



Contract 4547P

Supply and Installation of SCBA Fill Station at No. 6 Fire Hall

1. Introduction

- 1.1 The City of Richmond (the “City”) proposes to engage the services of a qualified Contractor to successfully complete the following:
- a) supply and install a SCBA Cylinder Fill Station at the City’s No. 6 Fire Hall and
 - b) provide eighty (80) Scott NIOSH Compliant, 1800 Litre forty-five (45 minute) Carbon Wrap cylinders.
- 1.2 The objective of this Request for Proposal is to provide the City with qualified Proponents capable of carrying out the Work herein defined. The subsequent Proponent submissions will form the basis for evaluation, (potential) interview and selection.

2. Definitions

- 2.1 Throughout this Request for Proposal the following definitions apply:
- a) “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;
 - b) “BC Bid” means the electronic tendering service maintained by the Province of British Columbia located online at www.bcbid.ca, or any replacement website;
 - c) “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;
 - d) “City” means the City of Richmond, British Columbia;

- e) “Contract Documents” means the purchase order, the Contractor’s Quotation, the RFP and such other documents as listed in the purchase order, including all amendments or addenda agreed between the parties;
- f) “Contract” means the agreement resulting from this Request for Proposal and formed between the City and the Contractor as evidenced by the purchase order issued to the Contractor by the City;
- g) “Contractor” means the Successful Proponent to this Request for Proposal who enters into a written Contract with the City to perform and to oversee the Work;
- h) “Delivery Date” means the date the City requires the Contractor to deliver the goods to the City’s Work Site;
- i) “Equipment” means all major components, ancillary components tools and materials required to complete the installation and commissioning of the proposed SCBA Fill Station;
- j) “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 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.”;
- k) “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;
- l) “Lead Proponent” is the Proponent whose Proposal, as determined through the evaluation criteria described in this RFP, provides the best overall value in meeting the requirements of the RFP, and with whom a Contract will be considered;
- m) “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.
- n) “Proponent” means an individual or a company that submits, or intends to submit, a Proposal in response to this Request for Proposal;
- o) “Proposal” means a proposal submitted by a Proponent in response to this Request For Proposal;

- p) “Requirements” means all of the Specifications, requirements and services set out in this RFP that describes the general requirements that the goods, materials, equipment and services must meet and the Contractor must provide;
- q) “RFP” or “Request for Proposals” means this request for proposals, inclusive of all appendices and any addenda that may be issued by the City;
- r) “RFR” means Richmond Fire-Rescue;
- s) “SCBA” means Self Contained Breathing Apparatus;
- t) “Submission” means a proposal submitted by a Proponent in response to this RFP;
- u) “Successful Proponent” means the same as “Contractor”;
- v) “Unit” means the SCBA fill station required under this RFP and Contract, and
- w) “Work Site” means the site where the Work is being performed: No. 6 Fire Hall (Shellmont) is located at 9400 No. 4 Rd. in Richmond BC, B.C., unless otherwise stated in this Contract, and
- x) “Work” means all the labour, materials, equipment, supplies, services and other items necessary for the execution, completion and fulfilment of the Requirements and any action as necessary for the Successful Proponent to complete and perform its obligations in accordance with the terms and conditions of the Contract.

3. Submission Details

- 3.1 Three (3) copies of proposals marked **“Supply and Installation of SCBA Fill Station at No. 6 Fire Hall - Contract 4547P”** addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, **until 3:00pm, local time, on Friday August 5, 2011.** Submissions received after this time will be returned, unopened, to the sender.

