



# REQUEST FOR PROPOSALS

## PROVISION OF GENERAL PLUMBING SERVICES

RFP No. PS20191245

Issue Date: August 23, 2019

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

REQUEST FOR PROPOSALS NO. PS20191245  
PROVISION OF GENERAL PLUMBING SERVICES  
PART A - INFORMATION AND INSTRUCTIONS

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## SUMMARY

The purpose of this RFP is to select a Proponent(s) with the capability and experience to efficiently and cost-effectively provide general plumbing services to the City, corrective maintenance services, emergency services, natural disaster support and project-based, and as per the requirements and specifications set out herein. This initiative will identify best and leading practices to increase procurement efficiency for the City's requirements. This initiative will also maintain and improve quality, sustainability and provide opportunities to improve and consolidate the City's business relationships with qualified service provider(s) capable of performing all or a large part of the requirements. Thus it is paramount the successful Proponent(s) be able to meet the requirements of the City with the highest level of service.

## PART A – INFORMATION AND INSTRUCTIONS

### 1.0 THE RFP

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

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- (c) PART C - FORM OF PROPOSAL: This is the form in which the Proposal should be submitted.
- (d) PART D - FORM OF AGREEMENT: This part contains a model Agreement (the "Form of Agreement"). Any Agreement resulting from the RFP is expected to be substantially in the form of the Form of Agreement.

**2.0 KEY DATES**

2.1 Potential Proponents should note the following key dates:

Event	Time and Date
Deadline for Enquiries	3:00pm on Thursday, September 12, 2019
Closing Time	3:00pm on Thursday, September 19, 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:

Jason Lo  
[jason.lo@vancouver.ca](mailto:jason.lo@vancouver.ca)

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

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

**4.0 SUBMISSION OF PROPOSALS**

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

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

- Subject of the file to be: PS# - Title - Proponent name.
- Document format for submissions:
  - RFP Part C in PDF format - 1 combined PDF file,

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

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- 6.1 The term of any Agreement is expected to be a three-year period, with three (3) possible one-year extensions, for a maximum total term of six (6) 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.
- 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:

(i) financial terms, (ii) Proponents' skills, knowledge, reputations and previous experience(s), including experience(s) with the City (if any); (iii) Proponents' capabilities to perform the City's scope of work (as defined in Part B) as and when needed, (iv) quality and service factors, (v) innovation, (vi) environmental or social sustainability; and (vii) transition costs or challenges. Certain other factors may be mentioned in Part B or elsewhere in the RFP.

Evaluation Criteria	Evaluation Weighting
Technical	50%
Financial	40%
Sustainability (Environmental and/or 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, 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.

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- 8.4 The City may, at any time prior to signing an Agreement, discuss or negotiate changes to the scope of the RFP with any one or more of the Proponents without having any duty or obligation to advise the other Proponents or to allow the other Proponents to vary their Proposals as a result of such discussions or negotiations.
- 8.5 The City may elect to short-list Proponents and evaluate Proposals in stages. Short-listed Proponents may be asked to provide additional information or details for clarification, including by attending interviews, making presentations, supplying samples, performing demonstrations, furnishing technical data or proposing amendments to the Form of Agreement. The City will be at liberty to negotiate in parallel with one or more short-listed Proponents, or in sequence, or in any combination, and may at any time terminate any or all negotiations.
- 8.6 The City may also require that any proposed subcontractors undergo evaluation by the City.
- 8.7 For the avoidance of doubt, notwithstanding any other provision in the RFP, the City has in its sole discretion, the unfettered right to: (a) accept any Proposal; (b) reject any Proposal; (c) reject all Proposals; (d) accept a Proposal which is not the lowest-price proposal; (e) accept a Proposal that deviates from the requirements or the conditions specified in the RFP; (f) reject a Proposal even if it is the only Proposal received by the City; (g) accept all or any part of a Proposal; (h) split the scope of work between one or more Proponents; and (i) enter into one or more agreements respecting the subject matter of the RFP with any entity or entities at any time. Without limiting the foregoing, the City may reject any Proposal by a Proponent that has a conflict of interest, has engaged in collusion with another Proponent or has otherwise attempted to influence the outcome of the RFP other than through the submission of its Proposal.

**9.0 CITY POLICIES**

- 9.1 The City's Procurement Policy, Ethical Purchasing Policy and related Supplier Code of Conduct found at <http://vancouver.ca/doing-business/selling-to-and-buying-from-the-city.aspx> align the City's approach to procurement with its corporate social, environmental and economic sustainability values and goals. They evidence the City's commitment to maximize benefits to the environment and the community through product and service selection, and to ensure safe and healthy workplaces, where human and civil rights are respected. Each Proponent is expected to adhere to the supplier performance standards set forth in the Supplier Code of Conduct. The Ethical Purchasing Policy shall be referred to in the evaluation of Proposals, to the extent applicable.
- 9.2 The City's Alcohol, Controlled Drugs and Medications Policy applies to all contractors doing work on behalf of the City and can be found at <https://policy.vancouver.ca/ADMIN011.pdf>. The policy is intended to set expectations regarding the use of alcohol, medication and controlled drugs that may render an employee unfit for work, impair performance or cause risk of harm to health and safety. The successful Proponent will be required to ensure compliance with the policy by its employees when doing work for the City.

**10.0 LIVING WAGE EMPLOYER**

- 10.1 Effective May 1, 2017, the City of Vancouver became a "Living Wage Employer". As such, the City requires all firms that are contracted by the City to provide services on City-owned and leased properties to pay employees who perform those services on City property a Living Wage as calculated by the Living Wage for Families Campaign.

Please see the Living Wage for Families Campaign website for the current Living Wage for Vancouver:

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[http://www.livingwageforfamilies.ca/living\\_wages\\_in\\_bc\\_and\\_canada](http://www.livingwageforfamilies.ca/living_wages_in_bc_and_canada)

The Living Wage includes the value of any non-mandatory benefits such as paid sick leave, employer-paid Medical Services Plan premiums and extended health benefits.

The Living Wage for Families has created a Living Wage Calculator to assist with the calculation of an employee's hourly rate with benefits. The Living Wage Calculator can be found at the following website:

<http://www.livingwageforfamilies.ca/employers/living-wage-calculator/>

Proponents should refer to the Form of Agreement attached as Part D to this RFP for the specific requirements related to the Living Wage, which include:

- (a) paying the Living Wage to all employees who perform services pursuant to the Agreement on City property during the term of the Agreement; and
- (b) ensuring that all subcontractors pay the Living Wage to their employees who perform services on City property during the term of the Agreement.

Failure to comply with the Living Wage requirement will entitle the City to terminate the Agreement.

**11.0 CERTAIN APPLICABLE LEGISLATION**

- 11.1 Proponents should note that the City of Vancouver is subject to the *Freedom of Information and Protection of Privacy Act* (British Columbia), which imposes significant obligations on the City's consultants or contractors to protect all personal information acquired from the City in the course of providing any service to the City.
- 11.2 Proponents should note that the *Income Tax Act* (Canada) requires that certain payments to non-residents be subject to tax withholding. Proponents are responsible for informing themselves regarding the requirements of the *Income Tax Act* (Canada), including the requirements to qualify for any available exemptions from withholding.

**12.0 LEGAL TERMS AND CONDITIONS**

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

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



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APPENDIX 1 TO PART A TO PART A (INFORMATION MEETING ACKNOWLEDGEMENT FORM)

Intentionally Deleted.

## PART B – DETAILED REQUIREMENTS

### 1.0 SERVICES EXPECTED TO BE REQUIRED

#### 1.1 Introduction

The purpose of this RFP is to seek companies with the capability and experience to efficiently and cost-effectively provide general plumbing services to perform work not limiting to categories including corrective maintenance services, emergency services, natural disaster support and project-based services to the City and as per the requirements and specifications set out herein. This initiative will identify best and leading practices to increase procurement efficiency for the City's requirements. This initiative will also maintain and improve quality, sustainability and provide opportunities to improve and consolidate the City's business relationships with qualified Proponent(s) capable of supplying all or a large part of the requirements. Thus it is paramount the successful Proponent(s) be able to meet the requirements of the City with the highest level of service.

#### 1.2 Background

The City of Vancouver's Real Estate and Facilities Management (REFM) department oversees the development, design, construction and operation & maintenance of over 600 property sites ranging from industrial, commercial, social housing, recreational and high security facilities. The City is seeking to contract with one or more Proponent(s) specializing in general plumbing services for assets owned by the City of Vancouver. An extensive number of service locations and equipment to be serviced all across the City, but is not limited to, the following:

- Park Board facilities, Community Centres, Fire Halls, Libraries, Theatres, Police Facilities
- Mountain View Cemetery
- Other City owned facilities and miscellaneous civic buildings

### 2.0 TECHNICAL QUALIFICATIONS

All Proponent's personnel involved in delivering the Services to the City must have and maintain in good standing throughout the term, at a minimum on the following:

- (a) a valid trade-related Certificate of Qualification in British Columbia;
- (b) minimum Class B Gas ticket;
- (c) cross connection control ticket; and
- (d) for key personnel not holding a valid trade-related BC Certificate of Qualification, at a minimum, be registered in a British Columbia apprenticeship program leading to full certification.
- (e) The Proponent may elect to use a plumber apprentice registered in a Canadian apprenticeship program (an "Apprentice") to carry out the Services required by the City subject to the Apprentice being under the direct and full supervision of a fully

**PART B - DETAILED REQUIREMENTS**

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certified plumber. In no event does this relieve the Proponent of any of its obligations and to take reasonable steps to ensure the accuracy and correctness of such services.

**3.0 SAFETY REQUIREMENTS**

3.1 Prior to contract award considerations, the successful Proponent will be required to provide:

- (a) WorkSafeBC Clearance Letter
- (b) WorkSafeBC Employer Report Card
- (c) Company's Safety Program with examples of fall protection plan and risk assessments
- (d) Asbestos awareness documentation

**3.2 Use of Subcontractors**

When the Proponent requires the use of another subcontractor/trade, those subcontractors will be expected to follow the same standards set forth by the City of Vancouver.

- (a) Proponent shall provide an electronic or hardcopy of the Proponent's safety program for the City of Vancouver
- (b) Proponent shall provide a WorkSafeBC Employer Report Card
- (c) Proponent shall agree to comply with City of Vancouver Contractor Coordination Program. See attached Appendix 12 for details.

**3.3 Risk Assessment**

Prior to the commencement of the Services, the Proponent or the Proponent's Subcontractor, as the case may be, is to conduct:

- (a) a site assessment and ensure it is free of hazards and safe to conduct the Services or take the necessary measures to ensure the safety of its employees;
- (b) a job assessment to determine and ensure the appropriate personal protective equipment necessary to undertake the Services is available and in place for each of its employees;
- (c) coordination with the mechanical superintendent or their designate for site access, scope of work, and contingency plans in the event of an outage
- (d) ensure work areas are properly barricaded and proper signage is in place before starting the work and all workers involved are made aware of the scope of work and associated hazards;
- (e) be responsible for providing, at its own expense, signs, cones, plastic sheets, guardrails and any other material necessary to create an effective barricade to isolate the work environment from the building occupants and to prevent unauthorized access;

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- (f) maintain a health, safety and environmental (HS&E) program, ensuring its personnel are fully trained for the hazards involved inherent in the scope of work;
- (g) immediately report to the City any safety hazards encountered during the performance of the Services; and
- (h) ensure that a safety and communications program is in place for its personnel whenever the Services may be required to be performed
- (i) orientation to any workers entering the worksite of the scope of work and associated hazards.
- (j) be responsible for its own Occupational First Aid (OFA) coverage in accordance to scope of work and all other applicable safety requirements

3.4 Security Clearance

Security Clearance for Authorized Entry (Only the successful Proponent will be required to provide the following, to be completed upon the award of the contract).

- (a) The Proponent will have available minimum two (2) mechanics qualified with the following requirement:
  - (i) satisfied VPD Security Clearance (Supplier will bear all costs);
  - (ii) satisfied Police Information Check - Vulnerable Sector (PIC-VS);
  - (iii) The cost associated with the VPD Security Clearance is the responsibility of the Proponent. (Proponent to ensure Proponents will meet all requirements for the security screening. The cost of the screening is not returned if the Proposal is unsuccessful.)
  - (iv) The Proponent will submit the proof of clearance within 15 days upon the award of the contract.
- (b) The Proponent will maintain a proof of the security clearance documentation and ensure it is updated and submitted to the City if any changes in personnel exist throughout the term of the contract.

4.0 GENERAL REQUIREMENTS

4.1 Clean-up:

The Proponent shall clean-up all dust, dirt, and debris left on the site by the Proponent or its Subcontractors and leave the site in a condition acceptable to the City.

4.2 Disposal and recycling:

The Proponent at its own expense will remove from the site all debris, waste, packaging and refrigerant products or materials generated or resulting from the Delivery and Installation Services, and will reclaim or recycle all materials which are capable of being reclaimed or

**PART B - DETAILED REQUIREMENTS**

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recycled. The Proponent will dispose of any other materials which cannot be reclaimed or recycled in accordance with applicable Laws.

**4.3 Warranty documentation and Manuals:**

The supplier uphold a repair guarantee and warrants the labor and materials as proposed to this RFP. The warranty period begins on the date the part is installed. The source of this installation date will come from the Supplier's invoice. The supplier will deliver all manuals, brochures and warranty documentation to the Project Manager.

**4.4 Training:**

The Proponent will provide the City with training on the proper use and care of the Product. The training will include instruction on operation, care, cleaning and maintenance.

**5.0 GENERAL SERVICE SCOPE REQUIREMENTS**

- 5.1 The Proponent shall provide services that generally include assembling, installing, testing, commissioning, servicing and operating mechanical systems and equipment which may include but not be limited to ancillary devices, plant, pipes, works and any other regulated product that is used, designed or intended for use for or in connection with the heating, ventilating and domestic water supply, drainage, coordination and interpretation of architectural drawings and plumbing code specifications, as required; and

The Proponent will perform any or all of the following Services:

- (a) Corrective Maintenance Services
  - (b) Emergency Services
  - (c) Project-Based Services
  - (d) Natural Disaster Support Services
- 5.2 The Proponent is to maintain an adequate level of on-hand inventory of supplies, hardware and replacement parts at its own location of operations and on its vehicles to ensure the timely completion of the Services is not affected, including those Services performed on site.
- 5.3 The Proponent at its own cost is to be responsible for all tools, equipment, and vehicles necessary to perform the Services. Furthermore, the Proponent is to ensure the inherent integrity of the tools and equipment is preserved and the Proponent must, if the City so requests, demonstrate that the equipment has been properly maintained, calibrated and is safe for use.
- 5.4 The Proponent shall, and shall ensure its employees, agents, Sub-contractors and their respective employees shall, conduct and maintain excellent relations with the public, City employees, and any other consultants and contractors engaged by the City at all times.
- 5.5 When on Site, the Proponent must ensure that all of its employees and Subcontractors wear uniforms and identification badges clearly identifying the Proponent or its Subcontractor.

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5.6 The Proponent shall wherever possible use sustainable methods and practices to perform the Services.

5.7 Whenever a disruption to building operations or the general public is expected in the performance of the Services, the Proponent is to notify the City prior to starting the Services.

6.0 ACCOUNT AND CONTRACT MANAGEMENT

6.1 The successful Proponent shall have a designated account representative to serve as point of contact and be responsible for managing the relationship between the City and any successful Proponent. The account representative shall work with designated City staff to ensure that the City objectives are met as outlined within this section. Proponents are to provide an overview of their account management process and hierarchy;

(a) The successful Proponent shall assign representative(s) as key contact for specific roles, including but not limited to:

- (i) facilitate contract implementation; ensure a smooth transition and on-going efficient operations;
- (ii) provide repair service, technical support, and issue resolution and contract management;
- (iii) accessible service escalation and issue resolution; and
- (iv) the City reserves the right to review and accept the successful Proponent's assignment of the representative for the contract management.

(b) The successful Proponent shall employ competent supervision of all work, an assigned account representative must:

- (i) be fully knowledgeable of all services available;
- (ii) be resourceful to capability and arrangement of the successful Proponent to provide service and ensure requirements are met;
- (iii) be fully accessible at all times; and
- (iv) have authority to receive on behalf of the successful Proponent any communication relating to the Contract.

6.2 Key Personnel

The Proponent is to identify and provide professional biographical information for the key personnel that would perform the Proponent's work, outlining their intended roles in performing the Scope of Work. If appropriate, also attach to this Form of Proposal as an additional Appendix CVs and a complete organization chart, identifying all roles and areas of responsibility.

