



REQUEST FOR APPLICATIONS FOR STANDING OFFER AGREEMENTS

Title: Supply of Tents and Staging for the
Surrey International Children's Festival

Reference No.: 1220-060-2019-007

(General Services)

Issue Date: **March 6, 2019**

REQUEST FOR APPLICATIONS FOR STANDING OFFER AGREEMENTS

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REQUEST FOR APPLICATIONS FOR STANDING OFFER AGREEMENT (RFA-SOA)

1. INTRODUCTION

The City of Surrey (the “City”) invites applicants to submit an application on the form attached as Schedule B (the “Application”) for the supply of the goods (if any) and services described in Schedule A (the “Goods and Services”). The description of the Goods and Services sets out the minimum requirements of the City. A person that submits an Application (the “Applicant”) should prepare an Application that meets the minimum requirements, and may as it may choose, in addition, also include goods, services or terms that exceed the minimum requirements.

2. NATURE OF A STANDING OFFER AGREEMENT

It is understood and agreed by the Applicant that should an Application be selected by the City, it will result in a standing offer agreement (“Standing Offer”) only and the Goods and Services will be ordered by the City solely on an “as and when required” basis. The aggregate value of the Goods and Services which may be ordered is conditional upon the needs of the City. No compensation will be accrued, owed or paid to any Applicant in the event that the Goods and Services are not ordered. If a Standing Offer is executed by the City, at the sole option of the City, the City may place an order (the “Order”) for Goods and Services specified in the Order and the Applicant agrees to provide those Goods and Services. The parties agree that the City may not place any orders for Goods and Services with the Applicant for the duration of the term of the Standing Offer. The parties agree that the City may purchase identical or similar Goods and Services from any other source.

3. ADDRESS FOR DELIVERY

The Application should be labelled with the Applicant’s name, RFA-SOA title and number. An Application should be submitted in the form attached to this RFA-SOA as Schedule B.

The Applicant may submit an Application either by email or in a hard copy, as follows:

(a) Email

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

PDF emailed Applications 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, Applicants should phone to confirm receipt. An Applicant bears all risk that the City’s equipment functions properly so that the City receives the Application.

(b) Hard Copy

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

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

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

In case of any conflict between the original Application and the copies, then the original Application will be deemed to be the correct copy.

In an Applicant submits both a hard and an electronic copy of its Application, then the City may refer only to the electronic copy for the purpose of evaluation, except if for any reason, the electronic copy is in whole or in part unreadable, then the hard copy will be deemed to be the correct copy.

4. DATE

The City would prefer to receive Applications on or before March 21, 2019. The City's office hours are 8:30 a.m. to 4:00 p.m., Monday to Friday, except statutory holidays.

5. INQUIRIES

All inquiries related to this RFA-SOA should be directed in writing to the person named below (the "City Representative"). Information obtained from any person or source other than the City Representative may not be relied upon.

Name: Richard D. Oppelt, Purchasing Manager
E-mail: purchasing@surrey.ca

Reference: 1220-060-2019-007

6. ADDENDA

If the City determines that an amendment is required to this RFA-SOA, the City 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 part of this RFA-SOA. It is the responsibility of Applicants to check the BC Bid Website and the City Website for addenda. The only way this RFA-SOA 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 RFA-SOA or may be relied upon by any Applicant. By delivery of an Application, Applicant is deemed to have received, accepted and understood the entire RFA-SOA including, any and all addenda.

7. FORM OF APPLICATION

- (a) An Application should be labelled with the Applicant's name, RFA-SOA title and number.
- (b) To facilitate the evaluation of Applications, an Application should be submitted in the form attached to this RFA-SOA as Schedule B – Application, including with respect

to section numbering. All parts, pages, figures, and tables set out in the Application should be numbered and labelled clearly.

- (c) An Applicant should include in its Application a full response to each question or request for information set out in the RFA-SOA, having regard to the form set out in Schedule B – Application.
- (d) The description of the Goods and Services as described in Schedule A – Specifications of Goods and Scope of Services to Attachment 1 – Agreement – Goods and Services sets out the minimum requirements of the City. Without limiting the generality of the foregoing, an Applicant should prepare an Application that meets the minimum requirements, and may as it may choose, in addition, also include goods and services, or terms that exceed the minimum requirements.

8. APPLICATION PRICE

The prices set out in the Applicant's Application will, applied in accordance with the terms as set out in Attachment 1 – Agreement – Goods and Services, represent the entire cost to the City for the complete performance of the supply and delivery of the Goods and Services, exclusive only of GST. The aggregate of such prices (collectively, the "Application Price") will be the Applicant's total price for the complete performance of the supply and delivery of the Goods and Services. The Application Price will be deemed to include:

- (a) all costs for labour, equipment and materials included in or required for the completion of the supply and delivery of the Goods and performance of the Services, including all items which, while not specifically listed, are included in the supply and delivery of the Goods and performance of the Services specifically or by necessary inference from the terms as set out in Attachment 1 – Agreement – Goods and Services;
- (b) all overhead costs, including head office and on-site overhead costs, and all amounts for the Applicant's profit; and
- (c) all costs required for compliance with all laws applicable to the performance of the supply and delivery of the Goods and Services and the performance of the warranty obligations as described in Attachment 1 – Agreement – Goods and Services.

Without limiting the generality of the foregoing, the Application Price will be deemed to include all parts for body and chassis which are necessary in order to provide a complete unit, ready for operation, which conforms in strength, quality of workmanship, and materials to that which is usually provided by the trade in general.

9. SIGNATURE

The legal name of the person or firm submitting the Application should be inserted in the Application. The Application should be signed by a person authorized to sign on behalf of the Applicant as follows:

- (a) If the Applicant is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Application 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 Application on behalf of the corporation is submitted;
- (b) If the Applicant 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 Applicant is an individual, including a sole proprietorship, the name of the individual should be included.

10. APPLICANT'S REPRESENTATIONS

By submitting an Application, an Applicant represents that it has the expertise, qualifications, resources, and relevant experience to supply and deliver the Goods and Services and to perform the warranty obligations as described in the Attachment 1 – Agreement – Goods and Services.

Any entity submitting an Application represents, warrants and guarantees that it is either an authorized dealer of the manufacturer proposed and that the manufacturer has agreed to supply the entity with the Goods in fulfillment of the obligations of the Applicant as set out in Attachment 1 – Agreement – Goods and Services, or that it is itself a manufacturer of the Goods.

11. EQUIVALENTS, SUBSTITUTIONS, ALTERNATIVES

Unless otherwise expressly stated, if and wherever the specifications set out in Schedule A – Specifications of Goods and Scope of Services 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 Applicants 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 closing Date set out in Section 4, an Applicant may request, pursuant to Section 5 the City to approve a commodity(ies) (each, an “Equivalency”) to be included in an Application in substitution for a commodity(ies), indicated in Schedule A – Specifications 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 – Specifications of Goods and Scope of Services 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 Applicant, without notification to other Applicants (subject to the City's discretion under

Section 5). 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 11, the City may specifically refuse to approve an application for an Equivalency with which there may be an associated increase to an Application Price or a delay to the supply and delivery of the Goods and Services.

The Applicant should clearly identify in its Application any Equivalencies approved by the City under this Section 11.

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

12. EVALUATION TEAM

The evaluation of Applications to identify a preferred Applicant (the "Preferred Applicant" or "Preferred Applicants") will be carried out by a team of one or more persons appointed by the City (the "Evaluation Team"). The Evaluation Team may be assisted by other persons as the Evaluation Team may determine it requires, including technical, financial, legal and other advisors or employees of the City.

13. EVALUATION CRITERIA

The Evaluation Team will compare and evaluate the Applications to identify the Application(s) which the Evaluation Team judges to be the most advantageous to the City by applying the following evaluation criteria:

- (a) Technical;
- (b) Experience, Reputation and Resources; and
- (c) Financial

It is anticipated that the Application that is evaluated to have the highest weighting will be selected as the Preferred Applicant, but the City reserves the right for the Evaluation Team to decline to recommend any Applicant which the Evaluation Team, acting reasonably and fairly, determines would, if selected, result in greater overall cost or material risk to the City as compared to another Applicant, considering any relevant factors, including an Applicant's financial resources, safety record, claims and litigation history, work history and environmental record.

14. EVALUATION PROCESS

To assist in evaluation of Applications, the Evaluation Team may, in its sole and absolute discretion, but is not required to:

- (a) conduct reference checks and background investigations of the Applicant, and any subcontractors proposed in the Application, with internal and/or external sources, and consider and rely on any relevant information received from the references and from any background investigations in the evaluation of Applications;

- (b) seek clarification or additional information from any, some, or all Applicants with respect to their Applications, and consider and rely on such supplementary information in the evaluation of Applications;
- (c) request interviews/presentations with any, some, or all Applications to clarify any questions or considerations based on the information included in Applications, and consider and rely on any supplementary information received from interviews/presentations in the evaluation of Applications; and
- (d) seek confirmation that the inclusion of any personal information about an individual in an Application has been consented to by that individual.

