

Lakehead University invites proposals from qualified firms/individuals to provide the following services for various locations at Lakehead University, located in Thunder Bay, Ontario.

DESCRIPTION OF THE WORK

- 1 Work will include, but not be limited to, emergency repair and/or maintenance to various roof systems throughout Lakehead University buildings. Existing roofs typically consist of, but not limited to, hot asphalted felts (BUR), modified bitumen, and EPDM rubber. Work may also involve the cleaning of gutters and drains on various buildings. Fall Arrest and mechanical lift training mandatory.

The successful respondent will have an established local presence, staffed with competent personnel, supplied with all necessary equipment, capable of timely response upon receipt of service request.

The work is as described, but is not limited to, the provision of labour, products, tools, construction machinery and equipment, transportation, and other facilities and services necessary to assist its maintenance operations on an as needed basis.

Contractor must be able to respond to and complete work in a timely manner. Services described in this proposal may be subject to minimum response time and may be required for calls 24 hrs/day, 7 days a week. This work is in accordance with the Description of Work, and the attachments listed below:

ATTACHMENTS

Documents	Pages
Bid Form	1
General Requirements	2
Insurance and Indemnification Requirements	1
Payment Procedures	1
Safety Requirements	4

DURATION OF CONTRACT

Pricing to be firm from commencement date to April 30, 2017. Option to renew at bid price for two additional twelve (12) month periods upon mutual agreement between Lakehead University and the Vendor Supplier. Anticipated commencement is after **April 30, 2016**.

QUESTIONS:

Please contact Geoff Matte (gmatte@lakeheadu.ca) with questions in writing only, before 3:00 p.m. April 20th. If required, Addenda will be issued accordingly.

TENDERS CLOSE: Tenders close April 27th, 2016 at 3:00 p.m.

Tenders to be submitted to Lakehead University Purchasing Department, Braun Building Rm BB1002A.

Tenders submitted to Physical Plant reception will not be accepted.

Fax submissions will not be accepted.

TENDERS MUST INCLUDE TWO (2) COPIES OF:

- Completed Bid Form
- Company Background c/w experience of Key individuals (see page 2 of this document)
- Letter from insurance company stating ability to obtain required insurance coverage
- Current proof of WSIB coverage and good standing

Failure to provide information stated above may result in the bid being disqualified.

PERMITS The University's Hot Work Procedures are in place and to be followed.

Contractor is responsible to obtain Hot Work Permit in accordance with University procedures (see General Requirements). It is a procedure of notification to Physical Plant and Security that "Hot Work" is planned. There is no fee for this permit.

INSURANCE

In addition to the requirements of the attached Insurance and Indemnification policy, Insurance coverage to include hot asphalt and heat applied applications.

QUALIFICATIONS

Proposals will be evaluated from firms or individuals that can demonstrate that they have the necessary staffing, facilities, experience, ability and financial resources to perform the work in a satisfactory manner.

Maintenance must be performed by a Senior Roofer with at least 10 years experience, preferably a journeyman in maintenance on flat roofs, including hot asphalted felts (BUR), modified bitumen, and EPDM rubber. **Roofers must be licensed applicators for EPDM rubber and Modified Bitumen.**

During jobs requiring more than one person, a helper may be used. On jobs requiring more than two people, there may be no less than one journeyman for each one helper.

Upon award of contract, contractor to submit up to date Fall Arrest Training certificates for all service personnel listed or intended for this work.

All workers must be competent and conform to applicable provisions of the Trades Qualification Act.

CALL-IN SERVICE CAPABILITIES

The contractor must provide availability for 24 hour response. It is expected that an emergency call-in would be dealt with immediately and that a normal call-in would be investigated within four hours.

Successful bidder to provide a detailed list of contact numbers for service calls.

Available Service Vehicles (# of vehicles): _____

Communication (indicate system(s) in use):

Radio _____

Cellular phone _____

Pager _____

Dispatch system _____

COMPANY BACKGROUND

Number of years in business _____

Number of staff in maintenance/service _____

KEY INDIVIDUALS: Job Supervisor/Workmen Designated to this Project:

Name	Years of Experience	History & Type of Previous Experience

REFERENCES

Lakehead University maintains the right to request references for any firm at any time.

