REQUEST FOR SUPPLIER QUALIFICATIONS

FOR

Construction Trades and Technical Services Supply Arrangement

For the Department of Public Works

RFSQ Number: Doc3134303655OB

NOVA SCOTIA

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PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Respondents

This Request for Supplier Qualifications ("RFSQ") is an invitation by the Province of Nova Scotia (the "Province") on behalf of the **Department of Public Works ("DPW")** to prospective respondents to qualify in accordance with Evaluation of Responses (Part 2) for eligibility to potentially provide **Construction Trades and Technical Services** as further described in the RFSQ Particulars **(Appendix B**) (the "Deliverables"). This RFSQ is being conducted pursuant to the Public Procurement Policy and Procurement Manual.

In May 2026, an initial offering of this RFSQ Doc3134303655 was posted to the Nova Scotia Procurement Portal. In accordance with Section 1.5, these documents provide the opportunity for additional vendors to respond to this offering.

The DPW Infrastructure Management branch is responsible for Maintenance and Construction of all Provincially owned Building Assets including Mechanical, Electrical and Architectural components housed within.

Construction Trades and Technical Services are required for the following zones:

- **Western Zone:** Annapolis, Digby, Kings, Lunenburg, Queens, Shelburne and Yarmouth counties
- **Northern Zone:** Colchester, Cumberland, Pictou, Antigonish, Guysborough counties and East Hants Regional Municipality
- **Eastern Zone:** Cape Breton, Victoria, Richmond and Inverness counties
- **Central Zone:** Halifax county and West Hants Regional Municipality

Respondents will be required to select the zone(s) where their company can provide Construction Trades and/or Technical Services.

This RFSQ will consist of various sub-categories of service within two Categories, Construction Trades (Category A) and Technical Services (Category B) as listed below.

Category A – Construction Trades:

1. **Electrical:** Electrician, Instrumentation Technician
2. **Mechanical and HVAC:** Building Operator, Industrial Mechanic/Millwright, Plumber, Steam Fitter/Pipefitter, Oil Heat Systems Technician, Gasfitter, Insulator (Heat and Frost), Welder, Refrigeration and Air Conditioning Mechanic, Sheet Metal Worker, Certified Pipe Insulator, Scaffolding, Certified Pipe Insulator, Marine Welder, Pump Installer
3. **Architectural:** Painter and Decorator, Bricklayer, Concrete Finisher, General Carpenter, Floor Covering Installer, Tilesetter, Finish Carpentry/Cabinet Maker, Roofer (Modified Bitumen), Roofer (Asphalt and Shingle), Roofer (Metal), Spray Foam/Blow in/Fiberglass Insulation Installer, Sprinkler Fitter, Glazier, Concrete Cutter/Coring, Historic Restoration Construction Specialist
4. **Civil:** Excavation and Trenching
5. **Grounds Maintenance:** Asphalt Paver, Landscaper, Tree Removal/Arborist

Category B – Technical Services:

1. **Specialty Technical Services:** Scaffolding, General Labourer, Fencing and Gate Installer, Elevator Specialist, Building Envelope Specialist, Mechanical Technician, Mechanical Technician, Environmental Equipment Installer, Septic Systems Installer, Underground Utility Locator, Certified Back Flow Prevention Technician, Water Balancing Technician, Diesel Engine Mechanic, Water Balancing Technician, Diesel Engine Mechanic, Air Balancing Technician, Certified Envelope Insulation Installer, Locksmith, Overhead Doors Installer, Windows and Doors Installer, Abatement and Demolition Services, Water Quality Testing (Hydronic), Fire Alarm Technician, Diver, Lidar 3-D Modelling and Scanning, Interior Modular Construction, Energy Efficiency and Management Technician, Building Attendant (Security/Firewatch), Hydroblasting/Hydrovac Owner/Operator, Well Drilling Owner/Operator, Fire Safety and Evacuation Plan Installation, Security Hardware Installer

The Sub-Categories and service requirement details are further described in Appendix B, B.1 Deliverables. Respondents may submit responses to pre-qualify under one, multiple, or all subcategories in Category A and/or Category B.

The Province intends to use the results of this RFSQ to pre-qualify Respondents with the capacity to provide Construction Trades and/or Technical Services for projects that fall under $500,000.00. The projects may be multi-phased, covering multiple categories of service.

Capacity to provide, however, does not necessarily equate with size. The Department recognizes that both larger and smaller companies can offer specific advantages. Responses from companies of all sizes are encouraged.

This supply arrangement is owned and managed by DPW. Any Provincial Departments requiring use of this supply arrangement for use on government buildings not owned by DPW must obtain written permission by contacting the Director, Infrastructure Management. While DPW is the administering authority for this Supply Arrangement, it may also be accessed, where authorized, by other provincial departments, agencies, boards, commissions, Crown corporations, and other public bodies (collectively, "Authorized Users") for the purpose of issuing project specific call-ups, in accordance with the terms of this RFSQ.

The Province intends to manage the Supply Arrangement as a living roster, including continuous onboarding, and periodic updates to subcategories under each of the Categories.

1.2 RFSQ Contact

For the purposes of this procurement process, the "RFSQ Contact" shall be:

Sabrina McGee,
Procurement Specialist

All communications must be directed via email to the RFSQ Contact. Emails must be sent to construction.onboarding@novascotia.ca.

Respondents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Province, other than the RFSQ Contact or their designate, concerning matters regarding this RFSQ. Failure to adhere to this rule may result in the disqualification of the respondent and the rejection of the respondent's response.

1.3 Master Agreement

Successful respondents will be invited to enter into an agreement in the form set out in Appendix C (the "Master Agreement"), which will govern the potential subsequent provision of the Deliverables pursuant to potential invitational second stage competitive processes. **The term of the Master Agreement expires on August 31, 2029,** with an option in favour of the Province to extend the Master Agreement on the same terms and conditions for **two (2)** additional **one (1)-year** terms.

1.4 RFSQ Timetable

Issue Date of RFSQ	**October 9, 2026**
Onboarding Initial Term Submission Deadline Date	**February 28, 2029**
Onboarding Submission Deadline Time	**2:00 PM AST**
Rectification Period	**3 Business Days**

The RFSQ timetable is tentative only and may be changed by the Province at any time.

1.5 RFSQ Onboarding for New Respondents

The Province intends to initiate a continuous onboarding process for additional respondents upon the execution of the Master Agreements resulting from this RFSQ. Once initiated, a document with instructions on how to participate in the onboarding process for new respondents will be posted to the Nova Scotia Procurement Portal. The same Master Agreement terms and conditions, qualifications, requirements and evaluation processes set out in this RFSQ document will apply to any additional respondents. The onboarding process is expected to continue until the end of the initial term of the Master Agreement. Should the Master Agreement be extended per section 1.3, onboarding is expected to cease six (6) months prior to expiration of the full Master Agreement term.

