



CITY OF RICHMOND

REQUEST FOR QUOTATION

CONTRACT 2817Q

EXTERIOR REPAINTING BY QUALIFIED JOURNEYMEN
(CERTIFICATE IN PROFICIENCY REQUIRED)

RICHMOND FACILITIES 2006

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

Name of Bidder: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Telephone No: _____ Fax No.: _____

Contact Person: _____

Title: _____

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INSTRUCTIONS TO BIDDERS

1. Sealed quotations, **submitted in duplicate**, plainly marked on the envelope:

CONTRACT 2817Q EXTERIOR REPAINTING – RICHMOND FACILITIES 2006

will be received at the Information Counter, Main Floor, Richmond City Hall, addressed to the Manager -Purchasing and Insurance, 6911 No. 3 Road, Richmond, B.C., V6Y 2C1, until 12:00 noon:

Tuesday, March 14, 2006

2. Quotations received in the office of the Manager - Purchasing and Insurance after the above-mentioned time and date will be returned unopened.
3. Quotations must be submitted on the attached Forms and be authorized by a signing officer of the Bidder's company. The entire Request for Quotation must be returned to the City.
4. This Document and completed Forms will become part of the Contract Documents between the City and the successful Bidder.
5. *The City reserves the right to accept all or any part of a quotation or to waive irregularities at their own discretion.* The lowest or any quotation will not necessarily be accepted. **THE OWNER RESERVES THE RIGHT TO AWARD ANY OR ALL OF THE PROJECTS INDIVIDUALLY IN THE BEST INTEREST OF THE CITY.**
6. Proprietary names, unless otherwise stated, are used solely to establish standards of materials and finish. Items of other manufacture may be accepted as equal to those specified, at the discretion of the City.
7. Prices, in Canadian currency, shall be shown for each unit specified and shall include all packing, crating, freight, cartage, shipping charges, cost of unloading supplies at destination, and all tariffs, taxes and duties.

INSTRUCTIONS TO BIDDERS (Cont'd)

8. Inquires during submission of Quotation should be directed as follows:

Technical

Gordon Barker
MPDA
Telephone: (604) 298-3875
Master Painters and Decorators
Association

Purchasing

Sheryl Hrynyk
Tel: (604) 276-4135
shrynyk@richmond.ca
Buyer II
Purchasing Department
6911 No. 3 Road
Richmond, BC V6Y 2C1

9. Quotations may be withdrawn by written notice only, provided such notice is received at the office of the City Purchasing Manager prior to time set as closing time for receiving Quotations.
10. Quotations shall remain valid, irrevocable and open for acceptance for 60 days following the submission closing date.
11. Each Bidder shall state on the list provided to be submitted as part of his quotation, information regarding their previous Contracts. It is the intention of the City not to award the contract to any Bidder who does not furnish satisfactory evidence that he has the ability and experience to perform the various works covered under this Contract, and that he has sufficient capital and plant to enable him to execute the said works successfully, and to the satisfaction of the City, and to complete and deliver said works as quoted in his Quotation.
12. Bidders are advised that submissions of quotes shall be in compliance to the Freedom of Information and Privacy Act.
13. **Mandatory Site Tour** – Bidders shall visit the site of work and make allowances in their bids for such conditions as in the sole option of the Bidders as warranted. The City of Richmond makes no representations of warranties as to the conditions of the site.

A **mandatory** site visit is scheduled from 8:30 a.m. to 1 p.m. on Friday, March 3, 2006. Contractors are required to meet at the City WorksYard, outside the Public Administration Building, 5599 Lynas Lane, Richmond. B.C.

Painting Contractors must be signed in attendance at this site meeting in order to bid. Bidders not represented at the meeting will be disqualified.

14. Any written addendum to the Bid Documents which may be issued by the City of Richmond, prior to the closing date/time for submission of the bid, shall be deemed to have been considered by the Bidder, and shall become part of the Bid Documents.

INSTRUCTIONS TO BIDDERS (Cont'd)

15. Unless specifically noted otherwise in the Bid Documents, the successful Bidder will be required to apply and pay for all permits and licenses required.
16. No changes in or additions to work shall be undertaken without written authorization from the City of Richmond, and mutual agreement between the City of Richmond and the Contractor as to the value of the change and/or additions.
17. The contractor will be required to Indemnify and Insure the City as shown in the General Conditions of the Contract.

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

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

18. Within seven (7) days of the acceptance of a Bid by the City, the successful Bidder must provide proof of appropriate insurance coverage by delivering a completed certificate of Insurance to the City.

19. Examination

- .1 Bidders are required and responsible to visit the Place of Work and make allowances in their Bids for such conditions as in the sole option of the bidder are warranted.
 - .a The risks, contingencies and other circumstances which may affect the Bidders understanding of the nature and scope of the work.
- .2 The Owner or Authorized Representative makes no representations or warranties as to the condition of the Place of Work.
- .3 Failure to examine the site, documents and conditions and make allowances for same in Bid Price will not justify a claim for additional charges.

20. Clarification And Addenda

- .1 Bidders who find discrepancies, inaccuracies, ambiguities or omissions in the Bidding and Contract Documents shall immediately notify the Owner or Authorized Representative in writing.
- .2 Clarifications will be in the form of written addenda and will be provided to all bidders. If an addendum is not issued, bidders shall include for the more expensive alternative and manner of executing the work.
- .3 The Owner or Authorized Representative will consider such requests and issue the appropriate clarification, provided these requests are received no later than two (2) days prior to the Closing Time.

INSTRUCTIONS TO BIDDERS (Cont'd)

- .4 Verify receipts of addenda by noting the number, pages and date in the spaces provided on the Bid Form. Any written addenda to the Bid Documents issued by the Owner or Authorized Representative prior to the Closing Time shall be deemed to have been considered by the Bidder, and shall become an integral part of the Contract Documents.
- .5 The Owner or Authorized Representative will not acknowledge or assume responsibility for, any verbal communication, information, clarification or interpretation of the Bid Documents given to any party, unless confirmed in writing.
21. Within ten (10) working days from the date of Notice of Award the successful bidder shall provide the following documents:
- Certification that the named Painting Contractor maintains an account with the WCB and is in good standing;
- Proof of required insurance coverage and Certificates of Insurance as outlined in these Contract Documents:
- All other documents required in these Bid Documents:
22. Bid Requirements
- .1 The Bidders shall submit the following documents with their Bid:
- | | | |
|----|--------------------------|---------------|
| .a | Work References | Section 00430 |
| .b | Financial References | Section 00440 |
| .c | Proposed Sub-Contractors | Section 00450 |
| .d | Contractor's Workforce | Section 00460 |
| .e | Construction Schedule | Section 00470 |
- .2 All prices quoted shall include the cost of all labour, materials, permits, MPDA fees, Provincial Taxes and GST in force at and during the progress of the project
23. Change Orders
- Written approval **must** be obtained from the owner for any modifications, change orders and prior to the commencement of any work not covered by this specification.
24. Acceptance of Bid
- .1 *The Owner or Authorized Representative reserves the right to reject any or all Bids or to accept any Bid or part of any Bid it considers advantageous. The lowest or any Bid will not necessarily be accepted if the Owner or Authorized Representative determines, at its sole discretion and after appropriate investigation and evaluation that:*

INSTRUCTIONS TO BIDDERS (Cont'd)

- .a The work and financial references are, in the opinion of the Owner or Authorized Representative, unsatisfactory;
 - .b The Bidder, or company with whom the Bidder is or has been associated, has performed work for the Owner in the previous two (2) years in an unsatisfactory way.
 - .c In the opinion of the Owner or Authorized Representative, the Bidder appears to be unable to fully and properly perform the contractual obligations during the whole life of the Contract.
 - .d The Bid must be cancelled due to financing problems or changing economic circumstances;
 - .e Information becomes available after the Bid Closing which significantly changes the scope of work or extent of the project.
 - .f **The lowest Bid, or any Bid, exceed the Bid spending approval of the Owner.**
- .3 If only one Bid is received for the Work, the Bidder agrees that the Owner or Authorized Representative may reject the single tender and that the Work may be retendered.
- .4 If the lowest Bid does not fall within the project budget, the Owner or Authorized Representative reserves the right to enter into negotiations with the qualified Bidder and its named Subcontractors, on any and all aspects of the Bid, in order to secure a reduction in the Bid Price.
- If such negotiations do not produce a price acceptable to the Owner or Authorized Representative, or if the difference between the lowest calculated tender and the project budget makes negotiations impracticable, all Bids shall be rejected and all bidders so notified. The Bid Documents may be revised in order that new Bids may be called.
- .5 If the Owner or Authorized Representative, at its sole discretion, considers the Bid Form acceptable, the Owner, will formally notify the successful bidder by executing a Letter of Intent.
23. **Any interpretation of, additions to, deletions from, or any other corrections to the Contract documents, will be issued as written addenda by the City of Richmond. For Requests for Quotations posted on the City of Richmond Web Site/BC Bid, all addenda will posted on these sites. For Invitational Requests for Quotations, all Bidders receiving copies of the documents will be faxed and/or e-mailed copies of the addenda. It is the sole responsibility of the potential bidders to check the City of Richmond's Purchasing Section to ensure that all available information has been received prior to submitting a bid.**

QUOTATION FORM

Manager - Purchasing and Insurance
City of Richmond
6911 No. 3 Road
Richmond, B.C. V6Y 2C1

The Contractor, having examined the site, and having examined all the Bidding and Contract Documents, including addenda # to # , which documents will form the "Contract Documents" upon acceptance of this Bid, and having gained full knowledge of the scope, character and location of the Work and having familiarized himself with the local conditions, hereby offers to the Owners to Execute the Work for the above named project in accordance with the Contract Documents for the following fixed lump sum figure, which includes all labour, materials, permits, MPDA fees, Provincial Sales and GST in force at this date, in the amount of

NOTE: THE OWNER RESERVES THE RIGHT TO AWARD ANY OR ALL OF THE PROJECTS INDIVIDUALLY IN THE BEST INTEREST OF THE CITY AND IN ACCORDANCE WITH THE INSTRUCTIONS TO BIDDERS.

PROJECT A: BRIGHOUSE PARK PAVILION

Include MPDA inspection fee calculated at (5%) of the Base Bid Price

_____ Dollars
(\$ _____) in lawful Canadian Funds **Base Bid**

Federal Goods and Services Tax (GST) calculated at (7 %) of the Base Bid Price is:

_____ Dollars
(\$ _____) in lawful Canadian Funds **GST**

We Hereby offer to enter into a Contract to perform the Work required by the Bid Documents for the Total Cost (Stipulated price plus GST) of:

_____ Dollars
(\$ _____) in lawful Canadian Funds **Total Contract Price**

.2 The above amounts shall be subject to adjustment as provided by the Contract Documents.

The Contractor offers to commence work (RICHMOND FACILITIES 2006) by the _____ **2005,** and substantially perform the work, as certified by the Owner by the _____ **2005.**

PROJECT B: EAST RICHMOND COMMUNITY HALL

Include MPDA inspection fee calculated at (5%) of the Base Bid Price

_____ Dollars
(\$ _____) in lawful Canadian Funds **Base Bid**

Federal Goods and Services Tax (GST) calculated at (7 %) of the Base Bid Price is:

_____ Dollars
(\$ _____) in lawful Canadian Funds **GST**

We Hereby offer to enter into a Contract to perform the Work required by the Bid Documents for the Total Cost (Stipulated price plus GST) of:

_____ Dollars
(\$ _____) in lawful Canadian Funds **Total Contract Price**

.2 The above amounts shall be subject to adjustment as provided by the Contract Documents.

