

NRC-CNRC

**Administrative Services and Property Management** 

# **SPECIFICATIONS**

**SOLICITATION #: 22-58076** 

BUILDING: SAS

110 Gymnasium Place Avenue

Saskatoon, SK

PROJECT: SAS – Generator and Electrical Room

**Improvements** 

PROJECT #: SAS-6192

Date: October 2022





# **SPECIFICATION**

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**Construction Tender Form** 

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National Research Council
Canada

Conseil national de recherches
Canada

Finance and Procurement
Services Branch

Direction des services financiers
et d'approvisionnement

# **Construction Tender Form**

# <u>Project Identification</u> SAS – Generator and Electrical Room Improvement

	<u>Tender No.:</u> 22-58076
2	Business Name and Address of Tenderer
	Name
	Address
	Contact Person(Print Name)
	Telephone () Fax: ()

# 1.3 Offer

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

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

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

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

National Research Council	Conseil national de recherches
Canada	Canada
Finance and Procurement Services Branch	Direction des services financiers et d'approvisionnement

# **1.3.1** Offer (continued)

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

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

# 1.4 Acceptance and Entry into Contract

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

# 1.5 Construction Time

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

# 1.6 Bid Security

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

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

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

National Research Council Canada	Conseil national de recherches Canada
Finance and Procurement Services Branch	Direction des services financiers et d'approvisionnement
Sci vices Branch	et d'approvisionnement

# 1.7 <u>Contract Security</u>

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

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

1.8	<u>Appendices</u>		
	This Tender Form includes Appendix No	N/A	

# 1.9 Addenda

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

NUMBER	DATE	NUMBER	DATE

(Tenderers shall enter numbers and dates of addenda)

National Research Council	Conseil national de recherches
Canada	Canada
Finance and Procurement Services Branch	Direction des services financiers et d'approvisionnement

# 1.10 Execution of Tender

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

SIGNED, ATTESTED TO AND DELIVERED on theon behalf of	day of	
(Type or print the business name of the Tenderer)		
AUTHORIZED SIGNATORY (IES)		
(Signature of Signatory)		
(Print name & Title of Signatory)		
(Signature of Signatory)		
(Print name & Title of Signatory)		

**SEAL** 

#### **BUYANDSELL NOTICE**

# SAS - Generator and Electrical Room Improvement

The National Research Council Canada, 110 Gymnasium Place, Saskatoon, SK, has a requirement for a project that includes:

The generator and electrical room improvement project is located at 110 Gymnasium Place, Saskatoon, Saskatchewan, Canada. The work includes the complete supply and installation of new electrical generator, transfer switch, panels, and transformer. The work also includes demolition of existing redundant electrical equipment, conductors, and fuel tanks. This work will include electrical, mechanical, and architectural work.

#### 1. GENERAL:

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

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

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

#### 2. MANDATORY SITE VISIT:

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

The site visits will be held on November 1st and November 2nd, 2022 at **10:00**. Meet Jazmin McLean at SAS Building, 110 Gymnasium Place, Saskatoon, SK. Bidders who, for any reason, cannot attend at the specified date and time will not be given an alternative appointment to view the site and their tenders, therefore, will be considered as non-responsive. **NO EXCEPTIONS WILL BE MADE.** 

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

#### 3. TENDER CLOSING DATE:

Tender closing date is November 17<sup>th</sup>, 2022 at 14:00.

#### 4. TENDER RESULTS

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

#### 5. SECURITY REQUIREMENT FOR CANADIAN CONTRACTORS

#### **5.1 MANDATORY SECURITY REQUIREMENT:**

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

#### 6.0 WORKSAFE SASKATCHEWAN

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

#### 7.0 OFFICE OF THE PROCUREMENT OMBUDSMAN

.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at <a href="mailto:boa.opo@boa-opo.gc.ca">boa.opo@boa-opo.gc.ca</a>.

#### .2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [the supplier or the contractor or the name of the entity awarded this contract] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa-opo.gc.ca.

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

The Departmental Representative or his designate for this project is: Jazmin McLean

Jazmin.McLean@nrc-cnrc.gc.ca Telephone: (306) 550-2034

Contracting Authority for this project is: Collin Long

Collin.Long@nrc-cnrc.gc.ca

#### **INSTRUCTIONS TO BIDDERS**

# Article 1 - Receipt of Tender

- Tender must be received <u>by email only</u> not later than the specified tender closing time. Electronic bids <u>received</u> after the indicated closing time <u>NRC servers received time</u> will be irrevocably rejected. Bidders are urged to send their proposal sufficient time in advance of the closing time to prevent any technical issues. NRC will not be held responsible for bids sent before closing time but received by the NRC servers after the closing time. <u>Tenders received after this time are invalid</u> and shall not be considered, regardless of any reason for their late arrival.
- 1b) A letter of printed telecommunication from a bidder quoting a price shall not be considered as a valid tender unless a formal tender has been received on the prescribed Tender Form.
- 1c) Bidders may amend their tenders by **email only** provided that such <u>amendments are received not later than the specified tender closing time.</u>
- 1d) Any amendments to the tender which are transmitted by **email only** must be signed and must clearly identify the tenderer.

All such amendments are to be addressed to: National Research Council of Canada Collin Long, Senior Contracting Officer

Collin.Long@nrc-cnrc.gc.ca

#### Article 2 – Tender Form & Qualifications

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

- 5) A proposal submitted by a bidder who's Board of Directors or proprietor (s) are in majority the same as a former vendor who has declared bankruptcy while performing work for NRC over the last 7-years from the date of issuance of this RFP may be rejected and not eligible for award at NRC's sole discretion. In such case, NRC will advise the ineligible proponent(s).
- 6) A proposal submitted by a bidder who has had a previous contracts cancelled by NRC due to lack of performance within 3 years from the issuance date of this RFP may be rejected and not eligible for award at NRC's sole discretion. In such case, NRC will advise the ineligible proponent (s).
- 7) If there is discrepancy between the English version and the French version of this document and any of the attachments and amendments, the English version will takes precedence.
- 8) The Council does not bind itself to accept the lowest or any tender.

# Article 3 - Contract

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

#### Article 4 – Tender Destination

Tenders are to be submitted by email only: National Research Council Canada

Collin.Long@nrc-cnrc.gc.ca

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

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

# Article 5 - Security

- 1a) Bid Security is required and must be submitted in one of the following forms:
  - i) bonds of the Government of Canada, or bonds unconditionally guaranteed as to principal and interest by the Government of Canada; **OR**
  - ii) a bid bond.
- 1b) Regardless of the Bid Security submitted, it should never be more than \$250,000 maximum, calculated at 10% of the first \$250,000 of the tendered price, plus 5% of any amount in excess of \$250,000.
- 1c) Bid Security shall accompany each tender or, if forwarded separately from the tender, shall be provided not later than the specified tender closing time. Bid bond or E-bond Security must be in the <u>ORIGINAL</u> form. PDF via email is acceptable. <u>FAILURE TO PROVIDE THE REQUIRED BID SECURITY SHALL INVALIDATE THE TENDER.</u>

- 1d) The successful tenderer is required to provide security within 14 days of receiving notice of tender acceptance. The tenderer must furnish EITHER:
  - i) a Security Deposit as described in 1(b) above together with a Labour and Material Payment Bond in the amount of at least 50% of the amout payable under the contract, <u>OR</u>
  - ii) a Performance Bond and a Labour and Material Payment Bond each in the amount of 50% of the amount payable under the contract.
- 1e) Bonds must be in an approved form and from the companies whose

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

# Article 6 – Sales Tax

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

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

# Article 7 - Examination of Site

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

#### Article 8 – Discrepancies, Omissions, Etc.

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

#### Article 9 – No additional Payments for Increased Costs

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

#### Article 10 – Awards

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

# Article 11 – Harmonized Sales Tax

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

# **Acceptable Bonding Companies**

Published September 2010

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

# 1. Canadian Companies

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

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

#### 2. Provincial Companies

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

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

#### 3. Foreign Companies

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

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

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

These Articles of Agreement made in duplicate this day of

Between

**His Majesty the King**, in right of Canada (referred to in the contract documents as "His Majesty") represented by the National Research Council Canada (referred to in the contract documents as the "Council")

and

(referred to in the contract documents as the "Contractor")

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

# A1 Contract Documents

# (23/01/2002)

- 1.1 Subject to A1.4 and A1.5, the documents forming the contract between His Majesty and the Contractor, referred to herein as the contract documents, are
  - 1.1.1 these Articles of Agreement,
  - 1.1.2 the document attached hereto, marked "A" and entitled "Plans and Specifications", referred to herein as the Plans and Specifications,
  - 1.1.3 the document attached hereto, marked "B" and entitled "Terms of Payment", referred to herein as the Terms of Payment,
  - 1.1.4 the document attached hereto, marked "C" and entitled "General Conditions", referred to herein as the General Conditions,
  - 1.1.5 the document attached hereto, marked "D" and entitled "Labour Conditions", referred to herein as the Labour Conditions,
  - 1.1.6 the document attached hereto, marked "E" and entitled "Insurance Conditions", referred to herein as the Insurance Conditions,
  - 1.1.7 the document attached hereto, marked "F" and entitled "Contract Security Conditions", referred to herein as the Contract Security Conditions, and
  - 1.1.8 any amendment or variation of the contract documents that is made in accordance with the General Conditions.
  - 1.1.9 the document entitled Fair Wage Schedules for Federal Construction Contracts referred to herein as Fair Wage Schedules
  - 1.1.10

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

# 1.2 In the contract

- 1.3.1 "Fixed Price Arrangement" means that part of the contract that prescribes a lump sum as payment for performance of the work to which it relates; and
- 1.3.2 "Unit Price Arrangement" means that part of the contract that prescribes the product of a price multiplied by a number of units of measurement of a class as payment for performance of the work to which it relates.
- 1.3 Any of the provisions of the contract that are expressly stipulated to be applicable only to a Unit Price Arrangement are not applicable to any part of the work to which a Fixed Price Arrangement is applicable.
- 1.4 Any of the provisions of the contract that are expressly stipulated to be applicable only to a Fixed Price Arrangement are not applicable to any part of the work to which a Unit Price Arrangement is applicable.
- A2 Date of Completion of Work and Description of Work **(23/01/2002)**
- 2.1 The contractor shall, between the date of these Articles of Agreement and the , in the careful and workmanlike manner, diligently perform and complete the following work:

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

#### A3 Contract Amount

# (23/01/2002)

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

#### A4 Contractor's Address

# (23/01/2002)

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

# A5 Unit Price Table

# (23/01/2002)

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

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Item	Class of	Unit of	Estimated	Price per Unit	Estimated
	Labarra Dlamt	Measurement	Total Quantity		Total Dries
	Labour Plant				Total Price
	Or Material				
					<b>*</b>
		N/A			

- 5.2 The Unit Price Table that is set out in A5.1 designates the part of the work to which a Unit Price Arrangement is applicable.
- 5.3 The part of the work that is not designated in the Unit Price Table referred to in A5.2 is the part of the work to which a Fixed Price Arrangement is applicable.

Signed on behalf of His Majesty by	
as Senior Contracting Officer	
and	
as	
of the National Research Council Canada	
on the	
day of	
Signed, sealed and delivered by	
asand	Ł
by	
asPosition	> Seal
of	
on the	
day of	

DIVISIONS / SECTIONS of SPECIFICATIONS	Pages
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NRC

Project 6192

Generator and Electrical Room Upgrade Project

#### 1. SCOPE OF WORK

.1 Work under this contract covers the complete supply and installation of new electrical generator, transfer switch, panels, and transformer. The work also includes demolition of existing redundant electrical equipment, conductors, and fuel tanks. All work is in the Council's Building 110 Gymnasium Place, Saskatoon of the National Research Council.

# 2. DRAWINGS

- .1 The following drawings illustrate the work and form part of the contract documents:
  - .1 E1 Specifications & Details
  - .2 E2 Electrical Plans, Mechanical Plans, & Single Line Diagrams
  - .3 S-001 Structural Notes and Details

#### 3. COMPLETION

.1 Complete all work within 52 week(s) after receipt of notification of acceptance of tender.

#### 4. GENERAL

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

# 5. SPECIFIED ACCEPTABLE & ALTERNATIVE EQUIPMENT & MATERIALS

- .1 Materials and equipment scheduled and/or specified on the drawings or in the specifications have been selected to establish a performance and quality standard. In most cases, acceptable manufacturers are stated for any material or equipment specified by manufacturer's name and model number. Contractors may base their tender price on materials and equipment supplied by any of the manufacturers' names as acceptable for the particular material or equipment.
- .2 In addition to the manufacturers specified or named as acceptable, you may propose alternative manufacturers of materials or equipment to the Departmental Representative for acceptance. For a product to be considered as an alternative product substitute, make a written application to the Departmental Representative during the tender period, not later than seven (7) working days before tender closing.
- .3 Certify in writing that the alternative meets all requirements of the specified material or equipment. In addition, it shall be understood that all costs required by or as a result of acceptance or proposed alternatives, will be borne by the Contractor.
- .4 Approval of alternatives will be signified by issue of an Addendum to the Tender Documents.
- .5 Any alternative manufacturers or materials submitted which are incomplete and cannot be evaluated, or are later than seven (7) working days before tender closing date or after the tender period, will not be considered.

# 6. MINIMUM STANDARDS

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

# 7. WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM (WHMIS)

- .1 The Contractor shall comply with Federal and Provincial legislation regarding the WHMIS. The Contractor's responsibilities include, but are not limited to the following:
  - .1 To ensure that any controlled product brought on site by the Contractor or subcontractor is labeled;
  - .2 To make available to the workers and the Departmental Representative, Material Safety Data Sheets (MSDS) for these controlled products;
  - .3 To train own workers about WHMIS, and about the controlled products that they use on site;
  - .4 To inform other Contractors, sub-contractors, the Departmental Representative, authorized visitors and outside inspection agency personnel about the presence and use of such products on the site.
  - .5 The site foreman or superintendent must be able to demonstrate, to the satisfaction of the Departmental Representative, that he/she has had WHMIS training and is knowledgeable in its requirements. The Departmental Representative can require replacement of this person if this condition or implementation of WHMIS is not satisfactory.

#### 8. DESIGNATED SUBSTANCES

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

.1 It is the responsibility of the Contractor to ensure that each prospective sub-contractor for this project has received a copy of the listed designated substances which may be present on site.

# 9. COST BREAKDOWN

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

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.4 Contractor costs associated with compliance with occupational health and safety requirements (Canada Labour Code) related to the Coronavirus/COVID-19 pandemic must be included in the initial bid price. These costs may include, but are not limited to, the provision of additional personal protective equipment (PPE) and social distancing requirements as required to complete the project. Contractor must review and incorporate into initial bid pricing compliance with any Coronavirus/COVID-19 related health and safety guidance issued by the local Medical Officer of Health (applicable in the jurisdiction of the project), the Public Health Agency of Canada, Health Canada and/or the provincial Ministry of Health, as applicable.

#### 10. SUB-TRADES

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

#### 11. PERSONNEL SECURITY AND IDENTIFICATION

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

# 12. WORKING HOURS AND ESCORTING REQUIREMENTS

- .1 Normal working hours on the NRC property are from 8:00 a.m. until 4:30 p.m., Monday to Friday inclusive, except statutory holidays.
- .2 At all other times, special written passes are required for access to the building site.
- Before scheduling any work outside normal working hours, obtain permission from the Departmental Representative to perform the specific tasks.
- .4 An escort may be required whenever working outside normal hours. Contractor to bear the associated costs.

#### 13. SCHEDULE

- .1 The Contractor shall prepare a detailed schedule, fixing the date for commencement and completion of the various parts of the work and update the said schedule. Such schedule shall be made available to the Departmental Representative not later than two weeks after the award of the contract and prior to commencement of any work on site.
- .2 Notify Departmental Representative in writing of any changes in the schedule.
- .3 14 days before the scheduled completion date, arrange to do an interim inspection with the Departmental Representative.

# 14. PROJECT MEETINGS

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

#### 15. SHOP DRAWINGS

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

# 16. SAMPLES AND MOCK-UPS

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

# 17. MATERIALS AND WORKMANSHIP

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

# 18. WORK & MATERIALS SUPPLIED BY OWNER

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

#### 19. SITE ACCESS

- .1 Make prior arrangements with the Departmental Representative before starting work or moving materials and equipment on site.
- .2 Obtain approval of Departmental Representative for regular means of access during the construction period.
- Obtain approval of Departmental Representative before temporarily suspending operations on site; before returning to the site and before leaving the site at the end of the job.
- .4 Provide and maintain access to site.
- .5 Build and maintain temporary roads and provide snow removal during period of work.
- .6 Provide snow clearing and removal as required during the contract period
- .7 Make good any damage and clean up dirt, debris, etc., resulting from Contractor's use of existing roads.

# 20. USE OF SITE

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

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# 21. ACCEPTANCE OF SITE

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

#### 22. SITE OFFICE & TELEPHONE

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

#### 23. SANITARY FACILITIES

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

#### 24. TEMPORARY SERVICES

- .1 A source of temporary power will be made available in the area. Bear all costs to make connections to the power source and perform distribution on site.
- .2 Provide all load centres, breakers, conduit, wiring, disconnects, extension cords, transformers, as required from the source of power.
- .3 Power is to be used only for power tools, lighting, controls, motors, and not for space heating.
- .4 A source of temporary water will be made available if required.
- .5 Bear all costs associated with distributing the water to the required locations.
- .6 Comply with NRC requirements when connecting to existing systems in accordance with the articles entitled "Co-operation" and "Service Interruptions" of this section.

#### 25. DOCUMENTS REQUIRED AT WORK SITE

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

#### 26. CO-OPERATION

- .1 Co-operate with NRC staff in order to keep disruption of normal research work to an absolute minimum.
- .2 Work out in advance, a schedule for all work which might disrupt normal work in the building.
- .3 Have schedule approved by the Departmental Representative.

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.4 Notify the Departmental Representative in writing, 72 hours prior to any intended interruption of facilities, areas, corridors, mechanical or electrical services and obtain requisite permission.

# 27. PROTECTION AND WARNING NOTICES

- .1 Provide all materials required to protect existing equipment.
- .2 Erect dust barriers to prevent dust and debris from spreading through the building.
- .3 Place dust protection in the form of cover sheets over equipment and furniture and tape these sheets to floors, to ensure no dust infiltration.
- .4 Repair or replace any and all damage to Owner's property caused during construction, at no cost to the Owner and to the satisfaction of the Departmental Representative.
- .5 Protect the buildings, roads, lawns, services, etc. from damage which might occur as a result of this work.
- .6 Plan and co-ordinate the work to protect the buildings from the leakage of water, dust, etc.
- .7 Ensure that all doors, windows, etc., that could allow transfer of dust, noise, fumes, etc., to other areas of the building are kept closed.
- .8 Be responsible for security of all areas affected by the work under the Contract until acceptance by NRC. Take all necessary precautions to prevent entry to the work area by unauthorized persons and guard against theft, fire and damage by any cause. Secure working area at the end of each day's work and be responsible for same.
- .9 Provide and maintain adequate safety barricades around the work sites to protect NRC personnel and the public from injury during the construction.
- Post warnings, in all instances where possible injury could occur such as Work Overhead, Hard Hat Areas, etc. or as required by the Departmental Representative.
- .11 Provide temporary protective enclosures over building entrances and exits to protect pedestrians. All enclosures to be structurally sound against weather and falling debris.

#### 28. BILINGUALISM

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

# 29. LAYOUT OF WORK

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

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.3 Employ competent person to lay out work in accordance with the contract documents.

