



REQUEST FOR QUOTATION 4237Q
SUPPLY AND DELIVERY OF STATION WEAR FOR RICHMOND FIRE-RESCUE:
SHIRTS AND TROUSERS

Quotations 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:

12:00pm local time on Thursday, June 16, 2011

NOTES:

1. Three (3) copies of quotations shall be in a sealed envelope or package marked with the bidder's Name, the RFQ Title and Number.
2. The Closing time will be conclusively deemed to be the time shown on the clock used by the City for this purpose.
3. Faxed quotations will not be received or considered.

All queries related to the RFQ shall be submitted
in writing to the attention of:

Daianna Panni - Buyer I

email: purchasing@richmond.ca

The deadline for all enquiries is **12:00pm local time on Thursday 2, 2011**

TABLE OF CONTENTS

PART A – INSTRUCTIONS TO BIDDERS..... 2

1.0 Description of Requirement..... 2

2.0 Contract Term..... 2

3.0 Pricing..... 2

4.0 Inquiries and Clarifications..... 2

5.0 Inspection of Site - Intentionally Omitted..... 3

6.0 Submission of Quotation..... 3

7.0 Conflict of Interest..... 4

8.0 Evaluation of Quotations..... 4

9.0 Acceptance and Rejection of Quotations..... 5

10.0 Award of Contract..... 5

11.0 Publication of the Results of the Request for Quotation..... 6

12.0 Quantities..... 6

13.0 Brand Names..... 6

14.0 Alternates and/or Variations to Specifications..... 6

15.0 Freedom of Information and Protection of Privacy Act (BC)..... 7

16.0 Confidentiality..... 7

17.0 Insurance..... 7

18.0 Bid Bond - Intentionally Omitted..... 7

PART B – GENERAL CONDITIONS 8

1.0 Definitions..... 8

2.0 Sub-contractors..... 9

3.0 Independent Contractor..... 10

4.0 Assignment..... 10

5.0 Time of the Essence..... 10

6.0 Laws, Permits and Regulations..... 10

7.0 Inspection..... 11

8.0 Responsibility For Supplies..... 11

9.0 Quality of Workmanship and Materials..... 11

10.0 Warranty..... 12

11.0 Indemnification and Insurance..... 12

12.0 Termination..... 13

13.0 Payments..... 14

14.0 Taxes..... 14

15.0 Non-resident Withholding Tax - Intentionally Omitted..... 14

16.0 Performance Bond - Intentionally Omitted..... 14

17.0 Protection of Person and Property..... 14

18.0 Clean Up - Intentionally Omitted..... 15

19.0 Character of Workers - Intentionally Omitted..... 15

20.0	Conduct of the Contract	15
21.0	Rectification of Damage and Defects	15
22.0	Failure to Perform.....	15
23.0	Dispute Resolution.....	15
24.0	Delivery and Packaging of Supplies	16
25.0	Changes in Requirements	16
 PART C - REQUIREMENTS.....		17
 PART D – QUOTATION FORM.....		27
Quotation Form.....		27
Schedule of Quantities and Prices.....		28
Undertaking of Liability Insurance.....		29
List of Previous Contracts.....		30

REQUEST FOR QUOTATION 4237Q

SUPPLY AND DELIVERY OF STATION WEAR FOR RICHMOND FIRE-RESCUE:
SHIRTS AND TROUSERS

Name of Bidder: _____

Address: _____

City: _____

Province: _____

Postal Code _____

Telephone Number: _____

Contact Person: _____

Title: _____

Email Address: _____

Fax Number: _____

PART A – INSTRUCTIONS TO BIDDERS

PART A – INSTRUCTIONS TO BIDDERS

1.0 Description of Requirement

- 1.1 Quotations are invited for Supply and Delivery of Station Wear for Richmond Fire-Rescue: Shirts and Trousers as set out herein, for the City of Richmond.
- 1.2 Bidders are required to submit a quotation for the full requirement only. Partial responses will be put aside and given no further consideration.

2.0 Contract Term

- 2.1 The duration of the contract shall be for one (1) year and may be renewed for an additional four (4) one-year periods, to a maximum of five (5) years, upon mutual consent of both parties. Notwithstanding the foregoing the City may cancel the contract at any time. The contract schedule is as follows:

July 15, 2011 – July 14, 2012
July 15, 2012 – July 14, 2013
July 15, 2013 – July 14, 2014 (optional one year term)
July 15, 2014 – July 14, 2015 (optional one year term)
July 15, 2015 – July 14, 2016 (optional one year term)

3.0 Pricing

- 3.1 Prices quoted will be in Canadian currency and exclusive of all taxes, F.O.B. destination to the sites named herein, with all freight, unloading at destination, import duties, brokerage, royalties, handling, overhead, profit and all other costs included.

4.0 Inquiries and Clarifications

- 4.1 It is the sole responsibility of the Bidder to thoroughly examine these documents and satisfy itself as to the full requirements of this RFQ. Inquiries are to be in written form only, faxed or e-mailed to the contact person shown on the cover page. If required, an addendum will be published on the following websites:
 - a) BC Bid: <http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>
 - b) City's website: <http://www.richmond.ca/busdev/tenders.htm>
- 4.2 The City, its agents and employer shall not be responsible for any information given by way of oral or verbal communication.