The Contractor offers to commence work (RICHMOND FACILITIES 2006) by the _____ **2005,** and substantially perform the work, as certified by the Owner by the _____ **2005.**

PROJECT C : MCNAIR PARK CARETAKER SUITE

Include MPDA inspection fee calculated at (5%) of the Base Bid Price

_____ Dollars
(\$ _____) in lawful Canadian Funds **Base Bid**

Federal Goods and Services Tax (GST) calculated at (7 %) of the Base Bid Price is:

_____ Dollars
(\$ _____) in lawful Canadian Funds **GST**

We Hereby offer to enter into a Contract to perform the Work required by the Bid Documents for the Total Cost (Stipulated price plus GST) of:

_____ Dollars
(\$ _____) in lawful Canadian Funds **Total Contract Price**

.2 The above amounts shall be subject to adjustment as provided by the Contract Documents.

The Contractor offers to commence work (RICHMOND FACILITIES 2006) by the _____ **2005,** and substantially perform the work, as certified by the Owner by the _____ **2005.**

PROJECT D: MINORU SENIOR CENTRE

Include MPDA inspection fee calculated at (5%) of the Base Bid Price

_____ Dollars
(\$ _____) in lawful Canadian Funds **Base Bid**

Federal Goods and Services Tax (GST) calculated at (7 %) of the Base Bid Price is:

_____ Dollars
(\$ _____) in lawful Canadian Funds **GST**

We Hereby offer to enter into a Contract to perform the Work required by the Bid Documents for the Total Cost (Stipulated price plus GST) of:

_____ Dollars
(\$ _____) in lawful Canadian Funds **Total Contract Price**

.2 The above amounts shall be subject to adjustment as provided by the Contract Documents.

The Contractor offers to commence work (RICHMOND FACILITIES 2006) by the _____ **2005,** and substantially perform the work, as certified by the Owner by the _____ **2005.**

PROJECT E: MINORU SPORTS PAVILION

Include MPDA inspection fee calculated at (5%) of the Base Bid Price

_____ Dollars
(\$ _____) in lawful Canadian Funds **Base Bid**

Federal Goods and Services Tax (GST) calculated at (7 %) of the Base Bid Price is:

_____ Dollars
(\$ _____) in lawful Canadian Funds **GST**

We Hereby offer to enter into a Contract to perform the Work required by the Bid Documents for the Total Cost (Stipulated price plus GST) of:

_____ Dollars
(\$ _____) in lawful Canadian Funds **Total Contract Price**

.2 The above amounts shall be subject to adjustment as provided by the Contract Documents.

The Contractor offers to commence work (RICHMOND FACILITIES 2006) by the _____
2005, _____ and
substantially perform the work, as certified by the Owner by the _____
2005

PROJECT F: RICHMOND KINSMAN PAVILION

Include MPDA inspection fee calculated at (5%) of the Base Bid Price

_____ Dollars
(\$ _____) in lawful Canadian Funds **Base Bid**

Federal Goods and Services Tax (GST) calculated at (7 %) of the Base Bid Price is:

_____ Dollars
(\$ _____) in lawful Canadian Funds **GST**

We Hereby offer to enter into a Contract to perform the Work required by the Bid Documents for the Total Cost (Stipulated price plus GST) of:

_____ Dollars
(\$ _____) in lawful Canadian Funds **Total Contract Price**

.2 The above amounts shall be subject to adjustment as provided by the Contract Documents.

The Contractor offers to commence work (RICHMOND FACILITIES 2006) by the _____ **2005,** and substantially perform the work, as certified by the Owner by the _____ **2005.**

PROJECT G: THOMPSON COMMUNITY CENTRE

Include MPDA inspection fee calculated at (5%) of the Base Bid Price

_____ Dollars
(\$ _____) in lawful Canadian Funds **Base Bid**

Federal Goods and Services Tax (GST) calculated at (7 %) of the Base Bid Price is:

_____ Dollars
(\$ _____) in lawful Canadian Funds **GST**

We Hereby offer to enter into a Contract to perform the Work required by the Bid Documents for the Total Cost (Stipulated price plus GST) of:

_____ Dollars
(\$ _____) in lawful Canadian Funds **Total Contract Price**

.2 The above amounts shall be subject to adjustment as provided by the Contract Documents.

The Contractor offers to commence work (RICHMOND FACILITIES 2006) by the _____ **2005,** and substantially perform the work, as certified by the Owner by the _____ **2005.**

PROJECT H: STEVESTON MUSEUM AND POST OFFICE

Include MPDA inspection fee calculated at (5%) of the Base Bid Price

_____ Dollars
(\$ _____) in lawful Canadian Funds **Base Bid**

Federal Goods and Services Tax (GST) calculated at (7 %) of the Base Bid Price is:

_____ Dollars
(\$ _____) in lawful Canadian Funds **GST**

We Hereby offer to enter into a Contract to perform the Work required by the Bid Documents for the Total Cost (Stipulated price plus GST) of:

_____ Dollars
(\$ _____) in lawful Canadian Funds **Total Contract Price**

.2 The above amounts shall be subject to adjustment as provided by the Contract Documents.

The Contractor offers to commence work (RICHMOND FACILITIES 2006) by the _____ **2005,** and substantially perform the work, as certified by the Owner by the _____ **2005.**

NOTE: THE OWNER RESERVES THE RIGHT TO AWARD ANY OR ALL OF THE PROJECTS INDIVIDUALLY IN THE BEST INTEREST OF THE CITY AND IN ACCORDANCE WITH THE INSTRUCTIONS TO BIDDERS.

COST OF PROJECT TO H (ALL OF THE ABOVE)

Include MPDA inspection fee calculated at (5%) of the Base Bid Price

_____ Dollars
(\$ _____) in lawful Canadian Funds **Base Bid**

Federal Goods and Services Tax (GST) calculated at (7 %) of the Base Bid Price is:

_____ Dollars
(\$ _____) in lawful Canadian Funds **GST**

We Hereby offer to enter into a Contract to perform the Work required by the Bid Documents for the Total Cost (Stipulated price plus GST) of:

_____ Dollars
(\$ _____) in lawful Canadian Funds **Total Contract Price**

.2 The above amounts shall be subject to adjustment as provided by the Contract Documents.

The Contractor offers to commence work (RICHMOND FACILITIES 2006) by the _____ **2005,** and substantially perform the work, as certified by the Owner by the _____ **2005.**

UNDERTAKING OF LIABILITY INSURANCE
(To be submitted with Quotation)

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

Dear Sirs:

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

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

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

EXCEPTIONS:

Dated at _____, British Columbia, this _____ day of _____, 2006.

BY: _____ RICHMOND FACILITIES 2006:

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

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

CONTRACTOR'S REFERENCES

1. EXPERIENCE SCHEDULE:

.1 To be eligible for consideration for this Contract, the Painting Contractor must be able to demonstrate successful performance to MPI Standards in comparable work. The following is a record of three (3) projects, of similar nature and value, which the Contractor and its subcontractors have completed within the last three (3) years, that have been completed to MPI Standards.

.2 Company Name: _____
Contact Person: _____
Telephone: _____ Fax: _____
Project Details: _____

Project Value: _____

.3 Company Name: _____
Contact Person: _____
Telephone: _____ Fax: _____
Project Details: _____

Project Value: _____

.4 Company Name: _____

Contact Person: _____

Telephone: _____ Fax: _____

Project Details: _____

Project Value: _____

Signature of Authorized Signing Officer

Date

SCHEDULE C - CONTRACTOR'S FINANCIAL REFERENCES

1. FINANCIAL REFERENCES

- .1 The following financial references are required by the Owner. Failure to complete this Schedule may result in disqualification.

Company Particulars:

Name of Company: _____

Address: _____

City: _____

Telephone: _____ Fax: _____

President: _____

Officer: _____

Officer: _____

Officer: _____

Officer: _____

Financial Institution:

Bank

(or Trust Company:) _____

Address: _____

City: _____

Telephone: _____ Fax: _____

Manager/Contact: _____

GST No: _____

.2 REFERENCE AND CREDIT CHECK AUTHORIZATION

I/We authorize and consent to the Owner or its Authorized Representative, receiving and exchanging with others, including credit bureaus and other persons with whom I/We have had dealing, credit and other information about me/us. I/We understand that such information will be a factor in the Owner's decision to award the Contract for this Bid.

Signature of Authorized Signing Officer

Date

PROPOSED SUB-CONTRACTORS

1. SUBCONTRACTORS:

- .1 List all proposed Subcontractors in the space provided below, noting work to be done by own forces. The Owner or Authorized Representative will review this list and may request further information about the Subcontractors with respect to experience, capability, and where applicable, acceptance by Product Manufacturer where work component is of particular concern.
 - .2 Neither the whole nor any part of the Work may be subcontracted by the Contractor without the written consent of the Owner which it may withhold in its absolute discretion.
 - .3 Listed Subcontractors may not be changed after Bid Closing date without written approval from Owner.
-

LIST OF SUBCONTRACTORS

The following are the Subcontractors we propose to use for the Sections of Work listed hereunder.

<u>Section of Work</u>	<u>Name of Subcontractor</u>
Pressure Washing	_____
Labour	_____
Other (Please Identify)	_____
_____	_____
_____	_____

Signature of Authorized Signing Officer

Date

CONTRACTORS PROPOSED WORKFORCE

1. SUPERINTENDENT FOREMAN:

.1 Our proposed superintendent/foreman for this project will be:

Attached hereto is a resume of qualifications and experience.

2. WORKFORCE:

.1 Our proposed crew size for this project will be: _____

.2 The number of trades qualified journeymen and registered apprentices who will be engaged

in the Work and throughout the duration of the project will be: _____

Note: Only qualified journeymen who have a “Trades Qualification Certificate of Proficiency” shall be engaged in painting and decorating work. Registered apprentices may be employed provided they work under direct supervision of a trades qualified journeyman in accordance with trade regulations.

Signature of Authorized Signing Officer

Date

PROPOSED PAINTING SCHEDULE

1. PROPOSED CONSTRUCTION SCHEDULE/ RICHMOND FACILITIES 2006:

- .1 The following is the schedule of Work which the Painting Contractor intends to follow if awarded the Contract. The Contractor shall complete the following proposed construction schedule indicating planned crew size and number of weeks to complete the Work. In completing this schedule the Painting Contractor has contemplated “normal” local weather conditions for the time of year.

Item	Crew Size	Weeks After Contract Award												
		1	2	3	4	5	6	7	8	9	10	11	12	13

- .2 All Work, including rectification of deficiencies must be completed no later than

Signature of Authorized Signing Officer

Date

General Requirements

1. Requirements Included

- .1 Summary/Scope of Work
- .2 Documents
- .3 Guarantee
- .4 Temporary Facilities
- .5 Application for Payment
- .6 Substantial Completion

2. Summary of Work:

- .1 The intent of the Contract Documents is to provide all labour, products and equipment, supplies, services, tools, transport facilities and all things necessary for the performance of the Work by the Painting Contractor in accordance with these documents.
- .2 The successful Painting Contractor will be required to provide proof of possession, i.e. serial number of the of the Master Painters Institute Manual Latest Edition, and have a working knowledge of the Degree of Surface Degradation (DSD) covered in the MPI Repainting Manual.