6.3 Reporting

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- (a) The Proponent is to provide to the City semi-annual (January 15th and July 15th) reporting on a number of performance measures ("**Key Performance Indicators**") and any other criteria determined by the City for the delivery of the Services. The information should be reported in the manner required by the City.
  - (b) The Proponent is to meet with the City as mutually agreed to by both Parties to review the quality of work and service performance, evaluate any opportunities for improvement, and address any issues relating to the delivery of the Services.
- 6.4 The Proponent is to provide to the City and maintain up to date a list of key emergency contacts.
- 7.0 **CORRECTIVE MAINTENANCE SERVICES**
- 7.1 The corrective maintenance services include but are not limited to:
- (a) hangers and support for plumbing and piping;
  - (b) cutting, capping, disconnecting and making safe all mechanical piping in in renovated areas;
  - (c) fuel piping, water piping, exhaust piping, for generator units and supply of fuel oil when clearly specified;
  - (d) arrange inspection for plumbing work as required;
  - (e) design, supply and install vibration isolation and seismic restraint for mechanical systems;
  - (f) piping identification;
  - (g) manufactured sumps, pits and covers complete with pumps inside building walls;
  - (h) all domestic water and drainage plumbing systems;
  - (i) hydronic heating, chilled water, condenser water and steam piping systems;
  - (j) natural gas and propane piping systems within buildings;
  - (k) all hot water heaters and storage tanks;
  - (l) water based solar heating panel systems;
  - (m) all in-slab heating and snow melting piping systems;
  - (n) mechanical insulation for piping;
  - (o) all plastic-pipe venting for fossil fuel combustion;
  - (p) drain cleaning and piping inspection services;
  - (q) irrigation systems;

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PART B - DETAILED REQUIREMENTS

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- (r) sumps;
- (s) gas fired and electric hot water tanks;
- (t) underground plumbing systems such as sanitary, storm and force mains;
- (u) domestic water services;
- (v) drainage systems;
- (w) plumbing fixtures and accessories;
- (x) mechanical backflow prevention devices;
- (y) domestic hot water (DHW) recirculation systems and pumps;
- (z) sanitary and storm lifting station and associated equipment;
- (aa) sanitary vacuum systems typically, but not exclusively, located at marinas; and
- (bb) and other general plumbing services as determined by the City

7.2 Service Call Request process:

- (a) Whenever the City requires the Services of the Proponent, the City may engage the Proponent in writing via email or fax, or through telephone, and the City will provide details of the services required, the location, date and time, and any other pertinent detail as so determined by the City or requested by the Proponent (a "Service Call Request").
- (b) The Proponent will review the Service Call Request, seek clarification from the City on the details thereof (if so needed), and provide its written confirmation and acceptance of the Service Call Request within an hour from the time the Service Call Request was placed by the City.
- (c) The Proponent shall provide the Services as required in the Service Call Request and pursuant to the response times set out in Section 7.2(b).
- (d) Unless otherwise stated in the Service Call Request, the Services are to be completed no later than three (3) business days from the date the Service Call Request was placed.

8.0 EMERGENCY SERVICES

8.1 At any time during the term of the Agreement, the City may require the Proponent to supply the Services on unscheduled situations of critical and time-sensitive nature. As such, the Proponent is to cause its plumbers or appropriate resources to respond per the response times as follows:

- (i) Plumbing repair services - the Proponent is to maintain a response time of one (1) hour or less within the City's Operating Hours, and two (2) hours or less outside the City's Operating Hours.



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PART B - DETAILED REQUIREMENTS

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- 8.2 Upon completion of an emergency call out request, Proponent shall confirm via telephone the request has been completed and the mechanic performing the repairs is leaving site. Upon completion of the Services in response to an emergency call out request, the Proponent shall provide the City a Service Report in the manner and format specified in Section 11.0 below, the City will provide its e-mail acceptance of the Services.

9.0 PROJECT-BASED SERVICES

- 9.1 Unplanned services and of greater scope as specified by the City, may be required at any time ("Project-based Services"). As such, the City will provide the Proponent with a formal written request for the Proponent to submit a proposal in response to such requirements.

- 9.2 The Proponent's proposal is to include:

- (a) a detailed work plan providing information such as, but not limited to:
  - (i) how the work is to be undertaken;
  - (ii) the number of labour hours required to complete the work;
  - (iii) details of the materials and equipment to be used;
  - (iv) a proposed timeline to complete such work;
  - (v) any proposed subcontractors including their role in the project;
  - (vi) any other details the Proponent may deem necessary to include for the successful completion of the proposed work; and
  - (vii) any other information required by the City.
- (b) the Proponent's proposed maximum fees are to be calculated as:
  - (i) the number of labor hours multiplied by the hourly rates set out in the Agreement;
  - (ii) the cost of materials plus the Proponent's percentage fee; and
  - (iii) the cost of special equipment plus the Proponent's percentage fee.

- 9.3 The Proponent's proposal is to be submitted in the manner prescribed in the RFP.

- 9.4 Project-based Services are deemed additional services unless approved in writing by the City.

- 9.5 The City is not obligated to accept the Proponent's proposal and may, in its sole discretion, choose to request proposals from other Proponents.

10.0 NATURAL DISASTER SUPPORT SERVICES

- 10.1 In the event of a major or serious disaster, such as, but not limited to, an earthquake, major fire, or extreme snow conditions (a "Natural Disaster"), the City will be faced with the requirement to sustain the provisioning of key facilities such as those operated by the

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Vancouver Police Department, Vancouver Fire and Rescue Services and other emergency facilities, and as such, the Proponent is to provide support.

10.2 The Proponent is to provide to the City and maintain up to date a list of key emergency contacts specifically for the use of the City in the event a Natural Disaster occurs.

10.3 The Proponent acknowledges and agrees that should a Natural Disaster occur at any time during the term of the Agreement and the City requests the assistance of the Proponent, the Proponent shall prioritize the City's request for assistance and where such level of priority is at a minimum comparable to the annual value of the Agreement relative to the Proponent's total business revenue.

11.0 SERVICE REPORTS

11.1 The Proponent is to complete and provide the City a service report ("Service Report") adhering to the format, as the case may be, and include:

- (a) a Service Report reference number;
- (b) the time and date when the Services were performed;
- (c) description of the equipment, machine or component(s) to which the Services were performed;
- (d) description of the Services performed, including a description of any special tools or equipment used;
- (e) where repair services are required other than routine maintenance work, a clear description of such deficiencies or discrepancies identified during the performance of the inspection or testing Services;
- (f) the name of the technician that performed the Services;
- (g) time required to complete the Services;
- (h) a copy of the Proponent's certificate of final inspection; and
- (i) pictures of overall assembly, nameplate, interior equipment general assembly and deficient parts;
- (j) description of missing hardware and damaged parts

11.2 Service Reports are to be submitted to the City in the following manner:

- (a) immediately (i.e. completed test sheets submitted within 24 hours) after the completion of each instance of the Services, the Proponent shall provide the City with a hard copy of the Service Report followed by an electronic copy of the same as so indicated by the City; and
- (b) electronic copies of the Service Reports shall be submitted no later than one (1) Business Day from completion of the Services;

PROVISION OF GENERAL PLUMBING SERVICES

PART B - DETAILED REQUIREMENTS

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- (c) the City will review the Service Report and will provide its written acknowledgement confirming that the Services have been completed.
- (d) store electronic copies for retrieval for a period no less than five (5) years for retrieval upon request.

12.0 ADDITIONAL SERVICES

12.1 The Proponent may be required to supply custom-ordered parts which for the avoidance of doubt a custom-ordered part refers to a part, system or component thereof that is not typically stocked by the Proponent due to the item's high degree of customization, the type of item, the age of the equipment, the manufacturer or any other reason, such that, if required, ordering of such item would result in special costs (a "Custom-Ordered Part").

12.2 If after inspecting and assessing the fit state of the equipment, system or component thereof the Proponent:

- (a) determines a replacement part, whether it be a regular stocked part or a Custom-Ordered Part, (a "Replacement Component") is required to complete the Services and the value of such Replacement Component is greater than \$1,000.00, the Proponent will:
  - (i) notify the City before proceeding with the replacement and repair services;
  - (ii) provide the City with a written quotation that will include, but may not be limited to:
    - a detailed description of the issue;
    - a description of the part(s) including make, model number and any other relevant information or document including the manufacturer's specifications;
    - a description of the services to be performed;
    - the number of labor hours required to complete such services;
    - the price for each Replacement Component clearly itemized and inclusive of all costs, fees, transportation expenses, and taxes (excluding GST), but exclusive of the Proponent's profit and overhead if the Replacement Component is a Custom-ordered Part; and
    - the Proponent's cost-plus rate as set out in the supply agreement if the Replacement Component is a Custom-ordered Part.
  - (iii) The City will review the Proponent's quotation and may, at the City's sole discretion:
    - approve (in writing) the Proponent's quotation;
    - request quotations from other Proponents (as set out in the RFP); or

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- request quotations from other Proponents not prequalified under the RFP.
- (b) identifies other issues related to the equipment, system or component thereof but are in addition to the services requested in the Service Call Request, the Proponent will notify the City first before proceeding with any additional work. The City in its sole discretion will:
- (i) determine whether such additional services will be completed by the Proponent; or
  - (ii) request further information from the Proponent including a quotation as set out 12.2(a)(ii) and (iii) prior to approving (or not) the additional work.
- 12.3 The Proponent will not proceed with the ordering and installing of Replacement Components or the completion of additional work unless the City has provided its prior written approval as set out in Section 12.2(a) and/or (b) as applicable.
- 13.0 **PRE-DELIVERY, DELIVERY AND INSTALLATION SERVICES**
- 13.1 Whenever the services involve the delivery and installation of mechanical components, switches, equipment, pumps, motors, panels, systems and controls, or any other physical product or equipment necessary for the successful completion of the services (the “Product” or “Products”), the Proponent shall adhere to the requirements set out in this Section 13.0 to the extent that they may be applicable.
- 13.2 All Products supplied to the City by the Proponent must comply with the specifications, requirements and drawings as mutually agreed to in writing between the City and the Proponent (the “Product Specifications”).
- 13.3 The Proponent will perform the following pre-delivery services:
- (a) Shop drawings and Product literature:

Prior to supplying any Product to the City, the Proponent will, at the request of the City, deliver shop drawings, Product literature and such other documentation that the City may require to confirm that each Product meets the Product Specifications. The City’s review of the shop drawings and other documentation will be to confirm conformity with the Product Specifications and such review will not relieve the Proponent of responsibility for errors or omissions in such documentation or to deliver the Products in accordance with the terms and conditions of the standing offer agreement including the Product Specifications.
  - (b) Samples:

At the request of the City, the Proponent will supply to the City samples of the Product to allow for adequate review time without impeding the project delivery and installation schedule which meets the Product Specifications, for the City to test and approve prior to placing an order for all of the sampled items required for the site(s).

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PART B - DETAILED REQUIREMENTS

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If the samples do not meet the Product Specifications and the City determines that the Proponent can rectify the problem without delaying the project schedule, then the Proponent will rectify the problem and deliver to the City a sample which meets the Product Specifications. Under no circumstances will the additional time granted to the Proponent affect the Proponent's obligation to meet the deadlines set out in the standing offer agreement or as mutually agreed to by the City and the Proponent.

If the samples do not meet the Product Specifications and the City determines in its sole discretion that the Proponent is not capable of rectifying the problem, then the City will be entitled to purchase these sampled items from another supplier.

(c) Site meetings:

The Proponent may be required to attend site meetings at the site or at another location requested by the City and as requested by the City in order to follow the progress of the Services.

(d) Storage:

If the City is not ready for the Proponent to deliver and commence installation of the Product on the date as mutually agreed to by the City and the Proponent (the "Delivery Date"), then the Proponent will store the Product at the Proponent's facility, or a comparable facility, at the Proponent's cost, until the City notifies the Proponent that it may commence delivery and installation of the Product.

13.4 The Proponent will be responsible for the following delivery and installation services (the "Delivery and Installation Services"):

(a) Delivery:

The Proponent will deliver the Products to the site(s) commencing on the Delivery Date. The Proponent will unload and temporarily store the Products as directed by the City.

(b) Installation:

The Proponent will:

- (i) install the Product in accordance with the Agreement including the manufacturer's recommendations, the Product Specifications, the drawings and plans provided by the City, and the directions of the City;
- (ii) inspect and test the Product to ensure that it operates as intended;
- (iii) replace any broken, scratched, disfigured or inoperable component of the Product or part thereof;
- (iv) remove all labels, packaging and protective materials unless still required to protect the Product;

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- (v) thoroughly clean and remove any stains spots or marks from the Product and clean-up any dirt, dust or debris brought into the site by the Proponent or its Subcontractors; and
  - (vi) repair any damage whatsoever including wear and tear to the site which is caused by the Proponent or its Subcontractors.
- (c) Temporary products:

If the Proponent is unable to deliver and install the Product on the Delivery Date, the City may require the Proponent to provide temporary products (the "Temporary Products") at no cost to the City in order to enable the City to commence operations at the site. Under no circumstances will the delivery of Temporary Products by the Proponent relieve the Proponent of its obligations under the standing offer agreement, including the obligation to deliver and install the Product(s) which meet the Product Specifications. Where following the delivery of Temporary Products by the Proponent the City determines, acting reasonably, that the Proponent will not be able to deliver and install Products which meet the Product Specifications, the City may without obligation or liability to the Proponent, procure the particular Product or services from any other supplier.

13.5 Acceptance of the services

Upon completion of the Delivery and Installation Services, the Proponent will provide the City with a demonstration of the operation of each Product supplied and installed by the Proponent and make any adjustments required by the City. If the City determines that the Product does not meet the Product Specifications, does not operate in accordance with the manufacturer's specifications or is damaged in any way, then the Proponent will take whatever steps are required to rectify the situation including, if necessary, replacing the Product.

14.0 VENDOR PERFORMANCE MANAGEMENT

- (a) The successful Proponent's overall performance and the quality of its work will be evaluated by the City, on such factors as service levels including the service response times, service call requests, billing and documentation accuracy and other issues that the City may determine as key performance indicators and/or service level agreements with the successful Proponent.

- (b) Frequency of Review

Semi-Annually (January 15th and July 15th)

Key Performance Indicators (KPI's)

Item	Response Time	KPI%
Corrective Maintenance Services) (during Operating hours)	Within 1 hour	95%

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Corrective Maintenance Services (Outside Operating hours)	Within 2 hours	95%
Complete Service Call Request	No later than three (3) business days from the date the Service Call Request was placed.	95%
Plumbing Repair (Emergency) - during Operating hours	Within 1 hour	95%
Plumbing Repair (Emergency) - Outside Operating hours	Within 2 hours	95%
Submission of Service Report	Within 1 Business day after completion of service	99%
Submit invoices and documentation to City Staff	30 Days after service completion	99%

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PART C - FORM OF PROPOSAL

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**PART C – FORM OF PROPOSAL**

RFP No. PS20191245, Provision of General Plumbing Services (the “RFP”)

Proponent’s Full Legal Name: \_\_\_\_\_

“Proponent”

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

\_\_\_\_\_

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

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

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

E-mail: \_\_\_\_\_

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

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

IN WITNESS WHEREOF the Proponent has executed this Proposal Form:

\_\_\_\_\_

Signature of Authorized Signatory for the Proponent

\_\_\_\_\_

Date

\_\_\_\_\_

Name and Title



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Signature of Authorized Signatory for the Proponent

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Date

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Name and Title

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PART C - FORM OF PROPOSAL

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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
APPENDIX 7	Personal Information Form(s)
APPENDIX 8	Subcontractors
APPENDIX 9	Proposed Amendments
APPENDIX 10	Conflicts; Collusion; Lobbying
APPENDIX 11	WorkSafeBC Clearance Letter
APPENDIX 12	Applicant's Environmental, Health and Safety Program
APPENDIX 13	Owners List of Known Workplace Standard

**LEGAL TERMS AND CONDITIONS OF RFP**

**1 PROPOSAL 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. PS20191245, 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

## REQUEST FOR PROPOSALS NO. PS20191245

### PROVISION OF GENERAL PLUMBING SERVICES

#### PART C - FORM OF PROPOSAL

public) any contract or tort law duty of care, fairness, impartiality or procedural fairness in the RFP process, or any contract or tort law duty to preserve the integrity of the RFP process. The Proponent hereby waives and releases the City from any and all such duties and expressly assumes the risk of all Losses arising from participating in the RFP process on this basis.

#### 5 EVALUATION OF PROPOSALS

##### 5.1 Compliance / Non-Compliance

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

##### 5.2 Reservation of Complete Control over Process

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

##### 5.3 Discussions/Negotiations

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

##### 5.4 Acceptance or Rejection of Proposals

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

#### 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

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### PROVISION OF GENERAL PLUMBING SERVICES

#### PART C - FORM OF PROPOSAL

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- or duty under the RFP which it could breach (other than wholly unanticipated obligations or duties merely alleged or actually imposed judicially));
- (b) any unintentional tort of the City or its officials or employees occurring in the course of conducting the RFP process;
  - (c) the Proponent preparing and submitting the Proposal;
  - (d) the City accepting or rejecting the Proposal or any other submission; or
  - (e) the manner in which the City: reviews, considers, evaluates or negotiates any proposal; addresses or fails to address any proposal or proposals; resolves to enter into a Contract or not enter into a Contract or any similar agreement; or the identity of the proponent(s) or other persons, if any, with whom the City enters any agreement respecting the subject matter of the RFP.

#### 6.2 Indemnity by the Proponent

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

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

#### 6.3 Limitation of City Liability

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

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PROVISION OF GENERAL PLUMBING SERVICES

PART C - FORM OF PROPOSAL

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- (b) Section 6 of this Appendix 1 will: (i) bind the City, the Proponent and the arbitrator; and (ii) survive any and all awards made by the arbitrator; and

- (c) The Proponent will bear all costs of the arbitration.

**8 PROTECTION AND OWNERSHIP OF INFORMATION**

**8.1 RFP and Proposal Documents City's Property**

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

**8.2 Proponent's Submission Confidential**

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

**8.3 All City Information Confidential**

- (a) The Proponent will not divulge or disclose to any third parties any non-public documents or information concerning the affairs of the City which have been or are in the future provided or communicated to the Proponent at any time (whether before, during or after the RFP process). Furthermore, the Proponent agrees that it has not and must not use or exploit any such non-public documents or information in any manner, including in submitting its Proposal.
- (b) The Proponent now irrevocably waives all rights it may have by statute, at law or in equity, to obtain any records produced or kept by the City in evaluating its Proposal (and any other submissions) and now agrees that under no circumstances will it make any Proposal 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 - 0.

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- (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 - 0.

