



## ***Newfoundland and Labrador Housing Corporation Source List Notice***

Interested contractors who would like to be added to Newfoundland and Labrador Housing Corporation's (NLHC) Source List must complete the attached source list application. All applications must be emailed to [sourcelist@nlhc.nl.ca](mailto:sourcelist@nlhc.nl.ca) or faxed to NLHC Finance Department at 709-724-3250.

Qualified, bona fide contractors and trades people on the source list will be invited to submit quotes for various projects involving their trade(s) throughout the year.

If you have any questions, please contact the **Finance Department at (709)724-3358.**

## **INSTRUCTIONS TO SUPPLIERS**

1. To qualify for the source list, suppliers/contractors **must** provide the following:
  - a) Confirmation of general liability insurance in the minimum amount of two million dollars (\$2,000,000.00). **Newfoundland and Labrador Housing Corporation (NLHC) requires that it be named as a co-insured on the certificate issued to the contractor.** Only original insurance certificates or those faxed/emailed by the insurance agent will be accepted; photocopies will be rejected.
  - b) Confirmation of liability insurance in respect of owned licensed and leased vehicles in the minimum amount of two million dollars (\$2,000,000.00).
  - c) A letter of good standing from the Workplace NL.

All individual proprietors and/or partners who perform work under contracts are required to obtain personal Optional Personal Coverage and must provide a Certificate of Clearance from Workplace NL.

Successful applicants will be required to maintain their liability insurance and good standing with Workplace NL. Failure to do so will result in the contractor being dropped from the source list without notice.

2. The majority of the work performed by contractors on the source list will be maintenance related. However some projects will be construction related. **To be eligible for construction projects the contractor must be qualified through the Certificate of Recognition (COR) program. A letter of confirmation from the Newfoundland and Labrador Construction Safety Association (NLCSA) will be required.**
3. The following types of incidents or unacceptable performance will be documented and kept on a supplier's/contractor's file:
  - failure to provide price quotes when required;
  - failure to attend site meetings;
  - poor quality of work; and/or
  - excessive time to complete a job.

Suppliers/contractors will be advised of any and all unacceptable performance and recurrences of these types of incidents will result in the suppliers/contractor's name being removed from the source list.

Invoices for work performed must include an itemized breakdown of prices and types of materials used and labour costs, including the hourly rate. Invoices submitted without this information will not be accepted.

4. All invoices submitted for source list work done on an occupied unit must bear the signature of the tenant occupying that unit. The tenant's signature should appear over the words **materials and/or services have been received in good order**. Invoices not signed by the tenant, where required, will be returned to the supplier/contractor.

### **NOTE:**

It is the supplier's/contractor's responsibility to ensure that all requirements are kept up-to-date and filed with NLHC.

## **General Conditions**

The parties to this contract covenant and agree as follows:

### **1. INDEMNITY**

The supplier/contractor will indemnify and save harmless NLHC from and against all claims, demands, loss, costs, damages, actions, suits, or other proceedings, by whomsoever made, brought or prosecuted in any manner based upon, occasioned by, or attributable to, the activities of the supplier/contractor under the contract.

### **2. INSURANCE**

The supplier/contractor will maintain, at their expense, insurance, in the minimum amount of two million dollars (\$2,000,000.00), to protect NLHC from all liabilities or damages with respect to:

- **injuries to persons, (including injuries resulting in death);**
- **contingency contractor's liability arising from the operations of subcontractors; and**
- **damages to property arising out of the performance of the work.**

The supplier/contractor shall also provide and maintain liability insurance in respect of owned licensed and leased vehicles in the minimum amount of two million dollars (\$2,000,000).

The contractor will submit to NLHC proof that the insurance coverage(s) are in force. The insurance coverage shall remain in force after the completion of the work for the duration of the warranty period.

### **3. PLANS AND SPECIFICATIONS**

The various works or services are to be carried out in accordance with the plans and specifications and completed to the satisfaction of the designated NLHC employee. The supplier/contractor is not to deviate from the plans, specifications and/or drawings without written authorization from NLHC's representative.

