



REQUEST FOR QUOTATIONS

Title: Replacing Theatre Seating at the Surrey Arts Centre

Reference No.: 1220-040-2022-091

FOR THE SUPPLY OF GOODS AND SERVICES

(General Services)

Issue Date: January 4th, 2023

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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

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 **January 31, 2023** (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

Reference: 1220-040-2022-091

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 and the City Website at 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 PREFERRED CONTRACTORS

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

16. INFORMATION MEETING

An information meeting will be hosted by the City Representative to discuss the City's requirements under this RFQ (the "**Information Meeting**"). While attendance is at the discretion of Contractors, Contractors who do not attend will be deemed to have attended the Information Meeting and to have received all of the information given at the Information Meeting.

At the time of issuance of this RFQ a meeting has been scheduled as follows:

Date: **January 12, 2023**

Time: 10:00 a.m.

Location: Surrey Arts Centre, 13750 88th Avenue, Surrey, B.C., V3W 3L1

It is possible that some questions raised, and information provided during the Information Meeting may be the only source of critical information essential to prepare and submit a successful Quotation. Contractors are responsible to ensure they are fully informed and have a clear understanding of the requirements.

Contractors are to examine the site prior to submitting a Quotation to fully acquaint themselves with all existing conditions reasonably inferable from examination of the site and its surroundings and the RFQ and to make allowance for such conditions in the Quotation. By submitting a Quotation, a Contractor represents that it has examined the site fully as to all conditions, contingencies, risks and circumstances, local or otherwise, which might influence or affect the performance of the Work.

Note: No minutes of the information meeting and site tour will be provided

The Contractor is responsible for parking fees, if applicable.

ATTACHMENT 1 – DRAFT QUOTATION AGREEMENT – GOODS AND SERVICES

Reference Title: Replacing Theatre Seating at the Surrey Arts Centre

RFQ No.: 1220-040-2022-091

THIS AGREEMENT dated for reference this _____ day of _____, 2023.

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

- 1.2 This Agreement may be modified only by express and specific written agreement. In the event of a conflict between the provisions of any documents listed below, then the documents shall govern and take precedence in the following order:
- (a) this Agreement;
 - (b) 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; 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 18 (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 **(START DATE)** and terminating on **(END DATE)** (the “**Term**”).
- 3.2 The parties may extend the Term by mutual agreement. If the Term is extended, the provisions of this Agreement will remain in force 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.

6. PAYMENT

- 6.1 Subject to any contrary provisions set out in Schedule B – Quotation Extracts of the Agreement, the Contractor will submit an invoice to the City requesting payment of the portion of the Fees relating to the Goods and Services provided. 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 of all employees of the Contractor that have performed Services; 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

- 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”

- 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.

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 this Agreement on the day and year first written above.

CITY OF SURREY

by its authorized signatory(ies):

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

<<NAME OF CONTRACTOR>>

I/We have the authority to bind the Contractor.

(Legal Name of Contractor)

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

SCHEDULE A

SPECIFICATIONS OF GOODS AND SCOPE OF SERVICES

1. SPECIFICATIONS OF GOODS AND SCOPE OF SERVICES

This RFQ is for two separate Seating Systems (Goods): Schedule A-1 Mainstage Fixed Seating and Schedule A-2 Studio Telescopic Seating.

The Contractor shall furnish all necessary labour, materials, supplies, and transportation necessary to remove existing seating, supply, deliver and install the Good(s) and any spare parts and performance of the Services in accordance with this Agreement.

The Mainstage Fixed Seating (Schedule A-1) is tentatively scheduled for August 2023 and consisting of fixed audience seating. The Studio Telescopic Seating (Schedule A-2) is tentatively scheduled for January 2024 which is a telescoping tiered platform complete with seating.

Each of these Seating Systems are to be quoted as three (3) phases, each as a separate line item:

- Phase 1) Removal and disposal of existing seating;
- Phase 2) Supply and delivery of the Seating System; and
- Phase 3) Installation of the Seating System.

Note: Each Seating System may be awarded separately and not necessarily to the same Contractor.

2. DELIVERY REQUIREMENTS

The Good is to be delivered F.O.B. Destination, Freight Prepaid to City of Surrey, Surrey Arts Centre, 13750 88th Avenue, Surrey, B.C., V3W 3L1, attention: Mr. Dave Brownell, Technical Director, Parks Recreation Culture.

