



Request for Proposals No. 21-010

Electrician Support Services

For

RDN Water Services

Issue date: January 19, 2021

Closing Date and Time:

Submission must be received at the Closing Location on or before:

3:00 PM Local Time on February 11, 2021

Regional District of Nanaimo (RDN) Contact for Questions:

Murray Walters

Manager, Water Services

Phone: 250-390-6753

Email: mwalters@rdn.bc.ca

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1 Background

The Regional District of Nanaimo (RDN) invites qualified and experienced firms to submit proposals to provide electrician support services to the Water Services department within the RDN's Regional and Community Utilities function. RDN Water Services operates and maintains 8 community water systems, 7 sewer collection systems, 2 stormwater detention systems, and 5 streetlight service areas. These services are located throughout the regional district outside of the boundaries of the municipalities of Nanaimo, Lantzville, Parksville, and Qualicum Beach. These services are completely funded by the residents receiving the services, and essentially operate as independent business units. The community water systems are generally where electrician services are required. These systems are briefly described below, more detail can be found on www.rdn.bc.ca:

- Nanoose Bay Peninsula – Serves 2500 addresses in the Nanoose Bay area. Water-related assets include groundwater wells, water treatment plant, pressure-reducing stations, reservoirs, and pump stations.
- San Pareil – Serves 300 addresses in the San Pareil area east of Parksville. Water-related assets include groundwater wells, water treatment plant, reservoirs, and pump station.
- French Creek – Serves 250 addresses in the Sandpiper neighbourhood just east of Qualicum Beach. Water related assets include groundwater wells, chlorination station, reservoir, and pump station.
- Englishman River – Serves 150 addresses in the River's Edge neighbourhood south of Parksville. Water related assets include groundwater wells, chlorination station, and reservoir.
- Whiskey Creek - Serves 125 addresses in the Whiskey Creek neighbourhood near Carson and Hebert Roads west of Coombs on Highway 4. Water related assets include a surface water intake, groundwater well, water treatment plant, reservoir, and pumphouse.
- Surfside - Serves 40 addresses in the Surfside neighbourhood northwest of Qualicum Beach. Water related assets include groundwater wells, chlorination station, and pump station.
- Melrose Terrace - Serves 30 addresses in the Whiskey Creek neighbourhood off Melrose Road west of Coombs on Highway 4. Water related assets include a groundwater well, water treatment plant, reservoir, and pumphouse.
- Westurne Heights - Serves 20 addresses in the Whiskey Creek neighbourhood off Chatsworth Road west of Coombs on Highway 4. Water related assets include a groundwater well, chlorination station, reservoir, and pumphouse.
- Decourcey - Serves 5 addresses in the Pylades Drive / Bissel Road neighbourhood in Yellow Point. Water related assets include a groundwater well and reservoir.

The RDN's intention is to commit to a services contract with the successful firm for a five-year term on an "as and when requested" basis. Based on past experience, the RDN expects that the value of work will amount to less than \$20,000 per year and which could vary year to year. The RDN's intention is to award to one (1) firm.

2 Scope

RDN Water Services is seeking to engage an experienced and qualified firm to provide planned and ad hoc electrician services related to the operation, maintenance, and minor capital improvements of Water Services assets. This would involve work on equipment as listed below, and any other related work within the purview of a qualified electrician.

- 110/220 VAC supply and distribution
- 575 VAC supply and distribution
- harmonic and dv/dt filters
- lighting
- single and multiphase motors
- stationary and portable standby generators (electrical aspects)
- transfer switches
- motor control center disconnects
- direct-on-line motor starters
- variable frequency motor drives (VFD)
- programmable logic controllers (PLC)
- electrochemical on-site chlorine production
- Remote terminal units (RTU)
- human-machine interface devices (HMI)
- 12 /24 VDC power supply and distribution
- Uninterruptible power supplies (UPS)
- industrial ethernet cabling and connections
- connected and standalone analog/discrete field devices
- 3rd party alarm panels

In addition, an employee of the firm would be responsible as the Field Safety Representative on all Electrical Operating Permits held by Water Services. Currently there are three such permits in place. Maintenance of the streetlights operated by Water Services is generally excluded from the work that would be assigned to the firm.

