



## **REQUEST FOR QUOTATIONS**

**Title:** SECURITY AND PARKING ATTENDANT SERVICES:  
SURREY MAJOR FESTIVALS

**Reference No.:** 1220-040-2017-001

**FOR THE SUPPLY OF GOODS AND SERVICES**

(General Services)

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## REQUEST FOR QUOTATIONS

### 1. INTRODUCTION

The City of Surrey (the "City") invites contractors to provide a quotation on the form attached as Schedule B to Attachment 1 (the "Quotation") for the supply of the goods (if any) and/or services described in Schedule A to Attachment 1 (the "Goods and Services"). The description of the Goods and Services sets out the minimum requirements of the City. A person that submits a Quotation (the "Contractor") should prepare a Quotation that meets the minimum requirements, and may as it may choose, in addition, also include goods, services or terms that exceed the minimum requirements.

### 2. ADDRESS FOR DELIVERY

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

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

#### (a) Email

If the Contractor chooses to submit by email, the Contractor should submit the Quotation electronically in a single pdf file to the City by email at: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

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

#### (b) Hard Copy

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

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

Address: Surrey City Hall  
Finance & Technology Department – Purchasing Section  
Reception Counter, 5<sup>th</sup> Floor West  
13450 – 104 Avenue, Surrey, B.C., Canada, V3T 1V8

### 3. DATE

The City would prefer to receive Quotations on or before **February 2, 2017**. The City's office hours are 8:30 a.m. to 4:00 p.m., Monday to Friday, except statutory holidays.

#### **4. INQUIRIES**

All inquiries related to this RFQ should be directed in writing to the person named below (the “**City Representative**”). Information obtained from any person or source other than the City Representative may not be relied upon.

Name: Richard D. Oppelt, Purchasing Manager  
E-mail: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)  
Reference: 1220-040-2017-001

#### **5. ADDENDA**

If the City determines that an amendment is required to this RFQ, the City's Representative will issue a written addendum by posting it on the BC Bid Website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca) (the “BC Bid Website”) and the City Website at [www.surrey.ca](http://www.surrey.ca) (the “City Website”) that will form a part of this RFQ. It is the responsibility of Contractor to check the BC Bid Website and the City Website for addenda. The only way this RFQ may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFQ or may be relied upon by any Contractor. By delivery of a Quotation, the Contractor is deemed to have received, accepted and understood the entire RFQ, including any and all addenda.

#### **6. NO CONTRACT**

This RFQ is simply an invitation for quotations (including prices and terms) for the convenience of all parties. It is not a tender and no obligations of any kind will arise from this RFQ or the submission of Quotations. The City may negotiate changes to any terms of a Quotation, including terms in Attachment 1 and Schedules A and B and including prices, and may negotiate with one or more Contractors or may at any time invite or permit the submission of quotations (including prices and terms) from other parties who have not submitted Quotations.

#### **7. ACCEPTANCE**

A Quotation will be an offer to the City which the City may accept at any time by signing the copy of the Quotation and delivering it to the Contractor. A Quotation is not accepted by the City unless and until both the authorized signatory and the purchasing representative have signed on behalf of the City. Delivery of the signed Quotation by the City may be by fax or pdf email.

#### **8. CONTRACTOR'S EXPENSES**

Contractors are solely responsible for their own expenses in preparing and submitting Quotations, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from the RFQ. The City will not be liable to any Contractor for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Contractor in preparing and submitting a Quotation, or participating in negotiations for a contract, or other activity related to or arising out of this RFQ.

## **9. CONTRACTOR'S QUALIFICATIONS**

By submitting a Quotation, a Contractor represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods and Services.

## **10. CONFLICT OF INTEREST**

A Contractor must disclose in its Quotation any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

## **11. SOLICITATION OF COUNCIL MEMBERS, CITY STAFF AND CITY CONSULTANTS**

Contractors and their agents will not contact any member of the City Council, City staff or City consultants with respect to this RFQ, other than the contact person named in Section 4, at any time prior to the award of a contract or the cancellation of this RFQ.

## **12. CONFIDENTIALITY**

All Quotations become the property of the City and will not be returned to the Contractor. All Quotations will be held in confidence by the City unless otherwise required by law. Contractors should be aware the City is a "public body" defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

## **13. SIGNATURE**

The legal name of the person or firm submitting the Quotation should be inserted in the Quotation. The Quotation should be signed by a person authorized to sign on behalf of the Contractor and include the following:

- (a) If the Contractor is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Quotation should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Quotation on behalf of the corporation is submitted;
- (b) If the Contractor is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer should be included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the City that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or
- (c) If the Contractor is an individual, including a sole proprietorship, the name of the individual should be included.

#### **14. SPECIFICATIONS AND ALTERNATIVES**

Wherever the specifications state a brand name, make, name of manufacturer, trade name, or Contractor catalogue number, it is for the purpose of establishing a grade or standard. It is not intended to rule out competition from equal brands or makes. If vehicles or equipment other than that specified is offered, it is the Contractor's responsibility to provide information in its Quotation that enables the City to confirm equivalency and acceptance.

Except where stated otherwise, the specifications described in **Schedule A** describe what is considered necessary to meet the performance requirements of the City and Contractors should consider this in its Quotation. If the Contractor cannot meet specifications, the Contractor may identify and offer an alternative which it believes to be an equal or better alternative.

Contractors shall clearly indicate any variances from the City's specifications or conditions and attach descriptive literature.

The City is not obligated to accept any alternatives. The City will determine what constitutes acceptable deviations and overall best value.

#### **15. MULTIPLE CONTRACTORS**

The City reserves the right and discretion to divide up the Goods and Services, either by scope, geographic area, or other basis as the City may decide, and to select one or more Contractors to enter into discussions with the City for one or more Contracts to perform a portion or portions of the Goods and Services. If the City exercises its discretion to divide up the Goods and Services, the City will do so reasonably having regard for the RFQ and the basis of Quotations.

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

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**ATTACHMENT 1**



**DRAFT QUOTATION AGREEMENT**

**Title:** SECURITY AND PARKING ATTENDANT SERVICES:  
SURREY MAJOR FESTIVALS

**Reference No.:** 1220-040-2017-001

**FOR THE SUPPLY OF GOODS AND SERVICES**

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## DRAFT QUOTATION AGREEMENT

Agreement Title: **SECURITY AND PARKING ATTENDANT SERVICES:  
SURREY MAJOR FESTIVALS**

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

AGREEMENT NO. 1220-040-2017-001

### BETWEEN:

**CITY OF SURREY**  
13450 - 104 Avenue  
Surrey, B.C., Canada, V3T 1V8  
(the "**City**")

### AND:

\_\_\_\_\_  
*(Insert Full Legal Name and Address of Contractor)*

(the "**Contractor**")

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

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

## 1. DEFINITIONS AND INTERPRETATION

### 1.1 In these General Terms and Conditions:

- (a) "Agreement" means this agreement and all schedules attached hereto;
- (b) "City" means the City of Surrey;
- (c) "Contractor" means a contractor whose Quotation has been accepted by the City and who is providing the Goods and Services under this Agreement;
- (d) "Fees" means the price set out in Section B to Attachment 1, for the provision of the Goods and Services, unless otherwise agreed by the parties in writing, and includes all taxes;
- (e) "Goods" means the equipment or materials (if any) as described generally in Schedule A, to Attachment 1, including anything and everything required to be done for the fulfilment and completion of this Agreement;
- (f) "Indemnitees" has the meaning described in Section 11.2;
- (g) "RFQ" means the Request for Quotations;
- (h) "Services" means the services as described generally in Schedule A, to Attachment 1 including anything and everything required to be done for the fulfilment and completion of this Agreement; and
- (i) "Term" has the meaning described in Section 3.1.

