



## **REQUEST FOR QUOTATION**

### **SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS**

**RFQ No. PS20220038**

**Issue Date: March 4<sup>th</sup>, 2022**

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

---

---

**Quotations are to be submitted by email in accordance with the instructions below and should be received prior to 3:00 p.m., Vancouver Time (as defined in Note 2 below), on March 31<sup>st</sup>, 2022 (the “Closing Time”).**

**QUOTATIONS WILL NOT BE PUBLICLY OPENED.**

**NOTES:**

1. Quotations should be submitted by email prior to the Closing Time in accordance with the following:

- Subject of the file to be: PS# - Title – Vendor name.
- Document format for submissions:
  - Quotation Form, Appendix 2, Appendix 3-1 and Appendix 3-2 in 1 combined PDF format file
  - Pricing Table in excel format separated with the above PDF file

*Note: Quotation Form and Appendix 1 (Requirements), Appendix 2 and Appendix 3-1, 3-2 have been posted in word version for vendors to complete easily.*

- Zip the files to reduce file size if needed.
  - Send your submissions to [Bids@vancouver.ca](mailto:Bids@vancouver.ca); do not deliver a physical copy to the City of Vancouver.
  - Submitting the files via Drop box, Fax, FTP, or any other method, is not acceptable.
  - Due to cybersecurity concerns, the City of Vancouver will quarantine any inbound email with attachments not in PDF or Microsoft Office formats which will result in non-delivery to Supply Chain Management and will be deemed not submitted. Non-compliant file formats will be detected and quarantined even if they are compressed, zipped, renamed, and include password protected zipped files.
  - The maximum number of attachments allowed in an email message is 250 attachments.
  - The maximum size limit for an email message, including all attachments, is 20MB per message
2. “Vancouver Time” will be conclusively deemed to be time in the City of Vancouver, as indicated in the electronic timestamp the Quotation 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. All queries related to this RFQ should be submitted in writing to the attention of:

**Jing Fan, Buyer**

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

(the “Contact Person”)

---

REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
TABLE OF CONTENTS

---

<b>INSTRUCTIONS TO VENDOR</b>	<b>Pages 1 – 5</b>
1.0 INTRODUCTION AND SUBMISSION INSTRUCTIONS	
2.0 COMPLIANCE WITH CITY POLICY	
3.0 INQUIRIES	
4.0 PRICING	
5.0 ADDRESS(ES) FOR DELIVERIES OR WORK	
6.0 DELIVERY TIMES OR WORK SCHEDULES	
7.0 QUANTITIES	
8.0 TERMS OF PAYMENT	
9.0 CONTRACTING	
10.0 ALTERNATIVES / DEVIATIONS	
11.0 EVALUATION CRITERIA	
12.0 NO CLAIMS AGAINST THE CITY	
13.0 CONFLICTS/COLLUSION/LOBBYING	
14.0 INSURANCE AND WORKERS' COMPENSATION COVERAGE	
<b>QUOTATIONS FORM</b>	<b>Pages QF1 – QF8</b>
<b>APPENDIX 1 – REQUIREMENTS</b>	<b>Pages A1-1 – A1-6</b>
<b>APPENDIX 2 – DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE</b>	<b>Page</b>
<b>A2-1</b>	
<b>APPENDIX 3 – INSURANCE FORMS</b>	<b>Pages A3-1 – A3-3</b>
<b>APPENDIX 4 – FORM OF AGREEMENT</b>	<b>Pages A4-1 – A4-55</b>

REQUEST FOR QUOTATIONS No. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
INSTRUCTIONS TO VENDOR

---

## INSTRUCTIONS TO VENDOR

### 1.0 INTRODUCTION AND SUBMISSION INSTRUCTIONS

- 1.1 The City of Vancouver (the “City”) is seeking quotations to determine if it will enter into one or more contracts in respect of supply and delivery of PVC pipe and fittings.
- 1.2 Vendors should carefully review Appendix 1 – Requirements for a detailed description of the City’s requirements.
- 1.3 **THIS IS NOT AN INVITATION TO TENDER. VENDORS ARE NOT REQUIRED TO SUBMIT IRREVOCABLE OFFERS.**
- 1.4 Vendors should carefully review the City’s **intended form of agreement** attached as **Appendix 4** and indicate in its quotation the extent to which the form of agreement is consistent with its quotation. If the quotation is inconsistent with any part of the form of agreement, the vendor must so state and must propose alternative contract language as part of its quotation using section 2.2 of the Quotation Form.
- 1.5 Vendors should submit quotations via email in accordance with the above submission instructions and in the format provided. Failure to do so may result in the quotation being put aside and given no further consideration. Failure to complete all fields in the quotation form may result in the vendor’s quotation being set aside and given no further consideration.
- 1.6 If a vendor believes that the City may be unable to select it due to a conflict of interest, but is uncertain about this, the vendor is urged to contact the Contact Person as soon as possible with the relevant information so that the City may advise the vendor regarding the matter.

### 2.0 COMPLIANCE WITH CITY POLICY

- 2.1 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 through product and service selection, and to ensure safe and healthy workplaces, where human and civil rights are respected.
- 2.2 Each vendor is expected to: (a) complete the form attached as Appendix 2 and attach it to its quotation; and (b) adhere to the supplier performance standards set forth in the Supplier Code of Conduct. In addition, the Ethical Purchasing Policy shall be referred to in the evaluation of quotations, to the extent applicable.
- 2.3 Vendors are to provide environmentally sensitive products or services wherever possible. Where there is a requirement that a vendor supply materials, and where such materials may cause adverse environmental effects, the vendor should indicate the nature of the hazard(s) in its quotations. Furthermore, each vendor is asked to advise the City of any known alternatives or substitutes for such materials that would mitigate such adverse effects.

### 3.0 INQUIRIES

- 3.1 It is the responsibility of each vendor to satisfy itself as to the requirements set out in this RFQ. Inquiries are to be addressed only to the contact person named on the cover page of this RFQ no later than five (5) business days prior to Closing Time. If required, an addendum will be issued to all vendors.

**REQUEST FOR QUOTATIONS No. PS20220038**  
**SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS**  
**INSTRUCTIONS TO VENDOR**

---

**4.0 PRICING**

4.1 Prices quoted are to be exclusive of GST and PST, where applicable, except where expressly requested.

4.2 The term of any Agreement is expected to be a 1-year period with four possible 1-year extensions, for a maximum total term of 5 years.

Fixed prices must be quoted each 6 months for the initial 1-year term, with a pricing adjustment mechanism for the subsequent term of the Agreement. Vendor is required to submit the pricing adjustment mechanism including the cost structure information, the % of each cost element, and the industry link that will be referenced to determine the benchmark pricing for the associated cost element under the cost structure. Any proposed pricing adjustment mechanism will need to be submitted to the City for review. Final pricing adjustments need to be justified and agreed upon by the City.

4.3 Prices are to be quoted DDP destination (Incoterms 2010) and include all taxes (excluding GST and PST, where applicable, except where expressly requested), fees, charges, overhead, profit and other expenses or costs of any kind whatsoever necessary for or incidental to the supply of the specified item.

