



REQUEST FOR QUOTATIONS

Title: Landscape Maintenance Services – Various Park Sites

Reference No.: 1220-040-2017-010

FOR THE SUPPLY OF GOODS AND SERVICES

(General Services)

TABLE OF CONTENTS

1. INTRODUCTION.....	3
2. ADDRESS FOR DELIVERY.....	3
3. DATE	4
4. INQUIRIES.....	4
5. ADDENDA	4
6. NO CONTRACT.....	4
7. ACCEPTANCE.....	4
8. CONTRACTOR'S EXPENSES.....	5
9. CONTRACTOR'S QUALIFICATIONS	5
10. CONFLICT OF INTEREST.....	5
11. SOLICITATION OF COUNCIL MEMBERS, CITY STAFF AND CITY CONSULTANTS.....	5
12. CONFIDENTIALITY	5
13. SIGNATURE	5
14. MULTIPLE PREFERRED CONTRACTORS	6
 ATTACHMENT 1 – DRAFT QUOTATION AGREEMENT	7
SCHEDULE A – SPECIFICATIONS OF GOODS AND SCOPE OF SERVICES	30
SCHEDULE B – QUOTATION	73

REQUEST FOR QUOTATIONS

1. INTRODUCTION

The City of Surrey (the "**City**") invites contractors to provide a quotation on the form attached as Schedule B to Attachment 1 (the "**Quotation**") for the supply of the goods (if any) and services described in Schedule A to Attachment 1 (the "**Goods and Services**"). The description of the Goods and Services sets out the minimum requirements of the City. A person that submits a Quotation (the "**Contractor**") should prepare a Quotation that meets the minimum requirements, and may as it may choose, in addition; also include goods, services or terms that exceed the minimum requirements.

Note: These Services have been divided into the following five packages:

1. Package A – Cloverdale
2. Package B – Fleetwood/Guildford
3. Package C – Newton
4. Package D – North Surrey
5. Package E – South Surrey

Contractors are invited to provide Quotations on single, multiple, or all packages. Contractors are not required to provide Quotations on all six packages together but may respond to a single package or a combination of packages.

2. ADDRESS FOR DELIVERY

A Quotation should be labelled with the Contractor's name, RFQ title and number. A Quotation should be submitted in the form attached to this RFQ as Schedule B – Quotation.

The Contractor may submit a Quotation either by email or in a hard copy, as follows:

(a) Email

If the Contractor chooses to submit by email, the Contractor should submit the Quotation electronically in a single pdf file to the City by email at: purchasing@surrey.ca

PDF emailed Quotations are preferred and the City will confirm receipt of emails. Note that the maximum file size the City can receive is 10Mb. If sending large email attachments, Contractors should phone to confirm receipt. A Contractor bears all risk that the City's equipment functions properly so that the City receives the Quotation.

(b) Hard Copy

If the Contractor chooses NOT to submit by email, the Contractor should submit one original unbound Quotation and one (1) copy (two (2) in total) which should be delivered to the City at the office of:

Name: Richard D. Oppelt, Purchasing Manager
at the following location:

Address: Surrey City Hall
Finance & Technology Department – Purchasing Section
Reception Counter, 5th Floor West
13450 – 104 Avenue, Surrey, B.C., Canada, V3T 1V8

3. DATE

The City would prefer to receive Quotations on or before **February 7, 2017**. The City's office hours are 8:30 a.m. to 4:00 p.m., Monday to Friday, except statutory holidays.

4. INQUIRIES

All inquiries related to this RFQ should be directed in writing to the person named below (the “**City Representative**”). Information obtained from any person or source other than the City Representative may not be relied upon.

Name: Richard D. Oppelt, Purchasing Manager
E-mail: purchasing@surrey.ca
Reference: 1220-040-2017-010

5. ADDENDA

If the City determines that an amendment is required to this RFQ, the City's Representative will issue a written addendum by posting it on the BC Bid Website at www.bcbid.gov.bc.ca (the “**BC Bid Website**”) and the City Website at www.surrey.ca (the “**City Website**”) that will form a part of this RFQ. It is the responsibility of Contractor to check the BC Bid Website and the City Website for addenda. The only way this RFQ may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFQ or may be relied upon by any Contractor. By delivery of a Quotation, the Contractor is deemed to have received, accepted and understood the entire RFQ, including any and all addenda.

6. NO CONTRACT

This RFQ is simply an invitation for quotations (including prices and terms) for the convenience of all parties. It is not a tender and no obligations of any kind will arise from this RFQ or the submission of Quotations. The City may negotiate changes to any terms of a Quotation, including terms in Attachment 1 and Schedules A and B and including prices, and may negotiate with one or more Contractors or may at any time invite or permit the submission of quotations (including prices and terms) from other parties who have not submitted Quotations.

7. ACCEPTANCE

A Quotation will be an offer to the City which the City may accept at any time by signing the copy of the Quotation and delivering it to the Contractor. A Quotation is not accepted by the City unless and until both the authorized signatory and the purchasing

representative have signed on behalf of the City. Delivery of the signed Quotation by the City may be by fax or pdf email.

8. CONTRACTOR'S EXPENSES

Contractors are solely responsible for their own expenses in preparing and submitting Quotations, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from the RFQ. The City will not be liable to any Contractor for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Contractor in preparing and submitting a Quotation, or participating in negotiations for a contract, or other activity related to or arising out of this RFQ.

9. CONTRACTOR'S QUALIFICATIONS

By submitting a Quotation, a Contractor represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods and Services.

10. CONFLICT OF INTEREST

A Contractor must disclose in its Quotation any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

11. SOLICITATION OF COUNCIL MEMBERS, CITY STAFF AND CITY CONSULTANTS

Contractors and their agents will not contact any member of the City Council, City staff or City consultants with respect to this RFQ, other than the contact person named in Section 4, at any time prior to the award of a contract or the cancellation of this RFQ.

12. CONFIDENTIALITY

All Quotations become the property of the City and will not be returned to the Contractor. All Quotations will be held in confidence by the City unless otherwise required by law. Contractors should be aware the City is a "public body" defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

13. SIGNATURE

The legal name of the person or firm submitting the Quotation should be inserted in the Quotation. The Quotation should be signed by a person authorized to sign on behalf of the Contractor and include the following:

- (a) If the Contractor is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Quotation should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Quotation on behalf of the corporation is submitted;
- (b) If the Contractor is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer should be

included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the City that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or

- (c) If the Contractor is an individual, including a sole proprietorship, the name of the individual should be included.

14. MULTIPLE PREFERRED CONTRACTORS

The City reserves the right and discretion to divide up the Goods and Services, either by scope, geographic area, or other basis as the City may decide, and to select one or more Contractors to perform a portion or portions of the Goods and Services as described in Schedule A. If the City exercises its discretion to divide up the Goods and Services, the City will do so reasonably having regard for the RFQ and the basis of Quotations.

In addition to any other provision of this RFQ, Quotations may be evaluated on the basis of advantages and disadvantages to the City that might result or be achieved from the City dividing up the Goods and Services and entering into one or more agreements with one or more Contractors.

-END OF PAGE-

ATTACHMENT 1



DRAFT QUOTATION AGREEMENT

Title: Landscape Maintenance Services – Various Park Sites

Reference No.: 1220-040-2017-010

FOR THE SUPPLY OF GOODS AND SERVICES

TABLE OF CONTENTS

DRAFT QUOTATION AGREEMENT

1.	DEFINITIONS AND INTERPRETATION	10
2.	GOODS AND SERVICES	11
3.	TERM AND RENEWALS	12
4.	TIME	12
5.	FEES	13
6.	PAYMENT	13
7.	USE OF WORK PRODUCT	15
8.	PERSONNEL AND SUBCONTRACTORS	15
9.	LIMITED AUTHORITY	15
10.	CONFIDENTIALITY AND DISCLOSURE OF INFORMATION	16
11.	WARRANTIES	16
12.	INSURANCE AND DAMAGES	17
13.	DAMAGE TO PROPERTY	18
14.	ACCIDENTS: MOWING EQUIPMENT SAFETY	18
15.	CONTRACTOR AND CITY RESPONSIBILITIES	19
16.	PROBATION PERIOD	19
17.	INSPECTION AND CORRECTION OF DEFICIENCIES	20
18.	DEFAULT AND TERMINATION	21
19.	CURING DEFAULTS	22
20.	DISPUTE RESOLUTION	22
21.	SUSPENSION OF WORK	23
22.	WCB AND OCCUPATIONAL HEALTH AND SAFETY	23
23.	BUSINESS LICENSE	24
24.	GENERAL PROVISIONS FOR GOODS	24
25.	COMPLIANCE	25
26.	JURISDICTION OF COUNCIL AND NON-APPROPRIATION	25
27.	WAIVER	25
28.	APPLICABLE LAW	26
29.	NOTICES	26
30.	MERGER AND SURVIVAL	26
31.	ENTIRE AGREEMENT	26
31.	SIGNATURE	27
32.	FUEL EMISSIONS DATA	27
34.	NON ROAD DIESEL ENGINE EMISSION REGULATION	28
35.	ENUREMENT	29
SCHEDULE A	SPECIFICATIONS OF GOODS AND SCOPE OF SERVICES	
SCHEDULE A-1	LANDSCAPE MAINTENANCE SPECIFICATIONS AND CHECKLIST	
SCHEDULE A-2	LANDSCAPE MAINTENANCE SITE LISTS	
SCHEDULE A-3	TIME SCHEDULE	
SCHEDULE A-4	MAPS	

APPENDIX 1	CONTRACTOR PERFORMANCE ASSESSMENT REVIEW (CPAR)
APPENDIX 2	PRIME CONTRACTOR DESIGNATION – LETTER OF UNDERSTANDING
APPENDIX 3	CONTRACTOR HEALTH & SAFETY EXPECTATION – RESPONSIBILITY OF CONTRACTORS
APPENDIX 4	CONTRACTOR'S ANNUAL WORK PLAN
APPENDIX 5	WEEKLY LANDSCAPE COMPLETION LOG
SCHEDULE B	QUOTATION

DRAFT QUOTATION AGREEMENT

Reference RFQ Title: Landscape Maintenance Services, Various Park Sites

THIS AGREEMENT dated for reference this _____ day of _____, 201__.

Surrey Reference #1220-040-2017-010

BETWEEN:

CITY OF SURREY
13450 - 104 Avenue
Surrey, B.C., Canada, V3T 1V8
(the "**City**")

AND:

(Insert Full Legal Name and Address of Contractor)

(the "**Contractor**")

WHEREAS the City wishes to engage the Contractor to provide Goods and Services and the Contractor agrees to provide Goods and Services.

THEREFORE in consideration of the payment of one (\$1.00) dollar and other good and valuable consideration paid by each of the parties to the other (the receipt and sufficiency of which is hereby acknowledged) the City and the Contractor agree as follows:

1. DEFINITIONS AND INTERPRETATION

1.1 In these General Terms and Conditions:

- (a) "**Agreement**" means this agreement and all schedules attached hereto;
- (b) "**Calendar Year**" means the time period from January 1st to December 31st;
- (c) "**City**" means the City of Surrey;
- (d) "**Contractor**" means a contractor whose Quotation has been accepted by the City and who is providing the Goods and Services under this Agreement;
- (e) "**Consumer Price Index**" has the meaning as specified in Section 5.3;
- (f) "**Department Representative**" means the Superintendent, Landscape Operations, or designate, who shall represent the Landscape Operations Section for the purposes of this Agreement, or such other person who may be subsequently be appointed in writing by the Department Representative and so notified to the Contractor;
- (g) "**Dispute**" has the meaning set out in Section 20;

- (h) **"Fees"** means the price set out in Section B-2 for the provision of the Goods and Services, unless otherwise agreed by the parties in writing, and includes all taxes;
- (i) **"Goods"** means the equipment or materials (if any) as described generally in Schedule A, to Attachment 1, including anything and everything required to be done for the fulfilment and completion of this Agreement;
- (j) **"Indemnitees"** has the meaning described in Section 11.2;
- (k) **"RFQ"** means the Request for Quotations;
- (l) **"Services"** means the services as described generally in Schedule A, to Attachment 1 including anything and everything required to be done for the fulfilment and completion of this Agreement;
- (m) **"Term"** has the meaning described in Section 3.1; and
- (n) **"Year of the Term"** as used herein shall mean each twelve-month period commencing on March 15, 2017.

1.2 This Agreement may be modified only by express and specific written agreement. In the event of a conflict between the provisions of any documents listed below, then the documents shall govern and take precedence in the following order:

- (a) this Agreement;
- (b) Addenda (if any);
- (c) the RFQ; and
- (d) other terms, if any, that are agreed to by the parties in writing.

1.3 The following attached Schedules are a part of this Agreement:

- Schedule A Specifications of Goods & Scope of Services;
- Schedule A-1 Landscape Maintenance Specifications and Checklist;
- Schedule A-2 Landscape Maintenance Site Lists;
- Schedule A-3 Time Schedule;
- Schedule A-4 Maps

- Appendix 1 Contractor Performance Assessment Review (CPAR);
- Appendix 2 Prime Contractor Designation – Letter of Understanding;
- Appendix 3 Contractor Health & Safety Expectation – Responsibility of Contractors;
- Appendix 4 Contractors Annual Work Plan;
- Appendix 5 Weekly Landscape Maintenance Completion Log; and

Schedule B – Quotation.

2. **GOODS AND SERVICES**

2.1 The Contractor covenants and agrees with the City to provide the Goods and Services in accordance with this Agreement. The Goods and Services provided will meet the specifications and scope set out in Schedule A, to Attachment 1, and as described in Schedule B, to Attachment 1.

- 2.2 The City may from time to time, by written notice to the Contractor, make changes in the specifications of Goods and scope of Services. The Fees will be increased or decreased by written agreement of the City and the Contractor according to the rates set out in Schedule B, to Attachment 1.
- 2.3 The Contractor will, if required in writing by the City, provide additional goods or services. The terms of this Agreement will apply to any additional goods or services, and the fees for additional goods or services will generally correspond to the fees as described in Schedule B, to Attachment 1. The Contractor will not provide any additional goods or services in excess of the specification of Goods and scope of Services requested in writing by the City.
- 2.4 The Contractor will perform the Services with that degree of care, skill and diligence normally provided by a qualified and experienced practitioner performing services similar to the Services, and on the understanding that the City is relying on the Contractor's experience and expertise. The Contractor represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods and Services.
- 2.5 The Contractor will deliver the Goods free and clear of all liens and encumbrances in the manner and to the destination stipulated. In the event of the Contractor's failure to meet this condition, the Contractor will, on written notice from the City, forthwith return all monies paid by the City on account of the Goods and in addition the City may by written notice terminate this Agreement without liability, and in such event, in addition to the above, the Contractor will be liable for any and all expenses or losses incurred by the City resulting from such failure.

3. TERM AND RENEWALS

- 3.1 The Contractor will provide the Goods and Services for the period commencing on March 15, 2017 and terminating on March 14, 2018 (the "**Term**").
- 3.2 The City may at any time prior to thirty (30) days before the end of the Term, by written notice to the Contractor, extend the Term for a period of time not to exceed four (4) additional twelve (12) month renewal periods. If the City elects to extend the Term, the provisions of this Agreement will remain in force, including the Fees, except where amended in writing by the parties.

4. TIME

- 4.1 The Contractor acknowledges that time is of the essence with respect to the provision of the Services and accordingly the Contractor will provide the Services within the performance or completion dates or time periods [the "**Time Schedule**"] as set out in Schedule A-3, or as otherwise agreed to in writing by the City and the Contractor. If at any time the Contractor discovers that the Time Schedule cannot be met it will immediately advise the City in writing and propose a revised Time Schedule for approval by the City representative.

5. FEES

- 5.1 The City agrees to pay, and the Contractor will accept, as full payment and consideration for the Services, as follows:

Contract Services: _____ Dollars and _____ Cents (\$____) which includes GST, provided in accordance with the performance of the Contract throughout the Term payable in **twelve (12) equal monthly instalments, in arrears**. The cost for Contract Services must not exceed the unit cost per occurrence specified the Contract for those Contract Services requested by the City plus GST, labour is inclusive of materials and equipment. If a price is not specified for a specific task, then the work will be performed at a cost mutually agreed upon by the parties.

- 5.2 For greater certainty, costs of general management, non-technical supporting services and general overhead are deemed to be covered by the Fees and will not be subject to additional payment by the City. The Fees shall also include without limitation all costs of boxing, packing, crating, and loading and unloading the Goods at the prescribed destination.
- 5.3 The parties agree that all fees as set out in this Agreement will remain in force for a period of one (1) year and thereafter the fees will be subject to an increase during the term once per Year of the Term by a percentage which shall not be greater than the percentage increase in the Consumer Price Index (All items) for Vancouver, British Columbia as published by Statistics Canada ("CPI"), or any successor government agency for the Calendar Year immediately preceding the applicable January 1st of the current Calendar Year.

6. PAYMENT

- 6.1 Subject to any contrary provisions set out in Schedule B, to Attachment 1, the Contractor will submit a monthly invoice to the City requesting payment of the portion of the Fees relating to the Goods and Services provided in the previous month. Invoices must include the Contractor's name, address and telephone number, the City's purchase order number **<📄 insert purchase order or contract reference number>**, the Contractor's invoice number, the names, charge-out rates and number of hours worked in the previous month of all employees of the Contractor that have performed Services during the previous month; the percentage of Services completed and Goods delivered at the end of the previous month; the total budget for the Goods and Services and the amount of the budget expended to the date of the invoice; taxes (if any); and grand total of the invoice.
- 6.2 If the City reasonably determines that any portion of an invoice is not payable, then the City will so advise the Contractor.
- 6.3 The City may hold back from payments 10% of the amount the City determines is payable to the Contractor until such time as the Contractor provides its final report to the City, if applicable.
- 6.4 The City will pay the invoice, in the amount as the City determines is correct less any deductions for setoffs or holdbacks permitted by this Agreement within 30 days of the receipt of the invoice, unless the parties have agreed in writing to other payment terms. The payment by the City of any invoice will not bind the City with respect to any

subsequent payment or final payment and will not mean that the City has accepted Goods and Services that are not in accordance with the requirements of this Agreement, or that the Contractor is in any manner released from its obligation to comply with this Agreement.

- 6.5 In an effort to support sustainability, reduce risk and improve customer service, the City has introduced an electronic fund transfer (EFT) option for Contractors. Electing to participate in this program will allow Contractors to receive their payments directly into their bank accounts, reducing risk of fraud and improving the timeliness of their payment receipt.
- 6.6 To receive your payments electronically, fax your request on company letterhead to 604-591-4488. You may contact us at 604-592-7010 (Accounts Payable General Inquiries) for more information.

SUBMITTING YOUR ELECTRONIC INVOICE

Please send electronic invoices to the City of Surrey by email to surreyinvoices@surrey.ca

In order to process your payment, the following submission guidelines **must** be met:

- Invoice(s) must be sent as attachments.
- Attachment(s) must be in PDF format.
- PDF attachment(s) must be named: <Company name>_<Invoice Number>.
- Email(s) must not exceed 2MB.

Please Note: failure to meet the guidelines above may result in payment processing delays or in your payment not being processed.

SUBMITTING YOUR INVOICE BY HARD COPY

Mail hard copy invoices to:

Surrey City Hall – Accounts Payable
13450 – 104 Avenue
Surrey, B.C., Canada, V3T 1V8

- Submit only invoices to this address.
 - Submit any supporting documents to your City of Surrey business contact.
 - Don't send duplicate hard copy or soft-copy invoices in any manner. Should a need arise to submit an invoice copy, ensure it is clearly labeled COPY.
 - Incomplete invoices will be returned.
- 6.6 Unless otherwise provided, all dollar amounts referred to in this Agreement are in lawful money of Canada.
- 6.7 If the Contractor is a non-resident of Canada and does not provide to the City a waiver of regulation letter, the City will withhold and remit to the appropriate governmental authority the greater of:
- (a) 15% of each payment due to the Contractor; or
 - (b) the amount required under applicable tax legislation.

7. USE OF WORK PRODUCT

- 7.1 The Contractor hereby sells, assigns and transfers to the City the right, title and interest required for the City to use and receive the benefit of all the reports, drawings, plans, designs, models, specifications, computer software, concepts, products, designs or processes or other such work product produced by or resulting from the Services rendered by the Contractor. This section does not give the City the right to sell any such work product to any third party and the City may sell the work product only with the prior approval of the Contractor. The Contractor may retain copies of the work product.

8. PERSONNEL AND SUBCONTRACTORS

- 8.1 The Contractor will provide only personnel who have the qualifications, experience and capabilities to provide the Goods and perform the Services.

