Wilfrid Laurier University

Campus Library Building
Faculty of Education – Level 07

75 University Avenue West
Waterloo, ON N2L 3B5

BIDDING & OWNER'S REQUIRMENTS

Divisions 00 – 01

Issue to Bidders
2026-10-29

Owner:	
Architect:	HOK, INC 480 University Avenue, Suite 1100 Toronto, Ontario M5G 1V2
Mechanical, Electrical, Plumbing	H.H. Angus and Associates Ltd.
Fire Protection Engineers	H.H. Angus and Associates Ltd.

Section Number	Section Name *(DR)	Pages	Date Issued / Revised
Procurement and Contracting Requirements Group			
INTRODUCTORY INFORMATION			
00 01 01	Project Title Page*2	1	OCT 29, 2026
BIDDING REQUIREMENTS			
00 21 13	Instruction to Bidders*1	1-6	OCT 29, 2026
00 41 13	Bid Forms*1	1-4	OCT 29, 2026
00 43 00	Supplementary Bid Forms*1	1-2	OCT 29, 2026
00 70 00	Conditions of the Contract*1	1-2	OCT 29, 2026
OWNER'S REQUIREMENTS			
01 00 00	General Requirements*1	1-10	OCT 29, 2026
01 14 00	Work Restrictions*1	1-4	OCT 29, 2026
01 21 00	Allowances*1	1-2	OCT 29, 2026
01 31 19	Project Meetings*1	1-4	OCT 29, 2026
01 33 00	Submittal Procedures*1	1-7	OCT 29, 2026
01 35 13	Special Project Procedures*1	1-4	OCT 29, 2026
01 45 00	Quality Control*1	1-3	OCT 29, 2026
01 50 00	Temporary Facilities and Controls*1	1-5	OCT 29, 2026
01 70 00	Execution and Closeout Requirements*1	1-3	OCT 29, 2026

Document Responsibility (DR) Legend

*1 By Owner
*2 By HOK, Inc., Design Consultant

Level 7 Library

Faculty of Education

FRONT END SPECIFICATIONS

October 2026

Facilities Planning, Design and Construction

PART 1: GENERAL

.1 BIDS

.2 BID DEPOSITORY

.3 BID OPENING

.4 BID BOND

.5 AGREEMENT TO BOND

.6 BID DOCUMENTS

.7 EXAMINATION OF THE PLACE OF THE WORK

.8 INSTRUCTIONS PRIOR TO BID CLOSING

.9 SUBCONTRACTORS LIST IN THE SUPPLEMENTARY BID FORM

.10 CONTRACT

.11 PROJECT SCHEDULE

.12 LABOUR AND TRADES

.13 ESCALATION

.14 TAXES

.15 BUILDING PERMIT

.16 INSURANCE

.17 SPECIFIED WORK

.18 SEPARATE PRICES

.19 ALTERNATIVE PRICES

.20 PRE-QUALIFIED BIDDERS

.1 BIDS

.1 Bids in the form of the Bid Form & Supplementary Bid Form will be received until: 2:00 p.m. on Wednesday December 2, 2026.

.2 Bids will be received electronically and will close on Euna Procurement (Bonfire), please follow the private link: https://laurier.bonfirehub.ca/portal/?tab=openopportunities

.3 Bids received after the time stated for delivery will be declared invalid.

.4 Complete blank spaces on the Bid Form and all Supplementary Bid Forms.

.5 Bids shall be irrevocable for sixty (60) days from the closing date.

.6 The Owner will be under no obligation to accept the lowest or any bid and will have the right to reject any or all bids.

.7 Bids will be declared invalid if they do not have blank spaces completed; are conditional; are qualified; and contain irregularities.

.8 Failure to submit required supplementary information including Supplementary Bid Forms will cause the bid to be declared invalid.

.9 Ensure that Bid Form and all Supplementary Bid Forms are signed by an authorized officer of the Corporation under the Bidder's corporate seal if the Bidder is a Corporation, or by an authorized person if the Bidder is a partnership. When a partner or individual signs the Bid Form (without a seal) the signature shall be witnessed.

.2 BID DEPOSITORY

N/A

.3 BID OPENING

.1 The bids will be opened privately. The Owner will not necessarily award a contract to a bidder or to the bidder submitting the lowest bid.

.2 The Owner may require each bidder to submit evidence of his, and his proposed Subcontractor's experience and capabilities in similar work previously executed.

.4 BID BOND

N/A

.5 AGREEMENT TO BOND

.1 Submit with Bid Form, and Agreement to Bond or Consent of Surety, stating that surety is willing to supply Performance Bond and Labour and Materials Payment Bond as specified.

.2 Include cost of bonds in bid price.

.3 **Performance Bond**: the Accepted Bidder shall furniture a Performance Bond in the amount of **50 percent of the contract amount**.

.4 **Labour and Materials Bond**: the Accepted Bidder shall furniture a Labour and Materials Bond in the amount of **50 percent of the contract amount**.

.6 BID DOCUMENTS

.1 Owner will make Bid Documents (PDF format) available to all pre-qualified contractors via e-mail.

.2 Bidders to ensure that all sub-trades receive notification of addenda.

.7 EXAMINATION OF THE PLACE OF THE WORK

.1 A mandatory site briefing, at which all general contract bidders who wish to submit bids are required to attend, is scheduled for:

Wednesday November 11, 2026 at 2:00pm at the Library Building, Main Lobby, 75 University Ave. W., Waterloo.

Meeting location noted here:



Please email your confirmation of attendance to the mandatory site walk-thru to:

Meagan Sitek, Project Manager (Capital Projects); msitek@wlu.ca

.2 Before submitting a Bid:

.1 Examine the place of the work and adjacent areas to assess access and conditions affecting the execution of the contract.

.2 Examine municipality regulations and by-laws relating to hoardings, protected walkways, vehicular traffic movement, parking, and general use of municipal streets and property during construction.

.3 Assume responsibility for demolition and removal of elements, noted as removed or altered, in the condition they are in, at time of Bid submission. All materials from the demolition contract, except as specified or noted on the drawings to be retained, shall become the property of the Contractor who shall remove the same as quickly as possible to his designated disposal area.

.8 INSTRUCTIONS PRIOR TO BID CLOSING

Direct all questions to the following:
Meagan Sitek, Project Manager (Capital Projects)
Email: msitek@wlu.ca
Phone Number: 519-802-1751

.1 Bidders are requested to notify the Consultant and request clarification immediately upon finding errors, discrepancies, ambiguities, doubtful information and omissions. Unless clarified prior to Bid Closing, include in the Bid Offer the costlier option.

.2 Only those instructions issued in writing by Addendums will be binding to the Contract.

.3 Verbal instructions, regardless of their source, will not be binding to the Contract.

.4 Instructions and other information pertinent to the Contract will be issued not later than (2) working days prior to closing date in the form of addenda to bidders. Addenda will only be issued to Bidders who obtained bid documents from the Owner.

.5 The Owner will not accept or consider claims for extra costs incurred by a Contractor whose bid has been accepted, which are due to the failure of the Contractor or Subcontractors to have reviewed the complete bid document including addenda issued during the bid period.

.9 SUBCONTRACTORS LIST IN THE SUPPLEMENTARY BID FORM

.1 On the Supplementary Bid Form state the names of the proposed Subcontractors.

.2 Subcontractors named are subject to acceptance by the Owner. Do not change these names except by written consent of the Owner.

.3 The Owner reserves the right to reject a proposed Subcontractor for reasonable cause. Only one Subcontractor must be named for a subcontract.

.4 “Own Forces” or similar designation is not acceptable in lieu of a “Subcontractor” name unless the bidder submits with the Supplementary Bid Form written confirmation of employment of permanent personnel capable for performing the Work so identified.

.5 No claims for payment will be accepted because of failure of bidding Contractors to supply Subcontractors with appropriate bid documents including addenda, which have been supplied to the bidders up to the time for submitting bids.

.10 CONTRACT

.1 The agreement between the Owner and the successful Contractor will be the Standard Construction Document CCDC 2 2020 Stipulated Price Contract as amended by the Supplementary Conditional Document 00 73 00.

