

9. Unscheduled Callouts

Contractors must be prepared to work as required on weekends and outside of normal working hours, if requested by the Arena Operations Manager. Contractors must have their contacts respond within thirty (30) minutes from the time a call-out is made by means of calling back to the source.

The technician must be on site within four (4) hours in a regular working day for all unscheduled work that is not deemed "Emergency Service".

Note: If the Contractor does not carry out the work at a rate considered satisfactory by the City, the City reserves the right to utilize the services of another Contractor.

10. Supply and Invoicing of Materials

The Contractor is expected to locate his own source for the supply of materials required to carry out any work under an agreement and should make satisfactory arrangements for such to be available in the time they are required under any work authorization.

The Contractor shall be paid for unscheduled materials and spare parts used as invoiced at the Contractor's purchase cost plus, GST/PST, plus the scheduled percentage mark-up. It shall be the responsibility of the Contractor to satisfy the City, that the purchase costs on which percentage is claimed are authentic.

Contractors are to offer their own % mark-ups for Materials.

All invoices for unscheduled materials purchased for this agreement shall be produced on demand for the City.

11. Service Reports

A service report must be completed by the Contractor for any work performed at a work site. The report should specify the labour type, number of hours worked per technician and any other charges. Reports should include pictures detailing the condition of the area in need of repair, both before and after completion of the work.

The Contractor shall provide to the City annually operational reports of all equipment. It should contain as many of the items listed below, as are readily available on an annual basis.

- Calls for the month and year to date, categorized and including call received, attendance and site times, fault identification and rectification
- Scheduled repairs carried out, identified, planned, any unscheduled repairs
- Report on any semi annual tests or audits carried out or upcoming
- Out of service times per unit during normal working hours

Annual meeting shall be convened to discuss progress, status of maintenance and any other outstanding issues. Such meetings shall involve the Contractor, and the Arena Operations Manager, and take place at agreed pre-arranged time and venue.

12. Identification of Employees

All personnel employed by the Contractor shall at all times be readily identifiable as being an employee of the Contractor. Contractor employees and sub-trades shall also carry on their person, personal photographic identification at all times while working on City premises. Service vehicles shall also have the Contractor's business name clearly marked.

Only employees of the Contractor (or Contractor's approved sub-Contractor(s)) specifically assigned to carry out the work will be allowed to enter the City facilities. While the Contractor's employees are on the City's premises, the Contractor shall require them to conduct themselves in a professional manner.

The Contractor shall report in and out to the facility manager/representative when attending sites.

13. Safety

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

14. Spare Parts

The Contractor shall be required to carry sufficient spare parts to provide immediate service in the event of a minor breakdown and shall have sufficient spare parts available to enable reasonable service on major breakdowns. Types of spare parts to be carried are those known to fail on a regular basis. All parts replaced on a unit shall, if requested, be returned to the Arena Operations Manager. Failure to return parts may result in rejection of the claim for payment.

Where an urgent requirement exists for a part (or parts) which the Contractor or Contractor's supplier(s) does not have in stock, the Contractor shall immediately air freight such part (or parts) to expedite the repair.

If such part (or parts) is part of the normal Preventive maintenance schedule, the Contractor shall bear any extra costs incurred.

15. Warranty Period Against Faulty Spare Parts and Materials

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

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

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

16. Warranty Against Faulty Workmanship (*Quality Control*)

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

Alternatively, the City may repair the loss or damage and the Contractor shall pay to the City the costs of repairing the loss or damage upon demand from the City. Where, in the opinion of the City, it is not practical or desirable to repair the loss or damage, the City may estimate the cost of loss or damage and deduct such estimated amount from the amount owing to the Contractor.

17. Warranty Period on Existing Equipment

Units included in this RFQ may be covered by the manufacturer's warranty against faulty workmanship and parts. The Contractor shall not work on any of the units, which would render this warranty null and void. If the Contractor carries out any work, which would normally be covered by the manufacturer's warranty, this work will be free of charge to the City.