- 1.2 This Agreement may be modified only by express and specific written agreement. In the event of a conflict between the provisions of any documents listed below, then the documents shall govern and take precedence in the following order:
- (a) this Agreement;
  - (b) Addenda (if any);
  - (c) the RFQ; and
  - (d) other terms, if any, that are agreed to by the parties in writing.

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

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

## **2. GOODS AND SERVICES**

- 2.1 The Contractor covenants and agrees with the City to provide the Goods and Services in accordance with this Agreement. The Goods and Services provided will meet the specifications and scope set out in Schedule A, to Attachment 1, and as described in Schedule B, to Attachment 1.
- 2.2 The City may from time to time, by written notice to the Contractor, make changes in the specifications of Goods and scope of Services. The Fees will be increased or decreased by written agreement of the City and the Contractor according to the rates set out in Schedule B, to Attachment 1.
- 2.3 The Contractor will, if required in writing by the City, provide additional goods or services. The terms of this Agreement will apply to any additional goods or services, and the fees for additional goods or services will generally correspond to the fees as described in Schedule B, to Attachment 1. The Contractor will not provide any additional goods or services in excess of the specification of Goods and scope of Services requested in writing by the City.
- 2.4 The Contractor will perform the Services with that degree of care, skill and diligence normally provided by a qualified and experienced practitioner performing services similar to the Services, and on the understanding that the City is relying on the Contractor's experience and expertise. The Contractor represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods and Services.
- 2.5 The Contractor will deliver the Goods free and clear of all liens and encumbrances in the manner and to the destination stipulated. In the event of the Contractor's failure to meet this condition, the Contractor will, on written notice from the City, forthwith return all monies paid by the City on account of the Goods and in addition the City may by written notice terminate this Agreement without liability, and in such event, in addition to the above, the Contractor will be liable for any and all expenses or losses incurred by the City resulting from such failure.

## **3. TERM**

- 3.1 The Contractor will provide the Goods and Services for the period commencing on March 1, 2017 and terminating on February 28, 2018 (the "Term").

3.2 The City may at any time prior to 30 days before the end of the Term, by written notice to the Contractor, extend the Term for a period of time not to exceed four (4) one (1) year options to extend. If the City elects to extend the Term, the provisions of this Agreement will remain in force, including the Fees, except where amended in writing by the parties.

#### **4. TIME**

4.1 Time is of the essence.

#### **5. FEES**

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

5.2 For greater certainty, costs of general management, non-technical supporting services and general overhead are deemed to be covered by the Fees and will not be subject to additional payment by the City. The Fees shall also include without limitation all costs of boxing, packing, crating, and loading and unloading the Goods at the prescribed destination.

5.3 Fees and GST will not exceed the amount of [\$] without the prior written approval of the City.

#### **6. PAYMENT**

6.1 Subject to any contrary provisions set out in Schedule B, to Attachment 1, the Contractor will submit a monthly invoice to the City requesting payment of the portion of the Fees relating to the Goods and Services provided in the previous month. Invoices must include the Contractor's name, address and telephone number, the City's purchase order number, the Contractor's invoice number, the names, charge-out rates and number of hours worked in the previous month of all employees of the Contractor that have performed Services during the previous month; the percentage of Services completed and Goods delivered at the end of the previous month; the total budget for the Goods and Services and the amount of the budget expended to the date of the invoice; taxes (if any); and grand total of the invoice.

6.2 If the City reasonably determines that any portion of an invoice is not payable, then the City will so advise the Contractor.

6.3 The City will pay the portion of an invoice which the City determines is payable within 30 days of the receipt of the Invoice, except the City may hold back from payments 10% of the amount the City determines is payable to the Contractor until such time as the Contractor provides its final report to the City; 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.

Invoices will be submitted by the Contractor by mail to:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

- 6.6 Unless otherwise provided, all dollar amounts referred to in this Agreement are in lawful money of Canada.
- 6.7 If the Contractor is a non-resident of Canada and does not provide to the City a waiver of regulation letter, the City will withhold and remit to the appropriate governmental authority the greater of:
- (a) 15% of each payment due to the Contractor; or
  - (b) the amount required under applicable tax legislation.

## **7. USE OF WORK PRODUCT**

- 7.1 The Contractor hereby sells, assigns and transfers to the City the right, title and interest required for the City to use and receive the benefit of all the reports, drawings, plans, designs, models, specifications, computer software, concepts, products, designs or processes or other such work product produced by or resulting from the Services rendered by the Contractor. This section does not give the City the right to sell any such work product to any third party and the City may sell the work product only with the prior approval of the Contractor. The Contractor may retain copies of the work product.

## **8. PERSONNEL AND SUBCONTRACTORS**

- 8.1 The Contractor will provide only personnel who have the qualifications, experience and capabilities to provide the Goods and perform the Services.
- 8.2 The Contractor will provide the Goods and Services using the personnel and sub-contractors as may be listed in the Quotation, and the Contractor will not remove any such listed personnel or sub-contractors from the Services without the prior written approval of the City.
- 8.3 If the City reasonably objects to the performance, qualifications, experience or suitability of any of the Contractor's personnel or sub-contractors then the Contractor will, on written request from the City, replace such personnel or sub-contractors.
- 8.4 Except as provided for in Section 8.2, the Contractor will not engage any personnel or sub-contractors, or sub-contract or assign its obligations under this Agreement, in whole or in part, without the prior written approval of the City.
- 8.5 The Contractor will preserve and protect the rights of the City with respect to any Services performed under sub-contract and incorporate the conditions of this Agreement into all sub-contracts as necessary to preserve the rights of the City under this Agreement. The Contractor will be as fully responsible to the City for acts and omissions of sub-contractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by the Contractor.

## **9. LIMITED AUTHORITY**

- 9.1 The Contractor is not and this Agreement does not render the Contractor an agent or employee of the City, and without limiting the above, the Contractor does not have authority to enter into any contract or reach any agreement on behalf of the City, except for the limited purposes as may be expressly set out in this Agreement, or as necessary in order to provide the Goods and Services. The Contractor will make such lack of authority clear to all persons with whom the Contractor deals in the course of providing the Goods and Services. Every vehicle used by the Contractor in the course of providing the Goods and Services shall identify the Contractor by name and telephone number.
- 9.2 The Contractor is an independent contractor. This Agreement does not create the relationship of employer and employee, a partnership, or a joint venture. The City will not control or direct the details, means or process by which the Contractor performs the Services. The Contractor will determine the number of days and hours of work required to properly and completely perform the Services. The Contractor is primarily responsible for performance of the Goods and Services and may not delegate or assign any Services to any other person except as provided for in section 8.4. The Contractor will be solely liable for the wages, fringe benefits, work schedules and work conditions of any partners, employees or sub-contractors.

