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Correctional Service  
Canada



LA SÉCURITÉ,  
LA DIGNITÉ  
ET LE RESPECT  
POUR TOUS

SAFETY, RESPECT  
AND DIGNITY  
FOR ALL

## TECHNICAL SPECIFICATIONS

# SNOWREMOVAL SERVICE SAINTE-ANNE-DES-PLAINES COMPLEX

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CSC file number: 21301-23-4159492

Presented by:  
TECHNICAL SERVICES  
CORRECTIONAL SERVICE OF CANADA

July 2022





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## TABLE OF CONTENTS

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### 1.1 GENERAL REQUIREMENTS

Section 01 00 50 – General requirements

Section 01 35 13 – Security at CSC

Section 01 35 30 – Health and safety

Section 01 74 11 – Cleaning

### 1.2 TECHNICAL REQUIREMENTS

Section 02 10 00 – Technical requirements

### ANNEX :

Plans of the Institution

## 1. GENERAL

### 1.1. DESCRIPTION OF WORK

1.1.1. The contracted services include without being limited to: snow removal and/or winter maintenance of roads, walkways, sidewalks and parking lots for the Ste-Anne-des-Plaines Complex at the following three addresses:

**a) Sainte-Anne-des-Plaines Complex - 3 different addresses:**

**Archambault Institution (Medium security)**

242 boul. Gibson

Ste-Anne des Plaines, J5N 1V8

**Archambault Institution (Minimum security)**

244 boul. Gibson

Sainte-Anne-des-Plaines, J5N 1V8

**Regional Reception Centre**

246 boul. Gibson

Ste-Anne-des-Plaines, J5N 1V8

1.1.2. The duration of this contract is specified in the bid solicitation.

1.1.3. The areas and/or locations subject to intervention are listed on the plans provided in the bid solicitation in Appendix E and will be shown during the mandatory site visit by the CSC designated representative.

### 1.2. WORKSCHEDULE

1.2.1. The site is operational 24/7. Pedestrian and vehicle access varies depending on the institution. The CSC designated representative will set out the work schedule based on the context of the work or when the weather conditions require in order to maintain the surface in a condition as described in these specifications.

### 1.3. CODES

1.3.1. The contractor must comply with all applicable federal, provincial or municipal laws, codes and regulations associated with the work. In the case of conflict or discrepancy the most stringent requirement shall apply.

1.3.2. Carry out the work in a manner that satisfies all requirements in:

**a)** The contract documents;

**b)** Specified standards, codes and referenced documents.

### 1.4. BID VISIT

1.4.1. In the context of this contract, there will be a site visit. The details of the visit are indicated in the bid solicitation.

1.4.2. Errors, omissions or imperfections in this work shall not be justified by attributing them to the existing conditions and particularities.

**1.5. CONTRACTOR'S USE OF SITE**

- 1.5.1. At no time shall security measures be reduced because of the contracted work; take the steps necessary to ensure any security required.
- 1.5.2. Execute the work with the least possible disruption to occupants and while ensuring the site can be used in as normal a manner as possible.
- 1.5.3. The contractor must at all times ensure access to the site for the personnel and vehicles of the Correctional Service of Canada.
- 1.5.4. Have vehicles moved that could be damaged during work. In the event of damage to any vehicle(s) or other site elements, the contractor shall have them repaired or replaced by authorized professionals to the satisfaction of the CSC designated representative.

**END OF SECTION 01 00 50**

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**1. GENERAL****1.1 SUBJECT**

Ensure that snow removal services at the Sainte-Anne-des-Plaines Complex of this contract take place without undue interruption or hindrance, and such that the security of the institution is maintained at all times.

**1.2 DEFINITIONS**

## 1.2.1 "contraband":

- a) Intoxicants, including alcoholic beverages, drugs or narcotics;
- b) A weapon or a component thereof, ammunition for a weapon, and anything that is designed to kill, injure or disable a person or that is altered so as to be capable of killing, injuring or disabling a person, when possessed without prior authorization;
- c) An explosive or a bomb or a component thereof;
- d) Money exceeding the regulatory maximums;
- E) ANY DEVICE THAT CAN RECORD IMAGES OR SOUND, AS WELL AS ANY TELEMETRY DEVICE;
- e) any item not described in paragraphs (a) to (d) that could jeopardize the security of a penitentiary or the safety of persons, when that item is possessed without prior authorization.

**SPECIAL NOTE:** Tobacco products and associated products, including but not limited to cigarettes, matches and lighters, are considered contraband.

## 1.2.2 Other definitions:

- a) "commercial vehicle" Vehicle used to transport material, equipment or tools necessary for the work.
- b) "CSC" Correctional Service of Canada.
- c) "CSC designated representative" Representative designated by CSC or Institutional Head, as applicable.
- d) "contractor employee" Employee of the principal contractor, of one of the subcontractors, material drivers, material suppliers, assessment or inspection companies or regulators.
- e) "perimeter" Area of the institution surrounded by fences or walls preventing the circulation of inmates.
- f) "area of work" Area where, as project plans indicate, the contractor is authorized to work. It may or may not be isolated from the institution's secure grounds.

**1.3 PRELIMINARY MEASURES**

1.3.1 Before the beginning of the winter season, the contractor must meet with the CSC designated representative in order to:

- a) discuss the nature and scope of contracted activities;
- b) Establish the acceptable security measures for both parties, in accordance with this directive and the specific requirements of the institution.

1.3.2 The contractor shall:

- a) inform contractor employees of security requirements.
- b) Collaborate with institution staff to ensure that contractor employees comply with all security requirements.

#### 1.4 CONTRACTOR EMPLOYEES

- 1.4.1 Submit to the CSC designated representative a list of names and dates of birth of all employees that are to work on the prison site, as well as an Institutional Access CPIC Clearance Request form. Contractor employees will undergo a security check.
- 1.4.2 Allow one (1) week to process the access requests. No employee shall be allowed to enter the institution without a duly approved security clearance or recent photo ID card, such as a provincial driver's licence. Access requests are specific to each CSC institution.
- 1.4.3 The CSC designated representative may require that employees' faces be photographed so that the photographs can be posted at desired locations in the institution or recorded in a database for identification purposes. Furthermore, the CSC designated representative may require that contractor employees wear their photo visibly on their clothing when employees are on the institution's grounds.
- 1.4.4 Any person for whom there are reasons to believe that they present a security risk is prohibited from entering the institution site.
- 1.4.5 Any employee working on the prison site shall be immediately expelled from the institution if they:
  - a) appear to be impaired by alcohol, drugs or narcotics;
  - b) behave in an unusual or disorderly manner;
  - c) possess contraband.

