REQUEST FOR PROPOSALS
November 06, 2026

CCTV INSPECTION SERVICES

CITY OF MOOSE JAW
SASKATCHEWAN

CLOSING DATE:
November 23, 2026, at 02:00 p.m. (Central Standard Time)

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INSTRUCTIONS TO PROPONENTS

INTRODUCTION

1. The City of Moose Jaw ("Moose Jaw") is inviting proposals from qualified contractors certified by the National Association of Sewer Service Companies ("NASSCO") with the Pipeline Assessment and Certification Program ("PACP"); to provide the sanitary and storm sewer cleaning and inspection services **(CCTV Inspection Services)** Work set out in Schedule "A" – Work Requirements (the "Work").
2. The purpose of this Request for Proposals ("RFP") process is to select a qualified contractor to enter into a Work Agreement with Moose Jaw for the performance of the Work. Further details about the Work required by Moose Jaw are set out in Schedule "A" – Work Requirements.
3. **This RFP is not a tender and is not subject to the laws of competitive bidding. No bid contract or agreement is created by the submission of a proposal.**

RFP DOCUMENTS

4. The following documents are attached to and form part of this RFP:

   Schedule "A" – Work Requirements

   Schedule "B" – Proposal Content Requirements

   Appendix "1" – Rate Schedule

   Schedule "C" – Form of Work Agreement

   Schedule "D" – Technical Specifications

   Section 8 – Contractor Management HR-008-2025 SMS.

INQUIRIES

5. Any inquiries concerning this RFP should be directed in writing to the following:

   Sandeep Sethi, Procurement Manager
   City of Moose Jaw
   E-mail: OperationsBids@moosejaw.ca

6. All inquiries should be in writing and received by Moose Jaw on or before **November 13, 2026.**
7. Moose Jaw may circulate its response to any inquiries to all proponents, along with the original inquiry and may post such response and original inquiry on www.sasktenders.ca or may choose not to reply to any inquiry.
8. Proponents should refrain from contacting other employees, agents or members of Council of Moose Jaw in respect of this RFP process, including for the purposes of lobbying or attempting to influence the outcome of this RFP process. Any such contact may, in Moose Jaw's sole discretion, result in result in disqualification.

SUBMISSION OF PROPOSALS

9. Proposals should be submitted in electronic format to the following address (noted below) by the Closing Date of **02:00 p.m. (Central Standard Time), November 23, 2026.**

Sandeep Sethi, Procurement Manager
City of Moose Jaw
E-mail: OperationsBids@moosejaw.ca

a) Subject Line to include **Attn: Sandeep Sethi, RFP CCTV Inspection Services Work**

b) Message Body to include Respondent Name, Company, Contact Information, Brief Description of the Project.

c) Submission Attachment: The submission must be in .pdf format with the Project Number and Proponent's name in the file name.

d) The email must be smaller than 20 MB.

e) And if multiple emails are required to transfer the submission, the first email must contain clear instructions on how the additional files integrate into one (1) document.

10. If you require additional time to submit your proposal, you should contact Emily Mai by e-mail to OperationsBids@moosejaw.ca. Moose Jaw may, in its sole discretion, allow additional time for proponents to submit a proposal.

11. Proposals and accompanying documentation provided to Moose Jaw in response to this RFP will not be returned.

CONTENT OF PROPOSALS

12. Proposals should address the items set out in Schedule "B" - Proposal Content Requirements.

13. Proponents may provide additional information beyond that requested in the RFP for Moose Jaw's consideration. Any such additional information may be considered by Moose Jaw in its sole discretion.

14. Proponents may be asked to submit additional information pertaining to their past experience, qualifications and such other information that Moose Jaw might reasonably require.

COST OF PROPOSALS

15. Moose Jaw is not responsible for any costs incurred by proponents in preparing their proposals, attending any meetings or interviews with Moose Jaw, making any presentations to Moose Jaw in connection with their proposals, or otherwise incurred in connection with this RFP process.

