



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Title - Sujet Mechanical HVAC Contractor Services		
Solicitation No. - N° de l'invitation ET025-200868/A		Date 2019-09-06
Client Reference No. - N° de référence du client PSPC-ET025-200868		Amendment No. - N° modif. 001
File No. - N° de dossier PWU-9-42068 (021)	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$PWU-021-11684		
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale		2019-08-30
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-09-20		Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
Address Enquiries to: - Adresser toutes questions à: Lee (RPC), Victoria		Buyer Id - Id de l'acheteur pwu021
Telephone No. - N° de téléphone (780) 782-0124 ()	FAX No. - N° de FAX (780) 497-3510	
Delivery Required - Livraison exigée		
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:		
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required Accusé de réception requis	Yes - Oui <input type="checkbox"/>	No - Non <input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

Solicitation No. - N° de l'invitation
ET025-200868/A

Buyer ID - Id de l'acheteur
pwu021

GETS Ref. No. - N° de réf de SEAG

Client Ref. No. - N° de réf. du client
PSPC-ET025-200868

File No. - N° du dossier
PWU-9-42068

CCC No./N° CCC - FMS No./N° VME

SOLICITATION AMENDMENT 001 IS RAISED TO ADDRESS ET025-200868/A AS FOLLOWS:

Missing "Terms of Reference" attached

On Page 4 of 44

Section 2. Summary

DELETE:

The standing offer will be issued for a term of three (3) years from the date of Standing Offer issuance.

INSERT:

The standing offer will be issued for a term of two (2) years from the date of Standing Offer issuance.

On page 12 of 44

Section 2.2.4

DELETE:

Proof of Financial Capability - upon request, per article 2 of Part 6.

INSERT:

Proof of Financial Capability - upon request, per article 1 of Part 6.

Section 4.

DELETE:

On Page 33-39 of 44 of the original document:

INSERT:

4. PRICES

The Offeror agrees that the following are the prices referred to in sections 2 and 3 above:

4.1 Unit Price Schedules - Rates**SCHEDULE A) Year 1**

Col.1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labor, Material or Plant	Unit	Estimated Hours / Quantity	Unit Price	Estimated Total Price
1.	Labor – Direct or Productive used exclusively in work <u>STONY MOUNTAIN INSTITUTION – STONY MOUNTAIN, MB</u> as follows:				
	A. During Regular Working Hours: Monday through Friday (0730-1630 hours)				
	i.) Journeyman Refrigeration Mechanic with General Gas Fitter installer license	/hour	200	\$____/hour	
	ii.) 2 nd Year Refrigeration Apprentice	/hour	200	\$____/hour	
	iii.) Journeyman Sheet Metal Mechanic - Commercial	/hour	80	\$____/hour	
	iv.) 2 nd Year Apprentice (Sheet metal or Welding)	/hour	80	\$____/hour	
	v.) Level 1 Journeyman Plumber – Commercial Provincial Light	/hour	200	\$____/hour	
	vi.) 2 nd Year Plumber/Pipefitter Apprentice – Commercial Provincial Light	/hour	200	\$____/hour	
	vii.) General Labourers - Level 1 Commercial Apprentice	/hour	200	\$____/hour	
	B. Outside Regular Working Hours: Monday through Friday (1630-0730 hours)				
	i.) Journeyman Refrigeration Mechanic with General Gas Fitter installer license	/hour	16	\$____/hour	
	ii.) 2 nd Year Refrigeration Apprentice	/hour	16	\$____/hour	
	iii.) Level 1 Journeyman Plumber – Commercial Provincial Light	/hour	16	\$____/hour	
	iv.) 2 nd Year Plumber/Pipefitter Apprentice – Commercial Provincial Light	/hour	16	\$____/hour	
	v.) General Labourers - Level 1 Commercial Apprentice	/hour	16	\$____/hour	
	C. Outside Regular Working Hours: Weekends and Statutory Holidays				
	i.) Journeyman Refrigeration Mechanic with General Gas Fitter installer license	/hour	8	\$____/hour	
	ii.) 2 nd Year Refrigeration Apprentice	/hour	8	\$____/hour	
	iii.) Level 1 Journeyman Plumber – Commercial Provincial Light	/hour	8	\$____/hour	
	iv.) 2 nd Year Plumber/Pipefitter Apprentice – Commercial Provincial Light	/hour	8	\$____/hour	
	v.) General Labourers - Level 1 Commercial Apprentice	/hour	8	\$____/hour	

