



SPECIFICATIONS

SOLICITATION #: 19-58077

BUILDING: HFX
270 Chemin Sandy Cove
Ketch Harbour, NS

PROJECT: HFX – Gate Replacement and Paving

PROJECT #: HFX-5778

Date: December 2019

SPECIFICATION

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National Research Council Canada	Conseil national de recherches Canada
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Administrative Services & Property management Branch (ASPM)	Direction des services administratif et gestion de l'immobilier (SAGI)
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Construction Tender Form

Project Identification **HFx- Gate Replacement and Paving**

Tender No.: **19-58077**

1.2 Business Name and Address of Tenderer

Name _____

Address _____

Contact Person(Print Name) _____

Telephone (_____) _____ **Fax:** (_____) _____

1.3 Offer

I/We the Tenderer, hereby offer to Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the National Research Council Canada to perform and complete the work for the above named project in accordance with the Plans and Specifications and other Tender Documents, at the place and in the manner set out therein for the Total Tender Amount (to be expressed in numbers only) of: \$_____. _____
in lawful money of Canada (excluding GST/HST)

The above amount is inclusive of all applicable (*) Federal, Provincial and Municipal taxes except that in the event of a change in any tax imposed under the Excise Act, the Excise Tax Act, the Old Age Security Act, the Customs Act, the Customs Tariff or any provincial sales tax legislation imposing a retail sales tax on the purchase of tangible personal property incorporated into Real Property, that occurs

- .1 after the date this tender was mailed or delivered, or
- .2 if this tender is revised, after the date of the last revision

the amount of this offer shall be decreased or decreased in the manner provided for in GC22 of the General Conditions of the Contract Documents.

National Research Council Canada	Conseil national de recherches Canada
Administrative Services & Property management Branch (ASPM)	Direction des services administratif et gestion de l'immobilier (SAGI)

1.3.1 Offer (continued)

(*) For the purpose of this tender, the Goods and Services Tax (GST) is not to be considered as an applicable tax.

In the province of Quebec, the Quebec Sales Tax is not to be included in the tender amount because the Federal Government is exempt from this tax. Tenderers shall make arrangements directly with the provincial Revenue Department to recover any tax they may pay on good and services acquired in the performance of this contract. However, tenderers should include in their tender amount Quebec Sales Tax for which an Input Tax Refund is not available.

1.4 Acceptance and Entry into Contract

I/We undertake, within fourteen (14) days of notification of acceptance of my/our offer, to sign a contract for the performance of the work provided I/we are notified, by the Department, of the acceptance of my/our offer within 30 days of the tender closing date.

1.5 Construction Time

I/We Agree to complete the work within the time stipulated in the specification from the date of notification of acceptance of my/our offer.

1.6 Bid Security

I/We herewith enclose tender security in accordance with Article 5 of the General Instruction to Tenderers.

I/We understand that if a security deposit is furnished as tender security and if I/we refuse to enter into a contract when called upon to do so, my/our security deposit shall be forfeited but the Minister may, if it is in the public interest, waive the right of Her Majesty to forfeit the security deposit.

I/We understand that if the security furnished is not in the approved form as described in Article 5 of the General Instructions to Tenderers, my/our tender is subject to disqualification.

National Research Council Conseil national de recherches
Canada Canada

Administrative Services Direction des services
& Property management administratif et gestion
Branch (ASPM) de l'immobilier (SAGI)

1.7 Contract Security

Within fourteen (14) days after receipt of written notification of the acceptance of my/our offer, I/we will furnish contract security in accordance with the Contract Conditions "F" of the Contract Documents.

I/We understand that the contract security referred to herein, if provided in the form of a bill of exchange, will be deposited into the Consolidated Revenue Fund of Canada.

1.8 Appendices

This Tender Form includes Appendix No. ____N/A____.

1.9 Addenda

The Total Tender Amount provides for the Work described in the following Addenda:

NUMBER	DATE	NUMBER	DATE

(Tenderers shall enter numbers and dates of addenda)

National Research Council Canada	Conseil national de recherches Canada
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Administrative Services & Property management Branch (ASPM)	Direction des services administratif et gestion de l'immobilier (SAGI)
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1.10 Execution of Tender

The Tenderer shall refer to Article 2 of the General Instructions to Tenderers.

**SIGNED, ATTESTED TO AND DELIVERED on the _____ day of
_____ on behalf of**

(Type or print the business name of the Tenderer)

AUTHORIZED SIGNATORY (IES)

(Signature of Signatory)

(Print name & Title of Signatory)

(Signature of Signatory)

(Print name & Title of Signatory)

SEAL

Breakdown shown above is subject to review/revision and approval by NRC after contract award for the purposes of establishing monthly invoicing.

Contractor	Date	Authorized Signature	Date



BUYANDSELL NOTICE

HFX – Gate Replacement and Paving

The National Research Council Canada, 270 Sandy Cove Road, Ketch Harbour, NS, has a requirement for a project that includes:

The work is to install a new motorized gate and fence system that will be access card activated along with a Mircom station for communication and entry to the site. The original manual gate system will be re-furnished and left in place as a backup. This will comprise Phase 1 of the project. Phase 2 of the project will involve storm water management and paving of the roadway from the original gate through the new gate system and encompass the entire parking area between Buildings SCV-8 and SCV-16.

Contractor's required for this project will be Gate/Fencing, Electrical, Controls and Civil.

1. GENERAL:

Questions regarding any aspect of the project are to be addressed to and answered only by the Departmental Representative (or his designate) or the Contracting Authority.

Any information received other than from the Departmental Representative (or his designate) or the Contracting Authority will be disregarded when awarding the contract and during construction.

Firms intending to submit tenders on this project should obtain tender documents through the Buyandsell.gc.ca TMA services provider. Addenda, when issued, will be available from the Buyandsell.gc.ca TMA service provider. Firms that elect to base their bids on tender documents obtained from other sources do so at their own risk and will be solely responsible to inform the tender calling authority of their intention to bid. Tender packages are not available for distribution on the actual day of tender closing.

2. MANDATORY SITE VISIT:

It is mandatory that the bidder attends one of the site visits at the designated date and time. At least one representative from proponents that intend to bid must attend.

The site visits will be held on January 8th and January 9th, 2020 at **10:00**. Meet Lee Petter at HFX 270 Sandy Cove Road, Ketch Harbour, NS. Bidders who, for any reason, cannot attend at the specified date and time will not be given an alternative appointment to view the site and their tenders, therefore, will be considered as non-responsive. **NO EXCEPTIONS WILL BE MADE.**

As proof of attendance, at the site visit, the Contracting Authority will have an Attendance Form which **MUST** be signed by the bidder's representative. It is the responsibility of all bidders to ensure they have signed the Mandatory Site Visit Attendance form prior to leaving the site. Proposals submitted by bidders who have not attended the site visit or failed to sign the Attendance Form will be deemed non-responsive.

3. TENDER CLOSING DATE:

Tender closing date is January 24th, 2020 at 14:00.

4. TENDER RESULTS

Following the Tender closing, the tender results will be sent by facsimile to all Contractors who submitted a tender.

5. SECURITY REQUIREMENT FOR CANADIAN CONTRACTORS

5.1 MANDATORY SECURITY REQUIREMENT:

.1 All personnel that will be involved with the project must be security screened to **RELIABILITY** status level as defined in the security policy of Canada.

6.0 WCBNS (WORKERS COMPENSATION BOARD OF NOVA SCOTIA)

.1 All Bidders must provide a valid WCBNS certificate with their Tender or prior to contract award.

7.0 OFFICE OF THE PROCUREMENT OMBUDSMAN

.1 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 or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa-opo.gc.ca.

.2 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 application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa-opo.gc.ca.

.3

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa-opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

The Departmental Representative or his designate for this project is: **Lee Petter**
Telephone: **902 426-9487**

Contracting Authority for this project is: **Alain Leroux** alain.leroux@nrc-cnrc.gc.ca
Telephone: **613 991-9980**

INSTRUCTIONS TO BIDDERS

Article 1 – Receipt of Tender

- 1a) Tenders must be received not later than the specified tender closing time. Tenders received after this time are invalid and shall not be considered, regardless of any reason for their late arrival.
- 1b) A letter of printed telecommunication from a bidder quoting a price shall not be considered as a valid tender unless a formal tender has been received on the prescribed Tender Form.
- 1c) Bidders may amend their tenders by letter or printed telecommunication provided that such amendments are received not later than the specified tender closing time.
- 1d) Any amendments to the tender which are transmitted by telefax must be signed and must clearly identify the tenderer.

All such amendments are to be addressed to:
National Research Council of Canada
Alain Leroux, Senior Contracting Officer
Building M-58
Montreal Road, Ottawa, Ontario
K1A 0R6

Fax: (613) 991-3297

Article 2 – Tender Form & Qualifications

- 1) All tenders must be submitted on the Construction Tender Form and the tender must be signed in compliance with the following requirements:
 - a) Limited Company: The full names of the Company and the name(s) and status of the authorized signing officer(s) must be printed in the space provided for that purpose. The signature(s) of the authorized officer(s) and the corporate seal must be affixed.
 - b) Partnership: The firm name and the name(s) of the person(s) signing must be printed in the space provided. One or more of the partners must sign in the presence of a witness who must also sign. An adhesive coloured seal must be affixed beside each signature.
 - c) Sole Proprietorship : The business name and the name of the sole proprietor must be printed in the space provided. The sole proprietor must sign in the presence of a witness who must also sign. An adhesive coloured seal must be affixed beside each signature.
- 2) Any alterations in the printed part of the Construction Tender Form or failure to provide the information requested therein, may render the tender invalid.
- 3) All space in the Construction Tender Form must be completed and any handwritten or typewritten corrections to the parts so completed must be initialed immediately to the side of the corrections by the person or persons executing the tender on behalf of the the tenderer.

- 4) Tenders must be based on the plans, specifications and tender documents provided.

Article 3 - Contract

- 1) The Contractor will be required to sign a contract similar to the Standard Contract Form for Fixed Price Construction Contracts, a blank specimen of which is enclosed in the package for reference purposes.

Article 4 – Tender Destination

- 1a) Tenders are to be submitted in sealed envelopes to:
National Research Council Canada
Administrative Services and Property Management Branch
HFX Building
1411 Oxford Street
Halifax, NS
B3H 3Z1

Endorsed “Tender for (insert title of work as it appears in the drawings and specifications)” and must bear the name and address of the tenderer.

- 1b) Unless otherwise specified, the only documents required to be submitted with the tender are the Tender form and the Bid Security.

Article 5 - Security

- 1a) Bid Security is required and must be submitted in one of the following forms:
 - i) a certified cheque payable to the Receiver General for Canada and drawn on a member of the Canadian Payments Association or a local cooperative credit society that is a member of a central cooperative credit society having membership in the Canadian Payments Association; **OR**
 - ii) bonds of the Government of Canada, or bonds unconditionally guaranteed as to principal and interest by the Government of Canada; **OR**
 - iii) a bid bond.
- 1b) Regardless of the Bid Security submitted, it should never be more than \$250,000 maximum, calculated at 10% of the first \$250,000 of the tendered price, plus 5% of any amount in excess of \$250,000.
- 2a) Bid Security shall accompany each tender or, if forwarded separately from the tender, shall be provided not later than the specified tender closing time. Bid Security must be in the ORIGINAL form. Fax or photocopies and NOT acceptable. FAILURE TO PROVIDE THE REQUIRED BID SECURITY SHALL INVALIDATE THE TENDER.
- 2b) If the tender is not accepted, the Bid Security submitted pursuant to Article 8 shall be returned to the tenderer.

- 3a) The successful tenderer is required to provide security within 14 days of receiving notice of tender acceptance. The tenderer must furnish EITHER:
- i) a Security Deposit as described in 1(b) above together with a Labour and Material Payment Bond in the amount of at least 50% of the amount payable under the contract, OR
 - ii) a Performance Bond and a Labour and Material Payment Bond – each in the amount of 50% of the amount payable under the contract.
- 3b) Should it not be possible to obtain a Labour Material Payment Bond as required under 3(a) above, on making application thereof to at least two acceptable Bonding Companies, an additional Security Deposit of a straight 10% of the amount payable under the contract must be furnished.
- 3c) Where a tender has been accompanied by a Security Deposit, as described in 1(b) above, the amount of the Security Deposit required under 3(a) above may be reduced by the amount of the Security Deposit which accompanied the tender.
- 3d) Bonds must be in an approved form and from the companies whose

bonds are acceptable to the Government of Canada. Samples of the approved form of Bid Bond, Performance Bond and Labour and Material Payment Bond and a list of acceptable Bonding Companies may be obtained from the Contracting Officer, National Research Council, Building M-58, Montreal Road, Ottawa, Ontario, K1A 0R6.

Article 6 – Interest On Security Deposits

- 1) Tenderers are notified that they must make their own arrangements with their bankers as to the interest, if any, on the amount of the certified cheque accompanying their tender. The Council will not pay interest on said cheque pending the awarding of the contract nor be responsible for the payments of interest under any arrangement made by the tenderers.

Article 7 – Sales Tax

- 1) The amount of the tender shall include all taxes as levied under the Excise Act, the Excise Tax Act, the Old Age Security Act, the Customs Act or the Customs Tariff, in force or applicable at the time.
- 2) In Quebec, the Provincial Sales Tax should not be included in the Tender Price as the Federal Government is exempt. Tenderers should contact the Provincial Revenue Minister to recover all taxes paid for goods and services rendered under this contract.

Tenderers must include in their Tender Price the amount of Provincial Sales Tax for which the exemption does not apply.

Article 8 – Examination of Site

- 1) All parties tendering shall examine the sites of the proposed work before sending in their tender and make themselves thoroughly acquainted with the same and obtain for themselves any and all information that may be necessary for the proper carrying out of the Contract. No after claim will be allowed or entertained for any work or material that may be requisite and necessary for the proper execution and completion of this Contract with the exception of that provided for under GC 35 in the General Conditions of the General Specification.

Article 9 – Discrepancies, Omissions, Etc.

- 1a) Bidders finding discrepancies in, or omissions from, drawings, specifications or other documents, or having any doubt as to the meaning or intent of any part thereof, should at once notify the Engineer who will send written instructions or explanation to all bidders.
- 1b) Neither the Engineer nor the Council will be responsible for oral instructions.
- 1c) Addenda or corrections issued during the time of the bidding shall be covered in the proposal. However, the contract supersedes all communications, negotiations and agreements, either written or oral, relating to the work and made prior to the date of the contract.

Article 10 – No additional Payments for Increased Costs

- 1) The only other adjustments in the contract price allowed are those specified in the General Conditions of the General Specification. The contract price will not be amended for change in freight rates, exchange rates, wage rates or cost of materials, plant or services.

Article 11 – Awards

- 1a) The Council reserves the power and right to reject tenders received from parties who cannot show a reasonable acquaintance with and preparation for the proper performance of the class of work herein specified and shown on plans. Evidence of such competence must be furnished by the tenderers if required to do so.
- 1b) A tenderer may be required to furnish to the Contracting Office, National Research Council of Canada, Building M-58, 1200 Montreal Road, Ottawa, Ontario, K1A 0R6, Canada, unsigned copies of the insurance requirements as covered by the Insurance Conditions of the General Specification.
- 1c) The Council does not bind itself to accept the lowest or any tender.

Article 12 – Harmonized Sales Tax

- 1) The Harmonized Sales Tax (HST) which is now in effect shall be considered an applicable tax for the purpose of this tender. However, the bidder shall NOT include any amount in the bid price for said HST. The successful contractor will indicate on each application for payment as a separate amount the appropriate HST the Owner is legally obliged to pay. This amount will be paid to the Contractor in addition to the amount certified for payment under the Contract in addition to the amount certified for payment under the Contract and will therefore not affect the Contract Price. The Contractor agrees to remit any HST collected or due to Revenue Canada

Acceptable Bonding Companies

Published September 2010

The following is a list of insurance companies whose bonds may be accepted as security by the government.

1. Canadian Companies

- ACE INA Insurance
- Allstate Insurance Company of Canada
- Ascentus Insurance Ltd. (Surety only)
- Aviva Insurance Company of Canada
- AXA Insurance (Canada)
- AXA Pacific Insurance Company
- Canadian Northern Shield Insurance Company
- Certas Direct Insurance Company (Surety only)
- Chartis Insurance Company of Canada (formerly AIG Commercial Insurance Company of Canada)
- Chubb Insurance Company of Canada
- Commonwealth Insurance Company
- Co-operators General Insurance Company
- CUMIS General Insurance Company
- The Dominion of Canada General Insurance Company
- Echelon General Insurance Company (Surety only)
- Economical Mutual Insurance Company
- Elite Insurance Company
- Everest Insurance Company of Canada
- Federated Insurance Company of Canada
- Federation Insurance Company of Canada
- Gore Mutual Insurance Company
- Grain Insurance and Guarantee Company
- The Guarantee Company of North America
- Industrial Alliance Pacific General Insurance Corporation
- Intact Insurance Company
- Jevco Insurance Company (Surety only)
- Lombard General Insurance Company of Canada
- Lombard Insurance Company
- Markel Insurance Company of Canada
- The Missisquoi Insurance Company
- The Nordic Insurance Company of Canada
- The North Waterloo Farmers Mutual Insurance Company (Fidelity only)
- Novex Insurance Company (Fidelity only)
- The Personal Insurance Company
- Pilot Insurance Company
- Quebec Assurance Company
- Royal & Sun Alliance Insurance Company of Canada
- Saskatchewan Mutual Insurance Company
- Scottish & York Insurance Co. Limited
- The Sovereign General Insurance Company
- TD General Insurance Company
- Temple Insurance Company

- Traders General Insurance Company
- Travelers Guarantee Company of Canada
- Trisura Guarantee Insurance Company
- The Wawanesa Mutual Insurance Company
- Waterloo Insurance Company
- Western Assurance Company
- Western Surety Company

2. Provincial Companies

Surety bonds issued by the following companies may be accepted provided that the contract of suretyship was executed in a province in which the company is licensed to do business as indicated in brackets.

- AXA Boreal Insurance Company (P.E.I., N.B., Que., Ont., Man., B.C.)
- AXA Boreal Insurance Company (P.E.I., N.B., Que., Ont., Man., B.C.)
- ALPHA, Compagnie d'Assurances Inc. (Que.)
- Canada West Insurance Company (Ont., Man., Sask, Alta., B.C., N.W.T.) (Surety only)
- The Canadian Union Assurance Company (Que.)
- La Capitale General Insurance Inc. (Nfld. & Lab., N.S., P.E.I., Que.(Surety only), Man., Sask., Alta., B.C., Nun., N.W.T., Yuk.)
- Coachman Insurance Company (Ont.)
- Continental Casualty Company (Nfld. & Lab., N.S., P.E.I., N.B., Que., Ont., Man., Sask., Alta., B.C., Nun., N.W.T., Yuk.)
- GCAN Insurance Company (Nfld. & Lab., N.S., P.E.I., N.B., Que., Ont., Man., Sask., Alta., B.C., Nun., N.W.T., Yuk.)
- The Insurance Company of Prince Edward Island (N.S., P.E.I., N.B.)
- Kingsway General Insurance Company (N.S., N.B., Que., Ont., Man., Sask., Alta., and B.C.)
- Liberty Mutual Insurance Company (Nfld. & Lab., N.S., P.E.I., N.B., Que., Ont., Man., Sask., Alta., B.C., Nun., N.W.T., Yuk.)
- Manitoba Public Insurance Corporation (Man.)
- Norgroupe Assurance Générales Inc.
- Orleans General Insurance Company (N.B., Que., Ont.)
- Saskatchewan Government Insurance Office (Sask.)
- SGI CANADA Insurance Services Ltd. (Ont., Man., Sask., Alta.)
- L'Unique General Insurance Inc. (Nfld. & Lab., N.S., P.E.I., N.B., Que.(Surety only), Ont.(Surety only), Man., Sask., Alta., B.C.(Surety only), Nun., N.W.T., Yuk.)

3. Foreign Companies

- Aspen Insurance UK Limited
- Compagnie Française d'Assurance pour le Commerce Extérieur (Fidelity only)
- Eagle Star Insurance Company Limited
- Ecclesiastical Insurance Office Public Limited Company (Fidelity only)
- Lloyd's Underwriters
- Mitsui Sumitomo Insurance Company, Limited
- NIPPONKOA Insurance Company, Limited
- Sompo Japan Insurance Inc.
- Tokio Marine & Nichido Fire Insurance Co., Ltd.
- XL Insurance Company Limited (Surety only)
- Zurich Insurance Company Ltd

Articles of Agreement

Standard Construction Contract – Articles of Agreement
(23/01/2002)

- A1 Contract Documents
- A2 Date of Completion of Work and Description of Work
- A3 Contract Amount
- A4 Contractor's Address
- A5 Unit Price Table

Articles of Agreement

These Articles of Agreement made in duplicate this day of .

Between

Her Majesty the Queen, in right of Canada (referred to in the contract documents as “ Her Majesty”) represented by the National Research Council Canada (referred to in the contract documents as the “Council”)

and

(referred to in the contract documents as the “Contractor”)

Witness that in consideration for the mutual promises and obligations contained in the contract, Her Majesty and the Contractor covenant and agree as follows:

A1 Contract Documents

(23/01/2002)

1.1 Subject to A1.4 and A1.5, the documents forming the contract between Her Majesty and the Contractor, referred to herein as the contract documents, are

1.1.1 these Articles of Agreement,

1.1.2 the document attached hereto, marked “A” and entitled “Plans and Specifications”, referred to herein as the Plans and Specifications,

1.1.3 the document attached hereto, marked “B” and entitled “Terms of Payment”, referred to herein as the Terms of Payment,

1.1.4 the document attached hereto, marked “C” and entitled “General Conditions”, referred to herein as the General Conditions,

1.1.5 the document attached hereto, marked “D” and entitled “Labour Conditions”, referred to herein as the Labour Conditions,

1.1.6 the document attached hereto, marked “E” and entitled “Insurance Conditions”, referred to herein as the Insurance Conditions,

1.1.7 the document attached hereto, marked “F” and entitled “Contract Security Conditions”, referred to herein as the Contract Security Conditions, and

1.1.8 any amendment or variation of the contract documents that is made in accordance with the General Conditions.

1.1.9 the document entitled Fair Wage Schedules for Federal Construction Contracts referred to herein as Fair Wage Schedules

1.1.10

Articles of Agreement

The Council hereby designates _____ of _____ of the Government of Canada as the Engineer for the purposes of the contract, and for all purposes of or incidental to the contract, the Engineer's address shall be deemed to be:

1.2 In the contract

1.3.1 "Fixed Price Arrangement" means that part of the contract that prescribes a lump sum as payment for performance of the work to which it relates; and

1.3.2 "Unit Price Arrangement" means that part of the contract that prescribes the product of a price multiplied by a number of units of measurement of a class as payment for performance of the work to which it relates.

1.3 Any of the provisions of the contract that are expressly stipulated to be applicable only to a Unit Price Arrangement are not applicable to any part of the work to which a Fixed Price Arrangement is applicable.

1.4 Any of the provisions of the contract that are expressly stipulated to be applicable only to a Fixed Price Arrangement are not applicable to any part of the work to which a Unit Price Arrangement is applicable.

A2 Date of Completion of Work and Description of Work

(23/01/2002)

2.1 The contractor shall, between the date of these Articles of Agreement and the _____, _____, in the careful and workmanlike manner, diligently perform and complete the following work:

which work is more particularly described in the Plans and Specifications.

Articles of Agreement

A3 Contract Amount

(23/01/2002)

- 3.1 Subject to any increase, decrease, deduction, reduction or set-off that may be made under the Contract, Her Majesty shall pay the Contractor at the times and in the manner that is set out or referred to in the Terms of Payment
- 3.1.1 the sum of _____ (GST/HST extra), in consideration for the performance of the work or the part thereof that is subject to Fixed Price Arrangement, and
- 3.1.2 a sum that is equal to the aggregate of the products of the number of units of Measurement of each class of labour, plant and material that is set out in a Final Certificate of Measurement referred to in GC44.8 multiplied in each case by the appropriate unit price that is set out in the Unit Price Table in consideration for the performance of the work or the part thereof that is subject to a Unit Price Arrangement.
- 3.2 For the information and guidance of the Contractor and the persons administering the contract on behalf of Her Majesty, but not so as to constitute a warranty , representation or undertaking of any nature by either party, it is estimated that the total amount payable by Her Majesty to the Contractor for the part of the work to which a Unit Price Arrangement is applicable will be approximately \$N/A
- 3.3 A3.1.1 is applicable only to a Fixed Price Arrangement.
- 3.4 A3.1.2 and A3.2 applicable only to a Unit Price Arrangement.

A4 Contractor's Address

(23/01/2002)

- 4.1 For all purposes of or incidental to the contract, the Contractor's address shall be deemed to be:

Articles of Agreement

A5 Unit Price Table

(23/01/2002)

5.1 Her Majesty and the Contractor agree that the following table is the Unit Price Table for the purposes of the contract.

Column 1 Item	Column 2 Class of Labour Plant Or Material	Column 3 Unit of Measurement	Column 4 Estimated Total Quantity	Column 5 Price per Unit	Column 6 Estimated Total Price
		N/A			

5.2 The Unit Price Table that is set out in A5.1 designates the part of the work to which a Unit Price Arrangement is applicable.

5.3 The part of the work that is not designated in the Unit Price Table referred to in A5.2 is the part of the work to which a Fixed Price Arrangement is applicable.

Articles of Agreement

Signed on behalf of Her Majesty by

as Senior Contracting Officer

and _____

as _____

of the **National Research Council Canada**

on the _____

day of _____

Signed, sealed and delivered by

as _____ and
Position

by _____

as _____ and
Position

of

on the _____

day of _____

Seal

**National Research Council Canada
Gate Replacement and Paving
Sandy Cove Marine Research Station
Project No. 5778**

Issued for Tender

October 2019



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26 28 16	Molded Case Circuit Breakers	2
26 56 19	Site Lighting	2
27 05 28	Pathways for Communication Systems	2
27 10 05	Structured Cabling for Communication Systems	1

1.1 SCOPE OF WORK

- .1 Work under this contract covers the provision of mechanical, electrical, structural, civil, and security systems to provide the indicated security fence, gate and paving at the Sandy Cove Marine Research Station (Sandy Cove Rd, Ketch Harbour, NS B3V 1K9) of the National Research Council.
 - .1 Phase 1 - Beginning upon awarding of project:
 - .1 Provision of fence, security gate, and all associated security/access hardware except for ground loop sensors (must be coordinated with phase 2 work).
 - .2 All electrical work outlined in electrical drawings.
 - .3 Commissioning of new security/access hardware.
 - .4 Restoration of existing gate.
 - .2 Phase 2 – Beginning April/May 2020:
 - .1 Installation and commissioning of ground loop sensors for security gate (coordinate with paving operations).
 - .2 All paving operations and remaining civil work.

1.2 DRAWINGS

- .1 The following drawings illustrate the work and form part of the contract documents:
 - .1 C-100
 - .2 C-101
 - .3 C-102
 - .4 E1
 - .5 E2

1.3 COMPLETION

- .1 Complete all Phase 1 work within 6 week(s) after receipt of notification of acceptance of tender, Phase 2 work to begin in Spring 2020 and be completed by May 30th, 2020.

1.4 GENERAL

- .1 The word "provide" in this Specification means to supply and install.
- .2 Provide items mentioned in either the drawings or the specification.

1.5 SPECIFIED ACCEPTABLE & ALTERNATIVE EQUIPMENT & MATERIALS

- .1 Materials and equipment scheduled and/or specified on the drawings or in the specifications have been selected to establish a performance and quality standard. In most cases, acceptable manufacturers are stated for any material or equipment specified by manufacturer's name and model number. Contractors may base their tender price on

materials and equipment supplied by any of the manufacturers' names as acceptable for the particular material or equipment.

- .2 In addition to the manufacturers specified or named as acceptable, you may propose alternative manufacturers of materials or equipment to the Departmental Representative for acceptance. For a product to be considered as an alternative product substitute, make a written application to the Departmental Representative during the tender period, not later than ten (10) working days before tender closing.
- .3 Certify in writing that the alternative meets all requirements of the specified material or equipment. In addition, it shall be understood that all costs required by or as a result of acceptance or proposed alternatives, will be borne by the contractor.
- .4 Approval of alternatives will be signified by issue of an Addendum to the Tender Documents.
- .5 Any alternative manufacturers or materials submitted which are incomplete and cannot be evaluated, or are later than ten (10) working days before tender closing date or after the tender period, will not be considered.

1.6 MINIMUM STANDARDS

- .1 Conform to or exceed minimum acceptable standards of the various applicable federal, provincial and municipal codes such as The National Building Code, The National Fire Code, Canadian Plumbing Code, Canadian Electrical Code, Canadian Code for Construction Safety and the Provincial Construction Safety Act.
- .2 Work to conform to referenced standards and codes as reaffirmed or revised to date of specification.

1.7 WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM (WHMIS)

- .1 The general contractor shall comply with Federal and Provincial legislation regarding the WHMIS. The contractor's responsibilities include, but are not limited to the following:
 - .1 To ensure that any controlled product brought on site by the contractor or sub-contractor is labeled;
 - .2 To make available to the workers and the Departmental Representative, Material Safety Data Sheets (MSDS) for these controlled products;
 - .3 To train own workers about WHMIS, and about the controlled products that they use on site;
 - .4 To inform other contractors, sub-contractors, the Departmental Representative, authorized visitors and outside inspection agency personnel about the presence and use of such products on the site.

The site foreman or superintendent must be able to demonstrate, to the satisfaction of the Departmental Representative, that he/she has had WHMIS training and is knowledgeable in its requirements. The Departmental Representative can require replacement of this person if this condition or implementation of WHMIS is not satisfactory.

1.8 **DESIGNATED SUBSTANCES**

Comply with Provincial legislation if encountering specifically listed designated substances on the work site while performing the work described in these contract documents: Asbestos

- .1 It is the responsibility of the general contractor to ensure that each prospective subcontractor for this project has received a copy of the listed designated substances which may be present on site.
- .2 In addition to the specific designated substances listed by the province, the following may also be present: mould
- .3 The general contractor is advised to take precautions when dealing with the above substances:
 - .1 Asbestos: stop work immediately should materials believed to contain asbestos be encountered in during the execution of the work and notify Owner's Representative. Do not proceed until written instructions have been received from Owner's Representative.
 - .2 Mould: stop work immediately should material resembling mould be encountered during the execution of work and notify Owner's Representative. Do not proceed until written instructions have been received from Owner's Representative.

1.9 **COST BREAKDOWN**

- .1 Submit, for approval by the Departmental Representative, a cost breakdown of tender 72 hours after the contract is awarded.
- .2 Use the approved cost breakdown as the basis for submitting all claims.
- .3 Request Departmental Representative's verbal approval to amount of claim prior to preparing and submitting the claim in its final form.

1.10 **SUB-TRADES**

- .1 Submit no later than 72 hours after tender closing, a complete list of sub trades for the Departmental Representative's review.

1.11 **PERSONNEL SECURITY AND IDENTIFICATION**

- .1 All persons employed by the contractor, or by any subcontractor and present on the site must be security cleared in accordance with the requirements of the Section entitled Special Instructions to Tenderers.
- .2 All such persons must wear and keep visible identification badges as issued by the Security Office of NRC.

1.12 **WORKING HOURS AND ESCORTING REQUIREMENTS**

- .1 Normal working hours on the NRC property are from 8:00 a.m. until 4:30 p.m., Monday to Friday inclusive, except statutory holidays.

- .2 At all other times, special written passes are required for access to the building site.
- ⇒ Before scheduling any work outside normal working hours, obtain permission from the Departmental Representative to perform the specific tasks.
- .4 An escort may be required whenever working outside normal hours. Contractor to bear the associated costs.

1.13 SCHEDULE

- .1 The contractor shall prepare a detailed schedule, fixing the date for commencement and completion of the various parts of the work and update the said schedule. Such schedule shall be made available to the Departmental Representative not later than two weeks after the award of the contract and prior to commencement of any work on site.
- .2 Notify Departmental Representative in writing of any changes in the schedule 10 day(s) before the scheduled completion date, arrange to do an interim inspection with the Departmental Representative.

1.14 PROJECT MEETINGS

- .1 Hold regular project meetings at times and locations approved by the Departmental Representative.
- .2 Notify all parties concerned of meetings to ensure proper coordination of work.
- .3 Departmental Representative will set times for project meetings and assume responsibility for recording and distributing minutes.

1.15 SHOP DRAWINGS

- .1 Submit to Departmental Representative for review, shop drawings, product data and samples specified within 2 week(s) after contract award.
- .2 Submit to Departmental Representative for review a complete list of all shop drawings, product data and samples specified and written confirmation of corresponding delivery dates within one (1) week after shop drawings, product data and samples approval date. This list shall be updated on a weekly basis and any changes to the list shall be immediately notified in writing to the Departmental Representative.
- .3 Review shop drawings, data sheets and samples prior to submission.
- .4 Submit electronic copy of all shop drawings and product data and samples for review, unless otherwise specified.
- .5 Review of shop drawings and product data by the Departmental Representative does not relieve the contractor of the responsibility for errors and omissions and for the conformity with contract documents.

1.16 **SAMPLES AND MOCK-UPS**

- .1 Submit samples in sizes and quantities as specified.
- .2 Where colour, pattern or texture is criterion, submit full range of samples.
- .3 Construct field samples and mock-ups at locations acceptable to Departmental Representative.
- .4 Reviewed samples or mock-ups will become standards of workmanship and material against which installed work will be checked on the project.