PART A – INSTRUCTIONS TO BIDDERS

5.0 Inspection of Site – Intentionally Omitted**6.0 Submission of Quotation**

- 6.1 The response to this Request for Quotations (RFQ) with all accompanying schedules, appendices or addenda submitted by the Bidder will be received up to the closing time on the date and in the place shown on the title page of this RFQ (the “Closing Time”). The Quotation shall be submitted on the forms provided in a sealed envelope or package, marked with the Bidder’s name and the RFQ title and number.
- 6.2 Quotations received after the Closing Time or in locations other than the address indicated, will not be accepted and will be returned unopened.
- 6.3 The Bidder shall submit three (3) copies of its Quotation in accordance with the instructions stated herein.
- 6.4 The Bidder must enter its corporate or legal business name on the final page of the Quotation Form. The Quotation Form must be signed in the place provided by an officer or employee having authority to bind the Bidder to the terms and conditions of this RFQ. All other pages of the Quotation Form must be initialed by the authorized signatory in the spaces provided.
- 6.5 Amendments to a Quotation may be submitted if delivered in writing prior to the Closing Time in a sealed envelope or package, marked with the Bidder’s name and the RFQ title and number.
- 6.6 Quotations may be withdrawn by written notice only, provided such notice is received at the Purchasing Services office prior to Closing Time.
- 6.7 All costs associated with the preparation and submission of the Quotation, including any costs incurred by the Bidder after the Closing Time, will be borne solely by the Bidder.
- 6.8 By submitting a Quotation, the Bidder acknowledges and agrees that the City will not be responsible for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the Bidder as a result of or arising out of submitting a Quotation for the proposed Contract, or due to the City’s acceptance or non-acceptance of their Quotation or any breach by the City of the bid contract between the City and each of the Bidders or arising out of any contract award not made in accordance with the express or implied terms of the Quotation documents.

PART A – INSTRUCTIONS TO BIDDERS

- 6.9 One sample of each item quoted on **must** be provided with your bid submission. Failure to submit all pertinent samples will result in your bid being returned unopened.

7.0 Conflict of Interest

- 7.1 By submitting a Quotation, the Bidder warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Bidder, has any financial or personal relationship or affiliation with any elected official or employee of the City or their immediate families which might in any way be seen by the City to create a conflict.

8.0 Evaluation of Quotations

- 8.1 Quotations will be evaluated on the basis of the overall best value to City based on quality, service, price and any other criteria set out herein including, but not limited to:
- a) the Bidder's ability to meet the Requirements, qualifications and competencies set out herein;
 - b) financial offer including but not limited to prices, operating and maintenance costs, warranty, and any life cycle considerations;
 - c) the Bidder's business and technical reputation and capabilities; experience and where applicable, the experience of its personnel; financial stability; track record; and references of current and former customers;
 - d) quality of sample;
 - e) any other criteria set out in the RFQ.
- 8.2 Prior to Contract award, the Bidder may be required to demonstrate financial stability. Should the City so request, the Bidder will be required to provide annual financial reports or a set of financial statements prepared by an accountant and covering the last two (2) fiscal years.
- 8.3 The City may, prior to Contract award, negotiate changes to the scope of the Work, the materials, the Specifications or any conditions with any one or more of the Bidders without having any duty or obligation to advise any other Bidders or to allow them to vary its prices as a result of changes to the scope of Work, the materials, the Specifications, or any conditions, and the City shall have no liability to any other Bidder as a result of such negotiations or modifications.

PART A – INSTRUCTIONS TO BIDDERS

- 8.4 All sub-contractors of the Bidder will be subject to the same evaluation process. It is the responsibility of the Bidder to guarantee that all its sub-contractors will comply with all the Requirements and terms and conditions set out herein.
- 8.5 Preference may be given to Quotations offering environmentally beneficial products or services.

9.0 Acceptance and Rejection of Quotations

- 9.1 Notwithstanding any other provision in the Quotation documents, the City has in its sole discretion, the unfettered right to:
- a) accept any Quotation;
 - b) reject any Quotation;
 - c) reject all Quotations;
 - d) accept a Quotation which is not the lowest Quotation;
 - e) accept a Quotation that deviates from the Requirements, Specifications or the conditions specified in this Quotation;
 - f) reject a Quotation even if it is the only Quotation received by the City;
 - g) accept all or any part of a Quotation; and
 - h) split the Requirements between one or more Bidders.
- 9.2 All Quotations shall be irrevocable and remain open for a minimum of sixty (60) days after the Closing Time, whether or not another Quotation has been accepted.
- 9.3 The City may waive any non-compliance with the RFQ, the Requirements, the Specifications, or any conditions, including the timing of delivery of anything required by this RFQ and may elect to retain for consideration Quotations which are non-conforming, which do not contain the content or form required by the RFQ or which have not complied with the process for submission set out herein.

10.0 Award of Contract

- 10.1 Award of a Contract is contingent on funds being approved and the contract award being made by the appropriate City authority.
- 10.2 The purchase order, the Quotation, the RFQ and such other documents including all amendments or addenda, shall form the basis for the Contract between the Contractor and the City. In the event of a conflict between any of the Contract

PART A – INSTRUCTIONS TO BIDDERS

Documents, the following documents will take precedence and govern over each other in the following order of priority from highest to lowest:

- a) The City's purchase order including the standard purchase order terms and conditions;
- b) Or any mutually agreed to amendments between the Bidder and the City;
- c) The Quotation; and
- d) The RFQ and any subsequent addenda.

10.3 Where the head office of the successful Bidder is located within the City of Richmond and/or where the successful Bidder is required to perform the Service at a site located within the City of Richmond, the successful Bidder is required to have a valid City of Richmond business license prior to Contract execution.

10.4 The City is not under any obligation to award a Contract and may elect to terminate this RFQ at anytime.

11.0 Publication of the Results of the Request for Quotation

11.1 The City will publish the name of the successful Bidder on the websites listed in section 4.1. No other notices will be issued by the City. Bidders shall visit these websites to obtain the results of this Request for Quotation.

12.0 Quantities

12.1 The quantities stated herein are the City's best estimates of its requirements and should not be relied on. Actual quantities may vary.

13.0 Brand Names

13.1 *Workrite*, as described in the Requirements section of this RFQ.

14.0 Alternates and/or Variations to Specifications

14.1 Except where stated otherwise herein, the Specifications describe what is considered necessary to meet the performance requirements of the City and Bidders should bid in accordance with such Specifications, or if the Bidder cannot meet the Specifications, the Bidder may offer an alternative which it believes to be the equivalent.

PART A – INSTRUCTIONS TO BIDDERS

14.2 If in addition to bidding on goods, materials, equipment and/or services that meet the Specifications, the Bidder wishes to offer an alternative, the alternative Quotation shall be submitted separately in the same format as the initial Quotation.