The Evaluation Team is not obligated to complete a detailed evaluation of all Applications and may, after completing a preliminary review of all Applications, identify and drop from any detailed evaluation any Applicant which, when compared to the other Applicants, the Evaluation Team judges, in its sole discretion, to not be in contention to be selected as the Preferred Applicant. The City expressly reserves the right to reject any design optimizations proposed by an Applicant, or any substitutions proposed by an Applicant that have not been approved by the City pursuant to Section 11.

15. RESERVATION OF RIGHTS

Notwithstanding any other provision in this RFA-SOA:

- (a) The City need not necessarily consider the Application with the lowest Application Price, or any Application, and the City reserves the right to reject any and all Applications at any time, or cancel the RFA-SOA process, without further explanation, and to accept any Application the City considers to be in any way advantageous to it.
- (b) The City's acceptance of any Application is contingent on having sufficient funding for the purchase and achieving a mutually acceptable contract for the supply and delivery of the Goods and Services.
- (c) Each Applicant, by submitting an Application, irrevocably:
 - (i) agrees that it will not bring any claim, demand, action, cause of action, suit or proceeding, whether arising in contract, tort (including negligence) or otherwise (a "Claim") against the City or any of its employees, directors, officers, advisors or representatives, or any one of them, for any costs, damages or other compensation in excess of an amount equivalent to the actual and reasonable costs directly and demonstrably incurred by the Applicant in preparing its Application for any matter relating directly or indirectly to this RFA-SOA (including in the event that the City rejects or disqualifies or for any other reason fails to accept an Application, accepts a non-compliant Application or otherwise breaches, or fundamentally breaches, the terms of this RFA-SOA or any duties arising from this RFA-SOA); and
 - (ii) waives any Claim against the City and its employees, directors, officers, advisors or representatives for any compensation of whatsoever nature or

kind, including for loss of anticipated profits, loss of opportunity, indirect, incidental or consequential damages or losses if no contract between the Applicant and the City is entered into for the supply and delivery of the Goods for any reason whatsoever, including in the event that the City rejects or disqualifies or for any other reason fails to accept an Application, accepts a non-compliant Application or otherwise breaches, or fundamentally breaches, the terms of this RFA-SOA or any duties arising from this RFA-SOA.

- (d) If the City considers that all Applications are priced too high, it may reject them all.

16. SELECTION AND NEGOTIATION

The Evaluation Team will recommend to the City the Application that it determines is most advantageous in accordance with this RFA-SOA. The City may accept or reject the Evaluation Team's recommendation.

The City may negotiate changes to any terms of an Application, including terms in Attachment 1 – Agreement – Goods and Services and Schedules A and B and including prices.

If the City selects a Preferred Applicant, then such Preferred Applicant will use good faith commercial efforts to negotiate and enter into a contract with the City. During negotiations the City may:

- (a) negotiate any aspect of a Preferred Applicant's Application, including reductions in the prices as set out in the Preferred Applicant's Application;
- (b) negotiate the incorporation of the Preferred Applicant's suggested amendments to the Agreement as may be included in its Application; and
- (c) negotiate terms and conditions different than those contained in the RFA-SOA and other documents referred to in the RFA-SOA, the Application or both, and
- (d) if at any time the City reasonably forms the opinion that a mutually acceptable contract is not likely to be reached within a reasonable time, give the Preferred Applicant written notice to terminate discussions, in which event the City may then either open discussions with another Applicant or terminate this RFA-SOA in whole or in part and obtain the supply and delivery of the Goods in some other manner, or not at all.

The City has no duty or obligation to advise any other Applicants or to allow them to modify their Applications, and the City will have no liability to any Applicant as a result of such negotiations or modifications.

The City may, at its sole discretion, require the Preferred Applicant to attend and participate in a pre-award meeting prior to award, the purpose of which will be to confirm project details and expectations of the City.

17. NO CONTRACT

This RFA-SOA is simply an invitation for Applications (including prices and terms) for the convenience of all parties. It is not a tender and no obligations of any kind will arise from this RFA-SOA or the submission of Applications. The City may negotiate changes to any terms of an Application, including terms in the Schedule A and B of the RFA-SOA including prices, and may negotiate with one or more Applicants or may at any time invite or permit the submission of Applications (including prices and terms) from other parties who have not submitted an Application.

18. LIMITATION OF CITY LIABILITY

Notwithstanding anything to the contrary contained in the RFA-SOA or any other document, material or communication made available to Applicants by the City or its representatives in connection with this RFA-SOA, the City accepts no responsibility or liability for the accuracy or completeness of this RFA-SOA (including any schedules or appendices to it) or any recorded or oral information communicated or made available for inspection by the City (including through the City Representative or any other individual) and no representation or warranty, either express or implied, is made or given by the City with respect to the reliability, accuracy, completeness or relevance of any of those things. The sole risk, responsibility and liability connected with reliance by any Applicant or any other person on this RFA-SOA or any such information as is described in this paragraph is solely that of each Contractor.

19. APPLICANT'S EXPENSES

Applicants are solely responsible for their own expenses in preparing and submitting an Application, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from the RFA-SOA. The City will not be liable to any Applicant for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Applicant in preparing and submitting an Application, or participating in negotiations, or other activities relating to or arising out of this RFA-SOA.

20. CONFLICT OF INTEREST

An Applicant must disclose in its Application 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.

21. SOLICITATION OF COUNCIL MEMBERS, CITY STAFF AND CITY CONTRACTORS

Applicants and their agents will not contact any member of the City Council, City staff or City contractors with respect to this RFA-SOA, other than the contact person named in Section 3 of this RFA-SOA, at any time prior to the award of a Standing Offer or the cancellation of this RFA-SOA.

22. CONFIDENTIALITY

All Applications become the property of the City and will not be returned to the Applicant. All Applications will be held in confidence by the City unless otherwise required by law. Applicants 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.

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ATTACHMENT 1 – STANDING OFFER AGREEMENT – GOODS AND SERVICES

AGREEMENT No.: 1220-060-2019-007

BETWEEN:

CITY OF SURREY

13450 - 104 Avenue
Surrey, BC V3T 1V8, Canada

(the “City”)

AND:

 *Insert Full Legal Name of Applicant*

(the “Contractor”)

WHEREAS the City wishes to engage the Contractor to provide Goods and Services in connection with

Supply of Tents and Staging for the Surrey International Children’s Festival

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 Applicant agree as follows:

1. DEFINITIONS AND INTERPRETATION

1.1 In these General Terms and Conditions:

- (a) “Agreement” has the meaning set out in Section 1.2;
- (b) “Application” means the application for a Standing Offer attached as Schedule B;
- (c) “City” means the City of Surrey;
- (d) “Contractor” means a person whose Application has been accepted by the City and who may provide the Services under this Agreement;
- (e) “Fees” has the meaning set out in Section 5;
- (f) “Goods” means any portion of the equipment or materials (if any) as described generally in Schedule A that the City requests that the Contractor provide;
- (g) “Order” means a written order executed by the City for specified Goods or Services;
- (h) “RFA-SOA means the Request for Applications for Standing Offer Agreements;
- (i) “Services” means any portion of the services as described generally in Schedule A that the City requests that the Contractor provide, including anything and everything required to be done for the fulfilment and completion of the services in accordance with this Agreement; and
- (j) “Standing Offer” means a standing offer agreement between the City and the Applicant, the nature of which is discussed in Section 2.1.

- 1.2 This Agreement consists of all of the documents listed below and 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) Order;
 - (b) this Agreement;
 - (c) the specifications of Goods and scope of Services set out in Schedule A of the Request;
 - (d) the Application;
 - (e) the Request; and
 - (f) other terms, if any, that are agreed to by the parties in writing.

2. NATURE OF AGREEMENT

- 2.1. It is understood and agreed by the Applicant that should an Application be selected by the City, it will result in a standing offer agreement ("Standing Offer") only and the Goods and Services will be ordered by the City solely on an "as and when required" basis. The aggregate value of the Goods and Services which may be ordered is conditional upon the needs of the City. No compensation will be accrued, owed or paid to any Applicant in the event that the Goods and Services are not ordered. If a Standing Offer is executed by the City, at the sole option of the City, the City may place an order (the "Order") for Goods and Services specified in the Order and the Applicant agrees to provide those Goods and Services. The parties agree that the City may not place any orders for Goods and Services with the Applicant for the duration of the term of the Standing Offer. The parties agree that the City may purchase identical or similar Goods and Services from any other source.

