SPEC NOTE: This document should only be used for projects issued by the Province of New Brunswick Department of Transportation and Infrastructure - Buildings Division.

SPEC NOTE: These tender documents are intended for general construction work for stipulated price. On rare occasions, DTI project manager may require a unit price contract. In this case, tender form “F” will need to be replaced by tender form “F – unit price” available on DTI Buildings website, and reference to “stipulated sum” will have to be changed to “unit price” in spec section 01 00 01, under item titled “summary of work” All changes or any special bidding criteria added to this document should be reviewed by the Department of Transportation and Infrastructure - Buildings Division.

SPEC NOTE: This file has been created to facilitate the edition of the DTI front end specifications by combining them in one Word file. Individual files for each section are available on the DTI Buildings website for those who prefer editing each file individually.

SPEC NOTE: These tender documents contain alternative choices and blank spaces to be filled in by the Consultant for each project. Spec Notes are for information purposes to complete the documents and are to be deleted from the specification prior to Tendering. To quickly delete all spec notes, follow these instructions: on “home tab”, under “styles”, right click on “spec notes”, “select all”, and then delete. Please verify document to ensure editing functions have worked properly.

Graphical user interface, application, Word

Description automatically generated

SPEC NOTE: Items in brackets [ ] require editing. Delete brackets in final version

SPEC NOTE: For DTI (DEPARTMENT OF TRANSPORTATION AND INFRASTRUCTURE – BUILDINGS DIVISION) in house projects; edit contacts. Only include disciplines applicable to project. Provide contact Information for each (name, telephone number, email).

SPEC NOTE: For projects done by consultants, replace “Department of Transportation and Infrastructure, Buildings Division” with Prime Consultant Company name, coordinates and contact person, including phone number and email.

SPEC NOTE: This Front end document has been modified and developed to be used on HPB (High Performance Building) projects with a rating system such as LEED. Other HPB rating systems such as Green Globes may be used depending on the directive from the Department of Transportation and Infrastructure – Buildings Division Project Manager. Edit to suit the project or other rating system when directed by the Department of Transportation and Infrastructure – Buildings Division Project Manager. Delete HPB articles when not required. Where indicated in the technical specification, submit other documentation as requested to verify compliance with the HPB Rating System.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | |  |
|  | | |  |
|  | | |  |
|  | | |  |
|  | | | [project name in English] |
|  | | | [building name / description] |
|  | | | [Location, NB] |
|  | | |  |
|  | | |  |
|  | | | [nom du projet en Français] |
|  | | | [nom de l’édifice ou description] |
|  | | | [localité, N.-B.] |
|  | | |  |
|  | | | [DTI Project Number / N° de projet du MTI] |
|  | | |  |
|  | | |  |
|  | | |  |
| Robert Daigle, P.Eng  Acting Assistant Deputy Minister / Sous-ministre adjoint par intérim  Department of Transportation and Infrastructure / Ministère des Transports et de l’Infrastructure  Buildings Division / Division des édifices | | | |
|  | | |  |
|  | | |  |
|  | | |  |
| Address all inquiries to : / Il faut faire parvenir toutes les demandes de renseignement au : | | | |
| Department of Transportation and Infrastructure  Buildings Division  Fredericton, NB  Ministère des Transports et de l’Infrastructure  Division des édifices  Fredericton, N.-B. | | | |
|  | |  | |
|  | |  | |
|  | |  | |
| Attention/ à l’attention de : | |  | |
| Architecture: | [Name/nom, phone # / N° de téléphone, email/ adresse courriel] | | |
| Structure: | [Name/nom, phone # / N° de téléphone, email/ adresse courriel] | | |
| Mechanical / mécanique | [Name/nom, phone # / N° de téléphone, email/ adresse courriel] | | |
| Electrical / électricité | [Name/nom, phone # / N° de téléphone, email/ adresse courriel] | | |
|  |  | | |
| Contact for pre-tender site visit / Personne ressource pour la visite préalable à l’appel d’offres : | | | |
| [Name/nom, phone number/numéro de téléphone, email/ adresse courriel] | | | |
|  | | |  |

SPEC NOTE: Edit the title block above (section 00 01 10) by inserting information within brackets and not deleting the brackets; they are part of the Word bookmark system used to easily update headers in the other sections. To view the brackets, go to “Word Options” dialogue box and select “show bookmarks” as shown below.

Graphical user interface, text, application, email

Description automatically generated

To update the headers of the other sections, go to each section, select the entire header, right click and select “update field” as shown below.

Graphical user interface, text, application

Description automatically generatedSPEC NOTE: Items in brackets [ ] require editing. Delete brackets in final version.

SPEC NOTE: - Modify contents of the specification to suit project. Revise page numbers and delete all unused sections.

Division 00- Procurement and Contracting Requirements

|  |  |  |
| --- | --- | --- |
| Section 00 01 10 | Table of content | 0 |
| Section 00 01 15 | List of drawing sheets (index “G”) | 0 |
| Section 00 21 13 | Instructions to bidders | 0 |
| Section 00 21 14 | Instructions aux soumissionnaires | 0 |
| Section 00 41 14 | Tender form “F” | 0 |
| Section 00 43 00 | Supplementary information | 0 |
| Section 00 91 13 | Addenda no. [ ] | 0 |

Division 01- General Requirements

SPEC NOTE: Consultant to edit specification and drawing lists to suit tender package.

SPEC NOTE: Include sections 01 00 01 and 01 35 30 as part of this index.

|  |  |  |
| --- | --- | --- |
| Section 01 00 01 | Project specific general requirements | 0 |
| Section 01 35 30 | Health and safety requirements | 0 |

Division 02- Existing conditions

Division 03- Concrete

Division 04- Masonry

Division 05- Metals

Division 06- Wood, plastics, and composites

Division 07- Thermal and moisture protection

Division 08- Openings

Division 09- Finishes

Division 10- Specialties

Division 11- Equipment

Division 12- Furnishings

Division 13- Special construction

End of section

SPEC NOTE: Modify to suit project.

DRAWING INDEX

Cover Sheet

Civil

C-

Landscape

L-

Architectural

A-

Structural

S-

Mechanical

M-

Electrical

E-

End of section

SPEC NOTE: This section includes provisions for receipt of sub-trade tenders through a New Brunswick Construction Association bid depository. Edit as required for projects not required to have tenders through the bid depository.

SPEC NOTE: Items in brackets [ ] require editing. Delete brackets in final version.

# INVITATION

## Bids will be received by **email only** at: [**constructionbidssoumissions@snb.ca**](mailto:constructionbidssoumissions@snb.ca)

SPEC NOTE: Public Tenders will have closing time posted on NBON. Projects “by invitation” will have closing time written on the letter of invitation prepared by DTI. Choose one of the two options in the following paragraph. Public Tenders are required for projects estimated at $40,000 and over. Projects of less than $40,000 can be public or by invitation. Coordinate with the DTI project manager. Refer to Crown Construction Contracts Act for more details.

## Tenders will close precisely at time and date specified [on the New Brunswick Opportunities Network (NBON)] [on the letter of invitation]. No submissions will be accepted after that time.

## On or after that time, the Tendering Section will place all documents received for a specific tender into a subfolder on a Government of New Brunswick (GNB) internal shared drive. This will allow the Tender Opening Committee to evaluate the submissions and to arrive at a consensus without physical interaction.

## There will be no public openings.

## The results of the tenders will be posted on NBON but there may be a delay.

## Amendments to submitted offer will be permitted if received in writing prior to Bid closing by same party.

SPEC NOTE: Always verify the minister and Department name before submitting for review. Add the minister and Department name from which the project is initiated.

## Ministers:

Hon. Jill Green

Minister of Transportation and Infrastructure

Hon. [Second Minister]

Minister of [ ]

SPEC NOTE: Page 1 of this section should finish with the Ministers. Article 1.2 should start on page 2.

# CONTRACT/TENDER DOCUMENTS

## Availability:

SPEC NOTE: Use the following paragraphs (items .1, .2 and .3) for public Tenders. Delete when tender is "by invitation".

### Calls for tender will be posted on NBON.

### Hard copies of tender documents will not be available from DTI. Arrangements for tender packages can be made via The Construction Association of New Brunswick (CANB).

### DTI will not be creating a registered bidders list. Alternatively, contractors who intend to bid a project are to advise CANB of their intent. CANB will post those company names on the (CINET) for sub-contractors and suppliers.

SPEC NOTE: Use the following paragraph for tenders by invitation. Delete for public tenders.

### Project Specific Tender Documents are included with this package. Standard documents are available on DTI website or through SNB Buildings Construction as described below.

SPEC NOTE: delete the following paragraph when it does not apply.

### A copy of [soils investigation report] [subsurface exploration report] [environmental analysis] [building evaluation report] is available through SNB Buildings Construction at the following email: [**Constructionquestions@snb.ca**](mailto:Constructionquestions@snb.ca)

## Standard documents

### The following listed STANDARD DOCUMENTS form an integral part of the Contract Documents. They shall be read in conjunction with and shall govern each division of the specification together with the drawings. These "STANDARD DOCUMENTS" are not bound with the Tender Documents.

### Always verify the revision date of the "STANDARD SPECIFICATION" front end document on the web site. This document will be revised periodically. Always verify, read or download before bidding. Downloading it once will not suffice for all projects.

|  |  |  |  |
| --- | --- | --- | --- |
|  | STANDARD CROWN CONSTRUCTION CONTRACTS  Documents can be requested by emailing: [Constructionquestions@snb.ca](mailto:Constructionquestions@snb.ca) | | |
|  | Item | Section | Description |
|  | 1 |  | Articles of Agreement |
|  | 2 |  | Terms of Payment "A" |
|  | 3 |  | General Conditions "B" |
|  | STANDARD SPECIFICATIONS  Documents can be found on DTI website: [www.gnb.ca/buildingstandardspecs](http://www.gnb.ca/buildingstandardspecs) | | |
|  | Item | Section | Description |
|  | 4 | 00 01 11 | Table of content |
|  | 5 | 00 22 13 | Supplementary instructions to bidders |
|  | 6 | 00 73 17 | Insurance schedule “E” |
|  | 7 | 00 73 37 | Supplementary conditions “C” |
|  | 8 | 00 73 44 | Fair wage requirement “D” |
|  | 9 | 01 00 02 | Standard general requirements |
|  | 10 | 01 35 31 | Fire safety requirments |
|  | 11 | appendix | Irrevocable standby letter of credit NB reg 82-109 |

## Examination:

SPEC NOTE: Use the following paragraphs (.1, .2 and .3) for public tenders. Delete paragraph .1 for tenders "by invitation".

### Tender Documents will be available for electronic viewing through the applicable Builders Exchanges throughout the Atlantic Provinces. Due to Covid-19, viewing of hardcopies may be possible on some projects; Contact your local Association.

### Upon receipt of Tender Documents, verify that documents are complete.

### Should a bidder find discrepancies, ambiguities or omissions in the documents, or have any doubt as to the meaning or intent, he shall at once notify the individual noted on front page under the title "Address all Inquiries To:".

## Queries/Addenda:

### Direct questions on drawings and specifications to the person listed on the cover page.

### Direct questions on tendering process to SNB Buildings Construction at the following email: [**Constructionquestions@snb.ca**](mailto:Constructionquestions@snb.ca)

### Correspondence by email is preferred, however SNB Buildings Construction can also be reached at the following phone number (506) 461-7296. Fax is not available.

### Addenda may be issued during Bidding period. Addenda will become part of Contract Documents. Include costs in Tender Price.

### Verbal answers are only binding when confirmed by written addenda.

### Clarifications requested by Bidders must be in writing not less than seven days before date set for receipt of Bids. A response, if deemed necessary, will be in form of an addendum.

### Addenda will be issued by the Department of Transportation and Infrastructure – Buildings Division and posted on NBON. Addenda will not be sent directly to the Bidders by DTI.

### Addenda cover letters shall be signed and attached to the tender documents.

SPEC NOTE: Amount of days may be required to be modified depending on the project size, or if project is "by Invitation". It's been known to be reduced to 5 days on projects "by invitation" and even less on small projects. Only modify as per directives from Department of Transportation and Infrastructure - Buildings Division Project Manager. Edit to suit when applicable.

## Product/System Options:

### Where the Tender Documents stipulate a particular product, written requests for substitutions will be considered by the consultant up to 10 working days before receipt of tenders. Such requests shall be accompanied by complete descriptive and technical information so that a proper evaluation can be made.

### In submission of substitutions to products specified, Bidders are to include in their Tender Price changes required in work to accommodate such substitutions. Later claim by Bidder for addition to Contract Price because of changes in work necessitated by use of substitutions will not be considered.

### The successful Contractor will be held to furnish under his bid all work as specified. Product not listed by name in the specification must be approved by addenda prior to tender submission by the procedures described herein. All materials and articles of any kind necessary for this work are subject to the approval of the individual noted on front page under the title "Address all Inquiries To:" and this judgment and decision will be final. The submission of a bid will be taken as evidence of the Bidders compliance with these terms.

### Bidders are advised that it is their responsibility to ensure to their satisfaction that all trades and suppliers are bidding in conformance to the terms of the contract documents.

# SITE ASSESSMENT

## Before submitting a Tender, visit the site and examine drawings and specifications and study existing conditions and limitations including laws, ordinances and regulations affecting the contract. Include in the tender all items, implied or required, to attain the completed condition required by the Contract.

## Become familiar with available working space, storage space, access facilities and other conditions pertaining to the site relative to the contract.

SPEC NOTE: The following paragraph is intended for site visits required by the bidders that would not require the presence of the Department of Transportation and Infrastructure - Buildings Division representative or consultants. It might be for quantities calculations or similar information required for bidding purposes.

## Site access for reviewing existing conditions is restricted. Access to site must be coordinated with contact person listed on title page.

SPEC NOTE: Use the following paragraph when a site visit is scheduled. Edit to suit the project. This will be the only occasion where the Department of Transportation and Infrastructure - Buildings Division representatives and all the consultants will be on site at the same time to answer questions on the project. For public tenders, the site visit date and time will be posted on NBON. For projects by invite, the site visit time and date will be included in the letter of invitation prepared by DTI. Edit accordingly. Note that site visits are typically scheduled the earliest of: one week prior to bid depository closing or one week prior to bid closing.

## A site review will be held on the day and time indicated on [the NBON tender notice ] [ the letter of invitation ]. This will be the only opportunity for review of existing site conditions with the Department of Transportation and Infrastructure - Buildings Division representatives and all the consultants present and available to answer questions arising from the review of the site and the Contract Documents. Contact persons are listed on the cover sheet.

