



REQUEST FOR PROPOSALS

Supply and Install Single Family + Laneway Water Meter

Installation Program 2022

RFP No. PS20220506

Issue Date: May 11, 2022

Issued by: City of Vancouver (the “City”)

SUPPLY AND INSTALL SINGLE FAMILY + LANEWAY WATER METER INSTALLATION PROGRAM 2022

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SUPPLY AND INSTALL SINGLE FAMILY + LANEWAY WATER METER INSTALLATION PROGRAM 2022

PART A - INFORMATION AND INSTRUCTIONS

SUMMARY

The purpose of this RFP is to obtain a supplier(s) with the capability to efficiently and cost-effectively supply and install water meters for single family homes with laneways for the City's water and utilities management department within Engineering Services, as per the requirements and specifications set out herein.

This initiative will identify Proponents who provide best and leading practices in order to increase procurement efficiency, maintain and improve service and product quality, and are capable of supplying all or a large part of the requirements. Thus, it is paramount the successful Proponent(s) be able to meet the City's requirements, comprehensively describe its highest level of service, product offerings and competitive prices.

PART A – INFORMATION AND INSTRUCTIONS

1.0 THE RFP

- 1.1 Except where expressly stated otherwise in Appendix 1 of Part C of the Request for Proposals (“RFP”): (i) no part of the RFP consists of an offer by the city to enter into any contractual relationship; and (ii) no part of the RFP is legally binding on the city.
- 1.2 The City is interested in selecting an entity, which is not, by the terms hereof, barred from submitting a Proposal, and which does submit a Proposal (each such entity, a “Proponent”) with the capability and experience to efficiently and cost-effectively meet the objectives and requirements described in the RFP. The City currently expects to select such a Proponent and then enter into negotiations with that Proponent, which will conclude in the execution of a contract between the Proponent and the City (such a contract, an “Agreement”). However, the City may: (i) decline to select any Proponent; (ii) decline to enter into any Agreement; (iii) select multiple Proponents for negotiation; or (iv) enter into one or more agreements respecting the subject matter of the RFP with one or more Proponents or other entities at any time. The City may also terminate the RFP at any time.
- 1.3 The City currently intends that Proposals will be evaluated by the City in relation to their overall value, which will be assessed in the City's sole and absolute discretion. In assessing value, the City expects to consider the factors described in Section 8.0 below, among others.
- 1.4 No bid security is required from Proponents in connection with the submission of Proposals because no Proposal will be deemed to be an irrevocable or otherwise binding legal offer by a Proponent to the City. The legal obligations of a Proponent that will arise upon the submission of its Proposal will be limited to the terms and conditions stated under the heading “Legal Terms & Conditions” in Appendix 1 to the Part C - Form of Proposal.
- 1.5 The execution of an Agreement may be contingent on funding being approved, and the relevant Proposal being approved, by the Vancouver City Council.
- 1.6 The RFP consists of four parts, plus appendices:
- (a) PART A - INFORMATION AND INSTRUCTIONS: This part is intended to serve as a guide to the RFP process for Proponents.

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PART A - INFORMATION AND INSTRUCTIONS

- (b) PART B - SCOPE OF WORK: This part describes the subject matter of the RFP, in respect of which the City invites Proposals.
- (c) PART C - FORM OF PROPOSAL: This is the form in which the Proposal should be submitted.
- (d) PART D - FORM OF AGREEMENT: This part contains a model Agreement (the “**Form of Agreement**”). Any Agreement resulting from the RFP is expected to be substantially in the form of the Form of Agreement.

2.0 KEY DATES

2.1 Potential Proponents should note the following key dates:

Event	Time and Date
Deadline for Enquiries	3:00 pm on Thursday, May 26, 2022
Closing Time	3:00 pm on Thursday, June 2, 2022

2.2 All references to time in the RFP are references to the time in the City of Vancouver, as indicated in the electronic timestamp the Proposal receives upon delivery to the email address specified herein, which is in turn synchronized to Network Time Protocol (NTP) provided by the National Research Council of Canada adjusted to local Pacific Time Zone.

3.0 CONTACT PERSON

3.1 All enquiries regarding the RFP must be addressed to:

Jason Lo, Contracting Specialist
jason.lo@vancouver.ca

3.2 All enquiries must be made in writing and are to be directed only to the above contact person. In-person or telephone enquiries are not permitted. Any communication from potential Proponents to City staff other than the contact person regarding the content of this RFP may lead to disqualification of the Proponent from this RFP process, at the City’s sole discretion.

3.3 **IF A POTENTIAL PROPONENT BELIEVES THAT THE CITY MAY BE UNABLE TO SELECT IT DUE TO A CONFLICT OF INTEREST, BUT IS UNCERTAIN ABOUT THIS, THE POTENTIAL PROPONENT IS URGED TO CONTACT THE ABOVE-MENTIONED INDIVIDUAL AS SOON AS POSSIBLE WITH THE RELEVANT INFORMATION SO THAT THE CITY MAY ADVISE THE POTENTIAL PROPONENT REGARDING THE MATTER.**

4.0 SUBMISSION OF PROPOSALS

4.1 Proponents should submit their Proposals on or before the time and date specified in the bottom row of the table in Section 2.1 above (the “**Closing Time**”).

4.2 Each Proponent should submit its Proposal by email in accordance with the following:

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- Subject of the file to be: PS# - Title - Vendor name.
 - Document format for submissions:
 - RFP Part C in PDF format - 1 combined PDF file,
 - Appendix 3 (pricing tab) in Excel format, and;
 - Any other attachments if necessary
 - Zip the files to reduce the size or email separately if needed.
 - Send your submissions to Bids@vancouver.ca; do not deliver a physical copy to the City of Vancouver.
 - Submitting the files via Drop box, FTP, or similar programs, is not acceptable.
- 4.3 To be considered by the City, a Proposal must be submitted in the form set out in Part C (the “**Form of Proposal**”), completed and duly executed by the relevant Proponent.
- 4.4 Amendments to a Proposal may be submitted via the same methods, at any time prior to the Closing Time.
- 4.5 Proposals are revocable and may be withdrawn at any time before or after the Closing Time.
- 4.6 All costs associated with the preparation and submission of a Proposal, including any costs incurred by a Proponent after the Closing Time, will be borne solely by the Proponent.
- 4.7 Unnecessarily elaborate Proposals are discouraged. Proposals should be limited to the items specified in Part C of the RFP.
- 4.8 The City is willing to consider any Proposal from two or more Proponents that wish to form a consortium for the purpose of responding to the RFP, provided that they disclose the names of all members of the consortium and all members complete and sign the first page of the Form of Proposal. Nonetheless, the City has a strong preference for Proposals submitted by a single Proponent, including a Proponent that would act as a general contractor and use subcontractors as required.
- 4.9 Proposals that are submitted after the Closing Time or that otherwise do not comply in full with the terms hereof may or may not be considered by the City and may or may not be returned to the Proponent, in the City’s sole discretion.
- 5.0 **CHANGES TO THE RFP AND FURTHER INFORMATION**
- 5.1 The City may amend the RFP or make additions to it at any time.

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PART A - INFORMATION AND INSTRUCTIONS

5.2 It is the sole responsibility of Proponents to check the City's website at: <http://vancouver.ca/doing-business/open-bids.aspx> regularly for amendments, addenda, and questions and answers in relation to the RFP.

5.3 Proponents must not rely on any information purported to be given on behalf of the City that contradicts the RFP, as amended or supplemented in accordance with the foregoing Section 5.2.

6.0 PROPOSED TERM OF ENGAGEMENT

6.1 The term of any Agreement is expected to be a 1-year period, with possible extensions at the City's discretion.

7.0 PRICING

7.1 All prices quoted in any Proposal are to be exclusive of applicable sales taxes calculated upon such prices, but inclusive of all other costs.

7.2 Prices must be quoted in Canadian currency and fixed prices must be quoted for the full term of the Proponent's proposed agreement.

7.3 Prices are to be quoted DDP, destination (Incoterms, 2010). For the avoidance of doubt, freight, insurance, unloading at the destination designated by the City, import duties, brokerage, royalties, handling, overhead, profit and all other similar costs are to be included in quoted prices.

8.0 EVALUATION OF PROPOSALS

8.1 The City may open or decline to open Proposals in such manner and at such times and places as are determined by the City.

8.2 The City currently intends that all Proposals submitted to it in accordance with the RFP will be evaluated by City representatives, using quantitative and qualitative tools and assessments, as appropriate, to determine which Proposal or Proposals offer the overall best value to the City. In so doing, the City expects to examine:

Evaluation Criteria	Evaluation Weighting
Technical	60%
Financial	35%
Sustainability (Environmental and/or Social)	5%
Total	100%

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PART A - INFORMATION AND INSTRUCTIONS

- 8.3 The City will retain complete control over the RFP process at all times until the execution and delivery of an Agreement or Agreements, if any. The City is not legally obligated to review, consider or evaluate Proposals, or any particular Proposal, and need not necessarily review, consider or evaluate Proposals, or any particular Proposal in accordance with the procedures set out in the RFP. The City may continue, interrupt, cease or modify its review, evaluation and negotiation process in respect of any or all Proposals at any time without further explanation or notification to any Proponents.
- 8.4 The City may, at any time prior to signing an Agreement, discuss or negotiate changes to the scope of the RFP with any one or more of the Proponents without having any duty or obligation to advise the other Proponents or to allow the other Proponents to vary their Proposals as a result of such discussions or negotiations.
- 8.5 The City may elect to short-list Proponents and evaluate Proposals in stages. Short-listed Proponents may be asked to provide additional information or details for clarification, including by attending interviews, making presentations, supplying samples, performing demonstrations, furnishing technical data or proposing amendments to the Form of Agreement. The City will be at liberty to negotiate in parallel with one or more short-listed Proponents, or in sequence, or in any combination, and may at any time terminate any or all negotiations.
- 8.6 The City may also require that any proposed subcontractors undergo evaluation by the City.
- 8.7 For the avoidance of doubt, notwithstanding any other provision in the RFP, the City has in its sole discretion, the unfettered right to: (a) accept any Proposal; (b) reject any Proposal; (c) reject all Proposals; (d) accept a Proposal which is not the lowest-price proposal; (e) accept a Proposal that deviates from the requirements or the conditions specified in the RFP; (f) reject a Proposal even if it is the only Proposal received by the City; (g) accept all or any part of a Proposal; (h) split the scope of work between one or more Proponents; and (i) enter into one or more agreements respecting the subject matter of the RFP with any entity or entities at any time. Without limiting the foregoing, the City may reject any Proposal by a Proponent that has a conflict of interest, has engaged in collusion with another Proponent or has otherwise attempted to influence the outcome of the RFP other than through the submission of its Proposal.
- 9.0 **CITY POLICIES**
- 9.1 The City's Procurement Policy, Ethical Purchasing Policy and related Supplier Code of Conduct found at <http://vancouver.ca/doing-business/selling-to-and-buying-from-the-city.aspx> align the City's approach to procurement with its corporate social, environmental and economic sustainability values and goals. They evidence the City's commitment to maximize benefits to the environment and the community through product and service selection, and to ensure safe and healthy workplaces, where human and civil rights are respected. Each Proponent is expected to adhere to the supplier performance standards set forth in the Supplier Code of Conduct. The Ethical Purchasing Policy shall be referred to in the evaluation of Proposals, to the extent applicable.
- 9.2 The City's Alcohol, Controlled Drugs and Medications Policy applies to all contractors doing work on behalf of the City and can be found at <https://policy.vancouver.ca/ADMIN011.pdf>. The policy is intended to set expectations regarding the use of alcohol, medication and controlled drugs that may render an employee unfit for work, impair performance or cause risk

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PART A - INFORMATION AND INSTRUCTIONS

of harm to health and safety. The successful Proponent will be required to ensure compliance with the policy by its employees when doing work for the City.

10.0 **LIVING WAGE EMPLOYER – INTENTIONALLY DELETED**

11.0 **CERTAIN APPLICABLE LEGISLATION**

11.1 Proponents should note that the City of Vancouver is subject to the *Freedom of Information and Protection of Privacy Act* (British Columbia), which imposes significant obligations on the City's consultants or contractors to protect all personal information acquired from the City in the course of providing any service to the City.

11.2 Proponents should note that the *Income Tax Act* (Canada) requires that certain payments to non-residents be subject to tax withholding. Proponents are responsible for informing themselves regarding the requirements of the *Income Tax Act* (Canada), including the requirements to qualify for any available exemptions from withholding.

12.0 **LEGAL TERMS AND CONDITIONS**

12.1 The legal obligations of a Proponent that will arise upon the submission of its Proposal are stated in this Appendix 1 to the Form of Proposal. Except where expressly stated in these Legal Terms and Conditions: (i) no part of the RFP consists of an offer by the City to enter into any contractual relationship; and (ii) no part of the RFP is legally binding on the City.

POTENTIAL PROPONENTS MUST REVIEW THESE LEGAL TERMS AND CONDITIONS CAREFULLY BEFORE SUBMITTING A PROPOSAL.

PART B - CITY REQUIREMENTS

PART B – CITY REQUIREMENTS

The scope of work stated in this Part B (collectively, the “**Scope of Work**”) IS current as of the date hereof, but may change or be refined in the course of the evaluation of Proposals or otherwise.

Unless otherwise stated, if, and wherever, the Scope of Work states a brand name, a make, the name of a manufacturer, a trade name or a vendor catalogue number, it is for the purpose of establishing a grade or quality of materials, goods or equipment only. It is not intended to rule out the use of other equivalent materials, goods or equipment. If, however, products other than those specified are proposed in any Proposal, the Proposal must explicitly include under the heading “Alternative Solutions” the names of such products and their manufacturers, any trade names and any applicable vendor catalogue numbers, and the City may request that the Proponent provide specific evidence of equivalency. Evidence of quality in the form of samples may also be requested.

To the extent that the Scope of Work expresses estimates of quantities or volumes of goods or services expected to be required by the City, the City cannot offer any assurances that such quantities or volumes will in fact be required.

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PART B - CITY REQUIREMENTS

1.0 **REQUIREMENTS**

1.1 The City has the following requirements:

- (a) the Scope of Work attached as Schedule A;
- (b) the map of locations as Schedule B;
- (c) the specifications and drawings as Schedule C; and
- (d) additional product information as Schedule D

1.2 Introduction

- (a) The City of Vancouver (The City) has approximately 9,000 water meters installed in single family residential properties to measure customer consumption of potable water. These meters are critical to the operation of the water utility, allowing recovery for the cost of providing water services, as well as providing customers the assurance that they are being billed in a transparent and fair manner for the water they consume. The reliability and accuracy of this metering infrastructure is also a key component to water demand management, conservation targets, and supports or mitigates occasions of unintended or high consumption enquiries.
- (b) The City of Vancouver requests proposals from qualified Contractors for the supply and installation of 497 Water Meters, Meter Chambers, and Meter Transceiver Units at 496 existing single family residential addresses where laneways homes are also present. This project will be known as the SF + Laneway Water Meter Installation Program.

1.3 Background

The City of Vancouver is committed to water conservation and billing equity. Water meters are recognized as one tool to encourage efficient water use.

Since 2012, newly constructed homes and homes undergoing major renovations are required to have a meter. The City has identified 496 unmetered single family homes with laneways that were constructed prior to 2012 that now require a meter. None of these locations has a pre-installed meter box.

The purpose of this program is to: 1) retrofit these services to include one (1) water meter and transceiver per service; 2) determine the efficiencies (if any) of contracting water meter installations; 3) explore the potential of extending the contract to include meter installations at 586 residential properties > 0.3 acres and < 0.4 acres in 2023; and, 4) establish a benchmark for accelerated residential water metering across the City, with the potential of installing 5,000 meters per year starting in 2024.

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PART B - CITY REQUIREMENTS

SCHEDULE A

SCOPE OF WORK

See attached.

SCHEDULE A

SCOPE OF WORK

1.0 GENERAL SCOPE OF WORK

1.1 General Requirements

The project involves the installation of water meters at 496 pre-selected single family residential properties in the City. The scope of work the project includes all works related to locating the service, meter box installation, and supply and installation of the new water meter, the insulation blanket, the touch pad and associated wiring, and all materials, labour, appurtenances, and incidentals including all necessary materials to address increased or reduced meter sizes. The Proponent shall provide all labour, materials, equipment and supervision of water meters and appurtenances for:

- The supply and installation 497 water meter assemblies and transceivers in underground chambers on existing copper services;
- Service location, BC1 calls, all safety standards including shoring, confined space, etc., arborist on call (where install is within the drip line of established trees),
- Programming meters and radio transceivers and preparing appropriate documentation;
- Scheduling, including providing notice of meter installation/water shut off to customers, coordinating with City crews, if required, for shut down of water mains; Traffic Management and Site Cleanup;
- Providing bi-weekly progress reports and one final report to the City;
- The Proponent shall complete restoration to equal or better condition within 5 working days. This applies to pits located in asphalt, concrete, and landscaped areas.

The City will be responsible for:

- Providing the addresses, service sizes and contact information for homes;
- Initial contact with the occupant and/or the home/property owner;
- Quality assurance inspection of the installations;

The Proponent is advised that the City or Contract Administrator will conduct periodic inspections of meter installation Work. Upon notification, the Proponent will be required to coordinate with the City Project Manager or Contract Administrator for the inspection to be completed prior to backfilling the excavation.

In some cases, “ancillary meter works” will be required to complete the installation of the water meter. These works are generally associated with unique or challenging installations. The Proponent will be required to attempt a “conventional” installation before undertaking any ancillary works. The frequency of installations requiring ancillary works will be reviewed at each project meeting.

1.2 Locations

Total Properties	496
Total Services	497
Properties with 20 mm Service (copper)	3
Properties with 40 mm Service (copper)	467
Properties with 40 mm Service (no copper)	16
Properties with 50 mm Service (copper)	11
<u>Address with permit pending[1] (726 66TH AVE W)</u>	1 (yellow)
Address with 20 and 40 mm Service (3608 10TH AVE W, 2809 4TH AVE E)	1 (blue)
Services installed prior to 1990	5
Services installed between 1990 and 2010	55
Services installed after 2010	437

The City will provide the Proponent with a pre-selected list of addresses plus contact information for the property owner/occupants, along with offsets where the service lines enter the property. The addresses are not in any specific neighbourhood or geographic region; they are spread out across the City (see Appendix A for approximate locations). The Proponent will provide a planned installation route to the City before commencing the work.

The Proponent is responsible for locating the curb stop (City water shut-off). They must attempt a minimum of 2 hours of investigation before contacting the City of Vancouver for assistance. If the curb stop is not functional, repair or replacement will be completed by the City of Vancouver. BC1 Call must be placed before any digging or excavation.

Measurement and Payment of “Extra Depth to Service Connection (>1.2m)” will be per metre depth (or fraction of a metre in denominations not less than 0.25m) of excavation required beyond 1.2m required to expose existing water services pipes as required to facilitate meter installation. Excavation beyond 2.0m deep shall not be competed unless authorized by the City Project Manager or Contract Administrator. Payment includes all measures required to comply with WorkSafeBC safety requirements such as but not limited to supply and installation of shoring.

Note that this is not a volunteer program; the City has the right to install a water meter as per the Water Works By-law No. 4848. Permission from the property owner/occupants is not required; however, each location will receive notification prior to the project install.

1.3 Number of Meters, Sizes and Age of Service

Following are the number of meters, sizes and service types for the un-metered single-family properties with laneway houses in Vancouver.

The colours indicated in the table below relate to the map in Schedule B.

The Service Line at 3608 10th Ave W must be replaced.

Fittings, valves, and pipe smaller than 50mm diameter required for the installation of the water meter shall be incidental to the price of the meter installation.

1.4 Pre-Scoping Specs

City Staff scoped a random selection of 100 homes in this project. The specs from this exercise can be found in Schedule C.

1.5 Customer Notification

The City will make the initial contact with the occupant and/or property owner via a letter approximately four (4) weeks in advance, informing them of the program. The Proponent shall provide occupants with four (4) days' notice that the water will be shut off for the installation to take place.

Shut off notice to be provided via a door hanger left at the property noting the approximate time and date of the shut off. The door hanger should be in both English and Mandarin.

1.6 Installation Record Forms

Must be completed for each property and submitted on a weekly basis (sample shown in Appendix G).

1.7 Customer Service/Emergency Response Plan

The Proponent shall provide a detailed customer service plan for responding to customer inquiries and complaints related to the program. An emergency response and plan for responding to emergencies (i.e. broken water services) is also required.

2.0 METERS, MATERIALS AND INSTALLATION SPECIFICATIONS

2.1 Water Meters, Waterworks Brass and Screwed Fittings, Water Meter Boxes, MXU, Radio Transceiver

See Schedule C

2.2 Materials

a) Work Included

This specification covers installation of domestic meters on existing water services, including all labour, equipment, and materials necessary to complete the work. Work includes all co-ordination and customer contact, coordination with City contact to shut down water mains – if necessary - excavation and modification of existing copper water service, installation of meter assembly, preparation of base aggregate and setting of meter box, programming the meter and radio transceiver, preparation of paperwork and site restoration.

Installations will be in accordance with the meter installation standards contained in Appendix C and D.

b) Material Requirements

The Proponent shall supply all fittings and materials required to complete the installation and their cost should be included in the unit price. Previously used fittings and materials shall NOT be permitted; fittings and materials must be new.

c) Workmanship

All installations and material shall conform to the current edition of the Vancouver water meter installation standards, provincial regulations, and be in accordance with the manufacturer installation instructions.

The Proponent at their expense shall repair any damages resulting from the installation of the water meter and appurtenances.

The Proponent shall repair any leaks or other defects that may be caused by the installation work within 48 hours for non-emergencies. It shall be presumed that any leaks or defects reported by the customer to either the Proponent or the City within fourteen (14) calendar days after the completion of the installation are the result of a faulty installation and the Proponent shall repair the damage at no additional cost to the City.

This presumption shall not apply to leaks, or other pre-existent conditions, noted by the Proponent as being in existence prior to the installation. If upon installation of the meter it is apparent that there is a leak on the private property side, the installer is to make note of the leak and report it to the City.

The Proponent must conform to all applicable laws and regulations of the Province of British Columbia.

The top of the box must be at finished grade. To facilitate future maintenance of the meter assembly, an area of at least 1.0 meter horizontal and 2.0-meter vertical around the meter box must be kept free of any improvements including but not limited to flower beds, shrubs, fences, gate tracks, curbs, retaining walls, and similar, that would prevent reasonable access to the meter box at any time.

- For 20 - 40 mm meters – use the Number 4 box with the # 5 plate
- For 40 – 50 mm services, use the #6 box with the #7 plate
- Chambers located in sidewalks must be encased in concrete and require a frame

The City will allow for any meter box that is approved by Water Design assuming it meets pedestrian loading (sidewalk) or H-20 road loading (driveway or roadway), meets our minimum size requirements, and is stamped with WATER on the top.

For any installations where the water service connection pipe exceeds a depth of 1.2 metres, the Plumbing Proponent must comply with WorksafeBC Occupational Health & Safety Regulations where approved shoring is required.

If the property owner's water services are at a depth that does not permit a reasonable connection to the setter, it may be permissible to cut into the service with 90 degree elbow fittings, vertical Pex pipe and a vertical setter. The setter must be situated in the center of the box with equal distances on both sides. To prevent future settling, the meter box must be located on undisturbed soil.

d) Guaranteed Maintenance

The Proponent guarantees and warrants that with ordinary wear and tear the said work shall, for a period of twelve (12) months from the date of meter installation as set out in the Certificate of Completion unless otherwise specified, remain in such condition as will meet with the approval of the City. The Proponent, upon being required by the City, shall make good in a manner satisfactory to the City any imperfections therein due to materials used in the construction thereof or workmanship. The decision of the City as to the nature, extent and cause of such imperfections and the necessity for remedying the same shall be final.