1.17 **MATERIALS AND WORKMANSHIP**

- .1 Install only new materials on this project unless specifically noted otherwise.
- .2 Only first class workmanship will be accepted, not only with regard to safety, efficiency, durability, but also with regard to neatness of detail and performance.

1.18 **WORK & MATERIALS SUPPLIED BY OWNER**

- .1 Work and materials not included in this contract are described on drawings and in this specification.
- .2 Deliver to a storage place, as directed by the Departmental Representative, all materials returned to the Owner.
- .3 Unless otherwise specified, accept owner-supplied materials at their storage location and provide all transportation as required.
- .4 General Contractor's duties:
 - .1 Unload at site.
 - .2 Promptly inspect products and report damaged or defective items.
 - .3 Give written notification to the Departmental Representative for items accepted in good order.
 - .4 Handle at site, including uncrating and storage.
 - .5 Repair or replace items damaged on site.
 - .6 Install, connect finished products as specified.

1.19 **SITE ACCESS**

- .1 Make prior arrangements with the Departmental Representative before starting work or moving materials and equipment on site.
- .2 Obtain approval of Departmental Representative for regular means of access during the construction period.

- .3 Obtain approval of Departmental Representative before temporarily suspending operations on site; before returning to the site and before leaving the site at the end of the job.
- .4 Provide and maintain access to site.
- .5 Build and maintain temporary roads and provide snow removal during period of work.
- .6 Make good any damage and clean up dirt, debris, etc., resulting from contractor's use of existing roads.

1.20 USE OF SITE

- .1 Restrict operations on the site to the areas approved by the Departmental Representative
- .2 Locate all temporary structures, equipment, storage, etc., to the designated areas.
- .3 Restrict parking to the designated areas.

1.21 ACCEPTANCE OF SITE

- .1 Inspect the site before commencing work, review any unexpected conditions with the Departmental Representative.
- .2 Commencement of work will imply acceptance of existing conditions.

1.22 SITE OFFICE & TELEPHONE

- .1 Contractor to erect a temporary site office at his own expense.
- .2 Install and maintain a telephone, if necessary.
- .3 Use of NRC phones is not permitted unless in the case of an emergency.

1.23 SANITARY FACILITIES

- .1 Obtain permission from the Departmental Representative to use the existing washroom facilities in the building.

1.24 TEMPORARY SERVICES

- .1 A source of temporary power will be made available in the area. Bear all costs to make connections to the power source and perform distribution on site.
- .2 Provide all load centres, breakers, conduit, wiring, disconnects, extension cords, transformers, as required from the source of power.
- .3 Power is to be used only for power tools, lighting, controls, motors, and not for space heating.

- .4 A source of temporary water will be made available if required.
- .5 Bear all costs associated with distributing the water to the required locations.
- .6 Comply with NRC requirements when connecting to existing systems in accordance with the articles entitled "Co-operation" and "Service Interruptions" of this section.

1.25 DOCUMENTS REQUIRED AT WORK SITE

- .1 The contractor shall keep on the site, one (1) up-to-date copy of all contract documents, including specifications, drawings, addenda, shop drawings, change notices, schedule and any reports or bulletins pertaining to the work, in good order, available to the Departmental Representative and to his / her representatives at all times.
- .2 At least one (1) copy of specifications and drawings shall be marked by the contractor to show all work "As Built" and shall be provided to the Departmental Representative with the Application for Payment and for the Final Certificate of Completion.

1.26 CO-OPERATION

- .1 Co-operate with NRC staff in order to keep disruption of normal research work to an absolute minimum.
- .2 Work out in advance, a schedule for all work which might disrupt normal work in the building.
- .3 Have schedule approved by the Departmental Representative.
- .4 Notify the Departmental Representative in writing, 72 hours prior to any intended interruption of facilities, areas, corridors, mechanical or electrical services and obtain requisite permission.

1.27 PROTECTION AND WARNING NOTICES

- .1 Provide all materials required to protect existing equipment.
- .2 Erect dust barriers to prevent dust and debris from spreading through the building.
- .3 Place dust protection in the form of cover sheets over equipment and furniture and tape these sheets to floors, to ensure no dust infiltration.
- .4 Repair or replace any and all damage to Owner's property caused during construction, at no cost to the Owner and to the satisfaction of the Departmental Representative.
- .5 Protect the buildings, roads, lawns, services, etc. from damage which might occur as a result of this work.
- .6 Plan and co-ordinate the work to protect the buildings from the leakage of water, dust, etc.

- .7 Ensure that all doors, windows, etc., that could allow transfer of dust, noise, fumes, etc., to other areas of the building are kept closed.
- .8 Be responsible for security of all areas affected by the work under the Contract until acceptance by NRC. Take all necessary precautions to prevent entry to the work area by unauthorized persons and guard against theft, fire and damage by any cause. Secure working area at the end of each day's work and be responsible for same.
- .9 Provide and maintain adequate safety barricades around the work sites to protect NRC personnel and the public from injury during the construction.
- .10 Post warnings, in all instances where possible injury could occur such as Work Overhead, Hard Hat Areas, etc. or as required by the Departmental Representative.
- .11 Provide temporary protective enclosures over building entrances and exits to protect pedestrians. All enclosures to be structurally sound against weather and falling debris.

1.28 BILINGUALISM

- .1 Ensure that all signs, notices, etc. are posted in both official languages.
- .2 Ensure that all identification of services called for by under this contract are bilingual.

1.29 LAYOUT OF WORK

- .1 Location of equipment, fixtures, outlets and openings indicated on drawings or specified are to be considered as approximate.
- .2 Locate equipment, fixtures and distribution systems to provide minimum interference and maximum usable space and in accordance with the manufacturer's recommendations for safety, access and maintenance.
- .3 Employ competent person to lay out work in accordance with the contract documents.

1.30 DISCREPANCIES & INTERFERENCES

- .1 Prior to the start of the work, examine drawings and specifications. Report at once to the Departmental Representative, any defects, discrepancies, omissions or interferences affecting the work.
- .2 Contractor to immediately inform the Departmental Representative in writing, of any discrepancies between the plans and the physical conditions so the Departmental Representative may promptly verify same.
- .3 Any work done after such a discovery, until authorized, is at the contractor's risk.
- .4 Where minor interferences as determined by the Departmental Representative are encountered on the job and they have not been pointed out on the original tender or on the plans and specifications, provide offsets, bends or reroute the services to suit job conditions at no extra cost.

- .5 Arrange all work so as not to interfere in any way with other work being carried out.

1.31 MANUFACTURER'S INSTRUCTIONS

- .1 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
- .2 Notify the Departmental Representative in writing of any conflict between these specifications and manufacturer's instruction. Departmental Representative will designate which document is to be followed.

1.32 TEMPORARY HEATING AND VENTILATING

- .1 Bear the costs of temporary heat and ventilation during construction including costs of installation, fuel, operation, maintenance, and removal of equipment.
- .2 Use of direct-fired heaters discharging waste products into the work areas will not be permitted unless prior approval is given by the Departmental Representative.
- .3 Furnish and install temporary heat and ventilation in enclosed areas as required to:
- .1 Facilitate progress of work.
 - .2 Protect work and products against dampness and cold.
 - .3 Reduce moisture condensation on surfaces to an acceptable level.
 - .4 Provide ambient temperature and humidity levels for storage, installation and curing of materials.
 - .5 Provide adequate ventilation to meet health regulations for a safe working environment.
- .4 Maintain minimum temperature of 10 °C (50 °F) or higher where specified as soon as finishing work is commenced and maintain until acceptance by the Departmental Representative. Maintain ambient temperature and humidity levels as required for comfort of NRC personnel.
- .5 Prevent hazardous or unhealthy accumulations of dust, fumes, mists, vapours or gases in areas occupied during construction including also, storage areas and sanitary facilities.
- .1 Dispose of exhaust materials in a manner that will not result in a harmful or unhealthy exposure to persons.
- .6 Maintain strict supervision of operation of temporary heating and ventilating equipment.
- .1 Enforce conformance with applicable codes and standards.
 - .2 Comply with instructions of the Departmental Representative including provision of full-time watchman services when directed.
 - .3 Enforce safe practices.
 - .4 Vent direct-fired combustion units to outside.
- .7 Submit tenders assuming existing or new equipment and systems will not be used for temporary heating and ventilating.

-
- .8 After award of contract, Departmental Representative may permit use of the permanent system providing agreement can be reached on:
- .1 Conditions of use, special equipment, protection, maintenance, and replacement of filters.
 - .2 Methods of ensuring that heating medium will not be wasted and in the case of steam, agreement on what is to be done with the condensate.
 - .3 Saving on contract price.
 - .4 Provisions relating to guarantees on equipment.

1.33 CONNECTIONS TO AND INTERRUPTIONS TO EXISTING SERVICES

- .1 Where work involves breaking into or connecting to existing services, carry out work at times and in the manner agreed to by the Departmental Representative and by authorities having jurisdiction, with minimum disruption to NRC Personnel and vehicular traffic and minimum service interruption. Do not operate any NRC equipment or plant.
- .2 Before commencing work, establish location and extent of service lines in area of work and notify Departmental Representative of findings.
- .3 Submit a schedule to and obtain approval from the Departmental Representative for any shut-down or closure of active service or facility; allow minimum 72 hours notice. Adhere to approved schedule and provide notice to the Departmental Representative.
- .4 Where unknown services are encountered, immediately advise Departmental Representative and confirm findings in writing.
- .5 Provide detours, bridges, alternate feeds, etc., as required to minimize disruptions.
- .6 Protect existing services as required and immediately make repairs if damage occurs.
- .7 Remove any abandoned service lines as indicated on the contract documents and as approved by the Departmental Representative; cap or otherwise seal lines at cut-off points. Record and provide a copy to the Departmental Representative of locations of maintained, re-routed and abandoned service lines.

1.34 CUTTING AND PATCHING

- .1 Cut existing surfaces as required to accommodate new work.
- .2 Remove all items as shown or specified.
- .3 Patch and make good with identical materials, the surfaces that have been disturbed, cut or damaged, to the satisfaction of the Departmental Representative.
- .4 Where new pipes pass through existing construction, core drill an opening. Size openings to leave 12mm (1/2") clearance around the pipes or pipe insulation. Do not drill or cut any surface without the approval of the Departmental Representative.

- .5 Obtain written approval of the Departmental Representative before cutting openings through existing or new structural members.
- .6 Seal all openings where cables, conduits or pipes pass through walls with an acoustic sealant conforming to CAN/CGSB-19.21-M87.
- .7 Where cables, conduits and pipes pass through fire rated walls and floors, pack space between with compressed glass fibres and seal with fire stop caulking in accordance with CAN/CGSB-19.13-M87 AND NBC 3.1.7.

1.35 FASTENING DEVICES

- .1 Do not use explosive actuated tools, without first obtaining permission from the Departmental Representative.
- .2 Comply with the requirements of CSA A-166 (Safety Code for Explosive Actuated Tools).
- .3 Do not use any kind of impact or percussion tool without first obtaining permission from the Departmental Representative.

1.36 OVERLOADING

- .1 Ensure that no part of the building or work is subjected to a load which will endanger safety or cause permanent deformation or structural damage.

1.37 DRAINAGE

- .1 Provide temporary drainage and pumping as required to keep excavations and site free of water.

1.38 ENCLOSURE OF STRUCTURES

- .1 Construct and maintain all temporary enclosures as required to protect foundations, sub-soil, concrete, masonry, etc., from frost penetration or damage.
- .2 Maintain in place until all chances of damage are over and proper curing has taken place.
- .3 Provide temporary weather tight enclosures for exterior openings until permanent sash and glazing and exterior doors are installed.
- .4 Provide lockable enclosures as required to maintain the security of NRC facilities and be responsible for the same.
- .5 Provide keys to NRC security personnel when required.
- .6 Lay out the work carefully and accurately and verify all dimensions and be responsible for them. Locate and preserve general reference points.

- .7 Throughout the course of construction, keep continuously acquainted with field conditions, and the work being developed by all trades involved in the project. Maintain an awareness of responsibility to avoid space conflict with other trades.
- .8 Conceal all services, piping, wiring, ductwork, etc., in floors, walls or ceilings except where indicated otherwise.

1.39 STORAGE

- .1 Provide storage as required to protect all tools, materials, etc., from damage or theft and be responsible for the same.
- .2 Do not store flammable or explosive materials on site without the authorization of the Departmental Representative.

1.40 GENERAL REVIEW

- .1 Periodic review of the contractor's work by the Departmental Representative does not relieve the contractor of the responsibility of making the work in accordance with contract documents. Contractor shall carry out his own quality control to ensure that the construction work is in accordance with contract documents.
- .2 Inform the Departmental Representative of any impediments to the installation and obtain his / her approval for actual location.

1.41 INSPECTION OF BURIED OR CONCEALED SERVICES

- .1 Prior to concealing any services that are installed, ensure that all inspection bodies concerned, including NRC, have inspected the work and have witnessed all tests. Failure to do so may result in exposing the services again at the contractor's expense.

1.42 TESTING

- .1 On completion, or as required by local authority inspectors and/or Departmental Representative during progress of work and before any services are covered up and flushing is complete, test all installations in the presence of the Departmental Representative.
- .2 Obtain and hand to the Departmental Representative all acceptance certificates or test reports from authority having jurisdiction. The project will be considered incomplete without the same.

1.43 PARTIAL OCCUPANCY

- .1 NRC may request partial occupancy of the facility if the contract extends beyond the expected completion date.
- .2 Do not restrict access to the building, routes, and services.
- .3 Do not encumber the site with materials or equipment.

1.44 **DISPOSAL OF WASTES**

- .1 Dispose of waste materials including volatiles, safely off NRC property. Refer to the section entitled "General and Fire Safety Requirements" included as part of this specification.

1.45 **CLEAN-UP DURING CONSTRUCTION**

- .1 On a daily basis, maintain project site and keep free from debris and waste materials.
- .2 Provide on-site dump containers for collection of waste materials and rubbish.

1.46 **FINAL CLEAN-UP**

- .1 Upon completion do a final clean-up to the satisfaction of the Departmental Representative.
- .2 Clean all new surfaces, lights, existing surfaces affected by this work, replace filters, etc.
- .3 Clean all resilient flooring and prepare to receive protective finish. Protective finish applied by NRC

1.47 **WARRANTY AND RECTIFICATION OF DEFECTS IN WORK**

- .1 Refer to General Conditions "C", section GC32.
- .2 Ensure that all manufacturers' guarantees and warranties are issued in the name of the **General Contractor** and the National Research Council.

1.48 **MAINTENANCE MANUALS**

- .1 Provide three (3) bilingual copies of maintenance manuals or two English and two French maintenance manuals immediately upon completion of the work and prior to release of holdbacks.
- .2 Manuals to be neatly bound in hard cover loose leaf binders.
- .3 Manuals to include operating and maintenance instructions, all guarantees and warranties, shop drawings, technical data, etc., for the material and apparatus supplied under this contract.

END OF SECTION

1. **GENERAL CONSTRUCTION SAFETY REQUIREMENTS**

- .1 The Contractor shall take all necessary steps to protect personnel (workers, visitors, general public, etc.) and property from any harm during the course of the contract.
- .2 The Contractor shall be solely responsible for the construction safety of both its employees and those of its sub-contractors at the work site, and for initiating, maintaining and supervising safety precautions, programs and procedures in connection with the performance of the work.
- .3 The Contractor shall comply with all Federal, Provincial and Municipal safety codes and regulations and all provincial OSH regulation. In the event of any conflict between any provisions in legislation or codes, the most stringent provisions shall apply.
- .4 Periodic review of the contractor's work by the Departmental Representative, using the criteria of the contract documents, does not relieve the contractor of his safety responsibilities in carrying out the work in accordance with the contract documents. The contractor shall consult with the Departmental Representative to ensure that this responsibility is carried out.
- .5 The Contractor shall ensure that only competent personnel are permitted to work on site. Throughout the term of the contract, any person will be removed from the site who is not observing or complying with the safety requirements.
- .6 All equipment shall be in safe operating condition and appropriate to the task.
- .7 Following a project and site hazard assessment, the Contractor shall develop a Site Specific Safety Plan based on the following minimum requirements:
 - .1 Provide a safety board mounted in a visible location on the project site, with the following information included thereon:
 - .1 Notice of Project
 - .2 Site specific Safety Policy
 - .3 Copy of Provincial OSH regulation
 - .4 Building Schematic showing emergency exits
 - .5 Building emergency procedures
 - .6 Contact list for NRC, Contractor and all involved sub-contractors
 - .7 Any related MSDS sheets
 - .8 Proper Emergency phone number
- .8 The Contractor shall provide competent personnel to implement its safety program and those of any Health and Safety Act legislation applicable at this project location, and to ensure they are being complied with.
- .9 The Contractor shall provide safety orientation to all its employees as well as those of any subcontractors under its jurisdiction.

- .10 The Departmental Representative will monitor to ensure that safety requirements are met and that safety records are properly kept and maintained. Continued disregard for safety standards can cause the contract to be cancelled and the Contractor or sub-contractors removed from the site.
- .11 The Contractor will report to the Departmental Representative and jurisdictional authorities, any accident or incident involving Contractor or NRC personnel or the public and/or property arising from the Contractor's execution of the work.
- .12 If entry to a laboratory is required as part of the work of the Contractor, a safety orientation shall be provided to all his employees as well as those of any subcontractors regarding lab safety requirements and procedures, as provided by the Researcher or the Departmental Representative.

2. FIRE SAFETY REQUIREMENTS

.1 AUTHORITIES

- 1. The Fire Commissioner of Canada (FC) is the authority for fire safety at NRC.
- 2. For the purpose of this document, "Departmental Representative" will be deemed as the NRC person in charge of the project and who will enforce these Fire Safety Requirements.
- 3. Comply with the following standards as published by the Office of the Fire Commissioner of Canada:
 - a. Standard No. 301 - June 1982 "Standard for Construction Operations";
 - b. Standard No. 302 - June 1982 "Standard for Welding and Cutting".

.2 SMOKING

- .1 Smoking is prohibited inside all NRC buildings, as well as roof areas.
- .2 Obey all "NO SMOKING" signs on NRC premises.

.3 HOT WORK

- .1 Prior to commencement of any "Hot Work" involving welding, soldering, burning, heating, use of torches or salamanders or any open flame, obtain a Hot Work Permit from the Departmental Representative.
- .2 Prior to commencement of "Hot Work", review the area of hot work with the Departmental Representative to determine the level of fire safety precautions to be taken.

.4 REPORTING FIRES

- .1 Know the exact location of the nearest Fire Alarm Pull Station and telephone, including the emergency phone number.

- .2 REPORT immediately, all fire incidents as follows:
 - .1 Activate nearest fire alarm pull station and;
 - .2 Telephone the emergency phone numbers which will be provided at the project kick off meeting:
 4. When reporting a fire by phone, give the location of fire, building number and be prepared to verify location.
 5. The person activating fire alarm pull station must remain at a safe distance from the scene of the fire but readily available to provide information and direction to the Fire Department personnel.

.5 INTERIOR AND EXTERIOR FIRE PROTECTION & ALARM SYSTEMS

- .1 DO NOT OBSTRUCT OR SHUT OFF FIRE PROTECTION EQUIPMENT OR SYSTEMS, INCLUDING BUT NOT LIMITED TO FIRE ALARM SYSTEMS, SMOKE/HEAT DETECTORS, SPRINKLER SYSTEM, PULL STATIONS, EMERGENCY CALL BUTTONS AND PA SYSTEMS, WITHOUT AUTHORIZATION FROM THE DEPARTMENTAL REPRESENTATIVE.
- .2 WHEN ANY FIRE PROTECTION EQUIPMENT IS TEMPORARILY SHUT DOWN, ALTERNATIVE MEASURES AS PRESCRIBED BY THE DEPARTMENTAL REPRESENTATIVE SHALL BE TAKEN TO ENSURE THAT FIRE PROTECTION IS MAINTAINED.
- .3 DO NOT LEAVE FIRE PROTECTION OR ALARM SYSTEMS INACTIVE AT THE END OF A WORKING DAY WITHOUT NOTIFICATION AND AUTHORISATION FROM THE DEPARTMENTAL REPRESENTATIVE. THE DEPARTMENTAL REPRESENTATIVE WILL ADVISE THE (FPO) OF THE DETAILS OF ANY SUCH EVENT.
- .4 DO NOT USE FIRE HYDRANTS, STANDPIPES AND HOSE SYSTEMS FOR OTHER THAN FIRE FIGHTING PURPOSES UNLESS AUTHORISED BY DEPARTMENTAL REPRESENTATIVE.

.6 FIRE EXTINGUISHERS

- .1 Provide a minimum of 1-20 lb. ABC Dry Chemical Fire Extinguisher at each hot work or open flame location.
- .2 Provide fire extinguishers for hot asphalt and roofing operations as follows:
 - a. Kettle area - 1-20 lb. ABC Dry Chemical;
 - b. Roof - 1-20 lb. ABC Dry Chemical at each open flame location.
- .3 Provide fire extinguishers equipped as below:
 - c. Pinned and sealed;
 - d. With a pressure gauge;
 - e. With an extinguisher tag signed by a fire extinguisher servicing company.

- .4 Carbon Dioxide (CO₂) extinguishers will not be considered as substitutes for the above.

.7 ROOFING OPERATIONS

.1 Kettles:

- .1 Arrange for the location of asphalt kettles and material storage with the Departmental Representative before moving on site. Do not locate kettles on any roof or structure and keep them at least 10m (30 feet) away from a building.
- .2 Equip kettles with 2 thermometers or gauges in good working order; a handheld and a kettle-mounted model.
- .3 Do not operate kettles at temperatures in excess of 232°C (450 °F).
- .4 Maintain continuous supervision while kettles are in operation and provide metal covers for the kettles to smother any flames in case of fire. Provide fire extinguishers as required in article 2.6.
- .5 Demonstrate container capacities to Departmental Representative prior to start of work.
- .6 Store materials a minimum of 6m (20 feet) from the kettle.

.2 Mops:

- .1 Use only glass fibre roofing mops.
- .2 Remove used mops from the roof site at the end of each working day.

.3 Torch Applied Systems:

- .1 DO NOT USE TORCHES NEXT TO WALLS.
- .2 DO NOT TORCH MEMBRANES TO EXPOSED WOOD OR CAVITY
- .3 Provide a Fire Watch as required by article 2.9 of this section.

- .4 Store all combustible roofing materials at least 3m (10 feet) away from any structure.

- .5 Keep compressed gas cylinders a minimum of 6m (20 feet) away from the kettle, protected from mechanical damage and secured in an upright position.

.8 WELDING / GRINDING OPERATIONS

- .1 Contractor to provide fire blankets, portable fume extraction devices, screens or similar equipment to prevent exposure to welding flash, or sparks from grinding.

.9 Fire Watch

- .1 Provide a fire watch for a minimum of one hour after the termination of any hot work operation.
- .2 For temporary heating, refer to General Instructions Section 00 010 00.
- .3 Equip fire watch personnel with fire extinguishers as required by article 2.6.

**.10 OBSTRUCTION OF ACCESS/EGRESS ROUTES-ROADWAYS, HALLS,
DOORS, OR ELEVATORS**

- .1 Advise the Departmental Representative in advance of any work that would impede the response of Fire Department personnel and their apparatus. This includes violation of minimum overhead clearance, erection of barricades and the digging of trenches.
- .2 Building exit routes must not be obstructed in any way without special permission from the Departmental Representative, who will ensure that adequate alternative routes are maintained.
- .3 The Departmental Representative will advise the FPO of any obstruction that may warrant advanced planning and communication to ensure the safety of building occupants and the effectiveness of the Fire Department.

.11 RUBBISH AND WASTE MATERIALS

- .1 Keep rubbish and waste materials to a minimum and a minimum distance of 6m (20 feet) from any kettle or torches.
- .2 Do not burn rubbish on site.
- .3 Rubbish Containers
 - .1 Consult with the Departmental Representative to determine an acceptable safe location for any containers and the arrangement of chutes etc. prior to bringing the containers on site.
 - .2 Do not overfill the containers and keep area around the perimeter free and clear of any debris.
- .4 Storage
 - .1 Exercise extreme care when storing combustible waste materials in work areas. Ensure maximum possible cleanliness, ventilation and that all safety standards are adhered to when storing any combustible materials.
 - .2 Deposit greasy or oily rags or materials subject to spontaneous combustion in CSA or ULC approved receptacles and remove at the end of the work day or shift, or as directed.

.12 FLAMMABLE LIQUIDS

- .1 The handling, storage and use of flammable liquids is governed by the current National Fire Code of Canada.
- .2 Flammable Liquids such as gasoline, kerosene and naphtha may be kept for ready use in quantities not exceeding 45 litres (10 imp gal), provided they are stored in approved safety cans bearing the ULC seal of approval and kept away from buildings, stockpiled combustible materials etc. Storage of quantities of

flammable liquids exceeding 45 litres (10 imp gal) for work purposes, require the permission of the Departmental Representative.

- .3 Flammable liquids are not to be left on any roof areas after normal working hours.
- .4 Transfer of flammable liquids is prohibited within buildings.
- .5 Do not transfer flammable liquids in the vicinity of open flames or any type of heat producing device.
- .6 Do not use flammable liquids having a flash point below 38 °C (100 °F) such as naphtha or gasoline as solvents or cleaning agents.
- .7 Store flammable waste liquids for disposal in approved container located in a safe, ventilated area. Waste flammable liquids are to be removed from the site on a regular basis.
- .8 Where flammable liquids, such as lacquers or urethane are used, ensure proper ventilation and eliminate all sources of ignition. Inform the Departmental Representative prior to, and at the cessation of such work.

3. QUESTIONS AND/OR CLARIFICATIONS

- .1 Direct any questions or clarification on Fire or General Safety, in addition to the above requirements, to the Departmental Representative.

END OF SECTION

1.1 **GENERAL**

1.2 **SECTION INCLUDES**

- .1 Title and description of Work.
- .2 Contractor use of premises.
- .3 Owner occupancy.

1.3 **WORK COVERED BY CONTRACT DOCUMENTS**

- .1 Work of this Contract comprises mechanical, electrical, structural, civil, and security systems upgrades/modifications, per design documents/specifications and any issued addenda or supplemental instructions, on the property of the Sandy Cove Marine Research Station, located in Ketch Harbour, NS.

1.4 **BACKGROUND:**

- .1 Objective:
 - .1 To provide new paving to the existing driveway/parking lot, as well as a new security gate complete with swipe card access and security system integration.

1.5 **SECURITY CLEARANCE REQUIREMENTS**

- .1 All contractors and sub-contractors must have valid DOS and reliability clearance or higher in order to bid and be awarded this project.
- .2 All contractors and sub-contractors must hold a minimum of reliability clearance. Respondents and their sub-contractors must provide proof of their Clearance or Clearance certification and/or number. Respondents must provide a list of all personnel/sub-contractor's personnel, their current security level clearance, file number and expiry date.
- .3 If a commissionaire and/or guard is required, this will be arranged by the Project Manager, costs covered by the project. Contractor is not responsible for a commissionaire.

PART 2 **PRODUCTS (NOT APPLICABLE)**

PART 3 **EXECUTION (NOT APPLICABLE)**

END OF SECTION

1.1 **SECTION INCLUDES**

- .1 Fire Safety Requirements
- .2 Hot Work Permit
- .3 Existing Fire Protection and Alarm Systems

1.2 **RELATED WORK**

- .1 Section 00 10 00 General Instructions

1.3 **REFERENCES**

- .1 Fire Protection Standards issued by Fire Protection Services, Labour Program Division of Service Canada
 - .1 FCC No. 301-June 1982 Standard for Construction Operations.
 - .2 FCC No. 302-June 1982 Standard for Welding and Cutting.
- .2 FCC standards may be viewed at:
 - .1 <http://www.hrsdc.gc.ca/en/lp/lo/fp/standards/commissioner.shtml>
 - .2 Fire Protection Services – Atlantic Region office, Halifax, N.S, Tel. (902) 426-6053.

1.4 **DEFINITIONS**

- .1 Hot Work defined as:
 - .1 Welding work.
 - .2 Cutting of materials by use of torch or other open flame devices.
 - .3 Grinding with equipment which produces sparks.
 - .4 Use of open flame torches such as for roofing work.

1.5 **SUBMITTALS**

- .1 Submit copy of Hot Work Procedures and sample of Hot Work permit to Departmental Representative for review, within 7 calendar days of acceptance of bid.

1.6 **FIRE SAFETY REQUIREMENTS**

- .1 Implement and follow fire safety measures during Work. Comply with following:
 - .1 National Fire Code.
 - .2 Fire Protection Standards FCC 301 and FCC 302.
 - .3 Federal and Provincial Occupational Health and Safety Acts and Regulations.

- .2 In event of conflict between any provisions of above authorities the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, Departmental Representative will advise on the course of action to be followed

1.7 HOT WORK AUTHORIZATION

- .1 Obtain Departmental Representative's written "Authorization to Proceed" before conducting any form of Hot Work on site.
- .2 To obtain authorization submit to Departmental Representative:
 - .1 Contractor's typewritten Hot Work Procedures to be followed on site as specified below.
 - .2 Description of the type and frequency of Hot Work required.
 - .3 Sample Hot Work Permit to be used.
- .3 Upon review and confirmation that effective fire safety measures will be implemented and followed during performance of hot work, Departmental Representative will give authorization to proceed as follows:
 - .1 Issue one written "Authorization to Proceed" covering the entire project for duration of work or;
 - .2 Subdivide the work into pre-determined, individual activities, each activity requiring a separately written authorization to proceed.
- .4 Requirement for individual authorization will be based on:
 - .1 Nature or phasing of work;
 - .2 Risk to Facility operations;
 - .3 Quantity of various trades needing to perform hot work on project or;
 - .4 Other situation deemed necessary by Departmental Representative to ensure fire safety on premises.
- .5 Do not perform any Hot Work until receipt of Departmental Representative's written "Authorization to Proceed" for that portion of work.
- .6 In tenant occupied Facility, coordinate performance of Hot Work with Facility Manager through the Departmental Representative. When directed, perform Hot Work only during non-operative hours of the Facility. Follow Departmental Representative's directives in this regard.

1.8 HOT WORK PROCEDURES

- .1 Develop and implement safety procedures and work practices to be followed during the performance of Hot Work.
- .2 .2 Hot Work Procedures to include:
 - .1 Requirement to perform hazard assessment of site and immediate work area beforehand for each hot work event.
 - .2 Use of a Hot Work Permit system with individually written permit issued by Contractor's Superintendent to specific worker or subcontractor granting permission to proceed with Hot Work.
 - .3 Permit required for each Hot Work event.
 - .4 Designation of a person on site as a Fire Safety Watcher responsible to conduct a fire safety watch for a minimum duration of 60 minutes immediately following the completion of the Hot Work.
 - .5 Compliance with fire safety codes, standards and occupational health and safety regulations specified.
 - .6 Site specific rules and procedures in force at the site as provided by the Facility Manager.
- .3 Generic procedures, if used, must be edited and supplemented with pertinent information tailored to reflect specific project conditions. Label document as being the Hot Work Procedures for this contract.
- .4 Procedures shall clearly establish responsibilities of:
 - .1 Worker performing hot work,
 - .2 Person issuing the Hot Work Permit,
 - .3 Fire Safety Watcher,
 - .4 Subcontractor(s) and Contractor.
- .5 Brief all workers and subcontractors on Hot Work Procedures and of Permit system. Stringently enforce compliance.
- .6 Failure to comply with fire safety procedures may result in the issue of a Non-Compliance notification.

1.9 HOT WORK PERMIT

- .1 Hot Work Permit to include the following:
 - .1 Project name and project number;
 - .2 Building name and specific room or area where hot work will be performed;
 - .3 Date of issue;
 - .4 Description of hot work type needed;
 - .5 Special precautions to be followed, including type of fire extinguisher needed;
 - .6 Name and signature of permit issuer.

- .7 Name of worker to which the permit is issued.
- .8 Permit validity period not to exceed 9 hours. Indicate start time/date and termination time/date.
- .9 Worker's signature with time/date of hot work completion.
- .10 Stipulated time period of safety watch.
- .11 Fire Safety Watcher's signature with time/date.
- .2 Permit to be typewritten form. Industry Standard forms shall only be used if all data specified above is included on form.
- .3 Each Hot Work Permit to be completed in full, signed and returned to Contractor's Superintendent for safe keeping on site.

1.10 FIRE PROTECTION AND ALARM SYSTEMS

- .1 Fire protection and alarm systems shall not be:
 - .1 Obstructed.
 - .2 Shut-off, unless approved by Departmental Representative.
 - .3 Left inactive at the end of a working day or shift.
- .2 Do not use fire hydrants, standpipes and hose systems for purposes other than firefighting.
- .3 Costs incurred, from the fire department, Facility owner and tenants, resulting from negligently setting off false alarms will be charged to the Contractor in the form of financial progress payment reductions and holdback assessments against the Contract

1.11 DOCUMENTS ON SITE

- .1 Keep Hot Work Permits and Hazard assessment documentation on site for duration of Work.
- .2 Upon request, make available to Departmental Representative or to authorized safety Representative for inspection.

1.1 **SECTION INCLUDES**

- .1 Procedures to isolate and lockout electrical facility and other equipment from energy sources.

1.2 **RELATED WORK**

- .1 Section 00 10 00 - General Instructions

1.3 **REFERENCES**

- .1 CSA C22.1-06 - Canadian Electrical Code, Part 1, Safety Standard for Electrical Installations.
- .2 CAN/CSA C22.3 No.1-06 - Overhead Systems.
- .3 CSA C22.3 No.7-06 - Underground Systems.
- .4 COSH: Canada Occupational Health and Safety Regulations made under Part II of the Canada Labour Code.