### **4. ASSIGNMENT AND SUBLETTING**

The supplier/contractor may not assign or sublet the contract, or any part of the contract, without the express written consent of NLHC's representative.

### **5. TERMINATION FOR CAUSE**

- a) Where the supplier/contractor has failed, delayed, or has not been diligent in executing the work to the satisfaction of NLHC, and NLHC has given written notice of its dissatisfaction, and the such failure or delay continues for one day after the given notice, NLHC may terminate the contract and/or purchase order. In the event of such termination, NLHC will pay the supplier/contractor an amount equal to the total contract price less an amount, in the opinion of NLHC, that represents the cost to complete the work and less any rental revenue losses by NLHC resulting from delays.

## **General Conditions**

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- b) Failure to stock adequate quantities of specified materials, unauthorized substitution of materials, supply of flawed or damaged materials or failure to make deliveries when requested will be considered inadequate performance. Three written warnings will be provided and then NLHC will consider the agreement null and void and will seek an alternate source of supply. The non-performing supplier/contractor may be barred from bidding on future supply contracts with NLHC for a period of time to be determined by the Chair of NLHC not exceeding three (3) years.
- c) If the contractor should:
- be adjudged bankrupt;
  - make a general assignment for the benefit of creditors;
  - have a receiver appointed on account of insolvency,

NLHC may terminate the contract and/or purchase order, without prejudice to any other right or remedy it may have by giving written notice.

## **6. COMPLIANCE WITH LEGISLATION, BYLAW, REGULATIONS, STANDARDS AND CODES**

The work or service supplied under the contract and/or purchase order shall comply with the following where applicable and appropriate:

- municipal Bylaws;
- provincial legislation and regulations;
- current edition of The National Building Code of Canada;
- current adopted provincial or municipal codes relating to electrical work, plumbing and other mechanical work; and
- the Fire Prevention Act, R.S.N.1997, as amended, including the life safety code and other codes adopted under the Act.

The supplier/contractor is also to be familiar with the following which will govern the work:

- a) Federal and Provincial legislation and regulation relating to employees, including working conditions, wage rates, statutory deductions, holidays, and insurance coverage; and
- b) trade union agreements.

## **7. CLEAR AND CLEAN WORK SITE**

Daily, upon the completion of the day's work, the supplier/contractor will clear and clean the work site to the satisfaction of, and in accordance with any directions of, the designated NLHC representative.

## **8. AMPLE NOTICE**

The supplier/contractor is to provide ample notice to NLHC staff and to NLHC tenants of the anticipated date of required entrance to occupied units.

9. **SAFETY**

The supplier/contractor shall comply with all applicable safety regulations throughout the life of the contract, and shall, at his/her own expense, do whatever is necessary to ensure that no person, property, or right easement of privilege is impaired, damaged, or infringed upon by reason of the supplier's/contractor's activities under this contract.

10. **WARRANTY PERIOD**

The supplier/contractor will rectify, at their own expense, any defect in material or workmanship which appears in the work within twelve (12) months of the date of final acceptance of the work by NLHC.

11. **REPAIR OF DAMAGE**

The supplier/contractor shall repair, within twenty-four (24) hours, any damage they cause.

12. **LOCAL LABOUR AND MATERIALS**

When engaging labour for the work contemplated by the contract, where practicable and consistent with efficiency and economy, only Canadian labour shall be used, with local labour and materials receiving preference.

13. **WORKPLACE NL**

The contractor shall provide proof of coverage with Workplace NL.

All individual proprietors and/or partners who perform work under contracts are required to obtain personal Optional Personal Coverage and must provide a Certificate of Clearance from Workplace NL.

14. **CHANGES TO THE WORK**

No changes to scope of work may be made without prior approval of NLHC's representative and the issuance of a change order or purchase order by NLHC.

15. **DISPUTES**

Should disputes arise regarding the meaning, intent, or ambiguity with the contract's scope of work, the decision of NLHC shall be final.

16. **CERTIFICATE OF RECOGNITION (COR)**

A letter of confirmation from the Newfoundland and Labrador Construction Safety Association (NLCSA) that the contractor is qualified through the Certificate of Recognition (COR) program will be required prior to the start of construction work.

