

**COASTAL BC MECHANICAL TRADES
BID DEPOSITORY**

RULES OF PROCEDURE

AND

SCOPE OF WORK

Effective January 1st , 2009

TABLE OF CONTENTS

1. Name and Purview	3
2. Establishment	3
3. Purpose	3
4. Responsibility	4
5. Scope	4
6. Administration	4
7. Income and Expenses	5
8. Trade Management Committee.....	5
9. Joint Advisory Committee - General Terms of Reference	6
10. Board of Appeal	8
11. Tendering Rules	9
12. Tendered Price	10
13. Procedure for Submitting Tenders	11
14. Procedure to Receive Tenders.....	12
15. Closing Time for Tenders	12
16. Withdrawal of Tenders	13
17. Reception of Tenders.....	13
18. Disposition of Envelopes	13
19. Procedure for Disqualifying Tenders	14
20. Bonding	15
21. Bonding Rules.....	16
22. Credibility	17

APPENDIX A - SCOPE OF WORK - INSULATION SUB-TRADE

General Conditions	18
Inclusions - Insulation to Sheet Metal and Ventilation	20
Exclusions - Insulation to Sheet Metal and Ventilation.....	22
Inclusions - Insulation to Mechanical	23
Exclusions - Insulation to Mechanical	25

APPENDIX B - SCOPE OF WORK - SHEET METAL AND VENTILATION SUB-TRADE

Inclusions	26
Exclusions	29

INSULATION CONTRACTORS OFFICIAL TENDER FORM - Sheet Metal & Ventilation Tender 31

INSULATION CONTRACTORS OFFICIAL TENDER FORM - Mechanical Tender

SHEET METAL AND VENTILATION CONTRACTORS OFFICIAL TENDER FORM.....

APPENDIX C - Mechanical Voluntary Bid Depository - Instruction to Bidders.....

MECHANICAL TENDER FORM.....

FEE SCHEDULE.....

ACKNOWLEDGMENT OF RULES OF PROCEDURE PROVISIONS -
LETTER OF REGISTRATION.....

CONTRACTOR REGISTRATION FORM.....

RULES OF PROCEDURE

1. Name and Purview

- a) The Depository shall be known as the Coastal BC Mechanical Trades Bid Depository, hereinafter referred to as the Bid Depository.
- b) These Rules shall be utilized when Lower Mainland area only projects are listed with the Depository.

2. Establishment

- a) This Bid Depository is established by the Mechanical Contractors Association of British Columbia (MCA - BC), the British Columbia Sheet Metal Association (SMACNA - BC) and the British Columbia Insulation Contractors Association (BCICA).
- b) Users of the Bid Depository shall not be required to be members of any trade association.

3. Purpose

- a) The Bid Depository is a system for the reception of sealed tenders from sub-contractors to ensure the sanctity of bidding and to enable those receiving their tenders to obtain firm quotations in writing and in adequate time to compile their bids completely and accurately. The Bid Depository is designed to be in the best interest of owners, architects, contractors, and other industry participants.
- b) The use of this Bid Depository is intended to create a code of tendering practice in which all users voluntarily participate for their own benefit and at their own risk.

4. Responsibility

- a) Use of the Bid Depository constitutes an undertaking to comply with the provisions of the Rules of Procedure in effect at the time and shall be deemed to release MCA - BC, SMACNA - BC, BCICA, each Bid Depository Trade Management Committee, the Joint Advisory Committee, the Board of Appeal, and all employees or members of any of these committees and boards, from and against any and all liability for each and every decision or action taken pursuant to the Rules of Procedure.

5. Scope

- a) The Bid Depository Rules shall govern the Insulation and Sheet Metal & Ventilation sub-trades.
- b) The Insulation Scope of Work shall be defined in Appendix A of the Rules and the Sheet Metal and Ventilation Scope of Work shall be defined in Appendix B.
- c) A separate Bid Depository shall exist for each sub-trade for each job.

6. Administration

- a) The administration of the Bid Depository shall be the responsibility of The Coastal BC Mechanical Trades Bid Depository under the direction of its Board of Directors.
- b) The Bid Depository shall be located at the MCA - BC offices.
- c) The hours of operation shall be set according to policies as determined by its Board of Directors.
- d) The Bid Depository Board of Directors shall establish and maintain all procedures and guidelines related to the efficient and orderly operation of the Bid Depository including, but not limited to matters such as, the review and approval of the annual budget, the appointment of a Bid Depository Administrator, and the setting of user fees.

7. Income and Expenses

- a) The Bid Depository shall be financially self supporting. Bid Depository operating costs shall be equitably shared by users through the sale of service envelopes and the collection of fees.

8. Trade Management Committee

- a) The Bid Depository shall have a Management Committee for each of the Insulation, Sheet Metal & Ventilation and Mechanical trades.
- b) Each Management Committee will consist of a minimum of three members who shall be selected from registered users of the Bid Depository and appointed by the Association representing each trade. A non-member of a Management Committee may be appointed as secretary.
- c) Each committee shall be autonomous and its duties shall be:
 - i) To fully investigate any alleged infraction of the Rules of Procedure or any complaints in their respective Bid Depository and to recommend suspension from use of the Depository by any contractor involved in an infraction to the Bid Depository Joint Advisory Committee;
 - ii) To interpret all rules, regulations, and procedures contained in the Rules of Procedure, Scope of Work, and relevant Tender Form. The committee shall not have the authority to alter the meaning of any rule, regulation, or procedure. Interpretations shall only be made to resolve ambiguous provisions in the Rules of Procedure;
 - iii) To issue special bidding instructions relating to one particular bid if such instructions are necessary for the successful operation of that Bid Depository. Any special bidding instructions shall be agreed to by all parties concerned;
 - iv) To disqualify tenders according to the Rules.
 - v) Any amendments to the Rules of Procedure shall be approved only by majority vote of each autonomous Trade Management Committee.