Solicitation No. - N° de l'invitation
ET025-200868/A

Buyer ID - Id de l'acheteur
pwu021

GETS Ref. No. - N° de réf de SEAG

Client Ref. No. - N° de réf. du client
PSPC-ET025-200868

File No. - N° du dossier
PWU-9-42068

CCC No./N° CCC - FMS No./N° VME

Item	Class of Labor, Material or Plant	Unit	Estimated Hours / Quantity	Unit Price	Estimated Total Price
2.	Labor – Direct or Productive used exclusively in work at <u>OSBORNE COMMUNITY CORRECTIONAL CENTER – WINNIPEG, MB</u> as follows:				
	A. During Regular Working Hours: Monday through Friday (0730-1630 hours)				
	i.) Journeyman Refrigeration Mechanic with General Gas Fitter installer license	/hour	200	\$____/hour	
	ii.) 2 nd Year Refrigeration Apprentice	/hour	200	\$____/hour	
	iii.) Journeyman Sheet Metal Mechanic - Commercial	/hour	80	\$____/hour	
	iv.) 2 nd Year Apprentice (Sheet metal or Welding)	/hour	80	\$____/hour	
	v.) Level 1 Journeyman Plumber – Commercial Provincial Light	/hour	200	\$____/hour	
	vi.) 2 nd Year Plumber/Pipefitter Apprentice – Commercial Provincial Light	/hour	200	\$____/hour	
	vii.) General Labourers - Level 1 Commercial Apprentice	/hour	200	\$____/hour	
	B. Outside Regular Working Hours: Monday through Friday (1630-0730 hours)				
	i.) Journeyman Refrigeration Mechanic with General Gas Fitter installer license	/hour	16	\$____/hour	
	ii.) 2 nd Year Refrigeration Apprentice	/hour	16	\$____/hour	
	iii.) Level 1 Journeyman Plumber – Commercial Provincial Light	/hour	16	\$____/hour	
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	C. Outside Regular Working Hours: Weekends and Statutory Holidays				
	i.) Journeyman Refrigeration Mechanic with General Gas Fitter installer license	/hour	8	\$____/hour	
	ii.) 2 nd Year Refrigeration Apprentice	/hour	8	\$____/hour	
	iii.) Level 1 Journeyman Plumber – Commercial Provincial Light	/hour	8	\$____/hour	
	iv.) 2 nd Year Plumber/Pipefitter Apprentice – Commercial Provincial Light	/hour	8	\$____/hour	
	v.) General Labourers - Level 1 Commercial Apprentice	/hour	8	\$____/hour	
3.	Miscellaneous Materials and Replacement Parts				
	Miscellaneous materials and replacement parts (except free issue) at laid-down cost (which includes invoice cost, transportation cost, exchange, customs and brokerage charges) plus a mark-up of ____ % (which includes purchasing expenses, internal handling, G & A expenses and profit) excluding sales tax, sales tax to be shown as a separate item. (% mark-up x \$60,000.=)	n/a	\$60,000.	____%	
Subtotal Schedule A): Estimated Total Amount Year 1 , GST/HST Extra					\$

Continue...

SCHEDULE B) Year 2

Col.1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labor, Material or Plant	Unit	Estimated Hours / Quantity	Unit Price	Estimated Total Price
1.	Labor – Direct or Productive used exclusively in work STONY MOUNTAIN INSTITUTION – STONY MOUNTAIN, MB as follows:				
	A. During Regular Working Hours: Monday through Friday (0730-1630 hours)				
	i.) Journeyman Refrigeration Mechanic with General Gas Fitter installer license	/hour	200	\$____/hour	
	ii.) 2 nd Year Refrigeration Apprentice	/hour	200	\$____/hour	
	iii.) Journeyman Sheet Metal Mechanic - Commercial	/hour	80	\$____/hour	
	iv.) 2 nd Year Apprentice (Sheet metal or Welding)	/hour	80	\$____/hour	
	v.) Level 1 Journeyman Plumber – Commercial Provincial Light	/hour	200	\$____/hour	
	vi.) 2 nd Year Plumber/Pipefitter Apprentice – Commercial Provincial Light	/hour	200	\$____/hour	
	vii.) General Labourers - Level 1 Commercial Apprentice	/hour	200	\$____/hour	
	B. Outside Regular Working Hours: Monday through Friday (1630-0730 hours)				
	i.) Journeyman Refrigeration Mechanic with General Gas Fitter installer license	/hour	16	\$____/hour	
	ii.) 2 nd Year Refrigeration Apprentice	/hour	16	\$____/hour	
	iii.) Level 1 Journeyman Plumber – Commercial Provincial Light	/hour	16	\$____/hour	
	iv.) 2 nd Year Plumber/Pipefitter Apprentice – Commercial Provincial Light	/hour	16	\$____/hour	
	v.) General Labourers - Level 1 Commercial Apprentice	/hour	16	\$____/hour	
	C. Outside Regular Working Hours: Weekends and Statutory Holidays				
	i.) Journeyman Refrigeration Mechanic with General Gas Fitter installer license	/hour	8	\$____/hour	
	ii.) 2 nd Year Refrigeration Apprentice	/hour	8	\$____/hour	
	iii.) Level 1 Journeyman Plumber – Commercial Provincial Light	/hour	8	\$____/hour	
	iv.) 2 nd Year Plumber/Pipefitter Apprentice – Commercial Provincial Light	/hour	8	\$____/hour	
	v.) General Labourers - Level 1 Commercial Apprentice	/hour	8	\$____/hour	
Item	Class of Labor, Material or Plant	Unit	Estimated Hours / Quantity	Unit Price	Estimated Total Price

2.	Labor – Direct or Productive used exclusively in work at OSBORNE COMMUNITY CORRECTIONAL CENTER – WINNIPEG, MB as follows:																																																																																								
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Subtotal Schedule B): Estimated Total Amount Year 2 , GST/HST Extra					\$																																																																																				

Continue...