Regardless of the date a successful respondent is added to the supply arrangement list; all master agreements will expire on the same date without exception.

Suppliers are encouraged to respond to this initial posting to maximize the opportunity, rather than wait until continuous onboarding begins; however, as detailed above in section 1.1, there is no guarantee that any minimum purchase volumes will be reached through this supply arrangement.

Respondents added to the supply arrangement list under this RFSQ need not reapply when the continuous onboarding process is initiated; however, such respondents may submit responses proposing the provision of additional categories for evaluation and consideration by the Province prior to the deadlines noted above. Such responses shall meet all the requirements of this RFSQ document and will be subject to the same master agreement terms and conditions, qualifications, requirements and evaluation processes set out in the RFSQ document.

1.6 Submission of Responses

1.6.1 Responses must be submitted through Email

Respondents are responsible for ensuring their entire response is submitted through email to: construction.onboarding@novascotia.ca. The Province will not be responsible for any delay or failure of the transmission or receipt of the bid including, but not limited to, the following:

a) receipt of a garbled, corrupted or incomplete bid;
b) availability or failure of any email system function or component;
c) internet connectivity or availability issues;
d) incompatibility between the sending and receiving equipment;
e) delay in transmission or receipt of the bid;
f) failure of the Bidder to properly identify the bid;
g) illegibility of the bid; or
h) security of bid data.

The Province bears no responsibility to investigate any issue related to email system function or component. The Province recommends that respondents allow sufficient time to upload their bid and attachment(s) (if applicable) and to resolve any issues that may arise.

1.6.2 Responses to be submitted on Time

Responses must be submitted by the Submission Deadline as indicated in RFSQ Timetable section. Responses submitted after the Submission Deadline will be rejected. The official logged time of bid submission will be set by Province's email server, which will be assumed to be correct.

1.6.3 Responses to be submitted in Prescribed Manner

Responses must be submitted by email to construction.onboarding@novascotia.ca. The Province will not accept paper bids submitted by hand delivery, facsimile transfer or bids by email. The Province will not accept paper bids submitted by mail, courier, hand delivery, facsimile.

1.6.4 Amendment of Responses prior to Submission Deadline

Respondent may revise their response submission up to 24 hours after submission by submitting an amendment request from the same email address as their initial submission.

1.6.5 Withdrawal of Responses

Respondents may withdraw their response any time throughout the RFSQ process. To withdraw a response, a respondent must email a notice of withdrawal to the RFSQ Contact to construction.onboarding@novascotia.ca, declining to participate further. The notice of withdrawal must be sent from the same email address as the respondent's initial submission.

[End of Part 1]

PART 2 – EVALUATION OF RESPONSES

2.1 Stages of Evaluation

The Province will conduct the evaluation of responses in the following two stages:

2.2 Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which responses comply with all of the mandatory submission requirements. If a response fails to satisfy all of the mandatory submission requirements, the Province will issue the respondent a rectification notice identifying the deficiencies and providing the respondent an opportunity to rectify the deficiencies. If the respondent fails to satisfy the mandatory submission requirements within the Rectification Period, its response will be excluded from further consideration. The Rectification Period will begin to run from the date that the Province issues a rectification notice to the respondent.

The mandatory submission requirements are as follows:

2.2.1 No Amendment to Forms

Other than inserting information requested on the mandatory submission form(s) set out in the RFSQ, a respondent may not make any changes to any of the forms. Any proposal containing any such changes, whether on the face of the form or elsewhere in the response, will be disqualified.

2.2.2 Submission Form (Appendix A)

Each response must include a Submission Form (Appendix A) completed and signed by an authorized representative of the respondent. The respondent must include all requested and applicable information from Appendix A – Submission Form to be considered compliant.

2.2.3 Technical Response Document (Appendix E)

Each response must include the respondent's completed Technical Response Document (Appendix E).

2.3 Stage II – Technical Requirements

2.3.1 Technical Requirements

The Province will review all response submissions to determine whether the technical requirements set out in Appendix B RFSQ Particulars are met. Questions or queries on the part of the Province with regards to a Respondent's Appendix E – Technical Response Document submission shall be subject to the verification and clarification process set out in Part 3.

All non-mandatory, rated criteria and/or price-based evaluation will be assessed only during the second sage.

2.4 Selection

Following the review of responses submitted under Stage I – Mandatory Submission Requirements, the Province will offer a Master Agreement (form attached as Appendix C) to all Respondents that have successfully met all mandatory requirements.

Upon execution of the Master Agreement successful respondents will be identified as "Prequalified Suppliers" and will be added to the Supply Arrangement roster and eligible for "Call-Up", which is the invitational second stage competitive process.

This RFSQ is intended to establish a Supply Arrangement and roster of Prequalified Suppliers, not to rank or limit the number of qualified Respondents. Accordingly, any Respondent that meets the mandatory requirements of Part 2 will be eligible for inclusion in the Supply Arrangement for the applicable Zone(s) and Subcategory(ies) of Service identified in their submission.

Prequalified Suppliers will be engaged as needed, for the Procurement of the Deliverables. The Call-Up process is set out in Appendix B, B.1.3 Call-Up Process.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFSQ PROCESS

3.1 General Information and Instructions

3.1.1 Respondents to Follow Instructions

Respondents should structure their responses in accordance with the instructions in this RFSQ. Where information is requested in this RFSQ, any response should reference the applicable section titles of this RFSQ.

3.1.2 Language

All responses must be in English.

3.1.3 Eligibility

In accordance with the Nova Scotia Government's Public Procurement Policy, respondents are advised that the Province reserves the right to exclude responses from jurisdictions where unfair trade barriers, including but not limited to tariffs, have been imposed, or as may be justified by national security or similar exceptions. This may impact the eligibility of respondents and/or the acceptance of any related responses.

3.1.4 No Incorporation by Reference

The entire content of the respondent's response should be submitted in a fixed form, and the content of websites or other external documents referred to in the respondent's response but not attached will not be considered to form part of its response.

3.1.5 References and Past Performance

In the evaluation process, the Province may include information provided by the respondent's references and may also consider the respondent's past performance or conduct on previous contracts with the Province.

3.1.6 Information in RFSQ Only an Estimate

The Province makes no representation, warranty or guarantee as to the accuracy of the information contained in this RFSQ or issued by way of addenda. Any quantities shown, or data contained in this RFSQ or provided by way of addenda are estimates only and are for the sole purpose of indicating to respondents the general scale and scope of the Deliverables. It is the respondent's responsibility to obtain all the information necessary to prepare a response to this RFSQ.