Contractor's personnel should:

- a) be qualified through training & experience to complete the Services and operate the Contractor's equipment;
 - b) be licensed to operate said equipment; and
 - c) be conversant in English.
- 8.2 The Contractor will provide the Goods and Services using the personnel and sub-contractors as may be listed in the Quotation and the Contractor will not remove any such listed personnel or sub-contractors from the Services without the prior written approval of the City.
- 8.3 If the City reasonably objects to the performance, qualifications, experience or suitability of any of the Contractor's personnel or sub-contractors then the Contractor will, on written request from the City, replace such personnel or sub-contractors.
- 8.4 Except as provided for in Section 8.2, the Contractor will not engage any personnel or sub-contractors, or sub-contract or assign its obligations under this Agreement, in whole or in part, without the prior written approval of the City.
- 8.5 The Contractor will preserve and protect the rights of the City with respect to any Services performed under sub-contract and incorporate the conditions of this Agreement into all sub-contracts as necessary to preserve the rights of the City under this Agreement. The Contractor will be as fully responsible to the City for acts and omissions of sub-contractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by the Contractor.

9. LIMITED AUTHORITY

- 9.1 The Contractor is not and this Agreement does not render the Contractor an agent or employee of the City, and without limiting the above, the Contractor does not have authority to enter into any contract or reach any agreement on behalf of the City, except for the limited purposes as may be expressly set out in this Agreement, or as necessary in

order to provide the Goods and Services. The Contractor will make such lack of authority clear to all persons with whom the Contractor deals in the course of providing the Goods and Services. Every vehicle used by the Contractor in the course of providing the Goods and Services shall identify the Contractor by name and telephone number.

- 9.2 The Contractor is an independent contractor. This Agreement does not create the relationship of employer and employee, a partnership, or a joint venture. The City will not control or direct the details, means or process by which the Contractor performs the Services. The Contractor will determine the number of days and hours of work required to properly and completely perform the Services. The Contractor is primarily responsible for performance of the Goods and Services and may not delegate or assign any Services to any other person except as provided for in section 8.4. The Contractor will be solely liable for the wages, fringe benefits, work schedules and work conditions of any partners, employees or sub-contractors.

10. CONFIDENTIALITY AND DISCLOSURE OF INFORMATION

- 10.1 Except as provided for by law or otherwise by this Agreement, the Contractor will keep strictly confidential any information supplied to, obtained by, or which comes to the knowledge of the Contractor as a result of the provision of the Goods or performance of the Services and this Agreement, and will not, without the prior express written consent of the City, publish, release, disclose or permit to be disclosed any such information to any person or corporation, either before, during or after termination of this Agreement, except as reasonably required to complete the Goods and Services.
- 10.2 The Contractor acknowledges that the City is subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia and agrees to any disclosure of information by the City required by law.
- 10.3 The Contractor agrees to return to the City all of the City's property at the completion of this Agreement, including any and all copies or originals of reports provided by the City.

11. WARRANTIES

- 11.1 The Contractor warrants that the Goods shall be free from defects in design, materials, workmanship and title, shall conform in all respects to the terms of this Agreement, shall be fit and suitable and perform satisfactorily for the purposes and under the conditions made known to the Contractor by the City or which were reasonably inferable. The Goods shall be at least equal to the higher of national standards or codes (such as, by way of illustration, CSA or ASTM), or standards and codes customarily applicable at the place where the City will use the Goods. The Goods shall be of the best quality, if no quality is specified. This general warranty is independent of and without prejudice to any specific warranty or service guarantee offered by the Contractor or third party manufacturer or supplier of the Goods in connection with the purpose for which the Goods were purchased. The Contractor shall assign to the City any warranty or service guarantee offered by a third party manufacturer or supplier of the Goods. Notwithstanding this assignment, if at any time up to one year from the date of delivery or installation (if applicable) the City determines the Goods or any part do not conform to these warranties, the City shall notify the Contractor within a reasonable time after such discovery, and the Contractor shall then promptly correct such nonconformity at the Contractor's expense. Goods used to correct a nonconformity shall be similarly warranted for one year from the

date of installation. The Contractor's liability shall extend to all liabilities, losses, damages, claims and expenses incurred by the City caused by any breach of any of the above warranties.

- 11.2 The Contractor warrants and guarantees that Goods and Services delivered under this Agreement do not infringe any valid patent, copyright or trademark, foreign or domestic, owned or controlled by any other corporation, firm or person, and agrees to indemnify and save harmless the City and all of its elected and appointed officials, officers, employees, servants, representatives and agents (collectively the "**Indemnitees**"), from and against any and all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) by reason of any claim, action or litigation arising out of any alleged or actual infringement of any patent, copyright or trademark, foreign or domestic, relating to the Goods and Services supplied under this Agreement.

12. INSURANCE AND DAMAGES

- 12.1 The Contractor will indemnify and save harmless the Indemnitees from and against all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) for damage to or destruction or loss of property, including loss of use, and injury to or death of any person or persons which any of the Indemnitees incur, suffer or are put to arising out of or in connection with any failure, breach or non-performance by the Contractor of any obligation of this Agreement, or any wrongful or negligent act or omission of the Contractor or any employee or agent of the Contractor.
- 12.2 The indemnities described in Sections 11.2, 12.1 and 18.3 will survive the termination or completion of this Agreement and, notwithstanding such termination or completion, will continue in full force and effect for the benefit of the Indemnitees.
- 12.3 The Contractor will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout this Agreement the following insurances in forms and amounts acceptable to the City from insurers licensed to conduct business in Canada:
- (a) commercial general liability insurance on an occurrence basis, in an amount not less than five million (\$5,000,000) dollars inclusive per occurrence against death, bodily injury and property damage arising directly or indirectly out of the work or operations of the Contractor, its employees and agents. The insurance will include cross liability and severability of interests such that the coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each insured. The insurance will include, but not be limited to: premises and operators liability, broad form products and completed operations, owners and contractors protective liability, blanket contractual, employees as additional insureds, broad form property damage, non-owned automobile, contingent employers liability, broad form loss of use, personal injury, and incidental medical malpractice. The City will be added as additional insured;
 - (b) automobile liability insurance on all vehicles owned, operated or licensed in the name of the Contractor in an amount not less than three million (\$3,000,000) dollars per occurrence for bodily injury, death and damage to property; and

- (c) contractors' equipment insurance in an all risks form covering construction machinery and equipment used for the performance of the Services.
- 12.4 The Contractor will provide the City with evidence of the required insurance prior to the commencement of this Agreement. Such evidence will be in the form of a completed certificate of insurance acceptable to the City. The Contractor will, on request from the City, provide certified copies of all of the Contractor's insurance policies providing coverage relating to the Services, including without limitation any professional liability insurance policies. All required insurance will be endorsed to provide the City with thirty (30) days advance written notice of cancellation or material change restricting coverage. To the extent the City has an insurable interest, the builder's risk policy will have the City as first loss payee. The Contractor will be responsible for deductible amounts under the insurance policies. All of the Contractor's insurance policies will be primary and not require the sharing of any loss by the City or any insurer of the City.
- 12.5 The Contractor acknowledges that any requirement by the City as to the amount of coverage under any policy of insurance will not constitute a representation by the City that the amount required is adequate and the Contractor acknowledges and agrees that the Contractor is solely responsible for obtaining and maintaining policies of insurance in adequate amounts. The insurance policy coverage limits shall not be construed as relieving the Contractor from responsibility for any amounts which may exceed these limits, for which the Contractor may be legally liable.
- 12.6 The Contractor shall place and maintain, or cause any of its sub-contractors to place and maintain, such other insurance or amendments to the foregoing policies as the City may reasonably direct.
- 12.7 The Contractor hereby waives all rights of recourse against the City for loss or damage to the Contractor's property.
- 13. DAMAGE TO PROPERTY**
- 13.1 The Contractor shall carry on his operation in such a manner that he does not damage the existing curbs, pavement, ground areas, trees, shrubs, turf, guardrail, utilities, delineators, irrigation systems or other existing structures.
- 13.2 The Contractor shall not mow during wet conditions where turf damage or ruts would occur. In the event damage occurs by reason of mowing operations, the Contractor shall replace or repair same at his own expense and as directed by the City.
- 13.3 The Contractor has the option to make the repairs under the guidance of the City; or the City will make the repairs and back bill the Contractor for labour, materials and overheads.
- 14. ACCIDENTS: MOWING EQUIPMENT SAFETY**
- 14.1 Any and all accidents, regardless of how minor, involving another person, private property, or vehicle, shall be reported immediately to the Surrey R.C.M.P and a report requested. The City shall also be contacted immediately and be provided a copy of any reports. Not reporting an incident to the Surrey RCMP or the City may result in termination of this agreement.

- 14.2 The Contractor shall assume all responsibility for damages to property or injuries to persons, including accidental death, attorneys fee and costs of defence which may be caused by Contractor's performance of this Agreement, whether such performance be by itself, its subcontractor, or anyone directly or indirectly employed by Contractor or its subcontractors and whether such damage shall accrue or be discovered before or after termination of this Agreement.

15. CONTRACTOR AND CITY RESPONSIBILITIES

- 15.1 The Contractor represents and warrants to the City that:

- (a) The Contractor has the power and authority to enter into and perform the Contract;
- (b) This Contract, when executed and delivered, shall be a valid and binding obligation of the Contractor enforceable in accordance with its terms;
- (c) The Contractor shall perform the Services set forth in the Contract with all due care and skill in accordance with the highest professional standard, principles and practices;
- (d) All landscape personnel shall at all times during the Term of the Contract, be fully qualified competent and current with any necessary licenses to perform the Services set forth in the Contract; and
- (e) The Contractor or its agent has inspected the work site affected by the Contract and that it is not entitled to additional compensation for its failure to accurately account for all Service required to be performed under this Contract.

- 15.2 The City will, in co-operation with the Contractor, make efforts to make available to the Contractor information, surveys, and reports which the City has in its files and records that relate to the Goods and Services. The Contractor will review any such material upon which the Contractor intends to rely and take reasonable steps to determine if that information is complete or accurate. The Contractor will assume all risks that the information is complete and accurate and the Contractor will advise the City in writing if in the Contractor's judgment the information is deficient or unreliable and undertake such new surveys and investigations as are necessary.

- 15.3 The City will in a timely manner make all decisions required under this Agreement, examine documents submitted by the Contractor and respond to all requests for approval made by the Contractor pursuant to this Agreement.

- 15.4 If the City observes or otherwise becomes aware of any fault or defect in the delivery of Goods or the provision of Services, it may notify the Contractor, but nothing in this Agreement will be interpreted as giving the City the obligation to inspect or review the Contractor's performance with regards to delivering Goods or the performance of the Services.

16. PROBATION PERIOD

- 16.1 Notwithstanding anything to the contrary contained in this Contract, it is mutually agreed that the Contractor will be subject to a probationary period of six (6) months. Conditional

on satisfactory performance of the Services, such acceptance of the Contractor shall occur after the probationary period. In the event the Contractor's performance is unsatisfactory as determined by the City, during the first six (6) months of the Term, this Contract may be terminated at the sole discretion of the City.

- 16.2 The City reserves the right to extend the probationary period when insufficient data exists to determine acceptance of the Contractor.

Refer to Appendix 1 Contractor Performance Assessment Review

17. INSPECTION AND CORRECTION OF DEFICIENCIES

- 17.1 The Department Representative, or designate may complete monthly performance reviews using the form referred to in **Attachment 1 - Contractor Performance Assessment Report (CPAR)** to inspect the Contractor's performance of the Services and review whether the Services supplied by the Contractor is adequate in all respects and in conformity with the requirements.
- 17.2 If, in the opinion of the Department Representative, or designate the Contractor is not meeting the requirements of the Contract, **deficiency notices** shall be included within the monthly performance evaluations.
- (a) Performance evaluation deficiency corrections must be initiated within 24 hours by providing the Department Representative in writing, a completion timeline for approval.
 - (b) The Contractor must confirm in writing when the deficiencies are corrected.
- 17.3 For any deficiency that the City determines as requiring immediate correction, a deficiency notice will be issued and the Contractor will have two (2) hours from time of notice to initiate corrective action in any specific instance. Completion of the corrected deficiency must be confirmed.
- 17.4 In the event the Contractor has not initiated corrective action for the service(s) described within the deficiency notice(s) within the specified time frames, has not completed the corrective action within the approved completion timeline or not completed the services to the City's satisfaction, the City has the right to immediately complete the work to its satisfaction, through use of City employees, other contractors, subcontractors or agents at a rate equal to the City employee's hourly rate plus twenty percent (20%) for City administrative costs, or through use of outside contractor(s) at the rate charged to the City plus twenty percent (20%) and shall deduct that amount from any balances due or which may become due to the Contractor.
- 17.5 Failure to correct a deficient item of work or other contract requirement, within the established time period, or four deficiency notices in a thirty (30) day period and in accordance with Contract requirements shall constitute a valid **deficiency claim** and cause the City to issue a written notice to the Contractor. The deficiency claim shall describe each item of work that is deficient, reference the applicable contractual requirements and denote the amount of time allowed to correct each deficiency. In addition, it shall notify the Contractor of dates of all previous valid deficiency claims issued under the contract and describe the consequences should additional valid deficiency claims be issued. Issuance of three (3) valid deficiency claims in a sixty (60) day period or

a total of seven (7) valid deficiency claims in a six (6) month period will be grounds for the City to declare the Contractor in default and cancel the contract.

- 17.6 Any inspections carried out by the City do not relieve or release the Contractor in any way from responsibility for the supervision of its operations under this Agreement, from making its own inspections, and otherwise ensuring that the Services are being performed in full conformity with all terms and conditions of the Agreement.
- 17.7 The Department Representative, or designate shall make the final decision as to whether or not any Service has been satisfactorily performed.
- 17.8 If it is determined that the task has not been properly performed as intended, the Contractor must make the necessary changes at their own cost.
- 17.9 The City may use the reviews, notices and claims for evaluation of the Contractor's performance in the assessment of future procurement opportunities.
- 17.10 The Contractor further agrees that neither the Contractor nor any other person shall have any claim against the City, or employees, or agents of the City under any circumstances as a result of the preparation and use of the monthly deficiency notices or deficiency claims.

18. DEFAULT AND TERMINATION

- 18.1 In the event the Contractor does not deliver the Goods or perform the Services by the date specified in this Agreement, then:
 - (a) the City reserves the right to terminate this Agreement, in whole or in part, and in the event of such termination no payment will be owing by the City on account of this Agreement and the Contractor will be liable for any and all expenses or loss resulting from such failure or delay and will return all monies paid by the City; or
 - (b) if the City does not terminate this Agreement for late delivery or performance, the City may deduct and setoff from any payments owing to the Contractor all additional costs the City reasonably incurs on account of the late delivery or performance.
- 18.2 The City may by written notice at any time cancel this Agreement with respect to Goods which, as of the date of cancellation, have not been shipped.
- 18.3 The City may at any time and for any reason by written notice to the Contractor terminate this Agreement before the completion of all the Goods and Services, such notice to be determined by the City at its sole discretion. Upon receipt of such notice, the Contractor will perform no further Goods and Services other than the work which is reasonably required to complete the Goods and Services. Despite any other provision of this Agreement, if the City terminates this Agreement before the completion of all the Goods and Services, the City will pay to the Contractor all amounts owing under this Agreement for Goods and Services provided by the Contractor up to and including the date of termination, plus reasonable termination costs in the amount as determined by the City in its sole discretion. Upon payment of such amounts no other or additional payment will be owed by the City to the Contractor, and, for certainty, no amount will be owing on account

of lost profits relating to the portion of the Goods and Services not performed or other profit opportunities.

18.4 The City may terminate this Agreement for cause as follows:

- (a) If the Contractor is adjudged bankrupt, or makes a general assignment for the benefit of creditors because of its insolvency, or if a receiver is appointed because of its insolvency, the City may, without prejudice to any other right or remedy the City may have, terminate this Agreement by giving the Contractor or receiver or trustee in bankruptcy written notice; or
- (b) If the Contractor is in breach of any term or condition of this Agreement, and such breach is not remedied to the reasonable satisfaction of the City within 5 days after delivery of written notice from the City to the Contractor, then the City may, without prejudice to any other right or remedy the City may have, terminate this Agreement by giving the Contractor further written notice.

18.5 If the City terminates this Agreement as provided by Section 15.4 then the City may:

- (c) enter into contracts, as it in its sole discretion sees fit, with other persons to complete the Goods and Services;
- (d) withhold payment of any amount owing to the Contractor under this Agreement for the performance of the Goods and Services;
- (e) set-off the total cost of completing the Goods and Services incurred by the City against any amounts owing to the Contractor under this Agreement, and at the completion of the Goods and Services pay to the Contractor any balance remaining; and
- (f) if the total cost to complete the Goods and Services exceeds the amount owing to the Contractor, charge the Contractor the balance, which amount the Contractor will forthwith pay.

19. CURING DEFAULTS

19.1 If the Contractor is in default of any of its obligations under this Agreement, then the City may without terminating this Agreement, upon 5 days written notice to the Contractor, remedy the default and set-off all costs and expenses of such remedy against any amounts owing to the Contractor. Nothing in this Agreement will be interpreted or construed to mean that the City has any duty or obligation to remedy any default of the Contractor.

20. DISPUTE RESOLUTION

20.1 The parties will make reasonable efforts to resolve any dispute, claim, or controversy arising out of this Agreement or related to this Agreement ("**Dispute**") using the dispute resolution procedures set out in this section.

20.2 Negotiation: The parties will make reasonable efforts to resolve any Dispute by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.

20.3 Mediation: If all or any portion of a Dispute cannot be resolved by good faith negotiations within 30 days, either party may by notice to the other party refer the matter to mediation. Within 7 days of delivery of the notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to the

British Columbia International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be Surrey, British Columbia. Each party will equally bear the costs of the mediator and other out-of-pocket costs, and each party will bear its own costs of participating in the mediation.

- 20.4 Litigation: If within 90 days of the request for mediation the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice commence litigation.

21. SUSPENSION OF WORK

- 21.1 The City shall have the right, from time to time, to suspend operations in whole or in part, after giving the Contractor notice in writing to that effect. Such notice may be informal and shall be deemed to be sufficient if it indicates the nature or extent of the Services to be suspended or stopped and is signed by the Department Representative, or designate. In the event of such right being exercised so as to cause delay to the Contractor, then an extension of time equal to such delay shall be allowed to complete this Contract, but no such delay shall vitiate or void this Contract, or any part thereof, or the obligation hereby imposed, or any concurrent or other bond of security for the performance of this Contract, nor shall the Contractor be entitled to any claim for damages. Upon the Contractor receiving written notice from the City that the suspended operations are to be resumed the Contractor shall forthwith resume the operations.

22. WCB AND OCCUPATIONAL HEALTH AND SAFETY

- 22.1 The Contractor agrees that it shall, at its own expense, procure and carry, or cause to be procured, carried and paid for, full Workers' Compensation Board coverage for itself and all workers, employees, servants and others engaged in or upon any work or service which is the subject of this Agreement. The Contractor agrees that the City has the unfettered right to set off the amount of the unpaid premiums and assessments for the Workers' Compensation Board coverage against any monies owing by the City to the Contractor. The City shall have the right to withhold payment under this Agreement until the Workers' Compensation Board premiums, assessments or penalties in respect of the work done or service performed in fulfilling this Agreement have been paid in full.
- 22.2 The Contractor shall provide the City with the Contractor's Workers' Compensation Board registration number and a letter from the Workers' Compensation Board confirming that the Contractor is registered in good standing with the Workers' Compensation Board and that all assessments have been paid to the date thereof prior to the City having any obligations to pay monies under this Agreement.
- 22.3 Without limiting the generality of any other indemnities granted by the Contractor in this Agreement, the Contractor shall indemnify and hold harmless the City, its elected and appointed officials, employees and agents, from all manner of claims, demands, costs, losses, penalties and proceedings (including all actual legal costs) arising out of or in any way related to unpaid Workers' Compensation Board assessments owing from any person or corporation engaged in the performance of this Agreement or arising out of or in any way related to the failure to observe safety rules, regulations and practices of the Workers' Compensation Board, including penalties levied by the Workers' Compensation Board.

