



North Battleford

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2025

Fire Extinguisher Annual Inspections/ Service Contract



RFP#: CNB-EPAI-BM-2025-01-27

Issue Date:
Tuesday, April 29, 2025

Closing Time:
2:00 PM Tuesday, May 13, 2025

**Times listed are to be considered CST
(Saskatchewan time)**

City of North Battleford

1291- 101st Street

PO Box 460

North Battleford, SK

S9A 2Y6

SUMMARY OF KEY INFORMATION

RFP TITLE	Fire Extinguisher Annual Inspections/ Service Contract RFP#: CNB-EPAI-BM-2025-01-27 Proponent must use this title on all correspondence.
CONTACT PERSON	The point of contact for this RFP is: City Clerk's Department City of North Battleford, SK, Canada E-mail: tenders@cityofnb.ca Phone: 306-445-1700
INQUIRIES	Please direct all inquiries by email to the contact person. Inquiries received by any other means may not be answered.
SUBMISSION DEADLINE	Saskatchewan time 2:00 PM Tuesday, May 13, 2025, or as amended by addendum.
SUBMISSION LOCATION	Proposals are to be submitted to: Fire Extinguisher Annual Inspections/ Service Contract RFP#: CNB-EPAI-BM-2025-01-27 City Clerk's Department City of North Battleford 1291- 101 st Street PO Box 460 North Battleford, SK S9A 2Y6 via email to: tenders@cityofnb.ca

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SECTION 1 SUMMARY OF THE OPPORTUNITY

1.1 Project Description

This Request For Proposals (RFP) is issued by the Corporation of the City of North Battleford (The City) for the purpose of seeking a qualified team to perform annual fire extinguisher inspections and servicing throughout all City owned facilities.

1.2 Invitation

The City invites any company (or teams of companies) that is interested in performing the annual services as laid out in the specifications section of the RFP, to submit a proposal.

SECTION 2 STANDARD TERMS AND CONDITIONS

2.1 Definitions

Throughout this Request for Information, the following definitions apply:

“Addenda” means all additional information regarding this RFP including amendments to the RFP.

“Submission Location” includes the location or email address for submissions.

“Submission Time” means the closing time and date for this RFP.

“Contract” means the written agreement resulting from the RFP executed by the City and the successful Proponent.

“Contractor” means the successful Proponent of the RFP who enters into a Contract with the City.

“City” means the City of North Battleford.

“Must” or “Mandatory” means a requirement that must be met in order for a proposal to receive consideration.

“Proponent” means a person or entity (excluding its parent, subsidiaries, or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP.

“Proposal” means a written response to the RFP that is submitted by a Proponent.

“Request for Proposal” or “RFP” means the solicitation described in this document, including any attached or referenced appendices, schedules, or exhibits and as may be modified in writing from time to time by the City by Addenda.

2.2 Acceptance of Terms and Conditions

Submitting a proposal indicates acceptance of all the terms and conditions set out in this RFP, including those that follow, and that are included in all appendices and any Addenda.

A proposal must be signed by a person authorized to sign on behalf of the Proponent with the intent to bind the Proponent to the RFP and the statements and representations in the

Proponent's proposal. If electronic submissions are to be accepted, then a scanned copy of the Proposal Submission Form included in this RFP, including a signature of an authorized representative of the Proponent which confirms the Proponent's intent to be bound, is acceptable.

2.3 Proposals

2.3.1. Submission Proposal and Deadline

1. Proposals must be submitted before Closing Time to the City as outlined in the Instructions to Bidders section of this RFP using one of the submission methods set out. The Proponent is solely responsible for ensuring that the City receives a complete proposal, including all attachments or enclosures, before the Closing Time. Please notify the specified contact if alternative methods of delivery for proposal documents are required.
2. For electronic submissions:
 - a) The Proponent is solely responsible for ensuring that the complete electronic proposal, including all attachments, is received before Closing Time.
 - b) The City's email system accepts email attachments up to a maximum size of 15MB total. Emails with attachments larger than this will be undelivered. Proponents are solely responsible for ensuring that email proposal submissions comply with any size restrictions imposed by the City's internet service provider.
 - c) Proponents should submit email proposal submissions in a single email and avoid sending multiple email submissions for the same proposal. If the file size of an electronic submission exceeds the applicable maximum size, the Proponent may send multiple emails to reduce attachment file size to be within the maximum applicable size. Proponents should identify the order and number of emails which comprise the email proposal submission (e.g., "email 1 of 3, email 2 of 3...").
 - d) For email proposal submissions sent through multiple emails, the City reserves the right to seek clarification or reject the proposal if the City is unable to determine which documents constitute the complete proposal.
 - e) Attachments must not be compressed, must not contain a virus or malware, must not be corrupted, and must be able to be opened. Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The City may reject proposals that are compressed, cannot be opened, or that contain viruses, malware, or corrupted attachments.
 - f) For email proposal submissions, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number, and the project or program title.
 - g) The City strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal, including any attachments, before Closing Time.

- h) The Proponent bears all risk associated with delivering its proposal by electronic submission including, but not limited to, delays in transmission between the Proponent's computer and the City's email system.
- i) While the City may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the City's electronic mail system rejects an email proposal submission for any reason and the Proponent does not resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the City's Contact listed in the Instructions to Bidders section of this RFP to confirm receipt of the email if:
 - i) the Proponent's email proposal submission is rejected by the City's electronic mail system; or
 - ii) the Proponent does not receive a response email from the City confirming receipt of the email and all attachments one hour prior to the closing time of the RFP.
- j) An alternate submission method may be made available, at the City's discretion, commencing one half hour before the Closing Time. It is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the City before the Closing Time. The City makes no guarantee that an alternative submission method will be available, or that the alternative submission method will ensure that a Proponent's proposal is received before Closing Time.

2.3.2. Completeness of Proposal

By submitting a proposal, the Proponent understands that, if the RFP is to design, create, or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal, or will be provided by the Contractor at no additional charge.

2.3.3. Proposal Amendment or Withdrawal

Proposals may be changed by written amendment if received before the Closing Time, but not after. The amendment must include:

- a cover letter explaining what is to be changed, duly signed by the authorized signatory of the Proponent;
- any documents to be substituted, clearly marked with a date and initialed; and
- any additional documents.

Proposals may be withdrawn in writing if received before the Closing Time, but not after. In the case of physically delivered Proposals, if the Proponent does not pick the submitted proposal package when delivering the letter of withdrawal, the City will not open the

proposal package and will keep it for 5 business days for the Proponent to pick up. If the proposal package is not picked up after 5 business days, the unopened proposal package will be destroyed. In the case of emailed submissions, the City Clerk's Department will delete the submission without printing or circulation.

2.3.4. Proposal Documents and Site Examination

Proponents, by submitting a response to the RFP, are deemed to have carefully examined the RFP, including all attached Schedules and other attached documents, prior to preparing and submitting a Proposal, with respect to any and all facts.

All Proponents, before submission of their proposal, will have thoroughly examined all Proposal Documents, as well as the site(s) of the proposed Work (if applicable), in order to inform themselves of the conditions attending to the execution of the Work.

Where applicable, the site information will be made available to all Proponents during the bidding period for review. If a Proponent finds discrepancies in, or omissions from, the Proposal Documents, or if in doubt as to the meaning, the Proponent shall notify the City. If required, an addendum will be issued for clarification.

2.3.5. Compensation

All prices, fees, quoted in the proposal shall:

- include all applicable taxes, duties, costs of packing, transportation and other charges, unless otherwise expressly stipulated in the proposal;
- be in Canadian (CAD) funds;
- remain firm and irrevocable and open for acceptance by the City for a period of 120 calendar days after the Official Closing Time indicated in this RFP; and
- be firm, if awarded, for the duration of the contract.

2.3.6. Addendum

If the City determines that an amendment is required to the RFP, the City will issue a written addendum, which will be posted electronically through:

- SaskTenders, and/or
- the City website.

It is the responsibility of the Proponent to verify if any addendums have been posted.

The City reserves the right to revise this RFP up to the Proposal Submission Date. When the City issues an addendum two business days or less prior to the Proposal Submission Date, the City will extend the closing date to allow Proponents a minimum of three business days to revise and submit their proposals.

All terms and conditions which are not modified by addendum shall remain unchanged.

By submission of a Proposal to the City, the Proponent is deemed to have received, accepted, and understood the entire RFP, including any and all addendums. Proponents

will need to acknowledge that they have addressed all addendums issued in their proposal.

2.3.7. Submissions are Owned by the City

All submissions become the property of the City at Closing Time and will not be returned to the Proponent unless withdrawn by the Proponent prior to the Closing Time. All submissions are considered to contain confidential business information of the Proponent and will be held in confidence by the City unless otherwise required by the laws applicable to the Province of Saskatchewan. Proponents should be aware the City is subject to Municipal Freedom of Information and Protection of Privacy Act.

2.4 Proponents' Proposal Expenses

Proponents are solely responsible for their own expenses in participating in the RFP process, including costs of preparing a proposal and for subsequent finalizations with the City, if any. The City will not be liable to any Proponent for any claims, whether for costs, expenses, damages, or losses incurred by the Proponent in preparing its proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

2.4.1. Proposal Evaluation Criteria

Proposals will be assessed in accordance with the evaluation criteria. The City will be under no obligation to receive further information, whether written or oral, from any Proponent. The City is under no obligation to perform any investigations or to otherwise verify any statements or representations made in a proposal.

Proposals will be evaluated by an Evaluation Team comprised of appropriate staff members of the City and others, when applicable. The Evaluation Team will contact Proponents for interviews if they deem necessary.

The City reserves the right to shortlist Proponents to a number of the top scoring Proponents. These short-listed Proponents must be prepared to:

- answer questions on their proposal submission;
- clarify their proposal, including a written response to a request for clarification, which shall then form part of the Proponent's proposal;
- cooperate with the City with respect to interview scheduling, if required; and any other requirements as requested by the City.

The lowest cost or highest scoring proposal will not necessarily be accepted.