16. This RFP does not create any legal obligations between Moose Jaw and any proponent.

EVALUATION PROCESS

17. Proposals will be opened and evaluated privately.

18. In assessing proposals, Moose Jaw will take into consideration the following evaluation criteria:

Rated-Criteria	Weighting	Minimum Threshold
Technical Capability & Equipment Resource: o Suitability, capacity, and condition of CCTV inspection equipment, cleaning equipment, root cutting equipment, and support vehicles. o Availability of PACP-compliant inspection software and reporting systems. o Availability of backup equipment to minimize downtime and maintain service continuity. o Ability to inspect various pipe diameters, materials, and conditions. **Submit:** Equipment fleet list, equipment specifications, inspection software details, backup equipment availability, and maintenance program summary	10%	65/100
Experience, Qualifications & Personnel: o Experience providing CCTV inspection, sewer cleaning, condition assessment, and related services for municipalities or similar clients. o Qualifications and experience of the proponent, key personnel, and any subcontractors. o Current NASSCO certification and PACP-certified inspection staff. o Demonstrated experience on projects of similar scope, size, and complexity. **Submit:** Company profile, project experience summaries, NASSCO/PACP certifications, key personnel resumes, and three (3) references.	10%	65/100
Methodology, Quality Assurance & Reporting: o Understanding of the City's requirements and inspection objectives. o Inspection methodology, cleaning procedures, and defect coding practices. o Quality assurance and quality control processes for PACP coding accuracy and report review. o Ability to provide clear, accurate, and timely	10%	65/100

inspection reports, videos, photographs, and associated data. **Submit:** Work methodology, quality management procedures, sample inspection reports, and sample deliverables.		
Service Delivery, Response Cap: o Ability to meet routine, urgent, and emergency service requirements. o Availability of qualified personnel and operational resources. o Health and safety program, traffic control practices, and environmental protection measures. o Demonstrated ability to mobilize resources efficiently and meet required timelines. **Submit:** Staffing and response plan, safety program, WCB confirmation, COR/SECOR (if applicable), traffic control procedures, and emergency response approach.	10%	65/100
Proponent's overall fee proposal	60%	n/a
TOTAL	100%	

Evaluation of Pricing:

lowest price ÷ proponent's price × weighting = proponent's pricing point

19. Moose Jaw has predetermined the relative importance of the above evaluation criteria. Moose Jaw expects to select the proponent that provides the best overall value, as determined by Moose Jaw in its sole discretion, having regard to the evaluation criteria referred to above.

20. In addition to the rated criteria identified above, Proponents must satisfy the following mandatory requirements. Failure to meet any mandatory requirement may result in the Proposal being deemed non-compliant and receiving no further consideration:

    a) Valid business registration (to be provided prior to commencement of the Work).

    b) Current WCB clearance certificate, or written confirmation that the Proponent will provide a valid clearance certificate prior to Contract award.

    c) The following requirements must be met at the time of Proposal submission and maintained throughout the term of the Contract, as applicable:

- Current NASSCO certification.
- Minimum one (1) NASSCO PACP-certified inspector assigned to the Work.
- Minimum three (3) years of experience providing CCTV inspection and sewer condition assessment services.
- Minimum three (3) client references for comparable municipal or utility infrastructure projects.
- Submission of all required forms, schedules, declarations, and confirmations.
- Acceptance of the City's Contract, insurance, and health and safety requirements without material exceptions.

d) Ability to obtain and maintain all required permits, licences, certifications, insurance, and safety documentation necessary to perform the Work.

21. Proposals will be evaluated on the basis of the information provided in response to these Instructions to Proponents. In addition, in assessing the proponent's qualifications, experience and capacity, Moose Jaw may also consider the following:

a) clarifications and/or additional information that may be supplied pursuant to requests from Moose Jaw;

b) interviews and/or reference checks that may be conducted at Moose Jaw's discretion;

c) previous experience of Moose Jaw in working with the proponent; and

d) information received from any source that Moose Jaw considers reliable.

22. Moose Jaw may, in its sole discretion, request clarification from a proponent during the evaluation process.

23. Proponents are advised that the evaluation process is subjective in nature and Moose Jaw's intention is to consider, in its sole discretion, each proposal on its merits, without regard to the rules or principles of competitive bidding, including without regard to whether a proposal is compliant with this RFP.

24. Moose Jaw may short-list proponents and conduct interviews with short-listed proponents at its sole discretion. Furthermore, Moose Jaw may negotiate any and all aspects of a proposal, including but not limited to the fee proposal, and the Work Agreement terms.

25. An invitation to interview or to negotiate does not obligate Moose Jaw to conclude the Work Agreement with that proponent. Moose Jaw may interview or may negotiate any aspect of any proposal with one or more proponents at any time.

26. Moose Jaw will notify all unsuccessful proponents after entering into a definitive agreement with the successful proponent. Unsuccessful proponents may request a debriefing interview to obtain feedback on their proposal after receiving this notification.

ANTICIPATED SCHEDULE OF EVENTS

27. The following is the anticipated schedule of events related to this RFP. These dates are provided as target dates only and may be changed at any time by Moose Jaw in its sole discretion:

Scheduled Event	Target Date
RFP Released	November 06, 2026
Inquiries respecting RFP	November 13, 2026
Closing Date	**November 23, 2026, at 02:00 p.m. (Central Standard Time)**
Tentative Evaluation	Approximately 2-3 weeks from closing date.
Tentative Work Agreement Execution	Approximately 3-5 weeks from closing date.

