



Corporation of the City of NEW WESTMINSTER

REQUEST FOR PROPOSAL

NWRFP-16-16

Graffiti Removal Services

Closing Time:

Thursday, September 29, 2016
3:00 PM, Local Time, Vancouver BC

Closing Location:

Main Information Desk
City of New Westminister
511 Royal Avenue,
New Westminister, BC, V3L 1H9

Further requests for information :

Purchasing: Ron Gidda

Purchasing and Inventory Supervisor
Telephone: 604-517-5406
Facsimile: 604-527-7783
Email: nwpurchasing@newwestcity.ca

COMPANY NAME		
Street Address:		
City Province Postal Code		
Contact Name:		
Telephone number:		Fax:
Email		Date:
<u>Signature:</u> by officer with express authority to bind the Proponent to the statements made in the Proposal		

CORPORATION OF THE CITY OF NEW WESTMINSTER

TABLE OF CONTENTS

1.0 DEFINITIONS 3

2.0 INTRODUCTION..... 4

3.0 PROPOSAL INSTRUCTIONS..... 4

4.0 GENERAL CONDITIONS 4

5.0 LIVING WAGE EMPLOYER 5

6.0 BACKGROUND..... 6

7.0 TERMS OF REFERENCE 7

8.0 PROPONENT QUALIFICATIONS 8

9.0 SCOPE (SUMMARY) OF WORK..... 9

10.0 PERSONNEL AVAILABILITY..... 9

11.0 PROPOSAL FORMAT AND PREPARATION 9

12.0 PRICING 10

13.0 PROPOSAL EVALUATION AND SELECTION 10

14.0 REFERENCES 11

APPENDIX A – Declaration, Living Wage Employer 12

APPENDIX B – Consulting Services Agreement..... 14

APPENDIX C – Weekly Inspection Locations 21

APPENDIX D – On-call Locations..... 33

APPENDIX E – New Westminster Planning Neighbourhoods..... 36

APPENDIX F – Locations requiring sacrificial preventative coatings..... 38

SCHEDULE 1 – Fee Proposal 39

CORPORATION OF THE CITY OF NEW WESTMINSTER**1.0 DEFINITIONS**

- 1.1** **“Agreement” “Contract” “Services Agreement”** means a contract that may be issued to formalize with the successful Proponent through a negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposal, any addenda issued, the Proponent’s response and acceptance by the City.
- 1.2** **“City” “Owner”** means City of New Westminster.
- 1.3** **“Contractor” “Service Provider”** means the person(s), firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services first contemplated in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” “Service Provider” and “Proponent” are complimentary in terms of duties, obligations, and responsibilities contemplated at the Request for Proposal stage, through evaluation process, execution, and performance of the Graffiti Removal Services.
- 1.4** **“Mandatory” “Must” “Shall” “Will”** mean a requirement that must be met.
- 1.5** **“Product”** means, unless the context requires otherwise, any and all articles, goods, materials, supplies, commodities, machinery, equipment and fixtures to be supplied by the Contractor that comprise a portion of the Services, but specifically excluding facilities, equipment and materials used or constructed to carry out the Services that are not incorporated permanently into the Services.
- 1.6** **“Proponent”** means responder to this Request for Proposal.
- 1.7** **“Proposal”** means the submission by the Proponent.
- 1.8** **“Provide” “Supply”** shall mean provide and pay for, and supply and pay for.
- 1.9** **“Request for Proposal” “RFP”** shall mean and include the complete set of documents, specifications, drawings, and addenda incorporated herein, and included in this Request for Proposal.
- 1.10** **“Services”** means and includes the provision by the successful Proponent of all services, duties and expectations as further described in this RFP.

CORPORATION OF THE CITY OF NEW WESTMINSTER

2.0 INTRODUCTION

The City invites Proposals from experienced Graffiti Removal Service Providers. The City is seeking a contractor to perform these services, consisting of (a) regular weekly inspection for locations listed in Appendix C and (b) on an on-call basis for any other City properties listed in Appendix D for a period of two (2) years with an option of a one (1) year extension.

3.0 PROPOSAL INSTRUCTIONS

One (1) electronic and one (1) hard copy (unbound) of the Proposal, are to be submitted and clearly marked on the outside envelope or box as follows:

NWRFP-16-16
Graffiti Removal Services
 Attention: Purchasing & Inventory Supervisor

The City will receive Proposals at the location and time indicated on the title page of this Request for Proposal.

It is the Proponent's responsibility to ensure that the City receives its Proposal prior to the stated closing time. The City may nevertheless choose to consider late proposals. The City does not accept facsimile, electronic mail, or other unsealed submissions.

Requests for clarification or further information must be made in writing only to the individual identified on the first page of this RFP. The City will respond to enquiries that it, in its sole discretion, considers relevant to this RFP. The City intends to respond only to those relevant written enquiries received at least ninety-six (96) hours prior to the closing time. The City will record enquiries and post written responses on its website at [City of New Westminster | Bid Opportunities | Business | Request for Bids & Proposals - Open](#)

4.0 GENERAL CONDITIONS

4.1 NO CONTRACTUAL OBLIGATIONS AS A RESULT OF RFP OR PROPOSAL

This is a Request for Proposal, and not a call for tenders or request for binding offers. The City does not intend to enter into contractual relations as part of this RFP process and no contractual obligations whatsoever will arise between the City and any Proponent who submits a Proposal in response to this RFP until and unless the City and a Proponent enter into a formal, written contract for the Proponent to undertake this project. A sample "draft" agreement has been included with this document, as Appendix B.

4.2 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All documents submitted to the City in response to this RFP or as part of any subsequent negotiation will become the property of the City, and will not be returned. Proponents should also be aware that the City is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) ("Act"). A Proponent may stipulate in their Proposal that a portion(s) of their Proposal that contains confidential information and are supplied to the City in confidence. However, under FOIPPA, the City may nevertheless be obligated to disclose all or part of a response pursuant to a request made under the Act, even if the Proponent has stipulated that part of their Proposal is supplied in confidence. The Proponent

CORPORATION OF THE CITY OF NEW WESTMINSTER

should review Section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under the Act.

4.3 CONFIDENTIALITY OF CITY INFORMATION

This RFP and all information provided by the City to a Proponent is provided on a confidential basis, and Proponents will not disclose any such information to any person (other than the Proponent's legal advisers) without the City's prior written consent, nor may any Proponent publicize or advertise its involvement with this RFP process or the City in connection therewith without the prior written consent of the City.

4.4 PROPONENT'S EXPENSES

For clarity, Proponents will be solely responsible for their own expenses incurred in preparing a Proposal or in any subsequent negotiations with the City.

4.5 CONTACTING CITY REPRESENTATIVES

Proponents shall not contact City elected officials, officers or employees directly or indirectly regarding this RFP, except as indicated in this RFP.

4.6 CONFLICT OF INTEREST

Proponents shall disclose any potential conflicts of interest and existing business relationships they may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure. The City may reject a Proposal from any Proponent that the City judges would be in a conflict of interest if the Proponent is awarded a Contract. Failure to disclose, or false or insufficient disclosure of the nature and extent of any relationship the Proponent may have with any employee, officer or director of the Owner shall be grounds for immediate termination of any agreement or contract with the Owner, in the Owner's sole discretion, without further liability of notice.

4.7 INSURANCE

The successful Proponent will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, the following insurance with insurers licensed in British Columbia in forms acceptable to the City:

- a) Commercial Comprehensive General Liability Insurance protecting the City, for an amount of five million dollars (\$5,000,000) naming the City as additional insured;
- b) Motor Vehicle Insurance including property damage and bodily injury not less than \$5,000,000 for accident per vehicle.
- c) Proof of Work Safe registration, including proof of up to date assessment payments in the form of a Work Safe BC certificate of compliance letter.

4.8 PERMITS AND LICENSES

The successful Proponent will be required to obtain a City of New Westminister or Inter-Municipal Business license prior to commencement of work. The successful Proponent will be required to hold this license for the duration of the Contract.

5.0 LIVING WAGE EMPLOYER

Effective January 1, 2011, the City of New Westminister became a "Living Wage Employer". As such, the City has established a [Living Wage Policy](#) that requires all firms that are contracted by the City to provide services on City premises, to pay their employees, who perform said service on City property, a Living Wage as calculated by the Living Wage for Families Campaign. The figure for 2016 for the Lower Mainland is \$20.64, assuming no benefits are provided by the employer.