9. Joint Advisory Committee

General Terms of Reference

- a) The Bid Depository shall have a Joint Advisory Committee consisting of the representatives of the respective trade management committees. ***The quorum shall consist of two (2) representatives of each of the trade management committees.*** Each association shall appoint alternate members who shall be empowered and authorized to act in place and stead of the original member in the event such member is unable to take part for any reason whatsoever, in any proceeding before the Joint Advisory Committee.
- b) A non-member of the Committee may be appointed as Secretary.
- c) The Joint Advisory Committee shall:

Establish and maintain all procedures and guidelines related to the efficient and orderly operation of the Bid Depository including, but not limited to matters such as, to review tender disqualifications, consideration of suspensions, and recommendations for the amending of the Rules of Procedure.
- d) The Joint Advisory committee is to be made up of the Chairman (or his appointed alternate) of each of the Trade Management Committees. A quorum shall consist of two members, provided that in every case the Chairman of the Mechanical Management Committee and the Chairman (s) of the Trade Management Committee (s) of the sub-trade being considered for suspension are present.
- e) The Joint Advisory Committee shall elect one member of its Committee as Chairman and the Chairman shall be entitled to cast one vote, but, shall not be entitled to have a second or deciding vote in the event of a tie or deadlock. The Joint Advisory Committee's Secretary shall be the Administrator of the Bid Depository.
- f) Any and all complaints, grievances, etc., arising in respect of any particular tender shall be handled by a Trade Management Committee. When rulings or decisions are made by the Trade Management Committee concerning any particular tender, the Chairman or the Secretary of the Trade Management

Committee shall forthwith confirm in writing such decision to the Joint Advisory Committee.

- g) Upon receiving from a Trade Management Committee a recommendation to suspend a contractor, the Administrator of the Bid Depository shall forthwith call a meeting of the Joint Advisory Committee for the purpose of enquiring into such alleged infraction or complaint and for the purpose of either accepting, rejecting or amending the recommendation for suspension, provided always that each contractor involved in such infraction or complaint shall receive not less than five (5) days' notice of such meeting in writing.
- h) In the event of a contractor suspension recommendation from a Trade Management Committee, the Joint Advisory Committee shall meet to consider the suspension recommendation.
- i) Each contractor involved in an alleged infraction or complaint shall be entitled to appear before the Joint Advisory Committee to make whatever representations he desires with respect of the alleged infraction or complaint.
- j) The Joint Advisory Committee shall have the full right to determine the procedure it shall follow in its deliberations.
- k) The Joint Advisory Committee shall fully consider any and all material it considers relevant to the alleged infraction or complaint.
- l) The Joint Advisory Committee shall have the full authority to accept, reject, or vary the recommendation for suspension as it sees fit.
- m) The decision of the Joint Advisory Committee is binding on all parties.
- n) A notice specifying the time, date, and place of meeting of the Joint Advisory Committee shall be mailed or faxed to all committee members and parties to the alleged infraction or complaint not less than five (5) working days prior to the date set for the meeting.
- o) No member of the Joint Advisory Committee who is accused of a violation of the Rules of Procedure or Scope of Work or who initiated a complaint shall serve as a member of the Joint Advisory Committee convened to rule on the alleged violation or complaint.

- p) A Joint Advisory Committee suspension ruling shall not come into effect until the time available to appeal to the Board of Appeal has passed.

10. Board of Appeal

- a) A contractor suspended by the Joint Advisory Committee shall have the right to appeal the decision to the Board of Appeal within fifteen (15) working days of the date of being notified of such suspension.
- b) Such an appeal shall be in writing and addressed to the Administrator of the Bid Depository and it shall set forth the grounds or reasons upon which the appealing contractor is relying.
- c) The Bid Depository Administrator shall then mail or fax a notice specifying the time, date, and place of meeting of the Board of Appeal to all Board members and to all parties to the alleged infraction or complaint not less than five (5) working days prior to the date set for the meeting.
- d) Each contractor involved in an alleged infraction or complaint shall be entitled to appear before the Board of Appeal to make whatever representations he desires with respect of the alleged infraction or complaint.
- e) The Board of Appeal shall have the full right to determine the procedure it shall follow in its deliberations.
- d) The Board of Appeal shall fully consider any and all material it considers relevant to the alleged infraction or complaint.
- g) The Board of Appeal shall have the full authority to accept, reject, or vary any decision of the Joint Advisory Committee as it sees fit.
- h) The decision of the Board of Appeal is final and binding on all parties.
- i) The Board of Appeal shall give written reasons for its decision.

- j) The Board of Appeal shall be constituted as follows:
- One (1) BCICA member
 - One (1) MCA - BC member
 - One (1) SMACNA-BC member
 - Two (2) members of the Coastal BC Mechanical Trades Bid Depository Board of Directors
- k) One (1) of the Coastal BC Mechanical Trades Bid Depository Board of Directors shall be appointed chairman of the Board of Appeal. The Secretary of the Board of Appeal shall be the Administrator of the Bid Depository.
- l) With the exception of the two Bid Depository Board of Directors members, Board members shall each appoint an alternate member who shall be empowered and authorized to act in the place and stead of the member who appointed him in the event such member is unable to take part, for any reason whatsoever, in any proceeding before the Board of Appeal.
- m) A quorum of the Board of Appeal shall consist of four (4) members or their alternates.
- n) No member of any Management Committee, Joint Advisory Committee or person who is accused of a violation of the Rules of Procedure or Scope of Work or who initiated a complaint shall serve as member of the Board of Appeal.

11. Tendering Rules

- a) The Joint Advisory Committee shall establish guidelines for the nomination of projects to the Bid Depository.
- b) All contractors, unless suspended or in payment arrears, shall be entitled to submit and/or receive tenders from the Bid Depository.
- c) Contractors bidding in this depository must be registered no less than 24 hours prior to closing time.

- d) While contractors may register by phone, fax or email registration will not be confirmed until a written, faxed or emailed request is received by the Bid Depository. It remains the responsibility of the contractor to ensure that the depository has received the registration.
- e) All contractors registered on a given Bid Depository project must be at arms length and shall submit and accept tenders only through the Bid Depository. A registered contractor may only submit one tender in each trade discipline for each project.
- f) A contractor shall enter into a sub-contract to perform the sub-trade work only with a contractor to whom he submitted a tender. A contractor receiving tenders shall make no special conditions after the tender's close which have the effect of circumventing this clause.
- g) A contractor registered to accept bids who intends to perform the work of a bid depository trade using his own employees shall provide to the Bid Depository 'Notification of Intent to Bid to Self' in writing 24 hours prior to the closing time of that trade section. Such notification, which is to be provided separately for each project tendered, shall constitute a tender properly submitted.