The firm would be expected to provide planned and unplanned electrician services in a timely and cost-efficient fashion. The RDN would encourage the firm to strive for continuity in service provider when possible to help with this. After-hours or emergency callouts may occur, though experience indicates these are rare.

Direction to the firm, including new requests for assistance, will originate from the Chief Operator – Water Services or their delegate.

Monthly invoices will be prepared by the firm and submitted to the Chief Operator – Water Services and must list the work assigned and the costs allocated to each task or logical group of tasks. Partial hours are to be invoiced in 30-minute (half hour) billing increments rounding up to the nearest half hour.

The RDN may request a cost estimate from the firm as part of a specific request for electrician support to facilitate internal budget control. This practice will be generally limited to larger or more complex requests.

For the term of the agreement, rate increases will be allowed at the annual anniversary of the agreement, according to the trailing Consumer Price Index, 12-month (Jan-Dec) percent change for All Items in British Columbia. Current data on this metric is found here:

<https://www150.statcan.gc.ca/n1/pub/71-607-x/2018016/cpilg-ipcgl-eng.htm> .

3 Schedule

The RFP Closing Date is shown elsewhere in the RFP.

The RDN is targeting an award date in March 2021, with a work commencement date in April 2021.

The agreement for Electrician Support Services will have a five-year term.

4 Extra Work

The nature of the work described in this RFP should not generate Extra Work. All work will be undertaken only on request from Water Services. However, it is hoped that the firm will communicate effectively with Water Services if they discover other aspects of the work or other issues during the course of completing the requested services.

5 Proposal Submission

5.1 General

This section describes the expectations for proposal submission and the basis for evaluation. Proposal layout and content should be in general alignment with these expectations to facilitate comparative evaluation.

Before submitting proposals, proponents must satisfy themselves about the nature and location of the work, local conditions, equipment, technology and facilities needed for the execution of the work, and all other factors that might have a bearing on their proposal. Proponents are fully responsible for obtaining all information required for the preparation of proposals.

Proponents are solely responsible for their own expenses in preparing and submitting Proposals, and for any meeting, negotiations, or discussions with the RDN or its representatives and consultants, relating to or arising from this RFP. Proponents agree that by participating in the RFP process, and/or submitting a Proposal, they have no claim for compensation.

Formal site visits are not part of this RFP process.

5.2 Submission

5.2.1 Contact Person

The contact person for questions related to this RFP is:

Murray Walters

Manager, Water Services

Phone: 250-390-6753

Email: mwalters@rdn.bc.ca

Completed RFP submissions should be sent to rcu@rdn.bc.ca.

5.2.2 Requests for Information

Any requests for information (RFI) related to this RFP are to be directed, in writing by email to the RDN contact, at least seven (7) calendar days prior to the Closing Date and Time.

RFI's and answers will be recorded and distributed via addendum posted to BC Bid (www.bcbid.gov.bc.ca) and the RDN website at (www.rdn.bc.ca). It is the responsibility of the Proponent to download and obtain any addenda posted prior to submitting their final proposal. Information obtained from any other source is not official and should not be relied upon.

5.2.3 Closing Date/Time/Location

Submissions must be received **by email only** on or before **3:00 PM** (15:00 hrs) Local Time **February 11, 2021**.

Email should include "*Electrician Support Services for RDN Water Services*" as the subject line and be sent to rcu@rdn.bc.ca.

Please note that the maximum email file size limit is 20MB. The RDN will not be liable for any technological delays of submissions.

Proposals delivered in-person or by facsimile will not be accepted.

5.2.4 Late Responses

Only complete proposals received on or before the closing time will be considered to have been received on time.

5.2.5 Signed Offer

The proposal must include a signed 'offer of services' and the offer must be signed, by a person or persons authorized to sign on behalf of the proponent(s) and to bind the proponent(s) to statements made in the proposal.

5.2.6 Changes to Proposal Wording

The Proponent will not change the wording of its proposal after the closing date and time and no words or comments will be added to the proposal unless requested by the RDN for purposes of clarification.

5.2.7 Withdrawal

Proposals may be withdrawn prior to the deadline upon emailed notice to the RDN Contact Person. Withdrawn proposals may be replaced by alternative proposals providing they are submitted as instructed and received prior to the posted closing date and time.