Deliveries are to be made between the hours of 8:30 a.m. to 2:30 p.m. Monday through Friday, excluding statutory holidays, unless other arrangements have been agreed to in writing from the City.

The Contractor should notify the Technical Director at 604-501-5573 not less than three (3) working days prior to expected delivery / arrival to permit inspection scheduling. The City will not assume any liability for Goods delivered to an unauthorized location.

The Goods should be inspected by the City to determine compliance with the specifications and/or to test its ability to perform its intended use.

3. TITLE, RISK OF LOSS, FREIGHT

Title of the Goods shall remain with the Contractor until it is delivered to the City address specified and transfer of title is executed by the City.

SCHEDULE A-1 - MAINSTAGE FIXED SEATING

1. Three phases: Removal of existing Theatrical seating, Supply of new seating as specified and installation of new seating
2. Projected Delivery/installation is Summer 2023.
3. Installation includes any repairs to the concrete required for the safe and reliable installation of the seating.
4. Every effort has been made to provide accurate information, but it is the contractors responsibility to verify measurements, site conditions and suitability of the product. Any errors are the sole responsibility of the contractor to rectify.
5. Any electrical work required is not to form part of this quotation
6. Installation to conform to 2018 BC Building Code.
7. Where US standards and regulations are quoted equivalent Canadian standards and regulations are acceptable providing they are equal or better than the quoted ones.
8. The present installation has the front row (Row A) mounted on movable skids. The new installation will mount those seats directly to the floor. The width of those seats will need to be adjusted to maintain the current row width.
9. Where a design choice could lead to a significant difference in pricing (ie real wood veneer vs. wood-look laminate) the least expensive option shall form the basis of this quote and an additional line item describing the alternative choice and the difference in pricing be included.
10. A generic timeline of the project shall be included in the quote. It should include manufacturing lead time, delivery and projected time for the three phases of the project.

1.0 GENERAL SPECIFICATIONS

1.1 Summary:

Demolition, deliver and install approximately 408 fixed padded and upholstered chairs as specified, floor mounted, with self-lifting seat that rises to a uniform 3/4-safety fold position. The supply of replacement foam and fabric covering for 3 existing Usher "jump" seats is also required.

1.2 Submittals:

- A. Product data for each chair model specified to include construction details, material descriptions and finish options
- B. Seating layout (shop drawings) developed from the contract drawings that show aisle widths, chair spacing for each row, row-lettering and chair-numbering scheme, chair dimensions and back pitch. Layout drawings to also include

locations for accessories, including left- and right-hand tablet arms, electrical devices, accessibility provisions and attachments to other work.

- C. Samples for verification & finish selection to include:
 - 1. Initial finish selections to be made from manufacturer's standard color and fabric guides.
 - 2. Final powder coat selection to be approved from manufacturers standard-sized samples not less than 1" x 3".
 - 3. Final laminate selection to be approved from manufacturers standard-sized samples not less than 2" x 2".
 - 4. Final plastic color selection to be approved from manufacturers standard-sized samples not less than 2" x 3".
 - 5. Final wood finish selection to be approved from manufacturers standard-sized samples not less than 4" x 3".
 - 6. Final upholstery fabric selection to be approved from fabric mills standard swatch size if available.
- D. Maintenance instructions and inspection guidelines furnished for each chair model specified.
- E. Manufacturers standard warranty.

1.3 Quality Assurance:

- A. Source Limitations:
 - 1. Obtain each type of fixed seating required, including accessories and mounting components, from a single manufacturer.
 - 2. Obtain fabric of a single dye lot for each color and pattern of fabric required except when yardage requirement exceeds maximum dye lot. Multiple dye lots shall be color matched for quality assurance.
- B. Fire Performance Characteristics of Upholstered Seating:
 - 1. Fabric shall be Class 1 according to DOC CS 191 and 16 CFR 1610.61, tested according to California Technical Bulletin 117.
 - 2. Padding shall comply with California Technical Bulletin 117.

1.4 Project Conditions:

- A. Environmental Limitations:

None – Building is a finished state.
- B. Field Measurements:

Take field measurements to verify or supplement dimensions indicated on contract drawings prior to manufacturing.