Should the Proponent fail to comply with the directions of the City, the latter may, after giving the Proponent twenty-four (24) hours written notice, perform the necessary work provided that, in the event of an emergency of which the City shall be the sole judge, the City may forthwith without notice perform the necessary work. The cost of such work in either event may be deducted or collected by the City.

If the City notifies the Proponent in writing of any imperfections prior to the termination of the guaranteed maintenance period, the Proponent shall make good the imperfections as specified above notwithstanding that the work of making good may commence after or extend beyond the end of the twelve (12) month period.

e) Co-ordination

After the initial customer contact by the City, the Proponent shall assume full responsibility for notifying customers of water shut-offs. Water system valve operation, not including curb stops, may only be operated by or under the direct supervision of City of Vancouver representatives.

f) Project Manager

The Proponent shall assign a Project Manager to the Project who has experience in a related project of similar size and scope, and who will work locally to oversee the project's day-to-day operations for the duration of the Project. The Project Manager shall work in conjunction and in close co-operation with the City of Vancouver representatives appointed to the meter installation work. The Project Manager should be able to speak on behalf of the Proponent on Project related matters.

g) Progress Meetings

The Proponent's Project Manager will attend regular progress meetings during the Project. It is anticipated that these progress meetings will be held bi-weekly or more frequently as needed at a City location or via Zoom/WEBex online meeting. All costs associated with the attendance and participation of its team for these meetings shall be the responsibility of the Proponent.

h) Proponent's Personnel

The Proponent shall hire only persons who are technically competent and capable of working with the public in a professional manner.

All field personnel will be fully uniformed and the Proponent's company logo will appear on the uniform in a conspicuous and appropriate location. The uniform shall be

distinguishable in all types of weather. All vehicles that are used in relation to the work shall have signage of the same type that appears on the field personnel uniform.

Field personnel shall wear photo identification that is visible at all times. The photo identification shall include the field representative's name, the Proponent's logo and a phone number for property owners to call to verify the field representative's identification.

The Proponent shall ensure each field representative has a two-way communication device (cell phone or other device) that will allow the Project Manager to contact him/her as required.

No installer shall enter a residence. No installer shall accept payment for work performed during the meter installation. The installer shall not perform any work other than that necessary to complete the meter installation. All installers shall be trained and informed of the technical and procedural requirements of the work. Training shall include safety training to meet applicable occupational health and safety requirements awareness and in public relations skills.

It is crucial that the SF + Laneway Water Meter Installation Program include good public relations from start to finish. Problems which are not responded to immediately, could cause a breakdown in the process and seriously delay the project.

i) Customer Lists

The City of Vancouver will provide the names and addresses for all the locations that will require a water meter installation.

j) Records

The Proponent will be responsible for providing proper records acceptable to the City of all meter installations. Records will include all materials used for each installation. These installation records shall be provided both via printed installer's forms and electronically in a suitable database format to the City.

The Proponent is to take digital photographs of the meter location for any site or meter installation. The photographs shall be colored and of type and clarity suitable to the City of Vancouver. Clarity should be of sufficient quality to enable viewers to fully comprehend installation details. The City will require a minimum of three photographs:

- 1) The installation site prior to the installation;
- 2) The water meter installed in the chamber, with the chamber lid open;
- 3) The installation side after the installation.

The Proponent shall provide and complete an installation report for each meter installation.

The Proponent shall provide formal documentation of the following:

- Address of premises;
- Date, time of installation, and time spent on installation;
- Names of installers;
- Digital photographs of the installation. The digital photographs must be labelled to match the address and/or unique identifier that is provided for each installation;
- List of materials incorporated into the work;

- Water meter: make, model, body serial number
- Register model and serial number
- Register resolution and consumption units (eg.XXXXXX.XXft³)
- Register reading at completion of installation
- Completed Water Service Advice (WSA), sample as Appendix G

All documentation shall be transferred to the City upon submission of the monthly invoice. Upon receipt by the City, the photographs shall become property of and be retained by the City. No information shall be disclosed to any person without the prior written approval of the City.

k) Working Hours

The work will take place during the typical workday of 8:00 a.m. to 4:00 p.m. Monday through Friday unless otherwise agreed upon. Saturday and evening installations may be scheduled if necessary to facilitate completion of the project, after consultation and approval by the City.

l) Introductory Letter

The City will develop and deliver an introductory letter to the property owners/occupants who require a meter installation. The letter will introduce the Proponent, the Project, and the water shut-off notification process.

m) Shut off Notice

The Proponent shall also supply door hangers at their expense giving 4 days' written notice of the day and approximate time that the water will be shut off for the installation. This notice shall be printed in English and Mandarin.

n) Communication

All printed communication materials must be approved by the City prior to distribution to the public. Draft materials must be provided to the City within a reasonable time frame to allow the City to review and comment. All materials should be clearly printed with the Proponent's logo visible at all times.

o) Difficult Installations

If, in the Proponent's opinion, the condition of the customer's service plumbing or the presence of other barriers is such that significant damage or difficulty would result from attempting to construct the chamber to place the new meter, the Proponent shall inform the City's representative so that the situation may be assessed. The Proponent shall not commence installation unless directed to do so by the City's representative. The City's representative shall be the sole judge on whether or not an installation will be considered a "difficult installation" and whether the Proponent shall proceed with any work.

p) Project Schedule

The following activities and dates are proposed by the City and shall be considered by the Proponents in the preparation of their Proposal.

Activity	Proposed Date
Issue RFP	Early May 2022
Close RFP	Early June 2022
Select preferred Proponent	End of June, 2022
Contract in place with preferred Proponent	Mid Jul, 2022
Installation start date	Early August, 2022
Contract completion date	July, 2023

q) Testing Installation

After the installation is complete, the Proponent shall open all valves and check for leaks. Any and all leaks which are detected shall be corrected forthwith.

r) RF Transmitter

The Proponent shall activate the RF Transmitter to commence operation. The meter reading will be recorded on the meter work order.

s) Clean up Work Site

The Proponent shall ensure the work site is free of debris and garbage prior to leaving the property.

3.0 INSTALLATION AND TESTING

3.1 Meter Installation

- a) Prior to excavation the Proponent shall locate all the utilities on site which include but are not limited to: Hydro, TELUS, cable and natural gas.
- b) The Proponent shall be responsible for taking photos of the site: a before and after photo of the plumbing work, and a before photo of the landscape around the installation. These photos must include date & time stamps, and be geocoded with the location where the photo was captured. If individual photos cannot be geocoded at time of capture a separate electronic document must be provide indicating every meter identification number and the GPS location of that meter, to the best available accuracy.
 1. The before and after photos will be submitted to the City in a digital format at the end of the project; the Proponent shall be responsible for the naming and filing of the photos. The title should include:
 - i. Address;
 - ii. Meter identification number; and
 - iii. Date photo was taken.
- c) Water meters are to be installed by a qualified professional to ensure workmanship meets Standard Detail Drawings outlined in Appendix D.
- d) The Proponent shall be responsible to supply and install all meter assemblies and the appropriate fittings and materials to complete this project.
- e) If the depth of the water service is 1.2m or greater excavation must follow WorkSafe BC Sloping and Shoring Regulation.
- f) Use the outside hose bib to verify proper operation of the curb stop, if the curb stop is not operational do not proceed and contact the City.
- g) The preferred water meter pit installation is immediately downstream from the property shutoff. The preference is to have the pit located in grassy area of the boulevard, but

depending on the location of the shut off valve, the meter shall be installed as close to the property line as possible. See standard detail drawings in Appendix D.

1. If the curb stop is located in an area travelled by motor vehicles, the meter box must be made out of concrete and have a metal lid to withstand a vehicle load.
 2. If the curb stop is located in an area not travelled on by motor vehicles, the meter box and lid may be made out of plastic. See specifications in Appendix C.
- h) Disposal of any excess materials from the jobsite in a timely manner is the responsibility of the Proponent. The Proponent shall provide the disposal location. These materials include but are not limited to:
1. Spoil materials from the pit excavations.
 2. Excess concrete or asphalt.
 3. Vegetation.
 4. Packaging or garbage.
- i) The meter must be accessible for ease of removal.
- j) Plumbing permits are not required on City Property.
- k) If the piping is crimped by the Proponent, the Proponent shall be responsible for repairing the pipe to its original condition.
- l) If upon excavation and before installation the Proponent uncovers a pre-existing leak they will contact the City of Vancouver immediately to determine repair action.
- m) No compensation will be provided should the Proponent fail to locate the water service, or if the water meter cannot be installed for any other reason.

3.2 Construction of Meter Chambers

The Proponent shall be responsible for:

- Any damage caused by negligence on the part of the Proponent(including subProponents & employees);
- Excavation labour, machinery, and shoring cages or sloping as required under the WorkSafeBC excavation regulations; Preparation of Health & Safety Plan;
- Performing any required hardscaping (i.e. concrete, asphalt, tile, pavers, etc.) modification/removal. All such activities must be approved by the City prior to work being completed;
- Traffic Control Plans, as required;
- Performing any required dewatering;
- Performing initial survey, coordinate BC One calls and Notice of Project as required by WorkSafeBC;
- Take before and after photographs of the works and surrounding area, to be included in the progress reports submitted to the City.
- Providing a response plan for handling emergency issues (i.e. broken water lines)
- Understanding and adhering to the City of Vancouver's Chance of Find Procedure: <http://vancouver.ca/files/cov/Park-Development-Standards-BMP-Cultural-and-Archaeological-Resources-VPB.pdf>

- Should the City Arborist identify a property to have an installation within the critical drip line of a tree, Hydrovac-ing may be required. This is expected at fewer than 5% of the properties.
- Approximately 150 properties fall within the regulated area for the Japanese Pine Beetle. Any soil removed from sites within this area will require a Canada Food Inspection Agency issued Movement Certificate, and deep burial at the Vancouver Landfill.

3.3 Site Restoration

The City prefers for the site to be restored with the original soil and sod whenever possible. The Proponent shall be responsible to:

- 3.3.1.1 Ensure that the disturbed area is restored to meet or exceed prior condition.
- 3.3.1.2 Provide all topsoil, gravel or other appropriate material for backfill at sites where excavation material is insufficient to meet specifications.
- 3.3.1.3 Ensure that enough backfill is used when backfilling the installation that the sides of the meter box are covered and that the meter box is level with the ground.
- 3.3.1.4 Where street or sidewalk cuts are required, adhere to City's Street Restoration Manual:
<https://bids.vancouver.ca/bidopp/ITT/documents/Appendix3-Specifications-Standards.pdf>
- 3.3.1.5 Street and sidewalk cut repairs must be inspected by City staff from Kent Yards Materials and Construction Inspections.
- 3.3.1.6 All permanent repairs from street and sidewalks cuts which have been constructed by the Proponent shall be maintained by the Proponent for a period of two years from substantial performance unless otherwise noted in the contract documents. The Proponent shall also be responsible, within a two-year period, for the extra costs the City incurs for the repair of damage to the pavement caused by backfill deficiency.
- 3.3.1.7 Ensure that when installing concrete boxes in concrete/asphalt the compaction of material used for backfilling is at or above 95% proctor compaction test to ensure the newly paved area and the meter box will not sink.
- 3.3.1.8 Driveways/Retaining Walls
Concrete Restoration shall be as per original condition or better within an existing concrete surface. Installation of base and sub-base gravels, sub-base and base preparation, form work, concrete, placement, finishing, and all applicable Work to be as described the City of Vancouver Design Manual, Construction Specs and Standard Detail Drawings, found here: <https://vancouver.ca/streets-transportation/street-design-construction-resources.aspx>

3.4 Archaeological Concerns

None of the water services are located in a registered archeological site. If artifacts are found during excavation, work must be stopped immediately and the City of Vancouver

contact contacted. The City will notify the Proponent when work in that area can be recommenced.

4.0 ELEVEN: MAINTENANCE & WARRANTY

4.1 REPAIR ACTIONS

- 4.1.1 The Proponent shall be responsible to provide emergency repair services within one hour of being contacted, and within two days for non-emergencies.
- 4.1.2 If the Proponent damages or breaks a utility service the Proponent shall be responsible for:
 - 4.1.2.1 Contacting the pertinent utility company and scheduling a repair for the service at their own expense; and
 - 4.1.2.2 Notifying both the City of Vancouver and the customers of the damage.
- 4.1.3 The Proponent shall provide emergency repair service at no cost to the City of Vancouver for all properties located in the service area where plumbing and water meter leaks related to the meter installation have been detected during the installation and warranty period. The Proponent shall be responsible for notifying the City of Vancouver of the leak, and shall be responsible for repairing the water meter. If the meter is unable to be repaired, it shall be up to the Proponent to replace the water meter at no additional cost to the City of Vancouver.

4.2 MAINTENANCE

- 4.2.1 The City of Vancouver will be responsible for future upkeep of the equipment and ongoing support at the completion of the project.

4.3 WARRANTY

The Proponent shall meet the City of Vancouver's minimum warranty requirements which are as follows:

- 4.3.1 The Proponent shall be responsible for the repairs of any leaks caused by the water meter installation or other defects to the equipment within a minimum period of one year from the date of the service being completed, at no additional cost to the City of Vancouver.
- 4.3.2 The Proponent shall be responsible to provide warranty information on all equipment installed; which shall include but is not limited to: the water meter, encoder register, RF transmitter, meter reader, and parts.
- 4.3.3 If the Proponent wishes they may include information regarding an extended warranty package. They must include detailed information regarding what is covered under the warranty.

5.0 INSPECTION & INVOICING

5.1 INSPECTIONS

- 5.1.1 At the end of each month, the Proponent shall submit an installation summary report in MS Excel Format that lists the meters that were installed including: date, address, and work completed.

- 5.1.2 The City of Vancouver reserves the right to send an inspector to a jobsite as required, periodically throughout the project.

5.2 INVOICING

- 5.2.1 The Proponent shall invoice on a monthly basis for all items approved. Any rejected items will be rectified by the Proponent and included in the invoice for the following month if approved.

6.0 PROJECT MANAGEMENT

Each Proponent shall provide in their proposal a detailed methodology for the installation of water meters, including:

6.1 Understanding of Project

- The Proposal should demonstrate a clear and coherent understanding of the City's requirements and needs and the opportunities and challenges that may surface during the period of the Contract.
- Indicate why you are interested in the City as a client.

6.2 Proponent Experience:

- Provide details of Proponent's experience relevant to the City's needs and objectives.
- Demonstrate quality control and management techniques used by the company to complete projects within budget and on time.
- Provide examples of successful project delivery by key staff members.
- Indicate local knowledge and experience.
- Examples of innovative approaches to solving problems.
- Identify number of years Proponent has been in business.

6.3 Proponent Team:

- The Proposal should demonstrate that the team and its members have all the necessary skills and abilities to undertake the work required.
- Resumes of key personnel should demonstrate experience and expertise and be provided in an Appendix.
- Identify proposed sub consultants.
- Demonstrate experience and expertise of the proposed team members.
- Specify each team member's role and responsibility on previous projects.
- Identify capacity of team to commit to City's objectives and priorities.

6.3 Approaches to Project Management:

- Describe the Proponent's project management approach and team organization.
- Describe systems used for planning, scheduling, and managing implementation services.
- Describe the Proponent's experience with dispute resolution.
- Describe the Proponent's tech support efficiencies, effectiveness, and problem resolution.

REQUEST FOR PROPOSALS NO. PS20220506

SUPPLY AND INSTALL SINGLE FAMILY + LANEWAY WATER METER INSTALLATION PROGRAM 2022

PART B - CITY REQUIREMENTS

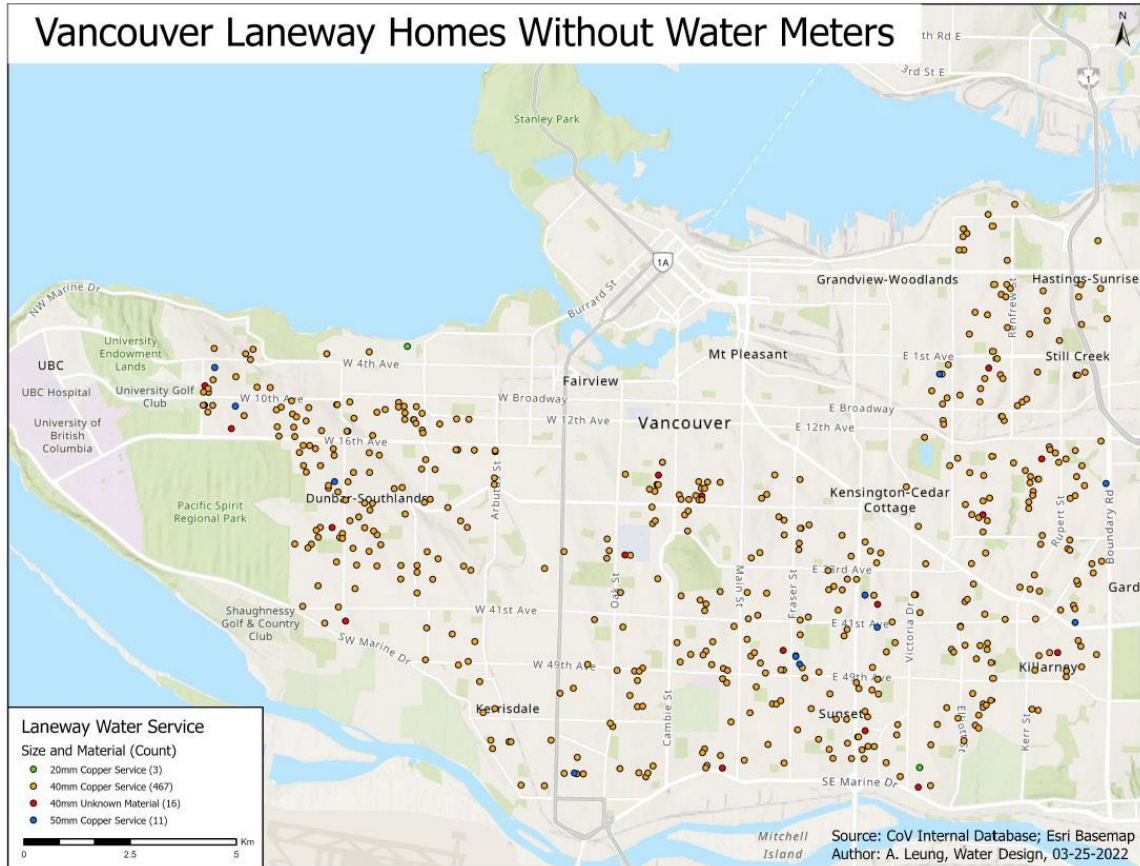
SCHEDULE B

MAP OF LOCATIONS

See attached.

SCHEDULE B

MAP OF LOCATIONS



REQUEST FOR PROPOSALS NO. PS20220506

SUPPLY AND INSTALL SINGLE FAMILY + LANEWAY WATER METER INSTALLATION PROGRAM 2022

PART B - CITY REQUIREMENTS

SCHEDULE C

SPECIFICATIONS & DRAWINGS

See attached.

SCHEDULE C

SPECIFICATIONS & DRAWINGS

Table 1 - Meter Installs Affected by Existing Utilities

Utilities	Percent Affected
Affected by Fortis	2%
Affected by Fibre	2%
Affected by Hydro and Fibre	1%
Affected by Fortis and Fibre	1%
Total Properties Affected	3%

Table 2 – Meter Box Installation Considerations

Meter Box Size	Count	Boulevard Boundaries			Curbstop Valve		Other Installation Factors		
		Compliant	Requires Attention	Undefined	Depth > 20"	Undefined	Concrete Driveway	Rock/Retaining Wall	Landscaping
20mm and 25mm Green Box (27" L x 20" W x 12" D)	3	1	0	2	2	0	0	1	2
40mm and 50mm Box (36" L x 25" W x 12" D)	97	15	61	21	85	9	7	70	42
Total	100	16%	61%	23%	87%	9%	7%	71%	44%

Product Specifications/City's Requirements and Compliance/Deviations Checklist

This table contains the product specifications of the water meter assemblies. Proponents should indicate compliance or deviation/variation in the column of "compliance/deviations", and/or provide additional information required.

	Items	Product Specifications & City's Requirements	Compliance/Deviations
METER	Scope	This specification covers the supply and delivery of cold water meters for underground water service pipes in the City of Vancouver.	
	Standard Specifications	The City's current pre-approved meter models are the Neptune T-10 and the Sensus SR2. Any alternatively proposed meters require City approval and shall conform to the applicable American Water Works Association Standards or latest revision thereof unless otherwise provided herein: (a) AWWA Standard C700-09 for Cold Water Meters - Displacement Type; (b) AWWA Standard C707-10 for Encoder-Type Remote-Registration Systems for Cold-Water Meters.	
	Size and Type	Rated meter size shall be in terms of the normal size of opening in the inlet and outlet spuds or flanges of the meter. Size: 25mm, 40mm, and 50 mm. Service type: AWWA - C700-09 - Displacement Type (Bronze)	
	Capacities	Capacities or delivery classification shall be equivalent to, or better, than the figures quoted in tables in the appropriate AWWA Standards and in accordance with the permissible head losses laid down in those tables. Actual capacity/pressure curves will be considered when awarding the contract. The actual capacity of each size of meter that is proposed to be supplied shall be provided with the proposal in a graphical form from 0 to 25 psi loss of pressure for displacement, compound and turbine meters and 0 to 10 psi loss of pressure for fire line meters. If capacities are quoted in gallons, the graph shall indicate whether the units are US or Imperial Gallons.	
	Dimensions	Meter dimensions referred to in this standard shall be in accordance with the dimensions given in the appropriate AWWA Standards.	
	Materials	Main casings of all meters 20mm (¾") to 50mm (2") inclusive shall be of bronze construction. Coatings or coating material shall be shown to be suitable for contact with drinking water. A light cold-applied asphalt treatment will not be acceptable. Meters 25mm (1") in diameter and less shall have bottom frost protection devices. The Proponent shall indicate the types of materials used and the type of anti-corrosive treatment applied.	