5.2.8 Acceptance of Proposals

This RFP is not an agreement to purchase goods or services. The RDN is not bound to enter into a Contract with any proponent. Proposals will be assessed as per the proposal review criteria. The RDN will be under no obligation to receive further information, whether written or oral, from any proponent. The offer of services will prevail whether accurate or not.

The acceptance of any proposal may be subject to approval by the Senior Management of the RDN.

5.2.9 Definition and Form of Contract

The receipt of an offer of services with a proposal will not constitute a contract. A contract will not be entered into until the RDN accepts a proposal and the RDN and the proponent enter into a full written contract as a result of this RFP. Only after a contract is mutually agreed to and signed by both parties, will a proponent acquire any legal or equitable rights or privileges. A sample contract is attached as Appendix A.

5.2.10 Modification of Terms

The RDN reserves the right to modify the terms of this RFP, in its sole discretion, at any time up to 5 calendar days prior to the noted closing date. This includes the right to cancel this RFP at any time without entering into a Contract.

5.2.11 Ownership of Responses

All documents, including Responses, submitted to the RDN become the property of the RDN. The RDN is bound by the provisions of the Freedom of Information and Protection of Privacy Act. All Proponents submitting Proposals pursuant to this RFP are advised that such Proposals will be treated as public documents and the contents of the same disclosed upon written request if required to do so pursuant to the Act. The name of the successful proponent and value of any award is routinely released information.

5.2.12 Confidentiality of Information

Information pertaining to the RDN obtained by the proponent as a result of participation in this RFP is confidential and must not be disclosed without written authorization from the RDN.

5.2.13 Conflict of Interest

Proponents shall disclose in their Proposals any actual or potential Conflict of Interest and existing business relationships it may have with the RDN, its elected officials, appointed officials or employees.

5.2.14 Solicitation of Board Members and RDN Staff

Proponents and their agents will not contact any member of the RDN Board or RDN Staff with respect to this RFP, other than the RDN Contact named in this document.

5.2.15 Debriefing

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the RDN within 14 calendar days of award.

5.2.16 Liability for Errors

While the RDN has used considerable efforts to ensure information in the RFP is accurate, the information contained in the RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the RDN, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

6 Proposal Evaluation Criteria

The Regional District of Nanaimo reserves the right to reject any or all Proposals or to accept the Proposal deemed most favorable in the interest of the District. The lowest priced or any Proposal may not necessarily be accepted.

Requests for Proposals will be evaluated against the following criteria.

6.1 Team, Experience, and Corporate Commitment

This component of the evaluation will constitute 25% of the evaluation points. The expectations for this component are:

1. Demonstrate that the firm's organization and proposed team has the necessary technical and organizational skills, certification, and experience to carry out the requirements of this work.
2. Include a team organization chart and provide qualifications and experience of the individuals who will be assigned work under this proposed contract. Subsequent substitution of staff will be allowed but the RDN shall be notified in advance.
3. State the proponent's corporate commitment to fulfilling the work outlined in this RFP.

6.2 Past performance, and references

This component of the evaluation will constitute 25% of the evaluation points. The expectations for this component are:

1. Prepare a list in chronological order of at least five (5) recent and similar projects or undertakings completed by the proponent including details of which individuals from the firm were involved. For each of the projects provided as references, include a brief outline of the work completed and its relevance to the work described in this RFP. Provide the name and telephone number of a contact person from the previous projects. References will be contacted for the three highest-ranked firms.

6.3 Administration and Contact Management

This component of the evaluation will constitute 10% of the evaluation points. The expectations for this component are:

1. Provide a sample of a monthly invoice that would be representative of those submitted to the RDN.
2. Provide details on how the firm would ensure effective and timely communication with the RDN with respect to new work requests, after-hours contact, and worksite contact.

6.4 Fees and Charges

This component of the evaluation will constitute 40% of the evaluation points. The expectations for this component are:

1. Provide hourly rates for all staff that could be assigned to work under this agreement.
2. Provide rates for vehicles, equipment, tools, etc., if required, that would be used by staff in performance of the work.
3. Provide percent mark-up to be charged on parts and supplies purchased by the firm on the RDN's behalf that are required for the performance of the work.
4. Provide information on any administrative charges charged by the firm that result from the performance of the work.
5. Prices quoted will be in Canadian dollars and exclusive of any applicable taxes;

Partial hours are to be invoiced in 30-minute (half hour) billing increments rounding up to the nearest half hour.

