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SCHEDULE B -  
APPLICATION FOR A  
STANDING OFFER AGREEMENT

**Request For Standing Offer Title: Electrical Services**

**Reference No.: 1220-060-2024-002**

**APPLICANT**

**Legal Name:**

**Contact Person and Title:**

**Business Address:**

**Business Telephone:**

**Business Fax:**

**Business E-Mail Address:**

**CITY OF SURREY**

City Representative: Sunny Kaila, Manager, Procurement Services

E-mail for PDF Files: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

1. It is understood and agreed by the Applicant that should an Application be selected by the City, it will result in a standing offer agreement (“Standing Offer”) only and the Goods and Services will be ordered by the City solely on an “as and when required” basis. The aggregate value of the Goods and Services which may be ordered is conditional upon the needs of the City. No compensation will be accrued, owed or paid to any Applicant in the event that the Goods and Services are not ordered. If a Standing Offer is executed by the City, at the sole option of the City, the City may place an order (the “Order”) for Goods and Services specified in the Order and the Applicant agrees to provide those Goods and Services. The parties agree that the City may not place any orders for Goods and Services with the Applicant for the duration of the term of the Standing Offer. The parties agree that the City may purchase identical or similar Goods and Services from any other source.
2. If this offer is accepted by the City, such offer and acceptance will create a Standing Offer as described in:
3. the Request;
4. the specifications of Goods and scope of Services set out above and in Schedule A, to Attachment 1, of the Request;
5. the Standing Offer Agreement;
6. this Application;
7. an Order (if any); and
8. other terms, if any, that are agreed to by the parties in writing.
9. Capitalized terms used and not defined in this Application will have the meanings given to them in the Standing Offer. Except as specifically modified by this Application, all terms, conditions, representations, warranties and covenants as set out in the Standing Offer will remain in full force and effect.
10. The Applicant offers to supply to the City of Surrey the Goods and Services for the prices plus applicable taxes as follows:

|  |  |  |
| --- | --- | --- |
| F.O.B. Destination  Freight Prepaid | **Payment Terms**:  A cash discount of \_\_\_\_% will be allowed if invoices are paid within \_\_\_ days, or the \_\_\_ day of the month following, or net 30 days, on a best effort basis. | |
| **TABLE 1: LABOUR RATES FOR REGULAR HOURS** | | |
| **Labour Category** | **Regular Hourly Labour Rates Applicants Own Forces (exclude GST).** |  |
| [STATE] | SAMPLE |  |
| [STATE] |  |  |
| [STATE] |  |  |
| [STATE] |  |  |
|  |  |  |
| **TABLE 2: LABOUR RATES FOR OVERTIME HOURS** | | |
| **Labour Category** | **Overtime Hourly Labour Rates Applicants Own Forces (exclude GST).** |  |
| [STATE] |  |  |
| [STATE] |  |  |
| [STATE] |  |  |
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The tradesman labour rates are all inclusive including, without limitation, wages, benefits, vehicle, fuel, tools, mobilization and demobilization, overhead and profit.

Products and materials will be itemized and charged separately.

The tradesman labour rates are to be firm for a period of twenty-four (24) months.

**TABLE 3: OVERTIME RATES APPLY AT WHAT TIME?**

Overtime Rates apply at the following time:

Between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hrs. & \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hrs. Monday to Friday; and

Between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hrs. & \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hrs. Weekends and Holidays.

**TABLE 4: EMERGENCY CALL-OUT RATES:**

1. Rate for emergency call out is $ \_\_\_\_\_\_\_\_\_\_\_\_ per hour.
2. Minimum charge for an emergency call out is $ \_\_\_\_\_\_\_\_\_\_\_.
3. Trip charge for an emergency call out is $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**TABLE 5: MARK-UP PERCENTAGES:**

1. Percent of mark up on repair parts including overhead and profit: \_\_\_\_\_\_\_\_\_\_\_%.
2. Rental equipment percentage on cost: \_\_\_\_\_\_\_\_\_\_\_ %.
3. Sub-contractor mark-up percentage is \_\_\_\_\_\_\_\_\_\_\_\_ %.