FORM OF AGREEMENT

28. Any successful proponent(s) will be expected to enter into a Work Agreement based on the form of agreement attached at Schedule "C" (the "Work Agreement"), with such modifications as agreed to by Moose Jaw and a chosen proponent.

EFFECT OF RFP

29. This RFP is not intended to be a tender or otherwise subject to the laws applicable to competitive bidding. Until such time as Moose Jaw signs a definitive Work Agreement with a proponent, Moose Jaw does not intend to create a contractual relationship including a bid contract (either express or implied) with any proponent submitting a response to this RFP.

30. Submission of a proposal does not obligate Moose Jaw to accept any proposal or to proceed further with any of the Work. Consideration of any proposal shall be in Moose Jaw's sole discretion.

31. Proposals may be withdrawn or amended by proponents at any time by written notice to Moose Jaw prior to Moose Jaw and a proponent signing a formal contract.

32. Proponents are advised that Moose Jaw is intending to conduct a flexible procurement process, not subject to the law of competitive bidding, and that Moose Jaw may, in its sole discretion, at any time and for any reason:

    a) reject any and all proposals (including, for greater certainty, the lowest cost proposal);

    b) modify or vary any aspect of this RFP at any time before or after the time

for submission of proposals;

c) extend the deadline for submission of proposals at any time before or after the time for submission of proposals;

d) accept any non-compliant, conditional or irregular proposal or any alternate proposal, in whole or in part;

e) discuss the terms of a proposal submitted by a proponent with that proponent at any time, on a confidential basis, for the purposes of clarification and/or negotiation of that proposal;

f) allow any proponent submitting a proposal to modify or vary any aspect of its proposal at any time;

g) verify or seek clarification of any and all information provided pursuant to this RFP and provide proponents with an opportunity to correct any defects, informalities or irregularities in their proposal;

h) negotiate any and all aspects of any proposal and the provisions of the Work Agreement (including, without limitation, those provisions relating to fees and/or any scope of work) with any one or more proponents at any time in its sole discretion, whether before, during or after the selection and evaluation process; and

i) cancel this RFP at any time for any reason and thereafter proceed in any manner it sees fit, in its sole discretion, including:

   i. issuing a new request for proposals or other procurement document based on the same or changed specifications, scope of work, or other requirements;

   ii. entering into sole source negotiations with any one or more of the proponents or any other person; or

   iii. cancelling the procurement in its entirety.

CONFIDENTIALITY, PUBLIC ANNOUNCEMENTS

33. Proponents are expected to keep confidential all documents, data, information and other materials of Moose Jaw which are provided to or obtained or accessed by a proponent in relation to this RFP, other than documents which Moose Jaw places in the public domain. Proponents are expected not to make any public announcements or news releases regarding this RFP or the entering into a Work Agreement pursuant to this RFP, without the prior written approval of Moose Jaw.

34. Proponents are advised that as a city, Moose Jaw is subject to the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan), which provides a right of access to information in records under the control of a municipality. Proponents are advised that Moose Jaw may be required to disclose the RFP documents and a part or parts of any proposal in response to this RFP pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan).

35. Proponents are also advised that *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan) does provide protection for confidential and proprietary business information; however, proponents are strongly advised to consult their own legal advisors as to the appropriate way in which confidential or proprietary business information should be marked as such in their proposal in response to this RFP. **Proponents should identify any information in their proposals that they consider to be confidential or proprietary business information.**

36. The successful Proponents and associated winning Bid will be public information. In following the Canadian Free Trade Agreement, the following information will be disclosed publicly as per the Owner's *Purchasing Policy*:

    a) a description of the goods or services procured;
    b) the name and address of the procuring entity;
    c) the name and address of the successful supplier;
    d) the value of the successful Bid;
    e) the date of award; and
    f) if limited tendering was used, the conditions and circumstances described in Article 513 of the Canadian Free Trade Agreement that justified its use.

AGREEMENT ON INTERNATIONAL TRADE

37. This procurement is subject to Chapter 5 of the Canadian Free Trade Agreement (CFTA) and the New West Partnership Trade Agreement (NWPTA). Proponents should note that procurements falling within the scope of Chapter 5 of the CFTA and/or, the NWPTA and/or the Canada-European Union (EU) Comprehensive Economic and Trade Agreement (CETA) and/or the Agreement on Government Procurement are subject to those trade agreements, but that the rights and obligations of the parties will be governed by the specific terms of this RFP.

Schedule "A" – Work Requirements

TERM OF CONTRACT:

The Contract shall commence tentatively on **January 15, 2027,** and shall remain in effect until **January 14, 2028**, unless terminated earlier in accordance with the Contract.