4.4 Prices are to be quoted in Canadian currency.

**5.0 ADDRESS(ES) FOR DELIVERIES OR WORK**

5.1 Any successful vendor of goods may be asked to deliver goods to or perform work at the following address(es):

- (a) Central Stores            250 West 70th Avenue.
- (b) Evans yard                955 Evans Avenue.
- (c) National Yard            701 National Avenue.

or to such other addresses as are specified in a City contract or purchase order.

**6.0 DELIVERY TIMES / LEAD TIMES**

6.1 Vendors are asked to state in their quotations the time(s) required from the placement of an order to delivery of goods or completion of work. The City may give precedence to vendors who can deliver goods to any delivery address stated in Section 5.0, above, two (2) working days from the time the order is placed. It is also expected that a successful Proponent possess the capability of providing special same-day delivery service under emergent conditions. Deliveries must be made between 8:00 a.m. and 2:00 p.m., Monday to Friday, excluding statutory holidays, unless other arrangements have been agreed to in writing.

**7.0 QUANTITIES**

7.1 Each quantity stated herein is the City's best estimate of its requirements. The City makes no guarantee that the quantities set forth represent the actual quantities of materials that the City will be purchasing annually during the term of the Contract. Actual quantities may vary.

**8.0 TERMS OF PAYMENT**

8.1 The City's proposed payment terms are as indicated in the form of agreement attached as Appendix 4; however, any discounts or more favourable (or less favourable) terms

**REQUEST FOR QUOTATIONS No. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
INSTRUCTIONS TO VENDOR**

---

which may be offered by a vendor will be taken into consideration in evaluating quotations. Each vendor should indicate in its quotation if it offers or requires particular payment terms.

- 8.2 Canadian-based vendors will be required to accept payment via Electronic Funds Transfer (except for one-time only payments). United States based vendors will be paid via cheque and international vendors will be paid via wire transfer.
- 8.3 Vendors should state in section 1.4 of the Quotation Form if volume incentives are available for purchases above a certain value.

## **9.0 CONTRACTING**

- 9.1 The City currently expects that the result of this RFQ will be that it will contact a successful vendor or multiple vendors to propose the entry into contract(s) in the form of Appendix 4.
- 9.2 The City may elect not to buy anything or enter into any contract as a result of this RFQ. The City may elect to enter into a contract or place an order resulting from this RFQ with one vendor or more than one vendor. The City is not obligated to enter into an exclusive arrangement with any vendor or to purchase any quantity of goods or services.
- 9.3 Where the head office of a successful vendor is located within the City of Vancouver and/or where a successful vendor is required to perform services at a site located within the City of Vancouver, the successful vendor is required to have a valid City of Vancouver business license (or, if available, a Metro West Inter-municipal Business License).

## **10.0 ALTERNATIVES / DEVIATIONS**

- 10.1 If a vendor offers goods or services that do not meet all of the requirements of Appendix 1 instead of, or as an alternative to, goods or services meeting all of such requirements, the deviations or alternatives should be indicated in the vendor's quotation. The City may elect to consider and/or accept an offer of goods or services that deviate from those stated in Appendix 1, or the City may decide not to consider them, and may set aside the relevant vendor's quotation if it does not also offer goods or services meeting all of the requirements of Appendix 1.

## **11.0 EVALUATION CRITERIA**

- 11.1 Quotations will be evaluated to determine which are likely to offer the overall best value to the City. The City expects to place the greatest emphasis on price; however, the City may take into account other factors affecting value, including those concerning quality, service or sustainability, or vendors' historic performance from prior executed Agreement(s) with the City, past work, reputations or experience. Therefore, the City may accept a quotation other than the lowest quotation.
- 11.2 The City may elect to not accept any quotation, and may terminate or amend this RFQ at anytime.
- 11.3 The City may discuss or negotiate variations from the scope of the RFQ or changes to the scope of goods/services to be offered by a vendor or the pricing therefor, with any one or more of the vendors responding to the RFQ without having any duty or obligation to advise other vendors or to allow other vendors to vary their quotations as a result of such discussions or negotiations.

## **12.0 NO CLAIMS AGAINST THE CITY**

- 12.1 In submitting a quotation, the vendor acknowledges and agrees that:

**REQUEST FOR QUOTATIONS No. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
INSTRUCTIONS TO VENDOR**

---

- (a) this RFQ is in no way whatsoever an offer to enter into a supply agreement or an agreement imposing any duty of fairness on the City;
- (b) submission of a quotation does not in any way whatsoever create any obligation on the part of the City to treat the vendor's or any other vendor's quotation in any particular manner or undertake this RFQ process in any particular manner (except as expressly stated in Section 12.1(c));
- (c) subject to the applicable provisions of the *Freedom of Information and Protection of Privacy Act (British Columbia)* and the City's right to publicly disclose information about or from any quotation, including without limitation names and prices, in the course of publicly reporting to the Vancouver City Council about the RFQ, the City will treat each quotation (and the City's evaluation of it), in confidence in substantially the same manner as it treats its own confidential material and information; and
- (d) the City will not be responsible for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred or alleged to be incurred by the vendor in relation to its submission of a quotation, except under the preceding Section 12.1(c).

**13.0 CONFLICTS/COLLUSION/LOBBYING**

13.1 Each vendor must disclose whether any officer, director, shareholder, partner, employee or contractor of the vendor or of any of its proposed subcontractors, or any other person related to the vendor'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 is:

- (a) an elected official or employee of the City; or
- (b) 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 an appearance of a conflict of interest in the evaluation or consideration of the vendor's quotation by the City. The City will evaluate each matter disclosed to determine whether and to what extent the vendor can be given consideration in the RFQ in light of the particular matter.

13.2 Each vendor must disclose whether any person having an interest (as defined above) is a former official, former employee or former contractor of the City who has non-public information relevant to the RFQ obtained during his or her employment or engagement by the City. The City will evaluate each matter disclosed to determine whether and to what extent the vendor can be given consideration in the RFQ in light of the particular matter.

13.3 Each vendor must disclose whether the vendor or any of its proposed subcontractors is currently engaged in supplying (or is proposing to supply) goods or services to a third party such that becoming a supplier to the City in response to this RFQ would create a conflict of interest or the appearance of a conflict of interest between the vendor's duties to the City and the vendor's or its subcontractors' duties to such third party. The City will evaluate each matter disclosed to determine whether and to what extent the vendor can be given consideration in the RFQ in light of the particular matter.

13.4 Each vendor is required to disclose whether the vendor is competing for purposes of the RFQ with any entity with which it is legally or financially associated or affiliated. Each vendor must also disclose whether it is cooperating in any manner in relation to the RFQ

**REQUEST FOR QUOTATIONS No. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
INSTRUCTIONS TO VENDOR**

---

with any other vendor responding to the RFQ. The City will evaluate each matter disclosed to determine whether and to what extent the vendor can be given consideration in the RFQ in light of the particular matter.

- 13.5 Each vendor is required to disclose whether it or any officer, director, shareholder, partner, employee or agent of the vendor or any of its proposed subcontractors: (1) is registered as a lobbyist under any lobbyist legislation in any jurisdiction in Canada or in the United States of America; or (2) has engaged in any form of political or other lobbying whatsoever with respect to the RFQ or sought, other than through the submission of its quotation, to influence the outcome of the RFQ process. The City will evaluate each matter disclosed to determine whether and to what extent the vendor can be given consideration in the RFQ in light of the particular matter.

