



SPECIFICATIONS

SOLICITATION #: 24-58024

BUILDING: U-87,
2320 Lester Road,
Ottawa, Ontario

PROJECT: U87 Electric Vehicle Charging Station

PROJECT #: 6263

Date: May 2024

SPECIFICATION

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Construction Tender Form

Project Identification **U87 Electric Vehicle Charging Station**

Tender No.: **24-58024**

1.2 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 Canada	Conseil national de recherches 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 services 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 form as described in Article 5 of the General Instructions to Tenderers, my/our tender is subject to disqualification.

National Research Council Conseil national de recherches
Canada Canada

Finance and Procurement Direction des services financiers
Services Branch et d'approvisionnement

1.7 Contract Security

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 Appendices

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 Canada	Conseil national de recherches Canada
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Finance and Procurement Services Branch	Direction des services financiers et d'approvisionnement
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1.10 Execution of Tender

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

**SIGNED, ATTESTED TO AND DELIVERED on the _____ day of
_____ on behalf 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

BUY AND SELL NOTICE

U87 Electric Vehicle Charing Station

You are invited to submit **one** electronic Technical Proposal and **one** electronic Tender Form in two separate attachments to fulfil the following requirement forming part of this Request for Proposal. One attachment **must** be clearly marked 'Technical Proposal' and the other attachment **must** be marked 'Tender Form'. All financial information **must** be fully contained in the Tender Form, and only in the Tender Form. Vendors who provide financial information in the technical proposal will be disqualified. **All proposals should include the front page of this RFP duly completed.**

The National Research Council Canada, 2320 Lester Road Ottawa, has a requirement for a project that includes:

The proposed scope of work includes the installation of a Level 3 Electric Vehicle(EV) Charger outside Building U-87 located at the Lester Road Campus of the National Research Council of Canada.

Tender Destination

- a) Tenders are to be submitted **by email only**:
National Research Council Canada

NRC.BidReceiving-ReceptiondesSoumissions.CNRC@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.

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

Selection Criteria

Potential bidders will be rated in a combination of technical score and price rating. For this project the total score will be established as follows:

Technical rating 40%	=	Technical Score (Points)
Price rating 60%	=	Price Score (Points)
Total Score	=	Max. 100 points

Mandatory requirements

Failure to meet the mandatory requirement will render the proposal as non-compliant and no further evaluation will be carried out.

Item	Mandatory Requirements	Proposal Page #(s)
1	The Proponent must have a minimum of ten (10) years' as a general contractor providing construction services comparable to this tender. Provide a company profile and relevant history as described in item #1 of the evaluated technical criteria	
2	The Proponent must supply a CV for the proposed Construction Site Supervisor and Project Manager. Construction Site Supervisor and Project Manager must each possess a minimum of 7 years' experience in a similar position. Note: It will not be acceptable for the Project Manager to act as a Site Supervisor	
3	The Proponent must demonstrate to be a member of any recognized general contractor association in Ontario	

Include this table with your proposal and indicate the proposal page where the information can be found.

Any Proposal which fails to meet any of the following mandatory requirements will be considered non-compliant and will not be given further consideration. Each requirement should be addressed separately.

Evaluated Technical Criteria

Item	Evaluated Technical Criteria	Proposal Page # (s)	Max Score
1	<p>Demonstrated experience by the Proponent providing general construction services relevant to this project. Include 2 comparable projects completed by the proponent's firm in the last 10 years with reference names & email address. Maximum 1 page per project. Evaluations will take into account relevance compared to the scope of this tender (up to 3 point for each example project) and whether the reference was satisfied with the work completed (up to 1 point for each example project). It is the responsibility of the bidder to ensure the contact information for the reference is accurate. If the reference cannot be reached or declines to provide input the proponent will receive a score of 0/1 for that example. A total of (3) pages (letter size) maximum for this criteria</p>		8
2	<p>Qualifications and overall experience of proposed Construction Site Supervisor. CV will be scored on the basis of related experience. Include detailed examples of 2 past projects (up to 2 points), experience acting as a Construction Site Supervisor on federal government construction projects (up to 3 points) and training/education (up to 1 point). A total of two (2) pages (letter size) maximum for this criteria.</p>		6
3	<p>Qualifications and overall experience of proposed Construction Project Manager. CV will be scored on the basis of related experience. Include detailed examples of 2 past projects (up to 2 points), experience acting as a Construction Project Manager on federal government construction projects (up to 3 points) and training/education (up to 1 point). A total of two (2) pages (letter size) maximum for this criteria</p>		6
4	<p>The Proponent must provide their construction schedule for this project, from award to final completion, detailing major milestones, critical path elements, and associated timelines. Schedule evaluation will be based on whether it meets the completion date noted in the tender documents (up to 2 points), and if the tasks and associated timelines demonstrate the contractor understands the scope of work (up to 3 points). A total of two (2) pages (tabloid size) maximum for this criteria.</p>		5
Total			25

Include this table with your proposal and indicate the proposal page where the information can be found.

Evaluation and Rating

Financial Proposal will remain sealed and only the technical components of the proposals considered responsive will be reviewed, evaluated and rated by a NRC Evaluation Board in accordance with the criteria listed in the evaluated technical criteria table.

No further consideration will be given to proponents not achieving the pass mark of 17.5 out of 25 (70%). The successful Bidder shall be the one who accumulates the highest combined score of the technical assessment (40%) and tendered amount (60%), as shown below:

TABLE A	Bidder #1	Bidder #2	Bidder #3
Technical score	18 out of 25	20 out of 25	23 out of 25
Tendered amount	\$190,000	\$200,000	\$210,000

For information only:

	Technical score (40%)	Tendered amount score (60%)	Final score
Bidder #1	$18/25 \times 40\% = 28.8$	$\frac{190 \text{ k} \times 60\%}{190 \text{ k}} = 60$	= 88.8
Bidder #2	$20/25 \times 40\% = 32$	$\frac{190 \text{ k} \times 60\%}{200 \text{ k}} = 57$	= 89
Bidder #3	$23/25 \times 40\% = 36.8$	$\frac{190 \text{ k} \times 60\%}{210 \text{ k}} = 54.3$	= 91.1 (successful bid)

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 May 9th and May 10th 2024 at **9:30am**. Meet Nick Becker at 2320 Lester Road, Building U89, Main Entrance, Ottawa, ON. 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. CLOSING DATE

Closing date is June 4th, 2024, 14:00

4. TENDER RESULTS

Following the Tender closing, proposals will be evaluated and notice of individual results will be sent by email to all Contractors who submitted a tender.

5. SECURITY REQUIREMENT FOR CANADIAN CONTRACTORS

5.1 MANDATORY SECURITY REQUIREMENT:

This procurement contains a mandatory security requirement as follows:

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Director (CISD), Public Works Government Services Canada.
2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. The Contractor must comply with the provisions of the:
 - a. Security Requirements Checklist attached at Appendix "D"
 - b. Industrial Security Manual (Latest Edition) available at: <https://www.tpsgc-pwgsc.gc.ca/esc-src/msi-ism/index-eng.html>

5.2 VERIFICATION OF SECURITY CLEARANCE AT BID CLOSING

1. The Bidder must hold a valid Designated Organization Screening (DOS) issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC), **TO BE INCLUDED WITH THEIR TENDER OR PROVIDED WITHIN 48 HOURS FROM THE DATE AND TIME OF TENDER CLOSING.** Verifications will be made through CISD to confirm the security clearance status of the Bidder. Failure to comply with this requirement will render the bid non-compliant and no further consideration will be given to the bid.
2. Within 72 hours of tender closing, the General Contractor must name all of his sub-contractors, each of whom must hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC, or any other Federal Department or Agency along with the names and birthdates or security clearance certificate numbers of all personnel who will be assigned to the project.
3. It is to be noted that any subcontractor required to perform any part of the work during the performance of the subsequent contract must also adhere to the mandatory security requirement of the contract. As well, no personnel without the required level of security will be allowed on site. It will be the responsibility of the successful bidder to ensure that the security requirement is met throughout the performance of the contract. The Crown will not be held liable or accountable for any delays or additional costs associated with the

contractor's non-compliance to the mandatory security requirement. Failure to comply with the mandatory security requirement will be grounds for being declared in default of contract.

4. For any enquiries concerning the project security requirement during the bidding period, the Bidder/Tenderer must contact the Security Officer @ 613-993-8956.

6. WSIB (WORKPLACE SAFETY AND INSURANCE BOARD)

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

7. OFFICE OF THE PROCUREMENT OMBUDSMAN

1. Clause for solicitation documents and regret letters for unsuccessful bidders

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent venue for Canadian bidders to raise complaints regarding the award of federal contracts under \$25,300 for goods and under \$101,100 for services. Should you have any issues or concerns regarding the award of a federal contract below these dollar amounts, contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information about OPO, including the available services, please visit the OPO website.

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 complainant respecting the administration of the 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.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.

3. Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the Department of Public Work and Government Services Act and Section 23 of the Procurement Ombudsman Regulations.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at boa.opo@boa-opo.gc.ca, or by web at www.opo-boa.gc.ca.

The Departmental Representative or his designate for this project is: Nick Becker
Nicholas.Becker@nrc-cnrc.gc.ca
Telephone: (343) 553-9461

Contracting Authority for this project is: Collin Long
Collin.Long@nrc-cnrc.gc.ca

INSTRUCTIONS TO BIDDERS

Article 1 – Receipt of Tender

- 1a) Tender must be received **by email only** not later than the specified tender closing time. Electronic bids received after the indicated closing time - NRC servers received time - 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. Tenders received after this time are invalid 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 amendments are received not later than the specified tender closing time.
- 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

NRC.BidReceiving-ReceptiondesSoumissions.CNRC@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 colored 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 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

- 1a) Tenders are to be submitted **by email only**:
National Research Council Canada

NRC.BidReceiving-ReceptiondesSoumissions.CNRC@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 ORIGINAL form. PDF via email is acceptable. **FAILURE TO PROVIDE THE REQUIRED BID SECURITY SHALL INVALIDATE THE TENDER.**
- 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 amount payable under the contract, OR
 - 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 7 – 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 8 – Examination of Site

- 1) 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 9 – 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.
- 1c) 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 10 – 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 11 – 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.

Article 12 – Harmonized Sales Tax

- 1) The Harmonized Sales Tax (HST) which is now in effect shall be considered an applicable tax for the purpose of this tender. However, the bidder shall NOT 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.

Non-resident contractors

RST guide 804

Published August 2006

ISBN: 1-4249-2007-8 (Print), **1-4249-2009-4 (PDF)**, **1-4249-2008-6 (HTML)**

Publication Archived

Notice to the reader: For Retail Sales Tax (RST) – On July 1, 2010 the 13 per cent Harmonized Sales Tax (HST) took effect in Ontario replacing the existing provincial Retail Sales Tax (RST) and combining it with the federal Goods and Services Tax (GST). As a result, RST provisions described on this page and in other publications ended on June 30, 2010.

Effective July 1, 2010 this publication was archived for RST purposes **only**. Use caution when you refer to it, since it reflects the law in force for RST at the time it was released and may no longer apply.

- The information in this Guide explains the Retail Sales Tax (RST) responsibilities of a non-resident contractor who is awarded a construction contract to perform work in Ontario and their Ontario customers. Please note that this Guide replaces the previous version dated March 2001.

Non-Resident Contractor Defined

A non-resident contractor is a contractor located outside Ontario who has been awarded a construction contract to perform work in Ontario, and who has not maintained a permanent place of business in Ontario continuously for twelve months immediately prior to signing the contract, or which is not a company incorporated under the laws of Ontario. A construction contract is a contract for the erection, remodelling or repair of a building or other structure on land.

A contractor is a person who is in the business of constructing, altering, repairing or improving real property and includes, but is not limited to,

1. a general contractor and subcontractor,
2. a carpenter, bricklayer, stonemason, electrician, plasterer, plumber, painter, decorator, paver, and bridge builder,
3. a sheet metal, tile and terrazzo, heating, air conditioning, insulation, ventilating, papering, road, roofing and cement contractor, who installs or incorporates items into real property. (See RST [Guide 206 - Real Property and Fixtures](#)).

Registration and Guarantee Deposit

Non-resident contractors who are awarded a construction contract in Ontario are required to register with the Ministry of Finance (ministry), Centralized Programs Unit and post a guarantee equal to 4 per cent of the total of each Ontario contract. The guarantee can be paid in cash, by certified cheque (payable to the Minister of Finance), letter of credit or by a guarantee bond.

To register with the ministry and to obtain further information on posting a guarantee, contractors should contact the ministry's Centralized Programs Unit, 33 King Street West, PO Box 623, Oshawa, Ontario, L1H 8H7, toll-free 1 866 ONT-TAXS (1 866 668-8297) or fax to 905 435-3617.

Non-resident contractors who sell taxable goods on a supply only basis to Ontario customers, or provide taxable services in Ontario, may obtain a regular Vendor Permit to collect and remit RST on their sales. Non-resident contractors who have been issued a regular Vendor Permit must still register separately with the ministry and post a guarantee if they are awarded a construction contract in Ontario.

Letter of Compliance

After receiving the guarantee, the ministry mails out two copies of a "letter of compliance" to the contractor certifying the Retail Sales Tax (RST) requirements have been met. Contractors must give a copy of the letter to their customers.

If a copy of the compliance letter is not provided, the customer must withhold 4 per cent of all amounts payable to the non resident contractor and pay the withheld amounts to the Minister of Finance (minister). Details relating to the contract should be sent along with the payments to the Centralized Programs Unit. Customers may give the minister a guarantee bond equal to 4 per cent of the total contract price instead of making the 4 per cent payments.

Note: Customers who do not follow these requirements may be held liable for 4 per cent of all amounts payable to the non resident contractor or any other amount that the Ministry deems to be the RST payable resulting from the performance of the contract.

Calculation of RST

Fair Value

RST is payable on the "fair value" of materials, purchased or brought into Ontario, to be used for work performed in Ontario. "Fair value" includes:

- the purchase price in Canadian funds;
- all charges by the supplier for handling and delivery, and
- any federal customs duties and excise taxes paid (but not the federal Goods and Services Tax (GST)).

Contractors are also required to pay RST to Ontario suppliers on the purchase, rental or lease of taxable services, materials, machinery, or equipment.

Machinery and Equipment - Leased

If machinery or equipment is leased from a supplier outside Ontario and brought into the province, RST is payable on the lease payments for the period the machinery or equipment is in Ontario.

Machinery and Equipment - Owned by Contractor

If machinery or equipment is owned by the contractor, RST may be calculated in one of the following ways:

- a. If a contractor brings machinery and equipment into Ontario for less than 12 months' use, RST is to be calculated using the following formula:

$$1/36 \times \text{net book value at date of import} \times \text{number of months in Ontario} \times \text{tax rate}$$

For the purpose of this formula, RST is payable for each month or part of a month that the goods are in Ontario. A month is considered 31 consecutive days and a part month is considered more than 12 days. The RST payable is based on the number of days the machinery and equipment are located in Ontario and not the number of days the items are actually used.

Example: Equipment is brought into Ontario on March 28 and taken out on May 8. The items were in the province for 41 days. RST is payable on the first 31 days' temporary stay in Ontario vs. use of the equipment. Since the remainder (10 days) is not considered part of a month, no RST is payable on this portion.

- b. If, at the time the goods are brought into Ontario, it is expected that the machinery or equipment will be in Ontario for more than twelve months, contractors must pay Retail Sales Tax (RST) on the following basis:

net book value at date of import x tax rate

If, at the time of import, the length of time is not known, vendors may use the formula under (a). If they later find it necessary to keep the machinery and equipment in Ontario for more than 12 months, the RST paid under (a) may be deducted from the RST payable under (b).

Using formula (a) or (b) above, contractors will calculate and remit the RST payable on the return that is filed when the contract is finished.

(See Completion of Contract section)

M a n u f a c t u r i n g f o r O w n U s e

Contractors may need to manufacture items, such as doors and windows, for their construction contracts. Manufacturing is work done in a factory away from a construction site, or in a mobile unit or workshop that is on or near the construction site. Manufacturing occurs when raw materials are changed into manufactured goods for use in real property contracts.

Contractors are considered to be manufacturing contractors if they produce goods:

1. for their own use in real property contracts, and
2. the manufactured cost of the goods is more than \$50,000 a year.

(See RST Guide 401 - Manufacturing Contractors)

C o n t r a c t s w i t h t h e F e d e r a l G o v e r n m e n t

Where a non-resident contractor enters into a construction contract with the federal government, for the construction of a building and/or the installation of equipment, the nature of the equipment will determine whether the contract should be let on a tax-included or tax excluded basis.

Contracts for the construction of a building and the installation of equipment that directly services that building (i.e., elevators, escalators, light fixtures, central heating and air conditioning, etc.) should be tendered on a tax -included basis. Contractors are the consumers of the materials used in fulfilling these contracts and must pay or account for RST on the materials used to complete the contracts. There is NO exemption just because the contract is with the federal government.

Contracts for the installation of equipment that becomes a fixture and does not directly service a building (i.e., material handling equipment, production machinery, communication equipment, training equipment) may be tendered on a tax-excluded basis. Contractors engaged in contracts of this nature are permitted to make tax exempt purchases of such equipment by issuing a valid Purchase Exemption Certificate (PEC) to their supplier. Only non-resident contractors who have registered with the ministry and posted a guarantee may issue a PEC.

E x e m p t i o n s

Contractors may supply and install equipment or materials for certain customers that may be entitled to an exemption from RST (e.g., manufacturers, Indian band councils, farmers and diplomatic organizations). The equipment or materials, when installed, becomes real property if it is permanently attached to land, or a fixture if it is permanently attached to a building or real property structure. Since

contractors are liable for RST, they should contact the ministry to find out if the customer qualifies for exemption before tendering the contract on a tax-excluded basis.

Status Indians, Indian Bands and Band Councils

Non-resident contractors may purchase building materials exempt from Retail Sales Tax (RST) for certain buildings and structures situated on reserves. The cost of such projects must be paid by the band council, and the buildings must provide a community service for the reserve. Contracts for the construction of an exempt community building project should be made on an RST-excluded basis. Non-resident contractors may purchase the materials exempt from RST by providing suppliers with a valid Purchase Exemption Certificate (PEC). As noted previously, only non-resident contractors who have registered with the ministry and posted a guarantee may issue a PEC. (See RST Guide [204 - Purchase Exemption Certificates](#)).

Non-resident contractors must pay RST on items purchased for incorporation into a building or structure built for individual status Indians on a reserve. (See RST [Guide 808 - Status Indians, Indian Bands and Band Councils](#)).

Completion of Contract

When a contract is completed, non-resident contractors who were required to post a guarantee must complete a [Non-Resident Contractor Retail Sales Tax Return \[PDF - 92 KB\]](#) that is provided by the ministry.

If a contractor's guarantee was given in cash or by certified cheque, the amount of the deposit can be deducted from the RST liability owed by the contractor. If the liability is greater than the deposit, the amount remaining must be paid by the contractor. If the deposit is more than the liability, the contractor will receive a refund.

If a guarantee bond was posted instead of cash, the bond will be discharged once the RST liability is paid in full.

All returns are subject to audit.

Legislative References

- Retail Sales Tax Act, Subsections 19(2) and 39(3)(4) and (5)
- Regulation 1012 under the Act, Subsections 15.3(1)(2)(5)(6) and (7)
- Regulation 1013 under the Act, Sections 1 and 3

For More Information

The information contained in this publication is only a guideline. For more information, please contact the Ontario Ministry of Finance at 1 866 ONT-TAXS (1 866 668-8297) or visit our website at ontario.ca/finance.

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

Articles of Agreement

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

Articles of Agreement

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

Articles of Agreement

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, including addendum(s).

Articles of Agreement

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, Her 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 Her 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 Her 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:

Articles of Agreement

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 Item	Column 2 Class of Labour Plant Or Material	Column 3 Unit of Measurement	Column 4 Estimated Total Quantity	Column 5 Price per Unit	Column 6 Estimated Total Price
		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.

Articles of Agreement

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

as _____ and
Position

by _____

as _____
Position

of

on the _____

day of _____

Seal

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END OF SECTION

Part 1 General

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 the Occupational Health and Safety Act and the Workplace Safety and Insurance Board. 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 Ontario Health and Safety Act.
 - .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 NRC 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 following emergency phone number as appropriate:

FROM AN NRC PHONE 333
FROM ANY OTHER PHONE (613) 993-2411

3. When reporting a fire by phone, give the location of fire, building number and be prepared to verify location.
4. 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

- .1 DO NOT OBSTRUCT OR SHUT OFF FIRE PROTECTION EQUIPMENT OR 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.
- .2 WHEN ANY FIRE PROTECTION EQUIPMENT IS TEMPORARILY SHUT DOWN, ALTERNATIVE MEASURES AS PRESCRIBED BY THE 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.
- .4 DO NOT USE FIRE HYDRANTS, STANDPIPES AND HOSE SYSTEMS FOR OTHER THAN FIRE FIGHTING PURPOSES UNLESS AUTHORISED BY DEPARTMENTAL REPRESENTATIVE.

.6 Fire Extinguishers

- .1 Provide a minimum of 1-20 lb. ABC Dry Chemical Fire Extinguisher at each hot work or open flame location.
- .2 Provide fire extinguishers for hot asphalt and roofing operations as follows:
 1. Kettle area - 1-20 lb. ABC Dry Chemical; and
 2. Roof - 1-20 lb. ABC Dry Chemical at each open flame location.
- .3 Provide fire extinguishers equipped as below:
 1. Pinned and sealed;
 2. With a pressure gauge; and
 3. 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.

.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 01 00 10.
- .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 OR CLARIFICATIONS

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

Part 2 **NOT USED**

2.1 **Not used**

Part 3 **NOT USED**

3.1 **Not used**

END OF SECTION

Part 1 General

1. SCOPE OF WORK

- .1 This project scope of work includes the installation of a new 350kW Electric Vehicle (EV) Charging station and a new 350kVA automatic detuned switched capacitor bank at the NRC Campus located at 2320 Lester Road, Ottawa, Ontario.
- .2 The new EV charging station will be supplied from an existing 600V panel located in Building U89B. Feeder cables will be routed from Building U89B to the EV Charger in a new concrete encased duct bank.
- .3 The EV charging station and all associated power and communication wiring must be supplied and installed under the scope of this contract and consist of two power cabinets and a single charging post.
- .4 A new 350kVA automatic switched capacitor bank will be installed inside building U89B to improve the building's existing power factor.
- .5 Three new molded case breakers will need to be installed in the existing 600V panel of U89B, two will supply each of the power cabinets and the other will supply the new 350kVAR automatic switched capacitor bank. The breaker's trip units will be equipped with metering capabilities and communication capabilities so the power consumed by the EV Charger can be transmitted to the Building Automation System (BAS) for trending purposes.
- .6 A new outdoor pole mounted task light will be installed at the EV Charger as well as a convenience receptacle.
- .7 New concrete pad must be to be constructed for the EV Chargers power cabinets and Charging Post.

2. DRAWINGS

- .1 The following drawings illustrate the work and form part of the contract documents:

Drawing Number	Title	Revision
E-001	Legend, Abbreviations, and Drawing List	
E-101	AST Campus – Site Plan	
E-102	Building U89B and Site Plan – New Distribution	
E-103	Site Plan (Continued) – New Distribution	
E-501	Details	
E-601	Single Line Diagram – existing bldg. Service Entrance	
E-602	Single Line Diagram – New Construction	

3. COMPLETION

- .1 Complete all work within 32 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 ten (10) 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 and the alternate does not impact project completion date.
- .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 ten (10) 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 General 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 sub-contractor 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. REQUIREMENTS OF BILL 208, SECTION 18(a)

Under the requirements of Bill 208 of the Ontario Ministry of Labour Occupational Health & Safety Act, the following designated substances may be encountered while performing the work described in these contract documents:

- .1 Acrylonitrile, Isocyanates, Arsenic, Lead, Asbestos, Mercury, Benzene, Silica, Coke Oven Emissions, Vinyl Chloride, and Ethylene Oxide
 - .1 It is the responsibility of the General Contractor to ensure that each prospective sub-contractor for this project has received a copy of the above list. **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.
- .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 SECURITY

- .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.
- .3 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 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 21 day(s) 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 assumes responsibility for recording and distributing minutes.

15. SHOP DRAWINGS

- .1 Submit to Departmental Representative for review, shop drawings, product data and samples specified within 4 week(s) 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 2-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 one (1) electronic copy, in PDF format, 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.
- .2 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. 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.
- .3 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.

19. 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.

20. 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.

21. 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.

22. SANITARY FACILITIES

- .1 Provide sanitary facilities, and bear all associated costs.

23. 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.

24. 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.

25. 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.
- .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.

26. 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.
- .10 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.

27. BILINGUALISM

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

28. 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.
- .3 Employ competent person to lay out work in accordance with the contract documents.

29. 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.

30. 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.

31. 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.

32. 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 shut-down 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.
- .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.

33. 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.

34. 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.

35. 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.

36. DRAINAGE

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

37. 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.

38. 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.

39. 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.

40. 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.

41. 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.

42. 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.

43. 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.

44. 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.

45. 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.

46. 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.

47. MAINTENANCE MANUALS

- .1 Provide two (2) bilingual copies of maintenance manuals or two (2) English and two (2) French maintenance manuals and one (1) 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

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 78 00 – Closeout Submittals

1.2 ADMINISTRATIVE REQUIREMENTS

- .1 Submit to Departmental Representative submittals listed for review. Submit promptly and in orderly sequence to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2 Do not proceed with Work affected by submittal until review is complete.
- .3 Present shop drawings, product data, samples and mock-ups in SI Metric units.
- .4 Where items or information is not produced in SI Metric units converted values are acceptable.
- .5 Review submittals before submission to Departmental Representative. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and coordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and considered rejected.
- .6 Notify Departmental Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .7 Verify site measurements and affected adjacent Work are coordinated.
- .8 Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative's review of submittals.
- .9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative review.
- .10 Keep one reviewed copy of each submission on site.

1.3 SHOP DRAWINGS AND PRODUCT DATA

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.

- .2 Submit drawings stamped and signed by professional engineer registered or licensed in Ontario, Canada.
- .3 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to Contract drawings and specifications.
- .4 Allow 14 days for Departmental Representative's review of each submission.
- .5 Adjustments made on shop drawings by Departmental Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Departmental Representative before proceeding with Work.
- .6 Make changes in shop drawings as Departmental Representative may require, consistent with Contract Documents. When resubmitting, notify Departmental Representative in writing of revisions other than those requested.
- .7 Accompany submissions with transmittal letter, containing:
 - .1 Date.
 - .2 Project title and number.
 - .3 Contractor's name and address.
 - .4 Identification and quantity of each shop drawing, product data, and sample.
 - .5 Other pertinent data.
- .8 Submissions to include:
 - .1 Date and revision dates.
 - .2 Project title and number.
 - .3 Name and address of:
 - .1 Subcontractor.
 - .2 Supplier.
 - .3 Manufacturer.
 - .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of site measurements and compliance with Contract Documents.
 - .5 Details of appropriate portions of Work as applicable:
 - .1 Fabrication.
 - .2 Layout, showing dimensions, including identified site dimensions and clearances.
 - .3 Setting or erection details.
 - .4 Capacities.
 - .5 Performance characteristics.

