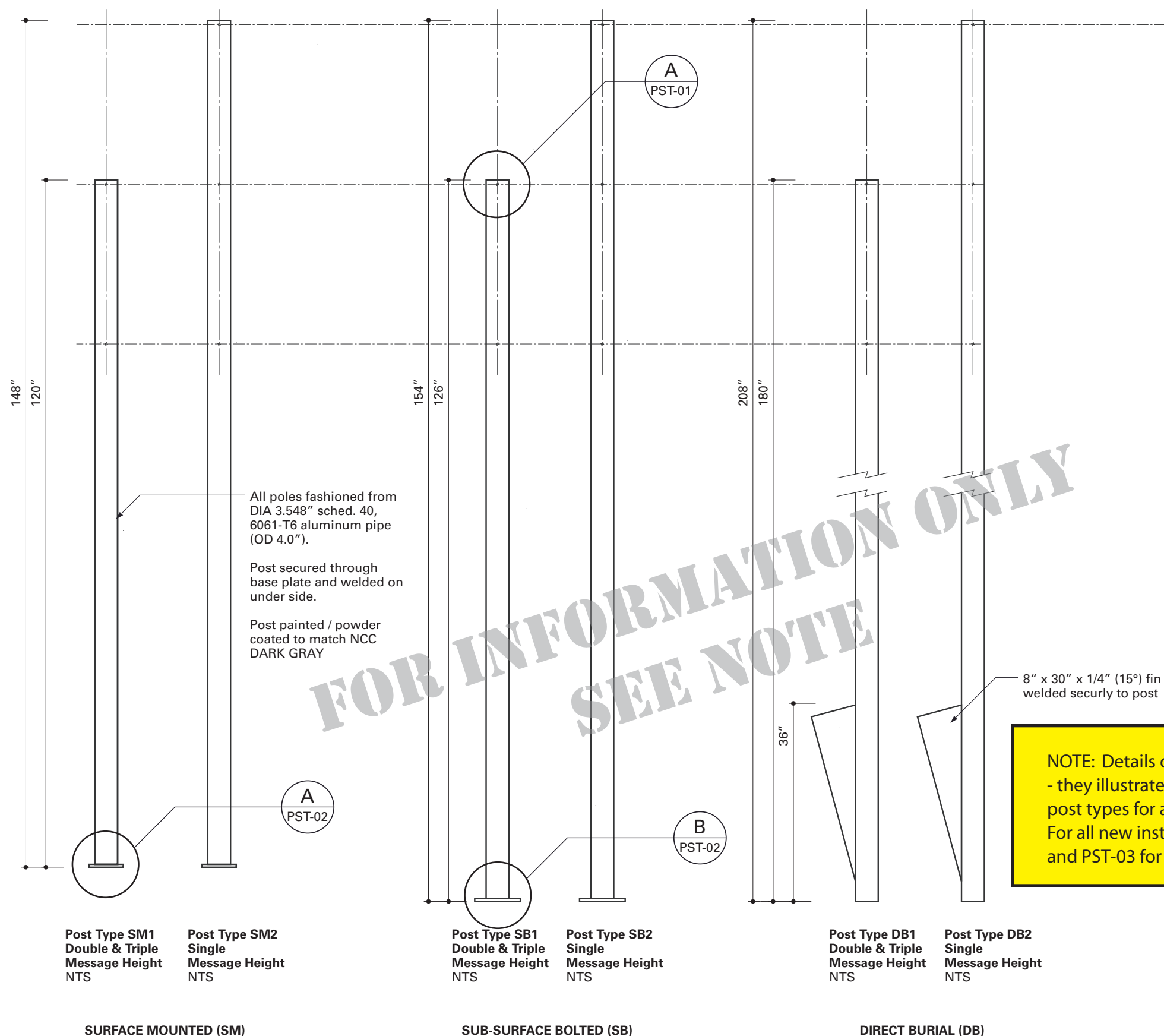
NTS

drawing no.
no. de dessin

APX-01

sheet no.
no. de la feuille

1 of 1



legend(e)

issued or revised / émis ou révisé

3. Issued for Client Review - Intu May 12, 08

2. Issued for Client Review - Intu Sept. 14, 07

1. Issued for Client Review - Entro April 2, 06

project / projet

Visitor Access Network

drawing / dessin

Post Base Details

detail no. sheet no.