The City shall advise the Contractor when individual units come out of their respective warranty period. For units no longer under warranty this section shall not apply.

18. Associated Work, Service Tools, Materials, & Spare Parts

The Contractor shall provide all tools and materials including consumable stores such as oils (including refrigeration and air compressor required for oil changes), greases, cleaning materials, joining materials, chemicals for cleaning etc. required to carry out and test the work requested in the performance of the agreement. It shall be the responsibility of the Contractor to be fully equipped on each attendance call.

The Contractor shall possess specialized instruments for testing of air balance, temperature, velocity and indoor air quality. The Contractor shall also have available for use any interface devices required for any air conditioning or refrigeration plant contained within this agreement.

19. Disruption of Normal Activity

The Contractor shall schedule and arrange work so as to cause the least interference with the normal occurrence of City business. In those cases where some interference may be essentially unavoidable, the Contractor shall be responsible to make every effort

to minimize the impact of the interference, inconvenience, interrupted service, customer discomfort, etc.

When it is necessary to disrupt normal facility activities, the schedule or work and the areas to be affected must be approved by the Arena Operations Manager prior to commencement of the work, or be rescheduled for after normal working hours.

Some Services may need to be scheduled outside of Normal Working Hours, subject to prior approval of the Arena Operations Manager.

20. Special Inclusion

To maintain high reliability levels and minimum down time, the following items are deemed to be included in the RFQ.

- Single point of contact for maintenance management, preparation of reports and attendance meetings.
- All maintenance and repair works generally performed at agreed times.
- Maintenance to be carried out in accordance with applicable Federal, Provincial and Municipal standards and in accordance with manufacturers' data/guidelines.
- Preventive maintenance and approved repairs to be carried out in a planned and scheduled manner.

21. Additional Sites/Locations

Additional sites and locations may be added onto an agreement via an amending agreement. The Contractor shall submit a price quotation to the City, which if approved through cost review, will be added to the contract by the City.

22. Energy Management

The Contractor shall ensure that all repairs and/or replacement materials shall take into account the City's directive and objective for a more energy efficient management program for the various City arenas.

All repairs and/or replacement materials shall be of the same or higher standard in terms of energy consumption to achieve significant and sustainable savings in energy use and cost efficiencies.

The Contractor is required to identify all opportunities during the course of maintenance or repair services within the ice refrigeration equipment rooms for installation of products and equipment that would reduce electrical energy consumption, or other forms of environmental benefits. This includes utilization of BC Hydro Power Smart recommended products and incentives.

23. Refrigerant Handling

The Contractor must comply with all laws, codes and regulations concerning fully halogenated CFC refrigerants and their recovery.

The Contractor must fully comply with American Society of Heating, Refrigerating and Air Conditioning Engineers Ins. (ASHARE) guidelines, latest edition.

The Contractor should have available at all times equipment as described in the guidelines, as a minimum.

Section

Requested Departure(s) / Alternative(s)

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

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

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

Requested Departure(s) / Alternative(s)

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

SECTION B-1

Changes and Additions to Specifications:

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

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

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

SECTION B-2

Fees and Payments

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

Table A - Schedule of Prices (Cost for performance of the required maintenance based on Scope of Services and Equipment Inventory):

Item No.	BUILDING	HOURS PER INSPECTION ANNUAL INSPECTION	BI-ANNUAL COST PER INSPECTION (\$) COMPRESSORS ONLY (A)	ANNUAL COST (\$) PER INSPECTION (B)	PROPOSED ANNUAL COST (A + B)
1	CLOVERDALE ARENA				
2	NEWTON ARENA				
3	NORTH SURREY ARENAS (2)				
4	SOUTH SURREY ARENA				
5	SURREY SPORTS & LEISURE COMPLEX ARENAS (3) (SSLC)				
Subtotal:					\$
(Including but not limited to all Services described in the RFQ)					
GST:					\$
TOTAL PRICE:					\$

For greater certainty, labour rates, costs of general management, non-technical supporting services, general overheads, general requirements, truck charges, fuel, fuel surcharges, and profit are deemed to be covered by the above Fees and will not be subject to additional payment by the City.