#### 1.5 VÉHICLES

- 1.5.1 All unattended vehicles on CSC property shall have the windows closed, doors and trunks locked, and keys removed. Owners of vehicles or employees of the companies that own the vehicles shall ensure that they keep the keys securely on their person.

**SPECIAL NOTE:** The institution may require that all vehicles and motorized equipment be fitted with a device to lock the gas tank cap.

- 1.5.2 At any time, the CSC designated representative may limit the number and type of vehicles permitted onto institution grounds.
- 1.5.3 Persons delivering equipment needed for the project shall not be required to apply for security clearance, but they shall not leave their vehicles unattended at the institution, and the CSC designated representative may require that they be accompanied by institution staff.
- 1.5.4 If the CSC designated representative permits trailers to be left unoccupied inside the secure perimeter of the Institution, the trailer doors and windows shall remain securely locked at all times. Windows shall be protected by expanded metal mesh.

#### 1.6 PARKING

- 1.6.1 The CSC designated representative shall identify the authorized parking areas for contractor employee vehicles. If employees park elsewhere, their vehicles may be towed.

## 1.7 SHIPMENTS

- 1.7.1 All material, equipment or tools delivered for the project shall be addressed to the contractor to distinguish them clearly from shipments intended for the institution. The contractor shall ensure that its employees are on site to receive shipments; CSC personnel will accept no shipments of material, equipment or tools intended for the contractor.

## 1.8 COMMUNICATION DEVICES

- 1.8.1 No telephone, fax or computer connected to the Internet, including those in contractor vehicles, shall be permitted to be installed inside the institution's security perimeter without the CSC designated representative's prior authorization.
- 1.8.2 The CSC designated representative shall ensure that telephones, faxes and computers with an Internet connection, including those in contractor vehicles, are not installed in inmate-accessible locations. Access to each computer shall be password protected to prevent any Internet connection by unauthorized personnel.
- 1.8.3 Unless specifically authorized by the CSC designated representative, cell phones or digital cordless phones, including but not limited to messaging devices, pagers, BlackBerrys, telephones used as two-way radios, laptop computers and tablets, are prohibited everywhere in the institution. If cell phones are permitted, users may not allow them to be used by inmates.

## 1.9 TOOLS AND EQUIPMENT

- 1.9.1 Keep a complete list of the tools and equipment used during the work. Provide and submit the complete, updated list when requested.

**SPECIAL NOTE:** A list of tools and equipment that is contraband/restricted use and/or prohibited may be made available to the contractor as required.

- 1.9.2 Update the list of tools and equipment specified above throughout the contract.
- 1.9.3 Never leave tools unsupervised, especially tools with motors, explosive actuated tools, cartridges, files, saw blades, carbide saws, wires, rope, ladders or any type of lifting device (jacks, etc.).
- 1.9.4 Store tools and equipment in secure approved locations.
- 1.9.5 Lock all tool boxes after use. The contractor's employees shall keep the keys with them at all times. Fasten and lock unerected scaffolding; once erected, scaffolding shall be securely fastened to the institution representative's satisfaction.
- 1.9.6 Immediately notify the CSC designated representative of any loss or disappearance of tools or equipment.
- 1.9.7 The CSC designated representative shall ensure that security personnel check the contractor's tools and equipment, based on the list supplied by the contractor.

**SPECIAL NOTE:** Some institutions require that tools and equipment be removed daily from the work area (e.g. work in an occupied area). These movements shall take place according to the CSC representative's instructions.

**1.13 SECURITY DEVICES**

- 1.13.1 Give all uninstalled security devices to the CSC designated representative for the institution so the representative can ensure that they are destroyed or stored in a secure location for future use.

**1.14 PRESCRIPTION MEDICATION**

- 1.14.1 Contractor employees who must take prescription drugs during the work day shall be required to obtain authorization from the CSC designated representative to be permitted to bring a day's dose with them to the institution.

**1.15 SMOKING RESTRICTIONS**

- 1.15.1 Contractors and contractor employees are not authorized to smoke inside correctional institutions or outside within the perimeter of a correctional institution. Inside the perimeter, they shall not have unauthorized tobacco products in their possession.
- 1.15.2 Contractors and contractor employees in violation of this police will be asked to immediately stop smoking or dispose of all unauthorized tobacco products. If they refuse to comply, they will be asked to leave the institution.
- 1.15.3 Smoking shall be permitted only outside the perimeter of the correctional institution, in a location designated by the CSC designated representative.

**1.16 CONTRABAND**

- 1.16.1 Firearms, ammunition, explosives, alcoholic beverages, drugs, cell phones, cameras, other electronic devices and narcotics are prohibited on institution premises.
- 1.16.2 If contraband is found in the possession of a person on the prison site, the CSC designated representative shall be informed immediately.
- 1.16.3 Contractors shall closely supervise their employees or their subcontractors' employees.
- The discovery of any contraband can lead to cancellation of the security clearance of the the person who brought it in. A serious violation can result in expulsion of the company involved from the site for the duration of the work.
- 1.16.4 If firearms or ammunition are found in the vehicle of a contractor, subcontractor, supplier or their employee, the security clearance of the driver of the vehicle will be revoked immediately.

**1.17 SEARCHES**

- 1.17.1 Any individual or vehicle entering the institution's premises may be searched.
- 1.17.2 When the CSC designated representative has reasonable grounds to believe that a contractor employee is carrying contraband, the CSC designated representative can require that the individual be searched.
- 1.17.3 The personal effects of any employee arriving at the institution may be subject to checks intended to detect the presence of residues of prohibited drugs.



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**1.19 VEHICULAR TRAFFIC**

- 1.19.1 Vehicles may enter and leave the institution, under escort, by way of the vehicle access barrier, during the periods set out by the CSC designated representative.
- 1.19.2 In some cases, contractor vehicles may not leave the institution until an inmate count has been completed, this requirement will be communicated to the contractor when they arrive on site.