2.4.2. Resource Commitments

The successful Proponent must make available the appropriately skilled workers, consultants, or subcontractors, as appropriate, to carry out the Contract. These resources must be available on a dedicated basis, as required, to carry out the Contract with due care, skill, and efficiency to meet the City's project deadlines. The selected Proponent will ensure that staff assigned to work on this Project have the necessary education, licenses, and certifications where necessary.

24.3. Subcontractors

Unless the RFP states otherwise, the City will accept proposals where more than one organization or individual is proposed to deliver the services described in the RFP, so long as the proposal identifies the lead entity which will be the Proponent, being the company or individual with the sole responsibility to deliver the services under the Contract. The City will enter into a Contract with the Proponent only. The evaluation of the Proponent will include evaluation of the resources and experience of proposed subcontractors, if applicable.

All subcontractors, including affiliates of the Proponent, should be clearly identified in the proposal.

A Proponent may not subcontract to a firm or individual whose current or past corporate or other interests may, in the City's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by the firm or individual in the preparation of the RFP, or a relationship with any employee, contractor, or representative of the City involved in preparation of the RFP, participating on the evaluation committee, or through the administration of the Contract.

If a Proponent is in doubt as to whether a proposed subcontractor might be in a conflict of interest, the Proponent should consult with the City's Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest, either actual or potential, with respect to the RFP.

2.5 City's Rights

2.5.1. Submission of a Response Does not Create Contract A

This RFP process is not intended to create a formally binding bidding process and shall not give rise to the legal rights or duties applied to a formal Contract A binding bidding process or any other legal obligations arising from this process.

No legal obligation regarding the procurement of any good or service shall be created between the Proponent and the City.

2.5.2. Cancellation of RFP

The City reserves the right to cancel the procurement of goods and service outlined in this RFP at any time, including rejecting of all Proposals, up to the execution of a contract with a proponent.

2.5.3. Disqualification of Proposals

Proposals which are incomplete or do not meet any of the requirements specified, or are received after the Proposal Submission deadline, as received by the City on the date, time, and place as outlined in this document, will not be considered. Proponents are solely responsible for ensuring that proposals are delivered as required.

25.4. Legal Entities

The City reserves the right in its sole discretion to:

disqualify a proposal if the City is not satisfied that the Proponent is clearly identified;

request, prior to entering into a Contract with a Proponent, that the Proponent provide confirmation of the Proponent's legal status (or in the case of a sole proprietorship, the Proponent's legal name and identification) and certification in a form satisfactory to the City that the Proponent has the power and capacity to enter into the Contract; and

not enter into a Contract with a Proponent if the Proponent cannot satisfy the City that it is the same legal entity that submitted the Proponent's proposal.

25.5. Past Legal Action (Litigation)

In addition to any other provision of this RFP, the City may, at its absolute discretion, reject the Proposal of a Proponent (or any office or director of the Proponent submitting the Proposal) if it is, or has been, engaged directly, or indirectly, in legal action against the City, its elected or appointed officers, representatives, or employees in relation to any matter, or, if the City has initiated legal action against any officers or directors of the Proponent.

25.6. The City's Right to Accept or Reject

The City of North Battleford reserves the right to reject any or all Proposals, including, without limitation, the lowest RFP, and to award the Contract to whomever the City of North Battleford in its sole and absolute discretion deems appropriate, notwithstanding any custom of the trade to the contrary, nor anything contained in the Contract documents or herein.

The City of North Battleford shall not, under any circumstance, be responsible for any costs incurred by the Proponent in the preparing of its Proposal.

Without limiting the generality of the foregoing, the City of North Battleford reserves the right, in its sole and absolute discretion, to accept or reject any proposal which, in the view of the City of North Battleford is incomplete, obscure, or irregular, which has erasures or corrections in the documents, which contains exceptions and variations, which omits one or more prices, which contains prices the City of North Battleford considers unbalanced, or which is unaccompanied by a Bid Bond or Consent of Surety issued by a surety not acceptable to the City of North Battleford.

Criteria which may be used by the City of North Battleford in evaluating proposals and awarding the Contract are in the City of North Battleford's sole and absolute discretion, and, without limiting the generality of the foregoing, may include one or more of: price, total cost to the City of North Battleford, reputation, claims history of the Proponent, qualifications and experience of the Proponent and its personnel, quality of services and personnel proposed by the Proponent, ability of the Proponent to ensure continuous availability of qualified and experienced personnel, the Project Schedule and Plan, the proposed Labour and Equipment, and the proposed Supervisory Staff.

Should the City of North Battleford not receive any proposal satisfactory to the City of North Battleford in its sole and absolute discretion, the City of North Battleford reserves the right to re-advertise the Request for Proposal or negotiate a contract for the whole or any part of the Project with any one or more persons whatsoever, including one or more of the Proponents.

25.7. Discrepancies in Proponent's Financial Proposal

If any discrepancies, errors, or omissions in pricing submitted are found in the Proposal, the City shall be entitled to make obvious corrections, but only if, and to the extent, the corrections are apparent from the Proposal as submitted. In particular:

1. if there is a discrepancy between the unit price and the extended total, then the unit price shall be deemed correct, and corresponding correction will be made to the extended total;
2. if a unit price has been given, but the corresponding extended total has been omitted, the extended total will be calculated from the unit price and estimated quantity; and
3. if the extended total has been given, but the corresponding unit price has been omitted, then the unit price will be calculated using the extended total and the estimated quantity.

25.8. Negotiations

The City may award the Contract on the basis of initial Proposals received without further discussions. Therefore, each Proposal should contain the Proponent's best terms and information, including all required documentation, as listed in the RFP. The City reserves the right to enter into discussions or negotiations with the selected Proponent. If the City and the selected Proponent cannot negotiate a satisfactory Contract, the City may, at its sole discretion, terminate negotiations and begin negotiations with the next selected Proponent and continue with this process until a satisfactory Contract is negotiated. No Proponent shall have any rights against the City arising from such negotiations.

25.9. No Adjustments to Proposals

No unilateral adjustments by Proponents to submitted Proposals will be permitted. Proponents may withdraw their Proposal prior to Closing Date and Time by notifying the City in writing. Proponents who have withdrawn a proposal may submit a new Proposal which must be received by the City under the same terms as outlined in this document. After the Closing Date and Time, the Proposal is binding to the Proponent. If the City requires clarification of a Proponent's Proposal, that Proponent will provide a written response to a request for clarification, which shall then form part of the Proponent's Proposal.

25.10. Period of Validity of Proposals and Agreement

Unless otherwise specified, all Proposals submitted shall be irrevocable for 120 calendar days following the Closing Date.

25.11. Intellectual Property Rights

The City shall, upon payment for the design of work, have ownership and right to use all drawings, designs, specifications, including cad files (drawings and models), exclusively for the work they were designed for at the location they were designed for. This right of ownership is specifically for keeping of records of the work and to facilitate operation and future modifications, analysis, and the repair of the work.

This Ownership of the Work shall not include a copyright of the work nor will allow the City to use the work to construct additional projects based on the work without first retaining the consultant who originally created the work.

Exclusive licensing and marketing rights to the proposed development structure belong to the City.

25.12. Provisional Items

Items listed as provisional may or may not be included in the Contract Award.

The City reserves the right to diminish all or any portion of the items listed as provisional at any time before, during, or after the Contract award, and no claim shall be made for damages on grounds of loss of anticipated profit or for any other reason.

25.13. Liability for Errors

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

25.14. Contractor/Consultant/Service Provider Performance Evaluation

The City, at any time during and/or after the completion of the Contract, may conduct a formal evaluation of the Proponent's performance using a performance evaluation form as established by the City. The results of the formal evaluation process shall be provided to the Proponent. If performance is unsatisfactory, the City may suspend the rights of any Proponent to bid on future requests for bids.

2.6 Health and Safety

The City has specific requirements that Contractors working for the City must adhere to with respect to Health and Safety, which are listed below.

1. For the purposes of this Contract, with respect to Health and Safety, the following definitions apply:

Contractor - A contractor is an individual, business, or other entity retained by the City who performs their service for the City. This term applies to all contractors, all contractor employees, and any sub-contractors hired by the contractor.

Service Provider - Includes contractors, subcontractors, consultants, and suppliers who complete business on City properties or worksites.

Competent Worker - With respect to a particular task or duty, includes a worker who is being trained to perform that task or carry out that duty, and who is under close and competent supervision during that training.

Health and Safety Coordinator - City representative who is a resource for Occupational Health and Safety Acts and Regulations interpretation and implementation.

Project Leader - City representative who is responsible for the completion of the project or work for which the contractor or service provider has been engaged.

2. The Health and Safety Coordinator will:

- assist with identifying and resolving health and safety issues;
- coordinate pre-construction meetings with the Project Leader; and
- complete planned and unplanned work site inspections, and make health and safety recommendations as required.

3. Contractors / Service Providers will:

- cooperate and comply with the City of North Battleford Safety Program;
- perform all work in a safe manner and refuse to participate in unsafe activities;
- provide Competent Workers;
- provide necessary education, training, and safety equipment for their employees;
- have complete control of the work and work area and will provide adequate and competent supervision of the workers;
- inspect the project work areas and correct any hazards identified;
- investigate any accidents, injuries or near-misses, no matter how slight, (including property damage), and provide a copy of the investigation report to the City's Project Leader and the City's Health and Safety Coordinator or designated alternate;
- address any non-compliance issues with their staff, and take appropriate corrective and/or disciplinary action;
- ensure the following Procedures are in place for all worksites on/in City property, and ensure the Procedures are understood by all onsite staff and sub-contractors. Emergency procedure copies will be forwarded by the Contractor to the City's Health & Safety Coordinator.
- Emergency procedures
- Emergency Evacuation Plan
- First Aid

- document Toolbox Meeting and other safety meetings as required during the execution of the work;
- provide copies of the Toolbox and Safety Meetings to the City upon request;
- ensure that a risk assessment is completed on all projects. Documentation verifying the Contractor's staff and sub contractors have completed the necessary safety training for work being performed will be made available to the City upon request;
- supply and ensure all workers wear required PPE, and that such PPE is kept in good condition;
- provide a current and active WCB account number and COR number (if certified); and
- cooperate with the City in all matters relating to health and safety.

