

The following changes to the tender documents are effective immediately and will form part of the contract documents:

1. SPECIFICATION

1.1 Add the following Sections to Division 01:

Section 01 14 00 Work Restrictions (attached, 2 pages in total).

Section 01 14 10 Institutional Requirements for Contractors (attached, 7 pages in total).

END OF ADDENDUM NO. 1

Part 1 General

1.1 USE OF SITE AND FACILITIES

- .1 Execute work with least possible interference or disturbance to normal use of premises. Make arrangements with Departmental Representative to facilitate work as stated.
- .2 Maintain existing services to building and provide for personnel and vehicle access.
- .3 Where security is reduced by work provide temporary means to maintain security.
- .4 Departmental Representative will assign sanitary facilities for use by Contractor's personnel. Keep facilities clean.
- .5 Closures: protect work temporarily until permanent enclosures are completed.

1.2 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING

- .1 Execute work with least possible interference or disturbance to building operations and normal use of premises. Arrange with Departmental Representative to facilitate execution of work.

1.3 EXISTING SERVICES

- .1 Notify Departmental Representative and utility companies of intended interruption of services and obtain required permission.
- .2 Where Work involves breaking into or connecting to existing services, give Departmental Representative 72 hours of notice for necessary interruption of mechanical or electrical service throughout course of work. Keep duration of interruptions minimum. Carry out interruptions after normal working hours of occupants, preferably on weekends.
- .3 Provide for personnel and vehicular traffic.

1.4 SPECIAL REQUIREMENTS

- .1 Perform Work in accordance with CSC Stony Mountain Institution Technical Requirements and Institutional Requirements for Contractors.
- .2 Perform Work during normal working hours from 07:30 to 16:30 hours Monday to Friday.
- .3 Carry out noise generating Work Monday to Friday from 07:30 to 16:00 hours including Saturdays, Sundays and statutory holidays.
- .4 Ensure Contractor's personnel employed on site become familiar with and obey regulations including safety, fire, traffic and security regulations.
- .5 Deliver materials from 07:30 to 16:00 hours unless otherwise approved by Departmental Representative.
- .6 Allow for delays due to security protocol when Work:
 - .1 Interferes with Institution security operations; and
 - .2 Entering and exiting the Institution.
- .7 Access into Institution:
 - .1 Ingress and egress of Contractor's vehicles and personnel at site are limited to the Institution's check point

- .8 Construction Escort:
 - .1 Departmental Representative will provide construction escort as required.
 - .2 Notify Departmental Representative 24 hours in advance of escort requirement.
- .9 Submit schedule in accordance with Section 01 32 16.
- .10 Keep within Limits of Work and ingress and egress access.
- .11 Keep within Limits of Site.

1.5 SECURITY

- .1 Where security has been reduced by Work of Contract, provide temporary means to maintain security.

1.6 BUILDING SMOKING ENVIRONMENT

- .1 Comply with smoking restrictions. Smoking is not permitted.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 INTRODUCTION

- .1 In order to carry out the efficient operation of a penitentiary, it is absolutely necessary for civilian personnel, who are contractors on SMI Complex property, to observe established rules and procedures.

1.2 ESTABLISHMENT OF REQUIREMENTS

- .1 Prior to commencing work, the contractor shall meet with the Warden or his designate to discuss the nature and extent of all activities involves, and to establish mutually acceptable requirements to ensure that both the project and institution operation may proceed without undue distortion or hindrance except where unavoidable.
- .2 Such requirements shall include the matters specified in this instruction as well as others peculiar to the immediate locality.

1.3 SPECIAL REQUIREMENTS

- .1 Site Superintendent:
 - .1 The General Contractor's Site Superintendent must be on site at ALL TIMES for the full duration of Construction.

1.4 WORKING CONDITIONS

- .1 Subject to Institutional Security requirements, the Warden or his designate shall permit the contractor as much freedom of action and movement as is reasonably possible, and the contractor in turn shall be expected to cooperate with institutional personnel in ensuring that security requirements are observed by construction workers.

1.5 OBSERVATION AND INSPECTION

- .1 Construction activity and all related movement of personnel & vehicles shall be subject to observation & inspection by institutional staff to ensure that security requirements are met and understanding of the need for this action is established and maintained throughout.