- 22.4 The Contractor agrees that it is the prime contractor for the work as defined in the *Workers' Compensation Act*, R.S.B.C. 1996, c. 492 as amended and will ensure compliance with the *Workers' Compensation Act* and Regulations in respect of the workplace. Without limiting its responsibilities under the legislation, the Contractor will coordinate the activities of employers, workers and other persons at the workplace relating to occupational health and safety. The Contractor shall have a safety program acceptable to the Workers' Compensation Board, shall provide first aid services, and shall ensure that all Workers' Compensation Board safety rules and regulations are observed during the performance of this Agreement, not only by the Contractor, but by all sub-contractors, workers, material personnel and others engaged by the Contractor in the performance of this Agreement. The prime contractor shall appoint a qualified coordinator for the purpose of ensuring the coordination of health and safety activities for the workplace. Prior to commencement of Construction, the Contractor shall complete and file a "Construction Notice of Project" with the Workers' Compensation Board and shall provide a copy of the same to the City confirming that the Contractor shall be the prime contractor responsible for coordination of safety and health under Part 3 of the *Workers' Compensation Act* and Part 20 of the WCB Occupational Health and Safety Regulations. That person will be the person so identified in this Agreement, and the Contractor will advise the City immediately in writing if the name or contact number of the qualified coordinator changes.
- 22.5 The Contractor will ensure compliance with and conform to all health and safety laws, by-laws or regulations of the Province of British Columbia, including without limitation any regulations requiring installation or adoption of safety devices or appliances.
- 22.6 The Contractor shall fulfill all its duties, obligations, and responsibilities in such a manner that it ensures the safety of the public and in accordance with the safety regulations of the Workers' Compensation Board and shall install signs and barriers as required to ensure the safety of the public and of its employees in the use of the City facilities.
- 22.7 The Contractor understands and undertakes to comply with all the WCB Occupational Health and Safety Regulations for hazardous materials and substances, and in particular with the "Workplace Hazardous Materials Information System (WHMIS)" Regulations. All "Material Safety Data Sheets (MSDS)" shall be shipped along with the Goods, materials, products and any future MSDS updates will be forwarded.

Refer to Appendix 2 Prime Contractor Designation – Letter of Understanding
Refer to Appendix 3 Contractor Health & Safety Expectations, Responsibility of Contractor(s)

23. BUSINESS LICENSE

- 23.1 The Contractor will obtain and maintain throughout the term of this Agreement a valid City of Surrey business license.

24. GENERAL PROVISIONS FOR GOODS

- 24.1 Documentation for shipments of Goods from outside Canada shall be provided by a Contractor by airmail and shall include all documents as required by law or customary practice. All packages shall be marked as follows:

“Upon arrival, please contact customs broker:
Livingston International Inc.
Telephone: +1-604-685-3555
Fax: +1-604-605-8231
Email: cst19@livingstonintl.com”

- 24.2 If this Agreement pertains to the fabrication, assembly or other processing of the Goods, representatives of the City shall be permitted free access at all reasonable times for the purpose of inspection, testing or obtaining information as to the progress of the fabrication, assembly or processing.
- 24.3 The City may require that shop drawings be submitted by the Contractor for review prior to the delivery of the Goods. The City may require that a qualified registered professional engineer stamp and approve a shop drawing prior to submission. Any review of shop drawings by the City will not relieve the Contractor from its obligation to deliver Goods in full compliance with all requirements of this Agreement.

25. COMPLIANCE

- 25.1 The Contractor will provide the Services in full compliance with all applicable laws, building codes and regulations.
- 25.2 The Contractor will, as a qualified and experienced practitioner, interpret applicable codes, laws and regulations applicable to the performance of the Services. If an authority having jurisdiction imposes an interpretation which the Contractor could not reasonably have verified or foreseen prior to entering into this Agreement, then the City will pay the additional costs, if any, of making alterations so as to conform to the required interpretation.

26. JURISDICTION OF COUNCIL AND NON-APPROPRIATION

- 26.1 Nothing in this Agreement limits or abrogates, or will be deemed to limit or abrogate, the jurisdiction of the Council of the City in the exercise of its powers, rights or obligations under any public or private statute, regulation or by-law or other enactment.
- 26.2 The Contractor recognizes and agrees that the City cannot make financial commitments beyond the City's current fiscal year. The City will annually make bonafide requests for appropriation of sufficient funds to cover all payments covered by this Agreement. If City Council does not appropriate funds, or appropriates insufficient funds, the City will notify the Contractor of its intention to terminate or reduce the services so affected within 30 days after the non-appropriation becomes final. Such termination shall take effect 30 days from the date of notification, shall not constitute an event of default and shall relieve the City, its officers and employees, from any responsibility or liability for the payment of any further amounts under this Agreement.

27. WAIVER

- 27.1 Any failure of the City at any time or from time to time to enforce or require the strict keeping or performance of any of the terms and conditions contained in this Agreement shall not constitute a waiver of the terms and conditions and shall not affect or impair the

terms or conditions in any way or the City's right at any time to avail itself of any remedies as the City may have for any breach of the terms and conditions.

28. APPLICABLE LAW

- 28.1 This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia. The City and the Contractor accept the jurisdiction of the courts of British Columbia and agree that any action under this Agreement shall be brought in such courts.

29. NOTICES

- 29.1 Any notice, report or other document that either party may be required or may wish to give to the other must be in writing, unless otherwise expressly provided for, and will be deemed to be validly given to and received by the addressee:

- (a) by hand, on delivery;
- (b) by facsimile, on transmission; or
- (c) by mail, five calendar days after posting.

- 29.2 The addresses for delivery will be as shown in the Quotation. In addition, the City may give notice to the Contractor by email at the Contractor's email address as shown in the Quotation, which email will be deemed to be validly given and received by the Contractor on transmission. The Contractor may not give notice to the City by email.

30. MERGER AND SURVIVAL

- 30.1 The representations, agreements, covenants and obligations set out in this Agreement shall survive the delivery of the Goods and performance of the Services and payment of the Fees.

31. ENTIRE AGREEMENT

- 31.1 This Agreement, including the Schedules and any other documents expressly included by reference in this Agreement, contains the entire agreement of the parties regarding the provision of the Goods and Services, and no understandings or agreements, oral or otherwise, exist between the parties except as expressly set out in this Agreement. This Agreement supersedes and cancels all previous agreements between the parties relating to the Goods and Services.

- 31.2 In the event that the Contractor issues an invoice, packing slip, sales receipt, or any like document to the City, the City accepts the document on the express condition that any terms and conditions in it which constitute terms and conditions which are in addition to or which establish conflicting terms and conditions to those set out in this Agreement are expressly rejected by the City.

32. SIGNATURE

- 32.1 This Agreement shall be signed by a person authorized to sign on behalf of the Contractor.
- 32.2 This Agreement may be executed in or one or more counterparts all of which when taken together will constitute one and the same Agreement, and one or more of the counterparts may be delivered by fax transmission or as a PDF file.

33. FUEL EMISSIONS DATA

- 33.1 In 2007, the City of Surrey signed the BC Climate Action Charter, a voluntary agreement that commits the City to be carbon neutral in its corporate operations (for more information go to <http://www.livesmartbc.ca/community/charter.html>). The City is also committed to reducing corporate greenhouse gas (GHG) emissions by 20% by 2020.
- 33.2 Following on these commitments, the City of Surrey tracks its corporate energy use and greenhouse gas (GHG) emissions annually within traditional service areas. Where the City has a contractual arrangement to deliver these traditional services as defined under the BC Climate Action Charter, some of the GHG emissions from the services need to be included as part of the annual corporate emissions inventory.
- 33.3 Commencing January 1, 2013, the City will require all service providers to communicate the quantity of fuel (gasoline, diesel, natural gas, propane and bio-fuel blends) used to operate vehicles, equipment and machinery as part of the delivery of the services described in the contract and to provide this data to the City at the earlier of termination of the assignment or at the end of each calendar year.
- 33.4 Data provided should include the following (see sample format):
- Type of fuel consumed (gasoline, diesel, natural gas, propane and bio-fuel blends); and
 - Litres of fuel consumed in relation to the service delivered under the contract
 - Although actual fuel volumes are preferred, the City recognizes it may be difficult to assign fuel use to any particular contract. In these cases, apportioning fuel use for equivalent services based on contract dollar value, total service hours, or some other logical method is acceptable. If fuel consumption is prorated and/or estimated, the method of proration and/or estimation must be noted.

Sample Report:

P.O. Number	567932
Date Range	March 1 – September 15
Gasoline (litres)	1,200
Diesel (litres)	4,500
Prorated Based on	Service hours

The City can provide direction, if necessary, to calculate this information

34. NON ROAD DIESEL ENGINE EMISSION REGULATION

If you **own, operate, or hire** diesel powered equipment, Metro Vancouver's Non-Road Diesel Engine Emissions Regulation Bylaw No 1161, 2012 (the Bylaw) may impact your business. The Bylaw came into force on January 1, 2012 and requires owners or operators to register and label Tier 0 and Tier 1 non-road diesel engines that are 25 horsepower (19kW) or greater in order to operate within Metro Vancouver. Tier 0 engines must have **90 days** of registration purchased by **December 31, 2014** or the engine(s) will be **prohibited from ever operating** in Metro Vancouver. To be fully registered an owner/operator must:

- provide required information (machine/engine/company details),
- pay fees, and
- label machines with Metro Vancouver issued registration number.

Other important information:

- Non-road Tier 1 engines must be registered and pay fees to operate,
- Failure to comply with the Bylaw may result in fines up to \$200,000, and
- 80% of fees paid into the program can be recovered.

The City may, at its discretion, give preference to equipment that meets higher emission standards.

Contact Metro Vancouver staff at 604-451-6655, visit www.metrovancouver.org/nonroaddiesel or email nonroaddiesel@metrovancouver.org for more information about the Bylaw, the rebate program, and for assistance with the registration process.

35. ENUREMENT

35.1 This Agreement shall enure to the benefit of and be binding upon the respective successors and permitted assigns of the City and the Contractor.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the day and year first above written.

CITY OF SURREY

by its authorized signatory(ies):

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

<📄 NAME OF CONTRACTOR>

I/We have the authority to bind the Contractor.

(Legal Name of Contractor)

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

**SCHEDULE A
SPECIFICATIONS OF GOODS AND SCOPE OF SERVICES**

Project Title: LANDSCAPE MAINTENANCE SERVICES – VARIOUS PARK SITES

1. SCOPE OF SERVICES

- 1.1 The Contractor shall provide landscape maintenance services for City Parks meeting the requirements specified in Schedules A, A-1, A-2, A3 and A-4. General maintenance standards, as a minimum, include all applicable codes, regulations and safety requirements.

The Contractor shall provide everything needed to meet all the requirements of the landscape maintenance agreement including, without limitation, any and all labour, supervision, materials, tools, equipment and transportation to faithfully perform and provide the Services in Schedules A, A-1, A-2, A-3, and A-4. All Services must be performed to the complete satisfaction of the City.

2. STANDARD OF WORK

- 2.1 All work shall be performed in a professional manner and in accordance with good trade practice based on the *BC Landscape Standard*, and must be continually acceptable to the City.
- 2.2 All labour and supplies shall continually conform to the recognized standards accepted by applicable industry trade associations, and to the most current applicable Municipal, Provincial and National codes, by-laws, regulations, permits and other applicable requirements. The Contractor shall be responsible for all costs associated with applying for and adhering to these codes, by-laws, regulations, permits and requirements.
- 2.3 The Contractor shall have a good working knowledge of these codes, by-laws, regulations, permits and requirements, and for promptly and efficiently applying the correct interpretation of such during the course of performing all work for the City. Any and all changes to these codes, by-laws, regulations, permits and requirements causing the City to be in potential breach of the same, must be brought to the City's immediate attention.
- 2.4 As deemed by the City, call backs for incomplete, unsatisfactory and/or guarantee work, shall be at the sole expense of the Contractor and to the complete satisfaction of the City. The City shall have final authority and sole discretion as to the acceptability.

3. GENERAL REQUIREMENTS

- 3.1 The Contractor will provide an approved application (APP), compatible with IOS and Android systems for streamlined documentation of all service reports. At every Service, the APP's inspection and administrative fields must be fully filled out to record the start and end of each service, confirm service location; record inspection details and reports any issues.

- a. **Failure to fully complete all required fields within the APP may result in a deficiency notice per Service and may result in a \$100 service credit per day.**
- 3.2 The Contractor shall immediately report any hazardous conditions to the City and, without exposing its employees to any hazardous conditions, safely remedy or secure the site to prevent further damage and/or potential for injuries. After regular working hours, (7:00am – 3:30pm) emergencies must be reported to the Surrey Fire Base Telephone: 604-543-6700.
- 3.3 In the event of any incidents, altercations or accidents involving the public, Contractor employees or City employees, the Contractor will notify the City immediately, and follow up in writing by 10:00 a.m. the following day. The City may require a detailed written incident report from the Contractor describing the hazard, unsafe working condition or incident.
 - a. **Failure to report these situations may result in a deficiency notice and may in a \$100 service credit for each occurrence.**
- 3.4 Smoking is not permitted in any City Building or Park.

4. WORK SCHEDULE

- 4.1 The Contractor shall establish a **Contractor's Annual Work Plan (refer to Appendix 4)** and provide the City with a copy of the schedule of work indicating the days and locations of planned work, two (2) weeks prior to commencement of Services for approval by the Department Representative. This schedule may be adjusted but the service frequency must remain firm. Any schedule changes must be communicated in writing to the City one week prior to the proposed change for approval.
 - a. **Failure to submit a copy of the annual work plan may result in a deficiency notice and may result in a \$100 service credit per each week overdue.**
- 4.2 Weekly services are to take place at a frequency not exceeding seven (7) calendar days between each service; work must be performed on the same day each week. Bi-weekly services are to take place at a frequency not exceeding fourteen (14) calendar days between each service; work must be performed on the same day every other week. Monthly services are to take place at a frequency not exceeding twenty-eight (28) calendar days between each service; work must be performed on the same day every four (4) weeks. The Services shall be scheduled on day(s) as confirmed in the completed annual work plan.
 - a. **Failure to adhere to the annual work plan may result in a deficiency notice and may result in a \$100 service credit per occurrence.**
- 4.3 If the work schedule can not be met or an alternative day(s) need to be scheduled, the Contractor must notify the Department Representative immediate for approval.
 - a. **Failure to notify the City or provide an alternative schedule may result in a deficiency notice and may result in a \$100 service credit per occurrence.**

- 4.4 The Contractor may not change the regular maintenance schedule due to their work force issues.
- 4.5 The basic hours of maintenance services shall be as follows:
- For the months of April through October, 7:00 a.m. to 6:00 p.m.
 - For the months of November through March [Winter Schedule], 7:00 a.m. to 4:00p.m.
- 4.6 No work will be permitted on Sundays unless otherwise stated in the agreement.
- 4.7 The Contractor must be prepared to adjust its schedule to accommodate organized events and festivals at no cost to the City.
- 4.8 The City reserves the right to set a priority schedule indicating the order or time frame that park locations must be serviced.
- 4.9 The City reserves the right to alter the frequency of any service schedule, or the number of amenities and/or sites to be serviced without service credit.

5. CONTRACTOR'S ROLES AND RESPONSIBILITIES

- 5.1 Subject to any limitation set forth herein, the Contractor shall have complete control of the landscaping services and shall effectively direct and supervise all work and activities associated herewith, using their best skill and attention, and shall be solely responsible for all safety, methods, techniques, sequences and procedures and for coordinating parts of the Services.

The Contractor should:

- a) carry out its obligations and duties and provide the regular, weekly, and monthly services as specified in Schedule A-1, Landscape Maintenance Specifications and Checklist with due expedition and in a thoroughly workmanlike manner and at all times act in accordance with all applicable professional standards, principles and practices;

Failure to provide, complete and/or report one or more of the duties listed within Schedule A-1, Landscape Maintenance Specifications and Checklist will result in a deficiency notice per incident.

- b) provide an on-site supervisor, who will be responsible for the overall management and coordination of the Services;
- c) perform the Services at such times as are directed or required by the City;
- d) have regard to such requirements as may be conveyed to it by the Department Representative and shall comply with all reasonable directions of the Department Representative;
- e) not use the City's name for any advertising, or, referencing purposes without the expressly written approval of the Department Representative, or designate;

6. CLOTHING / IDENTIFICATION

The Contractor will ensure that:

- (a) All personnel will wear an attire in a form satisfactory to the Department Representative and that abides by all clothing requirements under the *Workers Compensation Act* and Regulations pursuant thereto; and.
- (b) all Personnel will at all times carry on their person, personal photographic identification.

7. COMMUNICATION

- 7.1 Contractor shall be available at all reasonable times to report and confer with City staff with respect to the Services. Communication shall be available via email and telephone. Phone conversations must be followed up with written communication. Minimally, the Contractor shall provide a contact number and answering service available 24 hours a day, 7 days a week in order to receive service requests from City staff.
- 7.2 The Contractor will designate an individual to serve as the primary point of contact for the duration of the Term of this Agreement. The Contractor shall not change the primary point of contact without written authorization from the City. Contractor will also designate a backup point of contact in the event the primary is not available.
- 7.3 The Contractor, or designate, must respond to City requests for time-sensitive and emergency services within two (2) hours, and general inquiries within twenty-four (24) hours unless otherwise stipulated in the agreement.
- 7.4 In the event of a problem or potential problem that may impact the quality or quantity of work, services, or the level of performance, the Contractor shall notify the City **immediately** in writing and by telephone.

8. CONTRACTOR'S EQUIPMENT

- 8.1 The Contractor's equipment used in the performance of the Services shall be properly equipped to deliver the Services. All vehicles and mowing equipment shall be kept clean, in good mechanical condition, painted to present a neat appearance, show evidence of annual safety inspections and display proper registration and license information.
 - a. All mowing equipment that is to be used on job site must be safe and in good working order with sharp cutting edges.
 - b. Equipment used must have safety features and accessories, as to continually meet all current WCB regulations and/or laws.
 - c. Mowers must be equipped with appropriate guards and/or deflectors to direct all debris downwards and restrict foreign objects from being thrown from the cutting unit enclosure.

- 8.2 All of the Contractor's vehicles and mowing equipment used in the performance of the Services shall be identified on both sides with the full company name, telephone number and ID/ unit number. This must be fully legible and displayed in a professional manner. The Contractor may also be required to display magnetic signs as supplied by the City, identifying the Contractor as a City Contractor. This shall not replace the company identification on the sides of vehicles and equipment.
- 8.3 All of the Contractor's vehicles and mowing equipment shall be equipped with approved back-up alarms, multiple lite revolving / strobe lights, or other necessary warning systems, which shall be maintained and in proper operating condition at all times. In the event of a breakdown, the Contractor shall arrange for reserve equipment, with always the intent to maintain the schedule frequency.
- 8.4 Operator mounted mowing equipment and tractors must be equipped with low-pressure floatation tires designed for use on turf.
- 8.5 Driving speed through City parks will be at a maximum of 10 kms/hour, and the Contractor's vehicles must keep to paved pathways and roads throughout the park to avoid damage to City parkland and park assets. Amber lights on each vehicle must be used during the course of business in City parks.
- 8.6 The mowing equipment shall not travel in excess of 10 kms/hour through City parks. The Contractor's mowing equipment operators shall maintain good safety and driving records, and use extreme caution during mowing.
- 8.7 In case of equipment failure the Contractor will notify the City of the failure immediately and must arrange for reserve equipment, with the intent to maintain the schedule frequency.

9. PARK SECURITY

- 9.1 Any park gates/bollards opened for access into a Park site should be immediately replaced and secured after entrance, then reopened and resecured again when exiting the park. The Contractor will be liable for any damages resulting from not replacing a bollard or securing a bollard or gate.
- a. **Failure to securely replace a bollard or secure a gate upon immediate entry/exit into or out of a park may result in a deficiency notice and may result in a \$100 service credit per incident.**
- b. **Any claims related to unreplaced or unsecured bollards or gates will be the Contractor's responsibility.**

10. FACILITY/GATE KEYS

- 10.1 The Contractor will be issued the necessary facility/gate key/FOB set(s). In no case shall the Contractor make duplicates of any City issued key(s)/FOBs.
- 10.2 Keys will be signed for by the Contractor and upon completion or termination of the Agreement will be returned to the City.

