



**REQUEST FOR APPLICATIONS FOR
STANDING OFFER AGREEMENTS**

(Minor Works – MMCD)

Title: Reline and Point Repair Program

Reference No.: 1220-060-2021-004

(General Services)

Issue Date: April 27, 2021

REQUEST FOR APPLICATIONS FOR STANDING OFFER AGREEMENTS

TABLE OF CONTENTS

1. INTRODUCTION.....3

2. NATURE OF A STANDING OFFER AGREEMENT.....3

3. ADDRESS FOR DELIVERY3

4. DATE3

5. INQUIRIES.....3

6. ADDENDA.....4

7. NO CONTRACT4

8. ACCEPTANCE.....4

9. APPLICANT'S EXPENSES5

10. APPLICANT'S QUALIFICATIONS.....5

11. CONFLICT OF INTEREST.....5

12. SOLICITATION OF COUNCIL MEMBERS, CITY STAFF AND CITY CONTRACTORS5

13. CONFIDENTIALITY5

14. SIGNATURE5

ATTACHMENT 1 – STANDING OFFER AGREEMENT – GOODS AND WORK7

SCHEDULE A – APPENDIX 1 – SUPPLEMENTARY SPECIFICATIONS (PROJECT).....26

SCHEDULE A– APPENDIX 2 – CONTRACT DRAWINGS (PROJECT)54

SCHEDULE A-1 – CONTRACTOR HEALTH & SAFETY EXPECTATIONS56

SCHEDULE A-2 – PRIME CONTRACTOR DESIGNATION LETTER OF UNDERSTANDING 60

**ATTACHMENT 2 - COMPLIANCE TO SAFETY PROCEDURE ENTRY PROCEDURE FOR
CONFINED SPACE.....61**

**ATTACHMENT 3 – SANITARY SEWER MAIN FLUSHING & CLEANING – BACK PRESSURE
AVOIDANCE AND PROBLEM REPORTING PROCEDURE.....62**

SCHEDULE B – APPLICATION FOR A STANDING OFFER AGREEMENT63

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

1. INTRODUCTION

The City of Surrey (the “**City**”) invites applicants to submit an application on the form attached as Schedule B - Application (the “**Application**”) to Attachment 1 – Agreement Goods and Work for the supply of the goods (if any) and services described in Schedule A – Appendix 1 Supplementary Specifications (Project) (the “**Goods and Work**”) to Attachment 1 – Agreement – Goods and Work. The description of the Goods and Work sets out the minimum requirements of the City. A person that submits an Application (the “**Applicant**”) should prepare an Application that meets the minimum requirements, and may as it may choose, in addition, also include goods, services or terms that exceed the minimum requirements.

2. NATURE OF A STANDING OFFER AGREEMENT

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

3. ADDRESS FOR DELIVERY

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

The City will confirm receipt of emails. Applications that cannot be opened or viewed may be rejected. An Applicant bears all risk that the City’s receiving computer equipment functions properly so that the City receives the Application.

Note: The maximum file size the City can receive is 10Mb. If sending large email attachments, Applicants should phone [604-590-7274] to confirm receipt.

4. DATE

The City would prefer to receive Applications on or before May 18th, 2021 (the “**Date**”).

5. INQUIRIES

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

Name: Richard D. Oppelt, Manager, Procurement Services

E-mail: purchasing@surrey.ca

Reference: 1220-060-2021-004

Inquiries should be made no later than seven (7) business days before the Date. The City reserves the right not to respond to inquiries made within seven (7) business days of the Date. Inquiries and responses will be recorded and may be distributed to all Applicants at the discretion of the City.

Applicants finding discrepancies or omissions in the Standing Offer Agreement or RFA-SOA or having doubts to the meaning or intent of any provision, should immediately notify the City Representative. If the City determines that an amendment is required to this RFA-SOA, the City Representative will issue an addendum in accordance with Section 6. No oral conversation will affect or modify the terms of the RFA-SOA or may be relied upon by any Applicant.

6. **ADDENDA**

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

7. **NO CONTRACT**

This RFA-SOA (“**Request**”) is simply an invitation for Applications (including prices and terms) for the convenience of all parties. It is not a tender and no obligations of any kind will arise from this RFA-SOA or the submission of Applications. The City may negotiate changes to any terms of an Application, including terms in Attachment 1 – Standing Offer Agreement, Schedule A – Appendix 1 Supplementary Specifications (Project) to Attachment 1 - Agreement and Schedule B – Quotation to Attachment 1 – Agreement of the RFA-SOA including prices, and may negotiate with one or more Applicants or may at any time invite or permit the submission of Applications (including prices and terms) from other parties who have not submitted an Application.

8. **ACCEPTANCE**

An Application will be an offer to the City which, subject to Section 7, the City may accept at any time by signing the copy of the Application and delivering it to the Applicant. An Application 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 Application by the City may be by fax or email. In that event, the resulting Standing Offer will be comprised of the documents included in the definition of Agreement in Attachment 1 - Agreement.

9. APPLICANT'S EXPENSES

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

10. APPLICANT'S QUALIFICATIONS

By submitting an Application, an Applicant represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods and Work.

11. CONFLICT OF INTEREST

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

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

Applicants and their agents will not contact any member of the City Council, City staff or City consultants with respect to this Request, other than the City Representative named in Section 5 of this Request, at any time prior to the award of a Standing Offer or the cancellation of this Request.

13. CONFIDENTIALITY

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

14. SIGNATURE

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

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

venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or

- (c) If the Applicant is an individual, including a sole proprietorship, the name of the individual should be included.

and everything required to be done for the fulfilment and completion of the services in accordance with this Agreement;

- (k) “Standing Offer” means a standing offer agreement between the City and the Contractor, the nature of which is discussed in Section 3; and
- (l) “Term” has the meaning described in Section 9.

2. This Agreement consists of all of the documents listed below and may be modified only by express and specific written agreement. In the event of a conflict between the provisions of any documents listed below, then the documents shall govern and take precedence in the following order:
 - (a) Order;
 - (b) this Standing Offer Agreement;
 - (c) the Specifications of Goods and scope of Work set out in Schedule A – Appendix 1, to Attachment 1, of the Request;
 - (d) the Application;
 - (e) the Request; and
 - (f) other terms, if any, that are agreed to by the parties in writing.

NATURE OF AGREEMENT

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

GOODS AND WORK

4. The Contractor covenants and agrees that it will, if ordered by the City, perform the Work in accordance with this Agreement. The Goods and Work provided will meet the specifications set out in the Order, Schedule A, to Attachment 1, of the Request and as described in the Application.
5. The City may from time to time, by written notice to the Contractor make changes in the scope of Work. The Fees will be increased or decreased by written agreement of the City and the Contractor according to the rates set out in the Application.
6. The Contractor will, if required in writing by the City, provide additional goods or services as may be listed in the Application. The terms of this Agreement will apply to any additional goods or services, and the fees for additional goods or services will generally correspond to the fees as described in the Application. The Contractor will not provide any additional goods or services in excess of the Goods and Work ordered in writing by the City.

7. The Contractor will perform the Work with that degree of care, skill and diligence normally provided by a qualified and experienced practitioner performing services similar to the Work, 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 Work.
8. 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.
9. Any use of the word "Contractor" supersedes any occurrence of "tenderer" in referenced MMCD materials.

TERM

10. This term of this Agreement will commence on [START DATE] and terminate [END DATE] (the "Term").
11. The City may at any time prior to thirty (30) days before the end of the Term, by written notice to the Contractor, extend the Term for a period of time not to exceed four (4) additional one (1) year periods. If the City elects to extend the Term, the provisions of this Agreement will remain in force, including the Fees, except where amended in writing by the parties.

TIME

12. Time is of the essence.

FEES

13. The City will pay the Fees to the Contractor for the ordered Goods and Work in accordance with this Agreement. Payment by the City of the Fees will be full payment for the Goods and Work and the Contractor will not be entitled to receive any additional payment from the City.
14. 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.

PAYMENT

15. Subject to any contrary provisions set out in Schedule B to Attachment 1, the Contractor will submit invoice to the City requesting payment of the portion of the Fees relating to the Goods and Work provided. Invoices must include the Contractor's name, address and

telephone number, the City's purchase order number **P.O. # _____**, the Contractor's invoice number, the names, charge-out rates and number of hours worked of all employees of the Contractor that have performed Work; the percentage of Work completed and Goods delivered; the total budget for the Goods and Work and the amount of the budget expended to the date of the invoice; taxes (if any); and grand total of the invoice.

16. If the City reasonably determines that any portion of an invoice is not payable, then the City will so advise the Contractor.
17. 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
18. 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.
19. In an effort to support sustainability, reduce risk and improve customer service, the City has introduced an electronic fund transfer (EFT) option for Contractors Electing to participate in this program will allow Contractors to receive their payments directly into their bank accounts, reducing risk of fraud and improving the timeliness of their payment receipt.
20. To receive your payments electronically, fax your request on company letterhead to 604-591-4488. You may contact us at 604-592-7010 (Accounts Payable General Inquiries) for more information.

Please send invoices by email to surreyinvoices@surrey.ca

21. Unless otherwise provided, all dollar amounts referred to in this Agreement are in lawful money of Canada.
22. 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.

USE OF WORK PRODUCT

23. 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 Work 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.

PERSONNEL AND SUBCONTRACTORS

24. The Contractor will provide only personnel who have the qualifications, experience and capabilities to perform the Work.
25. The Contractor will perform the Work using the personnel and sub-contractors as may be listed in the Application and the Contractor will not remove any such listed personnel or sub-contractors from the Work without the prior written approval of the City.
26. 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.
27. Except as provided for in item 24, 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.

CONSULTANT

28. The Consultant is Wedler Engineering, 202 – 10218 128 St. Surrey, B.C. V3T 2Z3 Telephone: 604-588-1919 Fax: 604-588-1910 E-mail: tjorgensen@wedler.com, represented by: Tim Jorgensen, P.Eng., will be the City's representative during the performance of the Work until the Work is complete. The Consultant will advise and consult with the City. The City's instruction(s) to the Contractor may be forwarded through the Consultant.
29. The Consultant may periodically visit the Place of the Work to become familiar with the progress of the Work, the quality of the Work being provided and to determine if the Work is proceeding in accordance with the Contract Documents.

PAYMENT CERTIFIER

30. The Payment Certifier is Wedler Engineering, 202 – 10218 128 St. Surrey, B.C. V3T 2Z3 Telephone: 604-588-1919 Fax: 604-588-1910 E-mail: tjorgensen@wedler.com, represented by: Tim Jorgensen, P.Eng.

PROJECT MANAGER

31. The project manager is the City of Surrey, Telephone: 604-590-7209 Fax: 604-591-7836 E-mail: RLim@surrey.ca, represented by: Ronald Lim, Engineering Assistant.

LIMITED AUTHORITY

32. 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 Work. 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 Work. Every vehicle used by the Contractor in the course of providing the Goods and Work shall identify the Contractor by name and telephone number.

33. The Contractor is an independent contractor. This Agreement does not create the relationship of employer and employee, a partnership, or a joint venture. The City will not control or direct the details, means or process by which the Contractor performs the Goods and Work. The Contractor will determine the number of days and hours of work required to properly and completely perform the Goods and Work. The Contractor is primarily responsible for performance of the Goods and Work and may not delegate or assign any Goods and Work to any other person except as provided for in the Order. The Contractor will be solely liable for the wages, fringe benefits, work schedules and work conditions of any partners, employees or sub-contractors.
34. The Contractor will preserve and protect the rights of the City with respect to any Goods provided and Work performed under sub-contract and incorporate the General Terms and Conditions of this Agreement into all sub-contracts as necessary to preserve the rights of the City under this Agreement. The Contractor will be as fully responsible to the City for acts and omissions of sub-contractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by the Contractor.

CONFIDENTIALITY AND DISCLOSURE OF INFORMATION

35. 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 performance of the Work 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 Work.
36. 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.
37. 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.

