



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works & Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

1713 Bedford Row
Halifax, N.S./Halifax, (N.E.)
Halifax
Nova Scotia
B3J 1T3
Bid Fax: (902) 496-5016

INVITATION TO TENDER

APPEL D'OFFRES

**Tender To: Public Works and Government Services
Canada**

We hereby offer to sell to Her Majesty the Queen in right of
Canada, in accordance with the terms and conditions set
out herein, referred to herein or attached hereto, the goods,
services, and construction listed herein and on any attached
sheets at the price(s) set out therefor.

**Soumission aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la
Reine du chef du Canada, aux conditions énoncées ou
incluses par référence dans la présente et aux annexes
ci-jointes, les biens, services et construction énumérés
ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.E.)
Halifax
Nova Scot
B3J 1T3

Title - Sujet Coal Screening - CBO	
Solicitation No. - N° de l'invitation EP899-190641/A	Date 2018-07-06
Client Reference No. - N° de référence du client EP899-19-0641	GETS Ref. No. - N° de réf. de SEAG PW-\$PWA-124-5756
File No. - N° de dossier PWA-8-80019 (124)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-07-24	
Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT	
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Matheson (PWA), Valerie	Buyer Id - Id de l'acheteur pwa124
Telephone No. - N° de téléphone (902) 403-6236 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

INVITATION TO TENDER

Domestic Coal Screening Sydney, Nova Scotia

IMPORTANT NOTICE TO BIDDERS

PROMPT PAYMENT IN THE CONSTRUCTION INDUSTRY

Prompt Payment Principles

Public Services and Procurement Canada advocates that construction-related payments should follow these three principles:

- **Promptness:** The department will review and process invoices promptly. If disputes arise, Public Services and Procurement Canada will pay for items not in dispute, while working to resolve the disputed amount quickly and fairly
- **Transparency:** The department will make construction payment information such as payment dates, company names, contract and project numbers, publicly available; likewise, contractors are expected to share this information with their lower tiers
- **Shared responsibility:** Payers and payees are responsible for fulfilling their contract terms including their obligations to make and receive payment, and to adhere to industry best practices

For more information: <http://www.tpsgc-pwgsc.gc.ca/biens-property/divulgate-disclosure/psdic-ppci-eng.html>

PWGSC UPDATE ON ASBESTOS USE

Effective April 1, 2016, all Public Works and Government Services Canada (PWGSC) contracts for new construction and major rehabilitation will prohibit the use of asbestos-containing materials. Further information can be found at <http://www.tpsgc-pwgsc.gc.ca/comm/vedette-features/2016-04-19-00-eng.html>

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- SI07 Bid Validity Period
- SI08 Web Sites

R2410T GENERAL INSTRUCTIONS - CONSTRUCTION SERVICES (GI) (2016-04-04)

The following GI's are included by reference and are available at the following Web Site

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

- GI01 Integrity Provisions - Bid
- GI02 Completion of Bid
- GI03 Identity or Legal Capacity of the Bidder
- GI04 Applicable Taxes
- GI05 Capital Development and Redevelopment Charges
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- GI12 Compliance with Applicable Laws
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- GI16 Code of Conduct for Procurement—bid

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Solicitation No. - N° de l'invitation
EP899-190641

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Client Ref. No. - N° de réf. du client
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PWA-8-80019

CCC No./N° CCC - FMS No./N° VME

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SPECIAL INSTRUCTIONS TO BIDDERS (SI)

SI01 BID DOCUMENTS

1. The following are the Bid Documents:
 - a. Invitation to Tender - Page 1;
 - b. Special Instructions to Bidders;
 - c. General Instructions - Construction Services, R2410T (2016-04-04)
 - d. Clauses & Conditions identified in "Contract Documents";
 - e. Drawings and Specifications;
 - f. Bid and Acceptance Form and related Appendix(s); and
 - g. Any amendment issued prior to solicitation closing.

Submission of a bid constitutes acknowledgement that the Bidder has read and agrees to be bound by these documents.

2. General Instructions- Construction Services R2410T is incorporated by reference and is set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>
3. Tenders received by fax will be accepted as official.

R2410T section GI07, add following paragraph;

5. Tenders received by fax will be accepted as official and must meet the following requirements

- a. Must be completed on the Bid and Acceptance Form
- b. Must indicate
 - Project number
 - Solicitation number
 - Bidder's name
 - Closing Date and Time
- c. Must be received before tender closing time at fax number **(902)496-5016**.

SI02 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this bid must be submitted in writing to the Contracting Authority named on the Invitation to Tender - Page 1 at e-mail address Valerie.matheson@tpsgc-pwgsc.gc.ca. Except for the approval of alternative materials as described in G113 of R2410T, enquiries should be received no later than **5** business days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer NOT being provided.
2. To ensure consistency and quality of the information provided to Bidders, PWGSC will examine the content of the enquiry and will decide whether or not to issue an amendment.
3. All enquiries and other communications related to this bid sent throughout the solicitation period must be directed **ONLY** to the Contracting Authority named in paragraph 1. above--Failure to comply with this requirement may result in the bid being declared non-compliant.

SI03 OPTIONAL SITE VISIT

1. There will be a site visit on **Monday, July 16, 2018 beginning at 2:00 pm**. Interested bidders are to meet at Nova Scotia Power Inc., Lingan Generating Station, 2599 Hinchey Ave., Lingan, NS **15 minutes prior to start of visit**.