SPEC NOTE: Keep “BID SUBMISSIONS” for all projects

# BID SUBMISSION

## Submit Bids at the email address indicated in article 1.1 – INVITATION of this Section.

## Identify the **project number and project name** in the **Subject** line of the email. Bids missing this information will not be received.

## Send Bid documents as attachments **in PDF only** and not copied and pasted into the body of the email.

## Digitally signed Bid documents or a scan of paper original Bid documents in PDF format are acceptable.

## Ensure scanned documents are legible and capture required information. Any documents not legible may be cause for rejection.

## Send amendments to bids by email to the address indicated in article 1.1 – INVITATION of this Section. Identify the **project number** and **project name** into the **Subject** line. To help facilitate the review process, number the amendments sequentially in the subject line. For example: **Amendment #01 – BY1234 – Project Description**

## No Bid will be rejected if their company name is not listed on the CINET list.

## DTI will not be responsible for emails that have not been received.

## Bidders are solely responsible for delivery of their Bids in manner and time prescribed.

# BID ENCLOSURES/ REQUIREMENTS

## The tender submission must contain the following:

### Tender Form “F” officially signed. Each item on the Tender form must be completed unless noted otherwise. Incomplete tenders will be rejected.

### Required security deposits and any attachments as per item 1.6 - SECURITY DEPOSIT of this Section.

### A copy of all Addenda covering letters signed by the Bidder.

### For projects with a tender value greater than $100,000, a valid letter of good standing in the New Brunswick Construction Safety Association (NBCSA) Certificate of Recognition program (COR), or an equivalent approved by Engineer-Architect as described in article 1.2 CONTRACTOR QUALIFICATIONS of Section 01 35 30 - HEALTH AND SAFETY REQUIREMENTS.

SPEC NOTE: Delete the following paragraph when project does not have a bid depository tender.

### When General Contractor performs the work of a Bid Depository sub-trade, provide a letter indicating qualification requirements are met with the tender.

SPEC NOTE: Delete following paragraph when TENDER FORM “F” does not have a list of sub-contractors.

### When General Contractor performs the work of a sub-contractor listed in Tender Form “F”, provide a letter indicating qualification requirements are met with the tender.

# SECURITY DEPOSIT

## General:

SPEC NOTE: Use the following paragraphs (items .1, .2, .3 & .4) for tenders estimated equal to or greater than $500,000. Delete paragraphs for tenders estimated less than $500,000 and for tenders "by invitation".

### All tenders must be accompanied by a security deposit in the amount of ten percent (10%) of the total tender price. The security deposit must be in the form of a Bid Bond as indicated on the Tender Form.

### Digitally signed Bid Bonds and related documents, or a scan of paper originals are acceptable. We will verify their authenticity with the associated insurance broker or bonding company prior to award.

### Paper originals of the Performance Bond and the Labor and Materials Payment Bond will be obtained by DTI prior to award from the successful bidder.

### Include cost of Bid Security in Tender Price.

SPEC NOTE: Use the following paragraphs (items .5 to .11) for tenders estimated less than $500,000 and for tenders "by invitation”. Delete for tenders estimated equal to or greater than $500,000.

### All tenders must be accompanied by a security deposit in the amount of ten percent (10%) of the total tender price. The security deposit may be in the form of a Bid Bond, Certified Cheque, Bank Draft, Money Order or negotiable security as indicated on the Tender Form. An “Irrevocable Standby Letter of Credit" is considered an acceptable "Negotiable Security". Refer to the Crown Construction Contracts Act - New Brunswick Regulation 82-109, article 16(3)(f) for additional information.

### Digitally signed Bid Bonds and related documents, or a scan of the paper originals are acceptable. We will verify their authenticity with the associated insurance broker or bonding company prior to award.

### A scan of paper originals of the Irrevocable Standby Letter of Credit, Certified Cheque, Bank Draft or Money Order are acceptable.

### A digitally signed Irrevocable Standby Letter of Credit is acceptable.

### Paper originals of bid security will be obtained by DTI prior to award from the successful bidder.

### When applicable, the paper originals of the Performance Bond and the Labor and Materials Payment Bond will be obtained by DTI prior to award from the successful bidder.

### Include cost of Bid Security in Tender Price.

SPEC NOTE: always keep the following paragraphs regarding “Bid Bonds”.

## Bid Bonds:

### Bid Bonds must be executed in favour of "Her Majesty the Queen" in the Right of the Province of New Brunswick.

### Bid Bonds shall be purchased from a New Brunswick resident agent of an Insurance Company licensed to do business in the Province of New Brunswick whose bonds are acceptable to the Owner and payable to "Her Majesty the Queen" in the Right of the Province of New Brunswick.

### Bid Bond must be signed by a principal of the company submitting a bid.

### Bid Bond must have the company seal of the company submitting a bid.

### Bid Bonds must be good for a minimum of 21 days from tender closing date.

### Bid Bond shall be accompanied by a letter from an Insurer licensed under the Insurance Act of New Brunswick stating that if the tenderer is awarded the contract, a labour and material payment bond and performance bond will be supplied to the Crown in accordance with the provisions of section 83 of the Construction Remedies Act. This letter must be endorsed by an authorized signing officer and must bear the seal of the bonding Company.

### Bid Bond shall be accompanied by a letter from a New Brunswick resident agent of an insurance company licensed to do business in the Province stating that the bid bond has been negotiated for, procured from and premium paid to that agent.

SPEC NOTE: Delete following paragraphs regarding “Irrevocable Standby Letter of Credit” for tenders estimated equal to or greater than $500,000.

## Irrevocable Standby Letter of Credit (ISLC)

### Irrevocable Standby Letter of Credit (ISLC) must be executed in favour of "Her Majesty the Queen" in the Right of the Province of New Brunswick.

### Irrevocable Standby Letter of Credit (ISLC) must be purchased/obtained from a Canadian Banking/Lending Institution based in Canada with an office open for business in New Brunswick.

### The Irrevocable Standby Letter of Credit (ISLC) shall be reduced automatically, by the amount of each drawing paid and/or by amendment, by the amount of reduction that may be authorized by the Beneficiary from time to time by their written request, signed by the Beneficiary and given to the Lending Institution. The Lending Institution shall agree that it will honor the Beneficiary's demand for payment, presented in compliance with the terms of this standby letter of credit, without inquiring whether the Beneficiary has a right as between itself and the Applicant to make such demand, and without recognizing any claim of the said Applicant.

### The standby letter of credit will expire on the date indicated on the Irrevocable Standby Letter of Credit (ISLC) form or contract expiry date, subject to the following condition:

#### It is a condition of this standby letter of credit that it shall be deemed to be automatically extended without amendment for one year periods from the present or any future expiration date hereof, unless at least 30 days prior to any such expiration date, the Lending Institution notifies the Beneficiary in writing by registered mail or courier that the Lending Institution elects not to consider this standby letter of credit renewed for such further period.

### When using Irrevocable Standby Letter of Credit as a security deposit, the Department of Transportation and Infrastructure - Buildings Division will only accept the blank form as supplied in the Standard Specification.

SPEC NOTE: Delete following paragraphs regarding “Certified Cheque” for tenders estimated equal to or greater than $500,000.

## Certified Cheque

### Certified Cheques must be made payable to the Minister of Finance, Province of New Brunswick.

### The Certified Cheque will be held by the Owner as security for the due performance of the work by the Contractor for the full duration of the contract.

### The Certified Cheque may be cashed at the Department's discretion, being reimbursed back to the Contractor upon substantial completion of the project.

SPEC NOTE: Delete following paragraphs regarding “Bank Drafts and Money Orders” for tenders estimated equal to or greater than $500,000.

## Bank Drafts and Money Orders

### Bank drafts and money orders issued by a financial institution recognized by Payments Canada are considered an acceptable form of bid security.

### All bank drafts and money orders shall be made payable to the Minister of Finance.

### It is important to note that money orders from Canada Post, Western Union, or any other institution not recognized by Payments Canada will not be accepted.

### Bank drafts and money orders will be held by the Owner as security for the due performance of the work by the Contractor for the full duration of the contract.

### Bank drafts and money orders may be cashed at the Department's discretion, being reimbursed back to the Contractor upon substantial completion of the project.

# PERFORMANCE ASSURANCE

SPEC NOTE: always keep the following two paragraphs regarding bonds.

## When a Bid Bond is used as Bid Security, the Contractor shall, within fourteen (14) days from notification of acceptance, furnish the Owner with a Performance Bond and a Labour and Materials Payment Bond according to Section 83 of the New Brunswick Construction Remedies Act, notably:

### Issued by an insurer licensed under the NB Insurance Act.

### Each bond having a coverage limit of at least 50% of the contract price.

### In the form prescribed by NB regulation 2021-81 (form 19 & form 18)

## Performance Bond and a Labour and Materials Payment Bond will be held by the Owner as security for the due performance of the work by the Contractor for the full duration of the contract.

SPEC NOTE: Delete the following paragraphs for tenders estimated equal to or greater than $500,000.

## Contractors using a Certified Cheque, bank draft, money order or an Irrevocable Standby Letter of Credit (ISLC) as Bid Security may, at their discretion and within 14 days, substitute a Performance Bond and Labour and Material Payment Bond in lieu of having their bid security held by the Owner as security for the due performance of the work.

SPEC NOTE: Delete the following paragraph for tenders estimated equal to or greater than $500,000.

## Contractors using a Certified Cheque, bank draft or money order as Bid Security may, at their discretion and within 14 days, substitute an Irrevocable Standby Letter of Credit (ISLC) in lieu of having their bid security held by the Owner as security for the due performance of the work.

SPEC NOTE: always keep the following paragraph.

## Include cost of Performance Assurance in Tender Price.

SPEC NOTE: Edit the following example regarding “Geotechnical, Investigation reports” to suit project. Delete completely if not applicable.

# GEOTECHNICAL INVESTIGATION REPORTS

## A copy of detailed geotechnical investigation report identified as file: [file name]; Dated: [day/month/year]; As detailed and prepared by [Company Name] is available through SNB Buildings Construction. Requests can be emailed to [Constructionquestions@snb.ca](mailto:Constructionquestions@snb.ca)

## This report records properties of the soil recommendations for the design of the project. The recommendations given shall not be construed as requirements of this contract unless contained in the contract documents.

## The report, by its nature, cannot reveal all conditions that exist or can occur on the site. Should subsurface conditions, in the opinion of the Engineer - Architect, be found to vary substantially from the report, changes in the design and construction of foundation will be made with resulting credits or expenditures to the contract Price accruing to the Owner.

## Direct all questions to the individual noted on the front page under the title “ Address all Inquiries to: “

SPEC NOTE: Cash flows are used to follow the budgets set for each fiscal year from April 1st to March 31st. Obtain this information from Department of Transportation and Infrastructure - Buildings Division representative. If this article is not applicable, choose “Not Applicable” option and delete the other option.

SPEC NOTE: The example below can be used when applicable; edit to suit. Coordinate with paragraph “LIMITE DU FLUX DE TRÉSORERIE” of Section 00 21 14, paragraph “TIME WORK SCHEDULE” of Section 00 43 00, and paragraph “PROJECT COORDINATION (CASH FLOW LIMITATIONS)" of Section 01 00 01.

# CASH FLOW LIMITATIONS

## [Not Applicable] [Cash flow limitations have been established as follows:] [The cash flow limitations for this phase of the work is [write amount] [($amount in numbers)] from start of construction to end of fiscal year March 31, [20\_\_]. The balance of the cash flow will be in the next fiscal year. The general Contractor is not to exceed this amount without the written approval of the Engineer - Architect.

## General Contractor is responsible to limit work, labour and products to meet these cash flow limitations. The time work schedule shall be coordinated to follow the cash flow limitations. Work completed for each fiscal year shall not exceed the cash flow limitations as in accordance with the contract price for that time period. Payment for work cannot be carried over into the next fiscal year.

## Contractors should note that they may be audited by the Provincial Auditors at any time.

## The Contractor shall demonstrate in its Time-work Schedule that the cash flow noted for this fiscal year will be expended in full by the specified date.

SPEC NOTE: If Bid Depository is required, add the location of the Bid Depository. The closing date set by DTI is typically two days prior to the tender closing and does not occur on Mondays, Fridays or holidays. Delete “Bid Depository” for all tenders "by invitation" and when not applicable to public tenders. Coordinate with the Department of Transportation and Infrastructure - Buildings Division Project Manager.

SPEC NOTE: On projects where the estimated value is equal to or greater than $500,000, the following sub-trades will be called through the Bid Depository:

-Structural Steel when valued at $100,000.00 or more. Do not include requirements for quality programs such as ISO 9000, ASIC or CSIC in description of work. The only requirement for quality assurance program approved by the Department of Transportation and Infrastructure - Buildings Division is as described in article STRUCTURAL STEEL THIRD PARTY QUALITY ASSURANCE CERTIFICATION of Section 00 43 00 - SUPPLEMENTARY INFORMATION. Coordinate also with article BID DEPOSITORY PRICES of Section 00 41 14 - TENDER FORM "F".

-Masonry when valued at $100,000.00 or more.

-Roofing when valued at $50,000.00 or more.

-Plumbing when valued at $100,000.00 or more.

-Ventilation and Air Conditioning (VAC) when valued at $100,000.00 or more (VAC includes controls). On major capital projects, "the Department of Transportation and Infrastructure - Buildings Division Project Manager" will advise when the Controls are to be a separate entity in the Bid Depository. Very IMPORTANT: when advised to divide the VAC and Controls, make sure that the design is done accordingly and clearly marked. In the past there have been gaps, omissions or unclear directives as to what extent each trade has to complete their work. This has resulted in additional cost change orders to contracts. Make sure that all requirements are met and that all systems are compatible and can tie into each other even though these applications have been separated.

-Medical Gas when valued at $100,000.00 or more.

-Liquid Heat Transfer (Heating and Cooling) when valued at $100,000.00 or more.

-Sprinklers when valued at $100,000.00 or more.

-Electrical when valued at $100,000.00 or more.

SPEC NOTE: On projects estimated less than $500,000, the use of the Bid Depository will be at the discretion of the Department of Transportation and Infrastructure - Buildings Division Project Manager. The same limits for sub-trade values would apply if the Bid Depository is used for projects less than $500,000. Delete article when not applicable.

# BID DEPOSITORY TENDERS

## The Bid Depository Guidelines have been modified to accommodate electronic submissions during the pandemic. Contact the Construction Association of New Brunswick (CANB) for details of the new requirements.

## Sub-trade tenders will close at the [Fredericton Northwest] [Moncton Northeast] [Saint John], [\_\_\_\_\_\_\_] Construction Association Bid Depository on the day and time indicated on the NBON tender notice.

SPEC NOTE: Edit paragraph below to suit tender. List the specification sections covered by each sub-trade.

