



City of
Richmond

**REQUEST FOR QUOTATION 5298Q – ON CALL “BOARDING UP”
SERVICES FOR FIRE-RESCUE AND FACILITIES DEPTS**

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 local time on:

Monday, September 22, 2014, 12:00 pm

NOTES:

1. 3 (three) hard copy and 1 (one) electronic copy - (on a CD ROM or memory stick) - of this quotation 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.

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

Daianna Panni - Buyer I

email: purchasing@richmond.ca

The deadline for all enquiries is: **Friday, September 12, 2014 12:00pm local time**

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PART A – INSTRUCTIONS TO BIDDERS

1.0 Description of Requirement

- 1.1 Quotations are invited for “Boarding Up” Services, on an on-call basis, for the City of Richmond’s (the “City”). “Boarding up” services are required for private and City owned property.
- 1.2 It is the City’s intent to award to one Contractor for the maintenance portion of the Work.
- 1.3 The City will establish a preferred Contractor, however the City reserves the right to assign portions of this Work to other contractor/s either through a competition or select process, or conduct the work in-house.
- 1.4 The City reserves the right to award individual Work to another contractor if the successful Bidder cannot meet the mandatory response times indicated in Part C – Section 3 Requirements.
- 1.5 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

- 2.1 The duration of the contract shall be for 2 (two) years and may be renewed up to an additional 3 (three) one-year periods, to a maximum of 5 (five) years, upon mutual consent of both parties. Extension periods will be determined at the time of extension.

3.0 Pricing

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

4.0 Inquiries and Clarifications

- 4.1 Clarification or inquiries to this RFQ are to be in written form only, or e-mailed to:

Daianna Panni
Buyer I

E-mail: purchasing@richmond.ca
Purchasing Section
City of Richmond

- 4.2 The City will only respond to questions that are submitted in writing. Any questions that are received and answered by City Staff that affect the RFQ process, any interpretation of, additions to, deletions from, or any other corrections to the RFQ, may be issued as written addenda by the City.
- 4.3 Additionally, the City may, at any time prior to the Closing Time, issue additional information, clarifications or modifications to the RFQ as addenda.
- 4.4 All addenda will be published on-line. It is the sole responsibility of Bidders to check the following websites to ensure that all available information has been received prior to submitting a Proposal:
- a) City: <http://www.richmond.ca/busdev/tenders.htm>
 - b) BC Bid: <http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>
- 4.5 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.
- 4.6 The City, its agents and employer shall not be responsible for any information given by way of oral or verbal communication.

5.0 Submission of Quotation

- 5.1 The response to this 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”).
- 5.2 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.
- 5.3 Quotations received after the Closing Time or in locations other than the address indicated, will not be accepted and maybe returned unopened.
- 5.4 The Bidder shall submit 3 (three) hard copies and 1 (one) electronic copy in accordance with the instructions stated herein.

- 5.5 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.
- 5.6 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 to the place shown on the title page of this RFQ.
- 5.7 Quotations may be withdrawn by written notice only, provided such notice is received at Information Counter, Main Floor, Richmond City Hall, addressed to the Purchasing Section, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, prior to Closing time.
- 5.8 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. By submitting a Quotation, the Bidder acknowledges and agrees that the City will not be responsible for any costs, expenses, losses, damages (including damages 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.

6.0 Conflict of Interest

- 6.1 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.

7.0 Evaluation of Quotations

- 7.1 Quotations will be evaluated on the basis of the overall best value to City based on service, price and any other criteria set out herein including, but not limited to:
- a) financial offer including but not limited to unit rates, payment terms;
 - b) the Bidder's ability to meet the Requirements;
 - c) the Bidder's qualifications, capacity and competencies set out herein including:
 - d) the Bidder's business and technical reputation and capabilities; experience and where applicable, the experience and qualification of its personnel;

training programs; track record; and references of current and former customers;

- e) the completeness and detail of the quotation including but not limited to the organization and general appearance of the quotation, compliance with quotation instructions; and
- f) any other criteria set out in the RFQ.

7.2 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 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.

8.0 Acceptance and Rejection of Quotations

8.1 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.

8.2 All Quotations shall be irrevocable and remain open for a minimum of 90 (ninety) days after the Closing Time, whether or not another Quotation has been accepted.

8.3 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.

9.0 Award of Contract

- 9.1 Award of a Contract is contingent on funds being approved and the contract award being made by the appropriate City authority.
- 9.2 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.
- 9.3 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 of Richmond business license prior to Contract execution.
- 9.4 The City is not under any obligation to award a Contract and may elect to terminate this RFQ at anytime.
- 9.5 The award consists of a labour and material contract guided by the rates and pricing structure identified in Part D – Quotation Form.
- 9.6 The City reserves the right to request firm price quotations on an individual project from the successful contractor or any other contractor.
- 9.7 The City reserves the right to award individual projects to any contractor and is not bound to awarding all projects to the successful contractor.