- .6 Standards.
- .7 Operating weight.
- .8 Wiring diagrams.
- .9 Single line and schematic diagrams.
- .10 Relationship to adjacent work.
- .9 After Departmental Representative's review, distribute copies.
- .10 Submit electronic copy of shop drawings for each requirement requested in specification Sections and as Departmental Representative may reasonably request.
- .11 Submit electronic copies of product data sheets or brochures for requirements requested in specification Sections and as requested by Departmental Representative where shop drawings will not be prepared due to standardized manufacture of product.
- .12 Submit electronic copies of test reports for requirements requested in specification Sections and as requested by Departmental Representative.
 - .1 Report signed by authorized official of testing laboratory that material, product or system identical to material, product or system to be provided has been tested in accord with specified requirements.
 - .2 Testing must have been within 3 years of date of Contract award for project.
- .13 Submit electronic copies of certificates for requirements requested in specification Sections and as requested by Departmental Representative.
 - .1 Statements printed on manufacturer's letterhead and signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements.
 - .2 Certificates must be dated after award of Contract complete with project name.
- .14 Submit electronic copies of manufacturers instructions for requirements requested in specification Sections and as requested by Departmental Representative.
 - .1 Pre-printed material describing installation of product, system or material, including special notices and Safety Data Sheets concerning impedances, hazards and safety precautions.
- .15 Submit electronic copies of Manufacturer's Site Reports for requirements requested in specification Sections and as requested by Departmental Representative.
- .16 Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.
- .17 Submit electronic copies of Operation and Maintenance Data for requirements requested in specification Sections and as requested by Departmental Representative.

- .18 Delete information not applicable to project.
- .19 Supplement standard information to provide details applicable to project.
- .20 If upon review by Departmental Representative, no errors or omissions are discovered or if only minor corrections are made, electronic copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned and resubmission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.
- .21 The review of shop drawings by Departmental Representative is for sole purpose of ascertaining conformance with general concept.
 - .1 This review shall not mean that Departmental Representative approves detail design inherent in shop drawings, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in shop drawings or of responsibility for meeting requirements of construction and Contract Documents.
 - .2 Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at the project site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for coordination of Work of Subcontractors.

1.4 PHOTOGRAPHIC DOCUMENTATION

- .1 Submit electronic copy of colour digital photography in jpg format, standard resolution as directed by Departmental Representative.
- .2 Frequency of photographic documentation:
 - .1 Upon completion of: excavation, and services before concealment, of Work.

1.5 CERTIFICATES AND TRANSCRIPTS

- .1 Immediately after award of Contract, submit Workers' Compensation Board status.
- .2 Submit transcription of insurance immediately after award of Contract.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations
- .2 Province of Ontario
 - .1 Occupational Health and Safety Act and Regulations for Construction Projects, R.S.O. 1990, c.0.1, as amended and O. Reg. 213/91 as amended - Updated 2005.

1.2 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit site-specific Health and Safety Plan: Within 10 days after date of Notice to Proceed and prior to commencement of Work. Health and Safety Plan must include:
 - .1 Results of site-specific safety hazard assessment.
 - .2 Results of safety and health risk or hazard analysis for site tasks and operation found in work plan.
- .3 Submit electronic copies of Contractor's authorized representative's work site health and safety inspection reports to Departmental Representative.
- .4 Submit copies of reports or directions issued by Federal and Provincial safety inspectors.
- .5 Submit copies of incident and accident reports.
- .6 Submit WHMIS Safety Data Sheets (SDS).
- .7 Departmental Representative will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 10 days after receipt of plan. Revise plan as appropriate and resubmit plan to Departmental Representative within 10 days after receipt of comments from Departmental Representative.
- .8 Departmental Representative's review of Contractor's final Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety.
- .9 Medical Surveillance: where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of Work, and submit additional certifications for any new site personnel to Departmental Representative.

1.3 SAFETY HAZARD ASSESSMENT (HA)

- .1 Perform site specific safety hazard assessment related to project. Submit HA together with Site Specific Safety Plan (SSSP), referred to as the HASSSP, as one single electronic submission.

1.4 MEETINGS

- .1 Schedule and administer Health and Safety meeting with Departmental Representative prior to commencement of Work.

1.5 REGULATORY REQUIREMENTS

- .1 Do Work in accordance Regulatory Requirements.

1.6 GENERAL REQUIREMENTS

- .1 Develop written site-specific Health and Safety Plan based on hazard assessment prior to beginning site Work and continue to implement, maintain, and enforce plan until final demobilization from site. Health and Safety Plan must address project specifications.
- .2 Departmental Representative may respond in writing, where deficiencies or concerns are noted and may request re-submission with correction of deficiencies or concerns.

1.7 RESPONSIBILITY

- .1 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
- .2 Contractor will be responsible and assume the role Constructor as described in the Ontario Occupational Health and Safety Act and Regulations for Construction Projects.
- .3 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.

1.8 COMPLIANCE REQUIREMENTS

- .1 Comply with Ontario Occupational Health and Safety Act, R.S.O. 1990, c. 0.1 and Ontario Regulations for Construction Projects, O. Reg. 213/91.
- .2 Comply with Canada Labour Code, Canada Occupational Safety and Health Regulations.

1.9 UNFORSEEN

- .1 When unforeseen or peculiar safety-related factor, hazard, or condition occur during performance of Work, follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province having jurisdiction and advise Departmental Representative verbally and in writing.
- .2 When unforeseen or peculiar safety-related factor, hazard, or condition occur during performance of Work, advise Departmental Representative and follow procedures in accordance with Acts and Regulations of Province having jurisdiction and advise Departmental Representative verbally and in writing.

1.10 HEALTH AND SAFETY CO-ORDINATOR

- .1 Employ and assign to Work, competent and authorized representative as Health and Safety Co-ordinator. Health and Safety Co-ordinator must:
 - .1 Have site-related working experience specific to activities associated with project.
 - .2 Have working knowledge of occupational safety and health regulations.
 - .3 Be responsible for completing Contractor's Health and Safety Training Sessions and ensuring that personnel not successfully completing required training are not permitted to enter site to perform Work.
 - .4 Be responsible for implementing, enforcing daily and monitoring site-specific Contractor's Health and Safety Plan.
 - .5 Be on site during execution of Work.

1.11 POSTING OF DOCUMENTS

- .1 Ensure applicable items, articles, notices and orders are posted in conspicuous location on site in accordance with Acts and Regulations of Province having jurisdiction, and in consultation with Departmental Representative.

1.12 CORRECTION OF NON-COMPLIANCE

- .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Departmental Representative.
- .2 Provide Departmental Representative with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 Departmental Representative may stop Work if non-compliance of health and safety regulations is not corrected.

1.13 BLASTING

- .1 Blasting or other use of explosives is not permitted.

1.14 POWDER ACTUATED DEVICES

- .1 Use powder actuated devices are not permitted.

1.15 WORK STOPPAGE

- .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work.

Part 2 Products

2.1 NOT USED

.1 Not used.

Part 3 Execution

3.1 NOT USED

.1 Not used.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

1.2 DEFINITIONS

- .1 Environmental Pollution and Damage: presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humans; or degrade environment aesthetically, culturally and/or historically.
- .2 Environmental Protection: prevention/control of pollution and habitat or environment disruption during construction.

1.3 REFERENCE STANDARDS

- .1 Canadian Society of Landscape Architects (CSLA) / Canadian Nursery Landscape Association (CNLA)
 - .1 Canadian Landscape Standard 2020, Second Edition
 - .2 Canadian Nursery Stock Standard 2017, Ninth Edition

1.4 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Product Data:
 - .1 Submit manufacturer's instructions, printed product literature and data sheets for and include product characteristics, performance criteria, physical size, finish and limitations.
 - .2 Submit WHMIS Safety Data Sheets (SDS) when hazardous products must be used by trained personnel.
- .3 Submit Environmental Protection Plan (EPP) for review by Departmental Representative before delivering materials to site or commencing construction activities.
- .4 EPP shall include comprehensive overview of known or potential environmental issues to be addressed on site during construction.
- .5 Address topics at level of detail commensurate with environmental issue and required construction tasks.
- .6 Include in Environmental Protection Plan (EPP):
 - .1 Names of persons responsible for ensuring adherence to EPP.
 - .2 Names and qualifications of persons responsible for manifesting hazardous waste to be removed from site.
 - .3 Names and qualifications of persons responsible for training site personnel.

- .4 Descriptions of environmental protection personnel training program.
- .5 Submit a site-specific Stormwater Pollution Prevention Plan (SPPP) in accordance with EPA-833-R-06-004. Include the site-specific Erosion and Sediment Control Plan (ESCP) identifying the type and location of erosion and sediment control measures to be provided on site. Include monitoring and reporting requirements to ensure that ESC control measures are in compliance with erosion and sediment control plan, Federal and Provincial regulations, and Municipal by-laws.
- .6 Submit drawings indicating locations of proposed temporary excavations or embankments for material storage areas, and stockpiles of excess or spoil materials including methods to control runoff and to contain materials on site.
- .7 Submit a site-specific Traffic Control Plan (TCP) including measures to reduce erosion of temporary and existing roadbeds by construction traffic, especially during wet weather.
 - .1 TCP to include measures to minimize amount of material transported onto paved public roads by vehicles or runoff.
- .8 Submit a Site Work Plan (SWP) showing work areas for proposed activities in each portion of area and identifying areas of limited use or non-use.
 - .1 SWP to include measures for marking limits of use areas and methods for protection of features to be preserved within authorized work areas.
- .9 Submit a Spill Control Plan (SCP) including procedures, instructions, and reports to be used in event of unforeseen spill of regulated substance.
- .10 Submit a Solid Waste Disposal Plan (SWDP) for non-hazardous solid wastes identifying methods and locations for solid waste disposal including clearing debris.
- .11 Submit an Air Pollution Control Plan (APCP) detailing provisions to ensure that dust, debris, materials, and trash, are contained within the project site.
- .12 Submit a site-specific Contaminant Prevention Plan (CPP) identifying the proper procedures and actions to be implemented to prevent potentially or expected hazardous substances due to the presence of any hazardous substances within the project site. The intent of the CPP is to:
 - .1 Prevent introduction of designated substances (DS) into air, water, or ground;
 - .2 Detail provisions for storage and handling of these materials in compliance with Federal, Provincial, and Municipal laws. Refer to Section 01 14 25 - Designated Substances Report, to verify Contractor's responsibility.
- .13 Submit a Wastewater Management Plan (WMP) identifying methods and procedures for management or discharge of waste waters which are directly derived from construction activities, such as clean-up water and dewatering of ground water.

1.5 FIRES

- .1 Fires and burning of rubbish on site is not permitted.

1.6 DRAINAGE

- .1 Ensure that the ESCP measures are provided and that its recommendations are followed on site, in accordance with the site-specific SPPP, at all times during construction.
- .2 Provide temporary drainage and pumping as required to keep excavations on site free of standing water.
 - .1 Obtain Departmental Representative approval before pumping standing water, which is free of suspended materials, into waterways, sewer or drainage systems.
 - .2 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with the site-specific SPPP in compliance with the requirements of authorities having jurisdiction.

1.7 SITE CLEARING AND PLANT PROTECTION

- .1 Protect trees and plants on site and adjacent properties in accordance with the Canadian Landscape Standard -Second Edition.
- .2 Protect trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of two (2) m minimum. Ensure that control measures used for protection are in compliance with Municipal laws and regulations.
- .3 Protect roots of designated trees to dripline during excavation and site grading to prevent disturbance or damage.
 - .1 Avoid unnecessary traffic, dumping and storage of materials over root zones.
- .4 Minimize stripping of topsoil and vegetation.
- .5 Restrict tree removal to areas indicated on drawings. Obtain permits before trees removal in accordance with the requirements of the authorities having jurisdiction.

1.8 POLLUTION CONTROL

- .1 Maintain temporary erosion and pollution control features installed under this Contract in accordance with site-specific SPPP.
- .2 Control emissions from equipment and plant in accordance with local authorities' emission requirements. Check with local authorities for any environmental compliance requirements.
- .3 Prevent sandblasting and other extraneous materials from contaminating air and waterways beyond application area.
 - .1 Provide temporary enclosures where indicated on drawings.
- .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

1.9 NOTIFICATION

- .1 Departmental Representative will notify Contractor in writing of observed noncompliance with Federal, Provincial environmental laws and regulations or Municipal environmental bylaws, permits, and other elements of site-specific plans.
- .2 Contractor after receipt of such notice, shall inform Departmental Representative of proposed corrective action and take such action to obtain the approval of Departmental Representative.
 - .1 Take action only after receipt of written approval by Departmental Representative.
- .3 Departmental Representative will issue stop order of work until satisfactory corrective action has been taken.
- .4 No time extensions granted or equitable adjustments allowed to Contractor for such suspensions.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 CLEANING

- .1 Progress Cleaning: clean in accordance with Section 01 74 00 - Cleaning.
 - .1 Leave Work area clean at end of each day.
- .2 Bury rubbish and waste materials on site is not permitted.
- .3 Ensure public waterways, storm and sanitary sewers remain free of waste and volatile materials disposal.
- .4 Proceed with final cleaning upon completion and removal of surplus materials, rubbish, tools and equipment in accordance with Section 01 74 00 - Cleaning.
- .5 Waste Management: separate waste materials for reuse and recycling.
 - .1 Remove recycling containers and bins from site and dispose of materials at appropriate facility.

END OF SECTION

Part 1 General

1.1 DEFINITIONS

- .1 Quality Assurance: Procedures for preventing defects and deficiencies before and during execution of the Work.
- .2 Quality Audit: Systematic and independent examination to determine whether quality requirements have been fulfilled as planned. A quality audit will examine processes, products and services to determine if they have been implemented effectively to achieve their specified objective.

1.2 REFERENCE STANDARDS

- .1 ASTM International (ASTM):
 - .1 ASTM E 329-20 ASTM Standard Specification for Agencies Engaged in Construction Inspection, Testing, or Special Inspection
- .2 International Organization for Standardization (ISO):
 - .1 ISO 9001:2015, Quality Management Systems - Requirements

1.3 ADMINISTRATIVE REQUIREMENTS

- .1 Contractor is responsible for self-performed testing and inspections and submittal of test reports to Departmental Representative.

1.4 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit a detailed testing and inspections schedule to Departmental Representative.
- .3 Submit certificates for products, process and system for approval by Departmental Representative.
- .4 Submit formal testing and inspections reports per ASTM E 329 to Departmental Representative in accordance with contractual agreement.
- .5 Submit one digital copy of each quality assurance inspection and test report to Departmental Representative, except where a technical specification Section indicates otherwise.

1.5 QUALIFICATIONS

- .1 Manufacturers' Qualifications:
 - .1 Specializes in manufacturing the products specified in the technical Section of the Project's construction specification.

- .2 Minimum 3 years documented experience with a record of successful performance.
- .2 Suppliers' Qualifications:
 - .1 Authorized to distribute manufacturer's products.
 - .2 Has capacity to supply required products without delaying the Project.
- .3 Fabricators' Qualifications:
 - .1 Experienced in producing products required for this Project.
 - .2 Successful record of in-service performance.
 - .3 Sufficient production capacity to fabricate required products without delaying the Project.
- .4 Installer Qualifications:
 - .1 Firm or individual experienced in design and installation, application, and erection of materials to the extent required for this Project.
 - .2 Successful record of in-service performance.
- .5 Testing and Inspecting Agency Qualifications:
 - .1 Accredited organizations by the Standards Council of Canada for testing and inspection.
 - .2 Capable of reliably performing testing of building products and inspections of construction activities in accordance with ISO 9001 and ASTM E 329.
- .6 Licensed Professionals Qualifications:
 - .1 Individual registered or licensed to practice their respective design profession as defined by the statutory requirements of the professional registration laws of the state or jurisdiction in which the project is to be constructed.

1.6 CERTIFICATIONS

- .1 Ensure that certification of products, processes, and systems includes physical and examination testing as specified in ASTM E 329 and ISO 9001 to confirm compliance with Specifications requirements.

1.7 COORDINATION

- .1 Coordinate and schedule tests and inspections with accredited testing agencies as indicated in Contract Documents and in accordance with ASTM E 329 requirements.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

.1 Not Used.

END OF SECTION

Part 1 General

1.1 ADMINISTRATIVE REQUIREMENTS

- .1 Allow and coordinate access to Work on site, manufacturing off site, and fabrication off site with inspection and testing agencies.
- .2 Retain and pay for inspection and testing that are designated for Contractor's own quality control plan.
- .3 Give advanced notice to Departmental Representative and to each inspection/testing agency for inspection and testing required by Contract Documents.
- .4 In advance of each test, notify appropriate agency and Departmental Representative in the order that attendance arrangements can be made.

1.2 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit schedule of testing and inspection activities to Departmental Representative, applicable Subcontractors, testing agencies, and other affected parties. Include the following:
 - .1 List each testing and inspection agency
 - .2 Identify types of tests and inspections for each agency, and cross reference to applicable specification Section number-title in Contract Documents
 - .3 Description of test and inspection
 - .4 Identify applicable reference standard
 - .5 Identify test and inspection method
 - .6 Indicate number of each test and inspection required
- .3 Submit one digital copy of each quality assurance inspection and test report to Departmental Representative, except where a technical specification Section indicates otherwise.
- .4 Submit reports for inspection and testing required by Contract Documents and performed by Contractor-retained inspection and testing agencies within ten days after inspection or test is completed, except where a technical specification Section indicates a different time period.
- .5 Submit one digital copy of each quality control inspection and test report to Departmental Representative, except where a technical specification Section indicates otherwise.
- .6 Deliver copies of quality control reports to Subcontractor of work being inspected or tested.

1.3 SITE QUALITY CONTROL PROCEDURES

- .1 Provide labour, Construction Equipment, and temporary facilities to obtain and handle test samples and materials on site. Arrange for sufficient space to store and cure test samples.
- .2 Deliver samples and materials required for testing, as requested in technical specification Sections. Submit with reasonable promptness and in an orderly sequence to avoid delays in Work.

1.4 TESTING AND INSPECTION SERVICES

- .1 Retain and pay for independent inspection and testing agencies to inspect, test, or perform other quality control reviews of parts of the work, except where indicated otherwise.
- .2 Provide equipment required for executing inspection and testing by appointed agencies.
- .3 Correct defects and deficiencies when they are revealed during inspection or testing as advised by Departmental Representative at no charge to Contract Price or Contract Time. Pay costs for retesting and re-inspection. Appointed agency will request additional inspections or tests to ensure full degree of defects or deficiencies are revealed and corrected.
- .4 Quality control testing and inspection reports to include the following:
 - .1 Project name and number
 - .2 Testing/Inspection agency's name, address, telephone number, and website
 - .3 Date of issuing report
 - .4 Dates and locations of tests, inspections, or samples
 - .5 Description of the Work and test and inspection method
 - .6 Numbers and titles of associated specification Sections
 - .7 Test and inspection data and interpretation of test results (e.g., pass or fail)
 - .8 Ambient conditions at time of test, inspection, or sampling
 - .9 Recommendations on re-testing and re-inspecting, if applicable

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 PROJECT CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors.
- .2 Remove waste materials from site at daily regularly scheduled times. Do not burn waste materials on site, unless approved by Departmental Representative.
- .3 Provide on-site containers for collection of waste materials and debris.
- .4 Provide and use marked separate bins for recycling.
- .5 Dispose of waste materials and debris off site.
- .6 Clean interior areas prior to start of finishing work and maintain areas free of dust and other contaminants during finishing operations.
- .7 Store volatile waste in covered metal containers and remove from premises at end of each working day.
- .8 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .9 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .10 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.2 FINAL CLEANING

- .1 When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .2 Remove waste products and debris other than that caused by others and leave Work clean and suitable for occupancy.
- .3 Prior to final review remove surplus products, tools, construction machinery and equipment.
- .4 Remove waste products and debris other than that caused by Owner or other Contractors.
- .5 Remove waste materials from site at regularly scheduled times or dispose of as directed by Departmental Representative. Do not burn waste materials on site, unless approved by Departmental Representative.
- .6 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.

- .7 Remove stains, spots, marks and dirt from electrical and mechanical fixtures, walls, and floors.
- .8 Clean lighting reflectors, lenses, and other lighting surfaces.
- .9 Vacuum clean and dust building interiors, behind grilles, louvres and screens.
- .10 Wax, seal, shampoo or prepare floor finishes, as recommended by manufacturer.
- .11 Inspect finishes and equipment and ensure specified workmanship and operation.
- .12 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- .13 Remove dirt and other disfiguration from exterior surfaces.
- .14 Clean and sweep roofs, gutters, areaways, and sunken wells.
- .15 Sweep and wash clean paved areas.
- .16 Clean equipment and fixtures to sanitary condition; clean or replace filters of mechanical equipment.
- .17 Clean roofs, downspouts, and drainage systems.
- .18 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.
- .19 Remove snow and ice from access to building.

1.3 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate waste materials for reuse and recycling.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 SUMMARY

- .1 This Section includes requirements for management of construction waste and disposal, which forms the Contractor's commitment to reduce and divert waste materials from landfill and includes the following:
 - .1 Preparation of a Draft Construction Waste Management Plan that will be used to track the success of the Construction Waste Management Plan against actual waste diversion from landfill.
 - .2 Preparation of monthly progress reports indicating cumulative totals representing progress towards achieving diversion and reduction goals of waste materials away from landfill and identifying any special programs, landfill options or alternatives to landfill used during construction.
 - .3 Preparation of a Construction Waste Management Report containing detailed information indicating total waste produced by the project, types of waste material and quantity of each material, and total waste diverted and diversion rates indicated as a percentage of the total waste produced.
- .2 Owner has established that this project shall generate the least amount of waste possible and that processes that ensure the generation of as little waste as possible due to error, poor planning, breakage, mishandling, contamination, or other factors be employed by the Contractor.

1.2 RELATED REQUIREMENTS

- .1 Section 00 10 00 – General Instructions
- .2 Section 02 42 00 – Removal and Salvage of Construction Material

1.3 REFERENCE STANDARDS

- .1 ASTM International (ASTM)
 - .1 ASTM E1609 01, Standard Guide for Development and Implementation of a Pollution Prevention Program
- .2 Canada Green Building Council (CaGBC)
 - .1 LEED Reference Guide for Building Design and Construction, Version 4
- .3 Recycling Certification Institute (RCI):
 - .1 RCI Certification Construction and Demolition Materials Recycling

1.4 DEFINITIONS

- .1 Clean Waste: Untreated and unpainted; not contaminated with oils, solvents, sealants or similar materials.

- .2 Construction and Demolition Waste: Solid wastes typically including building materials, packaging, trash, debris, and rubble resulting from construction, re-modeling, repair and demolition operations.
- .3 Hazardous: Exhibiting the characteristics of hazardous substances including properties such as ignitability, corrosiveness, toxicity or reactivity.
- .4 Non-hazardous: Exhibiting none of the characteristics of hazardous substances, including properties such as ignitability, corrosiveness, toxicity, or reactivity.
- .5 Non-toxic: Not poisonous to humans either immediately or after a long period of exposure.
- .6 Recyclable: The ability of a product or material to be recovered at the end of its life cycle and remanufactured into a new product for reuse by others.
- .7 Recycle: To remove a waste material from the project site to another site for remanufacture into a new product for reuse by others.
- .8 Recycling: The process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for the purpose of using the altered form; recycling does not include burning, incinerating, or thermally destroying waste.
- .9 Return: To give back reusable items or unused products to vendors for credit.
- .10 Reuse: To reuse a construction waste material in some manner on the project site.
- .11 Salvage: To remove a waste material from the project site to another site for resale or reuse by others.
- .12 Sediment: Soil and other debris that has been eroded and transported by storm or well production run off water.
- .13 Source Separation: The act of keeping different types of waste materials separate beginning from the first time they become waste.
- .14 Toxic: Poisonous to humans either immediately or after a long period of exposure.
- .15 Trash: Any product or material unable to be reused, returned, recycled, or salvaged.
- .16 Volatile Organic Compounds (VOC's): Chemical compounds common in and emitted by many building products over time through outgassing:
 - .1 Solvents in paints and other coatings;
 - .2 Wood preservatives; strippers and household cleaners;
 - .3 Adhesives in particleboard, fiberboard, and some plywood; and foam insulation.

- .4 When released, VOC's can contribute to the formation of smog and can cause respiratory tract problems, headaches, eye irritations, nausea, damage to the liver, kidneys, and central nervous system, and possibly cancer.
- .17 Waste: Extra material or material that has reached the end of its useful life in its intended use. Waste includes salvageable, returnable, recyclable, and reusable material.
- .18 Construction Waste Management Plan: A project related plan for the collection, transportation, and disposal of the waste generated at the construction site; the purpose of the plan is to ultimately reduce the amount of material being landfilled.

1.5 ADMINISTRATIVE REQUIREMENTS

- .1 Coordination: Coordinate waste management requirements with all Divisions of the Work for the project and ensure that requirements of the Construction Waste Management Plan are followed.
- .2 Preconstruction Meeting: Arrange a pre-construction meeting in accordance with Section 01 10 00 – General Instructions before starting any Work of the Contract attended by the Owner, Contractor, affected Subcontractor's and Departmental Representative to discuss the Contractor's Construction Waste Management Plan and to develop mutual understanding of the requirements for a consistent policy towards waste reduction and recycling.

1.6 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide required information in accordance with Section 01 10 00 – General Instructions.
- .2 Action Submittals: Provide the following submittals before starting any work of this Section:
 - .1 Draft Construction Waste Management Plan (Draft CWM Plan): Submit to Departmental Representative a preliminary analysis of anticipated site generated waste by listing a minimum of five (5) construction or demolition waste streams that have potential to generate the most volume of material indicating methods that will be used to divert construction waste from landfill and source reduction strategies; Departmental Representative will provide commentary before development of Contractor's Construction Waste Management Plan.
 - .2 Construction Waste Management Plan (CWM Plan): Submit a CWM Plan for this project prior to any waste removal from site and that includes the following information:
 - .1 Material Streams: Analysis of the proposed jobsite waste being generated, including material types and quantities forming a part of identified material streams in the Draft CWM Plan; materials removed from site destined for alternative daily cover at landfill sites and land clearing debris cannot be considered as contributing to waste diversion and will be included as a component of the total waste generated for the site.

