

**WorkplaceNL**  
**2020-27-T**  
**Walls, Floors, and Ceiling Coverings, and Lighting - General Areas**

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**Tender: 2021-27-T**  
**Walls, Floors, and Ceiling Coverings, and Lighting - General Areas**

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**Issue Date: November 18, 2021**

**Tender Closing Date: December 2, 2021 at 2:00PM (NL Time)**

**MANDATORY SITE VISIT REQUIRED on November 23, 2021 at 9:00AM (NL Time)**

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<b>SECTION 1 – SCOPE OF WORK AND SPECIFICATIONS</b>
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## **1.1 INTENT**

The Workplace Health, Safety and Compensation Commission (WorkplaceNL) invites submission on the tender call for the provision of all equipment, labour, disposals, materials and incidentals required to complete renovation work consisting of interior wall finishes, floor coverings, ceiling panels and lighting for the general areas at WorkplaceNL's building located at 146-148 Forest Road, St. John's, NL.

## **1.2 OVERVIEW**

WorkplaceNL provides services to employers, injured workers and their dependents, and the public through the administration of the **Workplace Health, Safety and Compensation Act** (the **Act**). These services include promoting workplace health and safety in order to prevent and reduce workplace injuries and occupational disease. WorkplaceNL also works to ensure injured workers receive the best care possible and the benefits to which they are entitled; and facilitates recovery and return-to-work in an early and safe manner. In addition, WorkplaceNL administers an employer classification and assessment system, and must ensure adequate funding for services through sound financial management.

## **1.3 SCOPE OF WORK**

**1.3.1** The successful Bidder will provide WorkplaceNL all equipment, labour, disposals, materials and incidentals required to complete renovation work on updating the wall coverings, floor coverings, ceiling tiles and grids, ceiling paint, light fixtures and flooring for the general common areas, hallways, and stairwells on all three floors of WorkplaceNL's property located on 146-148 Forest Road, St. John's, NL as described herein.

The general components of Work include, but are not limited to:

- Removal of existing floor coverings and baseboard trims
- Supply and Installation of floor coverings and baseboard trims
- Repair, plastering and painting of walls, doors and hard ceilings
- Ceilings and Walls to be painted 1 coat primer, 2 latex finish coats
- Door frames are to be painted both sides of the frame for any doors in the identified common areas and doors leading from the common areas into offices and office areas.
- Common areas include main hallways, lobby areas, and stairwells of the three floors. Lobby and main entrance areas, cafeteria and the maintenance/receiving



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areas of the first floor. The executive hallways, copier room, cubicle and general areas of the executive area located on the second floor. Floor maps are provided in Appendix "A".

- Replacement and/or upgrade (as identified by WorkplaceNL) of lighting fixtures including required ballasts
- Removal and replacement and/or upgrade (as identified by WorkplaceNL) of ceiling tiles and grids. All grids to be 2'X2' with 2'X2' ceiling tiles
- Installation of any and all necessary electrical equipment as it relates to fixture replacement and/or upgrades and tie back into nearest existing electrical panels
- Existing 2'X4' and 1'X4' lights located in tiled ceiling is to be replaced to 2'X2' LED panels. All others light types contained in hard ceilings to be replaced and updated to LED as applicable to current type or types noted in this tender
- Disposal of waste

**1.3.2** The Successful Bidder shall comply with the Government of Newfoundland and Labrador Mandatory Vaccination Policy, as amended from time to time. This includes, but is not limited to compliance with all responsibilities of the Departments as listed in the Policy.

**1.3.2 Material Specifications**

- Ceiling Types:
  - 2'x2' Mineral Fiber, USG, Radar Basic R2110 Acoustic Ceiling, White (Currently approximately 300 2'x2' tiles and 290 2'x4' 290 tiles)
  - Suspension system: USG Donn® Brand DX®/DXL™ 15/16" Acoustical Suspension System in Flat White
  - Hard Gyprock and finished ceiling (estimated 4068 ft<sup>2</sup>)
- Lighting Types:
  - 2' X 4' LED Panel, Standard, Model #:67218 (13 units)
  - 2' X 2' LED Panel, Standard, Model #: 67216 (71 units)
  - 6" LED Can Lights Model to be proposed (34 units)
  - 8" LED Can Lights Model to be proposed (26 units)
- Flooring Types
  - Carpet tiles (estimated 5904 ft<sup>2</sup>)  
Tarkett (Tandus Centiva), GeoKnit 10887 - Shadow Gris 42710, ER3 Modular 24" x 24" laid in the vertical Ashlar Pattern
  - Vinyl Base (estimated 1567 linear ft)  
Tarkett, Perceptions Contour base in 63 Burnt Umber, 4.25" Vinyl Cove Toe Base installed with premium quality wall base adhesives, DTC40 4" Vinyl Corners, 4.25" height helps hide old adhesive and paint lines
  - Porcelain tiles (estimated 631ft<sup>2</sup>)

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Azteca, Sweet Home Natural Elements Stone Collection Soft Dry  
60 B48 in Graphite, 60cm x 60cm tile

- Stair Treads & Risers (estimated 360 ft<sup>2</sup>)  
Tarkett, VIHD Heavy Duty Square Nose Visually Impaired (VIHD) stair tread with co-extruded vinyl insert on nose; 63 Burnt Umber (insert coordinated is 49 Beige), 2" hinged square nose configuration, ¼" tread plate thickness, 12 ¼" tread depth, 2" wide strip and nosing, 6" vinyl flat base to be used as riser, installed with premium quality wall base adhesives.

All counts and measurements are approximations and Contractor must confirm on site as part of the bid preparation and submission.

Refer to the project drawings and specifications in Appendix "A" for a complete description of the scope of work and services required.

The expectation of this work is to be completed both during regular work day hours and after hours, as required, which may include evenings and weekends as coordinated with WorkplaceNL. The successful Bidder will be required to attend weekly meetings with WorkplaceNL to provide progress and status updates and address any concerns or issues that may exist.

The work is required to begin in January 2022 and be completed within three months from the start date. WorkplaceNL will work with the successful Bidder to determine an appropriate work schedule.

### **1.3.3 Foreperson and Supervision**

While the work is ongoing, the successful Bidder shall assign a competent foreperson and any necessary assistants to the work, who are satisfactory to WorkplaceNL. The foreperson shall represent the successful Bidder in their absence, and all directions provided to the foreperson shall be held to be given to the successful Bidder. The successful Bidder shall give efficient and appropriate supervision to the work, in a professional, skillful and safe manner.

### **1.3.4 Inspection and Quality of Work**

**1.3.4.1** All electrical and construction work must meet the most current requirements of the Canadian Electrical Code and be in strict compliance with the National Building Code and all applicable rules and regulations that may be imposed by the Municipal and Provincial Governments, Fire Commissioner and WorkplaceNL.

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**1.3.4.2** If the specifications, instructions, laws, ordinances or any public authority require any work to be specifically carried out, tested or approved, the successful Bidder shall give WorkplaceNL timely notice of its readiness for inspection and if the inspection is by an authority other than WorkplaceNL, the date and time must be fixed for such inspection.

**1.3.4.3** Re-examination of questioned work may be ordered by WorkplaceNL. If such work is in accordance with the agreement, WorkplaceNL shall pay the cost of re-examination. If such work is not in accordance with the agreement, through the fault of the successful Bidder, the successful Bidder shall pay such costs.

**1.3.5 Quality of Goods**

**1.3.5.1** Unless otherwise stated in the Tender, all material included in the Bid must be new, first quality goods. Used, refurbished, second, obsolete, discontinued or demonstrator items must only be proposed if the Tender specifically request or otherwise states that such goods will be allowed.

**1.3.5.2** Where applicable, the end user must be provided with complete operation manuals, warranty registration forms, user licenses/authentications and/or other associated documentation normally provided by the manufacturer, reseller, installer and/or consultants.

**1.3.6 Site Clean Up**

The successful Bidder shall at all times keep the premises free from accumulations of surplus materials caused by work. At the completion of the work, the successful Bidder shall remove all materials from and about the premises and all equipment, tools and surplus materials unless specifically outlined herein. In case of dispute, WorkplaceNL, in its sole discretion, may remove surplus materials and charge the cost to the successful Bidder.

**1.3.7 Hazardous or Controlled Products**

**1.3.7.1** The successful Bidder shall comply with the current WHMIS regulations.

**1.3.7.2** The successful Bidder shall not use or deliver a hazardous or controlled product, as defined by the **Hazardous Products Act**, R.S.C. 1985, c. H-3, as amended, for the purposes of the agreement without the prior approval of WorkplaceNL. If such products are approved by WorkplaceNL, the successful Bidder shall be familiar with and fully comply with the **Hazardous Products Act**, and the **Workplace Hazardous Materials Information System (WHMIS) Regulation** 1149/96 under the **Occupational Health and Safety Act**, R.S.N.L. 1990, c. O-3, as amended.

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- 1.3.7.3** The successful Bidder shall ensure that a hazardous or controlled product is not used, stored or handled in the performance of services unless all of the requirements of the aforesaid **Act** and regulations in respect of labels, identifiers, material safety data sheets and worker education are complied with.
- 1.3.7.4** The successful Bidder shall ensure that each product has a MSDS sheet and is provided in a binder to WorkplaceNL. It is the responsibility of the successful Bidder to ensure these binders are updated when any new product had been added or any changes to existing products.
- 1.3.7.5** The successful Bidder shall ensure that all persons who work with a hazardous or controlled product or work in proximity to a hazardous or controlled product are informed about all hazard information received from the supplier of the said product as well as any other hazard information of which the successful Bidder is aware of, or ought to be aware of, concerning the use, storage and handling of the hazardous or controlled product.
- 1.3.7.6** The successful Bidder shall ensure that, prior to delivery of the hazardous or controlled product to the job site; it is labeled with the supplier's label in accordance with requirements of the aforesaid **Act** and regulations. The successful Bidder shall provide WorkplaceNL with all such information prior to delivery of the hazardous or controlled product to the job site.

### **1.3.8 Insurance and Bonding**

- 1.3.8.1** In addition to the insurance requirements outlined in the WorkplaceNL Standard Terms and Conditions, the successful Bidder shall, without limiting its obligation or liabilities and at its own expense, provide and maintain the following insurance in the forms and amounts acceptable to WorkplaceNL:
- Products and Completed Operations insurance in an amount not less than \$5,000,000 insuring its liability resulting from errors and omissions in the performance of services under this Agreement; and
  - Automobile Liability Insurance in an amount not less than \$2,000,000 per occurrence, including insurance against accidents while at the WorkplaceNL premises. The deductibles applicable to this insurance shall not exceed Five Thousand Dollars (\$5,000) per occurrence.
- 1.3.8.2** The successful Bidder hereby warrants that it shall provide only bonded employees and shall have Dishonesty coverage in the amount of \$10,000 for each employee. The successful Bidder shall provide satisfactory written confirmation of such bonding throughout the term of this Agreement upon request by WorkplaceNL.

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**1.3.8.3** Prior to commencing performance of this Agreement and annually thereafter, the successful Bidder shall supply a Criminal Records Screening Certificate, which is acceptable to WorkplaceNL, in relation to all of the successful Bidder's employees, officers, associates, and/or approved sub-contractors who will perform Services under the within Agreement from the Royal Newfoundland Constabulary and any other police force having jurisdiction over the area(s) in which the said employees, officers, associates, and/or approved sub-contractors have resided in the past 5 years.

