

.1 Description of  
Standing Offer Work

.1 Scope of work under this Contract includes, but shall not be limited to the provision of all labour, material, tools and equipment necessary to complete, service work, minor renovation and/or minor repairs and maintenance including structural, interior finish work, wall coverings, crack filling, painting, flooring, cabinetry, doors, windows, siding, roofing, insulating, concrete & asphalt repairs, mechanical, plumbing, heating, landscaping, electrical, construction of sheds and small out building, etc as required to support the operations of the Royal Canadian Mounted Police in the province of Newfoundland and Labrador on an "as and when requested basis" for the duration of One(1) year with the option to renew for an additional Two(2) Terms of One(1) Year each. Please note: the majority of the work to be completed in this contract will entail Employee Housing. However, this contract will also cover work completed at detachments, radio repeater sites and other buildings. The Province of Newfoundland and Labrador require work in Two (2) Areas.

**1. Labrador:**

- All areas for the South coast of Labrador, Forteau, Mary's Harbour and Cartwright.

- All areas for Central Labrador, Goose Bay Northwest River and Sheshashiu.

- All areas for North coast of Labrador, Rigolet, Makkovik, Postville, Hopedale, Natuashish and Nain.

**2. Eastern Newfoundland:** All areas of Eastern NL: Bonavista, Clarenville, Bay Roberts, Whitbourne, Marystown, Burin, Grand Bank, St. Lawrence, Placentia, Trepassey, Fermeuse, Ferryland and Bell Island.

.2 All work must be coordinated with RCMP

Property Management office or the Local RCMP Detachment office where the residences are located.

- .3 For each call-up on this Standing Offer a scope of work will be provided on an as required basis, when and where needed.
- .4 If lowest tender for the Standing Offer is not available, the second lowest bidder may be given the work.

1.2 Measurement of Payment

- .1 Payment for services will be based on estimated quantities shown in the Unit Price Table.
- .2 Travel - will be paid for as per Federal Government Travel Regulations at time of travel. Details of expense claims to be broken down daily, showing departure and arrival times, meals, incidentals and accommodations on the invoices. A provisional amount of \$30,000.00 will be included in total bid price.
- .3 Base of operations for all regions of Labrador will be Goose Bay, Labrador. Access to all of Labrador, kilometres travelled and all hours of work will be measured from Goose Bay, Labrador. Mode of transportation will be paid on invoice with the base of operation from Goose Bay, Labrador. Mode of transportation and location to be determined by RCMP at time of inspection services. The preferred method of Air Travel is via RCMP Aircraft when and where available.
- .4 Travel for Eastern Newfoundland - will be paid for as per Federal Government Travel Regulations at time of travel. Details of expense claims to be broken down daily, showing departure and arrival times, meals, incidentals and accommodations on the invoices. A provisional amount of \$30,000.00 will be included in total bid price.
- .5 Base of operations on the island of Newfoundland for all areas of Eastern NL is Clarenville, NL.

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- .6 For all areas accessible by road, all kilometres travelled to and from site will be measured from base of operation as indicated. In the event more than one site is visited on an inspection trip, the cost of travelling will be the aggregate cost of travelling to each individual site and return, as determined by the Departmental Representative. (Note: No additional payment will be authorized for rental vehicles, petroleum products, hours of operation of vehicle and air transportation).
  - .7 Overtime rate will apply to hours worked in excess of eight(8) hours per day or on Saturdays and Sundays. All overtime must be approved by the Departmental Representative before being incurred.
  - .8 Payment for standby will be based on the time spent standing idle on-site due to inclement weather. Standby time will only be paid upon prior authorization from a Departmental Representative to a maximum of eight(8) hours per day, and measured such that the total of hours worked and standby time not exceeds the eight(8) hours per day maximum. Standby time will not be authorized prior to arrival to specific project sites.
- .3 Documents Required
- .1 Maintain at job site, one copy each of following:
    - .1 Call-Ups and Contract drawings.
    - .2 Specifications.
    - .3 Addenda.
    - .4 Reviewed shop drawings and submissions.
    - .5 Change orders.
    - .6 Other modifications to Contract.
    - .7 Field test reports.
    - .8 Copy of approved work schedule.
    - .9 Manufacturer's installation and application instructions.
    - .10 Standards listed in Part 1 of the specification sections under Reference Standards.
- .4 Site Conditions
- .1 "As-Built" information of each facility may

be available for inspection at the RCMP Property Management office located in Newfoundland. This material may not be current and will be made available for information purposes only.

.2 Parties intending to tender for this work are advised to visit sample facilities within the province and make their own assessment of the facilities and difficulties attending execution of the Work, actual site conditions, and all other contingencies. RCMP Property Management must coordinate such site visits.

.5 Work Schedule

.1 The Contractor is advised that the locations of the work will be determined by the Project Authority on a priority basis within the boundaries of the Region as defined in Clause 1.1.

.2 The Contractor shall comply to the following Work Priorities and Response Times:

a. Emergency Priority: a priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for damage and/or danger to the occupants, the general public, the environment and/or the facility. Work identified to be an emergency shall be responded to and report on without delay to the project authority.