1.6 PERSONNEL SECURITY

- .1 The names of all construction personnel to be employed on the site shall be submitted in writing.
- .2 All contractors and their employees, involved in contract, must report to the Construction Security under the supervision of the Correctional Manager, Operations prior to the first day of employment to submit picture identification and receive a security briefing.
- .3 The Warden or his designate may require close-up facial photographs to be taken of construction personnel, and may have such photographs displayed at appropriate locations in the SMI Complex for identification purposes.
- .4 When contractors are required to work on the prison property, they will enter and exit the premises via routes designated by the Correctional Manager, I/C Institution or Security Construction Supervisor due to job requirements.

- .5 All contractors must sign in at designated point of entry before proceeding to work site and sign out again when leaving. The Warden or his designate has the right to refuse permission to enter institutional property to any person whom he has reason to believe may be a security risk.

1.7 **PARKING**

- .1 The Warden or his designate shall assign the parking area or areas to be used by the construction personnel and indiscriminate parking in other locations shall not be permitted.
- .2 All unattended vehicles must be secured with windows closed, doors and trunks locked, and keys removed.
- .3 Vehicles must not contain any type of weapons, ammunition, or spirits (empty, partial or full).

1.8 **SHIPPING AND ACCESS TO THE SITE**

- .1 Commissioner's Directive 566-2 Control of Vehicle Entry to and Exit from Institution and Institutional Standing Order 566-2:
 - .1 The contractor shall verify with the Warden or his designate the hours during which vehicles will be allowed to enter or leave the institution. Vehicles or personnel will not be admitted to the institution after normal working hours or on weekends/holidays without prior arrangement with the Warden or his designate. Normal construction hours are 07:30 hours to 16:30 hours Monday thru Friday.
 - .2 Note: Vehicle Service Entrance through the Sally Port is closed between 11:00 and 11:30 each weekday.
 - .3 The contractor shall have all project material and equipment addressed in his name to avoid confusion with the institutions own shipments.
 - .4 The contractor shall, when overtime work is necessary, inform the Warden or his designate at least 24 hours in advance so that extra staff may be arranged to maintain the institution's observation inspection of construction activity.
 - .5 The Warden or his designate may prohibit or restrict access to any part of the institution. He may require that, in certain areas or at certain times, no civilian is allowed unless accompanied by an officer of the Correctional Service of Canada (CSC).
 - .6 Private vehicles will not be allowed within the institution's security wall or fence without special permission of the Warden or his designate. All vehicles entering the institution's security wall or fence must comply with institution's security requirements (i.e. Lockable gas caps or wheel covers, no wheel hub caps, lockable doors and windows, tools in a lockable container and locked when not in use).
 - .7 Trucks delivering materials, equipment and tools to the job will be allowed access when the contents are certified by the contractor or his representative as being strictly necessary for the execution of the work. Security requirements such as wheel covers, lockable fuel caps, lockable doors and windows are still required unless special provisions are made thru the Supervisor, Construction Security. Trucks or vehicles, after being unloaded, are to be parked in the designated area outside the security wall or fence.
 - .8 All vehicles are subject to search and will be refused access if, in the opinion of the Warden or his designate, they contain any article that may jeopardize the

security of the institution. Examples: weapons, alcohol, cell phones, drugs or narcotics.

1.9 TOOLS & EQUIPMENT

- .1 Commissioner's Directive 573 Control of Items Critical to the Security & Safety of the Institution under section 10 and Intuitional Standing Order 573:
 - .1 The contractor shall maintain an inventory of all tools and equipment. A copy of these tool lists shall be kept with the tools, a second copy in the Security Construction Trailer and one must be left with the officer in charge of the service entrance.
 - .2 The contractor shall keep all tools and equipment under constant supervision and not leave them unattended, paying particular attention to power-driven tools, files, saw blades, rod saw, wire, rope, extension cords and ladders. All used blades and wheels must be accounted for and disposed of in a manner determined by CSC.
 - .3 The contractor shall store all tools and equipment in places and under conditions approved by the Warden or his designate and shall lock all toolboxes when not in use. He shall report immediately all missing or lost tools or equipment to the Warden or his designate and complete 'Missing Tools Report' form. This form is available to the General Contractor.
 - .4 The contractor shall provide permanent identification (engraving) to all tools indicating that they are the personal property of the employee/tradesperson or employing company. Negligence in this regard may result in confiscation of tools.

1.10 TELEPHONES/ INSTALLATIONS & ELECTRONIC DEVICES

- .1 The Warden or his designate shall approve the installation of telephones.
- .2 Telephones shall be located so that they are not accessible to inmates.
- .3 The Warden or his Designate must approve the use of all electronic devices such as cameras, cell phones, tablets, e-readers or laptops. (Electronic Item Registry and Authorization CSC/SCC 1467).
- .4 Unless authorized by the Warden, contractors are not to have cell phones in their possession or to use them for any purpose.