1.5 Project Coordination:

- A. Coordinate with the City the project time line.
- B. Do not deliver seating until the demolition phase has begun.

- C. Examine layout and installation of existing electrical wiring and devices to ensure that floor junction boxes for electrical devices are accurately located to allow installation.

1.6 Warranty:

- A. Provide a manufacturer's warranty covering the material and workmanship for the specified warranty period from date of final acceptance. Broken down in the following subcategories:
 - 1. Structural Components:
 - 2. Operating Mechanisms:
 - 3. Plastic, Wood and Painted Components:
 - 4. Upholstery Fabric:
 - 5. Electrical Components:

2.0 PRODUCTS

2.1 Materials and Finishes:

- A. All exposed metal parts shall be powder coated with a thermosetting powder coat finish. The powder coat finish shall be applied by electrostatic means to a thickness of 2 - 5 mils, and shall provide a durable coating having a 2H Pencil hardness. Prior to powder coating, metal parts shall be treated with a non-acidic, bonderizing process for superior finish adhesion, and after coating shall be oven baked to cause proper flow of the powder to result in a smooth, durable finish. Manufacturer's standard color range shall be used.
- B. Concealed plywood shall meet requirements for HPVA HP-1 hardwood plywood.
- C. Upholstery fabric shall offer resistance to stains, fading, abrasion, stretch, seam failure when sewn, crocking, and allow finished chairs to have a reasonable cost. It shall not require any specialized cleaning or maintenance. Selection of color and pattern will be from the manufacturer's standard selection. Further, it is required that fabric shall meet Class 1 flammability requirements of the U.S. Department of Commerce Commercial Standard 191-53 per Bulletin #117 (California Code).
- D. Upholstery padding shall be molded or slab polyurethane foam.
- E. Molded Plastics:
 - 1. Structural components shall be mar and dent resistant high density glass-filled polypropylene with UV stabilizers.
 - 2. Decorative components shall be mar and dent resistant high density polyethylene (HDPE) with UV stabilizers.
 - 3. Plastic components shall be black or the manufacturers closest offering. (provide sample)

2.2 Fixed Audience Seating:

- A. Permanent arrangement of fixed audience seating as shown on seating layout drawings.

1. Approved manufacturers subject to compliance with requirements outlined herein.
 2. Basis-of-design for fixed audience seating is by one of the following:
 - a. Irwin Seating Company model Citation
 - b. Hussey Seating model Quattro
 - c. Comparable product
- B. Chair support columns shall be a formed steel tube with an integral back wing plate. Column shall exhibit a rearward incline to help conceal back attachment hardware. Brackets for seat attachment shall be steel for superior strength, formed with an integral support buttress. Floor attachment foot shall be formed from steel. All steel components shall be robotic welded for precise assembly and exceptional integrity. Foot-to-column welds are to be concealed on the inside of the foot for a clean appearance. The standard shall be fabricated to be compatible with the floor incline, and to maintain proper seat and back height and angle.
- C. Aisle end standards shall have a decorative wood veneer or wood patterned laminate panel. Finish and color from manufacturer standard selection. End panels shall span from under the armrest to just above the floor with a vertical front edge and a tapered back edge. Panels indicated in the supplied drawing shall be modified as indicated in the supplied drawing to allow wiring and mounting existing LED aisle lights. Panels to be mounted with hidden fasteners. Aisle end standards indicated on the drawings also require a standard electrical box and hole drilled
- D. Backs shall be rectangular shaped, padded and upholstered on their face, with a one-piece injection molded polymer rear panel. The foundation of the back component shall be provided by a hardwood inner panel that shall also serve as the upholstery substrate. The face of the back shall be upholstered over a 2" thick polyurethane foam pad. The polyfoam pad shall be securely cemented to the plywood inner panel and upholstered with a 1-piece cover securely fastened to the hardwood inner panel by means of upholstery staples to facilitate ease of re-upholstering. The rear designer panel shall be injection molded HDPE plastic, high impact-resistant, with textured outer surface, formed to enclose the edges of the inner upholstery panel at the top and both sides of the back, and shall be not less than 25" in length, extending down to the rear of the seat. There shall be no exposed screws above the armrests. Assembled chair shall have a nominal back height of 34". The back assembly shall be certified through routine ISO testing to withstand a 250 lb. static load test applied approximately 16" above the seat assembly and a 100,000 cycle 40 lb. swing impact test.
- E. Seats shall be padded and upholstered on their top surface with a structural, injection molded polypropylene seat foundation. Seats shall self-rise to a uniform position when unoccupied. The mechanism shall be certified through routine ISO testing to exceed 300,000 cycles during ASTM Designation F851-87 Test Method for Self-Rising Seat Mechanism. In addition, the seat shall withstand as a 600 lb. static load test applied approximately 3" from the front edge of the seat assembly and a 50,000 cycles 125 lb. vertical drop impact test.
1. Seat foundation shall be engineered glass-filled, injection molded polypropylene, strengthened by deep internal ribs and gussets,