- .2 Recycling Haulers and Markets: Investigate local haulers and markets for recyclable materials and incorporate into CWM Plan.
- .3 Alternative Waste Disposal: Prepare a listing of each material proposed to be salvaged, reused, recycled or composted during the course of the project, and the proposed local market for each material.
- .4 Landfill Materials: Identify materials that cannot be recycled, reused or composted and provide explanation or justification; energy will be considered as a viable alternative diversion strategy for these materials where facilities exist and are operated in accordance with LEED Construction and Demolition Waste Management requirements.
- .5 Landfill Options: The name of the landfill where trash will be disposed of; landfill materials will form a part of the total waste generated by the project.
- .6 Materials Handling Procedures: A description of the means by which any recycled waste materials will be protected from contamination, and a description of the means to be employed in recycling the above materials consistent with requirements for acceptance by designated facilities.
- .7 Transportation: A description of the means of transportation of the recyclable materials, whether materials will be site separated and self-hauled to designated centers, or whether mixed materials will be collected by a waste hauler and removed from the site, and destination of materials.

1.7 PROJECT CLOSEOUT SUBMISSIONS

- .1 Record Documentation: Submit as constructed information in accordance with Section 01 10 00 – General Instructions as follows:
 - .1 Construction Waste Management Report (CWM Report): Submit a CWM Report for this project in a format that includes the following information:
 - .1 Accounting: Submit information indicating total waste produced by the project.
 - .2 Composition: Submit information indicating types of waste material and quantity of each material.
 - .3 Diversion Rate: Submit information indicating total waste diverted from landfill as a percentage of the total waste produced by the project.
 - .4 Transportation Documentation and Diversion Documentation: Submit copies of transportation documents or shipping manifests indicating weights of materials, and other evidence of disposal indicating final location of waste diverted from landfill and waste sent to landfill.
 - .5 Multiple Waste Hauling: Compile all information into a single CWM Report where multiple waste hauling and diversion strategies were used for the project.

1.8 QUALITY ASSURANCE

- .1 Resources for Development of Construction Waste Management Report (CWM Report):
The following sources may be useful in developing the Draft Construction Waste Management Plan:
 - .1 Recycling Haulers and Markets: Investigate local haulers and markets for recyclable materials and incorporate into CWM Plan.
 - .2 Waste-to-Energy Systems: Investigate local waste-to-energy incentives where systems for diverting materials from landfill for reuse or recycling are not available.
 - .3 Municipal Garbage & Recycling Waste Websites:
 - .1 Ontario Region
 - .1 National Capital Region (City of Ottawa)
[Garbage and recycling | City of Ottawa](#)

1.9 DELIVERY, STORAGE AND HANDLING

- .1 Storage Requirements: Implement a recycling/reuse program that includes separate collection of waste materials as appropriate to the project waste and the available recycling and reuse programs in the project area.
- .2 Handling Requirements: Clean materials that are contaminated before placing in collection containers and ensure that waste destined for landfill does not get mixed in with recycled materials:
 - .1 Deliver materials free of dirt, adhesives, solvents, petroleum contamination, and other substances deleterious to recycling process.
 - .2 Arrange for collection by or delivery to the appropriate recycling or reuse facility.
- .3 Hazardous Waste and Hazardous Materials: Handle in accordance with applicable regulations.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 OBJECTIVE

- .1 The Federal Sustainable Development Strategy (FSDS) presents the Government of Canada's sustainable development goals and targets, as required by the *Federal Sustainable Development Act*. In keeping with the purpose of this Act – to provide the legal framework for developing and implementing a Federal Sustainable Development Strategy that will make environmental decision-making more transparent and accountable to Parliament – National Research Council (NRC) supports the goals laid out in the FSDS through the activities described in our Departmental Sustainable Development Strategy (DSDS). NRC's DSDS waste management target is as follows:
 - .1 Divert at least 90% (by weight) of all construction and demolition waste from landfills (striving to achieve 100% by 2030).
 - .2 Project Waste Diversion Target: 90%.

3.2 (CWM PLAN) IMPLEMENTATION

- .1 **Manager:** Contractor is responsible for designating an on-site party or parties responsible for instructing workers and overseeing and documenting results of the CWM Plan for the project.
- .2 **Distribution:** Distribute copies of the CWM Plan to the job site foreman, each Subcontractor, the Owner, the Departmental Representative and other site personnel as required to maintain CWM Plan.
- .3 **Instruction:** Provide on-site instruction of appropriate separation, handling, and recycling, salvage, reuse, composting and return methods being used for the project to Subcontractor's at appropriate stages of the project.
- .4 **Separation Facilities:** Lay out and label a specific area to facilitate separation of materials for potential recycling, salvage, reuse, composting and return:
 - .1 Recycling and waste bin areas are to be kept neat and clean and clearly marked in order to avoid contamination of materials.
 - .2 Hazardous wastes shall be separated, stored, and disposed of in accordance with local regulations.
- .5 **Progressive Documentation:** Submit a monthly summary of waste generated by the project to ensure that waste diversion goals are on track with project requirements:
 - .1 Submission of waste summary can coincide with application for progress payment, or similar milestone event as agreed upon between the Contractor and Departmental Representative.
 - .2 Monthly waste summary shall contain the following information:
 - .1 The amount in tonnes or m3 and location of material landfilled;
 - .2 The amount in tonnes or m3 and location of materials diverted from landfill; and

- .3 Indication of progress based on total waste generated by the project with materials diverted from landfill as a percentage.

3.3 SUBCONTRACTOR'S RESPONSIBILITY

- .1 Subcontractors shall cooperate fully with the Contractor to implement the CWM Plan.
- .2 Failure to cooperate may result in the Owner not achieving their environmental goals and may result in penalties being assessed by the Contractor to the responsible Subcontractors.

3.4 CONSTRUCTION WASTE MANAGEMENT FORMS

- .1 Departmental Representative will provide Contractor will NRC Waste Management and Disposal Tracking Forms (sample provided below) for recording management of construction waste.
- .2 Contractor shall utilize these forms for all waste management and disposal tracking for the duration of the project and is responsible for maintaining current up to date records at all times during construction.
- .3 Contractor is responsible to ensure all waste management tracking forms, weigh-bills, donation receipts, and summary information are incorporated into Operational and Maintenance Manuals upon construction completion in accordance with 01 10 00 – General Instructions.

END OF SECTION

Part 1 General

1.1 ADMINISTRATIVE REQUIREMENTS

- .1 Pre-warranty Meeting:
 - .1 Convene meeting one week before Contract completion with Departmental Representative to:
 - .1 Verify Project requirements.
 - .2 Review installation and warranty requirements.
 - .2 Departmental Representative to establish communication procedures for:
 - .1 Notifying construction warranty defects.
 - .2 Determine priorities for type of defects.
 - .3 Determine reasonable response time.
 - .3 Contact information for bonded and licensed company for warranty work action: provide name, telephone number and address of company authorized for construction warranty work action.
 - .4 Ensure contact is located within local service area of warranted construction, is continuously available, and is responsive to inquiries for warranty work action.

1.2 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 After approval of operating and maintenance manuals by Departmental Representative, submit Two weeks before Substantial Performance of the Work, to the Departmental Representative, four final copies of operating and maintenance manuals in English and French.
- .3 Provide spare parts, maintenance materials and special tools of same quality and manufacture as products provided in Work.
- .4 Provide evidence, if requested, for type, source and quality of products supplied.

1.3 FORMAT

- .1 Organize data as an instructional manual.
- .2 Separate Binders for each of the 4 sites: Vinyl, hard covered, 3 'D' ring, loose leaf 219 x 279 mm with spine and face pockets.
- .3 When multiple binders are used correlate data into related consistent groupings.
 - .1 Identify contents of each binder on spine.
- .4 Cover: Identify each binder with type or printed title 'Project Record Documents'; list title of project, name of building and identify subject matter of contents.

- .5 Arrange content by systems, under Section numbers and sequence of Table of Contents.
- .6 Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.
- .7 Text: manufacturer's printed data, or typewritten data.
- .8 Drawings: Provide with reinforced punched binder tab.
 - .1 Bind in with text; fold larger drawings to size of text pages.
- .9 Provide 1:1 scaled CAD files in dwg format on flash drive.

1.4 CONTENTS - PROJECT RECORD DOCUMENTS

- .1 Table of Contents for Each Volume: provide title of project.
 - .1 Date of submission; names.
 - .2 Addresses, and telephone numbers of Consultant and Contractor with name of responsible parties.
 - .3 Schedule of products and systems, indexed to content of volume.
- .2 For each product or system:
 - .1 List names, addresses and telephone numbers of subcontractors and suppliers, including local source of supplies and replacement parts.
- .3 Product Data: mark each sheet to identify specific products and component parts, and data applicable to installation; delete inapplicable information.
- .4 Drawings: supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams.
- .5 Typewritten Text: As required to supplement product data.
 - .1 Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.
- .6 Training: Provide training for equipment as detailed in related equipment specifications sections.

1.5 AS-BUILT DOCUMENTS AND SAMPLES

- .1 Maintain, at site for Departmental Representative one record copy of:
 - .1 Contract Drawings.
 - .2 Specifications.
 - .3 Addenda.
 - .4 Change Orders and other modifications to Contract.
 - .5 Reviewed shop drawings, product data, and samples.
 - .6 Site test records.

- .7 Inspection certificates.
- .8 Manufacturer's certificates.
- .2 Store record documents and samples in site office apart from documents used for construction
 - .1 Provide files, racks, and secure storage.
- .3 Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual.
 - .1 Label each document "PROJECT RECORD" in neat, large, printed letters.
- .4 Maintain record documents in clean, dry and legible condition.
 - .1 Do not use record documents for construction purposes.
- .5 Keep record documents and samples available for inspection by Departmental Representative.

1.6 RECORDING INFORMATION ON PROJECT RECORD DOCUMENTS

- .1 Record information on set of black line opaque drawings, provided by Departmental Representative.
- .2 Use felt tip marking pens, maintaining separate colours for each major system, for recording information.
- .3 Record information concurrently with construction progress.
 - .1 Do not conceal Work until required information is recorded.
- .4 Contract Drawings and shop drawings: mark each item to record actual construction, including:
 - .1 Measured depths of elements of foundation in relation to finish first floor datum.
 - .2 Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 - .3 Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of construction.
 - .4 Site changes of dimension and detail.
 - .5 Changes made by change orders.
 - .6 Details not on original Contract Drawings.
 - .7 Referenced Standards to related shop drawings and modifications.
- .5 Specifications: mark each item to record actual construction, including:
 - .1 Manufacturer, trade name, and catalogue number of each product actually installed, particularly optional items and substitute items.
 - .2 Changes made by Addenda and change orders.
- .6 Other Documents: Maintain manufacturer's certifications, inspection certifications, site test records, required by individual specifications Sections.

- .7 Provide digital photos, if requested, for site records.

1.7 FINAL SURVEY

- .1 Submit final site survey certificate, certifying that elevations and locations of completed Work are in conformance, or non-conformance with Contract Documents.

1.8 EQUIPMENT AND SYSTEMS

- .1 For each item of equipment and each system include description of unit or system, and component parts.
 - .1 Give function, normal operation characteristics and limiting conditions.
 - .2 Include performance curves, with engineering data and tests, and complete nomenclature and commercial number of replaceable parts.
- .2 Panel board circuit directories: Detail load supplied from each breaker on a type written circuit directory.
- .3 Include installed colour coded wiring diagrams.
- .4 Operating Procedures: include start-up, break-in, and routine normal operating instructions and sequences.
 - .1 Include regulation, control, stopping, shut-down, and emergency instructions.
 - .2 Include summer, winter, and any special operating instructions.
- .5 Maintenance Requirements: include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- .6 Provide servicing and lubrication schedule, and list of lubricants required.
- .7 Include manufacturer's printed operation and maintenance instructions.
- .8 Include sequence of operation by controls manufacturer.
- .9 Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- .10 Provide installed control diagrams by controls manufacturer.
- .11 Provide Contractor's coordination drawings, with installed colour coded piping diagrams.
- .12 Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- .13 Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- .14 Include test and balancing reports.

- .15 Additional requirements: As specified in individual specification Sections.

1.9 MATERIALS AND FINISHES

- .1 Building products, applied materials, and finishes: Include product data, with catalogue number, size, composition, and colour and texture designations.
- .2 Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .3 Moisture-protection and weather-exposed products: Include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .4 Additional requirements: As specified in individual specifications Sections.

1.10 MAINTENANCE MATERIALS

- .1 Spare Parts:
 - .1 Provide spare parts, in quantities specified in individual specification Sections.
 - .2 Provide items of same manufacture and quality as items in Work.
 - .3 Deliver to site; place and store.
 - .4 Receive and catalogue items.
 - .1 Submit inventory listing to Departmental Representative.
 - .2 Include approved listings in Maintenance Manual.
 - .5 Obtain receipt for delivered products and submit before final payment.
- .2 Extra Stock Materials:
 - .1 Provide maintenance and extra materials, in quantities specified in individual specification Sections.
 - .2 Provide items of same manufacture and quality as items in Work.
 - .3 Deliver to site; place and store.
 - .4 Receive and catalogue items.
 - .1 Submit inventory listing to Departmental Representative.
 - .2 Include approved listings in Maintenance Manual.
 - .5 Obtain receipt for delivered products and submit before to final payment.
- .3 Special Tools:
 - .1 Provide special tools, in quantities specified in individual specification Section.
 - .2 Provide items with tags identifying their associated function and equipment.
 - .3 Deliver to site; place and store.
 - .4 Receive and catalogue items.
 - .1 Submit inventory listing to Departmental Representative.
 - .2 Include approved listings in Maintenance Manual.

1.11 DELIVERY, STORAGE, AND HANDLING

- .1 Store spare parts, maintenance materials, and special tools in manner to prevent damage or deterioration.
- .2 Store in original and undamaged condition with manufacturer's seal and labels intact.
- .3 Store components subject to damage from weather in weatherproof enclosures.
- .4 Store paints and freezable materials in a heated and ventilated room.
- .5 Remove and replace damaged products at own expense and for review by Departmental Representative.

1.12 WARRANTIES AND BONDS

- .1 Develop warranty management plan to contain information relevant to Warranties.
- .2 Submit warranty management plan, 30 days before planned pre-warranty conference, to Departmental Representative approval.
- .3 Warranty management plan to include required actions and documents to assure that Departmental Representative receives warranties to which it is entitled.
- .4 Provide plan in narrative form and contain sufficient detail to make it suitable for use by future maintenance and repair personnel.
- .5 Submit, warranty information made available during construction phase, to Departmental Representative for approval before each monthly pay estimate.
- .6 Assemble approved information in binder, submit upon acceptance of work and organize binder as follows:
 - .1 Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.
 - .2 List Subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
 - .3 Obtain warranties and bonds, executed in duplicate by Subcontractors, suppliers, and manufacturers, within ten days after completion of applicable item of work.
 - .4 Verify that documents are in proper form, contain full information, and are notarized.
 - .5 Co-execute submittals when required.
 - .6 Retain warranties and bonds until time specified for submittal.
- .7 Except for items put into use with Owner's permission, leave date of beginning of time of warranty until Date of Substantial Performance is determined.
- .8 Conduct joint 9 month warranty inspection, measured from time of acceptance, by Departmental Representative.

- .9 Include information contained in warranty management plan as follows:
 - .1 Roles and responsibilities of personnel associated with warranty process, including points of contact and telephone numbers within the organizations of Contractors, Subcontractors, manufacturers, or suppliers involved.
 - .2 Provide list for each warranted equipment, item, feature of construction or system indicating:
 - .1 Name of item.
 - .2 Model and serial numbers.
 - .3 Location where installed.
 - .4 Name and phone numbers of manufacturers or suppliers.
 - .5 Names, addresses and telephone numbers of sources of spare parts.
 - .6 Warranties and terms of warranty: include one-year overall warranty of construction. Indicate items that have extended warranties and show separate warranty expiration dates.
 - .7 Cross-reference to warranty certificates as applicable.
 - .8 Starting point and duration of warranty period.
 - .9 Summary of maintenance procedures required to continue warranty in force.
 - .10 Cross-Reference to specific pertinent Operation and Maintenance manuals.
 - .11 Organization, names and phone numbers of persons to call for warranty service.
 - .12 Typical response time and repair time expected for various warranted equipment.
 - .3 Contractor's plans for attendance at 9 month post-construction warranty inspections.
 - .4 Procedure and status of tagging of equipment covered by extended warranties.
 - .5 Post copies of instructions near selected pieces of equipment where operation is critical for warranty and/or safety reasons.
- .10 Respond in timely manner to oral or written notification of required construction warranty repair work.
- .11 Written verification to follow oral instructions.
 - .1 Failure to respond will be cause for the Departmental Representative to proceed with action against Contractor.

1.13 WARRANTY TAGS

- .1 Tag, at time of installation, each warranted item. Provide durable, oil- and water-resistant tag approved by Departmental Representative.
- .2 Attach tags with copper wire and spray with waterproof silicone coating.
- .3 Leave date of acceptance until project is accepted for occupancy.

- .4 Indicate the following information on tag:
 - .1 Type of product/material.
 - .2 Model number.
 - .3 Serial number.
 - .4 Contract number.
 - .5 Warranty period.
 - .6 Inspector's signature.
 - .7 Construction Contractor.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

Part 1 General

1.1 RELATED SECTIONS

- .1 Section 01 91 33.01 – Commissioning Forms

1.2 DEFINITIONS

- .1 Acronyms:
 - .1 AFD - Alternate Forms of Delivery, service provider.
 - .2 BMM - Building Management Manual.
 - .3 Cx - Commissioning.
 - .4 EMCS - Energy Monitoring and Control Systems.
 - .5 O&M - Operation and Maintenance.
 - .6 PI - Product Information.
 - .7 PV - Performance Verification.
 - .8 TAB - Testing, Adjusting and Balancing.

1.3 GENERAL

- .1 Cx is a planned program of tests, procedures and checks carried out systematically on systems and integrated systems of the finished Project. Cx is performed after systems and integrated systems are completely installed, functional and Contractor's Performance Verification responsibilities have been completed and approved. Objectives:
 - .1 Verify installed equipment, systems and integrated systems operate in accordance with Contract Documents and design criteria and intent.
 - .2 Ensure appropriate documentation is compiled into the BMM.
 - .3 Effectively train O&M staff.
- .2 Contractor assists in Cx process, operating equipment and systems, troubleshooting and making adjustments as required.
 - .1 Systems to be operated at full capacity under various modes to determine if they function correctly and consistently at peak efficiency. Systems to be interactively with each other as intended in accordance with Contract Documents and design criteria.
 - .2 During these checks, adjustments to be made to enhance performance to meet environmental or user requirements.
- .3 Design Criteria: as per client's requirements or determined by designer. To meet Project functional and operational requirements.
- .4 AFD managed projects the term Departmental Representative in Cx specifications to be interpreted as AFD Service Provider.

1.4 COMMISSIONING OVERVIEW

.1 This project consists of the installation of electrical equipment as follows:

- .1 Low voltage cables.
- .2 Low voltage distribution equipment.
- .3 EV Charger (Power Cabinets and Charging Post)
- .4 Digital power metering
- .5 Automatic power factor capacitor bank.

The testing requirements for each specific piece of equipment is detailed in the respective equipment specifications. The results of each test must be documented on a type written test form.

.2 Cx to be a line item of Contractor's cost breakdown.

.3 Cx activities supplement field quality and testing procedures described in relevant technical sections.

.4 Departmental Representative will issue Interim Acceptance Certificate when:

- .1 Completed Cx documentation has been received, reviewed for suitability and approved by Departmental Representative.
- .2 Equipment, components and systems have been commissioned.
- .3 O&M training has been completed.

1.5 NON-CONFORMANCE TO PERFORMANCE VERIFICATION REQUIREMENTS

.1 Should equipment, system components, and associated controls be incorrectly installed or malfunction during Cx, correct deficiencies, re-verify equipment and components within the unfunctional system, including related systems as deemed required by Departmental Representative, to ensure effective performance.

.2 Costs for corrective work, additional tests, inspections, to determine acceptability and proper performance of such items to be borne by Contractor. Above costs to be in form of progress payment reductions or hold-back assessments.

1.6 CONFLICTS

.1 Report conflicts between requirements of this section and other sections to Departmental Representative before start-up and obtain clarification.

.2 Failure to report conflict and obtain clarification will result in application of most stringent requirement.

1.7 COMMISSIONING DOCUMENTATION

.1 Provide complete test forms as per section from in accordance with manufacturer's standard equipment tests.

1.8 COMMISSIONING SCHEDULE

- .1 Provide detailed Cx schedule as part of construction schedule.
- .2 Provide adequate time for Cx activities prescribed in technical sections and commissioning sections including:
 - .1 Approval of Cx reports.
 - .2 Verification of reported results.
 - .3 Repairs, retesting, re-commissioning, re-verification.
 - .4 Training.

1.9 STARTING AND TESTING

- .1 Contractor assumes liabilities and costs for inspections. Including disassembly and re-assembly after approval, starting, testing and adjusting, including supply of testing equipment.

1.10 WITNESSING OF STARTING AND TESTING

- .1 Provide 14 days notice prior to commencement.
- .2 Departmental Representative to witness of start-up and testing.
- .3 Contractor's Cx Agent to be present at tests performed and documented by sub-trades, suppliers and equipment manufacturers.

1.11 MANUFACTURER'S INVOLVEMENT

- .1 Obtain manufacturers installation, start-up and operations instructions prior to start-up of components, equipment and systems and review with Departmental Representative.
 - .1 Compare completed installation with manufacturer's published data, record discrepancies, and review with manufacturer.
 - .2 Modify procedures detrimental to equipment performance and review same with manufacturer before start-up.
- .2 Integrity of warranties:
 - .1 Use manufacturer's trained start-up personnel where specified elsewhere in other divisions or required to maintain integrity of warranty.
 - .2 Verify with manufacturer that testing as specified will not void warranties.
- .3 Qualifications of manufacturer's personnel:
 - .1 Experienced in design, installation and operation of equipment and systems.
 - .2 Ability to interpret test results accurately.
 - .3 To report results in clear, concise, logical manner.

1.12 PROCEDURES

- .1 Verify that equipment and systems are complete, clean, and operating in normal and safe manner prior to conducting start-up, testing and Cx.
- .2 Conduct start-up and testing in following distinct phases:
 - .1 Included in delivery and installation:
 - .1 Verification of conformity to specification, approved shop drawings and completion of PI report forms.
 - .2 Visual inspection of quality of installation.
 - .2 Start-up: follow accepted start-up procedures.
 - .3 Operational testing: document equipment performance.
 - .4 System PV: include repetition of tests after correcting deficiencies.
 - .5 Post-substantial performance verification: to include fine-tuning.
- .3 Correct deficiencies and obtain approval from Departmental Representative after distinct phases have been completed and before commencing next phase.
- .4 Document require tests on approved PV forms.
- .5 Failure to follow accepted start-up procedures will result in re-evaluation of equipment by an independent testing agency selected by Departmental Representative. If results reveal that equipment start-up was not in accordance with requirements, and resulted in damage to equipment, implement following:
 - .1 Minor equipment/systems: implement corrective measures approved by Departmental Representative.
 - .2 Major equipment/systems: if evaluation report concludes that damage is minor, implement corrective measures approved by Departmental Representative.
 - .3 If evaluation report concludes that major damage has occurred, Departmental Representative shall reject equipment.
 - .1 Rejected equipment to be remove from site and replace with new.
 - .2 Subject new equipment/systems to specified start-up procedures.

1.13 START-UP DOCUMENTATION

- .1 Assemble start-up documentation and submit to Departmental Representative for approval before commencement of commissioning.
- .2 Start-up documentation to include:
 - .1 Factory and on-site test certificates for specified equipment.
 - .2 Pre-start-up inspection reports.
 - .3 Signed installation/start-up check lists.
 - .4 Start-up reports,
 - .5 Step-by-step description of complete start-up procedures, to permit Departmental Representative to repeat start-up at any time.

1.14 OPERATION AND MAINTENANCE OF EQUIPMENT AND SYSTEMS

- .1 After start-up, operate and maintain equipment and systems as directed by equipment/system manufacturer.
- .2 With assistance of manufacturer develop written maintenance program and submit Departmental Representative for approval before implementation.
- .3 Operate and maintain systems for length of time required for commissioning to be completed.
- .4 After completion of commissioning, operate and maintain systems until issuance of certificate of interim acceptance.

1.15 TEST RESULTS

- .1 If start-up, testing and/or PV produce unacceptable results, repair, replace or repeat specified starting and/or PV procedures until acceptable results are achieved.
- .2 Provide manpower and materials, assume costs for re-commissioning.

1.16 START OF COMMISSIONING

- .1 Notify Departmental Representative at least 21 days prior to start of Cx.
- .2 Start Cx after elements of building affecting start-up and performance verification of systems have been completed.

1.17 INSTRUMENTS / EQUIPMENT

- .1 Submit to Departmental Representative for review and approval:
 - .1 Complete list of instruments proposed to be used.
 - .2 Listed data including, serial number, current calibration certificate, calibration date, calibration expiry date and calibration accuracy.
- .2 Provide the following equipment as required:
 - .1 2-way radios.
 - .2 Ladders.
 - .3 Equipment as required to complete work.

1.18 COMMISSIONING PERFORMANCE VERIFICATION

- .1 Carry out Cx:
 - .1 Under actual operating conditions, over entire operating range, in all modes.
 - .2 On independent systems and interacting systems.
- .2 Cx procedures to be repeatable and reported results are to be verifiable.
- .3 Follow equipment manufacturer's operating instructions.

- .4 EMCS trending to be available as supporting documentation for performance verification.

1.19 WITNESSING COMMISSIONING

- .1 Departmental Representative to witness activities and verify results.

1.20 AUTHORITIES HAVING JURISDICTION

- .1 Where specified start-up, testing or commissioning procedures duplicate verification requirements of authority having jurisdiction, arrange for authority to witness procedures so as to avoid duplication of tests and to facilitate expedient acceptance of facility.
- .2 Obtain certificates of approval, acceptance and compliance with rules and regulation of authority having jurisdiction.
- .3 Provide copies to Departmental Representative within 5 days of test and with Cx report.

1.21 COMMISSIONING CONSTRAINTS

- .1 All commissioning must be completed before electrical load is applied to new equipment because future interruptions beyond what is described in the drawings is not permitted.

1.22 EXTRAPOLATION OF RESULTS

- .1 Where Cx of weather, occupancy, or seasonal-sensitive equipment or systems cannot be conducted under near-rated or near-design conditions, extrapolate part-load results to design conditions when approved by Departmental Representative in accordance with equipment manufacturer's instructions, using manufacturer's data, with manufacturer's assistance and using approved formulae.

1.23 EXTENT OF VERIFICATION

- .1 Review and repeat commissioning of systems if inconsistencies are found.
- .2 Perform additional commissioning until results are acceptable to Departmental Representative.

1.24 REPEAT VERIFICATIONS

- .1 Assume costs incurred by Departmental Representative for third and subsequent verifications where:
 - .1 Verification of reported results fail to receive Departmental Representative's approval.
 - .2 Repetition of second verification again fails to receive approval.
 - .3 Departmental Representative deems Contractor's request for second verification was premature.

1.25 CHECKS AND ADJUSTMENTS

- .1 Make adjustments and changes which become apparent as Cx proceeds.
- .2 Perform static and operational checks as applicable and as required.