**SPECIAL NOTE:** The times vary between institutions. They will be communicated by the CSC representative.

- 1.19.3 Vehicles loaded with snow or debris considered impossible to search shall be monitored constantly by CSC employees or commissionaires reporting to the CSC designated representative.
- 1.19.4 Before a commercial vehicle is admitted onto institution grounds, the contractor or its representative shall certify that the contents of the vehicle are absolutely necessary for the performance of the work.
- 1.19.5 Entry shall be refused to any vehicle whose contents, in the CSC designated representative's opinion, represent a security risk for the institution.
- 1.19.6 The private vehicles of contractor employees shall not be admitted into the security perimeter of medium or maximum security institutions without the CSC designated representative's specific authorization.
- 1.19.7 Subject to prior authorization of the CSC designated representative, certain equipment may be left on the work site overnight or on weekends. It must be locked and the battery removed. The CSC designated representative may require that equipment be chained and locked to another fixed object.

**1.20 CONTRACTOR EMPLOYEE MOVEMENT ON INSTITUTION PROPERTY**

- 1.20.1 Subject to the need to maintain adequate security, the CSC designated representative will allow the contractor and its employees as much freedom of action and movement as possible.
- 1.20.2 Nevertheless, notwithstanding the previous paragraph, the CSC designated representative may:
- a) prohibit or restrict access to any part of the institution;
  - b) during the contract duration or certain periods, require that contractor employees be accompanied by a CSC security officer in designated sectors of the institution.

**1.21 MONITORING AND INSPECTION**

- 1.21.1 Contractor activities and personnel and vehicle movement will be monitored and inspected by CSC security personnel to ensure compliance with established security standards.
- 1.21.2 At the beginning and throughout the work, CSC staff must ensure that contractor employees understand the need for monitoring and inspections.

**1.22 WORK STOPPAGE**

- 1.22.1 The CSC designated representative may at any time order the contractor, its employees, subcontractors or their employees, to refrain from entering the site or to leave it immediately due

to a security incident occurring at the institution. The contractor's designated supervisor shall note the name of the employee who conveyed the request and the time, then comply with the order as quickly as possible.

**1.23 CONTACT WITH INMATES**

1.23.1 It is prohibited to enter into contact with inmates, speak to them, give them items or receive items from them. Failure to comply with this instruction shall result in expulsion of the employee responsible from the site and removal of the employee's security clearance.

1.23.2 It is strictly prohibited to take photos of inmates and/or CSC employees or of any part of the institution for which a photo is not necessary for performing the work in this contract.

**1.24 COMPLETION OF WORK**

1.24.1 Unless otherwise indicated in the contract, upon completion of this contract or, if applicable, upon take-over of the installations, the contractor shall remove all materials, tools and equipment from the institution.

**END OF SECTION 01 35 13**

**PART 1 GENERAL****1.1 SECTION CONTENTS**

- .1 The Contractor must manage its activities so as to ensure that the health and safety of employees and the public on the work site, as well as the protection of the environment, always take precedence over cost and scheduling concerns.

**1.2 REFERENCES**

- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations.
- .2 Canadian Standards Association (CSA).
- .3 Health Canada/Workplace Hazardous Materials Information System (WHMIS).
  - .1 Material Safety Data Sheet (MSDS).
- .4 An Act respecting occupational health and safety, R.S.Q. c. S-2.1.
- .5 Safety Code for the Construction Industry (S-2.1, r. 6).

**1.3 HEALTH AND SAFETY MANAGEMENT**

- .1 The contractor is responsible for ensuring the health and safety of snow removal activities for the duration of the contract. The contractor's responsibilities include complying with all tasks and obligations under the terms of the references cited in 1.2.
- .2 Forward to the CSC designated representative and to the CNESST the prevention program specific to the work to be done for the contract, at least 10 days before the start of snow removal operations. The Contractor shall subsequently update its prevention program if the work proceeds differently from what was originally planned. The CSC designated representative may, after receiving the program and at any time during the work, demand that the program be amended or complemented to better reflect actual worksite conditions. The Contractor shall then make the necessary changes prior to the start of work.
- .3 Within 24 hours, submit a copy of any inspection report, correction notice or recommendation issued by a federal or provincial inspector to the CSC designated representative.
- .4 Submit to the CSC designated representative, within 24 hours, an investigation report on any accident resulting in an injury or any incident that brings to light a potential hazard.
- .5 Submit to the CSC designated representative the material safety data sheets for all controlled products at least three days before they are to be used at the work site.
- .6 Submit to the CSC designated representative copies of the training certificates required to implement the prevention program, namely:
  - .1 General occupational health and safety course for construction sites
  - .2 Safety Officer certification
  - .3 Workplace first aid and CPR
  - .4 Wearing and adjustment of personal protective equipment
  - .5 Safe driving of wheeled loaders
  - .6 Any other training required by regulation or under the prevention program
- .7 Medical examinations: where a medical examination is required under a statute, regulations, a directive, specifications or a prevention program, the contractor shall:

- .1 Prior to the start of work, submit to the CSC designated representative certificates of medical examinations for its supervisory staff and any of its employees mentioned in the first paragraph who will be present at the start of the work.
- .2 Thereafter promptly submit confirmations of medical exams for all persons mentioned in the first paragraph of this section who are new to the worksite.
- .8 Certificate of compliance issued by the CNESST: The certificate of compliance is a document issued by the CNESST confirming that the contractor is in good standing with the CNESST, namely that the contractor has paid the CNESST all amounts owed relating to a given contract. This certificate shall be submitted to the CSC designated representative upon completion of the work.

#### 1.4 RISK ASSESSMENT

- .1 The contractor shall identify the hazards associated with each task carried out to carry out this contract
- .2 All mechanical equipment shall be inspected prior to delivery to the site. Before using any mechanical equipment, the Contractor shall submit to the CSC designated representative a certificate of compliance signed by a qualified mechanic. If the CSC designated representative suspects there is a defect or accident risk, he or she may, at any time, order the immediate shutdown of the equipment and require a re-inspection by an expert of his or her choice.

#### 1.5 MEETINGS

- .1 A representative of the Contractor with decision-making authority shall attend all meetings at which occupational health and safety is being discussed in relation to the contract

#### 1.6 REGULATORY REQUIREMENTS

- .1 Comply with all statutes, regulations and standards applicable to performance of the work.
- .2 Comply with prescribed standards and regulation to ensure normal progress of work on land contaminated by hazardous or toxic materials.
- .3 Notwithstanding the publication date of the standards indicated in the Safety Code for the construction industry, the version in effect at the time of application shall always be used.