WARRANTIES

38. 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.

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

INSURANCE AND DAMAGES

40. 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.
41. The indemnities described in this Agreement will survive the termination or completion of this Agreement and, notwithstanding such termination or completion, will continue in full force and effect for the benefit of the Indemnitees.
42. 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 Contractor 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) Contractor's equipment insurance in an all risks form covering construction machinery and equipment used for the performance of the Work.
43. The Contractor will provide the City with evidence of the required insurance prior to the commencement of this Agreement. Such evidence will be in the form of a completed certificate of insurance acceptable to the City. The Contractor will, on request from the City, provide certified copies of all of the Contractor's insurance policies providing coverage relating to the Work, including without limitation any professional liability insurance policies. All required insurance will be endorsed to provide the City with thirty (30) days advance written notice of cancellation or material change restricting coverage. To the extent the City has an insurable interest, the builder's risk policy will have the City as first loss payee. The Contractor will be responsible for deductible amounts under the insurance policies. All of the Contractor's insurance policies will be primary and not require the sharing of any loss by the City or any insurer of the City.
44. The Contractor acknowledges that any requirements of the City as to the amount of coverage under any policy of insurance will not constitute a representation by the City that the amount required is adequate and the Contractor acknowledges and agrees that the Contractor is solely responsible for obtaining and maintaining policies of insurance in adequate amounts. The insurance policy coverage limits shall not be construed as relieving the Contractor from responsibility for any amounts which may exceed these limits, for which the Contractor may be legally liable.
45. The Contractor shall place and maintain, or cause any of its subcontractors to place and maintain, such other insurance or amendments to the foregoing policies as the City may reasonably direct.
46. The Contractor hereby waives all rights of recourse against the City for loss or damage to the Contractor's property.

CITY RESPONSIBILITIES

47. 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 Work. 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.
48. 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.
49. If the City observes or otherwise becomes aware of any fault or defect in the Goods or Work, it may notify the Contractor, but nothing in this Agreement will be interpreted as

giving the City the obligation to inspect the Goods or review the Contractor's performance of the Work.

DEFICIENCIES

50. The City shall have a reasonable time to inspect and to accept the Goods. The City may reject any Goods 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 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.
51. The City may hold back from payments otherwise due to the Contractor up to 150% of a reasonable estimate, as determined by the City, on account of deficient or defective materials. This holdback may be held, without interest, until replacement Goods are received or such deficiency or defect is remedied.

DEFAULT AND TERMINATION

52. In the event the Contractor does not ship the Goods by the shipping date specified in this Agreement, or does not deliver the Goods by the delivery date specified in this Agreement, then:
 - (a) the City reserves the right to terminate this Agreement, in whole or in part, and in the event of such termination no payment will be owing by the City on account of this Agreement and the Contractor will be liable for any and all expenses or loss resulting from such failure or delay and will return all monies paid by the City; or
 - (b) if the City does not terminate this Agreement for late shipping or delivery, the City may deduct and setoff from any payments owing to the Contractor all additional costs the City reasonably incurs on account of the late shipping or delivery.
53. 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.
54. The City may at any time and for any reason by written notice to the Contractor terminate this Agreement before the completion of all Work, such notice to be determined by the City at its sole discretion. Upon receipt of such notice, the Contractor will perform no further Work other than the work which is reasonably required to terminate the Work and return the City's property to the City. Despite any other provision of this Agreement, if the City terminates this Agreement before the completion of all the Work, the City will pay to the Contractor all amounts owing under this Agreement for Work 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 Work not performed or other profit opportunities.

55. 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.
56. If the City terminates this Agreement as provided by this Section, then the City may:
- (c) enter into contracts, as it in its sole discretion sees fit, with other persons to complete the Work;
 - (d) withhold payment of any amount owing to the Contractor under this Agreement for the performance of the Work;
 - (e) set-off the total cost of completing the Work incurred by the City against any amounts owing to the Contractor under this Agreement, and at the completion of the Work pay to the Contractor any balance remaining; and
 - (f) if the total cost to complete the Work exceeds the amount owing to the Contractor, charge the Contractor the balance, which amount the Contractor will forthwith pay.
57. The City will not accept nor be responsible for any restocking charges for any Goods shipped to the City and then, for whatever reason, returned to the Contractor pursuant to this Agreement. The Contractor is to bear all costs including shipping and handling of returned Goods.

CURING DEFAULTS

58. 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.

DISPUTE RESOLUTION

59. 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.

(a) 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.

(b) 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.

(c) 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.

WCB AND OCCUPATIONAL HEALTH AND SAFETY

60. The Contractor will, at its own expense, procure and carry full Workers' Compensation Board coverage for itself and all workers, employees, servants and others engaged in the supply of the Goods and Work. The City has the unfettered right to set off the amount of the unpaid premiums and assessments for the Workers' Compensation Board coverage against any monies owing by the City to the Contractor. The City will have the right to withhold payment under this Agreement until the Workers' Compensation Board premiums, assessments or penalties in respect of the Goods and Work have been paid in full.
61. The Contractor will provide the City with the Contractor's Workers' Compensation Board registration number and a letter from the Worker's Compensation Board confirming that the Contractor is registered in good standing with the Workers' Compensation Board.
62. The Contractor agrees that it is the prime contractor for the Work for the purposes of the *Workers Compensation Act*. The Contractor will have a safety program in place that meets the requirements of the Workers' Compensation Board Occupational Health and Safety Regulation and the *Workers Compensation Act*. As prime contractor, the Contractor will be responsible for appointing a qualified coordinator for insuring the health and safety activities for the location of the Work. 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.

63. Without limiting the generality of any other indemnities granted by the Contractor in this Agreement, the Contractor will indemnify and save harmless the Indemnitees from and against all claims, demands, causes of action, suits, losses, damages, costs, liabilities, expenses, judgments, penalties and proceedings (including all actual legal costs) which any of the Indemnitees incur, suffer or are put to arising out of or in any way related to unpaid Workers' Compensation Board assessments owing from any person or corporation engaged in the performance of this Agreement or arising out of or in any way related to the failure to observe safety rules, regulations and practices of the Workers' Compensation Board, including penalties levied by the Workers' Compensation Board.
64. The Contractor will ensure compliance with and conform to all health and safety laws, by-laws or regulations of the Province of British Columbia, including without limitation the *Workers Compensation Act* and Regulations pursuant thereto.
65. The City may, on twenty-four (24) hours written notice to the Contractor, install devices or rectify any conditions creating an immediate hazard existing that would be likely to result in injury to any person. However, in no case will the City be responsible for ascertaining or discovering, through inspections or review of the operations of the Contractor or otherwise, any deficiency or immediate hazard.
66. The Contractor understands and undertakes to comply with all the Workers' Compensation Board Occupational Health and Safety Regulations for hazardous materials and substances, and in particular with the "Workplace Hazardous Materials Information Systems (WHMIS)" Regulations. All "Material Safety Data Sheets (MSDS)" will be shipped along with the Goods and any future MSDS updates will be forwarded.

Refer to Schedule A-1 – Contractor Health & Safety Expectation – Responsibility of Contractors for additional information.

Refer to Schedule A-2 – Prime Contractor Designation Letter of Understanding for additional information.

BUSINESS LICENSE

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

GENERAL PROVISIONS FOR GOODS

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

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

69. If this Agreement pertains to the fabrication, assembly or other processing of the Goods, representatives of the City will be permitted free access at all reasonable times for the purpose of inspection, testing or obtaining information as to the progress of the fabrication, assembly or processing.
70. 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.

APPLICABLE LAWS, BUILDING CODES AND BY-LAWS

71. This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia. The City and the Contractor accept the jurisdiction of the courts of British Columbia and agree that any action under this Agreement be brought in such courts.
72. The Contractor will provide Work in full compliance with all applicable laws, building codes and regulations.
73. The Contractor will, as a qualified and experienced practitioner, interpret applicable codes, laws and regulations applicable to the performance of the Work. 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.

JURISDICTION OF COUNCIL AND NON-APPROPRIATION

74. 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.
75. 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.

ENTIRE AGREEMENT

76. This Agreement, including the Schedules and any other documents expressly referred to in this Agreement as being a part of this Agreement, contains the entire Agreement of the parties regarding the provision of the Goods and Work and no understandings or agreements, oral or otherwise, exist between the parties except as expressly set out in this Agreement. This Agreement supersedes and cancels all previous agreements between the parties relating to the provision of the Goods and Work.

AMENDMENT

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

CONTRACTOR TERMS REJECTED

78. 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.

SURVIVAL OF OBLIGATIONS

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

CUMULATIVE REMEDIES

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

NOTICES

81. Any notice, report or other document that either party may be required or may wish to give to the other should be in writing, unless otherwise provided for, and will be deemed to be validly given to and received by the addressee, if delivered personally, on the date of such personal delivery, if delivered by facsimile, on transmission, or if by mail, five calendar days after posting. The addresses for delivery will be as follows:

(a) The City:

City of Surrey, Surrey City Hall
<☒ insert department/division/section name>
13450 – 104 Avenue, Surrey, B.C., V3T 1V8, Canada,

Attention: <☒ insert City contact name>
<☒ insert title>

Business Fax No.: insert>
Business Email: insert>

(b) The Contractor:

 insert name and address>

Attention: insert City contact name>
 insert title>

Business Fax No.: insert>
Business Email: insert>

UNENFORCEABILITY

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

HEADINGS

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

SINGULAR, PLURAL AND GENDER

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

WAIVER

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

CONFINED SPACE SAFETY PROCEDURE

86. Entry procedure for Confined Space

87. This procedure shall be used as a guideline only. The Contractor shall be responsible for familiarization with this and all WCB requirements.

Refer to Attachment 2 – COMPLIANCE TO SAFETY PROCEDURE - ENTRY PROCEDURE FOR CONFINED SPACE

QUALITY ASSURANCE

88. Work covered shall be performed by a single firm experienced in Cured in Place Pipe Sewer relining or work of a similar nature and scope. Subject to approval of the City, the Contractor may subcontract any work to be performed under this Contract. However, the election to subcontract work shall not relieve the Contractor from responsibility or liability which it has assumed under this Contract and the Contractor shall remain liable to the same extent that its liability would attach, as if the Work had been performed by the Contractor's own employees.
89. All materials and hardware to be supplied by the *Contractor*, which are not specifically described herein, shall be of suitable construction, composition and quality to achieve their intended function.

ENVIRONMENTAL PROTECTION

90. The Contractor warrants that it will not produce or discharge in any manner or form, directly or indirectly, chemicals or toxic substances into the environment and that all equipment used will not pose a hazard to, or harm or adversely affect anyone coming into contact with it and covenants and agrees to provide the City with an environmental plan (where applicable), acceptable to the City, which plan shall outline the procedures to be followed by the Contractor to prevent the production or discharge of chemicals or toxic substances into the environment and the actions to be taken should the discharge occur.

The Contractor will be responsible to take all necessary measures to comply with the requirements of the Federal and Provincial environmental protection agencies, City by-laws, the Waste Management Act, R.S.B.C. 1996, c. 482, as amended and any other applicable acts and regulations in respect to air, earth and water pollutants.

TRAFFIC CONTROL

91. The Contractor shall at all times ensure that safety of the public (vehicular and pedestrian traffic) and its employees while carrying out Cured in Place Pipe Sewer Relining while in City rights-of-way and the private property covered by property impact statements, or consented to by owners.

Whenever such works are carried out, the *Contractor* at his expense, is to provide:

- all necessary signs, materials, barricades, and other warning devices;
- qualified and trained Traffic Control Personnel for traffic flagging services; and,
- in some cases, equipment such as flashing arrow boards, cones, etc.

92. These are specified in accordance with the Province of British Columbia, Ministry of Transportation & Highways' General Specifications for Highway Jurisdiction, Section 194 (Appendix A), and the Traffic control Manual for Work on Roadways, 1995 and the Traffic Control Manual for Work on Roadways, Field and Office Edition, (1999 Update). Please visit

http://www.th.gov.bc.ca/trafficcontrol/tc_guidelines1.htm for the latest updates.