3.1.7 Respondents to Bear Their Own Costs

The respondent shall bear all costs associated with or incurred in the preparation and presentation of its response, including, if applicable, costs incurred for interviews or demonstrations.

3.1.8 Response to be retained by the Province

The Province will not return the bid or any accompanying documentation submitted through email.

3.1.9 Third Party Assistance with Evaluation

The Province reserves the right to engage, as necessary, subject matter experts as advisors/consultants to assist with the evaluation of submissions and to provide technical guidance. The assignment by the Province of any one or more of these advisors/consultants will be at the Province's sole and absolute discretion. The Province may use any such advisors/consultants in any way it, in its discretion, considers necessary.

3.1.10 No Guarantee of Volume of Work or Exclusivity of Contract

This RFSQ process will not result in any commitment by the Province to purchase any goods or services from any respondent, and the Province is under no obligation to proceed with any second-stage competitive process for the procurement of the Deliverables. The Province makes no guarantee of the value or volume of the Deliverables that may be required over the term of the Master Agreement. Any contract entered into pursuant to an invitational second-stage competitive process will not be an exclusive contract for the provision of the Deliverables. The Province may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.2 Communication after Issuance of RFSQ

3.2.1 Respondents to Review RFSQ

Respondents shall promptly examine all of the documents comprising this RFSQ and may direct questions or seek additional information through the email to construction.onboarding@novascotia.ca on or before the Deadline for Questions. The Province is not obligated to respond to questions or comments received after the Deadline for Questions has passed. No such communications are to be directed to anyone other than the RFSQ Contact. The Province is under no obligation to provide additional information, and the Province shall not be responsible for any information provided by or obtained from any source other than the RFSQ Contact. It is the responsibility of the respondent to seek clarification from the RFSQ Contact on any matter it considers to be unclear. The Province shall not be responsible for any misunderstanding on the part of the respondent concerning this RFSQ or its process.

3.2.2 All New Information to Respondents by Way of Addenda

This RFSQ may be amended only by addendum in accordance with this section. If the Province, for any reason, determines that it is necessary to provide additional information relating to this RFSQ , such information will be communicated by addendum through the Nova Scotia Procurement Portal. Each addendum forms an integral part of this RFSQ and may contain important information, including significant changes to this RFSQ. Respondents are responsible for reviewing all addenda issued by the Province.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If the Province determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Province may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify and Supplement

When evaluating responses, the Province may request further information from the respondent or third parties in order to verify, clarify or supplement the information provided in the

respondent's response including but not limited to clarification with respect to whether a response meets the mandatory technical requirements set out in Section C of the RFSQ Particulars (Appendix B). The Province may revisit and re-evaluate the respondent's response or ranking on the basis of any such information.

3.3 Notification and Debriefing

3.3.1 Notification of Top-Ranked Respondents

The top-ranked respondents selected by the Province to enter into the Master Agreement in accordance with the process set out in the Evaluation of Responses (Part 2) will be so notified by the Province in writing.

3.3.2 Notification to Other Respondents

Once the selected respondents have been notified, the outcome of the RFSQ process will be listed on the Nova Scotia Procurement Web Portal.

3.3.3 Debriefing

Respondents may request a debriefing after posting of the outcome of the procurement process All requests must be made through the RFSQ Contact Email, to the RFSQ Contact and must be made within thirty (30) days of posting of the outcome of the procurement process. The intent of the debriefing information session is to aid the respondent in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.

3.3.4 Supplier Complaint Procedure

If a respondent wishes to file a complaint in regard to the RFSQ process, it must provide written notice to the RFSQ Contact within sixty (60) days of posting of the outcome of the RFSQ process, and the Province will respond in accordance with its supplier complaint protocol.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

The Province may disqualify a respondent for any conduct, situation or circumstances determined by the Province, in its sole and absolute discretion, to constitute a Conflict of Interest. For the purposes of this RFSQ, "Conflict of Interest" has the meaning ascribed to it in the Submission Form **(Appendix A).**

3.4.2 Disqualification for Prohibited Conduct

The Province may disqualify a respondent or terminate a Master Agreement, or any contract subsequently entered into if the Province, in its sole and absolute discretion, determines that the respondent has engaged in any conduct prohibited by this RFSQ.

3.4.3 Prohibited Respondent Communications

The respondent shall not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form **(Appendix A).**

3.4.4 No Lobbying

A respondent may not, in relation to this RFSQ or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of Successful Respondent(s).

3.4.5 Illegal or Unethical Conduct

Respondents shall not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Respondents shall not engage in any unethical conduct, including lobbying (as described above) or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the Province; submitting responses containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process.

3.4.6 Rejection of Bids

The Province may reject a bid based on past performance or based on inappropriate conduct, including but not limited to the following:

(a) illegal or unethical conduct as described above;
(b) the refusal of the respondent to honour its submitted pricing or other commitments;
(c) any conduct, situation or circumstance determined by the Province, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest; or
(d) the Province's past experience with the respondent within the last 18 months for similar or related services.

3.5 Confidential Information

3.5.1 Confidential Information of the Province

All information provided by or obtained from the Province in any form in connection with this RFSQ either before or after the issuance of this RFSQ

(a) is the sole property of the Province and must be treated as confidential;
(b) is not to be used for any purpose other than replying to this RFSQ and the performance of any subsequent contract for the Deliverables; and
(c) must not be disclosed without prior written authorization from the RFSQ Contact

3.5.2 Confidential Information of Respondent

A respondent should identify any information in its response or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Province. The confidentiality of such information will be maintained by the Province, except as otherwise required by law or by order of a court or tribunal. Respondents are advised that their responses will, as necessary, be disclosed on a confidential basis, to the Province's advisers retained to advise or assist with the RFSQ process, including the evaluation of responses.

3.6 Procurement Process Non-binding

3.6.1 No Contract A and No Claims

This procurement process is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation, this RFSQ shall not give rise to any

Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract.

3.6.2 No Legal Relationship or Obligation

No legal relationship or obligation regarding the procurement of any good or service shall be created between the respondent and the Province by this RFSQ process.

3.6.3 Cancellation

The Province may cancel the RFSQ process without liability at any time.

3.7 Governing Law and Interpretation

The Terms and Conditions of this RFSQ Process:

(a) are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision);

(b) are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and

(c) are to be governed by and construed in accordance with the laws of the province of Nova Scotia and the federal laws of Canada applicable therein.