1.4 **DEFINITIONS**

- .1 Electrical Facility: means any system, equipment, device, apparatus, wiring, conductor, assembly or part thereof that is used for the generation, transformation, transmission, distribution, storage, control, measurement or utilization of electrical energy, and that has an amperage and voltage that is dangerous to persons.
- .2 Guarantee of Isolation: means a guarantee by a competent person in control or in charge that a particular facility or equipment has been isolated.
- .3 De-energize: in the electrical sense, that a piece of equipment is isolated and grounded, e.g. if the equipment is not grounded, it cannot be considered de-energized (DEAD).
- .4 Guarded: means that an equipment or facility is covered, shielded, fenced, enclosed, inaccessible by location, or otherwise protected in a manner that, to the extent that is reasonably practicable, will prevent or reduce danger to any person who might touch or go near such item.
- .5 Isolate: means that an electrical facility, mechanical equipment or machinery is separated or disconnected from every source of electrical, mechanical, hydraulic, pneumatic or other kind of energy that is capable of making it dangerous.
- .6 Live/alive: means that an electrical facility produces, contains, stores or is electrically connected to a source of alternating or direct current of an amperage and voltage that is dangerous or contains any hydraulic, pneumatic or other kind of energy that is capable of making the facility dangerous to persons.

1.5 **COMPLIANCE REQUIREMENTS**

- .1 Comply with the following in regard to isolation and lockout of electrical facilities and equipment:
 - .1 Canadian Electrical Code.
 - .2 Federal and Provincial Occupational Health and Safety Acts and Regulations.
 - .3 Regulations and code of practice as applicable to mechanical equipment or other machinery being de-energized.
 - .4 Procedures specified herein.
- .2 In event of conflict between any provisions of above authorities the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, Departmental Representative will advise on the course of action to be followed.

1.6 **SUBMITTALS**

- .1 Submit copy of proposed lockout procedures and sample of lockout tags to Departmental Representative for review, within 7 calendar days of acceptance of bid.
- .2 Section 00 10 00 - General Instructions.

1.7 **ISOLATION OF EXISTING SERVICES**

- .1 Obtain Departmental Representative's written authorization prior to working on existing live or active electrical facilities and equipment and before proceeding with isolation of such item.
- .2 To obtain authorization, submit to Departmental Representative the following documentation:
 - .1 Written request to isolate the particular service or facility and;
 - .2 Copy of Contractor's Lockout Procedures.
- .3 Make a Request for Isolation for each event, unless directed otherwise by Departmental Representative, as follows:
 - .1 Fill-out standard form in current use at the Facility as provided by Departmental Representative or;
 - .2 Where no form exist, make written request indicating:
 - .1 The equipment, system or service to be isolated and its location;
 - .2 Duration of isolation period (ie: start time & date and completion time & date).
 - .3 Voltage of service feed to system or equipment being isolated.
 - .4 Name of person making the request.

- .4 Do not proceed with isolation until receipt of written notification from Departmental Representative granting the Isolation Request and authorization to proceed with the work.
 - .1 Note that Departmental Representative may designate another person at the facility being authorized to grant the Isolation request.
- .5 Conduct safe, orderly shut down of equipment or facility. De-energize, isolate and lockout power and other sources of energy feeding the equipment or facility.
- .6 Determine in advance, as much as possible, in cooperation with the Departmental Representative, the type and frequency of situations which will require isolation of existing services.
- .7 Plan and schedule shut down of existing services in consultation with the Departmental Representative and the Facility Manager. Minimize impact and downtime of Facility operations. Follow Departmental Representative's directives in this regard.
- .8 Conduct hazard assessment as part of the process.

1.8 **LOCKOUTS**

- .1 De-energize, isolate and lockout electrical facility, mechanical equipment and machinery from all potential sources of energy prior to working on such items.
- .2 Develop and implement clear and specific lockout procedures to be followed as part of the Work.
- .3 Prepare typed written Lockout Procedures describing safe work practices, procedures, worker responsibilities and sequence of activities to be followed on site by workforce to safely isolate an active piece of equipment or electrical facility and effectively lockout and tagout it's sources of energy.
- .4 Include as part of the Lockout Procedures a system of lockout permits managed by Contractor's Superintendent or other qualified person designated by him/her as being "in-charge" at the site.
 - .1 A lockout permit shall be issued to specific worker providing a Guarantee of Isolation before each event when work must be performed on a live equipment or electrical facility.
 - .2 Duties of person managing the permit system to include:
 - .1 Issuance of permits and lockout tags to workers.
 - .2 Determining permit duration.
 - .3 Maintaining record of permits and tags issued.
 - .4 Making a Request for Isolation to Departmental Representative when required as specified above.
 - .5 Designating a Safety Watcher, when one is required based on type of work.

- .6 Ensuring equipment or facility has been properly isolated.
- .7 Collecting and safekeeping lockout tags returned by workers as a record of the event.
- .5 Clearly establish, describe and allocate responsibilities of:
 - .1 Workers.
 - .2 Person managing the lockout permit system.
 - .3 Safety Watcher.
 - .4 Subcontractor(s) and General Contractor.
- .6 Generic procedures, if used, must be edited and supplemented with pertinent information to reflect specific project requirements.
 - .1 Incorporate site specific rules and procedures in force at site as provided by Facility Manager through the Departmental Representative.
 - .2 Clearly label the document as being the Lockout procedures applicable to work of this contract.
- .7 Use energy isolation lockout devices specifically designed and appropriate for type of facility or equipment being locked out.
- .8 Use industry standard lockout tags.
- .9 Provide appropriate safety grounding and guards as required.

1.9 CONFORMANCE

- .1 Brief all workers and subcontractors on requirements of this section. Stringently enforce use and compliance.
- .2 Failure to follow lockouts procedures specified herein may result in the issuance of a Non-Compliance notification.

1.10 DOCUMENTS ON SITE

- .1 Post Lockout Procedures on site in common location for viewing by workers.
- .2 Keep copies of Request for Isolation forms and lockout permits and tags issued to workers on site for full duration of Work.
- .3 Upon request, make available to Departmental Representative or to authorized safety Representative for inspection.

PART 1 **PART 1 – GENERAL**

- .1 For any discrepancies between this and section 00 10 00 – General Instructions, section 00 10 00 shall overrule this section.

1.2 **REFERENCES**

- .1 Canadian Construction Documents Committee (CCDC)
 .1 CCDC 2, Stipulated Price Contract.

1.3 **INSPECTION**

- .1 Refer to CCDC 2, GC 2.3.
.2 Allow Departmental Representative access to Work. If part of Work is in preparation at locations other than Place of Work, allow access to such Work whenever it is in progress.
.3 Give timely notice requesting inspection if Work is designated for special tests, inspections or approvals by Departmental Representative instructions, or law of Place of Work.
.4 If Contractor covers or permits to be covered Work that has been designated for special tests, inspections or approvals before such is made, uncover such Work, have inspections or tests satisfactorily completed and make good such Work.
.5 Departmental Representative will order part of Work to be examined if Work is suspected to be not in accordance with Contract Documents. If, upon examination such work is found not in accordance with Contract Documents, correct such Work and pay cost of examination and correction.

1.4 **INDEPENDENT INSPECTION AGENCIES**

- .1 Where required, independent Inspection/Testing Agencies required will be engaged by the contractor for purposes of inspecting and/or testing portions of Work. Cost of such services will be borne by the Contractor.
.2 Provide equipment required for executing inspection and testing by appointed agencies.
.3 Employment of inspection/testing agencies does not relax responsibility to perform Work in accordance with Contract Documents.
.4 If defects are revealed during inspection and/or testing, appointed agency will request additional inspection and/or testing to ascertain full degree of defect. Correct defect and irregularities as advised by Departmental Representative at no cost to Departmental Representative. Pay costs for retesting and reinspection.

1.5 **ACCESS TO WORK**

- .1 Allow inspection/testing agencies access to Work, off site manufacturing and fabrication plants.
.2 Co-operate to provide reasonable facilities for such access.

1.6 **PROCEDURES**

- .1 Notify appropriate agency and Departmental Representative in advance of requirement for tests, in order that attendance arrangements can be made.

- .2 Submit samples and/or materials required for testing, as specifically requested in specifications. Submit with reasonable promptness and in orderly sequence to not cause delays in Work.
- .3 Provide labour and facilities to obtain and handle samples and materials on site. Provide sufficient space to store and cure test samples.

1.7 REJECTED WORK

- .1 Refer to CCDC, GC 2.4.
- .2 Remove defective Work, whether result of poor workmanship, use of defective products or damage and whether incorporated in Work or not, which has been rejected by Departmental Representative as failing to conform to Contract Documents. Replace or re-execute in accordance with Contract Documents.
- .3 Make good other Contractor's work damaged by such removals or replacements promptly.
- .4 If in opinion of Departmental Representative, it is not expedient to correct defective Work or Work not performed in accordance with Contract Documents, Owner will deduct from Contract Price difference in value between Work performed and that called for by Contract Documents, amount of which will be determined by Departmental Representative.

1.8 REPORTS

- .1 Submit 3 copies of inspection and test reports to Departmental Representative.

1.9 MOCK-UPS

- .1 Prepare mock-ups for Work specifically requested in specifications. Include for Work of Sections required to provide mock-ups.
- .2 Construct in locations acceptable to Departmental Representative.
- .3 Prepare mock-ups for Departmental Representative review with reasonable promptness and in orderly sequence, to not cause delays in Work.
- .4 Failure to prepare mock-ups in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .5 Mock-ups may remain as part of Work.

1.10 MILL TESTS

- .1 Submit mill test certificates as required of specification Sections.

1.11 EQUIPMENT AND SYSTEMS

- .1 Submit adjustment and balancing reports for mechanical, electrical and building equipment systems.

PART 2 PRODUCTS (NOT APPLICABLE)

PART 3 EXECUTION (NOT APPLICABLE)

1.1 **GENERAL**

- .1 For any discrepancies between this section and section 00 10 00 – General Instructions, section 00 10 00 shall overrule this section.

1.2 **SECTION INCLUDES**

- .1 As-built, samples, and specifications.
- .2 Equipment and systems.
- .3 Product data, materials and finishes, and related information.
- .4 Operation and maintenance data.
- .5 Spare parts, special tools and maintenance materials.
- .6 Warranties and bonds.
- .7 Final site survey.

1.3 **RELATED SECTIONS**

- .1 Section 01 91 13 – General Commissioning (Cx) Requirements.

1.4 **SUBMISSION**

- .1 Prepare instructions and data using personnel experienced in maintenance and operation of described products.
- .2 Submit one copy of completed volumes in final form 15 days prior to final inspection.
- .3 Copy will be returned after final inspection, with Departmental Representative's comments.
- .4 Revise content of documents as required prior to final submittal.
- .5 Two weeks prior to Substantial Performance of the Work, submit to the Departmental Representative, two final copies of operating and maintenance manuals.
- .6 Ensure spare parts, maintenance materials and special tools provided are new, undamaged or defective, and of same quality and manufacture as products provided in Work.
- .7 If requested, furnish evidence as to type, source and quality of products provided.
- .8 Defective products will be rejected, regardless of previous inspections. Replace products at own expense.
- .9 Pay costs of transportation.

1.5 **FORMAT**

- .1 Binder: Must be in a “D” ring binder no larger than 50mm (2”) and no more than 2/3 full. The binder must be labeled on the front cover and on the binder edge with the following information: “Building Name”, “Address”, “Project Name”, “Completed Date”, and “Submitted By”. Dividers with permanently marked tabs shall separate each section and sub section. Tab labels shall not be hand written. Four copies are required. An electronic format that is compatible with the Owner’s system is required. all electronic copies submitted in electronic format not to be on CD ROM format
- .2 When multiple binders are used, correlate data into related consistent groupings. Identify contents of each binder on spine.
- .3 Arrange content under Section numbers and sequence of Table of Contents as per the Operations and Maintenance Manual Formatting guideline attached as an appendix to these specifications.
- .4 Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.
- .5 Text: Manufacturer's printed data, or typewritten data.
- .6 Drawings: provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- .7 Provide CAD files in DWG format. Also provide electronic files in PDF format. All electronic copies submitted in electronic format, not to be on CD ROM format

1.6 **AS-BUILTS AND SAMPLES**

- .1 In addition to requirements in General Conditions, maintain at the site for Departmental Representative one record copy of:
 - .1 Contract Drawings.
 - .2 Specifications.
 - .3 Addenda.
 - .4 Change Orders and other modifications to the Contract.
 - .5 Reviewed shop drawings, product data, and samples.
 - .6 Field test records.
 - .7 Inspection certificates.
 - .8 Manufacturer's certificates.
- .2 Store record documents and samples in field office apart from documents used for construction. Provide files, racks, and secure storage.
- .3 Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual. Label each document "PROJECT RECORD" in neat, large, printed letters.

- .4 Maintain record documents in clean, dry and legible condition. Do not use record documents for construction purposes.
- .5 Keep record documents and samples available for inspection by Departmental Representative.

1.7 RECORDING ACTUAL SITE CONDITIONS

- .1 Provide felt tip marking pens, maintaining red color pens for recording information.
- .2 Record information concurrently with construction progress. Do not conceal Work until required information is recorded.
- .3 Contract Drawings and shop drawings: legibly mark each item to record actual construction, including:
 - .1 Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of construction.
 - .2 Field changes of dimension and detail.
 - .3 Changes made by change orders.
 - .4 Details not on original Contract Drawings.
 - .5 References to related shop drawings and modifications.
- .4 Specifications: legibly mark each item to record actual construction, including:
 - .1 Manufacturer, trade name, and catalogue number of each product actually installed, particularly optional items and substitute items.
 - .2 Changes made by Addenda and change orders.
- .5 Other Documents: submit manufacturer's certifications, inspection certifications, field test records, required by individual specifications sections.
- .6 At completion of project provide all recorded information on print drawings.
- .7 Complete and provide CMMS data collection forms to the CxA and NRC representative for all new equipment and systems installed as part of this project (attached as an appendix to these specifications).

1.8 EQUIPMENT AND SYSTEMS

- .1 Each Item of Equipment and Each System: include description of unit or system, and component parts. Give function, normal operation characteristics, and limiting conditions. Include performance curves, with engineering data and tests, and complete nomenclature and commercial number of replaceable parts.
- .2 Panel board circuit directories: provide electrical service characteristics, controls, and communications.
- .3 Include installed colour coded wiring diagrams.

- .4 Operating Procedures: include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
- .5 Maintenance Requirements: include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- .6 Provide lockout tag out written procedures for each piece of electrical equipment in the O&M Manual.
- .7 Provide servicing and lubrication schedule, and list of lubricants required.
- .8 Include manufacturer's printed operation and maintenance instructions.
- .9 Include sequence of operation by controls manufacturer.
- .10 Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- .11 Provide installed control diagrams by controls manufacturer.
- .12 Provide Contractor's coordination drawings, with installed colour coded piping diagrams.
- .13 Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- .14 Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- .15 Include test and balancing reports
- .16 Additional requirements: As specified in individual specification sections.

1.9 MATERIALS AND FINISHES

- .1 Building Products, Applied Materials, and Finishes: include product data, with catalogue number, size, composition, and colour and texture designations. Provide information for re-ordering custom manufactured products.
- .2 Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .3 Moisture-protection and Weather-exposed Products: include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .4 Additional Requirements: as specified in individual specifications sections.

1.10 **SPARE PARTS**

- .1 Provide spare parts, in quantities specified in individual specification sections.
- .2 Provide items of same manufacture and quality as items in Work.
- .3 Deliver to site location as directed; place and store.
- .4 Receive and catalogue all items. Submit inventory listing to Departmental Representative. Include approved listings in Maintenance Manual.
- .5 Obtain receipt for delivered products and submit prior to final payment.

1.11 **MAINTENANCE MATERIALS**

- .1 Provide maintenance and extra materials, in quantities specified in individual specification sections.
- .2 Provide items of same manufacture and quality as items in Work.
- .3 Deliver to site location as directed; place and store.
- .4 Receive and catalogue all items. Submit inventory listing to Departmental Representative. Include approved listings in Maintenance Manual.
- .5 Obtain receipt for delivered products and submit prior to final payment.

1.12 **SPECIAL TOOLS**

- .1 Provide special tools, in quantities specified in individual specification section.
- .2 Provide items with tags identifying their associated function and equipment.
- .3 Deliver to project site place and store.
- .4 Receive and catalogue all items. Submit inventory listing to Departmental Representative. Include approved listings in Maintenance Manual.

1.13 **STORAGE, HANDLING AND PROTECTION**

- .1 Store spare parts, maintenance materials, and special tools in manner to prevent damage or deterioration.
- .2 Store in original and undamaged condition with manufacturer's seal and labels intact.
- .3 Store components subject to damage from weather in weatherproof enclosures.
- .4 Store paints and freezable materials in a heated and ventilated room.
- .5 Remove and replace damaged products at own expense and to satisfaction of Departmental Representative.

1.14 **WARRANTIES AND BONDS**

- .1 Develop warranty management plan to contain information relevant to Warranties.
- .2 Submit warranty management plan to Departmental Representative's approval.
- .3 Warranty management plan to include required actions and documents to assure that Owner receives warranties to which it is entitled.
- .4 Provide plan in narrative form and contain sufficient detail to make it suitable for use by future maintenance and repair personnel.
- .5 Assemble approved information in binder and submit upon acceptance of work. Organize binder as follows:
 - .1 Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.
 - .2 List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
 - .3 Obtain warranties and bonds, executed in duplicate by subcontractors, suppliers, and manufacturers, within ten days after completion of the applicable item of work.
 - .4 Except for items put into use with Owner's permission, leave date of beginning of time of warranty until the Date of Substantial Performance is determined.
 - .5 Verify that documents are in proper form, contain full information, and are notarized.
 - .6 Co-execute submittals when required.
 - .7 Retain warranties and bonds until time specified for submittal.
- .6 Include information contained in warranty management plan as follows:
 - .1 Roles and responsibilities of personnel associated with warranty process, including points of contact and telephone numbers within the organizations of Contractors, subcontractors, manufacturers or suppliers involved.
 - .2 Listing and status of delivery of Certificates of Warranty for extended warranty items, to include roofs, HVAC balancing, pumps, motors, transformers, and commissioned systems such as fire protection, alarm systems, sprinkler systems, lightning protection systems.
 - .3 Provide list for each warranted equipment, item, feature of construction or system indicating:
 - .1 Name of item.
 - .2 Model and serial numbers.
 - .3 Location where installed.
 - .4 Name and phone numbers of manufacturers or suppliers.
 - .5 Names, addresses and telephone numbers of sources of spare parts.
 - .6 Warranties and terms of warranty: include one-year overall warranty of construction. Indicate items that have extended warranties and show separate warranty expiration dates.

- .7 Cross-reference to warranty certificates as applicable.
- .8 Starting point and duration of warranty period.
- .9 Summary of maintenance procedures required to continue warranty in force.
- .10 Cross-Reference to specific pertinent Operation and Maintenance manuals.
- .11 Organization, names and phone numbers of persons to call for warranty service.
- .12 Typical response time and repair time expected for various warranted equipment.
- .4 Procedure and status of tagging of equipment covered by extended warranties.
- .5 Post copies of instructions near selected pieces of equipment where operation is critical for warranty and/or safety reasons.
- .7 Respond in a timely manner to oral or written notification of required construction warranty repair work.
- .8 Written verification will follow oral instructions. Failure to respond will be cause for the Departmental Representative to proceed with action against Contractor.

1.15 **PRE-WARRANTY CONFERENCE**

- .1 Meet with Departmental Representative to develop understanding of requirements of this section. Schedule meeting prior to contract completion, and at time designated by Departmental Representative.
- .2 Departmental Representative will establish communication procedures for:
 - .1 Notification of construction warranty defects.
 - .2 Determine priorities for type of defect.
 - .3 Determine reasonable time for response.

1.16 **WARRANTY TAGS**

- .1 Tag, at time of installation, each warranted item. Provide durable, oil and water resistant tag approved by Departmental Representative.
- .2 Leave date of acceptance until project is accepted for occupancy.
- .3 Indicate following information on tag:
 - .1 Type of product/material.
 - .2 Model number.
 - .3 Serial number.
 - .4 Contract number.
 - .5 Warranty period.
 - .6 Inspector's signature.
 - .7 Construction Contractor.

PART 2 **PRODUCTS (NOT APPLICABLE)**

PART 3 **EXECUTION (NOT APPLICABLE)**

END OF SECTION

PART 1 **GENERAL**

1.1 **DESCRIPTION**

- .1 Demonstrate operation and maintenance of equipment and systems to Departmental Representative's personnel two weeks prior to date of substantial performance.
- .2 Departmental Representative will provide list of personnel to receive instructions, and will co-ordinate their attendance at agreed-upon times.

1.2 **QUALITY CONTROL**

- .1 When specified in individual Sections require manufacturer to provide authorized representative to demonstrate operation of equipment and systems, instruct Departmental Representative's Personnel, and provide written report that demonstration and instructions have been completed.

1.3 **SUBMITTALS**

- .1 Submit schedule of time and date for demonstration of each item of equipment and each system two weeks prior to designated dates, for Departmental Representative's approval.
- .2 Submit reports within one week after completion of demonstration, that demonstration and instructions have been satisfactorily completed.
- .3 Give time and date of each demonstration, with list of persons present. A minimum of twenty-four (24) hours of demonstration and training to be provided.

1.4 **CONDITIONS FOR DEMONSTRATIONS**

- .1 Equipment has been inspected and put into operation in accordance with appropriate Section.
- .2 Testing, adjusting, and balancing has been performed and equipment and systems are fully operational.
- .3 Provide copies of completed operation and maintenance manuals for use in demonstrations and instructions.

1.5 **PREPARATION**

- .1 Verify that conditions for demonstration and instructions comply with requirements.
- .2 Verify that designated personnel are present.

1.6 **DEMONSTRATION AND INSTRUCTIONS**

- .1 Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, and maintenance of each item of equipment at agreed upon times, at the designated location.
- .2 Instruct personnel in phases of operation and maintenance using operation and maintenance manuals as basis of instruction.
- .3 Review contents of manual in detail to explain aspects of operation and maintenance.
- .4 Prepare and insert additional data in operations and maintenance manuals when need for additional data becomes apparent during instructions.

PART 2 **PRODUCTS (NOT APPLICABLE)**

PART 3 **EXECUTION (NOT APPLICABLE)**

PART 1 **GENERAL**

1.1 **SUMMARY**

- .1 Section Includes
 - .1 General requirements relating to commissioning of project's components and systems, specifying general requirements to PV of components, equipment, sub-systems, systems, and integrated systems.
- .2 Acronyms
 - .1 CxA – Commissioning Authority.
 - .2 Cx – Commissioning.
 - .3 Cx Plan – Commissioning Plan.
 - .4 EMCS – Energy Monitoring and Control Systems.
 - .5 O&M – Operation and Maintenance.
 - .6 PV – Performance Verification.
 - .7 TAB – Testing, Adjusting and Balancing.
 - .8 GC – General Contractor
 - .9 TSI – Technical Services Inspector
 - .10 LEED - Leadership in Energy and Environmental Design

1.2 **COMMISSIONING INTENT**

- .1 Undertake Cx to bring the facility to a fully operational state and free of deficiencies in the most effective and timely manner available.
- .2 Cx incorporates inspection and quality assurance activities as construction progresses, including start up and demonstration, performance verification, fine tuning, and operator training.
- .3 Bear all costs associated with the required personnel and test equipment as outlined in specification sections and all costs with organizing and managing the activities of the applicable subtrades as identified in this section.
- .4 Fully document all tests and inspections performed during the construction, at start up, and during performance verification and fine tuning. Incorporate into final commissioning documentation.
- .5 Provide direct training to designated staff responsible for the operation and maintenance of the building equipment and systems.

1.3 **RELATED SECTIONS**

- .1 Section 00 10 00 – General Instructions

- .2 Section 01 91 33 - Commissioning (Cx) Forms.
- .3 Section 01 91 41 - Commissioning (Cx) Training.

1.4 COMMISSIONING OVERVIEW

- .1 Cx is a planned program of tests, procedures and checks carried out systematically on systems and integrated systems of the finished Project.
- .2 Cx activities supplement field quality and testing procedures described in relevant technical sections.
- .3 Cx is conducted in concert with activities performed during each stage of project delivery. Cx identifies issues in Planning and Design stages which are addressed during Construction and Cx stages to ensure the built facility is constructed and proven to operate satisfactorily under weather, environmental and occupancy conditions to meet functional and operational requirements. Cx activities include transfer of critical knowledge to facility operational personnel.
- .4 Complete inspection and verification activities as required by the specifications as construction progresses. This includes those activities that are necessary to ensure that the project is substantially complete to permit the execution of the commissioning process for the project.
- .5 Take responsibility to:
 - .1 Review the documentation manuals with the commissioning team.
 - .2 Complete all items as identified in these manuals. This includes work by subcontractors, test agencies, equipment representatives and manufacturer agents.
 - .3 Review Contract Documents and inspect the Work to ensure completeness of the Work and compliance with the Contract Documents.
 - .4 Correct contract deficiencies and execute change orders as directed by the Departmental Representative.
 - .5 Test, adjust and balance equipment and systems identified in Divisions 2-16.
 - .6 Submit the completed manuals and project record documents as specified.
 - .7 Update the documentation manuals prior to each project meeting.
- .6 The Substantial Completion Certificate will not be issued until the commissioning process is completed and the final reports and commissioning documentation are received.
- .7 The Cx Plan provides direction for the Cx process during design and construction, provides resolution for issues such as scheduling, roles and responsibilities, lines of communication and reporting, approvals and coordination.

1.5 **COMMISSIONING TEAM**

- .1 The commissioning team shall consist of: (*as applicable to project*)
 - .1 Department Representative(s)
 - .1 Design Manager (DM)
 - .2 Construction Manager (CM)
 - .3 Project Coordinator (PC)
 - .4 Engineer/Architect/Consultant (AE)
 - .5 Technical Services Inspectors (TSI)
 - .2 User Representatives/Owner.
 - .3 General Contractor (GC)
 - .4 Mechanical Contractor
 - .5 Fire Protection Contractor
 - .6 Controls Contractor (CC)
 - .7 Electrical Contractor
 - .8 Fire Alarm Contractor
 - .9 Security Systems Contractor
 - .10 Communications Systems Contractor
 - .11 Commissioning Authority (CxA)
 - .12 LEED AP
 - .13 Manufacturer's Technicians.
 - .14 Testing Agencies.
 - .15 Building Manager (BM)
 - .16 A/E - Architect and Design Engineers
- .2 Roles of the commissioning team shall be as follows:
 - .1 CxA (Commissioning Authority):
 - .1 Produces Cx manual.
 - .2 Provides "Issued for Construction" Cx manual to CM.
 - .3 Clarifies Cx team responsibilities.
 - .4 Attends Cx kickoff meeting.
 - .5 Attends periodic Cx progress meetings.
 - .6 Attends verification/testing demonstrations.
 - .7 Attends owner training sessions.
 - .8 Reviews completed Cx manual.
 - .9 Issues final copy of Cx manual for Owner to CM.
 - .2 DM (Design Manager):
 - .1 Identifies Cx team.

- .2 Reviews Cx manual.
- .3 Attends Cx verification/testing demonstrations or provides representative

- .3 CM (Construction Manager):
 - 1. Main contact for CxA during construction phase.
 - 2. Distributes “Issued for Construction” Cx Manual to GC.
 - 3. Notifies CxA of any Cx related issues raised during construction.
 - 4. Provides times during any project meetings to discuss Cx with the entire team.
 - 5. Holds Cx kickoff meeting.
 - 6. Coordinates Cx schedule with GC and ensures all parties are available to witness testing.
 - 7. Ensures Cx Team is following/completing Cx Manual.
 - 8. Coordinates training schedules.
 - 9. Reviews project record documents.
 - 10. Ensures that O&M manuals, maintenance materials, as-built drawings and warranties have been submitted and reviewed.
 - 11. Provides CxA with reviewed as-builts, O&M manuals, and warranties.

- .4 BM (Building Manager):
 - .1 Coordinates maintenance staff participation in Cx activities.
 - .2 Reviews O&M documentation and attends training.

- .5 GC (General Contractor):
 - .1 Maintains as-built drawings on site during construction.
 - .2 Executes the Cx process ensuring that Subs trades perform their responsibilities and integrate Cx into the construction process.
 - .3 Ensures equipment manufacturers and vendors provide documentation to facilitate the commissioning work and perform startups.
 - .4 Coordinates and schedules Cx activities with CM.
 - .5 Provides written confirmation all systems are operational prior to verification/demonstration.
 - .6 Conducts installation and performance verification with CxA (or designated representative).
 - .7 Maintains an up to date version of the Cx manual on site with checklists completed on installed/operational systems.
 - .8 Provides CM with all appropriate training, O&M manuals, maintenance material and spare parts and warranties.
 - .9 Obtains occupancy approvals/permits.

- .6 PC (Project Coordinator):
 - .1 Attends installation verification and performance verification demonstrations.
 - .2 Ensures Cx manual is on site and kept up to date by the GC.
 - .3 Verifies maintenance materials are provided by the GC as per the contract documents.
 - .4 Ensures GC is maintaining as-built drawings on site during construction.
- .7 TSI (Technical Services Inspector):
 - .1 Attends installation verification and performance verification for equipment within their discipline.
 - .2 Signs off on Cx checklists within their discipline.
- .8 Sub Trades:
 - .1 Demonstrates correct system performance.
- .9 A/E:
 - .1 Provides system descriptions, project narrative and reviews Cx process to meet the design intent.

1.6 NON-CONFORMANCE TO PERFORMANCE VERIFICATION REQUIREMENTS

- .1 Should equipment, system components, and associated controls be incorrectly installed or malfunction during Cx, correct deficiencies, re-verify equipment and components within the unfunctional system, including related systems as deemed required by Departmental Representative, to ensure effective performance.
- .2 Costs for corrective work, additional tests, inspections, to determine acceptability and proper performance of such items to be borne by Contractor.

1.7 CONFLICTS

- .1 Report conflicts between requirements of this section and other sections to Department Representative before start-up and obtain clarification.
- .2 Failure to report conflict and obtain clarification will result in application of most stringent requirement.

1.8 SUBMITTALS

- .1 Prior to starting Cx the Contractor shall provide a set of equipment and system submittals. These submittals are supplemented by the installation and start-up procedures, O&M data, performance data, control drawings and any changes that may affect commissioned systems.

- .2 Submit no later than 4 (four) weeks after award of Contract:
 - .1 Name of Contractor's Cx coordinator.
 - .2 Preliminary Cx schedule. Submit final Cx schedule to CxA for review prior to performance verification.
- .3 Ensure certified trades persons, certified testing agencies and/or factory authorized personnel participate in commissioning tasks.
- .4 Submit the names of all personnel for approval by the CxA. Designate who has managerial responsibilities for coordination of installation verification and performance verification.
- .5 Submit documentation to confirm personnel compliance with quality assurance provision.
- .6 Submit TAB report to CxA for review.
- .7 Submit start-up documentation to CxA for review.
- .8 Fifteen days prior to application for Substantial Completion:
 - .1 Submit 3 copies of final commissioning manual and applicable forms to the CM for review.
 - .2 Submit reports of performance verification postponed due to seasonal, climatic, occupancy, or other reasons beyond the Contractor's control, promptly after execution of those services.
 - .3 Ensure each form bears the required signatures as indicated on the form.
 - .4 Submit as-built drawings, schematics, O&M manuals, maintenance materials and warranties to CM for review.

1.9

COMMISSIONING DOCUMENTATION

- .1 Refer to Section 01 91 33 - Commissioning (Cx) Forms for requirements and instructions for use.
- .2 Checklists will be provided to the Contractor by the CM during the construction stage.
- .3 Installing subcontractors are to date and initial the checklists as construction and start-up is completed.
- .4 The general contractor is to submit completed checklists to the CxA for review and acceptance.
- .5 Once all documents have been reviewed and accepted the general contractor shall submit final commissioning documents in electronic form (PDF) and original signed copies.

1.10 **COMMISSIONING SCHEDULE**

- .1 Submit preliminary Cx schedule no later than 4 weeks after award of contract. Submit final Cx schedule in Gantt Chart format to CxA for review prior to performance verification.
- .2 Provide adequate time for Cx activities prescribed in technical sections, commissioning sections and the Cx manual including all on site activities as well as documentation procedures. Time should be allowed for re-verification should any system be rejected upon completion of initial verification.
- .3 Provide adequate time for training.

1.11 **COMMISSIONING MEETINGS**

- .1 Commissioning Scope meeting:
 - .1 The CM will convene Cx scope meeting consisting of all members of the design, construction and operations teams to address building systems to be commissioned. Items to be discussed will include commissioning requirements, completion and start-up schedules, and roles and responsibilities.
 - .2 Commissioning Authority (CxA) to make necessary updates and changes to the Commissioning Manual and deliver to the CM who will distribute to all other parties as necessary.
 - .3 Convene Cx meetings following project meetings and as specified herein to resolve issues, monitor progress and identify deficiencies relating to Cx.
 - .4 Continue Cx meetings on regular basis until commissioning deliverables have been addressed.
 - .5 At 60% construction completion stage CM to call a separate Cx scope meeting to review progress, discuss schedule of equipment start-up activities and prepare for Cx. Issues at meeting to include:
 - .1 Review duties and responsibilities of Contractor and subcontractors, addressing delays and potential problems.
 - .2 Determine the degree of involvement of trades and manufacturer's representatives in the commissioning process.
 - .6 Thereafter Cx meetings to be held until project completion and as required during equipment start-up and functional testing period.
 - .7 Meeting will be chaired by the CM. Contractor will record minutes and submit to CM for review and approval. Approved minutes will be returned to the Contractor.
 - .8 Ensure subcontractors and relevant manufacturer representatives are present at 60% and subsequent Cx meetings and as required.