93. Additional services to ensure safety may be required at the discretion of the City. The Contractor is to provide such additional services as directed at no extra cost.
94. The Contractor will report to the City immediately if any hazardous or toxic materials are found or discovered. Such materials are to be left untouched and the area is to be marked and cordoned off to prevent any access to the workers and the public.

CLEANLINESS AND DISPOSAL OF UNWANTED MATERIALS

95. The Contractor is responsible for the cleanliness of the job sites and accountable for the disposal of all excess and scrap materials. The job sites, at all times must be kept clean of any debris to avoid mishaps and all unwanted materials must be disposed of in an environmentally friendly manner at approved sites with no extra expense to the City.
96. The Contractor shall dispose of all debris, trash and unsuitable materials collected under this Contract off site. The Contractor is solely responsible for any and all damages done or regulations violated in the disposal of waste materials and for any other actions, which the Contractor performs.
97. The Contractor warrants that it will produce or discharge in any manner or form, directly or indirectly, chemicals or toxic substances into the environment and that all equipment used will not pose a hazard to, or harm or adversely affect anyone coming into contact with it and covenants and agrees to provide the City with an environmental plan (where applicable), acceptance to the City, which plan shall outline the procedures to be followed by the Contractor to prevent the production or discharge of chemicals or toxic substances into the environment and the actions to be taken should the discharge occur.
98. The Contractor shall be responsible to take all necessary measures to comply with the requirements of the Federal and Provincial environmental protection agencies, City by-laws, the Waste Management Act, R.S.B.C. 1996, c. 482, as amended and any other applicable acts and regulations in respect to air, earth and water pollutants.

VEHICLES/EQUIPMENT

99. The Contractor should have a sufficient number of service vehicles together with sufficient operating personnel to perform the Work. If, in the opinion of the City, whose opinion shall be final and binding, the numbers of service vehicles that the Contractor has in service are inadequate to meet the Work response times stated herein, the Contractor may be given thirty (30) calendar days of notice, after which time the Contractor should provide additional vehicles to perform the Work, as directed by the City.
100. All vehicles/equipment will be kept clean, in good mechanical condition, painted to present a neat appearance, show evidence of annual safety inspections and display proper registration and license.

101. All Contractor's vehicles/equipment should be equipped with approved back-up alarms, multiple lite revolving/strobe lights, or other necessary warning systems, which should be maintained and in proper operating condition at all times. In the event of a breakdown, the Contractor should arrange for reserve equipment, with always the intent to maintain the schedule frequency.
102. Vehicles/equipment used in the performance of the Work is to be identified on both sides with the company name and telephone number. This should be fully legible and displayed in a professional manner. The Contractor may also be required to display magnetic signs as supplied by the City, identifying the Contractor as a 'City Contractor'. This will not replace the company identification.

SIGNATURE

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

ENUREMENT

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

RATES

105. Rates include all costs (including but not limited to fuel, operator, and equipment). The City will not consider claims for extra payment. Fuel surcharges will not be accepted.
106. Hourly rates begin at the arrival on the jobsite. Rates are only applicable from the starting time or when the equipment arrives, if later than the starting time, until the equipment is dismissed.

REMOVAL OF STAFF

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

FAILURE TO ATTEND

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

CANCELLATION OF ORDER

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

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

This Standing Offer Agreement is executed by the City of Surrey this ____ day of ____, 202_.

CITY OF SURREY

I/We have the authority to bind the City.

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

This Standing Offer Agreement is executed by the Contractor this ____ day of ____, 202_.

CONTRACTOR

I/We have the authority to bind the Contractor.

(Legal Name of Contractor)

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)



Schedule A – Appendix 1 – Supplementary Specifications (Project)

These Supplementary Specifications (Project) shall be read in conjunction with the Specifications contained in the Master Municipal Construction Documents, Volume II, Printed 2009 and the City of Surrey Supplementary Specifications and Detailed Drawings.

SCHEDULE A – SUPPLEMENTARY SPECIFICATIONS – (PROJECT) (SSP)

Related to Wastewater Cleaning, CCTV Inspection, and Relines

These supplementary specifications shall apply in conjunction with the NASSCO Pipeline Assessment Certification Program – Canadian Edition, Version 7.0.0 (not included herein); and the City of Surrey Supplementary Master Municipal Construction Documents Supplementary Specifications and Supplementary Standard Drawings, latest edition and revisions (not included herein).

SUPPLEMENTARY SPECIFICATIONS – (PROJECT)

TABLE OF CONTENTS

	<u>Page</u>
SSP 1 GENERAL	30
SSP 2 SCOPE OF WORK	30
SSP 3 DESCRIPTION OF WORK	30
SSP 4 LIMITS OF SITE	31
SSP 5 COMPLETION DATE	31
SSP 6 ACCESS	31
SSP 7 TRAFFIC CONTROL	32
SSP 8 SUPPLY OF WATER	32
SSP 9 REQUIREMENTS OF WORK & PERSONNEL	32
SSP 9.1 Work Defined.....	32
SSP 9.2 Occupational Health and Safety	34
SSP 10 UNIT PRICE	35
SSP 11 NOTIFICATION/SCHEDULE OF WORK	35
SSP 11.1 Resident Letters	36
SSP 12 QUALITY OF WORK PERFORMANCE	36
SSP 13 DUMP SITES	36
SSP 14 SEWER FLOW CONTROL	36
SSP 15 SEWER CLEANING	37
SSP 15.1 Intent	37
SSP 15.2 General	37
SSP 15.3 Cleaning Equipment	38
SSP 15.3.1 Hydraulically Propelled Equipment	38
SSP 15.3.2 High-Velocity Jet (Hydro cleaning) Equipment.....	39
SSP 15.3.3 Mechanically Powered Equipment.....	39
SSP 15.3.4 Cleaning Precautions	39
SSP 16 CCTV INSPECTION	40
SSP 16.1 General	40
SSP 16.2 Process	41
SSP 16.3 Recording Equipment.....	43
SSP 16.4 Safety Equipment.....	43
SSP 16.5 Inspection Reports	44

SSP 16.6 PACP Data Exchange Process	44
SSP 16.7 Measurements for Payments.....	45
SSP 17 GREASE REMOVAL.....	45
SSP 18 SEWER LINING	46
SSP 18.1 Liner Materials.....	46
SSP 18.2 Liner Design.....	46
SSP 18.3 Testing.....	47
SSP 18.4 Documentation.....	47
SSP 18.5 Warranty	48
SSP 18.6 Installation.....	48
SSP 18.7 Liner Retrieval.....	49
SSP 18.8 Liner Finish	49
SSP 18.9 Liner End Seals.....	49
SSP 19 RELINE MAINLINE	49
SSP 20 RELINE SERVICE CONNECTIONS (SANITARY AND STORM LATERALS)	50
SSP 21 DEFINITIONS.....	50
SSP 22 METHOD OF MEASUREMENT AND PAYMENT.....	53

SUPPLEMENTARY SPECIFICATIONS (PROJECT)

The Contractor is required but is not limited to, as part of his obligation under the Quotation, to perform the various services and activities described in the General Conditions and the Supplementary Specifications (Project) SSP 1 to SSP 23 hereunder.

SSP 1 General

This section outlines all supplementary specifications (SSP's) related to sewer rehabilitation including flushing, video, repair, inspections, pipe relines, manhole repairs, etc. Only those items related to the Scope of Work outlined in SSP 2 will be applicable to this contract.

SSP 2 Scope of Work

Installation of sewer pipe relines, by approved methods, on existing City of Surrey gravity sewer systems, which includes both mains and service connections. A best practice method of lining shall be utilized for services connected directly to manholes to form the best possible seal and reline result.

All Work shall conform to the Master Municipal Construction Documents (MMCD), Volume II, Printed 2009 and the City of Surrey Supplementary Specifications and Detailed Drawings.

SSP 3 Description of Work

The Contractor will provide all labour, materials, equipment and plant and other related services to installation of sewer pipe relines, by approved methods, on existing City of Surrey gravity sewer systems, which includes both mains and service connections. A best practice method of lining shall be utilized for services connected directly to manholes to form the best possible seal and reline result.

1. Flushing and cleaning sanitary and storm sewers, and as required to permit testing service interfaces as shown on contract maps;
2. Closed Circuit Television (CCTV) inspection and deficiency reporting for sanitary and storm sewers;
3. Digitally video inspect and prepare reports upon completion of all rehabilitation work;
4. Provision for traffic control and traffic diversion in accordance with the General Conditions;
5. Restrict and divert the flow of water or sewage from the sewer main section or service connection being inspected, tested or rehabilitated, as required;
6. Relining of those sections shown on the attached plans and spread sheets; and
7. Any other related works.

The Work will be undertaken at the *Place of the Work*, as follows:

City rights-of-way and the private property covered by property impact statements, or consented to by owners in, Surrey, B.C.,

The Contractor is to furnish certificates confirming *Work* conforms to requirements of Authorities having jurisdiction.

The lack of and/or omission of detailed specifications does not minimize the acceptable levels of service and only the best commercial practices are acceptable.

The Contractor is to comply with all BC Plumbing Code, BC Fire Marshal, BC Workers' Compensation Board, National Building Code of Canada, BC Boiler Inspector, BC Electrical Inspector, National Fire Protection Association, and any other authorities having local jurisdiction. Failure to abide by these rules and regulations will result in being immediately escorted from the work site.

SSP 4 Work Schedule

The Contractor will perform all Work and provide all labour, equipment and material and do all things strictly as required by the Contract Documents.

The Contractor will commence the Work in accordance with the Notice to Proceed. The Contractor will proceed with the Work diligently, will perform the Work generally in accordance with the construction schedules as required by the Contract Documents and will achieve Substantial Performance of the Work on or before 5 Days from the Notice to Proceed date subject to the provisions of the Contract Documents for adjustments to the Contract Time.

SSP 5 Limits of Site

The *Site* is limited to City rights-of-ways and the private property covered by property impact statements, or consented to by owners.

SSP 6 Completion Date

The Contractor will provide the goods and services for the period commencing on **June 1, 2021** and terminating on **December 31, 2021**.

SSP 7 Access

An overview map will be issued to assist the Contractor with reviewing access to the different manholes and inspection chambers on the given sewer sections. City crews will assist in locating and exposing manholes and inspection chambers as required for the issued Work.

It is the responsibility of the Contractor to ensure vehicles are not parked over the manholes and other sewer appurtenances. The Contractor shall schedule work by posting no parking signs along the street on the day before the scheduled operation. Traffic signs are available from the Engineering Operations Yard, 6651 - 148th

Street, Surrey, for collection and must be returned before final payment can be made. Any loss or damage to the sign shall be borne by the Contractor.

The City will locate the inspection chambers for conducting the reline of the service laterals. The Contractor shall be responsible for any damage done to private property during the course of accessing the inspection chambers to conduct the video inspection.

The Contractor shall notify residents prior to accessing easements and rights-of-way adjacent to private property. Permission to access private property shall be obtained from the resident(s) prior to accessing the property. When required, work shall be rescheduled so as not to disturb residents.

The Contractor shall notify the Contract Administrator of any issues pertaining to access to manholes, inspection chambers or private property access problems.

SSP 8 Traffic Control

Work shall not be performed on arterial and collector roadways between 6:00 a.m. and 9:00 a.m. or between 3:30 p.m. and 7:00 p.m., unless otherwise approved by the Contract Administrator.

SSP 9 Supply of Water

The Contractor may obtain water from the City as detailed below (with 48 hours of notice) by contacting the City's Representative. Supply of Water must be coordinated through the Water Operations section, as permits may be required for water use, through:

- a) Designated Fill Stations or standpipes; or
- b) Fire hydrants

SSP 10 Requirements of Work & Personnel

The following units of work defined pertain to sewer inspection and rehabilitation. Only those applicable to this contract will be considered.