.11 PROJECT SCHEDULE

.1 Following the Notice of Contract Award and receipt of regulatory approvals and permits, the Contractor shall mobilize his forces and trades to commence on site work as soon as possible.

.12 LABOUR AND TRADES

.1 Check the availability of labour and trades at the Place of the Work.

.2 Bidders are requested to give consideration to employment of local labour and trades if suitable to the proper control and execution of the Work.

.13 ESCALATION

.1 Allow for escalation in costs of Products and labour within the period of construction and include these costs in the bid amount.

.14 TAXES

.1 Refer to GC 10.1 in CCDC 2.

.15 BUILDING PERMIT

.1 The Owner will obtain and pay for the building permit.

.2 The contractor is responsible for all other permits, licenses, or certificates necessary for the performance of the Work including filing of “Notice of Project” with the Ontario Ministry of Labour.

.16 INSURANCE

.1 Refer to GC 11.1 in CCDC 2.

.17 SPECIFIED WORK

.1 Submit Base Bids for work as specified in the drawings and specifications provided herein.

.2 Refer to Section 01 00 00 – General Requirements, for work excluded from the contract and/or provided by the Owner under separate contracts.

.18 SEPARATE PRICES

N/A

.19 ALTERNATIVE PRICES

.1 Provide requested alternatives by completing and submitting the Bid Form.

.2 The Owner may select any, all, or none of the specified alternatives, at the Owner's sole discretion.

.20 PRE-QUALIFIED BIDDERS

N/A

END OF SECTION – 00 21 13

Project Title and Location: **L7 Library – Faculty of Education**
75 University Ave. W., Waterloo

Submitted To: **Wilfrid Laurier University**

We,

_____

(Company Name)

of

_____

(Business Address)

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having examined the bid documents as listed in the Table of Contents and Addenda No. _____ to No. _____ inclusive, and visited and examined the site, and examined all conditions affecting the work, hereby offer to enter into a Contract to perform the Work required by the bid documents for the stipulated price of:

_____Dollars

($_____)

in Canadian funds, which price includes the applicable taxes in force at this date except as may be otherwise provided in the bid documents but excludes the H.S.T.

We have identified that the value added taxes (HST) in the amount of:

_____Dollars

($_____)

in Canadian funds, is applicable to the Work but is excluded from our Bid Price.

Declarations:

We hereby declare that:

.1 We agree to use the following mark-up for changes in the work:

.1	Contractor on his own work for overhead and profit	10%
.2	Contractor on the work of sub-trades for overhead and profit	5%
.3	Subcontractor on his own work for overhead and profit	10%

.2 No person, firm or corporation other than the undersigned has any interest in this Bid or in the proposed Contract for which this Bid is made;

Work will begin immediately upon award of contract and shall achieve **Completion of Contract by:**

Friday August 6, 2027.

A **"Mandatory"** site briefing at which all General Contract bidders who wish to submit bids is scheduled for:

Wednesday November 11, 2026 convening at 2:00 pm, local time, at the Library Building, 75 University Ave. W., Waterloo.

Signatures:

Signed, sealed and submitted for and on behalf of:

Company: _____
(Name)

_____
(Street Address or Postal Box Number)

_____
(City, Province & Postal Code) (Apply SEAL above)

Signature: _____

Name & Title _____
(Please Print or Type)

Witness: _____

Dated at _____ this _____ day of _____, 20___.

Appendix A – Stipulated Price Breakdown (Base Bid)

Item #	Description of Work	Contractor's Bid
1	Mobilization, Access & Protection	**$**
2	General Requirements	**$**
3	Demolition	**$**
4	Millwork & Counters	**$**
5	Aluminum Frames & Glazing	**$**
6	Framing, Drywall & Ceilings	**$**
7	Flooring & Wall Tile	**$**
8	Painting	**$**
9	Fire Protection	**$**
10	Plumbing & Drainage	**$**
11	HVAC	**$**
12	Controls	**$**
13	Electrical & Lighting	**$**
14	Allowances as outlined in the specifications	**$ 50,000.00**
15	Remainder of scope	**$**
	Total	**$**

Appendix B – Project Schedule

Each proponent is required to produce a project schedule in a Gantt chart format showing major milestones such as product order dates, major construction activities, and completion date.

Please attach the schedule with the Bid Forms.

Appendix C – Alternate Pricing

The proponent shall complete the table below outlining how the Bid Price is to be amended (i.e. reduced or increased), if at all in the event the Owner requests that the Work be completed using alternate materials, methods of installation, design or requirements set forth below, from those otherwise specified in the Contract Documents.

These prices shall include all labour, equipment, and material necessary or incidental to the item, all applicable taxes, (excluding HST) necessary to complete the specified work. These prices shall include all overhead and profit.

The information forms an integral part of the Bid. The Bid Price may be varied, at the Owner's discretion, by adding/deducting, as applicable, one or more of the amounts indicated, solely as determined by the Owner.

This Schedule must be completed in its entirety:

Item #	**Description of Work**	**Price** Net extra (+) or Net credit (-)
1	**Alternate No. 1:**	**$**

END OF SECTION – 00 41 00

.1 REQUIREMENTS FOR COMPLETION

.1 **All contractors** shall complete all parts of this Supplementary Bid Form and submit with Bids Forms as per Section 00 21 13 - Instructions to Bidders.

.2 LIST OF SUBCONTRACTORS

.1 Complete the following list of subcontractors to be used for the project. Where the Contractor shall complete the work, indicate "own forces". Where the term own forces is used, these persons shall be bonafide employees of the Prime Contractor.

.2 Following submission of this Supplementary Form of Tender, no subcontractor may be substituted from this list without Owner approval.

.3 List of Subcontractors:

Division or Section of Work	Name of Subcontractor
Demolition	
Millwork & Counters	
Interior Framing & Glazing	
HM & Wood Doors, Frames & Hardware	
Framing, Drywall & Ceilings	
Flooring & Wall Tile	
Painting	
Fire Protection	
Plumbing & Drainage	
HVAC	
Controls	
Electrical & Lighting	
Other (Specify)	

.3 CERTIFICATION OF EXAMINATION OF SITE

.1 The Contractor hereby certifies that he has made a thorough investigation of the site and building as or related to the effects of the work of this contract on the _____ day of _____ in the year _____.

Signed _____

.4 SUPPLEMENTARY BID

Firm	Signature
Date	Witness

Corporate Seal

END OF SECTION – 00 43 00

.1 GENERAL CONDITIONS

.1 Canadian Standard Construction Contract Document CCDC 2 2020 Stipulated Price Contract, latest version (not bound in Bid Documents).

.2 Section 00 73 00 – Supplementary Conditions.

END OF SECTION – 00 70 00

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PART 1: GENERAL

.1 DIVISION OF WORK

.2 WORK PROVIDED BY OWNER OR PERFORMED UNDER SEPARATE CONTRACTS

.3 EXAMINATION

.4 REFERENCE STANDARDS

.5 PROTECTION AND SECURITY

.6 CONSTRUCTION SAFETY

.7 WHMIS – WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM REQUIREMENTS

.8 DESIGNATED MATERIALS PROCEDURES

.9 DELIVERY, HANDLING AND STORAGE OF PRODUCTS

.10 SERVICE INTERRUPTIONS

.11 FASTENERS, ANCHORS, BRACES AND SUPPORTS

.12 CUTTING AND PATCHING

.13 LOAD BEARING STRUCTURE

.14 ADJACENT PROPERTY AND BUILDINGS

.15 DUST CONTROL

.16 WORKMANSHIP AND PRODUCTS

.17 SUBSTITUTIONS

.18 CO-ORDINATION AND LAYOUT

.19 COMPLETION OF INSTALLATION

.20 RECORD DRAWINGS AND SPECIFICATIONS

.21 TRIAL USAGE AND INSTRUCTIONS

.22 CONTRACTOR LABOUR POLICY

.23 PARKING

PART 1: GENERAL

.1 DIVISION OF WORK

.1 Work specified in the specifications is divided into Sections for reference purposes only. The Division of work between Contractor and Subcontractors is the Contractor's responsibility. The Owner and Consultant assume no responsibility to act as an arbitrator to establish subcontract limits between Sections or Divisions of the Work.