**Emergency Response Times**

**Urban (Goose Bay and Sheshashiu):**

**Immediate**

**Rural: ASAP (travel time considered)**

b. Urgent Priority: a priority of "Urgent" is defined as a deficiency or breakdown that requires same day attention to reduce the potential for damage and/or danger to the occupants, the general public, the environment and/or the facility.

**Urgent Response Times**

**Urban (Goose Bay and Sheshashiu): Within 4 Hours**

**Rural: ASAP (travel time considered)**

c. Routine Priority: a priority of "Routine" is defined as essential maintenance requirements which shall be rectified at the earliest possible opportunity, within the standard response times noted. A routine priority is considered to be a deficiency or breakdown that will not impair current operations or pose any potential for damage and/or danger to the occupants, the general public, the environment and/or the facility.

**Routine Response Times**

**Urban (Goose Bay and Sheshashiu): Within 24 Hours**

**Rural: Within 48 Hours**

d. Low Priority (Planned Maintenance): a priority of "Low" is defined as routine maintenance requirements with less importance, which shall be rectified within the standard response times noted. A low priority is considered to be a deficiency or breakdown that will not impair current operations or pose any potential for damage and/or danger to the occupants, the general public, the environment and/or the facility.

**The Contractor will be required to mobilize at the individual locations within 72 hours of notification from the Project Authority.**

.6 Contractor's Use of Site

- .1 Use of Site: partial, as coordinated with the Project Authority, local RCMP Detachment office or the occupant of the residence for execution of the Work.
- .2 Some facilities where the RCMP residence is attached to the existing Detachment office may require the Contractor to be accompanied by security approved guard or Commissionaires. The cost of this security is the responsibility of the Contractor. Contractor to invoice Project Authority for these Commissionaires' charges - no markup.

- .3 Do not unreasonably encumber site with materials or equipment.
- .4 Move stored products or equipment supplied under this Contract at the Contractor's expense which interfere with day to day operation of the residence or other Contractors.
- .5 Obtain and pay for use of additional storage or work areas needed to conduct work under this Contract. The Contractor will be solely responsible for arranging for the storage of materials on or off the site, and any materials stored at the site which interfere with any of the day-to-day activities at or near the site.
- .6 Exercise care so as not to obstruct or damage public or private property in the area of the Work. Do not interfere with normal day-today operations of the residence.
- .7 At the completion of all work, restore the area of work to its original condition. Damage to grounds and property will be repaired at Contractor's expense. Remove all construction materials, residue, excess, etc., and leave the site in a condition acceptable to the Property Manager.
- .8 Comply with all regulations and authorities having jurisdiction over the work.
- .9 Provide temporary barriers and warning signs in locations where work is adjacent to areas used by the public or occupants of the RCMP residence.

.7 Codes and Standards

- .1 Perform work in accordance with National Building Code of Canada(NBCC) 2010 and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements will apply.
- .2 Meet or exceed requirements of contract documents, specified standards, codes and referenced documents.

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- .8 Setting Out  
Of Work
- .1 Assume full responsibility for and execute complete layout of work to locations, lines and elevations indicated.
  - .2 Provide devices needed to lay out and construct work.
  - .3 Supply such devices as straight edges and templates required to facilitate Project Authority inspection of work.
- .9 Location of  
Equipment and  
Fixtures
- .1 Location of equipment, fixtures and outlets indicated or specified are to be considered as approximate.
  - .2 Locate equipment, fixtures and distribution systems to provide minimum interference and maximum usable space and in accordance with manufacturer's recommendations for safety, access and maintenance.
  - .3 Inform Project Authority of impending installation and obtain his approval for actual location.
  - .4 Submit field drawings to indicate relative position of various services and equipment when required by Project Authority.
- .10 Protection
- .1 Store all materials and equipment to be incorporated into work to prevent damage by any means.
  - .2 Repair or replace all materials or equipment damaged in transit or storage to the satisfaction of and at no cost to the Property Manager.
- .11 Concealment
- .1 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.
- .12 Cutting and  
Patching
- .1 Execute cutting (including excavation), fitting and patching required to make work

fit properly.

- .2 Where new work connects with existing and where existing work is altered; cut, patch and make good to match existing work.
- .3 Obtain Project Authority approval before cutting, boring or sleeving load-bearing members.
- .4 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
- .5 Fit work airtight to pipes, sleeves, ducts and conduits.

.13 Asbestos  
Discovery

- .1 Demolition of spray or trowel applied asbestos or suspect containing materials such as flooring can be hazardous to health. Should material resembling asbestos be encountered, stop work and notify Project Authority immediately. Do not proceed until written instructions have been received from Project Authority.

.14 Existing  
Services

- .1 Where work involves breaking into or connecting to existing services, carry out work at times directed by governing authorities, with minimum of disturbance to pedestrian, vehicular traffic and residence occupants.
- .2 Before commencing work, establish location and extent of service lines in area of work and notify Project Authority of findings.
- .3 Submit schedule to and obtain acceptance from Project Authority for any shut-down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties.
- .4 Where unknown services are encountered,



immediately advise Project Authority and confirm findings in writing.