A contractor registered to accept bids, who has provided such 'Notice of Intent' to perform bid depository trade work shall, in the first instance, be bound to use his own employees to perform the work of that trade. Alternatively, he shall use one of the tenders submitted through the Bid Depository for that trade section at the price submitted.

12. Tendered Price

- a) The tendered price shall be the base bid price. All separate or alternate prices required by the specifications that affect the sub-trade shall be shown as additions or deletions as the specifications require.
- b) In the event of a conflict between project specifications and the relevant trade Scope of Work, the specifications shall govern.
- c) On a job where strict adherence to this clause will cause difficulties, the respective Management Committee may issue special bidding instructions.

- d) Contractors submitting tenders need not quote the same price to all contractors.
- e) Contractors shall clearly identify on the Bid Form, with a zero dollar amount as an addition or deletion or 'no change' if the work specified does not affect the tendered price.
- f) If there is **no** reference to clearly required alternate or separate prices on the bid form the tender will be considered to be in contravention of the Rules.

13. Procedure for Submitting Tenders

- a) All tenders must be submitted using one of the relevant trade Bid Depository Official Tender Forms and Envelopes.
- b) Envelopes not purchased from the Depository will not be accepted.
- c) Tenders are to be submitted in envelopes as follows:
 - i) a small yellow envelope; and
 - ii) a small gray envelope.
- d) Both envelopes shall contain a tender addressed to the requesting contractor.
- e) The two envelopes shall be sealed in a large white envelope, which is to be delivered to the Bid Depository.
- f) A contractor who has inadvertently failed to submit a tender to a contractor registered to receive such tenders may request that the Bid Depository prepare a tender on his behalf. ***For every project that a contractor has missed bidding to a registered bidder, a flat fee of \$75 will be charged. This fee will include the distribution of tenders to the missed contractor and any envelopes that need to be made up by the depository.***

- g) The Depository must receive such a tender preparation request in writing, fax or email. The request should have wording similar to:

Please open the retained envelope addressed to Company "X" and submit a copy of its contents to Company "Y."

- h) The Bid Depository must receive a tender preparation request at least three (3) hours prior to the closing of tenders for the contractor to whom such tenders are to be addressed. It is the contractor's responsibility to make sure that the depository has received the tender preparation request.

14. Procedure to Receive Tenders

- a) A contractor wishing to receive sub-trade tenders shall register to receive tenders twenty four (24) hours prior to the closing time for the sub-trades. While contractors may register by phone, registration will not be confirmed until a written or faxed request is received by the Bid Depository.
- b) The contractor requesting tenders shall advise the Bid Depository that he will pick up the tenders addressed to him or that he will provide other instructions for their disposition.
- c) A contractor who has failed to register to receive tenders twenty four (24) hours prior to the relevant Bid Depository trade closing time, may late register by fax.
- d) The Bid Depository shall give the contractor a list of bidders for that trade and it is the responsibility of this contractor to solicit bids to be made on his behalf through the Bid Depository.
- e) No registration will be accepted subsequent to the relevant Bid Depository trade closing time.

15. Closing Time for Tenders

- a) All tenders shall be received at the Bid Depository at or before 3:00 pm of the working day prior to the closing of tenders for the contractor to whom they are addressed.
- b) When no specific time is called for the closing of the mechanical trade, the project shall be considered to close at 3:00 pm of the working day prior to the general closing.

16. Withdrawal of Tenders

- a) Tenders may be withdrawn up to four (4) hours prior to the Bid Depository tender closing time of the contractor tendered to, by written, faxed or emailed notification to the Bid Depository.
- b) Within 24 hours, this notification shall be followed by a written, faxed or emailed statement clearly outlining the reasons for withdrawal.
- c) It is the tendering contractor's responsibility to notify all contractors to whom he has submitted tenders of his decision to withdraw.
- d) Tenders remaining in the Bid Depository after this four (4) hour deadline must be honored.
- e) All withdrawals will invoke a fine according to fee schedule.
- f) All withdrawals will be investigated.

17. Reception of Tenders

- a) Using the time clock provided by the Bid Depository, the tendering contractor shall time stamp his white envelope prior to submittal.
- b) All bids deposited with the Bid Depository become the property of the Bid Depository.

18. Disposition of Envelopes

- a) Immediately after the Bid Depository closing time, the white envelopes shall be opened and, at the sole discretion of the Bid Depository, either one of the yellow or grey envelopes shall be made available to each addressee contractor. The retained envelopes shall be placed unopened in a secure place. The large white envelopes may be destroyed.

- b) The retained envelopes shall remain unopened until a successful contractor has been selected. At this time the retained envelopes bearing his name shall be opened and the bids tabulated.
- c) Once the bids have been tabulated, any contractor who tendered to the successful contractor may examine the tabulation for his trade.
- d) No other person shall examine the tenders or tabulation except for persons specifically investigating alleged violations or complaints.
- e) With the exception of bids addressed to the successful contractor which shall be retained for one year after sub-trade closing, all other envelopes and bids may be destroyed six months after the sub-trade closing.
- f) All undelivered envelopes shall be returned to the tenderer after date of closing at his expense.

19. Procedure for Disqualifying Tenders

- a) Any user of the Bid Depository who wishes to lodge a complaint alleging a violation must do so in writing addressed to the Administrator of the Bid Depository.
- b) A complaint may be made orally in an urgent matter subject to confirmation in writing or by fax.
- c) Complaints must be lodged before 9:30 am of the day following the close of tenders for that sub-trade. Even if the complaint is found valid, any complaints lodged after this deadline will not have the effect of disqualifying the tender.
- d) In the event of a complaint or an alleged violation, the management committee or its designate of the trade involved is authorized to open the retained envelopes specified in the complaint and to examine the tenders and all other material that it considers relevant to the complaint.
- e) The management committee or its designate shall make every reasonable effort to contact the contractor against whose tender the allegation has been filed. The contractor shall be advised of the allegation and he shall be given the opportunity to make representation (orally or in writing) to the management committee or its designate.

- f) If the alleged violation is upheld and the tender is found to be in contravention of the Rules of Procedure/Scope of Work, the tender will be disqualified.
- g) *The bid depository management committee will notify the depository of any action required no later than 11:00pm the day of closing. All contractors to whom the tender was sent will be notified no later than 12:00 noon the day of closing.*
- h) The Management Committee's tender disqualification decision is final and binding.

