



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux
Canada

Voir dans le document/

See herein

NA

Québec

NA

INVITATION TO TENDER

APPEL D'OFFRES

**Tender To: Public Works and Government Services
Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Soumission aux: Travaux Publics et Services Gouvernementaux Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7e étage, suite 7300
Montréal
Québec
H5A 1L6

Title - Sujet Vidange trappes	
Solicitation No. - N° de l'invitation EFA66-220182/A	Date 2021-11-04
Client Reference No. - N° de référence du client EFA66-220182	GETS Ref. No. - N° de réf. de SEAG PW-\$MTC-035-16310
File No. - N° de dossier MTC-1-44092 (035)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2021-12-15 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lussier, Joël	Buyer Id - Id de l'acheteur mtc035
Telephone No. - N° de téléphone (514) 708-3582 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA 800 rue de la Gauchetiere O 7300 MONTREAL Québec H5A 1L6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée Voir doc.	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

PART 1 - GENERAL INFORMATION

1.1 Security requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Trade Agreements

"The requirement is subject to the provisions of the the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA) and the Canadian Free Trade between Canada, Peru/Colombia/Panama"

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

“Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSAs), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names“.

2.2 Submission of Bids

Electronic submission of bids is mandatory for this project.

Electronic submission

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.
- b. The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC is:

Quebec TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

Note: Bids emailed directly to this email address will be rejected and deemed non-compliant. This email address is to be used to open an epost Connect conversation, as detailed in c., or to send proposals through an epost Connect message if the Bidder is using its own licensing agreement for epost Connect.

- c. To submit a bid using epost Connect service, the Bidder must either:
 - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- d. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.

- e. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least thirty (30) business days after the solicitation closing date and time.
- f. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
- g. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
- h. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or,
 - viii. inability to create an electronic conversation through the epost Connect service.
- i. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- j. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
- k. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder.

2.3 Former Public Servant

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

Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;

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- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec

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

2.6 Optional site visit

There will be no site visit for this project.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.2 Exchange Rate Fluctuation

[C3011T \(2013-11-06\), Exchange Rate Fluctuation](#)

3.1.3 SACC Manual Clauses

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

The bidder must fill and complete the information required in annex B -basis of payment

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price (*if applicable*)

4.2 Basis of Selection

4.2.1 SACC Manual Clause A0031T (2010-08-16), Basis of Selection - Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.3.2 Status and Availability of Resources

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The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. EFA66-220182

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) *Contract Security Manual* (Latest Edition).

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010C \(2016-04-04\), General Conditions - Services \(Medium Complexity\) apply to and form part of the Contract.](#)

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the contract is from contract award date for a firm period of 2 years.

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 1year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Joel Lussier
Title: Procurement Specialist
Public Services and Procurement Canada

Place Bonaventure
800 De la Gauchetière West, office 7300
Montréal, Qué. H5A 1L6

Email : joel.lussier@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

Details to be provided at contract award

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

Details to be provided at contract award

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6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ _____ as per annex B. Customs duties are included and Applicable Taxes are extra.

6.7.2 Option to Extend the Contract

During the contract extension period, the Contractor will be paid a firm price of \$ _____ as per annex B to perform all the work related to the contract extension period.

6.7.3 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general.
2. Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.

The Contractor must distribute the invoices and reports as follows:

The original and two (2) copies of the invoices and maintenance reports must be forwarded to the

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technical authority for certification and payment. Please consult section 6.5.2

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) The general conditions 2010C (2016-04-04) Services (Medium Complexity) apply to and form part of the Contract.
- (c) Annex A, Statement of Work
- (d) the Contractor's bid dated

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FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

(insert if applicable)

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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Annexe A

STATEMENT OF WORK

STANDING OFFERS:

Cleaning of sandtraps and drainage pipes

FEDERAL BUILDING

715 PEEL, 1st Floor
MONTRÉAL, QUEBEC
H3C 4H6

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PART 1 – General

1.1 ADDRESS

- 1.1.1 These specifications provide a statement of work for cleaning of sandtraps and drainage pipes of the Federal Building at 715 Peel, Montréal, Quebec.

1.2 ACCESS AND GENERAL SECURITY

- 1.2.1 The Contractor and representatives of the Contractor's firm must comply with the building's security rules.
- 1.2.2 The Contractor's employees must obtain passes from the building's security service before accessing the worksite. The passes will be issued each working day by the security service. They must be returned at the end of each working day.
- 1.2.3 The pumping truck must stay parked along Cathedrale St close to the garage door and provide enough length of piping hose between the truck and the interior drains.

1.3 CONTRACTOR RESPONSIBILITIES

- 1.3.1 The Contractor assumes responsibility for any accident or damage caused by its employees to government property or to any person on the site. The Contractor must repair any damage, at its own expense, in a timely manner and to the satisfaction of the Departmental Representative.
- 1.3.2 The Contractor assumes liability for any accident or damage caused by its equipment to government property or any person on the site if such equipment is defective or left unattended. The Contractor must repair any damage, at its own expense, in a timely manner and to the satisfaction of the Departmental Representative.
- 1.3.3 The Contractor assumes full responsibility for the security of its equipment and materials during and after work hours. Public Works and Government Services Canada (PWGSC) will not be responsible for vandalism, theft or losses.
- 1.3.4 For each request, the Contractor must verify the work to be done and determine quantities. This can be done by telephone or by site visit, and the Contractor must cover all costs.
- 1.3.5 The Contractor must inform all subcontractors of the contract's requirements.
- 1.3.6 Before submitting its bid, the Contractor must gather information about the drainage pipes and sandtraps to be cleaned, the existing condition of the site and the working conditions in the building where the work is to be performed. A site visit would be worthwhile to familiarize the bidders with the work area. At that time, participants would be able to ask relevant questions regarding means of access to floors, obligations regarding safety rules and any other matter related to performance of the work.
- 1.3.7 The Contractor must submit with its bid the cleaning procedure, equipment, list of employees and, if required, a list of cleaning products and the associated safety data sheets.

1.4 PROTECTION AND PREVENTION

- 1.4.1 The work must be performed according to a schedule that causes the least possible disruption to building occupants and users and in a manner that does not hinder the normal activities of building users.
- 1.4.2 In accordance with the safety standards of the Ministère du Travail du Québec, the Contractor must take all safety measures and precautions necessary to protect persons and property from accidents and damage while maintenance or repair work is being performed.

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- 1.4.3 The Contractor is specifically and fully liable for any accidents or damage sustained by persons or property as a result of its activities on the site.
 - 1.4.4 The Contractor must provide instructions, notices and signs to inform the Departmental Representative and building occupants of the work being done.
 - 1.4.5 None of the owner's devices and/or equipment are to be powered off unless the Contractor is given official notice by the building's Departmental Representative.

1.5 AVAILABILITY AND TIMEFRAMES

Communication

- 1.5.1 The Contractor must be reachable by telephone and email without delay during normal working hours – 7 a.m. to 5 p.m., Monday to Friday – and outside normal working hours – in the evening and on weekends and statutory holidays.

Response time for urgent requests

- 1.5.2 The Contractor must report to the site within four (4) hours of an urgent service call. Following an urgent service call, the Contractor must confirm completion of the work and provide a detailed service report to the Departmental Representative.

Hours of work

- 1.5.3 Unless otherwise indicated, the work is to be performed between 7 a.m. and 4 p.m., Monday to Friday. See "B Annex" to fill weekly and week-end price.

1.6 INSPECTION AND CONTROL

Note: Inspection and control will take place following

- as-needed work; and
- on notice of the Departmental Representative.

Communication on site

- 1.6.1 Be available to accompany the Departmental Representative on work inspections.
- 1.6.2 Submit all work for acceptance by the Departmental Representative.
- 1.6.3 Report any on-site issues.
- 1.6.4 Contact the Departmental Representative when beginning and finishing each work request.
- 1.6.5 On completion of the work, complete and submit the departmental preventive maintenance work order (NMMS).
- 1.6.6 Email immediately to PWGSC.RQSPTGII715Peel-QRPTSPFM715Peel.PWGSC@tpsgc-pwgsc.gc.ca for the Departmental Representative's verification after the work has been completed, a work ticket specifying
 - a) the location and date of the work performed;
 - b) a description of work performed;
 - c) the general condition of the pipes and sandtraps;
 - d) the names of all persons employed;
 - e) the exact time of each arrival and departure and the exact time of each break and when work resumed, if the contract is based on hourly rates;
 - f) the quantities and descriptions of billable goods, if payment for such goods is included in the contract; and
 - g) the signature of the employee who prepared the work ticket;
 - h) be available to accompany the Departmental Representative on work inspections;
 - i) submit all work for inspection and acceptance by the Departmental Representative.

1.7 CLEAN-UP

- 1.7.1 During the work, keep the site clean and free of waste and debris. Volatile waste must be stored in covered metal containers and removed from the site on a daily basis.
- 1.7.2 Special care must be taken to prevent finished surfaces and automobiles from being soiled, scratched, damaged or bumped by equipment, ladders, scaffolding or other items that may be used while the work is performed.
- 1.7.3 On completion of the work, leave the site clean and free of waste, debris, materials, tools and equipment. Clean up the site to the satisfaction of the Departmental Representative.
- 1.7.4 Dispose of waste materials outside federal government property in accordance with federal, provincial and municipal environmental protection regulations. Such waste materials also include demolition materials not kept by the federal government. For toxic products and water containing suspended solids, have each load approved by the Departmental Representative.
- 1.7.5 For the disposal of waste materials, the Contractor is responsible for finding a site where dumping is authorized and for paying the fees charged by the dump site's owner.
- 1.7.6 the Montreal Urban Community, specifically section 7 regarding the use of appropriate connections to discharge wastewater: "Section 7 - Discharging wastewater into sanitation works by any means other than an appropriate connection is prohibited. In particular, discharging wastewater from a mobile tank into a manhole or catch basin not specifically designed for that purpose is prohibited." The Contractor is prohibited from disposing of waste liquids in storm or sanitary sewers without first neutralizing the liquids.
- 1.7.7 Along with its invoice, the Contractor must submit a copy of the invoice from the dump site it used to prove that the sludge was disposed of at a site approved by the Ministère d'Environnement du Québec (MENVIQ).

