



## **REQUEST FOR APPLICATIONS FOR STANDING OFFER AGREEMENTS**

**Title:** Shade Tree Pruning Services

**Reference No.:** 1220-060-2023-006

(General Services)

Issue Date: November 14<sup>th</sup>, 2023

**REQUEST FOR APPLICATIONS FOR STANDING OFFER AGREEMENTS**

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

### 1. INTRODUCTION

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

### 2. NATURE OF A STANDING OFFER AGREEMENT

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

### 3. ADDRESS FOR DELIVERY

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

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

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

### 4. DATE

The City would prefer to receive Applications on or before November 30<sup>th</sup>, 2023 (the “**Date**”).

### 5. INQUIRIES

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

Name: Sunny Kaila, Manager, Procurement Services

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

Reference: 1220-060-2023-006

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

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

## 6. **ADDENDA**

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

## 7. **NO CONTRACT**

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

## 8. **ACCEPTANCE**

An Application will be an offer to the City which, subject to Section 7, the City may accept at any time by signing the copy of the Application and delivering it to the Applicant. An Application is not accepted by the City unless and until both the Authorized Signatory and the purchasing representative have signed on behalf of the City. Delivery of the signed Application by the City may be by fax or email. In that event, the resulting Standing Offer

will be comprised of the documents included in the definition of Agreement in Attachment 1 – Draft Standing Offer Agreement.

**9. APPLICANT'S EXPENSES**

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

**10. APPLICANT'S QUALIFICATIONS**

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

**11. CONFLICT OF INTEREST**

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

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

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

**13. CONFIDENTIALITY**

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

**14. MULTIPLE CONTRACTORS**

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

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

## 15. SIGNATURE

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

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

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- anything and everything required to be done for the fulfilment and completion of the services in accordance with this Agreement;
- (k) “Standing Offer” means a standing offer agreement between the City and the Contractor, the nature of which is discussed in Section 3; and
  - (l) “Term” has the meaning described in Section 9.
2. This Agreement consists of all of the documents listed below and may be modified only by express and specific written agreement. In the event of a conflict between the provisions of any documents listed below, then the documents shall govern and take precedence in the following order:
- (a) Order;
  - (b) this Standing Offer Agreement;
  - (c) the specifications of Goods and scope of Services set out in Schedule A, to Attachment 1, of the Request;
  - (d) the Application;
  - (e) the Request; and
  - (f) other terms, if any, that are agreed to by the parties in writing.
3. It is understood and agreed by the Contractor that should an Application be selected by the City, it will result in a standing offer agreement (“Standing Offer”) only and the Goods and Services will be ordered by the City solely on an “as and when required” basis. The aggregate value of the Goods and Services which may be ordered is conditional upon the needs of the City. No compensation will be accrued, owed or paid to any Contractor in the event that the Goods and Services are not ordered. If a Standing Offer is executed by the City, at the sole option of the City, the City may place an order (the “Order”) for Goods and Services specified in the Order and the Contractor agrees to provide those Goods and Services. The parties agree that the City may not place any orders for Goods and Services with the Contractor for the duration of the term of the Standing Offer. The parties agree that the City may purchase identical or similar Goods and Services from any other source.

## **GOODS AND SERVICES**

4. The Contractor covenants and agrees that it will, if ordered by the City, perform the Services in accordance with this Agreement. The Goods and Services provided will meet the specifications set out in the Order, Schedule A, to Attachment 1, of the Request and as described in the Application.
5. The City may from time to time, by written notice to the Contractor make changes in the scope of Services. The Fees will be increased or decreased by written agreement of the City and the Contractor according to the rates set out in the Application.
6. The Contractor will, if required in writing by the City, provide additional goods or services as may be listed in the Application. The terms of this Agreement will apply to any additional goods or services, and the fees for additional goods or services will generally correspond to the fees as described in the Application. The Contractor will not provide any additional goods or services in excess of the Goods and Services ordered in writing by the City.
7. 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.

8. The Contractor will deliver the Goods free and clear of all liens and encumbrances in the manner and to the destination stipulated. In the event of the Contractor's failure to meet this condition, the Contractor will, on written notice from the City, forthwith return all monies paid by the City on account of the Goods and in addition the City may by written notice terminate this Agreement without liability, and in such event, in addition to the above, the Contractor will be liable for any and all expenses or losses incurred by the City resulting from such failure.

#### **TERM**

9. This term of this Agreement will commence on January 1<sup>st</sup>, 2024 and terminate December 31<sup>st</sup>, 2024 (the "Term").
10. The City may at any time prior to thirty (30) days before the end of the Term, by written notice to the Contractor, extend the Term for a period of time not to exceed four (4) additional one (1) year periods. If the City elects to extend the Term, the provisions of this Agreement will remain in force, including the Fees, except where amended in writing by the parties.

#### **TIME**

11. Time is of the essence.

#### **FEES AND DISBURSEMENTS**

12. The City will pay the Fees and Disbursements to the Contractor for the ordered Goods and Services in accordance with this Agreement. Payment by the City of the Fees and Disbursements will be full payment for the Goods and Services and the Contractor will not be entitled to receive any additional payment from the City.
13. For greater certainty, costs of general management, non-technical supporting services and general overhead are deemed to be covered by the Fees and will not be subject to additional payment by the City. The Fees shall also include without limitation all costs of boxing, packing, crating, and loading and unloading the Goods at the prescribed destination.