## **1.4 SAFETY**

- 1.4.1** The successful Bidder is responsible for the safety of its employees while on the job site and must abide by WorkplaceNL's safety procedures as well as the requirements of the **Occupational Health and Safety Act**, RSNL 1990, c. O-3, and the Regulations thereto, as amended.
- 1.4.2** The successful Bidder must submit its Safety Policy Manual to WorkplaceNL within fourteen (14) days of award. The Safety Policy Manual must be acceptable to WorkplaceNL.
- 1.4.3** The successful Bidder must be COR certified through the Newfoundland and Labrador Construction Safety Association and must maintain their good standing throughout the duration of the agreement. A Certificate of Recognition program "letter of good standing" must accompany the Bid documents
- 1.4.4** The successful Bidder shall ensure that its employees wear proper protection for the work; including but not limited to safety hats, safety shoes, eye or face protection, and other safety equipment at all times.
- 1.4.5** The successful Bidder and all persons assigned to perform services shall attend a safety meeting held by the Building Superintendent or their designate and shall complete WorkplaceNL's contractor orientation prior to the commencement of the services.
- 1.4.6** Due to Covid-19, the successful bidder must include in their safety manual a Covid-19 Safety plan which will detail their Covid-19 Safety Precautions, Safety Protocols, and Fit for Duty Questionnaires.

It is the responsibility of the successful bidder to ensure that workers attending and working at WorkplaceNL's premises are fully apprised of all applicable safety protocols and are provided with all the necessary equipment to work safely. The successful bidder is bound by all applicable public health directives and occupational health and safety laws. WorkplaceNL's review of the successful bidder's safety precautions does not constitute an opinion on compliance with the applicable directives or laws as it relates to public health and Covid-19.

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**1.5 PERFORMANCE BOND AND FAILURE TO COMPLETE WORK**

**1.5.1** The successful Bidder shall, within fourteen (14) days from the receipt of notification of acceptance of its Tender, furnish at its expense:

- A Performance Bond in the amount of fifty (50) percent of the contract price (see Appendix “D”, Performance Bond); or
- An irrevocable Letter of Credit from a chartered Canadian bank, in a form acceptable to WorkplaceNL, for an amount of not less than fifty (50) percent of the contract price. Such Letter of Credit shall expire forty-five (45) days following the date set herein for completion of the agreement and drafts drawn upon the Letter of Credit shall be exercised by advice to the Royal Bank of Canada, Main Branch, Water Street, St. John’s, Newfoundland, Canada.

**1.5.2** The Performance Security in the form of a letter of credit, subject to any adjustments as provided for in this document will be returned to the successful Bidder immediately following satisfactory completion of the agreement.

**1.5.3** Where, in the opinion of WorkplaceNL, the successful Bidder has failed to perform its duties and obligations under the agreement, WorkplaceNL, shall use the Performance Security to provide for completion of the work, to the limits of the Performance Security as follows:

- Where, the Performance Security has been provided in the form of a Performance Bond, the work shall be completed in accordance with the terms and conditions stipulated in the Bond.
- Where the Performance Security has been provided in the form of a letter of credit, WorkplaceNL shall use sufficient funds obtained from the Performance Security to the limit of the Performance Security, to complete the work, including for any other costs and damages that WorkplaceNL may suffer.
- Any use of the Performance Security to secure completion of the work shall not invalidate any recourse WorkplaceNL may have under the agreement for damages for failure of the successful Bidder to perform under the agreement.

**1.6 CHANGES IN SERVICE DELIVERY/SCOPE OF WORK**

WorkplaceNL may, at any time, without invalidating the agreement, make changes in the scope of work and may require the successful Bidder to perform changes and/or extra services. Changes may also include reduced servicing due to floor plan changes and/or period of renovation. Before any changes in the scope of work are instituted, such changes and/or extra work shall be authorized by a written change order specifying the basis of

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compensation to be paid to the successful Bidder. The value of any changes shall be determined in one or more of the following ways:

- by the successful Bidder's estimate in lump sum subject to acceptance by WorkplaceNL. The estimate must be submitted with a breakdown estimate for equipment, materials and labour, and signed quotations for any sub-contractors and supplies;
- by unit prices agreed upon; or
- by cost and percentages or by cost and a fixed sum as agreed between WorkplaceNL and the successful Bidder.

<b>SECTION 2 – INSTRUCTIONS TO BIDDERS</b>
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## **2.1 MANDATORY SITE ASSESSMENT/EXAMINATION**

**2.1.1** Bidders must visit the project site at **9:00 am on Tuesday, November 23, 2021** and become familiar with the surroundings and scope of work prior to submitting a Bid. Upon arrival for site assessment, please ask for Mr. Jerry Welsh, Building Superintendent. A "Declaration of Confidentiality/Conflict of Interest" in the form attached hereto must be completed upon visit to the site for the assessment/examination.

Due to Covid-19 precautions, WorkplaceNL will require all attendees to wear a facemask or protective face covering while on WorkplaceNL premises, and physical distancing protocols will be required to be adhered to.

## **2.2 QUALIFICATIONS AND EXPERIENCE**

**2.2.1** The successful Bidder must possess the necessary knowledge, skill and experience to perform renovation work in an industrial environment and must meet the following mandatory criteria:

- The successful Bidder must have a proven record of performing renovation work of a similar size and scope with a minimum of five (5) years' experience.
- The Bid must include a Certificate of Recognition program "letter of good standing" which confirms that the Bidder is COR certified through the Newfoundland and Labrador Construction Safety Association.

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### **2.3 ELECTRONIC COPY OF DOCUMENT**

- 2.3.1** WorkplaceNL reserves the right to modify the terms of the Tender by issuance of addenda at any time prior to the Tender Closing Date. It is the responsibility of the Bidder to monitor WorkplaceNL's website (<http://www.workplacenl.ca>) or the Tender posting at [www.merx.com](http://www.merx.com) for any addendum to the Tender issued up to and including the Tender Closing Date.
- 2.3.2** It is the Bidder's responsibility to ensure that they have received a complete set of documents. By submitting a Bid, the Bidder verifies that they have received a complete set of Tender documents including any and all addenda. All terms, conditions, and/or specifications stated or referenced in the Tender are assumed to be accepted by the Bidder and incorporated in the Bid.
- 2.3.3** Bidders who have obtained the Tender electronically must not alter any portion of the document, with the exception of applying any addendum issued by WorkplaceNL.

### **2.4 QUESTIONS AND CLARIFICATION**

- 2.4.1** All questions related to this Tender must be directed in writing by email to [purchasing@workplacenl.ca](mailto:purchasing@workplacenl.ca) or through the Tender posting on [www.merx.com](http://www.merx.com) and received by WorkplaceNL before 4:30 p.m. Newfoundland Time on November 25, 2021.
- 2.4.2** All questions should include the Bidder's name and address, contact person's name, telephone number, and email address, and the reference to the specific section and page number of the Tender in question. All email questions must include the Tender number and title in the email subject line.
- 2.4.3** To the extent that WorkplaceNL considers that the answer to the question may assist in the preparation of a Bid, WorkplaceNL will post an addendum on its website and through the Tender posting on [www.merx.com](http://www.merx.com) which will be part of the Tender. WorkplaceNL may not answer a question where WorkplaceNL considers the information requested is not required to prepare a Bid, or where the answer to the question posed may be found in the Tender. No responses shall be binding upon WorkplaceNL unless made in writing. Information obtained from any other source is not official and may be inaccurate and it is not binding.

### **2.5 CONFIDENTIALITY AND OWNERSHIP OF INFORMATION**

- 2.5.1** Information pertaining to WorkplaceNL obtained by the Bidder as a result of participation in this Tender and/or negotiations with WorkplaceNL, if any, is confidential and shall not be disclosed without prior written authorization from WorkplaceNL.



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- 2.5.2** The Tender and any supplementary document or portion thereof is proprietary information, and must not be used by the Bidder without the permission of WorkplaceNL, other than for the submission of Bids.
- 2.5.3** All Bids submitted become the property of WorkplaceNL. By submitting a Bid, the Bidder hereby grants WorkplaceNL a license to distribute, copy, print, or translate the Bid for the purposes of the Tender. Any attempt to limit WorkplaceNL's right in this area may result in rejection of the Bid.
- 2.5.4** The procurement process is subject to the **Access to Information and Protection of Privacy Act, 2015**, SNL 2015 c. A-1.2, as amended (**ATIPPA**). The Bidder's Bid package may be subject to disclosure under the **ATIPPA**. By submitting a Bid, the Bidder agrees to the appropriate disclosure of the information supplied, subject to the provisions of the governing law. WorkplaceNL cannot guarantee the confidentiality of the content of any Bid after the Tender Closing Date. WorkplaceNL shall not be liable to any Bidder for any claim, direct or indirect, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever incurred by the Bidder as a result of disclosure pursuant to the **ATIPPA**.
- 2.5.5** By submitting a bid, the Bidder agrees that it has identified any specific information in its bid that may qualify for an exemption from disclosure under subsection 39(1) of the **ATIPPA**. If no specific information has been identified it is assumed that, in the opinion of the Bidder, there is no specific information that qualifies for an exemption under subsection 39(1) of the **ATIPPA** and information may be released without further notice.
- 2.5.6** The financial value of a contract resulting from this procurement process will be publically released as part of the award notification process.

**2.6 NO CLAIMS BY BIDDER**

- 2.6.1** By participating in the process outlined in this Tender document, the Bidder consents to the procedures as described in this Tender.
- 2.6.2** By submitting a Bid, each Bidder irrevocably waives any claim, action or proceeding against WorkplaceNL, including without limitation any judicial review or injunction application, or against any of WorkplaceNL's employees, advisors or representatives for damages, expenses or costs including costs of Bid preparation, loss of profits, loss of opportunity or any consequential loss for any reason including: any actual or alleged unfairness on the part of WorkplaceNL at any stage of the procurement process; if WorkplaceNL does not award or execute a contract; or, if WorkplaceNL is subsequently determined to have accepted a noncompliant bid or otherwise breached or fundamentally breached the terms of this procurement.

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## **2.7 CONFLICT OF INTEREST**

**2.7.1** For the purposes of this Tender, the term “conflict of interest” includes, but is not limited to, any situation or circumstance where:

- in relation to the Tender process, the Bidder has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:
  - (i) having or having access to confidential information of WorkplaceNL in the preparation of its response that is not available to other Bidders;
  - (ii) having been involved in the development of the Tender, including having provided advice or assistance in the development of the Tender;
  - (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the Tender;
  - (iv) communicating with any person with a view to influencing preferred treatment in the Tender process (including but not limited to the lobbying of decision makers involved in the Tender process); or
  - (v) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive Tender process or render that process non-competitive or unfair;
- in relation to the performance of its contractual obligations under an agreement for services, the Bidder's other commitments, relationships, or financial interests:
  - (i) could, or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or
  - (ii) could, or could be seen to, compromise, impair, or be incompatible with the effective performance of its contractual obligations.

**2.7.2** The Bidder, its employees, officers, associates and/or approved sub-contractors shall not and will not have any conflict of interest (actual or potential) in submitting its Bid or, if selected, in providing services under the agreement. Where applicable, the Bidder must declare in its Bid any situation that may be a conflict of interest in submitting its Bid or, if selected, with the contractual obligations under the agreement.