PART 2 – EXECUTION

2.1 SCOPE OF WORK

- 2.1.1 Once per year, the Contractor must provide the materials, labour, equipment and supervision required to clean out the drainage pipes and sandtraps in the parking garage.
- 2.1.2 Only qualified personnel with the appropriate certification provide by SPPCC will be allowed to perform the cleaning work covered by these specifications. Coordination with the building's maintenance personnel is necessary at all times.
- 2.1.3 The first stage of the cleaning will be hydraulic work and will involve using a high-pressure water jet to dislodge from the drainage pipes and sandtraps all residue, sludge, rocks, sand and other materials that might clog the pipes (grease, paper, broken bottles and other waste) and prevent water from flowing freely through the pipes and the sandtraps.
- 2.1.4 The second stage of the cleaning will be suction work and will involve using high-pressure suction to extract from the drainage pipes and sandtraps all residue, sludge, rocks, sand and other materials dislodged in the first stage that might clog the pipes (grease, paper, broken bottles and other waste).

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- 2.1.5 See the inventory of components in Annex D.
 - 2.1.6 The Contractor must carry out the work in a manner that causes the least possible disruption to building occupants, the public and normal building use and operations.

2.2 EQUIPMENT, PARTS AND TOOLS

- 2.2.1 The Contractor must use its own service or truck or trucks in carrying out the work in these specifications. The truck or trucks must contain **servicing tools and materials**.
- 2.2.2 The Contractor must have in its possession all the equipment, such as **ladders, stepladders, lifting equipment, and products and materials** that will be used to carry out the work.
- 2.2.3 At no time will the Contractor use material, equipment, products or tools owned by the Government of Canada.
- 2.2.4 The Contractor must perform the work without the assistance of PWGSC employees or building occupants.
- 2.2.5 The Contractor must ensure that all equipment used is in good working order. The Departmental Representative reserves the right to assess the condition of the equipment and have any equipment judged to be defective or unsuitable taken out of service. The contractor must provide suitable replacement of defective equipment within one business day.
- 2.2.6 For the first stage, the Bidder must use a truck to clean out the drainage pipes; the truck will remain outside the building during the performance of the work covered by this contract. The truck must be equipped with a storage tank with a capacity of at least 3,000 gallons and a variable-pressure pump with a working pressure of 2,000 pounds per square inch and a minimum flow rate of 60 gallons per minute. The interior diameter of the hose used for the cleaning must be 25 mm. The nozzle must be selected on the basis of the pipe's diameter. The nozzle openings must be in good working condition.
- 2.2.7 For the second stage, the Bidder must use a truck to suck all dirt, grease, rocks, sand and dislodged materials from the drainage pipes; the truck will remain outside the building during the performance of the work covered by this contract. The truck must be equipped with a storage tank with a capacity of at least 3,000 gallons and a suction pump with a suction capacity of at least 2,400 cubic feet of air per minute. The tank must be equipped with valves to separate liquids from solids and discharge the liquids at a location dictated by the law. The Contractor must ensure that all equipment used is in good working order. The Departmental Representative reserves the right to assess the condition of the equipment and have any equipment judged to be defective or unsuitable taken out of service. The contractor must provide suitable replacement of defective equipment within one business day.
- 2.2.8 The Department may check the operating pressure and flow rate at any time. The flow rate upstream of a section to be cleaned must be controlled by plugs from the suction truck or some other means to facilitate cleaning.
- 2.2.9 The Department may inspect the truck prior to contract award to check that it is compliant with the above clauses and in good working condition. Any truck that does not comply with the specifications will be rejected.
- 2.2.10 Prior to contract award, the Contractor must describe the main equipment it will use for the cleaning work (photos, description and specifications). The Contractor must provide proof that it has the required equipment. In coordination with the Contractor, the Departmental Representative will arrange for a storage area, if required, for the cleaning equipment and materials.
- 2.2.11 The Contractor shall repair, or where necessary, replace with new parts, any parts that are broken during the cleaning work.

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- 2.2.12** Replacement parts must be genuine and come from the equipment manufacturers. Where it is impossible to obtain genuine replacement parts or materials, the Contractor must use parts or materials whose quality is equal to or better than that of the original parts or materials; substitutes must be approved by the Departmental Representative.
 - 2.2.13** The Departmental Representative reserves the right to determine the quality of replacement parts. The Departmental Representative's decision is final and not subject to appeal.
 - 2.2.14** Any parts installed without authorization or determined to be non-compliant by the Departmental Representative must be replaced within eight (8) days, failing which the Contractor will be deemed to be in default.
 - 2.2.15** Any substitution of parts must be authorized in advance by the Departmental Representative.
 - 2.2.16** Where repairs are authorized by the Departmental Representative and carried out by the Contractor, the Contractor must leave on site for verification any defective parts that were replaced and make a note to that effect in the report.

2.3 WORK PREPARATIONS

- 2.3.1** If a roadway needs to be closed, make sure it is reopened to traffic as quickly as possible.
- 2.3.2** The contractor is responsible to get all the necessary permit from city of Montreal before execution of work.
- 2.3.3** Supply and install the necessary guardrails and signage to ensure public safety and protect structures.
- 2.3.4** Supply the necessary ladders and scaffolding. Install scaffolding that is safe, sturdy, independent of walls, and compliant with standards.
- 2.3.5** Take all necessary precautions to prevent the spread of odours in the building.
- 2.3.6** The Contractor must begin the work within thirty (30) days of the Departmental Representative's request. The Contractor must complete the work within the next four (4) days.
- 2.3.7** On the date the work is scheduled to start, report to the work site with all the tools, equipment, materials and parts needed to start and continue the work without interruption.
- 2.3.8** No technical rooms will be accessible without the presence of a PWGSC employee.
- 2.3.9** The Contractor must ensure the mechanical and electrical equipment in the vicinity of the work is protected.
- 2.3.10** Throughout the cleaning work, the Contractor will be responsible for restoring any existing equipment that is moved or broken in the course of the work. If any equipment is broken, the replacement cost will be borne by the Contractor or deducted from its contract.

2.4 WORKMANSHIP

- 2.4.1** The work must be performed in accordance with recognized best practices. If the Departmental Representative observes any non-compliance during an inspection, the work must be redone at the Contractor's expense.
 - 2.4.2** The Contractor must have all the specialized equipment and qualified personnel needed to complete the work.
 - 2.4.3** The cleaning of the drainage pipes and sandtraps must be performed to the satisfaction of the Departmental Representative. Upon completion of the work, the pipes must be clean and free of all
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residue; all residue must be gone, even if the Contractor has to repeat the work once or multiple times.

2.4.4 The use of subcontractors, subject to prior authorization by PWGSC, in no way lessens the Contractor's responsibility with respect to the quality and speed of the work.

2.4.5 Any repair work will be included in the lump sum specified in ANNEX A and in all cases must be authorized in advance by the Departmental Representative.

PART 3 – PRODUCTS

3.1 GENERAL

3.1.1 The Contractor must provide a list of all products upon request.

3.1.2 Have at its disposal the parts and materials required for the work described in these specifications.

3.1.3 Have in inventory at the shop or in service trucks the basic materials and tools needed to perform most of the work in these specifications.

3.1.4 Use new, defect-free devices, parts and materials.

3.1.5 For new installations, use devices, parts and materials specified by the Departmental Representative.

3.2 SAFETY DATA SHEETS (WHMIS)

3.2.1 Transport hazardous materials to the work site in their original containers. Each container must be labelled in accordance with the requirements of the Workplace Hazardous Materials Information System (WHMIS). Storage of pesticide products is not permitted in facilities owned or managed by PWGSC.

3.2.2 All chemicals, such as cleaning products, varnishes, paints, solvents, coatings, gases and any other toxic products will be considered hazardous products.

3.2.3 Before starting work, submit all hazardous product data sheets for approval by the Departmental Representative. The data sheets must comply with the WHMIS requirements and contain the following information:

1. product identification;
2. ingredients;
3. physical data;
4. flammability and explosibility;
5. reactivity;
6. toxicological properties;
7. preventive measures;
8. first aid measures;
9. preparation information.

3.3 PRODUCT DATA

3.3.1 At the request of the Departmental Representative, be able to supply data sheets for all products used.

PART 4 – HEALTH AND SAFETY

4.1 GENERAL CLAUSES

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- 4.1.1** By accepting this contract, the Contractor agrees to assume all responsibilities normally incumbent on a principal contractor and employer under the *Act respecting occupational health and safety* and to act as supervisor of the work.
- 4.1.2** The Contractor must manage operations so that the health and safety of the Contractor's employees, building/facility occupants and the public and protection of the environment always take precedence over cost and scheduling considerations. In addition, the Contractor must abide by all requirements contained in these specifications, including the following:
- 4.1.3** The Contractor must comply at all times with the applicable provisions of the *Act respecting occupational health and safety*, the *Safety Code for the construction industry* and the *Regulation respecting occupational health and safety*.
- 4.1.4** The Contractor must provide the Departmental Representative with a prevention program specific to all activities the Contractor is likely to carry out in the building at least ten (10) days before the start of the work. The Contractor must update the prevention program if the work required diverges from initial projections. After receiving the program and at any time during the contract, the Departmental Representative may require that the program be modified or supplemented in order to better reflect workplace conditions. The Contractor must then make the necessary changes prior to the start of work.