Evaluation criteria for fees will be as per the following formula, where the Proposal Price and Lowest Price will be composites of the information provided above, weighted heavily to hourly rates for staff.

$$\text{Fees score} = \frac{\text{Lowest Price} \times 40 \text{ Points}}{\text{Proposal Price}}$$

7 Appendix A - Sample Contract



**REGIONAL DISTRICT OF NANAIMO
CONTRACTOR SERVICES AGREEMENT**

THIS AGREEMENT made the _____ day of _____, 20_____.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

(hereinafter called the "Regional District")

AND:

(hereinafter called the "Contractor")

NOW THIS AGREEMENT WITNESSETH:

THAT in consideration of the terms, conditions and covenants hereinafter set forth, the Regional District and the Contractor covenant and agree each with the other as follows:

1. Services

The Regional District retains the Contractor to provide the Services described in Schedule "A" (the "Services") and the Contractor agrees to provide the Services in a diligent manner.

2. Term

The Contractor will provide the Services during the period (hereinafter called the "Term") commencing on <Start Date> and ending on <End Date>, unless sooner terminated as hereinafter provided.

3. Payment

The Regional District will pay to the Contractor as full payment for the Services; the amount set out in Schedule 'B' at the times and in the manner therein set out.

4. Independent Contractor

The Contractor will always be an independent contractor and not the servant, employee, or agent of the Regional District.

5. Assignment and Sub-contracting

The Contractor will not, without the prior written consent of the Regional District, assign or subcontract this Agreement or any portion thereof.

6. Indemnity

The Contractor will indemnify and save harmless the Regional District from all losses, claims, damages, or expenses arising from or due to the negligence of the Contractor in performing the Services or the Contractor's breach of this Agreement.

7. Insurance

- a) Prior to the commencement of the Services the Contractor shall provide a certificate of general commercial liability insurance in the amount of \$5,000,000 which shall provide coverage for property damage and third-party personal injury and death. The certificate shall name the Regional District as an additional insured. The certificate of insurance shall contain a clause requiring notification of the Regional District 30 days in advance if the insurance policy is cancelled.
- b) Automobile Liability on all owned or leased vehicles in an amount not less than Two Million Dollars (\$2,000,000)
- c) Contractor is responsible for any other insurance required to protect their interests.
- d) The cost of any insurance and deductibles are the responsibility of the Contractor.

8. WCB Coverage & Prime Contractor Designation

The Contractor must be registered with WorkSafe BC and be in good standing with remittance up to date throughout the agreement and is designated as the Prime Contractor and shall fulfill the Prime Contractor responsibilities as defined in:

- a) WorkSafeBC Occupational Health and Safety Regulation, Notice of Project, Section 20.2, and Coordination of multiple employer workplaces, Section 20.3;
- b) Workers Compensation Act (BC), Coordination at multiple-employer workplaces, Section 118, Subsections (1) & (2); and
- c) General Requirements, Section 3.10 WorkSafe BC.

9. Termination

Notwithstanding any other provision of this Agreement:

- (a) If the Contractor fails to comply with any provision of this Agreement, then, and in addition to any other remedy or remedies available to the Regional District, the Regional District may, at its option, terminate this Agreement immediately by giving written notice of termination to the Contractor if there is supporting evidence of the Vendor becoming bankrupt or threatens bankruptcy, provides false declarations, documented significant deficiencies of any substantive requirements or

obligations of the work, professional misconduct, violations of health and safety laws, or demonstrated abusive behavior towards the general public or RDN staff

- (b) Either Party may terminate this Agreement at any time upon giving the other Party thirty (30) days' notice of such termination.

If either such option is exercised by the Regional District, the Regional District will be under no further obligation to the Contractor except to pay the Contractor such amount as the Contractor may be entitled to receive, pursuant to Schedule 'B', for services properly performed and provided to the date notice is given to the Contractor less any amounts necessary to compensate the Regional District for damages or costs incurred by the Regional District arising from the Contractor's default.

