



REQUEST FOR QUOTATIONS

**Title: Supply, Delivery and Installation of Library Shelving System,
Clayton Community Centre Public Library**

Reference No.: 1220-040-2020-019

FOR THE SUPPLY OF GOODS AND SERVICES

(General Services)

Issue Date: January 21, 2020

TABLE OF CONTENTS

1. INTRODUCTION.....	3
2. ADDRESS FOR DELIVERY.....	3
3. DATE	4
4. INQUIRIES.....	4
5. ADDENDA	4
6. NO CONTRACT	5
7. ACCEPTANCE.....	5
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	6
13. SIGNATURE	6
14. PRODUCT / SYSTEM OPTIONS AND APPROVALS	6
15. EXAMINATION OF THE AGREEMENT DOCUMENTS AND SITE	7
ATTACHMENT 1 – DRAFT QUOTATION AGREEMENT	8
SCHEDULE A – SPECIFICATIONS OF GOODS AND SCOPE OF SERVICES	22
SCHEDULE B – QUOTATION	58
ATTACHMENT 2 – PRIME CONTRACTOR DESIGNATION LETTER OF UNDERSTANDING...	63
ATTACHMENT 3 – CONTRACTOR HEALTH AND SAFETY EXPECTATIONS	64

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.

Background

To accommodate the growth in East Clayton and the development expected over the next few years in West Clayton, the City of Surrey is adding a new community hub in Clayton that integrates arts, library, recreation, and outdoor spaces in a single facility. Planning and concept design were completed in 2016. The project is under construction, targeting completion in 2020.

The new Clayton community centre is designed as a Passive House certified building to recognize the goals of City of Surrey Sustainability Charter. As well as the goals of East and West Clayton community plan to create a more sustainable neighbourhood.

The new facility will include visual and performing arts components, a library and associated circulation management spaces, a gymnasium, fitness & weight rooms, preschool/daycare facilities, child minding space, youth gathering space, staff spaces and supporting infrastructure and spaces.

The landscaping will include both the facility outdoor spaces and innovative storm water management. Offsite servicing will include the construction of a new road and a sanitary sewer main line through the park to the south.

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 – Form of 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 which must be delivered 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 [604-590-7274] to confirm receipt. A Contractor bears all risk

that the City's computer 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 (1) original unbound Quotation and one (1) copy (two (2) in total) which must be delivered to the City at the office of:

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

Address: Surrey City Hall
Finance Department – Procurement Services Section
Reception Counter, 5th Floor West
13450 – 104th Avenue
Surrey, B.C., V3T1V8, Canada

3. DATE

The City would prefer to receive Quotations on or before **Wednesday, February 5, 2020**. 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, Manager, Procurement Services
E-mail: purchasing@surrey.ca

Reference: 1220-040-2020-019

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 or a request for proposals 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 negotiation of amendments to Contractors' prices in Schedule B to a Quotation, 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. This RFQ does not commit the City in any way to select a Contractor or to proceed to negotiations for a contract, or to award any contract, and the City reserves the complete right to at any time reject all Quotations and to terminate this RFQ process.

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 of the Contractor and the authorized signatory of the City have signed. Delivery of the signed Agreement by the City may be by fax or pdf e-mail or hard copy. In that event, the contract will be comprised of the documents included in the definition of Agreement in Attachment No. 1 – Quotation Agreement – Goods and Services.

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 this RFQ. The City and its representatives, agents, consultants and advisors will not be liable to any Contractor for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any matter whatsoever, 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 (if any) and perform the Services.

10. CONFLICT OF INTEREST

A Contractor should 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. PRODUCT / SYSTEM OPTIONS AND APPROVALS

Wherever any product or system is specified or shown by describing proprietary items, model number, catalogue number, manufacturer, trade names or similar reference, the Contractor obligates himself to submit a bid and accept award of contract based upon the use of such products or systems. Use of such reference is intended to establish the measure of quality that the City has determined as requisite and necessary for the project. Where two or more products or systems are shown or specified, the Contractor has the option of which to use.

For approval of equivalent products or systems to those specified, submit a request, in writing, to the office of the City Representative at least five (5) working days prior to closing Date. Requests shall clearly define and describe the product or system for which approval is requested. Manufacturer's literature, specifications, drawings, cuts, performance data or other information necessary to completely describe the item or system shall accompany requests.

Approval by the City will only be in the form of an addendum.

Approval of equivalent products of systems is given only insofar as they shall conform to the specifications.

No requests will be accepted or approval given by the City for equivalent or alternative products after award of Agreement, unless circumstances warrant such action as determined by the City.

Reference in the specifications to “or pre-approved equivalent” shall mean that approval is obtained in the manner specified above.

15. EXAMINATION OF THE AGREEMENT DOCUMENTS AND SITE

Contractors will be deemed to have carefully examined the RFQ, including all attached Schedules, the Agreement and the Site (as applicable) prior to preparing and submitting a Quotation with respect to any and all facts which may influence a Quotation.

ATTACHMENT 1 – DRAFT QUOTATION AGREEMENT – GOODS AND SERVICES

Reference RFQ Title: **Supply, Delivery and Installation of Library Shelving System
Clayton Community Centre Public Library**

RFQ No.: **1220-040-2020-019**

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

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) "City" means the City of Surrey;
- (c) "Contractor" means a contractor whose Quotation has been accepted by the City and who is providing the Goods and Services under this Agreement;
- (d) "Fees" means the price set out in Schedule B to Attachment 1, for the provision of the Goods and Services, unless otherwise agreed by the parties in writing, and includes all taxes;
- (e) "Goods" means the equipment or materials (if any) as described generally in Schedule A, Schedule A-1, Schedule A-2 and Schedule A-3, to Attachment 1, including anything and everything required to be done for the fulfilment and completion of this Agreement;
- (f) "Indemnitees" has the meaning described in Section 11.2;
- (g) "RFQ" means the Request for Quotations;
- (h) "Services" means the services as described generally in Schedule A, Schedule A-1, Schedule A-2 and Schedule A-3 to Attachment 1 including anything and everything required to be done for the fulfilment and completion of this Agreement; and

- (i) "Site" means the designated site or location of the Goods and Services identified in the Agreement documents.

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) Schedule B – Quotation Extracts;
- (c) Schedule A – Specifications of Goods and Scope of Services;
- (d) Addenda (if any);
- (e) the RFQ; and
- (f) 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; and
Schedule B – Quotation Extracts.

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, Schedule A-1, Schedule A-2 and Schedule A-3, 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 requested 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. START AND COMPLETION DATES

- 3.1 The Contractor will perform and complete all of the Goods and Services and provide all labour, equipment and material and do all things strictly as required by this Agreement.
- 3.2 The Contractor will commence the Goods and Services in accordance with the Notice to Proceed. The Contractor will proceed with the Goods and Services diligently, will perform the Goods and Services generally in accordance with the work schedule as required by the Agreement and will achieve substantial completion of the Goods and Services on or before _____ (insert date of substantial performance) subject to the provisions of this Agreement for adjustments to the contract time.

4. TIME

- 4.1 Time is of the essence.

5. FEES

- 5.1 The City will pay the Fees to the Contractor in accordance with this Agreement. Payment by the City of the Fees will be full payment for the Goods and Services and the Contractor will not be entitled to receive any additional payment from the City.
- 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.

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 should 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 will pay the portion of an invoice which the City determines is payable within 30 days of the receipt of the Invoice, except 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.

- 6.4 If the Contractor offers the City a cash discount for early payment, then the City may, at the City's sole discretion, pay the portion of an Invoice which the City determines is payable at any time after receipt of the Invoice.

Invoices will be submitted by the Contractor by mail to:

Name: _____

Address: _____

- 6.5 Unless otherwise provided, all dollar amounts referred to in this Agreement are in lawful money of Canada.
- 6.6 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.
- 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 18.4 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. CITY RESPONSIBILITIES

- 13.1 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.
- 13.2 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.

13.3 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.

14. DEFICIENCIES

14.1 The City shall have a reasonable time to inspect and to accept the Goods and Services. The City may reject any Goods or Services not in accordance with this Agreement, whether due to damage resulting from improper packing, loading, unloading or otherwise. The City shall notify the Contractor of rejection of the Goods whereupon the Goods will be held subject to the disposition by the Contractor. Any costs or expenses incurred by the City as a result of the rejection of the Goods or Services are, immediately upon written demand by the City, payable by the Contractor, and may be set off against any payments owing by the City to the Contractor.

14.2 The City may hold back from payments otherwise due to the Contractor up to 150% of a reasonable estimate, as determined by the City, on account of deficient or defective Goods or Services. This holdback may be held, without interest, until replacement Goods are received or such deficiency or defect is remedied.

15. DEFAULT AND TERMINATION

15.1 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.

15.2 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.

15.3 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.

15.4 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.

15.5 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.

16. CURING DEFAULTS

16.1 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.

17. DISPUTE RESOLUTION

17.1 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.

17.2 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.

17.3 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.

- 17.4 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.

18. WCB AND OCCUPATIONAL HEALTH AND SAFETY

- 18.1 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 the supply of the Goods and Services. 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 will have the right to withhold payment under this Agreement until the Workers' Compensation Board premiums, assessments or penalties in respect of the Goods and Services have been paid in full.
- 18.2 The Contractor will 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.
- 18.3 The Contractor agrees that it is the prime contractor for the Goods and Services as defined in the *Workers Compensation Act*. The Contractor will have a safety program in place that meets the requirements of the Workers' Compensation Board Occupational Health and Safety Regulation and the *Workers Compensation Act*. As prime contractor, the Contractor will be responsible for appointing a qualified coordinator for insuring the health and safety activities for the location of the Goods and Services. That person will be the person so identified in Schedule B of this Agreement, and the Contractor will advise the City immediately in writing if the name or contact number of the qualified coordinator changes.
- 18.4 Without limiting the generality of any other indemnities granted by the Contractor in this Agreement, the Contractor shall indemnify and save harmless the Indemnitees from and against all claims, demands, causes of action, suits, losses, damages, costs, liabilities, expenses, judgements, penalties and proceedings (including all actual legal costs) which any of the Indemnitees incur, suffer or are put to 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.
- 18.5 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 the *Workers Compensations Act* and Regulations pursuant thereto.

18.6 The City may, on twenty-four (24) hours written notice to the Contractor, install devices or rectify any conditions creating an immediate hazard existing that would be likely to result in injury to any person. However, in no case will the City be responsible to ascertaining or discovering, through inspections or review of the operations of the Contractor or otherwise, any deficiency or immediate hazard.

18.7 The Contractor understands and undertakes to comply with all Workers' Compensation Board 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 and any future MSDS updates will be forwarded.

19. BUSINESS LICENSE

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

20. GENERAL PROVISIONS FOR GOODS

20.1 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: 604-685-3555
Fax: 604-605-8231
Email: cst19@livingstonintl.com"

20.2 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.

20.3 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.

21. COMPLIANCE

21.1 The Contractor will provide the Services in full compliance with all applicable laws, building codes and regulations.

21.2 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.

22. JURISDICTION OF COUNCIL AND NON-APPROPRIATION

- 22.1 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.
- 22.2 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.

23. WAIVER

- 23.1 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.

24. APPLICABLE LAW

- 24.1 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.

25. NOTICES

- 25.1 Any notice, report or other document that either party may be required or may wish to give to the other should 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.
- 25.2 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.

26. MERGER AND SURVIVAL

- 26.1 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 and Disbursements.

27. ENTIRE AGREEMENT

- 27.1 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.
- 27.2 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.

28. SIGNATURE

- 28.1 This Agreement shall be signed by a person authorized to sign on behalf of the Contractor.
- 28.2 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.

31. ENUREMENT

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

This Agreement is executed by the City of Surrey this _____ day of _____, 2020

CITY OF SURREY

by its authorized signatory:

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

This Agreement is executed by the Contractor this _____ day of _____, 2020.

<<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: SUPPLY, DELIVERY AND INSTALLATION OF LIBRARY SHELVING SYSTEM – CLAYTON COMMUNITY CENTRE PUBLIC LIBRARY

REFERENCE No.: 1220-040-2020-019

1. SCOPE OF SERVICES

The City of Surrey (the “City”) requires experienced and qualified Contractors to supply, deliver, and install a metal library shelving system (Goods and Services) – at the Clayton Community Centre Public Library, located at 7155 – 187A street, Surrey, B.C.

Any Goods and Services not specifically mentioned herein, but which would be required to produce a complete working unit, shall be supplied by the Contractor.

The City has established a budget for this acquisition, including delivery and installation of the library shelving system. It is agreed and understood that the City may elect to modify the quantities listed in each category based on budget considerations, at its sole discretion.

The following Schedules are incorporated into the RFQ and Schedule A – Specifications of Goods and Scope of Services and are to be read interpreted and co-ordinated with other parts. Contractors are to review and to respond as instructed to the following:

Schedule A-1 - Division 10 – Specialties Specifications

Schedule A-2 - Metal Storage Shelving Requirements (Proposed)

Schedule A-3 - Drawings

The lack of and/or omission of detailed specifications does not minimize the acceptable levels of service and only the best commercial practices are acceptable

2. DRAWING INDEX (Issued For Construction)

The drawings that have been adopted by the City for this project are included in this RFQ solicitation as Schedule A-3. They are included for information purposes and are subject to change.

DRAWING SPECIFICATION	NUMBER	DRAWING No	DATE
Site Plan		A1.01	7/27/2018
Upper Level Plan		A2.00	7/27/2018
Upper Level Plan		A2.01	7/27/2018
Upper Level Slab Plan		A2.11	7/27/2018
Lower Level, RCP		A2.20	7/27/2018
Upper Level, RCP		A2.21	7/27/2018

Lower Level Floor Finish	A2.30	7/27/2018
Upper Level Floor Finish	A2.31	7/27/2018
Building Elevations	A3.00	7/27/2018
Building Elevations	A3.01	7/27/2018
Building Sections	A3.10	7/27/2018
Building Sections	A3.11	7/27/2018
Interior Elevations – Library	A5.12	7/27/2018
Interior Elevations – Library	A5.14	7/27/2018
Upper Floor Lighting Plan	E1.01	7/27/2018
Upper Floor Power Plan	E2.01	7/27/2018
Upper Level	RD2	1/15/2019

3. PROJECT STATUS & SCHEDULE OF WORK

The building is currently under construction. Based on the current construction schedule the facility is anticipated to be substantially completed in March 2020. The progress completion dates of the milestone activities may be adjusted from time to time, as per mutual agreement, to achieve satisfactory completion dates.

