



RETURN OFFERS TO :

Bid Receiving :

Correctional Service of Canada
Material Resources Division
250 Montée St-François
Laval (Quebec) H7C 1S5
Telephone: 450-661-9550, ext. 3223

REQUEST FOR A STANDING OFFER

Regional Individual Standing Offer (RISO)

Canada, as represented by the Minister of the Correctional Service of Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Comments:

Vendor/Firm Name and Address —

Telephone # :

Fax #:

Email: _____

GST # or SIN or Business # :

Title: Electrician services – West District	
Solicitation No. : 21301-20-3347553	Date: December 17th, 2019
Client Reference No.: 21301-20-3347553	
GETS Reference No. :	
Solicitation Closes : at : 2:00 p.m. On : January 28 th, 2020	Time Zone : EST
Delivery Required: See herein	
F.O.B. : Plant – Usine: Destination: X Other:	
Address Enquiries to : Céline Hébert Contracting and Procurement Regional Officer acting <u>Celine.hebert@csc-scc.gc.ca</u>	
Telephone No. : 450-661-9550, ext: 3231	Fax No. : 450-664-6626
Destination of Goods, Services and Construction: Multiple as per call-up Various institutions – See Annex C - Address	
Security This request for a Standing Offer does not include provisions for security.	
Instructions: See Herein	
Name and title of person authorized to sign on behalf of Vendor/Firm	

Name	Title

Signature	Date
(Sign and return cover page with offer/	



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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offer (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:

 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

2. Summary

Correctional Service of Canada (CSC) is looking for a contractor to provide, as and when required: skilled labor, tools and, when required by the CSC representative, provision of materials for electricity work.

More than one Standing Offer may be granted for the Electricians and apprentices services. The Contractor may bid for one (1) institution or more depending on his ability to serve in the designated areas.

Laval Complex:

- This period for Standing Offer from the award until December 31, 2021.

Ste-Anne-des-Plaines Complex:

- This period for Standing Offer from the award until December 31, 2021.



Joliette and CCC Laferrière :

- This period for Standing Offer from the award until December 31, 2021.

CCC Martineau, Ogilvy, Hochelaga and Sherbrooke :

- This period for Standing Offer from the award until December 31, 2021.

La Macaza institution:

- This period for Standing Offer from the award until December 31, 2021.

“The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), The North American Free Trade Agreement (NAFTA) and the Canadian Free Trade Agreement (CFTA).”

3. Revision of Departmental Name

As this request for Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, shall be interpreted as a reference to CSC or its Minister.

4. Debriefings

Offerors may request a debriefing on the results of the request for Standing Offer process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for Standing Offer process. The debriefing may be in writing, by telephone or in person.

5. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent venue for Canadian bidders to raise complaints regarding the award of federal contracts under \$25,300 for goods and under \$101,100 for services. Should you have any issues or concerns regarding the award of a federal contract below these dollar amounts, contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information about OPO, including the available services, please visit the OPO website.



PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offer (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2019-03-04) Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2. Submission of Offers

Offers must be submitted only to Correctional Service of Canada (CSC) by the date, time and place indicated on page 1 of the Request for Standing Offer.

Due to the nature of the Request for Standing Offer, transmission of offers by facsimile, e-mail or epost Connect service to CSC will not be accepted.

The following information shall be written on the bid envelope:

- Bid number
- Name of the Contracting and Procurement Regional Officer
- Closing date

3. Former Public Servant

Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, offerors must provide the information required below before the issuance of a Standing Offer. If the answers to the questions and, as applicable, the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirements within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the Financial Administration Act R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or



- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, . C-17, the Defence Services Pension Continuation Act, 1970, . D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, . R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, . R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, . M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, . C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

YES () NO ()

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES () NO ()

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.



4. Enquiries - Request for Standing Offer

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offer (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

5. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Offerors.



PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer: **one (1) hard copies**

Section II: Financial Offer: **one (1) hard copy**

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Offerors are requested to submit their Financial Offer in an envelope separate from their technical offer.

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offer.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fiber certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section IV: Additional Information

1.1 Offeror's Proposed Site or Premises Requiring Safeguard Measures / IT Authorization for Storage or Processing

As indicated in Part 6 under Security Requirements, the Offeror must provide the full addresses of the Offeror's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance.



Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

- 1.2 The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offer including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of CSC will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria *(does not apply)*

Offers will be evaluated to determine if they meet all mandatory requirements outlined in **Annex E – Evaluation Criteria**. Offers not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.2 Financial Evaluation

- 1.2.1** The Offer price will be valued in Canadian dollars, excluding applicable taxes.

Offers containing a financial offer other than the one requested at **Article 3. Section II: Financial Offer of PART 3 - OFFER PREPARATION INSTRUCTIONS** will be declared non-compliant.

2. Basis of Selection

The Standing Offer will be awarded to the responsive bid with the total bid price will be the lowest. Please note that for the purposes of evaluation, the total bid price will be calculated by adding the fixed hourly rates for the duration of the Standing Offer and the Option years. In the event of a tie with the lowest overall bid price among bidders, the Standing Offer will be awarded to the bidder with the most experience as an electrician in Canada.

*More than one Standing Offer may be granted for the Electrician services and apprentice level 2. The Contractor may bid for one (1) institution or more depending on his ability to serve in the designated areas.

The awarding of the Standing Offer is conditional on meeting the budget ceiling established for this contract.



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a Standing Offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

1. Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

1.1 Integrity Provisions – Declaration of Convicted Offenses

- A) Subject to subsection B, by submitting an offer in response to this request for standing offer (RFSO), the Offeror certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
 - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - iii. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
 - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
 - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
 - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where an Offeror is unable to provide any of the certifications required by subsection A, it must submit with its offer the completed Integrity Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>). Offerors must submit this form to Correctional Service of Canada with their offer.



1.2 Integrity Provisions – Required documentation

List of names: all Offerors, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Offerors that are corporate entities, including those submitting an offer as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. Offerors submitting an offer as sole proprietors, including sole proprietors submitting an offer as joint ventures, must provide a complete list of the names of all owners; or
- iii. Offerors that are a partnership do not need to provide a list of names.

List of Names:

_____	_____
_____	_____
_____	_____
_____	_____

OR

- The Offeror is a partnership

During the evaluation of offers, the Offeror must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the offer.

1.3 Federal Contractors Program for Employment Equity – Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website ([http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_p rogram.page?&_ga = 1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga = 1.229006812.1158694905.1413548969)).

Canada will have the right to declare an offer non-responsive or to set aside a Standing Offer if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

1.4 Status and Availability of Resources

SACC Manual clause M3020T (2016-01-28), Status and Availability of Resources

1.8 Certification:

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.



PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

There is no security requirement applicable to this Standing Offer from the Canadian Industrial Security Directorate (CISD).

NIL security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the institution / site as and where required by Correctional Service of Canada personnel or those authorized by CSC to do so on its behalf.

Contractor personnel shall submit to a Canadian Police Information Centre (CPIC) verification of identity / information by CSC, and must adhere to institutional requirement for the conduct of searches prior to admittance to the institution / site. CSC reserves the right to deny access to any institution / site or part thereof of any Contractor personnel, at any time.

2. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a Standing Offer as a result of the request for Standing Offer, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.



PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

2. Site Security Requirement

NIL security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the institution / site as and where required by Correctional Service of Canada personnel or those authorized by CSC to do so on its behalf.

Contractor personnel shall submit to a Canadian Police Information Centre (CPIC) verification of identity / information by CSC, and must adhere to institutional requirement for the conduct of searches prior to admittance to the institution / site. CSC reserves the right to deny access to any institution / site or part thereof of any Contractor personnel, at any time.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

As this Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the award to December 31, 2021.



5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Céline Hébert
Title: Contracting and Procurement Regional Officer acting
Correctional Service of Canada
Branch or Directorate: Material Resources Division
Address: 250, Montée St-François Laval, Québec H7C 1S5
Telephone: 450- 661- 9550, ext: 3231
Facsimile: 450- 664- 6626
E-mail address: celine.hebert@csc-scc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority for the Standing Offer is: (To be completed at the Standing Offer award)

Name:
Title: _
Organization:
Address:
Telephone:
Facsimile:
E-mail address:

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative (To be completed)

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____



6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on any of its proposed resources' status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Offeror has agreed that, for any resulting call-ups to a former public servant in receipt of a Public Service Superannuation ACT (PSSA) pension this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Correctional Service of Canada
Quebec Region, see Annex C- Address

8. Call-up Procedures

9. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the Call-up Against a Standing Offer form or an electronic version.

10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40 000.00 (Applicable Taxes included).

11. Financial Limitation (To be completed at the Standing Offer ward)

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (insert the Standing Offer limit) (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

12. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;



- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2018-06-21), General Conditions – Services (medium complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of payment;
- g) the Offeror's offer dated _____ *(To be completed at the Standing Offer award)*

13. Certifications and Additional Information

13.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

14. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.



B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) Manual issued by Public Works and Government Services Canada.

As this Contract is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3. Term of Contract

3.1 Period of the Contract

The work must be completed in accordance with the call-up against the Standing Offer.

4. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

5. Payment

5.1 Basis of Payment

Payments will be made in accordance with Annex B – Basis of Payment

5.2 Limitation of Expenditure *(To be completed at the Standing Offer award)*

Canada's total liability to the Contractor under the Contract must not exceed _____ \$, and Applicable Taxes are excluded.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before



obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

5.3 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

5.4 Direct deposit request

All new suppliers have to sign up for Direct Deposit to receive their payment. All « **IFMMS Supplier Record Requests / Revisions** » CSC / SCC 1400-03 (R-2014-06) form, must be sent to **GEN-QUE307Fournisseurs@CSC-SCC.GC.CA**

6. Invoicing Instructions

Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.

Invoices must show: the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s);

- a. details of expenditures (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
- b. deduction for holdback, if applicable;
- c. the extension of the totals, if applicable; and
- d. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.

Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.

By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

7. SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification



SACC Manuel clause C0705 (2010-01-11), Discretionary Audit

8. Insurance

The Contractor must comply with the insurance requirements specified Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

9. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).

The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.

The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's

ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.

For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

10. Closure of Government Facilities

Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.



11. Tuberculosis Testing

It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

All costs related to such testing will be at the sole expense of the Contractor.

12. Compliance with CSC Policies

The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.

Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.

Details on existing CSC policies can be found at: www.csc-scc.gc.ca or any other CSC web page designated for such purpose.

13. Health and Labour Conditions

In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.

The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.

Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

14. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;

During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;

If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself



as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and

If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

15. Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties for both the process and to bear the cost of such process, assist in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or applicable of a term and condition of this contract. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa.opo.gc.ca.

16. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by (*the supplier or the contractor or the name of the entity awarded this contract*) respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and the application of the terms and conditions and the scope of work of this contract are not in dispute. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa.opo.gc.ca.

17. Information Guide for Contractors

Prior to the commencement of any work, the Contractor certifies that its employees, or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: www.bit.do/CSC-EN.



ANNEX A - STATEMENT OF WORK

(See document PDF attached)
TECHNICAL SPECIFICATIONS
“SERVICES OF ELECTRICIAN JOURNEYMAN AND APPRENTICE”



ANNEX B - PROPOSED BASIS OF PAYMENT

The following basis of payment will apply to any call-up issued against this Standing Offer.

1. Services Provided with a Fixed Time Rate and Unit Prices:

For services requested by Canada, Canada will pay the Contractor up to the Maximum Price, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive hourly rates set in this Annex, Applicable Taxes extra.

2. Applicable Taxes

All prices and amounts of money in the Standing Offer are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.



See document PDF attached)
PROPOSED BASIS OF PAYMENT
“SERVICES OF ELECTRICIAN JOURNEYMAN AND APPRENTICE



ANNEX C – ADDRESS

STE-ANNE-DES-PLAINES COMPLEX		
<p>Archambault Institution minimum</p> <p>244, Montée Gagnon Sainte-Anne-des-Plaines (Quebec) J0N 1H0 Tel. : 450-478-5933 Fax. : 450-478-7077</p>	<p>Archambault Institution medium</p> <p>242, Montée Gagnon Sainte-Anne-des-Plaines (Quebec) J0N 1H0 Tel. : 450-478-5960 Fax. : 450-478-7655</p>	<p>Regional Reception Center</p> <p>246, Montée Gagnon Sainte-Anne-des-Plaines (Quebec) J0N 1H0 Tel. : 450-478-5977 Fax. : 450-478-7661</p>
LAVAL COMPLEX		
<p>Federal training center – Place 600</p> <p>600, Montée Saint-François Laval (Quebec) H7C 1S6 Tel. : 450-661-9620 Fax. : 450-661-7449</p>	<p>Federal training center – Place 6099</p> <p>6099 Lévesque Blvd Laval (Quebec) H7C 1P1 Tel. : 450-661-7786 Fax. : 450-661-9485</p>	
COMMUNITY CORRECTIONAL CENTERS		
<p>CCC Hochelaga</p> <p>6905, Hochelaga est Montréal (Québec) H1N 1Y9 Tel : 514-496-4417 Fax : 514-496-4416</p>	<p>CCC Ogilvy</p> <p>435, Ogilvy Montréal (Québec) H3N 1M3 Tel. : 514-273-5246 Fax : 514-273-0628</p>	<p>CCC Sherbrooke</p> <p>2190, Sherbrooke est Montréal (Québec) H2K 1C7 Tel:514-283-1789 Fax; 514-283-3975</p>
<p>CCC Laferrière</p> <p>202, rue St-Georges Saint-Jérôme (Québec) J77 4Z9 Tel: 450-432-2141 Fax : 450-432-8657</p>	<p>CCC Martineau</p> <p>10345, Boul. St-Laurent Montréal (Québec) H3L 3P1 Tel : 514-383-1673 Fax : 514-383-1283</p>	
INSTITUTIONS		
<p>La Macaza Institution</p> <p>321, Chemin de l'Aéroport La Macaza (Quebec) J0T 1R0 Tel. : 819-275-2315 Fax. : 819-275-3079</p>	<p>Joliette Institution</p> <p>400, Marsolais street Joliette (Quebec) J6E 8V4 Tel. : 450-752-5257 Fax. : 450-752-2823</p>	



ANNEX D - INSURANCE REQUIREMENTS

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability Insurance must include the following: Additional insured.

Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the contract. The interest of Canada should read as follows: Canada, as represented by Correctional Service Canada.

Bodily injury and property damage to third parties arising out of the operations of the contractor.

Products and completed operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

Personal injury: While not limited to, the coverage must include violation of privacy, libel and slander, false arrest, detention or imprisonment and defamation of character.

Cross liability/separation of insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each insured in the same manner and to the same extent as if a separate policy had been issued to each.

Blanket contractual liability: The policy must, on a blanket basis or by specific reference to the contract, extend to assumed liabilities with respect to contractual provisions.

Employees and, if applicable, volunteers must be included as additional insured.

Employer's liability (or confirmation that all employees are covered by workers' compensation (WSIB) or similar program).

Broad form property damage including completed operations: Expands the property damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

Notice of cancellation: The insurer will endeavour to provide the contracting authority thirty (30) days written notice of policy cancellation.

If the policy is written on a claims-made basis, coverage must be in place for a period of at least twelve (12) months after the completion or termination of the contract.

Litigation rights: Pursuant to subsection 5 d) of the Department of Justice Act, S.C. 1993, c. J-2, s. 1, if a suit is instituted for or against Canada which the insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an additional named insured under the insurance policy, the insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.



For the province of Quebec, send to:

Director
Business Law Directorate
Quebec Regional Office (Ottawa)
Department of Justice
284 Wellington Street, Room SAT-6042
Ottawa, Ontario, K1A 1H3

A copy of this letter must be sent to the contracting authority for information purposes. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.



ANNEX E – REQUEST TO ACCESS A FEDERAL INSTITUTION

(See PDF document attached)
“REQUEST TO ACCESS A FEDERAL INSTITUTION”



Service correctionnel
Canada

Correctional Service
Canada

SPECIFICATIONS

SERVICES OF ELECTRICIAN JOURNEYMAN AND
APPRENTICE



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Service correctionnel
Canada

Correctional Service
Canada

01 14 00 GENERAL REQUIREMENTS

1. GENERAL INFORMATION

1.1. DESCRIPTION OF SERVICES

- 1.1.1. The services that are the subject of this Standing Offer include but are not limited to the supply of qualified journeymen and apprentices, as well as the tools required to perform the electrical work. When requested by CSC, provide special materials and equipment, dispose of materials and equipment identified by Technical Authority.
- 1.1.2. The scope of the services may include inspection, maintenance, repair and construction work of various scales. Please refer to paragraph 1.4 of section 22 10 00 *Technical aspects* for a description of the different tasks required.
- 1.1.3. All emergency services described in paragraph 1.12 of the present section are included in this Standing Offer.

1.2. DEFINITIONS

- 1.2.1. "CSC" – Correctional Service of Canada.
- 1.2.2. "Call-up" – Granting of a new mandate by the Technical Authority in order to carry out new inspection, maintenance, repair and/or construction work.
- 1.2.3. "Warden" – Warden or CSC representative, as the case may be.
- 1.2.4. "Technical Authority" – Individual responsible for the management of a call-up, including but not limited to, the Chief, Facilities management; Supervisor, Facilities management; Technical officer or Project leader.
- 1.2.5. "CSC representative" – All CSC employees or other individual mandated by the Technical Authority to intervene, to supervise or to oversee work in progress during a call-up.
- 1.2.6. "Contractor" Contractor or any representative of it.
- 1.2.7. "Contractor's Employee" – Employee of the Contractor or of one of the Subcontractors, equipment operators, transporters or suppliers.

1.3. RELEVANT SITES

- 1.3.1. The present Standing Offer may refer to any of the institutions indicated in Annex I. CSC reserves the right to require proof that the Contractor can easily offer the required services according to the deadlines and for each of the regions for which a quote will be submitted.

1.4. WORK SITE VISITS

- 1.4.1. There must be no work site visits under this Standing Offer.
- 1.4.2. Unless otherwise stipulated by the Technical Authority, a site visit will be required only in the following cases:
 - a) When the first term is awarded by the institution;
 - b) When a call-up is issued;

c) When a preliminary or detailed assessment is issued by the Technical Authority.

- 1.4.3. All visits for evaluating work site conditions and particularities in order to prepare a preliminary or detailed assessment, or to allow the Contractor to prepare for the work, must be made at the expense of the Contractor.
- 1.4.4. The Contractor must refrain from justifying errors, omissions or imperfections in the work by attributing them to existing conditions and particularities.
- 1.4.5. If a site visit is desired for a call-up, a request must be made to the Technical Authority. For institutional safety reasons, site visits must be conducted at specific times as determined in consultation with the Technical Authority. This visit will be at the expense of the Contractor.

1.5. CODES AND REGULATIONS

- 1.5.1. The Contractor must conform to all laws and regulations relating to the work, should they be under federal, provincial or municipal jurisdiction, as would be the case if the work was executed for a person other than the Government of Canada.
- 1.5.2. The Contractor must complete the work in accordance with the National Building Code of Canada (NBC) and any other applicable provincial or municipal codes. In the event of any inconsistency or conflict, the stricter requirements must prevail.
- 1.5.3. The Contractor must respect the obligations outlined by the *Act respecting labour relations, vocational training and workforce management in the construction industry* (Act R-20).

1.6. AWARDED CALL-UPS

- 1.6.1. Prior to each mandate, CSC must provide an outline of the work required and the facilities affected, and the Contractor must develop an operation strategy and submit it in writing for approval by the CSC Representative.
- 1.6.2. The Contractor must return a call or email from the Technical Authority within a forty-eight (48) working hours.
- 1.6.3. Within five (5) working days from the date the call-up is issued, the Contractor must submit all required documents.
- 1.6.4. The Contractor must advise the Technical Authority when work progress reaches 75%. Should the Contractor believe that the preliminary assessment will be exceeded, it must inform the Technical Authority prior to reaching 75% work progress. If the Contractor fails, intentionally or unintentionally, to submit a progress report, it cannot bill hours that have not been approved.
- 1.6.5. During or following a call-up, should any rules, codes, objectives or other aspects not be respected by the Contractor, the CSC will produce dissatisfaction and deficiency report. This report will be shared with the Contractor as well as the Contracting Authority. The Contractor must then carry out the appropriate corrections and, if applicable, must carry out this work at their own expense. The dissatisfaction and deficiency report can be consulted in Annex IV.

1.7. DETAILED ASSESSMENT SHEET

- 1.7.1. The detailed assessment sheet can be consulted in Annex II.
- 1.7.2. At the request of the Technical Authority, a call-up can begin by an assessment of work required and the production of a detailed assessment sheet by the Contractor. The

Contractor must request approval by the Technical Authority to bill the time required for the production of the assessment in accordance with the applicable rated in the Basis of Payment.

- 1.7.3. Upon receipt of the detailed assessment sheet, the Technical Authority must authorize the work in writing and define the terms and conditions of the project work.
- 1.7.4. When requested by the Technical Authority, the Contractor may be asked to provide associated documents, such as described in paragraph 2.3 of section 22 10 00 *Technical Aspects*. The number of hours required to produce said documents must be preapproved by the Technical Authority.
- 1.7.5. CSC reserves the rights to refuse moving forward with the work following a proposed detailed assessment sheet. As previously agreed upon with the Technical Authority, the Contractor must be compensated for the time required to produce the document.

1.8. TIMESHEETS

- 1.8.1. At all times, the Contractor must use the timesheet provided by the CSC. The timesheet can be consulted in Annex III.
- 1.8.2. The Contractor's Employees must fill out a worksheet at the end of each work day, taking care to complete all sections. The Contractor's Employees must obtain the Technical Authority's signature to ensure the validity of the document. Should the Technical Authority be absent, the worksheet must be signed by the CSC Representative mandated by the Technical Authority.
- 1.8.3. The time will be verified by the CSC Representative mandated to accompany the Contractor.
- 1.8.4. The number of hours indicated on the timesheet must correspond to productive working time only. All waiting time accrued by the Contractor or the Contractor's Employees caused by operational needs of CSC can be considered as working time to be billed.

1.9. WORK TIMELINES

- 1.9.1. The Contractor must commence work no later than ten (10) working days after a call-up is issued or according to the date indicated on the purchase order and must work diligently until all work is completed.
- 1.9.2. If the work cannot be carried out or is interrupted because of poor weather conditions, the Contractor must return to the site and carry out the work within one (1) day of the return of favorable weather conditions.
- 1.9.3. The Contractor should be able to provide more than one work team simultaneously, whether it be for the same work, a different call-up or, if applicable, a different institution.

1.10. WORK SCHEDULE

- 1.10.1. Pedestrian and vehicle access varies by institution. The opening hours for vehicle access can be, depending on the institution, restrictive and reduce the normal work hours in a day. The Technical Authority will share with the Contractor the applicable opening hours for vehicle access.
- 1.10.2. For safety and time optimization reasons, the Technical Authority may require that the Contractor's Employees bring a meal to eat on the work site.

1.10.3. The normal work week is Monday through Friday, from 7:00 to 17:00 each day. However, specific work hours may vary between institutions. A normal work day can consist of up to eight (8) hours of work. These hours must be prescribed to the Contractor by the Technical Authority before the commencement of the mandate.

1.10.4. Work is not permitted on weekends or statutory holidays without the express authorization of the Warden, who must be asked at least seven (7) days in advance.

1.11. OVERTIME WORK

1.11.1. Authorization from the Warden is required for all overtime work. Furthermore, forty-eight (48) hours advanced notice is required before carrying out any authorized overtime work.

1.11.2. If overtime is required to complete an urgent task or ensuring safety, the Contractor must notify the Technical Authority as soon as the Contractor becomes aware of this necessity and must then follow the Technical Authority's instructions.

1.11.3. When overtime, weekend or statutory holiday work must be performed, as authorized by the Warden or the person appointed by, the Warden may designate additional supervisory staff. The Technical Authority may also assign additional staff to inspect the activities.

1.12. SERVICE CALLS FOR EMERGENCY WORK

1.12.1. The Contractor must provide an emergency phone number where he can be reached and must be available twenty-four (24) hours a day, seven (7) days a week.

1.12.2. For emergency work, the Contractor must begin the work within three (3) hours of receiving a service call.

1.12.3. There is a difference between "emergency work" and "planned work" outside of business hours:

a) "Emergency work" is a service call made by the Technical Authority requiring the Contractor's immediate mobilization.

b) "Planned work" is a service call made by the Technical Authority with at least twenty-four (24) hours' notice. The call-up award protocol described in paragraph 1.6 of the present section can be applied in its entirety.

1.12.4. The rate for an emergency service call must only be applied to that service.

1.12.5. During an emergency service call, in addition to elements already identified in the worksheet, the Contractor must detail the following : the work executed, the site conditions, if the work done is temporary or final, the technical and safety procedure details, and who accompanied him.

1.13. REQUIRED DOCUMENTS

1.13.1. The Contractor must keep a copy of each of the following documents on the work site:

a) Contract drawings and call-up work descriptions;

b) Change order authorizations for modifications to the aforementioned.

1.14. ADDITIONAL DRAWINGS

- 1.14.1. The Technical Authority may provide the Contractor with additional drawings for clarification. These additional drawings must have the same significance and scope as if they were included in the contract documents.
- 1.14.2. On-site measurements must be transcribed onto the drawings to facilitate the interpretation of the dimensions of surfaces to be worked on.

2. PRODUCTS**2.1. NO OBJECT****3. EXECUTION****3.1. WORK FOLLOW-UP**

- 3.1.1. When required, the Contractor must carry out an update of the work schedule in collaboration with and under the authorization of the Technical Authority.
- 3.1.2. The Contractor or his employees must advise the Technical Authority or CSC representative when they leave the site.
- 3.1.3. Timesheets must be submitted to the Technical Authority at the end of each work day.

3.2. CHANGE ORDERS

- 3.2.1. During the execution of work, all changes to the initial mandate must be approved by the Technical Authority.

3.3. CONTRACTOR'S USE OF SITE

- 3.3.1. The Contractor must refrain from unnecessarily cluttering the site with materials and equipment.
- 3.3.2. The Contractor must ensure that CSC staff and vehicles can access the site at all times.
- 3.3.3. The Contractor must comply with existing authorities.
- 3.3.4. The Contractor must have any vehicles that could be damaged during the work moved. In the event that one or more vehicles or other items on the site are damaged, the Contractor must have them repaired or replaced by authorized professionals, to the satisfaction of the Technical Authority.