2.7 Legal Matters

2.7.1. Confidentiality

Confidentiality of records and information relating to this work must be maintained at all times. The Proponent acknowledges that prior to the Closing Time, it may be required to enter into a confidentiality agreement with the City in order to obtain access to confidential materials relevant to preparing a Proposal.

All correspondence, documentation, and information provided by City staff to any Proponent in connection with, or arising out of this Request for Information (RFP), or the acceptance of any proposal:

- remains the property of the City;
- must be treated as confidential; and
- must not be used for any purpose other than for replying to this RFP, and for fulfillment of any related subsequent Contract.

2.7.2. Conflict of Interest Statement

In its Proposal, the Proponent must disclose to the City any potential conflict of interest that might compromise the performance of the Work. If such a conflict of interest does exist, the City may, at its discretion, refuse to consider the Proposal. The Proponent must also disclose whether it is aware of any City employee, Council member, or member of a City agency, board or commission, or employee thereof having a financial interest in the Proponent and the nature of that interest. If such an interest exists or arises during the evaluation process or the negotiation of the Agreement, the City may, at its discretion, refuse to consider the Proposal or withhold the awarding of any agreement to the Proponent until the matter is resolved to the City's sole satisfaction.

If during the evaluation process or the negotiation of the Agreement, the Proponent is retained by another client, giving rise to a potential conflict of interest, then the Proponent will so inform the City. If the City requests, then the Proponent will refuse the new

assignment, or will take such steps as are necessary to remove the conflict of interest concerned.

2.7.3. No Lobbying

A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate for this purpose directly or indirectly with any employee, contractor, or representative of the City, including members of the Evaluation Committee and any elected officials of the City, or with the media, may result in disqualification of the Proponent.

2.7.4. Non-Collusion

Each Proponent shall attest that its participation in the RFP process is conducted without any collusion or fraud. If the City discovers there has been a breach of this requirement at any time, the City reserves the right to disqualify the proposal or terminate any ensuing Agreement.

2.7.5. Legislative and Licensing Requirements

All Proponents shall comply with all legislation and regulations, which are, or may become, applicable to the services provided.

2.7.6. Municipal Freedom of Information and Protection of Privacy Act

The Proponent acknowledges that any Proposal, Detailed Work Plan, and Pricing (the "Bid Submission") submitted shall become a record belonging to the City of North Battleford and, therefore, are subject to the Municipal Freedom of Information and Protection of Privacy Act. This Provincial Law gives individuals, businesses, and other organizations a legal right to request records held by the City, subject to specific limitations.

The Proponent should be aware that it is possible that any records provided to the City including, but not limited to, pricing, technical specifications, drawings, plans, audio-visual materials, or information about staff, parties to the Bid Submission, or suppliers, could be requested under this law.

If the Proponent believes that all or part of the Bid Submission should be protected from release, the relevant part(s) should be clearly marked as confidential. Please note that this will not automatically protect the Bid Submission from release, but it will assist the City in making a determination on release, should a request be made.

At minimum, the identity of the Proponent, along with total bid amount and final scoring may be made public in the staff report to City Council.

All correspondence, documentation, and information provided to the Evaluation Team may be reproduced for the purposes of evaluating the Proponent's Bid Submission.

2.8 Contract

By submitting a proposal, the Proponent agrees that should its Proposal be successful, the Proponent will enter into a Contract with the City for the work substantially the same

set out in 0, which forms part of this RFP, and such other terms and conditions to be finalized to the satisfaction of the City, if applicable.

Written notice to a Proponent that it has been identified as the successful Proponent, and the subsequent full execution of a written Contract, will constitute a Contract for the goods or services. No Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

28.1. Contract Finalization Delay

If a written Contract cannot be finalized with provisions satisfactory to the City within thirty (30) days of notification of the successful Proponent, the City may, at its sole discretion at any time thereafter, terminate discussions with that Proponent and either commence finalization of a Contract with the next qualified Proponent, or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

28.2. Business License

To perform work in the City, a Proponent must have a current business license. If the Proponent does not currently have a current business licence, they must indicate in the Proposal that they will acquire one prior to the City paying any invoice issued by the Proponent.

28.3. Service Provider Agreement

Upon entering into a Contract to provide goods and or services to the City, including construction, every contractor, contractor's sub-contractor, and supplier will sign and submit a Service Provider Agreement as attached to this RFP.

It is the responsibility of the contractor or supplier to have their sub-contractors and/or suppliers sign the agreement and provide it to the City.

28.4. Contractor Code of Conduct

Upon entering into a Contract to provide construction services to the City, every contractor will sign and submit the Contractor Code of Conduct as attached to this RFP.

28.5. Insurance

Without restricting the generality of indemnification, the successful Proponent is required to maintain the following insurance coverage for the entire term of the Contract, and through any subsequent maintenance period. The Proponent shall provide the City of North Battleford with proof of insurance in the form of a certificate of insurance or, if required by the City, a copy of the policy. Proof of the insurance coverage shall be in a form satisfactory to the City prior to commencement of any work being performed.

It is understood and agreed that the coverage provided by these policies will not be changed or amended in any way, nor cancelled by the Proponent, until 90 days after written notice by registered mail of such change, or if cancellations have been delivered to the City of North Battleford. Contractors shall provide the City evidence that all sub-contractors performing work on the Project have the same types and amounts of

coverages as required herein, or that the sub-contractors are included under the bidder's policy.

There are to be no lapses in insurance at any time during the Contract. Failure for the Proponent to keep or maintain its certificate of insurance current will result in the Contract being terminated.

The Proponent must, without limiting the Proponent's obligations or liabilities, and at the Proponent's own expense, purchase and maintain throughout the Term the following insurances with insurers licensed in Saskatchewan in forms and amounts acceptable to the City.

The following are the minimum insurance requirements of the City of North Battleford, in Canadian dollars:

1. Commercial General Liability

The policy shall provide coverage for Bodily Injury, Property Damage, and Personal Injury and shall include, but not be limited, to:

- a) a limit of liability of not less than \$2,000,000 per occurrence with an annual aggregate of not less than \$2,000,000;
- b) the addition of the Corporation of the City of North Battleford as an additional insured with respect to the operations of the Named Insured;
- c) a provision for cross liability and severability of interest in respect of the Named Insured;
- d) non-owned automobile coverage with a limit not less than \$2,00,000 and shall include contractual non-owned coverage (SEF 96)
- e) products and completed operations coverage;
- f) broad Form Property Damage;
- g) Contractual Liability;
- h) Owners and Contractors Protective;
- i) provide 30 days' prior notice of cancellation; and
- j) Professional Liability Insurance.

The proponent shall take out and keep in force Professional Liability insurance of \$1,000,000 providing coverage for acts, errors, and omissions arising from their professional services performed under this Agreement. If the policy has an aggregate limit, the amount of the aggregate shall be double the required per claim limit. The policy shall be underwritten by an insurer licensed to conduct business in the Province of Saskatchewan and acceptable to the City of North Battleford.

2. Automobile Liability Insurance (*only applicable if an on-site visit is planned*)

Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Saskatchewan, having an inclusive limit of not less than \$200,000 per occurrence for Third Party Liability, in respect to the use or operation of vehicles owned, operated, hired, or leased by the contractor.

3. Primary Coverage

The Proponent's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the City.

4. Certificate of Insurance

The Proponent shall provide a Certificate of Insurance evidencing coverage in force at least 10 days (about one and a half weeks) prior to contract commencement.

SECTION 3 INSTRUCTIONS TO PROPONENTS

3.1 Timetable

The table below outlines the City's proposed timetable for the RFP.

Task	Date
Release Date for RFP	April 29, 2025
RFP Close Date	2:00 PM Tuesday, May 13, 2025
RFP Award Date	May 30, 2025

The City reserves the right to modify the above schedule. All changes will be made by addendum.

3.2 Registration

Interested Proponents will receive addendums (if issued) from SaskTenders if registered at SaskTenders.ca. Proponents may be forwarded addendums from the City Clerk's Department if time permits. It will be the sole responsibility of the Proponent to monitor SaskTenders.ca and the City of North Battleford website (<https://www.cityofnb.ca/our-city-government/tenders-and-bids/>) to ensure no addendums have been uploaded for inclusion in their Proposal.

Contact the City Clerk's Department to be placed on the bidders list.

City Clerk's Department
1291 – 101 Street
North Battleford, SK
Email: tenders@cityofnb.ca.

3.3 Inquiries

All inquiries are to be directed to:

City Clerk's Department
1291 – 101 Street
North Battleford, SK
Email: tenders@cityofnb.ca.

The City Clerk's Department will record all inquiries and forward inquiries to the appropriate people to provide answers. Answers to inquiries will be provided through the City Clerk's

Department. All inquiries and responses may be distributed to all Proponents who acknowledge interest in responding.

Any discrepancies or omissions in the RFP, or questions about the meaning or intent of sections within the RFP, should be brought to the immediate attention of the City Clerk's Department. If an amendment is deemed necessary by the City, an amendment will be issued accordingly.

Any communication not directed through the City Clerk's Department will not be part of the RFP documents and cannot be relied upon by a Proponent when submitting a bid.

If the City Clerk's Department must be contacted by phone, please call City Hall at 306-445-1700 and ask to speak to a person in the City Clerk's Department.

3.4 Opening of Proposals

The City will open Proposals in private.

3.5 Number of Proposals

Proponents may submit multiple Proposals. Each Proposal should be mutually exclusive and submitted separately.

SECTION 4 RESPONSES TO THE RFP

4.1 Proposal Submissions

Submissions are to be made on or before 2:00 PM Tuesday, May 13, 2025, Saskatchewan time.

Any submissions received after the stated Closing Time will not be accepted.

Any submission received where the Proponents did not attend a pre-bid walkthrough will not be accepted.