## Sub-Trades listed below must submit their tenders through the Bid Depository in accordance with the bid depository rules, on or before the advertised or officially amended tender closing time and date. No tender will be accepted from a contractor who has been suspended from the use of the Bid Depository System under the Bid Depository Rules.

SPEC NOTE: Coordinate Structural Steel bid depository requirements with article “STRUCTURAL STEEL THIRD PARTY QUALITY ASSURANCE CERTIFICATION” of Section 00 43 00 SUPPLEMENTARY INFORMATION and with article “BID DEPOSITORY PRICES” of Section 00 41 14 TENDER FORM "F".

Structural Steel: [05 12 23, 05 21 00, etc.]

Masonry:

Roofing:

Plumbing:

SPEC NOTE: Controls must be included with Ventilation and Air Conditioning (VAC) for project amounts as indicated in spec note above. Delete separate Controls requirement below unless required by the Department of Transportation and Infrastructure - Buildings Division Project Manager to be as a separate entity.

Ventilation and Air Conditioning (VAC) [and Controls]:

SPEC NOTE: Only include controls as a separate entity when instructed by the Department of Transportation and Infrastructure - Buildings Division Project Manager. Delete otherwise. When controls require to be a separate entity, edit the "Ventilation and Air Conditioning (VAC) and Controls" text above to suit.

[Controls]:

Medical Gas:

Liquid Heat Transfer:

Sprinklers:

Electrical:

## Bid Depository Security

### Sub-contractors bidding through the Bid Depository are required to provide a Bid Bond and a Letter of Consent to Bond. This requirement supercedes Rules 12(a) and (b) of the Bid Depository Rules of Procedure. The sub-contractor shall make this bid bond payable to the “Successful Prime Contractor”.

### The Bid Bond shall cover ten percent (10%) of the tender price submitted by the Trade Contractor.

### Include cost of Bond in Tender Price.

## If no valid price is received through the Bid Depository for any of the listed sub-trades, the Bidder (Prime Contractor) shall:

### Include the scope of work in his Tender price for that sub-trade as required in article named “BID DEPOSITORY PRICES” of Section 00 41 14 - TENDER FORM “F”.

### Identify on the Tender Form in the space provided for that sub-trade, the sub-contractor proposed and the price.

## If own forces are listed, Contractor must provide letter indicating qualification requirements are met in their tender. Failure to do so will result in rejection of tender.

## After bid closing, a change in Sub-Contractors listed in “BID DEPOSITORY PRICES” of Section 00 41 14 - TENDER FORM “F” will require permission in writing from Engineer-Architect.

## General contractor is responsible for all coordination required for entire project. This includes all sub-trades, disciplines, work and materials obtained through the bid depository.

End of section

NOTE AU RÉDACTEUR : La présente section comprend les arrangements pour recevoir des soumissions concernant les travaux des corps de métier par l’intermédiaire du Bureau dépositaire des soumissions de l’Association de la construction du Nouveau-Brunswick. Modifier au besoin pour les projets ne nécessitant pas que les soumissions passent par l’intermédiaire du Bureau dépositaire des soumissions.

NOTE AU RÉDACTEUR : Les mots entre crochets [ ] doivent être modifiés. Effacer les crochets dans la version définitive.

# INVITATION À SOUMISSIONNER

## Les soumissions seront reçues **par courriel seulement** à l’adresse suivante : [**constructionbidssoumissions@snb.ca**](mailto:constructionbidssoumissions@snb.ca)

NOTE AU RÉDACTEUR : L’heure de clôture des appels d’offres publics sera affichée sur le Réseau de possibilités d’affaires du Nouveau-Brunswick (RPANB). L’heure de clôture des projets faisant l’objet d’une « invitation à soumissionner » sera inscrite dans la lettre d’invitation rédigée par le MTI. Il faut choisir une des deux options dans le paragraphe suivant. Des appels d’offres publics sont exigés pour les projets évalués à 40 000 $ ou plus. Les projets de moins de 40 000 $ peuvent faire l’objet d’un appel d’offres public ou sur invitation. Coordonner avec le gestionnaire de projet du MTI. Consulter la *Loi sur les contrats de construction de la Couronne* pour de plus amples renseignements.

## La clôture des appels d’offres aura lieu exactement à l’heure et à la date indiquées [sur le Réseau de possibilités d’affaires du Nouveau-Brunswick (RPANB)] [dans la lettre d’invitation]. Aucune soumission ne sera acceptée après cette heure et cette date.

## À cette heure et à cette date ou après, la Section des appels d’offres regroupera tous les documents reçus pour un appel d’offres particulier dans un sous-dossier du disque partagé interne du gouvernement du Nouveau-Brunswick (GNB). Le comité de dépouillement des soumissions pourra ainsi évaluer les soumissions et arriver à un consensus sans contacts physiques.

## Il n’y aura pas de dépouillement public.

## Les résultats de l’appel d’offres seront publiés dans le RPANB, mais il peut y avoir un retard.

## Des modifications pourront être apportées à l’offre présentée si elles sont reçues par écrit, de la même partie, avant la clôture des soumissions.

NOTE AU RÉDACTEUR : Toujours vérifier le nom du ministre et du ministère avant de présenter la soumission pour étude. Inscrire le nom du ministre et celui du ministère pour lequel l’appel d’offres est lancé.

## Ministres :

L’hon. Jill Green

Ministre des Transports et de l’Infrastructure

L’hon. [deuxième ministre]

Ministre [ ]

NOTE AU RÉDACTEUR : La page 1 de la présente section devrait se terminer par les ministres. La clause 1.2 devrait commencer à la page 2.

# DOCUMENTS CONTRACTUELS/D’APPEL D’OFFRES

## Accès aux documents:

NOTE AU RÉDACTEUR : Utiliser les paragraphes suivants (éléments .1, .2 et .3) pour les appels d’offres publics. Supprimer lorsqu’il s’agit d’un appel d’offres « sur invitation ».

### Les appels d’offres seront publiés dans le RPANB.

### Les copies papier des documents d’appel d’offres ne seront pas disponibles auprès du MTI. Les dispositions relatives aux dossiers d’appels d’offres peuvent être prises par l’entremise de l’Association de la construction du Nouveau-Brunswick (ACNB).

### Le MTI ne créera pas de liste de soumissionnaires inscrits. Les entrepreneurs qui ont l’intention de soumissionner pour un projet doivent donc en informer l’ACNB. L’ACNB affichera ensuite le nom de ces entreprises dans CINET, à l’intention des sous-traitants et des fournisseurs.

NOTE AU RÉDACTEUR : Utiliser le paragraphe suivant pour les appels d’offres « sur invitation ». Le supprimer pour les appels d’offres publics.

### Les documents d’appel d’offres propres au projet se trouvent dans ce dossier. Les documents types sont disponibles sur le site Web du MTI ou auprès de Construction SNB édifices, comme il est indiqué ci-dessous.

NOTE AU RÉDACTEUR : Supprimer le paragraphe suivant s’il ne s’applique pas.

### Une copie du [rapport d’examen des sols] [rapport d’exploration de la subsurface] de l’[analyse environnementale] du [rapport d’évaluation du bâtiment] peut être obtenue auprès de Construction SNB édifices, à l’adresse de courriel suivante : [**Constructionquestions@snb.ca**](mailto:Constructionquestions@snb.ca)

## Documents types

### Les documents types énumérés ci-dessous font partie intégrante des documents contractuels. Ils doivent être lus de concert avec chaque division du devis et avec chaque dessin, sur lesquels ils ont également préséance. Ces « documents types » ne sont pas joints aux documents d’appel d’offres.

### Toujours vérifier la date de révision du document de préface du « devis type » sur le site Web. Ce document sera révisé périodiquement. Toujours vérifier la date de révision, visualiser ou télécharger et lire ce document avant de soumissionner. Il convient de le télécharger à nouveau pour chaque projet.

|  |  |  |
| --- | --- | --- |
| CONTRATS DE CONSTRUCTION DE LA COURONNE | | |
| On peut demander les documents en envoyant un courriel à l’adresse suivante :  [Constructionquestions@snb.ca](mailto:Constructionquestions@snb.ca) | | |
|  |  |  | |
| Article | Section | Description | |
| 1 |  | Articles de convention | |
| 2 |  | Modalités de paiement « A » | |
| 3 |  | Conditions générales « B » | |
|  |  |  | |
| DEVIS TYPES | | |
| Les documents se trouvent sur le site Web du MTI : [www.gnb.ca/batimentsdevistype](mailto:www.gnb.ca/batimentsdevistype) | | |
|  |  |  | |
| Article | Section | Description | |
| 4 | 00 01 11 | Table des matières | |
| 5 | 00 22 13 | Instructions supplémentaires aux soumissionnaires | |
| 6 | 00 73 17 | Annexe sur les assurances « E » | |
| 7 | 00 73 37 | Conditions générales supplémentaires « C » | |
| 8 | 00 73 44 | Exigences visant les juste salaires « D » | |
| 9 | 01 00 02 | Exigences générales types | |
| 10 | 01 35 31 | Consignes de sécurité-incendie | |
| 11 | annexe | Lettre de soutien irrévocable, règlement du N.-B. 82-109 | |

## Examen des Documents:

NOTE AU RÉDACTEUR : Utiliser les paragraphes suivants (.1, .2 et .3) pour les appels d’offres publics. Supprimer le paragraphe .1 pour les appels d’offres « sur invitation ».

### Les documents d’appels d’offres seront accessibles pour une consultation électronique, par l’entremise des associations des constructeurs concernées des provinces de l’Atlantique. En raison de la COVID-19, il se peut qu’il soit possible de consulter les copies papier pour certains projets; communiquez avec votre association locale.

### Dès réception des documents d’appel d’offres, vérifier s’ils sont complets.

### Si un soumissionnaire constate des écarts, des ambiguïtés ou des omissions dans les documents ou a des doutes sur leur sens ou leur intention, il doit informer immédiatement la personne dont le nom est inscrit sur la page couverture sous la rubrique « Adresser toute question au : ».

## Demande de renseignements/addenda:

### Les questions relatives aux dessins et aux devis doivent être adressées à la personne mentionnée sur la page couverture.

### Les questions relatives au processus d’appel d’offres doivent être envoyées à Construction SNB édifices, à l’adresse courriel suivante : [Constructionquestions@snb.ca](mailto:Constructionquestions@snb.ca)

### La correspondance par courriel est privilégiée, mais il est également possible de joindre Construction SNB édifices au numéro de téléphone suivant : 506-461-7296. Il n’y a pas de télécopieur.

### Des addendas peuvent être ajoutés pendant la période d’invitation à soumissionner. Les addendas feront partie des documents contractuels. Inclure les coûts dans le prix de soumission.

### Les réponses verbales sont contraignantes uniquement si elles sont confirmées dans un addenda écrit.

### Les demandes de précisions des soumissionnaires doivent être présentées par écrit au plus tard sept jours avant la date fixée pour la réception des soumissions. Si elle est jugée nécessaire, la réponse prendra la forme d’un addenda.

### L’addenda sera publié par le ministère des Transports et de l’Infrastructure – Division des bâtiments et publié dans le RPANB. Le MTI n’enverra pas l’addenda directement aux soumissionnaires.

### Les lettres d’accompagnement des addendas devront être signées et annexées aux documents d’appel d’offres.

NOTE AU RÉDACTEUR : Le nombre de jours pourrait devoir être modifié selon l’ampleur du projet ou si le projet a été lancé « sur invitation ». On l’a déjà vu réduit à cinq jours dans le cas de projets « sur invitation » et même moins pour de petits projets. Modifier seulement sur l’ordre du gestionnaire de projet du ministère des Transports et de l’Infrastructure – Division des Bâtiments. Modifier en conséquence le cas échéant.

## Options Concernant les Systèmes et les produits:

### Dans le cas où les dossiers d’appel d’offres exigeraient un produit particulier, le consultant tiendra compte des demandes écrites de substitution au plus tard dix jours ouvrables avant la réception des soumissions. De telles demandes doivent être accompagnées de l’information descriptive et des notices techniques complètes de sorte qu’une évaluation appropriée puisse être effectuée.

### Dans les demandes de substitution pour des produits exigés, les soumissionnaires doivent inclure dans leur prix de soumission les changements nécessaires aux travaux pour tenir compte desdites substitutions. Aucune demande de paiement subséquente de la part du soumissionnaire pour un ajout au prix du contrat en raison de changements dans les travaux qu’exige l’emploi d’équivalents approuvés ne sera prise en considération.

### En exécution de sa soumission, l’entrepreneur retenu devra réaliser tous les travaux exigés. Un produit qui n’est pas expressément exigé dans les devis doit être approuvé avant le dépôt de la soumission selon les modalités décrites aux présentes. Tous les types de matériaux et d’articles nécessaires à l’exécution des travaux sont subordonnés à l’approbation des personnes dont le nom est inscrit sur la page couverture, sous « Adresser toute question au: », et ce jugement ou cette décision est définitif. La présentation d’une soumission servira de preuve du respect de ces conditions par les soumissionnaires.

### Il convient de rappeler aux soumissionnaires qu’il est de leur responsabilité de s’assurer que tous les corps de métier et fournisseurs soumissionnent conformément aux conditions des documents contractuels.

# ÉVALUATION DES LIEUX

## Avant de présenter une soumission, il convient de visiter le chantier, d’examiner les dessins et le devis, et d’étudier les restrictions et conditions existantes, y compris les lois, les ordonnances et les règlements concernant le contrat. Inclure dans la soumission tous les articles, implicites ou obligatoires, nécessaires à la réalisation de toute condition prévue par le contrat.

## Se familiariser avec l’espace de travail disponible, l’aire d’entreposage, les installations d’accès et les autres conditions se rapportant au chantier dans l’optique du contrat.

NOTE AU RÉDACTEUR : La clause suivante vise les visites du chantier qui sont demandées par les soumissionnaires et qui ne nécessitent pas la présence de représentants du ministère des Transports et de l’Infrastructure – Division des Bâtiments ou de consultants. Ces visites peuvent avoir pour objet le calcul de quantités ou tout autre renseignement similaire nécessaire aux soumissions.

## À noter que l’accès au chantier pour prendre connaissance de l’état des lieux sera restreint. L’accès au chantier doit être coordonné avec la personne-ressource dont le nom est inscrit sur la page titre.