- a. **Failure to return keys to the Department Representative, or designate within three (3) working days of completion or termination of the Agreement will incur a \$100 service credit per day.**
- 10.3 Lost keys / FOBs must be reported immediately to the City within twenty (24) hours from the time the incident occurred.
 - a. **The Contractor shall be responsible for the cost of replacing lost or stolen or unaccounted for keys and/or FOBs, including re-keying doors, gates or locks.**
 - b. **Not reporting lost keys and /or FOBS to the City within 24 hours may result in a deficiency notice and may result in a \$100 service credit.**

11. NON INTERFERENCE

- 11.1 The Contractor will not interfere with the public use of the facility and will conduct its operations as to offer the least possible obstruction and inconvenience to the public or disruption to the peace and quiet of the area within which the Services are to be performed. The Contractor shall at all times ensure the safety of the public while working on Surrey public rights-of-way.
- 11.2 In carrying out the Service, or any portion thereof, the convenience of the public must always be considered and provided for by the Contractor, who must not obstruct any street, thoroughfare or sidewalk longer than necessary. All pedestrian walkways must be maintained in a safe condition at all times. Any discontinuities likely to prove hazardous to the public and / or pedestrians must be removed, barricaded or clearly and safely marked.

12. SIGNAGE

If an area must be closed off to ensure public safety while work is underway, the Contractor must appropriately cone off and secure the area, and provide adequate signage.

13. TRAFFIC CONTROL

The Contractor is to conduct in such a manner to avoid unnecessary interference to existing traffic. For all works on City streets, lanes or sidewalks, all traffic control to be provided by the Contractor, at the Contractor's expense. The Contractor to adhere to the standard procedures and practices prescribed in the Ministry of Transportation and Highways "Traffic Control Manual for Work on Roadways".

- 13.1 The Contractor is to provide, at the Contractor's expense, erect and maintain all requisite barriers, fences or other proper protection and must provide and maintain such flag-persons, watch-persons and lights as may be necessary or as may be ordered by the City in order to ensure safety to the public as well as to those engaged about the premises or Works, and must (where it is practicable in the City's opinion keep any roadway open for the use of the public, or for some restricted use specified by the City for such width as the City may direct.

- 13.2 The Contractor will, from the date of commencement to the date of completion of the Contractor's Work on a given project, assume responsibility for the barricading and signing of hazards resulting from such works, or any other obstruction or impediment to pedestrian or vehicular traffic, be these works in progress prior to or subsequent to the above mentioned date of commencement.
- 13.3 When any work is carried out at night, the Contractor must supply, at the Contractor's expense, a sufficient number of electric or other approved lights to enable the work to be done in an efficient and satisfactory manner, and the City shall have the power to order additional lights at the Contractor's expense if, in the City's opinion, they are or may be required.
- 13.4 No lane closures are permitted during the periods 7am – 9am and 3pm – 6pm, Monday to Friday. Where a safe environment cannot be maintained, the Contractor shall schedule his work during low traffic times at no additional cost to the City.
- 13.5 The Contractor may be requested to apply for and obtain a Traffic Obstruction Permit from the City.

14. LOST PROPERTY

- 14.1 The Contractor is to develop and implement a process and procedure for receiving and maintaining any lost property of value found during the performance of the Services. The Contractor is required to secure the handling of valuables and the disposition of these valuables to the City within 24 hours of the Contractor finding such items.
- 14.2 The City will process the recovery of lost items, and if possible determine their rightful owners, and the disposition of unclaimed articles through the City's auction process.

15. INCLEMENT WEATHER

- 15.1 While the Services are to be continuous, the City reserves the right to suspend any or all work due to poor weather conditions. The City reserves the right to authorize the delayed work to be performed at a later date, or the City may deem it more appropriate to omit the delayed work and resume the normal schedule. The Contractor should not perform any suspended work without written authorization from the City.
- 15.2 While work is suspended due to inclement weather conditions, the Contractor should maintain readiness to resume work when conditions again become favorable enough to proceed.
- 15.3 If the Contractor deems work cannot be completed as per the weekly schedule due to inclement weather, the Contractor must contact the City within 24 (twenty-four) hours and provide an alternative work plan for approval.
- a. Failure to contact the City regarding the delay and or to provide an alternative work plan for approval will result in a deficiency notice and may result in a \$100 service credit per incident.**
- 15.4 In the case of extreme weather situations resulting in extensive landscape damage and/or required remediation (i.e. wind storm resulting in heavy branch/vegetative debris)

that the Contractor believes to be outside of the Scope of Services (Schedule A), the onus is on the Contractor to contact the City and discuss possible options. The City's Department Representative, or designate, shall make the final decision as to whether or not the resulting damage and/or required remediation/removal is within the Scope of Services.

- 15.5 The Contractor may not work or perform services that will result in damaged groundcover or turf areas due to site conditions. Site conditions affecting work performance must be reported to the City representative via the app.

a. **Unreported issues will be considered a missed service, and may result in a deficiency notice per incident.**

16. ENVIRONMENTAL PROTECTION

- 16.1 The Contractor shall be responsible to take all necessary measures to comply with requirements of the Federal and Provincial Environmental Protection Agencies, City Acts and By-Laws Waste Management Act and any other applicable acts in respect to air, earth and water pollutants.

- 16.2 **Pesticides shall NOT be applied as per By-Law 17160.**

17. HEALTH, SAFETY AND PROTECTION

- 17.1 The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Services. The Contractor shall take every precaution to instruct personnel about and otherwise safeguard them against any possible injuries as well as other potential hazards within the parks.

- 17.2 Accident Reports: The Contractor shall comply with all WCB regulations and other regulatory agency requirements for record keeping and reporting of all accidents resulting in death, trauma, or occupational illness. The Contractor shall provide a verbal report to the Department Representative, or designate within one hour of occurrence and a written follow-up report to the Department Representative, or designate within 24 hours of the occurrence.

- 17.3 The Contractor must:

- (a) Take all reasonable steps and precautions to prevent accidents and to preserve the health and safety of contractor's personnel;
- (b) Take all reasonable precautions to prevent the release of hazardous chemicals into the environment;
- (c) Take such additional precautions as the Department Representative, or designate may reasonable require for health, safety and environmental protection; and,
- (d) Any violation of these health, safety and environmental rules and regulations, unless promptly corrected as directed by the Department Representative, or

designate shall be grounds for termination of this contract in accordance with the Default Clause of this Contract.

-END OF PAGE-

SCHEDULE A-1
LANDSCAPE MAINTENANCE SPECIFICATIONS AND CHECKLIST

A. LAWN AREAS:

1. **Mowing:** On each visit, the Contractor will perform mowing operations in a professional manner than ensures a smooth surface appearance without scalping. Preventative measures must be taken to ensure that mowing debris is continually directed downwards from the cutting unit enclosure, and that no damage is caused by the Contractor's equipment to trees, sprinkler heads, monuments or other ground level or above grade fixtures. Alter mowing patterns to prevent rutting and grass from laying down. The Contractor must mow away from plant beds and tree wells; grass clippings are not permitted in tree wells and/or mulched areas.
 - a. **WELL GROOMED' PARKLAND**
 - i. All passive lawns to be mowed to a uniform height of 1.5 – 2 inches (40 – 50 mm) on each visit.
 - ii. All passive lawns will be mowed at a frequency not exceeding 7 calendar days between each cut.
 - iii. Accumulated grass clippings on passive lawn areas are to be fully mulched to maintain lawn health and a neat appearance.
 - b. **GROOMED' PARKLAND**
 - i. All passive lawns to be mowed to a uniform height of 2 – 2.5 inches (50 – 60 mm) on each visit.
 - ii. All passive lawns will be mowed at a frequency not exceeding 14 calendar days between each cut.
 - iii. Accumulated grass clippings on passive lawn areas are to be mulched with grass clumps to be spread out, to maintain lawn health.
 - iv. Where lawn areas are located adjacent to asphalt pathways, a minimum of a 2-metre wide mowing strip must be maintained on both sides of the pathway.
 - c. **MODERATE' PARKLAND**
 - i. All passive lawns to be mowed to a uniform height of 2"– 3" inches (50 – 70 mm) on each visit.
 - ii. All passive lawns will be mowed at a frequency not exceeding 28 calendar days between each cut.
 - i. Accumulated grass clippings on passive lawn areas are to be mulched with grass clumps to be spread out, to maintain lawn health.
 - ii. Where lawn areas are located adjacent to asphalt pathways, a minimum of a 2-metre wide mowing strip must be maintained on both sides of the pathway.

2. **Litter/Debris Control:** On each visit the Contractor shall be responsible for the collection and removal of **both vegetative and non-vegetative litter debris** from all lawn areas within the contracted site prior to mowing. All non-vegetative material is to be disposed of off-site in an acceptable manner. Branches may be deposited in forested areas. Any large/excessive debris (dumped refuse) that the Contractor cannot collect and dispose of must be photo-documented and included within the service App. The City shall have final authority and sole discretion as to the acceptability.
 - a. **WELL GROOMED' PARKLAND**
 - i. **Leaf Removal:** Full removal of leaves is required as scheduled. Leaves can be blown into forested areas where applicable.
 - b. **GROOMED' PARKLAND**
 - i. **Leaf Removal:** Leaf debris on lawn areas can remain if well mulched and well spread out for health of lawn and a tidy appearance. Leaves can be blown into forested areas where applicable. Where a site is deemed unsuitable for mulching equipment and no forested areas are present, full leaf removal is required.
 - c. **MODERATE' PARKLAND**
 - i. **Leaf Removal:** Leaf debris on lawn areas can remain if mulched and spread out for health of lawn. Leaves can be blown into forested areas where applicable. Where a site is deemed unsuitable for mulching equipment and no forested areas are present, full leaf removal is required.
3. **Line Trimming:** All drainage lids, posts, rocks, signs, curbs and expansion joints, fence lines (including interior fence lines on sports fields), log rail, buildings, pathways, sidewalks and expansion joints, and all other hard surfaces and ground level objects adjacent to lawn areas must be neatly trimmed with no scalping of turf or damage to finish of objects. Preventative measures must be taken to ensure that no damage is caused by the Contractor's equipment to trees, sprinkler heads, monuments or other ground level or above grade fixtures. Trees are **EXCLUDED** from all line trimming services.
4. **Encroaching Vegetation Reporting:** Any encroaching vegetation that is obstructing Pedestrian traffic corridors and/or sightlines must be photo-documented and reported to via the service App.

B. HARD SURFACES:

1. **Litter/Debris Control:** On each visit the Contractor shall be responsible for the collection and removal of both vegetative and non-vegetative litter debris from all hard surface areas within the contracted site. These areas include, but are not limited to, parking lots, pedestrian pathways and walkways; pathways through forested areas are not included in this contract. All non-vegetative material is to be disposed of off-site in an acceptable manner. Any large/excessive debris (dumped refuse) that the Contractor cannot collect and dispose of must be photo-documented and included within the service App. The City shall have final authority and sole discretion as to the acceptability.
2. **Weed Control:** On each visit, the Contractor is to provide weed control for the complete suppression/removal of weed growth. The use of pesticides is not permitted.

3. **Pruning:** On an as-needed basis, the contractor must prune back all encroaching vegetation off fences and log rail. All pruning must be performed by, or under the direct supervision of staff trained in proper pruning techniques; all material is to be disposed of off-site in an acceptable manner. Trees are EXCLUDED from all pruning services.
4. **Sweep & Blow:** All debris is to be blown off all hard surfaces at the completion of each service visit.
5. **Encroaching Vegetation Reporting:** Any encroaching vegetation that is obstructing pedestrian traffic corridors and/or sightlines must be photo-documented and reported to via the service App.

-END OF PAGE-

SCHEDULE A-2 LANDSCAPE MAINTENANCE SITE LISTS

PACKAGE A - CLOVERDALE SITE LIST 1

CLOVERDALE PACKAGE					
LOCATION	SITE REF #	SERVICE LEVEL	SURREY MAP INDEX #	SERVICE AREA (m2)	PACKAGE PAGE #
58B - Neighbourhood Park, 19077 72 Ave	058-02	Moderate	058	13,317	1
59D - Greenbelt, 19489 73 Ave	059-02	Groomed	059	7,658	2
63A - Neighbourhood Park, 14929 67 Ave	202-G-06	Groomed	063	1,289	3
63B - Greenbelt, 6726 150 St	202-G-06	Groomed	063	1,255	4
63C - Greenbelt, 6724 150A St	202-G-06	Groomed	063	1,464	5
63E - Greenbelt, 6958 150 St	202-G-23	Groomed	063	2,667	6
63E - Greenbelt, 6958 150 St	202-G-24	Groomed	063	1,382	7
63F - Greenbelt, 14901 69 Ave	202-G-22	Groomed	063	1,452	8
67A - Utility ROW, 18125 64 Ave	202-E-07	Groomed	067	12,919	9
67A - Utility ROW, 18125 64 Ave	202-E-22	Groomed	067	1,120	10
67E - Greenbelt, 17935 68 Ave	202-E-11	Groomed	067	818	11
67F - Greenbelt, 17885 68 Ave	202-E-11	Groomed	067	980	12
68B - Tot-Lot, 6688 184A St	202-D-16	Groomed	068	1,421	13
68C - Greenbelt, 6684 184B St	202-D-16	Groomed	068	674	14
68D - Greenbelt, 6700 185 St	202-D-16	Groomed	068	547	15
68H - Neighbourhood Park, 6901 188 St	068-05	Groomed	068	1,443	16
68I - Neighbourhood Park, 6794 186 St	068-04	Groomed	068	358	17
68J - Greenbelt, 18840 68a Ave	202-D-19	Groomed	068	1,046	18
68K - Greenbelt, 18826 68 Ave	202-D-34	Groomed	068	1,357	19
69B - Neighbourhood Park, 6491 194 St	202-D-24	Groomed	069	2,944	20
69C - Neighbourhood Park, 6650 195 St	202-D-29	Groomed	069	10,054	21
69E - Linear Park, 7043 194b St	202-D-26	Groomed	069	11,073	22
69G - Neighbourhood Park, 19502 66 Ave	202-D-35	Groomed	069	5,411	23
69G - Neighbourhood Park, 19502 66 Ave	101-D-07	Groomed	069	1,475	24
69H - Greenbelt, 19494 65 Ave	202-D-36	Groomed	069	4,789	25
69I - Greenbelt, 7001 196 St	202-D-28	Groomed	069	586	26
69J - Greenbelt, 6933 195a St	202-D-33	Groomed	069	13,215	27
69K - Greenbelt, 19501 68 Ave	101-D-03	Groomed	069	12,332	28
73C - Greenbelt, 14485 57 Ave	202-G-17	Groomed	073	2,651	29
73D - Greenbelt, 14482 57 Ave	202-G-17	Groomed	073	5,433	30
73M - Greenbelt, 14834 62 Ave	073-01	Moderate	073	568	31
74A - Greenbelt, 6133 Killarney Dr	202-G-10	Groomed	074	415	32
75A - Greenbelt, 16477 60 Ave	202-E-21	Groomed	075	2,036	33
75C - Greenbelt, 16505 59 Ave	202-E-21	Groomed	075	2,534	34
75D - Greenbelt, 16551 Old McLellan Rd	202-E-24H	Groomed	075	702	35
75D - Greenbelt, 16551 Old McLellan Rd	075-09	Moderate	075	1,157	36
75F - Greenbelt, 5951 164 St	202-E-24G	Groomed	075	820	37
75G - Greenbelt, 6111 163 St	202-E-24D	Groomed	075	8,687	38
75G - Greenbelt, Floodplain, 6111 163 St	101-D-05	Groomed	075	247	39
75H - Bose Forest Park, 16381 61a Ave	202-E-24A	Groomed	075	697	40
75H - Bose Forest Park, 16381 61a Ave	202-E-24B	Groomed	075	404	41
75J - Greenbelt, 6098 163 St	202-E-24C	Groomed	075	2,237	42
75K - Greenbelt, 6098 163b St	202-E-24C	Groomed	075	561	43
75L - Greenbelt, 16379 60 Ave	202-E-24E	Groomed	075	459	44
75M - Greenbelt, 16790 57 Ave	202-E-26	Groomed	075	2,098	45

**PACKAGE A - CLOVERDALE
SITE LIST 2**

CLOVERDALE PACKAGE					
LOCATION	SITE REF #	SERVICE LEVEL	SURREY MAP INDEX #	SERVICE AREA (m2)	PACKAGE PAGE #
76E - Greenbelt, 5912 169 St	202-E-02	Groomed	076	1,503	46
77D - Utility ROW, 6063 184 St	202-E-06	Groomed	077	17,264	47
77G - Tot-Lot, 18335 56A Ave	202-E-14	Groomed	077	1,974	48
78B - Utility ROW, 6030 184 St	202-D-30	Groomed	078	2,553	49
78D - Greenbelt, 5957 191A St	202-D-09	Groomed	078	3,729	50
78G - Utility ROW, 18812 57 Ave	202-D-04	Groomed	078	4,794	51
78I - Utility ROW, 18695 57 Ave	202-D-32	Groomed	078	4,804	52
78K - Greenbelt, 5672 184B St	202-D-06	Groomed	078	1,946	53
79A - Tot-Lot, 19462 64 Ave	202-D-14	Groomed	079	3,811	54
79B - Greenbelt, 19436 62 Ave	202-D-12	Groomed	079	5,248	55
88C - Greenbelt, 18678 Hwy #10 (56 Ave)	202-D-01	Groomed	078	121	56
A.J. McLellan Park, 16584 62a Ave	202-E-25	Groomed	075	13,772	57
Adams Road Park, 18160 68 Ave	202-E-20	Groomed	067	11,399	58
Bob Rutledge Park, 5448 148 St	202-G-15	Groomed	083	9,280	59
Boothroyd Park - 76A, 6153 171 St	202-E-05	Groomed	076	2,546	60
Brooks Crescent Park, 6050 Brooks Cres	202-D-13	Groomed	079	6,595	61
Churchland Park, 5969 163a St	202-E-24F	Groomed	075	1,519	62
Claude Harvie Park, 5780 182 St	202-E-13	Groomed	077	4,123	63
Clayton Dog-Off-Leash Park, 7011 188 St	202-D-23	Groomed	068	10,866	64
Clayton Hill Park, 18221 Claytonhill Dr	202-E-08	Groomed	067	1,675	65
Clayton Hill Park, 18221 Claytonhill Dr	202-E-18	Groomed	067	6,688	66
Clayton Park, 18513 70 Ave	202-D-15	Groomed	068	3,372	67
Clayton Park, 18513 70 Ave	101-D-01	Well Groomed	068	15,397	68
Clover Ridge Berm - 78F, 19125 Hwy #10=56 Ave	202-D-05	Groomed	078	224	69
Clover Ridge Berm - 78F, 19125 Hwy #10=56 Ave	202-D-05	Groomed	078	123	70
Clover Ridge Park, 19087 57 Ave	202-D-08	Groomed	078	1,008	71
Clover Ridge Park, 19087 57 Ave	202-D-07	Groomed	078	10,795	72
Cloverdale Easement, 5650 179 St	202-E-15	Groomed	077	3,213	73
Cloverdale Heights Park, 5880 Aberdeen St	202-E-03	Groomed	076	2,753	74
Cloverdale Youth Park (old), 17848 64 Ave	202-E-19	Groomed	077	6,342	75
East View Park, 6135 190 St	202-D-10	Groomed	078	19,795	76
George Greenaway School Grounds, 17285 61A	076-02	Groomed	076	3,029	77
Goldstone Park, 5850 146 St	101-G-01	Groomed	075	16,580	78
Greenaway Park, 17905 60 Ave	202-E-01	Groomed	077	12,816	79
Guy Richardson Park, 16940 Friesian Dr	202-E-23	Groomed	076	2,210	80
Hartnell Park, 7065 195 St	202-D-26	Groomed	069	4,816	81
Hazelgrove Park, 7080 190 St	068-06	Well Groomed	068	19,878	82
Hi-Knoll Park, 19569 Colebrook Rd	202-D-20	Groomed	089	821	83
Hillcrest Park, 6530 185 St	101-D-02	Groomed	068	24,469	84
Hunter Park - 88A, 5480 184A St	202-D-02	Groomed	088	14,253	85
Katzie Park, 19433 68 Ave	202-D-27	Groomed	069	16,342	86
Katzie Park, 19433 68 Ave	069-03	Groomed	069	1,180	87
Kettle Crescent Park, 15434 Kildare Dr	202-G-09	Groomed	074	1,269	88
Kettle Crescent Park, 15434 Kildare Dr	202-G-11	Groomed	074	3,032	89
Kettle Crescent Park, 15434 Kildare Dr	202-G-14	Groomed	074	4,654	90
Kettle Crescent Park, 15434 Kildare Dr	202-G-12	Groomed	074	6,547	91
Kettle Crescent Park, 15434 Kildare Dr	202-G-07	Groomed	074	1,914	92
Kettle Crescent Park, 15434 Kildare Dr	202-G-18	Groomed	074	976	93

