



## REQUEST FOR PROPOSALS

### SUPPLY AND DELIVERY OF STREET LIGHTING AND TRAFFIC SIGNAL POLES

RFP No. PS20191104

Issue Date: September 6<sup>th</sup>, 2019

Issued by: City of Vancouver (the "City")

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## PART A - INFORMATION AND INSTRUCTIONS

### 1.0 THE RFP

- 1.1 This Request for Proposals (the “RFP”) provides an opportunity to submit proposals for review by the City and, depending on the City’s evaluation of proposals, among other factors, to potentially negotiate with the City to enter into a contract. EXCEPT WHERE EXPRESSLY STATED OTHERWISE IN APPENDIX 1 TO PART C OF THE 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 RFP concerns the City’s interest in procuring street lighting and traffic signal poles. Details of the City’s objectives and requirements to which the RFP relates are set out in Part B of the RFP. The City welcomes proposals that are responsive to this RFP (“Proposals”) respecting innovative or novel approaches to the City’s objectives and requirements.
- 1.3 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.
- 1.4 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 below, among others.
- 1.5 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 FORM OF PROPOSAL.
- 1.6 The execution of an Agreement may be contingent on funding being approved, and the relevant Proposal being approved, by the Vancouver City Council.
- 1.7 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.
  - (b) PART B - CITY REQUIREMENTS: 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.

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- (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 September 25, 2019
Closing Time	3:00 pm on October 3, 2019

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:

Jing Fan  
[jing.fan@vancouver.ca](mailto:jing.fan@vancouver.ca)

3.2 All enquiries must be made in writing. In-person or telephone enquiries are not permitted.

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:

- Subject of the file to be: PS# - Title - Vendor name.
- Document format for submissions:
  - RFP Part C in PDF format - **1 combined PDF file**, including any other attachments if necessary, and;
  - Appendix 3 (pricing tab) in Excel format.
- Zip the files to reduce the size or email separately if needed.
- Send your submissions to [Bids@vancouver.ca](mailto:Bids@vancouver.ca); do not deliver a physical copy to the City of Vancouver.

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- If you did not receive an automated email within few minutes, check your junk folder first, and then contact [Purchasing@vancouver.ca](mailto:Purchasing@vancouver.ca).
  - Submitting the files via Drop box, fax, 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 solely for the purpose of submitting a joint Proposal in response 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.
- 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 three-year period, with two possible two-year extensions, for a maximum total term of seven years.
- 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.

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- 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 not only financial terms, but also:

- (a) ability to meet the Requirements (as defined in Part B ) or ability to otherwise satisfy the City's objectives and requirements;
- (b) design process, fabrication methodology and product life cycle;
- (c) proven skills, knowledge and experience in delivering a similar scope of work;
- (d) proposed streamlined order process and strategic delivery capabilities;
- (e) financial offering, including, but not limited to, prices, customer support, value-added services, and discounts;
- (f) product quality and satisfaction of current industry standards;
- (g) product delivery lead-time and warranty;
- (h) business reputations and capabilities;
- (i) Sustainability Engagement;
- (j) creative and innovative ideas to execute the objectives;
- (k) ability to meet the City's insurance requirements; and

Certain other factors may be mentioned in Part B or elsewhere in the RFP.

Evaluation Criteria	Evaluation Weighting
Technical	45%
Financial	45%
Sustainability (Environmental and Social)	10%
Total	100%

- 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,

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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 Requirements 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.
- 10.0 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

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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

The requirements stated in this Part B (collectively, the “Requirements”) are current as of the date hereof, but they may change or be refined in the course of the evaluation of Proposals or otherwise.

Unless otherwise stated, if, and wherever, the Requirements state 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 Requirements express 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.

### 1.0 REQUIREMENTS

1.1 The City has the following objectives and requirements (together, the “Requirements”):

(a) Source of Supply

The City’s current strategy of streamlining and continually improving its business processes identified the following objectives in this RFP to enable the City to realize best value through, but not limited to:

- i. Quality products at best total value;
- ii. On-time deliveries;
- iii. Reduced lead-time;
- iv. Secured source of supply;
- v. Firm pricing for products;
- vi. Consistent product quality and specification;
- vii. Warranty and other value added services;
- viii. Superior level of customer service;
- ix. Structured supplier management program; and
- x. A strong, co-operative, proactive and long-term relationship with the supplier.

(b) Work Scope as stated on Section 2.0 “Detailed Requirement” of the RFP, to be delivered to and in accordance with the specifications stated on Section 3.0 “Specifications” and Section 4.0 “Drawings and Schematics” of the RFP.

(c) Delivery in the terms and conditions set out in the Form of Agreement.

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- (d) City's Greenest City 2020 Action Plan (GCAP) is a strategy for staying on the leading edge of city sustainability. The City's vision is to create opportunities today while building a strong economy, vibrant and inclusive neighbourhoods, and an internationally recognized city that meets the needs of generations to come. The City is interested in working with vendors who will help the City advance towards its Greenest City goals.

## 1.2 Introduction

The purpose of this RFP is to select a Proponent(s) with the capability and experience to efficiently and cost-effectively supply, manufacture and deliver quality steel street lighting and traffic signal poles to the City, as required, and as per the requirements set out herein. This initiative will identify best and leading practices to increase procurement efficiency for the City's Traffic, Electrical Operations and Design Branch (TEOD) requirements. This initiative will also maintain and improve quality, sustainability and provide opportunities to improve and consolidate the City's business relationships with qualified supplier(s) capable of supplying all or a large part of the pole requirements. Thus it is paramount the successful Proponent(s) be able to meet the requirements of the City with the highest level of service.

## 1.3 Background

The City installs and maintains various street lighting and traffic signal poles throughout the city including the need to add additional poles required in capital construction projects. The demand for poles at times may be of an urgent nature. The City is interested to have a secured source of supply with fixed pricing and possible defined methods to reduce lead-time in anticipation of the ongoing need to replace poles due to damage or corrosion.

This contract includes poles with MMCD and MOTH specification that have already been adopted by the City and the City's custom poles that are currently still in use.

## 2.0 SCHEDULE OF DETAILED REQUIREMENTS

### 2.1 Summary of Requirements

- 2.1.1 The successful proponent shall be able to provide to the City of Vancouver the street lighting and traffic signal poles required in accordance with, but not limited to:

- (a) The requirements identified hereto;
- (b) Meet minimum standards set out in section 3.0 - Product Specifications; and
- (c) To the drawings and schematics attached and/or listed in section 4.0 - Drawings and Schematics.
  - (i) Drawings and specifications referring to Master Municipal Construction Documents (MMCD), Ministry of Transportation and Highways (MOTH), or Coast Mountain Bus Company (CMBC) shall be accessed by the Proponent directly to the most recent and up-to-date information from the appropriate authority.

- 2.1.2 Proposals shall describe in detail the scope of work to achieve the requirements listed herein in APPENDIX 2 QUESTIONNAIRE, under PART C of the RFP.

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2.2 Work Scope

2.2.1 The successful proponent shall be able to provide the following work scope identified herein, consistent with the services described in the Proposal and the terms in Part D - Form of Agreement in compliance to the specifications and drawings set out in section 3.0 and section 4.0, including but not limited to:

- (a) Raw material to specification;
- (b) Developing certified shop drawings, signed and sealed by a professional engineer (P.Eng.) registered in the Province of British Columbia, for manufacturing;
- (c) Manufacturing and finishing coat application;
- (d) Inspection and Testing;
- (e) Delivery and unloading at destination; and
- (f) Other Quality Assurance requirements.

