



REQUEST FOR QUOTATIONS

Title: CHILLER PREVENTATIVE MAINTENANCE SERVICES

Reference No.: 1220-040-2019-105

FOR THE SUPPLY OF GOODS AND SERVICES

(General Services)
Issue Date: February 12th, 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.

This RFQ applies to and governs the preparation of Quotations in response to the RFQ.

2. ADDRESS FOR DELIVERY

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

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

(a) Email

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

PDF emailed Quotations are preferred, and the City will confirm receipt of emails. Note that the maximum file size the City can receive is 10Mb. If sending large email attachments, Contractors should phone [604-590-7274] to confirm receipt. A Contractor bears all risk that the City's computer equipment functions properly so that the City receives the Quotation.

(b) Hard Copy

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

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

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

3. DATE

The City would prefer to receive Quotations on or before March, 04, 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: 1220-040-2019-105

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. EQUIVALENTS, SUBSTITUTIONS, ALTERNATIVES

Unless otherwise expressly stated, if and wherever the specifications set out in Schedule A Specification of Goods to Attachment 1 – Agreement Goods and Services, use a brand name of a manufacturer, make, trade name, or catalogue designation in specifying an item, it does not restrict Contractors to the identified manufacturer, make, trade name, or catalogue designation. The usage of such identification is simply to indicate the character, quality and/or performance equivalence of the commodity identified.

Prior to the Date, a Contractor may request, pursuant to Section 4 the City to approve a commodity(ies) (each, an “Equivalency”) to be included in a Quotation in substitution for a commodity(ies), indicated in Schedule A Specification of Goods and Scope of Services to Attachment 1 – Agreement Goods and Services, on the basis that the substitution of the same or better character, quality and/or performance as the commodity(ies) indicated in Schedule A Specification of Goods and Scope of Services and to Attachment 1 – Agreement Goods and Services, such that that the proposed Equivalency will serve the purpose for which it is intended to be used equally as well. Applications for an Equivalency should be in writing delivered to the City Representative, accompanied by appropriate supporting information, data, specifications and documentation. The City may request any additional supporting information, data, specifications and documentation it considers necessary to make a decision with respect to the application. If the City decides in its sole discretion to accept an Equivalency, then the City will provide written confirmation of such acceptance to the Contractor, without notification to other Contractors (subject to the City’s discretion under Section 4). The City is not obligated to review or accept any application for an Equivalency. Without limiting the City’s discretion as set out in this Section 14, the City may specifically refuse to approve an application for an Equivalency with which there may be an associated increase to a Quotation Price or a delay to the supply and delivery of the Goods and Services.

The Contractor should clearly identify in its Quotation any Equivalencies approved by the City under this Section 14.

If the Contractor does not in its Quotation indicate any Equivalencies, the Contractor will be deemed to accept the commodity(ies) described in Schedule A Specification of Goods and Scope of Services to Attachment 1 – Agreement Goods and Services.

15. MULTIPLE PREFERRED CONTRACTORS

The City reserves the right and discretion to divide up the Goods and Services, either by scope, geographic area, or other basis as the City may decide, and to select one or more Contractors to perform a portion or portions of the Goods and Services as described in

Schedule A. If the City exercises its discretion to divide up the Goods and Services, the City will do so reasonably having regard for the RFQ and the basis of Quotations.

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

16. INFORMATION MEETING AND SITE VISITS

An information meeting will be hosted by the City Representative to discuss the City's requirements under this RFQ (the "**Information Meeting**"). While attendance is at the discretion of Contractors, Contractors who do not attend will be deemed to have attended the Information Meeting and to have received all of the information given at the Information Meeting.

At the time of issuance of this RFQ a meeting has been scheduled as follows:

Date: **February 25, 2020**

Time: **10:00 a.m. local time** (Please **arrive 10 minutes before** this scheduled time)

Location: **City of Surrey, Operations Centre**
6651 - 148 Street
Surrey, B.C., V3S 3C7

It is possible that some questions raised, and information provided during the Information Meeting may be the only source of critical information essential to prepare and submit a successful Quotation. Contractors are responsible to ensure they are fully informed and have a clear understanding of the requirements.

Contractors are to examine the site prior to submitting a Quotation to fully acquaint themselves with all existing conditions reasonably inferable from examination of the site and its surroundings and the RFQ and to make allowance for such conditions in the Quotation. By submitting a Quotation, a Contractor represents that it has examined the site fully as to all conditions, contingencies, risks and circumstances, local or otherwise, which might influence or affect the performance of the Work.

Note: No minutes of the information meeting and site tour will be provided

The Contractor is responsible for parking fees, if applicable.

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Attachment No. 1 - AGREEMENT – GOODS AND SERVICES

Reference RFQ Title: **CHILLER PREVENTATIVE MAINTENANCE SERVICES**

RFQ No.: 1220-040-2019-105

THIS AGREEMENT dated for reference this ____ day of _____, 2020.

