



Contract 3875Q

**RENOVATION OF OLD RCMP AREA AND CHANGE ROOM AT SOUTH ARM
COMMUNITY CENTRE**

Bidders are requested to respond to this Quotation call as instructed subject to the provisions contained herein.

Name of Bidder: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Telephone No: _____ Fax No.: _____

E-mail: _____

Contact Person: _____

Title: _____

Table of Contents

Cover Page	1
Table of Contents	2
Instructions to Bidders	3
Quotation Form	6
Quotation Annexures comprising of:	
– Undertaking of Liability Insurance	7
– List of Previous Contracts	8
– List of Subcontractors	9
– List of Equipment	10
List of Drawings	11
Specifications	12
Environmental Terms and Conditions of Contract	13
General Conditions of the Contract	GC1-GC7
Notice of No Bid	

Instructions to Bidders

1. Four (4) quotations, plainly marked on the envelope:

CONTRACT 3875Q - RENOVATION OF OLD RCMP AREA AND CHANGE ROOM AT SOUTH ARM COMMUNITY CENTRE

will be received at the Information Counter, Main Floor, Richmond City Hall, addressed to the Purchasing Section, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, until 12:00 noon, Local time:

Thursday, February 25, 2010

2. Quotations received in the office of the Purchasing Section after the above-mentioned time and date will be returned unopened.
3. Quotations must be submitted on the attached Forms and be authorized by a signing officer of the Bidder's company. The entire Request for Quotation must be returned to the City.
4. This Document with completed Forms will become part of the Contract Documents between the City and the successful Bidder.
5. The City reserves the right to accept all or any part of a quotation or to waive irregularities at their own discretion. The lowest or any quotation will not necessarily be accepted.
6. In accordance with the City's Procurement Policy 3104, award of bids shall be based on:
 - (i) The lowest total cost of acquisition,
 - (ii) Experience of the bidder,
 - (iii) Bidder's references of performance on previous similar contracts,
 - (iv) The bidder's financial resources,
 - (v) Bidder's capability of supervision, staffing and use of subcontractors,
 - (vi) Bidder's ability to meet City specifications and performance criteria,
 - (vii) Any additional evaluation criteria stated in the contract document.
7. Proprietary names, unless otherwise stated, are used solely to establish standards of materials and finish. Items of other manufacture may be accepted as equal to those specified, at the discretion of the City.

Instructions to Bidders (Cont'd)

8. The City of Richmond estimates that this contract will be awarded within three (3) weeks of the closing date. All bidders submitting Quotations for the Project will be advised as to the outcome. Please note that Bid results for those contracts posted on the City Web Site and/or BC Bid will be listed on BC Bid within two (2) weeks of the award of Contract.
9. Prices, in Canadian currency, shall be shown for the work specified and shall include all wages and benefits for those personnel engaged on this contract, expenditures for materials, equipment, travel expenses, assessments for Workers' Compensation, Unemployment Insurance, Canada Pension Plan or any similar statute, costs of subcontracts, insurance premiums, bonds, royalties, permits and licences, taxes, tariffs and duties, overhead, profit, and all other expenditures in connection with the work.
10. The contractor will be required to Indemnify and Insure the City as shown in the General Conditions of the Contract.

Bidders shall have the Undertaking of Liability Insurance Form Letter L1-1 (attached) completed and submitted with their Quotation.

All policies and certificates shall be submitted to the Purchasing Section before a contract is issued to carry out the work.

11. Bidders shall examine the contract documents and visit the site of the work to understand the contract requirements of the project. The City will not make allowances for the contractor's failure to make proper site investigation.
12. **Note:** There will be a site visit conducted on Thursday Feb. 18, 2010 at 9:00 am with sign-in attendance forms. Potential Bidders are asked to meet at the site, at the South Arm Community Centre old RCMP Community Police Office (west side of the building), 8880 Williams Road, in the City of Richmond. The City **strongly encourages** all potential Bidders to attend this tour. No other tours will be organised or arranged for this project.
13. Each Bidder shall state on the lists provided to be submitted as part of his quotation, information regarding their previous contracts, subcontractors and equipment that he proposes to use to carry out this contract to completion. It is the intention of the City not to award the contract to any Bidder who does not furnish satisfactory evidence that he has the ability and experience to perform the various works covered under this Contract, and that he has sufficient capital and plant to enable him to execute the said works successfully, and to the satisfaction of the City, and to complete and deliver said works as quoted in his Quotation.
14. Inquires during submission of Quotation should be directed as follows:

Instructions to Bidders (Cont'd)

Purchasing

Sumita Dosanjh

Buyer II - Contracting Specialist

Purchasing Section

City of Richmond

Telephone: 604-276-4097

E-mail: purchasing@richmond.ca

15. Quotations may be withdrawn by written notice only, provided such notice is received at the office of the City's Purchasing Section prior to the time / date set as the closing time for receiving Quotations.
16. Quotations shall be open for acceptance for 60 days following the submission closing date.
17. Bidders are advised that submissions of quotes shall be in compliance to the Freedom of Information and Privacy Act.
18. Any interpretation of, additions to, deletions from, or any other corrections to the Contract documents, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential bidders to check with the City of Richmond's Website and/or BC Bid to ensure that all available information has been received prior to submitting a bid.
19. The City, it's agents and employer shall not be responsible for any information given by way of verbal communication.
20. Except as expressly and specifically permitted in these Instructions to Bidders, no bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFQ, and by submitting a quotation each bidder shall be deemed to have agreed that it has no claim.

Quotation Form

Purchasing Section
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

The undersigned Bidder, having carefully read and examined the Instructions to Bidders, Undertaking of Liability Insurance, Quotation Form, Quotation Annexures, General Conditions of Contract, Specifications and Drawings, and having full knowledge of the work required, does hereby offer to provide all necessary materials in strict accordance with the Specifications and to do all therein called for on the terms and conditions and under the provisions therein set forth at the:

LUMP SUM TOTAL QUOTED PRICE OF \$ _____

PAYMENT TERMS _____ **EARLY PAYMENT TERMS** _____

The above price includes and covers duties, Federal, (including G.S.T.), Provincial Taxes, handling and transportation charges, and all other charges incidental to and forming part of this Quotation.

The undersigned Bidder agrees to complete the whole of the works within _____ weeks of acceptance.

Name of Bidder: _____

Address: _____

Telephone No: _____

Name, Signature, and
Title of Signing Officer: _____

Date: _____

E-mail: _____

Web Address: _____

Undertaking of Liability Insurance

(To be submitted with Quotation)

City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Dear Sirs:

We, the undersigned (insert insurance company's name) _____ do hereby undertake and agree to insure the Contractor in the amount of \$5,000,000.00 as outlined in the attached "General Conditions of the Contract" and agree to:

- a. Name the City of Richmond, its officers, officials, agents, and employees as additional insured in connection with the work being proposed by the Contractor.
- b. State that such policy applies to each insured in the same manner and to the same extent as if separate policy had been issued to each insured named in the policy.
- c. State that the policy cannot be cancelled, lapsed, or materially changed without at least 30 days written notice of cancellation delivered to the City Clerk of the City of Richmond at 6911 No. 3 Road, Richmond, BC V6Y 2C1.
- d. State that coverage provided by such insurance shall protect the Contractor and the City of Richmond during the performance of the works and services specified in the attached Form of Quotation and specifically that the insurance required by such Quotation shall be consistent with the requirements therein.

if the Contract is awarded to (insert bidder's name) _____

EXCEPTIONS:

Dated at _____, British Columbia, this _____ day of _____, 2010.

BY: _____ TITLE: _____

This form must be signed by the Insurance Company or an authorized Broker on behalf of the Insurance Company.

A SEPARATE FORM MUST BE SIGNED FOR EACH POLICY IF MORE THAN ONE POLICY.

List of Previous Contracts

The Bidder has recently undertaken and completed the Contracts described following and authorizes the City of Richmond to inquire as to the nature of the Bidders performance on these contracts.

YEAR	PROJECT TITLE	OWNER PHONE # CONTACT	SCOPE	BUDGET		SCHEDULE		ROLE OF KEY STAFF MEMBERS	OTHER RELEVANT INFO
				Original	Actual	Proposed	Actual		

(If additional space is required, attach additional)

List of Drawings

Drawing No.	Sheet No.	Title
1	1 of 3	SACC Existing Women's Change Room
2	2 of 3	SACC Existing Women's Change Room
3	3 of 3	SACC Existing Women's Change Room
4	1 of 2	Old RCMP Police Office
5	2 of 2	Old RCMP Police Office
9142-R1	7 pages total	PEC Environmental Consultants Asbestos Survey of SACC dated April 14, 2009

(If additional space is required, attach additional)

Specifications

Location of Work

South Arm Community Centre
8880 Williams Road
Richmond, BC V7A 1G6

Scope of Work

The City of Richmond requires a General Contractor for renovations to the South Arm Community Centre old RCMP Police Office and the old women's change room area. The General Contractor shall:

1.) Supply and install all labour and material per Tembo Design drawings identified on Page 11 List of Drawings and attached to this Request for Quote.

Where not explicitly detailed, it is implied that all workmanship shall adhere to industry best practices.

Details

Details are provided in attached Architectural Drawings:

Special Instructions:

1.) Asbestos removal: Allow for hazardous material abatement including drywall removal from women's change room areas and exterior block wall containing vermiculite (i.e. at window opening).

