



Service correctionnel
Canada

Correctional Service
Canada

SPECIFICATIONS

COLLECTION AND PROCESSING SERVICES FOR
RESIDUAL MATERIAL



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01 14 00 GENERAL REQUIREMENTS

1. GENERAL INFORMATION**1.1. DESCRIPTION OF SERVICES**

- 1.1.1. The services covered by this Standing Offer include, but are not limited to: The provision of equipped, functional and in good condition trucks as well as the workforce of qualified drivers and operators to perform the services of collection and treatment of waste and recyclable materials collection at Port-Cartier institution of the Correctional Service of Canada, Quebec region. The site is identified in Annex I of this technical specification.
- 1.1.2. The scope of services includes, as required, mandates of different sizes. Refer to Article 1.3, Description of Expected Services in Section 22 10 00 - Specific Requirements, for a detailed description of the services included in the Standing Offer.

1.2. REFERENCES

- 1.2.1. Canada Labor Code, Part II, Canada Occupational Safety and Health Regulations.
- 1.2.2. Workplace Hazardous Materials Information System (WHMIS) / Health Canada.
 - a) Material Safety Data Sheet (MSDS).
- 1.2.3. Occupational Health and Safety Act, R.S.Q. Chapter S-2.1.
- 1.2.4. Quebec road safety code
- 1.2.5. CSC health and safety programs.

1.3. DEFINITIONS

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

1.3.9. "Contractor's representative or designated person" means a person identified by the contractor to provide communications, information sharing, coordination and service to the Technical Authority."

1.3.10. "Enclosure of the institutions" Zone inside the prison reserve surrounded by fences or walls defining the permitted limits of movement of prisoners.

1.4. RELEVANT SITES

1.4.1. This Standing Offer refer to Port-Cartier institution has indicated in Annex I.

1.5. WORK SITE VISITS

1.5.1. For this Standing Offer, there will be no site visit.

1.5.2. Unless otherwise stipulated by the Technical Authority, a site visit will be required only in the following cases:

- a) When the first mandate is awarded by the institution;
- b) When a call-up is issued;

1.5.3. All site visits to evaluate work site conditions and particularities in order to prepare a preliminary or detailed assessment, or to allow the Contractor to prepare for the work, will be at the expenses of the Contractor.

1.5.4. The Contractor must refrain from justifying errors, omissions or imperfections in the work by attributing them to existing conditions and particularities.

1.5.5. If a site visit is desired for a call-up, a request must be made to the Technical Authority. For institutional safety reasons, site visits must be conducted at specific times as determined in consultation with the Technical Authority. This site visit will be at the expenses of the Contractor.

1.6. CODES AND REGULATIONS

1.6.1. The Contractor must comply with all laws and regulations relating to the work, should they be under federal, provincial or municipal jurisdiction, as it would be the case if the work was executed for a person other than Canada.

1.6.2. Perform the services in accordance with applicable codes ~~that apply~~. In case of divergence or contradiction, the most stringent requirements will prevail.

1.7. AWARDING CALL-UPS

1.7.1. Prior to each mandate, CSC will provide a statement of services required.

1.7.2. The Contractor must return a call or email related to each call-up from the Technical Authority within forty-eight (48) business hours.

1.7.3. The Contractor must advise the Technical Authority when work progress reaches 75%. Should the Contractor believe that the preliminary assessment will be exceeded, it must inform the Technical Authority prior to reaching 75% work progress. If the Contractor fails, intentionally or unintentionally, to submit a progress report, it cannot bill hours that have not been approved.

- 1.7.4. During or following a call-up, should any rules, codes, objectives or other aspects not be respected by the Contractor, the CSC will produce a dissatisfaction and deficiency report. This report will be shared with the Contractor as well as the Contracting Authority. The Contractor must then carry out the appropriate corrections and, if applicable, must carry them out at its own expenses. The dissatisfaction and deficiency report can be consulted in Annex III.

1.8. WORK TIMELINES

- 1.8.1. The contractor must perform the collection services according to the scheduled times.
- 1.8.2. Any failure by the contractor to appear at the agreed times, in reasonable time to allow him to perform the work in a suitable and satisfactory manner, may cause him delays in access or exit for which he will not be reimbursed.
- 1.8.3. If the work cannot be performed or is interrupted due to bad weather or other conditions, the contractor must return to the site and perform the work the next day or on a date agreed with the technical authority.

1.9. WORK SCHEDULE

- 1.9.1. It is imperative that the times specified in Annex II of the technical specifications, mainly for interior access to an enclosure, be respected. The time slot includes access to the institution, the waste collection under escort or supervision, and entry/exit security checks.
- 1.9.2. In some places, the driver must wait for the validation of inmates account before leaving the enclosure of the institutions with the vehicle. The specifications of these requirements are addressed in Annex II.

