

APPENDIX "A"
STATEMENT OF WORK
SPECIFICATION FOR THE PROVISION
OF TECHNICAL SERVICES FOR
PUBLIC WORKS AND GOVERNMENT SERVICES CANADA
IN
NEWFOUNDLAND AND LABRADOR

1. SCOPE OF WORK

The services covered in any resulting standing offer will include the provision of qualified individuals to perform various construction project technical services as described herein.

The projects will be located throughout Newfoundland and Labrador and will involve marine, building and/or civil construction. The projects will vary in location and construction but will be site specific and will encompass the following:

1. The contractor will be responsible to provide supervision for the personnel.
2. The contractor's personnel must have as a minimum awareness training in Health & Safety related to Hazardous Occurrence Recognition and Reporting on construction sites.
3. The contractor's personnel will be required to support the construction project hours when requested. These hours may exceed the normal weekly hours (40 hours/week for this standing offer) and may also necessitate shift work. When the work may be assessed and properly inspected during the normal working hours then extra hours may not be required. Hours worked greater than normal will be project specific and must be pre-approved by Public Works and Government Services Canada staff who will be the sole judge of the number of hours required on his/her project. The contractor's personnel must work 40 hours/week before overtime rates apply.
4. The hours shown in this solicitation package are for estimating purposes only and may not reflect the final requirements.
5. Contractor's employees will require prior approval from Public Works and Government Services Canada for all travel. Headquarters for Contractor's employees is defined as the project location.
6. There may be a requirement to have Contractor's employees available for work within twenty-four (24) hours of notification on emergency projects. Generally, sufficient lead time will be provided for the selection of most staff.
7. Contractor will provide a monthly PROJECT SUMMARY report showing a breakdown by project including call-up number, position classification, assigned employee, authorized hours, actual hours worked, and all costs to date.
8. The call-up form will be issued by the Department and will be the document used to approve Technical Services requests. The form must be completed and approved by Public Works and Government Services Canada, based on the estimate costs to obtain the requested technical services. One copy will be forwarded to the Contractor, as authorization to proceed with the request.

2. QUALIFICATIONS

1. Due to the nature of the requirement it is desirable that the Contractor maintain an office within the Province of Newfoundland and Labrador.

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2. In order to supply the quality of personnel required, the Contractor must have the following:
 - a) One full time staff capable of assessing qualifications of applicants to meet job specifications.
 - b) Demonstrated experience and capability of handling construction projects.
3. The Contractor will be responsible to ensure that the proposed employees meet the qualifications set out in the Standing Offer. It is the contractor's responsibility to provide personnel to meet the level requested in the call up whether it be from existing personnel or from a database of potential candidates. The contractor must make every effort to obtain qualified personnel from the area of the proposed work to reduce travel and/or lodging expenses.
4. At initiation of a Call-up and prior to commencement of a project the contractor will submit to Public Works and Government Services Canada the qualifications of proposed employee(s).

3. SERVICES COVERED BY ANY RESULTING STANDING OFFER WILL INCLUDE THE PROVISION OF INDIVIDUALS TO PROVIDED SERVICES DEFINED HEREIN:

1. Inspector I

.1 Services

- a) Identifies, measures and records materials loaded for delivery to the site.
- a) Oversees the scales to ensure proper working order.
- b) Oversees material delivered to site to ensure material has been identified, measured and properly records.

2. Inspector II

.1 Mandatory:

- a) Construction inspector will have a minimum of five (5) years of related experience or experience or a minimum of two (2) years experience with a relevant accredited engineering technology diploma.

.2 Services:

- c) Maintains relevant contract drawings and specifications on-site and oversees and inspects work being performed by contractors to ensure adherence to the contract documents. Notifies Project Officer or Project Engineer of any discrepancies.

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- b) Oversees each stage of work, methods employed, quality of workmanship and measures quantity of work for payment purposes.
- c) Determines quality of materials and workmanship supplied through visual examination, physical comparison with provided standards of acceptance, collection of samples for laboratory testing and on-site testing including concrete slump and air content.
- d) Measures and records all materials placed in the work. Maintains project cross-sections and "as-built" drawings.
- e) Records project progress in daily/weekly reports, itemizing quality and quantity of work. Maintains project log, detailing activity on site in narrative form with complete quantity record and photographs.

4. CLOTHING AND EQUIPMENT

1. The requirements for clothing will be identified to the Contractor by Public Works & Government Services Canada and **will be provided by the Contractor, not the individual employees**. The clothing may include, but will not necessarily be limited to, the following:

- (i) Rain jacket
- (ii) Rain pants
- (iii) Floater coat
- (iv) Winter parka
- (v) Survival suit
- (vi) Insulated coveralls
- (vii) Regular coveralls
- (viii) Leather safety boots
- (ix) Rubber safety boots
- (x) Life jacket
- (xi) Safety helmet
- (xii) Safety glasses
- (xiii) Helmet liner
- (xiv) Ear protection for safety helmet
- (xv) Leather work gloves
- (xvi) Rubber work gloves
- (xvii) Florescent mesh safety vest

2. The following equipment will be provided by the Contractor with all costs included in unit labour rate:

- (i) Camera - digital, minimum 3 megapixels and 3X optical zoom complete with two data cards (min 1 Gigahertz each)
- (ii) Reinforced cloth measuring tape - 50 metre
- (iii) Reinforced cloth measuring tape - 30 metre
- (iv) Steel carpenters measuring tape - 7.62 metre
- (v) Triangular metric scale - 1:20, 25, 50, 75, 100 & 125

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- (vi) Triangular metric scale - 1:100, 200, 250, 300, 400 & 500
- (vii) Triangular metric scale - 1:500, 1000, 1250, 1500, 2000 & 2500
- (viii) General office supplies such as pens, paper, pencils, cross section paper
- (ix) Lap top computer capable of internet hook up, email and storage and transfer of photographs. Also include software required for Auto CADD and Windows 7 or newer version.