1.12 **STARTING AND TESTING**

- .1 Contractor assumes liabilities and costs for inspections, including disassembly and re-assembly after approval, starting, testing and adjusting, and supply of testing equipment.

1.13 **WITNESSING OF STARTING AND TESTING**

- .1 Provide 21 days notice prior to commencement.
- .2 Departmental Representative to witness start-up and testing.
- .3 Contractor's Cx Coordinator to be present at tests performed and documented by sub-trades, suppliers and equipment manufacturers.

1.14 **MANUFACTURER'S INVOLVEMENT**

- .1 Obtain manufacturers installation, start-up and operations instructions prior to start-up of components, equipment and systems and review Engineer/Architect.
 - .1 Compare completed installation with manufacturer's published data, record discrepancies, and review with manufacturer.
 - .2 Modify procedures detrimental to equipment performance and review same with manufacturer before start-up.
- .2 Integrity of warranties:
 - .1 Use manufacturer's trained start-up personnel where specified elsewhere in other divisions or required to maintain integrity of warranty.
 - .2 Verify with manufacturer that testing as specified will not void warranties.
- .3 Qualifications of manufacturer's personnel:
 - .1 Experienced in design, installation and operation of equipment and systems.
 - .2 Ability to interpret test results accurately.
 - .3 To report results in clear, concise, logical manner.

1.15 **PROCEDURES**

- .1 Verify that equipment and systems are complete, clean, and operating in normal and safe manner prior to conducting start-up, testing and Cx.
- .2 Conduct start-up and testing in following distinct phases:
 - .1 Included in delivery and installation:
 - .1 Verification of conformity to specification, approved shop drawings and completion of product information report forms.
 - .2 Visual inspection of quality of installation.

- .2 Start-up: follow accepted start-up procedures.
- .3 Operational testing: document equipment performance.
- .4 System Performance Verification: include repetition of tests after correcting deficiencies.
- .5 Post-substantial performance verification: to include fine-tuning.
- .3 Correct deficiencies and obtain approval from CxA after distinct phases have been completed and before commencing next phase.
- .4 Document required tests on approved performance verification forms.
- .5 Failure to follow accepted start-up procedures will result in re-evaluation of equipment by an independent testing agency selected by CxA . If results reveal that equipment start-up was not in accordance with requirements, and resulted in damage to equipment, implement following:
 - .1 Minor equipment/systems: implement corrective measures approved by CxA.
 - .2 Major equipment/systems: if evaluation report concludes that damage is minor, implement corrective measures approved by CxA.
 - .3 If evaluation report concludes that major damage has occurred, CxA shall reject equipment.
 - .1 Rejected equipment to be removed from site and replaced with new.
 - .4 Subject new equipment/systems to specified start-up procedures.

1.16 START-UP DOCUMENTATION

- .1 Assemble start-up documentation and submit to CxA for approval before commencement of commissioning.
- .2 Start-up documentation to include:
 - .1 Factory and on-site test certificates for specified equipment.
 - .2 Pre-start-up inspection reports.
 - .3 Signed installation/start-up check lists.
 - .4 Start-up reports,
 - .5 Step-by-step description of complete start-up procedures, to permit the contractor or CxA to repeat start-up at any time.

1.17 OPERATION AND MAINTENANCE OF EQUIPMENT AND SYSTEMS

- .1 After start-up, operate and maintain equipment and systems as directed by equipment/system manufacturer.
- .2 With assistance of manufacturer develop written maintenance program and submit to CxA for approval before implementation.

- .3 Operate and maintain systems for minimum 21 days for commissioning to be completed.
- .4 After completion of commissioning, operate and maintain systems until issuance of Substantial Completion

1.18 **TEST RESULTS**

- .1 If start-up, testing and/or performance verification produce unacceptable results, repair, replace or repeat specified starting and/or performance verification procedures until acceptable results are achieved.
- .2 Provide personnel, resources and materials, assume all costs for re-verification.

1.19 **START OF COMMISSIONING**

- .1 Notify CxA at least 21 days prior to start of Cx.
- .2 Start Cx after elements of building affecting start-up and performance verification of systems have been completed.
- .3 Ensure all HVAC systems have been thoroughly cleaned.

1.20 **INSTRUMENTS / EQUIPMENT**

- .1 Submit to CxA for review and approval:
 - .1 Complete list of instruments proposed to be used.
 - .2 Listed data including, serial number, current calibration certificate, calibration date, calibration expiry date and calibration accuracy.
- .2 Provide all required equipment to complete commissioning.

1.21 **FUNCTIONAL TEST & COMMISSIONING PERFORMANCE VERIFICATION**

- .1 Conduct commissioning once identified pre-requisite activities are completed for a system and approved by the CxA.
- .2 CxA to issue a commissioning manual based on the complexity of building systems. Contractor to develop and implement a detailed schedule of commissioning related activities.
- .3 Test all building systems including architectural, structural, civil, mechanical and electrical components and operating procedures by challenging these systems to realistic operating conditions and train operational staff.
- .4 Run systems through all sequences of operation and verify response of components.
- .5 Carry out Cx:

- .1 Under actual operating conditions, over entire operating range, in all modes.
- .2 On independent systems and interacting systems.
- .6 Cx procedures to be repeatable and reported results are to be verifiable.
- .7 Follow equipment manufacturer's operating instructions.
- .8 EMCS trending to be available as supporting documentation for performance verification.
- .9 Contractor to obtain all documentation, including updated points list, controls sequences and setpoints, and submit documentation to commissioning authority for review. At completion of commissioning, scan completed manuals to electronic format on CD(s) in PDF format as required and submit to CxA.

1.22 WITNESSING COMMISSIONING

- .1 CxA along with designated representatives to witness activities and verify results.

1.23 AUTHORITIES HAVING JURISDICTION

- .1 Where specified start-up, testing or commissioning procedures duplicate verification requirements of authority having jurisdiction, arrange for authority to witness procedures so as to avoid duplication of tests and to facilitate expedient acceptance of facility.
- .2 Obtain certificates of approval, acceptance and compliance with rules and regulation of authority having jurisdiction.
- .3 Provide copies to CxA within 5 days of test and with Cx report.

1.24 REPEAT VERIFICATIONS

- .1 Assume costs incurred by Owner's Commissioning representatives for second and subsequent verifications where:
 - .1 Verification of reported results fail to receive CxA's approval.
 - .2 Repetition of second verification again fails to receive approval.
 - .3 CxA deems Contractor's request for second verification was premature.

1.25 DEFICIENCIES, FAULTS, DEFECTS

- .1 Correct deficiencies found during start-up and Cx to satisfaction of CxA.
- .2 Report problems, faults or defects affecting Cx to Engineer/Architect in writing. Stop Cx until problems are rectified. Proceed with written approval from CxA.

1.26 **COMPLETION OF COMMISSIONING**

- .1 Upon completion of Cx leave systems in normal operating mode.
- .2 Except for warranty and seasonal verification activities specified in Cx specifications, complete Cx prior to application for Substantial Completion.
- .3 Cx to be considered complete when contract Cx deliverables have been submitted and accepted by Engineer/Architect.
- .4 Contractor to compile a Final Commissioning Report summarizing all tasks, findings and documentation of the commissioning process. The Final Commissioning Report is to incorporate all test reports by sub-contractors, manufacturer's and controlling authorities including:
 - .1 Evaluation of operating condition of the systems at the time of functional test completion.
 - .2 Deficiencies that were discovered and measures taken to correct them.
 - .3 Functional test procedures and results.
 - .4 Documentation of all commissioning field activities as they progressed.
 - .5 Description and estimated schedule of required deferred testing.

1.27 **ACTIVITIES UPON COMPLETION OF COMMISSIONING**

- .1 When changes are made to baseline components or system settings established during Cx process, provide updated Cx form for affected item.

1.28 **TRAINING**

- .1 In accordance with Section 01 91 41 - Commissioning (Cx) – Training.

1.29 **MAINTENANCE MATERIALS, SPARE PARTS, SPECIAL TOOLS**

- .1 Supply, deliver, and document maintenance materials, spare parts, and special tools as specified in contract.

1.30 **OCCUPANCY**

- .1 Cooperate fully with CxA during stages of acceptance and occupancy of facility.

1.31 **PERFORMANCE VERIFICATION TOLERANCES**

- .1 Application tolerances:
 - .1 Specified range of acceptable deviations of measured values from specified values or specified design criteria. Except for special areas, to be within +/- 5 % of specified values.
- .2 Instrument accuracy tolerances:

- .1 To be of higher order of magnitude than equipment or system being tested.
- .3 Measurement tolerances during verification:
 - .1 Unless otherwise specified actual values to be within +/- 2 % of recorded values.

1.32 OWNER'S PERFORMANCE TESTING

- .1 Performance testing of equipment or system by CxA will not relieve Contractor from compliance with specified start-up and testing procedures.

PART 2 PRODUCTS (NOT APPLICABLE)

PART 3 EXECUTION

3.1 SCHEDULE

- .1 Provide a detailed schedule for on-site verification activity by the commissioning team based on the commissioning plan provided by the CxA. Be responsible for resource allocation respecting the exact number and duration for personnel required to perform the tasks required.

3.2 COMMISSIONING TASKS

- .1 Refer to the Commissioning Manual provided by the CxA for a list of tasks to be conducted for the commissioning process. Further specifics are provided within applicable specification sections.

END OF SECTION

PART 1 **GENERAL**

1.1 **SECTION INCLUDES**

- .1 Commissioning forms to be completed for equipment, system and integrated system.

1.2 **RELATED SECTIONS**

- .1 Section 00 10 00 – General Instructions
- .2 Section 01 91 13 – Commissioning (Cx) Requirements.
- .3 Section 01 91 41 – Commissioning (Cx) Training.

1.3 **INSTALLATION VERIFICATION CHECK LISTS**

- .1 Prior to initiation of performance verification the CxA will develop and provide to the contractor the required project specific Commissioning plan and installation verification check lists.
- .2 Completed Commissioning forms to be submitted to Departmental Representative for review and approval.
- .3 Include the following data:
 - .1 Product manufacturer's installation instructions and recommended checks.
 - .2 Special procedures as specified in relevant technical sections.
 - .3 Items considered good installation and engineering industry practices deemed appropriate for proper and efficient operation.
- .4 Equipment manufacturer's installation/start-up check lists are acceptable for use in conjunction with installation verification check lists forming part of the Cx manual. Manufacturer's check sheets used must be attached to final document submittals.
- .5 Installer to sign check lists upon completion, certifying stated checks and inspections have been performed. Completed check lists to be included in Commissioning Manual submitted by the contractor at completion of project.
- .6 Use of check lists will be considered part of commissioning process.

1.4 **PERFORMANCE VERIFICATION CHECK LISTS**

- .1 The CxA will develop and provide to the Contractor the required project specific Commissioning plan and performance verification check lists.
- .2 Completed Commissioning forms to be submitted to Departmental Representative for review and approval.

- .3 Strategy for Use:
- .1 Contractor will provide required shop drawings information and verify correct installation and operation of items indicated on these forms.
 - .2 Confirm operation as per design criteria and intent.
 - .3 Identify variances between design and operation and reasons for variances.
 - .4 Verify operation in specified normal and emergency modes and under specified load conditions.
 - .5 Record analytical and substantiating data.
 - .6 Verify reported results.
 - .7 Form to bear signatures of recording technician and reviewed and signed off by Departmental Representative as indicated on the forms.
 - .8 Reported results in true measured SI (metric) unit values.
 - .9 Maintain copy on site during start-up, testing and commissioning period.
 - .10 Forms to be both hard copy and electronic format.
 - .11 Upon completion of Performance Verification the contractor shall submit all completed forms to the Departmental Representative.
 - .12 Final submittal shall include all Installation Verification, Performance Verification check lists, training records, maintenance materials transmittals, written warranties and a list of all Cx activities postponed due to seasonal, climatic, occupancy, or other reasons beyond the contractor's control.

PART 2 **PRODUCTS (NOT APPLICABLE)**

PART 3 **EXECUTION (NOT APPLICABLE)**

END OF SECTION

PART 1 **GENERAL**

1.1 **SECTION INCLUDES:**

- .1 This Section specifies roles and responsibilities of Commissioning Training.

1.2 **RELATED SECTIONS:**

- .1 Section 00 10 00 – General Instructions
- .2 Section 01 91 13 – Commissioning (Cx) Requirements.
- .3 Section 01 91 33 – Commissioning (Cx) Forms.

1.3 **TRAINEES**

- .1 Trainees: personnel selected for operating and maintaining this facility including, but not limited to, Facility Manager, building operators, maintenance staff, security staff, and technical specialists as required.
- .2 Trainees may be available for training during any stage of construction.

1.4 **INSTRUCTORS**

- .1 The Cx Manual will contain:
 - .1 Descriptions of systems.
 - .2 Instruction on design philosophy, design criteria, and design intent.
- .2 Contractor and certified factory-trained manufacturers' personnel: to provide instruction on the following:
 - .1 Start-Up, operation, shut-down and maintenance of equipment, components and systems.
 - .2 Control features and reasons for, results of, implications on associated systems of adjustment of set points of control and safety devices.
 - .3 Instructions on servicing, maintenance and adjustment of systems, equipment and components.
 - .4 Training to be completed during and/or after Installation and Performance Verification are completed.

1.5 **TRAINING OBJECTIVES**

- .1 Training to be detailed and of sufficient duration to ensure:
 - .1 Safe, reliable, cost-effective, energy-efficient operation of systems in normal and emergency modes under all conditions.
 - .2 Effective on-going inspection, measurements of system performance.
 - .3 Proper preventive maintenance, diagnosis, trouble-shooting and maintenance.
 - .4 Ability to update documentation.

- .5 Ability to operate equipment and systems under emergency conditions until appropriate qualified assistance arrives.

1.6 **TRAINING MATERIALS**

- .1 Instructors to be responsible for content and quality. Provide copies for all those in attendance.
- .2 Training materials to include:
- .1 "As-Built" Contract Documents.
 - .2 Operating Manual.
 - .3 Maintenance Manual.
 - .4 Testing, adjusting and balancing and performance verification reports where applicable.
- .3 Departmental Representative will review training manuals.
- .4 Training materials to be in a format that permits future training procedures to the same degree of detail with or without the instructor.

1.7 **SCHEDULING**

- .1 Contractor to include in schedule time for training. Provide a detailed commissioning schedule indicating all Cx tasks and training.
- .2 Deliver training during regular working hours, training sessions to be determined in Commissioning meetings.
- .3 Training to be completed prior to Substantial Completion.

1.8 **RESPONSIBILITIES**

- .1 Be responsible for:
- .1 Implementation of training activities,
 - .2 Coordination among instructors,
 - .3 Quality of training, training materials,
- .2 Departmental Representative will evaluate training and materials.
- .3 Upon completion of training, provide written report, signed by Instructors, witnessed by Departmental Representative. Include list of those in attendance.

1.9 **TRAINING CONTENT**

- .1 Training to include demonstrations by Instructors using the installed equipment and systems.
- .2 Content includes:
- .1 Review of facility and occupancy profile.
 - .2 Functional requirements.
 - .3 System philosophy, limitations of systems and emergency procedures.

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- .4 Review of system layout, equipment, components and controls.
 - .5 Equipment and system start-up, operation, monitoring, servicing, maintenance and shut-down procedures.
 - .6 System operating sequences, including step-by-step directions for starting up, shut-down, operation of valves, dampers, switches, adjustment of control settings and emergency procedures.
 - .7 Maintenance and servicing.
 - .8 Trouble-shooting diagnosis.
 - .9 Inter-Action among systems during integrated operation.
 - .10 Review of O&M documentation.
- .3 Provide specialized training as specified in relevant Technical Sections of the construction specifications.

PART 2 PRODUCTS (NOT APPLICABLE)

PART 3 EXECUTION (NOT APPLICABLE)

END OF SECTION

PART 1 GENERAL

1.1 GENERAL

- .1 This section covers items common to all sections of Divisions 26, 27 and 28.

1.2 ELECTRICAL WORK INCLUDED

- .1 The specification complements the drawings in describing the supply and installation of a security system to provide increased security. This system shall include but not necessarily be limited to the following:
- .1 Light standard;
 - .2 Security and access control systems;

1.3 CONTRACT DRAWINGS

- .1 The specification together with the drawings are intended to provide a description of a complete electrical system and therefore there shall be no omission of the items necessary or required to make a finished, workmanlike, first class installation, even though each and every item of labour and material may not be mentioned in the specification or shown on the drawings.
- .2 Items indicated on floor plans and not on riser diagrams, or vice versa, shall be considered fully covered by both.
- .3 Runs of conduit and outlet locations indicated on the drawings are diagrammatic and exact locations must be determined by this contract as the work proceeds, with due regard to the structure and the work of other trades. This contract shall make any changes dictated by structural requirements, or conflicts with other trades, without charge.
- .4 Apparent errors or omissions shall be referred to the Architect/Engineer whose decision shall be final.
- .5 Building dimensions shall not be scaled from the electrical drawings but shall be obtained from the architectural and/or structural drawings. Any discrepancy between the drawings and building shall be questioned before proceeding with the installation.

1.4 CODES AND STANDARDS

- .1 As a minimum standard perform all work in accordance with the requirements of the Canadian Electrical Code C22.1-2012 Part 1, CSA Standards CAN Z32.4 and CAN Z32.2, National Building Code. These standards together with all local or municipal rules, regulations, and ordinances shall be considered as the latest approved editions at the time of tender closing. In no instance, shall the standard established in these contract documents, be reduced by any codes.
- .2 Do underground systems in accordance with CSA CAN-C22.3 No. 7-10.
- .3 Abbreviations for electrical terms: to CSA Z85-1983.
- .4 Comply with CSA Certification Standards and Electrical Bulletins in force at the time of tender submission.

1.5 INSPECTIONS, PERMITS AND FEES

- .1 Obtain all inspections and permits required by all laws, ordinances, rules and regulations by the public authority having jurisdiction at the place of this building for work of this Contract, and obtain certificates of such inspections and submit same and pay all charges in connection therewith. The final certificate of inspection shall be obtained before final payment for work shall be considered due.
- .2 Electrical Permit
 - .1 Submit to the Electrical Inspection Department and Supply Authority necessary number of drawings and specifications for examination and approval prior to commencement of work.
 - .2 Pay associated fees.
 - .3 Furnish certificates of Acceptance from Inspection Department and AHJ on completion of work.

1.6 SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

- .1 Submit shop drawings, product data and samples in accordance with Division 1. Provide all shop drawings within 30 days after contract has been awarded. Failure to do so will delay progress payments.
- .2 Indicate details of construction, dimensions, capacities, weights and electrical performance characteristics of equipment or material.
- .3 Where applicable, include wiring, single line and schematic diagrams.
- .4 Include wiring drawings or diagrams showing interconnection with work of other Sections.
- .5 Keep one copy of shop drawings and product data on site, available for reference at all times.

1.7 OPERATION AND MAINTENANCE DATA

- .1 Provide operation and maintenance data for incorporation into Operation and Maintenance Manuals as specified in Division 1.
- .2 Include in the operation and maintenance data:
 - .1 Details of design elements, construction features, component function, and maintenance requirements to permit effective start up, operation, maintenance, repair, modification, extension, and expansion of any portion or feature of installation.
 - .2 Technical data, product data, supplemented by bulletins, component illustrations, exploded views, technical description of items and parts lists. **Advertising or sales literature not acceptable.**
 - .3 Wiring and schematic diagrams and performance curves.
 - .4 Names and addresses of local suppliers for items included in maintenance manuals.
 - .5 Copy of reviewed shop drawings.
 - .6 Signed receipt for all spare parts.
- .3 Approvals:
 - .1 Submit one draft of Operating and Maintenance Manual to Engineer for approval one month prior to estimated substantial completion date. Submission of individual data will not be accepted unless so directed by Engineer.
 - .2 Make any changes in submission as may be required and re-submit as directed.
 - .3 Failure to do so will result in delay of progress payment.

1.8 PROJECT RECORD DOCUMENTS

- .1 Provide Project Record Documents in accordance with Division 1.
- .2 Submit record drawings to Architect/Engineer showing changes of wire sizes, circuit numbering and location of raceways, fittings, fixtures, panels and equipment, and their sizes, the location of which has changed or deviated during the work.
- .3 Submit sepia or reproducible of record drawings after record drawings have been approved by the Engineer. Originals shall be made available by the Engineer for the making of sepia or reproducible of the contract drawings. All changes reflected on record drawings are to be indicated on these sepia or reproducible.

1.9 MAINTENANCE MATERIAL

- .1 Provide maintenance materials in accordance with Division 1.

1.10 CARE, OPERATION AND START UP

- .1 Instruct operating personnel in the operation, care and maintenance of the equipment.
- .2 Arrange and pay for services of the manufacturer's service engineer to supervise start-up and to check, adjust, balance and calibrate components.
- .3 Provide these services for such period, and for as many visits as necessary to put equipment in operation, and ensure that operating personnel are conversant with aspects of its care and operation.

1.11 VOLTAGE RATINGS

- .1 Operating voltages to meet requirements of CAN3-C235.
- .2 Motors, control and distribution equipment to operate satisfactorily at 60 Hz within normal operating limits established by the above standard. Equipment to operate in extreme operating conditions established in the above standard without damage to the equipment.

1.12 MATERIAL AND EQUIPMENT

- .1 Provide materials and equipment in accordance with Division 1.
- .2 Equipment and materials to be C.S.A. certified and manufactured to standard quoted.
- .3 Where there is no alternative to supplying equipment, which is not C.S.A. certified, obtain special approval from C.S.A.
- .4 Factory assemble control panels and component assemblies.
- .5 For the purposes of uniformity similar materials shall be of one manufacturer (i.e. all panels; all motor control equipment; all fixtures in as much as is possible, etc.).
- .6 To avoid the possibility of the work being delayed, order all materials as soon as the shop drawings are reviewed, and report at once to the Architect/Engineer any delays in the delivery of materials which would hold up the completion of the job.

1.13 **GROUNDING**

- .1 All equipment and exposed non-current carrying metal, conduits and parts shall be permanently and effectively *bonded to ground* to meet minimum requirements of the C.E.C. Section 10, and as indicated on the drawings and further specified. Standards set either by drawings or specifications which are above those covered by C.E.C. Section 10, shall not be reduced under any circumstances.

1.14 **FINISHES**

- .1 Shop finish metal enclosure surfaces by removal of rust and scale, cleaning, application of rust resistant primer inside and outside, and at least two coats of finish enamel.
 - .1 Paint outdoor electrical equipment, "Equipment Green" finish to EEMAC Y1-1-1955.
 - .2 Paint indoor switchgear and distribution enclosures light grey to EEMAC 2Y-1-1958.
- .2 Clean and touch up surfaces of shop-painted equipment scratched or marred during shipment or installation, to match original paint.
- .3 Clean, prime and paint exposed hangers, racks, and fastenings to prevent rusting.
- .4 Where wire guards are specified in other sections, they are to be constructed of stainless steel. Painted steel is not acceptable.

1.15 **EQUIPMENT IDENTIFICATION**

- .1 All disconnect switches, receptacles, voice/data/CATV/multimedia outlets, control transformers, pushbuttons, panels, control panels, etc., shall have "Lamacoid" nameplates mounted on or adjacent for identification which shall include the panel designation, voltage, phase, wires overcurrent protection, H.P., KW and amperage as applicable. The nameplates shall be affixed to metal equipment with metal type pop rivets, and to all other equipment with contact type cement applied to the entire nameplate backing. Contact type cement shall be applied (buttered) to complete rear side of plate, as opposed to several points or locations on same.
- .2 Install directories on the back of each door of panel boards, neatly arranged and mounted in frame under transparent cover. Directories shall be typed and shall show system voltage, which outlets are on each circuit and any special information, such as sizes of fuses, etc., necessary for the proper operation and maintenance of the system.
- .3 Size of identification shall be suitable for equipment and importance of information.
- .4 All fused disconnect switches shall have lamacoid plates identifying the equipment they feed and a separate plate indicating maximum fuse size and type.
- .5 Lettering shall be of sufficient size to be readable from normal viewing distance and the information required on the nameplates shall dictate the physical size of plates.
- .6 Nameplates shall have **white lettering on black background** except for equipment connected to emergency power source, which shall have **white lettering on red background**.
- .7 All "D" and "E" boxes 200mm x 200mm x 100mm or larger and "C" and "T" cabinets shall have lamacoid plates affixed indicating voltages and/or systems housed within.
- .8 Nameplates:
 - .1 Lamicoid 3mm thick plastic engraving sheet on metal surfaces, 1.5mm where not applied to metals.

NAMEPLATE SIZES

Size 1	10mm x 50mm	1 line	5mm	high letters
Size 2	13mm x 75mm	1 line	6mm	high letters
Size 3	16mm x 75mm	2 lines	5mm	high letters
Size 4	19mm x 91mm	1 line	10mm	high letters
Size 5	38mm x 91mm	2 lines	12mm	high letters
Size 6	25mm x 100mm	1 line	12mm	high letters
Size 7	25mm x 100mm	2 lines	6mm	high letters
Size 8	50mm x 150mm	2 lines	12mm	high letters

- .9 Labels:
 - .1 Embossed plastic labels with 6.5mm high letters unless specified otherwise.
- .10 Wording on nameplates and labels to be approved by the Engineer prior to manufacture.
- .11 Allow for average of forty (40) letters per nameplate and label.
- .12 Identification to be English.

1.16 WIRING IDENTIFICATION

- .1 Conductor insulation shall be colour coded as follows:

Phase A	-	Red
Phase B	-	Black
Phase C	-	Blue
Neutral	-	White/Grey
Ground /Bond	-	Green
Isolated Ground	-	Green w/Yellow stripe

This shall apply to all phase conductors up to and including #2AWG and all sizes of neutral, bond and ground conductors up to and including #3/0AWG.

- .2 For conductors exceeding sizes as described above, identification of wiring with approved coloured plastic tapes shall be acceptable. Attach to both ends of all conductor runs a minimum of 12" from terminations, and in all junction and/or pull boxes.
- .3 Maintain phase sequence and colour coding throughout.
- .4 Colour code shall be as per Section 26 05 21 2.1.1.
- .5 Use color coded wires in branch circuit wiring, systems wiring and communication cables.

1.17 CONDUIT, CABLE AND JUNCTION/PULLBOX IDENTIFICATION

- .1 Identify all conduit fittings and junction/pull boxes along with their covers with colours as described below. Boxes shall be coloured both inside and out where one colour is required, and inside only where two are required. Metal coverplates shall be completely painted where one colour is required, and shall have both colours applied diagonally where two colours are required. All junction boxes shall be colour identified prior to installation.
- .2

System	Colour
120/208V Lighting & Power	Yellow

Grounding/bond
0 to 50V

Green
Violet

- .3 Fiber/Cable:
- | | | |
|-----------------|---|--------------|
| Fire Alarm | - | Red |
| Security Video | - | Green |
| Intrusion Alarm | - | White |
| Card Access | - | Banana Cable |
| BAS Computer | - | Yellow |
| Data | - | Blue |

All fiber cables not in color coded conduit to be put in color coded sleeves/fireloom.

1.18 WIRING TERMINATION

- .1 Lugs, terminals, screws used for termination of wiring to be suitable for either copper or aluminum conductors as indicated.

1.19 MANUFACTURERS' AND CSA LABELS

- .1 Manufacturers' and CSA labels shall be visible and legible after equipment is installed.

1.20 WARNING SIGNS

- .1 Provide warning signs, as specified and/or to meet the requirements of the Department of Labour Inspection Department.
- .2 Use decal signs, minimum 175mm x 250mm size.

1.21 SINGLE LINE DIAGRAMS

- .1 Provide a framed single line diagram under Plexiglas as follows:
- .1 Security System Riser including CCTV;
 - .2 Access Control System Riser;
 - .3 Structured Cabling System Riser.

1.22 LOCATION OF OUTLETS

- .1 Change location of outlets at no extra cost or credit providing distance does not exceed 3 metres and information is given before installation.
- .2 Coordinate on site the location of outlets with respect to counters, heating cabinets, etc., before work is to start.
- .3 All outlets to have brushed stainless steel coverplates regardless of the system involved, includes light switches, receptacles, communication outlets and etc.

1.23 MOUNTING HEIGHTS

- .1 Mounting heights of equipment is from finished floor to centre line of equipment unless specified or indicated otherwise.

- .2 If mounting height of equipment is not indicated verify before proceeding with installation.
- .3 Install electrical equipment at the following heights unless indicated otherwise.
 - .1 Wall receptacles:
 - .1 General: 400mm
 - .2 Above top of continuous baseboard heater: 200mm
 - .3 Above top of counters or splash back: 375mm
 - .4 In mechanical rooms: 1200mm
 - .2 Panelboards: as required by code or as indicated
 - .3 Data/Telephone outlets: 400mm

1.24 PROTECTION

- .1 Protect exposed live equipment during construction for personnel safety.
- .2 Shield and mark live parts "LIVE 120 VOLTS" or with appropriate voltage in English.
- .3 Arrange for installation of temporary doors for rooms containing electrical distribution equipment. Keep these doors locked except when under direct supervision of electrician.

1.25 LOAD BALANCE

- .1 Balance all phase currents of transformers, main switchboard, distribution Panel boards, etc., and where applicable, adjust transformer taps to obtain within 2% of the rated voltage of the load being supplied. Adjust and/or increase conductor size so as to limit voltage drops to 3% and make such adjustments under average load conditions in presence of Engineer.
- .2 Submit to Engineer, at completion of work, a report listing the voltage, phase and neutral currents on the switchboard, Panel boards and dry-type transformers, operating under normal load. On the report, also state hour and date on which each load was measured

1.26 CONDUIT AND CABLE INSTALLATION

- .1 Install conduit, and sleeves, prior to pouring of concrete. Sleeves through concrete shall be constructed of sheet metal, sized for free passage of conduit, and protruding 50mm.
- .2 Install cables, conduits, and fittings to be embedded neatly and close to building structure so furring can be kept to minimum.

1.27 FIRESTOPPING AND SMOKE SEALS

- .1 All fire stopping and smoke seals required to properly accommodate the work of this Division shall be the financial responsibility of Division 26, and carried out by trades to the applicable ULC approved system of one of the approved Manufacturers provided in this document. Trades personnel must be trained by the manufacturer and provide documentation stating same.
- .2 Refer to architectural drawings for locations of assemblies and refer to Division 1 for firestopping details and procedures.

1.28 TESTS

- .1 Conduct and pay for tests of the following:
 - .1 Power distribution system including phasing, voltage, grounding and load balancing.
 - .2 Circuits originating from branch distribution panels.

- .3 Motors and associated control equipment including sequenced operation of systems where applicable.
 - .4 Polarity check on receptacles.
 - .5 Structured cabling system.
 - .6 Security System
 - .7 Access Control System
- .2 Furnish manufacturer's certificate or letter confirming that entire installation as it pertains to each system has been installed to manufacturers' instructions.
 - .3 Carry out tests in presence of Architect and/or Engineer. Notify Architect and/or Engineer seven (7) days in advance of time testing will take place.
 - .4 Provide instruments, meters, equipment and personnel required to conduct tests during and at conclusion of project.
 - .5 The Architect and/or Engineer reserves the right to use any piece of electrical equipment, device, or material installed under this contract for such reasonable lengths of time and at such times as he/she may require, to make a complete and thorough test of the same, before the final completion and acceptance of the work.
 - .6 Such tests shall not be construed as acceptance of any part of the work.
 - .7 Submit test results for Architect's and/or Engineer's review.

1.29 INSULATION RESISTANCE TESTING

- .1 Test all wiring, included in the work to ensure that there are no shorts and/or grounds are present on phase conductors for feeders or branch circuits and that insulation values are as required by the Canadian Electrical Code.
- .2 All testing of conductors to be done prior to energization of conductors with 600 volt and 1000 volt meggers as required by the Canadian Electrical Code.
- .3 Capacitive leakage testing of all phases and neutral feeder conductors at various system originating points, are to be recorded for each individual feeder with test results to be submitted to Architect and/or Engineer for approval.
- .4 Systems to be tested for capacitive leakage are as follows: 120/208V/3PH/4W.
- .5 Check resistance to ground before energizing. Ensure resistance to ground is not less than 50 megohms.
- .6 Submit test results for Architect's and/or Engineer's review. Test results shall include time of test, feeder tested, and instrument readings.

1.30 COORDINATION OF PROTECTIVE DEVICES

- .1 Ensure circuit protective devices such as over-current trips, relays, fuses, are installed to values and settings as indicated.

1.31 CLEANING

- .1 Do final cleaning in accordance with Division 1.

- .2 At time of final cleaning, clean lighting reflectors, lenses and other lighting surfaces that have been exposed to construction dust and dirt.
- .3 On completion of work, remove debris resulting from work of this Division and leave the site neat and tidy. Equipment shall be checked for proper fitting and alignment, adjusted, cleaned, repainted where necessary, and left in first class condition.
- .4 This section shall be responsible for the removal of spatters, droppings, soil, labels, and debris from finished surfaces and from surfaces to receive finishes, before the set up. Work and adjacent finished work shall be left in new condition.
- .5 Only cleaning materials which are recommended for the purpose by both the manufacturer of the surface to be cleaned and of the cleaning material shall be used.
- .6 Immediately before and during finishing work shall be made "broom clean". Interior areas shall be "vacuum cleaned" immediately before finish painting commences.
- .7 Material at site cannot be burned or buried except where approved by Architect and/or Engineer. Removal shall be as often as required to avoid accumulation in order to ensure site is maintained clean.
- .8 Volatile fluid wastes cannot be disposed of in storm or sanitary sewers or in open drain courses.
- .9 Lowering of materials shall be controlled and shall not be dropped or thrown from stories above grade.