NOTES:

- Pricing is based on allowing adequate time to perform the required maintenance procedures as listed in Schedule A;
- All required maintenance will be carried out by certified Journeyman.
- Repairs will not be carried out without the approval of the City.
- Any conditions of concern will be addressed immediately to the City.
- All safety rules and procedures laid out by the City and WorkSafe BC will be strictly adhered to.
- Hourly rate after hours shall be calculated to cover all applicable costs and labour.
- Unscheduled work shall be invoiced at the respective hourly rate and claims shall be made for actual hours worked.

Payment Terms:

A cash discount of _____% will be allowed if account is paid within _____ days, or the _____ day of the month following, or net 30 days, on a best effort basis.

Table B List of Separate Prices:

The following is a list of Separate Price(s) and forms part of this RFQ, upon the acceptance of any or all of the Separate Price(s). The Separate Prices are an addition or a deduction to the Total Price and do not include GST. DO NOT state a revised Total Price.

NOTE: ASSESSMENT OF EXISTING PLANT CONDITION AND COST OF THIS ASSESSMENT. PROVIDE A DETAILED ESTIMATE OF ANY ADDITIONAL REPAIRS REQUIRED OR FIRST TIME STARTUP COSTS.

CLOVERDALE ARENA	Estimated Assessment Cost:	\$
	Estimated Additional Repairs Cost:	\$
	Estimated First Time Start-up Costs:	\$
	Estimated Cost of Basic Annual Compressor overhaul:	\$
NEWTON ARENA	Estimated Assessment Cost:	\$
	Estimated Additional Repairs Cost:	\$
	Estimated First Time Start-up Costs:	\$
	Estimated Cost of Basic Annual Compressor overhaul	\$
NORTH SURREY ARENAS (2)	Estimated Assessment Cost:	\$
	Estimated Additional Repairs Cost:	\$
	Estimated First Time Start-up Costs:	\$
	Estimated Cost of Basic Annual	\$

	Compressor overhaul	
SOUTH SURREY ARENA	Estimated Assessment Cost:	\$
	Estimated Additional Repairs Cost:	\$
	Estimated First Time Start-up Costs:	\$
	Estimated Cost of Basic Annual Compressor overhaul	\$
SURREY SPORTS & LEISURE COMPLEX ARENAS (3) (SSLC)	Estimated Assessment Cost:	\$
	Estimated Additional Repairs Cost:	\$
	<u>Estimated First Time Start-up Costs:</u>	\$
	Estimated Cost of Basic Annual Compressor overhaul	\$

Table C: State Labour rates for the following coverage periods and mark-up for parts and materials.

The following hourly rates and parts pricing are for work not covered in the Preventive Maintenance Work Plans i.e. vandalism.

NOTES:

- Hourly Labour rates are all inclusive, including without limitation, wages, benefits, vehicles, fuel and fuel surcharges, tools, equipment, specialty tools and equipment, mobilization and demobilization, overhead and profit.
- Unscheduled work shall be invoiced at the respective hourly rate and claims shall be made for actual hours worked.
- The following labour rates are firm for a minimum period of thirty-six months.

1. Regular Working Hours - MONDAY THRU FRIDAY, 7:00 a.m. – 6:00 p.m. – (includes emergency service requests)

Refrigeration Mechanic: \$ _____ / hr.
 Apprentice: \$ _____ / hr.
 Labourer: \$ _____ / hr.
(Excludes GST)

2. After hours, Weekends & Holidays (includes emergency service requests)

Refrigeration Mechanic: ¹\$ _____ / hr.
 Apprentice: ¹\$ _____ / hr.
 Labourer: ¹\$ _____ / hr.
(Excludes HST)

¹ALL SERVICES PERFORMED OTHER THAN MONDAY THROUGH FRIDAY FROM 7:00 AM TO 6:00 PM AND EMERGENCY CALLS SHALL BE CHARGED AT NO MORE THAN 1 1/2 TIMES THE FIXED HOURLY RATE FOR THE INDIVIDUAL PERFORMING THE SERVICE.