CORPORATION OF THE CITY OF NEW WESTMINSTER

In order to determine an employee's hourly rate with benefits the Living Wage for Families has created a Living Wage Calculator to assist with this determination. Please access the following website to determine your compatibility. <http://www.livingwageforfamilies.ca/employers/living-wage-calculator/>

The City includes in all its competitive bid documents a Declaration referencing the City's expectations with regards to compliance of the Policy (attached as Appendix A). Completion and submission of the Declaration is required prior to Contract award.

In evaluating submissions, the City intends to rely on the Declaration provided by a Respondent and shall have no obligation or duty to investigate the truthfulness of the Declaration. Please review the City's [Living Wage Policy](#) for further information.

6.0 BACKGROUND

- 6.1** The City of New Westminster, situated in the geographic centre of the lower mainland encompasses 15 square kilometres including more than 25 park spaces, To date, the City has used both contracted and in-house services in order to eradicate and prevent various forms of graffiti on all City properties, infrastructure and play spaces. Described in Appendix C and D are locations that require a minimum weekly inspection. These include but are not limited to 21 feature park spaces each with varying amenities and facilities; 9 priority sites where high activity of graffiti on infrastructure has been noted; 60 electrical switching kiosks; 20 electrical junction kiosks; 212 electrical transformers; 2 electrical cable terminating stations; 12 of water PRV stations; and ; 41 of sanitary and storm pump stations. In addition, there are a number of other properties and locations which may require service on an as need basis including 11 Civic facilities and 13 neighbourhood parks plus any other properties which the City requests graffiti removal services. Many items or locations listed in Appendix C and D may include other features listed within the Appendices that are situated within the vicinity or proximal to another location.
- 6.2** Each of the City's sites and amenities feature various surface materials in which the contractor would be expected to adapt cleaning techniques in order to revitalize those surfaces to an acceptable state. Examples of surface materials may include: Asphalt, concrete, stone, masonry, painted or treated wood, natural wood or trees, painted metals, objects wrapped with adhesive decaling, Plexiglas, plastic, or glass.
- 6.3** The City does not permit initials, slogans, designs, symbols, marks or drawings, written, spray-painted, etched or otherwise made on a sidewalk, wall, building, fence, sign, or any other structure or surface but does not include, condone or permit any form of graffiti outlined in this RFP in addition to the destruction of public property, defacing public artwork or streetscape furniture, posting unwarranted advertising, or any other type of vandalism in any City park or public space. These offenses are prohibited in either the City's Parks Regulation Bylaw No. 3646, 1959, Street Traffic Bylaw No. 6027, 1991 Section 504, or Unsightly Premises Bylaw No. 5969, 1991
- 6.4** The City will retain a graffiti removal Contractor as the primary service provider but may use the services of another qualified contractor if the primary Service Provider is unable to supply the required service needs including personnel, scheduling and equipment.

CORPORATION OF THE CITY OF NEW WESTMINSTER

- 6.5** There is no implied guarantee of a minimum number of hours of work. Historically, the City's approximate annual spend for this Service has been;
- 2013: \$240,300
 2014: \$249,200, and
 2015: \$223,700

7.0 **TERMS OF REFERENCE**

- 7.1** *Graffiti Removal Services:* Graffiti removal services shall include, but are not limited to, the minimum removal of various types of paint, poly/paper adhesive stickers and adhesives, wax crayon or candle waxes, ink marker, glass etchings or scratches, poster, gum, chalk, feces, and/ or bodily fluids, applications to all surface types, both porous and non-porous substrate found on any City property or facility.
- 7.2** *Notification Procedure:* The Contractor shall respond to all requests for service from the City or through public notification on The City of New Westminster's smart phone application "See Click Fix". Requests may also be initiated by any City Department (i.e. Police, Engineering, Electrical, Strategic Services, etc...).
- 7.3** *Paint restoration:* Many surfaces may require paint restoration involving surface preparation, masking, and hand application of paint as needed. Sample City colours shall be provided to the Proponent but maintaining stock of those colours will be required of the Contractor.
- 7.4** *Graffiti Removal product:* Any graffiti removal solutions, solvents, coatings or cleaning products must meet Federal and Provincial standards. Proponents shall identify each type of graffiti removal product and describe the appropriate application for all products used in graffiti removal or surface restoration. Proponents shall also provide all WHMIS and MSDS documentation for each product identified for use in their Proposal.
- 7.5** *Graffiti Removal Process:* Proponents will provide detail on the techniques and equipment used for the Graffiti Removal Services. This will include removal of various types of graffiti described herein as "Graffiti Removal Services". At a minimum, the Proponent shall describe techniques for removal of the following on various substrates: Spray Paint Bomb; Marker Tag; Stickers; Paint Restoration; and Posters.
- 7.6** *Preventative Maintenance:* The successful Proponent will be responsible for treating certain surfaces listed in appendix F with a sacrificial or semi-sacrificial preventative surface coating or Anti-graffiti coating to prevent graffiti from bonding to a particular substrate. Rejuvenation of these coatings will be at the expense of the Contractor but may be required to prevent graffiti penetration of porous substrates or erosion occurring from frequent power washings and application of graffiti removal solvents. Anti-graffiti coatings shall in no way alter the look of the substrate.
- 7.7** *Time Frame for Removal:* Hate, racial or personally offensive graffiti shall be attended to within 2 hours of notification. Non-offensive graffiti reported will be attended to within 36 hours of notification. Graffiti found during site inspections shall be removed immediately upon finding.
- 7.8** *Operational Procedures:* Proponents shall identify and describe in their submission the following:
- Service levels

CORPORATION OF THE CITY OF NEW WESTMINSTER

- Vehicle standards and available equipment
- Vehicles and equipment must meet Tier 2 standards or bylaw 1161
- Public relations
- Number of employees and their roles within the organization
- Employee conduct and appearance
- Workers Compensation Board compliance
- Recordkeeping
- Cataloguing and reporting procedures
- City notification procedure
- Any additional information pertinent to operational procedures.

7.9 All non-road diesel powered equipment that is 25hp (19kw) or greater must comply with Metro Vancouver's Non-Road Diesel Engine Emissions Regulation Bylaw No. 1161, 2012 (the Bylaw). The Bylaw requires owners or operators of Tier 0 and Tier 1 non-road diesel engines to register, label, and pay fees in order to operate within Metro Vancouver. Please advise what Engine Tier your proposed equipment meets and if it is in compliance with Metro Vancouver's Bylaw. Provide the engine registration number issued by Metro Vancouver if applicable. The City may, at its discretion, give preference to equipment that meets higher emission standards. To register your equipment visit www.metrovancouver.org/nonroaddiesel or call Metro Vancouver for assistance at 604-451-6655.

7.10 The City, through its participation in the B.C. Climate Action Charter has a requirement for suppliers who provide services that generate Greenhouse Gases (GHG) through the consumption of fuels to provide annual reporting on their consumption. A successful Proponent will be required to provide such reporting.

8.0 PROPONENT QUALIFICATIONS

8.1 The Proponent must be able to show that it has carried out this type of work within the past five (5) years for similar organizations.

8.2 Proponents are requested to provide information on their experience, capabilities and resources. The Proponent or Proponent team must have sufficient capabilities and resources to provide the Services requested.

8.3 As part of the Proposal, the Proponent shall discuss graffiti removal capabilities in terms of Graffiti Removal Services presently provided under other contracts.

8.4 All personnel assigned by the successful Proponent for graffiti removal under a Contract with the City must be fully trained in the safe handling of Graffiti Removal Products and capable of completing all work required.

8.5 All employees and equipment must be clearly identified with company logo's be fully licensed and have current insurance.

8.6 Operators of hired vehicles must hold a valid BC driver's license for the class of vehicle being driven.

CORPORATION OF THE CITY OF NEW WESTMINSTER

8.7 An updated and complete list of the Contractor's personnel and their qualifications must be maintained and provided to the City upon request.

9.0 SCOPE (SUMMARY) OF WORK

9.1 The Services are to be performed within the boundaries of the City of New Westminster.

9.2 The work provided by the successful Proponent **must** comply with all laws and regulations in the Province of British Columbia.

9.3 *Additional Services:* The City may call upon the Contractor to supply additional services at the City's request. These services may include but are not limited to; power washing, painting and surface restoration.

9.4 This will be for a two (2) year term with the option, at the sole discretion of the City, for one (1) additional year.

10.0 PERSONNEL AVAILABILITY

10.1 Graffiti Removal Services shall be available 24 hours per day, a minimum of 12 hour notice prior to the Service needed will be given except in the event of requests for removal of hateful, racial or personally offensive graffiti.