20. Bonding

Bidding:

Insulation to Sheet Metal and Ventilation, Insulation to Mechanical:

- a) Bonding rules shall apply on jobs where the owner calls for the prime contractor to supply either performance and/or labor and material payment bonds.
- b) All deposited bids over **\$60,000** shall be accompanied by a bid bond issued by a recognized indemnity company naming the successful sheet metal or the successful mechanical contractor as an obligee. Bonds are not required on bids to oneself.
- c) Where a bid bond is required, the successful sub-trade contractor shall provide the same bonds as those required by the prime contractor.
- d) Bonding is required on jobs where the sum of all bid prices (base price plus any separate or alternate prices which increase the base price) submitted to a contractor receiving tenders is greater than **\$60,000**.

Bidding:

Sheet Metal and Ventilation to Mechanical:

- a) Bonding rules shall apply on jobs where the owner calls for the prime contractor to supply either performance and/or labor and material payment bonds.

- b) All deposited bids over **\$500,000**. shall be accompanied by a bid bond issued by a recognized indemnity company naming the successful mechanical contractor as obligee. Bonds are not required on bids to oneself
- c) Where a bid bond is required, the successful sub-trade contractor shall provide the same bonds as those required by the prime contractor.
- d) Bonding is required on jobs where the sum of all bid prices (base price plus any separate or alternate prices which increase the base price) submitted to a contractor receiving tenders is greater than **\$500,000**.

21. Bonding Rules

- a) Notification directly from a Surety Company informing the Depository of the issuance and the number of a bid bond shall be accepted by the Depository on the condition that it is certified to have been received in the Bid Depository office prior to the prescribed Bid Depository closing time.
- b) The bid bond, when required, is to be placed in a separate envelope, plainly marked as to content and also sealed within the large white envelope.
- c) In order for the Bid Depository to determine whether a bid bond or Surety Company notification is not required, the bidder shall enclose a letter within the white envelope stating that his tender is below the amount **which is defined in section 21. Bonding**. If no letter in lieu of bid bond or Surety Company notification is received, the tenders submitted shall not be released to the contractors and shall be returned to the tendering contractor by the Bid Depository after the closing.
- d) The bid bond shall be in the amount of ten percent (10%) of tender price and not a dollar amount.
- e) Bonds shall be provided by the successful sub-trade at time of signing their contract with the mechanical and upon receipt of copies of the bonds provided by the mechanical contractor to the general contractor.
- f) The costs of all bonds, as outlined above are to be borne by the bidder.
- g) Where bid bonds are required, they will be forwarded to the selected mechanical contractor.

22. Credibility

- a) All users of the Bid Depository warrant that they are reputable firms, that they are experienced in the work tendered, that they are financially and mechanically equipped and staffed to perform the work tendered or to sub-contract the work tendered to them, and, that they are able to and will satisfy all requirements of any and all Federal, Provincial and Municipal statutes and bylaws.

APPENDIX “A”

SCOPE OF WORK INSULATION SUB-TRADE GENERAL CONDITIONS

1. Painting is not included in the base price.
2. Insulation coating, where specified in complete detail, will be included in the base price. "Complete detail" means brand of coating, type and number of coats required.
3. Finished insulation jacketing, where specified, will be included. Any additional metal shields, metal sleeves, metal sleeves for fire stopping, and/or metal fenders of any description for the support and/or protection of the insulation materials is not included in the base bid.
4. Buried underground insulation of a potential encasement type may be quoted by some insulation firms as an addition to the base price and shall be entered on the official tender form in the space designated. Excavating, back-filling, shoring, forms, drainage, sand bedding, and curing are not included in the base price. Buried underground insulation using standard pre-moulded and/or block type insulation will be bid as part of the base tender price.
5. Noise control insulation may be quoted by some insulation firms as an addition to the base price and shall be entered on the official tender form in the space designated.
6. Acoustical control (e.g. Silentium, Cousti-Fab, lead impregnated vinyl, and lead sheeting) may be quoted by some insulation firms as an addition to the base price and shall be entered on the official tender form in the space designated.
7. Expanded lath, expanded sheet metal and perforated sheet metal to be applied onto the surface of insulation applied internally in plenums and structural shafts may be quoted by some insulation firms as an addition to the base price and shall be entered on the official tender form in the space designated.

Appendix "A": Scope of Work – Insulation Sub-Trade – General Conditions

8. Final clean-up is not included in the base price. Trade clean-up is included in the base price.
9. Victaulic Couplings as Alternate: The insulation base price will be based on the assumption that welded pipe will be used for heating, chilled water and domestic water piping systems. If the specifications call for grooved mechanical joints or an option is given to use grooved mechanical joints instead of welded joints, an addition shall be offered and entered on the tender form in the space designated. If the addition is nil, the designated space must be filled in, indicating a nil addition. Failure to fill in this designated space will be deemed to mean no change to base bid price.
10. Where thermal insulation is specified on metal duct, then the base price shall include for insulation to all duct. If specifications allow the substitution of fiberglass duct in lieu of metal duct, insulation of the metal duct substituted with fiberglass duct shall be known as a deduction to the base price.
11. Asbestos removal, when specified within Division 15, will be quoted in the base bid price of the mechanical tender.
12. Unsolicited bids and alternates, not specifically requested by the tender authority, will not be accepted by the Bid Depository. Bids including unsolicited proposals will be disqualified.
13. Separate prices required for General Conditions #4, 5, 6 and 7, if quoted, must be quoted on the tender form at time of tender. Quoting following closing of tender will be sufficient grounds to disqualify tender.
14. Tenders in yellow and grey envelopes shall be submitted for:
 - Mechanical Tender Form
 - Sheet Metal and Ventilation Tender Form
15. Hoisting is included for materials as required by the scope.
16. Fire stopping is included around all wall and floor openings requiring fire stopping.
17. Smoke stopping is included around all wall and floor openings requiring smoke stopping as specified.