completely enclosing the self-rising hinge mechanism. Bottom surface of the foundation shall be textured and feature an attractive molded recess. Bolted attachment of the seat assembly to the chair standard shall be concealed by an integral color-coordinated plastic cap or other means to present a finished, refined appearance.

2. When unoccupied, the seat shall rise automatically to a 3/4 safety fold position, and upon a slight rearward pressure, shall achieve full-fold, allowing the patron additional passing room. The seat shall rotate on two, molded acetal shafts supported by nylon bearings with integral down-stops for exceptional strength. Seat-lift shall be accomplished by compression springs and self-lubricating plastic cams.
 3. The base structure for the cushion assembly shall be five serpentine springs locked to an engineered, glass-filled polypropylene frame. Serpentine springs are covered with 3-1/2" thick molded polyurethane foam. Cushion is molded with an integral chafing barrier to protect the foam from the serpentine springs and a waterfall leading edge. Cushion assembly is upholstered with a carefully tailored fabric cover secured around the perimeter of the cushion frame by means of a drawstring and staples and securely locked to the seat foundation, preventing unauthorized removal; but facilitating convenient access by trained maintenance personnel.
- F. Chair widths shall conform to the supplied drawing(s) with adjustments needed to comply with other specifications in this document. Any changes from required from the supplied drawings clearly indicated in the shop drawings.
- G. Back height and pitch shall be fixed as shown on seating layout drawings.
- H. Center and aisle standards shall be provided with solid wood armrest and a support structure capable of surpassing a 200 lb. vertical static load test applied 3" from the front edge of the armrest. Armrest to be fastened to the column with an integral friction locking system or concealed fasteners.
- I. Row-lettering and chair-numbering shall be provided for identification of all chairs as shown on approved seating layout drawings. Number plates shall be brass/bronze in color finish and black sans serif numerals. The seat pans shall be recessed at the center of the front edge for the number plates, and attached by two (2) fasteners. Letter plates shall be brass/bronze finish and black sans serif upper case letters attached in recess of aisle standard decorator panel by two (2) fasteners. Attaching hardware shall have a finish compatible to plates.
- J. Movable Seating:
1. 6 chairs shall be mounted upon moveable steel bases. This will consist of 2 sections of 3 chairs. The bases shall be fabricated from steel, with cross members securely fastened to the horizontal base members. Holes shall be provided for the attachment of bases to the floor. Anchors and fastening hardware to be supplied and installed.
- K. Furnish extra materials from the same production run that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.

1. Furnish 1 complete seat and back assemblies for each seat width installed.
2. Furnish 2 seat and back fabric covers for each type and size of cushion.
3. Furnish 10 spare armrests of the type installed.
4. Furnish 1 left and 1 right side panel for aisle standards

2.3 Fabrication:

- A. Manufacture fabric-covered cushions with molded padding beneath fabric and with fabric covering free of welts, creases, stretch lines, and wrinkles. For each upholstered component, install pile and pattern run in a consistent direction.
- B. Fabricate floor attachment plates to conform to floor slope, if any, so that standards are plumb and chairs are maintained at same angular relationship to vertical throughout project.