11.0 PROPOSAL FORMAT AND PREPARATION

11.1 Proposals should not exceed twenty (20) pages in length excluding attached appendices. Proposals should be provided double-sided on 8 ½" white paper, in a font colour of black and not less than 11 point. All proposals must clearly identify:

- a) Understanding of scope of work;
- b) Approach;
- c) Cost/Schedule;
- d) Project Team/Experience.
- e) List of equipment owned by the Proponent in order to successfully undertake this engagement. Include year make and model of equipment.

11.2 In addition to the substantive Proposal requirements identified within this RFP, the following are considered key content that should be included as part of the Proponent's Proposal:

- a) The Contractor will be required to submit a work plan for the services required by the City for an understanding of the project;
- b) A description of the Proponent's firm including years of service, number of resources available meet the Scope of Services identified in this RFP.
- c) A detailed work program and methodology to successfully achieve the objectives;
- d) Charge out rates / hourly fees for weekly monitoring and removal;
- e) The proposed staff, complete with brief resumes. Describe each person's role in this engagement and their qualifications and experience to take on successfully the role;
- f) The key contact who will be responsible for this engagement;
- g) A list of any sub-Consultants with a brief resume of experience, if applicable;
- h) An indication of similar engagements undertaken by the Service Provider; and,

CORPORATION OF THE CITY OF NEW WESTMINSTER

- i) Names of three references of clients who have undertaken similar work, the City may contact the references to assess the performance of the Proponent.

12.0 PRICING

- 12.1** The Service Provider **must** provide as part of their Proposal, an applicable schedule of rates for services.
- 12.2** The City will not pay for or be invoiced for lunch breaks as part of any contract with the successful Proponent.
- 12.3** Transportation for the Contractor's personnel shall be the responsibility of the Contractor.
- 12.4** The City does not pay for travel time to and from the work site.
- 12.5** The Proposal is to include pricing based on Flat fee rates and on call services. Included for reference are the locations of the various equipment requiring monitoring on a weekly basis. The information has been broken down by districts within the City boundaries:
- a) Weekly monitoring service
 - b) One off call outs
 - c) After hour (non-business hour) service.
 - d) Unit rates for additional areas
- 12.6** The following expenses **must be included** in the hourly rates:
- a) All cost associated with fax, photocopier and long distance telephone calls;
 - b) All indirect (or overhead) expenses incurred in the course of operating a firm;
 - c) All costs associated with the necessary insurance coverage including professional liability insurance.

13.0 PROPOSAL EVALUATION AND SELECTION

- 13.1** The City of New Westminster will evaluate all submitted valid Proposals. The object of the evaluation and selection process is to identify the Proposal that, in the City's opinion offers the best value for the Products and/or Services requested.
- 13.2** The City is not obligated to accept the lowest priced Proposal or any Proposal, and may reject all submissions.
- 13.3** The City has the absolute right to accept or reject any Proposal for any reason, to negotiate with any Proponent or Proponents and to evaluate the Proposals in accordance with all information submitted by the Proponents and to abandon the RFP at any stage, for any reason.
- 13.4** There shall be no obligation on the part of the City neither to receive further information, whether written or oral, from any Proponent nor to disclose the nature of any Proposal received.
- 13.5** The City at its discretion, may invite some or all Proponents for an interview to provide clarifications of their Proposals. In such event, the City will be entitled to consider the answers received in evaluating Proposals. The City may choose a demonstration of a Proponent's cleaning / graffiti removal capabilities.

CORPORATION OF THE CITY OF NEW WESTMINSTER

- 13.6** The City may award a Contract to the Proponent whose submission, in the City's sole discretion, provides the best overall value to the City for the work. In evaluating the overall value to the City for the work in respect of each submission received, the City, in addition to price, will have in mind its critical goals of obtaining a high quality service in accordance with this Request for Proposal document.
- 13.7** In evaluating overall value, the City may consider, without limitation, price, qualifications and past experience of Proponents, availability of necessary work forces and other resources, proposed methodology and the past performance of Proponents on similar engagements in respect of quality of work, timeliness of work, costs of contract administration to the owner of the project, and costs associated with claims for extras in respect of the project. In this regard, considerations other than price may be of greater weight in the City's evaluation of submissions received.
- 13.8** Proposals will be evaluated based on the following criteria:
- a) Company size and quantity of resources;
 - b) Experience of Company/Team;
 - c) Understanding of Scope of Work;
 - d) Proposed Work Plan and Approach; and,
 - e) Charge Out and Weekly Monitoring Rates.
- 13.9** Proposed project teams must be capable of completing all identified tasks; the City will not consider partial submissions.

14.0 REFERENCES**14.1** **NOTE: Failure To Provide References May Result In Disqualification**

- 14.2** Proponents shall provide sources for three (3) references (companies for whom work of a similar magnitude and nature completed in the past five (5) years, including the City of New Westminster).



Corporation of the City of
NEW WESTMINSTER

NWRFP-16-16

APPENDIX A

Declaration – Living Wage Employer



DECLARATION – LIVING WAGE EMPLOYER

I, _____ as a duly authorized signing officer of

Company: _____

Address: _____

_____, confirm that all employees and sub-contractors under our contract with the City as outlined below, are paid not less than the "Living Wage" as calculated by the Living Wage for Families Campaign.

I understand that this requirement extends only to those employees and sub-contractors' employees that perform work while on City premises and property for durations in excess of one continuous hour per occasion.

I understand that the City will conduct audits if and when notification of breach of this compliance is received by the City. I understand that in the event any breach of this declaration is found to be true, the City reserves the right to cancel its contract without penalty at any time once said authentication of the breach is made.

Contract Name: _____

Authorized Signatory:

Dated:



Corporation of the City of
NEW WESTMINSTER

NWRFP-16-16

APPENDIX B

Draft Contract for Services Agreement

DRAFT CONTRACT FOR SERVICES AGREEMENT

This Agreement made this ____ day of _____ 2016

BETWEEN: THE CORPORATION OF THE CITY OF NEW WESTMINSTER
511 Royal Avenue, New Westminster, BC, V3L 1H9
(herein called the “City”)

AND: “CONTRACTOR”
Address
(herein called the “Contractor”)

The City and the Contractor agree as follows:

1.0 ARTICLE 1 – Engagement and Conflict of Interest

- 1.1 The Contractor agrees to perform the Contracting Work (herein called the “Work”) and provide all qualified personnel, services, materials, and such other things required by the **General Conditions, General Requirements, Specifications, Scope of Work and Bid Form** for **(enter tender / quote number)** for **Name of Work** at **Location, New Westminster**, submitted to the City **(enter date)**.
- 1.2 The Contractor’s relationship with the City will be that of a Prime Contractor.
- 1.3 The Contractor will not act for any party whose interests are in conflict with those of the City, unless the City provides specific prior waiver of that term in writing, in each instance.
- 1.4 The Contractor warrants that neither it nor any of its officers or directors, or any employee, has any financial or personal relationship or affiliation with any elected official or employee of the Corporation or their immediate families which might in any way be seen or perceived (in the Corporation’s sole and unfettered discretion) to create a conflict. If such any conflict of interest arises during this agreement, the Contractor will immediately inform the City in writing.

2.0 ARTICLE 2 - Duration and Termination

- 2.1 The Work shall commence **enter date** and be complete by **enter date**, subject to further extension as agreed upon by the parties.
- 2.2 Should the Contractor breach this agreement, either by abandonment, or by act or omission on their part contravening the terms of this Agreement then this Agreement shall terminate at the time of such abandonment or act or omission and the Contractor shall be paid only for Work performed up to the date of contravention.

- 2.3 Acts or omissions by the Contractor that shall justify termination of this Agreement shall include but not be limited to the following:
- a) neglect of duties;
 - b) non-compliance of this Agreement;
 - c) inability to perform the Work he represented himself as competent to perform;
 - d) any misrepresentation made or concealment of material fact for the purpose of securing this Agreement.
- 2.4 The agreement may be terminated by the City as follows:
- a) For Deficiency or Default - immediately by providing to the Contractor written notice of the deficiency or default after the Contractor has been given a reasonable opportunity to remedy said deficiency or default;
 - b) Without Cause - the City may terminate this Agreement for any reason or no reason following fourteen (14) days' written notice to the Contractor by the City.
- 2.5 Upon termination of the agreement, the City will pay the Contractor for work performed up to the effective date of termination. All other obligations of the City to the Contractor will terminate upon the termination or expiry of the agreement.

3.0 ARTICLE 3 - Non-Disclosure of Information

- 3.1 The Contractor accepts that any information relating to the business affairs of the City is confidential and that any disclosure by him of any such information to unauthorized persons shall be reason for termination of this Agreement.