3. Assignment Of Agreement

- .1 This Agreement, or any part thereof, shall not be assigned or subcontracted out, without prior written consent of the Owners or Authorized Representative, which maybe arbitrarily withheld.

4. Laws And Permits

- .1 The Painting Contractor shall comply and ensure compliance with all laws, regulations and Codes relating to the Work, whether Federal, Provincial or Municipal.

5. Documents Required on Site

- .1 The Contractor is responsible to maintain the following documents at the Place of Work:
 - .a Specifications
 - .b Addenda
 - .c Change Orders or other modifications to the Contract

- .d Field Inspection Reports
- .e Copy of approved work schedule
- .f Manufacturer's installation and application instructions
- .g Material Safety Data Sheets (MSDS) for all materials
- .h Copy of approved colour schedule and sample board
- .i Master Painters Institute (MPI) Repainting Manual (Latest Edition)

6. Project Meetings

- .1 Prior to commencement of the Contract a Pre-Job Conference involving all parties to discuss and resolve administrative procedures and responsibilities shall be scheduled by the Owners or Authorized Representative, MPDA Technical Representative.
- .2 Authorized representatives of the Owner, Contractor and his Supervisor, Subcontractor's, MPDA Technical Representative and Product Manufacturer's Technical Representative must be in attendance.
- .3 As directed by the Owner or Authorized Representative, MPDA Inspection Agency, progress meetings may be required with necessary parties to discuss the progress of the work.

7. Warranty And Rectifications Of Defects

- .1 Without restricting any warranty or guarantee implied or stipulated by law, the Painting Contractor will, at his own expense, rectify and make good any defect or fault, that appears in the Work within the mutually agreed specified time from the date of issuance by the Owner, Authorized Representative or MPDA Technical Representative of a Certificate of Total Performance.
- .2 Should the MPDA Technical Representative be required to make more than one re-inspection of rejected Work or should the MPDA Technical Representative perform re-inspection due to failure of the Work to comply with the specifications, the Owner will compensate the MPDA for such additional services including expenses incurred and the Owner will deduct the amount of such compensation to the MPDA Inspection Agency from the final payment to the Contractor. Costs will be based on the MPDA Inspection Agency hourly rates in place at the time of re-inspection.

8. Substantial Performance and Completion of the Work:

- .1 Promptly after the date of Substantial Performance, the Painting Contractor shall remove all surplus Products, tools, construction machinery and equipment not required for the performance of the remaining Work, unless otherwise directed by the Owner or Authorized Representative. The Painting Contractor shall also remove any waste products and debris and leave the Place of Work in a clean and suitable condition for use by the Owner or its tenants.

- .2 The Painting Contractor shall be required to repair or replace any damaged areas due to usage by the Painting Contractor during the duration of the contract, all costs for repairs or replacement to their original condition will be the responsibility of the contractor.
- .3 The Work shall not be considered complete until all deficiencies identified on the MPDA Final Inspection Report have been completed to the Technical Specifications and related sections to the satisfaction of the Owners or MPDA Technical Representative.

9. Quality Control

.1 Guarantee:

- .1 Furnish a two (2) year Painting Association Guarantee or a 100% two (2) year Maintenance Bond both in accordance with MPI Repainting Manual requirements (one (1) year on Wood Fences). The Maintenance Bond shall be obtained from an approved bonding company and shall warrant that all repainting work has been performed in accordance with MPI Repainting Manual requirements.
- .2 All exterior repainting work shall be in accordance with MPI Repainting Manual requirements and shall be inspected by the Painting Association whether using the Painting Association Guarantee or the Maintenance Bond option.
- .3 The cost for such Painting Association inspections, at 5% of the contract value, as well as either the Painting Association Guarantee or Maintenance Bond shall be included in the Base Bid Price and any Separate Pricing or Cost Plus items awarded to the Painting Contractor.
- .4 Painting Subcontractors choosing the Maintenance Bond option shall provide written proof of their ability to supply same at time of bidding.

.2 Quality Assurance:

- .1 The Contractor shall have a minimum of five (5) years proven satisfactory experience and shall show proof before commencement of work that he will maintain a qualified crew of painters throughout the duration of the work. When requested, the Painting Contractor shall provide a list of the last three comparable exterior repainting jobs including, name, location, Specifying Authority / Project Manager/ Property Management, start / completion dates and value of the work.
- .2 Only trades qualified journeypersons, as defined by local jurisdiction, shall be engaged in exterior repainting work. Registered apprentices may be employed provided they work under the direct supervision of a qualified journeyperson in accordance with trade regulations.

- .3 All materials, preparation and workmanship shall conform to the standards contained in the latest edition of the Master Painters Institute (**MPI**) Maintenance and Repainting Manual (herein referred to as the **MPI** Repainting Manual) as issued by the local **MPI** Accredited Quality Assurance Association having jurisdiction.
- .4 All exterior repainting work shall be inspected by the MPDA Inspection Agency acceptable to the local **MPI** Accredited Quality Assurance Association. The Painting Contractor shall notify the MPDA Inspection Agency a minimum of one week prior to commencement of work and provide all documents defined in Section 1300 Submittals.
- .5 **All surfaces requiring repainting shall be inspected** by the Painting Contractor who shall notify the MPDA Inspection Agency, Owner or Authorized Representative in writing of any defects or problems, prior to commencing repainting or after preparation work.

.3 Inspection

- .1 The MPDA Technical Representative will not be responsible for and will not have control, or supervise the Painting Contractor or Subcontractors in performance of the Work.
- .2 The MPDA Technical Representative will be responsible to observe and report and shall not be responsible for the Painting Contractor or Subcontractors failure to carry out the Work in accordance with the Contract Documents.

10. Ability To Furnish Bond

- .1 Contractors using a Maintenance Bond type of guarantee must supply with their tender a facsimile of the bond to be used, together with written proof of their ability to furnish same at no cost to the Owners. (Cash or Certified Cheques are not acceptable as Bid security).

11. Additional Final Inspection Cost

- .1 The contractor will be responsible for paying all inspection costs required under this Contract, which also includes one final follow-up inspection. Any additional final inspections will be charged to the Contractor at the rate of \$ 100.00 per hour, and this amount shall be deducted from the Contract price by the Owners.

Initials: _____

SUBMITTALS

1. Requirements Included

- .1 MPI Approved Products Intended For Use Form (Attached)
- .2 MPI Assignment of Inspector Form (Attached)
- .3 Material Safety Data Sheets (MSDS)
- .4 Daily Work Records
- .5 Sample and Colour Sample Boards
- .6 Painting Schedule

2. Submittals Check List:

- .1 The following checklist is consolidated for convenience only and is not representative of the complete listing of submittals.
- .2 The Painting Contractor shall provide the following documents within ten (10) days of Contract award:
 - .1 Submit MPI Approved Products Intended For Use Form
 - .2 Submit two copies of all Material Safety Data Sheets (MSDS) for products to be used
 - .3 Forward the MPDA Assignment of Inspector Form to the MPDA Inspection Agency
 - .4 Evidence of required insurance coverage's
 - .5 Proof of registration and in good standing with Workers' Compensation Board of B.C. (WCB)
 - .6 Copies of all necessary permits, licenses, approval certificates and other authorizations required by municipal, provincial or federal authorities.
 - .7 Copies of maintenance bonds or proposed guarantees to be used
 - .8 Copies of proposed manufacturer's guarantee if applicable
 - .9 Completed construction schedule indicating dates of commencement and completion of various phases of the Work
 - .10 Provide MPI Repainting Manual registration number.
- .3 The Painting Contractor shall provide the following submittals with each application for payment during the progress of the Contract:
 - .1 Statutory declaration accompanying claim for payment that all wages, accounts for materials, Subcontractors and suppliers have been paid.
 - .2 revised Painting schedule.
- .4 The Painting Contractor shall provide the following submittals at Substantial Performance of Work as a condition thereof:
 - .1 Painting Contractors duly executed guarantee or maintenance bond.
 - .2 Manufacturer's guarantees where applicable
 - .3 Evidence of compliance with WCB throughout the Work.
 - .4 All reserve and required maintenance materials, clearly labeled and delivered to the Owners or Authorized Representative.
 - .5 Statutory declaration indicating that all wages, accounts for materials, Subcontractors suppliers and MPDA fees have been paid.

- .6 Certificate of Encumbrances stating that no liens have been filed together with application of release of holdback monies
- .5 The Painting Contractor shall provide the following submittals at the within thirty (30) days of Substantial Completion of the Contract:
 - .1 Statutory declaration indicating that all wages, accounts for materials, Subcontractors suppliers and MPDA fees have been paid.
 - .2 Release of any liens arising out of the Contract
 - .3 Application for final billings will not be recommended to the Owner's or Authorized Representative until all documents have been received in his office and MPDA fees are fully paid.

3. Samples and Colour Schedules

- .1 Complete colour samples on a designated elevation to include the various substrates to be encountered not less than (5) days prior to commencement of Contract.
- .2 Submit request for review of colour samples by the Owner's Authorized Representative.

4. Reserve Materials

- .1 Label all containers indicating colour, area and other information where respective materials have been applied.
- .2 All materials are to be from the same batch, dye lot and production run as materials installed.
- .3 Deliver materials to the Owner or Authorized Representative.
- .4 Provide Owner or Authorized Representative with a list of materials delivered indicating the following.
 - .1 Material Name
 - .2 Manufacturer's Name
 - .3 Batch Number and Colour Code
 - .4 Substrate Material and location applied.



M.P.D.A. Specification Services Inc.
4090 Graveley St.
Burnaby, BC
Ph: (604) 298-3875 Fax: (604) 298-5183

REQUEST FOR AN ASSIGNMENT OF AN INSPECTOR

PROJECT NAME: _____

PROJECT ADDRESS: _____

PAINTING CONTRACTOR: _____

ADDRESS: _____

PH: _____ FAX: _____ CONTACT: _____

SPECIFYING AUTHORITY: _____

ADDRESS: _____

PH: _____ FAX: _____ CONTACT: _____

GENERAL CONTRACTOR: _____

ADDRESS: _____

PH: _____ FAX: _____ CONTACT: _____

OWNER/REP.: _____

ADDRESS: _____

PH: _____ FAX: _____ CONTACT: _____

SPECIAL COMMENTS: _____

CONTRACT VALUE: _____ NEW: _____ REPAINT: _____

APPROX. START DATE: _____ APPROX. DATE OF COMPLETION: _____

The undersigned contractor of firm, agrees to pay the Master Painters & Decorators Association a fee of 5% of the painting contract price shown above, plus applicable taxes, for projects in the Lower Mainland for the services to be rendered by the inspection agency assigned. Out of town projects, please call for up-to-date quote. Further, that the contract price will be adjusted to reflect the total contract price at date of substantial performance. *Please note that an additional charge of \$100.00 per hour may be billed to the painting contractor for extra/excessive final follow-up inspections.*

Please provide MASTERCARD or VISA where fees amount to \$500.00 or less.