2.2.2 Material Specification and Inspection

- (a) At the request of the City, the manufacturer shall forward written transcripts of all tests relevant to each Material Class as set out in section 3.0 - Specifications and any other tests, as determined by the City Engineer. All tests shall be identified against individual Product numbers or batches. With respect to Product that is not individually numbered, the City may reject one or more batches of Product rather than individual Products.
- (b) The City reserves the right to perform quality assurance verification tests at an independent 3rd party lab against samples tested by the manufacturer;
- (c) The City at its discretion may at any time request the successful Proponent to provide a third party certification of the material used in the production of the poles. The inspection company may, without limitation:
  - i. inspect all poles during the manufacturing process;
  - ii. inspect finished products at the manufacturing facility; or
  - iii. inspect finished products after delivery.
- (d) For any deliveries of Product to the City, quality control tests in electronic form will be required. The test results will enable the City to identify any Product shipped to any of the delivery sites and trace it to its corresponding quality control test result.
- (e) Acceptance of finished goods delivered to the City will be subject to the terms of the Form of Agreement.

2.2.3 Shop Drawings

- (a) Develop and maintain a complete inventory of certified shop drawings, signed and sealed by a professional engineer (P.Eng.), for contracted products. Update the shop

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drawings to new and/or current specifications as requested by the City or its representative.

- i. Material type should be stated in the shop drawing
- ii. Shop drawing must be approved by City representative prior to production; and
- iii. Shop drawing shall form part of the deliverables to, and become the property of, the City.

#### 2.2.4 Lead-times

- (a) Maintain a level of safety stock at certain manufacturing (Work-In-Progress) and/or completion stage (to be determined) of key items or other innovative methods to reduce delivery lead-time.
- (b) The Proponent shall describe in detail methods to reduce delivery lead-time.

#### 2.2.5 Manufacturing

- (a) Manufacture products in accordance to the specifications and drawings set out in section 3.0 and section 4.0 and certified shop drawings developed through the foregoing requirement.
- (b) The Proponent shall describe in detail the manufacturing processes to satisfy the required specifications.

#### 2.2.6 Delivery

The successful Proponent shall deliver the order(s) to the following location, unless otherwise specified in a Purchase Order:

- (a) National Works Yard, 701 National Avenue, Vancouver, BC;
- (b) Deliveries must be made between 8:00 am and 2:30 pm, Monday to Friday, excluding statutory holidays, unless other arrangements have been agreed to in writing;
- (c) All hardware, for each individual pole, including handhole covers, nut covers, shims, washers, etc. shall be included for each order of poles in Pricing Table, packaged separately in appropriate packaging. These packages may require to be delivered separately from the pole storage site, to the Electrical Operations Branch Stores; and
- (d) Delivery and unloading will be in accordance to the terms set out in Part D - Form of Agreement.

#### 2.2.7 Warranty

- (a) Any successful Proponent shall be required to represent, warrant and agree that:
  - (i) the Products and services supplied by the Proponent shall satisfy all requirements and specifications set forth in Part D - Form of Agreement;

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- (b) All Products provided under the Agreement shall be covered by the Proponent's best warranty against defects in materials, workmanship and performance. If requested by the City, the Proponent shall provide copies of the written warranty for each Product.

## 2.3 Quantities

- 2.3.1 The quantities stated in Pricing Table are the City's best estimate of its requirements. Actual quantities may vary; the City is not able to offer any assurances regarding eventual usage quantities.

- (i) Order for products will be on an as, if and when required basis.

- 2.3.2 Optional items, spare parts and add-ons are to be priced separately on a per unit basis, uninstalled but including any hardware required for installation.

## 3.0 SPECIFICATIONS

See attached pdf version.

## 4.0 DRAWINGS AND SCHEMATICS

- 4.1 Drawings for City of Vancouver specifications are attached.

- 4.2 Drawings and specifications referring to Master Municipal Construction Documents (MMCD), Ministry of Transportation and Highways (MOTH), or Coast Mountain Bus Company (CMBC), shall be accessed by the Proponent directly to the most recent and up-to-date information from the appropriate authority.

## 4.3 City of Vancouver List of Drawings

Item	Spec	Dwg #	Rev.	Description
1.	COV	LDS-1.1, Sh 3	Rev 4	25 ft Octagonal Steel Davit Pole
2.	COV	LDS - 1.1, Sh 4	Rev 3	25 ft Octagonal Steel Double Davit Pole
3.	COV	LDS-1.1, Sh 5	Rev 4	30 ft Octagonal Steel Davit Pole
4.	COV	LDS - 1.1, Sh 6	Rev 3	30 ft Octagonal Steel Double Davit Pole
5.	COV	LDS-1.1, Sh 7	Rev 4	30 ft Octagonal Combination Steel Davit Pole
6.	COV	JJF-1041, Sh 1	Rev 1	20 ft Lane Lighting Pole - 6" Round
7.	COV	LDS-1_1S1C, Sh 1	Rev 2	10 ft Octagonal Steel Shaft Pole (Traffic Signal)
8.	COV	LDS-1.1, Sh 1	Rev 4	14ft and 18 ft Octagonal Steel Shaft Pole
9.	COV	LDS-1.2, Sh 13	Rev 2	4.3m Greenway (Ridgeway) Pedestrian Light
10.	COV	LDS 1.1, Sh 10	Rev 2	1.83m (6 ft) Davit Arm
11.	COV	LDS 1.1, Sh 10	Rev 2	1.83m (6 ft) Double Davit Arm
12.	COV	LDS 1.1, Sh 10	Rev 2	1.8m (6 ft) Traffic Signal Mast Arm
13.	COV	LDS 1.1, Sh 10	Rev 2	2.4m (8 ft) Traffic Signal Mast Arm
14.	COV	LDS 1.1, Sh 10	Rev 2	3.0m (10 ft) Traffic Signal Mast Arm
15.	COV	LDS 1.1, Sh 10	Rev 2	3.7m (12 ft) Traffic Signal Mast Arm