SSP 10.1 Work Defined

SEWER LINE CLEANING shall be performed with hydraulically propelled, high-velocity jet, or mechanically powered equipment. Selection of equipment shall be based on field conditions such as access to manholes, quantity of debris, size of sewer, depth of flow, etc.

LATERAL SEWER SEALING shall be accomplished using special techniques and equipment working from the main sewer or an access point.

LATERAL SEWER LINING shall be accomplished from a clean out, from a manhole, or remotely from the mainline.

SEWER LINE SECTION SEALING including lateral connections and manholes shall be accomplished using the flooding method with a net hydrostatic exfiltration head of at least 1.2 m.

SEWER PIPE AND LINING INSERTION shall be performed in mainline sewers. Processes include Cured-in-Place Pipe (CIPP), Fold and Form (Deformed/Reformed), Slipline Pipe, Pipe Sections Insertion, Spiral Wound Liner, and Pipe Bursting.

SEWER MANHOLE SEALING shall be accomplished by structure sealing with chemical grout, cementitious materials, resin-soaked oakum, and manufactured seals; by frame sealing with applied materials or manufactured seals; and by cover sealing.

SEWER MANHOLE REHABILITATION shall be accomplished by application of sealing, plugging, patching, coating, and lining processes and materials that will seal, protect or structurally rehabilitate the manhole. Methods include lining and structural enhancement of the manhole using cast-in-place concrete, spray applied cementitious material, cured-in-place thermoset pipe, profiled PVC (grouted) liners, and prefabricated fiberglass (grouted). Work may include repair of manhole chimney and corbel; by step removal or replacement; and by frame & cover reinstallation or replacement.

SEWER FLOW CONTROL shall be performed as required to comply with these specifications.

TELEVISION INSPECTION shall be required to reveal and document sewer line conditions and/or performed in advance of or in conjunction with pipe testing/sealing, pipe repair, and pipe lining activities.

NOTICE OF CLIENT/OWNER REQUIREMENTS which are relevant to and within the scope of work to be performed under the contract.

MUNICIPAL AND OTHER LICENSES AND PERMITS and assistance in obtaining approvals or consent from utilities or carriers such as the telephone company or other persons or organizations upon whose property or authority performance of work under the contract might impinge; or a written release from responsibility for the performance of work under the contract if and to the extent such work is precluded by the inability to obtain approvals or consent.

CLEARANCE OF BLOCKAGES OR OBSTRUCTIONS in the sewer system, if any, if such clearance is required for performance of work under the contract and if such clearance is not otherwise provided for within the contract.

LOCATION AND EXPOSURE OF ALL MANHOLES, unless otherwise provided for in the Technical Specifications of the contract. The city will locate and designate all manhole access points open and accessible for the work, and provide rights of access to these points.

A MANHOLE-NUMBERING SYSTEM referenced to a map for all areas of the project and accurate manhole invert elevations when required for performance of the work will be supplied by the city.

THE SHUTDOWN OR MANUAL OPERATION OF PUMP STATIONS if such becomes necessary for performance of the work shall be by the City.

NOTICE TO THIRD PARTIES (such as public utilities and the telephone company) of the Contractor's intent to perform work in an area where such parties may have rights to underground property or facilities, and request for maps or other descriptive information as to the nature and location of such underground facilities or property and assurance of the Contractor's ability to enter upon any public or private lands to which access is required for performance of the work under the contract.

INFORMATION PERTINENT TO THE SITE of the project including reports prepared under previously accomplished studies or surveys and other data relative to the project, including, maps, drawings, construction specifications, sewer system records, etc.

SSP 10.2 Occupational Health and Safety

The Contractor and its employees and the Contractor's sub-contractors and their employees shall conform to all health and safety laws, by-laws, or regulations of the Province of British Columbia including any regulations requiring installation or adoption of safety devices or appliances. The City of Surrey may, on twenty-four (24) hours written notice to the Contractor, suspend the work hereunder as a result of failure to install such devices or because the conditions of immediate danger exist that would be likely to result in injury to any person. Such suspension will continue until the default or failure is corrected.

Without limiting the generality of any other indemnities granted by the Contractor herein, the Contractor shall indemnify and save harmless the City of Surrey against any loss or expense or penalty suffered or incurred by the City of Surrey by reason of failure of the Contractor, its agents or employees, or any sub-contractors of the Contractor, its agents or employees to comply or ensure compliance with the health and safety laws, by-laws and regulations mentioned above.

Further, the Contractor warrants that it will not produce or discharge in any manner or form, directly or indirectly, chemicals or toxic substances and that all vehicles and equipment used will not pose a hazard to, or harm or adversely affect anyone coming into contact with them and covenants and agrees to provide the City of Surrey with an environmental plan (where applicable), acceptable to the City of Surrey, which plan shall outline the procedures to be followed by the Contractor to prevent the production or discharge of chemicals or toxic substances into the environment.

- (a) The Contractor shall provide all his work in such a manner that it ensures safety, of the public and in accordance with the safety regulations of the Workers' Compensation Board.
- (b) It is required that the Contractor understands and undertakes to comply with all the W.C.B. Industrial Health and Safety Regulations for hazardous materials and substances namely, the new "Workplace Hazardous Materials Information Systems (WHMIS)" Regulations.

If you are unfamiliar with the Industrial Health and Safety Regulations covering hazardous materials and substances, in particular the WHMIS regulations, or if you are uncertain as to how they relate to the work you are performing for the City of Surrey on its premises/work site, we suggest you call the W.C.B. Head Office in Richmond during normal business hours – (8:30 a.m. – 4:30 p.m., Monday to Friday).

WHMIS INFORMATION
RESEARCH AND STANDARDS DEPARTMENT
W.C.B. Occupational Safety and Health Division
6951 Westminster Highway
Richmond, B.C., V7C 1C6

SSP 11 Unit Price

The following items relate to payment for all items related to sewer rehabilitation; **ONLY** those applicable to the work of this contract shall apply. All measurements shall be as specified or made by conventional means with accuracies consistent with field conditions and common practice. Should a discrepancy in measurement exist which is greater than 10%, the item in question shall be re-measured by both the Contractor and the City's Representative for verification.

SSP 12 Notification/Schedule of Work

During periods when Work has been assigned, but not yet completed, The Contractor shall provide a weekly e-mail status report to the Contract Administrator and the City's Representative containing:

- The anticipated schedule of activities and locations for the upcoming workweek
- A brief summary of the work completed in the previous week (length of sewer inspected/tested, length of sewer relined)
- Any problems or unusual finding encountered the previous week
- Any other issues related to the work progress
- The City shall maintain a spreadsheet of assigned work on the Google Sheets website that the contractor will have access to. The city and the contractor will be responsible for entering pertinent information into the spreadsheet.

E-mail contact information will be provided at the pre-construction meeting.

The hours of work will be from 7:00 a.m. to 7:00 p.m. or as approved by the City.

The Contract Administrator and the City's Representative shall be informed one week in advance of any stoppage or restart of work.

Operation for each of the items may be separate and may involve several mobilizations, setting ups and demobilization. Payment for these services and works is deemed to be included in the Unit Rates bid in the Schedule of Quantities & Prices.

SSP 12.1 Resident Letters

An information letter notifying the residents of the scope of the Contractor's work shall be issued. The Contractor will distribute the letters and other pertinent information to the residents at least 48 hours prior to commencing the Work.

SSP 13 Quality of Work Performance

All sanitary and storm sewers in the designated line to be CCTV inspected shall be cleaned completely of all foreign materials.

Manhole covers shall be reinstated in a firm non-movable position.

The performance demonstration by the Contractor and what is required by the City in addition to this performance demonstration shall be the minimum standard for the level of services to be provided in this Contract.

The Contractor shall follow flushing procedures as outlined in Attachment #6 – Sanitary Sewer Flushing & Cleaning. All damage resulting from the non-compliance of this procedure will be the responsibility of the Contractor. The value of unresolved claims against the Contractor will be deducted from progress payment and held until the claim has been resolved to the satisfaction of the City or its delegate.

SSP 14 Dump Sites

All waste that is removed from the Storm and Wastewater sewer system under this contract shall be disposed of by the Contractor at their cost at an approved off-site disposal area. The cost of the removal of the waste material shall be included in the Unit Rates bid in the Schedule of Quantities and Prices

SSP 15 Sewer Flow Control

When the depth of flow in the sewer section exceeds the allowable 1/3 of the pipe diameter, one or more of the following methods shall be used:

- a) Work to be scheduled during off-peak times subject to the approval of the City (Noise By-law shall be complied with during this Contract work. Specifically, 7:00 p.m. - 9:00 a.m., Monday to Saturday). When working during off-peak times, the Contractor will be responsible for notifying residents of the intended work schedule a minimum of 48 hours before commencing the work.
- b) Plugging or Blocking: A sewer line plug may be inserted into the sewer section at a manhole upstream from the section to be inspected. The plug shall be designed such that either all or a portion of the impeded sewage flow can be

released. During the inspection, testing and rehabilitation work, flow shall be either shut-off or substantially reduced in order to inspect the pipe at the invert.

- c) All or a portion of the flow shall be diverted from the sewer section by diverting flow from the upstream to the downstream of the sewer section concerned, including all the flow of the service connections to the sewer section concerned if necessary or if diverted.

All temporary work shall be removed upon completion of the work or at the end of each shift as directed by the City.

The Contractor shall take the necessary precaution to prevent any damage to the public and private property.

No separate payment will be made for this work, which shall be deemed to be included in the unit prices bid in the Schedule of Quantities & Prices.

SSP 16 Sewer Cleaning

This section supersedes MMCD Section 33 01 30.2

SSP 16.1 Intent

The intent of sewer line cleaning is to remove foreign materials from the lines and restore the sewer to a minimum of 95% of the original carrying capacity or as required for proper seating of internal pipe joint sealing packers. Since the success of the other phases of work depends a great deal on the cleanliness of the lines, the importance of this phase of the operation is emphasized. It is recognized that there are some conditions such as broken pipe and major blockages that prevent cleaning from being accomplished or where additional damage would result if cleaning were attempted or continued. Should such conditions be encountered, the Contractor will not be required to clean those specific manhole sections. If in the course of normal cleaning operations, damage does result from pre-existing and unforeseen conditions such as broken pipe, the Contractor will not be held responsible.

SSP 16.2 General

1. Prior to all CCTV inspection, all sewer sections shall be cleaned using hydraulically propelled or high velocity hydro cleaning equipment or any acceptable method of cleaning according to the City's Sanitary Sewer Flushing Procedure.
2. High velocity hydro cleaning equipment shall be capable of delivering 4.0 l/sec (60gpm) at a working pressure of 8273 KPA (1200 PSI) with nozzle capable of producing a scouring action from 15° to 45° in all size sewers designated to be cleaned.
3. All dirt, grit, grease, rocks, and all other foreign materials shall be collected, removed and disposed of from the designated sewers and manholes.

4. Precaution shall be taken to protect the sewers from damage from the cleaning operation. Precaution shall also be taken to prevent any damage or flooding to public or private property served by the sewers section involved.
5. When flushing a sanitary sewer main line, it will be necessary to remove the I.C. lids (where possible) to reduce the chance of pressure fluctuations (back or low pressure) in the house plumbing. If a pressure fluctuation situation does occur, the City shall be notified immediately. The Contractor is fully responsible for any damage caused by pressure fluctuations, and shall be responsible to mitigate the situation with the property owner.

In the event the operator is requested, by the City to clear a sanitary sewer I.C. blockage, it is to be pumped out in order to remove debris, and then flushed after plugging the private side of the sanitary I.C. This is also to eliminate pressure fluctuations.

In the process of flushing, debris such as gravel, etc., when present, must be collected and removed at the down-stream manhole.

The following conditions shall be reported to the City, with pertinent information such as asset type and identifying numbers, address or location, type of problem discovered or encountered, and severity of problem, if known:

- Grease in a main line;
- Roots in a main line;
- Structural damage to a main line;
- Infiltration at a manhole;
- Structural damage in a manhole;
- Inability to locate or access an existing manhole because it is buried or obstructed.