Proponents may submit a Proposal either by email or in a hard copy, as follows:

4.1.1. Emailed to tenders@cityofnb.ca

Emailed submissions must include:

- the RFP title in the email Subject Line,
- PDF, Microsoft Word, or Microsoft Excel document(s) containing the Proponent's Proposal.

Proponents are encouraged to contact the City Clerk's Department through City Hall at 306-445-1700 to confirm the email has been received prior to the Closing Date and Time.

4.1.2. Delivered to:

Attention: City Clerk's Department
City Hall

1291 – 101 Street
North Battleford, SK
S9A 2Y6

If the Proponent chooses to submit hard copy, the submission must:
be in a sealed opaque envelope labelled with the Proponent's name and RFP title; and
include three official paper copies of the Proponent's Proposal, or one official paper
copy and a USB memory stick including all the PDF, Word, or Excel document(s)
containing the Proponent's Proposal. Proponents are responsible to ensure
submissions are received prior to the Closing Date and Time.

4.2 Proposal Checklist

Proposals should contain the following information:

1. An introduction to the team including:
 - a) Brief introduction to the proponent's organization
 - b) Supervisor / Key personnel
2. Plan of Work including:
 - a) Schedule of Inspections
 - b) Site Plans
 - c) Methodology
3. Examples of Relevant Past Projects
4. CVs/Resumés of Team Members
5. References

4.3 Project Specific Scope of Work & Deliverables

Refer to Appendix 'B' & Appendix 'C'.

4.4 Health & Safety, WSIB

The successful Proponent is required to conform with the Occupational Health and Safety Act related to the performance of the Contract. In addition, the successful Proponent will be required to supply to the City of North Battleford a valid Clearance Certificate issued by WSIB, or if applicable, a letter from WSIB verifying Independent Operator's Status.

4.5 Terms of Payment

The successful Proponent shall be reimbursed per their proposal.
Requirements for invoices are:

- successful Proponent's invoice number;
- City's Purchase Order (PO) number;
- Project Title; and

- a description of the work completed and a billing summary. This summary shall include the tasks set forth in the financial submission and shall indicate the budgeted cost, percentage invoiced to date, and a total of these amounts for each task.

SECTION 5 EVALUATION OF QUOTES

5.1 Evaluation Committee

The evaluation of Proposals will be undertaken by an Evaluation Committee.

The evaluation is confidential and will not be published or shared with other Proponents or the public.

5.2 Evaluation Criteria

The Evaluation Committee will compare and evaluate all Proposals to determine which Proposal is the most advantageous for the City. Proposals will be evaluated on the following criteria:

Description	Score (Max Points)	Weight (%)
Proposal Detail	5	20
Methodology and Timelines/ Schedule	5	20
Professional Qualifications and Experience	5	15
Past Performance/References	5	15
Financial Considerations	5	30
Total		100%

Any score with 1 point or less is an automatic disqualification, regardless of the total score.

The Evaluation Committee will not be limited to the criteria above, and may consider other criteria that is deemed relevant during the evaluation process.

5.3 Proposal Detail

Proposal Detail must be sufficient for the Selection Committee to determine if the Proposal meets the minimum requirements of the goods and services to be procured under this RFP.

5.4 Methodology

The method the Proponent proposes to undertake the work will be evaluated to determine if the Proponent has in place processes, procedures, and approvals necessary to undertake the work and outline how much work the City is expected to do.

5.5 Timelines / Schedule

Key points to highlight would include indicating if the Proposal meets the desired/required timelines, if the proposed schedule is realistic. The Evaluation Committee will also determine which of the Proponents' proposed timelines/schedules best meets the City's needs.

5.6 Past Performance

Evaluation of any Proponent will consider previous business relations with the City of North Battleford.

5.7 References

The City has the right to contact references provided by a Proponent at any time during the evaluation process. References may be contacted by phone and/or in writing, and any information received will be used to assist the Evaluation Committee in assessing a Proponent's capacity and capability to provide the Services outlined in this RFP.

5.8 Interview

Proponents may be interviewed prior to the final awarding of the Contract.

5.9 Demonstration

The Demonstration of the Proponent to use equipment (software) will be considered by the Evaluation Committee.

5.10 Points for Costs


Points will be awarded for costs as follows:

$$Points = 5 * \frac{Proposal_{\text{Cost}} - Lowest\ Proposal\ Cost}{Proposal_{\text{Cost}} - Lowest\ Proposal\ Cost}$$

5.11 Additional Information

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal. The Evaluation Committee may make requests to only selected Proponents. The Evaluation Committee may consider such clarifications or additional information in its evaluation of a Proposal.

APPENDIX A – FIRE EXTINGUISHER LOG

 North Battleford Fire Extinguisher Log					
BUILDING/ AREA	MAKE	S/N	TYPE	SIZE	LAST INSPECTION
B-1.1					
City Hall	General	653485	ABC	5	October , 2024
City Hall	General	548187	Water	2.5	October , 2024
City Hall	Amerex	321137	ABC	5	October , 2024
City Hall	Amerex	987430	ABC	5	October , 2024
City Hall	Amerex	215928	ABC	10	October , 2024
City Hall	Amerex	217789	ABC	10	October , 2024
City Hall	Amerex	321130	ABC	5	October , 2024
City Hall	Amerex	319816	ABC	5	October , 2024
City Hall	Amerex	987424	ABC	5	October , 2024
City Hall	Amerex	987429	ABC	5	October , 2024
City Hall	Amerex	321136	ABC	5	October , 2024
City Hall	Amerex	288789	ABC	10	October , 2024
B-1.2					
Nationswest Field House	Strike	662190	ABC	10	August, 2024
Nationswest Field House	Strike	701210	ABC	5	August, 2024
Nationswest Field House	Strike	687798	ABC	5	August, 2024
Nationswest Field House	Strike	692080	ABC	5	August, 2024
Nationswest Field House	Strike	687750	ABC	5	August, 2024
Nationswest Field House	Strike	687786	ABC	5	August, 2024
Nationswest Field House	Strike	701216	ABC	5	August, 2024
Nationswest Field House	Strike	701181	ABC	5	August, 2024
Nationswest Field House	Strike	378051	ABC	5	August, 2024
Nationswest Field House	Strike	677130	ABC	5	August, 2024
Nationswest Field House	Strike	692165	ABC	5	August, 2024
Nationswest Field House	Strike	692097	ABC	5	August, 2024
Nationswest Field House	Strike	360442	ABC	5	August, 2024
Nationswest Field House	Strike	687801	ABC	5	August, 2024
Nationswest Field House	Strike	692158	ABC	5	August, 2024
Nationswest Field House	Pyrene	10997974	ABC	5	August, 2024
Nationswest Field House	Strike	677084	ABC	5	August, 2024
Nationswest Field House	Strike	677131	ABC	5	August, 2024

Nationswest Field House	Strike	677123	ABC	5	August, 2024
Nationswest Field House	Strike	382264	ABC	5	August, 2024
Nationswest Field House	Amerex	571596	ABC	10	August, 2024
B-1.3					
Northland Power Curling Rink	Strike	783630	ABC	5	April, 2024
Northland Power Curling Rink	Strike	783591	ABC	5	April, 2024
Northland Power Curling Rink	Strike	783567	ABC	5	April, 2024
Northland Power Curling Rink	Strike	783535	ABC	5	April, 2024
Northland Power Curling Rink	Strike	783566	ABC	5	April, 2024
Northland Power Curling Rink	Strike	697403	ABC	10	April, 2024
Northland Power Curling Rink	Ansul	715730	ABC	20	April, 2024
Northland Power Curling Rink	Pyro-chem	633144	ABC	20	April, 2024
Northland Power Curling Rink	Strike	783546	ABC	5	April, 2024
Northland Power Curling Rink	Ansul	888676	K	6	April, 2024
Northland Power Curling Rink	Strike	783569	ABC	5	April, 2024
Northland Power Curling Rink	Strike	783547	ABC	5	April, 2024
Northland Power Curling Rink	Sentry	715721	ABC	20	April, 2024
Northland Power Curling Rink	Sentry	717501	ABC	20	April, 2024
Northland Power Curling Rink	Strike	783589	ABC	5	April, 2024
Northland Power Curling Rink	Strike	783590	ABC	5	April, 2024
Northland Power Curling Rink	Strike	400959	ABC	20	April, 2024
Northland Power Curling Rink	Strike	783594	ABC	5	April, 2024
Northland Power Curling Rink	Strike	697407	ABC	10	April, 2024
B-1.4					
The Battlefords CO-OP Aquatic Center	Amerex	944729	ABC	5	August, 2023
The Battlefords CO-OP Aquatic Center	Strike	260682	ABC	10	August, 2023
The Battlefords CO-OP Aquatic Center	Strike	260681	ABC	10	August, 2023
The Battlefords CO-OP Aquatic Center	Strike	260707	ABC	10	August, 2023
The Battlefords CO-OP Aquatic Center	Amerex	991040	ABC	10	August, 2023
The Battlefords CO-OP Aquatic Center	Strike	260684	ABC	10	August, 2023
The Battlefords CO-OP Aquatic Center	Champion	11797261	ABC	10	August, 2023
The Battlefords CO-OP Aquatic Center	Strike	260697	ABC	10	August, 2023
The Battlefords CO-OP Aquatic Center	Strike	260699	ABC	10	August, 2023
The Battlefords CO-OP Aquatic Center	Strike	260673	ABC	10	August, 2023
The Battlefords CO-OP Aquatic Center	Strike	260693	ABC	10	August, 2023
The Battlefords CO-OP Aquatic Center	Strike	260685	ABC	10	August, 2023
The Battlefords CO-OP Aquatic Center	Strike	262013	ABC	10	August, 2023
The Battlefords CO-OP Aquatic Center	Strike	260695	ABC	10	August, 2023
The Battlefords CO-OP Aquatic Center	Strike	260694	ABC	10	August, 2023
The Battlefords CO-OP Aquatic Center	Champion	11797277	ABC	10	August, 2023
B-1.5					

