



## **REQUEST FOR QUOTATIONS**

**Title:** Fire Uniform Procurement

**Reference No.:** 1220-040-2022-047

### **FOR THE SUPPLY OF GOODS AND SERVICES**

(General Services)

Issue Date: June 24<sup>th</sup>, 2022

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## REQUEST FOR QUOTATIONS

### 1. INTRODUCTION

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

### 2. ADDRESS FOR DELIVERY

The Contractor should submit the Quotation **electronically** in a single pdf file which must be delivered to the City by email at: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

Confirmation of receipt of email will be issued. Quotations that cannot be opened or viewed may be rejected. A Contractor bears all risk that the City’s receiving equipment functions properly so that the City receives the Quotation.

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

### 3. DATE

The City would prefer to receive Quotations on or before July 25<sup>th</sup>, 2022 (the “**Date**”).

### 4. INQUIRIES

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

Name: Sunny Kaila, Manager, Procurement Services

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

Reference: 1220-040-2022-047

Inquiries should be made no later than 7 business days before the Date set out in Section 3. The City reserves the right not to respond to inquiries made within 7 business days of the Date set out in Section 3. Inquiries and responses will be recorded and may be distributed to all Contractors at the discretion of the City.

Contractors finding discrepancies or omissions in the Agreement or RFQ, or having doubts as 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 RFQ, the

City Representative will issue an addendum in accordance with Section 5. No oral conversation will affect or modify the terms of this RFQ or may be relied upon by any Contractor.

## **5. ADDENDA**

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

## **6. NO CONTRACT**

This RFQ is simply an invitation for quotations (including prices and terms) for the convenience of all parties. It is not a tender or a request for proposals and no obligations of any kind will arise from this RFQ or the submission of Quotations. The City may negotiate changes to any terms of a Quotation, including negotiation of amendments to Contractors’ prices in Schedule B to a Quotation, and may negotiate with one or more Contractors or may at any time invite or permit the submission of quotations (including prices and terms) from other parties who have not submitted Quotations. This RFQ does not commit the City in any way to select a Contractor or to proceed to negotiations for a contract, or to award any contract, and the City reserves the complete right to at any time reject all Quotations and to terminate this RFQ process.

## **7. ACCEPTANCE**

A Quotation will be an offer to the City which the City may accept at any time by signing the copy of the Quotation and delivering it to the Contractor. A Quotation is not accepted by the City unless and until both the authorized signatory of the Contractor and the authorized signatory of the City have signed. Delivery of the signed Agreement by the City may be by fax or pdf e-mail or hard copy. In that event, the contract will be comprised of the documents included in the definition of Agreement in Attachment 1 – Quotation Agreement – Goods and Services.

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

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

**9. CONTRACTOR'S QUALIFICATIONS**

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

**10. CONFLICT OF INTEREST**

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

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

Contractors and their agents will not contact any member of the City Council, City staff or City consultants with respect to this RFQ, other than the contact person named in Section 4, at any time prior to the award of a contract or the cancellation of this RFQ and which could be viewed as one Contractor attempting to seek an unfair advantage over other Contractors.

**12. CONFIDENTIALITY**

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

**13. SIGNATURE**

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

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

#### **14. EQUIVALENTS, SUBSTITUTIONS, ALTERNATIVES**

Unless otherwise expressly stated, if and wherever the specifications set out in Schedule A Specification of Goods and Scope of Services to Attachment 1 – Agreement Goods and Services, use a brand name of a manufacturer, make, trade name, or catalogue designation in specifying an item, it does not restrict Contractors to the identified manufacturer, make, trade name, or catalogue designation. The usage of such identification is simply to indicate the character, quality and/or performance equivalence of the commodity identified.

Prior to the Date, a Contractor may request, pursuant to Section 4 the City to approve a commodity(ies) (each, an “Equivalency”) to be included in a Quotation in substitution for a commodity(ies), indicated in Schedule A - Specification of Goods and Scope of Services to Attachment 1 – Agreement Goods and Services, on the basis that the substitution of the same or better character, quality and/or performance as the commodity(ies) indicated in Schedule A - Specification of Goods and Scope of Services and to Attachment 1 – Agreement Goods and Services, such that that the proposed Equivalency will serve the purpose for which it is intended to be used equally as well. Applications for an Equivalency should be in writing delivered to the City Representative, accompanied by appropriate supporting information, data, specifications and documentation. The City may request any additional supporting information, data, specifications and documentation it considers necessary to make a decision with respect to the application. If the City decides in its sole discretion to accept an Equivalency, then the City will provide written confirmation of such acceptance to the Contractor, without notification to other Contractors (subject to the City’s discretion under Section 4). The City is not obligated to review or accept any application for an Equivalency. Without limiting the City’s discretion as set out in this Section 14, the City may specifically refuse to approve an application for an Equivalency with which there may be an associated increase to a Quotation Price or a delay to the supply and delivery of the Goods and Services.

The Contractor should clearly identify in its Quotation any Equivalencies approved by the City under this Section 14.

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

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

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

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

## 16. ESTIMATED QUANTITIES

The respective amounts of Goods to be furnished as listed in this RFQ are an estimate for purpose of comparing Quotations only. The City does not expressly nor by implication agree that the actual amounts of Goods of any class will correspond even approximately to this estimate, but reserves the right to increase or decrease the amounts of any class or portion of the Goods, or to omit portions of the Goods that may be deemed necessary or expedient by the City. The preferred Contractor shall make no claim for anticipated profits, for loss of profit, for damages, or for any extra payment whatsoever, except as provided for herein, because of any difference between the amount of Goods actually furnished and the quantities stated in the RFQ.

## 17. SAMPLES

As part of the Contractor's Quotation, the Contractor is to supply clothing samples of each of its proposed clothing recommendations. The samples should be in as close as possible to the colours as requested in this RFQ. Samples may be subjected to rigorous testing, which may involve multiple parties handling and wearing product on site. The samples provided to the City by Contractors may be returned at the Contractors expense for return shipping (or pick up at Finance Department). If the samples provided do not demonstrate all proposed colours, and fabrics then swatches may be provided in lieu of. A minimum of 8" x 8" is required for a sample logo etching.

The Contractor should also make available at minimum a large or medium size of the for the samples for items that are not individually tailored, to ensure proper fit. Samples provided in every size are not necessary. The samples should be available for a period of up to ninety (60) days.

Contractors should supply catalogue literature and pictures of the clothing recommended in digital format.

### **SAMPLES SHOULD BE SUBMITTED FOR EACH AND EVERY ITEM (ITEMS 1 TO 64 INCLUSIVE) TO:**

#### **SURREY FIRE CLOTHING COMMITTEE**

C/O Surrey City Hall, Finance Department – Procurement Services Section  
Reception Counter 5th Floor West  
13450 – 104th Avenue,  
Surrey, B.C., V3T1V8, Canada

**NOTE: ALL SAMPLES SHOULD BE TAGGED** with the submitting Contractor's name, clothing identification, item #, part number, and catalogue number. If the samples are not tagged, the City will not be responsible if the wrong sample is returned to the wrong Contractor or no sample returned at all.

Samples of items 1-6, 9-11, 14-18, 19-21, 22, 23, 24-34 and 57 should be supplied at minimum a large or medium size (for both males and females) for fitting at Firehall No. 1 for a period of up to ninety (60) days.

Items 8, 35-41, 65, 66 and 67 should be supplied in a generic size.



Items 35, 36, 37, 38, 39, 40 and 41 should be provided in 1 size from the range of sizes 9 – 11.

Embellished items:

- Only one size of clothing needs to be provided with embellishments.
- If a clothing sample is not sent with embellishments then a swatch with embellishments is acceptable.
- Swatches and its embellishments are only required if the Contractor is unable to provide the clothing item as specified.

Embroidery Samples:

The Fire Department logo may be viewed and or/downloaded from the City of Surrey Managed File Transfer (MFT) link below, enter the logon and password when prompted, locate the folder 1220-040-2022-047 and proceed.

<https://mft.surrey.ca/>

Login ID: surreybid

Password: Welcome (Click on Login)

Locate Folder: 1220-040-2022-047

**- END OF PAGE -**

**ATTACHMENT 1 – DRAFT CONTRACT**



**AGREEMENT**

between

**CITY OF SURREY**

and

**<<INSERT CONTRACTOR NAME>>**

for

**FIRE UNIFORM PROCUREMENT**

**Reference No.:** 1220-040-2022-047

**ABW No.:**

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## ATTACHMENT NO. 1 - AGREEMENT – GOODS AND SERVICES

Reference Title: Fire Uniform Procurement

RFQ No.: 1220-040-2022-047

**THIS AGREEMENT** dated for reference this \_\_\_\_\_ day of \_\_\_\_\_, 202\_.

**BETWEEN:**

**CITY OF SURREY**  
13450 - 104 Avenue  
Surrey, B.C., V3T 1V8, Canada,

(the "**City**")

**AND:**

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

(the "**Contractor**")

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

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

### 1. DEFINITIONS AND INTERPRETATION

#### 1.1. In these General Terms and Conditions:

- (a) "Agreement" means this agreement and all schedules attached hereto;
- (b) "Calendar Year" means the time period from January 1st to December 31<sup>st</sup>;
- (c) "City" means the City of Surrey;
- (d) "Contractor" means a contractor whose Quotation has been accepted by the City and who is providing the Goods and Services under this Agreement;
- (e) "Fees" means the price set out in Schedule B – Quotation Extracts, for the provision of the Goods and Services, unless otherwise agreed by the parties in writing, and includes all taxes;
- (f) "Goods" means the equipment or materials (if any) as described generally in Schedule A, including anything and everything required to be done for the fulfilment and completion of this Agreement;
- (g) "Indemnitees" has the meaning described in Section 11.2;
- (h) "RFQ" means the Request for Quotations;
- (i) "Services" means the services as described generally in Schedule A including anything and everything required to be done for the fulfilment and completion of this Agreement;
- (j) "Term" has the meaning described in Section 3.1; and

(k) "Year of the Term" as used herein shall mean each twelve-month period commencing on **(START DATE)**.

1.2. This Agreement may be modified only by express and specific written agreement. In the event of a conflict between the provisions of any documents listed below, then the documents shall govern and take precedence in the following order:

- (a) this Agreement;
- (b) Schedule B – Quotation Extracts;
- (c) Schedule A – Specifications of Goods and Scope of Services; and
- (d) other terms, if any, that are agreed to by the parties in writing.

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

Schedule A – Specifications of Goods and Scope of Services;  
Schedule A-1 – Specifications for Uniform Tunics for Male Officers & Firefighters;  
Schedule A-2 – Specifications of Uniform Tunics for Female Officers & Firefighters;  
Schedule A-3 – Specifications for Work Pants for Male Officers & Firefighters;  
Schedule A-4 – Specifications for Work Pants for Female Officers & Firefighters;  
Schedule A-5 – Specifications for Uniform Caps; and  
Schedule B – Quotation Extracts.

## **2. GOODS AND SERVICES**

2.1. The Contractor covenants and agrees with the City to provide the Goods and Services in accordance with this Agreement. The Goods and Services provided will meet the specifications and scope set out in Schedule A – Specifications of Goods and Scope of Services of this Agreement, and as described in Schedule B – Quotation Extracts of this Agreement.

2.2. The City may from time to time, by written notice to the Contractor, make changes in the specifications of Goods and scope of Services. The Fees will be increased or decreased by written agreement of the City and the Contractor according to the rates set out in Schedule B – Quotation Extracts of this Agreement.

2.3. The Contractor will, if requested in writing by the City, provide additional goods or services. The terms of this Agreement will apply to any additional goods or services, and the fees for additional goods or services will generally correspond to the fees as described in Schedule B – Quotation Extracts of this Agreement. The Contractor will not provide any additional goods or services in excess of the specification of Goods and scope of Services requested in writing by the City.

2.4. The Contractor will perform the Services with that degree of care, skill and diligence normally provided by a qualified and experienced practitioner performing services similar to the Services, and on the understanding that the City is relying on the Contractor's experience and expertise. The Contractor represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods and Services.

2.5. The Contractor will deliver the Goods free and clear of all liens and encumbrances in the manner and to the destination stipulated. In the event of the Contractor's failure to meet this condition, the Contractor will, on written notice from the City, forthwith return all monies paid

by the City on account of the Goods and in addition the City may by written notice terminate this Agreement without liability, and in such event, in addition to the above, the Contractor will be liable for any and all expenses or losses incurred by the City resulting from such failure.

