



APPENDIX “B”

SCOPE DETAILS

1. WORK OVERVIEW

The scope of work consists of the design, supply and installation of a single “Oil Containment System” for the two (2) power transformers located at Saint John Energy’s Millidgeville Substation. The proponent’s proposal shall include the design of the oil containment system as well as the supply of all materials, equipment, and the site work needed to complete the installation.

The containment shall have the ability to contain a total of 30,000 liters of oil. Foundation layout, grounding and survey drawings are located in Appendix D – Company Supplied Data of the current site.

2. CONTRACTOR’S RESPONSIBILITIES

2.1. WORK IN A SUBSTATION

The contractor will be required to complete their work inside Millidgeville Substation during a substation shut down. This will require the contractor to only access the site when a designated Saint John Energy Site Supervisor is present. Also during this time there may be other contractors and SJE personal performing various maintenance tasks and the successful contractor will have to share the site with these crews and coordinate use of different areas for the duration of the oil containment installation.

2.2 SAFETY

Due to the busy working area, the contractor shall complete a daily documented safety meeting to go over the activities of the day and associated hazards. The Saint John Energy Site Supervisor shall be part of this meeting. Daily safety documents shall be available upon request. This may be done in conjunction with the other crews working on the site or at very least shared with the other crews on site so that everyone is aware of what works will be taking place during the each day. A template for daily safety meeting documents can be supplied by Saint John Energy upon request.

2.3 DRAWINGS AND DOCUMENTS

Prior to the start of the site works, a full design of the oil containment documentation shall be sent to Saint John Energy for review, comment, and approval. The finalized documents shall be both in PDF and AutoCAD, or agreed equivalent file formats. A minimum of 2 weeks shall be given for review and approval of these drawings before mobilization of the field staff.

The drawings required will be at a minimum:

- Layout of the work site area with the oil containment design
- An oil containment drainage plan

All design documents shall require a licensed Engineering stamp, applicable to New Brunswick.

2.4 CONTRACTOR'S EQUIPMENT

The contractor shall provide and maintain adequate equipment in good working order to perform the work in accordance with the approved schedule. All such equipment shall be subject to the approval of the company.

2.5 CONTRACTOR IDENTIFICATION

All contractors and sub-contractor vehicles working on this project must be properly identified with their company's logo(s).

2.6 CODE OF CONDUCT FOR CONTRACTORS

All contractors and their employees including subcontractors are responsible for conducting themselves in a professional, ethical and legal manner while performing work for the company.

2.7 COMPANY'S RESPONSIBILITIES

The company shall supply a site supervisor for the works, as noted above. Also, the company will review any job plans from the contractor and complete any switching needed to eliminate electrical hazards in order to complete the works.

Any switching needed must be scheduled in advance; it is the responsibility of the contractor to share these plans with the site supervisor no fewer than three (3) days prior to the work commencing.

3. INSPECTION BY THE COMPANY

The company shall have the right to inspect the work at all times, and will be doing so on a regular basis. The company may reject any part of the work thereof which is not in accordance with the contract. Any of the work so rejected shall forthwith be re-executed or corrected by the contractor as its sole expense and in a manner prescribed by the contract. If in the opinion of the company it is not feasible to re-execute or correct the rejected work, the company shall be bound to pay to the contractor only such sums of money as, in the opinion of the company, represents the value of the work to the company.

3.1 HOLD POINTS

Saint John Energy will require certain inspections to take place during the course of the works:

- Inspection of all subservice installation prior to backfilling

The contractor will be required to give two (2) days' notice prior to the inspection of the items noted above and will be required to stop the works and wait until the inspection is completed and Saint John Energy informs the contractor they can proceed.

If, for any reason, the work proceeds without the inspection, the contractor will have to undo any works required to complete the inspection at their own costs and no allowance for extra time will be given to complete the works.

4. SCHEDULE

It is anticipated that the shutdown of Millidgeville substation will take place in July 2018. The proponents shall submit a schedule of the work with their proposal, with suggested start and completion dates, which is understood to be weather dependent. For the sake of supplying a schedule with the RFP submissions please assume that the site will be available July 3rd 2018. Please include the anticipated inspection dates and installation durations in the supplied schedule.

At conclusion of the contract, the company will have no further obligation to the contractor.

5. QUALIFICATIONS OF THE CONTRACTOR AND SUBCONTRACTORS

For all employees of the contractor and any subcontractors, the contractor must forward a copy of any relevant material of the Employee Qualification and Training Record, prior to the commencement of the work. If any new employees are hired during the schedule of the work, all documentation above will be forwarded to the company's representative prior to the employee starting on site.

All contractor employees must carry photographic identification on their person at all times. Any employee found to be working on a Saint John Energy job-site without a picture ID, and without the corresponding Employee Qualification and Training Record, will be asked to leave the job-site immediately.

The contractor's, and any subcontractor's employees, shall operate under the Saint John Energy's safety guidelines and guidance while onsite.

6. HOURS OF WORK

Proponents should include planned hours of work in their proposal. Currently our crews work between 8am-4pm and any work that takes place outside of these hours will have to be planned in advance to ensure Saint John Energy Site Supervision is available.

Hours of work shall conform to any city bylaws.

7. SUBCONTRACTORS

A contractor wishing to hire subcontractors must adhere to the following:

- The contractor shall be responsible for engaging subcontractors as required.
- The proponent shall include a list of subcontractors as a part of their offering.
- If the contractor engages a new subcontractor during the schedule of the works, the company shall be notified in writing before a subcontractor commencing any of the works related to this scope.
- The company reserves the right to approve all proposed subcontractors.

8. TRAINING

All contractors, as well as subcontractors, must ensure that their employees are trained to perform their work in a manner that will ensure their safety, the safety of Saint John Energy employees, and the general public. All contractors must be qualified and competent to perform their assigned task as per Occupational Health & Safety Regulation 91-191 and in accordance with the requirements of this contract.

The company will provide training/instruction (at no cost to the company or the contractor) as may be required from time-to-time to accommodate upgrades or changes to the company's requirements.

9. ABNORMAL CONDITIONS

The contractor must report any abnormal conditions that may arise to the Company's Authorized Representative in a timely manner.

10. NEWS RELEASES

Information for publicity of any nature with respect to any facet on the company's business or operations, or of the work being performed on site by the contractor or others, shall not be released or disclosed without prior consent of the Company's Authorized Representative.

11. CHANGE IN THE WORK

The company may, without invalidating the contract, direct the contractor to make changes in the work.

When a change causes an increase or decrease in the work, the contract price shall be increased or decreased by the application of unit prices to the quantum of such increase or decrease. In the absence of applicable unit prices, they will be increased by an amount agreed upon between the contractor and the company prior to the commencement of any additional work. Any additional work completed by the contractor not approved by the company prior to commencement shall not be considered as an additional cost to the contract.