Supply and installation of the Goods and Services to be planned accordingly with provisions to accommodate site readiness and any changes in the schedule. It is anticipated that the facility will be ready for the shelving delivery and installation in April 2020. The Contractor will be required to work with the City to develop a detailed installation schedule. Schedule will be confirmed as the site progresses towards final completion.

4. SPECIFICATIONS/REQUIREMENTS

The specifications, which follow, have been developed to meet the special requirements of this installation. It should be noted that any and all deviations from these specifications must be set forth in detail in the Contractor's Quotation. It will not be adequate to show proposed modifications on a drawing or drawings. Modifications must be set forth and fully described in writing in the Contractor's Quotation and the Quotation must describe the Contractor's justification for such modifications. Minor deviations may be given consideration. Major deviations, or submission of the Contractor's own standard design as an alternate, may not be considered. The City will be the sole judge of whether deviations from these specifications are non-responsive. Full details of the required installations are set forth in the following specifications and drawings.

The Contractor will provide but not limited to the following:

- a. skilled labour, materials, tools, equipment, accessories, and drawings required for the engineering, design, fabrication, supply, installation and commissioning of new complete library shelving system.
- b. the new shelving system should be designed/engineered for public library commercial use, durable, and heavy duty,
- c. schedules, letter of assurances, certificates confirming engineering, design and work conform to requirements of authorities having jurisdiction.

- d. schedule of work showing key milestone dates: order of shelving, delivery time, assembly and installation, commissioning and handing over of complete shelving system,
- e. shelving assembly, placement, installation and commissioning shall be in accordance to manufacturer's specifications, recommendations and instructions,
- f. coordination as required with City's staff, the consultants' team, the general contractor and other trades onsite,
- g. preparation, submission and resubmission of equipment layout as required for review and approval by City's staff,
- h. submittal of shelving system cut sheets and specifications,
- i. removal of all packaging debris, litter, and tools from the facility,
- j. implementation of required protection techniques and systems to avoid causing any damage to the facility or its surrounding during and after the delivery and placement of the shelving system,
- k. complete installation and commissioning of shelving system by skilled and certified technicians,
- l. submittal of as built for the shelving layout both in CAD and in PDF files.
- m. submittal of O&M Manuals including guarantees and warranty letters of shelving system,
- n. on-site warranty repairs as required,
- o. fully participate and comply with site safety program and WorkSafe BC regulations, and
- p. service and support, as required for the design, fabrication, field measurements and layout, installation and completion of complete shelving system.

5. CLEAN-UP AND PROTECTION

The Contractor shall keep the premises clean where he is working, and each day shall remove from the site all crates, cartons, boxes and other debris resulting from his work. The Contractor shall keep the area in which he is working "broom clean" at all times, removing any mud, dirt or debris brought in by the Contractor's workers. The quality of finishes on this site demands the site be kept clean and tidy. The Contractor shall protect the building finishes while he is working therein. He will be responsible for any damage to either his own work or to the work of others caused by his workmen or his equipment. In case of any damage to any part of the building or to his own work, he shall restore all such damaged work to its original condition at his own expense and to the satisfaction of the general contractor and the City.

SCHEDULE A-1 - DIVISION 10 – SPECIALTIES SPECIFICATIONS

SECTION 10 56 13 - CANTILEVER METAL STORAGE SHELVING

PART 1 - GENERAL

1.1. SECTION INCLUDES

- A. Supply and installation of metal storage shelving system with related components as indicated on the drawings, scheduled and as specified herein.

1.2. RELATED DOCUMENTS

- A. Refer to Shelving Schedule and Drawings, plus general provisions of the Contract, including General and Supplementary Conditions and other Related Specifications Sections, apply to this Section.

1.3. SUMMARY

- A. This section includes the following:
 - 1. Fabrication and installation of cantilever fixed shelving units, including leveling and seismic anchorage.
- B. Related Sections: Refer to RFQ document and Schedules.

1.4. PERFORMANCE REQUIREMENTS

- A. Due to the user's preference and requirements for safety, performance, and flexibility, product is based upon one manufacturer. It is expected that alternate product submissions are to demonstrate full compliance with the specification and specified product requirements.
- B. Structural Performance: Design and construct metal storage shelving to support uniform load of 244 kg per m² of span.
- C. Seismic Performance: Provide seismically restrained fixed shelving installations capable of withstanding the effects of earthquake motions in compliance with local codes and bylaws. Retain a professional engineer, registered in the Province of British Columbia, to design fabrication and erection of the Work of this Section in accordance with applicable Building Code and Contract Document requirements including but not limited to the following:
 - 1. Seal and signature to shop drawings and seismic design submittals including Design Letters of Assurance for the design of fabrication, erection and anchorage of shelving systems.
 - 2. Field review of installed components and anchorage including Completion Letter of Assurance for field review compliance of Work installation, required for project Substantial Completion.
- D. Experienced procurement supply chain scheduling capable of delivering product to suit project timelines.
- E. Design Requirements: as described in the attached drawings and specifications.
- F. Design shelving to accommodate vertical adjustment of shelves in 1 inch increments and to permit easy assembly, expansion, dismantling and re-use of shelving component parts.
- G. Color Samples: Provide samples for each exposed product material and for each color required.
- H. Selection Samples: For selection of colors and textures, submit manufacturer's actual product samples, for required range of colors and textures.

DIVISION 10 - SPECIALTIES

- I. Installer Qualifications: Hire an experienced installer who is an authorized and certified representative of the manufacturer.
 - 1. Manufacturer to certify in writing at time of bid installer is qualified for installation of specified systems. Certifications by sales representatives, dealers, or distributors are not acceptable.
 - 2. Minimum Qualifications: Demonstrated experience installing systems of similar size and complexity to project requirements. Qualifications should include references for certified installation supervisor.
 - 3. Installer is to provide on site service support within 24 hours of request.
- J. Warranty: Submit a written warranty, executed by the Contractor, installer and manufacturer, agreeing to repair or replace units with faulty materials or workmanship within the specified warranty period. This warranty shall be in addition to, not limitation of, other rights the Owner may have against the Contractor under Contract Documents.

Lifetime Limited Warranty: The entire shelving system will be warranted against defects in materials for the life for the installation from the date of acceptance by the Owner.
- K. Reference List: Provide a listing minimum of three (3) fixed storage installations to be contacted or visited by Owner and Consultant. Installation should be of similar size and scope of the specified system. Information is to inform on the operation, quality of installation and the suitability of manufacturer's products and comparison with materials and products specified. List to include contact names, phone numbers or e-mails, plus size and quantity of shelving units.
- L. Sustainability Data: Provide complete environmental data including recycled material content, VOC data, and other product related information, if available. Describe all manufacturing processes or policies that contribute to environmental sustainability.
- M. Project Schedule: Provide a specific project deliverables plan as part of bid, detailing all critical elements necessary to plan, manufacture, ship, and install shelving product to meet the target turnover date. Include critical project milestones and risk mitigation plan.
- N. Manufacturer Qualifications:
 - 1. Manufacturer to submit any nationally recognized certifications with proposal.

1.5. SUBMITTALS

- A. Product Data: Submit manufacturer's product literature, schematics, testing data, and other items as described in this specification. Include data substantiating that products to be furnished fully comply with requirements of the contract documents and specifications. Include installed weight, loading criteria, furnished specialties, and accessories.

NOTE: Product Data Submittals and certifications for Alternative Products are due from all bidding contractors at time of bid; failure to do so is cause for disqualification.
- B. Shop Drawings: Prepare and detail fabrication and assembly of storage shelving, as well as installation procedures and diagrams.
 - 1. Include delegated structural design and anchorage engineering as part of Shop Drawing submission. Design engineer is required to submit scheduled letters of assurance:
 - a. Shop Drawing Stage: Submit Schedule S-B "Assurance of Professional Design and Commitment for Field Review".
 - b. After Completion of Field Reviews: Submit Schedule S-C "Assurance of

DIVISION 10 - SPECIALTIES

Professional Field Review and Compliance".

2. Indicate shelving layouts, number of bays, number and size of shelves, number and size of drawers, bins, dividers, system of bracing and anchoring devices. Include layouts as well as clearances, spacing, and relation to adjacent construction in plan, elevation, and section.
3. Include components, assemblies, connections, attachments, connectors, reinforcements, lateral bracing and anchorage.
4. Include floor layouts, technical and installation manuals for each unit shipment.
5. Product certificates.
6. Quality control submittals: submit manufacturer's written field reports within 3 days of review, verifying compliance of Work as described in 3.2.B Installation.

1.6. QUALITY ASSURANCE

- A. **Manufacturer Certification:** Provide written certification by manufacturer on manufacturer's letterhead at time of bid stating compliance with all specifications of shelving systems. Shelving certifications must confirm compliance with all shelf types, sizes and gauges as noted in these specifications.
- B. **Installer Qualifications:** Certified in writing to be qualified for installation of specified systems (see 1.4F).

NOTE: Product Data Submittals and certifications for Alternative Products are due from all bidding contractors at time of bid, failure to do so is cause for disqualification.

1.7. PROJECT CONDITIONS

- A. **Field Measurements:** Verify shelving unit locations by field measurements prior to fabrication and shipping, by confirming Shop Drawing measurements. Coordinate fabrication schedule with construction progress to avoid Work delay.
 1. **Established Dimensions:** If timely field measurements cannot be made without impacting the Work or schedule, establish and flag critical dimensions on the shop drawings and only proceed with shelving unit fabrication after proper site coordination to ensure actual dimensions will correspond to established flagged dimensions.
- B. **Delivery, Storage, & Handling:** Comply with instructions and recommendations of manufacturer for special delivery, storage and handling requirements. The project site is under control by other renovation contractors, so assume the areas are not ready to receive deliveries for interim storage.
- C. **Sequence & Scheduling:** Sequence storage shelving system installation with other work to minimize possibility of damage and soiling during remainder of construction period. The site is currently under renovation by other contractors.
- D. **Pre-installation Conference:** Conduct conference at project site. Review methods and procedures related to installation of fixed storage units including, but not limited to, the following:
 1. Inspect and discuss condition and levelness of existing walls and flooring. Prepare all substrates to receive the work in conformance with Manufacturer's printed instructions.
 2. Coordination of work with that of other contracts.
 3. In addition to the Contractor and the installer, arrange for the attendance of the following:

DIVISION 10 - SPECIALTIES

- a. Other trades and installers affected by the work of this section.
 - b. The Owner's representative.
 - c. The design Consultant.
 - d. Manufacturer's representative.
- E. Maintenance Materials: Provide maintenance materials, special tools and spare parts as standard or needed for assembly and disassembly.

PART 2 - PRODUCTS

2.1. MANUFACTURERS

- A. General: Products are based on Aetnastak Cantilever Library Shelving Systems product manufactured by Montel Inc. Contingent on meeting all specification requirements, other acceptable manufacturers may apply to bid as a substitute or alternative to the approved product, provided they meet the aesthetic, finish, dimensional and performance requirements as specified.
- B. Product Alternatives: Alternative Products will be reviewed and accepted or rejected at the Owner's discretion based on criteria described in the documents. Accepted alternatives will be identified in the Owner-Contractor agreement.

NOTE: Product Data Submittals and certifications for Alternative Products are due from all bidding contractors at time of bid, failure to do so is cause for disqualification.

2.2. Materials

- A. Galvanized steel sheet: commercial grade to ASTM A653/A653M with Z275 zinc coating.
- B. Steel sections and plates: to CSA-G40.20/G40.21, Type 400 W.
- C. Steel bolts, nuts and washers: to ASTM A490M.
- D. Welding materials: to CSA W59.
- E. Particleboard: ANSI A208.1, made with binder containing no urea formaldehyde.
- F. Hardboard: ANSI A135.4.
- G. Shelving:
 1. Size and width to schedule.
 2. Profile: Fourth bend at front and back for extra strength and elimination of sharp edges.

2.3. MANUFACTURED COMPONENTS – CANTILEVER SHELVING

- A. Proprietary, purpose made, heavy duty fixed library shelving system manufactured of sheet steel complete with increment clip type shelf adjustment capability and assembly/accessory adaptability to modify, expand and reconfigure. Refer to Shelving Schedule and Drawings.
- B. Stationary system designed to be seismically anchored to the existing wood frame floor systems.
- C. Aetnastak Product Component Standard:
 1. Column Uprights: Formed of 16-gauge steel into a channel shape with 1/2" stiffening flanges, the channel to measure 2" in the web and 1 5/16" at the front and rear faces. They

DIVISION 10 - SPECIALTIES

present a smooth, closed box shape 2" x 2 5/8" in cross section with eight right angle bends when bolted to the adjoining column of the next unit, or bolted to an end cover. When bolted to adjacent welded frames, exposed open channels of uprights are unacceptable. Each column is perforated full-height on both faces with a row of slots spaced 1" on vertical centers to receive hooks and lugs of shelf brackets, thus permitting 1" adjustment of shelves. In adjoining columns, the rows of slots are 5/8" on lateral centers. Columns are marked every three (3) inches to facilitate visual positioning and adjustment of shelves. Corresponding holes for bolting columns into ranges are provided. Two (2) uprights are required for each section of a range, since no adjacent sections may share a common upright and be truly modular. Bolted column uprights must create a vertical concealed chase for wiring and cabling.