1.11 TWO-WAY RADIO COMMUNICATIONS

- .1 The Warden or his designate must approve all two-way radio communication devices.
- .2 All radio devices requested for use on job site must be checked with institutional ADGA technicians to ensure no interference with institution equipment.
- .3 All radio devices brought onto SMI Complex property are not to be accessible to inmates.

1.12 ALCOHOL & NARCOTICS

- .1 SMI Complex has zero tolerance for alcohol and narcotics. These items are not permitted on institutional property. Discovery of such items on a site, and identification of the person or persons responsible for them, shall be reported immediately to the Warden or his designate. Any persons employed in a project who appears intoxicated or under the influence of any drug or narcotic, or who behaves in an unusual manner, shall be subject to immediate removal from institutional property.

1.13 CONTROL OF CONTRABAND - GENERAL

- .1 The contractor is responsible for ensuring that all persons employed by him directly or indirectly upon the project are familiar with Correctional and Conditional Release Act section 45 Summary Convictions.
 - .1 CCRA Summary Conviction Offences:
 - .45 Every person commits a summary conviction offence who:
 - (a) is in possession of contraband beyond the visitor control point in a penitentiary;
 - .1 (b) is in possession of anything referred to in paragraph (b) or (c) of the definition "contraband" in section 2 before the visitor control point at a penitentiary;
 - .2 (c) delivers contraband to, or receives contraband from, an inmate;
 - .3 (d) without prior authorization, delivers jewellery to, or receives jewellery from, an inmate; or
 - .4 (e) trespasses at a penitentiary.

1.14 SEARCH

- .1 Where the Warden or his designate suspects, on reasonable grounds, that an employee of the contractor is in possession of contraband, he may order that person to be searched, under, Correctional Conditional Release Regulations Section 42.1 Contraband, Sections 43-46, 54.1-2, 55.1 Search and Seizure and Section 57 Seizure, Commissioner's Directives 566-8 section 9-16.

1.15 KEY CONTROL

- .1 Commissioner's Directive 573 Control of Items Critical to the Security & Safety of the Institution under section 3 C & E and institutional Standing Order 573:
 - .1 The general contractor shall maintain control of all keys as follows:
 - .1 Upon receipt of keys from the security hardware supplier/installer:
 - .1 Provide a receipt to the security hardware supplier, listing all keys and quantity of each, by key code.
 - .2 Provide a copy of the receipt to the appropriate Correctional Service of Canada representative at the site Security Maintenance Officer (SMO) Gary Kowaluk / Clint Mann.
 - .3 Locks are to be handed over to SMO Officer Gary Kowaluk/ Clint Mann ext: 5808/5801 for the purpose of repining them to CSC standards. Once completed, the locks will be returned to General Contractor for installation.
 - .4 Keys for locks will be made available to the Supervisor Construction Security to maintain CSC regulation control.
 - .2 Upon putting operational keys into use:
 - .1 Keys will be controlled by the Supervisor, Construction Security at the Construction Trailer as per CSC standards.
 - .2 Report, in writing, any untoward circumstances, such as loss, disfigurement, misuse or mishandling, etc., to the security hardware supplier and CSC/SMO, identifying keys to code and/or number, so that appropriate action may be taken to effect

replacement or abandonment of that particular code as circumstances may warrant. Send a copy of these reports to the CSC site representative.

- .3 Misuse or improper control of CSC keys can result in that employee being denied access to keys or removal from CSC property.
- .4 No inmates are allowed to handle or be given access to CSC keys.
- .3 Upon completion of the contract and takeover of the buildings:
 - .1 Provide a list of all keys, by number and/or key code, with space for the signature of recipients (both Public Works & Government Services Canada (PWGSC) representative and CSC representative) and the date of receipt.
 - .2 Provide certification to PWGSC that all reasonable caution and care has been exercised in accordance with these instructions and include a copy for CSC.
 - .1 Once locks have been installed on new installation, all keys pertaining to that lock and code shall immediately be turned over to the CSC/SMO.
 - .2 All locks removed during demolition must immediately be turned over to CSC/SMO.

1.16 WORK AREAS

- .1 Contractors shall sign in at the construction trailer as soon as they have entered the SMI Complex premises and sign out before leaving.
- .2 Contractors shall be confined to their work area. All other buildings and grounds shall be considered "Out of Bounds".
- .3 Contractors shall not contact or attempt to contact or deal in any way with inmates.

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