10.0 Publication of the Results of the Request for Quotation

- 10.1 The City will publish the name of the successful Bidder on the websites listed in Part A - Section 4.4. No other notices will be issued by the City. Bidders shall visit these websites to obtain the results of this RFQ.

11.0 Quantities

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

12.0 Alternates and/or Variations to Specifications

- 12.1 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.
- 12.2 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.
- 12.3 The City is not obligated to accept any alternatives.
- 12.4 The City will determine what constitutes allowable alternatives and/or variations.

13.0 Freedom of Information and Protection of Privacy Act (BC)

- 13.1 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.

14.0 Confidentiality

- 14.1 Information about the City obtained by Bidders must not be disclosed unless prior written authorization is obtained from the City.
- 14.2 The Contractor agrees that this obligation of confidentiality will survive the termination of the Contract between the Contractor and the City.

15.0 Insurance

- 15.1 The contractor will be required to Indemnify and Insure the City as shown in the General Conditions of the Contract.
- 15.2 Bidders will have the required insurance indicated Part B – Section 13 and should submit a completed the Undertaking of Liability Insurance Form in Part D – Quotation Form with their Quotation.
- 15.3 All policies and certificates shall be submitted to the Purchasing Section before a contract is issued to carry out the work.

END OF PART A – INSTRUCTIONS TO BIDDERS

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.

"City's Designated Representatives" means the City's employees or representatives who are authorized in writing to deal with the Contractor on behalf of the City in connection with the goods, materials, equipment and services or to make decisions in connection with the Contract;

"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 therefore in force from time-to-time;

“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.

“On-Call” means calls for the “Boarding up” of private and City owned property.

“Quotation” means the Bidder’s response made on the Quotation form set out on Part D 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, at various sites in Richmond, B.C., unless otherwise stated in this RFQ.

2.0 Personnel

- 2.1 The Contractor will provide only professional personnel who have the qualifications, experience and capabilities to perform the Work.
- 2.2 If the City reasonably objects to the performance, experience, qualifications or suitability of any of the Contractor’s personnel then the Contractor will, on written request from the City, replace such personnel.
- 2.3 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 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 Independent Contractor

- 3.1 The Contractor, 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.

4.0 Assignment

- 4.1 The Contractor will not assign, sublet, 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.

5.0 Time of the Essence

- 5.1 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.

6.0 Laws, Permits and Regulations

- 6.1 The laws of British Columbia shall govern the Contract.
- 6.2 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.

7.0 Inspection

- 7.1 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.
- 7.2 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.
- 7.3 The City will not be deemed to have accepted the services by virtue of a partial or full payment for it.

8.0 Use of Premises

- 8.1 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.
- 8.2 At the conclusion of the work, the Contractor shall clean up and remove all debris and rubbish to the satisfaction of the City.

9.0 Light, Power, and Heat

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

10.0 Quality of Workmanship and Materials

- 10.1 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.
- 10.2 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 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.
- 10.3 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.
- 10.4 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.

- 10.5 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.

11.0 Right to Audit

- 11.1 The City may at any time and from time to time require the books, records and accounts maintained by the Contractor in relation to any contract entered into as a result of this RFQ to be audited by either (a) authorised City representatives or (b) an independent firm of chartered accountants selected by City in its sole discretion.
- 11.2 If any such audit discloses that Contractor has overcharged the City in respect of amounts due and payable by City to Contractor hereunder by an amount less than 2 (two) percent, the cost of such audit shall be payable by the City to Contractor forthwith on demand. Otherwise, the cost of such audit shall be for the account of the Contractor. The amounts of any overpayments disclosed by the audit shall be payable forthwith together with interest at the rate of 20 (twenty) percent per annum, compounded monthly not in advance, and payable both before and after judgment.

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, 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, trademarks, 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.

PART B – GENERAL CONDITIONS

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 eighty (80%) 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 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's 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 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 three (3) of the WorkSafe BC Act and Part 20 of the WorkSafe BC 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 any way related to the failure to observe safety rules, regulations and practices of the WorkSafe BC, including penalties levied by the WorkSafe BC.

- 14.5 The Contractor shall fulfill all its duties, obligations and responsibilities in such a manner that it ensures the safety of the public and in accordance with the safety regulations of WorkSafeBC and shall install signs and barriers as required to ensure the safety of the public and of its employees in the use of the City of Richmond Facilities; and
- 14.6 The Contractor understands and undertakes to comply with all the WorkSafeBC Occupational Health and Safety Regulations for hazardous materials and substances, and in particular with the "Workplace Hazardous Materials Information Systems (WHMIS)" Regulations.

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.

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 and PST as applicable.

18.0 Liens

18.1 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.

19.0 Protection of Person and Property

19.1 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.

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

19.3 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.

