

- contained in tender document only

Vendor Code of Conduct

Design Requirements

- a. The consultant will ensure that the designs carried out take into consideration environmentally friendly material where ever appropriate.
- b. The college is expecting the design to have a favorable impact on the environment in regards to materials specified techniques used for construction and the on-going operation of the building.
- c. The consultant will ensure that the designs carried out take into consideration, energy conservation measures in order to keep building operating costs below the National Model Energy Code. This would include ideas on Smart Building Technology. The College will require the consultant to evaluate and calculate the cost benefits, and energy savings.
- d. The design must meet the requirements and the consultant is expected to prepare all documentation for approval under The National Resources Canada Commercial Buildings Incentive Program (CBIP), Renewable Energy Deployment Initiative (REDI), the Design Advisory Program by Enbridge Consumers Gas and any other incentive programs that could benefit the college.
- e. The new space will promote the "Green College". The consultant will be expected to offer suggestions, including the payback period and environmental issues.
- f. The design will strive to model innovative environmental systems such that the facility itself is a teaching and research tool.
- g. Stormwater Management in regards to water quantity and quality for the site shall be completed in accordance with the Ministry of the Environment's "Stormwater Management Planning and Design Manual – March 2003" or its most recent edition.

Environmental Considerations:

The successful bidder will select building products that minimize consumption of non-renewable resources, i.e. consume reduced amounts of energy and minimize amounts of pollutants produced, and employ recycled and/or recyclable materials in the buildings construction. In general, every effort must be made to employ LEED – Leadership in Energy and Environmental Design criteria.

All areas should be constructed of materials which promote and enhance life safety. Also suggestions on materials and systems that reflect environmental improvements for the project will be entertained. The college is looking for a design that will have a minimal impact on the environment encompassing both the site itself, the disposal of existing materials and the material used in construction. The firm chosen must demonstrate a commitment to understanding environmental principles and their influence on decisions relating to the design, construction, operating costs and maintenance of the project.

Cleaning and Removal of Rubbish

- a. Keep building and site free from accumulation of dirt, debris, equipment and excess materials. Remove waste from premises at close of each day, or more often, if required. Leave site in condition acceptable to the College.

Disposal

- a. Waste Management Disposal Company must be approved and licensed by the Ministry of Environment for transportation and disposal of all site and construction related materials. Transportation and disposal of all materials must meet Ministry of Environment guidelines. All applicable recycling requirements must be followed.
- b. Contractors are required to submit copies of all Bills of Lading from disposal facilities and transfer stations to the College as proof of compliance.

Laws and Regulation

- a. It is agreed that the goods and services supplied, as a result of this request for tender, and the terms, conditions and instructions relating to the request for tender shall comply with the laws of the province of Ontario and the federal laws of Canada applicable therein.
- b. The Contractor shall obtain, (at their own expense), copies of all current codes, regulations and standards of all authorities having jurisdiction over the works being done under this contract.
- c. All documents re to be read in conjunction with one another and it shall be assumed that they are all in agreement.
- d. All work shall be in accordance with the regulations of the following authoritative bodies, the codes in effect at the time of tender, and any others having jurisdiction.

Fire Marshall
Canadian Electrical Code
Local Building By-Laws
Worker's Compensation Board
Canadian Standards Association
Ontario Building Code

Material Safety Data Sheets

- a. The Contractor will ensure that every "controlled product" used at the work site will meet the labelling requirements and have an updated corresponding material safety data sheet as per the Workplace Hazardous Materials Information System, legislation. The Contractor will ensure that all the material safety data sheets are available at the work site.

Hazardous Materials

- a. Comply with the requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and regarding labelling and provision of material safety data sheets acceptable to Labour Canada.

Health and Safety

- a. The Contractor, while performing work, shall do so in accordance with Legislation Standards which will be governed by the pertinent safety requirements of the Federal and Provincial Governments and of municipal bodies having authority, particularly the Occupational Health and Safety Act (latest edition), and Regulations for Construction Projects, Construction Safety Act, and Regulations of the Ontario Department of Labour, Ontario Building Code, and shall work in conjunction with the proper safety associations operating under the authority of Ontario Workers' Compensation Act and all authorities having jurisdiction.
- b. The Contractor, shall not, in the performance of the Work, in any manner endanger the safety or unlawfully interfere with the convenience of the public. The Contractor shall take all necessary precautions to protect personnel and property from any harm during the course of the Contract.
- c. The Contractor shall comply with any specific regulations or instructions of the College relating to safety. Unsafe construction procedures will not be tolerated.
- d. All equipment shall be in operating condition and appropriate to the task. Defective equipment shall not be used.
- e. The Contractor shall ensure that only competent personnel are permitted to work on site. The Contractor will, throughout the term of the Contract, remove from the site any persons not observing or complying with safety requirements.
- f. The Contractor shall provide competent personnel to implement their safety program and ensure that the College standards and those of the Ontario Health and Safety Act are being complied with.
- g. The Contractor shall monitor his personnel to ensure that safety requirements are met and that safety records are properly kept and maintained. Continued disregard for safety standards can cause the Contract to be cancelled and the Contractor or Sub-Contractor removed from the site.
- h. The Contractor shall report to the College and authorities having jurisdiction any accident or incident involving the Contractor, the College or public personnel and property arising from the Contractor's execution of the Work.

College Policies

In addition to the Firm's corporate policies, all contracted employees must fully comply with Fleming College policies. The Firm's manager must deal with violations through the Firm's corporate disciplinary processes, and any applicable provisions of the Collective Agreements. The Firm will be provided with the following College Policies:

No Smoking: All facilities are smoke free. Employees smoking outside must be at the designated area.

Preventing Violence: Creating a Peaceful Community. Fleming College will not tolerate any threatening behaviour, or abusive treatment towards any of the firm's employees, or, by the firm's employees.

Harassment and Discrimination. Sexual, racial, and gender harassment will be cause for investigation, and appropriate discipline where warranted.

Firearms No knives, guns or other weaponry are allowed anywhere on the college sites, unless associated with curriculum delivered by licensed faculty.