## **10. CONFIDENTIALITY AND DISCLOSURE OF INFORMATION**

- 10.1 Except as provided for by law or otherwise by this Agreement, the Contractor will keep strictly confidential any information supplied to, obtained by, or which comes to the knowledge of the Contractor as a result of the provision of the Goods or performance of the Services and this Agreement, and will not, without the prior express written consent of the City, publish, release, disclose or permit to be disclosed any such information to any person or corporation, either before, during or after termination of this Agreement, except as reasonably required to complete the Goods and Services.
- 10.2 The Contractor acknowledges that the City is subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia and agrees to any disclosure of information by the City required by law.
- 10.3 The Contractor agrees to return to the City all of the City's property at the completion of this Agreement, including any and all copies or originals of reports provided by the City.

## **11. WARRANTIES**

- 11.1 The Contractor warrants that the Goods shall be free from defects in design, materials, workmanship and title, shall conform in all respects to the terms of this Agreement, shall be fit and suitable and perform satisfactorily for the purposes and under the conditions made known to the Contractor by the City or which were reasonably inferable. The Goods shall be at least equal to the higher of national standards or codes (such as, by way of illustration, CSA or ASTM), or standards and codes customarily applicable at the place where the City will use the Goods. The Goods shall be of the best quality, if no quality is specified. This general warranty is independent of and without prejudice to any specific warranty or service guarantee offered by the Contractor or third party manufacturer or supplier of the Goods in connection with the purpose for which the Goods were purchased. The Contractor shall assign to the City any warranty or service guarantee

offered by a third party manufacturer or supplier of the Goods. Notwithstanding this assignment, if at any time up to one year from the date of delivery or installation (if applicable) the City determines the Goods or any part do not conform to these warranties, the City shall notify the Contractor within a reasonable time after such discovery, and the Contractor shall then promptly correct such nonconformity at the Contractor's expense. Goods used to correct a nonconformity shall be similarly warranted for one year from the date of installation. The Contractor's liability shall extend to all liabilities, losses, damages, claims and expenses incurred by the City caused by any breach of any of the above warranties.

- 11.2 The Contractor warrants and guarantees that Goods and Services delivered under this Agreement do not infringe any valid patent, copyright or trademark, foreign or domestic, owned or controlled by any other corporation, firm or person, and agrees to indemnify and save harmless the City and all of its elected and appointed officials, officers, employees, servants, representatives and agents (collectively the "Indemnitees"), from and against any and all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) by reason of any claim, action or litigation arising out of any alleged or actual infringement of any patent, copyright or trademark, foreign or domestic, relating to the Goods and Services supplied under this Agreement.

## **12. INSURANCE AND DAMAGES**

- 12.1 The Contractor will indemnify and save harmless the Indemnitees from and against all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) for damage to or destruction or loss of property, including loss of use, and injury to or death of any person or persons which any of the Indemnitees incur, suffer or are put to arising out of or in connection with any failure, breach or non-performance by the Contractor of any obligation of this Agreement, or any wrongful or negligent act or omission of the Contractor or any employee or agent of the Contractor.
- 12.2 The indemnities described in Sections 11.2, 12.1 and 18.3 will survive the termination or completion of this Agreement and, notwithstanding such termination or completion, will continue in full force and effect for the benefit of the Indemnitees.
- 12.3 The Contractor will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout this Agreement the following insurances in forms and amounts acceptable to the City from insurers licensed to conduct business in Canada:
- (a) commercial general liability insurance on an occurrence basis, in an amount not less than five million (\$5,000,000) dollars inclusive per occurrence against death, bodily injury and property damage arising directly or indirectly out of the work or operations of the Contractor, its employees and agents. The insurance will include cross liability and severability of interests such that the coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each insured. The insurance will include, but not be limited to: premises and operators liability, broad form products and completed operations, owners and contractors protective liability, blanket contractual, employees as additional insureds, broad form property damage, non-owned automobile, contingent employers liability, broad form loss of use, personal injury, and incidental medical malpractice. The City will be added as additional insured;

- (b) automobile liability insurance on all vehicles owned, operated or licensed in the name of the Contractor in an amount not less than three million (\$3,000,000) dollars per occurrence for bodily injury, death and damage to property; and
- (c) contractors' equipment insurance in an all risks form covering construction machinery and equipment used for the performance of the Services.

- 12.4 The Contractor will provide the City with evidence of the required insurance prior to the commencement of this Agreement. Such evidence will be in the form of a completed certificate of insurance acceptable to the City. All required insurance will be endorsed to provide the City with thirty (30) days advance written notice of cancellation or material change restricting coverage. The Contractor will be responsible for deductible amounts under the insurance policies. All of the Contractor's insurance policies will be primary and not require the sharing of any loss by the City or any insurer of the City.
- 12.5 The Contractor acknowledges that any requirement by the City as to the amount of coverage under any policy of insurance will not constitute a representation by the City that the amount required is adequate and the Contractor acknowledges and agrees that the Contractor is solely responsible for obtaining and maintaining policies of insurance in adequate amounts. The insurance policy coverage limits shall not be construed as relieving the Contractor from responsibility for any amounts which may exceed these limits, for which the Contractor may be legally liable.
- 12.6 The Contractor shall place and maintain, or cause any of its sub-contractors to place and maintain, such other insurance or amendments to the foregoing policies as the City may reasonably direct.
- 12.7 The Contractor hereby waives all rights of recourse against the City for loss or damage to the Contractor's property.

### **13. CITY RESPONSIBILITIES**

- 13.1 The City will, in co-operation with the Contractor, make efforts to make available to the Contractor information, surveys, and reports which the City has in its files and records that relate to the Goods and Services. The Contractor will review any such material upon which the Contractor intends to rely and take reasonable steps to determine if that information is complete or accurate. The Contractor will assume all risks that the information is complete and accurate and the Contractor will advise the City in writing if in the Contractor's judgment the information is deficient or unreliable and undertake such new surveys and investigations as are necessary.
- 13.2 The City will in a timely manner make all decisions required under this Agreement, examine documents submitted by the Contractor and respond to all requests for approval made by the Contractor pursuant to this Agreement.
- 13.3 If the City observes or otherwise becomes aware of any fault or defect in the delivery of Goods or the provision of Services, it may notify the Contractor, but nothing in this Agreement will be interpreted as giving the City the obligation to inspect or review the Contractor's performance with regards to delivering Goods or the performance of the Services.

## **14. DEFICIENCIES**

- 14.1 The City shall have a reasonable time to inspect and to accept the Goods and Services. The City may reject any Goods or Services not in accordance with this Agreement, whether due to damage resulting from improper packing, loading, unloading or otherwise. The City shall notify the Contractor of rejection of the Goods whereupon the Goods will be held subject to the disposition by the Contractor. Any costs or expenses incurred by the City as a result of the rejection of the Goods or Services are, immediately upon written demand by the City, payable by the Contractor, and may be set off against any payments owing by the City to the Contractor.
- 14.2 The City may hold back from payments otherwise due to the Contractor up to 150% of a reasonable estimate, as determined by the City, on account of deficient or defective Goods or Services. This holdback may be held, without interest, until replacement Goods are received or such deficiency or defect is remedied.