Solicitation No. - N° de l'invitation
ET025-200868/A

Buyer ID - Id de l'acheteur
pwu021

GETS Ref. No. - N° de réf de SEAG

Client Ref. No. - N° de réf. du client
PSPC-ET025-200868

File No. - N° du dossier
PWU-9-42068

CCC No./N° CCC - FMS No./N° VME

4.1 Unit Price Schedules - Rates (continued)

4.2 TOTAL EVALUATED PRICE (Initial 1 Year Term + 2nd Year)

Col. 1	Col. 2	Col. 3
Sub Total SCHEDULE A) Initial Year Term	Sub Total SCHEDULE B) 2nd Year	Total Evaluated Price (col.1 + col.2 = col.4)
\$ _____	\$ _____	\$ _____

These items will be used for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Standing Offer.

A rate must be entered for each item.

The Offeror agrees that the Price(s) per Unit as tendered govern in calculating the Total Evaluated Price. The Offeror understands that any errors in the extension of the Price per Unit, in the addition of the Estimated Total Price, and Estimated Total Amount will be corrected in order to obtain the Total Evaluated Price.

Cost will be evaluated on the Total Evaluated Price in Column 3. It is anticipated that only one standing offer will be issued to the lowest compliant offeror.

End of amendments



Serving
GOVERNMENT,
Serving
CANADIANS.

Respect ♦ Integrity ♦ Excellence ♦ Leadership

Terms of Reference Mechanical HVAC- Contractor Standing Offer

Miscellaneous Works & Urgent Repairs

CORRECTIONAL SERVICE CANADA

Stony Mountain Institution

Osborne Community Correctional Centre (CCC)

June 28, 2019

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1 WORK DESCRIPTION

1.1 TERMS OF REFERENCE

1.1.1 PURPOSE

- .1 The purpose of the Mechanical HVAC Standing Offer is to undertake general mechanical work including Heating, Ventilation and Air Conditioning (HVAC), as and when required, at the following Correctional Service Canada Institutions:
 - .1 Stony Mountain Institution, Stony Mountain, MB;
 - .2 Osborne Community Correctional Centre (CCC), Winnipeg, MB.
- .2 The Terms of Reference (TOR) has been developed to ensure that the Contractor has a clear understanding of the Standing Offer Agreement (SOA) Work scope, procedures and services required to, upon SOA Call-Up, deliver the complete goods and services within the agreed to price and schedule.

1.1.2 THE PWGSC GENERAL CONDITIONS (GC)

- .1 The Terms of Reference (TOR) document must be used in conjunction with the General Conditions (GC) document, as the two documents are complimentary.
- .2 The TOR describes Work-specific requirements, services and deliverables while the GC document outlines the term and conditions of the contract, common to all projects.
- .3 In the case of a conflict between the two documents, the requirements of the GC override the TOR Document.

1.1.3 TERMINOLOGY

- .1 The following definitions for Terminology are:
 - .1 Quality Assurance Review: a review conducted by Public Services and Procurement Canada (PSPC) as a knowledgeable client of Work submitted to the Client Representative or conducted by the Contractor. The Quality Assurance review by PSPC does not relieve the Contractor of professional responsibilities for completeness or appropriateness of Work.
 - .2 Prime Contractor: as defined by Manitoba's Occupational Health and Safety Act.

1.2 GENERAL INFORMATION

1.2.1 PROJECT INFORMATION

Project Information	
Project Title:	Mechanical HVAC, Plumbing and Gas Fitting
Project Location:	Stony Mountain Institution, Stony Mountain MB Osborne Community Correctional Centre (CCC), Winnipeg, MB
Solicitation Number:	
PWGSC Project Number:	R.105205.001
Client Representative:	PSPC – TBD at time of SOA Call-Up
CSC Representative	Chief of Works

1.2.2 CLIENT REPRESENTATIVES

Department	Client Representative
PSPC Project Manager:	To be determined at time of SOA Call-Up
PSPC Contracting Officer:	To be determined at time of SOA Call-Up

1.2.3 CSC REPRESENTATIVE

- .1 The CSC Representative referred to throughout the TOR is the Correctional Service Canada (CSC) Chief of Works.
- .2 CSC Mission:
 - .1 CSC, as part of the criminal justice system and respecting the rule of law, contributes to public safety by actively encouraging and assisting offenders to become law-abiding citizens, while exercising reasonable, safe, secure and humane control.

1.3 BACKGROUND INFORMATION EXISTING CONDITIONS

1.3.1 AREA OF USE / RESPONSIBILITY

- .1 Use of this Standing Offer Agreement (SOA) is for CSC Institutions in the following areas of the Western Region of Canada:
 - .1 Stony Mountain Institution, Stony Mountain, MB;
 - .2 Osborne Community Correctional Centre (CCC), Winnipeg, MB.
- .2 Each of the CSC Institutions has unique security levels and regulations.
- .3 All facilities have a resident Chief of Works with limited dedicated staff.
- .4 Use of the SOA by PSPC will be activated by a Call-Up.
- .5 In all cases the name of the representative responsible for the Call-Up will appear on the Call-Up document.

1.3.2 NEED

- .1 The Institution has a requirement for the Client Representative to respond to construction and maintenance issues in a timely fashion.
- .2 The Institution has a requirement for the Client Representative to attend to minor Works where timing makes it necessary to have pre-cleared Contractors.
- .3 The Institution has a requirement for the Client Representative to address urgent issues.