In these institutions, the employee of the contractor can not leave the grounds and the area of the search of the truck before the inmate count has been completed and the account is confirmed. The duration of a count is generally approximately twenty to twenty-five (20 to 25) minutes from the start of an account.

The counting start time, if there is, is indicated in the column " schedule " in Annex II.

The duration of a count can under very exceptional circumstances extend beyond twenty to twenty-five (20 to 25) minutes and could reach, in some cases, up to 40 to 60 minutes.

- 1.9.3. The technical authority may, for reasons of security and optimization of time, revise the work schedule. Such a request will be addressed by CSC seven (7) working days before the date of the desired change.

1.10. HEALTH AND SECURITY

- 1.10.1. The Contractor must manage its activities in such a way that people's health and safety and the protection of the environment always take precedence over issues related to work costs and schedule.
- 1.10.2. The contractor must ensure the health and safety of the premises and their occupants in relation to its services.

- 1.10.3. When an unforeseen and unidentifiable source of danger during the initial inspection of the work site appears by the fact or during the execution of the work, the employee must immediately stop the work, put in place temporary protective measures for workers and the public and notify the Technical Authority verbally and in writing. When applicable, the Contractor must subsequently make the necessary modifications to allow work to resume safely.
- 1.10.4. At the request of the Technical Authority, submit all the Material Safety Data Sheets for controlled products used on the work site at least three (3) days prior to their use.
- 1.10.5. Submit to the Technical Authority an investigation report for any accident resulting in injury and for any incident that highlights a potential risk, within twenty-four (24) hours of said incident.

2. PRODUCTS

2.1. NO OBJECT

3. EXECUTION

3.1. CONTRACTOR'S USE OF SITE

- 3.1.1. The Contractor is responsible for advising and informing its employees, drivers / operators, before their first admission to CSC grounds, of the specific conditions governing the Standing Offer.
- 3.1.2. The Contractor's employee on site must immediately pick up debris that escapes from his truck.
- 3.1.3. Following a mechanical defect, the Contractor's employees must identify, contain and collect oil spills or liquid leaking from the vehicle and report the incident immediately to the Technical Authority. The Contractor is responsible for and will be required to perform thorough cleaning in accordance with industry standards, at no additional cost to CSC, to the satisfaction of the technical authority.
- 3.1.4. On the perimeter of CSC, it is mandatory to respect the road signs and the maximum speed limit allowed inside the enclosure of the institutions, which is 30km /h. The driver must reduce his speed according to the configurations, climatic conditions, traffic and pedestrians who are on the traffic areas.

The Contractor has the responsibility to intervene effectively with its employees following a report of dangerous driving.
- 3.1.5. The driver must not leave the truck without being locked and must comply with the instructions of the escort officer.
- 3.1.6. The Contractor's representative must agree in advance on a date with the CSC technical authority for the delivery or pick up of the containers.
- 3.1.7. Inform the CSC technical authority twenty-four (24) to forty-eight (48) working hours before a recovery pick-up.
- 3.1.8. To ensure safety, the Technical Authority will indicate to the Contractor representative and the Contractor's employees the traffic routes to get to the picking areas.
- 3.1.9. No coffee / health or meals break may be authorized on the premises of the institutions.

- 3.1.10. The Contractor must refrain from cluttering the site with materials and/or equipment.
- 3.1.11. Following collection the contractor must reposition the containers according to the predefined arrangements and configurations. If a positioning complicates the lifting operations, the Contractor's representative must communicate with the technical authority in order to propose a new configuration, a modification of the equipment or others in order to solve the problem.
- 3.1.12. The Contractor's employee must ensure that CSC staff and vehicles can access the site at all times.
- 3.1.13. Safety measures must not be reduced at any time due to the works. The Contractor must take the necessary means to ensure all the required security and comply with the authorities in place.
- 3.1.14. The Contractor must have any vehicles that could be damaged during the work moved. In the event that one or more vehicles or other items on the site are damaged, the Contractor must have them repaired or replaced by authorized professionals, to the satisfaction of the Technical Authority.
- 3.1.15. Unless otherwise specified, upon completion of the Standing Offer, the Contractor must remove all rental equipment from the institution at no additional cost.