	Items	Product Specifications & City's Requirements	Compliance/Deviations
	Registration	<p>The required remote registration system is shown below (note definition of terms on the diagram as used in this standard).</p> <div data-bbox="482 321 1053 728" data-label="Diagram"> </div> <p>(a) Remote Registration System</p> <p>In which the direct mounted encoder register shall employ a leak detection indicator on the dial face, provide an eight-digit visual registration at the meter and that in a digital format, the unit shall encode all significant meter registration digits that indicate the highest values of recorded water consumption, on meters of all sizes and transmit to the remote mounted receptacle located elsewhere with the option to adjust the reading resolution.</p> <p>All encoder registers must be compatible with latest Sensus Metering Systems AutoRead, and be capable of being interrogated by touch wand or a radio transceiver device capable of being read by a drive by unit or a fixed-based reading system.</p> <p>(b) Units of Registration</p> <p>All encoder registers shall report in multiples of cubic feet.</p> <p>All register units must be readable. The register of readout units of registration shall be in accordance with the current AWWA C700 Cold Meter – Displacement Type standards, with the following restriction: Decimal places are to be included on the dial. At least two out of the eight digits will hold decimal places and therefore will be to the right of the decimal point.</p> <p>All registers must be permanently vapor sealed, must withstand all weather conditions and effects including internal fogging and internal condensation must be capable of being completely submerged in water for the duration of the warranty period.</p> <p>Meters shall be potted with a minimum of 3 meters (10') of wire.</p>	

	Items	Product Specifications & City's Requirements	Compliance/Deviations
		<p>The numeral wheels shall turn so that the figures are read from the inlet side. All meters shall be capable of being fitted with a remote registration system as described in this Section - Registration and shall meet the following requirements:</p> <p>(i) Remote receptacles shall comply with AWWA Standard C707-10 unless otherwise provided herein.</p> <p>(ii) The remote receptacle, where indicated, must be provided for attachment to a pit lid with another unit also designed for attachment by wall mounting. Both units must be corrosion resistant, resistant to ultra violet degradation and unaffected by rain or condensation. The wall mounted receptacle must be able to be sealed to prevent tampering.</p> <p>(iii) The remote receptacle is to be capable of being installed up to 30.48 meters (100') away from the encoder register located at the meter. The Proponent is to state the type of wire required, but no wire need be supplied.</p>	
	End Connection	40mm (1-1/2") and 50 mm, shall be supplied with flanged ends in accordance with AWWA Standards.	
	Measuring Chambers	Measuring chambers of the displacement type may operate on the nutating disc or oscillating piston principle. Measuring chambers of turbine meters may operate on traditional propeller principle or floating ball technology. The Proponent shall state the type to be supplied.	
	Accuracy	<p>All meters shall be tested for accuracy by the manufacturer in accordance with the applicable AWWA Standard. The Proponent shall submit a certificate showing the meters comply with the accuracy and capacity requirements of the appropriate AWWA Standard.</p> <p>Each meter shall be tagged with factory test results.</p>	
WATERWORKS BRASS AND SCREWED BRASS FITTINGS	Standards	<p>All waterworks brass and screwed brass fittings supplied under the Contract must be in accordance with the following Standards and Regulations:</p> <p>a) ANSI/AWWA/C800 for Underground Service Line, Valves and Fittings (latest revision);</p> <p>b) ANSI/NSF 61/Drinking Water System Components, Health Effects (latest revision).</p>	
	Standard of Manufacture and Testing	<p>All Proposals must include compliance certifications certifying:</p> <p>a) that each fitting conforms to ANSI/AWWA/C800 for Underground Service Line Valves and Fittings (latest revision). Vendors shall provide certification of compliance with AWWA C800 and shall also provide certification that all valves and fittings have been tested to standing pressure of 300 psi. The City</p>	

	Items	Product Specifications & City's Requirements	Compliance/Deviations
		<p>may ask for a third party test verifying the performance requirements as detailed.</p> <p>b) that each fitting be certified as suitable for contact with drinking water by an accredited certifying organization in accordance with ANSI/NSF 61, Drinking Water System Components, Health Effects.</p>	
	Pressure Rating and Class	The working pressure for all fittings shall be 150 psi high pressure in accordance with AWWA C800 (latest revision).	
	Corporation Main Stops and Curb Stops	<p>All main stops shall be of a design that makes them adaptable for use with a Mueller tapping machine and shall be of the following characteristics:</p> <p>a) acceptable sizes – ¾”, 1”, 1 ½”, and 2” in nominal sizes;</p> <p>b) pressure rating – can hold 300 psi standing pressure for ball-type valves;</p> <p>c) operating strength – maximum operating torque for ball valves – 25ft. lbs, operating stem/ball connection strength – 40 ft. lbs. Torque restraint without signs of damage or stem deformation;</p> <p>d) body design – full port ball valve;</p> <p>e) stem design must be designed to maintain pressure within the valve so that it does leak while the top cap is removed through maintenance or valve damage;</p> <p>f) rotation of curb stops shall be 90 degrees.</p>	
	Fitting and End Connections/Couplings	<p>a) All line couplings shall be supplied without an internal stop;</p> <p>b) All main stop threads shall be AWWA threads;</p> <p>c) All compression end nuts shall bottom out to the fitting body as an indication of correct tightness;</p> <p>d) All stainless steel inserts (where required) shall bear the manufacturer's name by metal stamp.</p>	
	Couplings	Compression joint couplings for copper tube both ends shall be supplied without an internal stop.	
	Threads	Pipe threads shall be in accordance with the AWWA Standard for Threads for Underground Service Line Fittings C800-84 (latest revision), which will form part of this specification. All threads shall be right-hand unless otherwise stated.	
	Drain or Waste Plugs	Main stops and curb stops shall be without drain or waste plugs.	
	Dimensions	a) Meter boxes provide nominal opening dimensions of 450mm x 600mm;	

	Items	Product Specifications & City's Requirements	Compliance/Deviations
WATER METER BOXES		b) Meter box to be 300mm in height with 150mm extension.	
	Box lid	Meter box lid to be pre-drilled with 45 mm diameter hole to receive Sensus compatible radio transceiver unit.	
SENSUS RADIO TRANSCIE VER		Descriptions of the Sensus FlexNet SmartPoint M2 Model 520M is attached as Appendix 2 – D to Part B. Supplied by City	

REQUEST FOR PROPOSALS NO. PS20220506

SUPPLY AND INSTALL SINGLE FAMILY + LANEWAY WATER METER INSTALLATION PROGRAM 2022

PART B - CITY REQUIREMENTS

SCHEDULE D

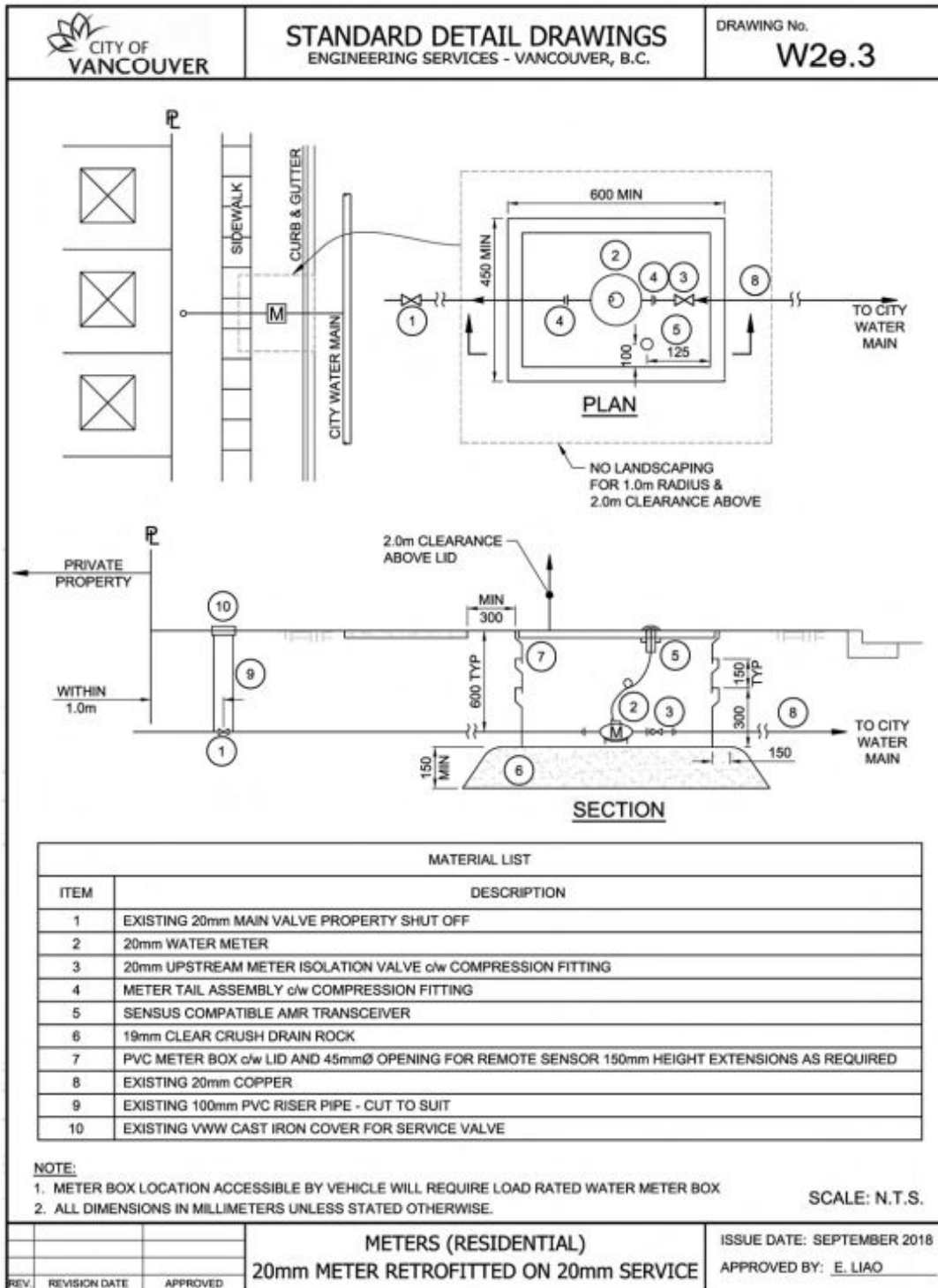
ADDITIONAL PRODUCT INFORMATION

See attached.

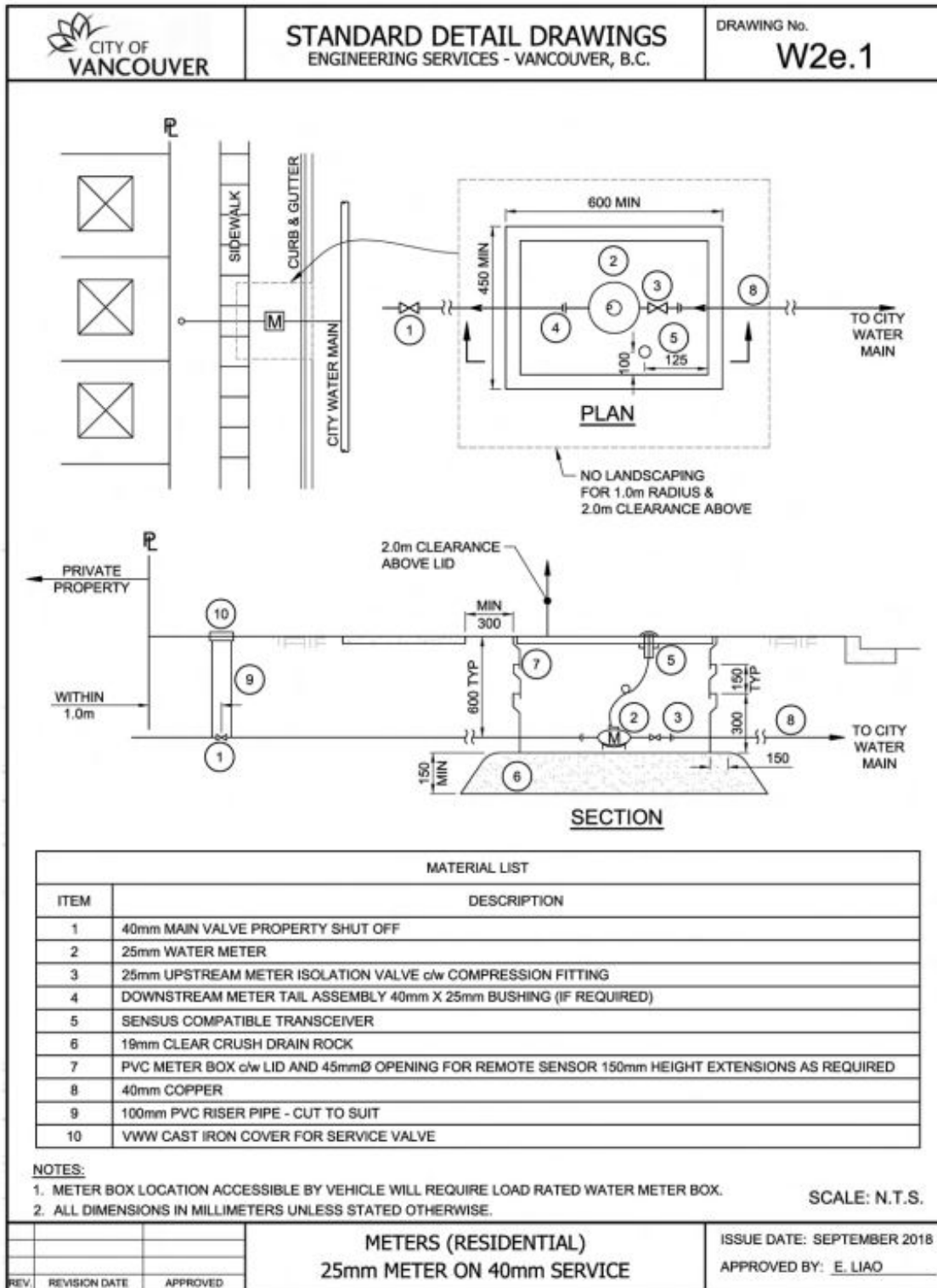
SCHEDULE D

ADDITIONAL PRODUCT INFORMATION

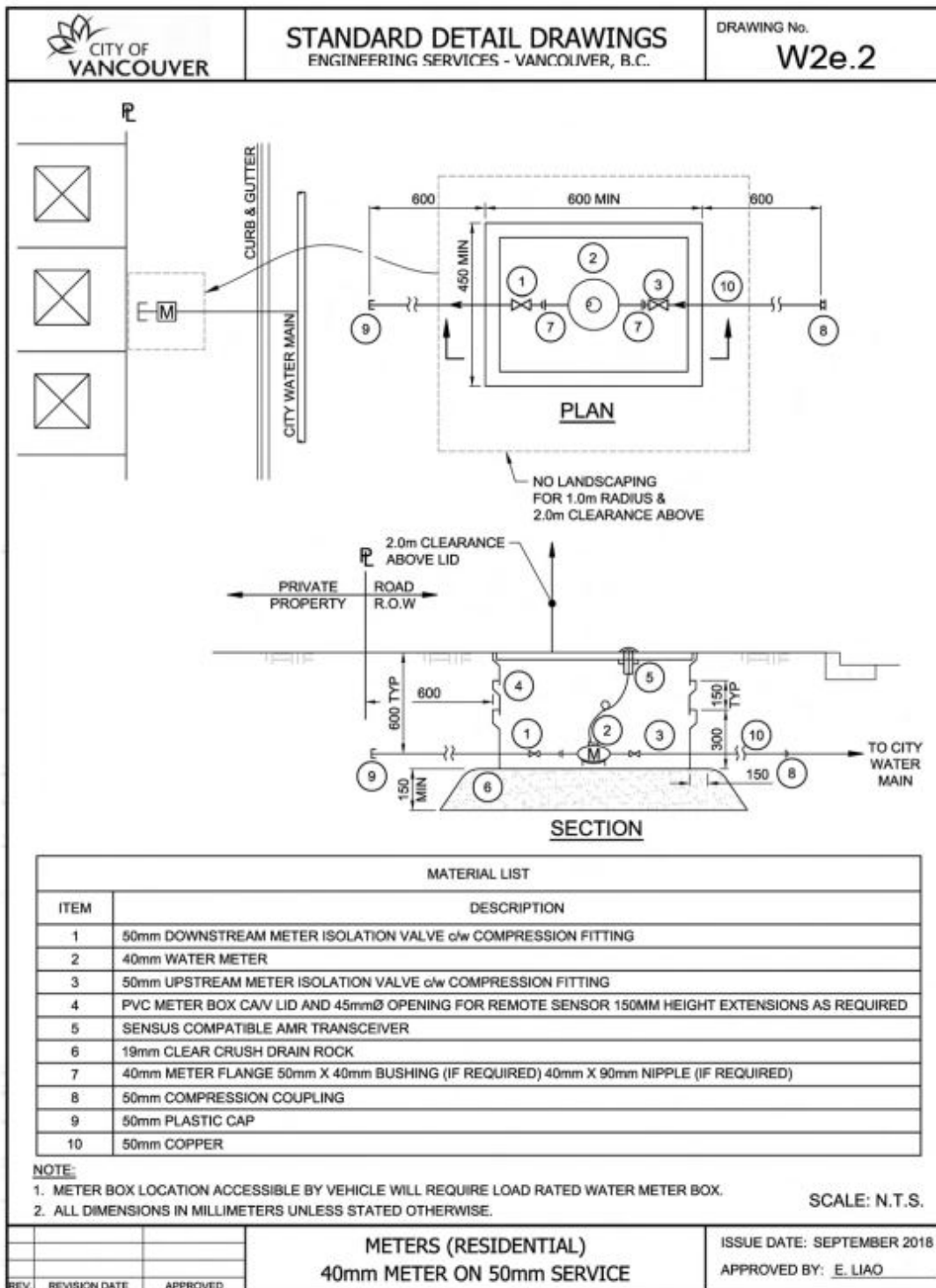
Chamber for 20 mm meter installed on 20mm residential water service



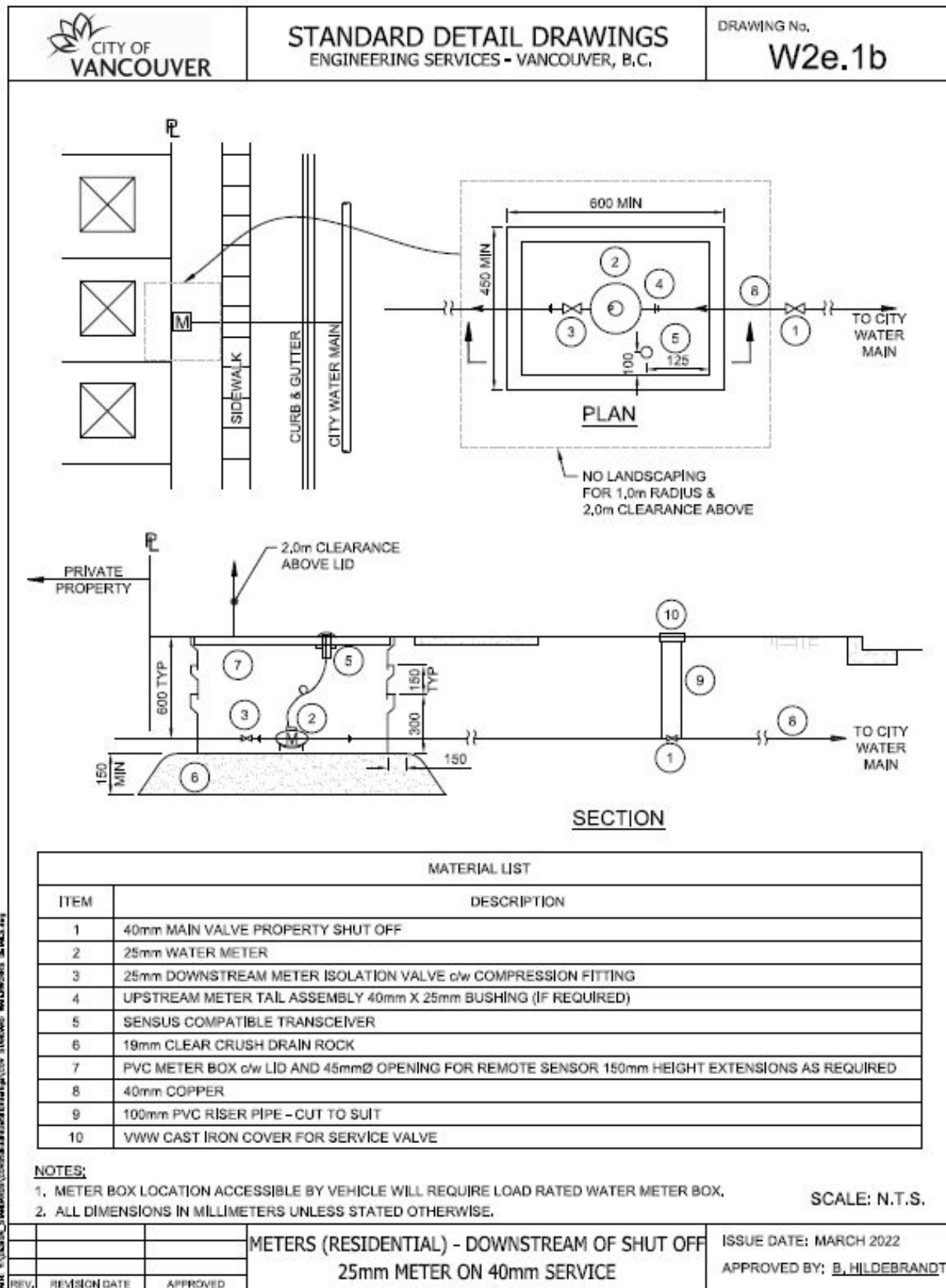
Chamber for 25 mm meter installed on 40mm residential water service



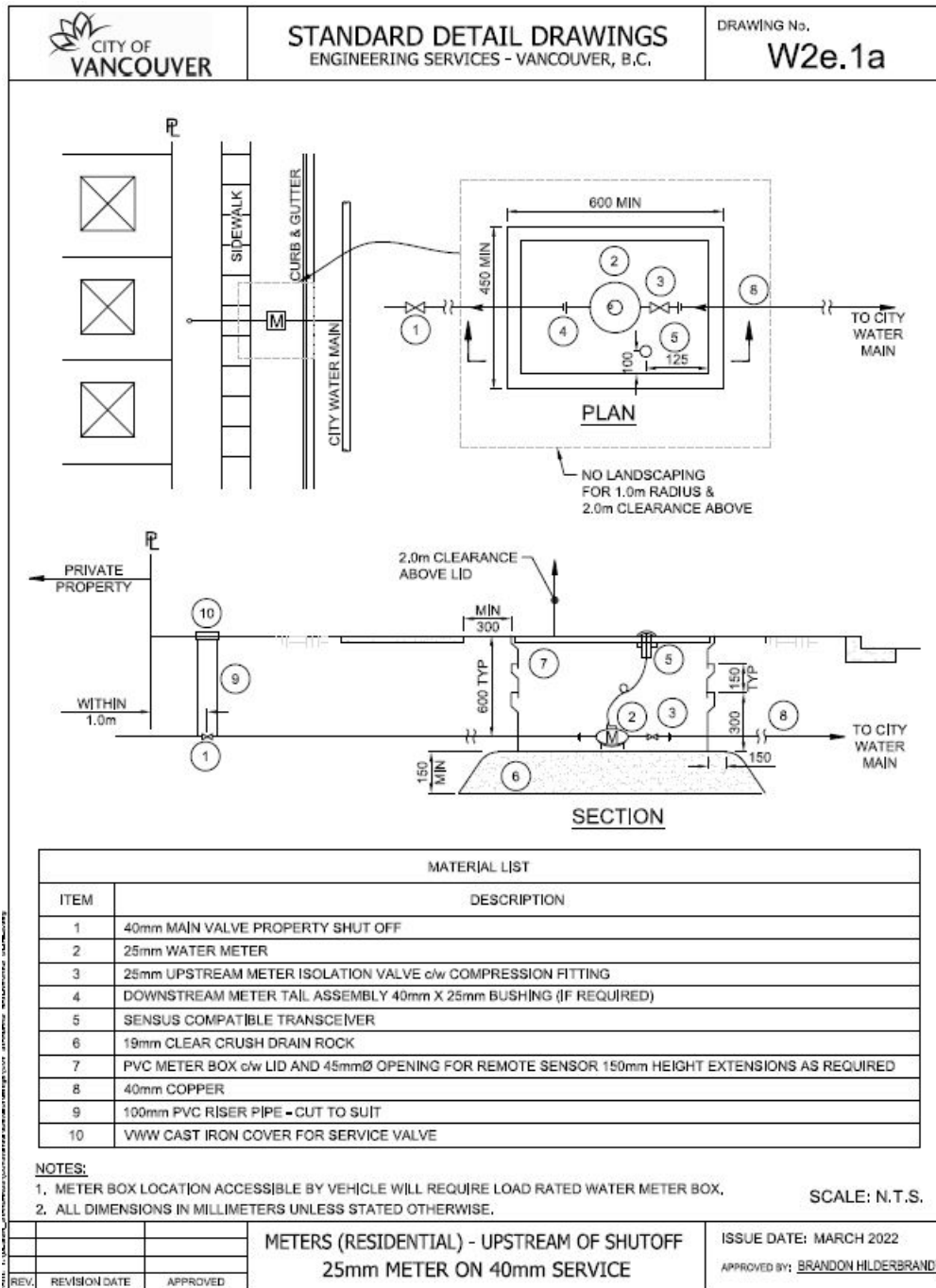
Chamber for 40 mm meter installed on 50mm residential water service



Downstream of Shutoff, 25 mm on a 40 mm Service



Upstream of Shutoff, 25 mm on a 40 mm Service



Pipe specifications – copper water pipe

ISSUED: <i>Sept 28/04</i> APPROVED: <i>Susan Z. Clift</i>	PIPE SPECIFICATIONS COPPER WATER PIPE	STANDARD 401 SECTION 6 PAGE 1
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1 SCOPE

This specification is for the manufacture, supply and delivery of copper pipe for use with solder, flared and compression type fittings for underground water service pipes for the supply of potable water.