#### **PAYMENT**

14. Subject to any contrary provisions set out in Schedule B to Attachment 1, the Contractor will submit invoice to the City requesting payment of the portion of the Fees relating to the Goods and Services provided. Invoices must include the Contractor's name, address and telephone number, the City's purchase order number **P.O. #** \_\_\_\_\_, the Contractor's invoice number, the names, charge-out rates and number of hours worked of all employees of the Contractor that have performed Services; the percentage of Services completed and Goods delivered; 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.

15. If the City reasonably determines that any portion of an invoice is not payable, then the City will so advise the Contractor.
16. The City will pay the portion of an invoice which the City determines is payable within 30 days of the receipt of the Invoice, except the City may hold back from payments 10% of the amount the City determines is payable to the Contractor until such time as the Contractor provides its final report to the City; and
17. 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.
18. In an effort to support sustainability, reduce risk and improve customer service, the City has introduced an electronic fund transfer (EFT) option for Contractors. Electing to participate in this program will allow Contractors to receive their payments directly into their bank accounts, reducing risk of fraud and improving the timeliness of their payment receipt.
19. To receive your payments electronically, fax your request on company letterhead to 604-591-4488. You may contact us at 604-592-7010 (Accounts Payable General Inquiries) for more information.

Please send invoices by email to [surreyinvoices@surrey.ca](mailto:surreyinvoices@surrey.ca)

20. Unless otherwise provided, all dollar amounts referred to in this Agreement are in lawful money of Canada.
21. If the Contractor is a non-resident of Canada and does not provide to the City a waiver of regulation letter, the City will withhold and remit to the appropriate governmental authority the greater of:
  - (a) 15% of each payment due to the Contractor; or
  - (b) the amount required under applicable tax legislation.

## **USE OF WORK PRODUCT**

22. 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.

## **PERSONNEL AND SUBCONTRACTORS**

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

25. 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.
26. Except as provided for in Section 24, the Contractor will not engage any personnel or sub-contractors, or sub-contract or assign its obligations under this Agreement, in whole or in part, without the prior written approval of the City.

#### **LIMITED AUTHORITY**

27. 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.
28. The Contractor is an independent contractor. This Agreement does not create the relationship of employer and employee, a partnership, or a joint venture. The City will not control or direct the details, means or process by which the Contractor performs the Goods and Services. The Contractor will determine the number of days and hours of work required to properly and completely perform the Goods and Services. The Contractor is primarily responsible for performance of the Goods and Services and may not delegate or assign any Goods and Services to any other person except as provided for in the Order. The Contractor will be solely liable for the wages, fringe benefits, work schedules and work conditions of any partners, employees or sub-contractors.
29. The Contractor will preserve and protect the rights of the City with respect to any Goods provided and Services performed under sub-contract and incorporate the General Terms and Conditions of this Agreement into all sub-contracts as necessary to preserve the rights of the City under this Agreement. The Contractor will be as fully responsible to the City for acts and omissions of sub-contractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by the Contractor.

#### **CONFIDENTIALITY AND DISCLOSURE OF INFORMATION**

30. Except as provided for by law or otherwise by this Agreement, the Contractor will keep strictly confidential any information supplied to, obtained by, or which comes to the knowledge of the Contractor as a result of the performance of the 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 Services.
31. 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.

32. The Contractor agrees to return to the City all of the City's property at the completion of this Agreement, including any and all copies or originals of reports provided by the City.

## **WARRANTIES**

33. 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.
34. The Contractor warrants and guarantees that Goods delivered under this Agreement do not infringe any valid patent, copyright or trademark, foreign or domestic, owned or controlled by any other corporation, firm or person, and agrees to indemnify and save harmless the City and all of its elected and appointed officials, officers, employees, servants, representatives and agents (collectively the "Indemnitees"), from and against any and all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) by reason of any claim, action or litigation arising out of any alleged or actual infringement of any patent, copyright or trademark, foreign or domestic, relating to the Goods supplied under this Agreement.

## **INSURANCE AND DAMAGES**

35. 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.
36. 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.

37. The Contractor will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout this Agreement the following insurances in forms and amounts acceptable to the City from insurers licensed to conduct business in Canada:
- (a) commercial general liability insurance on an occurrence basis, in an amount not less than five million (\$5,000,000) dollars inclusive per occurrence against death, bodily injury and property damage arising directly or indirectly out of the work or operations of the Contractor, its employees and agents. The insurance will include cross liability and severability of interests such that the coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each insured. The insurance will include, but not be limited to: premises and operators liability, broad form products and completed operations, owners and Contractor protective liability, blanket contractual, employees as additional insureds, broad form property damage, non-owned automobile, contingent employers liability, broad form loss of use, personal injury, and incidental medical malpractice. The City will be added as additional insured;
  - (b) automobile liability insurance on all vehicles owned, operated or licensed in the name of the Contractor in an amount not less than three million (\$3,000,000) dollars per occurrence for bodily injury, death and damage to property; and
  - (c) Contractor's equipment insurance in an all risks form covering construction machinery and equipment used for the performance of the Services.
38. 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.
39. The Contractor acknowledges that any requirements of the City as to the amount of coverage under any policy of insurance will not constitute a representation by the City that the amount required is adequate and the Contractor acknowledges and agrees that the Contractor is solely responsible for obtaining and maintaining policies of insurance in adequate amounts. The insurance policy coverage limits shall not be construed as relieving the Contractor from responsibility for any amounts which may exceed these limits, for which the Contractor may be legally liable.
40. The Contractor shall place and maintain, or cause any of its subcontractors to place and maintain, such other insurance or amendments to the foregoing policies as the City may reasonably direct.
41. The Contractor hereby waives all rights of recourse against the City for loss or damage to the Contractor's property.