## **15. DEFAULT AND TERMINATION**

- 15.1 In the event the Contractor does not deliver the Goods or perform the Services by the date specified in this Agreement, then:
- (a) the City reserves the right to terminate this Agreement, in whole or in part, and in the event of such termination no payment will be owing by the City on account of this Agreement and the Contractor will be liable for any and all expenses or loss resulting from such failure or delay and will return all monies paid by the City; or
  - (b) if the City does not terminate this Agreement for late delivery or performance, the City may deduct and setoff from any payments owing to the Contractor all additional costs the City reasonably incurs on account of the late delivery or performance.
- 15.2 The City may by written notice at any time cancel this Agreement with respect to Goods which, as of the date of cancellation, have not been shipped.
- 15.3 The City may at any time and for any reason by written notice to the Contractor terminate this Agreement before the completion of all the Goods and Services, such notice to be determined by the City at its sole discretion. Upon receipt of such notice, the Contractor will perform no further Goods and Services other than the work which is reasonably required to complete the Goods and Services. Despite any other provision of this Agreement, if the City terminates this Agreement before the completion of all the Goods and Services, the City will pay to the Contractor all amounts owing under this Agreement for Goods and Services provided by the Contractor up to and including the date of termination, plus reasonable termination costs in the amount as determined by the City in its sole discretion. Upon payment of such amounts no other or additional payment will be owed by the City to the Contractor, and, for certainty, no amount will be owing on account of lost profits relating to the portion of the Goods and Services not performed or other profit opportunities.
- 15.4 The City may terminate this Agreement for cause as follows:
- (a) If the Contractor is adjudged bankrupt, or makes a general assignment for the benefit of creditors because of its insolvency, or if a receiver is appointed because of its insolvency, the City may, without prejudice to any other right or remedy the

City may have, terminate this Agreement by giving the Contractor or receiver or trustee in bankruptcy written notice; or

- (b) If the Contractor is in breach of any term or condition of this Agreement, and such breach is not remedied to the reasonable satisfaction of the City within 5 days after delivery of written notice from the City to the Contractor, then the City may, without prejudice to any other right or remedy the City may have, terminate this Agreement by giving the Contractor further written notice.

15.5 If the City terminates this Agreement as provided by Section 15.4 then the City may:

- (a) enter into contracts, as it in its sole discretion sees fit, with other persons to complete the Goods and Services;
- (b) withhold payment of any amount owing to the Contractor under this Agreement for the performance of the Goods and Services;
- (c) set-off the total cost of completing the Goods and Services incurred by the City against any amounts owing to the Contractor under this Agreement, and at the completion of the Goods and Services pay to the Contractor any balance remaining; and
- (d) if the total cost to complete the Goods and Services exceeds the amount owing to the Contractor, charge the Contractor the balance, which amount the Contractor will forthwith pay.

## **16. CURING DEFAULTS**

16.1 If the Contractor is in default of any of its obligations under this Agreement, then the City may without terminating this Agreement, upon 5 days written notice to the Contractor, remedy the default and set-off all costs and expenses of such remedy against any amounts owing to the Contractor. Nothing in this Agreement will be interpreted or construed to mean that the City has any duty or obligation to remedy any default of the Contractor.

## **17. DISPUTE RESOLUTION**

17.1 The parties will make reasonable efforts to resolve any dispute, claim, or controversy arising out of this Agreement or related to this Agreement ("Dispute") using the dispute resolution procedures set out in this section.

17.2 Negotiation: The parties will make reasonable efforts to resolve any Dispute by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.

17.3 Mediation: If all or any portion of a Dispute cannot be resolved by good faith negotiations within 30 days, either party may by notice to the other party refer the matter to mediation. Within 7 days of delivery of the notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to the British Columbia International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be Surrey, British Columbia. Each party will equally bear the costs of the mediator and other out-of-pocket costs, and each party will bear its own costs of participating in the mediation.

17.4 Litigation: If within 90 days of the request for mediation the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice commence litigation.

## **18. WCB AND OCCUPATIONAL HEALTH AND SAFETY**

18.1 The Contractor agrees that it shall, at its own expense, procure and carry, or cause to be procured, carried and paid for, full Workers' Compensation Board coverage for itself and all workers, employees, servants and others engaged in or upon any work or service which is the subject of this Agreement. The Contractor agrees that the City has the unfettered right to set off the amount of the unpaid premiums and assessments for the Workers' Compensation Board coverage against any monies owing by the City to the Contractor. The City shall have the right to withhold payment under this Agreement until the Workers' Compensation Board premiums, assessments or penalties in respect of the work done or service performed in fulfilling this Agreement have been paid in full.

18.2 The Contractor shall provide the City with the Contractor's Workers' Compensation Board registration number and a letter from the Workers' Compensation Board confirming that the Contractor is registered in good standing with the Workers' Compensation Board and that all assessments have been paid to the date thereof prior to the City having any obligations to pay monies under this Agreement.

18.3 Without limiting the generality of any other indemnities granted by the Contractor in this Agreement, the Contractor shall indemnify and hold harmless the City, its elected and appointed officials, employees and agents, from all manner of claims, demands, costs, losses, penalties and proceedings (including all actual legal costs) 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.

18.4 The Contractor agrees that it is the "prime contractor" for the work as defined in the *Workers' Compensation Act*, R.S.B.C. 1996, c. 492 as amended and will ensure compliance with the *Workers' Compensation Act* and Regulations in respect of the workplace. Without limiting its responsibilities under the legislation, the Contractor will coordinate the activities of employers, workers and other persons at the workplace relating to occupational health and safety. The Contractor shall have a safety program acceptable to the Workers' Compensation Board, shall provide first aid services, and shall ensure that all Workers' Compensation Board safety rules and regulations are observed during the performance of this Agreement, not only by the Contractor, but by all sub-contractors, workers, material personnel and others engaged by the Contractor in the performance of this Agreement. The prime contractor shall appoint a qualified coordinator for the purpose of ensuring the coordination of health and safety activities for the workplace. Prior to commencement of Construction, the Contractor shall complete and file a "Construction Notice of Project" with the Workers' Compensation Board and shall provide a copy of the same to the City confirming that the Contractor shall be the prime contractor responsible for coordination of safety and health under Part 3 of the *Workers' Compensation Act* and Part 20 of the WCB Occupational Health and Safety Regulations. That person will be the person so identified in this Agreement, and the Contractor will advise the City immediately in writing if the name or contact number of the qualified coordinator changes.