3.4. LOCATION OF VARIOUS TYPES OF DEVICES AND EQUIPMENT

- 3.4.1. The locations of the various surface and underground devices and equipment included in the drawings or specified by the Technical Authority or other CSC representative must be considered approximate.
- 3.4.2. When applicable, the Contractor must modify work techniques in order to ensure detection of elements and to minimize risk of damage.

3.5. WARNING DEVICES

- 3.5.1. When applicable, the Contractor must provide, install and maintain temporary warning devices.

3.6. DRILLING AND DEMOLITION WORK

- 3.6.1. At all times and regardless of the scope of work, all drilling, drilling for anchoring and demolition work must be subject to a consultation with the Technical Authority prior to execution of the task. This consultation allows the Technical Authority to verify the asbestos registry in order to authorize the work. Following this, the work can be carried out in accordance with the requirements of the *CSC asbestos management program*. (Refer to paragraph 3.2 of section *01 74 11 Cleaning* for specifications on cleaning and associated costs).

3.7. WASTE MANAGEMENT AND DISPOSAL

- 3.7.1. When mentioned by the Technical Authority, the CSC waste containers may be made available to the Contractor.
- 3.7.2. See paragraph 2.3 of section *22 10 00 Technical Aspects* of the present specifications for this service description's, applicable when requested by the Technical Authority.
- 3.7.3. When requested by the Technical Authority, dispose of the identified waste, materials and equipment. Under these conditions, the contractor is responsible for the selection of the waste treatment sites. During demolition or with materials leftover from the work, the Contractor must carry out waste sorting in order to facilitate recycling of the various waste materials.
- 3.7.4. At the request of the Technical Authority, dispose of all unnecessary materials that are not recovered or reused. The Contractor is responsible for choosing waste treatment sites.
- 3.7.5. It is forbidden to bury rubbish or waste materials.
- 3.7.6. It is forbidden to dispose of waste, volatile materials, mineral spirits, oil, paint thinner or any other waste material in storm or sanitary sewers or in waterways. These materials must be disposed of in accordance with the *Canadian Environmental Protection Act (1999)* and the *Québec Residual Materials Management Policy (1998-2008)*.

3.8. PATCHING UP

- 3.8.1. All elements damaged during work must be repaired to their prior condition.

3.9. BILLING

- 3.9.1. Detailed billing information must correspond to the prices per unit identified in the Basis of Payment and be justified by the previously approved timesheets. In case of a difference between the initial assessment and the totals upon completion of the work, the Contractor must adjust the invoice according to actual hours worked.
- 3.9.2. Break, lunch and transport time must not be billed.
- 3.9.3. The Contractor must ensure that each invoice includes, at minimum, the following:
- a) The call-up number;
 - b) The timesheet number(s).
- 3.9.4. The Contractor must ensure that each invoice includes a breakdown of cost per unit for materials.

END OF SECTION 01 14 00



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01 35 13 CSC SECURITY

Canada

1. GENERAL INFORMATION

1.1. PURPOSE

- 1.1.1. To ensure that the work and institutional activities are carried out smoothly with no undue delays, and that institutional security is maintained at all times.

1.2. DEFINITIONS

- 1.2.1. "prohibited items" :

- a) Intoxicants, including alcohol, drugs and narcotics;
- b) A weapon or a component thereof, ammunition, or anything that is designed to kill, injure or disable a person or that can be assembled or modified for such purposes, possessed without prior authorization;
- c) An explosive or a bomb, or a component thereof;
- d) An amount of money exceeding the regulatory limit;

NOTE: Consult the *Corrections and Conditional Release Regulations (SOR/92-620)*: \$50 limit in a minimum-security institution, \$25 limit in a medium-security institution, maximum-security institution, or multi-level security institution.

- e) Any other item possessed without prior authorization that could jeopardize the security of the penitentiary or the safety of persons;
- f) Electronic or telecommunication devices;
- g) Tobacco products and associated products (including, but not limited to, cigarettes, electronic cigarettes, cigars, tobacco, chewing tobacco, cigarette-making machines, matches and lighters) are considered unauthorized items.

- 1.2.2. "commercial vehicle": Vehicle intended for the transportation of material, equipment or tools necessary for the work.

- 1.2.3. "work site": Area in which the Contractor is authorized to work, as indicated in the project plans. This area may be isolated from the institution's security perimeter.

- 1.2.4. "perimeter": Area of the institution surrounded by fencing or walls, preventing the free movement of inmates.

1.3. PRELIMINARY MEASURES

- 1.3.1. Prior to starting the work, the Contractor must communicate with the technical authority to:

- a) discuss the nature and the scope of the work associated with the project;
- b) establish mutually-acceptable security measures, in accordance with this directive and the specific needs of the institution.

- 1.3.2. The Contractor must:

- a) be sure to inform their employees of the security requirements;
- b) work with institutional staff to ensure that their employees comply with the security requirements.

1.4. CONTRACTOR'S EMPLOYEES

- 1.4.1. According to the Warden's preference, the Contractor must be aware that no employee will be admitted access to the institution without valid security clearance and have a recent photo identification card, such as a provincial driver's licence.
- 1.4.2. The Contractor must submit to the technical authority a list of the names and birth dates of all hi employees scheduled to work in the institution or all other CSC site, as well as their completed security clearance forms (*Federal Institution Access Request* form). Allow two (2) weeks for the security clearance forms to be processed.
- 1.4.3. The Warden may require that headshots be taken of the Contractor's Employees so that their pictures can be posted in appropriate areas throughout the institution or entered into a database for identification purposes. The Warden may also require that the Contractor's Employees prominently display photo identification on their clothing when they are within the institutional perimeter.
- 1.4.4. An individual will be refused entry to institutional premises if there is reason to believe that they pose a security risk.
- 1.1.2. Individuals will be immediately removed from institutional premises if:
 - a) they appear to be under the influence of alcohol, drugs or narcotics;
 - b) they behave in an abnormal or disorderly manner;
- 1.4.5. they are in possession of prohibited items.

1.5. VEHICLES

- 1.5.1. The personal vehicles of the Contractor's Employees are not allowed within the perimeter of medium- or maximum-security institutions without the express permission of the Warden.
- 1.5.2. All individuals who leave a vehicle unattended on CSC premises must close the windows and lock the doors and trunk. The owner of the vehicle or the employee from the company that owns the vehicle must ensure that the keys are kept safely in their personal possession.

NOTE: The institution may require that all vehicles and motorized equipment be equipped with a device that allows for locking the fuel cap.
- 1.5.3. The Warden can limit the number and type of vehicles permitted within the perimeter at any time.
- 1.5.4. Those delivering materials needed for the work may be required to have security clearance.
- 1.5.5. Should the Warden allow trailers to be left within the institution's perimeter, the doors and windows must remain closed and locked when left unattended. Windows must be equipped with expanded metal grates.

1.6. PARKING

- 1.6.1. The CSC Representative designates authorized parking areas for vehicles. If the Contractor's Employees park elsewhere, their vehicle may be towed.

1.7. SHIPMENTS

- 1.7.1. All shipments of material, equipment or tools for the work must be addressed to the Contractor to clearly distinguish them from shipments for the institution. The Contractor must ensure that his employees are on site to receive deliveries, as CSC staff will **not** accept deliveries of materials, equipment or tools intended for the Contractor.

1.8. COMMUNICATION DEVICES

- 1.8.1. Cellular or digital cordless phones (including, but not limited to, text messaging devices, pagers, BlackBerry, and telephones used as two-way radios), laptop computers and tablets are prohibited in the institution without the express authorization of the Warden. Even when permitted, they are not to be used by inmates.

- 1.8.2. The Warden may approve but limit the use of two-way radios.

NOTE: In some institutions, cellular or digital phones and two-way radios are permitted; however, conditions may apply. For example, their use may not be permitted in areas accessible to inmates.

1.9. TOOLS AND EQUIPMENT

- 1.9.1. The Contractor must keep a comprehensive list of the tools and equipment used during the work. This list must be kept up-to-date for the length of the work and be submitted for inspection when necessary.

NOTE: A list of unauthorized or restricted tools and equipment may be provided to the Contractor if necessary.

- 1.9.2. The Contractor's Employees must never leave tools unattended, particularly mechanical tools, files, saw blades, hacksaws, wire, rope, ladders and any item used for lifting (jacks, cylinders, etc.).

- 1.9.3. The Contractor's Employees must store tools and equipment in a secure, authorized location.

- 1.9.4. The Contractor's Employees must lock all toolboxes after use and keep the keys with them at all times. They must also lock scaffolding that is not being used; once erected, scaffolding must be secured to the satisfaction of the CSC representative.

- 1.9.5. The Contractor's Employees must notify the Technical Authority immediately if any tools or equipment have been lost or are unaccounted for.

- 1.9.6. The Warden will ensure that security staff verifies the Contractor's tools and equipment based on the list provided by the Contractor, at the following times:

- a) at the beginning and end of each project;
- b) each week, if the work lasts more than one (1) week.

NOTE: Some institutions require that tools and equipment be removed from the work site on a daily basis (e.g., in a busy area).

- 1.9.7. Some tools and equipment - such as cartridges and metal saw blades - are closely controlled. At the beginning of the day, the Contractor will be given a sufficient number of these items for one (1) day's work. Used blades/cartridges must be returned to the security personnel at the end of each day.

- 1.9.8. The use of fastening tools or other tools with cartridges is strictly prohibited.

NOTE: Controlled items are managed differently from one institution to another and

must be verified with the specific institution.

- 1.9.9. If propane or natural gas is used as a heat source for the work, the institution requires that a member of its personnel supervise the work site outside of regular working hours.

NOTE: This is a concern if the work site is located near inmates' living units. A fire could put human lives in danger. Check the institution's policy.

1.10. KEYS

- 1.10.1. During the work, the Contractor must use regular cylinders in regular locks.
- 1.10.2. Once the security locks are installed, the CSC representative who escorts the Contractor's Employees must obtain the keys in order to open doors according to the Contractor's needs. The Contractor must inform his employees that only the CSC representatives escorting them are authorized to use the keys.

1.11. PRESCRIPTION MEDICATION

- 1.11.1. If the Contractor employs individuals who must take prescription medication during the work day, these employees must obtain authorization from the Warden to bring one (1) day's dosage into the institution.

1.12. RESTRICTIONS ON TOBACCO USE

- 1.12.1. Neither Contractors nor the Contractor's Employees are permitted to smoke inside correctional institutions, nor outside while within the perimeter of a correctional institution. They must not have unauthorized tobacco products in their possession within the institutional perimeter.
- 1.12.2. All individuals who violate this policy will be asked to stop smoking or to throw out all unauthorized tobacco products immediately. Individuals who continue to violate this policy will be asked to leave the institution.
- 1.12.3. Smoking will only be permitted outside the correctional institution's perimeter, in a location designated by the CSC representative.

1.13. PROHIBITED ITEMS

- 1.13.1. Firearms, ammunition, explosives, alcohol, drugs and narcotics are prohibited on institutional premises.
- 1.13.2. The Warden must be notified immediately if anyone is found in possession of prohibited items on the work site.
- 1.13.3. The Contractor must be vigilant in monitoring their employees as well as the employees of their Subcontractors. Individuals found in possession of prohibited items may have their security clearance revoked. If the violation is serious, the company in question may be expelled from the institution for the duration of the work.
- 1.13.4. If firearms or ammunition are found in the vehicle of a Contractor, Subcontractor, supplier, or their personnel, the security clearance of the vehicle's driver will be revoked immediately.

1.14. SEARCHES

- 1.14.1. All individuals and vehicles arriving on the institution's premises may be searched.
- 1.14.2. If the Warden has reason to believe that one of the Contractor's Employees is in

possession of a prohibited item, the Warden may order a search of that individual.

- 1.14.3. The personal belongings of all the Contractor's Employees arriving at the institution may be checked to search for the residue of contraband drugs.

1.15. CONTACT WITH INMATES

- 1.15.1. It is prohibited to enter into contact with inmates, speak to them, give them anything or accept anything from them without specific authorization. Anyone who violates this order will be expelled from the site and have their security clearance revoked.
- 1.15.2. It is prohibited to photograph inmates or CSC employees. It is also prohibited to photograph sectors of the institution when such photography is not required for the execution of the present contract.

2. PRODUCTS

2.1. NO OBJECT

3. EXECUTION

3.1. ACCESS TO THE INSTITUTION

- 3.1.1. Neither the Contractor's Employees nor commercial vehicles may be admitted to the institution's premises outside normal working hours without the express authorization of the CSC representative.

3.2. VEHICLE TRAFFIC

- 3.2.1. Vehicles may enter and leave the facility escorted through the vehicle access barrier, at the times specified by the Technical Authority for each site. Note that service barriers will be inaccessible during the lunch hour.

NOTE: Hours vary from one institution to the next. They should be verified with the institution in question.

- 3.2.2. The Contractor must provide the Technical Authority forty-eight (48) hours' notice of the arrival of heavy equipment.
- 3.2.3. Vehicles carrying detritus or other material deemed impossible to search must constantly be monitored by CSC employees or security personnel who report to the Warden or must wait for an official head-count of the inmates to be conducted.
- 3.2.4. Before a commercial vehicle may be admitted onto the institution's perimeter, the Contractor or its representative must certify that the vehicle's content is essential to the execution of the work.
- 3.2.5. Entry will be refused to all vehicles carrying materials that the Warden believes pose a risk to institutional security.