CARD NO: _____ VALID/EXPIRY DATE: _____

DATE: _____ SIGNED: _____

Signature of Painting Contractor

SPECIFICATIONS : BRIGHOUSE PARK PAVILION

Location and Substrate	DSD No.	Paint System	Gloss Level
Concrete Vertical Surfaces			
Retaining Wall	2	REX 3.1A Exterior Latex	G3/4 Satin
Stairs (underside only – east elevation)	2	REX 3.1A Exterior Latex	G3/4 Satin
Dimension Lumber			
Lattice (Roof)	2-3	REX 6.2A Exterior Latex	G3/4 Satin
T&G Soffits and Ceilings	2-3	REX 6.2A Exterior Latex	G3/4 Satin
Dressed Lumber			
Beams, Trusses	2	REX 6.3A Exterior Latex	G3/4 Satin
Counter Frames	2	REX 6.3E Exterior Varnish	G6 Gloss
Decorative Trim (in small gables)		REX 6.3A Exterior Latex	G3/4 Satin
Doors	2	REX 6.3E Exterior Varnish	G6 Gloss
Lattice (wall panels)	2-3	REX 6.3A Exterior Latex	G3/4 Satin
Galvanized Metal			
Conduit / Boxes /Cover Plates	2-3	EXT 5.3A Exterior Latex	To match adjacent surfaces
Doors and Door Frames	2	REX 5.3B Exterior Alkyd	G6 Gloss
Downpipes	2-3	REX 5.3B Exterior Alkyd	G6 Gloss
Flashing (over lattice wall panels)	2	REX 5.3A Exterior Latex	G3/4 Satin
**Wall Capping (upper patio)	2	REX 5.3G W.B. Light Industrial	G6 Gloss
Plastic			
**Downpipes		EXT 6.8B Exterior Alkyd	G6 Gloss
Structural Steel & Metal Fabrications			
Brackets (Beam and Truss)	2-3	REX 5.1D Exterior Alkyd	G6 Gloss
Flag Holder Brackets	2	REX 5.1D Exterior Alkyd	G6 Gloss
Handrails	3	REX 5.1D Exterior Alkyd	G6 Gloss
Railings	3	REX 5.1D Exterior Alkyd	G6 Gloss
Stringers (Stair)	3	REX 5.1D Exterior Alkyd	G6 Gloss
Stucco			
Chimney, Columns, Walls	2-3	REX 9.1A Exterior Latex	G3/4 Satin
Wood Paneling			
Plywood Beam Covers	2	REX 6.4A Exterior Latex	G3/4 Satin

SPECIFICATIONS: EAST RICHMOND COMMUNITY HALL

Location and Substrate	DSD No.	Paint System	Gloss Level
Aluminum			
Skylight Frames	2-3	EXT 5.4F Exterior Alkyd	G6 Gloss
Vent Covers	2-3	EXT 5.4F Exterior Alkyd	G6 Gloss
Vent Grill	2	EXT 5.4F Exterior Alkyd	G6 Gloss
Window Frames (5 on east elevation)	3	REX 5.4A Exterior Alkyd	G6 Gloss
Bituminous Coated Surfaces			
Cast Iron Downpipes	2-3	REX 10.2C Exterior Alkyd	G6 Gloss
Dimension Lumber			
Barge Boards and Fascia	3	REX 6.2A Exterior Latex	G5 Semi-Gloss
Foundation Beam	2-3	REX 6.2C Exterior Alkyd	G5 Semi-Gloss
Siding	2-3	REX 6.2A Exterior Latex	G3/4 Satin
T&G Soffits	2-3	REX 6.2A Exterior Latex	G3/4 Satin
Dressed Lumber			
Corbels	2	REX 6.3A Exterior Latex	G3/4 Satin
Doors and Door Frames	2-3	REX 6.3B Exterior Alkyd	G6 Gloss
Sign (Rooftop)	2-3	REX 6.3B Exterior Alkyd	G6 Gloss
Window Frames and Sills	3	REX 6.3B Exterior Alkyd	G6 Gloss
Galvanized Metal			
Conduit / Boxes /Cover Plates	2-3	EXT 5.3A Exterior Latex	To match adjacent surfaces
Doors and Door Frames	2-3	REX 5.3B Exterior Alkyd	G6 Gloss
Downpipes	2-3	REX 5.3B Exterior Alkyd	G6 Gloss
Drip Cap	2-3	REX 5.3B Exterior Alkyd	G6 Gloss
Gutters	2-3	REX 5.3B Exterior Alkyd	G6 Gloss
**Roof Cladding	2-3	REX 5.3G W.B. Light Industrial Coating	G6 Gloss
**Roof Flashing	2	REX 5.3B Exterior Alkyd	G6 Gloss
Rooftop Vents	3	REX 5.3B Exterior Alkyd	G6 Gloss
Plastic			
Conduit / Boxes / Cover Plates		EXT 6.8A Exterior Latex	To match adjacent surfaces
Conduit / Boxes / Cover Plates	2	REX 6.8A Exterior Latex	To match adjacent surfaces

SPECIFICATIONS: EAST RICHMOND COMMUNITY HALL – Cont'd

Structural Steel & Metal Fabrications			
Expanded metal wall vents	3	REX 5.1D Exterior Alkyd	G6 Gloss
Channels (protecting downpipe - north elevation)	2	REX 5.1D Exterior Alkyd	G6 Gloss
Gas Lines	2	REX 5.1D Exterior Alkyd	G6 Gloss
Light Fixtures (wall mounted)	2-3	REX 5.1D Exterior Alkyd	G6 Gloss
Photo Cell Box	2	REX 5.1D Exterior Alkyd	G6 Gloss
Security Light Box (north elevation)	2-3	REX 5.1D Exterior Alkyd	G6 Gloss
Window Security Screens and Frames	2-3	REX 5.1D Exterior Alkyd	G6 Gloss
Wood Decks and Stairs / Steps			
Posts, Stringers, Treads, Misc. Related Wood		EXT 6.5 B Exterior Alkyd (Anti-skid additive)	G6 Gloss
Posts, Stringers, Treads, Misc. Related Wood	2-3	REX 6.5 B Exterior Alkyd (Anti-skid additive)	G6 Gloss
Wood Paneling			
Plywood Fascias	3	EXT 6.4A Exterior Latex	G5 Semi-Gloss

SPECIFICATONS: THOMPSON COMMUNITY CENTRE

Location and Substrate	DSD No.	Paint System	Gloss Level
Bituminous Coated Surfaces			
Cast Iron Downpipes	2-3	REX 10.2C Exterior Alkyd	G6 Gloss
Concrete Vertical Surfaces			
Pylons (supporting steel beams)	3	REX 3.1C W.B. Light Industrial	G5 Semi-Gloss
Walls	2	REX 3.1A Exterior Latex	G3/4 Satin
Dimension Lumber			
Soffits	2-3	REX 6.2A Exterior Latex	G3/4 Satin
Dressed Lumber			
Fascias (to soffit vents)	2-3	REX 6.3A Exterior Latex	G3/4 Satin
Miscellaneous Trim	2-3	REX 6.3A Exterior Latex	G3/4 Satin
Glue Laminated Beams and Columns			
Columns	2	REX 6.1G Exterior Varnish	G5 Semi-Gloss
Galvanized Metal			
Door and Door Frames	2	REX 5.3B Exterior Alkyd	G6 Gloss
Structural Steel & Metal Fabrications			
Beams	2	REX 5.1K W.B. Light Industrial Coating	G5 Semi-Gloss
Beam Brackets	2	EXT 5.1D Exterior Alkyd	G5 Semi-Gloss
Channel Beams	2	EXT 5.1D Exterior Alkyd	G5 Semi-Gloss
Plates (top of glue laminated columns)	2	EXT 5.1D Exterior Alkyd	G5 Semi-Gloss
Wood Paneling			
Plywood Wall Panels	3	EXT 6.4A Exterior Latex	G3/4 Satin

SPECIFICATIONS: MCNAIR PARK CARETAKER SUITE

Location and Substrate	DSD No.	Paint System	Gloss Level
Aluminum			
Soffit Vents	2	EXT 5.4G Exterior Latex	G3/4 Satin
Dimension Lumber			
Bird House Shelf	2	REX 6.2A Exterior Latex	G3/4 Satin
Posts (garage)	2-3	REX 6.2A Exterior Latex	G3/4 Satin
Siding	3	REX 6.2A Exterior Latex	G3/4 Satin
Dressed Lumber			
Beam (garage)	2-3	REX 6.3A Exterior Latex	G3/4 Satin
Doors and Door Frames	2-3	REX 6.3B Exterior Alkyd	G6 Gloss
Galvanized Metal			
Conduit / Boxes /Cover Plates	2-3	EXT 5.3A Exterior Latex	To match adjacent surfaces
Doors	2	REX 5.3B Exterior Alkyd	G6 Gloss
Drip Cap	2-3	REX 5.3B Exterior Alkyd	G6 Gloss
Galvanized Metal (cont'd)			
Railings		EXT 5.3B Exterior Alkyd	G6 Gloss
Railings	2-3	REX 5.3B Exterior Alkyd	G6 Gloss
Traffic Control Box	2	REX 5.3A Exterior Latex	G3/4 Satin
Transition Strip	2-3	REX 5.3B Exterior Alkyd	G6 Gloss
Plastic			
Downpipes	2	REX 6.8B Exterior Alkyd	G6 Gloss
Structural Steel & Metal Fabrications			
Expanded Metal Covers (soffit and wall lights)	3	REX 5.1D Exterior Alkyd	G6 Gloss
Expanded Metal Window Security Screens and Frames	2-3	REX 5.1D Exterior Alkyd	G6 Gloss
Gas Lines	2	REX 5.1D Exterior Alkyd	G6 Gloss
Railings	2-3	REX 5.1D Exterior Alkyd	G6 Gloss
Wood Paneling			
Plywood Box (soffit light cover)		EXT 6.4A Exterior Latex	G3/4 Satin
Plywood Ceiling (garage)	2	REX 6.4A Exterior Latex	G3/4 Satin
Plywood Gate Spacer	2	REX 6.4A Exterior Latex	G3/4 Satin
Plywood Soffits	2	REX 6.4A Exterior Latex	G3/4 Satin