1.32 COORDINATION

- .1 Cooperate and investigate with other trades to make maximum use of the spaces. Avoid conflicts with pipes, ducts, etc. Prepare shop drawings indicating the route of main conduits and ducts for submission to the Architect and/or Engineer for approval.
- .2 Cooperate with other trades on the site and carry out the work, in such a way, as not to hinder or hold up the work of other trades.
- .3 Consult with other trades, where their respective installations conflict and re-route conduits, ducts, outlets, equipment, etc., as required, subject to the approval of the Architect and/or Engineer.
- .4 Obtain from the mechanical and other trades complete detailed wiring diagrams of equipment requiring connections and be responsible for pointing out any discrepancies or the reason why they cannot be adhered to.
- .5 Locate all light fixtures, speakers, smoke detectors, etc. using Architect's reflected ceiling plan as a guide.

1.33 SUPERVISION

- .1 Provide supervision and sufficiently qualified foreman for work of this Contract to ensure that the work proceeds in proper and efficient manner to its completion. If in the opinion of the Architect and or Engineer, such personnel are not competent to carry out the work, replace these men immediately upon written request of the Architect and/or Engineer.

1.34 ACCESS DOORS

- .1 This section to supply access doors for furred ceilings or spaces for servicing equipment and accessories or for inspection of safety, operating or fire devices for installation under Contractor responsible for erecting walls or ceilings. Provide ULC rated doors in fire rated construction.
- .2 Access doors shall be flush mounted size 300 x 300mm for hand entry or 600 x 600mm for body entry as required. Doors shall open 180 degrees and have rounded safety corners, concealed hinges, screwdriver latches anchor straps and steel shall be prime coated.
- .3 Provide stainless steel access doors for tiled, marble or terrazzo surfaces or special surfaces.
- .4 Provide cam type locking devices with hand or key lock when located in public corridors and washrooms complete with master keys.

1.35 SPRINKLER PROOF HOODS

- .1 All distribution equipment with ventilated enclosures (Switchboards, MCC's, transformers, panel boards, relay panels, etc.) located in the building shall be protected from the direct spray from sprinkler heads to the satisfaction of the Inspection Authority by the use of non-combustible hoods.
- .2 Distribution conduits entering or exiting the equipment enclosures equipped with sprinkler hoods shall be installed with rain tight EMT connectors equipped with O-rings.

END OF SECTION

PART 1 – GENERAL

1.1 REFERENCE STANDARDS

- .1 In accordance with Section 26 05 00.

1.2 DEFINITIONS

- .1 Firestopping: Material or combination of materials used to retain integrity of fire-rated construction by maintaining an effective barrier against the spread of flame, smoke, and hot gases through penetrations in fire rated wall and floor assemblies.

1.3 GENERAL DESCRIPTION OF THE WORK OF THIS SECTION

- .1 Only tested firestop systems shall be used for penetrations for the passage of cables, conduit and other electrical equipment through the following:
- .1 Fire-rated vertical barriers (walls and partitions)
 - .2 Horizontal barriers (floor/ceiling assemblies)
 - .3 Vertical service shaft walls and partitions.

1.4 REFERENCES

- .1 Test Requirements: ULC-S115-M or CAN4-S115-M, "Standard Method of Fire Tests of Through Penetration Fire Stops".
- .2 Underwriters Laboratories of Canada (ULC) of Scarborough runs CAN4-S115-M under their designation of ULC-S115-M and publishes the results in their "FIRE RESISTANCE RATINGS DIRECTORY" that is updated annually.
- .3 Underwriters Laboratories (UL) of Northbrook, IL runs ASTM E-814 under their designation of UL 1479 and publishes the results in their "FIRE RESISTANCE DIRECTORY" that is updated annually. UL tests that meet the requirements of ULC-S115-M are given a cUL listing and are published by UL in their "Products Certified for Canada (cUL) Directory"
- .4 International Firestop Council Guidelines for Evaluating Firestop Systems Engineering Judgments
- .5 CAN/ULC-S102-M, Standard Test Method for Surface Burning Characteristics of Building Materials.
- .6 National Building Code of Canada.
- .7 CSA C22.1-12, Canadian Electrical Code, Part 1 Safety Standard for Electrical Installations.

1.5 QUALITY ASSURANCE

- .1 A manufacturer's direct representative (not distributor or agent) to be on-site during initial installation of firestop systems to train appropriate contractor personnel in proper selection and installation procedures. This will be done per manufacturer's written recommendations published in their literature and drawing details.

- .2 Firestop System installation must meet requirements of CAN4-S115-M or ULC S-115-M tested assemblies that provide a fire rating as shown in Section 2. "Penetrations through a Fire Separation Wall" and "Penetrations through a Fire Wall or Horizontal Fire Separation" below.
- .3 Proposed firestop materials and methods shall conform to applicable governing codes having local jurisdiction.
- .4 Firestop Systems do not reestablish the structural integrity of load bearing partitions/assemblies, or support live loads and traffic. Installer shall consult the structural engineer prior to penetrating any load bearing assembly.
- .5 For those firestop applications that exist for which no ULC or cUL tested system is available through a manufacturer, a manufacturer's engineering judgment derived from similar ULC or cUL system designs or other tests will be submitted to local authorities having jurisdiction for their review and approval prior to installation. Engineer judgment drawings must follow requirements set forth by the International Firestop Council (September 7, 1994).

1.6 SUBMITTALS

- .1 Submit Product Data: Manufacturer's specifications and technical data for each material including the composition and limitations, documentation of ULC or cUL firestop systems to be used and manufacturer's installation instructions to comply with Division
 - .1 Manufacturer's engineering judgment identification number and drawing details when no ULC or cUL system is available for an application. Engineer judgment must include both project name and contractor's name who will install firestop system as described in drawing.
 - .2 Submit material safety data sheets provided with product delivered to job-site.

1.7 INSTALLER QUALIFICATIONS

- .1 Engage an experienced Installer who is certified, licensed, or otherwise qualified by the firestopping manufacturer as having been provided the necessary training to install manufacturer's products per specified requirements. A manufacturer's willingness to sell its firestopping products to the Contractor or to an Installer engaged by the Contractor does not in itself confer qualification on the buyer.

1.8 DELIVERY, STORAGE, AND HANDLING

- .1 Deliver materials undamaged in manufacturer's clearly labeled, unopened containers, identified with brand, type, and ULC or cUL label where applicable.
- .2 Coordinate delivery of materials with scheduled installation date to allow minimum storage time at job-site.
- .3 Store materials under cover and protect from weather and damage in compliance with manufacturer's requirements.
- .4 Comply with recommended procedures, precautions or remedies described in material safety data sheets as applicable.
- .5 Do not use damaged or expired materials.

1.9 PROJECT CONDITIONS

- .1 Do not use materials that contain flammable solvents.
- .2 Scheduling
 - .1 Schedule installation of CAST IN PLACE firestop devices after completion of floor formwork, metal form deck, or composite deck but before placement of concrete.
 - .2 Schedule installation of other firestopping materials after completion of penetrating item installation but prior to covering or concealing of openings.
- .3 Verify existing conditions and substrates before starting work. Correct unsatisfactory conditions before proceeding.
- .4 Weather conditions: Do not proceed with installation of firestop materials when temperatures exceed the manufacturer's recommended limitations for installation printed on product label and product data sheet.
- .5 During installation, provide masking and drop cloths to prevent firestopping materials from contaminating any adjacent surfaces.

PART 2 – PRODUCTS

2.1 FIRESTOPPING, GENERAL

- .1 Provide firestopping composed of components that are compatible with each other, the substrates forming openings, and the items, if any, penetrating the firestopping under conditions of service and application, as demonstrated by the firestopping manufacturer based on testing and field experience.
- .2 Provide components for each firestopping system that are needed to install fill material. Use only components specified by the firestopping manufacturer and approved by the qualified testing agency for the designated fire-resistance-rated systems.
- .3 Fire stopping and smoke seals at openings intended for ease of re-entry such as cables: elastomeric seal.
- .4 Primers: to manufacturer's recommendation for specific material, substrate, and end use.
- .5 Damming and backup materials, supports and anchoring devices: to manufacturer's recommendations, and in accordance with tested assembly being installed as acceptable to authorities having jurisdiction.

2.2 ACCEPTABLE MANUFACTURERS

- .1 Subject to compliance with through penetration firestop systems listed in U.L.C Fire Resistance Directory – Volume III or UL Products Certified for Canada (cUL) Directory.

2.3 MATERIALS

- .1 Use only firestop products that have been ULC or cUL tested for specific fire-rated construction conditions conforming to construction assembly type, penetrating item type, annular space requirements, and fire-rating involved for each separate instance.
- .2 Cast-in place firestop devices are installed prior to concrete placement for use with non-combustible and combustible plastic pipe (closed and open piping systems), or electrical cable bundles, penetrating concrete floors.
- .3 Sealants or caulking materials for use with non-combustible items including rigid steel conduit and electrical metallic tubing (EMT).
- .4 Intumescent sealants or caulking materials for use with combustible items (penetrants consumed by high heat and flame) including PVC jacketed, flexible cable or cable bundles and plastic pipe.
- .5 Intumescent sealants, caulking or putty materials for use with flexible cable or cable bundles.
- .6 Non- curing, re-penetrable intumescent sealants, caulking or putty materials for use with flexible cable or cable bundles.
- .7 Wall opening protective materials for use with U.L.C. listed metallic and specified nonmetallic outlet boxes.
- .8 Materials used for large size/complex penetrations made to accommodate cable trays, multiple steel and copper pipes, electrical busways in raceways.
- .9 Non- curing, re-penetrable materials used for large size/complex penetrations made to accommodate cable trough, multiple steel and copper pipes, electrical busways in raceways.

2.4 PENETRATIONS THROUGH A FIRE SEPARATION WALL

- .1 For penetrations through a Fire Separation wall provide a firestop system with a "F" Rating as determined by ULC or cUL as indicated below:

Fire Resistance Rating of Separation	Required ULC or cUL "F" Rating of Firestopping Assembly
30 minutes	20 minutes
45 minutes	45 minutes
1 hour	45 minutes
1.5 hours	1 hour
2 hours	1.5 hours
3 hours	2 hours
4 hours	3 hours

- .2 For combustible pipe penetrations through a Fire Separation provide a firestop system with a "F" Rating as determined by ULC or cUL which is equal to the fire resistance rating of the construction being penetrated.

2.5 PENETRATIONS THROUGH A FIRE WALL OR HORIZONTAL FIRE SEPARATION

- .1 For penetrations through a Fire Wall or horizontal Fire Separation provide a firestop system with a "FT" Rating as determined by ULC or cUL which is equal to the fire resistance rating of the construction being penetrated.

PART 3 – EXECUTION

3.1 PREPARATION

- .1 Verification of Conditions: Examine areas and conditions under which work is to be performed and identify conditions detrimental to proper or timely completion.
 - .1 Verify penetrations are properly sized and in suitable condition for application of materials.
 - .2 Surfaces to which firestop materials will be applied shall be free of dirt, grease, oil, rust, laitance, release agents, water repellents, and any other substances that may affect proper adhesion.
 - .3 Provide masking and temporary covering to prevent soiling of adjacent surfaces by firestopping materials.
 - .4 Comply with manufacturer's recommendations for temperature and humidity conditions before, during and after installation of firestopping.
 - .5 Do not proceed until unsatisfactory conditions have been corrected.

3.2 COORDINATION

- .1 Coordinate location and proper selection of cast-in-place Firestop Devices. Ensure device is installed before placement of concrete.
- .2 Provide adequate spacing of field run pipes to allow for installation of cast-in-place firestop devices without interferences.

3.3 INSTALLATION

- .1 Regulatory Requirements: Install firestop materials in accordance with ULC Fire Resistance Directory or UL Products Certified for Canada (cUL) Directory.
- .2 Manufacturer's Instructions: Comply with manufacturer's instructions for installation of through-penetration joint materials.
 - .1 Seal all holes or voids made by penetrations to ensure an air and water-resistant seal.
 - .2 Protect materials from damage on surfaces subjected to traffic.

3.4 FIELD QUALITY CONTROL

- .1 Examine sealed penetration areas to ensure proper installation before concealing or enclosing areas.
- .2 Keep areas of work accessible until inspection by applicable code authorities.
- .3 Perform under this section patching and repairing of firestopping caused by cutting or penetrating of existing firestop systems already installed by other trades.
- .4 Install a warning card that is clearly visible adjacent to all large and medium openings that may be re-penetrated. This card should contain the following information:

- .1 Warning that the opening has being fire stop protected
- .2 Indicate the fire stop system used (ULC or cUL)
- .3 F rating or FT rating
- .4 Fire stop product(s) used
- .5 Person to contact and phone number in case of modification or new penetration of fire stop system

3.5 ADJUSTING AND CLEANING

- .1 Remove equipment, materials and debris, leaving area in undamaged, clean condition.
- .2 Remove temporary dams after initial set of fire stopping and smoke seal materials.
- .3 Clean all surfaces adjacent to sealed holes and joints to be free of excess firestop materials and soiling as work progresses.

END OF SECTION

PART 1 – GENERAL

1.1 REFERENCE STANDARDS

- .1 CSA C22.2 No. 18 - Clamps and connectors.
- .2 CSA C22.2 No. 65 Wire Connectors.

1.2 RELATED WORK

- .1 Not Applicable

1.3 SHOP DRAWINGS AND PRODUCT DATA

- .1 Not Applicable

1.4 OPERATION AND MAINTENANCE DATA

- .1 Not Applicable

PART 2 – PRODUCTS

2.1 MATERIALS

- .1 All connections shall be made electrically and mechanically secure. Sizes of connectors shall be according to manufacturer's recommendations for each size and combination of wires.
- .2 Joints required in branch wiring #10 AWG and smaller shall be made using fixture twist-on type connectors with current carrying parts made of copper.
- .3 Joints for wiring #8 AWG and larger shall be made using pressure type colour keyed compression connectors with current carrying parts made of copper using compression tools. A first layer of tape shall be compound type followed by a layer of Scotch #3 vinyl type.
- .4 Bushing stud connectors are not acceptable.
- .5 Clamps or connectors for armoured cable and flexible conduit as required.

PART 3 – EXECUTION

3.1 INSTALLATION

- .1 Remove insulation carefully from ends of conductors and:
 - .1 Install mechanical pressure type connectors and tighten screws with appropriate compression tool recommended by manufacturer. Installation shall meet secureness tests in accordance with CSA C22.2 No. 65.

- .2 Install fixture type connectors and tighten with pliers or appropriate tool. Finger-tightening alone is not acceptable. Replace insulating cap.

- .2 All connections shall be made electrically and mechanically secure. Sizes of connectors shall be according to manufacturer's recommendations for each wire size and combination of wires. Twist wires together before installing connectors. All stranded conductors shall be twisted together prior to connection around terminal.

END OF SECTION

PART 1 – GENERAL

1.1 REFERENCE STANDARDS

- .1 CSA C22.2 No. 38 - Thermoset insulated Wires and Cables.
- .2 CSA C22.2 No. 51 - Armoured cables.
- .3 Wire and cable shall conform to the latest specification of the Canadian Standards Association (CSA), Electrical and Electronic Manufacturers Association of Canada (EEMAC), the Insulated Power Cable Engineers Association (IPCEA), and the American Society of Testing Materials (ASTM).

1.2 RELATED WORK

- .1 Not Applicable

1.3 SHOP DRAWINGS AND PRODUCT DATA

- .1 Submit product data in accordance with Division 1.

1.4 OPERATION AND MAINTENANCE DATA

- .1 Not Applicable

PART 2 – PRODUCTS

2.1 BUILDING WIRES

- .1 Conductors: Copper, soft drawn stranded, at least 98% conductivity for #12 AWG and larger. Insulation shall be chemically cross-linked thermosetting polyethylene rated 600 volts on all RW90 conductors and 1000 volts for RWU-90 for incoming service. Size as indicated on drawings and schedules. Conductor insulation shall be colour coded as follows:
 - Phase A - Red
 - Phase B - Black
 - Phase C - Blue
 - Neutral - White/Grey
 - Ground /Bond - Green
 - Isolated Ground -Green w/Yellow stripe
 - Isolated Power - as indicated hereinafter.

Where extra colours are required for three-way switches, etc., they shall be yellow.
Approved color coded tape is acceptable for color coding phase conductors #1 AWG and larger and for neutral and ground conductors #4/0 and larger.
Neutral conductors for feeders to branch panels feeding computerized equipment shall be sized at 200%.

- .2 Fiber/Cable:
- | | | |
|-----------------|---|--------------|
| Fire Alarm | - | Red |
| Security Video | - | Green |
| Intrusion Alarm | - | White |
| Card Access | - | Banana Cable |
| BAS Computer | - | Yellow |
| Data | - | Blue |

All fiber cables not in color coded conduit to be put in color coded sleeves/fireloom.

2.2 CONTROL CABLES

- .1 600 V Type: 2 stranded copper conductors, 95% conductivity, full size AWG gauge, sizes as indicated with PVC insulation Type TW with shielding of magnetic tape wire braid over each pair of conductors and overall covering of thermoplastic jacket. Colour code shall be yellow.

2.3 ARMOURED CABLES

- .1 Conductors: insulated, copper, size as indicated.
- .2 Type: AC90.
- .3 Armour: interlocking type fabricated from aluminum strip.
- .4 Connectors: to manufacturer's recommendations.

2.4 SYSTEM WIRING

- .1 Wiring for auxiliary systems will be as indicated in specification or on drawings and/or as recommended by Manufacturer of the system.

PART 3 – EXECUTION

3.1 INSTALLATION OF BUILDING WIRES

- .1 Install all building wiring as follows:
- .1 In conduit systems in accordance with Section 26 05 34.

3.2 INSTALLATION OF CONTROL CABLES

- .1 Install control cables in EMT conduit complete with all associated steel connectors and couplings where run on surfaces of walls or open ceilings. Conduits shall be extended to within 760mm of all devices associated with the piece of equipment which they control. Final connection shall be made using liquid-tight flexible metal conduit and associated liquid-tight connectors.
- .2 EMT type conduit wall-stub c/w flush installed device box shall be located in all partitions to accommodate wiring between the device and the accessible ceiling space.

- .3 EMT connectors complete with nylon insulated throat or threaded type bushing shall be installed on end of EMT stubs where they protrude through the wall above, and within finished accessible ceilings. CSA approved EMT plastic end cap bushings may also be used.
- .4 All EMT conduit stubs shall be bonded to ground as required by CEC.
- .5 Control cable shields, if applicable, shall be bonded to ground.

3.3 INSTALLATION OF ARMOURED CABLES

- .1 Group cables wherever possible.
- .2 Flexible type conduit c/w RW90 conductors sized as noted and/or flexible armoured cable AC90 (BX) complete with separate grounding conductor.
- .3 “Fixture drop” is defined as that portion of AC90 cable or flexible conduit being used to make the final connection between the accessible type junction or outlet box located in ceiling space and its respective luminaire.
- .4 Flexible type conduit c/w RW90 conductors sized as noted and/or flexible armoured cable AC90 (BX) complete with separate grounding conductor.
- .5 AC-90 cable or RW90 in flex is to be used for branch circuit wiring drops from ceiling junction boxes to light fixtures, receptacles and other equipment requiring power in the same room only unless otherwise noted on the drawings. AC 90 (BX) cable used for fixture drops with a minimum size of No. 12. Total length of any individual AC-90 cable or flex c/w RW90 not to exceed 4500mm in length unless specifically indicated otherwise. The use of AC90 for home runs or wiring between rooms is not permitted.
- .6 All flex c/w RW90 or AC-90 cables used for fixture drops shall be secured within 300mm of the junction box.
- .7 Where application of AC-90 cables and/or other types of pliable cables are to be used, they shall be installed parallel or perpendicular to the building lines unless otherwise noted.
- .8 Support and securing of type AC-90 cables shall not be derived from either suspended ceiling support wires or directly laying atop of the ceiling grid system.
- .8 All AC-90 feeds shall originate from the sides of outlet boxes and not from the box cover. There shall not be more than 4 drop feeds permitted from any one box regardless of its size. Where 3 or more drop feeds extend from any one box, that box shall be sized no smaller than 119mm square.

3.4 INSTALLATION – GENERAL

- .1 Where pulling wires and cables, the use of an approved lubricant only will be permitted. No wires or cables shall be pulled in conduits until such conduits are free from moisture and in no case shall wires be pulled until approval of the Architect and/or Engineer is obtained.
- .2 All stranded conductors prior to terminating under device bolts such as circuit breakers, light switches, receptacles, etc., to be twisted together to form a single conductor to ensure a reliable mechanical connection.
- .3 All branch circuits are to utilize conduit pathways for home runs to each room or area, including rooms in which the panel is located. Where the branch circuit has multiple splices and/ or drop

offs to multiple rooms, the use of AC90 for the drop off is permitted, however, the home run conduit shall be continued until the final room destination splice or drop off is reached.

- .4 "Labelling" of all branch circuit wiring including phase conductors, neutrals, grounding and/or bonding conductors to be done on **both ends** of all circuit wires plus in any junction and/or pull boxes located in between. Use write-on, self-laminating labels.
- .5 The following wiring methods are designed to enhance the ability to perform capacitive leakage tests:
 - .1 All circuit conductors are to be individually tie wrapped to their corresponding labelled neutral conductor in all panelboards, pullboxes and junction boxes. Enough slack conductor length should be left to enable the ability to clamp the ground detector around the individually tie-wrapped circuit conductor and its corresponding labelled neutral. This wiring method is to be neat and of good workmanship quality.
 - .2 The tie wrapping of the neutral with its respective phase conductors is to be made at the closest point of entry into panelboards, pullboxes and junction boxes.
 - .3 The main switchboard, CDP's, panelboards, MCC's etc, are to have their respective feeder phase and neutral conductors tie-wrapped together and enough slack conductor length to enable the ability to clamp the ground detector around each set of feeders. This wiring method is to be neat and of good workmanship quality.
 - .4 After all electrical wiring has been completed by the Electrical Sub-Contractor, he is to test the grounded electrical distribution system to ensure there are not ground shorts and capacitive leakage in the system.
 - .5 All feeders or branch circuits which do not have neutral conductors are to have their respective phase conductors tie-wrapped together in accordance to the methods described previously.
 - .6 Run all circuits so that the voltage drop in no case exceeds 3% of the line volts. The neutral wire, wherever it is run, shall be continuous with no fuses, switches, or breaks of any kind.
 - .7 For 15 amp, 120 volt circuits the following table shall be used to determine the minimum conductor sizes required to compensate for voltage drop. In no case does this table allow a reduction in conductor size from that shown on the drawings or as specified elsewhere in the specifications.

.1 From	0.3m to 24m	#12 Wire
.2 From	24m to 37m	#10 Wire
.3 From	37m to 55m	#8 Wire
 - .8 Find below the branch circuit maximum lengths (120 volt one way length from panelboard to load including vertical drops. Voltage drop shall not exceed 3% in any instance.

.1 From	0.3m to 24m	#12 Wire
.2 From	24m to 37m	#10 Wire
.3 From	37m to 55m	#8 Wire
 - .9 Increased wire sizes where required shall not be decreased in size in any portion of length of run between panelboard and the wiring device itself.
 - .10 All wiring shall be color coded as per Code requirements and/or as specified herein.

END OF SECTION

PART 1 – GENERAL

1.1 REFERENCE STANDARDS

- .1 CSA C22.2 No. 41 - Grounding and Bonding Equipment.

1.2 RELATED WORK

- .1 Common Work Results for Electrical: Section 26 05 00
.2 Wires and Cables, 0 to 1000V: Section 26 05 21

1.3 SHOP DRAWINGS AND PRODUCT DATA

- .1 Not Applicable

1.4 OPERATION AND MAINTENANCE DATA

- .1 Not Applicable

PART 2 – PRODUCTS

2.1 EQUIPMENT

- .1 System and circuit, equipment, grounding conductors, bare stranded copper, un-tinned, soft annealed, un-armoured, size as indicated.
.2 Insulated grounding conductors to Section 26 05 21.
.3 Non-corroding accessories necessary for grounding system, type, size, material as indicated, including but not necessarily limited to:
.1 Grounding and bonding bushings.
.2 Protective type clamps.
.3 Bolted type conductor connectors.
.4 Thermit welded type conductor connectors.
.5 Bonding jumpers, straps.
.6 Pressure wire connectors.

PART 3 – EXECUTION

3.1 INSTALLATION GENERAL

- .1 Install complete permanent, continuous, system and circuit, equipment, grounding systems including, conductors, connectors, accessories, as indicated, to conform to requirements of Engineer, and local authority having jurisdiction over installation. Where EMT is used for panelboard or motor control board feeders, run a separate green ground wire in conduit.

- .2 All conduits for all electrical systems shall contain a minimum # 14 AWG copper bond wire. Wire size shall be increased as required by Table 16 of the CEC or as otherwise noted.
- .3 Bonding jumpers are permitted for conduit stubbed into a T-bar ceiling. All metallic conduit stubs shall be bonded regardless of length.
- .4 Install connectors in accordance with manufacturer's instructions.
- .5 Protect exposed grounding conductors from mechanical injury.
- .6 Use mechanical connectors for grounding connections to equipment provided with lugs as follows:
 - .1 Copper, one hole, short barrel (single crimp) type lugs shall be used for all wire sizes up to and including #6AWG;
 - .2 Copper, two hole, long barrel (dual crimp) type lugs shall be used for all wire sizes #4AWG and larger;
 - .3 Lugs shall be bolted to bus bars with concave or combination of flat and locking type washers c/w accompanying hardware as required.
- .7 Soldered joints are not permitted.
- .8 Install bonding wire for flexible conduit, connected at both ends to grounding bushing, solderless lug, clamp or cup washer and screw. Neatly cleat bonding wire to exterior of flexible conduit.
- .9 Make grounding connections in radial configuration only, with connections terminating at single grounding point. Avoid loop connections.
- .10 Bond single conductor, metallic armoured cables to cabinet at supply end, and provide non-metallic entry plate at load end.

3.2 SYSTEM AND CIRCUIT GROUNDING

- .1 Install system and circuit grounding connections to the neutral of the 120/208V systems as required.
- .2 All cables, feeders and branch circuit conductors installed in conduit shall be complete with a separate minimum size #14AWG solid copper bond/ground wire as follows:
 - .1 Where bond wire sizes larger than #14AWG are required, they shall be increased as required by the Canadian Electrical Code Table 16 or as noted otherwise;
 - .2 #14AWG and larger size bond or ground conductors shall be of soft drawn stranded copper of 98% conductivity, and of full size and AWG gauge;
 - .3 Size of ground/bond conductors shall be based upon Table 16 of the Canadian Electrical Code;
 - .4 Minimum size #14AWG solid green insulated conductors are acceptable for bonding purposes associated with various other systems rated at 50 volts or less.

3.3 EQUIPMENT BONDING

- .1 Install *bonding* connections to typical equipment included in, but not necessarily limited to following list: Service equipment, transformers, switchgear, duct systems, frames of motors, motor control centres, starters, control panels, building steel work, distribution panels, and outdoor lighting.

3.4 TESTS

- .1 Perform tests in accordance with Section 26 05 00.
- .2 Perform ground continuity and resistance tests using method appropriate to site conditions and to approval of Engineer and local authority having jurisdiction over installation.
- .3 Perform tests before energizing electrical system.
- .4 Submit test results for Engineer's review.

END OF SECTION

PART 1 – GENERAL

1.1 REFERENCE STANDARDS

- .1 Not Applicable

1.2 RELATED WORK

- .1 Common Work Results Electrical: Section 26 05 00

1.3 SHOP DRAWINGS AND PRODUCT DATA

- .1 Submit shop drawings and product data in accordance with Division 1.

1.4 OPERATION AND MAINTENANCE DATA

- .1 Not Applicable

PART 2 – PRODUCTS

2.1 SUPPORT DEVICES

- .1 U shape, size 41mm x 41mm, 2.5mm thick, surface mounted or suspended as required.
- .2 Supply and install all necessary inserts, rods, channels, brackets, etc., to form a support system capable of carrying at least twice the weight of the equipment supported.
- .3 All hanger rods shall be 10mm diameter continuous threaded rod cut to required lengths. Cut off excess to within 13mm of bottom of channel.
- .4 All conduits not installed on Unistrut or approved equal type support channels to be supported as follows:
 - .1 13mm up to and including 35mm conduits - one hole steel straps.
 - .2 41mm and larger sizes - two hole steel straps.
- .6 All suspended conduit runs containing horizontal or vertical elbows shall have one additional support rod installed at not more than 300mm from midpoint of all 90 degree bends.
- .7 Beam clamps to secure conduit to exposed steel work.
- .8 In no case will the use of tye-wraps for supporting purposes be acceptable unless explicitly approved for the purpose, such as for securing wiring in-place.
- .8 All trays, wireways, and multiple conduits, shall be supported by a steel channel support system with all components, hangers, wall supports, cable clamps, etc., specifically manufactured and approved for their application.

- .9 Fastening devices for cabinets, boxes, supports, etc., shall be nut and bolt, ramset, expansion shields, wedge anchors, or toggle bolts, size and number to suit the application or as detailed on the drawings. Toggle bolts shall not be used in gypsum wallboard construction.
- .10 Fastening devices for outlet boxes shall be nut and bolt, ramset, expansion shields, wedge anchors or caddy clips, size and number to suit the application or as detailed on the drawings.
- .11 Suspended outlet, pull and junction boxes shall be supported with minimum 10mm threaded rod, nuts and flat washers. Threaded rods shall be secured to boxes with one flat washer and nut installed on both sides of box. Threaded rods shall be installed as follows:
 - .1 One rod required for all types of boxes sized 150mmx150mm and smaller;
 - .2 Two rods required for all types of boxes sized larger than 150mmx150mm up to and including 300mmx300mm;
 - .3 Minimum of four rods required for all boxes larger than 300mmx300mm.

PART 3 – EXECUTION

3.1 INSTALLATION

- .1 Secure equipment to hollow or solid masonry tile and plaster surfaces with lead anchors.
- .2 Secure equipment to poured concrete with expandable inserts.
- .3 Secure equipment to hollow masonry wall, or suspended ceilings with toggle bolts.
- .4 Secure surface mounted equipment with twist clip fasteners to inverted T bar ceilings. Ensure that T-bars are adequately supported to carry weight of equipment specified before installation.
- .5 Support equipment, conduit or cables using clips, spring loaded bolts, cable clamps designed as accessories to basic channel members.
- .6 Suspended support systems.
 - .1 Support individual cable or conduit runs with 10mm dia threaded rods and spring clips.
 - .2 Support 2 or more cables or conduits on channels supported by 10mm dia threaded rod hangers where direct fastening to building construction is impractical.
- .7 For surface mounting of two or more conduits use channels at 1.5m on center spacing.
- .8 Provide metal brackets, frames, hangers, clamps and related types of support structures where indicated or as required to support conduit and cable runs.
- .9 Ensure adequate support for raceways and cables dropped vertically to equipment where there is no wall support.
- .10 Do not use wire lashing or perforated strap to support or secure raceways or cables.
- .11 Do not use supports or equipment installed for other trades for conduit or cable support except with permission of other trade and approval of Engineer.
- .12 Install fastenings and supports as required for each type of equipment cables and conduits, and in accordance with manufacturer's installation recommendations.

- .13 Coordinate the location of any insert to miss concrete reinforcement and obtain approval of Architect and/or Engineer prior to installing.
- .14 Secure all equipment in a manner so as not to distort or cause undue stress on any components.
- .15 Support of any equipment shall not rely on the strength of plaster or gypsum board construction.

END OF SECTION

PART 1 – GENERAL

1.1 REFERENCE STANDARDS

- .1 CSA C22.2 No. 40 - Junction and pull boxes.

1.2 RELATED WORK

- .1 Not Applicable

1.3 SHOP DRAWINGS AND PRODUCT DATA

- .1 Submit shop drawings and products data for splitters and cabinets in accordance with Division 1.

1.4 OPERATION AND MAINTENANCE DATA

- .1 Not Applicable

PART 2 – PRODUCTS

2.1 JUNCTION AND PULL BOXES

- .1 Pull and junction boxes, where larger than standard switch boxes, shall be sized according to C.E.C. Section 12-3038.
- .2 Welded steel construction with screw-on flat covers for surface mounting.
- .3 Covers with 25mm minimum extension all around, for flush-mounted pull and junction boxes.
- .4 Junction boxes 150mm x 150mm and larger used in branch circuit wiring shall be complete with bonding terminal strips.

2.2 CABINETS

- .1 Cabinets shall be steel fabricated to CSA and EEMAC Standards with baked enamel finish. Cabinets shall be EEMAC Standard Types "E" or "T" as indicated on the drawings.
- .1 Type E: sheet steel, hinged door and return flange overlapping sides, handle, lock and catch, for surface mounting.
- .2 Type T: sheet steel cabinet, with hinged door, latch, lock, 2 keys, containing 19mm plywood backboard for surface or flush mounting as indicated.