The program must be based on the risks identified and must take account of the information and requirements in these specifications. The program must be followed for the entire term of the contract and meet the following requirements:

- identify the risks specific to each category of tasks that will be performed in the execution of the contract and the corresponding preventive measures based on the regulatory requirements;
 - identify the person responsible for implementing preventive measures;
 - address the risks that may affect the health and safety of workers, building/facility occupants and the public;
 - include first aid and primary care standards;
 - include an accident response procedure;
 - include a work site inspection checklist based on the content of the risk identification;
 - include repair jobs that may be assigned to the Contractor under this contract; and
 - Include a written undertaking from all parties to comply with the prevention program.
- 4.1.5** In addition to the program specified in the previous paragraph, for all cases in which the work to be performed constitutes a construction site as defined in the *Act respecting occupational health and safety* (R.S.Q., c. S-2.1), the Contractor must prepare a prevention program specific to the work to be completed and submit it to the Departmental Representative, the Commission de la santé et de la sécurité du travail (CSST) and the Association paritaire pour la santé et la sécurité du travail, in compliance with section 198 of the Act. The requirements for that program are the same as the requirements listed in the above clause.
- 4.1.6** For all cases in which the work to be performed constitutes a construction site as defined in the *Act respecting occupational health and safety* (R.S.Q., c. S-2.1), a notice of opening of a construction site must be submitted to the CSST before the start of work, and a copy must be provided to the Departmental Representative. A copy of the notice must be posted in a prominent location on the site. When the site is disassembled, the notice of closing of a construction site must be submitted to the CSST, with a copy to the Departmental Representative.

4.1.7 The Contractor must submit the following documents to the Departmental Representative:

- a copy of the training certificates required for application of these specifications and safe planning of the work (for example, general health and safety for construction sites, asbestos, lock-out/tag-out, first aid);
- a copy of the safety data sheet for every controlled product used on the worksite, at least three (3) days before the product is used on site;
- confirmation of the medical examinations of its supervisory staff and all employees where a medical examination is required by law, regulations, a directive, specifications or a prevention program. Subsequently, the Contractor must also promptly submit confirmations of medical exams for all persons new to the worksite;
- a copy, signed and sealed by an engineer, of all plans and compliance certificates required under the *Safety code for the construction industry* (c. S-2.1, r. 4), any other statute or regulation, or any other clause of the specifications or the contract. A copy of these documents must also be sent to the CSST and be available on the worksite at all times;
- a mechanical inspection certificate for the machinery used to perform the work (e.g., elevating platforms);
- an investigation report within twenty-four (24) hours following any accident that results in an injury or any incident that reveals a potential hazard; and
- a copy, within twenty-four (24) hours, of any inspection report, notice of correction or recommendation issued by federal or provincial inspectors.

4.1.8 The Contractor must ensure that its employees have received the training and information needed to perform their tasks safely and that all the necessary tools and protective devices are available, comply with the applicable standards, laws and regulations, and are used.

4.1.9 The Contractor must take such measures as are needed to enforce and ensure compliance with the health and safety requirements set out in the contract documents, federal and provincial regulations, applicable standards and the prevention program specific to the work, and must comply promptly with any order or notice of correction issued by the CSST.

4.1.10 Without limiting the scope of the preceding clause, the Departmental Representative may at any time order that work be stopped if he or she believes there is a hazard or risk to the health and safety of employees assigned to the work, the public or the environment.

4.1.11 The Contractor must take all necessary measures to ensure effective communication of health and safety information. As soon as they arrive on the worksite, all workers must be informed of the details of the prevention program and of their obligations and rights. The Contractor must maintain a log of the information provided and obtain the signature of every worker who is given the information.

The Contractor must inform its workers that they have the right to refuse any work that entails a risk to their health or safety.

4.1.12 The Contractor must promptly take such measures as are needed to correct instances of non-compliance with laws and regulations and hazardous situations identified by a government inspector, the Departmental Representative or the PWGSC health and safety coordinator or in the course of a periodic inspection. The Contractor must provide the Departmental Representative with written confirmation of any measures taken to correct violations and hazardous situations.

4.1.13 The Contractor agrees to comply with first-aid and emergency response standards in accordance with the applicable policies and regulations and any other clause of these specifications.

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- 4.1.14** The Contractor must review the building/facility evacuation procedure and provide its employees with the training and information they need to follow the procedure.
- 4.1.15** For all cases in which the work to be performed constitutes a construction site as defined in the *Act respecting occupational health and safety* (R.S.Q., c. S-2.1), a decision-making representative of the Contractor must attend all meetings where health and safety on the site is discussed. The Contractor must set up a site committee and hold meetings in compliance with the requirements of the *Safety Code for the construction industry* (S-2.1, r. 4).
- 4.1.16** For all cases in which the work to be performed constitutes a construction site as defined in the *Act respecting occupational health and safety* (R.S.Q., c. S-2.1), the following information and documents must be posted in a location that is easily accessible to workers:
- notice of opening of the construction site;
 - identification of the principal contractor;
 - the company's occupational health and safety policy;
 - the site-specific prevention program;
 - the emergency response plan;
 - safety data sheets for all controlled products used on the construction site;
 - minutes of construction site committee meetings;
 - the names of construction site committee members;
 - the names of first-aid attendants; and
 - CNESST intervention and correction reports.
- 4.1.17** When a worker works alone in an isolated place where it is impossible to call for assistance, the Contractor must identify the risks related to the situation and provide the Departmental Representative with a procedure for preventing those risks and quickly getting help in an emergency.
- 4.1.18** Where a hazard not identified in the specifications arises as a result of or in the course of the work, the Contractor must stop work immediately, implement temporary protective measures for workers and the public, and notify the Departmental Representative orally and in writing. The Contractor must then make the necessary changes to the prevention program to ensure that work can resume safely.
- 4.1.19** In the event of an incident, the Contractor must take such measures as are needed, including stoppage of work, to ensure the health and safety of workers and the public and must contact the Departmental Representative promptly.
- 4.1.20** Subcontracting is not permitted without special authorization from the Departmental Representative. In making a decision, the Departmental Representative will consider the subcontractor's ability to meet these requirements.
- 4.1.21** The Contractor may be asked to do work near a body of water or holding tank. The Contractor must indicate in its prevention program the measures that will be taken to prevent the risk of drowning, electric shock and electrocution.
- 4.1.22** The Contractor may be asked to inspect or check electrical rooms. The Contractor must indicate in its prevention program the measures it plans to take to protect people in those areas.
- 4.1.23** The Contractor may be asked to do work in laboratories. The Contractor must contact the Departmental Representative to determine whether special procedures need to be followed.

4.2 SPECIFIC CLAUSES

4.2.1 CARTRIDGE-ACTUATED DEVICES

- 4.2.1.1 Use cartridge-actuated devices only by written permission of the Departmental Representative.
- 4.2.1.2 Anyone who uses a stud gun must have a training certificate and meet all the requirements set out in section 7 of the *Safety Code for the construction industry* (S-2.1, r. 4).
- 4.2.1.3 Cartridge-actuated devices must be used in accordance with the manufacturer's instructions and the applicable standards and regulations.

4.2.2 USE OF PUBLIC ROADS

- 4.2.2.1 Where it is necessary to encroach on a public road for operational reasons or to ensure the safety of workers, occupants or the public (e.g., when scaffolding or a crane is being used, when excavation work is being done), the Contractor must obtain, at its own expense, any authorizations and permits required by the competent authority.
- 4.2.2.2 The Contractor must install, at its own expense, any signage, barricades or other devices required by regulations to ensure the safety and security of the public and the Contractor's own facilities.

4.2.3 LOCK-OUT/TAG-OUT

- 4.2.3.1 Whenever work is being done on electrically powered equipment or equipment powered by any other source of energy, the Contractor must submit a lock-out/tag-out procedure to the Departmental Representative and implement it.
- 4.2.3.2 Supervisory staff and all workers involved in or affected by the work for which the lock-out/tag-out is required must have received lock-out/tag-out training provided by a recognized organization; the Contractor must submit the training certificates to the Departmental Representative.
- 4.2.3.3 Before starting the lock-out/tag-out procedure for a piece of equipment on an occupied site, the Contractor must coordinate its work with the Departmental Representative if the power interruption might affect site operations or the occupants.
- 4.2.3.4 The Contractor must identify a qualified person to manage the lock-out/tag-out and ensure that that person prepares a lock-out/tag-out sheet for each piece of equipment affected. The lock-out/tag-out data sheet must be submitted to the Departmental Representative at least 48 hours prior to the start of work; the data sheet must be checked by the Departmental Representative if the work is being performed in an existing building. The lock-out/tag-out sheet must include, at a minimum, the following information:
 - 1. a description of the work to be performed;
 - 2. identification, description and location of the circuit and/or equipment to be locked/tagged out;
 - 3. identification of the equipment's energy sources;
 - 4. identification of each cut-off point;

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5. the lock-out/tag-out and residual energy release sequence and the unlocking sequence;
 6. a list of required lock-out/tag-out materials;
 7. a verification method for the zero-energy procedure;
 8. the name and signature of the person who prepared the data sheet.

Upon request by the Departmental Representative, the Contractor must record all this information on the site representative's form.

- 4.2.3.5 At the time of lock-out/tag-out, the person responsible must date the sheet and ensure that all workers involved in work on the locked-out/tagged-out circuit/equipment add their names to the sheet and sign it.

4.2.4 ELECTRICAL WORK

- 4.2.4.1 The Contractor must ensure that all electrical work is performed by employees who have the qualifications specified in provincial regulations on professional training and qualification.
- 4.2.4.2 The Contractor must comply with the requirements of CSA Z462 Workplace Electrical Safety Standard.
- 4.2.4.3 Any work on electrical equipment must be done with the power turned off, unless it is not possible to completely disconnect the equipment.
- 4.2.4.4 The Contractor must comply with all the requirements in the "Lock-out/Tag-out" paragraph in this section.
- 4.2.4.5 The Contractor must notify the Departmental Representative in writing regarding any work that cannot be performed with the power turned off and obtain the Departmental Representative's approval. The Contractor must demonstrate to the Departmental Representative that the work cannot be done with the power turned off and supply all the information needed to complete and obtain a live-line work permit (method of work, assessment of the electrical arc level, arc flash boundary, protection equipment, etc.) before starting the work, except for cases specified in CSA Z462 Workplace Electrical Safety Standard.
- 4.2.4.6 The live-line work permit must, at a minimum, contain the following:
 - a. a description of the circuit, the equipment and location;
 - b. a justification for the need to do live-line work;
 - c. a description of the required work safety practices;
 - d. the findings of the shock hazard analysis;
 - e. delineation of the shock protection boundary;
 - f. the findings of the flash hazard analysis;

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- g. a description of the flash protection boundary;
 - h. a description of the personal protective equipment required;
 - i. a description of the methods to be used for restricting access by unqualified persons;
 - j. proof that an information session has been held;
 - k. signature approving the live-line work (by a person in authority or the owner).

