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|  | SCHEDULE B – APPLICATION FOR A STANDING OFFER AGREEMENT |

**Request For Standing Offer Title: Hired Equipment Services with Operator**

**Request For Standing Offer No.: 1220-060-2022-007**

**APPLICANT**

**Legal Name:**

**Contact Person and Title:**

**Business Address:**

**Business Telephone:**

**Business Fax:**

**Business E-Mail Address:**

**CITY OF SURREY**

City Representative: Sunny Kaila, Manager, Procurement Services

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

1. It is understood and agreed by the Applicant that should an Application be selected by the City, it will result in a standing offer agreement (“Standing Offer”) only and the Services will be ordered by the City solely on an “as and when required” basis. The aggregate value of the Services which may be ordered is conditional upon the needs of the City. No compensation will be accrued, owed or paid to any Applicant in the event that the Services are not ordered. If a Standing Offer is executed by the City, at the sole option of the City, the City may place an order (the “Order”) for Services specified in the Order and the Applicant agrees to provide those Services. The parties agree that the City may not place any orders for Services with the Applicant for the duration of the term of the Standing Offer. The parties agree that the City may purchase identical or similar Services from any other source.
2. If this offer is accepted by the City, such offer and acceptance will create a Standing Offer as described in:
   * + - 1. the Request;
         2. the scope of Services set out above and in Schedule A, to Attachment 1, of the Request;
         3. the Standing Offer Agreement;
         4. this Application;
         5. an Order (if any); and
         6. other terms, if any, that are agreed to by the parties in writing.
3. Capitalized terms used and not defined in this Application will have the meanings given to them in the Standing Offer. Except as specifically modified by this Application, all terms, conditions, representations, warranties and covenants as set out in the Standing Offer will remain in full force and effect.

4. The Applicant offers to supply to the City of Surrey the Services for the prices plus applicable taxes as follows:

| **Table 1 – 2023 Hired Equipment Pricing** | | | | |
| --- | --- | --- | --- | --- |
| **Item #** | **Equipment Type**  ***(i.e., loader, excavator, backhoe - include description, size & model)*** | **Hourly Rate[[1]](#footnote-1)** | **Previous COS Hired Equipment ID[[2]](#footnote-2)** | **Comments** |
| *1* |  | $ |  |  |
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**TABLE 2: RESPONSE TIMES:**

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| **Type of Service Required** | **Maximum Response Time In Hours** |
| Regular Service Response Time will be next day. |  |
| Emergency Service Response Time during Regular and Outside of Regular hours. | Within 1 hour |

1. Payment Terms:

A cash discount of \_\_\_% will be allowed if invoices are paid within \_\_\_ days, or the \_\_\_ day of the month following, or net 30 days, on a best effort basis.

1. The City of Surrey requires that the successful Applicant have the following in place before performing the Services:
2. 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Prime Contractor qualified coordinator is Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
2. If insurance minimums set out in the Agreement are not already met by the Applicant, provide evidence (i.e., letter from insurance broker) that insurance coverage can be provided for the amounts required in the proposed Agreement, naming the City as additional insured and generally in compliance with the City’s sample insurance certificate as shown in Schedule B-1;
3. City of Surrey or Intermunicipal Business License: Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
4. If the Applicant’s Services are subject to GST, the Contractor’s GST Number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and
5. If the Applicant is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. For proposed trucks, Applicants should submit:
7. G.V.W. rating; and
8. vehicle inspection reports
9. Text

   Description automatically generated with low confidenceFor all other equipment proposed, Applicants should submit:

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| --- | --- | --- | --- |
| **Table 3 – Equipment Specifications** | | | |
| **Make** | **Model** | **Year** | **Capacity** |
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1. Applicants should fill out the below table for each type of equipment proposed:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Table 4 – Metro Vancouver’s Non-Road Diesel Engine Emissions Regulation By-Law** | | | | | | | | |
| **Include applicable Table 1 line item #**  **reference** | **Confirm Compliance with Metro Vancouver’s Non-Road Diesel Engine Emissions Regulation By-Law** | | **Equipment Description Engine** | **Engine Registration # as issued by Metro Vancouver** | **Tier Designation** | | | |
| **Applicable** | **Not Applicable** | **Tier 0** | **Tier 1** | **Tier 2** | **Tier 3** |
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1. Applicant’s relevant experience and qualifications in delivering Services similar to those required by the Request (use the spaces provided and/or attach additional pages, if necessary):