APPENDIX “A”

SCOPE OF WORK INSULATION SUB-TRADE INCLUSION LIST

Inclusions - Insulation to Sheet Metal and Ventilation

1. Refer to Insulation Bid Deposit General Conditions.
2. All insulation applied to the exterior of the following duct work, if specified:
 - a. Supply air
 - b. Return air
 - c. Exhaust air
 - d. Relief air
 - e. Mixed air
 - f. Fresh air
 - g. Transfer ducts
 - h. Combustion air
 - i. Hot air venting
 - j. Where a duct passes through a fire-rated slab or wall, the fire stop system specified for the fire penetration will be supplied and installed
 - k. Where a duct passes through a non-rated slab or wall the smoke stop system specified for the smoke penetration will be supplied and installed
3. All insulation applied internally or externally to the following walk-in or crawl-in field erected plenums, if specified:
 - a. Fresh air plenum
 - b. Fan plenum
 - c. Coil plenum
 - d. Filter plenum
 - e. Mixed air plenum
 - f. Return air plenum
 - g. Exhaust air plenum
 - h. Relief air plenum
 - i. Supply air plenum

**Appendix "A": Scope of Work – Insulation Sub-Trade – Inclusions:
Insulation to Sheet Metal and Ventilation**

4. All insulation applied internally to the following structural shafts and tunnels, if specified:
 - a. Supply air
 - b. Return air
 - c. Exhaust air
 - d. Fresh air

5. All insulation applied externally to the following flexible ducting, if specified:
 - a. Supply air
 - b. Return air

6. All insulation applied to the following equipment, if specified:
 - a. Fans and/or fan casings
 - b. Mixing boxes
 - c. Drip pans
 - d. Coil ends
 - e. Acoustic baffles
 - f. Roof top unit mounting curb
 - g. Duct silencers
 - h. Breeching, i.e., smoke pipe, flue, boiler breaching, flue gas breaching (excluding expanded metal lath for air space provided)

APPENDIX “A”

SCOPE OF WORK
INSULATION SUB-TRADE
EXCLUSION LIST

Exclusions - Insulation to Sheet Metal and Ventilation

1. Refer to Insulation Bid Deposit General Conditions.
2. Factory insulated equipment
3. Insulation to double walled access doors
4. Insulation to factory fabricated modular plenum panels
5. Insulation used for equipment isolation pads
6. Factory insulated plenums, part of a factory-packaged, supplied unit (e.g. fan, coil, filter, mixing, return air, relief air and fresh air)
7. Expanded metal lath for air space provision
8. Mastic coatings when applied directly to metal
9. Insulation lining to all duct work
10. Insulation to variable air volume (VAV) control boxes

APPENDIX "A"

SCOPE OF WORK INSULATION SUB-TRADE INCLUSION LIST

Inclusions - Insulation to Mechanical

1. Refer to Insulation Bid Deposit General Conditions.
2. If specified and if route is shown on tender drawings, all insulation applied to the following pipe will be included in the tender price:
 - a. Heating hot water
 - b. Steam
 - c. Condensate
 - d. Chilled water
 - e. Boiler feed water
 - f. Fuel oil
 - g. Ammonia
 - h. Hot gas
 - i. Brine
 - j. Compressed air
 - k. Heating process pipe
 1. Domestic hot water and recirculating lines
 - m. Domestic cold water
 - n. Rain water leaders
 - o. Sanitary drains
 - p. Acid waste
 - q. Plumbing process
 - r. Fire lines
 - s. Where a pipe passes through a fire-rated slab or wall, the fire stop system specified for the fire penetration will be supplied and installed.
 - t. Air conditioning refrigeration pipes
 - u. Product refrigeration piping
 - v. Where a pipe passes through a non-rated slab or wall the smoke stop system specified for the smoke penetration will be supplied and installed
 - w. Insulation support shields.

3. All insulation applied to the following equipment, if specified:
 - a. Hot water storage tanks
 - b. Condensate tanks
 - c. De-aerators
 - d. Blow down tanks
 - e. Flash tanks
 - f. Expansion tanks
 - g. Converters
 - h. Chilled water pumps
 - i. Hot water pumps
 - j. Chillers, including water boxes
 - k. Ammonia vessels
 - l. Generator exhausts
 - m. Boilers
 - n. Insulation pads for radiant ceiling panels
 - o. Air conditioning refrigeration equipment
 - p. Product refrigeration equipment
 - q. CAD interference drawings and/or CAD 'As Builts'

APPENDIX "A"

SCOPE OF WORK INSULATION SUB-TRADE EXCLUSION LIST

Exclusions - Insulation to Mechanical

1. Refer to Insulation Bid Deposit General Conditions.
2. All factory insulated equipment. "Factory Insulated" is defined as "when the insulation is specified under the equipment or product section of the Division 15 specification, the insulation shall be supplied and installed by the equipment supplier".
3. Fire stopping and smoke stopping for sprinklers and refrigeration piping, not shown on tender drawings, through fire rated and non-rated slab or wall penetrations.

APPENDIX "B"

SCOPE OF WORK SHEET METAL AND VENTILATION SUB-TRADE INCLUSION LIST

Inclusions

1. Metallic and non-metallic air handling duct work (excluding vitrified tile or poured-in-place concrete)
2. Plenums and casings that are not part of the building structure and are not specified as part of packaged units
3. All specified insulation for systems included in this scope of work and/or included in the insulation to ventilation inclusion list.
4. Metallic insulation protection for duct work and plenums.
5. Canopies and hoods (except where called for under kitchen equipment, see exclusion item 15)
6. Flexible connections connecting duct equipment
7. Breeching and/or vents, including refractory lined, from the smoke collar (see exclusions item 3)
8. Metal chimneys, including refractory lined, for all equipment, type A, B and C; permits not included (see exclusions item 1)
9. All manual and motor operated balancing and control dampers (exception - installation only is included where these dampers are specified as part of the automatic control system)
10. Fire and smoke dampers, single or combination purpose (exception - installation only is included where these dampers are specified as part of the automatic control system)
11. Back-draft dampers, where not specified as part of fan equipment; ventomatic shutters

Appendix “B”: Scope of Work – Sheet Metal and Ventilation Sub-Trade – Inclusions

12. Weather louvres
13. Penthouses
14. Gravity ventilators, relief vents and intakes
15. Registers, grilles and diffusers
16. Door grilles (supplied only)
17. Light troffers and hose (light fixtures by others)
18. Air filters, ultraviolet filters and other dry air-cleaning devices, except where specified as part of the Air Handling Unit Package
19. Filter gauges, except where specified as part of the Air Handling Unit Package
20. Dust collectors, bag houses, cyclones, fume extractors, CO extractors, including fans that are part of package
21. Air silencers (all remote units), not including units specified with fan unit
22. Protective coatings (non-architectural finish)
23. Air and water balancing (PC or otherwise)
24. Duct cleaning
25. Sheet metal lining and baffling to architectural cabinets
26. Grilles for architectural cabinets except where supplied with units
27. Location and size of openings required in structure for duct work, grilles, louvres, etc.
28. Terminal units of the following type, including those with fans and coils:
 - Mixing units
 - Reheat units for one or two duct systems, constant or variable volume
 - Pressure reducing air valves