WORK AS SUBCONTRACTOR

The University requires services in two formats. Much of the work will be as a single contractor, however larger projects may require this contractor to provide service to a Prime or General Contractor, i.e., as a traditional Sub-contractor. In these cases the sub-contractor will take instruction, coordination and be paid by the identified General or Lead Contractor.

When employed as a single contractor, the LU representative will provide direction and review the work for payment purposes. The specific situation will be clearly identified when the contractor is asked to price the work.

EVALUATION

Quotations will be evaluated based on a number of criteria, of which hourly rates will be only one parameter. Prices will not be released. Lakehead University maintains the right to perform work by tender by invitation outside of this contract.

When hourly rates are requested, the University may choose to use one or more of the Hourly rate contractors as necessary to accommodate workloads of the University and/or the contractor(s). The University may also ask the hourly bidders to quote on specific work as a basis for selection.

If these services are required, the contractor is to provide a quotation based on information provided by LU representative. This quotation is to be the basis of evaluation for hourly work as invoiced. Changes to the invoiced amount greater than 10% must be priced and approved before starting the work.

Lakehead University maintains the right to cancel this contract at any time for any reason the University believes legitimate cause for termination. Failure to provide the information as requested may result in a bid being declared informal; disqualification may result.

Labour Rates (Do not include G.S.T.)	Base 7:00 a.m. to 6:00 p.m.	Overtime 6:00 p.m. to 7:00 a.m.
If Union agreements stipulate different hours, please indicate hrs.	___ a.m. to ___ p.m.	___ a.m. to ___ p.m.
TRADE (write in as applicable): _____		
JOURNEYMAN:	\$ _____ hr	\$ _____ hr
APPRENTICE: _____ YEAR (write in applicable yr.)	\$ _____ hr	\$ _____ hr
LABOURER/ HELPER:	\$ _____ hr	\$ _____ hr

All costs for tools, equipment, plant, vehicles, etc., required to perform the work shall be included for on a prorated basis in the hourly rates quoted. All mark-up for administration and profit shall be included for in the hourly rates quoted.

Provide the incremental up-charge for service provided on Stat. Holidays and Weekends as a multiple of straight time (i.e. 1.5 or 2.0 times straight time) as indicated on chart.

Provide the up-charge for service provided on:		
Statutory Holidays	___	X base hourly rate
Saturday	___	X base hourly rate
Sunday	___	X base hourly rate

Material Mark-Up	___%
Call out charge (min# of hrs)	___
VISA Purchasing Card Use	YES <input type="checkbox"/> NO <input type="checkbox"/>

All materials will be provided at cost with one mark-up for overhead, administration and profit. All invoices shall have suppliers' receipts attached. Mark-up is calculated on the cost of the material plus PST.

Investigation possible within 4 Hrs, if required	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Option to renew at bid price two additional twelve (12) month periods	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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WSIB Safety Rating as applicable. Check one space	Merit-Adjusted Premium <input type="checkbox"/>	Performance Index <input type="checkbox"/>	CAD-7 <input type="checkbox"/>
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Safety Record: The University promotes safe work practices; to that end, **attach certificate** from WSIB indicating either Merit-Adjusted Premium Rate, Performance Index or CAD-7 rating as appropriate. Preference will be given to firms with a safe work record.

Signed and submitted for and on behalf of:

Legal Name: _____
 Address for Service: _____
 Postal Code: _____

Signature

Title of Person Signing (please print)

Date: _____

Failure to complete this form in its entirety may result in the submitted tender being declared informal. Disqualification may result. The lowest cost or any Proposal not necessarily accepted.