#### 30. DISCREPANCIES & INTERFERENCES

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

# 31. MANUFACTURER'S INSTRUCTIONS

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

#### 32. TEMPORARY HEATING AND VENTILATING

- .1 Bear the costs of temporary heat and ventilation during construction including costs of installation, fuel, operation, maintenance, and removal of equipment.
- .2 Use of direct-fired heaters discharging waste products into the work areas will not be permitted unless prior approval is given by the Departmental Representative.
- .3 Furnish and install temporary heat and ventilation in enclosed areas as required to:
  - .1 Facilitate progress of work.
  - .2 Protect work and products against dampness and cold.
  - .3 Reduce moisture condensation on surfaces to an acceptable level.
  - .4 Provide ambient temperature and humidity levels for storage, installation and curing of materials.
  - .5 Provide adequate ventilation to meet health regulations for a safe working environment.

- .4 Maintain minimum temperature of 10°C (50°F) or higher where specified as soon as finishing work is commenced and maintain until acceptance by the Departmental Representative.
  - .1 Maintain ambient temperature and humidity levels as required for comfort of NRC personnel.
- .5 Prevent hazardous or unhealthy accumulations of dust, fumes, mists, vapours or gases in areas occupied during construction including also, storage areas and sanitary facilities.
  - .1 Dispose of exhaust materials in a manner that will not result in a harmful or unhealthy exposure to persons.
- .6 Maintain strict supervision of operation of temporary heating and ventilating equipment.
  - .1 Enforce conformance with applicable codes and standards.
  - .2 Comply with instructions of the Departmental Representative including provision of full-time watchman services when directed.
  - .3 Enforce safe practices.
  - .4 Vent direct-fired combustion units to outside.
- .7 Submit tenders assuming existing or new equipment and systems will not be used for temporary heating and ventilating.
- .8 After award of contract, Departmental Representative may permit use of the permanent system providing agreement can be reached on:
  - .1 Conditions of use, special equipment, protection, maintenance, and replacement of filters.
  - .2 Methods of ensuring that heating medium will not be wasted and in the case of steam, agreement on what is to be done with the condensate.
  - .3 Saving on contract price.
  - .4 Provisions relating to guarantees on equipment.

#### 33. CONNECTIONS TO AND INTERRUPTIONS TO EXISTING SERVICES

- .1 Where work involves breaking into or connecting to existing services, carry out work at times and in the manner agreed to by the Departmental Representative and by authorities having jurisdiction, with minimum disruption to NRC Personnel and vehicular traffic and minimum service interruption. Do not operate any NRC equipment or plant.
- .2 Before commencing work, establish location and extent of service lines in area of work and notify Departmental Representative of findings.
- .3 Submit a schedule to and obtain approval from the Departmental Representative for any shutdown or closure of active service or facility; allow minimum 72 hours notice. Adhere to approved schedule and provide notice to the Departmental Representative.
- .4 Where unknown services are encountered, immediately advise Departmental Representative and confirm findings in writing.
- .5 Provide detours, bridges, alternate feeds, etc., as required to minimize disruptions.

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- .6 Protect existing services as required and immediately make repairs if damage occurs.
- .7 Remove any abandoned service lines as indicated on the contract documents and as approved by the Departmental Representative; cap or otherwise seal lines at cut-off points. Record and provide a copy to the Departmental Representative of locations of maintained, re-routed and abandoned service lines.

#### 34. CUTTING AND PATCHING

- .1 Cut existing surfaces as required to accommodate new work.
- .2 Remove all items as shown or specified.
- .3 Patch and make good with identical materials, the surfaces that have been disturbed, cut or damaged, to the satisfaction of the Departmental Representative.
- .4 Where new pipes pass through existing construction, core drill an opening. Size openings to leave 12mm (1/2") clearance around the pipes or pipe insulation. Do not drill or cut any surface without the approval of the Departmental Representative.
- .5 Obtain written approval of the Departmental Representative before cutting openings through existing or new structural members.
- .6 Seal all openings where cables, conduits or pipes pass through walls with an acoustic sealant conforming to CAN/CGSB-19.21-M87.
- .7 Where cables, conduits and pipes pass through fire rated walls and floors, pack space between with compressed glass fibres and seal with fire stop caulking in accordance with CAN/CGSB-19.13-M87 AND NBC 3.1.7.

#### 35. FASTENING DEVICES

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

#### 36. OVERLOADING

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

# 37. DRAINAGE

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

# 38. ENCLOSURE OF STRUCTURES

- .1 Construct and maintain all temporary enclosures as required to protect foundations, sub-soil, concrete, masonry, etc., from frost penetration or damage.
- .2 Maintain in place until all chances of damage are over and proper curing has taken place.
- .3 Provide temporary weather tight enclosures for exterior openings until permanent sash and glazing and exterior doors are installed.
- .4 Provide lockable enclosures as required to maintain the security of NRC facilities and be responsible for the same.
- .5 Provide keys to NRC security personnel when required.
- .6 Lay out the work carefully and accurately and verify all dimensions and be responsible for them. Locate and preserve general reference points.
- .7 Throughout the course of construction, keep continuously acquainted with field conditions, and the work being developed by all trades involved in the project. Maintain an awareness of responsibility to avoid space conflict with other trades.
- .8 Conceal all services, piping, wiring, ductwork, etc., in floors, walls or ceilings except where indicated otherwise.

# 39. STORAGE

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

#### 40. GENERAL REVIEW

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

# 41. INSPECTION OF BURIED OR CONCEALED SERVICES

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

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# 42. TESTING

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

#### 43. PARTIAL OCCUPANCY

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

#### 44. DISPOSAL OF WASTES

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

# 45. CLEAN-UP DURING CONSTRUCTION

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

# 46. FINAL CLEAN-UP

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

#### 47. WARRANTY AND RECTIFICATION OF DEFECTS IN WORK

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

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# 48. MAINTENANCE MANUALS

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

**END OF SECTION** 

# 1. GENERAL CONSTRUCTION SAFETY REQUIREMENTS

- .1 The Contractor shall take all necessary steps to protect personnel (workers, visitors general public, etc.) and property from any harm during the course of the contract.
- .2 The Contractor shall be solely responsible for the construction safety of both its employees and those of its sub-contractors at the work site, and for initiating, maintaining and supervising safety precautions, programs and procedures in connection with the performance of the work.
- .3 The Contractor shall comply with all Federal, Provincial and Municipal safety codes and regulations and all provincial OSH regulation. In the event of any conflict between any provisions in legislation or codes, the most stringent provisions shall apply.
- .4 Periodic review of the Contractor's work by the Departmental Representative, using the criteria of the contract documents, does not relieve the Contractor of his safety responsibilities in carrying out the work in accordance with the contract documents. The contractor shall consult with the Departmental Representative to ensure that this responsibility is carried out.
- .5 The Contractor shall ensure that only competent personnel are permitted to work on site. Throughout the term of the contract, any person will be removed from the site who is not observing or complying with the safety requirements.
- .6 All equipment shall be in safe operating condition and appropriate to the task.
- .7 Following a project and site hazard assessment, the Contractor shall develop a Site Specific Safety Plan based on the following minimum requirements. Site Specific Safety Plans must also be robust enough to address any abnormal occurrences, such as, but not limited to: pandemics (COVID-19 or a similar), fire, flooding, inclement weather or other environmental anomalies.
  - .1 Provide a safety board mounted in a visible location on the project site, with the following information included thereon:
    - .1 Notice of Project.
    - .2 Site specific Safety Policy.
    - .3 Copy of Provincial OSH regulation.
    - .4 Building Schematic showing emergency exits.
    - .5 Building emergency procedures.
    - .6 Contact list for NRC, Contractor and all involved sub-contractors.
    - .7 Any related MSDS sheets.
    - .8 Proper Emergency phone number.
- .8 The Contractor shall provide competent personnel to implement its safety program and those of any Health and Safety Act legislation applicable at this project location, and to ensure they are being complied with.
- .9 The Contractor shall provide safety orientation to all its employees as well as those of any sub-contractors under its jurisdiction.

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

# 2. FIRE SAFETY REQUIREMENTS

#### .1 Authorities

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

# .2 Smoking

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

#### .3 Hot Work

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

# .4 Reporting Fires

- .1 Know the exact location of the nearest Fire Alarm Pull Station and telephone, including the emergency phone number.
- .2 REPORT immediately, all fire incidents as follows:

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

#### .5 **Interior and Exterior Fire protection & Alarm Systems**

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

#### **Fire Extinguishers** .6

- Provide a minimum of 1-20 lb. ABC Dry Chemical Fire Extinguisher at each hot .1 work or open flame location.
- .2 Provide fire extinguishers for hot asphalt and roofing operations as follows:
  - a. Kettle area 1-20 lb. ABC Dry Chemical;
  - b. Roof 1-20 lb. ABC Dry Chemical at each open flame location.
- .3 Provide fire extinguishers equipped as below:
  - c. Pinned and sealed;
  - d. With a pressure gauge; and
  - e. With an extinguisher tag signed by a fire extinguisher servicing company.
- .4 Carbon Dioxide (CO2) extinguishers will not be considered as substitutes for the above.

#### .7 **Roofing Operations**

#### Kettles: .1

.1 Arrange for the location of asphalt kettles and material storage with the Departmental Representative before moving on site. Do not locate kettles on any roof or structure and keep them at least 10m (30 feet) away from a building.

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- .2 Equip kettles with 2 thermometers or gauges in good working order; a hand held and a kettle-mounted model.
- .3 Do not operate kettles at temperatures in excess of 232°C (450°F).
- .4 Maintain continuous supervision while kettles are in operation and provide metal covers for the kettles to smother any flames in case of fire. Provide fire extinguishers as required in article 2.6.
- .5 Demonstrate container capacities to Departmental Representative prior to start of work.
- .6 Store materials a minimum of 6m (20 feet) from the kettle.

#### .2 Mops:

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

#### .3 Torch Applied Systems:

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

#### Fire and Smoke Hazard Management: .4

- Contractor shall identify "Designated Roofing Marshall" for duration of .1 construction activities. "Designated Roofing Marshall" shall be responsible for the following:
  - .1 Perform NRC Daily Fire and Smoke Risk Hazard Assessment each day prior to commencement of roofing activities.
  - .2 Provide completed NRC Daily Fire and Smoke Risk Hazard Assessment to Departmental Representative every morning by email prior to commencement of roofing activities.
  - Follow behind any torch activities with a thermal scanner .3 periodically to identify any hot spots and rectify immediately. Interval for periodic thermal scanning to be approved on site with Departmental Representative.
- .2 Any proposed changes to "Designated Roofing Marshall" must be reviewed and approved by Departmental Representative.
- .5 Store all combustible roofing materials at least 3m (10 feet) away from any structure.

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

# .8 Welding / Grinding Operations

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

#### .9 Fire Watch

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

# .10 Obstruction of access/egress routes-roadways, halls, doors, or elevators

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

# .11 Rubbish and Waste Materials

- .1 Keep rubbish and waste materials to a minimum and a minimum distance of 6m (20 feet) from any kettle or torches.
- .2 Do not burn rubbish on site.

# .3 Rubbish Containers:

- .1 Consult with the Departmental Representative to determine an acceptable safe location for any containers and the arrangement of chutes etc. prior to bringing the containers on site.
- .2 Do not overfill the containers and keep area around the perimeter free and clear of any debris.

# .4 Storage:

.1 Exercise extreme care when storing combustible waste materials in work areas. Ensure maximum possible cleanliness, ventilation and that all safety standards are adhered to when storing any combustible materials.

.2 Deposit greasy or oily rags or materials subject to spontaneous combustion in CSA or ULC approved receptacles and remove at the end of the work day or shift, or as directed.

# .12 Flammable Liquids

- .1 The handling, storage and use of flammable liquids is governed by the current National Fire Code of Canada.
- .2 Flammable Liquids such as gasoline, kerosene and naphtha may be kept for ready use in quantities not exceeding 45 litres (10 imp gal), provided they are stored in approved safety cans bearing the ULC seal of approval and kept away from buildings, stockpiled combustible materials etc. Storage of quantities of flammable liquids exceeding 45 litres (10 imp gal) for work purposes, require the permission of the Departmental Representative.
- .3 Flammable liquids are not to be left on any roof areas after normal working hours.
- .4 Transfer of flammable liquids is prohibited within buildings.
- .5 Do not transfer flammable liquids in the vicinity of open flames or any type of heat producing device.
- .6 Do not use flammable liquids having a flash point below 38°C (100°F) such as naphtha or gasoline as solvents or cleaning agents.
- .7 Store flammable waste liquids for disposal in approved container located in a safe, ventilated area. Waste flammable liquids are to be removed from the site on a regular basis.
- .8 Where flammable liquids, such as lacquers or urethane are used, ensure proper ventilation and eliminate all sources of ignition. Inform the Departmental Representative prior to, and at the cessation of such work.

## 3. Questions and/or clarifications

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

**END OF SECTION** 

1. PROVIDE A COMPLETE FUNCTIONAL ELECTRICAL INSTALLATION AS DEPICTED ON THE DRAWINGS AND SPECIFICATIONS. INCLUDE ALL NECESSARY TAXES, FEES, EQUIPMENT MATERIALS AND LABOR.

1. WORK IS TO BE DONE IN ACCORDANCE WITH CURRENT PROVINCIAL AND FEDERAL CODES, REGULATIONS STANDARDS AND GOOD INSTALLATION PRACTICES.

2. EQUIPMENT TO BE INSTALLED AS PER MANUFACTURER'S INSTRUCTIONS AND AS NOTED ON THE DRAWINGS OR

3. THESE PLANS AND SPECIFICATIONS MAY HAVE REQUIREMENTS ABOVE MINIMUM BUILDING CODES AND SHALL APPLY TO

4. EQUIPMENT INSTALLED SHALL BE NEW UNLESS OTHERWISE STATED ON THE DRAWINGS. ALL ELECTRICAL WORK IS TO BE PERFORMED BY LICENSED TRADES WORKERS AS PER PROVINCIAL REGULATIONS.

SUPPLY A WRITTEN GUARANTEE FOR THE SATISFACTORY OPERATION OF ALL WORK AND EQUIPMENT INSTALLED UNDER THIS CONTRACT FOR A PERIOD OF ONE YEAR FROM THE DATE OF SUBSTANTIAL COMPLETION.

7. ALL ELECTRICAL EQUIPMENT AND JUNCTION POINTS ARE TO BE INSTALLED IN A LOCATION WHERE THEY ARE READILY ACCESSIBLE. COORDINATE INSTALLATION LOCATION WITH OTHER TRADES.

1. DRAWINGS ARE CONSIDERED TO BE DIAGRAMMATIC AND DO NOT SHOW ALL CONSTRUCTION INSTALLATION DETAILS.

2. SPECIFIC EQUIPMENT LOCATIONS, UNLESS DETAILED ON THE DRAWINGS, ARE CONSIDERED GENERAL. EQUIPMENT PLACEMENTS TO BE DETERMINED BASED ON THE INTENT OF THESE DRAWINGS AND SITE CONDITIONS 3. WIRING AND PIPING TO FOLLOW BUILDING LINES AND TO BE INSTALLED SO THERE ARE NO CONFLICTS WITH OTHER FRADES. INSTALL TIGHT TO STRUCTURAL MEMBERS AND TO INTERFERE AS LITTLE AS POSSIBLE WITH FREE USE OF

4. REFER TO ALL DRAWINGS AND SPECIFICATIONS FOR ADDITIONAL ELECTRICAL WORK IN CONNECTION WITH OTHER

EACH CONTRACTOR SHALL GIVE ALL NECESSARY NOTICES, OBTAIN ALL NECESSARY PERMITS AND PAY ALL FEES IN ORDER THAT ALL WORK SHOWN OR SPECIFIED MAY BE CARRIED OUT. INCLUDE ALLOWANCES FOR PLANS REVIEW. 2. SUBMIT A COPY OF THE PERMITS REQUIRED TO THE CONSULTANT WITHIN TWO WEEKS OF THE AWARD OF THIS

3. SUBMISSION OF ALL IDENTIFIED REPORTS, PERMITS, OR CERTIFICATES ARE REQUIRED PRIOR TO SUBSTANTIAL

4. INCLUDE ALL APPLICABLE INSURANCE REQUIRED FOR THIS PROJECT.

THE CONTRACTOR SHALL COMPLY WITH THE CURRENT PROVINCIAL OCCUPATIONAL HEALTH AND SAFETY ACT AND

2. THE CONTRACTOR SHALL SUBMIT A SITE-SPECIFIC HEALTH AND SAFETY PLAN WITHIN 7 DAYS OF "NOTICE TO PROCEED" TO THE CONSULTANT AND OWNER FOR REVIEW.

3. THE CONTRACTOR SHALL AT HIS EXPENSE MEET THE ORIENTATION TRAINING AND SAFETY REQUIREMENTS OF THE

OWNER AND DESIGNATED CONTRACTOR FOR THIS SITE. 4. REPORT TO THE OWNER OR DESIGNATED CONTRACTOR ANY HAZARDOUS SPILLS OR CONDITIONS AS THEY HAPPEN ON

SHOP DRAWINGS, RECORD DRAWINGS, MAINTENANCE MANUALS, SUBMITTALS, TRAINING

 SUBMIT SHOP DRAWINGS FOR REVIEW PRIOR TO FABRICATION OF ALL NEW ELECTRICAL COMPONENTS. PROVIDE ELECTRONIC COPIES OF ALL SHOP DRAWINGS, FAX COPIES ARE NOT ACCEPTABLE.

MAINTAIN ONE SET OF DRAWINGS ON SITE, RECORD DEVIATIONS FROM DESIGN LAYOUT ON A DAILY BASIS. SUBMIT A COPY OF THE AS BUILT DRAWINGS TO THE CONSULTANT AT SUBSTANTIAL COMPLETION. 3. PROVIDE COPIES (QUANTITY AS SHOWN BY ARCH. SPECS) OF MAINTENANCE & OPERATING MANUALS. INCLUDE, SUPPLIERS, MODEL AND SERIAL NUMBERS, PARTS BREAK DOWN, WIRING DIAGRAMS, OPERATING AND MAINTENANCE

4. MANUALS TO BE D RING HARD COVER BINDERS WITH DIVIDER TABS. BINDERS TO BE SIZED TO ACCOMMODATE SPARE

5. SPARE PARTS, KEYS, SPECIAL TOOLS SHALL BE TURNED OVER TO THE OWNER PRIOR TO SUBSTANTIAL COMPLETION. SUBMIT DOCUMENTATION TO CONSULTANT. 6. ALLOW FOR ADEQUATE TIME FOR INSTRUCTION OF THE OWNERS OPERATING STAFF ON THE OPERATION CARE AND

MAINTENANCE OF EQUIPMENT INSTALLED. SCHEDULE WITH THE OWNER DURING NORMAL BUSINESS HOURS FOR THE

ARRANGE AND PAY FOR MANUFACTURER'S REPRESENTATIVE TO SUPERVISE EQUIPMENT STARTUP, CHECK ADJUST, BALANCE, CALIBRATE, COMMISSION AND TRAINING. DOCUMENT TRAINING WITH OWNER AND START UP REPORTS AND SUBMIT TO THE CONSULTANT.

A. PANELS, TRANSFORMERS, DISCONNECTS

B. LIGHTING FIXTURES INCLUDING DRIVERS AND CONTROL DEVICES

1. BEFORE SUBMITTING A TENDER, EXAMINE THE SITE AND THE LOCAL CONDITIONS AFFECTING THE WORK UNDER THIS DIVISION AND VERIFY THAT THE WORK CAN BE SATISFACTORILY CARRIED OUT AS SHOWN ON THE PLANS WITHOUT

ADVISE THE CONSULTANT AT LEAST SEVEN DAYS BEFORE TENDERS CLOSE OF ANY CONFLICT OR INTERFERENCE FAILURE TO DO SO IMPLIES ACCEPTANCE OF EXISTING CONDITIONS AND THAT ALL ALLOWANCES AS MAY BE NECESSARY

. NEW ELECTRICAL GENERATOR, TRANSFER SWITCH, PANELS, AND TRANSFORMER.