20.0 Clean Up

- 20.1 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, and remove all of the debris from the premises / property.
- 20.2 Dispose of all waste materials in accordance with local municipal bylaws and the BC Waste Management Act

21.0 Character of Workers

- 21.1 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.
- 21.2 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.

22.0 Conduct of the Contract

- 22.1 The City of Richmond's Manager, Purchasing shall have the conduct of the RFQ and the Contract.

23.0 Rectification of Damage and Defects

- 23.1 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.

24.0 Failure to Perform

- 24.1 If, in the opinion of the Manager Purchasing, the work is improperly, defectively, or insufficiently performed, or being performed, the Manager Purchasing 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 Manager Purchasing 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.
- 24.2 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.
- 24.3 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.

25.0 Dispute Resolution

- 25.1 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.
- 25.2 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.
- 25.3 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.

- 25.4 The procedure set out in this section is not meant to preclude or discourage informal resolution of disagreements between the City and the Contractor.

26.0 Changes in Requirements

- 26.1 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.
- 26.2 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.

27.0 Notices

- 27.1 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.

END OF PART B – GENERAL CONDITIONS

PART C – REQUIREMENTS

1.0 Location of Work

- 1.1 The work may be carried out at any privately and City owned property. These properties can consist of abandoned buildings, houses, warehouses and industrial buildings.

2.0 Scope of Work

- 2.1 The Fire-Rescue Dept’s work request is for the “boarding up” of private property on an “as and when required basis.” Once notified, the contractor is required to complete the “board up” services within 3 – 5 business days. The estimated work required is 10 (ten) “boarding up” of private property per year however the City makes no quarantees about the number of sites to be boarded up. These figures are an estimate only and should not be relied upon when responding to this RFQ.
- 2.2 The Facility Dept’s work request is for the “boarding up” of City owned property on an “as and when required basis.” Once notified, the contractor is required to complete the “board up” services within 3 – 5 business days. The estimated work required is (7) seven to 10 (ten) “boarding up” of City property per year however the City makes no quarantees about the number of sites to be boarded up. These figures are an estimate only and should not be relied upon when responding to this RFQ.

3.0 Requirements

- 3.1 The successful Contractor will be required to:
- a) Be in compliance with the conditions of the WorkSafe Regulations and WHMIS Legislation and certified to work in the Province of British Columbia (see www.safetyauthority.ca);
 - b) Provide time and material estimates, indicating hourly rate, materials, mark up on materials and number of personnel for any work contemplated under this contract.
 - c) Report any Life Safety Issues 24/7 (twenty-four hours a day, seven days a week) to Work Request Line as soon as possible.

**Facilities Dept requests: City Operations Dispatcher, at
604-270-8721**

**Fire Dept requests: Deputy Chief, Fire Prevention, at
778-773-8059**

- d) Adhere to the below mandatory response time limit. Response time commences once the Fire-Rescue or Facility staff member contacts the Contractor either my phone, or email.

Twenty-four (24) hours – standard time
Twenty-four (24) hours – weekends and evenings

1. The City reserves the right to award an individual project to another contractor if the successful contractor cannot meet the mandatory response time;
- e) Ensure any assigned personnel is wearing appropriate clothing and protective gear as required for the Work (e.g. steel toe boots, reflective clothing, hard hats, safety glasses, masks, rubber gloves, etc.). Report to Facilities or Richmond Fire Rescue Dept with daily status updates (e.g. date/time/and delays) via email to either Facilities or Richmond Fire-Rescue designate. Email address will be provided to awarded contractor.
- f) The Contract is required to wear all personal safety equipment on-site at all times.
- g) The City reserves the right to request the Contractor provide alternate personnel if it is determined, at the City’s sole discretion, that the provided personnel does not have the appropriate qualifications.

4.0 Details

4.1 The Contractor will ensure that all staff wears clearly visible identification badges (company name/first name) while working on-site for the City.

- a) The Contractor shall send all individual completed quotes to either Facilities section (email and phone number to be provided once awarded) or Richmond Fire-Rescue section via email to Nikki McLeod (nmcleod@richmond.ca)
- b) All quotes shall include the minimum information.
 - **Breakdown of number of windows and doors per size**
 - Facility name and address of work completed
 - Detailed description of work completed
 - Total cost
- c) The Contractor shall send all completed invoices to Accounts Payable section at Richmond City Hall (6911 No. 3 Road in Richmond, V6Y-2C1, BC).
- d) All invoices shall include the minimum information.
 - **Breakdown of number of windows and doors per size**
 - Current Open/Standard Purchase Order
 - Facility name and address of work completed

- Detailed description of work completed
- Total cost

4.2 The City is not responsible for payment for work performed by the Contractor which falls outside the scope of the Work Order unless approved by a Facility or Richmond Fire-Rescue Staff in advance.