3.2. PATCHING UP

- 3.2.1. All elements damaged during work must be repaired to their prior condition.
- 3.2.2. Repair surfaces damaged by the Contractor's heavy machinery.
- 3.2.3. Contain, collect and immediately dispose of an oil and / or other environmentally harmful liquid leaking from a vehicle. Proceed in accordance with the applicable regulations. By appointment with the Technical Authority, perform the final cleaning of contaminated surfaces according to the rules of the art. The contractor must provide the technical authority with the material disposal manifest.
- 3.2.4. Any breakage at CSC facilities resulting from the Contractor's services must be repaired by the Contractor to the satisfaction of the Technical Authority, at no additional cost for CSC.

3.3. BILLING

- 3.3.1. Detailed billing information must be detailed and must correspond to the unit prices of the Basis of payment. The Contractor must provide a monthly invoice per call-up for services rendered during the previous month.

In some institutions, the Technical Authority may request a separate invoice for a separate billing center. These requests will be specified to the Contractor during the call-up.
- 3.3.2. Billing errors will be brought to the attention of the Contractor's representative. With the objective of not delaying the payment of the invoice, within a maximum period of five (5) working days, the Contractor's representative is responsible for validating the error and for producing a new invoice or issuing a credit note.
- 3.3.3. Only the services rendered must be invoiced.
- 3.3.4. On request of the Technical Authority, the Contractor's representative must provide additional information to justify billing.

- 3.3.5. The invoice must contain only the items described and associated with a particular call-up.

The Contractor must produce the invoices making sure that the information requested by the technical specifications and by the Technical Authority is there. Mainly, each of the items corresponding to the services specified on the call-up.

The contractor must ensure that at least the following elements are found on each invoice:

Monthly Billing :

- a) Identification of the institutions;
- b) The number of the call-up;
- c) The month and the period during which the services were rendered, from the first to the last day of the month;
- d) item number corresponding to the Basis of payment;
- e) In connection with each item specified in the call-up, details of the services rendered;
 - an abridged description of the number and category of containers;
 - the total number of collection;
 - the total billable volume or tonnage of residual materials;
 - the category of residual materials;
 - container rental, as applicable;
 - the number of containers transporting 10 cubic yards or more, as applicable;
 - the unit price corresponding to each item;
 - the total cost for each item;
- f) A copy of the weighing manifests on which are identified, the truck, the date and time of the weighing, the weight of the materials disposed of and any other information required by the Technical Authority, when applicable;
- g) The credit notes and the number of the associated invoice ;
- h) A subtotal ;
- i) Finally the cost of taxes and the total bill to be paid for the month.

RECYCLING OF FERROUS METALS AND COPPER:

- a) Where it is requested by the Technical Authority to provide containers for the recycling of ferrous metals and / or copper, the Contractor must invoice CSC for the rental of the container, including its replacement at the time of collection and transport of materials to be recycled to the recycling site ;
- b) In addition to the details required for monthly invoicing, the invoice must include the credit corresponding to the total weight of the metals sent for recycling according to the material and according to the market cost.

END OF SECTION 01 14 00



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01 35 13 CSC SECURITY

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1. GENERAL INFORMATION

1.1. PURPOSE

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

1.2. DEFINITIONS

- 1.2.1. "prohibited items" :

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

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

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

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

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

1.3. PRELIMINARY MEASURES

- 1.3.1. Prior to starting the work, the Contractor must communicate with the Technical Authority to:

- a) discuss the nature and the scope of the work associated with the project;

- 1.3.2. The Contractor must:

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

1.4. CONTRACTOR'S EMPLOYEES

- 1.4.1. According to the Warden's preference, the Contractor must be aware that no employee will be admitted access to the institution without valid security clearance and a recent photo identification card, such as a provincial driver's licence.
- 1.4.2. The Contractor must submit to the Technical Authority a list of the names of all itsempleyees scheduled to work in the institution.
- 1.4.3. No security screening is required, as there is no access to sensitive information or assets. If necessary, the Contractor's employees will be accompanied in specific areas of the institution by authorized members of Correctional Service Canada.
- However, before being admitted to the institution, the Contractor's employees must undergo a local identity check or information by CSC. The latter reserves the right to prohibit at any time access to the facility to the Contractor's employees.
- 1.4.4. The Warden may require that headshots of the Contractor's Employees be taken so that their pictures can be posted in appropriate areas throughout the institution or entered into a database for identification purposes. The Warden may also require that the Contractor's Employees prominently display photo identification on their clothing when they are within the institutional perimeter.
- 1.4.5. An individual will be refused entry to institutional premises if there is reason to believe that they pose a security risk.
- 1.1.2. Individuals will be immediately removed from institutional premises if:
- a) they appear to be under the influence of alcohol, drugs or narcotics;
 - b) they behave in an abnormal or disorderly manner;
 - c) they are in possession of prohibited items.

