

RM of Pipestone - R.E.S. Centre Reroofing

IFC Specifications

May 6, 2022

Owner:

RM of Pipestone
Box 99 - 401 3rd Avenue
Reston, MB R0M 1X0



Prime Consultant:

Burns Maendel Consulting Engineers Ltd.
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BMCE 2020-037



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SECTION 00 21 13

Instruction to Bidders

Part 1 General

1.1 BID CALL

- .1 Bids will be received before 2:00 p.m. local time on June 3, 2022 (the “bid closing time”) at:

R.E.S. Centre
Attn: Tara Cowan
143 - 3rd Avenue
Reston, MB R0M 1X0

or via email

tara@rmofpipestone.com

- .2 The official bid closing time will be determined by the reception desk clock at the bid closing location.
- .3 Bids received after the specified bid closing time will be returned unopened.
- .4 The Owner reserves the right to extend the bid closing time or cancel the bid call by addendum.

1.2 BID DOCUMENT AVAILABILITY

- .1 Bid Documents are made available in electronic form at www.merx.com for the purpose of obtaining bids for this project. It does not confer a license to use the Bid Documents for any other purpose.

1.3 EXAMINATION OF BID DOCUMENTS

- .1 Examine the Bid Documents and promptly notify the person designated to receive inquiries of any perceived errors, omissions, conflicts or discrepancies in the Bid Documents.

1.4 SITE EXAMINATION

- .1 A formal pre-bid site visit will not be held for this project.
- .2 Bidders may visit the site and familiarize themselves with conditions affecting the Work before submitting a bid.
- .3 Contact Tara Cowan at the following e-mail address to arrange a date and time to visit the Place of the Work:

tara@rmofpipestone.com

- .4 Absolutely no bidders are permitted to access the site without approval from the owner.
- .5 Bidders visiting the Place of the Work shall provide their own personal protective equipment.

- .6 By inference of the “Concealed or Unknown Conditions” GC in the General Conditions of the Contract, Bidders shall include in their bid price for non-concealed and known conditions that are either visible or can be reasonably inferred from a site examination at the Place of the Work before bid submission.

1.5 PRE-BID MEETING

- .1 A pre-bid meeting will not be held for this project.

1.6 BID FORM SUPPLEMENTS

- .1 Submit the following Bid Form Supplements together with the Bid Form:
 - .1 Bid security as specified.
- .2 The Owner may, after the bid closing time and before contract award, require any Bidder to submit additional supplementary information about any aspect of the Bidder’s bid to verify compliance with the Bid Documents.

1.7 BID SECURITY

- .1 Submit with the bid a CCDC 220 form of bid bond in an amount of not less than 10% of the bid price.
- .2 The bid bond shall name the Owner as the obligee and shall be signed, sealed, and dated by both Bidder and surety.
- .3 Upon request, bid bonds of unsuccessful Bidders will be returned after the successful Bidder has entered into a contract with the Owner and provided the specified contract security, or earlier at the Owner’s discretion.

1.8 BIDDER DEFAULT AND FORFEITURE OF BID SECURITY

- .1 If a Bidder whose bid is accepted by the Owner in writing, without conditions, and within the acceptance period specified in the Bid Documents, refuses or fails within 15 calendar days after the date of issuance of the written acceptance of the bid, to sign a formal agreement with the Owner for the performance of the Work and to provide contract performance security as specified in the Bid Documents, the Bidder will be liable to the Owner for the difference in money between the Bidder’s bid price and the amount for which the Owner legally contracts with another party to perform the Work, if the latter amount is in excess of the former, up to the maximum amount of the bid security provided.

1.9 CONTRACT SECURITY

- .1 Refer to Section 00 73 63 – Contract Security Requirements.
- .2 Submit with the bid form and bid bond, a consent of surety stating that the surety providing the bid bond is willing to supply the Performance and Labour and Materials Bond required.
- .3 Include the cost of bonds in the bid price.

1.10 TAXES

- .1 Include in bid price all taxes and customs duties in effect at the time of the bid closing, except for Value Added Taxes as defined in the CCDC standard form of contract.
 - .1 Applicable provincial sales tax (PST) shall be included in the bid price.

- .2 Applicable federal taxes (GST) are considered to be a value added tax, as defined in the CCDC standard form of contract.

1.11 CONTRACT TIME

- .1 State in the Bid Form the time required to attain Substantial Performance of the Work. This will not be considered in bid evaluation but will become the Contract Time under the Contract.

1.12 SUBSTITUTIONS

- .1 Where the Bid Documents specify particular Products by proprietary name, the Consultant will consider Bidder requests for approval of substitutions during the bid period, provided such requests are received, in writing, at least 7 days before the bid closing time and are in accordance with the requirements specified in Section 01 33 00 - Submittal Procedures. If the Consultant approves a substitution, the substitute Product will be named in an addendum. Otherwise Bidders shall consider the request for approval of the substitution to be rejected.

1.13 BID FORM SIGNING

- .1 Complete the Bid Form as follows:
 - .1 Incorporated Company: Provide company name and name and signature of the duly authorized signing representative(s). Insert under each signature the representative's capacity to act on behalf of the company.
 - .2 Joint Venture: Each entity within the joint venture shall execute the Bid Form as specified.
 - .3 Partnership: Provide name of partnership and name and signature of duly authorized representatives of the partnership.
 - .4 Sole Proprietorship: Provide name of sole proprietorship and name and signature of sole proprietor in the presence of a witness who shall also sign.

1.14 BID SUBMISSION

- .1 Hard copy bid submissions shall be submitted in accordance with the following:
 - .1 Complete Bid Form, in its entirety, on the form provided and submit together with the required Bid Form Supplements, completed in their entirety, in a sealed opaque envelope, clearly identified on the outside with the following information:
 - .2 Name and address of Procurement Authority.
 - .3 Bidder's name and address.
 - .4 Project name.
- .2 Electronic bid submissions shall be submitted in accordance with the following:
 - .1 Send bid submissions electronically to the following email:

tara@rmofpipestone.ca
 - .2 Complete Bid Form, in its entirety, on the form provided and submit together with the required Bid Form Supplements.
 - .3 Bids submitted by email shall include the Project Name, Bidder's Name and closing date in the subject line and be sent in PDF format. Emails approaching 25 Megabytes in size may be rejected by the receiving email system.

- .4 The Bidder acknowledges that electronic bid submissions are potentially unreliable. The Bidder bears all risk associated with submitting its Bid by electronic submission, including but not limited to delays in transmission between the Bidder's computer and the receiving email system.
- .5 It is the Bidder's sole responsibility to ensure that their Bid and all attachments are received at the submission address before the closing date and time. Bids received after the closing date and time will be rejected.
- .6 Amendments to a submitted Bid will be permitted if received prior to Bid closing and if endorsed by the same party or parties who signed the Bid.

1.15 BID MODIFICATION AND WITHDRAWAL

- .1 A bid, including the Bid Form and Bid Form supplements, submitted in accordance with these bidding requirements may be modified or withdrawn, provided the modification or withdrawal request:
 - .1 is in the form of a letter received at the address specified in "Bid Call" article before the bid closing time, or
 - .2 via email if received prior to Bid closing and if endorsed by the same party or parties who signed the Bid, and
 - .3 states the project title, name of the Bidder, the nature of the modification or withdrawal request,
 - .4 and is signed by a duly authorized person.
- .2 If a bid is withdrawn, a new bid may be submitted in accordance with the specified requirements, provided it is received before the bid closing time.
- .3 When submitting a modification directing a change in a bid price, do not reveal the original amount nor the revised amount:
 - .1 On stipulated price bids, state only the amount to be added to or deducted from the original bid price.
 - .2 On unit price bids, state only the amount to be added to or deducted from each original unit price or lump sum in the Schedule of Prices. The Owner will adjust extended amounts and the total bid price as required by the modification.
- .4 When submitting a second or more modifications related to a particular bid price, ensure that there is no ambiguity as to the intended bid price. The written modification shall clearly indicate whether:
 - .1 the bid price first submitted is being modified and any previous modifications are to be disregarded, or
 - .2 a revised bid price derived from a previous modification is being modified.
- .5 State all addendum numbers received, if different from what was indicated on originally submitted Bid Form.
- .6 The Owner will assume no responsibility or liability for modifications or withdrawals that are, for any reason, delayed, illegible, unclear as to intent, ambiguous, contrary to these instructions, or otherwise improperly received. The Owner may disregard improperly received modifications or withdrawals.

1.16 BIDDING IRREGULARITIES

- .1 Bids with Bid Forms or required Bid Form Supplements that are improperly prepared, signed or submitted contrary to these Instructions to Bidders, or that contain added conditions or other irregularities of any kind, may, at the Owner's discretion, be rejected as non-compliant.
- .2 The Owner may accept or waive a minor and inconsequential irregularity. The determination of what is, or is not, a minor and inconsequential irregularity, the determination of whether or not to accept or waive such an irregularity, and the final determination of whether the bid is compliant, will be at the Owner's sole discretion.

1.17 BID ACCEPTANCE PERIOD

- .1 Bids shall remain open to acceptance by the Owner and shall be irrevocable until another Bidder enters into a contract with the Owner for performance of the Work or until expiry of the bid acceptance period stated in the Bid Form, whichever occurs first.
- .2 After bid closing and before expiry of the bid acceptance period stated in the Bid Form, the Owner may request all Bidders to agree to an extension of the originally specified bid acceptance period. In such case the bid acceptance period will be extended subject to the Bidder, whose bid the Owner wishes to accept, having agreed in writing to the extension.