## **CITY RESPONSIBILITIES**

42. 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.
43. 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.
44. If the City observes or otherwise becomes aware of any fault or defect in the Goods or Services, it may notify the Contractor, but nothing in this Agreement will be interpreted as giving the City the obligation to inspect the Goods or review the Contractor's performance of the Services.

## **DEFICIENCIES**

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

## **DEFAULT AND TERMINATION**

47. In the event the Contractor does not ship the Goods by the shipping date specified in this Agreement, or does not deliver the Goods by the delivery date specified in this Agreement, then:
  - (a) the City reserves the right to terminate this Agreement, in whole or in part, and in the event of such termination no payment will be owing by the City on account of this Agreement and the Contractor will be liable for any and all expenses or loss resulting from such failure or delay and will return all monies paid by the City; or
  - (b) if the City does not terminate this Agreement for late shipping or delivery, the City may deduct and setoff from any payments owing to the Contractor all additional costs the City reasonably incurs on account of the late shipping or delivery.
48. 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.



49. The City may at any time and for any reason by written notice to the Contractor terminate this Agreement before the completion of all Services, such notice to be determined by the City at its sole discretion. Upon receipt of such notice, the Contractor will perform no further Services other than the work which is reasonably required to terminate the Services and return the City's property to the City. Despite any other provision of this Agreement, if the City terminates this Agreement before the completion of all the Services, the City will pay to the Contractor all amounts owing under this Agreement for 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 Services not performed or other profit opportunities.
50. 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.
51. If the City terminates this Agreement as provided by this Section, then the City may:
- (a) enter into contracts, as it in its sole discretion sees fit, with other persons to complete the Services;
  - (b) withhold payment of any amount owing to the Contractor under this Agreement for the performance of the Services;
  - (c) set-off the total cost of completing the Services incurred by the City against any amounts owing to the Contractor under this Agreement, and at the completion of the Services pay to the Contractor any balance remaining; and
  - (d) if the total cost to complete the Services exceeds the amount owing to the Contractor, charge the Contractor the balance, which amount the Contractor will forthwith pay.
52. The City will not accept nor be responsible for any restocking charges for any Goods shipped to the City and then, for whatever reason, returned to the Contractor pursuant to this Agreement. The Contractor is to bear all costs including shipping and handling of returned Goods.

## **CURING DEFAULTS**

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

## DISPUTE RESOLUTION

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

(a) Negotiation

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

(b) Mediation

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

(c) Litigation

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

## WCB AND OCCUPATIONAL HEALTH AND SAFETY

55. The Contractor will, at its own expense, procure and carry full Workers' Compensation Board coverage for itself and all workers, employees, servants and others engaged in the supply of the Goods and Services. 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.

56. The Contractor will provide the City with the Contractor's Workers' Compensation Board registration number and a letter from the Worker's Compensation Board confirming that the Contractor is registered in good standing with the Workers' Compensation Board.

57. The Contractor agrees that it is the prime contractor for the Services for the purposes of the *Workers Compensation Act*. The Contractor will have a safety program in place that meets the requirements of the Workers' Compensation Board Occupational Health and Safety Regulation and the *Workers Compensation Act*. As prime contractor, the Contractor will be responsible for appointing a qualified coordinator for insuring the health and safety activities



for the location of the 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.

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

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

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

## **BUSINESS LICENSE**

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

## **GENERAL PROVISIONS FOR GOODS**

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

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

Email: cst19@livingstonintl.com"

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

#### **APPLICABLE LAWS, BUILDING CODES AND BY-LAWS**

66. This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia. The City and the Contractor accept the jurisdiction of the courts of British Columbia and agree that any action under this Agreement be brought in such courts.
67. The Contractor will provide Services in full compliance with all applicable laws, building codes and regulations.
68. 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.

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

69. 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.
70. The Contractor recognizes and agrees that the City cannot make financial commitments beyond the City's current fiscal year. The City will annually make bonafide requests for appropriation of sufficient funds to cover all payments covered by this Agreement. If City Council does not appropriate funds, or appropriates insufficient funds, the City will notify the Contractor of its intention to terminate or reduce the services so affected within 30 days after the non-appropriation becomes final. Such termination shall take effect 30 days from the date of notification, shall not constitute an event of default and shall relieve the City, its officers and employees, from any responsibility or liability for the payment of any further amounts under this Agreement.

#### **ENTIRE AGREEMENT**

71. This Agreement, including the Schedules and any other documents expressly referred to in this Agreement as being a part of this Agreement, contains the entire Agreement of the parties regarding the provision of the Goods and 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 provision of the Goods and Services.

## **AMENDMENT**

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

## **CONTRACTOR TERMS REJECTED**

73. In the event that the Contractor issues an invoice, packing slip, sales receipt, or any like document to the City, the City accepts the document on the express condition that any terms and conditions in it which constitute terms and conditions which are in addition to or which establish conflicting terms and conditions to those set out in this Agreement are expressly rejected by the City.

