

## GOVERNMENT WIDE TENDERING POLICIES

To comply with new Province of Manitoba tendering policies announced in June, 2011, Bidders will be required to submit the following additional documents with this bid submission:

1. Bidder's Certification Form – Legislative and Safety Requirements
2. Apprenticeship Agreement Registration Letter

### 1. Bidder's Certification Form – Legislative and Safety Requirements

#### Bidder Submission Requirements

**BIDDERS MUST SUBMIT A FULLY EXECUTED COPY OF THE BIDDER'S CERTIFICATION FORM (INCLUDED WITH THIS TENDER PACKAGE) WITH THEIR BID OR THE TENDER WILL BE REJECTED.**

A fully executed Bidder's Certification Form must include the Bidder's name, the tender number, a COR™ registration number (if applicable) a signature of a company officer, a witness' signature (or affixed with a company seal) and a date.

#### Subcontractor Submission Requirements

The Contractor shall ensure that its subcontractors provide a signed Bidder's Certification Form to the Engineer before the subcontractor begins work on the Project. It is not necessary for subcontractors to submit a Bidder's Certification Form at the time of tendering.

#### Subcontractor Definition

For the purposes of executing the Bidder's Certification Form, "Subcontractors" excludes:

- Suppliers that are delivering products and are not directly participating in construction activities on the project site (i.e. supply only).
- Service providers that are not directly participating in construction activities on the project site.
- Subcontractors without employees (i.e. single owner-operators).

#### Safety Program Requirements and Implementation Schedule

The Bidder's Certification Form identifies minimum Workplace Health and Safety policy requirements for this Manitoba Infrastructure and Transportation project. These requirements are restated below:

Where the contract award value for the Project is \$100,000 or greater:

- Bidders with employees working on the Project must have a valid and current COR™, SECOR™ certificate or evidence of equivalency issued in accordance with the Canadian Federation of Construction Safety Associations COR™ program and verified by either the Manitoba Heavy Construction Association Work Safety Program or by the Construction Safety Association of Manitoba to work on the Project.
- Subcontractors are not required to declare status in a safety program, until January 1, 2012.
- Beginning January 1, 2012, subcontractors with employees working on the Project must show safety program registration or evidence of equivalency verified by either the Manitoba Heavy Construction Association Work Safety Program or by the Construction Safety Association of Manitoba.

Beginning January 1, 2014, and regardless of project value, all Bidders and Subcontractors (with employees working on the Project) must have a valid and current COR™ or SECOR™ certificate, or evidence of equivalency issued in accordance with the Canadian Federation of Construction Safety Associations COR™ program and verified by either the Manitoba Heavy Construction Association Work Safety Program or by the Construction Safety Association of Manitoba to work on the Project.

#### Information

For further information regarding this policy and its requirements, please contact:

Phone: 204-945-0575 (local) or 1-866-332-5077 (toll free)  
Email: [capitalprojects@gov.mb.ca](mailto:capitalprojects@gov.mb.ca)  
Website: <http://manitoba.ca/tce/capitalprojects>

## **2. Apprenticeship Agreement Registration Letter**

### General Requirements

- Beginning January 1, 2012, bidding contractors (regardless if any employees will be employed on the project) will be required to employ apprentices party to an active apprenticeship agreement with the employer and certified journeypersons for work in designated trades;
- Beginning April 1, 2012, sub-contractors with more than a total of 20 of their own employees (regardless of the number to be employed on the project) will be required to employ apprentices party to an active apprenticeship agreement with the employer and certified journeypersons for work in designated trades;
- Beginning April 1, 2013, sub-contractors with more than a total of 10 of their own employees (regardless of the number to be employed on the project) will be required to employ apprentices party to an active apprenticeship agreement with the employer and certified journeypersons for work in designated trades; and,
- Beginning April 1, 2014, all contractors will only employ apprentices party to an active apprenticeship agreement and certified journeypersons for work in designated trades on Provincial projects.

### Bidder Submission Requirements

It is expected that Designated Trades, as defined in The Apprenticeship and Certification Act (Manitoba), will be employed on the project. Therefore, the Bidder shall include with its tender submission, an Apprenticeship Agreement Registration Letter from Apprenticeship Manitoba declaring that it is has registered apprenticeship agreement(s) with its employee(s) for work in Designated Trades.

**BIDDERS MUST SUBMIT AN APPRENTICESHIP AGREEMENT REGISTRATION LETTER WITH THEIR BID OR THE TENDER WILL BE REJECTED.**

### Subcontractor Submission Requirements

The Contractor shall ensure that its subcontractors provide an Apprenticeship Agreement Registration Letter from Apprenticeship Manitoba declaring that the subcontractor has registered apprenticeship agreement(s) with its employee(s) for work in Designated Trades. The Apprenticeship Agreement Registration Letter shall be submitted to the Engineer before the subcontractor begins work on the Project. It is not necessary for subcontractors to submit an Apprenticeship Agreement Registration Letter at the time of tendering.

### Subcontractor Definition

For the purposes of providing an Apprenticeship Agreement Registration Letter, "Subcontractors" excludes:

- Suppliers that are delivering products and are not directly participating in construction activities on the project site (i.e. supply only).
- Service providers that are not directly participating in construction activities on the project site.
- Subcontractors without employees (i.e. single owner-operators).

### Information

For further information regarding this policy and its requirements, please contact:

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