



REQUEST FOR QUOTATION 4964Q

SUPPLY AND INSTALLATION OF NEW LIGHTING DIMMER AND TRACK SYSTEM AT  
THE RICHMOND ART GALLERY

Quotations will be received at the Information Counter, Main Floor, Richmond City Hall, addressed to the Purchasing Section, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, until 12:00 noon, local time on Friday, August 16, 2013.

**NOTES:**

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

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

Sharon Bentley - Buyer 2

email: [purchasing@richmond.ca](mailto:purchasing@richmond.ca)

The deadline for all enquiries is August 8, 2013

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REQUEST FOR QUOTATION 4964Q

SUPPLY AND INSTALLATION OF NEW LIGHTING DIMMER AND TRACK SYSTEM AT  
THE RICHMOND ART GALLERY

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

## PART A – INSTRUCTIONS TO BIDDERS

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### PART A – INSTRUCTIONS TO BIDDERS

#### **1.0 Description of Requirement**

- 1.1 Quotations are invited for a General Contractor to perform new dimmer system and light tracking systems supply and installation work (the “Work”) for the Richmond Art Gallery located at 7700 Minoru Gate, as set out herein, for the City of Richmond.
- 1.2 Bidders are required to submit a quotation for the full requirement only. Partial responses may be put aside and given no further consideration.

#### **2.0 Contract Term- Intentionally Omitted**

#### **3.0 Pricing**

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

#### **4.0 Inquiries and Clarifications**

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

#### **5.0 Inspection of Site**

- 5.1 Where applicable, Bidders shall inspect the Work Site(s) and make allowances in its Quotation for such conditions as in the sole opinion of the Bidder are warranted. The City makes no representation or warranties as to the condition of the sites. No consideration will be given for extras resulting from conditions that would have been evident during a routine site visit.

## PART A – INSTRUCTIONS TO BIDDERS

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### 6.0 Pre-Bid Meeting

- 6.1 Bidders are required to attend a pre-bid meeting scheduled at **Thursday, August 1, 2013 at 10:00 AM Pacific Standard Time**. Bidders are asked to meet at the Work Site Richmond Art Gallery located at 7700 Minoru Gate. One representative per company. Failure to attend the pre-bid meeting may result in a Bidders proposal to be set aside and not considered. No other sessions will be organised or arranged for this project.

### 7.0 Submission of Quotation

- 7.1 The response to this Request for Quotations (“RFQ”) with all accompanying schedules, appendices or addenda submitted by the Bidder will be received up to the closing time on the date and in the place shown on the title page of this RFQ (the “Closing Time”). The Quotation shall be submitted on the forms provided in a sealed envelope or package, marked with the Bidder’s name and the RFQ title and number.
- 7.2 Quotations received after the Closing Time or in locations other than the address indicated, will not be accepted and will be returned unopened.
- 7.3 The Bidder shall submit 3 (three) hardcopies and 1 (one) softcopy of its Quotation in accordance with the instructions stated herein.
- 7.4 The Bidder must enter its corporate or legal business name on the final page of the Quotation Form. The Quotation Form must be signed in the place provided by an officer or employee having authority to bind the Bidder to the terms and conditions of this RFQ. All other pages of the Quotation Form must be initialled by the authorized signatory in the spaces provided.
- 7.5 Amendments to a Quotation may be submitted if delivered in writing prior to the Closing Time in a sealed envelope or package, marked with the Bidder’s name and the RFQ title and number.
- 7.6 Quotations may be withdrawn by written notice only, provided such notice is received at the Purchasing Services office prior to Closing Time.
- 7.7 All costs associated with the preparation and submission of the Quotation, including any costs incurred by the Bidder after the Closing Time, will be borne solely by the Bidder.
- 7.8 By submitting a Quotation, the Bidder acknowledges and agrees that the City will not be responsible for any costs, expenses, losses, damages (including damages

## PART A – INSTRUCTIONS TO BIDDERS

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for loss of anticipated profit) or liabilities incurred by the Bidder as a result of or arising out of submitting a Quotation for the proposed Contract, or due to the City's acceptance or non-acceptance of their Quotation or any breach by the City of the bid contract between the City and each of the Bidders or arising out of any contract award not made in accordance with the express or implied terms of the Quotation documents.

### **8.0 Conflict of Interest**

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

### **9.0 Evaluation of Quotations**

9.1 Quotations will be evaluated on the basis of the overall best value to City based on quality, service, price and any other criteria set out herein including, but not limited to:

- a) the Bidder's ability to meet the Requirements, qualifications and competencies set out herein;
- b) financial offer including but not limited to prices, operating and maintenance costs, warranty, and any life cycle considerations;
- c) the Bidder's business and technical reputation and capabilities; experience and where applicable, the experience of its personnel; financial stability; track record; and references of current and former customers;
- d) equipment quality, configuration, age and condition; and
- e) any other criteria set out in the RFQ.

9.2 Prior to Contract award, the Bidder may be required to demonstrate financial stability. Should the City so request, the Bidder will be required to provide annual financial reports or a set of financial statements prepared by an accountant and covering the last 2 (two) fiscal years.

9.3 The City may, prior to Contract award, negotiate changes to the scope of the Work, the materials, the Specifications or any conditions with any one or more of the Bidders without having any duty or obligation to advise any other Bidders or to allow them to vary its prices as a result of changes to the scope of Work, the

## PART A – INSTRUCTIONS TO BIDDERS

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materials, the Specifications, or any conditions, and the City shall have no liability to any other Bidder as a result of such negotiations or modifications.

9.4 All sub-contractors of the Bidder will be subject to the same evaluation process. It is the responsibility of the Bidder to guarantee that all its sub-contractors will comply with all the Requirements and terms and conditions set out herein.