A
B

 détail no. feuille no.

approved by / approuvé par NCC

designed by / conçu par NCC

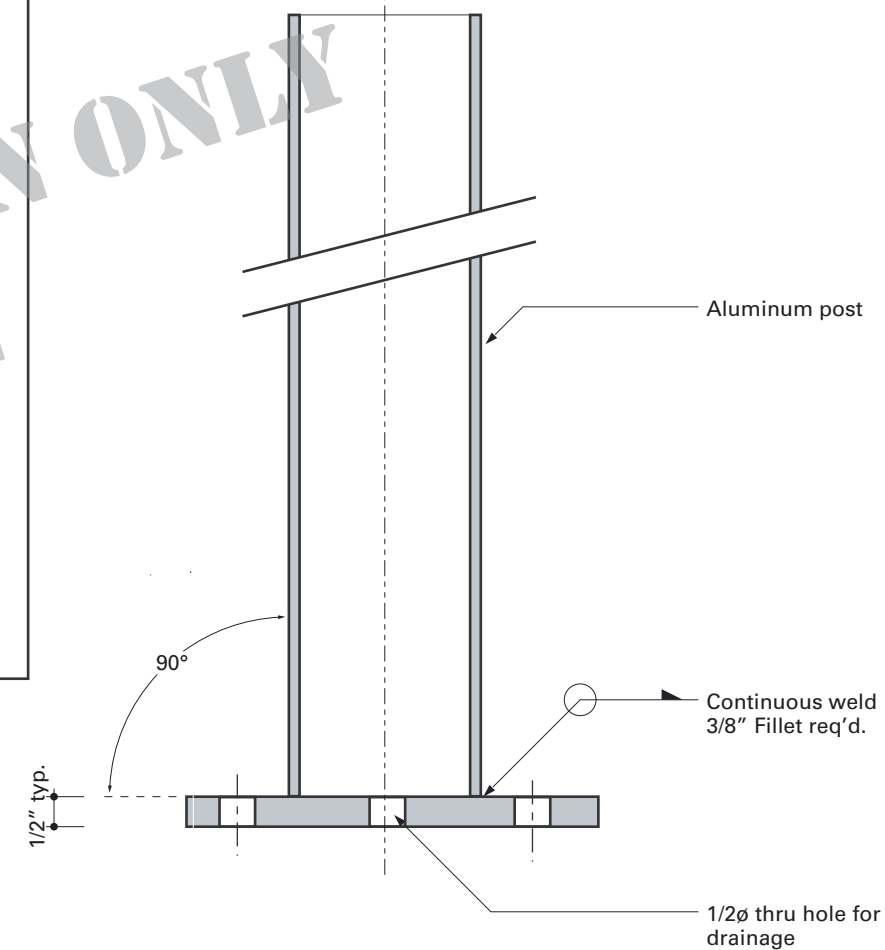
