# GENERAL REQUIREMENTS

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# WORDS, TERMS AND COMMUNICATIONS

# Conform to Definitions and their defined meanings in the Definitions portion of Section 00700 and 00800 of this Invitation to Tender (ITT).

# In this document the following definitions/abbreviations appear in italics:

* + - 1. *Facilities Services* - means the Facilities Services within Facilities and Campus Development of the British Columbia Institute of Technology
      2. *BCIT* - means the British Columbia Institute of Technology, and unless noted otherwise, means Facilities and Campus Development.
      3. *Consultant* - means the person identified as such in the request for Tenders and Tender Form and as defined in CCDC2-2008.
      4. *Project Manager* - means the person identified as such in the request for Tenders and Tender Form.
      5. *Owner* - means the British Columbia Institute of Technology.
      6. *Owner’s Representative* - means the Director of Project Services, or their delegated representative in BCIT Project Services
    1. BCIT Project Numbers and Names
       1. BCIT assigns project numbersand names to all project work. Without exception BCIT project numbers and names must appear on all correspondence and documents prepared for or sent to BCIT. The project numbers start with “BCIT” followed by numbers. Do not alter the project names.
    2. Lines of Communication
       1. All information from BCIT regarding the contract, such as specific instructions of the Owner, requirements, and changes during construction will be issued through the BCIT Project Manager. The Project Manager shall be kept advised at all times of all contact and discussions between the Consultant and/or the Contractor. BCIT will not be responsible for any circumstances which may arise from instructions, information and approvals having been obtained from other BCIT staff through channels other than the above.
    3. Correspondence
       1. All correspondence with BCIT shall be directed to the Project Liaison(s) at BCIT Project Services to their email address.
       2. The postal address is: BCIT Project Services

Facilities and Campus Development

3700 Willingdon Avenue

Burnaby, BC V5C 3H2

#### The Contractor shall submit correspondence to the Consultant unless otherwise instructed. Should the Contractor feel that the matter requires immediate action by BCIT, then a copy of the correspondence may be sent directly to the Project Manager.

## COMPLEMENTARY DOCUMENTS

## Generally, drawings indicate graphically, the dimensions and location of components and equipment. Specifications indicate specific components, assemblies, and identify quality.

### Drawings, specifications, diagrams and schedules are complementary, each to the other, and what is required by one, to be binding as if required by all.

### Should any conflict or discrepancy appear between documents, which leaves doubt as to the intent or meaning, refer to the General Conditions in the contract documents.

### Examine all discipline drawings, specifications, schedules, diagrams and related Work to ensure that Work can be satisfactorily executed.

### All specification sections of the Project Manual and Drawings are affected by requirements of Division 01 sections.

* 1. **SPECIFICATION GRAMMAR**

## Specifications are written in the imperative (command) mode, in an abbreviated form.

## Imperative language of the technical sections is always directed to the Contractor identified as a primary constructor, as sole executor of the Contract, unless specifically noted otherwise.

## This form of imperative (command) mode statement requires the primary constructor to perform such action or Work.

## Perform all requirements of the Contract Documents whether stated imperatively or otherwise. Division of the Work among sub-contractors, suppliers, or others is solely the prime constructor’s responsibility. The specification author assumes no responsibility to function or act as an arbiter to establish sub-contract scope or limits between sections or divisions of Work.

## APPLICABLE CODES, Standards and Manufacturer's Literature

## In the absence of other standards being required by the Contract Documents, all work is to conform to, or exceed the minimum standards of the current adopted edition of the Authority Having Jurisdiction, the Canadian Standards Association, the Workers' Compensation Board of British Columbia, National Fire Protection Association, Canadian Electric Code, B.C. Plumbing Code, Factory Mutual Engineering, Underwriter’s Laboratory of Canada, B.C. Fire Code Regulations, and the standards of manufacturers of material supplied for this project, whichever is/are applicable.

## Wherever standards are referred to in the specifications, the latest adopted edition of the standard shall apply at time of Bid.

## If required by the Consultant, the manufacturer/supplier or Contractor shall furnish documentation indicating compliance with the requirements of the Authority Having Jurisdiction including where required, certification by an Engineer registered in the Province of British Columbia.

## Any work shown on the drawings or described in the specifications which is at variance with the applicable codes shall be brought to the attention of the Consultant.

## In no instance shall the standards established by the drawings and specifications be reduced by any of the applicable codes.

## Cooperation and Coordination

## Coordinate the work of sub-contractors with efficient and continuous supervision.

## Cooperate with BCIT authorities and other Contractors engaged in simultaneous development of adjacent facilities.  Coordinate access to the site, the location, removal or adjustment of temporary fences, sheds and utility services.

## Coordinate the work of each trade to ensure that such work is consistent with the requirements for the work of a following trade.

## Before commencing any work, each trade must report any inconsistency between the work of a preceding trade and the requirements for their work.  Any costs incurred by the Contractor or trades to rectify such inconsistencies shall be at no expense to the Owner.