**2.7.3** If, at the sole and absolute discretion of WorkplaceNL, the Bidder, its employees, officers, associates and/or approved sub-contractors is found by WorkplaceNL to be in an actual or perceived conflict of interest either during the Tender or after award of the contract, WorkplaceNL may, in addition to any other remedies available at law or in equity, disqualify the Bid submitted by the Bidder or terminate the agreement.

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- 2.7.4** Sub-contracting to any firm or individual whose current or past corporate or other interests may, in WorkplaceNL's opinion, give rise to an actual or perceived conflict of interest in connection with this Tender will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of the Tender.

## **2.8 AGREEMENT**

- 2.8.1** The successful Bidder shall comply with the WorkplaceNL Standard Terms and Conditions, attached hereto. To be eligible to provide services to WorkplaceNL, the successful Bidder shall initial all 5 pages of the WorkplaceNL Standard Terms and Conditions within the time frame established by WorkplaceNL. The successful Bidder and its employees, officers, associates and/or approved sub-contractors shall comply with the WorkplaceNL Confidentiality Schedule. The successful Bidder must initial the WorkplaceNL Confidentiality Schedule which will form part and parcel of the agreement.
- 2.8.2** Any awards made pursuant to this Tender process are subject to receipt by WorkplaceNL of the initialed WorkplaceNL Standard Terms and Conditions and the initialed WorkplaceNL Confidentiality Schedule.
- 2.8.3** Claims made by the Bidder in the Bid will constitute Contractual warranties.

## **2.9 TENDER CLOSING**

- 2.9.1** Bids must be received in their entirety before 2:00 p.m. Newfoundland Time on Thursday, December 2, 2021("Tender Closing Date"). Bids, or any portion thereof, received after the Tender Closing Date will not be accepted.
- 2.9.2** Bidders are solely responsible to ensure receipt of their Bid by WorkplaceNL in its entirety, in the manner and time prescribed. Bidders must submit their Bid via [www.merx.com](http://www.merx.com) (see Appendix "E" – Electronic Bid Submission Instructions). Hard copy paper bids or bids submitted by facsimile or email will not be accepted

## **2.10 BID INSTRUCTIONS**

- 2.10.1** The Bidder must submit the Bid and related documentation, including Appendix "B", Check List.
- 2.10.2** The Bidder must submit the attached Appendix "C", Bid Form, which must be signed by the Bidder or an authorized representative of the Bidder. If the Bidder is a corporation, the Bid must be signed by the authorized signing officer of the corporation.

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- 2.10.3** It is essential that the Bid is complete and thoroughly addresses each requirement identified in the Tender, as incomplete Bids may be declared “non-responsive”. Bids that are improperly signed, conditional, illegible, obscure, or contain arithmetical errors, erasures, alterations, or irregularities of any kind may be considered invalid.
- 2.10.4** The Bid must include a written statement of the company history, including, but not limited to, the length of time in business, and the length of time completing renovation work of a similar size and scope and describing how the Bidder meets the mandatory criteria listed in paragraph 2.2.1.
- 2.10.5** The Bid must include a Certificate of Recognition program “letter of good standing” which confirms that the Bidder is COR certified through the Newfoundland and Labrador Construction Safety Association.
- 2.10.6** The Bid shall be accompanied by a list with a minimum of three (3) client references with appropriate contact information who can provide evidence of previous experience providing similar services with comparable scope and tender value. This list shall include the name of a contact person for reference purposes. References may be contacted as part of the review process. The list of references should exclude any potential references from WorkplaceNL.
- 2.10.7** The successful Bidder must provide bonded employees and Dishonesty coverage in the amount of \$10,000 for each employee. Proof of bonding must be provided to WorkplaceNL for any and all employees working under the agreement within 14 days from the receipt of notification of acceptance of its tender. Notice of cancellation of bonding must be immediately provided to WorkplaceNL.
- 2.10.8** The Bidder must describe the duration, type (e.g. on site, depot, ship-in or carry-in) and terms of the manufacturer’s warranty on all goods, services performed, including installation of such services. If the Bidder provides any additional/supplementary warranty coverage, the Bidder must describe this as well.
- 2.10.9** If warranties can be upgraded or extended, the Bidder must identify the upgrade costs separately. Do not include warranty upgrade or extension costs in the Bid price unless the Tender specifically states that the upgrade is a mandatory requirement.
- 2.10.10** The Bidder must acknowledge that they have read and understood any and all addenda in both the Appendix “B”, Check List and the Appendix “C”, Bid Form.
- 2.10.11** Shipping, cartage, lading, insurance and handling charges must be included in the total price. If these charges have not been stated specifically, it will be assumed that they have been included in the Bid price.
- 2.10.12** By submitting a Bid, the Bidder guarantees that, unless the Tender specifies otherwise, all components required to make the required equipment or system operable or to

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deliver the required services have been included in the Bid, or will be provided at no additional charge to WorkplaceNL.

- 2.10.13** While WorkplaceNL has tried to ensure the accuracy of the Tender, it is not guaranteed or warranted by WorkplaceNL to be accurate, nor is it necessarily comprehensive or exhaustive. WorkplaceNL will assume that all Bidders have resolved any questions they might have about the Tender and have informed themselves as to the existing conditions and limitations, site restrictions, etc. before submitting their Bids. Nothing in the invitation is intended to relieve Bidders from forming their own opinions and conclusions with respect to the matters addressed in the Tender.
- 2.10.14** Any error in the Bid is the responsibility of the Bidder. Submitted Bids may be amended prior to the Tender Closing Date by submitting a complete new Bid clearly indicating it replaces the previously submitted Bid. Any such new Bid is subject to the requirements as outlined herein. The said new Bid replaces any other Bids previously submitted by the Bidder, and only the last of any new Bids received will be accepted.
- 2.10.15** Any Bid received in response to a Tender may be withdrawn by written request to the Manager of Purchasing at [purchasing@workplacenl.ca](mailto:purchasing@workplacenl.ca), but cannot be withdrawn, altered or changed in any way after the Tender Closing Date. All requests for withdrawal, amendment or submission of a replacement Bid must be submitted in writing on company letterhead or equivalent, and be signed by the Bidder, an authorized representative of the Bidder or, if a corporation, an authorized signing officer of the corporation.

## **2.11 BID EVALUATION**

- 2.11.1** Tender evaluation and award of contract will be done in accordance with the **Public Procurement Act**, SNL 2016, c. P-41.001, as amended, and WorkplaceNL's procedures.
- 2.11.2** Tenders will be opened publicly immediately following the Tender closing in accordance with the Public Procurement Regulations, as amended. The names of all Bidders will be provided at the public opening. Bidders may email [purchasing@workplacenl.ca](mailto:purchasing@workplacenl.ca) to request a WebEx meeting invite to attend the public opening. Bidders must include their name; email address; and tender number. Meeting requests must be received by WorkplaceNL before 4:00 p.m. Newfoundland Time on November 29, 2021.
- 2.11.3** The Bid shall remain open for acceptance and is irrevocable for a period of ninety (90) days after the Tender Closing Date.
- 2.11.4** WorkplaceNL reserves the right to non-disclosure of pricing submitted by Bidders during the public opening. All Bidders will be notified electronically of the bidder names

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and bid prices within two (2) business days of the public opening. This information is for reference purposes only, and a full bid evaluation will be conducted to determine the preferred supplier.

- 2.11.5** WorkplaceNL reserves the right to waive any minor irregularity or non-compliance where such irregularity or non-compliance is not of a material nature in its sole and absolute discretion. Such minor irregularity or non-compliance will be deemed substantial compliance and capable of acceptance. WorkplaceNL will be the sole judge of whether a Bid is accepted or rejected.
- 2.11.6** WorkplaceNL, in its sole discretion, reserves the right to cancel the Tender without award. WorkplaceNL reserves the right to accept or reject any or all Bids in whole or in part. WorkplaceNL is not bound to accept the lowest or any Bid.
- 2.11.7** The Bidder may be required to demonstrate financial stability, authorization to provide the good/services being acquired, and/or regulatory agency approval, licensing or registration as needed, or otherwise clarify Bidder's capability to satisfy the Tender requirements. WorkplaceNL reserves the right to reject Bids from any Bidder that it feels is incapable of providing the necessary labour, materials, equipment, financing or management resources to perform the work or supply the goods in a satisfactory and timely manner.
- 2.11.8** WorkplaceNL, in its sole discretion, may assess the Bidders' experience and/or ability to provide the goods and/or services required and described in this Tender by checking the Bidders' references. A contract will not be awarded to any Bidder whose references, in the opinion of WorkplaceNL, are found to be unsatisfactory. WorkplaceNL reserves the right to obtain references from sources other than those provided in the Bid. WorkplaceNL reserves the sole discretion to determine whether the Bidder and its professional staff have the appropriate qualifications.
- 2.11.9** WorkplaceNL reserves the right to disqualify any Bidder if the Bidder has either breached an agreement and/or failed to provide satisfactory service and/or deliveries under any prior agreement with WorkplaceNL, in the sole opinion of WorkplaceNL.
- 2.11.10** WorkplaceNL reserves the right to determine equivalency, and may require demonstrator or sample items in order to be able to evaluate the items proposed. WorkplaceNL will be the sole judge of equivalence.
- 2.11.11** Upon acceptance by WorkplaceNL, a written Bid acceptance will be forwarded to the successful Bidder prior to signing the agreement.
- 2.11.12** In the event that the selected Bid(s) is higher than the budget approved by WorkplaceNL's Board of Directors, any awards made pursuant to this Tender process are subject to approval of the Board of Directors. In addition to any other rights of

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cancellation contained herein, WorkplaceNL, in its sole discretion, reserves the right to cancel this Tender without award should the Board of Directors not approve the award.

- 2.11.13** As required by the **Public Procurement Regulations**, a ten percent (10%) reduction will be applied to the pricing submitted by provincial suppliers for the purposes of evaluating pricing. A “provincial supplier” is defined in the Public Procurement Regulations as a supplier of goods, services or public works that has a place of business in the province of Newfoundland and Labrador. A “place of business” is defined in the **Public Procurement Regulations** as an establishment where a supplier regularly conducts its activities on a permanent basis. WorkplaceNL may require a Bidder to provide information and/or documentation to confirm whether it is a provincial supplier, as defined above. In the event of a tie between a provincial and non-provincial supplier, the selected Bidder shall be the provincial supplier.

<b>SECTION 3: GENERAL</b>
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- 3.1** Payment of invoices will be through direct deposit. The successful Bidder is required to meet WorkplaceNL’s billing and accounting requirements. The successful Bidder shall invoice WorkplaceNL electronically on a monthly basis. Invoices must be legible and clearly labeled with the successful Bidder’s invoice number. The Bidder must acknowledge in the Appendix “C”, Bid Form that the Bidder agrees to direct deposit and electronic invoicing.
- 3.2** The successful Bidder must provide a payment schedule upon award to be approved by WorkplaceNL.
- 3.3** This Tender, all Bids, and any agreement will be construed and interpreted in accordance with the laws of the Province of Newfoundland and Labrador.
- 3.4** The Bidder shall not use WorkplaceNL’s name or logo or make reference to this Tender in any advertising copy or other promotional materials or messages without WorkplaceNL’s prior written consent.
- 3.5** WorkplaceNL reserves the right to tender any services by invited tender or public tender, as deemed necessary.

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**APPENDIX “A”**

**Design Plan, Drawings and Specifications**



# Design Plan

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## Introduction

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This design plan encompasses recommendations and specification data for all interior finishes. Including color and product selection, floor coverings, window coverings, elevator (cab) panels, ceiling and lighting recommendations.