.2 WORK PROVIDED BY OWNER OR PERFORMED UNDER SEPARATE CONTRACTS

.1 The term "NIC" means that work of the Project that is not being performed or provided by the Contract; the term means "Not In This Contract" or "Not a Part of the Work to be Performed or Provided by The Contractor".

.2 The Owner will award Separate Contracts in accordance with Article GC.3.3 of the General Conditions for provision of the following:

.3 EXAMINATION

.1 Examine existing conditions at the Place of the Work and in the vicinity of the Place of the Work and make provision and allowances for these conditions in the execution of the Work.

.2 Examine bid documents including drawings and specifications and pay special attention to locations where various parts of the Work must be carefully coordinated. Advise the Consultant of conflicting requirements and request clarification.

.3 Before proceeding with parts of the Work examine preceding work and ensure that conditions are satisfactory to receive subsequent work. Do not proceed with subsequent parts of the work until unsatisfactory conditions are corrected.

.4 Examine access and storage conditions at the place of the work prior to delivery of Products.

.5 Examine drawings to ensure that openings, passageways and enclosures scheduled to be constructed prior to delivery and installation of Products are adequate to permit access to the place of installation with correct space dimensions provided. If conditions require, arrange for advanced delivery and protected storage.

.4 REFERENCE STANDARDS

.1 Conform to the latest date of issue of referenced standards in effect on date of submission of bids, except where a specific date or issue is specifically noted.

.2 Read and be familiar with standards referred to in these specifications.

.3 Conform to or exceed the requirements of the standards referred to in the specifications.

.4 In the event of conflict between the referenced standards and the specifications, the specifications govern.

.5 PROTECTION AND SECURITY

.1 Protect existing services, structures, landscaping and other items required to remain and newly installed Work during construction with secure and durable coverings, barricades or guards suitable for the various conditions. Perform the Work in a manner to avoid damage.

.2 Provide protection against the elements to maintain products and installations from damage and deterioration.

.6 CONSTRUCTION SAFETY

.1 All Contractors providing services to Wilfrid Laurier University are required to comply with the *Contract Labour Policy* which can be found in Appendix E4 and at https://www.wlu.ca/about/governance/assets/resources/7.13-contract-labour.html

.2 Observe and enforce all construction safety measures, as contained in the Ontario Occupational Health & Safety Act Regulations for Construction Projects, the current regulations of the Ministry of the Environment, and other requirements of Federal, Provincial, Municipal and other authorities having jurisdiction.

.3 For the purpose of the Occupational Health & Safety Act, the Contractor shall be designated the Constructor and shall assume the responsibilities of the Constructor as set out in that Act and its Regulations. Be responsible to provide full safety program for anyone who gets paid for services on site including management staff, labour, delivery drivers, service personnel, and others involved for services on site.

.4 In the event of conflict between any of the provisions of Statutes, Regulations and By-laws, and other requirements of authorities, the most stringent provision applies.

.5 Arrange for pre-project meeting related to safety, joint safety inspections with the Owner where required, site safety training, and safety inspections with accident investigation procedures.

.6 Joint Health and Safety Committee: The Contractor shall be responsible for the establishment and operation of the Joint Health and Safety Committee as required by the Occupational Health and Safety Act.

.7 Provide and maintain temporary ladders and stairs as required during construction. Provide suitable handrails and substantial barricades around all openings for protection of workman. Ladders and handrails will be strongly constructed and will comply with all requirements of safety authorities having jurisdiction over the Work.

.8 Be responsible for design, erection, operation, maintenance, and removal of temporary structural and other temporary facilities. Engage and pay for registered Professional Engineering personnel skilled in appropriate disciplines to perform these functions where required by law or by Contract Documents and in ALL cases where such temporary facilities and their method of construction are of such a nature that professional Engineering skill is required to produce safe and satisfactory results.

.9 Conform to Construction Safety Association of Ontario's manual on 'Propane in Construction'. Watch work area for a minimum of 30 minutes after hot work is completed.

Provide site fire security when required by local building department and/or municipal fire department. Ensure that water supply is adequate for firefighting.

.10 Provide detailed procedures for safe handling storage and use of hazardous materials. List special precautions and safe clean up and disposal procedures. Conform to Environmental Protection Act and other requirements of authorities for disposal and clean up requirements.

.11 Contractor and all workers on project will conform in every case to good and safe practice in accordance with existing regulations and to requirements as laid down by authorities having jurisdiction over the Work.

.12 Promptly report in writing to the Owner all accidents which cause death, personal injury or property damage arising out of or in connection with performance of the Work whether on or adjacent to site. Where death or serious injuries or serious damage are caused, accidents to be reported immediately by telephone or messenger to the Owner.

.13 If any claim is made by anyone against Contractor or any Subcontractor on account of any accident, Contractor will promptly report fact in writing to the Owner giving full details of claim.

.14 Provide at site, equipment and medical facilities necessary to supply first-aid service to anyone who may be injured in connection with the Work, and to conform to requirements of authorities having jurisdiction over Work.

.7 WHMIS – WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM REQUIREMENTS

.1 Comply with Workplace Hazardous Materials Information System in accordance with the Occupational Health and Safety Act (OSHA) requirements.

.2 Before commencement of work and during full term of the Contract, provide a list with current Materials Safety Data Sheets (MSDS) of all hazardous materials proposed for use on the Project.

.3 Label hazardous materials used and/or supplied on the Project in accordance with WHMIS requirements.

.4 Provide detailed procedures for safe handling storage and use of hazardous materials. List special precautions and safe clean up and disposal procedures. Conform to Environmental Protection Act and other requirements of authorities for disposal and clean up requirements.

.5 Obtain from the Owner, where applicable, a list and MSDS of hazardous materials that may be handled, stored or used by Owner's employees and/or Other Contractors retained by the Owner at location where work of this Contract will be performed.

.6 Ensure that those who handle, and/or are exposed to or are likely to handle or to be exposed to hazardous materials are fully instructed and trained in accordance with WHMIS requirements.

.8 DESIGNATED MATERIALS PROCEDURES

.1 The Contractor shall be fully familiar and comply with all applicable environmental acts, regulations, and municipal by-laws for environmental requirements amended from time to time. Under the Occupational Health and Safety Act it is the Contractor's responsibility to ensure that appropriate work practices are followed.

.2 During construction, if unexpected, contaminated materials are encountered, the Contractor shall immediately inform the Consultant and request direction on how to proceed.

.9 DELIVERY, HANDLING AND STORAGE OF PRODUCTS

.1 Order Products in advance of requirement for installation and schedule delivery to minimize storage at the Place of Work, but without causing delays due to late delivery.

.2 Advise the Consultant promptly of changes in delivery schedule, which adversely affect the progress of the Work and completion date.

.3 Store Products in suitable accommodation. Maintain environment recommended by the Products manufacturers.

.4 Store oils, gasoline and other combustible or volatile products in a locked separate storage shed away from other buildings. Limit quantity at the Place of the Work to minimum requirements for current operations.

.5 Deliver packaged Products in original, unopened, and undamaged containers with manufacturer's labels and seals intact.

.10 SERVICE INTERRUPTIONS

.1 The Contractor will make arrangements with the Owner for all service shut-downs and will co-ordinate the efforts of all those engaged in such service shut-downs during commissioning (2-days' notice minimum).

.2 A Hot Work Permit is required when performing any work that involves, but is not limited to, cutting, grinding, welding, coring, chipping and riveting, and that produces heat sufficient to ignite gases, vapours, dust, etc.

.11 FASTENERS, ANCHORS, BRACES AND SUPPORTS

.1 Install fasteners, anchors, braces and supports required to maintain installations attached to the basic building structure or to finished floors, walls and ceilings in a secure and rigid manner capable of withstanding the dead weight of the installed item, live loads, superimposed dead loads and vibrations.

.2 Keep exposed fasteners to a minimum. Space evenly and neatly.

.3 Use fasteners compatible with structural requirements, finishes and types of material to be connected. Do not use materials subject to electrolytic action or corrosion where conditions will be liable to cause such action.

.4 Where hangers are suspended from concrete slabs install inserts before concrete is placed using inserts designed for the specific purpose.

.5 Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.