4.2.4.7 If, for the operational requirements of the site occupants, the Departmental Representative requires that the Contractor perform work in an energized condition, the Contractor must obtain all the information required to request and obtain a live-line work permit (method of work, assessment of the electrical arc level, arc flash boundary, protection equipment, etc.) and have it signed by the site representative designated by the Departmental Representative before starting the work.

4.2.5 ASBESTOS EXPOSURE

4.2.5.1 The work covered by these specifications is not expected to require handling materials containing asbestos; however, if the Contractor or the Departmental Representative or a delegate thereof discovers materials that may contain asbestos, the Contractor must immediately stop work and inform the Departmental Representative. If it is subsequently demonstrated that the materials contain asbestos, the Contractor must comply with the following requirements.

Before starting work that is likely to generate asbestos dust, the Contractor must

1. provide a written work procedure identifying the level of risk of the work (low, moderate, high), as defined in section 3.23 of the *Safety Code for the construction industry* (S-2.1, r. 4), and addressing all the requirements set out in that section;
2. submit certificates demonstrating that all employees involved have received training in the asbestos hazards and the procedure referred to above;
3. demonstrate that it has in hand all the materials and equipment needed to comply with the procedure and perform the work safely.

4.2.6 FUNGAL CONTAMINATION

4.2.6.1 The work covered by this Standing Offer is not expected to require handling materials contaminated by mould; however, if the Contractor or the Departmental Representative or a delegate thereof discovers materials that may be contaminated by mould, the Contractor must immediately stop work and inform the Departmental Representative. If it is subsequently demonstrated that the materials are contaminated by mould, the Contractor must comply with the following requirements.

4.2.6.2 Before starting work in which workers are likely to come into contact with materials contaminated by mould, the Contractor must

1. provide a written procedure for the work which addresses all requirements in the *Safety Code for the construction industry* (S-2.1, r. 4) and the Canadian Construction Association's "Mould Guidelines for the Canadian Construction Industry" (<https://www.cca-acc.com/wp-content/uploads/2019/02/Mould-guidelines2018.pdf>);

demonstrate that it has on hand all the materials and equipment needed to follow the procedure and perform the work safely.

4.2.7 EXPOSURE TO SILICA

4.2.7.1 For any interior or exterior work that generates silica dust, the Contractor must comply with the requirements below, in addition to those of the *Safety Code for the construction industry* (S-2.1, r. 4).

1. Work in wet environments or use tools with a water supply to keep dust down, or collect dust at source and trap it in a high efficiency filter to prevent it from being released into the environment.
2. Clean surfaces and tools with water, never compressed air.
3. Sand and clean surfaces using an abrasive with less than 1% silica (also called amorphous silica).
4. Install screens or partitions to prevent dust from spreading outside the work area, thereby protecting other workers and the public.
5. Wear respiratory and eye protection during all operations that may generate silica dust in accordance with the requirements of the *Safety Code for the construction industry* (S-2.1, r. 4).
6. Wear a protective suit to prevent contamination outside the site.
7. Refrain from eating, drinking or smoking in a dusty area.
8. Wash hands and face before drinking, eating or smoking.

4.2.8 SANDBLASTING

4.2.8.1 Before starting any sandblasting work, the Contractor must

1. provide a written procedure that meets the requirements in section 3.20 of the *Safety Code for the construction industry* (S-2.1, r. 4);
2. demonstrate that it has in hand all the materials and equipment needed to comply with the procedure and perform the work safely.
3. All sanding and sandblasting work must be done using an abrasive containing less than 1% silica.

4.2.9 REMOVAL OF LEAD-BASED PAINT

4.2.9.1 Before starting any work in which workers are likely to handle materials containing lead-based paint or other substances containing lead, the Contractor must

1. provide a written procedure that meets the requirements in the *Safety Code for the construction industry* (S-2.1, r. 4) and the Ontario Ministry of Labour's "Guideline for Lead on Construction Projects"

(<https://www.labour.gov.on.ca/english/hs/pubs/lead/index.php>). In the event of a discrepancy between the Quebec regulations and the Ontario document, the more stringent requirement will apply;

2. demonstrate that it has in hand all the materials and equipment needed to comply with the procedure and perform the work safely.

4.2.10 EXPOSURE TO ANIMAL DROPPINGS

4.2.10.1 Before starting any work in which workers are likely to come into contact with materials contaminated by animal droppings, the Contractor must

1. provide a written procedure that meets the requirements in the Safety Code for the construction industry (S-2.1, r. 4) and the CNESST document entitled "Des fientes de pigeons dans votre lieu de travail: méfiez-vous" [Pigeon droppings in your workplace: Beware] (http://www.csst.qc.ca/publications/100/Documents/DC100_1331_1web2.pdf);

2. demonstrate that it has in hand all the materials and equipment needed to comply with the procedure and perform the work safely.

4.2.11 RESPIRATORY PROTECTION

4.2.11.1 The Contractor must ensure that all workers who must wear a respirator as part of their duties have received the proper training and fit-testing of their respirator, in accordance with CSA Standard Z94.4, Selection, use and care of respirators. The fit-testing certificates must be submitted to the Departmental Representative on request.

4.2.12 FALL HAZARD PREVENTION

4.2.12.1 The Contractor must plan and organize the work so as to help preclude fall hazards or promote general protection and thus minimize the need for personal protective equipment. Where personal fall protection is needed, workers must use a safety harness conforming to the CAN-CSA-Z-259.10-M90 standard. The safety harness is not to be used for fall protection.

4.2.12.2 Anyone using a lift platform (a scissor lift or a telescoping, articulated or rotating elevating platform, etc.) must have received the proper training.

4.2.12.3 Workers must always wear a safety harness when working on a telescoping, articulated or rotating elevating platform.

4.2.12.4 A danger zone must be marked off around any elevating platform.

4.2.12.5 Any opening in a platform or a roof must be surrounded by a guardrail or blocked with a cover attached to the platform that is strong enough to support the loads to which it will be subjected, regardless of the dimensions of this opening or the fall height it represents.

4.2.12.6 Any person working within two metres of a location from which a fall of three or more metres could occur must use a safety harness, in accordance with regulatory

requirements, unless there is a guardrail or other element providing an equivalent level of safety.

4.2.12.7 Notwithstanding regulatory requirements, the Departmental Representative may order the installation of guardrails or the use of safety harnesses for particular situations where there is a risk of a fall of less than three metres.

4.2.13 SCAFFOLDING

Over and above the requirements of the *Safety Code for the construction industry*, any Contractor that uses scaffolding must meet the following conditions:

4.2.13.1 Footings

1. Scaffolding shall be placed on solid foundations to prevent it from sliding or tipping.
2. If the Contractor wishes to place scaffolding on a roof, an eave, a canopy or a garret, the Contractor must submit its load calculations and its plans, signed and sealed by an engineer, to the Departmental Representative and obtain the latter's authorization before beginning installation.

4.2.13.2 Assembly, bracing and anchoring

1. All scaffolding must be assembled, braced and anchored in accordance with manufacturer's instructions and the provisions of the *Safety Code for the construction industry*.
2. In situations where it is necessary to remove some scaffolding components (e.g., cross pieces), the Contractor, before assembling the scaffolding, must provide the Departmental Representative with an assembly procedure signed and sealed by an engineer certifying that the scaffolding will allow work to be carried out safely, taking into account the loads that will be applied.
3. For any scaffolding structure where the span between two scaffolding supports is greater than three metres, the Contractor must provide the Departmental Representative with an assembly plan signed and sealed by an engineer, before the scaffolding is assembled.

4.2.13.3 Fall protection during assembly

1. Throughout the assembly process, all workers must be protected against falls if they are exposed to a risk of falling farther than three metres.

4.2.13.4 Platforms

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1. Scaffold platforms must be designed and installed in accordance with the provisions of the *Safety Code for the construction industry*.
 2. If planks are used, they must be approved and stamped in accordance with section 3.9.8 of the *Safety Code for the construction industry*.
 3. Scaffolding that is four sections (or six metres) high or higher must have a full platform covering the entire surface of the putlogs every three metres or a portion thereof; the components of such platforms may not be moved to create intermediate landings.

4.2.13.5 Railings

1. A guardrail must be installed on every platform.
2. Cross-braces are not to be considered guardrails.
3. If the platforms are not full ones, the guardrails must be installed just above the edge of the platform so that there is no empty horizontal space between the platform and the guardrail.
4. On scaffolding that is four sections (or six metres) high or higher, which requires full platforms, guardrails must be installed on every platform at the start of work and remain in place until the work is finished.

4.2.13.6 Access

1. The Contractor must ensure that access to scaffolding does not compromise worker safety.
2. Where the scaffolding platforms are made up of planks, ladders must be installed to ensure that any planks that extend past the edge do not prevent the workers from moving up or down.
3. Notwithstanding the provisions of the *Safety Code for the construction industry*, stairs must be installed on all scaffolding with six or more sets of uprights and six sections (or nine metres) high or higher.

4.2.13.7 Protection of the public and occupants

1. Where the scaffolding is installed in an area accessible to the public, the Contractor must take measures to prevent the public from accessing the scaffolding and, if need be, any work area or storage area located near the scaffolding.
2. The Contractor must install covered walkways, nets or other similar devices to protect workers, the public and occupants from falling objects. The protection measures used must be approved by the Departmental Representative.

4.2.13.8 Engineer's plans

1. In addition to the plans required by the *Safety Code for the construction industry*, the Departmental Representative reserves the right to demand engineer's plans for other scaffolding types or configurations.
2. A plan signed and sealed by an engineer is required for any scaffolding to which tarpaulins, canvases or other contrivances susceptible to wind uplift are attached.
3. A certificate of compliance must be signed by an engineer for all cases where an engineer's plan is required, before anyone uses the facility for which the plan was created. A copy of these documents must be available on the construction site at all times.

4.2.14 CONFINED SPACES

In addition to complying with provincial regulations respecting confined spaces, the Contractor must comply with the requirements set out below.