**14.0 INSURANCE AND WORKERS' COMPENSATION COVERAGE**

- 14.1 Each vendor should submit with its quotation a **Certificate of Existing Insurance**, in the form of Appendix 3-1 to the RFQ, duly completed and signed by its insurance agent or broker as evidence of its existing insurance, along **with a letter** (Appendix 3-2) 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 on Section 5.2 of the form of agreement (Appendix 4), should the vendor be selected as a successful vendor. (Any successful vendor will also be required to provide proof of the satisfaction of all insurance requirements on City's form Appendix 3-3 prior to or concurrently with the City entering into any Agreement.
- 14.2 In addition, each vendor must include with its quotation a letter confirming its current WorkSafeBC registration.



REQUEST FOR QUOTATIONS No. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
QUOTATIONS FORM

---

QUOTATIONS FORM

**ATTENTION: Jing Fan – Buyer, Supply Chain Management**

**FROM:** \_\_\_\_\_ (Company Name)

\_\_\_\_\_ (Contact Name)

\_\_\_\_\_ (Phone Number)

\_\_\_\_\_ (Email Address)

**SUBJECT: REQUEST FOR QUOTATIONS NO. PS20220038 (THE “RFQ”)  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS**

REQUEST FOR PROPOSALS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
QUOTATIONS FORM

The undersigned vendor, having carefully read and examined the RFQ and having full knowledge of the requirements described therein, does hereby offer to provide the goods and/or services in accordance with the specifications and terms and conditions set out in the RFQ (except as expressly noted below in this completed Quotation Form) and upon the pricing and other terms and conditions referred to below in this completed Quotation Form.

**1.0 TABLE OF PRICES:**

**1.1 PRICING TABLE**

A separate Pricing Table in Excel Format is provided to vendor to submit their financial offering. Pricing is to be entered and submitted into the Excel spreadsheet. The quotation should be in accordance with INSTRUCTIONS TO VENDORS, Section 4.0 of the RFQ.

The pricing table contains a listing of products and associated estimated quantities for which the vendor should provide the pricing. While the list represents a sample of the products that the City has purchased in the past this is not a complete list of the City's requirements.

The unit prices entered into the spread sheet should not include PST or GST payable by the City. The cost of delivery to the City and all other costs should be included.

If the vendor is offering goods or services that do not fully comply with the requirements set forth in Appendix 1 of the RFQ, please refer to Section 2.0 below.

**1.2 TERMS OF PAYMENT (IF OTHER THAN NET 30) AND INVOICING**

---

---

*(Provide the information requested by Section 8.0 of the RFQ's Instructions to Vendors including information on early pay discounts below.)*

**1.3 CASH DISCOUNTS**

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

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

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

**1.4 VOLUME INCENTIVES**

<b>VOLUME INCENTIVES</b>	
<b>Annual Sales Volume</b>	<b>Percentage Discount Offered for Reaching this Volume</b>
\$ 100,000.00 < \$149,999.99	%

**REQUEST FOR PROPOSALS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
QUOTATIONS FORM**

---

\$ 150,000.00 < \$199,999.99	%
\$ 200,000.00 < \$249,999.99	%
\$ 250,000.00 and up	%

REQUEST FOR PROPOSALS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
QUOTATIONS FORM

---

**2.0 DEVIATIONS, ALTERNATIVES AND ADDITIONAL GOODS OR SERVICES**

2.1 *Are there goods or services with deviations, or alternative or additional goods or services suggested by the vendor? If yes, list them at the end of each section in Pricing Table and their price(s), and describe them below:*

*DESCRIPTIONS OF GOODS AND SERVICES:*

---

---

*(Describe the deviations or describe the alternative goods or services or suggested additional goods or services. Attach documents if necessary.)*

2.2 *Are there any deviations from the terms and conditions of the form of agreement attached as APPENDIX 4 of this RFQ? If yes, list and describe them in detail below:*

---

---

*(Description of deviations from the Form of Agreement (APPENDIX 4): Add additional pages as necessary.)*

**3.0 PRICE AND SUPPLY CERTAINTY**

---

---

*(Vendor should confirm if they are able to be in compliance with the requirements as defined by Section 4.0 of RFQ's Instructions to Vendors.)*

**4.0 KEY PERSONNEL AND REPRESENTATION**

---

---

*(Vendor should identify key personnel and their roles in providing the services in this Section as requested by Section 1.5 c) of Appendix 1 – City Requirements.)*

**5.0 DELIVERY TIME(S) / LEAD TIME**

---

---

*(Provide the information requested by Section 6.1 of the RFQ's Instructions to Vendors.)*

**REQUEST FOR PROPOSALS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
QUOTATIONS FORM**

---

**6.0 INVENTORIES**

---

---

---

*(Vendor should detail the inventory support services that it has available, including but not limited to the months of inventory level the vendor would always maintain at its facilities. The City's expectation is that the successful Proponent always maintains 4 months Inventory based on the historic usage information provided by the City staff. Vendor should confirm if they are able to be in compliance with the inventory requirements outlined on Section 1.5 a) of the Appendix 1 of the RFQ.)*

**7.0 PRODUCT WARRANTY**

---

---

---

*(The City's required warranty term is for a period of ten (10) years after delivery against defects in materials, workmanship and performance. Vendor shall indicate here the duration of their standard warranty period, optional extended warranty period if any.)*

**8.0 REPORT**

---

---

---

*(A successful Proponent, if any, will be asked to provide quarterly, semi-annual or annual reporting on a number of performance measures and any other criteria determined by the City for Products purchased under the Agreement. For example, a) stock maintenance and usage data; b) back order status data; c) data concerning cost reduction initiatives, market trends of key cost drivers or other price adjustment criteria and related/relevant market-based indices for commodity items, etc. Vendor should confirm here if they are able to be in compliance with the report requirements.)*

**9.0 RETURNS AND RESTOCKING AND MSDS AND WHMIS**

---

---

---

*(Vendor should confirm here if they are able to meet the requirements outlined on Section 1.5 b) and 1.6 of Appendix 1 – City Requirements of the RFQ.)*

**REQUEST FOR PROPOSALS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
QUOTATIONS FORM**

---

---

**10.0 DISASTER RESPONSE SUPPORT**

---

---

---

*(Vendor should provide a list of staff and their contact numbers outside of British Columbia, in case of telecommunication disruptions, who have the capability to authorize to arrange for production and delivery in order to meet the exceptional circumstances outlined on Section 1.5 d) of Appendix 1 – City Requirements of the RFQ.)*

**11.0 SERVICE LEVEL COMMITMENTS**

---

---

---

*(Vendor should review the KPI identified on Section 3.0 of Appendix 1 – Requirements and confirm if they are able to be in compliance with the requirements, or otherwise provide the proposed measurement here.)*

**12.0 ENVIRONMENTAL AND SOCIAL SUSTAINABILITY**

---

---

---

*(Please indicate information concerning the environmental sustainability of 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), including an explanation of any on-going efforts or plans that the vendors has, or steps that it has taken in the past to improve energy efficiency and / or minimise production of “greenhouse gas” emissions.)*

---

---

---

*(Please indicate information concerning the social sustainability of the goods or services offered with regards to advancing inclusion, reconciliation, equity and diversity by increasing economic opportunities for equity seeking populations (including but not limited to non-profits/coops, women, Indigenous persons, people with disabilities, LGBTQ+), including an explanation of any on-going efforts or plans the vendor has, or steps that it has taken in the past, to contribute to City goals & strategies of advancing inclusion, reconciliation, equity and diversity and / or to your organization’s efforts to promote workforce diversity for underemployed, unemployed, under-represented populations (including but not limited to women, Indigenous People, newcomers/immigrants, visible minorities, People with Disabilities, and LGBTQ+ people.)*

**13.0 SUPPLIER AND WORKPLACE DIVERSITY**

**REQUEST FOR PROPOSALS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
QUOTATIONS FORM**

Please note that the Supplier and Workplace Diversity questions in this Section are optional and will not form part of the evaluation of this RFQ. Vendors' answers to the following questions are for information gathering purposes only and will be kept confidential in accordance with the Legal Terms and Conditions of this RFQ.