2 SPECIFICATIONS

Copper pipe shall conform to the latest edition of the American Society for Testing and Materials (hereafter referred to as ASTM) Standard Specification for Seamless Copper Water Tube, designated B88-93a with the following additional information and requirements.

3 TUBE SIZES AND TYPE

Standard sizes shall be supplied in $\frac{3}{4}$ ", 1", 1 $\frac{1}{2}$ " and 2", Type K Seamless Copper Water Tube.

4 TEMPER

Copper pipe supplied in straight lengths shall be annealed.

5 LENGTHS

Copper pipe supplied in coil shall be 66 feet in length (20.12 m); straight lengths shall be 20 feet (6.10 m).

6 HOW FURNISHED

$\frac{3}{4}$ " and 1" copper pipe shall be supplied in coils. 1 $\frac{1}{2}$ " pipe shall be supplied in both coils and straight lengths as ordered, 2" pipe shall be supplied in straight lengths.

7 PACKING

All material shall be packed in such a manner as to prevent damage in ordinary handling and transportation.

All pipe supplied shall be labelled with a batch number and/or production date in order to track quality control.


ENGINEERING SERVICES CITY OF VANCOUVER	WATERWORKS – STANDARDS
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September 22, 2004

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Description of the Sensus FlexNet SmartPoint M2 Model 520M

Meter Installation Form



**CITY OF
VANCOUVER**

Water Service Advice

Account #:

Permit #:

Route #:

Seq. #:

Service Address:

WSAFRM

Contact Information: _____

Meter Location: _____

MXU #:

MXU Model:

MXU Location: *"on plate - eg. 3m E of W"*

Date of the Request: _____ Work Required: _____

Readings [CU] - Initial High: _____

Initial Low: _____

Final High: _____

Final Low: _____

Register [TP#]	Body Serial #	Manufacturer	Diam	Reading (Units)
				<i>Set 10:1*</i>

COMMENTS: *"Installed meter and programmed radio read"*

Note anything outstanding needing to be performed

"Complete"

Meter Test Results

Reading (Before Test) Cu. Ft. : _____

Reading (Back in Service) Cu. Ft. : _____

Test Reg. Used? ☐

Test Rate US GPM	Tested Utility Meter Volume Stop (Minus) Start (=) Meter Volume		Tester Volume Stop Start	Test Meter % Adjustment At Test Rate	Tested Meter Percent Accuracy

Re-Tested Accuracy After Changes / Repairs

Date [MM/DD/YYYY]: ____/____/____

Tradesman: _____

Truck #: _____

Time Required: _____

Job #: _____

Work Order#

Page 1 of 1

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REQUEST FOR PROPOSALS NO. PS20220506

SUPPLY AND INSTALL SINGLE FAMILY + LANEWAY WATER METER INSTALLATION PROGRAM 2022

PART C - FORM OF PROPOSAL

PART C – FORM OF PROPOSAL

RFP No. PS20220506, Supply and Install Single Family + Laneway Water Meter Installation Program 2022 (the “RFP”)

Proponent’s Full Legal Name: _____

“Proponent”

Address: _____

Jurisdiction of Legal Organization: _____

Key Contact Person: _____

Telephone: _____

E-mail: _____

The Proponent, having carefully examined and read the RFP, including all amendments and addenda thereto, if any, and all other related information published on the City’s website, hereby acknowledges that it has understood all of the foregoing, and in response thereto hereby submits the enclosed Proposal.

The Proponent further acknowledges that it has read and agrees to the Legal Terms & Conditions attached as Appendix 1 to this Form of Proposal.

IN WITNESS WHEREOF the Proponent has executed this Proposal Form:

Signature of Authorized Signatory for the Proponent

Date

REQUEST FOR PROPOSALS NO. PS20220506

SUPPLY AND INSTALL SINGLE FAMILY + LANEWAY WATER METER INSTALLATION PROGRAM 2022

PART C - FORM OF PROPOSAL

Name and Title

Signature of Authorized Signatory for the Proponent

Date

Name and Title

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APPENDICES

The Form of Proposal includes the following attached Appendices:

APPENDIX 1	Legal Terms and Conditions of RFP
APPENDIX 2	Questionnaire
APPENDIX 3	Commercial Proposal
APPENDIX 4	Proponents References
APPENDIX 5	Certificate of Insurance
APPENDIX 6	Declaration of Supplier Code of Conduct Compliance
APPENDIX 7	Personal Information Consent Form(s)
APPENDIX 8	Subcontractors
APPENDIX 9	Proposed Amendments to Form of Agreement
APPENDIX 10	Conflicts; Collusion; Lobbying
APPENDIX 11	Proof of WorkSafeBC Registration

APPENDIX 1
LEGAL TERMS AND CONDITIONS OF RFP

1 APPLICATION OF THESE LEGAL TERMS AND CONDITIONS

These legal terms and conditions set out the City's and the Proponent's legal rights and obligations only with respect to the RFP proposal process and any evaluation, selection, negotiation or other related process. In no event will the legal terms and conditions of this Appendix 1 apply to, or have the effect of supplementing, any Contract formed between the City and the Proponent, or otherwise apply as between the Proponent and the City following the signing of any such Contract.

2 DEFINITIONS

In this Appendix 1, the following terms have the following meanings:

- (a) "City" means the City of Vancouver, a municipal corporation continued pursuant to the Vancouver Charter.
- (b) "Contract" means a legal agreement, if any, entered into between the City and the Proponent following and as a result of the Proponent's selection by the City in the City's RFP process.
- (c) "Losses" means, in respect of any matter, all direct or indirect, as well as consequential: claims, demands, proceedings, losses, damages, liabilities, deficiencies, costs and expenses (including without limitation all legal and other professional fees and disbursements, interest, penalties and amounts paid in settlement whether from a third person or otherwise).
- (d) "Proponent" means the legal entity which has signed the Proposal Form, and "proponent" means any proponent responding to the RFP, excluding or including the Proponent, as the context requires.
- (e) "Proposal" means the package of documents consisting of the Proposal Form (including this Appendix 1), the Proponent's proposal submitted under cover of the Proposal Form, and all schedules, appendices and accompanying documents, and "proposal" means any proposal submitted by any proponent, excluding or including the Proponent, as the context requires.
- (f) "Proposal Form" means that certain Part C of the RFP, completed and executed by the Proponent, to which this Appendix 1 is appended.
- (g) "RFP" means the document issued by the City as Request for Proposals No. PS20220506, as amended from time to time and including all addenda.

3 NO LEGAL OBLIGATION ASSUMED BY THE CITY

Despite any other term of the RFP or the Proposal Form, including this Appendix 1 (except only Sections 7, 8.2 and 10 of this Appendix 1, in each case to the extent applicable), the City assumes no legal duty or obligation to the Proponent or to any proposed subcontractor in respect of the RFP, its subject matter or the Proposal unless and until the City enters into a Contract, which the City may decline to do in the City's sole discretion.

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4 NO DUTY OF CARE OR FAIRNESS TO THE PROPONENT

The City is a public body required by law to act in the public interest. In no event, however, does the City owe *to the Proponent or to any of the Proponent's proposed subcontractors* (as opposed to the public) any contract or tort law duty of care, fairness, impartiality or procedural fairness in the RFP process, or any contract or tort law duty to preserve the integrity of the RFP process. The Proponent hereby waives and releases the City from any and all such duties and expressly assumes the risk of all Losses arising from participating in the RFP process on this basis.

5 EVALUATION OF PROPOSALS

5.1 Compliance / Non-Compliance

Any proposal which contains an error, omission or misstatement, which contains qualifying conditions, which does not fully address all of the requirements or expectations of the RFP, or which otherwise fails to conform to the RFP may or may not be rejected by the City at the City's sole discretion. The City may also invite a proponent to adjust its proposal to remedy any such problem, without providing the other proponents an opportunity to amend their proposals.

5.2 Reservation of Complete Control over Process

The City reserves the right to retain complete control over the RFP and proposal processes at all times. Accordingly, the City is not legally obligated to review, consider or evaluate the proposals, or any particular proposal, and need not necessarily review, consider or evaluate the proposals, or any particular proposal, in accordance with the procedures set out in the RFP, and the City reserves the right to continue, interrupt, cease or modify its review, evaluation and negotiation processes in respect of any or all proposals at any time without further explanation or notification to any proponents.

5.3 Discussions/Negotiations

The City may, at any time prior to signing a Contract, discuss or negotiate changes to the scope of the RFP, any proposal or any proposed agreement with any one or more of the proponents without having any duty or obligation to advise the Proponent or to allow the Proponent to vary its Proposal as a result of such discussions or negotiations with other proponents or changes to the RFP or such proposals or proposed agreements, and, without limiting the general scope of Section 6 of this Appendix 1, the City will have no liability to the Proponent as a result of such discussions, negotiations or changes.

5.4 Acceptance or Rejection of Proposals

The City has in its sole discretion, the unfettered right to: accept any proposal; reject any proposal; reject all proposals; accept a proposal which is not the lowest-price proposal; accept a proposal that deviates from the requirements of the RFP or the conditions specified in the RFP; reject a proposal even if it is the only proposal received by the City; accept all or any part of a proposal; enter into agreements respecting the subject matter of the RFP with one or more proponents; or enter into one or more agreements respecting the subject matter of the RFP with any other person at any time.

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6 PROTECTION OF CITY AGAINST LAWSUITS

6.1 Release by the Proponent

Except only and to the extent that the City is in breach of Section 8.2 of this Appendix 1, the Proponent now releases the City, its officials, its agents and its employees from all liability for any Losses incurred in connection with the RFP or the Proposal, including any Losses in connection with:

- (a) any alleged (or judicially determined) breach by the City or its officials, agents or employees of the RFP (it being agreed that, to the best of the parties' knowledge, the City has no obligation or duty under the RFP which it could breach (other than wholly unanticipated obligations or duties merely alleged or actually imposed judicially));
- (b) any unintentional tort of the City or its officials or employees occurring in the course of conducting the RFP process;
- (c) the Proponent preparing and submitting the Proposal;
- (d) the City accepting or rejecting the Proposal or any other submission; or
- (e) the manner in which the City: reviews, considers, evaluates or negotiates any proposal; addresses or fails to address any proposal or proposals; resolves to enter into a Contract or not enter into a Contract or any similar agreement; or the identity of the proponent(s) or other persons, if any, with whom the City enters any agreement respecting the subject matter of the RFP.

6.2 Indemnity by the Proponent

Except only and to the extent that the City breaches Section 8.2 of this Appendix 1, the Proponent indemnifies and will protect, save and hold harmless the City, its officials, its agents and its employees from and against all Losses, in respect of any claim or threatened claim by the Proponent or any of its proposed subcontractors or agents alleging or pleading:

- (a) any alleged (or judicially determined) breach by the City or its officials or employees of the RFP (it being agreed that, to the best of the parties' knowledge, the City has no obligation or duty under the RFP which it could breach (other than wholly unanticipated obligations or duties merely alleged or actually imposed judicially));
- (b) any unintentional tort of the City or its officials or employees occurring in the course of conducting the RFP process, or
- (c) liability on any other basis related to the RFP or the proposal process.

6.3 Limitation of City Liability

In the event that, with respect to anything relating to the RFP or this proposal process (except only and to the extent that the City breaches Section 8.2 of this Appendix 1), the City or its officials, agents or employees are found to have breached (including fundamentally breached) any duty or obligation of any kind to the Proponent or its subcontractors or agents whether at law or in equity or in contract or

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in tort, or are found liable to the Proponent or its subcontractors or agents on any basis or legal principle of any kind, the City's liability is limited to a maximum of \$100, despite any other term or agreement to the contrary.

7 DISPUTE RESOLUTION

Any dispute relating in any manner to the RFP or the proposal process (except to the extent that the City breaches this Section 7 or Section 8.2 of this Appendix 1, and also excepting any disputes arising between the City and the Proponent under a Contract (or a similar contract between the City and a proponent other than the Proponent)) will be resolved by arbitration in accordance with the *Commercial Arbitration Act* (British Columbia), amended as follows:

- (a) The arbitrator will be selected by the City's Director of Legal Services;
- (b) Section 6 of this Appendix 1 will: (i) bind the City, the Proponent and the arbitrator; and (ii) survive any and all awards made by the arbitrator; and
- (c) The Proponent will bear all costs of the arbitration.

8 PROTECTION AND OWNERSHIP OF INFORMATION

8.1 RFP and Proposal Documents City's Property

- (a) All RFP-related documents provided to the Proponent by the City remain the property of the City and must be returned to the City, or destroyed, upon request by the City.
- (b) The documentation containing the Proposal, once submitted to the City, becomes the property of the City, and the City is under no obligation to return the Proposal to the Proponent.

8.2 Proponent's Submission Confidential

Subject to the applicable provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia), other applicable legal requirements, and the City's right to publicly disclose information about or from the Proposal, including without limitation names and prices, in the course of publicly reporting to the Vancouver City Council about the RFP, the City will treat the Proposal (and the City's evaluation of it), in confidence in substantially the same manner as it treats its own confidential material and information.

8.3 All City Information Confidential

- (a) The Proponent will not divulge or disclose to any third parties any non-public documents or information concerning the affairs of the City which have been or are in the future provided or communicated to the Proponent at any time (whether before, during or after the RFP process). Furthermore, the Proponent agrees that it has not and must not use or exploit any such non-public documents or information in any manner, including in submitting its Proposal.
- (b) The Proponent now irrevocably waives all rights it may have by statute, at law or in equity, to obtain any records produced or kept by the City in evaluating its Proposal (and any other submissions) and now agrees that under no circumstances will it make any application to the

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City or any court for disclosure of any records pertaining to the receipt, evaluation or selection of its Proposal (or any other submissions) including, without limitation, records relating only to the Proponent.

9 NO CONFLICT OF INTEREST / NO COLLUSION / NO LOBBYING

9.1 Declaration as to no Conflict of Interest in RFP Process

- (a) The Proponent confirms and warrants that there is no officer, director, shareholder, partner, employee or contractor of the Proponent or of any of its proposed subcontractors, or any other person related to the Proponent's or any proposed subcontractor's organization (a "person having an interest") or any spouse, business associate, friend or relative of a person having an interest who is: (i) an official or employee of the City; or (ii) related to or has any business or family relationship with an elected official or employee of the City, in each case, such that there could be any conflict of interest or any appearance of conflict of interest in the evaluation or consideration of the Proposal by the City, and, in each case, except as set out, in all material detail, in a separate section titled "Conflicts; Collusion; Lobbying" in the Proposal in accordance with the form set out in Part C - APPENDIX 10.
- (b) The Proponent confirms and warrants that there is no person having an interest (as defined above) who is a former official, former employee or former contractor of the City and who has non-public information relevant to the RFP obtained during his or her employment or engagement by the City, except as set out, in all material detail, in a separate section titled "Conflicts; Collusion; Lobbying" in the Proposal in accordance with the form set out in Part C - APPENDIX 10.

9.2 Declaration as to No Conflict of Interest Respecting Proposed Supply

The Proponent confirms and warrants that neither the Proponent nor any of its proposed subcontractors is currently engaged in supplying (or is proposing to supply) goods or services to a third party such that entering into an agreement with the City in relation to the subject matter of the RFP would create a conflict of interest or the appearance of a conflict of interest between the Proponent's duties to the City and the Proponent's or its subcontractors' duties to such third party, except as set out, in all material detail, in a separate section titled "Conflicts; Collusion; Lobbying" in the Proposal in accordance with the form set out in Part C - APPENDIX 10.

9.3 Declaration as to No Collusion

The Proponent confirms and warrants that:

- (a) the Proponent is not competing within the RFP process with any entity with which it is legally or financially associated or affiliated, and
- (b) the Proponent is not cooperating in any manner in relation to the RFP with any other proponent responding to the RFP,

in each case, except as set out, in all material detail, in a separate section titled "Conflicts, Collusion, Lobbying" in the Proposal in accordance with the form set out in Part C - APPENDIX 10.

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9.4 Declaration as to No Lobbying

The Proponent confirms and warrants that:

- (a) neither it nor any officer, director, shareholder, partner, employee or agent of the Proponent or any of its proposed subcontractors is registered as a lobbyist under any lobbyist legislation in any jurisdiction in Canada or in the United States of America; and
- (b) neither it nor any officer, director, shareholder, partner, employee or agent of the Proponent or any of its proposed subcontractors has engaged in any form of political or other lobbying whatsoever with respect to the RFP or sought, other than through the submission of the Proposal, to influence the outcome of the RFP process,

in each case, except as set out, in all material detail, in a separate section titled “Conflicts, Collusion, Lobbying” in the Proposal in accordance with the form set out in Part C - APPENDIX 10.

10 GENERAL

- (a) All of the terms of this Appendix 1 to this Proposal Form which by their nature require performance or fulfillment following the conclusion of the proposal process will survive the conclusion of such process and will remain legally enforceable by and against the Proponent and the City.
- (b) The legal invalidity or unenforceability of any provision of this Appendix 1 will not affect the validity or enforceability of any other provision of this Appendix 1, which will remain in full force and effect.
- (c) The Proponent now assumes and agrees to bear all costs and expenses incurred by the Proponent in preparing its Proposal and participating in the RFP process.

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APPENDIX 2
QUESTIONNAIRE

Complete this Appendix 2 - Questionnaire in the form set out below.

The Proposal should contain the sections indicated below, titled and be arranged in the order as they are set out in this Appendix 2, which should address the Requirements described in Part B of this RFP. Proponents should avoid, to the extent possible, the inclusion of other top-level Proposal sections.

Proponent shall provide their response(s) to this APPENDIX 2, in the provided boxes (expand as required) below.

TECHNICAL PROPOSAL

PROPONENT SERVICES

Each Proposal should have an **Executive Summary**, such as a description of the Proponent's company, purpose and history of successes, no more than one page long, describing at a high level how it is capable to provide the Requirements and services.

In the space below, provide a brief executive summary of your Proposal.

Proponent Overview

In the space below, provide a description of the Proponent's company, number of employees, purpose and history of successes. If the head office of the Proponent is located within the City of Vancouver or if the Proponent is to perform any work at a site located within the City of Vancouver, this section should also indicate whether the Proponent has a valid City of Vancouver business license (or, if available, a Metro West Inter-municipal Business License).

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Project Team/Key Staff

Proponent should provide:

- An organizational description and/or chart showing the staffing and lines of authority for the key personnel, including the project manager;
- The name of the individual who is to have overall responsibility for the program;
- Summary of experience personnel have with similar projects;
- Names of any subcontractors or agents (other than employees) proposed to be used, including details of services to be contracted.

Project Approach/Methodology

Proponents should provide:

- their plan/procedures for the program;
- value added ideas in their submissions;
- Risk identification and analysis addressed in the proposal submissions

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Management of Work

Proponents are to outline the structure for the management of the work, including:

- Plan to notify property owners/occupants about water shut off and meter installation;
- Availability for property owners/occupants to contact Contractor in case of emergency;
- Details on the method of quality control including customer service, meter installations, and response times;
- Means in which you propose to complete the installation within the timeline;
- Gantt Chart to show schedule and critical path;

Water Meter Installation Experience

Proponent should provide a description of your firm, including the following:

- A general statement of specialization and expertise;
- A specific statement of specialization and expertise in the area of installing residential water meters in outside chambers;
- How many years has your company been conducting similar business?
- Description of any specialized expertise or experience that your firm may have to provide related services to the City.

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References

Proponents should provide contact information including names, addresses, telephone numbers and project specifics for four existing clients and four former clients for programs of a similar size and/or complexity to the SF + Laneway Water Meter Program. Any or all references provided by the Contractor may be contacted by members of the review committee to confirm the information provided in the proposal and the nature and quality of the services provided.

Supplier Diversity

Please note that these Supplier Diversity questions are optional and will not form part of the evaluation of this RFP. Proponent answers to Supplier Diversity questions are for information gathering purposes only and will be kept confidential in accordance with the Legal Terms and Conditions of this RFP.

In the space below, indicate the Proponent's company profile with regards to social value and economic inclusion supporting equity, diversity, inclusion and reconciliation, including social/environmental certifications, workforce diversity and/or if owned/controlled by an equity-seeking demographic (including but not limited to non-profit, cooperative, Women, Indigenous Peoples, Ethno-cultural People (minorities, newcomers, immigrants), persons with disabilities or LGBTQ+ people).

Majority owned/controlled/ by: <input type="checkbox"/> Women <input type="checkbox"/> Indigenous Peoples <input type="checkbox"/> Non-Profit/Charity (Social Enterprise) <input type="checkbox"/> Coop <input type="checkbox"/> Community Contribution Corporation (3C/CCC) <input type="checkbox"/> Ethno-cultural Persons <input type="checkbox"/> People with Disabilities <input type="checkbox"/> LGBTQ+ <input type="checkbox"/> Other: please indicate	Workforce Diversity: <input type="checkbox"/> % Women <input type="checkbox"/> % Indigenous Peoples <input type="checkbox"/> % Ethno-cultural People <input type="checkbox"/> % People with Disabilities <input type="checkbox"/> % LGBTQ+ <input type="checkbox"/> % Other: please indicate	Social / Environmental Certifications <input type="checkbox"/> BCorp <input type="checkbox"/> BuySocial <input type="checkbox"/> Supplier Diversity Certification <input type="checkbox"/> Fairtrade <input type="checkbox"/> Green Business Certification (ie. LEED, ClimateSmart) <input type="checkbox"/> Other: please indicate
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APPENDIX 3
COMMERCIAL PROPOSAL

Complete this Appendix 3 - Commercial Proposal in the form set out below.

Proponent to provide proposed pricing and payment terms, which should be in accordance with Part A, Section 7.0 of the RFP (as well as any other sections of the RFP imposing requirements as to pricing).

1.0 COMMERCIAL PROPOSAL

- 1.1 Proponents should submit as part of their Proposal package, their complete response to the **Commercial Proposal as a separate electronic** file clearly marked as “Commercial Proposal” in the submission of the electronic media.
- 1.2 **Prices or rates information shall not be shown in any other part of the Proposal other than in the Commercial Proposal.**
- 1.3 Proposal may suggest alternate products related to the requirement of this RFP, including prices for all items identified and shall be inserted to **Table 2 - Optional Items and Services**.
- 1.4 **Prices**
 - (a) Proponents shall provide unit prices for the products and services listed in **Table 1 - Schedule of Prices**, including the completion of blank fields, as per the instructions below.
 - (i) Unit prices for each item shall be submitted in the Unit of Measure (UoM) stated in the Table.
 - (ii) All pricing in the Price Table is to include all proponents’ overhead cost including but not limited to the cost of freight, travel, toll and in compliance with Part A, Section 7.
 - (iii) All prices are to be exclusive of applicable sales taxes calculated upon such prices, but inclusive of all other costs.

