



TOWN OF POUCH COVE

660 Main Road
PO Box 59
Pouch Cove, NL
A0A 3L0

(709) 335-2848 (ph)
(709) 335-2840 (fa)
info@pouchcove.ca
www.pouchcove.ca

Standing Offer Sheet

Notes:

- The following package is a pricing package that will be filled out by multiple contracting companies in the case of numerous different emergencies, minor projects under \$20,000, or other situations arise where a contractor is needed. Please fill out the quantitative prices, which are located at the end of the document, so the Town can create a list of prices for the different contractors in the region to be considered for work/projects.
- In performing a project, the CAO is not obligated to use the standing offers and may request lump sum quotes at any time for any individual project.
- Questions can be directed to the CAO or Lead Hand. Where a written response is given, the question and response will be shared with all contractors who have indicated interest in the project at hand.
- The CAO will approve which contractor is chosen for any given project. The CAO will use their discretion in assigning work for a variety of reasons to achieve best value for the Town which means that the contractor with the lowest price may not always be selected.
- The CAO or the Lead Hand will contact approved contractors and, if one contractor does not answer or declines the work, the next contractor will be contacted. If a contractor cannot mobilize within 2 hours the Town may contact the next contractor on the list. For non-urgent/non-emergency work, contractors will generally be granted a minimum of 24 hours to provide an answer.
- All contractors must adhere to all OHS standards for all projects/Jobs. The CAO reserves the right to dismiss a contractor and cancel their contract (without pay) should they fail to adhere to OH&S regulations or should any of their agents undertake unsafe actions or use of equipment (including failure to use safety equipment/devices) or any other act, attitude, or statements (verbal or written) that undermine the workplace safety culture.
- The contractor will be responsible for delivery of the material required.
- All material must conform to the latest version of the Government of Newfoundland and Labrador Municipal Water, Sewer and Roads Master Construction Specification. Test information must be available for applicable products if requested.



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- The CAO, through the Lead Hand, reserves the right to direct the timing and quantity of each project and/or delivery of material.
- Payments will be issued based on the quantities and hours of work as determined by the Town. Contractors shall maintain records as to certify the quantities/hours attributed to a job that can be reproduced for the Town when requested. Where the CAO is satisfied that the time mobilized is not necessarily equal to the time spent performing productive work, the CAO may discount the final number of hours paid. Where there is a dispute as to the quantities and hours actually performed, the CAO's decision will be final.
- The CAO, in consultation with the Lead Hand, reserves the right to assess contractor performance during bidding and execution of work and to consider such performance matters in the awarding of future work. Where such performance matters are to negatively impact a contractor, they will be communicated to the contractor. For example, this would include but is not limited to the following:
 - o The CAO may establish performance metrics for certain work in terms of cost, quality, and timeliness and a contractor who is unable to meet that performance metric on multiple occasions may be excluded from work of a similar nature.
 - o All operators for the towns work shall be seasoned and qualified with all applicable courses. The CAO reserves the right to reject certain contractor employees from performing work based on their past performance in such work within the town. Costs related to delays resulting from the rejection of unqualified employees will not be paid by the Town.
 - o If a contractor acts in an unprofessional or discourteous manner to town employees or residents they may be excluded from future work with the Town.
 - o If a company is called and repeatedly declines work or requires too long on multiple emergency tenders, they may be excluded from future emergency work
 - o If a company is called for work and continuously sub-contracts significant portions of the work, the Town of Pouch Cove reserves the right to no longer call the main contractor and contact the sub-contractor directly in the future.
 - o If a company declines to bid or bids more than 100% higher than the lowest qualified bid on 5 occasions, in the interest of administrative efficiency they may be excluded from future invitations to bid.
- Complaints regarding the Town's procurement process on any project can be submitted in writing to the CAO to be considered in our process for any future project.



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Contractor Information:

1. Employee Name:
2. Position held with company:
3. Company Name:
4. Email:
5. Work Phone:
6. Cell Phone:
7. Courses with Expiry Date: Please List Below (Attached scanned certificates to document)
8. Preferred contact the same person as who's filling out the form? check: Yes / No

If yes is selected in item 8 please skip lines 9 to 12.