NOTE AU RÉDACTEUR : Utiliser le paragraphe suivant lorsqu’une visite du site est prévue. Modifier en fonction du projet. Il s’agira du seul moment où les représentants et tous les consultants de la Division des édifices du ministère des Transports et de l’Infrastructure seront sur les lieux en même temps pour répondre aux questions concernant le projet. Pour les appels d’offres publics, la date et l’heure de la visite du site seront affichées sur le RPANB. Pour les projets visés par une invitation à soumissionner, la date et l’heure de la visite du site seront inscrites dans la lettre d’invitation rédigée par le MTI. Modifier en conséquence. À noter : les visites du site ont lieu en général une semaine avant la fermeture du bureau dépositaire des soumissions ou une semaine avant la clôture des soumissions, selon la première éventualité.

## Un examen sur place aura lieu à la date et à l’heure indiquées dans [l’avis d’appel d’offres publié sur le RPANB] [la lettre d’invitation]. Il s’agira de la seule occasion d’examiner les conditions existantes sur place avec le ministère des Transports et de l’Infrastructure – Division des Bâtiments et tous les consultants qui pourront répondre aux questions découlant de l’examen des lieux et des documents contractuels. Les noms des personnes ressources figurent sur la page couverture.

NOTE AU RÉDACTEUR : Conserver « DÉPÔT DES SOUMISSIONS » pour tous les projets.

# DÉPÔT DES SOUMISSIONS

## Présenter les soumissions à l’adresse de courriel indiquée dans l’article 1.1 – INVITATION À SOUMISSINNER de la présente section.

## Indiquer le **numéro et le nom du projet** sur la ligne **objet** du courriel. Les soumissions pour lesquelles cette information n’est pas fournie ne seront pas acceptées.

## Transmettre les documents d’appel d’offres en pièces jointes **en format PDF seulement**, sans les copier-coller dans le corps du courriel.

## Les documents de soumission signés numériquement ou les documents de soumission originaux sur papier numérisés en format PDF sont acceptables.

## Veiller à ce que les documents numérisés soient lisibles et renferment l’information requise. Tout document non lisible peut entraîner le rejet de la soumission.

## Envoyer les modifications apportées aux soumissions par courriel, à l’adresse indiquée dans l’article 1.1 – INVITATION À SOUMISSIONNER de cette section. Indiquer le **numéro du projet** et le **nom du projet** sur la ligne **objet**. Pour faciliter le processus d’examen, numéroter les modifications par ordre séquentiel sur la ligne objet. Par exemple : **Modification no 01 – BY1234 – Description du projet**

## Aucune soumission ne sera rejetée si le nom de l’entreprise qui la présente ne figure pas sur la liste de CINET.

## Le MTI ne sera pas responsable des courriels qui n’auront pas été reçus.

## Les soumissionnaires assument l’entière responsabilité de la présentation de leur offre de la manière et dans le délai prescrit.

# EXIGENCES CONCERNANT LES PIÈCES À SOUMETTRE

## La présentation de l’offre doit contenir les éléments suivants :

### Formulaire de soumission « F » signé officiellement. Chaque élément du formulaire de soumission doit être rempli, sauf indication contraire. Les soumissions incomplètes seront rejetées.

### Les dépôts de garantie exigés et toutes les pièces jointes conformément à la clause 1.6 - Dépôt de garantie dans la présente section.

### Une copie de toutes les lettres de présentation des addendas signées par le soumissionnaire.

### Pour les projets dont la valeur est supérieure à 100 000 $, une lettre valide attestant que l’entreprise est en règle auprès de la New Brunswick Construction Safety Association (NBCSA) en ce qui concerne le programme de certificat de reconnaissance (CR) ou un équivalent approuvé par l’ingénieur-architecte décrit à l’article 1.2 COMPÉTENCES DE L’ENTREPRENEUR de la section 01 35 30 – EXIGENCES EN MATIÈRE DE SANTÉ ET DE SÉCURITÉ.

NOTE AU RÉDACTEUR : Supprimer le paragraphe suivant s’il n’y a pas de bureau dépositaire des soumissions pour le projet visé par l’appel d’offres.

### Lorsque l’entrepreneur général exécute les travaux d’un corps de métier du bureau dépositaire des soumissions, joindre à la soumission une lettre attestant du respect des exigences de qualification.

NOTE AU RÉDACTEUR : Supprimer le paragraphe suivant si le FORMULAIRE DE SOUMISSION « F » ne comprend pas de liste des sous-traitants.

### Lorsque l’entrepreneur général exécute les travaux d’un sous-traitant répertorié dans le formulaire de soumission « F », joindre à la soumission une lettre attestant le respect des exigences de qualification.

# DÉPÔT DE GARANTIE

## Général

NOTE AU RÉDACTEUR : Utiliser les clause suivantes (les clauses : .1, .2, .3 et .4) pour les appels d’offres dont la valeur estimative du marché est de 500 000 $ et plus. Supprimer les clauses pour les appels d’offres dont la valeur estimative du marché est inférieure à 500 000 $ et pour les appels d’offres « sur invitation ».

### Toutes les soumissions doivent être accompagnées d’un dépôt de garantie correspondant à dix pour cent (10 %) du prix total de soumission. Le dépôt de garantie doit être présenté sous forme de cautionnement de soumission, comme l’indique le formulaire de soumission.

### Les cautionnements de soumission signés numériquement et les documents connexes ou les originaux sur papier numérisés sont acceptables. Nous vérifierons leur authenticité auprès du courtier d’assurance concerné ou de l’entreprise de cautionnement concernée avant l’attribution du contrat.

### Le MTI obtiendra du soumissionnaire retenu les originaux sur papier du cautionnement d’exécution et du cautionnement de paiement de la main-d’œuvre et des matériaux avant l’attribution du contrat.

### Inclure le coût de la garantie de soumission dans le prix de soumission.

NOTE AU RÉDACTEUR : Utiliser les paragraphes suivants (éléments .5 à .11) pour les appels d’offres estimés à moins de 500 000 $ et pour les appels d’offres « sur invitation ». Les supprimer pour les appels d’offres évalués à 500 000 $ ou plus.

### Toutes les soumissions doivent être accompagnées d’un dépôt de garantie correspondant à dix pour cent (10 %) du prix de soumission total. Le dépôt de garantie peut prendre la forme d’un cautionnement de soumission, d’un chèque certifié, d’une traite bancaire, d’un mandat ou d’une sûreté négociable, comme l’indique le formulaire de soumission. Une « lettre de crédit de soutien irrévocable » est considérée comme une « sûreté négociable » acceptable. Consulter l’alinéa 16(3)f) du Règlement 82 109 pris en vertu de la Loi sur les contrats de construction de la Couronne pour toute information supplémentaire.

### Les cautionnements de soumission signés numériquement et les documents connexes ou les originaux papier numérisés sont acceptables. Nous vérifierons leur authenticité auprès du courtier d’assurance concerné ou de l’entreprise de cautionnement concernée avant l’attribution du contrat.

### Les originaux sur papier numérisés de la lettre de crédit de soutien irrévocable, du chèque certifié, de la traite bancaire ou du mandat sont acceptables.

### Une lettre de crédit de soutien irrévocable signée numériquement est acceptable.

### Le MTI obtiendra du soumissionnaire retenu les originaux sur papier de la garantie de soumission avant l’attribution du marché.

### S’il y a lieu, le MTI obtiendra du soumissionnaire retenu les originaux sur papier du cautionnement d’exécution et du cautionnement de paiement de la main-d’œuvre et des matériaux avant l’attribution du marché.

### Inclure le coût de la garantie de soumission dans le prix de soumission.

NOTE AU RÉDACTEUR : Toujours conserver les paragraphes suivants portant sur les « cautionnements de soumission ».

## Cautionnements de soumission:

### Les cautionnements de soumission doivent être passés en faveur de « Sa Majesté la Reine » du chef de la province du Nouveau-Brunswick.

### Les cautionnements de soumission doivent être souscrits auprès d’un agent résident d’une compagnie d’assurance autorisée à faire affaire dans la province du Nouveau Brunswick dont les cautionnements de soumission sont acceptables pour le maître de l’ouvrage et sont payables à « Sa Majesté la Reine » du chef de la province du Nouveau Brunswick.

### Le cautionnement de soumission doit être signé par un mandant de la compagnie qui présente la soumission.

### Le cautionnement de soumission doit porter le sceau de la compagnie qui présente la soumission.

### Le cautionnement de soumission doit être valide pendant au moins 21 jours à compter de la date de clôture de l’appel d’offres.

### Le cautionnement de soumission doit être accompagné d’une lettre d’un assureur titulaire d’une licence en vertu de la Loi sur les assurances du Nouveau-Brunswick indiquant que, si le contrat est attribué au soumissionnaire, un cautionnement pour le paiement de la main-d’œuvre et des matériaux et un cautionnement de bonne exécution seront fournis à la Couronne, conformément aux dispositions de l’article 83 de la Loi sur les recours dans le secteur de la construction. Cette lettre doit être signée par un signataire autorisé et doit porter le sceau de la société de cautionnement.

### Le cautionnement de soumission doit être accompagné d’une lettre d’un agent résident d’une compagnie d’assurance autorisée à faire affaire au Nouveau-Brunswick indiquant que le cautionnement de soumission a été négocié avec cet agent, qu’il a été obtenu de celui-ci et que la prime lui a été versée.

NOTE AU RÉDACTEUR : Supprimer les clauses suivantes portant sur la « lettre de crédit de soutien irrévocable » pour les appels d’offres dont la valeur estimative du marché est de 500 000 $ et plus.

## Lettre de crédit de soutien irrévocable (LCSI):

### La lettre de crédit de soutien irrévocable (LCSI) doit être passée en faveur de « Sa Majesté la Reine » du chef de la province du Nouveau Brunswick.

### La lettre de crédit de soutien irrévocable (LCSI) doit être achetée ou obtenue auprès d’un établissement bancaire ou prêteur canadien établi au Canada et ayant un bureau ouvert au public au Nouveau Brunswick.

### La lettre de crédit de soutien irrévocable (LCSI) fait l’objet d’une déduction automatique correspondant au montant de chaque retrait versé ou, après modification, au montant que le bénéficiaire peut autoriser, s’il y a lieu, par une demande écrite revêtue de sa signature et remise à l’établissement de crédit. L’établissement de crédit doit convenir d’honorer la demande de paiement du bénéficiaire, présentée conformément aux modalités énoncées dans la lettre de crédit de soutien irrévocable, sans demander si le bénéficiaire a le droit, convenu entre lui-même et le requérant, de présenter une telle demande, et sans reconnaître une réclamation quelconque dudit requérant.

### La lettre de crédit de soutien irrévocable viendra à échéance à la date qui est indiquée sur le formulaire de lettre de crédit de soutien irrévocable (LCSI) ou à la date d’expiration du contrat, sous réserve de la condition suivante :

#### Parmi les conditions de ladite lettre de crédit de soutien, celle-ci sera réputée avoir été reconduite automatiquement sans modification pour des périodes d’un an à compter de la date courante ou future d’expiration, à moins que, 30 jours au moins avant ladite date d’expiration, l’établissement de crédit avise le bénéficiaire, par courrier recommandé ou par messagerie, qu’il décide de ne pas reconduire ladite lettre de crédit de soutien pour toute autre période.

### Lorsqu’une lettre de crédit de soutien irrévocable est utilisée comme dépôt de garantie, le ministère des Transports et de l’Infrastructure – Division des Bâtiments acceptera seulement le formulaire en blanc fourni dans le « devis type ».

NOTE AU RÉDACTEUR : Supprimer les clauses suivantes portant sur les « chèques certifiés » dans le cas des appels d’offres dont la valeur estimative du marché est de 500 000 $ et plus.

## Chèque certifié:

### Les chèques certifiés doivent être libellés à l’ordre du ministre des Finances et du Conseil du Trésor du Nouveau-Brunswick.

### Le chèque certifié sera conservé par le maître de l’ouvrage à titre de garantie de la bonne exécution des travaux par l’entrepreneur pour l’entière durée du contrat.

### Le chèque certifié peut être encaissé à la discrétion du Ministère afin d’être remboursé à l’entrepreneur à l’achèvement substantiel du projet.

NOTE AU RÉDACTEUR : Supprimer les paragraphes suivants portant sur les « traites bancaires et les mandats » pour les appels d’offres dont la valeur estimative du marché est de 500 000 $ et plus.

## Traites bancaires et mandats:

### Les traites bancaires et les mandats délivrés par une institution financière reconnue par Paiements Canada sont considérés être des formes acceptables de garantie de soumission.

### Toutes les traites bancaires et tous les mandats doivent être établis à l’ordre du ministre des Finances et du Conseil du Trésor du Nouveau-Brunswick.

### Il est important de noter que les mandats de Postes Canada, de Western Union ou d’autres institutions qui ne sont pas reconnues par Paiements Canada ne sont pas acceptés.

### Les traites bancaires et les mandats seront conservés par le maître de l’ouvrage à titre de garantie de la bonne exécution des travaux par l’entrepreneur pour l’entière durée du contrat.

### Les traites bancaires et les mandats peuvent être encaissés à la discrétion du Ministère afin d’être remboursés à l’entrepreneur à l’achèvement substantiel du projet.

# ASSURANCE DE BONNE EXÉCUTION

NOTE AU RÉDACTEUR : Toujours conserver les deux paragraphes suivants concernant les cautionnements.

## Lorsqu’un cautionnement de soumission sert de dépôt de garantie, l’entrepreneur doit, dans un délai de quatorze (14) jours à compter de la notification de l’acceptation, fournir au maître de l’ouvrage un cautionnement de bonne exécution et un cautionnement pour le paiement de la main-d’œuvre et des matériaux, conformément à l’article 83 de la *Loi sur les recours dans le secteur de la construction* du Nouveau-Brunswick, qui doivent notamment :

### être émis par un assureur titulaire d’une licence en vertu de la Loi sur les assurances du Nouveau-Brunswick;

### avoir chacun un plafond de couverture d’au moins 50 % du prix du contrat;

### être présentés dans la forme prescrite dans le Règlement du Nouveau-Brunswick 2021-81 (formule 19 et formule 18).

## Le cautionnement d’exécution et le cautionnement de paiement de la main-d’œuvre et des matériaux seront conservés par le maître de l’ouvrage à titre de garantie de la bonne exécution des travaux par l’entrepreneur pour l’entière durée du contrat.

NOTE AU RÉDACTEUR : Supprimer le paragraphe suivant lorsqu’il s’agit d’un appel d’offres d’une valeur estimative du marché de 500 000 $ et plus.

## Les entrepreneurs qui se servent d’un chèque certifié, d’une traite bancaire, d’un mandat ou d’une lettre de crédit de soutien irrévocable (LCSI) à titre de garantie de soumission peuvent, à leur discrétion et dans les 14 jours, y substituer un cautionnement d’exécution et un cautionnement de paiement de la main d’œuvre et des matériaux, au lieu que leur garantie de soumission soit conservée par le maître de l’ouvrage à titre de garantie de la bonne exécution des travaux.

