

# Request for Service

Original

Supplemental

<b>CPJ #</b> 1	<b>WSI Project #</b> 2	<b>Agreement #</b> 3	<b>Building #</b> 4	<b>Lease #</b> 5	<b>Request #</b>
					<b>Issue Date:</b> 8-Sep-17

**Type of Service** 6

**Project Name** 7

**Location of Service (Street Address, City)** 8  
#N/A

**Client / Branch** 9

**Client Contact** 10

**Implementer** 11

**Term #4 Substantial Completion Date (\*)**  
If Term #4 applicable, WSI to revise date and obtain client approval by way of initialling  
12

**Planned Substantial Completion Date**  
(dd-mmm-yy)  
13

**Scope of Work Required**

18

**Funding Approval Type** 14

Cost Plus Estimate	15	\$	-
NO GST	<input type="radio"/>	GST	<input type="radio"/>
<b>TOTAL</b>		\$	-

**DPS Use Only:** 16

**WSI PM:** \_\_\_\_\_

**WSI Director:** \_\_\_\_\_

Terms:

(1) Brookfield GIS Workplace Solutions Inc., as a SSBC services provider, agrees to undertake and complete the scope of Work/Service required, detail and explained on this form. Requests for variations in the scope of the work to be undertaken by Brookfield GIS Workplace Solutions Inc. will require prior approval of a Supplemental RFS by the appropriate approving authority. **This work may be subject to the SSBC Real Property Division (RPD) Labour Recovery fee, please contact SSBC RPD for additional information.**

(2) Cost Plus Estimate - A supplemental RFS will be requested if costs are anticipated to exceed the estimate by more than 10%. **Cost Plus projects will be billed on actuals.**

(3) Fixed Price Quote - Where a fixed price quote for requested work/service has been provided and the associated actual project costs are less than 90% of the fixed price quote, the charge will be revised to reflect the actual costs.

\* (4) Substantial Completion Date - The estimated completion date may be extended if the approved RFS is not received with one week of submission.

**This Estimate is valid for 30 days from the Issue Date noted above.**

**Approved by Customer Signing Authority**

17

Name (Please Print)	Signature	Date
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**Approved by Customer Signing Authority**

Name (Please Print)	Signature	Date
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## RFS Improvement Document

### RFS Data Field Completion Requirements, Applies to WSI RFS (Over and Under 50K)

Field #	Field Heading	Original RFS	Supplemental RFS
1	CPJ#	<p>CPJ# To be completed by RPD when approving. These types of projects include projects over \$50K, Out of Scope and M&amp;R (MAM).</p> <p>BCGV# will be recorded in this field when the client is approving an out source project. These types of projects are typically \$50K Tenant Services with no space change.</p>	This field must remain unchanged for the life of the project.
2	WSI Project #	BCGV# to be included by WSI in the original RFS submission for approval.	This field must remain unchanged for the life of the project.
3	Agreement #	<p>Must match the building, lease and client in the building where the work is being completed or where the client is moving to. This is the client that is responsible for any costs or that the costs have been appropriated from.</p> <p>The Agreement Number will be completed by WSI when the RFS is being sent to the client for approval (under \$50K), when the RFS is being sent to RPD for approval the agreement number will be provided with the CPJ by RPD when the signed RFS is returned to WSI to proceed .</p> <p>For all M&amp;R (MAM) projects the agreement number will be 99999996</p>	This field must remain unchanged for the life of the project.
4	Building #	Where the work is being completed or where the client is moving to.	This field must remain unchanged for the life of the project.
5	Lease #	Where the work is being completed or where the client is moving to.	This field must remain unchanged for the life of the project.
6	Type of Service	<p>M&amp;R (MAM): Maintenance &amp; Rehabilitation (Major Asset Maintenance); primarily base building work completed in RPD owned facilities</p> <p>MOE: Mandatory Operating Equipment, lifecycle repairs or replacements of existing specialized equipment</p> <p>RCMP 310: major repair, replacement or upgrade of a major building component (structural or system) in an RCMP facility</p> <p>Tenant Services: as requested by the customer; incremental improvements and damage caused by the customer or their clientele</p> <p>ATF (After The Fact): emergency services or services that exceed identified thresholds</p>	