## Color & Paint Selection

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Recommendations of paint selection can be seen in highlighted on floor plans below. Paint types and technical data can be seen in the specification section at the end of this document.

- Gentleman's Gray and Ash Blue were chosen to represent the corporate colors and add a pop of color to the neutral pallet. The Ash Blue is used to define space and add color to create a cheerful feeling in the cafeteria.
- Stonington Gray is a light neutral that will be bright for the interior spaces without much interior lighting, a good background color to complement the flooring selections
- Nimbus Gray is a blue toned gray to bring a bit of color to the office environment and to offset the neutral cubicles and carpet
- Gray Shower as an accent adds a bit of depth to the space and revitalizes the paneling making it more modern

### Interior Colors

PRODUCT FAMILY	SHEEN	COLOR #↑	COLOR	ROOM TAGS
Ultra Spec® Scuff-X™	Matte	2057-40	 Ash Blue	Accent walls in cafeteria, reception, and staff vestibule stairwells
Ultra Spec® Scuff-X™	Eggshell	2062-20	 Gentleman's Gray	All interior doors and trimwork (excluding natural wood doors in previously renovated reception area)
Ultra Spec® Scuff-X™	Matte	2125-30	 Gray Shower	Accent Walls (over existing wooden paneling in various evacuative offices)
Ultra Spec® Scuff-X™	Matte	2131-50	 Nimbus Gray	All rooms with natural lighting (including offices and entrances)
Ultra Spec® Scuff-X™	Matte	HC-170	 Stonington Gray	Main interior color (all hallways and interior rooms)

### Concrete Floor

PRODUCT FAMILY	SHEEN	COLOR #↑	COLOR	ROOM TAGS
Floor & Patio Latex Enamel	Low Sheen	2125-30	 Gray Shower	Concrete floor color in maintenance and receiving area

\*All paint selections were made using Benjamin Moore color selectors, if selections are not mixed in Benjamin Moore product colors are not guaranteed.

## Floor coverings

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Detailed technical and specification for all flooring can be seen in the specification section at the end of the document.

### Carpet Tile

This specific carpet tile was chosen with the roller chairs in mind, it is rated as ‘excellent’ for this type of commercial office environment.

All interior Flooring - Hallways (2<sup>nd</sup> and 3<sup>rd</sup> floors), Cafeteria areas

Manufacturer	Tarkett (Tandus Centiva)
Pattern & Color	GeoKnit 10887 - Shadow Gris 42710
Other Design Specs	ER3 Modular 24” x 24” laid in the vertical Ashlar Pattern

### Porcelain Tile

This tile was chosen with safety and practicality in mind it is slip resistant when wet and the pattern is very forgiving in terms of salt and dirt.

All wet areas of the building – 2<sup>nd</sup> Floor rear entry vestibules, elevator floor

Manufacturer	Azteca
Pattern & Color	Sweet Home Natural Elements Stone Collection Soft Dry 60 B48 in Graphite
Other Design Specs	60cm x 60cm tile

### Stair Treads & Risers

Vinyl Heavy Duty Stair Tread is specified for all staircases leading from the employee entrances, these are intended for heavy commercial use and have grooves for slip resistance and a contrasting rubber edging for visual impairment.

Manufacturer	Tarkett
Pattern & Color	VIHD Heavy Duty Square Nose Visually Impaired (VIHD) stair tread with co-extruded vinyl insert on nose; 63 Burnt Umber (insert coordinated is 49 Beige)
Other Design Specs	2” hinged square nose configuration, 1/4” tread plate thickness, 12 1/4” tread depth, 2” wide strip and nosing, 6” vinyl flat base to be used as riser, installed with premium quality wall base adhesives

---

### Vinyl Base

For all areas that are to be renovated (tiled, carpet & vinyl tile), this slightly detailed wall base adds to the decorative look of real decorative baseboards. It coordinates to the color of the stair treads.

Manufacturer	Tarkett
Pattern & Color	Perceptions Contour base in 63 Burnt Umber
Other Design Specs	4.25" Vinyl Cove Toe Base installed with premium quality wall base adhesives, DTC40 4" Vinyl Corners, 4.25" height helps hide old adhesive and paint lines

## Ceiling Tile & Lighting

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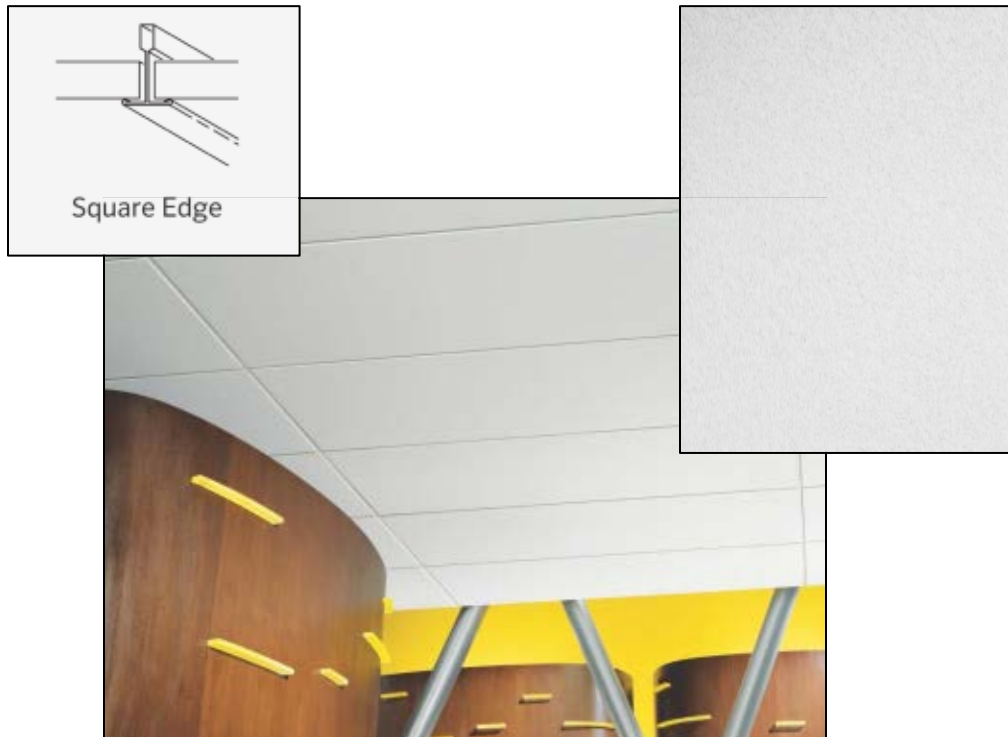
Modern and bright these ceiling tiles are a clean and fresh alternative to the existing textured ones. The suspension system is heavy duty enough to handle all components including weight of the lighting.

“Fine textured Halcyon™ Acoustical Panels provide exceptional acoustical absorption and are built to last. Halcyon™ Acoustical Panels are mould-and sag-resistant. Easy to install and clean, their noise reduction properties and high light reflectance values make these tiles perfect for open office plans as well as reception and lobby areas.”

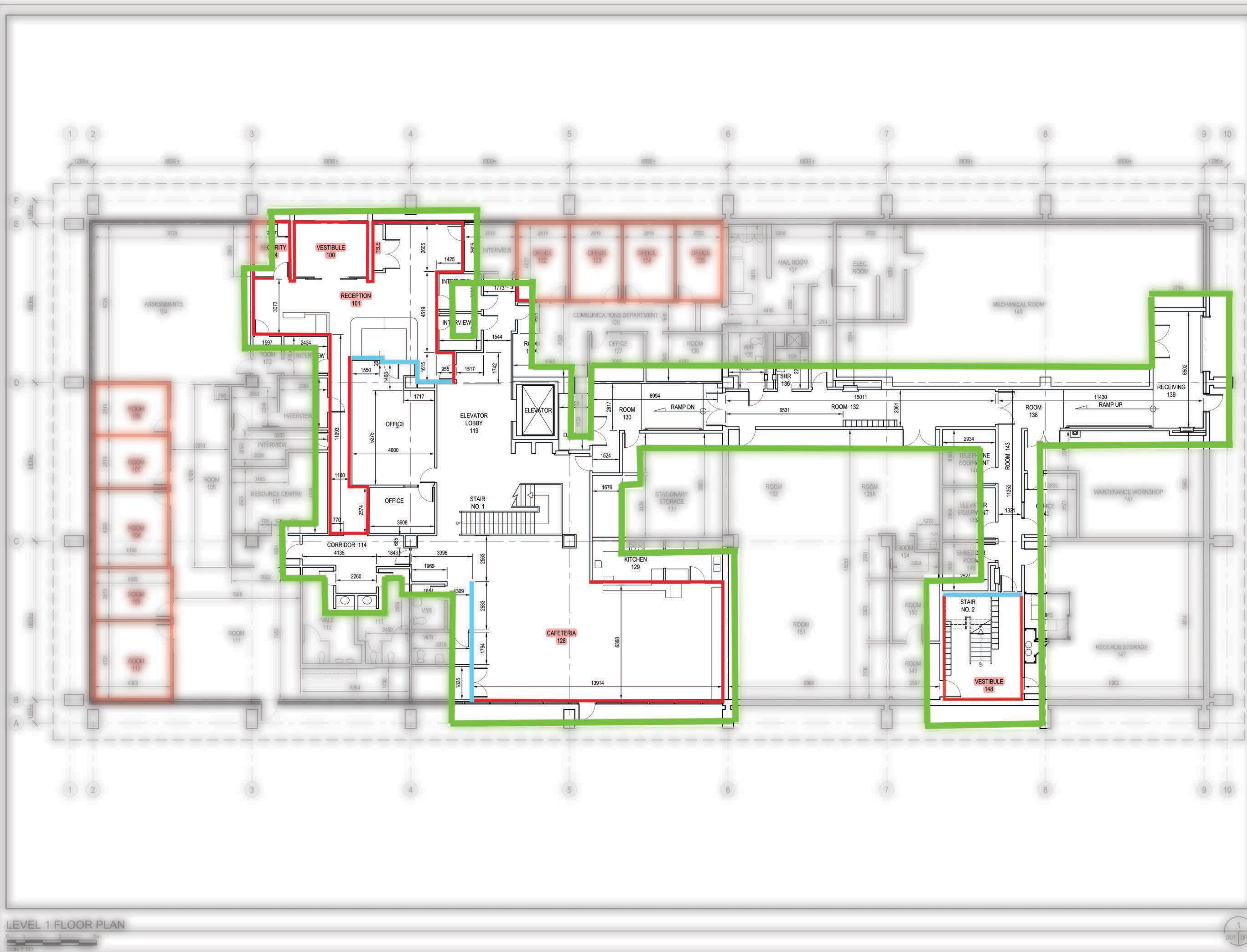
**Panels:** Radar™ Basic Acoustical Panels, white, 2 foot x 2 foot Acoustical panels - style 2110, square edge, 0.55 NRC / 33 CAC

**Suspension system:** Donn® Brand DX®/DXL™ 15/16" Acoustical Suspension System in Flat White

**Lighting:** Standard White LED Panel Drop Ceiling light, 4000K







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AS FOUND CONDITIONS

NOT FOR CONSTRUCTION

C03	AS-FOUND FLOOR PLANS	TP	TP	2020/02/05
C02	AS-FOUND FLOOR PLANS	TP	TP	2020/01/25
C01	AS-FOUND FLOOR PLANS	TP	TP	19/12/18
REV.	REVISIONS	CHECKED BY	APP. BY	DATE