**PACKAGE A - CLOVERDALE
SITE LIST 3**

CLOVERDALE PACKAGE					
LOCATION	SITE REF #	SERVICE LEVEL	SURREY MAP INDEX #	SERVICE AREA (m2)	PACKAGE PAGE #
Kilkee Drive Park, 5804 Kilkee Dr	202-G-13	Groomed	074	9,425	94
Magee Park, 6872 191 St	202-D-17	Groomed	068	4,064	95
McKenzie Park, 5888 184B St	202-D-03	Groomed	078	309	96
North Creek Park, 6895 180 St	202-E-10	Groomed	067	548	97
Panorama Village Park, 14899 57 Ave	202-G-16	Groomed	073	14,672	98
Pickard Park, 18880 69 Ave	202-D-18	Groomed	068	3,137	99
Port Kells Park, 19340 88 Ave	049-02	Well Groomed	049	10,092	100
Provincetown Park, 6994 180 St	202-E-10	Groomed	067	3,185	101
Shannon Hill Park, 18320 54 Ave	202-E-17	Groomed	087	1,643	102
Shannon Hill Park, 18320 54 Ave	202-E-16	Groomed	087	7,706	103
Shannon Park, 7312 192a St	059-01	Groomed	059	7,194	104
Starr Park, 19333 66 Ave	202-D-22	Groomed	069	9,058	105
Sullivan Elementary School Park, 15285 Kildare Dr	202-G-08	Groomed	074	2,805	106
Sullivan Heights Park, 6322 144 St	202-G-27	Groomed	073	6,118	107
Sullivan Heights Park, 6322 144 St	101-G-02	Well Groomed	073	14,200	108
Sunrise Ridge Park, 18725 58 Ave	202-D-11	Groomed	078	10,622	109
Sunrise Ridge Park, 18725 58 Ave	202-D-31	Groomed	078	8,386	110
Sunrise Ridge Park, 18725 58 Ave	202-D-25	Groomed	078	1,799	111
T.E. Scott Park, 6998 148 St	202-G-29	Groomed	063	19,528	112
Wade Park, 7081 189 St	202-D-21	Groomed	068	4,918	113
Walkway - 60 Ave & 167 St	202-E-12	Groomed	075	2,318	114
Walkway - 68 Ave & 182 St	202-E-09	Groomed	067	4,017	115
Watson Park - 77B, 6269 180A St	077-07	Groomed	077	543	116
Wrayton Park, 6027 170B St	202-E-04	Groomed	076	911	117

**PACKAGE B - GUILDFORD/FLEETWOOD
SITE LIST1**

Guildford/Fleetwood					
LOCATION	SITE REF #	SERVICE LEVEL	SURREY MAP INDEX #	SERVICE AREA (m2)	PACKAGE PAGE #
03B - Greenbelt, 113 - Roxburgh Rd	003-01	Groomed	003	1,131	1
04B - Walkway, 11371 153A St	004-02	Groomed	004	451	2
04D - Greenbelt, 11288 159A St	004-01	Groomed	004	1,541	3
04F - Community Park, 11265 156 St	004-03	Moderate	004	373	4
04F - Community Park, 11265 156 St	004-04	Moderate	004	698	5
14A - Greenbelt, 15925 107 Ave	014-05	Moderate	014	644	6
14B - Greenbelt, 10794 159 St	014-06	Moderate	014	439	7
14D - Greenbelt, 15274 111A Ave	014-07	Moderate	014	164	8
14G - Greenbelt, 10652 156 St	014-03	Groomed	014	158	9
15B - Greenbelt, 10900 164A St	015-22	Moderate	015	50	10
15E - Greenbelt, 16263 Glenwood Crescent South	015-17	Groomed	015	389	11
15F - Greenbelt, 16326 Glenwood Crescent South	015-12	Groomed	015	1,914	12
15G - Greenbelt, 10494 Fraserglen Dr	015-07	Groomed	015	588	13
15H - Greenbelt, 16341 104 Ave	015-16	Groomed	015	2,289	14
15I - Greenbelt, 10406 Fraserglen Dr	015-05	Groomed	015	104	15
15J - Greenbelt, 10716 Fraserglen Dr	015-10	Groomed	015	880	16
15L - Greenbelt, 10751 Eastglen Close	015-13	Groomed	015	1,252	17
15O - Greenbelt, 16549 104 Ave	015-20	Groomed	015	559	18
23C - Tot-Lot, 14757 101A Ave	023-06	Groomed	023	351	19
23E - Greenbelt, 14905 99a Ave	023-03	Groomed	023	597	20
23H - Walkway, 15025 98 Ave	023-04	Groomed	023	872	21
23J - Greenbelt, 14978 96A Ave	023-05	Groomed	023	372	22
23L - Greenbelt, 15195 96 Ave	023-19	Groomed	023	1,221	23
23M - Walkway, 9718 151b St	023-18	Groomed	023	314	24
24H - Greenbelt, 9746 156 St	024-02	Groomed	024	363	25
24H - Greenbelt, 9746 156 St	024-07	Groomed	024	798	26
24K - Greenbelt, 9859 158A St	024-04	Groomed	024	605	27
24L - Greenbelt, 9873 159 St	024-03	Groomed	024	4,748	28
24N - Tot-Lot - VIP Site, 10126 159 St	024-05	Groomed	024	483	29
24P - Greenbelt, 9965 159 St	024-06	Groomed	024	997	30
25A - Greenbelt, 16678 Parkview Pl	025-01	Moderate	025	1,957	31
26B - Greenbelt, 10093 172 St	026-04	Moderate	026	785	32
27A - Greenbelt, 9988 181 St	027-02	Moderate	027	807	33
27D - Greenbelt, 17844 99 Ave	027-03	Moderate	027	2,864	34

**PACKAGE B - GUILDFORD/FLEETWOOD
SITE LIST 2**

Guildford/Fleetwood					
LOCATION	SITE REF #	SERVICE LEVEL	SURREY MAP INDEX #	SERVICE AREA (m2)	PACKAGE PAGE #
33A - Utility ROW, 14904 95 Ave	033-09	Moderate	033	2,358	35
33C - Tot-Lot, 14484 91 Ave	033-01	Groomed	033	1,189	36
33D - Greenbelt, 9111 146 St	033-02	Groomed	033	1,912	37
33F - Tot-Lot, 14506 89 Ave	033-07	Groomed	033	904	38
33I - Greenbelt, 8998 146A St	033-06	Groomed	033	815	39
33M - Detention Pond, 9184 144 St	033-08	Moderate	033	1,589	40
34A - Utility ROW, 15472 95A Ave	034-06	Groomed	034	1,967	41
34A - Utility ROW, 15472 95A Ave	034-21	Groomed	034	274	42
34A - Utility ROW, 15472 95A Ave	034-22	Groomed	034	198	43
34A - Utility ROW, 15472 95A Ave	034-08	Groomed	034	299	44
34A - Utility ROW, 15472 95A Ave	034-09	Groomed	034	167	45
34A - Utility ROW, 15472 95A Ave	034-10	Groomed	034	93	46
34A - Utility ROW, 15472 95A Ave	034-11	Groomed	034	124	47
34A - Utility ROW, 15472 95A Ave	034-12	Groomed	034	85	48
34A - Utility ROW, 15472 95A Ave	034-16	Moderate	034	7,360	49
34B - Utility ROW, 15816 95A Ave	034-13	Groomed	034	578	50
34B - Utility ROW, 15816 95A Ave	034-14	Groomed	034	251	51
34B - Utility ROW, 15816 95A Ave	034-17	Moderate	034	6,012	52
34G - Greenbelt, 15452 90A Ave	034-04	Groomed	034	5,897	53
34H - Greenbelt, 15466 90 Ave	034-05	Groomed	034	3,400	54
34K - Greenbelt, 15811 93A Ave	034-15	Groomed	034	827	55
35A - Utility ROW, 9531 161 St	035-03	Moderate	035	1,254	56
35B - Utility ROW, 16102 95A Ave	035-04	Moderate	035	1,815	57
35C - Utility ROW, 9530 162A St	035-05	Moderate	035	1,848	58
35E - Greenbelt, 16190 93a Ave	035-14	Moderate	035	1,213	59
35G - Greenbelt, 9208 164 St	035-12	Moderate	035	398	60
43B - Greenbelt, 14584 86A Ave	043-02	Groomed	043	1,120	61
43C - Greenbelt, 14934 88 Ave	043-17	Moderate	043	839	62
43D - Greenbelt, 8418 144 St	043-01	Groomed	043	696	63
43H - Greenbelt, 8727 148 St	043-16	Moderate	043	2,629	64
43M - Greenbelt, 15046 85A Ave	043-07	Moderate	043	239	65
43V - Greenbelt, 15177 81 Ave	043-09	Moderate	043	185	66
44D - Walkway, 15333 85A Ave	044-02	Groomed	044	670	67
44E - Detention Pond, 8453 154 St	044-07	Moderate	044	5,898	68
44H - Walkway, 8150 154b St	044-12	Groomed	044	222	69

**PACKAGE B - GUILDFORD/FLEETWOOD
SITE LIST 3**

Guildford/Fleetwood					
LOCATION	SITE REF #	SERVICE LEVEL	SURREY MAP INDEX #	SERVICE AREA (m2)	PACKAGE PAGE #
45A - Greenbelt, 8399 167a St	045-07	Moderate	045	1,332	70
45E - Walkway, 8451 166A St	045-03	Groomed	045	569	71
46D - Greenbelt, 8332 170a St	046-07	Moderate	046	298	72
46D - Greenbelt, 8332 170a St	046-08	Moderate	046	203	73
53E - Greenbelt, 7400 148 St	053-01	Groomed	053	3,282	74
54A - Greenbelt, 7611 156 St	054-04	Groomed	054	689	75
55A - Utility ROW, 7888 160 St	055-07	Moderate	055	3,453	76
55B - Greenbelt, 16695 77 Ave	055-03	Moderate	055	313	77
55C - Greenbelt, 16254 80 Ave	055-01	Moderate	055	683	78
55E - Greenbelt, 16322 77 Ave	055-08	Groomed	055	404	79
55H - Greenbelt, 7938 167a St	055-05	Moderate	055	1,747	80
55I - Greenbelt, 7711 161A St	055-02	Moderate	055	148	81
55J - Greenbelt, 16696 77 Ave	055-03	Moderate	055	331	82
55J - Greenbelt/55F - Greenbelt, 16794 76 Ave	055-09	Moderate	055	664	83
55K - Greenbelt, 16659 78a Ave	055-04	Moderate	055	1,006	84
56A - Neighbourhood Park, 7850 168a St	056-03	Groomed	056	7,123	85
56B - Greenbelt, 7852 168 St	056-02	Groomed	056	1,238	86
Abbey Glen Park, 17189 103 Ave	026-02	Groomed	026	2,741	87
Abbey Glen Park, 17189 103 Ave	026-03	Groomed	026	140	88
August Drive Park, 8715 August Dr	044-01	Groomed	044	1,658	89
Barnston Park, 9998 Lyncean Dr	027-01	Moderate	027	4,512	90
Barry Mather Park, 15039 92A Ave	033-05	Groomed	033	5,794	91
Bel-Air Park - 34D, 9314 157 St	034-03	Groomed	034	3,845	92
Berkshire Park, 9283 154 St	034-02	Groomed	034	4,354	93
Bonaccord Park, 14962 98 Ave	023-20	Well Groomed	023	11,601	94
Bonnie Schrenk Park, 16510 84 Ave	045-08	Well Groomed	045	5,400	95
Bothwell Elementary School Park, 10148 170A St	026-01	Groomed	026	5,774	96
Bothwell Park, 9435 168 St	035-01	Groomed	035	11,259	97
Bothwell Park, 9435 168 St	035-11	Moderate	035	386	98
Bothwell Park, 9435 168 St	035-06	Moderate	035	117	99
Bothwell Park, 9435 168 St	035-15	Moderate	035	157	100
Bothwell Park, 9435 168 St	035-16	Moderate	035	262	101
Bothwell Park, 9435 168 St	035-17	Moderate	035	3,000	102

**PACKAGE B - GUILDFORD/FLEETWOOD
SITE LIST 4**

Guildford/Fleetwood					
LOCATION	SITE REF #	SERVICE LEVEL	SURREY MAP INDEX #	SERVICE AREA (m2)	PACKAGE PAGE #
Briarwood Park, 9735 156 St	024-01	Groomed	024	7,721	103
British Manor Park, 14440 79 Ave	053-03	Groomed	053	1,003	104
British Manor Park, 14440 79 Ave	053-04	Groomed	053	3,986	105
British Manor Park, 14440 79 Ave	053-05	Groomed	053	65	106
British Manor Park, 14440 79 Ave	053-08	Moderate	053	153	107
British Manor Park, 14440 79 Ave	053-09	Moderate	053	113	108
British Manor Park, 14440 79 Ave	053-10	Moderate	053	270	109
British Manor Park, 14440 79 Ave	053-11	Moderate	053	139	110
British Manor Park, 14440 79 Ave	053-12	Moderate	053	38	111
British Manor Park, 14440 79 Ave	053-13	Moderate	053	95	112
Bucci Park, 16488 86b Ave	045-06	Moderate	045	2,361	113
Bucci Park, 8594 166 St	045-04	Groomed	045	15,384	114
Cedar Greens Park, 15738 83a Ave	044-03	Groomed	044	2,613	115
Charles Richardson Nature Reserve, 16934 88 Ave	046-02	Moderate	046	232	116
Charles Richardson Nature Reserve, 16934 88 Ave	046-03	Moderate	046	747	117
Charles Richardson Nature Reserve, 16934 88 Ave	046-04	Moderate	046	150	118
Charles Richardson Nature Reserve, 16934 88 Ave	046-05	Moderate	046	195	119
Charles Richardson Nature Reserve, 16934 88 Ave	046-11	Moderate	046	576	120
Charles Richardson Nature Reserve, 16934 88 Ave	045-11	Moderate	046	234	121
Charles Richardson Nature Reserve, 17166 85a Ave	046-09	Moderate	046	39	122
Charles Richardson Nature Reserve, 8444 168 St	046-01	Moderate	046	882	123
Chimney Heights Park, 14677 74 Ave	053-07	Well Groomed	053	10,827	124
Chimney Hill Park, 15070 76 Ave	053-02	Groomed	053	41,983	125
Coast Meridian Park, 8225 170 St	046-06	Well Groomed	046	5,031	126
Coast Meridian Park, 8225 170 St	046-10	Well Groomed	046	324	127
Cottonwood Park, 16144 78 Ave	055-01	Groomed	055	2,745	128
Cottonwood Park, 16144 78 Ave	055-02	Moderate	055	73	129
Coyote Creek Park, 8077 156 St	044-04	Groomed	044	7,942	130
Coyote Springs Park, 8108 164A St	045-02	Groomed	045	3,591	131
Davidson Park, 9905 157 St	024-08	Moderate	024	5,760	132
Douglas Park, 15044 99A Ave	023-02	Groomed	023	14,695	133
Ellendale Park, 14665 110A Ave	013-03	Groomed	013	3,220	134
Enver Creek Park, 8170 146 St	043-14	Well Groomed	043	15,038	135
Enver Creek Park, 8232 148 St	043-11	Moderate	043	172	136

**PACKAGE B - GUILDFORD/FLEETWOOD
SITE LIST 5**

Guildford/Fleetwood					
LOCATION	SITE REF #	SERVICE LEVEL	SURREY MAP INDEX #	SERVICE AREA (m2)	PACKAGE PAGE #
Erma Stephenson Park, 15920 110 Ave	014-04	Well Groomed	014	19,472	137
Evergreen Tot-Lot - VIP Site, 15112 87B Ave	043-03	Groomed	043	537	138
Fern Park, 9420 164 St	035-02	Groomed	035	912	139
Fleetwood Meadows Park, 16267 87 Ave	045-05	Groomed	045	1,153	140
Fleetwood Park, 15802 80 Ave	054-03	Moderate	054	6,684	141
Fleetwood Park, 15802 80 Ave	054-02	Well Groomed	054	33,843	142
Francis Park, 15951 83 Ave	044-11	Well Groomed	044	18,050	143
Fraser Heights Park, 10588 160 St	015-06	Groomed	015	1,280	144
Fraser Heights Park, 10588 160 St	015-08	Groomed	015	1,023	145
Fraser Heights Park, 10588 160 St	015-09	Groomed	015	721	146
Fraser Heights Park, 10588 160 St	015-11	Groomed	015	1,327	147
Fraser Heights Park, 10588 160 St	015-28	Groomed	015	6,991	148
Fraser Heights Park, 10588 160 St	015-29	Well Groomed	015	11,629	149
Fraser View Park, 11210 159A St	005-01	Groomed	005	2,251	150
Fraser View Park, 11210 159A St	005-02	Groomed	005	16,953	151
Fraser Wood Park, 10621 Arbutus Wynd	015-19	Groomed	015	15,402	152
Fraserglen Park, 10633 Fraserglen Dr	015-15	Groomed	015	2,701	153
Fraserglen Park, 10634 Fraserglen Dr	015-14	Groomed	015	2,593	154
Freedom Dog-Off-Leash Park, 15452 84 Ave	044-06	Moderate	044	4,513	155
Freedom Dog-Off-Leash Park, 15452 84 Ave	044-05	Groomed	044	1,518	156
Freedom Dog-Off-Leash Park, 15452 84 Ave	044-10	Groomed	044	270	157
Frost Road Park, 8607 164 St	045-10	Well Groomed	045	14,679	158
Glenwood Park, 16625 Glenwood Cres South	015-18	Groomed	015	7,517	159
Green Timbers Urban Forest Park, 14698 96 Ave	023-11	Moderate	023	8,135	160
Green Timbers Urban Forest Park, 14698 96 Ave	023-12	Moderate	023	5,856	161
Guildford Heights Park, 10310 154 St	024-11	Well Groomed	024	19,629	162
Hjorth Road Park, 10275 148 St	023-21	Well Groomed	023	19,186	163
Holly Park, 10706 148 St	013-07	Well Groomed	013	31,902	164
Hummingbird Park, 11083 Swan Cres	013-01	Groomed	013	3,789	165
Invergarry Park, 14400 Currie Dr	003-02	Moderate	003	3,940	166
Invergarry Park, 14400 Currie Dr	003-03	Moderate	003	750	167
J.R. Douglas Park, 10885 162B St	015-03	Groomed	015	16,378	168
Johnston Heights Park, 9693 151A St	023-01	Groomed	023	3,768	169
Kurtenacker Park, 9078 162A St	035-07	Groomed	035	5,398	170

**PACKAGE B - GUILDFORD/FLEETWOOD
SITE LIST 6**

Guildford/Fleetwood					
LOCATION	SITE REF #	SERVICE LEVEL	SURREY MAP INDEX #	SERVICE AREA (m2)	PACKAGE PAGE #
Lionel Courchene Park, 9900 154 St	024-12	Well Groomed	024	11,284	171
Maple Green Park, 8959 150 St	033-04	Groomed	033	18,402	172
Maple Park, 14939 84 Ave	043-04	Groomed	043	28,758	173
Maple Park, 14939 84 Ave	043-06	Moderate	043	205	174
Meagan Anne MacDougall Park, 15385 90 Ave	034-01	Groomed	034	15,521	175
Morningside Park, 8229 150 St	043-05	Groomed	043	4,799	176
North Point Park, 16088 109 Ave	015-02	Groomed	015	13,830	177
North Slope Buffer - Greenbelt, 11260 164 St	005-04	Moderate	005	212	178
Northview Park, 11149 156 St	014-02	Groomed	014	2,799	179
Price Creek Park, 8732 146 St	043-08	Moderate	043	2,012	180
Price Creek Park, 8732 146 St	043-10	Moderate	043	3,046	181
Ridgeview Park, 10894 165 St	015-23	Moderate	015	89	182
Ridgeview Park, 10894 165 St	015-24	Moderate	015	86	183
Ridgeview Park, 10900 164A St	015-22	Moderate	015	50	184
Ridgeview Park, 16592 109A Ave	015-01	Moderate	015	10,405	185
Ridgeview Park, 16592 109A Ave	015-25	Moderate	015	366	186
Robin Park, 11240 150 St	003-04	Well Groomed	003	15,720	187
Serpentine Headwaters Park, 10249 160 St	024-10	Moderate	024	822	188
Serpentine Headwaters Park, 10295 158 St	024-09	Moderate	024	479	189
Serpentine Heights Park, 16151 92 Ave	035-13	Well Groomed	035	7,449	190
Surrey Lake, 7500 152 St	054-01	Moderate	054	746	191
Walkway - 16450 110 Ave	015-26	Moderate	015	55	192
Walkway - 16450 110 Ave	015-27	Moderate	015	60	193
Walnut Park, 16175 80A Ave	045-01	Groomed	045	13,551	194
West Fraser Heights Park, 10701 158 St	014-01	Groomed	014	456	195
Whalley Reservoir Grounds, 14619 104A Ave	013-04	Moderate	013	2,771	196
William Watson Park, 16510 80 Ave	055-04	Moderate	055	3,302	197
Woodland Park, 9095 158 St	034-07	Groomed	034	5,621	198