.6 Where built-in inserts are inaccessible due to subsequent installation of ducts, pipes or other installations use anchors appropriate to the load requirements. Locate built-in inserts to avoid damage to reinforcing bars.

.7 Verify that fasteners, anchors, braces and supports for suspended installations, and the structure to which they are to be secured are designed to support the load requirements including a safety factor.

.8 Conduct on-site tests of installed anchors and fasteners, employing an independent testing laboratory acceptable to the Consultant using properly engineered and calibrated force-measuring meters.

.9 Where the floor, wall, or ceiling construction is not suitable to support the loads, provide additional framing or special fasteners to ensure securement to the structural framing of the building or other structure, which is to support the installation.

.10 Provide reinforcing or connecting supports where required to distribute loading to the structural components.

.11 Do not use wood plugs and explosive or hammer impact fasteners. Anchors in floor topping fills are not acceptable. Secure anchors in floors to the structural base.

.12 Where a performance requirement is specified, submit engineering calculations and written verification, signed by a professional structural engineer registered in the province of the Place of the Work, that the installation has been inspected and is structurally sound and in accordance with design requirements.

.12 CUTTING AND PATCHING

.1 Perform cutting and remedial work using specialists familiar with the Products affected and perform in a manner to neither damage nor endanger the work. Perform cutting and remedial work as required to make the several parts of the Work come together properly. Co-ordinate cutting and remedial work to ensure that this requirement is kept to a minimum.

.2 Perform cutting and demolition by methods, which will prevent damage to other portions of the work and will provide proper surfaces to receive installation of repairs and new work. Perform fitting and adjustment of products to provide finished installation complying with the specified tolerances and finishes.

.3 For patching or replacement of Work removed, use products that comply with the pertinent Sections of these specifications.

.13 LOAD BEARING STRUCTURE

.1 Do not cut, bore, or sleeve load-bearing structure without the written permission of the Consultant unless specifically detailed on the drawings.

.2 Submit details with each request for permission.

.14 ADJACENT PROPERTY AND BUILDINGS

.1 Examine, protect, and restore if damaged by the execution of the Work, all property adjacent to the Work or that may be affected by the Work, including all equipment and services within the property.

.15 DUST CONTROL

.1 During progress of the Work, provide adequate measures to control dust.

.2 Cover or wet down dry materials and rubbish to prevent blowing dust and debris.

.3 Comply with provincial ordinances and Owner's requirements regarding minimizing of dust and airborne pollution.

.16 WORKMANSHIP AND PRODUCTS

.1 Products, materials, equipment and articles (referred to as products throughout specifications) incorporated in Work shall be new, not damaged or defective, and of best quality (compatible with specifications) for purposes intended. If requested, furnish evidence as to type, source and quality of products provided.

.2 Use one manufacturer's products only, throughout the Work where the use or purpose is similar, unless specified otherwise.

.3 Use specified products only or products listed as acceptable. Where more than one product is named, any one of these may be used.

.4 Where specifications are descriptive or performance type without a named manufacturer submit verification of conformance with specification in a form acceptable to the Consultant (e.g., independent tests, reports, data sheets and details).

.5 Follow manufacturer's instructions for fabrication, application and installation. Request clarification from the consultant if the manufacturer's instructions conflict with specifications.

.6 Defective products will be rejected, regardless of previous inspections. Inspection does not relieve Contractor's 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.

.7 Should any dispute arise as to quality or fitness of products, decision rests solely with Consultant based upon requirements of Contract Documents.

.8 Instruct manufacturers to eliminate visible trademarks and labels except for labels of CSA, ULC, WH and other similar authorities and where necessary to identify capacities, ratings

and part numbers. Manufacturer's identification may be applied in concealed locations. Have CSA, ULC and WH labels applied in inconspicuous locations (e.g., on door hinge edge, inside of access panels or other accessible locations).

.9 Ensure the timely arrival and installation of all products at the Place of the Work. This includes ordering the specified products with sufficient lead-time to ensure no delays are incurred due to late procurement of products. Pay all costs related to rush transportation of any products due to improper order process.

.17 SUBSTITUTIONS

.1 Requests for substitutions for specified products will not be considered unless the request is accompanied by a written statement from the contractor giving the reasons why the specified product cannot or should not be used, and evidence of quality of the substitution.

.2 Substitutions will not be considered unless submitted in writing and shall not be used until authorized in writing by the Consultant.

.3 Ensure that substituted products do not require changes to other products and space requirements and do not exceed space allotted to specified products. Costs for additional products and labour for delays due to acceptance of substitutions are the responsibility of the Contractor.

.4 Where the Specifications include "or other approved equivalents" or similar clauses, substitutions proposed after award of Contract will be considered only under the following conditions:

.1 if products specified are not available; or

.2 if substitute products to those specified, which are brought to the attention of and considered by the Consultant as equivalent to those specified, will not increase the Contract Price and Contract Time; or

.3 if substitute products to those specified, which are brought to the attention of and considered by the Consultant as superior to those specified, will not increase the Contract Price and Contract Time; or

.4 If a Product is specified together with a requirement for performance and, in the opinion of the Contractor, the specified Product will not produce the required results.

.5 There is no obligation on the part of the Owner to accept proposed substitutions. Acceptance of proposed substitutions by Owner does not relieve the Contractor's responsibility under the Contract.

.18 CO-ORDINATION AND LAYOUT

.1 Co-ordinate the installation of the Work.

.19 COMPLETION OF INSTALLATION

.1 Install systems and Products in a complete and finished condition satisfactory to the Consultant and the Owner.

.2 Install equipment, devices, and controls in a complete and fully operating condition complete with accessories and connections required to fulfil their intended function.

.20 RECORD DRAWINGS AND SPECIFICATIONS

.1 Obtain and keep in the field office at the Place of the Work one complete set of drawings, details and schedules and one set of specifications and addenda. Do not use these sets for daily working purposes.

.2 On these documents neatly, legibly and accurately note changes made due to site conditions, Addenda, Change Orders, and Site Instructions including changes shown on supplementary drawings issued with these named documents. Note also the reference or authority for the change and the date of issue.

.3 Dimension the installed location of concealed service lines on the Place of the Work or within the building from the centre line of the service to the building column lines or other main finished faces or structural points easily identified and located in the finished building.

.4 Mark invert elevations of underground services.

.5 At conclusion of the Work submit as-built record documents specified in Section 01 33 00 – Submittal Procedures.

.21 TRIAL USAGE AND INSTRUCTIONS

.1 Review information provided in the maintenance instructions and data manual with the Owner's representatives to ensure the Owner has a complete understanding of the equipment and systems and their operation.

.2 Ensure maintenance manuals and as-built drawings are submitted in approved form to the Owner prior to the Owner's training and instruction of systems and equipment.

.22 CONTRACTOR LABOUR POLICY

.1 Contractor to refer to Appendix E4, WLU – Contract Labour Policy for the requirements of Wilfrid Laurier University.

.23 PARKING

.1 Comply with local parking regulations.

.2 Wilfrid Laurier University will provide two (2) parking permits for use in White Permit lots through the duration of the project. Additional permits can be purchased at the Contractor's expense.

END OF SECTION – 01 00 00

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PART 1: GENERAL

.1 GENERAL

.2 OWNER'S USE OF EXISTING BUILDING

.3 CONTRACTOR'S USE OF EXISTING BUILDING

.4 PROTECTION

.5 REMOVAL OF EXISTING WORK AND SALVAGE

.6 NEW & REPLACEMENT WORK

.7 SERVICES IN EXISTING BUILDING

PART 1: GENERAL

.1 GENERAL

.1 Perform work in existing building in accordance with the Owners Project Schedule. The start and completion dates for each phase the various construction areas are considered to be firm.

.2 Coordinate architectural, mechanical, and electrical work to ensure completion of each phase within the scheduled completion dates.

.3 Execute each part of the work by tradesmen specializing in such work, in accordance with these specifications.

.2 OWNER'S USE OF EXISTING BUILDING

.1 The existing building will remain in partial use and occupancy throughout the duration of construction of the new work.

.2 Provide and maintain continuation of fire protection in existing building.

.3 Maintain existing exits and provide proper and safe means of egress from all parts of existing building to open spaces at all times to the approval of jurisdictional authorities.