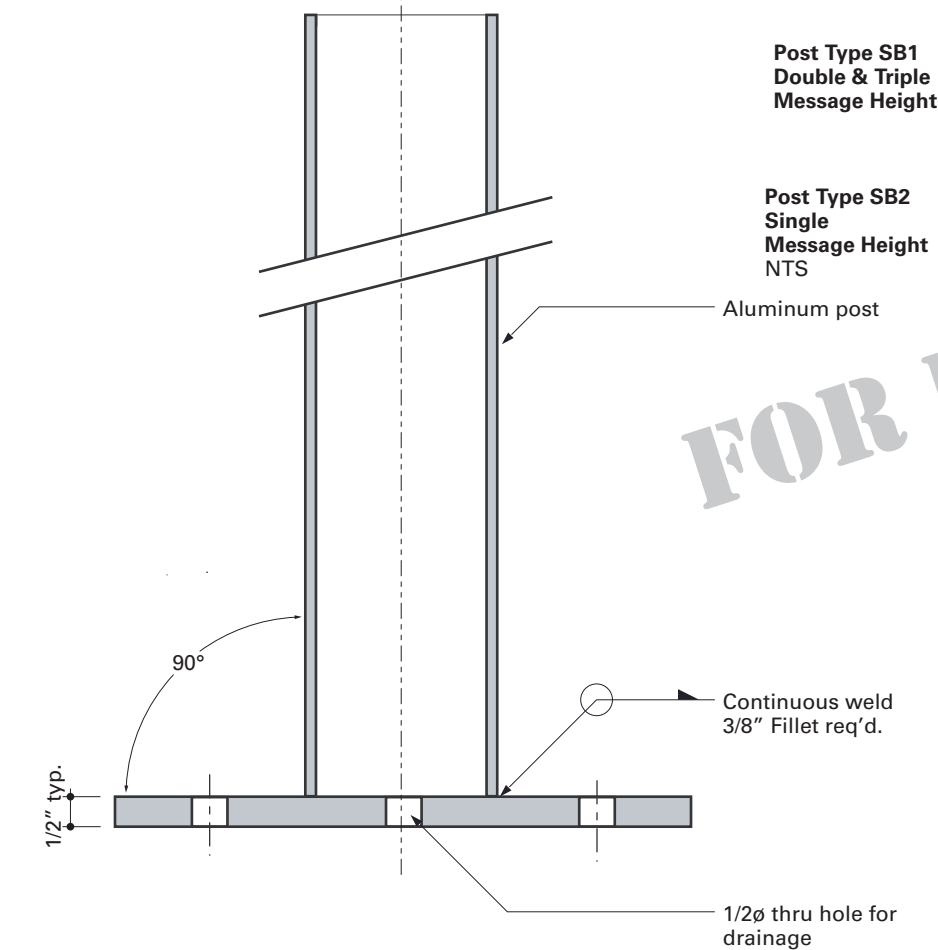
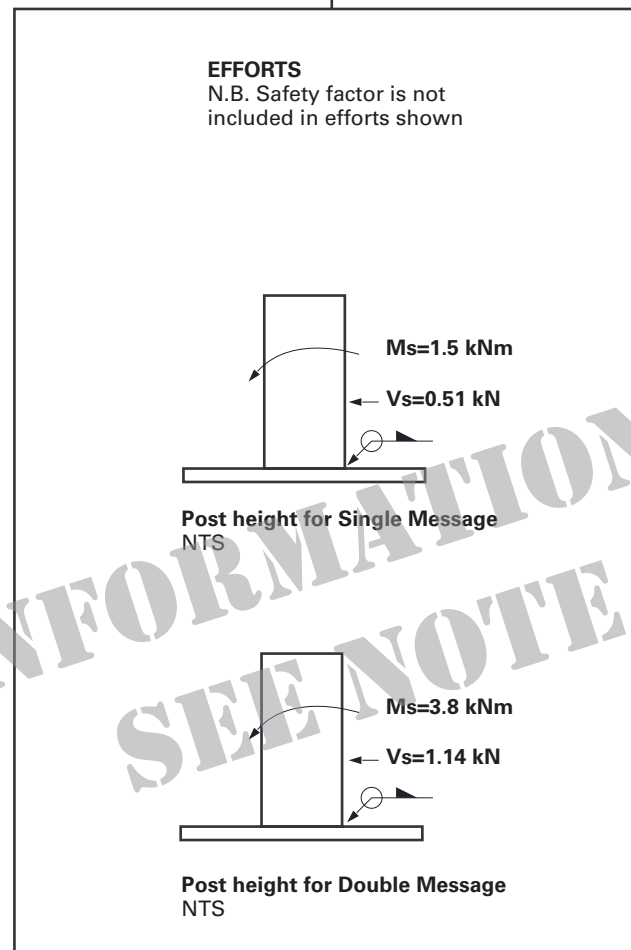
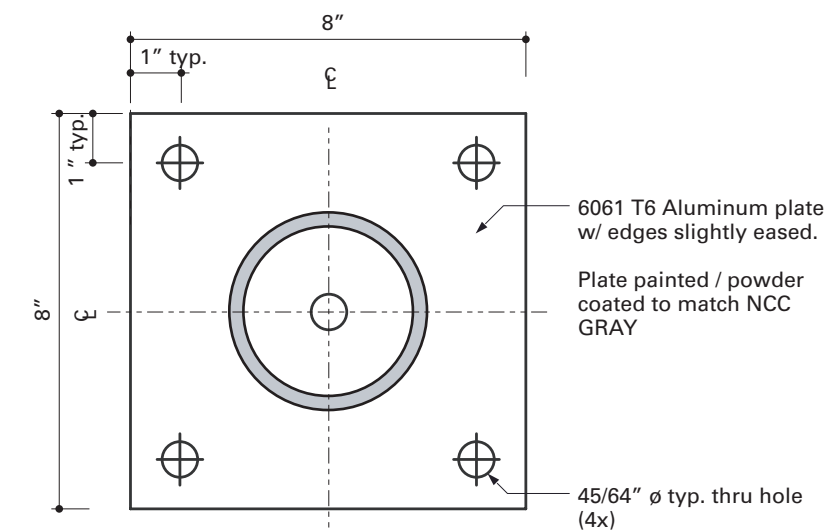