PART 3 – EXECUTION

3.1 JUNCTION, PULL BOXES AND CABINETS

- .1 Install pull boxes in inconspicuous but accessible locations.
- .2 Mount cabinets with top not higher than 2000mm above finished floor.
- .3 Install terminal block as indicated in Type "T" cabinets.
- .4 Only main junction and pull boxes are indicated. Install pull boxes so as not to exceed 1000 ft. of conduit run between pull boxes.
- .5 In **no case** shall a pull or junction box be installed in a ceiling space that is not considered accessible unless provision is made for access to the box as approved by Architect and/or Engineer. Boxes and plates exposed to view and in suspended ceilings shall be colour coded with self-adhesive discs (diameters shown) as specified below:

<u>System</u>	<u>Colour</u>
Low voltage (>50V)	19mm Violet
120/208V Lighting and Power	19mm Yellow
Voice only	19mm Black
Security	19mm Brown
Grounding	19mm Green
Data only	6mm White inside 19mm Black
Voice and Data	6mm White inside 19mm Blue

Colour codes will be permitted to change only upon permission from Architect and/or Engineer

A wood framed plexiglass picture is to be supplied and mounted in the main electrical room. It shall be type written with the system colour and also a sample of paint adjacent.

- .6 Tiles or access hatches or doors for locating boxes shall be identified with approved type locating indicators and not tacks.
- .7 Coverplates for junction and/or pull boxes located **above concealed accessible ceilings** housing branch circuits for 208/120V/4 wire systems to have branch circuit breaker numbers **neatly** identified on plate, felt marker will suffice, boxes housing 5 circuits or less.
- .8 All branch conductors to be identified in all junction and/or pull boxes with write-on, self-laminating labels.
- .9 All junction boxes containing six or more branch circuits shall be installed in type "E" box c/w terminal strip. **Minimum size** of box to be 300mm x 300mm x 100mm.
- .10 Terminal strip(s) to be large enough to terminate all phase, neutral and bonding conductors as required plus size spare terminals.
- .11 All "E" box coverplates to have "Lamicoid" nameplates identifying designated panel letter and/or number affixed via pop rivet method.
- .12 All pull and junction boxes 150mm x 150mm and larger having auxiliary systems housed within shall be identified with "Lamicoid" nameplates permanently affixed.

3.2 IDENTIFICATION

- .1 Provide equipment identification in accordance with Section 26 05 00.

- .2 Install size 2 identification labels indicating system name, voltage, and phase.

END OF SECTION

PART 1 – GENERAL

1.1 REFERENCE STANDARDS

- .1 CSA C22.2 No. 18 - Outlet boxes, conduit boxes and fittings.

1.2 RELATED WORK

- .1 Not Applicable

1.3 SHOP DRAWINGS AND PRODUCT DATA

- .1 Not Applicable

1.4 OPERATION AND MAINTENANCE MANUAL

- .1 Not Applicable

PART 2 – PRODUCTS

2.1 OUTLET AND CONDUIT BOXES GENERAL

- .1 Size boxes in accordance with Canadian Electrical Code, Part 1.
- .2 100mm square or larger outlet boxes as required for special devices.
- .3 Gang boxes where wiring devices are grouped.
- .4 Blank cover plates for boxes without wiring devices.
- .5 Combination boxes with CSA approved barriers where outlets for more than one system are grouped.
- .6 Outlet boxes for concealed use in frame construction shall be sectional, galvanized, pressed steel; these shall be restricted for use with flexible conduit AC-90 cable (where indicated) or other pliable type cable. The installation of any type of rigid type conduit in sectional boxes is prohibited. Where wire fill dictates larger boxes for outlets, use suitably sized square boxes with raised, square, welded tile ring style extensions. Tile rings shall not be used in surface mounted installations. Plaster type rings are not acceptable.
- .7 All outlet boxes connected to AC90 cabling shall be specifically designed for the purpose. Dual rated boxes are not acceptable.
- .8 Where multiple flush boxes are installed grouped together in metal drywall partitions, they shall be supported between the studs with a box mounting bracket.

2.2 **SHEET STEEL OUTLET BOXES**

- .1 Electro-galvanized steel single and multi-gang flush **device boxes** for flush installation, minimum size 75 x 50 x 63mm or as indicated with a minimum volume of 262,192 cu. 100mm (4 inch) square outlet boxes when more than one conduit enters one side, with extension and tile rings (square, welded type) as required. For use in masonry construction, style MB (S or D) shall be used.
- .2 100 mm square or octagonal outlet boxes for lighting fixtures.
- .3 100mm square outlet boxes with extension and plaster rings for flush mounting special devices in finished plaster or tile walls.

2.3 **CONDUIT BOXES**

- .1 Cast FS Aluminum boxes with factory-threaded hubs and mounting feet for surface wiring of switches and receptacles.
- .2 Metal type “FS” device plates to be used on all type “FS” boxes unless noted otherwise.

2.4 **FITTINGS - GENERAL**

- .1 Bushing and connectors with nylon insulated throats.
- .2 Knock-out fillers to prevent entry of foreign materials.
- .3 Conduit outlet bodies for conduit up to 32mm and pull boxes for larger conduits.
- .4 Double locknuts and insulated bushings on sheet metal boxes.

2.5 **CONDUIT SUPPORTS**

- .1 In steel stud framing construction provide for boxes a metal stud clip and a far side support or a separate quick mount support.
- .2 Use adjustable screws gun brackets where box requires mounting between steel studs.
- .3 Other support systems will be accepted only after review by Engineer.

PART 3 – **EXECUTION**

3.1 **INSTALLATION**

- .1 Support boxes independently of connecting conduits.
- .2 Fill boxes with paper, sponges or foam or similar approved material to prevent entry of construction material. Remove filling material at completion of project.
- .3 For flush installations mount outlets flush with finished wall using plaster rings to permit wall finish to come within 65mm of opening.

- .4 Provide correct size of openings in boxes for conduit and armoured cable connections. Reducing washers not allowed.
- .5 At each local switch, receptacle, ceiling or wall fixture, continuous row of fixtures, or system unit (i.e. fire alarm, T.V., etc.) provide and install a standard or twin filler or barrier pressed steel outlet box, unless specifically noted otherwise. All outlet boxes shall be fabricated of galvanized sheet steel and set flush with finished surfaces. They shall be rigidly and securely set.
- .6 All flexible conduit fixture feeds shall originate from the side of the outlet box and not from the box cover, with the exception of the modular furniture connections, which shall be permitted to exit from the cover.
- .7 In locating outlets, take care to allow for radiation, pipes, ducts, etc., and for the variation in arrangement and thickness of finishes, etc. Failure to comply with this will not relieve Electrical Contractor from the cost of necessary alterations.
- .8 Allow for the relocation of an outlet up to a dimension of 3m from that indicated on drawings, provided notice is given before roughing-in has been completed.

END OF SECTION

PART 1 – GENERAL

1.1 REFERENCE STANDARDS

- .1 Canadian Standards Association (CSA)
 - .1 CAN/CSA C22.2 No. 18, Outlet Boxes, Conduit Boxes, and Fittings and Associated Hardware.
 - .2 CSA C22.2 No. 56, Flexible Metal Conduit and Liquid-Tight Flexible Metal Conduit.
 - .3 CSA C22.2 No. 83, Electrical Metallic Tubing.

1.2 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate and recycle waste materials in accordance with local requirements.
- .2 Place materials defined as hazardous or toxic waste in designated containers.
- .3 Ensure emptied containers are sealed and stored safely for disposal away from children.
- .4 Collect and separate plastic, paper packaging and corrugated cardboard in accordance with Waste Management Plan.

PART 2 – PRODUCTS

2.1 CONDUITS

- .1 Thin wall type electrical metallic tubing "EMT" with steel set screw couplings, galvanized, size as indicated.
- .2 Rigid PVC conduit, size as indicated.

2.2 EXPANSION FITTINGS FOR RIGID CONDUIT

- .1 Weatherproof expansion fittings with internal bonding assembly suitable for 100 mm linear expansion.
- .2 Watertight expansion fittings with integral bonding jumper suitable for linear expansion and 19 mm deflection in all directions.
- .3 Weatherproof expansion fittings for linear expansion at entry to panel.

2.3 FISHCORD

- .1 6.5 mm standard nylon pull rope with tensile strength of 5 kN.

PART 3 – EXECUTION

3.1 INSTALLATION

- .1 Install conduits to conserve headroom in exposed locations and cause minimum interference in spaces through which they pass.
- .2 Conceal conduits except in mechanical and electrical service rooms and in unfinished areas.
- .3 Use electrical metallic tubing (EMT) except in cast concrete and above 2.4 m not subject to mechanical injury.
- .4 Use rain-tight connectors and couplings where vertical portion of EMT conduit runs terminate into the top of electrical equipment incorporating drip shields or hoods.
- .5 Use rigid PVC conduit underground and in corrosive areas. Thin-wall (DB2) rigid PVC shall be permitted only where encased in concrete.
- .6 Use liquid tight flexible metal conduit (minimum 3/8" internal diameter) for connection to cameras.
- .7 Minimum conduit size for lighting and power circuits: 19 mm.
- .8 Install EMT conduit from branch circuit panel to outlet boxes located in sub floor.
- .9 Bend conduit cold. Replace conduit if kinked or flattened more than 1/10th of its original diameter.
- .10 Mechanically bend steel conduit over 19 mm diameter.
- .11 Field threads on rigid conduit must be of sufficient length to draw conduits up tight.
- .12 Install fish cord in empty conduits.
- .13 Run 2 - 25 mm spare conduits up to ceiling space and 2 - 25 mm spare conduits down to ceiling space from each flush panel. Terminate these conduits in 152 x 152 x 102 mm junction boxes in ceiling space or in the case of an exposed concrete slab, terminate each conduit in surface type box.
- .14 Remove and replace blocked conduit sections. Do not use liquids to clean out conduits.
- .15 Dry conduits out before installing wire.
- .16 Use electrical metallic tubing (EMT) for the following:
 - .1 Communication outlets between the device box and accessible ceiling space in all wall and partitions;
 - .2 All security system wiring;
 - .3 All panel feeders;
 - .4 Structured wiring for system copper backbone cable;
 - .5 All fiber;
 - .6 Home runs to panel boards from all branch circuit wiring;
 - .7 Where noted elsewhere.

3.2 **SURFACE CONDUITS**

- .1 Run parallel or perpendicular to building lines.
- .2 Locate conduits behind infrared or gas fired heaters with minimum 1.5 m clearance.
- .3 Run conduits in flanged portion of structural steel.
- .4 Group conduits wherever possible on surface channels.
- .5 Do not pass conduits through structural members except as indicated.
- .6 Do not locate conduits less than 75 mm parallel to steam or hot water lines with minimum of 25 mm at crossovers.

3.3 **CONCEALED CONDUITS**

- .1 Run parallel or perpendicular to building lines.
- .2 Do not install horizontal runs in masonry walls.
- .3 Do not install conduits in terrazzo or concrete toppings.

3.4 **CONDUITS UNDERGROUND**

- .1 Slope conduits to provide drainage.
- .2 Waterproof joints (PVC excepted) with heavy coat of bituminous paint.

END OF SECTION

PART 1 – GENERAL

- .1 Not Applicable.

PART 2 – PRODUCTS

- .1 Not Applicable

PART 3 – EXECUTION

3.1 CABLE INSTALLATION IN DUCTS

- .1 Install cables as indicated, in ducts.
- .2 Do not pull spliced cables inside ducts.
- .3 Install multiple cables in duct simultaneously.
- .4 Use CSA approved lubricants of type compatible with cable jacket to reduce pulling tension.
- .5 To facilitate matching of colour coded multi conductor control cables reel off in same direction during installation.
- .6 Before pulling cable into ducts and until cables are properly terminated seal ends of non-leaded cables with moisture seal tape.
- .7 After installation of cables, seal duct ends with duct sealing compound.

3.2 TESTING

- .1 Perform tests in accordance with Section 26 05 00.
- .2 Perform tests using qualified personnel. Provide necessary instruments and equipment.
- .3 Check phase rotation and identify each phase conductor of each feeder.
- .4 Check each feeder for continuity, short circuits and grounds. Ensure resistance to ground of circuits is not less than 50 megaohms.
- .5 Pre-acceptance tests
 - .1 After installing cable but before splicing and terminating, perform insulation resistance test with 600 V megger on each phase conductor.
 - .2 Check insulation resistance after each splice and/or termination to ensure that cable system is ready for acceptance testing.
- .6 Acceptance Tests
 - .1 Ensure that terminations and accessory equipment are disconnected.
 - .2 Ground shields, ground wires, metallic armour and conductors not under test.

- .7 Provide Architect and/or Engineer with list of test results showing location at which each test was made, circuit tested and result of each test.
- .8 Remove and replace entire length of cable if cable fails to meet any of the test criteria.
- .9 Failure to provide test results will delay progress billing.

END OF SECTION

PART 1 – GENERAL

1.1 REFERENCE STANDARDS

- .1 CSA C22.2 No. 5.1 - Moulded Case Circuit Breakers.

1.2 RELATED WORK

- .1 Not Applicable

1.3 SHOP DRAWINGS AND PRODUCT DATA

- .1 Submit product data in accordance with Division 1.
- .2 Include time-current characteristic curves for breakers with ampacity of 400A and over or with interrupting capacity of 22,000A symmetrical RMS and over at system voltage.

1.4 OPERATION AND MAINTENANCE DATA

- .1 Not Applicable.

PART 2 – PRODUCTS

2.1 BREAKERS GENERAL

- .1 Bolt-on moulded case circuit breaker, quick-make, quick-break type, de-ionizing arc chambers for manual and automatic operation with temperature compensation for 40 degree C ambient. Breakers to be trip-free of operating handles on overloads with a definite indication when tripping has taken place.
- .2 Mini type circuit breakers are not acceptable.
- .3 Multi-pole breakers shall have common trip mechanisms; tie handles are not acceptable.
- .4 Magnetic instantaneous trip elements in circuit breakers, to operate only when the value of current reaches setting. Trip settings on breakers with adjustable trips to range from 10 to 12 times current rating.
- .5 Circuit breakers with interchangeable trips as indicated.
- .6 Circuit breaker interrupting rating shall match that of existing breakers.

2.2 BREAKER TYPE GROUND FAULT INTERRUPTER

- .1 Ground fault protection where required by circuit breakers in branch circuit panelboards shall be CSA listed as Class "A", Group "1", with a sensitivity of 5 milliamps or greater. Breakers shall be of the thermal magnetic type incorporating a solid state ground fault sensing circuit and push to test push button. Breakers shall be of the bolt on design, and interchangeable with other

panelboard breakers. Interrupting capacity shall be 22,000 RMS symmetrical amperes or as indicated.

2.3 **MANUFACTURERS**

- .1 Breaker manufacturer shall match that of panel in which they are installed.

PART 3 – **EXECUTION**

3.1 **INSTALLATION**

- .1 Circuit breakers shall be securely mounted in switchboards, panelboards, or EEMAC one (1) enclosures as indicated on the drawings and as required by other sections of the specifications.

END OF SECTION

PART 1 – GENERAL

1.1 GENERAL

- .1 The General Conditions of the contract as well as provisions of Division 1 are part of and to be read in conjunction with this Section.

1.2 RELATED WORK BY OTHER DIVISIONS:

- .1 Excavation and backfilling.

1.3 PRODUCT DATA

- .1 Submit product data in accordance with Division 1.

PART 2 – PRODUCTS

2.1 LUMINAIRES

- .1 Fixture to be LED with Type 5 wide distribution and built in photocell. Fixture to be salt spray and fog tested for a minimum of 5000 hours and come with a 5 year warranty. Fixture to have a minimum efficacy of 120 lumens per watt.

2.2 POLE

- .1 Pole to be fabricated from materials resistant to salt spray. Pole height to be as indicated.

2.3 PHOTOCELL

- .1 Not applicable.

2.4 LIGHTING CONTACTOR

- .1 Not applicable.

PART 3 – EXECUTION

3.1 INSTALLATION

- .1 Install brackets on poles, as indicated.
- .2 Install luminaires on pole brackets, connect to pole wiring and install lamps.
- .3 Provide fuse and install in fuse holder.
-

END OF SECTION

PART 1 – GENERAL

1.1 RELATED SECTIONS

- .1 Section 26 05 31 - Splitters, Junction, Pull Boxes and Cabinets.
- .2 Section 26 05 34 - Conduits, Conduit Fastenings and Conduit Fittings.

1.2 SYSTEM DESCRIPTION

- .1 Communication systems consist of, but may not be limited to, structured wiring system (data), CCTV
- .2 Communications system wiring refers to all wiring associated with the systems indicated above.

PART 2 – PRODUCTS

2.1 COMMUNICATION SYSTEMS WIRE AND CABLE

- .1 Low Voltage Cable:
 - .1 Cable, unless specifically indicated otherwise, minimum FT-6 rated cable is to be used throughout.
 - .2 Cable jacket:
 - .1 Labeled with the following information, as a minimum:
 - .1 Cable type.
 - .2 FT-6 rating.
 - .3 Temperature rating.
 - .4 CSA number.
 - .5 Rated voltage.
 - .6 Gauge and number of conductors.
 - .2 Cable not identified as above will not be permitted to be installed on this project.
 - .3 Coloured as follows:

System Description	Jacket Colour
Data	White
CCTV	Red
Access Control System	Red

2.2 SUPPORT SYSTEMS

- .1 Conduit as noted on the drawings.

PART 3 – EXECUTION

3.1 WIRING METHODS.

- .1 The electrical contractor is to supply and install a suitably sized electrical junction box for all wiring supplied by the electrical contractor, regardless of system voltage. This electrical box will contain all electrical connections associated with wiring for all electrical systems.
- .2 All surface wiring installed in rooms and/or other areas not having any hung, or drop type ceilings, or where otherwise installed on, or to wall surfaces etc., are to always be contained or sleeved in EMT type conduits.
- .3 All non-concealed, surface type wiring installed on either ceilings and/or walls, is to also be sleeved in EMT type conduit.
- .4 All concealed wiring routed through rooms with drywall or other inaccessible ceiling types are to be installed in a conduit system. The installation of access doors or recessed light fixtures in these areas does not change these types of ceilings from inaccessible to accessible.
- .5 Pull boxes are to be sized in conformance with CEC Rule 12-3036, unless noted otherwise. In addition, pull boxes installed on conduits used for the installation of communication systems for straight pulls, shall conform to the following minimum requirements:
 1. Minimum size of pull box: 150 X 150 X 100 (6 x 6 x 4 inch)
 2. 35 mm (1-1/4 in): 150 wide X 510 long X 100 deep (6 x 20 x 4 inch).
 3. 41 mm (1-1/2 in): 200 wide X 686 long X 100 deep (8 x 27 x 4 inch).
 4. 50 mm (2 in): 200 wide X 914 long X 150 deep (8 x 36 x 4 inch).
 5. 75 mm (3 in): 300 wide X 1220 long X 100 deep (12 x 48 x 6 inch).
 6. 100 mm (4 in): 375 wide X 1525 long X 200 deep (15 x 60 x 8 inch)
- .6 Unless specifically indicated otherwise, minimum FT-6 rated cable is to be used throughout.
- .7 Maximum Conduit Fill for Voice and Data Wiring. Note that the minimum acceptable conduit size for communications pathways shall be 27 mm (1 inch), unless noted otherwise:
 1. 27 (1) Up to 4 Cat 6A cables
 2. 35 (1 1/4) 5 to 8 Cat 6A cables
 3. 41 (1 1/2) 9 to 10 Cat 6A cables
 4. 53 (2) 11 to 17 Cat 6A cables
 5. 63 (2 1/2) 18 to 24 Cat 6A cables
 6. 78 (3) 25 to 37 Cat 6A cables
 7. 103 (4) 38 to 64 Cat 6A cables

END OF SECTION

PART 1 – GENERAL

1.1 RELATED SECTIONS

- .1 26 05 00 Common Work Results for Electrical
- .2 26 05 34 Conduits, Conduit Fastenings and Conduit Fittings

1.2 REFERENCE STANDARDS

1.3 SCOPE OF WORK

- .1 Provide a complete structured cabling system to carry data, as indicated on the drawings. System components include but may not be limited to the following:
 - .1 Category 6 UTP wiring (FT-6 rated) CMR.
 - .2 Grounding and bonding system.
 - .3 Complete project documentation and as built drawings.

PART 2 – PRODUCTS

2.1 GENERAL

- .1 All products installed in this system must be part of a complete end to end solution by a single manufacturer. Approved cable partners for that particular solution will be acceptable provided appropriate documentation is submitted at the time of shop drawing submittal and a warranty level is provided in conformance with this specification.

2.2 HORIZONTAL CABLING SYSTEM

- .1 Cable
 - .1 23 AWG 4 pair Category 6 cable.
 - .2 CMR (FT6 Rated).
 - .3 Blue Outer Jacket for voice, White Outer Jacket for data.
 - .4 CSA T529-95 Category 6 Compliant to 568-C.2.

PART 3 – EXECUTION

3.1 INSTALLATION

- .1 Install horizontal cabling in conformance with 27 05 28 Pathways for Communications Systems.
- .2 Provide a record drawing of each floor plan detailing all structured wiring cables and jacks.
- .3 Perform an Augmented Category 6 permanent link test of each installed cable to 500 MHz performance parameters. Submit test results for review. All cords tested must meet or exceed the minimum transmission requirements as per Augmented Category 6 requirements.

END OF SECTION



TP1 Amount Payable – General

1.1 Subject to any other provisions of the contract, Her Majesty shall pay the Contractor, at the times and in the manner hereinafter set out, the amount by which

1.1.1 the aggregate of the amounts described in TP2 exceeds

1.1.2 the aggregate of the amounts described in TP3

and the Contractor shall accept that amount as payment in full satisfaction for everything furnished and done by him in respect of the work to which the payment relates.

TP2 Amounts Payable to the Contractor

2.1 The amounts referred to in TP1.1.1 are the aggregate of

2.1.1 the amounts referred to in the Articles of Agreement, and

2.1.2 the amounts, if any, that are payable to the Contractor pursuant to the General Conditions.

TP3 Amounts Payable to Her Majesty

3.1 The amounts referred to in TP1.1.2 are the aggregate of the amounts, in any, that the Contractor is liable to pay Her Majesty pursuant to the contract.

3.2 When making any payments to the Contractor, the failure of Her Majesty to deduct an amount referred to in TP3.1 from an amount referred to in TP2 shall not constitute a waiver of the right to do so, or an admission of lack of entitlement to do so in any subsequent payment to the Contractor.

TP4 Time of Payment

4.1 In these Terms of Payment

4.1.1 The “payment period” means a period of 30 consecutive days or such other longer period as is agreed between the Contractor and the Departmental Representative.

4.1.2 An amount is “due and payable” when it is due and payable by Her Majesty to the Contractor according to TP4.4, TP4.7 or TP4.10.

4.1.3 An amount is overdue when it is unpaid on the first day following the day upon which it is due and payable.

4.1.4 The “date of payment” means the date of the negotiable instrument of an amount due and payable by the Receiver General for Canada and given for payment.

4.1.5 The “Bank Rate” means the discount rate of interest set by the Bank of Canada in effect at the opening of business on the date of payment.



- 4.2 The Contractor shall, on the expiration of a payment period, deliver to the Departmental Representative in respect of that payment period a written progress claim that fully describes any part of the work that has been completed, and any material that was delivered to the work site but not incorporated into the work during that payment period.
- 4.3 The Departmental Representative shall, not later than ten days after receipt by him of a progress claim referred to in TP4.2,
- 4.3.1 inspect the part of the work and the material described in the progress claim; and
- 4.3.2 issue a progress report, a copy of which the Departmental Representative will give to the Contractor, that indicates the value of the part of the work and the material described in the progress claim that, in the opinion of the Departmental Representative,
- 4.3.2.1 is in accordance with the contract, and
- 4.3.2.2 was not included in any other progress report relating to the contract.
- 4.4 Subject to TP1 and TP4.5 Her Majesty shall, not later than 30 days after receipt by the Departmental Representative of a progress claim referred to in TP4.2, pay the Contractor
- 4.4.1 an amount that is equal to 95% of the value that is indicated in the progress report referred to in TP4.3.2 if a labour and material payment bond has been furnished by the Contractor, or
- 4.4.2 an amount that is equal to 90% of the value that is indicated in the progress report referred to in TP4.3.2 if a labour and material payment bond has not been furnished by the Contractor.
- 4.5 It is a condition precedent to Her Majesty's obligation under TP4.4 that the Contractor has made and delivered to the Departmental Representative,
- 4.5.1 a statutory declaration described in TP4.6 in respect of a progress claim referred to in TP4.2,
- 4.5.2 in the case of the Contractor's first progress claim, a construction schedule in accordance with the relevant sections of the Specifications, and
- 4.5.3 if the requirement for a schedule is specified, an update of the said schedule at the times identified in the relevant sections of the Specifications.
- 4.6 A statutory declaration referred to in TP4.5 shall contain a deposition by the Contractor that
- 4.6.1 up to the date of the Contractor's progress claim, the Contractor has complied with all his lawful obligations with respect to the Labour Conditions; and
- 4.6.2 up to the date of the Contractor's immediately preceding progress claim, all lawful obligations of the Contractor to subcontractors and suppliers of material in respect of the



work under the contract have been fully discharged.

- 4.7 Subject to TP1 and TP4.8, Her Majesty shall, not later than 30 days after the date of issue of an Interim Certificate of Completion referred to in GC44.2, pay the Contractor the amount referred to in TP1 less the aggregate of
- 4.7.1 the sum of all payments that were made pursuant to TP4.4;
 - 4.7.2 an amount that is equal to the Departmental Representative's estimate of the cost to Her Majesty or rectifying defects described in the Interim Certificate of Completion; and
 - 4.7.3 an amount that is equal to the Departmental Representative's estimate of the cost to Her Majesty of completing the parts of the work described in the Interim Certificate of Completion other than the defects referred to in TP4.7.2.
- 4.8 It is a condition precedent to Her Majesty's obligation under TP4.7 that the Contractor has made and delivered to the Departmental Representative,
- 4.8.1 a statutory declaration described in TP4.9 in respect of an Interim Certificate of Completion referred to in GC44.2, and
 - 4.8.2 if so specified in the relevant sections of the Specifications, and update of the construction schedule referred to in TP4.5.2 and the updated schedule shall, in addition to the specified requirements, clearly show a detailed timetable that is acceptable to the Departmental Representative for the completion of any unfinished work and the correction of all defects.
- 4.9 A statutory declaration referred to in TP4.8 shall contain a deposition by the contractor that up to the date of the Interim Certificate of Completion the Contractor has
- 4.9.1 complied with all of the Contractor's lawful obligations with respect to the Labour Conditions;
 - 4.9.2 discharged all of the Contractor's lawful obligations to the subcontractors and suppliers of material in respect of the work under the contract; and
 - 4.9.3 discharged the Contractor's lawful obligations referred to in GC14.6.
- 4.10 Subject to TP1 and TP4.11, Her Majesty shall, not later than 60 days after the date of issue of a Final Certificate of Completion referred to in GC44.1, pay the Contractor the amount referred to in TP1 less the aggregate of
- 4.10.1 the sum of all payments that were made pursuant to TP4.4; and
 - 4.10.2 the sum of all payments that were made pursuant to TP4.7.
- 4.11 It is a condition precedent to Her Majesty's obligation under TP4.10 that the Contractor has made and delivered a statutory declaration described in TP4.12 to the Departmental Representative.



- 4.12 A statutory declaration referred to in TP4.11 shall, in addition to the depositions described in TP4.9, contain a deposition by the Contractor that all of the Contractor's lawful obligations and any lawful claims against the Contractor that arose out of the performance of the contract have been discharged and satisfied.

TP5 Progress Report and Payment Thereunder Not Binding on Her Majesty

- 5.1 Neither a progress report referred to in TP4.3 nor any payment made by Her Majesty pursuant to these Terms of Payment shall be construed as an admission by Her Majesty that the work, material or any part thereof is complete, is satisfactory or is in accordance with the contract.

TP6 Delay in Making Payment

- 6.1 Notwithstanding GC7 any delay by Her Majesty in making any payment when it is due pursuant to these Terms of Payment shall not be a breach of the contract by Her Majesty.
- 6.2 Her Majesty shall pay, without demand from the Contractor, simple interest at the Bank Rate plus 1 -1/4 per centum on any amount which is overdue pursuant to TP4.1.3, and the interest shall apply from and include the day such amount became overdue until the day prior to the date of payment except that
- 6.2.1 interest shall not be payable or paid unless the amount referred to in TP6.2 has been overdue for more that 15 days following
- 6.2.1.1 the date the said amount became due and payable, or
- 6.2.1.2 the receipt by the Departmental Representative of the Statutory Declaration referred to in TP4.5, TP4.8 or TP4.11,
- whichever is the later, and
- 6.6.2 interest shall not be payable or paid on overdue advance payments if any.

TP7 Right of Set-off

- 7.1 Without limiting any right of set-off or deduction given or implied by law or elsewhere in the contract, Her Majesty may set off any amount payable to Her Majesty by the Contractor under this contract or under any current contract against any amount payable to the Contractor under this contract.
- 7.2 For the purposes of TP7.1, "current contract" means a contract between Her Majesty and the Contractor
- 7.2.1 under which the Contractor has an undischarged obligation to perform or supply work, labour or material, or
- 7.2.2 in respect of which Her Majesty has, since the date of which the Articles of Agreement were made, exercised any right to take the work that is the subject of the contract out of the Contractor's hands.



TP8 Payment in Event of Termination

- 8.1 If the contract is terminated pursuant to GC41, Her Majesty shall pay the Contractor any amount that is lawfully due and payable to the Contractor as soon as is practicable under the circumstances.

TP9 Interest on Settled Claims

- 9.1 Her Majesty shall pay to the Contractor simple interest on the amount of a settled claim at an average Bank Rate plus 1 ¼ per centum from the date the settled claim was outstanding until the day prior to the date of payment.
- 9.2 For the purposes of TP9.1,
- 9.2.1 a claim is deemed to have been settled when an agreement in writing is signed by the Departmental Representative and the Contractor setting out the amount of the claim to be paid by Her Majesty and the items or work for which the said amount is to be paid.
- 9.2.2 an "average Bank Rate" means the discount rate of interest set by the Bank of Canada in effect at the end of each calendar month averaged over the period the settled claim was outstanding.
- 9.2.3 a settled claim is deemed to be outstanding from the day immediately following the date the said claim would have been due and payable under the contract had it not been disputed.
- 9.3 For the purposes of TP9 a claim means a disputed amount subject to negotiation between Her Majesty and the Contractor under the contract.



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GC1 Interpretation

1.1 In the contract

- 1.1.1 where reference is made to a part of the contract by means of numbers preceded by letters, the reference shall be construed to be a reference to the particular part of the contract that is identified by that combination of letters and numbers and to any other part of the contract referred to therein;
- 1.1.2 “contract” means the contract document referred to in the Articles of Agreement;
- 1.1.3 “contract security” means any security given by the Contractor to Her Majesty in accordance with the contract;
- 1.1.4 “Departmental Representative” means the officer or employee of Her Majesty who is designated pursuant to the Articles of Agreement and includes a person specially authorized by him to perform, on his behalf, any of his functions under the contract and is so designated in writing to the Contractor;
- 1.1.5 “material” includes all commodities, articles and things required to be furnished by or for the Contractor under the contract for incorporation into the work;
- 1.1.6 “Minister” includes a person acting for, or if the office is vacant, in place of the Minister and his successors in the office, and his or their lawful deputy and any of his or their representatives appointed for the purposes of the contract;
- 1.1.7 “person” includes, unless the context otherwise requires, a partnership, proprietorship, firm, joint venture, consortium and a corporation;
- 1.1.8 “plant” includes all animals, tools, implements, machinery, vehicles, buildings, structures, equipment and commodities, articles and things other than material, that are necessary for the due performance of the contract;
- 1.1.9 “subcontractor” means a person to whom the Contractor has, subject to GC4, subcontracted the whole or any part of the work;
- 1.1.10 “superintendent” means the employee of the Contractor who is designated by the Contractor to act pursuant to GC19;
- 1.1.11 “work includes, subject only to any express stipulation in the contract to the contrary, everything that is necessary to be done, furnished or delivered by the Contractor to perform the contract.

1.2 The headings in the contract documents, other than in the Plans and Specifications, form no part of the contract but are inserted for convenience of reference only.

1.3 In interpreting the contract, in the event of discrepancies or conflicts between anything in the Plans and Specifications and the General Conditions, the General Conditions govern.



- 1.4 In interpreting the Plans and Specifications, in the event of discrepancies or conflicts between
- 1.4.1 the Plans and Specifications, the Specifications govern;
 - 1.4.2 the Plans, the Plans drawn with the largest scale govern; and
 - 1.4.3 figured dimensions and scaled dimensions, the figured dimensions govern.

GC2 Successors and Assigns

- 2.1 The contract shall inure to the benefit of and be binding upon the parties hereto and their lawful heirs, executors, administrators, successors and assigns.

GC3 Assignment of Contract

- 3.1 The contract may not be assigned by the Contractor, either in whole or in part, without the written consent of the Minister.

GC4 Subcontracting by Contractor

- 4.1 Subject to this General Condition, the Contractor may subcontract any part of the work.
- 4.2 The Contractor shall notify the Departmental Representative in writing of his intention to subcontract.
- 4.3 A notification referred to in GC4.2 shall identify the part of the work, and the subcontractor with whom it is intended to subcontract.
- 4.4 The Departmental Representative may object to the intended subcontracting by notifying the Contractor in writing within six days of receipt by the Departmental Representative of a notification referred to in GC4.2.
- 4.5 If the Departmental Representative objects to a subcontracting pursuant to GC4.4, the Contractor shall not enter into the intended subcontract.
- 4.6 The contractor shall not, without the written consent of the Departmental Representative, change a subcontractor who has been engaged by him in accordance with this General Condition.
- 4.7 Every subcontract entered into by the Contractor shall adopt all of the terms and conditions of this contract that are of general application.
- 4.8 Neither a subcontracting nor the Departmental Representative's consent to a subcontracting by the Contractor shall be construed to relieve the Contractor from any obligation under the contract or to impose any liability upon Her Majesty.