3. GOODS AND SERVICES

- 3.1 The Contractor covenants and agrees that it will, if ordered by the City, perform the Services in accordance with this Agreement. The Goods and Services provided will meet the specifications set out in the Order, Schedule A and Schedule A-1 of the Request and as described in the Application.
- 3.2 The City may from time to time, by written notice to the Contractor, make changes in the 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 the Application.
- 3.3 The Contractor will, if required in writing by the City, provide additional goods and services as may be listed in the Application. The terms of this Agreement will apply to any additional goods or services, and the fees for additional services will generally correspond to the fees as described in the Application. The Contractor will not provide any additional services in excess of the Goods and Services ordered in writing by the City.
- 3.4 The Contractor will provide the Goods and perform the Services with that degree of care, skill and diligence normally provided by a qualified and experienced practitioner providing Goods and 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.

- 3.5 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.

4. TIME

- 4.1 The Contractor acknowledges that time is of the essence with respect to the provision of the Services and accordingly the Contractor will provide the Goods and Services within the performance or completion dates or time periods as agreed to in writing by the City and the Contractor. The Contractor agrees to provide the Goods and Services in accordance with the time schedule indicated in the Order. If at any time the Contractor discovers that the time schedule cannot be met it will immediately advise the City in writing and propose a revised time schedule for approval by the City representative.

5. FEES

- 5.1 As payment for the performance of the Contractor's obligations under this Agreement, the City will pay to the Contractor, the sum of the prices set out in Schedule B – Application Extracts (the "Purchase Price"), inclusive of GST & PST. Payment by the City of the Purchase Price will be full payment for the Goods and the Contractor will not be entitled to receive any additional payment from the City.
- 5.2 The Purchase Price will be the entire compensation owing to the Contractor for the complete performance of the Contractor's obligations under this Agreement and this compensation will cover and include all profit and all costs of supervision, labour, material, equipment, transportation and delivery, overhead, financing and all other costs and expenses whatsoever incurred by the Contractor in performing the supply and delivery of the Goods.
- 5.3 For greater certainty, costs of general management, non-technical supporting services, all insurance, import duties and taxes, brokerage, royalties, handling, general overhead, profit and all other charges are included in the Purchase Price.
- 5.4 Should the customs duties or taxes payable by the Contractor on the Goods supplied hereunder be increased subsequent to the receipt of quotation, excerpts of which are set out in Schedule B – Quotation Extracts, the amount of the said increase, without markup will be added to the Purchase Price and will be paid by the City to the Contractor.
- 5.5 Alternatively, should the customs duties or taxes payable by the Contractor on the Goods supplied hereunder be decreased subsequent to the receipt of quotation, excerpts of which are set out in Schedule B – Quotation Extracts, the amount of the said decrease will be deducted from the Purchase Price and will be credited by the Contractor to the City.
- 5.6 The Purchase Price will be in Canadian funds, F.O.B. Destination, Freight Prepaid to the Delivery Point.

- 5.7 If the Contractor does not have an office in Canada and does not provide to the City a waiver of regulation letter, the City will withhold the 15% withholding tax deduction from all payments in accordance with Article XII, Canada – United States Income Tax Convention, 1980.

6. PAYMENT

- 6.1 Subject to any contrary provisions set out in Schedule B, the Contractor will submit invoice to the City requesting payment of the portion of the Fees relating to the Goods and Services provided. Invoices must include the Contractor's name, address and telephone number, the City's purchase order number **P.O. # _____**, the Contractor's invoice number, the names, charge-out rates and number of hours worked of all employees of the Contractor that have performed Services; the percentage of Services completed and Goods delivered; 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; and
- 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.
- 6.5 In an effort to support sustainability, reduce risk and improve customer service, the City has introduced an electronic fund transfer (EFT) option for Contractors. Electing to participate in this program will allow Contractors to receive their payments directly into their bank accounts, reducing risk of fraud and improving the timeliness of their payment receipt.
- 6.6 To receive your payments electronically, fax your request on company letterhead to 604-591-4488. You may contact us at 604-592-7010 (Accounts Payable General Inquiries) for more information.

SUBMITTING YOUR ELECTRONIC INVOICE

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

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

- Invoice(s) must be sent as attachments.
- Attachment(s) must be in PDF format.
- PDF attachment(s) must be named: <Company name>_<Invoice Number> include name of Department Representative invoice is directed to.

- Include Purchase Order number _____.
- Email(s) must not exceed 2MB.

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

SUBMITTING YOUR INVOICE BY HARD COPY

Mail hard copy invoices to:

Surrey City Hall – Accounts Payable
13450 – 104 Avenue
Surrey, BC V3T 1V8, Canada

- Submit only invoices to this address.
- Submit any supporting documents to your City of Surrey business contact.
- Don't send duplicate hard copy or soft-copy invoices in any manner. Should a need arise to submit an invoice copy, ensure it is clearly labeled COPY.
- Incomplete invoices will be returned.

6.7 Unless otherwise provided, all dollar amounts referred to in this Agreement are in lawful money of Canada.

6.8 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 perform the Services.

8.2 The Contractor will perform the Services using the personnel and sub-contractors as may be listed in the Application 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 Goods provided and Services performed under sub-contract and incorporate the General Terms and 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 Services. The Contractor will make such lack of authority clear to all persons with whom the Contractor deals in the course of providing the 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 Goods and Services. The Contractor will determine the number of days and hours of work required to properly and completely perform the Goods and Services. The Contractor is primarily responsible for performance of the Goods and Services and may not delegate or assign any Goods and Services to any other person except as provided for in the Order. 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 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 provide the Goods or complete the 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 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 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 this Agreement 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) professional errors and omissions liability insurance in an amount not less than two million (\$2,000,000) dollars insuring all professionals providing the Services from errors or omissions in 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 requirements of 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 subcontractors 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 Goods and Services, it may notify the Contractor, but nothing in this Agreement will be interpreted as giving the City the obligation to inspect the Goods or review the Contractor's 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 materials. 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 shipping or delivery, 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 shipping or delivery.
- 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 Services;
 - (d) withhold payment of any amount owing to the Contractor under this Agreement for the performance of the Services;
 - (e) set-off the total cost of completing the Services incurred by the City against any amounts owing to the Contractor under this Agreement, and at the completion of the Services pay to the Contractor any balance remaining; and
 - (f) if the total cost to complete the Services exceeds the amount owing to the Contractor, charge the Contractor the balance, which amount the Contractor will forthwith pay.
- 15.6 The City will not accept nor be responsible for any restocking charges for any Goods shipped to the City and then, for whatever reason, returned to the Contractor pursuant to this Agreement. The Contractor is to bear all costs including shipping and handling of returned Goods.

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 will, at its own expense, procure and carry full Workers' Compensation Board coverage for itself and all workers, employees, servants and others engaged in the supply of the Goods and Services. 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 Worker's Compensation Board confirming that the Contractor is registered in good standing with the Workers' Compensation Board.
- 18.3 The Contractor agrees that it is the prime contractor for the Services for the purposes of 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 Services. That person will be the person so identified in Schedule A-2 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 will indemnify and save harmless the Indemnitees from and against all claims, demands, causes of action, suits, losses, damages, costs, liabilities,

expenses, judgments, 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 Compensation 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 for ascertaining or discovering, through inspections or review of the operations of the Contractor or otherwise, any deficiency or immediate hazard.
- 18.7 The Applicant understands and undertakes to comply with all the Workers' Compensation Board Occupational Health and Safety Regulations for hazardous materials and substances, and in particular with the "Workplace Hazardous Materials Information Systems (WHMIS)" Regulations. All "Material Safety Data Sheets (MSDS)" will be shipped along with the Goods and any future MSDS updates will be forwarded.

Refer to Schedule A-6 – Contractor Health & Safety Expectation – Responsibility of Contractors for additional information.

Refer to Schedule A-7 – Prime Contractor Designation Letter of Understanding for additional information.

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 will be provided by the Contractor by airmail and will include all documents as required by law or customary practice. All packages will 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 will 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. APPLICABLE LAWS, BUILDING CODES AND BY-LAWS

- 21.1 This Agreement will 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 be brought in such courts.
- 21.2 The Contractor will provide the Goods and Services in full compliance with all applicable laws, building codes and regulations.
- 21.3 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

- 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.

23. ENTIRE AGREEMENT

- 23.1 This Agreement, including the Schedules and any other documents expressly referred to in this Agreement as being a part of 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 provision of the Goods and Services.

24. AMENDMENT

- 24.1 This Agreement may be amended only by agreement in writing, signed by both parties.

25. CONTRACTOR TERMS REJECTED

- 25.1 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.

26. SURVIVAL OF OBLIGATIONS

- 26.1 All of the Contractor's obligations to provide the Goods and perform the Services in a professional and proper manner will survive the termination or completion of this Agreement.

27. CUMULATIVE REMEDIES

- 27.1 The City's remedies under this Agreement are cumulative and in addition to any right or remedy which may be available to the City at law or in equity.