2. **Top Spreader Tube:** The top spreader is a fully closed tube of 16-gauge, 2" x 2" square. This tube is securely electric welded with continuous welds to the upright columns to permit unit arrangements and maximum non-sway capabilities. The length of this tube is variable for any unit width (36" standard). The top spreader is tubular to assure a closed surface where books or patrons may come in contact with the tube and visually pleasing from the top on low units and from the bottom on high units. This closed tubular shape additionally provides a chase for wiring and cabling. Field modifications to accommodate potential wiring or cabling are unacceptable.
3. **Bottom Spreader Channel:** To be channel shaped, open to the floor, of minimum 14-gauge steel. This spreader is electric welded on the two (2) vertical faces with continuous welds to the upright columns at a height to assure continuous through shelving on the base shelves. The length of the channel shall be as above for the top spreader. Slots in bottom spreader channel are provided to perform leveling function at the column, without having to remove base shelf. The above top and bottom spreaders are electrically welded to the uprights with a full bead of each of the four (4) joints to form a rectangular frame of one (1) piece construction without the use of nuts, bolts or any other type of fastener. The completed frame is rigid without the use of sway braces, gusset plates, angle braces, or any other device that will obstruct the use of any or all shelves anywhere in the bookstack.
4. **Levelers:** An 11-gauge steel threaded clip is welded to each of the frame uprights below the bottom channel spreader. Such clip accommodates a 5/16" – 18 gauge leveling glide with optional neoprene cap. Such glides allow for maximum leveling on irregular floor conditions. Base brackets will be leveled when anchoring to the floor. Each initial double face section in a range must receive six (6) levelers. Each initial single faced section in a range must receive four (4) levelers. All sections, single or double face must receive levelers at every upright.
5. **Base Shelf:** Made of 18-gauge steel and formed with front and rear faces formed 3/4" high & box formed with no less than four (4) 90-degree bends. The surface of the bottom shelf is flush with the top surface of the bottom spreader, presenting a continuous storage surface. Side flanges of the base shelf will engage formed lugs in the base shelf support neatly and securely to render full support to the side surfaces of the shelf. Two (2) piece base shelves are used for double face units to provide flexibility for future rearrangement from double face to single face. Base shelves must provide flush and uniform surface without the use of "fillers". Base shelves are designed to carry book loads of 50 pounds per square foot without deflection in excess of 3/16". In addition, an 18-gauge adjustable separate recessed kick strip 3" high is provided with return flanges at the top & bottom for stiffening. Kick strip is painted black in color or matching shelving color. Slotted flanges at both ends engage with a slot in the base shelf supports to allow for adjustability and presentation of a neat closed appearance with the surface of the floor. For maximum flexibility, base shelves must have capability to be exchanged or interchanged with adjustable shelves. Base shelves may not be unique or otherwise limited in placement or usage.
6. **Base Shelf Bracket:** Made of 16-gauge steel with front and top faces flanged on a 5/16" radius and the exposed corner smoothly rounded. Brackets will have three (3) projections at the rear, two (2) hooks at the top and right-angle tab at the bottom with a hole to accept

a 5/16" bolt. With the bottom tab bolted to the column, the hook shall tightly engage its slot in the column. Adjoining base shelf brackets shall be bolted together to preserve alignment, with bolts, placed in indentations deep enough to prevent damage to books on the base shelf. Two (2) right-hand and two (2) left-hand base shelf brackets shall be used on double face units to provide flexibility for future rearrangement from double face to single face. Compact (high density) units do not require base brackets as standard adjustable shelves are used with gussets.

7. Adjustable Shelf: Made of 18-gauge steel and formed with front and rear faces formed 3/4" high and box-formed with no less than four (4) 90-degree bends (i.e. down 3/4", return 5/8", return 3/8" and return 5/16"). They shall present a smooth, closed appearance on both faces inside as well as outside with all sharp edges eliminated, yet formed to receive book supports and label holders. Adjustable book shelves are designed to carry books loads of 50 pounds per square foot without deflection in excess of 3/16". The nominal depth of bookshelves is 1" greater than the actual depth from face of column to front of shelf. The shelves should be reversible, front to back, for maximum shelf life.
8. Adjustable Shelf Bracket: Made of 16-gauge steel with front, top and bottom faces flanged with an approximate 5/16" return. Brackets have three (3) projections at the rear, two (2) hooks and two (2) safety lugs, to engage the column slots and permit easy adjustment of shelves with maximum possible protection against dislodgment. Brackets are fastened to the shelves with tabs. An impression is furnished to serve as an automatic bracket spacer, eliminating the possibility of adjacent bracket overlap. The bracket design allows for shelf adjustment upward or downward (i.e. walking the shelf) without disturbing adjacent shelves.
9. Gusset: Made of (1) piece 16-gauge steel, 32" or 48" high, triangular 2" at the top and depth of base at the bottom. A 1 1/2" bend with holes will allow anchoring to the floor. Provide minimum (3) gussets per double face range unless shelving height and seismic zone dictates otherwise. 2-piece Gusset with butt joint is unacceptable
10. Canopy Top: When required, canopy top shall be provided for all sections, one (1) for single-faced sections and two (2) for double-faced sections, in order that any rearrangement of sections at a later date may be accomplished without requiring new parts. Note that on lower height units such as 42", 48", 54" or 66" a one (1) piece top shall be used for double-faced sections, if canopy top is required. Canopy top shall be of 20-gauge steel. The faces of the canopy top shall be 1 1/2" high. Inverted type bracket supports for canopy top shall be formed of 12-gauge steel. A suitable hole shall be provided on either side of the canopy top so that adjacent tops may be bolted together for uniform alignment. High canopy tops to be prefinished steel; low canopy tops to be finished as per end panels.
11. Bracket for wood top or plastic laminate top: Inverted type bracket supports for canopy tops shall be formed of 12-gauge steel. Brackets shall have four (4) projections at the rear, two (2) hooks and one (1) safety lug, to engage the column slots and permit easy adjustment of top with maximum possible protection against dislodgment. Brackets shall be fastened to the top with zinc plated steel angles.
12. End Panels: When required, end panel is provided at exposed ends. They are formed of 20 gauge steel with 2" faces, a returned 1" stiffening flange inside side and top faces. Panels to be finished in plastic laminate or wood veneer finish as scheduled and detailed, complete with aluminum inserts at slats.
13. (Optional) Slat Steel End Panels and Accessories:
 - a. Simple Face Slat Steel End Panels: made of 20-gauge steel, the panel is 2" thick and present one column of perforations centered on the panel. The rectangular perforations are 1/2" x 5 1/2" and are 3" spaced in height. A hat shaped 18-gauge steel reinforcement is welded in the middle of the double face panel.

DIVISION 10 - SPECIALTIES

- b. Double Face Slat Steel End Panels: made of 18-gauge steel, the panel is 2" thick and present two columns of perforations centered on the panel. The rectangular perforations are 1/2" x 5 1/2". They are 3" spaced in height and 4 3/4" spaced in width. A hat shaped 18-gauge steel reinforcement is welded in the middle of the double face panel.
- c. Utility Display Shelf: made of 18-gauge steel, the utility display shelf is 20" wide x 8" high x 12" deep. A welded bracket on each side ensures the shelf keep a right angle. To be used with the double face panel. The back of the utility display shelf shall present two Z shaped 5 15/32" long hooks that are used to hold into the slat steel end panel perforations.
- d. Utility Display Shelf with Hole: made of 18-gauge steel, the utility display shelf is 20" wide x 8" high x 12" deep. A welded bracket on each side ensures the shelf keep a right angle. The horizontal wall shall present a 2" diameter hole, near the bend and centered in the width. To be used with the double face panel. The back of the utility display shelf shall present two Z shaped 5 15/32" long hooks that are used to hold into the slat steel end panel perforations.
- e. Sloped Display Shelf: made of 20-gauge steel, the sloped display shelf is 9" wide x 12" high x 1 1/2" thick. A 180 degree bend on the protruding edge eliminates sharp edge to protect books and users. A welded 18-gauge back support creates a 15 degree slope for the shelf. The back of the sloped display shelf shall present one Z shaped 5 15/32" long hook that is used to hold into the slat steel end panel perforations.

D. Options:

- 1. Universal Display Shelf: Shall be dual purpose. Shelf when used in flat position provides 8" storage with a 5 1/2" integral back. In 55-degree sloped position, shelf shall be bolted to side bracket and shall provide 5 1/2" storage with 8" integral back. All universal shelves must be interchangeable with conventional shelves. Shall be formed with front and rear faces formed 3/4" high and box formed with no less than four (4) 90 degree bends (i.e. down 3/4", return 9/16", return 0.418" and return 0.300"). They shall present a smooth, closed appearance on both faces inside as well as outside with all sharp edges eliminated, yet be arranged to receive book support and label holder.
- 2. Universal Display Shelf 23deg: Shall be dual purpose. Shelf when used in flat position provides 8" storage with a 5 1/2" integral back. In 67-degree sloped position, shelf shall be bolted to side bracket and shall provide 5 1/2" storage with 8" integral back. All universal shelves must be interchangeable with conventional shelves. Shall be formed with front and rear faces formed 3/4" high and box formed with no less than four (4) 90 degree bends (i.e. down 3/4", return 9/16", return 0.418" and return 0.300"). They shall present a smooth, closed appearance on both faces inside as well as outside with all sharp edges eliminated, yet be arranged to receive book support and label holder.
- 3. Universal Display Base Shelf: Shall be dual purpose (same description than AEUD.www.dddA). In 55 degree sloped position, the shelf should sit on the 4" kick strip at the front, and the side flange of the shelf should insert between the base bracket and the special shim, at the back. This base shelf is then easy to change from one (1) position to the other without the use of hardware or tools. All universal display base shelves must be interchangeable.
- 4. Universal Display Base Shelf 23deg: Shall be dual purpose (same description than AEUD23.www.dddA). In 67 degree sloped position, the shelf should sit on the 4" kick strip at the front, and the side flange of the shelf should insert between the base bracket and the special shim, at the back. This base shelf is then easy to change from one (1) position to the other without the use of hardware or tools. All universal display base shelves must be interchangeable.

DIVISION 10 - SPECIALTIES

5. Adjustable Divider Shelf: Shall be formed of not less than 18-gauge steel, with front face formed $\frac{3}{4}$ " high and box formed with no less than four (4) 90 degree bends (i.e. down $\frac{3}{4}$ ", return $\frac{5}{8}$ ", return $\frac{3}{8}$ ", and return $\frac{5}{16}$ "). The rear of the shelf shall be formed with a vertical flange $4 \frac{9}{16}$ " high, a $\frac{5}{16}$ " return to the rear, a $\frac{5}{16}$ " return down. They present a smooth, closed appearance on both faces, inside as well as outside, with all sharp edges eliminated. The shelf surface and rear vertical flange shall be punched on 1" horizontal centers for three-point reception of adjustable divider lugs. The shelf shall carry a load of 50 pounds per square foot without deflection in excess of $\frac{3}{16}$ ". Letter-size shelves shall be $10 \frac{3}{4}$ " actual depth and legal-size shelves shall be $13 \frac{3}{4}$ " actual depth.
6. Divider Base Shelf: Shall be formed of no less than 18-gauge steel. The front face shall be the same as the adjustable divider type shelf. The shelf surface, slots, rear vertical flange and all other features of the base shelf shall be the same as the specification for adjustable shelf. Side flanges of the base shelf shall engage formed lugs in the base shelf bracket neatly and securely to render full support to the side surfaces. In addition, a kick strip shall be provided as specified under closed base shelf.
7. Shelf Divider: Shall be formed of 20-gauge (until 14" deep) or 18-gauge steel (15" deep and more) with one (1) lug at the top rear side and two (2) lugs on the bottom to engage slots in the shelf for easy adjustment on 1" horizontal centers. The front top corner of the divider shall be neatly rounded with an approximate 2" radius. Exposed edges of the divider shall be smooth and free from burrs.
8. Integral Backstop Shelf.
9. Sliding Reference Shelf: Shall be 11" deep and be made of minimum 18 gauge steel reinforced on each side with steel angles for securing the slides. All neatly welded and grinded to remove all sharp edges and corners. The shelf shall operate on double extension ball-bearing slides equipped with rubber bumpers on each end of travel. The assembly shall be securely attached to a standard adjustable shelf with 16 gauge "L" brackets and at least two (2) screws at each end. This shelf is easy to change from one (1) position to the other without the use of hardware or tools.
10. Pivot Periodical Display Shelf: shall be 14" actual depth in order to be installed on a 11" to 15" deep unit, and formed of not less than 18 gauge steel. The front face shall be formed 1" high and $1 \frac{1}{2}$ " thick with the top edge having a $\frac{1}{2}$ " hem bend on the inside surface to give added strength and to provide a smooth clean seam. The sides are formed down $\frac{1}{2}$ " with a $\frac{1}{2}$ " hem bend. The back flange is $\frac{7}{16}$ " and formed downward to provide a smooth flush surface for display material. A 16 gauge pivot is provided on the underside of the shelf at each side, located so that the display shelf will rests unaided in a horizontal position. The pivot is secured to the storage shelf bracket with bolt and lock nut. Specifications for the 18 gauge storage shelf and the 16 gauge storage shelf brackets are similar to above.
11. Pivot Periodical Display Base Shelf: The hinged shelf shall be of the same construction as the hinged periodical display adjustable shelf except that the storage portion will be constructed similar to the standard 18 gauge closed base shelf and 16 gauge closed base shelf bracket except that the shelf bracket shall be punched to receive the shoulder bolts for attaching the pivots.
12. Sloped Display Shelf with 3" Front Edge: Shall be formed of 18-gauge steel. The back of the shelf is bent $\frac{3}{4}$ " down at 90 degrees with a flat hem of $\frac{3}{8}$ ". The front of the shelf is formed to obtain a 3" lip with a flat hem of $\frac{3}{8}$ ". The sides are formed down 1" and have holes to fix the shelf to the side brackets with $\frac{1}{4}$ " diameter screws. The side brackets are $7 \frac{11}{16}$ " high and made of 16 gauge flat steel. They are cut out to create a 27-degree sloped shelf. The overall dimension of the shelf assembly is $12 \frac{11}{16}$ " from the face of the upright frame to the edge of the lip.
13. Media Shelf Single Tier.