Bidders are requested to communicate with the Contracting Authority, Valerie Matheson at 902-403-6236 or by email at Valerie.matheson@pwgsc.gc.ca no later than **July 13, 2018** to confirm attendance and provide the name(s) of the person(s) who will attend. Due to the secure site, if no bidders confirm by **July 13, 2018** to visit the work site, the scheduled site visit opportunity will be cancelled and not rescheduled. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

2. Safety Attire: It is recommended all persons participating in the site visit should have the proper personal protection equipment (safety glasses, footwear, vests and hard hats etc.).

SI04 REVISION OF BID

A bid may be revised by letter or facsimile in accordance with GI08 of R2410T. The facsimile number for receipt of revisions is (902)496-5016.

SI05 BID RESULTS

1. A public bid opening will be held in the office designated on the Front Page "Invitation to Tender" (top left corner) for the receipt of bids shortly after the time set for solicitation closing.
2. The responsive bid carrying the lowest price will be recommended for contract award.
3. Following solicitation closing, bid results may be obtained by calling number (902) 496-5001

SI06 INSUFFICIENT FUNDING

In the event that the lowest compliant bid exceeds the amount of funding allocated for the Work, Canada in its sole discretion may

- a. cancel the solicitation; or
- b. obtain additional funding and award the Contract to the Bidder submitting the lowest compliant bid.

SI07 BID VALIDITY PERIOD

1. Canada reserves the right to seek an extension to the bid validity period prescribed in BA04 of the Bid and Acceptance Form. Upon notification in writing from Canada, Bidders will have the option to either accept or reject the proposed extension.
2. If the extension referred to in paragraph 1. above is accepted, in writing, by all those who submitted bids, then Canada will continue immediately with the evaluation of the bids and its approvals processes.
3. If the extension referred to in paragraph 1. above is not accepted in writing by all those who submitted bids then Canada will, at its sole discretion, either
 - a. continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
 - b. cancel the invitation to tender.
4. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI09 of R2410T.

SI08 WEB SITES

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Buy and Sell

<https://www.achatsetventes-buyandsell.gc.ca>

Canadian economic sanctions

<http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

PWGSC, Industrial Security Services

<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Construction and Consultant Services Contract Administration Forms Real Property Contracting

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Declaration Form

<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>

Trade agreements

<https://buyandsell.gc.ca/policy-and-guidelines/Policy-and-Legal-Framework/Trade-Agreements>

CONTRACT DOCUMENTS (CD)

1. The following are the Contract Documents:
 - a. Contract Page when signed by Canada;
 - b. Duly completed Bid and Acceptance Form and any Appendices attached thereto;
 - c. Drawings and Specifications;
 - d. General Conditions and clauses

GC1	General Provisions – Construction Services	R2810D	(2017-11-28);
GC2	Administration of the Contract	R2820D	(2016-01-28);
GC3	Execution and Control of the Work	R2830D	(2017-11-28);
GC4	Protective Measures	R2840D	(2008-05-12);
GC5	Terms of Payment	R2550D	(2016-01-28);
GC6	Delays and Changes in the Work	R2860D	(2016-01-28);
GC7	Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8	Dispute Resolution	R2884D	(2016-01-28);
GC10	Insurance	R2900D	(2008-05-12);
	Allowable Costs for Contract Changes Under GC6.4.1	R2950D	(2015-02-25);
 - e. Supplementary Conditions
 - f. Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
 - g. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
 - h. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. The language of the contract documents is the language of the Bid and Acceptance Form submitted.

SUPPLEMENTARY CONDITIONS (SC)

SC01 INDUSTRIAL SECURITY RELATED REQUIREMENTS, DOCUMENT SAFEGUARDING

There is no document security requirement applicable to this Contract.

SC02 INSURANCE TERMS

1) Insurance Contracts

- (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
- (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

2) Period of Insurance

- (a) The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.
- (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.

3) Proof of Insurance

- (a) Before commencement of the Work, and no later than **thirty (30) days** after contract award, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
- (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

4) Insurance Proceeds

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

5) Deductible

The payment of monies up to the deductible amount made in satisfaction of a claim must be borne by the Contractor.

BID AND ACCEPTANCE FORM (BA)

BA01 IDENTIFICATION

Domestic Coal Screening Sydney, Nova Scotia

BA02 LEGAL NAME AND ADDRESS OF BIDDER

Legal Name: _____

Operating Name (if any): _____

Address: _____

Telephone: _____ Fax: _____ PBN: _____

E-mail address: _____

Industrial Security Program Organisation Number (ISP ORG#) _____
(when required)

BA03 THE OFFER

The Bidder offers to Canada to perform and complete the Work for the above named project in accordance with the Bid Documents for the Total Bid Amount of

\$ _____ excluding Applicable Tax(es).
(amount in numbers)

BA04 BID VALIDITY PERIOD

The bid must not be withdrawn for a period of **30** days following the date of solicitation closing.

BA05 ACCEPTANCE AND CONTRACT

Upon acceptance of the Bidder's offer by Canada, a binding Contract will be formed between Canada and the Bidder. The documents forming the Contract will be the Contract Documents identified in "Contract Documents (CD)" section.

BA06 CONSTRUCTION TIME

The Contractor must perform and complete the Work on or before **September 30, 2018**.

BA07 SIGNATURE

Name and title of person authorized to sign on behalf of Bidder (Type or print)

Signature

Date

APPENDIX 1 - PRICE FORM

- 1) The prices per unit will govern in establishing the Total Extended Amount. Any arithmetical errors in this Appendix will be corrected by Canada.
- 2) Canada may reject the bid if any of the prices submitted do not reasonably reflect the cost of performing the part of the work to which that price applies.