#### 1.7 RESPONSIBILITIES

- .1 Regardless of how many employees are assigned to the work, designate one person to be responsible for occupational health and safety. The contractor shall take such measures as are necessary to ensure the health and safety of persons and security of property on and around the work site that may be affected by the work.
- .2 Take such measures as are necessary to enforce and ensure compliance with the health and safety requirements set out in contract documents, federal and provincial regulations, applicable standards and the prevention program specific to the work area, and comply promptly with any order or correction notice issued by the Commission de la santé et de la sécurité du travail.
- .3 Take all necessary measures to keep the site clean and tidy throughout the work.

#### 1.8 CONTINGENCIES

- .1 Where a potential hazard that was not mentioned in the specifications and could not be identified during the preliminary inspection of the site comes to light during or as a result of the work, the contractor shall stop work immediately, put in place temporary measures to protect employees and the public, and notify the CSC designated representative verbally and in writing. The Contractor shall then make the necessary changes to the prevention program to ensure that work can resume safely.

**END OF SECTION 01 35 30**

**1. GENERAL**

**1.1. SECTION CONTENTS**

- 1.1.1. Cleaning to be done while work is being performed.
- 1.1.2. Final cleaning.

**1.2. TIDINESS OF PREMISES**

- 1.2.1. Maintain work in tidy condition, free from accumulation of waste products and debris.
- 1.2.2. Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.

**1.3. FINAL CLEANING**

- 1.3.1. The contractor shall clean all areas covered by the contract at the end of the winter season using a motorized sweeper of the type currently used in cities.
- 1.3.2. The contractor is also responsible for cleaning up the snow dump and removing waste and other items at the request of CSC.

**1.4. MEASUREMENT FOR PAYMENT PURPOSES**

- 1.4.1. There will be no measurement to be done at the end of this section. The cost of cleaning work is to be distributed within the various items of the basis of payment.
- 1.4.2. The contractor is responsible for measuring the areas recorded in this contract and in plan A-01/01. No payment or adjustment will be made in case of a discrepancy from the areas entered on the plans and contracts. The contractor is still responsible for carrying out the work on the full area illustrated in the plans.

**END OF SECTION**

## 1.1 SECTION CONTENTS

- .1 This section describes the snow removal services that will be provided in the context of this contract.

## 1.2 REFERENCES

- .1 All references to codes, norms, standards, laws and regulations refer to the latest publication or revision in force.
- .2 R.S.Q. Chapter S-2.1 – *Occupational Health and Safety Act and Regulation Respecting Occupational Health and Safety*, r. 19.01.
- .3 Health Canada – Workplace Hazardous Materials Information System (WHMIS), Material Safety Data Sheet (MSDS).

## 1.3 CODES, NORMS AND STANDARDS

- .1 In addition to the requirements stated in these specifications, the contractor must comply with all laws and regulations in force in Quebec and possess the authorizations, permits, certifications and other documents required to carry out the contracted work.
- .2 The trucks and all other machines must comply with the requirements of the latest Vehicle Load and Size Limits Regulation in force.

## 1.4 DESCRIPTION OF WORK

- .1 The work contracted is snow removal and maintenance of the main roads, sidewalks, parking lots and other sectors of the Sainte-Anne-des-Plaines Complex. The surfaces that are part of the contract are identified later in these specifications. The work must be carried out to ensure safe and easy movement during the winter season. The following list is not necessarily complete and in no way removes any obligation from the contractor to complete the contract in full according to best practices, the intentions and general principles, as described later in these specifications.
- .2 The contractor must provide the labour, supervision, materials and equipment necessary for the complete and compliant performance of the work requested.

## 1.5 SCOPE OF WORK

- .1 Snow removal during a snowfall or snowstorm or other types of winter precipitation for a surface area of approximately 112,305 m<sup>2</sup> according to the plan provided, A-01/01.
- .2 Spreading of abrasives and ice melters in the zones in question at a service level requiring it, as described in section 1.20 or at the request of the CSC representative over a surface area of approximately 96,025 m<sup>2</sup> according to the plan provided, A-01/01.
- .3 Snow removal operation after snowfalls or snowstorms for a surface area of approximately 15,257 m<sup>2</sup>.

## 1.6 RANGE OF WORK

- .1 The contractor must clear the main access roads, sidewalks, parking lots and other sectors indicated on plan A-01/01 in order to ensure vehicles and pedestrians can move around easily.
- .2 The contractor shall mechanically load the snow collected and piled up on the parking lots and roads or other designated locations. The contractor shall deposit this snow in a dump designated by CSC and located on the grounds of the complex, and will keep the said dump in operation (safe, clear access, etc.).
- .3 The contractor shall spread abrasives on the main access roads, parking area and other sectors indicated on the relevant plans in a way that ensures easy movement of vehicles and pedestrians. The abrasives and ice melters shall be provided by the contractor.
- .4 The contractor provides the abrasives and ice melters required to maintain the surface in conditions as defined in point 1.20 of these specifications. The costs associated with providing abrasives are an integral part of the value of the contract. The contractor is fully responsible for them and must plan to have the equipment required.

**1.7 LIST OF EQUIPMENT AND MACHINERY**

- .1 Sufficient machinery must be planned to allow the contractor to carry out the contracted work promptly and effectively before the deadlines set out in item 1.20 in accordance with the planned levels of service. In case of defective equipment, the contractor is responsible for taking all steps required to be able to fulfil the responsibilities listed in these specifications.
- .2 The contractor must provide, on each contract renewal, a list of equipment it will use to carry out the work. This list must be provided no later than October 31 of each year.

**1.8 EQUIPMENT INSPECTIONS**

- .1 All machinery used in carrying out the contract must be functioning in order to complete the work. The contractor is responsible for replacing any defective machinery and being able to remove snow within the time frames set out in these specifications.

**1.9 STORAGE OF TRUCKS AND EQUIPMENT**

- .1 By no later than May 1 of the winter season, the contractor shall remove all equipment belonging to it from the premises of the Sainte-Anne-Des-Plaines Complex. During the winter season, it is possible for the contractor to leave certain pieces of equipment on site with the authorization of the CSC representative.

**1.10 INSURANCE PROVISION AND LIABILITY**

- .1 If the contractor causes damages while carrying out the work, it is required to make the necessary repairs to the CSC representative's satisfaction. Payment of the previous invoice will be withheld until damages have been corrected as specified.
- .2 At the end of each winter season, no later than May 15 of each year of the contract, the contractor is responsible for straightening and repairing all poles and items, such as: stop signs, fire hydrants, and for repairing the damage caused by its equipment to fences, streetlights, guard rails, etc.