NORTH

**Nimbus Gray 2131-50**

**Ash Blue 2057-40**

All other walls:  
Stonington Gray HC-170

Trim & Doors:  
Gentleman's Gray 2062-20

**SNC • LAVALIN**  
1090 TOPSAIL RD., MOUNT PEARL, NL, A1N 5E7  
TEL: (709) 368-0118 FAX: (709) 368-3541

CLIENT

**WORKPLACE NL**

PROJECT

**AS-FOUND FLOOR PLANS  
148 FOREST ROAD  
ST. JOHN'S, NL**

TITLE

**LEVEL 1**

DESIGNED BY	N/A	CHECKED BY	TP	DATE	2019-12-18
DRAWN BY	AM	APPROVED BY	TP	DATE	2019-12-18
SCALE	AS SHOWN	SNC LAVALIN PROJ. No.	669827	CLIENT PROJ. No.	
DWG. TYPE	AB	DRAWING No.	AR001	REV.	C03

669827-0001-D-44-DWG-000-0001





LEVEL 2 FLOOR PLAN

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AS FOUND CONDITIONS  
NOT FOR CONSTRUCTION

C03	AS-FOUND FLOOR PLANS	TP	TP	2020/02/05
C02	AS-FOUND FLOOR PLANS	TP	TP	2020/01/25
C01	AS-FOUND FLOOR PLANS	TP	TP	19/12/18

REV. REVISIONS

REV.	REVISIONS	CHECKED BY	APP. BY	DATE

NORTH

- Nimbus Gray 2131-50
  - Ash Blue 2057-40
  - Gray Shower 2152-30
- All other walls:  
Stonington Gray HC-170
- Trim & Doors:  
Gentleman's Gray 2062-20

**SNC • LAVALIN**  
1090 TOPSAIL RD., MOUNT PEARL, NL, A1N 5E7  
TEL: (709) 368-0118 FAX: (709) 368-3541

CLIENT  
**WORKPLACE NL**

PROJECT  
**AS-FOUND FLOOR PLANS  
148 FOREST ROAD,  
ST. JOHN'S, NL**

TITLE  
**LEVEL 2**

DESIGNED BY	N/A	CHECKED BY	TP	DATE	2019-12-18
DRAWN BY	AM	APPROVED BY	TP	DATE	2019-12-18
SCALE	AS SHOWN	SNC LAVALIN PROJ. No.	669827	CLIENT PROJ. No.	
DWG. TYPE	AB	DRAWING No.	AR002	REV.	C03

669827-0001-D-44-DWG-000-0002



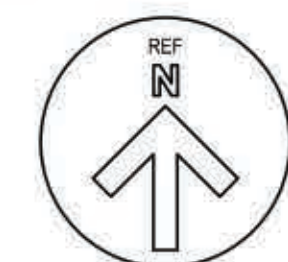
REPRODUCTIONS OF THIS DRAWING MAY HAVE BEEN REDUCED OR ENLARGED. REFER TO GRAPHIC SCALE. DO NOT SCALE DRAWINGS. DIGITAL DATA, IF REQUESTED IS PROVIDED ON AN INFORMATION BASIS ONLY AND THE DATA MAY CONTAIN INACCURACIES AND ERRORS. RECIPIENT'S USE OF THE DATA IS AT RECIPIENT'S OWN RISK. THIS IS AN AS-FOUND FLOOR PLAN, ALL DIMENSIONS ARE APPROXIMATE.  
NOT TO BE USED FOR CONSTRUCTION.




AS FOUND CONDITIONS

NOT FOR CONSTRUCTION

C03	AS-FOUND FLOOR PLANS	TP	TP	2020/02/05
C02	AS-FOUND FLOOR PLANS	TP	TP	2020/01/29
C01	AS-FOUND FLOOR PLANS	TP	TP	19/12/18
REV.	REVISIONS	CHECKED BY:	APP. BY:	DATE

NORTH



	Nimbus Gray 2131-50
	Ash Blue 2057-40
	Gray Shower 2152-30

All other walls:  
Stonington Gray HC-170

Trim & Doors:  
Gentleman's Gray 2062-20



**SNC • LAVALIN**

1090 TOPSAIL RD., MOUNT PEARL, NL, A1N 5E7

TEL: (709) 368-0118 FAX: (709) 368-3541

CLIENT	
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**WORKPLACE NL**

PROJECT	
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**AS-FOUND FLOOR PLANS**  
**148 FOREST ROAD,**  
**ST. JOHN'S, NL**

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### LEVEL 3

DESIGNED BY	N/A	CHECKED BY	TP	DATE	2019-12-18
DRAWN BY	AM	APPROVED BY	TP	DATE	2019-12-18
SCALE		SNC LAVALIN PROJ. No.		669827	
AS SHOWN		CLIENT			
		PROJ. No.			
DWG. TYPE	DRAWING No.	AR003			REV. <b>C03</b>

### LEVEL 3 FLOOR PLAN



669827-0001-D-44-DWG-000-0003



**Flooring, Walls, Ceilings and Light Measurements and Counts**

	Walls (Ft2)		Floors (Ft2)		Gyproc Ceiling (Ft2)		Base (Ft)		Lights		Porcelain Tiles		Stair Treads	
	1st Floor	8892	1st Floor	1520	1st Floor	1860	1st Floor	412			1st Floor			
	2nd Floor	4913	2nd Floor	2072	2nd Floor	650	2nd Floor	563	6" Can Lights	34	2nd Floor	631		
	3rd Floor	4992	3rd Floor	1996	3rd Floor	1016	3rd Floor	592	8" Can Lights	26	3rd Floor			
									2' X 2' LED	71				
	Stairwell East	2442	Stairwell East	99	Stairwell East	194			2' X 4' LED	13			Stairwell East	176
	Stairwell West	1716	Stairwell West	113	Stairwell West	77							Stairwell West	84
	Stairwell Cafeteria	622	Stairwell Cafeteria	104	Stairwell Cafeteria	271							Stairwell Cafeteria	100
<b>Total</b>	<b>(Ft2)</b>	<b>23577</b>	<b>(Ft2)</b>	<b>5904</b>	<b>(Ft2)</b>	<b>4068</b>	<b>(Linear Ft)</b>	<b>1567</b>		<b>144</b>	<b>(Ft2)</b>	<b>631</b>	<b>(Ft2)</b>	<b>360</b>
<b>Summary of Measurements</b>														
<b>1st Floor</b>	Cafeteria	713	Cafeteria	945			Cafeteria	102	<b>6" Can Lights</b>					
	Hallway to		Hallway to	575	Hallway to		Hallway to		Vestibule	4				
	Maintenance	1632	Maintenance		Maintenance	132	Maintenance	166	Front Lobby	6				
	Loading Area						Loading Area							
	& Hallway	2720					& Hallway	144	Elevator Lobby	20				
									Hallway to					
	Vestibule	140			Vestibule	150			Maintenance	4				
	Front Lobby	1979			Front Lobby	787			<b>8" Can Lights</b>					
	Elevator Lobby	1708			Elevator Lobby	791			Front Lobby	3				
<b>2nd Floor</b>	Main Hallway	2107	Main Hallway	768			Main Hallway	245	<b>8" Can Lights</b>		Entrance East	218		
	Executive Area	1584	Executive Area	654			Executive Area	176	Elevator Lobby	13	Entrance West	370		
	Hallway to		Hallway to		Hallway to		Hallway to							
	Executive	336	Executive	121	Executive	121	Executive	39	Stairwell Cafeteria	2	Elevator	43		
	Elevator Lobby	886	Elevator Lobby	529	Elevator Lobby	529	Elevator Lobby	103						
<b>3rd Floor</b>	Main Hallway	2503	Main Hallway	546			Main Hallway	291	<b>8" Can Lights</b>					
	Hallway to Exit	244	Hallway to Exit	362			Hallway to Exit	40	Elevator Lobby	8				
	Hallway to HCS	714	Hallway to HCS	303	Hallway to HCS	303	Hallway to HCS	83						
	Elevator Lobby/HR	1531	Elevator Lobby/HR	713	Elevator Lobby/HR	713	Elevator Lobby/HR	178						
			Kitchenette Hall	72										

\*All counts and measurements are approximations and Contractor is to confirm on site as part of the bid preparation and submittal

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**APPENDIX “B”**

**Check List**

**Check Box to be completed and included with submission**

<b>Tender documents are completely read and understood</b>	<b>YES <input type="checkbox"/></b>	<b>NO <input type="checkbox"/></b>
<b>All addenda (if applicable) are completely read and understood</b>	<b>YES <input type="checkbox"/></b>	<b>NO <input type="checkbox"/></b>
<b>COR “letter of good standing” to be included in the submission (1.4.3)</b>	<b>YES <input type="checkbox"/></b>	<b>NO <input type="checkbox"/></b>
<b>Mandatory Site visit completed (2.1)</b>	<b>YES <input type="checkbox"/></b>	<b>NO <input type="checkbox"/></b>
<b>Written Statement of Company History included in the submission (2.10.4)</b>	<b>YES <input type="checkbox"/></b>	<b>NO <input type="checkbox"/></b>
<b>List of references included in the submission (2.10.6)</b>	<b>YES <input type="checkbox"/></b>	<b>NO <input type="checkbox"/></b>
<b>Warranty Information on all Goods and Services (2.10.8)</b>	<b>YES <input type="checkbox"/></b>	<b>NO <input type="checkbox"/></b>
<b>Checklist completed (Appendix “B”)</b>	<b>YES <input type="checkbox"/></b>	<b>NO <input type="checkbox"/></b>
<b>Bid form signed and completed as required in the submission (Appendix “C”)</b>	<b>YES <input type="checkbox"/></b>	<b>NO <input type="checkbox"/></b>

**The Successful Bidder must provide the following within fourteen (14) days of award:**

- A list of employees, officers, associates and approved sub-contractor assigned to perform the services, including their job titles and qualifications as per Article 3 of WorkplaceNL Standard Terms and Conditions;
- Certificates of insurance as per Article 14 of WorkplaceNL Standard Terms and Conditions;
- Criminal Records Screening Certificate which is acceptable to WorkplaceNL as per Section 1.3.8.3 of this Tender;
- Safety Policy Manual as per Section 1.4.2 of this Tender;
- Performance Bond as per Section 1.5 of this Tender;
- Proof of bonded employees and Dishonesty coverage as per Section 2.10.7 of this Tender;
- Payment schedule as per Section 3.2 of this Tender;
- Declarations of Confidentiality/Conflict of Interest signed by everyone who will perform services under the agreement as per Article 9 of WorkplaceNL Standard Terms and Conditions;

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- Initialed WorkplaceNL Standard Terms and Conditions; and
- Initialed WorkplaceNL Confidentiality Schedule;

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**APPENDIX "C"**

**Bid Form**

**Name of Bidder:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Dated at:** \_\_\_\_\_ **this** \_\_\_\_\_ **day of** \_\_\_\_\_ **2021**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Witness Signature**

\_\_\_\_\_  
**Authorized Name (Printed)**

\_\_\_\_\_  
**Witness Name (Printed)**

**HST No.:** \_\_\_\_\_

Total Dollars for all Walls and Gyproc Ceilings (\$) \_\_\_\_\_ ) in Canadian Funds, **EXCLUDING** HST.