BETWEEN:

CITY OF SURREY
13450 - 104 Avenue
Surrey, BC, Canada, V3T 1V8
(the "City")

AND:

(Insert Full Legal Name and Address of Contractor)

(the "Contractor")

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

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

1. DEFINITIONS AND INTERPRETATION

1.1 In these General Terms and Conditions:

- (a) "Agreement" means this agreement and all schedules attached hereto;
- (b) "Calendar Year" means the time period from January 1st to December 31st;
- (c) "City" means the City of Surrey;
- (d) "Contractor" means a contractor whose Quotation has been accepted by the City and who is providing the Goods and Services under this Agreement;
- (e) "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;
- (f) "Goods" means the equipment or materials (if any) as described generally in Schedule A, to Attachment 1, including anything and everything required to be done for the fulfilment and completion of this Agreement;
- (g) "Indemnities" has the meaning described in Section 11.2;
- (h) "RFQ" means the Request for Quotations;
- (i) "Services" means the services as described generally in Schedule A, to Attachment 1 including anything and everything required to be done for the fulfilment and completion of this Agreement;
- (j) "Term" has the meaning described in Section 3.1;
- (k) "Year of the Term" as used herein shall mean each twelve-month period commencing on (START DATE); and

(l) "Department Representative" means the Manager, Facilities, Maintenance and Operations, who shall represent all City Departments for the purposes of this Agreement, or, such other person who may subsequently be appointed in writing by the Department Representative, and notified to the Contractor.

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

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

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

Schedule A – Specifications of Goods & Scope of Services; and
Schedule B – Quotation.

2. GOODS AND SERVICES

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

2.2 The City may from time to time, by written notice to the Contractor, make changes in the specifications of Goods and scope of Services. The Fees will be increased or decreased by written agreement of the City and the Contractor according to the rates set out in Schedule B, to Attachment 1.

2.3 The Contractor will, if 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. TERM

- 3.1 The Contractor will provide the Goods and Services for the period commencing on **May 1, 2020** and terminating on **April 30, 2021** (the "Term").
- 3.2 The City may at any time prior to 30 days before the end of the Term, by written notice to the Contractor, extend the Term for a period of time not to exceed four (4) separate one (1) year extensions. If the City elects to extend the Term, the provisions of this Agreement will remain in force, including the Fees, except where amended in writing by the parties.

4. TIME

- 4.1 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.
- 5.3 The parties agree that all fees as set out in this Agreement will remain in force for a period of twelve (12) months and thereafter the fees will be subject to an increase during the term once per Year of the Term by a percentage which shall not be greater than the percentage increase in the Consumer Price Index (All items) for Vancouver, British Columbia as published by Statistics Canada ("CPI"), or any successor government agency for the Calendar Year immediately preceding the applicable January 1st of the current Calendar Year.

6. PAYMENT

- 6.1 Subject to any contrary provisions set out in Schedule B, to Attachment 1, the Contractor will submit a monthly invoice to the City requesting payment of the portion of the Fees relating to the Goods and Services provided in the previous month. Invoices should include the Contractor's name, address and telephone number, the City's purchase order number **xxxxxx**, 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:

- (a) enter into contracts, as it in its sole discretion sees fit, with other persons to complete the Goods and Services;
- (b) withhold payment of any amount owing to the Contractor under this Agreement for the performance of the Goods and Services;
- (c) 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
- (d) 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.

29. FUEL EMISSIONS DATA

29.1 As of January 1, 2013, the City requires contractors to report the quantity of fuel used to operate vehicles, equipment and machinery as part of the delivery of operating (non-capital) services defined as "Traditional Services" in the Carbon Neutral Workbook.v2 as part of the BC Climate Action Charter. Typical data to be submitted would include the following for each calendar year:

- Type of vehicle/vehicle class used to deliver the contracted services;
- Type of fuel consumed by each vehicle class; and
- Litres of fossil fuels consumed in relation to the service delivered under the contract.

29.2 Fuel consumption associated with the provision of these services must be provided to the City within thirty (30) days of the end of the calendar year or the termination of the contract, whichever is earlier. An excel-based Fuel Use Reporting template will be provided by the City. The most current version of the workbook is located on the Climate Action Toolkit website for your reference at <http://toolkit.bc.ca/carbon-neutral-government>

30. NON-ROAD DIESEL ENGINE EMISSION REGULATION

- 30.1 If you **own, operate, or hire** diesel powered equipment, Metro Vancouver's Non-Road Diesel Engine Emissions Regulation Bylaw No 1161, 2012 (the Bylaw) may impact your business. The Bylaw came into force on January 1, 2012 and requires owners or operators to register and label Tier 0 and Tier 1 non-road diesel engines that are 25 horsepower (19kW) or greater in order to operate within Metro Vancouver. Tier 0 engines must have **90 days** of registration purchased by **December 31, 2014** or the engine(s) will be **prohibited from ever operating** in Metro Vancouver. To be fully registered an owner/operator must:
- provide required information (machine/engine/company details),
 - pay fees, and
 - label machines with Metro Vancouver issued registration number.
- 30.2 Other important information:
- Non-road Tier 1 engines must be registered and pay fees to operate,
 - Failure to comply with the Bylaw may result in fines up to \$200,000, and
 - 80% of fees paid into the program can be recovered.
- 30.3 The City may, at its discretion, give preference to equipment that meets higher emission standards.
- 30.4 Contact Metro Vancouver staff at 604-451-6655, visit www.metrovancouver.org/nonroaddiesel or email nonroaddiesel@metrovancouver.org for more information about the Bylaw, the rebate program, and for assistance with the registration process.