**1.11 AVAILABILITY OF EQUIPMENT AND PERSONNEL**

- .1 For the duration of the contract, the contractor is required to have personnel available 24 hours a day to clear and remove snow. The contractor must appoint one or more people responsible for operations for a twenty-four (24) hour period. The person responsible must have the authority to direct personnel and machinery. The contact information of the person in charge of operations must be provided to the CSC representative on signing of the contract. As soon as 3 cm of snow has accumulated, the contractor's person responsible for operations must send the machinery required to the institution's premises within one hour at most. The contractor and/or its representative is/are responsible for monitoring the quantity of snow that has fallen in the Sainte-Anne-des-Plaines area.
- .2 The CSC reserves the right to rent or use the equipment and labour required to compensate for any shortcoming by the contractor in executing the terms of the contract, which shall be at the contractor's expense.
- .3 When the CSC representative informs the contractor by phone or email that there is a breach in the latter's obligations under the contract in question, the contractor must come to the site to carry out the work within the following hour (during regular hours from 7:00 a.m. to 5:00 p.m.) or within two (2) hours (outside of regular hours 5:00 p.m. to 6:59 a.m.).

**1.12 OTHER FORCE ACCOUNT WORK**

- .1 The contractor agrees to clear and/or remove snow on request in addition to the work stipulated in this contract at the time set out to this effect in the basis of payment.



**CONTRACT MONITORING**

- .2 The Chief, Facilities Management and/or Works Supervisor shall be the officer responsible for ensuring all service is delivered with respect to snow clearing/removal.
- .3 The contractor's head of operations must be equipped with a cell phone at all times in order to facilitate rapid communications between the latter and CSC. All expenses including installation, air time, activating fees and the phones themselves, must be at the expense of the contractor. The contractor must maintain an uninterrupted communication service.

**1.13 CLARIFICATIONS AND REQUIREMENTS**

- .1 Snow removal must be complete, as stipulated in the contract.
- .2 Sidewalks, paths, drains and sewer grates must be kept free of snow, water buildup and ice at all times.
- .3 During a snowfall, the snow clearing material must be spread out to simultaneously cover as large a surface as possible. However, on the primary arteries, the contractor must use any machinery necessary to clear them promptly, in order to ensure continuous movement of vehicles, all while not neglecting the removal of snow in other sectors set out in the contract.
- .4 All accumulated snow must be fully collected after each snowfall within a maximum of forty-eight (48) hours in order to make everything safe.
- .5 The contractor is authorized to blow snow into vacant land assigned to this use (except within the perimeters of each institution). **Note:** Snow shall not be blown or piled up near fire hydrants so as not to impede access to them. The CSC representative reserves the right to impose other restrictions.
- .6 When there is blowing snow, even without precipitation, the contractor must ensure that the roads, sidewalks and parking lots, and other designated locations, remain clear so that vehicles and pedestrians can move around normally. The contractor receives no additional payment for this work.
- .7 Before the first snowfall, the contractor must mark off the areas from which snow is to be removed, locate fire hydrants, as well as sewer grates. This work must be carried out to the satisfaction of the CSC's representative (the type of markings must be previously authorized by the CSC).
- .8 The height of accumulated snow or any snowbanks resulting from snow removal operations covered by this contract must not exceed 1.5 metres. Above this height, the contractor must take action to reduce their height.
- .9 The contractor must provide a safety signaller or escort during snow blowing operations.
- .10 The CSC must occasionally dispose of snow removed from other sectors of the complex in the snow dump. The contractor is responsible for keeping the snow dump in operation and as required level the site at its own expense.
- .11 The contractor's equipment must be equipped with radio communications allowing them to communicate with the contractor's head of operations.

**1.14 SITE SURVEY**

- .1 The contractor is required to conduct a site survey visit before the start of each winter season.
- .2 At the end of the winter season, and until no later than May 15 of the year in progress, another mandatory survey visit, at the contractor's expense, shall be conducted jointly with the CSC representative in order to assess damages and agree on the repairs required and the conduct of the work. This must all be finished by no later than May 31 of the year in progress.
- .3 The CSC shall not be held responsible if raised accessories such as sump covers, manhole covers, valve chambers, valve boxes and other items above grade level damage the contractor's machinery. The contractor is responsible for conducting its own surveying.

**1.15 INVOICING AND METHOD OF PAYMENT**

- .1 All services must be invoiced according to the amounts indicated in the basis of payment.
- .2 The CSC shall pay the contractor in five (5) equal payments the amount due for each season of snow removal mentioned in this contract. The four (4) first payments are made consecutively by no later than the fifteenth (15<sup>th</sup>) day after the following dates: December 31, January 31, February 28 and March 31.
- .3 The fifth and final payment shall take place on May 31. The contractor of the said contract may, as required, increase or reduce the payment amount based on amounts added to or subtracted from the contracted price in accordance with section 1.21 of these specifications.
- .4 The amount of the submission is based on estimated snow precipitation of two hundred and fifty centimetres (**250 cm**) per year (snow removal season).

**1.16 ADJUSTMENT OF CONTRACT BASED ON QUANTITY OF PRECIPITATION**

- .1 The contract amount shall be adjusted based on the variation between the estimated precipitation of two hundred and fifty centimetres (250 cm) and the actual precipitation, as follows:
  - .1 Precipitation of 250 cm. The contract amount is the amount bid.
  - .2 The contract amount shall be adjusted upward by **0.4%** from the bid amount for each centimetre of snow above the 250 cm (bid amount).
  - .3 Precipitation of less than 250 cm. The contract amount shall be reduced by **0.4%** from the bid amount for each centimetre of snow under 250 cm. The minimum precipitation guaranteed by the contract is 200 cm.

- 1.17 The precipitation calculation period starts with the first snowfall and ends on May 15 of the year in progress, and shall be established in centimetres based on the monthly summary of meteorological observations from the local CSC weather station installed on the premises of the Sainte-Anne-Des-Plaines Complex. For invoicing purposes, the data from the weather station shall be considered valid. The CSC representative may provide the contractor with the precipitation data for the Sainte-Anne-Des-Plaines Complex.