4.0 ARTICLE 4 - Ownership of Contract Documents and Freedom of Information

- 4.1 All documents submitted to the City of New Westminster become the property of the City, and as such, the City advises Contractors that parts, or all, of this contract and documents legally connected to this contract may be subject to the provisions of British Columbia's *Freedom of Information and Protection of Privacy Act (FOIPPA)* and *Community Charter*. Contractors who wish to ensure particular parts of this contract are protected from disclosure under the FOIPPA Act should specifically identify any information or records forming part of the contract that constitute (1) trade secrets, (2) that are supplied in confidence, and (3) the release of which could significantly harm their competitive position. Information that does not meet all three of the foregoing categories may be subject to disclosure to third parties. Please refer to the *Freedom of Information and Protection of Privacy Act* for further information.

5.0 ARTICLE 5 - Compliance with Applicable Laws

- 5.1 The Contractor shall be responsible for giving all notices and complying with all laws, ordinances, rules, regulations, codes, and standards relating to the performance of the Work. The Contractor shall indemnify the City and hold it harmless from and against any claim, penalty, losses, damages, or expenses that might be made, imposed, suffered, or incurred due to an asserted or established violation of any such laws, ordinances, rules, regulations, codes or standards.
- 5.2 The Contractor will register for, obtain, and maintain their own separate WorkSafe BC Insurance Coverage, when required by WorkSafe BC and the *Workers Compensation Act*. When WorkSafe BC Insurance coverage is required, the Contractor will prove to the City they are registered with WorkSafe BC and are up to date on their premiums by providing a WorkSafe BC Clearance letter

to the City before the Contractor starts the Work for the City and again before the City makes final payment to the Contractor.

- 5.3 The Contractor will comply with the WorkSafe BC Occupational Health and Safety Regulation and the *Workers' Compensation Act*. Any WorkSafe BC violation by the Contractor may be considered a breach of contract resulting in possible termination or suspension of the contract and/or any other actions deemed appropriate at the discretion of the City. Any penalties, sanctions or additional costs levied against the City, due to the actions of the Contractor are the responsibility of the Contractor.
- 5.4 The laws of the Province of British Columbia shall govern the Agreement. Any disputes between the Contractor and the City arising out of or in connection with this Agreement shall be referred to the British Columbia International Commercial Arbitration Centre for arbitration under its applicable rules and resolved by a single arbitrator mutually agreed to by both parties.

6.0 ARTICLE 6 - Advertising and Publicity

- 6.1 The Contractor shall submit to the City, all proposed advertising, or publicity material(s) referring to the City or the performance of the Work for written approval prior to issue.

7.0 ARTICLE 7 - Relationship

- 7.1 It is expressly agreed, represented, and understood that the parties have entered into an arm's length independent contract for the rendering of the above-mentioned Work and that the Contractor is not an employee, agent, or servant, of the City. Further, this Agreement does not constitute or create any partnership, joint venture, master-servant, employer-employee, principal-agent, or any other relationship apart from an independent contractor status providing an independent service for which the Contractor will invoice the City according to the terms and conditions of this Agreement.
- 7.2 The manner by which the Contractor conducts its work in order to provide the Work contemplated by this Agreement are under its control, but the Contractor shall ensure the Work is performed on a timely basis and to a reasonable standard of care, skill and diligence.

8.0 ARTICLE 8 – Compensation and Records

- 8.1 In consideration of the performance of the Work, the City shall pay the Contractor the monies determined by the rates provided in **RFP/ Quote #**. The City shall pay based on the weekly maintenance fees as provided for locations identified in Appendix C of the RFP and unit rates as provided to services the "on-call" requirements.
- 8.2 The Contractor shall keep proper accounts and records for the performance of the Work, including invoices, receipts and vouchers, and shall preserve and keep available for audit and inspection all records described above for at least 2 years after the Term or earlier termination of the Agreement.

9.0 ARTICLE 9 - Application for Payment

- 9.1 The Contractor shall submit invoices to the City on or before the tenth (10th) day of each month. The City, if it approves the amount of such invoices, shall pay such invoices within thirty (30) days from the invoice date.
- 9.2 Each invoice will show an itemized list of Work and costs incurred for each of the tasks outlined in the Scope of Work. In addition to an itemized invoice, each invoice submitted by the

Contractor will clearly include the total amount of Work and disbursements and total for each task, and the total payable for the invoice.

- 9.3 If the City does not approve of or wishes to further review, audit or otherwise seek clarification concerning the Contractor's invoices, for whatever reason, the City shall not be liable for interest charges in respect of that invoice for the period from the date the invoice is submitted, until that date that invoice is paid. The City, if it approves the amount of such invoices, shall pay such invoices on or before the twentieth (20th) day of the following month.

10.0 ARTICLE 10 - Indemnification

- 10.1 The Contractor shall, on its own behalf and on behalf of all persons and corporations working by, through or under the Contractor, indemnify and save harmless the City and its elected officials, employees, officers, and agents from and against all liabilities, losses, damages, claims, costs, expenses (including legal fees and disbursements), suits, and judgements arising out of or related to the provision of the Work by the Contractor that are found to be negligent.
- 10.2 This indemnification shall not apply:
- a) where the liabilities, losses, damages, claims, costs expenses, suits or judgements result from the City acting on the advice of, or receiving direct service from, the sub-contractor or employees of the sub-contractors of the Contractor and without the knowledge or consent of the Contractor; **or**
 - b) to the extent that the City, its employees, officers, or agents were negligent.
- 10.3 The Contractor's liability to indemnify the City and its elected officials, employees, officers, and agents shall not limit or affect any other rights or remedies the City may have against the Contractor in respect of the Work or a breach of this Agreement.

11.0 ARTICLE 11 – Change To Scope of Work

- 11.1 The City may vary at any time the Scope of Work to be provided by the Contractor as part of the Work. In that case and where this Agreement contains a limit as to the maximum fees and disbursements to be paid to the Contractor for all or any part of the Work, such limit or limits shall be adjusted as agreed to by both parties in writing.
- 11.2 Should the Contractor consider that any request or instruction from the City constitutes a change in the scope of the work; the Contractor shall so advise the City within ten (10) days in writing. Without said written advice within the period specified and written agreement between the parties, the City shall not be obligated to make any payments of additional fees to the Contractor.

12.0 ARTICLE 12 - Insurance

- 12.1 The Contractor shall provide the following types of insurance to be placed with a company or companies legally doing business in British Columbia and in a form acceptable to the City. The policies of insurance shall provide for thirty (30) days prior written notice of cancellation, lapse, or material change to the City. Certified copies of these insurance policies shall be submitted to the City prior to the commencement of any Work.
- 12.2 **Commercial General Liability Insurance** protecting the City, the Contractor, and their respective servants, agents, tenants or employees against damages arising from personal injury (including death) and claims for property damage which may arise out of the operations of the

Contractor, its subcontractors, or their respective servants, agents or employees in connection with the Work.

- .1 The policy shall specifically cover liability arising out of the performance of this Contract and shall cover all liability assumed by the Contractor under any contract or agreement, including the indemnity provisions of this Contract. The policy shall also include products and completed operations coverage and shall extend to liability arising out of non-owned automobiles.
- .2 This insurance shall be for an amount of not less than five million dollars (\$5,000,000.00) inclusive per occurrence and shall include a standard form of cross liability clause. The deductible per occurrence shall not exceed one thousand dollars (\$1,000.00). The insurance shall remain in force, following completion of the Work, for a period of not less than seventy-two (72) months, renewed on an annual basis. Evidence of this insurance is to be provided to the City on an annual basis.

12.3 Automobile Liability Insurance on all licensed vehicles owned by or leased to the Contractor, protecting against damages arising from bodily injury (including death) and from claims for property damage arising from the operations of the Contractor, its servants, agents, or employees. This insurance shall be for a minimum amount of one million dollars (\$1,000,000) inclusive per accident.

13.0 ARTICLE 10 - Assignments

13.1 The Contractor may not assign this Agreement without the written consent of the City.

14.0 ARTICLE 11 – Agreement

14.1 No term of this Agreement shall be deemed to have been waived by a party unless written waiver from the other party has been first obtained, and no condoning, excusing or overlooking of any default on previous occasions, or any earlier written waiver shall operate as a waiver in respect of a subsequent default.