## **SURVIVAL OF OBLIGATIONS**

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

## **CUMULATIVE REMEDIES**

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

## **NOTICES**

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

**(a) The City:**

City of Surrey, Surrey City Hall  
<img alt="redaction icon" data-bbox="294 698 324 711"/> **insert department/division/section name**  
13450 – 104 Avenue, Surrey, B.C., V3T 1V8, Canada,

Attention: <img alt="redaction icon" data-bbox="294 748 324 761"/> **insert City contact name**  
<img alt="redaction icon" data-bbox="294 763 324 776"/> **insert title**

Business Fax No.: <img alt="redaction icon" data-bbox="354 796 384 809"/> **insert**  
Business Email: <img alt="redaction icon" data-bbox="354 811 384 824"/> **insert**

**(b) The Contractor:**

<img alt="redaction icon" data-bbox="294 875 324 888"/> **insert name and address**

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

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

## **UNENFORCEABILITY**

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

## **HEADINGS**

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

## **SINGULAR, PLURAL AND GENDER**

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

## **WAIVER**

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

## **SIGNATURE**

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

## **RATES**

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

## **REMOVAL OF STAFF**

84. The City may, at its sole discretion request the Contractor to reprimand, or remove any one of the Contractor's employees or sub-contractors for any one or more of the following reasons and the Contractor is to promptly comply with such requests:

- Unfit to work;
- Intoxication;
- Use of foul, profane, vulgar or obscene language or gestures;
- Disrupting work or workers;
- Solicitation of gratuities from any person for services performed;
- Willful, negligent or reckless action in disregard of safety or sanitary requirements;
- Any action that the City may determine constitutes a public nuisance or disorderly conduct; and
- Any other reason considered appropriate, at the sole discretion of the City.

#### **FAILURE TO ATTEND**

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

#### **CANCELLATION OF ORDER**

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

#### **ALLOCATION OF SERVICES**

87. The Contractor may be allocated Goods and Services depending on the City's needs. The City does not, in any way guarantee work. The allocation of Service assignments will be at the sole discretion of the City and the Contractor shall not have any claim for compensation, expense, damage or loss of profit from the City for any failure of the City to allocate any portion of the Services to a Contractor or to use its own City crew to perform any portion of the Services.
88. There will be no priority list nor will the City guarantee any Goods and Services to any particular Contractor.

#### **EQUIPMENT**

89. The Contractor should provide at their own expense all of the equipment necessary to provide the Goods and perform the Services.
90. All personal protective equipment must meet or exceed current WorkSafeBC regulations and requirements.

#### **RESPONSE TIME**

91. The timing for work will be as appropriate to the nature of the work assignment and agreed to with the City.

## **TRANSPORTATION**

92. The City will not be responsible for transportation of the Contractor's personnel to and/or from any work site. This includes any transportation required between work sites during the working period.
93. Contractor's personnel will not be permitted to ride in or on the City vehicles.

## **SET-UPS AND REMOVALS, AS REQUIRED**

94. The Contractor is required at the start of the Services request to set-up all equipment and, if necessary, signage at the work sites. The Contractor shall be responsible for control of traffic at the work site, in accordance with the most recent copy of the Ministry of Transportation and Highways Traffic Control Manual for Works on Roadways and any applicable WorkSafeBC Regulations for Services performed on City Roads. At times when work sites are unmanned, particularly in the night, the work site should be closed off and equipment should be strategically positioned to avoid accidents. For night work, reflective or flashing lights with wands are necessary. All equipment, signs and devices should be removed on the day of the completion of the Service request.

**- END OF PAGE -**

**ENUREMENT**

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

**CITY OF SURREY**

by its authorized signatory:

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**[NAME]**

[Job Title]

**<<NAME OF CONTRACTOR>>**

by its authorized signatory:

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**[NAME]**

[Job Title]

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

### **1. PURPOSE**

The City of Surrey's Parks, Recreation & Culture Department, Urban Forestry section is responsible for the provision of annual tree pruning services throughout the City. To ensure the City is receiving the best service for the best price, the City is requesting quotations to provide annual tree pruning services.

### **2. CONTRACTOR REQUIREMENTS**

2.1. In order to be considered, Contractors should demonstrate to the City's satisfaction that they meet the following requirements:

- (a) Are in good standing with WorkSafeBC;
- (b) Have an approved occupational Health and Safety Plan as required by WorkSafeBC;
- (c) Have a thorough knowledge and an ability to apply any applicable and current American National Standard Institute standards such as ANSI A300 Tree, Shrub and other Woody Plant Maintenance-Standard Practices, Pruning; ANSI A133 Safety Requirements for Arboriculture Operations; International Society of Arboriculture Tree Pruning Guideline; International Society of Arboriculture, Best Management Practices, and Tree Pruning;
- (d) Have International Society of Arboriculture ("ISA") Certified Arborists and Certified Tree Climbers on staff supervising onsite pruning services; and
- (e) Each Staff member has three (3) years of experience pruning trees of all types and varieties.
- (f) The Contractor shall ensure a Certified Utility Arborist ("CUA") will complete any pruning when the work is within the limits of approach for power lines.
- (g) The Contractor should possess considerable technical skills, and knowledge, which will enable the most innovative pruning practices in arboricultural work. The City reserves the right to examine and test the Contractor's staff pruning knowledge, at the Contractor's cost, prior to or during the Term. A passing grade of 70% is required to prune trees.

### **3. SCOPE OF WORK**

3.1. The Contractor will provide all qualified personnel, materials, tools, and equipment required to prune trees. It is required that the Contractor provide the necessary equipment and crews in combination as set out in Section B-2 of Schedule B to complete the tree pruning services.

3.2. Pruning services will include the pruning of trees on City streets, including boulevards, medians, islands and frontage road landscape areas that are located on residential, collector and arterial roads. Pruning services may also include pruning trees in various parks throughout the City.