4. Enquiries

- 4.1 Clarification of terms and conditions of the proposal process shall be directed to:

Purchasing

Kerry Gillis

Buyer II – Contract Specialist

E-mail: purchasing@richmond.ca

Purchasing Section

City of Richmond

- 4.2 The City will only respond to questions that are submitted in writing. Any questions that are received and answered by City of Richmond staff that affect the Proposal Process, any interpretation of, additions to, deletions from, or any other corrections to the Request for Proposal document, may be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential Proponents to check with the following websites to ensure that all available information has been received prior to submitting a Proposal:
- a) City of Richmond: <http://www.richmond.ca/busdev/tenders.htm>
 - b) BC Bid: <http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>
- 4.3 The deadline for inquiries for this Request for Proposal is **4:00 pm, local time on Wednesday, July 27, 2011**. Inquiries received after this deadline will not be addressed by the City.

5. Terms of this Request for Proposal

- 5.1 Proposals shall be open for acceptance for ninety (90) days following the submission closing date.
- 5.2 The City reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at its own discretion.
- 5.3 Proposals may be withdrawn by written notice only provided such notice is received at the office of the City's Purchasing Section prior to the date/time set as the closing time for receiving proposals.
- 5.4 Except as expressly and specifically permitted in these instructions, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.
- 5.5 Proponents are advised that the City will not necessarily accept any Proposal and the City reserves the right to reject any or all Proposals at any time without further explanation or to accept any Proposal considered advantageous to the City.
- 5.6 A Proposal which contains an error, omission, or misstatement, which contains qualifying conditions, which does not fully address all the requirements of this RFP, or which otherwise fails to conform to the requirements in this RFP may be rejected in whole or in part by the City at its sole discretion.

- 5.7 The City may waive any non-compliance with the RFP, specifications, or any conditions including the timing of delivery of anything required by the RFP and may, at its sole discretion, elect to retain for consideration Proposals which are non-conforming, which do not contain the content or form required by the RFP or because they have not complied with the process for submission set out herein.
- 5.8 The City may choose, at its sole discretion, to proceed with all of the components of the Work, none of the components or selected components of the Work.
- 5.9 All Proposals will remain confidential, subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

6. Publication of the Results of the Request for Proposal

- 6.1 The City will publish the name of the Successful Proponent on the websites listed in subsection 4.2. No other notices will be issued by the City. Proponents shall visit these websites to obtain the results of this RFP.

7. Summary of Requirement

- 7.1 The City requires a **fixed** SCBA fill station to be installed at its No. 6 Fire Hall. The Successful Proponent will supply and install this fill station according to the Requirements set out in this RFP.
- 7.2 The Successful Proponent will also supply the City with eighty (80) Scott, NIOSH Compliant, 1800 Litre forty-five (45 minute) Carbon Wrap cylinders. This will not constitute a supply contract for future purchases of SCBA cylinders.

8. Site Overview

- 8.1 No. 6 Fire Hall (Shellmont) is located at 9400 No. 4 Rd. in Richmond BC.
- 8.2 A filling station was operational at the Fire Hall for a number of years. A renovation for the Fire Hall was completed and the filling station was not re-installed. The room is adequately sized.
- 8.3 See attached drawings: A1:01 and A1:05. The filling station is outlined.

9. Pre-Bid Meeting

- 1.1 Note: There will be a pre-bid meeting conducted on **Tuesday , July 26, 2011 11:00 am**, with sign-in attendance forms. Potential Bidders are asked to meet at Front counter – No 6 Fire Hall (Shellmont), 9400 No 4 Road, Richmond B.C. The City strongly encourages all potential Bidders to attend this session. No other sessions will be organised or arranged prior to the bid closing date/time for this project.