## 2.6. Pandemic Restrictions

The parties acknowledge that this Agreement has been entered into during the on-going COVID-19 pandemic (the “**Pandemic**”). The Contractor advises that it is able to proceed with providing the Goods and performance of the Services under the Pandemic conditions and restrictions (collectively the “**Pandemic Restrictions**”) as they exist as of the date of this Agreement. The parties acknowledge that Pandemic Conditions may change so as to cause unavoidable interruptions or interference to the Contractor’s performance of the Goods and Services. The parties confirm:

- (a) notwithstanding the known existence of the Pandemic, Section 2.6 will apply to new Pandemic Restrictions, which arise after the date of this Agreement, whether anticipated or not, which reasonably interfere with the Contractor’s performance of the Services, such that upon the Contractor giving required notice shall be entitled to an extension of the time to provide the Goods and perform the Services, but shall not be entitled to reimbursement of any costs;
- (b) notwithstanding any such new Pandemic Restrictions, the Agreement will remain valid and in force, subject to the terms of the Agreement including, without limitation Section 25 (Workers’ Compensation Board and Occupational Health and Safety); and
- (c) if new Pandemic Restrictions occur that cause or threaten interruption of the Goods and Services the Contractor will give the City immediate notice, and a written plan of the interim steps the Contractor will take, if any, during the interruption of the Goods and Services, and when Pandemic Restrictions permit, provide the City with a written plan for the resumption of the Goods and Services.

## 3. **TERM**

- 3.1. The Contractor will provide the Goods and Services for the period commencing on **September 1, 2022** and terminating on **December 31, 2025** (the “**Term**”).
- 3.2. The City may at any time prior to 30 days before the end of the Term, by written notice to the Contractor, extend the Term for a period of time not to exceed two (2) additional one (1) year extensions. If the City elects to extend the Term, the provisions of this Agreement will remain in force, including the Fees, except where amended in writing by the parties.

## 4. **TIME**

- 4.1. Time is of the essence.

## 5. FEES

- 5.1. The City will pay the Fees to the Contractor in accordance with this Agreement. Payment by the City of the Fees will be full payment for the Goods and Services and the Contractor will not be entitled to receive any additional payment from the City.
- 5.2. For greater certainty, costs of general management, non-technical supporting services and general overhead are deemed to be covered by the Fees and will not be subject to additional payment by the City. The Fees shall also include without limitation all costs of boxing, packing, crating, and loading and unloading the Goods at the prescribed destination.
- 5.3. The parties agree that all fees as set out in this Agreement will remain in force until **December 31, 2025** and thereafter the fees will be subject to an increase during the term once per Year of the Term by a percentage which shall not be greater than the percentage increase in the Consumer Price Index (All items) for Vancouver, British Columbia as published by Statistics Canada ("CPI"), or any successor government agency for the Calendar Year (using the "Latest 12-Month Average Index" reading as of December of each year to index contracts for the upcoming year) immediately preceding the applicable January 1st of the current Calendar Year.

## 6. PAYMENT

- 6.1. Subject to any contrary provisions set out in Schedule B – Quotation Extracts of the Agreement, the Contractor will submit a monthly invoice to the City requesting payment of the portion of the Fees relating to the Goods and Services provided in the previous month. Invoices should include the Contractor's name, address and telephone number, the City's purchase order number <<☞ **insert purchase order or contract reference number**>>, the Contractor's invoice number, the names, charge-out rates and number of hours worked in the previous month of all employees of the Contractor that have performed Services during the previous month; the percentage of Services completed and Goods delivered at the end of the previous month; the total budget for the Goods and Services and the amount of the budget expended to the date of the invoice; taxes (if any); and grand total of the invoice.
- 6.2. If the City reasonably determines that any portion of an invoice is not payable, then the City will so advise the Contractor.
- 6.3. The City will pay the portion of an invoice which the City determines is payable within 30 days of the receipt of the Invoice, except the City may hold back from payments 10% of the amount the City determines is payable to the Contractor until such time as the Contractor provides its final report to the City.
- 6.4. If the Contractor offers the City a cash discount for early payment, then the City may, at the City's sole discretion, pay the portion of an Invoice which the City determines is payable at any time after receipt of the Invoice.

Invoices will be submitted by the Contractor electronically to: [surreyinvoices@surrey.ca](mailto:surreyinvoices@surrey.ca)

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



- 6.6. If the Contractor is a non-resident of Canada and does not provide to the City a waiver of regulation letter, the City will withhold and remit to the appropriate governmental authority the greater of:
- (a) 15% of each payment due to the Contractor; or
  - (b) the amount required under applicable tax legislation.

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

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

## **8. PERSONNEL AND SUBCONTRACTORS**

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

## **9. LIMITED AUTHORITY**

- 9.1. The Contractor is not and this Agreement does not render the Contractor an agent or employee of the City, and without limiting the above, the Contractor does not have authority to enter into any contract or reach any agreement on behalf of the City, except for the limited purposes as may be expressly set out in this Agreement, or as necessary in order to provide the Goods and Services. The Contractor will make such lack of authority clear to all persons with whom the Contractor deals in the course of providing the Goods and Services. Every

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

- 9.2. The Contractor is an independent contractor. This Agreement does not create the relationship of employer and employee, a partnership, or a joint venture. The City will not control or direct the details, means or process by which the Contractor performs the Services. The Contractor will determine the number of days and hours of work required to properly and completely perform the Services. The Contractor is primarily responsible for performance of the Goods and Services and may not delegate or assign any Services to any other person except as provided for in Section 8.4. The Contractor will be solely liable for the wages, fringe benefits, work schedules and work conditions of any partners, employees or sub-contractors.

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

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

## **11. WARRANTIES**

- 11.1. The Contractor warrants that the Goods shall be free from defects in design, materials, workmanship and title, shall conform in all respects to the terms of this Agreement, shall be fit and suitable and perform satisfactorily for the purposes and under the conditions made known to the Contractor by the City or which were reasonably inferable. The Goods shall be at least equal to the higher of national standards or codes (such as, by way of illustration, CSA or ASTM), or standards and codes customarily applicable at the place where the City will use the Goods. The Goods shall be of the best quality, if no quality is specified. This general warranty is independent of and without prejudice to any specific warranty or service guarantee offered by the Contractor or third party manufacturer or supplier of the Goods in connection with the purpose for which the Goods were purchased. The Contractor shall assign to the City any warranty or service guarantee offered by a third party manufacturer or supplier of the Goods. Notwithstanding this assignment, if at any time up to one year from the date of delivery or installation (if applicable) the City determines the Goods or any part do not conform to these warranties, the City shall notify the Contractor within a reasonable time after such discovery, and the Contractor shall then promptly correct such nonconformity at the Contractor's expense. Goods used to correct a nonconformity shall be similarly warranted for one year from the date of installation. The Contractor's liability shall

extend to all liabilities, losses, damages, claims and expenses incurred by the City caused by any breach of any of the above warranties.

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

## **12. INSURANCE AND DAMAGES**

- 12.1. The Contractor will indemnify and save harmless the Indemnitees from and against all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) for damage to or destruction or loss of property, including loss of use, and injury to or death of any person or persons which any of the Indemnitees incur, suffer or are put to arising out of or in connection with any failure, breach or non-performance by the Contractor of any obligation of this Agreement, or any wrongful or negligent act or omission of the Contractor or any employee or agent of the Contractor.
- 12.2. The indemnities described in this Agreement will survive the termination or completion of this Agreement and, notwithstanding such termination or completion, will continue in full force and effect for the benefit of the Indemnitees.
- 12.3. The Contractor will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout this Agreement the following insurances in forms and amounts acceptable to the City from insurers licensed to conduct business in Canada:
  - (a) commercial general liability insurance on an occurrence basis, in an amount not less than five million (\$5,000,000) dollars inclusive per occurrence against death, bodily injury and property damage arising directly or indirectly out of the work or operations of the Contractor, its employees and agents. The insurance will include cross liability and severability of interests such that the coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each insured. The insurance will include, but not be limited to: premises and operators liability, broad form products and completed operations, owners and contractors protective liability, blanket contractual, employees as additional insureds, broad form property damage, non-owned automobile, contingent employers liability, broad form loss of use, personal injury, and incidental medical malpractice. The City will be added as additional insured;
  - (b) automobile liability insurance on all vehicles owned, operated or licensed in the name of the Contractor in an amount not less than three million (\$3,000,000) dollars per occurrence for bodily injury, death and damage to property; and
  - (c) contractors' equipment insurance in an all risks form covering construction machinery and equipment used for the performance of the Services.

- 12.4. The Contractor will provide the City with evidence of the required insurance prior to the commencement of this Agreement. Such evidence will be in the form of a completed certificate of insurance acceptable to the City. The Contractor will, on request from the City, provide certified copies of all of the Contractor's insurance policies providing coverage relating to the Services, including without limitation any professional liability insurance policies. All required insurance will be endorsed to provide the City with thirty (30) days advance written notice of cancellation or material change restricting coverage. To the extent the City has an insurable interest, the builder's risk policy will have the City as first loss payee. The Contractor will be responsible for deductible amounts under the insurance policies. All of the Contractor's insurance policies will be primary and not require the sharing of any loss by the City or any insurer of the City.
- 12.5. The Contractor acknowledges that any requirement by the City as to the amount of coverage under any policy of insurance will not constitute a representation by the City that the amount required is adequate and the Contractor acknowledges and agrees that the Contractor is solely responsible for obtaining and maintaining policies of insurance in adequate amounts. The insurance policy coverage limits shall not be construed as relieving the Contractor from responsibility for any amounts which may exceed these limits, for which the Contractor may be legally liable.
- 12.6. The Contractor shall place and maintain, or cause any of its sub-contractors to place and maintain, such other insurance or amendments to the foregoing policies as the City may reasonably direct.
- 12.7. The Contractor hereby waives all rights of recourse against the City for loss or damage to the Contractor's property.

### **13. CITY RESPONSIBILITIES**

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

#### **14. DEFICIENCIES**

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

#### **15. DEFAULT AND TERMINATION**

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

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

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

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

## **16. CURING DEFAULTS**

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

## **17. DISPUTE RESOLUTION**

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

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

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

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

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

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

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

18.3. The Contractor agrees that it is the prime contractor for the Goods and Services as defined in the *Workers Compensation Act, R.S.B.C. 2019, c.1*, as amended. 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 Goods and Services. That person will be the person so identified in this Agreement, and the Contractor will advise the City immediately in writing if the name or contact number of the qualified coordinator changes.

18.4. Without limiting the generality of any other indemnities granted by the Contractor in this Agreement, the Contractor shall indemnify and save harmless the Indemnitees from and against all claims, demands, causes of action, suits, losses, damages, costs, liabilities, expenses, judgements, penalties and proceedings (including all actual legal costs) which any of the Indemnitees incur, suffer or are put to arising out of or in any way related to unpaid Workers' Compensation Board assessments owing from any person or corporation engaged in the performance of this Agreement or arising out of or in any way related to the failure to observe safety rules, regulations and practices of the Workers' Compensation Board, including penalties levied by the Workers' Compensation Board.

18.5. The Contractor will ensure compliance with and conform to all health and safety laws, by-laws or regulations of the Province of British Columbia, including without limitation the *Workers Compensations Act* and Regulations pursuant thereto.

18.6. The City may, on twenty-four (24) hours written notice to the Contractor, install devices or rectify any conditions creating an immediate hazard existing that would be likely to result in injury to any person. However, in no case will the City be responsible to ascertaining or discovering, through inspections or review of the operations of the Contractor or otherwise, any deficiency or immediate hazard.

- 18.7. The Contractor understands and undertakes to comply with all Workers' Compensation Board Occupational Health and Safety Regulations for hazardous materials and substances, and in particular with the "Workplace Hazardous Materials Information System (WHMIS)" Regulations. All "Material Safety Data Sheets (MSDS)" shall be shipped along with the Goods and any future MSDS updates will be forwarded.

