

PARKS CANADA AGENCY - HALIFAX DEFENCE COMPLEX
Electrical Standing Offer
ANNEX "A" STATEMENT OF WORK

1. Services Required

1.1 Service under this agreement shall cover the supply of: Work on an "as and when requested" basis, and upon approval of quote, supply all labour, tools, equipment and material as required to perform electrical repairs, maintenance or renovations of equipment or buildings located at the Halifax Defence Complex.

2. Qualifications of Workers (General)

2.1 All electricians shall possess a Nova Scotia Provincial Journeyman's Electrician Certificate or an Interprovincial Journeyman's Electrician Certificate (Red Seal) and will show such proof of registration to the Asset Officer, or his representative before work begins on any electrical installations or alterations.

2.2 All work performed by unsupervised apprentices will be guaranteed by the contractor

2.3 Any call backs to repair faulty work will be at the contractors expense.

2.4 All workers on site shall be familiar with all safety practices pertaining to general work site safety and safety in reference to their specific trade.

2.5 All workers shall have received WHMIS training.

2.6 Workers are to have confined space entry training.

3. Supervision

3.1 The Contractor shall provide, at the job site, a full time, experienced, competent person capable of and having authority to speak on the Contractors behalf on day-to-day routine matters.

4. Tools

4.1 Tradesmen shall have, on site, all required tools normally associated with their trade and any specialty tools required to complete the requested work.

7. Use of Site

7.1 Site usage will vary from job to job. Restrictions will be addressed when a Scope of Work or request for estimate is made.

7.2 The Contractor shall not unreasonably encumber the work site with material or equipment.

8. Codes and Standards

8.1 The Contractor shall perform all work in accordance with current revisions of all applicable Federal, Provincial and Municipal codes including, but not limited to, safety, labour and construction.

8.2 Materials and workmanship must conform to or exceed the applicable standards of the Canadian Standards Association (CSA), American Society for Testing and Materials (ASTM) and other referenced organisations.

9. Call Up Response Times

9.1 For call-ups requesting estimates or quotes, the total time between call-up and submittal of quote shall be 5 working days unless waived by the Project Manager.

9.2 For firm price quotes, the Contractor shall include the expected start and completion dates on the submitted quote.

10. Work Schedule

10.1 The Contractor shall report to the Project Manager prior to starting any work.

10.2 Halifax Citadel working hours are 07:00 17:00 (7:00 AM 5:00 PM) Monday Friday excepting Statutory Holidays.

10.3 Work outside of these hours must be pre-approved by the Project Manager prior to the start of work.

10.4 Schedules shall not be changed without the prior approval of both the Project Manager and the Contractor.

11 Products / Materials

11.1 The Contractor shall supply and use new products unless otherwise specified by the Project Manager.

11.2 The Contractor shall comply with manufacturers latest printed instructions for products / materials used.

11.3 The Contractor shall deliver, store and maintain packaged material and equipment with Manufacturers seals and labels intact.

11.4 The Contractor shall prevent damage, adulteration and soiling of material and equipment during delivery, handling and storage. The Contractor shall immediately remove rejected material and equipment from the work site.

11.5 Material and equipment shall be stored in accordance with manufacturers / suppliers instructions.

11.6 The Contractor shall touch up damaged factory finished surfaces to the Project Managers satisfaction where practicable. Primer or enamel to match original. Nameplates shall not be removed or painted over.

12 Scopes of Work

12.1 Parks Canada will issue Scopes of Work with sketches / drawings where applicable indicating location, type of work, full description of work, extent of work and details of preferred materials or preferred methods, if required.

13 Examination of Plans, Specifications and Site

13.1 The submission of a quote / estimate shall be considered evidence that the Contractor has made an investigation of the work and has become familiar with the site and the conditions to be encountered in performing the work and the requirements of the plans and specifications.

14 Smoking

14.1 There is NO SMOKING permitted within Federal Buildings. Contractor must adhere to all Federal and Provincial regulations on smoking.

14.2 Smoking on site at designated smoking areas only.

15. Execution of Work

The Contractor shall:

- 15.1 Assume all responsibility for, and execute complete layout of, work to locations, lines and elevations indicated;
- 15.2 Execute work with the least possible interference or disturbance to the occupants and normal use of premises. Co-ordinate with Project Manager.
- 15.3 Provide temporary means to maintain security or weather protection if security or weather protection is compromised during the execution of work;
- 15.4 Accept liability for and make good for damages to Parks Canada material, property, structures or equipment caused by the Contractor;
- 15.5 Patch and make good to match existing adjacent surfaces where existing work has been altered or cut.

16 Locations of Work

16.1 Halifax Defence Complex consists of 5 sites as follows:

Halifax Citadel National Historic Site of Canada

York Redoubt National Historic Site of Canada

Prince of Wales Tower National Historic Site of Canada (Point Pleasant Park)

Georges Island National Historic Site of Canada

Fort McNab National Historic Site of Canada (McNab Island)

17 Method of Payment

17.1 Parts and material will be at **cost plus 10%** accompanied with proof of purchase.

17.2 Labour rates will be quoted on the Offer to Perform Services as attached

18 Final Cleaning

The Contractor shall:

- 18.1 Remove grease, dust, dirt, stains, labels, fingerprints and other foreign materials from interior and exterior finished surfaces including glass and other polished surfaces;
- 18.2 Broom clean smooth floors and paved surfaces, vacuum construction dust from carpeting
- 18.3 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.

19 Disposal of Waste

19.1 The Contractor shall be fully responsible for safe disposal off the site in an environmentally acceptable manner and in accordance with all applicable regulations.

20 Pollution Control

20.1 Control emissions from equipment to local authorities emission requirements.

20.2 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

20.3 Clean up and remove all blown, excavated or imported material, material packaging, general equipment maintenance containers, general working debris, etc., to the designated dump site from the site daily.

21 Warranties

21.1 The Contractor shall warrant all materials and workmanship for a period of one (1) year after date of acceptance. If, at any time during this period, any portion of the work requires repairs by reason of faulty material or workmanship, Parks Canada shall notify the Contractor that such repairs are necessary and shall define the amount and nature of the work to be done in order to restore it to its condition at acceptance. If the Contractor does not cause such repairs to be completed within ten (10) working days after such notice, Parks Canada shall have the right to purchase the materials and labour to execute the repairs and the cost shall be charged to the Contractor.

END OF SECTION