END OF PART C - REQUIREMENTS

Quotation

Purchasing Section
 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, General Conditions of Contract and Requirements/Specifications, Appendix A and having full knowledge of the work required, does hereby offer to provide all necessary labour, materials, and equipment 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 following:

Work is required during regular business hours.

Windows and Doors - Labour and Materials included in cost.
 Please refer to “**Appendix A**” for labour and material specifications

Item	Qty	Size / Location	Cost (each)
1		2ft x 4ft 1 st Flr – Window(s)	\$
2		4ft x 6ft 1 st Flr - Window(s)	\$
3		4ft x 8ft 1 st Flr - Window(s)	\$
4		< above> 1 st Flr - Window(s)	\$
5		2ft x 4ft 2 nd & 3 rd Flr - Window(s)	\$
6		4ft x 6ft 2 nd & 3 rd Flr - Window(s)	\$
7		4ft x 8ft 2 nd & 3 rd Flr - Window(s)	\$
8		< above> 2 nd & 3 rd Flr - Window(s)	\$
9		Sliding Door – 6ft 1 st Flr – Door(s)	\$
10		Sliding Door – 8ft 1 st Flr - Door(s)	\$
11		Entrance Door – 36 inches 1 st Flr - Door(s)	\$
12		Other (please list) 1 st Flr - Door(s)	\$
13		Sliding Door – 6ft 2 nd & 3 rd Flr - Door(s)	\$
14		Sliding Door – 8ft 2 nd & 3 rd Flr - Door(s)	\$
15		Entrance Door – 36 inches 2 nd & 3 rd Flr - Door(s)	\$
16		Other (please list) 2 nd & 3 rd Flr - Door(s)	\$

The above hourly rate **INCLUDES** and covers duties, shipping, handling, travel/vehicle charges, and all other charges incidental to and forming part of this Quotation except for G.S.T. and P.S.T.

Payment Terms: Net30 upon invoice receipt	Early Payment Terms:
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Name of Bidder: _____

Address: _____

Telephone No: _____

Name, Signature, and
Title of Authorized
Signing Officer: _____

Date: _____

E-mail: _____

If the Bidder is a company, your signature above confirms you have the legal authority to bind the company

Undertaking of Liability Insurance

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

Dear Sirs:

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

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

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

EXCEPTIONS:

Dated at _____, British Columbia, this ____ day of _____, 2014.

BY: _____ TITLE: _____

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

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

List of Previous and Current Contracts

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

Makes/Models of overhead doors serviced	Company Name and Contact Person Details	Details of Contract



Appendix A

Richmond Fire Rescue - Vacant Premises Securing Procedures

There are potential fire and life safety issues associated with vacant properties which pose risks to members of the community and city staff.

In the City of Richmond, it is the responsibility of the property owner to secure and maintain the security of their vacant premises, until demolition is achieved.

The property owner(s) or their agent(s) who have vacant properties are responsible for:

- securing and maintaining the condition of their property (structures and land)
- reducing the risk of fire and other life safety matters
- inspecting regularly and taking corrective measures

The hazards and risks associated with vacant premises are mitigated through the enforcement of maintaining and securing vacant premises under the powers of the Fire Protection and Life Safety Bylaw No. 8306 as defined below:

9.7 Vacant Premises

- 9.7.1 For the purpose of this Section, **vacant premises** includes a lot, **building** or other structure in respect of which a water or electricity service has been intentionally discontinued, other than for temporary maintenance, repair or upgrading, so that the condition of the **premises** is not suitable for human habitation or other **occupancy** that is normally permitted.
- 9.7.2 The **owner** of **vacant premises** must promptly act to ensure that, at all times:
- (a) the **premises** are free from litter and debris or accumulations of **combustible** or **flammable materials** except where storage of **combustible** or **flammable materials** is in strict accordance with the **Fire Code** and this Bylaw; and
 - (b) all openings in the **premises** are securely closed and fastened in a manner acceptable to the **Fire Chief** so as to prevent fires and the entry of unauthorized persons.
- 9.7.3 Where an **owner** fails to securely close a vacant **building** as required by Subsection 9.7.2 (b), the **Fire Chief** may, by notice in writing, order the **owner** to secure the **building** or other part of the **vacant premises** against unauthorized entry in a manner set out in the notice.
- 9.7.4 If an owner of **vacant premises** fails to bring the **premises** into compliance with this Bylaw within twenty-four (24) hours of receiving a notice under Subsection 9.7.3, or if the **Fire Chief** or **member** is unable to contact the owner within twenty-four (24) hours of finding **vacant premises** in an unsecured state, the **Fire Chief** may cause the **premises** to be secured by **City** employees or agents, who may board up or otherwise secure doors, windows and other points of entry into the **premises** in order to prevent fires and unauthorized entry, at the cost and expense of the **owner**.