**1.18 FUEL PRICE ADJUSTMENT FOR OPTION TO RENEW**

.1 The amounts subject to the vouchers are firm for the initial contract term and shall not be subject to indexation. If the option to renew included in the contract is exercised, the price of fuel shall be adjusted according to the following parameters:

- 15% to compensate the variation in fuel price.

- .1 The fuel price adjustment is made starting at the end of the winter season. Any variation in the fuel price of 10% or less, up or down, shall be covered by the successful bidder.
- .2 The variation is established according to the relationship:  $ASPP_{winter} / ASPP_{reference}$

If the variation is greater than 1.10, the result of the following calculation must be added to the final amount

$$\text{Amount} = \text{Annual total paid} \times 15\% \times [(ASPP_{winter} / ASPP_{reference}) - 1.10]$$

If the variation is lesser than 0.90, the result of the following calculation shall be subtracted from the final amount

$$\text{Amount} = \text{Annual total paid} \times 15\% \times [0.90 - (ASPP_{winter} / ASPP_{reference})]$$

- .3 Where:

- Annual total paid: Total amount paid for each item on the payment voucher for the current winter season.
- 15% Estimated proportion of fuel cost over the total cost of completing the contract
- $ASPP_{winter}$ : Average of the 20 average sample pump prices, for diesel, corresponding to the price issued weekly, starting on the first Monday after November 15 of the winter that has just ended.

- ASPP<sub>reference</sub>: Average of the three weekly pump prices, for diesel, for the weeks of February 14 (167.4), 21 (164.3) and 28 (168.4), 2022.

The average sample pump price (ASPP) of diesel fuel is listed in the Quebec Petroleum Product Prices information bulletin published by the Régie de l'énergie ([www.regie-energie.qc.ca](http://www.regie-energie.qc.ca)) [French only]. The data used are the ones relevant to region No. 15 (Laurentians).

#### **1.19 SNOW CLEARANCE PRIORITIES**

- .1 The contractor's snow clearance priorities, working methodology and routes shall be determined in concert with CSC representatives.

**1.20 AREAS COVERED IN THE CONTRACT**

- .1 Plan A-01/01 is an integral part of the contract

See table for areas:

**Table of surfaces, Sainte-Anne-des-Plaines Complex versus service type**

Nomenclature	Surfaces		Service type	Exceptions
	m <sup>2</sup>	Linear m		
<b>Roads</b>				
Road A	25,299.8	3,310.0	Service level 1	
Road B	582.6	90.0	Service level 1	
Road C	3,159.2	416.7	Service level 1	
Road D	2,926.6	388.1	Service level 1	
Road E	9,765.5	1,159.1	Service level 2	No spreading of abrasives
<b>Perimeters</b>				
Archambault (P-ARCH)	11,097.5	1,447.8	Service level 1	
CRR Perimeter (P-CRR)	7,617.3	1,293.5	Service level 1	
<b>Parking and traffic areas</b>				
P-1	11,195.11		Service level 4	
P-2	3,699.305		Service level 4	
P-4	9,278.812		Service level 2	
P-5	4,109.815		Service level 2	
P-6	1,529.862		Service level 3	
P-7	2,574.53		Service level 2	
P-8	7,209.184		Service level 2	
P-9	2,809.982		Service level 3	
P-10	362.661		Service level 4	
P-11	739.316		Service level 3	
P-12	4,780.331		Service level 3	No spreading of abrasives
P-13	1,734.216		Service level 3	No spreading of abrasives
P-15	1,834.121		Service level 3	
Total	112,305.7			

## 1.20 DEFINITIONS OF SERVICE TYPES

### Service level 1: Main roads

- .1 Apply snow or ice removal resources starting at the start of the snow accumulation, for the duration of the snowfall;
- .2 Accumulation of snow on the surface not to exceed three (3) cm, for the duration of the precipitation;
- .3 When the snow removal operation has finished, residual snow thickness on the surface shall not exceed one (1) cm; and
- .4 The surface must be completely cleared to the pavement, either:
  - Three (3) hours maximum after the end of precipitation;
  - As applicable, the contractor must spread ice melter materials before rush hour when the temperature is not below -15 °C in the hour following the spreading of the ice melter materials; if the temperature is below -15 °C, special effort must be made to ensure complete de-icing of the surface as soon as possible;
  - The contractor shall ensure that the surface is safe at all times by applying salt and/or abrasives to critical points, particularly at the start of and during precipitation, during the day and before rush hours. Additionally, increased attention must be paid to shaded or wind-prone areas, and to roads through depressions.
  - At the request of the CSC representative, the contractor must spread abrasives as required to keep the surfaces in safe condition.

### Service level 2: Other roads

- .1 Apply snow or ice removal resources starting at the start of the snow accumulation, for the duration of the snowfall;
- .2 Accumulation of snow on the surface not to exceed five (5) cm, for the duration of the precipitation;
- .3 Regular rotation of two and a half hours (2 ½) maximum for snow and ice removal equipment on a given circuit, for the duration of the precipitation;
- .4 When the snow removal operation has finished, residual snow thickness on the surface shall not exceed one (1) cm;
  - Six (6) hours maximum after the end of precipitation when it ends between 6:00 a.m. and 1:00 p.m. or twelve (12) hours maximum after precipitation when it ends between 1:00 p.m. and 4:00 p.m.;
  - As applicable, the contractor must spread ice melter materials before rush hour when the temperature is not below -15 °C in the hour following the spreading of the ice melter materials; if the temperature is below -15 °C, special effort must be made to ensure complete de-icing of the surface as soon as possible;
  - The contractor shall ensure that the surface is safe at all times by applying salt and/or abrasives to critical points, particularly at the start of and during precipitation, primarily during the day and before rush hours (see exceptions to sites at point 1.20 of these specifications). Additionally, increased attention must be paid to shaded or wind-prone areas, and to roads through depressions.
  - During heavy, long-lasting freezing rain, use of abrasives is recommended. If it is an ice storm, rapid use of salt is recommended during the precipitation and before the temperature drops. (see exceptions to sites at point 1.20 of these specifications).