3.3. CIRCULATION OF THE CONTRACTOR'S EMPLOYEES ON INSTITUTIONAL PREMISES

- 3.3.1. Subject to proper institutional security, the Warden will give the Contractor and the Contractor's Employees as much freedom of movement and autonomy as possible.
- 3.3.2. The previous paragraph notwithstanding, the Warden may:
 - a) prohibit access to sections of the institution;

- b) require that the Contractor's Employees be accompanied by CSC security personnel in designated sections;
- c) require that the Contractor's Employees remain on-site during coffee/health and lunch breaks, depending on the institution and the situation. The Contractor's Employees are not authorized to eat in the break room of CSC employees, but they may use another area designated by the Technical Authority.

3.4. UNINSTALLED EQUIPMENTS AND ACCESSORIES

- 3.4.1. The Contractor must submit all uninstalled devices, machines, equipment, accessories or hardware to the Technical Authority, who will ensure that they are destroyed or stored safely for later use. If so authorized by the Technical Authority, the Contractor must dispose of the object according to established security standards.

3.5. MONITORING AND INSPECTION

- 3.5.1. CSC security personnel will monitor and inspect the Contractor's Employees activities as well as related movement and vehicle traffic to ensure that established security standards are being followed.
- 3.5.2. At the start and throughout the duration of the work, CSC staff will convey to the Contractor's Employees the necessity of monitoring and inspections.

3.6. WORK STOPPAGE

- 3.6.1. At any time, the Warden may ask the Contractor, the Contractor's Employees, or Subcontractors not to enter the work site or to leave immediately if a security incident is in progress in the institution. The Contractor's Employees must note the name of the CSC employee issuing the request as well as the time and comply with the order as soon as possible.
- 3.6.2. Once notified, the Contractor must inform the CSC representative of work stoppage without delay.

3.7. WORK COMPLETION

- 3.7.1. Unless otherwise indicated in the contract, once the project is completed or the facilities handed back to the SCC, the Contractor must remove all materials, tools and equipment from the institution, as well as perform a final clean-up of the site.

END OF SECTION 01 35 13



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01 35 30 HEALTH AND SAFETY

1. GENERAL INFORMATION

1.1. SECTION CONTENT

- 1.1.1. The Contractor must manage their activities in such a way that people's health and safety and the protection of the environment take precedence over issues related to work costs and schedule.

1.2. REFERENCES

- 1.2.1. Part II of the *Canada Labour Code, Canada Occupational Safety and Health Regulations*
- 1.2.2. Canadian Standards Association (CSA)
- 1.2.3. Workplace Hazardous Materials Information System (WHMIS) / Health Canada
 - a) Material Safety Data Sheet (MSDS)
- 1.2.4. *Act respecting occupational health and safety*, R.S.Q., c. S-2.1
- 1.2.5. *Safety Code for the Construction Industry*, S-2.1 r.6
- 1.2.6. *CSC Health and Safety Programs*.

1.3. REQUIREMENTS OF THE REGULATORY BODY

- 1.3.1. The Contractor must comply with all legislation, regulations and standards that apply to the execution of the work.
- 1.3.2. Regardless of the publication date of standards indicated in the *Safety Code for the Construction Industry*, reference must be made to the version in force at the time it is applied.

1.4. DOCUMENTS TO BE SUBMITTED

- 1.4.1. At the request of the Technical Authority and according to the nature of the work, the Contractor must submit a description of special procedures and/or a site-specific prevention plan, within the delays mentioned in *section 01 14 00 – General requirements*. Upon receipt of the plan and at any time during the work process, the Technical Authority may require that the plan be modified or completed to better reflect the reality of the site. The Contractor must then make the required corrections prior to continuing work.
- 1.4.2. The Contractor must submit to the Technical Authority a copy of any inspection report, correction notice or recommendation issued by federal or provincial inspectors, within 24 hours of it being issued.
- 1.4.3. The Contractor must submit to the Technical Authority an investigation report for any accident that led to injury and for any incident that revealed a potential hazard, within 24 hours of said incident.
- 1.4.4. At the request of the Technical Authority, the Contractor must submit all Material Safety Data Sheets for controlled products used on the work site at least three (3) days prior to their use.
- 1.4.5. When applicable, the Contractor must submit to the Technical Authority copies of the training certificates that are required to implement the prevention plan, namely:

- a) General Health and Safety on Construction Sites course
- b) Work likely to emit asbestos dust
- c) Work in confined spaces
- d) Lockout procedure
- e) Wearing and Adjusting Personal Protective Equipment
- f) Safe Forklift Operation
- g) Elevating work platforms
- h) And all other training required by the regulations

1.5. RISK ASSESSMENT

- 1.5.1. The Contractor must identify potential hazards related to each task performed on the work site.
- 1.5.2. The Contractor must plan and organize the work to eliminate risks at the source or ensure collective protection, thereby minimizing the need to use personal protective equipment. When personal protection against falls is required, workers must use a safety harness in compliance with Standard CAN/CSA-Z259.10-12. Safety belts must not be used to protect against falls.
- 1.5.3. Any equipment, tool or protective equipment that cannot be installed or used without compromising the health and safety of workers or the public will be considered inappropriate for the work to be performed.
- 1.5.4. When requested, the Contractor must submit to the Technical Authority the certificate of conformity for mechanical equipment as well as certificates proving said equipment is in good working condition. The Technical Authority can, at any time, upon suspicion of defect or risk of an accident, order the immediate stoppage of the equipment and demand a second inspection by a specialist of their choosing.

1.6. MEETINGS

- 1.6.1. At the request of the Technical Authority following the request for a call-up, the Contractor must attend all meetings that address health and safety issues relating to the work being carried out. The Contractor can bill CSC for this time at the management rate specified in the Base of Payment.

1.7. HEALTH AND SAFETY MANAGEMENT

- 1.7.1. The Contractor must accept and assume responsibility for all tasks and obligations relating to the health and safety of the site and its occupants.
- 1.7.2. The Contractor must comply with the health and safety programs in place at CSC. The Technical Authority will be able to provide the necessary elements to meet all requirements.
- 1.7.3. Upon request of the Technical Authority during a call-up, the Contractor must develop a site-specific prevention plan based on risk identification and must implement this plan from the beginning of the project to its final stage. Cost of production of this prevention plan may be billed to CSC according to the preestablished rates identified in the Contractor's detailed assessment sheet.

1.8. APPLICABLE MEASURES

- 1.8.1. The Contractor must always appoint a qualified individual as supervisor and health and safety representative.
- 1.8.2. The Contractor must take all necessary measures to ensure that the health and safety requirements listed in the contractual documents, federal and provincial regulations, applicable standards and work-specific prevention plan are implemented and respected, as well as comply with any correction order or notice issued by CSC without delay.

1.9. COMMUNICATION AND POSTED INFORMATION

- 1.9.1. The Contractor must take all necessary measures to ensure that on-site health and safety information is properly communicated. All the Contractor's Employees must be informed of the specifics of the prevention plan, their responsibilities and their rights upon arrival at the work site. The Contractor must emphasize right of his employees to refuse to perform a task if they feel that it could compromise their health, safety or physical well-being, or that of others on site.
- 1.9.2. The Contractor must define work areas and install barricades or other devices to delineate the work area and secure facility users, as well as post any signage necessary to inform and direct users. The Contractor must verify the installation of protective equipment with the CSC representative
- 1.9.3. The Contractor must keep a copy of the WHMIS data sheets on site.

1.10. UNFORESEEN HAZARDS

- 1.10.1. If a hazard that was not specified in the quote and not identified during the preliminary site inspection arises because of or during the execution of work, the Contractor must immediately stop all work, implement temporary protective measures for workers and the public, and notify the Technical Authority both verbally and in writing. When applicable, the Contractor must then make the necessary changes to the prevention plan so that work can resume safely.

2. PRODUCTS**2.1. NO OBJECT****3. EXECUTION****3.1. CONDITIONS OF THE PLACE OF WORK / IMPLEMENTATION**

When applicable, the Contractor must take into account the following particularities:

- 3.1.1. WORK IN A CORRECTIONAL FACILITY see section 01 35 13.
- 3.1.2. WORK IN CONFINED SPACE
 - a) The Contractor's Employees must provide proof that they are certified to work in confined spaces.
 - b) The detailed assessment must take into account the working conditions of confined spaces. Exceeding the detailed assessment cannot be justified by the omission of this consideration.

- c) CSC has a confined space safety program and a risk assessment for each of the existing confined spaces. The Contractor must consult and comply with these documents.
- d) The Contractor's Employees must acquire a Confined Space Entry Permit and must comply with the institution's requirements in this regard.
- e) When working in confined spaces, the contractor must be able to provide a qualified watchman and all the necessary equipment including, harnesses, carabiners and other personal protective equipment. Following an advance notice, CSC will pay the costs associated with the rental / supply of tripods, lifelines and other required equipment upon presentation of the invoice. These may be billed to CSC at the rate established in the special equipment category at the payment base.

3.1.3. PRESENCE OF ASBESTOS

- a) There are many asbestos-containing materials in CSC's installations. These materials have been characterized, and an inventory is taken annually. They are found particularly in the piping and ventilation insulation, but also in other materials such as joint compound, mortar, stucco, vinyl and acoustic tile, to name but a few. Before drilling or tampering with an existing material, the Contractor is responsible for asking the Technical Authority about the presence of asbestos.
- b) Inhaling asbestos fibre may be harmful to human health. If, during the course of the work, the Contractor discovers materials that resemble asbestos, they must halt all work and notify the Technical Authority immediately. The Contractor must not resume the work until reception of written instructions from the Technical Authority in this regard.

3.1.4. WORKING AT HEIGHTS

- a) The Contractor's Employees must provide proof that are certified to work at heights.
- b) The detailed assessment must take into account the conditions of working at heights. Exceeding the detailed assessment cannot be justified by the omission of this consideration.
- c) CSC has a safety program for working at heights. The contractor must consult and comply with it, particularly for work permit applications.
- d) When working at heights, the Contractor must provide all personal protective equipment, at no cost.

3.1.5. LOCK-OUT

- a) The Contractor's Employees must provide proof that they are certified to apply the lock-out procedures.
- b) CSC has a lockout program. The contractor must consult and comply with it, particularly for work permit applications
- c) The Contractor must provide the number of padlocks required during lock-out work, at no cost.

- d) Pursuant to Part XIX of the Canada Occupational Health and Safety Regulations and CSA Z460-F13, Correctional Service Canada is currently developing lockout instruction sheets for each machine in its facilities that require interventions such as assembly, installation, adjustment, inspection, adjustment, maintenance, cleaning, maintenance, repair, modification, deboning, unblocking, refurbishment, disassembly or decommissioning.

Each lockout sheet is machine-specific depending, among other things, on its energy sources, its cut-off points, its zero energy setting, the lockout equipment required, the padlocking and decadenation steps to be followed, and special procedures to follow.

These forms must be kept up to date at all times for anyone having to work on these machines.

The update and development of a new lockout sheet is mandatory and must be written, validated and signed by a qualified lockout specialist, including an engineer or health and safety advisor, a health and safety technician at work or anyone with the skills to validate and sign the modification of the lockout card

As part of this mandate, the Technical Authority will in some cases request the assistance of the Contractor to document, analyze power sources, identify equipment such as circuit breakers, switches, condensers, transformers or other devices to compile. the information required for the possible development of lockout sheets.

3.1.6. ELECTRICAL SAFETY

- a) In conjunction with CAN / CSA Z462 Workplace Electrical Safety, CSC - Quebec Region has developed its Regional Policy - Workplace Electrical Safety (Power Arcs). The Contractor must comply with the Policy.
- b) CSC has a workplace electricity policy. The contractor must consult and comply with it, especially for de-energization, risk analysis and field marking.
- c) All electrical work, mechanical work or other work on equipment and / or electrically powered must, without exception, be performed at zero energy. Padlocking procedures are required.

END OF SECTION 01 35 30



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01 74 11 CLEANING

Canada

1. GENERAL INFORMATION

1.1. MEASUREMENT FOR PAYMENT PURPOSES

- 1.1.1. The Contractor's Employees must foresee in their planning a period for site clean-up. No rate other than the normal rate for the workforce is applicable.
- 1.1.2. The rate for disposal of demolition and construction waste can be viewed in paragraph 2.6 of *section 22 10 00 – Technical requirements*.

2. PRODUCTS

2.1. NO OBJECT

3. EXECUTION

3.1. WORK SITE CLEANLINESS

- 3.1.1. The Contractor's Employees must keep the work site clean and free of debris and waste materials.
- 3.1.2. The Contractor must take all necessary action and obtain permits from the appropriate authorities to have debris and waste materials disposed of.
- 3.1.3. If requested by the Technical Authority, the Contractor must provide for debris and waste removal receptacles on the work site.
- 3.1.4. Unless authorized by the Technical Authority, the Contractor shall remove any debris, scrap material and equipment identified by the Contractor from the work site at the end of each shift.
- 3.1.5. When required and validated by the Technical Authority, store the volatile waste in closed metal containers and evacuate from the work site at the end of each shift and dispose of it in accordance with applicable regulations.
- 3.1.6. When applicable and validated by the Technical Authority, clean existing roads that have been used by the Contractor's vehicles. The cleaning must be daily

3.2. CLEANING OF DRILLING AND DEMOLITION WORK

- 3.2.1. All drilling and demolition work will be subject to a consultation with the Technical Authority prior to execution of the task. This consultation allows the Technical Authority to verify the asbestos registry in order to authorize the work.
- 3.2.2. The work must be carried out in accordance with the requirements of the CSC program for the management of asbestos.
- 3.2.3. **In all cases**, all debris caused by this work, whether in occupied or unoccupied spaces such as inter-ceilings, rooms or mechanical voids, must be completely collected and the surfaces cleaned by vacuuming.
- 3.2.4. Failure to comply to the clauses in the present section resulting in CSC needing to decontaminate and/or clean the debris will result in the production of a dissatisfaction and deficiency report. This report will be shared with the Contractor and the contracting authority.