- 3.3. The City will provide a list in MS Excel, organized geographically, of tree locations requiring tree pruning. Using the provided excel spread sheets and COSMOS at <http://cosmos.surrey.ca>, the Contractor may be required as part the program to create main road and park maps to indicate specific tree locations. Trees located in residential subdivisions can be located without maps. The Contractor can refer to the MS Excel spread sheet tree list provided by the City which lists each tree by specific residential address.
- 3.4. The City schedules the pruning of its street and park trees based on the age of the tree. Street trees are pruned when they are three (3), six (6), nine (9), and fourteen (14) years old and every five (5) years thereafter. Park trees are pruned when they are four (4), eight (8), twelve (12), and nineteen (19) years old and every ten (10) years thereafter.
- 3.5. The City's pruning schedule requires approximately 22,000-28,000 street trees to be pruned every year. This work will be dispersed between multiple contractors.
- 3.6. Pruning work may not occur:
  - (a) During leaf emergence, typically early spring.
  - (b) When tree is in flower
  - (c) Before July 31<sup>st</sup> for Prunus ssp. varieties
- 3.7. Occasionally the City is required to respond to a pruning request in a timely fashion. When required, the Contractor should be prepared to begin work of an urgent nature the next day upon receiving notification of such work by the City.
- 3.8. Depending on species and age, trees are pruned with aerial lift truck crews, spurless climbing crews, or ground-based crews with approved pruning ladders.
- 3.9. To ensure a consistent delivery of the City's pruning objectives, the Contractor may be required to have all pruning crew leads attend a half day pruning workshop held and paid by the City, excluding equipment charge.
- 3.10. The Contractor must ensure that every crew lead has a cellular phone with a data plan to:
  - (a) Download and utilize the City of Surrey Service Request application;
  - (b) Download and utilize the City of Surrey COSMOS mapping application
  - (c) Send and receive pictures;
  - (d) Report any hazards requiring immediate attention; and
  - (e) Notify City staff before large impactful pruning cuts are made.
- 3.11. The Contractor is required, once pruning is complete for each listed Residential –Single Family tree, to deliver an informational pruning door hanger that is provided by the City.
- 3.12. The Contractor will ensure that lower tree base protectors or arbor guards are not girdling the tree trunk and are adjusted accordingly. Broken arbor guards will be collected and discarded. Arbor guards in working condition will be returned to the City for reuse.

- 3.13. The Contractor is expected to provide brief information on the pruning work in a courteous and professional manner to any resident that makes inquiries while the Contractor is on site. If a resident is requesting more information, please ask the resident to call in a service request to the City's Parks Call Centre at 604-501-5050 and a City arborist will follow-up. The Contractor shall not give out City of Surrey employee phone numbers to the public.
- 3.14. Although the work is invoiced on an hourly rate basis, the City has determined the average cost to prune trees by age category. This information, in combination with close monitoring of the Contractor's crews, is used to evaluate the Contractor's productivity and efficiency. If it is found that the services are not provided cost effectively, the contract will be reviewed and may result in termination.

#### **4. DOCUMENTATION**

- 4.1. Although the City uses its database to provide the Contractor with a list of trees to prune, the database will inevitably have some errors and require correction. At the time of pruning, there is an opportunity to update the database and/or report any problems associated with the tree inventory or tree condition. It is expected that Contractor will report to the City any database errors or problems associated with the trees. The following are some examples of information that the Contractor is expected to provide to the City during each billing period in the comment field of the provided lists:
- (a) (IP) Improperly pruned trees, often done by the resident;
  - (b) (EP) Excessively pruned trees;
  - (c) (MT) Missing or (DT) dead trees;
  - (d) (ST) Dying, stressed and diseased trees;
  - (e) (SS) Tree still has a support stake;
  - (f) (MD) Trees with mechanical damage, usually line trimmers;
  - (g) (WA) Incorrect addressing, (WS) incorrect tree species on data sheets; and
  - (h) Identify other similar trees that appear to be missed and not inventoried.
- 4.2. The above information by way of the two-letter code, or combination thereof, shall be included in the invoice support document.

#### **5. WORKMANSHIP**

- 5.1. All pruning will be performed in strict adherence to the standards and guidelines found in the following:
- (a) Any applicable and current American National Standard Institute documents such as:
    - i. ANSI A300 Tree, Shrub and Other Woody Plant Maintenance-Standard Practices, Pruning;
    - ii. ANSI A133.1 Safety Requirements for Arboriculture Operations.
  - (b) International Society of Arboriculture Tree Pruning Guidelines.
  - (c) International Society of Arboriculture, Best Management Practices, Tree Pruning.

- 5.2. The overall general goal is to prune trees to ensure they have sound structure and are not obstructing other functions such as safe use of sidewalks, roads, etc.
- 5.3. The Contractor shall prune for the following canopy clearances:
- (a) Roadways 4.5 metres
  - (b) Driveway 3.5 metres
  - (c) Buildings 3.0 metres
  - (d) Sidewalk 2.5 metres
  - (e) Grass 2.5 metres
  - (f) House service lines 1.0 metres\*
- \* Does not apply for service lines near the main stem or primary scaffold branches.
- 5.4. All pruning will be supervised and or completed by an International Society of Arboriculture (“ISA”) Certified Arborist knowledgeable and experienced in young tree training or mature pruning of trees.
- 5.5. The Contractor will be required to undertake the entire works specified and execute these in a practical and workman-like manner, and shall be responsible for satisfactory progress throughout to the satisfaction of the City.