Dekker Centre	Amerex	143915	ABC	10	December, 2023
Dekker Centre	Amerex	143916	ABC	10	December, 2023
Dekker Centre	Amerex	469824	ABC	10	December, 2023
Dekker Centre	Ansul	401084	K	6	December, 2023
Dekker Centre	Amerex	429076	ABC	10	December, 2023
Dekker Centre	Amerex	429572	ABC	10	December, 2023
Dekker Centre	Amerex	429569	ABC	10	December, 2023
Dekker Centre	Amerex	427708	ABC	10	December, 2023
Dekker Centre	Amerex	430104	ABC	10	December, 2023
Dekker Centre	Amerex	469529	ABC	10	December, 2023
Dekker Centre	Amerex	469404	ABC	10	December, 2023
Dekker Centre	Amerex	429436	ABC	10	December, 2023
Dekker Centre	Amerex	469533	ABC	10	December, 2023
Dekker Centre	Amerex	143917	ABC	10	December, 2023
Dekker Centre	Amerex	428081	ABC	10	December, 2023
Dekker Centre	Amerex	430103	ABC	10	December, 2023
Dekker Centre	Amerex	429077	ABC	10	December, 2023
Dekker Centre	Amerex	469873	ABC	10	December, 2023
B-1.6					
Access Communications Center	First Alert	808091	ABC	5	September, 2024
Access Communications Center	Amerex	897420	ABC	5	September, 2024
Access Communications Center	Amerex	852756	ABC	5	September, 2024
Access Communications Center	Flag	116515	ABC	5	September, 2024
Access Communications Center	Ansul	617279	K	6	September, 2024
Access Communications Center	Flag	141584	ABC	5	September, 2024
Access Communications Center	First Alert	454017	ABC	5	September, 2024
Access Communications Center	Amerex	866359	ABC	5	September, 2024
Access Communications Center	Amerex	836319	CO2	10	September, 2024
Access Communications Center	Amerex	72392565	ABC	5	September, 2024
Access Communications Center	Ansul	4566037	ABC	5	September, 2024
Access Communications Center	Amerex	28915438	ABC	5	September, 2024
Access Communications Center	Flag	156077	ABC	5	September, 2024
Access Communications Center	Amerex	602488	ABC	5	September, 2024
Access Communications Center	Amerex	656645	ABC	10	September, 2024
Access Communications Center	Amerex	12930182	ABC	5	September, 2024
Access Communications Center	Flag	172085	ABC	5	September, 2024
Access Communications Center	Flag	412945	ABC	5	September, 2024
Access Communications Center	Amerex	83282128	ABC	10	September, 2024
B-1.7					
River Valley Center	Ansul	9787784	ABC	2.5	January, 2025
River Valley Center	Strike	26101157	ABC	5	January, 2025

River Valley Center	Strike	90124856	ABC	5	January, 2025
River Valley Center	Strike	90124867	ABC	5	January, 2025
River Valley Center	Strike	90124811	ABC	5	January, 2025
River Valley Center	Strike	26061143	ABC	10	January, 2025
River Valley Center	Strike	90124780	ABC	5	January, 2025
River Valley Center	Strike	90124883	ABC	5	January, 2025
River Valley Center	Amerex	92801305	ABC	20	January, 2025
B-1.8					
RCMP	Flag	036073	ABC	10	February, 2024
RCMP	Pyrene	021825	ABC	5	February, 2024
RCMP	Pyrene	021741	ABC	5	February, 2024
RCMP	Kidde	064017	ABC	10	February, 2024
RCMP	Pyrene	021861	ABC	5	February, 2024
RCMP	Pyrene	021487	ABC	5	February, 2024
RCMP	Kidde	064022	ABC	10	February, 2024
RCMP	kidde	064015	ABC	10	February, 2024
RCMP	Pyrene	021813	ABC	5	February, 2024
RCMP	Pyrene	021486	ABC	5	February, 2024
RCMP	Flag	267710	ABC	10	February, 2024
RCMP	Pyrene	021818	ABC	5	February, 2024
RCMP	Pyrene	028533	ABC	10	February, 2024
RCMP	Kidde	068980	ABC	10	February, 2024
RCMP	Diamond	192458	ABC	10	February, 2024
RCMP	Diamond	681986	ABC	20	February, 2024
RCMP	Amerex	088135	ABC	5	February, 2024
RCMP	Amerex	194086	ABC	5	February, 2024
RCMP	Badger	2433639	ABC	5	February, 2024
RCMP	Pyrene	021824	ABC	5	February, 2024
RCMP	Badger	17839388	ABC	10	February, 2024
RCMP	Pyrene	038292	ABC	10	February, 2024
RCMP	Amerex	011759	ABC	20	February, 2024
RCMP	Amerex	99958995	ABC	5	February, 2024
RCMP	Badger	92955148	ABC	5	February, 2024
RCMP	Strike	787293	ABC	5	February, 2024
RCMP	Amerex	97201429	ABC	5	February, 2024
RCMP	Diamond	503451	ABC	10	February, 2024
RCMP	Flag	944087	CO2	5	February, 2024
B-1.9					
Water Treatment Plant #2	Amerex	93501762	CO2	5	July, 2024
Water Treatment Plant #2	Amerex	93501764	CO2	5	July, 2024
Water Treatment Plant #2	Amerex	97933069	CO2	10	July, 2024

Water Treatment Plant #2	General	285069	ABC	10	July, 2024
Water Treatment Plant #2	Amerex	96049445	CO2	10	July, 2024
Water Treatment Plant #2	Amerex	13520232	CO2	15	July, 2024
Water Treatment Plant #2	Amerex	96049453	CO2	10	July, 2024
Water Treatment Plant #2	Amerex	90049448	CO2	10	July, 2024
Water Treatment Plant #2	Amerex	97933065	CO2	10	July, 2024
Water Treatment Plant #2	Amerex	58411310	ABC	10	July, 2024
Water Treatment Plant #2	Amerex	67442310	ABC	5	July, 2024
Water Treatment Plant #2	Amerex	13691475	ABC	5	July, 2024
Water Treatment Plant #1	Amerex	96904696	CO2	10	July, 2024
Water Treatment Plant #1	Amerex	93501761	CO2	5	July, 2024
Water Treatment Plant #1	Amerex	13844232	ABC	10	July, 2024
Water Treatment Plant #1	Amerex	93501759	CO2	5	July, 2024
Water Treatment Plant #1	Sentry	467363	ABC	5	July, 2024
Water Treatment Plant #1	Amerex	27774739	ABC	10	July, 2024
Water Treatment Plant #1	General	753860	ABC	10	July, 2024
B-1.10					
Water Treatment Plant #1 - Well 11	Sentry	594361	ABC	5	July, 2024
Water Treatment Plant #1 - Well 12	Sentry	597595	ABC	5	July, 2024
Water Treatment Plant #1 - Well 14	Amerex	310007	ABC	10	July, 2024
Water Treatment Plant #1	Amerex	13520178	CO2	15	July, 2024
Water Treatment Plant #1 - Well 15	Sentry	594380	ABC	5	July, 2024
Water Treatment Plant #1 - Well 13	Amerex	310565	ABC	10	July, 2024
Water Treatment Plant #1	Amerex	13520184	CO2	15	July, 2024
Water Treatment Plant #1	Amerex	27786877	ABC	10	July, 2024
Water Treatment Plant #1	Amerex	12930133	ABC	5	July, 2024
Water Treatment Plant #1	Amerex	39536621	ABC	10	July, 2024
Water Treatment Plant #1	Sentry	278361	ABC	10	July, 2024
Water Treatment Plant #1	Amerex	99970794	ABC	10	July, 2024
Water Treatment Plant #1	Amerex	72361001	ABC	10	July, 2024
Water Treatment Plant #1	Sentry	278360	ABC	10	July, 2024
Water Treatment Plant #1	Sentry	278365	ABC	10	July, 2024
Water Treatment Plant #1	Sentry	278305	ABC	10	July, 2024
Water Treatment Plant #1	Amerex	96904695	CO2	10	July, 2024
Water Treatment Plant #1	Sentry	100383	ABC	5	July, 2024
B-1.11					
Fire Department	Ansul	100651	ABC	5	November, 2023
Fire Department	Ansul	100638	ABC	5	November, 2023
Fire Department	Ansul	100654	ABC	5	November, 2023
Fire Department	Ansul	100690	ABC	5	November, 2023
Fire Department	Sentry	572180	CO2	15	November, 2023

Fire Department	Badger	381192	ABC	5	November, 2023
Fire Department	Badger	4366468	ABC	20	November, 2023
Fire Department	Strike	4761290	ABC	20	November, 2023
Fire Department	Amerex	97430389	ABC	2.5	November, 2023
Fire Department	Amerex	90387636	ABC	2.5	November, 2023
Fire Department	Ansul	100682	ABC	5	November, 2023
Fire Department	Flag	598468	ABC	5	November, 2023
Fire Department	Amerex	885375	ABC	30	November, 2023
Fire Department	Strike	31831222	ABC	2.5	November, 2023
Fire Department	Amerex	78088827	ABC	10	November, 2023
Fire Department	Amerex	58418514	ABC	20	November, 2023
Fire Department	Amerex	58418523	ABC	20	November, 2023
Fire Department	Flag	184327	CO2	15	November, 2023
B-1.12					
Waste Management Facility	Amerex	1911020	ABC	5	October, 2024
Waste Management Facility	Amerex	5700551	ABC	5	October, 2024
Waste Management Facility	Amerex	190220	ABC	5	October, 2024
Waste Management Facility	Amerex	1217166	ABC	5	October, 2024
Waste Management Facility	Amerex	99970364	ABC	10	October, 2024
Waste Management Facility	Sentry	9787803	ABC	2.5	October, 2024
Waste Management Facility	Amerex	17954643	ABC	5	October, 2024
Waste Management Facility	Amerex	59082715	ABC	10	October, 2024
Waste Management Facility	Amerex	5842758	ABC	10	October, 2024
Waste Management Facility	Amerex	99967951	ABC	10	October, 2024
Waste Management Facility	Amerex	93832629	ABC	10	October, 2024
Waste Management Facility	Badger	81858478	ABC	10	October, 2024
Waste Management Facility	Amerex	59083004	ABC	10	October, 2024
Waste Management Facility	Amerex	18477151	ABC	20	October, 2024
Waste Management Facility	Amerex	88378930	ABC	20	October, 2024
Waste Management Facility	Amerex	41338133	ABC	5	October, 2024
Waste Management Facility	Amerex	72375144	ABC	10	October, 2024
Waste Management Facility	Amerex	39536502	ABC	10	October, 2024
Waste Management Facility	Amerex	72394947	ABC	5	October, 2024
Waste Management Facility	Strike	9723364	ABC	2.5	October, 2024
Waste Management Facility	Badger	124179843	ABC	5	October, 2024
Waste Management Facility	Amerex	610136	ABC	5	October, 2024
Waste Management Facility	Amerex	897419	ABC	5	October, 2024
Waste Management Facility	Sentry	127196205	ABC	20	October, 2024
B-1.13					
Don Ross	Amerex	50153611	ABC	2.5	November, 2024
Don Ross	Amerex	274429	ABC	5	November, 2024