- .5 Record locations of maintained, re-routed and abandoned service lines.

.15 Additional Drawings

- .1 Project Authority may furnish additional drawings to assist proper execution of the work. These drawings will be issued for clarification and intent as if they were included with plans referred to in the Contract Documents.

.16 Works Coordination

- .1 The Contractor is responsible for coordinating the work of the various trades, where the work of each trade interfaces with each other.
- .2 The Contractor shall convene meetings between trades whose work interfaces, and ensure that they are fully aware of the areas and the extent of where the interfacing is required. Provide each trade with the plans and specifications of the interfacing trade as required, to assist them in planning and carrying out their respective work.
- .3 Shop drawing review and material ordering shall only commence after this coordination has taken place between trades and all conditions affecting the work of the interfacing trades has been made known.
- .4 Ensure coordination and cooperation between trades in order to facilitate the general progress of the work and avoid situations of spatial interference.
- .5 Ensure that each trade provides all other trades reasonable opportunity for the completion of the work and in such a way as to prevent unnecessary delays, cutting,

patching and the need to remove and replace completed work.

- .6 Project Authority will not be held responsible for any extra costs incurred as a result of the failure to carry out coordination of work. Disputes between the various trades as a result of their not being informed of the areas and extent of interface work shall be the sole responsibility of the Contractor, and shall be resolved by him/her at no additional cost to the Contract.

.17 Contract Documents

Contract Drawings:

- .1 The Project Authority will issue drawings to assist in the proper execution of the work. These drawings will be issued for location and clarification only. Such drawings will have the same meaning and intent as if they were included in the Contract Documents.

- .2 The drawings indicate the extent and general dimensions of the work. Make all necessary measurements to ensure that the result of the work is in accordance with the intent.

- .3 Verify all existing conditions in the field prior to proceeding with work.

- .2 Contract Specifications:

- .1 These specifications and those to be issued under this Standing Offer Contract are intended to describe and provide for a finished project. They are intended to be complementary, and what is called for by either will be as binding as if called for by both. The Contractor shall understand that the work herein described will be complete in every detail, notwithstanding that every item necessarily involved is not particularly mentioned, and the Contractor will be held to provide all labour, materials and equipment necessary

for the entire completion of the work and will not avail himself of any errors or omissions.

.18 Taxes, Permits  
and Regulations

.1 Pay applicable federal, provincial and municipal taxes.

.2 Apply for, obtain and pay for all necessary permits, approvals and other authorizations required for the work.

.3 Comply with all by-laws, ordinances and regulations of all authorities having jurisdiction.

.19 Worker's  
Compensation

.1 The Contractor and all sub-contractors must be registered under the Workers' Compensation Act and provide evidence of good standing.

.20 Laws, Standards  
Taxes and Fees

.1 Comply with all laws and standards governing all or any part of the work, pay all applicable taxes and pay for all permits and certificates required in respect of the execution of the work. Where variances exist between the requirements of agencies governing all or any part of the work, the most restrictive will govern, but in no instance will the standards established by the drawings and this Specification, which exceed such requirements, be reduced.

.21 Protection and  
Repair

.1 Repair any damage resulting from operations under this contract.

.22 Inspection and  
Testing

.1 The Project Authority may employ an Inspector and/or Testing Company to ensure work conforms with the Contract.

.23 Disposal of  
Debris

.1 Debris, including construction materials not incorporated in the work and other materials of this nature will be disposed of by the Contractor in suitable locations off the site. Disposal is the

responsibility of the Contractor.

.24 Confined Spaces

- .1 All work in confined spaces will be carried out in compliance with the Canada Labour Code, Part II.
- .2 Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational, Safety and Health Regulations.
  - .1 At the Departmental Representative's request, the Contractor agrees to provide to Project Authority or its Consultants, all necessary equipment to enter the confined space and the Contractor acknowledges that he/she is responsible for the safety and efficacy of this equipment.
- .3 The Contractor shall provide and maintain training, as required by the Canada Labour Code, Part II, Section 11.
  - .1 The Contractor and/or his employees shall provide proof of training and qualifications when requested by the Departmental representative.
- .4 The Contractor shall provide the Departmental Representative with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Labour Code, Part II, Section 11.

.25 Personnel

- .1 The Contractor will provide only journeymen personnel with a valid Newfoundland and Labrador License or certification to work on all trades related projects under this Contract. The Project Authority may at any time during this Contract request to inspect a worker's certification.

.26 Invoicing

- .1 The Contractor is required to notify the Project Authority upon completion of the

- work at each facility before submitting an invoice.
- .2 Each invoice must show:
    - .1 Contract number.
    - .2 Work location.
    - .3 Description of work.
    - .4 Project Number.
    - .5 Quantity broken down as per Unit Price Table.
  - .3 In the event of a dispute, the Contractor is to make any and all records available to the Project Authority to substantiate the invoiced amount.