1.3.3 WORK SECURITY

- .1 All site visits must be arranged through the Client Representative.
 - .1 Reasons to visit the site include, but are not limited to preliminary site inspection, attendance at site meetings and any other reason related to the execution of SOA Call-Up Work.
 - .2 Commissionaire or security escort will be required during all site visits and for the duration of any work.

1.3.4 CONSTRAINTS AND CHALLENGES

- .1 The Contractor will be required to become familiar with the Work site and obtain local information as required.
- .2 All Work must comply with the most current CSC Technical Criteria and related Standards. Reference to this document will be made available through the Client Representative on Work specific basis.

- .3 Construction on the Work site will be performed during the full operation of the facilities. Work phasing must be planned to ensure that disruption to the daily operation of the facilities is kept to a minimum.
- .4 Environmental conditions must be kept under control during all phases of the Work. When relevant to the Work, a Designated Substances Report will be made available outlining existing conditions.
- .5 Each CSC Institution has their own particular security level and subsequently unique security regulations. The Contractor must become familiar with these regulations, particularly where tool control is concerned.
- .6 The intent is for the Work to meet current Codes, Standards and Guidelines.
- .7 The Contractor is to cooperate and coordinate with any other contractor on site.

1.4 PROJECT DELIVERY APPROACH

1.4.1 CONSTRUCTION PHASE

- .1 The Client Representative will state in the SOA Call-Up that they will be seeking fixed price quotations determined from the clearly defined scope of work.
- .2 Plans and Specifications, provided at the time of the SOA Call-Up, will be the standard source of contract information outlining more complex Work.
- .3 In the case of less complex Work the SOA Call-Up scope may be described by sketch and/or narration.
- .4 Renovations and new work may be conducted when the facility is fully occupied. In some cases, inmate access to the Work site may be restricted.
- .5 The Contractor shall ensure full coordination of the work of all Sub-Contractors.
- .6 Upon completion of the Work, and as requested in the SOA Call-Up, the Contractor is to prepare and submit to the Client Representative as-built drawings based on site conditions.

1.4.2 SPECIAL CONDITIONS

- .1 As stated in the Call-Up:
 - .1 Work may be carried out during normal working hours;
 - .2 Work may be carried out after normal working hours, or on weekends;
 - .3 Work may be carried out when the Institution is fully occupied and operational;
 - .4 Work may be carried out in areas cleared of inmates and staff.
- .2 In the absence of a statement regarding hours of work or occupancy, it is assumed that the Work will be carried out during normal working hours, when the Institution is fully occupied and operational.
- .3 The Contractor will be required to obtain relevant permits from the local Authorities having Jurisdiction.

1.5 SUMMARY OF SERVICES

1.5.1 CONTEXT

- .1 The Contractor will be assigned the duties and responsibility of Prime Contractor when the contractor is the sole contractor on the call-up work site.
- .2 The Contractor may be assigned the duties and responsibility of Prime Contractor when two or more contractors occupy the same space and time. When the Contractor is acting in the capacity of the Prime Contractor, both construction and construction supervision for services are included within the assigned Work.

- .3 The Contractor may be required to provide a full construction team as outlined in Section 3 Required Services and supplemented by the SOA Call-Up documents.
- .4 All those employed to work on the site are to meet the requirements of the provincially legislated Apprenticeship and Industry Training Act. Tradespersons are to be registered apprentice or certified journeyman, skilled, qualified and supervised.
- .5 The work force may be augmented by general labourers.

1.6 EXISTING DOCUMENTATION

1.6.1 DOCUMENTS AVAILABLE FOR THE SUCCESSFUL PROPONENT (CONTRACTOR)

- .1 Copies of all Work specific documentation will be made available to the Contractor at the time of the SOA Call-Up.
- .2 Limited record drawings and Operation & Maintenance Manuals are available on the Work site. If referenced, the Contractor will be responsible for verifying the accuracy of the information contained.

1.6.2 DISCLAIMER

- .1 Reference information will be available in the language in which it is written.
- .2 The documentation may be unreliable and is offered "as is" for the information of the Contractor.

1.7 CODES, ACTS, STANDARDS, REGULATIONS

1.7.1 GENERAL

- .1 The Work shall, unless otherwise specified, be constructed in a manner which:
 - .1 Is compliant with all applicable federal, provincial, municipal, and regional laws, acts, regulations, and Codes
 - .2 Minimizes disruption and interference with occupants, including the prevention of transmission of noise, when demolition or construction work occurs in the building or on the property
- .2 Adherence to all applicable codes and standards and without limiting the generality of the foregoing shall include the most current edition of the following:
 - .1 The NRC National Building Code of Canada 2015
 - .2 The NRC National Fire Code of Canada 2015
 - .3 The NRC National Plumbing Code of Canada 2015
 - .4 The Canadian Electrical Code 2015
 - .5 Canada Occupational Health and Safety Regulations
 - .6 Canada Labour Code (including latest revisions of all regulations)
 - .7 CAN/CSA B651-12 Accessible Design for the Built Environment
 - .8 CSA Z320-11 Building Commissioning Standard
 - .9 CSA S478-95 (R2007) Guideline on Durability in Buildings
 - .10 Canadian Code for Preferred Packaging
 - .11 Federal Fire Protection Standards
 - .12 Treasury Board Fire Protection Standard
 - .13 National Fire Protection Association (NFPA) standards
 - .14 American Society for Testing and Materials (ASTM)
 - .15 American National Standards Institute (ANSI)
 - .16 Local and/or municipal codes and bylaws
- .3 In the event of a conflict between Codes, the more stringent shall take precedence.