2.) The General Contractor shall engage the City of Richmond HVAC Contractor and provide for a \$ 15,000 cash allowance to complete HVAC related work:

AIRON HEATING AND AIR CONDITIONING

Contact: DAVE WRIGHT

Telephone: (604)-270-2040

Email: dwairon@telus.net

3.) The General Contractor shall engage the City of Richmond Security Contractor and provide for a \$ 10,000 cash allowance to complete security related work:

SAFE & SOUND SECURITY SYSTEMS

Contact: DOUG FRASER

Telephone: (604) 519-7233

Email: doug.fraser@safesoundsecurity.com

4.) The General Contractor shall include the following items:

- Upgrade to R-40 Ceiling insulation.
- Allow for an acoustical tile ceiling system complete with 30 light fixtures as per fixture specification noted per Women's Washroom Reflected Ceiling Plan. Provide unit pricing for additional ceiling fixtures.
- Allow for removal of all window films and glass cleanup.

5.) The General Contractor shall allow for 5 data/telephone drops in the old RCMP area and 4 data/telephone drops in the Women's Change Room Area

6.) The General Contractor shall coordinate with any contractors working on the existing Skylight work (including roofing and reframing 2x8 @ 16 o/c).

7.) The City Of Richmond will obtain and provide a building permit. All other permits including plumbing, electrical, abatement, etc. shall be obtained by the General Contractor.

Hours of Work:

Standard daytime business hours of 8:00 am through 5:00 pm shall apply. All overtime work shall be at the General Contractor's discretion and expense unless the City of Richmond has pre-approved in writing.

General Notes:

The General Contractor shall ensure that:

- 1.) Trades are responsible for their own daily and final clean up and garbage removal including disposal.
- 2.) Trades are responsible for cartage and hoisting of their construction materials applicable to their scope of work.
- 3.) Trades view Drawings and Specifications, as cross referencing of drawings may be helpful and/or necessary. A complete set shall be made available for viewing at the office of the General Contractor.

Optional work:

Bidders are asked to provide standalone pricing separate from the bid price for the following:

- 1.) Include for replacement of existing cabinet boxes in the old RCMP area.
- 2.) Remove existing single pane glazing and provide tempered glazing to office wall (note: plexiglass curved window to be protected during construction and reused). Provide optional pricing for 42" high Pony wall with glazing above in lieu of tempered glazing
- 3.) Reskin exterior awning with minimum 16 oz. c/w 5 year warranty awning fabric.
- 4.) Provide alternate pricing to disconnect radiant electric floor heating, fill void space and provide flooring over same

Construction Dates:

The General Contractor shall provide schedule adhering to the following:

- 1.) Construction mobilization and start date: Monday, March 1, 2010
- 2.) Construction completion date: Friday May 3, 2010.
- 3.) Site handover date: Monday, May 6, 2010.

Project Budget:

The approximate value of the construction contract will be \$200,000.

Environmental Terms and Conditions of Contract

1.0 Environmental Policy Requirements

1.1 The City of Richmond's Environmental Purchasing Policy

The City of Richmond's Environmental Purchasing Policy states:

In order to increase the development and awareness of environmentally sound products and services, City of Richmond staff will review their contracts and tender specifications for goods and services, to ensure that wherever possible and economically feasible, specifications are amended to provide for consideration of environmental characteristics. Consideration may be given to those environmental products that are certified by an independent accredited organization.

The City of Richmond as a whole will endeavour to increase its use of products and services that are more responsible to the environment in the way they are made, used, transported, stored and packaged and disposed of. It is recognized that analysis is required in order to ensure that the products are made available at competitive prices, and that the environmental benefits provided by a product or service should not significantly affect the intended use of that product or service.

- 1.1.1 The City of Richmond reserves the right to request information from bidders that will demonstrate compliance to this environmental purchasing policy.
- 1.1.2 Bidders are asked to supply information on environmentally preferable products and services that meet all specifications and performance requirements.
- 1.1.3 Placing the City of Richmond in breach of its environmental policy or environmental laws will result in the termination or suspension of an agreement, at the sole discretion of the City.

1.2 Environmental attributes of company

- 1.2.1 It is desirable that suppliers to the City of Richmond have an environmental policy statement approved at the executive level and implemented across the company.
- 1.2.2 Suppliers who have pursued environmental certification such as ISO 14001 should include this information with their bid. The ISO 14000 Series is a set of international standards for voluntary environmental management for both private and public organizations. It is designed to

promote environmental compliance, ensure a commitment to pollution prevention, and foster continual improvement of environmental performance through efficient environmental management.

- 1.2.3 The City of Richmond strictly subscribes to an environmental policy that requires all suppliers to be in compliance with all environmental laws and regulations regarding the manufacture, processing, handling, provision, disposal and waste management of goods and services.

1.3 Environmental purchasing resources

- 1.3.1 The City of Richmond Environmental Purchasing Guide is available from the City of Richmond Web site.

General Conditions of the Contract

1. Definitions

The two parties to the Contract/Purchase Order are the Contractor and the City, defined as follows:

The Contractor: The successful bidder for the work upon receipt of a purchase order and/or written acceptance of his Quotation from the City.

The City: City of Richmond.

Acceptance of the City of Richmond's Purchase order deems acceptance of all conditions of the supply and installation contract.

2. Work to Satisfaction of City

The whole of the works and the manner of performing this Contract shall be done to the entire satisfaction and approval of the City, and it shall be the sole judge of the work and materials in respect of both quality and quantity, and its decision with regard to work or materials, or as to the meaning and intention of this Contract, or any part or parts thereof, shall be binding and final upon the Contractor.

3. Work to be in Conformity with Contract Documents and Drawings

All work shall be done in strict conformity with the Contract Documents and drawings which form a part of the Contract. The intent of the contract documents is to include all labour, materials, equipment, services, supplies and all the things necessary for the proper and complete execution of the work.

4. Permits

The Contractor shall comply with all codes, laws, regulations, and ordinances which concern the work, and unless otherwise provided herein shall obtain and pay for all applicable permits, licences, and certificates.

5. Use of Premises

The Contractor shall confine the use of the premises for his work as directed by the City and shall comply with regulations which govern the building or institution where the work is located.

At the conclusion of the work, the Contractor shall clean up and remove all debris and rubbish to the satisfaction of the City.

General Conditions of the Contract (Cont'd)**6. Light, Power, and Heat**

The City's supply of electrical energy will be available to the Contractor without charge.

The City's supply of water will be available to the Contractor without charge.

The Contractor, upon completion of the work, shall remove temporary connections and extension of services, leaving the existing structures and services undamaged.

7. Warranty

Unless otherwise specified, the Contractor warrants that only the best workmanship and materials will be employed and if, within a period of one (1) year from the date of acceptance of the work by the City, such work or supplies or any portion thereof are found by the City to be defective or faulty due to imperfect or bad workmanship or material, the Contractor agrees to replace such defective supplies and correct such defective work forthwith without expense to the City.

8. Liens

The Contractor shall fully indemnify the City from and against any and all liability or expenses by way of legal costs or otherwise in respect of any claim which may be made for a lien or charge at law or inequity or to any claim or liability under the Builders Lien Act, or to any attachment for debt, garnishee process, or otherwise.

9. Patent Fees

The Contractor shall pay all royalties and licence fees and shall save the City harmless from loss on account of suits or claims of infringement of patents in the doing of the work.

10. Default

- (a) The City may, by notice of default to the Contractor, terminate the whole or any part of this Contract if the Contractor fails to perform any provision of this Contract within the time specified or to perform any other provision of this contract.
- (b) In the event the City terminates this Contract in whole or in part as provided in clause (a), the City may procure supplies or services similar to those so terminated, and the Contractor shall be liable to the City for any excess costs for such similar supplies or services.

General Conditions of the Contract (Cont'd)

(c) The Contractor shall not be liable for any excess costs under clause (b) if failure to perform the Contract arises by reason of strikes, lockouts, acts of God, or acts of the City.

11. Taxes

Unless otherwise provided herein, the Contractor shall pay all government sales or excise taxes in force at the date of the Agreement, provided that any increase or decrease in such taxes shall increase or decrease the amount due under the Contract accordingly. Invoices shall show the appropriate amounts for Goods and Services Taxes and Provincial Sales Taxes separately.

12. Laws

The laws of British Columbia shall govern the work.

Time

Time shall be the essence in this Contract.

13. Assignment

Neither party to the Contract shall assign the Contract without the written consent of the other.

14. Notices

Any notice required to be given in this Contract shall be deemed to be duly given to the City if sent by registered mail addressed to the City's Purchasing and Risk Manager at Richmond "City Hall, 6911 No. 3 Road, Richmond, BC V6Y 2C1" and to the Contractor if sent by registered mail addressed to the Contractor at the address set forth in the Quotation.

15. Inquiries

Contractor's inquiries to the City during construction should be directed to the following:

Daniel Kolb, M.A. Sc, P. Eng.
Project Coordinator
Project Development & Facility Management
City of Richmond

Telephone: 604-233-3321
E-mail: dkolb@richmond.ca

General Conditions of the Contract (Cont'd)**16. Settlement of Complaints Re: Work**

If, in the opinion of the Manager Purchasing and Risk, the work is improperly, defectively, or insufficiently performed, or being performed, the Manager Purchasing and Risk may, in writing, order the Contractor to re-execute or correct the work in accordance with such order; and if the Contractor fails to comply with such order within ten working days, the Manager Purchasing and Risk may, at any time thereafter, execute or cause to be executed the order so given, and the Contractor shall, on demand, pay to the City of Richmond, all costs, damages, and expenses incurred in respect thereof or occasioned by reason of the non-compliance by the Contractor with any such orders; and if the Contractor fails to pay such costs, damages, and expenses, the City of Richmond may retain and deduct such costs, damages, and expenses from any amount then or thereafter payable to the Contractor under this Contract.