14.3 The City is not obligated to accept any alternatives.

14.4 The City will determine what constitutes allowable alternatives and/or variations.

15.0 Freedom of Information and Protection of Privacy Act (BC)

15.1 Bidders should note that the City of Richmond 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.

16.0 Confidentiality

16.1 Information about the City obtained by Bidders must not be disclosed unless prior written authorization is obtained from the City.

16.2 The Contractor agrees that this obligation of confidentiality will survive the termination of the Contract between the Contractor and the City.

17.0 Insurance

17.1 The contractor will be required to Indemnify and Insure the City as shown in the General Conditions of the Contract.

17.2 Bidders shall have the Undertaking of Liability Insurance Form Letter L1-1 within the document completed and submitted with their Quotation.

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

17.4 All bids shall be accompanied by an Undertaking of Surety, an Undertaking of Liability Insurance,

18.0 Bid Bond - Intentionally Omitted

PART B – GENERAL CONDITIONS

PART B – GENERAL CONDITIONS

1.0 Definitions

The following words and terms, unless the context otherwise requires, shall have the meanings set out below. Words including the singular number include the plural and vice versa.

“Act of God” means a cataclysmic phenomenon of nature, including earthquake, flood or cyclone. Rain, snow, wind, high water or any other natural phenomenon, which might reasonably have been anticipated from historical records of the general locality of the City, shall be deemed not to be acts of God;

“Bidder” means the individual, partnership, corporation or combination thereof, including joint venturers, who or which sign the Quotation form set out in Part D of this RFQ;

“City” means the municipal corporation, generally known as the City of Richmond.

“City’s Designated Representatives” means the City’s employees or representatives who are authorized in writing to deal with the Contractor on behalf of the City in connection with the goods, materials, equipment and services or to make decisions in connection with the Contract;

“Closing Time” means the closing date, time, and place as set out on the title page of this RFQ;

“Contract” means the agreement formed between the City and the Contractor as evidenced by the purchase order issued to the Contractor by the City;

“Contract Documents” means the purchase order, the Contractor’s Quotation, the RFQ and such other documents as listed in the purchase order, including all amendments or addenda agreed between the parties;

“Contractor” means the successful Bidder individual, partnership, corporation or combination thereof, including joint venturers, who or which is awarded the Contract;

“Delivery Date” means the date the City requires the Contractor to deliver the goods to the City’s Delivery Site;

“F.O.B.” means all costs of freight, insurance, brokerage, customs duties and all other costs of delivery to the site named as F.O.B. will be borne by the Contractor and that ownership and title to all goods, materials, and equipment are transferred to the City when same are delivered by the Contractor to the City and the risk of loss or damage to

PART B – GENERAL CONDITIONS

the goods, materials and equipment transfers to the City only at such time as same are received and accepted by the City at the site named as “F.O.B.”;

“HST” means the harmonized sales tax administered under the Excise Tax Act (Canada) and any successor tax or levy therefor in force from time-to-time;

“OHS Regulation” means the *Workers Compensation Act* (British Columbia), including without limitation, the Occupational Health & Safety Regulation (BC Regulation 296/97, as amended by BC Regulation 185/99) enacted pursuant to such Act, all as such Act or Regulations are amended or re-enacted from time to time.

“Quotation” means the Bidder’s response made on the Quotation form set out on Part E of this RFQ with all appendices or addenda submitted by the Bidder in response to the RFQ;

“RFQ” means this Invitation to Quotation including, but not limited to: Part A - Instructions to Bidders; Part B - General Conditions; Part C- Requirements; Part D – Quotation Form;

“Requirements” means all of the Specifications, requirements and services set out in the RFQ that describes the general requirements that the goods, materials, equipment and services must meet and the Contractor must provide;

“Work” means all the labour, materials, equipment, supplies, services and other items necessary for the execution, completion and fulfilment of the Requirements;

“Work Site” means the site where the goods are to be delivered, Stores Department at 5599 Lynas Lane, Richmond, BC V7C 5B2 B.C., unless otherwise stated in this RFQ.

2.0 Sub-contractors

- 2.1 All sub-contractors are the responsibility of the Contractor.
- 2.2 The Contractor shall be held as fully responsible to the City for the acts and omissions of its sub-contractors and of persons directly or indirectly employed by the Contractor, as for the acts and omissions of persons directly employed by it.
- 2.3 The Contractor agrees to ensure performance by every sub-contractor with the terms and requirements of the Contract Documents.
- 2.4 No sub-contractors will be permitted except those subsequently permitted in writing by the City pursuant to Section 4.1 of these General Conditions.

PART B – GENERAL CONDITIONS

2.5 The Contractor, if awarded the Contract, will engage the listed Subcontractors only, and no others in their stead, without prior written authorization of the City.

2.6 The Contractor, if awarded the Contract, will ensure that every Subcontractor is bounded by a legal agreement with the same terms and conditions of the Contract.

3.0 Independent Contractor

3.1 The Contractor, its sub-contractors, the officers, directors, shareholders, partners, personnel, affiliates and agents of the Contractor and its sub-contractors are not, nor are they to be deemed to be, partners, appointees, employees or agents of the City.

4.0 Assignment

4.1 Subject to Sections 2.4 and 4.2, the Contractor will not assign, sublet, subcontract, or let out as task work any part of the Work or any of the Contractor's obligations of the Contract Documents to any third party, and will not assign or otherwise transfer any of the rights of payment under the Contract Documents to any third party, without in each case the prior written consent of the City which consent the City may arbitrarily withhold.

4.2 If the City should consent to any such assignment, subletting or letting out as task work of all or any part of the Work, the Contractor shall in no way be relieved from its responsibility for the fulfilment of the Work, but shall continue to be responsible for the same in the same manner as if all the Work had been performed by the Contractor.

5.0 Time of the Essence

5.1 For all requests made by the City pursuant to the Contract, time is of the essence. The acceptance of a late performance, with or without objections or reservations by the City, shall not waive the right to claim damages for such breach nor constitute a waiver of the requirement of timely performance of any obligation remaining to be performed.

6.0 Laws, Permits and Regulations

6.1 The laws of British Columbia shall govern the Contract.

6.2 In carrying out its obligations hereunder, the Contractor shall familiarize itself and comply with all applicable laws, bylaws, regulations, ordinances, codes,

PART B – GENERAL CONDITIONS

specifications and requirements of all regulatory authorities, and shall obtain all necessary licenses, permits and registrations as may be required by law.