Don Ross	Amerex	274411	ABC	5	November, 2024
Don Ross	Amerex	274419	ABC	5	November, 2024
Don Ross	Amerex	26796037	ABC	5	November, 2024
Don Ross	First Alert	191000	ABC	5	November, 2024
Don Ross	Amerex	26796070	ABC	5	November, 2024
Don Ross	Pyrene	682838	ABC	20	November, 2024
Don Ross	Flag	34719	ABC	5	November, 2024
Don Ross	Amerex	193661	ABC	5	November, 2024
Don Ross	Amerex	900026	ABC	10	November, 2024
Don Ross	Strike	28800915	ABC	10	November, 2024
Don Ross	Amerex	12930066	ABC	5	November, 2024
Don Ross	Flag	167156	ABC	5	November, 2024
Don Ross	Flag	172088	ABC	5	November, 2024
Don Ross	Flag	147089	ABC	5	November, 2024
Don Ross	Flag	164530	ABC	5	November, 2024
Don Ross	Flag	165621	ABC	5	November, 2024
Don Ross	Flag	172105	ABC	5	November, 2024
Don Ross	Flag	167146	ABC	5	November, 2024
Don Ross	Flag	172111	ABC	5	November, 2024
Don Ross	Flag	168265	ABC	5	November, 2024
Don Ross	Flag	315873	ABC	10	November, 2024
Don Ross	Flag	316441	ABC	10	November, 2024
Don Ross	Flag	315892	ABC	10	November, 2024
Don Ross	Flag	19945	ABC	5	November, 2024
Don Ross	Flag	165617	ABC	5	November, 2024
Don Ross	Flag	169706	ABC	5	November, 2024
Don Ross	General	958575	ABC	20	November, 2024
Don Ross	Flag	315870	ABC	10	November, 2024
Don Ross	Amerex	274430	ABC	5	November, 2024
Don Ross	Amerex	767667	ABC	5	November, 2024
Don Ross	Amerex	507138	ABC	5	November, 2024
Don Ross	Amerex	13821837	ABC	10	November, 2024
Don Ross	Flag	130885	ABC	5	November, 2024
Don Ross	Amerex	58411343	ABC	10	November, 2024
Don Ross	Amerex	13844234	ABC	10	November, 2024
Don Ross	Sentry	520030	ABC	5	November, 2024
Don Ross	Kidde	33516826	ABC	5	November, 2024
Don Ross	Amerex	958178	ABC	5	November, 2024
B-1.14					
Library	General	398154	ABC	5	August, 2024
Library	General	198145	ABC	5	August, 2024

Library	General	681353	ABC	20	August, 2024
Library	Amerex	238953385	ABC	5	August, 2024
Library	Amerex	28907934	ABC	5	August, 2024
Library	Amerex	67442012	ABC	5	August, 2024
Library	Amerex	411916	ABC	5	August, 2024
Library	Flag	38352	ABC	5	August, 2024
Library	Flag	37419	ABC	5	August, 2024
Library	Flag	97715	ABC	10	August, 2024
Library	Flag	120998	ABC	2.5	August, 2024
Library	Flag	121001	ABC	2.5	August, 2024
Library	C-O-Two	268110	CO2	5	August, 2024
B-1.15					
Waste Water Treatment Plant	Amerex	615425	ABC	10	March, 2024
Waste Water Treatment Plant	Amerex	97933066	CO2	10	March, 2024
Waste Water Treatment Plant	Amerex	97933061	CO2	20	March, 2024
Waste Water Treatment Plant	Amerex	40460717	ABC	5	March, 2024
Waste Water Treatment Plant	General	753874	ABC	10	March, 2024
Waste Water Treatment Plant	Amerex	17741285	ABC	20	March, 2024
Waste Water Treatment Plant	Amerex	17743336	ABC	20	March, 2024
Waste Water Treatment Plant	Amerex	2380149	ABC	10	March, 2024
Waste Water Treatment Plant	Amerex	2378200	ABC	20	March, 2024
Waste Water Treatment Plant	Flag	408780	ABC	10	March, 2024
Waste Water Treatment Plant	Flag	411482	ABC	10	March, 2024
Waste Water Treatment Plant	Flag	411485	ABC	10	March, 2024
Waste Water Treatment Plant	Flag	411484	ABC	10	March, 2024
Waste Water Treatment Plant	Flag	411469	ABC	10	March, 2024
Waste Water Treatment Plant	Strike	430483	ABC	10	March, 2024
Waste Water Treatment Plant	Flag	409535	ABC	10	March, 2024
Waste Water Treatment Plant	Flag	411491	ABC	10	March, 2024
Waste Water Treatment Plant	Flag	408775	ABC	10	March, 2024
Waste Water Treatment Plant	Flag	411483	ABC	10	March, 2024
Waste Water Treatment Plant	Amerex	610055	ABC	5	March, 2024
Waste Water Treatment Plant	Flag	267023	ABC	2.5	March, 2024
Waste Water Treatment Plant	Flag	758727	ABC	2.5	March, 2024
Waste Water Treatment Plant	Amerex	882381	ABC	2.5	March, 2024
Waste Water Treatment Plant	Amerex	72392218	ABC	5	March, 2024
Waste Water Treatment Plant	Strike	10617006	ABC	10	March, 2024
Waste Water Treatment Plant	Strike	10617007	ABC	10	March, 2024
Waste Water Treatment Plant	Strike	10617000	ABC	10	March, 2024
Waste Water Treatment Plant	Strike	10616992	ABC	10	March, 2024
Waste Water Treatment Plant	Strike	10617010	ABC	10	March, 2024

B-1.16					
Vehicle/ Equipment	Amerex	610065	ABC	5	February, 2024
Vehicle/ Equipment	Sentry	100378	ABC	5	February, 2024
Vehicle/ Equipment	Flag	55007	ABC	5	February, 2024
Vehicle/ Equipment	Flag	57085	ABC	5	September, 2024
Vehicle/ Equipment	Strike	34233883	ABC	10	February, 2024
Vehicle/ Equipment	Strike	77201213	ABC	10	February, 2024
Vehicle/ Equipment	Strike	35536620	ABC	20	February, 2024
Vehicle/ Equipment	Amerex	000000	ABC	5	February, 2024
Vehicle/ Equipment	Flag	141345	ABC	2.5	February, 2024
Vehicle/ Equipment	Champion	11822194	ABC	5	February, 2024
Vehicle/ Equipment	Flag	200870	ABC	2.5	February, 2024
Vehicle/ Equipment	Badger	29639527	ABC	5	February, 2024
Vehicle/ Equipment	Phyro Chem	277393	ABC	5	February, 2024
Vehicle/ Equipment	Flag	290495	ABC	2.5	February, 2024
Vehicle/ Equipment	Amerex	357156	ABC	5	February, 2024
Vehicle/ Equipment	Champion	11822101	ABC	5	February, 2024
Vehicle/ Equipment	Ansul	396723	ABC	5	February, 2024
Vehicle/ Equipment	Ansul	401444	ABC	2.5	February, 2024
Vehicle/ Equipment	Strike	460550	ABC	10	September, 2024
Vehicle/ Equipment	Amerex	610057	ABC	5	February, 2024
Vehicle/ Equipment	Sentry	374670	ABC	2.5	February, 2024
Vehicle/ Equipment	Amerex	12930073	ABC	5	February, 2024
Vehicle/ Equipment	Strike	935706	ABC	5	February, 2024
Vehicle/ Equipment	Amerex	958971	ABC	5	February, 2024
Vehicle/ Equipment	Kidde	30408366	ABC	2.5	February, 2024
Vehicle/ Equipment	Amerex	674083	ABC	5	February, 2024
Vehicle/ Equipment	Amerex	15652724	ABC	5	February, 2024
Vehicle/ Equipment	First Alert	23761377	ABC	5	September, 2024
Vehicle/ Equipment	Amerex	882368	ABC	5	February, 2024
Vehicle/ Equipment	Amerex	897418	ABC	5	September, 2024
Vehicle/ Equipment	Flag	267024	ABC	2.5	September, 2024
Vehicle/ Equipment	Sentry	660909	ABC	5	September, 2024
Vehicle/ Equipment	Strike	99794415	ABC	5	September, 2024
Vehicle/ Equipment	Ansul	931135	ABC	2.5	February, 2024
Vehicle/ Equipment	Ansul	931139	ABC	2.5	February, 2024
Vehicle/ Equipment	Sentry	405324	ABC	5	September, 2024
Vehicle/ Equipment	Amerex	77378620	ABC	5	February, 2024
Vehicle/ Equipment	Amerex	99948019	ABC	5	February, 2024
Vehicle/ Equipment	Amerex	60595221	ABC	2.5	September, 2024