## **6. SITE CLEAN-UP**

- 6.1. The Contractor shall clean up the site(s) and remove and dispose of all debris at the end of each pruning operation. Site clean-up will include, but is not limited to, the removal of sawdust, small twigs, chips, leaves, trunks, and limbs from the street, curb, parkway, sidewalk, private lawns, and driveways with appropriate tools / equipment for the job.

## **7. MOBILIZATION AND DEMOBILIZATION**

- 7.1. Mobilization and Demobilization costs will not be paid by the City, the Contractor will be paid from the time they arrive at the first work site until they leave the last work site for the day. No travel time fees will be paid by the City for the time travelled to the first work site or from the last work site of the day.
- 7.2. Payment for travel time will be allowed between sites during each workday. The City will only pay for travel time when dumping of material being dumped was generated through the City’s pruning program and the dump location is within City limits.
- 7.3. The City will only pay for actual time worked, exclusive of lunch break. Two paid coffee breaks of ten (10) minutes is standard practice.

## **8. HOURS OF OPERATION**

- 8.1. The normal hours of operation for this contract are 7:30 a.m. to 5:30 p.m. - Monday to Friday.
- 8.2. Do not use power saws and chippers before 8am in Residential neighborhoods.

- 8.3. No work will be performed on weekends or statutory holidays, Saturday and Sunday, unless agreed upon prior with the City.

## **9. COMMUNICATION**

- 9.1. The City may provide and install global positioning tracking units on Contractor vehicles to monitor their work and whereabouts.
- 9.2. The Contractor shall immediately report to the City any conflicts of any nature with the public and/or tree hazards or other issues that may arise on a daily basis.
- 9.3. The Contractor is expected to follow up within 48 hours when an inquiry is made by the City regarding a specific item. Items may include, but not limited to, aggressive pruning, conflict with a resident, and or property damage.

## **10. PROCEDURAL EXPECTATIONS**

- 10.1. The Contractor shall have complete control of the work and shall effectively direct and supervise the work, using its best skill and attention, and shall be solely responsible for all tree pruning methods, techniques, sequences, and procedures and for coordinating all parts of the services under the Agreement.
- 10.2. The Contractor shall cordon off all areas where the trees need to be pruned.
- 10.3. The Contractor will at all times ensure the safety of the public, vehicular and pedestrian traffic, and its employees while performing the services.
- 10.4. The Contractor shall use and display all the necessary signage at all areas where the work takes place. Communication with the City shall occur at all times to ensure all safety measures are taken.
- 10.5. Pruning may be conducted in areas where overhead utilities are present. The Contractor shall protect all utilities from damage, shall immediately contact the appropriate utility if damage should occur, and will be responsible for all claims for damage due to the Contractor's operation.
- 10.6. The Contractor shall affix a magnetic sign, provided by the City, in full view to both sides of their vehicle indicating they are a contractor to the City.
- 10.7. At all times the name of the Contractor shall be in full view on both sides of the vehicle.

## **11. DAMAGE TO PROPERTY**

- 11.1. The Contractor will take all necessary precautions to prevent and eliminate damage to property, including beautification initiatives located on the road allowance under the tree.
- 11.2. Any damage to property as the result of the Contractor's operations will be the responsibility of the Contractor.
- 11.3. Should the damage not be rectified within the time agreed upon or to the satisfaction of the City, the City reserves the right to replace or repair that which was damaged, or assess

the Contractor such costs as may be reasonable and related to damage caused by the Contractor, and deduct these costs from any payment due to the Contractor.

- 11.4. The Contractor shall inform the City of any damage caused by the Contractor's operation on the day such damage occurs.

## **12. TRAFFIC MANAGEMENT**

- 12.1. The Contractor is responsible to provide qualified and trained Traffic Control Personnel for traffic flagging services, all temporary traffic marking, flashing arrow boards, cones, adequate barricades, signage, and/or other warning devices during the performance of the Services to protect motorists and pedestrians. The Contractor shall take full responsibility to ensure that traffic control is carried out in accordance with the most recent copy of the Ministry of Transportation and Highways Traffic Control Manual for Works on Roadways and any applicable WorkSafeBC Regulations for services performed on City roads.
- 12.2. The Contractor shall at all times ensure the safety of the public, vehicular and pedestrian traffic, and its employees in the performance of traffic control services.
- 12.3. The City will strictly enforce traffic policies and procedures.
- 12.4. The Contractor will avoid working in the same direction as the flow of rush-hour traffic on all arterial roads. (e.g. avoid west and north bound arterial lanes in the morning rush, east and south bound lanes in the afternoon rush).

## **13. TRAFFIC OBSTRUCTION PERMITS AND ROAD BOOKING SYSTEM**

- 13.1. Contractors must obtain a Traffic Obstruction Permit (TOP) and utilize the Road Booking System (RBS) before you obstruct or temporarily close any road, cycling, or pedestrian facility for any reason. Road is defined as Arterial, Collector and some Local roads.
- 13.2. Visit the [Traffic Obstruction Permit](#) page on the City's website to understand and begin the processes for TOP application and RBS procedure.

Required Documents:

- (a) **Traffic Management Plan-** You must submit a site-specific Traffic Management Plan (TMP), designed in accordance with the Ministry of Transportation and Infrastructure, Traffic Management Manual for Work on Roadways for work on Arterial, Collector and Local roads with a significant obstruction (road closure). Follow the Traffic Management Plan Requirements <https://www.surrey.ca/city-services/foi/DJ> to help with your submission. You don't need to submit traffic management plans or drawings for local roads with minor obstructions, including requests for storage container/bin in parking areas. As the applicant, you must provide the traffic control figure number that will be implemented.
- (b) **Certificate of Insurance Form-** this must name the City of Surrey as an additional insured for the minimum amount of 5 million dollars.
- (c) **Designation of Prime Contractor Form-** the applicant, will be named as the Prime Contractor on the permit and will be responsible for the Health and Safety

of all persons on the job site. The designation of prime contractor form is not required to be submitted for servicing agreement projects.