**Service level 3: clearing snow from a parking lot without loading**

- .1 Apply snow or ice removal resources starting as soon as necessary during blowing snow or snow accumulation, for the duration of the blowing snow or snowfall;
- .2 Accumulation of snow on the surface not to exceed five (5) cm, for the duration of the precipitation;
- .3 Regular rotation of four hours (4) maximum for snow and ice removal equipment on a given circuit, for the duration of the precipitation;
- .4 When the snow removal operation has finished, residual snow thickness on the surface shall not exceed two (2) cm;
- .5 The whole surface must be cleared to the pavement:
  - The contractor shall ensure that the surface is safe at all times by applying salt and/or abrasives to critical points, particularly at the start of and during precipitation, primarily during the day and before rush hours (see exceptions to sites at point 1.20 of these specifications). Additionally, increased attention must be paid to shaded or wind-prone areas, and to roads through depressions.
  - During heavy, long-lasting freezing rain, use of abrasives is recommended. If it is an ice storm, rapid use of salt is recommended during the precipitation and before the temperature drops. (see exceptions to sites at point 1.20 of these specifications).
- .6 The contractor shall use a working method that avoids as much as possible leaving a plow ridge or snowbank around parked vehicles.
- .7 The contractor shall plan snow removal work based on the fact that some parking spaces will be occupied 24/7.
- .8 The contractor shall store the snow at locations identified by the CSC in a way that blocks as few parking spaces as possible.

**Service level 4: clearing snow from a parking lot with loading**

- .1 Apply snow or ice removal resources starting as soon as necessary during blowing snow or snow accumulation, for the duration of the blowing snow or snowfall;
- .2 Accumulation of snow on the surface not to exceed five (5) cm, for the duration of the precipitation;
- .3 Regular rotation of four hours (4) maximum for snow and ice removal equipment on a given circuit, for the duration of the precipitation;
- .4 When the snow removal operation has finished, residual snow thickness on the surface shall not exceed two (2) cm;
- .5 The whole surface must be cleared to the pavement.
  - The contractor shall ensure that the surface is safe at all times by applying salt and/or abrasives during precipitation, primarily during the day and before rush hours. Additionally, increased attention must be paid to shaded or wind-prone areas, and to roads through depressions
- .6 The contractor shall use a working method that avoids as much as possible leaving a plow ridge or snowbank around parked vehicles.
- .7 The contractor shall plan snow removal work based on the fact that some parking spaces will be occupied 24/7.

- .8 The contractor shall store the snow at locations identified by the CSC in a way that blocks as few parking spaces as possible.
- .9 The contractor shall load and dispose of the piled-up snow starting when precipitation ends. At most within forty-eight (48) hours following the snowfall.
- .10 Loading operations must not impede traffic or site use.

#### **1.21 TRAFFIC SIGNAGE**

- .1 The contractor shall pay particular attention to traffic signage. When the contractor damages signs, it is responsible for informing the CSC as soon as possible.
- .2 Unless otherwise indicated by the CSC, the contractor is not authorized to repair damages caused to traffic signage.
- .3 During the execution of the contract, the CSC will keep a log of traffic signage damaged by the contractor and will make the necessary repairs.
- .4 At the end of each winter, the CSC will invoice the contractor for all road signage, poles, anchors and other materials required to repair the damages caused to the traffic signage. The CSC will invoice the contractor to cover its labour and machinery costs, in an amount of fifty (\$50) dollars per sign repaired, and the cost of material shall be added to this amount. The costs may be deducted from the last payment of the contract at the contractor's request.

#### **1.22 GUARDRAIL, PAVEMENT, LIGHTING AND CURBS**

- .1 The contractor shall pay particular attention to guardrails, pavement, streetlights and asphalt or cement curbs. When the contractor damages them, it is responsible for informing the CSC as soon as possible.
- .2 Unless otherwise indicated by the CSC, the contractor is not authorized to repair damages caused.
- .3 During the execution of the contract, the CSC will keep a log of guardrails, pavement and asphalt and cement curbs and will make the necessary repairs.
- .4 At the end of each winter, the CSC will charge back the contractor for the expenses incurred to repair the guardrails, pavement and asphalt and cement curbs damaged by the latter.

**PERMITS, LICENCES AND REGULATIONS**

- .1 The contractor shall comply with all applicable laws and regulations pertaining to the work, whether federal, provincial or municipal, as if the work were for a person other than Canada.
- .2 The contractor must have the required licences for the category of work covered by this contract.
- .3 The contractor shall pay the cost for all the permits, certificates and licences required for the work. At the request of the CSC's representative, the contractor shall provide proof that it is complying with the legal obligations with respect to permits, certificates and licences.
- .4 During the execution of this contract, the contractor shall comply with the *Act Respecting Owners and Operators of Heavy Vehicles* (Act 430).

**1.23 EMERGENCY PROCEDURE**

- .1 In the event of a technical emergency during the work: immediately inform the CSC representative of the situation and try to the best of their abilities to reduce the damage while ensuring that they do not put their lives or the lives of others in danger.
- .2 Inform the CSC representative and wait for instructions before undertaking additional work that could result in expenses for CSC.