**TABLE 6: VOLUME DISCOUNTS:**

(a) At what point do volume discounts may apply on the following?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**TABLE 7: RESPONSE TIMES:**

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| --- | --- |
| **Type of Service Required** | **Maximum Response Time In Hours** |
| Regular Service Response Time will be next day. |  |
| Emergency Service Response Time during Regular and Outside of Regular hours. | Within 1 hour |
| Contractor’s 1-800 Toll Free number or an email to the customer service department. |  |

1. **Warranties**: In addition to the warranties provided in the Standing Offer Agreement this offer includes the following warranties (use the spaces provided and/or attach additional pages, if necessary):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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1. **References:** Applicant's references (name and telephone number). The City’s preference is to have a minimum of three references;

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**REFERENCE #1:**

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| --- | --- |
| **Customer Reference Name:** |  |
| **Contact Name:** |  |
| **Title:** |  |
| **Phone:** |  |
| **Email address:** |  |
| **Project Name and Description** |  |
| **Year of Project Implementation:** |  |

**REFERENCE #2:**

|  |  |
| --- | --- |
| **Customer Reference Name:** |  |
| **Contact Name:** |  |
| **Title:** |  |
| **Phone:** |  |
| **Email address:** |  |
| **Project Name and Description** |  |
| **Year of Project Implementation:** |  |

**REFERENCE #3:**

|  |  |
| --- | --- |
| **Customer Reference Name:** |  |
| **Contact Name:** |  |
| **Title:** |  |
| **Phone:** |  |
| **Email address:** |  |
| **Project Name and Description** |  |
| **Year of Project Implementation:** |  |

1. **Key Personnel**: The Applicant should provide sufficient information that demonstrates the background and experience of all key personnel proposed to provide the Services. The Applicant should ensure that all trades whether own force or subcontract should be Trade Qualification (TQ) certified recognized in the Province of British Columbia (use the spaces provided and/or attach additional pages, if necessary):

|  |  |
| --- | --- |
| **Worker’s Name & Contact Information** | **Work Experience** |
| **Contractor’s Project Manager:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Insert Name & Contact Numbers*  Office Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Emergency Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cell Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
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| **Contractor’s Alternate Representative:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Insert Name & Contact Numbers*  Office Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Emergency Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cell Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
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| **Site Supervisor:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Insert Name & Contact Numbers*  Office Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cell Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
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| **Safety Coordinator:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Insert Name & Contact Numbers*  Office Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Emergency Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cell Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
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1. Applicants should provide a list of potential sub-contractors proposed to undertake a portion or portions of the Goods and Services for approval by the City prior to commencement of the Agreement. Provide the following information on the background and experience of all sub-contractors below. (use the spaces provided and/or attach additional pages, if necessary):

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of Services** | **Subcontractor’s Name** | **Years Of Working With Applicant** | **Telephone Number and Email** |
|  |  |  |  |
|  |  |  |  |
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1. **Equipment**: Provide a list of equipment the Contractor is proposing to use for the performance of Services (use the spaces provided and/or attach additional pages, if necessary).

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1. I/We have reviewed the Draft Standing Offer Agreement. If requested by the City, I/we would be prepared to enter into an agreement that incorporates the Standing Offer Agreement, amended by the following departures (list, if any):

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. The City of Surrey requires that the successful Applicant have the following in place before performing the Services:
2. Workers’ Compensation Board coverage in good standing and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided,
3. Workers' Compensation Registration Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
4. Prime Contractor qualified coordinator is Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
5. 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 at [www.surrey.ca](http://www.surrey.ca) search [Contractors Certificate of Insurance](http://www.surrey.ca/files/DCT_Consultants_Form_Certificate_of_Insurance_2014.docx);
6. City of Surrey or Intermunicipal Business License: Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
7. If the Applicant’s Goods and Services are subject to GST, the Contractor’s GST Number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and
8. If the Applicant 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 Application, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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12. The Applicant acknowledges that the departures it has requested in Sections 10 and 11 of this Application will not form part of the Agreement unless and until the City agrees to them in writing by initialling or otherwise specifically consenting in writing to be bound by any of them.

13. I/We the undersigned duly authorized representatives of the Applicant, having received and carefully reviewed the Request including without limitation the Standing Offer Agreement, submit this Application in response to the Request.

This Application is offered by the Applicant this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 202\_.

**APPLICANT**

I/We have the authority to sign on behalf of the Applicant.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Legal Name of Applicant)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of Authorized Signatory)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Print Name and Position of Authorized Signatory) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of Authorized Signatory)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Print Name and Position of Authorized Signatory) |