3 EXECUTION

3.1 Examination:

- A. Prior to layout and installation examine floors, risers, and other adjacent work and conditions, with Installer present, for compliance with requirements and other conditions affecting performance of the work including, but not limited to, plumb of riser faces and concrete conditions.
- B. Examine locations of electrical connections.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 Installation:

- A. Install seating in locations indicated and fastened securely to substrates according to manufacturer's written installation instructions.
- B. Use installation methods and fasteners that produce fixed audience seating assemblies with individual chairs capable of supporting an evenly distributed 600-lb static load applied 3" from front edge of the seat without failure or other conditions that might impair the chair's usefulness.
- C. Install seating with chair end standards aligned from first to last row and with backs and seats varied in width and spacing to optimize sightlines.
- D. Install chairs in curved rows at a smooth radius.
- E. Install seating so moving components operate smoothly and quietly.
- F. Coordinate the install of wiring conductors and cables concealed in components of seating and accessible for servicing.

3.3 Field Quality Control:

- A. Perform tests and inspections.
- B. Prepare test and inspection reports.

3.4 Adjusting:

- A. Adjust chair backs so that they are properly aligned with each other.
- B. Adjust self-rising seat mechanisms so seats in each row are aligned when in upright position.
- C. Verify that all components and devices are operating properly.
- D. Repair minor abrasions and imperfections in finishes with coating that matches factory-applied finish.
- E. Replace upholstery fabric damaged during installation.

4.0 DRAWINGS

See Schedule A-3 – Contract Drawings to access drawings for this schedule.

-END OF SECTION-

SCHEDULE A-2 – STUDIO TELESCOPIC SEATING

1. Three phases -Removal of existing Studio seating, Supply of new seating as specified and installation of new seating
2. Projected Delivery/installation is Late 2023 – Early 2024.
3. Every effort has been made to provide accurate information but it is the contractors responsibility to verify measurements, site conditions and suitability of the product. Any errors are the sole responsibility of the contractor to rectify.
5. Any electrical work required is not to form part of this quotation
6. Installation to conform to 2018 BC Building Code.
7. Where US standards and regulations are quoted equivalent Canadian standards and regulations are acceptable providing they are equal or better than the quoted ones.
8. Where a design choice could lead to a significant difference in pricing (ie. real wood veneer vs. wood-look laminate) the least expensive option shall form the basis of this quote and an additional line item describing the alternative choice and the difference in pricing be included.
9. A generic timeline of the project shall be included in the quote. It should include manufacturing lead time, delivery and projected time for the three phases of the project.

1.0 DESIGN PARAMETERS

1. The supplied platform shall be able to be stored in a recessed opening that is approximately 30'w x 9'h x 5'd.
2. The rear riser shall in the extended position be located just in front of the recessed opening so that when the rear seats are raised they are positioned just in front of the wall above the opening. As a result rear railing is not required.
3. The configuration to incorporate 2 aisles one on each side
4. As space is limited the side rail should be removable and stored separately, freeing up the space required to stack the railing for storage in order to maximize aisle and seating widths.
5. Railings shall be of all metal powder coated construction. Reflective acrylic panels are not desirable.
6. There shall be 8 rows of risers each with a rise of approximately 11.5 inches and a depth of approximately 34".
7. Each row shall consist of 14 seats with the exception of the back row which shall have 18.
8. There shall be a row of 14 stackable padded interlocking chairs upholstered in the same fabric as the riser seating to be used at floor level in front of the first riser. Include a rolling cart.
9. As space is limited the side rail should be removable and stored separately, freeing up the space required to stack the railing for storage in order to maximize aisle and seating widths.

2.0 GENERAL SPECIFICATIONS

2.1 Summary:

Demolition of existing seating. Deliver telescoping seating platform with railings complete with 116 padded and upholstered chairs with self-lifting seat and 14 stacking padded chairs upholstered in matching fabric with storage cart. Installation

2.2 Submittals:

- A. Product data for each chair model specified to include construction details, material descriptions and finish options
- B. Seating layout (shop drawings) developed from the contract drawings that show aisle widths, chair spacing for each row, row-lettering and chair-numbering scheme, chair dimensions and back pitch. Layout drawings to also include locations for accessories, including left- and right-hand tablet arms, electrical devices, accessibility provisions and attachments to other work.
- C. Samples for verification & finish selection to include:
 - 1. Initial finish selections to be made from manufacturer's standard color and fabric guides.
 - 2. Final powder coat selection to be approved from manufacturers standard-sized samples not less than 1" x 3".
 - 3. Final laminate selection to be approved from manufacturers standard-sized samples not less than 2" x 2".
 - 4. Final plastic color selection to be approved from manufacturers standard-sized samples not less than 2" x 3".
 - 5. Final wood finish selection to be approved from manufacturers standard-sized samples not less than 4" x 3".
 - 6. Final upholstery fabric selection to be approved from fabric mills standard swatch size if available.
- D. Maintenance instructions and inspection guidelines furnished for each chair model specified.
- E. Manufacturers standard warranty.