B. DEMOLISH EXISTING REDUNDANT ELECTRICAL EQUIPMENT, CONDUCTORS, AND FUEL TANKS.

1. COORDINATE AND SCHEDULE THE ELECTRICAL INSTALLATION WITH ALL OTHER TRADES ON SITE.

WASTE MANAGEMENT AND RECYCLING IS THE RESPONSIBILITY OF GENERAL CONTRACTOR. TAKE RESPONSIBILITY FOR MAINTAINING ALL MATERIALS AND EQUIPMENT DELIVERED TO THE SITE IN NEW CONDITION. MAKE ARRANGEMENTS AS NECESSARY FOR PROPER STORAGE AND SECURITY OF MATERIALS DELIVERED TO THE SITE

4. TURN OVER TO OWNER MATERIALS AS NOTED ON THE DRAWINGS IN CLEAN AND GOOD WORKING CONDITION. PROVIDE DOCUMENTATION TO CONSULTANT. CLEANUP WORK AREA AS WORK PROGRESSES.

6. CLEAN ALL DEVICES, FIXTURES, PANEL AND SWITCHGEAR INTERIORS AT END OF PROJECT PRIOR TO SUBSTANTIAL

7. THIS CONTRACTOR WILL ASSUME RESPONSIBILITY FOR REPAIR AND ALL ASSOCIATED COSTS AS A RESULT OF DAMAGE AT THE SITE WHILE EXECUTING THIS INSTALLATION. MAINTAIN INTEGRITY OF EXISTING THERMAL BARRIERS, INSULATION AND WATERPROOFING.

9. PROVIDE ALL BACKING AND SUPPORTS REQUIRED FOR ELECTRICAL EQUIPMENT PRIOR TO THE INSTALLATION OF WALL

10. VERIFY WIRING REQUIREMENTS AND LOCATIONS OF EQUIPMENT BEING SUPPLIED BY OTHERS. 11. FLOOR MOUNTED EQUIPMENT TO BE MOUNTED ON 100MM HOUSE KEEPING CONCRETE PADS, UNLESS NOTED

PERFORM ALL CUTTING REQUIRED. PATCHING AND PAINTING IN AREAS TO BE FINISHED TO BE PERFORMED BY OTHER TRADES, PROVIDED CUTTING IS PERFORMED IN ADVANCE OF FINISHING. COSTS FOR CUTTING PERFORMED AFTER COMPLETION OF FINISHING WORK TO BE THE RESPONSIBILITY OF THIS TRADE.

PENETRATIONS (NEW AND ABANDONED) OF FIRE WALLS OR SEPARATIONS ARE TO BE SEALED WITH AN APPROVED

SYSTEM. ACCEPTABLE SYSTEMS ARE HILTI OR APPROVED ALTERNATIVE.

IDENTIFICATION AND LABELS IDENTIFY ELECTRICAL EQUIPMENT WITH LAMACOID NAMEPLATES.

LAMACOID TO BE 3MM THICK, BLACK WITH WHITE LETTERING AND A MATT FINISH, MECHANICALLY ATTACHED WITH MACHINE SCREWS OR RIVETS.

1. ALL POWER WIRING TO BE COPPER R90 XLPE CONDUCTORS, MINIMUM 600V RATING #12 AWG MINIMUM, #14 AWG FOR

CONTROL ONLY. ALUMINUM CONDUCTORS ALLOWED FOR FEEDERS GREATER THAN 100A. 2. PROVIDE MIN #14 ARMORED CABLE (BX) ONLY FOR FINAL CONNECTIONS TO LIGHT FIXTURES OR DEVICES. (LIMIT 3.0 METER LENGTH).

3. ALL CONDUITS ARE TO BE CONCEALED INSIDE WALLS OR IN THE CEILING SPACE EXCEPT IN MECHANICAL AND STORAGE ROOMS.

4. INSTALL CONDUIT PARALLEL TO BUILDING LINES. SECURELY FASTEN TO WALLS, UNDERSIDE OF FLOOR ABOVE OR OTHER STRUCTURAL MEMBERS. DO NOT SUPPORT FROM OTHER EQUIPMENT OR CEILING SUPPORT SYSTEMS. MINIMUM CONDUIT SIZE 21MM (3/4" TRADE SIZE), EXCEPT 1/2" MAY BE USED FOR LIGHTING SWITCH LEGS AND

THERMOSTATS. 6. INSTALL A 5MM POLYPROPYLENE PULL ROPE IN ALL EMPTY CONDUITS.

PROVIDE PULL AND JUNCTION BOXES AT A MAXIMUM 30 METER SPACING. 8. WHERE CONDUITS ARE INSTALLED IN CONCRETE SLABS AND ACROSS STRUCTURAL EXPANSION JOINTS AN

APPROVED EXPANSION FITTING COMPLETE WITH BONDING JUMPER AND CLAMPS SHALL BE INSTALLED. 9. SEAL ALL PIPING WHERE CONDENSATION MAY BUILD UP FROM TEMPERATURE CHANGE. SEAL SHALL BE COMPATIBLE WITH THE PIPING AND WIRING AND MAY BE REQUIRED TO MEET FIRE STANDARDS WHEN PASSING THROUGH FIRE SEPARATIONS OR WALLS.

10. CONDUITS, CABLES, RACEWAYS OR WIRES ARE NOT TO BE USED AS A SUPPORT FOR OTHER ELECTRICAL OR NON

ELECTRICAL EQUIPMENT. 11. COLOR CODING OR NON-PHASE WIRES SHALL BE AS FOLLOWS:

A. BONDING AND GROUND WIRES: GREEN. ISOLATED GROUND WIRES: GREEN WITH ORANGE STRIPE. B. SWITCH RETURNS ON LIGHTING CIRCUITS: ORANGE. TRAVELERS ON THREE-WAY AND FOUR-WAY LIGHTING CIRCUITS:YELLOW.

C. LOW VOLTAGE LIGHTING WIRING: RED, BLUE, WHITE AND BLACK.

D. FIRE ALARM CIRCUITS: RED AND BLACK.

 ELECTRO-GALVANIZED STEEL SINGLE AND MULTI-GANG FLUSH DEVICE BOXES FOR FLUSH INSTALLATION, MINIMUM SIZE 75MM X 50MM X 32MM OR AS INDICATED OR REQUIRED FOR FILL RATINGS.

2. 100MM SQUARE OUTLET BOXES WHEN MORE THAN ONE CONDUIT ENTERS ONE SIDE. 100MM SQUARE OR OCTAGONAL OUTLET BOXES FOR LIGHTING FIXTURE OUTLETS.

3. BOXES ARE TO BE OF THE DESIGNATION TYPE SUITABLE FOR THE AREA.

4. SUPPORT BOXES INDEPENDENTLY OF CONNECTING CONDUITS. 5. GANG BOXES WHERE WIRING DEVICES OF THE SAME SYSTEM ARE GROUPED AND SEPARATE BOXES WHERE DEVICES

ARE MORE THAN ONE SYSTEM GROUPED. 6. PROVIDE BLANK COVER PLATES FOR BOXES WITHOUT WIRING DEVICES.

EXTENSION AND PLASTER RINGS ARE NOT PERMITTED. SECTIONAL OR HANDY BOXES ARE NOT PERMITTED. 8. PROVIDE CORRECT SIZE OF OPENINGS IN BOXES FOR CONDUIT, MINERAL INSULATED AND ARMORED CABLE

CONNECTIONS. REDUCING WASHERS ARE NOT ALLOWED. 9. SECTIONAL BOXES ARE NOT TO BE USED UNLESS WELDED BOXES ARE UNAVAILABLE OR IMPRACTICAL FOR THE

LOCATION. 10. USE BOXES WITH WRAP AROUND BRACKET C/W INTEGRAL SUPPORT BRACKET IN METAL STUD WALLS OR CEILINGS.

11. MUD BOXES TO BE USED WHEN EMBEDDED IN CONCRETE.

12. MASONRY BOXES TO BE USED WHEN INSTALLED IN MASONRY BLOCK. 13. PROVIDE FS TYPE BOXES WITH FACTORY THREADED HUBS AND MOUNTING FEET SUITABLE FOR EXPOSED SURFACE MOUNTING, EXTERIOR OF THE BUILDING, IN MECHANICAL AND STORAGE ROOMS OR WHERE INDICATED ON THE

14. MAXIMUM ONE EXTENSION RING PER BOX.

15. PROVIDE APPROVED FOR THE PURPOSE HEAVY VAPOR BOXES IN EXTERIOR WALLS OR CEILINGS.

17. COLOURS: 25mm WIDE PRIME COLOUR AND 20mm WIDE AUX. COLOUR

UP TO 250 V YELLOW UP TO 600V YELLOW EMERGENCY POWER ORANGE LIFE SAFETY RED/WHITE (EQUAL) TELEPHONE GREEN COMPUTER BI UF OTHER COMMS. GREEN ORANGE FIRE ALARM EMERGENCY VOICE RED BLUE OTHER SECURITY RED YELLOW

CONSOLIDATE AND ORGANIZE WIRING TO ARRANGE CIRCUIT GROUPING OF ADJACENT OUTLETS. PROVIDE A NEW TYPEWRITTEN DIRECTORY IDENTIFYING ALL NEW.

INDICATE ALL CIRCUIT LOADS AND ENSURE PHASE LOADS ARE BALANCED. ACCEPTABLE MANUFACTURERS, SCHNEIDER OR EQUAL.

GENERAL GENERATOR SPECIFICATIONS

PART 1 - GENERAL 1.01 STANDBY ENGINE GENERATOR

THE INSTALLATION OF A STANDBY ELECTRIC POWER SYSTEM WITH RATED 150KW, 187KVA AT 347/600V, 0.8 POWER FACTOR, 3 PHASE, 60 HERTZ. THE SYSTEM SHALL BE A PACKAGE OF NEW AND CURRENT EQUIPMENT CONSISTING OF:

A) AN ENGINE DRIVEN ELECTRIC GENERATING SET TO PROVIDE STANDBY POWER. B) AN ENGINE START/STOP SOLID STATE SYSTEM MOUNTED ON THE GENERATING SET

C) AN AUTOMATIC LOAD TRANSFER CONTROL TO PROVIDE AUTOMATIC STARTING AND STOPPING OF THE ENGINE AND SWITCHING THE

D) MOUNTED ACCESSORIES AS SPECIFIED. DIESEL TANK WITH AT LEAST 24 HOUR FUEL SUPPLY. 1.02 RESPONSIBILITY

GENERATOR SET SHALL BE BUILT, TESTED AND SHIPPED BY THE MANUFACTURER, WHO HAS BEEN REGULARLY ENGAGED IN THE PRODUCTION OF THE ENGINE ALTERNATOR SETS AND ASSOCIATED CONTROLS FOR A MINIMUM OF TEN YEARS SO THERE IS ONE SOURCE OF SUPPLY AND RESPONSIBILITY. 1.03 MANUFACTURER QUALIFICATION

FIRM REGULARLY ENGAGED IN MANUFACTURING AND DESIGN OF ENGINE GENERATOR SETS FOR NOT LESS THAN TEN YEARS. THE FIRM SHALL HAVE PRODUCED ENGINE GENERATOR SETS THAT HAVE BEEN IN CONTINUOUS SATISFACTORY OPERATION FOR NOT LESS THAN THREE YEARS IN SIMILAR SERVICE. MANUFACTURER MUST HAVE A LOCAL SERVICE FIRM THAT HAS BEEN FACTORY AUTHORIZED IN THE LOCAL AREA OF RESPONSIBILITY.

1.04 MANUFACTURER REQUIREMENTS SINGLE MANUFACTURER RESPONSIBILITY FOR THE COMPLETE ENGINE GENERATOR SET INCLUDING THE MANUFACTURE OF THE ENGINE AND/OR THE ALTERNATOR, DESIGN AND MANUFACTURE OF CONTROLS, BUILDING OF SET, FACTORY TEST, FACTORY WARRANTY AND SHIPPING. COORDINATING BETWEEN MANUFACTURER, DISTRIBUTOR, AND CONTRACTOR IS ESSENTIAL. THE MANUFACTURER SHALL HAVE PRINTED LITERATURE AND BROCHURES DESCRIBING THE STANDARD SERIES OFFERED (NOT A ONE-OF-A-KIND FABRICATION). THE MANUFACTURER SHALL PROVIDE SCHEMATIC AND WIRING DIAGRAMS FOR THE COMPLETE STANDBY POWER SYSTEM.

1.05 SUPPLIER QUALIFICATION FIRM ENGAGED IN THE PROVISION AND SERVICE OF ENGINE GENERATOR SETS. FIRM MAINTAINS A FACTORY AUTHORIZED SERVICE ORGANIZATION WITH FACTORY TRAINED SERVICE TECHNICIANS AND AN APPROPRIATELY SIZED FLEET OF DEDICATED SERVICE TRUCKS EQUIPPED TO SERVICE THIS EQUIPMENT. FIRM MUST BE DOMICILED WITHIN A 80 KM RADIUS OF THE PROJECT, MAINTAIN STOCK OF STANDARD SPARE PARTS AND OFFER 24 HOUR SERVICE AVAILABILITY, 7 DAYS A WEEK. FIRM SHALL BE ABLE TO DEMONSTRATE THEIR LONG-TERM ABILITY TO SUPPORT A PROJECT OF THIS SCOPE. MAJOR ENGINE, CONTROLS, AND ALTERNATOR PARTS SHALL REGULARLY BE STOCKED LOCALLY. SUPPLIER SHALL HAVE A DOCUMENTED RECORD OF SUPPLYING AND SUPPORTING COMPLETE OPERATING EMERGENCY AND STANDBY POWER SYSTEMS INCLUDING GENSETS, TRANSFER SWITCHES, PARALLELING SWITCHGEAR, AND UNINTERRUPTIBLE POWER SUPPLIES. OWNER AND/OR OWNER'S REPRESENTATIVE RESERVE THE RIGHT TO INSPECT SUPPLIER'S FACILITY TO ENSURE COMPLIANCE WITH THESE QUALIFICATIONS.

PART 2 - PRODUCTS 2.01 FNGINE THE ENGINE SHALL BE DIESEL FUELED, WATER COOLED WITH MOUNTED RADIATOR, FAN, WATER PUMP AND CLOSED RECOVERY SYSTEM THE RADIATOR SHALL BE CAPABLE OF PROVIDING SUFFICIENT COOLING CAPABILITIES FOR OPERATION IN 40° CELSIUS AMBIENT TEMPERATURE WITH A MAXIMUM 120°C ALTERNATOR TEMPERATURE RISE ABOVE AMBIENT. IT SHALL HAVE 6 CYLINDERS AND SHALL HAVE A MINIMUM BHP OF 200 AT 1800 RPM. THE ENGINE SHALL HAVE HARD FACED EXHAUST VALVES WITH ROTATORS. LUBRICATION SHALL BE FULL

PRESSURE AS SUPPLIED BY A POSITIVE DISPLACEMENT LUBE OIL PUMP. THE ENGINE SHALL BE EQUIPPED WITH A DRY TYPE AIR CLEANER AND OIL FILTER WITH REPLACEABLE ELEMENTS. ENGINE SPEED SHALL BE CONTROLLED BY AN ELECTRONIC GOVERNOR TO MAINTAIN ALTERNATOR FREQUENCY WITHIN 1 HERTZ FROM NO LOAD TO RATED ALTERNATOR OUTPUT. THE ENGINE SHALL HAVE A 12 OR 24 VOLT BATTERY CHARGING DC ALTERNATOR WITH A TRANSISTORIZED VOLTAGE REGULATOR. REMOTE STARTING SHALL BE BY A 12 OR 24 VOLT SOLENOID SHIFT ELECTRIC STARTER. THE GENERATOR SET SHALL CONTAIN A COMPLETE SOLID STATE START/STOP CONTROL WHICH STARTS THE ENGINE ON CLOSING

CONTACT AND STOPS THE ENGINE ON OPENING CONTACT. CYCLE CRANKING SHALL BE PROVIDED TO OPEN THE START CIRCUIT AFTER EIGHT ATTEMPTS TO START THE ENGINE HAVE FAILED.

2.02 ALTERNATOR THE ALTERNATOR SHALL BE FOUR POLE REVOLVING FIELD DESIGN WITH A TEMPERATURE COMPENSATED VOLTS/HERTZ VOLTAGE REGULATOR AND BRUSHLESS EXCITATION SYSTEM. THE STATOR SHALL BE DIRECTLY CONNECTED TO THE ENGINE FLYWHEEL HOUSING AND THE ROTOR SHALL BE DRIVE THROUGH A SEMI-FLEXIBLE FLANGE TO ENSURE ALIGNMENT. THE INSULATION SYSTEM SHALL BE CLASS F AS DEFINED BY THE NEMA MG-1.65 DEFINITION. THE THREE PHASE ALTERNATOR SHALL BE 10 OR 12 LEAD RECONNECTABLE FREQUENCY REGULATION SHALL NOT EXCEED 1 HERTZ FROM NO LOAD TO RATED LOAD. VOLTAGE REGULATION SHALL BE WITH +/- 1% OF RATED VOLTAGE AT 60 HERTZ FROM NO LOAD TO FULL LOAD. THE INSTANTANEOUS VOLTAGE DIP SHALL BE LESS THAN 12.5% OF RATED VOLTAGE WHEN FULL 3 PHASE LOAD AND RATED POWER FACTOR IS APPLIED TO THE ALTERNATOR. RECOVERY TO STABLE OPERATION SHALL OCCUR WITHIN 2 SECONDS. A RHEOSTAT SHALL PROVIDE A MINIMUM OF +/- 5% VOLTAGE ADJUSTMENT FROM RATED VALUE. TEMPERATURE RISE SHALL BE WITHIN THE NEMA MG-22.40 DEFINITION.

THE ALTERNATOR INSTRUMENT PANEL SHALL BE HOUSED IN A NEMA 1 ENCLOSURE, WIRED, TESTED AND SHOCK MOUNTED ON THE GENERATING SET BY THE MANUFACTURER OF THE ALTERNATOR. IT SHALL CONTAIN PANEL LIGHTING, AUTOMATIC RESET CIRCUIT BREAKER, OIL PRESSURE GAUGE, COOLANT TEMPERATURE GAUGE, DC BATTERY CHARGE AMMETER, FREQUENCY METER, RUNNING TIME METER, VOLTAGE ADJUSTING RHEOSTAT, AC VOLTMETER, AC AMMETER AND PHASE SELECTOR SWITCH. IN ADDITION, IT WILL HAVE THE FOLLOWING SHUTDOWNS AND INDICATOR LIGHTS WHICH WILL LATCH IN THE "ON" POSITION SHOULD A FAULT OCCUR UNTIL MANUALLY RESET. A TEST AND RESET SWITCH SHALL ALSO BE PROVIDED TO TEST THE OPERATION OF THE LIGHTS.

A) LOW OIL PRESSURE, B) HIGH COOLANT TEMPERATURE, C) LOW COOLANT LEVEL, D) OVERCRANK, E) OVERSPEED, F) RPM SENSOR LOSS, G) LOW FUEL, H) SWITCH NOT IN AUTO. THE CONTROL PANEL SHALL ALSO HAVE THE FOLLOWING PRE-ALARM LIGHTS: A) LOW OIL PRESSURE, B) HIGH COOLANT TEMPERATURE, C) LOW COOLANT TEMPERATURE, D) HIGH BATTERY VOLTAGE, E) LOW

BATTERY VOLTAGE 2.04 MISCELLANEOUS EQUIPMENT

THE STANDBY POWER SYSTEM SHALL ALSO HAVE THE FOLLOWING ITEMS: A) CRITICAL TYPE MUFFLER, B) FLEX EXHAUST CONNECTION, C) STARTING BATTERIES, D) BATTERY RACK, E) BATTERY CABLES, G) MAIN LINE CIRCUIT BREAKER, H) BLOCK HEATER

2.05 BATTERY CHARGER (CHOOSE ONE) A 2 AMP, 12 OR 24 VOLT TRICKLE TYPE BATTERY CHARGER WILL BE INCLUDED TO MAINTAIN STARTING BATTERIES AT PROPER VOLTAGE. ONE BATTERY CHARGER SHALL BE PROVIDED AND SHALL BE FULLY AUTOMATIC, FLOAT TYPE, SELF-REGULATING, CONSTANT VOLTAGE 12 OR 24 VOLT OUTPUT, 120 VOLT INPUT, 10 AMP MINIMUM, MOUNTED IN A NEMA 1 CABINET. THE CHARGER SHALL HAVE A HIGH CHARGE RATE OF AT LEAST 9 AMPS. IT SHALL HAVE SILICON DIODE RECTIFIERS. AUTOMATIC SURGE SUPPRESSOR. DC OUTPUT AMMETER. AUTO RESET DC CIRCUIT BREAKER, AND AC FUSE.