1.18 BID ACCEPTANCE

- .1 The lowest or any bid will not necessarily be accepted and the Owner may reject any and all bids.
- .2 The Contract will be established if and when the successful Bidder receives from the Owner a written notification accepting the bid without any conditions. If the Owner's written notification accepting the bid contains, or is subject to, any conditions, the Contract will be established if and when the Bidder accepts all such conditions in writing or when the parties execute the agreement.
- .3 If the lowest compliant bid exceeds the Owner's budget, and the Owner is unwilling or unable to award a contract at the bid price, the Owner may:
 - .1 negotiate, with the lowest compliant Bidder only, changes to the Bid Documents and a reduced bid price acceptable to the Owner, or
 - .2 invite the three lowest compliant Bidders (only) to re-bid on modified Bid Documents under a new bid call.

1.19 INTERPRETATION AND MODIFICATION OF BID DOCUMENTS

- .1 If an inquiry requires an interpretation or modification of the Bid Documents, the response to that inquiry will be issued in the form of a written Addendum only, to ensure that all Bidders base their bids on the same information.
- .2 Replies to inquiries or interpretations or modifications of the Bid Documents made by e-mail, verbally, or in any manner other than a written Addendum, will not form part of the Bid Documents and will not be binding.

1.20 ADDENDA

- .1 Addenda may be issued to modify the Bid Documents in response to Bidder inquiries or as may be considered necessary.

- .2 All addenda issued during the bid period will become part of the Bid Documents.
- .3 Each Bidder shall ascertain before bid submission that it has received all addenda issued during the bid period and shall indicate in the Bid Form the addendum number(s) of all addenda received.

1.21 INQUIRIES

- .1 Direct all inquiries in writing, via e-mail to:

Andrew Lepp, P. Eng.
Burns Maendel Consulting Engineers Ltd.
Email: a.lepp@bmce.ca

- .2 Submit inquiries as early as possible in the bid period and not less than 4 Working Days before the bid closing time. Inquiries received after this time may not receive a response.

Part 2 Products - Not Used

Part 3 Execution - Not Used

END OF SECTION

SECTION 00 41 45

Bid Form - Combined Stipulated and Unit Price

Part 1 General

1.1 PROJECT/CONTRACT

- .1 Project: RM of Pipestone - R.E.S. Centre Reroofing
143 3rd Avenue, Reston, MB R0M 1X0
- .2 From (Bidder): _____
(business name)
- .3 _____
(street address or postal box number)
- .4 _____
(city/town, province, and postal code)
- .5 To (Owner): RM of Pipestone
Box 99 - 401 3rd Avenue
Reston, MB R0M 1X0
- .6 We, the undersigned, having examined the Bid Documents for the above named project/contract, and having visited the Place of the Work, hereby offer to:
 - .1 perform the stipulated price component of the Work in accordance with the Bid Documents, for the stipulated price of:

\$ _____ in Canadian dollars, excluding Value Added Taxes,
(amount in figures)

and

perform the unit price component of the Work in accordance with the Bid Documents, for the unit prices set out in the Schedule of Prices.
- .7 It is understood that:
 - .1 the unit prices and actual quantities, measured as specified in the Bid Documents, will form the basis for payment of the unit price component of the Contract Price,
 - .2 Unit prices include applicable PST and exclude GST. Unit prices include applicable overhead and profit. Unit prices include all incidental work to execute the project.
- .8 We, the undersigned, declare that:

- .1 we are qualified to perform the Work in accordance with the Bid Documents and our bid price covers all of our obligations and things necessary for the performance of the Work,
 - .2 we agree to attain Substantial Performance on or before _____,
 - .3 we have arrived at this bid without collusion with any competitor,
 - .4 all bid form supplements called for by the Bid Documents form an integral part of this bid, and
 - .5 this bid is open to acceptance by the Owner for a period of 45 calendar days from the bid closing time.
- .9 Addenda: The following addenda have been received. The modifications to the Contract Documents noted therein have been considered and all costs thereto are included in the Bid Price.
- .1 Addendum #_____ Dated _____.
 - .2 Addendum #_____ Dated _____.
 - .3 Addendum #_____ Dated _____.
 - .4 Addendum #_____ Dated _____.
 - .5 Addendum #_____ Dated _____.
- .10 Fees for Changes in the Work
- .1 Overhead and profit fees applicable for changes in the Work, whether additions to or deductions from the Work on which the Bid Price is based shall be set at 10% of the amount of the cost of change in work.
 - .2 Overhead and profit markup fees for subcontract work for changes (both additions and deductions) in the Work shall be set at 10% of the subcontract change cost. The contractor shall apply markup fees as noted, to the subcontractor's gross (net plus fee) costs on additional work.
 - .3 Where costs under a cash allowance exceed amount of allowance, Contractor will be compensated for excess incurred and substantiated plus allowance for overhead and profit as set out in Contract Documents.
 - .1 Compensation for overhead and profit shall be set at 10% of the amount of the cost in excess of the cash allowance incurred.

.11 SCHEDULE OF PRICES

Item No.	Description of Work	Unit of Measure	Unit Price
1.	Remove two (2) layers of 2" EPS insulation where existing materials are determined to be wet. Replace with new 4" Poly-iso insulation per specifications.	ft ²	\$
2.	Remove and replace air / vapour barrier, and 13 mm gypsum board per specifications where existing materials are determined to be wet.	ft ²	\$

.12 Signatures

.13 Signed and submitted by:

.14 _____
(business name)

.15 _____
(name and title of authorized signing representative)

.16 _____
(signature of authorized signing representative)

.17 _____
(name of witness, if business is sole proprietorship)

.18 _____
(signature of witness, if business is sole proprietorship)

.19 _____
(name and title of authorized signing representative)

.20 _____
(signature of authorized signing representative)

.21 Dated this _____ day of _____, 20_____.

Part 2 Products - Not Used

Part 3 Execution - Not Used

END OF SECTION

SECTION 00 73 63

Contract Security Requirements

Part 1 General

1.1 PERFORMANCE BOND

- .1 Provide security for performance of the Contract in the form of a Performance Bond for 50% of the Contract Price.
- .2 Bond shall be in accordance with the latest edition of the Canadian Construction Documents Committee (CCDC) Standard Form of Performance Bond, CCDC 221.
- .3 Bond shall be issued by a duly licensed surety company authorized to transact the business of suretyship in the province or territory of the Place of the Work.
- .4 Bond shall name the Owner as the obligee and shall be signed, sealed, and dated by both Contractor and surety company.
- .5 Submit bond to Owner within 7 working days after contract award.

1.2 LABOUR AND MATERIAL PAYMENT BOND

- .1 Provide security for payment of labour and material provided in the performance of the Work in the form of a Labour and Material Payment Bond for 50% of the Contract Price.
- .2 Bond shall be in accordance with the latest edition of the Canadian Construction Documents Committee (CCDC) Standard Form of Labour and Material Payment Bond, CCDC 222.
- .3 Bond shall be issued by a duly licensed surety company authorized to transact the business of suretyship in the province or territory of the Place of the Work.
- .4 Bond shall name the Owner as the obligee and shall be signed, sealed, and dated by both Contractor and surety company.
- .5 Submit bond to the Owner within 7 working days after contract award.

Part 2 Products - Not Used

Part 3 Execution - Not Used

END OF SECTION

SECTION 01 11 00

Summary of Work

Part 1 General

1.1 SECTION INCLUDES

- .1 Owner
- .2 Drawings and Specifications
- .3 Work by Others
- .4 Work Covered by Contract Documents
- .5 Contract Method
- .6 Codes and Standards
- .7 Permits
- .8 Work Sequence
- .9 Contractor Use of Premises
- .10 Owner Occupancy
- .11 Workmanship and Materials
- .12 Alterations, Additions or Repairs to Existing Building
- .13 Existing Services
- .14 Documents Required
- .15 Schedule of Values
- .16 Construction Schedule
- .17 On-Site Supervision
- .18 Prime Contractor
- .19 Environmental Procedures

1.2 OWNER

- .1 The Owner for the R.E.S. Centre Reroofing project, as defined in the CCDC-2 (2020) standard construction contract, and who will be the contracting party who will enter into a CCDC-2 contract with the successful Contractor is as follows:
 - .1 RM of Pipestone
Box 99 - 401 3rd Avenue
Reston, MB R0M 1X0

1.3 DRAWINGS AND SPECIFICATIONS

- .1 The Work is to be executed in conformance with the drawings and specifications, which are to form a part of the contract documents. The drawings and specifications are complementary, and what is called for in one is to be considered called for by both.
- .2 The arrangement and compilation of the drawings and specifications under the several sections and divisions is purely arbitrary and is intended to relate and clarify the work and shall be

interpreted as a whole. The responsibility for the arrangement of the supply of the several and varied materials and labour wherever they may appear shall rest solely with the General Contractor, and should be in accordance with the latest edition of Winnipeg Bid Depository Inc.

- .3 In the event of discrepancy between drawings and specifications, the Contractor is to assume the product, material, or method which is the more costly, unless such conflict is resolved by Addendum.
- .4 The contractor is held responsible for the delivery of a completely weatherproof building. If for any reason the Contractor questions the weather tightness of any portion of the building as drawn or specified, he shall so state to the Consultant prior to performing that portion of the Work. Failure to do so shall not relieve the Contractor from taking whatever subsequent remedial action may be necessary to weatherproof the building, and paying for same.