3.8 Participation of Eligible Public Sector Entities

By submitting a proposal in response to this RFSQ , a Respondent irrevocably undertakes and agrees that if successful, and following execution of an agreement with the Province, it will make the specified goods and/or services available, on the same terms and conditions as those agreed to with the Province, to any public sector entity eligible to participate in this procurement process, upon request by a public sector entity seeking access to those goods and/or services, provided however, that the Respondent's obligation to allow participation by other public sector entities does not extend to circumstances in which the Respondent would have to make capital or operational expenditures in order to accommodate subsequent requests for goods or services by public sector entities.

The Respondent may only provide the goods and services specified under this RFSQ to additional entities by entering into a separate contract with the new entity ("Subsequent Contract"). The Respondent acknowledges and agrees that the Province will not be a party to any Subsequent Contract, nor will the Province be liable in any respect for any obligation under, or act or omission by a party to, a Subsequent Contract.

The Respondent acknowledges and agrees that notwithstanding any enactment or other obligation the Province may disclose the Respondent's proposal, and any agreement between the Respondent and the Province, to any public sector entity eligible to participate in this procurement process, and the Province is not liable for any loss or damage to any person arising from or otherwise in relation to such disclosure.

For the purposes of this section, a public sector entity means any provincial government or provincially funded entity in Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland and Labrador, including municipalities, universities, community colleges, school boards, health authorities, housing authorities, agencies, boards, commissions, and crown corporations.

[End of Part 3]

APPENDIX A – SUBMISSION FORM

APPENDIX A – SUBMISSION FORM is attached as a separate document.

APPENDIX B – RFSQ PARTICULARS

B.1 THE DELIVERABLES

B.1.1 OVERVIEW

The Province requires suppliers with the capacity to provide Construction Trades and/or Technical Services for projects that may span multiple categories of service. The Province will accept as many qualified responses that meet the mandatory requirements of this RFSQ.

There is no assurance that the Construction Trades and Technical Services will be required for any or all of the disciplines as identified in the categories during the effective period of the supply arrangement.

This supply arrangement will be used to obtain Construction Trades and Technical Services for short term projects up to a maximum of $500,000.00 CAD per project on an as required basis.

All Construction Trades and Technical Services Master Agreements have an initial expiry date of August 31, 2029, with a final expiry date of August 31, 2031, if all optional extensions are exercised.

B.1.2 CATEGORIES OF SERVICE

The Province has divided the required Construction Trades and Technical Services into the following two categories and respective sub-categories of service:

CATEGORY A – CONSTRUCTION TRADES

1. Electrical and Controls
   a. **Electrician** - purchase, installation, commissioning and/or maintenance of all associated electrical services. Testing and verification of electrical systems.
   b. **Instrumentation and Control Technician** - testing, verification and optimization of building automation systems. Installation and maintenance of building controls and equipment.

2. Mechanical and HVAC
   a. **Building Operator -** daily inspections of mechanical, electrical and architectural equipment and structures, reporting on maintenance and corrective tasks, performing minor maintenance tasks (clear gutters, test emergency lights etc.), liaise with building occupants to obtain and direct building related requests. Must be certified Fourth (4th) Class Power Engineer with five (5) years' experience in commercial buildings.
   b. **Industrial Mechanic/Millwright** - installs, dismantles, maintains, repairs, reassembles and moves machineries (i.e. Pumps, Motors, etc.) in commercial and industrial sites.
   c. **Plumber** - Purchase, installation, testing, verification, commissioning and/or maintenance of all associated plumbing systems, including brine systems.
   d. **Steamfitter/Pipefitter** - purchase, installation, testing, verification, commissioning and/or maintenance of all pressurized and all heat transfer systems.

e. **Oil Heat Systems Technician** - purchase, installation, testing, verification, commissioning and/or maintenance of oil burning and oil combination burning equipment and appliances.
f. **Gasfitter** - purchase, installation, testing, commissioning and/or maintenance of propane, or natural gas equipment and appliances.
g. **Insulator (Heat and Frost)** - purchase, Installation and/or removal, maintenance of all associated insulation products, predominantly mechanical.
h. **Welder** - purchase, installation, custom metal fabrication, and welding services. Includes verification and testing. Must have available staff for: MiG, tig, stick, high pressure, and stainless.
i. **Refrigeration and Air Conditioning Mechanic** - purchase, installation, testing, verification, commissioning and/or maintenance of heating and cooling units.
j. **Sheet Metal Worker** - purchase, installation, fabrication and/or maintenance of ducting, breaching, flashing, gutters and forced air appliances.
k. **Certified Pipe Insulator** - purchase, installation and/or removal, maintenance of all associated insulation products, predominantly mechanical.
l. **Overhead Crane and Boom Truck Owner/Operator** - operates overhead crane or boom truck to lift, move, position and place materials and equipment.
m. **Marine Welder** - weld, repair, and fabricate structures and metal components used in marine installations and vessels.
n. **Pump Installer** - purchase, installation and maintenance of water pumps. Must be certified to install water pumps in the Province on Nova Scotia (Class II and Class I).

3. Architectural
   a. **Painter and Decorator** - purchase and application of paint products, including crack filling and surface preparation. Interior and exterior application. Graffiti removal.
   b. **Bricklayer** - purchase, installation, and maintenance of all associated brickwork, pavers, masonry and rock walls.
   c. **Concrete Finisher** - placing and finishing concrete, including formwork and rebar, testing and verification of concrete specifications.
   d. **General Carpenter** - purchase, installation, maintenance and/or repair of all carpentry related tasks.
   e. **Floorcovering Installer** - purchase, installation and/or removal, repairs many types of resilient or carpet floor coverings.
   f. **Tilesetter** - purchase, installation and/or removal, and repairs surfaces using ceramic, marble and other materials.
   g. **Finish Carpentry/Cabinet Maker** - purchase, installation and/or customization of cabinetry, moldings, trims, decorative pieces, doors, windows and custom furniture.
   h. **Roofer (Modified Bitumen)** - purchase, installation, cut testing, repair and/or maintenance of modified bitumen roof package. Replace in-kind unless design is supplied by owner.
   i. **Roofer (Asphalt and Shingle)** - purchase, installation, maintenance and/or repair of asphalt roof assemblies. Replace in-kind unless design is supplied by owner.
   j. **Roofer (Metal)** - purchase, installation, maintenance and/or repair of metal roof assemblies. Replace in-kind unless design is supplied by owner.
   k. **Spray Foam/Blow in/Fiberglass Insulation Installer** - purchase, supply, install one of the three listed insulations.

l. **Sprinkler Fitter** - plan, layout, fabricate, install, test, maintain, modify, repair and inspect sprinkler systems and components installed for fire protection purposes in provincially owned buildings. This may include, but not be limited to, wet and dry pipe sprinkler systems, carbon dioxide, chemical and foam extinguishing systems, stand pipe and hose systems and fire pump systems.
m. **Glazier** - prepares, installs and replaces glass and film.
n. **Concrete Cutter/Coring** - utilizes equipment to cut and/or core concrete and other masonry substrates.
o. **Historic Restoration Construction Specialist** - provides specialized restoration, construction, and renovation for buildings and properties with historic and cultural value.