2.06 WEATHER HOUSING WHERE PLANS INDICATE THE STANDBY GENERATOR WILL BE LOCATED OUTDOORS, THE GENERATING SET SHALL BE ENCLOSED IN A WEATHER PROTECTIVE ZINC COATED SHEET METAL HOUSING WITH HINGED. LOCKING DOORS, FINISH SHALL BE BAKED ENAMEL. 3.01 MISCELLANEOUS

CONTRACTOR SHALL INSTALL THE COMPLETE ELECTRICAL GENERATING SYSTEM INCLUDING ALL FUEL CONNECTIONS BETWEEN MAIN FUEL SUPPLY, ENGINE, ETC., ALL IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS, CONTRACTOR SHALL SUPPLY OWNER'S. OPERATING PERSONNEL WITH DETAILED OPERATION AND MAINTENANCE MANUALS INCLUDING COMPLETE PARTS LIST. MANUALS SHALL INCLUDE ENGINE MANUFACTURER'S MAINTENANCE RECOMMENDATIONS AS WELL AS ALTERNATOR OPERATING INSTRUCTIONS.

STANDBY ELECTRIC GENERATING COMPONENTS, INCLUDING ENGINE, GENERATOR, INSTRUMENT PANEL. AND RADIATOR SHALL BE WARRANTED BY THE MANUFACTURER AGAINST DEFECTS IN MATERIALS AND FACTORY WORKMANSHIP FOR A PERIOD OF TWO YEARS. SUPPLIER SHALL BE THE SOLE EXECUTOR OF ALL WARRANTY REPAIRS. SUPPLIERS UNABLE TO PERFORM WARRANTY REPAIRS AND MUST SUBCONTRACT THEM TO

ANOTHER MANUFACTURER'S REPRESENTATIVE DO NOT MEET THIS SPECIFICATION. EXTENDED SERVICE COVERAGES UP TO 10 YEARS SHALL BE AVAILABLE. THE WARRANTY PERIOD SHALL COMMENCE WHEN THE STANDBY POWER SYSTEM IS FIRST PLACED INTO SERVICE.

INCLUDE ENGINE DATA, INSTALLATION DRAWINGS, ALL WIRING AND INTERCONNECT DIAGRAMS, THE MANUFACTURERS PUBLISHED

WARRANTY, SPEC SHEETS AND ALL OTHER PERTINENT INFORMATION RELATIVE TO THIS UNIT. 3.04 CHECK OUT AND START UP SUPPLIER OF THE ELECTRIC GENERATING PLANT AND ASSOCIATED ITEMS COVERED HEREIN SHALL PROVIDE FACTORY TRAINED TECHNICIANS TO CHECK OUT THE COMPLETE INSTALLATION AND PERFORM THE INITIAL START-UP OF THE SYSTEM. THEY SHALL MEET WITH THE OWNERS OPERATING PERSONNEL TO REVIEW THE OPERATION OF THE COMPLETE STANDBY SYSTEM. ONCE THE SYSTEM IS

PROVIDE ELECTRONIC SUBMITTALS FOR ENGINEERING REVIEW AND APPROVAL PRIOR TO PRODUCTION RELEASE. THE SUBMITTALS SHALL

WILL BE TRANSFERRED TO THE STANDBY GENERATOR SYSTEM TO DEMONSTRATE THE ABILITY OF THE STANDBY GENERATOR TO ASSUME THE EMERGENCY LOAD. PART 4-AUTOMATIC TRANSFER SWITCH

THE AUTOMATIC TRANSFER SWITCH(ES) SHALL BE RATED AS INDICATED ON PLANS HAVE 3 POLES. THE STANDARD CONTROL COMPONENTS SHALL BE COMPATIBLE WITH THE REQUIREMENTS OF THE STANDBY SET AND PROVIDE THE FOLLOWING FEATURES:

B) 100% EQUIPMENT RATED. CAN BE USED AT RATED CURRENT CONTINUOUS DUTY WITH DERATION.

C) NEMA 12 ENCLOSURE.

OPERATIONAL. THE LOAD

3.02 WARRANTY

3.03 SUBMITTALS

D) CONTACTS SHALL BE ELECTRICALLY OPERATED AND MECHANICALLY HELD. E) THERE SHALL BE FRONT ACCESS TO ALL SOLID STATE CONTROL BOARDS.

F) CONTROL BOARDS ARE TO BE PROTECTED IN A SEPARATE LOCKABLE ENCLOSURE LOCATED IN THE DOOR OF THE AUTOMATIC TRANSFER SWITCH. IT SHALL HAVE A TRANSPARENT COVER TO ALLOW VISUAL READING OF VOLTAGE SETTINGS AND TIME DELAYS. G) THE AUTOMATIC TRANSFER SWITCH SHALL CONTAIN A NEUTRAL BLOCK SUITABLE FOR THE CONNECTION OF ALL NEUTRAL

CONDUCTORS. H) THE TRANSFER TIME SHALL BE 160 MILLISECONDS OR LESS.

I) THE NORMAL SOURCE VOLTAGE SHALL BE MONITORED ACROSS ALL PHASES OF NORMAL POWER WITH DROP OUT AND PICK UP POINTS ADJUSTABLE FROM 70% TO 90%.

J) THE SWITCH MUST CONTAIN A MANUAL OPERATING HANDLE.

K) UTILITY INTERRUPT DELAY SHALL BE ADJUSTABLE FROM 5 SECONDS TO 3 MINUTES L) THE AUTOMATIC TRANSFER SWITCH SHALL HAVE AN ENGINE WARM UP BYPASS SELECTOR SWITCH. M) STANDBY VOLTAGE REQUIRED BEFORE TRANSFER SHALL BE ADJUSTABLE FROM 70% TO 90% OF NOMINAL, STANDBY FREQUENCY

REQUIRED BEFORE TRANSFER SHALL BE ADJUSTABLE FROM 80% TO 90% OF NOMINAL. N) RETURN TO UTILITY DELAY SHALL BE ADJUSTABLE FROM 1 TO 30 MINUTES. O) ENGINE COOL DOWN TIMER SHALL BE ADJUSTABLE FROM 1 TO 30 MINUTES.

P) MINIMUM RUN TIMER SHALL BE ADJUSTABLE FROM 5 TO 30 MINUTES. Q) THE AUTOMATIC TRANSFER SWITCH SHALL INCLUDE A 7 DAY EXERCISER. R) THE AUTOMATIC TRANSFER SWITCH SHALL HAVE STATUS LIGHTS TO PROVIDE A VISUAL READ OUT OF OPERATION SEQUENCE INCLUDING: UTILITY ON, ENGINE WARM UP, ENGINE WARM UP BYPASS, STANDBY VOLTAGE READY, STANDBY FREQUENCY READY,

STANDBY OPERATING, RETURN TO UTILITY, ENGINE COOL DOWN, ENGINE MINIMUM RUN, SWITCH IN FAST TEST MODE. S) FRONT MOUNTED CONTROLS SHALL INCLUDE A SELECTOR SWITCH FOR NORMAL TEST AND FAST TEST MODE. IT WILL ALSO HAVE UTILITY AND EMERGENCY LIGHTS TO INDICATE SWITCH POSITION AND A LAMP TO INDICATE STANDBY OPERATING T) THE AUTOMATIC TRANSFER SWITCH SHALL PROVIDE TWO SETS OF AUXILIARY CONTACTS.

REMOVE EXISTING

→ LOW VOLTAGE BREAKER DISCONNECT - FUSED DELTA CONNECTION WYE CONNECTION

**GROUND CONNECTION** 

 $\bullet \square \exists \exists (M)$ 

Ó MOTOR

SPACE HEATER

DELTA WYE TRANSFOMER CONNECTION SCHEMATIC CROSS-OVER

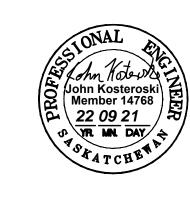
AUTOMATIC TRANSFER SWITCH - OPEN

TO ENCLOSURE EQUIPMENT TO BUILDING EQUIPMENT ENCLOSURE GROUND BAF **EXISTING GROUND BAF** • • • • • • • - - - - - - - -TO TRANSFORMER

**GROUNDING DETAIL** 

sociation of Professional Engineers & Geoscientist of Saskatchewa CERTIFICATE OF AUTHORIZATION Stantec Consulting Ltd. NUMBER: C969 PERMISSION TO CONSULT HELD BY: SIGNATUR DISCIPLINE SASK. REG. No. 14768 ELECTRICAL

Permit/Seal



Project No.:113301328 ile Name: N/A

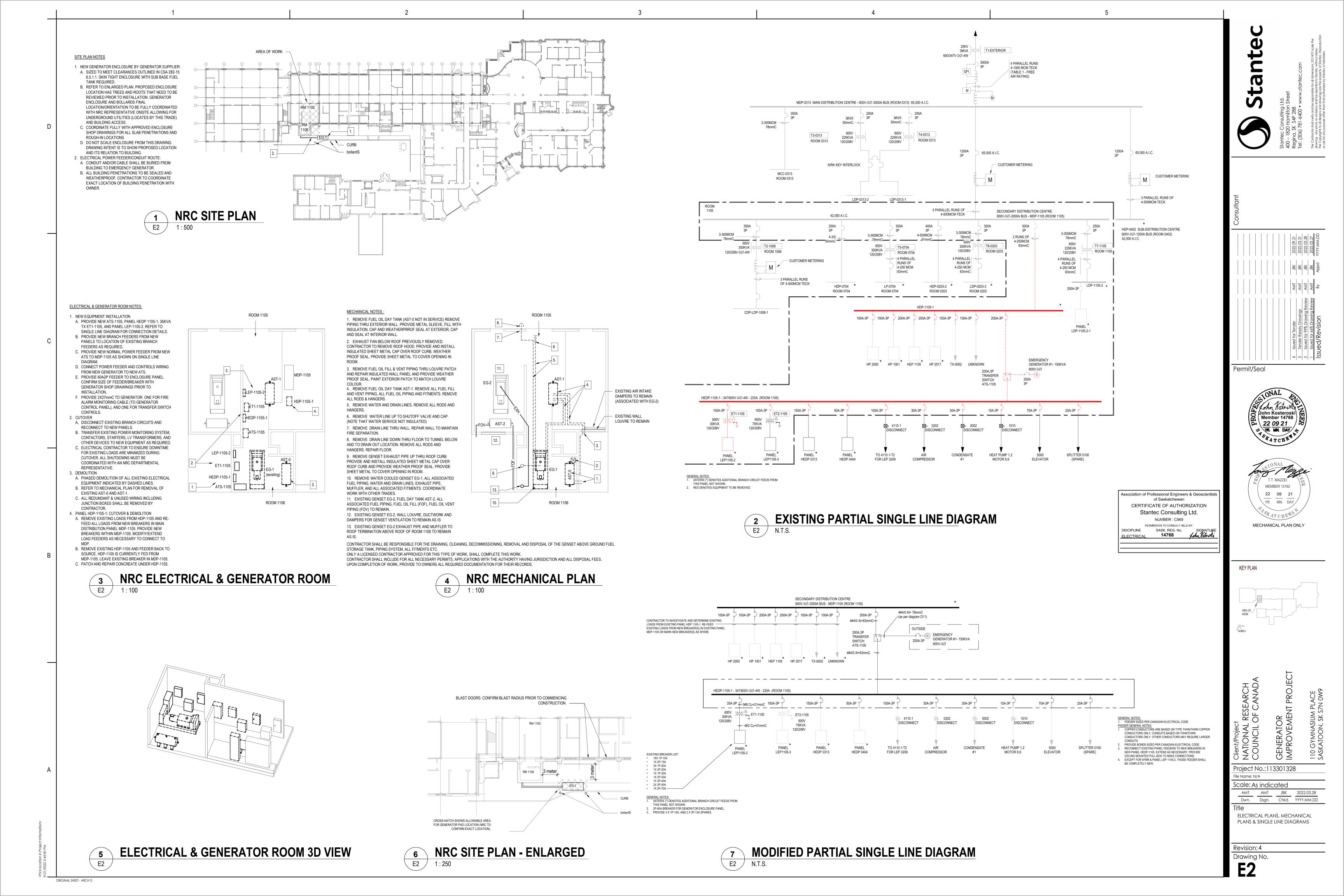
 
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 SPECIFICATIONS & DETAILS

Revision: 4 Drawing No.

Scale: N.T.S.

ORIGINAL SHEET - ARCH D



3. THE DESIGN AND CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE NATIONAL BUILDING CODE OF CANADA

AND REFERENCED STANDARDS THEREIN. 4. NOTIFY THE STRUCTURAL ENGINEER 48 HOURS IN ADVANCE FOR SITE OBSERVATION. 5. DRAWINGS SHOW COMPLETED STRUCTURES ONLY. PROVIDE TEMPORARY BRACING FOR CONSTRUCTION

LOADING CONDITIONS AND STABILITY OF THE STRUCTURE DURING CONSTRUCTION. CONSTRUCTION LOADS SHALL NOT EXCEED THE DESIGN LOADS. 6. CONTRACTOR TO VERIFY LOCATION OF UNDERGROUND SERVICES AND BE RESPONSIBLE FOR DISRUPTIONS.

**DELEGATED DESIGN** 

1. PORTIONS OF THE DETAILED DESIGN ARE DELEGATED TO THE CONTRACTOR. RETAIN A PROFESSIONAL ENGINEER REGISTERED IN THE PROVINCE OF SASKATCHEWAN TO COMPLETE THE DESIGN.

2. SUBMIT SHOP DRAWINGS FOR COMPONENTS REQUIRING DELEGATED DESIGN UNDER THE SEAL AND SIGNATURE OF THE ENGINEER RESPONSIBLE FOR THE DESIGN.

3. THE FOLLOWING COMPONENTS REQUIRE DELEGATED DESIGN:

 CONCRETE MIX DESIGNS 4. THE ENGINEER RESPONSIBLE FOR THE DESIGN IS ALSO RESPONSIBLE FOR REVIEW OF FABRICATION AND INSTALLATION OF THE COMPONENTS. UPON COMPLETION OF THE WORK, CERTIFY IN WRITING TO THE CONSULTANT THAT SUCH REVIEW HAS BEEN COMPLETED.

EXISTING STRUCTURE NOTES

1. THE STRUCTURAL DESIGN IS BASED ON INFORMATION GATHERED FROM THE AVAILABLE EXISTING

DRAWINGS AND FROM LIMITED VISUAL OBSERVATIONS ON SITE.

2. VERIFY ALL EXISTING DIMENSIONS AND CONDITIONS ON SITE PRIOR TO IMPLEMENTING AFFECTED WORK. 3. NOTIFY THE CONSULTANT OF ANY SITE CONDITIONS THAT DIFFER FROM THE CONTRACT DOCUMENTS OR

THE EXISTING DRAWINGS. 4. SHORE AND UNDERPIN EXCAVATIONS AS REQUIRED TO PREVENT DISTURBANCE TO ADJACENT STRUCTURES, STREETS, SIDEWALKS AND UTILITIES.

**FOUNDATION NOTES** 

1. GEOTECHNICAL INFORMATION FOR THE SITE WAS NOT AVAILABLE, FOUNDATIONS WERE DESIGNED UNDER ASSUMED CONDITIONS,

A GEOTECHNICAL INVESTIGATION IS TO BE PERFORMED PRIOR TO EXCAVATION AND PILING TO CONFIRM PILE DESIGN. 2. PILE INSTALLATION SHALL BE INSPECTED BY A GEOTECHNICAL ENGINEERING FIRM, APPROVED BY THE CONSULTANT AND PAID FOR

BY THE CONTRACTOR. 3. TESTING OF CONCRETE IS TO BE PERFORMED BY AN INDEPENDENT INSPECTION AND TESTING FIRM APPROVED BY THE

CONSULTANT AND PAID FOR BY THE CONTRACTOR. 4. UNLESS SHOWN OTHERWISE, CENTER PILES UNDER COLUMNS, GRADE BEAMS OR WALLS.

5. ALL PILES TO BE REINFORCED AS SHOWN ON DETAIL. REINFORCING STEEL TO G30.18 GRADE 400. LAP SPLICES 36 BAR DIAMETER OR 450mm, WHICHEVER IS GREATER.

6. ENSURE ALL LOOSE MATERIAL AND WATER IS THOROUGHLY REMOVED FROM PILE EXCAVATIONS PRIOR TO PLACING REINFORCEMENT AND CONCRETE. CONCRETING OPERATIONS TO PROCEED WITHIN 3 HOURS OF EXCAVATION OR IMMEDIATELY IF GROUNDWATER EXISTS. CASTING OF ALL PILES SHALL BE CONTINUOUS; CONSTRUCTION JOINTS IN PILE SHAFTS SHALL NOT BE

ALLOWED. VIBRATE CONCRETE IN UPPER 3000mm OF SHAFT. 7. PROVIDE CASING IF REQUIRED DUE TO WATER OR SLOUGHING SOILS.

8. PLACE REINFORCEMENT (AND DOWELS) BEFORE PLACING CONCRETE. TEMPLATES SHALL BE USED TO ENSURE CORRECT PLACEMENT OF DOWELS. DOWELS MAY BE PLACED IMMEDIATELY FOLLOWING CONCRETE PLACEMENT IF CONCRETE IS PROPERLY

CONSOLIDATED AROUND EACH DOWEL. 9. PILING CONTRACTOR SHALL KEEP AN ACCURATE RECORD OF DEPTHS OF PILES, EXCAVATED SOILS PENETRATED, WATER SEEPAGE AND OTHER PERTINENT CONDITIONS, DATE AND TIME OF CASTING, SIZE, DEPTH, LOCATION, SEQUENCE OF PLACING, FINAL CUT-

OFF ELEVATION, REINFORCEMENT SIZE AND LENGTH. REPORT ANY ABNORMAL CONDITIONS TO THE ENGINEER. 10. REFER TO THE CONCRETE NOTES FOR CONCRETE MIX DESIGN.

1. PROVIDE CONCRETE AND PERFORM WORK TO CSA A23.1. THE CONTRACTOR SHALL HAVE A COPY OF THIS STANDARD ON SITE AT ALL

2. TEST CONCRETE IN ACCORDANCE WITH CSA A23.2. PROVIDE 28 DAY COMPRESSIVE TEST RESULTS, AIR AND SLUMP RESULTS ON

CONCRETE FOR EVERY 50m<sup>3</sup> OR EACH DAY CONCRETE IS PLACED. SUBMIT RESULTS TO THE CONSULTANT. 3. NOTIFY THE STRUCTURAL ENGINEER 48 HOURS IN ADVANCE FOR REINFORCEMENT SITE REVIEW.

4 CONCRETE REQUIREMENTS

CONCRE	TE REQUIREMENTS.					
TYPE	LOCATION	STRENGTH fc (MPa)	CEMENT TYPE	EXPOSURE CLASS	NOTES	
1	EXTERIOR SLABS, PADS & SIDEWALKS	35@28d	GU	C-1		
2	PILES	32@56d	HS	S-2		

5. ALL CONCRETE SHALL BE NORMAL WEIGHT 2400 KG/m³ UNLESS NOTED. MINIMUM CEMENT CONTENT FOR TYPE HS CEMENT TO BE 300 KG/m<sup>3</sup>.

7. HS - HIGH SULFATE

GU - GENERAL USE

8. VOID FORM: 150 THICK CARDBOARD HONEYCOMB, TOP SHEET TO BE 6mm THICK PLYWOOD. COVER AND WRAP EDGES WITH 6 MIL POLY. PROVIDE LEVELED SAND BASE UNDER VOID FORM. PROVIDE UNDER SLABS, GRADE BEAMS AND PILE CAPS.