17. Personnel**17.1 Qualified Personnel**

The Contractor will provide only professional personnel who have the qualifications, experience and capabilities to perform the Work.

17.2 Subcontractors

The Contractor will perform the Work using its own personnel and those subcontractors as may be listed on the Quotation Form and approved by the City, and will bind all approved subcontractors to the terms of the Contract Documents, as applicable to the subcontractors work. The Contractor will be as fully responsible to the City for acts and omissions of subcontractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by the Contractor.

17.3 Replacement of Personnel or Sub-Contractors

If the City reasonably objects to the performance, experience, qualifications or suitability of any of the Contractor's personnel or subcontractors then the Contractor will, on written request from the City, replace such personnel or subcontractors.

17.4 City's Own Forces and Other Contractors

General Conditions of the Contract (Cont'd)

The City may have its own work forces and other contractors on the site while the Work is under way. The City will coordinate the work of all contractors on the site and require their coordination with each other. the Contractor will report to the City and apparent deficiencies in other contractors' work which would affect the Work, immediately after the deficiencies come to the Contractor's attention.

18. Changes in the Work

The City may make changes to the work; the Contract price, and time being adjusted accordingly. Except for emergencies, all changes will be made by written order.

19. Protection

The Contractor shall maintain protection of all his work and materials from damage and shall protect the City's and any adjoining property from injury due to the Contractor's work.

20. Payments

The City shall make progress payments once a month for work completed and materials on the site upon receipt of the Contractor's invoice.

Except for the final payment, the City shall holdback 10% of the amount of progress claims. The City shall pay the holdback 55 days after completion of the work upon receipt of the contractor's written claim for final payment accompanied by a Statutory Declaration stating that the Contractor has discharged every obligation and paid or satisfied every just claim incurred by him in connection to the Contract, including claims by his subcontractors, and upon receipt of clearance from the Workers' Compensation Board.

21. Indemnification and Insurance

The Contractor will indemnify, hold, and save harmless the City from and against all claims, losses, damages, costs, actions, and other proceedings, made, sustained, brought or prosecuted in manner, based upon, occasioned by, attributable to any injury, including death, property damage, infringement, or damage arising from any act or omission of the Contractor, his employees, officers, volunteers, servants, or agents or persons from whom the Contractor has assumed responsibility in the performance or purported performance of this agreement.

The Contractor shall, at his own expense, through the terms of the contract secure, maintain, and pay for the following coverage:

General Conditions of the Contract (Cont'd)

- (a) Comprehensive General Liability Insurance with a limit of not less than \$5,000,000 inclusive per occurrence for bodily injury and property damage and \$5,000,000 for personal injury. The policy or policies shall cover all premises and operations necessary or incidental to the performance of this agreement and include but not necessarily be limited to the following coverage:
1. Contractual liability assumed under this agreement.
 2. Contingent employer's liability with respect to operations of sub-contractors.
 3. Owner's protective liability.
 4. Cross liability.
 5. Automobile liability (non-owned, hired).
 6. Completed operations liability 24 months after completed operations.
 7. Voluntary medical payments.
- (b) "Course of Construction" Property Damage Insurance covering all risks of physical loss or damage on an occurrence basis, including loss of use of property, and including losses or damage from flood or earthquake. The coverage provided shall amount to no less than 80% of the total value of the work done and material delivered to the site, or under the control of the Contractor, payable to the City and Contractor as their interests may appear, and protecting each in such terms as will preclude subrogation claims by the insurer against anyone insured thereunder.

The City, its officers, officials, and employees shall be added as an additional insured on all such policies. All such insurance provided by these policies shall be primary regardless of any insurance or self insurance that may be enforced at the time of any loss or claim that insures the City, its officers, officials, and employees.

The policy or policies shall be underwritten by an insurance company or companies licensed to do business in the Province of British Columbia and who meet with the reasonable approval of the City. Prior to the commencement of the work defined by this agreement, the Contractor shall furnish the City through the Office of the Manager Purchasing and Risk a certified original copy of all such policies as evidence that such insurance is in force. The Contractor agrees that such insurance policies cannot be cancelled, lapsed, or materially changed without at least 30 days' written notice to the City.

Maintenance of such insurance and the performance of the Contractor of his obligations under this clause shall not relieve the Contractor of liability under the indemnification provisions here and above set forth. The foregoing insurance

General Conditions of the Contract (Cont'd)

provisions shall not limit the insurance required by Municipal, Provincial, or Federal law.

It shall be the full responsibility of the Contractor to determine whether any additional insurance coverage is necessary and advisable for its own protection and/or to fulfil its obligations under this Contract. Any such additional insurance shall be provided and maintained by the Contractor its own expense.

It is understood that this agreement is strictly between the Contractor and the City and the Contractor is an independent contractor for the City and no employment relationship, partnership, agency, or joint venture exists between the City, the employees of the Contractor and/or its agents and/or their employees, and/or its Contractors and/or their employees. Any disputes between the Contractor and any of its employees and/or its agents and/or their employees and/or their Contractors and/or their employees shall be resolved by the Contractor with no involvement by the City.

22. Workers' Compensation Board Coverage/Prime Contractor

The Contractor agrees that it shall at its own expense procure and carry or cause to be procured and carried and paid for, full Workers' Compensation Board coverage for itself and all workers, employees, servants and others engaged in or upon any work or service which is the subject of this contract. The Contractor agrees that the City has the unfettered right to set off the amount of the unpaid premiums and assessments for such Workers' Compensation Board coverage against any monies owing by the City to the Contractor. The City shall have the right to withhold payment under this contract until the Workers' Compensation Board premiums, assessments or penalties in respect of work done or service performed in fulfilling this contract had been paid in full.

The Contractor agrees that it is the Prime Contractor for the purposes of the Workers' Compensation Board Occupational Health and Safety Regulations for the Province of British Columbia. The Contractor shall have a safety program acceptable to the Workers' Compensation Board and shall ensure that all Workers' Compensation Board safety rules and regulations are observed during performance of this contract, not only by the Contractor but by all subcontractors, workers, material men and others engaged in the performance of this contract. Prior to commencement of construction, the Contractor shall complete and file a "Construction Notice of Project" with the Workers' Compensation Board and shall provide a copy of the same to the City confirming that the Contractor shall be the Prime Contractor responsible for coordination of safety and health under Part 3 of the Workers Compensation Act and Part 20 of the WCB Occupational Health and Safety Regulations.

The Contractor shall provide the City with the Contractor's Workers' Compensation Board registration number and a letter from the Workers' Compensation Board

General Conditions of the Contract (Cont'd)

confirming that the Contractor is registered in good standing with the Workers' Compensation Board and that all assessments have been paid to the date thereof prior to the City having any obligation to pay monies under this contract. The Contractor shall also provide a signed copy of the Prime Contractor Designation Document.

The Contractor shall indemnify the City and hold harmless the City from all manner of claims, demands, costs, losses, penalties and proceedings arising out of or in any way related to unpaid Workers' Compensation Board assessments owing from any person or corporation engaged in the performance of this contract or arising out of or in any way related to the failure to observe safety rules, regulations and practices of the Workers' Compensation Board, including penalties levied by the Workers' Compensation Board.



Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender No.
3875Q

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |



I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province	Postal Code
	Telephone Number	