I. SCOPE OF THE WORK: *CCTV INSPECTION SERVICES*

A. Background and Description of the Project

The City of Moose Jaw is seeking NASSCO PACP inspection services to clean and provide CCTV camera inspections for sanitary and storm sewers located within the City.

The City completes approximately **3,500m** of CCTV sanitary and storm sewer inspections per year. The Department of Engineering relies on CCTV inspections to inform sewer rehabilitation or replacement work. Rehabilitation work includes calcite/debris removal, sewer dig repairs, CIPP lining, etc.

The intent of this RFP is to enter into a Master Services Agreement for CCTV Inspection Services, located in Schedule "C". The City will seek services from the successful proponent as required throughout the Agreement. Services shall be provided on a time and expense basis as outlined in Appendix "1" – Rate Schedule.

B. Scope of the Work

1. The sanitary and storm sewer rehabilitation projects undertaken within the City of Moose Jaw require cleaning and inspection services. The scope includes performing cleaning, debris cutting and inspection services within the City limits, to industry standards (NASSCO Pipeline Assessment and Certification Program and other authoritative bodies), reporting results, inspection report delivery, invoicing to respective Project Managers and providing summaries as requested by the City.
2. The contractor shall furnish all labour, supervision, vehicles, CCTV inspection equipment, cleaning equipment, software, materials, traffic control devices and incidentals necessary to complete the Work.
3. Typical sewer sizes range from 100 mm to 375 mm; however, larger diameter sanitary or storm sewer infrastructure may occasionally require inspection. The contractor shall be capable of accommodating varying pipe diameters, materials and site conditions.
4. All CCTV inspections shall be completed using PACP-compliant equipment and software capable of producing digital inspection records, videos, photographs and condition assessment reports.

C. Standards of the Work

5. The standards of the Work shall be per the specifications outlined in Schedule "D" Technical Specifications and the requirements contained within this Schedule.

6. All inspections, coding and reporting shall be completed in accordance with the latest NASSCO PACP standards.

D. Payment Items

7. Compensation for work shall be made on a time and expense basis as outlined in Schedule "B" – Proposal Content Requirements and Appendix "1" – Rate Schedule.
8. Payment will be full compensation for all labour, equipment, and materials required for equipment fuel/maintenance, mobilization/demobilization, temporary traffic control, flow control, collection, recording, report documentation and provision, and all items incidental to the work. This price includes all general overhead costs including, but not limited to, insurance, permits, approvals, shop drawings, prime contractor responsibilities, and any other responsibilities necessary to complete the Work.
9. Time and expenses related to project management, administrative work and deliverables for the Work outlined in Schedule "A" Work Requirements shall be treated as ancillary and will not be considered for payment.
10. Time and expenses related to mobilization and living away allowance shall be considered in accordance with Sections 14 to 16 of this Schedule.
11. Time and expenses for full road closure traffic accommodations as well as sewer bypassing will be considered on a case-by-case basis via a change request. Proposed fees shall be in line with Appendix "1" – Rate Schedule.
12. Time and expenses will be compensated for productive hours of work. The contractor shall take any means to protect the City's interests by minimizing any onsite downtime or unproductive work. Any downtime hours associated with equipment failures or weather-related delays shall be the responsibility of the contractor.
13. Daily Labour, Equipment and Material forms shall be submitted to the City for approval. The forms shall be submitted to the City's Project Manager the following workday. The form shall contain all hours, mobilization, Living Out Allowance, labour, equipment, materials and expenses being charged for that day. The form shall also include segments/work completed within the associated workday. The daily Labour, Equipment and Material forms shall be used to determine appropriate invoicing.

E. Mobilization and Living Out Allowance

14. **For Contractors commuting daily to Moose Jaw from a surrounding community:**

    Mobilization is defined as one (1) daily round trip to and from Moose Jaw. One mobilization per day will be allowed to and from Moose Jaw unless otherwise approved by the City. When there are inspection requirements at multiple project sites within the City, mobilization to and from each site for that day is considered incidental to carrying out inspections and must be included in the unit price. No Living Out Allowance shall be considered. Proponents must provide pricing for mobilization as requested in Appendix "1" – Rate Schedule.

Example: For a 5-day work week, the Contractor may claim 5 round trip mobilizations and no Living Out Allowance

15. **For out-of-town Contractors staying in Moose Jaw:**

    Mobilization is defined as one (1) round trip per visit to Moose Jaw. Mobilization will not be considered for any non-travel days. When there are inspection requirements at multiple project sites within the City, mobilization to and from each site for that day is considered incidental to carrying out inspections and must be included in the unit price. Payment for living out allowances shall be considered for Contractors who will be residing in Moose Jaw overnight. Living away allowance is defined as a daily charge for food, lodging and any other expenses incidental to residing in Moose Jaw. Unless otherwise approved by the City. Proponents must provide pricing for mobilization and living out allowances as requested in Appendix "1" – Rate Schedule.