- 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 any regulations requiring installation or adoption of safety devices or appliances.
- 18.6 The Contractor shall fulfill all its duties, obligations, and responsibilities in such a manner that it ensures the safety of the public and in accordance with the safety regulations of the Workers' Compensation Board and shall install signs and barriers as required to ensure the safety of the public and of its employees in the use of the City facilities.
- 18.7 The Contractor understands and undertakes to comply with all the WCB Occupational Health and Safety Regulations for hazardous materials and substances, and in particular with the "Workplace Hazardous Materials Information System (WHMIS)" Regulations. All "Material Safety Data Sheets (MSDS)" shall be shipped along with the Goods, materials, products and any future MSDS updates will be forwarded.

## **19. BUSINESS LICENSE**

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

## **20. GENERAL PROVISIONS FOR GOODS**

- 20.1 Documentation for shipments of Goods from outside Canada shall be provided by a Contractor by airmail and shall include all documents as required by law or customary practice. All packages shall be marked as follows:

"Upon arrival, please contact customs broker:  
Livingston International Inc.  
Telephone: 604-685-3555  
Fax: 604-605-8231  
Email: [cst19@livingstonintl.com](mailto:cst19@livingstonintl.com)"

- 20.2 If this Agreement pertains to the fabrication, assembly or other processing of the Goods, representatives of the City shall be permitted free access at all reasonable times for the purpose of inspection, testing or obtaining information as to the progress of the fabrication, assembly or processing.
- 20.3 The City may require that shop drawings be submitted by the Contractor for review prior to the delivery of the Goods. The City may require that a qualified registered professional engineer stamp and approve a shop drawing prior to submission. Any review of shop drawings by the City will not relieve the Contractor from its obligation to deliver Goods in full compliance with all requirements of this Agreement.

## **21. COMPLIANCE**

- 21.1 The Contractor will provide the Services in full compliance with all applicable laws, building codes and regulations.
- 21.2 The Contractor will, as a qualified and experienced practitioner, interpret applicable codes, laws and regulations applicable to the performance of the Services. If an authority having jurisdiction imposes an interpretation which the Contractor could not reasonably have

verified or foreseen prior to entering into this Agreement, then the City will pay the additional costs, if any, of making alterations so as to conform to the required interpretation.

## **22. JURISDICTION OF COUNCIL AND NON-APPROPRIATION**

- 22.1 Nothing in this Agreement limits or abrogates, or will be deemed to limit or abrogate, the jurisdiction of the Council of the City in the exercise of its powers, rights or obligations under any public or private statute, regulation or by-law or other enactment.
- 22.2 The Contractor recognizes and agrees that the City cannot make financial commitments beyond the City's current fiscal year. The City will annually make bonafide requests for appropriation of sufficient funds to cover all payments covered by this Agreement. If City Council does not appropriate funds, or appropriates insufficient funds, the City will notify the Contractor of its intention to terminate or reduce the services so affected within 30 days after the non-appropriation becomes final. Such termination shall take effect 30 days from the date of notification, shall not constitute an event of default and shall relieve the City, its officers and employees, from any responsibility or liability for the payment of any further amounts under this Agreement.

## **23. WAIVER**

- 23.1 Any failure of the City at any time or from time to time to enforce or require the strict keeping or performance of any of the terms and conditions contained in this Agreement shall not constitute a waiver of the terms and conditions and shall not affect or impair the terms or conditions in any way or the City's right at any time to avail itself of any remedies as the City may have for any breach of the terms and conditions.

## **24. APPLICABLE LAW**

- 24.1 This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia. The City and the Contractor accept the jurisdiction of the courts of British Columbia and agree that any action under this Agreement shall be brought in such courts.

## **25. NOTICES**

- 25.1 Any notice, report or other document that either party may be required or may wish to give to the other must be in writing, unless otherwise expressly provided for, and will be deemed to be validly given to and received by the addressee:
- (a) by hand, on delivery;
  - (b) by facsimile, on transmission; or
  - (c) by mail, five calendar days after posting.
- 25.2 The addresses for delivery will be as shown in the Quotation. In addition, the City may give notice to the Contractor by email at the Contractor's email address as shown in the Quotation, which email will be deemed to be validly given and received by the Contractor on transmission. The Contractor may not give notice to the City by email.

**26. MERGER AND SURVIVAL**

26.1 The representations, agreements, covenants and obligations set out in this Agreement shall survive the delivery of the Goods and performance of the Services and payment of the Fees and Disbursements.

**27. ENTIRE AGREEMENT**

27.1 This Agreement, including the Schedules and any other documents expressly included by reference in this Agreement, contains the entire agreement of the parties regarding the provision of the Goods and Services, and no understandings or agreements, oral or otherwise, exist between the parties except as expressly set out in this Agreement. This Agreement supersedes and cancels all previous agreements between the parties relating to the Goods and Services.

27.2 In the event that the Contractor issues an invoice, packing slip, sales receipt, or any like document to the City, the City accepts the document on the express condition that any terms and conditions in it which constitute terms and conditions which are in addition to or which establish conflicting terms and conditions to those set out in this Agreement are expressly rejected by the City.

**28. SIGNATURE**

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

28.2 This Agreement may be executed in or one or more counterparts all of which when taken together will constitute one and the same Agreement, and one or more of the counterparts may be delivered by fax transmission or as a PDF file.

**- END OF PAGE -**

**29. ENUREMENT**

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

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement on the day and year first above written.

**CITY OF SURREY**

by its authorized signatory:

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

**CONTRACTOR**

by its authorized signatories:

\_\_\_\_\_  
(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**

- 1.1 The City invites Quotations from experienced and qualified Contractors for the provision of everything required including all skilled labour, tools, materials, equipment for Security and Parking Attendant Services of Surrey Major Festivals and any other requirements.

#### **2. SECURITY REQUIREMENT OVERVIEW**

- 2.1 The City of Surrey's Special Events Section has four (4) major events planned for 2017:
- (a) Party for the Planet (April 22<sup>nd</sup>);
  - (b) Canada Day (July 1<sup>st</sup>);
  - (c) Fusion Festival (July 22<sup>nd</sup>/23<sup>rd</sup>); and
  - (d) Tree Lighting Festival (November 25<sup>th</sup>).
- 2.2 The Contractor shall provide, from setup to strike, the events with 24-hour overnight security, as well as event security and parking attendants during event operating hours.
- 2.3 The final event deployment and details of the security contract will be developed between the City's event producer the City of Surrey, and the Contractor.

#### **3. CITY INFORMATION**

- 3.1 Surrey is one of British Columbia's fastest-growing communities, and is the twelfth largest city in Canada. Many families have elected to make Surrey their home, as it boasts a thriving economic community as well as many parks and services for people of all ages.
- 3.2 The events will be located as follows:
- (a) Party for the Planet and Tree Lighting Festival will take place in the atrium at City Hall and on the outside plaza.
  - (b) Canada Day will take place at the Cloverdale Millennium Amphitheatre and within the Cloverdale Fairgrounds, located at approximately 176<sup>th</sup> Street and 64<sup>th</sup> Avenue in Surrey.
  - (c) Fusion Festival will take place at Holland Park -- the city's newest "Urban Park," located at approximately Old Yale Road and King George Highway.
- 3.3 All of the City's signature events take place in public areas, during daytime hours the locations are utilized by the public. After hours the overnight security guards will be charged with protecting the assets of the event, and must all have cellular phones for the purpose of contacting 9-1-1 in case of an emergency. At past events, these incidents have included vandalism of park property, vandalism of event property, theft, and fights between intoxicated individuals on park property. Though these are by no means guaranteed incidents, it is important that overnight guards prepare themselves for the likelihood of such events.