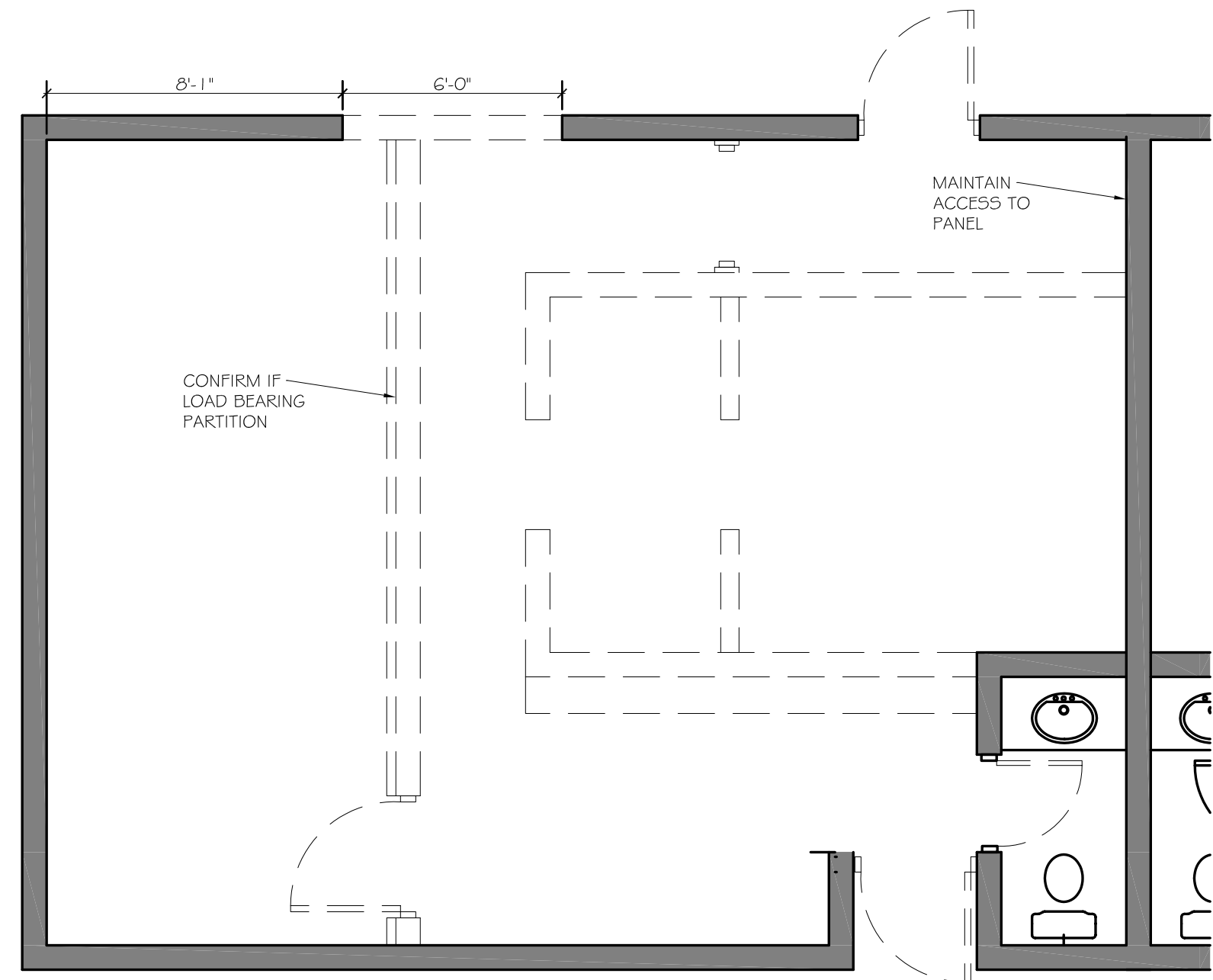
DEMOLITION PROJECT NOTES:

****UCB APPROVED ABATEMENT TO BE COMPLETED BY GENERAL CONTRACTOR****

1. ALL INTERIOR WALLS, ETC., INCLUDING CONCRETE CURBS TO BE REMOVED.
2. ON EXISTING WALLS THAT ARE TO REMAIN, STRAP WITH GWB, USE CHANNELS AS NECESSARY ON WALLS WITH TILE TO MAKE WALL FLUSH, INCLUDING EXISTING WASHROOM. WALLS TO BE PREPARED TO RECEIVE NEW PAINT FINISH.
3. EXISTING WASHROOM: REMOVE ALL FIXTURE ITEMS, ACCESSORIES, MIRROR AND VANITY AND PROVIDE NEW FAUCET AND SOAP DISPENSER TO BE HANDS FREE.
4. REMOVE EXISTING DRYWALL CEILING AND ALL LIGHT FIXTURES THROUGHOUT. (EXCEPT EXISTING WASHROOM) NEW T-BAR CEILING TO BE INSTALLED AT 8'-6" AFF.
5. EXISTING SHOWER FIXTURES TO BE REMOVED AND DISCARDED.
6. REMOVE EXISTING SURFACE MOUNTED ELECTRICAL AND BASE BOARD HEATING UNITS.
7. EXISTING PROVIDE OPENING FOR NEW WINDOW WHERE NOTED IN EXTERIOR WALL. CONSULT STRUCTURAL ENGINEER FOR HEADER SUPPORT DETAIL.
8. CROSS REFERENCE THIS DRAWING WITH FINISHES PLAN AS REQUIRED FOR CLARITY.
9. PROVIDE NEW INTERIOR SUITE ENTRY DOOR, C/W CLOSER, LOCKS AS PER SOUTH ARM BASE BUILDING STANDARD.
10. CONTRACTOR AND TRADES TO VISIT SITE TO DETERMINE EXTENT OF DEMOLITION.
11. ALL EXISTING FLOORING TO BE REMOVED.
12. WORK TO OCCUR AS PER THESE DRAWINGS AND SCOPE OF WORK DOCUMENT PROVIDED BY THE CITY OF RICHMOND.
13. POST DEMOLITION GENERAL CONTRACTOR TO ENSURE FLOOR LEVELING COMPOUND HAS BEEN PROVIDED BY FLOORING CONTRACTOR PRIOR TO INSTALLATION OF NEW FLOOR MATERIAL.
14. CONSULTATION WITH STRUCTURAL ENGINEER TO INCLUDE NEW WINDOW HEADER AND ANY LOAD BEARING PARTITIONS.

DEMOLITION LEGEND:

Type:	Symbol:	Description:	Remarks:
Existing BB Structure or Interior Partition to Remain.		Existing base building structure, partition, or tenant interior partition to remain. Make good as required ready for new finish, (where applicable).	Repair as required. Tape, fill, sand, seal and paint.
Existing Partition, door, and frame to be removed.		Existing partition, door and frame to be removed.	



PROJECT: SOUTH ARM COMMUNITY CENTRE
EXISTING WOMEN'S CHANGE ROOM
VANCOUVER, B.C.

DRAWING: DEMOLITION

TEMBO DESIGN

8331 ELSMERE ROAD, RICHMOND, B.C. V1C 2A2 T 604.271.2414 F 604.271.2428

SCALE:
1/4" = 1'-0"

DATE:
FEB 3/10

DRAWN:
KLL

JOB NUMBER:
10.SACC.WC

SHEET:
1 OF 3





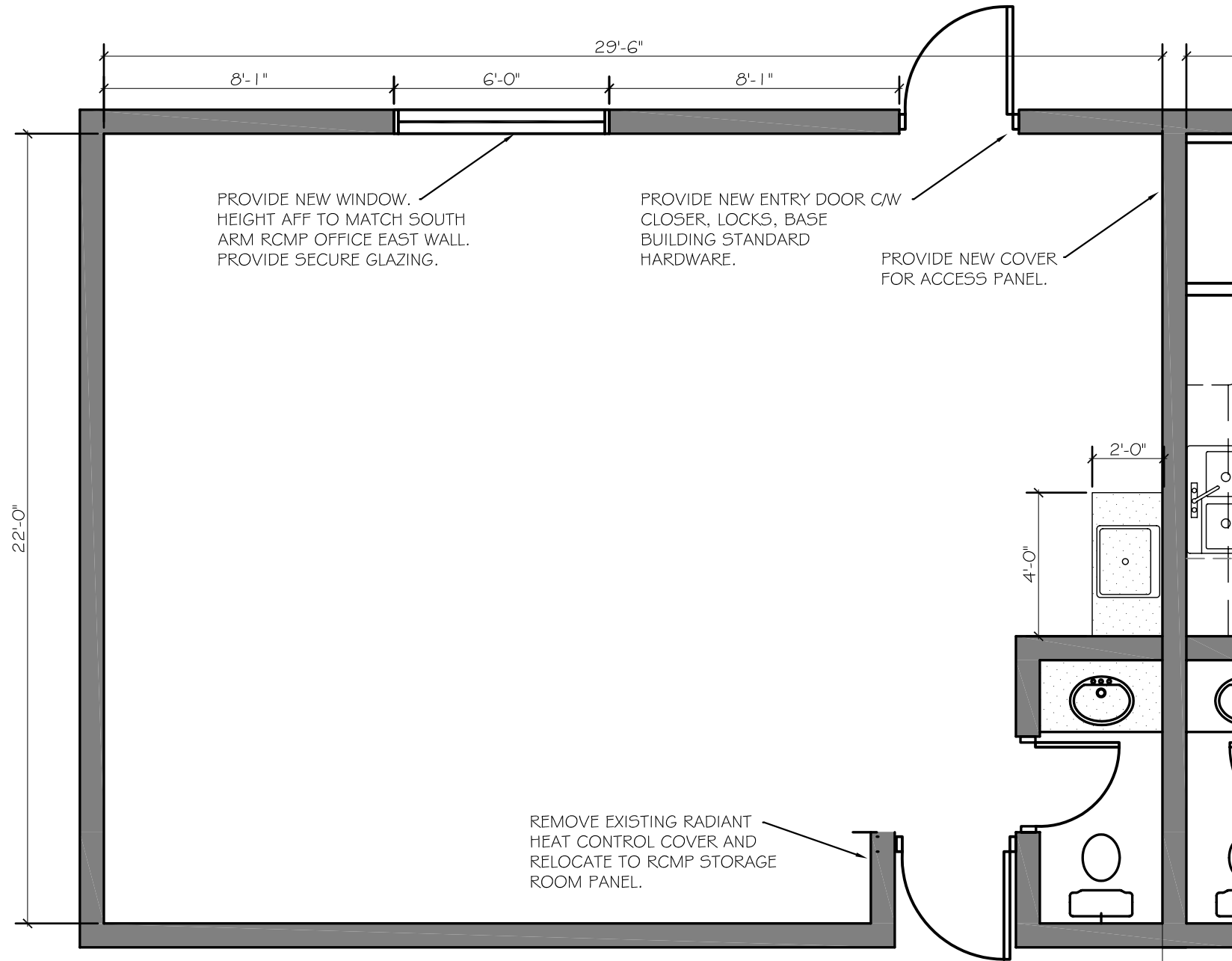
This drawing and proposal are the exclusive property of TEMBO DESIGN and cannot be used or reproduced without written permission. Written dimensions shall have precedence over scaled dimensions. Contractor shall verify and be responsible for all dimensions and conditions on the job and this office shall be informed of any variations from dimensions and conditions shown on the drawing.