DIVISION 10 - SPECIALTIES

14. Media Base Shelf Single Tier.
15. Media Shelf Double Tier.
16. Divider for Media Shelf.
17. Adjustable Sloped Shelf: Shall be formed of not less than 18 gauge steel with front face formed $\frac{3}{4}$ " high and box formed with no less than four (4) 90-degree bends. The rear of the shelf shall be formed with a vertical flange $4 \frac{9}{16}$ " high, a 0.325" return to the rear, a 0.290" return down, and $1 \frac{1}{16}$ " side flanges returned to the rear. They present a smooth, closed appearance on both faces, inside as well as outside, with all sharp edges eliminated. The shelf carries a load of 50 pounds per square foot without deflection in excess of $\frac{3}{16}$ ". This shelf is sloped 5 degrees.
18. Sloped Base Shelf: Shall be formed of not less than 18-gauge steel. The front face is formed $\frac{3}{4}$ " high with no less than four (4) 90-degree bends. The rear of the shelf shall be formed with a vertical flange $4 \frac{9}{16}$ " high, a 0.325" return to the rear, a 0.290" return down. Side flanges of the base shelf engages formed lugs in the base shelf support brackets neatly and securely to render full support to the side surfaces of the shelf. In addition, a kick strip shall be provided as specified under closed base shelf. This shelf is sloped by the insertion of two (2) lateral plate supports 20-gauge at the end bracket hook support. These lateral plates provide 5 degree slope to base shelf.
19. Adjustable Divider Sloped Shelf: Shall be formed of not less than 18 gauge steel, with front face formed $\frac{3}{4}$ " high and box formed with no less than four (4) 90-degree bends. The rear of the shelf shall be formed with a vertical flange $4 \frac{9}{16}$ " high, a 0.325" return to the rear, a 0.290" return down, and $1 \frac{1}{16}$ " side flanges returned to the rear. They present a smooth, closed appearance on both faces, inside as well as outside, with all sharp edges eliminated. The shelf surface and rear vertical flange shall be punched on 1" horizontal centers for three-point reception of adjustable divider lugs. The shelf carries a load of 50 pounds per square foot without deflection in excess of $\frac{3}{16}$ ". This shelf is sloped 5 degrees by the insertion of two (2) 20 gauge lateral plate supports at the end bracket hook support.
20. Divider Sloped Base Shelf: Shall be formed of no less than 18 gauge steel. The front face shall be the same as the adjustable divider type shelf. The shelf surface, slots, rear vertical flange and all other features of the base shelf shall be the same specification as the adjustable shelf. Side flanges of the base shelf shall engage formed lugs in the base shelf support neatly and securely to render full support to the side surfaces. In addition, a kick strip is provided as specified under closed base shelf. This shelf is sloped 5 degrees by the insertion of two (2) 20 gauge lateral plate supports at the end bracket hook support.
21. Adjustable Integral Back Shelf: Shall be formed of not less than 18 gauge steel with front face formed $\frac{3}{4}$ " high and box-formed with no less than four (4) 90-degree bends (i.e. down $\frac{3}{4}$ ", return $\frac{5}{8}$ ", return $\frac{3}{8}$ " and return 0.324"). The rear of the shelf shall be formed with a vertical flange $1 \frac{1}{2}$ " high, and a 0.352" return to the rear. The integral back shall be designed to receive a sliding wire book support. They shall present a smooth, closed appearance on both faces, inside as well as outside, with all sharp edges eliminated. The shelf carries a load of 50 pounds per square foot without deflection in excess of $\frac{3}{16}$ ".
22. Base Shelf with Integral Back: Shall be formed of not less than 18 gauge steel. The front face shall be formed $\frac{3}{4}$ " high with no less than four (4) 90 degree bends (i.e.: down $\frac{3}{4}$ ", return $\frac{5}{8}$ ", return $\frac{3}{8}$ " and return 0.324"). The rear of the shelf shall be formed with a vertical flange $1 \frac{1}{2}$ " high, and a 0.352" return to the rear. The integral back is designed to receive a sliding wire book support. Side flanges of the base shelf shall engage formed lugs in the base shelf bracket neatly and securely to render full support to the side surface of the shelf. In addition, a kick strip shall be provided as specified under closed base shelf.

DIVISION 10 - SPECIALTIES

23. Shelf Backstop: Shall be formed of not less than 18 gauge steel. The top and bottom edges shall have a return formed at 90 degrees to the back and a return formed down. The front face shall be 3" high after forming. The backstop shall be formed at both edges with two (2) hooks that will engage into upright slots, allowing for backstops to be installed after shelves and bases are installed. The recessed backstop has the main wall offset of 3/4" (19mm) toward the back.
24. Base Bracket Cover: When required, the base bracket cover shall be provided at exposed range ends to finish off the exposed ends of base shelf bracket. They shall be fabricated in the same manner as base shelf bracket, and of the same gauge, except that shelf supporting lugs and bottom flange shall be eliminated.
25. Wall Angle: Shall be of at least 11-gauge and measuring at least 3" x 2" x 1" wide and shall be provided for all single faced sections in the quantity of one (1) per section.
26. Floor Anchor Angle.
27. Transverse Top Bracing: Shall be channel shaped made of 16-gauge and measuring at least 1 5/8" in the web and 1 1/8" at the flanges. When required they are provided in quantity of one (1) length of at least eight feet for every three (3) sections of double faced bookstack on all open base installations or any installation where the base shelf is the same depth as the adjustable shelves. Transverse top bracing should only be omitted where base shelves are at least 2" deeper than adjustable shelves, or where the base shelf supports are securely fastened to the floor on both sides through the outermost hole in the bottom flange, and the base plates are fastened to the floor at least every other section.
28. Range Finder Double Face Aluminum: Shall be formed "V" shaped of one (1) piece construction of either 0.025 aluminum or 22-gauge steel. The four (4) horizontal edges shall be designed to accept a 3" x 5" card on both vertical exposed faces.
29. Sloped Base for Periodical Display: The display is made of four (4) components: a display back plate, a support angle, two foot base brackets and a kick plate. The whole assembly makes a 10degree inclined display where shelves shall be added. The display back plate is made of 18-gauge steel. It is perforated on both extremities by increments of 1" in order to admit shelf bracket's hooks. The support angle made of 16-gauge steel is "L" shaped at 100degrees and has inserts. It is fixed to the shelving frame with hardware, and the back plate's upper end is bent to be fixed to the angle for integral support. The bottom of the back plate is fixed to the foot base bracket, which are made of 16-gauge steel and fixed to the bottom of the shelving frame to give stability. The kick plate is made of 18-gauge steel and is used to provide an aesthetic look.
30. T-Base with wheels. T-Base shall have a minimum depth of 18" and shall be made for double face units. T-Base assembly shall be 17.5" high (without wheels), 23-1/16" with wheels and is made of three (3) main parts: base, upright and wheels. The base is a 16 gauge steel tube 1" x 2.5" and shall be perforated to allow wheels insertion and fixation. Open ends are protected by plastic caps. The upright shall be welded to the base and is made of two (2) components welded together. For a starter, it is two (2) pieces 14 gauge steel bent in U and welded to create a cavity in which the shelving upright is inserted. For an adder, a 16 gauge steel 1" x 1 1/2" tube is welded. Each T-Base shall have two (2) 5" diameter swivel wheels.
31. Universal Modular Carriage: The modular carriage shall be a wheelbase compatible with Upright Frames secured with Gussets. The welded base shall be made of 12-gauge steel and shall be 7/8" high (22 mm). Each base shall have four swivel wheels or [two swivel wheels and two rigid wheels]. Wheels shall be 5" (127 mm) in diameter. The modular carriage shall be 7" high overall (178 mm).
32. Wall Upright: Shall be formed of 16-gauge steel into a 1.25in thick by 1.625in wide U shaped profile. Each upright is perforated full height on main face with two rows of slots,

DIVISION 10 - SPECIALTIES

so two (2) uprights are required for each starter section of a range, then only one for adder sections. Slots are spaced 1" on vertical centers to receive hooks and lugs of shelf brackets and 11/16" on lateral centers. Perforations are marked every three (3) inches to facilitate visual positioning and adjustment of shelves. The post contains 2 (from 21in to 44in high) or 3 (more than 44in high) holes with conic embossment to accommodate 9/32 bolts for wall anchorage.

2.4. FINISH SPECIFICATIONS

- A. Shall be the finest quality available and best adapted for the intended use. All steel shall be quality milled, cold rolled, pickled, and double annealed, free from scale and buckle. All plating used on exposed parts shall be metallic furniture stock. All gauges are U.S. standard. The assembly of all parts shall be such that the completed installation presents a neat and finished appearance, free from any exposed sharp edges or projections. All other special materials shall be as specified.
- B. All components to be painted with an electrostatically applied powder coat finish. All steel parts to be machined smoothed and thoroughly cleaned by a process of completely washing in a phosphatizing solution to ensure removal of oil, grease or other foreign material which could interfere with the adhesion of the priming coat in any way. Following the cleaning process, all parts shall be coated thoroughly and completely covered with a fine powder coat, baked to the paint manufacturer's recommendation. The powder coat finish to be medium gloss, giving a reading of 35 to 65 degrees on a standard gloss meter. The finish for epoxy-polyester hybrid powder coat shall be a minimum 1.2 mil thickness capable of withstanding severe hammer and bending tests without flaking and capable of resisting methyl ethyl ketone, salt spray, abrasion and printing, and all normal usage resistant requirements of a good finish. In addition, the powder coat is to be free of off-gassing, preventing any deterioration of collections and other stored materials.
- C. Colors to be selected by owner from standard range.

PART 3 - EXECUTION

3.1. EXAMINATION

- A. Examine subfloor surfaces, with installer present, for compliance, installation tolerances and other conditions affecting the required performance of fixed storage units.
 - 1. For the record, prepare a written report, listing any conditions detrimental to performance of the fixed storage units.
 - 2. Prepare all substrates to receive the work in conformance with Manufacturer's printed instructions.
 - 3. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2. INSTALLATION

- A. Install components and accessories after or in coordination with key base-building finishing operations, including painting. Install shelving units as per final layout drawings, in strict compliance with manufacturer's printed instructions and structural engineering design and calculations. Position all units level, plumb and at to properly meet up with adjoining units and related work.
- B. Manufacturer's services for Field Quality Control: Provide manufacturer's field review of product installation in accordance with manufacturers' instructions and product use recommendations.
- C. Remove and replace components that are chipped, scratched, or otherwise damaged and which do not match adjoining work. Provide new matching units, installed as specified and in manner to eliminate evidence of replacement.

DIVISION 10 - SPECIALTIES

- D. Review: Contractor to notify Owner/Consultant at least twenty-four (24) hours in advance of any necessary reviews of the work.
- E. Adjust: Adjust components and accessories to provide a smoothly operating, visually acceptable installation.
- F. Cleaning: Clean area daily removing surplus materials, rubbish and debris resulting from installation. Immediately upon completion of installation, clear components and surfaces and wipe down shelving units, leaving areas of installation in a neat, clean condition.
- G. Protection: Protect system against damage during remainder of construction period. Advise Owner of additional protection required to ensure shelving units will be without damage or deterioration at time of substantial completion.

3.3. DEMONSTRATION/CUSTOMER TRAINING

- A. Provide sufficient training to end-user's staff. Training shall include general safety and operation instructions, basic adaptabilities as well as maintenance procedures.

END OF SECTION

SCHEDULE A-2 – CLAYTON COMMUNITY CENTRE PUBLIC LIBRARY SHELVING REQUIREMENTS (PROPOSED)

Clayton Community Centre Public Library Shelving Requirements

Schedule A-2

Shelving Type Abbreviations - FT=Flat Tray; FDS=Flat Divider Shelf; UD=Universal Display; UDD=Universal Display Divider; PP=Periodical Pivoted; HB=Hanging Bag; SR=Sliding Reference

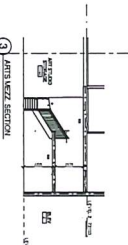
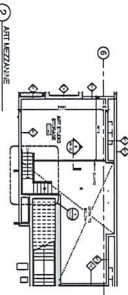
Row #	Area	Type	Bay size	Shelf Depth	# Bays	# Shelves							End Panels	Canopy Tops
						FT	FDS	UD	UDD	PP	HB	SR		
1	Adult Periodicals	Double-faced bay	66"Hx22"D	11"	12	48				48			2	6 Double Faced
2,3,4,5	Adult Non-Fiction	Double-faced bay	66"Hx22"D	10"	46	184		46				2	10	23 Double Faced
6	Adult Multilingual/ESL/Biographies	Double-faced bay	66"Hx22"D	10"	12	48		12					2	6 Double Faced
7,8,9,10	Adult Fiction & Book Club kits	Double-faced bay	66"Hx22"D	10"	46	102		68					10	23 Double Faced
11	Adult & Teen DVDs, Audiobooks	Double-faced bay	66"Hx22"D	10"	12			72					2	6 Double Faced
12	Teen Fiction	Double-faced bay	66"Hx22"D	10"	12	36		24					2	6 Double Faced
13	Teen Graphic Novels/Teen Magazines	Double-faced bay	66"Hx22"D	10"	10	29		19		2			4	5 Double Faced
14	Holds/Display	Double-faced bay	66"Hx22"D	10"	12	54		6					2	6 Double Faced
15,16	Jr & Preteen Fiction	Double-faced bay	66"Hx12"D	10"	14	42		28					4	7 Double Faced
17	Jr Graphic Novels & Step-Ups	Double-faced bay	66"Hx22"D	10"	8		8		32				4	4 Double Faced
18	Jr DVDs/Kits/Audiobooks/Music	Double-faced bay	66"Hx22"D	10"	12	12		43		2	2		2	6 Double Faced
19	Junior Non-Fiction	Double-faced bay	66"Hx22"D	10"	12	60							2	6 Double Faced
20	Junior Non-Fiction	2 Double-faced, 2 bay mobile units	42"Hx22"D	10"	8	32							4	4 Double Faced Display
21	Childrens' Picture Books	12 Curved shelving units	42"H	12"	12	36								
Sub Total						683	8	318	32	52	2	2	50	
8,13,17	One PAC Box at end of each row													

General Notes:

1. Sizes based on Montel Aetnastak Cantilever Metal Shelving System product brochure.
Curved shelving units with bench based on Artopex product
2. Refer to Upper Floor Room Data Plan for row numbering and general layout.
3. Shelf/Bay lengths typically 36"
4. All shelving counts include base shelf
5. All flat shelving (and divider type shelving) to have 3" ht. adjustable backstops
6. Supply 10 additional 36" flat shelves, plus 10 additional 36" universal display shelves
7. Supply 5 shelf dividers for each divider type shelf.
8. All shelving to have prefinished steel canopy tops.
9. Two additional end panels have been added to rows with cubbies (i.e., on either side of the movable cubbies)
10. For curved shelving units provide 6 units with bench and 6 units with no bench. Benches to be covered with vinyl cushions.
11. Provide one PAC box at end of rows 8, 13, and 17.
12. Movable cubbies by others.
13. Colours to be submitted for review and approval by City staff.