9.5 Preference may be given to Quotations offering environmentally beneficial products or services.

### **10.0 Acceptance and Rejection of Quotations**

10.1 Notwithstanding any other provision in the Quotation documents, the City has in its sole discretion, the unfettered right to:

- a) accept any Quotation;
- b) reject any Quotation;
- c) reject all Quotations;
- d) accept a Quotation which is not the lowest Quotation;
- e) accept a Quotation that deviates from the Requirements, Specifications or the conditions specified in this Quotation;
- f) reject a Quotation even if it is the only Quotation received by the City;
- g) accept all or any part of a Quotation; and
- h) split the Requirements between one or more Bidders.

10.2 All Quotations shall remain open for a minimum of 60 (sixty) days after the Closing Time, whether or not another Quotation has been accepted.

10.3 The City may waive any non-compliance with the RFQ, the Requirements, the Specifications, or any conditions, including the timing of delivery of anything required by this RFQ and may elect to retain for consideration Quotations which are non-conforming, which do not contain the content or form required by the RFQ or which have not complied with the process for submission set out herein.

### **11.0 Award of Contract**

11.1 Award of a Contract is contingent on funds being approved and the contract award being made by the appropriate City authority.



## PART A – INSTRUCTIONS TO BIDDERS

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- 11.2 The purchase order, the Quotation, the RFQ and such other documents including all amendments or addenda, shall form the basis for the Contract between the Contractor and the City. In the event of a conflict between any of the Contract Documents, the following documents will take precedence and govern over each other in the following order of priority from highest to lowest:
- a) The City's purchase order including the standard purchase order terms and conditions;
  - b) Or any mutually agreed to amendments between the Bidder and the City;
  - c) The Quotation; and
  - d) The RFQ and any subsequent amendments or addenda.
- 11.3 Where the head office of the successful Bidder is located within the City and/or where the successful Bidder is required to perform the Service at a site located within the City, the successful Bidder is required to have a valid City business license prior to Contract execution.
- 11.4 The City is not under any obligation to award a Contract and may elect to terminate this RFQ at anytime.

### **12.0 Publication of the Results of the Request for Quotation**

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

### **13.0 Quantities**

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

### **14.0 Brand Names – Intentionally Omitted**

### **15.0 Alternates and/or Variations to Specifications**

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

## PART A – INSTRUCTIONS TO BIDDERS

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

15.3 The City is not obligated to accept any alternatives.

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

### **16.0 Freedom of Information and Protection of Privacy Act (BC)**

16.1 Bidders should note that the City is subject to the Freedom of Information and Protection of Privacy Act (British Columbia), which imposes significant obligations on the City's contractors to protect all personal information acquired from the City in the course of providing any service to the City.

### **17.0 Confidentiality**

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

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

### **18.0 Insurance**

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

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

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

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

### **19.0 Bid Bond-Intentionally Omitted**

PART B – GENERAL CONDITIONS

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PART B – GENERAL CONDITIONS

**1.0 Definitions**

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

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

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

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

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

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

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

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

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

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

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

PART B – GENERAL CONDITIONS

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

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

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

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

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

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

“Work Site” means the site where the Work is being performed, 7700 Minoru Gate, Richmond, BC V6Y 1R9, unless otherwise stated in this RFQ.

**2.0 Personnel****2.1 Qualified Personnel**

The Contractor will provide only professional personnel who have the qualifications, experience and capabilities to perform the Work.

**2.2 Replacement of Personnel or Sub-Contractors**

If the City reasonably objects to the performance, experience, qualifications or suitability of any of the Contractor’s personnel or subcontractors then the Contractor will, on written request from the City, replace such personnel or subcontractors.

**2.3 City’s Own Forces and Other Contractors**

The City may have its own work forces and other contractors on the site while the Work is under way. The City will coordinate the work of all contractors on the

## PART B – GENERAL CONDITIONS

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site and require their coordination with each other. The Contractor will report to the City and apparent deficiencies in other contractors' work which would affect the Work, immediately after the deficiencies come to the Contractor's attention.

### **3.0 Sub-contractors**

- 3.1 The Contractor will perform the Work using its own personnel and those subcontractors as may be listed in *Part D - Quotation Form* and approved by the City, and will bind all approved subcontractors to the terms of the Contract Documents, as applicable to the subcontractors work. The Contractor will be as fully responsible to the City for acts and omissions of subcontractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by the Contractor.
- 3.2 All sub-contractors are the responsibility of the Contractor.
- 3.3 The Contractor shall be held as fully responsible to the City for the acts and omissions of its sub-contractors and of persons directly or indirectly employed by the Contractor, as for the acts and omissions of persons directly employed by it.
- 3.4 The Contractor agrees to ensure performance by every sub-contractor with the terms and requirements of the Contract Documents.
- 3.5 No sub-contractors will be permitted except those expressly named by the Contractor in Part D – quotation form or subsequently permitted in writing by the City pursuant to Section 3.1 of these General Conditions.
- 3.6 The Contractor will list below all subcontractors it intends to use in its performance of the Work, and what parts of the Work each subcontractor will be undertaking (the "Subcontractors").
- 3.7 The Contractor, if awarded the Contract, will engage the listed Subcontractors only, and no others in their stead, without prior written authorization of the City.
- 3.8 The Contractor, if awarded the Contract, will ensure that every Subcontractor is bounded by a legal agreement with the same terms and conditions of the Contract.

### **4.0 Independent Contractor**

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

## PART B – GENERAL CONDITIONS

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### **5.0 Assignment**

- 5.1 Subject to Sections 3 and 4, the Contractor will not assign, sublet, subcontract, or let out as task work any part of the Work or any of the Contractor's obligations of the Contract Documents to any third party, and will not assign or otherwise transfer any of the rights of payment under the Contract Documents to any third party, without in each case the prior written consent of the City which consent the City may arbitrarily withhold.
- 5.2 Despite Section 5.1, the Contractor may utilize those sub-contractors expressly named in the "List of Subcontractors" of Part D– Quotation Form but only for the Area of Responsibility set out beside their name, provided always that the Contractor may not substitute or replace those sub-contractors, or permit those sub-contractors to further assign, sub-let, sub-contract, or let out as task work their obligations under the Contract documents, except in accordance with Section 4.1 above.
- 5.3 If the City should consent to any such assignment, subletting or letting out as task work of all or any part of the Work, the Contractor shall in no way be relieved from its responsibility for the fulfilment of the Work, but shall continue to be responsible for the same in the same manner as if all the Work had been performed by the Contractor.

