

SCHEDULE C - FORM OF QUOTATION

**RFQ Title: RCMP West Main - Chiller Replacement**

**RFQ No: 1220-040-2022-004**

**CONTRACTOR**

**Legal Name of Contractor:**

**Contact Person and Title:**

**Business Address:**

**Business Telephone:**

**Business Fax:**

**Business E-Mail Address:**

TO:

**CITY OF SURREY**

City Representative: Sunny Kaila, Manager, Procurement Services

Email for PDF Files: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

1.If this Quotation is accepted by the City, a contract will be created as described in:

(a) the Contract;

(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 Contract and RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the Contract and RFQ will remain in full force and effect.

3. I/We have reviewed the sample Contract (Schedule B). If requested by the City, I/we would be prepared to enter into the sample Contract, amended by the following departures (list, if any):

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

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

1. Workers’ Compensation Board coverage in good standing and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided,

Workers' Compensation Registration Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Prime Contractor qualified coordinator is Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Insurance coverage for the amounts required in the proposed Contract as a minimum, naming the City as additional insured and generally in compliance with the City’s sample insurance certificate form available on the City’s Website at [www.surrey.ca](http://www.surrey.ca). search [Standard Certificate of Insurance](http://www.surrey.ca/files/DCT_Standard_Certificate_of_Insurance_2014.docx);

(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):

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

5.The Contractor acknowledges that the departures it has requested in Sections 3 and 4 of this Quotation will not form part of the Contract 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 and Scope:**

6. In addition to the warranties provided in the Contract, this Quotation includes the

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

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

**SCHEDULE OF QUANTITIES AND PRICES**

8. 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 | | 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: |
| **DESCRIPTION** | | | **UNIT OF MEASURE** | **ESTIMATED**  **QUANTITY** | **UNIT PRICE ($)** | **AMOUNT**  **($)** |
| **1.0 Mobilization and Demolition** | | | | | | |
| 1.1 | Mobilization | |  |  | $ | $ |
| 1.2 | Demolition of existing chiller | |  |  | $ | $ |
| 1.3 | Demolition of piping | |  |  | $ | $ |
| 1.4 | Demolition of electrical | |  |  |  |  |
| **1.0 Sub-Total:** | | | | | | $ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2.0 New 100 T Chiller** | | | | | |
| 2.1 | Equipment |  |  | $ | $ |
| 2.2 | Installation |  |  | $ | $ |
| 2.3 | Piping |  |  | $ | $ |
| 2.4 | Insulation/Cladding |  |  | $ | $ |
| 2.5 | Electrical including heat tracing cables & megger test |  |  | $ | $ |
| 2.6 | Controls |  |  | $ | $ |
| 2.7 | Roofing |  |  | $ | $ |
| 2.8 | Structural |  |  | $ | $ |
| 2.9 | Draining Filling System & Chemical treatment |  |  | $ | $ |
| **2.0 Sub-Total:** | | | | | $ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **3.0 Back-up Pumps** | | | | | |
| 3.1 | Equipment |  |  | $ | $ |
| 3.2 | Installation |  |  | $ | $ |
| 3.3 | Piping |  |  | $ | $ |
| 3.4 | Insulation |  |  | $ | $ |
| 3.5 | Electrical |  |  | $ | $ |
| 3.6 | Controls |  |  | $ | $ |
| **3.0 Sub-Total:** | | | | | $ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4.0 New Glycol Feed System** | | | | | |
| 4.1 | Equipment cost |  |  | $ | $ |
| 4.2 | Inatallation cost (including electrical, controls) |  |  | $ | $ |
| 4.3 | Piping |  |  | $ | $ |
| **4.0 Sub-Total:** | | | | | $ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **5.0 Others** | | | | | |
| 5.1 | Balancing |  |  | $ | $ |
| 5.2 | Startup and commissioning |  |  | $ | $ |
| 5.3 | Final documentations and close out |  |  | $ | $ |
| 5.4 | Including all works described in the Plans and Specifications that are not included in any other regular unit price payment items listed herein (complete). |  |  | $ | $ |
| 5.5 | Painting of enclosure |  |  | $ | $ |
| **4.0 Sub-Total:** | | | | | $ |

|  |  |  |
| --- | --- | --- |
| CURRENCY: Canadian | Subtotal (1.0 + 2.0 + 3.0 + 4.0 + 5.0): | $ |
| GST (5%): | $ |
| **TOTAL QUOTATION PRICE:** | **$** |