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16.	COV	LDS 1.1, Sh 10	Rev 2	4.3m (14 ft) Traffic Signal Mast Arm
17.	COV	LDS 1.1, Sh 10	Rev 2	4.9m (16 ft) Traffic Signal Mast Arm
18.	COV	LDS 1.1, Sh 10	Rev 2	5.5m (18 ft) Traffic Signal Mast Arm
19.	COV	LDS-8_1S8, Sh 1	Rev 2	A7E Trolley Look-Alike Pole
20.	COV	LDS 1.1, Sh 11	Rev 2	Traffic Signal Mast Arm Adapters - Small
21.	COV	LDS 1.1, Sh 11	Rev 2	Traffic Signal Mast Arm Adapters - Large
22.	COV	LDS-1.8, Sh 2	Rev 3	Mounting Bracket Detail attached to Davit & Trolley Pole
23.	COV	LDS-1_1S8A, Sh 8A LDS-1_1S8B, Sh 8B	Rev 4 Rev 3	Street Lighting & Traffic Signal Handhole Cover
24.	COV	M-917	Rev 0	10 ft Gastown Steel Pole c/w Cast Aluminum Base Cover
25.	COV	M-918	Rev 0	15 ft Chinatown Decorative Fluted Pole c/w Base Cover
26.	COV	M-919	Rev 0	14 ft Brewers District Straight Tapered Pole c/w Decorative Nut Covers
27.	COV	M-920	Rev 0	30 ft East Fraser Lands Straight Tapered Round Pole c/w Decorative Fixture and Ped Arms
28.	COV	M-921	Rev 0	25 ft Octagonal Single Davit Pole c/w Custom Welded Chinatown Mounting Bracket
29.	COV	M-922	Rev 0	25 ft South Hornby Tapered Round Shaft w/ 3 ft Rectangle Arm
30.	COV	M-923	Rev 0	28 ft Brewers District Tapered Round Pole c/w Decorative Nut Covers
31.	COV	M-930	Rev 0	North False Creek Straight Round Pole (Light Duty)
32.	COV	M-931	Rev 0	Coal Harbour Custom A3E 9.1m Trolley Pole c/w 48mm OD x 78mm Long Top Tenon & 2 <sup>nd</sup> Hand Hole
33.	COV	M-932	Rev 0	Coal Harbour Custom A7E 9.1m Trolley Pole c/w 48mm OD x 78mm Long Top Tenon & 2 <sup>nd</sup> Hand Hole
34.	COV	M-933	Rev 0	Coal Harbour Custom A7E Trolley Pole c/w Type S Arm Flange and 48mm OD x 78mm Long Top Tenon & 2 <sup>nd</sup> Hand Hole
35.	COV	M-935	Rev 0	10m Type L Arm Flange for CMB A23E Trolley Pole

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**PART C - FORM OF PROPOSAL**

RFP No. PS20191104, SUPPLY AND DELIVERY OF STREET LIGHTING AND TRAFFIC SIGNAL POLES (the "RFP")

Proponent's Name: \_\_\_\_\_  
"Proponent"

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

Jurisdiction of Legal Organization: \_\_\_\_\_

Date of Legal Organization: \_\_\_\_\_

Key Contact Person: \_\_\_\_\_

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

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

\_\_\_\_\_  
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    Proof of WorkSafeBC Registration
- APPENDIX 11    Conflicts; Collusion; Lobbying



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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. PS20191104, 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.

**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.

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**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.

**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

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- (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 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.

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**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 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 12.
- (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 12.

**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 12.

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**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 12.

**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 12.

**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.

**11 INDEPENDENT LEGAL ADVICE**

THE PROPONENT ACKNOWLEDGES THAT IT HAS BEEN GIVEN THE OPPORTUNITY TO SEEK INDEPENDENT LEGAL ADVICE BEFORE SUBMITTING ITS PROPOSAL FORM, INCLUDING THIS APPENDIX 1.

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APPENDIX 2  
QUESTIONNAIRE

Complete this Appendix 2 - Questionnaire in the form set out below or attached to this Form of Proposal as an additional Appendix clearly titled each section's name.

**1.0 Executive Summary**

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

**2.0 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).

**3.0 Key Personnel**

In the space below, identify and provide professional biographical information for the key personnel that would perform the Proponent's work, outlining their intended roles in meeting the Requirements.

(a) designate a contact person who will make decisions to ensure that the Contract implementation and day-to-day operation are as specified herein; and

(b) who will serve as a point of contact for the City.

Preference may be given to Proponents and proposed personnel that demonstrate knowledge and experience involving design and manufacturing of street lighting and traffic signal poles. Each Proponent should make clear in its Proposal its relevant knowledge and experience, and that of its proposed personnel.

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**4.0 Resources**

In the space below, each Proponent should list and describe the Proponent's internal and external resources available to carry out the work identified in this RFP and any proposed value added services. Proponents should list and describe resource capabilities including, but not limited to:

- (a) Creation of certified shop drawings signed and sealed by a professional engineer (P.Eng.) registered in the Province of British Columbia;
- (b) Material testing and verification capabilities and the laboratories;
- (c) Machinery and equipment for manufacturing processes;
- (d) Material protection and finish coat processes;
- (e) Transportation capabilities and arrangement; and
- (f) Storage facilities.

**5.0 Work Plan**

In the space below, each Proposal should describe in detail the sequential process by which the Proponent proposes to undertake the work, from the development of the shop drawings, fabrication, to the delivery at the destination. The Proponent's work plan should make reference to the Requirements, and Work Scope in section 2.0 Schedule Of Detailed Requirements, under PART B as appropriate.

The Proponent should describe beyond the requirement any value added services available and provided at no extra costs to the City to maximize total value.

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**6.0 Account Management**

In the space below, detail customer service processes and capabilities such as, but not limited to: the order and delivery processes, the day-to-day services and other operational processes.

- (a) Order Processing
  - i. Each Proposal should describe its order receipt and confirmation process.
  - ii. Proposal shall state the delivery time from the receipt of an order to the arrival at the destination.
- (b) Each Proposal should describe its program to manage, maintain and improve delivery schedule, minimizing lead-times and how its program will deliver maximum benefit to the City. Proposals may include but not limited to:
  - i. Safety stock;
  - ii. Work In Progress inventory; or
  - iii. other innovative methods to improve delivery of key products.
- (c) The City's preference is not to have minimum order thresholds. However each Proponent is to indicate any minimum order thresholds.

**7.0 Specifications**

In the space below, each Proposal shall address the requirement and compliance to the specifications listed in section 3.0 Specifications and relevant drawings in section 4.0 Drawings and Schematics under PART B of the RFP.



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**8.0 Quality Assurance**

- (a) In the space below, each Proposal shall describe its quality assurance program(s), including but not limited to:
- i. material traceability and documentation;
  - ii. material testing and verification process;
  - iii. pre-shipment inspections/order verification;
  - iv. managing product non-conformance and corrective action processes;
  - v. process and target timelines for non-conformance investigations;
  - vi. management of metrics regarding supplier product quality issues; and
  - vii. any special process quality programs/certifications, including date of most recent audit and certification.
- (b) Each Proponent should describe testing capabilities of material and products at the manufacturing facilities, including quality control tests done internally by the manufacturer or by a third party inspection company acceptable to the City.

**9.0 Inspection of Products**

All products supplied shall be subject to inspection and testing by the City in accordance with the terms set out in Part D - Form of Agreement. Each Proposal in the space below should:

- (a) describe its processes and capabilities of testing material and products at the manufacturing facilities, including quality control tests done internally by the manufacturer or by a third party inspection company acceptable to the City.
- (b) describe the product replacement process, including an expedited timeline for collection of returning products and delivery of replacement products, for the event that any items are found damaged or otherwise not in conformity with the specifications.

In the event that any items are damaged or otherwise not in conformity with the specifications, the City shall have the right to reject the same or require their replacement, as stated in Part D. Each Proponent should describe its product replacement process, including any improved timeline for collection of returning products and delivery of replacement products.

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**10.0 Warranty**

In the space below, each Proponent should describes their best warranty offered in detail including but not limited to, warranty coverage, warranty term, extended warranty options, replacement, dispute resolution policy and procedures and anything related to warranty.

The Proponent's warranty response should also make reference to the Requirements in section 2.2.7, under PART B as appropriate.

**11.0 Contract Management and Representation**

In the space below, each Proposal should indicate the ability to provide:

**(a) Transition and Implementation Plan**

- i. Each Proposal should describe in detail a transition and implementation plan, including the implementation stages, schedule and person(s) involved. The successful Proponent and the City are expected to develop and confirm a strategy for transition and implementation, which will become part of the Agreement.
- ii. Include a detailed explanation as to how the transition and implementation will be completed. This explanation should encompass, but not be limited to:
  - design development
  - service levels, including logistics arrangements;
  - ordering process; and
  - any technology to streamline and reduce invoice transactions.