4. Civil
   a. **Excavation and Trenching** - ground disturbance certification, erosion and sedimentation control.

5. Grounds Maintenance
   a. **Asphalt Paver** - repairs and replaces existing asphalt in areas affected by construction and damage (For driveways, parking lots, and other areas. Not, for new road construction, new driveways, or parking lot builds).
   b. **Landscaper** - designs, creates and repairs outdoor spaces. (not for regular ground maintenance requirements).
   c. **Tree Removal/Arborist** - pruning, felling and/or safe removal of trees, stumps, and hedges.

CATEGORY B – TECHNICAL SERVICES

1. Speciality Technical Services
   a. **Scaffolding** - all types of scaffolding including rental, erection, dismantling and inspections.
   b. **General Labourer** - assists skilled tradespersons while performing activities such as preparing and cleaning the site, loading/unloading and moving materials, digging and excavation.
   c. **Fencing and Gate Installer** - purchase, fabrication, installation, construction, and repair of all types of property fencing, access gates, temporary fencing and snow fencing.
   d. **Elevator Specialist** - technical servicing, troubleshooting, assessments and/or scope definition of all elevator systems including modernization.
   e. **Building Envelope Specialist** - technical service to troubleshoot and assess all envelope systems and foundation, including blower door testing, thermal imaging, water infiltration assessments.
   f. **Mechanical Technician** - testing and verification of mechanical systems.
   g. **Environmental Equipment Installer** - purchase, installation, maintenance, and/ or repair fuel storage systems and equipment.
   h. **Septic Systems Installer** - purchase, troubleshoot, maintenance and repair of septic systems
   i. **Underground Utility Locator** - locates and identifies location of underground services including waterlines, sewer pipes, various cables, manholes, and piping.

j. **Certified Back Flow Prevention Technician** - purchase, installation, testing, verification, commissioning and/or maintenance of all backflow prevention devices. Must have a trained and certificated person in accordance with all applicable regulations.
k. **Water Balancing Technician** - commissioning and balancing of hydronic systems, including testing, verification and certification of systems.
l. **Diesel Engine Mechanic** - purchase, installation, testing, verification, commissioning and/or maintenance of internal combustion engines. (i.e. Diesel Generators and Fire Pumps).
m. **Air Balancing Technician** - commissioning and balancing of ducted air systems, including testing, verification and certification of systems.
n. **Certified Envelope Insulation Installer** - purchase, installation and/or removal, maintenance of all associated insultation products, including HVAC insultation.
o. **Locksmith** - purchase, supply and installation of door, window and cabinet hardware. Twenty-four (24) hour mobile locksmith services and keying.
p. **Overhead Doors Installer** - purchase, installation, maintenance, and/ or repair of metal and wood overhead doors. Including automatic door openers, sensors and associated devices.
q. **Windows and Doors Installer** - purchase, supply and installation, repair of windows, doors, frames and exterior finishing. Including automatic door openers, sensors and associated devices.
r. **Abatement and Demolition Services** - test, and remove all hazardous related material i.e. Asbestos, Lead Paint etc. Must have trained and certificated persons in accordance with all applicable regulations.
s. **Water Quality Testing (Hydronic)** - fluid sampling, condition assessment and recommendation of hydronic systems.
t. **Fire Alarm Technician** - testing, verification and certification of fire alarm panels and field devices, and maintenance of building fire alarm systems.
u. **Diver** - inspection of ship hull and wharves as well as potential repairs or cleaning/removal of debris associated with each. Must meet all OH&S requirements applicable to commercial diving and all applicable regulations. Must have DCBC (Divers Certification Board of Canada) by an accredited Commercial Diving institute.
v. **Lidar 3D Modelling and Scanning** - conduct reviews and offer recommendations with the qualification of "Qualified Building Official" under the Nova Scotia Building Official's Association. Modelers must be Certified Architectural Engineering Technologists.
w. **Interior Modular Construction** - fabricates and installs preformed/precast panels and interior fit up.
x. **Energy Efficiency and Management Technician** - assists with data collection for energy audits, and assesses, installs and maintains energy efficiency upgrades to buildings and mechanical systems.
y. **Building Attendant (Security/Firewatch)** - short-term building security and Firewatch services during times of construction or system interruption when not available through existing contracts.
z. **Hydroblasting/Hydrovac Owner/Operator** - operates high volume vac trucks without or in combination with hydroblasting tools
aa. **Well Drilling Owner/Operator** - operate mobile drilling rig to drill and install and monitor groundwater wells.
bb. **Fire Safety and Evacuation Plan Installation** - purchase, manufacture, and installation of Fire Safety and Evacuation Plan hardware and signage.

cc. **Security Hardware Installer** - purchase, installation, commissioning, testing and/or maintenance of security hardware including cameras (including CCTV), card access systems, barriers, and alarms.

B.1.3 CALL-UP PROCESS

The Province will initiate a "Call-Up" as may be required to support ongoing or new projects and or initiatives. Prequalification is not a guarantee of potential selection and/or volume or value of work. Prequalified Suppliers for both Category A Construction Trades and Category B Technical Services will be expected to provide pricing by either a lump sum cost, a per hour rate, or a proposed project plan and timeline, as defined in the statement of work.

The estimated dollar value determines how many prequalified suppliers are called up. There are two-dollar value thresholds:

a) Equal to or less than $139,000
b) Equal to or greater than $139,000 up to $500,000

1. Location of Work

Prequalified Suppliers will only be called up for work located within the zone(s) of service they that have identified in their response submission that they are available to provide services within.

2. Anticipated Scope

The anticipated scope determines the type of the project:

a) Single Category (work falls within one category of service); and
b) Cross-functional (work falls across multiple categories of service)

3. Call-Up Table

Estimated Dollar Value Threshold		
Anticipated Scope	**Under $139,000**	**≥ $139,000 to $500,000**
Single Category	The Province will **invite at least one (1) Prequalified Supplier** of their choosing, in accordance with the selection mechanism established	The Province will **invite at least five (5) Prequalified Suppliers**, under the requisite service category. If there are less than five prequalified suppliers, the Province will invite all.
Cross-Functional *	The Province will **invite at least one (1) Prequalified Supplier** of their choosing, in accordance with the selection mechanism established.	The Province will **invite at least five (5) Prequalified Suppliers** qualified under all requisite service categories. If there are less than five prequalified suppliers, the Province will invite all.