GC5 Amendments



- 5.1 No amendment or change in any of the provisions of the contract shall have any force or effect until it is reduced to writing.

GC6 No Implied Obligations

- 6.1 No implied terms or obligations of any kind by or on behalf of Her Majesty shall arise from anything in the contract and the express covenants and agreements therein contained and made by Her Majesty are the only covenants and agreements upon which any rights against Her Majesty are to be founded.
- 6.2 The contract supersedes all communications, negotiations and agreements, either written or oral, relating to the work that were made prior to the date of the contract.

GC7 Time of Essence

- 7.1 Time is of the essence of the contract.

GC8 Indemnification by Contractor

- 8.1 The Contractor shall indemnify and save Her Majesty harmless from and against all claims, demand, losses, costs, damages, actions, suits, or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by or attributable to the activities of the Contractor, his servants, agents, subcontractors and sub-subcontractors in performing the work including an infringement or an alleged infringement of a patent of invention or any other kind of intellectual property.
- 8.2 For the purpose of GC8.1, "activities" includes any act improperly carried out, any omission to carry out an act and any delay in carrying out an act.

GC9 Indemnification by Her Majesty

- 9.1 Her Majesty shall, subject to the Crown Liability Act, the Patent Act, and any other law that affects Her Majesty's rights, powers, privileges or obligations, indemnify and save the Contractor harmless from and against all claims, demands, losses, costs, damage, actions, suits or proceedings arising out of his activities under the contract that are directly attributable to
- 9.1.1 lack of or a defect in Her Majesty's title to the work site whether real or alleged; or
- 9.1.2 an infringement or an alleged infringement by the Contractor of any patent of invention or any other kind of intellectual property occurring while the Contractor was performing any act for the purposes of the contract employing a model, plan or design or any other thing related to the work that was supplied by Her Majesty to the Contractor.

GC10 Members of House of Commons Not to Benefit



- 10.1 As required by the Parliament of Canada Act, it is an express condition of the contract that no member of the House of Commons shall be admitted to any share of part of the contract or to any benefit arising therefrom.

GC11 Notices

- 11.1 Any notice, consent, order, decision, direction or other communication, other than a notice referred to in GC11.4, that may be given to the Contractor pursuant to the contract may be given in any manner.
- 11.2 Any notice, consent, order, decision, direction or other communication required to be given in writing, to any party pursuant to the contract shall, subject to GC11.4, be deemed to have been effectively given
- 11.2.1 to the Contractor, if delivered personally to the Contractor or the Contractor's superintendent, or forwarded by mail, telex or facsimile to the Contractor at the address set out in A4.1, or
- 11.2.2 to Her Majesty, if delivered personally to the Departmental Representative, or forwarded by mail, telex or facsimile to the Departmental Representative at the address set out in A1.2.1.
- 11.3 Any such notice, consent, order, decision, direction or other communication given in accordance with GC11.2 shall be deemed to have been received by either party
- 11.3.1 if delivered personally, on the day that it was delivered,
- 11.3.2 if forwarded by mail, on the earlier of the day it was received and the sixth day after it was mailed, and
- 11.3.3 if forwarded by telex or facsimile, 24 hours after it was transmitted.
- 11.4 A notice given under GC38.1.1, GC40 and GC41, if delivered personally, shall be delivered to the Contractor if the Contractor is doing business as sole proprietor or, if the Contractor is a partnership or corporation, to an officer thereof.

GC12 Material, Plant and Real Property Supplied by Her Majesty

- 12.1 Subject to GC12.2, the Contractor is liable to Her Majesty for any loss of or damage to material, plant or real property that is supplied or placed in the care, custody and control of the Contractor by Her Majesty for use in connection with the contract, whether or not that loss or damage is attributable to causes beyond the Contractor's control.
- 12.2 The Contractor is not liable to Her Majesty for any loss or damage to material, plant or real property referred to in GC12.1 if that loss or damage results from and is directly attributable to reasonable wear and tear.
- 12.3 The Contractor shall not use any material, plant or real property referred to in GC12.1 except for



the purpose of performing this contract.

- 12.4 When the Contractor fails to make good any loss or damage for which he is liable under GC12.1 within a reasonable time after being required to do so by the Departmental Representative, the Departmental Representative may cause the loss or damage to be made good at the Contractor's expense, and the Contractor shall thereupon be liable to Her Majesty for the cost thereof and shall, on demand, pay to Her Majesty an amount equal to that cost.
- 12.5 The Contractor shall keep such records of all material, plant and real property referred to in GC12.1 as the Departmental Representative from time to time requires and shall satisfy the Departmental Representative, when requested, that such material, plant and real property are at the place and in the condition which they ought to be.

GC13 Material, Plant and Real Property Become Property of Her Majesty

- 13.1 Subject to GC14.7 all material and plant and the interest of the Contractor in all real property, licenses, powers and privileges purchased, used or consumed by the Contractor for the contract shall, after the time of their purchase, use or consumption be the property of Her Majesty for the purposes of the work and they shall continue to be the property of Her Majesty.
- 13.1.1 in the case of material, until the Departmental Representative indicates that he is satisfied that it will not be required for the work, and
- 13.1.2 in the case of plant, real property, licenses, powers and privileges, until the Departmental Representative indicates that he is satisfied that the interest vested in Her Majesty therein is no longer required for the purposes of the work.
- 13.2 Material or plant that is the property of Her Majesty by virtue of GC13.1 shall not be taken away from the work site or used or disposed of except for the purposes of the work without the written consent of the Departmental Representative.
- 13.3 Her Majesty is not liable for loss of or damage from any cause to the material or plant referred to in GC13.1 and the Contractor is liable for such loss or damage notwithstanding that the material or plant is the property of Her Majesty.

GC14 Permits and Taxes Payable

- 14.1 The Contractor shall, within 30 days after the date of the contract, tender to a municipal authority an amount equal to all fees and charges that would be lawfully payable to that municipal authority in respect of building permits as if the work were being performed for a person other than Her Majesty.
- 14.2 Within 10 days of making a tender pursuant to GC14.1, the Contractor shall notify the Departmental Representative of his action and of the amount tendered and whether or not the municipal authority has accepted that amount.
- 14.3 If the municipal authority does not accept the amount tendered pursuant to GC14.1 the Contractor shall pay that amount to Her Majesty within 6 days after the time stipulated in GC14.2.



- 14.4 For the purposes of GC14.1 to GC14.3 “municipal authority” means any authority that would have jurisdiction respecting permission to perform the work if the owner were not Her Majesty.
- 14.5 Notwithstanding the residency of the Contractor, the Contractor shall pay any applicable tax arising from or related to the performance of the work under the contract.
- 14.6 In accordance with the Statutory Declaration referred to in TP4.9, a Contractor who has neither residence nor place of business in the province in which work under the contract is being performed shall provide Her Majesty with proof of registration with the provincial sales tax authorities in the said province.
- 14.7 For the purpose of the payment of any applicable tax or the furnishing of security for the payment of any applicable tax arising from or related to the performance of the work under the contract, the Contractor shall, notwithstanding the fact that all material, plant and interest of the Contractor in all real property, licenses, powers and privileges, have become the property of Her Majesty after the time of purchase, be liable, as a user or consumer, for the payment or for the furnishing of security for the payment of any applicable tax payable, at the time of the use or consumption of that material, plant or interest of the Contractor in accordance with the relevant legislation.

GC15 Performance of Work under Direction of Departmental Representative

- 15.1 The Contractor shall
- 15.1.1 permit the Departmental Representative to have access to the work and its site at all times during the performance of the contract;
 - 15.1.2 furnish the Departmental Representative with such information respecting the performance of the contract as he may require; and
 - 15.1.3 give the Departmental Representative every possible assistance to enable the Departmental Representative to carry out his duty to see that the work is performed in accordance with the contract and to carry out any other duties and exercise any powers specially imposed or conferred on the Departmental Representative under the contract.

CG16 Cooperation with Other Contractors

- 16.1 Where, in the opinion of the Departmental Representative, it is necessary that other contractors or workers with or without plant and material, be sent onto the work or its site, the Contractor shall, to the satisfaction of the Departmental Representative, allow them access and cooperate with them in the carrying out of their duties and obligation.
- 16.2 If
- 16.2.1 the sending onto the work or its site of other contractors or workers pursuant to GC16.1 could not have been reasonably foreseen or anticipated by the Contractor when entering into the contract, and



16.2.2 the Contractor incurs, in the opinion of the Departmental Representative, extra expense in complying with GC16.1, and

16.2.3 The Contractor has given the Departmental Representative written notice of his claim for the extra expense referred to in GC16.2.2 within 30 days of the date that the other contractors or workers were sent onto the work or its site,

Her Majesty shall pay the Contractor the cost, calculated in accordance with GC48 to GC50, of the extra labour, plant and material that was necessarily incurred.

GC17 Examination of Work

17.1 If, at any time after the commencement of the work but prior to the expiry of the warranty or guarantee period, the Departmental Representative has reason to believe that the work or any part thereof has not been performed in accordance with the contract, the Departmental Representative may have that work examined by an expert of his choice.

17.2 If, as a result of an examination of the work referred to in GC17.1, it is established that the work was not performed in accordance with the contract, then, in addition to and without limiting or otherwise affecting any of Her Majesty's rights and remedies under the contract either at law or in equity, the Contractor shall pay Her Majesty, on demand, all reasonable costs and expenses that were incurred by Her Majesty in having that examination performed.

GC18 Clearing of Site

18.1 The Contractor shall maintain the work and its site in a tidy condition and free from the accumulation of waste material and debris, in accordance with any directions of the Departmental Representative.

18.2 Before the issue of an interim certificate referred to in GC44.2, the Contractor shall remove all the plant and material not required for the performance of the remaining work, and all waste material and other debris, and shall cause the work and its site to be clean and suitable for occupancy by Her Majesty's servants, unless otherwise stipulated in the contract.

18.3 Before the issue of a final certificate referred to in GC44.1, the Contractor, shall remove from the work and its site all of the surplus plant and material and any waste material and other debris.

18.4 The Contractor's obligations described in GC18.1 to GC18.3 do not extend to waste material and other debris caused by Her Majesty's servants or contractors and workers referred to in GC16.1.

GC19 Contractor's Superintendent

19.1 The Contractor shall, forthwith upon the award of the contract, designate a superintendent.

19.2 The Contractor shall forthwith notify the Departmental Representative of the name, address and telephone number of a superintendent designate pursuant to GC19.1.



- 19.3 A superintendent designated pursuant to GC19.1 shall be in full charge of the operations of the Contractor in the performance of the work and is authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the Contractor that may be given to the superintendent under the contract.
- 19.4 The Contractor shall, until the work has been completed, keep a competent superintendent at the work site during working hours.
- 19.5 The Contractor shall, upon the request of the Departmental Representative, remove any superintendent who, in the opinion of the Departmental Representative, is incompetent or has been conducting himself improperly and shall forthwith designate another superintendent who is acceptable to the Departmental Representative.
- 19.6 Subject to GC19.5, the Contractor shall not substitute a superintendent without the written consent of the Departmental Representative.
- 19.7 A breach by the Contractor of GC19.6 entitles the Departmental Representative to refuse to issue any certificate referred to in GC44 until the superintendent has returned to the work site or another superintendent who is acceptable to the Departmental Representative has been substituted.

GC20 National Security

- 20.1 If the Minister is of the opinion that the work is of a class or kind that involves the national security, he may order the Contractor
- 20.1.1 to provide him with any information concerning persons employed or to be employed by him for purposes of the contract; and
 - 20.1.2 to remove any person from the work and its site if, in the opinion of the Minister, that person may be a risk to the national security.
- 20.2 The Contractor shall, in all contracts with persons who are to be employed in the performance of the contract, make provision for his performance of any obligation that may be imposed upon him under GC19 to GC21.
- 20.3 The Contractor shall comply with an order of the Minister under GC20.1

GC21 Unsuitable Workers

- 21.1 The Contractor shall, upon the request of the Departmental Representative, remove any person employed by him for purposes of the contract who, in the opinion of the Departmental Representative, is incompetent or has conducted himself improperly, and the Contractor shall not permit a person who has been removed to return to the work site.

GC22 Increased or Decreased Costs



- 22.1 The amount set out in the Articles of Agreement shall not be increased or decreased by reason of any increase or decrease in the cost of the work that is brought about by an increase or decrease in the cost of labour, plant or material or any wage adjustment arising pursuant to the Labour Conditions.
- 22.2 Notwithstanding GC22.1 and GC35, an amount set out in the Articles of Agreement shall be adjusted in the manner provided in GC22.3, if any change in a tax imposed under the Excise Act, the Excise Tax Act, the Old Age Security Act, the Customs Act, the Customs Tariff or any provincial sales tax legislation imposing a retail sales tax on the purchase of tangible personal property incorporated into Real Property
- 22.2.1 occurs after the date of the submission by the Contractor of his tender for the contract,
- 22.2.2 applies to material, and
- 22.2.3 affects the cost to the Contractor of that material.
- 22.3 If a change referred to in GC22.2 occurs, the appropriate amount set out in the Articles of Agreement shall be increased or decreased by an amount equal to the amount that is established by an examination of the relevant records of the Contractor referred to in GC51 to be the increase or decrease in the cost incurred that is directly attributable to that change.
- 22.4 For the purpose of GC22.2, where a tax is changed after the date of submission of the tender but public notice of the change has been given by the Minister of Finance before that date, the change shall be deemed to have occurred before the date of submission of the tender.

GC23 Canadian Labour and Material

- 23.1 The Contractor shall use Canadian labour and material in the performance of the work to the full extent to which they are procurable, consistent with proper economy and expeditious carrying out of the work.
- 23.2 Subject to GC23.1, the Contractor shall, in the performance of the work, employ labour from the locality where the work is being performed to the extent to which it is available, and shall use the offices of the Canada Employment Centres for the recruitment of workers wherever practicable.
- 23.3 Subject to GC23.1 and GC23.2, the Contractor shall, in the performance of the work, employ a reasonable proportion of persons who have been on active service with the armed forces of Canada and have been honourably discharged therefrom.

GC24 Protection of Work and Documents

- 24.1 The Contractor shall guard or otherwise protect the work and its site, and protect the contract, specifications, plans, drawings, information, material, plant and real property, whether or not they are supplied by Her Majesty to the Contractor, against loss or damage from any cause, and he shall not use, issue, disclose or dispose of them without the written consent of the Minister, except as may be essential for the performance of the work.



- 24.2 If any document or information given or disclosed to the Contractor is assigned a security rating by the person who gave or disclosed it, the Contractor shall take all measures directed by the Departmental Representative to be taken to ensure the maintenance of the degree of security that is ascribed to that rating.
- 24.3 The Contractor shall provide all facilities necessary for the purpose of maintaining security, and shall assist any person authorized by the Minister to inspect or to take security measures in respect of the work and its site.
- 24.4 The Departmental Representative may direct the Contractor to do such things and to perform such additional work as the Departmental Representative considers reasonable and necessary to ensure compliance with or to remedy a breach of GC24.1 to GC24.3.

GC25 Public Ceremonies and Signs

- 25.1 The Contractor shall not permit any public ceremony in connection with the work without the prior consent of the Minister.
- 25.2 The Contractor shall not erect or permit the erection of any sign or advertising on the work or its site without the prior consent of the Departmental Representative.

GC26 Precautions against Damage, Infringement of Rights, Fire, and Other Hazards

- 26.1 The Contractor shall, at his own expense, do whatever is necessary to ensure that
- 26.1.1 no person, property, right, easement or privilege is injured, damaged or infringed by reasons of the Contractor's activities in performing the contract;
 - 26.1.2 pedestrian and other traffic on any public or private road or waterway is not unduly impeded, interrupted or endangered by the performance or existence of the work or plant;
 - 26.1.3 fire hazards in or about the work or its site are eliminated and, subject to any direction that may be given by the Departmental Representative, any fire is promptly extinguished;
 - 26.1.4 the health and safety of all persons employed in the performance of the work is not endangered by the method or means of its performance;
 - 26.1.5 adequate medical services are available to all persons employed on the work or its site at all times during the performance of the work;
 - 26.1.6 adequate sanitation measures are taken in respect of the work and its site; and
 - 26.1.7 all stakes, buoys and marks placed on the work or its site by or under the authority of the Departmental Representative are protected and are not removed, defaced, altered or destroyed.
- 26.2 The Departmental Representative may direct the Contractor to do such things and to perform such additional work as the Departmental Representative considers reasonable and necessary to ensure



compliance with or to remedy a breach of GC26.1.

- 26.3 The Contractor shall, at his own expense, comply with a direction of the Departmental Representative made under GC26.2.

GC27 Insurance

- 27.1 The Contractor shall, at his own expense, obtain and maintain insurance contracts in respect of the work and shall provide evidence thereof to the Departmental Representative in accordance with the requirements of the Insurance Conditions "E".

- 27.2 The insurance contracts referred to in GC27.1 shall

27.2.1 be in a form, of the nature, in the amounts, for the periods and containing the terms and conditions specified in Insurance Conditions "E", and

27.2.2 provide for the payment of claims under such insurance contracts in accordance with GC28.

GC28 Insurance Proceeds

- 28.1 In the case of a claim payable under a Builders Risk/Installation (All Risks) insurance contract maintained by the Contractor pursuant to GC27, the proceeds of the claim shall be paid directly to Her Majesty, and

28.1.1 the monies so paid shall be held by Her Majesty for the purposes of the contract, or

28.1.2 if Her Majesty elects, shall be retained by Her Majesty, in which event they vest in Her Majesty absolutely.

- 28.2 In the case of a claim payable under a General Liability insurance contract maintained by the Contractor pursuant to GC27, the proceeds of the claim shall be paid by the insurer directly to the claimant.

- 28.3 If an election is made pursuant to GC28.1, the Minister may cause an audit to be made of the accounts of the Contractor and of Her Majesty in respect of the part of the work that was lost, damaged or destroyed for the purpose of establishing the difference, if any, between

28.3.1 the aggregate of the amount of the loss or damage suffered or sustained by Her Majesty, including any cost incurred in respect of the clearing and cleaning of the work and its site and any other amount that is payable by the Contractor to Her Majesty under the contract, minus any monies retained pursuant to GC28.12, and

28.3.2 the aggregate of the amounts payable by Her Majesty to the Contractor pursuant to the contract up to the date of the loss or damage.

- 28.4 A difference that is established pursuant to GC28.3 shall be paid forthwith by the party who is determined by the audit to be the debtor to the party who is determined by the audit to be the



creditor.

- 28.5 When payment of a deficiency has been made pursuant to GC28.4, all rights and obligations of Her Majesty and the Contractor under the contract shall, with respect only to the part of the work that was the subject of the audit referred to in GC28.3, be deemed to have been expended and discharged.
- 28.6 If an election is not made pursuant to GC28.1.2 the Contractor shall, subject to GC28.7, clear and clean the work and its site and restore and replace the part of the work that was lost, damaged or destroyed at his own expense as if that part of the work had not yet been performed.
- 28.7 When the Contractor clears and cleans the work and its site and restores and replaces the work referred to in GC 28.6, Her Majesty shall pay him out of the monies referred to in GC28.1 so far as they will thereunto extend.
- 28.8 Subject to GC28.7, payment by Her Majesty pursuant to GC28.7 shall be made in accordance with the contract but the amount of each payment shall be 100% of the amount claimed notwithstanding TP4.4.1 and TP4.4.2.

GC29 Contract Security

- 29.1 The Contractor shall obtain and deliver contract security to the Departmental Representative in accordance with the provisions of the Contract Security Conditions.
- 29.2 If the whole or a part of the contract security referred to in GC29.1 is in the form of a security deposit, it shall be held and disposed of in accordance with GC43 and GC45.
- 29.3 If a part of the contract security referred to in GC29.1 is in the form of a labour and material payment bond, the Contractor shall post a copy of that bond on the work site.

GC30 Changes in the Work

- 30.1 Subject to GC5, the Departmental Representative may, at any time before he issues his Final Certificate of Completion,
- 30.1.1 order work or material in addition to that provided for in the Plans and Specifications;
and
- 30.1.2 delete or change the dimensions, character, quantity, quality, description, location or position of the whole or any part of the work or material provided for in the Plans and Specifications or in any order made pursuant to GC30.1.1,
- if that additional work or material, deletion, or change is, in his opinion, consistent with the general intent of the original contract.
- 30.2 The Contractor shall perform the work in accordance with such orders, deletions and changes that are made by the Departmental Representative pursuant to GC30.1 from time to time as if they had appeared in and been part of the Plans and Specifications.



- 30.3 The Departmental Representative shall determine whether or not anything done or omitted by the Contractor pursuant to an order, deletion or change referred to in GC30.1 increased or decreased the cost of the work to the Contractor.
- 30.4 If the Departmental Representative determines pursuant to GC30.3 that the cost of the work to the Contractor has been increased, Her Majesty shall pay the Contractor the increased cost that the Contractor necessarily incurred for the additional work calculated in accordance with GC49 or GC50.
- 30.5 If the Departmental Representative determines pursuant to GC30.3 that the cost of the work to the Contractor has been decreased, Her Majesty shall reduce the amount payable to the Contractor under the contract by an amount equal to the decrease in the cost caused by the deletion or change referred to in GC30.1.2 and calculated in accordance with GC49.
- 30.6 GC30.3 to GC30.5 are applicable only to a contract or a portion of a contract for which a Fixed Price Arrangement is stipulated in the contract.
- 30.7 An order, deletion or change referred to in GC30.1 shall be in writing, signed by the Departmental Representative and given to the Contractor in accordance with GC11.

GC31 Interpretation of Contract by Departmental Representative

- 31.1 If, at any time before the Departmental Representative has issued a Final Certificate of Completion referred to in GC44.1, any question arises between the parties about whether anything has been done as required by the contract or about what the Contractor is required by the contract to do, and, in particular but without limiting the generality of the foregoing, about
- 31.1.1 the meaning of anything in the Plans and Specification,
 - 31.1.2 the meaning to be given to the Plans and Specifications in case of any error therein, omission therefrom, or obscurity or discrepancy in their working or intention,
 - 31.1.3 whether or not the quality or quantity of any material or workmanship supplied or proposed to be supplied by the Contractor meets the requirements of the contract,
 - 31.1.4 whether or not the labour, plant or material provided by the Contractor for performing the work and carrying out the contract are adequate to ensure that the work will be performed in accordance with the contract and that the contract will be carried out in accordance with its terms,
 - 31.1.5 what quantity of any kind of work has been completed by the Contractor, or
 - 31.1.6 the timing and scheduling of the various phases of the performance of the work,
- the question shall be decided by the Departmental Representative whose decision shall be final and conclusive in respect of the work.
- 31.2 The Contractor shall perform the work in accordance with any decisions of the Departmental



Representative that are made under GC31.1 and in accordance with any consequential directions given by the Departmental Representative.

GC32 Warranty and Rectification of Defects in Work

- 32.1 Without restricting any warranty or guarantee implied or imposed by law or contained in the contract documents, the Contractor shall, at his own expense,
- 32.1.1 rectify and make good any defect or fault that appears in the work or comes to the attention of the Minister with respect to those parts of the work accepted in connection with the Interim Certificate of Completion referred to GC44.2 within 12 months from the date of the Interim Certificate of Completion;
- 32.1.2 rectify and make good any defect or fault that appears in or comes to the attention of the Minister in connection with those parts of the work described in the Interim Certificate of Completion referred to in GC44.2 within 12 months from the date of the Final Certificate of Completion referred to in GC44.1.
- 32.2 The Departmental Representative may direct the Contractor to rectify and make good any defect or fault referred to in GC32.1 or covered by any other expressed or implied warranty or guarantee.
- 32.3 A direction referred to in GC32.2 shall be in writing, may include a stipulation in respect of the time within which a defect or fault is required to be rectified and made good by the Contractor, and shall be given to the Contractor in accordance with GC11.
- 32.4 The Contractor shall rectify and make good any defect or fault described in a direction given pursuant to GC32.2 within the time stipulated therein.

GC33 Non-Compliance by Contractor

- 33.1 If the Contractor fails to comply with any decision or direction given by the Departmental Representative pursuant to GC18, GC24, GC26, GC31 or GC32, the Departmental Representative may employ such methods as he deems advisable to do that which the Contractor failed to do.
- 33.2 The Contractor shall, on demand, pay Her Majesty an amount that is equal to the aggregate of all cost, expenses and damage incurred or sustained by Her Majesty by reason of the Contractor's failure to comply with any decision or direction referred to in GC33.1, including the cost of any methods employed by the Departmental Representative pursuant to GC33.1.

GC34 Protesting Departmental Representative's Decisions

- 34.1 The Contractor may, within ten days after the communication to him of any decision or direction referred to in GC30.3 or GC33.1, protest that decision or direction.
- 34.2 A protest referred to in GC34.1 shall be in writing, contain full reasons for the protest, be signed



by the Contractor and be given to Her Majesty by delivery to the Departmental Representative.

- 34.3 If the Contractor gives a protest pursuant to GC34.2, any compliance by the Contractor with the decision or direction that was protested shall not be construed as an admission by the Contractor of the correctness of that decision or direction, or prevent the Contractor from taking whatever action he considers appropriate in the circumstances.
- 34.4 The giving of a protest by the Contractor pursuant to GC34.2 shall not relieve him from complying with the decision or direction that is the subject of the protest.
- 34.5 Subject to GC34.6, the Contractor shall take any action referred to in GC34.3 within three months after the date that a Final Certificate of Completion is issued under GC44.1 and not afterwards.
- 34.6 The Contractor shall take any action referred to in GC34.3 resulting from a direction under GC32 within three months after the expiry of a warranty or guarantee period and not afterwards.
- 34.7 Subject to GC34.8, if Her Majesty determines that the Contractor's protest is justified, Her Majesty shall pay the Contractor the cost of the additional labour, plant and material necessarily incurred by the Contractor in carrying out the protested decision or direction.
- 34.8 Costs referred to in GC34.7 shall be calculated in accordance with GC48 to GC50.

GC35 Changes in Soil Conditions and Neglect or Delay by Her Majesty

- 35.1 Subject to GC35.2 no payment, other than a payment that is expressly stipulated in the contract, shall be made by Her Majesty to the Contractor for any extra expense or any loss or damage incurred or sustained by the Contractor.
- 35.2 If the Contractor incurs or sustains any extra expense or any loss or damage that is directly attributable to
- 35.2.1 a substantial difference between the information relating to soil conditions at the work site that is contained in the Plans and Specifications or other documents supplied to the Contractor for his use in preparing his tender or a reasonable assumption of fact based thereon made by the Contractor, and the actual soil conditions encountered by the Contractor at the work site during the performance of the contract, or
- 35.2.2 any neglect or delay that occurs after the date of the contract on the part of Her Majesty in providing any information or in doing any act that the contract either expressly requires Her Majesty to do or that would ordinarily be done by an owner in accordance with the usage of the trade,

he shall, within ten days of the date the actual soil conditions described in GC35.2.1 were encountered or the neglect or delay described in GC35.2.2 occurred, give the Departmental Representative written notice of his intention to claim for that extra expense or that loss or damage.

- 35.3 When the Contractor has given a notice referred to in GC35.2, he shall give the Departmental Representative a written claim for extra expense or loss or damage within 30 days of the date that



a Final Certificate of Completion referred to in GC44.1 is issued and not afterwards.

- 35.4 A written claim referred to in GC35.3 shall contain a sufficient description of the facts and circumstances of the occurrence that is the subject of the claim to enable the Departmental Representative to determine whether or not the claim is justified and the Contractor shall supply such further and other information for that purpose as the Departmental Representative requires from time to time.
- 35.5 If the Departmental Representative determines that a claim referred to in GC35.3 is justified, Her Majesty shall make an extra payment to the Contractor in an amount that is calculated in accordance with GC47 to GC50.
- 35.6 If, in the opinion of the Departmental Representative, an occurrence described in GC35.2.1 results in a savings of expenditure by the Contractor in performing the contract, the amount set out in the Articles of Agreement shall, subject to GC35.7, be reduced by an amount that is equal to the saving.
- 35.7 The amount of the saving referred to in GC35.6 shall be determined in accordance with GC47 to GC49.
- 35.8 If the Contractor fails to give a notice referred to in GC35.2 and a claim referred to in GC35.3 within the times stipulated, an extra payment shall not be made to him in respect of the occurrence.

GC36 Extension of Time

- 36.1 Subject to GC36.2, the Departmental Representative may, on the application of the Contractor made before the day fixed by the Articles of Agreement for completion of the work or before any other date previously fixed under this General Condition, extend the time for its completion by fixing a new date if, in the opinion of the Departmental Representative, causes beyond the control of the Contractor have delayed its completion.
- 36.2 An application referred to in GC36.1 shall be accompanied by the written consent of the bonding company whose bond forms part of the contract security.

GC37 Assessments and Damages for Late Completion

- 37.1 For the purposes of this General Condition
- 37.1.1 the work shall be deemed to be completed on the date that an Interim Certificate of Completion referred to in GC44.2 is issued, and
- 37.1.2 "period of delay" means the number of days commencing on the day fixed by the Articles of Agreement for completion of the work and ending on the day immediately preceding the day on which the work is completed but does not include any day within a period of extension granted pursuant to GC36.1, and any other day on which, in the opinion of the Departmental Representative, completion of the work was delayed for reasons beyond the control of the Contractor.



- 37.2 If the Contractor does not complete the work by the day fixed for its completion by the Articles of Agreement but completes it thereafter, the Contractor shall pay Her Majesty an amount equal to the aggregate of
- 37.2.1 all salaries, wages and travelling expenses incurred by Her Majesty in respect of persons overseeing the performance of the work during the period of delay;
 - 37.2.2 the cost incurred by Her Majesty as a result of the inability to use the completed work for the period of delay; and
 - 37.2.3 all other expenses and damages incurred or sustained by Her Majesty during the period of delay as a result of the work not being completed by the day fixed for its completion.
- 37.3 The Minister may waive the right of Her Majesty to the whole or any part of the amount payable by the Contractor pursuant to GC37.2 I, in the opinion of the Minister, it is in the public interest to do so.

GC38 Taking the Work Out of the Contractor's Hands

- 38.1 The Minister may, at his sole discretion, by giving a notice in writing to the Contractor in accordance with GC11, take all or any part of the work out of the Contractor's hands, and may employ such means as he sees fit to have the work completed if the Contractor
- 38.1.1 Has not, within six days of the Minister or the Departmental Representative giving notice to the Contractor in writing in accordance with GC11, remedied any delay in the commencement or any default in the diligent performance of the work to the satisfaction of the Departmental Representative;
 - 38.1.2 has defaulted in the completion of any part of the work within the time fixed for its completion by the contract;
 - 38.1.3 has become insolvent;
 - 38.1.4 has committed an act of bankruptcy;
 - 38.1.5 has abandoned the work;
 - 38.1.6 has made an assignment of the contract without the consent required by GC3.1; or
 - 38.1.7 has otherwise failed to observe or perform any of the provisions of the contract.
- 38.2 If the whole or any part of the work is taken out of the Contractor's hands pursuant to GC38.1,
- 38.2.1 the Contractor's right to any further payment that is due or accruing due under the contract is, subject only to GC38.4, extinguished, and
 - 38.2.2 the Contractor is liable to pay Her Majesty, upon demand, an amount that is equal to the amount of all loss and damage incurred or sustained by Her Majesty in respect of the



Contractor's failure to complete the work.

- 38.3 If the whole or any part of the work that is taken out of the Contractor's hands pursuant to GC38.1 is completed by Her Majesty, the Departmental Representative shall determine the amount, if any, of the holdback or a progress claim that had accrued and was due prior to the date on which the work was taken out of the Contractor's hands and that is not required for the purposes of having the work performed or of compensating Her Majesty for any other loss or damage incurred or sustained by reason of the Contractor's default.
- 38.4 Her Majesty may pay the Contractor the amount determined not to be required pursuant to GC38.3.

GC39 Effect of Taking the Work Out of the Contractor's Hands

- 39.1 The taking of the work or any part thereof out of the Contractor's hands pursuant to GC38 does not operate so as to relieve or discharge him from any obligation under the contract or imposed upon him by law except the obligation to complete the performance of that part of the work that was taken out of his hands.
- 39.2 If the work or any part thereof is taken out of the Contractor's hands pursuant to GC38, all plant and material and the interest of the Contractor is all real property, licenses, powers and privileges acquired, used or provided by the Contractor under the contract shall continue to be the property of Her Majesty without compensation to the Contractor.
- 39.3 When the Departmental Representative certifies that any plant, material, or any interest of the Contractor referred to in GC39.2 is no longer required for the purposes of the work, or that it is not in the interest of Her Majesty to retain that plant, material or interest, it shall revert to the Contractor.