1.5. VEHICLES

- 1.5.1. All individuals who leave a vehicle unattended on CSC premises must close the windows and lock the doors and trunk. The owner of the vehicle or the employee from the company that owns the vehicle must ensure that the keys are kept safely in their personal possession.
- NOTE:** The institution may require that all vehicles and motorized equipment be equipped with a device that allows for locking the fuel cap.
- 1.5.2. The Warden can limit the number and type of vehicles permitted within the perimeter at any time.

1.6. COMMUNICATION DEVICES

- 1.6.1. Cellular or digital cordless phones (including, but not limited to, text messaging devices, pagers, BlackBerry, and telephones used as two-way radios), laptop computers and tablets are prohibited in the institution without the express authorization of the Warden. Even when permitted, they are not to be used by inmates.
- 1.6.2. The Warden may approve but limit the use of two-way radios.
- NOTE:** In some institutions, cellular or digital phones and two-way radios are permitted; however, conditions may apply. For example, their use may not be permitted in areas accessible to inmates.

1.7. TOOLS AND EQUIPMENT

- 1.7.1. The Contractor's Employees must never leave tools unattended.
- 1.7.2. The Contractor's Employees must notify the Technical Authority immediately if any tools or equipment have been lost or are unaccounted for.
- 1.7.3. The Warden will ensure that security staff verifies the Contractor's tools and equipment:
 - a) at the beginning and end of each project;
- 1.7.4. The use of fastening tools or other tools with cartridges is strictly prohibited.

NOTE: Controlled items are managed differently from one institution to another and must be verified with the specific institution.

1.8. PRESCRIPTION MEDICATION

- 1.8.1. If the Contractor's employees must take prescription medication during the work day, they must obtain prior authorization from the Warden to bring one (1) day's dosage into the institution.

1.9. RESTRICTIONS ON TOBACCO USE

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

1.10. PROHIBITED ITEMS

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

1.11. SEARCHES

- 1.11.1. All individuals and vehicles arriving on the institution's premises may be searched.
- 1.11.2. If the Warden has reason to believe that one of the Contractor's Employees is in possession of a prohibited item, the Warden may order a search of that individual.
- 1.11.3. The personal belongings of all the Contractor's Employees arriving at the institution may be checked to search for the residue of contraband drugs.

1.12. CONTACT WITH INMATES

- 1.12.1. It is prohibited to enter into contact with inmates, speak to them, give them anything or accept anything from them without specific authorization. Anyone who violates this order will be expelled from the site and have their security clearance revoked.
- 1.12.2. It is prohibited to photograph inmates or CSC employees. It is also prohibited to photograph sectors of the institution without the authorization of the Technical Authority.

2. PRODUCTS

2.1. NO OBJECT

3. EXECUTION

3.1. ACCESS TO THE INSTITUTION

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

3.2. VEHICLE TRAFFIC

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

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

- 3.2.2. Vehicles carrying detritus or other material deemed impossible to search must constantly be monitored by CSC employees or security personnel who report to the Warden or must wait for an official head-count of the inmates to be conducted.

- 3.2.3. Entry will be refused to all vehicles carrying materials that the Warden believes pose a risk to institutional security.

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

- 3.3.1. Subject to proper institutional security, the Warden will give the Contractor and the Contractor's Employees as much freedom of movement and autonomy as possible.

- 3.3.2. The previous paragraph notwithstanding, the Warden may:
- a) Prohibit access to sections of the institution;
 - b) Require that the Contractor's Employees be accompanied by CSC security personnel in designated sections;
 - c) Require that containers loaded with detritus deemed impossible to be searched are subject to constant surveillance by CSC employees or commission agents.

3.4. WORK STOPPAGE

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

END OF SECTION 01 35 13



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22 10 00 SPECIFIC REQUIREMENTS

1. GENERAL INFORMATION

1.1. REFERENCES

- 1.1.1. Q-2, r19 - Regulation respecting the burial and incineration of residual materials.
- 1.1.2. L.R.Q., chapter S-2.1 - Act respecting occupational health and safety and the regulations r. 19.01 in force.
- 1.1.3. Provincial and national directives and instructions related to public health.
- 1.1.4. Health Canada – Workplace Hazardous Materials Information System (WHMIS).
- 1.1.5. Material Safety Data Sheets (MSDS).