**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 - 0.

**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 - 0.

**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 - 0.

**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.

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- (b) The legal invalidity or unenforceability of any provision of this Appendix 1 will not affect the validity or enforceability of any other provision of this Appendix 1, which will remain in full force and effect.
- (c) The Proponent now assumes and agrees to bear all costs and expenses incurred by the Proponent in preparing its Proposal and participating in the RFP process.



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APPENDIX 2

**QUESTIONNAIRE**

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

**Executive Summary**

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

**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).

**TECHNICAL QUALIFICATIONS**

(Refer to Section 2.0, Part B, Detailed Requirements)

In the space below, please demonstrate the Proponent's ability to fulfill this requirement indicated on Section 2.0, Part B, Detailed requirements?

**SAFETY REQUIREMENTS**

(Refer to Section 3.0, Part B, Detailed Requirements)

In the space below, please demonstrate the Proponent's ability to fulfill this requirement indicated on Section 3.0, Part B, Detailed requirements.

**GENERAL REQUIREMENTS**

(Refer to Section 4.0, Part B, Detailed Requirements)

In the space below, please demonstrate the Proponent's ability to fulfill these requirements indicated on Section 4.0, Part B, Detailed requirements.

**SERVICE REQUIREMENTS**

**Account and Contract Management (Refer to Section 6.0, Part B, Detailed Requirements)**

Proposal should describe detail services and capabilities such as, but not limited to: contract implementation, as-if-when-needed services, technical support, reporting, issue resolution and other operational support.

Proponents are to provide an overview of their account management process and hierarchy.

Describe service processes and capabilities such as but not limited to:

- Key contact for specific roles
- Competent supervision of all work
- Post contract services and performance reviews

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Key Personnel (Refer to Section 6.2, Part B, Detailed Requirements)

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 performing the Scope of Work. If appropriate, also attach to this Form of Proposal as an additional Appendix CVs and a complete organization chart, identifying all roles and areas of responsibility.

CORRECTIVE MAINTENANCE SERVICES

(Refer to Section 7.0, Part B, Detailed Requirements)

In the space below, describe the Proponent's relevant experience in performing Corrective Maintenance Services.

EMERGENCY SERVICES

(Refer to Section 8.0, Part B, Detailed Requirements)

In the space below, describe the Proponent's relevant experience in performing Emergency Services.

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PROJECT-BASED SERVICES

(Refer to Section 9.0, Part B, Detailed Requirements)

In the space below, describe the Proponent's relevant experience in delivering Project-Based Services and demonstrate your capability of providing a detailed work plan.

NATURAL DISASTER SUPPORT SERVICES

(Refer to Section 10.0, Part B, Detailed Requirements)

In the space below, describe the Proponent's relevant experience in delivering Natural Disaster Support Services.

SERVICE REPORTING

(Refer to Section 11.0, Part B, Detailed Requirements)

In the space below, please state the Proponent's ability to do reporting and in what format would the reporting be delivered to the City?

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ADDITIONAL SERVICES

(Refer to Section 12.0, Part B, Detailed Requirements)

In the space below, describe the Proponent's understanding on the City's requirements associated with the scope defined under Section 12 Additional Service.

PRE-DELIVERY, DELIVERY AND INSTALLATION SERVICES

(Refer to Section 13.0, Part B, Detailed Requirements)

In the space below, describe the Proponent's understanding on the City's requirements associated with the scope defined under Section 13. .

VENDOR PERFORMANCE MANAGEMENT

(Refer to Section 14.0, Part B, Detailed Requirements)

Proponent shall indicate its ability to meet service levels including the preventative maintenance services (planned) during and outside operating hours, completion of service requests, Plumbing repair (emergency) services during and outside operating hours, submission of service reports, on time billing and documentation accuracy and other issues that the City may determine as key performance indicators and/or service level agreements with the successful Proponent.

## ENVIRONMENTAL SUSTAINABILITY

City of Vancouver is committed to being the Greenest City and values the environmental impact and sustainability of Proponents in addition to the goods or services offered with regards to Healthy Ecosystems (minimizing pollution/toxicity, conserving natural resources, and regenerating ecological; local food; clean water / water consumption), Zero Waste (reducing and/or diverting), Zero Carbon (reducing/eliminating greenhouse gases)

1. Indicate how your company dispose of new and old parts and equipment upon completion of the delivery and installation of the services. City of Vancouver's expectation is to recycle all materials which are capable of being recycled. It is expected that the company will divert any other materials which cannot be recycled to the landfill. Please elaborate.

2. *Has your company achieved (or is it committed to) any of the following activities? Check all that apply and provide details/targets/goals*

- ☐ Increase renewable energy sources and/or reduce the company's overall energy usage
- ☐ Reduced carbon use, GHG emissions or use of ozone depleting substances
- ☐ Implemented initiatives to reduce waste at the source or divert the waste from landfills/incineration
- ☐ Recycled water or other water recovery systems to reduce the use of potable water
- ☐ Responsibly disposed of all hazardous waste generated from production.
- ☐ Other: include an explanation of any on-going efforts or plans that the Proponents has, or steps that it has taken in the past to address climate change and reduce environmental impact

Please provide details on your tracking methodology and if you report the results.

## SOCIAL SUSTAINABILITY

### Supplier Diversity

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

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<b>Majority owned/controlled/ by:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Women</li> <li><input type="checkbox"/> Indigenous Peoples</li> <li><input type="checkbox"/> Non-Profit/Charity (Social Enterprise)</li> <li><input type="checkbox"/> Coop</li> <li><input type="checkbox"/> Community Contribution Corporation (3C/CCC)</li> <li><input type="checkbox"/> Ethno-cultural Persons</li> <li><input type="checkbox"/> People with Disabilities</li> <li><input type="checkbox"/> LGBTQ+</li> <li><input type="checkbox"/> Other: please indicate</li> </ul>	<b>Workforce Diversity:</b> <ul style="list-style-type: none"> <li>% Women</li> <li>% Indigenous Peoples</li> <li>% Ethno-cultural People</li> <li>% People with Disabilities</li> <li>% LGBTQ+</li> <li>% Other: please indicate</li> </ul>	<b>Social / Environmental Certifications</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> BCorp</li> <li><input type="checkbox"/> BuySocial</li> <li><input type="checkbox"/> Supplier Diversity Certification</li> <li><input type="checkbox"/> Fairtrade</li> <li><input type="checkbox"/> Green Business Certification (ie. LEED, ClimateSmart)</li> <li><input type="checkbox"/> Other: please indicate</li> </ul>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

EMPLOYMENT EQUITY & WORKFORCE DIVERSITY

1. Employment Equity

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

- a. If yes, please describe
- b. How do you measure?

2. 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		

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Please note that two questions below are optional and will not form part of the evaluation. Proponents' answers to the following questions are for information gathering purposes only and will be kept confidential in accordance with the Legal Terms and Conditions.

3. Are you Living Wage Certified Employer? Y/N

- If no, do you compensate (wages & non-mandatory benefits) your employees at an equal or greater amount? Y/N
- Comments, if applicable:

4. Sub-Contractors in APPENDIX 8:

What percentage or the dollar value of work from this contract will be directed to sub-contractors that identify as social/diverse based on certification and/or ownership/control by equity seeking demographic?



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APPENDIX 3  
SCHEDULE OF PRICES

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

Proponent to provide proposed pricing and payment terms, which should be in accordance with Appendix 3, Schedule of Prices as well as any other sections of the RFP imposing requirements as to pricing).

When submitting its Proposal by email, please ensure Appendix 3 - Commercial Proposal is provided as a separate file to the entire Proposal.

1.0 Commercial Proposal

Proponents should submit as part of their Proposal package, their complete response to the Commercial Proposal as a separate electronic file clearly marked as "Commercial Proposal" in the submission of the electronic media.

Prices or rates information shall not be shown in any other part of the Proposal other than in the Commercial Proposal.

1.1 Price Table

(a) A separate Excel Spreadsheet is provided for the quotation of the supply of services.

(b) A separate Excel Spreadsheet file containing all of the Price Table(s) shall be included in the electronic submission of the Commercial Proposal.

1.2 Prices

(a) Proponents shall provide hourly rates listed in Table 1 - Schedule of Prices of the spreadsheet ("Appendix 3 - Commercial Proposal"), including the completion of blank fields, as per the instructions below.

i. All pricing for each item shall be submitted as per price for the specified schedule stated in the table(s).

ii. All pricing in the Price Table is to include all Proponents' overheads covering and not limited to permits, licenses, drawings, mileage, profit and all other costs such as truck charges, fuel costs and surcharges, parts, transportation, environmental fees and safety measures, sub-contractors etc.

iii. All pricing in the Price Table is to include the cost of delivery and in compliance with Part A, Section 7.0.

iii. All prices are to be exclusive of applicable sales taxes calculated upon such prices, but inclusive of all other costs.

iv. Prices shall be fixed for the term of the agreement.

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(b) Proposal may suggest other items related to the requirement of this RFP, including prices for all items identified and shall be inserted to Table 2 - Rental of Special Equipment and Table 3 - Repair Material Parts.

☐

By colouring in this box, the Proponent hereby confirms that the above Commercial Proposal is based on the payment of wages to employees of the Proponent and Subcontractors that comply with the City's Living Wage Policy as described in Section 10.0 of Part A and in the Form of Agreement attached hereto as Part D.

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## APPENDIX 4

***PROPONENT'S REFERENCES***

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

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

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

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

***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.)



**CERTIFICATE OF EXISTING INSURANCE  
TO BE COMPLETED AND APPENDED TO THE PROPOSAL -  
PS20191245**

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 _____	<i>If vehicles are insured by ICBC, complete and provide Form APV-47.</i>

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. **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**

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

Dated \_\_\_\_\_

## PART C - FORM OF PROPOSAL

## APPENDIX 6

**DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE**

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

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

The City of Vancouver expects each supplier of goods and services to the City to comply with the supplier performance standards set out in the City's Supplier Code of Conduct (SCC) <[http://vancouver.ca/policy\\_pdf/AF01401P1.pdf](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, Proposal, 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 Proponent must complete the following declaration and include this declaration with its submission:

As an authorized signatory of \_\_\_\_\_ (*Proponent name*), I declare that I have reviewed the SCC and to the best of my knowledge, \_\_\_\_\_ (*Proponent 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 \_\_\_\_\_ (*Proponent name*).

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

Name and Title: \_\_\_\_\_

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APPENDIX 7

**PERSONAL INFORMATION CONSENT FORM(S)**

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

PERSONAL INFORMATION CONSENT FORM

Reference #PS20191245

Title: General Plumbing Services

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



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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.

All sub-contractors will be required to provide all the same Safety documentation as requested by an Proponent with regards to WorksafeBC clearance letter proving company is in good standing, an Employer Report Card for safety track record, and the company's Safety Program which complies with industry best practices and all compliable regulations.

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

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

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the last five years, including the 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 attached as Part D. If no amendments to the Form of Agreement are proposed, state "none". It is at the City's sole discretion whether or not these proposed amendments will be considered for the Form of Agreement.

Section / General Condition	Proposed Amendment	Rationale and Benefit

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APPENDIX 10

***CONFLICTS; COLLUSION; LOBBYING***

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

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

***PROOF OF WORKSAFEBC CLEARANCE LETTER AND EMPLOYER REPORT  
CARD***

Attached as Appendix 11, the Proponent's proof of good standing with WorkSafeBC (WorkSafeBC clearance letter) and their WorkSafeBC Employer Report Card with claims history and industry rating.

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*APPENDIX 12*

***PROPONENT'S ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM***

See attached.

# **Contractor Coordination Program**

# City Of Vancouver Contractor Coordination Program

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## REFERENCES

- WorkSafeBC OSH Regulation
  - Section 20.3, Coordination of Multiple Employer Workplaces
- Workers' Compensation Act - Division 3:
  - Section 115 – General Duties of Employers
  - Section 118 - Coordination of Multiple Employer Workplaces & Prime Contractors
  - Section 119 - General Duties of Owner
  - Policy Item D3-115-1 - Employer Duty Towards Other Workers - Section 115(1)(a)(ii)
  - Policy Item D3-118-1 RE: General Duties - Multiple-Employer Workplaces
  - Policy Item D3-119-1 RE: General Duties - Owners

### ***Responsibility of Owner***

Reference: Part 3 Section 118 and 119 of the *Workers' Compensation Act* and Part 20 of the WorkSafeBC Regulation.

The *Workers' Compensation Act* requires the owner of the workplace to:

- Maintain the workplace in a safe manner;



- Give any other employers on the workplace all information about workplace hazards;
- Give other employers on the workplace the information they need to eliminate or control those hazards.

In addition, on multiple employer workplaces, CoV has a responsibility to:

- Coordinate activities of the employers, workers, and other persons at the workplace;
- Establish and maintain a system or process to ensure that everyone at the workplace complies with the WorkSafeBC OHS Regulation.

## **PURPOSE**

To ensure that City of Vancouver (CoV) workers and other employers working at CoV workplaces are not placed at risk because of a lack of knowledge of workplace hazards, or a lack of coordination of workplace safety.

## **POLICY**

CoV will ensure that:

- CoV workers and contractors hired by CoV and working at CoV workplaces are aware of any pre-existing workplace hazards known to the CoV.
- Occupational health and safety activities are coordinated on civic workplaces that are designated as multiple employer workplaces. Coordination will be done by the CoV or by the Prime Contractor designated by the CoV.
- Managers and workers understand the requirements of the *Workers' Compensation Act* and the WorkSafeBC Regulation with regards to contracting out, and follow the requirements provided in the CoV policies and procedures.
- CoV workplaces are maintained in a manner that ensures the health and safety of persons at or near the workplace.

## **SCOPE**

This program applies to every situation where workers other than CoV workers are performing their job duties at a CoV workplace.

### ***Exception for Short Term Workplace Visits***

The WorkSafeBC Prevention Manual offers the following guidance on workplace visits: "Virtually all workplaces will be visited by workers of other employers. For example, workers may deliver or pick up mail, goods, materials or enter to inspect premises. Short term visits of this type, even if regular, do not make the

workplace a "multiple-employer workplace" for the purposes of Section 118(1)".

## DEFINITIONS

**Construction Project** Any erection, alteration, repair, dismantling, demolition, structural or routine maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, concreting, the installation of any machinery or any other work deemed to be construction by the Board. (WorkSafeBC OHS Regulation Section 20.1)

**Contractor** Includes a contractor, subcontractor, utility company, government agency or a service company providing/assigning workers and/or services/equipment within the workplace.

**Contractor Safety Program** A contractor's Occupational Health and Safety program as required by the WorkSafeBC OHS Regulation.

**Multiple Employer Workplace** A workplace where workers of two or more employers are working at the same time.

In this type of workplace workers of one employer do not actually have to come into contact with the workers of the other employer. They do not even have to be in the same place at the same time. What is important is whether or not the workers' activities could affect the health and safety of another employer's workers.

NOTE: Short term visits by couriers, inspectors, suppliers, etc. are not regarded as workers at the workplace.

**Multiple Owner Situation** More than one person may simultaneously meet the definition of the term "owner" in respect to a particular workplace. For example, both the municipality that holds legal title to land and an entity with a permit to use may qualify as owners under the *Act*. In such circumstances, referred to as multiple owner situations, all the owners of a particular workplace are responsible for fulfilling the duties set out in *WCAct*, the OHS Regulation, and any applicable orders.

**Notice of Project** The Notice of Construction Project given by the Prime Contractor, or Owner, to WorkSafeBC as defined in and

required by Section 20.2 of the Regulation.

**Owner**

Includes:

- (a) a trustee, receiver, mortgagee in possession, tenant, lessee, licensee or occupier of any lands or premises used or to be used as a workplace, and
- (b) a person who acts for or on behalf of an owner as an agent or delegate;

**Prequalified Contractor**

Prequalified contractors work for the City through an existing contractual agreement with the City. Some of the industry groupings that have prequalified status within the City include:

- General electrical services
- Power line services
- Electrical vault (high voltage) maintenance services
- General HVAC - service and preventative maintenance
- General plumbing - service and preventative maintenance
- Fire Protection – Fire alarm systems, fire sprinklers and fire extinguishers checks
- Alarm Systems

**Prime Contractor**

In relation to a multiple-employer workplace, the directing contractor, employer or other person who enters into a written agreement with the owner of that workplace to be the Prime Contractor, or, if there is no agreement, the owner of the workplace. (Section 118.1 of the Act)

**Qualified**

Means being knowledgeable of the work, the hazards involved and the means to control the hazards, by reason of education, training, experience or a combination thereof.

<b>Qualified Coordinator</b>	<p>At a multiple employer construction workplace, means the person appointed by the owner or the Prime Contractor to coordinate occupational health and safety activities at the worksite. (Part 20.3(2)(a) of the Regulation).</p> <p>The qualified coordinator needs to possess experience in and an understanding of the work, including specific work processes and equipment used. The qualified coordinator should also have the ability to provide direction to others and to be able to effectively communicate with the employers and workers present at the workplace.</p> <p>Ideally the qualified coordinator will possess some formal training or a trade certification that would suggest the person is capable of identifying and addressing hazards. However, a trade certification is not a specific requirement, provided that the qualified coordinator is knowledgeable of and experienced in the work being undertaken at the workplace.</p> <p>Reference: WorkSafeBC Regulation / Guideline G20.3-2 Qualified Coordinators</p>
<b>Qualified Person</b>	<p>Applies to every contractor hired whether it is a single employer workplace or a multiple employer workplace. On a construction workplace, means a person designated by a contractor (other than the Prime Contractor) to be responsible for that employer's health and safety activities and responsibilities.</p>
<b>Single Employer Workplace</b>	<p>A defined area in which there are workers of only one employer.</p>
<b>Supervisor</b>	<p>A <b>supervisor</b> is a person who instructs, directs, and controls workers in the performance of their duties. A <b>supervisor</b> can be any worker (management or staff, union or exempt) who meets this definition, whether or not he or she has the <b>supervisor</b> title.</p>
<b>Workplace Safety Coordinator</b>	<p>Applies where a Prime Contractor has not been designated.</p> <p>The person designated by CoV to coordinate workplace safety on multiple employer workplaces if there is no Prime Contractor, and to receive/review a contractor's</p>

safety program, records, documentation and safety performance.