1.7.2 CSC DOCUMENTS

- .1 In addition to applicable legislated codes and standards, the CSC documents listed below apply to this Work:
 - .1 CSC Technical Criteria for Correctional Institutions, April 2015;
 - .2 Federal Correctional Facilities Accommodation Guidelines December 2014.

2 PROJECT ADMINISTRATION

2.1 GENERAL REQUIREMENTS

- .1 The Contractor shall comply with the Work specific requirements as identified in the SOA Call-Up.

2.2 COMMUNICATIONS AND MEETINGS

2.2.1 COMMUNICATION

- .1 If any communication with the CSC Representative results in the need for any change to the scope of Work, quality, cost or schedule, the Contractor shall inform the Client Representative, and seek written direction before taking any action. No change is to be actioned without written direction from the Client Representative.
- .2 Correspondence:
 - .1 All correspondence from the Contractor shall be distributed as directed by the issuing Client Representative
 - .2 There shall be no correspondence between occupants or users of the facility and the Contractor, unless directed by the Client Representative
 - .3 The terms of the Work scope, budget or schedules must be authorized in writing by the Client Representative through an official Contract Amendment as defined in the General Conditions of this SOA
 - .4 All correspondence must carry the Contract name, PSPC / CSC Project title, PSPC / CSC Project number, File number and date

2.2.2 MEETINGS

- .1 The Client Representative will arrange meetings, as required, throughout the Work.
- .2 Meetings will normally be held on site.

2.2.3 WORK RESPONSE TIME

- .1 It is a requirement of all Work that the key personnel of the Contractor are personally available to attend meetings or respond to inquiries within half a working day.
- .2 During the Work, the Contractor's Key Personnel shall be:
 - .1 Available to attend meetings and respond to inquiries within one (1) working day notice
 - .2 Able to respond to urgencies within two (2) hours, including those occurring during off-hours and on weekends/ holidays
- .3 On occasion, there may be urgent, problem-solving meetings.
 - .1 The Contractor must be available to attend such meetings on the Work site within four (4) business hours

2.3 ROLES AND RESPONSIBILITIES

2.3.1 CONTRACTOR

- .1 The "Contractor's Team" must be eligible and registered to work in the province of Manitoba. The Contractor's Team is composed of the Contractor and designated employees along with Sub-Contractors and their designated employees.
- .2 The Contractor and Sub-Contractors must perform the Work to a professional standard as outlined in the SOA and SOA Call-Up.
- .3 During construction phases the Contractor shall:

- .1 Participate in construction meetings
- .2 Ensure sub-Contractors attend required meetings
- .3 Attend site inspection meetings

2.3.2 CSC REPRESENTATIVE

- .1 The CSC Representative is responsible for communicating the interests of the CSC, in collaboration with the Client Representative.
 - .1 Unless directed otherwise, all communication with the CSC is through the Client Representative.
 - .2 See Part 2.2.1 above. The CSC Departmental Security Representative is responsible for the resolution of all security issues.
- .2 The CSC Representative is the Authority Having Jurisdiction regarding security interests of CSC. Communication between contractor and CSC Representative is to be facilitated by Client Representative.

3 REQUIRED SERVICES

3.1 SUMMARY OF CONSTRUCTION WORK

3.1.1 PRE-CONSTRUCTION REPORT

- .1 Undertake a pre-construction report to determine the following:
 - .1 Material take-off
 - .2 Construction quote
 - .1 The construction quote is not to include Project Management fees, Consultant fees, Risk Allowance, Escalation or GST and is in 'Budget-Year (Current)' dollars.
 - .2 The construction quote is to include Labour, Material, Building Permit, Plant, Overhead and Profit.
 - .3 Construction Milestone Schedule (including Shop Drawing submissions and approval timelines).

3.1.2 PERSONNEL

- .1 The Contractor must have the ability to provide four (4) journeyman tradespeople, including:
 - .1 A minimum of one (1) journeyman refrigeration mechanic.
 - .2 A minimum of one (1) journeyman sheet metal mechanic.
- .2 Three (3) apprentices with certification to perform the work as detailed herein.
- .3 Upon award of a Standing Offer, the following must be submitted to the Client Representative prior to personnel working on-site:
 - .1 A copy of the "Contractor's City of Work License".
 - .2 Names of personnel performing work on-site with individual's commercial mechanical, and HVAC equipment service and troubleshooting experience.
 - .3 Names of Apprentices complete with proof of apprenticeship (including level increases as applicable).
 - .4 All licensing and certifications must be current throughout the entire term of this standing offer and subsequent Call-Ups.
- .4 Any on-site Apprentices assisting Trades people must be under the direct supervision of a licensed Journeyman.
- .5 The Client Representative may, at any time during the Standing Offer request to inspect or obtain a copy of each tradesperson's license / certificate.
- .6 At any time in the duration of this SOA, should the Contractor's staff be required to perform work that requires the following: Operation of Scissor Lifts, Scaffold Erection, Confined Space access and Fall Protection, the Contractor's staff shall be trained and certified in said certification. Any required training and associated cost will be the Contractor's responsibility. On-site personnel will be required to produce valid certifications upon request.