Please ensure the tabs on the Excel spreadsheet, Table 1, Table 2 (**Optional if applicable**), Table 3, Table 4 and Table 5 are completely filled out.

APPENDIX 4
PROPONENT'S REFERENCES

Complete this Appendix 4 - Proponents References in the form set out below with references that are relevant to the Scope of Work set out in this RFP.

Client Name # 1	
Address (City and Country)	
Contact Name	
Title of Contact	
Telephone No.	
E-mail Address	
Length of Relationship	
Type of Goods and/or Services provided to this Client	

Client Name # 2	
Address (City and Country)	
Contact Name	
Title of Contact	
Telephone No.	
E-mail Address	
Length of Relationship	
Type of Goods and/or Services provided to this Client	

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Client Name # 3	
Address (City and Country)	
Contact Name	
Title of Contact	
Telephone No.	
E-mail Address	
Length of Relationship	
Type of Goods and/or Services provided to this Client	

APPENDIX 5

CERTIFICATE OF INSURANCE

Appendix 5 is to be duly completed and signed by the Proponent's insurance agent or broker as evidence of its existing insurance, along with a letter from its insurance broker or agent indicating whether or not (and, if not, then to what extent) it will be able to comply with the insurance requirements set out in the Form of Agreement, should the Proponent be selected as a successful Proponent. (Any successful Proponent will also be required to provide proof of the satisfaction of all insurance requirements prior to or concurrently with the City entering into any Agreement.)



APPENDIX 5 - 1 CERTIFICATE OF EXISTING INSURANCE
TO BE COMPLETED AND APPENDED TO THE PROPOSAL

Section 2 through 8 – to be completed and executed by the Insurer or its Authorized Representative

1. **THIS CERTIFICATE IS ISSUED TO:** City of Vancouver, 453 W 12th Avenue, Vancouver, BC, V5Y 1V4
and certifies that the insurance policy (policies) as listed herein has/have been issued to the Named Insured and is/are in full force and effect.
2. **NAMED INSURED** (must be the same name as the Proponent/bidder and is either an individual or a legally incorporated company)

BUSINESS TRADE NAME or DOING BUSINESS AS

BUSINESS ADDRESS

DESCRIPTION OF OPERATION

3. **PROPERTY INSURANCE (All Risks Coverage including Earthquake and Flood)**

INSURER	Insured Values (Replacement Cost)	-
TYPE OF COVERAGE	Building and Tenants' Improvements	\$
POLICY NUMBER	Contents and Equipment	\$
POLICY PERIOD From	Deductible Per Loss	\$

4. **COMMERCIAL GENERAL LIABILITY INSURANCE (Occurrence Form)**

Including the following extensions:	INSURER	
✓ Personal Injury	POLICY NUMBER	
✓ Property Damage including Loss of Use	POLICY PERIOD	From to
✓ Products and Completed Operations	Limits of Liability (Bodily Injury and Property Damage Inclusive) -	
✓ Cross Liability or Severability of Interest	Per Occurrence	\$
✓ Employees as Additional Insureds	Aggregate	\$
✓ Blanket Contractual Liability	All Risk Tenants' Legal Liability	\$
✓ Non-Owned Auto Liability	Deductible Per Occurrence	\$

5. **AUTOMOBILE LIABILITY INSURANCE** for operation of owned and/or leased vehicles

INSURER	Limits of Liability -	
POLICY NUMBER	Combined Single Limit	\$
POLICY PERIOD From	If vehicles are insured by ICBC, complete and provide Form APV-47.	

6. ☐ **UMBRELLA OR** ☐ **EXCESS LIABILITY INSURANCE**
Inclusive)

INSURER	Limits of Liability (Bodily Injury and Property Damage	
POLICY NUMBER	Per Occurrence	\$
POLICY PERIOD From	Aggregate	\$
	Self-Insured Retention	\$

7. **PROFESSIONAL LIABILITY INSURANCE**

INSURER	Limits of Liability	
POLICY NUMBER	Per Occurrence/Claim	\$
POLICY PERIOD From	Aggregate	\$
	Deductible Per	\$
	Occurrence/Claim	

If the policy is in a "CLAIMS MADE" form, please specify the applicable Retroactive Date: _____

8. **OTHER INSURANCE**

TYPE OF INSURANCE	Limits of Liability	
INSURER	Per Occurrence	\$
POLICY NUMBER	Aggregate	\$
POLICY PERIOD From	Deductible Per Loss	\$
TYPE OF INSURANCE	Limits of Liability	
INSURER	Per Occurrence	\$
POLICY NUMBER	Aggregate	\$
POLICY PERIOD From	Deductible Per Loss	\$

SIGNED BY THE INSURER OR ITS AUTHORIZED REPRESENTATIVE

Dated

PRINT NAME OF INSURER OR ITS AUTHORIZED REPRESENTATIVE, ADDRESS AND PHONE NUMBER

APPENDIX 5 - 2

UNDERTAKING OF INSURANCE

To: CITY OF VANCOUVER

Re: RFP PS20220506 - SUPPLY AND INSTALL SINGLE FAMILY + LANEWAY WATER METER
INSTALLATION PROGRAM 2022

Dear Sirs/Madams:

We, the undersigned have completed, signed and attached the "Certificate of Existing Insurance" enclosed with this undertaking and now also do hereby undertake and agree that if
(the "Proponent") is awarded a Contract, we will

insure the Contractor in accordance with the requirements of the Contract, the form of which is included in the RFP Documents and will form part of the Contract Documents.
Dated at _____, British Columbia, this _____ day of _____ 20_____.

By (name): _____

Title: _____

Signature: _____

Full Corporate Name of Insurer:

The "Certificate of Existing Insurance" provided with the RFP should be completed and signed and enclosed with this Appendix, both of which are to be signed by the Insurance Company or an authorized broker on behalf of the Insurance Company. A SEPARATE FORM (AND CERTIFICATE OF EXISTING INSURANCE) SHOULD BE SIGNED FOR EACH POLICY IF THE PROPOENT HAS MORE THAN ONE INSURER OR BROKER FOR ITS POLICIES.

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APPENDIX 6

DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE

Complete this Appendix 6 - Declaration of Supplier Code of Conduct Compliance in the form set out below.

All proposed suppliers are to complete and submit this form to certify compliance with the supplier performance standards set out in the Supplier Code of Conduct.

The City of Vancouver expects each supplier of goods and services to the City to comply with the supplier performance standards set out in the City's Supplier Code of Conduct (SCC) <http://vancouver.ca/policy_pdf/AF01401P1.pdf>. The SCC defines minimum labour and environmental standards for City suppliers and their subcontractors.

Suppliers are expected to comply with the aforementioned standards upon submitting a tender, proposal, application, expression of interest or quotation to the City, or have a plan in place to comply within a specific period of time. The City reserves the right to determine an appropriate timeframe in which suppliers must come into compliance with these standards. To give effect to these requirements, an authorized signatory of each proposed vendor must complete the following declaration and include this declaration with its submission:

As an authorized signatory of _____ (vendor name), I declare that I have reviewed the SCC and to the best of my knowledge, _____ (vendor name) and its proposed subcontractors have not been and are not currently in violation of the SCC or convicted of an offence under national and other applicable laws referred to in the SCC, other than as noted in the table below (include all violations/convictions that have occurred in the past three years as well as plans for corrective action).

Section of SCC / title of law	Date of violation /conviction	Description of violation / conviction	Regulatory / adjudication body and document file number	Corrective action plan

I understand that a false declaration and/or lack of a corrective action plan may result in no further consideration being given to the submission of _____ (vendor name).

Signature: _____

Name and Title: _____

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APPENDIX 7

PERSONAL INFORMATION CONSENT FORM(S)

Complete one copy of this Appendix 7 - Personal Information Consent Form(s), in the form set out below, for each key personnel for whom a CV or other information regarding employment history and qualifications has been included in the Proposal.

PERSONAL INFORMATION CONSENT FORM

Reference #PS20220506

Title: Supply and Install Laneway Water Meter Installation Program 2022

With the provision of my signature at the foot of this statement I, _____

_____ (Print Name)

consent to the indirect collection from _____

_____ (Print Name of Proponent) of

my personal information in the form of a work history, resume or summary of qualifications.

In consenting to this indirect collection, I understand that my personal information, so collected, will be used by the City for the sole purpose of evaluating the submitted response to the above-noted procurement process. I understand further that my personal information, once collected by the City, will be handled by the City in accordance with the provisions of the (BC) *Freedom of Information and Protection of Privacy Act*.

Signature

Date

SUPPLY AND INSTALL SINGLE FAMILY + LANEWAY WATER METER INSTALLATION PROGRAM 2022

PART C - FORM OF PROPOSAL

APPENDIX 8
SUBCONTRACTORS

Complete this Appendix 8 - Subcontractors in the form set out below by listing all of the subcontractors that the Proponent proposes to use in carrying out its work under an Agreement, or state that the Proponent does not propose to use any subcontractors.

If selected to enter into an Agreement with the City, the Proponent may be limited to using subcontractors listed in its Proposal. If the City objects to a subcontractor listed in a Proposal, the City may permit a Proponent to propose a substitute Subcontractor acceptable to the City.

Subcontracted Scope		
Subcontractor		
Contact (name, title, email, telephone no.)		
Approximate Percent of the Work to be Subcontracted		
Social Value Business - shall mean a business that has a recognized environmental or social certification and/or is majority owned/controlled by an equity-seeking demographic (including but not limited to non-profit, cooperative, Women, Indigenous Peoples, Ethno-cultural People (minorities, newcomers, immigrants), persons with disabilities or LGBTQ+ people).	In the space below, detail the Proponent's proposed use of Social Value Businesses as sub-contractors/consultants (if any) and provide brief company profiles of those Social Value Businesses and descriptions of how they qualify as Social Value Businesses.	
The Subcontractor's Relevant Experience (identify at least three similar projects within the last five years, including the client)	1. Project Name:	
	Client:	
	Nature of Work:	

REQUEST FOR PROPOSALS NO. PS20220506

SUPPLY AND INSTALL SINGLE FAMILY + LANEWAY WATER METER INSTALLATION PROGRAM 2022

PART C - FORM OF PROPOSAL

	Value:	
	Client Contact:	
	2. Project Name:	
	Client:	
	Nature of Work:	
	Value:	
	Client Contact:	
	3. Project Name:	
	Client:	
	Nature of Work:	
	Value:	
	Client Contact:	

APPENDIX 9

PROPOSED AMENDMENTS TO FORM OF AGREEMENT

Complete this Appendix 9 - Proposed Amendments to Form of Agreement in the form set out below by detailing any proposed amendments to the Form of Agreement attached as Part D. If no amendments to the Form of Agreement are proposed, state "none". It is at the City's sole discretion whether or not these proposed amendments will be considered for the Form of Agreement.

Section / General Condition	Proposed Amendment	Rationale and Benefit

REQUEST FOR PROPOSALS NO. PS20220506

SUPPLY AND INSTALL SINGLE FAMILY + LANEWAY WATER METER INSTALLATION PROGRAM 2022

PART C - FORM OF PROPOSAL

APPENDIX 10

CONFLICTS; COLLUSION; LOBBYING

Complete this APPENDIX 10 - Conflicts; Collusion; Lobbying in the form set out below by setting out any exceptions to the declarations in Section 9 of the Legal Terms and Conditions attached as Appendix 1 to this Part C - Form of Proposal or indicate that there are no exceptions, as applicable.

Exceptions to Declaration as to no Conflict of Interest in RFP Process (Section 9.1 of Legal Terms and Conditions)	
Exceptions to Declaration as to No Conflict of Interest Respecting Proposed Supply (Section 9.2 of Legal Terms and Conditions)	
Exceptions to Declaration as to No Collusion (Section 9.3 of Legal Terms and Conditions)	
Exceptions to Declarations as to No Lobbying (Section 9.4 of Legal Terms and Conditions)	

APPENDIX 11

PROOF OF WORKSAFEBC REGISTRATION

Attached as APPENDIX 11 to this Form of Proposal proof of valid WorkSafeBC registration.

PART D
SAMPLE FORM OF AGREEMENT

See attached.



SAMPLE SUPPLY AGREEMENT

BETWEEN:

<  **SUPPLIER NAME** >

AND:

CITY OF VANCOUVER

RELATING TO SUPPLY AND INSTALL SINGLE FAMILY + LANEWAY WATER METER
INSTALLATION PROGRAM 2022

DATED <  >

SUPPLY AGREEMENT

THIS AGREEMENT is made as of

BETWEEN:

 SUPPLIER NAME, a corporation organized under the laws of British Columbia and having an office at

(hereinafter referred to as the “Supplier”)

AND:

CITY OF VANCOUVER, a municipal corporation continued under the *Vancouver Charter* (British Columbia) and having an office at 453 West 12th Avenue, Vancouver, British Columbia, V5Y 1V4

(hereinafter referred to as the “City”)

WHEREAS the Supplier is in the business of ;

AND WHEREAS the City wishes to procure from the Supplier upon and subject to the terms and conditions hereinafter set forth,

NOW THEREFORE, in consideration of the premises and the covenants herein contained, the parties hereto agree as set forth herein.

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ARTICLE 1 INTERPRETATION

1.1 Definitions

In this Agreement, unless something in the subject matter or context is inconsistent therewith:

- (a) **“Agreement”** means this agreement, including the schedules hereto, and all amendments made hereto or thereto by written agreement between the Supplier and the City;
- (b) **“Background IP”**- INTENTIONALLY DELETED;
- (c) **“Business Day”** means a day on which banks are open for business in Vancouver, British Columbia, except a Saturday, Sunday or statutory holiday;
- (d) **“Change in Control”** means an occurrence whereby a person (or persons acting in concert) acquires control of the relevant entity;
- (e) **“City Policies”** means any or all (as the context requires) of those procedures, standards and/or standard specifications, requirements, policies and the like listed in Schedule F or notified to the Supplier from time to time, as the same may be updated, modified, expanded, revised, supplemented and/or replaced from time to time by the City (as notified to the Supplier);
- (f) **“City’s Manager”** means a manager who at the relevant time carries such designation from the City under, or in accordance with, ARTICLE 5;
- (g) **“Competent Authority”** means:
 - (i) any multinational, federal, provincial, state, regional, municipal, local or other government or governmental body and any ministry, department, division, bureau, agent, agency, commission, board or authority of any government or governmental body, domestic or foreign;
 - (ii) any domestic, foreign or international judicial, quasi-judicial or administrative court, tribunal, commission, board, panel, arbitrator or arbitral body acting under the authority of any of the foregoing; or
 - (iii) any quasi-governmental or private body exercising any statutory, regulatory, expropriation or taxing authority under the authority of any of the foregoing;
- (h) **“Confidential Information”** means all or any confidential information (however recorded or preserved) disclosed before, on or after the date of this Agreement by either Party or any of its Representatives to the other Party or its Representatives in connection with this Agreement, concerning:
 - (i) this Agreement; or
 - (ii) the affairs, operations, processes, know-how, suppliers, plans or intentions of the disclosing Party or of any member of the disclosing Party’s Group, including, without limitation, any information which is not generally known to the public or which has been specifically identified as confidential or proprietary by the disclosing Party,

but does not include:

- (iii) any information that is or becomes generally available to the public or to industry professionals (other than as a result of its disclosure by the receiving Party or its Representatives in breach of this Agreement);
 - (iv) any information that was available to the receiving Party on a non-confidential basis prior to disclosure by the disclosing Party;
 - (v) any information that was, is or becomes available to the receiving Party on a non-confidential basis from a person who, to the receiving Party's knowledge, is not bound by a confidentiality agreement or other duty of confidentiality with or to the disclosing Party or a member of the disclosing Party's Group or otherwise prohibited from disclosing the information to the receiving Party;
 - (vi) any information that was known to the receiving Party before the information was disclosed to it by the disclosing Party or its Representatives and was not subject to a confidentiality agreement or other duty of confidentiality (including any obligation under this Agreement) with or to the disclosing Party or a member of the disclosing Party's Group;
 - (vii) any information that the Parties agree in writing is not confidential or may be disclosed; and
 - (viii) any information unrelated to this Agreement that is developed by or for the receiving Party independently of and without reference to the information disclosed by the disclosing Party;
- (i) **"Consent"** means an approval, clearance, registration, franchise, right, privilege, certification, quota, consent, permit, licence, qualification, filing, exemption, certificate or permission and any such other matter or authorization whatsoever, including any condition thereof, that is lawfully and necessarily required under any Law or from any Competent Authority in connection with the Supply or the Site;
 - (j) **"Contract Price"** means the amounts payable (subject to and in accordance with the terms of this Agreement) by the City to the Supplier in return for the proper performance by the Supplier of its obligations under this Agreement, as detailed in Schedule B;
 - (k) **"Defect"** means any part of the Supply (or omission therefrom) which is defective, deficient or incomplete or does not otherwise comply with the requirements of this Agreement;
 - (l) **"Delivery"** means the completion of delivery of goods or products ordered in a particular purchase order, in accordance therewith and herewith;
 - (m) **"Delivery Date"** has the meaning ascribed to such term in Section 3.6(a);
 - (n) **"Delivery Location"** has the meaning ascribed to such term in Section 3.6(a);
 - (o) **"Documentation"** means calculations, computer programs and other software, drawings, designs, plans, manuals, records, reports, documents, papers, photos, typographical arrangements, models, contract documents, deliverables, agreements, tender/enquiry documents, and all other materials in whatever form, including but not limited to tangible copies and electronic forms, supplied either by or on behalf of the

Supplier or generated collaboratively by the Parties in the course of the provision of the Supply under this Agreement;

- (p) **“Effective Date”** has the meaning ascribed to such term in Section 2.1;
- (q) **“Encumbrance”** means any mortgage, charge, pledge, hypothecation, security interest, assignment, lien or claim of lien (statutory or otherwise), easement, deemed or statutory trust, restrictive covenant, adverse claim, exception, reservation, right of occupation, any matter capable of registration against title, right of pre-emption, privilege or other encumbrance or third party right of any nature or any other arrangement or condition that, in substance, secures payment or performance of an obligation;
- (r) **“Environmental Law”** means any Law which imposes any obligations relating to:
 - (i) the protection, management, conservation or restoration of the natural environment;
 - (ii) reporting, licensing, permitting, investigating, remediating and cleaning up in connection with any presence or Release, or the threat of the same, of Hazardous Substances; and
 - (iii) the manufacture, processing, distribution, use, treatment, storage, disposal, transport, handling and the like of Hazardous Substances, including those pertaining to occupational health and safety.
- (s) **“Force Majeure”** means, exhaustively, any:
 - (i) war, hostilities (whether war is declared or not), invasion, act of foreign enemies;
 - (ii) rebellion, terrorism (or threat of terrorism), revolution, insurrection, military or usurped power or civil war;
 - (iii) riot, civil commotion or disorder, strike or lockout by persons other than the Supplier’s personnel and other employees, Subcontractors or any other person for whom the Supplier is responsible;
 - (iv) natural catastrophe such as an earthquake, forest fire, landslide or flood; or
 - (v) change in Law or action by a Competent Authority, which makes it illegal or impossible for either Party to perform its obligations under this Agreement;
- (t) **“Good Industry Practice”** means, in relation to the Supply or the performance of any other obligation under this Agreement, the practices, and the application of the skill, care, diligence, prudence and foresight, which would reasonably and ordinarily be expected from a skilled and experienced international contractor carrying out or procuring equivalent services of similar type, scope and value, in the same or similar location and in similar circumstances to those pertaining to the Supplier;
- (u) **“Group”** means:
 - (i) in respect of the Supplier, the group constituted from time to time by:
 - (A) the Supplier;

- (B) all persons that directly or indirectly control or are controlled by the Supplier; and
 - (C) all persons that are directly or indirectly controlled by any person that directly or indirectly controls the Supplier; and
- (ii) in respect of the City, the group constituted from time to time by:
 - (A) the City; and
 - (B) all bodies corporate directly or indirectly controlled by the City.
- (v) **“Hazardous Substance”** means any substance or material that is prohibited, controlled or regulated by any Competent Authority pursuant to any Environmental Law including pollutants, contaminants, dangerous goods or substances, toxic or hazardous substances or materials, wastes (including solid non-hazardous wastes and subject wastes), petroleum and its derivatives and by-products and other hydrocarbons, all as defined in or pursuant to any Environmental Law;
- (w) **“Intellectual Property Rights”** means any and all current and future proprietary rights provided under patent law, copyright law, design patent or industrial design law, or any other applicable statutory provision or common law principle, including trade secret law, that may provide a right in ideas, formulae, algorithms, concepts, inventions, know-how, computer software, database or design, or the expression or use thereof, whether registered or unregistered, together with any right to apply for or register any of the foregoing;
- (x) **“Key Project Personnel”** means the persons named in Schedule G (Key Project Personnel) and any replacement(s) approved by the City in accordance with ARTICLE 7;
- (y) **“Laws”** means all laws, statutes, codes, ordinances, decrees, rules, regulations, by-laws, judicial or arbitral or administrative or ministerial or departmental or regulatory judgments, orders, decisions, rulings, determinations or awards of any Competent Authority whether or not having the force of law and any legal requirements or bases of liability under the common law or civil law, including all such Laws relating to Taxes, the environment, human health or safety, pollution and other environmental degradation, and hazardous materials, which affect or are otherwise applicable to the Supply, the Supplier, the Site or any other lands affected by the Supply;
- (z) **“Living Wage”** means the hourly wage established by the Living Wage Certifier from time to time during the Term, which, as of the Effective Date, is **\$20.62** per hour, which includes: (i) direct wages; and (ii) the value of any non-mandatory benefits such as paid sick leave, employer-paid Medical Services Plan premiums and extended health benefits;
- (aa) **“Living Wage Certifier”** means the Living Wage for Families Campaign, any successor entity, or, in the event the Living Wage for Families Campaign ceases to carry on operations, such other living wage certification entity designated by the City to the Supplier in writing;
- (bb) **“Living Wage Employee”** means any and all employees of the Supplier and Subcontractors of the Supplier that perform any part of the Supply on a property owned by or leased to the City, including all streets, sidewalks and other public rights of way, for at least one consecutive hour, but excluding Students, volunteers and employees of Social Enterprises;

- (cc) **“OHS Requirements”** means all Laws applicable to the Supply and related to occupational health or safety, and all of the City Policies that relate to occupational health or safety, and includes without limitation the WCA;
- (dd) **“Other City Entity”** means each of: the Vancouver Public Library Board, the Vancouver Police Board, the Vancouver Art Gallery Association and the Parking Corporation of Vancouver;
- (ee) **“Parties”** means the City and the Supplier and **“Party”** means one of them or either of them, as the context requires;
- (ff) **“Permitted Purpose”** has the meaning ascribed thereto in Section 15.3;
- (gg) **“Preferred Supplier”** means a person named in Schedule E;
- (hh) **“Proposal”** means the Supplier’s proposal dated PS20220506, submitted by the Supplier to the City in response to the RFP;
- (ii) **“Release”** means any release or discharge of any Hazardous Substance including any discharge, spray, injection, inoculation, abandonment, deposit, spillage, leakage, seepage, pouring, emission, emptying, throwing, dumping, placing, exhausting, escape, leach, migration, dispersal, dispensing or disposal;
- (jj) **“Representative”** means a Group member of a Party, or an official, officer, employee, agent, subcontractor or other representative of a Party or any member of its Group, or any other person for whom the Party is responsible;
- (kk) **“RFP”** means the City’s Request for Proposal number PS20220506;
- (ll) **“Safety Incident”** means:
- (i) a failure by the Supplier or any Subcontractor to comply with any OHS Requirements; or
 - (ii) any hazard, incident or accident caused by the Supplier or a Subcontractor.
- (mm) **“Sales Tax”** has the meaning ascribed to such term in Section 16.1;
- (nn) **“Site”** means a City building or other City worksite at which any part of the Supply shall be performed, which Sites are expected to include those listed in Schedule H.
- (oo) **“Social Enterprise”** means a business that: (i) is owned by a non-profit organization or community services co-operative; (ii) is directly involved in the production and/or selling of goods and services for the combined purpose of generating income and achieving social, cultural, and/or environmental aims; and (iii) has a defined social and/or environmental mandate.
- (pp) **“Student”** means an individual who is enrolled in a school, college, university or other educational institution and is employed by the Supplier or a Subcontractor, as the case may be, to obtain practical workplace experience as a requirement of or credit for their education;
- (qq) **“Subcontractor”** means any person named in a schedule to this Agreement as a subcontractor, or any other person appointed by the Supplier, in accordance with this Agreement, to perform any part of the Supply;

- (rr) **“Supplier’s Manager”** means a manager who at the relevant time carries such designation from the Supplier under, or in accordance with, ARTICLE 5;
- (ss) **“Supply”** means the provision of the goods, services and works described in Schedule A (or, as the context requires, the particular such goods, services or works provided or to be provided by the Supplier to the City at a particular time or times and in the particular combinations and quantities directed by the City in accordance herewith), and any other services to be provided by the Supplier pursuant to this Agreement;
- (tt) **“Taxes”** means all taxes, duties, imposts, levies, assessments, tariffs and other charges imposed, assessed or collected by a Competent Authority, including:
- (i) any gross income, net income, gross receipts, business, royalty, capital, capital gains, goods and services, harmonized sales, value added, severance, stamp, franchise, occupation, premium, capital stock, sales and use, real property, land transfer, personal property, ad valorem, transfer, licence, import, customs, profits, windfall profits, environmental, carbon, emissions, pollution, payroll, employment, employer health, pension plan, anti-dumping, countervailing, or excise tax, duty, import, levy, assessment, tariff or other charge;
 - (ii) all withholdings on amounts paid to or by the relevant person;
 - (iii) all statutory remittances, employment insurance premiums and social security or pension plan contributions or premiums and Canada pension plan contributions;
 - (iv) any fine, penalty, interest or addition to tax;
 - (v) any tax imposed, assessed, or collected or payable pursuant to any tax-sharing agreement or any other contract relating to the sharing or payment of any such tax, levy, assessment, tariff, duty, deficiency or fee; and
 - (vi) any liability for any of the foregoing as a transferee, successor, guarantor, or by contract or by operation of law;
- (uu) **“Time(s) for Completion”** means the time(s) stated in Schedule D by which the Supply or any particular Supply or part thereof must be completed, as such time(s) may be adjusted (including in relation to a particular instance of Supply), strictly in accordance with this Agreement;
- (vv) **“Variation”** has the meaning ascribed to such term in Section 3.11(a); and
- (ww) **“WCA”** means the *Workers Compensation Act* (British Columbia) and the regulations thereunder.