## **RESPONSIBILITIES**

### **City of Vancouver is responsible to determine:**

1. whether a workplace includes the workers of other employers;
2. whether this is a multiple employer workplace, a multiple owner workplace or a single employer workplace;
3. if the workplace is a construction workplace as outlined in the definitions.

The remaining responsibilities are separated into the following categories:

1. Single Employer Workplace
2. Multiple Employer Workplace
  - a. with a Prime Contractor
  - b. without a Prime Contractor
3. Multiple Owner Workplace

### **Single Employer Workplace**

#### ***City of Vancouver***

City of Vancouver is responsible to:

- Ensure that the contractor at the workplace is aware of all pre-existing workplace hazards and has the information on how to eliminate or control the hazards;
- If on a construction workplace where the work requires a Notice of Project, submit the Notice of Project to WorkSafeBC.

#### ***Workplace Safety Coordinator***

The City of Vancouver Workplace Safety Coordinator is responsible to:

- Determine the boundaries of the workplace and ensure that only workers of one employer perform duties within those boundaries;
- Ensure all relevant information on workplace hazards is provided to the employer;
- Decide whether the contractor should be designated, in writing, as a Prime Contractor and if so, designate the Prime Contractor.

#### ***Contractor***

Applies to a contractor to the City of Vancouver and to service providers such as

BC Hydro or gas distribution companies:

- Obtain information on workplace hazards from the City of Vancouver and inform its workers at the workplace of those hazards;
- Ensure compliance with the *Workers Compensation Act* and the WorkSafeBC OHS Regulation.

If designated as the Prime Contractor, the contractor is responsible to:

- Ensure that all workers at the workplace, as well as its own workers, are aware of the pre-existing workplace hazards;
- Ensure that all work is performed without unnecessary risk and in compliance with the *Workers Compensation Act* and the WorkSafeBC OHS Regulation.

### ***City of Vancouver Supervisors***

- Ensure that all workers know that a single employer workplace has been designated;
- Ensure they do not assign duties which take City of Vancouver workers into the single employer workplace;
- Contact their supervisor to determine if the work should go ahead if any worker reports that they must enter the single employer workplace to do their job.

### ***City of Vancouver Workers***

- Ensure that their duties do not take them into the single employer workplace;
- Inform their supervisor if they must enter the workplace.

## **Multiple Employer Workplace**

### ***Multiple Employer Workplace Without a Prime Contractor***

#### **City of Vancouver**

The City of Vancouver is responsible to:

- Designate the Manager responsible for the project to be responsible for coordinating workplace safety;
- Ensure that all health and safety activities are coordinated;
- Ensure that all employers comply with the *Workers Compensation Act* and WorkSafeBC OHS Regulation.

## **Workplace Safety Coordinator**

Ensure that:

- All employers on the workplace are aware of pre-existing workplace hazards;
- Workplace safety meetings are held and documented;
- All occupational health and safety activities are coordinated;
- If the site is a construction workplace where the work requires a Notice of Project, that the Notice of Project is submitted to WorkSafeBC.

## **Construction workplaces**

The Manager responsible for the project is responsible to:

- Ensure that written procedures to protect the health and safety of all workers are available on the worksite;
- Maintain a workplace map that shows where all employers are working, where occupational first aid is located, explains the emergency transportation system (where required), and the location of evacuation marshaling points.

## **Contractors**

- Comply with their contracted safety requirements and the directives of the City of Vancouver Manager responsible for the project regarding coordination of activities;
- Inform the City of Vancouver Manager responsible for the project of the name of the individual who supervises their workers;
- Give the City of Vancouver Manager responsible for the project the name of a Qualified Person who is responsible for their health and safety activities.

## **Supervisors**

- Ensure that the duties that they are assigning do not cause hazards for the workers of other employers on the workplace.

## **Workers**

- Follow safe work procedures, and
- Alert their supervisor if the duties that they are performing may create a hazard to other workers.

## ***Multiple Employer Workplaces With A Prime Contractor***

### **City of Vancouver**

- Identify workplace hazards for the Prime Contractor and give the Prime Contractor information on how to eliminate or control hazards in the workplace.

### **Workplace Safety Coordinator**

- Designate a Prime Contractor based on the complexity and risk of the work being performed;
- When a Prime Contractor is designated, inform all other employers of the designation.

### **Prime Contractor**

Ensure that:

- All occupational health and safety activities are coordinated;
- All employers on the workplace comply with the *Workers Compensation Act*, and the WorkSafeBC OHS Regulation; and
- If the workplace is a construction workplace with a combined workforce of more than 5 workers, identify a qualified coordinator who must coordinate health and safety activities on the workplace.

### **Prime Contractor's Qualified Coordinator on Construction Workplaces**

The qualified coordinator must:

- Ensure that all employers on the workplace are aware of pre-existing workplace hazards;
- Ensure that workplace safety meetings are held and documented;
- Coordinate all health and safety activities;
- Complete a Notice of Project and submit it to WorkSafeBC;
- Maintain a workplace map that shows where various employers are working, where first aid is located, the emergency transportation system for injured workers, and the evacuation marshalling points;
- Have the written procedures to protect the health and safety of the workers on the workplace, ensuring that the hazards are addressed throughout the duration of the work activity.

### **Other Contractors**

Other contractors are responsible to:



- Deliver to the Prime Contractor's Qualified Coordinator the name of the person who supervises their workers.

On a construction workplace, the contractors must:

- Designate a Qualified Person to be responsible for that contractor's health and safety activities;
- Provide the name of the Qualified Person to the Prime Contractor.

### **City of Vancouver Supervisors**

Supervisors are responsible to:

- Be knowledgeable of the Prime Contractor's safety program and the measures in place to eliminate or control workplace hazards;
- Ensure that all City of Vancouver workers comply with this safety program;
- Remove workers under their control from any danger and notify the Project Manager

### **City of Vancouver Workers**

Workers must comply with the workplace safety program of the designated Prime Contractor.

## **Multiple Owner Workplace**

### **City of Vancouver**

The City of Vancouver is responsible to:

- Ensure that the workplace is safe and that all workers, including the other Owner, Employer, Contractors and their employees, are aware of the workplace hazards which the City of Vancouver has knowledge of as owners.
- If there are no interactions, or overlap between workplaces that would create hazards for the workers of the other Employer or for the workers of the City of Vancouver, no further action is required.

## **PROGRAM DETAILS**

### **Pre-contract Hazard Assessment**

Contractors must be made aware of all of the pre-existing workplace hazards that may affect their workers.

Workplace hazard identification must be completed prior to putting a project out to tender. This will be done by the project manager and the site.

Hazard identification should include, but not be limited to:

- workplace access difficulties
- confined spaces
- chemical exposures
- excavations
- work at heights
- lockout
- electrical hazards
- asbestos
- lead
- temperature extremes
- noise
- workplace hazardous materials
- traffic

Any other known or foreseeable workplace hazards must also be identified.

Providing methods to eliminate or control workplace hazards will include providing the contractor with any CoV procedures relating to the identified hazards. If the contractor is going to do work that is not covered by the CoV safety program, then once the hazards are identified, the contractor must provide written safe work procedures for the work.

## **Day Labour**

Periodically, a contractor will come onto a workplace to perform work in co-operation with CoV workers without subcontractors. CoV accepts a significant amount of liability if workers of the CoV supervise these contract workers, or where a supervisor is hired on contract to oversee the activities of these contract workers.

Consideration must be given to designating these contractors as Prime Contractors. If they are not designated as Prime Contractors, CoV will likely be liable for any violations of the WorkSafeBC Regulation by the contractors as the COV is considered a “sophisticated employer” to WorkSafeBC.

Designating a contractor as the Prime Contractor does not necessarily mean that the CoV will not be liable for any safety violation by the contractor. For instance, if supervision by COV of the contract workers is required for the project, the CoV will be liable. Therefore, all day-labour contracts must be reviewed by the CoV manager responsible for the project to determine how the contract workers will be supervised, who will supervise and if the COV is supervising, is the COV willing to take on any potential liability?

**NOTE:** A **supervisor** is a person who instructs, directs, and controls workers in the performance of their duties. A **supervisor** can be any worker (management or staff, union or exempt) who meets this definition, whether or not he or she has the **supervisor** title.

## Multiple Employer Workplaces

Multiple employer workplaces are created when the workers of two or more employers are working at the same location. They do not both have to be working all of the time. If they are both at the workplace and the activities of either employer can affect the health and safety of workers of the other employer, then the workplace becomes a multiple employer workplace.

When CoV has contractors on a multiple employer workplace, there is a requirement for coordination of activities.

CoV Manager responsible for the project can fulfill this coordination role, or it can be delegated to a contractor who is designated, in writing, as Prime Contractor.

Contractors must give the CoV Manager responsible for the project, or the Prime Contractor, the names of the individuals who will be supervising their workers.

On a construction workplace, contractors must also provide the name of the Qualified Person who will be responsible for their health and safety program.

## Prime Contractor Designation

CoV must carefully decide whether to designate a contractor in writing as the Prime Contractor.

The responsibility for coordination of activities at the workplace, and for ensuring compliance with the *Workers Compensation Act* and the WorkSafeBC OHS Regulation will rest with the Prime Contractor.

Prime Contractors must be made aware of all of the pre-existing workplace hazards that might put their workers at risk. They must also be given the information that they need on how to eliminate or control those hazards.

CoV may decide at any time to appoint a Prime Contractor on a multiple employer workplace. CoV can also appoint one contractor to be the Prime Contractor on a single employer workplace.

If the CoV appoints a Prime Contractor all other affected contractor(s) will be given written notice.

## **Workplace Safety Requirements of the Prime Contractor**

The Prime Contractor must:

- Ensure work is done in a safe manner that complies with all regulatory requirements;
- Direct and coordinate the work activities related to the health and safety of all contractors and any other workers on the workplace;
- Have a supervisor readily available at the workplace. This supervisor will have the necessary skills, qualifications and experience to coordinate the health and safety activities of the worker;
- Obtain from the organization written information on hazards and conditions and the methods to address the hazards and conditions and will circulate this information;
- Ensure first aid facilities are provided and maintained on the workplace in accordance with Part 33 of the WorkSafeBC OHS Regulation;
- Take all reasonable steps to ensure that the occupational health and safety activities of all Contractors and their workers comply with the WorkSafeBC OHS Regulation;
- Immediately give the project manager the name of any contractor who does not co-operate, assist or do what the qualified coordinator requires regarding coordination of health and safety activities within the workplace.

## **Workplace Safety Requirements of All Contractors**

Prior to starting any work at the workplace, the Contractor must:

- Have its own Safety Program (Review of Contractor Safety Program form is in Appendix A) ;
- Ensure the safety program meets the requirements of Part 3 of the *Workers' Compensation Act* and Part 3 of the WorkSafeBC OHS Regulation.

At non-construction workplaces, the Contractor will:

- Ensure there is a supervisor at the workplace who has the necessary skills

and experience to run the Contractor's Safety Program;

- At the start of work, the Contractor will provide the client in writing, the names of all supervisors;
- the client or Prime Contractor, must be immediately informed of any changes.

At construction workplaces, the Contractor will:

- Ensure there is a Qualified Person present who has the necessary skills and experience to run the Contractor's Safety Program;
- At the start of work, the Contractor will provide the client or the Prime Contractor, in writing the name of the Qualified Person;
- the client or Prime Contractor, must be immediately informed of any changes.

The Contractor must:

- Ensure that a Joint Occupational Health and Safety (JOHS) Committee is formed for the workplace if required by the *Workers Compensation Act*, and that the activities of the JOHS Committee meet the requirements of the *Act*;
- Advise the client or the Prime Contractor, of any accidents or incidents at the workplace that must be reported to WorkSafeBC;
- Inform all persons working on the workplace of the health and safety requirements at the workplace.

At all times the contractor will ensure that its workers and subcontractors and all other workers coming onto the workplace will:

- Comply with the *Workers Compensation Act* and the WorkSafeBC OHS Regulation;
- Comply with the contractor's safety program;
- Comply with the client's (or Prime Contractor's) safety requirements for the work activities within the workplace;
- Provide occupational health and safety records and documentation to the client] or Prime Contractor;
- Follow the directions of the client or the Prime Contractor on all matters relating to occupational health and safety;
- Inform the client or the Prime Contractor of any information that they require to coordinate each employer's work activities within the workplace.

## **Additional Requirements for Construction Workplaces**

Reference:

- WorkSafeBC OHS Regulation Part 20.

At construction workplaces the Prime Contractor will:

- Notify WorkSafeBC by a Notice of Project that it is the Prime Contractor;
- Have a qualified coordinator readily available at the workplace. The qualified coordinator will have the necessary skills, qualifications and experience to coordinate the occupational health and safety activities of all employers on the worksite.

Before the work begins, the Prime Contractor will provide the client with the following information:

- A copy of the Notice of Project (for construction projects);
- Written confirmation that the Prime Contractor's safety program is in place;
- The name of the qualified coordinator;
- Any changes of appointment.

For construction projects, the Prime Contractor will post a copy of the Notice of Project in prominent locations within the workplace to ensure that all employers know that, as Prime Contractor, it has responsibility for coordinating the work activities related to occupational health and safety matters of all contractors.

## **Prime Contractor's Health and Safety Records**

The Prime Contractor must:

- Maintain all occupational health and safety documentation at one location at or near the workplace and make the documentation available to the client (See Appendix B for a list of the required documentation);
- Ensure that its Qualified Coordinator collects records of all JOHS Committee proceedings at the workplace and distributes them to other qualified persons working within the workplace and to WorkSafeBC;
- In the event of an accident that requires notification of WorkSafeBC at the same time, notify the client about the accident;
- If requested, provide information on the progress of the investigation and coordinate all responses to requests for information with CoV.

## **Workplace Safety Coordinator**

If a Prime Contractor is appointed, the Project Manager will be the CoV workplace representative and have duties and responsibilities that include but are not limited to the following:

- Ensure all contractors are informed of appointment of the Prime Contractor;
- Inform the Prime Contractor that they must be copied in all communications;
- Monitor the Prime Contractor's compliance with the safety requirements of the contract;
- Ensure that CoV workers do not direct or supervise any contractor's workers on the workplace;
- Receive and/or distribute all necessary documentation;
- Ensure that all pre-existing hazards of the workplace and procedures for addressing the hazards are conveyed to the Prime Contractor.

If there is no designated Prime Contractor on a multiple employer workplace, the project manager or site supervisor is responsible to:

- Coordinate the activities of all employers at the workplace;
- Watch for and control situations where the work of one contractor or a worker of CoV could cause a hazard to the workers of another contractor;
- At construction workplaces, maintain the location of first aid and evacuation marshaling points, and maintain the written procedures that will be used to ensure the safety of workers in the workplace;
- Ensure that employers coming onto the worksite have written safe work procedures.

See Appendix C for a Confirmation of Responsibilities form. Appendix D shows a Summary of Responsibilities

## TRAINING REQUIREMENTS

### Goal

To ensure that no workers will be put at risk and to minimize the liability to CoV as a result of workers of another employer performing duties on a workplace owned by the organization.

### Objectives

This training will ensure workers will:

- Understand the CoV's policy on contractor coordination;
- Understand the difference between a single employer workplace and a multiple employer workplace;
- Know what their responsibilities are and understand the responsibilities of other workers;
- Understand the components of the pre-job hazard assessment;
- Understand the requirements for coordination and supervision on day labor jobs.

### Summary of Training

- Why workplace safety coordination is necessary
- The responsibilities for workplace safety coordination
- How to determine if workplace coordination is required
- The effects of Part 3 of the *Workers' Compensation Act* on contractor coordination
- The definitions used in the contractor coordination program
- When to designate a Prime Contractor
- The differences between construction workplaces and other workplaces for contractor coordination
- Typical hazards that must be addressed
- How to perform pre-job hazard assessment
- Definitions and concerns on day labour jobs
- How to complete forms and documentation
- Correct responses to typical situations



## **PROGRAM MAINTENANCE**

Programs within the Safety Management System are reviewed periodically by the Joint Health and Safety Committees. SMS EY P 029 Inspection Audit Review Program contains further details.

This program will be reviewed annually. The review will focus on the number of situations when other employers were on the CoV's workplace, and whether any liability accrued to the organization as a result.