Field #	Field Heading	Original RFS	Supplemental RFS
7	Project Name	The Project Name is a brief description of the project. Using WSI's nomenclature.	
8	Location of Service	Should match the agreement lookup table, if not WSI should communicate with RPD to ensure the proper civic address is being used.  RPD will make corrections in @RealBC as required, which will be reflected in the next version of the agreement lookup table.	
9	Client / Branch	Client: The Ministry or Parent Organization that is responsible for any costs or that the costs have been appropriated from.  Branch: The Branch within the Ministry or Parent Organization that is responsible for any costs or that the costs have been appropriated from.	This field must remain unchanged for the life of the project.
10	Client Contact	The individual within the Client / Branch that WSI sends the RFS to for obtaining approval.	
11	Implementer	The individual from WSI that is implementing the work.	
12	Term 4 Substantial Completion Date	Term #4 is applicable if Customer approval is not received within one week of submission date.  WSI will extend the date in this field as applicable and forward the updated RFS to the customer for their acknowledgement.  NOTE: Date changes must initialed by the customer.	
13	Planned Substantial Completion Date	Actual Substantial Completion Date as defined by the 1997 BC Builder's Lien Act: <ul style="list-style-type: none"> <li>• For the purposes of the Act, a head contract, contract or subcontract is substantially performed if the work to be done under that contract is capable of completion or correction at a cost of not more than: <ul style="list-style-type: none"> <li>• 3% of the first \$500,000 of the contract price</li> <li>• 2% of the next \$500,000 of the contract price, and</li> <li>• 1% of the balance of the contract price.</li> </ul> </li> </ul> For the purpose of this Act, an improvement is completed if the improvement or a substantial part of it is ready for use or is being used for the purpose intended.  Substantial completion means that the work is complete to the extent it can be occupied or used for its intended purpose in accordance with contract and/or regulatory requirements. That cannot be accomplished without a certificate of occupancy.  Warranty period in respect to the Project will commence upon the date of Substantial Completion.	The Planned Substantial Completion Date cannot be manually revised or altered as part of the approval process.  Changes require WSI to issue a supplemental RFS and for it to be accepted by the signing authority.

Field #	Field Heading	Original RFS	Supplemental RFS
14	Funding Approval Type	Cost Plus Estimate or Fixed Price Quote must be identified.	
15	Estimate	The estimated project value must be provided. Estimate's cannot be manually revised or altered as part of the approval process. Changes require WSI to issue a corrected RFS to be completed and accepted by signature.	Changes in the estimate value $\pm 10\%$ require a supplemental RFS be issued.
16	DPS Use Only	For projects assigned to WSI DPS project managers the WSI PM and WSI Managing Director, Project Delivery Services must review and acknowledge the RFS content.	
17	Approved by Customer Signing Authority	The individual(s) that has the spending authority for the work being completed, not necessarily the same person as the client contact.	
18	Scope of Work Required	<p>Should clearly explain the details and requirements:</p> <ul style="list-style-type: none"> <li>• providing sufficient information to clearly substantiate the dollar value For Example: A RFS to improve the front entry concrete for \$10,000 begs a number of questions. Will the concrete be replaced or repaired, does the work include stairs or planters, what is the approximate area that needs improvement. The inclusion of the additional information will substantiate the dollar value,</li> <li>• documenting what services or tasks will be provided,</li> <li>• documenting how a problem will be rectified,</li> <li>• being written with an understanding that the audience may not be familiar with the project, building, or work issues,</li> <li>• summarizing a conversation (s),</li> <li>• including types of materials to be used and quantities,</li> <li>• including specifics such as whole or partial, what is in or what is out of scope,</li> <li>• documenting any special circumstances.</li> <li>• detail the reason for a decrease in the RFS value</li> <li>• detail (P27) P02 *** Disbursements – Generally travel costs for projects over \$50K and more than 100km each way.</li> <li>• detail P24 **** Hands on Design Consulting Work – Work undertaken by a DPS PM at an hourly rate instead of through the MSA percentage fee rates.</li> <li>• detail (P30) ***** P33 Hands on Labour – Work that could be undertaken by a technician/contractor but will be delivered by WSI instead.</li> </ul>	<p>Should document the changes made to the details on the previous RFS and:</p> <ul style="list-style-type: none"> <li>• Include the value of the previous RFS(s).</li> <li>• Include the original scope of work.</li> <li>• Detail the specific changes in the scope of work, schedule and/or budget.</li> <li>• Include reasons why the changes have occurred.</li> </ul>

## Other Terms and Conditions:

### Out of Scope Projects

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Out of scope project numbers are to be used when:

- The building or lease is not active where the work is being completed or where the client is moving to. WSI should use the dummy building number if there is not an active building number. WSI should always use the dummy Agreement number.

**RPD Note:** A project where there is no agreement number because the proposed use agreement has not been pushed through to a space use agreement is not an out of scope project. In these cases a draft use agreement should be created to allow WSI access to the agreement number.

Applicable Regions	Dummy Building #'s	Agreement #'s
BC01, BC05 (FMZ 516)	9999100	1
BC02, BC05 (FMZ 521, FMZ 527)	9999200	1
BC03, BC05 (FMZ 530, FMZ 533)	9999300	1

### Non Contract Specific Projects

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There is no intention for the building where the work is being completed to become a part of RPD's inventory, as in the case with MLA Offices. FMSB will review other proposed Non Contract Specific Projects on a case by case basis. WSI should use the dummy building and agreement numbers in RealProject2.

### Requirement for Multiple RFS's

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There is a requirement for more than one RFS in a single project when:

- there are multiple funding sources
  - capital, expense, multiple clients
- there are multiple buildings, leases or lands (or any combination)
  - including work being completed in a complex

WSI will establish parent/child RFS's when multiple RFS's are required. The CSAT, Inspection and Acceptance and reporting information will be attached to the Parent RFS, the Child (ren) RFS will have individual budgeting information. Each RFS must document the parent/child relationship.

In cases where multiple RFS for a single project total an estimate of more than \$500K, acknowledgement of the fee schedule breakdown (7.5% on first \$500K, 3.5% on remainder) must be identified on each of the RFS's.