.4 Maintain access to service and delivery entrances, and for maintenance and inspection services.

.5 Execute work in existing building in accordance with the approved Project

.6 Schedule, so not to inconvenience the Owner's occupation or in any manner hinder his use of the building.

.7 Give Owner 48 hours' notice of intention to commence work in a room or area of existing building so that he may prepare the space.

.8 Execute work as quietly as possible in and around existing building at all times. Schedule noisy operations with Owner to minimize disruptions.

.3 CONTRACTOR'S USE OF EXISTING BUILDING

.1 Assume responsibility for the security of existing building upon commencement of Work.

.2 Limit access of construction personnel to existing building only at locations of scheduled renovation work.

.3 Ensure that construction personnel perform work in existing building only as required under the contract to achieve least disturbance.

.4 PROTECTION

.1 Protection of existing building shall be substantial enough to prevent damage to them by falling objects, demolition, and construction traffic during new work.

.2 Protection of property in, or on, existing building shall- include equipment, furniture and other similar furnishings, hardware, trim, and supplies, whether fixed to building or not.

.3 Take all precautions to ensure that no structural damage is caused to existing building by demolition and alteration work, or by new construction.

.4 Ensure during demolition work that materials, components and similar items to be reused are protected from damage, and that measures are taken to keep down dust, to the satisfaction of the Owner.

.5 Take all reasonable measures, including all those required by the Authorities having jurisdiction, to protect the public and those employed in the work from bodily harm and to protect University property from damage. Make good all damage to the work and adjacent property from whatever cause.

.5 REMOVAL OF EXISTING WORK AND SALVAGE

.1 Remove building elements, components, materials, and equipment and relocate as indicated on the drawings.

.2 Store and protect relocated items until built into new locations.

.3 Limit removal of items to smallest areas possible, and make good, disturbed portions existing building.

.4 Remove debris and dirt from existing building immediately as it accumulates. Ensure that during removal operations through the existing building that existing work is not damaged, and dirt, debris and dust is not spread.

.5 Constantly broom clean to avoid tracking of dirt into adjacent areas. Immediately clean up debris resulting from work of contract that is deposited in existing building outside of work areas. Make a daily inspection to ensure that work and construction access areas are maintained clean and undamaged as specified.

.6 NEW & REPLACEMENT WORK

.1 Make good materials, prepare surfaces, and refinish all finished surfaces damaged, marred, replaced, or otherwise remedied in the existing building.

.2 Finish new surfaces flush with existing services. Make junctions between existing and new work, or at replaced work, visually undetectable. Make surfaces adjacent to one another of the same material, unit size, colour, & texture.

.7 SERVICES IN EXISTING BUILDING

.1 Ensure that existing services are not damaged during demolition and construction.

.2 Do not interrupt mechanical or electrical services of the existing building except for temporary shut-downs to make connections to new work, and as approved by prior arrangements with the Owner's Project Manager.

.3 Give Owner notice of intention to interrupt mechanical or electrical services in existing building in any area.

.4 In no case shall service interruptions affect the total building.

.5 Should existing services be accidentally uncovered and disrupted, make complete restoration immediately, and provide adequate protection to avoid further disruption until alternative means of providing permanent continuation of the services are made.

END OF SECTION – 01 14 00

PART 1: GENERAL

.1 RELATED SECTIONS

.2 CONTINGENCY ALLOWANCE

PART 1: GENERAL

.1 RELATED SECTIONS

.1 Section 00 73 00 – Supplementary Conditions

.2 Section 01 00 00 – General Requirements

.3 Details of work covered by cash allowance: in respective Sections.

.2 CONTINGENCY ALLOWANCE

.1 Refer to CCDC 2 – 2020.

.2 Include in the Contract Price the cash allowances stated herein.

.3 The amount of each allowance, for Work specified in the respective specification Sections, exclusive of HST shall be:

.1 Contingency Allowance - $25,000.00

.2 Structural 3rd Party Review - $5,000.00

.3 Fire Stopping - $10,000.00

.4 Floor Levelling - $10,000.00

END OF SECTION – 01 21 00

PART 1: GENERAL

.1 PROJECT MEETINGS

.2 PROGRESS RECORDS

PART 1: GENERAL

.1 PROJECT MEETINGS

.1 Immediately upon being awarded the contract, the General Contractor shall arrange for a job meeting to be held at the site, at which time, the Owner, Consultants, qualified representatives of the Contractor and its Subcontractors as required will be in attendance.

.2 At the first meeting, a general program of work and administration procedures will be outlined and a day and time set for subsequent project meetings, at a minimum of every two (2) weeks.

.3 Project meetings thereafter will be held on the same day and time for principals or responsible persons of the Contractor and major Subcontractors as required. The Owner, Consultants, and their authorized representatives will attend. The Contractor shall chair the meeting, record the minutes, and distribute copied to all attending persons. Each project meeting report shall include an outline of the progress of the Work and detail outstanding items that are critical to the Work schedule.

.4 The Contractor shall make copies as required to issue to Subcontractors whose part of the Work is pertinent to the discussions at the meeting. The Contractor is required to organized and preside over side meetings with Subcontractors and Suppliers as required to coordinate, schedule, and expediate the work. These meetings shall be held separately from the Owner, Architect (Consultant), and Contractor (OAC) Meetings.

.5 At all Owner, Architect (Consultant), and Contractor (OAC) Meetings, the following items must be included in the agenda. See Section 01 33 00 – Submittal Procedures.

- .1 Health and Safety
- .2 Two-week Look Ahead Schedule
- .3 Overall Progress Schedule
- .4 Submittals Schedule
- .5 Risk Register
- .6 Change Order Log
- .7 RFI Log
- .8 Cash Flow Schedule
- .9 Construction Budget

.2 PROGRESS RECORDS

.1 Maintain a permanent written record on site of the progress of work. This record shall be available to the Owner at the site, and a copy shall be provided on request. The record shall contain:

.1 Dates of the commencement and completion of the work of each trade in each area of the project

.2 Work force on project daily

.3 Visit to site by personnel of Owner, Consultants, Jurisdictional Authorities, and testing companies.

END OF SECTION – 01 31 19

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PART 1: GENERAL

.1 GENERAL

.2 SHOP DRAWINGS

.3 SAMPLES

.4 OPERATING AND MAINTENANCE MANUALS

.5 AS-BUILT RECORD DOCUMENTS

.6 PROGRESS, SUBMITTAL SCHEDULES, RISK REGISTERS

.7 SCHEDULE OF VALUES AND CASH FLOW SCHEDULE

.8 PROGRESS AND DAILY REPORTS

PART 1: GENERAL

.1 GENERAL

.1 Submit to Consultants and Owner a Submittals List, including but not limited to shop drawings, product data, mock-ups and samples, for review coordinated with the overall project schedule. Submit with reasonable promptness and in an orderly sequence so as to not cause delay in the work. Submit shop drawings in electronic format (.pdf). On each submittal provide a blank space for the Consultant's use. Upon receipt the Consultant's will review, mark corrections or changes, and return the submittal to the Contractor.

.2 Work affected by the submittal shall not proceed unit review is complete.

.3 The Contractor shall review submittals prior to submission to the Consultant. The review represents that necessary requirements have been determined and verified, or will be, and that each submittal have been checked and coordinated with the requirements of the Work and the Contract Documents. Submittals not stamped, signed, dated, and identified as to the specific project will be returned without being examined and shall be considered rejected.

.4 The Consultant's review will not include review of dimensions, quantities, calculations, wights, fabrication processes, construction means or methos, the coordination of Trades or safety factors related to the construction for which the Contractor has the sole responsibility in connection therewith. Should any errors in dimensions, or interferences with other work be noticed by the Consultant during review of the submittals, the attention of the Contractor will be called to them, but review of the submittals by the Consultant shall not, in any way whatsoever, relieve the Contractor from the responsibilities indicated in GC 3.8 SHOP DRAWINGS. Submittal and shop drawing review by the Consultant does not authorize changes in the Contract Price and changes in the Contract Time. Such changes shall be determined in accordance with GC 6.1 CHANGES.

.5 The Contractor is required to keep one copy (hard copy or electronic) of each reviewed submission at the Place of Work.

