



## 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](mailto:info@pouchcove.ca)

[www.pouchcove.ca](http://www.pouchcove.ca)

## Standing Offer Sheet – Electrical Services

### 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 to get the issue fixed as fast as possible)

**Please Note:**

- Please submit along with this form all and any additional qualifications which your company can offer.



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- 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. Journeyman Electrician
  3. 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.
  
- Please refer to schedule A for complete overview of Scope of work -Electrical Services.



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### SCHEDULE A –

#### SPECIFICATIONS OF GOODS AND SCOPE OF SERVICES – Electrical Services

##### 1. SCOPE OF SERVICES

1.1 The Town of Pouch Cove is seeking experienced and qualified electrical contractors with proven ability to perform construction, renovation, and repair services for a wide variety of small to large-scale projects at various locations within the Town on an “as and when” required basis. The Goods and Services include without limitation the supply and delivery of material, the provision of skilled labour, and equipment to provide the Goods and perform the Services and other requirements of this standing offer in the Town.

1.2 A brief description of the Goods and Services falling under NEWFOUNDLAND AND LABRADOR REGULATION 120/96 (*Electrical Regulations* under the *Public Safety Act* (O.C. 96-502) Electrical including: (a) Installation and repair permits (b) Maintenance Permits other work shall include but not limited to (c) Conductors and cables; (d) Grounding and bonding; (e) Connections, wiring devices and fixtures; (f) Interior and exterior lighting; (g) Communications cabling; (h) Testing of electrical systems; and (i) Processing all trades permits.

1.3 The preceding list is provided as a sample of the Services that the Applicant may be required to perform. The Town reserves the right to make minor amendments to this list as necessary. The actual Goods and Services required will vary from project to project.

1.4 The Contractor will be expected to provide all materials, labour and equipment necessary for meeting the requirements of the individual project or work request. All fixtures, materials and new equipment shall be pre-approved by the Town section prior to commencement of any project. The Contractor will also prior to any project’s commencement be required to become familiar with important site-specific standard documents.



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1.5 Work sites vary, and it is not uncommon to move to and from various work sites throughout the day.

1.6 The Contractor should be prepared to submit a list of potential subcontractors for approval by the Town prior to the commencement of any project. The Contractor is responsible for supervising and coordinating all Services delegated to the subcontractor(s) and for the proper execution of the Services.

## 2. ALLOCATION OF SERVICES

2.1 The Contractor may be allocated Goods and Services depending on the Town's needs. The Town does not, in any way guarantee work. The allocation of Service assignments will be at the sole discretion of the Town and the Contractor shall not have any claim for compensation, expense, damage, or loss of profit from the Town.

2.2 There will be no priority list nor will the Town guarantee any Goods and Services to any particular Contractor.

## 3. EQUIPMENT

3.1 The Contractor shall provide at their own expense all the equipment necessary to provide the Goods and perform the Services.

3.2 The Contractor(s) will be required to provide all personal with full personnel protective equipment and accessories during all hours of work, which will include as a minimum: (a) two-way radios; (b) high visibility vests, rain gear or other outer garments; (c) arm and wrist bands; (d) gloves; (e) hard hats; (f) safety footwear; (g) safety glasses; (h) ear protection; and (i) first aid kits.

3.3 All personal protective equipment must meet or exceed current Workplace NL regulations and requirements.



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### 4. RESPONSE TIME

4.1 The Contractor is to be available to respond twenty four (24) hours per day, seven (7) days per week, 365 days per year with a preferred four (4) hour minimum response time or better and a one (1) hour response time for emergencies, as determined by the nature of a given situation and/or emergency. The timing for other projects will be as appropriate to the nature of the work assignment and agreed to with the Town of Pouch Cove. Response times is imperative in emergency situations

### 5. TRANSPORTATION

5.1 The Town will not be responsible for transportation of the Contractor's personnel to and/or from any work site. This includes any transportation required between work sites during the working period.

5.2 Contractor's personnel will not be permitted to ride in or on the Town vehicles.

### PERSONNEL HOURLY RATES

6.1 Rates will be paid on an hourly basis and shall include the following:

- (a) mileage, truck charges, fuel costs and surcharges, parts, transportation, environmental protection and safety measures, sub-contractors,
- (b) Please provide mark-up % on materials where possible



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6.2 Contractors will only be paid based on productive hours at the job site. Hourly rates begin at the arrival on the job site. Rates are only applicable from the starting time or when the equipment arrives, if later than the agreed upon starting time, until the equipment is finished for the period of time required or dismissed from the job site. Hours worked will not apply to time spent for paid for break periods (e.g. lunch break, washroom breaks, etc.) transportation of workers, material acquisition, handling and delivery, or for movement of Contractor owned or rental equipment as this is considered to be overhead and the cost shall be included in the hourly rate bid for basic labour or equipment. Every effort should be made in the scheduling of staff breaks to minimize the disruption of the work and may be directed by the Town. If the Contractor arrives on site at the prearranged call out time and must wait for Town forces, equipment or instruction, that is to be deemed to be “standby” time. Standby time will be paid at regular hourly rates.

## 7. SET-UPS AND REMOVALS

7.1 The Contractor is required at the start of the Services request to set-up all equipment and, if necessary, signage at the work sites. The Contractor shall be responsible for control of traffic at the work site, in accordance with the most recent copy of the Ministry of Transportation and Highways Traffic Control Manual for Works on Roadways and any applicable WorkPlaceNL Regulations for Services performed on Town Roads. At times when work sites are unmanned, particularly in the night, the work site should be closed off and equipment should be strategically positioned to avoid accidents. For night work, reflective or flashing lights with wands are necessary. All equipment, signs and devices should be removed on the day of the completion of the Service request.

Deadline for Quotes is Friday November 10<sup>th</sup> at 4pm and can be emailed to [conradfreake@pouchcove.ca](mailto:conradfreake@pouchcove.ca) or dropped off at the Town Hall 660 main Road Pouch Cove.