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1. Applicant's references (name and telephone number). The City’s preference is to have a minimum of three references;

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1. Applicant should provide information on the background and experience of all key personnel proposed to provide the Services and indicate dispatch contacts (use the spaces provided and/or attach additional pages, if necessary):

**Key Personnel**

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

Experience:

Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of Services** | **Sub-Contractors Name** | **Years of Working with Applicant** | **Telephone Number and Email** |
|  |  |  |  |
|  |  |  |  |

1. The Applicant acknowledges and understands its responsibility for maintaining insurance minimums as called out in the Standing Offer agreement for any subcontractor utilized for the Services (reference Standing Offer agreement clause 12.6). Yes
2. I/We have reviewed the Standing Offer Agreement. If requested by the City, I/we would be prepared to enter into an agreement that incorporates the Standing Offer Agreement, amended by the following departures (list, if any):

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

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

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

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

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

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

This Application is offered by the Applicant this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 202\_.

**APPLICANT**

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

(Legal Name of applicant) (Signature of Authorized Signatory)

sCHEDULE B-1 – SAMPLE CERTIFICATE OF INSURANCE – HIRED EQUIPMENT

This certifies that policies of insurance as described below have been issued to the Insured named below and are in full force and effect at this time. It is understood and agreed that thirty (30) days' written notice of cancellation or reduction in applicable limit of insurance of any of the policies listed below, with the exception of ICBC, will be given to the holder of this certificate.

**note: insurance companies must be licensed to operate in canada.**

This Certificate is issued to: The City of Surrey, 13450 104 Avenue, Surrey, B.C. V3T 1V8

|  |  |  |
| --- | --- | --- |
| **Insured:** | **Name:** Click here to enter text. | |
|  | **Address:** Click here to enter text. | |
|  |  | |
| **Broker:** | **Name:** Click here to enter text. | **Agent’s Name:** Click here to enter text. |
|  | **Address:** Click here to enter text. | **Phone:** Click here to enter text. |

**Location, Project No. and nature of contract, permit, lease, license or operation to which this Certificate applies:**

|  |
| --- |
| Click here to enter text. |

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| --- | --- | --- | --- |
| **Type of Insurance** | **Company and Policy Number** | **Policy Term yyyy/mm/dd** | **Limits of Liability/Amount** |
| **Section 1**  Commercial General Liability  \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_  Umbrella Liability  \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_  Excess Liability | Click here to enter text.  \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_  Click here to enter text.  \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_ \_ \_  Click here to enter text. | From: Click here to enter a date.  To: Click here to enter a date.  \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_  From: Click here to enter a date.  To: Click here to enter a date.  \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_  From: Click here to enter a date.  To: Click here to enter a date. | Bodily Injury, Death & Property Damage  $Click here to enter text.  Per Occurrence $Click here to enter text.  General Aggregate $Click here to enter text.  Products & Completed Operations Aggregate $Click here to enter text.  Umbrella Limit  $Click here to enter text. Excess Limit  $Click here to enter text. Deductible  **MINIMUM $5,000,000** |
| **Section 2**  Automobile Liability (owned or leased vehicles)  **Provide an ICBC APV-47** | Click here to enter text. | From: Click here to enter a date.  To: Click here to enter a date. | Bodily Injury & Property Damage  $Click here to enter text. Limit  **MINIMUM $10,000,000**  **Including TP Auto under Umbrella** |
| **Section 3**  Other: | Click here to enter text. | From: Click here to enter a date.  To: Click here to enter a date. | $Click here to enter text. Limit  $Click here to enter text. Deductible |