### **6.0 Time of the Essence**

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

### **7.0 Laws, Permits and Regulations**

- 7.1 The laws of British Columbia shall govern the Contract.
- 7.2 In carrying out its obligations hereunder, the Contractor shall familiarize itself and comply with all applicable laws, bylaws, regulations, ordinances, codes, specifications and requirements of all regulatory authorities, and shall obtain all necessary licenses, permits and registrations as may be required by law.

## PART B – GENERAL CONDITIONS

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### **8.0 Inspection**

- 8.1 The services are subject to inspection and in case any of the services are not in conformity with the Requirements of the Contract or the Contractors' warranty (expressed or implied), the City shall have the right either to reject them or to require correction.
- 8.2 The City shall be the final judge of the services and materials in respect of both quality and quantity and its decisions of all questions in dispute with regard thereto will be final.
- 8.3 The City will not be deemed to have accepted the services by virtue of a partial or full payment for it.

### **9.0 Use of Premises**

- 9.1 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.
- 9.2 At the conclusion of the work, the Contractor shall clean up and remove all debris and rubbish to the satisfaction of the City.

### **10.0 Light, Power, and Heat**

- 10.1 The City's supply of electrical energy will be available to the Contractor without charge.
- 10.2 The City's supply of water will be available to the Contractor without charge.
- 10.3 The Contractor, upon completion of the work, shall remove temporary connections and extension of services, leaving the existing structures and services undamaged.

### **11.0 Quality of Workmanship and Materials**

- 11.1 The Contractor shall perform the services with the degree of care, skill and diligence normally applied in the performance of services of a similar nature and in accordance with sound current professional practices and conforming to the requirements set out in the RFQ.
- 11.2 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

## PART B – GENERAL CONDITIONS

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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.

- 11.3 All work shall be done in strict conformity with the Contract Documents and drawings 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.
- 11.4 Materials, goods and equipment shall be the products of suppliers or manufacturers of established reputation engaged in the supply or manufacture of such materials of equipment.
- 11.5 Materials are to be applied in accordance with the manufacturer's directions and shall use the techniques and applications best suited for the type of material being used.

### **12.0 Warranty**

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

### **13.0 Indemnification and Insurance**

- 13.1 The Contractor shall indemnify, hold and save harmless the City from and against all claims, losses, damages, costs, actions and other proceedings made, sustained,



## PART B – GENERAL CONDITIONS

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brought or prosecuted in a manner based upon, occasioned by or attributable to any injury, including death, property damage, infringement or damage arising from any act or omission of the Contractor, its employees, officers, volunteers, servants, sub-contractors, or agents or persons from whom the Contractor has assumed responsibility in the performance or purported performance of the Requirements.

- 13.2 The Contractor shall indemnify the City from and against any and all liability or expenses by way of legal costs or otherwise in respect of any claim which may be made for a lien or charge at law or in equity or to any claim or liability under the Builders Lien Act, or to any attachment for debt, garnishee process or otherwise.
- 13.3 The Contractor shall assume the defence of, and indemnify and hold harmless the City and its officers, employees and agents, from and against all claims relating to materials, goods or equipment furnished and to inventions, copyrights, trade marks, or patents and rights thereto used by the Contractor in the execution of the Contract and in subsequent use and/or operation by the City.
- 13.4 The Contractor will indemnify, hold, and save harmless the City from and against all claims, losses, damages, costs, actions, and other proceedings, made, sustained, brought or prosecuted in manner, based upon, occasioned by, attributable to any injury, including death, property damage, infringement, or damage arising from any act or omission of the Contractor, his employees, officers, volunteers, servants, or agents or persons from whom the Contractor has assumed responsibility in the performance or purported performance of this agreement
- 13.5 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.

## PART B – GENERAL CONDITIONS

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5. Automobile liability (non-owned, hired).
  6. Completed operations liability 24 (twenty-four) 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% (eighty percent) 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 there-under.
- 13.6 The City, its officers, officials, and employees shall be added as an additional 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.
- 13.7 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 Manager Purchasing and Risk 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 (thirty) days' written notice to the City.
- 13.8 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
- 13.9 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.
- 13.10 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

**PART B – GENERAL CONDITIONS**

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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.

**14.0 WorkSafe BC Coverage/Prime Contractor**

- 14.1 The Contractor agrees that it shall at its own expense procure and carry or cause to be procured and carried and paid for, full WorkSafe BC 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 WorkSafe BC 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 WorkSafe BC premiums, assessments or penalties in respect of work done or service performed in fulfilling this contract had been paid in full.
- 14.2 The Contractor agrees that it is the Prime Contractor for the purposes of the WorkSafe BC Occupational Health and Safety Regulations for the Province of British Columbia. The Contractor shall have a safety program acceptable to the WorkSafe BC and shall ensure that all WorkSafe BC 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 WorkSafe BC 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.
- 14.3 The Contractor shall provide the City with the Contractor's WorkSafe BC registration number and a letter from the WorkSafe BC confirming that the Contractor is registered in good standing with the WorkSafe BC 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.
- 14.4 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 WorkSafe BC assessments owing from any person or corporation engaged in the performance of this contract or arising out of or in

**PART B – GENERAL CONDITIONS**

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any way related to the failure to observe safety rules, regulations and practices of the WorkSafe BC, including penalties levied by the WorkSafe BC.