1.4 WORK BY OTHERS

- .1 Work of Project which will be executed during and after completion of the Work of this Contract, and which is specifically excluded from this Contract is noted "N.I.C." on the drawings and includes the following:
 - .1 Not Applicable

1.5 WORK COVERED BY CONTRACT DOCUMENTS

- .1 Work under this contract covers the supply of all materials, labour, equipment and supervision to perform the work as specified and in accordance with Burns Maendel Consulting Engineers Ltd. (BMCE) drawings and specifications (BMCE Project No. 2020-037). See complete list of specifications, drawings, and appendices included in the Table of Contents.
- .2 Contractor is responsible for project coordination with the Owner, utility companies, and adjacent property owners throughout the project.
- .3 The general description of work consists of the following:
 - .1 Mobilization to and from the project site.
 - .2 Supply materials and labour for the reroofing project at the R.E.S. Centre including the following:
 - .1 Mobilization to and from the project site.
 - .2 Supply materials and labour for the reroofing of the existing roof system at the R.E.S Centre.
- .4 The above items are a summary of work only. The drawings and specification sections more clearly define the scope of work.

1.6 CONTRACT METHOD

- .1 Construct Work under CCDC 2 – 2020 stipulated price contract.

1.7 CODES AND STANDARDS

- .1 Throughout the various sections and subsections for this specification, reference is made to domestic, national, and international standards. These standards shall be considered an integral part thereof and shall be read in conjunction with the drawings and specifications as if they were reproduced herein. The Contractor shall, therefore, be fully familiar with their contents and

requirements. The latest editions of all standards shall be applicable whether or not a specifically dated edition is mentioned.

- .2 Perform all work in accordance with National Building Code of Canada (NBC) 2010 with Manitoba Amendments including all amendments to tender closing date.
- .3 Materials and workmanship must conform to or exceed applicable standards of Canadian General Standards Board (CGSB), Canadian Standards Association (CSA), American Society for Testing and Materials (ASTM), Canadian Electrical Code (CEC), Canadian Roofing Contractors Association (CRCA), and other referenced organizations.
- .4 Conform to latest edition of dated referenced standards, as reaffirmed or revised to date of Tendered Specification. Standards or codes not dated shall be deemed the edition in force on date of the specification.

1.8 PERMITS

- .1 The *Contractor* shall be responsible for the procurement of permits, licenses, and certificates, which are necessary for the performance of the *Work*. The *Contract Price* includes the cost of these permits, licenses, and certificates, and their procurement.
- .2 Refer to Section 01 41 00 Regulatory Requirements.

1.9 WORK SEQUENCE

- .1 Construct Work in stages as required to accommodate Owner's continued use of premises during construction. All required interruptions must be scheduled and coordinated with the Owner.
- .2 Regular building hours are from 8:00 am to 5:00 pm Monday to Friday. Select work may be required to be completed outside these hours in order to minimize disturbance to building operations. All additional costs for overtime shall be included in the tender price.
- .3 Co-ordinate Progress Schedule and co-ordinate with Owner Occupancy during construction.
- .4 Maintain fire access/control.
- .5 Protect workers and public safety.

1.10 CONTRACTOR USE OF PREMISES

- .1 Limit use of premises for Work, for storage, and for access, to allow for owner occupancy.
- .2 Co-ordinate use of premises under direction of Consultant.
- .3 Obtain and pay for use of additional storage or work areas needed for operations under this Contract.
- .4 Remove or alter existing work to prevent injury or damage to portions of existing work which remain.
- .5 Refer to Section 01 51 00 Temporary Utilities, Section 01 52 00 Construction Facilities, and Section 01 56 00 Temporary Barriers and Enclosures for temporary facilities, access roads and parking areas, traffic regulations, and utilities.
- .6 Repair or replace portions of existing work which have been altered during construction operations to match existing or adjoining work, as directed by Consultant.
- .7 At completion of operations condition of existing work: equal to or better than that which existed before new work started.

- .8 Design, construct and maintain temporary "access to" and "egress from" work areas, including stairs, runways, ramps or ladders and scaffolding, independent of finished surfaces and in accordance with relevant municipal, provincial and other regulations.
- .9 Do not unreasonably encumber site with materials or equipment.
- .10 When authorized to use existing roads, for access to the project site, maintain roads including asphalt surfaces, curbs and adjacent sodded areas for duration of Contract and make good resulting damage from Contractor's use.
- .11 The contractor undertakes and agrees to comply with all standing orders and other regulations in force on site where the work is to be performed.
- .12 The Contractor shall take all necessary precautions to ensure against damage to existing adjacent facilities. Any damage to such facilities, including buildings, services, infrastructure, roads, etc., shall be repaired or replaced by the Contractor at his own expense.

1.11 PARTIAL OWNER OCCUPANCY

- .1 The R.E.S. Centre will be occupied by the Owner for the duration of the project.
- .2 Provide protection and dust tight separation walls as required to separate construction areas from owner occupied spaces.
- .3 Co-operate with Owner in scheduling operations to minimize conflict and to facilitate Owner usage.

1.12 WORKMANSHIP AND MATERIALS

- .1 All workmanship and materials shall be of a high standard and in accordance with standard building practice.
- .2 The Contractor shall make good any inferior workmanship and replace defective materials at his own expense.
- .3 It is the Contractor's responsibility to produce an acceptable end result regardless of labour or quantity of material required.
- .4 It shall be the responsibility of the Contractor to make good any damage to Owners' property or adjacent private property resulting from, or attributable to, his work at his own expense.

1.13 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING

- .1 Execute work with least possible interference or disturbance to building operations, public and normal use of premises. Arrange with Consultant to facilitate execution of work.

1.14 EXISTING SERVICES

- .1 Carry out the work at times as directed by Consultant with minimum disturbance to users and operation of the building.
- .2 Notify Consultant and utility companies of intended interruption of services and obtain required permission.
- .3 Where Work involves breaking into or connecting to existing services, give Consultant 48 hours notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance to pedestrians, vehicular traffic and tenant operations.
- .4 Provide alternative routes for personnel, pedestrian, and vehicular traffic.

- .5 Establish location and extent of service lines in area of work before starting Work. Notify Consultant of findings.
- .6 Submit schedule to and obtain approval from Consultant for any shut-down or closure of active service or facility including power and communications services. Adhere to approved schedule and provide notice to affected parties.
- .7 Provide temporary services when directed by Consultant to maintain critical building and tenant systems.
- .8 Provide adequate bridging over trenches which cross sidewalks or roads to permit normal traffic.
- .9 Where unknown services are encountered, immediately advise Consultant and confirm findings in writing.
- .10 Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.
- .11 Record locations of maintained, re-routed and abandoned service lines.
- .12 Construct barriers in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.

1.15 DOCUMENTS REQUIRED

- .1 Maintain at job site, one copy each document as follows:
 - .1 Contract Drawings.
 - .2 Specifications.
 - .3 Addenda.
 - .4 Reviewed Shop Drawings.
 - .5 List of Outstanding Shop Drawings.
 - .6 Change Orders.
 - .7 Other Modifications to Contract.
 - .8 Field Test Reports.
 - .9 Copy of Approved Work Schedule.
 - .10 Health and Safety Plan and Other Safety Related Documents.
 - .11 Other documents as specified.

1.16 SCHEDULE OF VALUES

- .1 The *Contractor* shall submit to the *Consultant*, at least 15 calendar days before the first application for payment, a schedule of values for the parts of the *Work*, aggregating the total amount of the *Contract Price*, so as to facilitate evaluation of applications for payment.
- .2 The schedule of values shall be made out in such form and supported by such evidence as the *Consultant* may reasonably direct and when accepted by the *Consultant*, shall be used as the basis for applications for payment, unless it is found to be in error.

1.17 CONSTRUCTION SCHEDULE

- .1 Provide within 7 working days after Contract award, schedule showing anticipated progress stages and final completion of work within time period required by Contract documents.

- .2 When schedule has been approved by the Consultant, take necessary measures to complete work within the scheduled time. Do not change schedule without Consultant's written approval.

1.18 ON-SITE SUPERVISION

- .1 Contractor will designate a competent and qualified supervisor to be on site at all times during work, and act upon Consultant's instructions. Supervisor shall not be changed without the Consultant's permission or alternatively at his request and shall be capable of and having authority to speak on behalf of the Contractor's day-to-day matters.
- .2 It will be the responsibility of the General Contractor to ensure where work involves multiple trades (or divisions) that each trade (or division) is aware of their work responsibility and their work responsibility is included in their tendered bid.

1.19 PRIME CONTRACTOR

- .1 The Owner and the Contractor acknowledge and agree that the Contractor is a "Prime Contractor" as that term is defined in The Workplace Safety and Health Act (Manitoba) for all purposes of that Act and without limiting the generality of the foregoing, it is further acknowledged and agreed that as the Prime Contractor, the Contractor is solely and completely responsible and liable for and in respect of all obligations, requirements and duties imposed on the Prime Contractor in the Act.

1.20 ENVIRONMENTAL PROCEDURES

- .1 Fires:
 - .1 Fires and burning rubbish on site is not permitted.
- .2 Disposal of wastes:
 - .1 Do not bury rubbish and waste materials on site.
 - .2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
 - .3 All waste shall be directed to an approved landfill.
- .3 Drainage:
 - .1 Provide temporary drainage and plumbing as necessary to keep excavations and site free from water.
 - .2 Do not pump water containing suspended materials into waterways, sewer or drainage systems.
 - .3 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.
 - .4 Contractor to control all surface runoff/snow during the construction period to ensure no damage to surrounding structures.
- .4 Pollution control:
 - .1 Control emissions from equipment and plant to local authorities emission requirements.
 - .2 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.
- .5 Storage and handling:

- .1 All hazardous materials (any substance that is poisonous, exhibits flammability, corrosive, reactive or toxic) shall be stored and handled in a manner which is not harmful to human life and will not pollute the environment.
- .6 Clean-ups:
 - .1 Leaks or spills or hazardous substances, regardless of the quantity or locations (whether indoors or outdoors), shall be stopped and cleaned-up immediately and be prevented from entering storm or sanitary sewer systems or contaminating soil or water.
 - .2 All spilled substances and materials contaminated by the spill shall be collected in leak proof containers or double bagged for disposal. Disposal shall be in a manner, which is acceptable to the local authority having jurisdiction over disposal of such substances.
- .7 Reporting:
 - .1 All releases of hazardous substances into the environment (ground, water, drains, sewer systems, ditches, road, parking areas, air, etc.) shall be reported to the Owners Representative immediately.