9. ADHESIVE ANCHORS: HILTI HI BOLT OR APPROVED EQUAL. 10. COLD JOINTS SHALL BE KEYED, DOWELED, AND PLACED IN LOCATIONS APPROVED BY ENGINEER.

11. GROUT: TO BE NON-SHRINK, NON-METALLIC GROUT. CLEAN CONTROL JOINTS PRIOR TO PLACING GROUT.

REINFORCING STEEL NOTES 1. DEFORMED BARS CONFORMING TO CSA G30.18M GRADE 400. TIES AND STIRRUPS TO CSA G30.18M GRADE 400.

2. REINFORCING WORK SHALL BE IN ACCORDANCE WITH CSA A23.1 AND CSA A23.3. 3. REINFORCING STEEL SHALL BE DETAILED IN ACCORDANCE WITH THE LATEST EDITION OF THE ACI DETAILING MANUAL OR THE

REINFORCING STEEL INSTITUTE OF CANADA DETAILING MANUAL. 4. REINFORCING TO BE CONTINUOUS UNLESS NOTED. LAP TOP BARS AT MIDSPAN, BOTTOM BARS AT SUPPORTS. MINIMUM LAP FOR 10M BARS TO BE 450mm. MINIMUM LAPS FOR OTHER BARS TO BE 36 BAR DIAMETER OR 670mm, WHICHEVER IS GREATER. WHERE

REINFORCEMENT LAPS ARE REQUIRED IN ADJACENT BARS, STAGGER LAPS MINIMUM 1200 UNLESS NOTED OTHERWISE. 5. CHAIR SLAB REINFORCING NOT FURTHER THAN 1.0 METER IN EITHER DIRECTION. SUPPLY SUPPORT BARS, CHAIRS, AND CARRIERS AS

6. DOWELS AND ANCHOR BOLTS SHALL BE SECURED IN POSITION BY MEANS OF TEMPLATES BEFORE CONCRETE IS POURED. 7. SUBMIT SHOP DRAWINGS FOR REVIEW PRIOR TO FABRICATION.

8. PROVIDE DOWELS TO MATCH BLOCK REINFORCEMENT WHERE REQUIRED IN BEAMS AND SLABS.

9. DO NOT CUT REINFORCEMENT AT OPENINGS WHERE IT CAN BE SPREAD CONTINUOUS AROUND OPENING. 10. WELDING OF REINFORCEMENT IS NOT PERMITTED, UNLESS THERE IS APPROVAL IN WRITING FROM THE ENGINEER OF RECORD.

11. CONCRETE COVER AS FOLLOWS: SURFACE CAST AGAINST EARTH: 75mm

FOR DRAINAGE AS INDICATED.

SURFACE EXPOSED TO EXTERIOR: 60mm

ALL OTHER:

**EXCAVATION, BACKFILLING, COMPACTION NOTES** . EXCAVATE TO LINES AND LEVELS NECESSARY TO PROPERLY COMPLETE THE WORK. MINIMUM SIDE SLOPES OF TEMPORARY EXCAVATIONS SHALL NOT EXCEED 1 TO 1 OR AS RECOMMENDED BY OCCUPATIONAL HEALTH AND SAFETY. CONTROL EXCAVATION TO ENSURE BOTTOM OF EXCAVATION DOES NOT SOFTEN DUE TO EXCESS MOISTURE. CONSTRUCT SLOPES IN BOTTOMS OF EXCAVATION

2. THE CONTRACTOR SHALL PROVIDE SHORING DURING EXCAVATION. SHRUBS, TREES AND NEIGHBORING STRUCTURES SHALL BE PROTECTED AGAINST DAMAGE.

3. ALL BACKFILL SHALL BE COMPACTED USING MECHANICAL EQUIPMENT. ON THE EXTERIOR OF THE STRUCTURES, THE BACKFILLING

SHALL BE PLACED WITH SUFFICIENT ALLOWANCE FOR SETTLEMENT AND IN GENERAL, ITS TOP SURFACE SHALL BE NEATLY GRADED.

4. MAINTAIN OPTIMUM MOISTURE CONTENT TO PERMIT COMPACTION TO ATTAIN SPECIFIED DENSITIES. PROTECT BACKFILLED GRADE, DURING AND AFTER COMPLETION OF BACKFILL OPERATION, FROM SOFTENING DUE TO EXCESS MOISTURE.

5. BACKFILL TO GRADES INDICATED AND TO MATCH EXISTING IN LAYERS NOT EXCEEDING 150mm.

6. GRANULAR FILL TO BE CLEAN NATURAL SAND AND GRAVEL, FREE FROM SILT, LOAM, FRIABLE OR VEGETABLE MATTER, MAXIMUM

GRAIN SIZE TO BE 75mm AND LESS THAN 8% PASSING 200 SIEVE. PLACE GRANULAR FILL UNDER SLABS TO 98% STANDARD PROCTOR

7. OTHER FILL TO BE PERVIOUS SOIL FREE FROM ORGANIC MATERIAL, ROCKS LARGER THAN 75mm AND DEBRIS. FILL AROUND EXTERIOR TO BE COMPACTED TO 95% STANDARD PROCTOR DENSITY. 8. MATERIALS TO BE APPROVED BEFORE USE.

# REINFORCEMENT SPLICES TO BE READ IN CONJUNCTION WITH CONCRETE REINFORCEMENT DESIGN NOTES

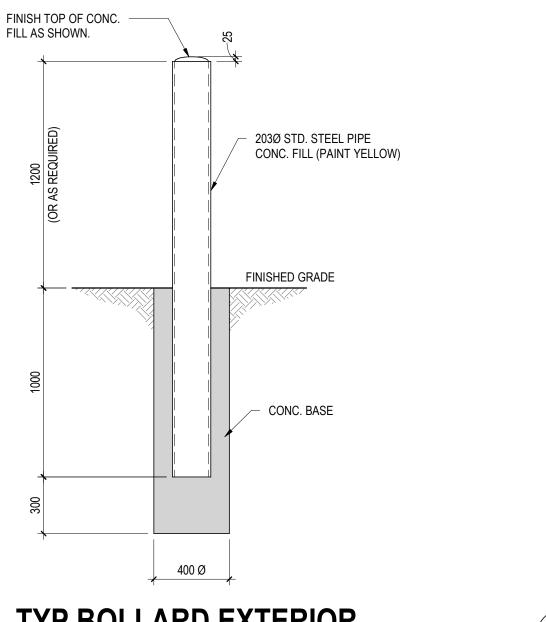
		TENSION SPLICE (mm)				
BAR BIZE	COMPRESSION SPLICE (mm)	VERTICAL OR BOTTOM HORIZONTAL BARS		TOP HORIZONTAL BARS		
		UNCOATED BARS	EPOXY COATED BARS	UNCOATED BARS	EPOXY COATED BARS	
10M	300	400	600	500	650	
15M	450	550	850	750	950	
20M	600	700	1000	900	1150	
25M	750	1100	1650	1400	1850	
30M	900	1300	1950	1700	2200	
35M	1025	1550	2300	2000	2600	
ΓE 1:	THIS TABLE IS BASED ON I	NORMAL WEIGHT CONCR	ETE fc = 35 MPa AND ON	REINFORCING STEEL fy	= 400	

NOTE 2:	TOP HORIZONTAL BARS ARE DEFINED AS HORIZONTAL REINFORCEMENT PLACED SUCH THAT MORE THAN 300 mm OF CONCRETE IS CAST IN THE MEMBER BELOW THE REINFORCEMENT.
NOTE 3:	FOR STANDARD EMBEDMENT DEPTH INTO CONCRETE, DIVIDE BASIC TENSION LAP SPLICE NUMBERS BY 1.3.

SITE INFORMATIO	N				
TO BE READ IN CONJUNCTION WITH DESIGN LOADS DESIGN NOTES					
IMPORTANCE CATEGORY	NORMAL				
WIND EXPOSURE TYPE	OPEN TERRAIN				
INTERNAL PRESSURE CATEGORY	N/A				
FOUNDATION SITE CLASS	D (ASSUMED)				

STANDARD END HOOKS								
TC	BE READ IN	CONJUNCTION	WITH CONC	RETE REINFO	RCEMENT DES	SIGN NOTES		
BAR SIZE	10M	15M	20M	25M	30M	35M	45M	55M
90 HOOK LENGTH								
	180	260	310	400	510	640	790	1020
180 HOOK LENGTH								
	140	180	210	280	390	550	670	860

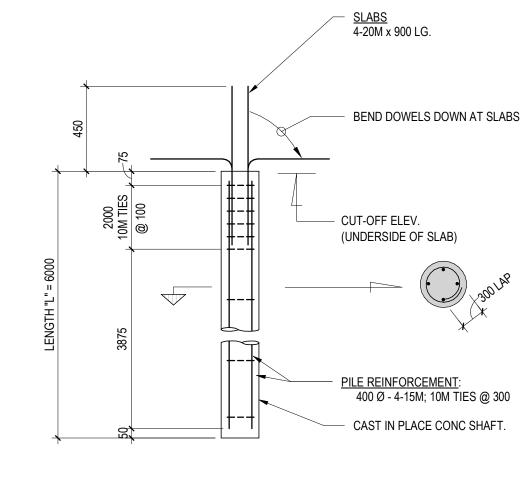
	CLIMATIC INFORM	MATION
TO	BE READ IN CONJUNCTION WITH DESIG	N LOADS DESIGN NOTES
SNOW LOAD (1/50), Ss		1.7 kPa
SNOW LOAD (1/50), Sr		0.1 kPa
ONE DAY RAIN (1/50)		86 mm
HOURLY WIND PRESSURE	E (1/10)	0.33 kPa
HOURLY WIND PRESSURE	E (1/50)	0.43 kPa
SEISMIC RESPONSE,	S <sub>a</sub> (0.2)	0.057
SEISMIC RESPONSE,	S <sub>a</sub> (0.5)	0.037
SEISMIC RESPONSE,	S <sub>a</sub> (1.0)	0.021
SEISMIC RESPONSE,	S <sub>a</sub> (2.0)	0.0089
SEISMIC RESPONSE,	S <sub>a</sub> (5.0)	0.0019
SEISMIC RESPONSE,	S <sub>a</sub> (10.0)	0.0010
SEISMIC RESPONSE,	PGA	0.033
SEISMIC RESPONSE,	PGV	0.025



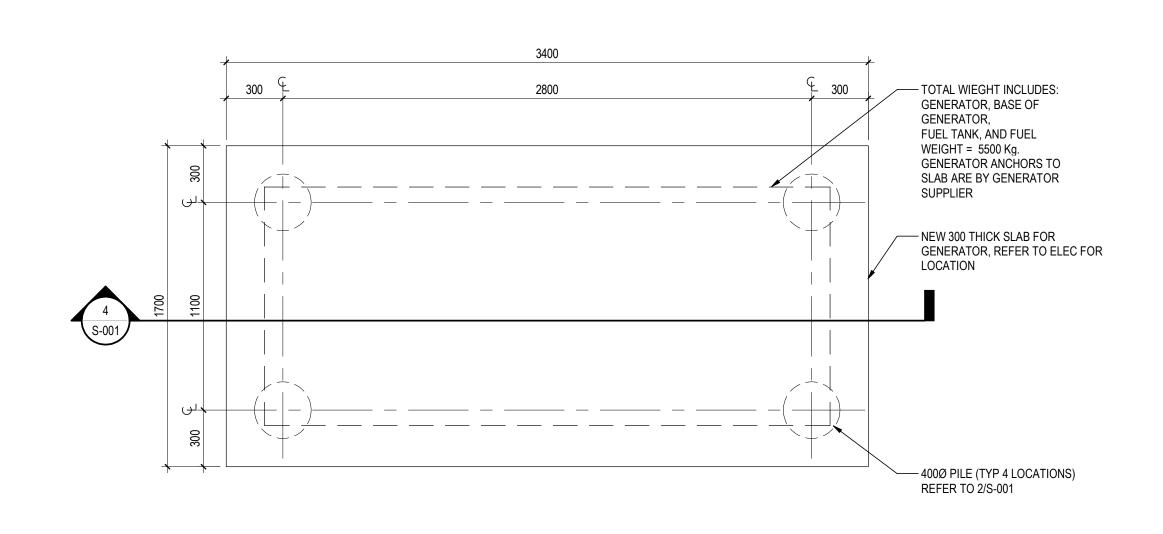


AND LOCATION OF BOLLARDS

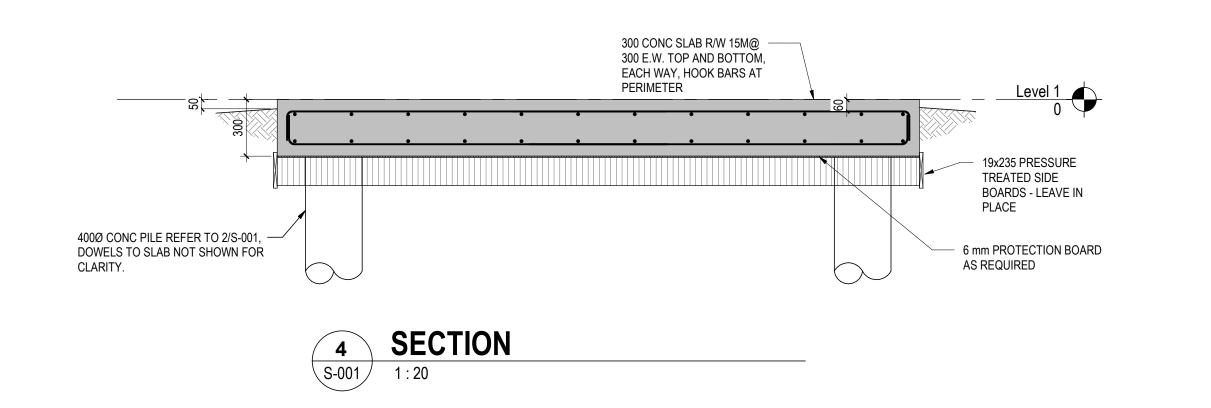
REFER TO ELEC DRAWING FOR NUMBER





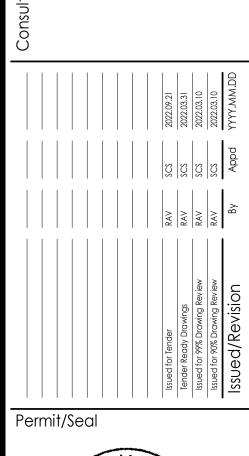


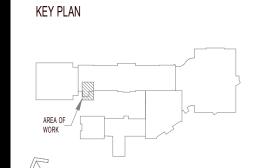












Association of Professional Engineers & Geoscientists of Saskatchewan CERTIFICATE OF AUTHORIZATION Stantec Consulting Ltd. NUMBER: C969 PERMISSION TO CONSULT HELD BY: DISCIPLINE SASK. REG. No. SIGNATURE STRUCTURAL 35387

Project No.:113301328

Scale: As indicated 
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STRUCTURAL NOTES AND DETAILS

Revision: Drawing No.

# TP1 Amount Payable - General

- 1.1 Subject to any other provisions of the contract, Her Majesty shall pay the Contractor, at the times and in the manner hereinafter set out, the amount by which
  - 1.1.1 the aggregate of the amounts described in TP2 exceeds
  - 1.1.2 the aggregate of the amounts described in TP3

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

# TP2 Amounts Payable to the Contractor

- 2.1 The amounts referred to in TP1.1.1 are the aggregate of
  - 2.1.1 the amounts referred to in the Articles of Agreement, and
  - 2.1.2 the amounts, if any, that are payable to the Contractor pursuant to the General Conditions.

# TP3 Amounts Payable to Her Majesty

- 3.1 The amounts referred to in TP1.1.2 are the aggregate of the amounts, in any, that the Contractor is liable to pay Her Majesty pursuant to the contract.
- 3.2 When making any payments to the Contractor, the failure of Her Majesty to deduct an amount referred to in TP3.1 from an amount referred to in TP2 shall not be constitute a waiver of the right to do so, or an admission of lack of entitlement to do so in any subsequent payment to the Contractor.

# TP4 Time of Payment

- 4.1 In these Terms of Payment
  - 4.1.1 The "payment period" means a period of 30 consecutive days or such other longer period as is agreed between the Contractor and the Departmental Representative.
  - 4.1.2 An amount is "due and payable" when it is due and payable by Her Majesty to the Contractor according to TP4.4, TP4.7 or TP4.10.
  - 4.1.3 An amount is overdue when it is unpaid on the first day following the day upon which it is due and payable.
  - 4.1.4 The "date of payment" means the date of the negotiable instrument of an amount due and payable by the Receiver General for Canada and given for payment.
  - 4.1.5 The "Bank Rate" means the discount rate of interest set by the Bank of Canada in effect at the opening of business on the date of payment.

4.2 The Contractor shall, on the expiration of a payment period, deliver to the Departmental Representative in respect of that payment period a written progress claim that fully describes any part of the work that has been completed, and any material that was delivered to the work site but not incorporated into the work during that payment period.

B

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

work under the contract have been fully discharged.

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

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

# TP5 Progress Report and Payment Thereunder Not Binding on Her Majesty

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

# TP6 Delay in Making Payment

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

whichever is the later, and

6.6.2 interest shall not be payable or paid on overdue advance payments if any.

# **TP7 Right of Set-off**

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

# TP8 Payment in Event of Termination

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

#### **TP9 Interest on Settled Claims**

- 9.1 Her Majesty shall pay to the Contractor simple interest on the amount of a settled claim at an average Bank Rate plus 1 1/4 per centum from the date the settled claim was outstanding until the day prior to the date of payment.
- 9.2 For the purposes of TP9.1,
  - 9.2.1 a claim is deemed to have been settled when an agreement in writing is signed by the Departmental Representative and the Contractor setting out the amount of the claim to be paid by Her Majesty and the items or work for which the said amount is to be paid.
  - 9.2.2 an "average Bank Rate" means the discount rate of interest set by the Bank of Canada in effect at the end of each calendar month averaged over the period the settled claim was outstanding.
  - 9.2.3 a settled claim is deemed to be outstanding from the day immediately following the date the said claim would have been due and payable under the contract had it not been disputed.
- 9.3 For the purposes of TP9 a claim means a disputed amount subject to negotiation between Her Majesty and the Contractor under the contract.

G43	D	W P
Section	Page	Heading
GCI	1	Interpretation
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# GC1 Interpretation

#### 1.1 In the contract

- 1.1.1 where reference is made to a part of the contract by means of numbers preceded by letters, the reference shall be construed to be a reference to the particular part of the contract that is identified by that combination of letters and numbers and to any other part of the contract referred to therein;
- 1.1.2 "contract" means the contract document referred to in the Articles of Agreement;
- 1.1.3 "contract security" means any security given by the Contractor to Her Majesty in accordance with the contract;
- 1.1.4 "Departmental Representative" means the officer or employee or Her Majesty who is designated pursuant to the Articles of Agreement and includes a person specially authorized by him to perform, on his behalf, any of his functions under the contract and is so designated in writing to the Contractor;
- 1.1.5 "material" includes all commodities, articles and things required to be furnished by or for the Contractor under the contract for incorporation into the work;
- 1.1.6 "Minister" includes a person acting for, or if the office is vacant, in place of the Minister and his successors in the office, and his or their lawful deputy and any of his or their representatives appointed for the purposes of the contract;
- 1.1.7 "person" includes, unless the context otherwise requires, a partnership, proprietorship, firm, joint venture, consortium and a corporation;
- 1.1.8 "plant" includes all animals, tools, implements, machinery, vehicles, buildings, structures, equipment and commodities, articles and things other than material, that are necessary for the due performance of the contract;
- 1.1.9 "subcontractor' means a person to whom the Contractor has, subject to GC4, subcontracted the whole or any part of the work;
- 1.1.10 "superintendant" means the employee of the Contractor who is designated by the Contractor to act pursuant to GC19;
- 1.1.11 "work includes, subject only to any express stipulation in the contract to the contrary, everything that is necessary to be done, furnished or delivered by the Contractor to perform the contract.
- 1.2 The headings in the contract documents, other than in the Plans and Specifications, form no part of the contract but are inserted for convenience of reference only.
- 1.3 In interpreting the contract, in the event of discrepancies or conflicts between anything in the Plans and Specifications and the General Conditions, the General Conditions govern.