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

<p><b>Majority owned/controlled/ by:</b></p> <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>	<p><b>Social / Environmental Certifications</b></p> <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>
--	--

As best known, in the space below, indicate the vendor's company profile with regards to economic inclusion supporting employment equity, diversity, inclusion and reconciliation 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). *Confidential & for information only*

<p><b>Workforce Diversity:</b></p> <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>
---

REQUEST FOR PROPOSALS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
QUOTATIONS FORM

---

**14.0 CONFLICTS/COLLUSION/LOBBYING**

---

---

*(Provide the information requested by Section 13.0 of the RFQ's Instructions to Vendors.)*

**15.0 OTHER INFORMATION**

---

---

---

---

---

---

---

---

---

---

*(Please set forth in this Section all other details requested or required by the RFQ, or which the vendor wishes to include as part of its offer.)*

**16.0 TERMS AND CONDITIONS**

The vendor should print, sign and scan this form for submission to the city via email in accordance with the instructions for submission provided above. By signing this form, the vendor acknowledges that:

- (a) it has read, understands and agrees to the terms and conditions set out in the RFQ's Instructions to Vendors (except as noted above);
- (b) it has read and understands the information in Appendix 1 and Appendix 4 of the RFQ;
- (c) it has noted herein any deviations from the requirements of Appendix 1 and Appendix 4 of the RFQ; and
- (d) it has completed, executed and attached hereto the forms set out in Appendix 2 and Appendix 3-1, 3-2 of the RFQ, as well as having attached a letter from WorkSafeBC confirming the vendor's current registration.

Moreover, by signing this form, the vendor also acknowledges and agrees that it has determined that the terms and conditions stated in Appendix 4 would be acceptable to it, or it has noted required deviations above.

Company Name: \_\_\_\_\_

Signature of Authorized Signing Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Authorized Signing Officer: \_\_\_\_\_

Title of Authorized Signing Officer: \_\_\_\_\_



**APPENDIX 1 – REQUIREMENTS**

**1.0 GENERAL REQUIREMENTS**

- 1.1 The City has the following objectives, requirements, preferences and interests (together, the “**Requirements**”):
- (a) The City wishes to select a Proponent(s) with the product mix, and with the service capability, to efficiently and cost-effectively supply quality sewer products as described herein. The City also wishes to identify best and leading practices to increase procurement efficiency for the City’s sewer requirements.
  - (b) The City wishes to select a Proponent(s) to supply the following (the “**Products**”), each of which is described in greater detail in Section 2.0 of the Appendix 1:
    - (i) PVC pipe & fittings to support the daily maintenance, repair and operation functions of the City. The City requires, without limitation, the following:
      - 1. (4; 6”) SDR28 x 6-1/2 foot lengths;
      - 2. (4; 6”) SDR28 x 14 foot lengths;
      - 3. (4; 6”) SDR28 perforated PVC;
      - 4. (8 ;10; 12; 15; 18”) SDR35 x 14 foot lengths;
      - 5. (4; 6; 8; 10; 12; 15”) pipe with a minimum pressure class of 150 psi x 20 foot lengths; and
      - 6. Fittings, couplings, bends, wyes, tees, caps and plugs for all of the above.
  - (c) Where a Product is required to conform to any standards set out in a standard specification, such as but not limited those of the Canadian Standards Association (“CSA”), the American Society for Testing and Materials (“ASTM”), the American National Standards Institute (“ANSI”), the American Water Works Association (“AWWA”)and the Canadian General Standards Board (“CGSB”), the City requires the ability to obtain assurance from the ultimate supplier, in writing, that its Product meets or exceeds the standard.
  - (d) Upon request from the City, any successful Proponent(s) must supply satisfactory evidence, as determined by the City, that its proposed products comply with any specified standard specification or test requirement. All references to codes and standards shall be deemed to be references to the latest issues of the specified codes and standards, as amended and revised to the RFQ closing date.
  - (e) With the City’s current strategy of streamlining and continually improving its business processes, one objective of this RFQ is to consolidate the City’s purchases, streamline the acquisition process and improve service efficiency for the Products. Through this RFQ, the City seeks to realize best value through, without limitation:

**REQUEST FOR PROPOSALS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 1 - CITY REQUIREMENTS**

---

- (i) a reduction of inventory investment through product rationalization/standardization;
- (ii) virtual elimination or major reduction of back-orders;
- (iii) receipt of quality Products at lowest total cost;
- (iv) timely deliveries at lowest cost to the City;
- (v) firm pricing for Products;
- (vi) an accurate history of Product utilization and expenditures;
- (vii) lower acquisition costs through transactional reduction processes;
- (viii) a superior level of quality service;
- (ix) a structured supplier management program;
- (x) attainment of the social and ethical standards outlined in the City's Procurement Policy; and
- (xi) a strong co-operative and proactive relationship with the City's Products supplier.

1.2 Further information regarding the Requirements, including detailed Product specifications, is contained in Section 2.0 - SCHEDULE OF DETAIL REQUIREMENTS under Appendix 1 – City Requirements of the RFQ.

1.3 The Requirements stated herein are current as of the date hereof, but they may change or be refined in the course of the RFQ process or otherwise.

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

**1.5 Service Capabilities**

- a) The City's inventory requirement is that the successful Proponent always maintains 4 months Inventory based on the historic usage information provided by the City staff;
- b) The successful Proponent will be required to pick up Products for return within 48 hours from notification. The City will not pay restocking fees for merchandise that has been returned unless it is a specialty item and the user department has been notified at the time of placement of order of the potential restocking charge. The Proponent will issue a credit memo to the City within seven calendar days of the return.
- c) The City requires a designated "Account Representative" to serve as a point of contact and be responsible for managing the relationship between the City and a successful Proponent. The Account Representative who will make decisions to

**REQUEST FOR PROPOSALS NO. PS20220038**  
**SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS**  
**APPENDIX 1 - CITY REQUIREMENTS**

---

ensure that the Agreement implementation and day-to-day operation are as specified herein and who will service as a point of contact for the City.

- d) In the event of a major or serious disaster, such as earthquake, major fire, or extreme snow conditions, the City will be faced with the requirement to sustain the provisioning of key facilities such as those operated by the Police Department, Fire and Rescue Services and other emergency facilities. Vendor should provide a list of staff and their contact numbers outside of British Columbia, in case of telecommunication disruptions, who have the capability to authorize to arrange for production and delivery in order to meet these exceptional circumstances.