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.

CITY OF SURREY

by its authorized signatory(ies):

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

<<LEGAL NAME OF CONTRACTOR>>

by its authorized signatory(ies):

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

SCHEDULE A

SPECIFICATIONS OF GOODS AND SCOPE OF SERVICES

1. Purpose

- 1.1 The City of Surrey (the "City") is seeking Quotations from experienced and qualified Contractors for the provision of everything required including all skilled labour, tools, materials, equipment for an all-inclusive **Chiller Preventative Maintenance Services** and any other requirements on all equipment listed in Schedule A-1 and scheduled visits for all equipment listed in Schedule A-2.

2. Applicable Specifications

- 2.1 The applicable specifications for this maintenance Agreement shall be the original manufacturer's equipment specifications including all maintenance requirements. All equipment covered under this Agreement shall be maintained to a level of performance equal to the published specifications for the equipment when originally purchased.

3. Inspections and Tests

- 3.1 The Contractor shall carry out and include costs for all inspections, tests and certificates as required by all applicable Codes and Regulations.

4. Audits and Tests

- 4.1 The Contractor shall maintain, on the premises, a log on each system or unit outlining the service schedule, repairs, replacements or adjustments performed on the equipment. Upon termination of the Agreement the original logs shall become the property of the City.

5. Third Party Inspections

- 5.1 The Contractor shall address the issue of third-party inspections (which includes mechanical engineering consulting firms) required in connection with the work by City departments, utilities, agencies, and other government bodies. The Contractor shall be responsible for coordinating and bearing all the costs associated with these inspections.

6. Preferred Qualifications

- 6.1 The Contractor shall be capable of performing all services required herein. The Contractor's technicians shall maintain a current Province of British Columbia trade qualifications ticket. The Contractor shall provide documentation of license and commercial experience for technicians and helpers.

7. Identification of Employees

- 7.1 Employee Identification: The Contractor is to provide at its expense, clearly readable photo identification badges/cards. Employees shall wear an identification badge with the employee's picture, name and company name on the face of the badge. The badge must be worn in plain sight, above the waist at all times while the employee is on City property. The Contractor's employees are required to provide proper identification when requested by City or security personnel. Any employee that does not comply with this requirement shall be required to leave the City facility.
- 7.2 The Contractor shall be responsible and ensure that all employees are in compliance with these requirements.
- 7.3 All clothing and name badge maintenance and replacements will be the sole responsibility of the Contractor.
- 7.4 The Contractor shall have a corporate policy in place regarding criminal record checks. The City reserves the right to audit the process.

8. Safety

- 8.1 The Contractor will develop and maintain a comprehensive safety program, including employee training, to provide a safe work environment in compliance with all relevant laws and regulations.

9. Spare Parts

- 9.1 The Contractor should carry sufficient spare parts to provide immediate service in the event of a minor breakdown and should have sufficient spare parts available to enable reasonable service on major breakdowns. Types of spare parts to be carried are those known to fail on a regular basis. All parts replaced on a unit shall, if requested, be returned to the Department Representative. Failure to return parts may result in rejection of the claim for payment.
- 9.2 Where an urgent requirement exists for a part(s) which the Contractor or its supplier(s) does not have in stock, the Contractor shall immediately air freight such part(s) to expedite the repair.
- 9.3 If such part(s) is part of the normal preventive maintenance schedule, the Contractor shall bear any extra costs incurred.

10. Warranty Period Against Faulty Spare Parts and Materials

- 10.1 Warranty period against genuine spare parts shall exist for manufacturer's period as stated by the respective manufacturer and shall commence from the day of completion of the work.

10.2 The Contractor from the day of completion of the work shall cover warranty period against spare parts and materials not covered by a manufacturer's warranty period against defects for the period entered in the Schedule of Prices. **This period shall not be less than 13 weeks.**

10.2 Where applicable, the Contractor shall replace genuine spare parts or the materials under the terms of warranty and shall not invoice the City for it.

11. Warranty Against Faulty Workmanship (Quality Control)

11.1 The Contractor shall guarantee all workmanship and all expenses for service and repairs for a period of one (1) year after work is completed. The Contractor shall make good at its own expense and to the satisfaction of the City all defects and damages which may result from faulty workmanship. The complete execution of the work shall be borne by the Contractor.

12. Warranty Period on Existing Equipment

12.1 For equipment on the following sites:

- (a) Guildford Aquatic Centre
- (b) Guildford Re
- (c) Grandview Aquatic Centre
- (d) Surrey Museum Addition
- (e) Clayton Community Centre

12.2 Some of the units included in this Agreement may be covered by the manufacturer's warranty against faulty workmanship and parts. The Contractor shall not work on any of the units, which would render this warranty null and void. If the Contractor carries out any work, which would normally be covered by the manufacturer's warranty, this work will be at no cost to the City.