**(b) Reporting Capabilities**

- i. A Supplier may be asked to provide quarterly/semi-annual/annual reporting on a number of performance measures, such as historic purchases (in quantities or by cost) and any other criteria determined by the City for Products purchased under the Agreement.
- ii. Each Proponent shall discuss its ability to meet the above requirements, types of reporting capabilities available and how the information would benefit the City to achieve cost savings and efficient inventory management.
- iii. Provisions regarding Supplier reporting will be added to the Form of Agreement.

**(c) The successful Proponent and the City are expected to develop and confirm a strategy for contract transition and implementation, which will become part of the Agreement. Each Proponent should describe in detail below a transition and implementation plan, including the implementation stages, schedule and person(s) involved.**

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**12.0 Value Added Services**

In the space below, Proposal shall indicate any offer and describe any value-added services, products or items not specifically asked for and details as to what the Proponent is prepared to offer as part of the Agreement. Unless otherwise stated, it is understood that there are no extra costs for these services; however, if there are any additional costs pertaining thereto, the summary and explanation of those costs should be appended to PART C - Appendix 3 Pricing Table.

**13.0 Lead-time and Cycle Time**

In the space below, each Proposal should suggest the timeframe and identifying each sequential stage, including but not limited to: shop drawing development, order processing, manufacturing, quality control and transportation, including the time for completion of delivery and unloading at the destination, and will be required to develop and maintain such a schedule. The Proponent's schedule should make reference to the Requirements in section 2.2.4, under PART B as appropriate.

**14.0 Alternative Solutions**

If, in addition to proposing services which meet the Requirements, the Proponent wishes to offer an alternative or alternatives, the alternative solution(s) should be described in the space provided below. Any pricing impact of the alternative solution(s) should also be provided.

**15.0 Sustainability (The requirements apply to both Suppliers and Subcontractor engagements)**

To meet the demand of greener products:

- (a) Proponent should describe in detail any plans and/or programs to design, implement and alter:
  - i. Production methods to reduce Greenhouse Gas (GHG) emissions, CO2 and/or energy consumption;
- (b) Proposal should explain if any targets are set for the above programs and how measurement would take place.

	Track	Unit of Measurement	Annual	Report	If report, to whom you report
GHG Emissions	<input type="checkbox"/>	tCO2e		<input type="checkbox"/>	
Energy usage	<input type="checkbox"/>	MWh		<input type="checkbox"/>	
Water usage	<input type="checkbox"/>	m <sup>3</sup>		<input type="checkbox"/>	
-what % is recycled water	<input type="checkbox"/>	%		<input type="checkbox"/>	

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-what % is treated and discharged	<input type="checkbox"/>	%		<input type="checkbox"/>	
Generation/recycling/reduction of solid waste	<input type="checkbox"/>	tonnes		<input type="checkbox"/>	
Generation/recycling/reduction of hazardous material	<input type="checkbox"/>	tonnes		<input type="checkbox"/>	
Any hazardous/toxic air or water emissions. Enter items below:  -  -  -	<input type="checkbox"/>	ppm		<input type="checkbox"/>	
Other:	<input type="checkbox"/>			<input type="checkbox"/>	

Proponent shall address the above, Section 15.0 (a), in the space provided below.

**15.1 Material and finished Products**

In the space below, Proponent should provide in detail in terms of:

- i. Raw material selection - content of recycled steel being used;
- ii. Recyclability of the poles and manufacturer's recycling initiatives (cradle-to-grave);
- iii. Period of maintenance-free life span; and
- iv. Impact of finish coating process and materials to people and environment.

**15.2 Fleet Vehicles or Equipment**

Describe action taken for fleet vehicles and equipment to reduce and mitigate environmental impact, including but not limited to:

- i. Low emissions vehicles, alternate fuel, technology and driver training of route planning for delivery

Proponent shall address the above in the space provided below.

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16.0 Social Value

16.1 Employment Equity and Workforce Diversity

(a) Employment Equity

Do you have a workforce diversity and inclusion policy or program? Y/N

- If yes, please describe
- How do you measure?

- (b) Do you hire from Workforce Development and/or Skill Training programs, including pre-employment support, apprenticeships or ongoing employment support, and/or do you engage sub-contractor(s), for people who are under-represented and/or face barriers to traditional employment (such as Indigenous persons, youth, youth at risk, older workers, survivors of violence, abuse, mental health and or homelessness)?

If yes, please describe:

Category of Partnership Organizations	Name of the Partnership Organization	# of staff
Indigenous Peoples		
Youth		
Women		
People with Disabilities		
Other		

- (c) Does the Proponent provide employment training and development? Yes / No

- (d) Please provide any additional information about the efforts the Proponent organization has undertaken to promote workforce diversity of equity seeking populations including but are not limited to women, Indigenous persons, people with disabilities, and LGBTQ+ persons.

Proponent shall address the above, in the space provided below accordingly.

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Please note that questions under Section 16.2, 16.3 and 16.4 are optional and will not form part of the evaluation of this RFP. Proponents' answers are for information gathering purposes only and will be kept confidential in accordance with the Legal Terms and Conditions of this RFP.

**16.2 Workforce Diversity**

Each Proponent should indicate their workforce diversity with regards to social value and economic inclusion supporting equity, diversity, inclusion and reconciliation, including marginalized, under-represented or equity-seeking demographics (including but not limited to non-profit, cooperative, Women, Indigenous Peoples, Ethno-cultural People (minorities, newcomers, immigrants), persons with disabilities or LGBTQ+ people).

**Workforce Diversity Percentages**  
(Please enter percentage by each category for your organization):

- % Women .
- % Indigenous Peoples .
- % Ethno-cultural People .
- % People with Disabilities .
- % LGBTQ+ .
- % Other: please indicate type with percentage
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_

**16.3 Supplier Diversity program**

Does the Proponent have a Supplier Diversity program in place? Yes / No

(a) If yes, please provide more information.

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**16.4 Supplier Diversity Table**

Each Proponent should indicate in the Supplier Diversity Table below the Proponent's company profile with regards to social value and economic inclusion supporting equity, diversity, inclusion and reconciliation, including social/environmental certifications, 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).

(a) <u>Majority owned/controlled by</u> (Please check as appropriate)	(b) <u>Social / Environmental Certifications</u> (Please check as appropriate)
<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 a) _____ b) _____ c) _____	<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) <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <input type="checkbox"/> Certification: Please state _____           <div style="text-align: right;">Other</div> </div>

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**APPENDIX 3  
COMMERCIAL PROPOSAL**

Complete this Appendix 3 - Commercial Proposal which is attached as a separate and fillable Excel document named as "PS20191104 Part C - Appendix 3 Pricing Table".

Please ensure Appendix 3 - Commercial Proposal is submitted as a separate Excel file to the entire Proposal.

Proponent to provide proposed pricing and payment terms, which should be in accordance with Part A, Section 7 of the RFP (as well as any other sections of the RFP imposing requirements as to pricing).

Proponents shall identify all services and product prices not listed but which are necessary to complete the order and delivery, including fees for all aspects of the work described, in the Appendix 3 Pricing Table.