NOTE AU RÉDACTEUR : Supprimer le paragraphe suivant lorsqu’il s’agit d’un appel d’offres d’une valeur estimative du marché de 500 000 $ et plus.

## Les entrepreneurs qui se servent d’un chèque certifié, d’une traite bancaire ou d’un mandat à titre de garantie de soumission peuvent, à leur discrétion et dans les 14 jours, y substituer une lettre de crédit de soutien irrévocable (LCSI), au lieu que leur garantie de soumission soit conservée par le maître de l’ouvrage à titre de garantie de la bonne exécution des travaux.

NOTE AU RÉDACTEUR : Toujours conserver le paragraphe suivant.

## Inclure le coût de l’assurance de bonne exécution dans le prix de soumission.

NOTE AU RÉDACTEUR : Modifier l’exemple suivant sur les « rapports d’étude géotechnique » pour qu’elle corresponde au projet. La supprimer si elle ne s’applique pas.

# RAPPORTS D’ÉTUDE GÉOTECHNIQUE

## Un exemplaire du rapport d’étude géotechnique détaillé [nom du fichier], daté du [jour/mois/année]) et préparé par [nom de l’entreprise] peut être consulté en s’adressant à Construction SNB Édifices. Les demandes peuvent être transmises par courriel à [Constructionquestions@snb.ca](mailto:Constructionquestions@snb.ca)

## Le rapport fait état des recommandations relatives aux caractéristiques du sol pour la conception du projet. Ces recommandations ne doivent pas être interprétées comme étant des exigences du contrat, à moins qu’elles soient intégrées dans les documents contractuels.

## En raison de sa nature, le rapport ne peut pas établir toutes les conditions qui existent ou qui peuvent survenir sur le site. Si, de l’avis de l’ingénieur-architecte, les conditions en subsurface s’avèrent très différentes de ce qu’indique rapport, des modifications seront apportées à la conception et à la construction de la fondation et les crédits ou les dépenses qui en découleront par rapport au prix contractuel reviendront au maître de l’ouvrage ou seront à sa charge.

## Toutes les questions doivent être adressées à la personne dont le nom est inscrit sur la page couverture sous la rubrique « Adresser toute question au : ».

NOTE AU RÉDACTEUR : Les flux de trésorerie sont utilisés pour suivre les budgets établis pour chaque exercice financier commençant le 1er avril et se terminant le 31 mars. Il faut obtenir ces renseignements auprès d’un représentant du ministère des Transports et de l’Infrastructure - Division des Bâtiments. Si l’article ne s’applique pas, choisir l’option « Ne s’applique pas » et supprimer l’autre option.

NOTE AU RÉDACTEUR : La formulation type ci-dessous peut être utilisée au besoin après avoir été modifiée en conséquence. Coordonner avec l’article « CASH FLOW LIMITATIONS » de la section 00 21 13, l’article « CALENDRIER DES ÉCHÉANCES » de la section 00 43 00, et l’article « COORDINATION DE PROJET (LIMITATION DES FLUX DE TRÉSORERIE » de la section 01 00 01.

# LIMITES DU FLUX DE TRÉSORERIE

## [Ne s’applique pas] [Les limites du flux de trésorerie ont été établies ainsi :] [Les limites du flux de trésorerie pour cette phase des travaux sont de [inscrire le montant] [(montant en chiffres)] du début des travaux à la fin de l’exercice financier se terminant le 31 mars [20\_\_]. Le reste du flux de trésorerie figurera dans le prochain exercice financier. L’entrepreneur général ne doit pas dépasser ce montant sans avoir l’approbation écrite de l’ingénieur-architecte.

## L’entrepreneur général doit limiter les travaux, la main-d’œuvre et les produits pour respecter ces limites du flux de trésorerie. L’horaire de travail sera coordonné de façon à suivre les limites du flux de trésorerie. Les travaux réalisés au cours de chaque exercice financier ne doivent pas dépasser les limites du flux de trésorerie, conformément au prix du contrat pour cette période. Le paiement des travaux ne peut pas être reporté au prochain exercice financier.

## Les entrepreneurs doivent savoir qu’ils peuvent faire l’objet d’une vérification par des vérificateurs du gouvernement provincial à tout moment.

## L’entrepreneur doit démontrer dans l’horaire de travail que le flux de trésorerie prévu pour l’exercice financier en cours sera dépensé en entier d’ici à la date indiquée.

NOTE AU RÉDACTEUR : Si la soumission doit passer par le bureau dépositaire des soumissions, indiquer l’emplacement de celui-ci. La date de clôture établie par le MTI précède généralement de deux jours la clôture de l’appel d’offres et n’est pas un lundi, un vendredi, ni un jour férié. Supprimer la clause pour tous les appels d’offres « sur invitation » et si elle n’est pas applicable aux appels d’offres publics. Coordonner avec le gestionnaire de projet du ministère des Transports et de l’Infrastructure – Division des Bâtiments.

NOTE AU RÉDACTEUR : Pour les projets dont le coût estimatif de construction est supérieur ou égal à 500 000 $, les travaux pour les corps de métier suivants feront l’objet d’un appel d’offres par l’intermédiaire du Bureau dépositaire des soumissions :

- L’acier de structure lorsque le coût est évalué à 100 000 $ ou plus. Ne pas inclure l’obligation de respecter les programmes de qualité comme ISO 9000, ASIC ou CSIC dans la description des travaux. Les seules exigences en matière d’assurance de la qualité approuvées par le ministère des Transports et de l’Infrastructure - Division des Bâtiments sont celles énumérées à l’article « CERTIFICATION D’ASSURANCE DE LA QUALITÉ DE L’ACIER DE STRUCTURE VÉRIFIÉE PAR UNE TIERCE PARTIE » de la section 00 43 00 - INFORMATION SUPPLÉMENTAIRE. Coordonner également avec l’article « PRIX AU BUREAU DÉPOSITAIRE DES SOUMISSIONS » de la section 00 41 14 - FORMULAIRE DE SOUMISSION « F ».

 La maçonnerie lorsque son coût est évalué à 100 000 $ ou plus.

 La toiture lorsque son coût est évalué à 50 000 $ ou plus.

 La plomberie lorsque son coût est évalué à 100 000 $ ou plus.

La ventilation et le conditionnement de l’air (VCA) lorsque leur coût est évalué à 100 000 $ ou plus (le VCA comprend également les dispositifs de régulation). Pour certains projets d’immobilisations de grande envergure, le « gestionnaire de projet du ministère des Transports et de l’Infrastructure - Division des Bâtiments » décidera si les dispositifs de régulation doivent faire l’objet d’un appel d’offres distinct par l’intermédiaire du Bureau dépositaire des soumissions. TRÈS IMPORTANT : lorsqu’il est décidé de séparer les systèmes de VCA et les dispositifs de régulation, il faut s’assurer que la conception est établie en conséquence et que les indications sont claires. Par le passé, il y a eu des lacunes, des omissions ou des directives qui n’établissaient pas clairement quels travaux chaque corps de métier devait effectuer, ce qui a entraîné des ordres de modification et des coûts supplémentaires pour les contrats en question. S’assurer que toutes les exigences sont respectées et que les systèmes sont compatibles et qu’ils peuvent être raccordés l’un à l’autre, même si les travaux ont été effectués séparément.

 Les gaz médicaux lorsque leur coût est évalué à 100 000 $ ou plus.

 Le transfert de chaleur liquide (chauffage et refroidissement) lorsque son coût est évalué à 100 000 $ ou plus.

 Les gicleurs lorsque leur coût est évalué à 100 000 $ ou plus.

 Les travaux d’électricité lorsque leur coût est évalué à 100 000 $ ou plus.

NOTE AU RÉDACTEUR : Pour les projets évalués à moins de 500 000 $, le recours au Bureau dépositaire des soumissions sera laissé à la discrétion du gestionnaire de projet du ministère des Transports et de l’Infrastructure - Division des Bâtiments. Les mêmes limites pour les valeurs liées aux corps de métiers s’appliqueront si le Bureau dépositaire des soumissions est utilisé pour des projets de moins de 500 000 $. Supprimer l’article s’il ne s’applique pas.

# BUREAU DÉPOSITAIRE DES SOUMISSIONS

## Les lignes directrices du Bureau dépositaire des soumissions ont été modifiées pour tenir compte de la présentation de soumissions par voie électronique pendant la pandémie. Communiquez avec l’Association de la construction du Nouveau-Brunswick (ACNB) pour obtenir des détails sur les nouvelles exigences.

## Les soumissions relatives aux travaux des corps de métiers seront closes au bureau dépositaire des soumissions de l’Association de la construction de [Fredericton (Nord-Ouest)], [Moncton (Nord-Est)], [Saint John], [\_\_\_\_\_\_\_] à la date et à l’heure indiquées dans l’avis d’appel d’offres du RPANB.

NOTE AU RÉDACTEUR : Modifier le paragraphe suivant selon l’appel d’offres. Énumérer les sections de devis couvertes par chaque corps de métier.

## Les corps de métier ci-dessous doivent soumettre leurs soumissions par l’entremise du Bureau dépositaire des soumissions conformément aux règles de ce bureau, au plus tard à l’heure et à la date de clôture de l’appel d’offres annoncées ou officiellement modifiées. En vertu des règles du Bureau dépositaire des soumissions, aucune soumission ne sera acceptée d’un entrepreneur qui a été suspendu relativement à l’utilisation du système de dépôt des soumissions.

NOTE AU RÉDACTEUR : Coordonner les exigences du Bureau dépositaire des soumissions pour l’acier de structure avec l’article « CERTIFICATION D’ASSURANCE DE LA QUALITÉ DE L’ACIER DE STRUCTURE VÉRIFIÉE PAR UNE TIERCE PARTIE » de la section 00 43 00 INFORMATION SUPPLÉMENTAIRE et avec l’article « PRIX DU BUREAU DÉPOSITAIRE DES SOUMISSIONS » de la section 00 41 14 FORMULAIRE DE SOUMISSION « F ».

Acier de structure : [05 12 23, 05 21 00, etc.]

Maçonnerie :

Toiture :

Plomberie :

NOTE AU RÉDACTEUR : Les dispositifs de régulation doivent faire partie de la ventilation et du conditionnement de l’air pour les projets dont les montants sont indiqués dans la note au rédacteur ci-dessus. Supprimer l’exigence distincte ci-dessous relative aux dispositifs de régulation à moins que le gestionnaire de projet du ministère des Transports et de l’Infrastructure - Division des Bâtiments exige qu’elle fasse l’objet d’un appel d’offres distinct.

Ventilation et conditionnement de l’air (VCA) [et dispositifs de régulation] :

NOTE AU RÉDACTEUR : Ne présenter séparément les dispositifs de régulation que si le gestionnaire de projet du ministère des Transports et de l’Infrastructure - Division des Bâtiments le demande. Sinon, supprimer le tout. Lorsque les dispositifs de régulation doivent faire l’objet d’un appel d’offres distinct, modifier le texte sur la « ventilation et le conditionnement de l’air » ci-dessus en conséquence.

[Dispositifs de régulation] :

Gaz médicaux :

Transfert de chaleur liquide :

Gicleurs :

Système électrique :

## Sécurité du Bureau dépositaire des soumissions

### Les sous-traitants qui soumissionnent par l’entremise du Bureau dépositaire des soumissions doivent fournir un cautionnement de soumission et une lettre de consentement au cautionnement. Cette exigence remplace les règles 12a) et 12b) des règles de procédure du Bureau dépositaire des soumissions. Le sous-traitant doit établir le cautionnement de soumission au nom de l’« entrepreneur principal choisi ».

### Le cautionnement de soumission représentera dix pour cent (10 %) du prix de soumission proposé par l’entrepreneur spécialisé.

### Inclure le coût du cautionnement dans le prix de soumission.

## Si aucun prix valide n’est reçu par l’entremise du Bureau dépositaire des soumissions pour l’un ou l’autre des corps de métier énumérés, le soumissionnaire (entrepreneur principal) devra faire ce qui suit :

### Inclure dans le prix de soumission l’étendue des travaux pour le corps de métier visé, conformément à l’article intitulé « PRIX DU BUREAU DÉPOSITAIRE DES SOUMISSIONS » de la section 00 41 14 FORMULAIRE DE SOUMISSION « F ».

### Indiquer sur le formulaire de soumission, dans l’espace prévu pour le corps de métier visé, le sous-traitant proposé et le prix.

## S’il fait appel à ses propres ressources, l’entrepreneur doit joindre à sa soumission une lettre attestant que les exigences de qualification sont respectées, à défaut de quoi elle sera refusée.

## Après la clôture des soumissions, il faudra obtenir l’autorisation écrite de l’ingénieur-architecte pour modifier la liste des sous-traitants à la rubrique « PRIX DU BUREAU DÉPOSITAIRE DES SOUMISSIONS » de la section 00 41 14 – FORMULAIRE DE SOUMISSION « F ».

## L’entrepreneur général est responsable de toute la coordination requise pour l’ensemble du projet, c’est-à-dire tous les corps de métier, toutes les disciplines, tous les travaux et tous les matériaux obtenus par l’entremise du Bureau dépositaire des soumissions.

FIN DE LA SECTION

SPEC NOTE: Items in brackets [ ] require editing. Delete brackets in final version.

SPEC NOTE: These tender documents are intended for general construction work for stipulated price. On rare occasions, DTI project manager may require a unit price contract. In this case, tender form “F” will need to be replaced by tender form “F – unit price” available on DTI Buildings website, and reference to “stipulated sum” will have to be changed to “unit price” in spec section 01 00 01, under item titled “summary of work” All changes or any special bidding criteria added to this document should be reviewed by the Department of Transportation and Infrastructure - Buildings Division.

SPEC NOTE: Edit to suit tender.

NAME OF BIDDER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minister of Transportation and Infrastructure

Province of New Brunswick

Fredericton, New Brunswick

# TENDER PRICE

## I/WE, the undersigned, having carefully examined all the Contract Documents and having examined the site and conditions affecting the work, hereby tender and offer to enter into a contract and agree to furnish all materials, labour, equipment, and services necessary to complete the entire work in accordance with all the requirements of the official tendering documents, for the Stipulated Sum of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(WRITE OUT IN WORDS)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_DOLLARS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CENTS ($\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

(NUMBERS)

(Amount above is in Canadian funds and it excludes HST)

SPEC NOTE: Paragraph 1.1.2 applies only to projects estimated equal or greater than $500,000. Delete paragraph 1.1.2 when projects are estimated less than $500,000 and for Projects "by Invitation". Coordinate with Section 00 21 13 – INSTRUCTIONS TO BIDDERS and Section 00 21 14 – INSTRUCTIONS AUX SOUMISSIONNAIRES.