*** For Cross-Functional Scoped Projects estimated over $139,000, the Province may invite at least one supplier as long as the estimated dollar value of <u>each</u> category of service is less than $139,000.**

4. <u>Call-Up Procedure</u>

Prequalified Suppliers are called up via an Invitational Statement of Work (SOW). The Statement of Work will:

a) Define the scope of work, including any insurance requirements;
b) Define and verify required resources, encompassing all qualifications, years of experience, and additional competencies deemed necessary to ensure alignment with the project's scope and complexity;
c) Identify the zone the work will be required in;
d) Provide instruction regarding the format and content of the Prequalified Supplier's response to the SOW; and
e) Identify all technical and/or financial evaluation criteria that will be applied in the assessment and award of the call-up.

The province will evaluate all call-up responses in accordance with the criteria identified in the SOW documentation and will award the assignment to the Supplier whose proposal best meets the defined requirements.

The Selected Prequalified Supplier will be notified in writing by the Authorized User of the acceptance of its response. The Selected Prequalified Supplier will be authorized to commence the services upon issuance of a Purchase Order from the Authorized User, which shall constitute the official Project Agreement between the parties.

B.1.4 SERVICE REQUIREMENTS

The Prequalified Supplier must provide a Lead as a representative. (Lead requirements to be defined during the call-up process). For example: Red Seal Foreperson, General Foreperson etc., to oversee all awarded projects across the categories of service for which the Prequalified Supplier has prequalified.

Prequalified Suppliers must ensure the expertise, experience, and effectiveness of their individual staff.

1. <u>Sub-Contracts</u>

If a sub-contractor is used, the Prequalified Supplier will, in writing, ensure that the sub-contractor is bound by terms and conditions of the contract.

The Prequalified Supplier will ensure that all sub-contractors have their WCB Safety Certification, are currently in good standing and work in accordance with the OHS Act and its Regulations. The Prequalified Supplier will ensure all sub-contractors have WCB coverage and are in Good Standing. Nothing contained in the contract documents will create a contractual relationship between the sub-contractor and the Province.

2. **Security**

Prequalified Supplier's employees may be required to be photographed for issuance of photo identification cards (IDs). Employees shall carry their photo IDs at all times while working and shall ensure that they identify themselves to on-site staff at individual work sites.

Prequalified Suppliers awarded work in Justice Facilities may be required to have a Record & Vulnerable Record Sector name check.

Secure Site Security Regulations:

Certain call-ups under this Master Agreement may involve work at secure site locations. In such cases, specific site security requirements will be detailed within the applicable Statement of Work (SOW) for each call-up.

At a minimum, any personnel proposed to perform work at a secure site shall be required to provide a valid Criminal Record Check issued within the previous six (6) months. The Prequalified Supplier shall be responsible for ensuring that all personnel meet any additional security screening requirements identified in the call-up documentation

3. **Working Hours**

Regular working hours are an eight (8) hour work day Monday through Friday with a half (1/2) hour lunch break. Additional work may be required on evenings and weekends and will be defined in the second stage call-up process.

Prequalified Supplier's employees may be required to operate DPW vehicles. Employees must follow DPW's Vehicle Use Policy when operating DPW vehicles.

4. **Tools**

Prequalified Suppliers shall supply their own hand tools, basic power tools and basic cleanup materials such as rags, a broom and vacuum.

5. **Safety Equipment**

Prequalified Supplier's employees must be equipped (at the Prequalified Supplier's expense) with their own safety equipment (hard hat, safety boots, gloves, eye protection, vests, fall arrest equipment and other appropriate PPE) and appropriate work clothing.

During the term of a call-up, the Prequalified Supplier may be requested to provide to the Province a copy of their Health, Safety and Environment Program.

6. **Materials and Rental Equipment**

Occasionally the Prequalified Supplier will be required to supply materials and specialized rental equipment for completion of the work. A markup of ten percent (10%) will be paid from supplier/rental invoice cost. Staging will be considered as rental equipment.

7. **Smoke Free Workplace**

All smoking and vaping, including Tobacco and Cannabis use is prohibited in any government workplace or vehicle. Prequalified Supplier employees who choose to smoke or vape during their workday are responsible for complying with this policy, the Act, and any municipal by-law that

has added restrictions. Prequalified Supplier employees must be at least four (4) metres from government building entrances, open windows, and air intakes.

8. **Workforce Conduct Requirements**

Resources provided by Prequalified Suppliers shall conduct themselves at all times in a professional, respectful, and safety-conscious manner. All work shall be carried out with the safety of others, the integrity of the site, and the continuity of business operations in mind.

The Prequalified Supplier shall ensure that its resources maintain clear and effective communication with on-site staff and other workers to ensure a safe working environment and minimum disturbance to ongoing business, this shall be the responsibility of every worker.

Prequalified Suppliers and their resources must adhere to Nova Scotia Provincial Government's Code of Conduct and Respectful Workplace policies.

These requirements will apply to all work performed under any call-up issued throughout the term of the Master Agreement.

9. **Compliance with National Codes**

The work shall be completed in accordance with standard national codes as dictated by the Government of Canada Codes.

B.1.5 SERVICE EXPECTATIONS

1. **Responsibilities of Pre-qualified Supplier**

The Prequalified Supplier acknowledges and agrees that the Province is relying on the skill and expertise of the Prequalified Supplier(s) in the provision of the Services. As such, the Prequalified Supplier(s) shall perform the Services in accordance with the level of skill and standard of quality expected of service companies in the industry and in accordance with any and all applicable codes and qualifications as required by the applicable provincial legislation in the Province in which the work is to be performed. It is essential that the Prequalified Supplier(s) understanding that they will be required to be on-site to ensure quality standards are complied with the requirements of the project and/or master agreement.

2. **Vendor Performance Management**

The Province is committed to ensuring high-quality service delivery, fiscal responsibility, and effective contract management. As part of this commitment, vendor performance will be actively monitored for work performance under this Construction Trades and Technical Services Supply Arrangement.

The Vendor Performance Management (VPM) processes that will be implemented to assess how a Prequalified Supplier performs in relation to the SOW, including all deliverables, key milestones, and key performance indicators (KPIs) when applicable. This process is intended to ensure alignment with the Province's expectations and identify and mitigate potential risks in advance.

a) Application

Vendor Performance Management applies to:

i. All call-ups, task authorizations, or contracts issued under this Supply Arrangement; and
ii. The full duration of each call-up, including interim milestones and close-out.

b) Performance Monitoring

The Province may monitor and document vendor performance in relation to, but not limited to, the following areas:

i. Quality of goods, services, or construction deliverables;
ii. Schedule adherence and milestone achievement;
iii. Cost management and change control;
iv. Management, communication, and responsiveness; and
v. Safety and regulatory compliance (where applicable).

