

November 17, 2021

Mr. Jelke Schippers o/a Northbase
Box 6146
Peace River AB T8S 1S1

Dear Jelke:

RE: Notification of Contract Award – NPF-2021-008-A

This is to inform you that your bid dated September 30, 2021 in the amount of \$34,230.00 has been accepted. The enclosed, duly signed, "Bid and Contract Form", together with the Contract documents, constitute the Contract.

You are now authorized and instructed to proceed with the Contract.

Representative

The Representative for the purpose of administering the Contract will be:

Zbe Golec, Director of Maintenance
North Peace Housing Foundation
On Behalf of Alberta Social Housing Corporation
Email: zbgnieuw.golec@nphf.ca

Correspondence

When submitting invoices and/or correspondence related to this contract, please include the noted Contract Title and Contract Reference Number on the documents.

Payment

Funds will be paid in accordance with terms and conditions of the Contract. You are required to submit the documents *directly* to your Representative, including but not limited to:

- **Invoice for work completed:**
 - i. all the invoices must be billed to Alberta Social Housing Corporation;
 - ii. if one invoice is accounted for a number of projects, you must provide a breakdown to list the claim for each project;
 - iii. please note Alberta Social Housing Corporation is *not* subject to the G.S.T according to our April 13, 2018 letter attached to the Bid and Contract Package.

- **Current Statutory Declaration:** you are required to provide a current Statutory Declaration for each claim. The template of Statutory Declaration is attached in the Bid and Contract Package. Consultants are exempt from requiring a Statutory Declaration.
- **Current Insurance Policy:** prior to expiry of your insurance policy on our file, a renewal is required to be submitted.

EFT (Electronic Funds Transfer)

In an effort to improve payments to vendors, the department provides EFT option to add the vendors in our system. The EFT process will modernize and streamline payments, decrease processing time, increase the security of payments and reduce administration costs.

In order to implement the EFT process, we require an original personalized (printed) void cheque to ensure accurate information relating to your organization is set up in our system.

Alternatively, you can complete the attached "Application for Direct Deposit Form" which requires banking institution authorization stamp and bank official's signature, as well as the vendor official's signature.


When either of these EFT requirements are completed, ORIGINAL copies should be forwarded to our office at:

Attn: Financial Operations
Alberta Seniors and Housing, Housing Division
3rd Floor, 44 Capital Boulevard
10044 – 108 Street
Edmonton AB T5J 5E6

Once the Representative receives all the appropriate documents and confirms the work progress and the quality of work, they will proceed with the payment process accordingly. You may contact your Representative if you have any inquiry.

We look forward to working with you on this contract.

Yours truly,

Monika Bhardwaj
 Digitally signed by Monika Bhardwaj
Date: 2021.11.17 09:23:32 -07'00'

Monika Bhardwaj
Director, Capital Program and Project Delivery
Housing Capital Programs
Housing Division

cc: Tammy Menssa, CAO, North Peace Housing Foundation
Zbe Golec, Director of Maintenance

Government of Alberta

Alberta Social Housing Corporation

Bid and Contract Form

1. Important Dates and Times

Date Invitation Issued	Site Visit Date and Time	Bid Closing Date and Time	Completion Date
September 16, 2021	September 22, 2021 10:30 am	September 30, 2021 2:00 pm MST	March 25, 2022

2. Bid Submission Location/E-mail Address

Name and Address for Bid Documents: North Peace Housing Foundation 6780 103 Avenue, Peace River, AB. T8S 0B6	Bid Submission Email Address: zbignew.golec@nphf.ca
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3. Contact Information and Inquiries

Contracts and Procurement	Inquiries Email Address: zbignew.golec@nphf.ca
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4. Contract Name and Location

Building Autumn Villa	Municipal Address Unit 1 5201 52 Street, Berwyn, Alberta
Contract Reference Number NPF-2021-008-A	Project ID 1201-2755-2125
	LINC Code 0022466312

5. Description of Work (the "Work")

Information for the work is in attached Schedule "B".

6. The Bid Documents

The entire bid package has 25 pages in total, including the cover page, two copies of Bid and Contract Form, Schedule "A", Schedule "B", Addendums (if applicable), Instruction to the Bidders and General Conditions to the Contract, Address Label, Bid Submittal Checklist, Statutory Declaration of Payment Distribution and GST Exemption Letter.

7. Bid

We, the undersigned, having read the Bid Documents, including all issued Addenda (if any) and examined all conditions affecting the Work, are satisfied we understand the Bid Documents and declare ourselves competent to undertake and complete the Work by the specified completion date and hereby bid and agree to carry out the Work in accordance with the terms and conditions of the Contract Documents, for the stipulated price, excluding GST, of:

Thirty four thousand two hundred and thirty Canadian Dollars (\$ 34,230.00)
(the "Contract Price") (Total In Words) Total In Figures

Bidder's Full Name ("the Contractor"): Jelke Schippers OA Northbase	Executed this 30 th day of September 2021
Bidder's Address: Box 6146 Peace River AB	Authorized Representative
Bidder's Corporate Registry Number/Business License#: TOWN OF PR # NORT.006	 signature Jelke Schippers Type or Print Name
Ph: 780-618-6423 Fax: _____	
Email: trading@telusplanet.net	

8. Bid Acceptance (ASHC OFFICE ONLY)

Accepted and executed this 17 day of November, 20 21
ALBERTA SOCIAL HOUSING CORPORATION
Signature Monika Bhardwaj <small>Digitally signed by Monika Bhardwaj Date: 2021.11.17 09:24:48 -07'00'</small>
Print Name and Title Monika Bhardwaj, Director Capital Program and Project Delivery

Government of Alberta

Alberta Social Housing Corporation

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(the "Contract Price") (Total in Words) Total in Figures

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Bidder's Address: Box 6146 Peace River AB	Authorized Representative
Bidder's Corporate Registry Number/Business License# TOWN OF PR # NORT.006	signature Jelke Schippers
Ph. 780-618-6423 Fax: Email: trading@telusplanet.net	Type or Print Name Jelke Schippers
	Witness or Seal Jelke Schippers

8. Bid Acceptance (ASHC OFFICE ONLY)

Accepted and executed this 17 day of November, 20 21

ALBERTA SOCIAL HOUSING CORPORATION

Signature Monika Bhardwaj	Digitally signed by Monika Bhardwaj Date: 2021.11.17 09:26:01 -07'00'
Print Name and Title Monika Bhardwaj, Director Capital Program and Project Delivery	

Schedule A – Contract Pricing Breakdown

MB ID	Project ID	Building Name	Address	Contract Ref. Number	Breakdown of Contract Price
NPF	1201-2755-2125	Autumn Villa	Unit 1 5201 52 Street Berwyn, Alberta	NPF-2021-008 -A	
				materials	16,730.00
				labor	15,000.00
				SUB-TOTAL \$	31,730.00
				CASH ALLOWANCE \$	2,500.00
				Total	34,230.00
				<i>(please enter this amount in section 7 of the Bid and Contract Form)</i>	

Bidder's Full Name (the Contractor): Jelke Schippers OA NORTHBASE

Authorized Signature: 

Print Name: Jelke Schippers Date: September 30 2021