#### **4. SITE LAYOUT AND EVENT DETAILS**

- 4.1 Party for the Planet features a main stage, family activities and vendor booths set through the atrium and plaza at City Hall. The main stage will have a rock/pop headlining band targeted towards attracting a 13-25 demographic. Other onsite entertainment will have a family focus. Estimated attendance is 10,000+.
- 4.2 The Surrey Canada Day site features a main stage, community stage, food concessions, mid-way amusement rides, fireworks and a community activity zone. Our talent includes both community and headline performers. The RCMP estimated our attendance at over 100,000 throughout the day; at any one time, the maximum on-site capacity is estimated at 35,000 people.
- 4.3 Fusion Festival features a main stage plus three other community stages, an Indigenous Village, over 40 cultural food pavilions, and vendor booths. The headliners will include well-known international artists on both Saturday and Sunday. The estimated attendance over the both days is approximately 110,000.
- 4.4 The Tree Lighting Festival features the lighting of BC's largest tree and a main stage with both a headliner and community talent. Various activities and vendors help animate the site. Estimated attendance is 12,000 people.

#### **5. ADVANCE WORK**

- 5.1 The Contractor shall provide a senior supervisor, designated the event's Head of Security, to participate in advance planning for security policy on these events. The advance work will primarily consist of participating in e-mail and telephone correspondence with the site manager, but will also require attendance at a minimum of (3) security briefings with the City of Surrey, RCMP and Event Production Staff prior to the event.

#### **6. PRELIMINARY SCHEDULE OF EVENTS**

##### **6.1 PARTY FOR THE PLANET**

- (a) **Thursday, April 20, 2017 to Friday April 21, 2017 – Site Setup**  
Site is closed to the public. Contractor to provide 24-hour site security beginning at 16:00 hours on April 20<sup>th</sup> as production elements arrive onsite.
- (b) **Saturday, April 22, 2017 – Event Day**  
Contractor to provide full festival deployment of event security guards and parking attendants.
- (c) **Sunday, April 23, 2017 – Site Strike**  
Contractor to provide 24-hour patrol as the strike of the site continues, until all production elements and rental items have been removed from site.

##### **6.2 CANADA DAY**

- (a) **Monday, June 26, 2017 to Friday, June 30, 2017 – Site Setup**

Site is closed to the public. Contractor to provide 24-hour site security beginning at 16:00 hours on June 26<sup>th</sup> as production elements arrive onsite.

**(b) Saturday, July 1, 2017 – Event Day**

Contractor to provide full festival deployment of event security guards and parking attendants.

**(c) Sunday, July 2, 2017 to Monday, July 3, 2017 – Site Strike**

Contractor to provide 24-hour patrol as the strike of the site continues, until all production elements and rental items have been removed from site.

**6.3 FUSION FESTIVAL**

**(a) Monday, July 17, 2017 to Friday, July 21, 2017 – Site Setup**

Site is closed to the public. Contractor to provide 24-hour site security beginning at 16:00 hours on July 17<sup>th</sup> as production elements arrive onsite.

**(b) Saturday, July 22, 2017 to Sunday, July 23, 2017 – Event Days**

Contractor to provide full festival deployment of event security guards and parking attendants.

**(c) Monday, July 24, 2017 to Wednesday, July 26, 2017 – Site Strike**

Contractor to provide 24-hour patrol as the strike of the site continues, until all production elements and rental items from site.

**6.4 TREE LIGHTING FESTIVAL**

**(a) Thursday, November 23, 2017 to Friday November 24, 2017 – Site Setup**

Site is closed to the public. Contractor to provide 24-hour site security beginning at 16:00 hours on November 23<sup>rd</sup> as production elements arrive onsite.

**(b) Saturday, November 25, 2017 – Event Day**

Contractor to provide full festival deployment of event security guards and parking attendants.

**(c) Sunday, November 26, 2017 – Site Strike**

Contractor to provide 24-hour patrol as the strike of the site continues, until all production elements and rental items have been removed from site.

**7. REQUIREMENTS OF GUARDS**

7.1 All of the signature events hosted by the City are created to be family friendly environments. As such, all Contractor staff members working the events will need to adhere to a set of guidelines when interacting with the public. The following requirements will extend to the Contractor's security staff:

7.2 Event Supervisor:

- (a) Guards in a supervisory role will be required to be on-radio, and have the ability to contact the Event Production Managers.
- (b) Guards must be fluent in conversational English.

- (c) Guards must be courteous, and have strong 'customer service' skills when interacting with the general public in a non-emergency situation.
- 7.2 Event Security Guard (during event hours):
- (a) Guards must be fluent in conversational English.
  - (b) Guards must be courteous, and have strong 'customer service' skills when interacting with the general public in a non-emergency situation.
- 7.3 Site / Overnight Patrol Guards (non-event hours):
- (a) Guards must be able to communicate with Event Staff in English.
  - (b) Guards must have cell phones for the purpose of phoning 911 or local police.
- 7.4 Parking Attendants
- (a) Parking Attendants must be fluent in conversational English.
  - (b) Parking Attendants must be courteous, and have strong 'customer service' skills when interacting with the general public in a non-emergency situation.

## **8. REQUIREMENTS FOR ALL GUARDS**

- 8.1 Any of the Contractor's security staff members found sleeping while on shift will be dismissed immediately. If a second such incident occurs, it will result in that staff member being dismissed permanently from the site. In either case, it will be the Contractor's responsibility to replace them immediately and the City will be refunded that staff member's rate for any shift in question.
- 8.2 Any member found behaving in a manner that is disrespectful to the event staff or general public may be dismissed immediately at the sole discretion of the Site Manager, following a good-faith discussion of the relevant facts between the Site Manager, the relevant security supervisor and Head of Security.
- 8.3 All Contractor security staff are to be in uniform while on shift, clearly identifying them to patrons, staff and authorities as "Security". If it is necessary to subcontract staff from other security agencies, all such staff will appear in the uniform of the Contractor and not that of their "home" agency. It is entirely acceptable to have one uniform for event staff and another for site/overnight staff.
- 8.4 Smoking is prohibited within all event sites under By-law 13480.
- 8.5 Radios for all security guards and parking attendants must be provided by the Contractor.

## **9. APPEARANCE OF GUARDS**

- 9.1 Security guards shall arrive to work in the appropriate uniform of the Contractor. Uniforms shall be clean, pressed, in good condition, and shall present a professional appearance. Security guards shall not "accessorize" their uniforms or wear non-uniform apparel while on duty. Security guards shall not lean against walls, wear shirts out, stand with hands in pockets, or adopt any other unprofessional or inattentive posture. Security guards shall maintain a professional appearance. They shall be well groomed and adhere to the Contractor's written standards for appearance and grooming.