Vehicle/ Equipment	Amerex	67441921	ABC	5	February, 2024
Vehicle/ Equipment	Amerex	67442122	ABC	5	February, 2024
Vehicle/ Equipment	Amerex	13317711	ABC	20	February, 2024
Vehicle/ Equipment	Amerex	18482859	ABC	20	February, 2024
Vehicle/ Equipment	Amerex	70453854	ABC	2.5	February, 2024
Vehicle/ Equipment	Kidde	28450292	ABC	5	February, 2024
Vehicle/ Equipment	Amerex	81990587	ABC	2.5	February, 2024
Vehicle/ Equipment	Amerex	81990609	ABC	2.5	September, 2024
Vehicle/ Equipment	Amerex	93375262	ABC	5	September, 2024
Vehicle/ Equipment	Strike	99794409	ABC	5	September, 2024
B-1.17					
Transit Buses	Amerex	99968311	ABC	10	November, 2024
Transit Buses	Badger	132554421	ABC	10	November, 2024
Transit Buses	Amerex	77392386	ABC	5	November, 2024
Transit Buses	Amerex	897416	ABC	5	November, 2024
Transit Buses	Amerex	4949880	ABC	5	November, 2024
Transit Buses	Sentry	530762	ABC	5	November, 2024
Transit Buses	Amerex	304162	ABC	5	November, 2024
Transit Buses	Flag	707061	ABC	5	November, 2024
Transit Buses	Badger	295858	ABC	5	November, 2024
Transit Buses	Badger	9199898	ABC	10	November, 2024
B-1.18					
Parks Department	Amerex	95581	ABC	10	February, 2024
Parks Department	Amerex	97430401	ABC	2.5	February, 2024
Parks Department	Amerex	60594892	ABC	2.5	February, 2024
Parks Department	Sentry	97114322	ABC	2.5	February, 2024
Parks Department	Sentry	935749	ABC	2.5	February, 2024
Parks Department	Sentry	530729	ABC	5	February, 2024
Parks Department	Sentry	43902	ABC	5	February, 2024
Parks Department	Sentry	530733	ABC	5	February, 2024
Parks Department	Strike	55344437	ABC	5	February, 2024
Parks Department	Amerex	67442477	ABC	5	February, 2024
Parks Department	Flag	135324	ABC	5	February, 2024
Parks Department	Flag	69152	ABC	5	February, 2024
Parks Department	Flag	59266	ABC	5	February, 2024
Parks Department	Flag	55017	ABC	5	February, 2024
Parks Department	Amerex	958168	ABC	5	February, 2024
Parks Department	Amerex	72392583	ABC	5	February, 2024
Parks Department	Amerex	343310	ABC	5	February, 2024
Parks Department	Buckeye	96116474	ABC	2.5	February, 2024
Parks Department	Amerex	67441918	ABC	5	February, 2024

Parks Department	Amerex	67442296	ABC	5	February, 2024
Parks Department	Amerex	77378397	ABC	5	February, 2024
Parks Department	Amerex	31130338	ABC	5	February, 2024
Parks Department	Amerex	81990619	ABC	2.5	February, 2024
Parks Department	Strike	457960	ABC	10	February, 2024
Parks Department	Amerex	222228	ABC	10	February, 2024
Parks Department	Amerex	678228	ABC	10	February, 2024
Parks Department	Sentry	528126	ABC	5	February, 2024
Parks Department	Sentry	530731	ABC	5	February, 2024
Parks Department	Amerex	81990614	ABC	2.5	February, 2024
Parks Department	Sentry	4544014	ABC	2.5	February, 2024
Parks Department	Sentry	539735	ABC	5	February, 2024
Parks Department	Sentry	528114	ABC	5	February, 2024
Parks Department	Amerex	15657332	ABC	5	February, 2024
B-1.19					
Public Works Department	Flag	26089	ABC	20	January, 2024
Public Works Department	Flag	26078	ABC	20	January, 2024
Public Works Department	Flag	26075	ABC	20	January, 2024
Public Works Department	Flag	24665	ABC	20	January, 2024
Public Works Department	Amerex	13969	ABC	20	January, 2024
Public Works Department	Amerex	15656728	ABC	5	January, 2024
Public Works Department	Amerex	31130337	ABC	5	January, 2024
Public Works Department	Amerex	26794957	ABC	5	January, 2024
Public Works Department	Champion	19900476	ABC	10	January, 2024
Public Works Department	Badger	604067	ABC	10	January, 2024
Public Works Department	Amerex	15651823	ABC	5	January, 2024
Public Works Department	Champion	11797262	ABC	10	January, 2024
Public Works Department	Champion	11797256	ABC	10	January, 2024
Public Works Department	Amerex	95150	ABC	10	January, 2024
Public Works Department	Garrison	141758	ABC	10	January, 2024
Public Works Department	Amerex	13844231	ABC	10	January, 2024
Public Works Department	Sentry	100368	ABC	5	January, 2024
Public Works Department	Champion	11822116	ABC	5	January, 2024
Public Works Department	Amerex	77372616	ABC	5	January, 2024
Public Works Department	Amerex	243286	ABC	10	January, 2024
B-1.20					
Allan Sapp Gallery	General	701120	ABC	5	February, 2024
Allan Sapp Gallery	Strike	746739	ABC	2.5	February, 2024
Allan Sapp Gallery	General	704588	ABC	5	February, 2024
Allan Sapp Gallery	Amerex	5868613	ABC	5	February, 2024
B-1.21					

Airport	Amerex	610062	ABC	5	June, 2022
Airport	Amerex	610051	ABC	5	June, 2022
Airport	Amerex	610130	ABC	5	June, 2022
Airport	Amerex	5048786	ABC	20	June, 2022
Airport	Amerex	5048787	ABC	20	June, 2022
Airport	Ansul	8952960	PK	20	June, 2022
Airport	Amerex	93832246	ABC	10	June, 2022
Airport	Amerex	93832627	ABC	10	June, 2022
B-1.22					
CSO Building	Amerex	28907811	ABC	5	January, 2024
CSO Building	Amerex	23895428	ABC	5	January, 2024
CSO Building	Amerex	23895381	ABC	5	January, 2024
CSO Building	Amerex	411889	ABC	5	January, 2024

APPENDIX B - SCOPE OF WORK & DELIVERABLES

1. INTRODUCTION

The City of North Battleford requests to secure services to complete all required fire extinguisher inspections on an annual basis. As per attached Fire Extinguisher LOG. The City has approximately 423 fire extinguishers spread throughout 22 facilities. The City intends to award a Service Contract for five (5) years.

2. SCOPE OF WORK

- a. The proponent and City shall mutually determine acceptable dates and times for the scheduled work to be completed prior to any services being performed. The vendor shall perform all fire extinguisher inspections during the months required at each facility and all inspections must be completed during normal business hours (8:00 AM to 5:00 PM)
- b. Bidders shall have all necessary permits, licenses and certifications to inspect, repair, install, modify, perform high- and low-pressure hydrostatic test on portable fire extinguishers. **A copy of all Permits, Licenses, and Fire Extinguisher Maintenance/Service/ Testing Certifications shall be provided with this proposal.**
- c. Inspections include - annual inspections, cleaning, service, tagging, on all types of City owned fire extinguishers. Inspections may also include 6-year inspections, recharging and hydrostatic testing. Refer to Table B-1 for last inspected dates. **(Ear tags shall be stamped with year)**
- d. It shall be the responsibility of the proponent to repair any parts while inspecting, charging and tagging fire extinguishers. Parts may include but not be limited to pins, handles, valves and valve parts, O-rings, gauges, and fused links. All service repair parts may be charged to the City as an extra.
- e. Upon completion of the specified work at each facility, the awarded proponent shall provide to the City a service report signed by the licensed person who performed the work. The report shall include extinguisher brand, date of manufacturing, serial number, size, type, location of each fire extinguisher inspected, the dates and results of inspections. For those that did not pass initial inspection and need to be replaced, notice shall be given to the building maintenance supervisor.

APPENDIX C - ANNUAL FIRE EXTINGUISHER INSPECTION PRICING TABLES B-1 & B-2

1. Table B-1 Annual Facility Pricing

Table B-1 Pricing	
B-1.1 - City Hall Subtotal	\$
B-1.2 - Fieldhouse Subtotal	\$
B-1.3 - Curling Rink Subtotal	\$
B-1.4 - Aquatic Center Subtotal	\$
B-1.5 - Dekker Center Subtotal	\$
B-1.6 – Access Center Subtotal	\$
B-1.7 – River Valley Center Subtotal	\$
B-1.8 - RCMP Subtotal	\$
B-1.9 - WTP #2 Subtotal	\$
B-1.10 - WTP #1 Subtotal	\$
B-1.11 - Fire Dept. Subtotal	\$
B-1.12 - WMF Subtotal	\$
B-1.13 - Don Ross Subtotal	\$
B-1.14 - Library Subtotal	\$
B-1.15 - WWTP Subtotal	\$
B-1.16 – Vehicle/ Equipment Subtotal	\$
B-1.17 – Transit Buses Subtotal	\$
B-1.18 – Parks Dept. Subtotal	\$
B-1.19 – Public Works Dept. Subtotal	\$
B-1.20 – Allen Sapp Subtotal	\$
B-1.21 – Airport Subtotal	\$
B-1.22 – CSO Building Subtotal	\$
Annual Service Total	\$

*See Appendix A for Fire Extinguisher Log

2. Additional Unit Pricing

Table B-2 Additional Fire Extinguisher Pricing not on Log				
Type	Size	Annual Inspection Cost	Recharge Cost	Hydrostatic Testing Cost
ABC	2.5	\$	\$	\$
ABC	5	\$	\$	\$
ABC	10	\$	\$	\$
ABC	20	\$	\$	\$
ABC	30	\$	\$	\$
CO2	5	\$	\$	\$
CO2	10	\$	\$	\$
CO2	15	\$	\$	\$
CO2	20	\$	\$	\$
K	6.5 L	\$	\$	\$
PK	20	\$	\$	\$
Water	9.5 L	\$	\$	\$

*All-inclusive per-unit costs, including travel, labour, inspections, maintenance.
Repair parts are not included.