7.0 Inspection

- 7.1 All goods are subject to inspection and test by and shall meet the approval of the Manager of Purchasing and his decision shall be final and binding upon all parties. In case any of the goods are not in conformity with the Requirements of the Contract or the Contractors' warranty (expressed or implied), the City shall have the right either to reject them or to require correction.
- 7.2 The City shall be the final judge of the materials in respect of both quality and quantity and its decisions of all questions in dispute with regard thereto will be final.
- 7.3 The City will not be deemed to have accepted the goods by virtue of a partial or full payment for it.
- 7.4 The Contractor shall be responsible for the supplies covered by this contract until they are delivered at the designated delivery point, regardless of the point of inspection; and the contractor shall bear all risks of loss or damage to rejected supplies after notice of rejection.

8.0 Responsibility For Supplies

- 8.1 The Contractor shall be responsible for the supplies covered by this contract until they are delivered at the designated delivery point, regardless of the point of inspection; and the Contractor shall bear all risks of loss or damage to rejected supplies after notice of rejection.

9.0 Quality of Workmanship and Materials

- 9.1 The Contractor shall perform the services with the degree of care, skill and diligence normally applied in the performance of services of a similar nature and in accordance with sound current professional practices and conforming to the requirements set out in the RFQ.
- 9.2 Materials, goods and equipment shall be the products of suppliers or manufacturers of established reputation engaged in the supply or manufacture of such materials of equipment.

PART B – GENERAL CONDITIONS

- 9.3 Materials are to be applied in accordance with the manufacturer's directions and shall use the techniques and applications best suited for the type of material being used.

10.0 Warranty

- 10.1 The Contractor warrants that the goods, materials, equipment and/or services supplied by the Contractor to the City will be in full conformity with the Specifications as well as samples, if any, then this is a sale by sample as well as by description within the meaning of the Sale of Goods Act (BC).
- 10.2 The Contractor further warrants that the goods, materials and/or equipment are of merchantable quality, and fit for the intended use and will perform according to the requirements set out in the RFQ.
- 10.3 Equipment and materials shall be new, free and clear of all liens, charges and encumbrances, the latest model, and shall be complete with all necessary accessories for operation. All equipment and materials shall be at the risk of the Contractor until delivered to and accepted by the City.
- 10.4 At a minimum, a one (1) year parts and labour warranty shall be provided on all goods, materials, equipment and/or services provided under the Contract.
- 10.5 The Contractor warrants that its employees have the qualifications, experience, knowledge, skills and abilities necessary for the fulfilment of the Contract.

11.0 Indemnification and Insurance

- 11.1 The Contractor shall 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 a manner based upon, occasioned by or attributable to any injury, including death, property damage, infringement or damage arising from any act or omission of the Contractor, its employees, officers, volunteers, servants, sub-contractors, or agents or persons from whom the Contractor has assumed responsibility in the performance or purported performance of the Requirements.
- 11.2 The Contractor shall 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 in equity or to any claim or liability under the Builders Lien Act, or to any attachment for debt, garnishee process or otherwise.

PART B – GENERAL CONDITIONS

- 11.3 The Contractor shall assume the defence of, and indemnify and hold harmless the City and its officers, employees and agents, from and against all claims relating to materials, goods or equipment furnished and to inventions, copyrights, trade marks, or patents and rights thereto used by the Contractor in the execution of the Contract and in subsequent use and/or operation by the City.
- 11.4 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

12.0 Termination

- 12.1 The City will advise the Contractor by written notice of its intent to terminate the whole or any part of the Contract in any one of the following circumstances:
- a) if the Contractor fails to make delivery of the goods, materials, equipment and/or services within the time specified, or fails to perform any other provisions, terms or conditions of the Contract within the time specified, or within a reasonable time if no time is specified;
 - b) in the event that the Contractor performs any act or does anything by which the City shall incur any liability whatsoever;
 - c) any failure of the Contractor to meet the safety requirements of the Contract;
 - d) in the event that any creditor of the Contractor causes a writ of execution or similar writ or court order to be served upon the City requiring the City to pay any portion due to the Contractor under the Contracts; or
 - e) in the event that the Contractor is adjudged bankrupt or if it makes a general assignment for the benefit of creditors or if it becomes insolvent or if it should take the benefit of any Act that may be in force for bankrupt or insolvent debtors.
- 12.2 Upon termination of the Contract, the City shall have no obligation to the Contractor except for such services and/or goods as have been supplied up to the date of the termination of the Contract(s).

PART B – GENERAL CONDITIONS

12.3 Upon termination of the Contract(s) in whole or in part, the City may procure similar goods, materials, equipment and/or services and the Contractor shall be liable to the City for any excess costs for such similar goods, materials, equipment and/or services. The Contractor shall not be liable for any excess costs if failure to perform arises by reason of strikes, lockouts, Acts of God or acts of the City. The City will not be liable where Delivery Sites are not available due to strikes, lockouts or Acts of God.

13.0 Payments

13.1 The Contractor shall be paid net thirty (30) days from receipt of invoice and acceptance of the goods, materials, equipment and/or services, whichever is the later.

14.0 Taxes

14.1 Unless otherwise provided herein, the Contractor shall pay all sales or excise taxes in force during the term of the Contract, provided that any increase or decrease in such taxes shall increase or decrease the amount due under the Contract(s).

14.2 Invoices shall show the appropriate amounts for HST.

15.0 Non-resident Withholding Tax – Intentionally**16.0 Performance Bond – Intentionally Omitted****17.0 Protection of Person and Property**

17.1 The Contractor shall use due care that no persons are injured, no property damaged or lost, and no rights are infringed in the performance of the services, and the Contractor shall be solely responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage of property, or infringement of the rights of others incurred in the performance of the services or caused in any other manner whatsoever by the Contractor, or its employees.

17.2 The Contractor shall effectively warn and protect the public and other personnel from any danger as a result of the services being done.