3.3. FINAL CLEAN-UP

- 3.3.1. The Contractor's Employees must sweep and clean all surfaces affected by the work.
- 3.3.2. The Contractor's Employees must dust furniture, devices and other surfaces when there the work causes dust to be produced.
- 3.3.3. Failure to comply to the clauses in the present section resulting in CSC needing to clean the work site after the Contractor has left will result in the production of a dissatisfaction and deficiency report. This report will be shared with the Contractor and the contracting authority.

END OF SECTION 07 74 11



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22 10 00 TECHNICAL REQUIREMENTS

1. GENERAL INFORMATION

1.1. REFERENCES

- 1.1.1. National Building Code of Canada (NBC) 2015, including all amendments to date.
- 1.1.2. The *Act respecting occupational health and safety* (R.S.Q., c. S-2.1) and the *Regulation respecting occupational health and safety* (r.19.01) currently in effect.
- 1.1.3. Health Canada – Workplace Hazardous Materials Information System (WHMIS).
- 1.1.4. Material Safety Data Sheets (MSDS).
- 1.1.5. Chapter R-20 - *Act respecting labour relations, vocational training and workforce management in the construction industry*
- 1.1.6. National Fire Code of Canada (NFCC).
- 1.1.7. CAN / CSA Z462-18 Safety in Electricity at Work.
- 1.1.8. CSA Z460-13 Hazardous Energy Control.
- 1.1.9. Standards CSA, CSA, ULC and NFPA.
- 1.1.10. The electric code of Quebec.
- 1.1.11. The Canada Occupational Health and Safety Regulations (COHSR):
<https://laws-lois.justice.gc.ca/fra/reglements>

1.2. CODES

- 1.2.1. The Contractor must complete the work in accordance with the regulations listed in point 1.1, as well as any other applicable federal, provincial or municipal codes. In the event of any inconsistency or conflict, the stricter requirements will prevail.

1.3. QUALITY ASSURANCE

- 1.3.1. The Contractor must provide a copy of their licence issued by the *Régie du Bâtiment du Québec* (RBQ), in the categories required for the work, or minimally for the following category:
 - a) 16.0 Electrical Contractor

1.4. TASK DESCRIPTION

- 1.4.1. The scope of the mandate may include various inspection, maintenance, repair and construction work on electrical distribution systems of 750 volts or less. These include but are not limited to:
 - a) The maintenance, repair, replacement and modification of components on the electrical distribution networks of the installations;
 - b) Installation of new components, duct section, wiring and equipment;
 - c) Screening tests and causes of feeding problems;
 - d) Lighting analyzes;
 - e) Participate in analyzes that define isolation and lockout procedures;

- f) Identification of circuits and interrupts components;
- g) Update of single-line plans;
- h) load analysis of new circuits and circuits to be modified;
- i) When applicable, the Contractor will be required to execute work in enclosed spaces conditions or at heights. .

2. PRODUCTS

2.1. LABOUR

- 2.1.1. The Contractor must be able to provide for both Electrician journeyman and apprentice services.
- 2.1.2. The Contractor's Employee must provide proof that they have trade certificates issued by the *Commission de la Construction de Québec* to perform the work.
- 2.1.3. The Contractor must be able to provide more than one work team at a time. A work team is made up of either:
 - a) A journeyman, or
 - b) A journeyman and an apprentice
- 2.1.4. The Contractor must ensure that he has have the qualifications necessary to complete the tasks assigned to him, as described in paragraph 1.4.1.
- 2.1.5. When working in confined spaces, the Contractor must provide a qualified sentry as well as all necessary equipment, including harnesses, carabiners and other personal protective equipment.

2.2. EQUIPMENT LIST

- 2.2.1. At all times, the contractor must have in his possession the usual parts and materials, to allow him to carry out basic interventions.
- 2.2.2. The Contractor should have, at a minimum, the following equipment and materials when presenting for work at the institution:
 - a) Service truck :
 - Trolley for transporting tools and equipment;
 - Stepladders of 6 feet, 8 feet or 10 feet;
 - 30 ft. ladder;
 - Tool bags at the waist with basic hand tools;
 - Set of anti-vandal tips;
 - Electrical extensions in length of 50 feet in sufficient number;
 - Any other equipment related to health and safety and PPE;
 - Any other tools and equipment required to perform the work mentioned above;
 - 3/16-inch Hilti percussion drill;
 - Drill and battery percussion driver;

- portable band saw;
 - Electric reciprocating saw;
 - Hole saw 1 to 5 inches;
 - Levels;
 - EMT 1/2 " to 2" pipe bender;
 - 2 portable supports for wire coils;
 - Work lights, portable lighting;
 - Brady wire type marker;
 - Measuring tape ;
 - Iron saw;
 - 3 padlocks and 1 chain 3/8 of 15 feet;
 - Pull threads 1/8 by 100 feet;
 - Multimeter and ammeter;
- b) Safety equipment:
- Safety harness for each employee;
 - Personal protective equipment, boots, glasses, gloves, helmet, mask for respiratory protection, earmuffs for hearing protection, etc. ;
 - Protective clothing against arcs and electric shocks;
 - Padlock and equipment for lockout;
 - 4 gas detector calibrated as needed;
- c) Cleaning equipment:
- Broom and sweeper with HEPA filter;
 - Shovel;
 - Containers and garbage bags.
- d) Common materials:
- Wood screws and concrete screws
 - - Drywall anchors and masonry wall
 - - Cantrust in length of 10 feet 7/8th of an inch and 1-5 / 8 " and fasteners for 1/2 "to 2" ducts;
 - - 1/2 "and 3/8" threaded rod and anchors;
 - - EMT conduit and PVC 3/4 "1-1 / 4" with hardware;
 - - RW90 # 12 and # 10 wires in 4 colors;
 - - Armored cable type BX 2 and 3 conductor # 12 and # 10
 - - Junction box dimensions varied from 4 "to 8" by 4 "and 6" deep;
 - - Tie-wrap varied width and length;
 - - One (1) can of urethane spray;

- - One (1) tube of elastomer sealant and fire stop.

2.2.3. The list of equipment that the Contractor must provide upon request:

- Nylon cable ¼ to ¾ inch 400 feet in length.
- Pulley sets for pulling cable.
- Hydraulic folder from 1 inch to 3 inches.
- Dies from 1/2 inch to 3 inches.
- Pull thread 1/4 of 200 feet.
- Tripods for rollers 3 feet in diameter
- Confined space equipment: 1 tripod, 1 4 gas detector, lifeline, carabiner.
- Mass, round shovel, rake.
- Chain hoist, pulls hard.
- Generators 4 to 10kW 120-240 volts
- Wire Marking Unit and Brady Panel
- Compression pliers for # 6 AWG wires at 500 mcm
- PVC cooker 1/2 to 2 inches and 30 inches long
- PVC dryer
- Isolation and roto phase tester
- Diamond drill 2 to 4 inches in water
- Punch type for metal box.

2.3. PRODUCTION OF ASSOCIATED DOCUMENTS

2.3.1. Following a specific request by the Technical Authority, the Contractor may be required to perform related services, including but not limited to:

- a) Production of detailed assessments;
- b) Production of material lists;
- c) Search for a specialized product or get quotes for such products;
- d) Production and updating of a work schedule;
- e) Production of work procedures specific to the work at hand or to health and safety;
- f) Completing preventative maintenance sheets provided by CSC;
- g) Production of a project binder with technical sheets and maintenance manuals for the products and devices installed;
- h) Lockout cards;
- i) Annotate drawings, plans and as-built drawings to permit the Technical Authority to update CSC installation plans.

- 2.3.2. The hourly rate associated with this category of services is defined in the Base of Payment.
- 2.3.3. When the Technical Authority considers the estimated number of hours for executing these tasks to be too high, the CSC reserves the right to ask the Contractor for additional explanations and to ask him to revise the quantities as needed.

2.4. SUPPLY OF MATERIALS

- 2.4.1. The CSC will provide the materials necessary to carry out the work. The Contractor may need to provide certain parts and basic materials upon request by the Technical Authority.
- 2.4.2. All materials, equipment and other services requested by the Technical Authority are to be provided by the Contractor and must be billed to CSC at the cost listed in Annex V minus the discount bid found in Part C of the Basis of Payment document. Other products and services must be billed at market prices plus the markup bid in Annex D of the Basis of Payment.
- 2.4.3. Should the Contractor provide materials, they must be indicated on the timesheet signed and approved by the Technical Authority at the end of every work day.
- 2.4.4. The Contractor must favour healthy and sustainable materials. For example, they should be exempt of Asbestos fibres.
- 2.4.5. Materials must be billed at market value with an additional pre-established percentage, as indicated in the invitation to tender. In case of doubt, CSC reserves the right to carry out verifications on submitted prices with three other suppliers. If the prices submitted by the Contractor are superior to the priced obtained by CSC, the Contractor may be required to reduce the cost of those materials.

2.5. SUPPLY OF SPECIAL EQUIPEMENT AND ASSOCIATED SERVICES

- 2.5.1. The Contractor must provide, upon request, all equipment or associated service which could be needed in order to complete the work requested by the CSC, for example: scaffolding, lift, or other equipment.
- 2.5.2. For work in confined spaces, the contractor will be asked to provide tripods, lifelines and other required equipment.
- 2.5.3. The equipment or service must be billed at market value with an additional pre-established percentage, as indicated in the invitation to tender. In case of doubt, CSC reserves the right to carry out verifications on submitted prices with three other suppliers. If the prices submitted by the Contractor are superior to the priced obtained by CSC, the Contractor may be required to reduce the cost of the equipment or service.

2.6. DISPOSAL

- 2.6.1. The Contractor may be responsible for the disposal of demolition and waste caused by the work, when requested by CSC.
- 2.6.2. Disposal must be billed at market value with an additional pre-established percentage, as indicated in the Base of Payment. In case of doubt, CSC reserves the right to carry out verifications on submitted prices with three other suppliers. If the prices submitted by the Contractor are superior to the priced obtained by CSC, the Contractor may be required to reduce the cost of disposal.

3. EXECUTION

3.1. EXISTING NETWORKS

- 3.1.1. When work requires connecting to existing networks, the Contractor must carry it out during the hours established by the Technical Authority while disrupting institutional activities and operations as little as possible.
- 3.1.2. The Contractor must submit the work schedule to the Technical Authority and obtain their approval at least 48 hours in advance regarding any interruption or disruption of existing networks or services. Interruptions will be carried out in accordance with the approved schedule and following notification of the Technical Authority.

3.2. PRESENCE OF ASBESTOS

- 3.2.1. Removing asbestos fibre can be a health hazard. If, during the course of the work, the Contractor discovers materials that resemble asbestos, they must halt all work and notify the Technical Authority immediately. The Contractor will not resume work until reception of written instructions from the Technical Authority in this regard.

3.3. QUALITY OF WORK

- 3.3.1. The Contractor must complete the work satisfactorily, with diligence, and according to industry standards.
- 3.3.2. Work must be completed with precision, ensuring good function and durability. It must be level, plumb, solid and completed.

3.4. EMERGENCY PROCEDURE

- 3.4.1. In case of a technical emergency during work, the Contractor must immediately inform the Technical Authority of the situation and try to limit the damage as much as possible while making sure not to endanger the health and safety of himself or others.
- 3.4.2. The Contractor must inform the Technical Authority of any additional work that may incur costs for CSC and wait for instructions before carrying them out.

3.5. INSPECTION AND ACCEPTANCE OF WORK

- 3.5.1. Any call-up work falling under this standing offer will be subject to inspection and acceptance by the Technical Authority.
- 3.5.2. If following an inspection, the Technical Authority considers work quality to be insufficient or detects deficiencies, a dissatisfaction and deficiency report (annex IV) will be prepared. This report will be shared with the Contractor and the contractual party to notify them that corrections need to be made in order for the project to be accepted.