28. NOTICES

- 28.1 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 provided for, and will be deemed to be validly given to and received by the addressee, if delivered personally, on the date of such personal delivery, if delivered by facsimile, on transmission, or if by mail, five calendar days after posting. The addresses for delivery will be as follows:

- (a) The City:

City of Surrey

<[REDACTED] insert department/division/section name>

13450 – 104 Avenue, Surrey, BC V3T 1V8, Canada

Attention:

<[REDACTED] insert City contact name>

<[REDACTED] insert title>

Business Fax No.:

<[REDACTED] insert>

Business Email:

<[REDACTED] insert>

- (b) The Contractor:

<[REDACTED] insert name and address>

Attention:

<[REDACTED] insert City contact name>

<[REDACTED] insert title>

Business Fax No.:

<[REDACTED] insert>

Business Email:

<[REDACTED] insert>

29. UNENFORCEABILITY

- 29.1 If any provision of this Agreement is invalid or unenforceable, it will be severed from the agreement and will not affect the enforceability or validity of the remaining provisions of the Agreement.

30. HEADINGS

- 30.1 The headings in this Agreement are inserted for convenience of reference only and will not form part of nor affect the interpretation of this Agreement.

31. SINGULAR, PLURAL AND GENDER

31. Wherever the singular, plural, masculine, feminine or neuter is used throughout this Agreement the same will be construed as meaning the singular, plural, masculine, feminine, neuter or body corporate where the context so requires.

32. WAIVER

- 32.1 No waiver by either party of any breach by the other party of any of its covenants, obligations and agreements will be a waiver of any subsequent breach or of any other covenant, obligation or agreement, nor will any forbearance to seek a remedy for any breach be a waiver of any rights and remedies with respect to such or any subsequent breach.

33. SIGNATURE

- 33.1 This Agreement may be executed in 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 or PDF email transmission.

34. ENUREMENT

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

35. REMOVAL OF STAFF

- 35.1 The City may, at its sole discretion request the Contractor to reprimand, or remove any one of the Contractor's employees or sub-contractors for any one or more of the following reasons and the Contractor is to promptly comply with such requests:
- Unfit to work;
 - Intoxication;
 - Use of foul, profane, vulgar or obscene language or gestures;
 - Disrupting work or workers;
 - Solicitation of gratuities from any person for services performed;
 - Willful, negligent or reckless action in disregard of safety or sanitary requirements;
 - Any action that the City may determine constitutes a public nuisance or disorderly conduct; and
 - Any other reason considered appropriate, at the sole discretion of the City.

36. FAILURE TO ATTEND

- 36.1. Contractors are required to attend as per the call out. Failure to attend may result in the Contractor's status being adjusted or cancellation of the Agreement.

37. CANCELLATION OF ORDER

- 37.1. The City reserves the right to cancel any Service request requested within this Agreement, with no costs incurred by the City, by providing a minimum one hour's notice of such cancellation to the Contractor prior to the start time of the requested Service request. For such requests the City is to contact the Contractor's office or dispatcher directly.

38. STANDING OFFER TERM

- 38.1 This Standing Offer program will be in effect for a period of one (1) year (the "Term").
- 38.2 The City may at any time prior to thirty (30) days before the end of the Term, by written notice to the Contractor, extend the Term for a period of time not to exceed four (4) additional one (1) year periods. If the City elects to extend the Term, the provisions of this Agreement will remain in force, including the Fees, except where amended in writing by the parties.

39. ALLOCATION OF SERVICES

- 39.1 The Contractor may be allocated Goods and Services depending on the City's needs. The City does not, in any way guarantee work. The allocation of Service assignments will be at the sole discretion of the City and the Contractor shall not have any claim for compensation, expense, damage or loss of profit from the City for any failure of the City to allocate any portion of the Services to a Contractor or to use its own City crew to perform any portion of the Services.
- 39.2 There will be no priority list nor will the City guarantee any Goods and Services to any particular Contractor.

40. EQUIPMENT

- 40.1 The Contractor should provide at their own expense all of the equipment necessary to provide the Goods and perform the Services.
- 40.2 The Contractor(s) will be required to provide all personal with full personnel protective equipment and accessories during all hours of work, which will include as a minimum:
- (a) two- way radios;
 - (b) high visibility vests, rain gear or other outer garments;
 - (c) arm and wrist bands;
 - (d) gloves;
 - (e) hard hats;
 - (f) safety footwear;
 - (g) safety glasses;
 - (h) ear protection; and
 - (i) first aid kits.
- 40.3 All personal protective equipment must meet or exceed current WorkSafeBC regulations and requirements.

41. RESPONSE TIME

- 41.1 The Contractor is to be available to respond twenty four (24) hours per day, seven (7) days per week, 365 days per year with a preferred four (4) hour minimum response time or better and a one (1) hour response time for emergencies, as determined by the nature of a given situation and/or emergency. The timing for other projects will be as appropriate to the nature of the work assignment and agreed to with the City.

42. TRANSPORTATION

- 42.1 The City will not be responsible for transportation of the Contractor's personnel to and/or from any work site. This includes any transportation required between work sites during the working period.
- 42.2 Contractor's personnel will not be permitted to ride in or on the City vehicles.

43. SET-UPS AND REMOVALS, AS REQUIRED

- 43.1 The Contractor is required at the start of the Services request to set-up all equipment and, if necessary, signage at the work sites. The Contractor shall be responsible for control of traffic at the work site, in accordance with the most recent copy of the Ministry of Transportation and Highways Traffic Control Manual for Works on Roadways and any applicable WorkSafeBC Regulations for Services performed on City Roads. At times when work sites are unmanned, particularly in the night, the work site should be closed off and equipment should be strategically positioned to avoid accidents. For night work, reflective or flashing lights with wands are necessary. All equipment, signs and devices should be removed on the day of the completion of the Service request.

- END OF PAGE -

IN WITNESS WHEREOF the parties hereto, by their respective representatives duly authorized in that behalf, have caused this Agreement to be executed as of the date set out above written.

This Standing Offer Agreement is executed by the City of Surrey this ____ day of ____, 201__.

CITY OF SURREY

I/We have the authority to bind the City.

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

This Standing Offer Agreement is executed 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)

SCHEDULE A

SPECIFICATIONS OF GOODS AND SCOPE OF SERVICES

1. PURPOSE

The City of Surrey (The “**City**”) is seeking qualified and experienced Contractor to provide rental of tents, staging and decking equipment for the Surrey International Children's Festival (the “**Children’s Festival**”). The Contractor will develop an operation plan for the supply of tents, staging and decking during the duration of the Festival.

2. BACKGROUND

The Surrey International Children’s Festival is an annual outdoor event held at Bear Creek Park with performances and activities held in approximately 35 tent structures and two stages. The festival celebrates rich and diverse cultural heritage through performing and visual arts and inspires young hearts and minds to the greater possibilities and celebrates our rich and diverse cultural heritage through performing and visual arts experience.

Children have an incredibly rich arts experience as they take part in the many hands-on activities on site, led by professional artists. The ticketed programming is a national and international selection of the highest calibre of performances for young audiences, bringing inspiration and awe to the residents of Surrey and the surrounding areas.

It is the City’s intent to award the contract to the successful Contractor or Contractors for an initial term of one (1) year with the option extend the Term for a period of time not to exceed four (4) additional one (1) year renewal terms.

3. SCOPE OF SERVICES

- 3.1 The Contractor shall provide everything needed to meet all the requirements of the Agreement including, without limitation any and all labour, materials, tools and equipment, transportation, and on-site supervision to faithfully perform and provide the Services.
- 3.2 Services shall include but not be limited to the supply, delivery, anchoring, installation, set up and removal of tents, staging and decking, and other related event supplies for the Children’s Festival.
- 3.3 All tent set-up is to follow the City's **Temporary Tents Policy** and **Temporary Tent Permit Application** (provided for reference in **Schedule A-3** and **Schedule A-4** respectively). The Contractor will provide all engineering services and documentation in order to obtain and maintain temporary tent permit(s), as required, for each event and supply them as set out in the Time Schedule to the consulting Architect for the Children’s Festival
- 3.4 The Contractor shall provide:
 - (a) develop an operational plan to provide set-up and removal of all tents, staging and decking for the Children's Festival;

- (b) source for the supply of all tents, staging, decking, accessories and related materials as listed;
- (c) manpower and equipment to ensure the tents, staging and decking are installed and dismantled on a timely basis as provided in the Schedule A-2. All tents, staging and decking materials are to be cleared off the site on the scheduled date;
- (d) provide the equipment to ensure the delivery, installation and dismantling, and removal of all tents, staging and decks, etc. are carried out according to the timelines;
- (e) work with City to deliver an on-time project and within the overall budget; deliver a safe working environment; and preserve the environment;
- (f) site inspection to ensure that there are no obstructions (e.g. trees, electrical, telephone, power lines or fire restrictions) within the desired tent area, have access to trucks and equipment, and a generally working area to install and dismantle the tents. The City will provide a sketch where the tents, staging and decks are to be located. Any changes as a result of the site inspection will be presented for the City's approval;
- (g) The Contractor will present to the City the specifications of the tents, staging, decking, accessories with diagrams and photographs. All tents must meet the B.C. Building Code and Fire Department Fire Code and have labels sewn into the seam of the tents;
- (h) installation of the tents, staging and decking are to be safe to prevent any accidents to the public and properties;
- (i) The Contractor should be able to withstand all weather conditions including strong winds and storms, unpredicted snowfalls, hail, torrential rains, etc. Knowledge of the ground conditions, overhead and underground utilities are essential. As the majority of tents are on grass areas, stake anchoring may not be possible and in such circumstances, weighted ballasts are to be used. Where the tents are on pavement, no drilling into asphalt or concrete is permitted;
- (j) waste disposal of any unwanted materials. To be removed from the Festival site on completion of the installation and again at the time when the tents, staging and decking are cleared off the site; and
- (k) customer service with contacts to attend to any issues that may occur during the Festival.