PROJECT NOTES:

1. CROSS REFERENCE ALL DRAWINGS FOR CLARITY.
2. PROVIDE ALL NEW MILLWORK AS SHOWN INCLUDING NEW VANITY TOP IN EXISTING WASHROOM. COUNTERTOPS WITH SINKS SHALL BE G18 PLYWOOD. HORIZONTAL SURFACES TO BE PLASTIC LAMINATE. VERTICAL SURFACES MAY BE MELAMINE. CONFIRM SPECIFICATION PRIOR TO CONSTRUCTION.
3. PROVIDE NEW STAINLESS STEEL SINK AND HANDS FREE FAUCET IN WASHROOM C/W ALL FITTINGS, HOT, COLD, TRAP. PROVIDE NEW SINGLE ACTION LEVER FAUCET FOR CLEAN UP SINK IN MAIN AREA. MECHANICAL CONTRACTOR TO PROVIDE SPEC AND CUT SHEET FOR APPROVAL.
4. ALL PIPING TO BE PERMANENTLY CAPPED WHERE PLUMBING HAS BEEN REMOVED.
5. NON COMBUSTIBLE CONSTRUCTION REQUIRED.
6. MAXIMUM FLAME SPREAD RATING 150 WALLS, 25 CEILING.
7. PROVIDE EXIT SIGNS & DIRECTIONAL SIGNS, EMERGENCY LIGHTING.
8. PROVIDE VENTILATION TO ALL AREAS.
9. SEPARATE PERMITS WILL BE REQUIRED FOR PLUMBING AND ELECTRICAL.
10. PROVIDE OPTIONAL COSTS FOR NEW FLOORING.
 OPTION A: "ARTECA" VINYL FLOORING BY AMTICO - CONTACT JASON AT ASPECT COMMERCIAL CARPETS.
 OPTION B: VINYL COMPOSITION TILE.
 OPTION C: MONDO RUBBER FLOORING.
11. ADD NEW SPRINKLERS AND T-BAR CEILING @ 8'-6" AFF.
12. PROVIDE NEW PAINT FINISH FOR ALL WALLS, TAPE, FILL SAND AND SEAL. MINIMUM (3) COATS.

PARTITION LEGEND:

Type:	Symbol:	Description:	Remarks:
Existing BB Structure to Remain.		Existing base building structure, partition, or tenant interior partition to remain. Make good as required ready for new finish, (where applicable).	Repair as required. Tape, fill, sand, seal and paint.
New millwork		Washroom vanity, clean up sink area.	



PROJECT: SOUTH ARM COMMUNITY CENTRE
 EXISTING WOMEN'S CHANGE ROOM
 VANCOUVER, B.C.

DRAWING: CONSTRUCTION

TEMBO DESIGN

8331 ELSMERE ROAD, RICHMOND, B.C. V1C 2A2 T 604.271.2414 F 604.271.2428

SCALE:
 1/4" = 1'-0"

DATE:
 FEB 3/10

DRAWN:
 KLL

JOB NUMBER:
 10.SACC.WC

SHEET:
 2 OF 3



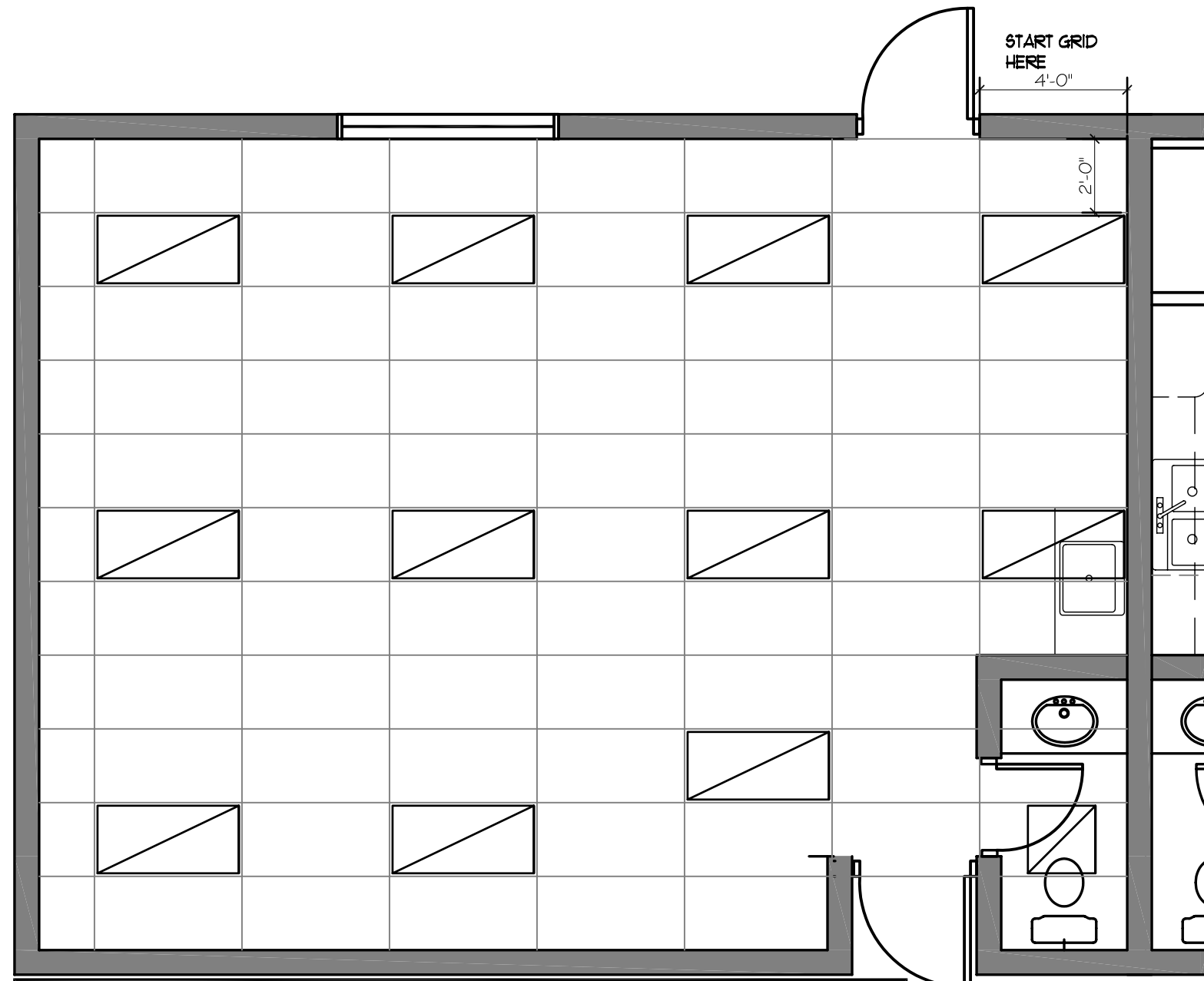
This drawing and proposal are the exclusive property of TEMBO DESIGN and cannot be used or reproduced without written permission. Written dimensions shall have precedence over scaled dimensions. Contractor shall verify and be responsible for all dimensions and conditions on the job and this office shall be informed of any variations from dimensions and conditions shown on the drawing.

REFLECTED CEILING NOTES:

1. ALL AREAS ARE TO BE SWITCHED ON BASE BUILDING PANEL UNLESS OTHERWISE NOTED.
2. **LIGHT CONTROLS:**
 - ALL WIRING DEVICES: TO MATCH EXISTING.
 - ALL SWITCHES TO BE HOUSED IN MULTI-GANG BOXES.
 - WHERE SWITCHES OCCUR BESIDE TEMPERATURE CONTROLS, ETC., ALL ARE TO BE MOUNTED IN A ROW, SIDE BY SIDE, WITH A 1" SPACE BETWEEN.
3. NEW CEILING HEIGHT TO BE 8'-6".
5. LOCATE EXIT LIGHTS, EMERGENCY LIGHTING, AND SMOKE DETECTORS AS REQUIRED BY LOCAL BUILDING BYLAWS AND FIRE CODE.
7. UNLESS OTHERWISE NOTED, ALL WALL LIGHT SWITCHES AND THERMOSTATS ARE TO BE LOCATED AT THE MAX. HEIGHT FOR ACCESSIBILITY ACCORDING TO LOCAL CODES.
8. EXISTING LOCATIONS FOR LIGHTS, AIR DIFFUSERS, THERMOSTATS AND SPRINKLER HEADS ARE TO BE VERIFIED.
9. FLUORESCENT LIGHT DIFFUSER LENSES TO HAVE A MAXIMUM FLAME SPREAD RATING NOT GREATER THAN 250 MAX. MAXIMUM SMOKE CLASSIFICATION NOT GREATER THAN 600 TESTED FOR ULCS. 1022, 1975.
10. CEILING TILES TO HAVE MAXIMUM FLAME SPREAD RATING NOT GREATER THAN 25 +/- SMOKE DEVELOPMENT CLASSIFICATION NOT GREATER THAN 50.
11. AIR BALANCE REQUIRED FOR AREAS WITH NEW CONSTRUCTION. HVAC ADJUSTMENT TO SUIT NEW PARTITION LAYOUT AND OCCUPANT/EQUIPMENT LOAD.
12. PROVIDE NEW SPRINKLERS TO SUIT NEW LIGHT AND WALL LOCATIONS. REPLACE MISSING SPRINKLER ESCUTCHEONS.
13. THESE DRAWINGS TO BE READ IN CONJUNCTION WITH ELECTRICAL AND MECHANICAL ENGINEERS DRAWINGS (IF AVAILABLE), DISCREPANCIES TO BE REPORTED IMMEDIATELY.
14. THERMOSTAT LOCATIONS TO BE PLACED BY HVAC ENGINEER. LOCATIONS ON SITE TO BE VERIFIED BY DESIGNER. NONE TO BE LOCATED IN THE MIDDLE OF A WALL, IN THE MIDDLE OF A ROOM.
15. WHERE A GANG OF SWITCHES MAY OCCUR, THE CONTRACTOR WILL USE GANG COVERPLATES, UNLESS NOTED OTHERWISE. SWITCHES TO BE 42" AFF, UNLESS NOTED OTHERWISE.
15. ALL COVERPLATES AND THERMOSTATS TO BE WHITE UNLESS NOTED OTHERWISE.