Depending on the nature of the confined-space hazards, the work to be performed and/or the confined-space skills demonstrated by the Contractor, the Departmental Representative reserves the right to require that the Contractor use the services of a firm specializing in health and safety or confined spaces to analyze the confined-space risks, complete the entry permit, monitor the work or perform any other task associated with the confined-space work.

4.2.14.1 Information about confined spaces on the site

1. The list below includes some of the confined spaces that the Contractor may have to access in carrying out this project:

PSPC CS #	CLASS	LOCATION	DESCRIPTION
715-06	Confined space	Basement – Boiler Room S20-00	Primary vertical chimney
715-08	Confined space	Basement – Boiler Room S20-08	Oil tank #1
715-09	Confined space	Basement – Boiler Room S20-08	Oil tank #2
715-12	Confined space	Basement – Boiler Room S20-00	Sump pumps P10-P11
715-13	Confined space	Basement – Boiler Room S20-00	Sump pumps P12-P13
715-14	Confined space	Basement 1 – Corridor S130	Sump pumps PPU5-PPU6
715-15	Confined space	Basement 1 – Corridor S130	Sump pumps PPU1-PPU2
715-16	Confined space	Basement 1 – Corridor S130	Sump pumps PPU3-PPU4
715-17	Confined space	Basement 1 – Elevator lobby S100	Elevator sump pumps
715-18	Confined space	Basement 1 – Sump room S115A	Sump pumps PPU9A
715-19	Confined space	Basement 1 – Sump room S115A	Sump pumps PPU9B
715-32	Restricted space	Basement 1 – Elevator lobby S100	Elevator pits 1 and 2
715-34	Restricted space	Basement 1 – Elevator lobby S100	Elevator pits 3 and 4
715-37	Restricted space	Basement 1 – Freight elevator lobby S110	Freight elevator pit 7
715-40	Restricted space	Basement 1 – Freight elevator lobby S121	Freight elevator pits 9 and 10
715-41	Restricted space	Basement 2 – Freight elevator lobby S20-08	Freight elevator pit 11
715-42	Restricted space	1st Floor elevator lobby 1010 St-Antoine	Elevator pit 12
715-44	Restricted space	7th Floor mechanical room APXX	Floor of Elevators 1 to 4
715-45	Restricted space	Basement 1 – Mezzanine boiler room S120	Ground floor garage floor
715-55	Restricted space	Roofing 6th Floor South	PSPC water tower, South Cell
715-56	Restricted space	Roofing 6th Floor South	PSPC water tower, North Cell
CS #	CLASS	LOCATION	DESCRIPTION

5TH - 6TH			
715-36	Restricted space	Basement 1 – Elevator lobby S110	Elevator pits 5 and 6
715-38	Restricted space	Ground floor – Freight elevator lobby R04-21	Freight elevator pit 8
715-49	Restricted space	Roofing 6th Floor Centre West	Water tower #1 North
715-50	Restricted space	Roofing 6th Floor Centre West	Water tower #2 South
715-51	Restricted space	7th Floor mechanical room 700-03	Tank 1 – Water tower #2 South
715-52	Restricted space	7th Floor mechanical room 700-03	Tank 2 – Water tower #2 South
715-53	Restricted space	7th Floor mechanical room 700-03	Tank 3 – Water tower #1 North
715-54	Restricted space	7th Floor mechanical room 700-03	Tank 4 – Water tower #1 North

2. The Contractor must consider each of the confined spaces and add to the list any new confined spaces it may build/install in carrying out this project.

4.2.14.2 Person responsible for confined-space health and safety

1. The Contractor must designate a person responsible for confined-space health and safety. This person must be qualified as specified in section 297 of the *Regulation respecting occupational health and safety* (S-2.1, r. 13). The person must be on site whenever work is performed in confined spaces and ensure compliance with all regulatory requirements and the requirements set out in this section. The person must also complete and issue the confined-space entry permit.

4.2.14.3 Training

1. All persons with confined-space access and the person responsible and the confined-space monitor must have received training on confined-space entry.
2. Anyone who has to use a self-contained breathing apparatus to enter confined spaces must have received training on how to use such an apparatus.
3. Anyone identified as a confined-space rescuer must have received training in confined-space rescue.
4. Each of the training courses referred to in the above paragraphs must be provided by a firm specializing in health and safety or in confined spaces.
5. Training certificates for the persons referred to above must be submitted to the Departmental Representative before the confined-space work begins.

4.2.14.4 Assessment of confined-space hazards

1. For each of the confined spaces listed at the beginning of this section, the Contractor must obtain the necessary information from the site representative and carry out an assessment of the following hazards:
 - a. the internal atmosphere, including the concentration of oxygen, flammable gases and vapours, combustible dust creating a fire or explosion hazard, and categories of contaminants typically present in or around the confined space;
 - b. insufficiency of natural or mechanical ventilation;
 - c. materials present that might cause workers to get stuck or buried or to drown, such as sand, grain or liquid;

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- d. interior configuration;
 - e. pipes and ducts entering the confined space;
 - f. energy such as electricity, moving mechanical parts, thermal stress, sound and hydraulic energy;
 - g. ignition sources such as open flames, lighting, welding and cutting, static electricity or sparks;
 - h. any other specific circumstances, such as the presence of vermin, rodents or insects.
2. The hazard assessments must be performed by the person responsible for confined-space health and safety. The assessments must be submitted to the Departmental Representative for analysis at least 10 days before the confined-space work is scheduled to begin and must contain the following information:
- a. the location of the confined space;
 - b. a description of the confined space;
 - c. the dimensions of the confined space;
 - d. the number, location and dimensions of the openings;
 - e. the contents of the confined space (equipment, substances, etc.);
 - f. the date of the assessment; and
 - g. the name and signature of the person who performed the assessment and the name of his/her employer.
3. The Contractor must perform the same exercise for each confined space it builds/installs in carrying out the project.

4.2.14.5 Confined-space entry permit

1. The Contractor must submit a copy of each confined-space entry permit for the spaces which it plans to access to the Departmental Representative for analysis at least five days before the confined-space work is scheduled to begin. The entry permits must be completed by the person responsible for confined-space health and safety and must include, at a minimum, the following information:
- a. a description of the work to be performed and the work method, including the equipment and tools required to perform the work;
 - b. a description of the hazards and corresponding control measures based on the results of the completed confined-space hazard assessment and on the inherent hazards of the work to be performed;
 - c. the safety equipment to be used to control the confined-space hazards (ventilator, gas detector, local exhaust ventilation, personal protective equipment, etc.);
 - d. the rescue procedure, consisting of, at a minimum,
 - i. a means of communication between the confined-space monitor and the workers in the confined spaces;

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- ii. the rescue equipment for each confined space;
 - iii. confirmation that the municipal emergency response service has been made aware of the confined-space work to be performed specifically on this site and that it can respond to carry out a confined-space rescue; otherwise, the Contractor must designate site workers who will act as rescuers in the event that rescuers have to enter the confined space (mandatory rescue training);
 - iv. the location of the telephone and the telephone number of the municipal emergency response service (if applicable);
- e. the date of the entry permit;
 - f. the name of the person who issued the permit and the name of his/her employer;
 - g. the name of the monitor and the name of his/her employer;
 - h. the names of the workers who will enter the confined space and the names of their employers.
2. If the site representative requires a specific confined-space entry permit for his/her site, the Contractor must comply with the requirements of that permit.

4.2.14.6 Medical surveillance

1. The Contractor must provide the Departmental Representative with a medical certificate less than two years old for every person who is required to use a supplied-air respiratory protection device. The certificate must confirm that the person is fit to use this type of device.
2. It is recommended that persons who are required to work in sewage collection systems or similar systems be vaccinated against diphtheria, tetanus and hepatitis B.

4.2.14.7 Requirements for confined-space work

1. Prior to any confined-space entry, the person responsible must take readings of the concentration of oxygen, flammable gases and any toxic gases likely to be present, and record the readings on the above-mentioned entry permit.
 2. No worker may access the confined space if the following requirements are not met:
 - a) the concentration of oxygen must be greater than or equal to 19.5% and less than or equal to 23%;
 - b) the concentration of flammable gases or vapours must be less than or equal to 10% of the lower explosion limit;
 - c) the concentration of other gases must not exceed the standards provided in Schedule I of the *Regulation respecting occupational health and safety* (S-2.1, r. 13).
 3. If the measured concentrations of oxygen and gases meet the regulatory values, the person responsible must ensure that all prevention measures described in the permit are in place and then complete the entry permit (date, time, signatures, etc.) before issuing the permit and allowing access to the confined space.
 4. An entry permit may cover only one work shift; the Contractor must issue a new permit for each additional work shift.
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5. During confined-space work, the concentration of gases must be measured continuously, and the detector must be installed in the workers' respiratory zone. If the conditions inside the confined space are such that the workers might not hear/see the detector alarm, the Contractor must find a way for the confined-space monitor to view the concentration measurements while continuing to take readings in the workers' respiratory zone.
 6. If the work is organized in such a way that the workers may be far apart from one another in a large confined space, the Contractor must provide additional gas detectors.
 7. The Contractor must supply the gas detectors and keep them in good condition. The Contractor must be able to demonstrate that the gas detectors being used have been calibrated and adjusted by the person responsible or a qualified person in accordance with the manufacturer's recommendations. The Departmental Representative may have the accuracy of the Contractor's devices checked at any time. If a detection device fails, work must be suspended immediately and all workers must leave the confined space.
 8. The manufacturer's manual for the gas detector must be available on site.
 9. The Contractor must provide a ventilation system that is powerful enough to keep the concentration of contaminants below the regulatory limits.
 10. If work that generates contaminants is performed (welding, use of products, etc.), the Contractor must, if needed, install an aspiration system for the contaminants so that the regulatory air quality values can be maintained at all times.
 11. If a gas detector alarm sounds, all workers must leave the confined space. The concentration readings must then be recorded on the entry permit. The Contractor must identify the source of the contamination, neutralize it, ventilate the confined space to eliminate contaminant residues, and authorize access to the confined space only when the oxygen and gas concentrations have returned to normal.
 12. Compressed gas cylinders or welding equipment must not be brought into confined spaces; such equipment must remain outside and must not block entrances or exits. All cylinders must be properly secured.
 13. Electrical devices and tools used in confined-space work must be grounded and, when necessary, explosion-proof. All equipment must be connected to a ground fault interrupter outlet or to a step-down transformer. The Contractor must hire a qualified electrician at its own expense to adjust power receptacles and/or circuit breakers that it intends to use which do not meet these criteria.
 14. If the confined-space work requires hot work, the Contractor must obtain a hot-work permit and comply with the associated requirements.
 15. The Contractor must assign a competent person to perform the monitor duties. The monitor must be assigned to these duties exclusively and remain outside the confined space as long as there are workers inside. The monitor must also
 - a) ensure that the entry permit has been completed, signed and posted near the confined space;
 - b) be familiar with the confined-space work procedure and ensure that it is followed;
 - c) provide continuous communication with all the workers in the confined space and ensure that all necessary emergency equipment is present;
 - d) have a good knowledge of the backup ventilation systems and ensure that they are operating properly for the duration of the work;
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- e) prevent access by unauthorized persons;
- f) ensure that the conditions in the area around the confined space are not a health or safety risk for the workers inside the confined space;
- g) initiate the emergency procedure if needed.