**List of Optional Prices:**

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

Description of Optional Prices Addition Deduction

OP-1. $ [ ] $ [ ]

OP-2. $ [ ] $ [ ]

**List of Separate Prices**:

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

Description of Separate Price Items Addition Deduction

SP-1. Performance Bond at 50% of total contract value:

CCDC 221 (latest Preferred) $[ ] $[ ]

SP-2. Labour and Material Payment Bond at 50% of total contract value:

CCDC 222 (latest Preferred) $[ ] $[ ]

SP-3. Addition of a Heating Water Back-up Pump:

$[ ] $[ ]

SP-2. Provision of EBM Fans on new Chiller:

$[ ] $[ ]

**Force Account Labour and Equipment Rates:**

11. 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 *(State)* | Hourly Equipment Rate |
|  |  | $ |
|  |  | $ |
|  |  |  |
|  |  |  |
|  |  |  |

**Preliminary Construction Schedule:**

12. Contractors should provide a preliminary construction schedule, with major item descriptions and time:

(a) Commence the Work on or before: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and

(b) to achieve Substantial Performance of the Work on or before: \_\_\_\_\_ (WORK DURATION).

Contractor should provide a Microsoft Project (or similar) schedule outlining the Critical Path and should include all major phases of the Work and indicate start and substantial completion dates for each.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ACTIVITY | Time from Notice to Proceed in Days | | | | | | | | | |
|  | **10** | **20** | **30** | **40** | **50** | **60** | **70** | **80** | **90** | **100** |
|  |  | SAMPLE |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

Proposed Disposal Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Methodology, Disposal & Quality Assurance:**

13. Summarize the key features of your Quotation and the technical approach to be used. Provide a brief description the various components required for successful completion of the Work.

**Delivery, set-up and execution of the Work** – Quotations should address the plan for the delivery, set up and execution of the Work; as well as the disposal, recycle or reuse for the surplus materials. Include any safety and pedestrian control measures.

**Quality Assurance** – Provide the measures the Contractor will use to maintain quality control for the Work being performed.

**Risk Factors** – Describe the risk factors anticipated and how the Contractor intends to mitigate these.

**Key Personnel & Subcontractors:**

14. Contractors should provide information on the background and experience of all key personnel proposed for the performance of the Work (use the spaces provided and/or attach additional pages, if necessary):

|  |  |
| --- | --- |
| Name: |  |
| Experience: |  |
| Dates: |  |
| Project Name: |  |
| Responsibility: |  |

|  |  |
| --- | --- |
| Responsibility: |  |

15. Contractors should identify subcontractors, if any, the Contractor intends to use for the performance of the Work, describe the portion of the Work proposed to be subcontracted and a description of the relevant experience of the subcontractor, using a format similar to the following:

|  |  |  |  |
| --- | --- | --- | --- |
| *Subcontractor Services* | *Subcontractor Name* | *Years of Working with Contractor* | *Business Telephone Number and Business Email Address* |
|  |  |  |  |
|  |  |  |  |

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

**Experience, Reputation and Resources**

16. Contractors should provide information on their relevant experience and qualifications for the performance of the Work similar to those required by the Contract (use the spaces provided and/or attach additional pages, if necessary):

17. Contractors should provide references for work performed by your firm of a similar nature and value (name and telephone number). The City's preference is to have a minimum of three references. Previous clients of the Contractor may be contacted at the City’s discretion (use the spaces provided and/or attach additional pages, if necessary)

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

This Quotation is executed by the Contractor this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 202\_\_.

**CONTRACTOR**

I/We have the authority to bind the Contractor.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Legal Name of Contractor)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of Authorized Signatory)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Print Name and Position of Authorized Signatory) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of Authorized Signatory)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Print Name and Position of Authorized Signatory) |