**1.6 MSDS and WHMIS**

- a) Any successful Vendor will be required to provide Materials Safety Data Sheets (MSDS) and Workplace Hazardous Materials Information System (WHMIS) for all products.
- b) Each Vendor should state its willingness to supply MSDS and WHMIS sheets and describe how the various delivery sites will have access to the MSDS and WHMIS sheets.

**REQUEST FOR PROPOSALS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 1 - CITY REQUIREMENTS**

---

**2.0 SCHEDULE OF DETAIL REQUIREMENTS**

**2.1 PVC PIPE & FITTINGS**

2.1.1 SCOPE: All Poly (Vinyl Chloride) (PVC) Sewer Pipe and Fittings shall be type PSM in conformance with the most recent revision of Canadian Standards Association (CSA) B182.1 and B182.2, as well as ASTM D2412, D3034, and F679 unless otherwise indicated herein.

2.1.2 DIMENSIONS: Dimensions for all SDR-28 and SDR-35 Sewer Pipe and Fittings shall be in accordance with CSA B182.2 as indicated in the following table:

<u>Nominal Size</u>	<u>SDR No.</u>	<u>Outside Dia. (Minimum)</u>	<u>Outside Dia. (Maximum)</u>	<u>Min. Wall Thickness</u>
4"	28	106.85 mm 4.207"	107.25 mm 4.222"	3.81 mm 0.150"
6"	28	159.10 mm 6.264"	159.65 mm 6.285"	5.69 mm 0.224"
8"	35	213.05 mm 8.388"	213.65 mm 8.411"	6.10 mm 0.240"
10"	35	266.30 mm 10.484"	267.10 mm 10.516"	7.62 mm 0.300"
12"	35	317.05 mm 12.482"	317.95 mm 12.518"	9.07 mm 0.357"
15"	35	388.05 mm 15.278"	389.20 mm 15.323"	11.10 mm 0.437"
18"	35	474.29 mm 18.673"	475.71 mm 18.729"	12.70 mm 0.499"

Laying lengths of pipe segments shall be as indicated in Annex 3.

2.1.3 JOINTS: All pipe and fittings shall be push-on bell and spigot joints with elastomeric gaskets, all in conformance with the latest revision of ASTM D3034 and ASTM D3212. Bells shall be integral with the pipe or fitting with the gasket factory-assembled and securely locked in place to prevent displacement during shipping or assembly. Prices

**REQUEST FOR PROPOSALS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 1 - CITY REQUIREMENTS**

---

shall include the supply of gaskets and any lubricant required for joint assembly. Proponents shall submit with their Proposals complete joint design diagrams and dimensional details for all pipe and fittings to be supplied under the contract. All spigots on pipe and fittings having spigot ends shall be bevelled or tapered to the satisfaction of the City Engineer to permit ease of installation. Furthermore, also to permit ease of installation, the bell and spigot of each sewer pipe and fitting must be 100% compatible with each other.

2.1.4 **CERTIFICATIONS:** The City Engineer requires that the manufacturer's certifications, as per Section 11 of ASTM D3034, accompany each manufacturing run when shipped, provided that the City Engineer and the contractor have reached mutual prior agreement on the acceptable nature of this certification.

2.1.5 **TESTING:** Testing may be carried out in lieu of acceptance of the certification, and in addition to certification if so required by the City Engineer.

The contractor will assume the costs of testing and materials for up to 1% of the total quantity supplied. The following mandatory tests required shall be in accordance with the latest revision of the following CSA and ASTM standards, and will be performed by a mutually acceptable independent laboratory:

- |    |                                       |                       |
|----|---------------------------------------|-----------------------|
| a) | Pipe Stiffness                        | ASTM D2412            |
| b) | Joint Test                            | ASTM D3212            |
| c) | Compression Testing (Flattening)      | CSA B182.2/ASTM D3034 |
| d) | Impact Resistance                     | CSA B182.2            |
| e) | Extrusion Quality (Solvent Immersion) | ASTM D2152            |

Any other type of testing required shall be at the discretion of the City Engineer, or a designated representative of the City like the materials lab manager, and shall be in accordance with CSA B182.2 and ASTM D3034.

Upon delivery of the pipe and fittings, the City Engineer, or a designated representative of the City like the materials lab manager may require that a randomly selected pipe and fitting joint is assembled to determine the bell and spigot compatibility. The assembly of the joint should not be time consuming and should be relatively easy. The joint assembly should not require excessive force or bell and spigot modifications in order to fit properly.

Samples will be chosen on the basis of one per lot, where a lot may be distinguished by different production runs or different pallet loads, or some other such natural division which, in the opinion of the City Engineer, allowed practicable separation of any shipment into lots containing approximately 1,000 lineal feet of pipe.

In the event that a pipe sample representing a lot fails to meet these specifications, two more samples shall be chosen from the same lot and retested. If one or both of these samples also fails to meet specifications, that lot shall be rejected

**REQUEST FOR PROPOSALS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 1 - CITY REQUIREMENTS**

**3.0 VENDOR PERFORMANCE MANAGEMENT**

- 3.1 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 frequency of back-orders, on-time delivery, product return, 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.
- 3.2 The following KPI’s will be monitored and jointly reviewed by the City and the successful Proponent to ensure that service levels continually meet or exceed the City operational requirements:

<b>Measure</b>	<b>Description</b>	<b>Commitment</b>
<b>Reliability</b>	On time delivery	≥ 97 % of all orders shall be shipped within 24 hours from the time the order is received
	Fill rate accuracy	≥ 97 % service level for all orders without requiring a back-order situation
	Picking errors	≤ 1 % picking errors on all orders
	Invoice discrepancies	≤ 0.01% invoice discrepancies
	Shipping accuracy	≤ 1 % shipping errors
<b>Responsiveness</b>	Responsiveness for general inquiries	≤ 1 hour
	Responsiveness for order confirmation	email to city stores within 1 hour of an order being placed during regular business hours
	Time for taking back a returned product	within 24 hours upon the receipt of the request
	Time for the replacement of a returned product	within 24 hours upon the receipt of the request
	Time to look for an alternative product	within 48 hours from time of inquiry with an answer
<b>Flexibility</b>	Urgent order responsiveness	within 1.5 hour
	Urgent order delivery responsiveness	within 1.5 hour

REQUEST FOR PROPOSALS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 2 - DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE

---

**APPENDIX 2 – DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE**

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

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

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

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

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

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

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

REQUEST FOR PROPOSALS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 3 - INSURANCE

---

**APPENDIX 3 - 1 EXISTING INSURANCE FORM**  
**(TO BE COMPLETED AND APPENDED TO THE QUOTATIONS)**

**A LETTER WHICH IS UNDERTAKING OF INSURANCE APPENDIX 3 - 2**  
**(TO BE COMPLETED AND APPENDED TO THE QUOTATION)**

**APPENDIX 3 - 3 CERTIFICATE OF INSURANCE FROM FOR SUCCESSFUL PROPONENT**  
**(TO BE COMPLETED AND SUBMITTED UPON AWARD)**