3. Mark-up rate on parts, materials, rental equipment and sub-contractors costs:

Contractor's Invoice Plus (Under \$ _____) ² _____ %

Contractor's Invoice Plus (Over \$ _____) ² _____ %

²Original invoices for all parts shall be made available to the City upon request.

Discount on materials purchased from Contractor: _____ %

4. Service Call Out Charge including Emergencies: ³\$ _____

³FOR GREATER CERTAINTY, AFTER HOURS EMERGENCY CALL OUT FEE SHALL INCLUDE ALL APPLICABLE LABOUR RATES, GENERAL CONDITIONS, OVERHEAD COSTS, CHARGE FOR TRAVEL TIME, CHARGE FOR VEHICLE (INCLUDING MILEAGE), FUEL, FUEL SURCHARGES AND ALL RELATED COSTS ASSOCIATED WITH CALL OUTS. ALL CHARGES LISTED ABOVE ARE INCLUSIVE; THE CITY WILL NOT BE RESPONSIBLE FOR CHARGES THAT ARE NOT INCLUDED ON THIS PRICE SHEET.

Contact Phone Numbers:

Contractors shall provide one or more telephone numbers for contacting a company representative at anytime, regular time, after regular working hours and for emergency repair service.

		Name and Phone Number
1.	During Regular Working Hours 7:00 a.m. to 6:00 p.m. Monday through Friday.	
2.	After Regular Working Hours	
3	Emergency	

Supplemental Notes:

The selected refrigeration service contractor will provide the following information as part of their quotation:

- Approximate cost for each arena for performance of the required maintenance (based on scope of work and equipment inventory)

- List of qualified personnel including mechanic that will be dedicated to this service and back up.
- Response time for weekday daytime hours
- Response time for work outside of weekday daytime hours
- Service report form
- Cost and specifications of basic annual compressor overhaul
- References
- Assessment of existing plant condition required and cost of this assessment. Provide a detailed estimate of any additional repairs required or first time start up costs.
- Detail the work to be done on start up and shut down of each arena. Provide written schedule of maintenance included recommended service hours for major equipment inspections.

SECTION B-3

Time Schedule:

9. Estimated Schedule and Implementation Plan

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).

Provide a sample implementation plan that details the transition and time elements of your proposed Services including the following: Time line/project chart showing events, responsibilities and task ownership, description the major steps and success criteria for each.

Where a change in sub-Contractor is required, the Contractor would be fully responsible for executing a seamless changeover, minimizing or eliminating City staff time and inconvenience during the changeover (provide change over plan with Quotation).

Preventive Maintenance Plans

The Contractor shall provide a comprehensive Preventive Maintenance Plan (the "PMP") for all refrigeration equipment including associated electrical components to be serviced that outlines scope and frequency of work to be carried out on a recurring basis.

The PMP shall provide a description of how the Contractor would organize and perform and accomplish – as a minimum:

- a. The PMP shall contain a description of how the Contractor would organize and perform the preventive maintenance services. (Refer to Appendix 1-A);
- b. Identification of critical or problem areas;
- c. Identification of programmed maintenance tasks and their performance intervals;
- d. Identification of tasks, if any, which must be accomplished by the City during performance of an agreement or prior to award to perform the work; and
- e. Reporting

MILESTONE DATES _____

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

SECTION B-4

Key Personnel & Sub-Contractors:

10. Contractors should provide information on the background and experience of all key personnel proposed to provide the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

Key Personnel

Name: _____
 Experience: _____
 Dates: _____
 Project Name: _____
 Responsibility: _____
 Certificate Attached: Yes No Not Applicable

Refrigeration Certified Technician (minimum workforce of three)

Name: _____
 Experience: (Preferred 5 years ammonia refrigeration experience)
 Dates: _____
 Project Name: _____
 Responsibility: _____
 Certificate Attached: Yes No

Gas Fitting Personnel

Name: _____
Experience: _____
Dates: _____
Project Name: _____
Responsibility: _____
Certificate
Attached: Yes No

Electrical Trades Personnel

Name: _____
Experience: _____
Dates: _____
Project Name: _____
Responsibility: _____
Certificate
Attached: Yes No

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

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

SECTION B-5

Experience and References:

- 12. Contractors should provide information on their relevant experience and qualifications in delivering Goods and Services similar to those required by the Agreement (use the spaces provided and/or attach additional pages, if necessary):

- 13. Contractors should provide information on their relevant references (name and telephone number). The City's preference is to have a minimum of three references.