12.3 The City shall advise the Contractor when individual units come out of their respective warranty period. For units no longer under warranty Section 12.2 will not apply.

12.4 The City shall direct the Contractor to purchase equipment or tools to be later retained by the City's Facilities Section.

13. Disruption of Normal Activity

13.1 The Contractor shall schedule and arrange work to cause the least interference with the normal occurrence of City business. In cases where some interference may be unavoidable, the Contractor shall be responsible to make every effort to minimize the impact of the interference, inconvenience, interrupted service, customer discomfort, etc.

13.2 When it is necessary to disrupt normal City business, the schedule or work and the areas to be affected must be approved by the Department Representative, prior to commencement of the work, or be rescheduled for after normal working hours.

13.3 Some Work may need to be scheduled outside of normal working hours, subject to prior approval of the Department Representative.

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SCHEDULE A-1 – TECHNICAL SPECIFICATIONS

1. ALL INCLUSIVE PREVENTIVE MAINTENANCE SERVICES AND REPAIRS

- 1.1 The Contractor will provide preventive maintenance that will include everything required to maintain the chiller units in good working order as well as regular maintenance. The Services to include all labour, supervision, materials, tools, equipment, repairs, parts and replacement of any failed components.
- 1.2 The equipment provided in this Schedule A-1 List (for Modular Chillers, IT Server Rooms AC units, HPs and associated equipment) is **ALL INCLUSIVE SERVICES** which covers:
 - a) the cost of all required repairs or replacement for all maintainable components; including but not limited to compressors, heat exchangers, motors and all associated parts on the equipment specified in this Schedule A-1;
 - b) Repair coverage includes all crane, installation costs and freight cost; and
 - c) Allows for repairs to be completed during normal business hours.
- 1.3 Monthly (12) scheduled inspections per Term (PER MODULE).
- 1.4 One (1) annual major inspection per Term.
- 1.5 Eleven (11) operating inspections per Term. Services to be provided Monday to Friday, 7:00 am to 5:00 pm.
- 1.6 Maintain a stock of common chiller parts available to the customer on 24-hour per day, 7-day per week basis. The cost of parts is not extra to the Agreement.
- 1.7 For 2020 annual services to be started in the month of May.
- 1.8 From 2021 onwards, the annual services to be started from April.
- 1.9 All emergency and non-emergency trouble calls should be included in the pricing Table 1 of Schedule B.
- 1.10 Emergency Callouts:
 - a) Available 24/7, 365 day of by calling a single service line;
 - b) Maximum of 1-hour response time from the Contractor by phone;
 - c) Maximum of 2-hour of response time from the technician to site during weekdays; and
 - d) Maximum of 3-hour response time from the technician to site during the weekends.

2. INSPECTION AND SERVICE TASK LIST

- 2.1 The Contractor to provide monthly scheduled visits (12) per year to perform preventive maintenance as per each chiller manufacture service recommendations along with the highlighted tasks below. If any errors or omissions on the task list, then the manufacturer service recommendation shall prevail.

- 2.2 Annual inspection to be completed in the month of April (May in 2020)
1. Starters (annually)
 - a) Check conditions of contactors and transformer;
 - b) Tighten all terminals and inspect with infrared detector for hotspots. Produce report with photos annually; and
 - c) Clean the starter and cabinet.
 2. Chiller Motors (annually)
 - a) Perform continuity check;
 - b) Perform grounded motor check;
 - c) Tighten motor terminals; and
 - d) Provide report on Meg motor on each leg.
 3. Compressor
 - a) Supply and install oil filters if applicable (annually);
 - b) Take oil samples from each compressor circuit and perform spectrographic wear metal analysis. Provide report (annually); and
 - c) Take note of any unusual bearing and/or rotor noise, perform vibration analysis annually. First testing should be done as soon as commencement of the Term Spring 2020.
 4. Unit Leak Test (monthly)
 - a) Leak test unit.
 - b) Repair leaks.
 - c) Notify owner of major leaks.
 5. Unit controllers
 - a) Check and tighten electrical connections (annually).
 - b) Check/adjust operation controls (annually).
 - c) Check low ambient controls (annually).
 - d) Check and adjust safety cut-out controls (monthly).
 - e) Check and adjust microprocessor (monthly).
 - f) Check current software version, compare to latest version and up-grade accordingly.
 - g) For modular chillers the Contractor is required to have MS/Corel software key. (No cost to the City for obtaining this software key)
- 2.3 Check and verify operation of heat trace (annually).
- 2.4 Verify and report flow rates for multiple stages of variable flow, through each module in both heating and cooling mode (monthly).
- 2.5 Monthly, twelve (12) verification of VME output & actuator operation (PER MODULE)
- 2.6 Monthly, twelve (12) crankcase heater inspection (PER MODULE)
- 2.7 Check safety limit cut out switches (monthly).