|  |  |  |
| --- | --- | --- |
| **Particulars of General Liability Insurance (Sections 1): X indicates that the coverage is included.** | | |
| * City of Surrey as Additional Insured * Premises & Operations * Broad Form Products & Completed Operations * Owners & Contractors Protective * Blanket Contractual * Cross Liability/Severability of Interests * Employees Additional Insureds * Non-Owned Automobile * Attached Machinery * Occurrence Property Damage * Contingent Employer’s | Broad Form Property Damage  Incidental Medical Malpractice   * Personal Injury   Use of explosives for blasting  Vibration from pile driving or caisson work  Removal or weakening of support of property, building or land whether the support is natural or otherwise  Work below ground level over 3 meters (XCU extension) | Broad Form Tenants Legal Liability  Advertising Liability  Host Liquor Liability  Intentional Injury  Volunteers as Additional Insureds  Members as Additional Insureds  Injury to Participants (sporting events)  Aviation Liability  Non-owned aircraft liability  Watercraft liability  Non-owned watercraft liability |

It is understood and agreed any deductible or reimbursement clause contained in the policy shall be the sole responsibility of the Named Insured.

|  |  |  |
| --- | --- | --- |
| (Authorized to Sign on Behalf of Insured) |  | Date Signed |
|  |  |  |
| (Authorized to Sign on Behalf of Insurers) **and Brokers Stamp** |  | Date Signed |

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| A picture containing logo  Description automatically generated | SCHEDULE B-2A – PRIME CONTRACTOR matrix |

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| **Hired Equipment Policy** | |
| **Prime Contractor Matrix** | |
| “prime contractor” means, in relation to a multiple-employer workplace, | 1. 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 |
| 1. if there is no agreement referred to in paragraph (a), the owner of the workplace |
| **Situation** | **Resolution** |
| Excavator working alone in farmers field with no direct supervision. No hired trucks are being used and all material side cast. City of Surrey supervisor visited site to outline potential hazards and project scope. | Prime Contractor Form required. |
| Utility install or repair being complete by City of Surrey crew. Hired excavator or backhoe assisting. City of Surrey supervisor visited site to outline potential hazards and project scope. | Prime Contractor Form not required. |
| Roadside mower working alone with no direct supervision. City of Surrey supervisor visited site to outline potential hazards and project scope. | Prime Contractor Form required. |
| Hired dump truck working on City of Surrey excavation. City of Surrey supervisor visited site to outline potential hazards and project scope. | Prime Contractor Form not required. |
| Fence installer hired to install fence for the City of Surrey. City of Surrey supervisor visited site to outline potential hazards. | Prime Contractor Form required. |
| Utility video crew hired to video main in roadway. City of Surrey hired and supplied traffic control. City of Surrey supervisor visited site to outline potential hazards and project scope. | Prime Contractor Form not required. |
| Utility contractor hired to perform utility work that may involve excavation, shoring and confined space. City of Surrey supervisor visited site to outline potential hazards and project scope. | Prime Contractor Form required. |

SCHEDULE B-2b – PRIME CONTRACTOR designation LETTER

As per the requirements of the *Workers’ Compensation Act*, R.S.B.C. 2019, Chapter 1, Part 2, Division 4, Section 24 and 25 which states:

**Coordination of multiple-employer workplaces**

***24*** *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,

(1) 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.

(2) 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.

Text

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

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

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

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

The Contractor acknowledges having read and understood the information above.

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

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

Project File No.: 1220-060-2022-007

Project Title and Site Location: Hired Equipment Including Operators

Prime Contractor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prime Contractor Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Telephone/Business Fax Numbers: Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Person in Charge of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Person Responsible for Coordinating Health & Safety Activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Prime Contractor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

SCHEDULE B-3 –CONTRACTOR HEALTH & SAFETY EXPECTATIONS

**RESPONSIBILITY OF CONTRACTOR(S)**

The City of Surrey strives to maintain a safe work environment for employees and contractors and insists upon the enforcement of safe practices and procedures in all premises and in all work activities. It is essential that all contractors and their employees and sub-contractor(s) perform in the same manner. It is every employers and contractors responsibility to ensure that staff and public are protected from workplace hazards.