Appendix A

Richmond Fire Rescue - Vacant Premises Securing Procedures

Materials List and Specifications

Security Measures

- All openings in the basement, first floor doors and windows, and any point of entry accessible from a porch, fire escape or other potential climbing point shall be barricaded with plywood, 2 x 4 braces, carriage bolt sets, and nails. Particle board, wafer board, Masonite, or other similar material shall not be used for purposes of boarding-up a building.
- Openings that are at least 10' from ground level which are not accessible from a porch, fire escape, roof, or other climbing point can be secured with nails in each brace, and every 12" center to center (c/c) around the perimeter. For all openings, the plywood should be fitted so that it rests snugly against the exterior frame, butting up to the siding on wood frame buildings and up to the brick molding edge on brick buildings. It may be necessary to remove the staff bead so this fit can be flush and tight.
- All secured exterior openings (windows and doors) will be painted flat black in color
- The structure shall be posted with a **NO TRESPASSING** sign at the completion of the board-up. The posting will be displayed as **Fire Protection and Life Safety Bylaw 8306**
7.10 Street Addresses

Table 7.10

Distance measured from public street curb to building	Size Height (mm)	Stroke Width (mm)
Up to 15m	75	18.0
>15m to 20m	100	25.0
>20M to 25m	150	32.0
>25m to 35m	200	38.0
>35m to 40m	250	42.0
>40m	300	50.0

Materials

- 1/2" CDX Plywood, exterior grade (4 ply)
- 2 x 4 construction grade lumber
- 3/8-16 x 12" carriage bolts (rounded head on weather side)
- 3/8-16 construction grade nuts
- 1/2" (USS Standard) Flat washers with an inside diameter large enough to bypass the wrench neck inside the carriage bolt head so no lift edge is available beneath an installed carriage bolt head.
- 3/8" (USS Standard) diameter flat washers for installation beneath the nut inside the building

As required:

1 5/8" (6D) galvanized or stainless steel ring-shank nails or comparable deck nails.