16. The same person may act as the confined-space monitor and the person responsible for confined-space health and safety, provided all requirements of both positions are met.

4.2.15 EXCAVATION WORK

In addition to the requirements of the *Safety Code for the construction industry*, any Contractor digging trenches or performing excavation work must meet the following conditions:

1. complete the form below and submit it to the Departmental Representative before digging begins;
2. submit the following documents to the Departmental Representative, as appropriate:
 - a. plans and specifications, signed and sealed by an engineer, for the shoring required for the excavation work; or
 - b. an engineer's advice specifying the wall angles of the trench or excavation.



Directive de creusage

N° _____ de _____

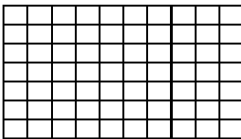
Cette directive de creusage est fournie à titre d'exemple par la Commission de la santé et de la sécurité du travail (CSST). On y trouve les principales indications que l'employeur devrait donner à la personne responsable des travaux sur le terrain et à l'opérateur de l'engin de terrassement.

<small>Nom de l'entreprise</small>	
<small>Nom du projet</small>	<small>N° du projet</small>
<small>Adresse du chantier</small>	<small>Date du début des travaux</small>

Repérage
 Chantier ou axes : de _____ à _____ Plan annexé ☐ N° du plan : _____

Méthode de travail à utiliser
 Tout en s'assurant que les parois ne présentent aucun danger de glissement de terrain,
☐ creuser et étagonner selon les plans et devis d'un ingénieur;
☐ creuser et étagonner en utilisant une boîte de tranchée;
☐ creuser sans étagonner pourvu que l'une des conditions suivantes soit respectée :
☐ le roc est sain;
☐ aucun travailleur ne descend dans la tranchée ou l'excavation;
☐ les parois sont creusées conformément à l'avis d'un ingénieur.

Dimensions du creusement (Creuser selon le profil suivant.)

	<table border="1" style="margin: auto;"> <thead> <tr> <th></th> <th>Minimale</th> <th>Maximale</th> </tr> </thead> <tbody> <tr> <td>H Profondeur</td> <td></td> <td></td> </tr> <tr> <td>L1 Largeur au fond</td> <td></td> <td></td> </tr> <tr> <td>L2 Largeur en surface</td> <td></td> <td></td> </tr> </tbody> </table>		Minimale	Maximale	H Profondeur			L1 Largeur au fond			L2 Largeur en surface		
	Minimale	Maximale											
H Profondeur													
L1 Largeur au fond													
L2 Largeur en surface													

Mesures de sécurité
 Déposer les matériaux à une distance d'au moins 1,2 mètre (4 pi) du sommet des parois.
 Ne laisser aucun véhicule s'approcher à moins de 3 mètres (10 pi) du sommet des parois.
☐ Respecter le plan de l'ingénieur concernant les travaux à proximité d'une construction existante.
☐ Suivre le plan de localisation pour repérer les infrastructures souterraines.
☐ Installer le matériel de signalisation prévu par le plan de circulation (chartiers, repères visuels, etc.).
☐ Affecter un ou des signaleurs au contrôle de la circulation.
☐ Respecter la méthode prévue pour le travail à proximité des lignes électriques.
☐ Mettre en place les dispositifs de protection des travailleurs, par exemple les glissières de sécurité en béton.

<small>Nom</small>	<small>Fonction</small>	
<small>Signature</small>	<small>Date</small>	<small>N° de téléphone</small>

Directive remise
☐ au responsable des travaux sur le terrain ☐ à l'opérateur de l'engin de terrassement

CSST 0000 100000

4.2.16 LIFTING LOADS WITH CRANE OR BOOM TRUCK

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1. Unless otherwise specified, the Contractor must prepare a hoisting plan and submit it to the Departmental Representative for all lifting operations performed with a crane or a boom truck at least five days before the operations begin. The hoisting plan must contain, at a minimum, the information listed at the end of this section.
 2. The hoisting plan must be signed and sealed by an engineer for the following lifting operations:
 - a. lifting of concrete panels;
 - b. lifting mechanical/electrical equipment on a building's roof or floors;
 - c. lifting of loads encroaching on the public road;
 - d. lifting very large or very heavy loads;
 - e. any other lifting operation as required by the Departmental Representative.
 3. In addition to the above requirements, the Contractor must plan the lifting operations to ensure that the loads do not pass over the occupied zones on the site. When there is no alternative, the hoisting plan must be signed and sealed by an engineer and must guarantee the safety of the occupants of that zone; the plan must also be approved by the Departmental Representative. The Departmental Representative may, if it is deemed necessary, require that the work be done at night or on weekends.
 4. When the work begins on the site, the Contractor must submit a list of expected hoisting plans for the whole project to the Departmental Representative. That list must be updated as needed if changes occur during the work.
 5. In addition to the mechanical inspection certificate, all cranes and crane trucks must have the annual inspection certificate and crane log in the cab.
 6. The entire lifting area must be marked off to prevent the entry of unauthorized persons.
 7. The Contractor must carefully inspect all slings and hoisting accessories and ensure that any that are in poor condition are destroyed and disposed of.
 8. Compressed-gas cylinders must be lifted with a specially designed basket.

MINIMUM CONTENT OF HOISTING PLAN

- A sketch showing, at a minimum, the location of the crane, the surrounding facilities, the area covered by the lifting operations, the pedestrian pathways and vehicle routes, the security perimeter, etc.
 - Weight of loads
 - Dimensions of loads
 - List of hoisting devices and weight of each one
 - Total weight lifted
 - Maximum height of obstacles to clear
 - Load lift height relative to the surface of the roof (for loads being lifted to roofs)
 - Use of guide cables
 - Type of crane used
 - Crane capacity
 - Boom length
 - Boom angle
 - Crane radius
 - Deployment of stabilizers
 - Percent usage of the crane's capacity
 - Confirmation of inspection of hoisting equipment
 - Identification of the crane operator and the person responsible for the lifting operations, with date and signatures
-

4.2.17 HOT WORK

4.2.17.1 Hot work means any work that involves the use of an open flame or may produce heat or sparks, such as riveting, welding, cutting, grinding, milling, burning, and heating.

1. At the start of each work shift, the Contractor must obtain, for each sector, a hot-work permit issued by the site representative.
2. A working handheld extinguisher appropriate to the fire hazard must be available and readily accessible within a 5-metre radius of any flame or source of sparks or intense heat.
3. The Contractor must designate a person to continuously monitor fire risks for a minimum period of one (1) hour after the end of any hot work. The person must sign the appropriate section of the permit and give it to the site representative at the end of that hour.
4. When the hot work is done in areas where there are combustible materials or where the walls, ceilings or floors are made of or covered with combustible materials, a final inspection of the work area must be scheduled four (4) hours after the work has finished. Unless otherwise specified by the Departmental Representative, the Contractor must assign a person to carry out this monitoring.

4.2.17.2 Welding and cutting

In addition to the conditions set out in the preceding paragraphs, the Contractor must comply with the following requirements:

1. Welding and cutting must be performed in accordance with the requirements set out in the *Safety Code for the construction industry* (S-2.1, r. 4) and CSA Standard W117.2, Safety in Welding, Cutting and Allied Processes.
 2. Use an air extraction system with filters for all indoor welding and cutting work.
 3. Suspend any activity that produces gases, vapours or flammable or combustible dust in the proximity of welding or cutting work.
 4. Store compressed gas cylinders on a flame-retardant surface and ensure that the room is well ventilated.
 5. Store oxygen cylinders at least six (6) metres away from cylinders containing flammable gas (e.g., acetylene) or such combustible materials as oil and grease unless they are separated by a wall made of non-combustible material as specified in section 3.13.4 of the *Safety Code for the construction industry* (S-2.1, r. 4).
 6. Store cylinders away from all heat sources.
 7. Do not store cylinders near stairs, exits, corridors or elevators.
 8. To avoid the risk of explosion, do not allow acetylene to come into contact with such metals as silver, mercury, copper and brass alloys containing more than sixty-five percent (65%) copper.
 9. Make sure that all electric arc welding equipment has the required voltage rating and is grounded.
 10. Make sure that the cables of electric welding equipment are not damaged.
 11. Place welding equipment on a flat surface protected from the weather.
-

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12. Put fireproof fabric in place when overhead welding is being done and there is a risk of falling sparks.
 13. Remove or protect flammable or combustible materials located within 15 metres of the welding work.
 14. Never weld or cut on closed containers.
 15. Do not cut, weld or carry out open-flame work on a tank, pipe or other container that may contain a flammable or explosive substance or residue unless
 - a. the container has been cleaned and air samples indicate that the work can be done safely, or
 - b. measures have been taken to ensure worker safety.