1.2 Headings

This division of this Agreement into articles and sections and the insertion of headings are for convenience of reference only and do not affect the construction or interpretation of this Agreement. The terms “hereof”, “hereunder” and similar expressions refer to this Agreement, including its schedules, and not to any particular article, section or other portion hereof. Unless something in the subject matter or context is inconsistent therewith, references herein to articles, sections and schedules are to articles, sections and schedules of this Agreement.

1.3 Extended Meanings

In this Agreement:

- (a) words importing the singular include the plural and vice versa, words importing a gender include all genders and words importing persons include individuals, partnerships, associations, trusts, unincorporated organizations and corporations, except where the context requires otherwise;
- (b) any provision calling for “agreement” requires the relevant agreement to be recorded in writing and signed by both Parties;
- (c) the words “include”, “includes”, “including” and “included” shall be construed without implying limitation by the words which follow those words and without prejudice to the generality of the provisions to which such words relate, unless inconsistent with the context, and the rule of interpretation known as ejusdem generis shall not apply;
- (d) each reference to a specific statute, regulation, law or any subordinate instrument or statutory or regulatory provision shall be construed as including any legal or regulatory provision which subsequently amends or replaces the same, and shall include any and all subordinate instruments, orders, rules, regulations and bylaws made thereunder or guidelines issued in respect thereof;
- (e) each reference to a writing means a writing that is hand-written, type-written, printed or electronically made, and which results in a permanent un-editable record; and
- (f) “control” when used to describe a relationship between one person and any other person, has the following meanings:
 - (i) a person controls a body corporate if securities of the body corporate to which are attached more than 50% of the votes that may be cast to elect directors of the body corporate are beneficially owned by the person and the votes attached to those securities are sufficient, if exercised, to elect a majority of the directors of the body corporate;
 - (ii) a person controls an unincorporated entity, other than a limited partnership, if more than 50% of the ownership interests, however designated, into which the entity is divided are beneficially owned by that person and the person is able to direct the business and affairs of the entity;
 - (iii) the general partner of a limited partnership controls the limited partnership; and
 - (iv) a person who controls an entity is deemed to control any entity that is controlled, or deemed to be controlled, by the entity.

1.4 Schedules

The following are the schedules hereto, each of which is deemed to be part hereof:

Schedule A	Scope of Goods and Services
Schedule B	Prices for Supply
Schedule C	Items to be provided by the City - INTENTIONALLY DELETED
Schedule D	Time Schedule for Supply
Schedule E	Preferred Suppliers - INTENTIONALLY DELETED

Schedule F	City Policies
Schedule G	Key Project Personnel
Schedule H	Site

ARTICLE 2 EFFECTIVENESS

2.1 Effective Date

This Agreement shall come into full force and effect on the date hereof (the “Effective Date”).

2.2 Term

- (a) Unless earlier terminated pursuant to ARTICLE 12 and subject to the below Section 2.2(b), this Agreement shall terminate on the anniversary of the Effective Date or on such later date as the Parties may agree in writing.
- (b) Subject to termination pursuant to ARTICLE 12, but notwithstanding Section 2.2(a), the term of this Agreement may be extended for up two successive one-year periods following the third anniversary of the Effective Date, at the option of the City, upon written notice from the City to the Supplier.
- (c) Notwithstanding the foregoing, if the City and the Supplier continue to deal with each other in respect of the subject matter of this Agreement following the expiry of this Agreement, without any additional or other written agreement in respect thereof, this Agreement shall be deemed to have been renewed on a month-to-month basis on the same terms and conditions as before the expiry of the Agreement and it may be cancelled without cause by either party on thirty (30) days’ prior written notice to the other.

ARTICLE 3 SUPPLY; GENERAL TERMS

3.1 Supply

- (a) During the term of effectiveness of this Agreement, the Supplier shall provide the Supply to the City at the Sites directed by the City, at the times and in the quantities directed by the City, and otherwise in accordance with the directions of the City and in conformity with this Agreement.
- (b) Notwithstanding any other provision hereof, any goods, services or works described in Schedule A shall be provided to the City only upon receipt by the Supplier of a purchase order from the City or another instruction given by the City pursuant to Section 5.1 relating to such Supply.
- (c) The Supplier shall maintain at all times sufficient business capacity and inventories of the supplies necessary for the provision of the Supply, to meet the business plans and requirements of the City.
- (d) In connection with the Supply, the Supplier shall provide to the City, without additional compensation, all services, conveniences, materials or features proposed in the Proposal that are not otherwise expressly provided for herein, as well as all other ancillary materials or services that are not expressly mentioned either herein or in the Proposal, but are reasonably inferable from the descriptions of the Supply herein or

from the descriptions of proposed services, conveniences, materials or features in the Proposal.

- (e) During the term of effectiveness of this Agreement, the City may also, from time to time, direct the Supplier to make Supply to one or more of the Other City Entities at the price(s) specified herein and otherwise on the terms and conditions stated herein, and the Supplier shall comply with each such direction. Moreover, the Supplier shall, upon the further request of the City, promptly enter into a Letter Agreement (or failing that shall be deemed to have entered into a Letter Agreement) with each relevant Other City Entity memorializing that the Supplier shall make Supply to such Other City Entity in accordance herewith.

3.2 Application to Prior Acts

Insofar as the Supplier has commenced any part of the Supply prior to the Effective Date, such services shall, as of the Effective Date, be deemed to be performed under and subject to the terms of this Agreement, unless otherwise expressly agreed between the Supplier and the City.

3.3 Sufficiency and Competence of Personnel

- (a) The Supplier shall have and maintain at all times and in accordance with all applicable Laws, sufficient numbers of fit, skilled, qualified and experienced personnel to carry out the provision of the Supply within the times and in the manner required by the City.
- (b) The Supplier warrants that it has (and its Subcontractors, if any, have) the experience, competence, certifications, qualifications and capacity necessary for the Supply.

3.4 Standards and Requirements

The Supplier shall (and shall procure that its Subcontractors) provide the Supply and perform all other obligations under this Agreement in an expeditious manner and at all times in accordance with:

- (a) all applicable Laws and Consents;
- (b) the specific requirements of Schedule A (Scope of Goods and Services) and Schedule D (Time Schedule for Supply), and the instructions of the City;
- (c) the City Policies; and
- (d) where no higher standard is expressly required of the Supplier under this Agreement, Good Industry Practice,

and the Supplier shall comply with the standards and requirements in Sections 3.4(a) to 3.4(d) in the order of priority in which such standards or requirements are listed (with Section 3.4(a) being of highest priority).

3.5 Consents

The Supplier shall, at the Supplier's sole expense, obtain, maintain and comply with all Consents required by Law to enable it to perform its obligations under this Agreement, except to the extent otherwise expressly stated in the schedules hereto.

3.6 Goods Orders

- (a) Notwithstanding any other provision hereof, the City shall not order any goods or materials hereunder except pursuant to a written purchase order, which must:
 - (i) be given in writing;
 - (ii) refer to this Agreement;
 - (iii) specify the goods and materials ordered; and
 - (iv) specify a date pre-agreed upon by the Supplier and the City by which the goods and materials ordered pursuant to the purchase order are to be delivered (the “**Delivery Date**”), and the location or address to which they are to be delivered (the “**Delivery Location**”), provided that the Delivery Location for each order must be a Site.

3.7 Delivery Requirements

- (b) The Supplier shall pack, transport and supply all goods and materials forming part of the Supply in accordance with all:
 - (i) manufacturer recommendations and requirements;
 - (ii) generally accepted industry standards and practices; and
 - (iii) applicable Laws.
- (c) The Supplier shall ensure that all goods and materials are properly packed and secured in such manner as to enable them to reach their destination in good condition.
- (d) The Supplier shall deliver all goods or materials ordered by the City hereunder to the applicable Delivery Location by the applicable Delivery Date.
- (e) Delivery of the goods or materials specified in a purchase order shall be complete only upon the completion of their unloading at the Delivery Location and their installation and setup by the Supplier to the satisfaction of the City.
- (f) Each shipment of goods or materials shall be accompanied by a delivery document from the Supplier showing the purchase order number, the date of the purchase order, the type and quantity of goods or materials included in the shipment, and, in the case of an order being delivered by instalments, the outstanding balance of goods or materials remaining to be delivered.
- (g) If the Supplier requires the City to return any shipping containers, or other packaging or shipping materials, to the Supplier, that fact must be clearly stated on the delivery document accompanying the relevant goods or materials, and any such return shall be at the Supplier’s expense.
- (h) In respect of any goods or materials that originate outside Canada, the Supplier shall be responsible for all customs and import Taxes, costs, expenses, administrative duties and formalities.

3.8 Rejection of Defective goods or materials

- (a) The Supplier shall test all goods and materials prior to their delivery to the City to confirm they function correctly, and as intended, except for goods and materials that are delivered directly to the City and are not configured by the Supplier.
- (b) If any goods or materials delivered to the City do not comply with Schedule A or the Proposal, or are otherwise not in conformity with the terms of this Agreement, then, without limiting any other right or remedy that the City may have, the City may at any time reject those goods or materials and:
 - (i) require the Supplier to remove the rejected goods or materials from any facility or work site of the City at the Supplier's risk and expense within ten Business Days of being requested to do so;
 - (ii) require the Supplier to repair or replace the rejected goods or materials at the Supplier's risk and expense within 20 Business Days of being requested to do so; and
 - (iii) claim damages for any costs, expenses or losses resulting from the Supplier's delivery of goods or materials that are not in conformity with the terms of this Agreement.
- (c) The City's rights and remedies under this Section 3.8 are in addition to the rights and remedies available to it under other sections of this Agreement and applicable Laws.
- (d) The terms of this Agreement shall apply to any repaired or replacement goods or materials supplied by the Supplier pursuant to Sections 3.8 or 3.9.

3.9 Warranties

- (a) The Supplier warrants that the Supply shall be performed in accordance with this Agreement and to the best practice standards of diligence, skill, care and efficiency expected of a competent contractor performing work of a similar nature to the Supply.
- (b) All goods or materials provided under the Agreement as part of the Supply shall be new and fully warranted for a period of one (1) year from the time of delivery to the City, against defects in design, manufacturing, materials, workmanship and performance, and the Supplier affirms and covenants that such warranty is, and shall be, provided by the Supplier if and to the extent it is not fully and effectively provided to the City by third-party manufacturers or suppliers of the goods or materials.
- (c) All goods, works and materials provided under the Agreement as part of the Supply shall be non-defective and fit for their intended purposes and shall function safely in all respects.
- (d) All costs associated with warranty replacements or repairs shall be the responsibility of the Supplier, including repair, adjustment, and shipping costs, and replacements of goods or materials.
- (e) If requested by the City, the Supplier shall handle and manage any claim on a manufacturer warranty for any defect in goods or materials provided as part of the Supply.

- (f) The Supplier shall deliver to the City all such documentation as the City may require to evidence any warranty required by this Section 3.9 or to evidence the Supplier's compliance with this Section 3.9, and the Supplier shall assign all warranties, and do all other things necessary, to ensure that the City receives the full benefit of each warranty or other covenant set forth in this Section 3.9.

3.10 Relationship Between the Parties

- (a) The Supplier in its provision of the Supply and its performance of its obligations under this Agreement shall at all times act as an independent contractor on its own account and shall have no authority to act as the City's agent unless expressly empowered to do so by the City. This Agreement shall not be deemed to create any relationship of partnership, agency, joint enterprise or other like relationship between the Parties, and the Supplier shall be solely responsible for all employment-related obligations in connection with its employees, its other Representatives and its Subcontractors and their employees.
- (b) The City intends to use the Supplier as a preferred supplier of the goods, services and works described in Schedule A; however the City is not bound to treat the Supplier as its exclusive supplier of any goods or services.

3.11 Variations Requested by the City

- (a) Any instruction given by the City which constitutes or gives rise to a variation from the scope of the Supply expressed in Schedule A (Scope of Goods and Services) or a time expressed in Schedule D (Time Schedule for Supply), shall constitute a "Variation" and shall be governed by and subject to this Section 3.11.
- (b) During the term of this Agreement, the City may at any time effect a Variation by notice in writing to the Supplier, and the Supplier shall not be entitled to refuse to implement any Variation unless the carrying out of such Variation would contravene any Law (in which case the Supplier shall promptly give notice to the City).
- (c) If the Supplier is of the opinion that a Variation justifies an increase to the Contract Price or a change to any of the Time(s) for Completion, the Supplier must, as a condition to being entitled to any such increase to the Contract Price or change to the Time(s) for Completion, no later than 10 Business Days after the City gives notice of the Variation, submit a claim to the City which sets out the Supplier's assessment of the impact the Variation should have on the Contract Price due for such Supply and on the Time(s) for Completion for such Supply, and thereafter:
 - (i) the City shall consider that claim as soon as possible and may request the Supplier to supply such further evidence as is reasonably required to confirm the details of such claim (and, as soon as practicable after such further evidence is available to it, the Supplier shall provide it to the City); and
 - (ii) within ten Business Days after the receipt of all the information requested by the City, the Supplier and the City shall meet in order to agree any variations to the Contract Price for such Supply or the Time(s) for Completion for such Supply, which such agreement must be evidenced in writing.
- (d) If no agreement is reached under 3.11(c)(ii) within 20 Business Days of the Parties' first meeting (or such other period as the Parties may agree), the Parties may then refer the matter for arbitration in accordance with ARTICLE 17.

- (e) Notwithstanding the foregoing, the City shall be entitled to replace, revise, expand or modify the City Policies at any time upon notice to the Supplier, and no such change shall be considered to be a Variation.

3.12 Tests; Defects and Acceptance

- (a) When, in the Supplier's judgement, any part of the Supply is complete in accordance herewith, the Supplier shall give written notice to that effect to the City. Thereafter, the City shall reasonably promptly perform such practical tests of the Supply as the City reasonably deems necessary, and the Supplier shall assist the City with all such tests, if and to the extent so requested by the City.
- (b) If a Defect appears the testing described in the foregoing Section 3.12(a) reveals, in the judgement of the City, any Defects in the Supply, the City shall notify the Supplier accordingly.
- (c) The Supplier shall remedy at its own cost and risk Defects in the Supply that the Supplier discovers or that are notified by the City, as soon as reasonably practicable following discovery or notification of such Defects, as the case may be.
- (d) If the Supplier fails to remedy any Defect in the Supply within a reasonable time, a date may be fixed by the City on or by which the Defect is to be remedied. The Supplier shall be given reasonable notice of this date.
- (e) If the Supplier fails, without reasonable excuse, to remedy any Defect in the Supply by this notified date, the City may (at its option) elect to carry out the work itself or by others and shall be entitled to recover from the Supplier all direct, proper and reasonable costs of so doing (as a debt due on demand). The City's exercise of its election under this Section 3.12(e) shall in no event absolve the Supplier of its responsibility for remediation of other Defects or otherwise constitute a waiver by the City of its rights and remedies in relation to other Defects, nor shall it preclude or restrict the further exercise of such rights or remedies.

3.13 Title and Risk

- (a) The Supplier warrants that title in each good, work or improvement supplied by the Supplier hereunder, when it passes to the City hereunder, shall be free and clear of Encumbrances.
- (b) Title to any good, work or improvement supplied by the Supplier hereunder shall pass to the City upon the earlier of:
 - (i) payment therefor by the City;
 - (ii) its delivery and installation to any part of the Site>; and
 - (iii) its incorporation into a good or work supplied by the Supplier.
- (c) The risk in goods, products or materials delivered to the City hereunder shall pass to the City on Delivery.
- (d) The Supplier shall deliver to the City any documentation, including a bill of sale, which the City may reasonably require to evidence the transfer of title in and to goods to the City, free and clear of all Encumbrances.

- (e) The Supplier must not enter any contract that reserves ownership of goods or materials supplied by the Supplier hereunder in favour of any third party and, at the request of the City, the Supplier must provide evidence that no such contract has been entered into.
- (f) Notwithstanding the foregoing provisions of this Section 3.13, the Supplier is responsible for the care of, and bears all of the risk of loss or damage to, each good, work or improvements supplied hereunder and each material used in connection with the Supply, until the completion of the relevant Supply to the satisfaction of the City.

3.14 Living Wage

- (a) Subject to Section 3.14(b), it is a condition of this Agreement that, for the duration of the Term the Supplier pays all Living Wage Employees not less than the Living Wage.
- (b) Notwithstanding Section 3.14(a), the Supplier has up to 6 months from the date on which any increase in the Living Wage is published by the Living Wage Certifier to increase wages for all Living Wage Employees such that all Living Wage Employees continue to be paid not less than the Living Wage.
- (c) The Supplier shall ensure that the requirements of Section 3.14(a) apply to all Subcontractors.
- (d) A breach by the Supplier of its obligations pursuant to Sections 3.14(a) and (c) shall constitute a material breach by the Supplier of this Agreement that shall entitle the City to terminate this Agreement in accordance with Section 12.2(c).
- (e) The Supplier shall prepare and submit to the City in a format reasonably acceptable to the City before January 31 of each calendar year of the term or, for each partial calendar year of the term, within 30 days of the expiry of the term a living wage report setting out:
 - (i) the number of Living Wage Employees of the Supplier and each Subcontractor who were paid a Living Wage pursuant to this Section 3.12 during the previous calendar year or portion thereof that would not have received a Living Wage for substantially similar work but for the obligations of the Supplier pursuant to this Section 3.12; and
 - (ii) the total incremental costs incurred by the Supplier, including any amounts paid to Subcontractors, in order to fulfill its obligations pursuant to this Section 3.12 to pay a Living Wage to the Living Wage Employees described in Section 3.12(e)(i).

ARTICLE 4

PREFERRED SUPPLIERS - INTENTIONALLY DELETED

ARTICLE 5

CONTRACT MANAGERS

5.1 City's Managers

- (a) The City hereby designates each of and as a "City's Manager." Each City's Manager, including any additional City's Managers designated by the City in accordance

herewith, has, for so long as he or she remains a City's Manager, full authority to act on behalf of the City in relation to all matters arising under this Agreement.

- (b) Any instruction from the City to the Supplier pursuant to this Agreement shall be issued through an executive officer of the City or through a City's Manager and shall be effective if in writing or confirmed in writing within seven days of oral instruction. Failure to comply with this Section 5.1 shall render any purported City's instruction invalid, unless it is later ratified by the City. However, this restriction does not apply to any instruction issued in an emergency situation or which relates to a threat or potential threat to the life, health or safety of any individual.
- (c) Notwithstanding the foregoing, each City's Manager may, in writing, delegate his or her authority hereunder to others.

5.2 Supplier's Managers

- (a) The Supplier hereby designates each of and as a "Supplier's Manager." Each Supplier's Manager, including any additional Supplier's Managers designated by the Supplier in accordance herewith, has, for so long as he or she remains a Supplier's Manager, full authority to act on behalf of the Supplier in relation to all matters arising under this Agreement, and any instruction given by the City to either of them shall be deemed to be valid and effective.
- (b) Each Supplier's manager may, in writing, delegate his or her authority hereunder to others, upon the written agreement of the City.

5.3 Designation of New Managers

The City may designate new City's Managers, or remove that designation from any individual, and the Supplier may designate new Supplier's Managers, or remove that designation from any individual, from time to time, each at its own discretion, through notice to the other Party. In the case of the Supplier, any such designation or removal must be in writing to the City.