#12 x 3" deck/wood screws



Appendix A Richmond Fire Rescue - Vacant Premises Securing Procedures

Barrier Assembly

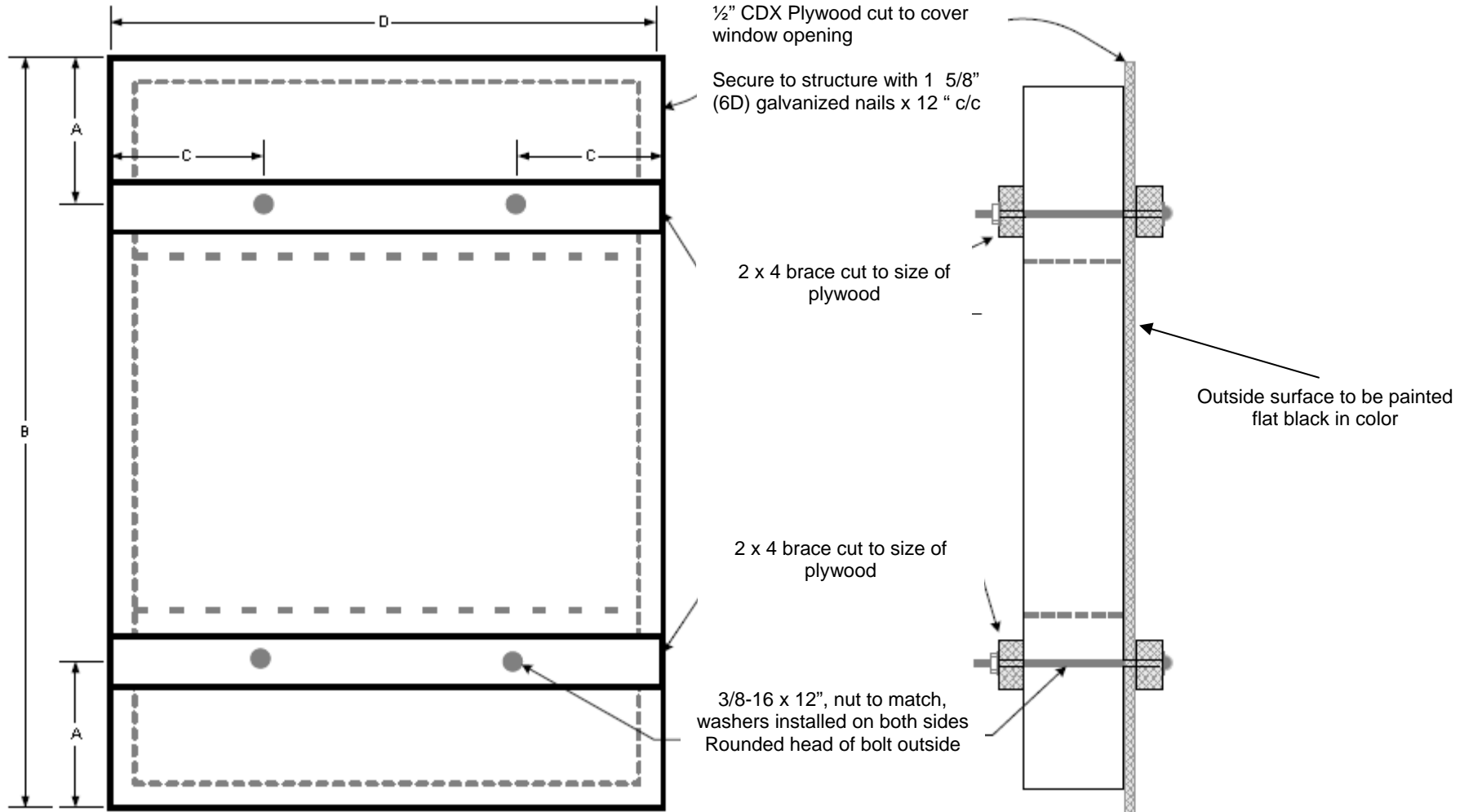
- Applying barriers is accomplished with an inside and outside carpenter with appropriate tools and supplies. The inside carpenter will need a light. Exit is made over a ladder when the last window is boarded.
- Plywood shall be cut to fit over the window and door openings, flush with outside of the molding/trimmer stud. Application of barriers shall be completed so that all lift or pry points are avoided.
- The 2 x 4 braces shall be cut to fit the horizontal dimension of the plywood. (x2) exterior and (x2) interior 2 x 4 braces shall be provided for each window and (x3) sets for each door.
- Window Assembly – Braces are located horizontally approximately 1/3 of the distance from the top and the bottom of the window. Bolt holes are located 1/3 of the length of the brace from the outside edge of the window jams. Prior to installation, the assembly should be pre-assembled and 3/8" holes drilled through all of the components.
- Door Assembly – Door braces will be placed horizontally; one in the center of the doorway and one 1/2 the distance from the center to the top and one 1/2 distance from the center to the bottom of the doorway. Bolt holes are located 1/3 of the length of the brace from the outside edge of the door frame. Prior to installation, the assembly should be pre-assembled and 3/8" holes drilled through all of the components.
- Plywood used to cover exterior openings shall be nailed every 12" c/c along the perimeter to the window or door frame.
- The 2 x 4 braces on the interior and exterior of the assemblies shall be secured using 3/8-16 x 12" carriage bolt assemblies. Bolts shall be inserted through the pre-drilled holes from the exterior with a 1/2" washer place against the exterior brace, a 3/8" washer is placed against the interior brace. The bolt is tightened from the inside so that it slightly compresses the interior brace.
- The exterior surfaces of barriers shall be painted or stained the same color as the structure to minimize the appearance.

Should the through-bolt compression method be impossible due to the size or condition of the opening, the opening shall be covered with plywood and secured with a minimum of #12 x 3" deck/wood screws installed on 4" c/c around the circumference of the opening.

For buildings that require access by authorized personnel, a single door that is visible from the street may be secured using a solid core wood or steel door. There shall be no windows or other openings in this door. The door shall be securely locked using a padlock and hasp assembly that is bolted through the door. The lock loop portion of the hasp is attached to the door frame using a minimum of #12 x 3" deck/wood screws.