10. Detailed Requirements

- 10.1 Proponents should propose a system which includes a complete solution that furnishes the fully equipped and installed Unit to the City. The proposed SCBA fill station should include, but not be limited, to the following components and requirements:
- a) The Unit should provide linear filling of SCBA cylinders with an optional compressor interface for integrated compressor and fill station operation. The Unit should be capable of filling a minimum of eight (8) cylinders at a time. This could be completed by the use of two (2) banks of four (4) cylinders.
 - b) The Unit should be set to fill at the CSA standard rate of exactly 300 PSIG per minute, other fill rates up to 1500 PSIG per minute can be selected by entering the pass code and selecting the new fill rate displayed on the screen. The system should default to the 300 PSIG/min rate.
 - c) The Unit should be a fixed, free-standing and complete filling/de-fragmentation fill station for 4500 psig cylinders. Further, the Unit should be of a fully enclosed design to contain a SCBA cylinder failure or ruptured SCBA fill hose.
 - d) The Unit should enclose both the SCBA cylinders and the filling hoses with a sliding front access door. The door must be closed and locked before SCBA cylinders can be recharged.
 - e) The Unit's sliding front access door must be lockable and must ensure optimal operator safety.
 - f) The Unit must be capable of isolating the recharging station from the compressor and air storage cylinders.
 - g) The Unit should have a manually adjustable regulator with operating pressures from 0 to 6,000-psig inlets and 0 to 6,000-psig outlet pressures supplied for use in the event of a power failure.
 - h) The Unit must have at least one (1) fill hose per fill position and a quick disconnect to allow fill adapter changes for different pressures and cylinder capacities.
 - i) This unit will have an external filling whip capable of filling apparatus-mounted cylinders.
 - j) When different filling pressures are required, a manual selection valve is required so that the desired pressure and safety relief valve over-fill protection is ensured.

- k) A Canadian Registration Number (CRN) certified adjustable safety relief valve is required.
- l) The fill station must be manufactured to Canadian Standards Association (CSA) regulations Z180.1-00 and CSA Z94.4.
- m) All electrical components must be CSA approved and the complete electrical system is certified for use in Canada.
- n) The Unit's main pressure components, such as the safety relief valve and fittings, must have CRN's as issued by the Canadian Boiler & Pressure Vessel Safety Branch.
- o) All pressure piping must be manufactured to ASME code B31.1 and B31.3.
- p) The Unit must be NFPA 1901 compliant.

11. Equipment Training Requirements

- 11.1 The Successful Proponent will be required to provide detailed training to City staff on using and managing the solution proposed, including each of its components and troubleshooting issues.
- 11.2 The Successful Proponent will be required to provide a copy to the City of all operating and training manuals for the solution proposed, including master manuals and documentation for the SCBA Fill Station and each of its components.
- 11.3 All training will be conducted on-site at No. 6 Fire Hall, unless otherwise agreed to by the City and the Successful Proponent.

12. Transition & Implementation Strategy

- 12.1 The Successful Proponent will be required to assist the Richmond Fire-Rescue staff with a seamless transition to its proposed solution. Proponents are advised to provide a detailed implementation methodology in accordance with section thirteen (13) of this RFP.

13. Schedule for Completion

- 13.1 The Successful Proponent shall complete the Work required by this RFP by December 31, 2011.

14. Proposal Submission Requirements

- 14.1 All Proposals should include the following information:

- a) Table of Contents which should provide a listing of the topics covered in the Proposal as arranged by section, including the corresponding page numbers.
- b) Introduction - containing a statement of the Proponent's understanding of the City's requirements.
- c) Executive Summary - highlighting the key features and benefits of the proposed Unit.
- d) Company Background - containing a summary of the Proponent's performance history in the supply, installation and support of the proposed Units, and including the requested references.
- e) Project Team - identify staff to be assigned to do the Work required under this RFP and their relevant experience and qualifications to this project.
- f) Equipment Description - Note: Proponents are to quote on standard, brand new equipment of the most recent manufacture. Discontinued, reconditioned, refurbished or re-manufactured equipment will **not** be considered.
- g) Proponents should describe how their equipment is compatible with the site configuration outlined in section eight (8); Proponents should also provide information on what data/network links and interfaces may be required and that their proposed Unit can provide, and how these work from the Proponent's and City's perspectives.
- h) A project schedule for supply and installation of the complete system, including training time, that incorporates the Schedule for Completion listed in subsection 12.1.
- i) Methodology for providing technical and service support. Technical and service support operating hours must be within the Pacific Time Zone.
- j) Description of the Proponent's procedures for problem resolution, including escalation of service requests.
- k) Description of the Proponent's customer service support organisation.
- l) Description of the Proponent's upgrade policy, including when and how upgrades are made available including the provision of associated technical support and training.
- m) Provision of costs the supply and installation of the Unit and the SCBA Cylinders (using form provided in Appendix Three).
- n) Provision of completed forms in Appendices Four through Seven inclusive.
- o) Provision of information sheets and/or brochures for the Unit proposed.
- p) Confirmation of the Proponent's ability to respond to service requests in a two (2) hour response time from initiation of call to arrival at City Hall site on an as and when required basis.
- q) Provide details regarding training upon equipment installation and the availability of on-going training as and when required.