PROJECT NOTES:

1. CITY OF RICHMOND ENGINEER TO EVALUATE EXISTING HVAC AND PROVIDE DRAWINGS OF NEW DIFFUSER, RETURN AIR, ETC. LOCATIONS TO SUIT NEW LIGHTING LIGHTOUT.
2. CONTRACTOR TO PROVIDE SPECIFICATION AND CUT SHEET FOR T-BAR GRID.
3. HVAC WORK BY OTHERS - N.I.C. TO GENERAL CONTRACTOR. HVAC CONTRACTOR BE ADVISED THAT THE CITY OF RICHMOND WILL BE USING DDC CONTROLS THAT HAVE BEEN REMOVED FROM OTHER BUILDINGS. COORDINATE INSTALLATION WITH GENERAL CONTRACTOR.



FIXTURE LEGEND:

FIXTURE:	SIZE:	DESCRIPTION:	LAMP:	FINISH:	Remarks:
	24" x 48"	NEW Base building recessed fluorescent light fixture. Lithonia General standard T8 Electronic ballast or equal. Provide cut sheet for approval.	T8	White	Alternate price for Lightolier Silverescent EXS2GF5VA240LE 2x4 fixture. OR contractor provide alternate spec for approval.
	24" x 24"				
	24" x 48"	NEW Base building standard acoustic ceiling tile. Armstrong fissured square lay-in tile.	N/A	White	New ceiling height to be 8'-6". CONFIRM with mechanical contractor re: HVAC.

PROJECT: SOUTH ARM COMMUNITY CENTRE
EXISTING WOMEN'S CHANGE ROOM
VANCOUVER, B.C.

DRAWING: REFLECTED CEILING PLAN

TEMBO DESIGN

8331 ELSMERE ROAD, RICHMOND, B.C. V7C 2A2 T 604.271.2414 F 604.271.2428

SCALE:
1/4" = 1'-0"

DATE:
FEB 3/10

DRAWN:
KLL

JOB NUMBER:
10.SACC.WC

SHEET:
3 OF 3




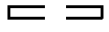
This drawing and proposal are the exclusive property of TEMBO DESIGN and cannot be used or reproduced without written permission. Written dimensions shall have precedence over scaled dimensions. Contractor shall verify and be responsible for all dimensions and conditions on the job and this office shall be informed of any variations from dimensions and conditions shown on the drawing.

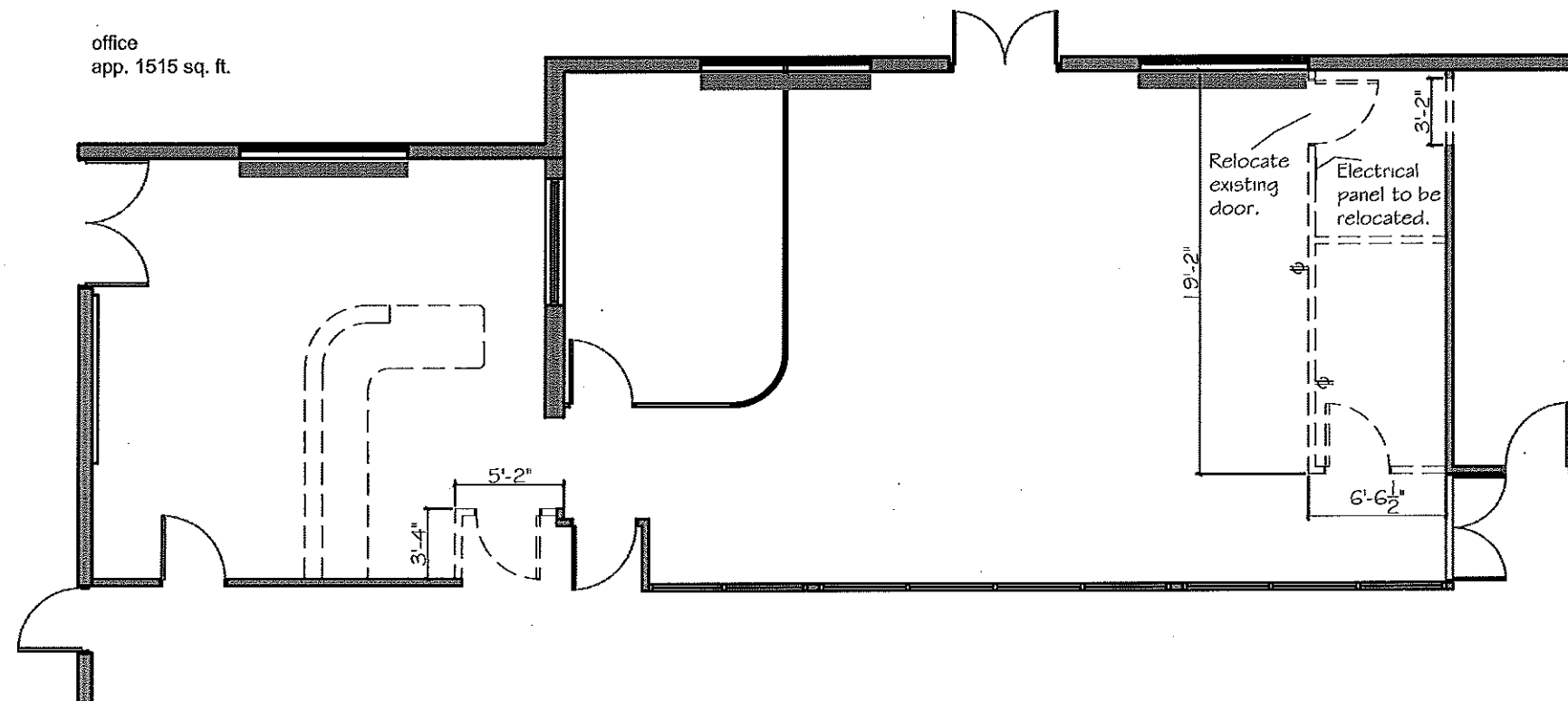
DEMOLITION PROJECT NOTES:

"MUCB APPROVED ABATEMENT TO BE COMPLETED BY GENERAL CONTRACTOR"

1. REMOVE EXISTING SKYLIGHTS, CEILING AND ALL LIGHT FIXTURES THROUGHOUT. NEW T-BAR CEILING TO BE INSTALLED AT EXISTING SLOPE HEIGHT.
2. CROSS REFERENCE THIS DRAWING WITH ALL DRAWINGS AS REQUIRED FOR CLARITY.
3. CONTRACTOR AND TRADES TO VISIT SITE TO DETERMINE EXTENT OF DEMOLITION.
4. REMOVE ALL EXISTING FLOORING FINISHES. PREPARE FLOOR AS REQUIRED TO RECEIVE NEW FINISH.
5. WORK TO OCCUR AS PER THESE DRAWINGS AND SCOPE OF WORK DOCUMENT PROVIDED BY THE CITY OF RICHMOND.
6. POST DEMOLITION GENERAL CONTRACTOR TO ENSURE FLOOR LEVELING COMPOUND HAS BEEN PROVIDED BY FLOORING CONTRACTOR PRIOR TO INSTALLATION OF NEW FLOOR MATERIAL.
7. REMOVE EXISTING COUNTER TOP AND PROVIDE NEW AS NOTED IN PROJECT NOTES PAGE TWO.
8. REMOVE EXISTING VINYL FILM ON ALL WINDOWS.

DEMOLITION LEGEND:

Type:	Symbol:	Description:	Remarks:
Existing BB Structure or Interior Partition to Remain.		Existing base building structure, partition, or tenant interior partition to remain. Make good as required ready for new finish, (where applicable).	Repair as required. Tape, fill, sand, seal and paint.
Existing Partition, door, and frame to be removed.		Existing partition, door, frame, millwork to be removed.	



PROJECT: SOUTH ARM COMMUNITY CENTRE
 EXISTING WOMEN'S CHANGE ROOM
 VANCOUVER, B.C. OLD RCMP POLICE OFFICE

DRAWING: DEMOLITION

TEMBO DESIGN

8331 ELMORE ROAD, RICHMOND, B.C. V7C 2A2 T 6042112414 F 6042112428

SCALE:
1/8" = 1'-0"

DATE:
FEB 3/10

DRAWN:
KLL

JOB NUMBER:
10.SACC.WC

SHEET:
1 OF 2



This drawing and proposal are the exclusive property of TEMBO DESIGN and cannot be used or reproduced without written permission. Written dimensions shall have precedence over scaled dimensions. Contractor shall verify and be responsible for all dimensions and conditions on the job and this office shall be informed of any variations from dimensions and conditions shown on the drawing.