3.5 Additional considerations:

- i) Gutters: Gutters may be required to direct the flow of rain water. Specify and include specifications of the proposed gutters.
- ii) Tent Structures: The construction of all tents has to be according to the B.C. Building Code and have the approval of certified Structural engineers.
- iii) Ballast/Staking: Type of methods used is usually staking, concrete blocks, water ballasts, etc. State the method to be used in this particular project. The City may have concrete ballasts for the use of this project, otherwise, specify the size, weight and the quantities required for this project.

- iv) Staging Platforms: Staging and platforms are to be inspected in accordance with good engineering practice every 12 months.
- v) Certification of Equipment: Certified in writing by the equipment manufacturer/supplier or a professional engineer or complying with this part and safe to use. If the certification is to be provided by the equipment manufacturers, the persons signing on behalf of the manufacturers must be specifically authorized in writing to do so.
- vi) HP Gas Line: Underground HP Gas line runs through the site. The boundaries will be clearly marked prior to installation. Care must be taken to exclude heavy vehicle traffic and tent pegs from the area.

4. CONTRACTOR'S RESPONSIBILITIES

The Contractor shall:

- (a) have a detailed technical understanding of the project, its purpose, scope and field of providing the services of tents, staging and decking;
- (b) have the background and experience in providing similar services, and have the level of experience in working with municipalities and/or other government bodies of similar size;
- (c) shall have experienced crew with relevant experience of designated personnel, adequate equipment, quality customer service, and an effective operation plan to meet the City's objective and its challenging timelines;
- (d) Contractor's responsibility will be for their immediate area(s) of work and will work with the City and other contractors to maintain overall site safety.
- (e) The Contractor does not have control of site security or operation of the Surrey Children's Festival. They will not be expected to be responsible for vandalism and neglect or misuse by the festival or its attendants.
- (f) The Contractor will be responsible for damage as a result of mechanical failure, improper installation and materials, Acts of God and normal wear and tear of the tents.

5. SPECIFICATIONS OF GOODS

5.1 Quality:

- (a) The Contractor should ensure that all Goods are new, not damaged or defective, and of the best quality (compatible with specifications) for purposes intended.
- (b) The successful Contractor will remove and replace defective Goods at its own expense. If the successful Contractor does not carry out its obligations within a

reasonable time, the City may remove and replace the defective Goods at the Contractor's cost.

5.2 Pricing:

- (a) Rental prices quoted are to remain firm for one year from commencement date of the Contract, except if the Contractor offers the Goods listed for public sale at a lower cost, the same or better pricing must be extended to the City.

5.3 Delivery

- (a) The Contractor is responsible for storage of Good(s) prior to the delivery and installation date as established on the purchase order.
- (b) Emergency or rush deliveries requested by the City that require special shipping and handling charges may be at the City's expense, but only with prior written approval from the City. Emergency or rush shipment charges shall be added to an invoice as a separate line item.
- (c) In the event emergency or rush delivery is required as a result of a Contractor's error; all shipping and handling charges shall be paid by the Contractor.

5.4 Delays

- (a) In the event the delivery schedule approved by the City is delayed by events beyond the control of the City, the City shall provide prompt and timely notice, in writing, to the Contractor(s).
- (b) If the Contractor(s) is delayed in the performance of the services by its own acts or omissions, or those of its employees, agents or subcontractors, then the Contractor(s) will not be entitled to any time extension or reimbursement as a result of such delay.
- (c) In the event the Contractor(s) fails to meet its delivery commitments, the City reserves the right to obtain tenting and staging equipment and supplies necessary to function properly from any available source. In such event, the order will be cancelled and any difference in price shall be paid by the Contractor(s).
- (d) The City will not be responsible for restocking charges for Goods returned or exchanged under the terms of the Contract, unless mutually agreed upon by the City and the Contractor.

6. ANTICIPATED QUANTITIES

- 6.1 The respective amounts of Goods to be supplied as listed in Schedule A-1 and/or Schedule B are an estimate for purpose of comparing Quotations only. The City does not expressly nor by implication agrees that the actual amounts of Goods of any class will correspond even approximately to this estimate but reserves the right to increase or decrease the amounts of any class or portion of the Goods, or to omit portions of the Goods that may be deemed necessary or expedient by the City. The Contractor shall make no claim for anticipated profits, for loss of profit, for damages, or for any extra

payment whatsoever, except as provided for herein, because of any difference between the amount of Goods actually supplied and the quantities stated in Schedule A and/or Schedule B.

For clarity, the quantities of tents, staging, decking and other supplies listed are subject to change.

7. CONTRACTOR'S VEHICLES AND EQUIPMENT

- 7.1 The Contractor's vehicles and equipment used in the performance of the Services shall be properly equipped to deliver the Services. All vehicles and equipment shall be kept clean, in good mechanical condition, painted to present a neat appearance, show evidence of annual safety inspections and display proper registration and license information. All of the Contractor's vehicles and equipment shall be equipped with approved back-up alarms, multiple lite revolving / strobe lights, or other necessary warning systems, which shall be maintained and in proper operating condition at all times. In the event of a breakdown, the Contractor shall arrange for reserve equipment, with always the intent to maintain the schedule frequency.
- 7.2 Vehicles used in the performance of the Services shall be identified on both sides with the full company name, telephone number and ID/ unit number. This must be fully legible and displayed in a professional manner. The Contractor may also be required to display magnetic signs as supplied by the City, identifying the Contractor as a City Contractor. This shall not replace the company identification on the sides of vehicles and equipment.
- 7.3 A list of in carrying out the Service, or any portion thereof, the convenience of the public must always be considered and provided for by the Contractor, who must not obstruct any street, thoroughfare or sidewalk longer than necessary. All pedestrian walkways must be maintained in a safe condition at all times. Any discontinuities likely to prove hazardous to the public and / or pedestrians must be removed, barricaded or clearly and safely marked.

8. UNIFORM/IDENTIFICATION

The Contractor's personnel's attire will be of a standard acceptable to the City. Acceptable attire is defined as a clean, long or short-sleeved shirt, worn with pants that provide a professional appearance. The Contractor is responsible for all aspects of attire worn by its staff.

9. COMMUNICATION

- 9.1 The Contractor shall be available at all reasonable times to report and confer with City staff with respect to the Services. Communication shall be available via email and telephone. Phone conversations must be followed up with written communication.
- 9.2 The Contractor will designate an individual to serve as the primary point of contact for the Agreement. The Contractor shall not change the primary point of contact without written authorization from the City. Contractor will also designate a backup point of contact in the event the primary is not available.

- 9.3 In the event of a problem or potential problem that may impact the quality or quantity of work, services, or the level of performance under this Agreement, the Contractor shall notify the City **immediately** in writing and by telephone.

10. INCLEMENT WEATHER

- 10.1 While the Services are to be continuous, the City reserves the right to suspend any or all work due to poor weather conditions. The City reserves the right to authorize the delayed work to be performed at a later date, or the City may deem it more appropriate to omit the delayed work and resume the normal schedule. The Contractor should not perform any suspended work without written authorization from the City.
- 10.2 While work is suspended due to inclement weather conditions, the Contractor should maintain readiness to resume work when conditions again become favorable enough to proceed.

- END OF PAGE -

SCHEDULE A-1 PRODUCTS LISTING (RENTAL)

1. TENTING

- a) All tents will be on grass. Appropriate metal stakes are preferred. Ballast to be used only if soil conditions renders staking ineffective.
- b) All tents specified are to be complete with all hardware and anchoring.
- c) Maxi Frame tents have wall requirements in description.
- d) Marquee tents are listed without walls, walls are listed separately.
- e) A drawing (Schedule A-5) Has been supplied for clarification of the layout of the Maxi Tents. It is for use solely to aid in the preparation of the RFA-SOA.