Part 2 Products - Not Used

Part 3 Execution - Not Used

END OF SECTION

SECTION 01 31 19

Project Meetings

Part 1 General

1.1 ADMINISTRATIVE

- .1 Schedule and administer project meetings throughout the progress of the work at the call of Consultant.
- .2 Prepare agenda for meetings.
- .3 Distribute written notice of each meeting four days in advance of meeting date to Consultant.
- .4 Provide physical space and make arrangements for meetings.
- .5 Preside at meetings.
- .6 Record the meeting minutes. Include significant proceedings and decisions. Identify actions by parties.
- .7 Reproduce and distribute copies of minutes within three days after meetings and transmit to meeting participants and, affected parties not in attendance, and Consultant.
- .8 Representative of Contractor, Subcontractor and suppliers attending meetings will be qualified and authorized to act on behalf of party each represents.

1.2 PRECONSTRUCTION MEETING

- .1 Within 15 days after award of Contract, request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 Senior representatives of Consultant, Contractor, major Subcontractors, field inspectors and supervisors will be in attendance.
- .3 Establish time and location of meeting and notify parties concerned minimum 5 days before meeting.
- .4 Incorporate mutually agreed variations to Contract Documents into Agreement, prior to signing.
- .5 Agenda to include:
 - .1 Appointment of official representative of participants in the Work.
 - .2 Construction staging, sequence, and access to the building.
 - .3 Schedule of Work: in accordance with Section 01 11 00 – Summary of Work.
 - .4 Schedule of submission of shop drawings, samples, colour chips. Submit submittals in accordance with Section 01 33 00 - Submittal Procedures.
 - .5 Requirements for temporary facilities, site security, site sign, offices, storage sheds, utilities, fences, and enclosures in accordance with Section 01 52 00 – Construction Facilities and Section 01 56 00 Temporary Barriers and Enclosures.
 - .6 Delivery schedule of specified equipment in accordance with Section 01 61 00 – Common Product Requirements.
 - .7 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.

- .8 Owner provided products.
- .9 Record drawings in accordance with Section 01 33 00 - Submittal Procedures.
- .10 Maintenance manuals in accordance with Section 01 78 00 - Closeout Submittals.
- .11 Take-over procedures, acceptance, warranties in accordance with Section 01 78 00 - Closeout Submittals.
- .12 Monthly progress claims, administrative procedures, photographs, hold backs.
- .13 Appointment of inspection and testing agencies or firms.
- .14 Insurances, transcript of policies.

1.3 PROGRESS MEETINGS

- .1 During course of Work and 2 weeks prior to project completion, schedule progress meetings bi weekly.
- .2 Contractor, major Subcontractors involved in Work and Consultant are to be in attendance.
- .3 Notify parties minimum 2 days prior to meetings.
- .4 Record minutes of meetings and circulate to attending parties and affected parties not in attendance within 3 days after meeting.
- .5 Agenda to include the following:
 - .1 Review, approval of minutes of previous meeting.
 - .2 Review of Work progress since previous meeting.
 - .3 Field observations, problems, conflicts.
 - .4 Problems which impede construction schedule.
 - .5 Review of off-site fabrication delivery schedules.
 - .6 Corrective measures and procedures to regain projected schedule.
 - .7 Revision to construction schedule.
 - .8 Progress schedule, during succeeding work period.
 - .9 Review submittal schedules: expedite as required.
 - .10 Maintenance of quality standards.
 - .11 Review proposed changes for affect on construction schedule and on completion date.
 - .12 Other business.

Part 2 Products - Not Used

Part 3 Execution - Not Used

END OF SECTION

SECTION 01 33 00

Submittal Procedures

Part 1 General

1.1 ADMINISTRATIVE

- .1 Submit to Consultant 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 prior to submission to Consultant. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated 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 Consultant, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .7 Verify field measurements and affected adjacent Work are co-ordinated.
- .8 Contractor's responsibility for errors and omissions in submission is not relieved by Consultant's review of submittals.
- .9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Consultant review.
- .10 Keep one reviewed copy of each submission on site.

1.2 SHOP DRAWINGS AND PRODUCT DATA

- .1 Refer to CCDC 2 GC 3.10 Shop Drawings.
- .2 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.
- .3 Submit drawings stamped and signed by professional engineer registered or licensed in Province of Canada, where indicated.
- .4 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 co-ordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .5 The Contractor shall review all Shop Drawings before providing them to the Consultant. The Contractor represents by this review that:

- .1 The Contractor has determined and verified all applicable field measurements, field construction conditions, product requirements, catalogue numbers and similar data, or will do so, and
- .2 The Contractor has checked and co-ordinated each Shop Drawing with the requirements of the Work and of the Contract Documents.
- .6 Allow seven (7) business days for Consultant 's review of each submission.
- .7 The Consultant's review shall not relieve the Contractor of responsibility for errors or omissions in the Shop Drawings or for meeting all requirements in the Contract Documents.
- .8 Adjustments made on shop drawings by Consultant are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Consultant prior to proceeding with Work.
- .9 Make changes in shop drawings as Consultant may require, consistent with Contract Documents. When resubmitting, notify Consultant in writing of revisions other than those requested.
- .10 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.
- .11 Submissions 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 field measurements and compliance with Contract Documents.
 - .5 Details of appropriate portions of Work as applicable:
 - .1 Fabrication.
 - .2 Layout, showing dimensions, including identified field 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.

- .12 After Consultant's review, distribute copies.
- .13 Submit electronic copy of project submittal for each requirement requested in specification Sections and as Consultant may reasonably request.
- .14 Delete information not applicable to project.
- .15 Supplement standard information to provide details applicable to project.
- .16 If upon review by Consultant, no errors or omissions are discovered or if only minor corrections are made, 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.

1.3 OPERATION AND MAINTENANCE MANUALS

- .1 Refer to Section 01 77 00 Closeout Procedures and Section 01 78 00 Closeout Submittals.

1.4 INSTRUCTION TO OWNER'S PERSONNEL

- .1 In addition to start-up supervision and instruction to Consultant required of individual equipment manufacturers and systems noted, instruct Owner's Personnel in operation and maintenance of all equipment and systems.
- .2 Review instructions with Owner's Personnel to ensure a thorough understanding of equipment and operation.
- .3 Submit to Consultant a copy of written documentation that instruction has been provided, signed by Owner's Personnel.

1.5 SAMPLES

- .1 Submit for review samples as requested in respective specification Sections. Label samples with origin and intended use.
- .2 Deliver samples prepaid to Consultant 's business address.
- .3 Notify Consultant in writing, at time of submission of deviations in samples from requirements of Contract Documents.
 - .1 Where colour, pattern or texture is criterion, submit full range of samples.
 - .2 Adjustments made on samples by Consultant are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Consultant prior to proceeding with Work.
- .4 Make changes in samples which Consultant may require, consistent with Contract Documents.
- .5 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

1.6 MOCK-UPS

- .1 Erect mock-ups in accordance with 01 45 00 - Quality Control.

1.7 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 - Not Used

Part 3 Execution - Not Used

END OF SECTION

SECTION 01 35 30

Health and Safety Requirements

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 33 00 – Submittal Procedures
- .2 Section 01 41 00 - Regulatory Requirements.

1.2 REFERENCE STANDARDS

- .1 National Building Code of Canada 2010, Part 8.
 - .1 Canada Labour Code, Part II, Canada Occupational Safety and Health Regulations.
 - .2 Workplace Safety and Health Act W210, Manitoba.
 - .3 The Workplace Safety and Health Regulation of Manitoba 217/2006, Manitoba.
 - .4 The Workers Compensation Act RSM 1987 - Updated 2013.

1.3 SAFETY ASSESSMENT

- .1 Perform site specific safety hazard assessment related to project.

1.4 GENERAL REQUIREMENTS

- .1 Contractor is aware of, and accepts, the appropriate safety and health jurisdiction to which he is working in. Contractor accepts the responsibility to comply with the specified provincial and federal regulatory instruments, as appropriate, and to ensure that all subcontractors do likewise.
- .2 Contractor is responsible for all subcontractors with respect to safety and health issues and shall be deemed as “site coordinator” to facilitate employer/contractor coordination.
- .3 At the request of the Owners Representative, Contractor (and his subcontractors) to submit proof of WCB coverage for all their personnel prior to commencing work.
- .4 Comply with requirements or Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labeling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada. Deliver copies of WHMIS data sheets to the Owners Representative on delivery of materials.
- .5 The Contractor shall supply competent personnel to implement a safety orientation program and ensure that Federal and Provincial safety and health standards, guidelines, policies, and regulations are being complied with.
- .6 The Contractor will report to the Owners Representative and jurisdictions having authority any accident or incident involving Contractor or public personnel and/or property arising from the Contractor’s execution of work.
- .7 If the Contractor is responsible for a delay in the progress of work due to an infraction of legislated Health and Safety requirements, the Contractor shall, without additional cost to the Contract, complete the work on time.
- .8 Asbestos:

- .1 Where material is encountered by contractor that is suspected to consist of an Asbestos Containing Material (ACM) the Contractor shall stop work immediately and contact the Consultant. The Consultant will collect samples to be tested for asbestos content.
- .9 Scaffolding:
 - .1 Design and construct scaffolding in accordance with CSA-S269.2-16.
- .10 Elevated Work Platforms
 - .1 Elevated work platforms in accordance with CSA Z271-10(R2015)
- .11 Shoring and Falsework:
 - .1 Provide necessary supports to building elements and services as necessary and as directed within the contract documents.
 - .2 Design and construct shoring and falsework in accordance with CSA S269.1-2016.

