



REQUEST FOR QUOTATIONS

**Title: Supply, Delivery, Installation and Commissioning of AV Equipment,
Clayton Community Centre**

Reference No.: 1220-040-2020-022

FOR THE SUPPLY OF GOODS AND SERVICES

(General Services)

Issue Date: January 23, 2020

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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: City of Surrey, 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 **Tuesday, February 18, 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: 1220-040-2020-022

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 NO. 1 – DRAFT QUOTATION AGREEMENT – GOODS AND SERVICES

Reference RFQ Title: Supply, Delivery, Installation and Commissioning of AV Equipment, Clayton Community Centre

RFQ No.: 1220-040-2020-022

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 66
- (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, INSTALLATION AND COMMISSIONING OF AV EQUIPMENT, CLAYTON COMMUNITY CENTRE

REFERENCE No.: 1220-040-2020-022

1. SCOPE OF SERVICES

The City invites Quotations from experienced and qualified Contractors for the provision of everything required including all skilled labour, tools, materials, equipment for the supply, delivery, installation and commissioning of AV Equipment (Goods and Services) – Clayton Community Centre, located at 7155 – 187A Street, Surrey, B.C. and any other requirements as indicated on the included drawings, scheduled and as specified herein. 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 AV Equipment. 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 - AV Equipment Specifications

Schedule A-2 - 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-2.

DRAWING SPECIFICATION	NUMBER	DRAWING No	DATE
Site Plan		A1.100	7/27/2018
Lower Level Plan		A2.00	7/27/2018
Upper Level Plan		A2.01	7/27/2018
Lower Level RCP		A2.20	11/4/2019
Upper Level RCP		A2.21	10/29/2019
Building Sections		A3.10	7/27/2018
Building Sections		A3.11	7/27/2018
Building Sections		A3.12	7/27/2018
Interior Elevations – Shared		A5.01	7/27/2018

Social Space		
Interior Elevations – Corridors + Vestibules	A5.03	7/27/2018
Interior Elevations – Staff Area	A5.05	7/27/2018
Interior Elevations – Multipurpose	A5.06	10/30/2019
Interior Elevations – Rehearsal	A5.07	11/21/2019
Interior Elevations – Library Workroom, CLC & Study	A5.11	10/30/2019
Interior Elevations – Fitness	A5.14	10/30/2019

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. 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.

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 - AV EQUIPMENT SPECIFICATIONS



CITY OF SURREY
CLAYTON COMMUNITY CENTRE
SURREY, BC

AV EQUIPMENT SPECIFICATIONS

ISSUED FOR TENDER
DATE: January 20, 2020
Prepared by: Philbert Ang, CTS-D
PATCON
PA Technology Consultants Ltd.

**SECTION 27 41 01
TABLE OF CONTENTS**

Division	Section Number	Section Name
DIVISION 27 – COMMUNICATIONS		
AV Systems	27 41 05	Instruction to Bidders
	27 41 10	List of Drawings
	27 41 25	General Requirements
	27 41 30	AV Systems
	27 41 50	Execution

END OF SECTION

**SECTION 27 41 05
AUDIO VISUAL SYSTEMS
INSTRUCTION TO PROPONENTS**

1 Introduction

This section is in addition to the instructions to proponents issued by the Procurement Services Section – Finance Department, City of Surrey.

If there is a conflict between the submission requirements identified herein and the City of Surrey procurement instructions, the most stringent requirement shall be satisfied and executed.

2 List of Contract Documents

The documents listed in Section 27 41 01 – Table of Contents form the basis of this Request for Quotation (RFQ).

3 Identification

2.1 The City:
The City of Surrey
13450 – 104th Avenue, Surrey BC V3T 1V8

2.2 The Site:
Clayton Heights Community Center
7155 – 187A Street, Surrey, BC

2.2 Consultant:
Contact: Philbert Ang, CTS-D
PA Technology Consultants Ltd.
#109 – 250 Schoolhouse Street, Coquitlam, BC V3K 6V7
Ph: (778) 688-7203
Email: philbert@patcon.ca

2.3 Proponent:
The AV equipment supplier submitting a response to this RFQ.

4 Proposal preparation and submission

This section sets out the expectations of the City in relation to the preparation and submission of Proposals and related procedures which are to be followed by all Proponents. Proponents are cautioned to carefully read and address the expectations in this RFQ, as any deviation may cause the City to reject their proposals.

3.1 RFQ Submission

Prepare the RFP submission package in accordance to the requirements of the project's RFQ package.

The RFQ submission must include the following:

- Bidder Information detailed below;
- Equipment worksheet containing all the AV equipment specified herein (specification document and drawings) in the order presented in the Section 27 41 30 – AV

INSTRUCTION TO BIDDERS
27 41 05 - 1 -

Equipment specification document including equipment not in the specification document but found in the drawings, or unspecified but essential equipment complete with the following details:

- Equipment brand/model;
 - Equipment description;
 - Quantity;
 - Unit price;
 - Extended price;
 - Remarks (any exceptions or conditions such as extended delivery times or availability).
- Cut-sheets of proposed alternate equipment clearly identifying the specific model of the alternate product, its options and accessories that are included in the proposal.

5 Qualification of Proponents

All work shall be carried out by contractors and their personnel having demonstrated and documented qualification, experience, and knowledge required for furnishing the work.

6 Product alternates

The equipment is specified in terms of manufacturers' names and models, to indicate the type, quality and performance required. The Proponent is **required** to respond with equipment meeting the specification.

Any proposed alternates shall be reviewed by the Consultant during the bidding period no later than the last day for the submission of questions. Rejections or authorization of the proposed equipment alternates will be issued through a tender addendum by the Consultant.

Through a Request for Information submitted by the Bidder during the bidding period no later than the Questions Close date, the bidder shall identify advantages to the City, e.g. cost savings, better performance, etc. Specification sheets for all substitutions shall be submitted with the proposal. The City and/or the Consultant will be the sole judge of equivalency of proposed substitutes and their suitability in meeting the purposes for which they are intended.

Alternatives proposed after the acceptance of a quotation will not be considered, except at the sole discretion of the Consultant and the City.

7 Reference, Sole Source, and Unspecified Products

Reference products are chosen because they provide the minimum performance requirements for the particular application.

The order of listed Reference Products will not imply an order of preference.

Products that are specified as 'Sole Source' or 'No Substitute' means that no product alternates will be accepted. Sole source products are such because of special requirements within the project that need to be fulfilled by specific products. Special requirements may be due to specific features of the product, or seamless integration with existing systems, or the City preference. These are

INSTRUCTION TO BIDDERS

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CITY OF SURREY
CLAYTON COMMUNITY CENTRE

ISSUED FOR TENDER

PATCON
#19020
JANUARY 20, 2020

determined by the City and/or Consultant.

Product specifications that do not directly reference any specific manufacturer and model are intended as minimum performance specifications. The Bidder must propose a specific product that will meet or exceed the stated operational and technical requirements in the specification document.

***** END *****

INSTRUCTION TO BIDDERS
27 41 05 - 3 -

SECTION 27 41 10
LIST OF DRAWINGS

Drawing Number	Drawing Title	Issued Date
---------------------------	--------------------------	--------------------

Note: The drawings listed below contain location information on all AV equipment that will need to be installed or that will involve some installation work in the building:

A2.00	Lower Level Floor Plan	Jul 27/18
A2.01	Upper Level Floor Plan	Jul 27/18

Note: Floor plans contain the locations of wall mount displays and wireless mic locations.

A2.20	Lower Level RCP	Nov 04/19
A2.21	Upper Level RCP	Nov 04/19
A5.06	Interior Elevations Multipurpose	Nov 04/19
A5.07	Interior Elevations Rehearsal	Nov 04/19
A5.11	Interior Elevations Library, Work Room, CLC & Study	Nov 04/19
A5.14	Interior Elevations Fitness	Nov 04/19

END OF SECTION

**SECTION 27 41 25
AUDIO VISUAL EQUIPMENT
GENERAL AV REQUIREMENTS**

.1 General

1.1 Definitions:

- .1 "Agreement" means this agreement and all schedules attached hereto;
- .2 "City" means the City of Surrey;
- .3 "Consultant" means PA Technology Consultants Ltd. or PATCON;
- .4 "Contractor" means a contractor whose Quotation has been accepted by the City and who is providing the Goods and Services under this Agreement;
- .5 "General Contractor" means Ellis-Don, the construction company hired by the City to build this project including the supply and installation of AV systems;
- .6 "Goods" means the equipment or materials (if any) as described in this specification document and generally in the Agreement, including anything and everything required to be done for the fulfillment and completion of this Agreement;
- .7 "Provide" means the supply, installation, and commissioning of specified equipment including all labour, materials, terminations, and programming required for a fully operational system as described in this document;
- .8 "Services" means the services as described in this document and all of its sub-sections and generally in the Agreement including anything and everything required to be done for the fulfillment and completion of this Agreement.
- .9 "Site" means the designated site or location of the Goods and Services identified in the Agreement documents;
- .10 "Supply" means the supply of equipment only. No installation required. Equipment shall be delivered to an authorized receiving agent of the City of Surrey;

1.2 Regulations:

- .1 The Contractor shall obtain all required permits, registrations, licenses, and insurance required to execute the work in compliance with all applicable federal, provincial, and municipal regulations.

1.3 Equipment condition and certification:

- .1 The Contractor shall supply equipment from new stock. B-stock equipment shall be

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rejected unless specified herein;

- .2 The Contractor shall supply equipment from manufacturer-authorized distribution channels or dealerships. Equipment sourced from grey- or black-market channels shall be rejected and replaced with equipment sourced from legitimate channels at the Contractor's expense;
- .3 All electrical and mechanical equipment supplied in this project shall be certified and must bear the mark of a recognized Canadian testing facility such as cUL, CSA, c-ETL, c-TUV, cSGS, and others;
- .4 Equipment supplied for this project not having the required Canadian testing certification shall be rejected by the Consultant. The Contractor shall be responsible for obtaining the required certifications from recognized a Canadian Testing Facility. Under the direction of the Canadian Testing Facility, the Contractor will be responsible for required modifications to the non-certified equipment for it to meet or exceed Canadian standards;
- .5 In case of the non-certified equipment's failure to be certified to Canadian standards, the Contractor will be responsible for replacing it with certified equipment from the same or other manufacturer at no cost to the City.

1.4 Product Substitutions:

- .1 A request must be submitted to the Contractor before a product can be substituted for another. Product substitutions may only occur for the following reasons:
 - .1 Product obsolescence;
 - .2 Product not suitable for intended application;
 - .3 Product availability for timely delivery;
- .2 The request for product substitution must include the reason for the substitution, a statement from the manufacturer explaining the reason for the substitution, and a description of the substitute product including the manufacturer's specification sheet highlighting the model and accessories that will be included with it. Incomplete requests will be immediately rejected.

1.5 Site Inspection:

- .1 The Contractor shall perform a detailed review of the rough-ins for AV (provided by the General Contractor and its sub-trades) and the current site conditions. Report major and minor issues and observations to the Consultant.

1.6 Errors and Omissions

- .1 Bring to the attention of the Consultant all discrepancies between the specifications and existing or surrounding site conditions. Failure to do so, in no way relieves the Contractor from performing the work as intended, at no additional cost to the City. All discrepancies should be reported during the RFQ period. Should discrepancies occur between

specification sections and site conditions or are reported after the tender closing, the City & Consultant will have final determination as to the intent of the RFQ Documents;

1.7 Permits, Regulations & Codes

- .1 The Contractor must ensure that, where applicable, all provincial, local laws and permits must be taken out as required. It is the sole responsibility of the Contractor to ensure that the work shall adhere to all applicable laws, codes, and regulations.
- .2 The costs of required permits shall be the sole responsibility of the Contractor;
- .3 It is also the responsibility of the Contractor that the same applies to any sub-contractors that are providing work or services under the same contract. The sub-contractor, where applicable, shall provide proof that final inspections have been conducted to the satisfaction of the authority having jurisdiction. This includes any work performed by any and all sub-contractors.
- .4 Smoke, fume, and dust generating conditions must be reported to the General Contractor before such activities so proper procedures can be made known to the Contractor so there are no issues such as possible Fire Alarm or Evacuation Conditions. A fire alarm condition will affect more than the floor you are working on.

1.8 Job Conditions and Conduct of Work

- .1 The Contractor shall provide its own secure job box(es) for all materials, parts and tools;
- .2 The Contractor shall be responsible for loss or damage of any and all equipment until they are permanently fastened to the building and/or delivered to the City;
- .3 Maintain an orderly work area and ensure conditions meet industry standards and statutes for safety and work procedures;
- .4 Except as noted, the Contractor shall be responsible for all cutting and patching related to the specified work and shall make good all damages to the site that result from the Contractor's activities;
- .5 The Contractor shall ensure replacement and or restoration to original condition any damage or alteration to floors, ceiling, walls, furniture, etc. caused by the installation process;
- .6 The Contractor shall be responsible for removal from the site of all garbage resulting from its installation activities at no additional cost to the client;
- .7 The Contractor shall make every effort possible to recycle all recyclable waste items such as cardboard, metal, plastic, etc.;
- .8 Access to the site shall be granted only at the discretion of the General Contractor. Coordinate closely with the General Contractor's security service to ensure unobstructed access to the site.;

- .9 The Contractor's work shall be carried out during standard job site hours. If work is required to be performed beyond the standard job site hours, the Contractor shall submit a request for alternate or after-hours site access from the General Contractor;
- .10 The Contractor shall verify all dimensions, distances, and equipment placement prior to the installation of equipment. Report any discrepancies to the Consultant;
- .11 Prior to bringing equipment to site, the Contractor shall pretest and validate all equipment. Work shall not commence onsite until pretesting and validation is complete. System shall be set up and optimized for best performance.
- .12 The Contractor shall coordinate delivery and security of all equipment with the General Contractor. Once work commences onsite, the Contractor shall make all reasonable efforts to continue securing/protecting the installed equipment on-site until their hand-over to the City and its authorized representatives;
- .13 The Contractor shall work closely with the General Contractor to ensure that the mounting interfaces, rough-ins, and structural supports provided on-site will work properly with the AV equipment that will be supplied and installed (in some cases) under this contract.

1.9 Extra Work

- .1 The Contractor shall request for written authorization to perform extra work on-site that is beyond its approved contract;
- .2 The Contractor shall assume full contractual risk if it chooses to proceed with the performance of non-authorized extra work on-site;
- .3 The Contractor shall apply the labour rate for extra work as specified and published in their original quotation that is part of their contract.

1.10 Submittals

- .1 Submittals include shop drawings, product data sheets and samples;
 - .1 Submittals shall be provided in digital (PDF) format unless physical printed sheets are requested by the Consultant;
 - .2 Samples of products and finishes may be required as part of the review process. The Contractor shall provide the necessary samples at no additional cost;
- .2 Shop drawings show all information (graphical and written) required to build the job to the standards and detail of this document. Drawings and documents include, but are not limited to the following:
 - .1 Layout of all equipment installed in and on the floor, walls, and ceilings. These include elevation details showing equipment arrangement on floor, walls, and ceiling.

ISSUED FOR TENDER

1.11 Commissioning

- .1 The Contractor shall schedule a final inspection of any installed AV equipment with the Consultant.
- .2 The Consultant shall issue a deficiency report for work performed by the Contractor that is deemed not substantially complete due to deficiencies.
- .3 The Contractor shall be responsible for making any adjustments, corrections or changes necessary to bring the installation into conformance with the published specifications;
- .4 The Contractor shall be responsible for any travel and accommodation cost incurred by the Consultant due to required subsequent inspections for the same deficiencies identified in previous deficiency reports.

1.12 Equipment Hand-over:

- .1 The Contractor, in coordination with the Consultant, shall hand-over the goods to the City and their respective authorized representatives and user groups.

1.13 Warranty

- .1 The Contractor shall warrant all work as defined by this specification for a period no less than one (1) year from the date of substantial completion or the City's first beneficial use whichever occurs first. A warranty certificate shall be submitted as part of the Close-out Submission;
- .2 Warranty shall cover the installation and equipment to be free of defects resulting from faulty components, workmanship, installation or incorrect calibration. Replacements and repairs shall be made without cost to the City;
- .3 The system warranty shall include parts and service labour for the duration of the warranty;
- .4 Should any manufacturers offer a warranty longer than the minimum 1 year warranty, the Contractor shall notify the City of these durations in the close-out manual. The Contractor shall be responsible for managing these extended warranties.
- .5 In case a product under warranty shall require warranty work beyond the 1-year warranty period, the cost of removal, shipping and re-installation of the defective product under warranty shall be billable to the City;
- .6 The Contractor may choose to offer an extended warranty and/or service plan to the City at an additional cost. Communication regarding this must commence ninety (90) days before the warranty expiration date or earlier.
- .7 Thirty days before the conclusion of the warranty period, the Contractor shall conduct the following:
 - .1 Conduct a site visit, free of charge to the City, to inspect, clean, calibrate, and

assess the AV systems to determine whether any warranty work is required.

- .8 All equipment supplied under this contract shall be obtained through legitimate and manufacturer-authorized distribution channels. The product warranty shall be supported in the jurisdiction where the equipment is delivered and installed. Under no circumstances are 'grey market' or refurbished items acceptable.

1.14 Close-out Manual and Project Record Documents

- .1 Include a maintenance log sheet in each manual set. The maintenance log sheet will be used to keep track of every service and maintenance visit. Provide columns for the following information:
 - .1 Date of visit;
 - .2 Purpose of visit;
 - .3 Name of technician;
 - .4 Signature.
- .2 The Contractor shall submit one manual set in electronic format stored in a USB memory stick. It shall contain the following:
 - .1 Table of Contents
 - .2 Operations manual for each unique piece of equipment supplied for this project in PDF format. Arrange the file structure of the manuals according to manufacturer name.
 - .3 Warranty Statement (for Workmanship and Equipment);
 - .4 Summary of manufacturers warranty for equipment delivered under this contract.
- .3 Upon completion of the review of the Close-out Manuals by the Consultant, provide a final electronic set saved in two USB memory sticks and one hard copy set.

END OF SECTION

**SECTION 27 41 30
AV SYSTEMS AND PRODUCTS**

1.0 SCOPE OF WORK

1.1 Introduction:

- .1 The specifications and information provided herein describes the audio-visual equipment for the Clayton Community Center project;
- .2 Certain equipment that will require installation work shall be identified in this document.

1.2 Equipment Placement and Location:

- .1 Coordinate positioning and locations of AV equipment to be installed on walls, floors, and ceilings with the General Contractor;
- .2 Inform the Consultant of any conflicts between the AV rough-in, Electrical, Mechanical, Structural, and Architectural drawings;
- .3 If there is a lack of information concerning the mounting position or location of AV equipment, submit a Request for Information to the Consultant.

1.3 Not in Scope:

- .1 Power for wall or ceiling mounted screens and projectors shall be provided by the General Contractor;
- .2 AV Cables and Cabling including connectors and terminations shall be provided by the General Contractor;
- .3 In-wall plywood and similar structural supports for AV equipment shall be provided by the General Contractor;
- .4 Projector ceiling flange and extension poles to mount projectors in the ceiling shall be provided by the General Contractor.

2.0 EQUIPMENT

2.1 Motorized Projection Screens:

- .1 General
 - .1 Type: Electrically-operated, motor-in-roller;

- .2 Motorized roller: Three-wire with ground quick reversal type, oiled for life, with automatic overload cut-out, integral gears, capacitor and electric brake to prevent coasting;
- .3 With built-in preset but adjustable limit switches to automatically stop image surface in the 'up' and 'down' positions;
- .4 With black masking borders on all sides of the image area;

.2 Installation

- .1 Install projection screens on the wall or in the ceiling according to the architectural drawings;
- .2 Coordinate the installation of the projection screen with the General Contractor;
- .3 Provide all required mounting hardware and materials for a code compliant installation;
- .4 Coordinate termination of control cable with the General Contractor;
- .5 Coordinate termination of electrical power with the General Contractor;
- .6 Coordinate termination and installation of screen switch with the General Contractor. These switches will be used as manual emergency override switches in case the remote control system (provided and programmed by the General Contractor) is not operational or functional.

.3 Equipment (For Multipurpose Room 106, 107, 117, 210, and CLC Room 202):

Description	Model
Motorized projection screen, 52" x 92" (106" diagonal, 16:9 aspect ratio). Screen case finish: White; Screen material: Da-Mat Vinyl, tensioned, with 6-inches of extra black drop (for MP 106 and 117); with 12-inches of extra black drop (for MP 107 and CLC 202) with 24-inches of extra black drop (for MP 210) With built-in low-voltage control, and 3-position LV wall switch.	Dalite Tensioned Cosmopolitan Electrol Or approved equivalent from Draper Qty: 5

.4 Equipment (For Visual Arts 114):

Description	Model
Motorized projection screen, 65" x 116" (133" diagonal, 16:9 aspect ratio). Screen case finish: White; Screen material: HD Progressive 1.1, tensioned, With built-in low-voltage control, and 3-position LV wall switch.	Dalite Tensioned Advantage Electrol Or approved equivalent from Draper Qty: 1

.5 Equipment (For Performing Arts 108):

Description	Model
Motorized projection screen, 108" x 192" (220" diagonal, 16:9 aspect ratio). Screen case finish: Black; Screen material: HD Progressive 1.1, tensioned, With built-in low-voltage control, and 3-position LV wall switch.	Dalite Tensioned Large Cosmopolitan Electrol Or approved equivalent from Draper Qty: 1

2.2 Manual Pull-down Green Screen:

.1 General

- .1 Type: Manually-operated, spring-loaded roller with automatic return;
- .2 Screen material: Chroma-key green, fiberglass composition, matte finish, flame retardant, tear resistant, and wrinkle resistant;
- .3 Screen material thickness: 0.37mm, min.;
- .4 Screen material weight: 457 grams per square meter, min.;

.2 Installation

- .1 Coordinate installation green screen on the wall with the Consultant;
- .2 Coordinate the installation of the green screen with the General Contractor;
- .3 Provide all required mounting hardware and materials for a code compliant installation;

.3 Equipment (For MP Room 210 and CLC Room 202):

Description	Model
Manual pull-down screen with auto return, 120" x 120" screen dimensions (MP Room 210) 96" x 120" screen dimensions (CLC Room 202) Screen case finish: White.	Draper Luma 2 with AR Or approved equivalent from Da-Lite Qty: 2
Mounting bracket, 10-inch/14-inch extension. Note: Using these brackets, install the manual screen in front of the wall-mounted motorized tab-tensioned projection screen.	Draper #227214 Qty: 2 pairs
4-foot Aluminum Operating Pole	Draper #227008 Qty: 1
6-foot Aluminum Operating Pole	Draper #227010 Qty: 1

2.3 Video Projector:

.1 General

- .1 Native Resolution: 1080p (1920 x 1080) or WUXGA (1920 x 1200);
- .2 Light Output in normal mode: As specified below;
- .3 Light source: Laser-diode;
- .4 Imaging Chip: single-chip DLP or 3-LCD or as specified;
- .5 Operational aspect ratio: 16:9 (HD, wide);
- .6 Noise level: no more than 35-db at 1-meter (normal);
- .7 Input: One HDMI input;
- .8 Zoom lenses (whether non-interchangeable or interchangeable): Select a suitable zoom lens that will allow the projected image to be within the middle zoom range of the lens. This means avoiding the extreme 20% range at the wide and telephoto limits of the lens. A projector and zoom lens combination found operating at the outer 20% limits of the wide or telephoto range will be rejected by the Consultant.
- .9 Throw distances that are provided below are for reference only. Actual throw-distances must be verified on-site during the shop drawing phase and before the lenses are ordered to ensure compatibility with Site conditions and zoom range requirement.

.2 Installation

- .1 Provide required ceiling-mounting bracket that will be mated to the extension pole and ceiling flange provided by the General Contractor;
 - .2 Coordinate the installation of this device with the General Contractor;
 - .3 Turn-over all projector mount security keys to the City.
- .3 Equipment (For MP Room 106, 107, 117, 210, and CLC Room 202):

Description	Model
Video Laser Projector with standard powered zoom lens (1.22-2.26:1); Brightness: 5,400 lumens (ISO); Imaging chip: 3-LCD; Finish: White Target throw-distances from projection screen: MP Room 106: approximately 4,200mm; MP Room 107: approximately 3,900mm; MP Room 117: approximately 3,800mm; MP Room 210: approximately 3,600mm; CLC Room 202: approximately 3,500mm.	Panasonic PT-EZ590 or approved equivalent from major projector brands such as Christie Digital, Sony, NEC, Barco, Epson, and Vivitek Qty: 5
Ceiling-mount bracket for projector with security lock and key. Finish: White	Chief model RSMCUW Or approved equivalent from Premiere Mounts, Peerless Mounts. Qty: 5

- .4 Equipment (For Performing Arts 108):

Description	Model
Video Laser Projector; Brightness: 10,875 lumens (ISO); Imaging chip: 1-chip DLP; Finish: Black Target throw-distance from projection screen: 10,300mm	Christie Digital model DWU1075-GS or approved equivalent from major projector brands such as NEC, Barco, Digital Projection, and Vivitek Qty: 1

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Description	Model
1.52 to 2.92:1 Zoom Lens	Christie Digital #140-102104-01
Projector Mounting Bracket. Finish: Black.	Chief model VCMU or equivalent from Peerless Mounts or Premiere Mounts
Heavy-duty Security Cable Lock System.	Chief model HC-1 or approved equivalent

.5 Equipment (For Spin 227B):

Description	Model
<p>Video Laser Projector; Brightness: 6,500 lumens (ISO); Imaging chip: 3-LCD; Finish: Black, preferred. But, White is acceptable if Black is unavailable. Target throw-distances from projection surface: 5,900mm Note: There is no projection screen in this room. The image will be projected on the north wall that is finished with ScreenGoo Projection Paint. The room will be darkened during use. All windows will have light blocking shades.</p>	<p>Panasonic PT-EZ770Z or approved equivalent from major projector brands such as Christie Digital, NEC, Barco, and Vivitek</p> <p>Qty: 1</p>
0.78 to 0.98:1 Short-throw Zoom Lens	Panasonic model ET-ELW22
Ceiling-mount bracket for projector with lock and key. Finish: To match projector.	Chief model RSMCU or equivalent from Peerless Mounts or Premiere Mounts

2.4 Large LCD Flat-panel Display:

.1 General

- .1 Provide a large flat panel LCD display that will be used for general entertainment and digital signage applications;

ISSUED FOR TENDER

.2 Specifications:

- .1 Native resolution: As specified below;
- .2 Inputs: Min, 1 HDMI (HDCP compliant);
- .3 Panel brightness: As specified below;
- .4 Remote control: As specified below;
- .5 Duty Cycle: As specified below;

.2 Installation

- .1 Install the flat panel display as specified in the architectural drawings;
- .2 Provide tilting wall-mount hardware to safely secure the flat panel display. Tilt angle for tilting mounts shall be set according to viewing perspective and situations that require tilt due to glare problems;
- .3 Provide pad locks on all flat panel displays mounted on walls and ceilings. Hand-over the pad lock keys with properly labelled key tags to the City or its authorized representatives.

.3 Equipment (For Staff Room 103E):

Description	Model
75-inch LCD TV, Consumer-grade. For staff entertainment use. Native resolution: Min. HD 1080p; Inputs: Min. 2 HDMI HDCP compliant.	Samsung model UN75NU6900 or Sharp LC75R6004U or Equivalent from Panasonic or Sony or LG or Hitachi Qty: 1
Tilting wall-mount bracket for 75-inch TV	Chief model RLT2 with FHB5147 hardware kit. Kit provided for Samsung TV. It may not be required for other model TVs. Or approved equivalent from Peerless or Premiere Mounts.
Pad lock for wall mount bracket	Chief model PAC138 Or equivalent padlock from Master Lock.

ISSUED FOR TENDER

.4 Equipment (For Digital Signage Applications):

Description	Model
<p><u>For Reception Desk and Shared Social Space:</u> 55-inch LCD Display, Commercial-grade. Native resolution: Min. HD 1080p; Brightness: Min. 400 cd/sq.m; Inputs: Min. 1 HDMI HDCP compliant; Remote control: RJ45 Ethernet Network.</p>	<p>Sharp PN-UH551 or equivalent from Panasonic and NEC. Qty: 5</p>
<p><u>For Wall at Elevator #1:</u> 43-inch LCD Display, Commercial-grade. Native resolution: Min. HD 1080p; Brightness: Min. 400 cd/sq.m.; Inputs: Min. 1 HDMI HDCP compliant; Remote control: RJ45 Ethernet Network.</p>	<p>Sharp PN-UH431 or equivalent from Panasonic and NEC. Qty: 1</p>
<p><u>For west wall in West Corridor 100A:</u> 50-inch LCD Display, Commercial-grade. Native resolution: Min. HD 1080p; Brightness: Min. 400 cd/sq.m.; Inputs: Min. 1 HDMI HDCP compliant; Remote control: RJ45 Ethernet Network.</p>	<p>Sharp PN-UH501 or equivalent from Panasonic and NEC. Qty: 1</p>
<p>Tilting wall-mount bracket for 43" to 55" LCD Displays.</p>	<p>Chief model RLT2 or approved equivalent from Peerless or Premiere Mounts. Qty: 7</p>
<p>Pad lock, key, cable with hook and loop for wall mount bracket</p>	<p>Chief model PACLK1 Or approved equivalent Qty: 7</p>

Description	Model
<p><u>Digital Media Players:</u> Complete Raspberry Pi 4 Model B with 1.5-Ghz 64-bit Quad Core ARMv8 CPU, 4GB RAM, USB-C PSU, Official Raspberry Pi Case with 3 Heat Sinks, Keyboard/Mouse, 6-foot micro HDMI to HDMI cable, 32GB Class 10 MicroSD Card, USB Card Reader Dongle, and Quick-start Guide. Reference product website: https://www.canakit.com/raspberry-pi-4-complete-starter-kit.html Note: Assembly and configuration of these PC's shall be performed by the City of Surrey IT Staff. Configured units to be installed by Contractor.</p>	<p>Canakit model PI4-4GB-STR32F-C4-WHT-K or approved equivalent. Qty: 7</p>
<p>1-foot CAT6a network patch cord for Raspberry Pi PC's.</p>	<p>LinHaw/PC Cable World model C6A001BL or equivalent. Qty: 7</p>

2.5 Small LCD TV:

.1 General

- .1 Provide a small flat panel LCD display that will be used for general entertainment use;
- .2 Specifications:
 - .1 Native resolution: As specified below;
 - .2 Inputs: Min, 1 HDMI (HDCP compliant);
 - .3 Panel brightness: As specified below;
 - .4 Remote control: As specified below;
 - .5 Duty Cycle: As specified below;

.2 Installation

- .1 Some installation required to connect this to the cable TV box or PVR. TV will not be permanently mounted.

ISSUED FOR TENDER

.3 Equipment (Fitness Center 227A):

Description	Model
22-inch LCD HD TV. Native Resolution: 1080p Remote control: IR hand-held. Note: To be used to tune into music-only channels.	LG model 22LJ4540 or approved equivalent from NEC, Samsung, Panasonic, Viewsonic, Toshiba. Qty: 1
6-feet, HDMI Cable.	Extron HDMI Ultra model 26-663-06. Qty: 1

2.6 Wireless Microphone Systems:

.1 General

- .1 Provide a wireless microphone system for each area specified below that will be used for leading/instructing fitness activities;
- .2 Specifications:
 - .1 Operating range under typical conditions: 300-feet;
 - .2 Audio freq. response (+/- 2dB): Min. 45-Hz to 15-kHz;
 - .3 THD: 0.5% typical;
 - .4 Dynamic range: Greater than 100-dB;
 - .5 Operating RF Freq.: 494 to 596-Mhz.

.2 Installation

- .1 Some installation required to connect this to the sound system provided by the General Contractor.

.3 Equipment (Fitness Center 227A):

ISSUED FOR TENDER

Description	Model
Wireless Bodypack Microphone System. Includes diversity receiver, bodypack transmitter, and omni-directional lavalier microphone.	Shure model SLX14/93-H19 (524-Mhz to 572-Mhz) Qty: 1
Headset Microphone. Moisture repelling hydrophobic construction for use in fitness training.	Shure model SM31FH-TQG. Qty: 1
Audio interconnect cable from wall plate (provided by the General Contractor) and wireless microphone receiver audio output connector. Length: 3 feet	Cable Factory Live Link LLMS-224-003 or approved equivalent Qty: 1

.4 Equipment (Fitness Studio 226):

Description	Model
Wireless Bodypack Microphone System. Includes diversity receiver, bodypack transmitter, and omni-directional lavalier microphone.	Shure model SLX14/93-G5 (494-Mhz to 518-Mhz) Qty: 1
Headset Microphone. Moisture repelling hydrophobic construction for use in fitness training.	Shure model SM31FH-TQG. Qty: 1
Audio interconnect cable from wall plate (provided by the General Contractor) and wireless microphone receiver audio output connector. Length: 3 feet	Cable Factory Live Link LLMS-224-003 or approved equivalent Qty: 1

.5 Equipment (Gym 101):

ISSUED FOR TENDER

Description	Model
Wireless Bodypack Microphone System. Includes diversity receiver, bodypack transmitter, and omni-directional lavalier microphone.	Shure model SLX14/93-H5 (518-Mhz to 542-Mhz) Qty: 1
Headset Microphone. Moisture repelling hydrophobic construction for use in fitness training.	Shure model SM31FH-TQG. Qty: 1
Audio interconnect cable from wall plate (provided by the General Contractor) and wireless microphone receiver audio output connector. Length: 3 feet	Cable Factory Live Link LLMS-224-003 or approved equivalent Qty: 1

.6 Equipment (Spin 227B):

Description	Model
Wireless Bodypack Microphone System. Includes diversity receiver, bodypack transmitter, and omni-directional lavalier microphone.	Shure model SLX14/93-J3 (572-Mhz to 596-Mhz) Qty: 1
Headset Microphone. Moisture repelling hydrophobic construction for use in fitness training.	Shure model SM31FH-TQG. Qty: 1
Audio interconnect cable from wall plate (provided by the General Contractor) and wireless microphone receiver audio output connector. Length: 3 feet	Cable Factory Live Link LLMS-224-003 or approved equivalent Qty: 1

2.7 Loose AV Equipment:

.1 General

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- .1 The equipment specified under this item shall be supplied to the City and their user groups;
 - .2 Alternate equipment is not acceptable unless specified otherwise.
- .2 Installation
- .1 No installation required unless specified otherwise.
- .3 Equipment (Performing Arts 108):

Description	Model
Apple MAC Laptop. 1.4-GHz Quad Core Intel Core i5 Processor, 8-GB RAM, 256 GB SSD. Finish: Space Grey.	Apple MacBook Pro 13 Or latest version. Qty: 1
Audio, Video, & Lighting Control Software for Mac OS Note: Install in MacBook and activate license using the City's credentials provided by the User Group. Submit license details to the City.	QLAB 4 including Standard License. Qty: 1
Blu-ray/DVD Player. 4K UHD.	Samsung model UBD-M8500 or Panasonic model DP-UB420K or Sony model UBP-X700 or approved equivalent.
Powered Speakers	QSC model K12.2 Qty: 2
Speaker Stands, Pack of 1 pair with carrying case.	K&M model 21449 Qty: 2
Audio Mixer	Soundcraft Signature 12 MTK with USB ports Qty: 1
Padded cover for QSC K12.2 Powered Speakers	QSC model K12-TOTE Qty: 2

ISSUED FOR TENDER

Description	Model
Digital Audio Mixing Console	Soundcraft SI Performer 2 Qty: 1
Dual CAT5 MADI Card for digital audio mixing console	Soundcraft MADI dual port. Qty: 1
Accessory Kit for digital audio mixing console.	Soundcraft model AK2 Qty: 1
Mini Stage Box with 32-analog inputs, 12 outputs, and dual MADI RJ45 ports.	Soundcraft Mini Stagebox 32i Qty: 1
Control Room Powered Monitor Speaker.	M-Audio AV42 Mackie CR4 Pioneer DM-40 Presonus E4.5 Or approved equivalent Qty: 2 (1 pair)
Microphone for vocals	Shure BETA 58A Qty: 6
Higher quality Microphone for vocals, side address style with shock-mount.	Audio-Technica model AT2035. Or, approved equivalent from AKG, Shure, Sennheiser. Qty: 2
Microphone for instrument pick-up	AKG model C480B-ULS with CK-61-ULS Mic Capsule. Qty: 2
Microphone for instrument pick-up	Shure BETA 57A Qty: 4
Microphone for instrument pick-up	Sennheiser model MD-421-II Qty: 2

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Description	Model
Microphone for instrument pick-up	Sennheiser model e904 Qty: 2
Microphone for instrument pick-up	Shure BETA 52A Qty: 1
Microphone for instrument pick-up	Sennheiser model e906 Qty: 1
Wireless Microphone Receiver. Single-channel. Freq. Range: 470 to 534 Mhz.	Shure ULXD4-G50 Qty: 4
Hand-held Wireless Microphone with Transmitter.	Shure ULXD2/B58-G50 Qty: 4
Belt-pack Wireless Microphone Transmitter with 4-pin TA4M mini connector.	Shure ULXD1-G50 Qty: 2
Lavalier Microphone for belt-pack transmitter. With 4-pin TA4F mini connector.	Shure MX185 Qty: 2
Head-set microphone for belt pack transmitter. With 4-pin TA4F mini connector.	Shure SM35-TQG Qty: 2
DI Box. Passive, mono.	Radial JDI Qty: 2
DI Box. Passive, stereo.	Radial JDI Stereo Qty: 2
Powered Speakers	QSC model KW152 Qty: 2
Cover for QSC KW152 Powered Speakers	QSC KW152-Cover Qty: 2
Powered Floor Monitor Speaker	QSC KW122 Qty: 4
Cover for QSC KW122 Floor Monitor Speaker	QSC KW122-Cover Qty: 4
Network CD/Media Bluetooth Player.	Denon DN-700CD Qty: 1

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ISSUED FOR TENDER

Description	Model
Audio Interface with Thunderbolt and USB 2.0. 28-inputs x 30-outputs. Includes 2x Mic/Guitar inputs with preamps, 8 balanced analog inputs/outputs, XLR main outputs, 16-channels of ADAT, S/PDIF, word clock, and MIDI.	MOTU model 828X Qty: 1
Tall microphone stands with boom arm. Height adjustment: 925mm to 1630mm. Boom Arm length: 425mm to 725mm. Finish: Black, Steel; Leg construction: Socket with foldable legs.	K&M #210/8 (21080-300-55). Qty: 14
Short microphone stands with boom arm. Height adjustment: 435mm to 645mm. Boom Arm length: 435mm to 745mm. Finish: Black, Steel; Base construction: heavy round cast-iron.	K&M #259-BLACK Qty: 2
12-RU Desktop Equipment Rack. Finish: Wood, Black Useable depth: 15-inches, min.	Middle Atlantic model RK10 or approved equivalent Qty: 1

.4 Equipment (Media Studios):

Description	Model
Apple MAC Laptop. 1.4-GHz Quad Core Intel Core i5 Processor, 8-GB RAM, 256 GB SSD. Finish: Space Grey.	Apple MacBook Pro 13 Or latest version. Qty: 2
Video Editing Software Note: Install in MacBook and activate license using the City's credentials provided by the User Group. Submit license details to the City.	Apple Final Cut Pro X Qty: 2

Description	Model
<p>6-input, 4-channel Video Switcher with USB streaming AV output.</p> <p>With HDMI, RGB/Component, and Composite Video inputs up to 1080p resolution;</p> <p>Ch. 4 incorporates a built-in video scaler and supports a wide-range of VESA resolutions;</p> <p>Automatic switching modes;</p> <p>18-channel digital audio mixer with XLR, TRS, and RCA jacks along with audio from HDMI inputs;</p> <p>Embedding and de-embedding of audio with delay settings;</p> <p>Auto mixing and Echo cancelling function;</p> <p>Composition effects including Downstream Keyer (DSK), picture-in-picture, etc.</p> <p>Capturing a still image from Input Video on Input #4;</p> <p>Built-in touch quad-input multi-viewer with audio metering;</p> <p>External multi-view output through HDMI;</p> <p>HDCP support;</p> <p>USB3.0 Video/Audio Output up to 1080/30p (uncompressed) and audio loopback feature;</p> <p>Software control using a specific app for Mac and PC and remote control via USB connection;</p> <p>Includes Tally and GPIO connections.</p>	<p>Roland model VR-4HD or approved equivalent</p> <p>Qty: 1</p>
<p>HD Video Camcorder. With 3-inch retractable touchscreen LCD display and tiltable viewfinder with eyecup. Full HD Recording, SDHC/SDXC memory card recording media, dual SD card slots for relay recording, MPEG-4AVC/H.264 Compression, LED video light, 20x Optical Zoom Lens, HDMI output.</p>	<p>Panasonic model AG-AC30 or approved equivalent</p> <p>Qty: 2</p>

Description	Model
SDXC Memory Card for Video Camcorder. 128GB capacity.	Sandisk Extreme UHS-I Class 10 or compatible alternatives as recommended by the Video Camcorder manufacturer. Qty: 4
Spare rechargeable battery for video camcorder. 7.28V, 5900mAh.	Panasonic model AG-VBR59 Qty: 4
Dual quick charger for rechargeable battery for video camcorder.	Panasonic model AG-BRD50P Qty: 2
Shotgun microphone for video camcorder. Super-directional with XLR, 3-pin connector.	Panasonic model AG-MC200G. Qty: 2
Tripod with fluid head for video camcorder.	Manfrotto MT190X3 3-section tripod with MVH500AH fluid head kit. Or, approved equivalent from brands such as Miller and Sachtler. Qty: 2
Higher quality Microphone for vocals, side address style with shock-mount.	Audio Technica model AT2035. Or, approved equivalent from Shure, AKG, Sennheiser. Qty: 2
Microphone for general instrument pick-up.	Shure model KSM137/SL Qty: 4

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Description	Model
DI Box. Passive, mono.	Radial JDI Qty: 2
Powered Monitor Speakers for near-field use.	M-Audio AV42 Mackie CR4 Pioneer DM-40 Presonus E4.5 Or approved equivalent Qty: 2 (1 pair)
Audio Interface with Thunderbolt and USB2.0. 28-inputs x 30-outputs, includes 2x Mic/Guitar inputs with preamps, 8-balanced analog inputs/outputs, XLR main outs, 16-channels of ADAT, plus S/PDIF, word clock, and MIDI.	Motu model 828X Qty: 1
Tall microphone stands with boom arm. Height adjustment: 925mm to 1630mm. Boom Arm length: 425mm to 725mm. Finish: Black, Steel; Leg construction: Socket with foldable legs.	K&M #210/8 (21080-300-55). Qty: 4
Short microphone stands with boom arm. Height adjustment: 435mm to 645mm. Boom Arm length: 435mm to 745mm. Finish: Black, Steel; Base construction: heavy round cast-iron.	K&M #259-BLACK Qty: 2

2.8 Lighting Equipment:

.1 General

- .1 The equipment specified under this item shall be supplied to the City and their user groups;
- .2 Alternate equipment is not acceptable unless specified otherwise.