PACKAGE C - NEWTON
SITE LIST 1

NEWTON					
LOCATION	SITE REF #	SERVICE LEVEL	SURREY MAP INDEX #	SERVICE AREA (m2)	PACKAGE PAGE #
40C - Utility ROW, 12592 82 Ave	040-04	Moderate	040	4,741	1
41A - Greenbelt, 8613 132 St	041-03	Moderate	041	311	2
41B - Utility ROW, 8630 132 St	041-04	Moderate	041	309	3
41E - Walkway, 13348 84 Ave	041-02	Groomed	041	795	4
41F - Greenbelt, 8766 132 St	041-05	Moderate	041	396	5
42C - Utility ROW, 14204 82a Ave	042-01	Groomed	042	1,840	6
42C - Utility ROW, 14204 82a Ave	042-03	Moderate	042	582	7
42C - Utility ROW, 14204 82a Ave	042-05	Moderate	042	1,218	8
42C - Utility ROW, 14204 82a Ave	042-08	Moderate	042	459	9
42C - Utility ROW, 14204 82a Ave	042-11	Moderate	042	9,187	10
42P - Greenbelt, 8261 142B St	042-04	Moderate	042	274	11
50B - Serpentine Dog-Off-Leash Park, 12586 80 Ave	050-04	Groomed	050	1,527	12
50B - Serpentine Dog-Off-Leash Park, 12586 80 Ave	050-06	Groomed	050	4,298	13
50B - Serpentine Dog-Off-Leash Park, 12586 80 Ave	050-07	Moderate	050	12,089	14
50B - Serpentine Dog-Off-Leash Park, 12586 80 Ave	050-08	Moderate	050	7,767	15
50G - Detention Pond, 7376 122a St	050-15	Moderate	050	1,848	16
50G - Detention Pond, 7376 122a St	050-05	Groomed	050	986	17
50J - Utility ROW, 7384 124 St	050-14	Moderate	050	2,213	18
51A - Greenbelt, 7850 132 St	051-03	Moderate	051	707	19
51B - Walkway, 12836 72B Ave	051-02	Groomed	051	544	20
51C - Walkway, 12807 72 Ave	051-02	Groomed	051	355	21
60C - Greenbelt, 12506 66 Ave	202-I-18	Groomed	060	2,575	22
60D - Utility ROW, 12520 68 Ave	202-I-20	Groomed	060	8,259	23
60E - Utility ROW, 12485 69a Ave	202-I-06	Groomed	060	16,854	24
60F - Greenbelt, 6711 122A St	202-I-03	Groomed	060	911	25
61D - Greenbelt, 12948 68 Ave	202-I-09	Groomed	061	485	26
61E - Greenbelt, 12899 67a Ave	202-I-11	Groomed	061	202	27
61H - Detention Pond, 13077 66a Ave	202-I-08	Groomed	061	4,065	28
61J - Detention Pond, 6488 130a St	202-I-22	Groomed	061	1,678	29
61L - Greenbelt, 6718 135 St	202-I-15	Groomed	061	2,205	30
61M - Greenbelt, 13261 64A Ave	202-I-13	Groomed	061	3,036	31
62D - Greenbelt, 14341 68 Ave	202-G-21	Groomed	062	352	32
62D - Greenbelt, 14341 68 Ave	202-G-26	Groomed	062	499	33
62H - Greenbelt, 14120 Hyland Rd	202-G-02	Groomed	062	890	34
62H - Greenbelt, 14120 Hyland Rd	202-G-04	Groomed	062	2,370	35
62J - Greenbelt, 6571 138 St	202-G-28	Groomed	062	341	36

PACKAGE C - NEWTON
SITE LIST 2

NEWTON					
LOCATION	SITE REF #	SERVICE LEVEL	SURREY MAP INDEX #	SERVICE AREA (m2)	PACKAGE PAGE #
70A - Utility ROW, 12492 64 Ave	202-F-18	Groomed	070	7,219	37
70B - Linear Park, 5697 125A St	202-F-01	Groomed	070	5,835	38
70C - Greenbelt, 12368 56 Ave	202-F-02	Groomed	070	2,818	39
70D - Greenbelt, 12054 57A Ave	202-F-03	Groomed	070	2,485	40
70J - Utility ROW, 12643 60a Ave	202-F-17	Groomed	070	6,989	41
70K - Utility ROW, 12717 60 Ave	202-F-17	Groomed	070	221	42
71K - Walkway, 6074 132a St	202-F-15	Groomed	071	1,177	43
71N - Greenbelt, 6120 129A St	202-F-08	Groomed	071	1,430	44
72A - Greenbelt, 13731 63A Ave	202-G-19	Groomed	072	289	45
72D - Greenbelt, 5812 136 St	202-F-19	Groomed	072	492	46
72N - Greenbelt, 14113 60Ave	072-02	Moderate	072	1,475	47
Amelia Adams Park, 8546 121A St	040-03	Groomed	040	5,718	48
Arbutus Park - 62B, 7055 141 St	202-G-05	Groomed	062	2,013	49
Aspen Park - 71L, 13380 59B Ave	202-F-11	Groomed	071	10,266	50
Bear Creek Park, 13750 88 Ave	042-02	Well Groomed	042	142,916	51
Beaver Creek Heights Park, 6722 122A St	202-I-02	Groomed	060	12,170	52
Beaver Creek Park, 12270 66 Ave	202-I-01	Groomed	060	15,231	53
Blvd, Scott Rd & Hwy 10 - NE corner	101-G-05	Groomed	070	1,054	54
Blvd, Sign @ Hwy 10 & 120 St	202-F-04	Groomed	070	399	55
Boundary Park, 6058 Boundary Dr West	202-F-05	Groomed	070	39,223	56
Boundary Park, 6058 Boundary Dr West	202-F-06	Groomed	070	1,480	57
Cartwright Lookout, 13513 56 Ave	101-F-01	Groomed	071	182	58
Corrigan Park, 5921 126 St	202-F-21	Groomed	070	5,664	59
Cougar Creek Park, 6889 123 St	202-I-05	Groomed	060	11,531	60
Cougar Creek Park, 6889 123 St	202-I-04	Groomed	060	8,440	61
Dominion Park, 8225 134 St	041-01	Groomed	041	22,805	62
East View Trail, 7648 125 St	050-03	Groomed	050	1,198	63
Evershine Park, 12688 70 Ave	202-I-07	Groomed	060	9,738	64
Frank Hurt Park, 13828 77 Ave	052-07	Moderate	052	724	65
Goodrich Place Park, 7645 Goodrich Pl	052-03	Groomed	052	582	66
Hayle Place Park, 6996 Hayle Pl	202-I-17	Groomed	061	635	67
Hazelnut Meadows Community Park, 14069 68 Ave	202-G-25	Groomed	062	344	68
Hazelnut Meadows Community Park, 14069 68 Ave	101-G-03	Groomed	062	10,250	69
Hazelnut Meadows Community Park, 14069 68 Ave	101-G-03	Well Groomed	062	11,861	70

**PACKAGE C - NEWTON
SITE LIST 3**

NEWTON					
LOCATION	SITE REF #	SERVICE LEVEL	SURREY MAP INDEX #	SERVICE AREA (m2)	PACKAGE PAGE #
Heritage Woods Park, 13468 63 Ave	202-F-13	Groomed	071	2,259	71
Hyland Creek Park, 6542 138 St	202-G-01	Groomed	062	20,039	72
Hyland Creek Park, 6542 138 St	202-G-20	Groomed	062	580	73
Hyland Creek Park, 6542 138 St	202-G-28	Groomed	062	978	74
Jack 'n Jill Tot-Lot, 12852 68 Ave	202-I-10	Groomed	061	3,093	75
Joe Brown Park, 5381 125A St	202-F-09	Groomed	080	3,110	76
John Tompson Park, 14324 Hawkstream Dr	052-04	Groomed	052	417	77
John Tompson Park, 14324 Hawkstream Dr	052-05	Moderate	052	541	78
John Tompson Park, 14324 Hawkstream Dr	052-06	Moderate	042	57	79
Kabaddi Park, 7017 122 St	202-I-16	Groomed	060	9,874	80
Kennedy Trail Park, 12237 82 Ave	040-02	Groomed	040	10,184	81
M.J. Norris Park, 6539 129A St	202-I-12	Groomed	061	19,295	82
McLeod Park, 6306 140 St	072-01	Groomed	072	5,593	83
Newton Athletic Park, 7395 128 St	050-02	Groomed	050	13,353	84
Newton Athletic Park, 7395 128 St	050-09	Moderate	050	6,376	85
Newton Athletic Park, 7395 128 St	050-12	Well Groomed	050	45,260	86
Newton Cultural Centre Grounds, 13530 72 Ave	202-I-23	Well Groomed	061	549	87
Newton Pond, 13720 70 Ave	062-10	Groomed	062	7,935	88
Newton Pond, 13720 70 Ave	062-11	Moderate	062	849	89
Newton Reservoir Park, 6275 128 St	202-F-16	Groomed	070	12,030	90
Nichol Estates Park, 7415 144 St	052-01	Groomed	052	4,744	91
Panorama Heights Park, 6181 131A St	202-F-07	Groomed	071	4,234	92
Panorama Park, 12863 60 Ave	202-F-10	Groomed	071	17,648	93
Parkwood Village Park, 12901 73 Ave	051-01	Groomed	051	10,270	94
Peter Pan Park, 12225 80 Ave	040-01	Groomed	040	4,357	95
Pioneer Park, 6572 133 St	202-I-13	Groomed	061	28,435	96
Princess Margaret Park, 7044 128 St	202-I-21	Groomed	061	9,015	97
Puss in Boots Park, 7120 129A St	202-I-19	Groomed	061	575	98
R.A. Nicholson Park, 12140 75A Ave	050-16	Groomed	050	14,680	99
R.A. Nicholson Park, 12140 75A Ave	050-17	Groomed	050	1,170	100
Senator Reid Park, 6115 136 St	202-F-12	Groomed	071	14,826	101
Strawberry Hill Park, 7676 122 St	050-13	Well Groomed	050	19,705	102
Summerwynd Park, 13074 66A Ave	202-I-14	Groomed	061	5,781	103
Todd Crescent Park, 14075 73 Ave	052-02	Groomed	052	4,818	104
Tom Thumb Tot-Lot, 6703 141 St	202-G-03	Groomed	062	358	105
Wildwood Park, 13419 62 Ave	202-F-14	Groomed	071	2,561	106

PACKAGE D - NORTH SURREY
SITE LIST 1

NORTH SURREY					
LOCATION	SITE REF #	SERVICE LEVEL	SURREY MAP INDEX #	SERVICE AREA (m2)	PACKAGE PAGE #
0A - Greenbelt, 12479 113 Ave	000-01	Groomed	000	650	1
02B - Greenbelt, 14248 Currie Dr	002-01	Moderate	002	265	2
11C - Greenbelt, Ravine Rd & King George Blvd	011-08	Moderate	011	1,542	3
12H - Utility ROW, 10550 140 St	012-07	Moderate	012	2,464	4
21A - Greenbelt, 13074 98A Ave	021-03	Moderate	021	793	5
21C - Tot-Lot, 9652 129 St	021-01	Groomed	021	1,719	6
22B - Utility ROW, 13900 100 Ave	022-05	Moderate	022	4,212	7
22C - Greenbelt, 13865 96 Ave	022-02	Groomed	022	1,183	8
22D - Utility ROW, 13931 100 Ave	022-03	Moderate	022	8,370	9
30A - Tot-Lot, 12304 92A Ave	030-01	Groomed	030	548	10
30D - Greenbelt, 9501 126A St	030-03	Groomed	030	674	11
30E - Utility ROW, 12719 88 Ave	030-07	Moderate	030	420	12
30E - Utility ROW, 12719 88 Ave	030-08	Moderate	030	3,533	13
31E - Utility ROW, 13378 92 Ave	031-07	Moderate	031	4,257	14
31F - Greenbelt, 13540 96 Ave	031-11	Moderate	031	727	15
31H - Utility ROW, 8985 Queen Mary Blvd	031-05	Moderate	031	158	16
31H - Utility ROW, 8985 Queen Mary Blvd	031-06	Moderate	031	7,996	17
31H - Utility ROW, 8985 Queen Mary Blvd	031-10	Moderate	031	864	18
32A - Greenbelt, 13847 94 Ave	032-07	Moderate	032	3,263	19
32B - Utility ROW, 9409 140 St	032-03	Groomed	032	289	20
32B - Utility ROW, 9409 140 St	032-16	Moderate	032	3,247	21
32D - Utility ROW, 9325 138 St	032-05	Moderate	032	465	22
32D - Utility ROW, 9325 138 St	032-06	Moderate	032	488	23
32E - Greenbelt, 13720 92 Ave	032-01	Groomed	032	1,182	24
32E - Greenbelt, 13720 92 Ave	032-08	Moderate	032	562	25
32E - Greenbelt, 13720 92 Ave	032-09	Moderate	032	302	26
32E - Greenbelt, 13720 92 Ave	032-10	Moderate	032	309	27
32E - Greenbelt, 13720 92 Ave	032-11	Moderate	032	196	28
32E - Greenbelt, 13720 92 Ave	032-12	Moderate	032	80	29
32G - Greenbelt, 8854 Ursus Cres	032-13	Moderate	032	132	30
32L - Greenbelt, 8857 143a St	032-14	Moderate	032	727	31
32Q - Greenbelt, 14340 90 Ave	032-15	Moderate	032	190	32

PACKAGE D - NORTH SURREY
SITE LIST 2

NORTH SURREY					
LOCATION	SITE REF #	SERVICE LEVEL	SURREY MAP INDEX #	SERVICE AREA (m2)	PACKAGE PAGE #
A.H.P. Matthew Park, 9762 132 St	021-04	Well Groomed	021	5,527	33
Antrim Triangle, 13952 110 Ave	012-08	Groomed	012	2,732	34
Bear Creek Heights Tot-Lot, 8966 139A St	032-02	Groomed	032	517	35
Bog Park - 21D, 9740 130 St	021-09	Groomed	021	2,006	36
Bolivar Park, 13591 Crestview Dr	001-01	Groomed	001	5,843	37
Bolivar Park, 13591 Crestview Dr	001-02	Groomed	001	466	38
Bolivar Park, 13591 Crestview Dr	001-03	Well Groomed	001	27,553	39
Bridgeview Park, 11475 126A St	000-02	Well Groomed	000	19,384	40
Brownsville Bar Park, 11931 Old Yale Road	009-01	Groomed	009	14,565	41
Bryan Place Park - 31G, 8969 King George Blvd	031-03	Groomed	031	3,681	42
Cedar Grove Park, 10222 141 St	022-01	Groomed	022	5,301	43
Cottontail Tot-Lot, 9352 132A St	031-04	Groomed	031	458	44
Evergreen Park, 9950 130 St	021-02	Groomed	021	6,945	45
Forsyth Park, 10635 140 St	012-02	Moderate	012	397	46
Green Timbers Park, 14255 96 Ave	022-07	Groomed	022	651	47
Hawthorne Park, 10503 144 St	012-06	Well Groomed	012	13,512	48
Hawthorne Park, 10503 144 St	012-09	Groomed	012	4,700	49
Iona Park, 9433 124A St	030-02	Groomed	030	819	50
Kennedy Park, 9058 Holt Rd	030-05	Groomed	030	2,408	51
Kennedy Park, 9058 Holt Rd	030-12	Moderate	030	5,785	52
Kennedy Park, 9058 Holt Rd	030-10	Well Groomed	030	16,938	53
Kiyo Park, 9050 140 St	032-04	Groomed	032	11,061	54
Moffat Memorial Park, 9434 122 St	030-11	Groomed	030	14,943	55
Poplar Park, 13074 112 Ave	011-01	Groomed	011	6,269	56
Poplar Park, 13074 112 Ave	011-09	Moderate	011	132	57
Queen Elizabeth Meadows - 31B, 9400 134 St	031-08	Groomed	031	23,131	58
Queen Mary Park, 8972 Queen Mary Blvd	031-02	Groomed	031	5,717	59
Robertson Drive Park, 12730 92 Ave	030-04	Groomed	030	18,840	60
Robson Park, 12576 100 Ave	020-01	Well Groomed	020	24,657	61
Royal Heights Park, 9780 Crown Cres	019-01	Groomed	019	11,849	62
Royal Kwantlen Park, 13035 104 Ave	011-06	Well Groomed	011	60,485	63
Tannery Park, 10761 Dyke Rd	009-02	Groomed	009	5,638	64
Tannery Park, 10761 Dyke Rd	009-02	Moderate	009	5,370	65
Tom Binnie Park, 10665 City Parkway	011-02	Well Groomed	011	2,128	66
Tom Binnie Park, 10665 City Parkway	011-07	Well Groomed	011	3,592	67
Whalley Athletic Park, 13351 105A Ave	011-05	Well Groomed	011	21,999	68
William Beagle Park, 12944 92A Ave	031-01	Groomed	031	14,220	69

**PACKAGE E - SOUTH SURREY
SITE LIST 1**

SOUTH SURREY					
LOCATION	SITE REF #	SERVICE LEVEL	SURREY MAP INDEX #	SERVICE AREA (m2)	PACKAGE PAGE #
102G - Greenbelt, 3711 Elgin Rd	202-A-31	Moderate	102	2,198	1
103D - Utility ROW, 14900 35 Ave	202-C-39	Groomed	103	8,821	2
103F - Greenbelt, 14699 Winter Crescent	202-C-41	Groomed	103	3,224	3
104B - Walkway, 15517 37 Ave	202-C-01	Groomed	104	758	4
104G - Greenbelt, 15496 40 Ave	202-C-32	Groomed	104	4,904	5
104H - Walkway, 3497 152b St	202-C-03	Groomed	104	261	6
110D - Walkway, 2459 124 St	PIP-02	Moderate	110	331	7
110H - Greenbelt, 2593 125A St	202-A-20	Groomed	110	789	8
111C - Greenbelt, 13252 28 Ave	202-A-19	Groomed	111	648	9
111D - Greenbelt - VIP Site, 13539 25 Ave	202-A-18	Groomed	111	861	10
111G - Greenbelt, 12911 Crescent Rd	202-A-29	Groomed	111	3,213	11
112A - Greenbelt, 13725 28 Ave	202-A-12	Groomed	112	1,574	12
112A - Greenbelt, 13725 28 Ave	202-A-13	Groomed	112	1,284	13
112F - Greenbelt, 14298 31 Ave	202-A-04	Groomed	112	2,045	14
112H - Greenbelt, 13901 30 Ave	202-A-11	Groomed	112	733	15
112I - Greenbelt, 2571 138 St	202-A-14	Groomed	112	6,187	16
112J - Greenbelt, 2521 139A St	202-A-16	Groomed	112	1,247	17
112L - Walkway, 2531 140 St	202-A-15	Groomed	112	652	18
112O - Greenbelt, 14080 30A Ave	202-A-09	Groomed	112	411	19
114D - Greenbelt, 15394 Croydon Dr	101-A-02	Moderate	114	290	20
115B - Greenbelt, 3034 161 St	202-C-31	Groomed	115	122	21
121C - Greenbelt, 1890 Laronde Drive	202-B-35	Groomed	121	1,157	22
121E - Greenbelt - VIP Site, 12848 19a Ave	121-01	Moderate	121	609	23
121F - Walkway, 12980 20 Ave	202-B-08	Groomed	121	160	24
121G - Walkway - VIP, 12965 19 Ave	202-B-09	Groomed	121	811	25
121H - Walkway - VIP, 1852 129A St	202-B-10	Groomed	121	617	26
121L - Greenbelt, 13447 Amble Wood Dr	202-B-12	Groomed	121	1,968	27
121O - Detention Pond, 1649 Amble Greene Dr	202-B-07	Groomed	121	1,797	28
121R - Greenbelt, 13448 20 Ave	202-B-11	Groomed	121	365	29
121T - Walkway, 1963 136 St	121-02	Groomed	121	920	30
121W - Greenbelt, 1606 134 St	202-B-13	Groomed	121	3,901	31
121X - Greenbelt, 2327 129A St	202-B-04	Groomed	121	498	32
121Z - Greenbelt, 2399 136 St	202-B-29	Groomed	121	1,434	33
122A - Greenbelt, 13810 18a Ave	202-B-15	Groomed	122	1,565	34
122C - Greenbelt, 14092 17 Ave	202-B-18	Groomed	122	833	35
122D - Greenbelt, 1659 138A St	202-B-37	Groomed	122	95	36
122E - Detention Pond, 1894 139a St	202-B-17	Groomed	122	3,166	37