PROJECT NOTES:

- CROSS REFERENCE ALL DRAWINGS FOR CLARITY.
- COUNTERTOPS WITH SINKS SHALL BE G18 PLYWOOD. HORIZONTAL SURFACES TO BE PLASTIC LAMINATE. ALTERNATE PRICE FOR NEW PLASTIC LAMINATE OR PAINT EXISTING DOORS WITH MELAMINE PAINT.
- ALL PIPING TO BE PERMANENTLY CAPPED WHERE PLUMBING HAS BEEN REMOVED.
- NON COMBUSTIBLE CONSTRUCTION REQUIRED.
- MAXIMUM FLAME SPREAD RATING 150 WALLS, 25 CEILING.
- PROVIDE EXIT SIGNS + DIRECTIONAL SIGNS, EMERGENCY LIGHTING.
- PROVIDE VENTILATION TO ALL AREAS.
- SEPARATE PERMITS WILL BE REQUIRED FOR PLUMBING AND ELECTRICAL.
- PROVIDE OPTIONAL COSTS FOR NEW FLOORING.
OPTION A: "ARTECA" VINYL FLOORING BY ANTIKO - CONTACT JASON AT ASPECT COMMERCIAL CARPETS.
OPTION B: VINYL COMPOSITION TILE.
OPTION C: MONDO RUBBER FLOORING.
- ADD NEW SPRINKLERS.
- PROVIDE NEW PAINT FINISH FOR ALL WALLS, TAPE, FILL SAND AND SEAL. MINIMUM (3) COATS.
- CLEAN ALL WINDOWS WHERE VINYL FILM WAS REMOVED. REPAINT FRAMES.

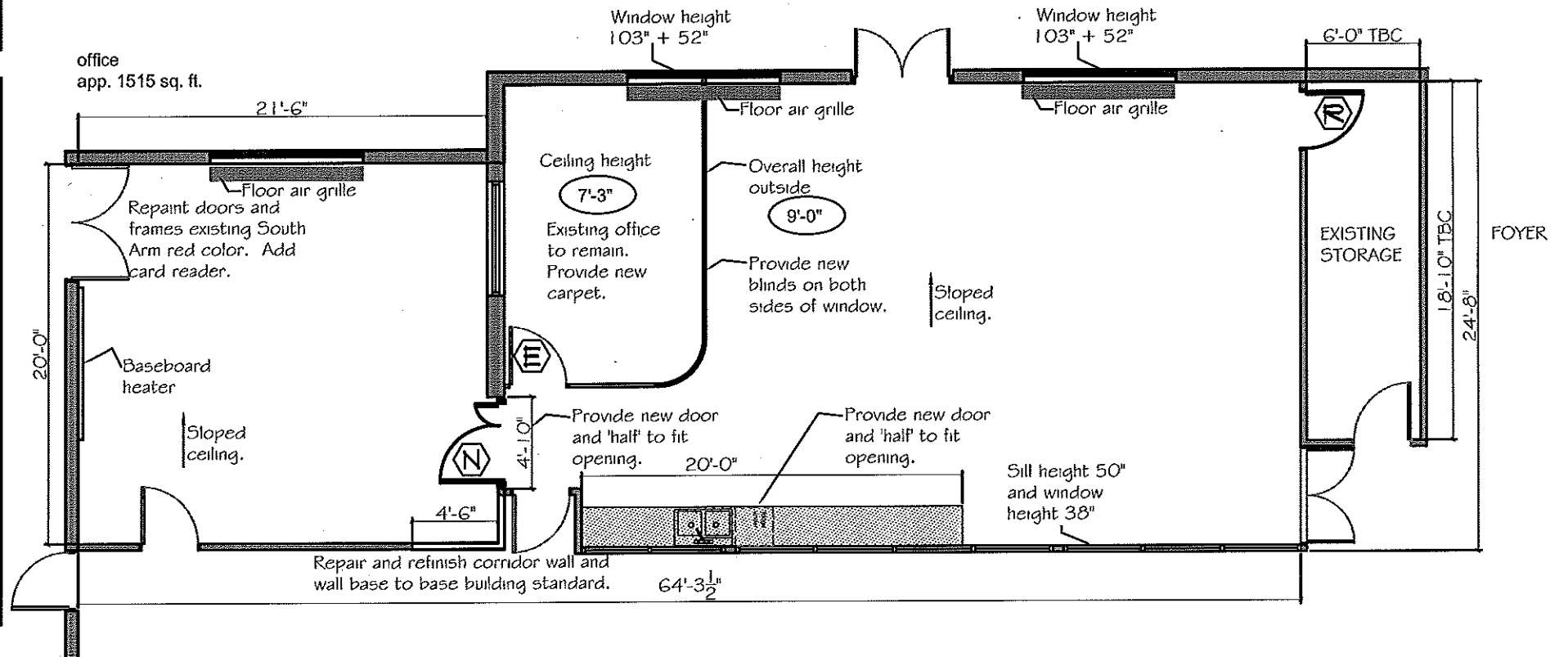
DOOR SCHEDULE:

Type:	Size:	Finish:	Frame:	Handle:	Closer:	Hinges:	Stop:	Finish:	Remarks:
Existing base building door and hardware to remain.	3'-0" x 7'-0"	Paint grade or storefront	Painted metal.	Existing to remain.	N/A	(1 1/2) pr. Butt hinges.	-	-	Thoroughly clean. Where noted doors and frames to be repainted.
Existing tenant interior door to remain.	3'-0" x 7'-0" x 1 3/4" S.C. Wood door.	Paint grade.	Painted metal.	Existing to remain.	-	(1 1/2) pr. Butt hinges.	Floor stops.	Brushed chrome. 626	-
RELOCATED tenant interior door.	3'-0" x 7'-0" x 1 3/4" S.C. Wood door.	Paint grade.	Match base building.	Existing to remain.	-	(1 1/2) pr. Butt hinges.	Floor stops.	Brushed chrome. 626	-
NEW tenant interior door.	Opening x 7'-0" x 1 3/4". Door and a half.	Paint grade.	Match base building.	To be confirmed.	-	(1 1/2) pr. Butt hinges.	Floor stops.	Brushed chrome. 626	-

HARDWARE SCHEDULE:

PARTITION LEGEND:

Type:	Symbol:	Description:	Remarks:
Existing BB Structure to Remain.		Existing base building structure, partition, or tenant interior partition to remain. Make good as required ready for new finish, (where applicable).	Repair as required. Tape, fill, sand, seal and paint.
Existing BB Structure to Remain.		Existing base building structure, partition, or tenant interior partition to remain. Make good as required ready for new finish, (where applicable).	Repair as required. Tape, fill, sand, seal and paint.
Existing millwork		Existing millwork - provide price for new counter top and repaint with melamine paint existing cabinet doors, gables, etc. Provide alternate price to add new plastic laminate doors.	



PROJECT: SOUTH ARM COMMUNITY CENTRE
EXISTING WOMEN'S CHANGE ROOM
VANCOUVER, B.C. OLD RCMP POLICE OFFICE

DRAWING: DEMOLITION

TEMBO DESIGN

8331 ELBMORE ROAD, RICHMOND, B.C. V7C 2A2 T 6042712414 F 6042712428

SCALE:

1/8" = 1'-0"

DATE:

FEB 3/10

DRAWN:

KLL

JOB NUMBER:

10.SACC.WC

SHEET:

2 OF 2



This drawing and proposal are the exclusive property of TEMBO DESIGN and cannot be used or reproduced without written permission. Written dimensions shall have precedence over scaled dimensions. Contractor shall verify and be responsible for all dimensions and conditions on the job and this office shall be informed of any variations from dimensions and conditions shown on the drawing.

April 14, 2009

Our Ref: 9142-R1 South Arm Community Center

City of Richmond
Facilities Maintenance and Operations
5599 Lynas Lane
Richmond, BC
V7C 5B2



Attention: Philip James Hogg – Manager, Facilities Maintenance & Operations
Cc: Larry Sellers – Building Maintenance Co-ordinator

Dear Sirs,

Reference: Asbestos Survey of South Arm Community Center located at 8880 Williams Road, Richmond - Contract 3416P

In reference to the above subject matter, **Pacific Environmental Consulting** has, in accordance with your request, completed a non-intrusive asbestos survey of the building located at the above address to document the presence of asbestos containing materials. This survey was completed on March 9, 2009 and we report the following.

All accessible areas of the facility were inspected and representative samples of building materials suspected of containing asbestos were collected for analysis. A total of forty two (42) samples of materials suspected of containing asbestos were collected, including drywall joint compound, sheet vinyl flooring, pipe insulation, vinyl floor tile, ceiling tile, mastic and vermiculite.

All samples were analyzed at the in-house laboratory of **Pacific Environmental Consulting** in accordance with the NIOSH Analytical Method 9002.

A copy of our Asbestos Bulk Sample Screen Results spreadsheet is attached to this report for your information and records.

All samples will be stored at our laboratory for a period of one month before being disposed of. Should you wish to keep these samples for a longer period of time, please notify us within this period.

1.0 Results

.1 Asbestos Containing Materials

A summary of identified asbestos-containing materials found in South Arm Community Center is provided in Table 1.

Table 1: Asbestos containing materials found in South Arm Community Center.