4.2.18 ROOFING WORK

4.2.18.1 Fall protection

1. The installation of guardrails is mandatory at all times; however, the installation of a warning line is permitted to delineate work areas provided that all requirements in sections 2.9.4.0 and 2.9.4.1 of the *Safety Code for the construction industry* are met.
2. The guardrails must remain in place until the end of the project. The Departmental Representative will authorize their removal after verifying that all work, inspections and corrections have been completed.
3. Workers must wear safety harnesses when installing guardrails.
4. Workers must wear safety harnesses when installing or modifying parapets or flashings if guardrails have to be moved temporarily.
5. Workers must wear safety harnesses when receiving materials and giving crane signals near the edge of a building.
6. Workers must wear safety harnesses when working beside an open edge where general protection does not ensure adequate safety.
7. The Contractor must provide an anchoring method and lifeline system conforming to section 2.10.12 of the *Safety Code for the construction industry* (R.S.Q., c. S-2.1, r. 4) for every work area or location.

4.2.18.2 Lifting of materials

1. For all winches, the Contractor must provide the Departmental Representative with the installation procedure recommended by the manufacturer or, if that is not available, an installation procedure signed and sealed by an engineer. The installation procedure must take into account the allowable maximum loads, the number, weight and location of counterweights, and any other detail that could affect the device's capacity and stability.
 2. The Contractor must carefully inspect all slings and hoisting accessories and ensure that any that are in poor condition are destroyed and disposed of.
 3. Compressed-gas cylinders must be lifted with a specially designed basket.
-

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4. For any use of a crane or boom truck, the Contractor must comply with the requirements of the paragraph entitled "Lifting loads with crane or boom truck" in this section.

4.2.18.3 Burn protection

1. Persons assigned to boilers must wear long sleeves, safety goggles and a face screen when loading boilers.
2. Persons assigned to work that involves asphalt or other hot fluids must wear gloves, long sleeves and safety goggles.

4.2.18.4 Fire protection

1. The storage and use of propane cylinders must comply with CAN/CSA-B149.2, Propane Storage and Handling Code. The cylinders must be stored outdoors, in a safe place, away from any unauthorized handling, in a location where no vehicles are allowed unless the cylinders are protected by barriers or similar protection.
2. The number of propane cylinders on the roof must not exceed the number required for a day's work, and the cylinders must at all times be secured upright or held upright in a specifically designed cart.
3. All hot work (burning, heating, riveting, welding, cutting, grinding, etc.) must be carried out in accordance with the "Hot work" paragraph in this section.

4.2.18.5 Material and waste management

1. On the roof, light materials and sheet materials must be kept in containers or firmly secured. If this requirement is breached in any way, the Departmental Representative may prohibit any materials from being stored on the roof.
2. Waste must be removed as it is generated via a waste chute or in appropriate containers; the Contractor must provide the means to prevent waste from being blown away.
3. All waste must be removed from the roof at the end of each shift.
4. Unless specially authorized by the Departmental Representative, dumpsters must be placed at least three (3) metres from any structure or building.

4.2.18.6 Protection of occupants and the public

1. The Contractor must install covered walkways, nets or similar devices to protect workers, the public and occupants from falling objects at building access points and exits. The protection measures used must be approved by the Departmental Representative.
2. A ground-level safety perimeter must be established beneath the work area to protect workers, occupants and the public.
3. The ground-level work area, the materials handling area and the area where the boiler is located must be clearly barricaded to prevent access by occupants and the public.
4. Before installing any device likely to emit gas or fumes, the Contractor must obtain authorization from the site representative. The site representative will ensure that there is no risk of leakage into the building ventilation systems.

4.2.19 STEEL STRUCTURE ERECTION OR DISMANTLING WORK

4.2.19.1 In addition to complying with section 3.24 of the *Safety Code for the construction industry* (S-2.1, r. 4), the Contractor must comply with the requirements set out in the following paragraphs.

4.2.19.2 The Contractor must submit the following documents to the Departmental Representative before starting any steel structure erection work:

1. an erection procedure as specified in section 3.24.10 of the *Safety Code for the construction industry* (S-2.1, r. 4);
2. a rescue procedure for freeing a worker suspended in a safety harness within 15 minutes; the procedure must be specific to the construction site and compliant with section 3.24.4 of the *Safety Code* and be accompanied by written confirmation that it has been tested;
3. a certification from an engineer that the anchor rods were installed in accordance with the anchoring plan, as required in section 3.24.12 of the *Safety Code*;
4. the hoisting procedure, if the lifting is performed in one of the ways specified in section 3.24.15 of the *Safety Code*;
5. the name of the person identified as the rescuer and his/her rescue training certificate;
6. the name of the person identified as the first-aid attendant and his/her first-aid training certificate.

4.2.19.3 The Contractor must ensure that the following documents are available at all times on the site for review:

1. the steel structure manufacturer's erection plan in accordance with the requirements of section 3.24.9 of the *Safety Code for the construction industry* (S-2.1, r. 4);
2. an anchoring plan for column anchor rods in accordance with the requirements of section 3.24.11 of the *Safety Code for the construction industry* (S-2.1, r. 4).

4.2.20 WORK NEAR BODIES OF WATER

4.2.20.1 For all work done near a body of water (work above water, work on a wharf, work on the edge of a watercourse, etc.), the Contractor must meet the requirements in the following paragraphs in addition to those in the *Safety Code for the construction industry*.

4.2.20.2 The Contractor must plan its work to put in place safety measures that will prevent any worker from falling in the water. Safety measures are to be given priority over wearing life jackets.

4.2.20.3 Submit the following documents to the Departmental Representative before beginning the work:

1. a description of the body of water;
2. a description of the work to be performed near the body of water;

3. a water transportation plan specific to the work and the characteristics of the body of water;

4. a rescue plan specific to the work and the characteristics of the body of water.

Each of the above documents must contain, at a minimum, the information required in section 11 of the *Safety Code for the construction industry*.

If there is a possibility that all or part of the work will be done during the winter, the safety measures included in the above documents must be adjusted accordingly.

4.2.20.4 The Contractor must provide the Departmental Representative with the training certificates required under section 11.2 of the *Safety Code for the construction industry* for the following individuals:

the person assigned to prepare the documents required in the preceding paragraph; and

each person responsible for transportation or rescue operations.

4.2.20.5 If the rescue plan specifies the use of a vessel, the Contractor must provide the Departmental Representative with the Transport Canada qualification cards or certificates of the rescuers for this project.

4.2.20.6 The Contractor must include in its weekly inspection checklist the devices required in sections 11.4 and 11.5 of the *Safety Code for the construction industry*.

4.2.20.7 Ensure that a rescue vessel moored in the water is available at each location where a worker might fall in the water. However, a vessel may serve more than one work location on the same site provided that the distance between any of the work locations and the vessel is less than 30 m.

4.2.20.8 Where the site is a wharf, a pier, a quay or any similar structure, a ladder with at least two (2) rungs below the surface of the water must be installed on the front of the structure every 60 m along its length.

4.2.21 INDOOR USE OF INTERNAL COMBUSTION ENGINES

4.2.21.1 In addition to complying with section 3.10.17 of the *Safety Code for the construction industry* (S-2.1, r. 4), the Contractor must comply with the requirements set out in the following paragraphs.

4.2.21.2 The use of gasoline-powered equipment inside a building is prohibited, even if the building is equipped with openings.

4.2.21.3 The use of other equipment powered by an internal combustion engine inside a building must be authorized by the Departmental Representative.

4.2.21.4 For any use of equipment powered by an internal combustion engine inside a building, even if the building is equipped with openings, the Contractor must install a ventilation system to keep the concentrations of toxic gases below the regulatory limits. Contaminated air must be exhausted outside the building.

1. Before using equipment powered by an internal combustion engine, the Contractor must prepare a written plan showing the following:

2. the number of fans to be installed;

-
3. the power of the fans;
 4. the location of the fans;
 5. the dimensions of the openings that will be open during the work.

4.2.21.5 During the operation of equipment powered by an internal combustion engine, the Contractor must measure the concentrations of carbon monoxide and nitrogen oxides in the workers' respiratory zone; the concentration readings must be recorded every 30 minutes in a log available for review.

4.2.21.6 If the work is being performed in an occupied building, the Contractor must also measure the concentrations of carbon monoxide and nitrogen oxides in the rooms next to the work area every 30 minutes and record the readings in a log.

4.2.21.7 If the carbon monoxide or nitrogen oxide detector alarm sounds during the work, the Contractor must suspend the work and make the necessary corrections before resuming the work.

4.2.21.8 A portable fire extinguisher must be available at all times in the work area during the use of equipment powered by an internal combustion engine.

4.2.21.9 Equipment must be kept at a safe distance from all combustible materials.

4.2.21.10 The storage of fuel for equipment powered by an internal combustion engine is prohibited inside a building.

4.2.22 TEMPORARY HEATING

4.2.22.1 In addition to complying with section 3.11 of the *Safety Code for the construction industry* (S-2.1, r. 4), the Contractor must comply with the requirements set out in the following paragraphs.

4.2.22.2 A portable fire extinguisher must be available at all times near the heating units, no matter what type of heating is used.

4.2.22.3 The heating units must always be used in accordance with the manufacturer's specifications.

4.2.22.4 Where applicable, canvases or tarpaulins used near the heating units must be firmly tied down so they cannot be blown onto the heating units, their pipes or any other heat source.

4.2.22.5 Gas cylinders must be installed in such a way that they are protected from vehicle and other equipment traffic.

4.2.22.6 When non-electric heating units are used, the Contractor must install a carbon monoxide detector in the work area, near the appliances and/or workers, for the duration of the heating period. If the detector alarm sounds, the Contractor must make the necessary corrections to the heating systems immediately.

4.2.22.7 The Contractor must provide minimum supervision of the heating equipment outside working hours (evenings and weekends). A monitoring plan must be submitted to the Departmental Representative before heating equipment is used.

4.2.23 WORK NEAR OVERHEAD POWER LINES

4.2.23.1 When there is an overhead power line in the work area and the Contractor chooses to follow section 5.2.2 (b) of the *Safety Code for the construction industry* (S-2.1, r. 4), a copy of the agreement with the electric power company and the work plan required under section 5.2.2 (b) must be submitted to the Departmental Representative before commencement of the work associated with those documents.