3.1.3 CONSTRUCTION SERVICES

- .1 Contractor is to provide all plant, labour, equipment and material to complete assigned Work.
- .2 The services to be provided by the Contractor will be defined in the SOA Call-Up. Services may include, but shall not be limited to, the following:
 - .1 Obtain relevant permits from the Local Authority having Jurisdiction using the documents provided in the SOA Call-Up;

- .2 Prepare, Review and submit for approval all required Shop Drawings;
- .3 Prime Contractor duties, including responsibilities defined by the *Occupational Health and Safety Act*;
- .4 Selective demolition;
- .5 Waste sorting;
- .6 Waste recycling or disposal at the end of each work day;
- .7 Heating Ventilating and Air Conditioning (HVAC) work;
 - .1 Gas Fitting work;
 - .2 Refrigeration work;
 - .3 Sheet Metal work;
 - .4 General Labour.
- .8 Field Services and Quality Assurance of Work conducted;
- .9 Repair to any existing conditions that may be damaged during the Work;
- .10 Preparation and submission of As-Built drawings to the Client Representative upon completion of the Work;
- .11 Preparation and submission of maintenance manuals to the Client Representative upon completion of the Work;
- .12 Daily Work-Site Clean-up and final Work clean-up;
- .13 Other related duties as defined in the SOA Call-Up.

4 ANNEX

4.1 TYPICAL SECURITY RESTRICTIONS

4.1.1 GENERAL

.1 PURPOSE

- .1 To ensure that both the Work and the Institutional operations may proceed without undue disruption or hindrance and that the security of the Institution is maintained at all times.

4.1.2 DEFINITIONS

.1 "Contraband" means:

- .1 An intoxicant, including alcoholic beverages, drugs and narcotics
- .2 A weapon or a component thereof, ammunition for a weapon, and anything that is designed to kill, injure or disable a person, or that is altered so as to be capable of killing, injuring or disabling a person, when possessed without prior authorization
- .3 An explosive, or a bomb, or a component thereof
- .4 Currency over any applicable prescribed limit \$50.00
- .5 Any item not described in articles (1) to (4) that could jeopardize the security of a Penitentiary or the safety of persons, when that item is possessed without prior authorization

.2 "Unauthorized Smoking and related Items" means all smoking items including, but not limited to, cigarettes, cigars, tobacco, chewing tobacco, cigarette making machines, matches and lighters, e-cigarettes, and vaping products.

.3 "Commercial Vehicle" means any motor vehicle used for the shipment of material, equipment and tools required for the construction Work.

.4 "CSC" means Correctional Service Canada.

.5 "Director" means Director, Warden or Superintendent of the CSC Institution, as applicable.

.6 "Construction employees" mean persons working for the general Contractor, the sub-Contractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies.

.7 "Perimeter" means the fenced or walled area of the Institution that restrains the movement of the inmates.

.8 "Construction limits" means the area as shown on the contract drawings that the Contractor will be allowed to work. This area may or may not be isolated from the security area of the Institution. These are the immediate areas in and around the construction Work.

4.1.3 PRELIMINARY PROCEEDINGS

.1 Prior to the commencement of work, the Contractor will meet with Client Representative and CSC representatives to:

- .1 Discuss the nature and extent of all activities involved in the Work
- .2 Establish mutually acceptable security procedures in accordance with this instruction and the Institution's particular requirements

.2 The Contractor will:

- .1 Ensure that all construction employees are aware of the security requirements
- .2 Ensure that a copy of the security requirements is always prominently on display at the job site

- .3 Cooperate with Institutional personnel in ensuring that security requirements are observed by all construction employees.

4.1.4 CONSTRUCTION EMPLOYEES

- .1 Entry to Institutional Property will be refused to any person there may be reason to believe may be a security risk.
- .2 Any person employed on the construction site will be subject to immediate removal from Institutional Property if they:
 - .1 Appear to be under the influence of alcohol, drugs or narcotics;
 - .2 Behave in an unusual or disorderly manner;
 - .3 Are in possession of contraband.

4.1.5 VEHICLES

- .1 All unattended vehicles on CSC property shall have windows closed, doors and trunks shall be locked and keys removed. The keys shall be securely in the possession of the owner or an employee of the company that owns the vehicle. The Institution requires lockable gas caps on all vehicles and motorized equipment used in the construction area.
- .2 The CSC Representative may limit at any time the number and type of vehicles allowed within the Institution.
- .3 Drivers of delivery vehicles for material required by the Work will not require security clearances but must remain with their vehicle the entire time that the vehicle is in the Institution. The CSC Representative may require that these vehicles be escorted by Institutional staff or Commissionaires while in the Institution.
- .4 If the CSC Representative permits trailers to be left inside the secure perimeter of the Institution, these trailer doors will be locked at all times. All windows will be securely locked when left unoccupied. All trailer windows shall be covered with expanded metal mesh. All storage trailers inside and outside the perimeter must be locked when not in use.

4.1.6 PARKING

- .1 The parking area(s) to be used by construction employees will be designated by the CSC Representative. Parking in other locations will be prohibited and vehicles may be subject to removal.

4.1.7 SHIPMENTS

- .1 All shipments of Work material, equipment and tools shall be addressed in the Contractor's name to avoid confusion with the Institution's own shipments. The Contractor must have his own employees on site to receive any deliveries or shipments. CSC staff will NOT accept receipt of deliveries or shipments of any material equipment or tools.