Unless otherwise specified, the Contractor is responsible for and shall adhere to all WCB regulations and Health and Safety regulations, including, but not limited to:

- Traffic control;
- Safety apparel and apparatus;
- Confined space entry;
- Overhead electrical safety;
- Contaminated waste transport and disposal;

6. Payment for this work will be made under Schedule B – Application for a Standing Offer Agreement Tables 1 through Table 8. No additional payment will be made for additional flushing or cleaning required when performing service interface testing and grouting on lines that have already been cleaned under the contract.

SSP 16.3 Cleaning Equipment

SSP 16.3.1 Hydraulically Propelled Equipment

The equipment used shall be of a movable dam type and be constructed in such a way that a portion of the dam may be collapsed at any time

during the cleaning operation to protect against flooding of the sewer. The movable dam shall be equal in diameter to the pipe being cleaned and shall provide a flexible scraper around the outer periphery to insure removal of grease. If sewer cleaning balls or other equipment, which cannot be collapsed, is used, special precautions to prevent flooding of the sewers and public or private property shall be taken.

SSP 16.3.2 High-Velocity Jet (Hydro cleaning) Equipment

All high-velocity sewer cleaning equipment shall be constructed for ease and safety of operation. The equipment shall have a selection of two or more high-velocity nozzles. The nozzles shall be capable of delivering 4.0 l/sec (60 gpm) at a working pressure of 8273 KPA (1200 PSI), and capable of producing a scouring action from 15 to 45 degrees, in all size lines designated to be cleaned. Equipment shall also include a high-velocity gun for washing and scouring manhole walls and floor. The gun shall be capable of producing flows from a fine spray to a solid stream. The equipment shall carry its own water tank, auxiliary engines, pumps, and hydraulically driven hose reel.

SSP 16.3.3 Mechanically Powered Equipment

Bucket machines shall be in pairs with sufficient power to perform the work in an efficient manner. Machines shall be belt operated or have an overload device. Machines with direct drive that could cause damage to the pipe will not be allowed. A power rodding machine shall be either a sectional or continuous rod type capable of holding a minimum of 228 meters of rod. The rod shall be specifically heat-treated steel. To ensure safe operation, the machine shall be fully enclosed and have an automatic safety clutch or relief valve. (This method is not used on this contract)

SSP 16.3.4 Cleaning Precautions

During sewer cleaning operations, satisfactory precautions shall be taken in the use of cleaning equipment. When hydraulically propelled cleaning tools (which depend upon water pressure to provide their cleaning force) or tools which retard the flow in the sewer line are used, precautions shall be taken to ensure that the water pressure created does not damage or cause flooding of public or private property being served by the sewer. When possible, the flow of sewage in the sewer shall be utilized to provide the necessary pressure for hydraulic cleaning devices. When additional water from fire hydrants is necessary to avoid delay in normal work procedures, the water shall be conserved and not used unnecessarily. No fire hydrant shall be obstructed in case of a fire in the area served by the hydrant

SSP 17 CCTV Inspection

This section supersedes MMCD section 33 01 30.1

SSP 17.1 General

1. The Contractor shall use a pan and tilt type camera, and record in colour, in MPEG 2 format. Each entrance and exit manhole shall also be visually inspected, digitally video recorded and digitally photographed.
2. The designated sewer shall be flushed and completely cleaned prior to inspection. Digital Video inspection shall be performed only after sewers have been thoroughly cleaned so that a clear picture of the interior of the sewer can be obtained. Particular emphasis is made to the removal of accumulated grease where standard flushing practices will loosen the material so that cracks and breaks can be observed during digital video inspection. Where the camera is impeded, the Contractor shall immediately notify the City of Surrey who will make arrangements to clear the line. Dewatering the main segment shall not be considered an acceptable line cleaning practice for the purpose of digital video inspections.
3. The Contractor shall be equipped with a blower fan capable of de-misting sewers when required.
4. Reports, Summaries, digital images and videos for each sewer section shall be uploaded to the City within a week of video inspection of that sewer section, as per Attachment #7 - Sanitary Sewer CCTV File Transfer Requirements.
5. Depth of flow in the sewer shall not exceed one-third the pipe diameter during the digital video inspection.
6. Digital Video inspections with submerged or unclear sections longer than 3 meters in total length between consecutive manholes will not be accepted. Videos containing sections of mains or laterals where the camera is not centred in the pipe (not providing a 360° view) for longer than 1 meter will not be accepted.
7. The travelling speed of the camera in the pipeline shall be limited to:
 - a. 0.1 m/s for pipeline of diameter less than 200 mm.
 - b. 0.15 m/s for diameters exceeding 200 mm but not exceeding 310 mm.
 - c. 0.20 m/s for diameters exceeding 310 mm.
8. If the inspection is abandoned due to an obstruction, manhole access constraints, collapse or water depth, contact the City Representative and inform them of the issue, then an attempt must be made from downstream manhole to complete the inspection.
9. If, during the inspection, a defect that is rated as a 4 or a 5 by the PACP coding system is found, then the City Representative must be contacted immediately. The Contractor must stay on site until the City Representative or a Wastewater Operations Supervisor dispatched by the City Representative is on site and has verified the video of the defect. Failure to follow this procedure

may result in the Contractor being held liable for any damages the City or a home owner incurs due to the failure of the sewer system at the point of the unreported defect.

10. If attempting to LAMP camera and there is an issue with access at the upstream manhole location then the inspection should be attempted from the downstream access point. If access at both locations is unsuitable to perform the inspection then inform the City Representative immediately and an agreeable solution to conduct the inspections will be determined.
11. Scheduling of all digital video inspections shall be closely coordinated with the City Representative to ensure that the inspections are conducted during low flow periods. The Contractor shall proceed with the requested digital video inspection of a section within 48 hours of receiving notice from the City. The City reserves the right to cancel or alter scheduled inspections without notice. If determined by the City that the flow conditions would impair the quality of the inspection results (due to surcharged conditions) night time inspections may also be required subject to the approval of the City.
12. Weekly totals of sewer lengths digitally video recorded and hours spent within the previous week shall be submitted to the Contract Administrator and the City's Representative every Monday morning.

SSP 17.2 Process

1. A sample of inspection report(s), digital video, and corresponding WMV data file shall be submitted for review by the Consultant to the Wastewater Operations Section, and Contract Administrator accordingly. This submission must satisfy all of the specifications contained herein, and the submitted report submission will be used as a benchmark for subsequent inspection submissions.

No Video Inspection surveys are to be carried out until an acceptable sample inspection report has been approved by the Consultant, or by the City's Representative.

CCTV operator to have received and carefully reviewed all of the *Contract Documents*, including the Instructions for Quote and Specifications and Standard Detail Drawings prior to Contract starting.

2. A copy of the CCTV operator's current NASSCO certification certificate shall be submitted to the Consultant or the Contract Administrator at least one week prior to the start of the CCTV Inspection operations.

A copy of the CCTV operator's certification must be submitted for each CCTV operator working on the contract.

A copy of the CCTV reviewer's certification must be submitted for each reviewer/inspector working on the contract.

3. Coding accuracy is to be a function of the number of defects or construction features not recorded (omissions), and the correctness of the coding and

classification recorded. Coding accuracy must satisfy the following requirements:

Header accuracy	95%
Detail accuracy	90%

The Contractor is to implement a formal coding accuracy verification system, at the onset of the work that is reviewed and approved by the Contract Administrator or the City Representative. The coding accuracy is to be verified by the Contractor on a random basis, on a minimum of 10% of the inspection reports. The Contract Administrator or the City Representative shall be entitled to review the accuracy verification results, and be present when the assessments are being conducted.

A minimum of two accuracy verifications are to be performed and recorded each working week. Coding that does not satisfy the accuracy requirements, are to be recoded, and the accuracy of the inspection report immediately preceding and following the non-compliant inspection are to be verified. This process is to be repeated until the inspections meet the accuracy requirements.

The Contract Administrator or the City Representative reserves the right to request an independent certified reviewer to assess the accuracy of the reports submitted, at the Contractor's expense.

An operator failing to meet the accuracy requirements on two occasions will not be permitted to code on the remainder of the contract until they have successfully re-attended an Operator's Certification course and re-written the NASSCO Pipeline Assessment Certification Program.

4. As per CSA 6.5.3 Camera Speed:

"The camera must maintain a speed that will allow for the defects to be observed clearly. If the pipe is inspected too fast the picture can appear pixelated and defects can be missed. The speed can vary depending on the pipe diameter smaller than 200mm, 9m/min for pipes with a diameter between 200mm and 300mm, and 12m/min for pipes with a diameter larger than 300mm, or as agreed to by the owner. The camera should stop and pan special features within the pipe, such as maintenance hole interfaces, taps, and major defects."

Non-uniform or jerky movement will not be acceptable. The camera shall pause at each defect as listed in Section F and at each service connection.

Clear, well-defined pictures of the defects shall be taken, utilizing 360 degree rotating heads and full pausing capabilities, and the lighting system.

5. Digital video recording shall commence as close as practical to the face of the manhole. The chainage measurement shall reflect the distance from the center of the manhole. All reports and digital video shall consider the length of the main segment being inspected as commencing at the center of the start manhole, and terminating at the center of the end (finish) manhole. A main

segment shall be defined as the distance from center to center of successive manholes.

SSP 17.3 Recording Equipment

- a) Digital Video Images and sound shall be recorded in MP4 format at standard speed.

Digital still images shall be recorded in JPG format

Each digital image shall be stored with a unique filename to match the image reference number in the PACP form and PACP data exchange file. The naming convention shall reflect the contract, and the sequence number of the photograph recorded on the data sheet. The exact format requires approval from the Contract Administrator and the City's Representative, prior to commencement of a contract.

- b) All events and defects encountered in the sewer, including manholes, locations, and direction changes, shall be audibly voice labeled in a clear and concise presentation.
- c) Each section of sewer shall be identified verbally and graphically on the video indicating the upstream and downstream manholes, and the date and time of the digital video inspection at the beginning of each main segment being inspected. Only the distance measurement is to be displayed on the digital video during the main segment recording process.
- d) The Contractor shall utilize NASSCO's PACP and LACP to record pipe defects and observations.
- Continuous forward distance readout from the reference manhole and audible notation shall be made at all pipe defects including:
- The defect description, as described by the NASSCO PACP codes.
 - The forward distance from the center of the reference manhole.

The Contractor shall provide the inspection data in the standard NASSCO PACP and LACP data exchange format. A sample of the data file, complete with pictures (JPEG), and video files (MPEG 2) shall be submitted to Contract Administrator and the City's Representative prior to commencement of the work, for approval.

SSP 17.4 Safety Equipment

The Contractor shall be fully equipped for traffic control and manhole (confined space) entry, and employ safety procedures required by the Workers' Compensation Board.

The Contractor will keep on-site, during the duration of the work, all documentation relating to:

Confined Space Entry, including entry and emergency procedures;

- a) Written confirmation of confined space training received by employees; and
- b) Documentation verifying that equipment being used meets applicable WCB requirements.

SSP 17.5 Inspection Reports

The City of Surrey Utilizes **NASSCO's** (<http://www.nassco.org/>) **Pipeline Assessment Certification Program (PACP)** and **Lateral Assessment Certification Program (LACP)** to code for C.C.T.V.

- A) The required video inspection information shall be recorded on NASSCO'S C.C.T.V. Inspection Forms. See Attachment #7 - Sanitary Sewer CCTV File Transfer Requirements for an example of the forms. Only one sewer section (manhole to manhole) or lateral Inspection (Inspection Chamber to main or main to Inspection chamber) shall be recorded in each data sheet unless otherwise approved.
- B) Each pipe defect record shall be in accordance with NASSCO's PACP or LACP coding.
- C) All field measurements shall be made using the SI unit system.
- D) The City will provide GIS files to upload work order and facility ID information into PACP and LACP databases. An ESRI license will be provided by The City upon request.
- E) The PACP and LACP Inspection table, Media Inspection Table, Media Conditions Table and Custom Fields Table will be populated as per Attachment #7 - Sanitary Sewer CCTV File Transfer Requirements.
- F) Digital images (still photographs) with a minimum 1024 x 768 pixel resolution (in addition to the digital video record) shall be taken of all manholes and pipe defects and observations as defined in NASSCO's PACP.