    Example: For a 5-day work week, the Contractor may claim 1 round trip mobilization and 5 days Living Out Allowance

16. **For Contractors based out of Moose Jaw:**

    No consideration shall be made for mobilization and living out allowances.

F. Typical Sewer Cleaning and CCTV Inspection Productivities

17. Proponents shall provide typical sewer cleaning and CCTV inspection productivity information as outlined in Appendix "2" – Productivity Schedule. The information is to represent what is typically expected for pipe segments with standard cleaning requirements and inspection conditions.

G. Service Expectations

18. Work shall begin within twenty-one (21) days of receiving notice from the City. The City shall provide drawings and locations of the work to be performed. The Proponent shall advise in its Proposal if the timeline above cannot be met and shall identify any restrictions or limitations affecting its capacity, resources, or schedule.

H. Related Deliverables and Work Product

19. Videos, inspection reports, PACP databases, photographs, and other required deliverables shall be provided to the City's Project Manager via USB drive or FTP site within five (5) working days of completion of routine assignments and within forty-eight (48) hours of completion of priority assignments. The Proponent shall advise in its Proposal if the specified deliverable timelines cannot be met and shall identify any associated limitations or constraints. Deliverables shall include, at a minimum:
    - PACP-compliant inspection database files;
    - PDF inspection reports;
    - Digital video files in MP4 format or other City-approved format;

- Digital photographs documenting defects, service connections and other notable observations; and
- Any supplementary inspection summaries requested by the City.

20. Deliverables shall comply with the file naming and formatting requirements specified in Schedule D - Technical Specifications.
21. Where a CCTV inspection cannot be completed due to an obstruction, the Contractor shall attempt inspection from the opposite direction where feasible. If inspection remains obstructed, the City may permit abandonment of the inspection. The Contractor shall be compensated for the portion of inspection completed and submitted to the City.
22. Submission of sample inspection reports, databases and video files prior to commencement of the Work is not required.

I. Certifications Required

23. Each active CCTV inspection crew shall include at least one individual holding current NASSCO PACP certification. PACP coding and condition assessment shall be completed or reviewed by PACP-certified personnel. Current certification records shall be provided before commencing the Work and upon request by the City. The Contractor shall maintain all required certifications throughout the term of the Agreement. Upon request, the Contractor shall provide current certification records for personnel assigned to the work.

J. Subcontracting

24. The Contractor shall not subcontract CCTV inspections, PACP coding services, or other key elements of the Work without the prior written approval of the City. Approval of any subcontractor shall not relieve the Contractor of any obligations under the Contract.

K. Safety Program

25. The Contractor shall ensure that all health and safety requirements required by The Saskatchewan Employment Act and its subordinate regulations are always adhered to. The contractor shall ensure that any subcontractors engaged are able to comply with all health and safety requirements before commencing their work. When requested by the City, the contractor shall provide copies of all safety policies, procedures and plans prior to the commencement of their engagement.
26. The City may order the suspension of work in cases of recognized imminent danger or when the selected contractor fails to comply with the Occupational Health and Safety Division Notices of Contravention, Compliance Undertakings or any other orders issued by any governing authority. In the event of an incident or dangerous occurrence involving the selected contractor or its subcontractors, the selected contractor shall conduct an incident investigation in accordance with applicable laws. The contractor shall supply a copy of its investigation report to the City within 72 hours of the incident or dangerous occurrence.

27. The selected contractor shall maintain or ensure that full records are kept of all incidents relating to health and safety during its engagements and make all records available for inspection by the City upon reasonable notice.
28. The Contractor shall comply with the City of Moose Jaw's Safety Management System requirements set out in Section 8 - Contractor Management HR-008-2025 SMS and shall submit all applicable documentation required therein prior to commencement of the Work.
29. The Contract requires that the contractor assume the role of prime contractor for the project for the purposes of *The Occupational Health and Safety (Prime Contractor) Regulations* (Saskatchewan);
30. Proposals should be accompanied by a current clearance certificate from the Worker's Compensation Board of Saskatchewan. Where a current clearance certificate is not included with the Proposal, the Proponent shall provide a statement confirming that it holds a valid clearance certificate and will provide the certificate prior to Contract award.

L. Progress Payments

31. All extra Work shall be authorized in writing by the City's Project Manager and/or Project Engineer before Work begins. Measurement and payment for the extra Work will be agreed upon by the City and its representative and contractor.
32. All progress payments and invoicing shall be per the approved Labour, Equipment and Material time sheets as outlined in Schedule "A" Payment Items.
33. The contractor shall submit a summary of the Labour, Equipment and Material timesheets for each invoice period via email to the Project Manager and Project Engineer.