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

# GC2 Successors and Assigns

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

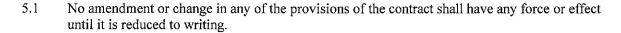
# GC3 Assignment of Contract

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

# GC4 Subcontracting by Contractor

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

#### GC5 Amendments



# GC6 No Implied Obligations

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

#### GC7 Time of Essence

7.1 Time is of the essence of the contract.

#### GC8 Indemnification by Contractor

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

# GC9 Indemnification by Her Majesty

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

## GC10 Members of House of Commons Not to Benefit

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

#### **GC11 Notices**

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

# GC12 Material, Plant and Real Property Supplied by Her Majesty

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

the purpose of performing this contract.

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

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

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

#### GC14 Permits and Taxes Payable

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



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

## GC15 Performance of Work under Direction of Departmental Representative

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

# CG16 Cooperation with Other Contractors

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

- 16.2.2 the Contractor incurs, in the opinion of the Departmental Representative, extra expense in complying with GC16.1, and
- 16.2.3 The Contractor has given the Departmental Representative written notice of his claim for the extra expense referred to in GC16.2.2 within 30 days of the date that the other contractors or workers were sent onto the work or its site,

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

#### GC17 Examination of Work

- 17.1 If, at any time after the commencement of the work but prior to the expiry of the warranty or guarantee period, the Departmental Representative has reason to believe that the work or any part thereof has not been performed in accordance with the contract, the Departmental Representative may have that work examined by an expert of his choice.
- 17.2 If, as a result of an examination of the work referred to in GC17.1, it is established that the work was not performed in accordance with the contract, then, in addition to and without limiting or otherwise affecting any of Her Majesty's rights and remedies under the contract either at law or in equity, the Contractor shall pay Her Majesty, on demand, all reasonable costs and expenses that were incurred by Her Majesty in having that examination performed.

#### GC18 Clearing of Site

- 18.1 The Contractor shall maintain the work and its site in a tidy condition and free from the accumulation of waste material and debris, in accordance with any directions of the Departmental Representative.
- 18.2 Before the issue of an interim certificate referred to in GC44.2, the Contractor shall remove all the plant and material not required for the performance of the remaining work, and all waste material and other debris, and shall cause the work and its site to be clean and suitable for occupancy by Her Majesty's servants, unless otherwise stipulated in the contract.
- 18.3 Before the issue of a final certificate referred to in GC44.1, the Contractor, shall remove from the work and its site all of the surplus plant and material and any waste material and other debris.
- 18.4 The Contractor's obligations described in GC18.1 to GC18.3 do not extend to waste material and other debris caused by Her Majesty's servants or contractors and workers referred to in GC16.1.

#### GC19 Contractor's Superintendent

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

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

# GC20 National Security

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

#### GC21 Unsuitable Workers

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

## GC22 Increased or Decreased Costs

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

#### GC23 Canadian Labour and Material

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

## GC24 Protection of Work and Documents

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

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

# GC25 Public Ceremonies and Signs

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

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

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

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

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

#### GC27 Insurance

- 27.1 The Contractor shall, at his own expense, obtain and maintain insurance contracts in respect of the work and shall provide evidence thereof to the Departmental Representative in accordance with the requirements of the Insurance Conditions "E".
- 27.2 The insurance contracts referred to in GC27.1 shall
  - 27.2.1 be in a form, of the nature, in the amounts, for the periods and containing the terms and conditions specified in Insurance Conditions "E", and
  - 27.2.2 provide for the payment of claims under such insurance contracts in accordance with GC28.

#### **GC28** Insurance Proceeds

- 28.1 In the case of a claim payable under a Builders Risk/Installation (All Risks) insurance contract maintained by the Contractor pursuant to GC27, the proceeds of the claim shall be paid directly to Her Majesty, and
  - 28.1.1 the monies so paid shall be held by Her Majesty for the purposes of the contract, or
  - 28.1.2 if Her Majesty elects, shall be retained by Her Majesty, in which event they vest in Her Majesty absolutely.
- 28.2 In the case of a claim payable under a General Liability insurance contract maintained by the Contractor pursuant to GC27, the proceeds of the claim shall be paid by the insurer directly to the claimant.
- 28.3 If an election is made pursuant to GC28.1, the Minister may cause an audit to be made of the accounts of the Contractor and of Her Majesty in respect of the part of the work that was lost, damaged or destroyed for the purpose of establishing the difference, if any, between
  - 28.3.1 the aggregate of the amount of the loss or damage suffered or sustained by Her Majesty, including any cost incurred in respect of the clearing and cleaning of the work and its site and any other amount that is payable by the Contractor to Her Majesty under the contract, minus any monies retained pursuant to GC28.12, and
  - 28.3.2 the aggregate of the amounts payable by Her Majesty to the Contractor pursuant to the contract up to the date of the loss or damage.
- A difference that is established pursuant to GC28.3 shall be paid forthwith by the party who is determined by the audit to be the debtor to the party who is determined by the audit to be the

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creditor.

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

# GC29 Contract Security

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

# GC30 Changes in the Work

- 30.1 Subject o GC5, the Departmental Representative may, at any time before he issues his Final Certificate of Completion,
  - 30.1.1 order work or material in addition to that provided for in the Plans and Specifications; and
  - 30.1.2 delete or change the dimensions, character, quantity, quality, description, location or position of the whole or any part of the work or material proved for in the Plans and Specifications or in any order made pursuant to GC30.1.1,

if that additional work or material, deletion, or change is, in his opinion, consistent with the general intent of the original contract.

The Contractor shall perform the work in accordance with such orders, deletions and changes that are made by the Departmental Representative pursuant to GC30.1 from time to time as if they had appeared in and been part of the Plans and Specifications.

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- 30.3 The Departmental Representative shall determine whether or not anything done or omitted by the Contractor pursuant to an order, deletion or change referred to in GC30.1 increased or decreased the cost of the work to the Contractor.
- 30.4 If the Departmental Representative determines pursuant to GC30.3 that the cost of the work to the Contractor has been increased, Her Majesty shall pay the Contractor the increased cost that the Contractor necessarily incurred for the additional work calculated in accordance with GC49 or GC50.
- 30.5 If the Departmental Representative determines pursuant to GC303.3 that the cost of the work to the Contractor has been decreased, Her Majesty shall reduce the amount payable to the Contractor under the contract by an amount equal to the decrease in the cost caused by the deletion or change referred to in GC30.1.2 and calculated in accordance with GC49.
- 30.6 GC30.3 to GC30.5 are applicable only to a contract or a portion of a contract for which a Fixed Price Arrangement is stipulated in the contract.
- An order, deletion or change referred to in GC30.1 shall be in writing, signed by the Departmental Representative and given to the Contractor in accordance with GC11.

# GC31 Interpretation of Contract by Departmental Representative

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

the question shall be decided by the Departmental Representative whose decision shall be final and conclusive in respect of the work.

31.2 The Contractor shall perform the work in accordance with any decisions of the Departmental

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

# GC32 Warranty and Rectification of Defects in Work

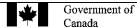
- Without restricting any warranty or guarantee implied or imposed by law or contained in the contract documents, the Contractor shall, at his own expense,
  - 32.1.1 rectify and make good any defect or fault that appears in the work or comes to the attention of the Minister with respect to those parts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

# GC33 Non-Compliance by Contractor

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

## GC34 Protesting Departmental Representative's Decisions

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



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

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

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

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

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

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

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

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

#### GC36 Extension of Time

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

#### GC37 Assessments and Damages for Late Completion

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

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

# GC38 Taking the Work Out of the Contractor's Hands

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

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## Contractor's failure to complete the work.

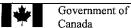
- 38.3 If the whole or any part of the work that is taken out of the Contractor's hands pursuant to GC38.1 is completed by Her Majesty, the Departmental Representative shall determine the amount, if any, of the holdback or a progress claim that had accrued and was due prior to the date on which the work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

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

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

# G40 Suspension of Work by Minister

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



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

#### **GC41** Termination of Contract

- 41.1 The Minister may terminate the contract at any time by giving a notice of termination in writing to the Contractor in accordance with GC11.
- 41.2 When a notice referred to in GC41.1 is received by the Contractor in accordance with GC11, he shall, subject to any conditions stipulated in the notice, forthwith cease all operations in performance of the contract.
- 41.3 If the contract is terminated pursuant to GC41.1, Her Majesty shall pay the Contractor, subject to GC41.4, an amount equal to
  - 41.3.1 the cost to the contractor of all labour, plant and material supplied by him under the contract up to the date of termination in respect of a contract or part thereof for which a Unit Price Arrangement is stipulated in the contract, or

#### 41.3.2 the lesser of

- 41.3.2.1 an amount, calculated in accordance with the Terms and Payment, that would have been payable to the Contractor had he completed the work, and
- 41.3.2.2 an amount that is determined to be due to the Contractor pursuant to GC49 in respect of a contract or part thereof for which a Fixed Price Arrangement is stipulated in the contract

less the aggregate of all amounts that were paid to the Contractor by Her Majesty and all amounts that are due to Her Majesty from the Contractor pursuant to the contract.

41.4 If Her Majesty and the Contractor are unable to agree about an amount referred to in GC41.3 that amount shall be determined by the method referred to in GC50.

# GC42 Claims Against and Obligations of the Contractor or Subcontractor

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

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

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

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

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

Majesty to pay the Contractor.

- 42.7 The Contractor shall, whenever requested to do so by the Departmental Representative, make a statutory declaration deposing to the existence and condition of any obligations and claims referred to in GC42.6.
- 42.8 GC42.1 shall only apply to claims and obligations
  - 42.8.1 the notification of which has been received by the Departmental Representative in writing before payment is made to the Contractor pursuant to TP4.10 and within 120 days of the date on which the claimant
    - 42.8.1.1 should have been paid in full under the claimant's contract with the Contractor or subcontractor where the claim is for money that was lawfully required to be held back from the claimant; or
    - 42.8.1.2 performed the last of the services, work or labour, or furnished the last of the material pursuant to the claimant's contract with the Contractor or subcontractor where the claim is not for money referred to in GC42.8.1.1, and
  - 42.8.2 the proceedings to determine the right to payment of which, pursuant to GC42.2. shall have commenced within one year from the date that the notice referred to in GC42.8.1 was received by the Departmental Representative, and

the notification required by GC42.8.1 shall set forth the amount claimed to be owing and the person who by contract is primarily liable.

- 42.9 Her Majesty may, upon receipt of a notice of claim under GC42.8.1, withhold from any amount that is due and payable to the Contractor pursuant to the contract the full amount of the claim or any portion thereof.
- 42.10 The Departmental Representative shall notify the Contractor in writing of receipt of any claim referred to in GC42.8.1 and of the intention of Her Majesty to withhold funds pursuant to GC42.9 and the Contractor may, at any time thereafter and until payment is made to the claimant, be entitled to post, with Her Majesty, security in a form acceptable to Her Majesty in an amount equal to the value of the claim, the notice of which is received by the Departmental Representative and upon receipt of such security Her Majesty shall release to the Contractor any funds which would be otherwise payable to the Contractor, that were withheld pursuant to the provisions of GC42.9 in respect of the claim of any claimant for whom the security stands.

#### GC43 Security Deposit - Forfeiture or Return

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

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

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

### GC44 Departmental Representative's Certificates

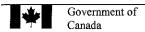
- 44.1 On the date that
  - 44.1.1 the work has been completed, and
  - 44.1.2 the Contractor has complied with the contract and all orders and directions made pursuant thereto,

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

- 44.2 If the Departmental Representative is satisfied that the work is substantially complete he shall, at any time before he issues a certificate referred to in GC44.1, issue an Interim Certificate of Completion to the Contractor, and
  - 44.2.1 for the purposes of GC44.2 the work will be considered to be substantially complete,
    - 44.2.1.1 when the work under the contract or a substantial part thereof is, in the opinion of the Departmental Representative, ready for use by Her Majesty or is being used for the purpose intended; and
    - 44.2.1.2 when the work remaining to be done under the contract is, in the opinion of the Departmental Representative, capable of completion or correction at accost of not more that
      - 44.2.1.2.1 -3% of the first \$500,000, and
      - 44.2.1.2.2 -2% of the next \$500,000, and
      - 44.2.1.2.3 -1% of the balance

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

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



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

- 44.4 An Interim Certificate of Completion referred to in GC44.2 shall describe the parts of the work not completed to the satisfaction of the Departmental Representative and all things that must be done by the Contractor
  - 44.4.1 before a Final Certificate of Completion referred to in GC44.1 will be issued, and
  - 44.4.2 before the 12-month period referred to in GC32.1.2 shall commence for the said parts and all the said things.
- The Departmental Representative may, in addition to the parts of the work described in an Interim Certificate of Completion referred to in GC44.2, require the Contractor to rectify any other parts of the work not completed to his satisfaction and to do any other things that are necessary for the satisfactory completion of the work.
- 44.6 If the contract or a part thereof is subject to a Unit Price Arrangement, the Departmental Representative shall measure and record the quantities of labour, plant and material, performed, used and supplied by the Contractor in performing the work and shall, at the request of the Contractor, inform him of those measurements.
- 44.7 The Contractor shall assist and co-operate with the Departmental Representative in the performance of his duties referred to in GC44.6 and shall be entitled to inspect any record made by the Departmental Representative pursuant to GC44.6.
- 44.8 After the Departmental Representative has issued a Final Certificate of Completion referred to in GC44.1, he shall, if GC44.6 applies, issue a Final Certificate of Measurement.
- 44.9 A Final Certificate of Measurement referred to in GC44.8 shall
  - 44.9.1 contain the aggregate of all measurements of quantities referred to in GC44.6, and
  - 44.9.2 be binding upon and conclusive between Her Majesty and the Contractor as to the quantities referred to therein.

### GC45 Return of Security Deposit

- 45.1 After an Interim Certificate of Completion referred to in GC44.2 has been issued, Her Majesty shall, if the Contractor is not in breach of or in default under the contract, return to the Contractor all or any part of the security deposit that, in the opinion of the Departmental Representative, is not required for the purposes of the contract.
- 45.2 After a Final Certificate of Completion referred to in GC44.1 has been issued, Her Majesty shall return to the Contractor the remainder of any security deposit unless the contract stipulates otherwise.

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

# GC46 Clarification of Terms in GC47 to GC50

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

#### GC47 Additions or Amendments to Unit Price Table

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

#### GC48 Determination of Cost – Unit Price Table



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

# GC49 Determination of Cost - Negotiation

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

### GC50 Determination of Cost - Failing Negotiation

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

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

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

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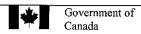
and travelling expenses of personnel of the Contractor generally employed at the head office or at a general office of the Contractor unless they are engaged at the work site with the approval of the Departmental Representative,

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

#### GC51 Records to be kept by Contractor

#### 51.1 The Contractor shall

- 51.1.1 maintain full records of his estimated and actual cost of the work together with all tender calls, quotations, contracts, correspondence, invoices, receipts and vouchers relating thereto.
- 51.1.2 make all records and material referred to in GC5.1.1 available to audit and inspection by the Minister and the Deputy Receiver General for Canada or by persons acting on behalf of either of both of them, when requested;
- 51.1.3 allow any of the person referred to in GC51.1.2 to make copies of and to take extracts from any of the records and material referred to in GC51.1.1; and
- 51.1.4 furnish any person referred to in GC51.1.2 with any information he may require from time to time in connection with such records and material.
- The records maintained by the Contractor pursuant to GC51.1.1 shall be kept intact by the Contractor until the expiration of two years after the date that a Final Certificate of Completion referred to in GC44.1 was issued or until the expiration of such other period of time as the



C General Conditions

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Minister may direct.

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

#### GC52 Conflict of Interest

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

#### GC53 Contractor Status

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

# **GENERAL CONDITONS**

IC	1	Proof	of In	surance
1		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		Sur ance

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

# GENERAL INSUANCE COVERAGES

- GCI 1 Insured
- GIC 2 Period of Insurance
- GIC 3 Proof of Insurance
- GIC 4 Notification

# COMMERCIAL GENERAL LIABILITY

- **CGL 1 Scope of Policy**
- CGL 2 Coverages/Provisions
- **CGL 3 Additional Exposures**
- **CGL 4 Insurance Proceeds**
- CGL 5 Deductible

# BUILDER'S RISK - INSTALLATION FLOATER - ALL RISKS

- BR 1 Scope of Policy
- **BR 2** Property Insured
- **BR3** Insurance Proceeds
- BR 4 Amount of Insurance
- BR 5 Deductible
- BR 6 Subrogation
- **BR 7** Exclusion Qualifications

# INSURER'S CERTIFICATE OF INSURANCE

# ■↑■ Ir

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

**General Conditions** 

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

# IC 2 Risk Management (01/10/94)

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

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

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

# IC 4 Insurance Coverage (02/12/03)

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

# Insurance Conditions - Construction

# INSURANCE COVERAGE REQUIREMENTS

# PART I GENERAL INSUANCE COVERAGES (GIC)

GCI 1 Insured (02/12/03)

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

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

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

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

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

# GIC 4 Notification (01/10/94)

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

# PART II COMMERCIAL GENERAL LIABILITY

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

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

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

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

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

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

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

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

# CGL 3 Additional Exposures (02/12/03)

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

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

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

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

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

# CGL 5 Deductible (02/12/03)

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

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

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

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

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

The property insured shall include:

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

# **Insurance Proceeds** (01/10/94)

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

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

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

# BR 5 Deductible (02/12/03)

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

# BR 6 Subrogation (01/10/94)

The following Clause shall be included in the policy:

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

# BR 7 Exclusion Qualifications (01/10/94)

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

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

# INSURER'S CERTIFICATE OF INSURANCE

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

CONTRACT					
DESCRIPTION	OF WORK	CONTRACT NUI	MBER	AWARD DATE	
LOCATION					
INSURER			•		
NAME		***************************************			
, , , , , , , , , , , , , , , , , , , ,					
ADDRESS					
			•		
BROKER					
NAME					
· · · · · · · · · · · · · · · · · · ·					
ADDRESS					
DIGITOR					
INSURED NAME OF CONT	ED A CTOD				
NAME OF CON.	IKACIOK				
ADDRESS				***************************************	
ADDITIONAL IN	NSURED				
HER MAJESTY THE	QUEEN IN RIGHT OF	CANADA AS REPRESE	NTED BY THE NATIO	NAL RESEARCH COU	JNCIL CANADA
THIS DOCUENT CE	RTIFIES THAT THE FO	LLOWING POLICES OF	INSURANCE ARE A	T PRESENT IN FORCE	COVERING ALL
		CTION WITH THE CON			
NATIONAL RESEAR	CH COUNCIL CANAD	A AND IN ACCORDAN POL		ANCE CONDITIONS	E
TYPE	NUMBER	INCEPTION DATE	EXPIRY DATE	LIMITS OF	DEDUCTIBLE
COMMERCIAL			***************************************	LIABILITY	
GENERAL					
LIABILITY					
BUILDERS RISK "AL RISKS"					
INSTALLATION					
FLOATER "ALL					
RISKS"	<u> </u>	*******			
		~~~~			
THE INSURER AGRE MATERIAL CHANGI	SES TO NOTIFY THE NEW TO SELLATE	ATIONAL RESEARCH ON OF ANY POLICY OI	COUNCIL CANADA I R COVERAGE SPECIF	N WRITING 30 DAYS TCALLY RELATED TO	PRIOR TO ANY THE CONTRACT
NAME OF INSURER' AUTHORIZED EMPL		SIGNATURE		DATE:	
TIOTHERE DIVINE	O LILL			TELEPHONE NUMB	ER:

# CS1 Obligation to provide Contract Security

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

# CS2 Prescribed Types and Amounts of Contract Security

- 2.1 The Contractor shall deliver to the Departmental Representative pursuant to CS1
  - 2.1.1 a performance bond and a labour and material payment bond each in an amount that is equal to not less than 50% of the contract amount referred to in the Articles of Agreement, or
  - 2.1.2 a labour and material payment bond in an amount that is equal to not less than 50% of the contract amount referred to in the Articles of Agreement, and a security deposit in an amount that is equal to
    - 2.1.2.1 not less than 10% of the contract amount referred to in the Articles of Agreement where that amount does not exceed \$250,000, or
    - 2.1.2.2 \$25,000 plus 5% of the part of the contract amount referred to in the Articles of Agreement that exceeds \$250,000, or
  - 2.1.3 a security deposit in an amount prescribed by CS2.12 plus an additional amount that is equal to 10% of the contract amount referred to in the Articles of Agreement.
- A performance bond and a labour and material payment bond referred to in CS2.1 shall be in a form and be issued by a bonding or surety company that is approved by Her Majesty.
- 2.3 The amount of a security deposit referred to in CS2.1.2 shall not exceed \$250,000 regardless of the contract amount referred to in the Articles of Agreement.
- 2.4 A security deposit referred to in CS2.1.2 and CS2.1.3 shall be in the form of
  - 2.4.1 a bill of exchange made payable to the Receiver General of Canada and certified by an approved financial institution or drawn by an approved financial institution on itself, or
  - 2.4.2 bonds of or unconditionally guaranteed as to principal and interest by the Government of Canada.
- 2.5 For the purposes of CS2.4
  - a bill of exchange is an unconditional order in writing signed by the Contractor and addressed to an approved financial institution, requiring the said institution to pay, on demand, at a fixed or determinable future time a sum certain of money to, or to the order

of, the Receiver General for Canada, and

- 2.5.2 If a bill of exchange is certified by a financial institution other than a chartered bank then it must be accompanied by a letter or stamped certification confirming that the financial institution is in a t least one of the categories referred to in CS2.5.3
- 2.5.3 an approved financial institution is
  - 2.5.3.1 any corporation or institution that is a member of the Canadian Payments Association,
  - 2.5.3.2 a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the Régie de l'assurance-dépôts du Québec to the maximum permitted by law,
  - 2.5.3.3 a credit union as defined in paragraph 137(6)(b) of the *Income Tax Act*,
  - 2.5.3.4 a corporation that accepts deposits from the public, if repayment of the deposit is guaranteed by Her Majesty in right of a province, or
  - 2.5.3.5 The Canada Post Corporation.
- 2.5.4 the bonds referred to in CS2.4.2 shall be
  - 2.5.4.1 made payable to bearer, or
  - 2.5.4.2 accompanied by a duly executed instrument of transfer of the bonds to the Receiver General for Canada in the form prescribed by the Domestic Bonds of Canada Regulations, or
  - 2.5.4.3 registered, as to principal or as to principal and interest in the name of the Receiver General for Canada pursuant to the Domestic Bonds of Canada Regulations, and
  - 2.5.4.4 provided on the basis of their market value current at the date of the contract.



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

SECURITY REQUIREMENTS CHECK LIST (SRCL)

PART A - CONTRACT INFORMATION / PARTIE A	CATION DES EXIGENCES REL - INFORMATION CONTRACTUELL		ECURITE (LVERS)	
Originating Government Department or Organizati			or Directorate / Direction généra	le ou Direction
Ministère ou organisme gouvernemental d'origine			9	
3. a) Subcontract Number / Numéro du contrat de so	us-traitance 3. b) Name and	Address of Subcor	ntractor / Nom et adresse du so	us-traitant
4. Brief Description of Work / Brève description du tra	avail			
5. a) Will the supplier require access to Controlled G				No Yes
Le fournisseur aura-t-il accès à des marchandis		nuncialana af tha Ta	sah minal Data Camtual	Non Oui
5. b) Will the supplier require access to unclassified Regulations?	fillitary technical data subject to the	provisions of the Te	echnical Data Control	No Yes
Le fournisseur aura-t-il accès à des données te sur le contrôle des données techniques?	chniques militaires non classifiées q	ui sont assujetties a	ux dispositions du Règlement	
Sur le controle des données techniques?     Indicate the type of access required / Indiquer le t	ype d'accès requis			
6. a) Will the supplier and its employees require acce	,	FIED information or	assets?	□ No □ Yes
Le fournisseur ainsi que les employés auront-ils	s accès à des renseignements ou à d			Non Oui
(Specify the level of access using the chart in Q (Préciser le niveau d'accès en utilisant le tablea				
6. b) Will the supplier and its employees (e.g. cleane	rs, maintenance personnel) require	access to restricted	access areas? No access to	No Yes
PROTECTED and/or CLASSIFIED information Le fournisseur et ses employés (p. ex. nettoyeu		arcès à des zones	d'accès restreintes? L'accès	└── Non └── Oui
à des renseignements ou à des biens PROTÉG	GÉS et/ou CLASSIFIÉS n'est pas au		d acces restremes: Lacces	
S'agit-il d'un contrat de messagerie ou de livrais		do puit?		No Yes Oui
7. a) Indicate the type of information that the supplie	1 0		on augual la faurnissaur daura s	
		r le type d'illioilliatit	_	Ivoli acces
Canada	NATO / OTAN		Foreign / Étranger	
7. b) Release restrictions / Restrictions relatives à la			No selecce sectifications	
No release restrictions Aucune restriction relative	All NATO countries Tous les pays de l'OTAN		No release restrictions  Aucune restriction relative	
à la diffusion			à la diffusion	
Not releasable				
À ne pas diffuser				
Restricted to: / Limité à :	Restricted to: / Limité à :		Restricted to: / Limité à :	
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le	(s) pays :	Specify country(ies): / Précise	er le(s) pavs :
eposity country(too). / 1 tooloo! to(e) payo!	epoony ocurnity(100): 7 1 1001001 10(	(o) payo.	opening country (1867). 7 1 186186	10(0) payo .
7. c) Level of information / Niveau d'information				
PROTECTED A	NATO UNCLASSIFIED,		PROTECTED A	
PROTÉGÉ A	NATO NON CLASSIFIÉ		PROTÉGÉ A	
PROTECTED B	NATO RESTRICTED		PROTECTED B	
PROTÉGÉ B L PROTECTED C	NATO DIFFUSION RESTREINTE NATO CONFIDENTIAL	<del>-  - </del>	PROTÉGÉ B PROTECTED C	블
PROTÉGÉ C	NATO CONFIDENTIAL NATO CONFIDENTIAL		PROTÉGÉ C	
CONFIDENTIAL	NATO SECRET		CONFIDENTIAL	<del>                                      </del>
CONFIDENTIAL	NATO SECRET		CONFIDENTIAL	
SECRET	COSMIC TOP SECRET		SECRET	計
SECRET	COSMIC TRÈS SECRET		SECRET	
TOP SECRET			TOP SECRET	一
TRÈS SECRET			TRÈS SECRET	
TOP SECRET (SIGINT)			TOP SECRET (SIGINT)	
TRÈS SECRET (SIGINT)			TRÈS SECRET (SIGINT)	

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-							
PAR I 8. Wil	A (cont I the sup	inued) / PARTIE A (suite) plier require access to PROTECTE	D and/or CLASSIFIED COMSEC	information or assets?		□ No □	Yes
Le	fournisse	eur aura-t-il accès à des renseignen			IFIÉS?	Non L	Oui
		ate the level of sensitivity: native, indiquer le niveau de sensibi	ilité ·				
9. Wil	I the sup	plier require access to extremely se	ensitive INFOSEC information or a			No	Yes
Le	fournisse	eur aura-t-il accès à des renseignen	nents ou à des biens INFOSEC de	e nature extrêmement délicate?		Non	Oui
Sho	ort Title(s	s) of material / Titre(s) abrégé(s) du	matériel :				
		lumber / Numéro du document :					
		SONNEL (SUPPLIER) / PARTIE E el security screening level required					
		RELIABILITY STATUS COTE DE FIABILITÉ	CONFIDENTIAL CONFIDENTIEL	SECRET SECRET	TOP SECR TRÈS SEC		
		TOP SECRET- SIGINT	NATO CONFIDENTIAL	NATO SECRET	COSMIC TO	OP SECRET	
		TRÈS SECRET – SIGINT SITE ACCESS	NATO CONFIDENTIEL	L NATO SECRET	COSMIC II	RÉS SECRET	
		ACCÈS AUX EMPLACEMENTS					
		Special comments:  Commentaires spéciaux :					
		,					
		NOTE: If multiple levels of screening			and a constitution of the first		
10. b)	May uns	REMARQUE: Si plusieurs niveau creened personnel be used for por		luis, un guide de classification de l	a securite doit etre t	ourni.	Yes
,		onnel sans autorisation sécuritaire		du travail?		Non	Oui
		vill unscreened personnel be escort				No	Yes
	Dans ra	ffirmative, le personnel en question	sera-t-ii escorte?			Non	Oui
		EGUARDS (SUPPLIER) / PARTIE		N (FOURNISSEUR)			
INFO	ORMATI	ON/ASSETS / RENSEIGNEMI	ENTS / BIENS				
11. a)	Will the	supplier be required to receive and	store PROTECTED and/or CLAS	SIFIED information or assets on it	s site or	□ No □	Yes
<b>'</b>	premise	s?				└── Non └	Oui
	Le fourr	isseur sera-t-il tenu de recevoir et d FIÉS?	d'entreposer sur place des renseig	gnements ou des biens PROTEGE	:S et/ou		
11. b)		supplier be required to safeguard C isseur sera-t-il tenu de protéger de		OMSEC?		No Non	Yes Oui
			o remodiginamente da dos pieno o				
PRO	DUCTIO	ON .					
44 - 33	VAZIL 41: -	made ation (many factors and to	:	TED and/an OI ACCIETED		A1-	
11. C)		roduction (manufacture, and/or repair the supplier's site or premises?	ir and/or modification) of PROTECT	ED and/or CLASSIFIED material of	r equipment	No Non	Yes Oui
	Les insta	allations du fournisseur serviront-elles	s à la production (fabrication et/ou re	éparation et/ou modification) de ma	tériel PROTÉGÉ		
	et/ou CL	ASSIFIE?					
INFO	ORMATIC	ON TECHNOLOGY (IT) MEDIA /	SUPPORT RELATIF À LA TECHN	IOLOGIE DE L'INFORMATION (TI)	)		
11. d)		supplier be required to use its IT syste	ems to electronically process, produ	ice or store PROTECTED and/or C	LASSIFIED	No T	Yes
		ion or data? isseur sera-t-il tenu d'utiliser ses prop	ores systèmes informatiques nour tr	raiter, produire ou stocker électropiq	uement des	Non	Oui
		iements ou des données PROTÉGÉ		and, produire od stocker electroniq	aomont aoo		
	1 A P.H 2		P 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			N <sub>0</sub>	□v <sub>aa</sub>
11. e)		e be an electronic link between the su ra-t-on d'un lien électronique entre le			ce	No Non L	Yes — Oui
		ementale?	,				-

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Security Classification / Classification de sécurité

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*	Government	Gouvernement
	of Canada	du Canada

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PART C - (continued) /	PARTIE C -	(suite)	
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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				ASSIFIED ASSIFIÉ			NATO				COMSEC					
	Α	В	С	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP		OTECT ROTÉG		CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		SECRET COSMIC TRÈS SECRET	Α	В	С	CONFIDENTIEL		TRES SECRET	
nformation / Assets Renseignements / Biens																	
Production																	
T Media / Support TI																	
T Link / _ien électronique																	
2. a) Is the descrip								and/or CLAS ROTÉGÉE et		SIFIÉF?				ſ	No Non	☐ Y	

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?										No Non	Yes			
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.											□ Ou			
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, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).														



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

PART D - AUTHORIZATION / PART					
13. Organization Project Authority / C	Chargé de projet de l'or	ganisme			
Name (print) - Nom (en lettres moulées)		Title - Titre		Signature	
Telephone No N° de téléphone	Facsimile No N° de	télécopieur	E-mail address - Adresse coul	rriel	Date
14. Organization Security Authority /	l Responsable de la séc	urité de l'organ	isme		<u> </u>
Name (print) - Nom (en lettres moulé	es)	Title - Titre		Signature	
, , ,	•				
Telephone No N° de téléphone	Facsimile No N° de	télécopieur	E-mail address - Adresse cour	rriel	Date
15. Are there additional instructions (	, , ,	,	,		No Yes
Des instructions supplémentaires	s (p. ex. Guide de sécu	rité, Guide de c	lassification de la sécurité) son	t-elles jointes	s? LNon L Oui
16. Procurement Officer / Agent d'ap	provisionnement				
Name (print) - Nom (en lettres moulé	· ·es)	Title - Titre		Signature	
, , ,	,			l organismo	
Collin Long	Senio	r Contra	acting Officer		
Telephone No N° de téléphone	Facsimile No N° de	téléconieur	E-mail address - Adresse co	ırriol	Date
Telephone No N de telephone	Tacsimile No N de	•	.Long@nrc-cnrc.		Date
17. Contracting Security Authority / A	utorité contractante en			ge.ca	<u> </u>
Name (print) - Nom (en lettres moulé		Title - Titre		Signature	
	:65)	Title - Title		Signature	
Telephone No N° de téléphone	Facsimile No N° de	télécopieur	E-mail address - Adresse co	urriel	Date

Security Classification / Classification de sécurité

TBS/SCT 350-103(2004/12)

**Canadä** 

#### Instructions for completion of a Security Requirements Check List (SRCL)

The instruction sheet should remain attached until Block #17 has been completed.

#### **GENERAL - PROCESSING THIS FORM**

The project authority shall arrange to complete this form.

The organization security officer shall review and approve the security requirements identified in the form, in cooperation with the project authority.

The contracting security authority is the organization responsible for ensuring that the suppliers are compliant with the security requirements identified in the SRCL.

All requisitions and subsequent tender / contractual documents including subcontracts that contain PROTECTED and/or CLASSIFIED requirements must be accompanied by a completed SRCL.

It is important to identify the level of PROTECTED information or assets as Level "A," "B" or "C," when applicable; however, certain types of information may only be identified as "PROTECTED". No information pertaining to a PROTECTED and/or CLASSIFIED government contract may be released by suppliers, without prior written approval of the individual identified in Block 17 of this form.

The classification assigned to a particular stage in the contractual process does not mean that everything applicable to that stage is to be given the same classification. Every item shall be PROTECTED and/or CLASSIFIED according to its own content. If a supplier is in doubt as to the actual level to be assigned, they should consult with the individual identified in Block 17 of this form.

#### PART A - CONTRACT INFORMATION

#### Contract Number (top of the form)

This number must be the same as that found on the requisition and should be the one used when issuing an RFP or contract. This is a unique number (i.e. no two requirements will have the same number). A new SRCL must be used for each new requirement or requisition (e.g. new contract number, new SRCL, new signatures).

#### 1. Originating Government Department or Organization

Enter the department or client organization name or the prime contractor name for which the work is being performed.

#### 2. Directorate / Branch

This block is used to further identify the area within the department or organization for which the work will be conducted.

#### 3. a) Subcontract Number

If applicable, this number corresponds to the number generated by the Prime Contractor to manage the work with its subcontractor.

### b) Name and Address of Subcontractor

Indicate the full name and address of the Subcontractor if applicable.

#### 4. Brief Description of Work

Provide a brief explanation of the nature of the requirement or work to be performed.

### 5. a) Will the supplier require access to Controlled Goods?

The Defence Production Act (DPA) defines "Controlled Goods" as certain goods listed in the Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA). Suppliers who examine, possess, or transfer Controlled Goods within Canada must register in the Controlled Goods Directorate or be exempt from registration. More information may be found at www.cgd.gc.ca.

# b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?

The prime contractor and any subcontractors must be certified under the U.S./Canada Joint Certification Program if the work involves access to unclassified military data subject to the provisions of the Technical Data Control Regulations. More information may be found at www.dlis.dla.mil/jcp.

#### 6. Indicate the type of access required

Identify the nature of the work to be performed for this requirement. The user is to select one of the following types:

#### a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?

The supplier would select this option if they require access to PROTECTED and/or CLASSIFIED information or assets to perform the duties of the requirement.

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.

The supplier would select this option if they require regular access to government premises or a secure work site only. The supplier will not have access to PROTECTED and/or CLASSIFIED information or assets under this option.

#### c) Is this a commercial courier or delivery requirement with no overnight storage?

The supplier would select this option if there is a commercial courier or delivery requirement. The supplier will not be allowed to keep a package overnight. The package must be returned if it cannot be delivered.

#### 7. Type of information / Release restrictions / Level of information

Identify the type(s) of information that the supplier may require access to, list any possible release restrictions, and if applicable, provide the level(s) of the information. The user can make multiple selections based on the nature of the work to be performed.

Departments must process SRCLs through PWGSC where:

- contracts that afford access to PROTECTED and/or CLASSIFIED foreign government information and assets;
- contracts that afford foreign contractors access to PROTECTED and/or CLASSIFIED Canadian government information and assets; or
- contracts that afford foreign or Canadian contractors access to PROTECTED and/or CLASSIFIED information and assets
  as defined in the documents entitled Identifying INFOSEC and INFOSEC Release.

#### a) Indicate the type of information that the supplier will be required to access

#### Canadian government information and/or assets

If Canadian information and/or assets are identified, the supplier will have access to PROTECTED and/or CLASSIFIED information and/or assets that are owned by the Canadian government.

#### NATO information and/or assets

If NATO information and/or assets are identified, this indicates that as part of this requirement, the supplier will have access to PROTECTED and/or CLASSIFIED information and/or assets that are owned by NATO governments. NATO information and/or assets are developed and/or owned by NATO countries and are not to be divulged to any country that is not a NATO member nation. Persons dealing with NATO information and/or assets must hold a NATO security clearance and have the required need-to-know.

Requirements involving CLASSIFIED NATO information must be awarded by PWGSC. PWGSC / CIISD is the Designated Security Authority for industrial security matters in Canada.

#### Foreign government information and/or assets

If foreign information and/or assets are identified, this requirement will allow access to information and/or assets owned by a country other than Canada.

#### b) Release restrictions

If **Not Releasable** is selected, this indicates that the information and/or assets are for **Canadian Eyes Only (CEO)**. Only Canadian suppliers based in Canada can bid on this type of requirement. NOTE: If Canadian information and/or assets coexists with CEO information and/or assets, the CEO information and/or assets must be stamped **Canadian Eyes Only (CEO)**.

If No Release Restrictions is selected, this indicates that access to the information and/or assets are not subject to any restrictions.

If ALL NATO countries is selected, bidders for this requirement must be from NATO member countries only.

NOTE: There may be multiple release restrictions associated with a requirement depending on the nature of the work to be performed. In these instances, a security guide should be added to the SRCL clarifying these restrictions. The security guide is normally generated by the organization's project authority and/or security authority.

#### c) Level of information

Using the following chart, indicate the appropriate level of access to information/assets the supplier must have to perform the duties of the requirement.

PROTECTED	CLASSIFIED	NATO
PROTECTED A	CONFIDENTIAL	NATO UNCLASSIFIED
PROTECTED B	SECRET	NATO RESTRICTED
PROTECTED C	TOP SECRET	NATO CONFIDENTIAL
	TOP SECRET (SIGINT)	NATO SECRET
		COSMIC TOP SECRET