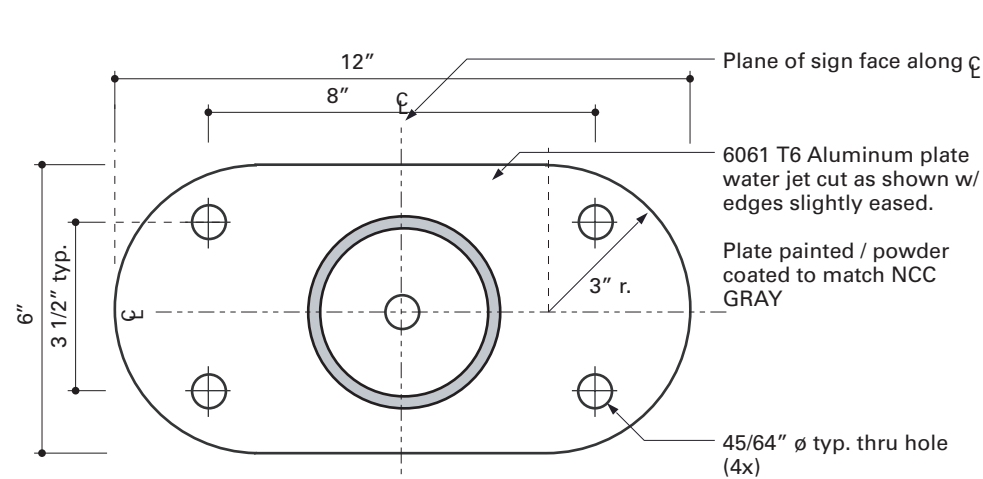
drawn by / dessiné par Entro Communications / Intu Design