#	ESTD QTY	DESCRIPTION
1	1	90'x50' MAXI Frame Gable Tent 10' legs – fully enclosed, walls should be solid (no windows) 6 doors. Scissor cables to maximize headroom
2	1	60'x30' MAXI Frame Gable Tent 10' legs - require a total of 30' solid wall and 2 x 30' café walls
3	1	40'x40' MAXI Frame Hip Tent 10' legs require 40' solid walls (1 end) 100' café walls
4	1	30'x40' MAXI Frame hip Tent 10' legs require 40' solid walls (1 end), the remaining perimeter café' walls and 2 doors
5	8	10' x 10' Marquee 8' Legs
6	24	20' x 20' Marquee 8' legs
7	1	20' x 20' Marquee 10' legs
8	1	30' x 30' Marquee with 10' legs;
9	44	20' Wall, Café 8'
10	36	20' Wall, White 8'
11	3	20' Wall, Café 10'
12	2	20' Wall White w/door 8'
13	5	10' Wall, Café 8'
14	27	10' Wall, White 8'
15	1	10' gutters
16	3	20' gutters
17	8	10' Slider Cables
18	14	20' Slider Cables
19	3	40' Hex. 10' legs

Note: The quantities listed above are estimates of the quantities of Goods required.

2. STAGING (All to be on grass):

#	DESCRIPTION	COMMENTS
1	48' x 32' x 1 to 1.2 m at lowest point in front, ground sloped max height (back) 2m 2 sets stairs w railings - 1 front - 1 back. Back stairs require additional 4x4 deck to allow stairs to run parallel to back. Railing required on back and sides of stage A ½" (min) plywood surface to be installed on entire area of stage. Joints staggered 2' in both directions from deck unit joints. Sufficient quantity of screws to prevent height differences from occurring at joints. Plywood to be painted black. Finished surface to be free of voids.	To be installed within the 90 x 50 tent
2	48' x 32' x 18" at lowest point in front, ground sloped, height (back) close to grade. 1 set stairs – off 1 side close to front Ramp off 1 back corner for wheel chair access A bumper or railing should be installed on both sides of ramp to prevent wheelchairs rolling off sides A ½" (min) plywood surface to be installed on entire surface of stage. Joints staggered 2' in both directions from deck unit joints. Sufficient quantity of screws to prevent height differences from occurring at joints. Plywood to be painted black. Finished surface to be free of voids.	To be installed within the 60 x 30 tent

3. ENGINEERING

The following is required for submittal to the festival architect.

- The required stamped signed drawings of:
All tent types used
Anchorage systems
Staging
- All schedules as required by BC Building Code
- Proof that all supplied materials conform to the fire standards as specified in Schedule A-4 should be submitted with the engineering documentation.
- Any other documentation as seen necessary by the festival architect.
- A site visit is also required to inspect and approve the installation with the timely submittal of documentation to the architect as noted in Schedule A-2.

Please note that contrary to the information supplied Schedule A-4, 3 sets of stamped and signed drawings and one unstamped set is required. The 2 sets required in A-4 are for the permit application. The additional Stamped set is required for the City of Surrey Fire Services. The unstamped copy is used by Children's Festival Operations until a stamped copy is returned by the Permits Department with the approved permit.

SCHEDULE A-2 TIME SCHEDULE

To provide the safe, successful and timely execution of the installation and removal of tenting, staging and decking for the Surrey International Children's Festival working with festival staff in a collaborative and respectful manner.

1. All tents are to be setup at the end of the day on May 19, 2019. Removal is to be completed at the end of the day on May 27, 2019. Times to be coordinated with the City's Technical Director. Installation will be on a grass field.
2. All drawings and engineering documentation for permit purposes are to be provided on or before April 1, 2019. All final engineering inspections and documentation to be provided before noon May 21, 2019. It is understood that due to the timing of this RFA-SOA that the April 1, 2019 deadline may not be possible to be met. The applicant should be aware that the submittal of the documentation upon award of the contract will be required on a very short timeline for the successful application of building permits.
3. Fire Inspection / Consulting Architect's inspection / approval will occur by end of day of May 21, 2019. Final building inspection will occur in the morning on May 22, 2017.
4. For 2019, the Festival will be held:

Dates: May 23, 24 & 25, 2019

Place: Surrey Arts Centre and Bear Creek Park 13750 - 88 Avenue
(King George Boulevard / 88 Avenue)

Event operating hours are:

Thursday, May 23, 2019, 9:00 am to 2:30 pm

Friday, May 24, 2019, 9:00 am to 2:30 pm

Saturday, May 25, 2019, 10:30 am to 7:30 pm

For more information visit: <http://www.surrey.ca/childrensfestival/>

5. Initial Schedule of Delivery, Set-up of Tents and Removal of Tents:
 - a) Commencement of Delivery and Set-up of Tents and Stages: 17nd May 2019
 - b) The two maxi Hip tents and a double 20x20 marquee designated as "Tool Town" complete with walls are to be setup first.
 - c) Stages to be complete and painted by the end of day, 18th of May 2019
 - d) Complete installation end of day, 19th May 2019
 - e) Final Engineering inspection and submittal of documentation: Noon 21st May 2019
 - f) Commencement of Removal of Tents and Stages May 26, 2019
 - g) Completion of Removal of Tents: 27th May 2019


No work is to be performed outside of the normal working hours without prior approval from the City.

For subsequent years, the dates and venues of the Children's Festival will be confirmed upon the renewal of the Agreement of each year.

If the Contractor wishes to carry out the work outside the normal working hours, and the approval is given by the City, no extra compensation, in any form (e.g. overtime, etc.) will be given.

- END OF PAGE -

SCHEDULE A-3 TEMPORARY TENTS POLICY

		CITY OF SURREY PLANNING & DEVELOPMENT DEPARTMENT BUILDING DIVISION 14245 – 56 Avenue, Surrey, British Columbia V3X 3A2	
Temporary Tent Permit Application No		B ____ - ____	
Address			
Description of Use (Event)			
Is the tent certified for flame resistance conforming to CAN/ULC-S 109 or NFPA 701? <input type="checkbox"/> Yes <input type="checkbox"/> No Are there any existing building(s) within 3 m (10 ft) of the proposed installation location? <input type="checkbox"/> Yes <input type="checkbox"/> No Will the tent be provided with: Bleachers or seats? <input type="checkbox"/> Yes <input type="checkbox"/> No Sanitary facilities <input type="checkbox"/> Yes <input type="checkbox"/> No Cooking equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No Sidewalls? <input type="checkbox"/> Yes <input type="checkbox"/> No Portable fire extinguishers? <input type="checkbox"/> Yes <input type="checkbox"/> No Heating equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No Electrical wiring? <input type="checkbox"/> Yes <input type="checkbox"/> No Approximately ____ people will be in attendance at one time. The tent will be dismantled on ____ / ____ / ____ (MM/DD/YY)			
Applicant		Tel () -	
Address		Cell () -	
Postal Code	Email	Fax () -	
Property Owner		Tel () -	
Address		Cell () -	
Postal Code	Email	Fax () -	
Registered Professional		Tel () -	
Address		Cell () -	
Postal Code	Email	Fax () -	
Person/Company Erecting Tent		Tel () -	
Address		Cell () -	
Postal Code	Email	Fax () -	
As the Owner or authorized agent of the Owner with respect to this application, I certify the truth of all statements or representations contained herein. I understand that the issuance of a permit shall not be deemed a waiver of any of the provisions of any By-laws or requirements of the BC Building Code, or regulations made thereunder, notwithstanding anything included in or omitted from the plans or other material filed in support of, or in connection with this application. I acknowledge that in the event a permit is issued, any departure from the plans, specifications, or tent locations proposed in this application is prohibited and such could result in the permit being revoked. I further acknowledge that in the event the permit is revoked for any cause or irregularity or nonconformity with By-laws or requirements of the Building Code, or regulations made thereunder, there shall be no right of claim whatsoever against the City of Surrey or any official thereof and any right of claim is hereby expressly waived.			
Applicant's Signature		Date ____ / ____ / ____ (MM/DD/YY)	
OFFICE USE ONLY			
Address			
Legal		Zone	
Comments			
POS No	Date ____ / ____ / ____ (MM/DD/YY)	Received by	

PLEASE READ THE FOLLOWING CAREFULLY

The following statements contain clauses that waive certain rights of the applicant and thereby release the City of Surrey from liability and indemnity.