- 2.8 Filters for AC units for the IT server rooms shall be replaced four (4) times a year: February, May, August, and November. Clean the coils annually. Filters to be replaced upon commencement of the Term and coils cleaned.
- 2.9 Speed Drives (VFD's) (annually)
1. Check and tighten electrical connections.
 2. Blow out drive with nitrogen, not compressed air.
 3. Check voltages and amperages.
 4. Check programming settings.
- 2.10 Filters for the humidifiers for IT server room AC units to be replaced twice per year in May and November.
- 2.11 Steam generating humidification inspection (monthly).
- 2.12 Hot water/steam reheat inspection (monthly).
- 2.13 Contractor to provide operator training/overview annually for up to three (3) City technicians:
1. 8 hours on-site operator training.
 2. 8 hours classroom training.
- 2.14 The units are: All Modular Chillers, Heat Recovery Chiller in Guildford Aquatic Centre and Grandview Aquatic Center, South Surrey Pool, RCMP IT Server Room AC Units:

No.	Location	Equipment
1	Surrey City Hall	Water cooled DX. CRAC
2	Surrey City Hall	Water cooled DX. CRAC
3	Surrey City Hall	Water cooled DX. CRAC
4	Surrey City Hall	Water cooled DX. CRAC
5	Surrey City Hall	Water cooled DX. CRAC
6	Surrey City Hall	Water cooled DX. CRAC
7	Surrey City Hall	Humidifier
8	Surrey City Hall	Humidifier
9	Surrey City Hall	Humidifier
10	Surrey City Hall	Chilled Water Fan Coil
11	Surrey City Hall	Chilled Water Fan Coil
12	Surrey City Hall	Chilled Water Fan Coil
13	Surrey City Hall	HP seven (7) units
14	RCMP HQ IT Server Room AC Units	Lieberts two (2) units
15	Guildford Aquatic Center	Heat Recovery Chillers two (2) units
16	Clayton Community Centre	Aermec Chillers two (2) units
17	Grandview Aquatic Center	Heat Recovery Chillers two (2) units
18	Cloverdale Rec Center	Modular Chiller
19	Surrey Animal Shelter	Modular Chiller
20	Surrey Animal Shelter	Daikin VRFIII
21	Surrey Art Centre	BCU six (6) units
22	Surrey Art Centre	Humidifiers five (5) units
23	Surrey Art Centre	Lieberts two (2) units
24	Surrey Museum	Humidifiers four (4) units
25	Surrey Museum	Aermec Air Cooled Chiller
26	South Surrey Indoor Pool	Chiller

SCHEDULE A-2 - INSPECTIONS

1. SEVEN (7) SCHEDULED VISITS PER YEAR

- 1.1 Services to be provided Monday to Friday, 7:00 am to 5:00 pm.
- 1.2 Contractor to maintain a stock of common chiller parts available for the City's equipment on 24-hour per day, 7-day per week basis. The holding or stocking cost of parts is included in the Agreement.
- 1.3 Emergency Callouts:
 - a) Available 24/7, 365 day of by calling a single service line;
 - b) Maximum of 1-hour response time from the Contractor by phone;
 - c) Maximum of 2-hour of response time from the technician to site during the weekdays;
 - d) Maximum of 3-hour response time from the technician to site during the weekends; and
 - e) Contractor to provide operator training/overview annually for up to five (5) City technicians as follows:
 - i. 8 hours on-site operator training
 - ii. 8 hours classroom training

2. INSPECTION AND SERVICE TASK LIST

- 2.1 Contract to provide seven (7) scheduled visits per year to perform preventive maintenance as per each chiller manufacture service recommendations along with the tasks below. If there are any errors or omission on the tasks listed below then the manufacturer service recommendations shall prevail.
 - a) For 2020 annual services to be started in the month of May – November.
 - b) From 2021 onwards, the annual services to be started from April – October.
- 2.2 Annual Start-up Inspection to be completed in the Month of April (May in 2020)
 - 1. Magnetic Starters
 - a) Check conditions of contacts and transformer
 - b) Tighten all terminals and inspect with infrared detector for hotspots. Produce a report with photos annually.
 - 2. Chiller Motors
 - a) Perform continuity check
 - b) Perform grounded motor check
 - c) Tighten motor terminals
 - d) Meg motor on each leg
 - 3. Compressor
 - a) Supply and install oil filters annually.
 - b) Take oil samples from each compressor circuit and perform spectrographic wear metal analysis. Provide report annually.