SCHEDULE A-3 – DRAWINGS

PROTECTIVE WORK - EXPOSED TO BE REPAIRED. THE DRAWING AND THE DESIGN CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND REPAIR OF ALL EXISTING WORK AND UTILITIES IN THE FIELD OF WORK, WHICH SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND REPAIR OF ALL EXISTING WORK AND UTILITIES IN THE FIELD OF WORK, WHICH SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.



PLAN LEGEND

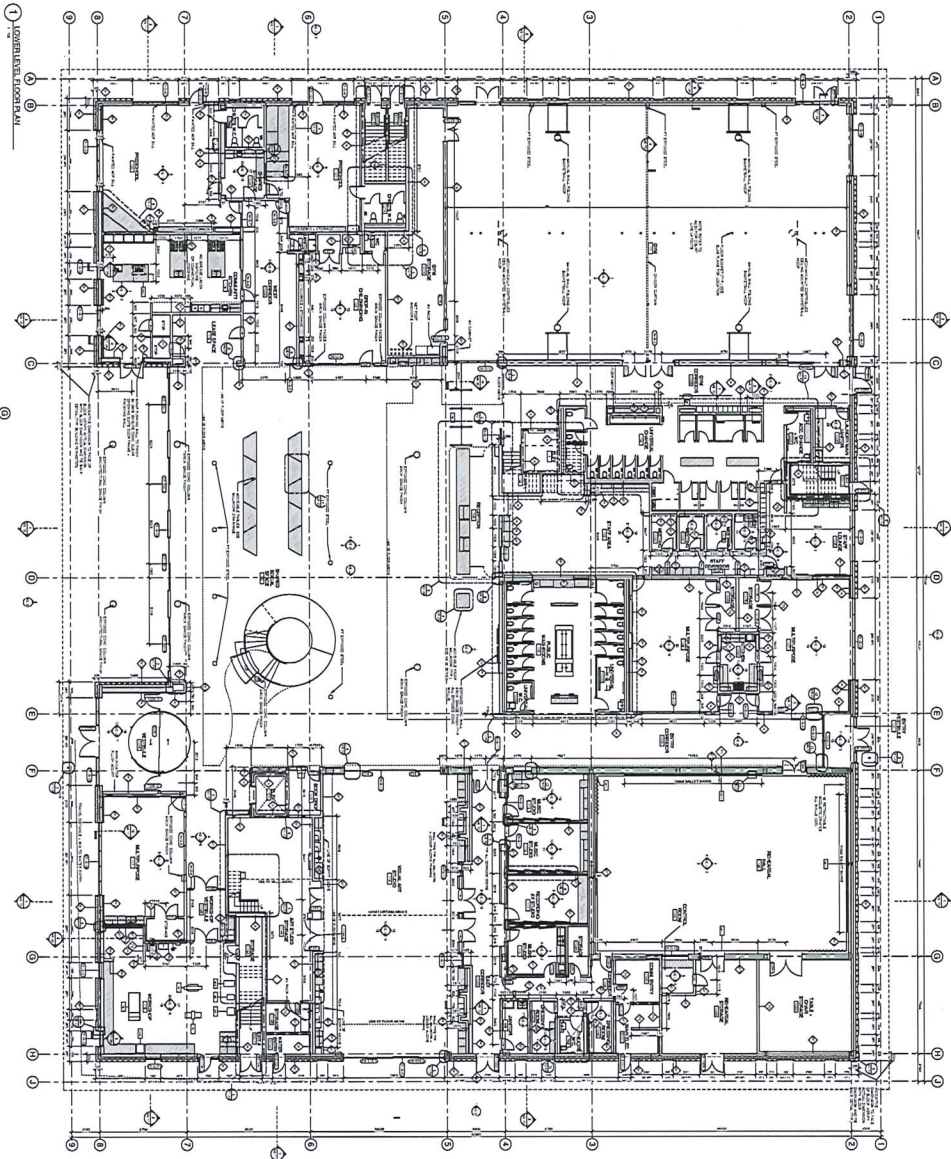
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[Symbol]	CEILING
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[Symbol]	ELECTRICAL
[Symbol]	PLUMBING
[Symbol]	FINISH

FIRE RATING LEGEND

[Symbol]	1.5 HOURS
[Symbol]	2 HOURS
[Symbol]	3 HOURS
[Symbol]	4 HOURS
[Symbol]	5 HOURS
[Symbol]	6 HOURS
[Symbol]	7 HOURS
[Symbol]	8 HOURS
[Symbol]	9 HOURS
[Symbol]	10 HOURS
[Symbol]	12 HOURS
[Symbol]	15 HOURS
[Symbol]	18 HOURS
[Symbol]	24 HOURS

AIR TIGHTNESS LEGEND

[Symbol]	0.5
[Symbol]	1.0
[Symbol]	1.5
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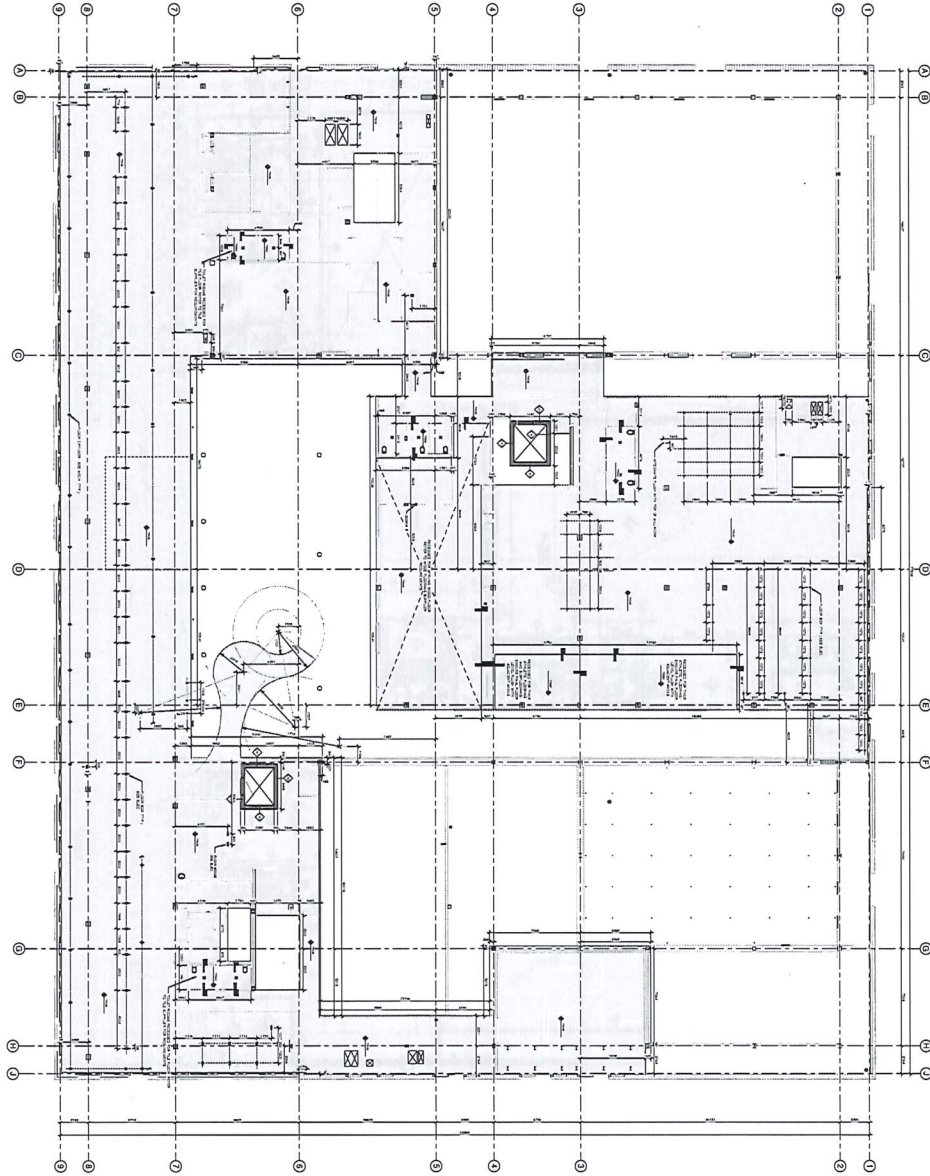


LOWER LEVEL PLAN
 DATE: 2022/01/18 5:29:13 PM
A2.00

CLAYTON COMMUNITY CENTRE
 7110-187A Street, Surrey, BC
 1. Architect: [Symbol]
 2. Structural Engineer: [Symbol]
 3. Mechanical Engineer: [Symbol]
 4. Electrical Engineer: [Symbol]
 5. Plumbing Engineer: [Symbol]
 6. Fire Engineer: [Symbol]
 7. Air Flow: [Symbol]



PROJECT: 1220-040-2020-019 - CLAYTON COMMUNITY CENTRE
 ARCHITECT: HENNINGSON + BURTON
 CONTRACTOR: HENNINGSON + BURTON
 DATE: 7/27/2018 8:29:44 PM
 SCALE: 1/16" = 1'-0"
 DRAWING NO: A2.11
 SHEET TITLE: UPPER LEVEL SLAB PLAN
 SHEET NO: 11 OF 11
 PROJECT NO: 1220-040-2020-019



<p>DATE: 7/27/2018 8:29:44 PM</p> <p>A2.11</p> <p>SCALE: 1/16"</p>	<p>UPPER LEVEL SLAB PLAN</p>	<p>CLAYTON COMMUNITY CENTRE</p> <p>7700-1011 Street, Surrey, BC</p> <p>1220-040-2020-019</p> <p>DATE: 7/27/2018</p> <p>SCALE: 1/16"</p>
---	------------------------------	---



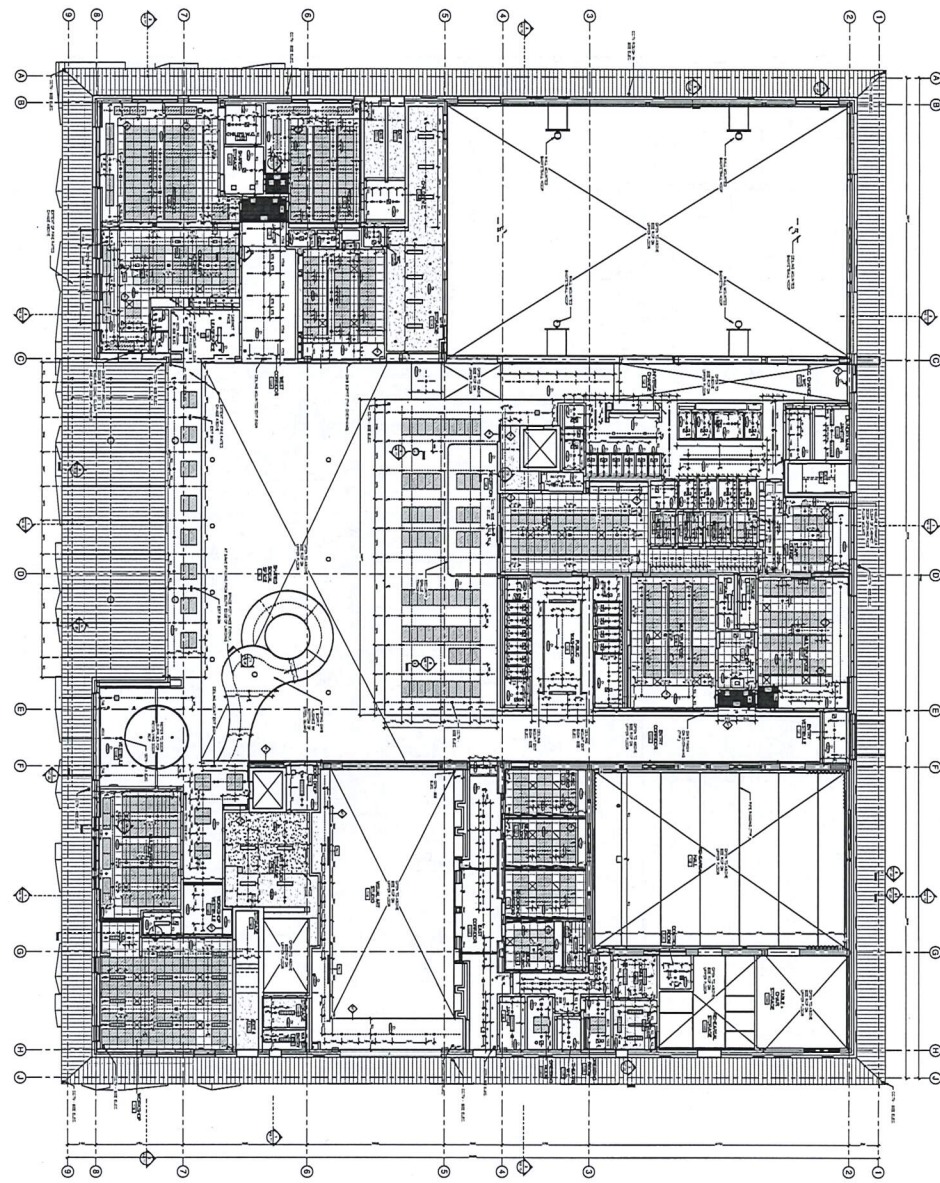
PROJECT: 1220-040-2020-019 - SUPPLY, DELIVERY AND INSTALLATION OF LIBRARY SHELVING SYSTEM - CLAYTON COMMUNITY CENTRE PUBLIC LIBRARY
 ARCHITECT: HENNINGSON & SAUNDERS
 DATE: 1/27/2019 8:29:43 PM
 SCALE: AS SHOWN

RCP LEGEND

	STRUCTURAL STEEL
	REINFORCED CONCRETE
	CAST-IN-PLACE CONCRETE
	PRECAST CONCRETE
	MASONRY
	GYPSUM BOARD
	DRYWALL
	ACOUSTIC TREATMENT
	MECHANICAL EQUIPMENT
	ELECTRICAL EQUIPMENT
	PLUMBING EQUIPMENT
	FIRE PROTECTION
	SECURITY
	OTHER

NOTES

1. REFER TO ALL DRAWINGS FOR MATERIALS AND FINISHES.
2. ALL CONCRETE SHALL BE 4000 PSI STRENGTH.
3. ALL STEEL SHALL BE A36.
4. ALL WELDS SHALL BE E70XX.
5. ALL DIMENSIONS SHALL BE AS SHOWN UNLESS OTHERWISE NOTED.
6. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2015 INTERNATIONAL BUILDING CODES.
7. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2015 INTERNATIONAL MECHANICAL AND ELECTRICAL CODES.
8. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2015 INTERNATIONAL FIRE AND SAFETY CODE.
9. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2015 INTERNATIONAL PLUMBING AND MECHANICAL CODES.
10. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2015 INTERNATIONAL ELECTRICAL CODE.