II. PROJECT-SPECIFIC CONDITIONS

A. Flow Management

34. The Contractor shall be responsible for implementing and maintaining all flow management measures necessary to safely and effectively perform the Work. Flow management shall be conducted in a manner that prevents sewage surcharging, property damage, environmental impacts, or service interruptions.
35. The Contractor shall immediately notify the City of any flow management issues, bypass events, spills, overflows, or other incidents affecting municipal infrastructure or operations.

B. Temporary Water Supply

36. The City will identify available hydrant locations for water supply purposes. The Contractor shall coordinate water usage requirements with the City prior to commencing Work. The Contractor shall maintain records of water usage and provide such records to the City upon request.

37. The Contractor shall comply with all requirements of the City relating to the use of hydrants and shall not use any hydrant without prior authorization from the City. Prior to commencement of the Work, the Contractor shall submit a temporary water service plan identifying proposed hydrant locations, metering arrangements, water service procedures, and backflow prevention measures for review by the City.
38. The Contractor shall be responsible for winterizing and protecting all equipment from freezing and weather-related damage, including water tanks, hoses, pumps, backflow prevention devices, CCTV equipment, and electronic components. The City will not provide heated storage.

C. Backflow Prevention

39. Where water is supplied from the City's distribution system, the Contractor shall provide and maintain appropriate backflow prevention devices in accordance with applicable regulations and City requirements.

D. Disposal of Debris and Waste Material

40. Debris, roots, sediment, and other materials removed from the sewer system shall be disposed of at locations approved by the City.
41. City of Moose Jaw landfill disposal fees shall be waived for waste generated under this Contract; however, the Contractor shall comply with all landfill operational requirements and directions provided by landfill staff.

E. Traffic Control

42. The Contractor shall provide all traffic control measures required to safely perform the Work, including traffic control devices, signage, personnel, and traffic accommodation measures in accordance with applicable legislation and municipal requirements.
43. The Contractor shall comply with the City of Saskatoon Temporary Traffic Control Manual, latest edition, or other City-approved traffic control standards.

F. Off-Peak Hours of Work

44. Where required to manage sewer flows, traffic control requirements, or operational impacts, the Contractor may request approval from the City to perform Work outside regular working hours.

G. Environmental Protection

45. The Contractor shall comply with all applicable federal, provincial, and municipal environmental requirements and shall ensure that no chlorinated water is discharged where it may adversely affect downstream receiving water bodies.

H. Contractor Equipment, Materials and Storage

46. The Contractor shall be solely responsible for the storage, security, maintenance, protection, winterization, backup, and replacement of all equipment, vehicles, tools, materials, CCTV inspection equipment, records, files, electronic media, and other property used in connection with the Work. The City will not provide

storage facilities, heated storage, laydown areas, secure storage, backup services, or other accommodations for the Contractor's property.

III. QUALITY ASSURANCE AND DATA OWNERSHIP

A. Quality Assurance

47. The Contractor shall implement quality assurance and quality control procedures to verify the completeness and accuracy of CCTV inspections, PACP coding, condition assessments, and related deliverables prior to submission to the City.

48. Where errors, omissions, inaccurate coding, incomplete inspections, or defective deliverables are identified, the Contractor shall correct and resubmit the affected deliverables at no additional cost to the City.

B. Data Ownership

49. All CCTV video recordings, PACP databases, photographs, inspection reports, condition assessments, electronic records, and other information produced under this Contract shall become the sole property of the City upon creation and payment.

IV. EMERGENCY RESPONSE REQUIREMENTS

A. Emergency Services

50. In addition to scheduled work assignments, the Contractor shall be capable of responding to urgent operational requirements including sewer blockages, collapses, failures, emergency investigations, and other priority inspections.

51. Unless otherwise approved by the City, the Contractor shall be capable of mobilizing for emergency work within forty-eight (48) hours of notification.

Schedule "D" – Technical Specifications

A. SECTION 2997 SEWER CLEANING AND CCTV INSPECTION

1 GENERAL

1.1 Scope

1.1.1 The work covered by this section involves the cleaning and Closed-Circuit Television (CCTV) inspection of sanitary and storm sewer mains.

1.2 CCTV Operator Certification

1.2.1 The CCTV operator shall be trained and certified to the NASSCO PACP/CSA Plus 4012-10 standard. Documentation shall be submitted upon request by the City and prior to commencement of the Work.