10. Prior Dealings

All prior negotiations and agreements between the parties relating to the subject matter of this Agreement are superseded by this Agreement. There are no representations, warranties, understandings, or agreements other than those expressly set forth in the Agreement or subsequently agreed to in writing, which writing shall be executed by a duly authorized officer of the party to be bound thereby.

11. Waiver

The failure of either party at any time to require the other party's performance of any obligation under this Agreement shall not affect the right to require performance of that obligation in the future. Any waiver by either party of any such breach or any such provision hereof shall not be construed as a waiver or modification of this provision itself, or a waiver or modification of any other right under this Agreement.

12. Counterparts

This Agreement may be executed in any number of counterparts, each of which will be deemed to be an original and all of which taken together will be deemed to constitute one and the same instrument. Delivery by electronic transmission in portable document format (PDF) of an executed counterpart of this Agreement is as effective as delivery of an originally executed counterpart of this Agreement.

13. Dispute Resolution

If the parties to this Agreement are unable to agree on the interpretation or application of any provision in the Agreement, or are unable to resolve any other issue relating to this Agreement, the parties agree to the following process in the order it is set out:

- a) the party initiating the process will send written notice to the other party (the "Dispute Notice"); and;
- b) the parties will promptly, diligently and in good faith, including the senior management of both parties, take all reasonable measures to negotiate an acceptable resolution to the disagreement or dispute.
- c) if the dispute is not resolved through collaborative negotiation within 30 Business Days of the dispute arising, the parties must then attempt to resolve the dispute through mediation under the rules of the Mediate BC Society and will be held in Nanaimo, BC.

14. Freedom of Information

The Contractor acknowledges and agrees that any Confidential Information disclosed by it to the RDN under this Agreement may be subject to a request for public disclosure under the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c.165, as amended from time to time.

15. Governing Law

This Agreement is governed by and is to be interpreted and construed in accordance with, the laws applicable in British Columbia.

16. Delay in Performance

Neither the RDN nor the Service Provider shall be deemed to be in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include, but are not limited to abnormal weather conditions, flood, earthquake, fire, pandemic, epidemic, war, riot and other civil disturbance, strike, lockout, work slowdown and other labour disturbances, sabotage, judicial restraint and inability to procure permits, licenses or authorizations from any local, provincial or federal agency for any of the supplies, materials, accesses or services required to be provided by either the RDN or the Service Provider under this Agreement. If any such circumstances occur, the non-performing party shall, as soon as possible after being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

17. Amendment

This Agreement may not be modified or amended except by the written agreement of the parties.

18. Judge of Work and Materials

The REGIONAL DISTRICT shall be the final judge of all work and materials in respect of both quality and quantity and their decisions of all questions in dispute with regard thereto will be final. All materials shall be subject to inspection and test by and shall meet the approval of the REGIONAL DISTRICT.

In case any materials, equipment and supplies are defective in material or quality or otherwise not in conformity with the specifications of the contract, the REGIONAL DISTRICT shall have the right either to reject them or to require their correction. Acceptance or rejection of the materials, equipment, supplies, etc. shall be made as promptly as practicable after delivery, but failure to inspect and accept or reject supplies shall not relieve the contractor from responsibility for such supplies as are not in accordance with the specifications.

19. CSA Seal or Provincial Certificate Approval

All electrical material and equipment, and all manufacturing and assembling procedures and workmanship, shall be in accordance with the requirements of the current edition and revisions of the Canadian Electrical Code Part 1 (CSA Standard C22.1 – 2012) as adopted by the Province of British Columbia (hereinafter referred to as the “Electrical Code”), as amended from time to time.

Only approved materials and equipment shall be used and where specified materials and equipment do not have current approval, as required by the Electrical Code, the Contractor shall offer approved substitutes.

Each completed assembly shall carry the approval seal either of the Inspection Department, and where alterations are required by the Department the Contractor shall make these at his own expense. The Contractor shall pay all fees and costs incurred in obtaining the required approvals.

20. Rectification of Damage and Defects

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

21. Warranty and Guarantee

The work shall be warranted to be free of defects and shall be guaranteed by the Contractor for a period of one (1) year from the date of acceptance. On receipt of notice from the REGIONAL DISTRICT the Contractor shall promptly make all repairs arising out of defective work or any equipment or materials supplied by him.