Total Dollars for all Flooring Types and Base (\$) \_\_\_\_\_ ) in Canadian Funds, **EXCLUDING** HST.

Total Dollars for all Lighting Types (\$) \_\_\_\_\_ ) in Canadian Funds, **EXCLUDING** HST.

Total Dollars Overall Bid (\$) \_\_\_\_\_ ) in Canadian Funds, **EXCLUDING** HST.

**Direct Deposit** **Agree**\_\_\_\_\_

**Electronic Invoicing** **Agree**\_\_\_\_\_

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**Price Protection Period for 90 days**

**Agree**\_\_\_\_\_

**I hereby acknowledge that I have read and  
understand any and all addenda**

**Agree**\_\_\_\_\_

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**APPENDIX "D"**

**Form of Performance Bond**

No. \_\_\_\_\_

**Fifty (50) % of Contract Price**

**KNOW ALL MEN BY THESE PRESENTS THAT**

\_\_\_\_\_, hereinafter called "**PRINCIPAL**" and  
\_\_\_\_\_ a corporations created and existing under the laws of  
\_\_\_\_\_ and duly authorized to transact the business of Surety ship in  
\_\_\_\_\_, hereinafter called "**SURETY**", are held and firmly bound unto Workplace  
Health, Safety and Compensation Commission, Hereinafter called "**OBLIGEE**", in the amount of <insert **Fifty (50)**  
**% of Contract Price**> lawful money of Canada, for the payment of which sum, well and truly to be made,  
**PRINCIPAL** and **SURETY**, jointly and severally, bind themselves and each of them and their and each of their  
heirs, executors, administrators, successors and assigns firmly by these presents.

**WHEREAS, PRINCIPAL** has submitted a written Agreement to **OBLIGEE**, dated the \_\_\_\_\_ day of  
\_\_\_\_\_, which is by reference made part hereof and hereinafter referred to as the Agreement.

**NOW, THEREFORE, THE CONDITION OF THE OBLIGATION** is such that if **PRINCIPAL** shall promptly and  
faithfully perform the Agreement then this obligation shall be null and void; otherwise it shall remain in full force and  
effect.

Whenever **PRINCIPAL** shall be, and declared by **OBLIGEE** to be, in default under the Contract, **OBLIGEE** having  
performed **OBLIGEE's** obligations up to the time of default thereunder, **SURETY** may promptly remedy the default  
of shall promptly:

- a. Complete the Agreement in accordance with its terms and conditions; or
- b. Obtain a bid or bids for submission to **OBLIGEE** for completing the Agreement in accordance with its terms and  
conditions, and upon determination by **OBLIGEE** and **SURETY** of the lowest responsible bidder, arrange for an  
Agreement between such bidder and **OBLIGEE** and make available as work progresses (even though there  
should be a default, or a succession of defaults, under the Agreement or Agreement of completion, arranged  
under this paragraph) sufficient funds to pay for the cost of completion less the balance of the Agreement price;  
but not exceeding, including other costs and damages for which **SURETY** may be liable hereunder, the amount  
herein before set forth. The term "balance of Agreement price", as used in this paragraph, shall mean the total  
amount payable by **OBLIGEE** to **PRINCIPAL** under the Agreement, less the amount properly paid by **OBLIGEE**  
to **PRINCIPAL**,



**WorkplaceNL**  
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**Walls, Floors, and Ceiling Coverings, and Lighting - General Areas**

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Any suit under this Bond must be instituted before the expiration of two (2) years from the date on which final payment under the Agreement is due.

**SURETY** shall not be liable for a greater sum than the specified amount of this Bond.

No right of action shall accrue on this Bond to, or for the use of, any person or corporation other than **OBLIGEE** named herein, or the heirs, executors, administrators, or successors of **OBLIGEE**.

**PROVIDED, HOWEVER**, that no variation or alteration which may be made in the Agreement, or in the extent, nature, or method of performance of the Services to be performed thereunder, and no extension of time given by **OBLIGEE** for the performance of the Agreement, nor any waiver, forbearance or forgiveness on the part of either **PRINCIPAL** or **OBLIGEE** to the other shall in any way release **PRINCIPAL** and **SURETY**, or either of them, or their heirs, executors, administrators, successors and assigns from their liability hereunder, notice to **SURETY** of such variation, alteration, extension, waiver, forbearance or forgiveness being hereby expressly waived.

**AND IT IS HEREBY DECLARED AND AGREED** that **SURETY** shall be liable under this obligation as fully as if it were **PRINCIPAL** and that nothing of any kind or nature whatsoever that will not discharge **PRINCIPAL** shall operate as a discharge or a release of liability to **SURETY**, any law, rule or usage relating to the liability of sureties to the contrary notwithstanding.

**IN TESTIMONY, WHEREOF, PRINCIPAL** has hereto set its hand and affixed its seal, and **SURETY** has caused its corporate seal to be affixed hereto, in accordance with its regulations and in the presence of its duly authorized officers this \_\_\_\_\_ day of \_\_\_\_\_.

**THE COMMON SEAL of PRINCIPAL**

was hereon affixed in the presence of:

\_\_\_\_\_

**Witness**

\_\_\_\_\_ (seal)

**Principal**

**THE COMMON SEAL of SURETY**

was hereon affixed in the presence of:

\_\_\_\_\_

**Witness**

\_\_\_\_\_ (seal)

**Surety**

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**Walls, Floors, and Ceiling Coverings, and Lighting - General Areas**

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**APPENDIX “E”**

**Electronic Bid Submission Instructions**

1. In order to be accepted, Bids must be submitted through WorkplaceNL’s posting for this opportunity on [www.merx.com](http://www.merx.com).
2. Bidders shall create a supplier account and be registered on [www.merx.com](http://www.merx.com). This will enable the Bidder to download the bid opportunity, receive addenda/addendum email notifications, download addenda/addendum, and submit their Bid electronically through the MERX website.
3. The timing of the Bid is based on when the Bid is received by the bidding system, not when the Bid is submitted by the Bidder, as transmission can be delayed by “Internet Traffic” for any number of reasons. WorkplaceNL recommends that Bidder allow for ample time to provide for uploaded Bids to be received prior to the Tender Closing Date. Bids received after the Tender Closing Date will not be accepted.
4. It is the responsibility of the Bidder to ensure that the Bid is received on time. Once registered, MERX will send a confirmation email to the Bidder if the Bid was submitted successfully. If a confirmation has not been received by the Bidder, the Bid was not uploaded correctly and it is the responsibility of the Bidder to either reload the documents or to contact MERX to resolve any issues regarding their Bid.
5. Response materials should be prepared and submitted in accordance with the instructions in the bidding system, including any maximum upload file size. Documents should not be embedded within uploaded files, as the embedded files may not be accessible or evaluated.
6. To ensure receipt of the latest information and updates regarding this opportunity via email, the onus is on the Bidder to register with MERX, create a supplier account, and sign up for notices for this opportunity.
7. Clarifications and questions received for this opportunity electronically can be submitted via the opportunity listing on [www.merx.com](http://www.merx.com). Questions can be submitted, and confirmation will be received to the inquiry. Responses will be answered on an individual basis or collectively at the discretion of WorkplaceNL.

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**APPENDIX “F”**

**Standard Terms and Conditions**

## STANDARD TERMS AND CONDITIONS

**1. Agreement** - This Agreement includes the following documents and any conflict between the documents shall be resolved by giving priority to the documents in the order as they appear:

- (a) executed agreement between WorkplaceNL and the Contractor to which this document is appended (if applicable);
- (b) WorkplaceNL Confidentiality Schedule (if applicable);
- (c) WorkplaceNL Standard Terms and Conditions;
- (d) Declaration(s) of Confidentiality/Conflict of Interest;
- (e) procurement documents (including purchase orders) issued by WorkplaceNL; and
- (f) Contractor's bid, proposal or quote.

This Agreement constitutes the whole agreement of the parties relative to the purchase of Services from the Contractor by WorkplaceNL and supersedes all prior negotiations, representations, or agreements, either written or oral.

**2. Services** – Services means all goods, materials and/or services required under this Agreement.

The Contractor shall provide the Services. WorkplaceNL is responsible for the evaluation of the scope and suitability of the Services provided by the Contractor.

**3. Independent Contractor Status** - The Contractor is an independent contractor as to all Services. Neither the Contractor, its employees, officers, associates nor approved subcontractors, if any, are to be construed as constituting employees, agents, or representatives of WorkplaceNL. As an independent contractor, the Contractor assumes all legal and contractual obligations arising out of the performance of the Services.

The Contractor shall not enter into any contract or commitment in the name of or on behalf of WorkplaceNL, or bind WorkplaceNL in any respect or make statements or representations of any kind or take any other actions that would be binding on WorkplaceNL except as specifically provided in this Agreement.

The Contractor shall be fully responsible for any and all employee benefits to be provided to the Contractor's employees. Neither the Contractor nor its employees, officers, associates or approved subcontractors shall be entitled to participate in or receive any benefits whatsoever from WorkplaceNL as a result of performing Services. The Contractor is solely responsible for deducting the appropriate withholdings from the Contractor and its employees' pay cheques and for the remittance of such withholdings to the appropriate regulatory body as required by law.

Prior to commencing provision of Services the Contractor shall provide to WorkplaceNL a list of employees, officers, associates and approved sub-contractors assigned to perform the Services including their job titles and qualifications for the provision of Services. The employees, officers, associates and sub-contractors assigned to perform Services shall not change except with prior written consent of WorkplaceNL.

WorkplaceNL may, in its sole discretion, request that any employee, officer, associate or approved sub-contractor of the Contractor be prohibited from the performance of Service and/or from access to any files and/or to WorkplaceNL's premises, and the Contractor shall immediately comply with this request. The Contractor hereby releases and forever discharges and holds harmless WorkplaceNL from any costs, claims, losses, and damages of any kind whatsoever based on negligence, defamation, wrongful discharge/dismissal or otherwise which Contractor may suffer, sustain, pay or incur as a result of any actions under this paragraph and will indemnify, defend and hold harmless WorkplaceNL against any third party claims based on actions hereunder.

**4. Sub-Contractor** - Without the prior written consent of WorkplaceNL, the Contractor shall not subcontract any part of the Services, assign or transfer any interest, or delegate any responsibility arising out of this Agreement, to anyone other than the approved employees, officers, associates, or

subcontractors of the Contractor in accordance with the provisions of this Agreement. Prior to approval of a sub-contractor, the Contractor must establish to the satisfaction of WorkplaceNL, that the sub-contractor also meets the requirements of this Agreement.

**5. Payment** - Provided the Contractor has complied with all terms, conditions and provisions of this Agreement, WorkplaceNL shall make payments to the Contractor of those fees as set forth in this Agreement, following appropriate invoicing by the Contractor. WorkplaceNL shall not be liable to the Contractor for any other costs or expenses, unless such costs or expenses are approved in advance and in writing by WorkplaceNL, or are specifically set out in this Agreement. The Contractor shall submit expense claims in a format acceptable to WorkplaceNL.

WorkplaceNL shall effect payment of invoices within thirty (30) days of receipt of an acceptable invoice by WorkplaceNL provided that the amounts so billed are correct and properly payable under this Agreement. All invoices shall include the Contractor's registration number for Harmonized Sales Tax (HST) and shall separately identify the amounts of such tax. Payment of invoices may be delayed through failure of the Contractor to identify the registration number and the amount of HST. The Contractor shall maintain records sufficient to verify invoices submitted to WorkplaceNL and WorkplaceNL shall not be responsible for reconciliation and/or review of incorrect bookkeeping by the Contractor.