Performance may be documented using standardized internal tools, including vendor performance check-off forms, meeting records, correspondence, and other objective evidence.

c) Prequalified Supplier Communication

The Province will apply a transparency approach to the VPM, under this approach:

i. The Vendor will be notified promptly of any identified performance issues;
ii. The Vendor will be provided an opportunity to respond and, where appropriate, to take corrective action; and
iii. Corrective actions may be formally documented, tracked, and monitored to ensure resolution.

d) Use of Performance Information

Pre-Qualified Supplier performance information collected under this Supply Arrangement may be used by the Province for:

i. Contract management and issue resolution;
ii. Determining whether corrective actions are required during a call-up;
iii. Informing future procurement decisions, where permitted by applicable legislation and procurement policy.

e) No Guaranteed Volume

Participation in this Supply Arrangement does not guarantee any minimum volume of work. Continued eligibility for call-ups is subject to satisfactory performance under issued contracts.

B.1.6 RESOURCE AND ORGANIZATIONAL UPDATES

By submitting a response, respondents certify that all resources proposed in their Submission will be available to perform the services described in the RFSQ and any resulting Supply Arrangement Call-Up.

1. <u>Province Requested Resource Removal</u>

Should the Province determine, for any reason, that a resource assigned by Prequalified Supplier is unsatisfactory, ineffective, non-responsive, or non-compliant with contractual obligations, the Province may issue written notice requiring the Supplier to:

a. Immediately remove the individual from the assignment; and

b. Provide a suitable replacement acceptable to the province within ten (10) business days, at no additional cost.

All costs associated with substituting a resource shall be borne by the Supplier.

Failure to comply with the above resource change and notification requirements, including failure to provide approved replacement resources within required timelines, may result in:

a. Rejection of the Supplier's call-up response;
b. Suspension of the Supplier from future opportunities under this Supply Arrangement; or
c. Removal from the Prequalified Supplier List at the sole discretion of the Province.

2. <u>Organizational Updates</u>

Prequalified Suppliers, including sole proprietors, must notify the Province in writing within ten (10) business days of any corporate change that affects their legal status or operating structure, including:

a. Legal name change;
b. Change of ownership;
c. Merger, acquisition, or corporate restructuring; or
d. Changes to the Supplier's corporate form (e.g., sole proprietor becoming an incorporated entity).

The notification must include:

a. A description of the change;
b. Supporting documentation (e.g., corporate registry records, merger agreements, proof of name change); and
c. Confirmation of continued ability to meet all requirements of the Supply Arrangement.

The Province may request additional documentation to validate the change and assess impacts on prequalification.

Failure to notify the Province of such changes may result in:

a. Temporary suspension of the Supplier's eligibility;
b. Rejection of Submissions; or
c. Removal from the Prequalified Supplier List.

B.1.7 FINANCE

1. <u>Reimbursable Expenses – Mileage, Meals, Accommodations</u>

All requests for any reimbursable expenses during a call-up will have to be reviewed and pre-approved by DPW. **Travel to and from the project worksite will not be reimbursed**.

If pre-approval is received, mileage and meal rates are to be paid according to the rates listed in the current Travel Policy of the Province of Nova Scotia. Expenses incurred in pre-authorized out-of-province travel shall be subject to the established travel policies of Province of Nova Scotia.

If during the term of the call-up mileage or meal allowances are amended, the Prequalified Suppliers shall follow the amended rates.

2. **Invoicing**

Invoices shall be submitted at minimum monthly basis for all work performed under each call-up. At the start of a call-up, a draft invoice shall be submitted to the Province for review and approval to confirm format and content expectations.

DPW will provide a PDF fillable form invoice template to the Prequalified Supplier for use during the award of the second stage call-up. This template shall be used for all invoicing unless otherwise approved by DPW.

A sample invoice is provided in Appendix D – Sample Invoice for reference.

B.2 MATERIAL DISCLOSURES

B.2.1 ADDITIONAL SUBCATEGORIES

The Province reserves the right, at its sole discretion, to amend the Subcategories listed under Categories A and B in section B.1.2 Categories of Service of the Deliverables. If a new Subcategory is added, all Pre-qualified Suppliers will be notified. Pre-Qualified Suppliers who wish to be considered for the new Subcategory may submit an onboarding response to update their scope under this RFSQ.

B.2.2 WCB SAFETY CERTIFICATION, CLEARANCE, AND OH&S REQUIREMENTS

The following requirements apply under this Supply Arrangement:

1. **Safety Certification**

A valid Workers Compensation Board (WCB) Safety Certified Accreditation or Certificate of Recognition (COR) issued by an audit provider approved by the Workers' Compensation Board of Nova Scotia.

a. During the second stage call-up process, when required, a Prequalified Supplier will be asked to provide evidence of a current Safety Certified Accreditation or Certificate of Recognition.
b. The accreditation or certificate must remain valid for the duration of the call-up or the Prequalified Supplier must provide updated documentation to the Province upon request.

For a list of Workers' Compensation Board approved audit service providers, see https://www.wcb.ns.ca/resource-library/safety-certified-audits.

2. **WCB Clearance**

A valid Clearance Letter issued by the Worker's Compensation Board, indicating the Prequalified Supplier is in good standing and have coverage under the Worker's Compensation Act. R.S.N.S.

a. When this requirement applies, the Prequalified Supplier must maintain a valid Clearance Letter for the duration of the call-up and provide updated documentation upon request.

3. **Occupational Health and Safety (OH&S)**

Any Prequalified Supplier (and their employees) will be required, at the call-up stage, to comply with all applicable provincial health and safety legislation and regulations, including but not limited to:

a. Occupational Health and Safety Act SNS 1996, Chapter 7 and Regulations and workplace Health and Safety Regulations, including but not limited to:
    i. First Aid Regulations
    ii. Workplace Hazardous Material Information System Regulations
    iii. Occupational Safety General Regulations
    iv. Workers' Compensation Act

Any further Health and Safety requirements will be identified during the second stage call-up process, depending on the projects or work required. Prequalified Suppliers may be required to provide proof of certification.

If training or certificates expire during the call-up term, the Prequalified Supplier must provide the updated certificate once the training has been complete.

B.2.3 TRADE CERTIFICATION AND/OR REGISTRATION

During the second stage call-up process, if required, Prequalified Suppliers shall be asked to provide proof of certification and/or registration as apprentice in a designated skilled trade. The Statement of Work will identify the specific requirement(s). Certified Trades in Nova Scotia can be verified through Trades in Nova Scotia | Nova Scotia Apprenticeship Agency .

