

Appendix A – Checklist for Contract Administration Process

Note: References are made herein to a general contract that is available from the regional office.

Development of Plans, Specifications and Contracts

- Confirm if legal pins exist or a survey is required.
- Obtain environmental approval for water system (945-7014).
- Obtain environmental approval for sewage system (945-7015).
- For building construction, initiate building permits and plans; review with Manitoba Labour and Immigration, Building Codes and Standards Branch.

Prepare for Tender Process

- Set up forms for listing contractors who tender.
- Set up bid deposit account.

Advertisement

- Wednesday and Saturday Winnipeg Free Press and or other newspapers. For departmental delivery, include MERX – Internet Interprovincial Open Bid System. For paper ads: Fax/e-mail ad 10 days ahead to Ad Coordinator, CH&T Phone: (204) 945-7572 Fax: (204) 948-2147; for MERX: e-mail/copy to Administration Branch of Manitoba Aboriginal and Northern Affairs at (204) 677-6615.

Tender Period

- Take deposits for pick up of plans and tender information.
- Consider contractor inspection of proposed works.
- Respond to contractors request for bidding information.

Receipt and Opening of Tenders (Sealed Envelopes)

- Open tenders after closing time.
- Exclude late tenders.
- Check for security (Bid Bond).
- Read only tenders with acceptable security of correct amount attached.
- Have the Summary of Tender Opening Form (as attached) witnessed by those present.
- Make sure tenders include bid bond, addendum, tender form, equipment to be used, list of subcontractors, contractors work schedule, work references.

Tender Review

- Make sure the review does not exceed 60 days from the date of tender opening otherwise re-tender.
- Check the Workers Compensation Board firm number of lowest bidders.
- Confirm that the company is a legal entity – considered to be "at law" (call Companies Office at Land titles 1-888-246-8353 for verbal confirmation).
Note: individuals can contract to do work with the governments under their own name

Prior to Contract Award

Successful bidder to provide the following:

- Community Workforce Plan listing employment of community members
- WCB Letter of Clearance
- Other information required by the contract's General Conditions such as proof of similar work, financial capability, equipment list, and work schedule
- Copies of warranties for manufactured items such as water plants so wording can be reviewed by Insurance and Risk Management Branch of Manitoba Finance.

Acceptance and Contract Award

- Obtain signature of approval from Minister or designate.
- Obtain from contractor a certified copy of \$2 million of Public and Property Liability Insurance indemnifying the owner/engineer/contractor. (See General Conditions 9(24) and Special Provisions (S.P.) 1.05.) – The Province and Aboriginal and Northern Affairs is to be named as “additional insured.”
- Obtain from contractor a 50 per cent performance bond and a 50 per cent labour and material bond within eight days of receiving the contract. Otherwise bid bond or certified cheque is cashed and applied against the difference of next lowest bidder. (See page 2, NA1C of the Tender form under the section “Call on Bid Bond”) For information on bonds on general, call a Surety.
- Set up holdback account. See G.C. 11(3). Interest is paid if the contract is greater than \$200,000; at prime rate less 4 per cent.
- Return plan deposits for document returned – if that is the requirement of the tender procedure.

Prior to Work Start

- Take photos (owner) to verify condition of site, roads, etc., before construction starts (in case of claims).
- Find and flag enough legal pins for the layout of the work to succeed – otherwise arrange for legal re-survey to be done.
- Initiate process to flow monies to the community council if contract is to be paid out through the community. Ensure that separate accounts are set up for holdback, construction, interest, and for payment of local community members, if applicable.
- Identify the completion period based on the number of working days.

Start Work

Cover these issues and requirements at construction kick-off meeting:

- Posting on job site of one or more ‘Notice of Labour & Material Payment Bond’
- Community workforce plan reporting, if required (update every two weeks, issued monthly)
- If construction camp is set up in a community, contractor to contact Manitoba Conservation for regulations on fuel storage, litter disposal and bush camp.
- Updated work schedule (as per S.P. 1.08)

- 72 hour notice required before inspection
- Letter required stating that contractor has applied for all necessary permits
- Agreement on working day and hours of operation (G.C. 9(3)); ie.: 7:00 AM to 7:00 PM 6 days per week)
- Co-ordinating work with other contractors concurrent with this contract

During Construction

- Update work schedules when requested (S.P. 1.08).
- Make monthly progress payments with 7.5 per cent holdback.
- Hold back 5 per cent on workforce plan (if required).
- Have contractor pay all labour and rentals within 90 days as outlined in of Materials and Labour Bond (N.A.1.G).

Substantial Performance

- Issue Certificate of Substantial Performance (Form 8 attached) (see G.C. 11(6), 11(7)).
- Start 40-day holdback lien period.
- Start one-year warranty period (Performance Bond) (S.P.1.06).
- Obtain WCB Letter of Clearance (phone for this) prior to the last payment to the contractor.
- Make final check on status of monies flowed through community to pay contractor.

For Water and Sewage Plants

- Contractor to provide three sets of O & M Manuals (see G.C.9(42)) before project is complete.

Work Completion

Final acceptance and certificate of completion (one year Performance Bond comes into effect)

- Release 5 per cent against community workforce plan (if required).
- At end of 40-day holdback lien period, contractor to submit Statutory Declaration that all claims against contractor and subs have been paid (owner to conduct independent search at Land Titles for liens against the project).
- Release or reduction of 7.5 per cent holdback.

All labour and rentals to be paid up by contractor within 90 days of as outlined in Materials and Labour Bond (N.A.1.G). All unpaid claims to be made within 120 days against contractor.

End of One Year Maintenance Period

- Owner issues letter to contractor confirming the end of the maintenance period.

**Manitoba Aboriginal and Northern Affairs
Tender Comparison/Summary of Tenders**

Contract Title _____

Work Order No. _____

Tender Closing Date _____

Owner _____

Contract No. _____

Contractor	Address	Bond Required	Received	Total Tender Price

Revised December 2005