ATTACHMENT 1 - CITY OF SURREY, PROJECT COMPLETION DELIVERABLES WORKSHEET

|  |  |
| --- | --- |
| Project Name: | |
| Project Address: | Date: |
| End of Project Walk-through:  City Representative:  Department:  Contact phone number:  Fax number: | End of Project Walk-through:  Contractor/Contractor Rep:  Company Name:  Contact phone number:  Fax number: |
| **BUILDING PERMITS – Closed Out** Architectural  Electrical  Mechanical / Plumbing  Structural  Other | AS-BUILT DRAWING SUBMITTALS Architectural  1 Set of AutoCAD As-Built DWG files  1 Set of PDF As-Built drawings  1 Set of paper construction drawings  Civil  1 Set of AutoCAD As-Built DWG files  1 Set of PDF As-Built drawings  1 Set of paper construction drawings  Electrical  1 Set of AutoCAD As-Built DWG files  1 Set of PDF As-Built drawings  1 Set of paper construction drawings  Fire Protection  1 Set of AutoCAD As-Built DWG files  1 Set of PDF As-Built drawings  1 Set of paper construction drawings  Landscaping  1 Set of AutoCAD As-Built DWG files  1 Set of PDF As-Built drawings  1 Set of paper construction drawings  Mechanical / Plumbing  1 Set of AutoCAD As-Built DWG files  1 Set of PDF As-Built drawings  1 Set of paper construction drawings  Structural  1 Set of AutoCAD As-Built DWG files  1 Set of PDF As-Built drawings  1 Set of paper construction drawings  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  1 Set of AutoCAD As-Built DWG files  1 Set of PDF As-Built drawings  1 Set of paper construction drawings |
| **O&M MANUALS RECEIVED** ***\*****Shop Drawings to be included in O&M Manuals*  Architectural  1 Electronic (PDF) file  2 Hardcopies  Electrical  1 Electronic (PDF) file  2 Hardcopies  Mechanical  1 Electronic (PDF) file  2 Hardcopies  Other(s)  1 Electronic (PDF) file  2 Hardcopies |
| **PROJECT CLOSE-OUT** Project Summary Report  Substantial Completions  Deficiencies List  Transfer of Utilities (Hydro/Teresan)  Notify City of Surrey (604-591-4804)  Asset Inventory Forms including HVAC  TCA Cost Summary Finance, & Warranty  Information sheets & Project summary  with graphics  Final Occupancy Certification  All documentation/correspondence  pertaining to the project (File Share Device) |
| **FALL PROTECTION / RESTRAINT SYSTEM** Complete  Wall plaques displayed as required  1 (PDF) containing the Fall Protection Safety | **FIRE SAFETY PLAN**  Complete  Wall plaques displayed throughout facility  1 Electronic (PDF) file of the fire safety plan  2 paper copies of the fire safety plan |
| Signed:    City Representative Contractor Representative    Internal Representative Fire Chief/ Representative | |

ATTACHMENT 2 - PRIME CONTRACTOR DESIGNATION

**LETTER OF UNDERSTANDING**

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

**Coordination of multiple-employer workplaces**

***118*** *(1) In this section:*

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

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

(a) the directing contractor, employer or other person who enters into a written agreement with the owner of that workplace to be the prime contractor for the purposes of this Part, or

(b) if there is no agreement referred to in paragraph (a), the owner of the workplace.

(2) The prime contractor of a multiple-employer workplace must

(a) ensure that the activities of employers, workers and other persons at the workplace relating to occupational health and safety are coordinated, and

(b) do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with this Part and the regulation in respect to the workplace.

(3) Each employer of workers at a multiple-employer workplace must give to the prime contractor the name of the person the employer has designated to supervise the employer’s workers at that workplace.

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

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

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

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

The Contractor acknowledges having read and understood the information above.

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

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

Project File No.: 1220-040-2022-004

Project Title and Site Location: RCMP West - Chiller Replacement

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

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

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

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

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

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

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

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

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

ATTACHMENT 3 – CONTRACTOR HEALTH & SAFETY EXPECTATIONS

**RESPONSIBILITY OF CONTRACTOR(S)**

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

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

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

**PERSONNEL**

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

**SAFETY MANAGEMENT SYSTEM**

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

**WORK AREAS –City Facilities**

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

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

**SAFETY ATTITUDE**

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

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

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



**All Employees & Contractors:**

It is everyone responsibility to:

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

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

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

**GENERAL RULES**

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

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

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

**Authorized Signature:**

**Name:**

**(Please Print)**

**Date:**

ATTACHMENT 4 - ENHANCED SCREENING FOR CONTRACTORS FORM

Graphical user interface, text, application

Description automatically generated

Graphical user interface, application, table

Description automatically generated

Text, table

Description automatically generated with medium confidence