1.26 DEFICIENCIES, FAULTS, DEFECTS

- .1 Correct deficiencies found during start-up and Cx to satisfaction of Departmental Representative.
- .2 Report problems, faults or defects affecting Cx to Departmental Representative in writing. Stop Cx until problems are rectified. Proceed with written approval from Departmental Representative.

1.27 COMPLETION OF COMMISSIONING

- .1 Upon completion of Cx leave systems in normal operating mode.
- .2 Except for warranty and seasonal verification activities specified in Cx specifications, complete Cx prior to issuance of Interim Certificate of Completion.
- .3 Cx to be considered complete when contract Cx deliverables have been submitted and accepted by Departmental Representative.

1.28 ACTIVITIES UPON COMPLETION OF COMMISSIONING

- .1 When changes are made to baseline components or system settings established during Cx process, provide updated Cx form for affected item.

1.29 TRAINING

- .1 In accordance with equipment manufacturers standard training course.

1.30 MAINTENANCE MATERIALS, SPARE PARTS, SPECIAL TOOLS

- .1 Supply, deliver, and document maintenance materials, spare parts, and special tools as specified in contract.

1.31 INSTALLED INSTRUMENTATION

- .1 Use instruments installed under Contract for TAB and PV if:
 - .1 Accuracy complies with these specifications.
 - .2 Calibration certificates have been deposited with Departmental Representative.
- .2 Calibrated EMCS sensors may be used to obtain performance data provided that sensor calibration has been completed and accepted.

1.32 PERFORMANCE VERIFICATION TOLERANCES

- .1 Application tolerances:
 - .1 Specified range of acceptable deviations of measured values from specified values or specified design criteria. Except for special areas, to be within +/- 10% of specified values.
- .2 Instrument accuracy tolerances:
 - .1 To be of higher order of magnitude than equipment or system being tested.
- .3 Measurement tolerances during verification:
 - .1 Unless otherwise specified actual values to be within +/- 2 % of recorded values.

1.33 PERFORMANCE TESTING

- .1 Performance testing of equipment or system by Departmental Representative will not relieve Contractor from compliance with specified start-up and testing procedures.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

PART 1 COMMISSIONING FORMS

Standard test sheets supplied by equipment manufactures or testing agencies are acceptable as long as they summarizes all equipment information stated on the sample test sheets and summarize the results of all specified tests.

Cable Insulation Resistance Test Report

CLIENT:				REF. NO.:			
LOCATION:				DATE:			
APPROX. TEST TEMP.:			TEST VOLTAGE:			ENGR.:	
CABLE IDENTIFICATION:	PHASE TO GROUND (MΩ)			PHASE TO PHASE (MΩ)			REMARKS:
	A	B	C	AB	BC	CA	
NOTES:							
1. All readings in megohms unless otherwise noted.							

Switchboard Metering Test Report

CUSTOMER:			LOCATION:			JOB NO.:	
						DATE:	
SWITCHGEAR DESIGNATION:				VOLTAGE:		TESTED BY:	
VOLTMETERS AND AMMETERS							
IDENTIFICATION	C.T./P.T. RATIO	FULL SCALE	SECONDARY INJECTION				REMARKS
			HALF SCALE		FULL SCALE		
			STANDARD	METER	STANDARD	METER	
REMARKS: .1 The indicated instrument transformers were primary injected to verify their proper ratio and connection.							

Low Voltage Circuit Breaker Test Report

CLIENT				JOB NO.							
LOCATION				DATE							
SWITCHGEAR DESIGNATION		FEEDER IDENTIFICATION		ENGINEER							
CIRCUIT BREAKER DATA											
MANUFACTURER		TYPE	STYLE/SERIAL NUMBER		FRAME SIZE	INTERRUPTING RATING					
TRIP UNIT/ SENSOR RATING		TRIP UNIT TYPE	CHARACTERISTIC CURVE		CONDUCTOR SIZE/PHASE						
				SETTINGS							
TRIP UNIT FUNCTIONS		AVAILABLE RANGES		AS FOUND			AS LEFT				
				A	B	C	A	B	C		
LONG TIME PICKUP											
LONG TIME DELAY											
SHORT TIME PICKUP											
SHORT TIME DELAY											
INSTANTANEOUS PICKUP											
GROUND FAULT PICKUP											
GROUND FAULT DELAY											
INSPECTION											
CHECK POINT		CONDITION	NOTES	CHECK POINT		CONDITION	NOTES				
ARC CHUTES				TRIP LATCH							
CONTACT CONDITION				PRIMARY STABS							
CONTACT SEQUENCE				CONTROL CONTACTS							
CONTACT ADJUSTMENT				CELL/CRADLE CONDITION							
ELECTRICAL OPERATOR				INTERLOCKS							
TRIP BAR ADJUSTMENT				OPERATING MECHANISM							
ELECTRICAL TESTS											
				AS FOUND			AS LEFT			MFG TOL MIN/ MAX	NOTES
				A	B	C	A	B	C		
CONTACT RESISTANCE @ _____ AMPS IN MV											
LONG TIME PICKUP											
L T DELAY @ _____ % RATING _____ AMPS											
SHORT TIME PICKUP											
S T DELAY @ _____ % RATING _____ AMPS											
INSTANTANEOUS PICKUP											
GROUND FAULT PICKUP											
G F DELAY @ _____ AMPS											
SHUNT TRIP PICKUP				UNDERVOLTAGE PU DD							
MEGGER TEST @ _____ VOLTS		BREAKER CLOSED						BREAKER OPEN			
		A-GND	N-GND	C-GND	A-B	B-C	C-A	A	B	C	
NOTES											
CONDITION A-ACCEPTABLE R-NEEDS REPAIR, REPLACEMENT OR ADJUSTMENT C-CORRECTED NA-NOT APPLICABLE											

Moulded Case Breaker Test Report

CUSTOMER:				LOCATION:						JOB NO.:						
										DATE:						
SWITCHGEAR DESIGNATION:								VOLTAGE:				TESTED BY:				
BREAKER IDENTIFICATION	BREAKER			MILLIVOLT DROP @ RATED CURRENT			TRIP TIME IN SECONDS @ 300% RATED CURRENT			MFG. PUBLISHED TIME		INSTANTANEOUS TRIP (AMPS)				REMARKS
	RATING	MFG	TYPE	A	B	C	A	B	C	MIN	MAX	A	B	C	SET	
REMARKS:												NEMA MAXIMUM TRIP TIMES				
												BREAKER RATING		SECONDS		
												15 - 45 AMP		100		
												50 - 100 AMP		200		
												110 - 450 AMP		300		
												500 - 600 AMP		350		
												700 - 1200 AMP		600		
												1400 - 2500 AMP		750		

Current Transformer Test Report

CUSTOMER:			LOCATION:		JOB NO.:		
					DATE:		
SWITCHGEAR DESIGNATION:					TESTED BY:		
IDENTIFICATION	C.T. RATIO	POLARITY VERIFICATION	PRIMARY INJECTION TEST		MEASURED RATIO	SECONDARY INSTR. CONN.	REMARKS
			PRIMARY AMPS	SECONDARY AMPS			
REMARKS: .1 The indicated instrument transformers were primarily injected to verify their proper ratio and connection.							

Instrument Transformer Test Report

CUSTOMER:			LOCATION:			JOB NO.:				
SWITCHGEAR DESIGNATION:						DATE:				
MFR:		TYPE/CLASS:		VA		TESTED BY:				
IDENTIFICATION	TRANSFORMER RATIO	INJECTION TEST		MEASURED RATIO	POLARITY H__x	CIRCUIT CHECK	BURDEN VA	INSULATION TEST TO GROUND (MEGOHM)		
		PRIMARY	SECONDARY					PRIMARY	SECONDARY	CIRCUIT (500 V)
REMARKS:										

Part 1 General

1.1 SUMMARY

- .1 This Section includes requirements for careful removal and salvage, and reconditioning of building components identified for storage at a designated remote site, for storage on site, and subsequent reinstallation forming a part of Project ready for re use at a later date.

1.2 RELATED REQUIREMENTS

- .1 Section 01 10 00 – General Instructions
- .2 Section 01 74 19 – Waste Management and Disposal

1.3 DEFINITIONS

- .1 Remove and Salvage: Detach items from existing construction and deliver them ready for reuse.
- .2 Remove and Reinstall: Detach items from existing construction, prepare them for reuse, and reinstall them where indicated.

1.4 ADMINISTRATIVE REQUIREMENTS

- .1 Coordination Existing Salvaged Work: Coordinate with Departmental Representative for confirmation of materials, components, and items of equipment identified for removal and salvage from their present existing locations and as follows:
 - .1 Items that are turned over to Departmental Representative.
 - .2 Off-site or on-site storage locations.
 - .3 Confirmation of items that are renovated or refurbished ready for reinstallation as a part of Work.
 - .4 Confirmation of items that Departmental Representative will not re use, but will retain as follows:
 - .1 Contractor is responsible for loading and handling identified salvaged items using their own forces and equipment.

Part 2 Products

2.1 SALVAGED ITEMS

.1 Items salvaged by Contractor include, but are not limited to:

Work	Deliver To
Diversions of miscellaneous office furniture from landfill through re-use/donation or recycling facilities (ie. metal filing cabinets and shelving, office desks and chairs, demountable panel partition systems, window blinds, wood cabinets, etc.)	Off-site applicable re-use or recycling facility
Lighting fixtures for salvage and re-installation	Departmental Representative approved storage location on-site for future re-installation
Diversions of miscellaneous metal mechanical equipment from landfill to appropriate recycling facility (ie. fan coil units, domestic cold water drinking fountains, mechanical piping (sprinkler, plumbing and chilled water), sheet metal ductwork and accessories, etc.)	Off-site applicable recycling facility
Carpet reclamation	Departmental Representative approved storage location on-site for future re-installation
Diversions of miscellaneous metal electrical conduits and wiring from landfill through recycling	Off-site applicable recycling facility
Diversions of architectural elements from landfill through re-use/donation to appropriate recycling facility (ie. ceiling grids, metal blinds, metal studs, doors and associated hardware, glazing, etc.)	Off-site applicable re-use or recycling facility
Diversions of miscellaneous packaging materials and cardboard from landfill through recycling facilities (ie. plastic wrap, cardboard, wood pallets, etc.)	Off-site applicable re-use or recycle facility

.2 Confirm with Departmental Representative additional items that appear salvageable prior to disposal.

Part 3 Execution

3.1 SALVAGE

- .1 Remove and handle salvageable items from site to minimize damage and to ensure that usability is maintained.
- .2 Clean, decontaminate, or remediate hazardous substances (lead based paint, asbestos dust, PCB residue, and similar substances) from salvaged materials so they are safe for reuse or resale.

- .3 Place materials on palettes or wrap in protective film to ensure that loose pieces and projections do not cause injury to personnel, and that salvaged items remain as complete units.
- .4 Clean items of construction or building debris, or materials that are not a part of salvaged work before delivering to Departmental Representative.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 03 30 00 – Cast-In-Place Concrete
- .2 Section 33 65 73 - Concrete Encased Underground Ducts

1.2 REFERENCE STANDARDS

- .1 CSA Group (CSA)
 - .1 CSA A23.1-/A23.2 -19, Concrete Materials and Methods of Concrete Construction/Methods of Test and Standard Practices for Concrete
 - .2 CAN/CSA O86-19, Engineering Design in Wood
 - .3 CSA O121-17, Douglas Fir Plywood
 - .4 CSA S269.1-16, Falsework and Formwork

1.3 ADMINISTRATIVE REQUIREMENTS

- .1 Preinstallation Meetings: convene preinstallation meeting before beginning concrete works.
 - .1 Ensure key personnel attend.
 - .1 Verify Project requirements.

1.4 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Product Data:
 - .1 Submit manufacturer's instructions, printed product literature and data sheets for proprietary materials used in coatings and include product characteristics, performance criteria, physical size, finish, and limitations.
 - .2 Submit WHMIS SDS for applicable materials.

1.5 DELIVERY, STORAGE, AND HANDLING

- .1 Deliver, store, and handle materials in accordance with manufacturer's instructions.
- .2 Delivery and Acceptance Requirements: Deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- .3 Storage and Handling Requirements:
 - .1 Store materials off ground and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
 - .2 Store and protect formwork from damages.
 - .3 Replace defective or damaged materials with new.

- .4 Place materials defined as hazardous or toxic in designated containers.

Part 2 Products

2.1 MATERIALS

- .1 Formwork materials:
 - .1 Plywood and wood formwork materials to CAN/CSA A-23.1.
 - .2 Plywood for formwork shall be 7 ply, 17 mm minimum thickness exterior grade Douglas Fir Plywood according to CSA O121.
- .2 Form ties:
 - .1 Use removable or snap-off metal ties, fixed or adjustable length, free of devices leaving holes minimum 25 mm diameter in concrete surface.
- .3 Form release agent: colourless mineral oil, low VOC, biodegradable, non-toxic, free of kerosene, with viscosity between 15 to 24 mm²/s at 40 degrees C, flashpoint minimum 150 degrees C, open cup.
- .4 Falsework materials: to CSA S269.1 .

Part 3 Execution

3.1 FABRICATION AND ERECTION

- .1 Verify lines, levels, and centres before proceeding with formwork/falsework and ensure dimensions agree with drawings.
- .2 Obtain Departmental Representative's approval for use of earth forms framing openings not indicated on drawings.
- .3 Hand trim sides and bottoms and remove loose earth from earth forms before placing concrete.
- .4 Do not place shores and mud sills on frozen ground.
- .5 Provide site drainage to prevent washout of soil supporting mud sills and shores.
- .6 Fabricate and erect formwork in accordance with CAN/CSA S269.1 to produce finished concrete conforming to shape, dimensions, locations and levels indicated within tolerances required by CSA A23.1/A23.2 .
- .7 Align form joints and make watertight.
 - .1 Keep form joints to minimum.
- .8 Use 25mm chamfer strips on external corners and 25mm fillets at interior corners, joints, unless specified otherwise.
- .9 Form chases, slots, openings, drips, recesses, expansion and control joints as indicated.

- .10 Build in anchors, sleeves, and other inserts required to accommodate Work specified in other sections.
 - .1 Ensure that anchors and inserts will not protrude beyond surfaces designated to receive applied finishes, including painting.
- .11 Clean formwork in accordance with CSA A23.1/A23.2 , before placing concrete.
- .12 When slip forms are used, submit details as indicated in PART 1 - SUBMITTALS.

3.2 REMOVAL AND RESHORING

- .1 Remove formwork when concrete has reached 70% of its 28 day design strength or minimum period noted above, whichever comes later, and replace immediately with adequate reshoring.
- .2 Provide necessary reshoring of members where early removal of forms may be required or where members may be subjected to additional loads during construction as required.
- .3 Re-use formwork and falsework subject to requirements of CSA A23.1/A23.2.

3.3 CLEANING

- .1 Progress Cleaning: Leave work area clean at the end of each day.
- .2 Final Cleaning: Upon completion remove surplus materials, rubbish, tools and equipment.
- .3 Waste Management: separate waste materials for reuse and recycling.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 03 10 00 - Concrete Forming and Accessories
- .2 33 65 76 – Concrete Encased Underground Cable Ducts

1.2 ABBREVIATIONS AND ACRONYMS

- .1 Portland Cement: hydraulic cement, blended hydraulic cement (XXb - b denotes blended) and Portland-limestone cement types:
 - .1 GU, GUb, GUL and GULb - General use cement.
 - .2 MS, MSb and MSLB - Moderate sulphate-resistant cement.
 - .3 MH, MHb, MHL and MSLB - Moderate heat of hydration cement.
 - .4 HE, HEb, HEL and HELb- High early-strength cement.
 - .5 LH, LHb, LHL LHLb - Low heat of hydration cement.
 - .6 HS, HSb and HSLb - High sulphate-resistant cement.
- .2 Fly ash types:
 - .1 F - with CaO content maximum 8%.
 - .2 CI - with CaO content 15 and 20%.
 - .3 CH - with minimum CaO content of 20%.
- .3 Other Supplementary Cementitious Materials (SCM) types:
 - .1 S-GGBFS - Ground, granulated blast-furnace slag.
 - .2 N - Natural pozzolan.
 - .3 SF - Silica fume with minimum silicon dioxide (SiO²) content of 85%.
 - .4 SFI - Silica fume with silicon dioxide (SiO²) content between 75% and 85%.
 - .5 GL - Ground glass with maximum total alkali (NaEq) content of 4%.
 - .6 GH - Ground glass with total alkali (NaEq) content between 4% and 13%.

1.3 DEFINITIONS

- .1 Supplementary Cementitious Materials (SCM)s: Materials added to concrete which contribute to the properties of hardened concrete through hydraulic or pozzolanic activity.
- .2 Workability: The term Workability broadly describes the total properties and expectations for concrete delivered to site as follows:
 - .1 Individual tested properties of concrete that account for confined or free flow slump, penetration, compaction, or relative plasticity of various concrete mix designs used for the project.

- .2 Overall properties involved with mixing, handling, transportation, and placement using vibratory compaction methods without loss of homogeneity of in-place concrete.

1.4 REFERENCE STANDARDS

- .1 ASTM International (ASTM)
 - .1 ASTM C 260/C 260M-10a(2016), Standard Specification for Air-Entraining Admixtures for Concrete.
 - .2 ASTM C 309-11, Standard Specification for Liquid Membrane-Forming Compounds for Curing Concrete.
 - .3 ASTM C 494/C 494M-17, Standard Specification for Chemical Admixtures for Concrete.
 - .4 ASTM C 881/C 881M-15, Standard Specification for Epoxy-Resin-Base Bonding Systems for Concrete.
 - .5 ASTM C 1017/C 1017M-13e1, Standard Specification for Chemical Admixtures for Use in Producing Flowing Concrete.
 - .6 ASTM C C1059/C1059M-13, Standard Specification for Latex Agents for Bonding Fresh To Hardened Concrete.
 - .7 ASTM D 412-16, Standard Test Methods for Vulcanized Rubber and Thermoplastic Elastomers-Tension.
 - .8 ASTM D 624-2012, Standard Test Method for Tear Strength of Conventional Vulcanized Rubber and Thermoplastic Elastomer.
 - .9 ASTM D 1751-04(2014)e1, Standard Specification for Preformed Expansion Joint Filler for Concrete Paving and Structural Construction (Nonextruding and Resilient Bituminous Types).
 - .10 ASTM D 1752-04a(2013), Standard Specification for Preformed Sponge Rubber Cork and Recycled PVC Expansion Joint Fillers for Concrete Paving and Structural Construction.
- .2 Canadian General Standards Board (CGSB)
 - .1 CAN/CGSB-51.34-M86, Vapour Barrier, Polyethylene Sheet for Use in Building Construction.
 - .2 CGSB-41-GP-35M, Polyvinyl Chloride Waterstops.
- .3 CSA Group (CSA)
 - .1 CSA A23.1/A23.2-19, Concrete Materials and Methods of Concrete Construction/Methods of Test and Standard Practices for Concrete.
 - .2 CSA A283-19, Qualification Code for Concrete Testing Laboratories.
 - .3 CSA A3000-18, Cementitious Materials Compendium (Consists of A3001, A3002, A3003, A3004 and A3005),

1.5 ADMINISTRATIVE REQUIREMENTS

- .1 Preinstallation Meetings: convene preinstallation meeting one week before beginning concrete works.
 - .1 Ensure key personnel, attend.
 - .1 Verify project requirements.

1.6 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Mix Designs:
 - .1 Submit certified mix designs for each type of concrete to be used, stating the specific location, using gridlines as a reference, or structural elements for which the mix applies.
 - .2 Concrete supplier's certification: both batch plant and materials meet CSA A23.1 requirements.
- .3 Product Data:
 - .1 Submit manufacturer's instructions, printed product literature and data sheets for proprietary materials used in Cast-In-Place Concrete and additives and include product characteristics, performance criteria, physical size, finish and limitations.
 - .2 Submit WHMIS SDS for relevant products.
- .4 Site Quality Control Submittals:
 - .1 Provide testing and inspection results and reports for review by Departmental Representative and do not proceed without written approval when deviations from mix design or parameters found.
 - .2 Concrete pours: provide accurate records of poured concrete items indicating date and location of pour, quality, air temperature and test samples taken as described in PART 3 - SITE QUALITY CONTROL.
 - .3 Concrete hauling time: provide for review by Departmental Representative deviations exceeding maximum allowable time of 120 minutes for concrete delivered to site of Work and discharged after batching.

1.7 QUALITY ASSURANCE

- .1 Quality Assurance: in accordance with Section 01 43 00 - Quality Assurance.
- .2 Provide Departmental Representative, minimum 4 weeks before starting concrete work, with valid and recognized certificate from plant delivering concrete.
 - .1 Provide test data and certification by qualified independent inspection and testing laboratory that materials and mix designs used in concrete mixture meet specified requirements.
- .3 At least 4 weeks before beginning Work, inform Departmental Representative of source of fly ash.
 - .1 Changing source of fly ash without written approval of Departmental Representative is prohibited.
- .4 Minimum 4 weeks before starting concrete work, provide proposed quality control procedures for review by Departmental Representative on following items:
 - .1 Falsework erection.

- .2 Hot weather concrete.
 - .3 Cold weather concrete.
 - .4 Curing.
 - .5 Finishes.
 - .6 Formwork removal.
 - .7 Joints.
- .5 Quality Control Plan: provide written report to Departmental Representative verifying compliance that concrete in place meets performance requirements of concrete as established in PART 2 - PRODUCTS.

1.8 DELIVERY, STORAGE AND HANDLING

- .1 Delivery and Acceptance Requirements:
- .2 Concrete hauling time: deliver to site of Work and discharged within 120 minutes maximum after batching.
 - .1 Modifying maximum time limit without receipt of before written agreement from Departmental Representative and concrete producer as described in CSA A23.1/A23.2 is prohibited.
 - .2 Deviations submitted for review by Departmental Representative.
 - .3 Concrete delivery: ensure continuous concrete delivery from plant meets CSA A23.1/A23.2 .
- .3 Packaging Waste Management: remove for reuse and return of pallets, crates, padding, and packaging materials.

1.9 SITE CONDITIONS

- .1 Placing concrete during rain or weather events that could damage concrete is prohibited.
- .2 Protect newly placed concrete from rain or weather events in accordance with CSA A23.1/A23.2.
- .3 Cold weather protection:
 - .1 Maintain protection equipment, in readiness on Site.
 - .2 Use such equipment when ambient temperature below 5°C, or when temperature may fall below 5°C before concrete cured.
 - .3 Placing concrete upon or against surface at temperature below 5°C is prohibited.
- .4 Hot weather protection:
 - .1 Protect concrete from direct sunlight when ambient temperature above 27°C.
 - .2 Prevent forms of getting too hot before concrete placed. Apply accepted methods of cooling not to affect concrete adversely.
 - .3 Protect concrete from drying rapidly and forming surface cracks.

Part 2 Products

2.1 DESIGN CRITERIA

- .1 Alternative 1 - Performance: to CSA A23.1/A23.2, and as described in MIXES of PART 2 - PRODUCTS.

2.2 PERFORMANCE CRITERIA

- .1 Quality Control Plan: ensure concrete supplier meets performance criteria of concrete as established by Departmental Representative and provide verification of compliance as described in PART 1 - QUALITY ASSURANCE.

2.3 MATERIALS

- .1 Portland Cement: to CSA A3001, Type GU.
- .2 Water: to CSA A23.1.
- .3 Aggregates: to CSA A23.1/A23.2.
- .4 Admixtures:
 - .1 Air entraining admixture: to ASTM C 260 .
 - .2 Chemical admixture: to ASTM C 494 or ASTM C 1017]. Departmental Representative to approve accelerating or set retarding admixtures during cold and hot weather placing.
 - .3 Corrosion-inhibiting admixture: to ASTM C 494.
 - .4 Lithium-based admixture: to ASTM C 494.
 - .5 Shrinkage-reducing admixture (SRA): to ASTM C 494 , Type S.
 - .6 Viscosity-modifying agent (VMA): to ASTM C 494, Type S.
- .5 Shrinkage compensating grout: premixed compound consisting of non-metallic aggregate, Portland cement, water reducing and plasticizing agents to CSA A23.1/A23.2.
 - .1 Compressive strength: 30 MPa at 28 days.
 - .2 Net shrinkage at 28 days: maximum 0-0.035 %.
- .6 Curing compound: to CSA A23.1/A23.2, white.
- .7 Epoxy Grout: Hilti HIT-HY200 or approved equivalent.
- .8 Pre-moulded joint fillers:
 - .1 Bituminous impregnated fibre board: to ASTM D 1751 .
 - .2 Sponge rubber: to ASTM D 1752 , Type I, flexible grade.
 - .3 Self-expanding/Standard cork: to ASTM D 1752 , Type II or III.

2.4 MIXES

- .1 Alternative 1 - Performance Method for specifying concrete: to meet Departmental Representative performance criteria to CSA A23.1/A23.2.

- .1 Concrete supplier to meet performance criteria as established below and provide verification of compliance as in Quality Control Plan.
- .2 Provide concrete as shown in Contract Drawings.

Part 3 Execution

3.1 PREPARATION

- .1 Obtain Departmental Representative's written approval before placing concrete.
 - .1 Provide 24 hours minimum notice before placing of concrete.
- .2 Place concrete reinforcing in accordance with Section 03 10 00 – Concrete Formwork and Accessories.
- .3 During concreting operations:
 - .1 Development of cold joints not allowed.
 - .2 Ensure concrete delivery and handling facilitate placing with minimum of re-handling, and without damage to existing structure or Work.
- .4 Pumping of concrete permitted only after approval of equipment and mix.
- .5 Disturbing reinforcement and inserts during concrete placement is prohibited.
- .6 Before placing of concrete obtain Departmental Representative's approval of proposed method for protection of concrete during placing and curing in adverse weather.
- .7 Protect previous Work from staining.
- .8 Clean and remove stains before application for concrete finishes.
- .9 Maintain accurate records of poured concrete items to indicate date, location of pour, quality, workability, air content, temperature and test samples taken.
- .10 In locations where new concrete dowelled to existing work, drill holes in existing concrete.
 - .1 Place steel dowels of deformed steel reinforcing bars and pack solidly with epoxy grout to anchor and hold dowels in positions as indicated.
- .11 Do not place load upon new concrete until authorized by Departmental Representative.

3.2 INSTALLATION/ APPLICATION

- .1 Do cast-in-place concrete work in accordance with CSA A23.1/A23.2 .
- .2 Sleeves and inserts:
 - .1 Where approved by Departmental Representative, set sleeves, ties, pipe hangers and other inserts and openings as indicated or specified elsewhere.