## **19. BUSINESS LICENSE**

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

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

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

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

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

## **21. COMPLIANCE**

- 21.1. The Contractor will provide the Goods and Services in full compliance with all applicable laws, building codes and regulations.
- 21.2. The Contractor will, as a qualified and experienced practitioner, interpret applicable codes, laws and regulations applicable to the performance of the Services. If an authority having jurisdiction imposes an interpretation which the Contractor could not reasonably have verified or foreseen prior to entering into this Agreement, then the City will pay the additional costs, if any, of making alterations so as to conform to the required interpretation.
- 21.3. The Contractor shall comply with all applicable policies, procedures and instructions provided by the City



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

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

## **23. WAIVER**

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

## **24. APPLICABLE LAW AND CITY POLICIES**

- 24.1. This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia. The City and the Contractor accept the jurisdiction of the courts of British Columbia and agree that any action under this Agreement shall be brought in such courts.
- 24.2. The Contractor shall comply with all applicable policies, procedures and instructions provided by the City.

## **25. NOTICES**

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

**26. MERGER AND SURVIVAL**

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

**27. ENTIRE AGREEMENT**

- 27.1. This Agreement, including the Schedules and any other documents expressly included by reference in this Agreement, contains the entire agreement of the parties regarding the provision of the Goods and Services, and no understandings or agreements, oral or otherwise, exist between the parties except as expressly set out in this Agreement. This Agreement supersedes and cancels all previous agreements between the parties relating to the Goods and Services.
- 27.2. In the event that the Contractor issues an invoice, packing slip, sales receipt, or any like document to the City, the City accepts the document on the express condition that any terms and conditions in it which constitute terms and conditions which are in addition to or which establish conflicting terms and conditions to those set out in this Agreement are expressly rejected by the City.

**28. SIGNATURE**

- 28.1. This Agreement shall be signed by a person authorized to sign on behalf of the Contractor.
- 28.2. This Agreement may be executed in or one or more counterparts all of which when taken together will constitute one and the same Agreement, and one or more of the counterparts may be delivered by fax transmission or as a PDF file.

**29. COMPLIANCE WITH COMMUNICABLE DISEASE PLAN**

- 29.1. It is a material term of this agreement that the Consultant, and any personnel and subcontractors performing the Services who (a) will enter City facilities or (b) will be in close physical proximity to City staff outdoors, comply with the City's Communicable Disease plan and requirements, including with respect to Consultant's personnel will perform a self-health assessment prior to beginning work each day on-site.

**- END OF PAGE -**

**30. ENUREMENT**

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

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

**CITY OF SURREY**

by its authorized signatory(ies):

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

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

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

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

**<<NAME OF CONTRACTOR>>**

**I/We have the authority to bind the Contractor.**

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

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

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

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

## SCHEDULE A – SPECIFICATIONS OF GOODS AND SCOPE OF SERVICES

### 1. PURPOSE

- 1.1. The City is looking for a proven and reliable Contractor to provide the City's Fire Services Department the best value for clothing in the quality, materials, colours, and styles as set out in this Agreement at competitive prices and within the specified timelines. The Contractor is to provide a three (3) year Fire Services Clothing program with prices firm until **December 31, 2025**.
- 1.2. The Contractor will be a full service provider, which encompasses onsite support (as required), a warranty program, quick resolution of any issues and difficulties, quick turnaround on requests and orders, and the ability to facilitate the Surrey Fire Service ("SFS") logo work.
- 1.3. While the preference of the City is to seek a long term and dependable working relationship with a single Contractor, the City is in no way restricted to choose clothing components from more than one contractor. Furthermore, it should be emphasized that the relationship described in this RFQ is non-exclusive.

### 2. REQUIREMENTS

- 2.1. The specifications as generally described in this Schedule A including Schedules A1 through A-5 cover the materials and manufacturing for specific fire service garments to provide a distinctive and standard uniform for officers and fire fighters.
- 2.2. This program will include, but not be limited to, the following:
  - (a) Supply and Delivery of clothing (including tailoring and alterations as needed);
  - (b) Warranty program;
  - (c) Delivery according to specific timelines; and
  - (d) Pricing must remain firm until **December 31, 2025**.
- 2.3. An important factor for the clothing is that they should be of proven and tested quality, durable, and easy to maintain. Ease of care and perma-press (if applicable) are desirable qualities.
- 2.4. Contractors are reminded that established timelines and delivery are critical to the success of this RFQ. Contractors are referred to Section 15 of the draft Agreement that the City reserves the right to cancel the Agreement should delivery not be met in the specified timeframes agreed to.
- 2.5. Each clothing component should be able to be worn in combination or as part of the complete uniform look. Layer flexibility is desirable. The style should be modern and appropriate for its use at the SFS and the style should not be end of life cycle ensuring future reordering (consistent and dependable supply).
- 2.6. Articles covered by this specification should be manufactured according to generally recognized commercial practices and shall be free from defects in both materials and workmanship which may adversely affect serviceability and appearance.

- 2.7. All materials used should conform to the requirements of this specification. Materials not defined within this specification should be commercial quality and suitable for the purpose intended.
- 2.8. These specifications describe clothing standards which it is felt are necessary to meet the performance requirements of SFS and are the minimum which will be accepted.
- 2.9. The specifications are not verbatim to other fire department specifications. E.g. Canadian Association of Fire Chiefs and Greater Vancouver Regional City.
- 2.10. Shoulder patches for shirts and jackets will be supplied by the SFS at time of ordering.
- 2.11. Specified sizes and stitching or screening data will be given to the Contractor at time of order.
- 2.12. Work shirt colours are white, medium blue, navy blue. Trousers & Tunics colours are dark navy blue.
- 2.13. The service provided should conform to generally recognized standards of quality, materials and workmanship, subject to the specifications and in compliance with any and all applicable federal, provincial, and local regulations and requirements.
- 2.14. It is preferred that Contractors, for ease of ensuring proper fit, that shoes and tunic providers have a local retail presence for SFS members to go into an outlet in person for custom fitting and tailoring.

### **3. ORDERING**

- 3.1. The first order is estimated to be sent by September 7, 2022. This order would require the Contractor to deliver most items in all required sizes by November 1, 2022. These items will act as samples of the various sizes of each item. All further items will have to match the sizes of the initial products for the remainder of the Agreement. It is the responsibility of the Contractor to inform the City if sizes change within a reasonable timeframe so the City is able to maintain the correct samples of each size.
- 3.2. The City is planning to order its clothing requirement in one (1) bulk order on or around the 15<sup>th</sup> day of January of each calendar year with the first year's order being on or around December , 2022. The City should receive all clothing components on or before the 15<sup>th</sup> of March of each calendar year with the first order being due on or before March 15, 2023. Based on operational requirements, additional smaller orders may be initiated through the remainder of the calendar year.
- 3.3. The quantities listed in Schedule B are amounts the City estimates it may order over the initial Term up to December 31, 2025. This includes the first order estimated to be sent by September 7, 2022 as well as the estimated yearly bulk orders (January of each calendar year). The City does not expressly nor by implication agree that the actual amounts of Goods of any class will correspond even approximately to this estimate, but reserves the right to increase or decrease the amounts of any class or portion of the Goods, or to omit portions of the Goods that may be deemed necessary or expedient by the City.

**NOTE: YEARLY BULK ORDER ITEMS TO BE IN ONE COMPLETE SHIPMENT – NO PARTIAL SHIPMENTS WILL BE ACCEPTED UNLESS AUTHORIZED IN WRITING BY THE CITY REPRESENTATIVE.**

- 3.4. Accordingly, the Contractor should be required to guarantee critical deliveries with timelines. The City reserves the right to revise or modify any dates listed in this Agreement in its sole discretion.

**NOTE: SHOULD ANY ITEMS ISSUED ON A PURCHASE ORDER TO THE CONTRACTOR NOT BE DELIVERED ON OR BEFORE THE DELIVERY DATE OF MARCH 15, 2023, THE CONTRACTOR MAY BE DISALLOWED, AT THE CITY'S DISCRETION, TO PROVIDE THOSE PARTICULAR ITEMS FOR A MINIMUM OF TWO YEARS.**

- 3.5. The City reserves the right to give precedence to delivery schedules where deemed favourable to meet the City's requirements.

#### **4. MEASUREMENTS**

- 4.1. The Contractor should arrange suitable times for measurements for items that are individually tailored for the employee. Sessions may consist of up to five (5) separate measuring dates of approximately four (4) hours each. Items which require personal measurement, shall be measured at the City, Fire Hall No. 1 or at a place of business within the City.
- 4.2. Measurement dates to be announced after all items have been awarded to the Contractor(s). No departure from the standard design shall be made on the request of any individual employee.

#### **5. SPECIFICATION OF GOODS**

<b>ITEM#</b>	<b>CATEGORY 1 – SHIRTS</b>
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**All shirts (1-6) should all be available in Women's sizes, slightly contoured body.**

**The City has the intention of doing a TRIAL of "snap on" Buttons for dress shirts for at least one year. Contractors are to indicate if you are able to provide dress shirts with snap on buttons and include separate pricing if applicable (item#9 in Schedule B). This may result in an additional order of dress shirts.**

1. Shirt – Tactical Navy L/S

Material: Navy blue rogue cloth at least 4.6 ounce per square yard or equivalent. 65% polyester, 35% combined cotton or equivalent, pre-cured perma press finish, wash-fast colours safe in bleaching at recommended concentrations. Construction: \*Average, full cut figures and Ladies cut. Sizes available should be for the full body range (eg. XS to XXXL). Two military style pleated pockets with flaps and a hidden 1 - 1/4" pencil pocket, Button down epaulettes. Buttons are to be navy colour, sew on type. Shoulder patches to be attached.

<b>ITEM#</b>	<b>CATEGORY 1 – SHIRTS</b>
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2. Shirt – Tactical Navy S/S

Same as under Item #1 above.

3. Shirt – Tactical Light Blue L/S

Material: Medium blue rogue cloth at least 4.6 ounce per square yard or equivalent. 65% polyester, 35% combed cotton, or equivalent, pre-cured perma press finish, wash-fast colours safe in bleaching at recommended concentrations. Construction: \*Average, full cut figures and Ladies cut. Two military pleated pockets with flaps hidden with 1 – ¼” pencil pocket, button down epaulettes. Shirt shall have top fused collar. Buttons are to be light blue, sew on type. Shoulder patches to be attached. Some of these shirts are ladies styles; Sizes available should be for the full body range (eg. XS to XXXL). Collar with and or with-out pre-sewn holes (one eyelet per collar) for attachment of collar dogs.

4. Shirt – Tactical Light Blue S/S

Same as under Item #3 above.

5. Shirt – Tactical White L/S

Material: White rogue cloth at least 4.6 ounce per square yard or equivalent. Equivalent to Dominion Textile Rogue #3690 or #4690. 65% polyester, 35% combed cotton or equivalent, pre-cured perma press finish, wash-fast colours safe in bleaching at recommended concentrations. Construction: \*Average, full cut figures and Ladies cut. Sizes available should be for the full body range (eg. XS to XXXL). Two military pleated pockets with flaps hidden with 1 – ¼” pencil pocket in left pocket, button down epaulettes. Shirt shall have top fused collar. Buttons are to be pearl white, sew on type. Shoulder patches are to be attached. Collar to have pre-sewn holes (one eyelet per collar) for attachment of collar dogs.

6. Shirt – Tactical White S/S

Same as under Item #5 above.

7. Shirt – Maternity Dark Navy Blue S/S

- Same specs as any one of the dress shirts (1-6); to be determined at time of order.

<b>ITEM#</b>	<b>CATEGORY 2 – UNIFORMS</b>
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8. Tunics with Pants

Refer to attached Schedule A-1 and Schedule A-2.

<b>ITEM#</b>	<b>CATEGORY 2 – UNIFORMS</b>
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9. Pants – Comfort Waist

Refer to attached Schedule A-3, Style 2.

10. Pants – Western Pocket

Refer to attached Schedule A-3, Style 1 for Trouser Style specifications.

11. Pants – Women Low Cut Waist

Refer to Schedule A-4, Style 3.

12. Pants – Maternity

- Refer to Schedule A-4, Style 4
- Custom fit

13. Pants – Work Cotton

- Refer to attached Schedule A-3, Style 1 and Style 2 and Schedule A-4, Style 3 and Style 4.
- Custom fit
- 100% Cotton

Cotton pants are provided as an option to employees that have allergic reaction to wool or polyester.