PACKAGE E - SOUTH SURREY
SITE LIST 2

SOUTH SURREY					
LOCATION	SITE REF #	SERVICE LEVEL	SURREY MAP INDEX #	SERVICE AREA (m2)	PACKAGE PAGE #
122G - Greenbelt, 13741 20 Ave	202-B-20	Groomed	122	504	38
122I - Greenbelt, 13916 21A Ave	202-B-19	Groomed	122	1,413	39
122J - Greenbelt, 13729 20A Ave	202-B-20	Groomed	122	1,117	40
122K - Greenbelt, 14005 22 Ave	202-B-24	Groomed	122	1,391	41
122L - Greenbelt, 2017 140 St	202-B-21	Groomed	122	2,778	42
122N - Greenbelt, 13699 19a Ave	202-B-36	Groomed	122	323	43
122O - Greenbelt, 2398 136 St	202-B-29	Groomed	122	3,726	44
122Q - Greenbelt, 13851 20 Ave	202-B-19	Groomed	122	275	45
122R - Walkway, 1656 138a St	202-B-37	Groomed	122	645	46
123B - Greenbelt, 14923 21 Ave	202-C-07	Groomed	123	2,479	47
123C - Walkway, 14922 20A Ave	202-C-08	Groomed	123	382	48
123G - Greenbelt - VIP Site, 1788 148A St	202-C-13	Groomed	123	2,018	49
123H - Greenbelt, 14477 19 Ave	202-C-14	Groomed	123	1,919	50
124B - Greenbelt - VIP Site, 2194 153A St	202-C-16	Groomed	124	271	51
124C - Greenbelt, 2279 154A St	202-C-26	Groomed	124	912	52
124E - Greenbelt - VIP Site, 15486 20 Ave	202-C-18	Groomed	124	546	53
131B - Greenbelt, 13391 14A Ave	202-B-06	Groomed	131	667	54
135E - Greenbelt - VIP Site, 1069 161 St	202-C-34	Groomed	135	2,548	55
146E - Greenbelt, 3 Ave & 171A St	146-02	Groomed	146	747	56
Alderwood Park, 1761 Lilac Dr	202-C-20	Groomed	124	24,000	57
Alexandra Tot-Lot, 12210 Agar St	202-A-21	Groomed	110	3,692	58
Bay Ridge Park, 14284 18a Ave	202-B-34	Groomed	122	2,812	59
Bayview Woods Park, 13901 34 Ave	202-A-28	Groomed	102	1,808	60
Bell Estates Park, 1884 137A St	202-B-16	Groomed	122	11,893	61
Bell Estates Park, 1884 137A St	202-B-17	Groomed	122	241	62
Bell Estates Park, 1884 137A St	202-B-36	Groomed	122	216	63
Bell Park, 1782 136 St	202-B-14	Groomed	122	1,654	64
Ben Stevenson View Park, 1799 Ocean Park Rd	202-B-05	Groomed	120	1,396	65
Blumsen Park, 3536 Rosemary Heights Dr	202-C-38	Groomed	104	7,028	66
Bld, Sign @ Hwy 99 & 8 Ave	202-C-22	Groomed	145	6,985	67
Bridlewood Park, 2144 134 St	202-B-31	Groomed	121	128	68
Buchamer Park, 2601 139a St	202-A-01	Groomed	112	5,108	69
Buchamer Park, 2601 139a St	202-A-14	Groomed	112	271	70

**PACKAGE E - SOUTH SURREY
SITE LIST 3**

SOUTH SURREY					
LOCATION	SITE REF #	SERVICE LEVEL	SURREY MAP INDEX #	SERVICE AREA (m2)	PACKAGE PAGE #
Chantrell Creek Park, 13741 24 Ave	202-A-17	Groomed	112	12,675	71
Chantrell Park, 2254 Chantrell Park Dr	202-B-26	Groomed	122	1,578	72
Chantrell Park, 2254 Chantrell Park Dr	202-B-23	Groomed	122	163	73
Chantrell Park, 2254 Chantrell Park Dr	202-B-27	Groomed	122	4,430	74
Chantrell Park, 2254 Chantrell Park Dr	202-B-28	Groomed	122	302	75
Chantrell Park, 2254 Chantrell Park Dr	202-B-22	Groomed	122	387	76
Chantrell Park, 2254 Chantrell Park Dr	202-B-30	Groomed	122	122	77
Chantrell Park, 2254 Chantrell Park Dr	122-02	Groomed	122	506	78
Cranley Drive Comm. Centre, 2141 Cranley Dr	202-C-21	Groomed	124	2,723	79
Crescent Park School Grounds, 2440 128 St	202-A-25	Groomed	111	3,960	80
Crescent Park, 2585 132 St	202-A-26	Groomed	111	7,962	81
Crescent Park, 2585 132 St	101-A-01	Well Groomed	111	46,707	82
Dogwood Park, 13485 20 Ave	202-B-25	Groomed	121	15,388	83
Dufferin Park, 17375 2 Ave	146-01	Well Groomed	146	19,373	84
Elgin Community Hall, 14250 Crescent Rd	202-A-22	Groomed	102	632	85
Elgin Estates Park, 3102 142 St	202-A-32	Groomed	102	1,405	86
Elgin Estates Park, 3102 142 St	202-A-04	Groomed	112	186	87
Elgin Estates Park, 3102 142 St	202-A-07	Groomed	112	576	88
Elgin Estates Park, 3102 142 St	202-A-05	Groomed	112	898	89
Elgin Estates Park, 3102 142 St	202-A-06	Groomed	112	1,312	90
Elgin Estates Park, 3102 142 St	202-A-08	Groomed	112	1,104	91
Elgin Estates Park, 3102 142 St	202-A-10	Groomed	102	982	92
Elgin Estates Park, 3102 142 St	202-A-27	Groomed	102	459	93
Elgin Estates Park, 3102 142 St	202-A-03	Moderate	102	449	94
Elgin Heritage Park, 13723 Crescent Rd	202-A-24	Groomed	102	7,488	95
Elgin Recreation Centre, 3530 144 St	202-A-23	Groomed	103	2,307	96
Fun Fun Park, 1472 128 St	202-B-32	Groomed	131	3,601	97
Grandview Heights Linear Park, 2919 164 St	115-01	Moderate	115	897	98
Greenridge Park, 3045 161 St	202-C-31	Groomed	115	857	99
Heron Park, 12324 Beecher St	202-A-30	Well Groomed	110	2,623	100
Huntington Park, 13111 21b Ave	202-B-03	Groomed	121	1,875	101
Huntington Park, 13111 21b Ave	202-B-02	Groomed	121	2,733	102
Huntington Park, 13111 21b Ave	202-B-01	Groomed	121	18,807	103
Jessie Lee Park, 15557 20 Ave	202-C-17	Groomed	124	1,365	104
Keery Park, 18791 28 Ave	202-H-06	Moderate	118	3,070	105

PACKAGE E - SOUTH SURREY
SITE LIST 4

SOUTH SURREY					
LOCATION	SITE REF #	SERVICE LEVEL	SURREY MAP INDEX #	SERVICE AREA (m2)	PACKAGE PAGE #
Laronde Park, 1806 130 St	202-B-35	Groomed	121	5,556	106
Meridian By The Sea Park, 2040 150 St	202-C-25	Groomed	123	1,962	107
Meridian Park, 2271 149A St	202-C-09	Groomed	123	2,864	108
Morgan Creek Park, 3302 156A St	202-C-35	Well Groomed	104	11,891	109
Morgan Heights Linear Park, 16151 25 Ave	202-C-33	Groomed	115	6,798	110
Ocean Park Terrace - 121A, 12814 22 Ave	202-B-39	Groomed	121	3,800	111
Ocean Park Terrace - 121B, 12815 22 Ave	202-B-39	Groomed	121	6,899	112
Oliver Park, 15958 28 Ave	202-C-37	Groomed	114	5,549	113
Redwood Park, 17900 20 Ave	202-C-28	Groomed	127	8,757	114
Redwood Park, 17900 20 Ave	202-C-28	Well Groomed	127	12,989	115
Rosemary Heights Park, 15333 34 Ave	202-C-04	Groomed	104	4,524	116
Rosemary Heights Park, 15333 34 Ave	202-C-02	Groomed	104	15,277	117
Rosemary Heights Park, 15333 34 Ave	202-C-04	Groomed	104	7,360	118
Rosemary Wynde, 3701 155 St	202-C-01	Groomed	104	6,687	119
Semiahmoo Secondary School, 1785 148 St	202-C-27	Groomed	123	4,781	120
Semiahmoo Trail - 113B, 2570 149 St	202-C-05	Groomed	113	1,219	121
Semiahmoo Trail - 113B, 2570 149 St	202-C-06	Groomed	113	527	122
Semiahmoo Trail - 123A, 15109 23A Ave	202-C-10	Groomed	123	1,653	123
Semiahmoo Trail - 123E, 15138 20 Ave	202-C-11	Groomed	123	3,691	124
Semiahmoo Trail Park, 3132 Semiahmoo Trail	202-A-02	Groomed	113	1,551	125
South Meridian Park, 16187 12 Ave	202-C-29	Groomed	135	15,992	126
South Meridian Park, 16187 12 Ave	202-C-30	Groomed	135	3,152	127
South Surrey Athletic Park, 1925 148 St	202-C-15	Groomed	123	1,626	128
South Surrey Pool Grounds, 14655 17 Ave	202-C-36	Well Groomed	123	1,856	129
Southmere Village Park, 1701 Martin Dr	202-C-12	Groomed	123	3,532	130
Southmere Village Park, 1701 Martin Dr	202-C-24	Groomed	123	24,673	131
Southmere Village Park, 1701 Martin Dr	202-C-23	Groomed	123	17,624	132
Spruce Park, 15459 19 Ave	202-C-19	Groomed	124	1,097	133
Summerhill Park, 13089 Summerhill Cres	202-B-33	Groomed	121	3,260	134
Walkway - 14848 20a Ave	202-C-08	Groomed	123	587	135
Ware Park, 1464 131 St	202-B-38	Groomed	131	1,562	136
Winter Crescent Park, 3484 148 St	202-C-40	Groomed	103	814	137

SCHEDULE A-3 TIME SCHEDULE

MAINTENANCE SPECIFICATIONS CHECKLIST

CITY OF SURREY LANDSCAPE OPERATIONS

'WELL GROOMED' SITES

		High Season				Low Season				
		March 15 - Nov 15				Nov 16 - March 14				
		Minimum Frequency				Minimum Frequency				
Areas and Functions		Weekly	Bi-weekly	Monthly	Other	Weekly	Bi-weekly	Monthly	Other	Additional Information
A. Lawn Areas										
1. Mowing		X						na		
2. Litter/Debris Control		X						X		**See Schedule A-1 for Leaf Removal
3. Line Trimming		X						na		
4. Encroaching Vegetation Reporting		X						X		
B. Hard Surfaces										
1. Litter/Debris Control		X						X		
2. Weed Control		X						X		
3. Pruning					X				X	**See Schedule A-1 for Pruning requirements
4. Sweep & Blow		X						X		
5. Encroaching Vegetation Reporting		X						X		

Additional Specifications

A & B Services to be inclusive of all parking lot traffic islands located within park property, all boulevards adjacent to park property and all pathways leading from residential areas to park property

MAINTENANCE SPECIFICATIONS CHECKLIST

CITY OF SURREY LANDSCAPE OPERATIONS

'GROOMED' SITES

Areas and Functions	High Season				Low Season				Additional Information
	March 15 - Nov 15				Nov 16 - March 14				
	Minimum Frequency				Minimum Frequency				
	Weekly	Bi-weekly	Monthly	Other	Weekly	Bi-weekly	Monthly	Other	
A. Lawn Areas									
1. Mowing		X					na		**See Schedule A-1 for Leaf Removal
2. Litter/Debris Control		X					X		
3. Line Trimming		X					na		
4. Encroaching Vegetation Reporting		X					X		
B. Hard Surfaces									
1. Litter/Debris Control		X					X		**See Schedule A-1 for Pruning requirements
2. Weed Control		X					X		
3. Pruning				X				X	
4. Sweep & Blow		X					X		
5. Encroaching Vegetation Reporting		X					X		

Additional Specifications

A & B Services to be inclusive of all parking lot traffic islands located within park property, all boulevards adjacent to park property and all pathways leading from residential areas to park property

MAINTENANCE SPECIFICATIONS CHECKLIST

CITY OF SURREY LANDSCAPE OPERATIONS

'MODERATE' SITES

Areas and Functions	High Season				Low Season				Additional Information
	March 15 - Nov 15				Nov 16 - March 14				
	Minimum Frequency				Minimum Frequency				
	Weekly	Bi-weekly	Monthly	Other	Weekly	Bi-weekly	Monthly	Other	
A. Lawn Areas									
1. Mowing			X				na		
2. Litter/Debris Control			X				X		**See Schedule A-1 for Leaf Removal
3. Line Trimming			X				na		
4. Encroaching Vegetation Reporting			X				X		
B. Hard Surfaces									
1. Litter/Debris Control			X				X		
2. Weed Control			X				X		
3. Pruning				X				X	**See Schedule A-1 for Pruning requirements
4. Sweep & Blow			X				X		
5. Encroaching Vegetation Reporting			X				X		

Additional Specifications

A & B Services to be inclusive of all parking lot traffic islands located within park property, all boulevards adjacent to park property and all pathways leading from residential areas to park property

SCHEDULE A-4 MAPS

Maps may be viewed and/or downloaded from the City of Surrey Managed File Transfer (MFT) link below, enter the logon and password when prompted, locate folder 1220-040-2017-010 and proceed.

Hostname: <https://mft.surrey.ca>
Login ID: surreybid
Password: Welcome (Click on Login)
Locate Folder: 1220-040-2017-010

**APPENDIX 1
CONTRACTOR PERFORMANCE ASSESSMENT REPORT (CPAR)**

CONTRACTOR PERFORMANCE ASSESSMENT REPORT (CPAR)

Probationary period	Pass []	Fail []	Contract renewal	Pass []	Fail []
---------------------	----------	----------	------------------	----------	----------

Period Report from _____ to _____

Contractor name:	
Contract description:	
Contract reference number:	Contract value:
Contract start date:	Contract completion date:
Name and title of assessor:	

RATING SCALE (enter score from 0-4 in Contractor Evaluation on following page):

Exceptional (4):

- performance meets contractual requirements and exceeds to City's benefit
- few minor problems for which corrective actions taken by contractor were highly effective
- no delays in performance or delivery, no cost issues, no quality problems, and responses to inquiries and technical/administrative/service issues were effective and responsive

Very Good (3):

- performance meets contractual requirements and exceeds some to City's benefit
- some minor problems for which corrective actions taken by the contractor were effective
- quality non-conformances, cost issues, and performance or delivery delays do not impact achievement of contract requirements
- responses to inquiries and technical/service/administrative issues were usually effective and responsive.

Satisfactory (2):

- performance meets contractual requirements
- some minor problems for which corrective actions were taken and appear or were effective
- non-conformance(s), cost issues, and performance or delivery delays require minor City resources to ensure achievement of contract requirements
- responses to inquiries and technical/service/administrative issues were somewhat effective and responsive

Marginal (1):

- performance does not meet all contractual requirements
- serious problem(s) for which the contractor has not yet identified corrective actions
- contractor's proposed actions appear only marginally effective or were not fully implemented
- non-conformance(s), cost issues, and performance or delivery delays require major City resources to ensure achievement of contract requirements
- responses to inquiries and technical/service/administrative issues were marginally effective and responsive.

Unsatisfactory (0):

- performance does not meet most contractual requirements and recovery is not likely in a timely manner
- serious problems for which the contractor's corrective actions appear or were ineffective
- non-conformances, cost issues, and performance or delivery delays are compromising the achievement of contract requirements despite use of City resources
- responses to inquiries and technical/service/administrative issues were not effective and responsive

ONCE COMPLETED, EMAIL THIS FORM TO PURCHASING@SURREY.CA.

CONTRACTOR EVALUATION (Summarize contractor performance and indicate the performance rating for the following areas):	Past Rating:	Current Rating:
A. Quality/Technical Performance Assess contractor's conformance to contract requirements, specifications, contract clauses pertaining to technical requirements, standards of good workmanship (e.g. commonly accepted technical or professional standards), and accuracy of reports as well as technical excellence		
B. Timeliness of Performance Assess timeliness of the contractor against the completion of the contract, task orders, milestones, delivery schedules, administrative requirements, etc. Assess contractor's adherence to required delivery schedule by assessing contractor's efforts during the assessment period that contribute to or effect the schedule variance. Also consider: is the contractor reliable and responsive to technical direction?		
C. Cost Control Assess the contractor's effectiveness in forecasting, managing, and controlling contract cost. Also consider: was the work performed within budget? Were invoices and billings current, accurate and complete? Were change orders or add-ons issued?		
D. Business Relations Assess timeliness, completeness, and quality of problem identification, corrective action plans, proposal submissions, and contractor's history of reasonable and cooperative behaviour. Assess contractor's success with timely award and management of sub-contracts. Assess extent to which the contractor discharges its responsibility for integration and coordination for all activity needed to execute the contract. Also consider: responsiveness to contract requirements, professional correspondence and administration, prompt notification of problems, flexibility, cooperativeness, and proactive contractor recommended solutions.		
E. Management of Key Personnel Assess contractor's performance in selecting, retaining, supporting, and replacing (when necessary) key personnel.		
Mean Score (add the numerical ratings and divide by 5):		

Comments and/or Recommendations (MUST be provided for any score 2 or lower):
A.
B.
C.
D.
E.



IMPORTANT: This CPAR form may be subject to Freedom of Information (FOI) requests and its contents discussed with the contractor as a form of feedback. The CPAR should reflect the public nature of the document. Submit the completed CPAR form to the Purchasing Section to keep on file.

**APPENDIX 2
PRIME CONTRACTOR DESIGNATION
LETTER OF UNDERSTANDING**

As per the requirements of the *Workers' Compensation Act* Part 3, Division 3, Section 118 (1-3), which states:

Coordination of multiple-employer workplaces

118 (1) *In this section:*

"multiple-employer workplace" means a workplace where workers of 2 or more employers are working at the same time:

"prime contractor" means, in relation to a multiple-employer workplace,

- (a) the directing contractor, employer or other person who enters into a written agreement with the owner of that workplace to be the prime contractor for the purposes of this Part, or
 - (b) if there is no agreement referred to in paragraph (a), the owner of the workplace.
- (2) The prime contractor of a multiple-employer workplace must
- (a) ensure that the activities of employers, workers and other persons at the workplace relating to occupational health and safety are coordinated, and
 - (b) do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with this Part and the regulation in respect to the workplace.
- (3) Each employer of workers at a multiple-employer workplace must give to the prime contractor the name of the person the employer has designated to supervise the employer's workers at that workplace.

By signing this Agreement, the Contractor accepts all responsibilities of a prime contractor as outlined in the *Workers' Compensation Act*, and *WorksafeBC OH&S Regulation*.

As a Contractor signing this Prime Contractor Designation form with the City of Surrey (the "owner"), you are agreeing that your company, management staff, supervisory staff and workers will comply with the *Workers' Compensation Board (WCB) Occupational Health and Safety Regulation* and the *Workers' Compensation (WC) Act*.

Any *WorksafeBC OH&S* violation by the prime contractor may be considered a breach of contract resulting in possible termination or suspension of the agreement and/or any other actions deemed appropriate at the discretion of the City.

Any penalties, sanctions or additional costs levied against the City, as a result of the actions of the prime contractor are the responsibility of the prime contractor.

The Contractor acknowledges having read and understood the information above.

By signing this Prime Contractor Designation form, the Contractor agrees as a representative of the firm noted below, to accept all responsibilities of the prime contractor for this project.

The Contractor understands and accepts the responsibilities of the prime contractor designation in accordance with the *Workers' Compensation Act* while contracted by the City of Surrey for project and will abide by all *Workers' Compensation Board Regulation* requirements.

Project File No.: 1220-040-2017-010

Project Title and Site Location: Landscape Maintenance Services – Various Park Sites

Prime Contractor Name: _____

Prime Contractor Address: _____

Telephone/Fax Numbers: Phone: _____ Fax: _____

Name of Person in Charge of Project: _____

Name of Person Responsible for Coordinating Health & Safety Activities: _____

Phone: _____

Prime Contractor Signature: _____ Date: _____

Please return a signed copy of this memo to the City of Surrey, Finance & Technology Department, Purchasing Section, 13450 – 104 Avenue, Surrey, British Columbia, V3T 1V8

If you have any questions, please contact the City of Surrey, Manager Occupational Health & Safety at 604-591-4658.