1. This quotation shall be open for acceptance by the Owner for a period of **sixty** (60) days after submission. The Owner reserves the right to accept any quotation, and to reject any or all quotations. The Owner will issue a purchase order to the selected contractor that will serve as a formal agreement between these parties for performance of the required work. Invoices shall be accompanied by a **Workplace Safety and Insurance Board Clearance Certificate** and a **Statutory Declaration** certifying that monies have been appropriately distributed. Holdback monies will be administered in accordance with provisions of the Construction Lien Act.
2. Include in quoted price costs for product delivery F.O.B. site at 955 Oliver Road, Thunder Bay, Ontario. Also, obtain and pay for permits and inspections required by applicable authorities having jurisdiction, and cost for publication of the Certificate of Substantial Performance as required by the Construction Lien Act.
3. Site visits may be arranged through the Physical Plant office. Unless indicated otherwise, site visits are not mandatory; however, quotations will be accepted on the basis that the contractor has reviewed the premises and site so as to compare them with the project description, and has satisfied itself as to the conditions and means of access and the nature and quantity of work required. No allowance will be made to the contractor by reason of error or neglect on its part in this respect.
4. The following policies are in effect on the Owner's premises and contractors performing work on these premises are required to observe their provisions:
 1. Smoking on University Premises;
 2. Harassment and Discrimination Policy and Procedures;
 3. Lakehead University Traffic & Parking Regulations;
 4. *Hot Work Permit* procedure for work that involves potential sources of ignition.

Copies of these policies may be reviewed at the Physical Plant office (960 Reaume St, Avila Centre, Rm 151). For parking requirements other than short-term stops for delivery of materials, obtain and pay for parking permits in accordance with Lakehead University regulations.

5. Successful bidders are to submit the following documentation:

1. Prior to commencement of work, (and with each invoice) a Workplace Safety and Insurance Board Clearance Certificate;
 2. Prior to commencement of work, a copy of the firm's Health and Safety Policy and Procedures.
 3. Prior to commencement of work a list with names and contact numbers for all personnel associated with servicing the contract.
 4. Shop drawings for Owner's review (when applicable);
 5. Certificates of Inspection for electrical installations issued by the authority having jurisdiction;
 6. Product operation, maintenance and warranty information;
 7. Record drawings showing "as-built" conditions (when applicable).
6. Perform work in accordance with Occupational Health and Safety Act, Regulations for Construction Projects, WHMIS Regulation, and Regulation respecting Asbestos on Construction Projects in Building and Repair Operations. A report identifying asbestos containing materials which may be encountered in this project will be provided by the Owner. Erect barricades or hoarding as required to protect the public, workers and public and private property from injury or damage. Delineate project site with appropriate, legible signage. Enclose electric arc welding sites with opaque screening to protect passersby from eye injury caused by flashes. Securely cover openings in building envelope resulting from construction activity to prevent entry of unauthorized persons. **All persons on a project site shall wear personal protective equipment.**
 7. Perform electrical work in conformity to the Ontario Electrical Safety Code. **Provide Owner with minimum 24-hour advance notice of requirement for disconnecting power supply circuits. Circuits**

shall be locked out of service and tagged by both the Owner's electrician and the contractor's electrician, with the Owner's lock being attached first and removed last.

8. The Owner reserves the right to require the contractor to remove from the site any of its personnel not properly observing or complying with the safety requirements prescribed herein or policies listed in Section 01545 Safety Requirements.
9. Perform work in accordance with Ontario Building Code and other applicable codes and regulations, and in conformity to City of Thunder Bay Municipal Code and Zoning By-law. Maintain rating of fire separations in conformity to CAN4-S115M, *Standard Method of Fire Tests of Firestop Systems*.
10. Locations of equipment, fixtures and outlets indicated or specified shall be considered approximate only. **Do not scale drawings.** Verify dimensions on site. Provide regulatory clearances around equipment.
11. **Interruption of building services during occupied periods is not permitted** except with Owner's express consent. Provide 24-hour advance notice of requirements for interruptions to building services for making connections thereto. At least one week prior to intended time of interruption, arrange to review locations and condition of service shutoff equipment with Owner's maintenance staff to ensure that it is functional and will effectively isolate the point at which connections must be made. Perform work in accordance with Owner's *Lock and Tag Procedure*. Prior to performing work in machine rooms or other spaces containing elevator equipment, consult with the firm contracted by Owner to provide elevator maintenance service.