- r) Identify the potential risks and explain how these risks should be monitored and controlled. The explanation should include the processes and procedures being proposed, but not be limited to such aspects as:
 - i. the management of risks that are shared with the City and
 - ii. the provisions for managing and mitigating these risks.
- s) Provide details regarding a transition and implementation strategy. Include a detailed explanation as to how you envision the transition and implementation to be completed. These issues should encompass, but not be limited to such factors as:
 - i. installation process;
 - ii. roles and responsibilities and
 - iii. establishment of accounting reports as described in subsection 10.1 k.
- t) Provision of completed Appendices One (1) through Three (3). These Appendices are included in this RFP.

15. Value Added Services

- 15.1 The City will consider value added services, (such as training to staff in the use of products, or disposition) where it understood that there are no extra costs for any of these services, However, if there are any additional costs pertaining hereto, the summary and explanation of those costs should be appended to the Proposal.

16. Pricing

- 16.1 All costs quoted will be in Canadian dollars. Price adjustments due to currency fluctuations, or any other reason, will not be accepted.
- 16.2 All costs quoted shall be exclusive of the Harmonized Sales Tax.
- 16.3 Unless directed otherwise, all costs quoted will be inclusive of all freight and delivery charges. Delivery shall be F.O.B. the City of Richmond.

17. Conflict of Interest

- 17.1 All Proponents are required to disclose to the City any direct or potential conflict of interest in their Proposal. The disclosure will detail the nature and degree of the direct or potential conflict. The City reserves the right to reject a Proposal and/or to cancel the award of contract if, in the City's sole opinion, any interest disclosed from any source could give the appearance of a conflict of interest or cause speculation as to the objectivity of the awarding of the contract.

18. Review of Proposals

- 18.1 The City will review the Proposals submitted to determine whether, in the City's opinion, Proponents have demonstrated the required experience and qualifications to fulfill the obligations of the services identified in this RFP.

- 18.2 The City, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with the Proposal and may seek clarification from the Proponent's clients regarding any financial and experience issues.
- 18.3 Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:
- a) Understanding of the City's requirements.
 - b) Quality of methodology for the supply and installation of equipment as well as that of the training offered to the City. This includes the proposed integration with current system configuration and network.
 - c) Quality of the system proposed.
 - d) Quality of the Proponent's technical support program.
 - e) Proponent's methodology for providing upgrades.
 - f) Experience and qualification of the Proponent and of the staff it has assigned to perform the work required by this RFP.
 - g) Value for money.
 - h) References and interview, if required.

19. Trial Period

- 19.1 As part of the City's evaluation process, Proponents may be required to provide a detailed on-site demonstration of their equipment and may also be required to deliver and install at the City, in a designated area, the system proposed for a thirty (30) day trial period. This shall be done on a no-charge basis to the City with no obligation whatsoever.

20. RFP Process

- 20.1 The City may unilaterally take the following actions, and shall not be liable for any such actions:
- a) amend the scope and description of the products and services to be procured as described in this RFP, and the qualifications that may be required to meet those requirements;
 - b) reject or accept any or all Submissions;
 - c) cancel the RFP process at any time and reject all submissions; or
 - d) cancel the RFP process and recommence in respect of the same RFP with the same or an amended set of documents, information and requirements.
- 20.2 The Proponent acknowledges and agrees that any RFP is in no way whatsoever an offer to enter into an agreement and submission of a Request of Proposal by any Proponent does not in any way whatsoever create a binding agreement. The

Proponent acknowledges that the City has no contractual obligations whatsoever arising out of the RFP process.