.2 Installation

ISSUED FOR TENDER

.1 No installation required unless specified otherwise.

.3 Equipment (Performing Arts 108):

Description	Model
LED Spotlights. RGB+L LED light source Black finish DMX XLR.	ETC Colorsource Spot model CSSPOT45S with shutter barrel Qty: 8
Lens for ETC Colorsource Spot light fixture, 36- degrees	ETC model 436EDLT Qty: 6
Lens for ETC Colorsource Spot light fixture, 26- degrees	ETC model 426EDLT Qty: 2
C-clamp for ETC light fixtures	ETC model 400CC Qty: 14
Safety Cable for ETC light fixtures	ETC model 400SC Qty: 14
General Wash Lighting Fixtures: RGB+L LED light source	ETC model CSPAR Qty: 6
Bard Door for ETC PAR lighting fixture	ETC model 400BD Qty: 6
Lighting Control Console 20-fader ColorSource Console (80-channels or Devices)	ETC model CS20 (7225A1000-US) Qty: 1

Description	Model
Dust Cover for lighting control console	ETC model CS20DC (7225A4020) Qty: 1

.4 Equipment (Media Studios):

Description	Model
Portable Video Lights. With adjustable color temperature from 3200K to 5600K, CRI: 96, 4-color temperature presets, dual NP-F battery plates, AC/DC power options, LCD digital display, IRR remote capability, PWM dimming technology, 4-way barn doors, and silent fan.	Dracast Boltray Plus LED600 Daylight LED Light. Or, approved equivalent Qty: 2
Light Stand for Portable Video Lights. Adjustable height from 1800mm to 3220mm; Finish: Black, aluminum; Leg construction: Tube legs with cross braces; Rod combination: 2-piece folding design, light-weight.	K&M #24625-Black Qty: 2

2.9 Cable Plant including Equipment Interconnect/Patch Cables

.1 General

- .1 Provide a commercial grade professional cable plant with sufficient bandwidth capacity to meet or exceed all equipment provided herein. Product selection should anticipate future upgrades;
- .2 Provide premium high-resolution video, audio, twisted pair, and USB cables to ensure maximum transmission distances.
- .3 Provide all wire and cable required to interconnect all systems and devices;
- .4 Provide all patch cables to interconnect portable devices and patch bays;
- .5 Provide fibre optic cable (where required). Provide spare strands at each location.
- .6 All network patch cables between AV equipment;
- .7 Provide all connectors and termination of AV equipment.

- .8 **Use FT-4 or CMR rated** for cables running inside conduit in floor/ceiling spaces within in air-handling spaces within the building. May also be used within AV equipment racks and furniture;

.2 Installation

- .1 Install all cable and wire to best industry practice.
- .2 Install cables into conduit, raceways and cable paths provided.
- .3 Facility data connection drops or points shall be provided by the City.
- .4 Coordinate AV data paths with the City and install per facility wide practices.
- .5 Coordinate cable paths and ensure all wire provided throughout is installed to regulatory codes and requirements.
- .6 Coordinate all cable paths and raceways with other trades to ensure cables are installed per manufacturer’s specifications.

.3 Equipment (For MP 106, 107, 117, 210, and CLC 202):

Description	Model	Qty.
1.5-feet, Interconnect HDMI cable between projector and DM Receiver (by others). Note: installation required.	C2G model 42508 or Extron HDMI Ultra model 26-663-02 or approved equivalent.	5
9-feet, HDMI Cable	C2G model 40164 or Extron HDMI Ultra model 26-663-09 or approved equivalent	5
9-feet, VGA with stereo audio cable.	Extron MVGA-A M-M model 26-566-09 or approved equivalent.	5

.4 Equipment (For Performing Arts 108):

Description	Model	Qty.
6-feet, Audio XLR Cable. Finish: Black. Connector: Neutrik 3-pin XLR.	Cable Factory Live Link LLMS-224-006 or approved equivalent	12
10-feet, Audio XLR Cable. Finish: Black. Connector: Neutrik 3-pin XLR.	Cable Factory Live Link LLMS-224-010 or approved equivalent	12

Description	Model	Qty.
15-feet, Audio XLR Cable. Finish: Black. Connector: Neutrik 3-pin XLR.	Cable Factory Live Link LLMS-224-015 or approved equivalent	12
25-feet, Audio XLR Cable. Finish: Black. Connector: Neutrik 3-pin XLR.	Cable Factory Live Link LLMS-224-025 or approved equivalent	12
50-feet, Audio XLR Cable. Finish: Black. Connector: Neutrik 3-pin XLR.	Cable Factory Live Link LLMS-224-050 or approved equivalent	12
5-feet, DMX Cable. Finish: Black. Connector: Neutrik 5-pin XLR.	Cable Factory model LDMX5-005	6
10-feet, DMX Cable. Finish: Black. Connector: Neutrik 5-pin XLR.	Cable Factory model LDMX5-010	6
15-feet, DMX Cable. Finish: Black. Connector: Neutrik 5-pin XLR.	Cable Factory model LDMX5-015	6
25-feet, DMX Cable. Finish: Black. Connector: Neutrik 5-pin XLR.	Cable Factory model LDMX5-025	6

2.10 **CASH ALLOWANCES:**

- .1 General
 - .1 The Contractor shall carry cash allowances for the following equipment and labour items specified below;
 - .2 When claiming cash allowance amounts, the Contractor shall submit itemized (detailed) invoices including manpower time-sheets showing the amount of hours spent assisting the user-group;
 - .3 All unused cash allowance amounts shall be returned to the City. Invoices shall contain a line item showing this as a credit.
- .2 Equipment (For Fitness Center 227A and Staff Room 103E):

ISSUED FOR TENDER

Description	Model	Cash Allowance Amount
Digital Cable TV Box or PVR. Telus or Shaw TV. Note: The City has not yet decided on a service provider.	Telus TV or Shaw TV Qty: 2	\$ 700
HDMI Audio Extractor/De-embedder. (Only if required). With audio interconnect cables from HDMI de-embedder audio output and sound system provided by the General Contractor. (As required).	C2G #40695 MuxLab #500431 Or, approved equivalent	\$ 150

.3 Equipment (For Performing Arts 108 and Media Studios):

Description	Model	Cash Allowance Amount
Miscellaneous Audio and Video Interconnect Cables for the various AV equipment specified in this document.	To be determined.	\$ 2,000

.4 Installation Labour (For Performing Arts 108):

Description		Cash Allowance Amount
Installation labour to assist the user group (Performing Arts) hook-up some of the AV equipment (audio, video, and lighting) specified for their spaces/rooms.	Labour	\$ 3,000

ISSUED FOR TENDER

Description		Cash Allowance Amount
NOTE: In the itemized quote, specify the unit labour cost per hour beside this cash allowance item to determine how much man-hours are provided in this quote. And, to inform the user-group of the unit cost of labour in case they decide to purchase more hours.		

END OF SECTION

ISSUED FOR TENDER

**SECTION 27 41 50
EXECUTION**

1. Execution

1.1 Quality of Installation and Workmanship

- .1 All equipment shall be installed with all necessary safety precautions to present no safety hazards to the public, operating personnel, or other trades;
- .2 Provide properly trained, qualified, professional installation technicians and tradespeople throughout the duration of the work. Observe and obey all building codes applicable, safety rules and regulations, and the general rules of the project as directed;
- .3 All equipment must be adequately ventilated when operating under worst-case power dissipation;
- .4 Provide masking and temporary protective covering to equipment to prevent dust and dirt from accumulating on exposed surfaces, as well as, accidental damage due to construction activities during installation;
- .5 Comply with manufacturer's recommendations for installation of all equipment;
- .6 Consult with trades doing adjoining work and coordinate with the Consultant in order to provide best class workmanship quality;
- .7 All wiring shall be neatly and logically routed and organized. Exposed wiring shall be neatly bundled and dressed.

1.2 Verification of Existing Conditions and Work by Others

- .1 Examine all areas and conditions under which work is to be performed and identify conditions detrimental to proper or timely completion;
- .2 Verify all conduits, back-boxes, and all other rough-in work (provided by others) for the AV systems described herein are properly located and sized.

1.3 Equipment, Plate, and Panel Labels

- .1 Label all equipment, plates and panels as specified in the approved shop drawings;
- .2 All plates and panels shall be permanently labelled utilizing laser engraving process or permanently-screened letters, or lamacoid label strips. Hand- or machine printed sticky-back labels are acceptable as long as they are industrial-grade quality utilizing labels with industrial-strength adhesive such as Dymo Rhino and Brother Commercial or Industrial Label printers. Office label printers for home and office use is unacceptable and will be rejected.

EXECUTION
27 41 50 - 1

ISSUED FOR TENDER

1.4 Wires, Cables, and Terminations

- .1 The Contractor shall take all necessary precautions to prevent electromagnetic and electrostatic interference in both the long and the short term. Care should be taken in wiring and installation to prevent damage to wire or equipment;
- .2 All terminations of shielded twisted pair cables, regardless of location, shall consist of a Teflon, PVC or neoprene sleeve covering the shield drain wire and an overall heat shrink or elastic neoprene sleeve covering the point at which the cable jacket and shield end. (This makes it very difficult to inadvertently ground a shield and is an important aspect of audio system wiring.) At the termination the unshielded leads shall be less than 50 mm in length;
- .3 No splices in shielded twisted pair or coaxial cables are allowed – all runs shall be continuous;
- .4 Audio terminations shall be made with rosin-core solder or an approved mechanical connector. Temperature controlled soldering stations are recommended. Crimp only with manufacturer’s recommended crimping tool having a controlled crimp cycle;
- .5 RF terminations shall be made with screw-on BNC connectors on cables and isolated thru-panel BNC-BNC connectors on panels;
- .6 The City shall ensure the appropriate cables and distribution amplifiers are selected to guarantee the quality of the signal delivery over long distances.

1.5 Wiring labeling practices

- .1 Labeling of wiring for AV systems shall conform to Infocomm F501.01:2015 “Cable Labeling of Audiovisual Systems” standard.

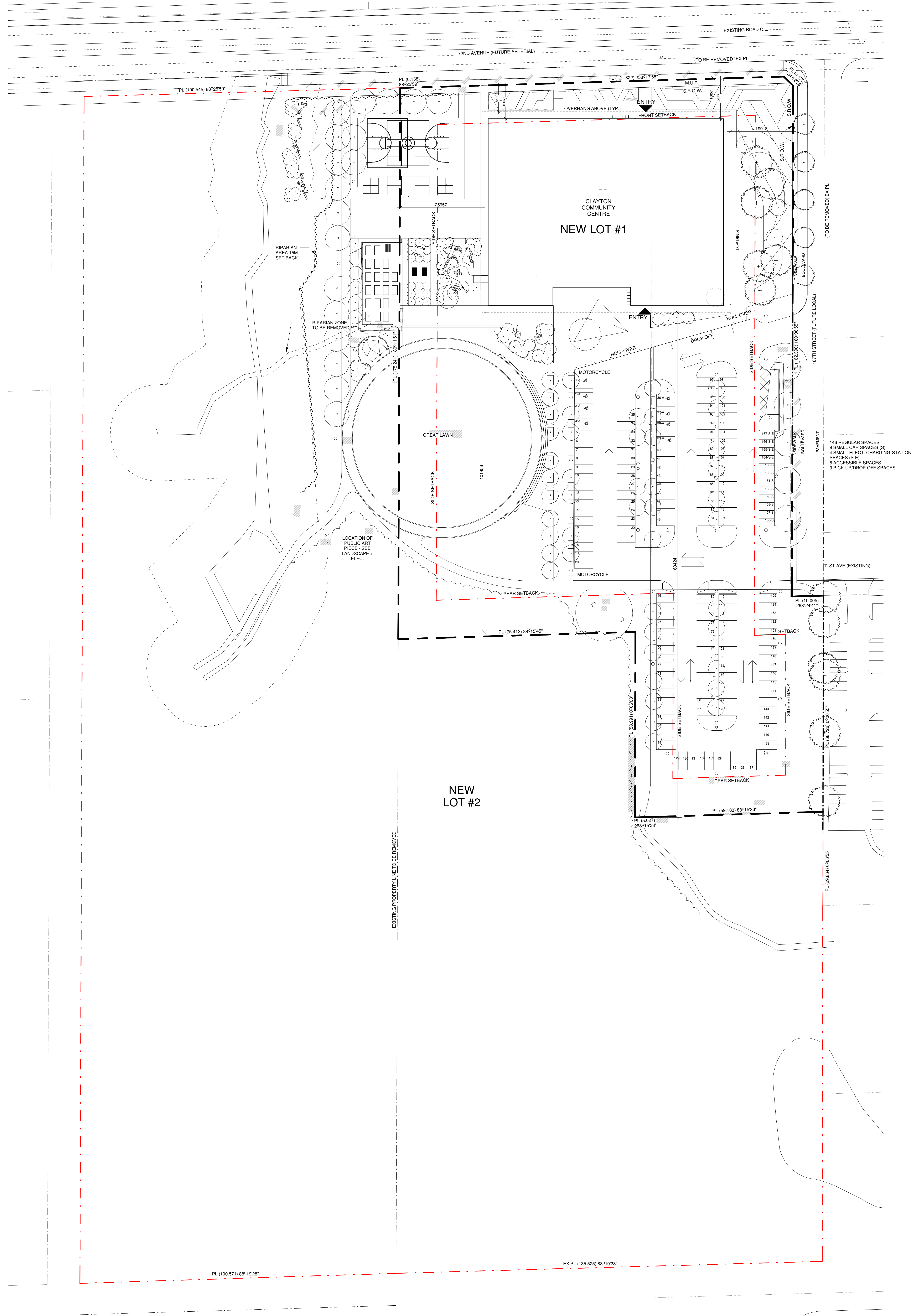
1.6 Testing and Adjustments

- .1 Testing shall conform to ANSI/Infocomm 10:2013 “Audiovisual Systems Performance Verification” standard;
- .2 The tests are to be completed using the City’s test equipment at no additional cost;
- .3 The Consultant may elect to perform additional testing or verification of test results during commissioning, with the assistance of the Contractor;
- .4 Adjustments (including hardware and software) as directed by the Consultant shall be made by the City at no additional cost.

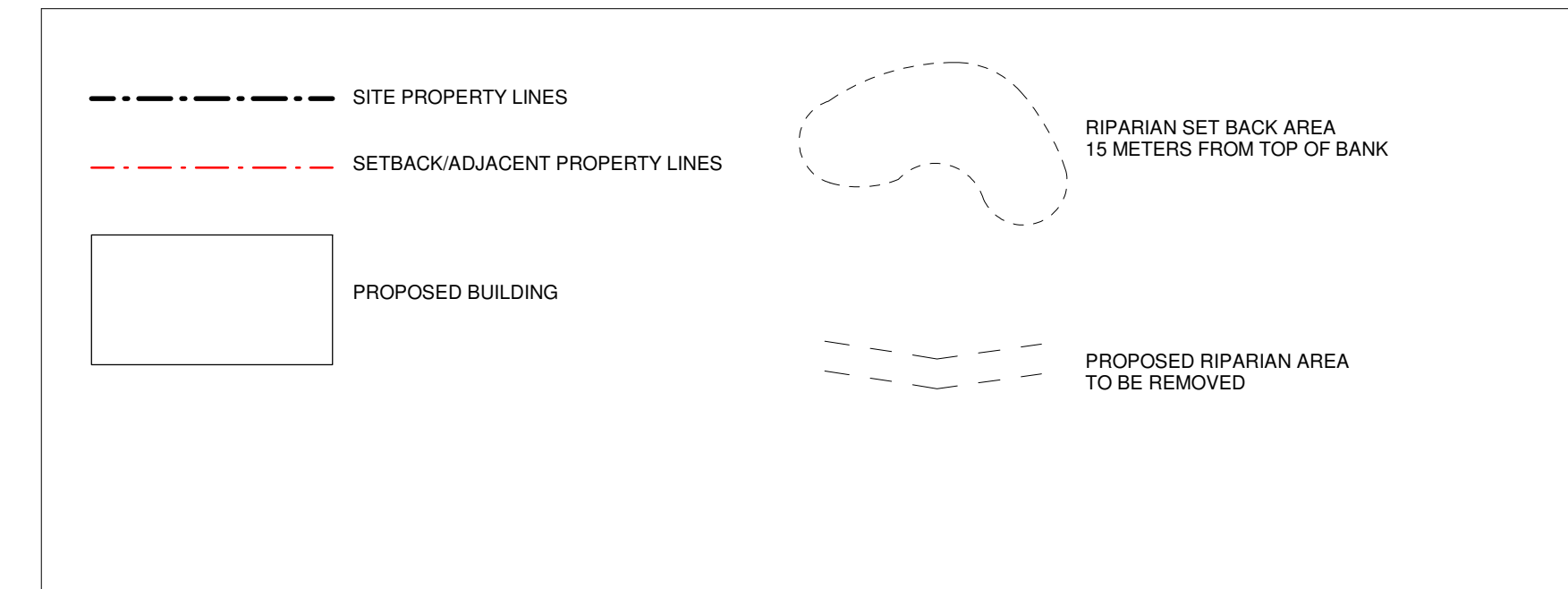
END OF SECTION

EXECUTION
27 41 50 - 2

SCHEDULE A-2 - DRAWINGS



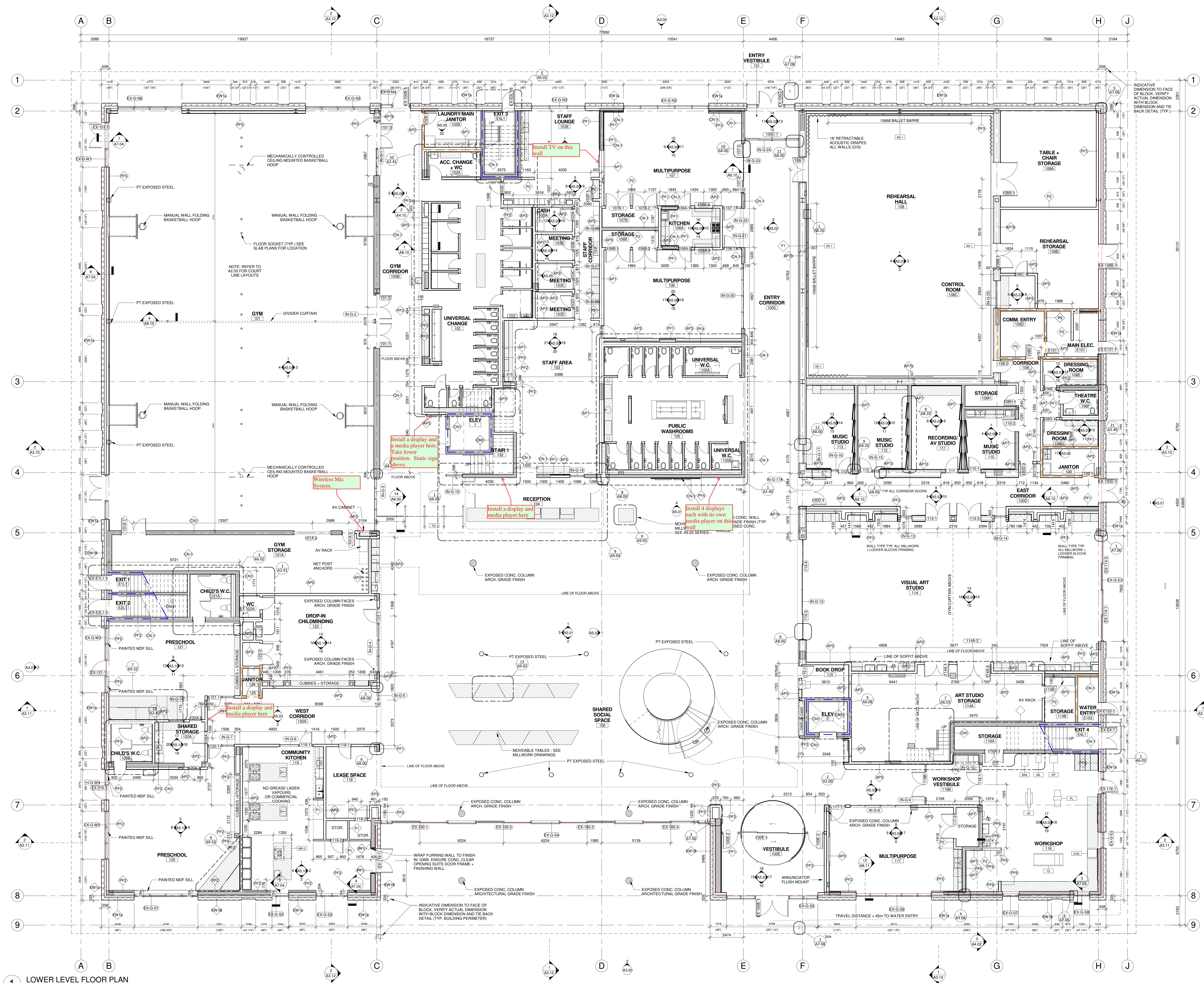
SITE PLAN LEGEND



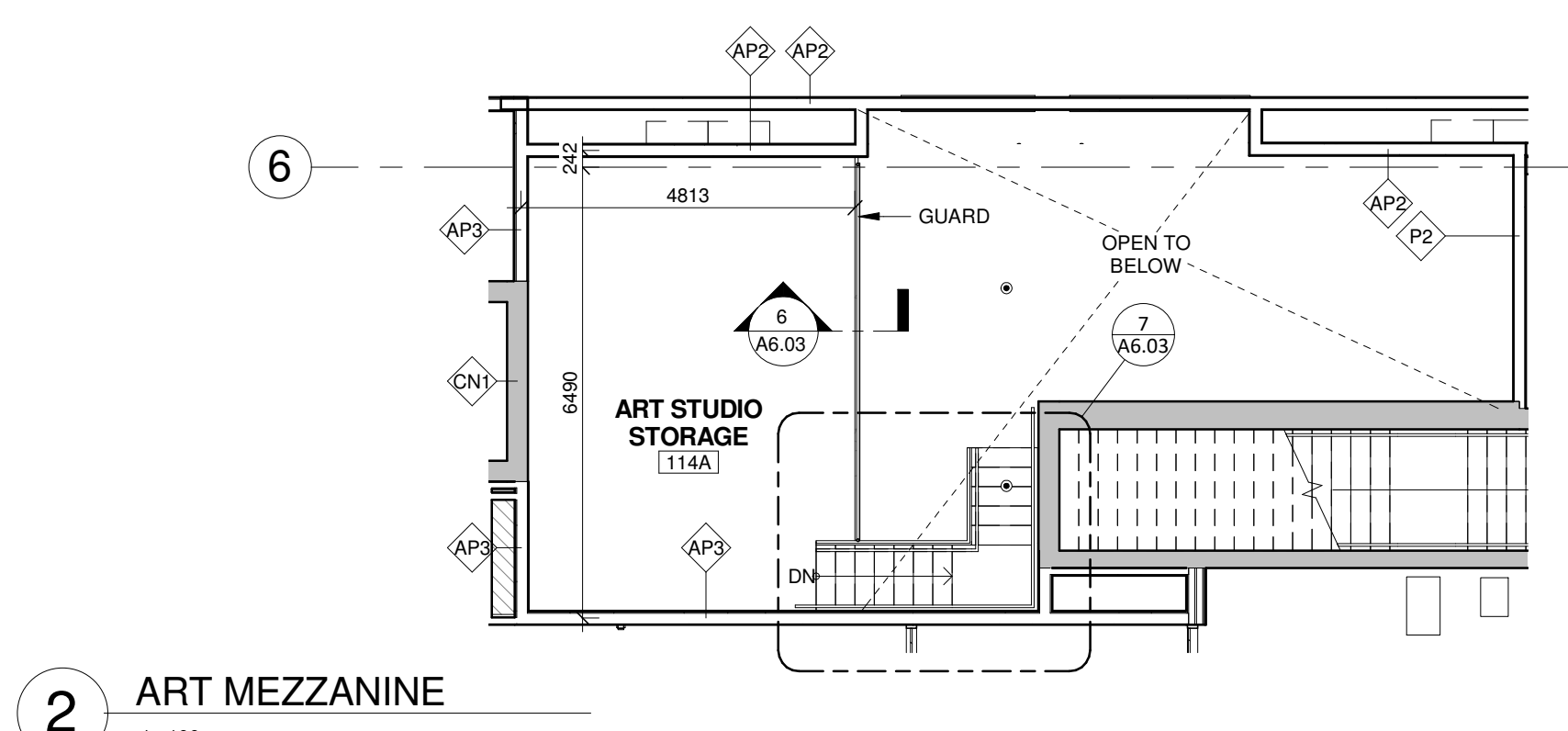
GENERAL NOTES

- ELEVATIONS ARE TO GEODETIC DATUM.
- EXISTING TOPOGRAPHIC INFORMATION IS FROM SURVEY DRAWING.
- SEE LANDSCAPE PLAN BY HAPA LANDSCAPE ARCHITECTS FOR LANDSCAPE PLANTINGS, SITE MATERIALS, LANDSCAPE GRADING, AND ADDITIONAL INFO. SEE LANDSCAPE/ARBORIST DRAWINGS FOR TREES RETAINED, REMOVED AND TREE PROTECTION.
- REFER TO CIVIL DRAWINGS FOR PARKING AND CURB GRABES, DRAIN SWALES, SITE SERVICES AND ADDITIONAL INFORMATION.

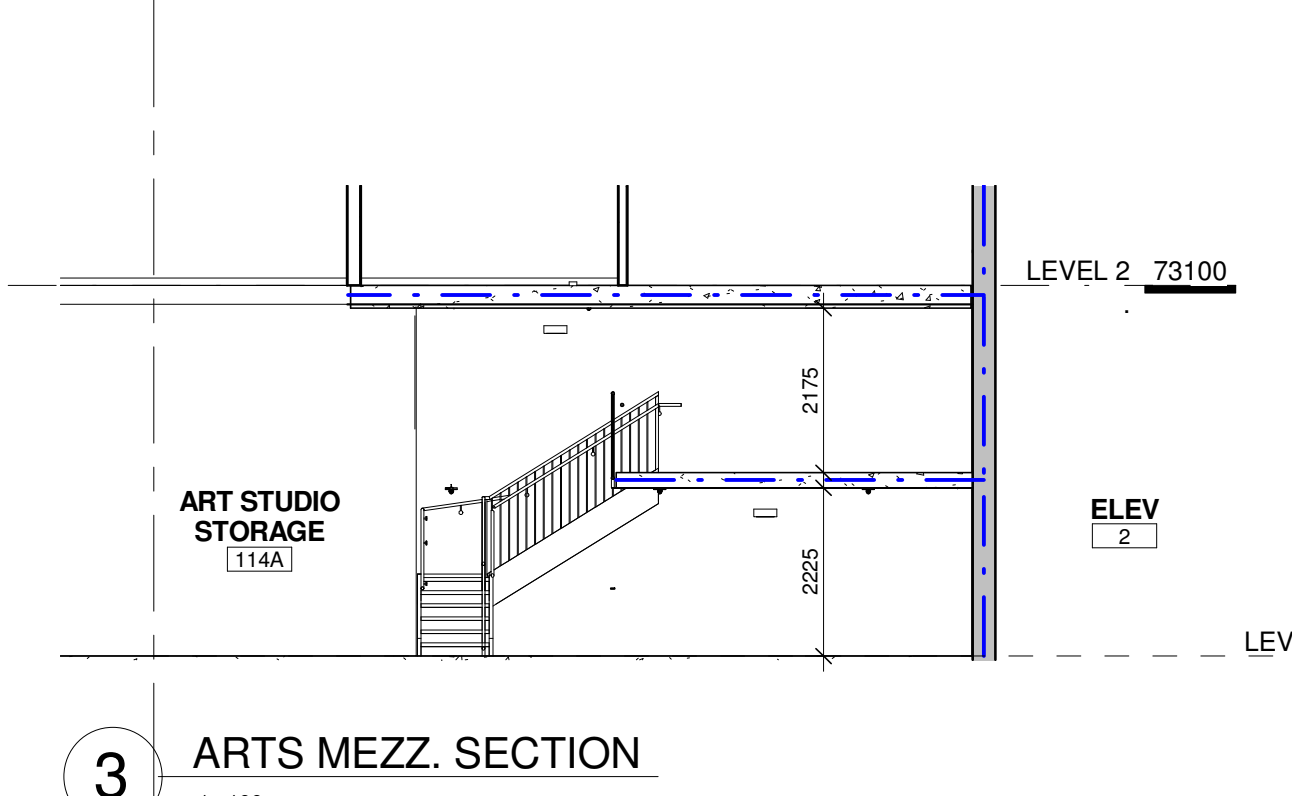
1 CONTEXT PLAN
1 : 500



1 LOWER LEVEL FLOOR PLAN
1:100



2 ART MEZZANINE
1:100



3 ARTS MEZZ. SECTION
1:100

PLAN LEGEND	FIRE RATING LEGEND	AIR TIGHTNESS LEGEND
<ul style="list-style-type: none"> WF BF: WATER FOUNTAIN + BOTTLE FILLER RWL: INSULATED RAIN WATER LEADER MILLWORK/CASEWORK: NOTE: REFER TO INTERIOR ELEVATIONS FOR MILLWORK FACE + CALLOUTS 	<ul style="list-style-type: none"> 0 MN 60 MN 120 MN <p>NOTE: 1 MN = 60 MIN F.R.R. SEPARATION LEVEL 2 FLOOR TYPICAL AND ALL LEVEL 2 SUPPORTING ELEMENTS (WALLS, COLUMNS, ETC.) REFER TO STRUCT. FOR ELEVATIONS FOR MILLWORK FACE + CALLOUTS.</p>	<ul style="list-style-type: none"> LINE OF PASSIVE HOUSE AIR TIGHTNESS BOUNDARY

CLAYTON COMMUNITY CENTRE
7125-187A Street, Surrey, BC

DATE: JULY 27 2018
ISSUE DESCRIPTION
3 ISSUED FOR CONSTRUCTION

LOWER LEVEL PLAN

DATE: 7/27/2018 5:28:13 PM
A2.00
SCALE: As indicated

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W hcmva.ca



1 UPPER LEVEL FLOOR PLAN
1:100

PLAN LEGEND

WF&F	WATER FOUNTAIN + BOTTLE FILLER
RWL	INSULATED RAIN WATER LEADER
MLLWORK CASEWORK	NOTE: REFER TO INTERIOR ELEVATIONS FOR MILLWORK TAGS + CALLOUTS

FIRE RATING LEGEND

---	0 MIN
---	60 MIN
---	120 MIN

NOTE: 1 MIN 60 MIN F.R. SEPARATION LEVEL 2 FLOOR TYPICAL AND ALL LEVEL 2 SUPPORTING ELEMENTS (WALLS, COLUMNS, ETC.) - REFER TO STRUCT. FOR LOCATIONS.