1.3 Related Sections

1.3.1 Section 1300 – Sewer Mains

1.3.2 Section 1320 – Sewer Main Testing

2 EQUIPMENT

2.1 CCTV inspection equipment shall consist of solid state cameras capable of providing clear, well illuminated digital recording of the interior of the sewers. It should consist of a monitoring unit with pan, tilt and zoom capabilities (or digital equivalent). This equipment shall be specifically designed and constructed for such inspection purposes and shall be capable of providing a clear digital recording of the interior of the sewers. An inclinometer, which gives a profile of the pipeline, shall be used for all new sewer pipe inspections or on existing sewer pipe if directed by the Engineer.

2.2 Distance measurement equipment shall be accurate to within ±1% of the inspected pipe length. The CCTV system shall provide continuous video resolution of not less than 600 lines or equivalent digital quality acceptable to the City. Direct voice communication shall be provided between the monitoring station and camera operator.

2.3 High velocity sewer cleaning equipment shall be constructed for ease and safety of operation. The equipment shall have a selection of nozzles capable of scouring the interior of the size range of sewers indicated in the Form of Tender.

2.4 Debris removal equipment shall consist of a vacuum tanker unit capable of removing typical sewage debris accumulated by the sewer cleaner at the manholes.

2.5 Solid debris cutting equipment shall be hydraulically driven by the sewer cleaner. The equipment must have circular saw-tooth blades in sizes consistent with the sewer being cleaned.

3 CCTV INSPECTION REPORTS

3.1 Video inspection reports shall be submitted electronically in a format acceptable to the City, including the CCTV report, database, and video files. Database submissions shall be submitted as one database containing all

information pertaining to the individual pipe sections (JumpGISID). This video inspection report shall be in accordance with NASSCO PACP/CSA Plus 4012 defect codes and processes.

3.2 The report and defect database shall be records of the exact location of each leak or fault discovered by the inspection - e.g. open joints, broken, cracked, deformed or collapsed pipe, presence of grease, roots, debris, accumulation, obstruction, infiltration, water depth variations and other points of significance. Video inspection reports shall be submitted as a Defect Database created in the standard NASSCO format through the use of a PACP certified software program.

3.3 All video files shall be in digital MPEG 4 format for each pipe segment inspected, unless specified otherwise by the City. Video resolution must be equal to or exceed a minimum resolution of 420 lines with an NTSC size of 720 x 480 at a frame rate of 29.97 frames per second. Recorded picture quality and definition shall be to the satisfaction of the City.

3.4 All submitted video files shall follow the naming convention of PipeID_StartStructureID_Datetime.mp4, as shown in the following example: 1038_8040_201006211320; Date time - YYYYMMDDHHMM

3.5 Each manhole-to-manhole section of pipe shall be located on the report form in such a way as to be readily identifiable. Identify such items as pipe section (JumpGISID), street names, manhole numbers, type of pipe, joint length, direction of flows, pipe diameter, manhole depth, inspection date, names of the inspection technician, and video identification numbers.

3.6 Coding and quality control for reports will follow CSA Plus 4012-10 standards unless specifically stated otherwise by the City. In addition, defect information will be overlaid as text in the video to assist with inspection review. Inspections shall ascertain both operational and structural pipe condition.

3.7 Deliverables shall be provided in accordance with Schedule "A" – Work Requirements. Ownership of deliverables shall be governed by Schedule "A" – Data Ownership requirements.

3.8 Submission of quality control for review by the City to determine acceptability shall be determined by accuracy and quality.

3.8.1 Header section shall be expected to meet an accuracy level of 95%. Data section shall be expected to meet an accuracy level of 85%.

3.8.2 Quality shall be determined by the factors of:

a) Camera positions, camera speed, lighting, linear measurements, and cleaning and flushing shall all follow the procedures and processes described by CSA Plus 4012-10.

b) Focus and clarity: The City may request demonstration of camera resolution, colour resolution and linearity capabilities prior to commencement of the Work.

c) Should an inspection fail either the required accuracy or quality, it shall be re-inspected, recorded and re-submitted. In addition, the video quality and coding of the five inspections done immediately before and after shall be checked. This process shall continue until no inspections fail to meet the required accuracy and quality.

3.9 At the end of the project, all inspection data shall be submitted in an electronic format acceptable to the City. All CCTV pipe inspection data and defect coding will be submitted within one database in the PACP certified format.

4 EXECUTION

4.1 Sewer Cleaning

Unless stated otherwise, all inspections and resulting records, reports, and videos must follow all procedures, processes, and recommendations outlined within CSA Plus 4012-10. Defect codes must align with NASSCO PACP defect codes.

4.1.1 Block debris at downstream manhole to prevent contamination of the downstream mains. Sludge, dirt, sand and other debris resulting from the cleaning operations shall be removed from the downstream manhole of the section being cleaned. Passing material from the section being cleaned to the downstream sewer section shall not be permitted.

4.1.2 The liquid portion of material removed at the manholes shall be decanted back into the sewer. The solid and semi-solid material removed at the manholes shall be disposed of at a location approved by the City of Moose Jaw.