As a contractor to the City of Surrey, you are expected to conform to the requirements of the Workers’ Compensation Act, the WCB Occupational Health and Safety Regulation and to all federal, provincial and local laws and regulations. The City of Surrey Building Owner, Project Manager, and the Manager, Occupational Health & Safety or designate have the authority to order an unsafe act to cease or to have an unsafe piece of equipment removed from the premises or, in extreme situations, to shut down a job entirely. Any City of Surrey Employee that observes a safety infraction by a contractor performing work for the City of Surrey should bring it to the attention of a manager immediately or Occupational Health & Safety (604-591-4131).

The following information is provided as typical City of Surrey requirements, but does not relieve the contractor from complying with all applicable local, provincial and federal laws, regulations and bylaws.

**PERSONNEL**

1. You are expected to inform your employees of any potential hazard in the workplace and advise of appropriate action to be taken should a hazard be found or a fire or accident occur.
2. Contractors will restrict persons invited on the premises to employees only. No families or friends are permitted.
3. The contractor will advise the City of any on-site accidents involving the contractor’s employees, or injuries to others caused by the contractor’s business.

**SAFETY MANAGEMENT SYSTEM**

1. Contractors will ensure their employees utilize proper safety equipment and clothing as required for job site activities.
2. Contractors must follow and have on site proper written safe work procedures for hazardous work, e.g. Fall protection, confined space entry, hotwork, lockout, excavations and shoring, traffic management, etc.
3. Contractor must Identify workplace risk and implement suitable controls.
4. Contractor must provide safety training and education to staff and have training records available for review.
5. Contractor must have a health & safety program for its workers and sub-contractors
6. Contractor will provide appropriate First-Aid coverage for their workers and subcontractors.
7. Contractor must forward a weekly work task list prior to work commencement.
8. The qualified safety coordinator must participate in the City of Surrey OHS Orientation or attend the Prime Contractor’s Orientation.

**WORK AREAS –City Facilities**

No work by contractors shall occur in any area without prior consent of the City of Surrey Manager, Civic Facilities or his designated representative. Work during normal business hours of the City shall not create undue noise, smells or otherwise unduly disturb the work of City of Surrey staff or the public. If an activity requires that a disturbance is likely, the contractor shall whenever possible only do that work outside normal business hours.

All activities that create a hazard (i.e. work from a ladder, removal of a floor tile, emission of VOC’s, etc.) to persons outside the contractor’s supervision shall have warning devices, delineation or barriers, sealed spaces, etc. as would normally be required to protect any person from that hazard.

**SAFETY ATTITUDE**

Your safety record and attitude are important criteria used to judge your qualification for future bidding on solicitations with the City of Surrey.

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

The City of Surrey is concerned about the health, safety and wellbeing of all employees and contractors. It is essential we maintain a healthy, safe and productive work environment.



**All Employees & Contractors:**

It is everyone responsibility to:

* know and comply with WCB regulations and
* follow established safe work procedures
* immediately report any work related injury to his/her supervisor; and to the city representative
* not remain on the work site while his/her ability to work is in any way impaired
* report unsafe acts and conditions to their supervisor
* correct unsafe conditions immediately whenever it is possible to do so
* take reasonable care to protect your health & safety and the health and safety of other persons who may be affected by your act’s or omissions at work

An employee must refuse to work if continuing to do so would endanger the health and safety of the employee, fellow employees or others. The worker must immediately report the circumstances of the unsafe condition to his or her supervisor or manager. If the unsafe condition is not remedied or the issue is not resolved the Manager, Occupational Health & Safety must be contacted.