12. Quality Assurance

- < Products, materials, equipment and articles (herein referred to as "products") incorporated in the work shall be new, not damaged or defective, and of the best quality (compatible with specifications) for the purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
- < Handle and store products in a manner preventing damage, adulteration, deterioration and soiling, and in accordance with manufacturer's instructions when applicable. Store packaged or bundled products in original and undamaged condition with manufacturer's seals and labels intact. Store products subject to damage from weather in weatherproof enclosures.
- < Unless otherwise indicated in specifications, install or erect products in accordance with manufacturers' instructions. Demonstrate operation of each system to Owner.
- < Workmanship shall be of the best quality and executed by workers experienced and skilled in the respective duties for which they are employed. Immediately notify Owner if required work is such as to make it impractical to produce required results. Do not employ any persons unfit for or unskilled in their required duties.
- < **Conform to applicable provisions of the Trades Qualification and Apprenticeship Act.** The University reserves the right to ask for proof of Trades Qualification. Failure to provide proof may result in contractor being disqualified.
- < Remove waste materials and debris from site at regularly scheduled times and dispose of in accordance with applicable regulatory requirements or as directed by Owner. Remove stains, spots, marks and dirt from decorative furnishings, electrical and mechanical fixtures, walls, etc. Subsequent to total performance of the work, remove tools, equipment, surplus products and incidentals related to the construction effort, and leave the premises in a state of cleanliness satisfactory to the Owner.
- < Warrant products and workmanship for a period of **one (1) year from the date of Substantial Performance of the Work**. During the warranty period the work shall remain in perfect condition and working order and the contractor shall correct defects with new and like products, unless such defects have been caused by demonstrable abuse or negligence on the part of the Owner. The contractor shall repair adjacent materials disturbed during such corrections and restore the original finish. Repaired or replaced products shall be warranted inclusive of labour for one (1) year following Owner's acceptance of corrections.

Indemnify and hold harmless the Owner from and against claims by third parties that arise out of, or are attributable to, performance of the work provided that such claims are:

1. attributable to bodily injury, sickness, disease, or death, or to damage to or destruction of tangible property, and
2. caused by negligent acts or omissions of the contractor or anyone for whose acts the contractor may be liable, and
3. made in writing within the period prescribed by the Ontario limitation statute from the date of Substantial Performance of the Work.

Indemnification shall be limited to \$5,000,000 per occurrence from the commencement of the work until Substantial Performance of the Work, and thereafter to an aggregate limit of \$5,000,000.

Provide, maintain, and pay for the insurance coverage specified below. The duration of each insurance policy shall be from the date of commencement of the work until the date of the final certificate for payment. Prior to commencement of the work and upon the placement, renewal, amendment, or extension of all or any part of the insurance, promptly provide the Owner with confirmation of coverage and, if required, a certified true copy of the policies certified by an authorized representative of the insurer together with copies of any amending endorsements.

1. **General Liability Insurance:**

General liability insurance shall be provided by the contractor with limits of not less than **\$5,000,000 per occurrence** and with a property damage deductible not exceeding \$2,500. Contractor's policy shall be endorsed to include Lakehead University as a "Named Insured" only with respect to this project and for liability arising out of the contractor's operations.

2. **Automobile Liability Insurance:**

Automobile liability insurance in respect of licensed vehicles shall have limits of not less than **\$5,000,000 inclusive per occurrence** for bodily injury, death, and damage to property, covering all licensed vehicles owned or leased by the contractor, and endorsed to provide the Owner with not less than 15 days notice in writing in advance of any cancellation, change or amendment restricting coverage.

Pay deductible amounts under policies.

If the contractor fails to provide or maintain the specified insurance coverage, then the Owner shall have the right to provide and maintain such insurance coverage and will so notify the contractor. The contractor shall pay the cost thereof to the Owner on demand or the Owner may deduct the cost from the amount which is due or may become due to the contractor.

All insurance policies shall be with insurers licensed to underwrite insurance in the jurisdiction of the place of the work.