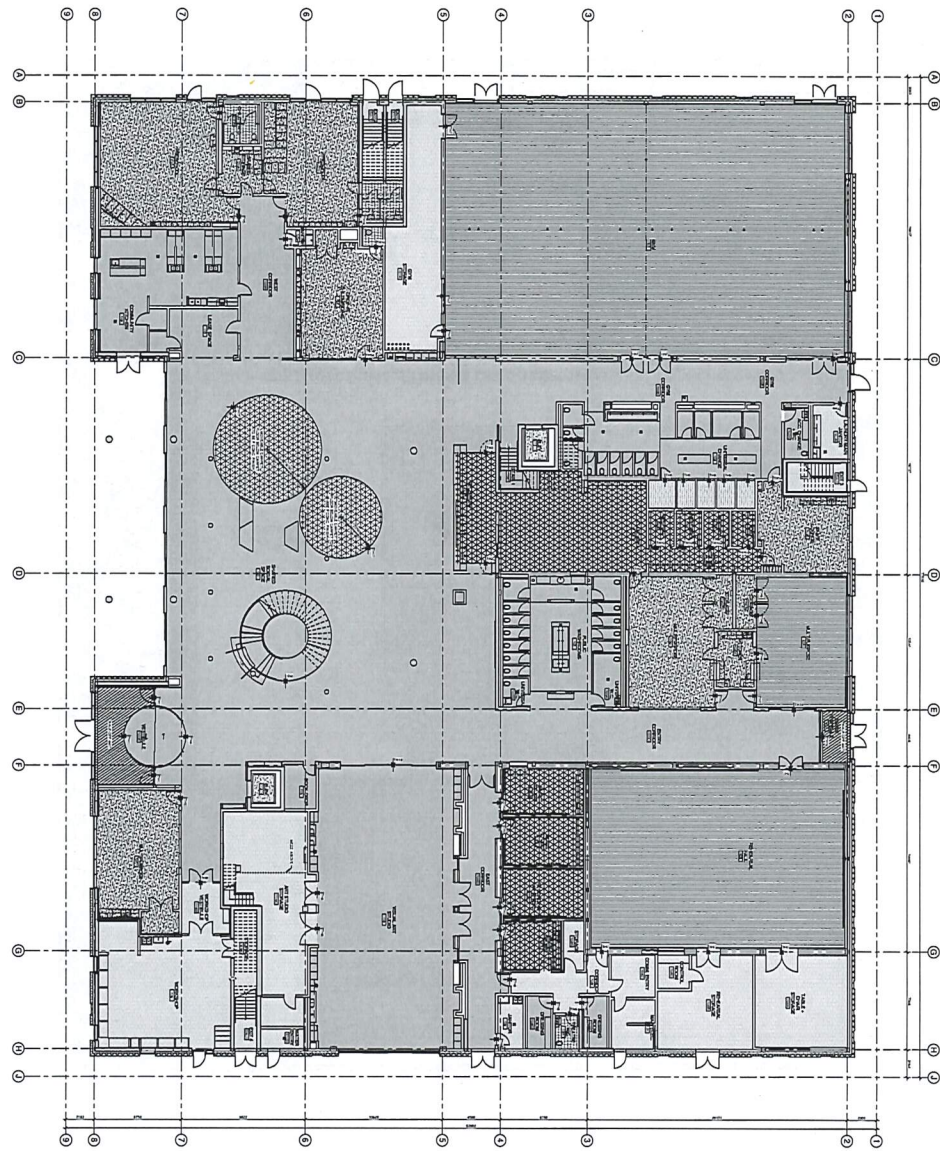
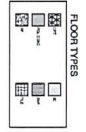
LOWER LEVEL RCP

DATE: 1/27/2019 8:29:43 PM
A2.20
 SCALE: AS SHOWN

CLAYTON COMMUNITY CENTRE
 718-1011 Street, Sumter, SC
 29166-1011
 DATE: JULY 2018



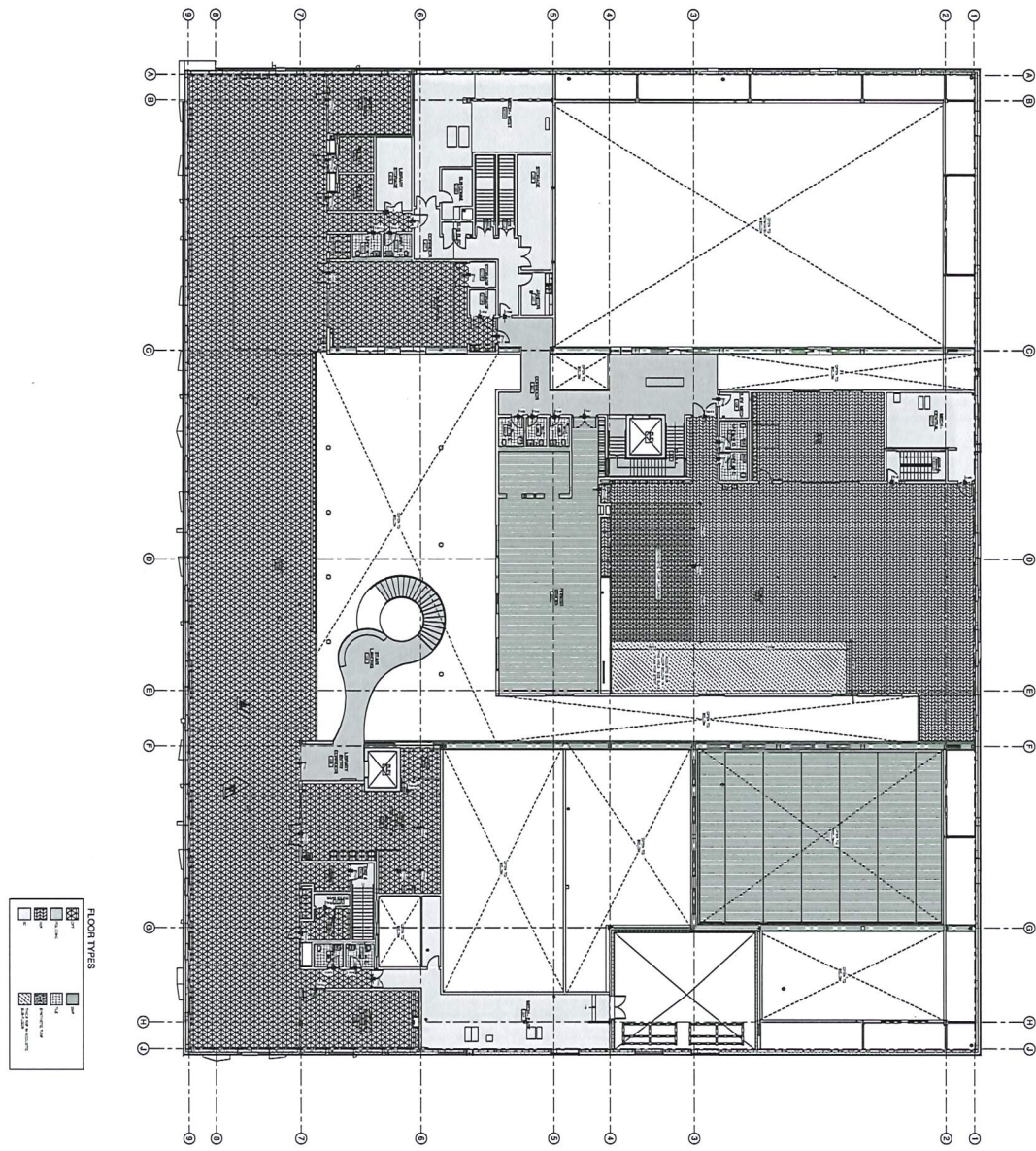
PROJECT: 24-101 - CLAYTON COMMUNITY CENTRE - PHASE 2
 DRAWING: LOWER LEVEL - FLOOR FINISH
 DATE: 7/27/2019 8:30:18 PM
 SCALE: 1/16" = 1'-0"



LOWER LEVEL - FLOOR FINISH
 CLAYTON COMMUNITY CENTRE
 716-1824 Street, Surrey, BC
 DATE: 7/27/2019 8:30:18 PM
 SCALE: 1/16" = 1'-0"
A2.30



PROJECT: 1220-040-2020-019 - CLAYTON COMMUNITY CENTRE - UPPER LEVEL - FLOOR FINISH
 DATE: 10/27/2019 6:00:00 PM
 SCALE: 1/160
 DRAWN BY: J. H. HARRIS
 CHECKED BY: J. H. HARRIS
 PROJECT MANAGER: J. H. HARRIS
 ARCHITECT: J. H. HARRIS & ASSOCIATES, INC.
 1000 W. 10TH STREET, SUITE 100
 CLAYTON, MISSISSIPPI 39057
 (601) 771-1111
 www.jhharris.com



UPPER LEVEL - FLOOR FINISH

CLAYTON COMMUNITY CENTRE
 7700-1013 Street, Bayou, SC
 DATE: JULY 19 2019
 DRAWN BY: J. H. HARRIS
 CHECKED BY: J. H. HARRIS

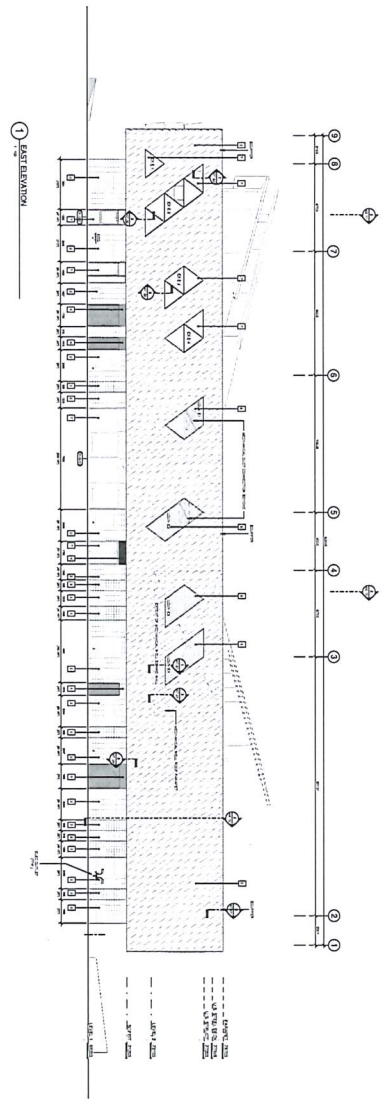
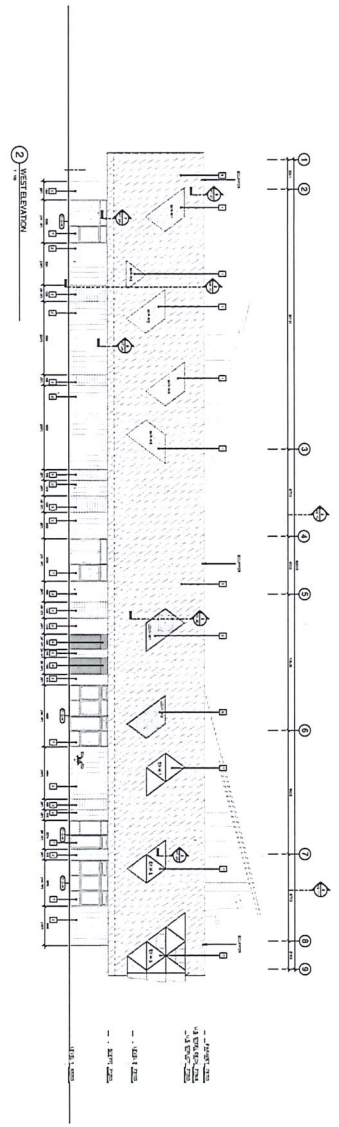
DATE: 10/27/2019 6:00:00 PM
A2.31
 SCALE: 1/160



PROJECT: 14 - SHAW 24 - SECTION 10 - 10
 DRAWING: 10 - 10 - 10 - 10
 DATE: 2020-04-10 10:10:10 AM
 SCALE: 1/8" = 1'-0"

EXTERIOR ELEVATION LEGEND

[Pattern]	BRICK	[Pattern]	GLASS
[Pattern]	CONCRETE	[Pattern]	WOOD
[Pattern]	ASPHALT	[Pattern]	ROOF
[Pattern]	PAVEMENT	[Pattern]	LANDSCAPE
[Pattern]	GRASS	[Pattern]	PLANTING
[Pattern]	WATER	[Pattern]	SKY

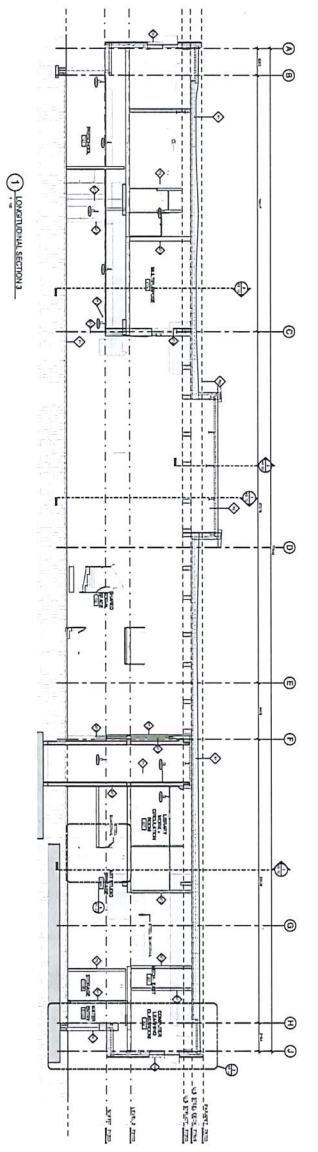
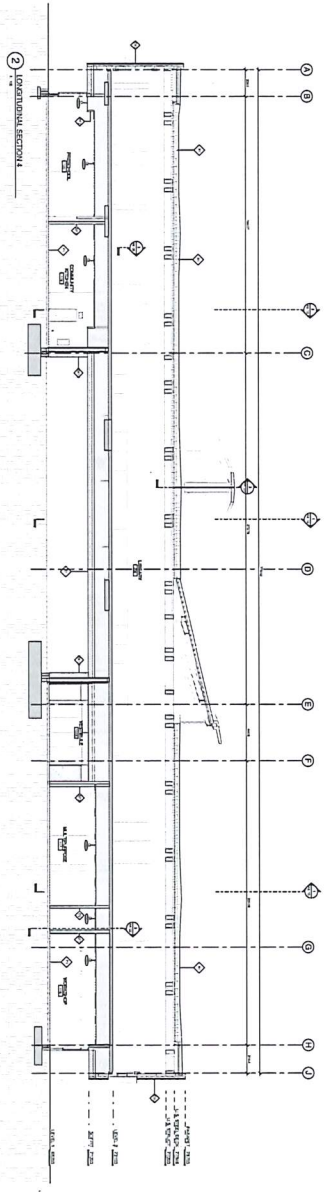