- c.) Take note of any unusual bearing and/or rotor noise, perform vibration analysis annually. First testing should be done as soon as commencement of the Term Spring 2020.
 - 4. Unit Leak Test
 - a) Leak test unit
 - b) Repair minor leaks
 - c) Notify owner of major leaks, with recommendation and quotation for repairs.
 - 5. Condenser tube inspection
 - a) Check flow switch operation
 - b) Mechanically brush condenser tubes. First cleaning should take a place as soon as commencement of the Term Spring 2020.
 - c) Eddy current test to be performed every year. First testing should be done as soon as commencement of the Term Spring 2020.
 - 6. Unit controls
 - a) Check and tighten electrical connections
 - b) Check/adjust operation controls
 - c) Check low ambient controls
 - d) Check and adjust safety cut-out controls
 - e) Check and adjust microprocessor as required
 - 7. Evaporator
 - a) Inspect and clean every five (5) years. First cleaning should take a place as soon as commencement of the Term Spring 2020. Provide report.
 - b) Eddy current test every five (5) years. First testing should be done as soon as commencement of the Term Spring 2020. Provide report.
 - c) Clean evaporator coils in air cooled chillers annually.
- 2.3 Shut-down inspection to be completed in the month of October (November in 2020)
- 1. End on the condenser side to be removed and system drained
 - 2. Advise what is considered to be the overall condition of the chiller
 - 3. Check and verify heat traces
- 2.4 Monthly inspection visit should be performed as per manufacturer recommendation and is not limited to the following tasks:
- 1. Check level of refrigerant and adjust if necessary
 - 2. Check level of oil and adjust if necessary
 - 3. Supply and install oil filters as necessary
 - 4. Check and record all temperature differentials and fluid temperatures
 - 5. Check voltage and amperages on each phase
 - 6. Inspect the following and adjust if necessary:
 - a) Low ambient controls
 - b) Evaporator low pressure control
 - c) Condenser high pressure control
 - d) Check function of microprocessor (potentiometer adjustment etc.)
 - e) Accuracy of remote temperature and pressure sensors

7. Log all items shown above on monthly inspections sheets
8. Review operating log and look for abnormalities.
9. Report to the City any deficiencies noted and make recommendations as to any further service necessary.

3. COOLING TOWER INSPECTION AND SERVICE TASK LIST

- 3.1 Contractor to provide seven (7) inspections of the cooling tower per year
- 3.2 Annual Cooling Tower Shut-down Inspection to be completed in the Month of October (November in 2020 only)
 1. Drain and flush the tower and prepare for winter
 2. Check belts and sheaves for alignment
 3. Check condition of all bearings
- 3.3 Make a detailed visual inspection of the tower including the sump
- 3.4 Start- Up Inspection
 1. Power wash cooling tower
 2. Calibrate controls and dampers
 3. Lubricate bearings, check motors
 4. Visually inspect for damage, corrosion and debris
 5. Fill tower
 6. Verify operation
- 3.3 Mid-Season Inspection
 1. Detailed visual inspection noting spray distribution, sump and basin cleanliness, belt condition, vibration and leaks
 2. Check and adjust belt conditions
 3. Check operation of float valve and adjust if necessary
 4. Check motor amperage and report abnormal condition
 5. Lubricate all bearings
 6. following:
 - a) Fill condition
 - b) Condition and alignment of eliminators
 - c) Outside casing for leaks and corrosion
 - d) Access door, gaskets and fasteners
 - e) Condition of fan wheels
 7. Report on condition of items shown above

3.4 Chiller listed with the above task list:

No.	Location	Equipment
1	Crown Council (Civic St)	Water cooled chiller
2	Crown Council (Civic St)	Cooling tower
3	RCMP West Main	Water cooled chiller
4	RCMP West Main	Cooling tower
5	RCMP West Wing	Air cooled chiller
6	RCMP HQ	Water cooled chiller
7	RCMP HQ	Cooling tower
8	RCMP HQ (Annex)	Air cooled chiller
9	Semiahmoo RCMP/Library	Air cooled chiller
10	Surrey Museum	Air cooled chiller
11	Fleetwood Civic Center	Water cooled chiller
12	Fleetwood Civic Center	Cooling tower
13	Guildford Rec Center	Cooling tower
14	Surrey Sports & Leisure	(2) Water Cooled Chiller

4. Repairs

- 4.1 The Contractor shall document and discuss with the City's Facilities Section more extensive repairs and if requested by the City provide a written quote to complete the repair. More extensive repairs are to be scheduled to coincide with a regular preventive maintenance visit where possible. The City is not obligated to accept the Contractor's quote to complete more extensive repairs and may solicit other quotations from other contractors to complete the more extensive repairs.
- 4.2 The Contractor may be requested to submit a firm quotation covering all labour, overhead and obvious materials, which are to be fully listed, including project completion in number of days. The Contractor shall respond to requests for estimates for non-emergency work within two (2) days and provide written estimates within five (5) days. It shall be the Contractor's responsibility to ensure they have all information to prepare accurate estimates.
- 4.3 Whenever there is a likelihood of repairs exceeding 50% of the cost of replacement, or when parts are no longer available or very difficult to obtain, the item or items are to be classified as beyond economic repair, "BER". The final determination however will be made by the Department Representative.
- 4.4 Non-emergency work shall only be performed with the City's written authorization. Actual work shall not exceed the Contractor's estimate without prior written authorization by the Department Representative.