## Application - Source List for Request for Quotations

**Please Print:**

<b>Contractor/Supplier</b>	
<b>HST Number</b>	
<b>Address (PO Box Number/ Street Name/Number)</b>	
<b>Email</b>	
<b>Telephone Numbers (Work)</b>	
<b>(Cell)</b>	
<b>(Fax)</b>	

<b>Number of Employees</b>	<input style="width: 90%;" type="text"/>	<b>Trade:</b>	
	<input style="width: 90%;" type="text"/>	<b>Trade:</b>	
	<input style="width: 90%;" type="text"/>	<b>Trade:</b>	

<b>Prime Type of Business</b>		
	(ie. Carpentry, Asbestos Abatement, Plumbing, Electrical, etc.)	
<b>Other Type(s) of Business</b>		
<b>Approximate Dollar Volume Of Business Per Year</b>		
<b>Signing Officer (Please Print)</b>		
<b>Signature:</b>		<b>Date:</b>

NLHC's properties are located throughout the **Avalon Peninsula**. Please specify whether you are interested and prepared to work in the following areas.

<b>St. John's &amp; Surrounding Areas</b>
<b>Conception Bay North</b>
<b>St. Mary's Bay</b>
<b>Placentia</b>
<b>Southern Shore</b>
<b>Trinity Bay South</b>

NLHC's properties are located throughout the **Western Region**. Please specify whether you are interested and prepared to work in the following areas.

<b>Corner Brook</b>
<b>Bay of Islands South</b>
<b>Bay of Islands North</b>
<b>Pasadena/Deer Lake/Hampden</b>
<b>Northern Peninsula-South</b>
<b>Northern Peninsula-Central</b>
<b>Northern Peninsula-North</b>

<b>Stephenville/Stephenville Crossing/Kippens</b>
<b>Port au Port Peninsula</b>
<b>St. George's Area</b>
<b>Codroy Valley Area</b>
<b>Port aux Basques Area</b>
<b>St. David's Area</b>

NLHC's properties are located throughout the **Central Region**. Please specify whether you are interested and prepared to work in the following areas.

<b>Gander/Gander Bay</b>
<b>Bonavista Bay</b>
<b>Clarenville/Arnold's Cove</b>
<b>Bonavista Peninsula/Trinity Bay</b>

<b>Grand Falls-Windsor/Bishop's Falls/Badger</b>
<b>St. Alban's/Harbour Breton</b>
<b>Springdale/South Brook/Roberts Arm/Triton</b>
<b>Botwood/Peterview/Point Leamington</b>
<b>Lewisporte/Twillingate</b>
<b>Baie Verte Peninsula</b>

NLHC's properties are located throughout the **Burin Peninsula**. Please specify whether you are interested and prepared to work in the following areas.

<b>Marystown/Burin Area</b>
<b>St. Lawrence/Lawn Area</b>
<b>Grand Bank/Fortune Area</b>
<b>Bay L'Argent/Terrenceville Area</b>

NLHC's properties are located throughout the **Labrador Region**. Please specify what areas you are interested and prepared to work.


**Applicants are reminded that they must include a copy of the following with their application:**

- Copy of general liability insurance certificate (NLHC named as co-insured)
- Letter of good standing from Workplace NL
- Certificate of Recognition (COR) from the NLCSA is necessary to be eligible for construction projects
- Asbestos Abatement Certificate is necessary to be eligible for abatement work.
- Complete attached Direct Deposit Enrolment Form

**NOTE:** By participating in this process, applicants acknowledge that we may share this source list with clients applying for Home Modifications Program (HMP) and Provincial Home Repair Program (PHRP) grants and will carry the disclaimer that "This list is provided for information purposes only with no recommendation provided as to the work which may be offered."