Location	Description
1 st Floor - Old Building – Gym Storage	Drywall Joint Compound
1 st Floor - Old Building – Janitors Room – Ceiling	Drywall Joint Compound
1 st Floor - Old Building – Women’s Change Room	Drywall Joint Compound
1 st Floor - Old Building – Men’s Change Room	Drywall Joint Compound
2 nd Floor - Old Building – Janitors Room	Drywall Joint Compound
2 nd Floor – Old Building – Janitors Room	Vinyl Floor Tile
2 nd Floor –Old Building - Storage	Drywall Joint Compound
2 nd Floor – Old Building – Daycare Storage	Drywall Joint Compound
1 st Floor – Old Building – Janitors Room	Vinyl Floor Tile
1 st Floor – Old Building – Mechanical Room –West Wall	Vermiculite

2.0 Conclusions & Recommendations

.1 Asbestos

All materials found to be asbestos-containing must be removed by a reputable asbestos abatement contractor before any renovation/demolition work is performed, using appropriate work procedures as defined by the WorkSafeBC Occupational Health and Safety Regulation.

Further, any asbestos containing materials **not** removed must be inspected on a regular basis and must be incorporated into an **Asbestos Exposure Control Plan (AECPP)** in compliance with the requirements of the WorkSafeBC Occupational Health and Safety Regulation.

3.0 WorkSafeBC Regulatory Requirements

Prior to the performance of any work that may disturb asbestos-containing materials it is a regulatory requirement that a qualified person perform a Risk Assessment. This requirement is in compliance with the WorkSafeBC Occupational Health & Safety (OH&S) Regulation **Part 6 “Substance Specific Requirements”**; specifically Section 6.6 subsections (1), (2), (3) and (4). Please note that identified asbestos-containing materials must be removed **prior** to any renovation/demolition work and that a copy of this report **must** be kept at the site during the abatement process.

To comply with Part 6 of the WorkSafeBC OH&S Regulation, specifically Section 6.32 pertaining to documentation, **City of Richmond** must acquire copies of any asbestos abatement contractor’s **Notice of Project for Work Involving Asbestos (NOPA)**; risk assessment; abatement procedures; air monitoring results; and all documentation submitted to WorkSafeBC. These documents are required to be maintained for a period of 10 years.

4.0 Limitations

This report is intended for the exclusive use of **City of Richmond** to determine the likely locations of asbestos containing materials. The use of this document for any other purpose is at the sole risk of the user.

This report is not a Specification or Scope of Work and the use of this document as such will be at the sole risk of the user.

The contents of this report were based on site visits conducted by **Pacific Environmental Consulting** personnel. Please note that some asbestos products may not have been accessible on the days of our survey, and may remain unidentified following our survey. Asbestos products are sometimes used behind wall partitions or on mechanical systems located in pipe chases or other concealed areas.

Please note: No samples of roofing membrane(s) materials were collected during our survey, due to the occupied nature of the facilities. In the event that any renovation or demolition work should impact on the roofing membrane then samples of the roofing membrane must be collected and analysed for the presence of asbestos prior to any disturbance of the roofing membrane.

5.0 Statement of Qualifications

Pacific Environmental Consulting and Occupational Hygiene Services (Vancouver) have been providing consulting services in the environmental and industrial hygiene fields since 1990. Our industrial hygiene expertise ensures that all projects are performed in accordance with the WorkSafe BC Occupational Health and Safety Regulation. Our staff includes the following:

- Professional Engineer(s) (PEng)
- Certified Industrial Hygienist (CIH)
- Registered Professional Biologist (RPBio.)
- Canadian Registered Safety Professional(s) (CRSP)
- Certified Health and Safety Consultant (CHSC)
- Applied Science Technologist(s) (AScT)
- Registered Occupational Hygiene Technologists (ROHT)

Pacific Environmental Consulting and Occupational Hygiene Services also carries Environmental Errors & Omissions Liability and Comprehensive General Liability Insurance.

Thank you for the opportunity of performing this work on your behalf. Should you have any outstanding questions or require any additional information, please contact the writer.

Yours truly,



Kim McKenna Dip T.(Env.)
Technologist
(Fieldwork & Report)



Norman Richardson, ASCT, CRSP, CHSC
Senior Project Manager
(Review)

Pacific Environmental Consulting Services
Ref: 9142 - R1 South Arm Community Center

Asbestos Bulk Sample Screen Results

Project Number: 9142

Client Name: City of Richmond

NO.	DATE	SAMPLE INFORMATION			MATERIAL TYPE	ASBESTOS PRESENT*
1	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	New Bldg - Multi Purpose Rm, Storage	Sheet Vinyl Flooring	No
2	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	New Bldg - Multi Purpose Rm, Storage	Drywall Joint Compound	No
3	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	New Bldg - Seniors Lounge, Closet	Drywall Joint Compound	No
4	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	New Bldg - Seniors Lounge, Closet	Sheet Vinyl Flooring	No
5	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	New Bldg - Storage Room, Wall	Drywall Joint Compound	No
6	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	New Bldg - Mech Rm	Pipe Insulation	No
7	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	New Bldg - Stairs E of Admin Office	Drywall Joint Compound	No
8	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 2	New Bldg - Janitor Rm, Wall	Drywall Joint Compound	No
9	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 2	New Bldg - Fitness Rm	Vinyl Floor Tile	No
10	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 2	New Bldg - Outside of Squash Courts	Drywall Joint Compound	No
11	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	New Bldg - Multi Purpose Rm	Ceiling Tile	No
12	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 2	New Bldg - Duct Rm	Mastic	No
13	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 2	New Bldg - Duct Rm	Ceiling Tile	No
14	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	Old Bldg - Work Rm 1	Ceiling Tile	No
15	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	Old Bldg - Work Rm 1	Ceiling Tile	No
16	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	Old Bldg - Work Rm 2, Wall	Drywall Joint Compound	No
17	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	Old Bldg - Kitchen	Sheet Vinyl Flooring	No
18	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	Old Bldg - Gym, Storage (M32)	Drywall Joint Compound	Yes Chrysotile (1-10%)
19	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	Old Bldg - Storage (M14)	Drywall Joint Compound	No
20	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	Old Bldg - Storage (M14)	Vinyl Floor Tile	No
21	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	Old Bldg - Janitor Rm Ceiling (M14)	Drywall Joint Compound	Yes Chrysotile (1-10%)
22	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	Old Bldg - Hall to Kitchen, Wall	Drywall Joint Compound	No
23	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	Old Bldg - Lobby	Ceiling Tile	No

* No = None Detected or <1% Asbestos present in the sample

Report printed on 11-Mar-2009
Page 1 of 3



Environmental Consulting & Occupational Hygiene Services

Asbestos Bulk Sample Screen Results

Project Number: 9142

Client Name: City of Richmond

NO.	DATE	SAMPLE INFORMATION			MATERIAL TYPE	ASBESTOS PRESENT*
24	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	Old Bldg - Office (M1) Wall	Drywall Joint Compound	No
25	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	Old Bldg - Office (M1)	Ceiling Tile	No
26	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	Old Bldg - Gym - Women's Change Rm	Drywall Joint Compound	Yes Chrysotile (1-10%)
27	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	Old Bldg - Gym - Menes Change Rm	Drywall Joint Compound	Yes Chrysotile (1-10%)
28	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	Old Bldg - Gym - Weight Rm	Vinyl Floor Tile	No
29	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	Old Bldg - Gym - Hall - Wall	Drywall Joint Compound	No
30	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	Old Bldg - Gym - Weight Rm Wall	Drywall Joint Compound	No
31	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	Old Bldg - Gym - Weight Rm	Vinyl Floor Tile	No
32	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 2	Old Bldg - Janitors Rm	Pipe Insulation	No
33	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 2	Old Bldg - Janitors Rm Wall	Drywall Joint Compound	Yes Chrysotile (1-10%)
34	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 2	Old Bldg - Janitors Rm	Vinyl Floor Tile	Yes Chrysotile (1-10%)
35	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 2	Old Bldg - Rm Across From Wash Rm	Drywall Joint Compound	No
36	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 2	Old Bldg - Rm Across From Wash Rm	Ceiling Tile	No
37	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 2	Old Bldg - Storage - Wall	Drywall Joint Compound	Yes Chrysotile (1-10%)
38	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 2	Old Bldg - Meeting Rm Wall	Drywall Joint Compound	No
39	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 2	Old Bldg - Daycare - Storage Wall	Drywall Joint Compound	Yes Chrysotile (1-10%)
40	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 2	Old Bldg - Daycare - Storage Wall	Sheet Vinyl Flooring	No
41	10-Mar-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	Old Bldg - Janitors Rm	Vinyl Floor Tile	Yes Chrysotile (1-10%)

* No = None Detected or <1% Asbestos present in the sample

Report printed on 11-Mar-2009
Page 2 of 3



Environmental Consulting & Occupational Hygiene Services

Asbestos Bulk Sample Screen Results

Project Number: 9142

Client Name: City of Richmond

NO. DATE SAMPLE INFORMATION

MATERIAL TYPE

ASBESTOS
PRESENT*

384	03-Apr-2009	South Arm Community Centre, 8880 Williams Road	Floor 1	Mechanical Room - West Wall	Vermiculite	Yes Actinolite (1-10%)
-----	-------------	--	---------	-----------------------------	-------------	---------------------------

Total Number of Samples 42

* No = None Detected or <1% Asbestos present in the sample

Report printed on 03-Apr-2009
Page 2 of 3



Environmental Consulting & Occupational Hygiene Services