2.3 Quality Assurance:

- A. Source Limitations:
 - 1. Obtain each type of fixed seating required, including accessories and mounting components, from a single manufacturer.
 - 2. Obtain fabric of a single dye lot for each color and pattern of fabric required except when yardage requirement exceeds maximum dye lot. Multiple dye lots shall be color matched for quality assurance.
- B. Fire Performance Characteristics of Upholstered Seating:
 - 1. Fabric shall be Class 1 according to DOC CS 191 and 16 CFR 1610.61, tested according to California Technical Bulletin 117.
 - 2. Padding shall comply with California Technical Bulletin 117.

2.4 Project Conditions:

- A. Environmental Limitations:
None – Building is a finished state.
- B. Field Measurements:
Take field measurements to verify or supplement dimensions indicated on contract drawings prior to manufacturing.

2.5 Project Coordination:

- A. Coordinate with the City the project timeline.
- B. Do not deliver seating until the demolition phase has begun.

2.6 Warranty:

- A. Provide a manufacturer's warranty covering the material and workmanship for the specified warranty period from date of final acceptance. Broken down in the following subcategories:
 - 1. Structural Components:
 - 2. Operating Mechanisms:
 - 3. Plastic, Wood and Painted Components:
 - 4. Upholstery Fabric:
 - 5. Electrical Components:

3.0 PRODUCTS

3.1 Materials and Finishes:

- A. All exposed metal parts shall be powder coated with a thermosetting powder coat finish. The powder coat finish shall be applied by electrostatic means to a thickness of 2 - 5 mils and shall provide a durable coating having a 2H Pencil hardness. Prior to powder coating, metal parts shall be treated with a non-acidic, bonderizing process for superior finish adhesion, and after coating shall be oven baked to cause proper flow of the powder to result in a smooth, durable finish. Manufacturer's standard color range shall be used.
- C. Concealed plywood shall meet requirements for HPVA HP-1 hardwood plywood.
- D. Upholstery fabric shall offer resistance to stains, fading, abrasion, stretch, seam failure when sewn, crocking, and allow finished chairs to have a reasonable cost. It shall not require any specialized cleaning or maintenance. Selection of color and pattern will be from the manufacturer's standard selection. Further, it is required that fabric shall meet Class 1 flammability requirements of the U.S. Department of Commerce Commercial Standard 191-53 per Bulletin #117 (California Code).
- E. Upholstery padding shall be molded or slab polyurethane foam.

- F. Molded Plastics:
1. Structural components shall be mar and dent resistant high density glass-filled polypropylene with UV stabilizers.
 2. Decorative components shall be mar and dent resistant high density polyethylene (HDPE) with UV stabilizers.
 3. Plastic components shall be black or the manufacturers closest offering. (provide sample)

3.2 Telescopic Audience Seating:

- A. Approved manufacturers subject to compliance with requirements outlined herein.
- B. Telescoping platform fully welded construction. Stiff under-structure with row to row, parallel and vertical, column interlocking sections to provide a stable and noise free system. Adjustable to compensate for any floor deviations. Electrically operated extension and retraction with a parallel guidance system for straight line operation. All metal work powder coated. All wheels to be non-marking.
- C. Chair standards shall be constructed of steel robotically welded to insure precision alignment and solid construction. The base shall incorporate a positively locking pivot for the purpose folding the entire seat for storage. Lifting the seat to the upright position and locking the pivot should be a toolless operation. Releasing the locking mechanism for folding to the storage position shall be via a lever operated release. The lever shall be a tool separate from the locking mechanism to prevent accidental unlocking. All visible components shall be powder coated.
- D. Backs shall be rectangular shaped, padded and upholstered on their face, with a one-piece injection molded polymer rear panel. The face of the back shall be upholstered over a thick polyurethane foam pad. The polyfoam pad shall be upholstered with a 1-piece cover securely fastened to the inner panel. The rear designer panel shall be injection molded HDPE plastic, high impact-resistant, with textured outer surface, formed to enclose the edges of the inner upholstery panel at the top and both sides of the back, and shall be not less than 25" in length, extending down to the rear of the seat. There shall be no exposed screws above the armrests. Assembled chair shall have a nominal back height of 34". The back assembly shall be certified through routine ISO testing to withstand a 250 lb. static load test applied approximately 16" above the seat assembly and a 100,000 cycle 40 lb. swing impact test.
- E. Seats shall be padded and upholstered on their top surface with a structural, injection molded polypropylene seat foundation. Seats shall self-rise to a uniform position when unoccupied. The mechanism shall be certified through routine ISO testing to exceed 300,000 cycles during ASTM Designation F851-87 Test Method for Self-Rising Seat Mechanism. In addition, the seat shall withstand as a 600 lb. static load test applied approximately 3" from the front edge of the seat assembly and a 50,000 cycles 125 lb. vertical drop impact test.
1. Seat foundation shall be engineered glass-filled, injection molded polypropylene, strengthened by deep internal ribs and gussets, completely enclosing the self-rising hinge mechanism. Bottom surface of