**15.0 Termination**

15.1 The City will advise the Contractor by written notice of its intent to terminate the whole or any part of the Contract in any one of the following circumstances:

- a) if the Contractor fails to make delivery of the goods, materials, equipment and/or services within the time specified, or fails to perform any other provisions, terms or conditions of the Contract within the time specified, or within a reasonable time if no time is specified;
- b) in the event that the Contractor performs any act or does anything by which the City shall incur any liability whatsoever;
- c) any failure of the Contractor to meet the safety requirements of the Contract;
- d) in the event that any creditor of the Contractor causes a writ of execution or similar writ or court order to be served upon the City requiring the City to pay any portion due to the Contractor under the Contracts; or
- e) in the event that the Contractor is adjudged bankrupt or if it makes a general assignment for the benefit of creditors or if it becomes insolvent or if it should take the benefit of any Act that may be in force for bankrupt or insolvent debtors.

15.2 Upon termination of the Contract, the City shall have no obligation to the Contractor except for such services and/or goods as have been supplied up to the date of the termination of the Contract(s).

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

**16.0 Payments**

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

PART B – GENERAL CONDITIONS

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

16.3 Except for the final payment, the City shall holdback 10% (ten percent) of the amount of progress claims. The City shall pay the holdback 55 (fifty) 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 WorkSafe BC.

**17.0 Taxes**

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

17.2 Invoices shall show the appropriate amounts for GST/PST.

**18.0 Non-resident Withholding Tax-Intentionally Omitted**

**19.0 Liens**

19.1 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.

**20.0 Patent Fees-Intentionally Omitted**

**21.0 Performance Bond-Intentionally Omitted**

**22.0 Protection of Person and Property**

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

## PART B – GENERAL CONDITIONS

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

22.3 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.

### **23.0 Clean Up**

23.1 The Contractor shall at all times perform the services in an orderly and reasonably tidy manner, and shall at suitable intervals remove any accumulation of rubbish or refuse materials. At no time shall any person employed by the Contractor or by any of its sub-contractors discard any litter or garbage on or adjacent to the delivery site, except into a suitable container.

### **24.0 Character of Workers**

24.1 On the written request of the City, the Contractor will remove any employee, Sub-Contractor or agent for any reason including but not limited to the following:

- a) Lack of or failure to obtain any required Security Clearance;
- b) Intoxication;
- c) Use of foul, profane, vulgar or obscene language or gestures;
- d) Solicitation of gratuities or tips from any person for services performed under this Agreement;
- e) Wilful, negligent or reckless action in disregard of safety or sanitary requirements or regulations; or
- f) Any action which may constitute a public nuisance or disorderly conduct.

24.2 The Contractor will immediately comply with each such request and will then provide the City with all requested documentation verifying that the employee, Sub-Contractor or agent has been removed from further involvement with this Agreement.

### **25.0 Conduct of the Contract**

25.1 The City's Purchasing Manager shall have the conduct of the RFQ and the Contract.

## PART B – GENERAL CONDITIONS

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### **26.0 Rectification of Damage and Defects**

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

### **27.0 Failure to Perform**

27.1 If, in the opinion of the City's Project Manager, the work is improperly, defectively, or insufficiently performed, or being performed, the Project Manager 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 (10) working days, the Project Manager 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, 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 may retain and deduct such costs, damages, and expenses from any amount then or thereafter payable to the Contractor under this Contract.

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

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

### **28.0 Dispute Resolution**

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

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**PART B – GENERAL CONDITIONS**

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- 28.2 In the event that the parties agree to arbitration pursuant to the above, the arbitration shall be governed by the rules of the British Columbia International Commercial Arbitration Centre, except that the arbitrator or arbitrators shall be agreed upon by the parties, and failing agreement by the parties, shall be appointed by a court of competent jurisdiction with the Province of British Columbia.
- 28.3 In the event that the parties agree to arbitration, the arbitration shall take place in the Lower Mainland, British Columbia and be governed by the laws of British Columbia.
- 28.4 The procedure set out in this section is not meant to preclude or discourage informal resolution of disagreements between the City and the Contractor.

**29.0 Delivery**

- 29.1 Deliveries shall be made to Richmond Art Gallery located at 7700 Minoru Gate on any normal working day at hours specified by the City.

**30.0 Changes in Requirements**

- 30.1 The City, without invalidating the Contract, may make changes to the Contract by altering, adding or deducting from the Requirements. Subject to mutual agreement, the Contractor shall proceed with the amended Requirements and the amended Requirements shall be executed under the provisions of the Contract.
- 30.2 The Contractor must not make any changes to from the terms of the Contract unless it shall first have received the written consent of the City and no claims for additional compensation shall be valid unless the change is so ordered.

**31.0 Notices**

- 31.1 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 Manager 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.



## PART C – REQUIREMENTS

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### PART C - REQUIREMENTS

#### **1.0 Location of Work**

- 1.1 The Work will take place at the Richmond Art Gallery located at 7700 Minoru Gate in the City of Richmond.

#### **2.0 Scope of Work**

The General Contractor (the “Contractor”) shall be responsible for all works, directly and indirectly, for removal and replacement of the lighting dimmer and track lighting systems. The shutdown will be between Monday, January 13, 2014 to Saturday, January 25, 2014 inclusive. All Works must be confined and completed within the aforementioned shutdown dates.

##### **2.1 Removal and Replacement of Dimmer System**

The Contractor will be responsible for the removal, disposal and replacement of existing dimming and control system in the Richmond Art Gallery as specified on Drawings E1. The Contractor will replace the existing system with a new fully digital dimming system and dimmer rack as specified on Part E- Drawings.

The Contractor will install a new control system with individual zone sliders and one Master slider as specified on Part E- Drawings.

The Contractor will be responsible for disconnecting existing Dilor dimming control breaker system in the mechanical room as shown on Part E- Drawings.

##### **2.2 Removal and Replacement of Lighting Track System**

The Contractor will replace existing lighting track system with new tracking system which shall be Juno TrackMaster or equivalent and track must be compatible with Juno Cylindra LED track fixture series.

