



Working with Northern Housing Operations

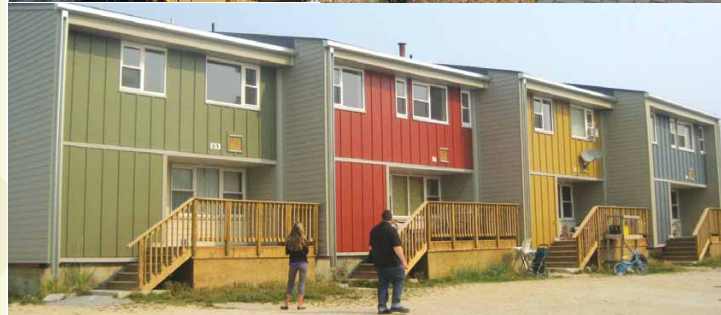
A guide for northern contractors



Northern Housing Operations (NHO) is the branch of Manitoba Housing that provides full property management services for approximately 1,750 Manitoba Housing units between Swan River and Churchill.

Operating out of Thompson, Churchill, Winnipeg, The Pas, and Swan River, NHO also oversees two sponsor-managed groups, providing an additional 174 housing units in 2 communities.

To meet its property management goals, NHO works with northern contractors on an ongoing basis to perform housing construction as well as renovations and repairs.



Work available for NHO contractors

The kind of potential work available for NHO contractors is as follows:

1. Maintenance and repair. Refers to work required to keep properties in good condition, in compliance with current building codes and standards and up to acceptable standards of occupancy for tenants. Regular maintenance and repairs can include correcting problems such as heat loss around doors or windows, adjustments on interior/exterior doors and furnaces, water heaters or appliance malfunctions.

2. Modernization and Improvement. Also refers to work required to keep properties in compliance with current building codes and standards but includes more extensive replacement work. It covers upgrades such as deep refreshes, unit refreshes and exterior retrofits such as replacing flooring, windows, ceilings and wallboards, followed by additional refinishing.

3. New construction. Refers to the building of new single- or multi-unit properties.

Qualifying as an NHO contractor

Contractors working for Manitoba Housing must provide quality workmanship and materials at a competitive cost. They have experience in housing construction, renovation, maintenance and repair, site excavation or landscaping. In addition, they follow standard construction industry business practices. This means:

- contractors are, in all respects considered to be self-employed
- contractors take full responsibility for their business requirements and activities
- providing quotations or tenders in acceptable form and detail
- [for work requests and invitational tenders] contractors familiarize themselves with the requirements of providing estimates or quotations, based on a description of the work to be undertaken
- [for public tenders - projects over \$100,000] contractors familiarize themselves with the requirements of the tender call. This also usually includes:
 - a security deposit of 10% of the tendered price in the form of a bid bond, certified cheque, or letter of credit



- a performance bond equal to 50% of the value of the contract
- a labour and materials bond equal to 50% of the value of the contract

Qualifying NHO contractors provide high standards of professional service. This includes:

- working in a courteous, timely and reliable manner
- respecting the rights of tenants and conducting themselves in a professional and respectful manner with tenants at all times
- complying with all applicable laws, by-laws, regulations, codes and standards



The NHO contractor listing

NHO maintains a listing of qualified contractors who perform work in the region, or are interested in performing work in the region. The list is used to notify contractors about upcoming work opportunities.

If you are a northern contractor and wish to be included on this list, please contact the NHO office nearest to you.

Churchill: (204) 675-8838

Thompson: (204) 677-0611

The Pas: (204) 627-8355

Swan River: (204) 734-4297

Winnipeg: (204) 945-3514

Or visit our website at
www.manitoba.ca/housing

Contractors interested in participating in public tenders may view notices on MERX at
www.merx.com/manitobahousing



Procurement Process and Documentation Requirements

Manitoba Housing procures goods, services or construction in accordance with the Agreement on Internal Trade (AIT), procurement law, and regulations set out by the government to ensure fair and transparent procurement process.

Documentation requirements include the following:

Documentation Requirements	Contact Information	Under \$1,000	Between \$1,000 & \$5,000	Over \$5,000 & Under \$50,000	Over \$50,000 & Under \$100,000	Over \$100,000
Supplier Information A form completed by a new supplier who is interested in doing business with Manitoba Housing.	Website: www.manitoba.ca/housing/mh/business/procurement.html Email: mhprocurement@gov.mb.ca Telephone: (204) 945-3514	x	x	x	x	x
List of Subcontractors or Notification of Own Forces A complete list of all subcontractors engaged to perform work on the job site submitted to Manitoba Housing prior to the start of work. Written notification is submitted when a contractor uses its own forces only.			x	x	x	x
Price Breakdown Schedule A detailed contract price breakdown by description of work within the timeframe.						x
General Commercial Liability Insurance A standard insurance policy requested by Manitoba Housing to protect against liability claims for bodily injury and property damage arising out of operations, products, and completed operations and personal injury liability.					x	x
Surety: Bid, Labour & Material and Performance Bonds May be required for projects over \$100,000.						

Documentation Requirements	Contact Information	Under \$1,000	Between \$1,000 & \$5,000	Over \$5,000 & Under \$50,000	Over \$50,000 & Under \$100,000	Over \$100,000
Security Check Manitoba Housing may require a supplier or its officers, employees, subcontractor or agents to undergo character, financial and/or security screening such as child abuse or criminal record screening.	Child Abuse Registry Check Website: www.manitoba.ca/fs/childfam/child_abuse_registry_form.html E-mail: car@gov.mb.ca Telephone: (204) 945-6967 Criminal Record Check Website: www.winnipeg.ca/police/pr/info_request.stm Telephone: (204) 986-6073/ (204) 986-6074	x	x	x	x	x
Workers Compensation Board Status Report Written evidence of registration and good standing with the Workers Compensation Board of Manitoba - required for all services etc.	Website: www.wcb.mb.ca E-mail: wcb@wcb.mb.ca Telephone: (204) 954-4321	x	x	x	x	x
COR/SECOR/Corel An occupational health and safety accreditation program that verifies a fully implemented safety and health program which meets national standards.	Website: www.constructionsafety.ca/cor/ E-mail: safety@constructionsafety.ca Telephone: (204) 775-3171					x
Apprenticeship It is a requirement for all bidding contractors with a total of 10 or more employees to be engaged in apprenticeship training.	Website: www.manitoba.ca/tce/capitalprojects Telephone: (204) 945-3337 or 1-877-978-7233					x