AIR TIGHTNESS LEGEND

---	LINE OF PASSIVE HOUSE AIRTIGHTNESS BOUNDARY
-----	---

CLAYTON COMMUNITY CENTRE
715-187A Street, Surrey, BC

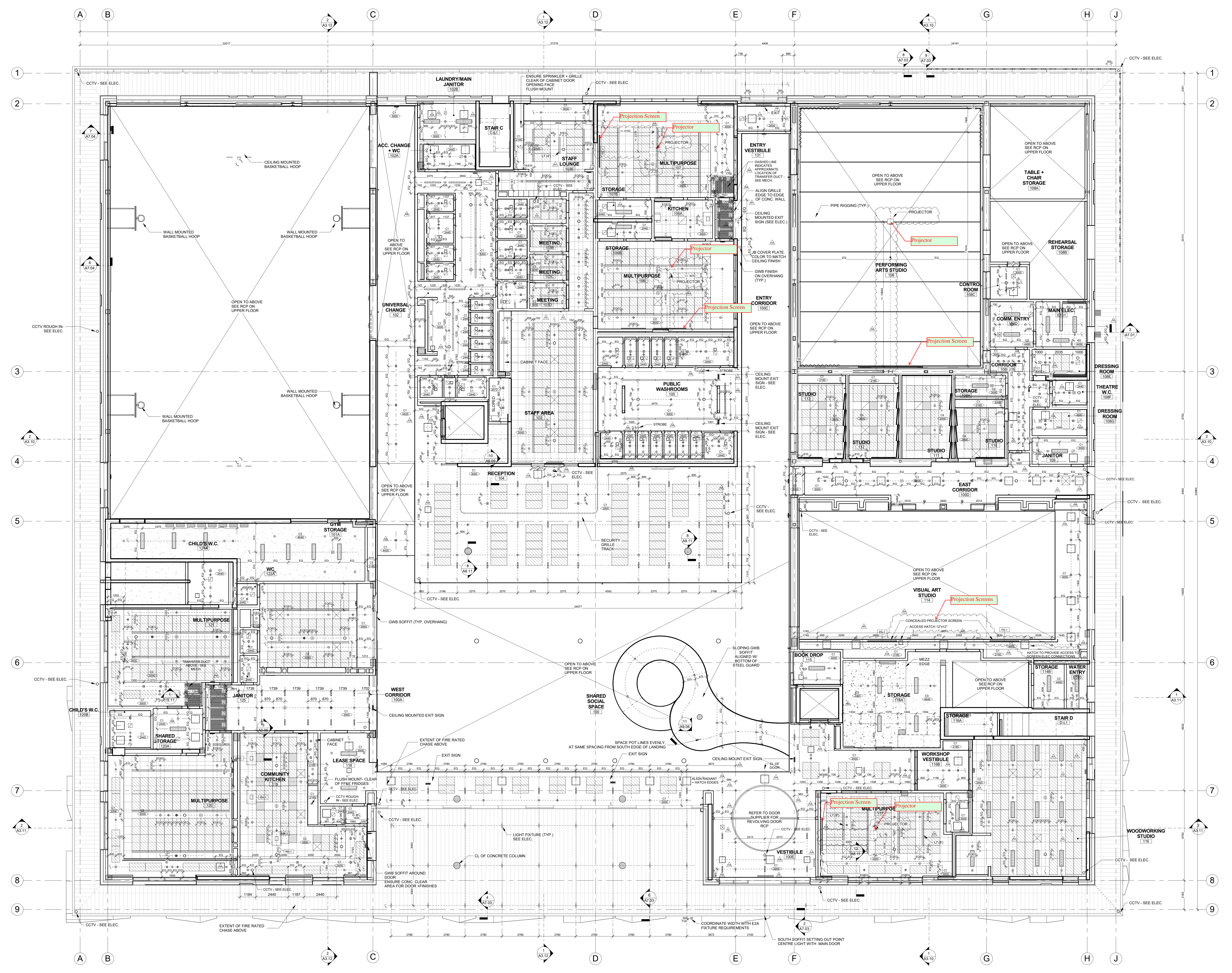
DATE: JULY 27 2018
ISSUE DESCRIPTION
3 ISSUED FOR CONSTRUCTION

UPPER LEVEL PLAN

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A2.01
SCALE: As indicated

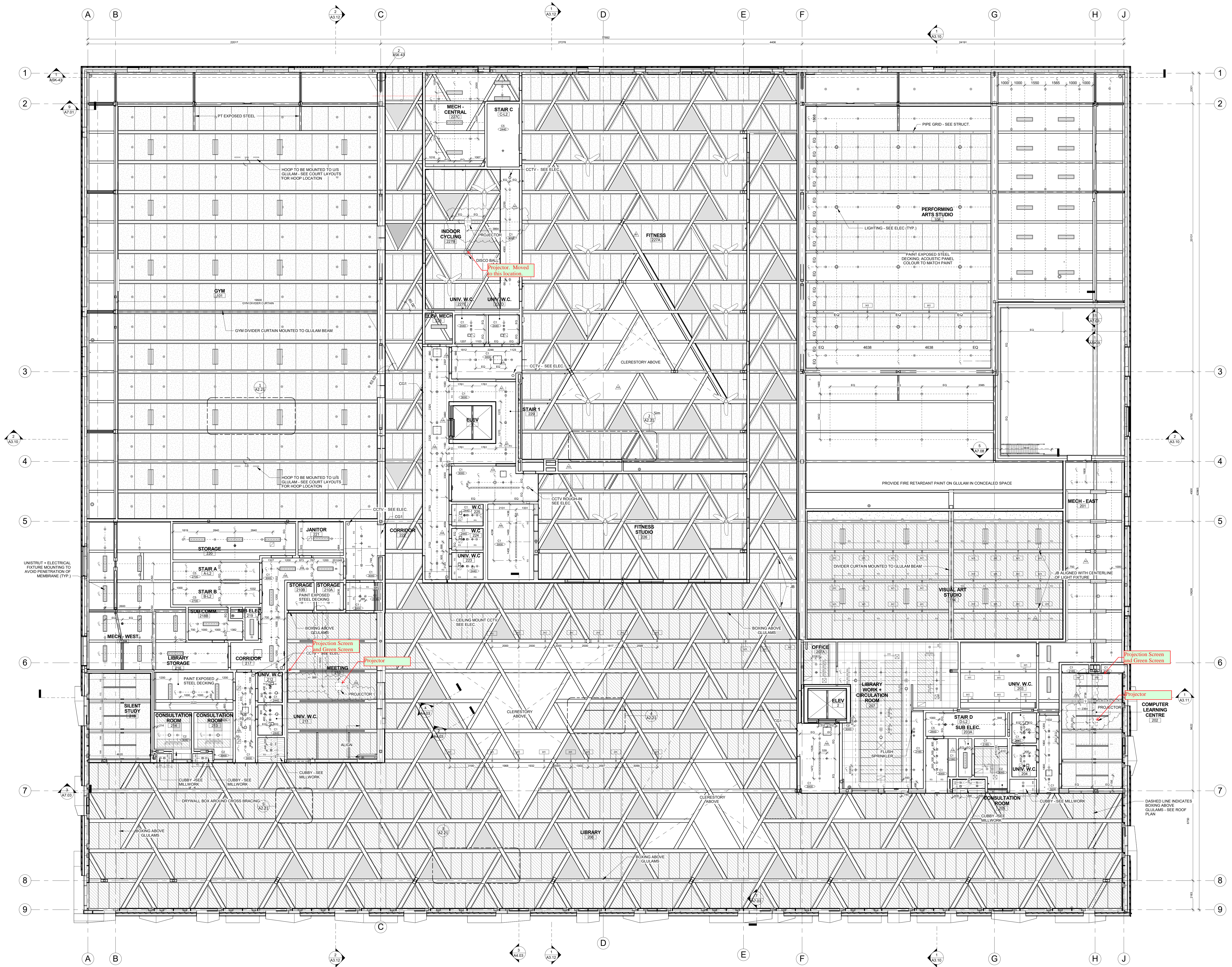
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Vancouver BC V6B 1N2 Canada
T 604.732.6620
W hcmva.ca

#	ISSUE DESCRIPTION	DATE
3	ISSUES FOR CONSTRUCTION	JULY 27 2019
73	23 83 00-01 SUBMITTAL RADIANT LAYOUT	MAR 6 2019
75	RFI 178 - ELEC LOUVER LOCATIONS	MAR 11 2019
79	SI 106 - RFI 180 - DIFFUSERS HEIGHT	MAR 18 2019
101	SI 127 - WORKSHOP CEILING	MAR 23 2019
102	SI 128 - SOFFIT LAYOUT	APR 23 2019
124	SI 158 - ACCESS HATCH COORDINATION	MAY 31 2019
125	SI 159 - BRIDGE GUARD DETAIL	MAY 31 2019
126	SI 160 - WASHROOM + CHANGE STROGES	MAY 31 2019
143	SI 184 - TRACK LIGHT JB LOCATION	JULY 10 2019
161	ARCH SITE REPORT 34	AUG 29 2019
164	RFI 228 - MULTIPURPOSE ROOM 107 EXIT SIGN	SEP 9 2019
180	RFI 364 - LT LIGHT QUANTITY AND LOCATIONS	Date 180
183	SI 229 R2 - PROJECTOR LOCATIONS	NOV 21 2019
185	RFI 358 R1 - CEILING MEASUREMENTS FOR ELEC. DEVICES	OCT 29 2019
187	SI 231 - VISUAL ARTS FLOORTLIGHTS DELETION	OCT 30 2019
190	RFI 373 - SI 223 ARCHITECTURAL LOUVER LAYOUT	NOV 1 2019
191	SI 234 - 17 AT 103E, 105 AND 117	NOV 4 2019

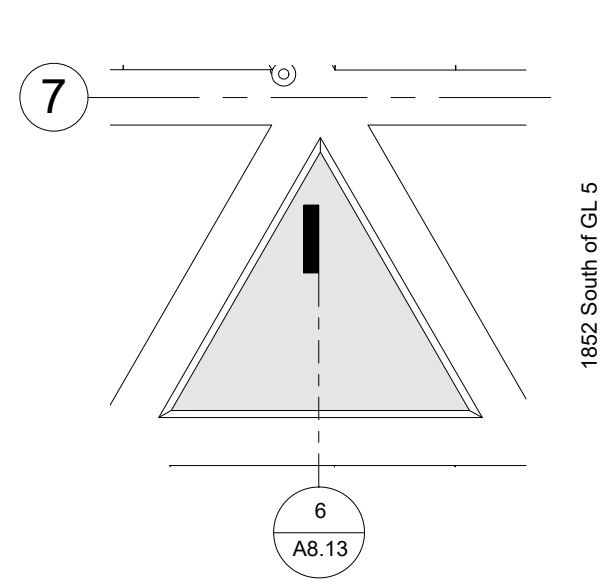


RCP LEGEND	
	RADIANT PANEL - SEE MECH FOR ACTIVE PANEL LOCATIONS
	CEMENTITIOUS WOOD FIBRE ACOUSTIC PANEL
	GREY HATCH INDICATES LIGHT FIXTURE - SEE ELEC.
	INTERIOR ARCHITECTURAL LOUVER
	WOOD FINISH
	RETURN - SEE MECH.
	SUPPLY - SEE MECH.
	SPRINKLER - SEE FIRE PROTECTION
	SMOKE DETECTOR - SEE ELEC.
	WAP - SEE ELEC.
	CEILING SPEAKER - SEE ELEC.
	VACUUM/NOTION/DAYLIGHT SENSOR - SEE ELEC.
	ACCESS HATCH - SEE MECH.
	OCCUPANCY SENSOR BRACKET MOUNTED - SEE ELEC.

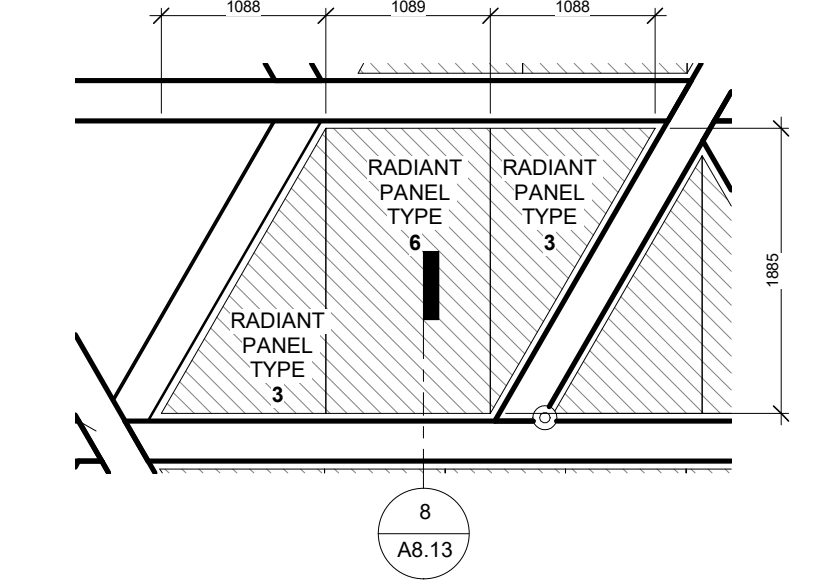
- NOTES**
1. ARCHITECTURAL RCPs TO BE READ W/ MECH. AND ELEC.
 2. REPORT ALL DISCREPANCIES TO CONSULTANT.
 3. EXIT SIGNS + EMERGENCY LIGHTING TO BE PER ELEC.
 4. ALL LIGHTING LEVELS TO BE PER ELEC.
 5. LIGHTS DRAWN FOR COORDINATION PURPOSES ONLY. SEE ELEC DRAWINGS FOR LIGHT FIXTURE DESIGNATIONS.
 6. PROVIDE FIRE RESISTANT PAINT ON ALL GLASS IN CONCEALED SPACES WITH DROPPED CEILING AND/OR PANELS AS DEFINED BY SCIC.
 7. ALL FIXTURES TYPICALLY CENTERED IN ACOUSTIC CEILING TILES UNLESS OTHERWISE NOTED.



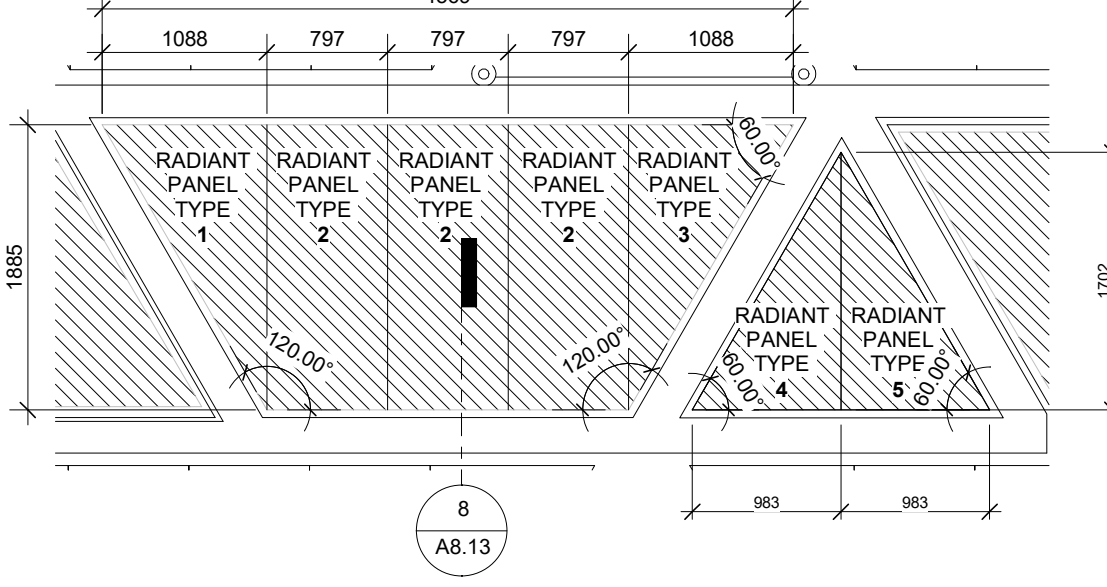
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45	SI 066 ELEVATOR RCP LIGHTING LIGHT LAYOUTS	DEC 18 2018
63	RPI 165 - REHEARSAL HALL LIGHT LAYOUTS	FEB 15 2019
73	23 03 00-01 SUBMITTAL RADIANT LAYOUT	MAR 6 2019
80	SI 107 - L1 FIXTURE LOCATIONS LAYOUT	MAR 19 2019
124	SI 108 - ACCESS HATCH COORDINATION	MAY 31 2019
129	SI 163 - RPI 282 - STAIR D SHAKT WALL	JUNE 7 2019
142	SI 183 - RECONCILIATION OF L1 FIXTURE AT RM 274	JULY 05 2019
143	SI 184 - TRACK LIGHT JB LOCATION	JULY 10 2019
163	SI 229 R2 - PROJECTOR LOCATIONS	NOV 21 2019
185	RPI 306 R1 - CEILING MEASUREMENTS FOR ELEC. DEVICES	OCT 29 2019



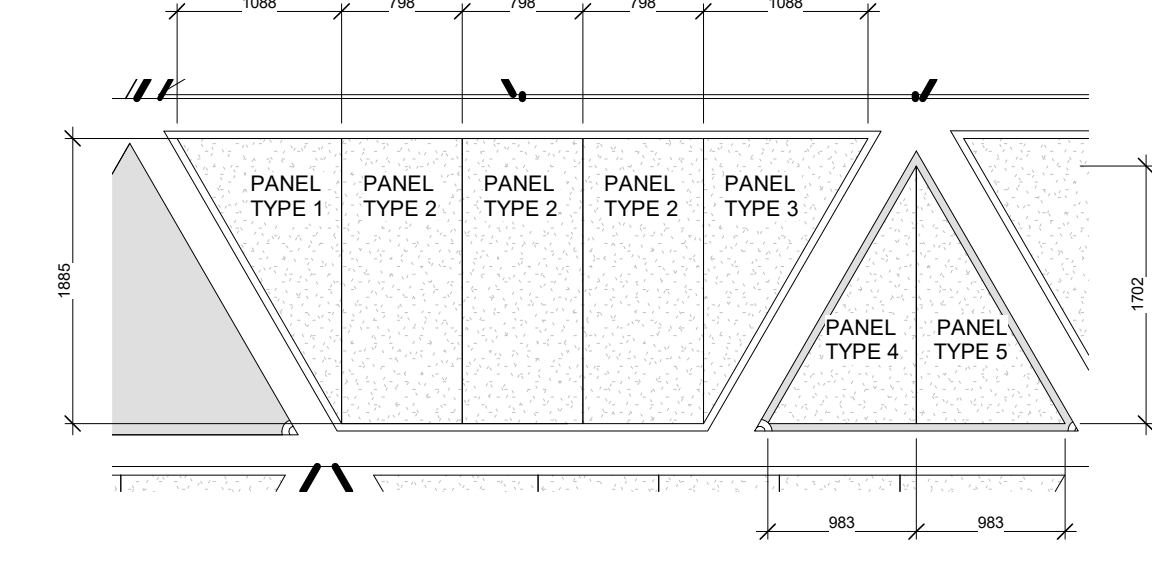
5 L1 LIGHT FIXTURE (TYP.)
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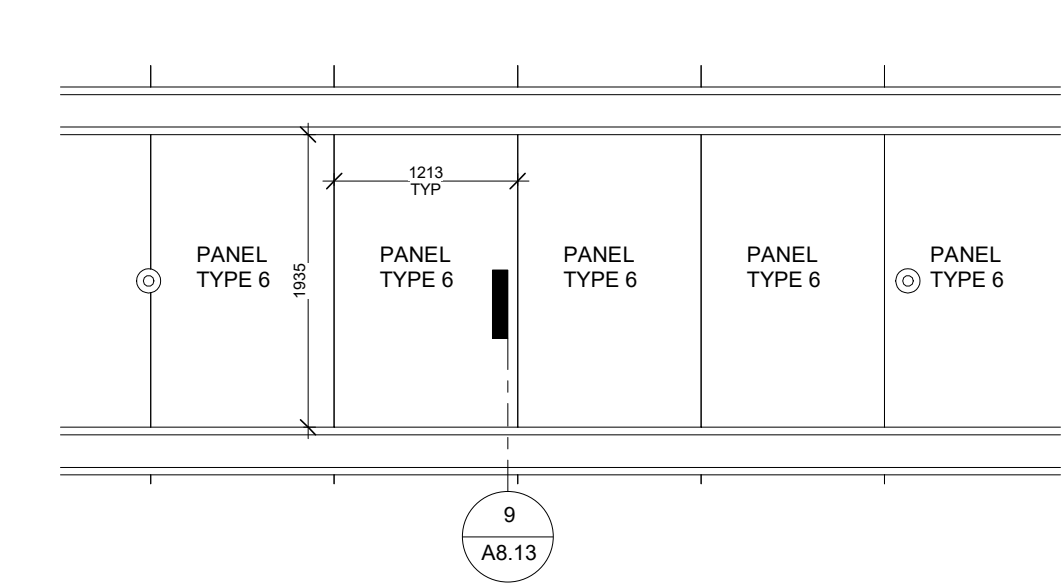
4 RADIANT PANEL DIAMOND TYP.
1:50



3 RADIANT PANEL LAYOUT (TYP.)
1:50



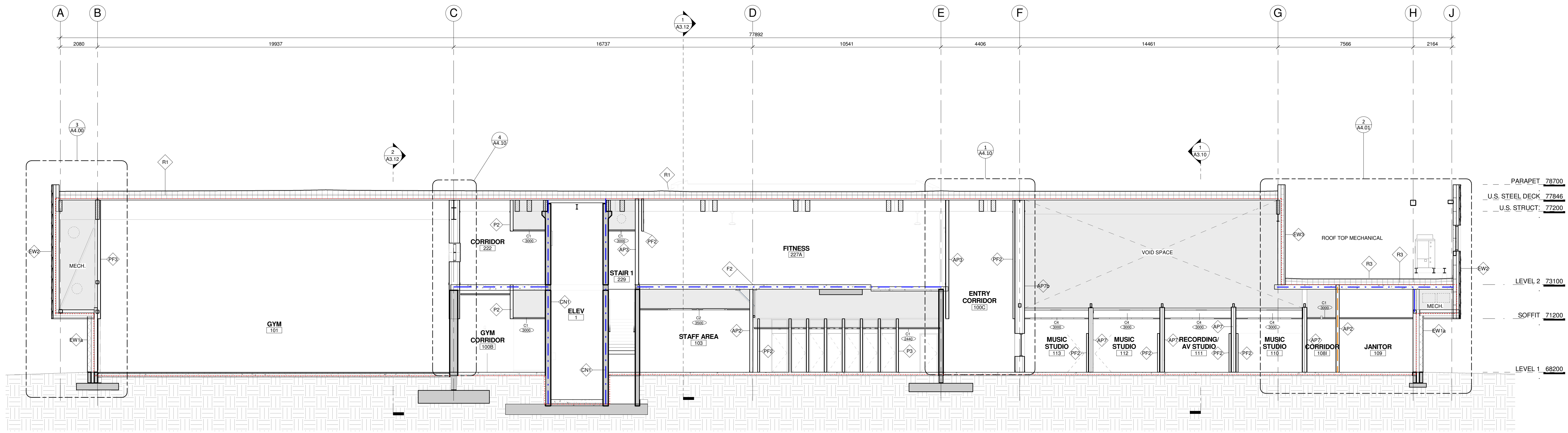
2 ACOUSTIC PANEL LAYOUT 2
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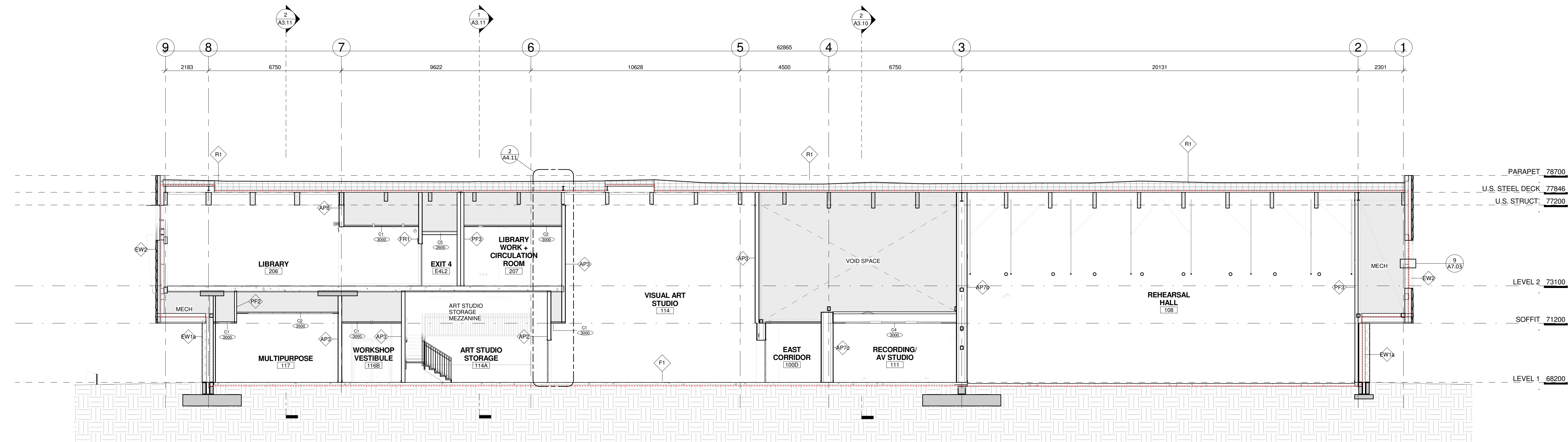
1 ACOUSTIC PANEL LAYOUT 1
1:50

RCP LEGEND

- NOTES**
1. ARCHITECTURAL RCPs TO BE READ W/ MECH. AND ELEC.
 2. REPORT ALL DISCREPANCIES TO CONSULTANT.
 3. EXIT SIGNS - EMERGENCY LIGHTING TO BE PER ELEC.
 4. ALL LIGHTING LEVELS TO BE PER ELEC.
 5. LIGHTS DRAWN FOR COORDINATION PURPOSES ONLY. SEE ELEC. DRAWINGS FOR LIGHT FIXTURE DESIGNATIONS.
 6. PROVIDE FIRE RETARDANT PAINT ON ALL GULLUM IN CONCEALED SPACES WITH DRIPPED CEILINGS AND/OR PANELS AS DEFINED BY RCP.
 7. ALL FIXTURES TYPICALLY CENTERED IN ACOUSTIC CEILING TILES UNLESS OTHERWISE NOTED.



2 LONGITUDINAL SECTION 2
1:100



1 BUILDING CROSS SECTION 3
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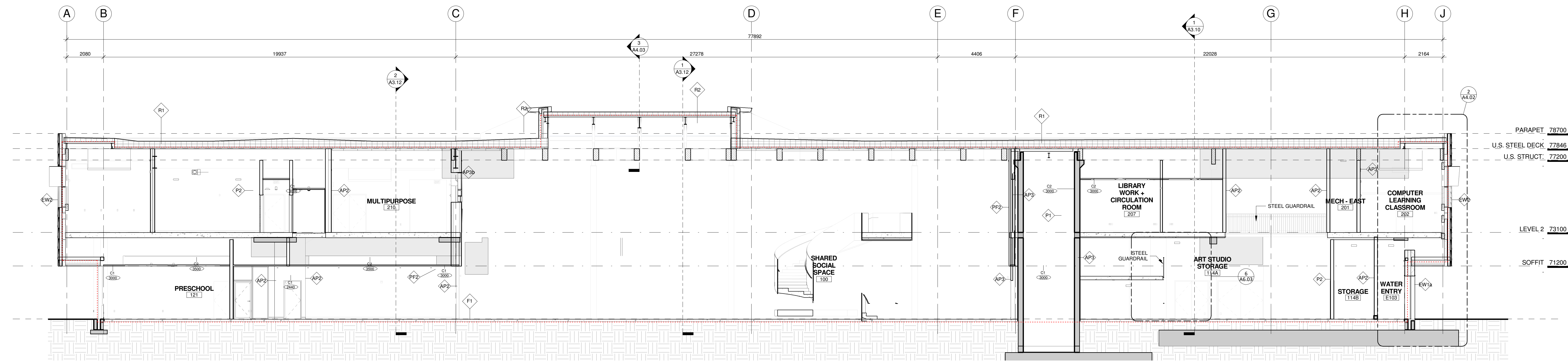
CLAYTON COMMUNITY CENTRE
7155-187A Street, Surrey, BC

DATE: JULY 27, 2018
ISSUE DESCRIPTION
3 ISSUED FOR CONSTRUCTION

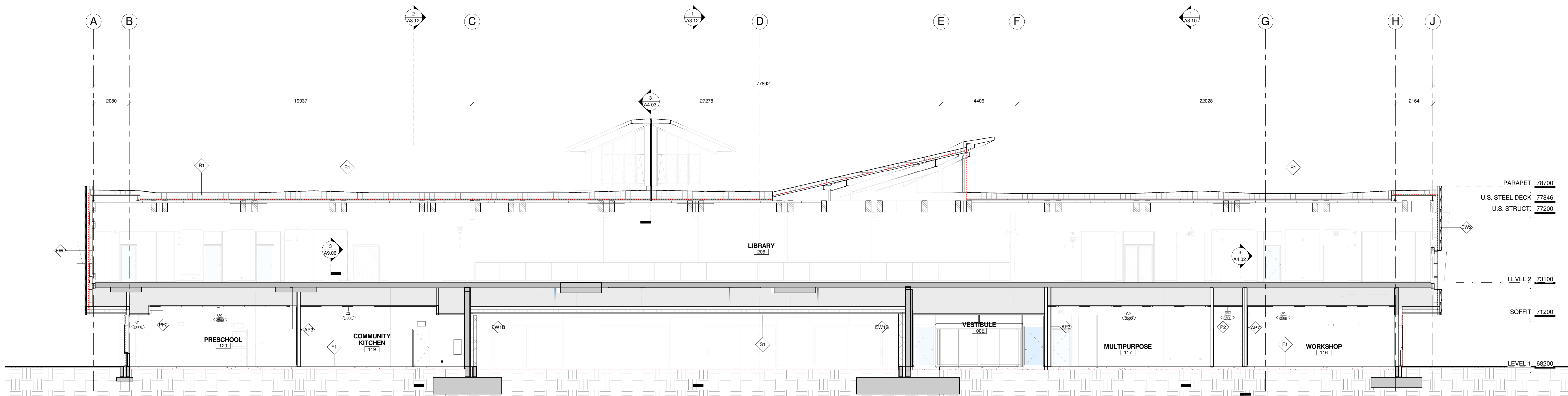
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SCALE: 1:100

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T 604.732.6620
W hcma.ca



1 LONGITUDINAL SECTION 3
1:100



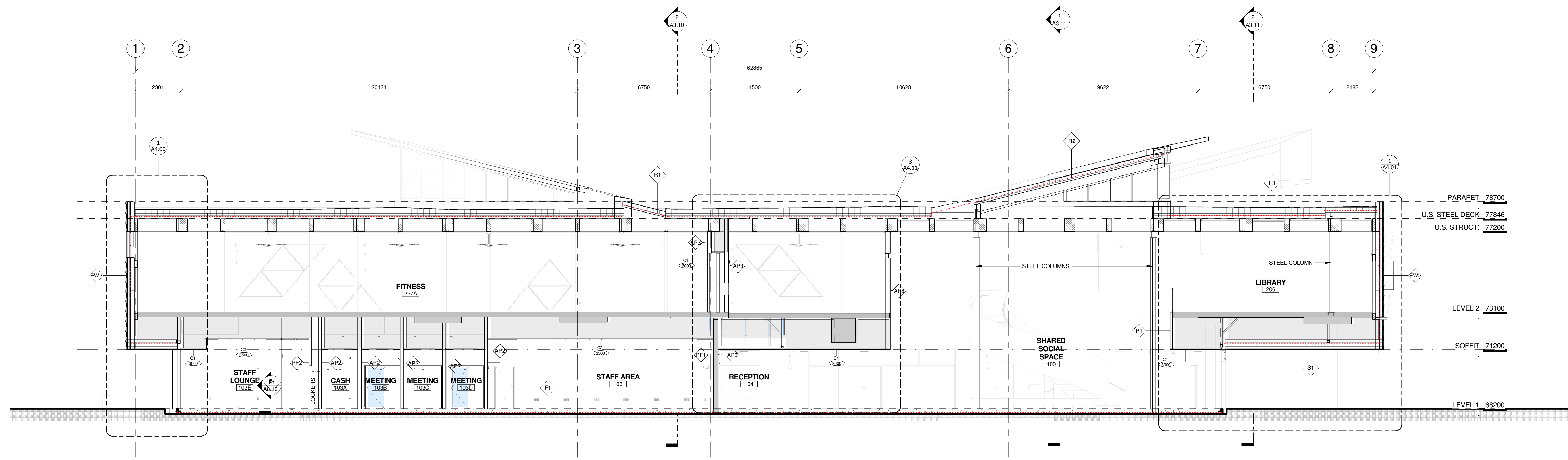
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7125-187A Street, Surrey, BC
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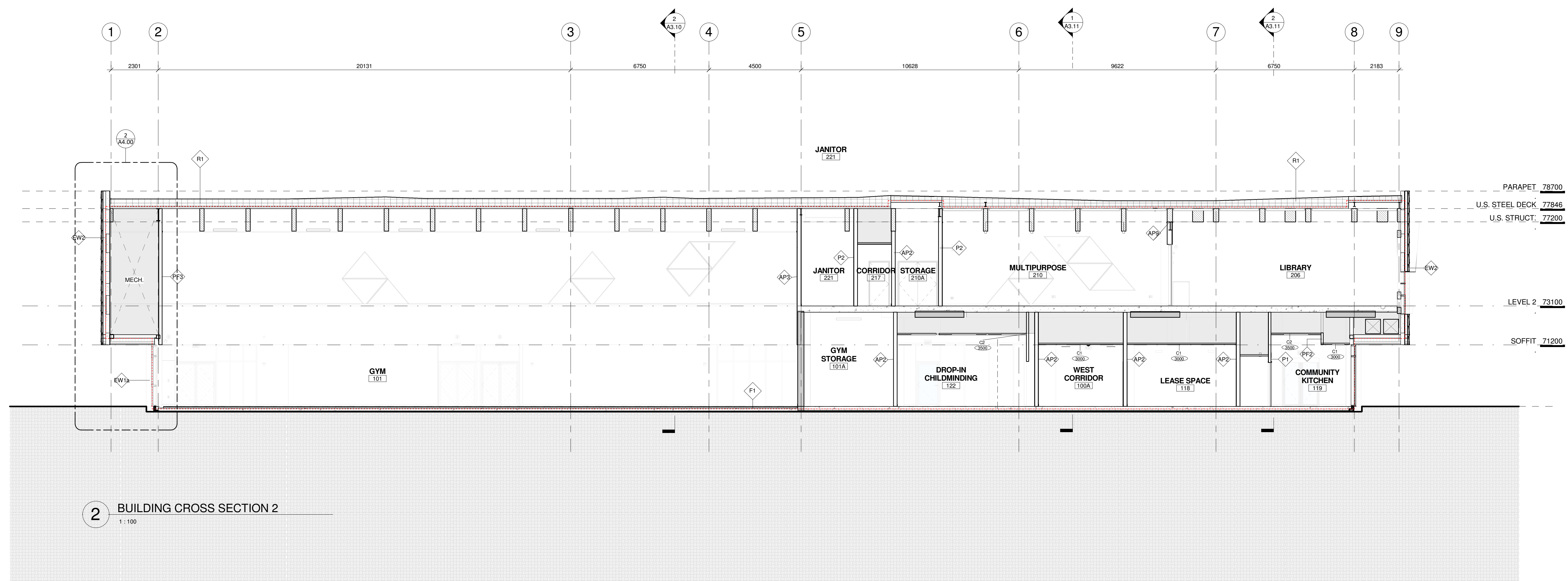
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1 BUILDING CROSS SECTION 1
1:100



2 BUILDING CROSS SECTION 2
1:100

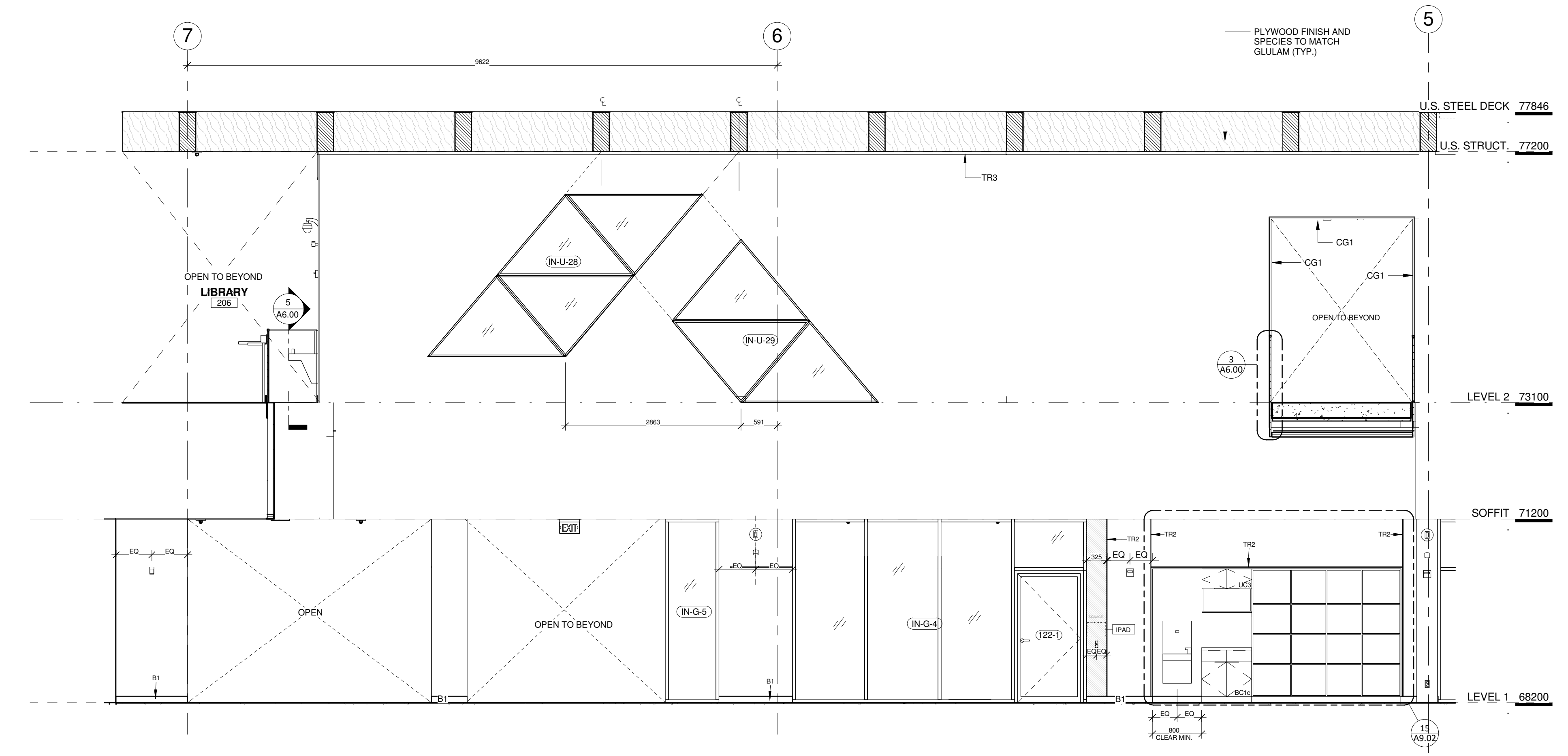
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7105-187A Street, Surrey, BC

DATE: JULY 27 2016
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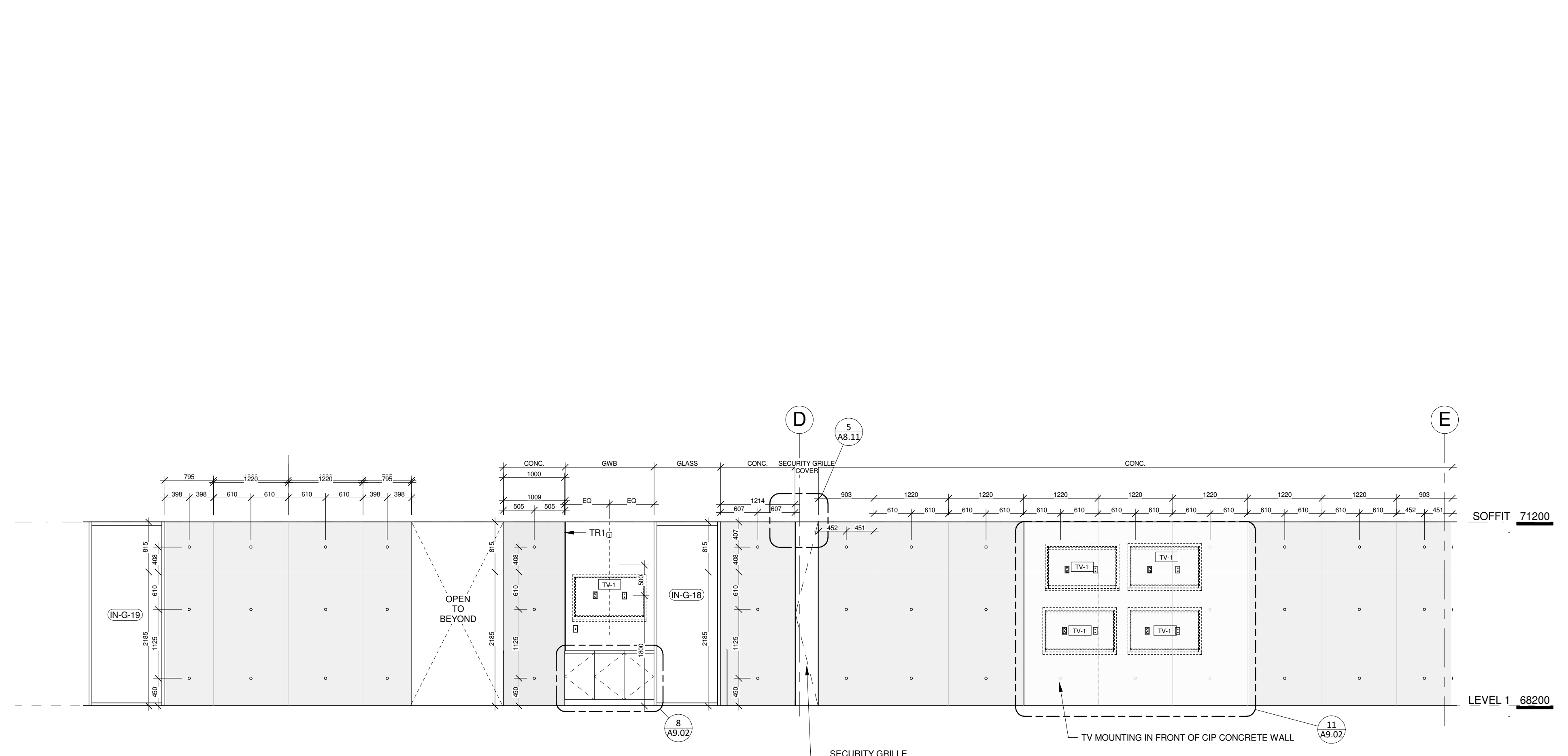
BUILDING SECTIONS