END OF SECTION 22 10 00



Service correctionnel
Canada

Correctional Service
Canada

ANNEX I

RELEVANT SITES West district

Canada

LAVAL COMPLEX – 2 different addresses

Federal Training Centre – site 600

600 Montée Saint-François, Laval, QC, H7C 1S5

Federal Training Centre – site 6099

6099 Lévesque boulevard, Laval, QC, H7C 1P1

SAINTE-ANNE-DES-PLAINES COMPLEX – 3 different addresses

Archambault Institution (Medium security)

242 Montée Gagnon, Sainte-Anne-des-Plaines, QC, J0N 1H0

Regional Reception Centre

246 Montée Gagnon, Sainte-Anne-des-Plaines QC, J0N 1H0

Archambault Institution (Minimum security)

244 Montée Gagnon, Sainte-Anne-des-Plaines, QC, J0N 1H0

LA MACAZA INSTITUTION

321 chemin de l'Aéroport, La Macaza, QC, J0T 1R0

JOLIETTE INSTITUTION – 2 different addresses

Joliette Institution

400 rue Marsolais, Joliette, QC, J6E 8V4

Laferrière CCC

202 rue St-George, Saint-Jérôme, QC, J7Z 4Z9

COMMUNITY CORRECTIONAL CENTERS (CCC) Montreal Metropolitan District – 4 different addresses

Martineau CCC

10345 Saint-Laurent boulevard, Montréal, QC, H3L 2P1

Ogilvy CCC

435 Ogilvy boulevard, Montréal, QC, H3N 1M3

Hochelaga CCC

6905 rue Hochelaga, Montréal, QC, H1N 1Y9

Sherbrooke CCC

2190 Sherbrooke Est, Montréal, QC, H2K 1C7

PRELIMINARY ASSESSMENT SHEET

Electrician / Journeyman Services Journeyman and Apprentice CCQ

SO NUMBER: _____

Company: _____		Limit for individual orders: _____
Contact: _____		Date of request: _____
Email: _____	Phone: _____	Emergency phone: _____

WORK SITE

PROJECT MANAGER

Site: _____	Name: _____
Building: _____	Phone No: _____
Address: _____	Email: _____

DESCRIPTION OF REQUEST

Project: _____

Required elements:	Background check	<input type="checkbox"/>	Visite for survey	<input type="checkbox"/>	Health and safety meeting	<input type="checkbox"/>
	Production of a work schedule	<input type="checkbox"/>	Material list	<input type="checkbox"/>	Production of work procedures	<input type="checkbox"/>
	Work in confined spaces	<input type="checkbox"/>	Number of employees	<input type="checkbox"/>	Other:	<input type="checkbox"/>

MANDATE SPECIFICATIONS

Material: _____

Inclusions: _____

Exclusions: _____

Special procedures:	Drilling/fixation required	<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Supply of equipment	<input type="checkbox"/>
	Lock-out requires	<input type="checkbox"/>	Work at heights	<input type="checkbox"/>	Other:	<input type="checkbox"/>

ITEM	ITEM DESCRIPTION	QUANTITY	TYPE	RATE	SUB-TOTAL
A.1	During regular working hours (Monday to Friday, 7:00 am to 5:00 pm) Journeyman Electrician	0,00	hr	- \$	- \$
A.2	During regular working hours (Monday to Friday, 7:00 am to 5:00 pm) Electrician Apprentice	0,00	hr	- \$	- \$
A.3	Outside normal working hours from Journeyman Electrician	0,00	hr	- \$	- \$
A.4	Outside normal working hours from Electrician Apprentice	0,00	hr	- \$	- \$
A.5	Work on urgent calls Journeyman Electrician	0,00	hr	- \$	- \$
B.1	Production of related documents	0,00	hr	- \$	- \$
C1	The supply of EMT driven materials according to section 1 of Annex V	-	%	0%	-
C2	The supply of PVC driven materials according to section 2 of Annex V	-	%	0%	-
C3	The supply of materials, Cable, according to section 3 of Annex V	-	%	0%	-
C4	The supply of materials, circuit breakers, according to section 4 of Annex V	-	%	0%	-
C5	The supply of materials, fuse switch, according to section 5 of Annex V	-	%	0%	-
D.1	Supply of other materials.	-	%	<u>0%</u>	-
D.2	Supply of special equipment and related services	-	%	<u>0%</u>	-
D.3	Disposition	-	%	<u>0%</u>	-

SECTION RESERVED FOR CSC

SECTION RESERVED FOR CONTRACTOR

			TOTAL BEFORE TAXES	- \$
Proposed dates	Start:	End:	TOTAL INCLUDING TAXES :	- \$
Note to the contractor: this preliminary assessment sheet must be completed to the best of your knowledge and in conformity with the various Technical Specifications sections as well as other related documents provided by CSC. The approximate amounts and totals will be adjusted in function of the reality and construction worker timesheets, as approved by the technical authority.				
TECHNICAL AUTHORITY				
Project:		Financial Code:		
_____		_____		_____
NAME		SIGNATURE		DATE
BUDGET MANAGER (ARTICLE 32)				
_____	_____	_____	_____	
DATE	TITLE	NAME	SIGNATURE	
PRODUCTION OF THE CALL-UP				
Released number:		Validity Period	from:	To:
_____		_____		_____
NAME		SIGNATURE		DATE

SECTION RESERVED FOR CSC

Updated: 2019-07-16 COPIE: SCC Contractor

TIME SHEET

NUMBER _____

Call-up number -YY-MM-DD _____

CSC REPRESENTATIVE / ESCORT	Company: _____	Call-up number: _____
	Service: _____	Name of technical authority: _____
	Site: _____	Telephone no. of technical authority: _____
	Building: _____	Contractor's work order number: _____
	Description of mandate: _____	
	License number : _____	Licensed type : _____

TIMESHEET APPROVAL BY CSC REPRESENTATIVE / ESCORT

Name: _____	Validation _____	Time : _____	<input type="checkbox"/>	Cleaning : _____	<input type="checkbox"/>
SIGNATURE	DATE				

DESCRIPTION OF WORK / EMERGENCY CALL

Work done:	_____
Billable materials:	_____
CSC materials used:	_____
Waste disposal:	_____
Special equipment and connected services:	_____

DESCRIPTION	Employee 1	Employee 2	Employee 3
Name of the contractor's employee			
Skill level			
A Arrival on site			
B Start of work			
C Morning break			
D Lunch			
E Afternoon break			
F End of work			
G Departure from site			
H (A to G) Subtotal			
I (C to E) Break and lunch total			
J (H-I) Total billable hours			

ADDITIONAL INFORMATION APPLICABLE TO EMERGENCY CALLS

Nature of the call: _____	Room affected: _____		
Name of escort: _____	Permanent work <input type="checkbox"/>	Temporary work <input type="checkbox"/>	
Special procedures:	Drilling/anchoring <input type="checkbox"/>	Demolition <input type="checkbox"/>	Work at heights <input type="checkbox"/>
	Asbestos registry verification <input type="checkbox"/>	Lock-out <input type="checkbox"/>	Confined space <input type="checkbox"/>

CONTRACTOR SIGNATURE

Name: _____	_____
SIGNATURE	DATE

TECHNICAL AUTHORITY'S APPROVAL

Nom: _____	_____
SIGNATURE	DATE

DISSATISFACTION AND DEFICIENCY REPORT

NUMBER

Call-up Number YY-MM-DD

Service:	Company:
Standing offer number:	Contact:
Event date:	Phone No:
Institution:	Email:
Description of initial mandate: _____	
Building/room: _____	

GENERAL DESCRIPTION OF EVENT

ADMINISTRATIVE	The contractor was present on the site within a reasonable delay for a visit of the work site.	No	<input type="checkbox"/>
	Comments:		
	The contractor completed all required documents, as requested.	No	<input type="checkbox"/>
	Comments:		
	The contractor proposed a reasonable timeline for the start of the work.	No	<input type="checkbox"/>
	Comments:		
	The contractor supplied a work team, as requested.	No	<input type="checkbox"/>
Comments:			
WORK TEAM	The emergency call was responded to within the delays outlined in the specifications.	No	<input type="checkbox"/>
	Comments:		
	All necessary information is found in the contractor's invoice.	No	<input type="checkbox"/>
	Comments:		
	The contractor informed his team of all specifications and particularities relating to the work.	No	<input type="checkbox"/>
	Comments:		
	The work team was aware of and respected the specifications of the standing offer specification.	No	<input type="checkbox"/>
Comments:			
HEALTH AND SAFETY	The work team were present on site at the previously agreed upon time and place.	No	<input type="checkbox"/>
	Comments:		
	The work team was equipped with a service vehicle, tools and basic materials.	No	<input type="checkbox"/>
	Comments:		
	The work team had in their possession an inventory of their tools.	No	<input type="checkbox"/>
	Comments:		
	The work site was secured prior to work, and the work was performed safely.	No	<input type="checkbox"/>
Comments:			
EXECUTION	The asbestos registry was consulted prior to any drilling or demolition work.	No	<input type="checkbox"/>
	Comments:		
	The work team wore appropriate protective equipment, as needed.	No	<input type="checkbox"/>
	Comments:		
	Toolboxes, scaffolding, ladders, vehicles and other such items were secured at all times on site.	No	<input type="checkbox"/>
	Comments:		
	The work team followed instructions and recommendations made by the CSC representative.	No	<input type="checkbox"/>
Comments:			
OTHER	The work team had in their possession all tools and materials relating to the work at hand.	No	<input type="checkbox"/>
	Comments:		
	The work team possessed all skills, experience and knowledge required to perform the work.	No	<input type="checkbox"/>
	Comments:		
	The work was completed according to industry norms and within a reasonable time frame.	No	<input type="checkbox"/>
	Comments:		
	The work site was cleaned, organised and dusted.	No	<input type="checkbox"/>
Comments:			
OTHER	Timesheets were adequately filled out and given to the Technical Authority within the required delay.	No	<input type="checkbox"/>
	Comments:		
	The work team informed the Technical Authority when they left the site.	No	<input type="checkbox"/>
Comments:			
OTHER	Other:	No	<input type="checkbox"/>
	Comments:		

TECHNICAL AUTHORITY

Name: _____

_____	_____
-------	-------

SIGNATURE

DATE



Electrician and Apprentice Service

ANNEXE V

Price List Table

Section 1. Accessories and Conduits EMT types 10 ft in length

Item	Description	Products		
		10 ft conduit / ea	Elbow 90 degrees / ea	LB / ea
1.1	Price for conduit and accessories EMT 1/2" diameter	4,80 \$	4,90 \$	7,47 \$
1.2	Price for conduit and accessories EMT 3/4" diameter	7,65 \$	5,60 \$	8,06 \$
1.3	Price for conduit and accessories EMT 1" diameter	13,45 \$	8,50 \$	11,57 \$
1.4	Price for conduit and accessories EMT 1-1/4" diameter	23,00 \$	11,80 \$	14,68 \$
1.5	Price for conduit and accessories EMT 1-1/2" diameter	28,00 \$	14,90 \$	22,02 \$
1.6	Price for conduit and accessories EMT 2" diameter	32,25 \$	22,40 \$	27,06 \$

Item	Description	Products			
		6"x6"x4" /ea	8"x8"x6" / ea	10"x10"x6" / ea	12"x12"x8" / ea
1.7	Metal box with covered lid	6,60 \$	12,10 \$	12,10 \$	60,00 \$

Section 2. Accessories and Conduits PVC types 10 ft in length

Item	Description	Products		
		10 ft conduit / ea	Elbow 90 degrees / ea	LB / ea
2.1	Price for conduit and accessories PVC 1/2" diameter	8,50 \$	3,20 \$	6,00 \$
2.2	Price for conduit and accessories PVC 3/4" diameter	10,60 \$	3,65 \$	6,90 \$
2.3	Price for conduit and accessories PVC 1" diameter	15,90 \$	5,65 \$	9,00 \$
2.4	Price for conduit and accessories PVC 1-1/4" diameter	28,20 \$	7,95 \$	14,85 \$
2.5	Price for conduit and accessories PVC 1-1/2" diameter	37,85 \$	11,30 \$	19,50 \$
2.6	Price for conduit and accessories PVC 2" diameter	40,25 \$	16,75 \$	31,05 \$

Item	Description	Products			
		6"x6"x4" /ea	8"x8"x7" / ea	12"x12"x6" / ea	12"x12"x8" / ea
2.7	PVC box with covered lid	35,55 \$	90,90 \$	176,20 \$	291,30 \$

Section 3. Cables by the meter

Item	Description	Products				
		1 meter / Noir	1 meter / Rouge	1 meter / Bleu	1 meter / Blanc	1 meter / Vert
3.1	# 12 RW90 STDR cable	0,60 \$	0,60 \$	0,60 \$	0,60 \$	0,60 \$
3.2	# 10 RW90 STDR cable	0,90 \$	0,90 \$	0,90 \$	0,90 \$	0,90 \$
3.3	# 18 RW90 STDR cable	1,65 \$	1,65 \$	1,65 \$	1,65 \$	1,65 \$
Item	Description	Products				
		1 meter / 2/12	1 meter / 3/12			
3.4	BX type cable	0,78 \$	0,87 \$			
Item	Description	Products				
		1 meter / Bleu	1 meter / Rouge	1 meter / Vert	1 meter / Jaune	
3.5	Cable category # 6	0,65 \$	0,65 \$	0,65 \$	0,65 \$	

Section 4. Breakers

Item	Make/Model	Products			
		Single pole		Double poles	Triple poles
		15 & 20 amps	30 & 40 amps	15 à 40 AMPS	15 à 40 AMPS
4.1	Seimens Bolt-on	27,98 \$	34,08 \$	68,07 \$	230,26 \$
4.2	Square D Bolt-on	39,60 \$	47,84 \$	130,50 \$	208,50 \$
4.3	ITE	35,24 \$	38,87 \$	110,63 \$	228,93 \$
4.4					

Section 5. Fuses switch

Item	Description / model	Products			
		240 volts		347 / 600 volts	
		30 AMP	60 AMP	30 AMP	60 AMP
5.1	Fuses switch Squar D	115,68 \$	148,68 \$	305,43 \$	395,37 \$
5.2	Fuses switch Siemens	108,67	129,34 \$	295,39 \$	388,78 \$
5.3	Fuses switch ITE	109,22 \$	127,87 \$	283,11 \$	371,47 \$