In consideration of being granted the permission applied for, the applicant, and any party on behalf of whom the applicant acts, hereby agrees to:

1. Waive any and all claims that may arise in the future against the City of Surrey, its elected and appointed officials, officers and employees (hereinafter the "City") as a result of the issuance of this temporary tent permit or any works or construction undertaken pursuant to this permit or for any inspections undertaken as a result of this permit.
2. Release the City from any and all liability for any loss, damage, injury or expense that may be suffered due to any cause whatsoever including negligence or any breach of duty of care on the part of the City as a result of the issuance of this permit.
3. Indemnify and hold harmless the City from any and all liability for claims, judgements, costs and expenses of any kind whatsoever incurred by the applicant, or the party for whom the applicant acts as agent, or any third party that may in any way accrue against the City in consequence of and incidental to the granting of this permit.
4. Pay the costs of repairing any damage to sidewalks, curbs and/or any other City services by reason of the erection and removal process for which this permit is applied for.
5. Comply with all requirements of the Building By-law, 1987, as amended (the "building By-law") and all other acts, regulations and by-laws in force in the City of Surrey, and certify that each temporary tent and its associated components meet the related requirements in the Building By-law and BC Building Code.
6. Provide only true and correct information in support of this application, and acknowledge that the City of Surrey accepts no responsibility for the accuracy or completeness of the information contained herein.
7. Accept that the payment of a permit fee and/or the issuance of a temporary tent permit by the City of Surrey is done solely to satisfy the requirements of the Building By-law and does not convey or imply assurance by the City of conformity with any or all other By-laws and Regulations.
8. Accept that this is only an application and does not constitute permission to erect any temporary tent.

APPLYING FOR A TEMPORARY TENT PERMIT

Temporary Tent Permit Regulations

A Temporary Tent Permit is required for all tent structures exceeding 60 m² (646 ft²) in floor area. Tent structures that exceed 300 m² (3,229 ft²) in floor area may require a Registered Professional to review the floor layout and to provide Schedules B-1 and B-2 for the architectural discipline. Every person shall, before erecting a temporary tent or allowing a temporary tent to be erected, obtain a temporary tent permit in accordance with the provisions of Building By-law No. 9011. The requirements for temporary tents are not intended to be applied to fabric structures located on buildings.

A guide outlining the requirements for a Temporary Tent Permit Application can be viewed on the City of Surrey website "www.surrey.ca" (search "Temporary Tents").

Issued Temporary Tent Permits

Once a temporary tent permit has been issued, no deviation from the accepted drawings or the approved scope of work shall be made without the prior written approval of the City.

Inspection Requirements

All temporary tents are required to be inspected prior to being occupied. Telephone 604.591.4231 to request a site visit by the Building Official once a temporary tent has been installed and all the related work has been completed.

For further information, please call 604.591.4812.

SCHEDULE A-4 TEMPORARY TENT PERMIT APPLICATION

CITY OF SURREY
PLANNING AND DEVELOPMENT

13450 104 Avenue
Surrey, BC V3T 1V8
604-591-4441

INFORMATION

August, 2015
BUILDING DIVISION

TEMPORARY TENTS

General Information

The word 'tent', as used in the BC Building Code, is intended to refer to a temporary shelter used at open-air events such as fairs, exhibitions, concerts, etc. A tent will normally be constructed of fabric held up by poles and attached to the ground by ties, and may be partially or completely open on its sides. For the purposes of this bulletin, a tent can also include a large canopy or similar temporary structure. The requirements for a tent, however, are not intended to apply to fabric structures attached to buildings, such as awnings.

A Temporary Tent Permit is required for any tent structure that exceeds 60 m² (646 ft²) in floor area. A Registered Professional shall design and review the structural frame supporting the tent fabric and the anchorage system connecting the tent to the ground, provide sealed and signed drawings and provide a Schedule B accepting responsibility for the applicable items of the structural discipline. A tent structure that exceeds 225 m² (2,422 ft²) in floor area may also require a Registered Professional to review the floor layout, provide sealed and signed drawings and provide a Schedule B accepting responsibility for the applicable items of the architectural discipline. Any tent that contains bleachers, stages, or sidewalls may require a Temporary Tent Permit regardless of its size.

Tents shall conform to Subsection 3.1.6. of Division B of the BC Building Code, that requires conformance with Section 3.3. "Safety within Floor Areas", Section 3.4. "Exits", and Subsection 3.2.3. "Spatial Separation and Exposure Protection". A temporary tent will only be allowed to be located on a lot for a maximum duration of one (1) month in any 12-month period and no extension or renewal will be granted. The Temporary Tent Permit shall be clearly posted in an obvious location on the outside of the tent during the entire permitted period.

If artificial lighting is proposed within a tent, or if natural lighting levels inside a tent will be insufficient to allow the exits to be easily identified, minimum lighting levels, emergency lighting, and exit signs conforming to Subsections 3.2.7. and 3.4.5. of the BC Building Code may be required. All electrical equipment and wiring shall be installed and maintained to meet the requirements of the Canadian Electrical Code. An Electrical Permit is required for any electrical work. A Plumbing Permit is required for any plumbing work. If food will be prepared or served, Fraser Health Authority approval will be required. If alcoholic beverages will be served, a Liquor License will be required.

www.surrey.ca



Each temporary tent shall be erected by trained and qualified installers in accordance with the manufacturer's specifications. Whether a permit is required or not, it is the owner's responsibility to retain a Registered Professional(s) to verify the structural adequacy and flame resistance of the tent and to ensure that all applicable regulations and bylaws are met.

Required Drawings

Two (2) copies of a fully dimensioned site plan drawn to a minimum scale of $1/8" = 1' - 0"$ showing the following:

- The location of the proposed tent, as well as all other buildings and structures on the lot. A tent must be located a minimum of 3 m (10 ft.) from any other existing building or structure.
- All property lines, streets, and parking spaces. A tent may not reduce the number of required parking spaces.
- The access route(s) for emergency vehicles if the event will be enclosed by a fence or other obstruction.
- The location of washroom facilities that will serve the occupants of the tent.

Two (2) copies of fully dimensioned floor plans drawn to a minimum scale of $1/8" = 1' - 0"$ showing the following:

- The length and width of the tent.
- The type of occupancy or use that will occur within the tent.
- The maximum occupant load within the tent.
- All seating, tables, equipment, etc.
- The location of cooking equipment, if applicable.
- The width of any aisles.
- The location of exit signs and exit lighting, if provided.
- The location of emergency lighting, if provided.
- The type and location of space heating, if provided.
- The location and size of all exits and openings. The number and size of openings around the perimeter of a tent shall be based on the occupant load, travel distance, and floor area. All paths of travel to the tent exits shall be kept clear of obstructions at all times.

Required Documents

- A Temporary Tent Permit Application form.
- Two (2) copies of sealed and signed structural frame and anchorage system drawings with an accompanying Schedule B from a Registered Professional.
- Two (2) copies of sealed and signed architectural floor plan drawings with an accompanying Schedule B from a Registered Professional, if applicable.
- A letter from the property owner specifying when the temporary tent will be installed and removed.
- An Owner's Authorization form, if the applicant is not the property owner.

- Documentation, usually provided by the tent supplier, certifying that the tent and all tarpaulins and decorative materials used in connection with the tent conform to CAN/ULC-S109-M (Standard for Flame Tests of Flame-Resistant Fabrics and Films) or NFPA 701 (Standard Methods of Fire Tests for Flame Propagation of Textiles and Films).
- Authorization from the City of Surrey Parks, Recreation and Culture Department, if the tent is proposed to be located in a municipal park.

Fees

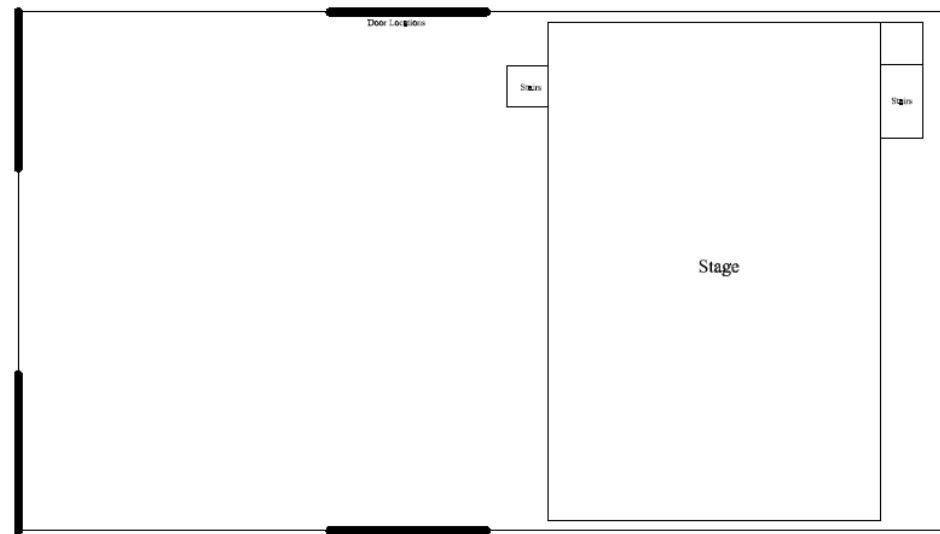
For each tent, the temporary tent permit fee will be equal to the minimum building permit fee and shall be paid at the time of application.