## **10. CONDUCT OF GUARDS**

- 10.1 Contractor's security guards shall adhere to the following non-exhaustive list:
- (a) maintain a high level of visibility at all times as a deterrent;
  - (b) present a professional, concerned image to the public and staff;
  - (c) not have personal visitors while on duty and shall not converse privately with acquaintances while on duty;
  - (d) not get personally involved with any staff member on the job, or engage in long or private conversations that disrupt work;
  - (e) not read books, magazines, or newspapers while on duty;
  - (f) not wear headphones while on duty;
  - (g) not sit in their personal vehicles while on duty or on breaks;
  - (h) limit telephone calls and text messages to business or personal emergencies;
  - (i) not access social media for personal reasons while on duty;
  - (j) not accept any gifts or gratuities that are in any way related to their position with the City;
  - (k) not request or accept any kind of credit or loan from staff or surrounding businesses;
  - (l) not possess or drink alcohol or possess or use illegal substances on the job. If a security guard is determined to be under the influence of alcohol or illegal drugs while on duty, he/she will be promptly dismissed and may not be allowed to return to his/her position with the City; and
  - (m) obey and perform all post orders and instructions and those issued by the City.
- 10.2 The Contractor's Event Supervisor shall investigate all complaints received from the public or staff about a security guard and report findings and corrective action to the City representative.
- 10.3 Security guards who have received consistent complaints without extenuating circumstances shall be discharged from the event and from further working on City events. Rude or offensive behaviour to public or staff will not be tolerated.
- 10.4 Wilful disregard of orders will be cause for immediate dismissal.
- 10.5 When appropriate, security guards shall pass on to their relief security guards any special instructions about pertinent situations.
- 10.6 Security guards must be equipped with communications equipment as required by the City and supplied by the Contractor. All equipment shall be kept in good working condition. If standing post orders include communications equipment, the guard shall carry the equipment at all times while on duty.

## **11. SERVICE STANDARDS**

- 11.1 The Contractor must provide continuous and uninterrupted Services in accordance with the Service standards, requirements, and terms and conditions of the Agreement. Such Services will be performed to a standard of care, skill and diligence maintained by persons providing the highest commercial standard, for similar services. Should any Services or materials be required for the proper performance of the Agreement which are not expressly or completely described in the Agreement and are reasonably associated with or necessary for the proper and timely performance and provision of the

Services, then such Services or materials will be deemed to be implied and required by the Agreement and the Contractor will furnish them as if they were specifically described in the Agreement as part of the Services.

- 11.2 In providing the Services, as described in this Schedule A the Contractor is to at all times meet or exceed the standards of the industry, the standards described in this Agreement and the Service levels and quality standards provided by the service model(s) currently in place at each event location. The City will have the right at any time throughout the term to revise such Service standards by amending agreement and the Contractor will promptly make all required adjustments to its operations to accommodate such revised Service standards. All Services will be provided to the complete satisfaction of the City and will be conducted in such a manner as not to interrupt or interfere with the City's operations.

## **12. BOMB THREAT**

- 12.1 The City has established a procedure for responding to bomb threats. The Contractor's security guards may be asked to assist, as follows:
- (a) The security guard shall obtain as much pertinent information about the source of the threat as possible, e.g. time, name, location, what was said;
  - (b) Notify the contract manager and 9-1-1 of the bomb threat and convey all pertinent information including guard's name and telephone number;
  - (c) When evacuation of the premises is ordered, the security guard shall assist with the evacuation of all occupants in an orderly and safe manner;
  - (d) Explosives usually are camouflaged and can be packaged in a variety of containers such as a shoebox, athletic bag, backpack, briefcase, suitcase, etc. While evacuating, look for but do not touch, move or disturb anything suspicious or out of place; anything that does not belong, or whose nature and presence cannot be adequately explained. Notify RCMP of any suspicious object discovered;
  - (e) Security guards shall not give permission to anyone to leave a box, suitcase or other object at any time unattended;
  - (f) Cordon off the area and deny re-entry; and
  - (g) Do not use a pager, radio or cellular phone near the suspicious object. Pager, radio or cellular phone frequencies may detonate some explosive devices. Exercise caution and advise others to not use pagers, radios or cellular phones near the object.

## **13. REPORTING UNUSUAL EVENTS AND EMERGENCIES**

- 13.1 The Contractor's security guards shall promptly report any unusual event or emergency to the Event Supervisor.
- 13.2 A reportable event would include, but is not limited to, the following:
- (a) Any incident of a person suspected of possessing an illegal weapon;
  - (b) Any altercation in which a By-law officer or Police officer was called;
  - (c) Any altercation between persons resulting in an injury;
  - (d) Any incident of a belligerent or hostile customer who disrupts the workflow, especially if escorted from the premises;
  - (e) Any safety hazard or security breach observed in the course of the shift;
  - (f) Any accident resulting in injury to persons or damage to property;

- (g) Any incident that occurs outside the premises, but within the area of observation, such as a car theft, car accident and vandalism, robbery, etc.; and,
- (h) Any reportable event shall be followed with a written report in which the security guard shall state the facts – who, when, where, what, why and how. Making any knowingly false statements shall result in immediate dismissal. The City is to be given a copy of all written reports. Written reports shall be completed at the earliest available opportunity and, in no event shall it take longer than twenty-four (24) hours.

#### **14. EMERGENCY ASSISTANCE**

- 14.1 In an emergency when the situation calls for the evacuation of an entire or selected area, the Contractor's security guards shall assist with the evacuation of patrons and City staff to a safe location, as requested by the Fire Department, Police or City by-law officers. Furthermore, if requested by the designated authorities, the Contractor's security guards shall assist local law enforcement agencies, by-law officers, or the Fire Department on an as-needed basis, such as with crowd control.
- 14.2 Although security guards will have a specific set of duties, tasks and daily procedures to follow, in the event of an emergency, security guards shall follow the instructions of Fire Department, Police, or By-law officers upon direct command.

#### **15. CRIMINAL BACKGROUND CHECK**

- 15.1 The Contractor is to ensure that all of its personnel who provide security services have first undergone and passed a criminal background check. The Contractor must undergo a criminal record check at the Contractor's expense. The Contractor must also ensure all employees of the Contractor have had criminal record searches conducted. The City has the right to request proof from the Contractor of criminal record check completions.

#### **16. REQUIRED TRAINING AND PREPARATION**

- 16.1 Contractor's security staff will have completed Basic Standards Training (BST) as defined under the Private Investigators and Security Agencies Act, received a Provincial Security Employee License and other training as required by the City prior to commencement of their assignment. No reimbursement will be provided for salaries, travel or any other expense incurred for training.

#### **17. CITY OF SURREY TO PROVIDE**

- 17.1 The City will provide the following for events:
  - (a) 10'x10' tent for security headquarters in the back of house; and
  - (b) Heavy-duty concert barricade on main concert stages.