## The Contractor shall coordinate the work of all trades requiring suspension or fixing devices to be incorporated into the structure.  Where required, such suspension or fixing devices are to be built into the structure and/or by of the type specified or detailed herein, the Contractor shall submit to the Consultant details of the device he proposes to use accompanied by such information as the Consultant may require to assess the capability of the proposed device.

## STORAGE, HANDLING AND PROTECTION

## Handle and store products in manner to prevent 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 seal and labels intact. Do not remove from packaging or bundling until required in Work.

## Store products subject to damage from weather in weatherproof enclosures.

## Store cementitious products clear of earth or concrete floors, and away from walls.

## Keep sand, when used for grout or mortar materials, clean and dry. Store sand on wooden platforms and cover with waterproof tarpaulins during inclement weather.

## Store sheet materials and lumber on flat, solid supports and keep clear of ground. Slope to shed moisture.

## Store and mix paints in heated and ventilated room. Remove oily rags and other combustible debris from site daily. Take every precaution necessary to prevent spontaneous combustion.

## Remove and replace damaged products at own expense and to satisfaction of Consultant.

## Touch-up damaged factory finished surfaces to Consultant's satisfaction. Use touch-up materials to match original. Do not paint over name plates.

## TRANSPORTATION

## Pay costs of transportation of products required in performance of Work.

## Transportation cost of products supplied by Owner will be paid for by Owner. Unload, handle and store such products.

## Owner Supplied Materials

## The Contractor is responsible for scheduling delivery of items supplied by the Owner as required to maintain the construction schedule.

## The Contractor is also responsible to check materials as they are delivered and to notify the Project Manager immediately through the Consultant of any materials supplied by the Owner that do not meet specified standards or are received in damaged condition.

## Weather Conditions

## All sections of work shall include in their tender an allowance sufficient to cover full, continuous working operation through normal weather conditions, without interruptions or shutdowns.

## Workers

## All work shall be performed by skilled mechanics, experienced in their trade; according to rules and customs of best trade practices for first class work and to the various standards recommended and specified.

## Construction Force:  The Contractor shall provide and maintain, in full operation at all times during the performance of the contract, a sufficient crew of labourers, mechanics and forepersons to execute the work.

## CONDUCT OF PERSONNEL

## Refer to Safety, Security and Emergency Management’s section for details and specifics: <https://www.bcit.ca/about/leadership-vision/policies/#safety>

## Sexual Violence and Misconduct (Policies 7103 and 7103-PR1)

## BCIT does not condone or tolerate any form of sexual violence and misconduct. Sexual Violence and Misconduct is defined as: any sexual act or act targeting a person's sexuality, gender identity, or gender expression, whether the act is physical or psychological in nature, which is committed, threatened or attempted against a person without the person's consent.

## THREATENING OR ABUSIVE BEHAVIOUR (Policy 7100-pr1)

## no persons on BCIT premises are expected to be exposed to or tolerate violent, threatening, or abusive behavior from anyone. This procedure applies to all BCIT students, employees, contractors, visitors, and tenants on BCIT campuses or any other non-campus facility where they may have business.

## Smoking (Policy 7150-PR4)

## BCIT has a No Smoking policy in all interiors, buildings and BCIT vehicles. Smoking of tobacco and vaping is only allowed in exterior designated smoking areas.

## Cannabis use (Policy 7200)

## With limited medical exceptions, BCIT strictly prohibits the manufacture, offering for sale, sale, distribution, or use of cannabis by any person on BCIT premises.

* + 1. LIQUOR USE (Policy 7504)
       1. Liquor may only be served and consumed on BCIT premises in a licensed

establishment or in an area covered by a Special Event Permit.

## Accessibility For PERSONS WITH DISABILITIES

## Barriers shall not be put in the way of persons with disabilities in and around campus facilities, that is, unnecessary steps, narrow aisles, etc. Persons with disabilities refers to the visually impaired as well as the physically disabled.

## Utilities

## Contractor shall be responsible for capping, plugging, disconnecting, relocating or divertive all utilities interfering with construction operation. If the Contractor discovers unidentified utilities, the Contractor shall:

## Contact BCIT Project Liaison or if after hours, the 24-hour Facilities phone number is 604-432 -8777.

## Provide a drawing outlining proposed changes.

## Obtain approval from BCIT Facilities Services before commencement of work.

## RESPONSIBILITY

## The Contractor shall assume full responsibility for laying out the work and ensuring it does not conflict with the work of other trades, and for any damage caused to the Owner or other Sub-contractors by improper location or carrying out of the work.

## If more than one interpretation can be taken from the specification or drawings regarding labour, material, or equipment, notify the Consultant immediately for clarification. If clarification cannot be obtained, consider the most costly of possible alternative to apply. No allowance will be made for a tender based on the lesser.

## The dimensions given on the drawings of the existing work are approximate and the Contractor must take actual measurements before ordering materials, equipment and the like. Failure to comply with the requirement will make the Contractor fully responsible for replacing such material or equipment at no extra cost to the contract.

## Prior to the submission of shop drawings and/or the installation of work to be performed, promptly advise the Consultant of any specified equipment, material, or installation which appears inadequate or unsuitable or in violation of applicable codes.

\*\*\*END OF GENERAL REQUIREMENTS SECTION\*\*\*