Appendix “B”: Scope of Work – Sheet Metal and Ventilation Sub-Trade – Inclusions

- Pneumatic constant volume mixing units
 - Constant volume turbulators
 - Electric coils integral with the terminal unit
 - Laboratory and/or fume hood air valves complete with room pressure control system
29. All fabricated drain pans for the field fabricated plenums
 30. Air monitors, less control stations and panels, except where specified in Control Section
 31. Air-to-Air Dry Heat Exchangers
 32. Supply only of Architectural Access Panels for the servicing of equipment supplied in this scope (when specified in Division 15)
 33. Seismic restraints as detailed.
 34. Trade clean-up.
 35. Hoisting for this scope.
 36. Installation only of electric duct heaters.
 37. All duct mounted thermometers and gauges as specified in Division 15 that are not part of the controls package.
 38. Package kitchen hood units or part of an ecology unit package
 39. Spray booths, when specified as a package.
 40. CAD interference drawings and/or CAD ‘As Builts’ if specified.
 41. Demolition of existing metallic and non-metallic air handling duct work, when specified and shown on drawing plans.
 42. Chilled Beams
 43. Trickle Ventilators

APPENDIX "B"

SCOPE OF WORK SHEET METAL AND VENTILATION SUB-TRADE EXCLUSION LIST

Exclusions

1. Permits for venting
2. Belt guards
3. Lined incinerator breaching & thimbles
4. Chimney clean-out doors and frames
5. Vitrified pipe
6. Agricultural tile
7. Thermal concrete used for duct insulation (zonolytic concrete)
8. Vapour barrier insulation not applied to duct or plenum
9. Coil supports or hangers
10. Concrete and masonry plenums and other concrete work
11. Cutting, patching, excavations
12. Setting of equipment supplied by others
13. Electrical or control work
14. Painting, except for the prime coating of hangers and brackets
15. Supply of laboratory fume hoods and fume cabinets
16. Temporary power, light, water, heat and sanitation

Appendix “B”: Scope of Work – Sheet Metal and Ventilation Sub-Trade – Exclusions

17. Final clean-up
18. Storage and handling of control dampers that are supplied by others.
19. Ventilation louvres (brick vents), not attached to duct work set in concrete masonry.
20. Grilles (and extension collars) installed in architectural woodwork and not indicated on mechanical drawings or specified in Division 15.
21. Sheet metal flashing to roofing membrane systems, including sheet metal scuppers, etc.
22. Any louvres not tagged on mechanical drawings or not scheduled in Division 15 specifications.
23. Installation of filter gauges that are supplied by others.
24. Metal drip trays under plumbing pipes.
25. Metal pipe enclosures in electrical vaults.
26. Sheave and Drive changes.
27. Kitchen hood fire suppression systems.

**COASTAL BC MECHANICAL TRADES INSULATION CONTRACTORS
BID DEPOSITORY OFFICIAL TENDER FORM**

SHEET METAL & VENTILATION TENDER (Insulation applied to exterior of duct work or plenums and the interior of plenums, structural shafts or tunnels)			
Date		Project #	
Project Name			
To			
BASE BID PRICE (HST not included)			\$
			\$
SEPARATE PRICES REQUIRED BY INSULATION BID DEPOSIT GENERAL CONDITIONS			
Item #	Description	Deletions	Additions
		\$	\$
		\$	\$
		\$	\$
		\$	\$
SEPARATE OR ALTERNATE PRICES REQUIRED BY SPECIFICATIONS (If more space is required, attach on own letterhead and sign)			
Item #	Description	Deletions	Additions
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

Unless otherwise provided in the terms of the specifications or general conditions, delays in acceptance beyond 60 days may render this price subject to change.

This tender is automatically withdrawn in the event that the Bid Depository Committee rules that it is in contravention of the Bid Depository Rules of Procedure and Scope of Work and so notifies the above named recipient of tenders.

Name of Firm

Signing Officer

**COASTAL BC MECHANICAL TRADES INSULATION CONTRACTORS
 BID DEPOSITORY OFFICIAL TENDER FORM**

MECHANICAL TENDER			
Date		Project #	
Project Name			
To			
BASE BID PRICE (HST not included)			\$
			\$
SEPARATE PRICES REQUIRED BY INSULATION BID DEPOSIT GENERAL CONDITIONS			
Item #	Description	Deletions	Additions
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
SEPARATE OR ALTERNATE PRICES REQUIRED BY SPECIFICATIONS (If more space is required, attach on own letterhead and sign)			
Item #	Description	Deletions	Additions
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

Unless otherwise provided in the terms of the specifications or general conditions, delays in acceptance beyond 60 days may render this price subject to change.

This tender is automatically withdrawn in the event that the Bid Depository Committee rules that it is in contravention of the Bid Depository Rules of Procedure and Scope of Work and so notifies the above named recipient of tenders.

 Name of Firm

 Signing Officer

**COASTAL BC MECHANICAL TRADES
SHEET METAL AND VENTILATION CONTRACTORS
BID DEPOSITORY OFFICIAL TENDER FORM**

Date	Project #		
Project Name			
To			
This tender is based on the drawings and specifications and all addenda and is in compliance with the Vancouver and Lower Mainland Mechanical Sub-Trade Depository Tender Manual.			
BASE BID PRICE (HST not included)			\$
			\$
SEPARATE OR ALTERNATE PRICES REQUIRED BY SPECIFICATIONS (If more space is required, attach on own letterhead and sign)			
Clause #	Description	Deletions	Additions
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

Unless otherwise provided in the terms of the specifications or general conditions, delays in acceptance beyond 60 days may render this price subject to change.

This tender is automatically withdrawn in the event that the Bid Depository Committee rules that it is in contravention of the Bid Depository Rules of Procedure and Scope of Work and so notifies the above named recipient of tenders.

Name of Firm

Signing Officer

APPENDIX “C”

Coastal BC Mechanical Voluntary Bid Depository Instructions to Bidders

1. General:

Project Nomination:

Any and all registered users of the Coastal BC Mechanical Trades Bid Depository may nominate a project for registration as a ‘Voluntary Bid Depository closing’.