<b>ITEM#</b>	<b>CATEGORY 3 – OUTERWEAR</b>
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14. Jacket – Rain (Navy)

- Fabric: Polyester bonded softshell
- Colour: Dark Navy
- Shoulder Flashes: SFS Crest to be Velcro on both shoulders
- Front Graphic: Left side, reflective on jacket – SURREY FIRE
- Back Graphic: Reflective – SURREY FIRE
- 1" reflective silver strip on shoulder/arm, starting at collar to wrist
- 2 horizontal 1" reflective silver strip around body of jacket
  - 7" from bottom of jacket
  - 14" from bottom of jacket
- Waterproof and breathable seam-sealed membrane



**ITEM# CATEGORY 3 – OUTERWEAR**

- Wind and water repellent
- Hand warmer pockets
- Detachable hood
- Integrated storm cuffs
- Drop tail design
- YKK zipper hardware
- Shoulder strap for 2" wide and 4" long slip on epaulettes (item 54) with snap on type button
- 1" Radio strap on left crest; 2.5" wide
- Jacket should be waterproof
- Looped Velcro backing Name Tag Holder: Right. The dimensions should be 1"H x 3 ½" W.

Size (inches)	XS	SML	MED	LRG	XL	2XL	3XL	4XL
NECK	13 - 13.5	14 - 14.5	15 -15.5	16 - 16.5	17 - 17.5	18 -18.5	19 - 19.5	20 - 20.5
CHEST	30 - 32	34 - 36	38 -40	42 - 44	46 - 48	50 - 52	54 - 56	58 - 60
ARM LENGTH	32.25 - 32.5	33 -33.5	33.75 - 34.25	34.5 - 35	35.25 - 35.75	36 - 36.5	36.75 - 37.25	37.5 - 38

15. Jacket – Polar Fleece – (Navy)

- Fabric: Polartec Windpro/Marquis
- Colour: Navy/Navy
- Velcro name tag holder: Right
  - Looped Velcro backing on right chest (dimensions: 1"H x 3 ½" W)
- Mic holder: Left
- Shoulder flashes: SFS Crest to be sewn on both shoulders
- Front Graphic: 1" left side, reflective on jacket
  - "SURREY FIRE" for firefighters
  - "DISPATCH" for dispatchers
  - "INSPECTOR" for inspectors
  - "MECHANIC" for mechanics
  - "SUPPORT" for support staff
- Back Graphic: 2" reflective on panel
  - "SURREY FIRE" for firefighters
  - "DISPATCH" for dispatchers
  - "INSPECTOR" for inspectors
  - "MECHANIC" for mechanics

**ITEM# CATEGORY 3 – OUTERWEAR**

- “SUPPORT” for support staff
  - Other: elastic binding hem, full side (equipment access) & pit-zip ventilation zippers
- Shoulder crests will be provided. Includes individual name tag (item 59).

16. Jacket – Support Rain (Black)

Material: Polyester/Spandex blend bonded with fleece

4 way stretch / adjustable cuff tabs / detachable hood / cord lock hem / dropped back / zippered pockets / left sleeve pocket / internal media port and zippered security pocket.

17. Ladies Cardigan

Navy colour, long sleeve zippered cardigan. 100% acrylic. It should be easy care wash and dry.

18. Vest

Material Navy Nylon cotton-coated (taslan) shell 4.5 ounce with navy no pill fleece lining 10 ounces. Heavy knit waistband, 2 side slash pockets, all with YKK zippers, 1 inside pocket. SFS crests to be sewn on left chest area, individual badge numbers to be embroidered on the front left pocket area in 1” high letter size. Sizes with badge numbers to be specified at time of order and should be available from small to XXXL. Sample should be submitted with quote.

**ITEM# CATEGORY 4 – HATS**

19. Cap - Uniform

Constructed to C.A.F.C. Standard specifications. Cap band to be plain navy blue. As per attached specifications in Schedule A-5.

<b>ITEM#</b>	<b>CATEGORY 4 – HATS</b>
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20. Cap – Baseball

Pro style Navy cap (closed back) with elastic head band (Sm-M and L-XL sizing), 6 Panel, 6 Embroidered eyelets, pro-stitch, Grey under peak. 20% wool, 80% acrylic. Embroidered with stylized "SURREY FIRE" (SURREY - 3 3/4" long by 1/2" tall and FIRE - 2 7/8" long by 15/16" tall) on front (see example below, red font with black outline and white shadow) and 1/2" badge numbers on back of hat above head band. Badge numbers to be specified at time of order. Artwork to be provided in an electronic file (AI, EPS or JPEG). As per sample below.



21. Toque

Cuffed-style beanie; Super dense knit for easy embroidery; 100% Hypoallergenic Acrylic; Length is approx. 12" Uncuffed

<b>ITEM#</b>	<b>CATEGORY 5 – SPORTSWEAR</b>
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22. Sweatshirt - Grey

Russell or equivalent as accepted by the Fire Chief. Material: preshrunk 50% cotton 50% polyester 10 ounce fleece non-pilling. Grey Colour. Surrey Fire Service to be silk-screened or applied through Vinyl transferring process in Navy colour on left front chest with individual badge numbers below. Sizes with badge numbers to be specified at time of order and should be available from small to XXXL.

23. Sweatshirt - Navy

Russell or equivalent as accepted by the Fire Chief. Material: preshrunk 50% cotton 50% polyester 10 ounce fleece non-pilling. Navy Colour. Surrey Fire Service to be silk-screened or applied through Vinyl transferring process in White colour on left front chest with individual badge numbers below. Sizes with badge numbers to be specified at time of order and should be available from small to XXXL.

**ITEM# CATEGORY 5 – SPORTSWEAR**

24. T-Shirts – Navy S/S

Material 100% Ultra Jersey Knit Preshrunk Cotton 10.1 ounce. Sizing must provide for 10% shrinkage by pre-shrinking fabric. Solid Colours - Navy Blue. To be supplied with imprint one colour (silkscreen or applied through Vinyl transferring process) of SFS emblem with badge number (sample below) on front and 2 line "SURREY FIRE" on back in 2" letters, screen colour is white. Sizes to be specified at time of order and should be available from Small to XXXL. All shirts to be oversized cuts. (See below for chest size and length for sizing). See sample of logo below.



*(Badge# here)*

ADDITIONAL SIZING INFORMATION FOR ITEM#24:

Small	Medium	Large	X-Large	2X-Large	3X-Large
38 chest	42 chest	46 chest	49 chest	52 chest	54 chest
29 length	30 length	31 length	32 length	33 length	34 length

Sizes in inches

25. T-Shirts – White S/S

Material 100% Ultra Jersey Knit Preshrunk Cotton 10.1 ounce. Sizing must provide for 10% shrinkage by pre-shrinking fabric. Solid colours - white. To be supplied with imprint one colour (silkscreen or applied through Vinyl transferring process) of SFS emblem with badge number (sample available) on front and 2 line "SURREY FIRE" on back in 2" letters, screen colour is Navy. Sizes to be specified at time of order and should be available from Small to XXXL. All shirts to be oversized cuts. See below for chest size and length for sizing). See sample of logo below.



*(Badge# here)*

**ITEM# CATEGORY 5 – SPORTSWEAR**

ADDITIONAL SIZING INFORMATION FOR ITEM#25:

<b>Small</b>	<b>Medium</b>	<b>Large</b>	<b>X-Large</b>	<b>2X-Large</b>	<b>3X-Large</b>
38 chest	42 chest	46 chest	49 chest	52 chest	54 chest
29 length	30 length	31 length	32 length	33 length	34 length

26. T-Shirt – Navy L/S

Material 100% Preshrunk Cotton long sleeve 10.1 ounce. Sizing must provide for 10% shrinkage by pre-shrinking fabric. Solid colours - Navy Blue. To be supplied with imprint one colour (silkscreen or applied through Vinyl transferring process) of SFS emblem with badge number (sample available) on front, screen colour is White. Sizes with badge number to be specified at time of order and should be available from small to XXXL. All shirts to be oversized cut. See sample of logo below.



*(Badge# here)*

ADDITIONAL SIZING INFORMATION FOR ITEM#26:

<b>Small</b>	<b>Medium</b>	<b>Large</b>	<b>X-Large</b>	<b>2X-Large</b>	<b>3X-Large</b>
38 chest	42 chest	46 chest	49 chest	52 chest	54 chest
29 length	30 length	31 length	32 length	33 length	34 length

27. T-Shirt – White L/S

Material 100% Preshrunk Cotton long sleeve 10.1 ounce. Sizing must provide for 10% shrinkage by pre-shrinking fabric. Solid colours - White. To be supplied with imprint one colour (silkscreen or applied through Vinyl transferring process) of SFS emblem with badge number (sample available) on front, screen colour is Navy. Sizes with badge number to be specified at time of order and should be available from small to XXXL. All shirts to be oversized cut. See sample of logo below.

**ITEM# CATEGORY 5 – SPORTSWEAR**



(Badge# here)

ADDITIONAL SIZING INFORMATION FOR ITEM#27:

Small	Medium	Large	X-Large	2X-Large	3X-Large
38 chest	42 chest	46 chest	49 chest	52 chest	54 chest
29 length	30 length	31 length	32 length	33 length	34 length

28. T-Shirt – Navy L/S Undershirt Mock

Material 100% preshrunk Cotton long sleeve 10.0 ounce, with Mock neck. Sizing must provide for 10% shrinkage by pre-shrinking fabric. Solid Colour - Navy Blue. To be supplied with 3/4" lettering embroidered on the collar "SFS (+ badge #)", embroidery colour is White. Sizes with badge number to be specified at time of order and should be available from small to XXXL.

ADDITIONAL SIZING INFORMATION FOR ITEM#28:

Small	Medium	Large	X-Large	2X-Large	3X-Large
38 chest	42 chest	46 chest	49 chest	52 chest	54 chest
29 length	30 length	31 length	32 length	33 length	34 length

29. T-Shirt – White L/S Undershirt Mock

Material 100% preshrunk Cotton long sleeve 10.0 ounce, with Mock neck. Sizing must provide for 10% shrinkage by pre-shrinking fabric. Solid Colour - White. To be supplied with 3/4" lettering embroidered on the collar "SFS (+ badge #)", embroidery colour is Navy. Sizes with badge number to be specified at time of order and should be available from small to XXXL.

**ITEM# CATEGORY 5 – SPORTSWEAR**

30. Athletic T-Shirt – Black

- Fabric: Quick dry, soft Polyester Blend or Quick Dry, “100% Polyester”
- Colour: Black
- Front Graphic: SURREY FIRE emblem with Badge # on Left side (NAVY or BLACK)
- Back Graphic: SURREY FIRE (NAVY or BLACK)



*(Badge# here)*

ADDITIONAL SIZING INFORMATION FOR ITEM#30:

Small	Medium	Large	X-Large	2X-Large	3X-Large
38 chest	42 chest	46 chest	49 chest	52 chest	54 chest
29 length	30 length	31 length	32 length	33 length	34 length

31. Athletic T-Shirt – Women

- Fabric: Quick dry, soft Polyester Blend or Quick Dry, “100% Polyester”
- Colour: Black
- Front Graphic: SURREY FIRE emblem with Badge # on Left side (NAVY or BLACK)
- Back Graphic: SURREY FIRE (NAVY or BLACK)



*(Badge# here)*

<b>ITEM#</b>	<b>CATEGORY 5 – SPORTSWEAR</b>
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32. Athletic Shorts – Black

- Fabric: Quick dry, Soft Polyester Blend or Quick Dry, “100% Polyester”
- Colour: Black
- Front Left Graphic: SURREY FIRE SERVICE (NAVY or BLACK)
- Back Graphic: Blank
- Elastic Waistband with internal draw cord
- Mesh Hand Pockets

	<b>XS</b>	<b>SM</b>	<b>MD</b>	<b>LG</b>	<b>XL</b>	<b>XXL</b>	<b>3XL</b>
Waist (in)	26 <sup>1/2</sup> – 27 <sup>1/2</sup>	28 <sup>1/2</sup> - 30	31 <sup>1/2</sup> -33 <sup>1/2</sup>	35 - 37	39 - 41	43 - 45 <sup>1/2</sup>	47 <sup>1/2</sup> - 50
Hip (in)	32 - 33	34 - 35 <sup>1/2</sup>	37 - 38 <sup>1/2</sup>	40 - 42	44 - 46	48 - 50	52 - 54

33. Athletic Shorts – Women

- Fabric: Quick dry, Soft Polyester Blend or Quick Dry, “100% Polyester”
- Colour: Black
- Front Left Graphic: SURREY FIRE SERVICE (NAVY or BLACK)
- Back Graphic: Blank
- Elastic Waistband with internal draw cord
- Mesh Hand Pockets



**ITEM# CATEGORY 5 – SPORTSWEAR**

34. T-Shirts – Pink – short sleeve

Material 100% Ultra Jersey Knit Preshrunk Cotton 10.1 ounce. Sizing must provide for 10% shrinkage by pre-shrinking fabric. Solid Colours - Navy Blue. To be supplied with imprint one colour (silkscreen or applied through Vinyl transferring process) of SFS emblem with badge number (sample below) on front and 2 line "SURREY FIRE" on back in 2" letters, screen colour is white. Sizes to be specified at time of order and should be available from Small to XXXL. All shirts to be oversized cuts. (See below for chest size and length for sizing). See sample of logo below.