End of document



ANNEX B

BASIS OF PAYMENT

CLEANING OF SANDTRAPS AND DRAINAGE PIPES

FEDERAL BUILDING
715 Peel, 1st Floor
MONTREAL, QUEBEC
H3C 4H6

EFA66-220182



PART A – LUMP SUM PRICE

All-inclusive lump sum price and rate, including overhead, profit and all associated costs to perform the scope of work in Annex A.

Each rate listed below must include, as necessary, time to travel to the work site and all equipment and additional charges such as the service truck, the foreman's truck where applicable, hand tools (non-electrical, electrical, pneumatic, etc.), accessories, lifting equipment, and any other supplies or knowledge required to carry out the work specified in Annex A.

Prices include all return travel costs per service call between the Contractor's place of business and the Federal Building located at 715 Peel Street, Montréal, only.

PRICE FOR THE FIRST TWO YEARS (total for 2 years)

A.1

Equipment and labour for the 1st and ground floors (established on the basis of Annex A and Annex D of the specifications)	\$ (a)
Additional price for work done on Week end (Price for two (2) years) .	\$ (b)
Total (a+b)	\$(A.1)

PRICE FOR THE THIRD YEAR (1st option year)

A.2

Equipment and labour for the 1st and ground floors (established on the basis of Annex A and Annex D of the specifications)	\$ (a)
Additional price for work done on Week end.	\$ (b)
Total (a+b)	\$(A.2)

PRICE FOR THE FOURTH YEAR (2nd option year)

A.3

Equipment and labour for the 1st and ground floors (established on the basis of Annex A and Annex D of the specifications)	\$ (a)
Additional price for work done on Week end.	\$ (b)
Total (a+b)	\$(A.3)

PRICE FOR THE FIFTH YEAR (3rd option year)

A.4

Equipment and labour for the 1st and ground floors (established on the basis of Annex A and Annex D of the specifications)	\$ (a)
Additional price for work done on Week End.	\$ (b)
Total (a+b)	\$(A.4)

TOTAL PRICE FOR THE FIRST TWO YEARS AND 3 OPTION YEARS

A.5

First 2 years		1st option year		2nd option year		3rd option year		TOTAL \$
\$(A.1)		\$(A.2)		\$(A.3)		\$(A.4)		
_____ \$	+	_____ \$	+	_____ \$	+	_____ \$	=	_____ \$

NOTE:

The lump sum prices for maintenance services (Part A above) shall include transportation and transportation time, road obstruction permits, labour charges for the work of personnel including all fringe benefits, administration costs and Contractor's profit.

PART B – AS-NEEDED PRICING

- The rates apply to as-needed work for services that are excluded from Part A – Lump Sum Price.
- Hourly rates refer to direct or productive labour devoted solely to the work, including the service call, all labour costs related to the work of personnel, equipment, fringe benefits, transportation, administration costs and the Contractor's profit.
- **The time starts when the Contractor is on site.**
- The hourly rates do not apply to meal times or travel time outside the site. In addition, no accommodation costs may be billed.

Rate for a technician				
Quantities are estimated for evaluation purposes				
Types of hours	Estimated number of hours for evaluation	Your hourly rate		Estimated annual costs (\$)
Regular hours	20 hours	x \$ _____	=	\$ _____
Outside regular hours: Saturday, Sunday and statutory holiday	20 hours	x \$ _____	=	\$ _____
Estimated annual costs for evaluation (\$)				\$ _____

As-needed materials	Estimated amount per year	Your mark-up rate		Total
Materials, based on an estimate drawn up by the Contractor and approved by the Departmental Representative				
Each item shall be billed at the cost price plus a markup percentage to cover expenses and profit. Work not included in the specifications that will be done by a subcontractor. Provide invoices showing the cost price.	\$5,000	+ _____ %	=	\$ _____

General information

Company: _____

Name of
representative: _____

Main phone number: _____

Cell phone number: _____

Fax number: _____

Email: _____

Signature: _____ Date: _____

1- All of the amounts in the bid will be used solely for evaluation purposes. PSPC is not bound to grant or pay any of the amounts in this basis of payment.

2- As concerns ALL as-needed work, including work, labour, products and materials, and any subcontracting:

The establishment's administration must place a separate order every time as-needed work is required. No as-needed work will be executed without PSPC's prior authorization. PSPC will not authorize any additional work without first obtaining a written submission (by fax, mail or email) from the Contractor. Such work will be invoiced at the rates indicated. The quantities indicated for as-needed work are approximate, and only work ordered and executed will be payable by the Crown.

End of document



Au service du
GOUVERNEMENT,
au service des
CANADIENS.

Serving
GOVERNMENT,
Serving
CANADIANS.

ANNEX D

INVENTORY

Cleaning of sandtraps and drainage pipes

FEDERAL BUILDING
715 Peel, 1st Floor
MONTREAL, QUEBEC
H3C 4H6

Project: R.004269.001



1.1 INVENTORY

The original drainage pipes were made of black steel with mechanical joints and floor drains on the two garage floors, located on the ground and first floors. Over time, the drainage pipes were replaced with the fire retardant plastic pipes recommended in the national codes in effect.

Below is a list of the components to be cleaned as noted in the original 1987 building plans.

The length of the drainage pipes in linear feet set out below is only approximate, and the Department will not assume responsibility for the measurements listed. During the bidder visit, the Contractor must take measurements in linear feet of the drainage pipes to be cleaned.

In the 1st Floor garage, there are 43 floor drains installed in the asphalt:
Three drains at the northeast end are connected by drainage pipes in the ceiling of the ground floor garage, approximately 111 feet long, and are drained by vertical piping, 22 feet high, along the column at axis E5
Eight drains at the northwest end are connected by drainage pipes in the ceiling of the ground floor garage, approximately 398 feet long, and are drained by horizontal piping to the city network at axis B14
Six drains at the centre-north end are connected by drainage pipes in the ceiling of the ground floor garage, approximately 218 feet long, and are drained by vertical piping, 22 feet high, along the column at axis J8
Three drains at the centre-west end are connected by drainage pipes in the ceiling of the ground floor garage, approximately 134 feet long, and are drained by vertical piping, 22 feet high, along the column at axis H12
Five drains at the southeast end are connected by drainage pipes in the ceiling of the ground floor garage, approximately 179 feet long, and are drained by vertical piping, 22 feet high, along the column at axis P3
Eleven drains at the centre-south end are connected by drainage pipes in the ceiling of the ground floor garage, approximately 325 feet long, and are drained by vertical piping, 22 feet high, along the column at axis N8
Seven drains at the southwest end are connected by drainage pipes in the ceiling of the ground floor garage, approximately 244 feet long, and are drained by vertical piping, 22 feet high, along the column at axis N12
Note: The vertical piping at axis E5 and P3 flows into the network of 15 drains listed below that drain to J1; the vertical piping at axis H12 and N12 flows into the network of 19 drains listed below that drain to O14.
In summary, there are 1,609 linear feet of horizontal and vertical piping (drain downpipe and P trap) in the ceiling of the ground floor garage, and 132 linear feet of vertical piping running from the ceiling of the ground floor garage to Basement 1 along axes E5, J8, H12, P3, N8 and N12.

In the ground floor garage, there are 34 floor drains installed in the asphalt:

Fifteen drains at the centre-north, northeast, centre-east and southeast ends are connected by drainage pipes in the ceiling of Basement 1, approximately 1,007 feet long, and are drained by horizontal piping to the city network at axis J1

Nineteen drains at the centre-west and southwest ends are connected by drainage pipes in the ceiling of Basement 1, approximately 631 feet long, and are drained by horizontal piping to the city network at axis O14

Note: The vertical piping at axis J8 and N8 flows into the drainage pipes in the ceiling of Basement 1, approximately 200 feet long, and is drained by horizontal piping to the city network at axis S9.

In summary, there are **1,838 linear feet of horizontal and vertical piping** (drain downpipe and P trap) in the ceiling of Basement 1 draining horizontally to the city network at axes J1, O14 and S9.

This makes a total of approximately 3,447 linear feet of drainage piping to be cleaned under this contract (1,609 + 1,838).

In addition, there are six sandtraps on the ground floor and six more in Basement 1 that must also be cleaned.

1.2 CLEANING SEQUENCE

The Departmental Representative and the Contractor will jointly plan the cleaning sequence so that it is carried out properly. The Contractor must open all sandtrap covers so that the drainage pipes located downstream and upstream of the traps can be cleaned. The Contractor must then remove waste from the bottom of the sandtraps and leave it clean.

Before repositioning the covers on the sandtraps, the Contractor must clean the bases of the covers so that they sit properly and tightly on the sandtraps.

The Contractor must immediately report to the representative the location of any covers, sandtraps and pipes that are defective or broken or have any other irregularities.

End of document



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		Public Works and Government Services Canada	
2. Branch or Directorate / Direction générale ou Direction		BI	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Entretien trappes à sables			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> 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?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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 type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :		Restricted to: / Limité à : <input type="checkbox"/> 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 B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <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"/>	



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



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 CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
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).



PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Périard, Céline	Agente des immeubles et infrastructures	Periard, Celine
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
514-496-3694	514-496-3522	celine.periard@tpsgc.gc.ca
		Date
		2021/04/30

Signé numériquement par : Periard, Celine
Nom DN : CN = Periard, Celine C = CA O =
GC OU = PWGSC-TPSGC
Date : 2021.04.30 10:00:48 -04'00'

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Fleury, Jean-Michel	SO	Achkar, Melissa
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
--	--	Jean-Michel.Fleury@tpsgc-pwgsc.gc.ca
		Date

Digitally signed by: Achkar, Melissa
DN: CN = Achkar, Melissa C = CA O =
GC OU = PWGSC-TPSGC
Date: 2021.04.30 10:43:24 -04'00'

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	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Anik Farrell - CSO 613-946-5194 anik.farrell@tpsgc-pwgsc.gc.ca		Farrell, Anik
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

Digitally signed by: Farrell, Anik
DN: CN = Farrell, Anik C = CA
O = GC OU = PWGSC-TPSGC
Date: 2021.05.03 13:10:10 -
04'00'