UNIT PRICE TABLE

The Unit Price Table designates Work to which a Unit Price Arrangement applies.

- (a) Work included in each item is as described in the referenced specification section.
- (b) The Price per Unit shall not include any amounts for Work that is not included in that unit price Item.

Specification Reference	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity (EQ)	Price per Unit applicable tax(s) extra (PU)	Extended amount (EQ x PU) applicable tax(s) extra
As per Annex A - Statement of Work -	Screened Coal	tonnes	400	\$ _____	\$ _____
As per Annex A - Statement of Work	Pea Coal	tonnes	800	\$ _____	\$ _____
TOTAL EXTENDED AMOUNT Excluding applicable tax(s)					\$ _____
TOTAL BID AMOUNT Excluding applicable tax(s)					\$ _____

APPENDIX 3 - LISTING OF SUBCONTRACTORS

- 1) In accordance with GI06 – Listing of Subcontractors and Suppliers of R2410T- General Instructions - Construction Services, the Bidder should provide a list of Subcontractors with his Bid.
- 2) The Bidder should submit the list of Subcontractors and for any portion of the Work valued at 20% or greater of the submitted Bid Price.

	Subcontractor	Division
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

APPENDIX 4 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

(page 1 of 2)

PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

1. To encourage employers to participate in apprenticeship training, Bidders, bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. The Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. The Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: www.cra-arc.gc.ca. Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications on page 2 of 2 will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

In order to help meet demand for skilled trades people, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios * and to respect any hiring requirements prescribed by provincial or territorial statutes

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at page 2 of 2.

If you accept fill out and sign page 2 of 2.

** The journeyman-apprentice ratio is defined as the number of qualified/certified journeymen that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.*

Voluntary Certification

Note: The contractor will be asked to fill out a report every six months or at project completion as per sample "Voluntary Reports for Apprentices Employed during the Contract" provided at Annex C

Name: _____

Signature: _____

Company Name: _____

Company Legal Name: _____

Solicitation Number: _____

Number of company employees: _____

Number of apprentices planned to be working on this contract: _____

Trades of those apprentices:

APPENDIX 5 – DEPARTMENTAL REPRESENTATIVES'S AUTHORITY

Contracting Authority is :

Name : Valerie Matheson
Title : Supply Officer
Department : Public Works and Government Services Canada
Division : Acquisitions Branch
Telephone : 902-403-6236
e-mail : Valerie.matheson@pwgsc.gc.ca

TO BE PROVIDED AT CONTRACT AWARD.

Technical Authority is :

Name : _____

Title : _____

Department : _____

Division : _____

Telephone : ____ - ____ - _____

e-mail : _____

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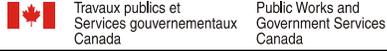
Client Ref. No. - N° de réf. du client
EP899-190641

File No. - N° du dossier
PWA-8-80019

CCC No./N° CCC - FMS No./N° VME

ANNEX A
STATEMENT OF WORK
(See Attached)

ANNEX B - CERTIFICATE OF INSURANCE (Not required at solicitation closing)
CERTIFICATE OF INSURANCE



Description and Location of Work Domestic Coal Screening Contract To supply coal for domestic heating purposes to eligible former employees of Cape Breton Development Corporation	Contract No. EB899-190641
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
------------------------------	-----------------------	------	----------	-------------

Additional Insured

Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
Commercial General Liability Umbrella/Excess Liability				\$	\$	\$
				\$	\$	\$

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)	Telephone number
Signature	
	Date D / M / Y

CERTIFICATE OF INSURANCE Page 2 of 2

General

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.

The Policy shall be endorsed to provide the Owner with not less than 30 days' notice in writing in advance of any cancellation or change or amendment restricting coverage.

Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

Commercial General Liability

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

- (a) Blasting.
- (b) Pile driving and caisson work.
- (c) Underpinning.
- (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.

The policy must have the following minimum limits:

- (a) **\$5,000,000** Each Occurrence Limit;
- (b) **\$10,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$5,000,000** Products/Completed Operations Aggregate Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.

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PWA-8-80019

CCC No./N° CCC - FMS No./N° VME

ANNEX D
SAFE WORK PRACTICE 14
Contractor Safety and Environmental Performance Requirements
Revised 2017 01 01
(See Attached)

STATEMENT OF WORK

Title:

Domestic Coal Screening Contract

Background:

In June of 2014 the liabilities of the former Cape Breton Development Corporation were transferred by federal legislation to Public Services and Procurement Canada (PSPC). Included among these liabilities is an obligation to supply coal for domestic heating purposes to eligible former employees of the Cape Breton Development Corporation. The coal for the program is purchased from Nova Scotia Power Inc. (NSPI).

Scope:

The coal is screened by a contractor engaged by PSPC. Screening is performed on site at NSPI's Lingan Generating Station. Coal is screened into two specific sizes (screened size for shovel feeding and pea size for stoker feeding – hereinafter referred to as screened coal and pea coal). The screening contractor is also required to ship the coal to distribution yards in Dominion, N.S. and Sydney Mines, N.S.

Required yield from screening Operations: 1,200 tonnes

Above total consists of approx. **400 tonnes*** of screened and **800 tonnes*** of pea coal.

Approx. 250 tonnes of above will be required to be shipped to the Sydney Mines Coal Yard

Screened and pea coal will be weighed upon delivery to coal yards on certified scales provided by PSPC which will verify shipment weight.