*(Badge# here)*

ADDITIONAL SIZING INFORMATION FOR ITEM#31:

Small	Medium	Large	X-Large	2X-Large	3X-Large
38 chest	42 chest	46 chest	49 chest	52 chest	54 chest
29 length	30 length	31 length	32 length	33 length	34 length

**ITEM# CATEGORY 6 – FOOTWEAR**

35. Shoe – Ladies Black Safety (Mellow Walk)

Black premium leather slip-on with moisture wicking lining, Polyurethane unit sole and Bontex cushion insole

36. Shoe – 6" (Blundstones)

Fireman style 6 inch gaiter twin gore - WCB approved Hi-top, Waterproofed leather and elastic/steel toe and composite puncture plate. Thermal polyurethane sole.

37. Shoe – 4" (Terra #835235)

Fireman style 4 inch - composite toe, puncture plate black waterproof, full grain leather c/w laces and zipper (black nylon). Cambrelle lining, removable premium Terra boot-bed. Polyurethane sole.

**ITEM# CATEGORY 6 – FOOTWEAR**

38. Shoe – 6” (Magnum# H5320)

Fireman style 6 inch - WCB approved Hi-top, black waterproof, full grain leather c/w laces and side zipper (black nylon). Composite toe and puncture plate. Cambrelle moisture wicking lining, removable comfort insole Carbon rubber sole.

39. Shoe – 9” (Original SWAT Classic)

Fireman style 9 inch - WCB approved Hi-top, black Water repellent leather c/w laces. Blood borne pathogen resistant. 200g Thinsulate insulation. Slip and oil-resistant, non-marking rubber, exceeds the ASTM F2913-11 test standards

40. Shoe – 8” (HAIX R2)

Fireman style 8 inch - Polishable Leather and Reflective Back Heel and Zipper; Steel protective toe cap; Steel puncture protective sole; Heat resistant rubber sole; NFPA Certified for EMS

**ITEM# CATEGORY 7 – FORMALWEAR**

41. Shoe – Gala Black Leather (Thorogood #831-6027)

Black soft toe Shoe - Hi-Gloss Poromeric (Mirror Finish).

42. Gala Dress – Shirt, c/w Tie & Cumberbund

Wing tip Tuxedo style shirt, cotton/poly blend. White in colour with accessories. Adjustable redi-knot Black bow tie. Tuxedo style, adjustable, Red doeskin Cumberbund.

43. Gala Dress Wear – Jackets & Trousers

**Jacket** – Poly/wool blend 12 1/2 oz navy blue in colour.

Style: No pockets, bluff edges, no vent, full lining, link buttons, shawl lapel, shoulder epaulets, sleeve cuff, blue/navy satin.

**Trousers** – Poly/wool blend 12 1/2 oz navy blue in colour.

Style: Plain (no pleats), regular pockets, hook & bar, suspender buttons, English high back, 1/2” red doeskin stripe on sides.

ITEM#	CATEGORY 8 – ACCESSORIES
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44. Bag – Day (Black)

Material minimum 400 - denier nylon with PVC backing, navy colour.

Volume: 60 L

Dimension: L-56 cm, W-27cm, D-32cm

All seams lock stitched, triple stitched at all stress points.

Heavy duty YKK zipper with 2 tabs for ease of opening, polypropylene handles form sling under bag for extra strength and handles snap together for carrying.

“SURREY FIRE SERVICE” screened in 3" letters and individual Badge Number in 3" lettering on side of bag. Badge numbers to be specified at time of order.

45. Bag – Gear

- 28" x 14" x 16"
- 19" x 14" x 16" – Main Compartment Dimensions
- 3.8 Cubic Feet Capacity
- Heavy Duty coated Nylon
- “FIRE RESCUE” woven into the straps
- Reflective trim along straps and diagonally on end of bag
- 4 additional pockets including extra-large helmet pocket
- Vented main compartment with pile flap closure
- Shoulder carry strap
- Screen printed Maltese Cross on front
- Embroidered “SFD” & Badge # on flap
- Outside name card holder

46. Bag Garment

Material minimum 400 - denier nylon with PVC backing, navy colour. All seams lock stitched, triple stitched at all stress points, minimum 48" L x 24" W x 3" (Thick) in size. One pocket full width for storing Cap. Full-length centre heavy duty YKK zipper opening. Nylon web carry strap. SFS emblem with 1" badge number on front. Badge numbers to be specified at time of order. SFS Emblem supplied.

47. Rehab Bag (Black)

- 35 LITER - SURREY CREST WITH INDIVIDUAL NUMBER ONE SIDE
- 50CM X 26CM X 26 CM - BLACK WITH WHITE IMPRINT
- 1000-denier high tenacity polyester with polyurethane coating for water resistance.
- Box stitched reinforcements at key areas.

**ITEM# CATEGORY 8 – ACCESSORIES**

- YKK zippers with locking zipper for main compartment.
- Grab handles join at the top with a fabric wrap and hook-and-loop closure.
- Side-grip trunk handles for sliding in and out of tight places.
- Detachable clip-on shoulder strap with shoulder

48. Bag –Toiletry Kit

- BLACK – No Imprint
- Carry handle. Inside zipper pocket. Inside mesh pocket. Interior hanging hook.
- 10.5" x 4.5" x 8"
- Weight: 0.4lbs

49. Belts – 1-1/2"

- All belts shall be one or one and one half (1 1/2) inch in width, black in colour and various lengths as per supplied length sizes. Belts shall be 100 per cent top grain cowhide 8 oz. leather. Design for buckle attachment and sizing holes shall be to fit custom designed Surrey Fire Service belt buckle with snap button.
- A one-inch belt will be supplied with the same specifications as above.

50. Gloves Leather

Sheepskin dress glove, drivers style, silk stitched back, inset thumb, black cotton lining. Sizes to be specified at time of order and should be available in sizes 7 - 12.

51. Socks – Cotton

85% cotton - 15% nylon Heel & Toe Work Socks. Should be safe for machine wash and dry. Colour black. Sizes will be specified at time of order placement. Large sizes should be available in 10-13 and 13 Plus.

52. Tie – Clip on style

Navy blue, 100% polyester 3 1/2" width, Redi-knot, clip-on, Metal clip  
Sizes: 19" – 25"

53. Tie – Regular

Navy Blue, 100% Silk, 3 1/2" width. Sizes: 56" – 60"

**ITEM# CATEGORY 8 – ACCESSORIES**

54. Watch – Digital

Timex or equivalent as accepted by the Fire Chief featuring stitched leather or black plastic band, digital display, fulltime illumination display (not phosphorous), night light, black case, scratch resistant lens, water resistant, shock proof, stop watch with lap time feature, alarm, day and date display.

55. Watch – Digital (Women's)

Timex or equivalent as accepted by the Fire Chief featuring stitched leather or black plastic band, digital display, fulltime illumination display (not phosphorous), night light, black case, scratch resistant lens, water resistant, shock proof, stop watch with lap time feature, alarm, day and date display.

56. Watch – Analog

Timex or equivalent as accepted by the Fire Chief featuring Stitched leather or black plastic band, analog display with second hand, fulltime illumination display (not phosphorous), night light, black case, scratch resistant lens, water resistant, shock proof.

57. Coveralls

Standard cotton, Navy blue in colour. Velcro front closures and 2 way zipper, no buttons, Pocket front and rear at approximately waist level. Available in sizes up to 56 Tall.

58. Engraved Belt Buckle

- Bronze
- Fire Maltese Cross logo
- Top text: "SURREY FIRE SERVICES"
- Bottom1 Text: "FIRE RESCUE"
- Bottom2 Text: Badge number

**ITEM# CATEGORY 8 – ACCESSORIES**



(Sample Photo)

59. Name Tag

- 1”H x 3 1/2”W
- Navy Blue with Light Blue text
- Capital Letters
- First Name initial & Last Name

Velcro Back

60. Hat Badge

- Maltese Cross Fire Services
- Size: 2-7/8”
- Screw pin
- “SURREY” on top arm
- “FIRE SERVICES” on bottom arm
- Fire Hydrant logo left arm
- Hook and ladder logo right arm

Hat Badge – Silver (Firefighter)	Fire Symbol in Centre Silver
Hat Badge – Silver 2 Bugle (Captain)	2x Trumpet in Centre Silver
Hat Badge – Gold 2 Bugle (B/C)	2x Trumpet in Centre Gold
Hat Badge – Gold 3 Bugle (A/C)	3x Trumpet in Center Gold

<b>ITEM#</b>	<b>CATEGORY 8 – ACCESSORIES</b>	
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Hat Badge – Gold 4 Bugle (D/C)	4x Trumpet in Center Gold
Hat Badge – Gold 5 Bugle (Chief)	5x Trumpet in Center Gold

61. Epaulettes

- CAFC Braid, Slip-on shoulder rank identification on black cloth
- 2” wide and 4” long

Epaulettes – Silver (Dispatch Supervisor)	No Bars “Communications Supervisor” Embroidered
Epaulettes – Silver (Captain)	2 x Silver bars
Epaulettes – Gold (B/C)	2 x Gold bars
Epaulettes – Gold (A/C)	3 x Gold bars
Epaulettes – Gold (D/C)	4 x Gold Bars
Epaulettes – (Gold (Chief)	5 x Gold bars

62. Collar Dogs

- Jacket:
  - Solid Pin
  - Size: 1”
  - Butterfly Clutch
  - Backing style: single pin with either button or butterfly clutch. Pin should be able to go through plastic collar stays.

Collar Dogs Jacket – Silver (Firefighter)	Fire Symbol
Collar Dogs Jacket – Silver (Captain)	2x Trumpet Solid
Collar Dogs Jacket – Gold (B/C)	2x Trumpet Solid
Collar Dogs Jacket – Gold (A/C)	3x Trumpet Solid
Collar Dogs Jacket – Gold (D/C)	4x Trumpet Solid
Collar Dogs Jacket – Gold (Chief)	5x Trumpet Solid

**ITEM# CATEGORY 8 – ACCESSORIES**



(Sample Photo)

63. Collar Dogs Shirt

Cut out pin  
 Size: 3/4"  
 Butterfly Clutch

Collar Dogs Shirt – Silver (Captain)	2x Trumpet Cut Out Gold
Collar Dogs Shirt – Gold (B/C)	2x Trumpet Cut Out Gold
Collar Dogs Shirt – Gold (A/C)	3x Trumpet Cut Out Gold
Collar Dogs Shirt – Gold (D/C)	4x Trumpet Cut Out Gold
Collar Dogs Shirt – Gold (Chief)	5x Trumpet Cut Out Gold



(Sample Photo)



**ITEM# CATEGORY 8 – ACCESSORIES**

64. Tie Clips

- 3/16”H x 1-3/4”W
- Seal measures 7/8”H x 3/4” W
- Spring Clip Attachment

Tie Clip – Silver (Firefighter)	Fire Symbol Solid Pin Silver Size
Tie Clip – Silver (Captain)	2x Trumpet
Tie Clip – Gold (B/C)	2x Trumpet
Tie Clip – Gold (A/C)	3x Trumpet
Tie Clip – Gold (D/C)	4x Trumpet
Tie Clip – (Gold (Chief)	5x Trumpet



(Sample Photo)

**ITEM# CATEGORY 9 – RETIREMENT**

65. Blazer – Retirement Blue

Dark navy blue wool poly serge 13 oz, single breasted two button with notched lapel, three patch flap pockets, center vent, and full lining.