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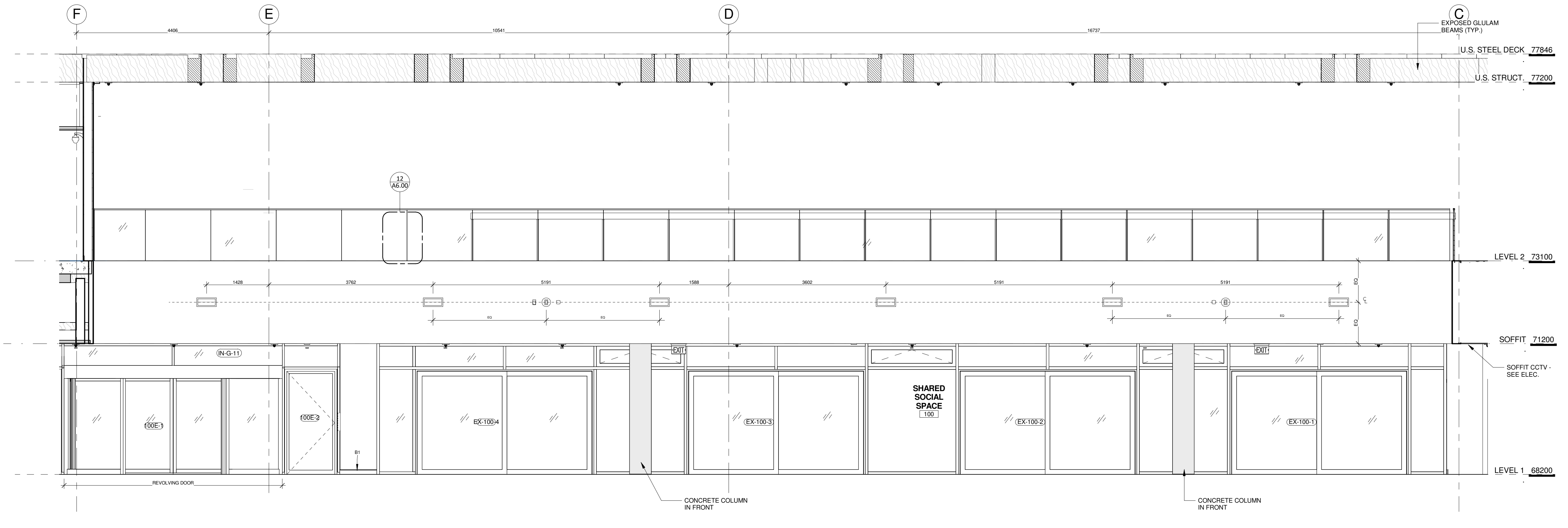
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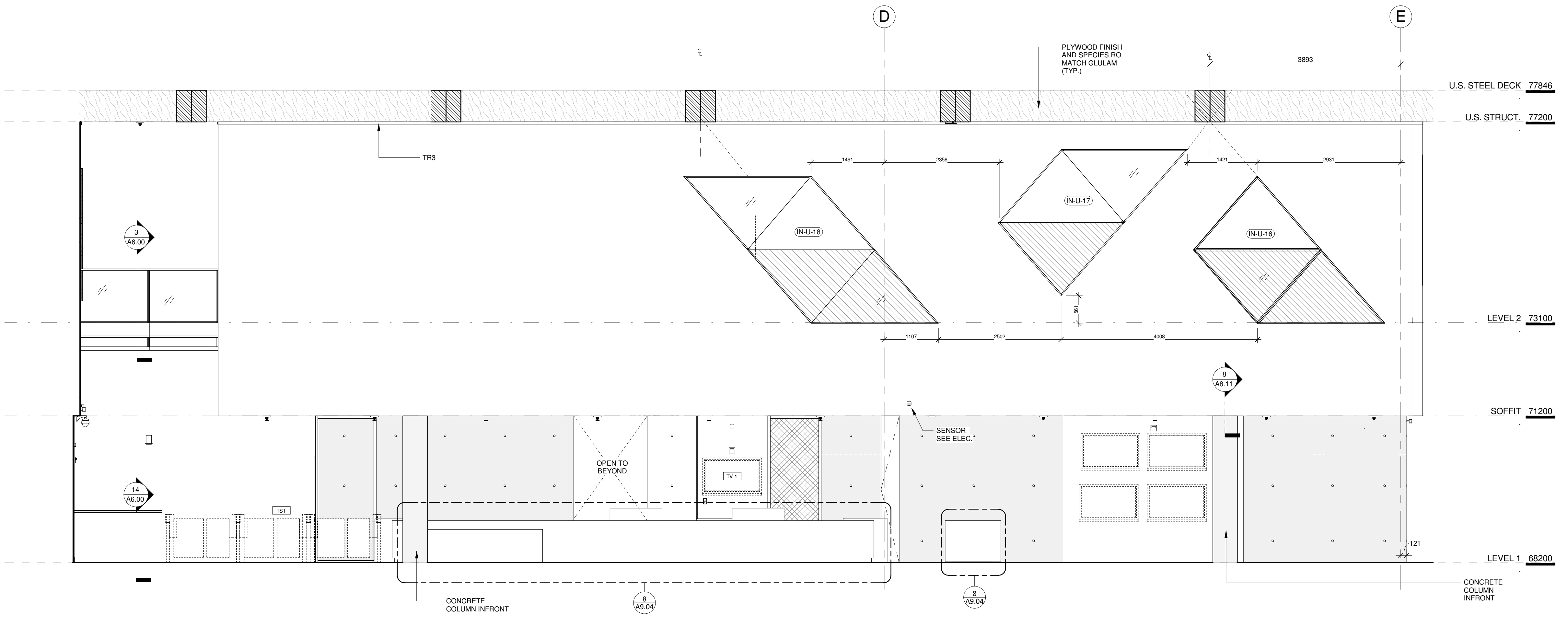
3 SHARED SOCIAL SPACE - WEST
1:50



4 SHARED SOCIAL SPACE - COMMUNITY WALL
1:50



2 SHARED SOCIAL SPACE - SOUTH
1:50



1 SHARED SOCIAL SPACE - NORTH
1:50

INTERIOR ELEVATION LEGEND

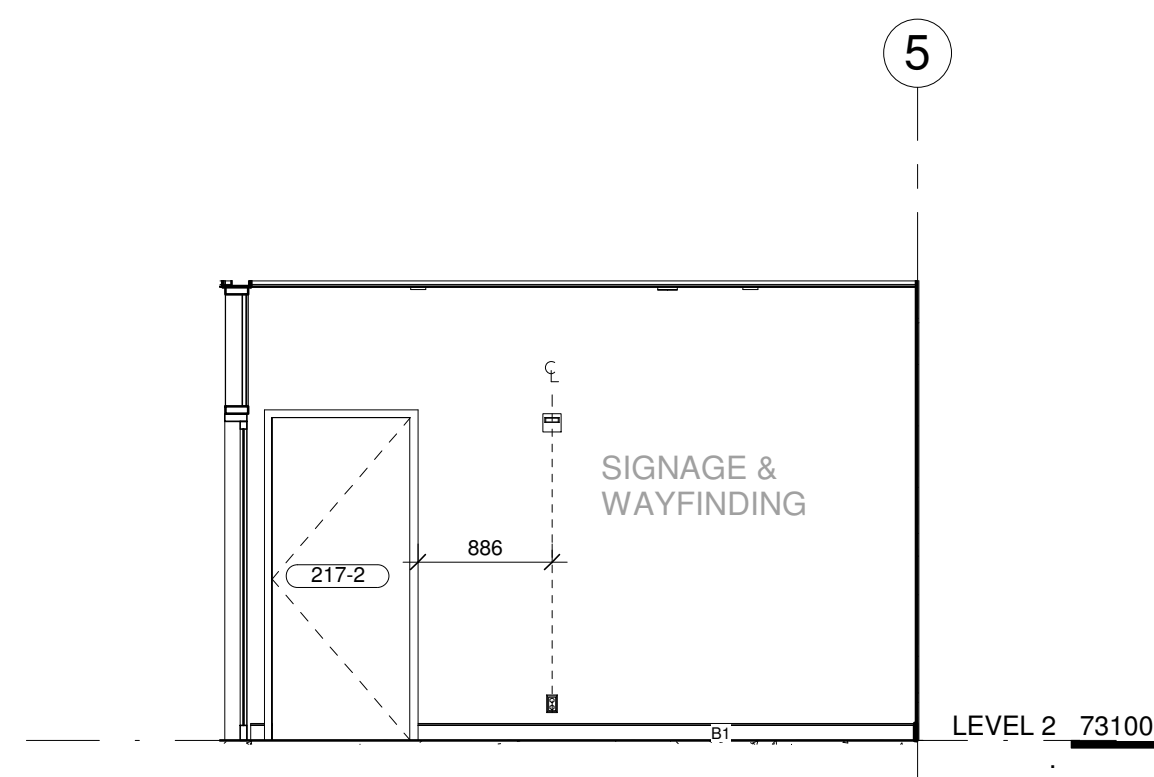
NOTE: MECH. ELECTRICAL COMPONENTS SHOWN FOR SPACING AND LOCATION ONLY. SEE CONSULTANTS DRAWINGS AS REQUIRED FOR MORE INFORMATION.

CLAYTON COMMUNITY CENTRE
715-187A Street, Surrey, BC
ISSUE DESCRIPTION
DATE

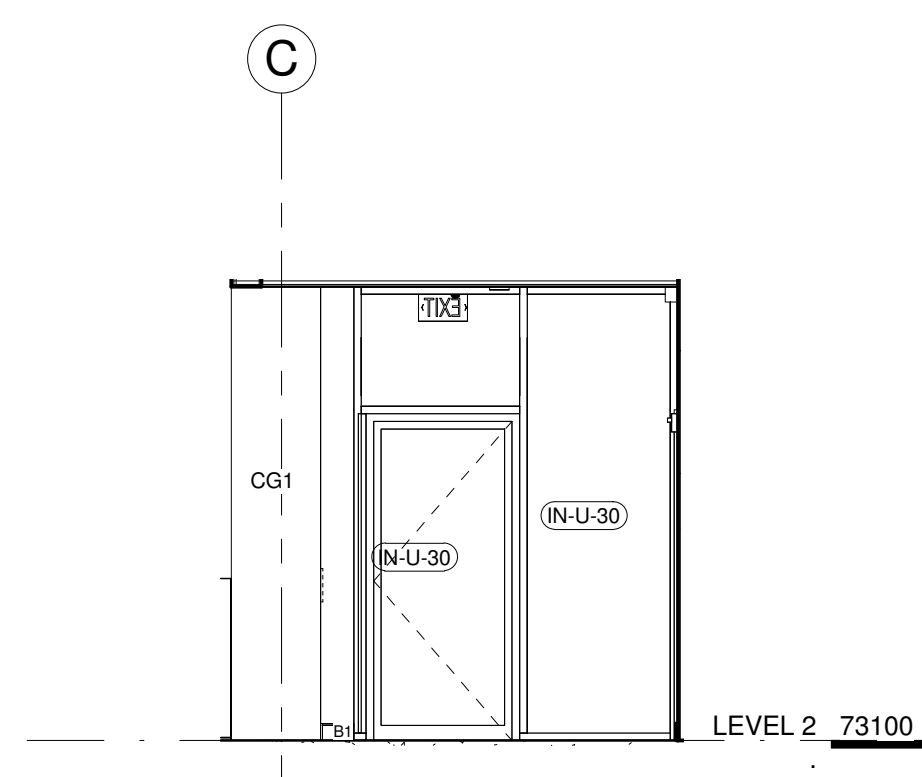
INTERIOR ELEVATIONS -
SHARED SOCIAL SPACE

DATE: 7/27/2016 5:33:20 PM
A5.01
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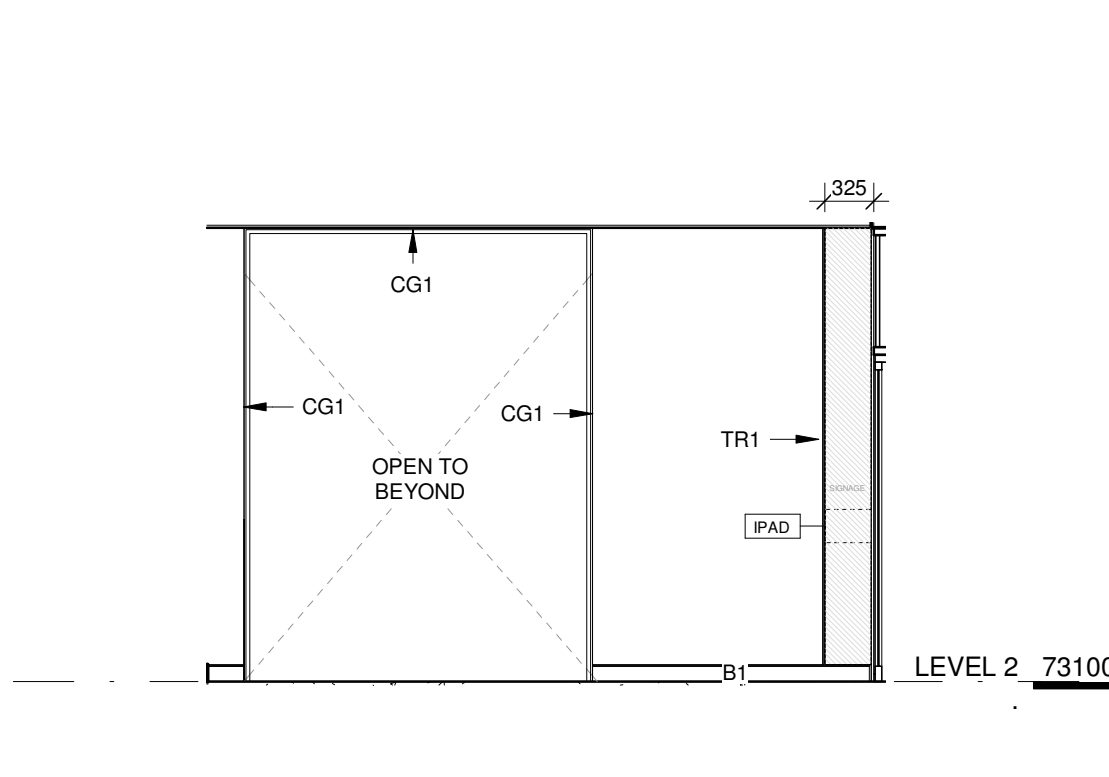
HCMA Architecture + Design
400 - 675 West Hastings Street
Vancouver BC V6B 1N2 Canada
T 604.732.6620
W hcma.ca