Photograph pictures shall clearly indicate the sewer section identification (upstream and downstream manholes), distance from reference manhole (chainage) and picture number, without encroaching or obstructing the subject of the Photograph (defects, etc.).

- G) Database and Report files shall follow the naming convention WO#-<Date>-#. See Attachment #7 - Sanitary Sewer CCTV File Transfer Requirements.
- H) Files are to be uploaded to the Surrey MFTP Site once a week on a specific day that is agreed on by both the City and the Contractor. See Attachment #7 - Sanitary Sewer CCTV File Transfer Requirements for the process of uploading to the City's MFTP site.

SSP 17.6 PACP Data Exchange Process

A PACP database shall not contain multiple asset types (e.g. mainlines and laterals) and assets from multiple work orders.

The Pipe Segment Facility ID will consist of a 10-digit number and will serve as the unique identifier for each of the Sanitary Mainlines and Laterals. This ID will be available on each of the maps that the City of Surrey provides and will, also, be exported by the GIS file into the Inspection table of the PACP and LACP database(s).

The Contractor must ensure that the Pipe Segment Facility ID corresponds with the pipe that is being video inspected by referring to the maps provided by the City before commencing a CCTV inspection. For Laterals the Contractor must also ensure that the property address corresponds to the Pipe Segment Facility ID. Non-compliance will result in a failure to import all observations acquired from the inspection into the City Works Management System.

If a Pipe Segment Facility ID is not provided by the City the Contractor shall attempt to contact the City to obtain the Pipe Segment Facility ID. The asset will not be videoed without the Pipe Segment Facility ID.

If an Asset's Facility ID does not have a work order attached to it by the City, than work cannot be performed on the asset until the work order is attached to it by the City and the proper GIS file has been sent to the Contractor.

SSP 17.7 Measurements for Payments

Payment for the digital video inspection of the sanitary and storm sewer lines, mains and laterals, shall be made under Schedule B – Application for a Standing Offer Agreement, and shall include all necessary recording and reporting as per SSP20.

SSP 18 Grease Removal

The removal of normal amounts of grease is included in the payment for Schedule B – Application for a Standing Offer Agreement. If excessive grease that cannot be removed using hydro cleaning equipment is encountered, the Contractor shall notify the Contract Administrator, and request permission to remove the grease by alternate means. The Contractor shall provide the Contract Administrator with an hourly rate for excessive grease removal, including equipment, labour, disposal and all other costs for excess grease removal. If the quoted hourly rate is accepted by the Contract Administrator, the Excessive Grease Removal will be paid for under a change order. After receiving the Contract Administrator's approval, the Contractor shall proceed with the grease removal. The Contractor will be responsible for submitting records noting the location and time spent on excess grease removal within 48 hours of the completion of the excessive grease removal work.

No payment will be made for excessive grease removal work without the prior approval of the Contract Administrator, or if the records are submitted later than 48 hours after the completion of the work.

SSP 19 Sewer Lining

This section supersedes MMCD section 33 05 24

SSP 19.1 Liner Materials

Acceptable liner technologies are Fold and Form and Cured in Place Pipe (CIPP). The liner technology proposed for point repairs and liners shall be specified on the Product Description form in the Schedule B – Application for a Standing Offer Agreement.

Fold and Form

The formed PVC pipe shall meet the performance requirements of ASTM D 3034, F1504-97, F1871, or latest edition and revision. All test data, whether theoretically extrapolated or actual must be validated by an independent third party qualified in testing these procedures.

The PVC compound / material used for the folded pipe shall conform to ASTM D 1784 classification 12334-B or 12344-B or 12454-B or 12454-C or latest edition and revision.

Cured-In-Place Pipe (CIPP)

The Cured-In-Place Pipe (CIPP) shall meet the performance and material requirements of ASTM F1216 or ASTM F1743 or latest edition and revision. All test data, whether theoretically extrapolated or actual must be validated by an independent third party qualified in testing these procedures.

SSP 19.2 Liner Design

The Contractor shall be responsible for preparing designs for all relining and point repairs in the Contract. Liner designs shall be signed and sealed by a Professional Engineer registered in the Province of British Columbia, and submitted to the Contract Administrator prior to commencing the work. No additional payment will be made for the design of the liners. Payment for this work shall deem to be included in the unit prices quoted in the Schedule B – Application for a Standing Offer Agreement.

The liner shall be sized such that there is no loss in capacity of the existing sewer. Calculations of pipe flow before and after liner installation shall be submitted to the Contract Administrator for approval. The Contractor shall field measure the internal circumference of the sewers to determine the exact size of liner that is required so that the liner is tight to the wall of the existing pipe.

The length of the liner shall be that deemed necessary by the Contractor to effectively carry out the insertion and sealing of the liner at the inlet and outlet points. The Contractor shall verify the lengths in the field before cutting the liner to length.

Point repairs shall be sized to allow for a minimum 500mm overlap from each end of the noted defect. The estimated length of liner required for each point repair is included in the Point Repair summary in Section F, however the Contractor shall be responsible for determining the actual length of the point repair, including the overlap, by conducting the initial CCTV video inspection.

SSP 19.3 Testing

The City will arrange for third party laboratory testing of the liner material. The Contractor is responsible for the preparation and submittal of the following samples, representative of the work performed under the same field conditions:

- For each pipe diameter, liner design and liner product used, one (1) segment of point repair lining product approximately 1m in length.
- For each relining project, one (1) segment of lining product approximately 1m in length prepared in the field at the inversion length.
- The contractor shall, for each work assignment, deliver the materials to be tested or inform the contract manager or consultant that testing materials is ready for pick up at the work site.

These samples will be tested to the specified ASTM standards.

If testing discloses non-conformance to these standards, repair work shall be completed at the Contractor's expense. Testing and/or quality assurance completed by other agencies does not relieve the Contractor of responsibilities for documentation of installation conditions, inspection, testing, etc. as required by the Contract.

SSP 19.4 Documentation

The Contractor will document the conditions under which each section of sewer rehabilitation is completed as follows:

General

- Date and time
- Contractor
- Street Name
- Product (CIPP or Fold and Form Brand Name)
- Diameter
- Standard Dimension Ratio (SDR)
- Spool batch number
- Upstream and downstream Manhole numbers

Insertion Conditions

- Ambient Air temperature
- Maximum drawing force
- Insertion Rate

- Visual observations (note presence of creases, impregnation poor areas, crazing)

Processing Parameters (Fold and Form)

- Head and tail temperature readings (start, middle, and end of cook)
- Cook time and average pressure
- Cool-down pressure/temperature
- Cool-down duration

Processing/Wet-out Process (CIPP)

- Resin type (polyester, vinyl ester or epoxy)
- Resin source and batch numbers
- Vacuum pressure
- Visual observations – evidence of distribution of resin/air entrapment
- Quantity of resin utilized
- Total impregnation time

SSP 19.5 Warranty

The Contractor shall make any necessary repairs and replacements to remedy, in a manner satisfactory to the engineer and at no cost to the owner, any and all defects, breaks, or failures of the work occurring with one (1) year following the date of acceptance of the work due to: Faulty or inadequate materials or workmanship, and for damage or disturbances to other improvements under, within, or adjacent to the work, whether or not caused by settling, washing, or slipping, when such damage or disturbance is caused, in whole or in part, from activities of the Contractor in performing his duties and obligations under this Contract. When such defects or damage occur, within the time period described herein before, in any part of the surface or subsurface improvements not included in the work under the contract, the Contractor shall repair the same and the one-year warranty period required shall, with relation to such required repair, be extended one (1) year from the date of completion of such repairs.

SSP 19.6 Installation

The Contractor shall be responsible for clearing the line of obstructions such as solids, dropped joints, protruding material (concrete, rocks, etc.) protruding branch connections or broken pipe that will prevent the insertion of the liner. If inspection reveals an obstruction that cannot be removed by normal “no-dig” techniques, the Contractor shall make a point excavation to uncover, remove or repair the obstruction.

For “Pull-in” type installations, the Contractor shall use a recently calibrated Dynamometer with the winch during the installation procedure.

No separate payment will be made for removing line obstructions. The payment for this requirement shall be deemed to be included in the unit

prices quoted in the Schedule B – Application for a Standing Offer Agreement.

SSP 19.7 Liner Retrieval

If the liner installation is terminated before completion, the Contractor shall be responsible for the retrieval of the liner, at no additional cost. The existing sewer shall be reinstated to a condition equal to or better than before the attempted liner installation.

SSP 19.8 Liner Finish

The finished lining shall be continuous over the entire length of an insertion run and shall be free from visual defects such as foreign inclusions, dry spots, pinholes and delamination. The lining shall be impervious and free of any leakage from the pipe to the surrounding ground or from the ground to the inside of the lined pipe.

Any defects, which will affect the integrity or strength of the linings, shall be repaired at the Contractor's expense.

SSP 19.9 Liner End Seals

The liner ends in the manhole shall be tight fitting. Any lip or obstruction created by the liner shall be gently tapered. The liner ends shall not obstruct sewage flow. A watertight sealing product, compatible with the liner, shall be applied at the terminal points after the liner has fully stabilized.

If, due to broken or misaligned pipe at the access point, the lining fails to make a tight seal, the Contractor shall apply a seal at that point. The seal shall be compatible with the liner and shall make a tight seal.

Each end of point repairs shall be grouted to form a smooth transition from the original pipe to the relined section. End grouting shall be air tested to a pressure of 5 psi to verify the effectiveness and completeness of the grouting. End grouting that fails to pass the air test shall be re-grouted and retested until the air test is past. The volume of grout used for end grouting shall be recorded.

Liner end work shall not commence until the liner has fully stabilized.

SSP 20 Reline Mainline

Payment for relining of a sanitary or storm sewer mainline shall be made per each mainline segment, manhole to manhole at the quoted unit prices under Schedule B – Application for a Standing Offer Agreement for the appropriate pipe diameter, and shall include flushing and cleaning the sanitary or storm sewer line, degreasing, root cutting, cutting protruding hubs, removing debris, pre/post relining Closed Circuit Television (CCTV) inspection and reporting of the sanitary or storm sewer line, identifying service connection locations, determining actual liner length, liner design and submission of sample for testing, notifying residents, restricting and diverting

sewage flow from mainline and service connections if required, provision of traffic control, supply and installation of relining, end grouting and testing, service connection reinstatement including interface grouting and testing, and any other related work.

SSP 21 Reline Service Connections (Sanitary and Storm Laterals)

Payment for relining sanitary or storm sewer service connections shall be made per each service connection segment, inspection chamber or property line to mainline or manhole at the quoted unit price under Schedule B – Application for a Standing Offer Agreement for the appropriate pipe diameter, and shall include flushing and cleaning the sanitary or storm sewer line, degreasing, root cutting, cutting protruding hubs, removing debris, pre/post relining Closed Circuit Television (CCTV) inspection and reporting of the sanitary or storm sewer line, determining actual liner length, liner design and submission of sample for testing, notifying residents, restricting and diverting sewage flow from mainline and service connections if required, provision of traffic control, supply and installation of relining, end grouting and testing, service connection reinstatement including interface grouting and testing, and any other related work. The intent is to utilize a service connection reline system that addresses the interface area to ensure a complete, sealed system. Where possible a lateral and main/lateral connection reline method shall be implemented and the cost reflected in Schedule B – Application for a Standing Offer Agreement. This approach shall also be utilized where connections enter directly into a manhole.

SSP 22 Definitions

ASTM STANDARD: There are basically two types of ASTM Standards, which apply to pipeline rehabilitation products: “D” standards, which are for testing procedures and material, compound classifications, and “F” standards which are basically product specific. Within the “F” standards there are two types of documents; material specifications and installation practices.