4.1.8 TELEPHONES

- .1 There will be no installation of telephones, Facsimile machines and computers with Internet connections permitted within the perimeter of the Institution unless prior approval of the CSC Representative is received.
- .2 The CSC Representative will ensure that approved telephones, facsimile machine and computers with Internet connections are located where they are not accessible to inmates. All computers will have an approved password protection that will stop an Internet connection to unauthorized personnel.
- .3 Wireless cellular and digital telephones, including but not limited to, devices for telephone messaging, pagers, BlackBerries, telephone used as two way radios, are not permitted within the perimeter of the Institution unless approved by the CSC

Representative. If wireless cellular telephones are permitted, the user will not permit their use by any inmate.

- .4 The CSC Representative may approve but limit the use of two way radios.

4.1.9 WORK HOURS

- .1 Work hours within the Institution are: Monday to Friday 0730 – 1630.
- .2 Work will not be permitted during weekends and statutory holidays without the permission of the CSC Representative. A minimum of seven days advance notice will be required to obtain the required permission. In case of emergencies or other special circumstances, this advance notice may be waived or period shortened by the CSC Representative.

4.1.10 OVERTIME WORK

- .1 No overtime work will be allowed without permission of the Client Representative. A minimum forty-eight (48) hours advance notice is required when overtime work on the construction Work is necessary after formally approved by the Client Representative. If overtime work is required because of an emergency, such as the completion of a concrete pour or work to make the construction site safe and secure, the Contractor will advise the Client Representative as soon as this condition is known and follow the directions given by the Client Representative.
- .2 When overtime work, weekend statutory holiday work is required and approved by the Client Representative, extra staff members may be posted by the CSC Representative or his designate, to maintain the security surveillance. The CSC Representative may post extra staff to monitor construction activities.

4.1.11 TOOLS AND EQUIPMENT

- .1 Maintain a complete list of all tools and equipment to be used during the construction Work. This inventory must be available for inspection when required. Tool lists are to include the following as well as any screw and/or drill bits and any disposable tool items such as disposable blades, etc.
 - .1 Restricted tools (tools requiring special permission to carry on to site):
 - .1 Explosive tools (Hilti-gun, etc.);
 - .2 Bolt cutters;
 - .3 Acids;
 - .4 Bottle jacks (hydraulic);
 - .5 Knives (other than approved hobby knives and cutlery);
 - .6 Scissors, tailors;
 - .7 Adjustable wrenches, 240mm long or more;
 - .8 Tin snips;
 - .9 Linesmen pliers;
 - .10 Metal cutting devices;
 - .11 Hacksaw blades, wrecking or cross bars;
 - .12 Files;
 - .13 Vice grip pliers with cutters in jaws;
 - .14 Picks;
 - .15 Portable, electrically driven power tools capable of cutting or drilling (skill saws, jigsaws and drill motors);
 - .16 Welding equipment (accessories locked up);
 - .17 Ropes, heavy cord;
 - .18 Axes;

- .19 Ladders;
- .20 Gasolines;
- .21 Coal oil, turpentine;
- .22 Lacquers and sealers;
- .23 Pure ammonia;
- .24 Pneumatic guns and staplers;
- .25 Propane cylinders.
- .2 Non-restricted tools:
 - .1 Includes tools which are used daily and are not usually expected to be used to effect an escape;
 - .2 Throughout the Work maintain up-to-date the list of tools and equipment specified above.
- .3 Keep all tools and equipment under constant supervision, particularly power driven and cartridge-driven tools, cartridges, files, saw blades, rod saws, wire, rope, ladders and any sort of jacking device.
- .4 Store all tools and equipment in approved secure locations.
- .5 Lock all tool boxes when not in use. Keys are to remain in the possession of the employees of the Contractor.
- .6 Scaffolding shall be secured and locked when not erected and when erected, will be secured in a manner agreed upon with the Institutional designate.
- .7 All missing or lost tools or equipment shall be reported immediately to the CSC Representative.
- .8 The CSC Representative will ensure that the security staff members carry out checks of the Contractor's tools and equipment against the list provided by the Contractor. These checks may be carried out at the following intervals:
 - .1 At the beginning and conclusion of every construction Work
 - .2 Weekly, when the construction Work extends longer than a one week period
 - .3 The Contractor may be subject to random checks by security staff to ensure proper storage and security of tools throughout the Work
- .9 Certain tools/equipment such as cartridges and hacksaw blades are highly controlled items. The Contractor will be given at the beginning of the day, a quantity that will permit one day's work. Used blades/cartridges will be returned to the CSC Designated Representative (or delegated alternate) at the end of each day.
- .10 If propane or natural gas is used for heating the construction, the Institution will require that an employee of the Contractor supervise the construction site during non-working hours.

4.1.12 KEYS

- .1 If the Work involves Security Hardware, the direction regarding keying and cylinders will be provided to the Contractor by the CSC Representative.
- .2 All keys are to be provided to the CSC Representative.

4.1.13 SECURITY HARDWARE

- .1 Turn over all removed security hardware to the CSC Representative.

4.1.14 PRESCRIPTION DRUGS

- .1 Employees of the Contractor who are required to take prescription drugs during the workday shall obtain approval of the CSC Representative to bring a maximum of one day supply into the Institution.