## I/WE include herewith a Bid Bond in the amount of ten percent (10%) of the total tender price.

SPEC NOTE: Paragraph 1.1.3 applies only to projects estimated less than $500,000 and for Projects "by Invitation". Delete paragraph 1.1.3 when projects are estimated equal to or greater than $500,000.

SPEC NOTE: Edit paragraph 1.1.3 according to the Department of Transportation and Infrastructure - Buildings Division Project Manager and requirements of Section 00 21 13 – INSTRUCTIONS TO BIDDERS and Section 00 21 14 – INSTRUCTIONS AUX SOUMISSIONNAIRES. The Department of Transportation and Infrastructure - Buildings Division Project Manager may limit the bid security to be a "Bid Bond only" even if project is estimated less than $500,000, depending on the project requirements.

## I/WE include herewith a Bid Bond, Certified Cheque, Bank Draft, Money Order or Negotiable security in the amount of ten percent (10%) of the total tender price.

### I/We have read the requirements for the Irrevocable Standby Letter of Credit in item 1.6 “SECURITY DEPOSIT” of section 00 21 13 – INSTRUCTIONS TO BIDDERS and item 1.6 “DÉPÔT DE GARANTIE” of specification Section 00 21 14 – INSTRUCTIONS AUX SOUMISSIONNAIRES and agree to use, if applicable, the blank form supplied at the end of the Standard Specifications.

## I/WE have examined Addenda No.\_\_\_\_\_\_to No.\_\_\_\_\_\_inclusive and our tender price includes all labour, materials, etc., as called for and/or implied by said Addenda.

## A signed copy of each Addendum covering letter must be included with Tender submission.

SPEC NOTE Start page 2 with following item.

SPEC NOTE: Delete article 1.2 BID DEPOSITORY PRICES when Sub-Trades are not required through the bid depository. Coordinate with the Department of Transportation and Infrastructure - Buildings Division Project Manager. When this article is applicable, coordinate with Section 00 21 13 – INSTRUCTIONS TO BIDDERS, article “BID DEPOSITORY TENDERS” and Section 00 21 14 – INSTRUCTIONS AUX SOUMISSIONNAIRES, article “BUREAU DÉPOSITAIRE DES SOUMISSIONS”.

# BID DEPOSITORY PRICES

## The tender price includes the following sub-trade prices as tendered through the Bid Depository. The specification sections covered by each sub-trade is listed in article [1.10] “BID DEPOSITORY TENDERS” of Section 00 21 13 – INSTRUCTIONS TO BIDDERS and in article [1.10] “BUREAU DÉPOISITAIRE DES SOUMISSIONS” of Section 00 21 14 – INSTRUCTIONS AUX SOUMISSIONNAIRES.

SUB-TRADE SUB-CONTRACTOR PRICE

[example of sub-trades]

Structural Steel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$ \_\_\_\_\_\_\_\_\_

Masonry \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$ \_\_\_\_\_\_\_\_\_

(Amount above is in Canadian funds and it excludes HST)

## If no valid price was received through the Bid Depository for any of the above listed sub-trades; we have identified our sub-contractor and the price for the sub-trade.

SPEC NOTE: Following paragraph - Confirm with and get prior approval from Department of Transportation and Infrastructure - Buildings Division Project Manager before using this requirement. Delete completely when not required. Coordinate with Section 00 21 13 - INSTRUCTIONS TO BIDDERS, article “BID DEPOSITORY TENDERS”, Section 00 21 14 – INSTRUCTIONS AUX SOUMISSIONNAIRES, article “BUREAU DÉPOSITAIRE DES SOUMISSIONS” and Section 00 43 00 - SUPPLEMENTARY INFORMATION, article “STRUCTURAL STEEL THIRD PARTY QUALITY ASSURANCE CERTIFICATION”.

## I/We have read the requirements for the structural steel fabricator to have an independent 3rd party audited quality assurance program in place at the time of bidding.

# UNIT PRICES

SPEC NOTE: Consultants may specify unit, separate or alternate prices. Use of unit, separate and alternate prices are to be used only with approval of the Department of Transportation and Infrastructure - Buildings Division Project Manager.

SPEC NOTE: Price shopping in the "Tender Form" only gives more reason or chances for REJECTIONS. Consultants or Specification Writers should use supplementary info whenever possible.

## Should the Owner decide to change the scope of work, the owner reserves the right to adjust the tender price accordingly, using the following unit prices. Unit prices include all work, material and related work specified under applicable section for each unit.

SPEC NOTE: List items for which unit prices are required from (for example: Window). Ensure unit is clearly defined in specifications and drawings.

UNITS PRICE PER UNIT

[eg. Window Type "A"] $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Amount above is in Canadian funds and it excludes HST)

SPEC NOTE: Delete “SEPARATE PRICES” and “ALTERNATE PRICES” when not required. Coordinate with the Department of Transportation and Infrastructure - Buildings Division Project Manager.

# SEPARATE PRICES

## Should the Owner decide to increase the scope of the work the owner reserves the right to adjust the tender price accordingly using the following separate prices, separate prices include all work, materials, related work specified under applicable sections and contractor's overhead and profit:

### Separate prices are not included in the tender price.

### Separate Price #1: [Describe the scope of work and conditions required for this separate price, reference specification section(s) where specified.]

$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Amount above is in Canadian funds and it excludes HST)

# ALTERNATE PRICES

## In lieu of [product] specified in Section [\_\_\_\_\_] using the alternate [product] specified in Section [\_\_\_\_\_] and making all subsequent changes as required [describe] our total tender price would be changed by:

**ADD to Tender Price:**

$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Amount above is in Canadian funds and it excludes HST. A dollar amount must be entered even if it's $0.00)

or

**DEDUCT from Tender Price:**

$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Amount above is in Canadian funds and it excludes HST. A dollar amount must be entered even if it's $0.00)

SPEC NOTE: Article “SUB CONTRACTORS” is rarely used and delete when not applicable. Use only when requested by DTI project manager. Delete when using Bid Depository. This article may be used when there are no Sub-Trades required in the Bid Depository and Sub-Contractor information is still required; for example, on projects estimated less than $500,000. Get list of Sub-Trades required from the DTI project manager.

# SUB CONTRACTORS

## Provide the names of the sub-contractors performing the following work.

## Where the following work is performed using the General Contractor's own forces, provide a letter indicating qualification requirements are met with the tender. Failure to do so will result in rejection of tender.

## After bid closing, a change in sub-contractors from this list will require permission in writing from Engineer - Architect.

Sub-Trade Sub-Contractors

Plumbing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ventilation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Controls \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sprinkler \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Electrical \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPEC NOTE: Leave safety certification clause requirements. Delete only for projects "by invitation".

# SAFETY CERTIFICATION

## I/We acknowledge the requirement for Construction Safety Certification in accordance with Section 01 35 30 – HEALTH AND SAFETY and have attached a NBCSA letter of Good Standing or approved alternative as evidence of compliance for all projects with a tender value greater than $100,000.

# DEBTOR

## I/We acknowledge that Bids found to include a false representation with respect to the bidder’s Debtor status, and bids from Debtors, may, in the absolute discretion of the Minister, be immediately disqualified. Refer to Section 00 22 13 – SUPPLEMENTARY INSTRUCTIONS TO BIDDERS, article 1.9 “DEBTOR”.

# AGREEMENT

## I/WE further agree that this tender is to continue "open to acceptance" and irrevocable until twenty-one (21) days after the day set for opening of tenders.

SPEC NOTE: Remove paragraph “Cash Allowance” when it is not specified. Confirm with the Department of Transportation and Infrastructure - Buildings Division Project Manager. Coordinate with article “ALLOWANCES” of Section 01 00 01 - PROJECT SPECIFIC GENERAL REQUIREMENTS.

## I/We acknowledge the Cash Allowance Specified in Section 01 00 01 - PROJECT SPECIFIC GENERAL REQUIREMENTS and certify that it is included in our tender price.

SPEC NOTE: Insert project completion date in space provided. Ensure completion date is reasonable and coordinated with the Department of Transportation and Infrastructure - Buildings Division Project Manager.

## I/We agree to be substantially completed and ready for occupancy by Owner no later than [month, day, year].

## I/We have read the latest version of the "Standard Specification" document available from the Province of New Brunswick's web page and as described in Section 00 21 13 – INSTRUCTIONS TO BIDDERS and in Section 00 21 14 – INSTRUCTIONS AUX SOUMISSIONNAIRES.

SPEC NOTE: Delete paragraph "Infection control / prevention plan" when not required. Edit to suit when applicable. Most projects requiring such are in hospitals and nursing homes. When in doubt, confirm with project manager.

## I/We acknowledge the requirements for infection control/prevention as per Section 00 43 00 - SUPPLEMENTARY INFORMATION.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FIRM NAME PRINTED

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS POSTAL CODE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE NO. E-MAIL ADDRESS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED OFFICIAL NAME PRINTED

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF AUTHORIZED OFFICIAL

This\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(day) (month) (year)

SPEC NOTE: Supplementary Information is required by the Owner for projects that require evaluation of costing and other pertinent information that affect the award process. This information should be coordinated with the Department of Transportation and Infrastructure - Buildings Division Project Manager. Do not include this section if not required. This section is usually NOT required for projects “by invitation”; confirm with the Department of Transportation and Infrastructure – Buildings Division Project Manager.

SPEC NOTE: Items in brackets [ ] require editing. Delete brackets in final version.

# REQUIREMENTS

## The low bidder or any other bidder requested by the Department of Transportation and Infrastructure – Buildings Division will submit a completed copy of required documentation as described in these specifications to the Owner within four (4) working days after Tender Closing or as directed otherwise.

# TIME-WORK SCHEDULE

SPEC NOTE: Include the following paragraph only when directed by Buildings Division Project manager. Delete when not required.

## Submit a work schedule showing the time, rate and order of proposed construction.

SPEC NOTE: Delete following article when cash flow is not specified or required. Coordinate with the Department of Transportation and Infrastructure - Buildings Division Project Manager and with Section 01 00 01 - PROJECT SPECIFIC GENERAL REQUIREMENTS, article “PROJECT COORDINATION, CASH FLOW LIMITATIONS”, Section 00 21 13 – INSTRUCTIONS TO BIDDERS, article “CASH FLOW LIMITATIONS” and Section 00 21 14 – INSTRUCTIONS AUX SOUMISSIONNAIRES, article “LIMITE DU FLUX DE TRÉSORERIE”.

## Submit projected cash flow as described in article - CASH FLOW LIMITATIONS of Section 00 21 13 – INSTRUCTIONS TO BIDDERS and article – LIMITE DU FLUX DE TRÉSORERIE of Section 00 21 14. – INSTRUCTIONS AUX SOUMISSIONNAIRES.

## Submit schedules in format requested in Section 01 00 02 - STANDARD GENERAL REQUIREMENTS, article “SCHEDULE”.

SPEC NOTE: DO NOT duplicate "SUB CONTRACTORS" already listed in Tender Form. List only the sub-trades and sub-contractors from which prices are required by the Department of Transportation and Infrastructure - Buildings Division Project Manager.

# LIST OF SUB-CONTRACTOR AND COST DATA

## Provide prices for portion of work described and indicated. Prices to include supply and installation unless noted otherwise. Prices do not include HST or general contractor's overhead and profit.

SPEC NOTE: The list below is only a sample list. Coordinate with the Department of Transportation and Infrastructure - Buildings Division Project Manager. List may also be in the form of the specification sections and divided as per specification divisions. Refer to list below as an example only; tailor to suit the project. Coordinate also with Section HPB - (HIGH PERFORMANCE BUILDING) REQUIREMENTS AND PROCEDURES" when applicable.

SPEC NOTE: When applicable For HPB (High Performance Building) projects, with rating system such as LEED, coordinate the list below with the Department of Transportation and Infrastructure - Buildings Division Project Manager and LEED AP. Additional information may be required to fill certain HPB (High Performance Building) Templates. Edit to suit.

|  |  |  |  |
| --- | --- | --- | --- |
| SUB-TRADE | SUB-CONTRACTOR/SUPPLIER |  | COST |
|  |  |  |  |
| .1 Foundations and slabs-on-grade |  |  | $ |
| .2 Structure |  |  | $ |
| .3 Exterior Walls |  |  | $ |
| .4 Roofing |  |  | $ |
| .5 Interior Finishes |  |  | $ |
| .6 Mechanical Systems |  |  | $ |
| Plumbing |  |  | $ |
| Fire Protection Systems |  |  | $ |
| Heating |  |  | $ |
| Ventilation |  |  | $ |
| Total cost of mechanical equipment |  |  | $ |
| .7 Electrical Systems |  |  | $ |
| Lighting |  |  | $ |
| Communications |  |  | $ |
| Total cost of electrical equipment |  |  | $ |
| .8 Elevators |  |  | $ |
| .9 Energy Management Central System |  |  | $ |
| .10 Built-in Furniture Casework |  |  | $ |
| .11 General Conditions, Overhead, profit, Administration and Contingencies |  |  | $ |
| .12 Exterior Works |  |  | $ |
| .13 Special Construction |  |  | $ |

SPEC NOTE: Include the Welding Certificate when required and Cross Reference in the Structural Steel Section.

SPEC NOTE: Wording updated to reflect Bulletin No. 12 dated July 7, 1997. Review and update to suit project.

# WELDING CERTIFICATE

## Provide written documentation currently dated from the "Canadian Welding Bureau "confirming the current qualifications of the steel contractor to perform the work requirements of [CSA W47.1 - Certification of Companies for Fusion Welding of Steel] [and] [CSA W47.2 - Certification of Companies for Fusion Welding of Aluminum]. This letter must be signed by an authorized representative of the "Canadian Welding Bureau" and countersigned by an authorized representative of the steel contractor.

SPEC NOTE: DTI will require successful bidder to submit a **COVID-19 CONSTRUCTION SAFETY PLAN AND PROOF OF VACCINATION** on projects located in facilities of the regional health authorities, EM/Ambulance NB, Corrections, nursing homes, adult residential facilities operated by Social Development’s partners, and projects identified by DTI project manager. Delete when not applicable.

# COVID-19 CONSTRUCTION SAFETY PLAN & PROOF OF VACCINATION

## Provide written documentation of Bidder’s COVID-19 Construction Safety Plan. This Plan shall adhere to the current standards set out by Worksafe NB, as well as the latest version of the Canadian Construction Association (CCA) COVID-19 – Standardized Protocols for All Canadian Construction Sitesand/or any other more up-to-date documents made available by Public Health Canada at the time of this Tender Close.