CHANGE ORDER: A written order to the Contractor authorizing an addition, deletion, or revision in the work within the general scope of work of the agreement, or authorizing an adjustment in the agreement price or agreement time.

CONTRACTOR: Any individual, firm, partnership, corporation, or combination of any or all jointly submitting a proposal to whom the Contract is awarded by the City or its executors, administrators, successors or assigns.

CONTRACT ADMINISTRATOR: means the person, firm or corporation appointed by the City and identified by the City in writing to the Contractor. The Contract Administrator may be the City’s Engineer, other employee or officer, or may be and outside consultant.

CREW: The number of persons required for the performance of work at a site as determined by the Contractor in response to task difficulty and safety considerations at the time or location of the work.

DEBRIS: Soil, rocks, sand, grease, roots, etc., in a sewer line excluding items mechanically attached to the line such as intruding service connections, intruding pipe, joint, materials, and the like.

EASEMENT: A liberty, privilege, or advantage without profit, which the owner of one parcel of land may have in the land of another. In this agreement, all land, other than public streets, in which the City has sewer system lines or installations and right of access to such lines or installations.

ENGINEER: The City Engineer, Commissioner of Public Works, Superintendent of Public Works, or an Engineer of a municipality including such assistants as are authorized to represent him, or the consulting engineer acting through his authorized agents, who represents the City during the construction phase activities.

FLOW CONTROL: A method whereby normal sewer flows or a portion of normal sewer flows are blocked, retarded, or diverted (bypassed) within certain areas of the sewer collection system.

HYDRAULIC CLEANING: Techniques and methods used to clean sewer lines with water, e.g.: water pumped in the form of a high-velocity spray and water flowing by gravity or head pressure. Devices include high-velocity jet cleaners, cleaning balls, and hinged-disc cleaners.

INFILTRATION: The water entering a sewer system, including building sewers, from the ground, through such means as defective pipes, pipes joints, connections, or manhole walls. Infiltration does not include, and is distinguished from, inflow.

INFILTRATION/INFLOW: A combination of infiltration and inflow wastewater volumes in sewer lines, with no way to distinguish either of the basic sources, and with the same effect of usurping the capacities of sewer systems and facilities.

INFLOW: The water discharged into a sewer system, including service connections, from such sources as roof leaders; cellar, yard, and area drains; foundation drains; cooling water discharges; drains from springs and swampy areas; manhole covers; cross connection from storm drain, combined sewers, catch basins; storm waters; surface runoff, street wash waters; or drainage. Inflow does not include, and is distinguished from, Infiltration.

INSPECTOR: The City's on-site representative responsible for inspection and acceptance, approval, or rejection of work performed as set forth in these specifications.

INTERNAL PIPE INSPECTION: The television inspection of a sewer line section. A TV camera is moved through the line at a slow rate and a continuous picture is transmitted to an aboveground monitor.

INVERT: The floor, bottom or lowest point of a conduit.

ITEM: means item of the Schedule B Application for a Standing Offer Agreement.

JOINTS: The means of connection sectional lengths of sewer pipe into a continuous sewer line using various types of jointing materials. The number of joints depends on the lengths of the pipe sections used in the specific sewer construction work.

LINEAR METER: Being one meter. In these specifications used to denote the unit of measurement relating to the length of a sewer line.

MAJOR BLOCKAGE: A blockage (structural defect, collapse, protruding service connection, debris), which prohibits manhole-to-manhole cleaning, TV inspection or rehabilitation procedures.

MANHOLE SECTION: The length of sewer pipe connecting two manholes.

MILESTONE DATE: Means any date specified in the *Contract Documents* for completion of the work, or portion of the work, including the date of substantial performance.

OVERFLOW: (1) The excess water that flows over the ordinary limits of a sewer, manhole, or containment structure. (2) An outlet, pipe, or receptacle for the excess water.

CITY: The City, sanitary district or other municipality, corporation, partnership or individual initiating the project, acting through its legally constituted officials, officers or employees.

SANITARY SEWER: A sewer intended to carry only sanitary or sanitary and industrial wastewaters from residences, commercial buildings, industrial parks, and institutions.

STORM SEWER: A sewer intended to carry only rain water or run off from residences, commercial buildings, industrial parks, and institutions.

SEWER CLEANING: The utilization of mechanical or hydraulic equipment to dislodge, transport, and remove debris from sewer lines.

SEWER PIPE: A length of conduit, manufactured from various materials and in various lengths, that when joined together can be used to transport wastewaters from the points of origin to a treatment facility. Types of pipe: Acrylonitrile-butadiene-styrene (ABS); Asbestos-Cement (AC); Brick Pipe (BP); Concrete Pipe (CP); Cast Iron Pipe (CIP); Polyethylene (PE); Polyvinylchloride (PVC); Reinforced Concrete (RC); Reinforced Plastic Mortar (RPM); Steel Pipe (SP); Vitrified Clay (VC).

SITE: Any location where work has been or will be done.

SITE ACCESS: An adequately clear zone of a size sufficient to accommodate personnel and equipment required at the location where work is to be performed, including roadway or surface sufficiently unobstructed to permit conveyance of vehicles from the nearest paved roadway to the work location.

SUBCONTRACTOR: An individual, firm, or corporation having a direct contract with the Contractor or with a lower-tier Subcontractor for performance of part of the work.

SURCHARGE: When the sewer flow exceeds the hydraulic carrying capacity of the sewer line.

SWALE (DIP, SAG, BELLY): A significant deviation in pipe grade such as to cause entrapment of solids, semisolids, and liquids, thereby impeding the accuracy and/or effectiveness of flow measurements, cleaning, and internal inspection.

SSP 23 METHOD OF MEASUREMENT AND PAYMENT

1.0 General The methods of measurement and payment as described in the individual sections of the MMCD will not apply to the work in this Contract. This section replaces any MMCD paragraph entitled Measurement and Payment.

1.1 Payment .1 All payment for work within this Contract is included in the lump sum(s) and unit prices listed in Schedule B – Application for a Standing Offer Agreement. No separate or extra payment will be made for the work described as part of the work in the *Contract Documents*.

.2 The work includes all materials, labour, equipment, plant, cut and waste, specified testing, other incidentals, and miscellaneous materials necessary to complete the work in conformance with the Contract Drawings and Specifications.

.3 The determination of the percentage of the work complete for the purposes of a progress payment will be made by the Contract Administrator and will be determined to an accuracy of plus or minus 5%



Schedule A– Appendix 2 – Contract Drawings (Project)

SCHEDULE A - APPENDIX 2 – Contract Drawings (Project)

List of Contract Drawings (Project)

The following *Contract Drawings* (Project) are included in the RFA-SOA documents:

DRAWING NUMBER SPECIFICATION	DATE	REVISION NO.	REVISION DATE
NONE AT THIS TIME	n/a	n/a	n/a

SCHEDULE A-1 – CONTRACTOR HEALTH & SAFETY EXPECTATIONS

RESPONSIBILITY OF CONTRACTOR(S)

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

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

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

PERSONNEL

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

SAFETY MANAGEMENT SYSTEM

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

WORK AREAS –City Facilities

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

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

SAFETY ATTITUDE

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

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

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

All Employees & Contractors:

It is everyone responsibility to:

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

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



A common sense approach usually resolves the issue.

GENERAL RULES

1. For all secured worksites, contracted workers are required to sign in and sign out each day
2. (Access cards may be issued – a worker may need to provide an Identification document (i.e. Driver's License) in exchange).
3. Personal protective equipment, as determined by the City, through consultation with the Contractors Health and Safety Representatives must be worn when and where required. (Hard Hats, Safety Footwear, Safety Vests and Safety Glasses must be worn on active construction sites. Hearing Protection must be worn when noise levels are above 85dBA.)
4. Horseplay, gambling and the use of alcohol or narcotics will not be tolerated.
5. No Smoking within 7.5M of a City owned buildings door exits, windows and vents.

6. Report **ALL** injuries to your supervisor immediately and notify the City's site representative.
7. Report any unsafe conditions, including someone under the influence or hazards, which may allow an injury to occur to you, a fellow worker, or others on the worksite.
8. Report any property damage, regardless of how minor.
9. Restricted and controlled products will be labeled, used and stored in accordance with the associated regulations, e.g. WHMIS. Follow all procedural instructions when using or handling hazardous materials/controlled products and ensure that all containers of hazardous/controlled product materials are properly labelled and stored in designated areas.
10. Obey all posted signs and notices. Do not venture into areas that you are not authorized to enter.
11. Always use the correct posture when lifting and get assistance if the weight is excessive.
12. Do not work within the limits of approach to high voltage equipment.
13. If working at heights greater than 10 feet a Fall Protection system must be in place. The appropriate Fall Protection equipment must be worn at all times.
14. **Housekeeping** (Orderliness and good housekeeping are basic requirements and must be maintained at all times):
 - a) Aisles are to be kept clear at all times.
 - b) Individual work areas are to be kept clean and tidy.
 - c) All materials, tools, products and equipment are to be kept in their designated areas.
 - d) Liquid spills are to be cleaned up immediately to prevent slips and falls.
 - e) Accumulation of oily rags, combustible refuse or similar fire hazards will not be tolerated.
15. **Fire Prevention:**
 - a) Become familiar with Surroundings and emergency exit.
 - b) Ensure aisles and exits are not blocked at any time.
 - c) Anytime a fire extinguisher is used, report it immediately to your supervisor, so that it can be recharged.
16. **Equipment Operation** (Any equipment, which could create a hazard, must be maintained in good condition):
 - a) Equipment must not be repaired, adjusted or operated unless by a "competent person" who understand the safe operating procedures.
 - b) Always be aware of the use and location of the "EMERGENCY STOP" button, if equipment is so equipped, before using the equipment.
 - c) Loose clothing, jewelry and long hair must be secured to prevent becoming entangled with equipment.
 - d) The Operator must check all safety devices on equipment before operation.
 - e) All equipment must be turned off and the appropriate "lock-out" procedure followed, prior to repairs, cleaning, adjustment or lubrication.
 - f) Radio/Walkman/I-pod Head phones are not allowed to be worn during regular work operations.
 - g) All ladders must be of an approved type and length. Unacceptable ladders must be removed immediately from the premises.
 - h) All vehicles and equipment on City property must be kept in safe mechanical condition at all times, and be operated only by persons with a valid driver's license and/or proper training and qualifications.

i) Contractors will not operate any equipment, valves, switches, etc., which are part of the City's operation, unless specific permission is received from the Department Representative.

17. **Ground Disturbance** –Every time you dig in the ground, with a shovel or mechanized equipment, you run the risk of loss of life or damage to property if you hit any of the many buried cables, conduits, gas or oil pipelines and/or other underground facilities that serve our city, **BC One Call Must be called and a ticket obtained prior to commencing any ground disturbance activities.**

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

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

Authorized Signature: _____

Name: _____
(Please Print)

Date: _____

**SCHEDULE A-2
PRIME CONTRACTOR DESIGNATION
LETTER OF UNDERSTANDING**

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

Coordination of multiple-employer workplaces

118 (1) In this section:

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

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

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

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

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

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

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

The Contractor acknowledges having read and understood the information above.

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

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

Project File No.: 1220-060-2021-004

Project Title and Site Location: Reline and Point Repair Program

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, 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 3 – SANITARY SEWER MAIN FLUSHING & CLEANING – BACK PRESSURE AVOIDANCE AND PROBLEM REPORTING PROCEDURE

Back-Pressure Avoidance

A Back-Pressure situation can develop when there is a significant change in pressure, either positive or negative, within the sewer system caused by the sewer flushing and cleaning. This change in pressure can force water and air towards the private plumbing system displacing water in toilets and p-traps within the building and impact private property.