14.2 This Agreement is the whole of the Agreement between the parties and sets forth all the warranties, representations, covenants, promises, terms, and conditions between the parties and there is no other written or oral express or implied terms, conditions, warranties, representations, or promises not reduced to writing and set out in this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused their respective seals to be affixed as of the day and year first above written

**THE AUTHORIZED SIGNATURE FOR
THE CORPORATION OF THE CITY OF
NEW WESTMINSTER:**

Roy Moulder, SCMP
Purchasing Manager

Accepted and Agreed on
_____, 2016

By

“CONTRACTOR”

Authorized Signature

Name and Office



Corporation of the City of
NEW WESTMINSTER

NWRFP-16-16

APPENDIX C

Weekly Inspection Locations

SITES REQUIRING WEEKLY INSPECTION

Legend	
CF&I	Civic Facilities & Infrastructure
CP	City Parks (*locations include public washroom buildings)
DPSK	Drainage Pump Station Kiosks
ECTS	Electrical Cable Termination Stations
EJK	Electrical Junction Kiosks
ESK	Electrical Switching Kiosks
ET	Electrical Transformers
FH	Fire Hydrants (there are 767 hydrants throughout the City)
SSPS	Sanitary Sewer Pump Stations
WPRVK	Water Pressure Reducing Valve Kiosks
WZMK	Water Zone Meter Kiosks
PE	Wood Electrical Poles

Listing by Neighbourhood

- CP 521 Sharpe St. – Riverside Adventure Park
- CP 801 Royal Ave. – Simcoe Park

Brow of the Hill

- Brow of the Hill
- Brow of the Hill

- CF&I 200 Spruce St. – Brunette Ave. Retaining Wall
- CP 660 E. Columbia St. – Lower Hume Park*
- DPSK DG-5 00 Blk Braid St.
- ET 100 Braid St.
- SSPS SA-14 300 Blk Edworthy Way
- SSPS SA-16 400 Blk Brunette Ave.
- WPRVK PRV-1 75 Braid St. (Brunette Ave East)
- WPRVK PRV-2 70 Braid St. (Brunette Ave West)
- WPRVK PRV-3 146 Brunette Ave (East Columbia St.)

Brunette Creek

- Brunette Creek
- Brunette Creek
- Brunette Creek
- Brunette Creek
- Brunette Creek
- Brunette Creek
- Brunette Creek
- Brunette Creek
- Brunette Creek

- ECTS 3rd Ave and 14th Street
- ET IFO 939 London Pl.
- SSPS SA-17 2300 Blk Trapp Rd.
- WPRVK PRV-9 2003 Hamilton St.

Connaught Heights

- Connaught Heights
- Connaught Heights
- Connaught Heights
- Connaught heights

Downtown

CF&I	100 McBride Blvd. – Victoria Hills Foot Bridge	Downtown
CF&I	900 Quayside Dr. – McInnes Overpass	Downtown
CF&I	1300 Third Ave. – Third Avenue Overpass	Downtown
CF&I	200 Columbia St. – Columbia ST Retaining Wall	Downtown
CF&I	81 Tenth ST. – Downtown Power Substation	Downtown
CF&I	600 Front St. – Front St. Parkade	Downtown
CF&I	638 Columbia St – Mackenzie Plc. Hoarding	Downtown
CP	660 Quayside Dr. – Westminster Pier Park*	Downtown
CP	788 Quayside Dr. – Quayside Park and tug boat play area (weekly power washing)*	Downtown
CP	1000-1300 Blk Quayside Dr. – Waterfront Boardwalk Esplanade	Downtown
CP	631 Carnarvon St. – Begbie Square	Downtown
CP	774 Columbia St. – Hyack Square	Downtown
EJK	400 Blk. Front St.	Downtown
ESK	Miner St., S/O Cumberland St. (Fraserview)	Downtown
ESK	IFO 1250 Quayside Dr.	Downtown
ESK	IFO 960 Quayside Dr. (MH 320)	Downtown
ESK	Quayside Dr. in R-of-W 1300 Blk.	Downtown
ESK	Quayside Dr. at Laguna Crt. (MH 324)	Downtown
ESK	Quayside Dr. at Renaissance Sq. (MH 325)	Downtown
ESK	Quayside Dr. at Rialto Crt. (MH 326)	Downtown
ESK	3rd Ave. Overpass (S) (MH 327)	Downtown
ESK	3rd Ave. Overpass (N) (MH 327)	Downtown
ESK	3rd Ave., E/O Levi St.	Downtown
ESK	788 Quayside Dr.	Downtown
ESK	1200 Blk Quayside Dr.	Downtown
ESK	South end of McInnes overpass	Downtown
ESK	Clarkson St., E/O 6th St.	Downtown
ESK	Moody St. at Blackie St.	Downtown
ESK	Blackie St. at Carnarvon St.	Downtown
ESK	Royal Ave. at Blackie St.	Downtown
ESK	Agnes St. at Blackie St.	Downtown
ESK	Alexander St. S/O Carnarvon St.	Downtown
ESK	Agnes St. @ Elliot St.	Downtown
ESK	McNeely St. at Ramage St.	Downtown
ET	At rear of 401 Columbia St.	Downtown
ET	South end of McInnes overpass	Downtown
ET	Reliance Crt. At entrance to Boardwalk	Downtown
ET	North E/O Railway Bridge, 1260 Quayside Dr.	Downtown
ET	1260 Quayside Dr.	Downtown

ET	Quayside Dr. At Laguna Cr.	Downtown
ET	Esplanade, W/O Railway Bridge	Downtown
ET	Under 3 rd Ave. Overpass	Downtown
ET	788 Quayside Dr.	Downtown
ET	Columbia St., E/O Pattullo Br. Overpass	Downtown
ET	Blackie St. And Carnarvon St.	Downtown
ET	Columbia St. At McNeely St.	Downtown
ET	Royal Ave. At 10 th St.	Downtown
ET	Westminster Pier Park	Downtown
ET	Clarkson St. At Elliot St.	Downtown
ET	South end of Bushby St.	Downtown
ET	Front St., E/O Begbie St.	Downtown

**Glenbrooke
North / South**

CF&I	600 McBride Blvd. – Terry Hughes Foot Bridge	Glenbrooke North
CP	701 Park Cres. – Terry Hughes Park	Glenbrooke North
ECTS	7 th Ave. at Park Cres.	Glenbrooke North
ESK	Park Cres. at 7th Ave. (MH 131)	Glenbrooke North
ESK	24 Ovens Ave. (Colborne at Ovens)	Glenbrooke North
ESK	2nd St. at 8th Ave.	Glenbrooke North
ESK	Colborne St., N/O Ovens Ave.	Glenbrooke North
ET	Across from 47 Mott Cres.	Glenbrooke North
ET	8 th Ave. At Park Cres.	Glenbrooke North
ET	Canada Games Pool – all weather Field	Glenbrooke North
ET	IFO 70 Courtney Cres.	Glenbrooke North
ET	IFO 90 Mott Cres.	Glenbrooke North
ET	IFO 90 Courtney Cres.	Glenbrooke North
ET	IFO 120 E. 10 th Ave.	Glenbrooke North
ET	IFO 74 Mott Cres.	Glenbrooke North
ET	S/O Operations entrance on Colborne St.	Glenbrooke North
ET	35 Courtney Cres.	Glenbrooke North
ET	Beside 707 Colborne St.	Glenbrooke North
ET	IFO 727 Colborne St.	Glenbrooke North
ET	Lane S/O Ovens St. East of First St.	Glenbrooke North
WPRVK	PRV-5 901 First St.	Glenbrooke North
	New-Westminster substation building; 41 Ovens street	
CP	51 Third Ave. – Queens Park*	Glenbrooke South
CF&I	65. East Sixth Ave. – Canada Games Pool/Centennial Community Centre/No. 1 Firehall	Glenbrooke South