1.0 Proposals should describe any discounts offered such as, but not limited to the following:

1.1 CASH DISCOUNTS

A cash discount allowance of \_\_\_\_\_% will be allowed if accounts are:

- i. paid within \_\_\_\_\_ days; or
- ii. paid by the \_\_\_\_\_ of the month following.

(i) or (ii) shall be clear days from date of acceptance by the City, or receipt of the invoices by the City, whichever is later.

1.2 ANNUAL VOLUME REBATE

Annual volume rebates will be calculated using the sales volumes and rates in Table below and will be paid to the City by the Supplier within 60 days of each anniversary of the Effective Date.

VOLUME INCENTIVES	
Annual Sales Volume	Annual Volume Rebate
\$0.00 - \$999,999.99	
\$1,000,000.00 - 1,249,999.99	
\$1,250,000.00 and above	



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APPENDIX 4  
PROPONENT'S REFERENCES

Complete this Appendix 4 - Proponents References in the form set out below.

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	

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	

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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 EXISTING INSURANCE FORM  
(TO BE COMPLETED AND APPENDED TO PROPOSALS)

A LETTER WHICH IS UNDERTAKING OF INSURANCE APPENDIX 5 - 2  
(TO BE COMPLETED AND APPENDED TO PROPOSALS)

APPENDIX 5 - 3 CERTIFICATE OF INSURANCE FROM FOR SUCCESSFUL PROPONENT  
(TO BE COMPLETED AND SUBMITTED UPON AWARD BY THE SUCCESSFUL PROPOENT)

(SEE ATTACHED INSURANCE FORMS)

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**APPENDIX 5 - 1 CERTIFICATE OF EXISTING INSURANCE**  
**TO BE COMPLETED AND APPENDED TO PROPOSALS**

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 12<sup>th</sup> 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 _____	<b>Insured Values (Replacement Cost)</b>	-
TYPE OF COVERAGE _____	Building and Tenants' Improvements	\$ _____
POLICY NUMBER _____	Contents and Equipment	\$ _____
POLICY PERIOD From _____ to _____	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	<b>Limits of Liability (Bodily Injury and Property Damage Inclusive) -</b>
✓ 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 _____	<b>Limits of Liability -</b>
POLICY NUMBER _____	Combined Single Limit \$ _____
POLICY PERIOD From _____ to _____	<b>If vehicles are insured by ICBC, complete and provide Form APV-47.</b>

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

INSURER _____	<b>Limits of Liability (Bodily Injury and Property Damage</b>
POLICY NUMBER _____	Per Occurrence \$ _____
POLICY PERIOD From _____ to _____	Aggregate \$ _____
	Self-Insured Retention \$ _____

7. **PROFESSIONAL LIABILITY INSURANCE**

INSURER _____	<b>Limits of Liability</b>
POLICY NUMBER _____	Per Occurrence/Claim \$ _____
POLICY PERIOD From _____ to _____	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 _____	<b>Limits of Liability</b>
INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Deductible Per Loss \$ _____
TYPE OF INSURANCE _____	<b>Limits of Liability</b>
INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Deductible Per Loss \$ _____

**SIGNED BY THE INSURER OR ITS AUTHORIZED REPRESENTATIVE**

Dated \_\_\_\_\_

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

\_\_\_\_\_

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APPENDIX 5 - 2

UNDERTAKING OF INSURANCE

To: CITY OF VANCOUVER

Re: RFP PS20191104 - SUPPLY AND DELIVERY OF STREET LIGHTING AND TRAFFIC SIGNAL POLES

Dear Sirs:

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.*

## GENERAL CERTIFICATE OF INSURANCE

(TO BE COMPLETED AND SUBMITTED UPON AWARD)

Section 8 b) – City staff to select the required # of days Written Notice before sending the certificate out for completion  
 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 12<sup>th</sup> Avenue, Vancouver, BC, V5Y 1V4  
*and certifies that the insurance policies as listed herein have been issued to the Named Insured(s) and are in full force and effect as of the effective date of the agreement described below.*

2. **NAMED INSURED:** *[must be the same name as the Permittee/Licensee or Party(ies) to Contract and is/are either an individual(s) or a legally incorporated company(ies)]*

**MAILING ADDRESS:**

**LOCATION ADDRESS:**

**DESCRIPTION OF OPERATION, CONTRACT, AGREEMENT, LEASE, PERMIT OR LICENSE:**

RFP PS20191104 - SUPPLY AND DELIVERY OF STREET LIGHTING AND TRAFFIC SIGNAL

3. **PROPERTY INSURANCE** naming the City of Vancouver as a Named Insured and/or Loss Payee with respect to its interests and shall contain a waiver clause in favour of the City of Vancouver.

**(All Risks Coverage including Earthquake and Flood)**

**INSURED VALUES: (Replacement Cost)**

INSURER: \_\_\_\_\_

Building and Tenants' Improvements: \$ \_\_\_\_\_

TYPE OF COVERAGE: \_\_\_\_\_

Contents and Equipment: \$ \_\_\_\_\_

POLICY NUMBER: \_\_\_\_\_

Deductible Per Loss: \$ \_\_\_\_\_

POLICY PERIOD: From \_\_\_\_\_ to \_\_\_\_\_

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

Including the following extensions:

**LIMITS OF LIABILITY: (Bodily Injury and Property Damage Inclusive)**

☒ Personal Injury

Per Occurrence: \$ \_\_\_\_\_

☒ Products and Completed Operations

Aggregate: \$ \_\_\_\_\_

☒ Cross Liability or Severability of Interest

☒ Employees as Additional Insureds

All Risk Tenants' Legal Liability: \$ \_\_\_\_\_

☒ Blanket Contractual Liability

☒ Non-Owned Auto Liability

INSURER: \_\_\_\_\_

POLICY NUMBER: \_\_\_\_\_

Deductible Per Occurrence: \$ \_\_\_\_\_

POLICY PERIOD: From \_\_\_\_\_ to \_\_\_\_\_

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

INSURER: \_\_\_\_\_

**LIMITS OF LIABILITY:**

POLICY NUMBER: \_\_\_\_\_

Combined Single Limit: \$ \_\_\_\_\_

POLICY PERIOD: From \_\_\_\_\_ to \_\_\_\_\_

*If vehicles are insured by ICBC, complete and provide Form APV-47.*

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

**LIMITS OF LIABILITY: (Bodily Injury and Property Damage Inclusive)**

INSURER: \_\_\_\_\_

Per Occurrence: \$ \_\_\_\_\_

POLICY NUMBER: \_\_\_\_\_

Aggregate: \$ \_\_\_\_\_

POLICY PERIOD: From \_\_\_\_\_ to \_\_\_\_\_

Self-Insured Retention: \$ \_\_\_\_\_

7. **OTHER INSURANCE (e.g. Boiler & Machinery, Business Interruption, Crime, etc.)** – Please specify Name of Insurer(s), Policy Number, Policy Period, and Limit

8. **POLICY PROVISIONS:**

*Where required by the governing contract, agreement, lease, permit or license, it is understood and agreed that:*

- a) *The City of Vancouver, its officials, officers, employees, servants and agents have been added as Additional Insureds with respect to liability arising out of the operation of the Named Insured pursuant to the governing contract, agreement, lease, permit or license;*
- b) *SIXTY (60) days written notice of cancellation or material change resulting in reduction of coverage with respect to any of the policies listed herein, either in part or in whole, will be given by the Insurer(s) to the Holder of this Certificate; the exception is cancellation for non-payment of premiums in which case the applicable statutory conditions will apply;*
- c) *The insurance policy (policies) listed herein shall be primary with respect to all claims arising out of the operation of the Named Insured. Any insurance or self-insurance maintained by the City of Vancouver shall be in excess of this insurance and shall not contribute to it.*

**SIGNED BY THE INSURER OR ITS AUTHORIZED REPRESENTATIVE**

Dated: \_\_\_\_\_

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

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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.