4.1.15 SMOKING RESTRICTIONS

- .1 Contractors and construction employees are not permitted to smoke nor possess unauthorized smoking items within the perimeter of a correctional facility.
- .2 Contractors and construction employees who are in violation of this policy will be requested to immediately cease smoking or dispose of any unauthorized smoking items and, if they persist, will be directed to leave the Institution.
- .3 Smoking is only permitted outside the perimeter of a correctional facility in an area designated by the CSC Representative.

4.1.16 CONTRABAND

- .1 Weapons, ammunition, explosives, alcoholic beverages, drugs and narcotics are prohibited on Institutional property.
- .2 The discovery of contraband on the construction site and the identification of the person(s) responsible for the contraband shall be reported immediately to the CSC Representative.
- .3 Contractors must be vigilant with both their staff and the staff of their Sub-Contractors and suppliers. The discovery of contraband may result in cancellation of the security clearance of the affected employee. Serious infractions may result in the removal of the company from the Institution for the duration of the construction.
- .4 Presence of arms and ammunition in vehicles of Contractors, Sub-Contractors and suppliers or employees of these will result in the immediate cancellation of security clearances for the driver of the vehicle.

4.1.17 SEARCHES

- .1 All vehicles and persons entering Institutional property may be subject to search.
- .2 When the Director suspects, on reasonable grounds, that an employee of the Contractor is in possession of contraband or unauthorized items, he may order that person to be searched.
- .3 All employees entering the Institution may be subject to screening of personal effects for traces of contraband drug residue.

4.1.18 ACCESS TO AND FROM INSTITUTIONAL PROPERTY

- .1 Construction personnel and commercial vehicles will not be admitted to the Institution after normal working hours unless approved by the CSC Representative.

4.1.19 MOVEMENT OF VEHICLES

- .1 Escorted commercial vehicles will be allowed to enter or leave the Institution through the vehicle access gate during the following hours:
 - .1 0730 to 1630 (or within hours of work approved by the CSC Representative)
- .2 The Contractor shall advise the Client Representative and CSC Representative twenty four (24) hours in advance of the arrival on the site of heavy equipment such as concrete trucks, cranes, etc.
- .3 Vehicles being loaded with soil or other debris, or any vehicle considered impossible to search must be under continuous supervision by CSC staff or Commissionaires working under the authority of the CSC Representative.
- .4 Commercial vehicles will only be allowed access to Institutional property when their contents are certified by the Contractor or his representative as being strictly necessary to the execution of the construction Work.
- .5 Vehicles shall be refused access to Institutional property if, in the opinion of the CSC Representative, they contain any article that may jeopardize the security of the Institution.

- .6 Private vehicles of construction employees will not be allowed within the security wall or fence of medium or maximum security Institutions.
- .7 With prior approval of the CSC Representative, a vehicle may be used in the morning and evening to transport a group of employees to/from the work site. This vehicle will not remain within the Institution the remainder of the day.
- .8 With the approval of the CSC Representative, equipment may be permitted to remain on the construction site overnight or over the weekend. This equipment must be securely locked, with the battery removed. The CSC Representative may require that the equipment be secured with a chain and padlock to another solid object. Final procedures will be determined with the approval.

4.1.20 MOVEMENT OF CONSTRUCTION EMPLOYEES ON INSTITUTIONAL PROPERTY

- .1 Subject to the requirements of good security, the CSC Representative will permit the Contractor and his employees as much freedom of action and movement as is possible.
- .2 However, notwithstanding paragraph above, the CSC Representative may:
 - .1 Prohibit or restrict access to any part of the Institution
 - .2 Require that in certain areas of the Institution, either during the entire construction Work or at certain intervals, construction employees only be allowed access when accompanied by a member of the CSC security staff
- .3 During the lunch and coffee/health breaks, all employees will remain within the construction site. Employees are not permitted to eat in the officer's lounge and dining room.

4.1.21 SURVEILLANCE AND INSPECTION

- .1 Construction activities and all related movement of personnel and vehicles will be subject to surveillance and inspection by CSC security staff members to ensure that established security requirements are met.
- .2 CSC staff members will ensure that an understanding of the need to carry out surveillance and inspections, as specified above, is established among construction employees and maintained throughout the construction Work.

4.1.22 STOPPAGE OF WORK

- .1 The CSC Representative may request at any time that the Contractor, his employees, sub-Contractors and their employees not enter or leave the work site immediately due to a security situation occurring within the Institution. The Contractor's site supervisor shall note the name of the staff member making the request and the time of the request and obey the order as quickly as possible. The Contractor shall advise the Client Representative within 24 hours of this delay to the progress of the work.

4.1.23 CONTACTS WITH INMATES

- .1 Unless specifically authorized, it is forbidden to come into contact with inmates, to talk with them, to receive objects from them or to give them objects. Any employee doing any of the above will be removed from the site and his security clearance revoked.
- .2 It is forbidden to take pictures of inmates, of CSC staff members or of any part of the Institution other than those required as part of this contract.

4.1.24 COMPLETION OF CONSTRUCTION WORK

- .1 Upon completion of the construction Work or, when applicable, the takeover of a facility, the Contractor shall remove all remaining construction material, tools and

equipment that are not specified to remain in the Institution as part of the construction.