1.5 FIRE SAFETY REQUIREMENTS

- .1 Prior to the commencement of construction or demolition, an acceptable Fire Safety Plan shall be prepared for the site and shall include:
 - .1 The designation and organization of site personnel to carry out fire safety duties including watchman service if applicable.
 - .2 The emergency procedures to be used in case of fire including:
 - .1 Sounding the alarm.
 - .2 Notifying the fire department.
 - .3 Instructing site personnel on procedures to be followed when the fire alarm sounds.
 - .4 Fire fighting procedure.
 - .3 Maintenance of fire fighting activities.
- .2 Portable extinguishers shall be installed and maintained for the duration of the Contract in conformance with Part 6 of the National Fire Code of Canada. The minimum rating for extinguishers shall be:
 - .1 Movable equipment – 2-A:10-BC.
 - .2 Other locations – 4-A:40-BC.
- .3 In addition to the requirements stated above, portable extinguishers shall be provided adjacent to:
 - .1 Cutting or welding operations.
 - .2 Areas where combustibles are stored.
 - .3 Any internal combustion engines.
 - .4 Areas where flammable liquids or gases are stored or handled.
 - .5 Temporary oil or gas fired equipment.
 - .6 Bitumen heating equipment.
- .4 Immediately remedy all unsafe fire situations observed by the Owners Representative or local fire authority.

1.6 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.

1.7 COMPLIANCE REQUIREMENTS

- .1 Comply with the Province of Manitoba Workplace Safety and Health Act, R.S.M. 1987 or latest.
- .2 Comply with Canada Labour Code, Canada Occupational Safety and Health Regulations.

1.8 UNFORSEEN HAZARDS

- .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 Manitoba having jurisdiction and advise Consultant verbally and in writing.

1.9 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 Manitoba having jurisdiction, and in consultation with Consultant.

1.10 CORRECTION OF NON-COMPLIANCE

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

1.11 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 - Not Used

Part 3 Execution - Not Used

END OF SECTION

SECTION 01 41 00

Regulatory Requirements

Part 1 General

1.1 SUMMARY

- .1 This Section references to laws, by laws, ordinances, rules, regulations, codes, orders of Authority Having Jurisdiction, and other legally enforceable requirements applicable to Work and that are; or become, in force during performance of Work.

1.2 REFERENCES TO REGULATORY REQUIREMENTS

- .1 Perform Work in accordance with 2010 National Building Code of Canada (NBC) with 2011 Manitoba Amendments including amendments up to tender closing date and other codes of provincial or local application provided that in case of conflict or discrepancy, more stringent requirements apply.
- .2 Specific design and performance requirements listed in specifications or indicated on Drawings may exceed minimum requirements established by referenced Building Code; these requirements will govern over the minimum requirements listed in Building Code
 - .1 Meet or exceed requirements of:
 - .1 Contract documents.
 - .2 Specified standards, codes and referenced documents.

1.3 BUILDING SMOKING ENVIRONMENT

- .1 Comply with smoking restrictions and municipal by-laws. Smoking is not permitted in the building, or exterior near the entrances or exits.

1.4 QUALITY ASSURANCE

- .1 Regulatory Requirements: Except as otherwise specified, Constructor shall apply for, obtain, and pay fees associated with, permits, licenses, certificates, and approvals required by regulatory requirements and Contract Documents, based on General Conditions of Contract and the following:
 - .1 Regulatory requirements and fees in force on date of Bid submission, and
 - .2 A change in regulatory requirements or fees scheduled to become effective after date of tender submission and of which public notice has been given before date of tender submission

Part 2 Products

2.1 EASEMENTS AND NOTICES

- .1 Owner will obtain permanent easements and rights of servitude that may be required for performance of Work.
- .2 Constructor shall give notices required by regulatory requirements.

2.2 PERMITS

- .1 Building Permit:
 - .1 Constructor shall apply for, obtain and pay for building permit on behalf of Owner, and other permits required for Work and its various parts.
 - .2 Constructor will require that specific Subcontractor's obtain and pay for permits required by authorities having jurisdiction, where their Work is affected by Work requiring permits.
 - .3 Constructor shall display building permit and other permits in a conspicuous location at Place of Work.
- .2 Occupancy Permits:
 - .1 Constructor shall apply for, obtain, and pay for occupancy permits, including partial occupancy permits where required by authority having jurisdiction.
 - .2 Consultant will issue appropriate instructions to Constructor for correction to Work where Contract Document deficiencies are required to be corrected in order to obtain occupancy permits, including partial occupancy permits.
 - .3 Constructor shall correct deficiencies in accordance with Consultant's instructions. Where deficiency is not corrected, Owner reserves the right to make correction and charge Constructor for costs incurred.
 - .4 Constructor shall turn occupancy permits over to Owner.

Part 3 Execution - Not Used

END OF SECTION

SECTION 01 45 00

Quality Control

Part 1 General

1.1 REFERENCES

- .1 Canadian Construction Documents Committee (CCDC)
 - .1 CCDC 2 - 2020, Stipulated Price Contract.

1.2 INSPECTION

- .1 Refer to CCDC 2, GC 2.3.
- .2 Allow Consultant access to Work. If part of Work is in preparation at locations other than Place of Work, allow access to such Work whenever it is in progress.
- .3 Give timely notice requesting inspection if Work is designated for special tests, inspections or approvals by Consultant, or law of Place of Work.
- .4 If Contractor covers or permits to be covered Work that has been designated for special tests, inspections or approvals before such is made, uncover such Work, have inspections or tests satisfactorily completed and make good such Work.
- .5 Consultant will order part of Work to be examined if Work is suspected to be not in accordance with Contract Documents. If, upon examination such work is found not in accordance with Contract Documents, correct such Work and pay cost of examination and correction.

1.3 INDEPENDENT INSPECTION AGENCIES

- .1 Independent Inspection/Testing Agencies may be engaged by Consultant for purpose of inspecting and/or testing portions of Work and will be coordinated by the Contractor.
 - .1 Cost of such services will be paid for by the Owner.
- .2 Employment of inspection/testing agencies does not relax responsibility to perform Work in accordance with Contract Documents.
- .3 If defects are revealed during inspection and/or testing, appointed agency will request additional inspection and/or testing to ascertain full degree of defect. Correct defect and irregularities as advised by Consultant at no cost to Consultant. Pay costs for retesting and reinspection.

1.4 ACCESS TO WORK

- .1 Allow inspection/testing agencies access to Work, off site manufacturing and fabrication plants.
- .2 Co-operate to provide reasonable facilities for such access.

1.5 PROCEDURES

- .1 Notify appropriate agency and Consultant in advance of requirement for tests, in order that attendance arrangements can be made.
- .2 Submit samples and/or materials required for testing, as specifically requested in specifications. Submit with reasonable promptness and in orderly sequence to not cause delays in Work.

- .3 Provide labour and facilities to obtain and handle samples and materials on site. Provide sufficient space to store and cure test samples.

1.6 REJECTED WORK

- .1 Refer to CCDC 2, GC 2.4.
- .2 Remove defective Work, whether result of poor workmanship, use of defective products or damage and whether incorporated in Work or not, which has been rejected by Consultant as failing to conform to Contract Documents. Replace or re-execute in accordance with Contract Documents.
- .3 Make good other Contractor's work damaged by such removals or replacements promptly.
- .4 If in opinion of Consultant it is not expedient to correct defective Work or Work not performed in accordance with Contract Documents, Owner will deduct from Contract Price difference in value between Work performed and that called for by Contract Documents, amount of which will be determined by Consultant.

1.7 REPORTS

- .1 Submit copies of inspection and test reports to Consultant in accordance with Section 01 33 00.
- .2 Provide copies to subcontractor of work being inspected or tested and manufacturer or fabricator of material being inspected or tested.

1.8 TESTS AND MIX DESIGNS

- .1 Furnish test results and mix designs as requested.
- .2 Cost of tests and mix designs beyond those called for in Contract Documents or beyond those required by law of Place of Work will be appraised by Consultant and may be authorized as recoverable.

1.9 MOCK-UPS

- .1 Prepare mock-ups for Work specifically requested in specifications. Include for Work of Sections required to provide mock-ups.
- .2 Construct in locations as specified in specific Section or as directed by Consultant.
- .3 Mock-up shall not be provided until corresponding product data, shop drawings, samples and other preparatory submittals are approved.
- .4 Prepare mock-ups for Consultant review with reasonable promptness and in orderly sequence, to not cause delays in Work.
- .5 Failure to prepare mock-ups 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.
- .6 Mock-up shall be rebuilt as necessary until approved by Consultant. Do not proceed with work until mock-up area is complete and approved by Consultant.
- .7 Specification section identifies whether mock-up may remain as part of Work or if it is to be removed and when.

1.10 MILL TESTS

- .1 Submit mill test certificates as required of specification Sections.

1.11 EQUIPMENT AND SYSTEMS

- .1 Submit adjustment and balancing reports for mechanical, electrical and building equipment systems.