**Purpose:**

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](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

RFP

Reference #PS

Title: SUPPLY AND DELIVERY OF STREET LIGHTING AND TRAFFIC SIGNAL POLES

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
_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date

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



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**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. 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

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APPENDIX 10  
PROOF OF WORKSAFEBC REGISTRATION

Attached as Appendix 10 to this Form of Proposal proof of valid WorkSafeBC registration.

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**APPENDIX 11**  
**CONFLICTS; COLLUSION; LOBBYING**

Complete this Appendix 11 - 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)	

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PART D - FORM OF AGREEMENT

---

PART D  
FORM OF AGREEMENT

This PART D contains the City's proposed terms and conditions for the Agreement that will be executed between the City and the successful vendor, if any.

See attached.

---

# SUPPLY AGREEMENT

BETWEEN:

<  SUPPLIER NAME >

AND:

CITY OF VANCOUVER

RELATING TO SUPPLY AND DELIVERY OF STREET LIGHTING AND TRAFFIC SIGNAL POLES

DATED <  >

---

## SUPPLY AGREEMENT

THIS AGREEMENT is made as of <[redacted]>

BETWEEN:

<[redacted]SUPPLIER NAME>, a <[redacted]corporation> organized under the laws of <[redacted]> and having an office at <[redacted]>

(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 12<sup>th</sup> Avenue, Vancouver, British Columbia, V5Y 1V4

(hereinafter referred to as the “City”)

WHEREAS the Supplier is in the business of supplying street lighting and traffic signal poles;

AND WHEREAS the City wishes to purchase street lighting and traffic signal poles, 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 Parties;
- (b) “Business Day” means a day that is not a Saturday, a Sunday or a public holiday in Vancouver, British Columbia;
- (c) “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;
- (d) “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;
- (e) "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 from any Competent Authority in connection with the Supply;
- (f) "Delivery" means the completion of delivery of the Products ordered in a particular Order, as amended, in accordance with Section 3.4;
- (g) "Delivery Date" has the meaning ascribed to such term in Section 3.2(b)(iv);
- (h) "Delivery Location" has the meaning ascribed to such term in Section 3.2(b)(iv);
- (i) "Effective Date" has the meaning ascribed to such term in Section 2.1;
- (j) "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;
- (k) "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 a Party to perform its obligations under this Agreement;
- (l) "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.
- (m) “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;
- (n) “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;
- (o) “Order” means an order for Products submitted by the City in accordance with Section 3.2, which may be titled “Purchase Order”;
- (p) “Parties” means the City and the Supplier and “Party” means one of them or any of them, as the context requires;
- (q) “Permitted Purpose” has the meaning ascribed thereto in Section 7.1;
- (r) “Products” means the products set out in Schedule A, and, where the context requires, Products ordered or supplied hereunder;
- (s) “Proposal” means the Supplier’s proposal dated <redacted>, submitted by the Supplier to the City in response to the RFP;
- (t) “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;
- (u) “RFP” means the City’s Request for Proposal number PS20191104;
- (v) “Sales Tax” has the meaning ascribed to such term in Section 8.1;

- (w) “Specifications” means, for each Product, the specifications therefor set forth in Schedule B;
- (x) “Subcontractor” means any person engaged by the Supplier to perform any part of the Supply;
- (y) “Supply” means the supply of Products by the Supplier to the City pursuant to Orders;
- (z) “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.

## 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;
- (d) the rule of interpretation known as ejusdem generis shall not apply;
- (e) 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;
- (f) 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
- (g) “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	Products and Prices
Schedule B	Scope of Work (Specifications and Drawings)
Schedule C	Insurance Certificates
Schedule D	Request of Proposals
Schedule E	Submitted Proposal

## ARTICLE 2 EFFECTIVENESS

### 2.1 Effective Date

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

### 2.2 Term

- (a) Unless earlier terminated pursuant to ARTICLE 6 and subject to the below Section 2.2 (b), this Agreement shall terminate on the third anniversary of the Effective Date or on such later date as the Parties may agree in writing.
- (b) Subject to termination pursuant to ARTICLE 6, but notwithstanding Section 2.2 (a), the term of this Agreement may be extended for up three (3) successive two-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 supply, and the City shall purchase, such quantities of Products as the City may order under Section 3.2, in accordance with this Agreement.
- (b) The Supplier shall maintain at all times sufficient inventories of the Products to meet the business plans and requirements of the City.
- (c) Without limiting the foregoing Section 3.1(a) Schedule A hereto contains a current estimate of the City’s Product requirements for each of the three successive 12 month periods beginning on the Effective Date. The Supplier acknowledges such estimates and affirms its capacity to supply Products to the City in accordance therewith; although the City can offer no assurances that it shall purchase Products in accordance with such estimates.

### 3.2 Orders

- (a) The City may deliver Orders to the Supplier from time to time during the term of effectiveness of this Agreement.
- (b) Each Order shall:
  - (i) be given in writing;

- (ii) refer to this Agreement;
- (iii) specify the Products ordered; and
- (iv) specify the date by which the Products ordered pursuant to the 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 one of:
  - (A) National Works Yard, 701 National Avenue, Vancouver, BC; or
  - (B) As specified in an Order as set out in Section 3.2(a).

### 3.3 Product and Supply Requirements

- (a) The Supplier shall manufacture, pack, transport and supply the Products (in each case to the extent applicable) in accordance with all:
  - (i) the instruction of the Order;
  - (ii) Product manufacturer recommendations and requirements;
  - (iii) generally accepted industry standards and practices; and
  - (iv) applicable Laws.
- (b) The Products supplied to the City by the Supplier under this agreement shall:
  - (i) be new;
  - (ii) conform to the Specifications and Drawings;
  - (iii) be free from defects in design, material and workmanship and remain so for one year after Delivery; and
  - (iv) comply with all applicable Laws.
- (c) The Supplier shall ensure that the Products are properly packed and secured in such manner as to enable them to reach their destination in good condition.
- (d) The Supplier shall obtain and maintain in force at all times all Consents needed to manufacture (if applicable) and supply the Products in accordance with the terms of this Agreement.
- (e) The Supplier shall ensure that title in Products supplied by the Supplier hereunder, when such title passes to the City hereunder, shall be free and clear of Encumbrances. The Supplier shall not enter any contract that reserves ownership of Products 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) The Supplier shall adhere to, and shall ensure that the Products and Supply conform to, the City's Supplier Code of Conduct referred to Part A, Section 9.0 of the RFP.