21. Negotiations

21.1 The award of the contract is subject to negotiations with the Lead Proponent. Such negotiations include, but are not limited to, the following:

- a) changes or work refinements in the service requirements or scope of work proposed by the Lead Proponent;
- b) price – if directly related to a change or refinement in the proposed scope of work proposed by the Lead Proponent and
- c) specific contract details as deemed reasonable for negotiation by the City of Richmond.

21.2 If a written contract cannot be negotiated within 60 days of notification to the Lead Proponent, the City may, at its discretion at any time thereafter, terminate negotiations with the Lead Proponent and either enter into negotiations with the next qualified Proponent or cancel the RFP process and not enter into a contract with any Proponent.

22. Working Agreement

22.1 The Successful Proponent will enter into a contract for services with the City based upon the information contained in this Request for Proposal and the Successful Proponent's submission and any modifications thereto. A draft contract which may conform to the actual agreement between the City and the Successful Proponent is appended to this RFP for Proponent's information only.

22.2 Proponents may include their standard terms of engagement with their Proposals.

23. Information Disclaimer

23.1 The City and its directors, officers, employees, agents, consultants and advisors are not liable or responsible for any oral, verbal or written information, or any advice, or any errors or omissions, which may be contained in this RFP or otherwise provided to any Proponent pursuant to this RFP.

23.2 The Proponent shall conduct its own independent investigations and interpretations and shall not rely on the City with respect to information, advice, or documentation provided by the City. The information contained in this RFP is provisional and will be superseded by other agreement documents.

23.3 The City makes no representation, warranty, or undertaking of with respect to this RFP and the City and its directors, officers, employees, agents, consultants and advisors, shall not be liable or responsible for the accuracy or completeness of the

information in this RFP or any other written or oral information made available to any interested person or its advisors, and any liability however arising, is expressly disclaimed by the City.

Appendix One – Proponent and Equipment Profiles

PROPONENT PROFILE	Please PRINT Response		
1. Company Name – (use full legal name)			
2. Company Address – (Including name of city where your head office is located)			
3. Company Address - (Including name of city where closest office serving Richmond, BC)			
4. Primary Contact Person and Title			
5. Phone number & email address for <i>Primary</i> contact person	Phone:	Email Address:	
6. Client References – Provide three (3) clients similar in size and scope to the City and include contact person information (including names, titles, phone and email addresses)	Client Reference One	Client Reference Two	Client Reference Three
	Company Name	Company Name	Company Name
	Contact Person and Title	Contact Person and Title	Contact Person and Title

	Phone and Email Address	Phone and Email Address	Phone and Email Address
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EQUIPMENT PROFILE	Please PRINT Response
<p>1. Brand, Make & Model of Unit being recommended to the City of Richmond</p>	
<p>2. State ONE (1) Company or Equipment characteristic that you believe makes your proposal <i>unique</i> and would be <i>advantageous to the City of Richmond</i></p>	

Appendix Two – Requirements Qualification Sheet

Item	Provided (check the box that applies)		Comments
	YES	NO	
1. The Unit should provide linear filling of SCBA cylinders with an optional compressor interface for integrated compressor and fill station operation. The Unit should be capable of filling a minimum of six (6) cylinders at a time.			
2. The Unit should feature a password system which ensures that only fully trained operators are filling the SCBA cylinders.			
3. The Unit should be set to fill at the CSA standard rate of exactly 300 PSIG per minute, other fill rates up to 1500 PSIG per minute can be selected by entering the pass code and selecting the new fill rate displayed on the screen. The system should default to the 300 PSIG/min rate.			