Part 2 Products - Not Used

Part 3 Execution - Not Used

END OF SECTION

SECTION 01 51 00

Temporary Utilities

Part 1 General

1.1 RELATED SECTIONS

- .1 Not Applicable

1.2 SUBMITTALS

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

1.3 INSTALLATION AND REMOVAL

- .1 Provide temporary utilities controls in order to execute work expeditiously.
- .2 Remove from site all such work after use.

1.4 DEWATERING

- .1 Provide temporary drainage and pumping facilities to keep excavations and site free from standing water.

1.5 WATER SUPPLY

- .1 Provide continuous supply of potable water for construction use as required.
- .2 Arrange for connection with appropriate utility company and pay costs for installation, maintenance and removal.
- .3 Owner will pay for utility charges at prevailing rates, based on General Conditions of Contract.

1.6 TEMPORARY HEATING AND VENTILATION

- .1 Provide temporary heating required during construction period, including attendance, maintenance and fuel.
- .2 Construction heaters used inside building must be vented to outside or be flameless (vent free) type. Solid fuel salamanders are not permitted.
- .3 Provide 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 Prevent moisture condensation on surfaces.
 - .4 Provide ambient temperatures and humidity levels for storage, installation and curing of materials.
 - .5 Provide adequate ventilation to meet health regulations for safe working environment.
- .4 Maintain temperatures of minimum 10 degrees Celsius in areas where construction is in progress.
- .5 Ventilating:
 - .1 Prevent accumulations of dust, fumes, mists, vapours or gases in areas occupied during construction.

- .2 Provide local exhaust ventilation to prevent harmful accumulation of hazardous substances into atmosphere of occupied areas.
- .3 Dispose of exhaust materials in manner that will not result in harmful exposure to persons.
- .4 Ventilate storage spaces containing hazardous or volatile materials.
- .5 Ventilate temporary sanitary facilities.
- .6 Continue operation of ventilation and exhaust system for time after cessation of work process to assure removal of harmful contaminants.
- .6 Maintain strict supervision of operation of temporary heating and ventilating equipment to:
 - .1 Conform with applicable codes and standards.
 - .2 Enforce safe practices.
 - .3 Prevent abuse of services.
 - .4 Prevent damage to finishes.
 - .5 Vent direct-fired combustion units to outside.
- .7 Be responsible for damage to Work due to failure in providing adequate heat and protection during construction.

1.7 TEMPORARY POWER AND LIGHT

- .1 Owner will provide and pay for temporary power during construction for temporary lighting and operating of power tools.
 - .1 Arrange for connection with Owner. Pay all costs for installation, maintenance and removal.
 - .2 Submit proposed connection plan to Consultant and Owner for review prior to implementation.
- .2 Provide and maintain temporary lighting throughout project as required. Ensure level of illumination on all floors and stairs is not less than 200 lux.

1.8 FIRE PROTECTION

- .1 Provide and maintain temporary fire protection equipment during performance of Work required by insurance companies having jurisdiction and governing codes, regulations and bylaws.
- .2 Burning rubbish and construction waste materials is not permitted on site.

Part 2 Products - Not Used

Part 3 Execution - Not Used

END OF SECTION

SECTION 01 52 00

Construction Facilities

Part 1 General

1.1 REFERENCES

- .1 Canadian Construction Documents Committee (CCDC)
 - .1 CCDC 2 - 2020, Stipulated Price Contract.
- .2 Canadian General Standards Board (CGSB)
 - .1 CAN/CGSB 1.189-00, Exterior Alkyd Primer for Wood.
 - .2 CGSB 1.59-97, Alkyd Exterior Gloss Enamel.
- .3 Canadian Standards Association (CSA International)
 - .1 CSA-A23.1/A23.2-14, Concrete Materials and Methods of Concrete Construction/Methods of Test and Standard Practices for Concrete.
 - .2 CSA-O121-17, Douglas Fir Plywood.
 - .3 CAN/CSA-S269.2 - 2016, Access Scaffolding for Construction Purposes.
 - .4 CAN/CSA-Z321-96(R2001), Signs and Symbols for the Occupational Environment.

1.2 SUBMITTALS

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

1.3 INSTALLATION AND REMOVAL

- .1 Prepare site plan indicating proposed location and dimensions of area to be fenced and used by Contractor, number of trailers to be used, avenues of ingress/egress to fenced area and details of fence installation.
- .2 Identify areas which must be gravelled to prevent tracking of mud.
- .3 Indicate use of supplemental or other staging area.
- .4 Provide construction facilities in order to execute work expeditiously.
- .5 Remove from site all such work after use.

1.4 STAGING AREAS

- .1 Contractor staging, storage and activities shall be as directed by Owner.

1.5 SCAFFOLDING

- .1 Scaffolding in accordance with CAN/CSA-S269.2 and Manitoba Regulation 217.
- .2 Provide and maintain scaffolding and ramps to perform work.

1.6 HOISTING

- .1 Provide, operate and maintain hoists required for moving of materials and equipment. Make financial arrangements with Subcontractors for their use of hoists.

- .2 Hoists to be operated by qualified operator.

1.7 SHORING AND BRACING

- .1 Provide necessary supports to building elements and services as necessary and as directed within the contract documents.
- .2 Design and construct shoring in accordance with CSA S269.1-16.

1.8 SITE STORAGE / LOADING

- .1 Refer to CCDC 2, GC 3.11.
- .2 Confine work and operations of employees by Contract Documents. Do not unreasonably encumber premises with products.
- .3 Do not load or permit to load any part of Work with weight or force that will endanger Work.

1.9 CONSTRUCTION PARKING

- .1 On Site parking is permitted on site within the staging area Any other parking requirements shall be at the contractor's cost.
- .2 Provide and maintain adequate access to project site.
- .3 Clean runways and taxi areas where used by Contractor's equipment.

1.10 EQUIPMENT, TOOL AND MATERIALS STORAGE

- .1 Provide and maintain, in clean and orderly condition, lockable weatherproof sheds for storage of tools, equipment and materials, if required.
- .2 Locate materials not required to be stored in weatherproof sheds on site in manner to cause least interference with work activities.

1.11 SANITARY FACILITIES

- .1 If required, provide temporary sanitary facilities for work force in accordance with governing regulations and ordinances as required for the project.
- .2 Sanitary facilities in the R.E.S. Centre will be available for use by Contractor for the duration of the project.
- .3 Post notices and take precautions as required by local health authorities. Keep area and premises in sanitary condition.

1.12 SITE OFFICE (IF REQUIRED BY CONTRACTOR)

- .1 Provide office heated to 18 °C, lighted 750 lx and ventilated, of sufficient size to accommodate site meetings and furnished with drawing laydown table.
- .2 Provide a clearly marked and fully stocked first-aid case in a readily available location.
- .3 Subcontractors may provide their own offices as necessary. Direct location of these offices.

1.13 CONSTRUCTION SIGNAGE

- .1 Provide and erect project sign, in a location designated by Consultant, if required by the contractor.
- .2 Indicate on sign, name of Owner, General Contractor, and Engineer, of design style Consultant.

- .3 No other signs or advertisements, other than warning signs, are permitted on site without written approval from the Consultant.
- .4 Maintain approved signs and notices in good condition for duration of project, and dispose of off site on completion of project or earlier if directed by Consultant.

1.14 PROTECTION AND MAINTENANCE OF TRAFFIC

- .1 Refer to Section 01 56 00 Temporary Barriers and Enclosures.
- .2 Provide access and temporary relocated roads as necessary to maintain traffic.
- .3 Maintain and protect traffic on affected roads during construction period except as otherwise specifically directed by Consultant.
- .4 Protect travelling public from damage to person and property.
- .5 Contractor's traffic on roads selected for hauling material to and from site to interfere as little as possible with public traffic.
- .6 Verify adequacy of existing roads and allowable load limit on these roads. Contractor: responsible for repair of damage to roads caused by construction operations.
- .7 Provide necessary lighting, signs, barricades, and distinctive markings for safe movement of vehicular and pedestrian traffic.
- .8 Dust control: adequate to ensure safe operation at all times.
- .9 Provide snow removal during period of Work.
- .10 Remove, upon completion of work, any signage, lighting or other traffic control measures.

1.15 CLEAN-UP

- .1 Remove construction debris, waste materials, packaging material from work site daily.
- .2 Clean dirt or mud tracked onto paved or surfaced roadways.
- .3 Store materials resulting from demolition activities that are salvageable.
- .4 Stack stored new or salvaged material not in construction facilities.

Part 2 Products - Not Used

Part 3 Execution - Not Used

END OF SECTION

SECTION 01 56 00

Temporary Barriers and Enclosures

Part 1 General

1.1 RELATED SECTIONS

- .1 Section 01 11 00, Summary of Work
- .2 Section 01 52 00 – Construction Facilities.

1.2 REFERENCES

- .1 Canadian General Standards Board (CGSB)
 - .1 CGSB 1.59-97, Alkyd Exterior Gloss Enamel.
 - .2 CAN/CGSB 1.189-00, Exterior Alkyd Primer for Wood.
- .2 Canadian Standards Association (CSA International)
 - .1 CSA-O121-(Latest), Douglas Fir Plywood.

1.3 INSTALLATION AND REMOVAL

- .1 Provide temporary controls in order to execute Work expeditiously.
- .2 Remove from site all such work after use.

1.4 HOARDING

- .1 Erect temporary site enclosure using 1.8 m high chain link panels complete with ground stands as required in order to ensure security and stability of the fence. Provide minimum one lockable truck gate. Maintain fence in good repair.
- .2 Provide barriers around trees and plants designated to remain. Protect from damage by equipment and construction procedures.