66. Retirement – Slacks

Grey wool serge 13 oz. Two pleat out, 1/4" top pockets and regular loops. Button and button hole with front zipper.

67. Blazer (ladies) – Retirement

Dark navy blue poly wool blend. One single button with notch lapel and two front pockets.

68. Retirement T-Shirt – White S/S

Material 100% Ultra Jersey Knit Preshrunk Cotton 10.1 ounce. Sizing must provide for 10% shrinkage by pre-shrinking fabric. Solid Colours - white. To be supplied with imprint one colour (silkscreen or applied through Vinyl transferring process) of SFS emblem with badge number (sample available) on front and 2 line "SURREY FIRE" on back in 2" letters, screen colour is Navy. Sizes to be specified at time of order and should be available from Small to XXXL. All shirts to be oversized cuts. See below for chest size and length for sizing). See sample of logo below.



"Retirement" listed under logo

**ITEM# CATEGORY 10 – VOLUNTEER**

69. T-Shirts – Sports Grey – short sleeve

Material 100% Ultra Jersey Knit Preshrunk Cotton 10.1 ounce. Sizing must provide for 10% shrinkage. To be supplied with imprint one colour (silkscreen or applied through Vinyl transferring process) of SFS emblem (sample available) on front screen colour is black. Sizes to be specified at time of order and should be available from

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Small to XXXL. All shirts to be oversized cuts. (See Item #23 for chest size and length for sizing.)

70. T-Shirts – Grey – Mock – long Sleeve

Material 100% Ultra Jersey Knit Preshrunk Cotton 10.1 ounce. Sizing must provide for 10% shrinkage. To be supplied with imprint one colour (silkscreen or applied through Vinyl transferring process) of SFS emblem (sample available) on front , screen colour is black. Sizes to be specified at time of order and should be available from Small to XXXL. All shirts to be oversized cuts. (See Item #23 for chest size and length for sizing.)

71. Cap Baseball

Pro style Navy cap (closed back) with elastic head band (one size fits all), 6 Panel, 6 Embroidered eyelets, pro-stitch, Navy under peak with Red sandwich peak, 98% cotton, 2% Spandex. Embroidered with stylized "SURREY FIRE VOLUNTEER" on front. Red outline and Cream Lettering. Artwork to be provided in an electronic file (AI, EPS or JPEG).

**- END OF PAGE-**

**SCHEDULE A-1 – SPECIFICATIONS FOR UNIFORM TUNICS FOR MALE OFFICERS & FIREFIGHTERS**

<u>MATERIAL:</u>	All Season - Standard weight 14 oz. dark navy blue serge of 100% all wool
<u>BODY &amp; SLEEVE LINING:</u>	Black rayon twill from Canadian Celanese 8563/0001 or equal quality from any other source.
<u>COLLAR CANVAS:</u>	Linen. Plain weave - 30/30 thread count.
<u>COLLAR PAD:</u>	Pre-made one piece under collar.
<u>SLEEVE STIFFENER:</u>	Fusible sleeve stiffener. Cuff canvas bias cut 2 1/4" in width.
<u>POCKETING:</u>	Black Windsor twill pocketing or equal.
<u>FRONT STIFFENER:</u>	Cotton Hymo Canada Haircloth or equal.
<u>CHEST REINFORCEMENT:</u>	Cotton Hymo Canada Haircloth or equal. Chest piece to be covered with white felt and the front padded and made according to the best commercial practice.
<u>TAPES &amp; BRIDLE:</u>	Armholes, pockets and vent - 1/4" in width. Edges 5/8" Silesia cut parallel to weft. Bridles - shrunk cotton tape 5/8" wide.
<u>SEWINGS:</u>	<u>Seams and Stitching</u> - size 50 three cord silk finish. Boil fast or vat dyed. <u>Lapel and Collar Padding</u> - 70 three cord, glazed finish. <u>Hand felling</u> - A or B skein silk. <u>Buttonholes and Bar Tacking</u> - B and A spool silk. <u>Button Sewing</u> - Cotton thread No. 12 four cord.

**STITCH COUNT:**

Seams & stitching	10 to 12 per inch
Buttonholes	26 stitches
Felling	8 per inch
Padding and Tacking	6 per inch
Zig Zag stitch	6 per inch

**CANVAS FRONTS:**

Should be applied according to standard manufacturing procedure.

**FACINGS:**

Facings of shell material shall be cut in one piece and have a finished width of not less than 3 inches at the bottom end.

**OUTLETS:**

Shall be allowed on the basic pattern to permit the jacket to be made 1/2" wider at the sides and at the centre back seam. Sleeve outlet shall be provided to widen the armhole if required.

**TUNIC DESIGN (SINGLE BREASTED):**

Four button single breasted semi-fitted tunic with notch lapel. All buttons to be accommodated through eyelet holes. Top button to be in line with flap buttons. Bottom button to be in line with top of lower pocket flaps. Tunic to be full lined.

**EDGES:**

Single stitch 3/16" - fronts, collars, breast patches and pocket flaps.

**SEAMS:**

Outside - Plain seams. Inside - Booked seams.

**POCKETS:**

2 Breast box pleated patch pockets with 3 pointed flaps to button. Box pleat to be 1" - 2" wide.

Dome fasteners to be sewn on corners of flaps. 2 lower regular set-in pockets with straight flaps. No buttons or eyelet holes. 2 inside breast pockets.

**BACK (SINGLE BREASTED):**

2 piece. 8" regular centre vent. No belt hooks.

**SLEEVES:**

2 piece set-in sleeves.

**SHOULDER STRAPS:**

None.

**TRIMS:**

Black Princess Twill lining - full lined throughout.  
Sleeves to be lined with Black Princess Twill lining.

**CRESTING:**

Crested on sleeve heads 1 1/2 cm from armhole seam.

Surrey Fire Service shoulder flashes.  
All Chief's cresting to be gold crests.

SLEEVE BRAIDING:

Standard width braid to be C.A.F.C. 9/16" black braid with gold or white centre. Narrow width braid to be C.A.F.C. 9/32" black braid with gold or white centre. Braiding to be positioned in accordance with C.A.F.C. Standard. Braid to encircle the sleeve with seam to inner side.

Braiding required:

Chief	5 straight rows of standard width braid - gold
Deputy	4 straight rows of standard width braid - gold
Asst. Chief	3 straight rows of standard width braid - gold
Battalion Chief	2 straight rows of standard width braid - gold
Captain	2 straight rows of standard width braid - silver

SERVICE CHEVRONS:

Chief Officers - Gold Service Chevron Bars. Each bar denotes five years of service. This insignia to be worn centered on left sleeve midway between the bottom edge of the sleeve and the bottom edge of the lowest rank braid.

Captain - As above except in silver.

BUTTONS:

Gold and nickel anodized Fire Department buttons:  
(36) Ligne 4 buttons on front inserted through eyelet holes.  
(24) Ligne 1 on each breast pocket inserted through eyelet hole. No buttons on lower pockets or on sleeves.

Officers - Gold anodized C.A.F.C. standard buttons.  
Firefighters - Nickel anodized C.A.F.C. standard buttons.

**- END OF PAGE -**

**SCHEDULE A-2 – SPECIFICATIONS FOR UNIFORM TUNICS FOR FEMALE OFFICERS & FIREFIGHTERS**

<u>MATERIAL:</u>	All Season - Standard weight 14 oz. dark navy blue serge of 100% all wool	
<u>TUNIC STYLE:</u>	Female pattern four button single breasted tunic with notch lapels. All buttons to be accommodated through eyelet holes. Top button to be in line with top of lower pocket flaps. Bottom button to be in line with tip of lower pocket flaps. Tunic to be full lined with straight fronts.	
<u>BODY &amp; SLEEVE LINING:</u>	Black rayon twill from Canadian Celanese 8563/0001 or equal quality from any other source.	
<u>COLLAR CANVAS:</u>	Linen. Plain weave - 30/30 thread count.	
<u>COLLAR PAD:</u>	Pre-made one piece under collar.	
<u>SLEEVE STIFFENER:</u>	Fusible sleeve stiffener. Cuff canvas bias cut 2 1/4" in width.	
<u>POCKETING:</u>	Black Windsor twill pocketing or equal.	
<u>TAPES &amp; BRIDLE:</u>	Armholes, pockets and vent - 1/4" in width. Edges 5/8" Silesia cut parallel to weft. Bridles - shrunk cotton tape 5/8" wide.	
<u>SEWINGS:</u>	<u>Seams and Stitching</u> - size 50 three cord silk finish. Boil fast or vat dyed. <u>Lapel and Collar Padding</u> - 70 three cord, glazed finish. <u>Hand felling</u> - A or B skein silk. <u>Buttonholes and Bar Tacking</u> - B and A spool silk. <u>Button Sewing</u> - Cotton thread No. 12 four cord.	
<u>STITCH COUNT:</u>	Seams & stitching	10 to 12 per inch
	Buttonholes	26 stitches
	Felling	8 per inch
	Padding and Tacking	6 per inch
	Zig Zag stitch	6 per inch
<u>CANVAS FRONTS:</u>	Should be applied according to standard manufacturing procedure.	

**FACINGS:** Facings of shell material shall be cut in one piece and have a finished width of not less than 3 inches at the bottom end.

**OUTLETS:** Shall be allowed on the basic pattern to permit the jacket to be made 1/2" wider at the sides and at the centre back seam. Sleeve outlet shall be provided to widen the armhole if required.

**EDGES:** Single stitch 3/16" - fronts, collars, breast patches and pocket flaps.

**SEAMS:** Outside - Plain seams. Inside - Booked seams.

**POCKETS:** 2 Breast box pleated patch pockets with 3 pointed flaps to button. Box pleat to be 1" - 2" wide.  
Dome fasteners to be sewn on corners of flaps.  
2 lower regular set-in pockets with straight flaps.  
No buttons or eyelet holes.  
1 inside breast pocket – lower left - horizontal

**BACK (SINGLE BREASTED):** 2 piece. 8" regular centre vent. No belt hooks.

**SLEEVES:** 2 piece set-in sleeves.

**TRIMS:** Fully lined in both fronts, sleeves and back with Black Princess Twill lining.

**CRESTING:** Crested on sleeve heads 1 1/2 cm from armhole seam.  
Surrey Fire Service shoulder flashes.  
All Chief's cresting to be gold crests.

**SLEEVE BRAIDING:** Standard width braid to be C.A.F.C. 9/16" black braid with gold or white centre. Narrow width braid to be C.A.F.C. 9/32" black braid with gold or white centre. Braiding to be positioned in accordance with C.A.F.C. Standard. Braid to encircle the sleeve with seam to inner side.

Braiding required:

Chief	5 straight rows of standard width braid - gold
Deputy	4 straight rows of standard width braid - gold
Asst. Chief	3 straight rows of standard width braid - gold
Battalion Chief	2 straight rows of standard width braid - gold
Captain	2 straight rows of standard width braid - silver



SERVICE CHEVRONS:

Chief Officers - Gold Service Chevron Bars. Each bar denotes five years of service. This insignia to be worn centered on left sleeve midway between the bottom edge of the sleeve and the bottom edge of the lowest rank braid.

Captain - As above except in silver.

BUTTONS:

Gold and nickel anodized Fire Department buttons:  
(36) Ligne 4 buttons on front inserted through eyelet holes.  
(24) Ligne 1 on each breast pocket inserted through eyelet hole.  
No buttons on lower pockets or on sleeves.

Officers - Gold anodized C.A.F.C. standard buttons.  
Firefighters - Nickel anodized C.A.F.C. standard buttons.