v:\hwp\docs\bulletins\temporary tents electronic copy.docx
DIRV 8/4/15 9:58 AM

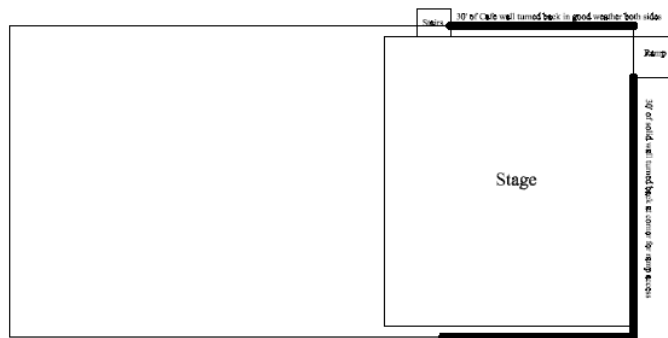
SCHEDULE A-5 TENT REQUIREMENTS DRAWING

To be used as a guide for quotation only

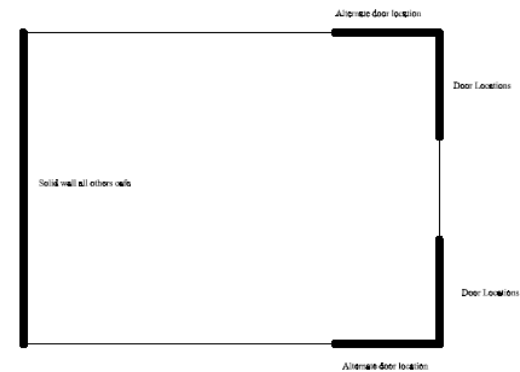
90x50 Gable



60x30 Gable



40x30 Hip



+

SCHEDULE A-6
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.

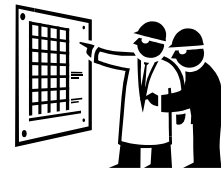
You can help ensure employee safety and your eligibility for future business with the City if you exhibit and practice a "Safe Work - Safe City" attitude.

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.

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: _____

**SCHEDULE A-7
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.: 1220-060-2019-007

Project Title and Site Location: _____

Prime Contractor Name: _____

Prime Contractor Address: _____

Telephone/Fax Numbers: Phone: _____ Fax: _____

Name of Person in Charge of Project: _____

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

Phone: _____

Prime Contractor Signature: _____ Date: _____

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

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



**SCHEDULE B
APPLICATION FOR A
STANDING OFFER AGREEMENT**

Request for Standing Offer Title: Supply of Tents and Staging for the Surrey International Children's Festival

Request for Standing Offer Reference No.: 1220-060-2019-007

Legal Name of Applicant: _____

Contact Person and Title: _____

Business Address: _____

Business Telephone: _____

Business Fax: _____

Business E-Mail Address: _____

TO:

City Representative: Richard D. Oppelt, Purchasing Manager

Address: Surrey City Hall
Finance Department – Purchasing Section
Reception Counter – 5th Floor West
13450 – 104th Avenue
Surrey, British Columbia, V3T 1V8, Canada

Phone: 604-590-7274

Fax: 604-599-0956

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

Dear Sir:

1. It is understood and agreed by the Applicant that should an Application be selected by the City, it will result in a standing offer agreement ("Standing Offer") only and the Goods and Services will be ordered by the City solely on an "as and when required" basis. The aggregate value of the Goods and Services which may be ordered is conditional upon the needs of the City. No compensation will be accrued, owed or paid to any Applicant in the event that the Goods and Services are not ordered. If a Standing Offer is executed by the City, at the sole option of the City, the City may place an order (the "Order") for Goods and

Services specified in the Order and the Applicant agrees to provide those Goods and Services. The parties agree that the City may not place any orders for Goods and Services with the Applicant for the duration of the term of the Standing Offer. The parties agree that the City may purchase identical or similar Goods and Services from any other source.

2. If this offer is accepted by the City, such offer and acceptance will create a Standing Offer as described in:
 - (a) the Request;
 - (b) the specifications of Goods and scope of Services set out above and in Schedule A of the Request;
 - (c) the Standing Offer Agreement as Attachment 1 to this RFA-SOA;
 - (d) this Application;
 - (e) an Order (if any); and
 - (f) other terms, if any, that are agreed to by the parties in writing.
3. Capitalized terms used and not defined in this Application will have the meanings given to them in the Standing Offer. Except as specifically modified by this Application, all terms, conditions, representations, warranties and covenants as set out in the Standing Offer will remain in full force and effect.
4. The Applicant offers to supply to the City of Surrey the Goods and Services for the prices plus applicable taxes as follows:

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

(A) EQUIPMENT PRICING				
#	DESCRIPTION	EST. QTY. (A)	UNIT PRICE (B)	AMOUNT (A X B)
1	MAXI 90x50 Gable Tent complete as specified	1	\$	\$
2	MAXI 60x30 Gable Tent complete as specified	1	\$	\$
3	MAXI 40x40 Hip Tent complete as specified	1	\$	\$
4	MAXI 40x30 Hip Tent complete as specified	1	\$	\$
5	10' x 10' Marquee 8' legs	8	\$	\$
6	20' x 20' Marquee; 8' legs	24	\$	\$
7	20' x 20' Marquee; 10' legs	1	\$	\$
8	30' x 30' Marquee with 10' legs	1	\$	\$
9	20' Wall, Café 8'	44	\$	\$
10	20' Wall, White 8'	36	\$	\$
11	20' Wall, Café 10'	3	\$	\$
12	20' Wall White w/door 8'	2	\$	\$

13	10' Wall, Café 8'	5	\$	\$
14	10' Wall, White 8'	27	\$	\$
15	10' gutters	1	\$	\$
16	20' gutters	3	\$	\$
17	10' Slider Cables	8	\$	\$
18	20' Slider Cables	14	\$	\$
19	40' Hex. 10' legs	3	\$	\$
20	Engineering for tents and Stages	1	\$	\$
SUB-TOTAL:				\$
GST (5%):				\$
TOTAL:				\$

(B) STAGING (All on grass)

#	DESCRIPTION	Est. Qty. (A)	Unit Price (B)	Amount (A x B)
1	48' x 32' x 1m front; back & side rail, ½ plywood surface, stairs as specified in Schedule A-1	1	\$	\$
2	32' x 32' x 18" front; ½ plywood surface, stairs and ramp as specified in Schedule A-1	1	\$	\$
SUB-TOTAL:				
GST (5%):				
TOTAL:				

Experience, Reputation and Resources:

5. Applicant's relevant experience and qualifications in delivering Goods and Services similar to those required by the RFA-SOA (use the spaces provided and/or attach additional pages, if necessary):

6. Applicant's should describe its approach to quality control including details of methods used in ensuring quality of the Goods and/or Services, and response mechanisms in the case of errors, omissions, delays, etc. (use the spaces provided and/or attach additional pages, if necessary):

7. Applicant's should provide references (name and telephone number) (use the spaces The City's preference is to have a minimum of three commercial or government references and should demonstrate the ability of the Applicant to perform jobs similar in scope, size, nature and complexity of this RFA-SOQ. Previous clients of the Applicant may be contacted at the City's discretion.

8. Applicant 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: _____

Dates: _____

Project Name: _____

Responsibility: _____

Dates: _____

Project Name: _____

Responsibility: _____

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

Description of Services	Sub-Contractors Name	Years of Working With Applicant	Telephone Number and Email

10. **References:** Applicants 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 Applicant may be contacted at the City's discretion (use the spaces provided and/or attach additional pages, if necessary):

11. Applicants should provide a written description of their current return/exchange policy including procedures to correct items deemed to be defective during installation. (use the spaces provided and/or attach additional pages, if necessary):

12. I/We have reviewed the General Terms and Conditions attached to this RFA-SOA as Schedule B. If requested by the City, I/we would be prepared to enter into an agreement that incorporates the General Terms and Conditions, amended by the following departures (list, if any):

Section

Requested Departure / Alternative(s)

13. The City of Surrey requires that the successful Applicant have the following in place before performing the 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 at www.surrey.ca search [Standard Certificate of Insurance](#);
- (d) City of Surrey or Intermunicipal Business License: Number _____;
- (e) If the Applicant's Goods and Services are subject to GST, the Contractor's GST Number is _____; and
- (f) If the Applicant is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number _____.

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

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

14. The Applicant acknowledges that the departures it has requested in Sections 12 and 13 of this Application will not form part of the Agreement unless and until the City agrees to them in writing by initialling or otherwise specifically consenting in writing to be bound by any of them.
15. I/We the undersigned duly authorized representatives of the Applicant, having received and carefully reviewed the RFA-SOA including without limitation the General Terms and Conditions, submit this Application in response to the RFA-SOA.

This Application is offered by the Applicant this ____ day of _____, 20__.

APPLICANT

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

(Legal Name of Applicant)

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)