## **DOCUMENTATION**

The documentation for this program includes:

- Contract template that includes language concerning Prime Contractor
- Safety program with names or positions of those responsible for coordination
- Pre-job hazard assessments
- Completed reviews of contractor safety programs
- Documentation of discussions with contractors regarding supervision

# APPENDICES

## Appendix A - Review of Contractor Safety Program

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

Reviewed by: \_\_\_\_\_ Job Title: \_\_\_\_\_

In order to comply with the WorkSafe BC OSH Regulation the following elements of a basic Contractor's written safety program must be present and functioning:

- Policy statement
- Inspection of premises
- Supplementary instructions
- Management meetings
- Investigation of accidents
- Records and statistics
- Joint Health & Safety Committee
- Instruction and supervision of workers
- First Aid
- WHMIS

### Confirmation of Elements

Element	Yes	No	Comments
<b>1. Policy</b> The policy clearly states the employer's aims and the responsibilities of the employer, managers, supervisors and workers.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. Inspection of Premises</b> Provision for Regular inspection of the premises, equipment, work methods and work practices, including specific instruction that states the intent of inspections, who is to inspect, what is to be inspected and inspection frequency	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Written Instructions</b> Appropriate written instructions to supplement the WorkSafe BC Occupational Safety & Health Regulation. Copies of the instructions must be made available for reference by all employees.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. Management Meetings</b> Provision for holding periodic meetings for the purpose of reviewing health and safety activities and accident trends, and for determining necessary action.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5. Investigation of Accidents</b> Provision for the prompt investigation of accidents including what to report to WorkSafe BC, which accidents to investigate, the intent of the investigation, and the content, distribution and follow-up of reports.	<input type="checkbox"/>	<input type="checkbox"/>	



## **Appendix B - Records to be Maintained and Available**

The documents that are required to be maintained and made available by the Prime Contractor include, but are not necessarily limited to:

- The Prime Contractor's written safety program
- All notices which the Prime Contractor is required to provide to WorkSafeBC by the WorkSafeBC OHS Regulation
- Any written summary of remedial actions taken to reduce occupational health and safety hazards within the area of responsibility
- All directives and inspection reports issued by WorkSafeBC
- Reports on injuries and incidents occurring within the Prime Contractor's area of responsibility for which notification to WorkSafeBC is required
- Records of all safety meetings held between contractors and their workers
- Records of employee health and safety orientation
- Written evidence of inspections within the workplace
- Occupational first aid records
- Worker training records
- Written safe work procedure

## Appendix C - Confirmation of Responsibilities

Discussion with Contractor Supervisor or Coordinator

Date: \_\_\_\_\_ Meeting Location: \_\_\_\_\_

Contractor: \_\_\_\_\_

Contractor Representative: \_\_\_\_\_ Job Title: \_\_\_\_\_

CoV Representative: \_\_\_\_\_ Job Title: \_\_\_\_\_

The Contractor:	YES	NO
a. Acknowledges the appointment as Prime Contractor.	<input type="checkbox"/>	<input type="checkbox"/>
b. Understands that in any conflict of directions, the WorkSafeBC OHS Regulation and/or the <i>Workers' Compensation Act</i> shall prevail.	<input type="checkbox"/>	<input type="checkbox"/>
c. Understands and will direct that all supervisors/coordinators must immediately report any apparent conflict as described above.	<input type="checkbox"/>	<input type="checkbox"/>
d. Understands that the supervisor shall immediately notify the CoV of any reported conflict.	<input type="checkbox"/>	<input type="checkbox"/>
e. Has requested and received information to eliminate or control hazards to the health and safety of persons at the workplace.	<input type="checkbox"/>	<input type="checkbox"/>
f. Has conducted an inspection of the workplace to verify the presence of any hazards.	<input type="checkbox"/>	<input type="checkbox"/>
g. Will communicate hazards to any persons who may be affected and ensure that appropriate measures are taken to effectively control or eliminate the hazards.	<input type="checkbox"/>	<input type="checkbox"/>
h. Accepts that written documentation (e.g. notes, records, inspections, meetings etc.) on all health and safety issues must be available at the workplace and provided to the CoV and/or to a WorkSafeBC officer upon request.	<input type="checkbox"/>	<input type="checkbox"/>
i. Will confirm that all workers are suitably trained and competent to perform the duties for which they have been assigned.	<input type="checkbox"/>	<input type="checkbox"/>
j. Agrees that safety orientation of all new workers will be conducted.	<input type="checkbox"/>	<input type="checkbox"/>
k. Has provided a copy of his/her company's written Safety Program.	<input type="checkbox"/>	<input type="checkbox"/>
l. Agrees that meetings to exchange any safety issues, concerns, hazards or safety directives will be conducted at least weekly (more often if required).	<input type="checkbox"/>	<input type="checkbox"/>
m. Agrees that, before the commencement of work, crews will attend a daily crew safety meeting.	<input type="checkbox"/>	<input type="checkbox"/>
n. Has assessed and will coordinate the first aid requirements.	<input type="checkbox"/>	<input type="checkbox"/>
o. Has established a transport of injured worker procedure (where required).	<input type="checkbox"/>	<input type="checkbox"/>

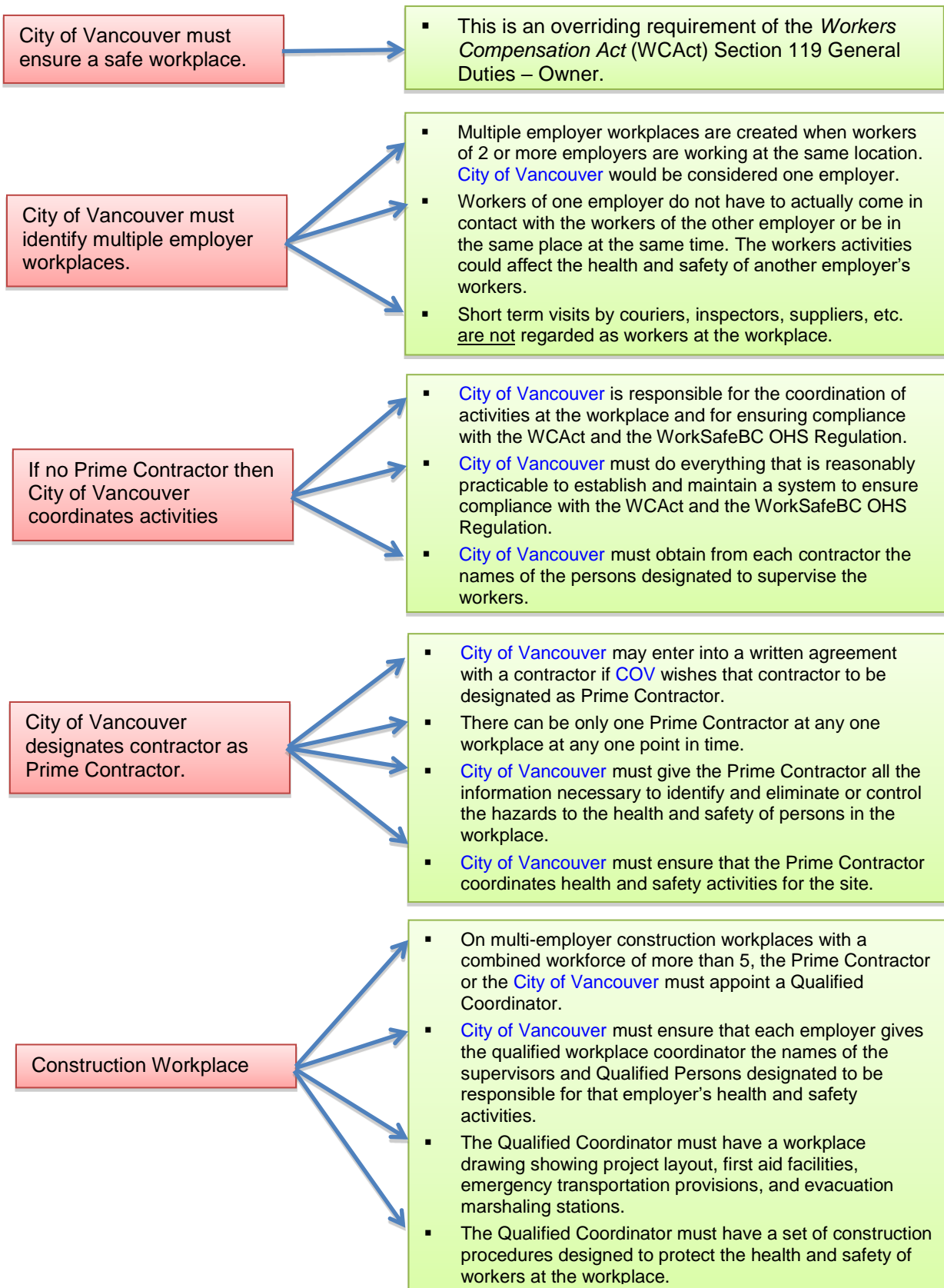
**Contractor Rep:**

\_\_\_\_\_  
Name Signature

CoV Rep:

\_\_\_\_\_  
Name Signature

## Appendix D - Summary of Responsibilities



REQUEST FOR PROPOSALS NO. PS20191245  
PROVISION OF GENERAL PLUMBING SERVICES  
PART C - FORM OF PROPOSAL

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*APPENDIX 13*  
***OWNERS LIST OF KNOWN WORKPLACE HAZARDS***

See attached.



## OWNERS LIST OF KNOWN WORKPLACE HAZARDS

Contract Title General Plumbing Services  
Project Manager (City employee) Domenic Pugliese  
Contract Name and No. (if known) General Plumbing Services

### PURPOSE

This document shall be completed by the City's designated project manager, who shall list all the known worksite hazards and all the existing work process hazards associated with the upcoming contract. The completed document shall then be provided to all potential contractors, so the project can be bid appropriately based on the known worksite hazards.

### DEFINITIONS

"Project Manager" means the City employee designated to be the liaison with the contractor for the purpose of managing, overseeing, coordinating or in any other way administering the contract.

### INSTRUCTIONS FOR COMPLETION

The document must be completed in full. Choices for each entry are:

Yes (Y) the known worksite hazard or existing work process hazard does exist

No (N) the known worksite hazard or existing work process hazard does not exist\*, or, a third party (environmental consultant) will address the issue (usually for a hazardous materials assessment)

\* based on reasonable estimation from all input by persons with expertise or relevant knowledge and understanding

Not Applicable (NA) the worksite hazard or existing work process is not applicable for this contract type

### INFORMATION FROM HAZARDOUS MATERIALS ASSESSMENTS PROVIDED BY A THIRD PARTY

A hazardous materials assessment may be completed prior to the Project Manager completing the City's List of Known Workplace Hazards. Any such assessment should be referenced by the Project Manager in this document and provided to all bidders. Hazardous materials may include asbestos, lead, crystalline silica, ammonia, PCBs, CFCs, moulds, mercury, ozone depleting substances (ODSs), radioactive substances.

### ASSISTANCE IN COMPLETING THIS DOCUMENT

If you have questions while completing this document, or are unsure if the listed hazards apply, please seek assistance from Health and Safety (604.871.6078 or [healthandsafety@vancouver.ca](mailto:healthandsafety@vancouver.ca)).

Hazard or Issue	Project Manager
-----------------	-----------------

	Yes (Y), No (N) or Not Applicable (NA)
1. <b>Asbestos-containing Materials.</b> Disturbance or penetrations of flooring, walls, ceiling tiles, pipe lagging, ac pipe, transite siding, particularly in older facilities; e.g., furniture/fixture installation, carpeting/flooring services and boiler repair/tune-up services	
(a) Asbestos containing materials (ACM) will be encountered	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> NA
(b) A hazardous materials assessment for asbestos is provided in bidding package	Y <input checked="" type="radio"/> N <input type="radio"/> NA
(c) A hazardous materials assessment for asbestos is the responsibility of the contractor	Y <input checked="" type="radio"/> N <input type="radio"/> NA
2. <b>Lead-containing Materials.</b> Disturbance of lead-based paint, particularly in older facilities. Also present in certain electrical circuitry and metal alloys; e.g., overhead bridge crane maintenance/repair, high-voltage cable splicing services, boiler repair/tune-up services, fixture installation services, and chiller maintenance/repair services	
(a) Inorganic lead-containing materials may be encountered	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> NA
(b) A hazardous materials assessment for lead is provided in bidding package	Y <input checked="" type="radio"/> N <input type="radio"/> NA
(c) A hazardous materials assessment for lead is the responsibility of the contractor	Y <input checked="" type="radio"/> N <input type="radio"/> NA
3. <b>Other hazardous materials.</b> May include ammonia, pcb's, cfc's, moulds, mercury, ozone depleting substances (ods), radioactive substances, sewage, unknown contaminated materials, other (list other here)  _____ _____ _____	
(a) A hazardous materials assessment for ammonia is provided in bidding package	Y <input checked="" type="radio"/> N <input type="radio"/> NA
(b) a hazardous materials assessment for (list the specific hazardous material) will be provided in bidding package;	Y <input checked="" type="radio"/> N <input type="radio"/> NA
(c) a hazardous materials assessment for (list the specific hazardous materials) will be the contractors responsibility	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> NA
4. <b>Confined Spaces.</b> Working in vaults, chambers, pits, tanks, etc.; e.g., construction, inspection and testing services, water/fuel storage tank clean-out services, and utility corrosion inspection services:	
(a) a hazard assessment (for entry and inspection only) from the City of Vancouver is provided in bidding package;	Y <input checked="" type="radio"/> N <input type="radio"/> NA
(b) the City of Vancouver shall provide procedures to isolate adjacent piping, or to lock out equipment (complicated systems only);	Y <input checked="" type="radio"/> N <input type="radio"/> NA
(c) the contractor shall be responsible for isolation and lockout procedures.	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> NA

Hazard or Issue	Project Manager
	Yes (Y), No (N) or Not Applicable (NA)
5. <b>Lock Out.</b> Industrial equipment maintenance, power machinery repair services, pump maintenance/repair services, mechanical refrigeration systems, elevator repair, overhead bridge crane maintenance/repair services, cathodic protection services, hydraulic test systems repair/service, and air compressor rebuilding services:	
(a) lockout will be required to isolate or prevent the unexpected release of energy (electrical, mechanical, hydraulic, chemical, thermal, kinetic, gravitational, pneumatic);	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> NA
(b) work will be performed on or near energized equipment, lines, or circuits	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> NA
If yes to (a) or (b) describe: _____ _____ _____	
6. <b>Fall Protection.</b> Tree pruning, window and ledge cleaning, window replacement, overhead bridge crane maintenance/repair services, roll-up door replacement, tent installation, awning/canopy installation, overhead air exchange installation, construction inspection and testing services	
(a) Workers will be exposed to a potential fall in excess of 3 m (10 feet), or to a fall of less than 3 m which would likely result in a serious injury (ex. impalement on rebar)	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> NA
(b) Scaffolding or ladders will be required to be secured to a building or structure	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> NA
7. <b>Overhead and Underground Utilities.</b> Tree pruning services, tree removal, utility relocation or replacement, underground utility identification (digging with powered equipment), concrete sawing services, pole painting	
(a) There will be electrical hazards associated with overhead power lines such as limits of approach and contact	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> NA
(b) Necessary assurances (in writing) have (or will be) obtained by the City, through the utility company, for any work where minimum limits of approach cannot be maintained (provide documentation and review at pre job meeting with the successful contractor candidate)	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> NA
(c) Necessary assurances must be obtained (in writing) by the successful contractor, through the utility company, for any work where minimum limits of approach will not be able to be maintained	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> NA
(d) Underground or hidden utilities are located on the job site and any excavation or drilling work in proximity to an underground utility service must be undertaken in conformity with the requirements of the owner of that utility service	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> NA

Hazard or Issue	Project Manager
	Yes (Y), No (N) or Not Applicable (NA)
If yes to (c), and the specific physical locations where minimum limits of approach will not be able to be maintained are known, how will this information be provided to the contractor? _____ _____ _____	
<b>8. Construction, Excavation, Shoring and Demolition</b>	
(a) As "prime contractor", the City of Vancouver project manager will submit the Notice of Project	Y <input checked="" type="radio"/> N NA
(b) Workers will be required to enter an excavation over 1.2m (4 ft) in depth	<input checked="" type="radio"/> Y N NA
<b>9. Chemicals, Solvents, Fumes, Vapours, And/Or Dusts</b> (existing work processes or known worksite hazard only) - ice rinks, swimming pools, cleaning solvents, adhesives, paints, coatings, binders; e.g., storage tank clean-out services, countertop installation (epoxies), and flooring	
(a) The worksite has chemicals solvents, fumes, vapours or dusts that may affect the contractor	<input checked="" type="radio"/> Y N NA
(b) Material Safety Data Sheets for chemicals currently in use at the worksite will be available, on request, to the contractor	<input checked="" type="radio"/> Y N NA
If yes to (a), list the work processes and/or chemicals in use: _____ _____ _____	
<b>10. Noise</b> (existing work processes only)	
Employees will be exposed to noise levels above 85dbA	<input checked="" type="radio"/> Y N NA

OTHER HAZARDS (NOT IDENTIFIED ABOVE)	
(a)	_____ _____
(b)	_____ _____
(c)	_____ _____

KNOWN WORKPLACE HAZARDS LIST COMPLETED BY	
Project Manager Name (print):	DOMENIC PUGLIESE
Project Manager Signature:	Date: AUG. 13, 2019
Title: SUPERINTENDENT PLUMBING DEPT.	Phone: 604-257-8561



PART D  
**FORM OF AGREEMENT**

See attached.