SPECIFICATIONS: MINORU SENIOR CENTRE

Location and Substrate	DSD No.	Paint System	Gloss Level
Aluminum			
**Gutters	3	REX 5.4A Exterior Alkyd	G6 Gloss
**Downpipes	2-3	REX 5.4A Exterior Alkyd	G6 Gloss
Copper			
Downpipes	2-3	REX 5.5A Exterior Alkyd	G6 Gloss
Dimension Lumber			
Conduit Enclosure		EXT 6.2A Exterior Latex	G3/4 Satin
Fascia	2-3	REX 6.2B Exterior Alkyd	G5 Semi-Gloss
Siding (including rooftop)	2-3	REX 6.2A Exterior Latex	G3/4 Satin
Soffits	2-3	REX 6.2A Exterior Latex	G3/4 Satin
Trim Boards	2-3	REX 6.2B Exterior Alkyd	G5 Semi-Gloss
Dressed Lumber			
Beams and Columns	2-3	REX 6.3B Exterior Alkyd	G5 Semi-Gloss
Benches	3	REX 6.3B Exterior Alkyd	G5 Semi-Gloss
Conduit Spacer Block		EXT 6.3A Exterior Latex	G3/4 Satin
Doors (rooftop)	2-3	REX 6.3B Exterior Alkyd	G6 Gloss
Galvanized Metal			
Bike Racks	3	REX 5.3B Exterior Alkyd	G6 Gloss
Conduit / Boxes /Cover Plates	2-3	EXT 5.3A Exterior Latex	To match adjacent surfaces
Door and Door Frames	2	REX 5.3B Exterior Alkyd	G6 Gloss
Drip Caps	2-3	REX 5.3B Exterior Alkyd	G6 Gloss
Flashing (wood column bases)	2-3	REX 5.3B Exterior Alkyd	G5 Semi-Gloss
Roof Cappings and Flashings	2-3	REX 5.3G W.B. Light Industrial Coating	G6 Gloss
Roof Hatch Door and Frame	3	REX 5.3B Exterior Alkyd	G6 Gloss
Rooftop Vents	3	REX 5.3B Exterior Alkyd	G6 Gloss
Window Sills	2-3	REX 5.3B Exterior Alkyd	G6 Gloss
Plastic			
Conduit / Boxes / Cover Plates		REX 6.8A Exterior Latex	To match adjacent surfaces
Structural Steel & Metal Fabrications			
Brackets (carpenter shop exhaust fan)	2	REX 5.1D Exterior Alkyd	G6 Gloss
Gas Lines	2	REX 5.1D Exterior Alkyd	G6 Gloss
Handrails	3	REX 5.1D Exterior Alkyd	G6 Gloss

SPECIFICATIONS: MINORU SENIOR CENTRE – Cont'd

Locked Box (wall mounted at main entrance)	3	REX 5.1D Exterior Alkyd	G6 Gloss
Miscellaneous Piping and Brackets	2-3	REX 5.1D Exterior Alkyd	To match adjacent surfaces
Sprinkler Fire Alarm Bell	2	REX 5.1D Exterior Alkyd	G6 Gloss
Stucco			
Walls	2	REX 9.1A Exterior Latex	G3/4 Satin
Wood Paneling			
Plywood Skirt	3	REX 6.4B Exterior Alkyd	G5 Semi-Gloss
Plywood Window Panel		EXT 6.4B Exterior Alkyd	G5 Semi-Gloss

SPECIFICATIONS: MINORU SPORTS PAVILION

Location and Substrate	DSD No.	Paint System	Gloss Level
Aluminum			
**Downpipes	2-3	REX 5.4A Exterior Alkyd	G6 Gloss
Concrete Masonry Units (CMU'S)			
Concrete Block and Brick	2	REX 4.2A Exterior Latex	G3/4 Satin
Concrete Vertical Surfaces			
Foundation Walls	2-3	REX 3.1A Exterior Latex	G3/4 Satin
Dimension Lumber			
Beam		EXT 6.2A Exterior Latex	G3/4 Satin
Beams and Posts	2-3	REX 6.2A Exterior Latex	G3/4 Satin
Dressed Lumber			
Balustrade / Railings	3	EXT 6.2A Exterior Latex	G3/4 Satin
Balustrade / Railings (see Note 1)	2-3	REX 6.3B Exterior Alkyd	G6 Gloss
Base Trim Board (block and brick)	2	REX 6.3B Exterior Alkyd	G6 Gloss
Doors and Door Frames	2-3	REX 6.3B Exterior Alkyd	G6 Gloss
Fascia (to inside of T&G ceiling)	2-3	REX 6.3B Exterior Alkyd	G6 Gloss
Gate	2-3	EXT 6.2A Exterior Latex	G3/4 Satin
Handrails	2-3	REX 6.3B Exterior Alkyd	G6 Gloss
Lattice (ramp)	2-3	EXT 6.2A Exterior Latex	G3/4 Satin
Lattice (south elevation gable)	2-3	REX 6.3B Exterior Alkyd	G6 Gloss
Lattice (wall – around north elevation vent - upstairs)	2	EXT 6.2A Exterior Latex	G3/4 Satin
Site Sign	2-3	REX 5.3B Exterior Alkyd	G6 Gloss
Transition Strip (T&G ceiling to block)	2	EXT 6.2A Exterior Latex	G3/4 Satin
Transition Strip (T&G ceiling to window frames)	2	EXT 6.2A Exterior Latex	G3/4 Satin
Window Frames and Sills	2-3	REX 6.3B Exterior Alkyd	G6 Gloss
Galvanized Metal			
Address Numbers	2	REX 5.3B Exterior Alkyd	G6 Gloss
Capping & Flashing	2-3	REX 5.3G W.B. Light Industrial Coating	G6 Gloss
Conduit / Boxes / Cover Plates	2-3	REX 5.3B Exterior Alkyd	To match adjacent surfaces
Conduit / Boxes /Cover Plates	2-3	EXT 5.3A Exterior Latex	To match adjacent surfaces
Conduit / Boxes /Cover Plates	2-3	REX 5.3A Exterior Latex	To match adjacent surfaces
Door and Door Frames	2	REX 5.3B Exterior Alkyd	G6 Gloss
Door Stops	3	REX 5.3B Exterior Alkyd	G6 Gloss

Vent (beside upper north elevation wall)	2-3	REX 5.3A Exterior Latex	G3/4 Satin
Plastic			
Conduit / Boxes / Cover Plates	2	REX 6.8A Exterior Latex	To match adjacent surfaces
Downpipes		EXT 6.8B Exterior Alkyd	G6 Gloss
Structural Steel & Metal Fabrications			
Flag Holder Brackets	2-3	REX 5.1D Exterior Alkyd	G6 Gloss
Pipe (west elevation)	2	REX 5.1A Exterior Latex	G3/4 Satin
Vent Frames and Grills (wall)	2-3	REX 5.1D Exterior Alkyd	G6 Gloss
Window Security Screens	2-3	REX 5.1D Exterior Alkyd	G6 Gloss
Wood Decks and Stairs / Steps			
Stringers, Treads, Misc. Related Wood		EXT 6.5 B Exterior Alkyd (Anti-skid additive)	G6 Gloss
Posts, Stringers, Handrails, Treads, Misc. Related Wood	2-3	REX 6.5 B Exterior Alkyd (Anti-skid additive)	G6 Gloss
Wood Paneling			
Plywood (under stairs)		EXT 6.4B Exterior Alkyd	G6 Gloss
Plywood (under stairs)	2	REX 6.4B Exterior Alkyd	G6 Gloss
Plywood Sliding Doors	3	REX 6.4B Exterior Alkyd	G6 Gloss
Plywood Window Panels	3	REX 6.4A Exterior Latex	G3/4 Satin

STORAGE SHED

Not included in Contract:

*Factory finished aluminum gutters

*Unpainted wood ramps

Location and Substrate	DSD No.	Paint System	Gloss Level
Dimension Lumber			
Foundation Board	3	REX 6.2B Exterior Alkyd	G6 Gloss
Dressed Lumber			
Bargeboard	3	REX 6.3B Exterior Alkyd	G6 Gloss
Fascia	2	REX 6.3B Exterior Alkyd	G6 Gloss
Ridgecap	3	REX 6.3B Exterior Alkyd	G6 Gloss
Window Frame	3	REX 6.3B Exterior Alkyd	G6 Gloss
Galvanized Metal			
Drip Cap	3	REX 5.3B Exterior Alkyd	G6 Gloss
Structural Steel & Metal Fabrications			
Door Stops	3	REX 5.1D Exterior Alkyd	G6 Gloss
Sliding Door Track	3	REX 5.1D Exterior Alkyd	G6 Gloss
Wood Paneling			
Plywood Sliding Doors	3	REX 6.4A Exterior Latex	G3/4 Satin
Plywood Soffits	2	REX 6.4A Exterior Latex	G3/4 Satin
Plywood Walls	3	REX 6.4A Exterior Latex	G3/4 Satin

RICHMOND KINSMAN PAVILION

Location and Substrate	DSD No.	Paint System	Gloss Level
Dimension Lumber			
Fascia		EXT 6.2B Exterior Alkyd	G5 Semi-Gloss
Siding		EXT 6.2A Exterior Latex	G1 Flat
Siding	2-3	REX 6.2A Exterior Latex	G1 Flat
Soffits		EXT 6.2A Exterior Latex	G1 Flat
Soffits	2-3	REX 6.2A Exterior Latex	G1 Flat
Dressed Lumber			
Balustrades		EXT 6.3A Exterior Latex	G5 Semi-Gloss
Balustrades	3	REX 6.3A Exterior Latex	G5 Semi-Gloss
Bargeboards, Fascias	3	REX 6.3B Exterior Alkyd	G5 Semi-Gloss
Doors and Door Frames	2-3	REX 6.3B Exterior Alkyd	G5 Semi-Gloss
Door Sills	2-3	REX 6.3B Exterior Alkyd	G6 Gloss
Posts	2-3	REX 6.3A Exterior Latex	G5 Semi-Gloss
Siding	2	REX 6.3A Exterior Latex	G1 Flat
Signage (CARETAKER)	3	REX 6.3B Exterior Alkyd	G5 Semi-Gloss
Site Sign and Posts	3	REX 6.3B Exterior Alkyd	G5 Semi-Gloss
Soffits		EXT 6.3A Exterior Latex	G1 Flat
Soffits	2-3	REX 6.3A Exterior Latex	G1 Flat
Verandah Ceiling		EXT 6.3A Exterior Latex	G1 Flat
Window Frames and Sills	3	REX 6.3B Exterior Alkyd	G5 Semi-Gloss
Plastic			
Conduit / Boxes / Cover Plates		EXT 6.8A Exterior Latex	To match adjacent surfaces
Structural Steel & Metal Fabrications			
Bollards	3	REX 5.1D Exterior Alkyd	G6 Gloss
Stair Tread Covers	3	REX 5.1D Exterior Alkyd	G6 Gloss
Vent Covers	3	REX 5.1D Exterior Alkyd	G6 Gloss
Vertical Rods	2-3	REX 5.1A Exterior Latex	G1 Flat
Wood Decks and Stairs / Steps			
Posts, Risers, Stringers, Treads, Handrails, Misc. Related Wood		EXT 6.5 B Exterior Alkyd (Anti-skid additive)	G6 Gloss
Posts, Risers, Stringers, Treads, Handrails, Misc. Related Wood	2-3	REX 6.5 B Exterior Alkyd (Anti-skid additive)	G6 Gloss
Wood Paneling			
Plywood Wall Panels		EXT 6.4A Exterior Latex	G1 Flat
Plywood Wall Panels	2-3	REX 6.4A Exterior Latex	G1 Flat