PART B – GENERAL CONDITIONS

18.0 Clean Up – Intentionally Omitted

19.0 Character of Workers Omitted

20.0 Conduct of the Contract

20.1 The City of Richmond’s Manager, Purchasing shall have the conduct of the RFQ and the Contract.

21.0 Rectification of Damage and Defects

21.1 The Contractor shall rectify any loss or damage for which, in the opinion of the City the Contractor is responsible, at no charge to the City and to the satisfaction of the City. Alternatively, the City may repair the loss or damage and the Contractor shall pay to the City the costs of repairing the loss or damage forthwith upon demand from the City. Where, in the opinion of the City, it is not practical or desirable to repair the loss or damage, the City may estimate the cost of the loss or damage and deduct such estimated amount from the amount owing to the Contractor hereunder.

22.0 Failure to Perform

22.1 Should the Contractor neglect to execute the Requirement properly or fail to perform any provision of the Contract, the City may, without prejudice to any other right or remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment due to the Contractor.

22.2 If the Contractor fails to perform any provision of the Contract due to reasons of strike, lockout or other work stoppages, the City may upon ten (10) days written notice to the Contractor terminate the Contract without prejudice to any other right or remedy the City may have.

23.0 Dispute Resolution

23.1 All claims, disputes or issues in dispute between the City and the Contractor shall be decided by mediation or arbitration, if the parties agree, or failing agreement, in a Court of competent jurisdiction with the Province of British Columbia and be governed by the laws of British Columbia.

23.2 In the event that the parties agree to arbitration pursuant to the above, the arbitration 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

PART B – GENERAL CONDITIONS

appointed by a court of competent jurisdiction with the Province of British Columbia.

23.3 In the event that the parties agree to arbitration, the arbitration shall take place in the Lower Mainland, British Columbia and be governed by the laws of British Columbia.

23.4 The procedure set out in this section is not meant to preclude or discourage informal resolution of disagreements between the City and the Contractor.

24.0 Delivery and Packaging of Supplies

24.1 All items under this contract are to be delivered to the Stores Department at 5599 Lynas Lane, Richmond, BC V7C 5B2 between the hours of 8:00am and 4:00 pm Monday through Friday. **The Stores Department requires that all station wear shirts and trousers must be bagged and sealed individually in clear plastic.**

25.0 Changes in Requirements

25.1 The City, without invalidating the Contract, may make changes to the Contract by altering, adding or deducting from the Requirements. Subject to mutual agreement, the Contractor shall proceed with the amended Requirements and the amended Requirements shall be executed under the provisions of the Contract.

25.2 The Contractor must not make any changes to from the terms of the Contract unless it shall first have received the written consent of the City and no claims for additional compensation shall be valid unless the change is so ordered.

PART C – REQUIREMENTS

Workrite Fire Fighter Trousers

General

The trousers shall be constructed to meet or exceed the specifications of the National Fire Protection Association (NFPA) Standard 1975 “Station/Work Uniforms for Fire and Emergency Services”, 1999 edition.

Design

The trousers shall have a uniform cut with four deep, inverted pockets. The front pockets are slash dress style and back pockets are welt design. The leg is straight to show no flare. All stitching shall be a minimum of ten (10) and a maximum of twelve (12) stitches per inch.

Components and Materials

a) Shell Fabric

The shell fabric shall be air jet spun piled yarn, plain weave, seven and a half (7 ½) oz. per square yard, one hundred percent (100%) NOMEX IIIA/Aramid fabric. The Aramid fabric shall maintain flame resistance. The trousers will be made of NOMEX IIIA Aramid fabric that is post cured by an *Autoclave* process after each trouser is constructed. To assure comfort, the trouser fabric will have a *Wickwell* finish.

b) Colour

Shall be Fire Service Navy Blue

c) Components

As defined in NFPA Standard 1975, 1999 edition, Chapters 1 – 3, Components – thread, trim, facing, binding, zippers and labels shall meet or exceed the requirements of Appendix A, A-1-3.

d) Interlining

Where required, interlining shall be made of Spun Lace NOMEX pellow.

e) Pocketing

Shall be one hundred percent (100%) NOMEX III, a minimum weight of four and a half (4 ½) oz. Per square yard. The colour to be dark blue or black only.

PART C – REQUIREMENTS

f) Zipper

No. six (6) minimum brass zipper and chain, with semi-automatic slide. Zipper tape to be made of NOMEX fibre with ends sealed.

g) Hook & Eye

Industrial type, solid brass, nickel plated.

h) Thread

The thread for all seams and stitching shall be compliant with NFPA Standard 1975, 1999 edition, Chapter 4-1.2 or equal, colour to match the shell fabric.

i) Buttons

Shall be thermo setting polyester or melamine, size twenty-two (22) or twenty-four (24) ligne, colour to match shell fabric.

Construction

All stitching shall be of proper tension and size, and all parts shall be properly cut to avoid puckering after laundering, and to give the best appearance with the current state-of-the-art techniques. Stitches, seams and stitching types shall conform to FED – std.751a.

a) Assembly Seams

All seams to join trouser parts shall have feldlock seams (LSc-3) using a three needle #401 type chain stitch. All inside seams shall be overlooked then double needle stitched for added strength and comfort. The front pockets are to be sewn into the side seam, extending down a minimum of eight and a half (8 ½)'' from the waistband.

b) Waistband

The waistband shall be cut from a single piece of material. To be set on folded (BSc-3). Band to finish 1 7/8'' wide with two rows of #301 type lockstitch. Total spacing of needles is one and five-eighths (1 5/8)''. An interlining material as described herein is to be sewn into the band in the same operation. The waistband is to act as a top zipper stop. Ends of band are over edged.