**END OF SECTION 02 10 00**



SERVICE CORRECTIONNEL  
COMPLEXE  
STE-ANNE-DES-PLAINES

CORRECTIONAL SERVICE  
COMPLEX  
STE-ANNE-DES-PLAINES

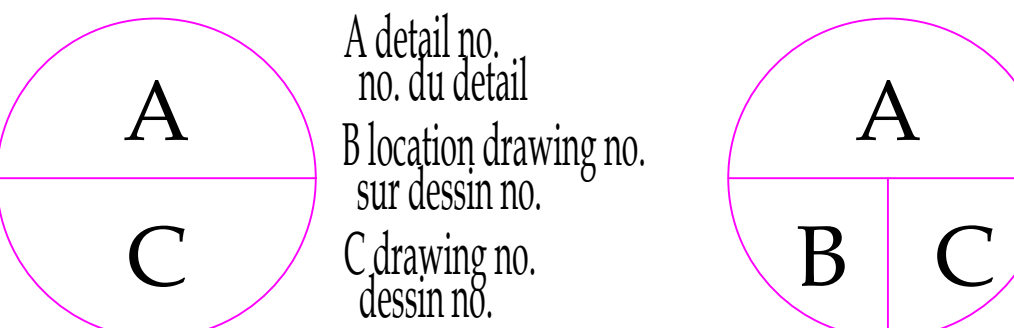
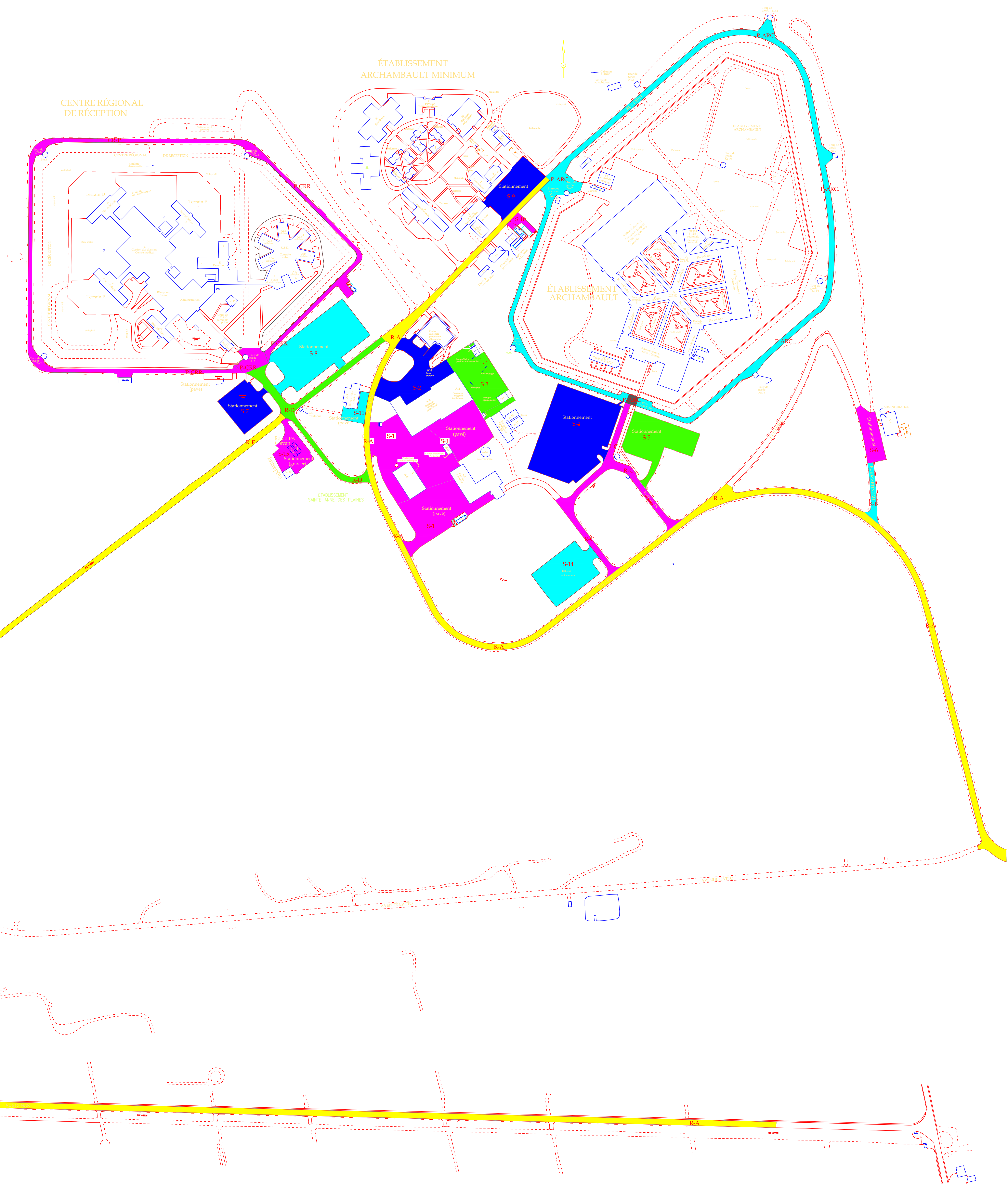
RÉVISION/REVISION par/by date/date

POUR SOUMISSION (for tender) 2016/08/23

POUR SOUMISSION (for tender) 2020/05/21

**TABLEAU DES SURFACES**  
**TABLE AREA**

NOMENCLATURES			SURFACES AREA	SURFACES AREA
NO	ROUTE ROAD		M <sup>2</sup>	M linéaire
R-A	ROUTE A		25 299,773	3 309,964
R-B	ROUTE B		582,401	90,014
R-C	ROUTE C		3 159,227	416,688
R-D	ROUTE D		2 926,574	388,090
R-E	ROUTE E		9 765,545	1 159,076
TOTAL			41 733,72	5 363,831
NO	STATIONNEMENT PARKING		M <sup>2</sup>	
S-1	STATIONNEMENT-1 (ateliers)		11 195,110	
S-2	STATIONNEMENT-2 (CRPA)		3 699,305	
S-3	STATIONNEMENT-3 (utilité)		3 889,050	
S-4	STATIONNEMENT-4 (visiteur 341)		9 278,812	
S-5	STATIONNEMENT-5 (341)		4 109,815	
S-6	STATIONNEMENT-6 (BUTTE)		1 529,862	
S-7	STATIONNEMENT-7 (visiteur 343)		2 574,530	
S-8	STATIONNEMENT-8 (343)		7 209,184	
S-9	STATIONNEMENT-9 (342)		2 809,982	
S-10	STATIONNEMENT-10 (342 auxiliaire)		362,661	
S-11	STATIONNEMENT-11 (travaux)		739,316	
S-12	STATIONNEMENT-12 (champ tir)		4 780,331	
S-13	STATIONNEMENT-13 (épurateur)		1 734,216	
S-14	STATIONNEMENT-14 (hélicopt)		3 867,860	
S-15	STATIONNEMENT-15 (Corcan)		1 834,121	
TOTAL			59 614,155	
NO	PÉRIMÈTRE PERIMETER		M <sup>2</sup>	M linéaire
P-ARC	PÉRIMÈTRE ARCHAMBAULT		11 097,481	1 447,837
P-CRR	PÉRIMÈTRE CRR		7 617,302	1 293,519
TOTAL			18 714,783	2 741,356



projet project

**DÉNEIGEMENT.**  
**SNOW REMOVAL.**

dessin drawing  
DÉSIGNATION DES SECTIONS ROUTIÈRE ET DE STATIONNEMENT.

DESIGNATION ROAD AND PARKING SECTIONS.

échelle 1:10 scale  
conçu designed  
SERVICE CORRECTIONNEL

dessine drawn  
VALÉRIE LANDREVILLE

examine reviewed  
LAURIER TALBOT

approuve approved  
PIERRE-YVES CHAUMONT

no. du projet project no.  
CONTRAT DÉNEIGEMENT 2020

no. de fichier drawing file  
COMPLEXE DÉNEIGEMENT

no. du dessin drawing no.  
A-01/01