*** These are the required yields. The amount of coal that must be screened to produce the required yield for each product will be greater than this amount and dependent on the characteristics and quality of the coal being screened. The excess coal will be returned to the on-site NSPI coal bank.**

Constraints:

Location

The screening will be conducted on site at NSPI's Lingan Generating Station.

Mandatory Equipment

-Coal Screeners - must be able to yield following products:

Screened Sizing - 3 1/2" to 3/4" with maximum 5.0% of -28 mesh material
Pea Sizing - 3/4" to 3/8" with maximum 5.0% of -28 mesh material

These ranges are the required specification of the product. Bidders with coal screening equipment which cannot yield product within these ranges will not qualify under this RFP.

-The contractor will be required to move the coal to screeners and load trucks with equipment equivalent to or better than the following:

Hydraulic excavator
Bulldozer
Front End Loader
Rear Dumping Trucks with minimum capacity of 20- 35 tonnes

-All insurance and liability issues with respect to the operation of equipment at the Lingan site and trucking of the coal to the PSPC Coal Yards is the responsibility of the successful bidder.

-All equipment is to be in good working condition at all times and carry all required permits and registrations. Equipment is subject to inspection by PSPC representatives before awarding of the contract and for the duration of the contract. Work is not to be delayed due to equipment unavailability or failure during the period of the contract and therefore the contractor must be prepared to repair or replace any faulty equipment within a time frame agreed by PSPC's representative. Failure to do so, could result in termination of the contract

Loading and Shipping

Trucks hauling coal must be adequately tarped and kept clean so that coal does not contaminate the highways on which they are travelling.

Nova Scotia Power Inc.

As the screening will occur on Nova Scotia Power Inc.'s property, the successful bidder must be permitted access to the screening site by NSPI. Therefore, the final selection of the bidder is subject to NSPI's approval, **which must be obtained from NSPI in advance of awarding the contract.**

Safety Requirements

Bidders will be required to demonstrate their commitment to work safety and environmental compliance by:

REQUIRED WITH BID

The following Requirements are to be submitted with the bid proposal. Not submitting the Requirements with the bid proposal may deem the bid **NON-RESPONSIVE**.

- 1) Providing a copy of their firm's safety plan which will be reviewed for adequacy as part of selection criterion;
- 2) Signing "Nova Scotia Power Incorporated's Safe Work Practice 14 – Contractor Safety and Environmental Performance Requirements" (copy attached).
- 3) Providing verification that they are registered and in good standing with the Nova Scotia Workers' Compensation Board.
- 4) Description of each piece of equipment to be used including make, series and load capacity and projected number of workers to be assigned to the project should also be provided.

All of these documents must be provided at the time of bid submission and must be satisfactory to PSPC in order for the bid to be considered in the selection process.

Period of Performance:

Screening will begin upon the awarding of the contract and will continue in a consistent and expedient manner until the full 1,200 tonnes are screened by September 13, 2018. Trucking of the product will begin September 14th and be completed by September 30, 2018.

Bidders must be able to demonstrate to satisfaction of PSPC prior to awarding of contract that they have ability to perform the required statement of work within the stated timeline. This demonstration could include providing proof that the required equipment is available for immediate deployment, that it is in good working order, and that bidder is familiar with coal screening operations, as well as loading and trucking activities.

Termination

The contract may be terminated with one week's notice by PSPC for inadequate performance.

1. PURPOSE

The purpose of this Safe Work Practice is to prevent injuries and illness as well as other safety and environmental incidents due to the activities of contractors working for Nova Scotia Power Inc. (hereafter identified as NSPI). The practice provides a standard for the management of contracts from planning to completion.

The practice establishes minimum standards for contractor management and provides guidance to employees who manage contracts to ensure safe completion of contracted work. In every instance the NSPI Contract Administrator has the authority to demand a higher level of performance than the minimum specified in this safe work practice. The practice establishes clear accountabilities, encourages active engagement of contractors and provides a consistent and structured approach to contractor health, safety and environmental management.

For the purpose of this Safe Work Practice (SWP), constructors and contractors will both be considered Contractors. Risk management for contracted work is divided into two (2) levels, based on exposures of the contracted work, Contractor or Service Provider.

2. DEFINITIONS

2.1. NSPI Contract Manager

The NSPI employee managing the overall project or contract in the case of a multi-year contract, for which the Contractor has been hired. This person must be identified for each contract.

2.2. NSPI Contract Administrator

The NSPI employee most closely associated with, and responsible for, the work being performed by the Contractor. The NSPI Contract Manager and NSPI Contract Administrator may or may not be the same person. This person must be identified for each contract.

2.3. Contractor

A company hired by NSPI to complete work at an NSP worksite. The company may or may not have a written contract for the work. For the purpose of this Safe Work Practice, a Contractor is a company providing a service other than conducting administrative business in an office only environment.

2.4. Service Provider

A company or individual who provides a service that assists NSPI in maintaining day-to-day administration such as, but not limited to, delivery/courier services, administrative equipment and supplies providers (copiers, printer, paper, etc.), vending machine suppliers, vehicle and equipment sales and rental companies.

2.5. Sub-contractor

A company or individual engaged to perform work by a Contractor for NSPI who are not direct employees of the Contractor.

2.6. Workers Compensation Board (WCB) Safety Certification

Accreditation issued to companies who have passed an audit of their health and safety management system. Audits are conducted by audit providers approved by the WCB.

2.7. Certificate of Recognition (CoR)

Nova Scotia Construction Safety Association accreditation issued to companies who have passed an audit of their health and safety management system.