PART D – QUOTATION FORM

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**Quotation Form**

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

The undersigned Bidder, having carefully read and examined the Instructions to Bidders, Undertaking of Liability Insurance, Quotation Form, Quotation Annexures, General Conditions of Contract, Specifications and Drawings, and having full knowledge of the work required, does hereby offer to provide all necessary materials in strict accordance with the Specifications and to do all therein called for on the terms and conditions and under the provisions therein set forth at the:

**LUMP SUM TOTAL QUOTED PRICE OF \$ \_\_\_\_\_**

**PAYMENT TERMS \_\_\_\_\_ EARLY PAYMENT TERMS \_\_\_\_\_**

The above price includes and covers duties, handling and transportation charges, and all other charges incidental to and forming part of this Quotation, except for GST and PST.

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

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_

Signature: \_\_\_\_\_

Name and Title of  
Signing Officer: \_\_\_\_\_

Date: \_\_\_\_\_

E-mail: \_\_\_\_\_

RFQ No. 4964Q - SUPPLY AND INSTALLATION OF NEW LIGHTING DIMMER AND TRACK SYSTEM AT THE RICHMOND ART GALLERY

PART D – QUOTATION FORM

Line Item	Cost (in CDN dollars)
Labor and material for replacing existing with new light tracking system (Part C- Requirements 2.1)	\$
Labor and material for replacement with new dimmer system including breaker panel (Part C- Requirements 2.2)	\$
GST	\$
PST	\$
Total	\$

PART D – QUOTATION FORM

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**Undertaking of Liability Insurance**

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

Dear Sirs:

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

- a. Name the City, 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 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:

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Dated at \_\_\_\_\_, British Columbia, this \_\_\_\_ day of \_\_\_\_\_, 2013.

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

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

A SEPARATE FORM SHOULD BE SIGNED FOR EACH POLICY IF MORE THAN ONE POLICY IS APPLICABLE.

**PART D – QUOTATION FORM**

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**List of Subcontractors**

The Bidder agrees that the subcontractors shown herein is the list of subcontractors that he proposes to use to carry out those part of the work shown on the list and, subject to their approval by the City, the Bidder agrees to employ the listed subcontractors and no others.

Nothing contained in the contract documents shall create any contractual relation between any subcontractor and the City.

The Bidder agrees that if he is awarded the contract, he will bind every subcontractor by the terms of the contract documents, as far as applicable to his work.

<b>Description of Parts of Work to be Sublet to Subcontractors</b>	<b>Name, Address, and Telephone Number of Subcontractor(s) to be Used to Carry Out the Various Parts of the Work Described</b>

(If additional space is required, attach additional)

PART D – QUOTATION FORM

**List of Previous Contracts**

The Bidder has recently undertaken and completed the Contracts described following and authorizes the City to inquire as to the nature of the Bidders performance on these contracts.

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

(If additional space is required, attach additional

**PART E – DRAWINGS**

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**PART E – DRAWINGS**

**A. GENERAL CONDITIONS**

- Conform to the conditions of the General Contract Documents.
- All work shall be done in conformance with current editions of:
  - BC Building code,
  - Canadian Electrical Code,
  - CSA/ULC standards and
  - Municipal Bylaws
  - ASHRAE 90.1 2004
- Obtain all required permits and pay all associated fees.
- Electrical scope of work shall include but not be limited to:
  - Install luminaires and associated controls as indicated on plans.
  - Provide complete commissioning and training of lighting control system.
- Follow manufacturer's recommended installation details and procedures for all equipment to be installed in the scope of work. Provide all necessary accessories, components and labour as required to complete installation and make fully functional.
- Notify the engineer in writing prior to close of tender if any discrepancy is found on the drawings or in the specification. The contractor shall be responsible to complete the installation of a fully functional system per design intent at no additional costs.
- Devices supplied and installed on the site shall be as indicated within the drawings and specification unless an alternate is reviewed and approved prior to tender close.
- Provide an electronic PDF copy of shop drawings, which have been reviewed and approved by both general and electrical contractor prior to submission to the engineer. Reference general provisions for submission requirements. Keep one hardcopy set of approved shop drawings on site at all times. Shop drawings shall include but not be limited to:
  - Lighting Controls and controls
- Assemble O/M manuals as directed by the general contractor. Keep one up to date set on site at all times. Submit O/M manuals complete with shop drawings, test reports, certificates, a list of suppliers for each item and key contacts for each system. Prior to substantial completion, submit the manuals to engineer for review and approval. Make any revisions as directed by the engineer.
- Assume full responsibility for laying out the work and for any damage caused to the owner's property or other trades by improper location, or carrying out of the work.
- Arrange work in co-operation with other trades in the building in such a manner as not to interfere with other work being carried on in the building and places where electrical equipment is being installed along with the mechanical systems. Co-operate with the other trades to get all the equipment, conduits pipes, ducts, etc., installed to the best advantage.
- This contractor shall maintain such insurance as will fully protect both the owner and himself from any and all claims, all as noted within the general conditions and supplementary general conditions. When requested the contractor shall provide and show proof of, at his expense, comprehensive general liability insurance of not less than \$2,000,000.00 including non-owned car coverage, contractual liability and containing a cross liability clause. Coverage shall include loss or damage the contractor may cause to any work, building, equipment, structural, on the owner's property. The insurance may contain a deductible clause not to exceed \$500.00. The contractor shall carry full employee's liability insurance for the whole of the work in accordance with the workers' compensation act.
- Warranty all work and materials for a period of one year from date of substantial completion.

**B. DISTRIBUTION**

- Where required, provide new breakers in existing panels. Confirm existing panel loads prior to adding additional loads.

**C. GROUNDING**

- Provide one #6 green ground from this bus to:
  - New lighting control equipment rack.