EAST RICHMOND COMMUNITY HALL

Location and Substrate	DSD No.	Paint System	Gloss Level
Aluminum			
Skylight Frames	2-3	EXT 5.4F Exterior Alkyd	G6 Gloss
Vent Covers	2-3	EXT 5.4F Exterior Alkyd	G6 Gloss
Vent Grill	2	EXT 5.4F Exterior Alkyd	G6 Gloss
Window Frames (5 on east elevation)	3	REX 5.4A Exterior Alkyd	G6 Gloss
Bituminous Coated Surfaces			
Cast Iron Downpipes	2-3	REX 10.2C Exterior Alkyd	G6 Gloss
Dimension Lumber			
Barge Boards and Fascia	3	REX 6.2A Exterior Latex	G5 Semi-Gloss
Foundation Beam	2-3	REX 6.2C Exterior Alkyd	G5 Semi-Gloss
Siding	2-3	REX 6.2A Exterior Latex	G3/4 Satin
T&G Soffits	2-3	REX 6.2A Exterior Latex	G3/4 Satin
Dressed Lumber			
Corbels	2	REX 6.3A Exterior Latex	G3/4 Satin
Doors and Door Frames	2-3	REX 6.3B Exterior Alkyd	G6 Gloss
Sign (Rooftop)	2-3	REX 6.3B Exterior Alkyd	G6 Gloss
Window Frames and Sills	3	REX 6.3B Exterior Alkyd	G6 Gloss
Location and Substrate			
DSD No.			
Paint System			
Gloss Level			
Galvanized Metal			
Conduit / Boxes /Cover Plates	2-3	EXT 5.3A Exterior Latex	To match adjacent surfaces
Doors and Door Frames	2-3	REX 5.3B Exterior Alkyd	G6 Gloss
Downpipes	2-3	REX 5.3B Exterior Alkyd	G6 Gloss
Drip Cap	2-3	REX 5.3B Exterior Alkyd	G6 Gloss
Gutters	2-3	REX 5.3B Exterior Alkyd	G6 Gloss
**Roof Cladding	2-3	REX 5.3G W.B. Light Industrial Coating	G6 Gloss
**Roof Flashing	2	REX 5.3B Exterior Alkyd	G6 Gloss
Rooftop Vents	3	REX 5.3B Exterior Alkyd	G6 Gloss
Plastic			
Conduit / Boxes / Cover Plates		EXT 6.8A Exterior Latex	To match adjacent surfaces
Conduit / Boxes / Cover Plates	2	REX 6.8A Exterior Latex	To match adjacent surfaces

Structural Steel & Metal Fabrications			
Expanded metal wall vents	3	REX 5.1D Exterior Alkyd	G6 Gloss
Channels (protecting downpipe - north elevation)	2	REX 5.1D Exterior Alkyd	G6 Gloss
Gas Lines	2	REX 5.1D Exterior Alkyd	G6 Gloss
Light Fixtures (wall mounted)	2-3	REX 5.1D Exterior Alkyd	G6 Gloss
Photo Cell Box	2	REX 5.1D Exterior Alkyd	G6 Gloss
Security Light Box (north elevation)	2-3	REX 5.1D Exterior Alkyd	G6 Gloss
Window Security Screens and Frames	2-3	REX 5.1D Exterior Alkyd	G6 Gloss
Wood Decks and Stairs / Steps			
Posts, Stringers, Treads, Misc. Related Wood		EXT 6.5 B Exterior Alkyd (Anti-skid additive)	G6 Gloss
Posts, Stringers, Treads, Misc. Related Wood	2-3	REX 6.5 B Exterior Alkyd (Anti-skid additive)	G6 Gloss
Wood Paneling			
Plywood Fascias	3	EXT 6.4A Exterior Latex	G5 Semi-Gloss

SPECIFICATIONS: STEVESTON MUSEUM AND POST OFFICE

Location and Substrate	DSD No.	Paint System	Gloss Level
Bituminous Coated Surfaces			
Cast Iron Downpipes	2-3	REX 10.2C Exterior Alkyd	G6 Gloss
Dimension Lumber			
Fence	3	REX 6.2C Exterior Alkyd	G6 Gloss
Dressed Lumber			
Bargeboards, Battens	2-3	REX 6.3B Exterior Alkyd	G6 Gloss
Beams, Posts	2-3	REX 6.3B Exterior Alkyd	G6 Gloss
Ceiling (above front entrance)	2	REX 6.3A Exterior Latex	G3/4 Satin
Doors and Door Frames	2-3	REX 6.3B Exterior Alkyd	G6 Gloss
Door Sills	3	REX 6.3B Exterior Alkyd	G6 Gloss
Fascias and Soffits	2-3	REX 6.3B Exterior Alkyd	G6 Gloss
Flagpole	3	REX 6.3B Exterior Alkyd	G6 Gloss
Siding	2	REX 6.3A Exterior Latex	G3/4 Satin
Trim Boards (top of siding and windows)	2	REX 6.3B Exterior Alkyd	G6 Gloss
*Window Frames and Sills	3	REX 6.3B Exterior Alkyd	G6 Gloss
Galvanized Metal			
Downpipes	2-3	REX 5.3B Exterior Alkyd	G6 Gloss
Roof Flashing	3	REX 5.3B Exterior Alkyd	G6 Gloss
Plastic			
Conduit / Boxes / Cover Plates		EXT 6.8A Exterior Latex	To match adjacent surfaces
Conduit / Boxes / Cover Plates	2	REX 6.8A Exterior Latex	To match adjacent surfaces
Structural Steel & Metal Fabrications			
Flagpole Base	3	REX 5.1D Exterior Alkyd	G6 Gloss
Wood Shingles and Shakes			
Shingles	2	EXT 6.6D Solid Colour Stain W.B.	

MPI Approved Products Intended Use For This Project

Project Name and Address:

Painting Contractor: _____
Fax: _____
Contact: _____

All products intended for use on this project must be listed below. Please also include the 09900 painting section of the specifications.

(PLEASE FILL OUT THIS FORM SEPARATELY FOR EACH PROJECT)

PROJECT :

System	MPI #	Manufacturer	Product Name	Code

PART 1 - GENERAL

1.1 Description: Work Included:

- .1 Section Includes: All labor, materials, tools, scaffolds and other equipment, services and supervision required to complete all exterior repainting work of all previously painted surfaces as indicated on Finish Schedules and to the full extent of the drawings and specifications.
- .2 Work under this Contract shall also include, but not necessarily be limited to:
 - .a Surface preparation of substrates as required for acceptance of paint, including cleaning, small crack repair, patching, caulking, and making good surfaces and areas to the limits defined under *MPI* Repainting Manual Preparation requirements.
 - .b Specific pre-treatments noted herein or specified in the MPI Repainting Manual.
 - .c Sealing / priming surfaces for repainting in accordance with MPI Repainting Manual requirements including, but not limited to:
 - .d Moisture testing of substrates, air and surface temperature, pH tests.
- .3 Include all incidental items not specifically noted above but considered part of the finished surface.
- .4 Refer to Finish Schedule for type, location and extent of exterior repainting required scheduled or specified.
- .5 This Section along with the Finish Schedule forms part of the Contract documents and is to be read, interpreted and coordinated with all other parts.
- .6 Division 0, and Division 1, General Requirements form an integral part of this Section of Work. The Painting Contractor shall refer to these and all other related parts.

1.2 Related Sections – Work Excluded:

- .1 Unless otherwise noted, the following work or conditions are not included under this Section of work
 - .a Condition of substrates, correction of DSD-4 defects and deficiencies in substrates which may adversely affect repainting work, except for minimal work performed by this trade and preparation of surfaces to receive paint and finishes under this section of work.
 - .b Correction of leaking windows, flashings, decks, membranes, scuppers, stucco or other jurisdictional items.
 - .c All factory-finished metal work unless otherwise noted, horizontal control joint in walls containing white vinyl inset, parking lines, and symbols.

General Conditions – Cont'd

- .d .Gas lines, chain link fence around the gas meter (power wash gas lines, fence and concrete pad).
- .e Wall vent louvers, wall mounted light fixtures, stainless steel rollup shutter and counter top. Aluminum handrails, windows, doors and door frames. (clean only).

1.3 Regulatory Requirements:

1. Conform to work place safety regulations for storage, mixing, application and disposal of all paint related materials to requirements of those authorities having jurisdiction.
2. Conform to safety precautions in accordance with the latest requirements to Industrial Health and Safety Regulations, latest edition, of authorities having jurisdiction.
3. Notify the MPDA Inspection Agency on award of contract and make application for assignment of an MPDA Technical Representative using appropriate forms supplied by the Agency as well as, finish schedule and list of MPI Approved Products Intended for Use on the Project for verification purposes prior to commencement of work.
 - .a Fully cooperate at all times with the requirements of the MPDA Paint Inspection Agency in the performance of their duties, including providing access and assistance as required to complete inspection work.
4. To reduce the amount of contaminants entering waterways, sanitary / storm drain systems or into the ground the following procedures shall be strictly adhered to but not limited to:
 - a. Retain cleaning water for water-based materials to allow sediments to be filtered out.
 - b. Retain cleaners, thinners, solvents and excess paint and place in designated containers and ensure proper disposal.
 - c. Return solvent and oil soaked rags used during painting operations for contaminant recovery, proper disposal, or appropriate cleaning and laundering.
 - d. Dispose of contaminants in an approved legal manner in accordance with hazardous waste regulations.
 - e. Empty paint cans are to be dry prior to disposal or recycling (where available).
 - f. Close and seal tightly partly used cans of materials including sealant and adhesive containers and store protected in well ventilated fire-safe area at moderate temperature.
 - g. Where paint recycling is available, collect waste paint by type and provide for delivery to recycling or collection facility.
 - h. The Contractor shall be responsible for recovering and removing from the property paint chips dislodged from the building exterior surfaces as a consequence of surface preparation. Recovery will be done as an integral part of surface preparation through scraping, pressure washing or other means. The use of tarpaulins is recommended to collect and remove paint chips. At the conclusion of the work, leave the premises neat and clean to the satisfaction of the Owner.

General Conditions – Cont'd

1.4 Mock-Ups:

- .1 When requested by the Owner, Authorized Representative or MPDA Technical Representative, prepare and repaint a designated exterior surface area or item to requirements specified herein, with specified paint or coating showing selected colors, gloss / sheen, texture and workmanship to **MPI** Repainting Manual standards for review and approval. When approved, the exterior surface area and/or item shall become the acceptable standard of finish quality and workmanship for similar on-site repainting work.

1.5 Submittals:

- .1 All submittals shall be in accordance with the requirements of Section 01300 - Submittals.
- .2 Submit written proof of ability to supply a 100% two (2) year Maintenance Bond, if Paint Association warranty option is not used with Bid Submission.
- .3 Submit list of all MPI Approved Products Intended for Use on the Project to the MPDA Inspection Agency for review prior to ordering materials, including sundries.
- .4 Submit two sets of Material Safety Data Sheets (MSDS) prior to commencement of work for review and for posting at job site as required.
- .5 Submit certification reports for ecologo paint products used.
- .6 If requested submit an invoice list of all paint materials ordered for the Work to the Paint Inspection Agency indicating manufacturer, types and quantities for verification and compliance with specification.
- .7 Submit work schedule for various stages of the Work to the Owner or Authorized Representative for approval if requested.
- .8 At project completion provide an itemized list complete with manufacturer, paint type and color coding for all colors used for Owner's later use in maintenance.