**- END OF PAGE -**



**SCHEDULE B - QUOTATION**

**RFQ Title: SECURITY AND PARKING ATTENDANT SERVICES:  
SURREY MAJOR FESTIVALS**

RFQ No: 1220-040-2017-001

**CONTRACTOR**

Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**CITY OF SURREY**

City Representative: Richard D. Oppelt, Purchasing Manager

Address: Surrey City Hall  
Finance & Technology Department – Purchasing Section  
Reception Counter – 5<sup>th</sup> Floor West  
13450 - 104 Avenue, Surrey, B.C., Canada, V3T 1V8

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

1. If this Quotation is accepted by the City, a contract will be created as described in:
  - (a) the Agreement;
  - (b) the RFQ; and
  - (c) other terms, if any, that are agreed to by the parties in writing.
  
2. Capitalized terms used and not defined in this Quotation will have the meanings given to them in the Agreement and RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the Agreement and RFQ will remain in full force and effect.

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

Section	Requested Departure(s) / Alternative(s)

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

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

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

Requested Departure(s) / Alternative(s)

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

SECTION B-1

**Changes and Additions to Specifications:**

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

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

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

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SECTION B-2

**Fees and Payments**

8. The Contractor understands and agrees that the hours as listed below are estimated, and that the actual hours may vary. The Contractor offers to supply to the City of Surrey the Goods and Services for the prices plus applicable taxes as follows:

<b>Prices Summary Sheet</b>		
<b>Payment Terms:</b> A cash discount of _____ % will be allowed if invoices are paid within _____ days, or the _____ day of the month following, or net 30 days, on a best effort basis.		
ITEM #	TITLE	AMOUNT
1.	Advanced Work: Head of Security	\$
2.	Event: Party for the Planet	\$
3.	Event: Canada Day	\$
4.	Event: Fusion Festival	\$
5.	Event: Tree Lighting Festival	\$
<b>Subtotal:</b>		\$
<b>GST:</b>		\$
<b>TOTAL QUOTATION PRICE INCLUDING GST:</b>		\$

Contractors should state any further discount, as a percentage, if all four (4) events are awarded as a package: \_\_\_\_\_ %

<b>1. <u>ADVANCED WORK: HEAD OF SECURITY</u></b>			
DESCRIPTION	Estimated Hours (A)	Hourly Rate (B)	Extended Total (A) x (B)
a. Head of Security	48	\$	\$
<b>SUBTOTAL: (excluding GST):</b> <b>(Carry this subtotal forward to Item #1 on the above Price Summary Sheet)</b>			\$

<b>2. <u>EVENT: PARTY FOR THE PLANET</u></b>				
<b>DESCRIPTION</b>		<b>Estimated Hours (A)</b>	<b>Hourly Rate (B)</b>	<b>Extended Total (A) x (B)</b>
a.	Event Supervisor	105	\$	\$
b.	Event Security Guard (event hours only)	325	\$	\$
c.	Overnight Guard (non-event hours)	90	\$	\$
d.	Parking Attendant	0	\$	\$
Subtotal hours		520		
<b>SUBTOTAL: (excluding GST):</b> <b>(Carry this subtotal forward to Item #2 on the above Price Summary Sheet)</b>				<b>\$</b>

<b>3. <u>EVENT: CANADA DAY</u></b>				
<b>DESCRIPTION</b>		<b>Estimated Hours (A)</b>	<b>Hourly Rate (B)</b>	<b>Extended Total (A) x (B)</b>
a.	Event Supervisor (non-stat)	135	\$	\$
b.	Event Security Guard (non-stat)	260	\$	\$
c.	Overnight Guard (non-stat)	140	\$	\$
d.	Parking Attendant (non-stat)	0	\$	\$
Subtotal non-stat hours		535		
e.	Event Supervisor (stat)	90	\$	\$
f.	Event Security Guard (event hours only) (stat)	580	\$	\$
g.	Overnight Guard (non-event hours) (stat)	0	\$	\$
h.	Parking Attendant (stat)	175	\$	\$
Subtotal stat hours (July 1 <sup>st</sup> )		845		
<b>SUBTOTAL: (excluding GST):</b> <b>(Carry this subtotal forward to Item #3 on the above Price Summary Sheet)</b>				<b>\$</b>

4. <u>EVENT: FUSION FESTIVAL</u>				
DESCRIPTION		Estimated Hours (A)	Hourly Rate (B)	Extended Total (A) x (B)
a.	Event Supervisor	520	\$	\$
b.	Event Security Guard (event hours only)	2,000	\$	\$
c.	Overnight Guard (non-event hours)	395	\$	\$
d.	Parking Attendant	300	\$	\$
Subtotal hours		3,215		
<b>SUBTOTAL: (excluding GST):</b>				\$
<b>(Carry this subtotal forward to Item #4 on the above Price Summary Sheet)</b>				

5. <u>EVENT: TREE LIGHTING FESTIVAL</u>				
DESCRIPTION		Estimated Hours (A)	Hourly Rate (B)	Extended Total (A) x (B)
a.	Event Supervisor	65	\$	\$
b.	Event Security Guard (event hours only)	210	\$	\$
c.	Overnight Guard (non-event hours)	60	\$	\$
d.	Parking Attendant	0	\$	\$
Subtotal hours		335		
<b>SUBTOTAL: (excluding GST):</b>				\$
<b>(Carry this subtotal forward to Item #5 on the above Price Summary Sheet)</b>				

**SECTION B-3**

**Time Schedule:**

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

MILESTONE DATES \_\_\_\_\_

ACTIVITY	SCHEDULE									
	1	2	3	4	5	6	7	8	9	10
<b>SAMPLE</b>										

SECTION B-4

**Key Personnel & Sub-Contractors:**

10. Contractors should provide information on the background and experience of all key personnel, including Event Security Supervisors who would be assigned to each festival, and detail their security experience. Contractors should list the name of their Head of Security and detail his/her experience (attach CV if available) (use the spaces provided and/or attach additional pages, if necessary):

**Key Personnel**

Name: \_\_\_\_\_  
Experience: \_\_\_\_\_  
Dates: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Responsibility: \_\_\_\_\_

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

<i>Description Of Goods &amp; Services</i>	<i>Sub-Contractors &amp; Material Suppliers Names</i>	<i>Years Of Working With Contractor</i>	<i>Telephone Number And Email</i>

SECTION B-5

**Experience and References:**

12. Contractor's should provide information on their relevant experience and qualifications in delivering Goods and Services similar to those required by the Agreement. Include, for example, your experience with major festival concerts with attendance greater than 10,000 people in large public venues and/or events consisting of people from a variety of backgrounds in a crowd setting, and dealing with potentially difficult individuals in those crowd settings (use the spaces provided and/or attach additional pages, if necessary):

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

13. Contractor's demonstrated ability to provide the Services:

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14. Contractor's should provide information on their relevant references (name and telephone number). The City's preference is to have a minimum of three references. Previous clients of the Contractor may be contacted at the City's discretion (use the spaces provided and/or attach additional pages, if necessary):

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15. Contractors should provide a description of the general approach and methodology that they would take in performing the Services including specifications and requirements.

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16. Contractors should provide a narrative that illustrates how they will complete the Scope of Services, manage the Services, and accomplish required objectives within the City's schedule.

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17. I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ and the Agreement, submit this Quotation in response to the RFQ.

**This Quotation** is offered by the Contractor this \_\_\_\_\_ day of \_\_\_\_\_, 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)