**(SEE ATTACHED INSURANCE FORMS)**



**REQUEST FOR PROPOSALS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 3 - INSURANCE**



**APPENDIX 3 - 1 CERTIFICATE OF EXISTING INSURANCE  
TO BE COMPLETED AND APPENDED TO THE QUOTATION**

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 _____	Insured Values (Replacement Cost) -	
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 _____
<input checked="" type="checkbox"/> Personal Injury	POLICY NUMBER _____
<input checked="" type="checkbox"/> Property Damage including Loss of Use	POLICY PERIOD From _____ to _____
<input checked="" type="checkbox"/> Products and Completed Operations	Limits of Liability (Bodily Injury and Property Damage Inclusive) -
<input checked="" type="checkbox"/> Cross Liability or Severability of Interest	Per Occurrence \$ _____
<input checked="" type="checkbox"/> Employees as Additional Insureds	Aggregate \$ _____
<input checked="" type="checkbox"/> Blanket Contractual Liability	All Risk Tenants' Legal Liability \$ _____
<input checked="" type="checkbox"/> Non-Owned Auto Liability	Deductible Per Occurrence \$ _____

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

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

**6.  UMBRELLA OR  EXCESS LIABILITY INSURANCE**

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

**7. PROFESSIONAL LIABILITY INSURANCE**

INSURER _____	Limits of Liability
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 _____	Limits of Liability
INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Deductible Per Loss \$ _____

TYPE OF INSURANCE _____	Limits of Liability
INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____

POLICY PERIOD From _____ to _____	Deductible Per Loss \$ _____
-----------------------------------	------------------------------

SIGNED BY THE INSURER OR ITS AUTHORIZED REPRESENTATIVE \_\_\_\_\_

Dated \_\_\_\_\_

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

\_\_\_\_\_

APPENDIX 3 - 2  
UNDERTAKING OF INSURANCE  
TO BE COMPLETED AND APPENDED TO THE QUOTATION

To: CITY OF VANCOUVER

Re: SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS

Dear Sirs:

We, the undersigned have completed, signed and attached the "Certificate of Existing Insurance" enclosed with this undertaking and now also do hereby undertake and agree that if

\_\_\_\_\_ (the "Proponent") is awarded a Contract, we will insure the Supplier in accordance with the requirements of the Contract, the form of which is included in the RFQ Documents and will form part of the Contract Documents.

Dated at \_\_\_\_\_, British Columbia, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

By (name): \_\_\_\_\_

Title: \_\_\_\_\_

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

Full Corporate Name of Insurer:

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

**GENERAL CERTIFICATE OF INSURANCE  
(TO BE COMPLETED AND SUBMITTED UPON AWARD)**

Section 8 b) – City staff to select the required # of days Written Notice before sending the certificate out for completion  
 Section 2 through 8 – to be completed and executed by the Insurer or its Authorized Representative

1. **THIS CERTIFICATE IS ISSUED TO:** City of Vancouver, 453 W 12<sup>th</sup> Avenue, Vancouver, BC, V5Y 1V4  
*and certifies that the insurance policies as listed herein have been issued to the Named Insured(s) and are in full force and effect as of the effective date of the agreement described below.*
  
2. **NAMED INSURED:** *[must be the same name as the Permittee/Licensee or Party(ies) to Contract and is/are either an individual(s) or a legally incorporated company(ies)]*

**MAILING ADDRESS:** \_\_\_\_\_

**LOCATION ADDRESS:** \_\_\_\_\_

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

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

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

**INSURED VALUES: (Replacement Cost)**

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

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

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

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

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

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

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

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

Including the following extensions:

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

Personal Injury

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

Products and Completed Operations

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

Cross Liability or Severability of Interest

Employees as Additional Insureds

Blanket Contractual Liability

Non-Owned Auto Liability

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

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

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

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

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

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

**LIMITS OF LIABILITY:**

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

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

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

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

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

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

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

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

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

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

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

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

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

8. **POLICY PROVISIONS:**

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

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

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

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

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

# SAMPLE SUPPLY AGREEMENT

BETWEEN:

**SUPPLIER NAME**

AND:

**CITY OF VANCOUVER**

RELATING TO SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS

RFQ PS20220038

DATED <☞>

SUPPLY AGREEMENT

THIS AGREEMENT is made as of < >

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 < >;

AND WHEREAS the City wishes to procure the supply and delivery of PVC pipe and fittings service 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.