.2 SHOP DRAWINGS

.1 Arrange for additional copies of shop drawings for Subcontractors and for authorities requiring the same, after they have been reviewed by the Consultant. Copies shall be true copies of those reviewed by the Consultant.

.2 Prepare shop drawings using scales and dimensions to match project drawings.

.3 Show on shop drawings complete details of items to be provided including pads, bases, supports, and hangers, and their interface with other components of the Work. Clearly note dimensions and methods of fastening.

.4 Circle or note on data or catalogue sheets which list optional dimensions, model number, and accessories, the specific options to be supplied.

.5 Identify shop drawings and data sheets with:

.1 Project name and number.

.2 Names of manufacturer, supplier and Subcontractor.

.3 Reference to Drawing and Specification Section identifying location and description of items shown on shop drawing.

.4 Identify mechanical, electrical and specialty equipment by system, name and number of code shown on the Drawings, Schedules or in the specification.

.6 Do not construct, fabricate or deliver parts of the Work requiring shop drawings prior to receiving stamped reviewed shop drawings by the Consultant.

.7 Consultant's stamp initialed under "NO COMMENT" or "REVIEWED" indicates that conformity to design and general arrangement is acceptable and fabrication may proceed. No further submittals are required. Do not add new details to shop drawings which have been initialed "NO COMMENT".

.8 Consultant's stamp initialed under "SEE COMMENT" or "REVIEWED AS NOTED" indicates that conformity to design and general arrangement is acceptable and fabrication may proceed subject to corrections being made as noted. No further submittals are required unless specifically requested by the Consultant.

.9 Consultant's stamp initialed under "RESUBMIT" or "REJECTED" indicates that the shop drawings is not acceptable and is to be resubmitted.

.10 Structural design and performance requirements for which the Contractor is responsible under the Contract will not be reviewed by the Consultant but written evidence that the design and performance requirements have been achieved shall be submitted, through the Contractor, to the Consultant by a registered professional engineer, who has designed and inspected such part of the Work and, whose fee shall be paid by the Contractor.

.11 Noted comments made on shop drawings by the Consultant are not authorization for changes to the Contract Price and Contract Time. If comments affect the value of Work, state such in writing to the Consultant prior to proceeding with the Work.

.12 Indicate materials, methods of construction, and attachment or anchorage, erection diagrams, connections, explanatory notes, and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of the Section under which the adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.

.13 Make changes in shop drawings as the Consultant may require, consistent with Contract Documents. When resubmitting, notify the Consultant in writing of any revisions other than those requested.

.3 SAMPLES

.1 Submit for review samples in duplicate as requested in respective specification Sections. Label samples as to origin and intended use in the Work.

.2 Deliver samples prepaid to the site office.

.3 Notify the Consultant in writing, at the time of submission of deviations in samples from requirements of Contract Documents.

.4 Adjustments made on samples by the Consultant are not intended to change the Contract Price. If adjustments affect the value of Work, state such in writing to the Consultant prior to proceeding with the work.

.5 Make changes in samples, which the Consultant may require, consistent with Contract Documents. Resubmit samples unacceptable to the Consultant.

.6 Sample products delivered to the Place of the Work prior to review by the Consultant are subject to rejection by the Consultant.

.7 Submit with samples of site and shop applied coatings, the type, thickness and classification, generic material, manufacturer's trade name and code number, and code number for colour for each layer. Submit total coating thickness.

.8 Submit complete specifications of application procedure for coatings.

.9 Submit test reports with samples, prepared by an independent testing authority acceptable to the Consultant if specified or requested by the Consultant.

.4 OPERATING AND MAINTENANCE MANUALS

.1 Prior to occupancy by the Owner submit to the Consultant electronic copies of operating and maintenance instructions. Refer to Section 01 70 00 – Execution and Closeout Requirements, and Mechanical and Electrical Sections.

.2 Manuals shall contain operational information on equipment, cleaning and lubrication schedules, filters, overhaul and adjustment schedules and similar maintenance information. Instruction in this manual shall be in simple language so as to guide the Owner in the proper operating and maintenance of building components, Maintenance instruction shall specify warning of any maintenance practice that will damage or disfigure specified Products.

.3 In addition to information specified, include the following:

.1 Title sheet, labelled "Operating and Maintenance Instructions", containing project name and date.

.2 List of names, addresses, and phone numbers of Subcontractors and suppliers who can effect repair or maintenance on equipment.

.3 List of contents

.4 Final shop drawings and product data of equipment.

.5 Record drawings of mechanical and electrical installation.

.6 Full description of building systems and operations.

.5 AS-BUILT RECORD DOCUMENTS

.1 After award of Contract, the Consultant will provide a set of drawings, details and schedules, and a set of specifications with addenda for the purpose of maintaining as-built documents. Do not use these sets for daily working purposes. Accurately and neatly record deviations from Contract Documents caused by conditions at the Place of the Work and changes ordered by the Consultant.

.2 Record locations of concealed components of mechanical and electrical services.

.3 Mark invert elevations of underground services.

.4 Identify drawings as “Project As-built Copy”. Maintain in new condition and make available for inspection on site by the Consultant.

.5 On completion for Work and prior to final inspection, submit as-built record documents to the Consultant as specified in Section 01 70 00 – Execution and Closeout Requirements.

.6 PROGRESS, SUBMITTAL SCHEDULES, RISK REGISTERS

.1 Submit the following schedules to the Owner within 2 weeks from date of award of Contract unless otherwise specified herein.

.2 Progress schedule:

.1 Prepare a progress schedule of the Work consistent with the preliminary schedule. Allow time for preparing and reviewing shop drawings, delivery of major items and equipment and the completion of construction for each Subcontractor or special operation required to construct the building and finish exterior areas of the Work.

.2 Keep the progress schedule up to date and advise parties concerned of changes.

.3 The progress schedule must be maintained and ready for review at all Owner, Architect (Consultant), and Contractor (OAC) meetings.

.4 A formal scheduled update will be distributed to the Owner and Consultants on a monthly basis, at minimum.

.3 Submittals schedule:

.1 Prepare and submit a submittal schedule showing the anticipated date of each submission, including but not limited to shop drawings, samples, mock-ups, product data, etc.

.2 Coordinate this schedule with the progress schedule.

.3 The submittals schedule must be maintained and ready for review at all Owner, Architect (Consultant), and Contractor (OAC) meetings.

.4 Risk register:

.1 Prepare and submit a risk register showing anticipated risks, their severity, likelihood of occurrence, and potential impacts (cost and time).

.2 Coordinate this register with the progress schedule.

.3 The risk register must be maintained and ready for review at all Owner, Architect (Consultant), and Contractor (OAC) meetings.

.7 SCHEDULE OF VALUES AND CASH FLOW SCHEDULE

.1 Prepare a schedule of values for each section of the Work and a monthly cash flow schedule coordinated with the progress schedule.

.2 Submit a draft format for acceptance by the Owner and Consultant prior to finalizing.

.3 Submit the schedule of values and the cash flow schedule 15 days or more prior to the first application for payment.

.4 The schedule of values to be the basis for the progress draw breakdown.

.5 Keep the cash flow schedule up to date with the progress schedule and advise the Consultant of changes.

.6 Issue revised copies to the Owner at the time of each change.

.8 PROGRESS AND DAILY REPORTS

.1 Progress reports: Submit to the Owner monthly progress reports with each progress payment claim consisting of a concise description and a marked-up schedule showing physical percentage complete by item and in total.

.2 Prepare daily reports including manpower on-site, trades on-site, deliveries, site visits, weather impacts, health & safety incidents, site reviews, testing, inspections, and any other items applicable to the project. Daily reports are to be provided to the Owner on request.

END OF SECTION – 01 33 00

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PART 1: GENERAL

.1 RELATED WORK

.2 PRECONSTRUCTION SURVEY

.3 ASBESTOS

.4 OTHER CONTRACTS: LEGISLATIVE COMPLIANCE

.5 SIGN OFF FORM

PART 1: GENERAL

.1 RELATED WORK

.1 Section 01 00 00 – General Requirements

.2 Section 01 21 00 – Allowances

.3 Section 01 50 00 – Temporary Facilities and Controls

.4 The requirements of this Section apply to all other Sections of the specifications.