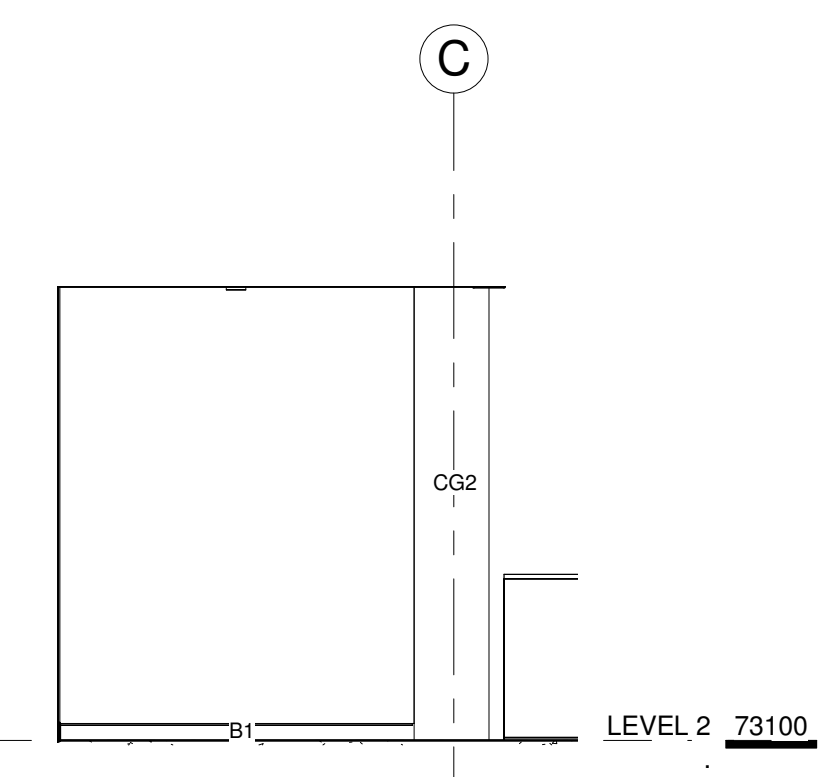
19 CORRIDOR 222 VESTIBULE - WEST
1:50



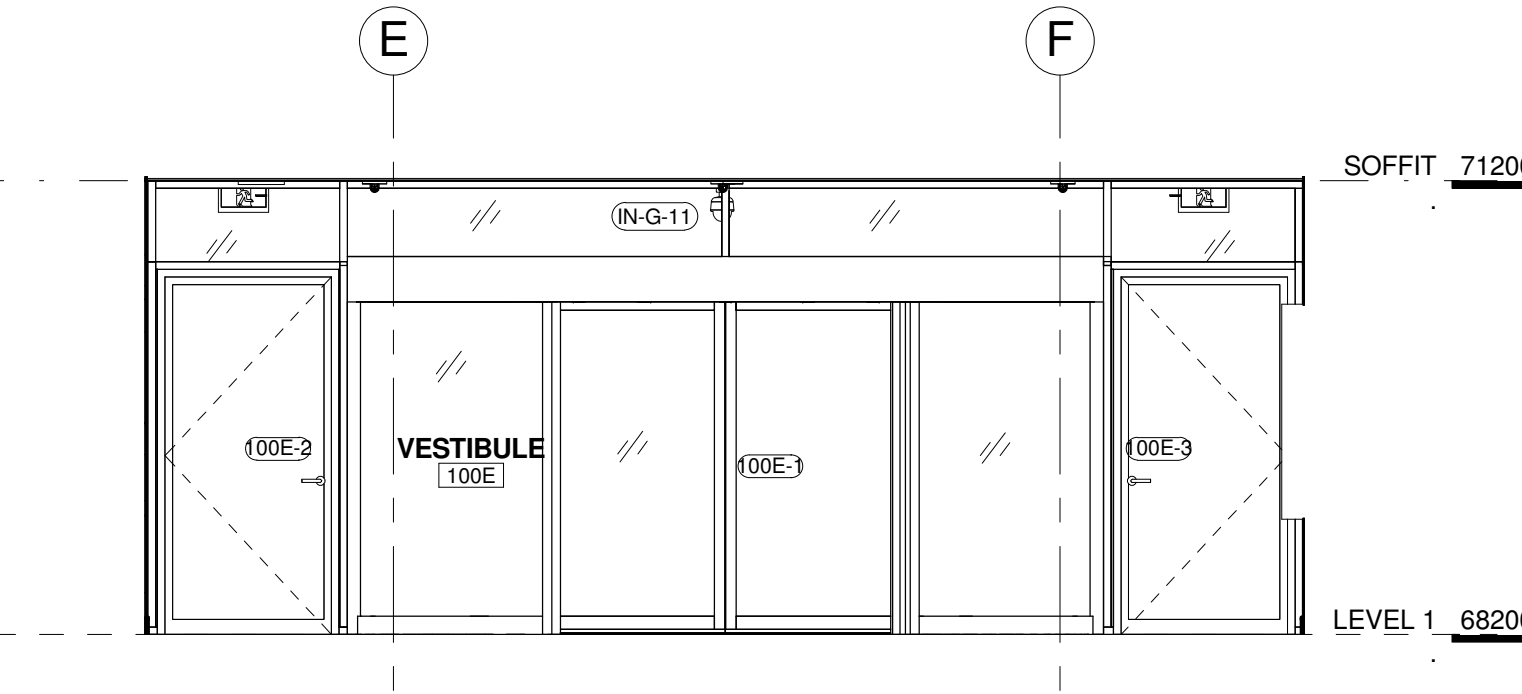
22 CORRIDOR 222 VESTIBULE - SOUTH
1:50



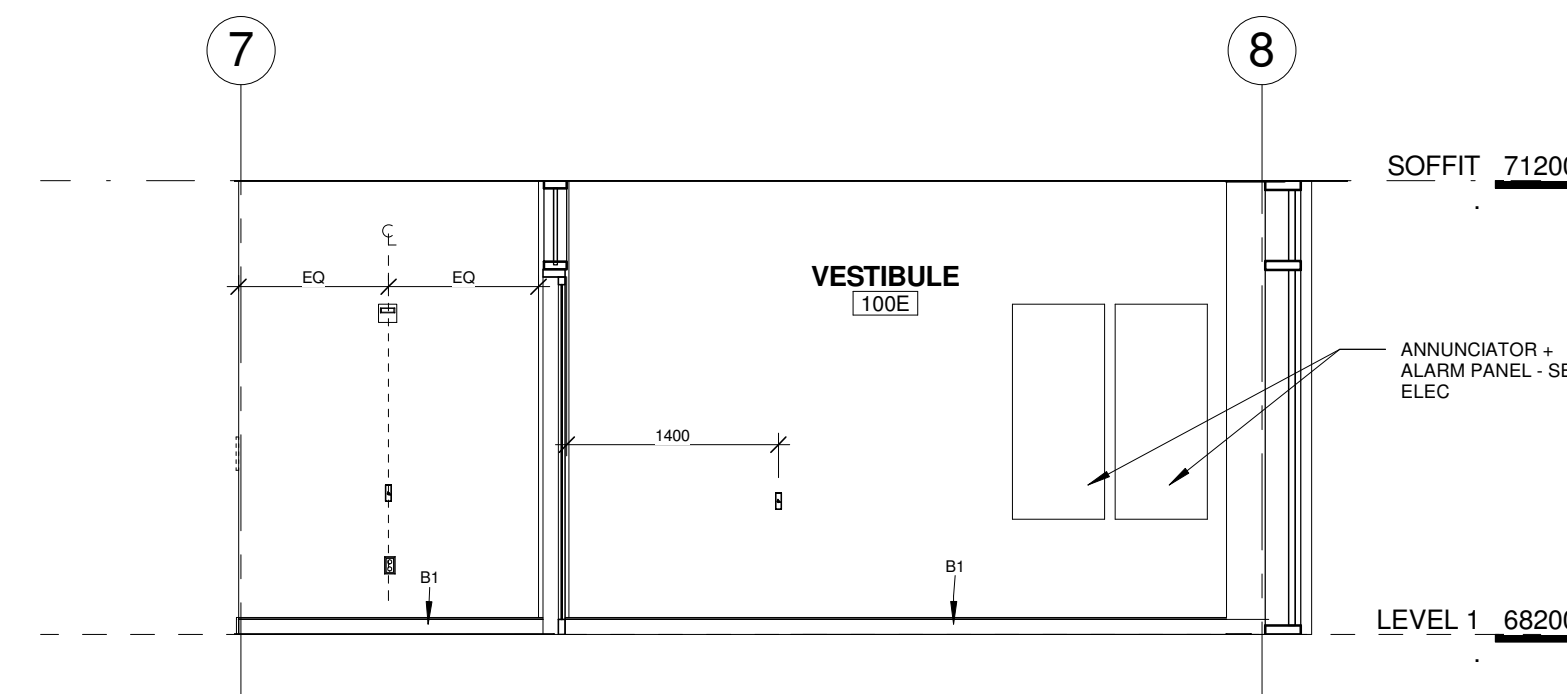
20 CORRIDOR 222 VESTIBULE - EAST
1:50



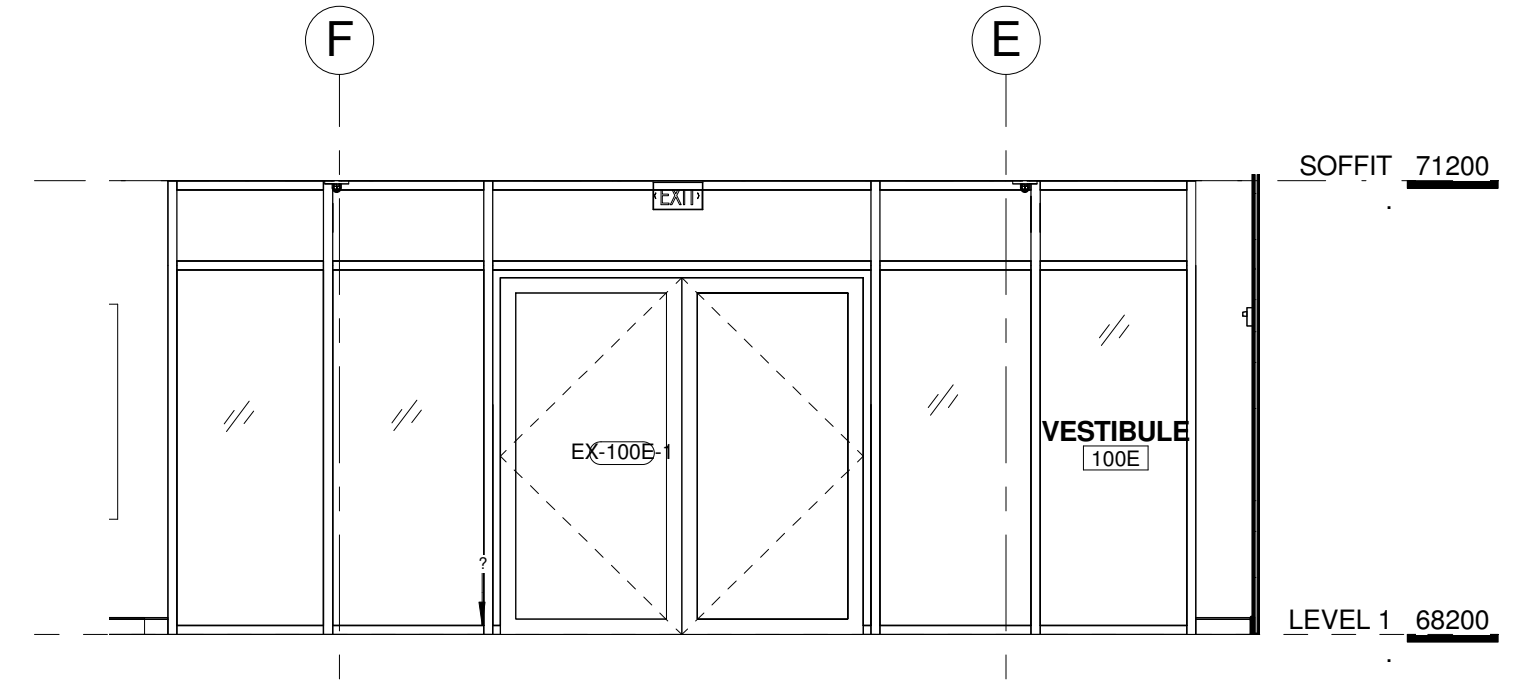
21 CORRIDOR 222 VESTIBULE - NORTH
1:50



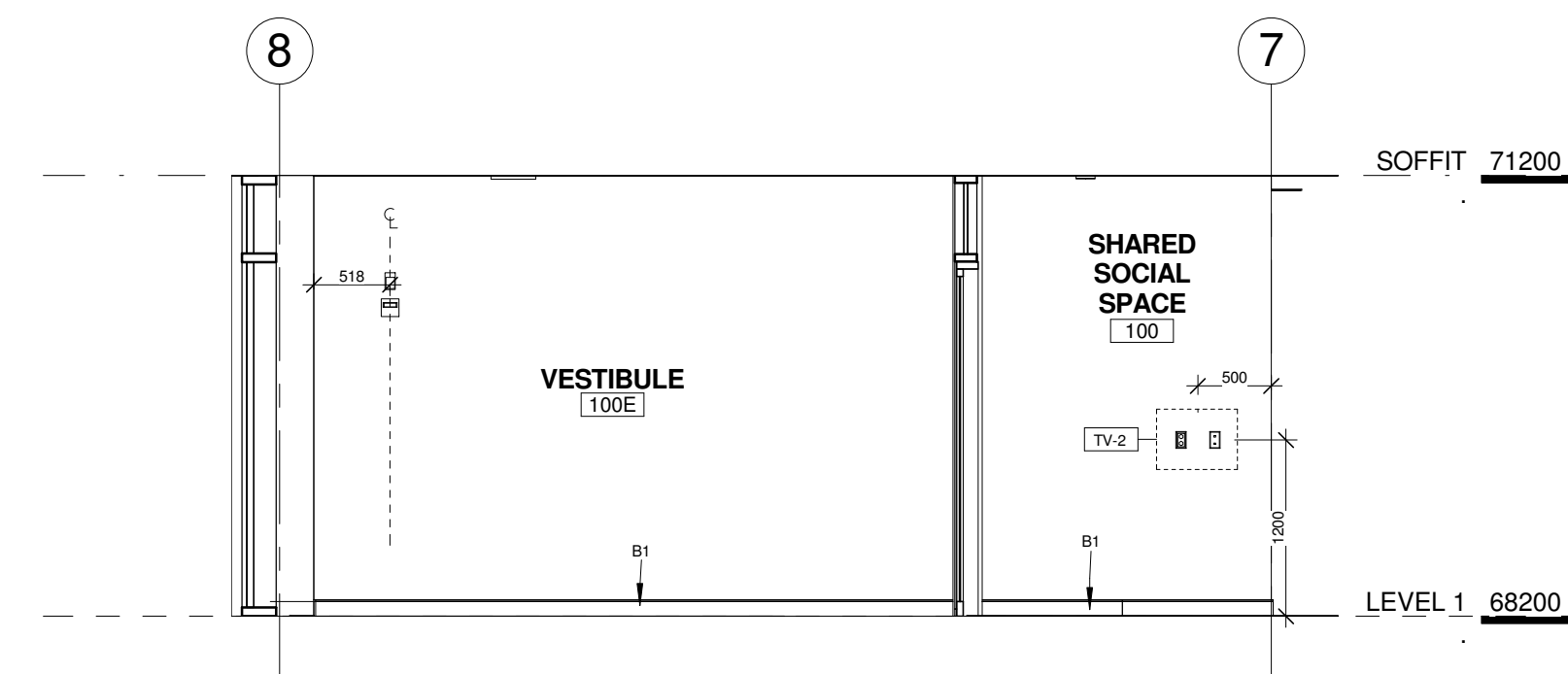
18 SOUTH VESTIBULE - NORTH
1:50



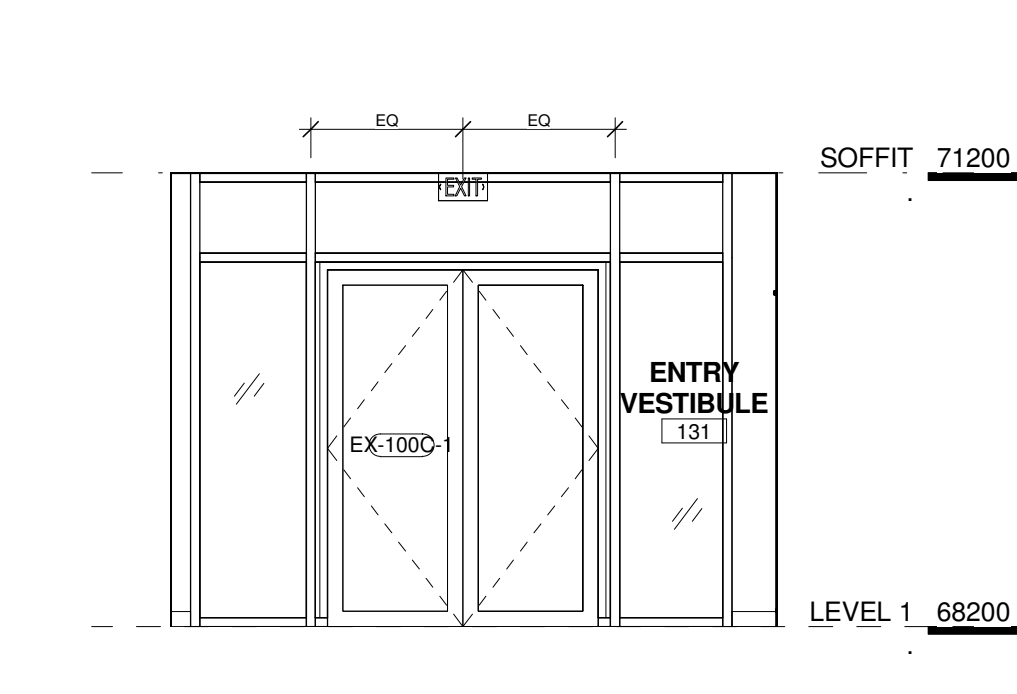
17 SOUTH VESTIBULE - EAST
1:50



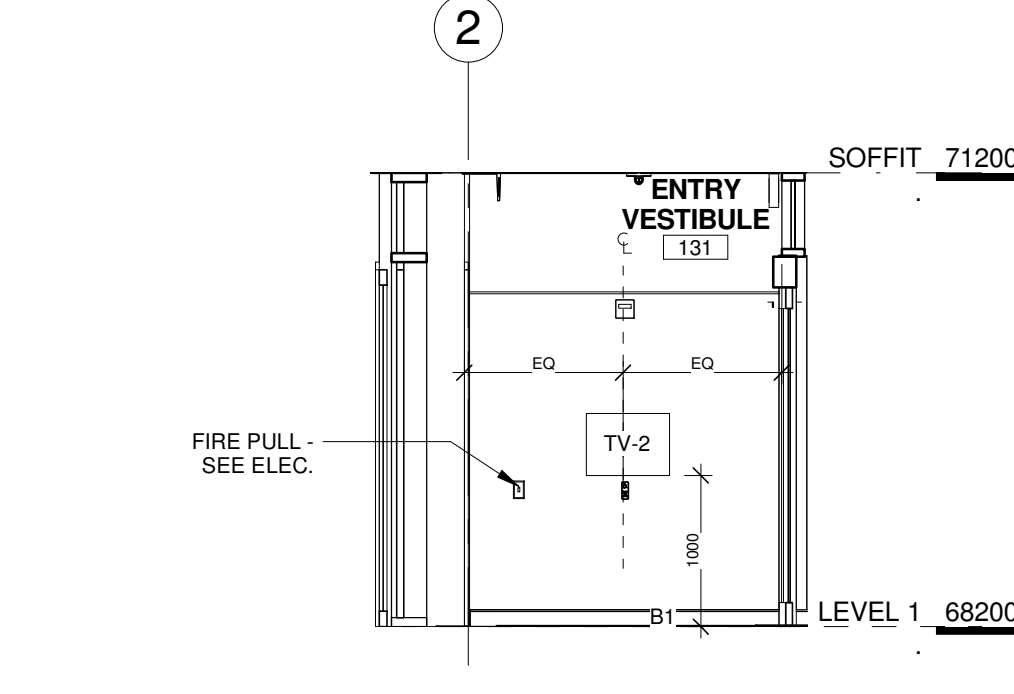
16 SOUTH VESTIBULE - SOUTH
1:50



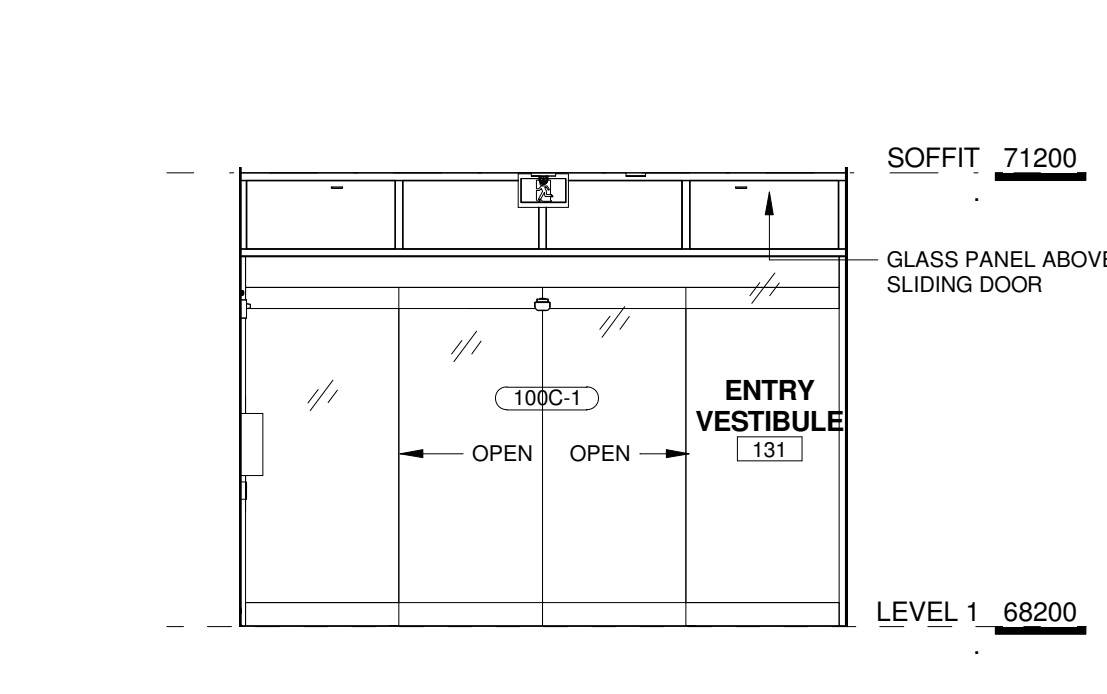
15 SOUTH VESTIBULE - WEST
1:50



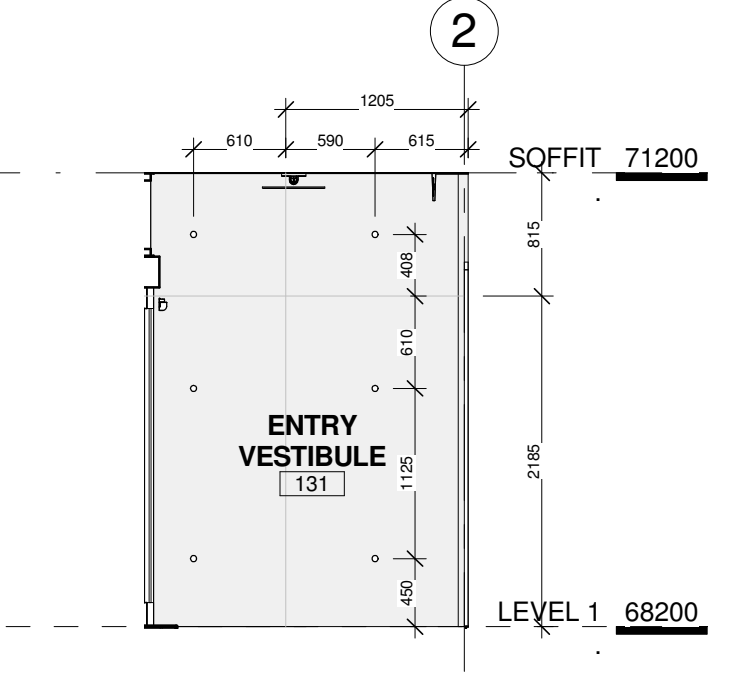
14 NORTH VESTIBULE - NORTH
1:50



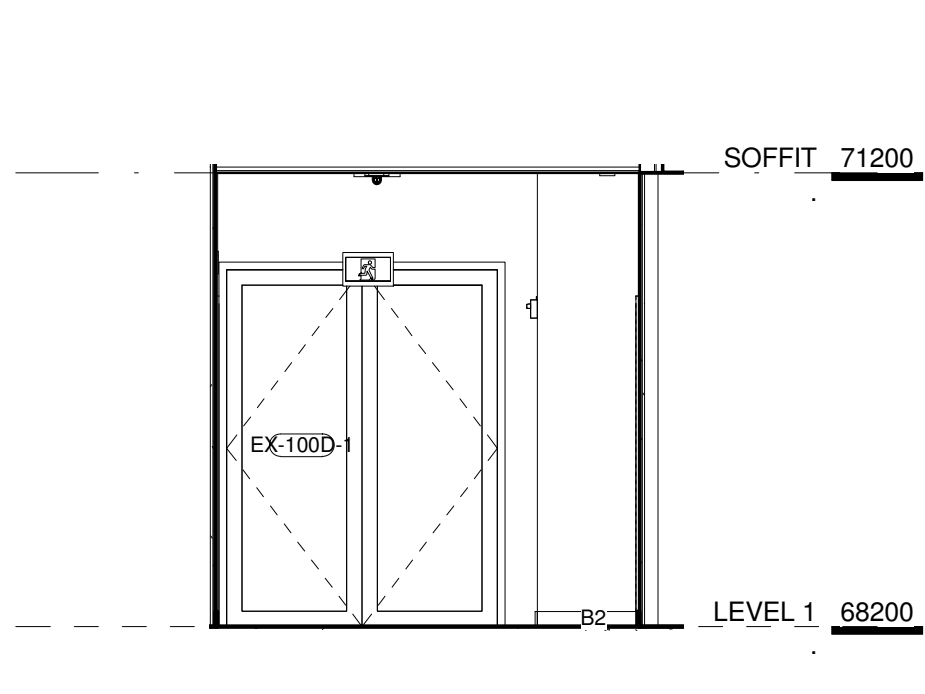
13 NORTH VESTIBULE - EAST
1:50



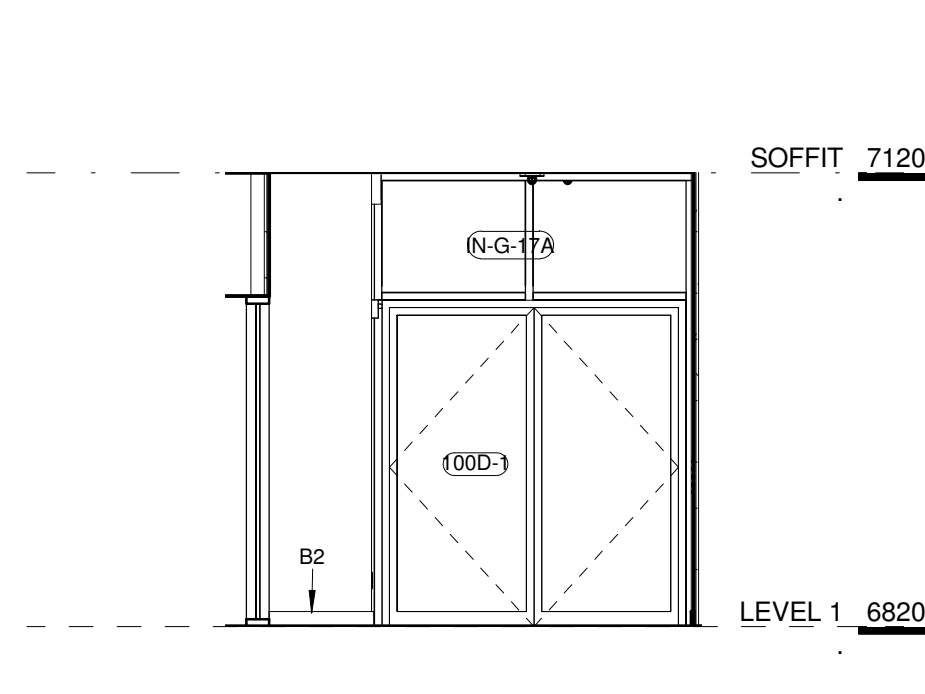
12 NORTH VESTIBULE - SOUTH
1:50



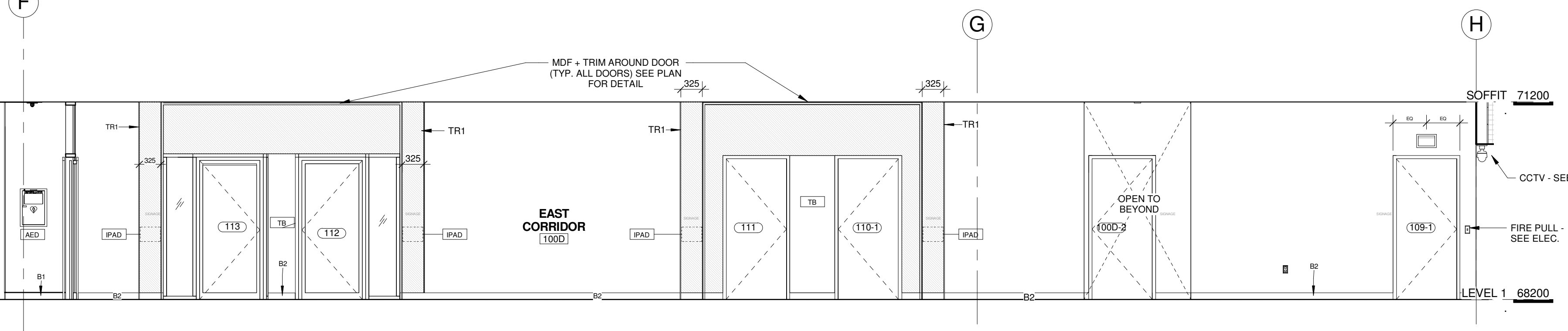
11 NORTH VESTIBULE - WEST
1:50



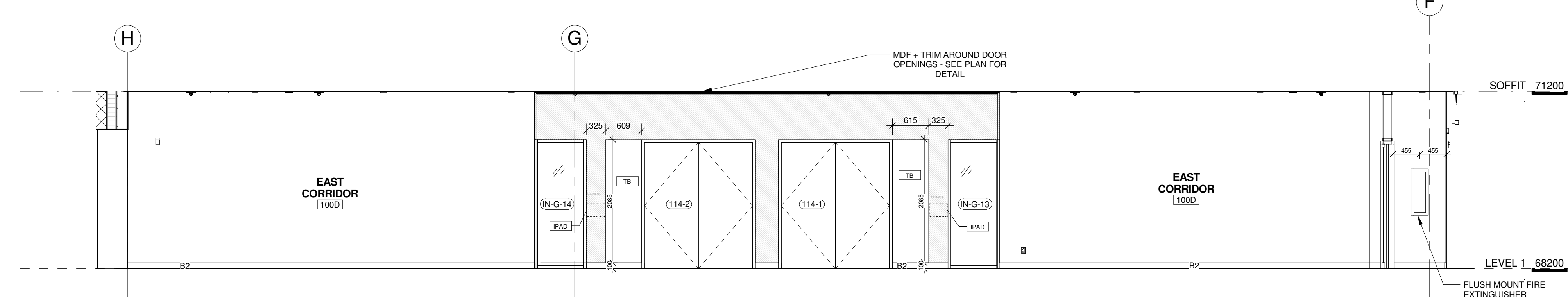
10 EAST CORRIDOR - EAST
1:50



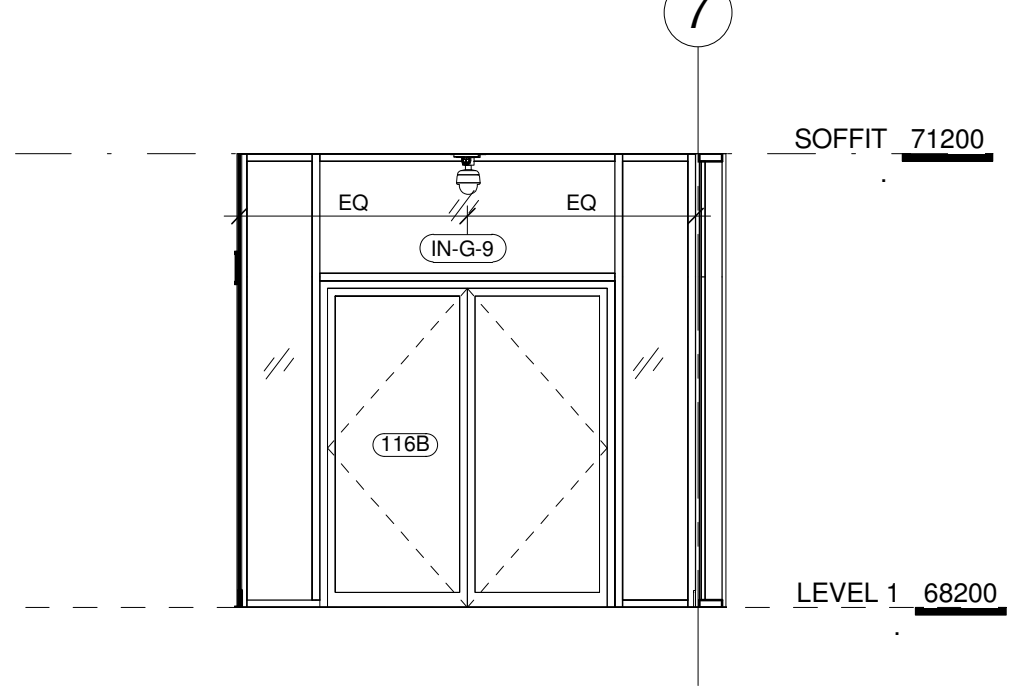
9 EAST CORRIDOR - WEST
1:50



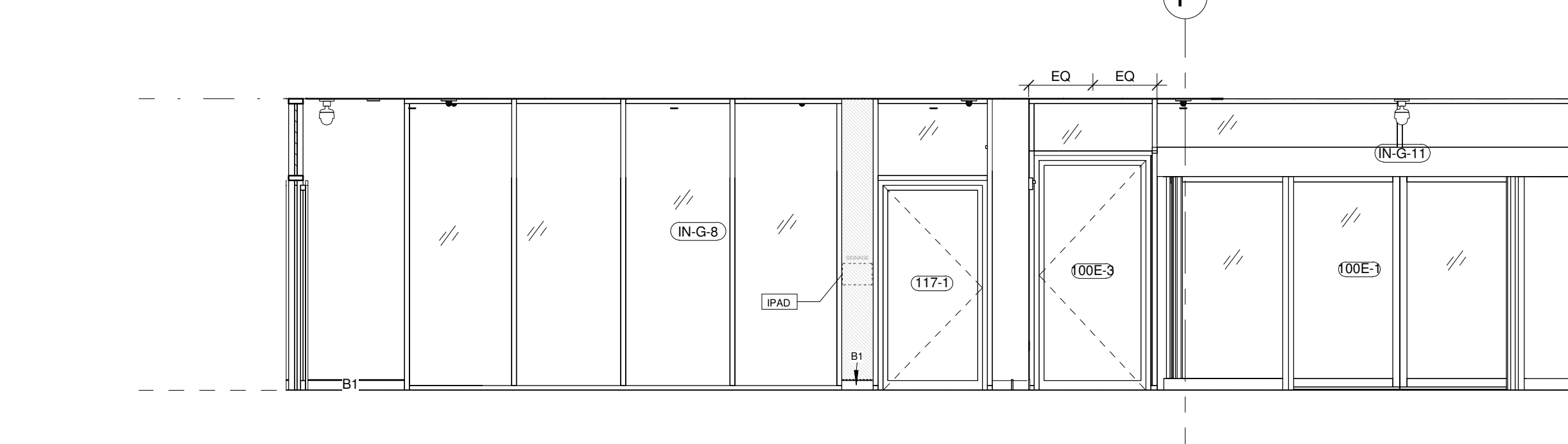
8 EAST CORRIDOR - NORTH
1:50



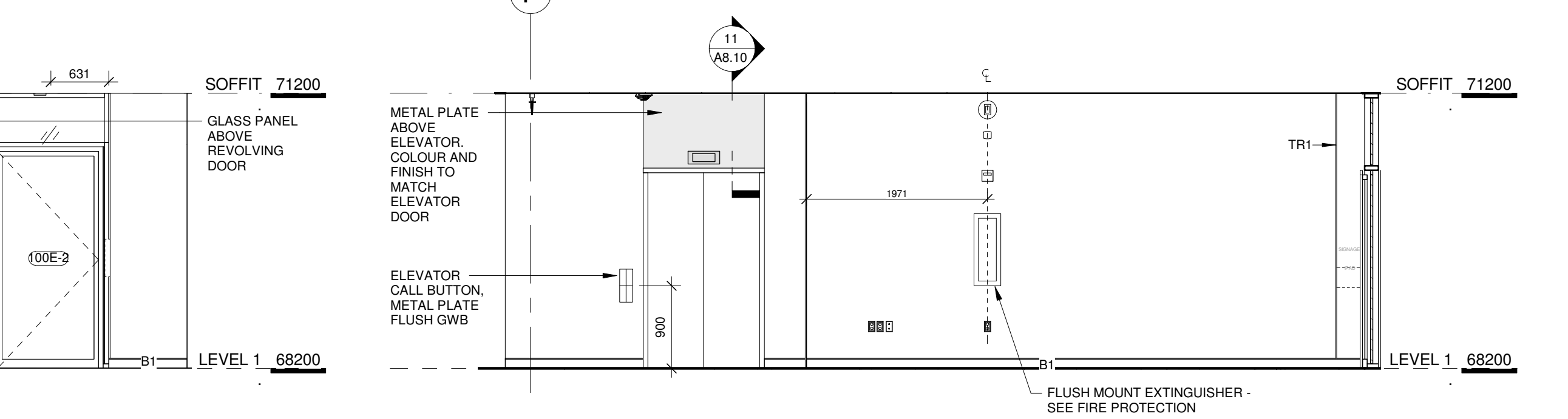
7 EAST CORRIDOR - SOUTH
1:50



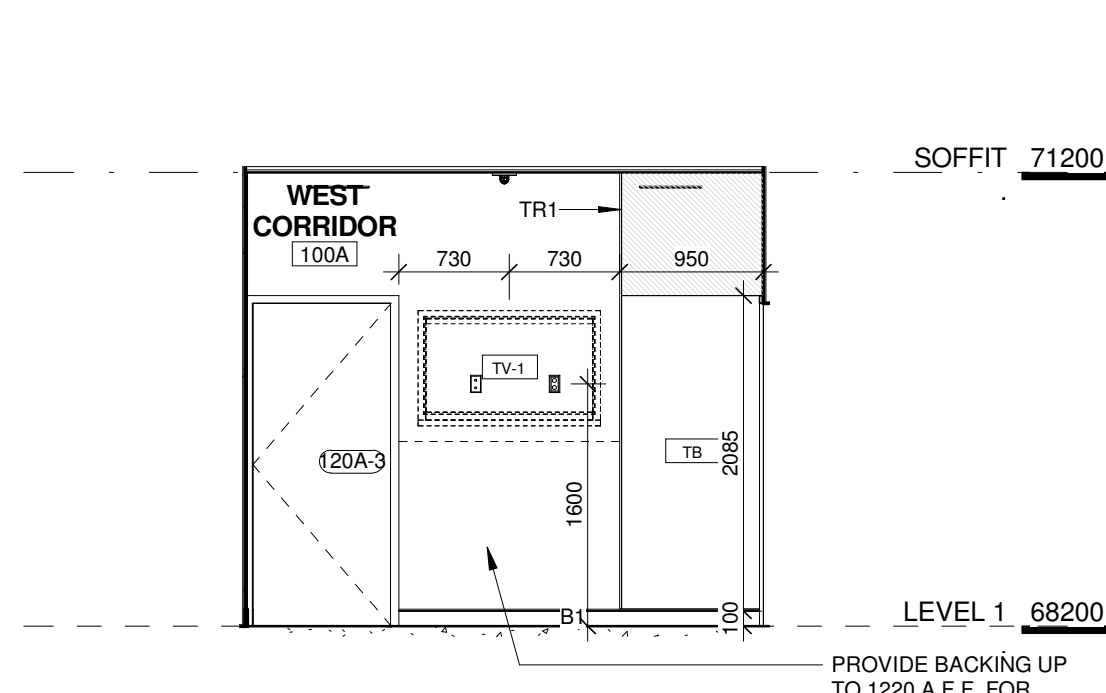
6 SOUTH ENTRY CORRIDOR - EAST
1:50



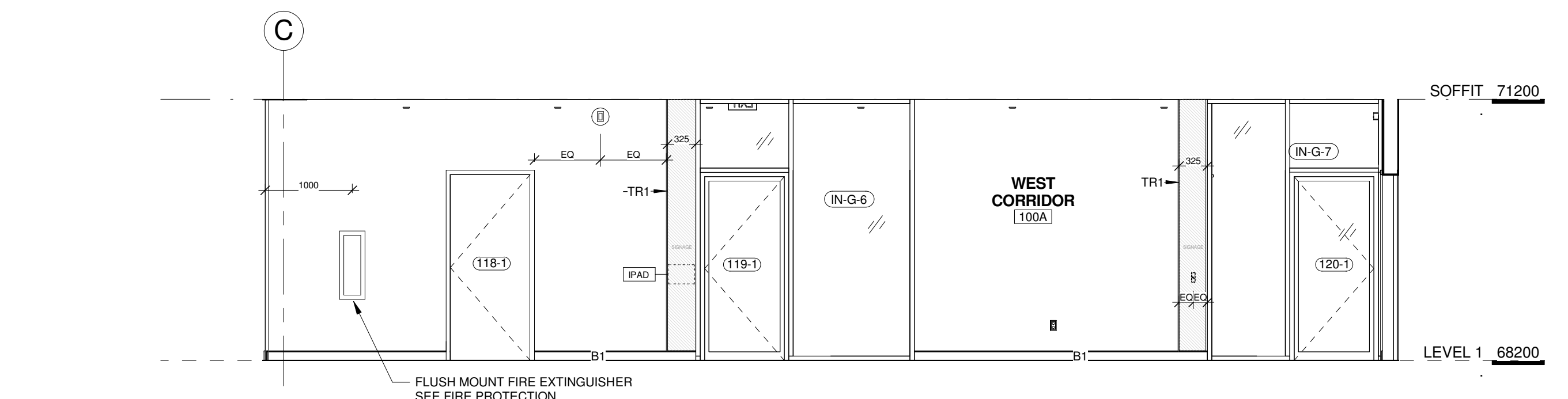
5 SOUTH ENTRY CORRIDOR - SOUTH
1:50



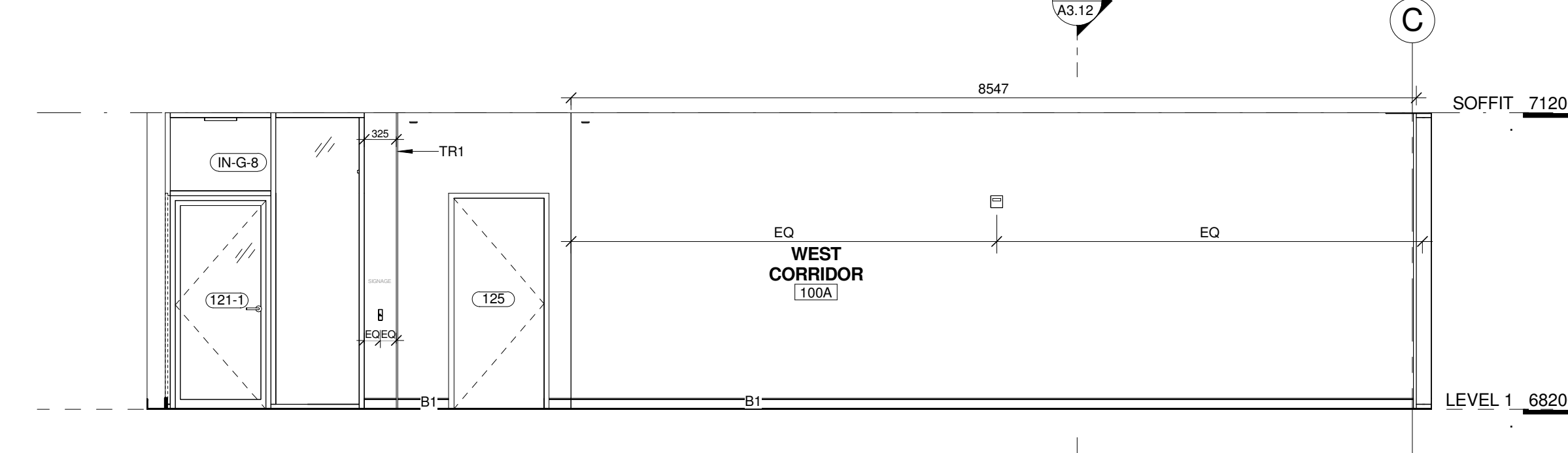
4 SOUTH ENTRY CORRIDOR - NORTH
1:50



3 CHILDMINDING VESTIBULE - WEST
1:50



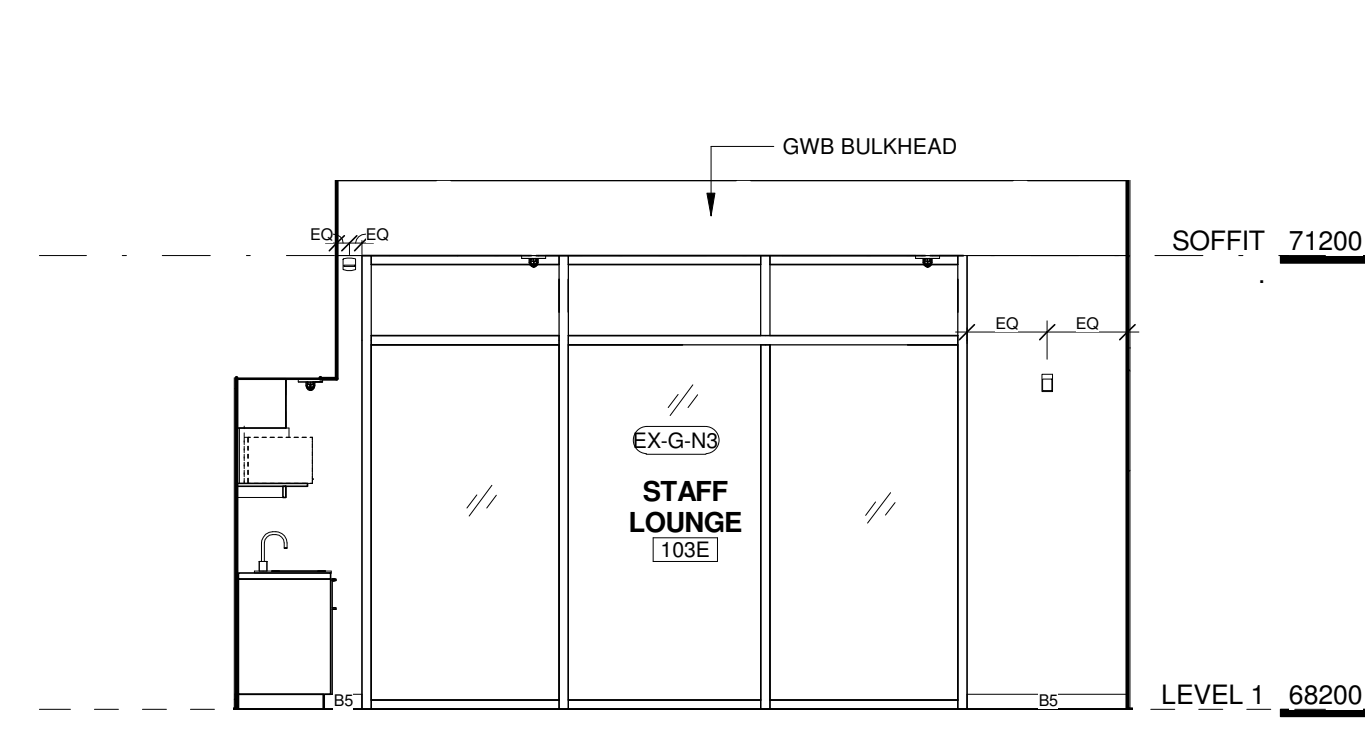
2 CHILDMINDING VESTIBULE - SOUTH
1:50



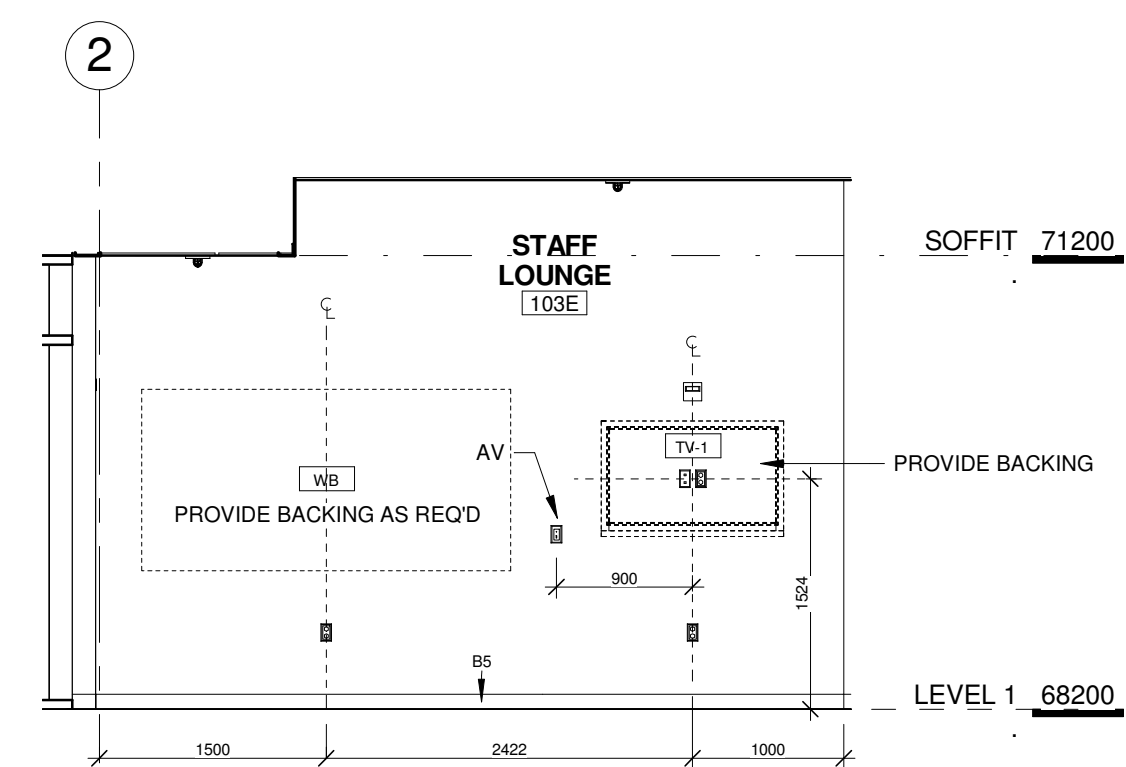
1 CHILDMINDING VESTIBULE - NORTH
1:50

INTERIOR ELEVATION LEGEND

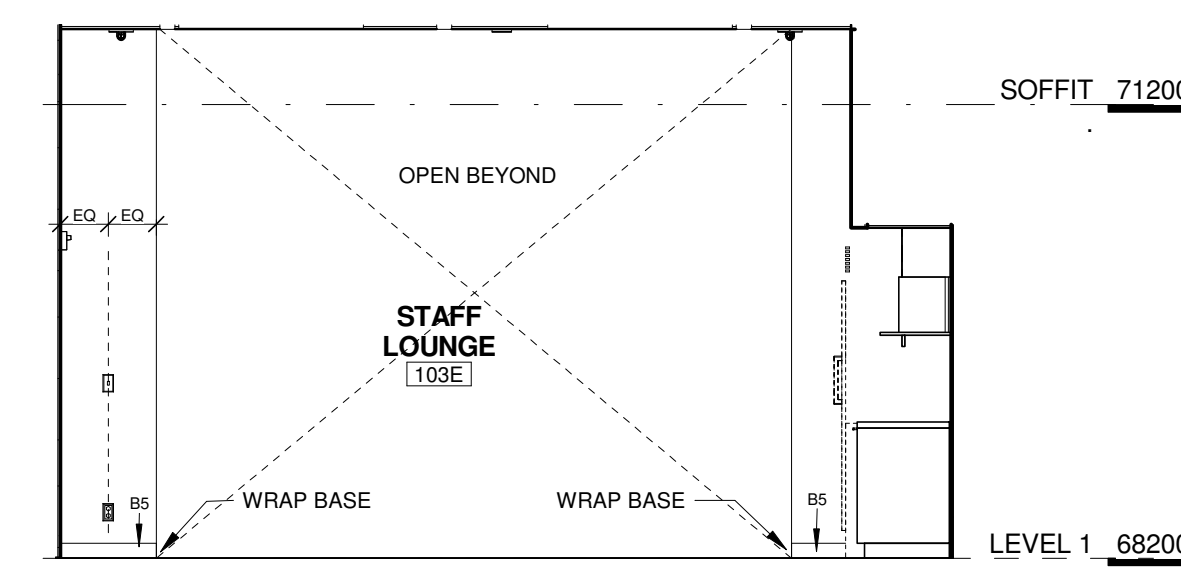
NOTE: MECH. ELECTRICAL COMPONENTS SHOWN FOR SPACING AND LOCATION ONLY. SEE CONSULTANTS DRAWINGS AS REQUIRED FOR MORE INFORMATION.