Item	Provided (check the box that applies)		Comments
	YES	NO	
4. The Unit should be a fixed, free-standing and complete filling/de-fragmentation fill station for 4500 psig cylinders. Further, the Unit should be of a fully enclosed design to contain a SCBA cylinder failure or ruptured SCBA fill hose.			
5. The Unit should enclose both the SCBA cylinders and the filling hoses with a sliding front access door. The door must be closed and locked before SCBA cylinders can be recharged.			
6. The Unit's sliding front access door must be lockable and must ensure optimal operator safety.			
7. The Unit must be capable of isolating the recharging station from the compressor and air storage cylinders.			

Item	Provided (check the box that applies)		Comments
	YES	NO	
8. The Unit should have an adjustable regulator with operating pressures from 0 to 6,000-psig inlets and 0 to 6,000-psig outlet pressures supplied for use in the event of a power failure.			
9. The Unit must have one (1) fill hose per fill position and a quick disconnect to allow fill adapter changes for different pressures.			
10. When different filling pressures are required, a manual selection valve is required so that the desired pressure and safety relief valve over-fill protection is ensured.			
11. A Canadian Registration Number (CRN) certified adjustable safety relief valve is required.			

Item	Provided (check the box that applies)		Comments
	YES	NO	
12. The fill station must be manufactured to Canadian Standards Association (CSA) regulations Z180.1-00 and CSA Z94.4.			
13. All electrical components must be CSA approved and the complete electrical system is certified for use in Canada.			
14. The Unit's main pressure components, such as the safety relief valve and fittings, must have CRN's as issued by the Canadian Boiler & Pressure Vessel Safety Branch.			
15. All pressure piping must be manufactured to ASME code B31.1 and B31.3.			

Item	Provided (check the box that applies)		Comments
	YES	NO	
16. The Unit must be NFPA 1901 compliant.			

Appendix Three – Proposed Pricing

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

The undersigned Respondent, having carefully read and examined the Instructions to Respondents, 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 \$ _____
(For the Supply and Installation of Unit)

LUMP SUM TOTAL QUOTED PRICE OF \$ _____
(For the Supply and Delivery of eighty (80) SCBA Cylinders)

PAYMENT TERMS _____ EARLY PAYMENT TERMS _____

The above price includes and covers duties, handling and transportation charges, and all other charges incidental to and forming part of this Quotation, **except** for H.S.T.

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

Name of Respondent: _____

Address: _____

Telephone No: _____

Name, Signature, and
Title of Signing Officer: _____

Date: _____

E-mail: _____

Appendix Four - 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 respondent'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.

