
BC HOUSING

Scope of Work

1.0 **GENERAL**

1.1 **General Conditions:**

The BC Housing's standard Terms and Conditions, pages 1-4, form a part of the specifications. A copy is bound herein.

- 1.1.1 The Contractor shall be responsible for permits, licences, or certificates necessary for the performance of the Work. A copy of all required permits shall be forwarded to the Contract Administrator.
- 1.1.2 The Contractor shall adhere to all applicable Municipal, Provincial and National codes and bylaws.
- 1.1.3 The Contractor to read and fully understand all Bid Call documents. No price adjustments will be negotiated after close of Bid Call for a Contractor's misunderstanding of the documents.
- 1.1.4 BC Housing has endeavoured to identify all areas covered under the contract where asbestos may be present. If during the performance of work, asbestos is found, BC Housing will be responsible for the testing and disposal, or containment of the asbestos in the effected area(s).

1.2 **Location for the work:**

- 1.2.1 Various locations in the Vancouver Lower Mainland and Fraser Valley on an as, if and when required basis.
- 1.2.2 BC Housing to provide location lists upon award.

1.3 **Work Included:**

- 1.3.1 The Contractor shall bid this work in its entirety and provide all labour, material, plant, equipment and all other services required by the contract to complete all work as specified in Master Spec document Appendix A.

1.4 **Work Excluded:**

- 1.4.1 Not Applicable

1.5 **Contract Duration:**

- 1.5.1 The initial term of this contract is **Three (3)** years commencing May 1, 2010 to April 30, 2013.
- 1.5.2 Two Optional One (1) Year Terms may be awarded at the sole discretion of BC Housing.

1.6 **Type of Bid call:**

- 1.6.1 Cost is to include the Supply, Delivery and Installation of all cabinets, counter tops and hardware.

1.7 Work Volume:

- 1.7.1 As per call out based on Appendix A - Specifications for Supply and Installation of Kitchen Cabinets, Vanities and Counter tops.

1.8 Hours of Work:

- 1.8.1 Scheduling of work shall be done by the Contractor in co-operation with BC Housing.
- 1.8.2 Hours of work will be between the hours of 8:00 a.m. and 4:30 p.m. Monday to Friday. No non-emergency work will be done on weekends or statutory holidays in occupied units.
- 1.8.3 The Contractor is required to contact the BC Housing Site Staff prior to the work to arrange a mutually agreed time and date to attend the site for the purpose of entry.
- 1.8.4 BC Housing shall be responsible for ensuring that the Contractor has access to the work areas.
- 1.8.5 BC Housing reserves the right to specify the order in which the work is done.
- 1.8.6 All work shall be done with minimum of inconvenience to the residents.

1.9 Project Site Conditions:

- 1.9.1 The Contractor will be responsible for confirming all dimensions, materials and conditions on site.

1.10 Delivery / Storage / Handling:

- 1.10.1 Delivery, storage and handling of materials and equipment is the responsibility of the Contractor.
- 1.10.2 All materials removed become the property of the Contractor and must be disposed of in conformance with municipal, provincial, federal and Workers' Compensation Board requirements.

1.11 Security:

- 1.11.1 The Contractor is responsible to ensure that all areas are appropriately secured when not on site.

1.12 Utilities:

- 1.12.1 Power and water is the responsibility of the Contractor. The Contractor shall supply his own hoses, cords, etc.
- 1.12.2 Telephone, if required, is the responsibility of the Contractor.

1.13 Temporary Shelter/Storage:

- 1.13.1 The provision of toilet, lunch storage, and office facilities is the responsibility of the Contractor.

1.14 Safety Measures:

- 1.14.1 Safety of tenants and the public is to be of prime concern at all times. Storage of materials and equipment shall meet Workers' Compensation Board standards during the term of the Contract.

1.14.2 Observe and enforce the construction safety measures required by the B.C. Building Code, Fire Code and the Workers' Compensation Board, including the regulations for staging and scaffolding.

1.14.3 At the end of each day, or whenever work is suspended, the work area is to be left in a safe condition.

1.15 Alternate Product Proposal:

1.15.1 The Contractor shall Bid this work in its' entirety.

1.15.2 Written approval must be received prior to the use of an alternate product.

1.16 Protection:

1.16.1 The Contractor shall adequately protect all BC Housing property, including grounds, plants, and structures from damage and all tenant property from damage.