(d) City of Surrey Business License

- 13.3. After a Traffic Obstruction Permit is issued, if it states a "Request to Proceed" is required the permit holder must book the actual dates the permit will be implemented using our online [Road Booking Service](#). Road booking is required on arterial, collector, and some local roads. Once a booking request is received, the City will review and issue an Approval to Proceed.
- 13.4. The submission of a Request to Proceed and obtaining an Approval to Proceed is mandatory. It is also mandatory to update your road booking should you no longer require the roadway. Failure to do so will result in fines and/or revocation of your traffic obstruction permit.
- 13.5. A custom traffic management plan may be required to obtain the Traffic Obstruction Permit. The Contractor will notify the City each time custom traffic management plans are required.

#### **14. EQUIPMENT**

- 14.1. Contractors are required to provide all necessary equipment for pruning trees. Aerial man lift trucks are to have current inspection and certification plates in order to be operational within the City. The list is to include but not limited to chippers, machinery and vehicles, etc.
- 14.2. All equipment is to be suited to the Work at hand, and is to be clean, maintained in good condition and hold current inspection certification plates as required.

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## **SCHEDULE A-1 – CONTRACTOR HEALTH & SAFETY EXPECTATIONS**

### **RESPONSIBILITY OF CONTRACTOR(S)**

The City of Surrey strives to maintain a safe work environment for employees and contractors and insists upon the enforcement of safe practices and procedures in all premises and in all work activities. It is essential that all contractors and their employees and sub-contractor(s) perform in the same manner. It is every employer and contractor's 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 WorkSafeBC Occupational Health and Safety Regulation and to all 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 and provincial 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, hot work, lockout, excavations and shoring, traffic management, etc.
3. Contractor must identify workplace hazards and implement suitable controls to decrease the risk.
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 to the coordinator.
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 their 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 WorkSafeBC regulations
- 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 acts 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.

## **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. If working at 25 feet or higher, that is not protected by permanent guardrails, a written workplace fall protection plan must be developed.
14. Housekeeping (Orderliness and good housekeeping are basic requirements and must be maintained at all times):
  - a. Aisles are to be kept clear at all times.
  - b. Individual work areas are to be kept clean and tidy. All materials, tools, products and equipment are to be kept in their designated areas.
  - c. Liquid spills are to be cleaned up immediately to prevent slips and falls.
  - d. Accumulation of oily rags, combustible refuse or similar fire hazards will not be tolerated.
15. Fire Prevention:
  - a. Become familiar with surroundings and emergency exit.
  - b. Ensure aisles and exits are not blocked at any time.
  - c. Anytime a fire extinguisher is used, report it immediately to your supervisor, so that it can be recharged.
16. Equipment Operation (Any equipment, which could create a hazard, must be maintained in good condition):
  - a. Equipment must not be repaired, adjusted or operated unless by a "competent person" who understand the safe operating procedures.
  - b. Always be aware of the use and location of the "EMERGENCY STOP" button, if

- equipment is so equipped, before using the equipment.
- c. Loose clothing, jewelry and long hair must be secured to prevent becoming entangled with equipment.
  - d. The Operator must check all safety devices on equipment before operation.
  - e. All equipment must be turned off and the appropriate "lock-out" procedure followed, prior to repairs, cleaning, adjustment or lubrication.
  - f. Radio/I-pod Headphones are not allowed to be worn during regular work operations.
  - g. All ladders must be of an approved type and length. Unacceptable ladders must be removed immediately from the premises.
  - h. All vehicles and equipment on City property must be kept in safe mechanical condition at all times and be operated only by persons with a valid driver's license and/or proper training and qualifications.
  - i. Contractors will not operate any equipment, valves, switches, etc., which are part of the City's operation, unless specific permission is received from the Department Representative.
17. Ground Disturbance –Every time you dig in the ground, with a shovel or mechanized equipment, you run the risk of loss of life or damage to property if you hit any of the many buried cables, conduits, gas or oil pipelines and/or other underground facilities that serve our city. BC One Call Must be called and a ticket obtained prior to commencing any ground disturbance activities.
18. An Exposure Control Plan and written Safe Work Procedures and must be accessible for work tasks that involve handling or disturbing Asbestos (ie. AC pipe), Lead (ie. paint) or Silica (ie. concrete) containing products.

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 provincial, and local laws and regulations. If a contractor is unable to comply they must bring this to the attention of their qualified safety representative and to the Prime Contractor safety representative immediately.

Authorized Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print)

Date: \_\_\_\_\_

## SCHEDULE A-2 – PRIME CONTRACTOR DESIGNATION

### LETTER OF UNDERSTANDING

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

#### Coordination of multiple-employer workplaces

**24** In this section:

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

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

- (1) The prime contractor of a multiple-employer workplace must
  - (a) ensure that the activities of employers, workers and other persons at the workplace relating to occupational health and safety are coordinated, and
  - (b) do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with this Part and the regulation in respect to the workplace.
- (2) Each employer of workers at a multiple-employer workplace must give to the prime contractor the name of the person the employer has designated to supervise the employer's workers at that workplace.

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

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

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

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

The Contractor acknowledges having read and understood the information above.