1.5 WEATHER ENCLOSURES

- .1 Provide weather tight closures to unfinished door and window openings, tops of shafts and other openings in floors and roofs.
- .2 Close off floor areas where walls are not finished; seal off other openings; enclose building interior work for temporary heat.
- .3 Design enclosures to withstand wind pressure.

1.6 DUST TIGHT SCREENS

- .1 Provide dust tight screens as required to localize significant dust generating activities, and for protection of workers, finished areas of Work and public.
- .2 Maintain and relocate protection until such work is complete.

1.7 ACCESS TO SITE

- .1 Provide and maintain access roads, sidewalk crossings, ramps and construction runways as may be required for access to Work.

1.8 PEDESTRIAN ACCESS

- .1 Install pedestrian detour signage as required during construction to the satisfaction of the Authority Having Jurisdiction.
- .2 Provide and maintain competent signal flag operators, traffic signals, barricades and flares, lights, or lanterns as required to perform Work and protect public.

1.9 PUBLIC TRAFFIC FLOW

- .1 Provide and maintain competent signal flag operators, traffic signals, barricades and flares, lights, or lanterns as required to perform Work and protect public.

1.10 FIRE ROUTES

- .1 Maintain access to property including overhead clearances for use by emergency response vehicles.

1.11 PROTECTION FOR OFF-SITE AND PUBLIC PROPERTY

- .1 Protect surrounding private and public property from damage during performance of Work.
- .2 Be responsible for damage incurred.

1.12 PROTECTION OF BUILDING FINISHES

- .1 Provide protection for finished and partially finished building finishes and equipment during performance of Work.
- .2 Provide necessary screens, covers, and hoardings in areas of work.
- .3 Confirm with Consultant locations and installation schedule 3 days prior to installation.
- .4 Be responsible for damage incurred due to lack of or improper protection.

1.13 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate waste materials for reuse and recycling in accordance with Section 01 74 00 - Cleaning.

Part 2 Products - Not Used

Part 3 Execution - Not Used

END OF SECTION

SECTION 01 61 00

Common Product Requirements

Part 1 General

1.1 RELATED SECTIONS

- .1 Section 01 11 00 – Summary of Work.
- .2 Section 01 45 00 – Quality Control.
- .3 Section 01 78 00 – Closeout Submittals

1.2 REFERENCES

- .1 Canadian Construction Documents Committee (CCDC)
 - .1 CCDC 2 - 2020, Stipulated Price Contract.
- .2 If there is question as to whether products or systems are in conformance with applicable standards, Consultant reserves right to have such products or systems tested to prove or disprove conformance.
- .3 Cost for such testing will be born by Owner in event of conformance with Contract Documents or by Contractor in event of non-conformance.

1.3 QUALITY

- .1 Refer to CCDC 2 – 2020, GC3.8.
- .2 Products, materials, equipment and articles incorporated in Work shall be new, not damaged or defective, and of best quality for purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
- .3 Defective products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection.
- .4 Should disputes arise as to quality or fitness of products, decision rests strictly with Consultant based upon requirements of Contract Documents.
- .5 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
- .6 Permanent labels, trademarks and nameplates on products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms.

1.4 AVAILABILITY

- .1 Immediately upon signing Contract, review product delivery requirements and anticipate foreseeable supply delays for items. If delays in supply of products are foreseeable, notify Consultant of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work.

- .2 In event of failure to notify Consultant at commencement of Work and should it subsequently appear that Work may be delayed for such reason, Consultant reserves right to substitute more readily available products of similar character, at no increase in Contract Price or Contract Time.

1.5 STORAGE, HANDLING AND PROTECTION

- .1 Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable.
- .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.
- .3 Store products subject to damage from weather in weatherproof enclosures.
- .4 Store cementitious products clear of earth or concrete floors, and away from walls.
- .5 Keep sand, when used for grout or mortar materials, clean and dry. Store sand on wooden platforms and cover with waterproof tarpaulins during inclement weather.
- .6 Store sheet materials and lumber on flat, solid supports and keep clear of ground. Slope to shed moisture.
- .7 Store and mix paints in heated and ventilated room. Remove oily rags and other combustible debris from site daily. Take every precaution necessary to prevent spontaneous combustion.
- .8 Remove and replace damaged products at own expense and to satisfaction of Consultant.
- .9 Touch-up damaged factory finished surfaces to Consultant's satisfaction. Use touch-up materials to match original. Do not paint over name plates.

1.6 TRANSPORTATION

- .1 Pay costs of transportation of products required in performance of Work.

1.7 MANUFACTURER'S INSTRUCTIONS

- .1 Unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers.
- .2 Notify Consultant in writing, of conflicts between specifications and manufacturer's instructions, so that Consultant will establish course of action.
- .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes Consultant to require removal and re-installation at no increase in Contract Price or Contract Time.

1.8 QUALITY OF WORK

- .1 Ensure Quality of Work is of highest standard, executed by workers experienced and skilled in respective duties for which they are employed. Immediately notify Consultant if required Work is such as to make it impractical to produce required results.
- .2 Do not employ anyone unskilled in their required duties. Consultant reserves right to require dismissal from site, workers deemed incompetent or careless.
- .3 Decisions as to standard or fitness of Quality of Work in cases of dispute rest solely with Consultant, whose decision is final.

1.9 CO-ORDINATION

- .1 Ensure co-operation of workers in laying out Work. Maintain efficient and continuous supervision.
- .2 Be responsible for coordination and placement of openings, sleeves and accessories.

1.10 CONCEALMENT

- .1 In finished areas conceal pipes, ducts and wiring in floors, walls and ceilings, except where indicated otherwise.
- .2 Before installation inform Consultant if there is interference. Install as directed by Consultant.

1.11 REMEDIAL WORK

- .1 Refer to CCDC 2 - 2020.
- .2 Perform remedial work required to repair or replace parts or portions of Work identified as defective or unacceptable. Co-ordinate adjacent affected Work as required.
- .3 Perform remedial work by specialists familiar with materials affected. Perform in a manner to neither damage nor put at risk any portion of Work.

1.12 LOCATION OF FIXTURES

- .1 Consider location of fixtures, outlets, and mechanical and electrical items indicated as approximate.
- .2 Inform Consultant of conflicting installation. Install as directed.

1.13 FASTENINGS

- .1 Provide metal fastenings and accessories in same texture, colour and finish as adjacent materials, unless indicated otherwise.
- .2 Prevent electrolytic action between dissimilar metals and materials.
- .3 Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior work, unless stainless steel or other material is specifically requested in affected specification Section or on drawings.
- .4 Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.
- .5 Keep exposed fastenings to a minimum, space evenly and install neatly.
- .6 Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.

1.14 FASTENINGS - EQUIPMENT

- .1 Use fastenings of standard commercial sizes and patterns with material and finish suitable for service.
- .2 Use heavy hexagon heads, semi-finished unless otherwise specified. Use No. 304 stainless steel for exterior areas.
- .3 Bolts may not project more than one diameter beyond nuts.
- .4 Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur. Use resilient washers with stainless steel.

1.15 PROTECTION OF WORK IN PROGRESS

- .1 Prevent overloading of parts of building. Do not cut, drill or sleeve load bearing structural member, unless specifically indicated without written approval of Consultant.

1.16 EXISTING UTILITIES

- .1 When breaking into or connecting to existing services or utilities, execute Work at times as directed by local governing authorities, with minimum of disturbance to Work, and/or building occupants and pedestrian and vehicular traffic.
- .2 Protect, relocate or maintain existing active services. When services are encountered, cap off in manner approved by authority having jurisdiction. Stake and record location of capped service.

Part 2 Products - Not Used

Part 3 Execution - Not Used

END OF SECTION

SECTION 01 73 00

Execution

Part 1 General

1.1 SUMMARY

- .1 Except where otherwise specified in technical *Specifications* or otherwise indicated on *Drawings*, comply with requirements of this Section.

1.2 MANUFACTURER'S INSTRUCTIONS

- .1 Install, erect, or apply *Products* in strict accordance with manufacturer's instructions.
- .2 Notify *Consultant*, in writing, of conflicts between *Contract Documents* and manufacturer's instructions where, in *Contractor's* opinion, conformance with *Contract Documents* instead of the manufacturer's instructions may be detrimental to the *Work* or may jeopardize the manufacturer's warranty.
- .3 Do not rely on labels or enclosures provided with *Products*. Obtain written instructions directly from manufacturers.
- .4 Provide manufacturer's representatives with access to the *Work* at all times. Render assistance and facilities for such access so that manufacturer's representatives may properly perform their responsibilities.

1.3 CONCEALMENT

- .1 Conceal pipes, ducts, and wiring in floors, walls and ceilings in finished areas:
 - .1 after review by *Consultant* and authority having jurisdiction, and
 - .2 where locations differ from those shown on *Drawings*, after recording actual locations on as-built drawings.
- .2 Provide incidental furring or other enclosures as required.
- .3 Notify *Consultant* in writing of interferences before installation.

1.4 FASTENINGS - GENERAL

- .1 Provide metal fastenings and accessories in same texture, colour and finish as adjacent materials.
- .2 Prevent electrolytic action and corrosion between dissimilar metals and materials by using suitable non-metallic strips, washers, sleeves, or other permanent separators to avoid direct contact.
- .3 Use non-corrosive fasteners and anchors for securing exterior work.
- .4 Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage.
- .5 Keep exposed fastenings to a minimum, space evenly and install neatly.
- .6 Do not use fastenings or fastening methods that may cause spalling or cracking of material to which anchorage is made.