PART C – REQUIREMENTS

Fasteners are set into band prior to turning band ends back for a clean finish. The end of the belt loops may not be set into the band. The band is secured by a hook and eye, There shall be no outlet on the waistband.

c) Darts for Female Trouser

Darts may be used in the front of the trouser not to exceed five (5)'' in length, and in the rear of the trouser not to exceed seven (7)'' in length, using a #301 lockstitch to allow for female waist sizes.

d) Belt Loops

The trouser shall have seven (7) belt loops. The belt loop is sewn with stitch #406 type chain stitch, with seam construction Efj-2 or Efy-2. The finish width of the loop is to be $\frac{3}{4}$ '' and long enough to accommodate a $1\frac{3}{4}$ '' belt. The belt loop shall be not longer than $2\frac{1}{4}$ '' finished. The top of the loop to be bartacked before turning down and the bottom of the loop to be bartacked through both piles. Bartack must extend to both edges of the loop and prevent the loop from rolling back.

e) Front Pockets

The front edge of pockets shall be sewn with a #301 type lockstitch, using a SSbc-2 seam of the same of the same fabric that extends into the pocket a minimum of 1'' before attaching the pocketing material, using a #301 type lockstitch with a LSbm-3 seam.

The pockets shall be sewn together, inside out and then turn using #301 type lockstitch forming seam type Ssa-2.

Pocket shall extend 9'' down from the waistband, and the width to be between six (6)'' and seven (7)'' wide.

f) Back Pockets

Two pockets to be provided with welt construction with a twenty-two (22) or twenty-four (24) ligne button and corresponding loop closure on left rear pocket. The button to be sewn with a #301 type lockstitch. The buttonhole in the loop closure shall be bartacked using a #301 type lockstitch. The finished size of the loop closure shall be $1\frac{1}{8}$ '' wide and $1\frac{3}{4}$ '' long, with a triangle taper on the end exposed. The pocket is sewn and folded on both sides. The top of the pocket is set into waistband. The back of the pocket is seven (7)'' deep by seven (7)'' wide. The back pocket opening is five and a half ($5\frac{1}{2}$)'' wide. Pockets are set 3'' below the bottom of the waistband. Radius pocket corners with #301 type lockstitch wide enough to cover all rough edges. A pocket facing shall extend

PART C – REQUIREMENTS

three (3)” into the pocket using the same shell fabric to prevent visibility of the pocket material.

Turn in pocket edges using a #301 type lockstitch, forming a single seam type SSc-1.

g) Zipper and Crotch

Right side of zipper tape is set in with separate fly, using two rows of #301 type lockstitch. Left side of zipper is set with two rows of #301 type lockstitch. The right side facing continues down into and over the crotch-joining seam, providing a cover over the seams and crotch reinforcement.

h) Leg Lengths

Manufacturer to produce open bottom lengths that will be finished to a proper inseam length with Efb-1 seam type, using a #301 type lockstitch when issued or sold by the manufacturer.

Leg lengths to fit. Bidder to measure Fire-Rescue staff first year and then to train a Fire-Rescue staff to measure in following years.

i) Leg Creases

A durable crease is to be set into the front and rear leg of the trouser by heat press and then use of the *LINTRAK* Process.

j) Finish

The trouser shall be finished in the following manner;

1. Neatly pressed, then
2. *Autoclave* Process
- 3.

k) Manufacturer's Permanent Label

Product labelling will be compliant with NFPA Standard 1975, 1999 edition, Chapter 3-1, Product Label Requirements.

l) Permanent Press

Trousers are made of post-guard fabric, which after construction will be autoclaved to retain its permanent finish. Permanent press with Nomex Autoclave Method is a must.

PART C – REQUIREMENTS

Manufacturer's Guarantee

Manufacturer must guarantee, in writing, quality of workmanship for one (1) year. All components, such as fasteners, buttons, zippers, and thread must also be guaranteed against failure under normal use conditions for one year.

All defective trousers shall be repaired or replaced by the successful bidder. In addition, all costs, including repair, pickup, and delivery of such trousers will be incurred by the company awarded the contract (the successful bidder).

Unless authorized in writing by Richmond Fire-Rescue, all trousers shall be manufactured in compliance with all applicable requirements of this specification. Any trousers sold to Richmond Fire-Rescue that do not meet the requirements of this specification are grounds for cancellation of the contract.

Certification Statement

Manufacturer must provide a laboratory report, on request, stating that all textile materials meet the requirements of NFPA Standard 1975, 1999 edition, in compliance with Chapter 2-1.1 of stated standard.

Workrite Fire Fighter Shirts

General

The shirt shall be constructed to meet or exceed the specifications of the National Fire Protection Association (NFPA) Standard 1975, "Station/Work Uniforms for Fire and Emergency Services", 1999 edition.

Design

The design of the shirt shall be a dress style shirt with a front placket using decorative buttons and snap fasteners for the closures. The shirt shall have two breast pockets with pocket flaps sewn on the upper pocket edge and two military creases on the front of the shirt and three military creases on the back of the shirt. Each military crease shall be sewn into the shirt using a #310 lockstitch. The shirt will have set-in short sleeves. The shirt tail length shall be proportionate to the to the shirt size and long enough to allow the member to raise his or her hands above his or her head and have the shirt tails remain in the trousers.

PART C – REQUIREMENTS

Materiala) Shell Fabric

The shell fabric shall be air jet spun piled yarn, plain weave, four and a half (4 ½) oz. per square yard, one hundred percent (100%) NOMEX IIIA/Aramid fabric with the warp having forty-nine (49) ends per inch and the breaking strength of at least one hundred and fifty-eight (158) pounds. The fill of the fabric shall have a breaking strength of one hundred and twenty-six (126) pounds. The Aramid fabric shall maintain flame resistance. The shirts will be made of NOMEX IIIA Aramid fabric that is post cured by an “Autoclave” Process after each shirt is constructed. To assure comfort, the shirt fabric will have a *Wickwell* finish.

b) Colour

Shall be Fire Service Navy Blue.

c) Components

As defined in NFPA Standard 1975, 1999 edition, Chapter 1-3, Components – thread, trim, facing, binding and labels shall meet or exceed the requirements of Appendix A, A-1-3.

d) Interlining

Interlining, if required, shall be made of Spun Lace NOMEX pellow.

e) Thread

The thread for all seams and stitching shall be compliant with NFPA Standard 1975, 1999 edition, Chapter 4-1.2 or equal, colour to match the shell fabric.