1. This quotation shall be open for acceptance by the Owner for a period of **sixty** (60) days after submission. The Owner reserves the right to accept any quotation, and to reject any or all quotations. The Owner will issue a purchase order to the selected contractor that will serve as a formal agreement between these parties for performance of the required work. Invoices shall be accompanied by a **Workplace Safety and Insurance Board Clearance Certificate** and a **Statutory Declaration (where Sub-trade are involved)** certifying that monies have been appropriately distributed. **Failure to submit a current WSIB clearance Certificate will result in the invoice being returned.** Holdback monies will be administered in accordance with provisions of the Construction Lien Act.
2. Include in quoted price costs for product delivery F.O.B. site at 955 Oliver Road, Thunder Bay, Ontario. Also, obtain and pay for permits and inspections required by applicable authorities having jurisdiction, and cost for publication of the Certificate of Substantial Performance as required by the Construction Lien Act.
3. A purchase order will be issued for each work assignment. For assignments estimated to cost in excess of \$1,000.00, the Contractor will be requested to quote a fixed price as the basis for issuance of a purchase order
4. All invoices to be sent as directed on the Purchase Order. Invoice To:
LAKEHEAD UNIVERSITY
ACCOUNTS PAYABLE
955 OLIVER ROAD
THUNDER BAY, ONTARIO
P7B 5E1

Submitted invoices must clearly indicate breakdown between materials and labour to assist tracking. Indicate:
Labour charges: Time sheets including # of men, # of hours @ rate per hr.
Material: List materials and/or equipment (or attach), indicate % mark-up.
The Contractor will be required to resubmit any invoice that does not correctly identify its associated purchase order number.
5. The University requires that all billing be done on an individual job basis. A Statement of Account shall be submitted to cover the period of the previous month. All invoices specific to that statement of account shall be submitted with the statement. Lakehead University will review the invoice, and assuming no disputes arise, will endeavor to issue payment within 30 days of receipt.
6. Purchases under \$5000.00 may be done on a University Purchasing Credit Card, currently provided by VISA. Separate billings for each completed job must be submitted immediately after work is completed. An invoice must be attached to the credit card slip and indicate description/location of work completed.
7. All materials will be provided at cost with one mark-up for overhead, administration and profit. All invoices shall have suppliers' receipts attached. Mark-up is calculated on the cost of the material plus HST. List HST separately once labour and materials are totaled.
8. **A current "certificate of clearance" from the Workplace Safety and Insurance Board shall be submitted with every invoice. Payment will not be processed without this documentation.**
9. Submit the following documentation:
 1. Prior to commencement of work, a Workplace Safety and Insurance Board Clearance Certificate;
 2. Shop drawings for Owner's review;
 3. Certificates of Inspection for installations issued by the authority having jurisdiction;
 4. Product operation, maintenance and warranty information;
 5. Record drawings showing "as-built" conditions (when applicable).

- 1 *General*
- 1.01 DEFINITIONS & GLOSSARY
- .01 **Definitions:**
- the *Contractor* person or entity with whom the Owner has executed an agreement for its performance of the Work
- the *Project* as defined in OHSA s. 1. (1), including improvements associated with any category of project itemized in that definition
- Substantial Performance of the Work* when the *Work* is ready for occupancy, operation and maintenance by the Owner for the purpose intended, or is being used therefor by the Owner, and is so certified by the Owner
- the *Work* the total construction and related services required by the contract documents
- .02 **Glossary:**
- ACM *asbestos-containing material*
- CSAO *Construction Safety Association of Ontario*
- EPA *Environmental Protection Act*
- JHSC *joint health and safety committee*
- MOL *Ontario Ministry of Labour*
- MSDS *material safety data sheet*
- OHSA *the Occupational Health and Safety Act*
- O.R. *Ontario Regulation*
- PPE *personal protective equipment*
- PSR *Pre-Start Health and Safety Review*
- WSIB *Workplace Safety and Insurance Board*
- WHMIS *Workplace Hazardous Materials Information System*
- 1.02 EXPECTATIONS
- .01 It is intended that the provisions of this section be implemented for any construction project undertaken on the Owner's premises.
- .02 Notwithstanding the generality of provision 1.02.01, all provisions of this section may not apply for a given project. **The Contractor is responsible for ensuring that applicable provisions are implemented.**
- .03 At the Contractor's request, for a given project the Owner shall provide direction on the applicability of any provision of this section.
- 1.03 DESCRIPTION OF THE WORK
- .01 Conform to provisions of the Lakehead University HEALTH & SAFETY policy (<https://www.lakeheadu.ca/faculty-and-staff/policies/health-and-safety/health-and-safety/node/1051>) applicable to the Project, and to relevant requirements of the Physical Plant health and safety procedures described in this section.
- .02 Remove from the Owner's property and dispose of hazardous materials in accordance with subsistent regulations applicable thereto and as otherwise specified. Hazardous materials include: ACM; materials contaminated with mould.
- 1.05 REFERENCES
- .01 EPA:
- .01 General - Waste Management—O.R. 347.