CF&I	200 Cumberland St.– Sapperton Landing Retaining Wall	Glenbrooke South
CP	9 McBride Blvd. – Victoria Hill Park and retaining wall	Glenbrooke South
ESK	East 8th Ave. at Sangster Pl.	Glenbrooke South
ESK	Cumberland St. at East Columbia St.	Glenbrooke South
ESK	East 6th Ave. at McBride Blvd.	Glenbrooke South
ESK	McBride Blvd., N/O Royal Ave.	Glenbrooke South
ESK	McBride Blvd. at Royal Ave.	Glenbrooke South
ESK	Francis Way	Glenbrooke South
ESK	Francis Way at Memorial Dr.	Glenbrooke South
ESK	Memorial Dr.	Glenbrooke South
ESK	McBride Blvd., N/O Memorial Dr.	Glenbrooke South
ESK	Cumberland St., N/O East 6th Ave.	Glenbrooke South
ESK	Ross Dr.	Glenbrooke South
ET	Queens Park Arena – 51 Third Ave.	Glenbrooke South
ET	Centennial Lodge – 51 Third Ave.	Glenbrooke South
ET	IFO 462 Cumberland St.	Glenbrooke South
ET	IFO 486 Cumberland St.	Glenbrooke South
ET	IFO 481 Glenbrook Dr.	Glenbrooke South
ET	IFO 497 Glenbrook Dr.	Glenbrooke South
ET	61 Eddie Dr.	Glenbrooke South
ET	IFO 466 Glen Crt.	Glenbrooke South
ET	IFO 476 Glenbrook Dr.	Glenbrooke South
ET	IFO 460 Glenbrook Dr.	Glenbrooke South
ET	IFO 444 Glenbrook Dr.	Glenbrooke South
ET	IFO 428 Glenbrook Dr.	Glenbrooke South
ET	N/E corner of Cumberland St. & Glenbrook Dr.	Glenbrooke South
ET	IFO 438 Cumberland St.	Glenbrooke South
ET	IFO 91 Miner St.	Glenbrooke South
ET	At rear of 84 Richmond St.	Glenbrooke South
ET	At rear of 92 Richmond St.	Glenbrooke South
ET	IFO 75 Seymour Crt.	Glenbrooke South
ET	IFO 67 Seymour Crt.	Glenbrooke South
ET	IFO 79 Kwantlen Crt.	Glenbrooke South
ET	IFO 73 Kwantlen Crt.	Glenbrooke South
ET	IFO 81 Miner St.	Glenbrooke South
ET	IFO 56 Richmond St.	Glenbrooke South
ET	IFO 50 Richmond St.	Glenbrooke South
ET	28 Richmond St.	Glenbrooke South
ET	East Columbia St., S/O Richmond St.	Glenbrooke South
ET	28 Richmond St.	Glenbrooke South
ET	IFO 76 Jamieson Crt.	Glenbrooke South
ET	IFO 72 Jamieson Crt.	Glenbrooke South

ET	E. Columbia St., E/O Richmond St.	Glenbrooke South
ET	700 Blk. McBride Blvd.	Glenbrooke South
ET	Crn of McBride Blvd. And E. Royal Ave.	Glenbrooke South
ET	IFO 271 Francis Way	Glenbrooke South
ET	245 Francis Way, N/E corner	Glenbrooke South
ET	72 Jamieson Crt. MSA #3	Glenbrooke South
ET	72 Jamieson Crt. MSA #4	Glenbrooke South
ET	IFO 831 Cumberland St.	Glenbrooke South
ET	Across from 619 Cumberland St.	Glenbrooke South
ET	323 Governors Crt., S/W entrance	Glenbrooke South
ET	323 Governors Crt., center triangle	Glenbrooke South
ET	323 Governors Crt., N/E entrance	Glenbrooke South
ET	Across from 708 Cumberland St.	Glenbrooke South
ET	245 Francis Way, N/E corner	Glenbrooke South
ET	245 Francis Way	Glenbrooke South
ET	Corner of E. Royal Ave. And Francis Way	Glenbrooke South
ET	Rear of 410 Columbia St. Off Front St.	Glenbrooke South
ET	IFO 280 Ross Dr.	Glenbrooke South
ET	McBride Blvd., S/O Blackberry Lane	Glenbrooke South
ET	Queens Park Stadium (behind grandstand)	Glenbrooke South
SSPS	SA-15 00 Blk East Columbia St.	Glenbrooke South
WPRVK	PRV-4 25 Richmond St. (Jamieson Ct.)	Glenbrooke South
WPRVK	PRV-12 15 East Royal Ave. (Lane)	Glenbrooke South
WPRVK	PRV-13 295 Francis Way.	Glenbrooke South
WZMK	ZM-1 25 Richmond St.	Glenbrooke South

Kelvin

CP	830 Sixth St. – Mercer Stadium*	Kelvin
CP	600 Eighth St. – Moody Park*	Kelvin
ET	IFO 32 E. 10 th Ave.	Kelvin
ET	IFO 64 E. 10 th Ave.	Kelvin
WPRVK	PRV-6 801Sixth Ave.	Kelvin
WZMK	ZM-3 801 Sixth Ave.	Kelvin

**North Arm
North / South**

ET	3 rd Ave. At Stewardson Way	North Arm North
WPRVK	PRV-10 2099 River Dr.	North Arm North
CF&I	86 Star Cres. – Port Royal Overpass	North Arm South
CP	100 Ewen Ave. – Port Royal*	North Arm South

DPSK	DG-1 400 Blk Wood St.	North Arm South
DPSK	DG-2 400 Blk Stanley St.	North Arm South
ESK	Furness St. at Ewen Ave. (MH 450)	North Arm South
ESK	Star Cres., W/O Furness St.	North Arm South
ESK	800 Blk. Boyd St.	North Arm South
ESK	East end of Salter St.	North Arm South
ET	Corner of Furness St. And Ewen Ave.	North Arm South
ET	415 Stanley St., Pump Station	North Arm South
ET	IFO 218 Furness St.	North Arm South
ET	IFO 250 Furness St.	North Arm South
ET	IFO 284 Furness St.	North Arm South
ET	IFO 274 Holly Ave.	North Arm South
ET	IFO 228 Holly Ave.	North Arm South
ET	IFO 139 Fairweather Lane	North Arm South
ET	118 Star Cres.	North Arm South
ET	182 Star Cres.	North Arm South
ET	IFO 272 Jensen St.	North Arm South
ET	IFO 234 Jensen St.	North Arm South
ET	IFO 200 Jensen St.	North Arm South
ET	IFO 226 Brooke St.	North Arm South
ET	IFO 200 Brooke St.	North Arm South
ET	Gifford St. At Hwy 91A	North Arm South
SSPS	SA-28 300 Blk Furness St.	North Arm South

Queen's Park

Queen's Park

ET Anthony Crt.

Queensborough

CP	510 Ewen Ave. – Old Schoolhouse Park	Queensborough
CP	703 Ewen Ave. – Sukh Sagar Park	Queensborough
CP	900 Ewen Ave. Ryall Park and Queensborough All Wheels Park	Queensborough
CP	1200-1300 Blk South Dyke Rd. – South Dyke boardwalks	Queensborough
CP	Queensborough - Boundary Trail	Queensborough
DPSK	DG-3 100 Blk Carter St.	Queensborough
DPSK	DG-4 100 Blk Boundary Rd.	Queensborough
EJK	South Dyke Rd., W/O Suzuki St	Queensborough
EJK	Gifford St. and Salter St.	Queensborough
EJK	South Dyke Rd. at Viscount St	Queensborough
EJK	South Dyke Rd. at Carter St.	Queensborough
EJK	Salter St. and Spagnol St.	Queensborough
EJK	800 Blk. Boyd St.	Queensborough

EJK	Ewen Ave. at Howes St., S/E corner	Queensborough
EJK	Salter St., W/O Pembina St.	Queensborough
EJK	Ewen Ave. at Howes, N side	Queensborough
EJK	Salter St. at Furness St.	Queensborough
EJK	Ewen Ave. at Furness St.	Queensborough
EJK	Ewen Ave. at Gifford St.	Queensborough
EJK	Dawe St. at Salter St.	Queensborough
EJK	Salter St., E/O Furness St.	Queensborough
EJK	Salter St. at Brookes St.	Queensborough
EJK	Salter St., E/O Brookes St.	Queensborough
EJK	Ewen Ave., W/O Hampton St.	Queensborough
EJK	Camata St., S/O Ewen Ave.	Queensborough
EJK	Tanaka Crt., E/O Gifford St.	Queensborough
ESK	Salter St. at Suzuki St.	Queensborough
ESK	Wood St. at Boyd St. (MH 302)	Queensborough
ESK	Salter St. at Furness St.	Queensborough
ESK	Wood St. at Boyd St.	Queensborough
ESK	1000 Blk. Boyd St.	Queensborough
ESK	North end of Wood St.	Queensborough
ESK	Boyne St. N/O Ewen Ave.	Queensborough
ESK	Ewen Ave. @ Wood St	Queensborough
ET	Queensborough Community Centre	Queensborough
ET	IFO 797 South Dyke Rd.	Queensborough
ET	IFO 125 Viscount Pl.	Queensborough
ET	IFO 157 Viscount Pl.	Queensborough
ET	IFO 176 Hendry Pl.	Queensborough
ET	IFO Hendry Pl.	Queensborough
ET	South Dyke Rd. At Carter St.	Queensborough
ET	South Dyke Rd., E/O Carter St.	Queensborough
ET	IFO 1400 Salter St.	Queensborough
ET	Foot of Wood St.	Queensborough
ET	IFO 168 Phillips St.	Queensborough
ET	IFO 1411 South Dyke Rd.	Queensborough
ET	IFO 1446 Salter St.	Queensborough
ET	IFO 183 Dockside Crt.	Queensborough
ET	Across from 800 Boyd St.	Queensborough
ET	Main entrance, Queensborough Landing	Queensborough
ET	IFO 145 Pier Pl.	Queensborough
ET	Across from 230 Hampton St.	Queensborough
ET	1010 Ewen Ave., IFO inside unit	Queensborough
ET	Driveway across from 235 Howes St.	Queensborough
ET	1010 Ewen Ave., IFO inside unit	Queensborough