### 8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

If Yes, the supplier personnel requiring access to COMSEC information or assets must receive a COMSEC briefing. The briefing will be given to the "holder" of the COMSEC information or assets. In the case of a "personnel assigned" type of contract, the customer department will give the briefing. When the supplier is required to receive and store COMSEC information or assets on the supplier's premises, the supplier's COMSEC Custodian will give the COMSEC briefings to the employees requiring access to COMSEC information or assets. If Yes, the Level of sensitivity must be indicated.

#### 9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

If Yes, the supplier must provide the Short Title of the material and the Document Number. Access to extremely sensitive INFOSEC information or assets will require that the supplier undergo a Foreign Ownership Control or Influence (FOCI) evaluation by CIISD.

#### PART B - PERSONNEL (SUPPLIER)

#### 10. a) Personnel security screening level required

Identify the screening level required for access to the information/assets or client facility. More than one level may be identified depending on the nature of the work. Please note that Site Access screenings are granted for access to specific sites under prior arrangement with the Treasury Board of Canada Secretariat. A Site Access screening only applies to individuals, and it is not linked to any other screening level that may be granted to individuals or organizations.

RELIABILITY STATUS	CONFIDENTIAL	SECRET
TOP SECRET	TOP SECRET (SIGINT)	NATO CONFIDENTIAL
NATO SECRET	COSMIC TOP SECRET	SITE ACCESS

If multiple levels of screening are identified, a Security Classification Guide must be provided.

### b) May unscreened personnel be used for portions of the work?

Indicating Yes means that portions of the work are not PROTECTED and/or CLASSIFIED and may be performed outside a secure environment by unscreened personnel. The following question must be answered if unscreened personnel will be used:

#### Will unscreened personnel be escorted?

If No, unscreened personnel may not be allowed access to sensitive work sites and must not have access to PROTECTED and/or CLASSIFIED information and/or assets.

If Yes, unscreened personnel must be escorted by an individual who is cleared to the required level of security in order to ensure there will be no access to PROTECTED and/or CLASSIFIED information and/or assets at the work site.

#### PART C - SAFEGUARDS (SUPPLIER)

### 11. INFORMATION / ASSETS

# a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information and/or assets on its site or premises?

If Yes, specify the security level of the documents and/or equipment that the supplier will be required to safeguard at their own site or premises using the summary chart.

#### b) Will the supplier be required to safeguard COMSEC information or assets?

If Yes, specify the security level of COMSEC information or assets that the supplier will be required to safeguard at their own site or premises using the summary chart.

### **PRODUCTION**

c) Will the production (manufacture, repair and/or modification) of PROTECTED and/or CLASSIFIED material and/or equipment occur at the supplier's site or premises?

Using the summary chart, specify the security level of material and/or equipment that the supplier manufactured, repaired and/or modified and will be required to safeguard at their own site or premises.

# **INFORMATION TECHNOLOGY (IT)**

# d) Will the supplier be required to use its IT systems to electronically process and/or produce or store PROTECTED and/or CLASSIFIED information and/or data?

If Yes, specify the security level in the summary chart. This block details the information and/or data that will be electronically processed or produced and stored on a computer system. The client department and/or organization will be required to specify the IT security requirements for this procurement in a separate technical document. The supplier must also direct their attention to the following document: Treasury Board of Canada Secretariat - Operational Security Standard: Management of Information Technology Security (MITS).

#### e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

If Yes, the supplier must have their IT system(s) approved. The Client Department must also provide the Connectivity Criteria detailing the conditions and the level of access for the electronic link (usually not higher than PROTECTED B level).

#### **SUMMARY CHART**

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.

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

PROTECTED	CLASSIFIED	NATO	COMSEC
PROTECTED A	CONFIDENTIAL	NATO RESTRICTED	PROTECTED A
PROTECTED B	SECRET	NATO CONFIDENTIAL	PROTECTED B
PROTECTED C	TOP SECRET	NATO SECRET	PROTECTED C
	TOP SECRET (SIGINT)	COSMIC TOP SECRET	CONFIDENTIAL
			SECRET
			TOP SECRET

#### 12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

#### b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

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).

#### PART D - AUTHORIZATION

#### 13. Organization Project Authority

This block is to be completed and signed by the appropriate project authority within the client department or organization (e.g. the person responsible for this project or the person who has knowledge of the requirement at the client department or organization). This person may on occasion be contacted to clarify information on the form.

#### 14. Organization Security Authority

This block is to be signed by the Departmental Security Officer (DSO) (or delegate) of the department identified in Block 1, or the security official of the prime contractor.

#### 15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

A Security Guide or Security Classification Guide is used in conjunction with the SRCL to identify additional security requirements which do not appear in the SRCL, and/or to offer clarification to specific areas of the SRCL.

# 16. Procurement Officer

This block is to be signed by the procurement officer acting as the contract or subcontract manager.

# 17. Contracting Security Authority

This block is to be signed by the Contract Security Official. Where PWGSC is the Contract Security Authority, Canadian and International Industrial Security Directorate (CIISD) will complete this block.

#### Instructions pour établir la Liste de vérification des exigences relatives à la sécurité (LVERS)

La feuille d'instructions devrait rester jointe au formulaire jusqu'à ce que la case 17 ait été remplie.

#### GÉNÉRALITÉS - TRAITEMENT DU PRÉSENT FORMULAIRE

Le responsable du projet doit faire remplir ce formulaire.

L'agent de sécurité de l'organisation doit revoir et approuver les exigences de sécurité qui figurent dans le formulaire, en collaboration avec le responsable du projet.

Le responsable de la sécurité des marchés est le responsable chargé de voir à ce que les fournisseurs se conforment aux exigences de sécurité mentionnées dans la LVERS.

Toutes les demandes d'achat ainsi que tous les appels d'offres et les documents contractuels subséquents, y compris les contrats de sous-traitance, qui comprennent des exigences relatives à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS doivent être accompagnés d'une LVERS dûment remplie.

Il importe d'indiquer si les renseignements ou les biens PROTÉGÉS sont de niveau A, B ou C, le cas échéant; cependant, certains types de renseignements peuvent être indiqués par la mention « PROTÉGÉ » seulement. Aucun renseignement relatif à un contrat gouvernemental PROTÉGÉ ou CLASSIFIÉ ne peut être divulgué par les fournisseurs sans l'approbation écrite préalable de la personne dont le nom figure à la case 17 de ce formulaire.

La classification assignée à un stade particulier du processus contractuel ne signifie pas que tout ce qui se rapporte à ce stade doit recevoir la même classification. Chaque article doit être PROTÉGÉ et/ou CLASSIFIÉ selon sa propre nature. Si un fournisseur ne sait pas quel niveau de classification assigner, il doit consulter la personne dont le nom figure à la case 17 de ce formulaire.

#### **PARTIE A - INFORMATION CONTRACTUELLE**

#### Numéro du contrat (au haut du formulaire)

Ce numéro doit être le même que celui utilisé sur la demande d'achat et services et devrait être celui utilisé dans la DDP ou dans le contrat. Il s'agit d'un numéro unique (c.-à-d. que le même numéro ne sera pas attribué à deux besoins distincts). Une nouvelle LVERS doit être utilisée pour chaque nouveau besoin ou demande (p. ex. un nouveau numéro de contrat, une nouvelle LVERS, de nouvelles signatures).

#### 1. Ministère ou organisme gouvernemental d'origine

Inscrire le nom du ministère ou de l'organisme client ou le nom de l'entrepreneur principal pour qui les travaux sont effectués.

#### 2. Direction générale ou Direction

Cette case peut servir à fournir plus de détails quant à la section du ministère ou de l'organisme pour qui les travaux sont effectués.

#### 3. a) Numéro du contrat de sous-traitance

S'il y a lieu, ce numéro correspond au numéro généré par l'entrepreneur principal pour gérer le travail avec son sous-traitant.

#### b) Nom et adresse du sous-traitant

Indiquer le nom et l'adresse au complet du sous-traitant, s'il y a lieu.

#### 4. Brève description du travail

Donner un bref aperçu du besoin ou du travail à exécuter.

#### 5. a) Le fournisseur aura-t-il accès à des marchandises contrôlées?

La Loi sur la production de défense (LPD) définit « marchandises contrôlées » comme désignant certains biens énumérés dans la Liste des marchandises d'exportation contrôlée, un règlement établi en vertu de la Loi sur les licences d'exportation et d'importation (LLEI). Les fournisseurs qui examinent, possèdent ou transfèrent des marchandises contrôlées à l'intérieur du Canada doivent s'inscrire à la Direction des marchandises contrôlées ou être exemptés de l'inscription. On trouvera plus d'information à l'adresse www.cgp.gc.ca.

# b) 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?

L'entrepreneur et tout sous-traitant doivent être accrédités en vertu du Programme mixte d'agrément Etats-Unis / Canada si le travail comporte l'accès à des données militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques. On trouvera plus d'information à l'adresse www.dlis.dla.mil/jcp/.

#### 6. Indiquer le type d'accès requis

Indiquer la nature du travail à exécuter pour répondre à ce besoin. L'utilisateur doit choisir un des types suivants :

# a) Le fournisseur et ses employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?

Le fournisseur choisit cette option s'il doit avoir accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS pour accomplir le travail requis.

# b) 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.

Le fournisseur choisit cette option seulement s'il doit avoir accès régulièrement aux locaux du gouvernement ou à un lieu de travail protégé. Le fournisseur n'aura pas accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS en vertu de cette option.

#### c) S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?

Le fournisseur choisit cette option s'il y a nécessité de recourir à un service de messagerie ou de livraison commerciale. Le fournisseur ne sera pas autorisé à garder un colis pendant la nuit. Le colis doit être retourné s'il ne peut pas être livré.

#### 7. Type d'information / Restrictions relatives à la diffusion / Niveau d'information

Indiquer le ou les types d'information auxquels le fournisseur peut devoir avoir accès, énumérer toutes les restrictions possibles relatives à la diffusion, et, s'il y a lieu, indiquer le ou les niveaux d'information. L'utilisateur peut faire plusieurs choix selon la nature du travail à exécuter.

Les ministères doivent soumettre la LVERS à TPSGC lorsque:

- les marchés prévoient l'accès aux renseignements et aux biens de nature PROTÉGÉS et/ou CLASSIFIÉS étrangers ;
- les marchés prévoient aux entrepreneurs étrangers l'accès aux renseignements et aux biens de nature PROTÉGÉS et/ou CLASSIFIÉS canadiens; ou
- les marchés prévoient aux entrepreneurs étrangers ou canadiens l'accès aux renseignements et aux biens de nature PROTÉGÉS et/ou CLASSIFIÉS tels que définis dans les documents intitulés Moyens INFOSEC détermination et Divulgation de INFOSEC.

#### a) Indiquer le type d'information auquel le fournisseur devra avoir accès

#### Renseignements et/ou biens du gouvernement canadien

Si des renseignements et/ou des biens canadiens sont indiqués, le fournisseur aura accès à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS appartenant au gouvernement canadien.

#### Renseignements et/ou biens de l'OTAN

Si des renseignements et/ou des biens de l'OTAN sont indiqués, cela signifie que, dans le cadre de ce besoin, le fournisseur aura accès à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS appartenant à des gouvernements membres de l'OTAN. Les renseignements et/ou les biens de l'OTAN sont élaborés par des pays de l'OTAN ou leur appartiennent et ne doivent être divulgués à aucun pays qui n'est pas un pays membre de l'OTAN. Les personnes qui manient des renseignements et/ou des biens de l'OTAN doivent détenir une autorisation de sécurité de l'OTAN et avoir besoin de savoir.

Les contrats comportant des renseignements CLASSIFIÉS de l'OTAN doivent être attribués par TPSGC. La DSICI de TPSGC est le responsable de la sécurité désigné relativement aux questions de sécurité industrielle au Canada.

#### Renseignements et/ou biens de gouvernements étrangers

Si des renseignements et/ou des biens de gouvernements étrangers sont indiqués, ce besoin permettra l'accès à des renseignements et/ou à des biens appartenant à un pays autre que le Canada.

#### b) Restrictions relatives à la diffusion

Si À ne pas diffuser est choisi, cela indique que les renseignements et/ou les biens sont réservés aux Canadiens. Seuls des fournisseurs canadiens installés au Canada peuvent soumissionner ce genre de besoin. NOTA: Si des renseignements et/ou des biens du gouvernement canadien coexistent avec des renseignements et/ou des biens réservés aux Canadiens, ceux-ci doivent porter la mention Réservé aux Canadiens.

Si Aucune restriction relative à la diffusion est choisi, cela indique que l'accès aux renseignements et/ou aux biens n'est assujetti à aucune restriction.

Si Tous les pays de l'OTAN est choisi, les soumissionnaires doivent appartenir à un pays membre de l'OTAN.

NOTA: Il peut y avoir plus d'une restriction s'appliquant à une demande, selon la nature des travaux à exécuter. Pour ce genre de contrat, un guide de sécurité doit être joint à la LVERS afin de clarifier les restrictions. Ce guide est généralement préparé par le chargé de projet et/ou le responsable de la sécurité de l'organisme.

#### c) Niveau d'information

À l'aide du tableau ci-dessous, indiquer le niveau approprié d'accès aux renseignements et/ou aux biens que le fournisseur doit avoir pour accomplir les travaux requis.

PROTÉGÉ	CLASSIFIÉ	NATO
PROTÉGÉ A	CONFIDENTIEL	NATO NON CLASSIFIÉ
PROTÉGÉ B	SECRET	NATO DIFFUSION RESTREINTE
PROTÉGÉ C	TRÈS SECRET	NATO CONFIDENTIEL
	TRÈS SECRET (SIGINT)	NATO SECRET
		COSMIC TRÈS SECRET

- 8. Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
  Si la réponse est Oui, les membres du personnel du fournisseur qui doivent avoir accès à des renseignements ou à des biens
  COMSEC doivent participer à une séance d'information COMSEC. Cette séance sera donnée au « détenteur autorisé » des
  renseignements ou des biens COMSEC. Dans le cas des contrats du type « personnel affecté », cette séance sera donnée par le
  ministère client. Lorsque le fournisseur doit recevoir et conserver, dans ses locaux, des renseignements ou des biens COMSEC, le
  responsable de la garde des renseignements ou des biens COMSEC de l'entreprise donnera la séance d'information COMSEC aux
  membres du personnel qui doivent avoir accès à des renseignements ou à des biens COMSEC.
- 9. Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Si la réponse est Oui, le fournisseur doit indiquer le titre abrégé du document, le numéro du document et le niveau de sensibilité. L'accès à des renseignements ou à des biens extrêmement délicats INFOSEC exigera que le fournisseur fasse l'objet d'une vérification Participation, contrôle et influence étrangers (PCIE) effectuée par la DSICI.

### PARTIE B - PERSONNEL (FOURNISSEUR)

#### 10. a) Niveau de contrôle de la sécurité du personnel requis

Indiquer le niveau d'autorisation de sécurité que le personnel doit détenir pour avoir accès aux renseignements, aux biens ou au site du client. Selon la nature du travail, il peut y avoir plus d'un niveau de sécurité. Veuillez noter que des cotes de sécurité sont accordées pour l'accès à des sites particuliers, selon des dispositions antérieures prises auprès du Secrétariat du Conseil du Trésor du Canada. La cote de sécurité donnant accès à un site s'applique uniquement aux personnes et n'est liée à aucune autre autorisation de sécurité accordée à des personnes ou à des organismes.

COTE DE FIABILITÉ	CONFIDENTIEL	SECRET
TRÈS SECRET	TRÈS SECRET (SIGINT)	NATO CONFIDENTIEL
NATO SECRET	COSMIC TRÈS SECRET	ACCÈS AUX EMPLACEMENTS

Si plusieurs niveaux d'autorisation de sécurité sont indiqués, un guide de classification de sécurité doit être fourni.

#### b) Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

Si la réponse est Oui, cela veut dire que certaines tâches ne sont pas PROTÉGÉES et/ou CLASSIFIÉES et peuvent être exécutées à l'extérieur d'un environnement sécurisé par du personnel n'ayant pas d'autorisation de sécurité. Il faut répondre à la question suivante si l'on a recours à du personnel n'ayant pas d'autorisation de sécurité :

#### Le personnel n'ayant pas d'autorisation de sécurité sera-t-il escorté?

Si la réponse est Non, le personnel n'ayant pas d'autorisation de sécurité ne pourra pas avoir accès à des lieux de travail dont l'accès est réglementé ni à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS.

Si la réponse est Oui, le personnel n'ayant pas d'autorisation de sécurité devra être escorté par une personne détenant la cote de sécurité requise, pour faire en sorte que le personnel en question n'ait pas accès à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS sur les lieux de travail.

#### PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

#### 11. RENSEIGNEMENTS / BIENS:

# a) Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

Si la réponse est Oui, préciser, à l'aide du tableau récapitulatif, le niveau de sécurité des documents ou de l'équipement que le fournisseur devra protéger dans ses installations.

#### b) Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

Si la réponse est Oui, préciser, à l'aide du tableau récapitulatif, le niveau de sécurité des renseignements ou des biens COMSEC que le fournisseur devra protéger dans ses installations.

#### **PRODUCTION**

c) Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

Préciser, à l'aide du tableau récapitulatif, le niveau de sécurité du matériel que le fournisseur fabriquera, réparera et/ou modifiera et devra protéger dans ses installations.

#### **TECHNOLOGIE DE L'INFORMATION (TI)**

d) 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?

Si la réponse est Oui, préciser le niveau de sécurité à l'aide du tableau récapitulatif. Cette case porte sur les renseignements qui seront traités ou produits électroniquement et stockés dans un système informatique. Le ministère/organisme client devra préciser les exigences en matière de sécurité de la TI relativement à cet achat dans un document technique distinct. Le fournisseur devra également consulter le document suivant : Secrétariat du Conseil du Trésor du Canada – Norme opérationnelle de sécurité : Gestion de la sécurité des technologies de l'information (GSTI).

e) Y aura-t-il un lien électronique entre les systèmes informatiques du fournisseur et celui du ministère ou de l'agence gouvernementale?

Si la réponse est Oui, le fournisseur doit faire approuver ses systèmes informatiques. Le ministère client doit aussi fournir les critères de connectivité qui décrivent en détail les conditions et le niveau de sécurité relativement au lien électronique (habituellement pas plus haut que le niveau PROTÉGÉ B).

# TABLEAU RÉCAPITULATIF

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.

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.

PROTÉGÉ	CLASSIFIÉ	NATO	COMSEC
PROTÉGÉ A	CONFIDENTIEL	NATO DIFFUSION RESTREINTE	PROTÉGÉ A
PROTÉGÉ B	SECRET	NATO CONFIDENTIEL	PROTÉGÉ B
PROTÉGÉ C	TRÈS SECRET	NATO SECRET	PROTÉGÉ C
	TRÈS SECRET (SIGINT)	COSMIC TRÈS SECRET	CONFIDENTIEL
			SECRET
			TRÈS SECRET

### 12. a) La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

Si la réponse est Oui, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de

sécurité » au haut et au bas du formulaire.

# b) La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

Si la réponse est Oui, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

#### **PARTIE D - AUTORISATION**

# 13. Chargé de projet de l'organisme

Cette case doit être remplie et signée par le chargé de projet pertinent (c.-à-d. la personne qui est responsable de ce projet ou qui connaît le besoin au ministère ou à l'organisme client. On peut, à l'occasion, communiquer avec cette personne pour clarifier des renseignements figurant sur le formulaire.

#### 14. Responsable de la sécurité de l'organisme

Cette case doit être signée par l'agent de la sécurité du ministère (ASM) du ministère indiqué à la case 1 ou par son remplaçant ou par le responsable de la sécurité du fournisseur.

#### 15. Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

Un Guide de sécurité ou un Guide de classification de sécurité sont utilisés de concert avec la LVERS pour faire part d'exigences supplémentaires en matière de sécurité qui n'apparaissent pas dans la LVERS et/ou pour éclaircir certaines parties de la LVERS.

#### 16. Agent d'approvisionnement

Cette case doit être signée par l'agent des achats qui fait fonction de gestionnaire du contrat ou du contrat de sous-traitance.

#### 17. Autorité contractante en matière de sécurité

Cette case doit être signée par l'agent de la sécurité du marché. Lorsque TPSGC est le responsable de la sécurité du marché, la Direction de la sécurité industrielle canadienne et internationale (DSICI) doit remplir cette case.