- .02 OSHA:
 - .01 Construction Projects—*O.R. 213/91*.
 - .02 Control of Exposure to Biological and Chemical Agents—*O.R. 833*.
 - .03 Designated Substance – Asbestos—*O.R. 837*.
 - .04 Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations—*O.R. 838*.
 - .05 Regulation for Industrial Establishments—*O.R. 851*.
 - .06 WHMIS—*O.R. 860*.
 - .07 First Aid Requirements—*O.R. 1101*.

- .03 CSAO:
 - .01 Trenching Safety—*Publication M026 (ISBN 0-919465-50-1)*.
 - .02 Basics of Fall Protection—*User’s Guide Publication M053 (ISBN 0-919465-86-2)*.
 - .03 Contractor’s Guide—*Effective Health and Safety Programs (ISBN 0-919465-89-7)*.

- .04 Trades Qualification Act.

- .05 Lakehead University Emergency Procedures & Information pamphlet.

- .06 Physical Plant Procedures:
 - .01 Asbestos in Non-Construction Areas (August 1983).
 - .02 Hot Work Permit (April 2001).
 - .03 Mould Protocol (March 2004).
 - .04 Lockout / Tag Out (September 2004).

- 1.06 SUBMISSIONS
 - .01 Submit to the Owner the following documents in accordance with the schedule stipulated therefor:
 - .01 Lakehead University Contractor’s Safety Check List duly completed and signed by the Contractor’s representative at the pre-construction meeting (form available on the Lakehead University website).
 - .02 Subsistent WSIB Clearance Certificate with price submission and, subsequently, with each application for payment.
 - .03 Within ten (10) days after confirmation of award:
 - .01 Contractor’s health and safety program, including site and emergency plans, in accordance with OSHA provision **25. (2)(j)**;
 - .02 MOL Notice of Project pursuant to *O.R. 213/91 s. 6. (3)*;
 - .03 Certification of the supervisor’s qualifications.
 - .04 Reports of hazardous materials test results within five (5) days after performance of testing therefor.
 - .05 Minutes of proceedings of JHSC established pursuant to OSHA s. **9. (4)** within five (5) days after the date of a meeting thereof.
 - .06 Prior to Substantial Performance of the Work:
 - .01 Certificates of final inspection issued by the respective authorities having jurisdiction;
 - .02 MSDS for project materials.

- 2 *Products*

- 2.01 PERSONAL PROTECTIVE EQUIPMENT (PPE)
 - .01 Protective clothing and equipment provided to workers by the Contractor: as prescribed in applicable regulations and otherwise in accordance with health and safety practices acceptable for the Work.