Projects may be nominated in accordance with those procedures established from time to time by the Coastal BC Mechanical Trades Bid Depository Joint Advisory Committee, and available through the Coastal BC Mechanical Trades Bid Depository Administrator.

2. Bonding:

- a) The costs of fifty percent Performance and fifty percent Labour and Material payment bonds shall be included for all Voluntary BD closings for mechanical tenders where the sum of all bid prices submitted to a contractor receiving tenders is greater than \$100,000.
- b) The cost of bonding shall be included in the tender price and shall appear as a deduction on the tender form.
- c) The successful mechanical contractor will provide bonds to the general contractor at the time of signing their contract with the general contractor and when requested by the general contractor.

3. Closings:

- a) Time

Closing times for Mechanical tenders will be those specified by the tender calling authority

b) Location

Mechanical tenders must be submitted simultaneously to the location specified by the tender calling authority and to the Coastal BC Mechanical Trades Bid Depository.

c) Procedures

Mechanical Contractors will deposit a true copy of tenders addressed and submitted to the general contractors as well as to the Bid Depository at or before the specified closing time.

Mechanical sub-trades submitting tenders to mechanical contractors registered to use the Voluntary Bid Depository shall abide by the Coastal BC Mechanical Trades Bid Depository standard rules of procedure.

4. Tender Form

A Mechanical Trades Bid Depository mechanical contractor official tender form has been developed for use by all eligible users of the Coastal BC Mechanical Trades Bid Depository. A sample copy of the form is included with these rules of procedure.

VOLUNTARY BID DEPOSITORY

MECHANICAL TENDER FORM

TENDER TO: _____ DATE: _____

PROJECT: _____

MECHANICAL BID:

_____ \$ _____
_____ \$ _____
_____ \$ _____

Required Alternate, Separate or Unit Prices: (If more space is required, attach on own letterhead and sign.)

	(Deduct from above price)	(Add to above price)
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Cost of Bonding is included	\$ _____	

CASH ALLOWANCES

- Cash Allowances or other Stipulated Sums included in the above prices are identified on the accompanying Cash Allowance/Stipulated Sum Schedule
- No Cash Allowance or other Stipulated Sums are included

These prices include all specified taxes with the exception of **GST, WHICH IS EXCLUDED**. This bid is subject to acceptance within the validity period as stipulated in the project documents for the General Contractor and is based on strict compliance with drawings and specifications, all addenda and all pre-bid Interpretations thereto issued prior to bid closing date. This bid is based on the standard exclusions for the above listed sections or divisions as contained In Appendix C of the Bid Depository Rules of Procedure in force on this Bid Closing Date. This bid is based on the use of a contract that shall contain all terms and conditions of the BCCA No. 200 Sub Contract or the CCA-1 (2001 or later) Sub Contract and the unamended general conditions of CCDC 2 (1994) or as amended by mutual agreement of all parties to the contract.

NAME OF TENDERING FIRM: _____

ADDRESS: _____ TELEPHONE: _____

_____ FAX: _____

STANDARD EXCLUSIONS

GENERAL EXCLUSIONS

Temporary power, heat, water, sanitation, barriers • Heating and hoarding • Onsite first aid • Final cleaning • Initial removal of snow and ice • Fees or cash allowances for service connections unless specified in the trade section • On site security, if specified • Testing unless specified in the trade section • Provision of gridlines and benchmarks on each level • Repairs to damage by others after completion and acceptance of the work • Temporary lighting unless specifically detailed on the electrical drawings that are part of the Bid for the Division 16 work • Cost for a reasonable number of copies of all Project Documents where not provided by the Owner. • Provision of garbage/refuse/recyclable containers and their removal (including disposal fees), except the Trade Contractor shall be responsible for removal from the site of demolition materials, hazardous materials and drywall • Cost for the use of on site tower crane and man hoist • Temporary dust control and/or ventilation systems required as a project specified environmental condition for the entire project. *Note: where it is a requirement to meet the needs of one specific Trade Contractor and specified thus, then that Trade Contractor shall be responsible to include for the cost of this work.*

MECHANICAL VOLUNTARY BID DEPOSITORY EXCLUSIONS

- Painting except for hangers and supports if specified in the mechanical division.
- X-raying, cutting, coring and patching unless due to error by this trade.
- Stress analysis design, engineering and fees as required by the BC Safety Authority.
- Provision for expansion compensation system unless specifically shown on the mechanical drawings.
- Fire stopping FT rating system unless specifically shown on the mechanical drawings.
- Expansion compensation system unless specifically shown on the mechanical drawings.
- Fire dampers unless specifically shown on the mechanical drawings
- Smoke seals
- Outside service work
- Sumps, catch basins, manholes, concrete oil interceptors and trench drains, grates, frames, covers and weep holes.
- Excavation, compaction, backfilling, dewatering
- Line voltage wiring or control (over 24 volt) unless specified in this section
- Pipe bollards
- Asbestos abatement
- Concrete work and grouting
- Furring and backing
- Filter fabric and drain rock
- Weeping tile and/or footing drains and their cleanout risers including the cleanout
- Thermal concrete used for duct insulation (zonolytic concrete)
- Buried corrugated metal culvert piping or tanks constructed of corrugated metal culvert
- Architectural rain water leaders and scupper drains
- Cost for the use of onsite tower crane and man hoist.
- Architectural Louvres

We have read the Rules of the Bid Depository and agree to be bound by all of those Rules, including the Exclusion of Liability clause contained in them, which we understand precludes any claim by us relating in any way to the operation of the Bid Depository.

AUTHORIZED SIGNING OFFICER:

Name and Title: _____

(Signature)

Coastal BC Mechanical Trades Bid Depository Fee Schedule Effective May 30, 2007



Fees (Plus GST)

➤ **All Bid Depository Projects** (Voluntary and BCCA/VRCA listed)

Mechanical Contractors are to calculate \$3.50/\$1000 of the total mechanical tender value and include it in their tender price to a maximum of \$7500 to be paid by the successful registered Mechanical Contractor.