the foundation shall be textured and feature an attractive molded recess. Bolted attachment of the seat assembly to the chair standard shall be concealed by an integral color-coordinated plastic cap or other means to present a finished, refined appearance.

2. When unoccupied, the seat shall rise automatically to a 3/4 safety fold position, and upon a slight rearward pressure, shall achieve full-fold, allowing the patron additional passing room. The seat shall rotate on two, molded acetal shafts supported by nylon bearings with integral down-stops for exceptional strength. Seat-lift shall be accomplished by compression springs and self-lubricating plastic cams.
 3. The base structure for the cushion assembly shall be an engineered, glass-filled polypropylene frame. Cushion shall be 3-1/2" thick molded polyurethane foam. Cushion assembly is upholstered with a carefully tailored fabric cover secured around the perimeter of the cushion frame and securely locked to the seat foundation, preventing unauthorized removal; but facilitating convenient access by trained maintenance personnel.
- F. Chair widths shall be the maximum possible given site conditions.
- G. Back height and pitch shall be fixed as shown on seating layout drawings.
- H. Center and aisle standards shall be provided with armrest and a support structure capable of surpassing a 200 lb. vertical static load test applied 3" from the front edge of the armrest. Armrest to be fastened to the column with an integral friction locking system or concealed fasteners.
- I. Row-lettering and chair-numbering shall be provided for identification of all chairs as shown on approved seating layout drawings. Number plates shall be brass/bronze in color finish and black sans serif numerals. The seat pans shall be recessed at the center of the front edge for the number plates, and attached by two (2) fasteners. Letter plates shall be brass/bronze finish and black sans serif upper case letters attached in recess of aisle standard decorator panel by two (2) fasteners. Attaching hardware shall have a finish compatible to plates.
- J. Movable Seating:
1. The movable front row shall consist of upholstered padded stacking chairs. The fabric shall match the seats on the telescoping platform. They shall have armrests and have attachments to lock the row together. A rolling cart is to be provided.
- K. Furnish extra materials from the same production run that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
1. Furnish 1 complete seat and back assemblies for each seat width installed.
 2. Furnish 2 seat and back fabric covers for each type and size of cushion.
 3. Furnish 10 spare armrests of the type installed.
 4. Furnish 1 spare stacking chair.

3.3 Fabrication:

- A. Manufacture fabric-covered cushions with molded padding beneath fabric and with fabric covering free of welts, creases, stretch lines, and wrinkles. For each upholstered component, install pile and pattern run in a consistent direction.
- B. Fabricate floor attachment plates to conform to floor slope, if any, so that standards are plumb and chairs are maintained at same angular relationship to vertical throughout project.

4.0 EXECUTION

4.1 Examination:

- A. Prior to layout and installation examine floors, risers, and other adjacent work and conditions, with Installer present, for compliance with requirements and other conditions affecting performance of the work including, but not limited to, plumb of riser faces and concrete conditions.
- B. Examine locations of electrical connections.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

4.2 Installation:

- A. Install seating in locations indicated and fastened securely to substrates according to manufacturer's written installation instructions.
- B. Use installation methods and fasteners that produce fixed audience seating assemblies with individual chairs capable of supporting an evenly distributed 600-lb static load applied 3" from front edge of the seat without failure or other conditions that might impair the chair's usefulness.
- C. Install seating with chair end standards aligned from first to last row and with backs and seats varied in width and spacing to optimize sightlines.
- D. Install chairs in curved rows at a smooth radius.
- E. Install seating so moving components operate smoothly and quietly.
- F. Coordinate the install of wiring conductors and cables concealed in components of seating and accessible for servicing.