## SUPPLY AGREEMENT

BETWEEN:

<  SUPPLIER NAME >

AND:

CITY OF VANCOUVER

RELATING TO RFP No. PS20191245 - PROVISION OF GENERAL PLUMBING SERVICES

DATED <  >



## SUPPLY AGREEMENT

THIS AGREEMENT is made as of <DATE>

BETWEEN:

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

(hereinafter referred to as the "Supplier")

AND:

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

(hereinafter referred to as the "City")

WHEREAS the Supplier is in the business of general plumbing services;

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

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

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## ARTICLE 1 INTERPRETATION

### 1.1 Definitions

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

- (a) **"Agreement"** means this agreement, including the schedules hereto, and all amendments made hereto or thereto by written agreement between the Supplier and the City;
- (b) **"Business Day"** means a day on which banks are open for business in Vancouver, British Columbia, except a Saturday, Sunday or statutory holiday;
- (c) **"Change in Control"** means an occurrence whereby a person (or persons acting in concert) acquires control of the relevant entity;
- (d) **"City Policies"** means any or all (as the context requires) of those procedures, standards and/or standard specifications, requirements, policies and the like listed in Schedule H or notified to the Supplier from time to time, as the same may be updated, modified, expanded, revised, supplemented and/or replaced from time to time by the City (as notified to the Supplier);
- (e) **"City's Manager"** means a manager who at the relevant time carries such designation from the City under, or in accordance with, ARTICLE 5;
- (f) **"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;
- (g) **"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;
- (h) **"Consent"** means an approval, clearance, registration, franchise, right, privilege, certification, quota, consent, permit, licence, qualification, filing, exemption, certificate or permission and any such other matter or authorization whatsoever, including any condition thereof, that is lawfully and necessarily required under any Law or from any Competent Authority in connection with the Supply or the Site;
- (i) **"Contract Price"** means the amounts payable (subject to and in accordance with the terms of this Agreement) by the City to the Supplier in return for the proper performance by the Supplier of its obligations under this Agreement, as detailed in Schedule B;
- (j) **"Defect"** means any part of the Supply (or omission therefrom) which is defective, deficient or incomplete or does not otherwise comply with the requirements of this Agreement;
- (k) **"Documentation"** means calculations, computer programs and other software, drawings, designs, plans, manuals, records, reports, documents, papers,

photos, typographical arrangements, models, contract documents, deliverables, agreements, tender/enquiry documents, and all other materials in whatever form, including but not limited to tangible copies and electronic forms, supplied either by or on behalf of the Supplier or generated collaboratively by the Parties in the course of the provision of the Supply under this Agreement;

- (l) **"Effective Date"** has the meaning ascribed to such term in Section 2.1;
- (m) **"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;
- (n) **"Environmental Law"** means any Law which imposes any obligations relating to:
  - (i) the protection, management, conservation or restoration of the natural environment;
  - (ii) reporting, licensing, permitting, investigating, remediating and cleaning up in connection with any presence or Release, or the threat of the same, of Hazardous Substances; and
  - (iii) the manufacture, processing, distribution, use, treatment, storage, disposal, transport, handling and the like of Hazardous Substances, including those pertaining to occupational health and safety.
- (o) **"Force Majeure"** means, exhaustively, any:
  - (i) war, hostilities (whether war is declared or not), invasion, act of foreign enemies;
  - (ii) rebellion, terrorism (or threat of terrorism), revolution, insurrection, military or usurped power or civil war;
  - (iii) riot, civil commotion or disorder, strike or lockout by persons other than the Supplier's personnel and other employees, Subcontractors or any other person for whom the Supplier is responsible;
  - (iv) natural catastrophe such as an earthquake, forest fire, landslide or flood; or
  - (v) change in Law or action by a Competent Authority, which makes it illegal or impossible for either Party to perform its obligations under this Agreement;
- (p) **"Good Industry Practice"** means, in relation to the Supply or the performance of any other obligation under this Agreement, the practices, and the

application of the skill, care, diligence, prudence and foresight, which would reasonably and ordinarily be expected from a skilled and experienced international contractor carrying out or procuring equivalent services of similar type, scope and value, in the same or similar location and in similar circumstances to those pertaining to the Supplier;

- (q) **“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.
- (r) **“Hazardous Substance”** means any substance or material that is prohibited, controlled or regulated by any Competent Authority pursuant to any Environmental Law including pollutants, contaminants, dangerous goods or substances, toxic or hazardous substances or materials, wastes (including solid non-hazardous wastes and subject wastes), petroleum and its derivatives and by-products and other hydrocarbons, all as defined in or pursuant to any Environmental Law;
- (s) **“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;
- (t) **“Key Project Personnel”** means the persons named in Schedule I (Key Project Personnel) and any replacement(s) approved by the City in accordance with ARTICLE 7;
- (u) **“Laws”** means all laws, statutes, codes, ordinances, decrees, rules, regulations, by-laws, judicial or arbitral or administrative or ministerial or departmental or regulatory judgments, orders, decisions, rulings, determinations or awards of any Competent Authority whether or not having the force of law and any legal requirements or bases of liability under the common law or civil law, including all such Laws relating to Taxes, the environment, human health or safety, pollution and other environmental

degradation, and hazardous materials , which affect or are otherwise applicable to the Supply, the Supplier, the Site or any other lands affected by the Supply;

- (v) **"Living Wage"** means the hourly wage established by the Living Wage Certifier from time to time during the Term, which includes: (i) direct wages; and (ii) the value of any non-mandatory benefits such as paid sick leave, employer-paid Medical Services Plan premiums and extended health benefits;
- (w) **"Living Wage Certifier"** means the Living Wage for Families Campaign, any successor entity, or, in the event the Living Wage for Families Campaign ceases to carry on operations, such other living wage certification entity designated by the City to the Supplier in writing;
- (x) **"Living Wage Employee"** means any and all employees of the Supplier and Subcontractors of the Supplier that perform any part of the Supply on a property owned by or leased to the City, including all streets, sidewalks and other public rights of way, for at least one consecutive hour, but excluding Students, volunteers and employees of Social Enterprises;
- (y) **"OHS Requirements"** means all Laws applicable to the Supply and related to occupational health or safety, and all of the City Policies that relate to occupational health or safety, and includes without limitation the WCA;
- (z) **"Other City Entity"** means each of: the Vancouver Public Library Board, the Vancouver Police Board, the Vancouver Art Gallery Association and the Parking Corporation of Vancouver;
- (aa) **"Parties"** means the City and the Supplier and **"Party"** means one of them or either of them, as the context requires;
- (bb) **"Permitted Purpose"** has the meaning ascribed thereto in Section 15.3;
- (cc) **"Preferred Supplier"** means a person named in Schedule F;
- (dd) **"Proposal"** means the Supplier's proposal dated <DATE>, submitted by the Supplier to the City in response to the RFP;
- (ee) **"Release"** means any release or discharge of any Hazardous Substance including any discharge, spray, injection, inoculation, abandonment, deposit, spillage, leakage, seepage, pouring, emission, emptying, throwing, dumping, placing, exhausting, escape, leach, migration, dispersal, dispensing or disposal;
- (ff) **"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;
- (gg) **"RFP"** means the City's Request for Proposal number PS20191245;
- (hh) **"Safety Incident"** means:



- (i) a failure by the Supplier or any Subcontractor to comply with any OHS Requirements; or
  - (ii) any hazard, incident or accident caused by the Supplier or a Subcontractor.
- (ii) “Sales Tax” has the meaning ascribed to such term in Section 16.1;
- (jj) “Site” means each of the worksites at which the Supply shall be performed, as shown in Schedule J and each other place where the Supply is performed;
- (kk) “Social Enterprise” means a business that: (i) is owned by a non-profit organization or community services co-operative; (ii) is directly involved in the production and/or selling of goods and services for the combined purpose of generating income and achieving social, cultural, and/or environmental aims; and (iii) has a defined social and/or environmental mandate.
- (ll) “Student” means an individual who is enrolled in a school, college, university or other educational institution and is employed by the Supplier or a Subcontractor, as the case may be, to obtain practical workplace experience as a requirement of or credit for their education;
- (mm) “Subcontractor” means any person named in a schedule to this Agreement as a subcontractor, or any other person appointed by the Supplier, in accordance with this Agreement, to perform any part of the Supply;
- (nn) “Supplier’s Manager” means a manager who at the relevant time carries such designation from the Supplier under, or in accordance with, ARTICLE 5;
- (oo) “Supply” means the provision of the goods, services and works described in Schedule A (or, as the context requires, the particular such goods, services or works provided or to be provided by the Supplier to the City at a particular time or times and in the particular combinations and quantities directed by the City in accordance herewith), and any other services to be provided by the Supplier pursuant to this Agreement;
- (pp) “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;
- (qq) “**Time(s) for Completion**” means the time(s) stated in Schedule E by which the Supply or any particular Supply or part thereof must be completed, as such time(s) may be adjusted (including in relation to a particular instance of Supply), strictly in accordance with this Agreement;
- (rr) “**Variation**” has the meaning ascribed to such term in Section 3.9(a); and
- (ss) “**WCA**” means the *Workers Compensation Act* (British Columbia) and the regulations thereunder.

## 1.2 Headings

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

## 1.3 Extended Meanings

In this Agreement:

- (a) words importing the singular include the plural and vice versa, words importing a gender include all genders and words importing persons include individuals, partnerships, associations, trusts, unincorporated organizations and corporations, except where the context requires otherwise;
- (b) any provision calling for “agreement” requires the relevant agreement to be recorded in writing and signed by both Parties;
- (c) the words “include”, “includes”, “including” and “included” shall be construed without implying limitation by the words which follow those words and without prejudice to the generality of the provisions to which such words relate, unless inconsistent with the context, and the rule of interpretation known as *ejusdem generis* shall not apply;

- (d) each reference to a specific statute, regulation, law or any subordinate instrument or statutory or regulatory provision shall be construed as including any legal or regulatory provision which subsequently amends or replaces the same, and shall include any and all subordinate instruments, orders, rules, regulations and bylaws made thereunder or guidelines issued in respect thereof;
- (e) each reference to a writing means a writing that is hand-written, type-written, printed or electronically made, and which results in a permanent un-editable record; and
- (f) "control" when used to describe a relationship between one person and any other person, has the following meanings:
  - (i) a person controls a body corporate if securities of the body corporate to which are attached more than 50% of the votes that may be cast to elect directors of the body corporate are beneficially owned by the person and the votes attached to those securities are sufficient, if exercised, to elect a majority of the directors of the body corporate;
  - (ii) a person controls an unincorporated entity, other than a limited partnership, if more than 50% of the ownership interests, however designated, into which the entity is divided are beneficially owned by that person and the person is able to direct the business and affairs of the entity;
  - (iii) the general partner of a limited partnership controls the limited partnership; and
  - (iv) a person who controls an entity is deemed to control any entity that is controlled, or deemed to be controlled, by the entity.

#### 1.4 Schedules

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

Schedule A	Scope of Goods and Services
Schedule B	Prices for Supply
Schedule C	Items to be provided by the City
Schedule D	Specific Deliverables
Schedule E	Time Schedule for Supply
Schedule F	Preferred Suppliers
Schedule G	Project Budget
Schedule H	City Policies
Schedule I	Key Project Personnel
Schedule J	Site

## ARTICLE 2 EFFECTIVENESS

### 2.1 Effective Date

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

### 2.2 Term

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

## ARTICLE 3 SUPPLY; GENERAL TERMS

### 3.1 Supply

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

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

- (e) During the term of effectiveness of this Agreement, the City may also, from time to time, direct the Supplier to make Supply to one or more of the Other City Entities at the price(s) specified herein and otherwise on the terms and conditions stated herein, and the Supplier shall comply with each such direction. Moreover, the Supplier shall, upon the further request of the City, promptly enter into a Letter Agreement (or failing that shall be deemed to have entered into a Letter Agreement) with each relevant Other City Entity memorializing that the Supplier shall make Supply to such Other City Entity in accordance herewith.
- (f) Consider whether the Ethical Purchasing Policy is applicable here (apparel or agricultural products) and, if so, make specific changes to the Agreement to implement it.

### **3.2 Application to Prior Acts**

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

### **3.3 Sufficiency and Competence of Personnel**

- (a) The Supplier shall have and maintain at all times and in accordance with all applicable Laws, sufficient numbers of fit, skilled, qualified and experienced personnel to carry out the provision of the Supply within the times and in the manner required by the City.
- (b) The Supplier warrants that it has (and its Subcontractors, if any, have) the experience, competence, certifications, qualifications and capacity necessary for the Supply.
- (c) Insofar as the Supply involves the Supplier in performing design work, such design work shall be carried out by qualified designers who are engineers or other professionals who comply with the criteria stated in Schedule A (Scope of Goods and Services) or, where not so stated, in accordance with Good Industry Practice.

### **3.4 Design Review - Intentionally Deleted**

### **3.5 Standards and Requirements**

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

- (a) all applicable Laws and Consents;

- (b) the specific requirements of Schedule A (Scope of Goods and Services), Schedule D (Specific Deliverables), Schedule E (Time Schedule for Supply), Schedule G (Project Budget) and the instructions of the City;
- (c) the City Policies; and
- (d) where no higher standard is expressly required of the Supplier under this Agreement, Good Industry Practice,

and the Supplier shall comply with the standards and requirements in Sections 3.5(a) to 3.5(d) in the order of priority in which such standards or requirements are listed (with Section 3.5(a) being of highest priority).

### 3.6 Consents

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

### 3.7 Warranties

- (a) The Supplier warrants that the Supply shall be performed in accordance with this Agreement and to the best practice standards of diligence, skill, care and efficiency expected of a competent contractor performing work of a similar nature to the Supply.
- (b) All goods or materials provided under the Agreement as part of the Supply shall be new and fully warranted for a period of  $\langle \frac{5}{12} \rangle$  years from the time of delivery to the City, against defects in design, manufacturing, materials, workmanship and performance, and the Supplier affirms and covenants that such warranty is, and shall be, provided by the Supplier if and to the extent it is not fully and effectively provided to the City by third-party manufacturers or suppliers of the goods or materials.
- (c) All goods, works and materials provided under the Agreement as part of the Supply shall be non-defective and fit for their intended purposes and shall function safely in all respects.
- (d) All costs associated with warranty replacements or repairs shall be the responsibility of the Supplier, including repair, adjustment, and shipping costs, and replacements of goods or materials.
- (e) If requested by the City, the Supplier shall handle and manage any claim on a manufacturer warranty for any defect in goods or materials provided as part of the Supply.
- (f) The Supplier shall deliver to the City all such documentation as the City may require to evidence any warranty required by this Section 3.7 or to evidence the Supplier's compliance with this Section 3.7, 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 3.7.

### 3.8 Relationship Between the Parties

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

### 3.9 Variations Requested by the City

- (a) Any instruction given by the City which constitutes or gives rise to a variation from the scope of the Supply expressed in Schedule A (Scope of Goods and Services), a time expressed in Schedule E (Time Schedule for Supply) or the items expressed in Schedule D (Specific Deliverables), shall constitute a "Variation" and shall be governed by and subject to this Section 3.9.
- (b) During the term of this Agreement, the City may at any time effect a Variation by notice in writing to the Supplier, and the Supplier shall not be entitled to refuse to implement any Variation unless the carrying out of such Variation would contravene any Law (in which case the Supplier shall promptly give notice to the City).
- (c) If the Supplier is of the opinion that a Variation justifies an increase to the Contract Price or a change to any of the Time(s) for Completion, the Supplier must, as a condition to being entitled to any such increase to the Contract Price or change to the Time(s) for Completion, no later than 10 Business Days after the City gives notice of the Variation, submit a claim to the City which sets out the Supplier's assessment of the impact the Variation should have on the Contract Price due for such Supply and on the Time(s) for Completion for such Supply, and thereafter:
  - (i) the City shall consider that claim as soon as possible and may request the Supplier to supply such further evidence as is reasonably required to confirm the details of such claim (and, as soon as practicable after such further evidence is available to it, the Supplier shall provide it to the City); and
  - (ii) within ten Business Days after the receipt of all the information requested by the City, the Supplier and the City shall meet in order to agree any variations to the Contract Price for such Supply or the Time(s) for Completion for such Supply, and corresponding changes to Schedule G (Project Budget), as necessary, which such agreement must be evidenced in writing.

- (d) If no agreement is reached under 3.9(c)(ii) within 20 Business Days of the Parties' first meeting (or such other period as the Parties may agree), the Parties may then refer the matter for arbitration in accordance with ARTICLE 17.
- (e) Notwithstanding the foregoing, the City shall be entitled to replace, revise, expand or modify the City Policies at any time upon notice to the Supplier, and no such change shall be considered to be a Variation.

### 3.10 Tests; Defects and Acceptance

- (a) When, in the Supplier's judgement, any part of the Supply is complete in accordance herewith, the Supplier shall give written notice to that effect to the City. Thereafter, the City shall reasonably promptly perform such practical tests of the Supply as the City reasonably deems necessary, and the Supplier shall assist the City with all such tests, if and to the extent so requested by the City.
- (b) If a Defect appears the testing described in the foregoing Section 3.10(a) reveals, in the judgement of the City, any Defects in the Supply, the City shall notify the Supplier accordingly.
- (c) The Supplier shall remedy at its own cost and risk Defects in the Supply that the Supplier discovers or that are notified by the City, as soon as reasonably practicable following discovery or notification of such Defects, as the case may be.
- (d) If the Supplier fails to remedy any Defect in the Supply within a reasonable time, a date may be fixed by the City on or by which the Defect is to be remedied. The Supplier shall be given reasonable notice of this date.
- (e) If the Supplier fails, without reasonable excuse, to remedy any Defect in the Supply by this notified date, the City may (at its option) elect to carry out the work itself or by others and shall be entitled to recover from the Supplier all direct, proper and reasonable costs of so doing (as a debt due on demand). The City's exercise of its election under this Section 3.10(e) shall in no event absolve the Supplier of its responsibility for remediation of other Defects or otherwise constitute a waiver by the City of its rights and remedies in relation to other Defects, nor shall it preclude or restrict the further exercise of such rights or remedies.
- (f) When the City is reasonably satisfied that the Supply has been completed and is without Defects, the City shall promptly issue to the Supplier a Certificate of Completion.
- (g) Without prejudice to any right or remedy of the City under this Agreement, performance of the Supplier's obligations in respect of the Supply shall not be considered to have been completed until the corresponding Certificate of Completion is issued in accordance with Section 3.10(f).