Appendix A Richmond Fire Rescue - Vacant Premises Securing Procedures



WINDOW – Outside View

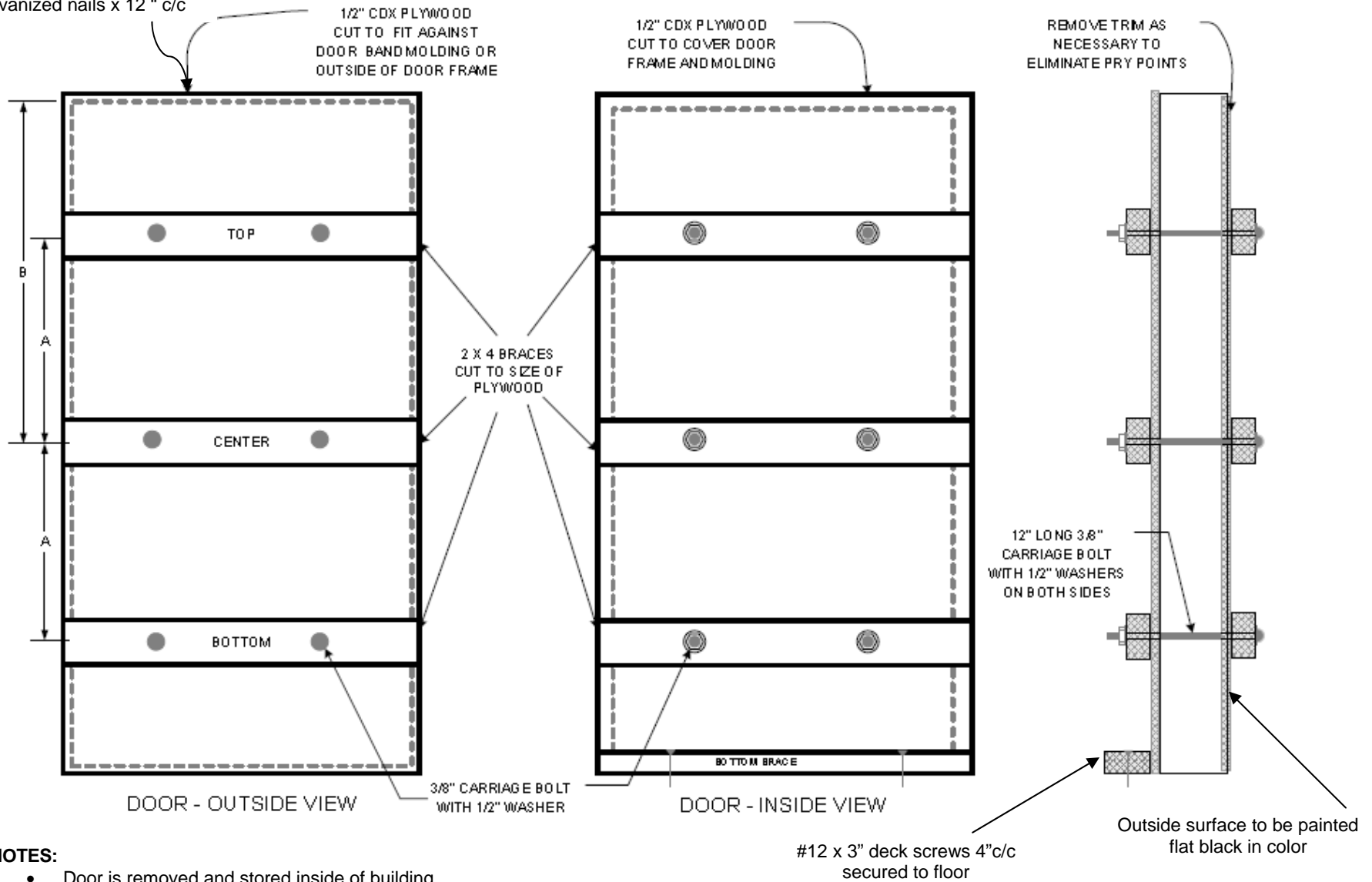
NOTES:

1. For double hung windows, slide sash to center of unit and pass bolts through the openings at top and bottom
2. Storm windows should be removed and stored inside premises.
3. Outside trim may have to be removed to accommodate a flush tight fit.
4. Tighten nuts from inside enough to slightly compress 2 x 4 brace.
5. Brace locations: $A = 1/3 B$ (See dimension locations on drawing)
6. Location of bolt holes: $C = 1/3D$ (See dimension locations on drawing)