- END OF PAGE -

SCHEDULE A-3 - INVENTORY LIST

No.	Site Name	Asset Type	Manufacturer	Serial #	Model #	Install Year	Refrig Type	Tons	Service/ year
1	City Centre Library	AC Chiller	York	2MWM008856	YLA0156HE58X	2011		150	7
2	RCMP HQ	WC Chiller	Trane	U10D07184	RTWD180G2B03A1A	2011	R134a	180	7
3	RCMP HQ	Cooling Tower	BAC	88800444	VXT-185C	1988			7
4	RCMP HQ Annex	AC Chiller	Trane	U10C14368	CGAM080A2C02AXD2	2010	R-410A	80	7
5	RCMP HQ, IT Server RM	CRAC	Liebert	C10H8EE002	VS077DUB0E1825S	2010	R-407C	30	12
6	RCMP HQ, IT Server RM	CRAC	Liebert	TBA 4065985	VS077DUB0E1825S	2010	R-407C	30	12
7	Guildford Recreation Centre	AC Chiller	Trane	U18H01474	RTAE150GUAF3AA1FP4X1A5A00DB1X0	2018			7
8	Guildford Recreation Centre	WC Chiller	Trane	U13J07538	RTWD120G2C02A1B1	2013	R134a	120	12
9	Guildford Recreation Centre	WC Chiller	Trane	U13J07537	RTWD120G2C02A1B1	2013	R134a	120	12
10	Guildford Recreation Centre	Cooling Tower	Marley	MW-10082193-A1	MWH80B	2013			12
11	Grandview Heights Aquatic Centre	WC Chiller	Trane	U14B08417	RTHDUC1HXX0U	2016	R134a	220	12
12	Grandview Heights Aquatic Centre	WC Chiller	Trane	U14B08418	RTHDUC1HXX0U	2016	R134a	220	12
13	Grandview Heights Aquatic Centre	Cooling Tower	Marley	HF-10089541-A1	HF107RABBNGGBF	2014			12
14	Surrey Museum - Cloverdale	AC Chiller	Trane	U05B08763	RTAA0805XQ01A3D0BF	2004	R-22	80	7
15	Surrey Museum - Cloverdale	AC Chiller/ HP	Aermec		NRL0700***A*1800	2019	R-410A	39.7	12
	Surrey Museum - Cloverdale	4 Humidifiers	Nortec						12
16	Semiahmoo Library/RCMP	AC Chiller	York	REMM005729	YCAL0030EB17XCAXTXLTXRL	2003	R-407C	30	7
17	Surrey Animal Care	Mod Chiller	Multistack	AB06007	MS030XN4C1R0AA-R410	2013	R-410A	30	12
18	RCMP West Wing	AC Chiller	Trane	U05K03940	RTAA0905XR01A0D1GBP	2005	R-22	90	7
19	RCMP West Main	Cooling Tower	Evapco	G293105	AT1976				7
21	RCMP West Main	WC Chiller	Trane	U16F05487	RTWD130G2F02A1A1AA2A1A1Y1E0A4B00	2016	R-134A	130	7
20	Crown Counsel	Cooling Tower	BAC	U106871801	VT0-075-K/X	2010			7
22	Crown Counsel	WC Chiller	Carrier	510Q18141	30HXC106	2010	R-134A	30	7
23	South Surrey Pool	Mod Chiller	Multistack	AD 04 020	MS030XCIA2H22AAC-R410A	2013	R-410A	30	12
24	South Surrey Pool	Mod Chiller	Multistack	AD 04 019	MS030XCIA2H22AAC-R410A	2013	R-410A	30	12
25	Newton Library	AC Chiller	Aermec	1401008745280000	NRL0800	2014	R-410A	55	7
26	Surrey Arts Centre	CRAC	Liebert	TBA 4067792	VS077DUB0E1825S			30	12
27	Surrey Arts Centre	7 AHUs and 1 FC w/ CU	AAON		H3				12
28	Surrey Arts Centre	6 Humidifier	Nortec		EL DUCT 020/550-600/3				12
29	Cloverdale Recreation Centre	Mod Chiller	Multistack	AD 02-139	ARP030AN13C2RSOAAA5N-R407C	2010	R-407C	30x8	12
30	Surrey City Hall / Civic Centre	Heat Pump	WaterFurnace	121100356 - 121100362	NXW540R5PE3NNSSC	2014	R-410A	45x7	12
31	Surrey City Hall / Civic Centre	Humidifier	Data Aire	2013-0573-E - 2013-0578-E	DAGD-2635	2013	R-410A	26x4 31x2	12
32	Surrey City Hall / Civic Centre	Heat Pump	McQuay	AUBU123801187	WLVW1180BYSYLYF02YYA	2012	R-410A	15	12
33	Surrey City Hall / Civic Centre	CRAC	Liebert	0914C20036	DCDL308-Y		R-407C	15	12
34	Surrey City Hall / Civic Centre	CRAC	CANATAL	12-0208/CO1/01A - 12-0208/CO1/04A	6CU02YEBTAX	2014	Chilled Water		12
35	Fleetwood Community Centre	WC Chiller	Trane	U10D07242	RTWD180	2010	R134a	180	7
36	Fleetwood Community Centre	Cooling Tower	BAC	U123465401-01	VTL-126-NH/X	2010			7
37	Surrey Works Yard	WC Chiller	Trane	U14E09288	RTWD150	2014	R134a	150	7
38	Surrey Works Yard	Cooling Tower	BAC	U147447701-01	VFL-072-310/DX	2014			7
39	Surrey Sports Complex	WC Chiller	Trane	U11C09918	RTWD090	2011	R134a	90	12
40	Surrey Sports Complex	WC Chiller	Trane	U11C09919	RTWD090	2011	R134a	90	12
41	Clayton Rec Centre	AC Chiller/ HP	Aermec			2020	R-410A		12



SCHEDULE B - QUOTATION

RFQ Title: **CHILLER PREVENTATIVE MAINTENANCE SERVICES**

RFQ No: 1220-040-2019-105

CONTRACTOR

Legal Name: _____

Contact Person and Title: _____

Business Address: _____

Business Telephone: _____

Business Fax: _____

Business E-Mail Address: _____

CITY OF SURREY

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

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

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

1. If this Quotation is accepted by the City, a contract will be created as described in:
 - (a) the Agreement;
 - (b) the RFQ; and
 - (c) other terms, if any, that are agreed to by the parties in writing.