### 3.11 Title and Risk

- (a) The Supplier warrants that title in each good, work or improvement supplied by the Supplier hereunder, when it passes to the City hereunder, shall be free and clear of Encumbrances.
- (b) Title to any good, work or improvement supplied by the Supplier hereunder shall pass to the City upon the earlier of:
  - (i) payment therefor by the City;
  - (ii) its delivery to a>/<fixture to any part of the Site>; and
  - (iii) its incorporation into a work supplied by the Supplier.
- (c) The Supplier shall deliver to the City any documentation, including a bill of sale, which the City may reasonably require to evidence the transfer of title in and to goods to the City, free and clear of all Encumbrances.
- (d) The Supplier must not enter any contract that reserves ownership of goods or materials supplied by the Supplier hereunder in favour of any third party and, at the request of the City, the Supplier must provide evidence that no such contract has been entered into.
- (e) Notwithstanding the foregoing provisions of this Section 3.11, the Supplier is responsible for the care of, and bears all of the risk of loss or damage to, each good, work or improvements supplied hereunder and each material used in connection with the Supply, until the completion of the Supply to the satisfaction of the City> <the Certificate of Completion has been issued.

### 3.12 Living Wage

- (a) Subject to Section 3.12(b), it is a condition of this Agreement that, for the duration of the Term the Supplier pays all Living Wage Employees not less than the Living Wage.
- (b) Notwithstanding Section 3.12(a), the Supplier has up to 6 months from the date on which any increase in the Living Wage is published by the Living Wage Certifier to increase wages for all Living Wage Employees such that all Living Wage Employees continue to be paid not less than the Living Wage.
- (c) The Supplier shall ensure that the requirements of Section 3.12(a) apply to all Subcontractors.
- (d) A breach by the Supplier of its obligations pursuant to Sections 3.12 (a) and (c) shall constitute a material breach by the Supplier of this Agreement that shall entitle the City to terminate this Agreement in accordance with Section 12.2(c).
- (e) The Supplier shall prepare and submit to the City in a format reasonably acceptable to the City before January 31 of each calendar year of the term or,

for each partial calendar year of the term, within 30 days of the expiry of the term a living wage report setting out:

- (i) the number of Living Wage Employees of the Supplier and each Subcontractor who were paid a Living Wage pursuant to this Section 3.12 during the previous calendar year or portion thereof that would not have received a Living Wage for substantially similar work but for the obligations of the Supplier pursuant to this Section 3.12; and
- (ii) the total incremental costs incurred by the Supplier, including any amounts paid to Subcontractors, in order to fulfill its obligations pursuant to this Section 3.12 to pay a Living Wage to the Living Wage Employees described in Section 3.12(e)(i).

#### **ARTICLE 4 PREFERRED SUPPLIERS**

##### **4.1 Procurement of Supplies**

If so required as part of the Supply specified in Schedule A (Scope of Goods and Services), the Supplier shall procure, in the name of and on behalf of the City:

- (a) those materials and/or services specified in Schedule F (Preferred Suppliers) (if any) as being required to be procured from a particular Preferred Supplier from such Preferred Supplier; and
- (b) where no particular materials and/or services are specified in Schedule F (Preferred Suppliers) as being required to be procured from a particular Preferred Supplier, materials or services that are in any event required for purposes of the Supply in accordance with Good Industry Practice.

Such procurement shall be in accordance with the City Policies (if and insofar as applicable) and otherwise the provisions of this Agreement.

##### **4.2 Information Concerning Alternative Suppliers**

Exercising Good Industry Practice, the Supplier shall use all reasonable endeavours to submit to the City details of alternatives to each Preferred Supplier where:

- (a) it would be more economical to purchase the relevant materials or services from an alternative supplier; or
- (b) a better quality of materials or services may be obtained from an alternative supplier; or
- (c) it would be more beneficial to the City to procure such materials or services from an alternative supplier.

##### **4.3 Use of Alternative Suppliers**

If the Supplier needs to procure any materials or services for which a Preferred Supplier is specified in Schedule F (Preferred Suppliers) and the Supplier wishes to procure

such materials or services from an alternative supplier, the Supplier shall provide written notification to the City within a reasonable time so as not to delay the Time(s) for Completion. Such notice shall be in the form acceptable to the City and shall contain, as a minimum, the following information:

- (a) the relevant materials or services to be procured;
- (b) the name of the Preferred Supplier;
- (c) the name of the alternative supplier;
- (d) corporate, financial, technical, insurance and commercial information concerning the alternative supplier that is reasonably adequate to permit the City to evaluate the alternative supplier; and
- (e) the Supplier's reason(s) for recommending that such materials or services be procured from the alternative source (supported by evidence).

The City shall provide its acceptance or rejection of such recommendation within a reasonable period so as not to delay the Time(s) for Completion. The City's decision shall be at its absolute discretion and shall be final and binding on the Parties.

## ARTICLE 5 CONTRACT MANAGERS

### 5.1 City's Managers

- (a) The City hereby designates each of <[redacted]> and <[redacted]> as a "City's Manager." Each City's Manager, including any additional City's Managers designated by the City in accordance herewith, has, for so long as he or she remains a City's Manager, full authority to act on behalf of the City in relation to all matters arising under this Agreement.
- (b) Any instruction from the City to the Supplier pursuant to this Agreement shall be issued through an executive officer of the City or through a City's Manager and shall be effective if in writing or confirmed in writing within seven days of oral instruction. Failure to comply with this Section 5.1 shall render any purported City's instruction invalid, unless it is later ratified by the City. However, this restriction does not apply to any instruction issued in an emergency situation or which relates to a threat or potential threat to the life, health or safety of any individual.
- (c) Notwithstanding the foregoing, each City's Manager may, in writing, delegate his or her authority hereunder to others.

### 5.2 Supplier's Managers

- (a) The Supplier hereby designates each of <[redacted]> and <[redacted]> as a "Supplier's Manager." Each Supplier's Manager, including any additional Supplier's Managers designated by the Supplier in accordance herewith, has, for so long as he or she remains a Supplier's Manager, full authority to act on behalf of the Supplier in relation to all matters arising under this Agreement, and any

instruction given by the City to either of them shall be deemed to be valid and effective.

- (b) Each Supplier's manager may, in writing, delegate his or her authority hereunder to others, upon the written agreement of the City.

### 5.3 Designation of New Managers

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

## ARTICLE 6 SUPPLIERS' WARRANTIES AND COVENANTS

### 6.1 General Representations and Warranties

The Supplier represents and warrants that:

- (a) the Supplier has the full right, power, and authority to enter into this Agreement and to perform the Supply;
- (b) the Supplier is a <img alt="company icon" data-bbox="395 460 415 475"> duly organized, validly existing and in good standing under the laws of <img alt="BC icon" data-bbox="395 475 415 490"> and is lawfully authorized to do business in the Province of British Columbia;
- (c) the Supplier is not a party to or bound by any agreement (written or oral), indenture, instrument, licence, permit or understanding or other obligation or restriction under the terms of which the execution, delivery or performance of this Agreement does or shall constitute or result in a violation or breach;
- (d) the Supplier has a valid City of Vancouver business license or a Metro West Inter-Municipal business license that applies to all of the Supply;
- (e) all statements made by the Supplier in its Proposal are true and accurate;
- (f) the Supplier is fully experienced in the design and management of projects or works of a similar scope, purpose, complexity, size and technical sophistication as the Supply;
- (g) the Supplier possesses a level of skill and expertise commensurate with Good Industry Practice, which it shall utilize in the performance of its obligations under this Agreement;
- (h) the Supplier understands that the City is relying upon the skill, judgment and expertise of the Supplier and its Subcontractors (if any) in the carrying out of the Supply and the co-ordination and planning thereof;
- (i) the Supplier's and any Subcontractors' employees are accredited to carry out the relevant portions of the Supply to the extent required by applicable Laws

and all of them are appropriately skilled, competent and experienced and possess relevant qualifications having regard to the nature and extent of the Supply and the Sites;

## 6.2 General Health and Safety-Related Acknowledgements and Covenants

The Supplier shall:

- (a) in the provision of the Supply, comply at all times with the OHS Requirements and take all reasonably necessary steps to ensure similar compliance from its Representatives and its Subcontractors, if any;
- (b) if the Supply involves any type of manual labour, prior to their attendance at any Site, deliver to each of its Representatives and each of its Subcontractors, if any, and to their employees, if applicable, copies of the OHS Requirements relevant to the Site;
- (c) at all times take all reasonable precautions to maintain the health and safety of workers;
- (d) be at all times registered and in good standing with the relevant workers' compensation insurance Competent Authorities, and provide to the City copies of any notices, correspondence or directions issued by any government or Competent Authority relating to workplace-related employment, human rights, labour, immigration policy, health, safety or environmental matters within 24 hours of the Supplier's receipt of such notice, correspondence or direction;
- (e) appoint a qualified health and safety coordinator to ensure coordination of health and safety activities in the provision of the Supply;
- (f) report (with full details) any accident, injury, illness or other incident relating to workplace health and safety or the environment to the City as soon as reasonably practicable, investigate the accident, injury, illness or other incident reasonably thoroughly (and in any event in accordance with any applicable OHS Requirements) and promptly report to the City the results of each such investigation;
- (g) maintain such records and make such reports concerning health, safety and welfare of persons, and damage to property, or the natural, physical or biological environment, as the City may reasonably require; and
- (h) to the extent a "prime contractor", as defined in the WCA, is not already designated by the City for any portion of a Site, be and act as the prime contractor, and the Supplier assumes and is wholly responsible for the health and safety of all persons at such locations on the basis described in the WCA.

## 6.3 Covenants Regarding Violations of Health and Safety Requirements

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

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

#### 6.4 Covenants Regarding the Environment

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

## 6.5 Further Covenants Regarding the Sites

The Supplier shall:

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

## 6.6 Covenants Against Encumbrances

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

## 6.7 Absence of Conflicts of Interest

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

employees or agents, has any predisposition, affinity or association with any third party which would impair or be seen to impair or qualify the Supplier's provision of the Supply.

## **ARTICLE 7 PERSONNEL**

### **7.1 Separate Personnel**

- (a) It is the intention of the Parties that any personnel utilized or supplied by the Supplier or any Subcontractor hereunder shall remain employees of the Supplier or Subcontractor, respectively, for the purposes of any applicable Law and no activity performed by such personnel shall be deemed to create or imply any employment or other like relationship between such personnel and the City. If contrary to this intention such personnel are treated as employees of the City for the purposes of any applicable Law, the Supplier shall indemnify the City against any loss, cost, expense, complaint, claim, levy, assessment, penalty or fine (including any Tax liability) resulting therefrom.

### **7.2 Changes in Personnel**

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

### **7.3 Key Project Personnel**

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



- (v) take all reasonable steps to ensure that the Key Project Personnel perform their roles and responsibilities in accordance with any organisational structure agreed in writing between the Parties.
- (b) If:
  - (i) the Supplier wishes to reassign or to replace an individual designated as Key Project Personnel; or
  - (ii) an individual designated as Key Project Personnel gives notice of his or her intention to leave or is otherwise no longer able to perform the duties, including for reasons of illness, injury or personal hardship,the Supplier shall provide a substitute with experience and qualifications equivalent or greater than the Key Project Personnel to be replaced, and shall provide documentation to the City to establish such experience and qualifications.
- (c) Key Project Personnel who are reassigned to other work shall, to the extent possible, remain available to the project team until completion of the Supply.
- (d) All the Supplier's Key Project Personnel must be fluent in both spoken and written English, except as may be agreed to the contrary between the City and Supplier in relation to specific individuals or positions to be filled from time to time.

## **ARTICLE 8 REPORTING**

### **8.1 Progress Reports**

- (a) Periodic progress reports shall be prepared by the Supplier and submitted to the City in a format reasonably acceptable to the City. It will be reported on a semi-annually basis (on or before January 15<sup>th</sup> and on or before July 15<sup>th</sup> each calendar year.)

### **8.2 Assistance regarding Reporting Requirements**

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

### **8.3 Other Reports - Intentionally Deleted**

## **ARTICLE 9 PAYMENT; AUDITS**

### **9.1 Payment to the Supplier**

- (a) Subject to ARTICLE 12 and Section 9.3, the City shall pay the Supplier for the Supply in accordance with Schedule B (Prices for Supply), following the receipt

of invoices prepared and delivered in accordance with Section 9.2(b) and Section 9.3.

- (b) Notwithstanding any other provision hereof, prior to making any payment under this Agreement, the City shall determine whether the *Builders Lien Act* (British Columbia) applies to this Agreement and, if so:
  - (i) payments made under this Agreement shall be subject to ten percent withholding, in the form of a lien holdback, to be held by the City in accordance with the provisions of the statute; and
- (c) If any lien claim based on the provisions of the *Builders Lien Act* (British Columbia) relating directly or indirectly to this Agreement exists at any time, the Supplier agrees to immediately take all steps and do all things necessary or required to remove, cancel and dismiss such lien and until such lien is removed, cancelled or dismissed (as appropriate, to the satisfaction of the City), or all further payments under this Agreement may be withheld by the City or, at the discretion of the City, amounts payable to the Supplier may be used by the City to obtain the removal, cancellation or dismissal of any such lien.
- (d) Unless otherwise expressly stated in the schedules hereto, the Supplier shall pay any and all costs, including freight, marine and transit insurance, Taxes, and transportation and delivery charges on all equipment or things of whatsoever nature provided by the Supplier as required by it for the purposes of the Supply and any other incidental costs and all such costs shall be deemed to be included in the Contract Price.
- (e) The Supplier shall be deemed to have satisfied itself as to the correctness and sufficiency of Schedule B (Prices for Supply) and to have obtained all information and to have taken into account all circumstances, risks and other contingencies that may affect the cost of performing the Supply (including any circumstances, risks or contingencies that a contractor exercising Good Industry Practice would typically expect to encounter) and any other obligation under this Agreement. The Supplier shall not be entitled to any additional compensation beyond the Contract Price (including without limitation for escalation in the prices of goods, materials and labour) except as otherwise expressly stated in this Agreement.
- (f) Notwithstanding any other provisions of this Agreement, the Supplier shall not be entitled to payment for any Supply that has not been performed in compliance with the provisions of this Agreement.

## 9.2 Purchase Orders; Content of Invoices

- (a) The City shall from time to time issue purchase orders to the Supplier in relation to the Supply. These shall not have the effect of amending or waiving the application of any provision of this Agreement.
- (b) Each of the Supplier's invoices shall set out, as a minimum (and in such form or format as required by the City):

- (i) the City purchase order number(s) relating to the particular Supply to which the invoice relates;
  - (ii) an itemized list of the amounts owing;
  - (iii) the invoice date and the time period to which the invoice relates;
  - (iv) a description of the portion of the Supply to which the invoice relates;
  - (i) the total amounts payable under the invoice and details of any applicable taxes;
  - (ii) all supporting documentation relating to disbursements; and
  - (iii) such other information as the City may require from time to time.
- (c) Any terms or conditions proposed by the Supplier to govern the Supply that are contained in any invoice (or in any shipping document, packing list or similar document) are void and of no effect, notwithstanding any statement in such document concerning the means by which the City may accept or be deemed to accept such terms or conditions.

### 9.3 Procedure for Invoices

- (a) The Supplier shall address each of its invoices to the City, Attention: Accounts Payable, and email it to [APInvoice@vancouver.ca](mailto:APInvoice@vancouver.ca), or to such other address as is specified in an applicable purchase order. The City shall thereafter pay the invoice within 30 days, provided the other requirements of this Agreement have been satisfied and subject to the other provisions hereof.
- (b) The City shall not be liable for any interest on any invoice amount in respect of any period for any reason.
- (c) The City expects to make payments by electronic funds transfer and the Supplier shall provide banking information to the City to enable it to do so.

### 9.4 Currency of Payment

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

### 9.5 Contested Claims for Payment

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

### 9.6 Audits

- (a) The Supplier shall maintain up-to-date records and accounts which clearly document the provision of the Supply and shall make the same available to the City upon request. The City may request copies of all such records and accounts which shall be provided to the City by the Supplier (subject to reimbursement of the Supplier's reasonable copying costs and any other direct

costs and expenses, if any) at any time prior to the expiry of 365 days after completion of all of the Supply or earlier termination of this Agreement. For avoidance of doubt, any records and accounts provided by the Supplier in accordance with this Section 9.6(a) shall be deemed to be Confidential Information;

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

## 9.7 Set Off

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

## ARTICLE 10 CERTAIN ADDITIONAL OBLIGATIONS OF THE CITY

### 10.1 Scheduled Items

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

### 10.2 Other Information

The City shall, within a reasonable time following a written request by the Supplier, provide to the Supplier free of cost such further information, which the City considers

relevant to provision of the Supply and which is either already in its possession or reasonably within its power to obtain.