3. ROLES AND RESPONSIBILITIES

There may be times when responsibilities overlap; it is the ultimate responsibility of the Contractor to ensure Contractor, Contractor Supervisor and Contractor Employees/Sub-contractors roles and responsibilities are complete.

The participants below shall be aware of and follow requirements in addition to other applicable HSE and company standards as applicable.

3.1. NSPI Contract Manager

- 3.1.1. Oversee the overall implementation, execution and completion of the contract
- 3.1.2. May act as Contract Administrator
- 3.1.3. For bids from returning contractors, review past performance and evaluation in collaboration with applicable Department (i.e. Procurement, Engineering, etc.) during the Prequalification stage.

3.2. NSPI Contract Administrator

- 3.2.1. Act as contact for those involved in the contract
- 3.2.2. Ensure applicable parties, if necessary, are aware of planned activities prior to work execution (employees at a work site)
- 3.2.3. Review Safe Work Practice 14 with the Contractor prior to the start of work/contract.
- 3.2.4. Orient the Contractor, Contractor employees/Sub-contractors prior to the work
- 3.2.5. Verify the Contractor is informed of site specific safety and environmental requirements
- 3.2.6. Ensure applicable documentation is received and maintained
- 3.2.7. Ensure effective communication and coordination of work with other contractors and/or NSPI employees on site
- 3.2.8. Conduct start-up meetings, annual meetings for multi-year contracts and meetings as determined required
- 3.2.9. Conduct observations, inspections and audits
- 3.2.10. Manage Contractor performance
- 3.2.11. Ensure Contractor incidents/investigations are received and entered in to the NSPI Incident Database (SWP 14, Section 13).
- 3.2.12. Ensure appropriate notifications are made after a Contractor incident (SWP 03 Incident Response)
- 3.2.13. Consult with NSPI resources such as, but not limited to, Safety, Environmental and Procurement departments as required.
- 3.2.14. Review any significant changes to a contract to ensure any safety, health and/or environmental impacts are considered.
- 3.2.15. Conduct Contractor Performance Evaluation; review in closing meeting or annually for multi-year contracts

3.2.16. Maintain the Contractor Database as required

3.3. Contractor

- 3.3.1. Ensure fulfillment of the requirements of this Safe Work Practice
- 3.3.2. Be aware, of and abide by, applicable safety and environmental requirements included in NSPI practices and procedures and applicable legislation
- 3.3.3. Ensure employees/sub-contractors are qualified where required, have appropriate training, skills, and ability to perform work; competent as defined by the NS Occupational General Safety Regulations
- 3.3.4. Ensure employees/Sub-contractors are fit for work and not under the influence of alcohol and/or drugs
- 3.3.5. Ensure employees/sub-contractors are aware of and adhere to the requirements contained within SWP 14
- 3.3.6. Participate in the NSPI General and Site Specific orientations prior to the start of work.
- 3.3.7. Attend safety and other meetings as required
- 3.3.8. Ensure activities/areas under their control are adequately supervised
- 3.3.9. Supply a site Safety and Health Officer/Representative as required or requested
- 3.3.10. Perform ongoing risk assessments
- 3.3.11. Stop work conducted in an unsafe manner or during unsafe conditions that may present a risk to people, property or the environment
- 3.3.12. Immediately report injuries, safety incidents and environmental incidents to the Contract Administrator (see section 12)

3.4. Contractor Supervisor

- 3.4.1. Participate in the NSPI General and Site Specific orientations prior to the start of work.
- 3.4.2. Attend safety and other meetings as required
- 3.4.3. Perform ongoing risk assessments
- 3.4.4. Identify hazards throughout the job and ensure appropriate controls are in place
- 3.4.5. Ensure employees/Sub-contractors receive general and site specific orientation prior to beginning work
- 3.4.6. Ensure employees/Sub-contractors are fit for work and not under the influence of alcohol and/or drugs
- 3.4.7. Conduct morning meetings with employees/Sub-contractors to review daily work, hazards, emerging issues, etc.
- 3.4.8. Ensure proper equipment and personal protective equipment is available and used properly
- 3.4.9. Ensure Risk Assessments are completed daily/per task
- 3.4.10. Ensure procedures, practices, legislation are followed
- 3.4.11. Ensure applicable documentation is available for NSPI Contract Administrator inspection/audit
- 3.4.12. Ensure applicable documentation is available to employees/Sub-contractors
- 3.4.13. Conduct observations, inspections
- 3.4.14. Stop work conducted in an unsafe manner or during unsafe conditions that may present a risk to people, property or the environment
- 3.4.15. Immediately report injuries, safety incidents and environmental incidents to the Contract Administrator (see section 12)
- 3.4.16. Participate in investigations as required

3.5. Contractor Employees/Sub-contractors

- 3.5.1. Only perform work they understand and are qualified to perform
- 3.5.2. Be fit for work and not under the influence of alcohol and/or drugs
- 3.5.3. Work safely in the manner instructed
- 3.5.4. Use appropriate PPE and safety equipment
- 3.5.5. Attend meetings as required
- 3.5.6. Identify hazards and incorporate appropriate controls
- 3.5.7. Protect themselves, fellow employees and those in the area of the work site
- 3.5.8. Report health and safety and environmental concerns
- 3.5.9. Report all incidents as listed in Section 11 of this document

3.6. Safety Department

- 3.6.1. Assist Contract Manager/Contract Administrator as required
- 3.6.2. Periodically review and update Safe Work Practice 14
- 3.6.3. Periodically monitor compliance to Safe Work Practice 14

3.7. Environmental Policies and Procedures and Environment Department

- 3.7.1. Support the use and implementation of Safe Work Practice 14
- 3.7.2. Periodically review and update Safe Work Practice 14
- 3.7.3. Periodically monitor compliance to Safe Work Practice 14

3.8. Health and Wellness Department

- 3.8.1. Provide support and act as a resource regarding Emera policies and procedures (i.e. Alcohol and Drug Policy and Procedure, etc.)