ARTICLE 6 SUPPLIERS' WARRANTIES AND COVENANTS

6.1 General Representations and Warranties

The Supplier represents and warrants that:

- (a) the Supplier has the full right, power, and authority to enter into this Agreement and to perform the Supply;
- (b) the Supplier is a company duly organized, validly existing and in good standing under the laws of British Columbia and is lawfully authorized to do business in the Province of British Columbia;
- (c) the Supplier is not a party to or bound by any agreement (written or oral), indenture, instrument, licence, permit or understanding or other obligation or restriction under the terms of which the execution, delivery or performance of this Agreement does or shall constitute or result in a violation or breach;
- (d) the Supplier has a valid City of Vancouver business license or a Metro West Inter-Municipal business license that applies to all of the Supply;

- (e) all statements made by the Supplier in its Proposal are true and accurate;
- (f) the Supplier is fully experienced in the design and management of projects or works of a similar scope, purpose, complexity, size and technical sophistication as the Supply;
- (g) the Supplier possesses a level of skill and expertise commensurate with Good Industry Practice, which it shall utilize in the performance of its obligations under this Agreement;
- (h) the Supplier understands that the City is relying upon the skill, judgment and expertise of the Supplier and its Subcontractors (if any) in the carrying out of the Supply and the co-ordination and planning thereof;
- (i) the Supplier's and any Subcontractors' employees are accredited to carry out the relevant portions of the Supply to the extent required by applicable Laws and all of them are appropriately skilled, competent and experienced and possess relevant qualifications having regard to the nature and extent of the Supply and the Sites;

6.2 General Health and Safety-Related Acknowledgements and Covenants

The Supplier shall:

- (a) in the provision of the Supply, comply at all times with the OHS Requirements and take all reasonably necessary steps to ensure similar compliance from its Representatives and its Subcontractors, if any;
- (b) if the Supply involves any type of manual labour, prior to their attendance at any Site, deliver to each of its Representatives and each of its Subcontractors, if any, and to their employees, if applicable, copies of the OHS Requirements relevant to the Site;
- (c) at all times take all reasonable precautions to maintain the health and safety of workers;
- (d) be at all times registered and in good standing with the relevant workers' compensation insurance Competent Authorities, and provide to the City copies of any notices, correspondence or directions issued by any government or Competent Authority relating to workplace-related employment, human rights, labour, immigration policy, health, safety or environmental matters within 24 hours of the Supplier's receipt of such notice, correspondence or direction;
- (e) appoint a qualified health and safety coordinator to ensure coordination of health and safety activities in the provision of the Supply;
- (f) report (with full details) any accident, injury, illness or other incident relating to workplace health and safety or the environment to the City as soon as reasonably practicable, investigate the accident, injury, illness or other incident reasonably thoroughly (and in any event in accordance with any applicable OHS Requirements) and promptly report to the City the results of each such investigation;
- (g) maintain such records and make such reports concerning health, safety and welfare of persons, and damage to property, or the natural, physical or biological environment, as the City may reasonably require; and

6.3 Covenants Regarding Violations of Health and Safety Requirements

Without prejudice to any remedies available to the City hereunder, if any Subcontractor or person employed or engaged by the Supplier (or by a Subcontractor) violates any OHS Requirement, the Supplier shall:

- (a) ensure that the violation is promptly resolved;
- (b) ensure the violation is promptly and appropriately reported to the City and to the applicable competent authorities (if and to the extent required by the OHS Requirements);
- (c) promptly take all reasonable steps necessary to avoid recurrence of the violation;
- (d) communicate to the City its plan to avoid recurrence of the violation; and
- (e) without prejudice to the foregoing Section 6.3(c), promptly remove any person responsible for the violation from the provision of the Supply if reasonable to do so or if requested to do so by the City.

6.4 Covenants Regarding the Environment

- (a) The Supplier shall:
 - (i) at all times, be conscious of the importance of the protection of the natural, physical and biological environment at and in the vicinity of the Sites;
 - (ii) conduct, and cause its Representatives to conduct, their respective activities that relate to the Supply in a manner that shall have the least possible adverse effect on the natural environment and in compliance with all Environmental Laws and Consents, all at the Supplier's expense;
 - (iii) perform the Supply with the least degree of environmental degradation during and as a result of such performance; and
 - (iv) without restricting the generality or application of any other provisions of this Agreement, comply, and cause its Representatives to comply, with all applicable Laws and Consents and with all plans and instructions contained in this Agreement or issued in writing by the City concerning the existence, Release, removal, handling, transport, storage, disposal and treatment of any Hazardous Substances or other materials that are or may be hazardous to the life or health of any person or that endanger the environment or that are regulated by applicable Law.
- (b) During the term of this Agreement, the Supplier shall not bring or store or permit to be used at any Site, any Hazardous Substances unless such Hazardous Substances are (i) reasonably required to carry out the Supply, and (ii) brought or stored or permitted to be used at any Site in compliance with all Laws (including Environmental Laws). The Supplier shall not Release nor permit the Release of any Hazardous Substances into the environment. The Supplier is solely responsible for all Hazardous Substances introduced to the Sites or the environment by the Supplier or its Representatives or Subcontractors, and the Supplier shall promptly and fully remediate, to the City's satisfaction, any release of Hazardous Substances on or from any Site, or in the vicinity of any Site.

6.5 Further Covenants Regarding the Sites

The Supplier shall:

- (a) at its sole cost, keep any portion of any Site used in connection with the Supply in a safe and tidy condition and to maintain and operate the Supplier's equipment in a good, workmanlike and safe manner; and
- (b) not to do anything at any Site which is or may become a nuisance, danger or disturbance to the City or to any other occupants or users of the Site or adjacent areas or to any works or structures or installations thereon.

6.6 Covenants Against Encumbrances

- (a) The Supplier shall keep each Site and the goods included in the Supply, and each part thereof, free of all Encumbrances filed pursuant to any Law or otherwise in respect of any such work or materials. In any event, if any Encumbrance has been filed in relation to the Site or any improvement thereon, or in relation to any goods included in the Supply, the Supplier shall cause any such Encumbrance to be discharged within 30 days after the Encumbrance has come to the notice of the Supplier.
- (b) The Supplier acknowledges and agrees that, in the event the Supplier fails to discharge any Encumbrance contemplated in Section 6.6(a) within 60 days of written notice of such Encumbrance being given by the City, in addition to any other right or remedy, the City may, but shall not be obligated to, discharge the Encumbrance by paying to the applicable Competent Authority, the amount claimed to be due or the amount due, together with a reasonable amount for costs and the amount paid by the City shall be paid by the Supplier to the City forthwith upon demand. In no case shall the City be required to investigate the validity of the Encumbrance prior to discharging the same in accordance with this Section 6.6(b).

6.7 Absence of Conflicts of Interest

- (a) Neither the Supplier, nor any of its Representatives has given or shall give or offer to give to the City or any official, officer, employee or agent of the City any gratuity, reward, advantage or benefit of any kind as consideration for doing or forbearing to do, or for having done or forborne to do, any act in connection with this Agreement.
- (b) To the best of the Supplier's knowledge, the Supplier, its Subcontractors, and their respective directors, officers, employees and agents have no pecuniary interests or any other current or past interests or dealings, including with any officials, officers or employees of the City, that would cause any conflict of interest or be seen to cause a conflict of interest in respect of the Supply. Should such a conflict or perceived conflict arise during the term of this Agreement, the Supplier shall declare it immediately in writing to the City. The City may direct the Supplier to resolve any conflict or perceived conflict to the satisfaction of the City. The Supplier warrants that neither the Supplier nor any of its Subcontractors, or any of their respective directors, officers, employees or agents, has any predisposition, affinity or association with any third party which would impair or be seen to impair or qualify the Supplier's provision of the Supply.

ARTICLE 7 PERSONNEL

7.1 Separate Personnel - INTENTIONALLY DELETED

7.2 Changes in Personnel

The City may request the removal or replacement of any personnel engaged by the Supplier or any Subcontractor in relation to any part of the Supply, provided that such request is made in writing stating the City's detailed reasons. The Supplier shall comply with such request as soon as reasonably practicable and shall bear the cost of replacement where the City is of the opinion that the personnel in question are guilty of misconduct, do not have acceptable qualifications or are otherwise unable or unfit to perform satisfactorily and safely. If the City requests a replacement for a reason other than the immediately aforementioned reasons, the City shall reimburse the Supplier its reasonable properly incurred costs of replacement.

7.3 Key Project Personnel

(a) Where there are Key Project Personnel the Supplier shall:

- (i) use best endeavours to retain Key Project Personnel for the duration of the provision of the Supply;
- (ii) take reasonable steps to ensure that Key Project Personnel dedicate their time fully to the Supply (unless otherwise agreed or approved by the City in writing);
- (iii) promptly inform the City should any of the Key Project Personnel leave, or give notice of an intention to leave the Supplier, and obtain a substitute or substitutes;
- (iv) not reassign or allow the reassignment of the Key Project Personnel to other projects during the term of this Agreement without the City's prior written consent (such consent not to be unreasonably withheld or delayed); and
- (v) take all reasonable steps to ensure that the Key Project Personnel perform their roles and responsibilities in accordance with any organisational structure agreed in writing between the Parties.

(b) If:

- (i) the Supplier wishes to reassign or to replace an individual designated as Key Project Personnel; or
- (ii) an individual designated as Key Project Personnel gives notice of his or her intention to leave or is otherwise no longer able to perform the duties, including for reasons of illness, injury or personal hardship,

the Supplier shall provide a substitute with experience and qualifications equivalent or greater than the Key Project Personnel to be replaced, and shall provide documentation to the City to establish such experience and qualifications.

(c) Key Project Personnel who are reassigned to other work shall, to the extent possible, remain available to the project team until completion of the Supply.

- (d) All the Supplier's Key Project Personnel must be fluent in both spoken and written English, except as may be agreed to the contrary between the City and Supplier in relation to specific individuals or positions to be filled from time to time.

ARTICLE 8 REPORTING

8.1 Progress Reports

- (a) Periodic progress reports shall be prepared by the Supplier and submitted to the City in a format reasonably acceptable to the City, each within seven days after the last day of the period to which it relates.

8.2 Assistance regarding Reporting Requirements

The Supplier shall, and shall cause its Representatives to, provide the City with reasonable assistance and information which is necessary to enable the City to comply with any Law.

ARTICLE 9 PAYMENT; AUDITS

9.1 Payment to the Supplier

- (a) Subject to ARTICLE 12 and Section 9.3, the City shall pay the Supplier for the Supply in accordance with Schedule B (Prices for Supply), following the receipt of invoices prepared and delivered in accordance with Section 9.2(b) and Section 9.3.
- (b) Notwithstanding any other provision hereof, prior to making any payment under this Agreement, the City shall determine whether the *Builders Lien Act* (British Columbia) applies to this Agreement and, if so:
 - (i) payments made under this Agreement shall be subject to ten percent withholding, in the form of a lien holdback, to be held by the City in accordance with the provisions of the statute; and
 - (ii) the lien holdback shall be released by the City 56 days after the issuance of a certificate of completion in conformity with the *Builders Lien Act* (British Columbia)) in relation to the Supply if no liens then exist.
- (c) If any lien claim based on the provisions of the *Builders Lien Act* (British Columbia) relating directly or indirectly to this Agreement exists at any time, the Supplier agrees to immediately take all steps and do all things necessary or required to remove, cancel and dismiss such lien and until such lien is removed, cancelled or dismissed (as appropriate, to the satisfaction of the City), or all further payments under this Agreement may be withheld by the City or, at the discretion of the City, amounts payable to the Supplier may be used by the City to obtain the removal, cancellation or dismissal of any such lien.
- (d) Unless otherwise expressly stated in the schedules hereto, the Supplier shall pay any and all costs, including freight, marine and transit insurance, Taxes, and transportation and delivery charges on all equipment or things of whatsoever nature provided by the Supplier as required by it for the purposes of the Supply and any other incidental costs and all such costs shall be deemed to be included in the Contract Price.

- (e) The Supplier shall be deemed to have satisfied itself as to the correctness and sufficiency of Schedule B (Prices for Supply) and to have obtained all information and to have taken into account all circumstances, risks and other contingencies that may affect the cost of performing the Supply (including any circumstances, risks or contingencies that a contractor exercising Good Industry Practice would typically expect to encounter) and any other obligation under this Agreement. The Supplier shall not be entitled to any additional compensation beyond the Contract Price (including without limitation for escalation in the prices of goods, materials and labour) except as otherwise expressly stated in this Agreement.
- (f) Notwithstanding any other provisions of this Agreement, the Supplier shall not be entitled to payment for any Supply that has not been performed in compliance with the provisions of this Agreement.

9.2 Purchase Orders; Content of Invoices

- (a) The City shall from time to time issue purchase orders to the Supplier in relation to the Supply. These shall not have the effect of amending or waiving the application of any provision of this Agreement.
- (b) Each of the Supplier's invoices shall set out, as a minimum (and in such form or format as required by the City):
 - (i) the City purchase order number(s) relating to the particular Supply to which the invoice relates;
 - (ii) an itemized list of the amounts owing;
 - (iii) the invoice date and the time period to which the invoice relates;
 - (iv) a description of the portion of the Supply to which the invoice relates;
 - (i) the total amounts payable under the invoice and details of any applicable taxes;
 - (ii) all supporting documentation relating to disbursements; and
 - (iii) such other information as the City may require from time to time.
- (c) Any terms or conditions proposed by the Supplier to govern the Supply that are contained in any invoice (or in any shipping document, packing list or similar document) are void and of no effect, notwithstanding any statement in such document concerning the means by which the City may accept or be deemed to accept such terms or conditions.

9.3 Procedure for Invoices

- (a) The Supplier shall address each of its invoices to the City, Attention: Accounts Payable, and email it to APInvoice@vancouver.ca, or to such other address as is specified in an applicable purchase order. The City shall thereafter pay the invoice within 30 days, provided the other requirements of this Agreement have been satisfied and subject to the other provisions hereof.
- (b) The City shall not be liable for any interest on any invoice amount in respect of any period for any reason.

- (c) The City expects to make payments by electronic funds transfer and the Supplier shall provide banking information to the City to enable it to do so.

9.4 Currency of Payment

All currency amounts stated herein are denominated in, all invoices hereunder shall be stated in, and all payments hereunder shall be made in, Canadian dollars.

9.5 Contested Claims for Payment

If any item contained in an invoice submitted by the Supplier is contested by the City, the City shall give prompt notice thereof, together with reasons to the Supplier.

9.6 Audits

- (a) The Supplier shall maintain up-to-date records and accounts which clearly document the provision of the Supply and shall make the same available to the City upon request. The City may request copies of all such records and accounts which shall be provided to the City by the Supplier (subject to reimbursement of the Supplier's reasonable copying costs and any other direct costs and expenses, if any) at any time prior to the expiry of 365 days after completion of all of the Supply or earlier termination of this Agreement. For avoidance of doubt, any records and accounts provided by the Supplier in accordance with this Section 9.6(a) shall be deemed to be Confidential Information;
- (b) Not later than three years after the completion of all of the Supply or earlier termination of this Agreement, the City can itself, on notice of not less than 14 days, require that a firm of accountants, surveyors or other auditors nominated by it audit any such records and accounts of the Supplier by attending during normal working hours at the office where the records are maintained. For avoidance of doubt, any records and accounts or other documents provided by the Supplier in accordance with this Section 9.6(b) shall be provided only subject to the accountants, surveyors or other auditors, and each of them, being subject to and agreeing to meet such of the Supplier's reasonable requirements as to confidentiality as the Supplier deems (at its sole discretion) to be appropriate in the circumstances; and
- (c) Any overpayments by the City discovered during the course of any such audit pursuant to Section 9.6(b) shall be payable by the Supplier to the City within 30 days of such discovery, and if the overpayments have been caused by an act or omission of the Supplier and the amount of those overpayments is no less than one quarter of the total amount paid by the City to the Supplier in respect of the Supply, then the costs of the relevant audit shall be for the account of the Supplier.

9.7 Set Off

Notwithstanding any provision to the contrary in this Agreement and without prejudice to any other remedy which the City may have (whether in common law or equity), the City shall be entitled to deduct from and set off against any sum(s) otherwise due to the Supplier hereunder any sums which are due from the Supplier to the City or which the Supplier is liable to pay to the City under this Agreement or in connection herewith (including without limitation any monies overpaid to the Supplier under this Agreement or otherwise due and payable to the City by reason of any error in payment under this Agreement).

ARTICLE 10 CERTAIN ADDITIONAL OBLIGATIONS OF THE CITY

10.1 Scheduled Items

The City shall make available, free of cost and without delay or in accordance with any agreed timetable or schedule set forth in Schedule C (Items to be Provided by the City), to the Supplier for the purpose of the Supply, the personnel, equipment, facilities, services (including services of third parties) and information described in such Schedule C (if any), and in accordance therewith.

10.2 Other Information

The City shall, within a reasonable time following a written request by the Supplier, provide to the Supplier free of cost such further information, which the City considers relevant to provision of the Supply and which is either already in its possession or reasonably within its power to obtain.

10.3 Decisions in Writing

On all matters properly referred to it in writing by the Supplier, the City shall (wherever practicable) give its decision in writing within a reasonable time having regard to the Time(s) for Completion and the Supplier's obligations with regard to the Supply.

10.4 Access to the Site

Except to the extent prohibited by applicable Law or any Consent, the City shall grant to the Supplier non-exclusive, timely and in accordance with any agreed schedule, access (as the City is reasonably able to provide) to all necessary areas of the Site on and from the Effective Date and such other non-exclusive access as is necessary or appropriate to perform the Supply and the Supplier's other obligations in accordance with this Agreement.

ARTICLE 11 LIABILITY AND INSURANCE

11.1 Covenants of Indemnification by the Supplier

- (a) The Supplier shall indemnify and keep indemnified and hold the City, the Other City Entities and their respective officials, officers, employees and agents harmless against all losses, liabilities, claims, demands, costs and expenses (including legal fees), fines, penalties and charges (including those imposed by statute or otherwise imposed), arising out of or in connection with, or consisting of:
 - (i) any:
 - (A) damage to a Site or any part thereof, or any property whether located at a Site or otherwise, which occurs during the provision of the Supply;
 - (B) any claim by a Subcontractor under the *Builders Lien Act* (British Columbia);
 - (C) damage to the natural environment, including any remediation cost recovery claims;

- (D) loss or damage arising from a claim by any third party concerning or arising out of the Supply, or by any employee or Subcontractor of the Supplier for any reason;
- (E) occupational illness, injury or death of any person, whether at a Site or otherwise, which occurs during, or as a result of, the provision of the Supply;
- (F) failure by the Supplier to fully comply with the provisions of this Agreement;
- (G) breach by the Supplier or any Subcontractor of any Law in the course of, or as a result of, the provision of the Supply;
- (H) actual or alleged infringement of any Intellectual Property Rights caused by the provision of the Supply or the use of any process, work, material, matter, thing or method used or supplied by the Supplier or any Subcontractor in the provision of the Supply; or
- (I) breach of the warranties of the Supplier contained herein,
in each case to the extent that it is due to any act, omission or default, or any breach of Law or this Agreement, of the Supplier, a Subcontractor or any Representative of the Supplier or any employee, agent or contractor of any of them; or
- (ii) any defect in a good, work or material provided as part of the Supply or any failure of any such good, work or material to function safely or to satisfy any applicable safety standard.
- (b) Nothing in this Section 11.1 nor otherwise in this Agreement shall limit or exclude any direct liability (whether in contract, tort, for breach of statutory duty or any other legal basis) of the Supplier to any person, including without limitation any liability for:
 - (i) the Supplier's default hereunder or fraud, fraudulent misrepresentation or reckless misconduct in the provision of the Supply; or
 - (ii) any loss or damage flowing from the termination of this Agreement.
- (c) The Supplier appoints the City as the trustee of the Other City Entities and of their and the City's officials, officers, employees and agents in relation to the covenants of indemnification of the Supplier contained in this Section 11.1 and the City accepts such appointment.

11.2 Contamination of Lands

Without limiting any other provision hereof or any other remedy available to the City hereunder, the Supplier agrees and covenants that if, at any time during the term or following the expiry of this Agreement, the Site or any other lands affected by the Supply are found to be contaminated or polluted (as determined pursuant to Environmental Laws) as a result of or in connection with the Supply, the Supplier shall forthwith at its sole cost:

- (a) undertake all necessary audits, investigations, tests and surveys to determine the nature and extent of the contamination or pollution;

- (b) notify the City of the nature and extent of the contamination or pollution and any proposed or required work necessary to control, abate, dissipate or remove (as appropriate) the pollution or contamination as required by Environmental Laws; and
- (c) undertake the work referred to in the foregoing paragraph (b).

11.3 Conduct of Claims

In the event of any claims, statutory fees, costs, charges, penalties (including without limitation any legal costs), contributions, compensations, cost recoveries, expenses or fines being levied or claimed from a person in respect of which an indemnity is provided by the Supplier pursuant to ARTICLE 11, the following provisions shall apply:

- (a) subject to Sections 11.3(b), 11.3(c) and 11.3(d), where it appears that a person is or may be entitled to indemnification from the Supplier in respect of all (but not part only) of the liability arising out of a claim, such person entitled to indemnification may at its sole election and subject to:
 - (i) approval by any relevant insurers (without prejudice to Section 11.3(f); and
 - (ii) the Supplier providing the party entitled to indemnification with a secured indemnity to its reasonable satisfaction against all costs and expenses (including legal expenses) that it may incur by reason of such action,

permit or require the Supplier to dispute the claim on behalf of the person entitled to indemnification at the Supplier's own expense and take conduct of any defence, dispute, compromise, or appeal of the claim and of any incidental negotiations; provided that the person entitled to indemnification shall give the Supplier (provided at the Supplier's cost) all reasonable cooperation, access and assistance for the purposes of considering and resisting such claim;
- (b) with respect to any claim conducted by the Supplier pursuant to Section 11.3(a):
 - (i) the Supplier shall keep the person entitled to indemnification fully informed and consult with it about material elements of the conduct of the claim;
 - (ii) the Supplier shall not bring the name of the person entitled to indemnification (or any Group Member thereof) into disrepute; and
 - (iii) the Supplier shall not pay or settle such claims without the prior consent of the person entitled to indemnification, such consent not to be unreasonably withheld or delayed;
- (c) a person entitled to indemnification shall be free to pay or settle any claim on such terms as it thinks fit (and without prejudice to its rights and remedies under this Agreement) if:
 - (i) the Supplier is not entitled to, or is not permitted or instructed, take conduct of the claim in accordance with Section 11.3(a); or
 - (ii) the Supplier fails to comply in any material respect with the provisions of Sections 11.3(a) or 11.3(b);
- (d) the person entitled to indemnification pursuant to ARTICLE 11 shall be free at any time to give notice to the Supplier that it is retaining or taking over (as the case may be) the

conduct of any defence, dispute, compromise or appeal of any claim (or of any incidental negotiations) to which Section 11.3(a) applies. On receipt of such notice the Supplier shall promptly take all steps necessary to transfer the conduct of such claim to the person entitled to indemnification, and shall provide to the person entitled to indemnification all reasonable co-operation, access and assistance for the purposes of considering and resisting such claim;

- (e) if the Supplier pays to the person entitled to indemnification an amount in respect of an indemnity and the person entitled to indemnification subsequently recovers (whether by payment, discount, credit, saving, relief or other benefit or otherwise) a sum which is directly referable to the fact, matter, event or circumstances giving rise to the claim under the indemnity, the person entitled to indemnification shall forthwith repay to the Supplier whichever is the lesser of:
 - (i) an amount equal to the sum recovered (or the value of the saving or benefit obtained) less any out-of-pocket costs and expenses (including legal expenses) properly incurred by the person entitled to indemnification in recovering the same; and
 - (ii) the amount paid to the person entitled to indemnification by the Supplier in respect of the claim under the relevant indemnity,

provided that there shall be no obligation on the part of the person entitled to indemnification to pursue such recovery and that the Supplier is repaid only to the extent that the amount of such recovery aggregated with any sum recovered from the Supplier exceeds any loss sustained by the person entitled to indemnification;

- (f) the Supplier shall inform the person entitled to indemnification of the requirements of any insurer who may have an obligation to provide an indemnity in respect of any liability arising under this Agreement and in relation to such the person entitled to indemnification shall issue instructions accordingly; and
- (g) any person entitled to an indemnity from the Supplier must take all reasonable measures to mitigate any loss, damage or liability that it may suffer in respect of any such matter.