ET	160 Pembina St. S entrance off Pembina	Queensborough
ET	935 Ewen Ave.	Queensborough
ET	Across from 201 Holly Ave.	Queensborough
ET	South Dyke Rd. At Carter St.	Queensborough
ET	South Dyke Rd. At Dockside	Queensborough
ET	Ewen Ave., W/O Gifford St.	Queensborough
ET	IFO 210 Dawe St.	Queensborough
ET	IFO 210 Hume St.	Queensborough
ET	500 Blk Ewen Ave.	Queensborough
ET	600 Blk Ewen Ave.	Queensborough
ET	200 Blk Howes St.	Queensborough
ET	Ewen W/O Lawrence St.	Queensborough
ET	IFO 213 Phillips St.	Queensborough
ET	IFO 340 Fenton St.	Queensborough
ET	200 Blk Wood St.	Queensborough
ET	IFO 340 Wood St.	Queensborough
ET	IFO 720 Rennie Pl.	Queensborough
ET	IFO 328 Wood St.	Queensborough
ET	IFO 722 Crane Pl.	Queensborough
ET	IFO 310 McGillivray Pl.	Queensborough
ET	IFO 330 McGillivray Pl.	Queensborough
ET	IFO 350 McGillivray Pl.	Queensborough
ET	IFO 180 Gifford St.	Queensborough
ET	IFO 1234 Pretty Crt.	Queensborough
ET	IFO 1158 Sparks Crt.	Queensborough
ET	IFO 1379 South Dyke Rd.	Queensborough
ET	IFO 1299 South Dyke Rd.	Queensborough
ET	IFO 1298 Rama Ave.	Queensborough
ET	IFO 182 Spagnol St.	Queensborough
ET	IFO 1362 Dan Lee Ave.	Queensborough
ET	IFO 1298 Dan Lee Ave.	Queensborough
ET	IFO 187 Suzuki St.	Queensborough
ET	S/E corner of Salter St. And Spagnol St.	Queensborough
ET	Suzuki St., N/O Salter St.	Queensborough
ET	1223 South Dyke Rd.	Queensborough
ET	1233 Salter St.	Queensborough
ET	1232 Galbraith Ave.	Queensborough
ET	1230 Basran Ave.	Queensborough
ET	1228 Eckert Ave.	Queensborough

ET	IFO 312 Jardine St.	Queensborough
ET	Across from 204 Phillips St.	Queensborough
ET	200 Blk Salter St.	Queensborough
ET	IFO 240 Hume St.	Queensborough
ET	IFO 314 Lawrence St.	Queensborough
ET	1130 Ewen Ave.	Queensborough
ET	Gifford St., N/O Hwy 91A	Queensborough
ET	Hampton St. North of Salter St.	Queensborough
ET	171 Foundry Row	Queensborough
ET	500 Blk Ewen Ave.	Queensborough
ET	200 Blk Phillips St.	Queensborough
ET	200 Blk Hampton St.	Queensborough
ET	North end of Wood St.	Queensborough
ET	West end of South Dyke Rd.	Queensborough
ET	300 Blk Johnston St.	Queensborough
ET	Boyne St. N/O Boyd St.	Queensborough
ET	300 Blk Fenton St.	Queensborough
ET	Ewen & Jardine St.	Queensborough
ET	200 Blk Boyne St.	Queensborough
ET	700 Blk S. Dyke Rd.	Queensborough
ET	Wood St. N/O S. Dyke Rd.	Queensborough
ET	Camata St. S/O Ewen Ave.	Queensborough
ET	Camata St. N/O Salter St.	Queensborough
ET	300 Blk Johnston St.	Queensborough
SSPS	SA-1 200 Blk Campbell St.	Queensborough
SSPS	SA-2 200 Blk Boyne St. (West)	Queensborough
SSPS	SA-3 200 Blk Boyne St. (East)	Queensborough
SSPS	SA-4 200 Blk Fenton St. (West)	Queensborough
SSPS	SA-5 200 Blk Fenton St. (East)	Queensborough
SSPS	SA-6 300 Blk Johnson St. (West)	Queensborough
SSPS	SA-7 300 Blk Johnson St. (East)	Queensborough
SSPS	SA-8 300 Blk Fenton St.	Queensborough
SSPS	SA-9 300 Blk Boyne St.	Queensborough
SSPS	SA-10 300 Blk Wood St.	Queensborough
SSPS	SA-11 200 Blk Lawrence St. (QB Middle School field)	Queensborough
SSPS	SA-12 700 Blk Crane Pl.	Queensborough
SSPS	SA-13 100 Blk Gifford St.	Queensborough
SSPS	SA-18 QCC Access Rd. (QE Elementary School field)	Queensborough
SSPS	SA-19 1000 Blk Salter St.	Queensborough
SSPS	SA-20 1000 Blk Salter St.	Queensborough
SSPS	SA-21 200 Blk Jardine St.	Queensborough
SSPS	SA-22 1200 Blk Salter St.	Queensborough

SSPS	SA-23 100 Blk Spagnol St.	Queensborough
SSPS	SA-24 1300 Blk Salter St.	Queensborough
SSPS	SA-25 1400 Blk Canil Ave.	Queensborough
SSPS	SA-26 300 Blk Dawe St.	Queensborough
SSPS	SA-27 800 Blk Ewen Ave.	Queensborough
SSPS	SA-29 100 Blk Wood St.	Queensborough

Sapperton

CP	600 Kelly St. – Upper Hume Park*	Sapperton
CP	524 Garrett St. – Brunette Fraser Trail	Sapperton
CP	321 E. Columbia St. – Sapperton Park*	Sapperton
CP	409 E. Columbia St. – Sapperton Plaza	Sapperton
ESK	500 Blk Rousseau St.	Sapperton
ESK	Keary St., W/O Brunette Ave.	Sapperton
ESK	East Columbia St., S/O Keary St.	Sapperton
ESK	East Columbia St., E/O Alberta St.	Sapperton
ET	IFO 320 Wells Gray Pl.	Sapperton
ET	Sapperton Landing, E/O Cumberland St.	Sapperton
ET	Sapperton Landing, N/O Restroom Bldg.	Sapperton
ET	300 Blk Keary St.	Sapperton
ET	Across from 230 Keary St.	Sapperton
ET	Across from 245 E. Columbia St.	Sapperton
ET	Hume Park, N/E entrance	Sapperton

Uptown

CF&I	511 Royal Ave. – City Hall	Uptown
CP	105 Eighth St. – Toronto Place Park	Uptown
CP	301 Royal Ave. – Friendship Gardens and Tipperary Park	Uptown
ESK	Princess St., E/O 8th St. (MH 395)	Uptown
ESK	Princess St., E/O 8th St. (MH 395)	Uptown
ESK	7th St. @ 5th Ave.	Uptown
ET	City Hall – back door	Uptown
ET	600 Blk Belmont St.	Uptown
	Royal 2 substation building; 81 10th street	

Victory Heights

CF&I	415 Richmond St. – Richmond St. Pedestrian Tunnel	Victory Heights
ESK	Richmond St. at Cumberland St. (MH 272)	Victory Heights
ESK	Richmond St. at Alberta St.	Victory Heights
ET	IFO 147 E. 7 th Ave.	Victory Heights
ET	At rear of 137 E. 8 th Ave.	Victory Heights

ET	IFO 817 Sangster Pl.	Victory Heights
ET	Sangster Pl., E/O McBride Blvd.	Victory Heights
ET	IFO Electrical Room 855 McBride Blvd.	Victory Heights
ET	E. 8 th Ave., N/O McBride Blvd.	Victory Heights
ET	836 York St.	Victory Heights
ET	830 Jackson St.	Victory Heights
ET	York St. S/O Rickman Place	Victory Heights
ET	In back of 614 Allison Pl.	Victory Heights
ET	In back of 610 Lidster Pl.	Victory Heights
ET	IFO 814 William St.	Victory Heights

		West End
CP	1900 Seventh Ave. – Grimston Park*	West End
ET	Lane N/O 6 th Ave., W/O 16 th St.	West End
WPRVK	PRV-7 1531 Seventh Ave.	West End
WPRVK	PRV-8 925 Sixteenth St.	West End
WZMK	ZM-4 724 Sixteenth St.	West End

FH **Fire Hydrants**
 FH 767 Water Hydrants

PE **Wood Poles**
 PE 3500 Wood Electrical Poles

NWRFP-16-16

APPENDIX D

On-call Locations

LOCATIONS REQUIRING ON-CALL SERVICE

Legend	
CF&I	Civic Facilities & Infrastructure
CP	City Parks (*locations include public washroom buildings)

CP 505 Sharpe St. – Riverside Park
 CF&I 1400 Blk. Stewardson Way – Stewardson Retaining Wall

Brow of the Hill
 Brow of the Hill
 Brow of the Hill

CP 2138 Ninth Ave. – Connaught Heights

Connaught Heights
 Connaught Heights

CF&I 788 Quayside Dr. – Fraser River Discovery Centre
 CF&I 765 Columbia St. – Anvil Centre
 CF&I 302 Royal Ave. – Irving House
 CP 40 First St. – Albert Cres.