4.3 Field Quality Control:

- A. Perform tests and inspections.
- B. Prepare test and inspection reports.

4.4 Adjusting:

- A. Adjust chair backs so that they are properly aligned with each other.
- B. Adjust self-rising seat mechanisms so seats in each row are aligned when in upright position.
- C. Verify that all components and devices are operating properly.
- D. Repair minor abrasions and imperfections in finishes with coating that matches factory-applied finish.
- E. Replace upholstery fabric damaged during installation.

5.0 DRAWINGS

See Schedule A-3 – Contract Drawings to access drawings for this schedule.

-END OF PAGE-

SCHEDULE A-3 – CONTRACT DRAWINGS

Contract Drawings may be viewed and/or obtained at the Managed File Transfer Service (MFT) link noted below. Printing will be the sole responsibility of the Contractor.

In the URL, or address field at the top, enter the following address: <https://mft.surrey.ca/> and hit “enter”.

Enter “surreybid” as the Username, “Welcome” as the password and then click “Login”

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

Login ID: surreybid

Password: Welcome

Folder: 1220-040-2022-091



SCHEDULE B - QUOTATION

RFQ Title: **Replacing Theater Seating at the Surrey Arts Centre**

RFQ No: 1220-040-2022-091

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

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):

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 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):

Please State Reason for the Departure(s):

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

Changes and Additions to Specifications:

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

7. I/We have reviewed the RFQ Attachment 1, Schedule A – Specifications of Goods and Scope of Services. 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)

Please State Reason for the Departure(s):

Fees and Payments

8. Contractors are encouraged to quote both Schedule A-1 and Schedule A-2 but the City may award each Schedule to separate Contractors. If applicable, please indicate in the Discount field of the table below the discount amount the City may receive for awarding both Schedule A-1 and Schedule A-2 to the same Contractor.

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

F.O.B. Destination Freight Prepaid	Payment Terms: A cash discount of ____% will be allowed if invoices are paid within ____ days, or the ____ day of the month following, or net 30 days, on a best effort basis.	Ship Via:
Item #	Specifications / Description	Amount
Schedule A-1 – Mainstage Fixed Seating	Phase 1: Removal and disposal of existing seating.	\$ _____
	Phase 2: Supply and delivery of Mainstage Fixed Seating	\$ _____
	Phase 3: Installation of the Mainstage Seating.	\$ _____
	Subtotal Schedule A-1:	\$ _____

Schedule A-2 – Studio Telescopic Seating	Phase 1: Removal and disposal of existing seating.	\$ _____
	Phase 2: Supply and delivery of Studio Telescopic Seating	\$ _____
	Phase 3: Installation of the Studio Telescopic Seating.	\$ _____
	Subtotal Schedule A-2:	\$ _____
Discount	Discount if awarded both Schedule A-1 and Schedule A-2 (if applicable):	\$ (_____)
CURRENCY: Canadian Note: Overheads, General Conditions and Profit are to be included in the above amounts	Subtotal (Schedule A-1 + Schedule A-2 - (Discount)):	\$ _____
	GST 5%:	\$ _____
	PST 7%:	\$ _____
	Total QUOTATION PRICE:	\$ _____

Force Account Labour and Equipment Rates:

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

Table 1 – Hourly Labour Rate Schedule For Services:

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

Table 2 – Hourly Equipment Rate Schedule:

No.	Equipment Description (<i>State</i>)	Hourly Equipment Rate
		\$
		\$

Time Schedule:

- 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:

- 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):

- 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.

- 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: _____
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 & Services</i>	<i>Sub-Contractors & Material Suppliers Names</i>	<i>Years of Working with Contractor</i>	<i>Telephone Number and Email</i>

15. 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 _____, 2023.

CONTRACTOR

I/We have the authority to bind the Contractor.

(Legal Name of Contractor)

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)