- .2 Sleeves and openings greater than 100 x 100 mm not indicated shall be reviewed by Departmental Representative.
 - .3 Do not eliminate or displace reinforcement to accommodate hardware. If inserts cannot be located as specified, obtain written approval of modifications from Departmental Representative before placing concrete.
 - .4 Confirm locations and sizes of sleeves and openings shown on drawings.
 - .5 Set special inserts for strength testing as indicated and as required by non-destructive method of testing concrete.
- .3 Anchor bolts:
- .1 Set anchor bolts to templates in coordination with appropriate trade before placing concrete.
 - .2 Grout anchor bolts in preformed holes or holes drilled after concrete has set only after receipt of written approval from Departmental Representative.
 - .1 Drilled holes: 25mm minimum diameter larger than bolts used or to manufacturers' recommendations.
 - .3 Protect anchor bolt holes from water accumulations, snow and ice build-ups.
 - .4 Set bolts and fill holes with epoxy grout.
 - .5 Locate anchor bolts used in connection with expansion shoes, rollers and rockers with due regard to ambient temperature at time of erection.
- .4 Finishing and curing:
- .1 Finish concrete to CSA A23.1/A23.2 .
 - .1 Schedule: Provide a broom finish for all sidewalks, a trowel finish for all horizontal surfaces, provide form finish for all vertical and overhead surfaces.
 - .2 Use procedures as reviewed by Departmental Representative or those noted in CSA A23.1/A23.2 to remove excess bleed water. Ensure surface not damaged.
 - .3 Cure concrete in accordance with CSA A23.1/23.2. If required, use curing compounds compatible with applied finish on concrete surfaces. Provide written declaration of compatibility of compounds used.
 - .4 Rub exposed sharp edges of concrete with carborundum to produce 3 mm minimum radius edges unless otherwise indicated.
- .5 Joint fillers:
- .1 Provide filler for each joint in single piece for depth and width required for joint, unless otherwise authorized by Departmental Representative.
 - .2 When more than one piece required for joint, fasten abutting ends and hold securely to shape by stapling or other positive fastening.
 - .3 Locate and form isolation, construction, expansion joints as indicated.
 - .4 Install joint filler.
 - .5 Use 12 mm thick joint filler to separate slabs-on-grade from vertical surfaces and extend joint filler from bottom of slab to within 12mm of finished slab surface unless indicated otherwise.

- .6 Other forms of bond breaker shall only be substituted in place of joint filler with approval of Departmental Representative.

3.3 SURFACE TOLERANCE

- .1 Concrete tolerance to CSA A23.1, Clause 6.4.

3.4 SITE QUALITY CONTROL

- .1 Site tests: conduct tests as follows in accordance with Section 01 45 00 - Quality Control and submit report as described in PART 1 - ACTION AND INFORMATIONAL SUBMITTALS.
 - .1 Concrete pours.
 - .2 Slump.
 - .3 Air content.
 - .4 Compressive strength.
 - .5 Air and concrete temperature.
- .2 Tests will be made throughout progress of the Work and will be paid for by the Contractor to determine concrete quality. Tests will be in accordance with CSA A23.1 and CSA A23.2. Provide labour, concrete, and other facilities for making the test specimens and testing the specimens.
- .3 Cure cylinders on job site under same conditions as concrete which they represent.
- .4 Non-Destructive Methods for Testing Concrete: to CSA A23.1/A23.2.

3.5 COLD WEATHER

- .1 When the air temperature is at or below 5°C, or when there is a possibility of it falling to that limit within 24 hours of placing, the requirements of CSA A23.1 shall be met. The following requirements are in addition to CSA A23.1:
 - .1 Withdraw protection and heat gradually maximum allowable drop in concrete temperature in 24-hour period is 15°C.
 - .2 Concrete shall be protected from alternate freezing and thawing until it has a compressive strength of 7 MPa.
 - .3 Provide enclosures for heating such that air circulation is maintained.
 - .4 Frozen concrete will be rejected.
 - .5 Provide temperature-controlled enclosures for areas where concrete is placed whenever ambient air temperature is 5°C or lower.
 - .6 Protect concrete from the adverse effects of space-heated enclosures including local overheating and combustion products.
 - .7 Heat mix-water and, if necessary, aggregates when air temperature is at or below, or predicted to go below, 5°C at any time during the next 24 hours.
 - .8 Maintain temperature of reinforcing bars and forms above 10°C prior to placing concrete.
 - .9 Maintain temperature of concrete at surfaces at least 10°C for a minimum period of seven days after placing and achieving minimum 75% of

specified strength. Concrete temperature may then be lowered to ambient air temperature at a rate of 1/2°C per hour or 10°C per day.

3.6 CLEANING

- .1 Progress Cleaning: Leave Work area clean at end of each day.
- .2 Final Cleaning: upon completion remove surplus materials, rubbish, tools.
- .3 Waste Management: separate waste materials for reuse and recycling.
 - .1 Divert unused concrete materials from landfill to local quarry after receipt of written approval from Departmental Representative.
 - .2 Provide appropriate area on job site where concrete trucks and be safely washed.
 - .3 Divert unused admixtures and additive materials (pigments, fibres) from landfill to official hazardous material collections site as approved by Departmental Representative.
 - .4 Disposal of unused admixtures and additive materials, concrete, concrete wash water, or cleaning materials and residues into sewer systems, into lakes, streams, onto ground or in other location to pose health or environmental hazard is prohibited.
 - .5 Prevent admixtures and additive materials from entering drinking water supplies or streams.
 - .6 Using appropriate safety precautions, collect liquid or solidify liquid with inert, non-combustible material and remove for disposal.
 - .7 Dispose of waste in accordance with applicable local, Provincial and National regulations.

END OF SECTION

Part 1 General

1.1 DEFINITIONS

- .1 Fire Blocking: materials, components or system installed in a concealed space in the building to restrict the spread of fire and smoke in that concealed space or from that concealed space to an adjacent space.
- .2 Fire Stop: a material, component or system, and its means of support, used to protect gaps between fire separations, between fire separations and other construction assemblies, or used in openings where penetrating items wholly or partially penetrate fire separations, to restrict the spread of fire and smoke thus maintaining the fire-resistance continuity of a fire separation.
- .3 Fire Stop System: the combination of specific materials and/or devices required with the penetrating item(s), the assembly and the opening to assemble the fire stop.
- .4 Intumescent: materials that expand with heat to prevent fire spread through fire separations.
- .5 Listed Fire Stop System: a specific site erected construction consisting of the assembly, fire stop materials, any penetrating items and their means of support which have met the requirements for an F, FT, FH, FTH and/or L rating when tested in a fire-resistance rated assembly in accordance with CAN/ULC-S115 - Standard Method of Fire Tests of Firestop Systems.
 - .1 F-Rating: the amount of time a fire stop system can remain in place without the passage of flame through the opening or the occurrence of flaming on the unexposed face of the fire stop.
 - .2 FT-Rating: a fire stop system with an F-Rating for the required time period which can also resist the transmission of heat through the fire stop during the same period and limit the rise in temperature on the unexposed face and/or penetrating item of the fire stop.
 - .3 FH-Rating: a fire stop system with an F-Rating for the required time period which can also resist the force of a hose stream without developing openings for a prescribed period.
 - .4 FTH-Rating: a fire stop system with an FT-Rating for the required time period which also passed the hose stream test for a prescribed period.
 - .5 L-Rating: largest test sample leakage rate, determined in accordance with the optional air leakage test of CAN/ULC-S115 .
- .6 Multi-penetration: two or more service penetrations through an opening in the fire separation.
- .7 Non-rated Fire Separation: fire separation acting as a barrier to the spread of smoke until a response is initiated such as the activation of a fire suppression system.

- .8 Single-penetration: single service penetration through an opening in the fire separation.
- .9 System Design Listing: document providing proof of testing with technical details, specifications and requirements that leads to the application of a specific listed fire stop system.

1.2 REFERENCE STANDARDS

- .1 ASTM International (ASTM)
 - .1 ASTM E 595-15(2021), Standard Test Method for Total Mass Loss and Collected Volatile Condensable Materials from Outgassing in a Vacuum Environment.
 - .2 ASTM E 2032-2021, Standard Guide for Extension of Data From Fire Resistance Tests Conducted in Accordance with ASTM E 119.
 - .3 ASTM E 2174-20, Standard Practice for On-Site Inspection of Installed Firestops.
 - .4 ASTM E 2307-20, Standard Test Method for Determining Fire Resistance of Fire Barriers Using Intermediate-Scale, Multi-story Test Apparatus.
 - .5 ASTM E 2393-20a, Standard Practice for On-Site Inspection of Installed Fire Resistive Joint Systems and Perimeter Fire Barriers.
 - .6 ASTM E 2837-13(2017), Standard Test Method for Determining the Fire Resistance of Continuity Head-of-Wall Joint Systems Installed Between Rated Wall Assemblies and Nonrated Horizontal Assemblies.
- .2 Firestop Contractors International Association (FCIA)
 - .1 FCIA Firestop Manual of Practice, 8th Edition.
- .3 Factory Mutual Approvals (FM)
 - .1 FM 4991, Approval Standard for Firestop Contractors.
- .4 International Accreditation Service (IAS)
 - .1 IAS AC291, Accreditation Criteria for Special Inspection Agencies.
- .5 International Firestop Council (IFC)
 - .1 IFC Guidelines for Evaluating Engineering Judgments.
 - .2 IFC Guidelines for Evaluating Engineering Judgments - Perimeter Fire Barrier Systems.
 - .3 IFC Inspection Guidelines for Penetration Firestop Systems and Fire Resistive Joint Systems in Fire Resistance Rated Construction, 5th Edition.
- .6 National Research Council Canada (NRC)
 - .1 National Building Code of Canada 2020 (NBC).
- .7 Underwriter's Laboratories of Canada (ULC)
 - .1 CAN/ULC-S115-2018, Standard Method of Fire Tests of Firestop Systems.

- .2 ULC Qualified Firestop Contractor Program.

1.3 SYSTEMS DESCRIPTION

- .1 This Section specifies fire stop systems and/or fire stop materials intended to fill gaps between fire separations, between fire separations and other construction assemblies, or used in or around items which fully or partially penetrate a fire separation, to restrict the spread of fire and smoke thus maintaining the integrity of a fire separation.
 - .1 Through-penetration fire stops:
 - .1 For openings created to allow a penetrating item such as piping, conduits, raceways, ducts, cable trays, cables, tubing or structural components to pass completely through a fire separation or fire-resistance rated assembly.
 - .2 Membrane penetration fire stops:
 - .1 For openings where penetrating items such as piping, conduits, raceways, ducts, cable trays, cables, tubing, recessed components (e.g.: panels, electric boxes, devices) or structural components pass through only one membrane of a fire separation or fire-resistance rated assembly.
 - .3 Blank opening fire stops:
 - .1 For openings created in a fire separation where the penetrating item has not yet been installed or has been removed.
 - .4 Construction joint fire stops:
 - .1 For locations where adjacent fire separations or components of fire separations meet. These locations include: ceiling/wall and roof/wall joints, wall/wall joints at corners or in the same plane, wall/floor joints, floor/floor joints and ceiling/ceiling joints.
 - .2 Includes fire stops for seismic joints, vertical control joints, expansion joints, and joints which occur at the tops and bottoms of fire separation walls.
 - .3 Includes fire stops for head of wall to non-rated roof or floor assemblies.
 - .5 Building perimeter fire stops:
 - .1 For the space between a fire-resistance rated floor assembly and the curtain wall (e.g.: safing slot gaps).

1.4 SEQUENCING

- .1 Proceed with installation only when submittals have been reviewed by Departmental Representative.
- .2 Metal deck bonding: unless noted otherwise on system design listing and manufacturer's installation instructions, fire stopping to precede spray applied fireproofing to ensure required bonding.
- .3 Pipe and duct insulation: certified fire stop system component.
 - .1 Ensure pipe and duct insulation installation precedes fire stopping.

1.5 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Qualification Statement
 - .1 Submit contractor qualification statements and certificates demonstrating compliance with the qualification requirements of this Section, as described in PART 1 - QUALITY ASSURANCE, within 10 working days before starting Work.
- .3 Product Data:
 - .1 Submit manufacturer's printed product literature, specifications and datasheet. Submit complete product data for each individual component and include:
 - .1 Product name and product number.
 - .2 Product characteristics and performance criteria.
 - .3 Physical size, finish and limitations.
 - .4 Technical data on out-gassing, off-gassing and age testing.
 - .5 Curing time.
 - .6 Chemical compatibility to other construction materials.
 - .7 Shelf life.
 - .8 Life expectancy.
 - .9 Temperature range for installation.
 - .10 Humidity range for installation.
 - .11 Sound attenuation STC-Rating.
 - .2 Manufacture Product Certification:
 - .1 Submit certification by the manufacturer that products supplied comply with local regulations controlling use of Volatile Organic Compounds (VOC's) and are non-toxic to building occupants.
 - .2 Submit test reports showing compliance to ASTM E 595 .
 - .3 For each individual component, Submit copies of WHMIS Safety Data Sheets (SDS).
 - .4 Submit a comprehensive list of all products and components included in submittal.
- .4 Shop Drawings:
 - .1 Submit shop drawings showing system design listings for Project including proposed materials, reinforcement, anchorage, fastenings and method of installation.
 - .2 Construction details to accurately reflect actual job conditions for each product and assembly.
 - .3 Submit details for materials and prefabricated devices.
 - .4 Submit electronic copy of shop drawings.
 - .1 System Design Listings:

- .1 Submit CAN/ULC-S115 design listings for each listed fire stop system and each application identified.
- .2 When more than one product is specified for the listed fire stop system or more than one packing/damming material is indicated, identify the item that will be used on this Project.
- .2 Certificates signed by manufacturer certifying that materials comply with specified performance characteristics and physical properties.
- .5 Manufacturer's Instructions: submit manufacturer's installation instructions and special handling criteria, installation sequence and cleaning procedures.

1.6 CLOSEOUT SUBMITTALS

- .1 Submit in accordance with Section 01 78 00 - Closeout Submittals.
- .2 Operation and Maintenance Data: submit operation and maintenance data for incorporation into manual. Include:
 - .1 WHMIS Safety Data Sheets (SDS).
 - .2 Product data and manufacturer's installation and maintenance instructions for each product/system used on this project.
 - .3 Approved system design listings.
 - .4 Certifications:
 - .1 Proof of training for each worker that performed installation on the Project.
 - .2 Proof of company as a FCIA - Member in Good Standing.
 - .3 Certification of company as a ULC Qualified or FM 4991 Approved Firestop Contractor, including the Designated Responsible Individual (DRI) certificate.
 - .4 Accreditation of third-party inspection firm.
 - .5 Manufacturer's site reports.
 - .6 Warranty information on fire stop installations.
 - .7 Life expectancy of each product installed as part of Project. For each system, list the installation date of products and the expected expiration date (month/year).

1.7 QUALITY ASSURANCE

- .1 Provide installation and inspection of fire stop systems in accordance with the recommended practices detailed in the following guides:
 - .1 FCIA Firestop Manual of Practice (MOP).
- .2 Qualifications:
 - .1 Contractor specializing in installation of fire stops approved by manufacturer.

- .2 Company recognized as a Member in Good Standing with the Firestop Contractors International Association (FCIA). Submit written proof of current membership.
- .3 Training: workers, including site supervisor, to have completed:
 - .1 Manufacturer training on the products/systems installed as part of this Section.
- .4 Certified Firestop Contractor: company certified with:
 - .1 ULC Qualified Firestop Contractor Program. Submit signed copy of ULC Qualified Firestop Contractor Program certificate.

1.8 DELIVERY, STORAGE AND HANDLING

- .1 Packing, shipping, handling and unloading:
 - .1 Deliver, store and handle materials in accordance with manufacturer's written instructions.
 - .2 Deliver materials to the site in undamaged condition and in original unopened containers, marked to indicate manufacturer.
- .2 Storage and Protection:
 - .1 Store materials indoors and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
 - .2 Replace defective, expired or damaged materials with new.
 - .3 Coordinate delivery of materials with scheduled installation dates to allow minimum storage time on site.
 - .4 Comply with recommended procedures, precautions and measures described in WHMIS Safety Data Sheets (SDS).
- .3 Waste Management and Disposal:
 - .1 Separate waste materials for reuse and recycling.

1.9 SITE CONDITIONS

- .1 Ambient Conditions:
 - .1 Install fire stops when ambient and substrate temperatures are within the limits prescribed by the manufacturer and when the substrate is dry and without risk of condensation.
 - .2 Maintain manufacturer's recommended ambient and substrate temperatures for 48 hours before and 72 hours after installation.
- .2 Ventilate fire stops in accordance with manufacturers' instructions by natural means or where this is inadequate using forced air circulation.

1.10 WARRANTY

- .1 For the Work of this Section 07 84 00 - Fire Stopping, the 12 month warranty period is extended to 24 months.

- .2 Manufacturers shall warrant work of this section against defects and deficiencies in the product material for a period of 24 months. Promptly correct any defects or deficiencies, which become apparent within warranty period at no expense.
- .3 Contractor shall warrant workmanship on materials and installation for a period of 24 months. Promptly correct any defects or deficiencies which become apparent within warranty period at no expense.

Part 2 Products

2.1 MANUFACTURERS

- .1 Provide products from a single manufacturer, to the greatest extent possible, to perform all fire stopping work. Materials of different manufacturers will not be permitted without written authorization from Departmental Representative.
- .2 Where there is no specific tested listed fire stop system available from the manufacturer for a particular fire stopping application, provide a listed system from an alternative manufacturer to avoid providing an Engineering Judgment.

2.2 DESIGN/PERFORMANCE CRITERIA

- .1 Fire stop and smoke stop systems and systems providing a barrier to smoke spread consisting of a material or combination of materials installed to maintain the integrity of the fire resistance rating of a fire separation in accordance with the requirements of NBC.
- .2 Non-rated fire separations: provide L-Rated smoke protection fire stop system for application on both sides of separation.
- .3 Dynamic joints: where required, fire and smoke stop systems to be designed to accommodate a defined amount of movement to account for expansion or contraction in construction joints and mechanical piping, for movement in structural elements and to accommodate for movement and sound and vibration control in mechanical installations.
- .4 Insulated pipes and ducts: listed fire stop system designed and tested with actual insulation materials penetrating the fire separation, as indicated on the system design listing.
- .5 Use in wet areas: water based products are unacceptable in wet areas or areas that may be subject to occasional water exposure or flooding during and after construction.
- .6 Architectural considerations: when exposed to view, fire stop system to consider architectural finish, potential traffic, and exposure to moisture and heat.
- .7 Environment considerations: materials selected to consider the environment in which they will be used during and after curing as well as the intended use of space. Fire stop manufacturer to confirm compatibility of the proposed materials/products for the following cases:

- .1 Spaces requiring resistance to infection and biological spread through assemblies.
- .2 Spaces containing sensitive electronic equipment.
- .3 Preventing contamination of laboratory and manufacturing environments.

2.3 MATERIALS

- .1 Fire stop and smoke stop systems: in accordance with CAN-ULC-S115
 - .1 Asbestos-free materials and systems capable of maintaining effective barrier against the passage of flame, smoke and water and the transmission of heat in compliance with requirements of CAN-ULC-S115 and not to exceed opening sizes for which they are intended, as indicated on System Design Listing.
 - .2 Service penetration assemblies and fire stop components: certified by test laboratory to CAN/ULC-S115
- .2 Fire and smoke stop systems at openings intended for re-entry such as cables: provide elastomeric seal or non-shrink foam cement mortar.
- .3 Fire and smoke stop systems at openings around penetrations for pipes, ductwork and other mechanical items requiring sound and vibration control: provide elastomeric protection.
- .4 Fire and smoke stops behind and around mechanical and electrical boxes within wall, floor and ceiling assemblies: provide elastomeric seal.
- .5 Primers: to manufacturer's recommendation for specific material, substrate, and end use.
- .6 Water (if applicable): potable, clean and free from injurious amounts of deleterious substances.
- .7 Packing/damming materials, supports and anchoring devices: to manufacturer's recommendations, and in accordance with tested assembly being installed as acceptable to authorities having jurisdiction.
- .8 Fire stop insulation: pre-formed, semi rigid, non-combustible mineral wool, pre-cut in 1220 mm lengths to required depth and width.
- .9 Junction box / outlet sealing putty: intumescent putty, pre-formed in pads.
- .10 Sealants: good adhesion without use of primer, high visibility safety colours.
 - .1 Flame spread rating: maximum 25.
 - .2 Smoke development classification: maximum 50.
 - .3 For vertical joints: non-sagging.
 - .4 For horizontal joints: single component, self-levelling.

Part 3 Execution

3.1 MANUFACTURER'S INSTRUCTIONS

- .1 Compliance: comply with manufacturer's written recommendations or specifications, including product technical bulletins, handling, storage and installation instructions, and datasheets.

3.2 EXAMINATION

- .1 Verify substrate conditions are acceptable for product installation in accordance with manufacturer's instructions and approved system design listings for each condition.
- .2 Verify each opening/annular space to ensure it does not exceed the maximum and minimum dimensions indicated on the approved system design listing.
- .3 Verify that all joints, service penetrating elements and supporting devices/hangers have been properly installed as indicated on approved system design listings. All temporary lines and markings have been removed to meet the approved system design listings.
- .4 Verify that the proposed fire stop system is composed of components that are compatible with each other, the substrates forming the openings, and the items, if any, penetrating the fire stop under conditions of application and service, as demonstrated by the fire stop manufacturer based on testing and site experience.
- .5 Pipe and duct insulation: confirm that the proposed fire stop system has been tested with the actual insulation penetrating the fire separation on site, as indicated in the approved system design listing. Maintain insulation around pipes and ducts penetrating the fire separation.
- .6 Ensure no additional items have been installed through opening that does not appear on the approved system design listing.
- .7 Ensure areas that are to be fire stopped are accessible for proper application and conditions are suitable for installation of the fire stop system. Areas to remain accessible for inspection.
- .8 Report in writing to Departmental Representative any defective surfaces or conditions affecting the fire stop system installation, immediately and before commencing any installations.
- .9 Proceed only once defected surfaces or conditions have been corrected.
- .10 Beginning of installation means acceptance of site conditions.

3.3 PREPARATION

- .1 Examine sizes and conditions of voids to be filled to establish correct thicknesses and installation of materials.
 - .1 Ensure that substrates and surfaces are clean, dry and frost free.

- .2 Ensure substrates and surfaces are free of dirt, grease, oil, rust, laitance, release agents, water repellents, and any other substances that may affect proper adhesion.
- .2 Prepare surfaces in contact with fire stop and smoke stop materials to manufacturer's instructions.
- .3 Maintain insulation around pipes and ducts penetrating fire separation.
- .4 Mask where necessary to avoid spillage and over coating onto adjoining surfaces; remove stains on adjacent surfaces.
- .5 Protect adjacent work areas and finish surfaces from damage during product installation.
- .6 Ensure multi-penetration openings have been framed and boarded out, all around the annular opening as indicated in the system design listing before prepping the opening.

3.4 INSTALLATION

- .1 Install fire stop and smoke stop materials and components in accordance with manufacturer's certified tested system listing.
- .2 Coordinate with other sub-trades to ensure that all pipes, conduits, cables, and other items, which penetrate fire separations, have been permanently installed before installation of fire stop systems.
- .3 Schedule work to ensure that fire separations and all other construction that conceals penetrations are not erected before installation of fire and smoke stop systems.
- .4 Protect holes or gaps made by through penetrations, poke through termination devices, and un-penetrated openings or joints to ensure that both continuity and integrity of fire separation are maintained.
- .5 Provide temporary forming as required and remove forming only after materials have gained sufficient strength and after initial curing per manufacturer's instructions.
- .6 Tool or trowel exposed surfaces to neat finish.
- .7 Remove excess compound promptly as work progresses and upon completion.
- .8 Protect gaps around recessed components (e.g.: panels, electrical boxes, outlets) with sealing putty in accordance with manufacturer's instructions.
- .9 Do not use damaged or expired material.
- .10 Joint Fire Stops:
 - .1 For sealant applications, install joint fillers to support fire stop materials during application. Position joint fillers to ensure fire stop material

cross-sectional shape and thickness relative to the joint width allows for optimum sealant movement, while developing the required fire-resistance rating.

- .2 Install fire stops using techniques recommended by the manufacturer:
 - .1 Fully wetting joint substrates to optimize adhesion.
 - .2 Completely filling recesses provided for each joint configuration.
 - .3 Providing uniform, cross-sectional shapes and thickness relative to joint width that optimize movement capability.
 - .4 Tooling non-sag fire stop materials immediately after their application and before the time skinning begins. Form smooth, uniform beads of configuration indicated or required to:
 - .1 Provide required fire-resistance rating.
 - .2 Eliminate air pockets.
 - .3 Ensure contact and adhesion with sides of joint.
- .3 Joint Systems and Perimeter Fire Containment Systems:
 - .1 For systems with dynamic joints, ensure movement capabilities of the installation meet or exceed the movement expectations of the system design listing and manufacturer's installation instructions.

3.5 REPAIRS AND MODIFICATIONS

- .1 Identify damaged or re-entered seals requiring repair or modification.
- .2 Remove loose or damaged materials. If penetrating items are to be added, remove sufficient material to insert new elements and to avoid damaging the balance of the seal.
- .3 Ensure that surfaces to be sealed are clean and dry.
- .4 Use only materials that are suitable for repair of original seal, as approved by manufacturer. Do not mix products from different manufacturers.
- .5 Repair all damage resulting from fire stop destructive testing.

3.6 SITE QUALITY CONTROL

- .1 Inspections: notify Departmental Representative when ready for inspection and before concealing or enclosing fire stop materials and service penetration assemblies.
- .2 Manufacturer's Field Services:
 - .1 Mock-ups: manufacturer to provide written confirmation that the fire stop system installed meets or exceeds the system design listing requirements for each mock-up application.
 - .2 Obtain written report from manufacturer verifying compliance of Work, in handling, installing, applying, protecting and cleaning of product and submit Manufacturer's Site Reports as described in PART 1 - SUBMITTALS.

- .3 Provide manufacturer's site services consisting of product use recommendations and periodic site visits for inspection of product installation in accordance with manufacturer's instructions.
- .4 Schedule site visits, to review Work, as directed in PART 1 - QUALITY ASSURANCE.

3.7 INSPECTIONS

- .1 Upon completion of construction and before requesting substantial performance review, fire stop contractor shall inspect all fire stopping work and prepare a deficiency list. Submit deficiency list to Departmental Representative for review. Repair any deficiencies and re-inspect work to ensure that all deficiencies have been completed.

3.8 FIRE STOPPING LOCATIONS

- .1 Provide fire stop and L-Rated smoke-resistant fire stop systems at:
 - .1 Around mechanical and electrical assemblies/devices penetrating fire separations.

3.9 CLEANING

- .1 Proceed in accordance with Section 01 74 00 - Cleaning.
- .2 Remove equipment, excess materials and debris and clean adjacent surfaces immediately after application. Use methods and cleaning materials approved by manufacturer.
- .3 Protect fire stops during and after curing period from contact with contaminating substances. Repair all damage.
- .4 Remove temporary dams after initial set of fire stop and smoke stop materials.