### 10.3 Decisions in Writing

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

### 10.4 Access to the Site

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

## ARTICLE 11 LIABILITY AND INSURANCE

### 11.1 Covenants of Indemnification by the Supplier

- (a) The Supplier shall indemnify and keep indemnified and hold the City, the Other City Entities and their respective officials, officers, employees and agents harmless against all losses, liabilities, claims, demands, costs and expenses (including legal fees), fines, penalties and charges (including those imposed by statute or otherwise imposed), arising out of or in connection with, or consisting of:
  - (i) any:
    - (A) damage to a Site or any part thereof, or any property whether located at a Site or otherwise, which occurs during the provision of the Supply;
    - (B) any claim by a Subcontractor under the *Builders Lien Act* (British Columbia);
    - (C) damage to the natural environment, including any remediation cost recovery claims;
    - (D) loss or damage arising from a claim by any third party concerning or arising out of the Supply, or by any employee or Subcontractor of the Supplier for any reason;
    - (E) occupational illness, injury or death of any person, whether at a Site or otherwise, which occurs during, or as a result of, the provision of the Supply;
    - (F) failure by the Supplier to fully comply with the provisions of this Agreement;

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

## 11.2 Contamination of Lands

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

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

### 11.3 Conduct of Claims

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

- (a) subject to Sections 11.3(b), 11.3(c) and 11.3(d), where it appears that a person is or may be entitled to indemnification from the Supplier in respect of all (but not part only) of the liability arising out of a claim, such person entitled to indemnification may at its sole election and subject to:
  - (i) approval by any relevant insurers (without prejudice to Section 11.3(f); and
  - (ii) the Supplier providing the party entitled to indemnification with a secured indemnity to its reasonable satisfaction against all costs and expenses (including legal expenses) that it may incur by reason of such action,permit or require the Supplier to dispute the claim on behalf of the person entitled to indemnification at the Supplier's own expense and take conduct of any defence, dispute, compromise, or appeal of the claim and of any incidental negotiations; provided that the person entitled to indemnification shall give the Supplier (provided at the Supplier's cost) all reasonable cooperation, access and assistance for the purposes of considering and resisting such claim;
- (b) with respect to any claim conducted by the Supplier pursuant to Section 11.3(a):
  - (i) the Supplier shall keep the person entitled to indemnification fully informed and consult with it about material elements of the conduct of the claim;
  - (ii) the Supplier shall not bring the name of the person entitled to indemnification (or any Group Member thereof) into disrepute; and
  - (iii) the Supplier shall not pay or settle such claims without the prior consent of the person entitled to indemnification, such consent not to be unreasonably withheld or delayed;
- (c) a person entitled to indemnification shall be free to pay or settle any claim on such terms as it thinks fit (and without prejudice to its rights and remedies under this Agreement) if:
  - (i) the Supplier is not entitled to, or is not permitted or instructed, take conduct of the claim in accordance with Section 11.3(a); or
  - (ii) the Supplier fails to comply in any material respect with the provisions of Sections 11.3(a) or 11.3(b);

- (d) the person entitled to indemnification pursuant to ARTICLE 11 shall be free at any time to give notice to the Supplier that it is retaining or taking over (as the case may be) the conduct of any defence, dispute, compromise or appeal of any claim (or of any incidental negotiations) to which Section 11.3(a) applies. On receipt of such notice the Supplier shall promptly take all steps necessary to transfer the conduct of such claim to the person entitled to indemnification, and shall provide to the person entitled to indemnification all reasonable co-operation, access and assistance for the purposes of considering and resisting such claim;
- (e) if the Supplier pays to the person entitled to indemnification an amount in respect of an indemnity and the person entitled to indemnification subsequently recovers (whether by payment, discount, credit, saving, relief or other benefit or otherwise) a sum which is directly referable to the fact, matter, event or circumstances giving rise to the claim under the indemnity, the person entitled to indemnification shall forthwith repay to the Supplier whichever is the lesser of:
  - (i) an amount equal to the sum recovered (or the value of the saving or benefit obtained) less any out-of-pocket costs and expenses (including legal expenses) properly incurred by the person entitled to indemnification in recovering the same; and
  - (ii) the amount paid to the person entitled to indemnification by the Supplier in respect of the claim under the relevant indemnity,provided that there shall be no obligation on the part of the person entitled to indemnification to pursue such recovery and that the Supplier is repaid only to the extent that the amount of such recovery aggregated with any sum recovered from the Supplier exceeds any loss sustained by the person entitled to indemnification;
- (f) the Supplier shall inform the person entitled to indemnification of the requirements of any insurer who may have an obligation to provide an indemnity in respect of any liability arising under this Agreement and in relation to such the person entitled to indemnification shall issue instructions accordingly; and
- (g) any person entitled to an indemnity from the Supplier must take all reasonable measures to mitigate any loss, damage or liability that it may suffer in respect of any such matter.

#### 11.4 Insurance

- (a) The Supplier shall take out and maintain in force during the term of this Agreement, at its own cost, commercial general liability insurance with coverage of not less than \$5,000,000 per occurrence and at least \$5,000,000 of annual aggregate or other such amounts the City may approve from time to time, protecting the Supplier and Supplier's personnel against all claims for bodily injury including death, personal injury, advertising liability, completed operations, product liability, or property damage or loss arising out of the



operations of the Supplier or the actions of the Supplier or Supplier's personnel. The policy must:

- (i) name the City and the City's officials, employees and agents as additional insureds;
  - (ii) include a cross-liability or severability of interest clause or endorsement in favour of the City;
  - (iii) include blanket contractual liability coverage; and
  - (iv) include non-owned auto liability coverage.
- (b) The Supplier shall purchase and maintain during the entire term of this Agreement, at its own cost, automobile liability insurance on all licensed vehicle owned or leased to the Supplier with a limit of not less than \$5,000,000 per occurrence or other such amount as the City may approve from time to time protecting against damages arising from bodily injury including death, and from claims for property damage arising from the operations of the Supplier or the Supplier's personnel.
- (c) All required insurance policies specified in Sections 11.4(a) and 11.4(b) must remain in full force and effect at all times until completion of the Supply or earlier cancellation of this Agreement, and for a period of not less than two years thereafter, and must:
- (i) be obtained from and issued by insurers authorized to carry on business within British Columbia, on terms satisfactory to the City, acting reasonably;
  - (ii) be primary insurance with respect to all claims arising out of the Supplier, and any insurance or self-insurance maintained by the City will be in excess of this insurance and will not contribute to such policies; and
  - (iii) contain a provision that such insurance coverage will not be cancelled or endorsed to reduce the limits of liability without the insurer or their authorized representative giving the City at least 30 days' written notice by registered mail. Should the policy be endorsed to restrict coverage midterm, written notice of such restriction will be sent by registered mail to the City no later than the effective date change; the exception is cancellation for non-payment of premium in which case the applicable statutory conditions will apply.
- (d) The Supplier shall ensure that any Subcontractors also maintain the same insurance as the Supplier, having regard to the obligations under this Agreement which they are contracted to fulfil.
- (e) The Supplier and any Subcontractors will purchase and maintain, at its own cost, any additional insurance which it is required by law, or other lines of insurance coverages, endorsements or increased limits of insurance as deemed necessary by the City and as a reasonable and prudent distributor, vendor,

manufacturer or similar supplier would require to protect their performance of Supply or their operations.

- (f) As a condition precedent to any payment from the City to the Supplier under this Agreement, the Supplier shall provide evidence of all required insurance to be taken out in the form of one or more certificate(s) of insurance. The certificate(s) of insurance will identify the Agreement title, Agreement number, policy holder, description of work, insurer name, insurer policy number, insurer policy period, and insurer limits. Proof of insurance, in the form of such certificate(s) of insurance (or copies of the policy(ies) themselves, if requested), will be made available to the City at any time during the performance of the Supply immediately upon request.
- (g) The Supplier's liabilities under this Agreement shall not be deemed to be released or limited by the Supplier taking out the insurance policies referred to in Section 11.4.
- (h) The cost of the insurances arising under this Section 11.4 shall be deemed to be incorporated into the prices specified in Schedule B.

## ARTICLE 12 FORCE MAJEURE; TERMINATION

### 12.1 Force Majeure

- (a) Neither Party shall be deemed to be in breach of this Agreement or otherwise liable to the other Party in any manner whatsoever for any failure or delay in performing its obligations under this Agreement reasonably due to Force Majeure.
- (b) If either Party's performance of its obligations under this Agreement is affected by an event of Force Majeure, then:
  - (i) it shall give written notice to the other Party, specifying the nature and extent of the event of Force Majeure, within ten days after becoming aware of the event of Force Majeure;
  - (ii) performance of such obligation(s) shall be deemed suspended but only for a period equal to the delay reasonably caused by such event;
  - (iii) it shall not be entitled to payment from the other Party in respect of extra costs and expenses incurred by virtue of the event of Force Majeure;
  - (iv) the Time(s) for Completion shall be extended to take into account such delay; and
  - (v) within five days of the cessation of any Force Majeure event, the Party affected thereby shall submit a written notice to the other Party, specifying the actual duration of the delay of its obligations caused by the event of Force Majeure and the consequences resulting from such

delay, and submit a specific plan to minimize and mitigate those consequences.

- (c) The affected Party shall use all reasonable diligence in accordance with Good Industry Practice to mitigate the cause and the result of an event of Force Majeure and to remedy the situation and resume its obligations under this Agreement, including complying with any instructions from the City, as to how to do so.
- (d) Notwithstanding the obligations of a Party affected by an event of Force Majeure pursuant to Sections 12.1(b) and 12.1(c), if the event of Force Majeure renders it impossible or impractical for the Supplier to provide the Supply in accordance with this Agreement for a period of at least 30 days, the City may terminate this Agreement upon notice delivered to the Supplier at any time following the expiration of such period of 30 days.

## 12.2 City Suspension and Termination Rights

The City shall have the following rights:

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

- (ii) a Change in Control of the Supplier occurs and the City reasonably considers that the Change in Control shall substantively affect the Supplier's ability to perform its obligations under this Agreement.

### 12.3 Supplier Termination Rights

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

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

### 12.4 Consequences of Termination

The following consequences shall apply upon a termination:

- (a) On termination of this Agreement for any reason, the Supplier shall, as soon as reasonably practicable:
  - (i) deliver to the City all work and Documentation produced by or on behalf of the Supplier during the course of performing the Supply;
  - (ii) return (or destroy if otherwise directed by the City in writing) all Confidential Information provided to it for the purposes of this Agreement;
  - (iii) return all of the City's Site access cards, equipment and other items provided under this Agreement, failing which, the City may enter the relevant premises and take possession thereof, and, until any such access cards, equipment and other items have been returned or repossessed, the Supplier shall be solely responsible for its or their safe-keeping;
  - (iv) if so requested by the City, take reasonable steps to assign any Subcontractor contracts to the City and do all things and execute all documents necessary to give effect thereto; and

- (v) otherwise comply with all reasonable requirements of the City arising from the cessation of the Supply or the continuing development of the Site.
- (b) The Supplier shall be entitled to be paid its reasonable properly incurred costs of compliance with Section 12.4(a) and its reasonable demobilization costs, up to a maximum of \$1,000, in aggregate, save in circumstances in which the City reasonably claims that the termination was a consequence of a Safety Incident or a default by the Supplier in the provision of any part of the Supply, in which case all such costs shall be for the Supplier's own account.
- (c) On termination of this Agreement for any reason, the Supplier shall be entitled to payment for any completed portion of the Supply rendered in full compliance herewith prior to the time of termination, in accordance with Schedule B (Prices for Supply).

## **12.5 Other Surviving Rights and Liabilities of Parties**

- (a) Termination of this Agreement shall not prejudice or affect the accrued rights or claims and liabilities of the Parties.
- (b) After termination of this Agreement, the provisions of Sections 3.7 and 9.6, ARTICLE 11, ARTICLE 14, ARTICLE 15 and ARTICLE 17 shall remain in force.

## **ARTICLE 13 ASSIGNMENT AND SUBCONTRACTING**

### **13.1 Assignment**

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

### **13.2 Subcontracting**

- (a) The Supplier shall not subcontract the whole or substantially all of the Supply.
- (b) Without prejudice to the foregoing Section 13.2(a), save in the case of Subcontractor(s) whose role in the provision of the Supply is expressly provided for in the schedules hereto (and only to the extent so provided for), the Supplier may not subcontract any part of the Supply without the City's prior written consent.
- (c) The Supplier shall include in each contract by which it engages a Subcontractor a provision allowing the benefit of such contract to be assigned by the Supplier to the City upon request.
- (d) The Supplier shall not without the written consent of the City (which shall not be unreasonably withheld or delayed) initiate or terminate any contract with a Subcontractor.

- (e) If the Supplier is unable to enter into a contract with a Subcontractor whose role in the provision of the Supply is expressly provided for in the schedules hereto, it shall as soon as reasonably practicable inform the City of the reason for such inability and procure the services of a replacement subcontractor that is acceptable to the City, acting reasonably.
- (f) The Supplier shall be responsible for the acts, defaults or neglect or any omission of each Subcontractor, its employees and agents in all respects as if they were the acts and defaults or neglect or omission of the Supplier its employees or agents themselves.

#### **ARTICLE 14 INTELLECTUAL PROPERTY**

Intentionally Deleted.

#### **ARTICLE 15 PRIVACY; CONFIDENTIALITY**

##### **15.1 Freedom of Information and Protection of Privacy Act**

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

##### **15.2 No Promotion**

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

##### **15.3 Confidentiality Obligations**

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

##### **15.4 Disclosure to Representatives**

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

### 15.5 Disclosures Required by Law

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

### 15.6 Other Disclosures by the City

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

### 15.7 Interpretation; Enforcement and Survival

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

## ARTICLE 16 TAXES

### 16.1 Taxes for Own Accounts

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

## 16.2 Withholding Taxes

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

## ARTICLE 17 DISPUTE RESOLUTION

### 17.1 Optional Procedure

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

### 17.2 Arbitration

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

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



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

## **ARTICLE 18 MISCELLANEOUS**

### **18.1 Time of the Essence**

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

### **18.2 Costs**

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

### **18.3 Benefit of this Agreement**

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

### **18.4 Entire Agreement**

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

### **18.5 Amendments and Waiver**

Subject to Section 3.9, no modification of or amendment to this Agreement is valid or binding unless set forth in writing and fully executed by both of the Parties hereto and no waiver of any breach of any term or provision of this Agreement is effective or binding unless made in writing and signed by the Party purporting to give such waiver and, unless otherwise provided, is limited to the specific breach waiver.

### **18.6 Notices**

- (a) Any order, demand, notice or other similar communication to be given to a Party in connection with this Agreement must be given in writing and shall be deemed to be validly given if given by personal delivery to a City's Manager or a Supplier's Manager, as applicable, or delivered by registered mail, by courier or by electronic transmission (with delivery confirmation or receipt of a reply email effectively acknowledging delivery), addressed to a City's Manager or a

Supplier's Manager, as the case may be, or, in each case to such other individual as is designated in writing by the relevant recipient Party (including as designated in writing hereinbelow) at the relevant address or facsimile number listed below:

- (i) if to the Supplier:

<☐Supplier Name>

<☐address>

Attention: <☐>

Facsimile: <☐>

Email: <☐>

- (ii) if to the City:

**City of Vancouver**

<☐Department>

453 West 12<sup>th</sup> Avenue

Vancouver, BC V5Y 1V4

Attention: <☐>

Facsimile: <☐>

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

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

- (i) if given by personal delivery, on the day of actual delivery thereof;
- (ii) if given by registered mail or courier, on the Business Day following confirmation by the postal service or the courier that the notice has been delivered; and
- (iii) if given by electronic transmission, on the day of transmittal thereof if given during the normal business hours of the recipient and on the Business Day during which such normal business hours next occur if not given during such hours on any day.

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

### 18.7 Governing Law and Jurisdiction

- (a) This Agreement is governed by and must be construed in accordance with the laws of the Province of British Columbia.
- (b) All provisions of the *International Sale of Goods Act* (British Columbia) are specifically excluded from application to this Agreement.
- (c) This Agreement is subject to the exclusive jurisdiction of the courts in the Province of British Columbia except:
  - (i) as otherwise agreed by the Parties pursuant to ARTICLE 17; and
  - (ii) to the extent necessary to enforce, in another jurisdiction, any decision or award made pursuant to ARTICLE 17 or any judgment of any court in the Province of British Columbia.

### 18.8 Further Assurances

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

### 18.9 Severance

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

### 18.10 Counterparts

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

18.11 Independent Legal Advice

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

18.12 Electronic Execution

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

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

<SUPPLIER NAME>

Signature

Print Name and Title

Signature

Print Name and Title

CITY OF VANCOUVER

Signature

Print Name and Title

Signature

Print Name and Title

SCHEDULE A -  
SCOPE OF GOODS AND SERVICES

<u>ITEM</u>	<u>DESCRIPTION</u>
<☐ Name 1>	<☐ Description 1.>
<☐ Name 2>	<☐ Description 2.>
<☐ Name 3>	<☐ Description 3.>

**SCHEDULE B -  
PRICES FOR SUPPLY**

<u>ITEM</u>	<u>PRICE/UNIT</u>
<☐ Name 1>	\$<☐> per <☐ [unit type]>
<☐ Name 2>	\$<☐> per <☐ [unit type]>
<☐ Name 3>	\$<☐> per <☐ [unit type]>
All obligations of the Supplier described in the Agreement and not specifically listed above in this table, or for which no separate price is given.	None. (The cost of the discharge of such Supplier obligations is included in the prices set forth above.)

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

SCHEDULE C -  
ITEMS TO BE PROVIDED BY THE CITY

DRAFT

**SCHEDULE D -  
SPECIFIC DELIVERABLES**

DRAFT



**SCHEDULE E -  
TIME SCHEDULE FOR SUPPLY**

To describe the time for the completion of the Supply and any applicable milestones to be achieved by particular dates prior to the completion of the Supply.

DRAFT

**SCHEDULE F -  
PREFERRED SUPPLIERS**

Intentionally Deleted.

DRAFT

**SCHEDULE G -  
PROJECT BUDGET**

Intentionally Deleted.

DRAFT

## SCHEDULE H - CITY POLICIES

1. The City's Supplier Code of Conduct referred to on page <§> of the <§>RFP>.

DRAFT

SCHEDULE I -  
KEY PROJECT PERSONNEL

To be included if applicable.

DRAFT

SCHEDULE J -  
SITE

DRAFT