**– END OF PAGE –**

**SCHEDULE A-3 – SPECIFICATIONS FOR WORK PANTS FOR MALE OFFICERS & FIREFIGHTERS**

<u>MATERIAL:</u>	All Season - Standard weight 14 oz. dark navy blue serge of 100% all wool or a combination of wool and polyester
<u>POCKETING:</u>	8" deep front and 6" deep rear pockets. Unbleached drill pocketing 6.80 oz. per square yard.
<u>WAISTBAND AND FLY LINING:</u>	Plain or twill sateen.
<u>FLY INTERLINING:</u>	Cotton Silesia 4.2 oz.
<u>CROTCH LINING:</u>	Plain or twill sateen.
<u>SLIDE FASTENER:</u>	Metal zipper..
<u>BUTTONS:</u>	Black 22 Ligne.
<u>SEWING:</u>	<u>Chain Seaming</u> – 30/4 cord cotton silk finish. <u>General sewing</u> – 40/3 cord soft. <u>Buttonholes</u> – 50/3 cord mercerized. <u>Bar Tacking</u> – 40/3 cord. <u>Button machine sewn</u> – 36/3 cord glazed. <u>Button hand sewn</u> – 35/4 cord glazed.
<u>SEAMS AND STITCHING:</u>	The ends of all seams and stitching and all breaks in sewing shall be securely backstitch tacked.
<u>SEAT SEAM, INSEAM AND OUTSEAM:</u>	Lock chain stitch with no less than 12 and not more than 14 stitches per inch.
<u>ALL OTHER SEAMS AND STITCHING:</u>	Lock stitch with not less than 12 and not more than 14 stitches per inch.
<u>SERGING:</u>	All raw edges not concealed shall be serged with no less than 6 stitches per inch.

BUTTONHOLES:

Shall be eyelet type, gimp reinforced bar or tail tacked and made with not less than 28 stitches per inch.

BAR TACKS:

Shall be 3/8" in length with not less than 15 cover stitches.

BUTTON SEWINGS:

Machine not less than 16 stitches.  
Hand not less than 6 stitches

TROUSER STYLE:

STYLE 1 (Western):

No pleats.

2 full top front pockets.

2 rear pockets, no watch pocket.

1 3/4" waist band to close with hook and bar. And a button on the inside of the pants for extra support. 1/2" belt loops all around (larger separation on front loops).

YKK Zipper fly.

Plain buttons – heel guards

Unbleached drill pocketing.

STYLE 2 (Comfort):

No pleats.

2 full slant pockets.

2 rear pockets, no watch pocket.

1/2" belt loops all around (larger separation on front loops).

YKK Zipper fly.

Plain buttons – heel guards

Unbleached drill pocketing.

SIZE:

Should be available in all sizes including athletic fit.

**– END OF PAGE –**

**SCHEDULE A-4 – SPECIFICATIONS FOR WORK PANTS FOR FEMALE OFFICERS & FIREFIGHTERS**

**MATERIAL:**

All Season - Standard weight  
14 oz. dark navy blue serge of 100% all wool.  
Quality and colour equal to West Coast Woollen Mills No. 7125

**TROUSER STYLE:**

STYLE 3 – (Western)  
No pleats.  
Low cut waist.  
2 full top front pockets.  
2 rear pockets, no watch pocket.  
1 ¾” waist band to close with hook and bar. And a button on the inside of the pants for extra support. ½” belt loops all around (larger separation on front loops).  
YKK Zipper fly.  
Plain buttons – heel guards  
Unbleached drill pocketing.

Style 4 – (Maternity Pants)  
Pleats.  
2 one-quarter top side pockets.  
No hip pockets, unless specifically requested.  
1 1/2” waistband with 1 ½” extension  
Button closure on extension.  
Button and button hole above zipper.  
Tunnel loops all around.  
Front zipper closure.  
Snugtex waistband  
Plain buttons.

**POCKETING:**

8” deep front and 6” deep rear pockets. Unbleached drip pocketing  
6.80 oz per square yard.

**WAISTBAND AND CLOSURE LINING:**

Plain or twill sateen.

**CROTCH LINING:**

Plain or twill sateen.

**SLIDE FASTENER:**

Metal zipper.

**BUTTONS:**

Black 22 Ligne.

BUTTONHOLES:

Shall be eyelet type, gimp reinforced bar or tail tacked and made with not less than 28 stiches per inch.

BAR TACKS:

Shall be 3/8" in length with not less than 15 cover stitches.

**- END OF PAGE -**

## SCHEDULE A-5 – SPECIFICATIONS FOR UNIFORM CAPS

### OFFICERS

### General Requirements:

STYLE:

Soft top – light weight – 10 ¼” to 10” top for size 7 1/8.

MATERIAL:

Daryk navy blue all wool serge or the combination wool and synthetic fibre materials (fortrel) laminated to not less than 1/8” urethane foam, 3/16” foam preferred.

BOTTOM BAND:

2 ¼” fine weave stiff nylon mesh band, bound top and bottom with black fabricoid – bottom 3/8” of band to be finished with the shell material. A removeable band of Maple Leaf braid shall cover the nylon mesh and can be removed in hot weather for ventilation.

CHIN STRAP:

Gold chin strap (non-tarnish lace material).

SWEAT BAND:

1” top quality leather reeded and machine sewn.

LINING:

Red rayon with oil silk or plastic diamond.

BUTTONS:

Gilt anodized with strong wire shank and C.A.F.C. crested 24 ligne button.

THREAD:

4/40 dye-fast throughout.

EYELET:

Single eyelet to be fitted in good quality front stiffener – ¼” above the nylon mesh band to permit removal of band without removing badge.

GROMMET:

½” high impact styrene crown support grommet.

### Rank Related Requirements

**PEAK/VISOR FIRE CHIEF**

Quality moisture resistant peak, cloth covered and embroidered with 2 rows Maple Leaf pattern in Gold.

**PEAK/VISOR DEPUTY FIRE CHIEF**

Quality moisture resistant peak, cloth covered and embroidered with single row Maple Leaf pattern in Gold.

**FIREFIGHTER**

STYLE: Soft top – light weight – 10 ¼” to 10” top for size 7 1/8.

MATERIALS: Dark navy blue all wool serge or the combination wool and synthetic fibre materials (fortrel) laminated to not less than 1/8” urethane foam, 3/16” foam preferred.

PEAK/VISOR: Good quality small square with polished vinyl plastic top with vinyl bindings, etc.

BOTTOM BAND: 2 ¼” fine weave stiff nylon mesh band, bound top and bottom with black fabricoid – bottom 3/8” of band to be finished with the shell material. A removeable band of Maple Leaf braid shall cover the nylon mesh and can be removed in hot weather for ventilation.

CHIN STRAP: Black patent plastic single strap with loops.

SWEATBAND: 1” top quality leather reedy and machine sewn.

LINING: Red rayon with oil silk or plastic diamond.

BUTTONS: Silver anodized with strong wire thank and C.A.F.C. crested 24 ligne button.

THREAD: 4/40 dye-fast throughout.

EYELET: Single eyelet to be fitted in good quality front stiffener – on centre seam – ¼” above the nylon mesh band to permit removal of band without removing badge.

GROMMET: ½” high impact styrene crown support grommet.

**– END OF PAGE –**



## SCHEDULE B - QUOTATION

RFQ Title: **Fire Uniform Procurement**

RFQ No: 1220-040-2022-047

### CONTRACTOR

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

Contact Person and Title: \_\_\_\_\_

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

Business Telephone: \_\_\_\_\_

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

Business E-Mail Address: \_\_\_\_\_

### CITY OF SURREY

City Representative: Sunny Kaila, Manager, Procurement Services

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

1. If this Quotation is accepted by the City, a contract will be created as described in:
  - (a) the Agreement;
  - (b) the RFQ; and
  - (c) other terms, if any, that are agreed to by the parties in writing.
  
2. Capitalized terms used and not defined in this Quotation will have the meanings given to them in the RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the RFQ will remain in full force and effect.
  
3. I/We have reviewed the RFQ Attachment 1 – Agreement – Goods and Services. If requested by the City, I/we would be prepared to enter into that Agreement, amended by the following departures (list, if any):

Section	Requested Departure(s)
_____	_____
_____	_____



**Please State Reason for the Departure(s):**

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

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

**Requested Departure(s):**

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**Please State Reason for the Departure(s):**

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

**Changes and Additions to Specifications:**

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

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

**Requested Departure(s)**

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**Please State Reason for the Departure(s):**

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**Fees and Payments**

8. The quantities listed below are amounts the City estimates it may order over the initial Term up to December 31, 2025. This includes the first order estimated to be sent by September 7, 2022, as well as the estimated yearly bulk orders (January of each calendar year). The City does not expressly nor by implication agree that the actual amounts of Goods of any class will correspond even approximately to this estimate, but reserves the right to increase or decrease the amounts of any class or portion of the Goods, or to omit portions of the Goods that may be deemed necessary or expedient by the City. The Contractor offers to supply and deliver (inclusive of delivery, shipping, and handling fees) to the City of Surrey the Goods and Services for the prices plus applicable taxes as follows. **PRICES ARE TO REMAIN FIRM UNTIL DECEMBER 31, 2025:**

<b>F.O.B.</b>	<b>Payment Terms:</b>	<b>Ship Via:</b>
Destination	A cash discount of ____% will be allowed if invoices are paid within	
Freight	____ days, or the ____ day of the month following, or net 30 days, on a	
Prepaid	best effort basis.	
<b>Summary of Prices</b>		
CURRENCY: Canadian		
<b>Title</b>	<b>Amount</b>	
Category 1 – Shirts	\$	
Category 2 – Uniforms	\$	
Category 3 – Outerwear	\$	
Category 4 – Hats	\$	
Category 5 – Sportswear	\$	
Category 6 – Footwear	\$	
Category 7 – Formalwear	\$	
Category 8 – Accessories	\$	
Category 9 – Retirement	\$	
Category 10 – Volunteer	\$	
<b>Subtotal:</b>	\$	
<b>Discount</b> if all Categories are awarded as one package _____ %	\$	
<b>Subtotal:</b>	\$	
<b>GST 5%:</b>	\$	
<b>PST 7%:</b>	\$	
<b>TOTAL QUOTATION PRICE:</b>	\$	

**Note: Overheads, General Conditions and Profit are to be included in the above amounts.**

**CATEGORY 1 – SHIRTS**

1	2	3	4	5	6	7	8	9
Item	Description	Manufacturer, Brand Name & Part No.	City, Province, or Country of Manufacture	Lead Time to Order (Weeks)	Quantity	Unit of Measure	Unit Price	Extended Price
1a	Shirt – Tactical Navy L/S				100	Each	\$	\$
1b	Shirt – Tactical Ladies Dark Navy L/S				15	Each	\$	\$
2a	Shirt – Tactical Navy S/S				530	Each	\$	\$
2b	Shirt – Tactical Ladies Dark Navy S/S				70	Each	\$	\$
3a	Shirt – Tactical Light Blue L/S				140	Each	\$	\$
3b	Shirt – Standard Ladies Lt. Blue L/S				10	Each	\$	\$
4a	Shirt – Tactical Light Blue S/S				400	Each	\$	\$
4b	Shirt – Standard Ladies Lt. Blue S/S				20	Each	\$	\$
5a	Shirt – Tactical White L/S				40	Each	\$	\$
5b	Shirt – Standard Ladies White L/S				30	Each	\$	\$
6a	Shirt – Tactical White S/S				45	Each	\$	\$
6b	Shirt – Standard Ladies White S/S				50	Each	\$	\$
7	Shirt – Maternity Dark Navy Blue S/S				5	Each	\$	\$

**CURRENCY: Canadian**

**Subtotal: \$**

(Carry this forward to Category 1 – Shirts on the Summary of Prices)

**CATEGORY 2 – UNIFORMS**

1	2	3	4	5	6	7	8	9
Item	Description	Manufacturer, Brand Name & Part No.	City, Province, or Country of Manufacture	Lead Time to Order (Weeks)	Quantity	Unit of Measure	Unit Price	Extended Price
8	Tunics with Pants				50	Each	\$	\$
9	Pants – Comfort Waist				420	Each	\$	\$
10	Pants – Western Pocket				240	Each	\$	\$
11	Pants – Women Low Cut Waist				80	Each	\$	\$
12	Pants – Maternity				5	Each	\$	\$
13	Pants – Work Cotton				20	Each	\$	\$
<b>CURRENCY: Canadian</b>							<b>Subtotal:</b>	<b>\$</b>

(Carry this forward to Category 2 – Uniforms on the Summary of Prices)

**CATEGORY 3 – OUTERWEAR**

1	2	3	4	5	6	7	8	9
Item	Description	Manufacturer, Brand Name & Part No.	City, Province, or Country of Manufacture	Lead Time to Order (Weeks)	Quantity	Unit of Measure	Unit Price	Extended Price
14	Jacket – Rain (Navy)				200	Each	\$	\$
15	Jacket – Polar Fleece (Navy)				400	Each	\$	\$
16	Jacket – Support Rain (Black)				5	Each	\$	\$
17	Ladies Cardigan				10	Each	\$	\$
18	Vest				10	Each	\$	\$
<b>CURRENCY: Canadian</b>							<b>Subtotal:</b>	<b>\$</b>