Previous clients of the Contractor may be contacted at the City's discretion (use the spaces provided and/or attach additional pages, if necessary):

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

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

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

Applicable as follows Not applicable to this project

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

SAMPLE

16. 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)

This Quotation is accepted by the City this _____ day of _____, 201__.

CITY OF SURREY

(Signature of Authorized Signatory)

(Signature of Purchasing Representative)

(Print Name and Position of Authorized Signatory)

(Print Name of Purchasing Representative)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

ATTACHMENT #1
PRIME CONTRACTOR DESIGNATION
LETTER OF UNDERSTANDING

As per the requirements of the *Workers' Compensation Act* Part 3, Division 3, Section 118 (1-3), which states:

Coordination of multiple-employer workplaces

118 (1) *In this section:*

"**multiple-employer workplace**" means a workplace where workers of 2 or more employers are working at the same time:

"**prime contractor**" means, in relation to a multiple-employer workplace,

- (a) the directing contractor, employer or other person who enters into a written agreement with the owner of that workplace to be the prime contractor for the purposes of this Part, or
 - (b) if there is no agreement referred to in paragraph (a), the owner of the workplace.
- (2) The prime contractor of a multiple-employer workplace must
- (a) ensure that the activities of employers, workers and other persons at the workplace relating to occupational health and safety are coordinated, and
 - (b) do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with this Part and the regulation in respect to the workplace.
- (3) Each employer of workers at a multiple-employer workplace must give to the prime contractor the name of the person the employer has designated to supervise the employer's workers at that workplace.

By signing this Agreement, the Contractor accepts all responsibilities of a prime contractor as outlined in the *Workers' Compensation Act*, and *WorksafeBC OH&S Regulation*.

As a Contractor signing this Prime Contractor Designation form with the City of Surrey (the "owner"), you are agreeing that your company, management staff, supervisory staff and workers will comply with the *Workers' Compensation Board (WCB) Occupational Health and Safety Regulation* and the *Workers' Compensation (WC) Act*.

Any *WorksafeBC OH&S* violation by the prime contractor may be considered a breach of contract resulting in possible termination or suspension of the agreement and/or any other actions deemed appropriate at the discretion of the City.

Any penalties, sanctions or additional costs levied against the City, as a result of the actions of the prime contractor are the responsibility of the prime contractor.

The Contractor acknowledges having read and understood the information above.

By signing this Prime Contractor Designation form, the Contractor agrees as a representative of the firm noted below, to accept all responsibilities of the prime contractor for this project.

The Contractor understands and accepts the responsibilities of the prime contractor designation in accordance with the *Workers' Compensation Act* while contracted by the City of Surrey for project and will abide by all *Workers' Compensation Board Regulation* requirements.

Project File No.: 1220-040-2017-093

Project Title and Site Location: Arena Refrigeration Equipment Repair and Maintenance

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 & Technology Department, Purchasing Section, 13450 – 104 Avenue, Surrey, British Columbia, V3T 1V8. If you have any questions, please contact the City of Surrey, Manager Occupational Health & Safety at 604-591-4658.

**ATTACHMENT #2
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.

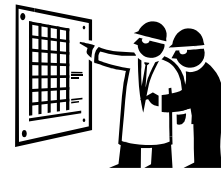
You can help ensure employee safety and your eligibility for future business with the City if you exhibit and practice a "Safe Work - Safe City" attitude.

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

Authorized Signature: _____

Name: _____
(Please Print)

Date: _____