APPENDIX 3

CONTRACTOR HEALTH & SAFETY EXPECTATIONS

RESPONSIBILITY OF CONTRACTOR(S)

The City of Surrey strives to maintain a safe work environment for employees and contractors and insists upon the enforcement of safe practices and procedures in all premises and in all work activities. It is essential that all contractors and their employees and sub-contractor(s) perform in the same manner. It is every employers and contractors responsibility to ensure that staff and public are protected from workplace hazards.

As a contractor to the City of Surrey, you are expected to conform to the requirements of the Workers' Compensation Act, the WCB Occupational Health and Safety Regulation and to all federal, provincial and local laws and regulations. The City of Surrey Building Owner, Project Manager, and the Manager, Occupational Health & Safety or designate have the authority to order an unsafe act to cease or to have an unsafe piece of equipment removed from the premises or, in extreme situations, to shut down a job entirely. Any City of Surrey Employee that observes a safety infraction by a contractor performing work for the City of Surrey should bring it to the attention of a manager immediately or Occupational Health & Safety (604-591-4131).

The following information is provided as typical City of Surrey requirements, but does not relieve the contractor from complying with all applicable local, provincial and federal laws, regulations and bylaws.

PERSONNEL

1. You are expected to inform your employees of any potential hazard in the workplace and advise of appropriate action to be taken should a hazard be found or a fire or accident occur.
2. Contractors will restrict persons invited on the premises to employees only. No families or friends are permitted.
3. The contractor will advise the City of any on-site accidents involving the contractor's employees, or injuries to others caused by the contractor's business.

SAFETY MANAGEMENT SYSTEM

1. Contractors will ensure their employees utilize proper safety equipment and clothing as required for job site activities.
2. Contractors must follow and have on site proper written safe work procedures for hazardous work, e.g. Fall protection, confined space entry, hotwork, lockout, excavations and shoring, traffic management, etc.
3. Contractor must Identify workplace risk and implement suitable controls.
4. Contractor must provide safety training and education to staff and have training records available for review.
5. Contractor must have a health & safety program for its workers and sub-contractors
6. Contractor will provide appropriate First-Aid coverage for their workers and subcontractors.
7. Contractor must forward a weekly work task list prior to work commencement.
8. The qualified safety coordinator must participate in the City of Surrey OHS Orientation or attend the Prime Contractor's Orientation.

WORK AREAS –City Facilities

No work by contractors shall occur in any area without prior consent of the Department Representative, or his designated representative. Work during normal business hours of the City shall not create undue noise, smells or otherwise unduly disturb the work of City of Surrey staff or the public. If an activity requires that a disturbance is likely, the contractor shall whenever possible only do that work outside normal business hours.

All activities that create a hazard (i.e. work from a ladder, removal of a floor tile, emission of VOC's, etc.) to persons outside the contractor's supervision shall have warning devices, delineation or barriers, sealed spaces, etc. as would normally be required to protect any person from that hazard.

SAFETY ATTITUDE

Your safety record and attitude are important criteria used to judge your qualification for future bidding on solicitations with the City of Surrey.

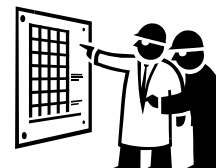
You can help ensure employee safety and your eligibility for future business with the City if you exhibit and practice a "Safe Work - Safe City" attitude.

The City of Surrey is concerned about the health, safety and wellbeing of all employees and contractors. It is essential we maintain a healthy, safe and productive work environment.

All Employees & Contractors:

It is everyone responsibility to:

- ❖ know and comply with WCB regulations and
- ❖ follow established safe work procedures
- ❖ immediately report any work related injury to his/her supervisor; and to the city representative
- ❖ not remain on the work site while his/her ability to work is in any way impaired
- ❖ report unsafe acts and conditions to their supervisor



A common sense approach usually resolves the issue.

❖ correct
unsafe

- ❖ take reasonable care to protect your health & safety and the health and safety of other persons who may be affected by your act's or omissions at work

An employee must refuse to work if continuing to do so would endanger the health and safety of the employee, fellow employees or others. The worker must immediately report the circumstances of the unsafe condition to his or her supervisor or manager. If the unsafe condition is not remedied or the issue is not resolved the Manager, Occupational Health & Safety must be contacted.

GENERAL RULES

1. For all secured worksites, contracted workers are required to sign in and sign out each day
2. (Access cards may be issued – a worker may need to provide an Identification document (i.e. Driver's License) in exchange).
3. Personal protective equipment, as determined by the City, through consultation with the Contractors Health and Safety Representatives must be worn when and where required. (Hard Hats, Safety Footwear, Safety Vests and Safety Glasses must be worn on active construction sites. Hearing Protection must be worn when noise levels are above 85dBA.)
4. Horseplay, gambling and the use of alcohol or narcotics will not be tolerated.
5. No Smoking within 7.5M of a City owned buildings door exits, windows and vents.
6. Report **ALL** injuries to your supervisor immediately and notify the City's site representative.
7. Report any unsafe conditions, including someone under the influence or hazards, which may allow an injury to occur to you, a fellow worker, or others on the worksite.
8. Report any property damage, regardless of how minor.
9. Restricted and controlled products will be labeled, used and stored in accordance with the associated regulations, e.g. WHMIS. Follow all procedural instructions when using or handling hazardous materials/controlled products and ensure that all containers of hazardous/controlled product materials are properly labelled and stored in designated areas.
10. Obey all posted signs and notices. Do not venture into areas that you are not authorized to enter.
11. Always use the correct posture when lifting and get assistance if the weight is excessive.
12. Do not work within the limits of approach to high voltage equipment.
13. If working at heights greater than 10 feet a Fall Protection system must be in place. The appropriate Fall Protection equipment must be worn at all times.
14. **Housekeeping** (Orderliness and good housekeeping are basic requirements and must be maintained at all times):
 - a) Aisles are to be kept clear at all times.
 - b) Individual work areas are to be kept clean and tidy.
 - c) All materials, tools, products and equipment are to be kept in their designated areas.
 - d) Liquid spills are to be cleaned up immediately to prevent slips and falls.
 - e) Accumulation of oily rags, combustible refuse or similar fire hazards will not be tolerated.
15. **Fire Prevention:**
 - a) Become familiar with Surroundings and emergency exit.
 - b) Ensure aisles and exits are not blocked at any time.
 - c) Anytime a fire extinguisher is used, report it immediately to your supervisor, so that it can be recharged.
16. **Equipment Operation** (Any equipment, which could create a hazard, must be maintained in good condition):
 - a) Equipment must not be repaired, adjusted or operated unless by a "competent person" who understand the safe operating procedures.
 - b) Always be aware of the use and location of the "EMERGENCY STOP" button, if equipment is so equipped, before using the equipment.
 - c) Loose clothing, jewelry and long hair must be secured to prevent becoming entangled with equipment.
 - d) The Operator must check all safety devices on equipment before operation.

- e) All equipment must be turned off and the appropriate "lock-out" procedure followed, prior to repairs, cleaning, adjustment or lubrication.
- f) Radio/Walkman/I-pod Head phones are not allowed to be worn during regular work operations.
- g) All ladders must be of an approved type and length. Unacceptable ladders must be removed immediately from the premises.
- h) All vehicles and equipment on City property must be kept in safe mechanical condition at all times, and be operated only by persons with a valid driver's license and/or proper training and qualifications.
- i) Contractors will not operate any equipment, valves, switches, etc., which are part of the City's operation, unless specific permission is received from the Department Representative.

17. Ground Disturbance –Every time you dig in the ground, with a shovel or mechanized equipment, you run the risk of loss of life or damage to property if you hit any of the many buried cables, conduits, gas or oil pipelines and/or other underground facilities that serve our city, **BC One Call Must be called and a ticket obtained prior to commencing any ground disturbance activities.**

Issued By:	Occupational Health & Safety Section - Contractor Coordination Program
Date:	Revised: January 14, 2015 Original: August 15, 2014
Distributed:	Via Email & Posted on Intranet: January 16, 2015 :<u>August 15, 2014</u>

This document does not replace the Workers' Compensation Act or WorkSafeBC OH&S regulation. Each individual Contractor must have specific health and safety safe work rules and procedures that apply to their work tasks. Each Contractor must comply with the Workers' Compensation Act and WorkSafeBC Occupational Health & Safety Regulation and to all federal, provincial and local laws and regulations. If a contractor is unable to comply they must bring this to the attention of their qualified safety representative and to the Prime Contractor safety representative immediately.

Authorized Signature: _____

Name: _____
(Please Print)

Date: _____

APPENDIX 5
Weekly Landscape Maintenance Completion Log

Submission Date: _____

Weekly Landscape Maintenance Completion Log

Work Week Date Range: _____

Completed by (signature): _____

SITE #	PARK	SERVICE DAY	SERVICE DATE	START TIME	COMPLETION TIME
aa	Sample Park	Wednesday	April 20th	7:15am	3:45pm

Additional Notes:

Date Received:



SCHEDULE B - QUOTATION

RFQ Title: Landscape Maintenance Services – Various Park Sites

RFQ No: 1220-040-2017-010

CONTRACTOR

Legal Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

CITY OF SURREY

City Representative: Richard D. Oppelt, Purchasing Manager

Address: Surrey City Hall
Finance & Technology Department – Purchasing Section
Reception Counter – 5th Floor West
13450 - 104 Avenue, Surrey, B.C., Canada, V3T 1V8

E-mail for PDF Files: purchasing@surrey.ca

1. If this Quotation is accepted by the City, a contract will be created as described in:
 - (a) the Agreement;
 - (b) the RFQ; and
 - (c) other terms, if any, that are agreed to by the parties in writing.
2. Capitalized terms used and not defined in this Quotation will have the meanings given to them in the Agreement and RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the Agreement and RFQ will remain in full force and effect.
3. I/We have reviewed the RFQ Attachment 1 – Draft Agreement. If requested by the City, I/we would be prepared to enter into that Agreement, amended by the following departures (list, if any):

Section**Requested Departure(s) / Alternative(s)**

4. The City requires that the successful Contractor have the following in place **before providing the Goods and Services**:
- (a) Workers' Compensation Board coverage in good standing and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided,
Workers' Compensation Registration Number _____;
 - (b) Prime Contractor qualified coordinator is Name: _____
and Contact Number: _____;
 - (c) Insurance coverage for the amounts required in the proposed Agreement as a minimum, naming the City as additional insured and generally in compliance with the City's sample insurance certificate form available on the City's Website [Standard Certificate of Insurance](#);
 - (d) City of Surrey or Intermunicipal Business License: Number _____;
 - (e) If the Contractor's Goods and Services are subject to GST, the Contractor's GST Number is _____; and
 - (f) If the Contractor is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number _____.

As of the date of this Quotation, we advise that we have the ability to meet all of the above requirements **except as follows** (list, if any):

Requested Departure(s) / Alternative(s)

5. The Contractor acknowledges that the departures it has requested in Sections 3 and 4 of this Quotation will not form part of the Agreement unless and until the City agrees to them in writing by initialing or otherwise specifically consenting in writing to be bound by any of them.

SECTION B-1**Changes and Additions to Specifications:**

6. In addition to the warranties provided in the Agreement, this Quotation includes the following warranties:

7. I/We have reviewed the RFQ Attachment 1, Schedule A – Specifications of Goods and Scope of Services, to Attachment 1. If requested by the City, I/we would be prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requested Departure(s) / Alternative(s) / Addition(s)

SECTION B-2

Fees and Payments

8. The Contractor offers to supply to the City of Surrey the Goods and Services for the prices plus applicable taxes as follows:

TERM: MARCH 15, 2017 TO MARCH 15, 2018

SUMMARY OF COST			
PACKAGE	HIGH SEASON	LOW SEASON	TOTAL ANNUAL COST
PACKAGE A - CLOVERDALE	\$	\$	\$
PACKAGE B - GUILDFORD	\$	\$	\$
PACKAGE C - NEWTON	\$	\$	\$
PACKAGE D - NORTH SURREY	\$	\$	\$
PACKAGE E - SOUTH SURREY	\$	\$	\$
SUBTOTAL COST			\$
GST (5%)			\$
TOTAL ANNUAL COST (PACKAGE A, B, C, D & E)			\$

PACKAGE A – CLOVERDALE

SERVICE LEVEL	PACKAGE A - CLOVERDALE								
	LOW SEASON				HIGH SEASON				ANNUAL COSTS
	TOTAL SERVICE AREA (m2)	# LOW SEASON SERVICES	UNIT COST (PER m2)	LOW SEASON ANNUAL COST	TOTAL SERVICE AREA (m2)	# HIGH SEASON SERVICES	UNIT COST (PER m2)	HIGH SEASON ANNUAL COST	
Well Groomed	59,567	4	\$	\$		35	\$	\$	\$
Groomed	533,359	4	\$	\$		17	\$	\$	\$
Moderate	15,042	4	\$	\$		8	\$	\$	\$
ANNUAL COST (PACKAGE A):									\$

PACKAGE B – GUILDFORD/FLEETWOOD

SERVICE LEVEL	PACKAGE B- GUILDFORD FLEETWOOD								
	LOW SEASON				HIGH SEASON				ANNUAL COSTS
	TOTAL SERVICE AREA (m2)	# LOW SEASON SERVICES	UNIT COST (PER m2)	LOW SEASON ANNUAL COST	TOTAL SERVICE AREA (m2)	# HIGH SEASON SERVICES	UNIT COST (PER m2)	HIGH SEASON ANNUAL COST	
Well Groomed	251,064	4	\$	\$		35	\$		\$
Groomed	394,702	4	\$	\$		17	\$		\$
Moderate	127,843	4	\$	\$		8	\$		\$
ANNUAL COST (PACKAGE B):									\$

PACKAGE C – NEWTON

SERVICE LEVEL	PACKAGE C - NEWTON								
	LOW SEASON				HIGH SEASON				ANNUAL COSTS
	TOTAL SERVICE AREA (m2)	# LOW SEASON SERVICES	UNIT COST (PER m2)	LOW SEASON ANNUAL COST	TOTAL SERVICE AREA (m2)	# HIGH SEASON SERVICES	UNIT COST (PER m2)	HIGH SEASON ANNUAL COST	
Well Groomed	220,291	4	\$	\$		35	\$	\$	\$
Groomed	475,157	4	\$	\$		17	\$	\$	\$
Moderate	52,123	4	\$	\$		8	\$	\$	\$
ANNUAL COST (PACKAGE C) :									\$

PACKAGE D – NORTH SURREY

SERVICE LEVEL	PACKAGE D - NORTH SURREY								
	LOW SEASON				HIGH SEASON				ANNUAL COSTS
	TOTAL SERVICE AREA (m2)	# LOW SEASON SERVICES	UNIT COST (PER m2)	LOW SEASON ANNUAL COST	TOTAL SERVICE AREA (m2)	# HIGH SEASON SERVICES	UNIT COST (PER m2)	HIGH SEASON ANNUAL COST	
Well Groomed	195,775	4	\$	\$		35	\$	\$	\$
Groomed	169,005	4	\$	\$		17	\$	\$	\$
Moderate	57,246	4	\$	\$		8	\$	\$	\$
ANNUAL COST (PACKAGE D):									\$

PACKAGE E – SOUTH SURREY

SERVICE LEVEL	PACKAGE E - SOUTH SURREY								
	LOW SEASON				HIGH SEASON				ANNUAL COSTS
	TOTAL SERVICE AREA (m2)	# LOW SEASON SERVICES	UNIT COST (PER m2)	LOW SEASON ANNUAL COST	TOTAL SERVICE AREA (m2)	# HIGH SEASON SERVICES	UNIT COST (PER m2)	HIGH SEASON ANNUAL COST	
Well Groomed	95,439	4	\$	\$		35	\$	\$	\$
Groomed	409,071	4	\$	\$		17	\$	\$	\$
Moderate	7,844	4	\$	\$		8	\$	\$	\$
ANNUAL COST (PACKAGE E):									\$

Extra Services

9. If added-services are requested by the City of Surrey, the Contractor offers to supply the City of Surrey the extra services for the prices plus applicable taxes as follows:

EXTRA SERVICES		
SERVICE LEVEL	UNIT PER m2	COST
Well Groomed	x =	\$
Groomed	x =	\$
Moderate	x =	\$

SECTION B-3

Time Schedule:

- 10.. Contractors should provide an estimated schedule, with major item descriptions and times indicating a commitment to provide the Goods and perform the Services within the time specified (use the spaces provided and/or attach additional pages, if necessary).

MILESTONE DATES _____

ACTIVITY	SCHEDULE									
	1	2	3	4	5	6	7	8	9	10

SAMPLE

SECTION B-4

Key Personnel & Sub-Contractors:

11. Contractor should provide information on the background and experience of all key personnel proposed to provide the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

Key Personnel

Name: _____
 Experience: _____
 Dates: _____
 Project Name: _____
 Responsibility: _____

12. Contractor should provide the following information on the background and experience of all sub-contractors and material suppliers proposed to undertake a portion of the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

<i>Description Of Goods & Services</i>	<i>Sub-Contractors & Material Suppliers Names</i>	<i>Years Of Working With Contractor</i>	<i>Telephone Number And Email</i>

13. **Materials Suppliers:** The Contractor should provide a list of materials to be provided for the performance of Services from the following suppliers (use the spaces provided and/or attach additional pages, if necessary):

<i>Materials</i>	<i>Supplier</i>	<i>Manufacturer</i>

SECTION B-5

Experience and References:

14. **Experience:** Contractor's relevant experience and qualifications in delivering Goods and Services similar to those required by the Agreement (use the spaces provided and/or attach additional pages, if necessary):

15. **References:** Contractor's relevant references (name and telephone number) (use the spaces provided and/or attach additional pages, if necessary). The City's preference is to have a minimum of three references. Previous clients of the Contractor may be contacted at the City's discretion.

<u>Reference 1</u>	<u>Contractor's Comments</u>
<u>Company Name:</u>	
<u>Start and Completion Date:</u>	
<u>Reference Contact:</u>	
<u>Telephone:</u>	
<u>E-mail:</u>	

<u>Reference 2</u>	<u>Contractor's Comments</u>
<u>Company Name:</u>	
<u>Start and Completion Date:</u>	
<u>Reference Contact:</u>	
<u>Telephone:</u>	
<u>E-mail:</u>	

<u>Reference 3</u>	<u>Contractor's Comments</u>
<u>Company Name:</u>	
<u>Start and Completion Date:</u>	
<u>Reference Contact:</u>	
<u>Telephone:</u>	
<u>E-mail:</u>	

16. Describe your company's training program. Provide a list (i.e. WHMS, Health & Safety, etc.) of refresher or upgrade training, if available, that your company provide for new and existing employees, including examples of subjects covered, materials and frequency.

17. **Sustainability:** Contractor to describe their sustainability initiatives relating to the environmental impacts. The environmental attributes (green) of their Goods and Services. Anticipated objectives (e.g. carbon neutral by 2015). Information pertaining to

their environmental policies, programs and practices. Confirm that the Contractor complies with any applicable objective.

Metro Vancouver's Non-Road Diesel Engine Emissions Regulation By-law:

18. Contractor should confirm they are in compliance with By-law (if applicable):

☐ Applicable as follows ☐ Not applicable to this project

No.	Equipment Description	Engine Tier Designation	Engine Registration Number as Issued by Metro Vancouver
1		<input type="checkbox"/> Tier 0 or <input type="checkbox"/> Tier 1	
2		<input type="checkbox"/> Tier 0 or <input type="checkbox"/> Tier 1	
3		<input type="checkbox"/> Tier 0 or <input type="checkbox"/> Tier 1	
4		<input type="checkbox"/> Tier 0 or <input type="checkbox"/> Tier 1	
5		<input type="checkbox"/> Tier 0 or <input type="checkbox"/> Tier 1	

SAMPLE

19. I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ and the Agreement, submit this Quotation in response to the RFQ.

This Quotation is offered by the Contractor this _____ day of _____, 2017.

CONTRACTOR

I/We have the authority to bind the Contractor

(Legal Name of Contractor)

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

This Quotation is accepted by the City this _____ day of _____, 201__.

CITY OF SURREY

(Signature of Authorized Signatory)

(Signature of Purchasing Representative)

(Print Name and Position of Authorized Signatory)

(Print Name of Purchasing Representative)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)