11.4 Insurance

- (a) The Supplier shall take out and maintain in force during the term of this Agreement, at its own cost, commercial general liability insurance with coverage of not less than \$5,000,000 per occurrence and at least \$5,000,000 of annual aggregate or other such amounts the City may approve from time to time, protecting the Supplier and Supplier's personnel against all claims for bodily injury including death, personal injury, advertising liability, completed operations, product liability, or property damage or loss arising out of the operations of the Supplier or the actions of the Supplier or Supplier's personnel. The policy must:
 - (i) name the City and the City's officials, employees and agents as additional insureds;
 - (ii) include a cross-liability or severability of interest clause or endorsement in favour of the City;
 - (iii) include blanket contractual liability coverage; and

- (iv) Include non-owned auto liability coverage.
- (b) The Supplier shall purchase and maintain during the entire term of this Agreement, at its own cost, automobile liability insurance on all licensed vehicle owned or leased to the Supplier with a limit of not less than \$5,000,000 per occurrence or other such amount as the City may approve from time to time protecting against damages arising from bodily injury including death, and from claims for property damage arising from the operations of the Supplier or the Supplier's personnel.
- (c) All required insurance policies specified in Sections 11.4(a) and 11.4(b) must remain in full force and effect at all times until completion of the Supply or earlier cancellation of this Agreement, and for a period of not less than two years thereafter, and must:
 - (i) be obtained from and issued by insurers authorized to carry on business within British Columbia, on terms satisfactory to the City, acting reasonably;
 - (ii) be primary insurance with respect to all claims arising out of the Supplier, and any insurance or self-insurance maintained by the City will be in excess of this insurance and will not contribute to such policies; and
 - (iii) contain a provision that such insurance coverage will not be cancelled or endorsed to reduce the limits of liability without the insurer or their authorized representative giving the City at least 30 days' written notice by registered mail. Should the policy be endorsed to restrict coverage midterm, written notice of such restriction will be sent by registered mail to the City no later than the effective date change; the exception is cancellation for non-payment of premium in which case the applicable statutory conditions will apply.
- (d) The Supplier shall ensure that any Subcontractors also maintain the same insurance as the Supplier, having regard to the obligations under this Agreement which they are contracted to fulfil.
- (e) The Supplier and any Subcontractors will purchase and maintain, at its own cost, any additional insurance which it is required by law, or other lines of insurance coverages, endorsements or increased limits of insurance as deemed necessary by the City and as a reasonable and prudent distributor, vendor, manufacturer or similar supplier would require to protect their performance of Supply or their operations.
- (f) As a condition precedent to any payment from the City to the Supplier under this Agreement, the Supplier shall provide evidence of all required insurance to be taken out in the form of one or more certificate(s) of insurance. The certificate(s) of insurance will identify the Agreement title, Agreement number, policy holder, description of work, insurer name, insurer policy number, insurer policy period, and insurer limits. Proof of insurance, in the form of such certificate(s) of insurance (or copies of the policy(ies) themselves, if requested), will be made available to the City at any time during the performance of the Supply immediately upon request.
- (g) The Supplier's liabilities under this Agreement shall not be deemed to be released or limited by the Supplier taking out the insurance policies referred to in Section 11.4.
- (h) The cost of the insurances arising under this Section 11.4 shall be deemed to be incorporated into the prices specified in Schedule B.

ARTICLE 12

FORCE MAJEURE; TERMINATION

12.1 Force Majeure

- (a) Neither Party shall be deemed to be in breach of this Agreement or otherwise liable to the other Party in any manner whatsoever for any failure or delay in performing its obligations under this Agreement reasonably due to Force Majeure.
- (b) If either Party's performance of its obligations under this Agreement is affected by an event of Force Majeure, then:
 - (i) it shall give written notice to the other Party, specifying the nature and extent of the event of Force Majeure, within ten days after becoming aware of the event of Force Majeure;
 - (ii) performance of such obligation(s) shall be deemed suspended but only for a period equal to the delay reasonably caused by such event;
 - (iii) it shall not be entitled to payment from the other Party in respect of extra costs and expenses incurred by virtue of the event of Force Majeure;
 - (iv) the Time(s) for Completion shall be extended to take into account such delay; and
 - (v) within five days of the cessation of any Force Majeure event, the Party affected thereby shall submit a written notice to the other Party, specifying the actual duration of the delay of its obligations caused by the event of Force Majeure and the consequences resulting from such delay, and submit a specific plan to minimize and mitigate those consequences.
- (c) The affected Party shall use all reasonable diligence in accordance with Good Industry Practice to mitigate the cause and the result of an event of Force Majeure and to remedy the situation and resume its obligations under this Agreement, including complying with any instructions from the City, as to how to do so.
- (d) Notwithstanding the obligations of a Party affected by an event of Force Majeure pursuant to Sections 12.1(b) and 12.1(c), if the event of Force Majeure renders it impossible or impractical for the Supplier to provide the Supply in accordance with this Agreement for a period of at least 15 days, the City may terminate this Agreement upon notice delivered to the Supplier at any time following the expiration of such period of 15 days.

12.2 City Suspension and Termination Rights

The City shall have the following rights:

- (a) The City may order the suspension of all or part of the Supply at any time and for such period as it determines, by notice with immediate effect to the Supplier, in the event of a Safety Incident; and upon receipt of any such notice of suspension, the Supplier shall immediately cease performing the Supply, minimise expenditure and comply with any reasonable instructions of the City relating to such Safety Incident, including any investigations.

- (b) Without prejudice to Section 12.2(a), the City may suspend all or part of the Supply (for such period as it determines) or terminate this Agreement at any time (and for its convenience) upon 30 days' written notice to the Supplier, which shall immediately upon receipt of such notice take all reasonable steps to wind down the performance of the Supply and to minimise expenditure, including complying with any instructions from the City as to how to do so.
- (c) If the City reasonably considers that the Supplier is not discharging any of its material obligations under this Agreement, the City may inform the Supplier by notice stating the grounds for the notice. If evidence of remediation satisfactory to the City, is not received as soon as practicable or in any case within 14 days or such longer period as agreed by the Parties, the City may by a further notice to the Supplier of at least 14 days terminate this Agreement.
- (d) The City may terminate this Agreement with immediate effect if:
 - (i) the Supplier becomes bankrupt or insolvent, goes into liquidation, has a receiver or administrator appointed over it or any of its assets of undertaking, enters into any arrangement for the benefit of its creditors, becomes the subject of any moratorium or carries on business under a receiver, trustee, manager or arrangement for the benefit of its creditors, or if any act is done or event occurs which (under applicable Laws) has a similar effect to any of these acts or events; or
 - (ii) a Change in Control of the Supplier occurs and the City reasonably considers that the Change in Control shall substantively affect the Supplier's ability to perform its obligations under this Agreement.

12.3 Supplier Termination Rights

After giving at least seven days' written notice to the City, the Supplier may terminate this Agreement, or at its discretion and without prejudice to the right to terminate, may suspend or continue suspension of performance of the whole or part of the Supply when:

- (a) 90 days after the due date for payment of an invoice, it has not received payment of that part which has not by that time been contested in writing by the City and provided always that:
 - (i) the Supplier has issued a notice of reminder to the City following the due date for payment in relation to such unpaid sum; and
 - (ii) the termination notice may not be issued until the expiry of 30 days following the issue of such reminder notice; or
- (b) the City commits any material or persistent breach(es) of its obligations under this Agreement which render(s) performance by the Supplier of its obligations under this Agreement or a substantial part thereof impossible or significantly adversely affect(s) such performance of this Agreement as a whole and further which, remain(s) irremediable after 60 days.

12.4 Consequences of Termination

The following consequences shall apply upon a termination:

- (a) On termination of this Agreement for any reason, the Supplier shall, as soon as reasonably practicable:
 - (i) deliver to the City all work and Documentation produced by or on behalf of the Supplier during the course of performing the Supply;
 - (ii) return (or destroy if otherwise directed by the City in writing) all Confidential Information provided to it for the purposes of this Agreement;
 - (iii) return all of the City's Site access cards, equipment and other items provided under this Agreement, failing which, the City may enter the relevant premises and take possession thereof, and, until any such access cards, equipment and other items have been returned or repossessed, the Supplier shall be solely responsible for its or their safe-keeping;
 - (iv) if so requested by the City, take reasonable steps to assign any Subcontractor contracts to the City and do all things and execute all documents necessary to give effect thereto; and
 - (v) otherwise comply with all reasonable requirements of the City arising from the cessation of the Supply or the continuing development of the Site.
- (b) The Supplier shall be entitled to be paid its reasonable properly incurred costs of compliance with Section 12.4(a) and its reasonable demobilization costs, up to a maximum of \$100, in aggregate, save in circumstances in which the City reasonably claims that the termination was a consequence of a Safety Incident or a default by the Supplier in the provision of any part of the Supply, in which case all such costs shall be for the Supplier's own account.
- (c) On termination of this Agreement for any reason, the Supplier shall be entitled to payment for any completed portion of the Supply rendered in full compliance herewith prior to the time of termination, in accordance with Schedule B (Prices for Supply).

12.5 Other Surviving Rights and Liabilities of Parties

- (a) Termination of this Agreement shall not prejudice or affect the accrued rights or claims and liabilities of the Parties.
- (b) After termination of this Agreement, the provisions of Sections 3.9 and 9.6, ARTICLE 11, ARTICLE 14, ARTICLE 15 and ARTICLE 17 shall remain in force.

ARTICLE 13 ASSIGNMENT AND SUBCONTRACTING

13.1 Assignment

Neither Party shall assign, transfer, mortgage, charge or deal in any other manner with this Agreement or any of its rights and obligations under or arising out of the Agreement (or any document referred to herein), or purport to take any such action without the prior written consent of the other.

13.2 Subcontracting

- (a) The Supplier shall not subcontract the whole or substantially all of the Supply.

- (b) Without prejudice to the foregoing Section 13.2(a), save in the case of Subcontractor(s) whose role in the provision of the Supply is expressly provided for in the schedules hereto (and only to the extent so provided for), the Supplier may not subcontract any part of the Supply without the City's prior written consent.
- (c) The Supplier shall include in each contract by which it engages a Subcontractor a provision allowing the benefit of such contract to be assigned by the Supplier to the City upon request.
- (d) The Supplier shall not without the written consent of the City (which shall not be unreasonably withheld or delayed) initiate or terminate any contract with a Subcontractor.
- (e) If the Supplier is unable to enter into a contract with a Subcontractor whose role in the provision of the Supply is expressly provided for in the schedules hereto, it shall as soon as reasonably practicable inform the City of the reason for such inability and procure the services of a replacement subcontractor that is acceptable to the City, acting reasonably.
- (f) The Supplier shall be responsible for the acts, defaults or neglect or any omission of each Subcontractor, its employees and agents in all respects as if they were the acts and defaults or neglect or omission of the Supplier its employees or agents themselves.

ARTICLE 14 **INTELLECTUAL PROPERTY - INTENTIONALLY DELETED**

ARTICLE 15 **PRIVACY; CONFIDENTIALITY**

15.1 Freedom of Information and Protection of Privacy Act

The Supplier acknowledges that the City is subject to the *Freedom of Information and Protection of Privacy Act* (British Columbia), which imposes significant obligations on the City's contractors to protect all personal information acquired from the City in the course of providing any service to the City.

15.2 No Promotion

The Supplier shall not, and shall ensure that its Subcontractors shall not, disclose or promote any relationship with the City, including by means of any oral declarations, announcements, sales literature, letters, client lists, press releases, brochures or other written materials, without, in each case, the express prior written consent of the City. The Supplier shall not use the City's logo or any of the City's official marks without the express prior written consent of the City.

15.3 Confidentiality Obligations

Each Party shall keep the Confidential Information of the other Party confidential and each Party shall not use such Confidential Information except for the purpose of exercising or performing its rights and obligations under this Agreement or where, in the case of the City, otherwise necessary to pursue the public business of the City (a "**Permitted Purpose**"), or disclose the Confidential Information in whole or in part to any third party, except as expressly permitted by this ARTICLE 15.

15.4 Disclosure to Representatives

A Party may disclose the other Party's Confidential Information to those of its Representatives who need to know such Confidential Information for the Permitted Purpose, provided that it informs such Representatives of the confidential nature of the Confidential Information prior to disclosure, and at all times it is responsible for such Representatives' compliance with the confidentiality obligations set out in this ARTICLE 15.

15.5 Disclosures Required by Law

A Party may disclose Confidential Information to the extent required by any applicable Laws or by any Competent Authority provided that, where legally permitted, it notifies the other Party before doing so, gives the other Party a reasonable opportunity to take any steps that the Party considers necessary to protect the confidentiality of that information, and notifies the third person that the information is Confidential Information. In any event, a Party shall furnish only that portion of the Confidential Information which it is legally required to disclose and shall use its reasonable endeavours to obtain a protective order or other reliable assurance that the Confidential Information shall be accorded confidential treatment.

15.6 Other Disclosures by the City

The City's obligations under this ARTICLE 15 are wholly subject to and qualified by, the applicable provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia) and, notwithstanding any other provision of this ARTICLE 15, the City may disclose Confidential Information in any manner compliant with such statute or otherwise in furtherance of its public role or duties, including in the course of publicly reporting to the Vancouver City Council.

15.7 Interpretation; Enforcement and Survival

- (a) Notwithstanding anything in this ARTICLE 15 to the contrary, nothing in this ARTICLE 15 shall affect the Parties' rights and obligations under ARTICLE 14.
- (b) The Parties acknowledge that a breach of any of the obligations or provisions contained in this ARTICLE 15 could cause the other Party to suffer loss which may not be adequately compensated for by damages and that the other Party may, in addition to any other remedy or relief, enforce the performance of this Agreement by injunction or specific performance upon application to a court of competent jurisdiction without proof of actual or special damage and notwithstanding that in any particular case damages may be readily quantifiable, and such breaching Party must not plead sufficiency of damages as a defence in the proceeding for such injunctive relief.

ARTICLE 16 TAXES

16.1 Taxes for Own Accounts

Unless otherwise expressly stated in this Agreement, any Taxes becoming due and payable by either Party pursuant to any applicable Laws as a result of the entering into, the performance of obligations under or the taking of payment pursuant to this Agreement, shall be for the account of that Party, and for greater certainty the Contract Price includes all such Taxes, except for applicable Taxes arising under all sales, excise and value added tax legislation (including, without limitation, the *Excise Tax Act* (Canada) and similar Canadian provincial legislation) (collectively, "**Sales Tax**") as a result of the sale of the Supply within Canada hereunder, unless it is clearly stated that they are intended to be Sales Tax-inclusive.

16.2 Withholding Taxes

- (a) Notwithstanding any other provision to the contrary, if the City determines that it is necessary to satisfy its obligations under any Law relating to Taxes, the City may:
 - (i) withhold an amount from a payment made to the Supplier; and
 - (ii) pay the withheld amount directly to the relevant Competent Authority.
- (b) If an amount withheld in accordance with Section 16.2(a) is paid by the City to the relevant Competent Authority, it is deemed to have been paid to the Supplier on the date on which the remainder of the payment to which it relates was paid to the Supplier.
- (c) The Supplier agrees and acknowledges that it has no claim against the City for any amounts withheld and paid to the relevant Competent Authority in accordance with Section 16.2(a).
- (d) If the City does not withhold an amount under Section 16.2(a) which it is required to withhold pursuant to any laws relating to Taxes, the Supplier agrees to pay that amount to the City, upon request by the City.
- (e) The Supplier agrees that the City shall not be required to increase any payment to the Supplier by the amount withheld by the City under Section 16.2(a)

ARTICLE 17 DISPUTE RESOLUTION

17.1 Optional Procedure

All claims, disputes or issues in dispute between the City and the Supplier in relation to this Agreement shall be decided by mediation or arbitration, if the Parties so agree in writing, or, failing any such agreement, by the courts of competent jurisdiction in the Province of British Columbia.

17.2 Arbitration

In the event that Parties agree to arbitration pursuant to Section 17.1:

- (a) the arbitration shall be conducted pursuant to the *Commercial Arbitration Act* (British Columbia) and shall be governed by the rules of the British Columbia International Commercial Arbitration Centre, except that the arbitrator or arbitrators shall be agreed upon by the Parties, and failing agreement by the Parties, shall be appointed by a court of competent jurisdiction within the Province of British Columbia;
- (b) the parties shall share equally the costs of the arbitration but shall be responsible for their own separate costs and expenses in relation to the arbitration including legal fees and disbursements; and
- (c) the arbitration shall take place in Vancouver, British Columbia and shall be governed by the laws of British Columbia.

ARTICLE 18 MISCELLANEOUS

18.1 Time of the Essence

Time is of the essence of this Agreement, including without limitation in relation to the Time(s) for Completion.

18.2 Costs

Each of the Parties hereto shall pay their respective legal fees and other costs and expenses incurred in connection with the preparation, execution and delivery of this Agreement and all documents and instruments executed pursuant hereto and any other costs and expenses whatsoever and howsoever incurred.

18.3 Benefit of this Agreement

- (a) This Agreement shall inure to the benefit of and be binding upon the respective successors and permitted assigns of the Parties hereto.
- (b) Except as expressly set forth in the foregoing Sections 18.3(a) or 11.1, nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Supplier.

18.4 Entire Agreement

This Agreement constitutes the entire agreement between the Parties hereto with respect to the subject matter hereof and cancels and supersedes any prior understandings and agreements between the Parties hereto with respect thereto. There are no representations, warranties, terms, conditions, undertakings or collateral agreements, express, implied or statutory, between the Parties in relation to the subject matter hereof other than as expressly set forth in this Agreement.

18.5 Amendments and Waiver

Subject to Section 3.11, no modification of or amendment to this Agreement is valid or binding unless set forth in writing and fully executed by both of the Parties hereto and no waiver of any breach of any term or provision of this Agreement is effective or binding unless made in writing and signed by the Party purporting to give such waiver and, unless otherwise provided, is limited to the specific breach waiver.

18.6 Notices

- (a) Any order, demand, notice or other similar communication to be given to a Party in connection with this Agreement must be given in writing and shall be deemed to be validly given if given by personal delivery to a City's Manager or a Supplier's Manager, as applicable, or delivered by registered mail, by courier or by electronic transmission (with delivery confirmation or receipt of a reply email effectively acknowledging delivery), addressed to a City's Manager or a Supplier's Manager, as the case may be, or, in each case to such other individual as is designated in writing by the relevant recipient Party (including, as designated in writing hereinbelow) at the relevant address or facsimile number listed below:
 - (i) if to the Supplier:

<📧Supplier Name>

<address>

Attention: <>

Facsimile: <>

Email: <>

(ii) if to the City:

City of Vancouver

<Department>

453 West 12th Avenue

Vancouver, BC V5Y 1V4

Attention: <>

Facsimile: <>

or such other address or facsimile number as may be designated by notice given by either Party to the other, provided that, notwithstanding the foregoing, the Supplier's invoices shall be addressed as specified in Section 9.3 or as otherwise specified in the relevant City purchase order.

(b) Any order, demand, notice or other communication given (and, in the case of electronic transmission, confirmed or acknowledged) in accordance with Section 18.6(a) shall be conclusively deemed to have been given:

(i) if given by personal delivery, on the day of actual delivery thereof;

(ii) if given by registered mail or courier, on the Business Day following confirmation by the postal service or the courier that the notice has been delivered; and

(iii) if given by electronic transmission, on the day of transmittal thereof if given during the normal business hours of the recipient and on the Business Day during which such normal business hours next occur if not given during such hours on any day.

Notwithstanding the foregoing, if the Party giving any demand, notice or other communication knows or ought reasonably to know of any difficulties with the postal system which might affect the delivery of mail, any such demand, notice or other communication must not be mailed but must be given by personal delivery, courier or electronic transmission.

18.7 Governing Law and Jurisdiction

(a) This Agreement is governed by and must be construed in accordance with the laws of the Province of British Columbia.

(b) All provisions of the *International Sale of Goods Act* (British Columbia) are specifically excluded from application to this Agreement.

(c) This Agreement is subject to the exclusive jurisdiction of the courts in the Province of British Columbia except:

(i) as otherwise agreed by the Parties pursuant to ARTICLE 17; and

- (ii) to the extent necessary to enforce, in another jurisdiction, any decision or award made pursuant to ARTICLE 17 or any judgment of any court in the Province of British Columbia.

18.8 Further Assurances

Each Party agrees to do all things and execute all deeds, instruments, transfers or other documents as may be necessary or desirable to give full effect to the provisions of this Agreement and the transactions contemplated by it.

18.9 Severance

If any term or condition of this Agreement is for any reason held to be illegal, invalid, ineffective, inoperable or otherwise unenforceable, it shall be severed and deemed to be deleted from this Agreement and the validity and enforceability of the remainder of this Agreement shall not be affected or impaired thereby. If any term or condition of this Agreement is found to be illegal, invalid, ineffective, inoperable or otherwise unenforceable, but would not be so if some part of it were deleted, the term or condition shall apply with such modifications as may be necessary to make it enforceable.

18.10 Counterparts

This Agreement may be executed in any number of counterparts. All counterparts, taken together, constitute one instrument. A Party may execute this Agreement by signing any counterpart.

18.11 Independent Legal Advice

THE SUPPLIER ACKNOWLEDGES THAT THE SUPPLIER HAS BEEN GIVEN THE OPPORTUNITY TO SEEK INDEPENDENT LEGAL ADVICE BEFORE EXECUTING THIS AGREEMENT.

18.12 Electronic Execution

Delivery of an executed signature page to this Agreement by either Party by electronic transmission shall be as effective as delivery of a manually executed copy of this Agreement by such party.

IN WITNESS WHEREOF this Agreement has been executed as of the day and year first above written by and on behalf of the Parties by their duly authorized signatories.

<🖨️SUPPLIER NAME>

Signature

Print Name and Title

Signature

Print Name and Title

CITY OF VANCOUVER

Signature

Print Name and Title

Signature

Print Name and Title

**SCHEDULE A -
SCOPE OF GOODS AND SERVICES**

The Supplier represents and warrants to perform the Supply as described in Schedule A. Failure to deliver the Supply as described in Schedule A, as well as other terms and conditions throughout this Agreement, would be considered as Supplier performance concerns that could be taken into consideration during evaluation for any future proposal submissions from the Supplier.

<u>ITEM</u>	<u>DESCRIPTION</u>
<📎 Good Name 1>	<📎 Description 1.>
<📎 Good Name 2>	<📎 Description 2.>
<📎 Good Name 3>	<📎 Description 3.>
<📎 Service 1 (e.g., installation)>	<📎 Description 3.>
<📎 Service 2 (e.g., maintenance) >	<📎 Description 3.>

**SCHEDULE B -
PRICES FOR SUPPLY**

The Supplier represents and warrants to commit the prices and other terms and conditions as described in Schedule B. Failure to commit the prices and other associated terms and conditions as described in Schedule B would be considered as Supplier performance concerns that could be taken into consideration during evaluation for any future proposal submissions from the Supplier.

Notwithstanding any other provision hereof, if the Supplier is, at any time during the term of effectiveness of this Agreement, party to a contract with another customer pursuant to which the Supplier charges effective prices lower than the prices charged to the City for reasonably comparable services, the above-listed prices shall be adjusted, retroactively to the date of effectiveness of such other contract, so that the prices charged hereunder are at least as low as the effective prices charged pursuant to such other contract.

SCHEDULE C -
ITEMS TO BE PROVIDED BY THE CITY

INTENTIONALLY DELETED.

SAMPLE

**SCHEDULE D -
TIME SCHEDULE FOR SUPPLY**

Confirmed at the time of Contract Award.

SAMPLE

**SCHEDULE E -
PREFERRED SUPPLIERS**

INTENTIONALLY DELETED.

SAMPLE

**SCHEDULE F -
CITY POLICIES**

1. The City's Supplier Code of Conduct.
2. The City's Living Wage Policy.

**SCHEDULE G -
KEY PROJECT PERSONNEL**

Confirmed at the time of Contract Award.

SAMPLE

**SCHEDULE H -
SITE**

Confirmed at the time of Contract Award.

SAMPLE