1.6 Product Delivery, Storage and Handling:

- .1 Deliver all painting materials in sealed, original labeled containers bearing manufacturer's name, brand name, type of paint or coating and color designation, standard compliance, materials content as well as mixing and/or reducing and application requirements.
- .2 Store all paint materials in original labeled containers in a secure (lockable), dry, heated and well ventilated single designated area meeting the minimum requirements of both paint manufacturer and authorities having jurisdiction and at a minimum ambient temperature of 7° C (45° F). Only materials used on this project are to be stored on site.
- .3 Where toxic and/or volatile / explosive / flammable materials are being used, provide adequate fireproof storage lockers and take all necessary precautions and post adequate warnings (e.g. no smoking) as required.

General Conditions – Cont'd

- .4 Take all necessary precautionary and safety measures to prevent fire hazards and spontaneous combustion and to protect the environment from hazard spills. Materials that constitute a fire hazard (paints, solvents, drop clothes, etc.) shall be stored in suitable closed and rated containers and removed from the site on a daily basis.
- .5 Comply with requirements of authorities having jurisdiction, in regard to the use, handling, storage and disposal of hazardous materials.

1.7 Temporary Facilities

- .1 The temporary use of existing electrical power and water services shall be subject to the conditional approval of the Owner. Disconnect all such temporary services as required and remove at job completion; the Painting Contractor shall supply their own hoses, cords, etc.
- .2 Unless otherwise approved or supplied by the Owner, provide temporary dry, heated, ventilated and secure portable self-contained field office/material, equipment and tool storage shed(s) as required for the execution of the work to the requirements of the authorities having jurisdiction.
- .3 Unless otherwise approved or supplied by the Owner, provide and maintain clean, enclosed and screened sanitary facilities for use of trades in accordance with the authorities having jurisdiction.
- .4 At completion ensure all areas are cleaned and made good to the Owner satisfaction.

1.8 Project /Environmental Requirements:

- .1 It is the Painting Contractors responsibility to conduct all required tests such as moisture content, pH tests, air and surface temperature and all other testing prior to the application of any coatings.
- .2 UNLESS specifically pre-approved by the Owner, Authorized Representative, MPDA Inspection Agency and the applied product manufacturer, perform no exterior repainting work when the ambient air and substrate temperatures are below 10° C (50° F).
- .3 Perform no exterior repainting work unless environmental conditions are within the MPI and paint manufacturer's requirements.
- .4 Perform no exterior repainting work when the relative humidity is above 85% or when the dew point is less than 3° C (5° F) variance between the air and surface temperature.
- .5 Perform no exterior repainting work when the maximum moisture content of the substrate exceeds:
 - .a 12% for concrete and masonry (clay and concrete brick / block).
 - .b 15% for wood.

General Conditions – Cont'd

- .6 Conduct all moisture tests using a properly calibrated electronic Moisture Meter.
- .7 Test concrete and masonry surfaces for alkalinity as required.
- .8 Apply paint only to dry, clean, and adequately prepared surfaces in areas where dust is no longer generated by construction activities such that airborne particles will not affect the quality of finished surface.

1.9 Protection

- .1 The Painting Contractor shall guard or otherwise protect the Work including all material, plant and real property related to the Work against loss or damage from any cause.
- .2 All ladders, scaffolds, lift equipment and general plant shall be securely locked when not in use to prevent access to the balconies, roofs or through windows by other parties than the Contractor.
- .3 Protect all exterior surfaces and areas, including landscaping, walks, drives, all adjacent building surfaces (including glass, aluminum surfaces, etc.) and equipment and any labels and signage from repainting operations and damage by drop cloths, shields, masking, templates, or other suitable protective means and make good any damage caused by failure to provide such protection.
- .4 Plants and foliage near the areas to be cleaned and painted must be considered before any chemical injection to the power washing and the use of solvents proceeds. Many detergents, bleach, acid and caustic materials may do serious damage to plants and lawns. Protect landscaping and exterior features, pull away from surface to be painted, provide temporary support and cover with drop sheets or plastic.

1.10 Scheduling:

- .1 Schedule repainting operations to prevent disruption of Owner's operations or building occupants. Obtain written authorization from Owner or Authorized Representative for changes in work schedule.

1.11 Maintenance Materials:

- .1 At project completion provide a minimum of 4 liters (1 gallon) of each type and color of paint from same production run (batch mix) used in unopened cans, properly labeled and identified for Owner's later use in maintenance.

General Conditions – Cont'd

PART 2 - PRODUCTS

2.1 Materials:

- .1 All materials (primers, paints, coatings, varnishes, stains, etc.) shall be products listed in the latest edition of the **MPI** Approved Product List and shall be from a single manufacturer for each system used.
- .2 Other paint sundries such as linseed oil, shellac, solvents, shall be the highest quality product and shall be compatible with other coating materials as recommended by the MPI Approved product manufacturer.
- .3 All materials and paints shall be lead and mercury free.
- .4 Where required, paint products shall meet **MPI** Environmentally Friendly" [E1] [E2] [E3] ratings based on VOC (EPA Method 24) content levels.
- .5 Caulking and filling compounds shall be as recommended by the Painting Contractors chosen paint manufacturer.
- .6 All paint materials shall have good flowing and brushing properties and shall dry or cure free of blemishes, sags, air entrapment, etc. Refer to 3.5, Field Quality Control / Standard of Acceptance requirements.
- .7 Slip Resistant Additives (SRA): rubber aggregate or clean / washed silica sand for use with or as a component part of paint (usually floor / porch / stair enamel) on exterior horizontal surfaces as required to provide slip resistance. Where site applied, material to be mixed into paint and mixed constantly to keep material in suspension.

2.2 Equipment:

- .1 Painting Equipment: to best trade standards for type of product and application.
- .2 Spray-Painting Equipment: of ample capacity, suited to the type and consistency of paint or coating being applied and kept clean and in good working order at all times.

2.3 Mixing and Tinting:

- .1 Unless otherwise specified or pre-approved, all paints shall be ready-mixed and pre-tinted. Re-mix all paint in containers prior to and during application to ensure break-up of lumps, complete dispersion of settled pigment, and color and gloss uniformity.
- .2 Catalyzed paint mixes shall be mixed in strict accordance with manufacturer's written instructions.
- .3 Where thinner is used, addition shall not exceed paint manufacturer's recommendations.

General Conditions – Cont'd

- .4 If required, thin paint for spraying in strict accordance with paint manufacturer's instructions. If directions are not on container, obtain instructions in writing from manufacturer and provide copy of instructions to the MPDA Inspection Agency.

2.4 Finish and Colors:

- .1 Unless otherwise specified herein, all exterior repainting work shall be done in accordance with **MPI** Premium Grade requirements.
- .2 Colors shall be as selected by the Owner or Authorized Representative from a manufacturer's full range of colors. Refer to the Finish Schedule for identification and location.
- .3 Color selection will be based on four (4) base colors and two (2) accent colors. No more than (six (6) colors will be selected for exterior painting work on this project unless specified otherwise.
- .4 Provide a slip resistant additive to exterior painted stair treads, landings etc. where noted on the Finish Schedule.

2.5 Gloss / Sheen:

- .1 Paint gloss shall be defined as the sheen rating of applied paint, in accordance with the following **MPI** gloss / sheen standard values:

Gloss Level	Description	Units @ 60 degrees	Units @ 85 degrees
G1	Matte or Flat finish	0 to 5	10 maximum
G2	Velvet finish	10 maximum	10 to 35
G3	Eggshell finish	10 to 25	10 to 35
G4	Satin finish	20 to 35	35 minimum
G5	Semi-Gloss finish	35 to 70	
G6	Gloss finish	70 to 85	
G7	High-Gloss finish	> 85	

- .2 Gloss level ratings of all painted surfaces shall be as specified herein and as noted on Finish Schedule.

1. PART 3 - EXECUTION

3.1 Condition of Surfaces:

- .1 Prior to commencement of repainting work, thoroughly examine (and test as required) all exterior conditions and surfaces scheduled to be repainted and report in writing to the

General Conditions – Cont'd

Owner, Authorized Representative and MPDA Inspection Agency where applicable; any conditions or surfaces that will adversely affect work of this section.

- .2 The degree of surface deterioration (DSD) shall be assessed using the assessment criteria indicated in the **MPI** Maintenance Repainting Manual. In general the **MPI** DSD ratings and descriptions are as follows:

Condition	Description
DSD-0	Sound Surface (may include visual (aesthetic) defects that do not affect films protective properties).
DSD-1	Slightly Deteriorated Surface (may show fading; gloss reduction, slight surface contamination, minor pin holes scratches, etc.) / Minor cosmetic defects (runs, sags, etc.).
DSD-2	Moderately Deteriorated Surface (small areas of peeling, flaking, slight cracking, staining, etc.).
DSD-3	Severely Deteriorated Surface (heavy peeling, flaking, cracking, checking, scratches, scuffs, abrasion, small holes and gouges).
DSD-4	Substrate Damage (repair or replacement of surface required)

.3 No repainting work shall commence until all such DSD-4 adverse conditions and defects have been corrected and surfaces and conditions are acceptable to the Painting Contractor. The Painting Contractor shall not be responsible for the condition of the substrate or for correcting defects and deficiencies in the substrate, which may adversely affect the painting work except for minimal work normally performed by the Painting Contractor and as, indicated herein. It shall always, however, be the responsibility of the Painting Contractor to see that surfaces are properly prepared before any paint or coating is applied.

.4 It shall also be the Painting Contractor's responsibility to paint the surface as specified providing that the owner accepts responsibility for uncorrected DSD-4 substrate conditions.

3.2 Preparation of Surfaces:

- .1 Prepare and test all exterior surfaces scheduled for repainting in accordance with MPI Repainting Manual requirements. Refer to the MPI Repainting Manual in reference to specific requirements for the following:
- .a environmental conditions
 - .b pH testing
 - .c acid etching
 - .d rust stain removal
 - .e mildew removal
 - .f vertical and horizontal concrete surfaces
 - .g clay and concrete masonry units
 - .h structural steel and miscellaneous metals
 - .i galvanized and zinc coated metals
 - .j aluminum and copper surfaces
 - .k dimension and dressed lumber

General Conditions – Cont'd

- .l wood doors and frames
- .m wood paneling and casework
- .n stucco

- .2 Remove all mildew, moss, dirt, and other contaminants from surfaces and treat in accordance with MPI Repainting Manual requirements. Hand scrub all areas with mildew in evidence with a solution of one (1) part of household bleach mixed in five (5) parts of water. Let solution sit for approximately 10 to 20 minutes, then rinse all surfaces to remove all traces of solution, repeat procedure until all evidence of mildew has been removed from the surface. This procedure is to be carried out before pressure washing commences.

- .3 Pressure wash exterior surfaces scheduled for painting in accordance with MPI Standards for type of surfaces and recommended pressures to ensure complete removal of all loose and peeling paint, stains, dirt, contaminants and other foreign matter, ensuring no physical damage is done to the substrates. Care is to be taken to prevent intrusion of water into exterior spaces including walls and soffit cavities. This work shall be carried out only by qualified tradesmen experienced in pressure water cleaning. The use of water hose cleaning will not be considered satisfactory, unless specifically specified. Allow sufficient drying time and test all surfaces using an electronic moisture meter before commencing repainting work.

- .4 Sand, clean, dry, etch, neutralize and/or test all surfaces under adequate illumination, ventilation and temperature requirements.