1.2. CODES

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

1.3. DESCRIPTION OF EXPECTED SERVICES

- 1.3.1. The Contractor must provide trucks that are equipped, functional and in good condition as well as the workforce of qualified drivers and operators to perform the waste and recyclable materials collection services.
- 1.3.2. The Contractor must provide delivery and rental services for various container sizes and models for household waste, recyclable materials, as well as materials from construction and demolition works.
- 1.3.3. The Contractor must provide a weekly container collection service according to a predetermined schedule as specified in Annex II List of containers and collection schedule.
- 1.3.4. The Contractor must provide collection services on call.
- 1.3.5. The Contractor must proceed to the waste disposal in accordance with federal and provincial laws and municipal regulations at authorized treatment sites.
- 1.3.6. At the request of the Technical Authority, the Contractor must provide containers of various formats for the recycling of ferrous metals as well as for the recycling of copper, and ensure their disposal in the appropriate places.
- 1.3.7. At the request of the Technical Authority, the Contractor must provide weighing services allowing CSC to compile data on the weight of materials sent for recycling and waste sent to landfills in order to establish environmental targets and strategies.
- 1.3.8. The Contractor must appoint a representative who will be responsible for services for the duration of the standing offer. The Contractor must provide the contact details (email and telephone) of the representative to establish the communication channel necessary for coordination of services. This communication channel will also be used to signal a delay or lack of services due to conditions beyond the Contractor's control.

Services not rendered must be resumed the following day or according to an agreement with the Technical Authority. Failing to do so, services not rendered must be credited on the next monthly billing.

Failure to report a delay or absence within the first hour according to the schedule, the Contractor could be sent a report of non-satisfaction and deficiencies (Annex III).

If, due to a delay, the Contractor cannot collect on the scheduled day, the Contractor must collect on the next working day or on the date agreed with the Technical Authority.

- 1.3.9. Upon issuance of the Standing Offer, the Contractor's representative must make an appointment and meet with the CSC Technical Authority to:
- establish the container model proposed for each of the points in the collecting area,
 - validate the days of collection and the time slots,
 - establish security measures acceptable to both, in accordance with these guidelines and the specific needs of the institution.

1.4. VARIATION OF NEEDS DURING MANDATE

1.4.1. CSC is implementing efforts to achieve targets for environmental issues. Waste reduction programs directed to landfill could therefore be tested or put in place with the aim of reducing the volume. As a result, changes or adjustments may be required in terms of the frequency of collections or the increase or decrease in the volume or quantity of containers. These changes will be confirmed by the Technical Authority at least seven (7) working days before said changes or adjustments are implemented. While the mandate is being executed, at the request of the Technical Authority, changes or adjustments to the frequency of collections or the increase or decrease in the volume or quantity of containers may be required.

1.4.2. For planned collection services, any reduction in the volume of waste requiring the change of the volume of a container, the withdrawal of a number of containers or the reduction in the number of collections will be sent by the Technical Authority to the Contractor.

The monthly invoicing must then be modified according to the requested changes and the amounts applied to the invoice must correspond to the rates submitted to the basis of payment.

2. PRODUCTS

2.1. VEHICLES

2.1.1. The Contractor must provide trucks and equipment in good condition, functional and free from leakage of contaminating fluids. If a vehicle arrives at the facility with an apparent leak of oil or other contaminant, the Contractor may be denied access to the site. The Contractor must then schedule a new round of collection the next working day or on a date determined with the Technical Authority.

2.1.2. A poor condition of a truck can lead to a breakdown inside the enclosure. This unwanted situation will cause significant delays for towing maneuvers and / or troubleshooting the Contractor's vehicle. All associated costs must be assumed by the Contractor.

2.1.3. If, following five (5) notices of non-satisfaction and deficiencies (Annex III), the conditions are repeated, the Contracting Authority may convene the Contractor for corrective measures to be initiated. Failure to correct the situation will constitute default on the part of the Contractor.

2.2. CONTAINERS

- 2.2.1. Upon award of the Standing Offer, the Contractor's representative must agree with the CSC Technical Authority on a visit date in order to fully understand the needs and propose types of containers adapted to the constraints of the environment and user requirements.
- 2.2.2. The containers must be in good condition and show no defect in functionality or considerable perforations. The lids, access doors and locking mechanisms must be adjusted for easier handling.
- 2.2.3. If a container, due to its state of wear and damage, has perforations allowing materials to escape, the Contractor must repair or exchange the container as soon as the CSC Technical Authority so requests in order to limit the discharge or exhaust materials.
- 2.2.4. In some institutions, CSC requires secure containers. See Annex II for container details. Secure containers must have, as a minimum, a securely designed lid that prevents access to the interior of the container and its contents.

The cover must have the possibility of being locked with one or two padlocks and its construction must ensure that no part or end can be opened, even partially. The choice of material for the cover is up to the Contractor; however, it must ensure that the cover meets CSC requirements for secure containers and ease of handling by users. When the Contractor provides a plastic cover, it must be rigid and equipped with one or more metal bars to ensure that it is completely closed.

Containers must provide easy access for depositing waste. These accesses must have the possibility of being blocked.