1.16.2 The Contractor shall be responsible for and shall make good any damage whatsoever to BC Housing and/or tenant property resulting from any act or omission of the Contractor, their agents or employees, in the performance of this work.

1.16.3 BC Housing's Properties covered by this contract are subject to special conditions around confidentiality of their locations and of the clients. The Contractor **shall not** under any circumstances provide the location and/or client information to any person not directly involved with this contract. Disclosure of confidential information by the Contractor and/or their employees may be cause for termination of the contract.

1.16.4 Due to the sensitive nature of BC Housing's Properties, if the Contractor's service personnel will be entering into a tenant's suite, they will be required to have annual criminal record checks. If the Contractor's service personnel will not be entering into a tenant's suite, no criminal record check will be required. BC Housing reserves the right to request copies of the Criminal Records checks for the Contractor's service personnel when required. Where a criminal record does exist, the employee of the Contractor may not be authorized to conduct work on BC Housing facilities. All costs for these checks will be borne by the Contractor.

1.17 Inspection:

1.17.1 During the course of work, the Contract Administrator or their approved inspector will conduct inspections as deemed necessary to confirm compliance with specifications.

1.17.2 Upon completion of the work the Contractor must do a thorough inspection prior to contacting BC Housing for a final inspection.

1.18 Quality Assurance:

1.18.1 Work shall be performed in a professional manner in accord with good trade practice and be acceptable to BC Housing.

1.19 Clean-up:

1.19.1 Clean up construction debris and rubbish from the work area on a daily basis. The use of the existing waste receptacles on site by the Contractor is not permitted.

1.20 Project Commissioning Requirements/Guarantees:

- 1.20.1 Unless otherwise specified upon completion of the contract the Contractors shall provide a minimum of one year written guarantee covering labour and materials.
- 1.20.2 If the project involves physical alterations to an existing floor plan or modifications to the existing Fire Alarm System (FAS), the Contractor will be responsible for updating the Fire Safety Plan for the development and providing these revisions in electronic format (ie. A CD-ROM and .pdf copies of the as-built floor plan(s).

1.21 Company Profile:

- 1.21.1 The Contractor is to provide BC Housing with references of **three (3)** customers/clients excluding BC Housing, with contracts of comparable size and scope as BC Housing's Bid Call within the past **twenty four (24) months**.
- 1.21.2 The Contractors employees must have criminal records checks, and provide in writing to BC Housing that the employees of the Contractor are bonded or are bondable.
- 1.21.3 The Contractor shall provide in writing that this bid call will be completed by the Contractors own man power or by subcontractors.
- 1.21.4 The Contractor shall provide to BC Housing the number of full time, part time and seasonal employees that the Contractor employees, along with the years of experience that each employee has.
- 1.21.5 The Contractor shall provide to BC Housing Value Added Services in reference to this bid call.

1.22 Invoicing/Parts Pricing:

- 1.22.1 All invoices shall include:
 - Reference to the Work Order Number and, where applicable, the Purchase Order Number.
 - Address of property being worked on, including unit number
 - Dates of Work
 - Itemized list of materials and rates as agreed per Appendix C
- 1.22.2 If requested, supporting documents must be included with each invoice (e.g. invoices from sub-contractors, confirmation notices).
- 1.22.3 If additional approval was required by BC Housing, the name of BC Housing's contact person must be noted on the invoice.
- 1.22.4 Invoices submitted to BC Housing without all required backup and/or documentation will be returned unprocessed, to the Contractor for correction.
- 1.22.5 Travel time for calls, are not to be charged. No miscellaneous charges will be accepted. Charges must be detailed and approved.

1.23 Response Time:

1.23.1 The Contractor shall arrange with BC Housing's staff member and/or designate, the appropriate date, time, location, and contact person(s), to schedule the work, prior to commencing.

1.23.2 When a paging or other automated system is in use for after hours calls, the Contractor shall return the call within fifteen (15) minutes to confirm that the call has been received and provide an estimated time of arrival.

1.24 Contractor Co-operation:

1.24.1 Where building staff are required to clean up after the Contractor, the Contractor will be charged back for the time take to return the site to the condition prior to the start of the work.

1.24.2 The Contractor shall arrange for their own proper disposal of refuse, and other discarded materials or equipment resulting from work under this contract. On-site refuse containers are strictly for the use of building occupants and not for the use of the Contractor.

1.24.3 BC Housing will schedule on an annual basis with the successful Contractor(s) a Contractor Performance meeting at a location designated by the Contract Administrator.