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

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

Project File No.: 1220-060-2023-006

Project Title and Site Location: Shade Tree Pruning Services

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

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

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

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

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

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

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

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

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



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

**Request For Standing Offer Title: Shade Tree Pruning Services**

**Request For Standing Offer No.: 1220-060-2023-006**

**APPLICANT**

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

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

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

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

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

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

**CITY OF SURREY**

City Representative: Sunny Kaila, Manager, Procurement Services

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

1. It is understood and agreed by the Applicant that should an Application be selected by the City, it will result in a standing offer agreement (“Standing Offer”) only and the Goods and Services will be ordered by the City solely on an “as and when required” basis. The aggregate value of the Goods and Services which may be ordered is conditional upon the needs of the City. No compensation will be accrued, owed or paid to any Applicant in the event that the Goods and Services are not ordered. If a Standing Offer is executed by the City, at the sole option of the City, the City may place an order (the “Order”) for Goods and Services specified in the Order and the Applicant agrees to provide those Goods and Services. The parties agree that the City may not place any orders for Goods and Services with the Applicant for the duration of the term of the Standing Offer. The parties agree that the City may purchase identical or similar Goods and Services from any other source.
  
2. If this offer is accepted by the City, such offer and acceptance will create a Standing Offer as described in:
  - (a) the Request;
  - (b) the specifications of Goods and scope of Services set out above and in Schedule A, to Attachment 1, of the Request;
  - (c) the Standing Offer Agreement;
  - (d) this Application;
  - (e) an Order (if any); and

- (f) other terms, if any, that are agreed to by the parties in writing.
3. Capitalized terms used and not defined in this Application will have the meanings given to them in the Standing Offer. Except as specifically modified by this Application, all terms, conditions, representations, warranties and covenants as set out in the Standing Offer will remain in full force and effect.
  4. The Applicant offers to supply to the City of Surrey the Goods and Services for the prices plus applicable taxes as follows:

<b>F.O.B</b> Destination, Freight prepaid	<b>Payment Terms:</b> 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.		<b>Ship Via:</b>
<b>Item</b>	<b>Item Description</b>	<b>Normal Services Hourly Rates</b>	<b>Outside Normal Services Hourly Rates</b>
	<b>Climbing Crew –Chip Truck (14-16 cubic yard capacity minimum) and chipper (capable of chipping 8 inch diameter wood).</b> Note: This crew would provide pruning of trees to ANSI A300 standards, primarily young tree training and some mature tree pruning.		
1	One ISA Certified Arborist, One Grounds person	\$	\$
2	Additional ISA Certified Arborist	\$	\$
3	Additional Grounds person	\$	\$
	<b>Aerial Lift Crew – includes minimum 50 ft. Aerial Lift Bucket Truck with Chipper (capable of chipping 8 inch diameter wood).</b> This crew would provide pruning of trees to ANSI A300 standards, primarily mature tree pruning.		
4	One ISA Certified Arborist, One Grounds person	\$	\$
	<b>CUA Crew – Utility Line Work – includes minimum 50 ft. Aerial Lift Bucket Truck with Chipper (capable of chipping 8 inch diameter wood).</b> This crew would provide pruning of trees where utility lines are present and Utility/ISA Arborist Certification is necessary.		
5	One Certified Utility Arborist with ISA Certification, with One Grounds person.	\$	\$
	<b>Traffic Control</b>		
6	Traffic Control Person with Traffic Control Vehicle	\$	\$
7	Additional Traffic Control Flag Person (no vehicle)	\$	\$
8	Traffic Control Administration (when applying for Traffic Obstruction Permits)	\$	\$
9	Traffic Control Management Plans (cost per plan – not hourly rate)	\$	\$
<b>CURRENCY: Canadian</b>			

The labour rates are all inclusive including, without limitation, wages, benefits, vehicle, fuel, tools, mobilization and demobilization, overhead and profit.

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

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

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7. Applicant should provide information on 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: \_\_\_\_\_

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

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

9. I/We have reviewed the Draft Standing Offer Agreement. If requested by the City, I/we would be prepared to enter into an agreement that incorporates the Standing Offer Agreement, amended by the following departures (list, if any):

**Section**

**Requested Departure / Alternative(s)**

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10. The City of Surrey requires that the successful Applicant have the following in place before performing the 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,
  - (b) Workers' Compensation Registration Number \_\_\_\_\_;
  - (c) Prime Contractor qualified coordinator is Name: \_\_\_\_\_ and Contact Number: \_\_\_\_\_;
  - (d) Insurance coverage for the amounts required in the proposed Agreement as a minimum, naming the City as additional insured and generally in compliance with the City's sample insurance certificate form available on the City's Website at [www.surrey.ca](http://www.surrey.ca) search Contractors Certificate of Insurance;
  - (e) City of Surrey or Intermunicipal Business License: Number \_\_\_\_\_;
  - (f) If the Applicant's Goods and Services are subject to GST, the Contractor's GST Number is \_\_\_\_\_; and
  - (g) If the Applicant is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number \_\_\_\_\_.

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

Section	Requested Departure / Alternative(s)

11. The Applicant acknowledges that the departures it has requested in Sections 9 and 10 of this Application will not form part of the Agreement unless and until the City agrees to them in writing by initialling or otherwise specifically consenting in writing to be bound by any of them.
12. I/We the undersigned duly authorized representatives of the Applicant, having received and carefully reviewed the Request including without limitation the Standing Offer Agreement, submit this Application in response to the Request.

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

**APPLICANT**

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

\_\_\_\_\_  
(Legal Name of Applicant)

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

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

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

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