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

- .1 CSA Group
 - .1 CSA C22.1-, Canadian Electrical Code, Part 1 (latest), Safety Standard for Electrical Installations.
 - .2 CAN3-C235-83(R2010), Preferred Voltage Levels for AC Systems, 0 to 50,000 V.
 - .3 Consider OESC (Ontario Electrical Safety Code) Electrical Bulletins in force at time of tender submission, while not identified and specified by number in this Division, to be forming part of related CSA Part II standard.
 - .4 Where requirements of this specification exceed those of above mentioned standards, this specification shall govern
 - .5 Notify the NRC Departmental Representative as soon as possible when requested to connect equipment supplied by NRC which is not CSA approved.
- .2 Institute of Electrical and Electronics (IEEE)/National Electrical Safety Code Product Line (NESC)
 - .1 IEEE SP1122-2000, The Authoritative Dictionary of IEEE Standards Terms, 7th Edition.

1.2 DEFINITIONS

- .1 Electrical and electronic terms: unless otherwise specified or indicated, terms used in these specifications, and on drawings, are those defined by IEEE SP1122.

1.3 RELATED REQUIREMENTS

- .1 26 05 32 – Outlet Boxes, Conduit Boxes and Fittings

1.4 PERMITS AND FEES

- .1 Submit to Electrical Inspection Department and Supply Authority necessary number of drawings and specifications for examination and approval prior to commencement of work.
- .2 Pay all fees required for the performance of the work.

1.5 INSPECTION AND FEES

- .1 Furnish a Certificate of Acceptance from the Authorized Electrical Inspection Department on completion of work.
- .2 Request and obtain Special Inspection approval from the Authorized Electrical Inspection Department for any non-CSA approved control panels or other equipment fabricated by the contractor as part of this contract.

- .3 Pay all fees required for inspections.

1.6 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00 – Submittal Procedures.
- .2 Product Data:
 - .1 Submit manufacturer's instructions, printed product literature and data sheets and include product characteristics, performance criteria, physical size, finish and limitations.
- .3 Shop drawings:
 - .1 Submit wiring diagrams and installation details of equipment indicating proposed location, layout and arrangement, control panels, accessories, piping, ductwork, and other items that must be shown to ensure co-ordinated installation.
 - .2 Identify on wiring diagrams circuit terminals and indicate internal wiring for each item of equipment and interconnection between each item of equipment.
 - .3 Indicate of drawings clearances for operation, maintenance, and replacement of operating equipment devices.
 - .4 Submit electronic drawings and product data.
 - .5 If changes are required, notify Departmental Representative of these changes before they are made.
- .4 Certificates:
 - .1 Provide CSA certified equipment and material.
 - .2 Where CSA certified equipment and material is not available, submit such equipment and material to Departmental Representative for approval before delivery to site.
 - .3 Submit test results of installed electrical systems and instrumentation.
 - .4 Submit, upon completion of Work, load balance report as described in PART 3 - LOAD BALANCE.
- .5 Manufacturer's Field Reports: submit to Departmental Representative manufacturer's written report, within 3 days of review, verifying compliance of Work and electrical system and instrumentation testing, as described in PART 3 - FIELD QUALITY CONTROL.
- .6 Sustainable Design Submittals:
 - .1 Construction Waste Management:
 - .1 Submit project Waste Management Plan highlighting recycling and salvage requirements.

1.7 CLOSEOUT SUBMITTALS

- .1 Submit in accordance with Section 01 78 00 – Closeout Submittals.

- .2 Operation and Maintenance Data: submit operation and maintenance data for incorporation into manual.
 - .1 Provide for each system and principal item of equipment as specified in technical sections for use by operation and maintenance personnel.
 - .2 Operating instructions to include following:
 - .1 Wiring diagrams, control diagrams, and control sequence for each principal system and item of equipment.
 - .2 Start up, proper adjustment, operating, lubrication, and shutdown procedures.
 - .3 Safety precautions.
 - .4 Procedures to be followed in event of equipment failure.
 - .5 Other items of instruction as recommended by manufacturer of each system or item of equipment.
 - .3 Post instructions where directed.
 - .4 For operating instructions exposed to weather, provide weather-resistant materials or weatherproof enclosures.
 - .5 Ensure operating instructions will not fade when exposed to sunlight and are secured to prevent easy removal or peeling.

1.8 DELIVERY, STORAGE AND HANDLING

- .1 Deliver, store and handle materials in accordance with manufacturer's written instructions.
- .2 Delivery and Acceptance Requirements: deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- .3 Storage and Handling Requirements:
 - .1 Store materials in dry location and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
 - .2 Store and protect from nicks, scratches, and blemishes.
 - .3 Replace defective or damaged materials with new.

Part 2 Products

2.1 DESIGN REQUIREMENTS

- .1 Operating voltages: to CAN3-C235
- .2 Motors, electric heating, control and distribution devices and equipment to operate satisfactorily at 60 Hz within normal operating limits established by above standard.
 - .1 Equipment to operate in extreme operating conditions established in above standard without damage to equipment.

- .3 Language operating requirements: provide identification nameplates and labels for control items in English and French.
- .4 Use one nameplate or label for each language.

2.2 MATERIALS AND EQUIPMENT

- .1 Provide material and equipment in accordance with Section 01 61 00 - Common Product Requirements.
- .2 Material and equipment to be CSA certified. Where CSA certified material and equipment are not available, obtain special approval from Departmental Representative before delivery to site and submit such approval as described in PART 1 - ACTION AND INFORMATIONAL SUBMITTALS.
 - .1 Factory assemble control panels and component assemblies.

2.3 ELECTRIC MOTORS, EQUIPMENT AND CONTROLS

- .1 Verify installation and co-ordination responsibilities related to motors, equipment and controls, as indicated.

2.4 WARNING SIGNS

- .1 Provide warning labels for equipment fed from two or more sources - "DANGER MULTIPLE POWER FEED" black letters on a yellow background. These labels are available from NRC's Facilities Maintenance group in building M-19.
- .2 Provide warning signs, as specified or to meet requirements of Authorized Electrical Inspection Department and NRC Departmental Representative.
- .3 Decal signs, minimum size 175 x 250 mm.

2.5 WIRING TERMINATIONS

- .1 Ensure lugs, terminals, screws used for termination of wiring are suitable for either copper or aluminum conductors.

2.6 EQUIPMENT IDENTIFICATION

- .1 Identify electrical equipment with nameplates and labels as follows:
 - .1 Lamicoid nameplates shall be rigid lamicoid, minimum 1.5 mm (1/16") thick with:
 - .1 Black letters engraved on a white background for normal power circuits.
 - .2 Black letters engraved on a yellow background for emergency power circuits.
 - .2 White letters engraved on a red background for fire alarm equipment.
 - .3 Minimum border of 3 mm (1/8"). Characters shall be 9 mm (3/8") in size unless

- otherwise specified.
 .4 Sizes as follows:

NAMEPLATE SIZES			
Size 1	10 x 50 mm	1 line	3 mm highletters
Size 2	12 x 70 mm	1 line	5 mm highletters
Size 3	12 x 70 mm	2 lines	3 mm highletters
Size 4	20 x 90 mm	1 line	8 mm highletters
Size 5	20 x 90 mm	2 lines	5 mm highletters
Size 6	25 x 100 mm	1 line	12 mm highletters
Size 7	25 x 100 mm	2 lines	6 mm highletters

- .2 Labels: embossed plastic labels with [6] mm high letters unless specified otherwise.
- .1 Black letters engraved on a white background for normal power circuits.
 - .2 Black letters engraved on a yellow background for emergency power circuits.
 - .3 White letters engraved on a red background for fire alarm equipment.
- .3 Wording on nameplates and labels to be approved by Departmental Representative prior to manufacture.
- .4 Allow for minimum of twenty-five (25) letters per nameplate and label.
- .5 Nameplates for terminal cabinets and junction boxes to indicate system and/or voltage characteristics.
- .6 Disconnects, starters and contactors: indicate equipment being controlled and voltage.
- .7 Terminal cabinets and pull boxes: indicate system and voltage.
- .8 Transformers: indicate capacity, primary and secondary voltages.
- .9 Identify with size 1 labels, or an alternate approved by the NRC Departmental Representative, all electrical outlets shown on drawings and/or mentioned in the specifications. These are the lighting switches, exit signs, recessed and surface mounted receptacles such as those in offices and service rooms and used to plug in office equipment, telecommunication equipment or small portable tools. Indicate only the source of power (Ex. for a receptacle fed from panel L32 circuit #1: "L32-1").
- .10 Identify with nameplates all electrical equipment shown on the drawings and/or mentioned in the specification such as motor control centers, switchgear, splitters, fused switches, isolation switches, motor starting switches, starters, molded case breaker, power breaker, panelboards, transformers, high voltage cables, industrial type receptacles, junction boxes, control panels, etc., regardless of whether or not the electrical

equipment was furnished under this section of the specification. Example: A new 120/240 volt single phase circuit breaker panelboard, L16, is fed from panelboard LD1 circuit 10.

"PANEL L16
120/240 V
FED FROM LD1-10"

“PANNEAU L16
120/240 V
ALIMENTE PAR LD1-10”

- .11 Coordinate names of equipment and systems with other Divisions to ensure that names and numbers match.
- .12 For all interior nameplates, mount nameplates using two-sided tape.
- .13 For all exterior nameplates, mount nameplates using self-tapping 2.3 mm (3/32") dia. slot head screws - two per nameplate for nameplates under 75 mm (3") in height and a minimum of 4 for larger nameplates. Holes in nameplates to be 3.7 mm (3/16") diameter to allow for expansion of nameplate due to exterior conditions.
 - .1 No drilling is to be done on live equipment.
 - .2 Metal filings from drilling are to be vacuumed from the enclosure interiors.
- .14 Identify lighting fixtures which are connected to emergency power with a label "EMERGENCY LIGHTING/ÉCLAIRAGE D'URGENCE", black letters on a yellow background. These labels are available from NRC's Facilities Maintenance group in building M-19. Lighting fixtures which are connected to normal power are not to be identified.
- .15 Provide neatly typed updated circuit directories in a plastic holder on the inside door of new or modified panelboards in the contract.

2.7 WIRING IDENTIFICATION

- .1 Identify wiring with permanent indelible identifying markings, numbered or coloured plastic tapes, on both ends of phase conductors of feeders and branch circuit wiring.
- .2 Maintain phase sequence and colour coding throughout.
- .3 Colour coding: to CSA C22.1
- .4 Use colour coded wires in communication cables, matched throughout system.

2.8 CONDUIT AND CABLE IDENTIFICATION

- .1 Colour code conduits, boxes and metallic sheathed cables.

- .2 Provide factory painted, colour-coded EMT for new conduits. Apply paint to the covers of junction boxes and condulets of existing conduits. Colour code as follows:
 - .1 Building Automation system – orange
 - .2 Other base building low voltage control system – white
- .3 All other systems to follow site instruction from NRC departmental representative.
- .4 Identify all electrical circuits in every junction box and pull box on the box cover with size 5 label.
- .5 Identify all electrical circuits on each conduit end where conduit penetrates a wall enclosure, junction box or pull box, and halfway of each conduit run between walls, enclosures, junction boxes or pull boxes with size 1 label.
- .6 Identify electrical circuit on each cable 250MCM or larger with nameplate, or cable 4/0 and smaller with size 1 label, on every splitter, every 10m of each cable run and cable end where cable penetrates a wall, enclosure, junction box or pull box

2.9 FINISHES

- .1 Shop finish metal enclosure surfaces by application of rust resistant primer inside and outside, and at least two coats of finish enamel.
- .2 Paint outdoor electrical equipment "equipment green" finish to EEMAC Y1-1-1955.
- .3 Paint indoor switchgear and distribution enclosures light gray to gray to EEMAC 2Y-1-1958.
- .4 Clean and touch up surfaces of shop-painted equipment scratched or marred during shipment or installation, to match original paint.

Part 3 Execution

3.1 EXAMINATION

- .1 Verification of Conditions: verify that conditions of substrate previously installed under other Sections or Contracts are acceptable for installation in accordance with manufacturer's written instructions.
 - .1 Visually inspect substrate in presence of Departmental Representative.
 - .2 Inform Departmental Representative of unacceptable conditions immediately upon discovery.
 - .3 Proceed with installation only after unacceptable conditions have been remedied and after receipt of written approval to proceed from Departmental Representative.

3.2 INSTALLATION

- .1 Do complete installation in accordance with CSA C22.1 except where specified otherwise.
- .2 Do overhead and underground systems in accordance with CAN/CSA-C22.3 No.1 except where specified otherwise.

3.3 NAMEPLATES AND LABELS

- .1 Ensure manufacturer's nameplates, CSA labels and identification nameplates are visible and legible after equipment is installed.

3.4 CONDUIT AND CABLE INSTALLATION

- .1 Install conduit and sleeves prior to pouring of concrete.
 - .1 Sleeves through concrete: schedule 40 steel pipe sized for free passage of conduit, and protruding 50 mm.
- .2 If plastic sleeves are used in fire rated walls or floors, remove before conduit installation.
- .3 Install cables, conduits and fittings embedded or plastered over, close to building structure so furring can be kept to minimum.

3.5 LOCATION OF OUTLETS

- .1 Locate outlets in accordance with Section 26 05 32 - Outlet Boxes, Conduit Boxes and
- .2 Fittings.
- .3 Do not install outlets back-to-back in wall; allow minimum 150mm horizontal clearance between boxes.
- .4 Change location of outlets at no extra cost or credit, providing distance does not exceed 3000 mm, and information is given before installation.
- .5 Locate light switches on latch side of doors.
 - .1 Locate disconnect devices in mechanical and elevator machine rooms on latch side of floor.

3.6 MOUNTING HEIGHTS

- .1 Mounting height of equipment is from finished floor to centreline of equipment unless specified or indicated otherwise.
- .2 If mounting height of equipment is not specified or indicated, verify before proceeding with installation.
- .3 Install electrical equipment at following heights unless indicated otherwise.
 - .1 Panelboards: as required by Code or as indicated.

3.7 CO-ORDINATION OF PROTECTIVE DEVICES

- .1 Ensure circuit protective devices such as overcurrent trips, relays and fuses are installed to required values and settings.

3.8 FIELD QUALITY CONTROL

- .1 Load Balance:
 - .1 Measure phase current to panelboards with normal loads (lighting) operating at time of acceptance; adjust branchcircuit connections as required to obtain best balance ofcurrent between phases and record changes.
 - .2 Measure phase voltages at loads and adjust transformer taps towithin 2% of rated voltage of equipment.
 - .3 Provide upon completion of work, load balance report as directed in PART 1 - ACTION AND INFORMATIONAL SUBMITTALS, phase and neutral currents on panelboards, dry-core transformers and motor control centres, operating under normal load, as well as hour and date on which each load wasmeasured, and voltage at time of test.
- .2 Conduct following tests.
 - .1 Power generation and distribution system includingphasing, voltage, grounding and load balancing.
 - .2 Circuits originating from branch distribution panels.
 - .3 Lighting and its control.
 - .4 Motors, heaters and associated control equipment includingsequenced operation of systems where applicable.
 - .5 Systems: fire alarm.
 - .6 Insulation resistance testing:
 - .1 Megger circuits, feeders and equipment up to 350 V with a
 - .2 500 V instrument.
 - .3 Megger 350-600 V circuits, feeders and equipment with a1000 V instrument.
 - .4 Check resistance to ground before energizing.
 - .7 Carry out tests in presence of Departmental Representative.
 - .8 Provide instruments, meters, equipment and personnel required toconduct tests during and at conclusion of project.
 - .9 Manufacturer's Field Services:
 - .1 Obtain written report from manufacturer verifying compliance of Work, in handling, installing, applying, protecting and cleaning of product and submit Manufacturer's Field Reports asdescribed in PART 1 - ACTION AND INFORMATIONAL SUBMITTALS.
 - .2 Provide manufacturer's field services consisting of productuse recommendations and periodic site visits for inspectionof product installation in accordance with manufacturer's instructions.

3.9 SYSTEM STARTUP

- .1 Instruct Departmental Representative and operating personnel in operation, care and maintenance of systems, system equipment and components.
- .2 Arrange and pay for services of manufacturer's factory service engineer to supervise start-up of installation, check, adjust, balance and calibrate components and instruct operating personnel.
- .3 Provide these services for such period, and for as many visits as necessary to put equipment in operation and ensure that operating personnel are conversant with aspects of its care and operation.

3.10 CLEANING

- .1 Progress Cleaning:
 - .1 Leave Work area clean at end of each day.
- .2 Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment.
- .3 Remove recycling containers and bins from site and dispose of materials at appropriate facility.

3.11 WORK ON LIVE EQUIPMENT

- .1 NRC requires that work be performed on non-energized equipment, installation, conductors and power panels. For purposes of quotation assume that all work is to be done after normal working hours and that equipment, installation, conductors and power panels are to be de-energized when worked upon.
- .2 Coordinate all shutdowns with Departmental Representative.

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

- .1 CSA Group (CSA)
 - .1 CAN/CSA-C22.2 No.18.1-13(R2018), Metallic Outlet Boxes.
 - .2 CAN/CSA-C22.2 No.65-18, Wire Connectors (Tri-National Standard with UL 486A-486B and NMX-J-543-ANCE-03).
- .2 Electrical and Electronic Manufacturers' Association of Canada (EEMAC)
 - .1 EEMAC 1Y-2-1961, Bushing Stud Connectors and Aluminum Adapters (1200 Ampere Maximum Rating).
- .3 National Electrical Manufacturers Association (NEMA)

1.2 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Product Data:
 - .1 Submit manufacturer's instructions, printed product literature and data sheets for wire and box connectors and include product characteristics, performance criteria, physical size, finish and limitations.

1.3 CLOSEOUT SUBMITTALS

- .1 Submit in accordance with Section 01 78 00 - Closeout Submittals.
- .2 Operation and Maintenance Data: submit operation and maintenance data for wire and box connectors for incorporation into manual.

1.4 DELIVERY, STORAGE AND HANDLING

- .1 Deliver, store and handle materials in accordance with manufacturer's written instructions.
- .2 Delivery and Acceptance Requirements: deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- .3 Storage and Handling Requirements:
 - .1 Store materials indoors and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
 - .2 Store and protect wire and box connectors from nicks, scratches, and blemishes.
 - .3 Replace defective or damaged materials with new.
- .4 Packaging Waste Management: remove for reuse and return of pallets, crates, padding, and packaging materials.

Part 2 Products

2.1 MATERIALS

- .1 Pressure type wire connectors to: CAN/CSA-C22.2 No.65, with current carrying parts of copper sized to fit copper conductors as required.
- .2 Fixture type splicing connectors to: CAN/CSA-C22.2 No.65, with current carrying parts of copper sized to fit copper conductors 10 AWG or less.
- .3 Bushing stud connectors: to NEMA to consist of:
 - .1 Connector body and stud clamp for copper.
 - .2 Clamp for stranded copper conductors.
 - .3 Clamp for conductors.
 - .4 Stud clamp bolts.
 - .5 Bolts for copper bar.
 - .6 Bolts for aluminum conductors bar.
 - .7 Sized for conductors as indicated.
- .4 Clamps or connectors for armoured cable, TECK cable, flexible conduit, and non-metallic sheathed cable as required to: CAN/CSA-C22.2 No.18.1.

Part 3 Execution

3.1 EXAMINATION

- .1 Verification of Conditions: verify that conditions of substrate previously installed under other Sections or Contracts are acceptable for wire and box connectors installation in accordance with manufacturer's written instructions.
 - .1 Visually inspect substrate in presence of Departmental Representative.
 - .2 Inform Departmental Representative of unacceptable conditions immediately upon discovery.
 - .3 Proceed with installation only after unacceptable conditions have been remedied and after receipt of written approval to proceed from Departmental Representative.

3.2 INSTALLATION

- .1 Remove insulation carefully from ends of conductors and cables and:
 - .1 Apply coat of zinc joint compound on aluminum conductors prior to installation of connectors.
 - .2 Install mechanical pressure type connectors and tighten screws with appropriate compression tool recommended by manufacturer. Installation shall meet secureness tests in accordance with CAN/CSA-C22.2 No.65
 - .3 Install fixture type connectors and tighten to CAN/CSA-C22.2 No.65. Replace insulating cap.
 - .4 Install bushing stud connectors in accordance with NEMA.

3.3 CLEANING

- .1 Progress Cleaning: clean in accordance with Section 01 74 00 - Cleaning.
 - .1 Leave Work area clean at end of each day.
- .2 Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment in accordance with Section 01 74 00 - Cleaning.
- .3 Waste Management: separate waste materials for reuse and recycling.
 - .1 Remove recycling containers and bins from site and dispose of materials at appropriate facility.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 26 05 00 - Common Work Results for Electrical
- .2 26 05 20 - Wire and Box Connectors - (0-1000 V)
- .3 26 05 34 - Conduits, Conduit Fastenings and Conduit Fittings

1.2 PRODUCT DATA

- .1 Provide product data in accordance with Section 01 33 00 - Submittal Procedures.

1.3 DELIVERY, STORAGE AND HANDLING

- .1 Packaging Waste Management: remove for reuse and return of pallets, crates, padding and packaging materials.

Part 2 Products

2.1 BUILDING WIRES

- .1 Conductors: stranded for 10 AWG and larger. Minimum size: 12 AWG.
- .2 Copper conductors: size as indicated, with 600V insulation of cross-linked thermosetting polyethylene material rated RW90 XLPE, Non Jacketed when installed indoors and 600V insulation of cross-linked thermosetting polyethylene material rated RWU90 XLPE when installed in underground duct.

2.2 TECK 90 CABLE

- .1 Cable: in accordance with Section 26 05 00 - Common Work Results for Electrical.
- .2 Conductors:
 - .1 Grounding conductor: copper.
 - .2 Circuit conductors: copper, size as indicated on drawings.
- .3 Insulation:
 - .1 Cross-linked polyethylene XLPE.
 - .2 Rating: 600V.
- .4 Inner jacket: polyvinyl chloride material.
- .5 Armour: interlocking aluminum.

- .6 Overall covering: thermoplastic polyvinyl chloride.
- .7 Fastenings:
 - .1 One hole steel, straps to secure surface cables 50 mm and smaller. Two hole steel straps for cables larger than 50 mm.
 - .2 Channel type supports for two or more cables at 1000mm centers.
 - .3 Threaded rods: 6 mm diameter to support suspended channels.
- .8 Connectors:
 - .1 Watertight, approved for TECK cable.

Part 3 Execution

3.1 FIELD QUALITY CONTROL

- .1 Perform tests in accordance with Section 26 05 00 - Common Work Results for Electrical.
- .2 Perform tests using method appropriate to site conditions and to approval of Departmental Representative and local authority having jurisdiction over installation.
- .3 Perform tests before energizing electrical system.

3.2 GENERAL CABLE INSTALLATION

- .1 Terminate cables in accordance with Section 26 05 20 - Wire and Box Connectors - (0-1000 V).
- .2 Cable Colour Coding: to Section 26 05 00 - Common Work Results for Electrical.
- .3 Conductor length for parallel feeders to be identical.
- .4 Lace or clip groups of feeder cables at distribution centres, pull boxes, and termination points.

3.3 INSTALLATION OF BUILDING WIRES

- .1 Install wiring as follows:
 - .1 In conduit systems in accordance with Section 26 05 34 - Conduits, Conduit Fastenings and Conduit Fittings.
 - .2 In underground ducts in accordance with Section 26 05 43.01 – Installation of Cables in Trenches and in Ducts.

3.4 INSTALLATION OF TECK90 CABLE (0 -1000 V)

- .1 Group cables wherever possible on channels.
- .2 Space cables such that cables are spaced at least the diameter of the largest cable.
- .3 Install cable exposed, securely supported by straps.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 26 05 33 - Raceway and Boxes for Electrical Systems

1.2 REFERENCE STANDARDS

- .1 CSA Group
 - .1 CSA C22.1-21, Canadian Electrical Code, Part 1 (25th Edition), Safety Standard for Electrical Installations.
 - .2 CSA C22.2 No.41-22, Grounding and Bonding Equipment (Tri-National Standard, with NMX-J-590ANCE and UL 467).
 - .3 CSA C22.2 No.65-18, Wire connectors (Tri-National Standard, with UL 486A-486B NMX-J-543-ANCE).

1.3 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Product Data:
 - .1 Submit manufacturer's instructions, printed product literature and data sheets for connectors and terminations and include product characteristics, performance criteria, physical size, finish and limitations.

1.4 CLOSEOUT SUBMITTALS

- .1 Submit in accordance with Section 01 78 00 - Closeout Submittals.
- .2 Operation and Maintenance Data: submit operation and maintenance data for connectors and terminations for incorporation into manual.

1.5 DELIVERY, STORAGE AND HANDLING

- .1 Deliver, store and handle materials in accordance with manufacturer's written instructions.
- .2 Delivery and Acceptance Requirements: deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- .3 Storage and Handling Requirements:
 - .1 Store materials indoors and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
 - .2 Store and protect connectors and terminations from nicks, scratches, and blemishes.
 - .3 Replace defective or damaged materials with new.

Part 2 Products

2.1 CONNECTORS AND TERMINATIONS

- .1 2-hole long barrel compression connectors to CSA C22.2 No.65 as required sized for conductors for low voltage cable terminations when terminations are made to bus bar.
- .2 Mechanical connections are permitted where mechanical connections exist at existing equipment or at moulded case breakers.

Part 3 Execution

3.1 EXAMINATION

- .1 Verification of Conditions: verify that conditions of substrate previously installed under other Sections or Contracts are acceptable for connectors and terminations installation in accordance with manufacturer's written instructions.
 - .1 Visually inspect substrate.
 - .2 Proceed with installation under acceptable conditions.

3.2 INSTALLATION

- .1 Install terminations in accordance with manufacturer's instructions.
- .2 Bond and ground as required to CSA C22.2 No.41.

3.3 CLEANING

- .1 Progress Cleaning: clean in accordance with Section 01 74 00 - Cleaning.
 - .1 Leave Work area clean at end of each day.
- .2 Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment in accordance with Section 01 74 00 - Cleaning.
- .3 Waste Management: separate waste materials for reuse and recycling.
 - .1 Remove recycling containers and bins from site and dispose of materials at appropriate facility.

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

- .1 CSA Group (CSA)
 - .1 CSA C22.1-21, Canadian Electrical Code, Part 1, 25th Edition.

1.2 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.

1.3 DELIVERY, STORAGE AND HANDLING

- .1 Waste Management and Disposal:
 - .1 Separate waste materials for reuse and recycling.

Part 2 Products

2.1 OUTLET AND CONDUIT BOXES GENERAL

- .1 Size boxes in accordance with CSA C22.1
- .2 102 mm square or larger outlet boxes as required.
- .3 Gang boxes where wiring devices are grouped.
- .4 Blank cover plates for boxes without wiring devices.
- .5 Combination boxes with barriers where outlets for more than one system are grouped.