.2 PRECONSTRUCTION SURVEY

.1 Prior to commencing work, complete a survey of existing conditions within work area(s) and along path of travel for goods to be delivered and removed from the site.

.2 Owner will accompany the Contractor on an inventory tour. Arrange a mutually agreeable time for survey.

.3 Inventory all existing damage, accurately recording all observed conditions. Use photographs, written records, spreadsheets videography, etc., to fully document existing conditions, noting existing damage in sufficient detail to act as record of conditions.

.4 Within 2 business days of inventory, and prior to commencing demolition or construction, provide each of Owner and Consultant with copy of inventory records. Identify photographs using room numbers and detailed descriptions of observed damage.

.5 Owner will review the submission. Revise and resubmit rejected inventory. Demolition and/or construction may only commence after acceptance by Owner of inventory records.

.6 Repair and make good any damage found subsequent to submission of inventory, which in the opinion of the Consultant is the result of the Work, and which is not documented in the inventory submitted to the Owner and Consultant to Owner. Repairs shall return damaged elements to their condition prior to start of work. Where work increases extent of existing damage, repair shall return element to match previous damaged condition. Refer to CCDC 2 – 2020.

.7 Where repairs cannot, in the opinion of the Consultant, be expediently implemented the Consultant shall ascertain the value to be deducted from the amounts due the Contractor in the manner permitted under CCDC 2 – 2020.

.3 ASBESTOS

.1 Refer to Appendices for Designated Substance Survey (DSS) reports.

.4 OTHER CONTRACTS: LEGISLATIVE COMPLIANCE

.1 Be advised that the Owner may let other contracts for other works in the building, and the work of this Contract shall be organized as directed by the Owner to prevent the Owner becoming the constructor for these projects as defined in applicable Occupational Health and Safety legislation.

.2 Comply with directives to achieve objectives in sentence above.

.5 SIGN OFF FORM

.1 In order to ensure that all contractors performing work at Wilfrid Laurier University (WLU) sites have an understanding of their duties and responsibilities under the Occupational Health and Safety Act, its regulations, and specifically as it relates to designated substances the following must be reviewed and agreed upon.

.2 _____ has been provided documentation by WLU of the presence or potential presence of Designated Substances located within my intended work area. _____ (Initial)

.3 I understand that work being conducted which may impact or create exposure to Designated Substances is regulated by **Ontario Regulation 490/09-Designated Substance (259/10 most recent amendment)**. The regulation outlines all requirements to conduct work related to Designated Substances. If any Designated Substances were identified within the work area and may be impacted or create worker exposure due to work activities, initial in the space provided.

.4 **Asbestos** _____ (Initial if identified in work area)

.5 **Lead** _____ (Initial if identified in work area)

.6 **Mercury** _____ (Initial if identified in work area)

.7 **Silica** _____ (Initial if identified in work area)

.8 **Other** _____ (Initial and list Designated Substance if identified in work area)

.9 Acrylonitrile, Arsenic, Benzene, Coke Oven Emissions, Ethylene Oxide, Isocyanates, and Vinyl Chloride are not expected to be present within the intended work area. Should any indication or knowledge of these substances be identified within the intended work area, this information must be reported immediately to the WLU Project Administrator and the EOHS office.

.10 I understand that work being conducted which will impact asbestos-containing materials is regulated by **Ontario Regulation 278/05** - **Asbestos On Construction Projects and In Buildings and Repair Operations** (479/10 most recent amendment). The regulation outlines all requirements to conduct work which may impact asbestos-containing material or generate asbestos exposure concerns. _____ (Initial)

.11 I understand that **Ontario Regulation 213/91 Construction Projects-(443/09 most recent amendment)** also provides regulatory requirements for work on construction sites which would include dust suppression requirements, working near a public way, respiratory and protective equipment, and work area signage. _____ (Initial)

END OF SECTION – 01 35 13

PART 1: GENERAL

.1 CONTRACTOR'S QUALITY CONTROL

.2 INSPECTION AND TESTING - OWNER'S QUALITY CONTROL

.3 INSPECTION AND TESTING - SAMPLES, MOCK-UPS, AND QUALITY CONTROL PANELS

PART 1: GENERAL

.1 CONTRACTOR'S QUALITY CONTROL

.1 Ensure that only specified or approved materials are used.

.2 Provide and maintain an effective quality control program and perform sufficient inspections and test of all items of work, including those of Subcontractors, to ensure compliance with Contractor Documents.

.3 Perform the Work in accordance with the Contract Documents and to Manufacturer's directions, or to methods, which have been submitted and approved in writing by the Consultant prior to proceeding with the Work.

.4 Ensure that these requirements are made clear to the trade foremen immediately before their work commences at the site.

.5 Finish appropriate facilities, instruments and testing devised required for performance of the quality control function.

.6 Include surveillance and test specified in the technical sections of the Specifications.

.7 Inspections or tests required by codes, ordinances, or by authorities having jurisdiction shall be the responsibility of, and paid for by, the Contractor, unless otherwise states in the Contract Documents.

.8 All required certificates of inspections, testing or approval shall be secured by the Contractor and delivered to the Owner in such time as not to delay progress of the Work.

.2 INSPECTION AND TESTING – OWNER'S QUALITY CONTROL

.1 The Owner may appoint an independent inspection and testing company to carry out inspection and testing of the Work for conformance to the Contract Documents for the Owner's own quality control. Such costs for inspection and testing will be by the Owner. This inspection and testing is above and beyond the inspection and testing required to be performed under the Contract. However, any additional inspection and testing due to non-conformance to the Contract Documents shall be at the Contractor's expense.

.2 Inspection and testing does not relieve the Contractor of responsibility to supply specified Products and to properly execute the Work.

.3 Remove and replace Products indicated in inspection and test reports as failing to comply with specifications in accordance with instructions by the Consultant and without increase to the Contract Price.

.4 Correct improper installation procedures reported in inspection and test reports as instructed by the Consultant and without increase to the Contract Price.

.5 Pay costs for reinspection and testing of replaced Work as directed by the Consultant and for delays.

.6 It is not the reasonability of inspection and testing agencies to supervise, instruct in current methods, or accept or reject a part of the Work but only to examine and to report conditions.

.7 Advise the Consultant and the appropriate inspection and testing agencies at the commencement of the part of the Work specified to be inspected or tested.

.8 Ensure presence of the authorized inspection and testing agencies at the commencement of the part of the Work specified to be inspected or tested.

.9 Ensure that inspection and testing reports are issued within 48 hours and that the Consultant is informed immediately if the report indicates improper conditions or procedures.

.10 Cooperate and provide facilities for inspection and testing agencies to perform their duties.

.11 Provide proper facilities for storage of concrete specimens at correct temperature, free from vibration or damage, in accordance with the instruction of the inspection and testing agency.

.3 INSPECTION AND TESTING SAMPLES, MOCK-UPS, AND QUALITY CONTROL PANELS

.1 Samples, mock-ups, and quality control panels accepted by the Consultant establish the quality of workmanship and products for subsequent similar parts of the Work.

.2 Refer to specification Sections for specific requirements.

.3 Parts of the work not conforming to accepted samples, mock-ups, and quality control panels will be rejected.

END OF SECTION – 01 45 00

PART 1: GENERAL

.1 TEMPORARY HOARDINGS, WALKWAYS, RAMPS AND GATES

.2 FIELD OFFICE AND STORAGE SHEDS

.3 TEMPORARY PROTECTION

.4 TEMPORARY FIRE PROTECTION

.5 TEMPORARY SANITARY FACILITIES

.6 TEMPORARY WATER

.7 TEMPORARY POWER AND LIGHTING

.8 TEMPORARY Heat

.9 CONSTRUCTION MACHINERY AND EQUIPMENT

.10 PROJECT SIGN AT SITE

.11 TEMPORARY SIGNS

.12 CLEANING

.13 CLEAN UP

PART 1: GENERAL

.1 TEMPORARY HOARDINGS, WALKWAYS, RAMPS AND GATES

.1 Erect temporary hoardings, covered walkways, fences, railings, and ramps as required to conform to by-laws and regulations governing the location of the Work.

.2 Install signs for movement of public around Work Site.