Downtown
 Downtown
 Downtown
 Downtown
 Downtown

CF&I 901-905 First St. – Engineering and Electrical Operations
 CP 110 Sinclair Ave. – Sinclair Park

Glenbrooke
 Glenbrooke North
 Glenbrooke North

CF&I 65 E. Sixth Ave. – Canada Games Pool and Centennial Community Centre

Glenbrooke South

CF&I 100 Sixth Ave. – Queens Park Arena, Arenex, Greenhouse, Centennial Lodge and Park Mntce yard

Glenbrooke South

CP 78 Jamieson Ct. – Glenbrook Ravine
 CP 65 E. Sixth Ave. – Canada Games Pool

Glenbrooke South
 Glenbrooke South

CF&I 600 Eighth St. – Century House and Parks Admin office
 CF&I 601 Eighth Ave. – Moody Park Arena

Kelvin
 Kelvin
 Kelvin

CF&I 231 Ewen Ave. Animal Shelter Building

North Arm South
 North Arm South

CP 315 Oliver St. – Sullivan Park
 CP 201 Royal Ave. – Clinton Park

Queen's Park
 Queen's Park
 Queen's Park

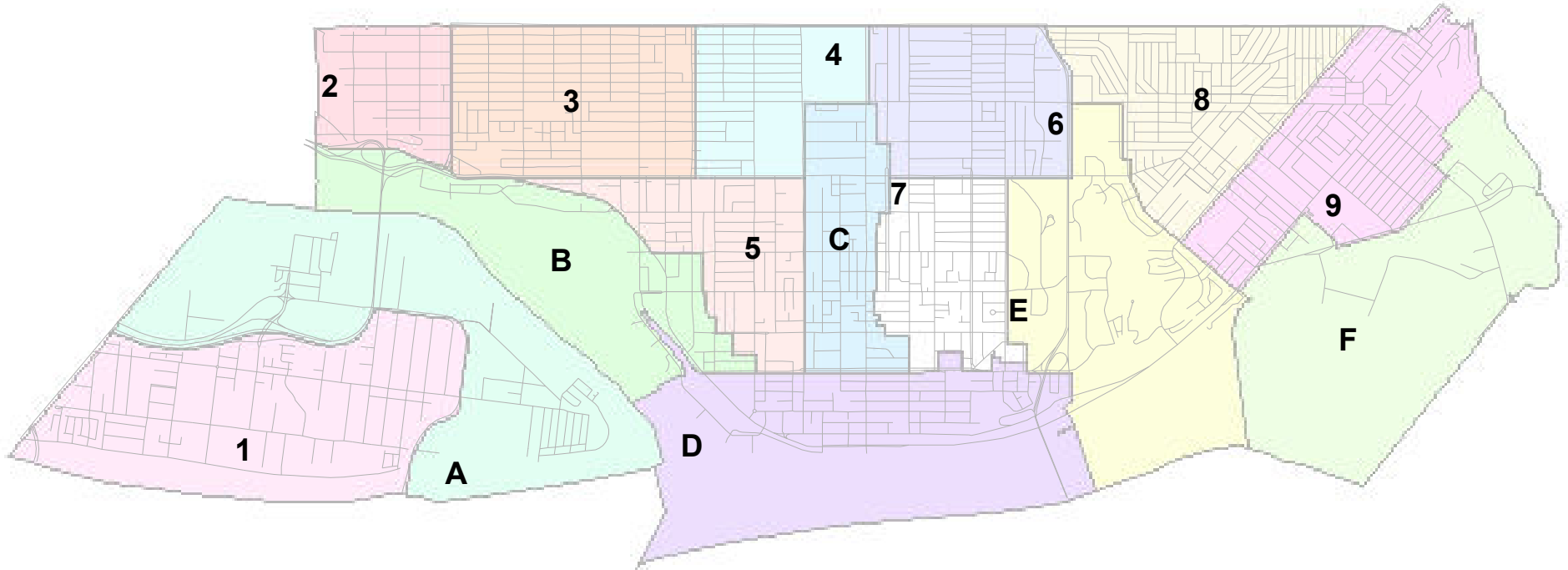
CF&I	900 Ewen Ave. – Queensborough Community Centre	Queensborough
CP	1400 Salter St. – Thompson’s Landing	Queensborough
		Queensborough
CP	420 E. Eighth Ave. – Sunset Park	Sapperton
CP	505 E. Columbia St. – Triangle Park	Sapperton
		Sapperton
CF&I	511 Royal Ave. – City Hall	Uptown
CF&I	716 Sixth Ave. – New Westminster Public Library	Uptown
		Uptown
CP	200 E. Tenth Ave. – Westburnco Park	Victory Heights
CP	927 Chilliwack St. – Massey Victory Heights Playground	Victory Heights
		Victory Heights

NWRFP-16-16
















APPENDIX E

New Westminster Planning Neighbourhoods

New Westminster Planning Neighbourhoods

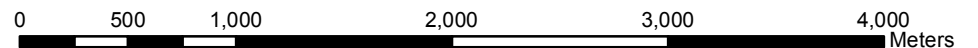


Neighbourhoods

 1, Queensborough	 9, Sapperton
 2, Connaught Heights	 A, North Arm South
 3, Westend	 B, North Arm North
 4, Kelvin	 C, Uptown
 5, Brow of the Hill	 D, Downtown
 6, Glenbrooke North	 E, Glenbrooke South
 7, Queen's Park	 F, Brunette Creek
 8, Victory Heights	



1:35,000



NWRFP-16-16

APPENDIX F

Locations requiring sacrificial preventative coatings

CP	660 Quayside Dr. – Westminster Pier Park – Memory Wall	Downtown
CP	660 Quayside Dr. – Westminster Pier Park – Basketball Court	Downtown
CP	774 Columbia St. – Hyack Square – upright surfaces and seating areas.	Downtown

NWRFP-16-16

SCHEDULE 1

Fee Proposal

FEE SCHEDULE

Weekly Monitoring

Flat Fee: _____ Weekly

- Civic Facility & Infrastructure: _____ each
- City Park: _____ each
- Electrical Switching Kiosk: _____ each
- Electrical Transformer: _____ each
- Electrical Junction Kiosk: _____ each
- Electrical Cable Termination Station _____ each
- Drainage Pump Station: _____ each
- Sanitary Sewer Pump Station: _____ each
- Water Pressure Reducing Valve Kiosk: _____ each
- Water Zone Meter Kiosk: _____ each

On-Call Service

- Civic Facility & Infrastructure: _____ each
- City Park: _____ each
- Electrical Switching Kiosk: _____ each
- Electrical Transformer: _____ each
- Electrical Junction Kiosk: _____ each
- Electrical Cable Termination Station _____ each
- Drainage Pump Station: _____ each
- Sanitary Sewer Pump Station: _____ each
- Water Pressure Reducing Valve Kiosk: _____ each
- Water Zone Meter Kiosk: _____ each

After hours Service

- Civic Facility & Infrastructure: _____ each
- City Park: _____ each
- Electrical Switching Kiosk: _____ each
- Electrical Transformer: _____ each
- Electrical Junction Kiosk: _____ each
- Electrical Cable Termination Station _____ each
- Drainage Pump Station: _____ each
- Sanitary Sewer Pump Station: _____ each
- Water Pressure Reducing Valve Kiosk: _____ each
- Water Zone Meter Kiosk: _____ each