Appendix A Richmond Fire Rescue - Vacant Premises Securing Procedures

Secure to structure with 1 5/8" (6D) galvanized nails x 12" c/c



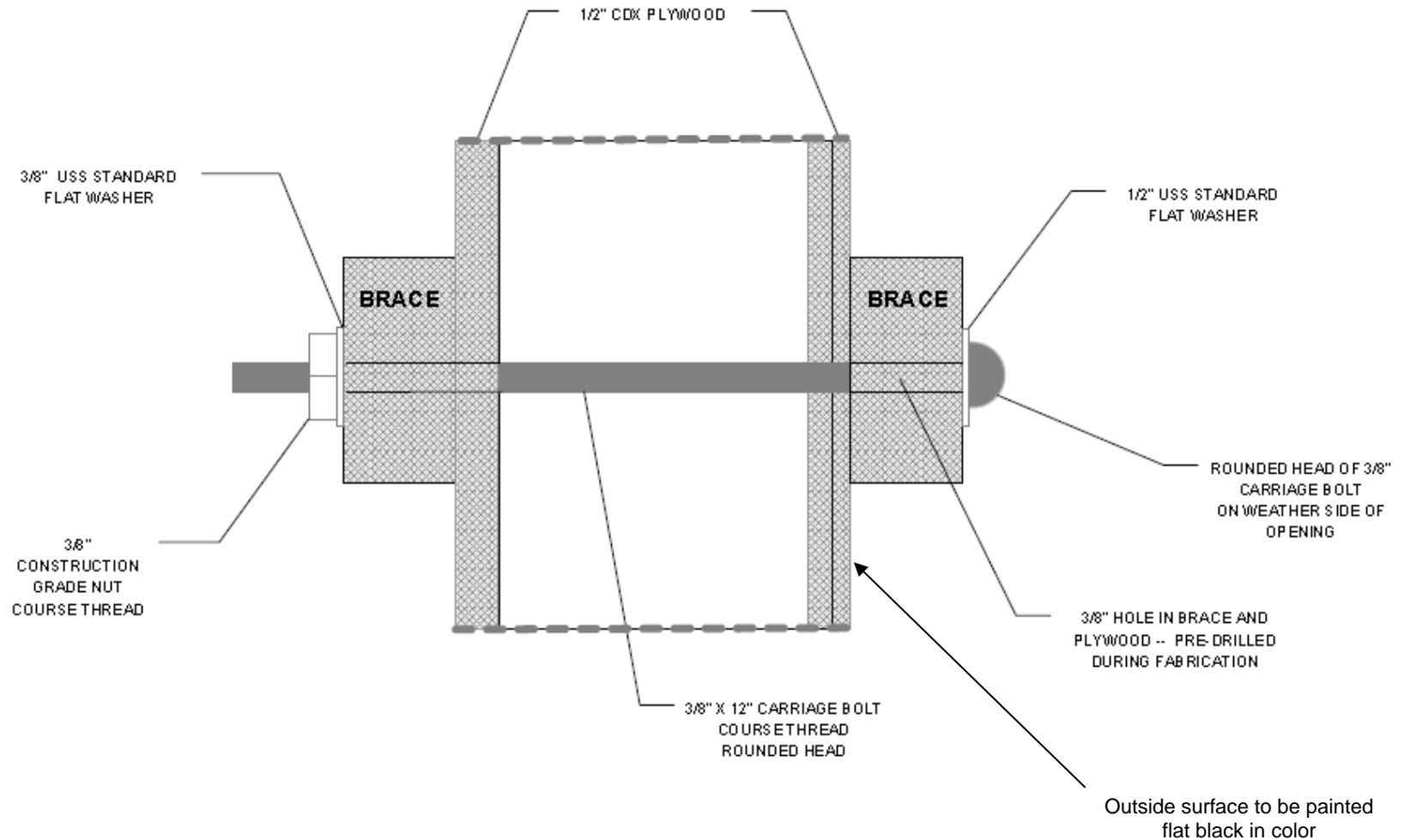
NOTES:

- Door is removed and stored inside of building.
- Use 3/8-16 x 12" Carriage bolts – rounded head on outside of building
- Tighten nuts from inside enough to slightly compress 2 x 4 brace.
- If plywood cannot be butted against band molding, cut to cover outside edge of door frame.
- Bolt holes are located as they are for windows detail (see window detail)



Appendix A Richmond Fire Rescue - Vacant Premises Securing Procedures

- Center brace located in center of doorway opening. Top and bottom braces are positioned where $A = 1/2B$ (see dimension locations on drawing)



NOTES:

- Use 3/8-16 X 12" carriage bolts – rounded head on outside of building
- Tighten nuts from inside enough to slightly compress washer into 2 x 4 brace.
- Use 1/2" Washer on weather side to accommodate the wrench neck of bolt and eliminate pry points.



Appendix A Richmond Fire Rescue - Vacant Premises Securing Procedures

MATERIALS LIST

WINDOW ASSEMBLY

Materials required per window

- (x1) 1/2" CDX Plywood – cut to dimensions of window frame (weather side) Number of windows to be secured (N_W):
- (x4) 2 x 4 braces – cut to width of plywood - Number of window braces required: ($N_W \times 4$)
- (x4) Carriage Bolt assemblies - Carriage bolt assemblies required (B_W): ($N_W \times 4$)

As required:

- 1 5/8" (6D) galvanized or stainless steel ring-shank nails or comparable deck nails.
- #12 x 3" deck/wood screws

DOOR ASSEMBLIES

Materials required per door

- (x1) 1/2" CDX Plywood sheet – cut to dimensions of door frame (weather side) – number of doors to be secured (N_D):
- 1/2" CDX Plywood sheet – cut to outside dimensions of door frame (inside)
- (x1) 2 x 4 braces – (x3) cut to width of outside plywood, (x3) cut to width of inside plywood - number of door required:
(No. x 6)
- 2 x 4 bottom brace – cut to width of door trim - number of bottom braces required: (No.)
- (x6) Carriage bolt assemblies - carriage bolt assemblies required (B_D): (No x 6)

As required:

- 1 5/8" (6D) galvanized or stainless steel ring-shank nails or comparable deck nails.
- #12 x 3" deck/wood screws

CARRIAGE BOLT ASSEMBLY

- (x1) 3/8-16 x 12" Carriage bolt
- (x1) 1/2" USS Standard flat washer (weather side)
- (x1) 3/8" USS Standard flat washer (inside)
- (x1) 3/8-16 Construction grade nut

Total carriage bolt assemblies ($B_W + B_D$)

Reference: IAAI/USFA Abandoned Building Project – Board Up Procedures