### 3.4 Delivery Requirements

- (a) The Supplier shall deliver the Products ordered in each Order to the applicable Delivery Location by the applicable Delivery Date.
- (b) Delivery of the Products specified in an Order shall be complete on the completion of their unloading at the Delivery Location.
- (c) The Supplier shall not deliver the Products specified in an Order by instalments except with the prior written consent of the City.
- (d) If the Products specified in an Order are not delivered in accordance herewith by the specified Delivery Date, then, without limiting any other right or remedy the City may have under this Agreement or otherwise, the City may:
  - (i) refuse to take any subsequent attempted delivery of such Products associated with such Order;
  - (ii) obtain substitute products from another supplier and recover from the Supplier any costs and expenses reasonably incurred by the City in obtaining such substitute products; or
  - (iii) claim damages against the Supplier for any other costs, expenses or losses resulting from the Supplier's failure to deliver the Products specified in the Order by the Delivery Date,provided that the Supplier shall have no liability for any failure or delay in delivering the Products specified in an Order to the extent that such failure or delay is caused by the City's failure to comply with its obligations under this Agreement.
- (e) Each shipment of Products shall be accompanied by a delivery document from the Supplier showing the Order number, the date of the Order, the type and quantity of Products included in the Order, and, in the case of an Order being delivered by instalments, the outstanding balance of Products remaining to be delivered.
- (f) 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 Products, and any such returns shall be at the Supplier's expense.
- (g) In respect of any Products that originate outside Canada, the Supplier shall be responsible for all customs and import Taxes, costs, expenses, administrative duties and formalities.

### 3.5 Rejection of Defective Products

- (a) The City shall not be deemed to have accepted any particular Products until it has had a reasonable time to inspect them following Delivery, or, in the case of a latent defect in the Products, until a reasonable time after the latent defect has become apparent.
- (b) If any Products delivered to the City do not comply with the Specifications, 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 Products and:

- (i) require the Supplier to remove the rejected Products from any City facility or work site at the Supplier's risk and expense within two (2) Business Days of being requested to do so;
  - (ii) require the Supplier to repair or replace the rejected Products at the Supplier's risk and expense within five (5) Business Days of being requested to do so;
  - (iii) require the Supplier to repay the price of the rejected Products in full (whether or not the City has previously required the Supplier to repair or replace the rejected Products); and
  - (iv) claim damages for any other costs, expenses or losses resulting from the Supplier's delivery of Products that are not in conformity with the terms of this Agreement.
- (c) The City's rights and remedies under this Section 3.5 are in addition to the rights and remedies available to it under ARTICLE 5, ARTICLE 6 and applicable Laws.
- (d) The terms of this Agreement shall apply to any repaired or replacement Products supplied by the Supplier pursuant to Section 3.5(b).
- (e) If the Supplier fails to promptly repair or replace rejected Products in accordance with clause 3.5(b), the City may, without affecting any of its other rights hereunder, obtain substitute products from a third-party supplier, or have the rejected Products repaired by a third party, and the Supplier shall reimburse the City for the costs it incurs in doing so.

### 3.6 Risk and Title

- (a) The risk in Products delivered to the City hereunder shall pass to the City on Delivery.
- (b) Title to Products delivered to the City hereunder shall pass to the City on Delivery. 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 Products to the City, free and clear of all Encumbrances.

### 3.7 Certain Supplier 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) 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 an authorized distributor of the Products; and
- (g) the Supplier and the Supplier's personnel and Subcontractors have the skills, training, experience and expertise which are necessary to supply the Products in accordance with the terms of this Agreement.

### 3.8 Product Warranties

- (a) All Products provided under the Agreement as part of the Supply shall be new and fully warranted for a period of (#) 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 a third-party manufacturer of any Product.
- (b) All Products provided under the Agreement shall be non-defective and fit for their respective intended purposes, shall function correctly, as intended, and shall be safe.
- (c) All costs associated with warranty replacements or repairs shall be the responsibility of the Supplier, including repair, adjustment, and shipping costs, and replacements of Products.
- (a) If requested by the City, the Supplier shall handle and manage any claim on a manufacturer warranty for any defect in any Product.
- (d) The Supplier shall deliver to the City all such documentation as the City may require to evidence any warranty required by this Section 3.8 or to evidence the Supplier's compliance with this Section 3.8, 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 3.8.

### 3.9 No Exclusivity

- (a) The City intends to use the Supplier as a preferred supplier of the Products; however the City is not bound to treat the Supplier as its exclusive supplier of any Products.
- (b) The City shall be entitled, in its sole discretion, to purchase products of the same type as, or similar to, the Products, from any supplier at any time.

### 3.10 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 4 PAYMENT

##### 4.1 Payment to the Supplier

- (a) The Supplier shall be entitled to invoice the City for each Order made by the City, on or at any time after Delivery.
- (b) Subject to ARTICLE 6, the City shall pay the Supplier in respect of each Order in accordance with Section 4.3, Schedule A and ARTICLE 8, following the receipt of an invoice relating to such Order prepared and delivered in accordance with Section 4.1(a), Section 4.2 and Section 4.3.
- (c) 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.

##### 4.2 Content of Invoices

- (a) Each of the Supplier's invoices shall set out, at a minimum (and in such form or format as required by the City):
  - (i) the relevant Order number;
  - (ii) the invoice date;
  - (iii) an itemized list of the amounts owing and details of any applicable taxes;
  - (iv) a description of the Products to which the invoice relates; and
  - (v) the total amount payable under the invoice; and
  - (vi) such other information as the City may require from time to time.
- (b) 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.

##### 4.3 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](mailto:APInvoice@vancouver.ca), or to such other address as is specified in the relevant 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 will make payments by electronic funds transfer and the Supplier will provide banking information to the City to enable it to do so.

#### 4.4 Currency of Payment

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

#### 4.5 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 5 LIABILITY AND INSURANCE

#### 5.1 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 or charges (including those imposed by statute or otherwise imposed), arising out of, in connection with or consisting of:
  - (i) any loss or damage arising from a claim by any third party concerning or arising out of the Supply or the use of the Products, to the extent that such claim arises out of any negligence, wilful misconduct or failure to adhere to this Agreement by the Supplier or any of its Representatives;
  - (ii) any occupational illness, injury or death of any person, which occurs during, or as a result of, the Supply or the use of the Products, to the extent that such illness, injury or death is attributable to the acts or omissions of the Supplier or any of its Representatives or is attributable to a Product attribute, feature, defect or failure;
  - (iii) any other failure by the Supplier to fully comply with the provisions of this Agreement;
  - (iv) any defect in any of the Products or any failure of any Product or any failure of any Product to meet reasonable safety standards or applicable safety requirements;
  - (v) a breach by the Supplier or any Subcontractor of any Law in the course of, or as a result of, the provision of the Supply;
  - (vi) any actual or alleged infringement of any Intellectual Property Rights caused by the Supply or the use of the Products, and

- (vii) any breach of the warranties of the Supplier contained herein.
- (b) Nothing in this Section 5.1 or 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.
- (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 5.1 and the City accepts such appointment.

## 5.2 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 5.2(a) and 5.2(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 5.2.
- (h) The cost of the insurances arising under this Section 5.2 shall be deemed to be incorporated into the prices specified in Schedule A.

## ARTICLE 6 FORCE MAJEURE; TERMINATION

### 6.1 Force Majeure

- (a) No Party shall be deemed to be in breach of this Agreement or otherwise liable to another 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 Parties, specifying the nature and extent of the event of Force Majeure, as soon as reasonably practicable 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 any of the other Parties in respect of extra costs and expenses incurred as a result of the event of Force Majeure; and
  - (iv) it shall use all reasonable diligence to mitigate the cause and the result of the event of Force Majeure and to remedy the situation and resume its obligations under this Agreement.

- (c) Notwithstanding the obligations of a Party affected by an event of Force Majeure pursuant to Section (b), 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 thirty (30) days, the City may terminate this Agreement upon notice delivered to the Supplier at any time following the expiration of such period of thirty (30) days.