WorkplaceNL will not pay interest on late or overdue accounts.

Payment for Services shall be made by direct deposit. The Contractor shall supply the necessary banking information to WorkplaceNL within 7 (seven) working days of awarding the contract.

Purchase orders and notices of payments will be forwarded to the Contractor from WorkplaceNL. The Contractor shall supply facsimile information to WorkplaceNL within seven (7) working days of awarding the contract.

Services which have been performed prior to the issuance of a purchase order shall not be invoiced to WorkplaceNL. Only Services rendered within the date range delineated on the purchase order will be paid by WorkplaceNL.

The Contractor shall only submit an invoice for payment once. If the Contractor has not received payment for an invoice, the Contractor may contact the Accounts Payable Department of WorkplaceNL but it shall not resubmit the invoice unless expressly requested by WorkplaceNL. If the Contractor sends a Statement of Account, it shall be clearly marked "Statement of Account" at the top of the page.

**6. Set-Off** - At its sole option and without notice to the Contractor, WorkplaceNL shall have the right to set-off any amount due to WorkplaceNL by the Contractor under this Agreement or otherwise against any amount due and owing by WorkplaceNL to the Contractor under this Agreement.

**7. Non-exclusive** - This Agreement does not create an exclusive relationship between the Contractor and WorkplaceNL. WorkplaceNL may also, at any time retain other contractors to perform work in relation to the Services or any changes or additions to such Services. The Contractor is free to, and it is anticipated that the Contractor will, engage with other clientele in addition to its engagement herein with WorkplaceNL.

**8. Conflict of Interest** – The Contractor shall not provide Services if the Contractor is in a conflict of interest. The Contractor shall not permit any actual, possible or perceived conflict of interest between the interest of WorkplaceNL and/or its clients and the interest of the Contractor. The Contractor shall immediately disclose any such conflict of interest to WorkplaceNL in writing. WorkplaceNL shall, in its sole discretion, determine if an actual, possible or perceived conflict of interest exists and determine the appropriate course of action to be taken by WorkplaceNL and/or the

## STANDARD TERMS AND CONDITIONS

Contractor. WorkplaceNL's decision in this regard shall be final and conclusive.

The Contractor:

- (a) shall conduct all duties related to this Agreement with impartiality;
- (b) shall not influence, seek to influence, or otherwise take part in a decision of WorkplaceNL and/or WorkplaceNL's client, knowing that the decision might further its private interests;
- (c) shall not accept any communication, discount, allowance, payment, gift, or other benefit that is connected, directly or indirectly, with the performance of any Services, that causes, or would appear to cause, a conflict of interest; and
- (d) shall have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of any Services.

**9. Confidentiality** - All data and information of or concerning WorkplaceNL, WorkplaceNL clients, or of third parties to whom WorkplaceNL owes a duty of confidence, obtained by the Contractor, its employees, officers, associates, and/or approved sub-contractors, is:

- (a) to be treated as confidential;
- (b) to be used only to supply or perform Services to WorkplaceNL pursuant to this Agreement;
- (c) not to be reproduced or disclosed to anyone other than WorkplaceNL personnel as required in the performance of this Agreement;
- (d) not to be removed from the offices of WorkplaceNL without prior written consent of WorkplaceNL;
- (e) to be delivered to WorkplaceNL without cost forthwith upon demand, including all copies and records of same; and
- (f) to be protected by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, disposal, and disaster.

Nothing in the Agreement will prohibit or limit either Party's use or disclosure of information (including, but not limited to, ideas, concepts, knowledge, techniques, and methodologies) which is:

- (a) previously known to it without an obligation of confidence;
- (b) independently developed by or for it;
- (c) acquired by it from a third party which is not under an obligation of confidence with respect to such information; or
- (d) required by law. In the case of a disclosure required by law, the Contractor shall notify WorkplaceNL in writing prior to the disclosure to provide an opportunity to restrain the disclosure.

The Contractor will notify WorkplaceNL both verbally and in writing in the event of any unauthorized access to or disclosure of data or information.

The Contractor acknowledges that WorkplaceNL is bound by the terms of the *Workplace Health, Safety and Compensation Act*, RSNL 1990, c. W-11, as amended (the "Act"), the *Access to Information and Protection of Privacy Act*, 2015, SNL 2015, c. A-1.2, as amended ("ATIPPA"), the *Management of Information Act*, SNL 2005, c. M-1.01, as amended, the *Privacy Act*, RSNL 1990, c. P-22, as amended, and the *Personal Health Information Act*, SNL 2008, c. P-7.01, as amended, and agrees to abide strictly by the terms of these and any other applicable laws and professional standards respecting the collection, use and disclosure of data or information that the Contractor, its employees, officers, associates, and/or approved sub-contractors, could become exposed to directly or indirectly during the performance of Services. WorkplaceNL may be compelled to disclose data or information pursuant to ATIPPA.

The Contractor shall observe all requirements, standards and protocols of WorkplaceNL, relating to confidentiality, conflict of interest, and collection, storage, transfer, copying, modification, use, disclosure and disposition of information. The Contractor shall comply with the provisions of the attached "Declaration of Confidentiality/Conflict of Interest" and shall provide to WorkplaceNL executed copies of the said Declaration of Confidentiality/Conflict of Interest by the Contractor and all of the Contractor's employees, officers, associates, and/or approved sub-

contractors who will perform Services under the Agreement prior to the provision of Services.

Without limiting the generality of the foregoing, the Contractor acknowledges that WorkplaceNL shall have the right to obtain injunctive relief for violation of the terms of the clause. All those carrying out this Agreement on the Contractor's behalf are subject to this Agreement and may be liable to suit by WorkplaceNL for breaching this clause.

When deemed appropriate by WorkplaceNL, in its sole discretion, WorkplaceNL may also require the Contractor and its employees, officers, associates, and/or approved sub-contractors to comply with the WorkplaceNL Confidentiality Schedule. The Contractor must initial the WorkplaceNL Confidentiality Schedule which will form part and parcel of this Agreement.

**10. Ownership of Information** - All materials, data, designs, plans, drawings, specifications, research, reports, notes, estimates, summaries, calculations, surveys, papers, completed work, and work in progress and such other information and materials or parts thereof as are compiled, drawn and produced by the Contractor in performing the Services, including without limitation computer printouts and computer models and all copyrights thereto and all patents, trademarks and industrial designs arising therefrom are the sole and exclusive property of WorkplaceNL and the contents thereof are privileged and confidential. Nothing in the Agreement shall give the Contractor a right, however arising, to assert any lien, claim, demand, property right, remedy or security right of any kind over the information provided to the Contractor pursuant to the terms of the Agreement. The Contractor acknowledges that WorkplaceNL's right to this information shall at all times be paramount to any rights of the Contractor, at law or in equity, and that the Contractor's remedies against WorkplaceNL for WorkplaceNL's breaches under the Agreement do not include the right to deprive WorkplaceNL of access to WorkplaceNL's information in the Contractor's possession.

**11. Access to Information** - WorkplaceNL is subject to the ATIPPA and consequently the public has a right of access to WorkplaceNL's records. WorkplaceNL shall not be liable for any claims, costs, losses or damages experienced by the Contractor as a result of WorkplaceNL's release of information to another party pursuant to the provisions of ATIPPA or due to any other legal requirements.

**12. Warranty & Liability** - The Contractor represents, warrants and covenants that:

- (a) the information contained in its bid, proposal or quote is true and accurate;
- (b) all equipment supplied meets and is operated in accordance with the manufacturer's specifications and applicable regulatory requirements;
- (c) all Services provided are free from any defects in design, materials and workmanship, and that the Services fully comply with specifications and are suitable and fit for its intended purpose;
- (d) the supply of Services will not infringe any patent, trademark or copyright;
- (e) the Contractor provides good and clear title to the Services to WorkplaceNL;
- (f) the Contractor, its employees, officers, associates and approved subcontractors have the necessary skills, expertise, materials and experience; are qualified in the safe work procedures and operations of equipment; and shall provide and perform the Services in accordance with the provisions of this Agreement;
- (g) the Contractor shall provide and perform the Services in accordance with all applicable law and professional standards, and in a skilful, safe, efficient and professional manner satisfactory to WorkplaceNL;
- (h) the Contractor, its employees, officers, associates and approved subcontractors shall comply with all safety and security rules and workplace policies and procedures in effect from time to time while using or accessing WorkplaceNL's premises, assets, and/or resources;

Contractor Initials: \_\_\_\_\_

## STANDARD TERMS AND CONDITIONS

- (i) the Contractor, its employees, officers, associates, and/or approved sub-contractors will not commence work while under the influence of alcohol, marijuana or illegal drugs;
- (j) the Contractor, its employees, officers, associates, and/or approved sub-contractors shall comply with the *Occupational Health and Safety Act*, R.S.N.L. 1990, c. O-3, and the Regulations thereto, as amended; and
- (k) if the Contractor is carrying on an undertaking in the Province of Newfoundland and Labrador, the Contractor will during the term of this Agreement continue to be registered and authorized to carry on business in compliance with the laws of the Province of Newfoundland and Labrador.

The Contractor shall supply all labour, materials, and supervision to complete the Services in accordance with the Agreement. The Contractor shall obtain all permits and licences, pay such fees, and give all notices necessary for the lawful performance of the Services. Except as otherwise specifically stated in this Agreement, all facilities and equipment required for the provision of the Services shall be provided by the Contractor and shall remain the property and responsibility of the Contractor.

The Contractor is fully and solely responsible for the actions of the Contractor and its employees, officers, associates, and/or approved sub-contractors in performance of the Services and to ensure compliance with this Agreement. WorkplaceNL's approval of employees, officers, associates, or subcontractors does not relieve the Contractor of the Contractor's responsibilities under this Agreement.

**13. Indemnity** - The Contractor shall indemnify and hold harmless WorkplaceNL from and against all claims, actions, losses, expenses, costs and direct damages of every nature and kind whatsoever which WorkplaceNL or its employees, officers, associates, or agents may suffer where the same are based upon or arise out of anything done or omitted to be done by the Contractor or its employees, officers, associates, and/or approved sub-contractors.

**14. Insurance** - The Contractor shall, at its own expense and without limiting its liability herein, insure its operations under a contract of General Liability Insurance, with an insurer licensed in Newfoundland and Labrador, in an amount not less than Two Million Dollars (\$2,000,000) per occurrence, with an annual general aggregate, if any, of not less than Four Million Dollars (\$4,000,000) for each of its locations, insuring against any and all bodily injury, personal injury and property damage including loss of use thereof. Such insurance shall include blanket contractual liability and shall be in effect for the duration of the Agreement and any extensions or renewals. The deductibles applicable to the insurance required shall not exceed Five Thousand Dollars (\$5,000) per occurrence.

Certificates of insurance shall be provided to WorkplaceNL prior to the provision of Services under this Agreement and within thirty (30) days of any insurance renewal. All insurance called for under this Agreement shall be endorsed to provide WorkplaceNL with thirty (30) days advance written notice of cancellation, failure to renew or material change (material defined as any change restricting or reducing required coverage). WorkplaceNL may, at any time, request certified true copies of the policies and they shall be provided within fourteen (14) working days of the request. All insurance called for under this Agreement shall be primary insurance and shall not require the pro rata sharing of any loss by WorkplaceNL or any insurer of WorkplaceNL.