G40 Suspension of Work by Minister

- 40.1 The Minister may, when in his opinion it is in the public interest to do so, require the Contractor to suspend performance of the work either for a specified or an unspecified period by giving a notice of suspension in writing to the Contractor in accordance with GC11.
- 40.2 When a notice referred to in GC40.1 is received by the Contractor in accordance with GC11, he shall suspend all operations in respect of the work except those that, in the opinion of the Departmental Representative, are necessary for the care and preservation of the work, plant and material.
- 40.3 The Contractor shall not, during a period of suspension, remove any part of the work, plant or material from its site without the consent of the Departmental Representative.
- 40.4 If a period of suspension is 30 days or less, the Contractor shall, upon the expiration of that period, resume the performance of the work and he is entitled to be paid the extra cost, calculated in accordance with GC48 to GC50, of any labour, plant and material necessarily incurred by him as a result of the suspension.



- 40.5 If, upon the expiration of a period of suspension of more than 30 days, the Minister and the Contractor agree that the performance of the work will be continued by the Contractor, the Contractor shall resume performance of the work subject to any terms and conditions agreed upon by the Minister and the Contractor.
- 40.6 If, upon the expiration of a period of suspension of more than 30 days, the Minister and the Contractor do not agree that performance of the work will be continued by the Contractor or upon the terms and conditions under which the Contractor will continue the work, the notice of suspension shall be deemed to be a notice of termination pursuant to GC41.

GC41 Termination of Contract

- 41.1 The Minister may terminate the contract at any time by giving a notice of termination in writing to the Contractor in accordance with GC11.
- 41.2 When a notice referred to in GC41.1 is received by the Contractor in accordance with GC11, he shall, subject to any conditions stipulated in the notice, forthwith cease all operations in performance of the contract.
- 41.3 If the contract is terminated pursuant to GC41.1, Her Majesty shall pay the Contractor, subject to GC41.4, an amount equal to
- 41.3.1 the cost to the contractor of all labour, plant and material supplied by him under the contract up to the date of termination in respect of a contract or part thereof for which a Unit Price Arrangement is stipulated in the contract, or
 - 41.3.2 the lesser of
 - 41.3.2.1 an amount, calculated in accordance with the Terms and Payment, that would have been payable to the Contractor had he completed the work, and
 - 41.3.2.2 an amount that is determined to be due to the Contractor pursuant to GC49 in respect of a contract or part thereof for which a Fixed Price Arrangement is stipulated in the contract
- less the aggregate of all amounts that were paid to the Contractor by Her Majesty and all amounts that are due to Her Majesty from the Contractor pursuant to the contract.
- 41.4 If Her Majesty and the Contractor are unable to agree about an amount referred to in GC41.3 that amount shall be determined by the method referred to in GC50.

GC42 Claims Against and Obligations of the Contractor or Subcontractor

- 42.1 Her Majesty may, in order to discharge lawful obligations of and satisfy claims against the Contractor or a subcontractor arising out of the performance of the contract, pay any amount that is due and payable to the Contractor pursuant to the contract directly to the obligees of and the claimants against the Contractor or the subcontractor but such amount if any, as is paid by Her Majesty, shall not exceed that amount which the Contractor would have been obliged to pay to



such claimant had the provisions of the Provincial or Territorial lien legislation, or, in the Province of Quebec, the law relating to privileges, been applicable to the work. Any such claimant need not comply with the provisions of such legislation setting out the steps by way of notice, registration or otherwise as might have been necessary to preserve or perfect any claim for lien or privilege which claimant might have had;

- 42.2 Her Majesty will not make any payment as described in GC42.1 unless and until that claimant shall have delivered to Her Majesty:
- 42.2.1 a binding and enforceable Judgment or Order of a court of competent jurisdiction setting forth such amount as would have been payable by the Contractor to the claimant pursuant to the provisions of the applicable Provincial or Territorial lien legislation, or, in the Province of Quebec, the law relating to privileges, had such legislation been applicable to the work; or
 - 42.2.2 a final and enforceable award of an arbitrator setting forth such amount as would have been payable by the Contractor to the claimant pursuant to the provisions of the applicable Provincial or Territorial lien legislation, or, in the Province of Quebec, the law relating to privileges, had such legislation been applicable to the work; or
 - 42.2.3 the consent of the Contractor authorizing a payment.

For the purposes of determining the entitlement of a claimant pursuant to GC42.2.1 and GC42.2.2, the notice required by GC42.8 shall be deemed to replace the registration or provision of notice after the performance of work as required by any applicable legislation and no claim shall be deemed to have expired, become void or unenforceable by reason of the claimant not commencing any action within the time prescribed by any applicable legislation.

- 42.3 The Contractor shall, by the execution of his contract, be deemed to have consented to submit to binding arbitration at the request of any claimant those questions that need be answered to establish the entitlement of the claimant to payment pursuant to the provisions of GC42.1 and such arbitration shall have as parties to it any subcontractor to whom the claimant supplied material, performed work or rented equipment should such subcontractor wish to be adjoined and the Crown shall not be a party to such arbitration and, subject to any agreement between the Contractor and the claimant to the contrary, the arbitration shall be conducted in accordance with the Provincial or Territorial legislation governing arbitration applicable in the Province or Territory in which the work is located.
- 42.4 A payment made pursuant to GC42.1 is, to the extent of the payment, a discharge of Her Majesty's liability to the Contractor under the contract and may be deducted from any amount payable to the Contractor under the contract.
- 42.5 To the extent that the circumstances of the work being performed for Her Majesty permit, the Contractor shall comply with all laws in force in the Province or Territory where the work is being performed relating to payment period, mandatory holdbacks, and creation and enforcement of mechanics' liens, builders' liens or similar legislation or in the Province of Quebec, the law relating to privileges.
- 42.6 The Contractor shall discharge all his lawful obligations and shall satisfy all lawful claims against him arising out of the performance of the work at least as often as the contract requires Her



Majesty to pay the Contractor.

- 42.7 The Contractor shall, whenever requested to do so by the Departmental Representative, make a statutory declaration deposing to the existence and condition of any obligations and claims referred to in GC42.6.
- 42.8 GC42.1 shall only apply to claims and obligations
- 42.8.1 the notification of which has been received by the Departmental Representative in writing before payment is made to the Contractor pursuant to TP4.10 and within 120 days of the date on which the claimant
- 42.8.1.1 should have been paid in full under the claimant's contract with the Contractor or subcontractor where the claim is for money that was lawfully required to be held back from the claimant; or
- 42.8.1.2 performed the last of the services, work or labour, or furnished the last of the material pursuant to the claimant's contract with the Contractor or subcontractor where the claim is not for money referred to in GC42.8.1.1, and
- 42.8.2 the proceedings to determine the right to payment of which, pursuant to GC42.2. shall have commenced within one year from the date that the notice referred to in GC42.8.1 was received by the Departmental Representative, and
- the notification required by GC42.8.1 shall set forth the amount claimed to be owing and the person who by contract is primarily liable.
- 42.9 Her Majesty may, upon receipt of a notice of claim under GC42.8.1, withhold from any amount that is due and payable to the Contractor pursuant to the contract the full amount of the claim or any portion thereof.
- 42.10 The Departmental Representative shall notify the Contractor in writing of receipt of any claim referred to in GC42.8.1 and of the intention of Her Majesty to withhold funds pursuant to GC42.9 and the Contractor may, at any time thereafter and until payment is made to the claimant, be entitled to post, with Her Majesty, security in a form acceptable to Her Majesty in an amount equal to the value of the claim, the notice of which is received by the Departmental Representative and upon receipt of such security Her Majesty shall release to the Contractor any funds which would be otherwise payable to the Contractor, that were withheld pursuant to the provisions of GC42.9 in respect of the claim of any claimant for whom the security stands.

GC43 Security Deposit – Forfeiture or Return

- 43.1 If
- 43.1.1 the work is taken out of the Contractor's hands pursuant to GC38,
- 43.1.2 the contract is terminated pursuant to GC41, or
- 43.1.3 the Contractor is in breach of or in default under the contract,



Her Majesty may convert the security deposit, if any, to Her own use.

- 43.2 If Her Majesty converts the contract security pursuant to GC43.1, the amount realized shall be deemed to be an amount due from Her Majesty to the Contractor under the contract.
- 43.3 Any balance of an amount referred to in GC43.2 that remains after payment of all losses, damage and claims of Her Majesty and others shall be paid by Her Majesty to the Contractor if, in the opinion of the Departmental Representative, it is not required for the purposes of the contract.

GC44 Departmental Representative's Certificates

44.1 On the date that

44.1.1 the work has been completed, and

44.1.2 the Contractor has complied with the contract and all orders and directions made pursuant thereto,

both to the satisfaction of the Departmental Representative, the Departmental Representative shall issue a Final Certificate of Completion to the Contractor.

44.2 If the Departmental Representative is satisfied that the work is substantially complete he shall, at any time before he issues a certificate referred to in GC44.1, issue an Interim Certificate of Completion to the Contractor, and

44.2.1 for the purposes of GC44.2 the work will be considered to be substantially complete,

44.2.1.1 when the work under the contract or a substantial part thereof is, in the opinion of the Departmental Representative, ready for use by Her Majesty or is being used for the purpose intended; and

44.2.1.2 when the work remaining to be done under the contract is, in the opinion of the Departmental Representative, capable of completion or correction at accost of not more than

44.2.1.2.1 -3% of the first \$500,000, and

44.2.1.2.2 -2% of the next \$500,000, and

44.2.1.2.3 -1% of the balance

of the value of the contract at the time this cost is calculated.

44.3 For the sole purpose of GC44.2.1.2, where the work or a substantial part thereof is ready for use or is being used for the purposes intended and the remainder of the work or a part thereof cannot be completed by the time specified in A2.1, or as amended pursuant to GC36, for reasons beyond the control of the Contractor or where the Departmental Representative and the Contractor agree not to complete a part of the work within the specified time, the cost of that part of the work



which was either beyond the control of the Contractor to complete or the Departmental Representative and the Contractor have agreed not to complete by the time specified shall be deducted from the value of the contract referred to GC44.2.1.2 and the said cost shall not form part of the cost of the work remaining to be done in determining substantial completion.

44.4 An Interim Certificate of Completion referred to in GC44.2 shall describe the parts of the work not completed to the satisfaction of the Departmental Representative and all things that must be done by the Contractor

44.4.1 before a Final Certificate of Completion referred to in GC44.1 will be issued, and

44.4.2 before the 12-month period referred to in GC32.1.2 shall commence for the said parts and all the said things.

44.5 The Departmental Representative may, in addition to the parts of the work described in an Interim Certificate of Completion referred to in GC44.2, require the Contractor to rectify any other parts of the work not completed to his satisfaction and to do any other things that are necessary for the satisfactory completion of the work.

44.6 If the contract or a part thereof is subject to a Unit Price Arrangement, the Departmental Representative shall measure and record the quantities of labour, plant and material, performed, used and supplied by the Contractor in performing the work and shall, at the request of the Contractor, inform him of those measurements.

44.7 The Contractor shall assist and co-operate with the Departmental Representative in the performance of his duties referred to in GC44.6 and shall be entitled to inspect any record made by the Departmental Representative pursuant to GC44.6.

44.8 After the Departmental Representative has issued a Final Certificate of Completion referred to in GC44.1, he shall, if GC44.6 applies, issue a Final Certificate of Measurement.

44.9 A Final Certificate of Measurement referred to in GC44.8 shall

44.9.1 contain the aggregate of all measurements of quantities referred to in GC44.6, and

44.9.2 be binding upon and conclusive between Her Majesty and the Contractor as to the quantities referred to therein.

GC45 Return of Security Deposit

45.1 After an Interim Certificate of Completion referred to in GC44.2 has been issued, Her Majesty shall, if the Contractor is not in breach of or in default under the contract, return to the Contractor all or any part of the security deposit that, in the opinion of the Departmental Representative, is not required for the purposes of the contract.

45.2 After a Final Certificate of Completion referred to in GC44.1 has been issued, Her Majesty shall return to the Contractor the remainder of any security deposit unless the contract stipulates otherwise.



- 45.3 If the security deposit was paid into the Consolidated Revenue Fund of Canada, Her Majesty shall pay interest thereon to the Contractor at a rate established from time to time pursuant to section 21(2) of the Financial Administration Act.

GC46 Clarification of Terms in GC47 to GC50

- 46.1 For the purposes of GC47 to GC50,
- 46.1.1 "Unit Price Table" means the table set out in the Articles of Agreement, and
- 46.1.2 "plant" does not include tools customarily provided by a tradesman in practicing his trade.

GC47 Additions or Amendments to Unit Price Table

- 47.1 Where a Unit Price Arrangement applies to the contract or a part thereof the Departmental Representative and the Contractor may, by an agreement in writing,
- 47.1.1 add classes of labour or material, and units of measurement, prices per unit and estimated quantities to the Unit Price Table if any labour, plant or material that is to be included in the Final Certificate of Measurement referred to in GC44.8 is not included in any class of labour, plant or material set out in the Unit Price Table; or
- 47.1.2 subject to GC47.2 and GC47.3, amend a price set out in the Unit Price Table for any class of labour, plant or material included therein if the Final Certificate of Measurement referred to in GC44.8 shows or is expected to show that the total quantity of that class of labour, plant or material actually performed, used or supplied by the Contractor in performing the work is
- 47.1.2.1 less than 85% of that estimated total quantity, or
- 47.1.2.2 in excess of 115% of that estimated total quantity.
- 47.2 In no event shall the total cost of an item set out in the Unit Price Table that has been amended pursuant to GC47.1.2.1 exceed the amount that would have been payable to the Contractor had the estimated total quantity actually been performed, used or supplied.
- 47.3 An amendment that is made necessary by GC47.1.2.2 shall apply only to the quantities that are in excess of 115%.
- 47.4 If the Departmental Representative and the Contractor do not agree as contemplated in GC47.1, the Departmental Representative shall determine the class and the unit of measurement of the labour, plant or material and, subject to GC47.2 and GC47.3, the price per unit therefore shall be determined in accordance with GC50.

GC48 Determination of Cost – Unit Price Table



- 48.1 Whenever, for the purposes of the contract, it is necessary to determine the cost of labour, plant or material, it shall be determined by multiplying the quantity of that labour, plant or material expressed in the unit set out in column 3 of the Unit Price Table by the price of that unit set out in column 5 of the Unit Price Table.

GC49 Determination of Cost – Negotiation

- 49.1 If the method described in GC48 cannot be used because the labour, plant or material is of a kind or class that is not set out in the Unit Price Table, the cost of that labour, plant or material for the purposes of the contract shall be the amount agreed upon from time to time by the Contractor and the Departmental Representative.
- 49.2 For the purposes of GC49.1, the Contractor shall submit to the Departmental Representative any necessary cost information requested by the Departmental Representative in respect of the labour, plant and material referred to in GC49.1

GC50 Determination of Cost – Failing Negotiation

- 50.1 If the methods described in GC47, GC48 or GC49 fail for any reason to achieve a determination of the cost of labour, plant and material for the purposes referred to therein, that cost shall be equal to the aggregate of
- 50.1.1 all reasonable and proper amounts actually expended or legally payable by the Contractor in respect of the labour, plant and material that falls within one of the classes of expenditure described in GC50.2 that are directly attributable to the performance of the contract,
 - 50.1.2 an allowance for profit and all other expenditures or costs, including overhead, general administration cost, financing and interest charges, and every other cost, charge and expenses, but not including those referred to in GC50.1.1 or GC50.1.3 or a class referred to in GC50.2, in an amount that is equal to 10% of the sum of the expenses referred to in GC50.1.1, and
 - 50.1.3 interest on the cost determined under GC50.1.1 and GC50.1.2, which interest shall be calculated in accordance with TP9,

provide that the total cost of an item set out in the Unit Price Table that is subject to the provisions of GC47.1.2.1 does not exceed the amount that would have been payable to the Contractor had the estimated total quantity of the said item actually be performed, used or supplied.

- 50.2 For purposes of GC50.1.1 the classes of expenditure that may be taken into account in determining the cost of labour, plant and material are,
- 50.2.1 payments to subcontractors;
 - 50.2.2 wages, salaries and travelling expenses of employees of the Contractor while they are actually and properly engaged on the work, other than wages, salaries, bonuses, living



and travelling expenses of personnel of the Contractor generally employed at the head office or at a general office of the Contractor unless they are engaged at the work site with the approval of the Departmental Representative,

- 50.2.3 assessments payable under any statutory authority relating to workmen's compensation, unemployment insurance, pension plan or holidays with pay;
- 50.2.4 rent that is paid for plant or an amount equivalent of the said rent if the plant is owned by the Contractor that is necessary for and used in the performance of the work, if the rent of the equivalent amount is reasonable and use of that plant has been approved by the Departmental Representative;
- 50.2.5 payments for maintaining and operating plant necessary for and used in the performance of the work, and payments for effecting such repairs thereto as, in the opinion of the Departmental Representative, are necessary to the proper performance of the contract other than payments for any repairs to the plant arising out of defects existing before its allocation to the work;
- 50.2.6 payments for material that is necessary for and incorporated in the work, or that is necessary for and consumed in the performance of the contract;
- 50.2.7 payments for preparation, delivery, handling, erection, installation, inspection protection and removal of the plant and material necessary for and used in the performance of the contract; and
- 50.2.8 any other payments made by the Contractor with the approval of the Departmental Representative that are necessary for the performance of the contract.

GC51 Records to be kept by Contractor

51.1 The Contractor shall

- 51.1.1 maintain full records of his estimated and actual cost of the work together with all tender calls, quotations, contracts, correspondence, invoices, receipts and vouchers relating thereto.
- 51.1.2 make all records and material referred to in GC5.1.1 available to audit and inspection by the Minister and the Deputy Receiver General for Canada or by persons acting on behalf of either of both of them, when requested;
- 51.1.3 allow any of the person referred to in GC51.1.2 to make copies of and to take extracts from any of the records and material referred to in GC51.1.1; and
- 51.1.4 furnish any person referred to in GC51.1.2 with any information he may require from time to time in connection with such records and material.

- 51.2 The records maintained by the Contractor pursuant to GC51.1.1 shall be kept intact by the Contractor until the expiration of two years after the date that a Final Certificate of Completion referred to in GC44.1 was issued or until the expiration of such other period of time as the



Minister may direct.

- 51.3 The Contractor shall cause all subcontractors and all other persons directly or indirectly controlled by or affiliated with the Contractor and all persons directly or indirectly having control of the Contractor to comply with GC51.1 and GC51.2 as if they were the Contractor.

GC52 Conflict of Interest

- 52.1 It is a term of this contract that no former public office holder who is not in compliance with the Conflict of Interest and Post-Employment Code for Public Office Holders shall derive a direct benefit from this contract.

GC53 Contractor Status

- 53.1 The Contractor shall be engaged under the contract as an independent contractor.
- 53.2 The Contractor and any employee of the said Contractor is not engaged by the contract as an employee, servant or agent of Her Majesty.
- 53.3 For the purposes of GC53.1 and GC53.2 the Contractor shall be solely responsible for any and all payments and deductions required to be made by law including those required for Canada or Quebec Pension Plans, Unemployment Insurance, Worker's Compensation or Income Tax.



GENERAL CONDITONS

- IC 1 Proof of Insurance**
- IC 2 Risk Management**
- IC 3 Payment of Deductible**
- IC 4 Insurance Coverage**

GENERAL INSUANCE COVERAGES

- GCI 1 Insured**
- GIC 2 Period of Insurance**
- GIC 3 Proof of Insurance**
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COMMERCIAL GENERAL LIABILITY

- CGL 1 Scope of Policy**
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BUILDER'S RISK – INSTALLATION FLOATER – ALL RISKS

- BR 1 Scope of Policy**
- BR 2 Property Insured**
- BR 3 Insurance Proceeds**
- BR 4 Amount of Insurance**
- BR 5 Deductible**
- BR 6 Subrogation**
- BR 7 Exclusion Qualifications**

INSURER'S CERTIFICATE OF INSURANCE



General Conditions

IC 1 Proof of Insurance (02/12/03)

Within thirty (30) days after acceptance of the Contractor's tender, the Contractor shall, unless otherwise directed in writing by the Contracting Officer, deposit with the Contracting Officer an Insurer's Certificate of Insurance in the form displayed in this document and, if requested by the Contracting Officer, the originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Insurance Coverage Requirements shown hereunder.

IC 2 Risk Management (01/10/94)

The provisions of the Insurance Coverage Requirements contained hereunder are not intended to cover all of the Contractor's obligations under GC8 of the General Conditions "C" of the contract. Any additional risk management measures or additional insurance coverages the Contractor may deem necessary to fulfill its obligations under GC8 shall be at its own discretion and expense.

IC 3 Payment of Deductible (01/10/94)

The payment of monies up to the deductible amount made in satisfaction of a claim shall be borne by the Contractor.

IC 4 Insurance Coverage (02/12/03)

The Contractor has represented that it has in place and effect the appropriate and usual liability insurance coverage as required by these Insurance Conditions and the Contractor has warranted that it shall obtain, in a timely manner and prior to commencement of the Work, the appropriate and usual property insurance coverage as required by these Insurance Conditions and, further, that it shall maintain all required insurance policies in place and effect as required by these Insurance Conditions.



INSURANCE COVERAGE REQUIREMENTS

PART I GENERAL INSURANCE COVERAGES (GIC)

GCI 1 Insured (02/12/03)

Each insurance policy shall insure the Contractor, and shall include, as an Additional Named Insured, Her Majesty the Queen in right of Canada, represented by the National Research Council Canada.

GIC 2 Period of Insurance (02/12/03)

Unless otherwise directed in writing by the Contracting Officer or otherwise stipulated elsewhere in these Insurance Conditions, the policies required hereunder shall be in force and be maintained from the date of the contract award until the day of issue of the Departmental Representative's Final Certificate of Completion.

GIC 3 Proof of Insurance (01/10/94)

Within twenty five (25) days after acceptance of the Contractor's tender, the Insurer shall, unless otherwise directed by the Contractor, deposit with the Contractor an Insurer's Certificate of Insurance in the form displayed in the document and, if requested, the originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the requirements of these Insurance Coverages.

GIC 4 Notification (01/10/94)

Each Insurance policy shall contain a provision that (30) days prior written notice shall be given by the Insurer to Her Majesty in the event of any material change in or cancellation of coverage. Any such notice received by the Contractor shall be transmitted forthwith to Her Majesty.

PART II COMMERCIAL GENERAL LIABILITY

CGL 1 Scope of Policy (01/10/94)

The policy shall be written on a form similar to that known and referred to in the insurance industry as IBC 2100 – Commercial General Liability policy (Occurrence form) and shall provide for limit of liability of not less than \$2,000,000 inclusive for Bodily Injury and Property Damage for any one occurrence or series of occurrences arising out of one cause. Legal or defence cost incurred in respect of a claim or claims shall not operate to decrease the limit of liability.

CGL 2 Coverages/Provisions (01/10/94)



The policy shall include but not necessarily be limited to the following coverages/provisions.

- 2.1 Liability arising out of or resulting from the ownership, existence, maintenance or use of premises by the Contractor and operations necessary or incidental to the performance of this contract.
- 2.2 "Broad Form" Property Damage including the loss of use of property.
- 2.3 Removal or weakening of support of any building or land whether such support be natural or otherwise.
- 2.4 Elevator liability (including escalators, hoists and similar devices).
- 2.5 Contractor's Protective Liability
- 2.6 Contractual and Assumed Liabilities un this contact.
- 2.7 Completed Operations Liability – The insurance, including all aspects of this Part II of these Insurance Conditions shall continue for a period of at least one (1) year beyond the date of the Departmental Representative's Final Certificate of Completion for the Completed Operations.
- 2.8 Cross Liability – The Clause shall be written as follows:

Cross Liability – The insurance as is afforded by this policy shall apply in respect to any claim or action brought against any one Insured by any other Insured. The coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each Insured. The inclusion herein of more than one Insured shall not increase the limit of the Insurer's liability.

- 2.9 Severability of Interests – The Clause shall be written as follows:

Severability of Interests – This policy, subject to the limits of liability stated herein, shall apply separately to each Insured in the same manner and to the same extent as if a separate policy had been issued to each. The inclusion herein of more than one insured shall not increase the limit of the Insurer's liability.

CGL 3 Additional Exposures (02/12/03)

The policy shall either include or be endorsed to include the following exposures of hazards if the Work is subject thereto:

- 3.1 Blasting
- 3.2 Pile driving and calsson work
- 3.3 Underpinning
- 3.4 Risks associated with the activities of the Contractor on an active airport



- 3.5 Radioactive contamination resulting from the use of commercial isotopes
- 3.6 Damage to the portion of an existing building beyond that directly associated with an addition, renovation or installation contract.
- 3.7 Marine risks associated with the contraction of piers, wharves and docks.

**CGL 4 Insurance Proceeds
(01/10/94)**

Insurance Proceeds from this policy are usually payable directly to a Claimant/Third Party.

**CGL 5 Deductible
(02/12/03)**

This policy shall be issued with a deductible amount of not more than \$10,000 per occurrence applying to Property Damage claims only.

**PART III
BUILDER'S RISK - INSTALLATION FLOATER - ALL RISKS**

**BR 1 Scope of Policy
(01/10/94)**

The policy shall be written on an "All Risks" basis granting coverages similar to those provided by the forms known and referred to in the insurance industry as "Builder's Risk Comprehensive Form" or "Installation Floater - All Risks".

**BR 2 Property Insured
(01/10/94)**

The property insured shall include:

- 2.1 The Work and all property, equipment and materials intended to become part of the finished Work at the site of the project while awaiting, during and after installation, erection or construction including testing.
- 2.2 Expenses incurred in the removal from the construction site of debris of the property insured, including demolition of damaged property, de-icing and dewatering, occasioned by loss, destruction or damage to such property and in respect of which insurance is provided by this policy.

**BR 3 Insurance Proceeds
(01/10/94)**

- 3.1 Insurance proceeds from this policy are payable in accordance with GC28 of the General Conditions "C" of the contract.
- 3.2 This policy shall provide that the proceeds thereof are payable to Her Majesty or as the Minister may direct.



3.3 The Contractor shall do such things and execute such documents as are necessary to effect payment of the proceeds.

BR 4 Amount of Insurance
(01/10/94)

The amount of insurance shall not be less than the sum of the contract value plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Her Majesty at the site of the project to be incorporated into and form part of the finished Work.

BR 5 Deductible
(02/12/03)

The Policy shall be issued with a deductible amount of not more than \$10,000.

BR 6 Subrogation
(01/10/94)

The following Clause shall be included in the policy:

"All rights of subrogation or transfer of rights are hereby waived against any corporation, firm, individual or other interest, with respect to which, insurance is provided by this policy".

BR 7 Exclusion Qualifications
(01/10/94)

The policy may be subject to the standard exclusions but the following qualifications shall apply:

- 7.1 Faulty materials, workmanship or design may be excluded only to the extent of the cost of making good thereof and shall not apply to loss or damage resulting therefrom.
- 7.2 Loss or damage caused by contamination by radioactive material may be excluded except for loss or damage resulting from commercial isotopes used for industrial measurements, inspection, quality control radiographic or photographic use.
- 7.3 Use and occupancy of the project or any part of section thereof shall be permitted where such use and occupancy is for the purpose for which the project is intended upon completion.



INSURER'S CERTIFICATE OF INSURANCE

(TO BE COMPLETED BY INSURER (NOT BOKER) AND DELIVERD TO NATIONAL RESEARCH COUNCIL CANADA WITH 30 DAYS FOLLOWING ACCEPTANCE OF TENDER)

CONTRACT

DESCRIPTION OF WORK	CONTRACT NUMBER	AWARD DATE
LOCATION		

INSURER

NAME
ADDRESS

BROKER

NAME
ADDRESS

INSURED

NAME OF CONTRACTOR
ADDRESS

ADDITIONAL INSURED

HER MAJESTY THE QUEEN IN RIGHT OF CANADA AS REPRESENTED BY THE NATIONAL RESEARCH COUNCIL CANADA

THIS DOCUENT CERTIFIES THAT THE FOLLOWING POLICES OF INSURANCE ARE AT PRESENT IN FORCE COVERING ALL OPERATIONS OF THE INSURE IN CONNECTION WITH THE CONTRACT MADE BETWEEN THE NAMED INSURED AND THE NATIONAL RESEARCH COUNCIL CANADA AND IN ACCORDANCE WITH THE INSURANCE CONDITIONS "E"

POLICY					
TYPE	NUMBER	INCEPTION DATE	EXPIRY DATE	LIMITS OF LIABILITY	DEDUCTIBLE
COMMERCIAL GENERAL LIABILITY					
BUILDERS RISK "AL RISKS"					
INSTALLATION FLOATER "ALL RISKS"					

THE INSURER AGREES TO NOTIFY THE NATIONAL RESEARCH COUNCIL CANADA IN WRITING 30 DAYS PRIOR TO ANY MATERIAL CHANGE IN OR CANCELLATION OF ANY POLICY OR COVERAGE SPECIFICALLY RELATED TO THE CONTRACT

NAME OF INSURER'S OFFICER OR AUTHORIZED EMPLOYEE	SIGNATURE	DATE:
		TELEPHONE NUMBER:

ISSUANCE OF THIS CERTIFIATE SHALL NOT LIMIT OR RESTRICT THE RIGHT OF THE NATIONAL RESEARCH COUNCIL CANADA TO REQUEST AT ANY TIME DUPLICATE COPIES OF SAID INSURANCE POLICIES



CS1 Obligation to provide Contract Security

- 1.1 The Contractor shall, at the Contractor's own expense, provide one or more of the forms of contract security prescribed in CS2.
- 1.2 The Contractor shall deliver to the Departmental Representative the contract security referred to in CS1.1 within 14 days after the date that the Contractor receives notice that the Contractor's tender or offer was accepted by Her Majesty.

CS2 Prescribed Types and Amounts of Contract Security

- 2.1 The Contractor shall deliver to the Departmental Representative pursuant to CS1
 - 2.1.1 a performance bond and a labour and material payment bond each in an amount that is equal to not less than 50% of the contract amount referred to in the Articles of Agreement, or
 - 2.1.2 a labour and material payment bond in an amount that is equal to not less than 50% of the contract amount referred to in the Articles of Agreement, and a security deposit in an amount that is equal to
 - 2.1.2.1 not less than 10% of the contract amount referred to in the Articles of Agreement where that amount does not exceed \$250,000, or
 - 2.1.2.2 \$25,000 plus 5% of the part of the contract amount referred to in the Articles of Agreement that exceeds \$250,000, or
 - 2.1.3 a security deposit in an amount prescribed by CS2.1.2 plus an additional amount that is equal to 10% of the contract amount referred to in the Articles of Agreement.
- 2.2 A performance bond and a labour and material payment bond referred to in CS2.1 shall be in a form and be issued by a bonding or surety company that is approved by Her Majesty.
- 2.3 The amount of a security deposit referred to in CS2.1.2 shall not exceed \$250,000 regardless of the contract amount referred to in the Articles of Agreement.
- 2.4 A security deposit referred to in CS2.1.2 and CS2.1.3 shall be in the form of
 - 2.4.1 a bill of exchange made payable to the Receiver General of Canada and certified by an approved financial institution or drawn by an approved financial institution on itself, or
 - 2.4.2 bonds of or unconditionally guaranteed as to principal and interest by the Government of Canada.
- 2.5 For the purposes of CS2.4
 - 2.5.1 a bill of exchange is an unconditional order in writing signed by the Contractor and addressed to an approved financial institution, requiring the said institution to pay, on demand, at a fixed or determinable future time a sum certain of money to, or to the order



of, the Receiver General for Canada, and

- 2.5.2 If a bill of exchange is certified by a financial institution other than a chartered bank then it must be accompanied by a letter or stamped certification confirming that the financial institution is in at least one of the categories referred to in CS2.5.3
- 2.5.3 an approved financial institution is
 - 2.5.3.1 any corporation or institution that is a member of the Canadian Payments Association,
 - 2.5.3.2 a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the Régie de l'assurance-dépôts du Québec to the maximum permitted by law,
 - 2.5.3.3 a credit union as defined in paragraph 137(6)(b) of the *Income Tax Act*,
 - 2.5.3.4 a corporation that accepts deposits from the public, if repayment of the deposit is guaranteed by Her Majesty in right of a province, or
 - 2.5.3.5 The Canada Post Corporation.
- 2.5.4 the bonds referred to in CS2.4.2 shall be
 - 2.5.4.1 made payable to bearer, or
 - 2.5.4.2 accompanied by a duly executed instrument of transfer of the bonds to the Receiver General for Canada in the form prescribed by the Domestic Bonds of Canada Regulations, or
 - 2.5.4.3 registered, as to principal or as to principal and interest in the name of the Receiver General for Canada pursuant to the Domestic Bonds of Canada Regulations, and
 - 2.5.4.4 provided on the basis of their market value current at the date of the contract.



Contract Number / Numéro du contrat 843212
Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine National Research Council	2. Branch or Directorate / Direction générale ou Direction ASPM
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3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
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4. Brief Description of Work / Brève description du travail
Contractor (as of yet undetermined) will supply and install a new security gate and pave the road/parking area at the NRC Ketch Harbour facility.

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



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PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Lee Petter	Title - Titre Site Operations Supervisor	Signature
Telephone No. - N° de téléphone (902)426-9487	Facsimile No. - N° de télécopieur (902)426-9413	E-mail address - Adresse courriel Lee.Petter@nrc-cnrc.gc.ca
		Date 12 Dec 2019

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Tori Pelletier	Title - Titre Analyst, Security in Contracting	Signature
Telephone No. - N° de téléphone 613-998-7352	Facsimile No. - N° de télécopieur 613-990-0946	E-mail address - Adresse courriel Tori.Pelletier@nrc-cnrc.gc.ca
		Date 12/16/2019

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) 	Title - Titre Senior Proc. Officer	Signature
Telephone No. - N° de téléphone 613 991-9980	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date 20-12-2019

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date