**A common sense approach usually resolves the issue.**

**GENERAL RULES**

1. For all secured worksites, contracted workers are required to sign in and sign out each day
2. (Access cards may be issued – a worker may need to provide an Identification document (i.e. Driver’s License) in exchange).
3. Personal protective equipment, as determined by the City, through consultation with the Contractors Health and Safety Representatives must be worn when and where required. (Hard Hats, Safety Footwear, Safety Vests and Safety Glasses must be worn on active construction sites. Hearing Protection must be worn when noise levels are above 85dBA.)
4. Horseplay, gambling and the use of alcohol or narcotics will not be tolerated.
5. No Smoking within 7.5M of a City owned buildings door exits, windows and vents.
6. Report **ALL** injuries to your supervisor immediately and notify the City’s site representative.
7. Report any unsafe conditions, including someone under the influence or hazards, which may allow an injury to occur to you, a fellow worker, or others on the worksite.
8. Report any property damage, regardless of how minor.
9. Restricted and controlled products will be labeled, used and stored in accordance with the associated regulations, e.g. WHMIS. Follow all procedural instructions when using or handling hazardous materials/controlled products and ensure that all containers of hazardous/controlled product materials are properly labelled and stored in designated areas.
10. Obey all posted signs and notices. Do not venture into areas that you are not authorized to enter.
11. Always use the correct posture when lifting and get assistance if the weight is excessive.
12. Do not work within the limits of approach to high voltage equipment.
13. If working at heights greater than 10 feet a Fall Protection system must be in place. The appropriate Fall Protection equipment must be worn at all times.
14. **Housekeeping (**Orderliness and good housekeeping are basic requirements and must be maintained at all times**):**
15. Aisles are to be kept clear at all times.
16. Individual work areas are to be kept clean and tidy.
17. All materials, tools, products and equipment are to be kept in their designated areas.
18. Liquid spills are to be cleaned up immediately to prevent slips and falls.
19. Accumulation of oily rags, combustible refuse or similar fire hazards will not be tolerated.
20. **Fire Prevention:**
21. Become familiar with Surroundings and emergency exit.
22. Ensure aisles and exits are not blocked at any time.
23. Anytime a fire extinguisher is used, report it immediately to your supervisor, so that it can be recharged.
24. **Equipment Operation** (Any equipment, which could create a hazard, must be maintained in good condition):
25. Equipment must not be repaired, adjusted or operated unless by a "competent person" who understand the safe operating procedures.
26. Always be aware of the use and location of the "EMERGENCY STOP" button, if equipment is so equipped, before using the equipment.
27. Loose clothing, jewelry and long hair must be secured to prevent becoming entangled with equipment.
28. The Operator must check all safety devices on equipment before operation.
29. All equipment must be turned off and the appropriate "lock-out" procedure followed, prior to repairs, cleaning, adjustment or lubrication.
30. Radio/Walkman/I-pod Head phones are not allowed to be worn during regular work operations.
31. All ladders must be of an approved type and length. Unacceptable ladders must be removed immediately from the premises.
32. 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.
33. 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.
34. **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.**

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

1. **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:**

|  |  |
| --- | --- |
| A picture containing logo  Description automatically generated | schedule B-4 – EMISSION REPORTING TABLE |

**City of Surrey – Contractor Vehicle, Equipment and Machinery Fuel UseData**

|  |  |
| --- | --- |
| **Name of Company:** |  |
| **Reporting Year:** |  |
| **Contact Name:** |  |
| **Email:** |  |
| **Phone Number:** |  |
| **Company Address:** |  |
| **City of Surrey Department:** |  |
| **City of Surrey Contact Name:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vehicle/Machinery Description** | **Fuel Type** | **Volume of Fuel Used** | **Fuel Unit** | **Method used to estimate/prorate fuel volume**  **(if applicable)** |
|  |  |  | L |  |
|  |  |  | L |  |
|  |  |  | L |  |
|  |  |  | L |  |
|  |  |  | L |  |
|  |  |  | L |  |
|  |  |  | L |  |
|  |  |  | L |  |
|  |  |  | L |  |

|  |
| --- |
| **Please remit annual reporting to Sustainability Coordinator at:**  **13450 – 104 Ave, Surrey, BC, V3T 1V8**  **T 604-591-4297 | F 604-591-4357** |

1. The City will not pay: overtime rates, statutory holidays, fuel surcharges. minimum call-out requirements. The labour rates are all inclusive including, without limitation, wages, benefits, vehicle, fuel, tools, mobilization and demobilization, overhead and profit. Contractors should provide their rates assuming current fuel prices.

   Pricing provided will remain firm for the duration of the term and there will be no exceptions for requested increases throughout the term. [↑](#footnote-ref-1)
2. If equipment submitted in this Application was previously registered with the City, please note the hired equipment ID Registered (i.e. HXXXX) or leave blank if new equipment offering. [↑](#footnote-ref-2)