Payable to: BC Mechanical Trades Bid Depository

Service Envelopes

Large White envelopes.....	\$15.00/ea
Small Yellow envelopes.....	\$1.00/ea
Small Grey envelopes.....	\$1.00/ea

Rules of Procedure and Scope of Work.....\$25.00/ea

Faxing of tenders.....\$20.00/prj

Late Registration Fees:

1st occurrence.....	N/C
2nd occurrence.....	\$100.00
3rd occurrence.....	\$200.00
4th occurrence.....	\$400.00

(This will continue to double with every late registration throughout the year starting January 1 to December 31st. Each year will begin with a zero balance.)

Tender Withdrawal Fees:

1st withdrawal.....	N/C
2nd withdrawal.....	\$100.00
3rd withdrawal.....	\$200.00
4th withdrawal.....	\$400.00

(This will continue to double with every withdrawal throughout the year starting January 1 to December 31st. Each year will begin with a zero balance.)

PLEASE NOTE:

Users with invoice(s) unpaid after ninety days will be refused further Bid Depository services until accounts are paid in full. Outstanding accounts may be subject to COD payment terms.

All Prices Are Subject To Change

**ACKNOWLEDGMENT OF RULES OF PROCEDURE PROVISIONS
LETTER OF REGISTRATION**



The Bid Depository is a system for the reception of sealed tenders from sub-contractors to ensure the sanctity of bidding and to enable those receiving their tenders to obtain firm, written quotations in adequate time to compile their bids completely and accurately. The system is designed to be in the best interest of owners, designers, and contractors, and is intended to create a code of tendering practice in which all users voluntarily participate for their own benefit and at their own risk.

All users of the Bid Depository warrant that they are reputable firms; that they are experienced in the work tendered, that they are financially able, appropriately equipped and staffed to perform the work tendered, or, to sub-contract the work tendered to them; and, that they are able to and will satisfy all requirements of any and all Federal, Provincial, and Municipal statutes and bylaws.

Use of the Bid Depository constitutes an understanding to comply with all provisions of the Rules of Procedure in effect at the time of use and shall be deemed to release the Bid Depository, its administrators, employees, and committee members from and against any and all liability for each and every decision or action taken pursuant to the Rules of Procedure.

In signing below, I warrant that I have in my possession a copy of the BC Mechanical Trades Bid Depository's Rules of Procedure and have read and will be bound by the latest Rules, Fees and Penalties. In addition, have read and understood the above declaration.

Dated this _____ day of _____ 20__

Company _____

Name _____ Position _____

Signature _____

Telephone # (____) _____

Fax # (____) _____

E-mail _____

Please fax this completed registration to the BC Mechanical Trades Bid Depository at 604-205-5075.

COASTAL BC MECHANICAL TRADES BID DEPOSITORY

Ph: (604) 205-5058 Fax: (604) 205-5075 E-mail: biddepository@mcabc.org



CONTRACTOR REGISTRATION FORM

ATTENTION: BID DEPOSITORY

DATE: ____/____/____

PROJECT NAME: _____ #P20 ____ - _____

COMPANY: _____

CONTACT: _____

PHONE: _____ FAX: _____

CONTRACTOR REGISTRATION:

Must be received by the Bid Depository at least 24 hours in advance of closing
or a late registration fee will apply as indicated in the rules of procedure.

Please check appropriate listing:

- | | |
|--|--------------------------------------|
| 1) <input type="checkbox"/> Insulation bidding to: | <input type="checkbox"/> Sheet Metal |
| | <input type="checkbox"/> Mechanical |
| 2) <input type="checkbox"/> Sheet Metal bidding to: | <input type="checkbox"/> Mechanical |
| Receiving from: | <input type="checkbox"/> Insulation |
| Using own forces for Insulation: | <input type="checkbox"/> Own Forces |
| 3) <input type="checkbox"/> Mechanical receiving from: | <input type="checkbox"/> Sheet Metal |
| | <input type="checkbox"/> Insulation |

INSTRUCTIONS TO BID DEPOSITORY

I will have the tenders picked up

Please fax the tenders and charge me \$20.00

If only one tender is submitted DO NOT release tender for acceptance

CONTRACTOR'S SIGNATURE: _____

It is agreed and understood that by signing and registering for the above noted project you and your firm will be bound by the latest Bid Depository Rules, Fees and Penalties. It is the signing Contractors responsibility to ensure they have the latest set of Bid Depository Rules and Procedures.

The Coastal BC Mechanical Trades Bid Depository

is managed by:

BRITISH COLUMBIA INSULATION CONTRACTORS ASSOCIATION (BCICA)

214–2465 Beta Avenue
Burnaby, BC, V5C 5N1
Telephone: 604-438-6616
Fax: 604-438-6525

BRITISH COLUMBIA SHEET METAL ASSOCIATION (SMACNA-BC)

254 - 4664 Lougheed Highway
Burnaby, BC, V5C 5T5
Telephone: 604-299-4641
Fax: 604-299-9304

MECHANICAL CONTRACTORS ASSOCIATION OF BRITISH COLUMBIA (MCABC)

#223 - 3989 Henning Drive
Burnaby, BC, V5C 6N5
Telephone: 604-205-5058
Fax: 604-205-5075

Administered by:

Mechanical Contractors Association of British Columbia
#223 - 3989 Henning Drive, Burnaby B.C. V5C 6N5

Revisions

Previous Effective Date April 7th, 2006

Revision Date:

January 9, 2007 – Page 14, Item 21. Bonding
Rule amendment. Increase of bonding limits

Insulation to Sheet Metal and Ventilation, Insulation to Mechanical
Increased from previous limit of \$40,000. to \$60,000.

Sheet Metal and Ventilation to Mechanical
Increased from previous limit of \$100,000. to \$500,000.

January 9, 2007 – Page 28, Appendix “B” Scope of Work-Sheet Metal and Ventilation
Sub-Trade Exclusions, Item 22. Wording Revision.

Dated April 7, 2006

“Architectural Louvres” not specified in Division 15.

Revised January 9, 2007

Any louvres not tagged on mechanical drawings or not scheduled in Division 15
specifications.

May 30, 2007 – Page 36 - Fee Schedule

January 2009

Revision to:

Section 6

*Administration – Addition of Board of Directors

Section 8

*Management Committee to Trade Management Committee.

Section 9

*Joint Management Committee to Joint Advisory Committee.

*All wording relating to change.

February 16, 2010

Sheet Metal - Addition to Inclusion List

- Chilled Beams
- Trickle Ventilators

July 1, 2010 Tender forms – Tax changed to show HST