4. REQUIREMENTS

4.1. Contractors

- 4.1.1. Proof of Insurance (minimum \$2M liability, \$2M auto standard)
- 4.1.2. Workers Compensation Board registration
- 4.1.3. Workers Compensation Board Safety Certification or Certificate of Recognition (CoR) certification
- 4.1.4. License or certificate to perform the work, where applicable
- 4.1.5. Relevant/required documentation as identified in the Pre-Work Meeting Checklist (Appendix A)
- 4.1.6. Unless otherwise specified, the contract for a one-time project/job must include a provision for adequate site supervision by the Contractor.
- 4.1.7. Requirements in the Pre-Work Meeting Checklist (Appendix A) must be reviewed for all contractors. The NSPI Project Coordinator and/or NSPI Contract Administrator will determine which, if any, apply.

NOTE: High risk or large scope projects may require additional insurance; please contact the Manager of Corporate Insurance to determine need.

4.2. Service Provider (where a contract in place or regular service is provided)

- 4.2.1. Proof of Insurance (minimum \$2M liability, \$2M auto standard)
- 4.2.2. Workers Compensation Board registration
- 4.2.3. Appropriate Personal Protective Equipment

4.2.4. To receive a site specific orientation OR be accompanied by an NSPI employee for the duration of the work

NOTE: Licensed or certified Service Providers will be given first preference. When a Service Provider does not have the listed amount of insurance, please contact the Manager of Corporate Insurance to determine need.

5. SITE SAFETY

- 5.1. The Contractor has responsibility for the safety of their employees, those they bring to the work site, including Sub-contractors, and those that enter the work site.
- 5.2. Only Sub-contractors approved by NSPI may work at the work site.
- 5.3. Contractor employees and Sub-contractors will attend a safety orientation provided by the NSPI Contract Administrator or approved designate prior to beginning work or annually if applicable.
- 5.4. The Contractor will provide the NSPI Contract Administrator with an Emergency Plan for a work site where appropriate; procedures for managing applicable emergencies (medical, fire, chemical, etc.)
- 5.5. Service Providers will receive an orientation appropriate to their work, otherwise they must be accompanied on site, at all times, throughout the duration of their work.

6. JOB SAFETY PLAN/RISK ASSESSMENT

- 6.1. Contractors for a one-time project/job will create a Job Safety Plan to be submitted to the NSPI Contract Administrator in writing prior to beginning work. The Job Safety Plan will include the scope of work, detail tasks for the project/job, list hazards associated with each task and include controls for each hazard.
- 6.2. All contract work considered specialized or high risk (i.e. blasting, diving, work not previously undertaken by the company or undertaken infrequently) shall include consultation with a subject matter expert and may include additional oversight involving the subject matter expert.
- 6.3. Contractors conducting work on a regular basis, for example, a pole setter, will provide to the NSPI Contract Administrator, written procedures for their tasks. A Job Safety Plan may be required based on the hazards and scope of the job; to be determined by the NSPI Contract Administrator/Area Manager.
- 6.4. Risk Assessments will be conducted at the beginning of each day/task at the job site prior to starting work to ensure effective controls are in place to eliminate or mitigate hazards (see SWP 10 in the NSPI Safety Manual).
- 6.5. The NSPI Contract Administrator will advise the Contractor of site specific safety requirements.
- 6.6. Service Providers will be made aware of site specific hazards, controls in place and any safety requirements.

7. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- 7.1. The following PPE is mandatory in all NSPI operational areas, construction sites and yards:
 - 7.1.1. Eye protection – clear with side shields that are satisfactory to NSPI
 - 7.1.2. Foot protection – CSA certified, electric shock resistant (ohm symbol)
 - 7.1.3. Head protection – CSA certified, Class E

- 7.2. Additional PPE may be required, specific to the task, as identified by the Risk Assessment and/or area signage:
 - 7.2.1. Hearing protection
 - 7.2.2. Hand protection
 - 7.2.3. High Visibility Clothing
 - 7.2.4. Arc Rated Clothing
 - 7.2.5. Fall Protection, etc.
- 7.3. PPE application and use must comply with the requirements under the Occupational Health & Safety Act and regulations and SWP 28 in the NSPI Safety Manual.
- 7.4. The Contractor Supervisor is responsible to ensure that employees and sub-contractors have the appropriate equipment, are trained in its use and use it properly.

8. ENVIRONMENTAL

All Contractors shall comply with applicable federal, provincial and municipal environmental legislation, standards and work practices. This includes, but is not limited to:

- 8.1. Nova Scotia Environment Act and regulations
- 8.2. Canadian Environmental Protection Act and regulations
- 8.3. Applicable municipal by-laws
- 8.4. NSPI Contractor Environmental Requirements manual
- 8.5. NSPI work specific environmental procedures

9. VEHICLES

All vehicles must meet the following regulatory requirements where applicable:

- 9.1. Nova Scotia Provincial Motor Vehicle Act
- 9.2. National Safety Code (pre-trip inspections, lifting devices, air brakes, etc.)
- 9.3. Nova Scotia Provincial Workplace Health and Safety Regulations (Fall Protection, Scaffolds and Other Elevated Work Platforms)
- 9.4. Nova Scotia Occupational Health and Safety Regulations (Hoists and Mobile Equipment).