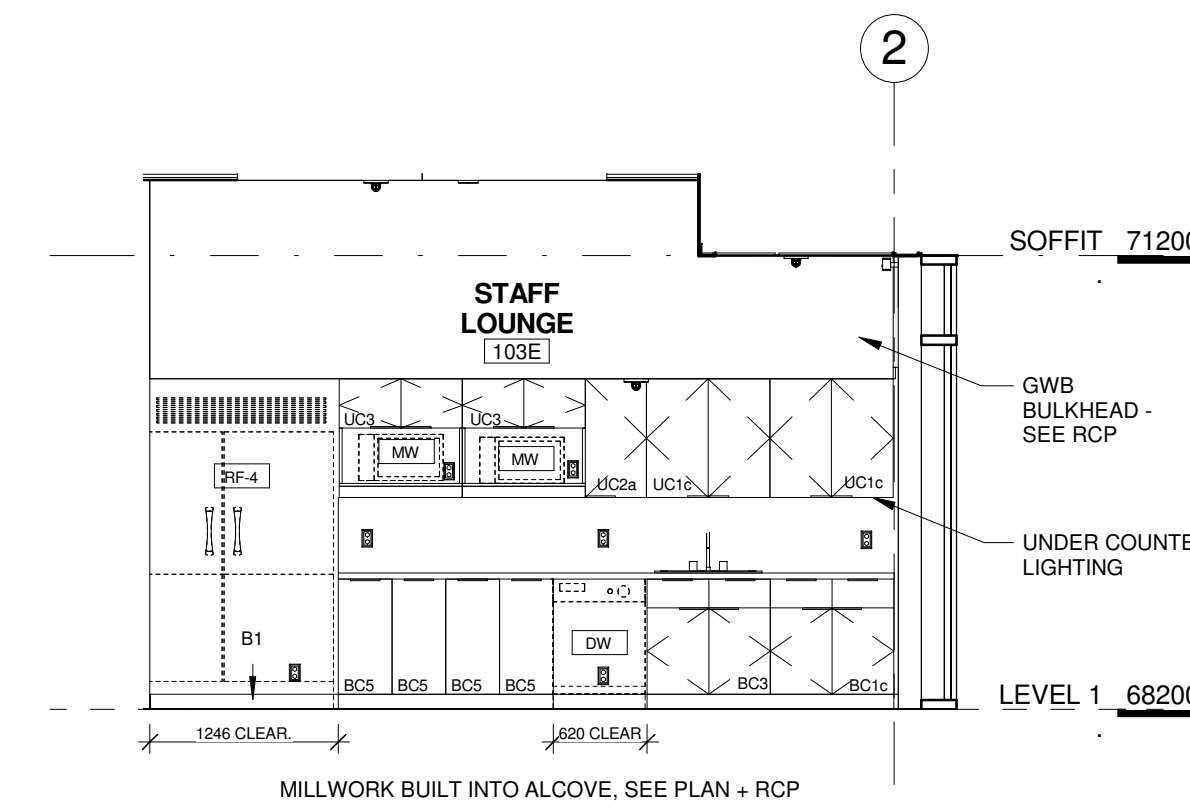
1 103E STAFF - NORTH
1:50



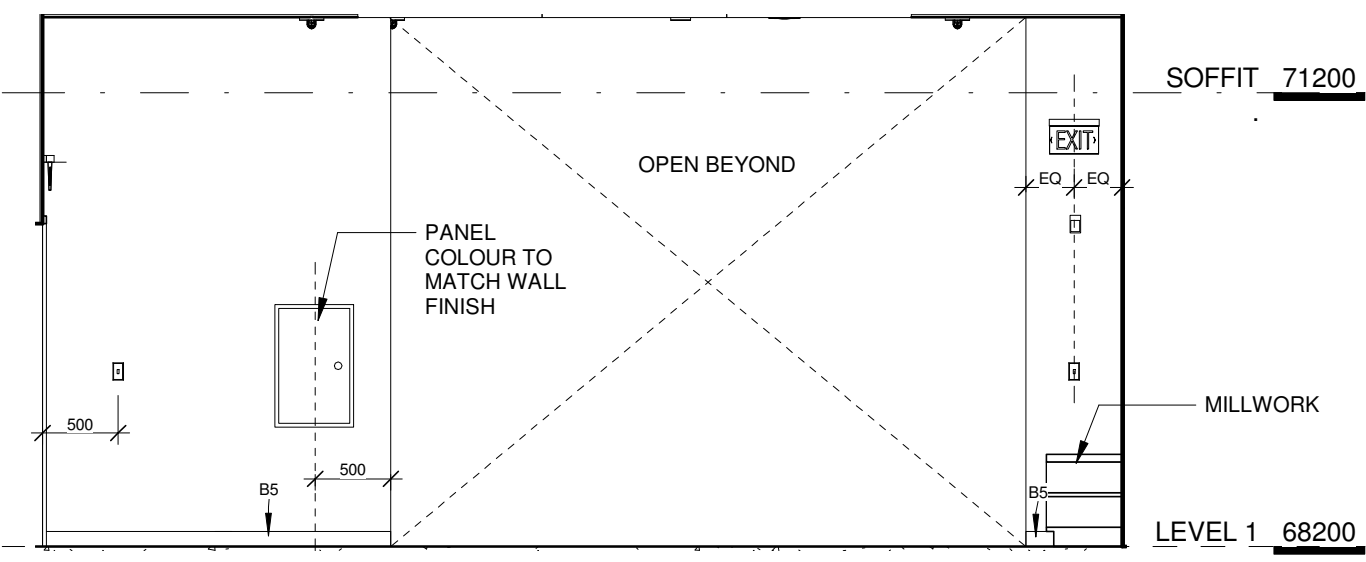
2 103E STAFF - EAST
1:50



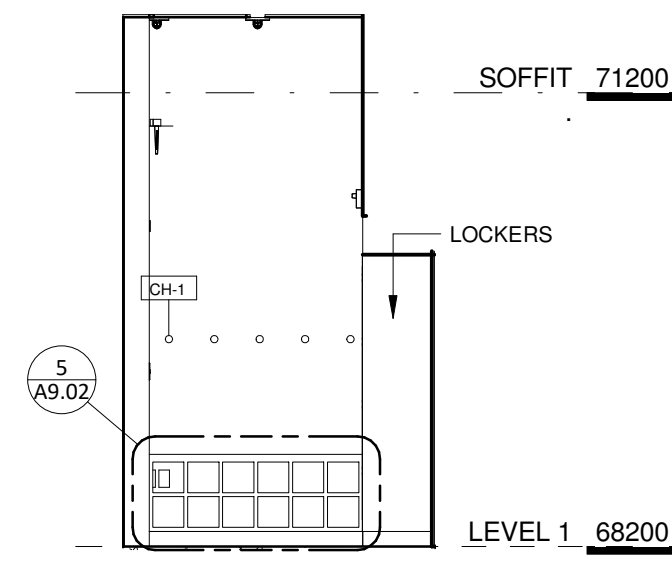
3 103E STAFF - SOUTH
1:50



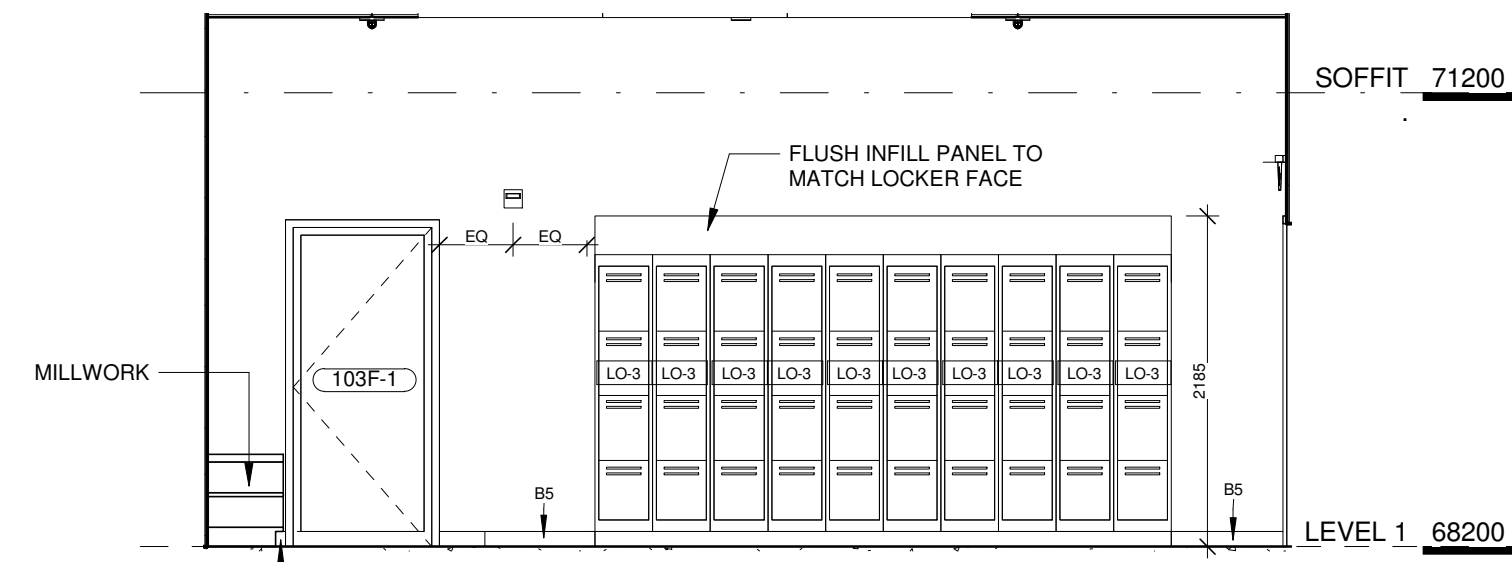
4 103E STAFF - WEST
1:50



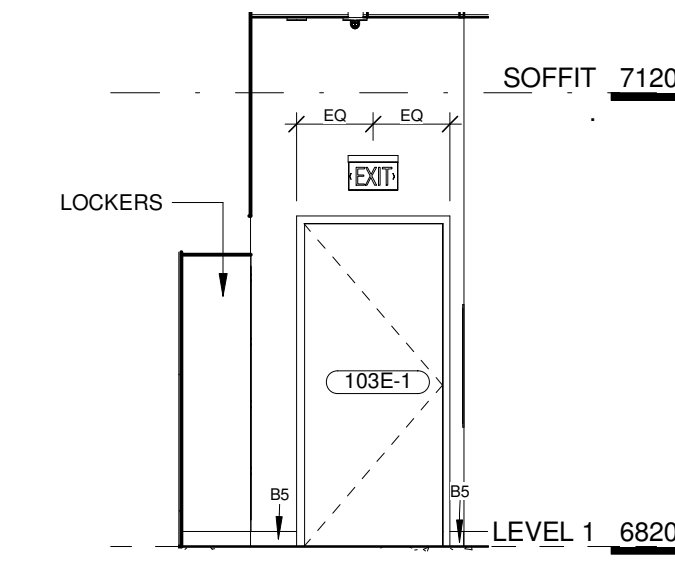
5 STAFF ENTRY - NORTH
1:50



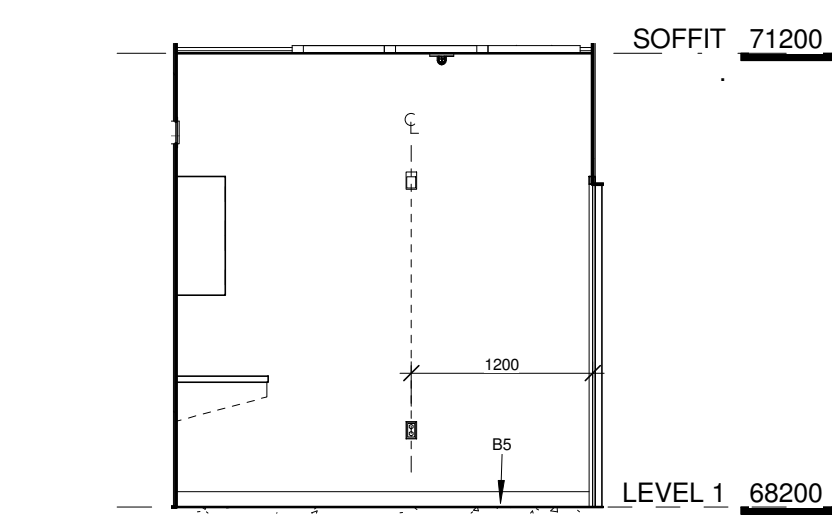
6 STAFF ENTRY - EAST
1:50



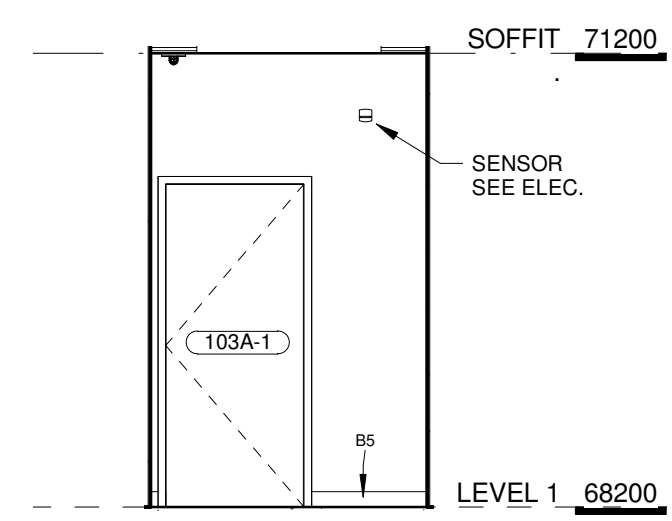
7 STAFF ENTRY - SOUTH
1:50



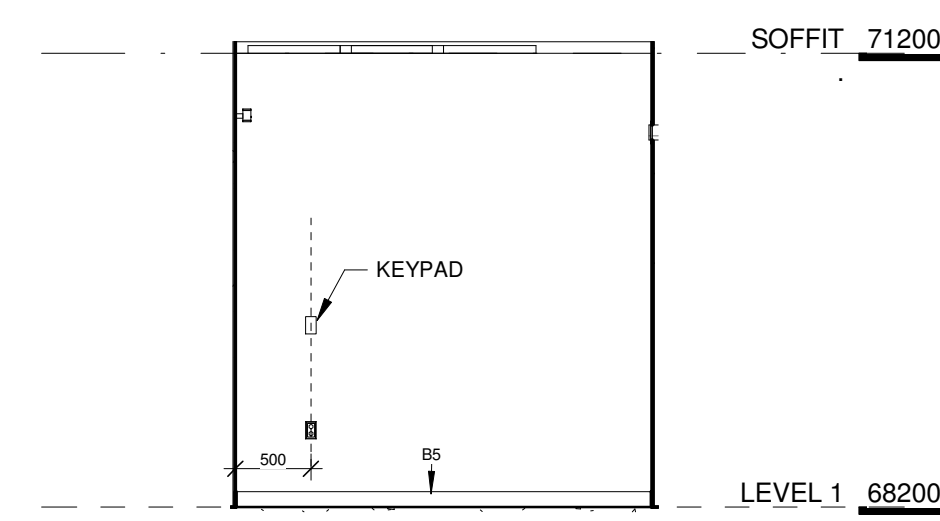
8 STAFF ENTRY - WEST
1:50



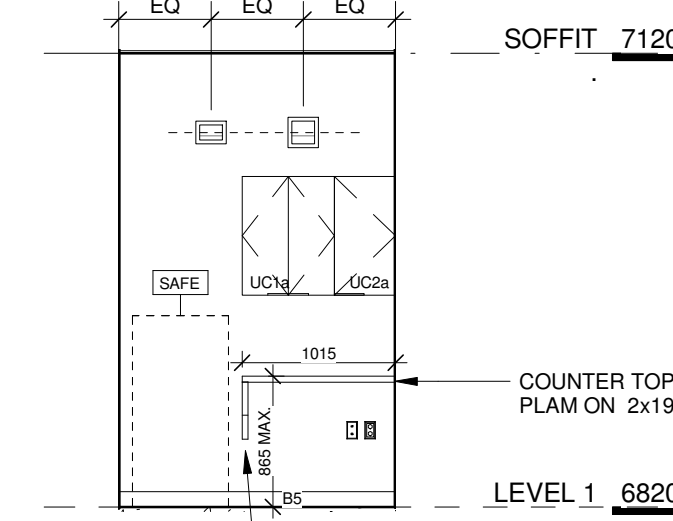
9 CASH - NORTH
1:50



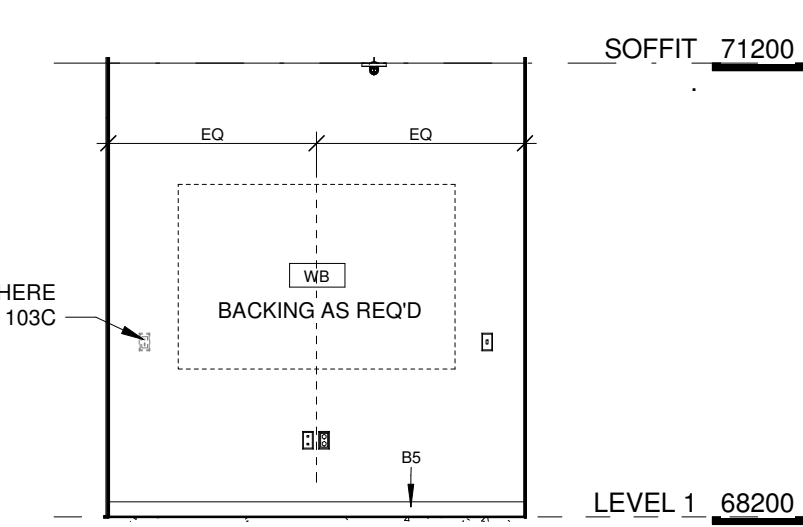
10 CASH - EAST
1:50



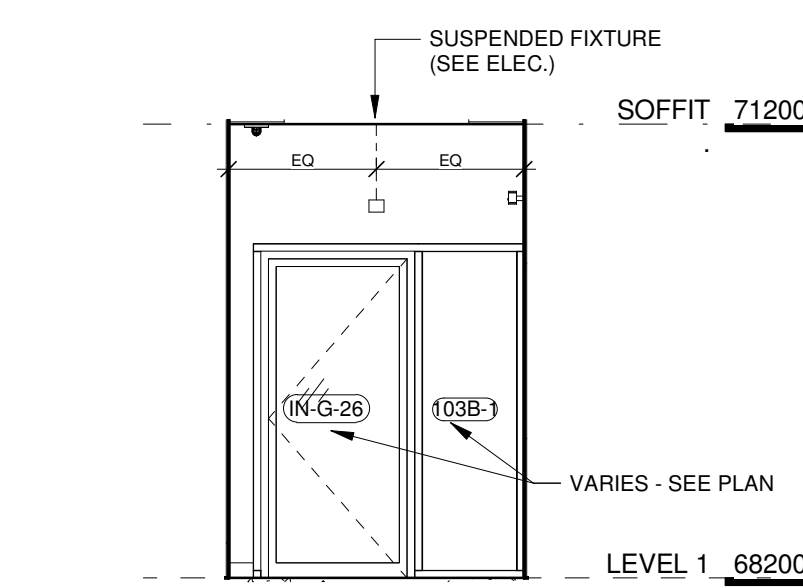
11 CASH - SOUTH
1:50



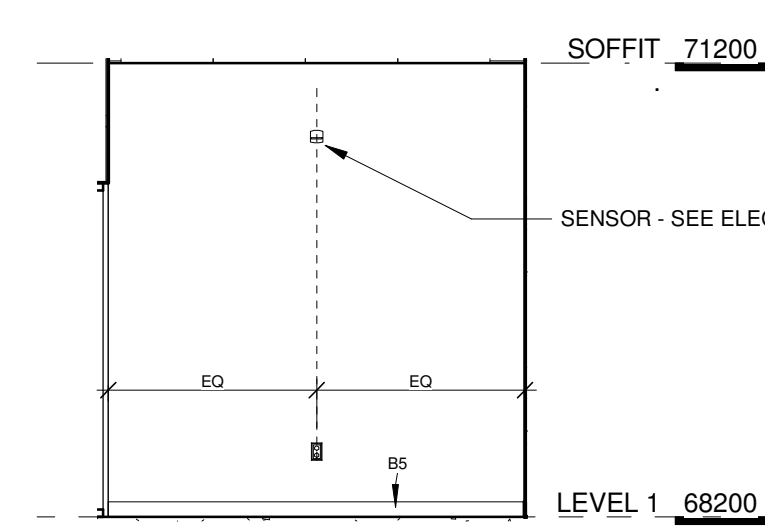
12 CASH - WEST
1:50



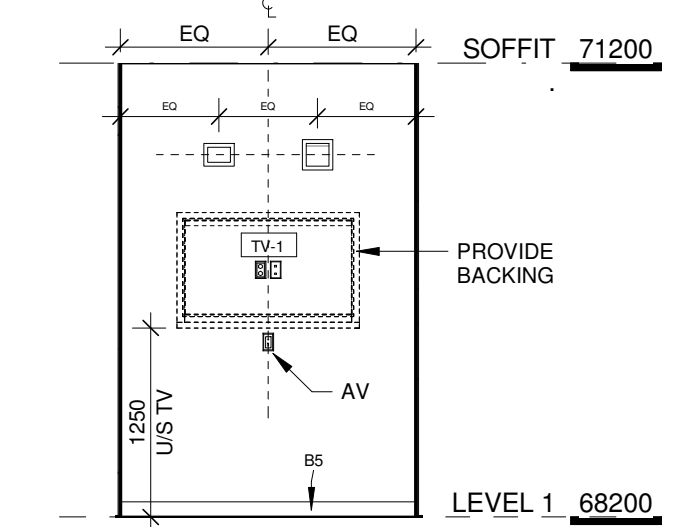
13 MEETING - NORTH (TYP.)
1:50



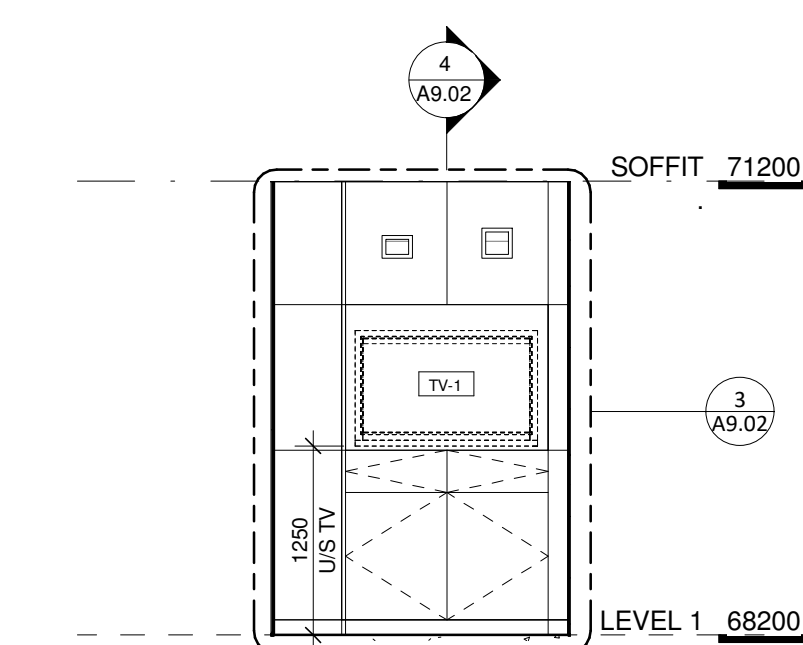
14 MEETING - EAST (TYP.)
1:50



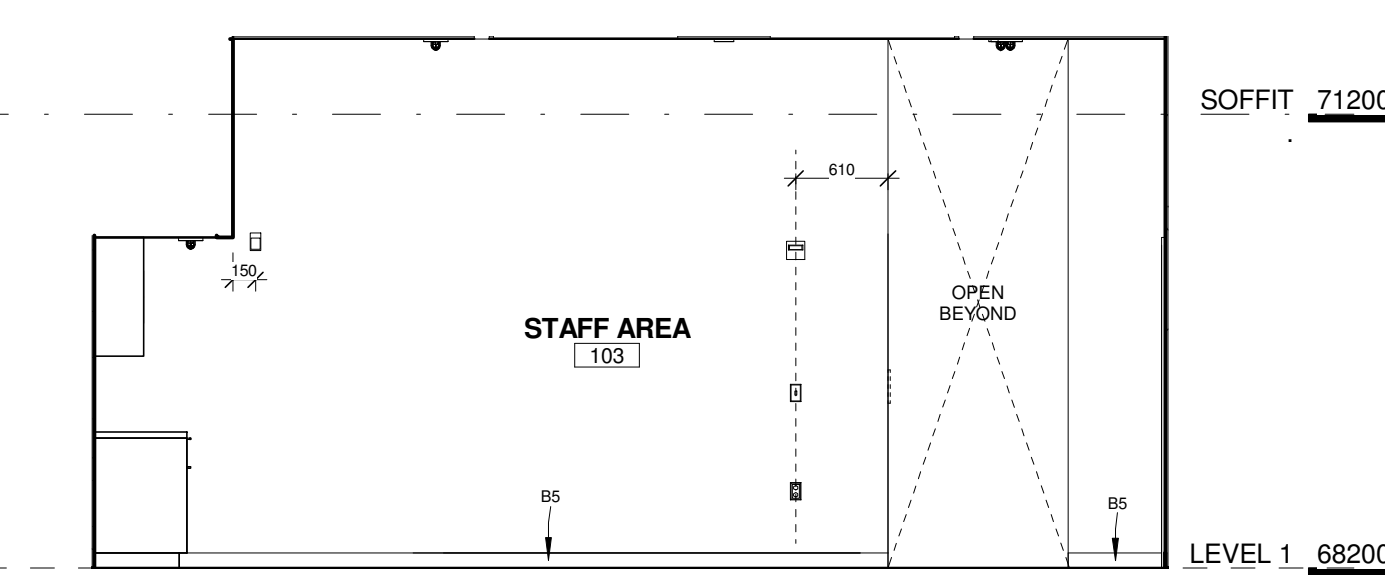
15 MEETING - SOUTH (TYP.)
1:50



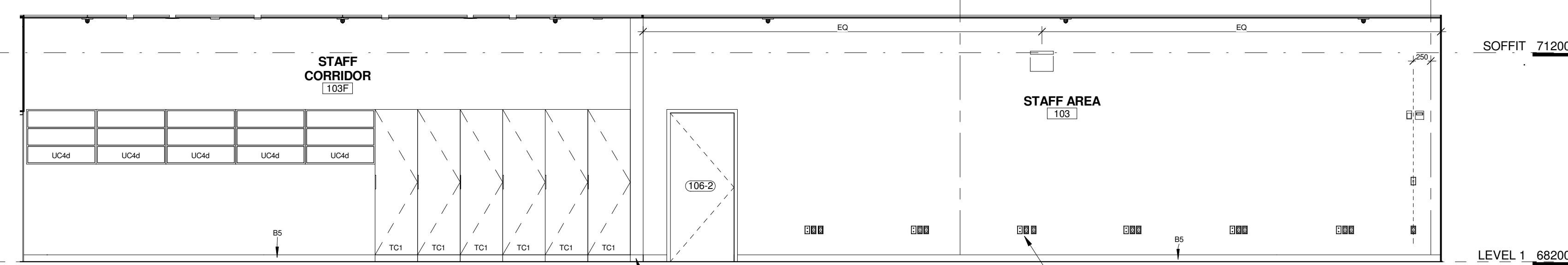
16 MEETING - WEST (103B, 103D)
1:50



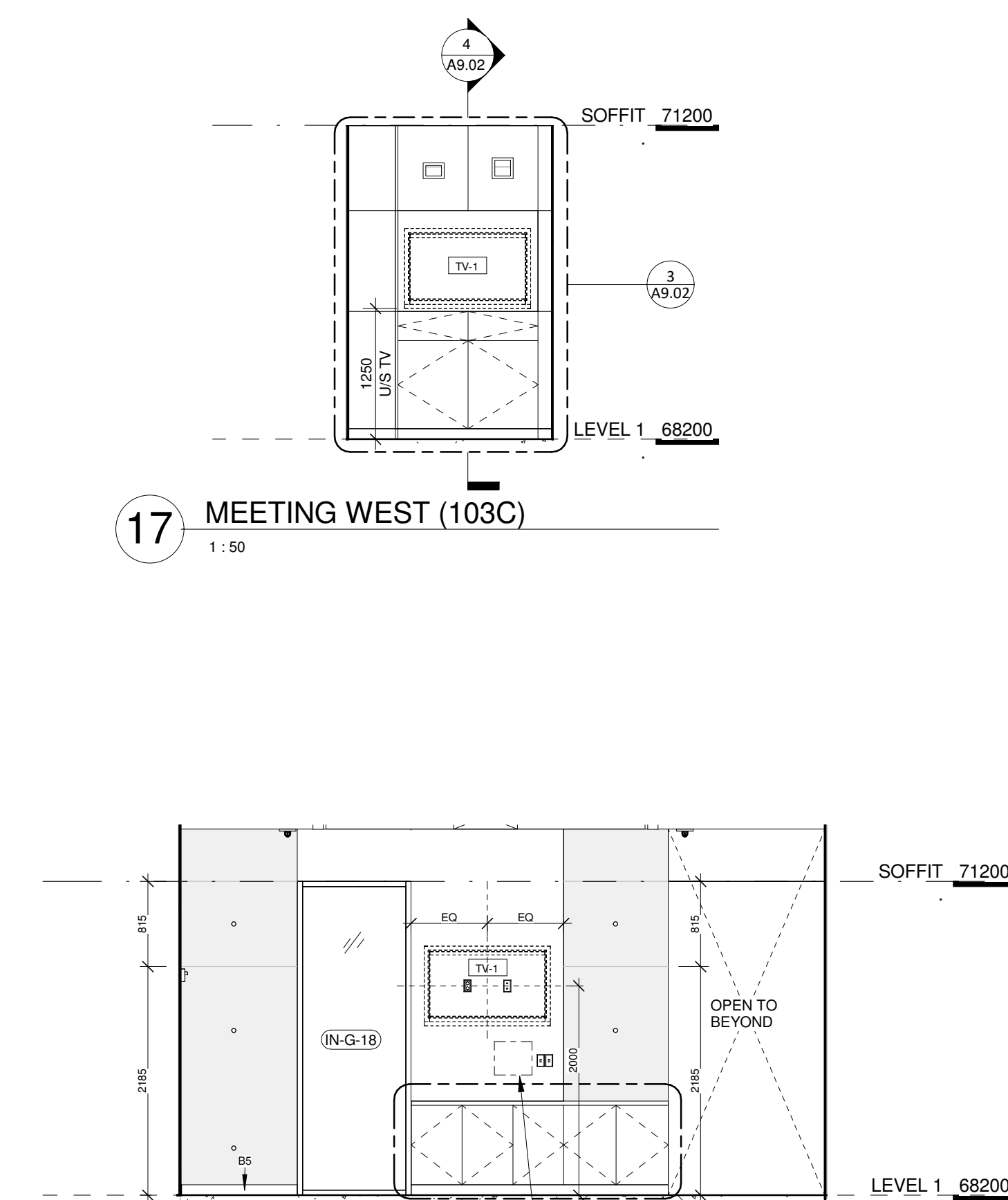
17 MEETING WEST (103C)
1:50



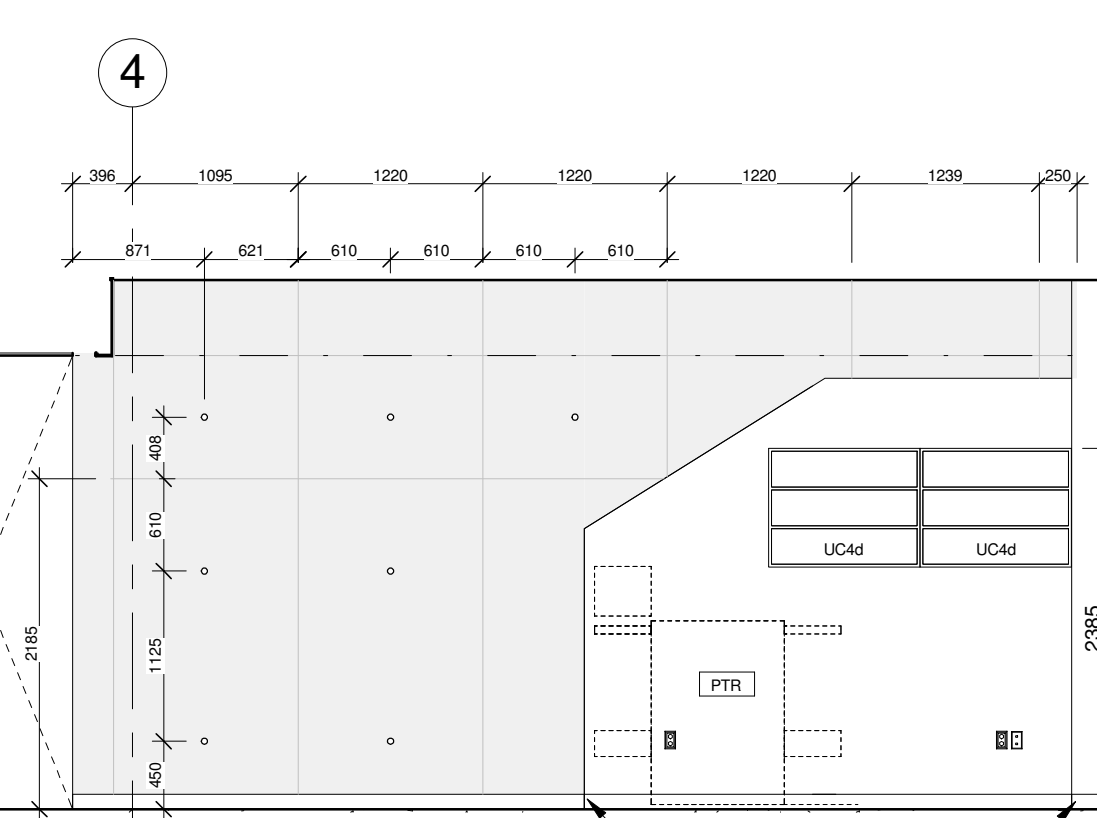
18 103 STAFF AREA - NORTH
1:50



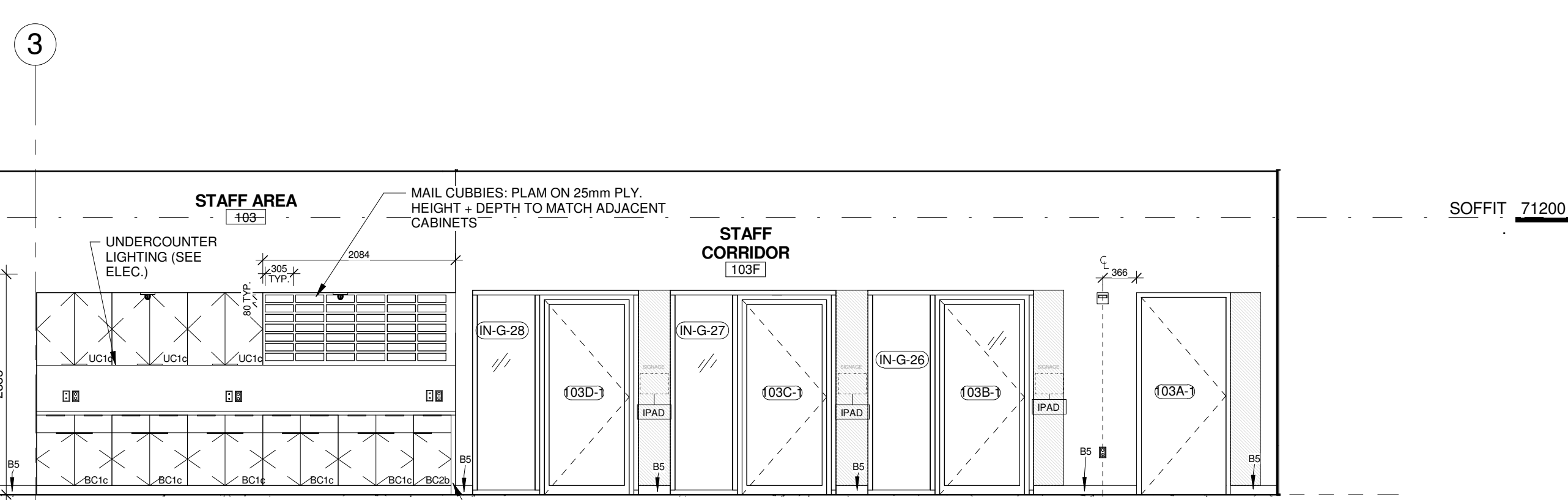
19 103 STAFF AREA - EAST
1:50



20 STAFF AREA - SOUTH
1:50



21 103 STAFF AREA - WEST
1:50



22 MAIN JANITOR - SOUTH
1:50

INTERIOR ELEVATION LEGEND	
DUPLEX OUTLET	ARCHITECTURAL FINISH CONCRETE
DATA OUTLET	FINISH PLYWOOD OR EXPOSED GLULAM BEAM AS NOTED
LIGHT FIXTURE	FEATURE SIGNAGE PAINT
EXIT SIGN	MECHANICAL GRILLE
WALL MOUNT CAMERA	FIRE ALARM HORN W STROBE
WALL MOUNTED SPEAKER	WWD - SEE ELEC.
OCCUPANCY/VACANCY SENSOR - SEE ELEC.	WAP - SEE ELEC.

NOTE: MECH. ELECTRICAL COMPONENTS SHOWN FOR SPACING AND LOCATION ONLY. SEE CONSULTANTS DRAWINGS AS REQUIRED FOR MORE INFORMATION.

CLAYTON COMMUNITY CENTRE
7105-187A Street, Surrey, BC

DATE: JULY 27, 2018
ISSUE DESCRIPTION:
3 ISSUED FOR CONSTRUCTION

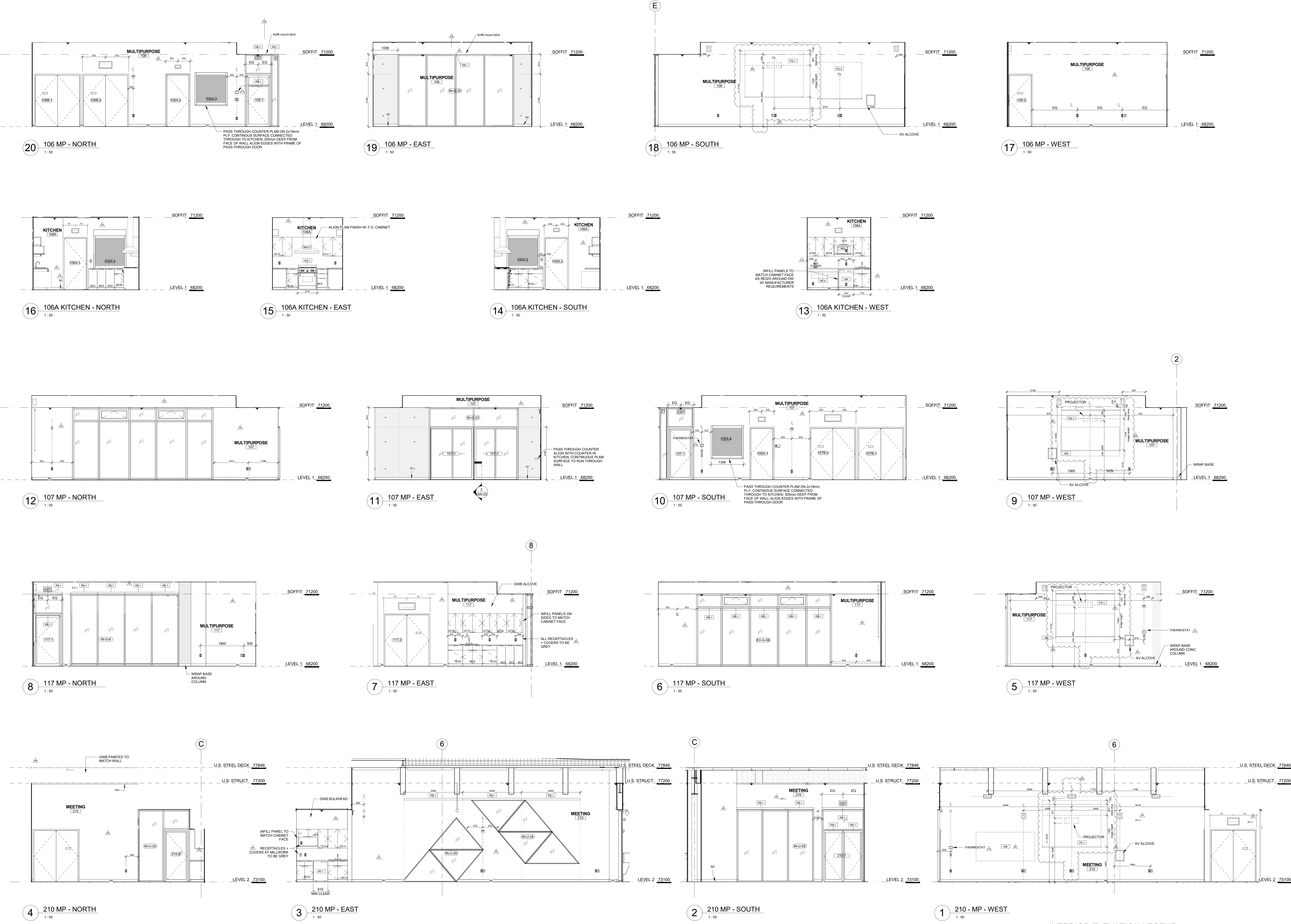
INTERIOR ELEVATIONS - STAFF AREA

DATE: 7/27/2018 5:33:59 PM

A5.05

SCALE: As indicated

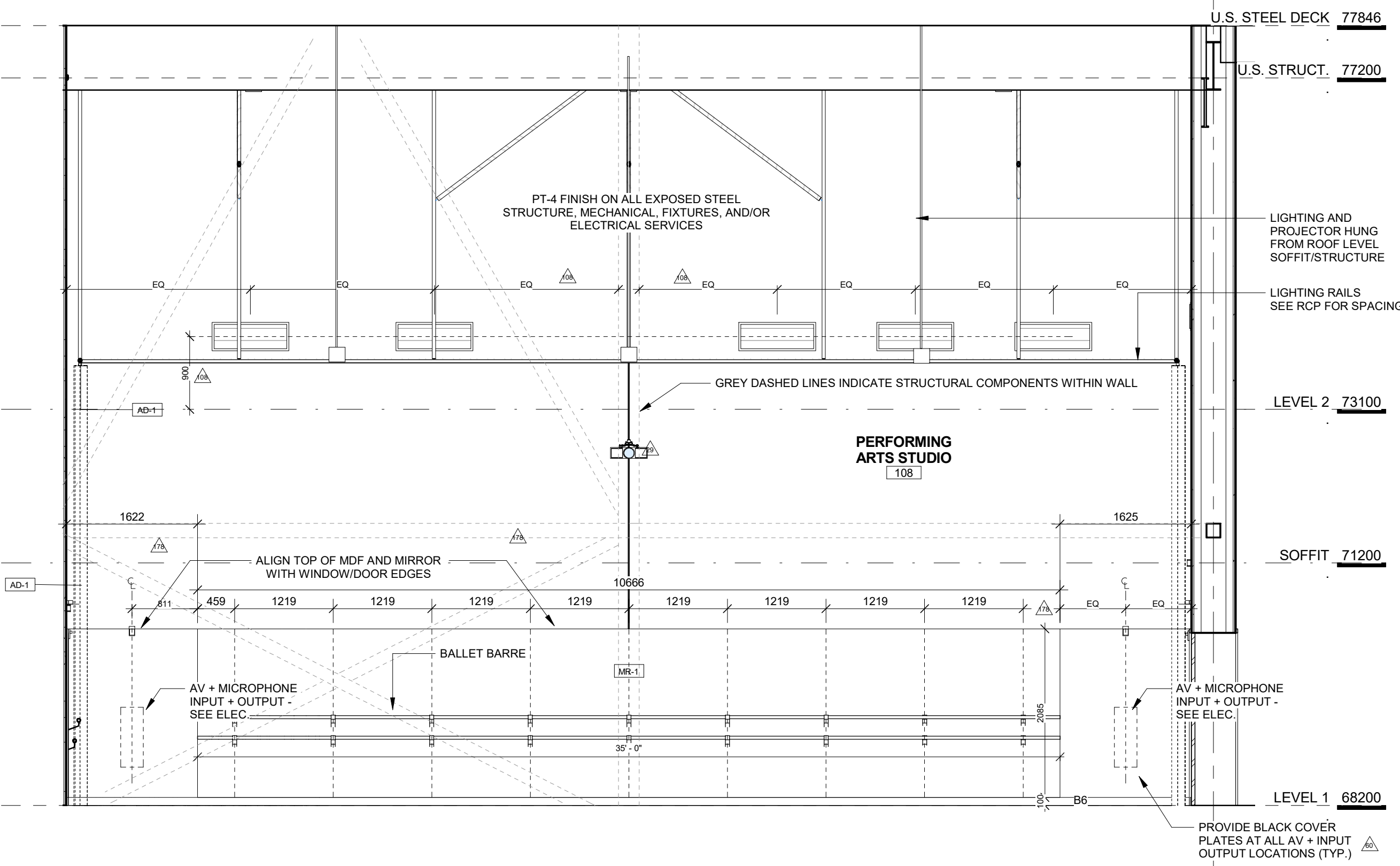
#	ISSUE DESCRIPTION	DATE
3	ISSUES FOR CONSTRUCTION	JULY 27 2018
24	SI 036 ELECTRICAL COORDINATION	OCT 3 2018
29	SI 042 PAINT FINISHES	NOV 8 2018
60	26 00 00-13 RECEPTACLE SUBMISSION COLOURS	FEB 7 2019
79	SI 106 - RFI 100 - DIFFUSERS	MAR 18 2019
94	SI 115 - RFI 202/203 ELEC + AV LOCATIONS	MAR 29 2019
107	SI 134 - RFI 226 - CATERING KITCHEN LAYOUT	APR 28 2019
113	SI 143 - RFI 242 - THERMOSTAT LOCATIONS	MAY 14 2019
114	RFI 238 - KITCHEN OUTLET LOCATIONS	MAY 15 2019
129	SI 179 - BLIND RECONCILIATION	JULY 2 2019
161	SI 200 - SIGNAGE ELEVATIONS	SEP 4 2019
183	SI 229 R2 - PROJECTOR LOCATIONS	NOV 21 2019
186	SI 225 R1 - REPLACEMENT OF PLYWOOD BY GWB	OCT 30 2019



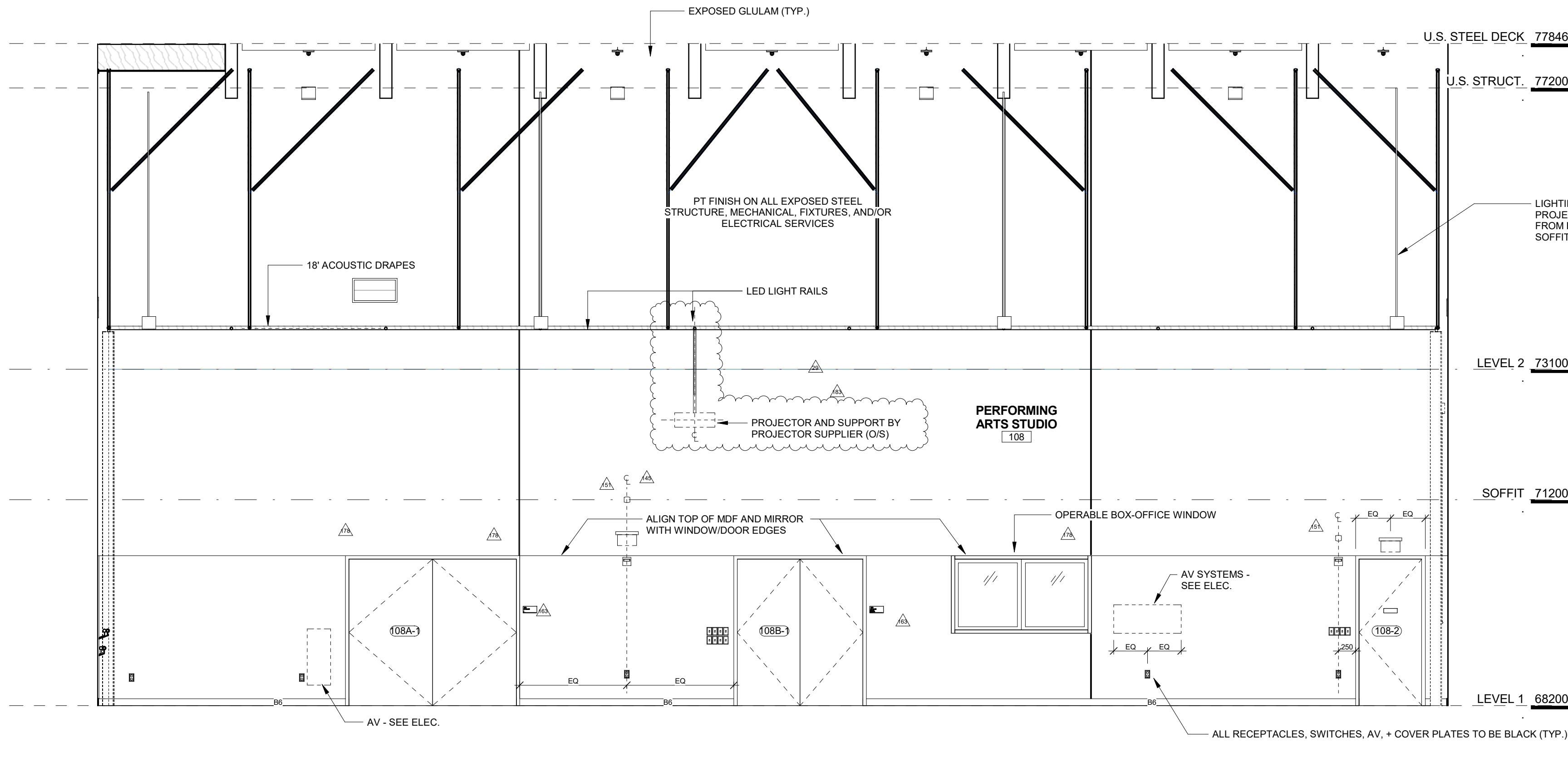
INTERIOR ELEVATION LEGEND

	DUPLIX OUTLET		ARCHITECTURAL FINISH CONCRETE		WALL MOUNTED SPEAKER
	DATA OUTLET		FINISH PLYWOOD OR EXPOSED GLULAM BEAM AS NOTED		WMD - SEE ELEC.
	LIGHT FIXTURE		FEATURE SIGNAGE PAINT		OCCUPANCY/VACANCY SENSOR - SEE ELEC.
	EXIT SIGN		MECHANICAL GRILLE		WAP - SEE ELEC.
	WALL MOUNT CAMERA		FIRE ALARM HORN W STROBE		

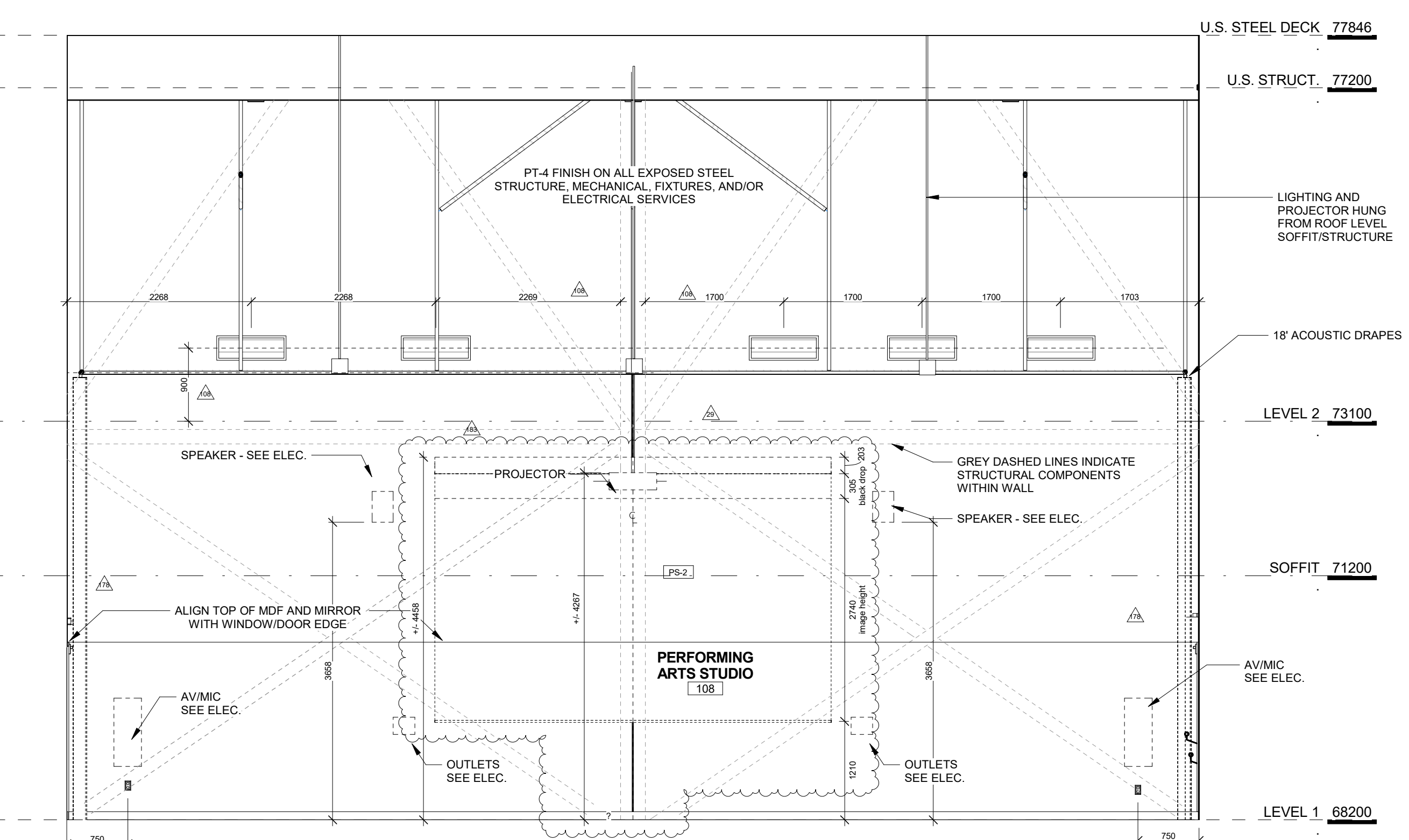
NOTE: MECH. ELECTRICAL COMPONENTS SHOWN FOR SPACING AND LOCATION ONLY. SEE CONSULTANTS DRAWINGS AS REQUIRED FOR MORE INFORMATION.