(Carry this forward to Category 3 – Outerwear on the Summary of Prices)

**CATEGORY 4 – HATS**

1	2	3	4	5	6	7	8	9
Item	Description	Manufacturer, Brand Name & Part No.	City, Province, or Country of Manufacture	Lead Time to Order (Weeks)	Quantity	Unit of Measure	Unit Price	Extended Price
19	Cap – Uniform				60	Each	\$	\$
20	Cap – Baseball				800	Each	\$	\$
21	Toque				250	Each	\$	\$
<b>CURRENCY: Canadian</b>							<b>Subtotal:</b>	<b>\$</b>

(Carry this forward to Category 4 – Hats on the Summary of Prices)

**CATEGORY 5 – SPORTSWEAR**

1	2	3	4	5	6	7	8	9
Item	Description	Manufacturer, Brand Name & Part No.	City, Province, or Country of Manufacture	Lead Time to Order (Weeks)	Quantity	Unit of Measure	Unit Price	Extended Price
22	Sweatshirt – Grey				350	Each	\$	\$
23	Sweatshirt – Navy				350	Each	\$	\$
24	T-Shirts – Navy S/S				3,000	Each	\$	\$
25	T-Shirts – White S/S				1,000	Each	\$	\$
26	T-Shirt – Navy L/S				250	Each	\$	\$
27	T-Shirt – White L/S				90	Each	\$	\$
28	T-Shirt – Navy L/S Undershirt Mock				60	Each	\$	\$
29	T-Shirt – White long sleeve Undershirt Mock				40	Each	\$	\$
30	Athletic T-Shirt – Black				1,200	Each	\$	\$
31	Athletic T-Shirt – Women				80	Each	\$	\$
32	Athletic Shorts – Black				930	Each	\$	\$
33	Athletic Shorts – Women				75	Each	\$	\$
34	T-Shirt – Pink – Short Sleeve				150	Each	\$	\$
<b>CURRENCY: Canadian</b>							<b>Subtotal:</b>	<b>\$</b>

(Carry this forward to Category 5 – Sportswear on the Summary of Prices)



**CATEGORY 6 – FOOTWEAR**

1	2	3	4	5	6	7	8	9
Item	Description	Manufacturer, Brand Name & Part No.	City, Province, or Country of Manufacture	Lead Time to Order (Weeks)	Quantity	Unit of Measure	Unit Price	Extended Price
35	Shoe – Ladies Black Safety (Mellow Walk)				15	Each	\$	\$
36	Shoe – 6” (Blundstones)				400	Each	\$	\$
37	Shoe – 4” (Terra# 835235)				35	Each	\$	\$
38	Shoe – 6” (Magnum# H5320)				50	Each	\$	\$
39	Shoe – 9” (Original SWAT Classic)				50	Each	\$	\$
40	Shoe – 8” (HAIX R2)				150	Each	\$	\$
<b>CURRENCY: Canadian</b>							<b>Subtotal:</b>	<b>\$</b>

(Carry this forward to Category 6 – Footwear on the Summary of Prices)

**CATEGORY 7 – FORMALWEAR**

1	2	3	4	5	6	7	8	9
Item	Description	Manufacturer, Brand Name & Part No.	City, Province, or Country of Manufacture	Lead Time to Order (Weeks)	Quantity	Unit of Measure	Unit Price	Extended Price
41	Shoe – Gala Black Leather (Thorogood #831-6027)				15	Each	\$	\$
42	Gala Dress – Shirt, c/w Tie & Cumberbund				2	Each	\$	\$
43	Gala Dress Wear – Jackets & Trousers				2	Each	\$	\$
<b>CURRENCY: Canadian</b>							<b>Subtotal:</b>	<b>\$</b>

(Carry this forward to Category 7 – Formalwear on the Summary of Prices)

**CATEGORY 8 – ACCESSORIES**

1	2	3	4	5	6	7	8	9
Item	Description	Manufacturer, Brand Name & Part No.	City, Province, or Country of Manufacture	Lead Time to Order (Weeks)	Quantity	Unit of Measure	Unit Price	Extended Price
44	Bag – Day (Black)				250	Each	\$	\$
45	Bag – Gear				200	Each	\$	\$
46	Bag Garment				50	Each	\$	\$
47	Rehab Bag (Black)				120	Each	\$	\$
48	Bag – Toiletry Kit				120	Each	\$	\$
49	Belts 1-1/2"				230	Each	\$	\$
50	Gloves Leather				50	Each	\$	\$
51	Socks – Cotton				2,000	Each	\$	\$
52	Tie – Clip on style				80	Each	\$	\$
53	Tie – Regular				50	Each	\$	\$
54	Watch – Digital				225	Each	\$	\$
55	Watch – Digital (Women's)				20	Each	\$	\$
56	Watch –Analog				100	Each	\$	\$
57	Coveralls				100	Each	\$	\$

**CATEGORY 8 – ACCESSORIES**

1	2	3	4	5	6	7	8	9
Item	Description	Manufacturer, Brand Name & Part No.	City, Province, or Country of Manufacture	Lead Time to Order (Weeks)	Quantity	Unit of Measure	Unit Price	Extended Price
58	Engraved Belt Buckle				150	Each	\$	\$
59	Name Tag				350	Each	\$	\$
60a	Hat Badge – Silver (Firefighter)				50	Each	\$	\$
60b	Hat Badge – Silver 2 Bugle (Captain)				20	Each	\$	\$
60c	Hat Badge – Gold 2 Bugle (B/C)				10	Each	\$	\$
60d	Hat Badge – Gold 3 Bugle (A/C)				5	Each	\$	\$
60e	Hat Badge – Gold 4 Bugle (D/C)				5	Each	\$	\$
60f	Hat Badge – Gold 5 Bugle (Chief)				5	Each	\$	\$
61a	Epaulettes – Silver (Dispatch Supervisor)				5	Each	\$	\$
61b	Epaulettes – 2 Silver Bars (Captain)				150	Each	\$	\$
61c	Epaulettes – 2 Gold Bars (B/C)				20	Each	\$	\$
61d	Epaulettes – 3 Gold Bars (A/C)				10	Each	\$	\$
61e	Epaulettes – 4 Gold Bars (D/C)				10	Each	\$	\$
61f	Epaulettes – 5 Gold Bars (Chief)				5	Each	\$	\$

**CATEGORY 8 – ACCESSORIES**

1	2	3	4	5	6	7	8	9
Item	Description	Manufacturer, Brand Name & Part No.	City, Province, or Country of Manufacture	Lead Time to Order (Weeks)	Quantity	Unit of Measure	Unit Price	Extended Price
62a	Collar Dogs Jacket – Silver (Firefighter)				20	Each	\$	\$
62b	Collar Dogs Jacket – Silver 2 Bugle (Captain)				75	Each	\$	\$
62c	Collar Dogs Jacket – Gold 2 Bugle (B/C)				25	Each	\$	\$
62d	Collar Dogs Jacket – Gold 3 Bugle (A/C)				15	Each	\$	\$
62e	Collar Dogs Jacket – Gold 4 Bugle (D/C)				5	Each	\$	\$
62f	Collar Dogs Jacket – Gold 5 Bugle (Chief)				5	Each	\$	\$
63a	Collar Dogs Shirt – Silver 2 Bugle (Captain)				200	Each	\$	\$
63b	Collar Dogs Shirt – Gold 2 Bugle (B/C)				20	Each	\$	\$
63c	Collar Dogs Shirt – Gold 3 Bugle (A/C)				10	Each	\$	\$
63d	Collar Dogs Shirt – Gold 4 Bugle (D/C)				10	Each	\$	\$
63e	Collar Dogs Shirt – Gold 5 Bugle (Chief)				2	Each	\$	\$
64a	Tie Clip Firefighter – Silver (Firefighter)				30	Each	\$	\$
64b	Tie Clip Captain – Silver 2 Bugle (Captain)				60	Each	\$	\$
64c	Tie Clip – Gold 2 Bugle (B/C)				15	Each	\$	\$

**CATEGORY 8 – ACCESSORIES**

1	2	3	4	5	6	7	8	9
Item	Description	Manufacturer, Brand Name & Part No.	City, Province, or Country of Manufacture	Lead Time to Order (Weeks)	Quantity	Unit of Measure	Unit Price	Extended Price
64d	Tie Clip – Gold 3 Bugle (A/C)				10	Each	\$	\$
64e	Tie Clip – Gold 4 Bugle (D/C)				5	Each	\$	\$
64f	Tie Clip – Gold 5 Bugle (Chief)				5	Each	\$	\$
<b>CURRENCY: Canadian</b>							<b>Subtotal:</b>	<b>\$</b>

(Carry this forward to Category 8 – Accessories on the Summary of Prices)

**CATEGORY 9 – RETIREMENT**

1	2	3	4	5	6	7	8	9
Item	Description	Manufacturer, Brand Name & Part No.	City, Province, or Country of Manufacture	Lead Time to Order (Weeks)	Quantity	Unit of Measure	Unit Price	Extended Price
65	Blazer – Retirement Blue				5	Each	\$	\$
66	Retirement – Slacks				10	Each	\$	\$
67	Blazer (Ladies) – Retirement				2	Each	\$	\$
68	Retirement T-Shirt – White S/S				15	Each	\$	\$
<b>CURRENCY: Canadian</b>							<b>Subtotal:</b>	<b>\$</b>

(Carry this forward to Category 9 – Retirement on the Summary of Prices)

**CATEGORY 10 – VOLUNTEER**

1	2	3	4	5	6	7	8	9
Item	Description	Manufacturer, Brand Name & Part No.	City, Province, or Country of Manufacture	Lead Time to Order (Weeks)	Quantity	Unit of Measure	Unit Price	Extended Price
69	T-Shirts – Sports Grey – short sleeve				50	Each	\$	\$
70	T-Shirts –Grey – Mock – song sleeve				10	Each	\$	\$
71	Cap Baseball				50	Each	\$	\$
<b>CURRENCY: Canadian</b>							<b>Subtotal:</b>	<b>\$</b>

(Carry this forward to Category 10 – Volunteer on the Summary of Price)



**List of Separate Prices:**

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

Description of Separate Price Items	Addition	Deduction
SP-1. "Snap On" buttons for Dress shirts (Items #1-7):	\$	\$

**Time Schedule:**

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

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

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

**Experience, Reputation and Resources:**

11. Contractor's relevant experience and qualifications in delivering Goods and Services similar to those required by the Agreement (use the spaces provided and/or attach additional pages, if necessary):

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12. Contractor's references (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.

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

**Key Personnel**

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

Telephone: \_\_\_\_\_

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

Experience: \_\_\_\_\_

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

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

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

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

<i>Description of Goods &amp; Services</i>	<i>Sub-Contractors &amp; Material Suppliers Names</i>	<i>Years of Working with Contractor</i>	<i>Telephone Number and Email</i>

15. Contractors should provide a description of their warranty program, logo program, and on-site support service program (use the spaces provided and/or attach additional pages, if necessary):

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

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17. Contractor should provide a written description of their alteration program to ensure proper fit. Alteration should be performed in a professional manner, including, but not limited to, hems that are straight, thread colour which matches the garment, and pressing of garment after alterations (use the spaces provided and/or attach additional pages, if necessary):

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18. Contractor should describe their sustainability initiatives relating to the environmental impacts. The environmental attributes (green) of their Goods and Services. Anticipated objectives (e.g. carbon neutral by 2019). Information pertaining to their environmental policies, programs and practices. Confirm that the Contractor complies with any applicable objective (use the spaces provided and/or attach additional pages, if necessary):

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19. Contractors should provide a description of the location(s) of the factory(ies) where the clothing will be manufactured (use the spaces provided and/or attach additional pages, if necessary):

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20. Contractors should provide a description of the location(s) of the retail outlets (if applicable) where the Goods will be stored and Services rendered. Please identify which category of goods these retail outlets pertain to.

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

**This Quotation** is offered by the Contractor this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**CONTRACTOR**  
**I/We have the authority to bind the Contractor.**

\_\_\_\_\_  
(Legal Name of Contractor)

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

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

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

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