Contents

**ARTICLE 1 INTERPRETATION..... 6**

1.1 Definitions ..... 6

1.2 Headings ..... 11

1.3 Extended Meanings ..... 11

1.4 Schedules ..... 12

**ARTICLE 2 EFFECTIVENESS..... 13**

2.1 Effective Date ..... 13

2.2 Term ..... 13

**ARTICLE 3 SUPPLY; GENERAL TERMS ..... 13**

3.1 Supply ..... 13

3.2 Application to Prior Acts ..... 14

3.3 Sufficiency and Competence of Personnel ..... 14

3.4 Design Review - intentionally deleted ..... 14

3.5 Standards and Requirements ..... 14

3.6 Consents ..... 15

3.7 Warranties ..... 15

3.8 Relationship Between the Parties ..... 15

3.9 Variations Requested by the City ..... 16

3.10 Tests; Defects and Acceptance ..... 16

3.11 Title and Risk ..... 17

3.12 Living Wage - intentionally deleted ..... 18

**ARTICLE 4 PREFERRED SUPPLIERS..... 18**

4.1 Procurement of Supplies ..... 18

4.2 Information Concerning Alternative Suppliers ..... 18

4.3 Use of Alternative Suppliers ..... 18

**ARTICLE 5 CONTRACT MANAGERS ..... 19**

5.1 City’s Managers ..... 19

5.2 Supplier’s Managers..... 19

5.3 Designation of New Managers..... 19

**ARTICLE 6 SUPPLIERS’ WARRANTIES AND COVENANTS ..... 20**

6.1 General Representations and Warranties ..... 20

6.2 General Health and Safety-Related Acknowledgements and Covenants..... 20

6.3 Covenants Regarding Violations of Health and Safety Requirements ..... 21

6.4 Covenants Regarding the Environment ..... 21

6.5 Further Covenants Regarding the Sites..... 22

6.6 Covenants Against Encumbrances ..... 22

6.7 Absence of Conflicts of Interest..... 23

**ARTICLE 7 PERSONNEL..... 23**

7.1 Separate Personnel ..... 23

7.2 Changes in Personnel..... 24

7.3 Key Project Personnel ..... 24

**ARTICLE 8 REPORTING..... 25**

8.1 Progress Reports..... 25

8.2	Assistance regarding Reporting Requirements .....	25
8.3	Other Reports .....	25
<b>ARTICLE 9</b>	<b>PAYMENT; AUDITS .....</b>	<b>25</b>
9.1	Payment to the Supplier .....	25
9.2	Purchase Orders; Content of Invoices .....	26
9.3	Procedure for Invoices .....	27
9.4	Currency of Payment .....	27
9.5	Contested Claims for Payment .....	27
9.6	Audits .....	27
9.7	Set Off .....	28
<b>ARTICLE 10</b>	<b>CERTAIN ADDITIONAL OBLIGATIONS OF THE CITY .....</b>	<b>28</b>
10.1	Scheduled Items .....	28
10.2	Other Information .....	28
10.3	Decisions in Writing .....	28
10.4	Access to the Site .....	28
<b>ARTICLE 11</b>	<b>LIABILITY AND INSURANCE.....</b>	<b>28</b>
11.1	Covenants of Indemnification by the Supplier .....	28
11.2	Contamination of Lands .....	30
11.3	Conduct of Claims .....	30
11.4	Insurance .....	32
<b>ARTICLE 12</b>	<b>FORCE MAJEURE; TERMINATION.....</b>	<b>33</b>
12.1	Force Majeure .....	33
12.2	City Suspension and Termination Rights .....	34
12.3	Supplier Termination Rights.....	35
12.4	Consequences of Termination .....	35
12.5	Other Surviving Rights and Liabilities of Parties .....	36
<b>ARTICLE 13</b>	<b>ASSIGNMENT AND SUBCONTRACTING .....</b>	<b>36</b>
13.1	Assignment.....	36
13.2	Subcontracting .....	36
<b>ARTICLE 14</b>	<b>INTELLECTUAL PROPERTY .....</b>	<b>37</b>
<b>ARTICLE 15</b>	<b>PRIVACY; CONFIDENTIALITY .....</b>	<b>37</b>
15.1	Freedom of Information and Protection of Privacy Act .....	37
15.2	No Promotion.....	37
15.3	Confidentiality Obligations .....	37
15.4	Disclosure to Representatives .....	37
15.5	Disclosures Required by Law .....	37
15.6	Other Disclosures by the City .....	38
15.7	Interpretation; Enforcement and Survival .....	38
<b>ARTICLE 16</b>	<b>TAXES.....</b>	<b>38</b>
16.1	Taxes for Own Accounts .....	38
16.2	Withholding Taxes.....	38
<b>ARTICLE 17</b>	<b>DISPUTE RESOLUTION.....</b>	<b>39</b>
17.1	Optional Procedure .....	39
17.2	Arbitration .....	39
<b>ARTICLE 18</b>	<b>MISCELLANEOUS.....</b>	<b>39</b>
18.1	Time of the Essence .....	39

18.2	Costs.....	40
18.3	Benefit of this Agreement .....	40
18.4	Entire Agreement.....	40
18.5	Amendments and Waiver .....	40
18.6	Notices.....	40
18.7	Governing Law and Jurisdiction .....	41
18.8	Further Assurances .....	42
18.9	Severance .....	42
18.10	Counterparts .....	42
18.11	Independent Legal Advice .....	43
18.12	Electronic Execution.....	43
	<b>SCHEDULE A - SCOPE OF SERVICES.....</b>	<b>44</b>
	<b>SCHEDULE B - PRICES FOR SUPPLY .....</b>	<b>45</b>
	<b>SCHEDULE C - ITEMS TO BE PROVIDED BY THE CITY .....</b>	<b>46</b>
	<b>SCHEDULE D - SPECIFIC DELIVERABLES .....</b>	<b>47</b>
	<b>SCHEDULE E - TIME SCHEDULE FOR SUPPLY .....</b>	<b>48</b>
	<b>SCHEDULE F - PREFERRED SUPPLIERS .....</b>	<b>49</b>
	<b>SCHEDULE G - PROJECT BUDGET .....</b>	<b>50</b>
	<b>SCHEDULE H - CITY POLICIES .....</b>	<b>51</b>
	<b>SCHEDULE I - KEY PROJECT PERSONNEL .....</b>	<b>52</b>
	<b>SCHEDULE J - INSURANCE CERTIFICATES .....</b>	<b>53</b>
	<b>SCHEDULE K - REQUEST OF PROPOSALS .....</b>	<b>54</b>
	<b>SCHEDULE L - SUBMITTED QUOTATION .....</b>	<b>55</b>



REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT

---

**ARTICLE 1  
INTERPRETATION**

**1.1 Definitions**

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

- (a) **“Agreement”** means this agreement, including the schedules hereto, and all amendments made hereto or thereto by written agreement between the Supplier and the City;
- (b) **“Background IP”** intentionally deleted;
- (c) **“Business Day”** means a day on which banks are open for business in Vancouver, British Columbia, except a Saturday, Sunday or statutory holiday;
- (d) **“Change in Control”** means an occurrence whereby a person (or persons acting in concert) acquires control of the relevant entity;
- (e) **“City Policies”** means any or all (as the context requires) of those procedures, standards and/or standard specifications, requirements, policies and the like listed in Schedule 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);
- (f) **“City’s Manager”** means a manager who at the relevant time carries such designation from the City under, or in accordance with, ARTICLE 5;
- (g) **“Competent Authority”** means:
  - (i) any multinational, federal, provincial, state, regional, municipal, local or other government or governmental body and any ministry, department, division, bureau, agent, agency, commission, board or authority of any government or governmental body, domestic or foreign;
  - (ii) any domestic, foreign or international judicial, quasi-judicial or administrative court, tribunal, commission, board, panel, arbitrator or arbitral body acting under the authority of any of the foregoing; or
  - (iii) any quasi-governmental or private body exercising any statutory, regulatory, expropriation or taxing authority under the authority of any of the foregoing;
- (h) **“Confidential Information”** means all or any confidential information (however recorded or preserved) disclosed before, on or after the date of this Agreement by either Party or any of its Representatives to the other Party or its Representatives in connection with this Agreement, concerning:
  - (i) this Agreement; or

**REQUEST FOR QUOTATIONS NO. PS20220038**  
**SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS**  
**APPENDIX 4 - FORM OF AGREEMENT**

---

- (ii) the affairs, operations, processes, know-how, suppliers, plans or intentions of the disclosing Party or of any member of the disclosing Party's Group, including, without limitation, any information which is not generally known to the public or which has been specifically identified as confidential or proprietary by the disclosing Party,

but does not include:

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

**REQUEST FOR QUOTATIONS NO. PS20220038**  
**SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS**  
**APPENDIX 4 - FORM OF AGREEMENT**

---

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;

- (m) **“Effective Date”** has the meaning ascribed to such term in Section 2.1;
- (n) **“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;
- (o) **“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.
- (p) **“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;
- (q) **“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;

**REQUEST FOR QUOTATIONS NO. PS20220038**  
**SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS**  
**APPENDIX 4 - FORM OF AGREEMENT**

---

- (r) **“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.
- (s) **“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;
- (t) **“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;
- (u) **“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;
- (v) **“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;
- (w) **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;
- (x) **“Parties”** means the City and the Supplier and **“Party”** means one of them or either of them, as the context requires;

**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

- (y) **“Permitted Purpose”** has the meaning ascribed thereto in Section 15.3;
- (z) **“Preferred Supplier”** means a person named in Schedule F;
- (aa) **“Proposal”** means the Supplier’s proposal dated \_\_\_\_, submitted by the Supplier to the City in response to the RFQ;
- (bb) **“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;
- (cc) **“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;
- (dd) **“RFQ”** means the City’s Request for Quotation number PS20220038;
- (ee) **“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.
- (ff) **“Sales Tax”** has the meaning ascribed to such term in Section 16.1;
- (gg) **“Site”** means **each of the City worksites and other places at which any part of the Supply shall be performed.**
- (hh) **“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;
- (ii) **“Supplier’s Manager”** means a manager who at the relevant time carries such designation from the Supplier under, or in accordance with, ARTICLE 5;
- (jj) **“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;
- (kk) **“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,

**REQUEST FOR QUOTATIONS NO. PS20220038**  
**SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS**  
**APPENDIX 4 - FORM OF AGREEMENT**

---

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;
- (ll) **“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;
- (mm) **“Variation”** has the meaning ascribed to such term in Section 3.9(a); and
- (nn) **“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

**REQUEST FOR QUOTATIONS NO. PS20220038**  
**SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS**  
**APPENDIX 4 - FORM OF AGREEMENT**

---

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 - Insurance Certificates
- Schedule K - Request of Proposals
- Schedule L - Submitted Proposal

**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

**ARTICLE 2  
EFFECTIVENESS**

**2.1 Effective Date**

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

**2.2 Term**

- (a) Unless earlier terminated pursuant to ARTICLE 12 and subject to the below Section 2.2 (b), this Agreement shall terminate on the first 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 four successive one-year periods following the first 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.