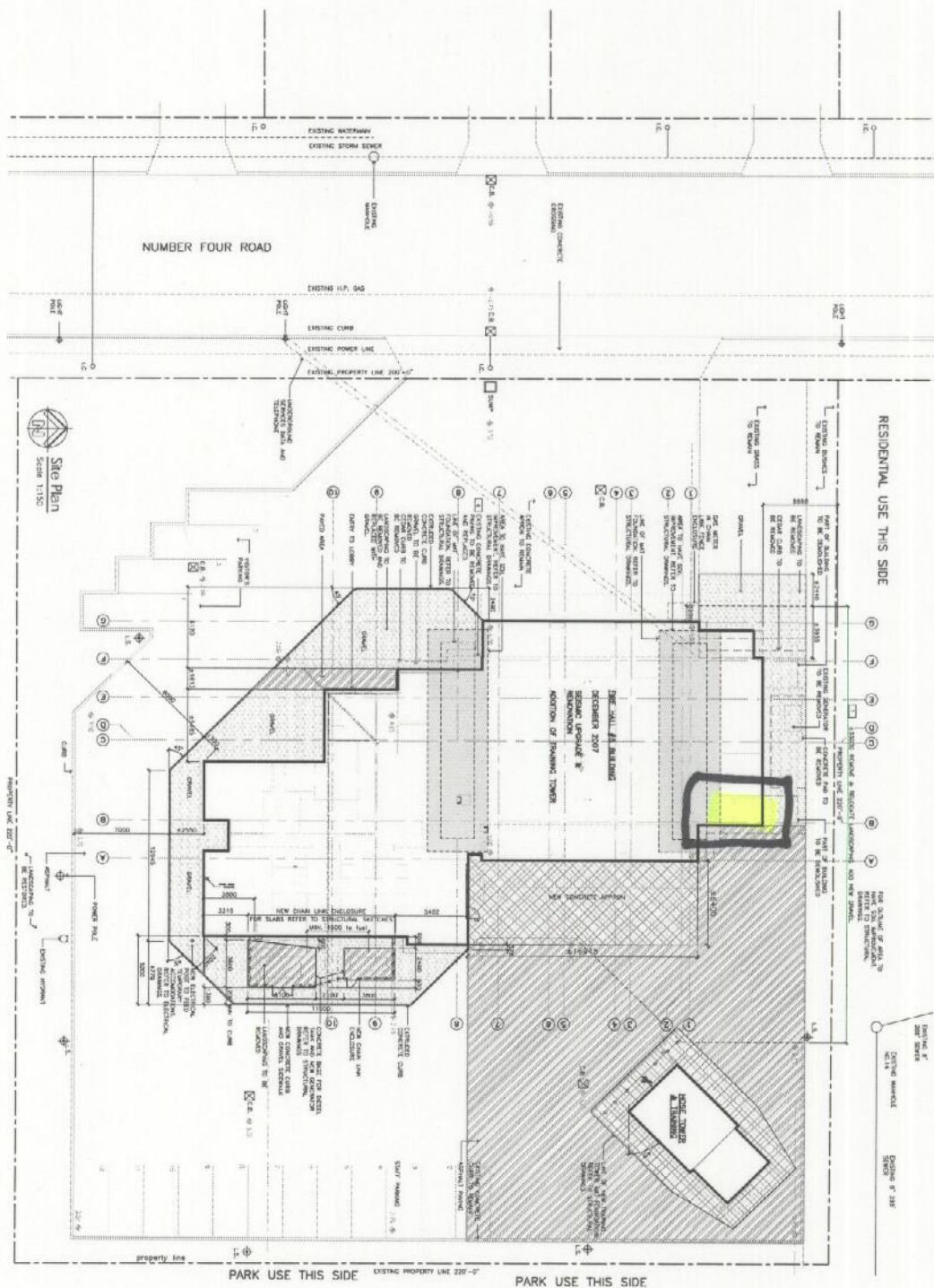
A SEPARATE FORM MUST BE SIGNED FOR EACH POLICY IF MORE THAN ONE (1) POLICY IS APPLICABLE.

Appendix Seven - List of Previous Contracts

The Respondent has recently undertaken and completed the Contracts described following and authorizes the City of Richmond to inquire as to the nature of the Respondent’s 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)



Site Plan
Scale 1/8\"/>

LEGEND OF THE EXISTING

- ◊ LIGHT POLE
- ⊗ C&E SLOPE SIGN
- C.C. INSPECTION CHAMBER
- ⊕ U.S. LEAK SIGN
- ⚡ SPT. EXISTING

NOTES

1. EXISTING CONCRETE TO BE REINFORCED WITH #4 BARS @ 12\"/>

BUILDING AREAS

1. ALL EXISTING CONCRETE TO BE REINFORCED WITH #4 BARS @ 12\"/>

Project Number 06188	Project SHELLMONT FIRE HALL #6 SEISMIC UPGRADE	Scale 1/8\"/>
Sheet Number A1:01	City of Richmond	Date September 2, 2008
Of 00	Address	Permitted by (date)

GHMA
GRANHAM HOFFART MATTHESEN ARCHITECTS

Suite 203
16190 152A Street
Surrey, B.C. V3K 1J7
Tel: (604) 581-8126
Fax: (604) 581-8128

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