date Sept. 14, 07 scale / échelle NTS

drawing no. / no. de dessin sheet no. / no. de la feuille

APX-2 1 of 1

NOTE: Details on this page are for reference only - they illustrate as-built condition for these post types for all posts installed prior to 2007. For all new installations, see drawings PST-01, PST-02 and PST-03 for details.



A Detail A - Surface Mounted Base Plate NTS

SURFACE MOUNTED (SM)

B Detail B - Sub-surface Mounted Base Plate NTS

SUB-SURFACE BOLTED (SB)

legend(e)

issued or revised / émis ou révisé

- 3. Issued for Client Review - Intu May 12, 08
- 2. Issued for Client Review - Intu Sept. 14, 07
- 1. Issued for Client Review - Entro April 2, 06

project / projet

Visitor Access Network

drawing / dessin

Installation Types 1-6

detail no. sheet no. A
B détail no. feuille no.

approved by / approuvé par NCC

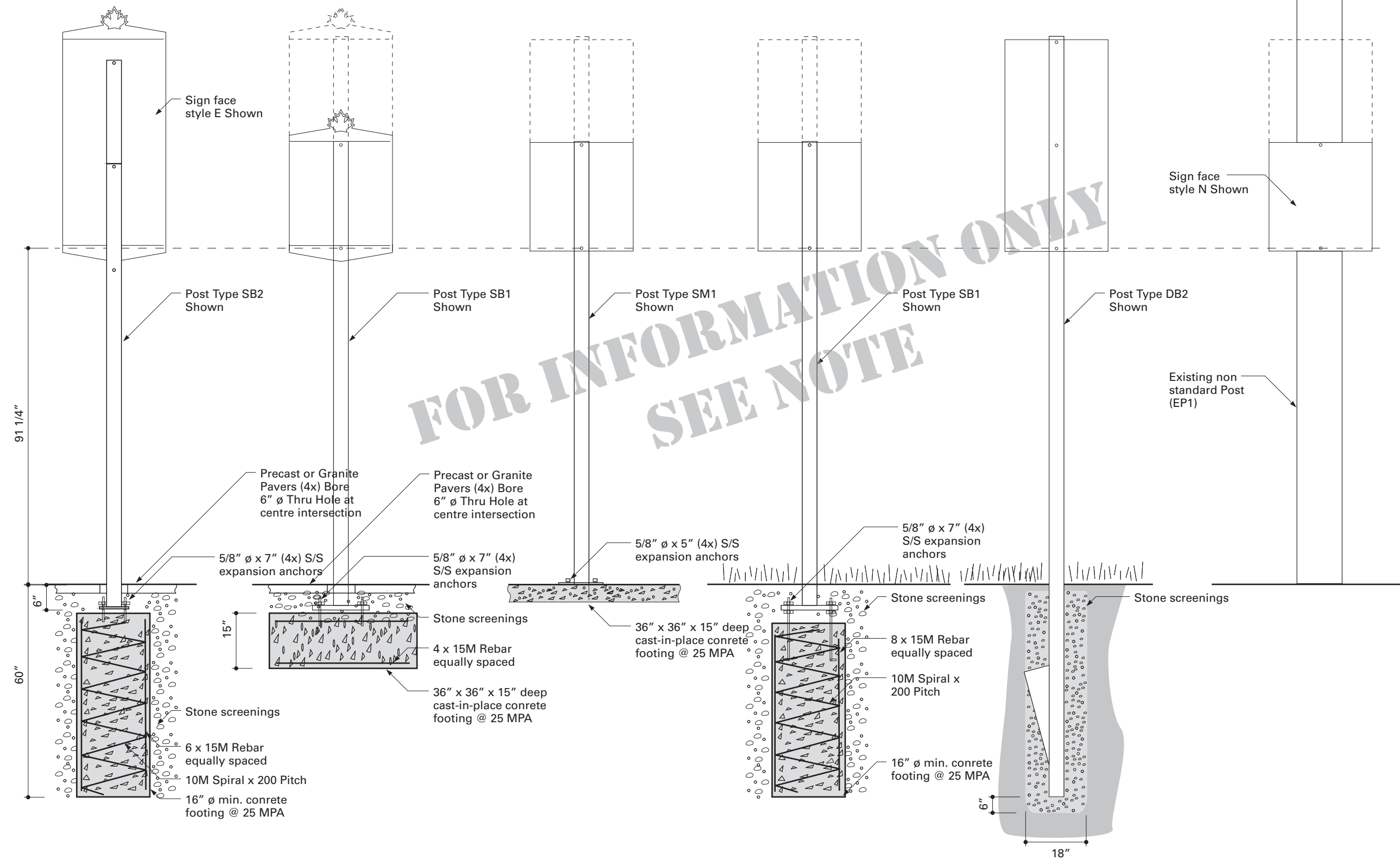
designed by / conçu par NCC

drawn by / dessiné par Entro Communications / Intu Design

date / date: Sept. 14, 07 scale / échelle: NTS

drawing no. / no. de dessin: APX-03 sheet no. / no. de la feuille: 1 of 1

NOTE: Details on this page are for reference only - they illustrate as-built condition for these post types for all posts installed prior to 2007. For all new installations, see drawings PST-01, PST-02 and PST-03 for details.



FOR INFORMATION ONLY
 SEE NOTE

Instal Type 1 NTS	Instal Type 2 NTS	Instal Type 3 NTS	Instal Type 4 NTS	Instal Type 5 NTS	Instal Type 6 NTS
CONFEDERATION BOULEVARD CAISSON	CONFEDERATION SPREAD FOOTING	SURFACE MOUNT - BOLTED	OFF-BOULEVARD CAISSON FOOTING	DIRECT BURIAL	ON EXISTING INFRASTRUCTURE