PART C – REQUIREMENTS

f) Snap Fastener

The snap fasteners used on the front closure of the shirt shall be heavy-duty industrial type, solid brass with nickel plating. The snap fasteners of the shirt shall be style #2 in conformance with MIL-f-10884. The female component shall be the twenty-four (24) ligne size. All snap fasteners on the front closure are to be concealed so that fasteners are not exposed on the inside of the shirt to prevent any metal from touching the member's body. All snap fasteners shall be set on two-ply fabric for added strength.

g) Buttons

Thermo setting melamine, size twenty-two (22) ligne, colour to match shell fabric.

h) Epaulettes

Fully functional epaulettes on both shoulders with buttons, or other suitable closures with decorative buttons.

Construction

All stitching must be proper tension and size and all parts must be properly cut to avoid puckering after laundering and to give the best appearance with the current state-of-the-art techniques. Stitches, seams, and stitching types shall conform FED-std 751a.

a) Stitches, Seams and Stitching

The thread tension shall be maintained so that there are no raw edges, run offs, twists, pleats, or open seams. When a stitch is used that has a looper thread (under thread), the looper thread shall be on the inside of the garment. All seams shall start and finish evenly.

b) Stitches Per Inch

The minimum and maximum of ten (10) – twelve (12) stitches per inch shall be used in sewing the shirts.

PART C – REQUIREMENTS

c) End of Seams

The end of all seams produced with a #301 type stitch, when not caught in other sewn seams or stitching shall be overlapped not less than three stitches.

d) Pockets

The two pockets shall measure five and a half (5 ½)'' wide by six and three quarters (6 ¾)'' deep at the pointed bottom. The pocket over the left breast shall feature a pencil slot sewn into the shirt pocket on the shirt closure side. Both pockets shall be located at a symmetrical point described laterally 2'' from shirt centre. The pockets shall have flaps five and a half (5 ½)'' x three (3)'', pointed symmetrical configuration with the pockets, double needle, ¼'' gauge stitched, In addition to the above description, flaps are reinforced with bartacks and interlined with Spun Lace NOMEX pellow. The pockets and flaps shall have a double stitch using a #301 type stitch sewn ¼'' apart. The pocket shall be attached to the shirt using a LSba-2 seam using a #301 type lockstitch with ¼'' spacing between stitches. Flap closure is hidden Velcro with a decorative button.

e) Sleeves (short)

The short sleeve to be set-in type using a Ssa-2 seam with a #516 type stitch. The sleeve hem shall be 1'' wide and sewn with a double row of #301 type stitch ¼'' apart. The sleeves shall finish approximately ten (10)'' from the shoulder sleeve for a male forty (40)'' chest and shall be proportionate for all shirt sizes.

f) Shirt Closure

The following description is based on the shirt being on a member and that person is identifying the following points:

LEFT SELVAGE: The left selvage shall be turned back three (3)'' and the material edge sewn with a with a #504 type stitch. The placket attached to the left side of the closure shall be 1 3/8'' in width and shall extend from the collar to the tail of the shirt. The placket shall be attached using a Ssas-2 seam, using a #401 type stitch. Both inside stitches shall be spaced 1/8'' in from the outside stitch. The placket shall have an additional #301 stitch that is sewn through the same line of stitching on the left side of the placket. Attached to the left placket shall be five buttons evenly spaced.

PART C – REQUIREMENTS

RIGHT SELVAGE: The right selvage shall be turned back a minimum of 1” and sewn with a #301 type stitch.

g) Collar

The collar shall be convertible French style with three pieces of fabric using a SSc-1 seam sewn with a #301 type stitch and reinforced with two layers of Spun Lace NOMEX pellow.

The collar shall have a button on the right side of the collar using the same buttons as used on the front of the shirt and a button hole on the left side to allow the collar to be comfortable when a tie is worn.

Also required is a single sewn hole in each collar flap for single post collar pins.

h) Darts for Female Shirt

Shirt construction for female shirts will include functional darts to ensure correct fit.

i) Yoke

The yoke shall be in full width of the back extending to each set-in sleeve. The yoke shall be attached using a LSba-2 seam, using a #301 type lockstitch.

j) Product Label Requirements

Product labelling shall be compliant with NFPA Standard 1975, 1999 edition, Chapter 3-1, *Product Label Requirements*

k) Permanent Press

Shirts shall be made of post-guard fabric, which after construction will be autoclaved to retain its permanent finish. Permanent press using the Nomex Autoclave Method is mandatory.

PART C – REQUIREMENTS

Manufacturer's Guarantee

Manufacturer must guarantee, in writing, quality of workmanship for one (1) year. All components, such as snap fasteners, buttons and thread must also be guaranteed against failure under normal use conditions for one year.

All defective shirts shall be repaired or replaced by the successful bidder. In addition, all costs, including repair, pickup, and delivery of such shirts will be incurred by the company awarded the contract (the successful bidder).

Unless authorized in writing by Richmond Fire-Rescue, all shirts shall be manufactured in compliance with all applicable requirements of this specification. Any shirts sold to Richmond Fire-Rescue that do not meet the requirements of this specification are grounds for cancellation of the contract.

Certification Statement

Manufacturer must provide a laboratory report, on request, stating that all textile materials meet the requirements of NFPA Standard 1975, 1999 edition, in compliance with Chapter 2-1.1 of stated standard.

PART D – QUOTATION FORM

PART D – QUOTATION FORM

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, General Conditions, Requirements, Quotation Form, and Undertaking of Liability Insurance and having full knowledge of the work required, does hereby offer to provide all necessary materials in strict accordance with the Requirements 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, handling and transportation/freight charges, and all other charges incidental to and forming part of this Quotation except for H.S.T.