Proposed basis of Payment

LAVAL COMPLEX

Electrician journeyman and apprentice services

Fixed period : from the award until December 31th, 2020

Unit price table

It has been convened between her Majesty and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this tender to the Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A – Labour					
A.1	CCQ journeyman electrician During normal working hours (7h00 AM to 4h59 PM, Monday to Friday).	hr	\$ _____	700	\$ _____
A.2	CCQ apprentice electrician During normal working hours (7h00 AM to 4h59 PM, Monday to Friday).	hr	\$ _____	600	\$ _____
A.3	CCQ journeyman electrician Outside normal working hours (evening, week-ends and holidays).	hr	\$ _____	120	\$ _____
A.4	CCQ apprentice electrician Outside normal working hours (evening, week-ends and holidays).	hr	\$ _____	100	\$ _____
A.5	CCQ journeyman electrician On emergency call.	hr	\$ _____	100	\$ _____
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority.	hr	\$ _____	80	\$ _____
Part C – Parts and material according to schedule V					
C.1	The supply of equipment in accordance with section 1 of Schedule V. Accessories and conduit type EMT. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	15 000,00\$	\$ _____
C.2	The supply of equipment in accordance with section 2 of Schedule V. Accessories and conduit type PVC. Will be billed to the CSC at list price minus a discount in % .	%	\$ _____	10 000,00\$	\$ _____
C.3	The supply of equipment in accordance with section 3 of Schedule V. Metered cables.. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	20 000,00\$	\$ _____



Service correctionnel
Canada

Correctional Service
Canada

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
C.4	The supply of equipment in accordance with section 4 of Schedule V. Circuit breaker of various Make and Model. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	4 000,00\$	\$ _____
C.5	The supply of equipment in accordance with section 5 of Schedule V. Switch of various Make and Model. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	2 500,00\$	\$ _____
Part D – Parts and other materials					
D.1	The supply of any other material, part or equipment. Billed at CSC at cost with % increase	%	\$ _____	35 000,00\$	\$ _____
D.2	Rental of specialized equipment and related services. Billed at CSC at cost with % increase.	%	\$ _____	5 000,00\$	\$ _____
D.3	Disposal of waste. Billed at CSC at cost with % increase.	%	\$ _____	3 000,00\$	\$ _____

Hourly rates :

ONLY the services actually rendered shall be paid for. Hourly rates apply to on-site productive work time. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based upon authorised arrival and materials and departure times at the institution.

Expenses : :

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses: profit, transportation of labor, equipment and materials and any other necessary service delivery expenses.



Proposed basis of Payment

SAINTE-ANNE-DES-PLAINES COMPLEX

Electrician journeyman and apprentice services

Fixed period : from the award until December 31th , 2020

Unit price table

It has been convened between her Majesty and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this tender to the Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A – Labour					
A.1	CCQ journeyman electrician During normal working hours (7h00 AM to 4h59 PM, Monday to Friday).	hr	\$ _____	700	\$ _____
A.2	CCQ apprentice electrician During normal working hours (7h00 AM to 4h59 PM, Monday to Friday).	hr	\$ _____	600	\$ _____
A.3	CCQ journeyman electrician Outside normal working hours (evening, week-ends and holidays).	hr	\$ _____	120	\$ _____
A.4	CCQ apprentice electrician Outside normal working hours (evening, week-ends and holidays).	hr	\$ _____	100	\$ _____
A.5	CCQ journeyman electrician On emergency call.	hr	\$ _____	100	\$ _____
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority.	hr	\$ _____	80	\$ _____
Part C – Parts and material according to schedule V					
C.1	The supply of equipment in accordance with section 1 of Schedule V. Accessories and conduit type EMT. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	15 000,00\$	\$ _____
C.2	The supply of equipment in accordance with section 2 of Schedule V. Accessories and conduit type PVC. Will be billed to the CSC at list price minus a discount in % .	%	\$ _____	10 000,00\$	\$ _____
C.3	The supply of equipment in accordance with section 3 of Schedule V. Metered cables.. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	20 000,00\$	\$ _____



Service correctionnel
Canada

Correctional Service
Canada

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
C.4	The supply of equipment in accordance with section 4 of Schedule V. Circuit breaker of various Make and Model. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	5 000,00\$	\$ _____
C.5	The supply of equipment in accordance with section 5 of Schedule V. Switch of various Make and Model. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	2 500,00\$	\$ _____
Part D – Parts and other materials					
D.1	The supply of any other material, part or equipment. Billed at CSC at cost with % increase	%	\$ _____	35 000,00\$	\$ _____
D.2	Rental of specialized equipment and related services. Billed at CSC at cost with % increase.	%	\$ _____	5 000,00\$	\$ _____
D.3	Disposal of waste. Billed at CSC at cost with % increase.	%	\$ _____	3 000,00\$	\$ _____

Hourly rates :

ONLY the services actually rendered shall be paid for. Hourly rates apply to on-site productive work time. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based upon authorised arrival and materials and departure times at the institution.

Expenses : :

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses: profit, transportation of labor, equipment and materials and any other necessary service delivery expenses.



Proposed basis of Payment

LA MACAZA

Electrician journeyman and apprentice services

Fixed period : from the award until December 31th , 2020

Unit price table

It has been convened between her Majesty and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this tender to the Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A – Labour					
A.1	CCQ journeyman electrician During normal working hours (7h00 AM to 4h59 PM, Monday to Friday).	hr	\$ _____	550	\$ _____
A.2	CCQ apprentice electrician During normal working hours (7h00 AM to 4h59 PM, Monday to Friday).	hr	\$ _____	450	\$ _____
A.3	CCQ journeyman electrician Outside normal working hours (evening, week-ends and holidays).	hr	\$ _____	75	\$ _____
A.4	CCQ apprentice electrician Outside normal working hours (evening, week-ends and holidays).	hr	\$ _____	60	\$ _____
A.5	CCQ journeyman electrician On emergency call.	hr	\$ _____	60	\$ _____
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority.	hr	\$ _____	50	\$ _____
Part C – Parts and material according to schedule V					
C.1	The supply of equipment in accordance with section 1 of Schedule V. Accessories and conduit type EMT. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	10 000,00\$	\$ _____
C.2	The supply of equipment in accordance with section 2 of Schedule V. Accessories and conduit type PVC. Will be billed to the CSC at list price minus a discount in % .	%	\$ _____	8 000,00\$	\$ _____
C.3	The supply of equipment in accordance with section 3 of Schedule V. Metered cables.. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	15 000,00\$	\$ _____



Service correctionnel
Canada

Correctional Service
Canada

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
C.4	The supply of equipment in accordance with section 4 of Schedule V. Circuit breaker of various Make and Model. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	3 000,00\$	\$ _____
C.5	The supply of equipment in accordance with section 5 of Schedule V. Switch of various Make and Model. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	1 500,00\$	\$ _____
Part D – Parts and other materials					
D.1	The supply of any other material, part or equipment. Billed at CSC at cost with % increase	%	\$ _____	30 000,00\$	\$ _____
D.2	Rental of specialized equipment and related services. Billed at CSC at cost with % increase.	%	\$ _____	5 000,00\$	\$ _____
D.3	Disposal of waste. Billed at CSC at cost with % increase.	%	\$ _____	2 500,00\$	\$ _____

Hourly rates :

ONLY the services actually rendered shall be paid for. Hourly rates apply to on-site productive work time. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based upon authorised arrival and materials and departure times at the institution.

Expenses : :

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses: profit, transportation of labor, equipment and materials and any other necessary service delivery expenses.



Proposed basis of Payment
JOLIETTE AND CCC LAFERRIÈRE
Electrician journeyman and apprentice services
Fixed period : from the award until December 31th , 2020

Unit price table

It has been convened between her Majesty and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this tender to the Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A – Labour					
A.1	CCQ journeyman electrician During normal working hours (7h00 AM to 4h59 PM, Monday to Friday).	hr	\$ _____	300	\$ _____
A.2	CCQ apprentice electrician During normal working hours (7h00 AM to 4h59 PM, Monday to Friday).	hr	\$ _____	250	\$ _____
A.3	CCQ journeyman electrician Outside normal working hours (evening, week-ends and holidays).	hr	\$ _____	50	\$ _____
A.4	CCQ apprentice electrician Outside normal working hours (evening, week-ends and holidays).	hr	\$ _____	40	\$ _____
A.5	CCQ journeyman electrician On emergency call.	hr	\$ _____	50	\$ _____
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority.	hr	\$ _____	30	\$ _____
Part C – Parts and material according to schedule V					
C.1	The supply of equipment in accordance with section 1 of Schedule V. Accessories and conduit type EMT. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	5 000,00\$	\$ _____
C.2	The supply of equipment in accordance with section 2 of Schedule V. Accessories and conduit type PVC. Will be billed to the CSC at list price minus a discount in % .	%	\$ _____	3 000,00\$	\$ _____
C.3	The supply of equipment in accordance with section 3 of Schedule V. Metered cables.. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	5 000,00\$	\$ _____



Service correctionnel
Canada

Correctional Service
Canada

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
C.4	The supply of equipment in accordance with section 4 of Schedule V. Circuit breaker of various Make and Model. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	2 000,00\$	\$ _____
C.5	The supply of equipment in accordance with section 5 of Schedule V. Switch of various Make and Model. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	1 000,00\$	\$ _____
Part D – Parts and other materials					
D.1	The supply of any other material, part or equipment. Billed at CSC at cost with % increase	%	\$ _____	25 000,00\$	\$ _____
D.2	Rental of specialized equipment and related services. Billed at CSC at cost with % increase.	%	\$ _____	2 500,00\$	\$ _____
D.3	Disposal of waste. Billed at CSC at cost with % increase.	%	\$ _____	1 000,00\$	\$ _____

Hourly rates :

ONLY the services actually rendered shall be paid for. Hourly rates apply to on-site productive work time. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based upon authorised arrival and materials and departure times at the institution.

Expenses : :

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses: profit, transportation of labor, equipment and materials and any other necessary service delivery expenses.



Proposed basis of Payment

CCC - MARTINEAU, OGILVY, HOCHELAGA AND SHERBROOKE

Electrician journeyman and apprentice services

Fixed period : from the award until December 31th , 2020

Unit price table

It has been convened between her Majesty and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this tender to the Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A – Labour					
A.1	CCQ journeyman electrician During normal working hours (7h00 AM to 4h59 PM, Monday to Friday).	hr	\$ _____	350	\$ _____
A.2	CCQ apprentice electrician During normal working hours (7h00 AM to 4h59 PM, Monday to Friday).	hr	\$ _____	250	\$ _____
A.3	CCQ journeyman electrician Outside normal working hours (evening, week-ends and holidays).	hr	\$ _____	60	\$ _____
A.4	CCQ apprentice electrician Outside normal working hours (evening, week-ends and holidays).	hr	\$ _____	40	\$ _____
A.5	CCQ journeyman electrician On emergency call.	hr	\$ _____	40	\$ _____
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority.	hr	\$ _____	40	\$ _____
Part C – Parts and material according to schedule V					
C.1	The supply of equipment in accordance with section 1 of Schedule V. Accessories and conduit type EMT. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	7 000,00\$	\$ _____
C.2	The supply of equipment in accordance with section 2 of Schedule V. Accessories and conduit type PVC. Will be billed to the CSC at list price minus a discount in % .	%	\$ _____	2 000,00\$	\$ _____
C.3	The supply of equipment in accordance with section 3 of Schedule V. Metered cables.. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	8 000,00\$	\$ _____



Service correctionnel
Canada

Correctional Service
Canada

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
C.4	The supply of equipment in accordance with section 4 of Schedule V. Circuit breaker of various Make and Model. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	1 300,00\$	\$ _____
C.5	The supply of equipment in accordance with section 5 of Schedule V. Switch of various Make and Model. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	1 000,00\$	\$ _____
Part D – Parts and other materials					
D.1	The supply of any other material, part or equipment. Billed at CSC at cost with % increase	%	\$ _____	18 000,00\$	\$ _____
D.2	Rental of specialized equipment and related services. Billed at CSC at cost with % increase.	%	\$ _____	3 500,00\$	\$ _____
D.3	Disposal of waste. Billed at CSC at cost with % increase.	%	\$ _____	2 000,00\$	\$ _____

Hourly rates :

ONLY the services actually rendered shall be paid for. Hourly rates apply to on-site productive work time. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based upon authorised arrival and materials and departure times at the institution.

Expenses : :

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses: profit, transportation of labor, equipment and materials and any other necessary service delivery expenses.