## Provide written confirmation on the General Contractor’s company letterhead stating that:

### All General Contractor’s staff, sub-contractors, vendors and suppliers who will be in the facility for this project are fully vaccinated per the “GNB COVID-19 Vaccination Policy Requirements for Contractors, Sub-Contractors, Vendors and Suppliers”, and amendments.

### General Contractor will manage and comply with the policy for the duration of the contract.

SPEC NOTE: Delete article "Infection Control Plan" when not required. Edit to suit when applicable. Most projects requiring such are in hospitals and nursing homes. When in doubt, confirm with project manager.

# INFECTION CONTROL PLAN

## Provide the information required for infection control/prevention and attach supporting documentation required by section [\_\_\_\_\_\_] - Infection Control Procedures.

SPEC NOTE: Do not include requirements for quality programs such as ISO 9000, ASIC or CSIC in description of work. The only requirement for quality assurance program approved by the Department of Transportation and Infrastructure - Buildings Division is indicated in following article. Confirm with and get prior approval from Department of Transportation and Infrastructure - Buildings Division Project Manager before using this requirement. Delete the article completely when not required. Coordinate with Section 00 21 13 – INSTRUCTIONS TO BIDDERS, article “BID DEPOSITORY TENDERS” and Section 00 21 14 – INSTRUCTIONS AUX SOUMISSIONNAIRES, article “BUREAU DÉPOSITAIRE DES SOUMISSIONS” and Section 00 41 14 - TENDER FORM “F”, article “BID DEPOSITORY PRICES”.

# STRUCTURAL STEEL THIRD PARTY QUALITY ASSURANCE CERTIFICATION

## The fabricator shall have an independent 3rd party audited quality assurance program in place at the time of tendering. Submit certification to Engineer - Architect within two weeks after contract award.

SPEC NOTE: Delete article “Pay Equity” when not required.

# PAY EQUITY

## The Government of New Brunswick is committed to encouraging and incentivizing the adoption of pay equity by employers doing business with government. Prior to the award of a construction contract valued **over $1,000,000**, contractors will be required to complete the Pay Equity Learning Module developed by the Women’s Equality Branch. Contractors shall provide a copy of their certificate of completion with their Supplementary Information, prior to the award of contract. To complete the online module and obtain your certificate, please visit [www.gnb.ca/payequity](http://www.gnb.ca/payequity). For questions, please contact the PayEquity Bureau toll free: (877) 253-0266 or by email: [peb-bes@gnb.ca](mailto:peb-bes@gnb.ca?subject=Pay%20Equity)

SPEC NOTE: Use article “ROOF GUARANTEE” for all projects requiring roof work unless directed by the Department of Transportation and Infrastructure - Buildings Division Project Manager and Roof Project Manager. Guarantee may not be required for smaller retrofit projects. Delete article when not required.

# ROOF GUARANTEE

## Provide written documentation from the Master Roofers Guarantee of New Brunswick (MRGNB), or an Issuing Bonding Agency indicating that a three-year guarantee will be provided as required at Section 07 52 00 – MODIFIED BITUMINOUS ROOFING. This letter to be signed by an authorized Representative of MRGNB or Issuing Bonding Agent Licensed to do business in the Province of New Brunswick and countersigned by an authorized Representative of the Roofing Contractor. A three year guarantee provided through an issuing bonding agency must be valued at a minimum of forty percent (40%) of the roofing component of the tender price.

End of section

SPEC NOTE: This Section has been developed to be used on all projects tendered through the Department of Transportation and Infrastructure – Buildings Division. Edit to suit tender. This section includes PROJECT SPECIFIC “General Requirements”.

SPEC NOTE: Items in brackets [ ] require editing. Delete brackets in final version.

SPEC NOTE: These tender documents are intended for general construction work for stipulated price. On rare occasions, DTI project manager may require a unit price contract. In this case, tender form “F” will need to be replaced by tender form “F – unit price” available on DTI Buildings website, and reference to “stipulated sum” will have to be changed to “unit price” in spec section 01 00 01, under item titled “summary of work” All changes or any special bidding criteria added to this document should be reviewed by the Department of Transportation and Infrastructure - Buildings Division.

SPEC NOTE: This Front end document has been modified and developed to be used on HPB (High Performance Building) projects with a rating system such as LEED. Other HPB rating systems such as Green Globes may be used depending on the directive from the Department of Transportation and Infrastructure – Buildings Division Project Manager. Edit to suit the project or other rating system when directed by the Department of Transportation and Infrastructure – Buildings Division Project Manager. Delete HPB articles when not required. Where indicated in the technical specification, submit other documentation as requested to verify compliance with the HPB Rating System.

# GENERAL

## All articles in this Section are "Project Specific General Requirements". Refer also to Standard Specification document Section 01 00 02 - STANDARD GENERAL REQUIREMENTS.

SPEC NOTE: "Standard Specification" entire front end document is available for download from the web site and shall be used in conjunction and as a complement to the Project Specific tender documents. Do not include the Standard Specification with the Project Specific Sections. This is a "stand alone" document apart from the tender documents. Do not edit the Standard Specification as this is a standard document for all Department of Transportation and Infrastructure - Buildings Division Projects.

## Coordinate Project Specific tender documents with the Standard Specification front end document available from the web site and listed in Section 00 21 13 – INSTRUCTIONS TO BIDDERS and Section 00 21 14 – INSTRUCTIONS AUX SOUMISSIONNAIRES.

# SUMMARY OF WORK

SPEC NOTE: Edit to suit tender applications. On rare occasions, contract may not be “stipulated sum”, in which case, project manager will give direction.

## This contract includes the supply of all plant, labour, materials and equipment necessary to complete the tender package as identified in Section 00 21 13 – INSTRUCTIONS TO BIDDERS and in Section 00 21 14 – INSTRUCTIONS AUX SOUMISSIONNAIRES and as per drawings and specifications.

### Contract method: Stipulated Sum.

### [Partial] Owner's occupancy: Carry out work in manner to keep disruption of normal building activities minimized.

SPEC NOTE: Itemize portion of work. Describe general scope of work to give bidders a better understanding of work involved.

## The work under this Contract includes, but is not limited to the following:

### [\_\_\_\_\_\_\_].

### [\_\_\_\_\_\_\_].

SPEC NOTE: Edit "Submittals" to suit project. Add Special Requirements not covered in the "Submittals" article of the specification Section 01 00 02 - STANDARD GENERAL REQUIREMENTS. Delete articles related to HPB (High Performance Building) when not applicable.

# SUBMITTALS

## [HPB (High Performance Building)] [Green Globes] Submission requirements are applicable to all specification sections. Refer also to each specification section of this tender package for additional requirements. Refer also to Section [01 35 18 HPB (HIGH PERFORMANCE BUILDINGS) REQUIREMENTS AND PROCEDURES] [GREEN GLOBES REQUIREMENTS AND PROCEDURES].

SPEC NOTE: The following paragraph to remain.

## This section must be coordinated with Section 01 00 02 - STANDARD GENERAL REQUIREMENTS for additional requirements regarding submittals procedures and information required.

SPEC NOTE: Number of days may be modified only upon written request/approval of the Department of Transportation and Infrastructure - Buildings Division Project Manager.

## Consultant must stamp (received/date) all shop drawings, product data or any documentation requiring review upon arrival to his office. All documentation shall be reviewed, stamped, marked up as required and returned to the contractor at the latest, 10 working days after reception of the documents.

SPEC NOTE: Edit following to suit tender applications and conditions required.

# PROJECT COORDINATION

## Coordinate progress of the work, work schedules, submittals, use of site, temporary controls [and] [ ].

SPEC NOTE: The following article is for the Department of Education Capital Improvement Projects. Delete when not applicable.

## Work on this project is to be done during the 20[ ] summer break. Work may be performed after April 1, 20[ ] and before the summer break only upon the contractor receiving the approval of the Engineer-Architect and the school board representative.

SPEC NOTE: Sample of restricted hours of work. Edit to suit tender and client requirements. Delete when not applicable.

## The following work is to be performed outside of regular school hours, which are Monday to Friday, 8:00h - 17:00h. This work may be performed during these hours only upon the written approval of the Engineer-Architect:

### [Demolition and subfloor preparation.]

### [Installation of steel stud wall framing.]

### [Site assembly and installation of ductwork.]

SPEC NOTE: The following paragraph to remain.

## Schedule verification of site dimensions, shop drawing review and ordering of materials before work commences on site so that no delays will occur.

SPEC NOTE: Delete article "CASH FLOW LIMITATIONS" in its entirety when not applicable. It is required for projects spanning more than one fiscal year. Confirm with the Department of Transportation and Infrastructure - Buildings Division Project Manager. The wording example below can be used when applicable; edit to suit. Coordinate with Section 00 21 13 – INSTRUCTIONS TO BIDDERS, article “CASH FLOW LIMITATIONS”, Section 00 21 14 – INSTRUCTIONS AUX SOUMISSIONNAIRES, article “LIMITE DU FLUX DE TRÉSORERIE”, and Section 00 43 00 - SUPPLEMENTARY INFORMATION, article “TIME-WORK SCHEDULE”.

## CASH FLOW LIMITATIONS: Work on this project shall be coordinated to achieve the CASH FLOW LIMITATIONS specified in Section 00 21 13 – INSTRUCTIONS TO BIDDERS and in section 00 21 14 – INSTRUCTIONS AUX SOUMISSIONNAIRES.

SPEC NOTE: Include article "MONTHLY CASH FLOW PROJECTION" when project is estimated over $1,000,000 and when project spans more than one fiscal year (GNB fiscal year begins April 1st and ends March 31st). Confirm with the Department of Transportation and Infrastructure - Buildings Division Project Manager.

## MONTHLY CASH FLOW PROJECTION: Contractor shall submit a monthly cash flow projection with each progress claim that clearly indicates the anticipated monthly claim from that point until the completion of the project.

SPEC NOTE: Edit article “ROOF WORK COORDINATION” when directed by the Department of Transportation and Infrastructure - Buildings Division Project Manager. Delete when not required.

## Roof work coordination:

### Advise Engineer - Architect 24 hours before installing any roof unit on roof curbs.

### Consultant to perform and document site review verifying all roof curb construction, size and location prior to the installation of any roof units.

### Roof units may only be installed upon approval of Engineer - Architect.

### Repair, move, resize or perform any work to roof curbs as described, directed or deemed necessary to suit site conditions (or construction details) by Engineer - Architect.

### Additional work required to suit site conditions or construction details will be performed at no extra cost.

### Ensure the Roof Observer identified by the Departmental Representative is informed of construction schedule 24 hours in advance.

SPEC NOTE: Delete article “ALLOWANCES” when not applicable. Use only when requested by the Department of Transportation and Infrastructure - Buildings Division Project Manager. Coordinate also with Section 00 41 14 - TENDER FORM "F", article “AGREEMENT” or Section 00 41 44 - TENDER FORM "F" UNIT PRICE article “AGREEMENT”.

# ALLOWANCES

SPEC NOTE: Cash allowances are stipulated sums for products, or products and installation. Describe application below as instructed by the Department of Transportation and Infrastructure - Buildings Division Project Manager. Example of Cash allowance is adding hardware to a contract. Cash allowances are ONLY to be used when directed by the Department of Transportation and Infrastructure - Buildings Division Project Manager.

## Cash Allowances

### Cash allowances, unless otherwise specified, cover net cost to Contractor of services, products, construction machinery and equipment, freight, handling, unloading, storage, [installation] and other authorized expenses incurred in performing the Work.

### The Contract Price, and not Cash Allowance, includes Contractor's overhead and profit in connection with such cash allowance.

### The amount of each Cash Allowance is associated with the Work specified in the following specification sections:

SPEC NOTE: Use following for stipulated sum allowances for products only.

#### Section [\_\_\_\_\_\_] - [\_\_\_\_\_\_] include stipulated sum of $[\_\_\_\_\_\_] for purchase of [\_\_\_\_\_\_].

SPEC NOTE: Use following stipulated sum allowances for products and installation.

#### Section [\_\_\_\_\_\_] - [\_\_\_\_\_\_] include stipulated sum of $[\_\_\_\_\_\_] for purchase and installation of [\_\_\_\_\_\_].

SPEC NOTE: Edit and/or delete article “FIELD ENGINEERING” to suit tender requirements. Coordinate with the Department of Transportation and Infrastructure - Buildings Division Project Manager.

# FIELD ENGINEERING

SPEC NOTE: Edit “QUALIFICATION OF SURVEYOR” as required to suit project. Coordinate with the Department of Transportation and Infrastructure - Buildings Division Project Manager as qualifications may differ from one project to another.

## Qualifications of Surveyor

### Qualified registered land surveyor, acceptable to Engineer-Architect.

### Locate, confirm and protect control points prior to starting site work. Preserve permanent reference points during construction.

SPEC NOTE: Edit “SURVEY REQUIREMENTS” as required to suit project. Permanent benchmark may not be necessary, coordinate with the Department of Transportation and Infrastructure - Buildings Division Project Manager.

## Survey Requirements

### Establish permanent bench marks on site, referenced to established bench marks by survey control points. Record locations, with horizontal and vertical data in Project Record Documents.

### Establish lines and levels, locate and layout, by instrumentation.

## Records

### Maintain a complete, accurate log of control and survey work as it progresses.

SPEC NOTE: Retain following item only when required by the Department of Transportation and Infrastructure - Buildings Division Project Manager. Delete otherwise.

### On completion of foundations and major site improvements, prepare certified survey showing dimensions, locations, angles and elevations of Work.

SPEC NOTE: Retain article “SUBSURFACE CONDITIONS” only when subsurface investigation report is available.

## Subsurface Conditions:

### Promptly notify Engineer-Architect in writing if subsurface conditions at Place of the Work differ materially from those indicated in Contract Documents, or reasonable assumption of probable conditions based thereon.

### After prompt investigation, should Engineer-Architect determine that conditions do differ materially, instructions will be issued for changes in the Work as provided in the Crown Construction Act - Changes in the Work.

SPEC NOTE: Article “DISPOSAL OF DEMOLITION DEBRIS” is important for HPB (High Performance Building) projects. Delete when not required by the Department of Transportation and Infrastructure - Buildings Division Project Manager. Edit to suit project and/or rating system.

# DISPOSAL OF DEMOLITION DEBRIS

## Submit certified weigh bills, bills of lading and/or receipts from authorized disposal sites and/or reuse and recycling facilities for all materials removed from site upon request of Engineer-Architect. [Coordinate and include in Construction Waste Management Plan. Provide documentation as per Section 01 35 18 HBP (HIGH PERFORMANCE BUILDINGS) REQUIREMENTS AND PROCEDURES.]