2.2 GALVANIZED STEEL OUTLET BOXES

- .1 One-piece electro-galvanized construction.
- .2 Utility boxes for outlets connected to surface-mounted EMT conduit, minimum size 102 x 54 x 48 mm.
- .3 102 mm octagonal outlet boxes for lighting fixture outlets.

2.3 CONDUIT BOXES

- .1 Cast FS or FD aluminum boxes with factory-threaded hubs and mounting feet for surface wiring of devices.

2.4 OUTLET BOXES FOR NON-METALLIC SHEATHED CABLE

- .1 Electro-galvanized, sectional, screw ganging steel boxes, minimum size 76 x 50 x 63 mm with two double clamps to take non-metallic sheathed cables.

2.5 FITTINGS - GENERAL

- .1 Bushing and connectors with nylon insulated throats.
- .2 Knock-out fillers to prevent entry of debris.
- .3 Conduit outlet bodies for conduit up to 35 mm and pull boxes for larger conduits.
- .4 Double locknuts and insulated bushings on sheet metal boxes.

Part 3 Execution

3.1 INSTALLATION

- .1 Support boxes independently of connecting conduits.
- .2 Fill boxes with paper, sponges or foam or similar approved material to prevent entry of debris during construction. Remove upon completion of work.
- .3 Provide correct size of openings in boxes for conduit, and armoured cable connections. Do not install reducing washers.
- .4 Vacuum clean interior of outlet boxes before installation of wiring devices.
- .5 Identify systems for outlet boxes as required.

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

- .1 CSA Group (CSA)
 - .1 CAN/CSA C22.2 No. 18.1-13 (R2018), Outlet Boxes, Conduit Boxes, Fittings and Associated Hardware, A National Standard of Canada.
 - .2 CSA C22.2 No. 45.1-04, Rigid Metal Conduit.
 - .3 CSA C22.2 No. 56-17, Flexible Metal Conduit and Liquid-Tight Flexible Metal Conduit.
 - .4 CSA C22.2 No. 83-M1985(R2017), Electrical Metallic Tubing.
 - .5 CSA C22.2 No. 211.2-2006, Rigid PVC (Unplasticized) Conduit.
 - .6 CAN/CSA C22.2 No. 227.3:21, Mechanical Protection Tubing (MPT) and fittings.

1.2 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Product data: submit manufacturer's printed product literature, specifications and datasheets.
 - .1 Submit cable manufacturing data.
- .3 Quality assurance submittals:
 - .1 Test reports: submit certified test reports.
 - .2 Certificates: submit certificates signed by manufacturer certifying that materials comply with specified performance characteristics and physical properties.
 - .3 Instructions: submit manufacturer's installation instructions.

1.3 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate waste materials for reuse and recycling.
- .2 Place materials defined as hazardous or toxic waste in designated containers.

Part 2 Products

2.1 CABLES AND REELS

- .1 Provide cables on reels or coils.
 - .1 Mark or tag each cable and outside of each reel or coil, to indicate cable length, voltage rating, conductor size, and manufacturer's lot number and reel number.

- .2 Each coil or reel of cable to contain only one continuous cable without splices.
- .3 Identify cables for exclusively dc applications.

2.2 CONDUITS

- .1 Rigid metal conduit: to CSA C22.2 No. 45, galvanized steel threaded.
- .2 Epoxy coated conduit: to CSA C22.2 No. 45, with zinc coating and corrosion resistant epoxy finish inside and outside
- .3 Electrical metallic tubing (EMT): to CSA C22.2 No. 83, with couplings.
- .4 Rigid pvc conduit: to CSA C22.2 No. 211
- .5 Flexible metal conduit: to CSA C22.2 No. 56, liquid-tight flexible metal.
- .6 Flexible pvc conduit: to CAN/CSA-C22.2 No. 227.

2.3 CONDUIT FASTENINGS

- .1 One hole steel straps to secure surface conduits 50 mm and smaller.
 - .1 Two hole steel straps for conduits larger than 50 mm.
- .2 Beam clamps to secure conduits to exposed steel work.
- .3 Channel type supports for two or more conduits at 1 m on centre.
- .4 Threaded rods, 6 mm diameter, to support suspended channels.

2.4 CONDUIT FITTINGS

- .1 Fittings: to CAN/CSA C22.2 No. 18, manufactured for use with conduit specified. Coating: same as conduit.
- .2 Ensure factory "ells" where 90 degrees bends for 25 mm and larger conduits.
- .3 Watertight connectors and couplings for EMT.
 - .1 Set-screws are not acceptable.

2.5 EXPANSION FITTINGS FOR RIGID CONDUIT

- .1 Weatherproof expansion fittings with internal bonding assembly suitable for 200 mm linear expansion.
- .2 Watertight expansion fittings with integral bonding jumper suitable for linear expansion and 19 mm deflection.
- .3 Weatherproof expansion fittings for linear expansion at entry to panel.

2.6 FISH CORD

- .1 Polypropylene.

Part 3 Execution

3.1 MANUFACTURER'S INSTRUCTIONS

- .1 Compliance: comply with manufacturer's written recommendations or specifications, including product technical bulletins, handling, storage and installation instructions, and datasheets.

3.2 INSTALLATION

- .1 Install conduits to conserve headroom in exposed locations and cause minimum interference in spaces through which they pass.
- .2 Conceal conduits except in mechanical and electrical service rooms.
- .3 Use electrical metallic tubing (EMT) except where specified otherwise.
- .4 Use rigid pvc conduit underground.
- .5 Use liquid tight flexible metal conduit for connection to motors or vibrating equipment.
- .6 Minimum conduit size for lighting and power circuits: 21 mm.
- .7 Bend conduit cold:
 - .1 Replace conduit if kinked or flattened more than 1/10th of its original diameter.
- .8 Mechanically bend steel conduit over 19 mm diameter.
- .9 Field threads on rigid conduit must be of sufficient length to draw conduits up tight.
- .10 Install fish cord in empty conduits.
- .11 Remove and replace blocked conduit sections.
 - .1 Do not use liquids to clean out conduits.
- .12 Dry conduits out before installing wire.

3.3 SURFACE CONDUITS

- .1 Run parallel or perpendicular to building lines.
- .2 Locate conduits behind infrared or gas fired heaters with 1.5 m clearance.

- .3 Run conduits in flanged portion of structural steel.
- .4 Group conduits wherever possible on surface channels.
- .5 Do not pass conduits through structural members except as indicated.
- .6 Do not locate conduits less than 75 mm parallel to steam or hot water lines with minimum of 25 mm at crossovers.

3.4 CONDUITS UNDERGROUND

- .1 Slope conduits to provide drainage.
- .2 Glue all joints forming an underground duct bank.

3.5 CLEANING

- .1 Proceed in accordance with Section 01 74 00 - Cleaning.
- .2 On completion and verification of performance of installation, remove surplus materials, excess materials, rubbish, tools and equipment.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 26 05 00 - Common Work Results for Electrical
- .2 31 23 33.01 - Excavating, Trenching and Backfilling

1.2 REFERENCE STANDARDS

- .1 ANSI/NETA ATS – International Electrical Testing Association
 - .1 ANSI/NETA ATS-2021, Standard for Acceptance Testing Specifications for Electrical Power Equipment and Systems.

1.3 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Product Data:
 - .1 Submit manufacturer's instructions, printed product literature and data sheets for cables and include product characteristics, performance criteria, physical size, finish and limitations.

1.4 DELIVERY, STORAGE AND HANDLING

- .1 Deliver, store and handle materials in accordance with manufacturer's written instructions.
- .2 Delivery and Acceptance Requirements: deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- .3 Storage and Handling Requirements:
 - .1 Store materials indoors and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
 - .2 Store and protect cables from nicks, scratches, and blemishes.
 - .3 Replace defective or damaged materials with new.
- .4 Packaging Waste Management: remove for reuse and return pallets, crates, padding, and packaging materials.

Part 2 Products

2.1 MARKERS

- .1 Concrete type cable markers: 600 x 600 x 100 mm with words: cable, joint or conduit impressed in top surface, with arrows to indicate change in direction of cable and duct runs.

Part 3 Execution

3.1 EXAMINATION

- .1 Verification of Conditions: verify that conditions of substrate previously installed under other Sections or Contracts are acceptable for cable installation in accordance with manufacturer's written instructions.
 - .1 Visually inspect substrate in presence of Departmental Representative.
 - .2 Inform Departmental Representative of unacceptable conditions immediately upon discovery.
 - .3 Proceed with installation only after unacceptable conditions have been remedied.

3.2 CABLE INSTALLATION IN DUCTS

- .1 Install cables as indicated in ducts.
- .2 Do not pull spliced cables inside ducts.
- .3 Install multiple cables in duct simultaneously.
- .4 Use CSA approved lubricants of type compatible with cable jacket to reduce pulling tension.
- .5 To facilitate matching of colour coded multiconductor control cables reel off in same direction during installation.
- .6 Before pulling cable into ducts and until cables are properly terminated, seal ends of non-leaded cables with moisture seal tape.
- .7 After installation of cables, seal duct ends with duct sealing compound.

3.3 MARKERS

- .1 Mark cable every 150 m along duct runs and changes in direction.
- .2 Mark underground splices.
- .3 Where markers are removed to permit installation of additional cables, reinstall existing markers.

- .4 Lay concrete markers flat and centred over cable with top flush with finish grade.

3.4 FIELD QUALITY CONTROL

- .1 Perform tests in accordance with Section 26 05 00 - Common Work Results for Electrical.
- .2 Perform tests using qualified personnel.
 - .1 Include necessary instruments and equipment.
- .3 Check phase rotation and identify each phase conductor of each feeder.
- .4 Check each feeder for continuity, short circuits and grounds.
 - .1 Ensure resistance to ground of circuits is not less than 50 megohms.
- .5 Pre-acceptance tests:
 - .1 After installing cable but before splicing and terminating, perform insulation resistance test with 1000 V megger on each phase conductor.
 - .2 Check insulation resistance after each splice and/or termination to ensure that cable system is ready for acceptance testing.
- .6 Acceptance Tests:
 - .1 Ensure that terminations and accessory equipment are disconnected.
 - .2 Ground shields, ground wires, metallic armour and conductors not under test.
 - .3 High Potential (Hipot) Testing.
 - .1 Conduct Very Low Frequency (VLF) testing in accordance with NETA ATS-2021.
- .7 Provide Departmental Representative with list of test results showing location at which each test was made, circuit tested and result of each test.
- .8 Remove and replace entire length of cable if cable fails to meet any of test criteria.

3.5 CLEANING

- .1 Progress Cleaning: clean in accordance with Section 01 74 00 - Cleaning.
 - .1 Leave Work area clean at end of each day.
- .2 Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment in accordance with Section 01 74 00 - Cleaning.
- .3 Waste Management: separate waste materials for reuse and recycling.
 - .1 Remove recycling containers and bins from site and dispose of materials at appropriate facility.

3.6 PROTECTION

- .1 Repair damage to adjacent materials caused by cables installation.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 This section provides the requirements for a new outdoor EV charger including power cabinets and charging posts.
- .2 Charging post must include all controls, power cables with charging termination to allow connection to vehicle.

1.2 RELATED SECTIONS

- .1 Section 01 33 00 - SUBMITTAL PROCEDURES.

1.3 References

- .1 Comply with applicable requirements of the following standards:
 - .1 UL 2022, DC Charging Equipment for Electric Vehicles
 - .2 CSA Std. C22.2 No. 107.1, Power Conversion equipment.

1.4 Product Data

- .1 Submit product data showing material proposed.
- .2 Submit shop drawings for each product and accessory required. Shop drawing submission to include:
 - .1 One-line diagrams detailing the AC voltage and DC voltage power wiring diagrams.
 - .2 Submit wiring diagrams detailing signal wiring and control wiring, clearly differentiating between manufacturer-installed wiring and field-installed wiring, and between components provided by the manufacturer and those provided by others.
 - .3 Submit communication wiring diagrams detailing, clearly differentiating between manufacturer-installed wiring and field-installed wiring, and between components provided by the manufacturer and those provided by others.
- .3 Submit operation and maintenance data for electric vehicle charging stations to include in operation and maintenance manuals specified in Section 01 33 00 – Submittal Procedures.

1.5 WARRANTY

- .1 The Contractor shall warrant the work of this Section to be in accordance with the Contract Documents and free from faults and defects in materials and workmanship for a period of 24 months.

1.6 QUALITY ASSURANCE

- .1 Manufacturer shall be a firm engaged in the manufacture of electric vehicle charging stations of types and sizes required, and whose products have been in satisfactory use in similar service for a minimum of 5 years.

- .1 The manufacturer shall be ISO 9001 certified and shall be designed to internationally accepted standards.
- .2 Factory system support shall be available free of charge from the manufacturer during normal business hours.
- .2 To qualify for acceptance, an independent inspecting and testing agency hired by the Contractor or manufacturer to test products shall demonstrate to the Departmental Representative satisfaction that they are qualified according to ASTM E 329 to conduct testing indicated.
- .3 Comply with applicable requirements of the local authorities having jurisdiction. Obtain necessary approvals from such authorities.
- .4 Coordinate the work in this Section with all the trades covered in other sections of the Specification to provide a complete and operable system. Furnish inserts and anchors that must be built into other work. Work closely with installers of finish materials so that units are properly aligned with adjacent materials.

1.7 DELIVERY, STORAGE, AND HANDLING

- .1 Deliver materials to the Project site in supplier's or manufacturer's original wrappings and containers, labeled with supplier's or manufacturer's name, material or product brand name, and lot number, if any.
- .2 Store materials in their original, undamaged packages and containers, inside a well-ventilated area protected from weather, moisture, soiling, extreme temperatures, and humidity.

Part 2 Products

2.1 ELECTRIC VEHICLE (EV) CHARGING STATION

- .1 Technical Specifications
 - .1 Power cabinets and charging post to be enclosed in a NEMA 3R, outdoor rated enclosure.
 - .2 Mechanical impact protection: IK10
 - .3 Operating temperature of complete assemble: -35°C to +55°C
- .2 Charging Post
 - .1 DC output current: 500Amps
 - .2 DC output voltage range: 150Vdc to 920Vdc
 - .3 Efficiency: 94%
 - .4 User Interface: 15" high brightness touch screen
 - .5 Radio Frequency Identification (RFID):
 - .1 ISO/IEC 14443A/B
 - .2 ISO/IEC 15393, FeliCa1
 - .3 NFC
 - .4 Mifare

- .5 Clypso
- .6 Network Connections:
 - .1 4G to allow remote updates.
 - .2 Ethernet
- .7 Connector Types:
 - .1 North American Charging Standard (NACS) – Level 3 (1000V)
 - .2 Combined Charging System Combo Type 1 (CSS1) with 920Vdc rating.
 - .3 Combined Charging System Combo Type 2 (CSS2) with 920Vdc rating.
 - .4 CHAdeMo with 500Vdc rating.
- .8 Charging Cables:
 - .1 Charging cables to be a minimum 5.3meters in length and equipped with a retraction system.
 - .2 Charging cables to be liquid cooled to accommodate 500A charging.
 - .3 Dual outlet cables to serve CSS and CHAdeMO connections with out requiring the changing of connectors.
- .9 Charging post to be equipped with LED strip lighting along perimeter to provide visibility of unit at night. LED strip lighting must be capable of being switch off either through the EV chargers controller or by way of an “ON-OFF” switch.
- .10 Built in cooler for high amperage current draw.
- .3 Power Cabinets supplying Charging Posts:
 - .1 Two Power Cabinets must be provided and communicate with one another to provide the maximum specified power output to the vehicle being charged. The Power Cabinets must be configurable such that if one Power Cabinet fails the other Power Cabinet can still charge the vehicle, but at half the power output capacity.
 - .2 AC Input Power: 600 volts AC (+/-10%), 3-Phase, 185amps, 192kVA nominal, 60 hertz for each power cabinet.
 - .3 Input Power Connection: Phase A, Phase B, Phase C, and ground.
 - .4 DC Output Power: 175kW per power cabinet, for a combined power output of 350kW to the charging post when operating in an ambient temperature of 40°C or less environment.
 - .5 Output power derating: 5% or less for each 5°C increase in ambient temperature above 40°C.
 - .6 Output Current of Power cabinets:
 - .1 Two power cabinets with a combined current output of 500Amps. Each power cabinet should have an output current capacity of 375Amps when operating independent of one another.
 - .7 Short Circuit Rating
 - .1 65kA at 600VAC
 - .8 Performance:
 - .1 Greater than 94% efficiency at full load.
 - .2 Greater than 0.97 power factor.

- .3 Less than 8% Total harmonic Distortion (THDi)
- .9 EMC Emissions: Class A
- .10 Noise level: Less than 67dBA at 1meters.
- .4 Acceptable manufacturers
 - .1 ABB Terra HP Power – GEN III
 - .2 Or Approved Equivalent.

2.2 SOURCE QUALITY CONTROL

- .1 Electronic component board assemblies shall be factory-tested and burned in prior to installation.

Part 3 Execution

3.1 EXAMINATION

- .1 Examine areas and conditions under which the work is to be installed, and notify the Contractor in writing, with a copy to the Departmental Representative, of any conditions detrimental to the proper and timely completion of the work. Do not proceed with the work until unsatisfactory conditions have been corrected.
 - .1 Beginning of the work shall indicate acceptance of the areas and conditions as satisfactory by the EV Charger Manufacture.

3.2 INSTALLATION

- .1 Preparation and installation shall be in accordance with reviewed product data, final shop drawings, manufacturer's written instructions and recommendations, and as indicated on the Drawings. System installation shall be coordinated with related and adjacent work.

3.3 DEMONSTRATION

- .1 If required by the manufacturer for advanced installations, provide the services of a factory-authorized service representative of the manufacturer to provide start-up service and to demonstrate and train the Owner's personnel.
 - .1 Test and adjust controls and safeties. Replace damaged or malfunctioning controls and equipment.
 - .2 Train the Owner's maintenance personnel on procedures and schedules related to start-up and shutdown, troubleshooting, servicing, and preventive maintenance.
 - .3 Review data in operation and maintenance manuals with the Owner's personnel.
 - .4 Schedule training with the Departmental Representative, with at least fourteen day's advanced notice.

3.4 PROTECTION

- .1 Provide final protection and maintain conditions in a manner acceptable to the Installer, that shall ensure that the electric vehicle charging stations shall be without damage at time of Substantial Completion.

END OF SECTION

Part 1 General

1.1 SECTION OVERVIEW

- .1 This section specifies the requirements for the three breakers installed in the existing 600V panel of Building U89B that will supply the two power cabinets and the new 350kVAR power factor correction bank.

1.2 REFERENCE STANDARDS

- .1 CSA Group (CSA)
 - .1 CSA C22.2 No. 5-96(R2016), Molded-Case Circuit Breakers, Molded-Case Switches and Circuit-Breaker Enclosures (Tri-national standard with UL 489, and NMX-J-266-ANCE-2010).

1.3 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Product Data:
 - .1 Submit manufacturer's instructions, printed product literature and data sheets for circuit breakers and include product characteristics, performance criteria, physical size, finish and limitations.
- .3 Include time-current characteristic curves for breakers with ampacity of 250 A and over.
- .4 Certificates:
 - .1 Prior to installation of circuit breakers in either new or existing installation, Contractor must submit an electronic copy of a production certificate of origin from the manufacturer. Production certificate of origin must be duly signed by factory and local manufacturer's representative certifying that circuit breakers come from this manufacturer and are new and meet standards and regulations.
 - .1 Production certificate of origin must be submitted to Departmental Representative for approval.
 - .2 Delay in submitting production of certificate of origin will not justify any extension of contract and additional compensation.
 - .3 Any work of manufacturing, assembly or installation to begin only after acceptance of production certificate of origin by Departmental Representative. Unless complying with this requirement, Departmental Representative reserves the right to mandate manufacturer listed on circuit breakers to authenticate new circuit breakers under the contract, and to Contractor's expense.

- .4 Production certificate of origin must contain:
 - .1 Manufacturer's name and address and person responsible for authentication. Person responsible must sign and date certificate.
 - .2 Licensed dealer's name and address and person of distributor responsible for Contractor's account.
 - .3 Contractor's name and address and person responsible for project.
 - .4 Local manufacturer's representative name and address. Local manufacturer's representative must sign and date certificate.

1.4 DELIVERY, STORAGE AND HANDLING

- .1 Deliver, store and handle materials in accordance with manufacturer's written instructions.
- .2 Delivery and Acceptance Requirements: deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- .3 Storage and Handling Requirements:
 - .1 Store circuit breakers indoors and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
 - .2 Store and protect circuit breakers from nicks, scratches, and blemishes.
 - .3 Replace defective or damaged materials with new.

Part 2 Products

2.1 BREAKERS GENERAL

- .1 Bolt-on moulded case circuit breaker: quick- make, quick-break type, for manual and automatic operation with temperature compensation for 40 degrees C ambient.
- .2 Common-trip breakers: with single handle for multi-pole applications.
- .3 Magnetic instantaneous trip elements in circuit breakers to operate only when value of current reaches setting.
 - .1 Trip settings on breakers with adjustable trips to range from 5-10 times current rating.
- .4 Circuit breakers with interchangeable trips as indicated.
- .5 Circuit breakers to have an interrupting rating greater than or equal to the symmetrical rms interrupting capacity listed on the single line drawing.
- .6 Where circuit breakers are installed in an existing panel, circuit breaker manufacturer must match panel manufacturer.

2.2 SOLID STATE TRIP BREAKERS (DESIGN D)

- .1 Moulded case circuit breaker to operate by means of solid-state trip unit with associated current monitors and self-powered shunt trip to provide inverse time current trip under overload condition, and long time, short time, instantaneous tripping for phase as well as ground fault short circuit protection.
 - .1 Trip unit to have adjustable long delay pickup settings or adjustable rating plugs to allow a trip setting of between 50-100% of the sensor/plug size, without replacing sensors or rating plug or breaker parts.
 - .2 Trip unit to have adjustable Long Delay Time Delay
 - .3 Trip unit to have adjustable Short Delay Pick Up
 - .4 Trip unit to have adjustable Short Delay Time Delay
 - .5 Trip unit to have adjustable Instantaneous.
 - .6 If indicated by drawings, ground fault protection elements shall be provided within the same trip unit, not with an external module.
 - .1 Ground Fault Pickup to be adjustable
 - .2 Ground Fault Time Delay to be adjustable
 - .3 Breakers on 4 wire system to use neutral CT within a 4 CT residual ground fault detection system when load requires a neutral.
- .2 Trip unit to be true RMS sensing.
- .3 Trip units shall be self-powered, and not require the use of a battery or other external power supply to function properly during operation.
- .4 All electronic trip units must be capable of performing the following metering functions:
 - .1 Voltage
 - .2 Current
 - .3 Real Power (kW)
 - .4 Reactive Power (kVar)
 - .5 Apparent Power (kVA)
 - .6 Power Factor
 - .7 Power consumption (kWh)
- .5 Trip unit must be capable of communicating metering data via Modbus communication over ethernet. Ethernet communication to be connected to existing Ethernet switch located in existing switchboard.

- .6 Hire the services of Ainsworth to connect circuit breakers communication modules to the existing Building Automation System (BAS).
 - .1 Ainsworth Contact Information:
 - .1 Aaron Dobson
 - .1 Telephone:613-247-7938
 - .2 Cell 613-203-1951
 - .3 Email: aaron.dboson@ainsworth.com
- .7 Approved products:
 - .1 Schneider Electric – Micrologic Trip Unit E

Part 3 Execution

3.1 EXAMINATION

- .1 Verification of Conditions: verify that conditions of substrate previously installed under other Sections or Contracts are acceptable for installation in accordance with manufacturer's written instructions.
 - .1 Visually inspect substrate in presence of Departmental Representative.
 - .2 Inform Departmental Representative of unacceptable conditions immediately upon discovery.
 - .3 Proceed with installation only after unacceptable conditions have been remedied.

3.2 INSTALLATION

- .1 Install circuit breakers as indicated.

3.3 CLEANING

- .1 Progress Cleaning: clean in accordance with Section 01 74 00 - Cleaning.
 - .1 Leave Work area clean at end of each day.
- .2 Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment in accordance with Section 01 74 00 - Cleaning.
- .3 Waste Management: separate waste materials for reuse and recycling.
 - .1 Remove recycling containers and bins from site and dispose of materials at appropriate facility.

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

- .1 CSA Group (CSA)
 - .1 CSA C22.2 No.190, Capacitors for Power Factor Correction

1.2 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Product Data:
 - .1 Submit manufacturer's printed product literature, specifications and datasheet and include product characteristics, performance criteria, and limitations.
- .3 Submit certified test results to Departmental Representative.
- .4 Quality Assurance Submittals: Submit the following in accordance with Section 01 43 00 - Quality Assurance.
 - .1 Instructions: Submit manufacturer's installation instructions.
 - .2 Manuals: Submit manufacturer's Operation and Maintenance manual.

1.3 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate waste materials for reuse and recycling.

Part 2 Products

2.1 CAPACITORS

- .1 Capacitor assembly for power factor correction: to CSA C22.2 No.190
- .2 Capacitor characteristics:
 - .1 350 kVAR, 690V automatic detuned capacitor bank.
 - .1 Power per step: 50kVAR.
 - .2 Step composition: 50kVAR + 3x100kVAR
 - .2 Detuned requirements:
 - .1 Tuning factor:4.2
 - .2 Tuning Frequency: 252Hz
- .3 Controller:
 - .1 Solid state with digital display.
 - .2 Equipped with Modbus TCP/IP communication.
 - .3 Identifies the Operating voltage 600 V, 3 phase, 60 Hz, 3 wire, delta connected.

- .4 -5% voltage tolerance
- .5 +10% voltage tolerance
- .4 Enclosure: indoor enclosed, NEMA 1, dustproof.
- .5 Protective fuses: with blown fuse indicators.
- .6 Lug terminal.
- .7 25kA short circuit capacity.
- .3 Acceptable Manufacturers:
 - .1 Schneider Electric
 - .2 Or approved Equivalent.

2.2 FINISH

- .1 Apply finishes in accordance with Section 26 05 00 - Common Work Results for Electrical.

Part 3 Execution

3.1 MANUFACTURER'S INSTRUCTIONS

- .1 Compliance: comply with manufacturer's written recommendations or specifications, including product technical bulletins, handling, storage and installation instructions, and datasheets.

3.2 INSTALLATION

- .1 Install and connect capacitors.

3.3 SITE QUALITY CONTROL

- .1 Perform tests in accordance with Manufacturers standard requirements.
- .2 Carry out the following tests by manufacturer within 24 hours of energizing equipment:
 - .1 Voltage and current are balanced and within capacity rating.
 - .2 Operating kVAR.
 - .3 Terminal to case resistance is greater than 1000 megohm for two bushing capacitors.
 - .1 For one bushing capacitor check by measuring discharge time constant.
 - .2 This should be less than 300 s and residual capacitor voltage should be reduced from crest value of nominal rated voltage to less than 50 V.
- .3 Provide certified test results to Departmental Representative.