BUILDING ELEVATIONS
 DATE: 2020-04-10 10:10:10 AM
A3.01

CLAYTON COMMUNITY CENTRE
 7700-101 Street, Surrey, BC
 1 - West Elevation
 1 - East Elevation
 DATE: 2020-04-10



PROJECT: 16 - CLAYTON COMMUNITY CENTRE - SECTION 16 -
 ARCHITECT: 16 - CLAYTON COMMUNITY CENTRE ARCHITECTS
 CONTRACTOR: 16 - CLAYTON COMMUNITY CENTRE CONTRACTORS
 DATE: 16 - CLAYTON COMMUNITY CENTRE DATE
 SCALE: 16 - CLAYTON COMMUNITY CENTRE SCALE

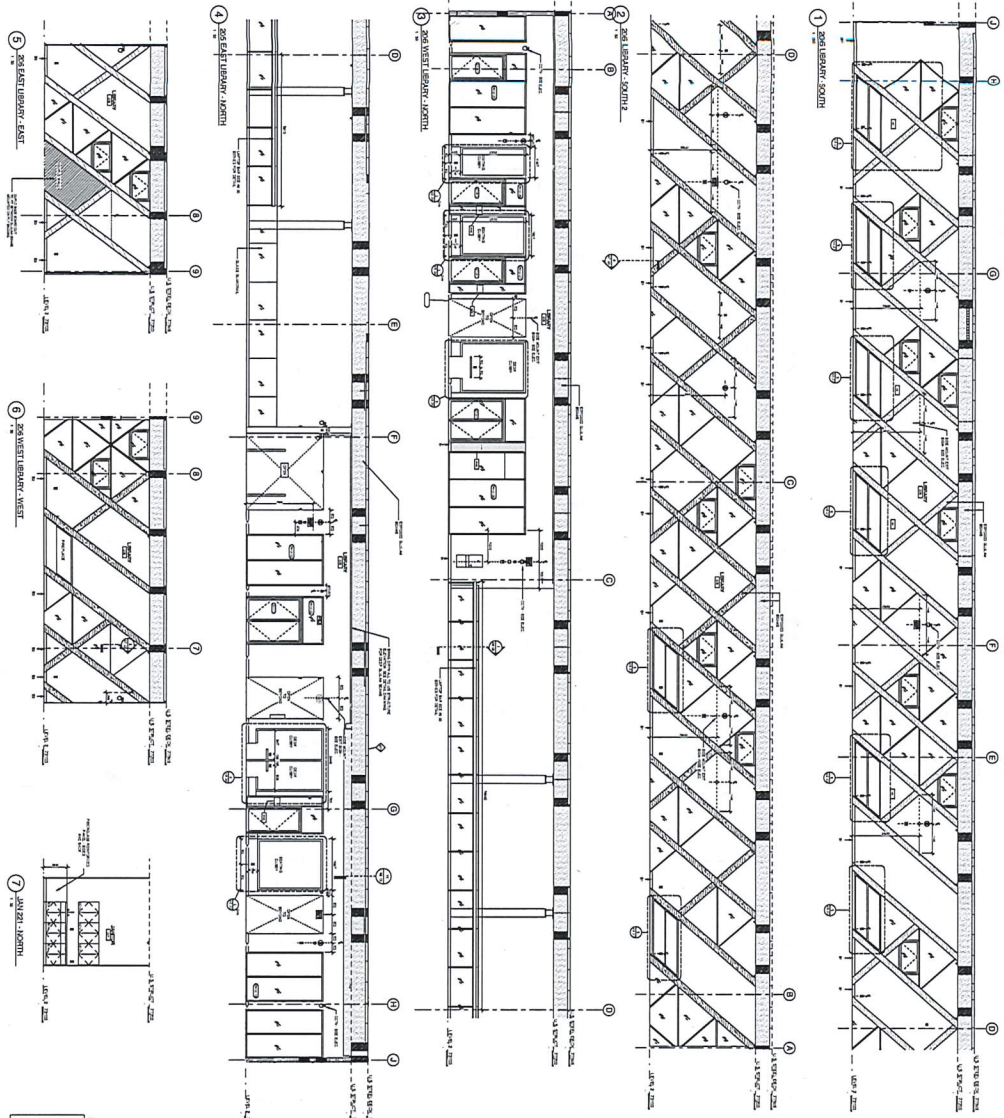


BUILDING SECTIONS
 DATE: 2020-04-16 10:23:23 PM
A3.11
 SCALE: 1/160

CLAYTON COMMUNITY CENTRE
 7150-121 Street, Surrey, BC
 16 - CLAYTON COMMUNITY CENTRE ARCHITECTS
 16 - CLAYTON COMMUNITY CENTRE CONTRACTORS
 DATE: JAN 17 2020



PROVISIONAL DRAWING - APPROXIMATE - FOR INFORMATION ONLY. THE DRAWING IS NOT TO BE USED FOR CONSTRUCTION. THE DRAWING IS NOT TO BE USED FOR CONSTRUCTION. THE DRAWING IS NOT TO BE USED FOR CONSTRUCTION.



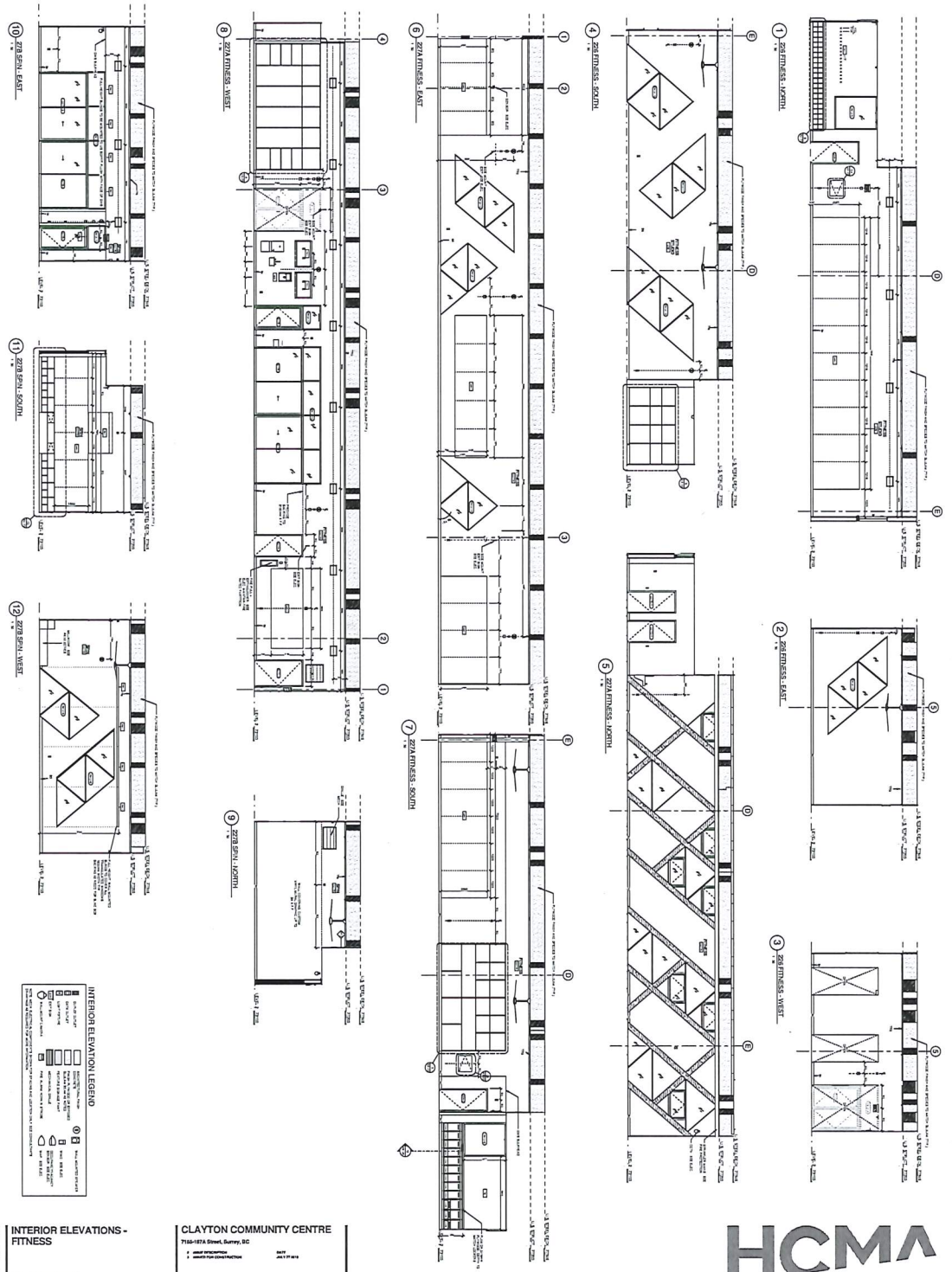
INTERIOR ELEVATION LEGEND	
	BOOKSHELF
	WINDOW
	DOOR
	COLUMN
	BEAM
	FLOOR
	CEILING
	WALL
	STAIRCASE
	RAILING
	DOOR HANDLE
	DOOR LOCK
	DOOR KNOB
	DOOR PULL
	DOOR PUSH
	DOOR STOP
	DOOR THRESHOLD
	DOOR FRAME
	DOOR JAMB
	DOOR LINTEL
	DOOR SILL
	DOOR STOP BLOCK
	DOOR WEATHERSTRIPPING
	DOOR SEAL
	DOOR GASKET
	DOOR WEATHERSTRIPPING SEAL
	DOOR WEATHERSTRIPPING SEAL GASKET
	DOOR WEATHERSTRIPPING SEAL GASKET SEAL
	DOOR WEATHERSTRIPPING SEAL GASKET SEAL SEAL

INTERIOR ELEVATIONS - LIBRARY
 DATE: 7/27/2019 8:56:23 PM
A5.12
 SCALE: As Indicated

CLAYTON COMMUNITY CENTRE
 7145-575 Street, Surrey, BC
 1. ARCHITECTURE: HCMA
 2. INTERIOR DESIGN: HCMA
 DATE: JULY 2019



PROJECT: 102 - SHAWNEE COMMUNITY CENTER - COMPLETE RENOVATION. THE DRAWING AND ALL OTHER TECHNICAL DETAILS OF THIS 2020 BUILDING CONTRACT ARE THE PROPERTY OF HCMA. THE CLIENT'S PROJECT OF THIS CONTRACT IS SUBJECT TO THE GENERAL TERMS AND CONDITIONS OF THE CONTRACT AND SPECIFICATIONS, WHICH SHALL BE A PART OF THE PROJECT. NO PART OF THIS PROJECT SHALL BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF HCMA.



INTERIOR ELEVATION LEGEND

	WALL FINISH
	DOOR FINISH
	WINDOW FINISH
	CEILING FINISH
	FLOOR FINISH
	DOOR HARDWARE
	WINDOW HARDWARE
	DOOR SCHEDULE
	WINDOW SCHEDULE
	DOOR TYPE
	WINDOW TYPE

INTERIOR ELEVATIONS - FITNESS

DATE: 7/27/2018 8:58:43 PM

A5.14

SCALE: As Indicated

CLAYTON COMMUNITY CENTRE

7164-975A Street, Surry, SC

DATE: 7/27/2018



NOTES:
 1. THIS DRAWING IS THE PROPERTY OF AES ENGINEERING LTD. AND IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. IT IS NOT TO BE REPRODUCED, COPIED, EITHER WHOLLY OR IN PART, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, WITHOUT THE WRITTEN PERMISSION OF AES ENGINEERING LTD.