The Statement of Work will provide Prequalified Suppliers an expected time frame to ensure they have the required resources on staff and/or available for work for the duration of the project.

B.2.4 PROOF OF CONTRACTOR'S LIABILITY INSURANCE

Call-ups will require the Prequalified Supplier to provide proof of specific insurance coverage as a condition of undertaking the work. Required insurance types and limits will be outlined in the SOW. (Standard Provincial insurance requirements are detailed in the subsections below.)

When required, the Supplier must maintain the specified insurance for the duration of the call-up. Failure to do so may result in suspension or termination of the call-up.

1. General

The Prequalified Supplier shall, without limiting their obligation or liabilities and at the Prequalified Supplier's own expense, provide, maintain throughout the term of the agreement (including any extensions), and pay for, any and all insurance, in amounts and types as further set out in this section and any and all insurance which it is required by law to carry. The Prequalified Supplier may also elect at its own expense to provide, maintain throughout the term of the agreement (including any extensions), and pay for any and all insurance it considers necessary to cover risks not otherwise covered by insurance specified in this RFQ document in its sole discretion. The Province shall in no way warrant that the minimum limits listed below are sufficient to protect the Prequalified Supplier from liabilities that could arise out of the performance of the agreement by the Prequalified Supplier, its agents, representatives, employees or subcontractors. The Prequalified Supplier is required to ensure the following:

i. All insurance must be primary and not require the sharing of any loss by any insurer of the Province;
ii. All insurers must be licensed in Canada in forms and amounts acceptable to the Province;
iii. All policies must be endorsed to provide the Province with thirty (30) days advance written notice of cancellation or material change;

iv. If this insurance is written on a claims-made basis it must include the option to purchase an extended reporting period of twenty-four (24) months beyond the date of cancellation or expiry of this agreement;
v. The Prequalified Supplier must cause all subcontractors performing this Work to provide to the Prequalified Supplier a certificate of insurance confirming the required coverage, or upon request by the Province, provide a certified copy of the required insurance policy.
vi. The Prequalified Supplier must provide the Province with evidence of all required insurance in the form of a completed certificate of insurance:
vii. which is to be submitted to the Province for review and acceptance within thirty (30) days of the date of this approval and prior to commencing any work;
viii. if the insurance expires before the end of the term of this agreement, within ten (10) working days of expiration; and
ix. notwithstanding (i) or (ii) above, if requested by the Province at any time, the Prequalified Supplier must provide to the Province certified copies of the required insurance policies within five (5) days.

The Prequalified Supplier is solely responsible for the full payment of any policy deductibles that apply to claim payments with no contribution for any portion of the deductible from the Province; Policies may be structured as primary plus supplementary layers or primary plus umbrella and/or excess.

2. <u>Commercial General Liability</u>

Commercial General Liability in an amount **not less than $5,000,000 inclusive per occurrence** against bodily injury, personal injury and property damage and including liability assumed under this agreement and this insurance must:

i. include "His Majesty the King in Right of the Province of Nova Scotia" as an additional insured;
ii. be endorsed to provide the Province with 30 days advance written notice of cancellation or material change;
iii. include a cross liability clause;
iv. confirm products and completed operations liability insurance; and
v. contingent employers liability.

3. <u>Non-Owned Automobile Liability</u>

Non-owned Automobile Liability in an amount **not less than $5,000,000 per occurrence**, insuring the Prequalified Supplier against liability for loss or damage arising from an employee's use or operation of any automobile not owned in whole or in part by or licensed in the name of the Prequalified Supplier.

4. <u>Automobile Liability</u>

Automobile Liability on all vehicles owned, operated, leased, or licensed by the Prequalified Supplier in an amount **not less than $5,000,000 per occurrence**.

5. <u>Environmental Impairment Liability</u> <u>(applicable for Demolition, Abatement & Remediation contractors)</u>

Environmental Impairment Liability (Pollution Legal Liability) insuring against bodily injury, property damage, and cleanup expenses (including removal and/or transit and disposal of contaminants) arising from gradual or sudden pollution events arising from the performance of this agreement by the Prequalified Supplier in an amount **not less than $2,000,000**, and this

insurance must include ”His Majesty the King in Right of the Province of Nova Scotia” as an additional insured for its vicarious liability as land owner, project owner, or party to this agreement, and be endorsed to provide the Province with 30 days advance written notice of cancellation or material change. If this insurance is written on a claims-made basis it must include the option to purchase an extended reporting period of 24 months beyond the date of cancellation or expiry of this agreement.

All insurance must be primary and not require the sharing of any loss by any insurer of the Province.

B.3 TECHNICAL RESPONSE DOCUMENT

Respondents must identify on their completed Appendix E – Technical Response Document their company’s ability to provide resources in the categories and subcategories of service they propose in their response submission.

The Company Contact identified on the respondent’s Appendix E shall act as the Respondent’s point of contact for all communications related to any Master Agreement resultant of this RFSQ. Prequalified Suppliers must notify the Province in writing of any changes to this Company Contact or their relevant contact information.

If requested during the second stage call-up, each proposed resource must be able to provide documented evidence of the required certification, training, or membership relevant to their subcategories of service identified on their Appendix E – Technical Response Document, authorizing the resource to perform work within the Province of Nova Scotia. All credentials must be current, valid, and in good standing as of the RFSQ Submission Deadline and must be maintained throughout the term of the call-up.

APPENDIX C – MASTER AGREEMENT

APPENDIX C – MASTER AGREEMENT is attached as a separate document. **FOR REFERENCE ONLY, PLEASE DO NOT SIGN.**

APPENDIX D – SAMPLE INVOICE

INVOICE

FROM: Insert Name Here

BILL TO:

DEPARTMENT OF PUBLIC WORKS
5TH FLOOR, 1672 GRANVILLE STREET
P.O. BOX 186
HALIFAX, NOVA SCOTIA B3J 2N2
INVOICE TO: TIRBSBILLING@NOVACSOTIA.CA

DATE:

INVOICE #:

SERVICE LOCATION: Insert Service Location Here

PUBLIC WORKS PROJECT MANAGER/LEAD:

PROJECT DESCRIPTION	AMOUNT
Project Description	
Include PO Number	
Include WO Number	
Project Description	
Include PO Number	
Include WO Number	
Project Description	
Include PO Number	
Include WO Number	
HST #	
Sub-total	
HST	

APPENDIX E – TECHNICAL RESPONSE DOCUMENT

APPENDIX E - TECHNICAL RESPONSE DOCUMENT is attached as a separate document.