9. Preferred Contact Name:
10. Preferred Contact Position with Company:
11. Preferred Contact Email:
12. Preferred Contact Cell Phone Number:
13. Preferred Contact Work Number:
14. Preferred Method of Contact (Circle one): Email / Work Phone / Cell Phone

Note: On emergency tenders or urgent repairs the town will contact via phone. There may not be a wait time if a call is not answered.

15. Location of company depot:
16. Estimated emergency response time to Pouch Cove:
(This will be used for emergency work or water breaks to get the issue fixed as fast as possible)



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Please Note:

- Please submit along with this form all and any additional qualifications which your company can offer.
- Contractors shall be required to provide copies of licenses and current safety certificates for employees who perform work for the Town of Pouch Cove. A minimum set of certifications for various employees is as follows:
 1. Site Supervisor - First Aid
 2. Dump Truck - Class 3/1 Drivers License and Air Brake Endorsement/Powerline Hazards
 3. Excavators and Backhoes - Class 8 Drivers License, Powerline Hazards Training Certificate, and Trenching Certificate.
 4. Working from Heights - Fall Protection Certificate possible (aerial platform).
 5. Working in Confined Spaces - Confined Spaces Certificate
 6. Flag's person - Level 1 Traffic Control Certificate (Level 2 is required for personnel involved in setting up signs)
 7. Clear standing letter from Workplace NL for all companies.
- For jobs primarily led by contractors, copies of completed site specific hazard assessments and any required safety permits must be provided to the Town prior to the start of work (i.e. traffic control plans, dial-before-you-dig underground power permit, fall protection plan, confined space entry permit, etc.). Contractors may submit their own template for review or they may use the Town of Pouch Cove templates.
- For jobs primarily lead by the Town of Pouch Cove where safety plans are prepared by the Town, contractors shall review and sign-off on such plans where applicable before starting work.



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Standing Offer Sheet Table

	Description	Pricing unit	Unit Price (Hour)	Unit Price (Day)	Unit Price (Week)	Unit Price (Rental)
	Equipment/Personnel	-	-	-	-	-
1	Full Size Excavator - 200/equivalent or bigger	Hour/Day/Week/Rental				
2	Mid Size Excavator - 75/equivalent or bigger	Hour/Day/Week/Rental				
3	Mini Excavator - 27/equivalent or bigger	Hour/Day/Week/Rental				
4	Single Axle Dumptruck	Hour/Day/Week/Rental				
5	Tandem Dumptruck	Hour/Day/Week/Rental				
6	Tandem Tandem Dumptruck	Hour/Day/Week/Rental				
7	Backhoe (Full Size) 310/equivalent or bigger	Hour/Day/Week/Rental				
8	Loader 544/equivalent or bigger	Hour/Day/Week/Rental				
9	10 ton roller	Hour/Day/Week/Rental				
10	Equipment Operator	Hour/Day/Week/Rental				
11	Flag Person	Hour/Day/Week/Rental				
12	Labourer	Hour/Day/Week/Rental				
13	1000lb Reversible Temper	Hour/Day/Week/Rental				
14	Float Move	Per Use				
	Materials	-	Unit Price	-	-	-
1	Class "A" Gravel	Per Ton		-	-	-
2	Class "B" Gravel	Per Ton		-	-	-
3	OM (Regular structural Fill/Pit run fill)	Per Ton		-	-	-
4	1/4" minus	Per Ton		-	-	-
5	3/4" Clear	Per Ton		-	-	-
6	1.5" Clear	Per Ton		-	-	-
7	4" minus	Per Ton		-	-	-
8	Blasted Rock	Per Ton		-	-	-
	General Work	-	Unit Price	-	-	-
1	Ditching (See following page)*	Hour		-	-	-
2	Shouldering (See Following Page)*	Hour		-	-	-

3: Paving Surface Course (Per Ton) \$ _____ 50mm Thickness Compacted (per m²) \$ _____ 80mm Thickness Compacted (per m²) in 2 Lifts \$ _____
 4: Paving Base Course (Per Ton) \$ _____ 50mm Thickness Compacted (per m²) \$ _____ 80mm Thickness Compacted (per m²) in 2 Lifts \$ _____

Note: all the above sizes are in John Deere.

General work will also require a written description of the means of performing such work (i.e. Bucket Size, Truck Size, Excavator Size, Crew Size, etc.) and a job will be awarded by the CAO's judgment as to who will provide the best value (where the lowest price may not be accepted).