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**References**

<b>Company Name:</b>	
<b>Contact Name:</b>	<b>Telephone #:</b>

<b>Company Name:</b>	
<b>Contact Name:</b>	<b>Telephone #:</b>

<b>Company Name:</b>	
<b>Contact Name:</b>	<b>Telephone #:</b>

<b>Company Name:</b>	
<b>Contact Name:</b>	<b>Telephone #:</b>



## DIRECT DEPOSIT ENROLMENT FORM

Please print clearly and in block letters. Do not use this form to provide change of address information. Do not enclose anything other than your void cheque with this form.

### PART A - Applicant's Identification Information

Business / Individual

Address

City/Town  Province

Postal Code  Telephone No.

E-Mail

### PART B - Banking Information (Canadian Financial Institutions only)

**IMPORTANT: Complete Part B or attach a blank cheque with "VOID" written on it.**

Financial Institution No.  Branch Number

Account No.

Name(s) of Account Holder(s)

Financial Institution Stamp  
(required if no void cheque attached)

### PART C - Consent

I/We authorize NLHC to credit my/our bank account, indicated above

I/We will notify NLHC promptly in writing if I/We move the account from one bank or branch to another or if there are any other changes in the account.

I/We understand that the Bank is not responsible to verify whether these payments are properly credited to my/our account.

I/We understand that the information provided is being collected for the purpose of administering NLHC programs. This information will only be disclosed to NLHC personnel who need the information to carry out the responsibilities of their job, and to other organizations who may need to be contacted in order to process this form. Statistics on NLHC programs will be reported at the provincial/regional level and will not personally identify individuals. Section 61(c) of the Access to Information and Protection of Privacy Act (ATIPPA) authorizes NLHC to collect personal information that "...relates directly to and is necessary for an operating program or activity of the public body."

I, the undersigned, have read the consent to the collection, use and disclosure of my personal information as described therein.

Date (YYYYMMDD)

Signature

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**Scan or Mail the completed form to the following address:**

**NLHC  
PO Box 220  
2 Canada Drive  
St John's, NL  
A1C 5J2**

**E-mail:** [eftsetup@nlhc.nl.ca](mailto:eftsetup@nlhc.nl.ca)

Until your direct deposit information has been updated, you will continue to be paid by cheque or direct deposit to the bank account currently on file.

To update your banking information in the future, please complete a new direct deposit enrolment form.

Please do not use this form to provide change of address information. To change your address information, please contact the department that issues your payments.

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### Part A - Applicant's Identification Information

Fill in the BUSINESS OR INDIVIDUAL name, as well as the full address, telephone number and valid email address of the applicant in the fields provided. All fields are mandatory.

### Part B - Banking Information

This form can only be used for direct deposit payments destined for domestic (Canadian) bank accounts that use standard routing information, i.e., a Branch Number, Institution Number and Account Number.

Instead of filling in Part B, a blank cheque with the word "VOID" written across the front can be attached to this form - see example below. This cheque must be associated with the Canadian bank account into which the payments are to be deposited. Do not enclose anything other than a void cheque with this form.

If completing Part B of this form, account routing information can be obtained from the financial institution into which direct deposit payments are to be made. These details can also be found on a cheque associated with that bank account. Your financial institution must stamp this section to verify that the correct banking details have been entered if no void cheque is attached.

Name / Nom P.O. Box / C.P. 000 City / Ville, Canada H0H 0H0	<b>Example / Exemple</b>	Cheque No. N° de chèque	0000000
Pay to the order of Payez à l'ordre de	<b>"Void"</b> « Null »		\$ _____
			Dollars
			Signature
9999       : 999999    9999 :    999    9999    99			
1                    2                    3                    4			

1. Cheque number - not required.
2. Branch number - 5 digits.

3. Institution number - 3 digits.
4. Account number - minimum 7 digits

### Part C – Consent

Date and sign the form in order for it to be processed. By signing, you confirm that you have read and agreed with the consent statement on the form.

**Important Reminder: The following documents must be included with the applications:**

- **Copy of General Liability Insurance Certificate (NLHC named as co-insured)**
- **Letter of good standing from Workplace NL**
- **Certificate of Recognition (COR) from the NLCSA**
- **Asbestos Abatement Certificate**
- **Complete Direct Deposit Enrolment Form**