.3 Prevent unauthorized entry into the site and building day and night during construction. Barricade, guard, or lock all access points to the satisfaction of the Owner and post “No Trespassing” signs.

.4 Remove fencing, guard rails, and barricades upon Contract Completion.

.2 FIELD OFFICE AND STORAGE SHEDS

.1 Supply and install the following facilities at or near the Site for the duration of the Contract in locations approved by the Consultant:

.1 An office for the Contractor with electric light, heat, telephone, and first aid equipment as required by the Workplace Safety and Insurance Board and the Ontario Ministry of Labour.

.2 Buildings as required under Trades Union Rules for the protection of labour and custody of clothing and tools.

.2 Provide and maintain, in a clean and orderly condition, lockable weatherproof sheds for storage of tools, equipment and materials.

.3 Remove temporary building(s) upon Contract Completion. Restore area(s) to match the existing surrounding areas.

.3 TEMPORARY PROTECTION

.1 Protect work to progress. Provide covering and other protection material.

.2 Minimize and control the formation of dust. Protect all persons from the effects of dust, and components, which could be harmed or contaminated by dust. Provide workers with dust masks and ensure proper use.

.4 TEMPORARY FIRE PROTECTION

.1 Provide and maintain, in proper working order, at least one fire extinguisher per work area per floor.

.2 Fire extinguisher shall be a minimum of 9kg. 4A 60BC type. Used extinguishers shall be refilled or replaced.

.5 TEMPORARY SANITARY FACILITIES

.1 The contractor can use existing facilities within the construction area.

.6 TEMPORARY WATER

.1 Contractor may connect to the existing water supply. The cost of water reasonably so used will be provided without charge.

.2 Contractor will arrange for temporary connections to existing services through appropriate subcontractors and maintain all temporary lines, extensions, and hose as required.

.7 TEMPORARY POWER AND LIGHTING

.1 Contractor may use the existing building power and lighting free of charge. The Contractor is responsible for arranging temporary power service to portions of the building that have been demolished.

.2 Comply with the requirements of codes, by-laws, and regulations governing temporary power and lighting at the location of the work.

.8 TEMPORARY HEAT

.1 The Contractor shall provide, install, maintain and pay for all equipment and fuel necessary to provide temporary heat required during construction

.2 Protect the work and materials against damage from dampness, moisture and cold.

.3 Dry out the building thoroughly to facilitate interior finishes.

.4 Maintain minimum temperatures and humidity requirements specified by the material manufacturers and any mechanical systems within the building.

.5 Only clean-burning, indirect-fired heaters or approved electric heaters shall be utilized inside the building. All temporary heating equipment must be installed and operated in strict accordance with the codes and regulations governing their use in construction.

.6 Open-flame heaters and direct fired gas heaters are prohibited inside the building enclosure.

.7 Provide adequate ventilation to ensure proper combustion air to exhaust moisture-laden or contaminated air to the exterior of the building.

.9 CONSTRUCTION MACHINERY AND EQUIPMENT

.1 Comply with codes, by-laws and regulations governing the erection and use of scaffolding, cranes, hoists, elevators, derricks and other equipment used for preparation, fabrication, conveying and erection of the Work. Provide fully qualified operators for mechanical hoisting equipment.

.2 Submit erection drawings if required by the authority having jurisdiction.

.3 Erect scaffolding independent of walls and in a manner to avoid interference with the parts of the Work in progress.

.4 Provide and maintain temporary stairs, ladders and ramps required for movement and placing of materials, equipment and personnel. Remove when Work is complete.

.5 Provide and maintain required shoring and bracing in accordance with the Construction Safety Act and other applicable regulations.

.6 Prevent sprayed materials from contaminating air beyond application area, by providing temporary enclosures.

.7 Ensure all propane containers are properly secured.

.10 PROJECT SIGN AT SITE

.1 Do not install a sign on this project unless required by the Ministry of Labour.

.11 TEMPORARY SIGNS

.1 Erect signs relating to safety on the Work, or mandatory regulation notices. Erect sufficient signs in and around site (building corridors, gate, hoarding, etc.) indicating construction site; no entry hard hats and safety boots, etc. as required by the regulations and to the approval of the Owner.

.2 Prior to commencement of Work wherein hazardous or volatile cements, coatings, or substances are used, barricade entire area and post adequate number of “NO SMOKING” signs.

.12 CLEANING

.1 Clean interior areas prior to start of finish Work. Maintain interior areas free of dust and other contaminants during finishing operations.

.13 CLEAN UP

.1 Maintain the Work in a tidy condition, free from the accumulation of waste products and debris, other than that caused by the Owner or the contractors

.2 Remove waste material and debris from the Place of the Work and deposit in waste containers at the end of each working day.

END OF SECTION – 01 50 00

PART 1: GENERAL

.1 CLEAN UP

.2 CONSTRUCTION TOOLS, UNUSED MATERIALS, AND DEBRIS

.3 TAKE OVER PROCEDURES

.4 RECORD DOCUMENTS

PART 1: GENERAL

.1 CLEAN UP

.1 Thoroughly clean and where applicable, polish areas and surfaces of the completed Work immediately prior to application for Substantial Performance of the Work.

.2 Use soaps, detergents, other special cleaning agents, polishes, equipment and methods recommended in writing by the manufacturer of the Product to be cleaned and polished.

.3 Provide the Owner with instructions and names of products to be used for cleaning surfaces.

.4 Remove dust and soil from surfaces by vacuuming, damp mopping, washing, or scrubbing, as required.

.5 Thoroughly wash exterior paved walkways, roadways, and parking areas.

.6 Clean and polish glass, mirrors, and polished metal surfaces.

.7 Clean mechanical and electrical equipment and accessories.

.8 Remove temporary labels, protective coatings, temporary markings and tags, and thoroughly clean surfaces of adhesives.

.9 Avoid contamination of surrounding surfaces with cleaning fluids. Install temporary protection, if required, and remove same immediately upon completion of the cleaning operation involved.

.10 Use heavy-duty type industrial machine for vacuum cleaning.

.11 Exercise extreme care with abrasive and chemical cleaning agents and verify their compatibility with the finish and material to be cleaned.

.2 CONSTRUCTION TOOLS, UNUSED MATERIALS AND DEBRIS

.1 Remove from the Place of the Work, all construction tools, unused materials not required to be handed over to the Owner, and debris.

.2 Dispose of debris in authorized disposal areas of the municipality or as arranged privately by the Contractor to the approval of authorities having jurisdiction.

.3 Pay all costs of loading, cartage, and unloading.

.3 TAKE OVER PROCEDURES

.1 Conform to OAA/OGCA Document 100.

.4 RECORD DOCUMENTS

.1 Prior to occupancy by the Owner, in whole or in part, submit Operating & Maintenance Manuals as indicated in Section 01 33 00 – Submittal Procedures and the following documents to the Consultant:

.1 Manufacturer's literature, parts lists, and name and address of closest service organization and spare parts source, for each item of equipment and voltage and ampere rating for each item of electrical equipment.

.2 Copies of warranties set out in format acceptable to the Consultant. Refer to Section 01 33 00 – Submittal Procedures. Include the following:

.1 Proper name of the Owner and Project.

.2 Dates warranty commences and terminates.

.3 Precise terms and conditions of the warranty and the extent of remedial action to be performed.

.4 Signature of an authorized official of the company issuing the warranty, and where applicable.

.3 Ministry of Labour Certificates.

.4 Inspection Certificates, as applicable for items such as:

.1 Electrical Inspection.

.2 Plumbing Inspection.

.3 Pressure Vessel Inspection.

.4 Sprinkler Inspection.

.5 Fire Alarm Verification.

.5 Final corrected shop drawings.

.2 Assemble all data in one digital file in .pdf format, in same order as Specification Table of Contents with typed list of contents and plastic Section identification dividers. Refer to Section 01 33 00 – Submittal Procedures for binding of operating maintenance manuals.

.3 Include digitized set of as-built drawings. Refer to Section 01 33 00 – Submittal Procedures.

.4 For the purposes of calculating the Contractor progress draw as it relates to attaining Substantial Performance of the project, the above record documents shall be assigned a value of 0.5% of the total value of the project or a minimum of $3,000.00.

END OF SECTION – 01 70 00