## 6.2 Purchaser Termination Rights

The City shall have the following rights:

- (a) The City may terminate this Agreement at any time (and for its convenience) upon thirty (30) days' written notice to the Supplier.
- (b) 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 thirty (30) days or such longer period as agreed by the Parties, the City may by a further notice to the Supplier of at least fifteen (15) days terminate this Agreement.
- (c) The City may terminate this Agreement with immediate effect if 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.

## 6.3 Supplier Termination Rights

After giving at least sixty (60) days' written notice to the City, the Supplier may terminate this Agreement when:

- (a) 90 days after the due date for payment of an invoice issued by the Supplier to the City hereunder, 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 45 days following the issue of such reminder notice; or
- (b) the City commits any material persistent breaches of its obligations under this Agreement, which render performance by the Supplier of its obligations under this Agreement or a substantial part thereof impossible or significantly adversely affect such performance of this Agreement as a whole, and further which remain irremediable after 90 days.

## 6.4 Consequences of Termination

- (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 Section 3.7, ARTICLE 5, ARTICLE 7 and ARTICLE 9 shall remain in force.

## ARTICLE 7 RIGHTS AND OBLIGATIONS CONCERNING INFORMATION

### 7.1 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.

### 7.2 No Promotion

The Supplier shall not disclose or promote its 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.

### 7.3 Confidentiality Obligation

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 making use of the Products (a "Permitted Purpose"), or disclose such Confidential Information in whole or in part to any third party, except as expressly permitted by this ARTICLE 7.

### 7.4 Disclosure to Representatives

A Party may disclose another 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 7.

### 7.5 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 such 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.

### 7.6 Other Disclosures by the City

The City's obligations under this ARTICLE 7 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 7, 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.

## ARTICLE 8 TAXES

### 8.1 Taxes for Own Accounts

Unless otherwise expressly stated in this ARTICLE 8, any Taxes becoming due and payable by either Party pursuant to any applicable Laws by either Party 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 prices set forth in Schedule A include 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.

### 8.2 Withholding Taxes

- (a) Notwithstanding any other provision to the contrary, if the City considers it 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 8.2(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 8.2(a).
- (d) If the City does not withhold an amount under Section 8.2(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 8.2(a).

## ARTICLE 9 DISPUTE RESOLUTION

### 9.1 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.

### 9.2 Arbitration

In the event that Parties agree to arbitration pursuant to Section 9.1:

- (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. 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

- (b) the arbitration shall take place in Vancouver, British Columbia and shall be governed by the laws of British Columbia.

## ARTICLE 10 MISCELLANEOUS

### 10.1 Assignment

- (a) The Supplier shall not assign this Agreement (including by operation of law) without the express prior written consent of the City.
- (b) If the Supplier is a company, then any change in the control of the company shall be deemed to constitute an assignment for the purposes of Section 10.1(a).
- (c) No assignment permitted by the City shall relieve the Supplier from any obligation under this Agreement or impose any liability upon the City.
- (d) The City may at any time and from time to time assign this Agreement, in whole or in part, upon notice to (and without the consent of) the Supplier.

### 10.2 Subcontracting

The Supplier may, on its own behalf and not on behalf of the City, engage a Subcontractor to assist in the performance of the Supply, provided that:

- (a) the engagement of such Subcontractor has been previously specifically approved by the City in writing;
- (b) such Subcontractor has given a written deed to the City in which it has undertaken to abide by the terms of this Agreement; and
- (c) the Supplier shall remain wholly liable for the due performance of its obligations under this Agreement and shall be wholly responsible for the acts and omissions of such Subcontractor.

### 10.3 Time of the Essence

Time is of the essence of this Agreement.

### 10.4 Costs

Each of the Parties hereto shall pay its 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.

### 10.5 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 Section 10.5(a) or Section 5.1, nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Supplier.

### 10.6 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.

### 10.7 Amendments and Waiver

No modification of or amendment to this Agreement is valid or binding unless set forth in writing and fully executed by 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.

### 10.8 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 an authorized agent of a Party, or delivered by registered mail, by courier or by electronic transmission (with delivery confirmation or an email reply effectively acknowledging delivery), addressed to a Party as follows:
  - (i) if to the Supplier:
    - <☐Supplier Name>
    - <☐address>
    - Attention: <name, title>
    - Facsimile: <#>
    - Email: <email address>

- (ii) if to the City:

City of Vancouver  
<📠 Department>  
453 West 12<sup>th</sup> Avenue  
Vancouver, BC V5Y 1V4

Attention: <name, title>  
Facsimile: <#>  
Email: <email address>

or to 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 4.3 or as otherwise specified in the relevant Order.

- (b) Any Order, demand, notice or other communication given (and, in the case of electronic transmission, confirmed or acknowledged) in accordance with Section 10.8(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 order, demand, notice or other communication must not be mailed but must be given by personal delivery, courier or electronic transmission.

## 10.9 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 9; and
  - (ii) to the extent necessary to enforce, in another jurisdiction, any decision or award made pursuant to ARTICLE 9 or any judgment of any court in the Province of British Columbia.

#### 10.10 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.

#### 10.11 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.

[The remainder of this page is intentionally left blank.]

### 10.12 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.

### 10.13 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.

### 10.14 Voluntary Agreement

THE SUPPLIER ACKNOWLEDGES AND DECLARES THAT IT HAS CAREFULLY CONSIDERED AND UNDERSTOOD THE TERMS OF THIS AGREEMENT, THAT IT HAS EITHER CONSULTED LEGAL COUNSEL OR WAIVED THE RIGHT TO DO SO, AND THAT IT IS EXECUTING THIS AGREEMENT VOLUNTARILY.

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 -  
PRODUCTS AND PRICES

- 1.0 Prices
- 1.1 Prices are quoted in Canadian currency.
- 1.2 The quantity stated in Table 1 below is the City's best estimate of its requirements. Actual quantities may vary.
- 1.3 Prices are fixed for the initial thirty-six (36) month period commencing on the Effective Date. Any requested price change, after the initial period, will be submitted to the City in writing for approval and acceptance at least sixty (60) days prior to the end of the initial period or the twelve (12) month extension periods.
- 1.4 Prices are DDP destination (incoterms 2010) and include all taxes (excluding GST and PST, except where expressly requested to be included) all freight, import duties, brokerage fees, royalties, handling, overhead, profit and all other expenses or costs of any kind whatsoever necessary for or incidental to the supply and delivery of the specified items.
- 1.6 Prices include off-loading or driver assistance for the off-loading of products.

Table 1 - PRICES AND QUANTITIES

*(TO BE ATTACHED AT THE TIME OF CONTRACT AWARD)*

SCHEDULE B -  
SCOPE OF WORK  
SPECIFICATIONS  
DRAWINGS

(TO BE COMPLETED AT THE TIME OF CONTRACT AWARD)

SAMPLE

SCHEDULE C -  
INSURANCE CERTIFICATES  
WORKSAFEBC REGISTRATION  
CITY OF VANCOUVER BUSINESS LICENSE  
(TO BE ATTACHED UPON AWARD)

SAMPLE



SCHEDULE D -  
REQUEST OF PROPOSALS

(NOT ATTACHED BUT INCORPORATED BY REFERENCE)

SAMPLE

SCHEDULE E -  
SUBMITTED PROPOSAL

(NOT ATTACHED BUT INCORPORATED BY REFERENCE)

SAMPLE