To avoid a Back-Pressure situation it is critical that operators and contractors take precautions and follow the procedures outlined below:

- ❖ To reduce the chance of a Back-Pressure occurring in the building's plumbing system the operator or Contractor flushing and cleaning the sewer must remove the Inspection Chamber lid(s) of the service connection(s) connected to the section of main (manhole to manhole) being flushed. Manhole covers, upstream and downstream of the main section being flushed must also be removed.
- ❖ The City documents and tracks these Back-Pressure occurrences in their Work Management System to ensure that a reoccurrence does not take place. This back-pressure list is updated when the list changes and is distributed to all contractors on the City's Hire Equipment and Contract lists. The operator or Contractor is responsible to obtain the most recent and up to date Back-Pressure information and take the required precautions to avoid a Back-Pressure reoccurrence.
- ❖ The operator or Contractor must be aware of the water pressure being applied and utilize the appropriate pressure to effectively clean the sewer system without using excessive pressure.
- ❖ The operator or Contractor must ensure that they are maintaining and replacing their flushing equipment (nozzles, hoses, etc.) on a frequent basis. Worn or damaged sewer flushing equipment can cause an increase in both water discharged and air pressure when flushing and cleaning sewer systems.
- ❖ If a Back-Pressure situation occurs, the operator and Contractor must immediately notify the City's Dispatch at 604.590.7226.
 - The Contractor is fully responsible for any damage caused by the Back-Pressure situation, and shall be responsible to mitigate the situation with the property owner, including compensation.
- ❖ In the event the operator or Contractor is requested by the City to clear a sanitary sewer inspection chamber blockage, the inspection chamber is to be vacuumed out in order to remove debris, and then flushed after plugging the private side of the sanitary inspection chamber. These steps will eliminate Back-Pressure and protect private property.

Other Flushing and Reporting Procedures

- ❖ In the process of flushing, debris such as gravel, etc. must be collected and removed (vacuumed) at the down-stream manhole and not released into the downstream system.
- ❖ The following conditions shall be reported to the City immediately, with pertinent information, such as asset type and identifying numbers, address or location, type of problem discovered or encountered and severity of problem, if known:
 - Grease in line;
 - Roots in line;
 - Blockages in line;
 - Large amounts of gravel, rocks or other debris;
 - Structural damage to line;
 - Infiltration at a manhole;
 - Structural damage in manhole;
 - Inability to locate or access an existing manhole or inspection chamber because it is buried or obstructed.

Damage to an inspection chamber and missing lids.



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

Request For Standing Offer Title: Reline and Point Repair Program

Request For Standing Offer No.: 1220-060-2021-004

APPLICANT

Legal Name: _____

Contact Person and Title: _____

Business Address: _____

Business Telephone: _____

Business Fax: _____

Business E-Mail Address: _____

CITY OF SURREY

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

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

2. If this offer is accepted by the City, such offer and acceptance will create a Standing Offer as described in:
 - (a) the Request;
 - (b) the specifications of Goods and scope of Work set out above and in Schedule A, to Attachment 1, of the Request;
 - (c) the Standing Offer Agreement;
 - (d) this Application;
 - (e) an Order (if any); and
 - (f) other terms, if any, that are agreed to by the parties in writing.

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

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

F.O.B.	Payment Terms:	Ship Via:
Destination	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.	

TABLE 1. Reline (Sanitary Mainlines)								
Cost per Meter								
Reline Length (range)								
Pipe Size	4-10m	11-30m	31-50m	51-70m	71-90m	91-110m	>110m	Cover (m)
100								≥0.75
150								≥0.75
200								≥0.75
250								2
250								3
250								4
300								2
300								3
300								4
350								2
350								3
350								4
375								2
375								3
375								4
400								2
400								3
400								4
450								2
450								3
450								4

TABLE 1. Reline (Sanitary Mainlines)								
Cost per Meter								
Reline Length (range)								
Pipe Size	4-10m	11-30m	31-50m	51-70m	71-90m	91-110m	>110m	Cover (m)
500								2
500								3
500								4
525								2
525								3
525								4
600								2
600								3
600								4
675								2
675								3
675								4
750								2
750								3
750								4
900								2
900								3
900								4
1050								2
1050								3
1050								4
1200								2
1200								3
1200								4

TABLE 2. Reline (Sanitary Laterals)							
Cost per Meter							
Pipe Size (mm)							
Reline Length (m)	100	150	200	250			
	Cover ≥.75m	Cover ≥.75m	Cover ≥.75m	Cover ≥ 2m	Cover ≥ 3m	Cover ≥ 4m	Cover ≥ 2m
0 – 2.0							
2.1 – 4.0							
4.1 – 6.0							
6.1 – 8.0							
8.1 – 10.0							
10.1 – 12.0							
12.1 – 14.0							
14.1 – 16.0							
16.1 – 18.0							
18.1 – 20.0							
20.1 – 22.0							
22.1 – 24.0							
24.1 – 26.0							
26.1 – 28.0							
28.1 – 30.0							
30.1 – 32.0							
32.1 – 34.0							
34.1 – 36.0							
36.1 – 38.0							
38.1 – 40.0							

TABLE 3: T-LINER RELINE OF SANITARY LATERALS (TRELLEBORG, LMK, OR EQUIVALENT					
Cost per Meter					
Host Main Pipe Size (mm)					
	200	250	300	350	375
0 – 2.0					
2.1 – 4.0					
4.1 – 6.0					
6.1 – 8.0					
8.1 – 10.0					
10.1 – 12.0					
12.1 – 14.0					
14.1 – 16.0					
16.1 – 18.0					
18.1 – 20.0					
20.1 – 22.0					
22.1 – 24.0					
24.1 – 26.0					
26.1 – 28.0					
28.1 – 30.0					
30.1 – 32.0					
32.1 – 34.0					
34.1 – 36.0					
36.1 – 38.0					
38.1 – 40.0					

TABLE 4: POINT RELINE (SANITARY MAINLINES AND LATERALS)

Cost per Point Reline					
Length of Reline					
Pipe Size	1m	2m	3m	4m	Cover (m)
100					≥0.75
150					≥0.75
200					≥0.75
250					2
250					3
250					4
300					2
300					3
300					4
350					2
350					3
350					4
375					2
375					3
375					4
400					2
400					3
400					4
450					2
450					3
450					4
500					2
500					3
500					4
525					2
525					3
525					4
600					2
600					3
600					4
675					2
675					3
675					4
750					2
750					3
750					4
900					2
900					3
900					4
1050					2

TABLE 4: POINT RELINE (SANITARY MAINLINES AND LATERALS)					
Cost per Point Reline					
Length of Reline					
Pipe Size	1m	2m	3m	4m	Cover (m)
1050					3
1050					4
1200					2
1200					3
1200					4

TABLE 5: RELINES (STORM MAINLINES)

Cost per Meter								
Reline Length (range)								
Pipe Size	4-10m	11-30m	31-50m	51-70m	71-90m	91-110m	>110m	Cover (m)
100								≥0.75
150								≥0.75
200								≥0.75
250								2
250								3
250								4
300								2
300								3
300								4
375								2
375								3
375								4
450								2
450								3
450								4
525								2
525								3
525								4
600								2
600								3
600								4
675								2
675								3
675								4
750								2
750								3
750								4
900								2
900								3
900								4
1050								2
1050								3
1050								4
1200								2
1200								3
1200								4
								2
								3
								4
								2

TABLE 5: RELINES (STORM MAINLINES)								
Cost per Meter								
Reline Length (range)								
Pipe Size	4-10m	11-30m	31-50m	51-70m	71-90m	91-110m	>110m	Cover (m)
								3
								4
								2
								3
								4

TABLE 6: RELINES (STORM LATERALS)						
Cost per Meter						
Pipe Size (mm)						
Reline Length (m)	100	150	200	250		
	Cover \geq .75m	Cover \geq .75m	Cover \geq .75m	Cover \geq 2m	Cover \geq 3m	Cover \geq 4m
0 – 2.0						
2.1 – 4.0						
4.1 – 6.0						
6.1 – 8.0						
8.1 – 10.0						
10.1 – 12.0						
12.1 – 14.0						
14.1 – 16.0						
16.1 – 18.0						
18.1 – 20.0						
20.1 – 22.0						
22.1 – 24.0						
24.1 – 26.0						
26.1 – 28.0						
28.1 – 30.0						
30.1 – 32.0						
32.1 – 34.0						
34.1 – 36.0						
36.1 – 38.0						
38.1 – 40.0						

TABLE 7: POINT REPAIRS (STORM MAINLINES AND LATERALS)					
Cost per Point Repair					
Length of Reline					
Pipe Size	1m	2m	3m	4m	Cover (m)
100					\geq 0.75
150					\geq 0.75
200					\geq 0.75
250					2

TABLE 7: POINT REPAIRS (STORM MAINLINES AND LATERALS)

Cost per Point Repair					
Length of Reline					
Pipe Size	1m	2m	3m	4m	Cover (m)
250					3
250					4
300					2
300					3
300					4
375					2
375					3
375					4
450					2
450					3
450					4
525					2
525					3
525					4
600					2
600					3
600					4
675					2
675					3
675					4
750					2
750					3
750					4
900					2
900					3
900					4
1050					2
1050					3
1050					4
1200					2
1200					3
1200					4
					2
					3
					4
					2
					3
					4
					2
					3

Force Account Labour and Equipment Rates:

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

Table 9 – Schedule of Labour Rates:

Labour Category	Straight Time/hr (Plus GST)	Overtime Rate/hr (Plus GST)
.1 Superintendent	\$	\$
.2 Foreman	\$	\$
.3 Journeyman	\$	\$
.4 Apprentice	\$	\$
.5 Skilled Labourer	\$	\$
.6 Traffic Control Person	\$	\$

Table 10 – Schedule of Equipment Rates:

No.	Equipment Description	Hourly Equipment Rate
.1	Grease Cutting	
.2	Root Cutting	
.3	Flushing	
.4	Grouting	
.5	Traffic Control Vehicle	\$
.6		\$
.7		
.8		

Metro Vancouver’s Non-Road Diesel Engine Emissions Regulation By-law No. 1161, 2012 (the Bylaw)

7. *Contractor* 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	

Disposal Site

8. Proposed Disposal Site: _____

Experience of Superintendent

9. Applicant should provide information on the previous background and experience of project superintendent proposed for the performance of the *Work* (use the spaces provided and/or attach additional pages, if necessary):

Proposed Project Superintendent Name: _____

Experience:

Dates: _____

Project Name: _____

Responsibility: _____

Dates: _____

Project Name: _____

Responsibility: _____

Contractor's Comparable Work Experience

10. Applicant's should provide their comparable work, experience and qualifications for the performance of the *Work* similar to those required by the Agreement, including approximate contract value (use the spaces provided and/or attach additional pages, if necessary):

11. Applicant should provide references for work performed by your firm of a similar nature and value (name and telephone number) (use the spaces provided and/or attach additional pages, if necessary). 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.

Subcontractor's Work Experience

- 12 Applicant should provide a complete list of all of all proposed *subcontractors* for the divisions or sections of the work listed below, listing their experience and qualifications (use the spaces provided and/or attach additional pages, if necessary):

Description of Trade Work	Subcontractor Name	Years of Working With Contractor	Telephone Number and Email

SUPPLIERS

13. Applicant intends to use the following suppliers and manufacturers for [describe relevant portions of the *Work*].

Supplier Name	Manufacturer Name	Supplier Address	Description of Good

The City reserves the right of approval for each of the *subcontractors* and material suppliers. The *Applicant* will be given the opportunity to substitute an acceptable *subcontractor* and material suppliers, if necessary.

TABLE 11: RESPONSE TIMES:

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

14. In addition to the warranties provided in the Standing Offer Agreement this offer includes the following warranties (use the spaces provided and/or attach additional pages, if necessary):

15. 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)
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

16. The City of Surrey requires that the successful Applicant have the following in place before performing the Work:

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

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

Section	Requested Departure / Alternative(s)

17. The Applicant acknowledges that the departures it has requested in Sections 10 and 11 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.

18. 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 bind the *Contractor*.

(Legal Name of Contractor)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)