2. Capitalized terms used and not defined in this Quotation will have the meanings given to them in the Agreement and RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the Agreement and RFQ will remain in full force and effect.

3. I/We have reviewed the RFQ Attachment 1 – Draft Agreement. If requested by the City, I/we would be prepared to enter into that Agreement, amended by the following departures (list, if any):

Section

Requested Departure(s) / Alternative(s)

4. The City requires that the successful Contractor have the following in place **before providing the Goods and Services**:

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

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

Requested Departure(s) / Alternative(s)

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

SECTION B-1

Changes and Additions to Specifications:

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

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

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

SECTION B-2

Fees and Payments

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

F.O.B. Destination Freight Prepaid	Payment Terms: A cash discount of ____% will be allowed if invoices are paid within ____ days, or the ____ day of the month following, or net 30 days, on a best effort basis.	Ship Via:
--	--	------------------

TABLE 1 – MONTHLY SCHEDULED ALL-INCLUSIVE PREVENTIVE MAINTENANCE AND REPAIRS

The Contractor will provide all labour, supervision, materials, tools, equipment and equipment for the provision of chiller maintenance services as specified in this RFQ. Refer to Schedule A-3 – Inventory List for equipment marked as “12” in column Service/year.

NO.	LOCATION	EQUIPMENT	MONTHLY RATE	ANNUAL FEE
1	Surrey City Hall	Water cooled DX. CRAC Humidifier Chilled Water Fan Coil HP Seven (7) Units	\$	\$
2	RCMP HQ IT Server Room AC Units	Lieberts two (2) units	\$	\$
3	Guildford Recreation Center	Heat Recovery Chillers. Two (2) Units	\$	\$
4	Grandview Heights Aquatic Center	Heat Recovery Chillers Two (2) Units	\$	\$
5	Cloverdale Rec. Center	Modular Chiller	\$	\$
6	Surrey Animal Shelter	Modular Chiller	\$	\$
7	Surrey Museum - Cloverdale	AC Chiller Humidifiers		
8	South Surrey Pool	Modular Chiller		
9	Surrey Arts Centre	Liebert Humidifiers		
TOTAL				\$

TABLE 2 – SEVEN (7) SCHEDULED VISITS PER YEAR

The Contractor will provide all labour, supervision, materials, tools, equipment and equipment for the provision of chiller maintenance services as specified in this RFQ. Refer to Schedule A-3 – Inventory List for equipment marked as “7” in column Service/year.

NO.	LOCATION	EQUIPMENT	NO OF HOURS	MONTHLY RATE	ANNUAL COST
1	Crown Counsel (Civic St)	Water Cooled Chiller Cooling Tower			
2	RCMP HQ	Water Cooled Chiller Cooling Tower Air Cooled Chiller			
3	Semiahmoo Library/RCMP	Air cooled chiller			
4	Surrey Museum - Cloverdale	Air Cooled Chiller			
5	RCMP West Main	Water Cooled Chiller Cooling Tower			
6	Guildford Recreation Centre	Air Cooled Chiller			
7	City Centre Library	Air Cooled Chiller			
8	RCMP West Wing	Air Cooled Chiller			
9	Newtown Library	Air Cooled Chiller			

TABLE 3 – LABOUR RATES

9. Contractors should complete the following tables setting out the all-inclusive hourly labour rates including overhead and profit for approved extras/credits for all applicable categories of labour (use the spaces provided and/or attach additional pages, if necessary):

1. Regular Business Hours – Monday to Friday, 7:00am to 6:00pm:

Technicians (list below)	Hourly Rate
1.	\$
2.	\$
3.	\$

2. After hours, Weekends & Holidays:

Technicians (list below)	Hourly Rate
1.	\$
2.	\$
3.	\$

SECTION B-3

Time Schedule:

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

MILESTONE DATES _____

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

SAMPLE

SECTION B-4

Key Personnel & Sub-Contractors:

11. 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: _____

12. 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:

13. 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):

14. 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):

15. Contractor should describe their sustainability initiatives relating to the environmental impacts. The environmental attributes (green) of their Goods and Services. Anticipated objectives (e.g. carbon neutral by 2015). Information pertaining to their environmental policies, programs and practices. Confirm that the Contractor complies with any applicable objective (use the spaces provided and/or attach additional pages, if necessary):
-
-

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

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

Applicable as follows Not applicable to this project

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

17. 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 _____, 2020.

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)