1.5 FASTENINGS - EQUIPMENT

- .1 Use fastenings of standard commercial sizes and patterns with material and finish suitable for service.
- .2 Bolts shall not project more than one diameter beyond nuts.

1.6 FIRE RATED ASSEMBLIES

- .1 When penetrating fire rated walls, ceiling, or floor assemblies, completely seal voids with fire-stopping materials, smoke seals, or both, in full thickness of the construction element as required to maintain the integrity of the fire rated assembly.

1.7 LOCATION OF FIXTURES, OUTLETS AND DEVICES

- .1 Consider location of fixtures, outlets, and devices indicated on *Drawings* as approximate.
- .2 Locate fixtures, outlets, and devices to provide minimum interference, maximum usable space, and as required to meet safety, access, maintenance, acoustic, and regulatory, including barrier free, requirements.
- .3 Promptly notify *Consultant* in writing of conflicting installation requirements for fixtures, outlets, and devices. If requested, indicate proposed locations and obtain approval for actual locations.

1.8 PROTECTION OF COMPLETED WORK AND WORK IN PROGRESS

- .1 Adequately protect parts of the *Work* completed and in progress from any kind of damage.
- .2 Promptly remove, replace, clean, or repair, as directed by *Consultant*, work damaged as a result of inadequate protection.
- .3 Do not load or permit to be loaded any part of the *Work* with a weight or force that will endanger the safety or integrity of the *Work*.

1.9 REMEDIAL WORK

- .1 Notify *Consultant* of, and perform remedial work required to, repair or replace defective or unacceptable work. Ensure that properly qualified workers perform remedial work. Coordinate adjacent affected work as required.

Part 2 Products - Not Used

Part 3 Execution - Not Used

END OF SECTION

SECTION 01 74 00

Cleaning

Part 1 General

1.1 REFERENCES

- .1 Canadian Construction Documents Committee (CCDC)
 - .1 CCDC 2 - 2020, Stipulated Price Contract.

1.2 PROJECT CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris.
- .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by Consultant. Do not burn waste materials on site.
- .3 Clear snow and ice from access to building, remove from site.
- .4 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .5 Provide on-site containers for collection of waste materials and debris.
- .6 Provide and use marked separate bins for recycling.
- .7 Dispose of waste materials and debris in accordance with local ordinance and regulations.
- .8 Clean interior areas prior to start of finishing work, and maintain areas free of dust and other contaminants during finishing operations.
- .9 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .10 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .11 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .12 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.3 FINAL CLEANING

- .1 Refer to CCDC 2, GC 3.13.
- .2 When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .3 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
- .4 Prior to final review remove surplus products, tools, construction machinery and equipment.
- .5 Remove waste products and debris including that caused by Owner or other Contractors.
- .6 Remove waste materials from site at regularly scheduled times or dispose of as directed by Consultant. Do not burn waste materials on site.

- .7 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .8 Clean and polish glass, mirrors, hardware, wall tile, stainless steel, chrome, porcelain enamel, baked enamel, plastic laminate, and mechanical and electrical fixtures. Replace broken, scratched or disfigured glass.
- .9 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, and floors.
- .10 Clean lighting reflectors, lenses, and other lighting surfaces.
- .11 Vacuum clean and dust building interiors in areas affected by work, behind grilles, louvres and screens.
- .12 Wax, seal, shampoo or prepare floor finishes in areas affected by work, as recommended by manufacturer.
- .13 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .14 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- .15 Remove dirt and other disfiguration from exterior surfaces.
- .16 Clean and sweep roofs, gutters, areaways, and sunken wells.
- .17 Sweep and wash clean paved areas.
- .18 Clean equipment and fixtures to sanitary condition; clean or replace filters of mechanical equipment.
- .19 Clean roofs, downspouts, and drainage systems.
- .20 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.
- .21 Remove snow and ice from access to building.

1.4 WASTE MANAGEMENT AND DISPOSAL

- .1 Separate waste materials for recycling wherever practical.
- .2 Remove and dispose of demolished materials except where noted otherwise and in accordance with authorities having jurisdiction.
- .3 All demolition waste and materials shall be directed to an approved landfill site.

Part 2 Products - Not Used

Part 3 Execution - Not Used

END OF SECTION

SECTION 01 77 00

Closeout Procedures

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 33 00 – Submittal Procedures
- .2 Section 01 45 00 – Quality Control
- .3 Section 01 74 00 - Cleaning
- .4 Section 01 78 00 – Closeout Submittals

1.2 REFERENCES

- .1 Canadian Construction Documents Committee (CCDC)
 - .1 CCDC 2 - 2020, Stipulated Price Contract.

1.3 ADMINISTRATIVE REQUIREMENTS

- .1 Acceptance of Work Procedures:
 - .1 Contractor's Inspection: Contractor: conduct inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.
 - .1 Notify Consultant in writing of satisfactory completion of Contractor's inspection and submit verification that corrections have been made.
 - .2 Request Consultant inspection.
 - .2 Consultant's Inspection:
 - .1 Consultant and Contractor to inspect Work and identify defects and deficiencies.
 - .2 Contractor to correct Work as directed.
 - .3 Completion Tasks: submit written certificates in English that tasks have been performed as follows:
 - .1 Work: completed and inspected for compliance with Contract Documents.
 - .2 Defects: corrected and deficiencies completed.
 - .3 Equipment and systems: tested, and fully operational.
 - .4 Operation of systems: demonstrated to Owner's personnel.
 - .5 Work: complete and ready for final inspection.
- .4 Final Inspection:
 - .1 When completion tasks are done, request final inspection of Work by Consultant, and Contractor.
 - .2 When Work incomplete according to Consultant, complete outstanding items and request re-inspection.
- .5 Declaration of Substantial Performance: when Consultant considers deficiencies and defects corrected and requirements of Contract substantially performed, make application for Certificate of Substantial Performance.

- .6 Commencement of Lien and Warranty Periods: date of Owner's acceptance of submitted declaration of Substantial Performance to be date for commencement for warranty period and commencement of lien period unless required otherwise by lien statute of Place of Work.
- .7 Final Payment:
 - .1 When Consultant considers final deficiencies and defects corrected and requirements of Contract met, make application for final payment.
 - .2 Refer to CCDC 2: when Work deemed incomplete by Consultant, complete outstanding items and request re-inspection.
- .8 Payment of Holdback: after issuance of Certificate of Substantial Performance of Work, submit application for payment of holdback amount in accordance with contractual agreement.

1.4 FINAL CLEANING

- .1 Clean in accordance with Section 01 74 00 - Cleaning.
 - .1 Remove surplus materials, excess materials, rubbish, tools and equipment.

Part 2 Products - Not Used

Part 3 Execution - Not Used

END OF SECTION

SECTION 01 78 00

Closeout Submittals

Part 1 General

1.1 SECTION INCLUDES

- .1 As-built, samples, and specifications.
- .2 Product data, materials and finishes, and related information.
- .3 Operation and maintenance manuals
- .4 Spare parts, special tools and maintenance materials.
- .5 Warranties.

1.2 RELATED REQUIREMENTS

- .1 Section 01 45 00 – Quality Control
- .2 Section 01 77 00 – Closeout Procedures.

1.3 REFERENCES

- .1 CCDC 2 – 2020.

1.4 ADMINISTRATIVE REQUIREMENTS

- .1 Pre-warranty Meeting:
 - .1 Convene meeting one week prior to contract completion with contractor's representative and Consultant, in accordance with Section 01 31 19 - Project Meetings to:
 - .1 Verify Project requirements.
 - .2 Review manufacturer's installation instructions and warranty requirements.
 - .2 Consultant 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.

1.5 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Two weeks prior to Substantial Performance of the Work, submit to the Consultant one (1) electronic copy of as-built drawings.

- .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.

1.6 AS-BUILT DOCUMENTS AND SAMPLES

- .1 Maintain, in addition to requirements in General Conditions 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 Field test records.
 - .7 Inspection certificates.
 - .8 Manufacturer's certificates.
- .2 Store record documents and samples in field 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 Consultant.

1.7 RECORDING INFORMATION ON PROJECT RECORD DOCUMENTS

- .1 Record information on set of black line opaque drawings, provided by Consultant.
- .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 Field changes of dimension and detail.
 - .5 Changes made by change orders.
 - .6 Details not on original Contract Drawings.
 - .7 References 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, and field test records, required by individual specifications sections.
- .7 Provide digital photos, if requested, for site records.

1.8 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 location as directed; place and store.
 - .4 Receive and catalogue items.
 - .1 Submit inventory listing to Consultant.
 - .2 Include approved listings in Maintenance Manual.
 - .5 Obtain receipt for delivered products and submit prior to 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 location as directed; place and store.
 - .4 Receive and catalogue items.
 - .1 Submit inventory listing to Consultant.
 - .2 Include approved listings in Maintenance Manual.
 - .5 Obtain receipt for delivered products and submit prior 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 location as directed; place and store.
 - .4 Receive and catalogue items.
 - .1 Submit inventory listing to Consultant.
 - .2 Include approved listings in Maintenance Manual.

1.9 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 Consultant.

1.10 WARRANTIES AND BONDS

- .1 Refer to General Conditions 12.3 – Warranty
- .2 Except for extended warranties as described elsewhere in the contract documents, the warranty period under the contract is two years from the date of substantial performance of the work.
- .3 Provide a letter of warranty for all materials and labour for two (2) years from the date of Substantial Completion,
- .4 Respond in timely manner to verbal or written notification of required construction warranty repair work.
- .5 Written verification to follow verbal instructions.
 - .1 Failure to respond will be cause for the Consultant to proceed with action against Contractor.

Part 2 Products - Not Used

Part 3 Execution - Not Used

END OF SECTION