**D. WIRING METHODS**

- Wiring shall be a minimum of #12AWG copper unless noted otherwise. RW90, NMD90 and AC90 are acceptable where noted by code.
- Aluminum conductors are acceptable for circuits rated 90A or more. The use of aluminum feeds to mechanical equipment is acceptable provided that the disconnect is secured to the structure (not attached to vibrating equipment) and that the feed between the disconnect and equipment is copper.
- The contractor shall meet Astm 90.1 with less than 2% drop in a given feeder and 3% branch circuit or less than 5% total from source to load based on 80% of the breaker rating unless otherwise noted.
- All wiring outside of service rooms shall be concealed.
- Install wiring parallel to building lines and vertical within walls.

**E. FIRE STOPPING**

- Review architectural plans to locate all fire rated assemblies. Coordinate with a qualified fire stopping representative to confirm required types of fire stopping to be installed at each electrical penetration of fire rated assemblies per building code 3.1.9.3.
- Submit UL listed fire stopping shop drawings for each type of fire stop to be installed.
- Notify engineer, in writing, when the fire stopping of electrical systems is complete. Do not conceal fire stopping assemblies without approval of the installation.
- Upon engineer's request, provide a destructive demonstration of each type of installed fire stopping and replace with new per manufacturer's installation detail.

**F. LIGHTING**

- Supply and install luminaires as indicated on the luminaire schedule.
- Coordinate final location of all luminaires with Architectural/Interior Design plans prior to installation.
- Luminaire lamp wattages shall not exceed what is indicated on the luminaire schedule without consent of the engineer.
- New track shall be Juno TrackMaster or equivalent and track must be compatible with Juno Cylinder LED track fixture series. Proponent to arrange for site tour to measure and note all connectors of present configuration. Present configuration to be maintained. Proponent is responsible for all hard connections of track.
- All ballasts shall be energy efficient program start electronic with less than 10%THD.
- Coordinate with the lighting control manufacturer and luminaire manufacturer to provide control wiring integral to the luminaire as required to make functional on the lighting control system.
- Supply and install all required power and control whips for suspended luminaires.
- Take possession of all owner supplied luminaires, allowing for off loading at site, storage and installation. Repair or replace any luminaires that are damaged prior to occupancy.

**G. LIGHTING CONTROL**

- DESCRIPTION**
- Remove existing dimming and control system. Install a new architectural dimming and control system. The dimmer cabinet shall be fully digital, designed specifically for architectural and entertainment lighting applications. The system shall support a secondary "slave" 3, 6 or 9 module expansion cabinet and include wall mounted dimmer devices, and commissioning.
  - The system shall be a wall mounted dimmer rack capable of using self-contained bolt-in modules.
  - The system shall utilize a wall mounted, convection cooled dimmer rack for which fans shall not be required. Systems requiring forced air-cooling shall not be acceptable. Include rack, dimmer modules, and architectural light control stations.
  - Provide the Owner a complete, tested, working and demonstrated system.

**DIMMING SYSTEM**

- The dimmer cabinet shall be a wall mount, dead front switchboard, substantially framed and enclosed with 16-gauge, formed steel panels. All cabinet components shall be properly treated and primed. The main cabinet shall be properly sized to accommodate nine (9) power modules.
- Dimmer module over-temperature sensing shall be provided for each module. Upon over temperature condition, each module shall shut down until the temperature falls to within acceptable limits.
- The cabinet shall be factory pre-wired and dressed. The Contractor shall provide and terminate all feed, load and control wiring on screw terminals fitted within the cabinet.
- The cabinet shall be suitable for 60 Hz supplies of 120/208V, 3-phase, 4-wire, plus ground, and shall contain any combination of single, dual, or quad power modules of the appropriate supply voltage.
- A "Panic" facility shall turn selected dimmers to full. Dimmers are selected from the rack processor. It shall also be possible to select "Panic" as follows:
  - Via a remote maintained contact closure for Fire Alarm interface.
  - Via remote momentary contact closures for "Panic" and "Normal" respectively.
- The system may also be configured as a UL924 Emergency lighting system.
- The dimmer rack shall ship with a dimmer bypass jumper installed on the load terminal blocks. This bypass jumper shall permit loads to be tested and operated from the dimmer rack circuit breakers prior to installation of the system control stations. These jumpers shall be removed at system commissioning. Systems not offering this feature will not be accepted.
- Power modules shall be factory wind units of similar size and heavy duty metal construction, designed to be installed into the cabinet as a self contained bolt-in assembly. Plastic power module chassis are not acceptable.

- SCR dimming modules shall have an integral inductive toroidal filter designed to reduce the rate of rise of current such that the rise time shall not exceed 350Us at full load, measured between 10 - 90% of the load current waveform at a 90 conduction angle.
- IGBT dimmer output waveform shall be available with forward or reverse phase control and effective filtering equivalent to 1000us.
- Each dimmer shall have a local test button to permit testing dimmer modules when they are installed without requiring access to system control stations. IGBT dimmer modules shall also feature diagnostic LED indicators for system trouble shooting.
- The control electronics shall provide the following control and communication inputs as standard:
  - DMX512 Port A patch.
  - ShowNet DMX512 patch.
  - Architectural patch for Vision.net control systems.
  - Record Vision.net preset and preset crossfade time.
  - Set dimmer max. voltage (12V - 277V in 1V steps).
  - Set dimmer min. level (0 to 99%).
  - Set control input priority logic.
  - Set Active Power Management maximum current in 1 amp increments.
- The dimmer cabinet assembly shall be UL and cUL listed.
- Dimmer cabinets to be Philips Strand Lighting A21 series.

**ARCHITECTURAL LIGHT CONTROLS**

- Architectural lighting controls shall consist of a control station with individual 'zone' sliders and one Master slider for group proportional control and 6 preset buttons for storing system level information. Philips Strand Lighting Vision.net series.
- Belden 1583A cable to be daisy chained between control stations, and 4 way splitter then to dimmer rack.

**EXECUTION**

- Remove existing Dilor dimming cabinet.
- Remove existing Dilor wall mounted controls and wiring.
- Install Philips Strand lighting equipment in accordance with the manufacturer's installation instructions, bill of materials and with Contract Documents.