- 2.2.5. The Contractor must, at its expense within a maximum period of seven (7) working days, repair or replace its containers damaged due to handling or normal wear.
- 2.2.6. CSC may own some containers. In this case, the Contractor must ensure the collection, taking care not to damage the containers. If the Contractor observes a problem with one of these containers, he must immediately notify the Technical Authority. CSC will assume the costs for the maintenance and repairs for normal wear and tear of the containers belonging to it.

During the initial visit of the Contractor's representative, in accordance with article 2.2.1 of this section, a verification of the condition of the containers and bins belonging to the CSC must be made in the presence of the Technical Authority. The Technical Authority will take pictures of deficiencies and damage to the containers if necessary. He will document the conditions observed in a short report. He will share this summary by email with the Contractor's representative.

This report may be used in the event that damage due to improper use or manipulation requires repair on the equipment. If it is demonstrated that the damage is attributable to improper handling by a driver, CSC may require the Contractor to carry out the repairs at his own expense.

Costs for damage caused by CSC operations and those related to aging and normal wear and tear of equipment will be assumed by CSC.

If the Contractor's driver observes a problem with one of the CSC containers, he must immediately report it to the Contractor's representative so that statement is address to the Technical Authority. CSC will bear the costs for the maintenance and repair of the normal wear and tear on the containers belonging to it.

- 2.2.7. Unless otherwise advised by the Technical Authority, when removing a container to dispose of the materials, the Contractor must leave an empty container of equivalent size on site to replace the full one that will be picked up.

2.3. LABOR

- 2.3.1. The Contractor must provide qualified labor to perform the services. The workforce assigned to the work must demonstrate that they have a valid driver's license according to the required classes, and this, whenever asked to do so.
- 2.3.2. The Contractor's representative must provide coordination services and must inform the various centers or departments of the company of the specifications of the Standing Offer. He is the communication link with the CSC Technical Authority for any operational adjustment request, to follow up on correction requests on invoicing and to provide the agreed services.

To respond to the expected service, the Contractor must provide the contact details (email and phone) of its representative in order to establish the necessary communication channel.

CSC will provide contact information (email and phone) of the Technical Authority responsible for communications and call-up management.

CSC will also provide an email address for the Contractor's representative to report any delay or absence of services due to conditions beyond the control of the Contractor.

When a call or an email is sent by the Technical Authority to the Contractor's representative to report and resolve a problem or obtain service, it must return the call within the next working twenty-four (24) hours.

Failure to report a delay or absence within the first hour according to the schedule for entering the enclosure of the institution, the Contractor could be addressed a report of non-satisfaction and deficiencies (Annex III).

If, due to a delay, the Contractor cannot collect on the scheduled day, the Contractor must collect on the next working day or on the date agreed with the Technical Authority.

Failing to do so, services not rendered must be credited on the next monthly billing.

2.4. PLANNED WASTE AND RECYCLABLE MATERIAL COLLECTING SERVICES

- 2.4.1. The Contractor must provide scheduled collection services at the rates provided in Part A of the Basis of Payment.

The schedule of planned collections is detailed in Appendix II for each institution.

The Contractor must provide the required containers according to the specifications identified in Annex II for the duration of the Standing Offer. The Contractor must meet with the Technical Authority to propose container models adapted to operational needs and the layout of collection points.

The price submitted for the collections detailed in Part A of the Basis of Payment must include the supply of containers for the duration of the offer detailed in the call-up. It should also be considered that some containers belong to CSC, the information concerning these is specified in Annex II and in the Basis of Payment. It will therefore not be necessary to provide a container at these locations.

2.5. COLLECTING SERVICES ON CALL

- 2.5.1. The service to execute the collection on call must be carried out within a reasonable time.

Following a call from the Technical Authority to the Contractor's service center to perform a collection, the collection service should be made within forty-eight (48) hours of calling services or a time agreed with the Technical Authority.

The Contractor's representative must ensure that these requirements are shared with the service center.

Failure to obtain the service on time, a communication will be made with the Contractor's representative to remedy the situation. If the situation persists, a non-satisfaction report will be produced for subsequent failures.

2.6. NON-PLANNED OR URGENT SERVICES

- 2.6.1. The Contractor, through his representative, must be able to provide services for unplanned collection, for collections that could not be performed as scheduled or other exceptional collections required.

The Technical Authority will inform the Contractor's representative of unscheduled services by call and / or email. The Contractor must communicate with the Technical Authority within six (6) working hours following this call. If the Technical Authority is not available to answer the call, the Contractor must leave a message on the answering machine and / or return an electronic message to the Technical Authority's email address.