Proposed basis of Payment

LAVAL COMPLEX

Electrician journeyman and apprentice services

Option 1 : January 1st, 2021 to December 31th, 2021

Unit price table

It has been convened between her Majesty and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this tender to the Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A – Labour					
A.1	CCQ journeyman electrician During normal working hours (7h00 AM to 4h59 PM, Monday to Friday).	hr	\$ _____	600	\$ _____
A.2	CCQ apprentice electrician During normal working hours (7h00 AM to 4h59 PM, Monday to Friday).	hr	\$ _____	500	\$ _____
A.3	CCQ journeyman electrician Outside normal working hours (evening, week-ends and holidays).	hr	\$ _____	100	\$ _____
A.4	CCQ apprentice electrician Outside normal working hours (evening, week-ends and holidays).	hr	\$ _____	80	\$ _____
A.5	CCQ journeyman electrician On emergency call.	hr	\$ _____	80	\$ _____
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority.	hr	\$ _____	70	\$ _____
Part C – Parts and material according to schedule V					
C.1	The supply of equipment in accordance with section 1 of Schedule V. Accessories and conduit type EMT. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	13 000,00\$	\$ _____
C.2	The supply of equipment in accordance with section 2 of Schedule V. Accessories and conduit type PVC. Will be billed to the CSC at list price minus a discount in % .	%	\$ _____	11 000,00\$	\$ _____
C.3	The supply of equipment in accordance with section 3 of Schedule V. Metered cables.. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	18 000,00\$	\$ _____



Service correctionnel
Canada

Correctional Service
Canada

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
C.4	The supply of equipment in accordance with section 4 of Schedule V. Circuit breaker of various Make and Model. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	3 000,00\$	\$ _____
C.5	The supply of equipment in accordance with section 5 of Schedule V. Switch of various Make and Model. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	2 000,00\$	\$ _____
Part D – Parts and other materials					
D.1	The supply of any other material, part or equipment. Billed at CSC at cost with % increase	%	\$ _____	30 000,00\$	\$ _____
D.2	Rental of specialized equipment and related services. Billed at CSC at cost with % increase.	%	\$ _____	5 000,00\$	\$ _____
D.3	Disposal of waste. Billed at CSC at cost with % increase.	%	\$ _____	2 500,00\$	\$ _____

Hourly rates :

ONLY the services actually rendered shall be paid for. Hourly rates apply to on-site productive work time. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based upon authorised arrival and materials and departure times at the institution.

Expenses : :

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses: profit, transportation of labor, equipment and materials and any other necessary service delivery expenses.



Proposed basis of Payment
SAINTE-ANNE-DES-PLAINES COMPLEX
Electrician journeyman and apprentice services
Option 1 : January 1st, 2021 to December 31th, 2021

Unit price table

It has been convened between her Majesty and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this tender to the Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A – Labour					
A.1	CCQ journeyman electrician During normal working hours (7h00 AM to 4h59 PM, Monday to Friday).	hr	\$ _____	600	\$ _____
A.2	CCQ apprentice electrician During normal working hours (7h00 AM to 4h59 PM, Monday to Friday).	hr	\$ _____	500	\$ _____
A.3	CCQ journeyman electrician Outside normal working hours (evening, week-ends and holidays).	hr	\$ _____	100	\$ _____
A.4	CCQ apprentice electrician Outside normal working hours (evening, week-ends and holidays).	hr	\$ _____	80	\$ _____
A.5	CCQ journeyman electrician On emergency call.	hr	\$ _____	80	\$ _____
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority.	hr	\$ _____	70	\$ _____
Part C – Parts and material according to schedule V					
C.1	The supply of equipment in accordance with section 1 of Schedule V. Accessories and conduit type EMT. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	13 000,00\$	\$ _____
C.2	The supply of equipment in accordance with section 2 of Schedule V. Accessories and conduit type PVC. Will be billed to the CSC at list price minus a discount in % .	%	\$ _____	11 000,00\$	\$ _____
C.3	The supply of equipment in accordance with section 3 of Schedule V. Metered cables.. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	18 000,00\$	\$ _____



Service correctionnel
Canada

Correctional Service
Canada

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
C.4	The supply of equipment in accordance with section 4 of Schedule V. Circuit breaker of various Make and Model. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	3 000,00\$	\$ _____
C.5	The supply of equipment in accordance with section 5 of Schedule V. Switch of various Make and Model. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	2 000,00\$	\$ _____
Part D – Parts and other materials					
D.1	The supply of any other material, part or equipment. Billed at CSC at cost with % increase	%	\$ _____	30 000,00\$	\$ _____
D.2	Rental of specialized equipment and related services. Billed at CSC at cost with % increase.	%	\$ _____	5 000,00\$	\$ _____
D.3	Disposal of waste. Billed at CSC at cost with % increase.	%	\$ _____	2 500,00\$	\$ _____

Hourly rates :

ONLY the services actually rendered shall be paid for. Hourly rates apply to on-site productive work time. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based upon authorised arrival and materials and departure times at the institution.

Expenses : :

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses: profit, transportation of labor, equipment and materials and any other necessary service delivery expenses.



Proposed basis of Payment

LA MACAZA

Electrician journeyman and apprentice services

Option 1 : January 1st, 2021 to December 31th, 2021

Unit price table

It has been convened between her Majesty and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this tender to the Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A – Labour					
A.1	CCQ journeyman electrician During normal working hours (7h00 AM to 4h59 PM, Monday to Friday).	hr	\$ _____	500	\$ _____
A.2	CCQ apprentice electrician During normal working hours (7h00 AM to 4h59 PM, Monday to Friday).	hr	\$ _____	400	\$ _____
A.3	CCQ journeyman electrician Outside normal working hours (evening, week-ends and holidays).	hr	\$ _____	60	\$ _____
A.4	CCQ apprentice electrician Outside normal working hours (evening, week-ends and holidays).	hr	\$ _____	60	\$ _____
A.5	CCQ journeyman electrician On emergency call.	hr	\$ _____	60	\$ _____
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority.	hr	\$ _____	40	\$ _____
Part C – Parts and material according to schedule V					
C.1	The supply of equipment in accordance with section 1 of Schedule V. Accessories and conduit type EMT. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	9 000,00\$	\$ _____
C.2	The supply of equipment in accordance with section 2 of Schedule V. Accessories and conduit type PVC. Will be billed to the CSC at list price minus a discount in % .	%	\$ _____	7 000,00\$	\$ _____
C.3	The supply of equipment in accordance with section 3 of Schedule V. Metered cables.. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	14 000,00\$	\$ _____



Service correctionnel
Canada

Correctional Service
Canada

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
C.4	The supply of equipment in accordance with section 4 of Schedule V. Circuit breaker of various Make and Model. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	2 500,00\$	\$ _____
C.5	The supply of equipment in accordance with section 5 of Schedule V. Switch of various Make and Model. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	1 200,00\$	\$ _____
Part D – Parts and other materials					
D.1	The supply of any other material, part or equipment. Billed at CSC at cost with % increase	%	\$ _____	30 000,00\$	\$ _____
D.2	Rental of specialized equipment and related services. Billed at CSC at cost with % increase.	%	\$ _____	4 000,00\$	\$ _____
D.3	Disposal of waste. Billed at CSC at cost with % increase.	%	\$ _____	2 000,00\$	\$ _____

Hourly rates :

ONLY the services actually rendered shall be paid for. Hourly rates apply to on-site productive work time. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based upon authorised arrival and materials and departure times at the institution.

Expenses : :

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses: profit, transportation of labor, equipment and materials and any other necessary service delivery expenses.



Proposed basis of Payment
JOLIETTE AND CCC LAFERRIÈRE
Electrician journeyman and apprentice services
Option 1 : January 1st, 2021 to December 31th, 2021

Unit price table

It has been convened between her Majesty and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this tender to the Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A – Labour					
A.1	CCQ journeyman electrician During normal working hours (7h00 AM to 4h59 PM, Monday to Friday).	hr	\$ _____	300	\$ _____
A.2	CCQ apprentice electrician During normal working hours (7h00 AM to 4h59 PM, Monday to Friday).	hr	\$ _____	200	\$ _____
A.3	CCQ journeyman electrician Outside normal working hours (evening, week-ends and holidays).	hr	\$ _____	50	\$ _____
A.4	CCQ apprentice electrician Outside normal working hours (evening, week-ends and holidays).	hr	\$ _____	30	\$ _____
A.5	CCQ journeyman electrician On emergency call.	hr	\$ _____	50	\$ _____
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority.	hr	\$ _____	30	\$ _____
Part C – Parts and material according to schedule V					
C.1	The supply of equipment in accordance with section 1 of Schedule V. Accessories and conduit type EMT. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	4 000,00\$	\$ _____
C.2	The supply of equipment in accordance with section 2 of Schedule V. Accessories and conduit type PVC. Will be billed to the CSC at list price minus a discount in % .	%	\$ _____	2 500,00\$	\$ _____
C.3	The supply of equipment in accordance with section 3 of Schedule V. Metered cables.. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	4 000,00\$	\$ _____



Service correctionnel
Canada

Correctional Service
Canada

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
C.4	The supply of equipment in accordance with section 4 of Schedule V. Circuit breaker of various Make and Model. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	1 500,00\$	\$ _____
C.5	The supply of equipment in accordance with section 5 of Schedule V. Switch of various Make and Model. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	750,00\$	\$ _____
Part D – Parts and other materials					
D.1	The supply of any other material, part or equipment. Billed at CSC at cost with % increase	%	\$ _____	25 000,00\$	\$ _____
D.2	Rental of specialized equipment and related services. Billed at CSC at cost with % increase.	%	\$ _____	2 500,00\$	\$ _____
D.3	Disposal of waste. Billed at CSC at cost with % increase.	%	\$ _____	750,00\$	\$ _____

Hourly rates :

ONLY the services actually rendered shall be paid for. Hourly rates apply to on-site productive work time. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based upon authorised arrival and materials and departure times at the institution.

Expenses : :

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses: profit, transportation of labor, equipment and materials and any other necessary service delivery expenses.



Proposed basis of Payment

CCC - MARTINEAU, OGILVY, HOCHELAGA AND SHERBROOKE

Electrician journeyman and apprentice services

Option 1 : January 1st, 2021 to December 31th, 2021

Unit price table

It has been convened between her Majesty and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this tender to the Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A – Labour					
A.1	CCQ journeyman electrician During normal working hours (7h00 AM to 4h59 PM, Monday to Friday).	hr	\$ _____	400	\$ _____
A.2	CCQ apprentice electrician During normal working hours (7h00 AM to 4h59 PM, Monday to Friday).	hr	\$ _____	300	\$ _____
A.3	CCQ journeyman electrician Outside normal working hours (evening, week-ends and holidays).	hr	\$ _____	60	\$ _____
A.4	CCQ apprentice electrician Outside normal working hours (evening, week-ends and holidays).	hr	\$ _____	50	\$ _____
A.5	CCQ journeyman electrician On emergency call.	hr	\$ _____	50	\$ _____
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority.	hr	\$ _____	40	\$ _____
Part C – Parts and material according to schedule V					
C.1	The supply of equipment in accordance with section 1 of Schedule V. Accessories and conduit type EMT. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	8 000,00\$	\$ _____
C.2	The supply of equipment in accordance with section 2 of Schedule V. Accessories and conduit type PVC. Will be billed to the CSC at list price minus a discount in % .	%	\$ _____	3 000,00\$	\$ _____
C.3	The supply of equipment in accordance with section 3 of Schedule V. Metered cables.. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	10 000,00\$	\$ _____



Service correctionnel
Canada

Correctional Service
Canada

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
C.4	The supply of equipment in accordance with section 4 of Schedule V. Circuit breaker of various Make and Model. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	1 500,00\$	\$ _____
C.5	The supply of equipment in accordance with section 5 of Schedule V. Switch of various Make and Model. Will be billed to the CSC at list price minus a discount in %.	%	\$ _____	1 000,00\$	\$ _____
Part D – Parts and other materials					
D.1	The supply of any other material, part or equipment. Billed at CSC at cost with % increase	%	\$ _____	20 000,00\$	\$ _____
D.2	Rental of specialized equipment and related services. Billed at CSC at cost with % increase.	%	\$ _____	3 500,00\$	\$ _____
D.3	Disposal of waste. Billed at CSC at cost with % increase.	%	\$ _____	2 500,00\$	\$ _____

Hourly rates :

ONLY the services actually rendered shall be paid for. Hourly rates apply to on-site productive work time. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based upon authorised arrival and materials and departure times at the institution.

Expenses : :

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses: profit, transportation of labor, equipment and materials and any other necessary service delivery expenses.



Request to access a federal institution

PERSONAL INFORMATION

Surname: _____ Full name: _____

Date of birth (YY-MM-DD): _____ Sex: M F

Height: _____ Weight: _____ Eye color: _____ Hair color: _____

Street: _____ City: _____

Province: _____ Postal code: _____

Tel. Number: Home: (____) _____ Cellular: (____) _____

GENERAL INFORMATION

Have you ever been found guilty of a criminal offence or do you have any pending charges?

No Yes If so, which? _____

Do you know personally anyone incarcerated in a federal or provincial institution?

No Yes If so, what is the name? _____

Are you registered as an inmate's visitor or have you ever visited an inmate?

No Yes If so, what is the name? _____

Have you made a similar request for access in the last two years?

No Yes If so, for which institution? _____

What is the reason for your request to access a federal institution? _____

Name of your employer / educational institution? _____

Name of the employee responsible for the visit: _____

Privacy act statement

Personal information about you is collected under the authority of the *Corrections and Conditional Release Act* in order to authorize your access to a federal institution. This information is collected, with no obligation on your part, and held in the Security Clearance System (SCS); however, if you refuse to comply with any security verifications, your access privileges will be refused. The information that you provide cannot be disclosed to other persons without your consent, EXCEPT where disclosure would be justified pursuant to one of the paragraphs of subsection 8(2) of the Privacy Act. **Access may be denied for submitting false information. The institution reserves the right to refuse access to the applicant before, upon arrival or during the visit.**

I hereby authorize the Correctional Service of Canada to conduct any investigation it deems necessary to allow my access to their institution. I agree that the Correctional Service of Canada cannot be held accountable for any harm suffered in the course of my activities unless this harm is directly attributable to the negligence of one or more employees of the Service.

Applicant signature: _____ Date: _____

Signature of employee responsible for the visit: _____ Date: _____



RESERVED FOR THE PREVENTIVE SECURITY DEPARTMENT

Institution: _____

Access to the institution granted: No Yes

Name of Security intelligence officer: _____ Date: _____