3. Quality of material and equipment to the satisfaction of Public Works & Government Services Canada. Defective or substandard material or equipment will be replaced at the Contractor's expense.

4. Contractor is to provide employee with clothing and equipment in a timely manner.

5. The requirement for clothing and equipment is for any field or site worker. These costs are to be included in the overhead costs (all rates are all inclusive) and these items are not to be billed separately. The only exceptions are that a maximum number of survival suits (5) and a maximum number of laptop computers (5) will be provided in overhead costs. If these numbers are exceeded within the standing offer period, the additional equipment will be billed under disbursements at actual cost without markup or supplied directly by the department.

6. HEALTH AND SAFETY OF PERSONNEL

1. The contractor is responsible for the health and safety of their employees under this Standing Offer. While on a construction site, the personnel will operate under the safety plan and guidelines of the general contractor or his safety representative who is responsible for management of overall safety for the site.

2. As a minimum, the contractor's personnel under this Standing Offer will require training on Hazardous Occurrence Recognition and Reporting and general safety awareness. The contractor will review the requirements of the position and the specific job sites called up to determine and provide training in specific areas such as, but not limited to, confined spaces, fall arrest, and excavation and trenching.

3. The contractor will pay for all training costs of personnel required to work on PWGSC construction sites.

7. TENDERED RATES

1. The technical services based on hourly rates to be provided for the period of the Standing Offer.

2. The tendered hourly rates shall cover hours worked, in accordance with this specification and shall include all overhead costs associated with salaries, materials, equipment and safety training.

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3. The bids will be evaluated on the total amount of the contract.
4. The services must meet the requirements as stipulated in these specifications and Public Works & Government Services Canada will only supply those materials as indicated herein.
5. An allowance has been made for disbursements, such as employee travel and accommodation costs, which will be identified by the Project Manager as required. Disbursements will be paid at cost with no allowance for markup.
6. The Contractor shall not include HST in the tendered unit prices. It will be identified as a separate item on each invoice.

8. PAYMENT TO CONTRACTOR

1. This section is further to the Payment Clauses included in the Standing Offer clauses and conditions.
2. The amount payable for each assignment will be based on the actual hours worked by the personnel provided.
3. The Contractor will be reimbursed by the Department at the tendered hourly rates calculated in the unit price table
4. Where applicable, the Contractor's employees will be reimbursed for travel and accommodation costs at actual cost without markup not to exceed the current Treasury Board Travel Policy at the following web address: <http://www.tbs-sct.gc.ca/hr-rh/gtla-vqcl/index-eng.asp>. For personnel from outside the project area, PWGSC reserves the right to negotiate a reasonable flat rate to cover expenses.
5. (a) The staff are to be given the following six (6) days off as paid statutory holidays throughout the year (the contractor will not be reimbursed for these mandatory holidays as per Provincial Labour Laws):
 - (i) New Year's Day
 - (ii) Good Friday
 - (iii) Canada Day
 - (iv) Labour Day
 - (v) Christmas Day
 - (vi) Remembrance Day
- (b) If an employee is required to work on a holiday listed in Section 8.5(a), that employee will be paid at the quoted overtime rate or in accordance with Provincial Government Regulations whichever is greater for each hour worked in addition to the regular holiday pay whether or not the employee exceeds the regular work week.
6. Payment will be based on invoices submitted to the Department monthly or as otherwise agreed. Only original invoices on forms provided by the Department and fully completed will be accepted.

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7. Time charged will be verified by the Technical Authority before payment is made to the Contractor under the terms and conditions of this Standing Offer.

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INVOICE FORMS

The attached Unit Price Table will be the format utilized for invoicing and payment requests based on the successful authorized contract unit prices.

PAYMENT

1. The maximum amount payable for each assignment will be based on estimated hours of personnel supplied to a specific site agreed to prior to commencement of work. The actual amount paid will be based on the actual number of hours spent on the site as approved by PWGSC.
2. The hourly rate for services will include all overhead costs associated with hiring personnel for a specific site.
3. Payment will be based on invoices, original only required, submitted to the Department monthly and shall be billed by the project number, and hours worked.
4. The Contractor shall not include HST in the Unit Price but should identify it as a separate item on each invoice and the HST Registration Number.
5. An allowance has been made for disbursement which shall be identified by the PWGSC Project Manager when and if required. The disbursement will be paid at cost with no mark-up.

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Unit Price Table

Personnel and Equipment Costs						
No.	Item	TOR Reference	Unit	Estimated Quantity	Unit Price	Sub-Total
1	Inspector I	3.1	Hour			
			Regular	400	\$	\$
			Overtime	100	\$	\$
			Hour			
2	Inspector II	3.2	Regular	15,000	\$	\$
			Overtime	2,000	\$	\$
3	Disbursements (at cost without markup)	7.5	Allowance	1	\$135,000.00	\$135,000.00
TOTAL						\$