- .5 Remove and securely store all miscellaneous hardware and surface fittings / fastenings (e.g. electrical lights, mechanical louvers, door and window hardware (e.g. hinges, knobs, locks, trim, frame stops), removable rating / hazard / instruction labels from wall and soffit surfaces, doors and frames, prior to repainting and replace upon completion. Carefully clean and replace all such items upon completion of repainting work in each area. Do not use solvent or reactive cleaning agents on items that will mar or remove finishes (e.g. lacquer finishes). Doors shall be removed before repainting to paint bottom and top edges and then re-hung.

- .6 Remove all building attachments such as downspouts and signage not permanently attached to the buildings unless directed by the Owner or Authorized Representative, re-install and clean at completion of Work.

- .7 **Metals**
 - .a All metal surfaces shall be cleaned using a heavy duty metal cleaner such as Devprep 88 or equivalent to remove all surface contaminants such as grease, oils and dirt deposits.
 - .b All corroded areas shall be prepared to SSPC 11 Power Tool Cleaning to Bare Metal.
 - .c Back to back metals shall be caulked with a manufacturer's recommended caulking compound.
 - .d Previously painted metal is to be sanded with the appropriate grit sandpaper to provide an anchor for the specified coating system.

General Conditions – Cont'd

- .8 Prior to paint application review all surfaces and remove all remaining loose and peeling paint and non-adhering coating material by the appropriate preparation method for the condition.
- .9 **Caulking Application**
 - .a All work to be of the highest quality according to best trade practice and in strict accordance with manufacturer's printed trade specifications.
 - .b Back-Up Material: Closed cell polyethylene and some open cell polyurethane rods may be used as joint backing to control depth of sealant. Joint backing must be dry at time of sealant application.
 - .c All joints must be clean, dry, free of dust, loose mortar, rust and mill scale.
 - .d Prior to painting, cure caulking compounds in compliance with the manufacturer's instructions and recommendations.
- .10 Protect all exterior surfaces and areas, including landscaping, walks, drives, all adjacent building surfaces (including glass, aluminum surfaces, etc.) and equipment and any labels and signage from repainting operations and damage by drop cloths, shields, masking, templates, or other suitable protective means and make good any damage caused by failure to provide such protection.

3.3 Application:

- .1 Prepare and paint all new and unpainted surfaces scheduled to be painted as per the MPI Architectural Painting Specification Manual requirements, latest edition, unless otherwise specified.
- .2 Repaint all surfaces requiring paint or stain finish to minimum **MPI** Maintenance Repainting Manual requirements, latest edition, unless otherwise specified with application methods in accordance with best trade practices for type and application of materials used.
- .3 Minimum painting standards shall be in accordance with the **MPI** Maintenance Repainting Manual Premium Grade finish, unless otherwise specified.
- .4 Do not commence repainting unless substrates and all environmental conditions (heating, ventilation, lighting and completion of other subtrade work, if applicable) are acceptable for the application of products.
- 5. Protect soffit vents and screens during painting of soffits. Soffit vents and screens over sprayed during repainting will be removed and replaced with new vents and screens by the contractor at no cost to the City of Richmond.
- .6 Primers and topcoats must be from the same manufacturer.
- .7 Apply primer, paint or stain in accordance with **MPI** Architectural Painting Specification Manual and **MPI** Maintenance Repainting Manual Premium Grade finish requirements unless otherwise specified.

General Conditions – Cont'd

- .8 Apply primer, paint or stain in a workmanlike manner using skilled and trades qualified applicators as noted under Quality Assurance.
- .9 Apply primer, paint or stain within an appropriate time frame after cleaning and preparation to prevent weathering or water staining of substrate or before environmental conditions encourage flash-rusting, rusting, contamination or when the manufacturer's paint specifications require earlier applications.
All substrates where the previous coating has been removed down to the substrate, require the application of an appropriate primer prior to the application of the specified system.
- .11 Primer, paint or stain coats specified are intended to cover surfaces satisfactorily when applied at proper consistency and in accordance with manufacturer's recommendations.
- .12 If the Painting Contractor elects to utilize spray application methods then all coating applications will require back-rolling/brushing unless approved otherwise by the Owner, Authorized Representative or MPDA Inspection Agency. Requests to spray in some areas may be submitted in writing. This request may or may not be granted.
- .13 Tint each coat of paint progressively darker to enable confirmation of number of coats unless approved by the MPDA Inspection Agency.
- .14 Where deep or bright colors are used allow for the application of additional finish coats to achieve satisfactory results.
- .15 Sand and dust between each coat to provide an anchor for next coat and to remove surface defects such as runs, sags, etc. on existing and new coatings where applicable for the surface texture.
- .16 Do not apply finishes on exterior surfaces that are not sufficiently dry. Unless manufacturer's directions state otherwise, each coat shall be sufficiently dry and hard before a following coat is applied.
- .17 To avoid air entrapment in applied coats, apply materials in strict accordance with manufacturer's spread rates and application requirements.
Complete hiding is required on all finished substrates, including deep tone colours. Contractors should therefore allow for additional coats where required.
- .19 Top and bottom edges of all wood and metal doors exposed to the exterior shall be coated with the finish system whether previously painted or not.
- .20 The painting contractor is to ensure that all windows are freed up prior to repainting and remain free upon completion of painting.
- .21 Non-skid additive such as white silica sand must be added to the first coat applied to all exterior steps, landing, ramps, etc.

General Conditions – Cont'd

- .22 Where touch-up painting is undertaken and found to be noticeable, the entire surface will require repainting from break to break or corner to corner.

3.4 Priming and Back Priming

- .1 Exterior new woodwork which is to receive a paint finish, shall be primed with an MPI Approved primer compatible with the finish system.
- .2 Top and bottom edges of wood and metal doors exposed to the exterior shall be coated with the finish system.
- .3 Factory-finished metals and PVC piping shall be primed with an **MPI** Approved solvent based bonding primer where applicable.
- .4 All areas of bare concrete and bare wood shall be spot primed in addition to double coating.

3.5 Field Quality Control / Standard of Acceptance:

- .1 All surfaces, preparation and paint applications shall be inspected by the MPDA Inspection Agency.
- .2 Repainted exterior surfaces shall be considered to lack uniformity and soundness if any of the following defects are apparent to the MPDA Technical Representative and not limited to:
- .a brush/roller/tracking, streaks, laps, runs, sags, drips, heavy stippling, hiding or shadowing by inefficient application methods, skipped or missed areas, and foreign materials in paint coatings.
 - .b spray application defects such as dry spray, gun spits, heavy orange peel etc.
 - .c damage due to touching before paint is sufficiently dry or any other contributory cause.
 - .d damage due to application on moist surfaces.
 - .e damage and/or contamination of paint due to wind blown contaminants (dust, sand blast materials, salt spray, roller lint, etc.).
- .3 Repainted exterior surfaces shall be considered unacceptable if any of the following are evident under natural lighting conditions:
- .a visible defects are evident on vertical surfaces when viewed at 90 degrees to the surface from a distance not less than 1000 mm (39”).
 - .b visible defects are evident on horizontal surfaces when viewed at 45 degrees to the surface from a distance not less than 1000 mm (39”).
 - .c visible defects are evident on soffit and other overhead surfaces when viewed at 45 degrees to the surface.
 - .d when the final coat on any surface exhibits a lack of uniformity of sheen across full surface area.

General Conditions – Cont'd

- .4 Repainted surfaces rejected by the Owner or Authorized Representative or MPDA Technical Representative shall be made good at the expense of the Painting Contractor.

3.6 Clean-up:

- .1 As the work proceeds and on completion of the work, remove all paint where spilled, splashed, splattered or sprayed using means and materials that will not cause damage to the finished surface from which it is removed.
- .2 Keep work area free from any unnecessary accumulation of tools, equipment, surplus materials and debris.
- .3 Remove combustible rubbish materials and empty paint cans each day and safely dispose of same in accordance with requirements of authorities having jurisdiction.
- .4 Clean equipment and dispose of wash water / solvents as well as all other cleaning and protective materials (e.g. rags, drop cloths, masking papers, etc.), paints, thinners, paint removers/strippers in accordance with the safety requirements of authorities having jurisdiction.
- .5 All brushes, rollers and spray equipment solvent residue shall not be disposed into site drains, utility sinks or any other water drainage systems.

GENERAL CONDITIONS OF THE CONTRACT

1 Definitions

The two parties to this contract are the Contractor and the City, defined as follows:

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

The City: City of Richmond.

Contract Documents: Means and includes the Instructions to Bidders, General Conditions of the Contract, Specifications, Drawings, Quotation Form, and the awarding Purchase Order to the successful bidder.

2. Work to Satisfaction of City

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

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

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

4. Permits

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

5. Use of Premises

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

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

6. Light, Power, and Heat

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

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

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

7. Liens

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

8. Patent Fees

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

9. Default

- (a) The City may, by notice of default to the Contractor, terminate the whole or any part of this Contract if the Contractor fails to perform any provision of this Contract within the time specified or to perform any other provision of this contract.
- (b) In the event the City terminates this Contract in whole or in part as provided in clause (a), the City may procure supplies or services similar to those so terminated, and the Contractor shall be liable to the City for any excess costs for such similar supplies or services.
- (c) The Contractor shall not be liable for any excess costs under clause (b) if failure to perform the Contract arises by reason of strikes, lockouts, acts of God, or acts of the City.

10. Taxes

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

11. Laws

The laws of British Columbia shall govern the work.

12. Time

Time shall be the essence in this Contract.

13. Assignment

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

14. Notices

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

15. Settlement of Complaints Re: Work

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

16. Other Contractors

The City may have his own work forces and other contractors on the site while the work of this Contract is under way. The City shall coordinate the work of all Contractors on the site and require their coordination with each other.

The Contractor shall report to the City any apparent deficiencies in other contractors' work which would affect the work of this Contract immediately the deficiencies come to his attention.

17. Changes in the Work

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

18. Protection

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

19. Payments

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

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

Workers' Compensation Board expired and the Owner has received the guarantee/maintenance bond.

20. Indemnification and Insurance

INSURANCE

The Contractor shall provide the following insurance, to be placed with a company and in a form as may be acceptable to the Owners. This insurance shall remain in force until the date of the Certificate of Total Performance, unless otherwise stipulated, and shall provide for thirty (30) days prior notice of cancellation, lapse or material change.

Evidence of insurance shall be lodged with the Owners prior to commencement of any work.

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

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

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

protecting each in such terms as will preclude subrogation claims by the insurer against anyone insured thereunder.

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

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

Maintenance of such insurance and the performance of the Contractor of his obligations under this clause shall not relieve the Contractor of liability under the indemnification provisions here and above set forth. The foregoing insurance provisions shall not limit the insurance required by Municipal, Provincial, or Federal law.

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

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

21. Workers' Compensation Board Coverage/Prime Contractor

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

The Contractor agrees that it is the Prime Contractor for the purposes of the Workers' Compensation Board Occupational Health and Safety Regulations for the Province of British Columbia. The Contractor shall have a safety program acceptable to the Workers' Compensation Board and shall ensure that all Workers' Compensation Board safety rules and regulations are

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

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

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



City of Richmond
Finance & Corporate Services Division

NOTICE OF NO BID

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

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

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

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