Appendix 5A

UNIT PRICE TABLE FOR REGULAR ROUTINE INSPECTION AND MAINTENANCE

NO. ITEM	Description	Unit of Measure	Quantity for Ontario (A)	Unit Price Year 1 (up to March 31, 2020) (B)	Unit Price Year 2 – (April 1, 2020 to March 31, 2021) (C)	Unit Price Option Year 1 (April 1, 2021 to March 31, 2022) (D)	Unit Price Option Year 2 (April 1, 2022 to March 31, 2023) (E)	Total for Ontario (F) (B+C+D+E) x A	Quantity for Quebec (G)	Unit Price Year 1 (up to March 31, 2020) (H)	Unit Price Year 2 (April 1, 2020 to March 31, 2021) (I)	Unit Price Option Year 1 (April 1, 2021 to March 31, 2022) (J)	Unit Price Option Year 2 (April 1, 2022 to March 31, 2023) (K)	Total for Quebec (L) (H+I+J+K) x G	
1.	Attraction Sign Single Message and Scenic Route Roadway Trailblazer (c+f+l)	Each	114	\$	\$	\$	\$	\$	13	\$	\$	\$	\$	\$	
2.	Attraction Sign Double Message and Attraction Sign Triple Message (b+e+a+d+x)	Each	104	\$	\$	\$	\$	\$	12	\$	\$	\$	\$	\$	
3.	Scenic Route Roadway Connector (j)	Each	9	\$	\$	\$	\$	\$	N/A	N/A	N/A	N/A	N/A	N/A	
4.	Scenic Route Roadway Orientation (k)	Each	4	\$	\$	\$	\$	\$	N/A	N/A	N/A	N/A	N/A	N/A	
5.	Direct Route Scenic Trailblazer (l)	Each	3	\$	\$	\$	\$	\$	N/A	N/A	N/A	N/A	N/A	N/A	
6.	Direct Route Direct Connector (g)	Each	2	\$	\$	\$	\$	\$	N/A	N/A	N/A	N/A	N/A	N/A	
Ontario (F) Sub-Total :									Quebec (L) Sub-Total :						\$
Tax :									Tax :						\$
ANNUAL AMOUNT FOR ONTARIO (F) FOR ITEMS 1 TO 6 :									ANNUAL AMOUNT FOR QUEBEC (L) FOR ITEMS 1 & 2:						\$
TOTAL ONTARIO (F) AND QUEBEC (L) :															\$

*All unit pricing is exclusive of tax

COMPANY NAME : _____ DATE : _____

SIGNATURE : _____

**APPENDIX 5B
UNIT RATES FOR ADDITIONAL REPAIRS AND OTHER MAINTENANCE REQUIREMENTS**

6.3.6. TEMPORARY REMOVAL & STORAGE OF ALL SIGN ASSEMBLY TYPES									
6.3.6.1 Confederation Boulevard caisson footing Type 1	5	\$	\$	\$	\$	\$	\$	\$	\$
6.3.6.2 Confederation Boulevard spread footing Type 2	2	\$	\$	\$	\$	\$	\$	\$	\$
6.3.6.3 Surface mount Type 3	2	\$	\$	\$	\$	\$	\$	\$	\$
6.3.6.4 Direct burial Type 4	2	\$	\$	\$	\$	\$	\$	\$	\$
6.3.6.5 Direct burial Non-standard 4x4 wood Municipal Lands Type 5	1	\$	\$	\$	\$	\$	\$	\$	\$
6.3.6.6 Non-standard hat channel Type 6	1	\$	\$	\$	\$	\$	\$	\$	\$
6.3.6.7 Non-standard - attach to existing infrastructure Type 7	1	\$	\$	\$	\$	\$	\$	\$	\$
Sub-Total Per Year :		\$	\$	\$	\$	\$	\$	\$	\$
Sub-Total for Ontario Year 1, 2, Option Year 1 & 2 :					\$	Sub-Total for Quebec Year 1, 2, Option Year 1 & 2 :			\$
Ontario Tax :					\$	Quebec Tax :			\$
Ontario Total :					\$	Quebec Total :			\$
TOTAL FOR ONTARIO AND QUEBEC :						\$			

*All unit prices are exclusive of tax

COMPANY NAME : _____ **DATE :** _____

SIGNATURE : _____

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.

SECURITY REQUIREMENTS

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;

SECURITY REQUIREMENTS

- 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) -	OR / OU	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

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).	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).
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	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

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

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

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.