NO.	REVISION	DATE	BY	CHKD.
1	ISSUED FOR PERMITTING	2020-04-15	AE	AE
2	ISSUED FOR TENDER	2020-04-15	AE	AE
3	ISSUED FOR CONSTRUCTION	2020-04-15	AE	AE

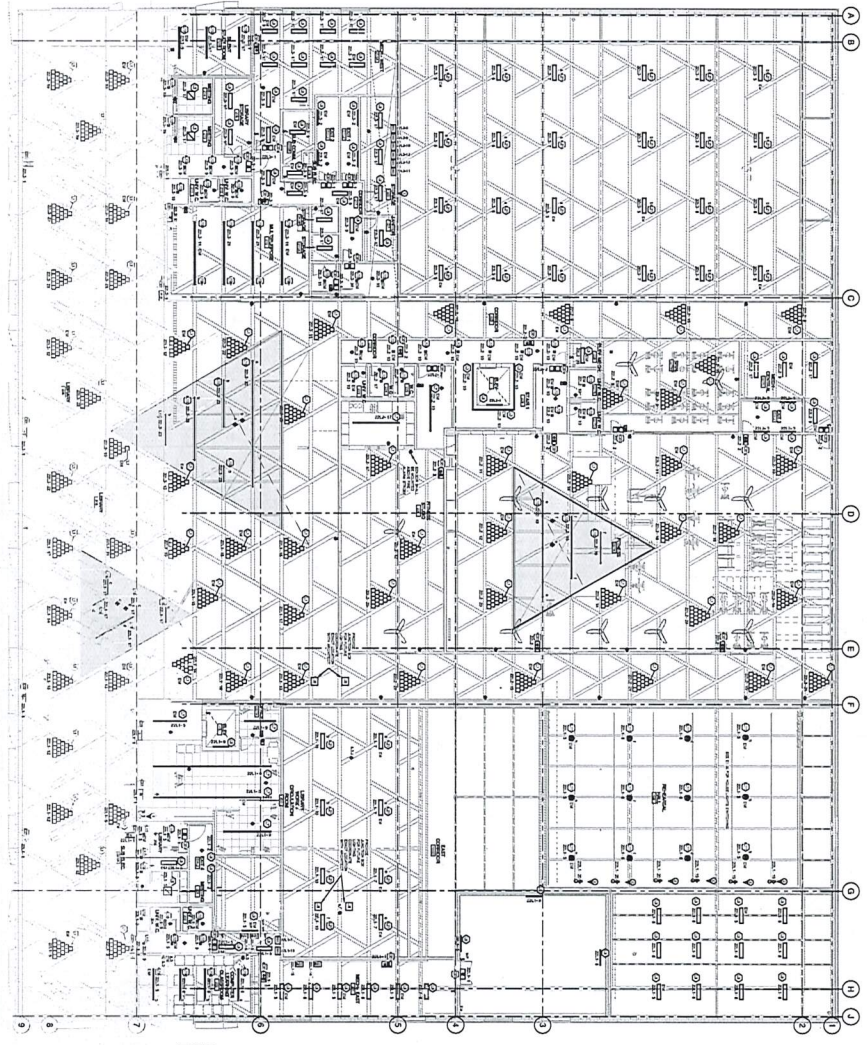
NO.	REVISION	DATE	BY	CHKD.
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2	ISSUED FOR TENDER	2020-04-15	AE	AE
3	ISSUED FOR CONSTRUCTION	2020-04-15	AE	AE

DATE: Issue Date
E1.01
 SCALE: 1:100

Upper Floor Lighting Plan

Clayton Community Centre

- 1. 1000lm LED Panel Light
- 2. 1500lm LED Panel Light
- 3. 2000lm LED Panel Light
- 4. 3000lm LED Panel Light
- 5. 4000lm LED Panel Light
- 6. 5000lm LED Panel Light
- 7. 6000lm LED Panel Light
- 8. 7000lm LED Panel Light
- 9. 8000lm LED Panel Light
- 10. 9000lm LED Panel Light
- 11. 10000lm LED Panel Light
- 12. 11000lm LED Panel Light
- 13. 12000lm LED Panel Light
- 14. 13000lm LED Panel Light
- 15. 14000lm LED Panel Light
- 16. 15000lm LED Panel Light
- 17. 16000lm LED Panel Light
- 18. 17000lm LED Panel Light
- 19. 18000lm LED Panel Light
- 20. 19000lm LED Panel Light
- 21. 20000lm LED Panel Light
- 22. 21000lm LED Panel Light
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- 25. 24000lm LED Panel Light
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- 38. 37000lm LED Panel Light
- 39. 38000lm LED Panel Light
- 40. 39000lm LED Panel Light
- 41. 40000lm LED Panel Light
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- 51. 50000lm LED Panel Light
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- 53. 52000lm LED Panel Light
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- 58. 57000lm LED Panel Light
- 59. 58000lm LED Panel Light
- 60. 59000lm LED Panel Light
- 61. 60000lm LED Panel Light
- 62. 61000lm LED Panel Light
- 63. 62000lm LED Panel Light
- 64. 63000lm LED Panel Light
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- 66. 65000lm LED Panel Light
- 67. 66000lm LED Panel Light
- 68. 67000lm LED Panel Light
- 69. 68000lm LED Panel Light
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- 71. 70000lm LED Panel Light
- 72. 71000lm LED Panel Light
- 73. 72000lm LED Panel Light
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- 76. 75000lm LED Panel Light
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- 79. 78000lm LED Panel Light
- 80. 79000lm LED Panel Light
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- 83. 82000lm LED Panel Light
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- 86. 85000lm LED Panel Light
- 87. 86000lm LED Panel Light
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- 90. 89000lm LED Panel Light
- 91. 90000lm LED Panel Light
- 92. 91000lm LED Panel Light
- 93. 92000lm LED Panel Light
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- 95. 94000lm LED Panel Light
- 96. 95000lm LED Panel Light
- 97. 96000lm LED Panel Light
- 98. 97000lm LED Panel Light
- 99. 98000lm LED Panel Light
- 100. 99000lm LED Panel Light
- 101. 100000lm LED Panel Light



AES Engineering Ltd.
 2330 Glenora Street
 Vancouver, BC V6K 1K7
 info@aeseng.com
 604.269.9500



PROJECT: 1 - VENDOR'S PROPOSED DESIGN: Clayton Community Centre - Delivery and Installation of Library Shelving System - Clayton Community Centre Public Library
 DRAWING NO: E2.01
 DATE: 11/18/2020
 SCALE: 1/16" = 1'-0"

REVISIONS

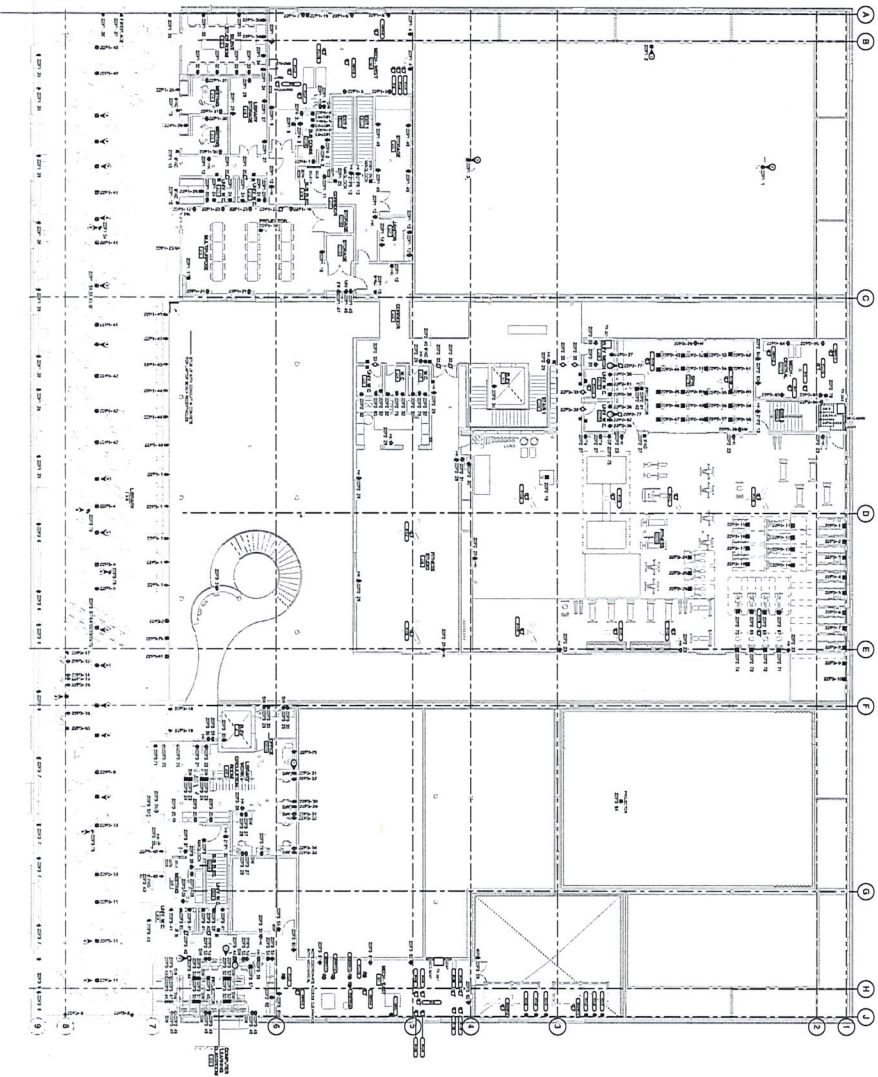
NO.	DATE	DESCRIPTION
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REVISIONS

NO.	DATE	DESCRIPTION
1	11/18/2020	ISSUED FOR PERMIT

REVISIONS

NO.	DATE	DESCRIPTION
1	11/18/2020	ISSUED FOR PERMIT



Upper Floor Power Plan
 DATE: Issue Date
E2.01
 SCALE: 1/16" = 1'-0"

Clayton Community Centre
 7150/5121 Street, Surrey BC

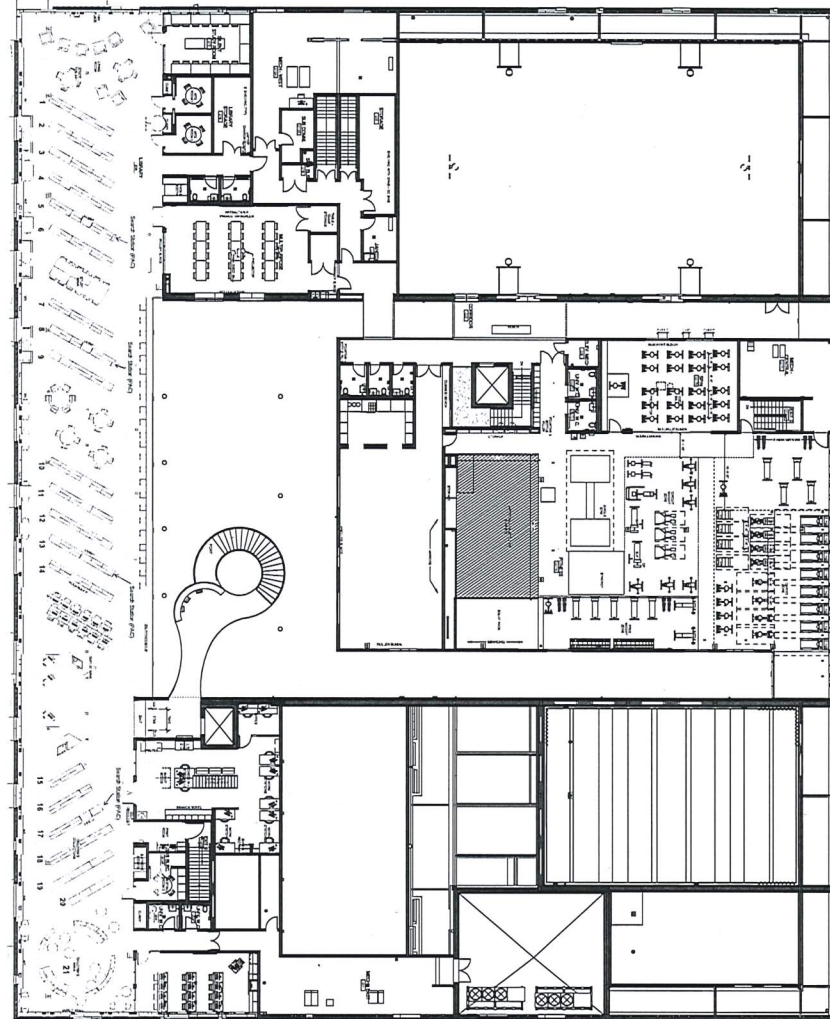
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45	11/18/2020
46	11/18/2020
47	11/18/2020
48	11/18/2020
49	11/18/2020
50	11/18/2020



AES Engineering Ltd.
 5330 Granville Street
 Vancouver, BC V6Z 1K7
 info@aeseng.com
 604.263.8000



PROFESSIONAL DESIGNER'S OFFICE: [unreadable]
 CONSULTANT: [unreadable]
 PROJECT: [unreadable]



UPPER LEVEL
 RD2
 DATE: 1/15/2019 2:12:46 PM
 SCALE: 1/100

CLAYTON COMMUNITY CENTRE
 7110-101A Street, Burnaby, BC
 NOT FOR CONSTRUCTION





SCHEDULE B - QUOTATION

RFQ Title: **Supply, Delivery and Installation of Library Shelving System
Clayton Community Centre Public Library**

RFQ No: 1220-040-2020-019

CONTRACTOR

Legal Name: _____

Contact Person and Title: _____

Business Address: _____

Business Telephone: _____

Business Fax: _____

Business E-Mail Address: _____

CITY OF SURREY

City Representative: Richard D. Oppelt, Manager, Procurement Services

Address: Surrey City Hall
Finance Department – Procurement Services 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:

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.	Ship Via: Delivered
Item #	Item Name	Total Amount
	<p>The Contractor agrees to provide all labour, materials, equipment and plant and all other relevant services necessary for the provision of the Goods and performance of the Services contingent upon meeting the specifications/requirements as set out in Schedule A – Specifications of Goods and Scope of Services, Schedule A-1 - Division 10 – Specialties Specifications, Schedule A-2 Metal Storage Shelving Requirements (Proposed), and Schedule A-3 Drawings.</p> <p>Job Site Location: Clayton Community Centre Public Library, located at 7155 – 187A Street, Surrey, B.C.</p> <p>Shelving Manufacturer: _____</p> <p>Model: _____</p> <p>1. Product:</p> <p>2. Installation:</p> <p style="color: red;">Note: Overheads, General Conditions and Profit are to be included in the above amounts.</p>	<p style="text-align: right;">\$ _____</p> <p style="text-align: right;">\$ _____</p>
CURRENCY: Canadian	Subtotal:	\$ _____
	PST: (as applicable)	\$ _____
	GST 5%:	\$ _____
	TOTAL QUOTATION PRICE:	\$ _____

SECTION B-3

Time Schedule:

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

(a) Commence the Installation of the Goods and Services on or before: _____; and

(b) Substantial Performance: _____.

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

SECTION B-4

Key Personnel & Sub-Contractors:

10. Contractors 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: _____

11. Contractors 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>

SECTION B-5

Experience and References:

12. Contractor's should provide information on their 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):

13. Contractor's should provide information on their relevant references (name and telephone number). 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 (use the spaces provided and/or attach additional pages, if necessary):

14. **WARRANTY AND REPAIRS.** Contractor should provide information on manufacturer warranties for all Product make/models as specified in the Contractor's Quotation.

15. 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 _____, 201_.

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)

**ATTACHMENT 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.: 1220-040-2020-019

Project Title and Site Location: Clayton Community Centre Public Library Shelving

Prime Contractor Name: _____

Prime Contractor Address: _____

Business Telephone/Business 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 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.

ATTACHMENT 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 City of Surrey Manager, Civic Facilities 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
- ❖ correct unsafe conditions immediately whenever it is possible to do so
- ❖ 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.

A common sense approach usually resolves the issue.

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
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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: _____