10. INSPECTIONS AND AUDITS

- 10.1. Contractors, Contractor Supervisor, contractor employees/Sub-contractors shall co-operate with Department of Labour and Advanced Education Officers (DOL) and other regulatory agencies during site inspections/investigations.
- 10.2. Contractors shall notify NSPI immediately of a site inspection by a DOL Officer and provide NSPI with a copy of any orders or inspection reports within 24 hours.
- 10.3. Deficiencies noted by the DOL Officer must be rectified as soon as possible and the corrective action taken reported to the NSPI Contract Administrator.
- 10.4. Contractors shall notify the NSPI Contract Administrator of any other visits by regulatory agencies.
- 10.5. The NSPI Contract Administrator, or other NSPI staff involved with the project, will conduct observations, inspections and/or audits throughout the project/job.
- 10.6. The Contractor must provide documentation supporting the requirements of this Safe Work Practice and applicable legislation during NSPI Contract Administrator inspections/audits.

- 10.7. The NSPI Contract Administrator has the right to stop the job until further notice if major deficiencies are found, especially in the case of repeat violations.

11. INCIDENT REPORTING AND INVESTIGATIONS

Any NSPI employee, contractor or sub-contractor employee who observes a hazardous act or condition shall report the matter to the appropriate party.

11.1. General

11.1.1. All incidents, regardless of severity, shall be reported to the Contract Administrator immediately.

11.1.2. Contractors are responsible to initiate and complete investigations. Initial reports are to be provided to NSPI within 24 hours.

11.1.3. Completed reports for minor incidents are required to be received by NSPI within 48 – 72 hours.

11.1.4. Completed reports for major incidents are required to be received by NSPI in a time frame set by NSPI after initial report review.

11.1.5. Contractors are responsible to report all injuries or medical treatments to the Worker's Compensation Board within five (5) days.

11.1.6. Where applicable, the Contractor is responsible to forward the final report to the Department of Labour and Advanced Education and WCB.

11.2. Serious Injury or Fatality (Major Incidents)

11.2.1. In the event of a serious injury or fatality, the priority is to care for casualties and prevent further injuries.

11.2.2. The NSPI Contract Administrator will follow the notification process as outlined in SWP 03 – Incident Response.

11.2.3. Responsibility for notification of next of kin of the injured contract employee or Sub-contractor lies with the Contractor Supervisor (or designate).

11.3. Environmental Incidents

11.3.1. All environmental incidents shall be reported to the NSPI Contract Administrator immediately for appropriate action.

11.4. Other Incidents (Minor Incidents)

11.4.1. The following incident types may be considered major incidents dependent on the initial investigation:

11.4.1.1. Personal Injury

11.4.1.2. Electrical Contact

11.4.1.3. Property Damage

11.4.1.4. Vehicle Incidents

11.4.1.5. High Potential

11.4.2. Contractors are encouraged to report pro-active reports from their employees/Sub-contractors.

Contract Administrators shall contact the Emera Corporate Insurance Department by phone within 24 Hours of an incident involving third parties. For the purpose of this process, a third party can refer to a customer, contractor, supplier, business partner or member of the general public. Incidents include:

- Serious injury or fatality
- Third party liability incidents expected to exceed \$15,000.00 CDN/USD
- Electrical Contacts
- Automobile claims expected to exceed \$15,000.00 CDN/USD
- Environmental/pollution claim expected to exceed \$75,000.00 CDN/USD
- Environmental/pollution claim where there is release of pollutants to any body of water (i.e. lakes, oceans, etc.)

12. PERFORMANCE TRACKING AND CORRECTIVE ACTION PROCESS

If Contractor safety and/or environmental performance is not satisfactory or not in accordance with NSPI practices, the NSPI Contract Administrator, NSPI Safety or NSPI Environmental personnel may stop work at the site(s). Performance may be managed by occurrences of concern/issues.

Unsatisfactory performance may result in:

- 12.1. Initial occurrence: On site Interview – Verbal Warning
- 12.2. Second occurrence: On site Interview – Documented and signed off
- 12.3. Third occurrence: On site Interview – Final Warning Letter
- 12.4. Contract Dismissal

NOTE: Serious infractions may be result in immediate contract dismissal regardless of step process.

13. CONTRACT COMPLETION

The NSPI Contract Manager or NSPI Contractor Administrator shall complete a final inspection of the worksite and a final review of project documentation to verify contract conditions have been met.

The NSPI Contract Administrator will complete the Contractor Performance Evaluation (Appendix B) at the end of each project or annually for multi-year contracts, to be reviewed with the Contractor.

14. AGREEMENT

I have read, understood and will follow the requirements of Nova Scotia Power Incorporated's Safe Work Practice 14 – Contractor Safety and Environmental Performance Requirements as it is pertains to the contract.

Project: _____

Contractor Company Name (Please Print): _____

Contractor Representative Name (Please Print): _____

Contractor Representative Signature: _____ **Date:** _____

Contractor Supervisor Name (Please Print): _____
(If different than Contractor Representative)

Contractor Supervisor Signature: _____ **Date:** _____

NSPI Contract Manager Name (Please Print): _____

NSPI Contract Administrator Name (Please Print): _____

NSPI Contract Administrator Signature: _____ **Date:** _____

Additional Comments:

APPENDIX A

NSPI Pre-work Meeting Checklist

By initialing the Contractor Sign-off section, you are agreeing to complete the requirement prior to the start of work and/or confirming the information is available for inspection/audit.