**B. EXIT AND EMERGENCY LIGHTING**

- Reinstall existing exit and emergency lighting systems in each room with upgraded lighting controls or luminaires. Any alteration of the life safety exit and emergency lighting system shall be approved by the engineer prior to construction.

**C. SEISMIC BRACING**

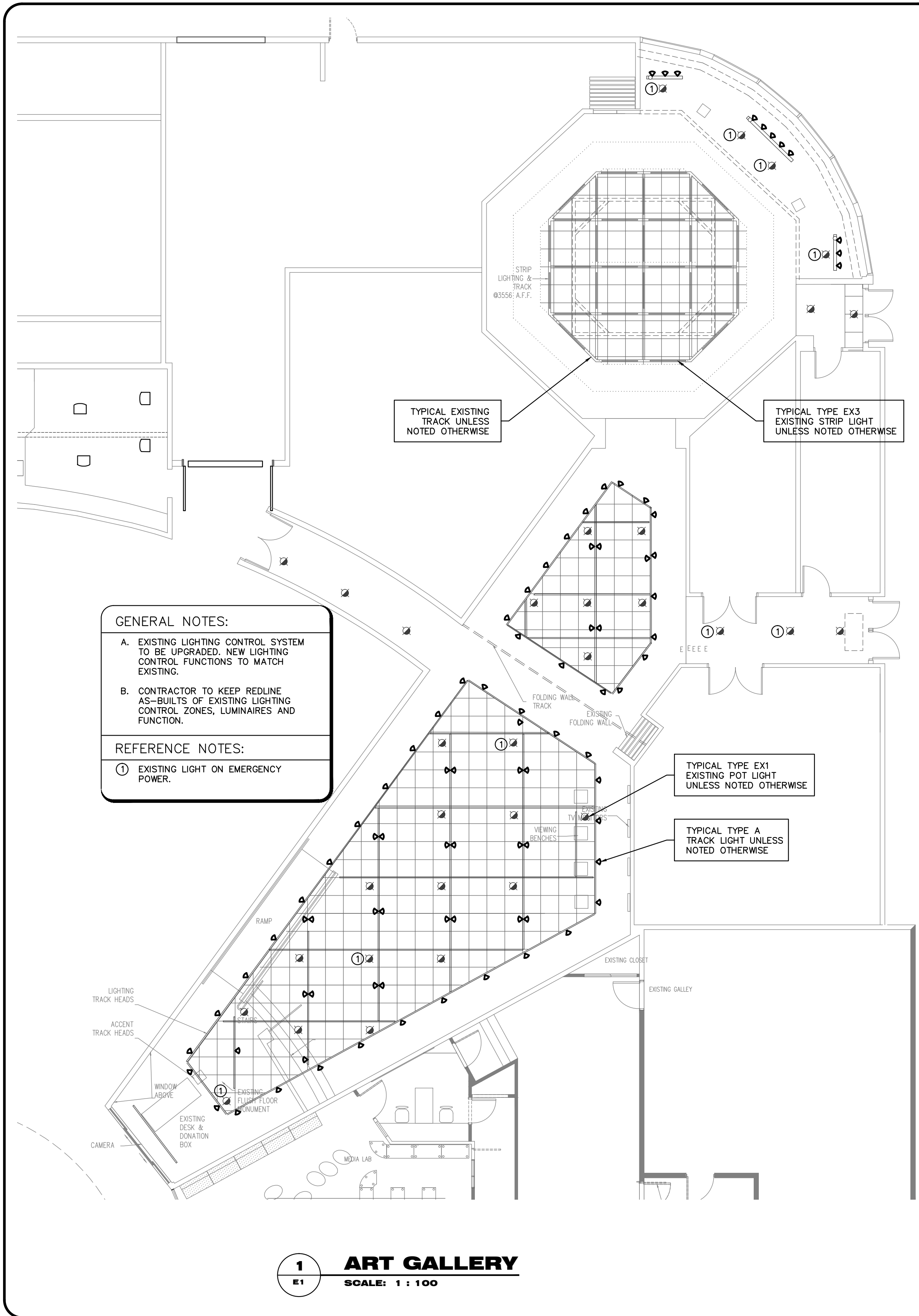
- Coordinate with a registered professional engineer in the field of seismic design to review scope, assist with bracing installation requirements and complete review of the electrical installation at completion of work. The seismic engineer shall provide sealed letters of assurance and compliance prior to substantial completion.

**D. FIELD REVIEWS**

- Provide sufficient notice to the engineer to complete field reviews at the following stages of work:
  - Rough-in,
  - Substantial,
  - Final.
- Failure to complete review prior to commencing of work may require the work to be exposed at contractor cost and the installation approved by the engineer.

**E. SUBSTANTIAL COMPLETION CHECKLIST**

- The following items must be completed for substantial completion of the project (prior to occupancy):
  - The lighting control system is complete and fully functional.
  - Fire stopping is complete, reviewed and approved.
  - Operation and duration of exit and emergency lighting has been demonstrated to the engineer.
  - The seismic bracing of the electrical installation has been reviewed and approved by a seismic engineer.
  - The electrical installation has been made safe with covers installed.
  - Operations and maintenance manuals are complete and submitted.
  - Exterior lighting at required exits is functional.
- Failure to complete items noted above may result in no issue of the electrical letter of assurance and additional field reviews will be completed at contractor cost at \$500 per visit.