The REGIONAL DISTRICT is hereby authorized to make such repairs if, ten (10) days after the giving of such notice to the Contractor, the Contractor has failed to make or undertake with due diligence said repairs; provided, however, that in the case of an emergency, where, in the opinion of the REGIONAL DISTRICT delay would cause serious loss or damage, repairs may be made without notice being sent to the Contractor, and all expense in connection therewith shall be charged to the Contractor.

22. Statutes, Bylaws, Regulations and Permits

Unless otherwise noted, the Contractor shall take out all necessary permits and licenses required to permit the Contractor to perform its obligations under the Contract. The Contractor shall give all notices and comply with all REGIONAL DISTRICT regulations, all laws, by-laws, ordinances, rules and regulations, whether federal, provincial or municipal, relating to the business it carries on and the services provided pursuant to the Contract, including the Workers' Compensation Act and the Employment Standards Act.

23. Site Inspection

The Contractor shall make site inspections of all appropriate areas to determine their general condition and to ensure the fulfillment of the contract requirements.

24. Use of Premises

The Contractor shall abide by, and shall ensure its employees abide by, all appropriate regulations, including but not limited to regulations relating to fire, safety, parking, traffic control and health. The Contractor will ensure that all of its employees are aware of the applicable regulations.

25. Clean Up

The Contractor shall at all times conduct the work in an orderly and reasonably tidy manner and shall at suitable intervals remove any accumulation of rubbish or refuse materials. At no time shall any person employed by the Contractor or by any of his Subcontractors discard any litter or garbage on or adjacent to the site, except into a suitable container. Upon completion and before final acceptance of the work, the Contractor shall remove all rubbish, surplus, or discarded materials and equipment and shall leave the site in a clean and neat condition.

26. Change Orders

If for any reason it may become desirable during the course of the work to change the alignment, dimensions or design, or to add to or to omit portions thereof, the REGIONAL DISTRICT reserves the right to issue change orders to give effect to such changes as may, in the opinion of the REGIONAL DISTRICT be necessary or desirable.

The change may or may not result in a change in the amount of the work. If the changes do, in the opinion of the REGIONAL DISTRICT, change the amount of the work, the contract price shall be adjusted as mutually agreed between the Contractor and the REGIONAL DISTRICT.

27. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If the RFP requires Proponents to provide the RDN with personal information of employees who have been included as resources in response to the RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the RDN. Such written consents should specify that the personal information may be forwarded to the RDN for the purposes of responding to the RFP and used by the RDN for the purposes set out in the RFP. The RDN may, at any time, request the original consents or copies of the original consents from Proponents.



SIGNATURES

IN WITNESS WHEREOF the parties hereto have executed this Agreement as follows:

For the Regional District of Nanaimo:

Signature

Printed Name

For the Contractor:

Signature

Printed Name

SCHEDULE "A"

SCOPE OF WORK

The Contractor shall provide the Services as outlined below:

SCHEDULE "B"

FEES & EXPENSES

Include contractor's rate sheet here

Partial hours are to be invoiced in 30-minute (half hour) billing increments rounding up to the nearest half hour.

For the term of the agreement, rate increases will be allowed at the annual anniversary of the agreement, according to the trailing Consumer Price Index, 12-month (Jan-Dec) percent change for All Items in British Columbia. Current data on this metric is found here: <https://www150.statcan.gc.ca/n1/pub/71-607-x/2018016/cpilg-ipcgl-eng.htm> .

The Contractor will be solely responsible for invoicing the REGIONAL DISTRICT ensuring to include the REGIONAL DISTRICT's Purchase Order number on all invoices to assure timely payment.

All invoices are subject to prior review and approval by the REGIONAL DISTRICT and approved invoices will be paid on a net 30 days' basis unless otherwise negotiated and agreed to in writing.

If the REGIONAL DISTRICT does not approve of the services or part of them which are the subject of the invoice, the REGIONAL DISTRICT shall advise the Contractor in writing of the reasons for non-approval and the Contractor shall remedy at no additional cost to the REGIONAL DISTRICT before the REGIONAL DISTRICT shall be obliged to pay the invoice or any part of it, as the case may be.

All reference to money in this Contract shall refer to and mean lawful money of Canada