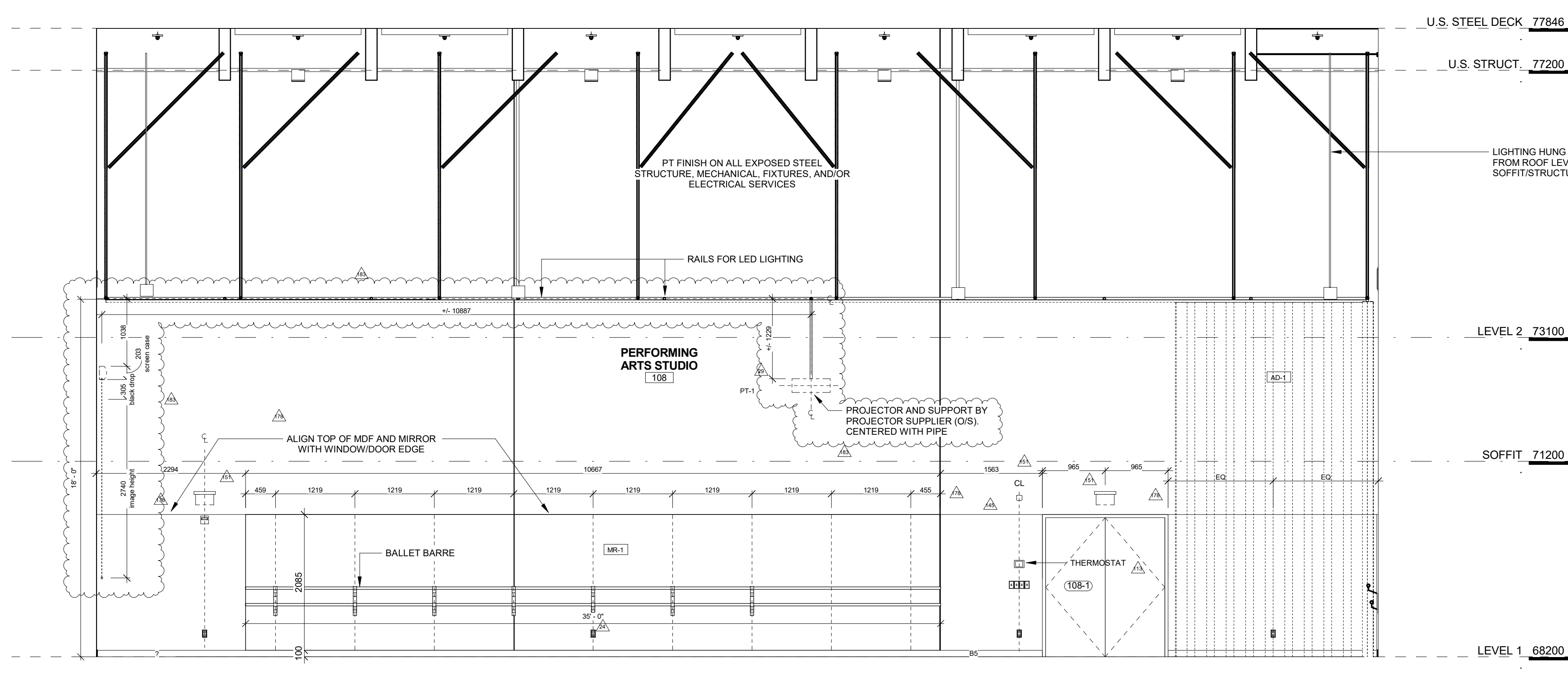
1 108 REHEARSAL - NORTH
1:50



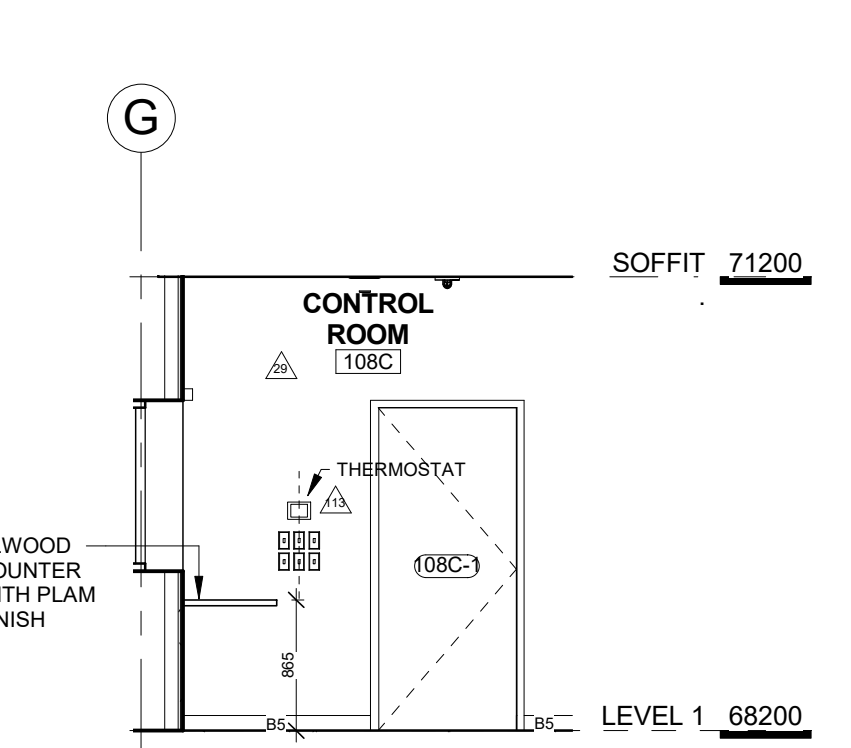
2 108 REHEARSAL - EAST
1:50



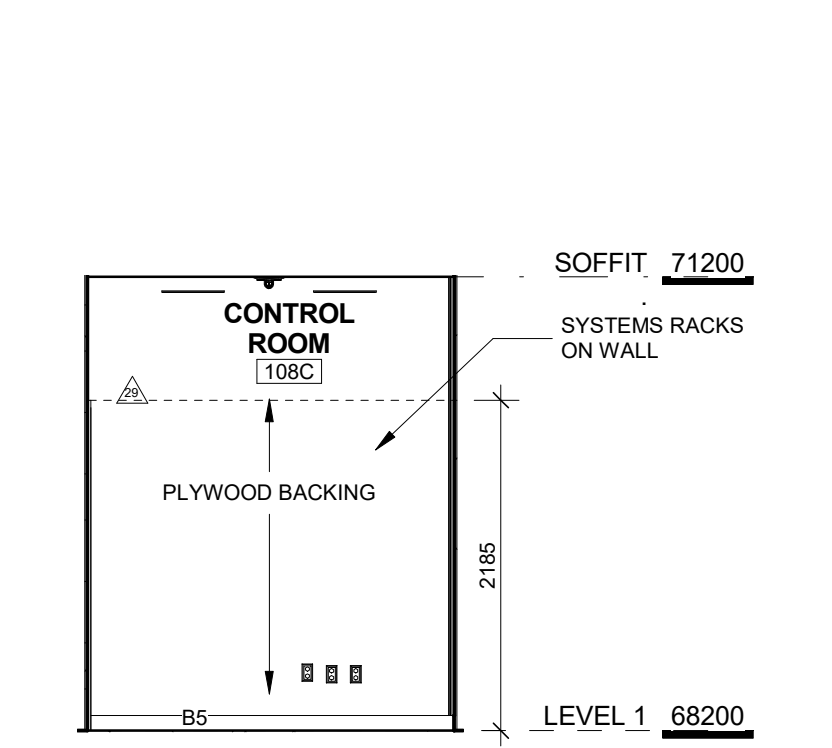
3 108 REHEARSAL - SOUTH
1:50



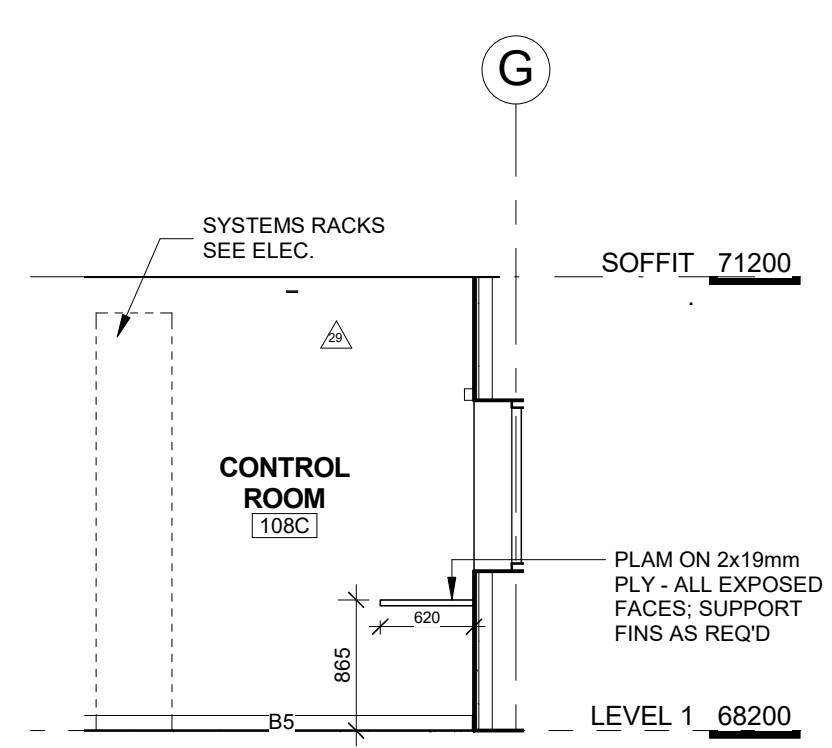
4 108 REHEARSAL - WEST
1:50



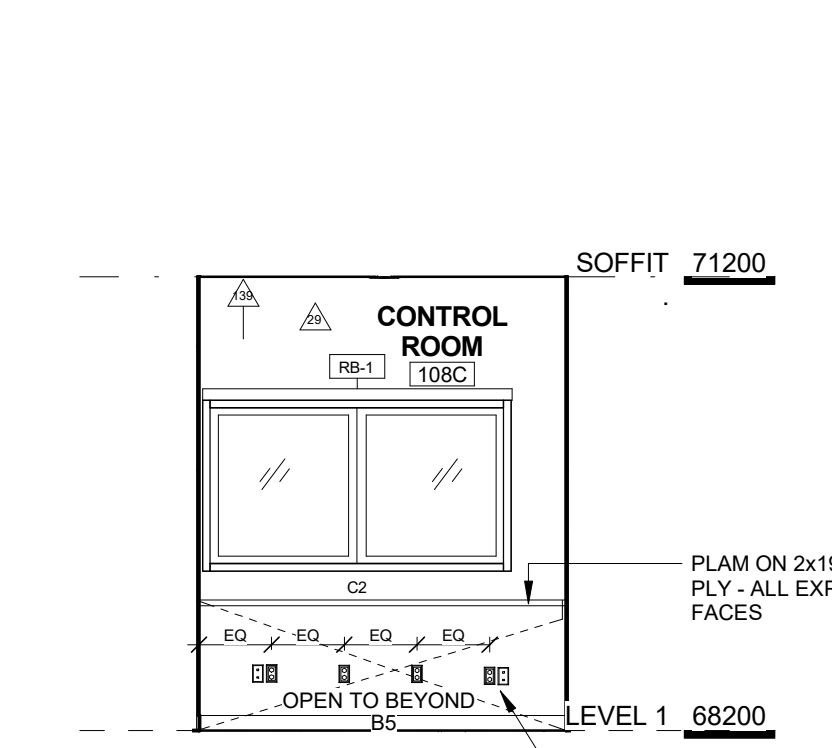
5 108C CONTROL - NORTH
1:50



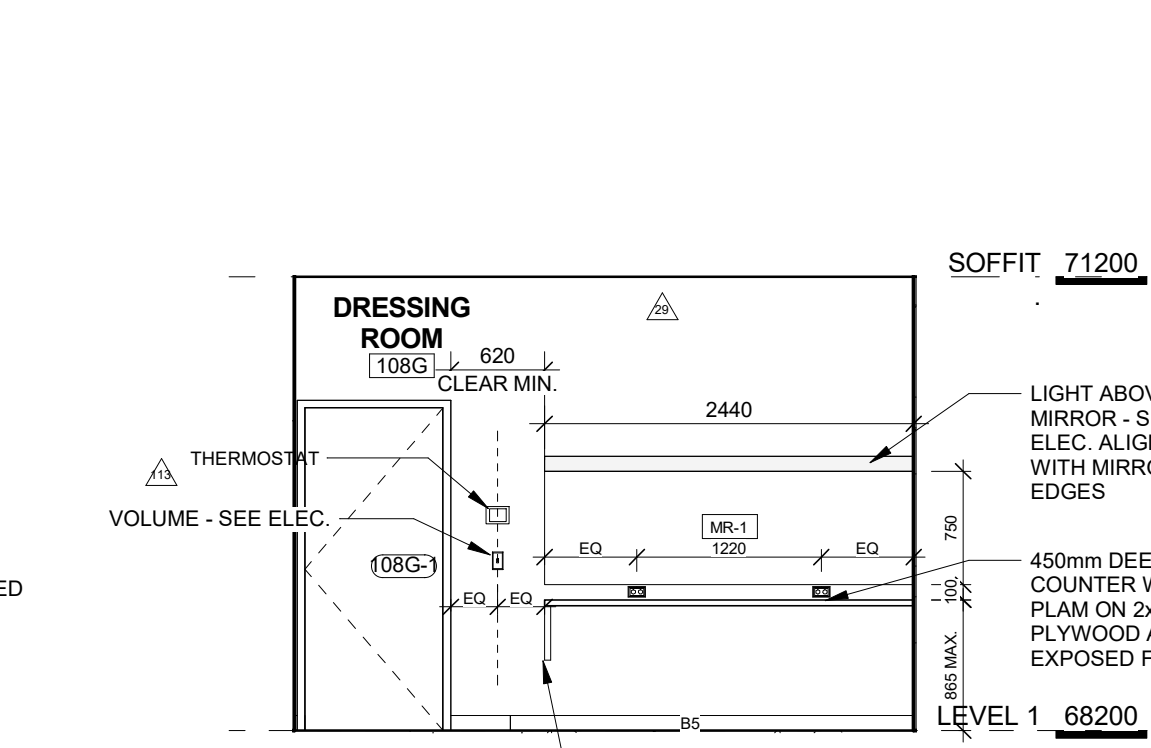
6 108C CONTROL - EAST
1:50



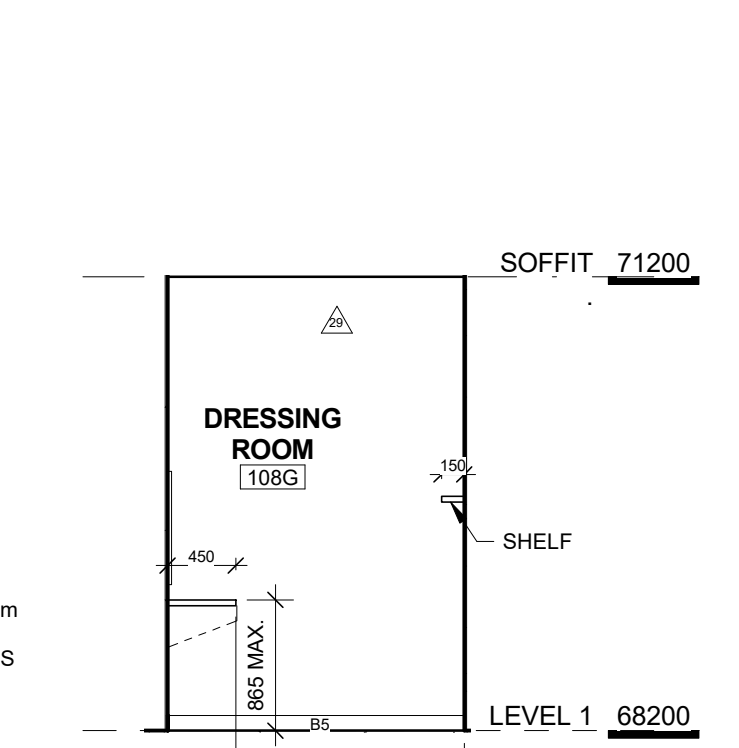
7 108C CONTROL - SOUTH
1:50



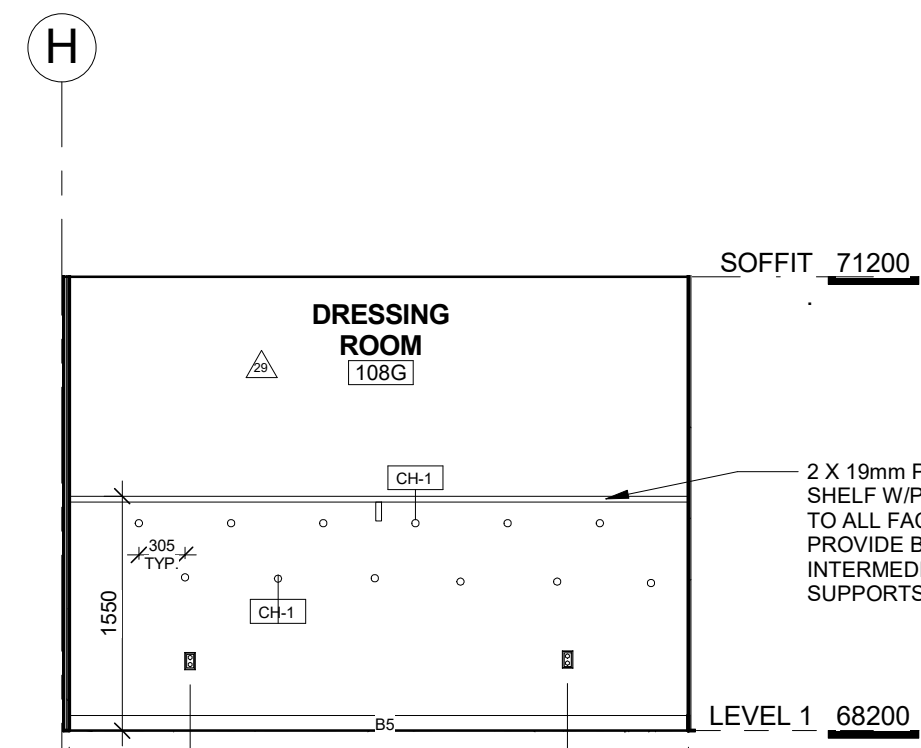
8 108C CONTROL - WEST
1:50



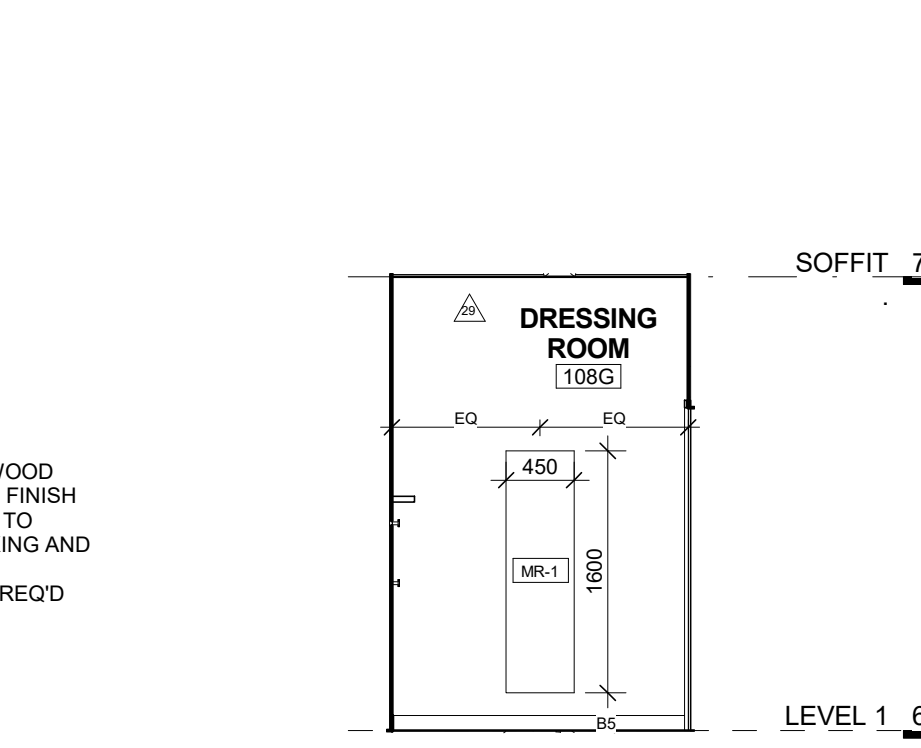
9 108G DRESSING - NORTH
1:50



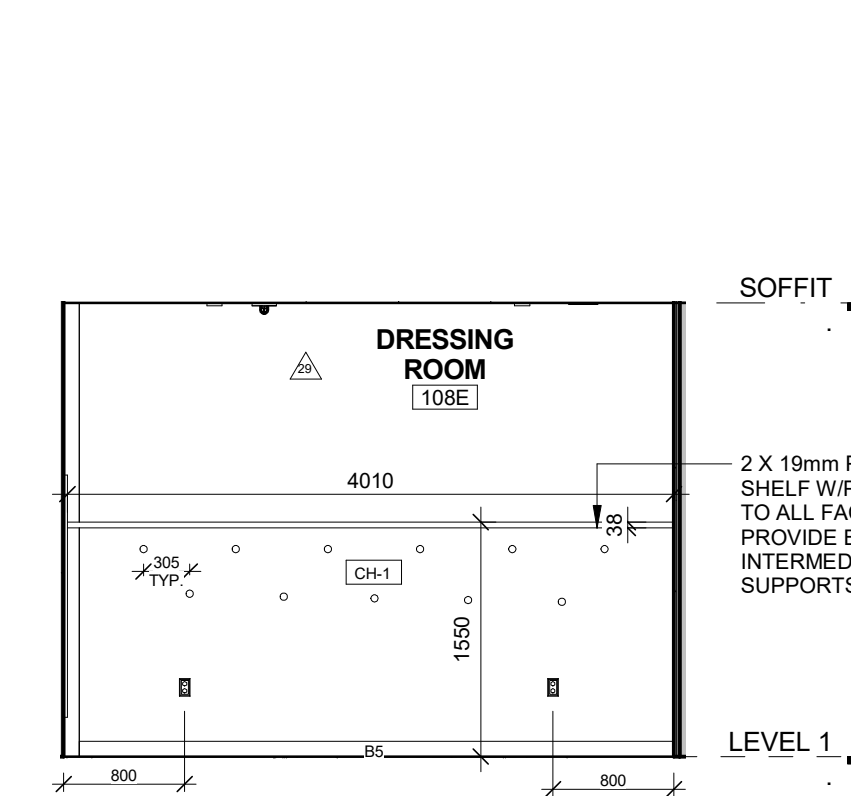
10 108G DRESSING - EAST
1:50



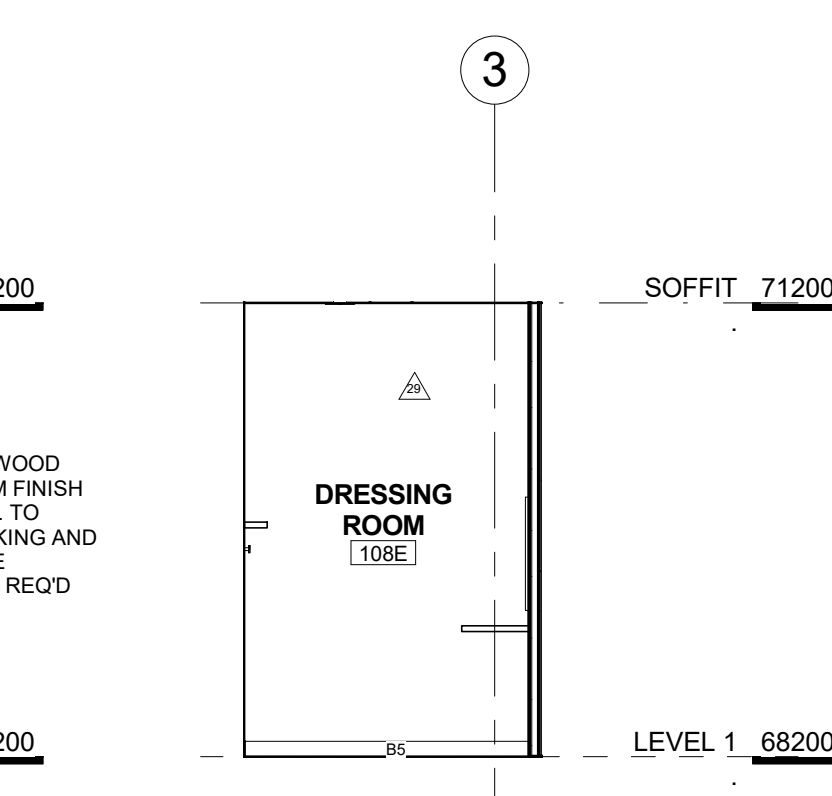
11 108G DRESSING - SOUTH
1:50



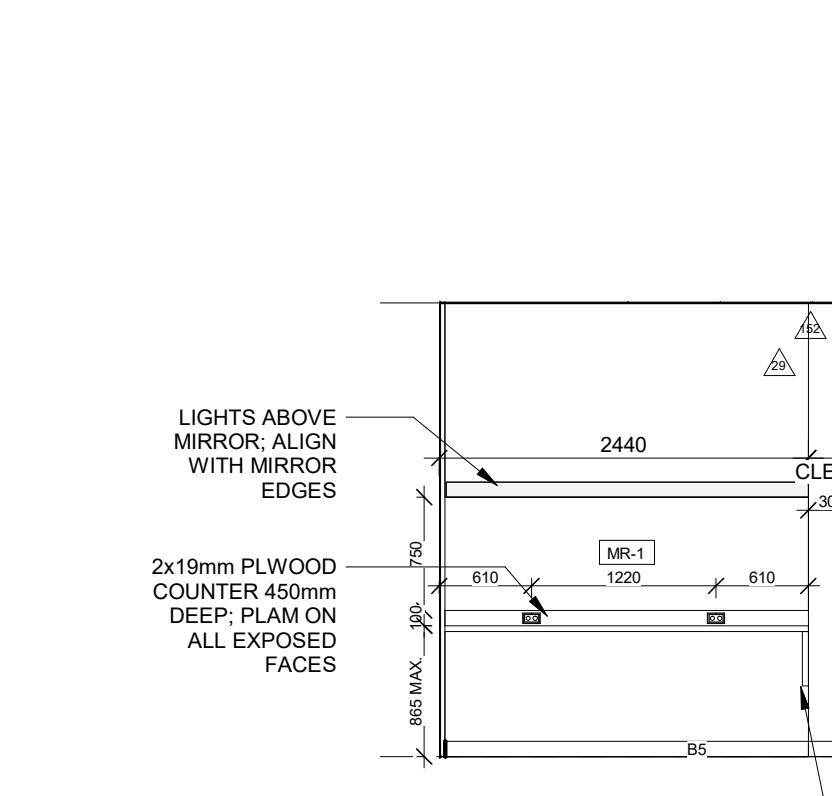
12 108G DRESSING - WEST
1:50



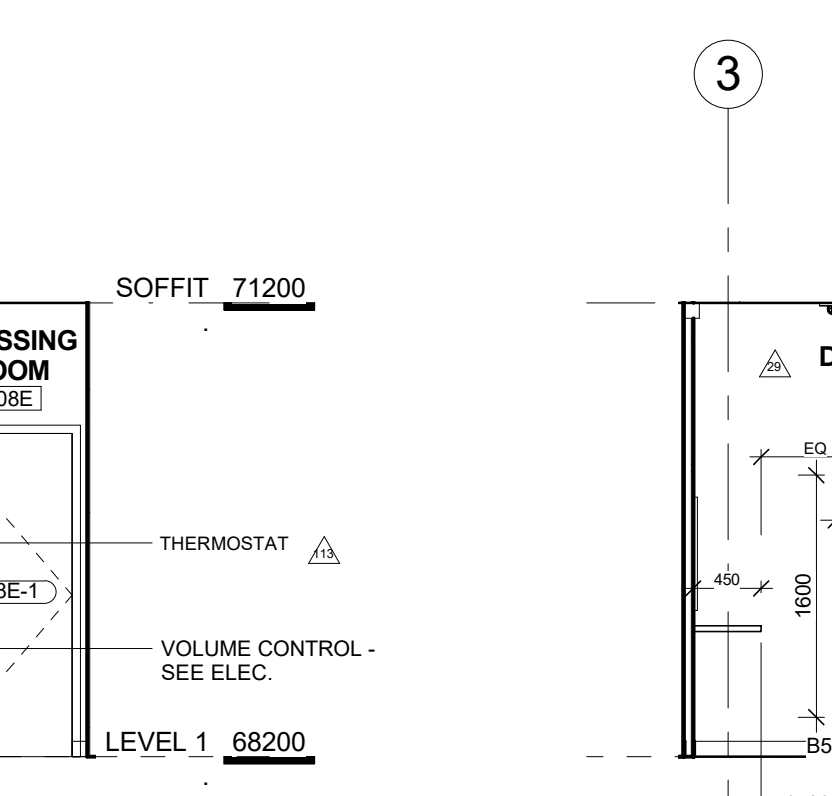
13 108E DRESSING - NORTH
1:50



14 108E DRESSING - EAST
1:50



15 108E DRESSING - SOUTH
1:50

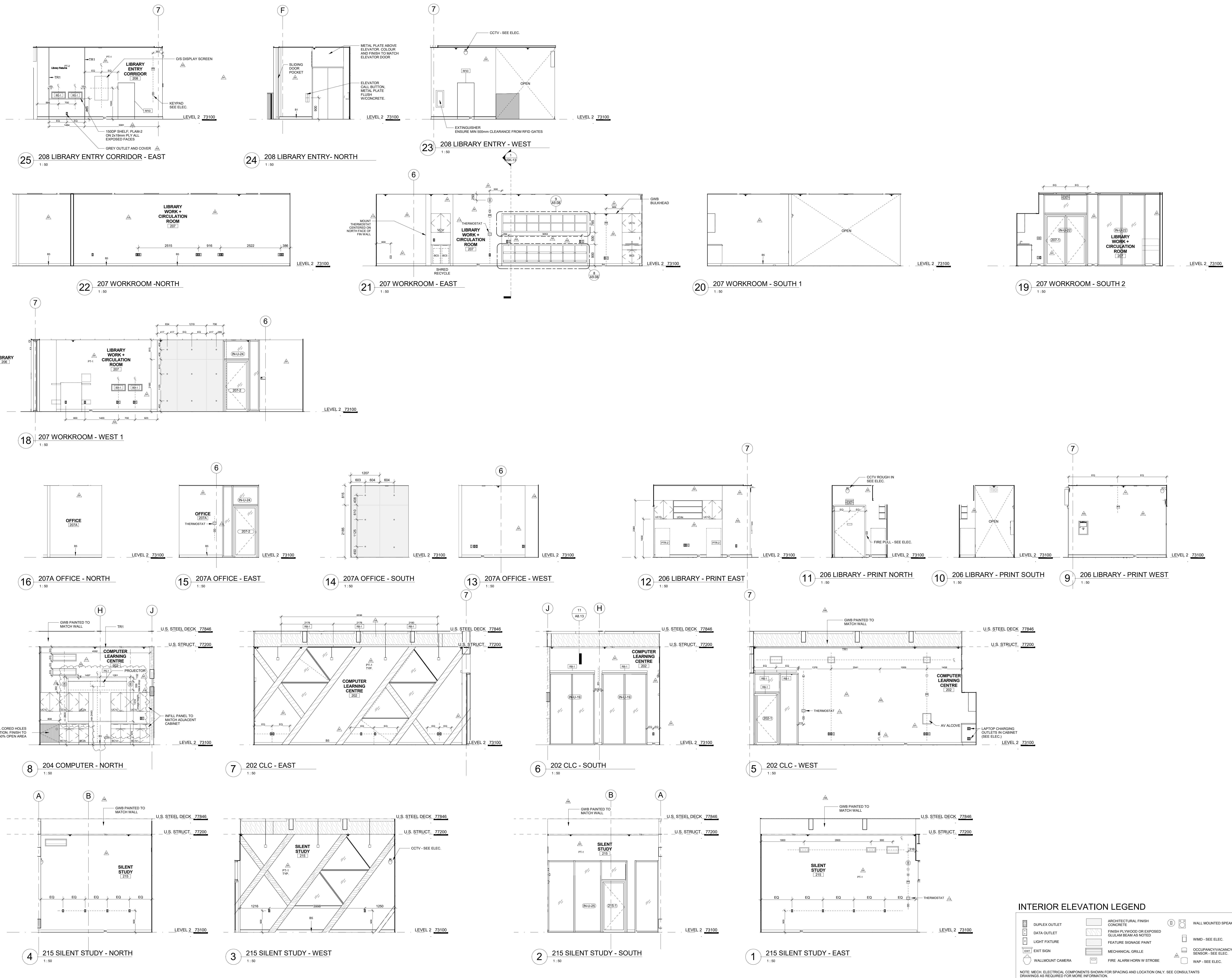


16 108E DRESSING - WEST
1:50

DUPLEX OUTLET	ARCHITECTURAL FINISH CONCRETE	WALL MOUNTED SPEAKER
DATA OUTLET	FRESH PLYWOOD OR EXPOSED GLULAM BEAM AS NOTED	WIND - SEE ELEC
LIGHT FIXTURE	FEATURE SIGNAGE PAINT	OCCUPANCY/VACANCY SENSOR - SEE ELEC
EXIT SIGN	MECHANICAL GRILLE	WAP - SEE ELEC
WALL MOUNT CAMERA	FIRE ALARM HORN W STROBE	

NOTE: MECH. ELECTRICAL COMPONENTS SHOWN FOR SPACING AND LOCATION ONLY. SEE CONSULTANTS DRAWINGS AS REQUIRED FOR MORE INFORMATION.