**ELECTRICAL SYMBOL LEGEND**

**NEW EXISTING**

**LIGHTING**

[Symbol]	[Symbol]	LUMINAIRE - SURFACE/SUSPENDED MOUNTED
[Symbol]	[Symbol]	LUMINAIRE - RECESSED MOUNTED
[Symbol]	[Symbol]	LUMINAIRE - WALL MOUNTED
[Symbol]	[Symbol]	STRIPLIGHT LUMINAIRE
[Symbol]	[Symbol]	LUMINAIRE - EMERGENCY/NIGHT LIGHT (NL)
[Symbol]	[Symbol]	LUMINAIRE - SURFACE MOUNTED
[Symbol]	[Symbol]	POT LUMINAIRE - RECESSED MOUNTED
[Symbol]	[Symbol]	DIRECTIONAL POT LUMINAIRE - RECESSED MOUNTED
[Symbol]	[Symbol]	LUMINAIRE - WALL MOUNTED
[Symbol]	[Symbol]	LUMINAIRE - RECESSED WALL MOUNTED
[Symbol]	[Symbol]	LUMINAIRE - POLE MOUNTED
[Symbol]	[Symbol]	DOUBLE HEAD LUMINAIRE - POLE MOUNTED
[Symbol]	[Symbol]	FLOOR MOUNTED UPLIGHT
[Symbol]	[Symbol]	TRACK LIGHTING
[Symbol]	[Symbol]	SINGLE POLE SWITCH - TYPE AS NOTED
[Symbol]	[Symbol]	LOW VOLTAGE SWITCH
[Symbol]	[Symbol]	OCCUPANCY SENSOR - TYPE AS NOTED
[Symbol]	[Symbol]	LUMINAIRE CALL OUT

**POWER**

[Symbol]	[Symbol]	DUPLEX RECEPTACLE
[Symbol]	[Symbol]	SINGLE RECEPTACLE
[Symbol]	[Symbol]	FOUR-PLEX RECEPTACLE
[Symbol]	[Symbol]	SPLIT-FEED RECEPTACLE
[Symbol]	[Symbol]	SPECIAL 208V 1PH RECEPTACLE
[Symbol]	[Symbol]	SPECIAL 208V 3PH RECEPTACLE
[Symbol]	[Symbol]	DUPLEX RECEPTACLE - MTD ABOVE COUNTER
[Symbol]	[Symbol]	SPLIT-FEED RECEPTACLE - MTD ABOVE COUNTER
[Symbol]	[Symbol]	DUPLEX T RECEPTACLE 20A - MTD ABOVE COUNTER
[Symbol]	[Symbol]	DUPLEX T RECEPTACLE 20A
[Symbol]	[Symbol]	FLOOR MOUNTED DUPLEX RECEPTACLE
[Symbol]	[Symbol]	FLOOR MOUNTED FOUR-PLEX RECEPTACLE
[Symbol]	[Symbol]	POWER & AUXILIARY COMMUNICATIONS (PAC) POLE
[Symbol]	[Symbol]	BASE BOARD HEATER - BI-BUILT IN THERMOSTAT
[Symbol]	[Symbol]	FORCED FLOW HEATER - BI-BUILT IN THERMOSTAT
[Symbol]	[Symbol]	EQUIPMENT CONNECTION
[Symbol]	[Symbol]	EQUIPMENT TAG
[Symbol]	[Symbol]	MOTOR
[Symbol]	[Symbol]	NON FUSED DISCONNECT SWITCH
[Symbol]	[Symbol]	FUSED DISCONNECT SWITCH
[Symbol]	[Symbol]	MAGNETIC MOTOR STARTER
[Symbol]	[Symbol]	COMBINATION MAGNETIC MOTOR STARTER
[Symbol]	[Symbol]	MANUAL MOTOR STARTER C/W PILOT LIGHT
[Symbol]	[Symbol]	VARIABLE SPEED SWITCH
[Symbol]	[Symbol]	PUSHBUTTON
[Symbol]	[Symbol]	HORN / BUZZER
[Symbol]	[Symbol]	PANELBOARD
[Symbol]	[Symbol]	THERMOSTAT
[Symbol]	[Symbol]	WALL / CEILING MOUNTED JUNCTION BOX

**EXIT & EMERGENCY LIGHTING**

[Symbol]	[Symbol]	CEILING EXIT LIGHT - (ARROWS AS INDICATED)
[Symbol]	[Symbol]	WALL EXIT LIGHT - (ARROWS AS INDICATED)
[Symbol]	[Symbol]	WALL EXIT LIGHT EMERGENCY REMOTE HEAD COMBO
[Symbol]	[Symbol]	BATTERY PACK (C/W HEADS AS INDICATED)
[Symbol]	[Symbol]	WALL / CEILING MOUNTED EMERGENCY REMOTE HEADS

**NOTES**

WHERE INDICATED REFER TO THE FOLLOWING ABBREVIATIONS:  
 3-3WAY, 4-4WAY, D-DIMMER, T-TIMER, PL-PILOT LIGHT  
 EM-EMERGENCY, NL-NIGHT LIGHT, WG-WIRE GUARD, BI-BUILT IN THERMOSTAT,  
 GF-GROUND FAULT INTERRUPTER, WP-WEATHERPROOF, TL-TWIST LOCK,  
 IG-ISOLATED GROUND, TP-TAMPER PROOF

**LUMINAIRE SCHEDULE**

CALLOUT	LAMP	DESCRIPTION	MANUFACTURER	MODEL	BALLAST	MOUNTING	VOLT	NOTES
A	22W LED	TRACK LIGHT	JUNO	CYLINDRA 253LED-3K-FL-BL	LED DRIVER	TRACK	120	
EX1	18W LED PAR38	EXISTING POT LIGHT	EXISTING	EXISTING		CEILING	120	
EX2	90W PAR38	EXISTING TRACK LIGHT	EXISTING	EXISTING		TRACK	120	
EX3		EXISTING STRIP LIGHT	EXISTING	EXISTING		RECESSED	120	

NOTES:  
1)

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2	ISSUED FOR TENDER	JUN 28 2013
1	ISSUED FOR REVIEW	JUN 27 2013
Revision	Description	Date

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Scale: AS SHOWN  
 Drawn By: BS  
 Design By: HS

Project: RICHMOND ART GALLERY  
 RICHMOND CULTURAL CENTRE,  
 RICHMOND, B.C.

Drawing Name: LIGHTING PLAN, SPECIFICATIONS & SYMBOL LEGEND

Scale: AS SHOWN  
 Drawn By: BS  
 Design By: HS

**E1**