The call could generate two (2) categories of services;

- The first "Priority Service" must be completed within forty-eight (48) working hours following a call from the technical authority.
- The second "Routine Service" must be carried out according to the agreement with the Technical Authority or at the latest within seventy-two (72) hours following the call for services from the technical authority.

2.7. WEIGHING SERVICES

- 2.7.1. At the request of the Technical Authority, the Contractor must provide weighing services for landfill waste and recyclable materials for containers of 8 cubic yards or less.

The request will be addressed to the Contractor's representative at least seven (7) working days before the service is requested.

A CSC representative will accompany the vehicle and assess the volume of content before weighing.

These services requested by the Technical Authority are invoiced to the CSC according to the prices submitted in Part D of the Basis of Payment.

- 2.7.2. In the case of containers on wheels (roll-off) 10, 20, 30 or 40 cubic yards, for each type of residual material, the Contractor must provide a copy of the weighing manifest with his invoices. CSC will pay the Contractor for the weight of the materials, upon presentation of evidence, in accordance with the terms defined in the Basis of Payment.

2.8. MANAGEMENT AND DISPOSAL OF RESIDUAL MATERIAL

- 2.8.1. The Contractor must proceed to the removal and treat of residual materials at authorized treatment sites. As soon as the waste is taken care of, following the collection, the Contractor assumes responsibility. The Contractor is responsible for the selection of waste treatment sites.
- 2.8.2. The landfill and recycling site must meet the standards of the Ministère de l'Environnement and the Fight against Climate Change in Quebec.
- 2.8.3. When the Contractor provides metallic material collection and disposal services, the Contractor must transport the metallic elements to an appropriate recycling facility. The Contractor will credit CSC with the full amount of the proceeds from the sale of the metal components. The sums in question must be faithful to the current market price and credited on invoicing.

3. EXECUTION

3.1. COLLECTING TIMES

- 3.1.1. Due to security requirements governing access to vehicles and contractors on CSC reserves, the collection schedule varies from one institution to another as well as within the confines of an institution. The collection schedule can be found in Annex II.
- 3.1.2. Respecting timetables requires special attention, mainly in places where the driver must wait for the detainee count to be validated before he can leave the security control SAS. Good coordination with the authorities responsible for the security of the institution and with the Technical Authority in connection with the collecting time allows to minimize the exit delay.
- 3.1.3. The security requirements defining the hours of access to an enclosure of an institution may need to change due to operational constraints. In the event that a change in access hours is necessary, the Technical Authority will notify the Contractor in advance so that adjustments can be made.
- 3.1.4. Collections are not permitted on weekends or on statutory holidays without the prior authorization of the Technical Authority.

The statutory holidays are as follows:

New Year's Day

Good Friday

Easter Monday

Queen's Day (Patriots' Day)
Quebec National Day (Saint-Jean Baptiste)
Canada Day
Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
The day after Christmas

If a collection scheduled on a public holiday cannot be carried out, the service must be postponed the next day.

The Technical Authority may make a request to the Contractor for the service to be carried out one day of the week preceding or following one on the holiday. At this time, the Technical Authority will validate the date of collection to the Contractor's representative at least seven (7) working days before the date of the holiday.

3.2. QUALITY OF EXECUTION AND SERVICES

- 3.2.1. The Contractor must complete the work diligently, satisfactorily and according to predefined schedules.
- 3.2.2. The Contractor must provide the skilled and necessary labor for the loading which must be done in a clean and orderly manner. Containers should be handled with care and carefully replaced. In accordance with article 3.1.6 of section 01 14 00, everything that escapes during loading must be picked up.
- 3.2.3. The positioning of the containers by the operator must be done to the satisfaction of the Technical Authority. For example, a container positioned near a loading dock must be placed in its original location to facilitate and secure access to the container by CSC staff.
- 3.2.4. If for reasons of space, layout or size of a container, it is impossible or risky to handle and position it in the location chosen by CSC, the Contractor's representative must, if necessary, go to see the conditions and suggest an alternative location, which must be approved by the Technical Authority.
- 3.2.5. If, for reasons beyond his control, a service cannot be performed under the conditions of the call-up, it is the responsibility of the Contractor's representative to notify CSC within the first hour of the scheduled service, by email to the email address provided by the Technical Authority.

Failure to report an absence or a delay in service within the first hour of the scheduled service, the Contractor could be sent a report of non-satisfaction and deficiencies (Annex III). The Contractor must, when a planned collection cannot be carried out, arrange for a collection the day following the absence of service or on a date agreed with the Technical Authority.

Repetitive breaches of this requirement may result in additional costs of planning, coordination and security escort to CSC.