**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

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

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

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

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

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

**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

**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 xx 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.

**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

**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 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.

**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

- (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.

**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 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 the completion of the Supply to the satisfaction of the City.

**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

**3.12 Living Wage - intentionally deleted**

**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;

**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

- (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.

REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT

---

**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 < > duly organized, validly existing and in good standing under the laws of < > 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;

**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

- (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;



**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

- (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

**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

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.
- (b) Neither the City nor the Supplier shall, and the Supplier shall ensure that none of its Representatives or Subcontractors shall, induce any employee of the other, who may work in connection with the Supply, to leave his or her current employer, and neither of them shall, and the Supplier shall ensure that none of its Representatives or Subcontractors shall, employ or make an offer of employment to any such employee of the other during the term of this Agreement or the period of 365 days after the termination of this Agreement without the express prior approval in writing of the employee's current employer.
- (c) If any persons are brought by the Supplier into Canada for purposes of the Supply, the Supplier shall be responsible for all immigration matters, and for the expatriation and

**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

repatriation of such personnel, and the costs of the same shall be deemed included in the Contract Price.

## **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.

**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

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

**8.2 Assistance regarding Reporting Requirements**

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

**8.3 Other Reports**

- (a) The Supplier shall provide any additional reports and information regarding the Supply or the Site reasonably requested by the City at any time.

**ARTICLE 9  
PAYMENT; AUDITS**

**9.1 Payment to the Supplier**

- (a) Subject to ARTICLE 12 and Section 9.3, the City shall pay the Supplier for the Supply in accordance with Schedule B (Prices for Supply), following the receipt of invoices prepared and delivered in accordance with Section 9.2(b) and Section 9.3.
- (b) Notwithstanding any other provision hereof, prior to making any payment under this Agreement, the City shall determine whether the *Builders Lien Act* (British Columbia) applies to this Agreement and, if so:
  - (i) payments made under this Agreement shall be subject to ten percent withholding, in the form of a lien holdback, to be held by the City in accordance with the provisions of the statute; and
  - (ii) the lien holdback shall be released by the City 56 days after the issuance of a certificate of completion in conformity with the *Builders Lien Act* (British Columbia) in relation to the Supply if no liens then exist.
- (c) If any lien claim based on the provisions of the *Builders Lien Act* (British Columbia) relating directly or indirectly to this Agreement exists at any time, the Supplier agrees to immediately take all steps and do all things necessary or required to remove, cancel and dismiss such lien and until such lien is removed, cancelled or dismissed (as appropriate, to the satisfaction of the City), or all further payments under this Agreement may be withheld by the City or, at the discretion of the City, amounts payable

**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

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.

**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

**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

**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

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,

**REQUEST FOR QUOTATIONS NO. PS20220038**  
**SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS**  
**APPENDIX 4 - FORM OF AGREEMENT**

---

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



**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

- (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):

**REQUEST FOR QUOTATIONS NO. PS20220038**  
**SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS**  
**APPENDIX 4 - FORM OF AGREEMENT**

---

- (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

**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

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, sudden & accidental pollution, 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

**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

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;

**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

- (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

**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

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 sixty (60) 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 45 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 90 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;

**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

- (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 \$500, 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.

**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

- (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



**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

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.

**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

- (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.

**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

**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: <>

**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

Email: <[redacted]>

(ii) if to the City:

**City of Vancouver**  
<[redacted] Department>  
453 West 12<sup>th</sup> Avenue  
Vancouver, BC V5Y 1V4

Attention: <[redacted]>

Facsimile: <[redacted]>

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

**REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT**

---

- (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.

REQUEST FOR QUOTATIONS NO. PS20220038  
SUPPLY AND DELIVERY OF PVC PIPE AND FITTINGS  
APPENDIX 4 - FORM OF AGREEMENT

---

**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 SERVICES**

**To be included upon award**

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

SAMPLE

**SCHEDULE B -  
PRICES FOR SUPPLY**

**1.0 Prices**

- 1.1 Prices are quoted in Canadian currency.
- 1.2 The quantity stated in Table 1 below is the City's best estimate of its requirements. Actual quantities may vary.
- 1.3 Prices are fixed for the initial 6 months period commencing on the Effective Date.
- 1.4 Pricing adjustment mechanism as stated here, including the cost structure information, the % of each cost element, and the industry link that will be referenced to determine the benchmark pricing for the associated cost element under the cost structure, will be used to determine the pricing adjustment throughout the term of the Agreement.
- 1.5 The Supplier represents and warrants committing the prices, as well as other terms and conditions as described in Schedule B. Failure to commit the prices and other associated terms and conditions as described in Schedule B would be considered as Supplier performance concerns that could be taken into consideration during evaluation for any future proposal submissions from the Supplier.
- 1.6 Prices are DDP destination (incoterms 2010) and include all taxes (excluding GST and PST, except where expressly requested to be included) all freight, import duties, brokerage fees, royalties, handling, overhead, profit and all other expenses or costs of any kind whatsoever necessary for or incidental to the supply and delivery of the specified items.
- 1.7 Prices include off-loading or driver assistance for the off-loading of products.

**Table 1 - PRICES AND QUANTITIES**

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



SCHEDULE C -  
ITEMS TO BE PROVIDED BY THE CITY

None

SAMPLE

**SCHEDULE D -  
SPECIFIC DELIVERABLES**

None

SAMPLE

**SCHEDULE E -  
TIME SCHEDULE FOR SUPPLY**

None

SAMPLE

**SCHEDULE F -  
PREFERRED SUPPLIERS**

Include details upon award if applicable

SAMPLE

**SCHEDULE G -  
PROJECT BUDGET**

**None**

SAMPLE

**SCHEDULE H -  
CITY POLICIES**

The City's Supplier Code of Conduct referred to on Section 2.0 under Instructions to Vendor of the RFQ

SAMPLE

**SCHEDULE I -  
KEY PROJECT PERSONNEL**

To be included upon award

SAMPLE

**SCHEDULE J -  
INSURANCE CERTIFICATES**

**Attached upon award**

SAMPLE



**SCHEDULE K -  
REQUEST OF PROPOSALS**

**Not attached but incorporated by reference**

SAMPLE

**SCHEDULE L -  
SUBMITTED QUOTATION**

**Not attached but incorporated by reference**