- 2.02 FLEXIBLE ELECTRICAL CORD
- .01 Flexible cord used for transmission of electric energy to temporary electrical equipment: CSA type SOW, or more stringent designation; consisting of copper conductors having minimum 14 AWG size and receptacles of 5-15R configuration for 125 V—15 AMPERE service; bearing *legible* markings identifying CSA type, and quantity and gauge of conductors.
- 3 *Execution*
- 3.01 GENERAL
- .01 Take all precautions reasonable in the circumstances to protect the health and safety of workers, the Owner's constituents and public personnel.
- .02 Perform the Work in accordance with provisions of OSHA Regulations for Construction Projects, WHMIS Regulation, Regulation respecting Asbestos on Construction Projects and in Buildings and Repair Operations, and any regulation pertaining to the project, whether or not cited in provision 1.05.
- .03 Perform electrical work in conformity to the Ontario Electrical Safety Code. At the direction of the Owner's representative, **immediately remove from the construction site** flexible cord that does not conform to specifications in provision 2.02.01 hereof, or that is deemed at the discretion of the Owner's representative solely to be unsafe or not in proper working condition.
- .04 Provide the Owner with minimum 2-hour advance notice of requirement for disconnecting power supply circuits. Circuits shall be locked out of service and tagged by both the Owner's electrician and the Contractor's electrician with the Owner's lock being attached first and removed last.
- .05 Notwithstanding any other provision herein contained, do not proceed with any work when to do so would involve any risk to the safety of persons or property. Immediately report the full circumstances of the situation to the Owner and obtain from the Owner and implement such instructions as are necessary to enable the Work to proceed without such risk.
- .06 Immediately report to the Owner and authorities having jurisdiction any accident or incident involving the Contractor, Owner, public personnel and/or property arising from the Contractor's execution of the Work.
- .07 The Contractor and any trade contractor or agent shall inform the Owner of any notices, warnings, or asserted violations issued by any authorities having jurisdiction relative to the Work.
- .08 The Owner reserves the right to require the Contractor to remove from the site any of its personnel not properly observing or complying with the Owner's prescribed safety requirements or policies.
- 3.02 SITE SECURITY
- .01 Erect barricades or hoarding as required to protect the public, workers and public and private property from injury or damage.
- .02 Demarcate construction area with appropriate, legible signs.

- .03 Exercise control over the operation of construction equipment to ensure the safety of vehicles and pedestrians using University or municipal thoroughfares adjacent to the construction area.
- .04 Enclose electric arc welding sites with opaque screening to protect passersby from eye injury caused by flashes.
- .05 Securely cover openings in building envelope resulting from construction activity to prevent entry of unauthorized persons.
- 3.03 PERSONAL PROTECTIVE EQUIPMENT (PPE)
 - .01 Workers employed by the Contractor shall use protective clothing and equipment prescribed in applicable regulations and otherwise in accordance with health and safety practices acceptable for the Work.
 - .02 **All persons on a project site shall wear protective headwear—O.R. 213/91 s. 22. (1).**
 - .03 Workers employed by the Contractor shall carry a subsistent certificate acknowledging completion of the BASICS of FALL PROTECTION training program published by CSAO and presented by a competent person.
- 3.04 FIRE SAFETY
 - .01 Perform work that may involve a source of ignition in accordance with the Owner's Hot Work Permit procedure.
 - .02 Phone 343-**8911** (Security Services) to report a fire.
- 3.05 REMOVAL OF HAZARDOUS MATERIALS
 - .01 Conform to provisions of pertinent regulations and procedures cited in provision 1.05.
 - .02 Employ workers competent in testing, removal and disposal of hazardous materials.
 - .03 Prior to commencement of construction work, perform control testing to establish hazardous material concentration at site.
 - .04 Following completion of the Work, perform testing to establish hazardous material concentration at site.
 - .05 ACM:
 - .01 A report identifying ACM at the Project site is included at the end of this section.
 - .02 Prior to construction, remove ACM designated by the Owner that is susceptible to mechanical disturbance. Dispose of such material off of the Owner's property in the manner prescribed by the appropriate authority having jurisdiction therefor.
 - .03 Where ACM serving as fire protection for structural steelwork has been removed, replace with material having an equivalent fire protection rating.
- 3.06 PSR
 - .01 Do not start operation or use of a process or apparatus for which the Owner has determined that a PSR is required until the Owner has certified to the Contractor that implementation of requisite measures identified during the PSR has been verified.