Initials in the left column indicate how the material must be available:

- “H” indicates a hardcopy of the document must be received and maintained by NSPI with Contract material (an electronic version of the document may be acceptable as approved by the NSPI Contract Administrator)
- “A” indicates the document needs to be available to NSPI at any time
- “HS” indicates a hardcopy of the document(s) must be available at the work site.

Contractors are required to adhere to the latest version of applicable federal, provincial and municipal laws and regulations.

Contractors must also follow applicable Nova Scotia Power Incorporated (NSPI) rules, guidelines, methods, practices and procedures while conducting business on behalf of and/or while on NSPI work sites.

CERTIFICATION Requirement		Required?	Contractor Sign-off	Complete/Received
H	Company Safety Program Certification (-WCB Safety Certification, CoR Certification)			
H	Appropriate Insurance Coverage			
H	WCB Registration			
A	Emergency First Aid certificates			
A	WHMIS certificates			
H	Blasting – valid NS certificate required			
A	Transportation of Dangerous Goods certification			
A	Hoisting ticket			
A	Welding certification			
A	Journeyman Line Person certification			
Other: Examples Confined Space Awareness, Fall Protection, Traffic Control, Environmental Certifications, etc. (List below):				

Safe Work Practice 14
Contractor Safety and Environmental Performance Requirements
Revised: 2017 01 01

WORK PROCEDURES Requirement		Required?	Contractor Sign-off	Complete/ Received
<i>All procedures will be reviewed and agreed upon by NSPI Contract Administrator</i>				
HS	NSPI Safety Manual – Safe Work Practices must be adhered to.			
HS	NSPI Contractor Environmental Requirements Manual			
A	Applicable NSP procedures (Standard Work Methods (SWM), Maintenance Procedures, etc.) Please list.			
HS	Limits of Approach (Regulations, SWP 35)			
A	Lock-out Practices (SWP 52, Individual area procedures)			
A	Pole Setting (Applicable SWM's)			
A	Sloping and Shoring of Trenching or Excavations (Work Procedures required)			
A	Blasting Procedures (Work Procedures required)			
A	Placing Concrete (Work Procedures required)			
A	Temporary Power (Work Procedures required)			
A	Scaffolding Plan; P.Eng approval if >=50 ft (Work Procedures required)			
A	Confined Space Entry (Work Procedures required)			
A	Diving Plan (and associated documents)			
A	Welding Procedure/Plan (Work Procedures required)			
A	Fuel Storage/Material Storage (Work Procedures required)			
HS	Emergency Procedures (Work Procedures required)			
H	Security Requirements			
HS	Temporary Workplace Traffic Control Manual			
A	Environmental Procedures (to be covered under Job Safety Plan)			
Other (List below):				

PERSONAL PROTECTIVE EQUIPMENT Requirement <i>Review minimum PPE required in Section 9 of SWP 14</i>		Required?	Contractor Sign-off	Complete/ Received
-	Eye Protection			
-	Head Protection - (Class E hardhat working on/near electrical apparatus, Class G hardhat for general areas)			
-	Foot Protection			
-	Hearing Protection			
-	Hand Protection			
-	Arc Rated and/or Fire Rated clothing			
-	High Visibility Clothing			
-	Respiratory Protection			
-	Chain Saw Legging Protection and other appropriate gear			
-	Rubber Gloves (proper class and tested)			
-	Fall Arrest equipment			
Other (List below):				

EMERGENCY EQUIPMENT Requirement		Required?	Contractor Sign-off	Complete/ Received
-	First Aid Kit (Appropriate kit and number per work site)			
-	Fire Extinguishers – Minimum 10 lbs (Appropriate number per work site)			
-	Eyewash Bottle(s)/Station			
-	Erosion and Sediment Control/Spill Material (if applicable)			
-	Environmental Spill Kit			
Other (List below):				

APPENDIX B

Contractor Performance Evaluation

Please rate each Element as “Acceptable”, “Acceptable with Corrective Actions” or “Not Acceptable” and add detail in the Comments/Action Required section to support the Performance Level selected.

Element	Performance Level	Comments/Action Required
SAFETY		
Site Safety Plan and Hazard Assessment		
Supervision		
Personal Protective Equipment		
Vehicles		
Department of Labour Orders/Inspection Notification		
Followed applicable Legislation and Regulations		
Followed approved procedures		
Site set-up		
Incident Reporting		
Safety Meetings		
Communicated requirements to employees (subs)		
NSPI Safety Observations/Audit Results		

Please rate each Element as “Acceptable”, “Acceptable with Corrective Actions” or “Not Acceptable” and add detail in the Comments/Action Required section to support the Performance Level selected.

Element	Performance Level	Comments/Action Required
ENVIRONMENT		
Followed applicable Legislation and Regulations		
Followed NSPIs Contractor Environmental requirements		
Communicated requirements to employees (subs)		
Incident Reporting		
QUALITY		
Followed NSPI work methods, procedures and practices		
Work site maintained in good housekeeping condition		
JOB MANAGEMENT		
Followed NSPI Customer Communication protocol with complete and accurate documentation		
Followed job reporting procedures as required		
Demonstrated efficient and effective application of resources for completion of work		
Maintained open communication with NSPI Contract Administrator		
OTHER COMMENTS/NOTES:		