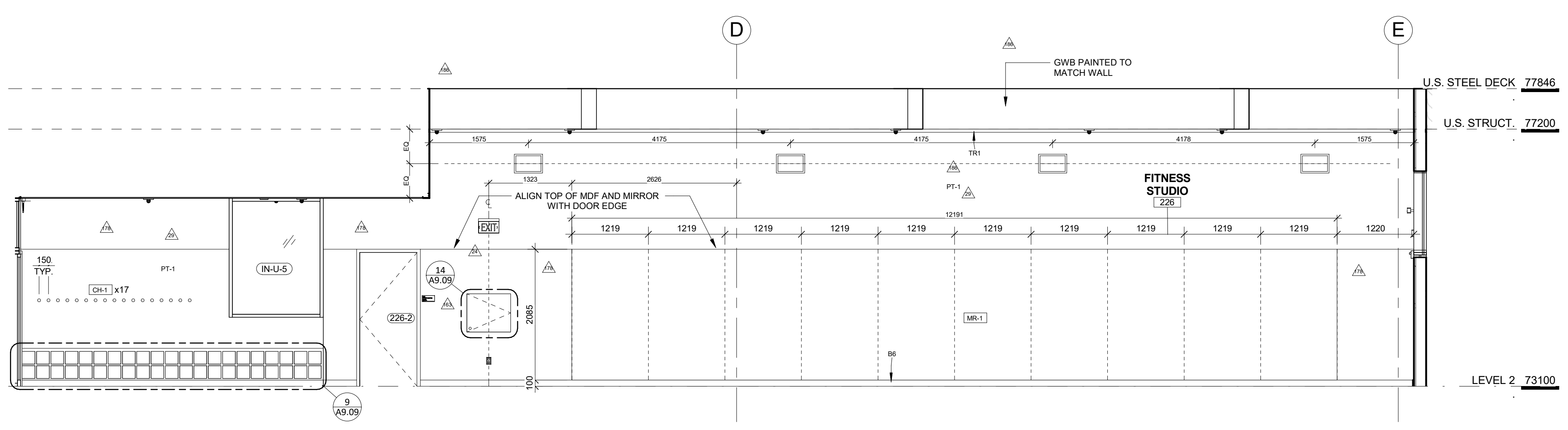
#	ISSUE DESCRIPTION	DATE
3	ISSUES FOR CONSTRUCTION	JULY 27 2019
24	SI 036 ELECTRICAL COORDINATION	OCT 3 2018
29	SI 043 PAINT FINISHES	NOV 8 2018
78	SI 105 - ELECTRICAL COORDINATION	MAR 14 2019
79	SI 106 - RFI 180 - DIFFUSERS	MAR 18 2019
113	SI 143 - RFI 242 - THERMOSTAT LOCATIONS	MAY 14 2019
128	COO 062 - SI 162 - MILLWORK REVISIONS	JUNE 7 2019
129	SI 163 - RFI 252 - STAIR D SHAFTWALL	JUNE 7 2019
139	SI 179 - BLIND RECONCILIATION	JULY 2 2019
141	SI 181 - SILENT STUDY OUTLETS	JULY 4 2019
160	COO 089 - CLC PROJECTORS	AUG 28 2019
162	ELECTRICAL DEVICE REVIEW	SEP 4 2019
163	SI 200 - SIGNAGE ELEVATIONS	SEP 4 2019
171	RFI 346 R1 - COMPUTER RM 204 RETURN GRILLES	OCT 15 2019
183	SI 229 R2 - PROJECTOR LOCATIONS	NOV 21 2019
186	SI 235 R1 - REPLACEMENT OF PLYWOOD BY GWB	OCT 30 2019



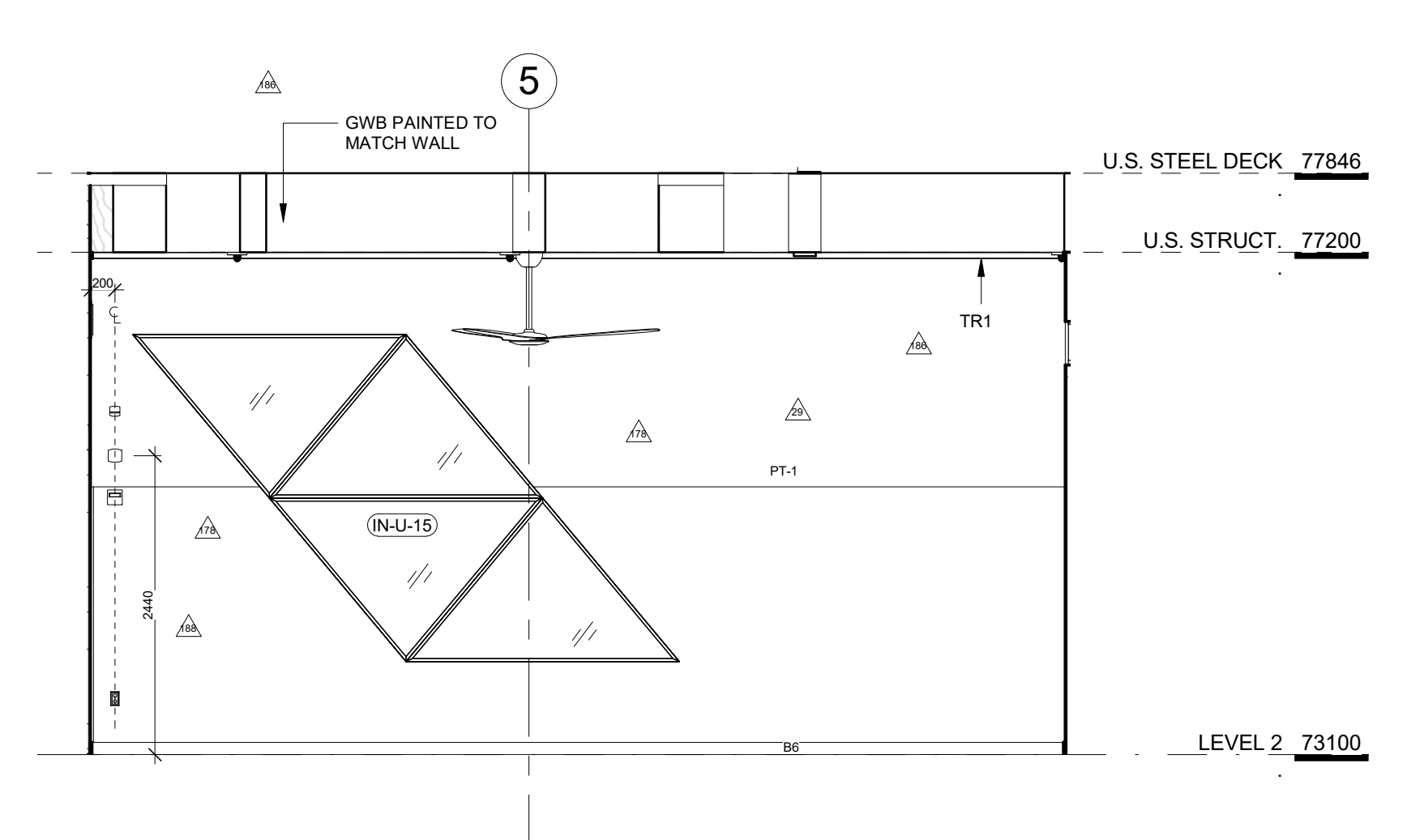
INTERIOR ELEVATION LEGEND

	DUPLEX OUTLET		ARCHITECTURAL FINISH		WALL MOUNTED SPEAKER
	DATA OUTLET		FINISH PLYWOOD OR EXPOSED GLUE LAM BEAM AS NOTED		WMD - SEE ELEC.
	LIGHT FIXTURE		FEATURE SIGNAGE PAINT		OCCUPANCY/VACANCY SENSOR - SEE ELEC.
	EXIT SIGN		MECHANICAL GRILLE		WAP - SEE ELEC.
	WALL MOUNT CAMERA		FIRE ALARM HORN W STROBE		

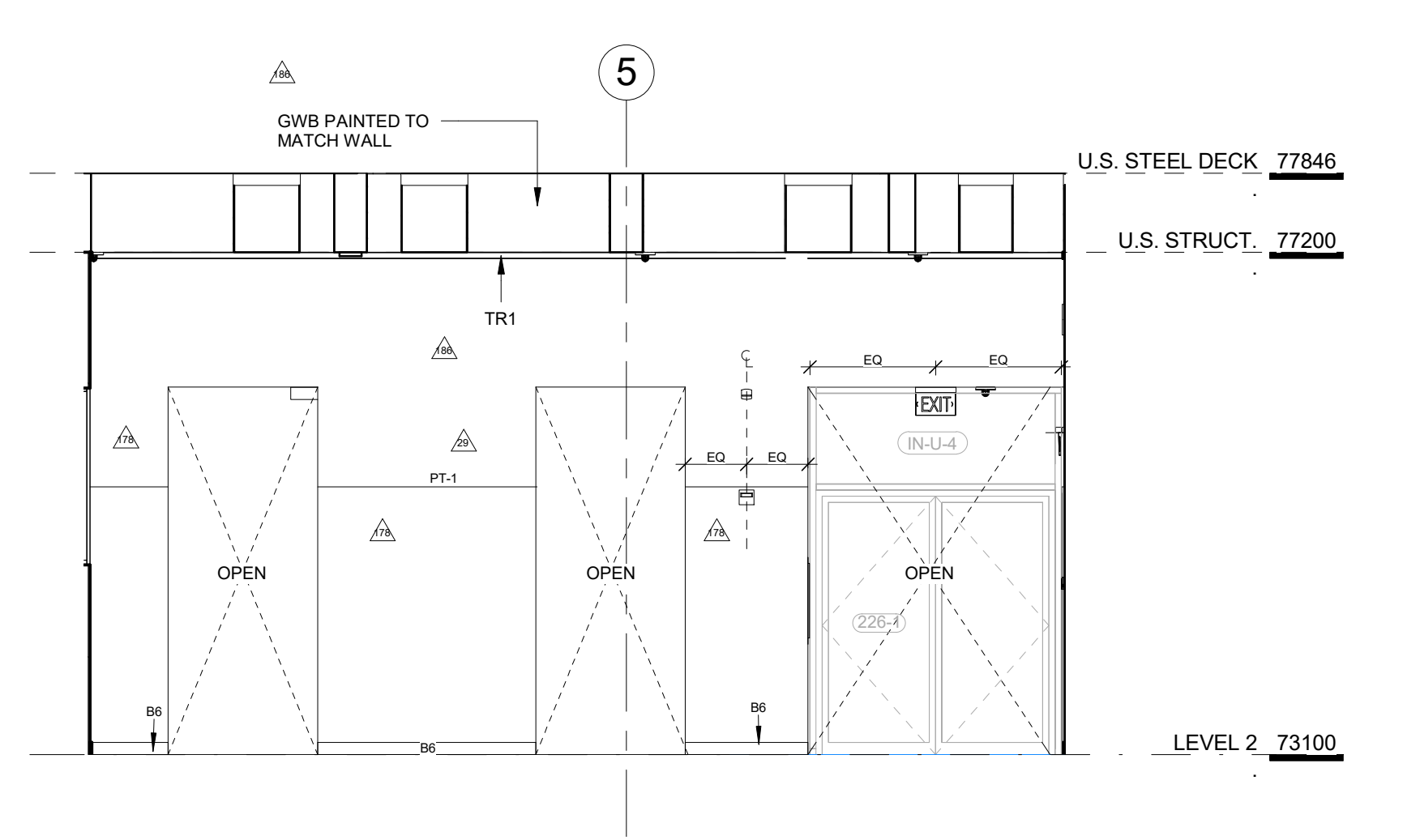
NOTE: MECH. ELECTRICAL COMPONENTS SHOWN FOR SPACING AND LOCATION ONLY. SEE CONSULTANTS DRAWINGS AS REQUIRED FOR MORE INFORMATION.



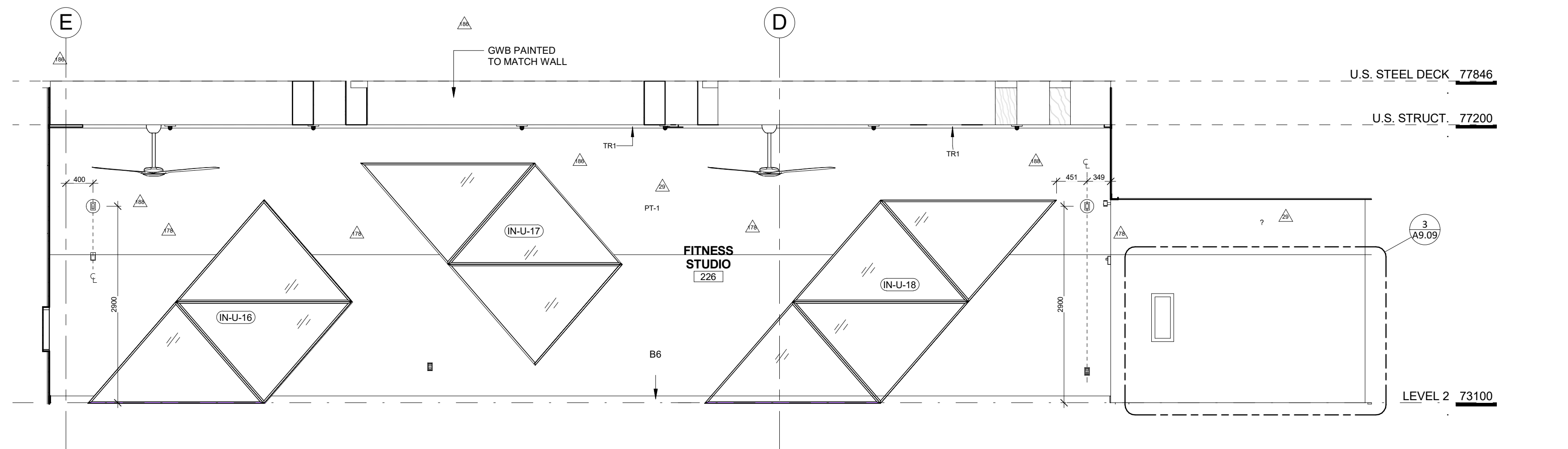
1 226 FITNESS - NORTH
1:50



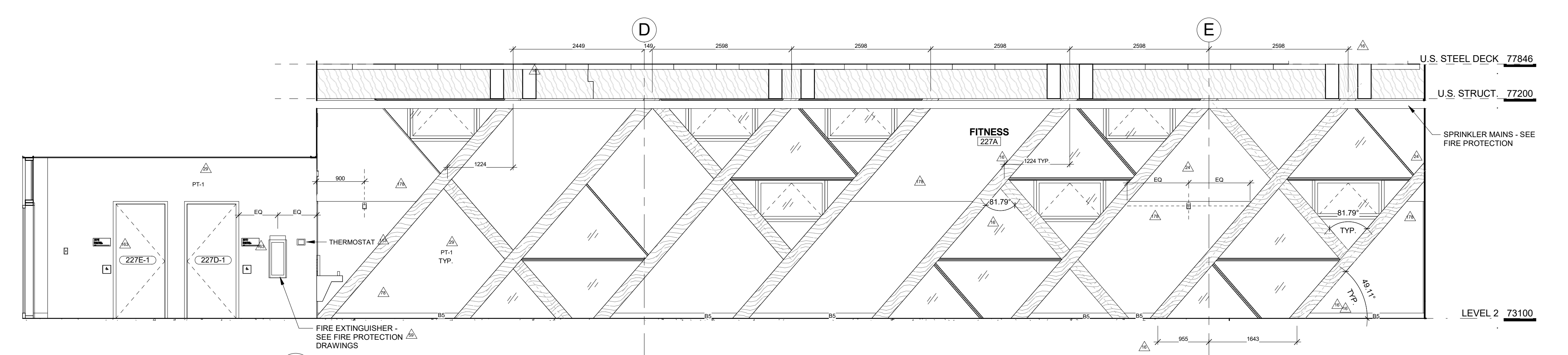
2 226 FITNESS - EAST
1:50



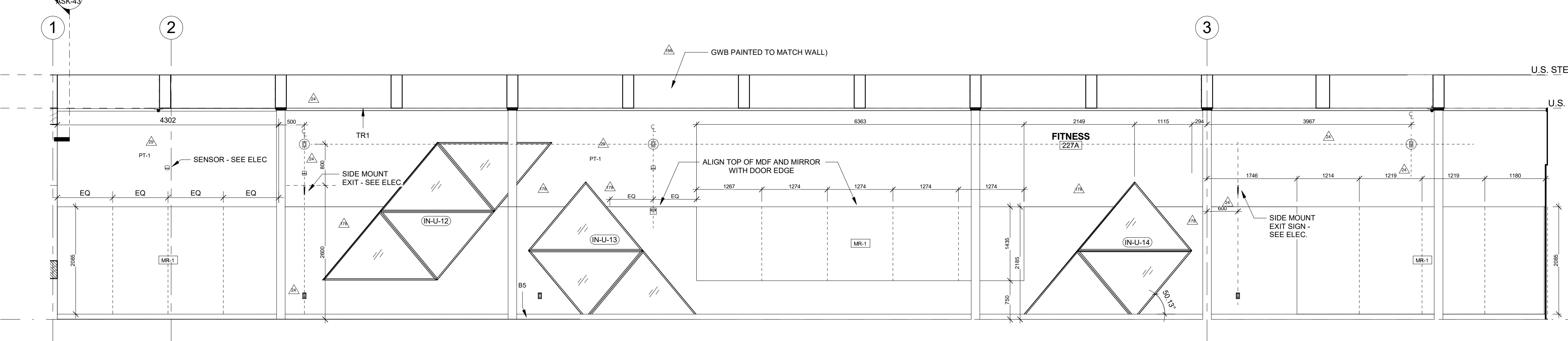
3 226 FITNESS - WEST
1:50



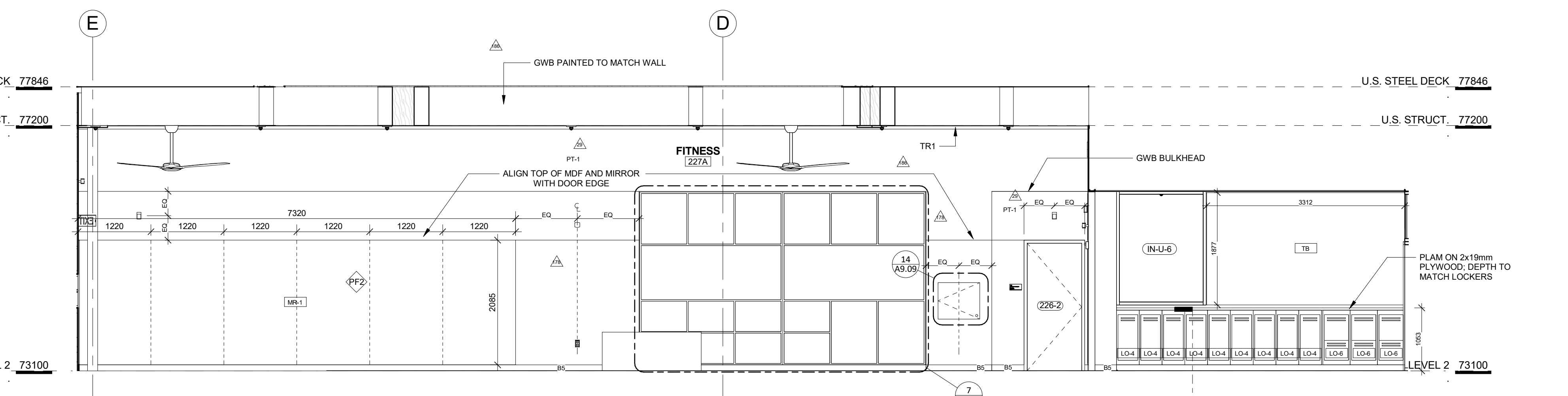
4 226 FITNESS - SOUTH
1:50



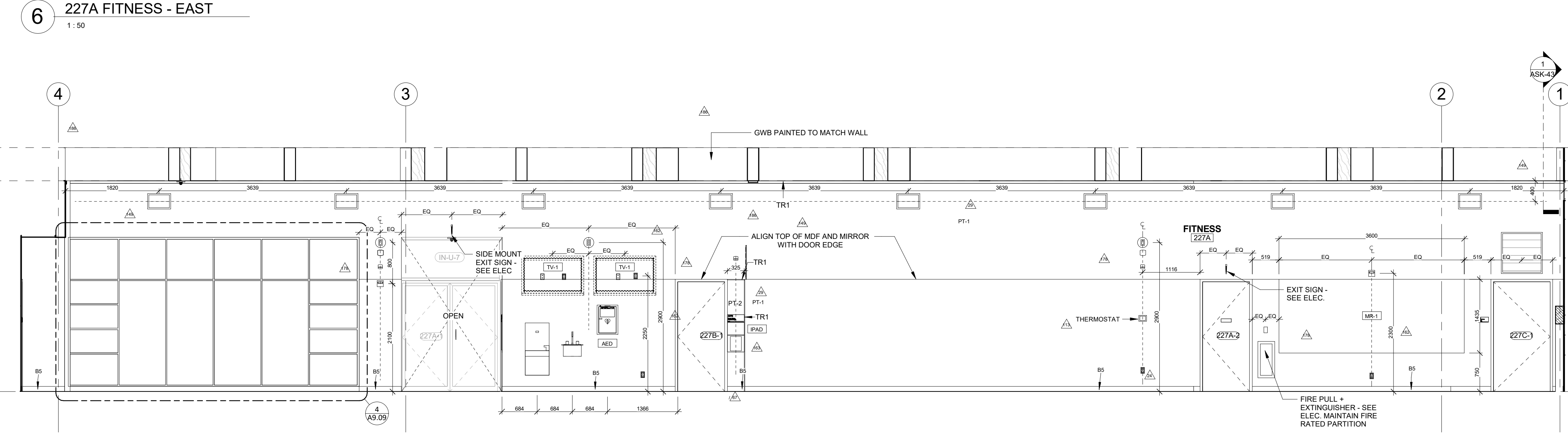
5 227A FITNESS - NORTH
1:50



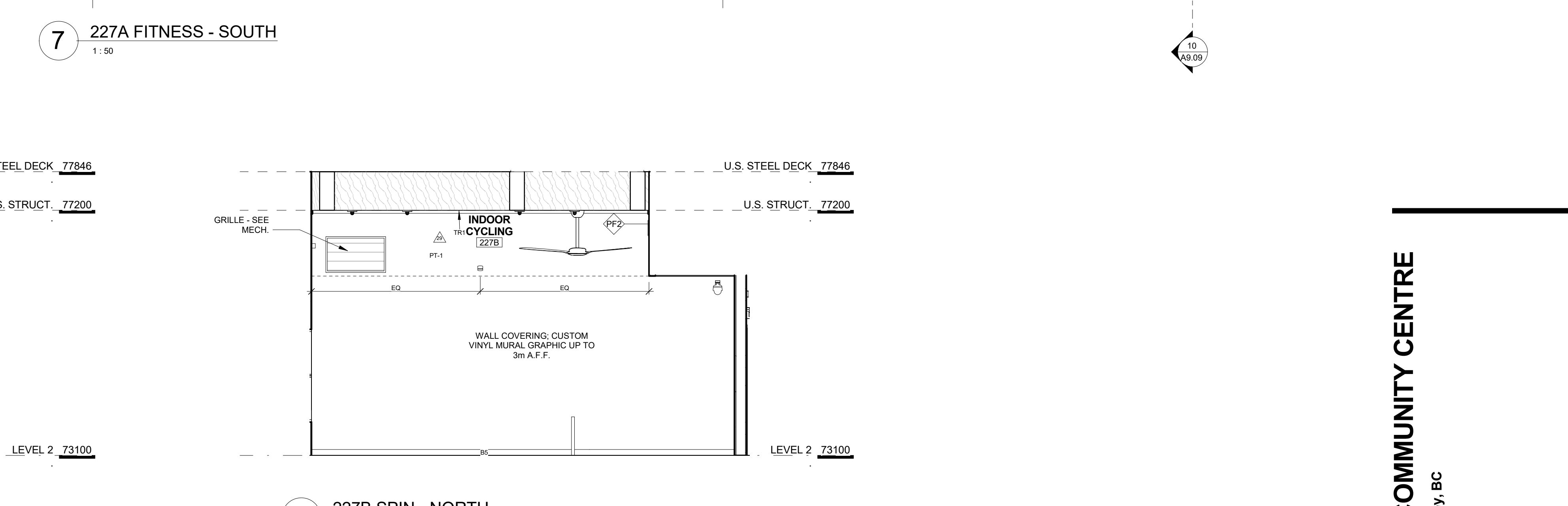
6 227A FITNESS - EAST
1:50



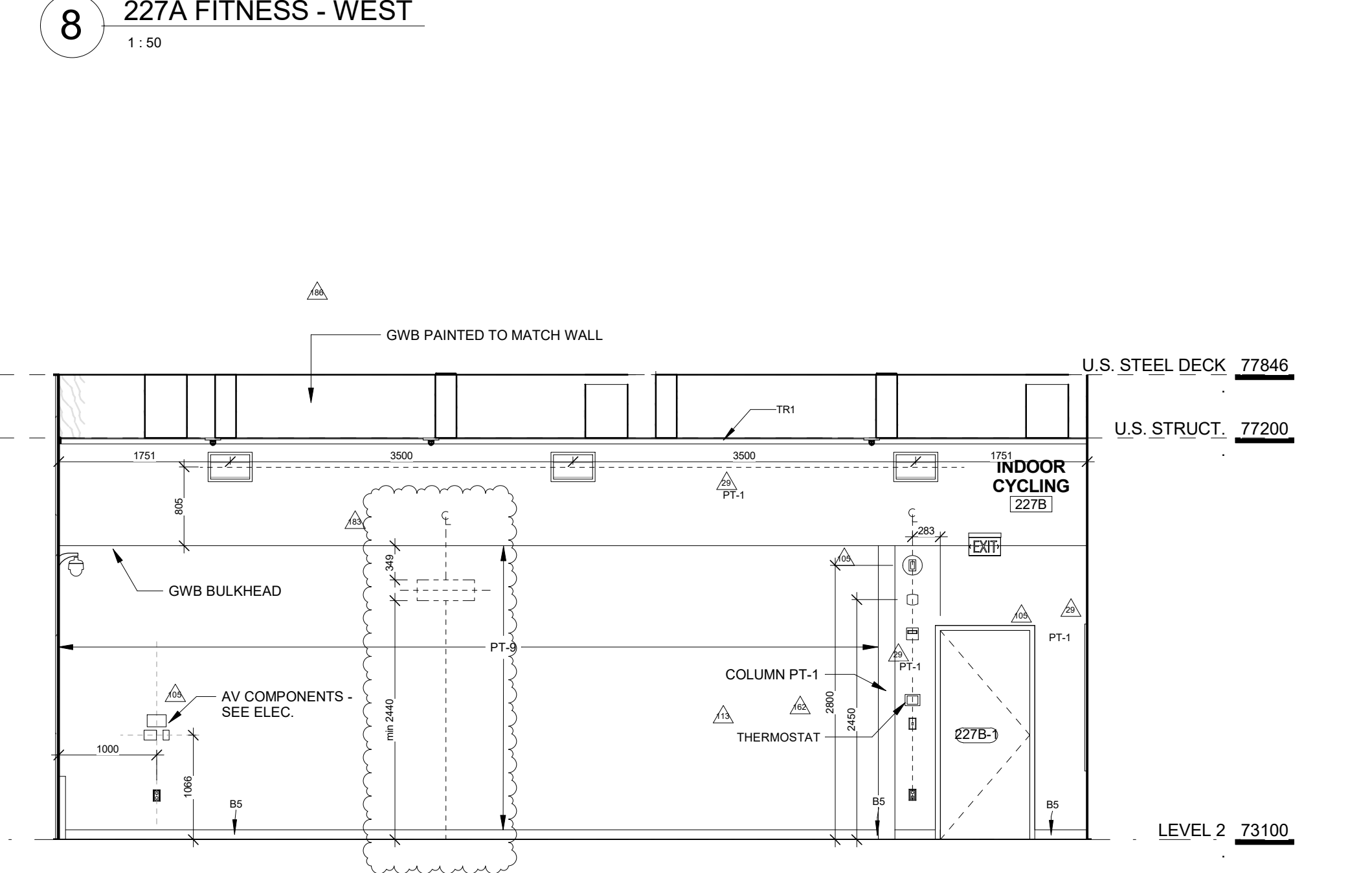
7 227A FITNESS - SOUTH
1:50



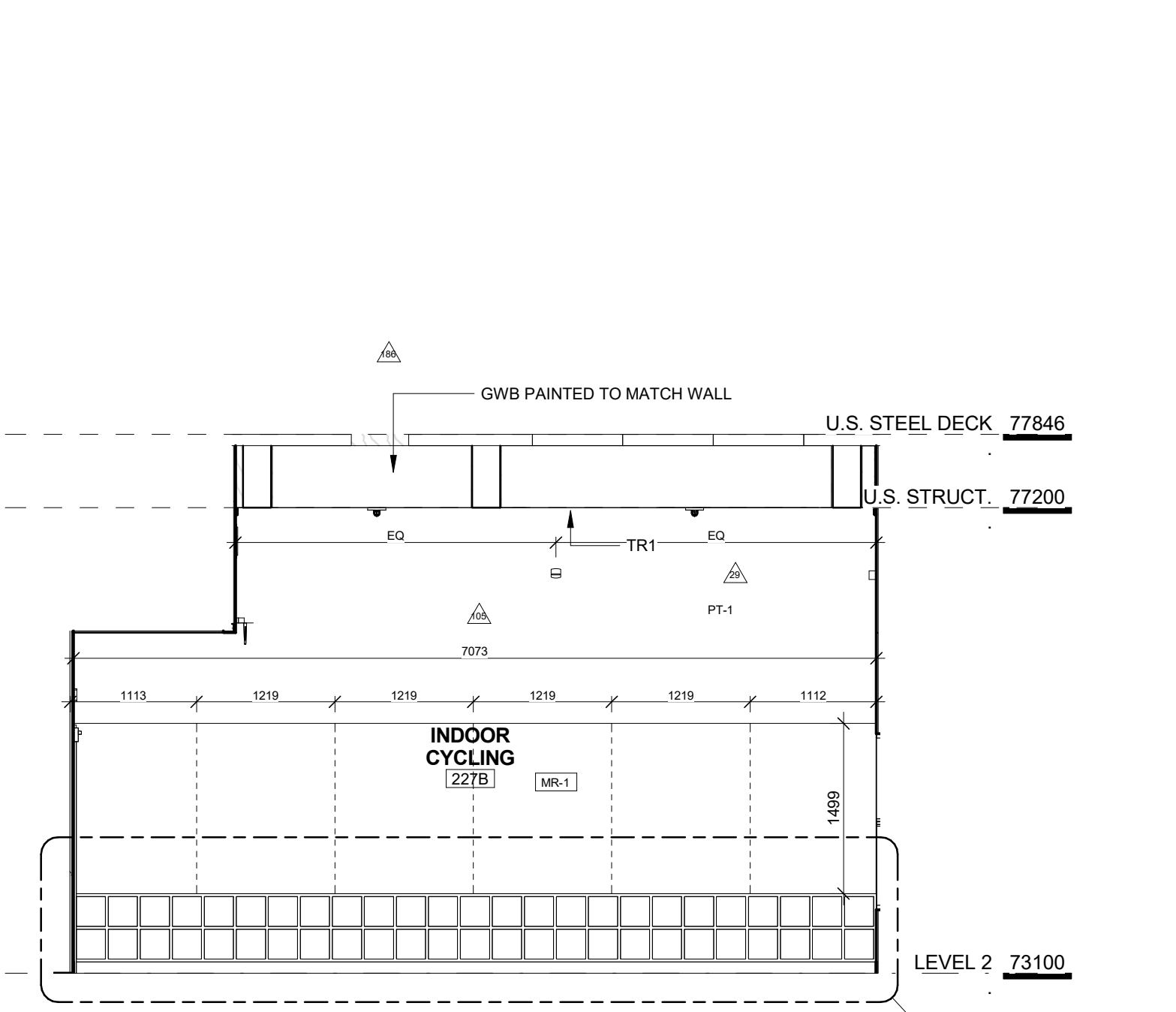
8 227A FITNESS - WEST
1:50



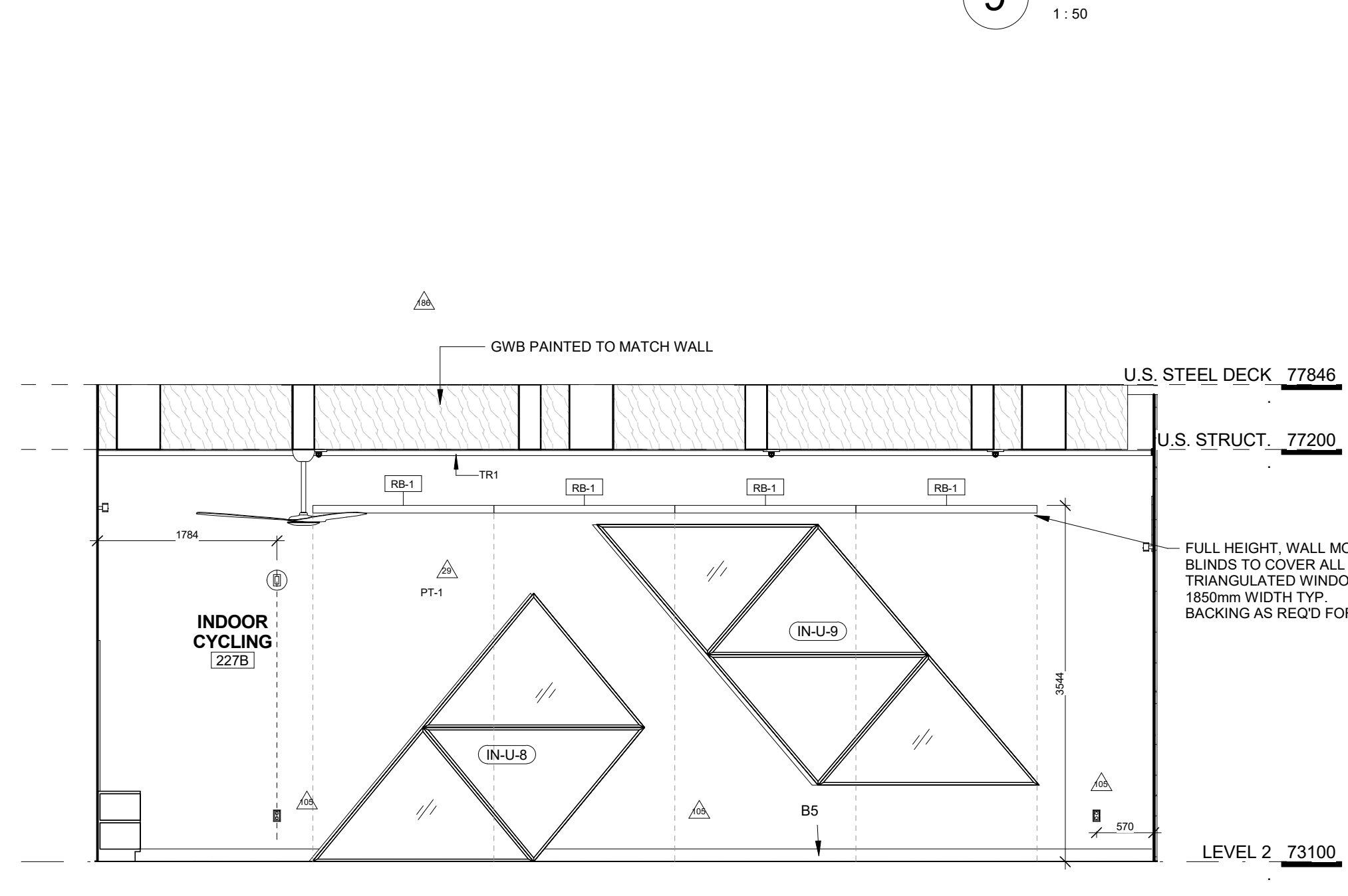
9 227B SPIN - NORTH
1:50



10 27B SPIN - EAST
1:50



11 227B SPIN - SOUTH
1:50



12 227B SPIN - WEST
1:50

INTERIOR ELEVATION LEGEND

	DUPLEX OUTLET		WALL MOUNTED SPEAKER
	DATA OUTLET		WMO - SEE ELEC.
	LIGHT FIXTURE		OCCUPANCY/VACANCY SENSOR - SEE ELEC.
	EXIT SIGN		WAP - SEE ELEC.
	WALL MOUNT CAMERA		FIRE ALARM HORN W STROBE
	ARCHITECTURAL FINISH CONCRETE		
	FINISH PLYWOOD OR EXPOSED GULLAM BEAM AS NOTED		
	FEATURE SIGNAGE PAINT		
	MECHANICAL GRILLE		
	FIRE ALARM HORN W STROBE		

NOTE: MECH. ELECTRICAL COMPONENTS SHOWN FOR SPACING AND LOCATION ONLY. SEE CONSULTANTS DRAWINGS AS REQUIRED FOR MORE INFORMATION.



SCHEDULE B - QUOTATION

RFQ Title: **Supply, Delivery, Installation and Commissioning of AV Equipment, Clayton Community Centre**

RFQ No: 1220-040-2020-022

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: City of Surrey, 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: Deliver	
Item #	Item Name	Total Amount	
	<p>The Contractor will 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 - AV Equipment Specifications and Schedule A-2 Drawings.</p> <p>Job Site Location: Clayton Community Centre, located at 7155 – 187A street, Surrey, B.C.</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>\$ _____</p> <p>\$ _____</p>	
CURRENCY: Canadian		Subtotal:	\$
		PST 7% (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)

Updated: December 12, 2019
RDO

**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.: 1220-040-2020-022

Project Title and Site Location: Supply, Delivery, Installation and Commissioning of AV Equipment, Clayton Community Centre

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, Procurement Services 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.

A common sense approach usually resolves the issue.

GENERAL RULES

1. For all secured worksites, contracted workers are required to sign in and sign out each day
2. (Access cards may be issued – a worker may need to provide an Identification document (i.e. Driver's License) in exchange).
3. Personal protective equipment, as determined by the City, through consultation with the Contractors Health and Safety Representatives must be worn when and where required. (Hard Hats, Safety Footwear, Safety

Vests and Safety Glasses must be worn on active construction sites. Hearing Protection must be worn when noise levels are above 85dBA.)

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

- e) All equipment must be turned off and the appropriate "lock-out" procedure followed, prior to repairs, cleaning, adjustment or lubrication.
 - f) Radio/Walkman/I-pod Head phones are not allowed to be worn during regular work operations.
 - g) All ladders must be of an approved type and length. Unacceptable ladders must be removed immediately from the premises.
 - h) All vehicles and equipment on City property must be kept in safe mechanical condition at all times, and be operated only by persons with a valid driver's license and/or proper training and qualifications.
 - i) Contractors will not operate any equipment, valves, switches, etc., which are part of the City's operation, unless specific permission is received from the Department Representative.
 - j)
17. **Ground Disturbance** –Every time you dig in the ground, with a shovel or mechanized equipment, you run the risk of loss of life or damage to property if you hit any of the many buried cables, conduits, gas or oil pipelines and/or other underground facilities that serve our city, **BC One Call Must be called and a ticket obtained prior to commencing any ground disturbance activities.**

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

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

Authorized Signature: _____

Name: _____

(Please Print)

Date: _____