APPENDIX D - PROPOSAL SUBMISSION FORM

REQUEST FOR PROPOSAL No. RFP#: CNB-EPAI-BM-2025-01-27

PROJECT: Fire Extinguisher Annual Inspections/ Service Contract

CLOSING: 2:00 PM Tuesday, May 13, 2025

I/WE hereby submit my/our proposal for the provision of the services as described within the request for information document for the above, named project.

I/WE have carefully examined the documents and have a clear and comprehensive knowledge of the requirements and have submitted all relevant data.

I/WE agree, if selected, to provide those goods and/or services to the City in accordance with the terms, conditions and specifications/terms of reference contained in the Proposal Document and in our submission.

I/WE agree that we are in receipt of addendum _____ to _____ inclusive, and the Proposal Price includes provisions set out in such addendum.

I/WE agree that the undersigned is/are authorized and empowered to sign and submit this proposal.

Proponent's Legal Name _____

Street Address _____ City _____ Postal Code _____

Print Name of Person Signing for Company _____

Print Title of Person Signing for Company _____

Email address _____ Phone No. _____ Fax No. _____

Signed at _____ this day of _____, 2024.

Signature of Person Signing for Company _____

APPENDIX E - DECLARATION OF DISCLOSURE

To: CITY OF NORTH BATTLEFORD

Name of Company: _____

I/WE DECLARE that no person, Company, or corporation, other than the one whose proper officers is or are attached below, has any interest in this Request for Information or in the Contract.

I/WE FURTHER DECLARE that this Request for Information is in all respects fair and without collusion or fraud.

I/WE FURTHER DECLARE that no City employee, or member of Council (or their families) is, or will become, interested directly or indirectly as a contracting party or otherwise in the performance of the Contract or in the supplies, work, or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or any of the monies to be derived therefrom.

I/WE FURTHER DECLARE that the statements contained in the RFP are in all respect true.

I/WE hereby propose and offer to enter into the Contract on the terms and conditions and under the provisions set forth in the RFP, and to accept in full payment therefore, the sums calculated in accordance with the actual measured quantities and unit prices attached to this Proposal.

I/WE AGREE that this RFP is an offer which is to continue open for acceptance until the formal Contract is executed by the Contractor or for 90 days following the Proposal closing date, whichever occurs first, and that the City may at any time within that period, and without notice, accept this Proposal whether any other Proposals had been previously accepted or not.

Signature of Authorized Signing Officer: _____

Print Name of Signing Officer: _____

Position: _____

Name of Company: _____

Date: _____

APPENDIX F - SERVICE PROVIDER AGREEMENT

Whereas the City of North Battleford desires to hire only safety-conscious and reliable companies with a firm commitment to employ competent persons, supervisors and workers to perform work for the City of North Battleford in compliance with good industry practices and applicable legislation; and the City of North Battleford requires close coordination of all parties performing work for the City of North Battleford to reduce the likelihood of loss to all workers, equipment and plant facilities; the City of North Battleford will appoint a contract administrator for all contractual agreements with Service Providers.

(Company Name) _____ (henceforth referred to as the "Service Provider") firmly commits to workplace safety and will adhere to all and any related requirements of the City of North Battleford when performing work for the City of North Battleford:

1. Compliance with Legislation

The Service Provider shall perform all work undertaken for the City of North Battleford in compliance with all laws, regulations, standards and City of North Battleford requirements.

2. Orientation

The Service Provider shall ensure that all their employees receive site orientation and the Service Provider's area and job specific orientation prior to commencing work on the site.

3. Competent Supervisors and Workers

The Service Provider shall ensure that it only utilizes qualified and competent supervisors and workers on any work performed for the City of North Battleford. "Competent worker includes a worker who is being trained to perform a particular task or duty and who is under close and competent supervision during that training. The Service Provider agrees to keep on file and provide documentation to the City of North Battleford, upon request, records of training pertaining to supervisory duties, trade tickets or certification, job specific training, WHMIS, TDG, orientations, etc. occurring before and during the project which might pertain to completing City of North Battleford work in a healthy and safe manner.

4. Housekeeping

The Service Provider agrees to keep its work areas clean at all times and to prevent the accumulation of waste materials and rubbish. The Service Provider agrees to perform a thorough clean up at the completion of the work and remove all equipment, surplus materials and tools from the site. If this is not done in a timely and acceptable fashion, the City of North Battleford reserves the right to remove such rubbish and other items and back-charge the cost of the same to the Service Provider.

5. Inspection of Equipment

The Service Provider agrees to inspect all tools and equipment brought onto the site and provide documented proof of same to the City of North Battleford upon request. Copies of certification for specialized equipment (cranes, man baskets, etc.) shall be provided to the City of North Battleford before such equipment is brought onto the site.

6. Tools and Equipment

The Service Provider agrees to provide the City of North Battleford a list of all tools and equipment it intends to bring on site to perform the work. The City of North Battleford reserves the right to inspect any and all such tools and equipment and to refuse entry onto the site should the City of North Battleford find any such items inappropriate to perform the work adequately and safely. This in no way alleviates the Service Provider's responsibilities with regards to its own tools and equipment.

7. Hazard Assessment

The Service Provider agrees to conduct and document a thorough hazard assessment of the work and submit the same to the City of North Battleford no later than 7 days prior to the commencing of work. The City of North Battleford reserves the right to insist on upgrading hazard control measures and/or altering procedures to reduce the potential for injury or loss. The Service Provider also agrees to conduct and document smaller hazard assessments during the project prior to starting any hazardous tasks. For short duration work (less than 3 days) the Service Provider shall complete a hazard assessment at the beginning of each shift.

8. Contractor Safety Program

The Service Provider agrees to adhere to its own and the City of North Battleford Safety program. Where inconsistency exists or arises, the higher standard deemed by the City of North Battleford shall be followed.

9. Reporting Requirements

The Service Provider agrees to provide copies to the City of North Battleford as soon as is reasonably possible on all required reporting mandated by legislation (i.e., dangerous occurrence, high risk asbestos work, hospitalization of injured worker, etc.)

10. Worksite Inspections

The Service Provider agrees to conduct weekly inspections of their work areas and have copies available to the City of North Battleford upon request.

11. Incident Investigations

The Service Provider agrees to investigate all first aids, medical aids, lost time and near misses and submit written investigation reports to the City of North Battleford within 24 hours of the occurrence. All lost time injuries and dangerous occurrences shall be reported immediately to the City of North Battleford on a verbal basis prior to submission of a written report.

12. Toolbox Safety Meetings

The Service Provider agrees to conduct weekly safety meetings (15-30 minutes) and have copies of the meeting minutes and attendance forwarded to the City of North Battleford. If requested, the Service Provider agrees to designate an individual to participate in a joint worksite Occupational Health and Safety Committee if and when one exists.

13. Personal Protective Equipment

The Service Provider agrees to supply and have available at the worksite all basic and specialized protective equipment that may be required to safely perform the work. The

Service Provider shall ensure that all workers required to use personal protective equipment are trained in its care, use, maintenance and limitations.

14. Critical Work

The Service Provider will provide and follow a permit system when performing any hazardous critical task (e.g., excavating, confined space entry, hot work, work near high voltage lines, pressure testing, critical lifts, etc.)

15. Controlled Products

The Service Provider agrees to have SDS sheets on site for all controlled products used on site. The service Provider will provide copies of the MSDS sheets to the City of North Battleford upon request.

16. Records and Statistics

The Service Provider agrees to compile and submit to the City of North Battleford monthly statistical reports of all incidents including lost time injury frequencies and severity rates.

17. WCB Information

All City of North Battleford Service Providers must be registered with the WCB. If so requested by the City of North Battleford, the Service Provider agrees to submit a copy of their WCB Statement of Injury Costs Supplement for the current and previous two years.

18. Audits

The Service Provider agrees to succumb to periodic safety audits conducted by the City of North Battleford. In so doing, the Service Provider shall make all of its safety documentation records available for review along with making available for short interviews the required number of supervisors and workers. The Service Provider agrees to proactively work to continuously improve its safety program per the recommendations of the City of North Battleford auditors.

19. Subcontractors

The Service Provider shall make all subcontractors aware of the provisions of this agreement and ensure that all their subcontractors and agents abide by the provisions herein.

20. Stopping Work

The City of North Battleford reserves the right to stop the performance of any City of North Battleford work at any time that it feels, in its sole opinion, that the work or the manner in which work is performed is creating unacceptable risk to any parties on the City of North Battleford worksites. The City of North Battleford reserves the right to terminate any contract with any Service Provider for poor safety performance or failure to adhere to any of the provisions of this agreement. The City of North Battleford shall not be liable for any loss (financial or otherwise) incurred by the Service Provider for work performed up to and including the date of termination and reserves the right to let the remainder of the contract to another suitable party.

21. Enforcement Policy

The Service Provider will be responsible to enforce the disciplinary policies outlined in their safety Program or Operating Procedures and will make copies available of such to

the City of North Battleford upon request. The City of North Battleford reserves the right to have any of the Service Provider's employees or agents removed and/or banned from any City of North Battleford site for blatant disregard of site rules or safety requirements.

22. First Aid

The Service Provider agrees to ensure that all of its employees and agents immediately report all first aids and other injuries. First aid records will be maintained by the Service Provider for the duration of the project and kept on file for a period of at least 5 years following the completion of the project. The City of North Battleford may request copies of all or part of the first aid records during the project or during the filing period of 5 years.

23. Additional Terms

The Service Provider agrees to adhere to any additional safety requirements stipulated by the City of North Battleford which may arise due to unforeseeable circumstances which might result in unacceptable risk to workers, equipment or facilities (e.g., act of God, extreme inclement weather conditions, etc.)

The Service Provider acknowledges and agrees to abide by the terms and conditions of this agreement.

Executed this _____ day of _____, _____ on behalf of

(Service Provider Company Name)

(Company's Address)

(Company's Address 2)

(Company's Phone number)

(Service Provider Representative)

(Print Name and Position)

(City of North Battleford Representative)

(Print Name and Position)

- ☐ Acting Contract Administrator
- ☐ Annual Pre- Qualification

(City of North Battleford Witness Signature)

(City of North Battleford Witness Name & Position)