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

Name of Bidder: _____

Address: _____

Telephone No: _____

Name, Signature, and
Title of Signing Officer: _____

Date: _____

E-mail: _____

Web Address: _____

PART D – QUOTATION FORM

Schedule of Quantity and Prices

The City shall pay in Lawful money of Canada the amount shown for the following items subject to the conditions of the Contract Documents. List your unit price below as follows:

Trousers – size 34, Short and Long Sleeved Shirts – size 44

ITEM	DESCRIPTION	*QUANTITY	UNIT PRICE	EXTENSION
1. <i>Workrite</i> Fire Fighter <u>Trousers</u> or Equivalent	As per specifications ((must meet or exceed specifications)	200 Pairs	\$ _____	\$ _____
2. <i>Workrite</i> Fire Fighter <u>Short Sleeved Shirts</u> or Equivalent	As per specifications (must meet or exceed specifications)	175	\$ _____	\$ _____
3. <i>Workrite</i> Fire Fighter <u>Long Sleeved Shirts</u> or Equivalent	As per specifications (must meet or exceed specifications)	175	\$ _____	\$ _____

*** Prices above must include all duties, handling and transportation/freight charges.**
*** The quantities provided are an annual estimate only and they do not guarantee actual quantities that will be ordered on this contract. Goods will be ordered on as required basis.**

Subtotal \$ _____

HST \$ _____

TOTAL QUOTED AMOUNT \$ _____
(carried forward to Quotation Form)

Payment Terms _____

Early Payment Terms _____

Price Fluctuations for Subsequent Terms of the Contract

Term	% increase or decrease (please specify)
July 1, 2012 – June 30, 2013	
July 1, 2013 – June 30, 2014	
July 1, 2014 – June 30, 2015	
July 1, 2015 – June 30, 2016	

PART D – QUOTATION FORM

Stores Item No.	Item Description	Estimated Annual Quantity	Unit Price
	Shirt Globe (<i>Workrite</i>) Short Sleeve Shirt # 700NMX-45NB		
S300168	RFR - Shirt Globe (<i>Workrite</i>) 700 Navy Short Sleeve(S.S.) Size 36	8	\$
S300169	RFR - Shirt Globe (<i>Workrite</i>) 700 Navy S.S. Size 38	7	\$
S300170	RFR - Shirt Globe (<i>Workrite</i>) 700 Navy Short Sleeve(S.S.) Size 40	2	\$
S300171	RFR - Shirt Globe (<i>Workrite</i>) 700 Navy S.S. Size 42	14	\$
S300172	RFR - Shirt Globe (<i>Workrite</i>) 700 Navy S.S. Size 44	46	\$
S300173	RFR - Shirt Globe (<i>Workrite</i>) 700 Navy S.S. Size 46	37	\$
S300174	RFR - Shirt Globe (<i>Workrite</i>) 700 Navy S.S. Size 48	34	\$
S300175	RFR - Shirt Globe (<i>Workrite</i>) 700 Navy S.S. Size 50	8	\$
S300176	RFR - Shirt Globe (<i>Workrite</i>) 700 Navy S.S. Size 52	8	\$
	Shirt Globe (<i>Workrite</i>) Long Sleeve Shirt # 705NMX-45NB		
New Item	RFR - Shirt Globe (<i>Workrite</i>) 700 Navy Long Sleeve (L.S.) Size 36	8	\$
New Item	RFR - Shirt Globe (<i>Workrite</i>) 700 Navy L.S. Size 38	7	\$
New Item	RFR - Shirt Globe (<i>Workrite</i>) 700 Navy L. S Size 40	2	\$
New Item	RFR - Shirt Globe (<i>Workrite</i>) 700 Navy L.S. Size 42	14	\$
New Item	RFR - Shirt Globe (<i>Workrite</i>) 700 Navy L.S. Size 44	46	\$
New Item	RFR - Shirt Globe (<i>Workrite</i>) 700 Navy L.S. Size 46	37	\$
New Item	RFR - Shirt Globe (<i>Workrite</i>) 700 Navy L.S. Size 48	34	\$
New Item	RFR - Shirt Globe (<i>Workrite</i>) 700 Navy L.S. Size 50	8	\$
New Item	RFR - Shirt Globe (<i>Workrite</i>) 700 Navy L.S. Size 52	8	\$

PART D – QUOTATION FORM

Stores Item No.	Item Description	Estimated Annual Quantity	Unit Price
	Trouser Globe (<i>Workrite</i>) 400 Navy # 400NX-75NB		
S300180	RFR - Trouser Globe (<i>Workrite</i>) 400 Navy Size 32	8	\$
S300181	RFR - Trouser Globe (<i>Workrite</i>) 400 Navy Size 34	25	\$
S300182	RFR - Trouser Globe (<i>Workrite</i>) 400 Navy Size 36	23	\$
S300183	RFR - Trouser Globe (<i>Workrite</i>) 400 Navy Size 38	4	\$
S300184	RFR - Trouser Globe (<i>Workrite</i>) 400 Navy Size 40	6	\$
S300185	RFR - Trouser Globe (<i>Workrite</i>) 400 Navy Size 42	1	\$
S300186	RFR - Trouser Globe (<i>Workrite</i>) 400 Navy Size 44	2	\$
	Trouser Globe (<i>Workrite</i>) 402 Full Cut Navy # 402NX-75NB		
S300190	RFR - Trouser Globe (<i>Workrite</i>) 402 Full Cut Navy Size 32	4	
S300179	RFR - Trouser Globe (<i>Workrite</i>) 402 Full Cut Navy Size 33	8	\$
S300191	RFR - Trouser Globe (<i>Workrite</i>) 402 Full Cut Navy Size 34	35	\$
S300192	RFR - Trouser Globe (<i>Workrite</i>) 402 Full Cut Navy Size 36	33	\$
S300193	RFR - Trouser Globe (<i>Workrite</i>) 402 Full Cut Navy Size 38	27	\$
S300194	RFR - Trouser Globe (<i>Workrite</i>) 402 Full Cut Navy Size 40	6	\$
S300195	RFR - Trouser Globe (<i>Workrite</i>) 402 Full Cut Navy Size 42	2	\$
S300196	RFR - Trouser Globe (<i>Workrite</i>) 402 Full Cut Navy Size 44	4	\$

PART D – QUOTATION FORM

Undertaking of Liability Insurance

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 _____, 2011.

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 IS APPLICABLE.

PART D – QUOTATION FORM

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.

	DESCRIPTION OF CONTRACT	TOTAL PRICE OF CONTRACT	DATE COMMENCED	DATE COMPLETED
Company: Contact Name: Phone: E-mail:				
Company: Contact Name: Phone: E-mail:				
Company: Contact Name: Phone: E-mail:				
Company: Contact Name: Phone: E-mail:				

(If additional space is required, attach additional