**15. Good Standing & Safety** – If the Contractor is engaged in, about or in connection with an industry in the province of Newfoundland and Labrador under the *Act*, prior to commencing provision of Services and during the term of this Agreement, the Contractor and any approved sub-contractors must be registered as an employer or have independent operator coverage under the *Act*, must be in good standing with WorkplaceNL, and shall comply with the *Act* and the Regulations thereto, as amended. The Contractor authorizes WorkplaceNL to obtain confirmation of the same.

### **16. Performance Standards**

Time is of the essence in the performance of the Agreement.

WorkplaceNL may notify the Contractor of any deficiencies, and in the event that the Contractor has failed to rectify the deficiencies within the time allocated by WorkplaceNL, WorkplaceNL may, at its discretion, obtain the Services, complete the work or rectify the deficiencies to its satisfaction and shall be entitled to deduct and set-off the costs of such work or rectification from any moneys due to the Contractor.

WorkplaceNL shall not be obligated to make any payments for Services rendered by the Contractor to remedy errors or omissions for which, in the reasonable opinion of WorkplaceNL, the Contractor is responsible.

**17. Inspection** – All Services are subject to final inspection and acceptance by WorkplaceNL. Services failing to conform to the specifications of this Agreement will be held at the Contractor's risk and may be returned to the Contractor. If so returned, all related costs are the responsibility of the Contractor. Services failing to conform to specifications of the Agreement may result in WorkplaceNL making adjustments to invoices.

**18. Non-waiver** – Mere acceptance of shipment of the Services specified and any inspection thereto by WorkplaceNL, shall not alter, limit or affect the obligations of the Contractor or the rights of WorkplaceNL herein or at law.

**19. Title & Risk** - Title to Services shall not pass to WorkplaceNL until delivered to a WorkplaceNL location and until such time shall be at the sole risk of the Contractor.

**20. Canadian Standards Association (CSA) Approval** – The Contractor shall ensure that all electrical, materials, hardware and assemblies supplied under the Agreement are fully CSA approved.

**21. Workplace Hazardous Materials Information System (WHMIS)** – When dealing with materials designated as hazardous, the Contractor shall ensure all goods and materials are provided with appropriate labels and material safety data sheets where required by WHMIS legislation.

**22. Changes** – WorkplaceNL, without invalidating the Agreement, may alter, add to or delete from the work, the Agreement sum being adjusted accordingly provided the Contractor has agreed to the same in writing. All such changes shall be governed by the conditions of the original Agreement. Any changes and unforeseen extras must be documented by change orders and approved by WorkplaceNL prior to proceeding. Supplementary invoices not supported by change orders will not be honored. The Contractor must notify WorkplaceNL of changes in the Contractor's policy or organization that affects its ability to meet its obligations outlined in the Agreement.

**23. Termination** - This Agreement may be terminated at any time by the mutual consent of the Parties.

WorkplaceNL may terminate this Agreement at any time, without cause, by giving thirty (30) calendar days written notice to the Contractor. WorkplaceNL shall not be subject to a claim for damages by the Contractor for any such termination.

WorkplaceNL may, in addition to and not in lieu of any other right or remedy available, at law or in equity, on the terms outlined in this paragraph terminate this Agreement at any time without notice, for cause and without compensation to the Contractor should:

- (a) the Contractor, its employees, officers, associates, and/or approved sub-contractors be in breach of any provision of this Agreement;
- (b) WorkplaceNL determine, in its sole discretion, that the Services are being provided in a manner inconsistent with this Agreement;
- (c) the Contractor fail to make adequate progress in the performance of the Agreement, or alternatively, an indication by the Contractor that



## STANDARD TERMS AND CONDITIONS

they cannot or will not meet any or all of the requirements of the Agreement;

- (d) WorkplaceNL determine, in its sole discretion, that the invoicing practices of the Contractor are unsatisfactory or improper; or
- (e) the Contractor becomes insolvent or bankrupt or makes an assignment for the benefit of creditors or receivers appointed of its business, or a voluntarily or involuntary petition in bankruptcy is filed, or proceedings for the reorganization or winding up of the Contractor is instituted.

WorkplaceNL may terminate the Agreement immediately or may provide the Contractor with written notice of the above noted default and provide the Contractor an opportunity to rectify the said default within 72 hours. If the default is not rectified to the satisfaction of WorkplaceNL within 72 hours, then WorkplaceNL can proceed to terminate this Agreement, for cause, without further notice.

Where this Agreement is terminated, either by mutual consent or otherwise, the Contractor shall, without any further fee or cost whatsoever to WorkplaceNL:

- (a) upon the effective date of termination of this Agreement cause all Services being provided under this Agreement to be discontinued, unless WorkplaceNL has provided its express, written consent to the continuation of Services; and
- (b) within thirty (30) working days of the effective date of termination, provide all work product and all final invoices for Services completed to the date of termination pursuant to this Agreement. The obligations of WorkplaceNL to make payment to the Contractor shall continue for Services performed up to and including the date of termination but do not continue beyond that time period. If the Agreement stipulates a lump sum payment, any such payment for Services performed shall be valued proportionately to the value of the contract.

**24. Force Majeure** – Neither the Contractor nor WorkplaceNL shall be deemed to be in default of its obligations under this Agreement, if, and for as long as, any delay or non-performance is directly or indirectly caused by or results from events of Force Majeure beyond the control of that party. These events shall include, but not be limited to, strikes, civil disturbances, wars, fires, acts of God, and acts of any government or branch or agency thereof.

Force Majeure shall not include the following:

- (a) late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences; and
- (b) late performance by a sub-contractor(s) unless the delay arises out of a Force Majeure occurrence in accordance with this clause.

**25. Records & Audit** - The Contractor shall maintain appropriate records and files in relation to the Services provided under this Agreement for seven (7) years, at which time the Contractor will destroy any and all copies and versions of the said records and files. The Contractor will retain copies of the records and files only to the extent required by law and applicable professional standards. The Contractor shall provide a copy of the said records and files within seven (7) working days of receipt of a written request from WorkplaceNL.

In addition to any other rights of inspection or audit that WorkplaceNL may have under this Agreement or under statute, WorkplaceNL or a person authorized by WorkplaceNL, may, at any reasonable time and upon reasonable notice to the Contractor, inspect, audit and evaluate the Contractor's compliance with the terms of this Agreement, including but not

limited to compliance with Service and invoice obligations, privacy, security and information management, under this Agreement through any means including but not limited to the following means:

- (a) on-site visit and examination of records and files, and inspection of electronic devices upon WorkplaceNL's request,
- (b) observation of the performance of the Services in progress,
- (c) full access to records and files and the ability to make copies of the record, and
- (d) oral or written communication pertaining to Services with any clients, employees, associates, directors, officers, agents and approved sub-contractors of the Contractor.

Notwithstanding any other provision of this Agreement, WorkplaceNL shall not be responsible for the Contractor's costs or fees associated with compliance with this section.

**26. General** - The paragraph headings shall not be considered in interpreting the text.

**27. Invalid or Unenforceable Provision** - If any term or provision of this Agreement is found to be illegal, invalid, or unenforceable, notwithstanding this Agreement may, at WorkplaceNL's option, remain in full force and effect and such term or provision shall be deemed removed from this Agreement and the remaining provisions form a valid agreement.

**28. Waiver** - Any waiver of, or consent to depart from, the requirements of any provision of this Agreement shall be effective only if it is in writing and signed by the party giving it, and only in the specific instance and for the specific purpose for which it has been given. Failure on the part of any party to exercise, and/or delay in exercising, any right under this Agreement shall not operate as a waiver of such right. No single or partial exercise of any such right shall preclude any other or further exercise of such right or the exercise of any other right.

**29. Governing Law** - This Agreement shall be governed by and interpreted in accordance with the laws of the Province of Newfoundland and Labrador, and the forum for all disputes shall be the Courts of the Province of Newfoundland and Labrador.

**30. Survival of Obligations** – All the obligations of the Contractor under this Agreement, including but not limited to independent contractor status, confidentiality, warranty & liability, records & audit, termination, indemnification and insurance provisions, shall survive the termination or completion of this Agreement.

**31. Promotion** - The Contractor shall not associate WorkplaceNL in any advertising or other promotional materials or messages associated with it without WorkplaceNL's prior written consent. The Contractor, its employees, officers, associates and/or approved sub-contractors shall not approach WorkplaceNL personnel, to in any way promote the business of the Contractor.

**32. Enurement** – Subject to the express limitations set out in the Agreement, this Agreement shall enure to the benefit of and be binding upon the respective heirs, executors, administrators, successors and permitted assigns of the Parties.

**33. Agreement Amendment** - The Agreement may only be modified by a written agreement signed by persons duly authorized by the Contractor and WorkplaceNL.

## STANDARD TERMS AND CONDITIONS

### DECLARATION OF CONFIDENTIALITY/CONFLICT OF INTEREST

I, \_\_\_\_\_, of \_\_\_\_\_ do declare that:  
(Print name of individual) (Print name of contractor)

1. I am either a) an owner of the Contractor; b) an employee of the Contractor, c) an independent contractor or d) I have been determined to be an employee of the Contractor by WorkplaceNL pursuant to the *Workplace Health, Safety and Compensation Act*. I am not an employee of WorkplaceNL.
2. I will perform Services pursuant to the Agreement between the Contractor and WorkplaceNL in relation to WorkplaceNL and/or in relation to clients of WorkplaceNL. All data and information received or obtained in the course of performing the Services, either directly or indirectly, is confidential information. I shall conduct myself in accordance with applicable privacy legislation and professional standards and I shall keep in confidence any such confidential information. I shall not collect, use, or retain any such confidential information whatsoever except to the extent necessary to perform Services. I will protect this information from disclosure to any other person or other entity whatsoever.
3. I acknowledge that I have read and understand the WorkplaceNL Standard Terms and Conditions and any applicable WorkplaceNL Confidentiality Schedule and I, hereby, agree to comply with all terms and conditions outlined therein.
4. Upon termination of my employment with the Contractor or when required, I shall return to the Contractor any and all confidential information obtained in the course of performing Services which is in my possession and/or control. When required, I shall return to WorkplaceNL any and all confidential information obtained in the course of performing Services which is in my possession and/or control. I will retain copies of confidential information only to the extent required by law and applicable professional standards.
5. I will not permit any actual, possible or perceived conflict of interest between the interests of WorkplaceNL and/or its clients and the interests of either myself or the Contractor, and will immediately disclose any such conflict to WorkplaceNL in writing.
6. I agree:
  - (a) to conduct all duties related to Services with impartiality;
  - (b) that I shall not influence, seek to influence, or otherwise take part in a decision related to WorkplaceNL and/or its client, knowing that the decision might further my private interests or the interests of the Contractor;
  - (c) that I shall not accept any communication, discount, allowance, payment, gift, or other benefit that is connected, directly or indirectly, with the performance of Services, that causes, or would appear to cause, a conflict of interest; and
  - (d) that I shall have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of Services.
7. I acknowledge having read, understood and obtained receipt of a copy of this declaration.

SWORN/AFFIRMED at \_\_\_\_\_,  
in the Province of Newfoundland and Labrador, this  
\_\_\_\_\_ day of \_\_\_\_\_, 2020, before me:

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Signature of Individual