3.3. INSPECTION AND ACCEPTANCE OF WORK

- 3.3.1. The activities of the Contractor, as well as the associated movement of the Contractor's personnel and vehicles, are subject to monitoring and inspection by CSC security staff to ensure compliance with institution security standards.
- 3.3.2. If, following its inspection, the Technical Authority considers that the quality of the work is insufficient and that deficiencies have been detected, a report of non-satisfaction and deficiencies (Annex III) will be completed and shared with the Contractor and the Contracting Authority to notify them that corrections must be made for acceptance of the work.

END OF SECTION 22 10 00



Service correctionnel
Canada

Correctional Service
Canada

ANNEX I

COLLECTION AND PROCESSING SERVICES FOR RESIDUAL MATERIAL

Canada 

PORT-CARTIER INSTITUTION

1 rue de l'aéroport, Port-Cartier, QC, G5B 2W2

END OF SECTION



Service correctionnel
Canada

Correctional Service
Canada

ANNEX II

LIST OF CONTAINERS AND SCHEDULE OF PLANNED COLLECTIONS

Canada 

**ANNEX II
PORT-CARTIER INSTITUTION
COLLECTION AND PROCESSING SERVICES FOR RESIDUAL MATERIAL
LIST OF CONTAINERS AND SCHEDULE OF PLANNED COLLECTIONS**

Example of numbering of the container identifier.				
Billing center:	Pickup area	Container number	Container capacity.	# Container identifier
368	A	1	4V	302-A-1-4V

Regular scheduled lift containers															
Item corresponding to the basis of payment	Container location				Container identification				Specification of levees				Data		
	Collection area	Security escort required	collecting during a counting period	Place	# Container identifier	cubic yards Capacity	Container type:	Property of:	Periodicity		Frequency of collection service required per week	Annual		Data for monthly invoicing	
									Days	Schedule		Number of annual levees	Annual material volume in cubic yards	A.1.1 Total monthly collection	A.1.2 Monthly volume of material in cubic yards
A.1.1 & A.1.2 Materials intended for burial	B	No	No	Dégrilleur	368-B-1-6V	6	Close	Rented	One day every two weeks	Between 8h00 a.m. and 4h00 p.m.	Once every 2 weeks	26	156	2,17	13,00
	B	No	No	Dégrilleur	368-B-2-6V	6	Close	Rented	One day every two weeks	Between 8h00 a.m. and 4h00 p.m.	Once every 2 weeks	26	156	2,17	13,00
	Cumulative				2 containers	12	Total cubic yards of capacity		1 day every 2 weeks from Monday to Friday according to the agreement with the technical authority. The lifts should be performed at a regular frequency.	Total:		Once a week	52	312	4,33

Item corresponding to the basis of payment	Container location				Container identification				Specification of levees				Data		
	Collection area	Security escort required	collecting during a counting period	Place	# Container identifier	cubic yards Capacity	Container type:	Property of:	Periodicity		Frequency of collection service required per week	Annual		Data for monthly invoicing	
									Days	Schedule		Number of annual collection	Annual material volume in metric tons.	A.2.1 Total monthly collection	A.2.2 Estimated monthly quantity of material in metric tons. Invoiced according
A.2.1 & A.2.2 Materials intended for burial	A	Yes	No	Magasin	368-A-1-25V	25	Close	CSC / Compactor	1 day week from Monday to Friday according to the agreement with the technical authority. The lifts should be performed at a regular frequency.	Collection between 8:00 a.m. and 8:30 a.m. Return of the container before 11:30 am.	1	52	156	4,33	13,00
													4,33	13,00	

Containers identified to be lifted on call															
Item corresponding to the basis of payment	Container location				Container identification				Material		Specification of levees			Data	
	Collection area	Security escort required	collecting during a counting period	Place	# Container identifier	cubic yards Capacity	Container type:	Property of:	Type	Waste intended for:	Periodicity		Frequency of collection service required.	From grant to August 31, 2022 (approximately 20 months)	
											Days	Schedule		A.3.1 Estimated number of collection	
A.3.1 Materials intended for recycling	C	No	No	Warehouse	368-C-1-30V	30	Open	Rented	Metals	Valorization	Monday to Friday	Between 8:00 a.m. and 4:00 p.m.	On call	6	
													Total:	6	



Service correctionnel
Canada

Correctional Service
Canada

ANNEX III

DISSATISFACTION AND DEFICIENCY REPORT

Canada 

DISSATISFACTION AND DEFICIENCY REPORT

NUMBER

Call-up Number YY-MM-DD

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

GENERAL DESCRIPTION OF EVENT

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

TECHNICAL AUTHORITY

Name:	
_____	_____

SIGNATURE

DATE