3.4 CLEANING

- .1 Proceed in accordance with Section 01 74 00 - Cleaning.

END OF SECTION

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 26 05 00 - Common Work Results for Electrical

1.2 REFERENCE STANDARDS

- .1 CSA Group
 - .1 CSA C22.2 No.206-13, Lighting Poles.

1.3 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Product Data:
 - .1 Submit manufacturer's instructions, printed product literature and data sheets for roadway lighting and include product characteristics, performance criteria, physical size, finish and limitations.

1.4 DELIVERY, STORAGE AND HANDLING

- .1 Deliver, store and handle materials in accordance manufacturer's written instructions.
- .2 Delivery and Acceptance Requirements: deliver materials to site in original factory packaging, labelled with manufacturer's name and address.
- .3 Storage and Handling Requirements:
 - .1 Store materials off ground, indoors, in dry location and in accordance with manufacturer's recommendations in clean, dry, well-ventilated area.
 - .2 Store and protect roadway lighting from nicks, scratches, and blemishes.
 - .3 Replace defective or damaged materials with new.

Part 2 Products

2.1 ALUMINUM POLES

- .1 Aluminum poles: to CSA C22.2 No.206 designed for underground wiring and:
 - .1 Mounting on concrete anchor base.
 - .2 Style: Square 150mm G063-T6 aluminum, wall thickness 3mm.
 - .3 Mounting brackets designed for mounting luminaire without custom modification to pole.
 - .4 Tapered davit for luminaires.
 - .5 Access handhole 50mm x 100mm located 356mm above pole base for wiring connections, with welded-on reinforcing frames bolted-on cover.

- .6 Size: 127 mm x 127 mm x 2.4 m.
- .7 Anchor bolts: L shape anchor bolt 20mm diameter x 431mm long with 76mm hook galvanized steel with shims, nuts, washers and covers.
- .8 Finish: baked-on polyester finish with a 1-year warranty.
- .9 Grounding lug.
- .10 Color: Bronze

2.2 OUTDOOR AREA LUMINAIRE

- .1 Luminaire with die-cast aluminum weatherproof housing and:
 - .1 Dark Sky certified.
 - .2 Lamp type: LED, Lumens: 30L, wattage: 250Watts.
 - .3 Ballast: 120V.
 - .4 Optical assembly:
 - .1 One piece silicone optic sheet with an integrated gasket to provide IP66 rated sealed optical chamber in 1 component.
 - .2 Silicone refractor optics
 - .3 Silicone optical material must not yellow or crack with age and provides a typical light transmittance of 93%.
 - .4 Zero uplight.
 - .5 2200K color temperatures per ANSI C78.377.
 - .6 Minimum CRI of 70.
 - .5 Photocell operated.
 - .6 Factory wired including integral ballast terminated at terminal block.
 - .7 Operating temperature: -40°C to 40°C
 - .8 Power factor: greater 0.90
 - .9 Color: Bronze
 - .10 Acceptable Products:
 - .1 McGraw-Edison, GALN Galleon II
 - .2 Or Approved Equivalent.

Part 3 Execution

3.1 EXAMINATION

- .1 Verification of Conditions: verify that conditions of substrate previously installed under other Sections or Contracts are acceptable for roadway lighting installation in accordance with manufacturer's written instructions.
 - .1 Visually inspect substrate in presence of Departmental Representative.
 - .2 Inform Departmental Representative of unacceptable conditions immediately upon discovery.

- .3 Proceed with installation only after unacceptable conditions have been remedied and after receipt of written approval to proceed from Departmental Representative.

3.2 INSTALLATION

- .1 Install poles true and plumb, complete with brackets in accordance with manufacturer's instructions.
- .2 Install luminaires on pole and install lamps.
- .3 Check luminaire orientation, level and tilt.
- .4 Connect luminaire to lighting circuit.
- .5 Perform tests in accordance with Section 26 05 00 - Common Work Results for Electrical.

3.3 CLEANING

- .1 Progress Cleaning: clean in accordance with Section 01 74 00 - Cleaning.
 - .1 Leave Work area clean at end of each day.
- .2 Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment in accordance with Section 01 74 00 - Cleaning.
- .3 Waste Management: separate waste materials for reuse and recycling.
 - .1 Remove recycling containers and bins from site and dispose of materials at appropriate facility.

END OF SECTION

Part 1 General

1.1 DEFINITIONS

- .1 Excavation classes: two classes of excavation will be recognized; common excavation and rock excavation.
 - .1 Rock: solid material in excess of 1.00 m³ and which cannot be removed by means of heavy duty mechanical excavating equipment with 0.95 to 1.15m³bucket. Frozen material not classified as rock.
 - .2 Common excavation: excavation of materials of whatever nature, which are not included under definitions of rock excavation.
- .2 Unclassified excavation: excavation of deposits of whatever character encountered in Work.
- .3 Topsoil:
 - .1 Material capable of supporting good vegetative growth and suitable for use in top dressing, landscaping and seeding.
 - .2 Material reasonably free from subsoil, clay lumps, brush, objectionable weeds, and other litter, and free from cobbles, stumps, roots, and other objectionable material larger than 25 millimeters in any dimension.
- .4 Waste material: Excavated material unsuitable for use in Work or surplus to requirements.
- .5 Borrow material: Material obtained from locations outside area to be graded, and required for construction of fill areas or for other portions of Work.
- .6 Recycled fill material: Material, considered inert, obtained from alternate sources and engineered to meet requirements of fill areas.
- .7 Unshrinkable fill: very weak mixture of cement, concrete aggregates and water that resists settlement when placed in utility trenches, and capable of being readily excavated.

1.2 REFERENCE STANDARDS

- .1 ASTM International (ASTM):
 - .1 ASTM C 117-17, Standard Test Method for Material Finer than 0.075 mm (No.200) Sieve in Mineral Aggregates by Washing
 - .2 ASTM C 136/C 136M-19, Standard Test Method for Sieve Analysis of Fine and Coarse Aggregates
 - .3 ASTM D 422-63 2007, Standard Test Method for Particle-Size Analysis of Soils
 - .4 ASTM D 698-12(R2021), Standard Test Methods for Laboratory Compaction Characteristics of Soil Using Standard Effort (12,400 ft-lbf/ft³) (600 kN-m/m³)
 - .5 ASTM D 1557-12(2021), Standard Test Methods for Laboratory Compaction Characteristics of Soil Using Modified Effort (56,000 ft-lbf/ft³) (2,700 kN-m/m³)

- .6 ASTM D 4318-17e1, Standard Test Methods for Liquid Limit, Plastic Limit, and Plasticity Index of Soils
- .2 Canadian General Standards Board (CGSB):
 - .1 CAN/CGSB-8.1-88, Sieves, Testing, Woven Wire, Inch Series
 - .2 CAN/CGSB-8.2-M88, Sieves, Testing, Woven Wire, Metric
- .3 CSA Group (CSA):
 - .1 CAN/CSA-A3000-18, Cementitious Materials Compendium (Consists of A3001, A3002, A3003, A3004 and A3005)
 - .1 CSA-A3001-18, Cementitious Materials for Use in Concrete
 - .2 CSA-A23.1/A23.2-19, Concrete Materials and Methods of Concrete Construction/Methods of Test and Standard Practices for Concrete

1.3 MEASUREMENT PROCEDURES

- .1 Excavated materials will be measured in cubic metres in their original location.
 - .1 Common excavation quantities measured will be actual volume removed within the following limits:
 - .1 Width for trench excavation as indicated.
 - .2 Width for excavation for structures as indicated.
 - .3 Depth from ground elevation and immediately prior to excavation.
 - .2 Rock quantities measured will be actual volume removed within the following limits:
 - .1 Width for trench excavation as indicated.
 - .2 Width for excavation for structures to be bounded by vertical planes up to 500 mm outside of and parallel to neat lines of footings as indicated.
 - .3 Depth from rock surface elevations immediately prior to excavation, to elevation as indicated.
 - .4 Where design elevation is less than 300 mm below original rock surface, depth will be considered to be 300 mm below original rock surface.
 - .5 Volume of individual boulders and rock fragments will be determined by measuring three maximum mutually perpendicular dimensions.
- .2 Sheeting and bracing left in place on direction of Departmental Representative will be measured in square metres of surface area of plane surface of sheeting.
- .3 Shoring, bracing, cofferdams, underpinning and de-watering of excavation will not be measured separately for payment.
- .4 Backfilling to authorized excavation limits will be measured in cubic metres compacted in place for each type of material specified.
- .5 Placing and spreading of topsoil will be measured for payment in cubic metres calculated from cross sections taken in area of excavation from original location.

- .1 If double handling of topsoil is directed by Departmental Representative (stockpiling and later placing), then quantities will be measured twice; on excavation from original location and on excavation from stockpile.

1.4 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Make submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Quality Control:
 - .1 Submit condition survey of existing conditions as described in EXISTING CONDITIONS article of this Section.
 - .2 Submit for review by Departmental Representative proposed dewatering and heave prevention methods as described in PART 3 of this Section.
 - .3 Submit to Departmental Representative written notice at least 7 days prior to excavation work, to ensure cross sections are taken.
- .3 Preconstruction Submittals:
 - .1 Submit construction equipment list for major equipment to be used in this section prior to start of Work.
 - .2 Submit records of underground utility locates, indicating location plan of relocated and abandoned services, as required.

1.5 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate waste materials for reuse and recycling.
- .2 Divert excess aggregate materials from landfill to local quarry for reuse as directed by Departmental Representative.

1.6 EXISTING CONDITIONS

- .1 Buried services:
 - .1 Before commencing work establish location of buried services on and adjacent to site.
 - .2 Size, depth and location of existing utilities and structures as indicated are for guidance only. Completeness and accuracy are not guaranteed.
 - .3 Before beginning excavation Work, establish location and state of use of buried utilities and structures. Clearly mark such locations to prevent disturbance during Work.
 - .4 Confirm locations of buried utilities by careful soil hydrovac methods.
 - .5 Maintain and protect from damage, water, sewer, gas, electric, telephone and other utilities and structures encountered.
 - .6 Where utility lines or structures exist in area of excavation, obtain direction of Departmental Representative before removing and/or re-routing.
 - .7 Record location of maintained, re-routed and abandoned underground lines.
 - .8 Confirm locations of recent excavations adjacent to area of excavation.

- .2 Existing buildings and surface features:
 - .1 Conduct, with Departmental Representative, condition survey of existing buildings, trees and other plants, lawns, fencing, service poles, wires, rail tracks, pavement, survey bench marks and monuments which may be affected by Work.
 - .2 Protect existing buildings and surface features from damage while Work is in progress. In event of damage, immediately make repair as directed by Departmental Representative.
 - .3 Where required for excavation, cut roots or branches as directed by Departmental Representative.

Part 2 Products

2.1 MATERIALS

- .1 Type 1 and Type 2 fill: properties to the following requirements:
 - .1 Crushed, pit run or screened stone, gravel, or sand.
 - .2 Gradations to be as indicated on drawings.

Part 3 Execution

3.1 SITE PREPARATION

- .1 Remove obstructions, ice, and snow from surfaces to be excavated within limits indicated.
- .2 Cut pavement or sidewalk neatly along limits of proposed excavation in order that surface may break evenly and cleanly.

3.2 PREPARATION/ PROTECTION

- .1 Protect existing features in accordance with applicable local regulations.
- .2 Keep excavations clean, free of standing water and loose soil.
- .3 Where soil is subject to significant volume change due to change in moisture content, cover and protect to Departmental Representative approval.
- .4 Protect natural and man-made features required to remain undisturbed. Unless otherwise indicated or located in an area to be occupied by new construction, protect existing trees from damage.
- .5 Protect buried services that are required to remain undisturbed.

3.3 STRIPPING OF TOPSOIL

- .1 Begin topsoil stripping of areas as indicated after area has been cleared of weeds and grasses and removed from site.

- .2 Strip topsoil to depths as indicated.
 - .1 Do not mix topsoil with subsoil.
- .3 Stockpile in proximity to duct bank excavation.
 - .1 Stockpile height not to exceed 2 m and should be protected from erosion.
- .4 Dispose of unused topsoil off site.

3.4 STOCKPILING

- .1 Stockpile fill materials in areas designated by Departmental Representative.
 - .1 Stockpile granular materials in manner to prevent segregation.
- .2 Protect fill materials from contamination.
- .3 Implement sufficient erosion and sediment control measures to prevent sediment release off construction boundaries and into water bodies.

3.5 DEWATERING AND HEAVE PREVENTION

- .1 Keep excavations free of water while Work is in progress.
- .2 Provide for Departmental Representative details of proposed dewatering or heave prevention methods, including dikes, well points, and sheet pile cut-offs.
- .3 Avoid excavation below groundwater table if quick condition or heave is likely to occur.
 - .1 Prevent piping or bottom heave of excavations by groundwater lowering, sheet pile cut-offs, or other means.
- .4 Protect open excavations against flooding and damage due to surface run-off.
- .5 Dispose of water in a manner not detrimental to public and private property, or portion of Work completed or under construction.
 - .1 Provide and maintain temporary drainage ditches and other diversions outside of excavation limits.
- .6 Provide flocculation tanks, settling basins, or other treatment facilities to remove suspended solids or other materials before discharging to storm sewers, watercourses or drainage areas.

3.6 EXCAVATION

- .1 Advise Departmental Representative at least 7 days in advance of excavation operations for initial cross sections to be taken.
- .2 Excavate to lines, grades, elevations and dimensions as indicated.
- .3 Remove concrete, masonry, paving, demolished foundations and rubble and other obstructions encountered during excavation from site.

- .4 Excavation must not interfere with bearing capacity of adjacent foundations.
- .5 Do not disturb soil within branch spread of trees or shrubs that are to remain.
- .6 For trench excavation, do not excavate more than 30 m of trench in advance of installation operations and do not leave open more than 15 m at end of day's operation.
- .7 Keep excavated and stockpiled materials safe distance away from edge of trench as directed by Departmental Representative.
- .8 Restrict vehicle operations directly adjacent to open trenches.
- .9 Dispose of surplus and unsuitable excavated material off site.
- .10 Do not obstruct flow of surface drainage or natural watercourses.
- .11 Earth bottoms of excavations to be undisturbed soil, level, free from loose, soft or organic matter.
- .12 Remove unsuitable material from trench bottom including those that extend below required elevations to extent and depth as directed by Departmental Representative.
- .13 Hand trim, make firm and remove loose material and debris from excavations.
 - .1 Where material at bottom of excavation is disturbed, compact foundation soil to density at least equal to undisturbed soil.
 - .2 Clean out rock seams and fill with concrete mortar or grout to approval of Departmental Representative.

3.7 FILL TYPES AND COMPACTION

- .1 Use types of fill as indicated on drawings.

3.8 BEDDING AND SURROUND OF UNDERGROUND SERVICES

- .1 Place and compact material for bedding and surround of underground services [as indicated as indicated on drawings.
- .2 Place bedding and surround material in unfrozen condition.

3.9 BACKFILLING

- .1 Do not proceed with backfilling operations until completion of the following:
 - .1 Inspection, testing, approval, and recording location of underground utilities.
 - .2 Removal of concrete formwork.
 - .3 Removal of shoring and bracing; backfilling of voids with satisfactory soil material.
- .2 Areas to be backfilled to be free from debris, snow, ice, water and frozen ground.

- .3 Do not use backfill material which is frozen or contains ice, snow or debris.
- .4 Place backfill material in uniform layers not exceeding 150 mm compacted thickness up to original grade. Compact each layer before placing succeeding layer.

3.10 RESTORATION

- .1 Upon completion of Work, remove waste materials and debris.
- .2 Replace topsoil as indicated.
- .3 Reinstate lawns to elevation which existed before excavation.
- .4 Reinstate pavements and sidewalks disturbed by excavation to thickness, structure and elevation which existed before excavation.
- .5 Clean and reinstate areas affected by Work as directed by Departmental Representative.
- .6 Use temporary plating to support traffic loads over unshrinkable fill for initial 24 hours.
- .7 Protect newly graded areas from traffic and erosion and maintain free of trash or debris.

END OF SECTION

Part 1 General

1.1 REFERENCE STANDARDS

- .1 ASTM International (ASTM)
 - .1 ASTM A 82/A 82M-07, Standard Specification for Steel Wire, Plain, for Concrete Reinforcement
 - .2 ASTM A 185/A 185M-07, Standard Specification for Steel Welded Wire Reinforcement, Plain, for Concrete
 - .3 ASTM C 139-17, Standard Specification for Concrete Masonry Units for Construction of Catch Basins and Manholes
 - .4 ASTM C 478/C 478M-20, Standard Specification for Precast Reinforced Concrete Manhole Sections
 - .5 ASTM D 1056-20, Standard Specification for Flexible Cellular Materials - Sponge or Expanded Rubber
- .2 CSA Group (CSA)
 - .1 CAN/CSA-A3000-18, Cementitious Materials Compendium (Consists of A3001, A3002, A3003, A3004 and A3005)
 - .1 CSA-A3001-18, Cementitious Materials for Use in Concrete.
 - .2 CSA A23.1/A23.2-19, Concrete Materials and Methods of Concrete Construction/Methods of Test and Standard Practices for Concrete
 - .3 CAN/CSA-G30.18-09, Billet-Steel Bars for Concrete Reinforcement
- .3 Health Canada/Workplace Hazardous Materials Information System (WHMIS)
 - .1 Safety Data Sheets (SDS)

1.2 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Product Data:
 - .1 Submit manufacturer's printed product literature, specifications and datasheet and include product characteristics, performance criteria, physical size, finish and limitations.
 - .2 Submit on electronic copy of WHMIS SDS - Safety Data Sheets.
- .3 Shop Drawings:
 - .1 Submit shop drawings for precast manholes.
- .4 Quality Assurance Submittals.
 - .1 Test Reports: Submit certified test reports for specified materials from approved independent testing laboratories, indicating compliance with

specifications for specified performance characteristics and physical properties.

.2 Certificates: Submit certificates signed by manufacturer certifying that materials comply with specified performance characteristics and physical properties.

.5 Manufacturer's Instructions: Submit manufacturer's installation instructions and special handling criteria, installation sequence and cleaning procedures.

1.3 DELIVERY, STORAGE, AND HANDLING

.1 Packing, shipping, handling and unloading:

.1 Deliver, store, and handle materials in accordance with manufacturer's instructions.

.2 Waste Management and Disposal:

.1 Separate waste materials for reuse and recycling.

Part 2 Products

2.1 PVC DUCTS

.1 PVC ducts, type DB2, encased in reinforced concrete.

2.2 PVC DUCT FITTINGS

.1 Rigid PVC translucent pushfit type couplings, bell end fittings, plugs, caps, adaptors as required to make complete installation.

.2 Expansion joints.

.3 Rigid PVC 5 degree angle couplings.

2.3 CABLE PULLING EQUIPMENT

.1 Pulling iron: galvanized steel rods, size and shape as indicated.

.2 Pull rope: 6 mm stranded polypropylene, tensile strength 5kN, continuous throughout each duct run with 3 m spare rope at each end.

2.4 MARKERS

.1 Concrete type cable markers: 600 x 600 x 100 mm, with words: "Cable", "Joint", "Conduit" impressed in top surface, with arrows to indicate change in direction of duct runs.

Part 3 Execution

3.1 INSTALLATION GENERAL

- .1 Install underground duct banks including formwork.
- .2 Build duct bank on undisturbed soil or on well compacted granular fill not less than 150 mm thick, compacted to 95% of maximum proctor dry density.
- .3 Open trench completely between manholes and building before ducts are laid and ensure that no obstructions will necessitate change in grade of ducts.
- .4 Install ducts at elevations and with slope as indicated and minimum slope of 1 to 400.
- .5 Install base spacers at maximum intervals of 1.5 m levelled to grades indicated for bottom layer of ducts.
- .6 Lay PVC ducts with configuration and reinforcing as indicated with preformed interlocking, rigid plastic intermediate spacers to maintain spacing between ducts horizontally and vertically as indicated on drawings.
 - .1 Stagger joints in adjacent layers at least 150 mm and make joints watertight.
 - .2 Encase duct bank with 75 mm thick concrete cover.
 - .3 Use galvanized steel conduit for sections extending above finished grade level.
- .7 Make transpositions, offsets and changes in direction using 5 degree bend sections, do not exceed a total of 20 degree with duct offset.
- .8 Use bell ends at duct terminations in manholes or buildings.
- .9 Use conduit to duct adapters when connecting to conduits.
- .10 Terminate duct runs with duct coupling set flush with end of concrete envelope when dead ending duct bank for future extension.
- .11 Cut, ream and taper end of ducts on site in accordance with manufacturer's recommendations, so that duct ends are fully equal to factory-made ends.
- .12 Allow concrete to attain 50% of its specified strength before backfilling.
- .13 Use anchors, ties and trench jacks as required to secure ducts and prevent moving during placing of concrete.
 - .1 Tie ducts to spacers with twine or other non-metallic material.
 - .2 Remove weights or wood braces before concrete has set and fill voids.

- .14 Clean ducts before laying:
 - .1 Cap ends of ducts during construction and after installation to prevent entrance of foreign materials.
- .15 Duct Cleaning:
 - .1 Pull 300 mm long x diameter 6 mm less than internal diameter of duct wooden mandrel through each duct, immediately after placing of concrete.
 - .2 Then pull stiff bristle brush through duct; avoid disturbing or damaging ducts where concrete has not set completely.
 - .3 Pull stiff bristle brush through each duct immediately before pulling-in cables.
- .16 Install four 3 m lengths of 15M reinforcing rods, one in each corner of duct bank when connecting duct to manholes or buildings.
 - .1 Wire rods to 15M dowels at manhole or building and support from duct spacers.
 - .2 Protect existing cables and equipment when breaking into existing manholes.
 - .3 Place concrete down sides of duct bank filling space under and around ducts.
 - .4 Rod concrete with flat bar between vertical rows filling voids.
- .17 Install pull rope continuous throughout each duct run with 3 m spare rope at each end.

3.2 MARKERS

- .1 Mark ducts every 75 m along straight runs and changes in direction.
- .2 Lay concrete markers flat and centered over duct with top 25 mm above earth surface.
- .3 Submit drawings showing locations of markers.

3.3 SITE QUALITY CONTROL

- .1 Site Tests/Inspections:
 - .1 Placement of concrete and duct cleanout to be done when Departmental Representative present.

3.4 CLEANING

- .1 Proceed in accordance with Section 01 74 00 - Cleaning.

END OF SECTION



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 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.
- 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
- 4.6.2 up to the date of the Contractor's immediately preceding progress claim, all lawful 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

- 5.1 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

- 6.1 Notwithstanding 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 ¼ 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.



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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 of 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 “superintendent” 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.



- 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 this 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



- 5.1 No amendment or change in any of the provisions of the contract shall have any force or effect until it is reduced to writing.

GC6 No Implied Obligations

- 6.1 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

- 11.1 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.
- 11.2 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.
- 11.4 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.

- 12.4 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.



- 14.4 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

- 16.1 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.



- 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.
- 22.4 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.



- 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.

- 28.4 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



creditor.

- 28.5 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 to 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 provided 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.
- 30.2 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.



- 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 GC30.3 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.
- 30.7 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, at 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

32.1 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.

32.3 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.

33.2 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



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.

35.3 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.

- 35.4 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.
- 36.2 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



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.
- 38.4 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.
- 39.3 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 writing to the Contractor in accordance with GC11.
- 40.2 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.



- 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.
- 42.4 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.
- 42.5 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.
- 43.3 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 than

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



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.

44.5 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.



- 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

- 47.1 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.
- 47.2 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



- 48.1 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 in 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.

- 50.2 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



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.

51.2 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



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.
- 53.2 The Contractor and any employee of the said Contractor is not engaged by the contract as an employee, servant or agent of Her Majesty.
- 53.3 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 Insurance**
- 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**
- BR 3 Insurance Proceeds**
- BR 4 Amount of Insurance**
- BR 5 Deductible**
- BR 6 Subrogation**
- BR 7 Exclusion Qualifications**

INSURER'S CERTIFICATE OF INSURANCE



General Conditions

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

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 Contractor.

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 COVERAGE REQUIREMENTS

PART I GENERAL INSURANCE 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.

**BR 3 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.



- 3.3 The Contractor shall do such things and execute such documents as are necessary to effect payment of the proceeds.

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 NUMBER	AWARD DATE
LOCATION		

INSURER

NAME
ADDRESS

BROKER

NAME
ADDRESS

INSURED

NAME OF CONTRACTOR
ADDRESS

ADDITIONAL INSURED

HER MAJESTY THE QUEEN IN RIGHT OF CANADA AS REPRESENTED BY THE NATIONAL RESEARCH COUNCIL CANADA

THIS DOCUENT CERTIFIES THAT THE FOLLOWING POLICES OF INSURANCE ARE AT PRESENT IN FORCE COVERING ALL OPERATIONS OF THE INSURE IN CONNECTION WITH THE CONTRACT MADE BETWEEN THE NAMED INSURED AND THE NATIONAL RESEARCH COUNCIL CANADA AND IN ACCORDANCE WITH THE INSURANCE CONDITIONS "E"

POLICY					
TYPE	NUMBER	INCEPTION DATE	EXPIRY DATE	LIMITS OF LIABILITY	DEDUCTIBLE
COMMERCIAL GENERAL LIABILITY					
BUILDERS RISK "AL RISKS"					
INSTALLATION FLOATER "ALL RISKS"					

THE INSURER AGREES TO NOTIFY THE NATIONAL RESEARCH COUNCIL CANADA IN WRITING 30 DAYS PRIOR TO ANY MATERIAL CHANGE IN OR CANCELLATION OF ANY POLICY OR COVERAGE SPECIFICALLY RELATED TO THE CONTRACT

NAME OF INSURER'S OFFICER OR AUTHORIZED EMPLOYEE	SIGNATURE	DATE:
		TELEPHONE NUMBER:

ISSUANCE OF THIS CERTIFIATE SHALL NOT LIMIT OR RESTRICT THE RIGHT OF THE NATIONAL RESEARCH COUNCIL CANADA TO REQUEST AT ANY TIME DUPLICATE COPIES OF SAID INSURANCE POLICIES



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 CS2.1.2 plus an additional amount that is equal to 10% of the contract amount referred to in the Articles of Agreement.
- 2.2 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
 - 2.5.1 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 at 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)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
(Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with **no** overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale **sans** entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
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7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité
--



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

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? No Yes
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? Non Oui
 If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? No Yes
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Non Oui

 Short Title(s) of material / Titre(s) abrégé(s) du matériel :
 Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET-SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES			

Special comments:
 Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
 REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? No Yes
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? Non Oui
 If Yes, will unscreened personnel be escorted?
 Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
 Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? No Yes
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets? No Yes
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? No Yes
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? No Yes
 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? Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? No Yes
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? Non Oui



PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
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 Yes
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? No Yes
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Security Classification / Classification de sécurité
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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 Divulgateion 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 assujéti 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 EMBLEMES

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, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et 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.