SPEC NOTE: Edit article “CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS” to suit tender requirements. Coordinate with the Department of Transportation and Infrastructure - Buildings Division Project Manager.

# CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

## Hoarding

SPEC NOTE: The Department of Transportation and Infrastructure - Buildings Division Project Manager may provide type of barrier required for project. Some projects only need 1.2 meters high fence as others require a 2.4 meters high fence around entire site. Article 1.8.1.1 is for site perimeter hoarding on non HPB(High Performance Buildings) projects. Delete the article 1.8.1.1 on HPB projects and use articles 1.8.1.2 and 1.8.1.3.

### Provide and erect hoarding [around entire perimeter of site] [where indicated on drawings] [as detailed] [with chain link or welded wire mesh fence (9 gauge minimum)] [snow fence] [cattle fence] [\_\_\_\_\_], [\_\_\_\_\_\_] m high, protecting private property, public and workers from injury and/or damage.

SPEC NOTE: The Department of Transportation and Infrastructure - Buildings Division Project Manager may provide type of barrier required for HPB (High Performance Building) projects. Some projects only need 1.2 meters high fence as others require a 2.4 meters high fence around entire site.

SPEC NOTE: Articles 1.8.1.2 and 1.8.1.3 are sample wording on a HPB (High Performance Building) projects and are subject to modifications. Coordinate with LEED AP or equivalent individual and the Department of Transportation and Infrastructure - Buildings Division Project Manager. Delete when not required. When lockable gates are used on the "Construction area limit fence" then the "Security barrier fence for waste management" should not be necessary.

### Construction area limit fence: Provide and erect hoarding [around entire perimeter of site] [where indicated on drawings] [as detailed] [with chain link or welded wire mesh fence (9 gauge minimum)] [snow fence] [cattle fence] [location as directed by Engineer - Architect on site ] [1.2m] , [2.4m] [\_\_\_\_m] high, protecting remainder of site from being contaminated by construction work and also private property, public and workers from injury and/or damage. Be prepared to relocate as required due to work being done on site as directed by Engineer - Architect. Reduce area reserved for construction activities to limit and reduce site disturbance (Construction Waste Management Credit). [Provide lockable gates large enough to accommodate all size vehicles].

SPEC NOTE: Article 1.8.1.2.1 is important for HPB (High Performance Building) projects. Edit and or delete article 1.8.1.2.1 to suit tender requirements. Coordinate with the Department of Transportation and Infrastructure - Buildings Division Project Manager.

#### Fence must provide barrier to remainder of site. Site disturbance must be kept to a strict minimum, area inside the fence and as directed by Engineer - Architect in order to meet minimum requirements for the accreditation.

SPEC NOTE: Article 1.8.1.3 is for waste management hoarding. Provide lockable metal gate and fence for HPB (High Performance Building) projects around waste management area as a minimum (Construction Waste Management Credit). Edit to suit project and delete articles not required. Coordinate with the Department of Transportation and Infrastructure - Buildings Division Project Manager.

### Security barrier fence for waste management area: at locations as indicated and as directed by Engineer - Architect, [1.2m] , [2.4m] [\_\_\_\_m] high, protecting public and private property from injury or damage. [Provide lockable gates for access to site by workers and vehicles]. Provide one gate large enough to accommodate truck loading and unloading and provide man door for regular everyday use.

#### [This type of fence may be rented for the duration of the project as required and returned once project is completed].

SPEC NOTE: Below is an example of re-usable metal gate and fence system for information purposes only.

##### Acceptable material "All Cover Easy Fence sales and rental", “Modu-loc fence rentals”.

##### Or approved equivalent.

SPEC NOTE: Edit and or delete article “TEMPORARY HEATING” to suit tender requirements. Coordinate with the Department of Transportation and Infrastructure - Buildings Division Project Manager.

## Temporary Heating

### Provide temporary heating required during construction period, including attendance, constant monitoring, maintenance and fuel.

### Construction heaters used inside building must be vented to outside or be flameless type. Solid fuel salamanders are not permitted.

### Maintain temperatures of minimum [10] °C in areas where construction is in progress, unless indicated otherwise in specifications.

### Ventilate heated areas and keep building free of exhaust or combustion gases.

SPEC NOTE: Use 1.8.2.5 below with caution. Be fully aware of requirements stated in Section 01 00 02 - STANDARD GENERAL REQUIREMENT with respect to certificates and warranties. Check with mechanical consultant and co-ordinate with mechanical Division and Sections. Depending on conditions of Contract, permanent heating system of building may or may not be used. The Department of Transportation and Infrastructure - Buildings Division Project Manager to coordinate heating issues with Owner and advise accordingly. Edit to suit project applications.

SPEC NOTE: On a HPB (High Performance Building) Project with rating systems such as LEED, Permanent heating system may NOT be used during construction for either heating or ventilation purposes as it could interfere with some of the credits.

### Permanent heating system of building, or portions thereof, [may be used when available] [may not be used]. Be responsible for damage thereto.

SPEC NOTE: Delete following item when not applicable.

### Provide for other weather requirements as indicated in specific specification sections.

SPEC NOTE: Use paragraph 1.8.3.1 “TEMPORARY POWER” if electrical power supply is known and supplied by owner with a maximum set amount including an exception clause.

## Temporary Power

### Owner will provide and pay for temporary power required during construction for temporary lighting and operating of power tools, to maximum supply of 230 volts 30 amps.

#### Existing electrical system may be used if capable of supplying sufficient power for equipment or apparatus used.

#### Provide and pay for temporary power required during construction if existing power is not sufficient for equipment or apparatus. Arrange for connection with appropriate utility company. Pay costs for installation, maintenance and removal.

SPEC NOTE: Use following paragraph if electrical power supply is unknown and is required to be supplied by the contractor and not owner.

### Provide and pay for temporary power required during construction for temporary lighting and operating of power tools.

#### Arrange for connection with appropriate utility company. Pay costs for installation, maintenance and removal.

SPEC NOTE: A site office is not necessarily required on small projects. Edit office requirements and accessories to suit tender. Confirm with the Department of Transportation and Infrastructure - Buildings Division Project Manager.

## Site office

### Provide site office for [Contractor], [Consultants], [the Department of Transportation and Infrastructure - Buildings Division representative] and [ ].

### Offices: Provide and maintain in clean condition during progress of the work, adequately lit, heated, ventilated and secure. Furnishings to include desks, chairs, layout tables and file cabinets [\_\_\_\_\_\_\_\_\_]. Provide air conditioning units sufficient for area. Utilities to include fax, e-mail and internet capabilities [\_\_\_\_\_\_\_\_\_\_]. Computers are not included. Each party shall provide their own computers.

SPEC NOTE: Delete following article for non-HPB (High Performance Building) projects.

### [For HPB (High Performance Building),] determine exact location of site office with Engineer - Architect.

SPEC NOTE: Specify mock-up when required. Confirm with the Department of Transportation and Infrastructure - Buildings Division Project Manager. Edit to suit project applications.

SPEC NOTE: On HPB (High performance building), mock-up may be requested in lieu of samples to help the reduction of waste in landfills and the use of virgin materials. Edit to suit project applications.

## Mock-ups

### Prepare mock-ups Work specifically requested in specifications. Include work of all Sections required to provide mock-ups.

### Construct mock-ups at location [as directed] [as indicated]by Engineer - Architect [in all locations acceptable to Engineer-Architect] [as specified in specific Section].

### Prepare mock-ups for consultant’s review with reasonable promptness and in an orderly sequence, so as not to cause any delay in Work.

### Mock-up will be used:

#### To judge workmanship, substrate preparation, operation of equipment and material application.

#### When accepted, mock-up will demonstrate minimum standard of quality required for this work.

### Failure to prepare mock-ups in ample time is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed.

#### Allow [24] [\_\_\_\_] hours for review of mock-up by consultant. Obtain written authorization before proceeding with work.

### If requested, Engineer-Architect will assist in preparing a schedule fixing dates for preparation.

### Construct mock-ups in minimum quantity [as directed] [as indicated] by Engineer - Architect.

SPEC NOTE: Use one only of the following three paragraphs.

### Remove mock-ups at conclusion of Work or when acceptable to Engineer - Architect.

### Mock-ups may remain as part of Work.

### Specification section identifies whether mock-up may remain as part of Work or if it is to be removed and when.

SPEC NOTE: Specify dewatering when required. Confirm with the Department of Transportation and Infrastructure - Buildings Division Project Manager. Add special procedures or requirements related to dewatering to suit project. Below is an example of wording for such a procedure. Edit or delete to suit.

## Dewatering:

### [The Contractor shall treat all storm water and subsurface water including also but not limited to overflow from well field drilling, in accordance with Section 01 57 14 - EROSION AND SEDIMENTATION CONTROL HPB (HIGH PERFORMANCE BUILDING) requirements and prevent contamination of waterways and adjacent properties].

SPEC NOTE: Use “ROOF GUARANTEE” for all projects requiring roof work unless directed by the Department of Transportation and Infrastructure - Buildings Division Project Manager and Roof Project Manager. Guarantee may not be required for smaller retrofit projects. Delete these articles when not required. Coordinate with Section 00 43 00 – SUPPLEMENTARY INFORMATION.

# ROOF GUARANTEE

## Provide Roof Guarantee as per Section 00 43 00 – SUPPLEMENTARY INFORMATION.

End of section

SPEC NOTE: Provide this Section for all projects tendered by the Department of Transportation and Infrastructure - Buildings Division.

SPEC NOTE: Items in brackets [ ] require editing. Delete brackets in final version.

# REFERENCES

## New Brunswick Occupational Health and Safety Act.

## Canadian Hazardous Products Act.

SPEC NOTE: Keep article 1.2 for all projects.

# CONTRACTOR QUALIFICATIONS

## Certificate of Recognition (COR) Program: The contractor shall for all projects with a tender value greater than $100,000.00 maintain a valid Letter of Good Standing in the New Brunswick Construction Safety Association (NBCSA) COR Program, or alternatively;

### Provide evidence of COR status from other member associations of the Canadian Federation of Construction Safety Associations using the NBCSA Reciprocal Process, or;

### Provide evidence of an audited construction safety program certified by an independent agency.

#### Submit audited construction safety program 7 days prior to tender closing date for review and approval to SNB Buildings Construction at:

[Constructionquestions@snb.ca](mailto:Constructionquestions@snb.ca)

#### Acceptance of an audited construction safety program certified by an independent agency will be at the discretion of the Engineer-Architect.

#### Bidders are responsible to obtain approval for their construction safety program prior to placing their bid.

## Tenders without an approved “Construction Safety Certification” program at tender opening will be rejected for all projects with a value greater than $100,000.00.

## The Contractor shall maintain a valid COR until project Final Completion.

# SUBMITTALS

SPEC NOTE: Edit Submittals to suit tender. Delete items not required.

## Make submittals in accordance with Section 01 00 02 - STANDARD GENERAL REQUIREMENT.

## When requested by the Engineer-Architect, provide copies of the following:

### Site-specific hazard assessment.

### Contractor's safety policy.

## Provide name of person designated as Health and Safety Supervisor.

## Provide copies of accident and incident reports.

## Submit valid copy of Contractor's Worksafe NB coverage prior to commencement of Work.

## Submit copies of reports or directions issued by Federal, Provincial and Municipal health and safety inspectors.

## Provide Material Safety Data Sheets (MSDS) for controlled products specified by the regulations made under the Hazardous Materials Act.

SPEC NOTE: Use the following paragraph “Medical Surveillance” only when directed by the Department of Transportation and Infrastructure - Buildings Division Project Manager.

## [Medical Surveillance: Where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of Work, and submit additional certifications for any new site personnel to Engineer-Architect.]

# COMPLIANCE REQUIREMENTS

## Comply with the latest version of the NB Occupational Health and Safety Act and Regulations. Refer to the WSNB Website under Policy and legal for the most up to date versions.

### Employers must ensure:

#### They are in compliance with the Act and Regulations.

#### Their employees are made aware of the rights and responsibilities within the act and Regulations and comply with the Act and regulations.

#### That work at the place of employment is competently supervised.

# AUTHORITY HAVING JURISDICTION

## The OHS Act is enforced by Worksafe NB.

# SAFETY ASSESSMENT

## Perform site-specific safety hazard assessment related to project.

# PROJECT CONDITIONS

SPEC NOTE: Refer the Contractor to site condition and assessment reports for any noted hazardous or contaminated materials or substances present at project site. List relevant hazardous or contaminated materials or substances which need to be included in the Contractor's Health and Safety Plan. Remediation of such materials is not the scope of this Section.

## Work at site will involve contact with:

### [\_\_\_\_\_\_]

### [\_\_\_\_\_\_]

## Refer to related technical specification sections for remediation procedures associated with hazardous materials.

# SAFETY REQUIREMENTS

## Be responsible for Health and Safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.

## Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable Federal, Provincial and Local statutes, regulations, and ordinances.

# ENVIRONMENTAL REQUIREMENTS

## Comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding the use, handling, storage and disposal of hazardous materials, and regarding the labelling and provision of MSDS data sheets.

# MEETINGS

## Schedule and administer Health and Safety meetings in accordance with Section 01 00 02 - STANDARD GENERAL REQUIREMENTS.

## Notify the nearest office of Worksafe NB to allow for a Commission representative at the project Start-Up Meeting.

SPEC NOTE: The provision for a Health and Safety Supervisor is not intended to replace the OHS Act requirements for a Health and Safety Representative required by Section 17.

# HEALTH AND SAFETY SUPERVISOR

## Designate an employee who, in addition to their regular duties, will act as Health and Safety Supervisor, and be;

### Responsible for implementing, enforcing and monitoring health and safety provisions.

# POSTING OF DOCUMENTS

## Ensure applicable items, articles, notices and orders are posted in conspicuous location on site in accordance with Acts and Regulations of New Brunswick.

# CORRECTION OF NON-COMPLIANCE

## Immediately address health and safety non-compliance issues identified by Worksafe NB, Engineer-Architect, Federal, Provincial and Municipal health and safety inspectors.

## Provide Engineer-Architect with written reports of action taken to correct non-compliance of health and safety issues identified.

## Engineer-Architect may stop Work if non-compliance of health and safety regulations is not corrected. Delay claims will not be accepted for this matter.

# BLASTING

## Blasting or other use of explosives is not permitted [without prior receipt of written approval by Engineer-Architect].

SPEC NOTE: If Engineer-Architect grants approval to use explosives include the following paragraph.

## Do blasting operations in accordance with Section [\_\_\_\_\_\_\_\_\_- Rock Removal].

# POWDER ACTUATED DEVICES

## Use powder actuated devices only after receipt of written permission from Engineer-Architect.

End of section