4.1.3 The maximum allowable water level within a pipe, during inspection, is 20%. The Contractor is required to bring down the water level where any part of any pipe exceeds 20%.

4.2 Traffic Control

4.2.1 Interference to the normal flow of traffic shall be kept to a minimum.

4.2.2 Traffic control equipment shall conform to the City of Saskatoon Temporary Traffic Control Manual (latest edition) or other City-approved traffic control standards.

4.3 Closed Circuit Television Inspection

Unless stated otherwise, all inspections and resulting records, reports, and videos must follow all procedures, processes, and recommendations outlined within CSA Plus 4012-10. Defect codes must align with NASSCO PACP defect codes.

4.3.1 The CCTV inspection shall provide a full record of the condition of the pipes, manholes, and appurtenances along the designated section of sewer. This shall include all installation and material defects. Inspections shall ascertain both operational and structural pipe condition.

4.3.2 For new construction, completely wet the sewer with clean water to fill any sags prior to inspection.

4.3.3 The Contractor shall not attempt a CCTV inspection if water levels in the pipe obstruct the camera's view unless instructed by the City.

4.3.4 Travelling speed, lighting, and camera positioning shall follow CSA Plus 4012-10. Unless otherwise approved by the City, inspection speed shall not exceed six (6) metres per minute.

4.3.5 During the inspection, the camera operator shall pan the camera to focus on observable deficiencies in the pipe that may be located off-center to

the direction of camera travel. This shall include, but not be limited to, all services, joints to the top, left or right, cracks and fractures or surface deterioration of the pipe walls. Pan and tilt into each service connection.

4.3.6 Acceptance of CCTV inspection is based on the City's review of all submitted material.

4.3.7 Upon completion, the Contractor shall provide inspection reports and digital media as detailed in Section 3.0 above.

4.3.8 The City, or a City approved contractor, can excavate a pipe in order to free lodged camera equipment at the expense of the Contractor.

4.3.9 The Contractor must employ a flush and follow method of inspection where the inspection camera follows a short distance behind a water jet. The water jet will lower standing water in front of the camera and allow for more thorough inspections.

END OF SECTION

B. SECTION 0303 TEMPORARY WATER SUPPLY

1 GENERAL

1.1 SECTION INCLUDES

1.1.1 This section refers to the supply of pressurized, temporary water service.

1.2 RELATED SECTIONS

1.2.1 Section 0301 Water Mains

1.2.2 Section 0401 Service Connections

1.2.3 Section 0305 Backflow Prevention Devices

1.3 RELATED DOCUMENTS

1.3.1 City of Moose Jaw Definitions and General Conditions

1.3.2 City of Regina Standards and Specifications (not attached)

1.4 WORDS AND TERMS

1.4.1 Refer to and acknowledge other words, terms, and definitions in City of Moose Jaw Definitions and General Conditions.

1.5 INTERRUPTION OF POTABLE WATER SERVICE

1.5.1 Provide and maintain pressurized, temporary water supply to all services connected to water mains. The only exception to this requirement is the performance of emergency repair and only if the repair interruption is expected to last less than eight (8) consecutive hours. Provide temporary water supply if the repair interruption extends past eight (8) consecutive hours. Whenever reasonable undertake emergency repairs while still maintaining a minimum of seventy (70) to one hundred (100) kPa in the main to be repaired. If this is done, provision of temporary water supply is not required.

1.5.2 Maintain and operate temporary water supply until completion of required disinfection and flushing procedures and receipt of confirmation of acceptable bacteriological test results for the section of water main that was depressurized.

1.5.3 Adjacent blocks affected by water disruptions of less than (8) hours will not require temporary services.

1.6 SUPPLY OF TEMPORARY WATER OUTSIDE OF ISOLATION ZONE

1.6.1 Where a water main adjacent to the isolation zone is depressurized, the affected property owners will receive a boil water advisory until bacteriological tests are returned. This can affect water users for three (3) days or more.

1.6.2 In the case where a business relies on their water supply to service their customers, and a boil water advisory would place that business in non-compliance of health codes, the Contractor shall provide temporary water service to the property.

1.6.3 The Contractor shall identify and supply the City with the potential properties adjacent to the isolation zone.

1.7 ACQUISITION OF TEMPORARY WATER SERVICE

1.7.1 The use of a hydrant or hydrants as the source of temporary supply is permissible. To do so a temporary water plan needs to be submitted and approved by the City prior to use of any hydrant. Upon approval of the temporary water plan, the City will provide written approval.

1.7.2 Upon approval, the Contractor will supply and install a backflow preventor in accordance with Section 0305 Backflow Prevention Device.

1.7.3 The Contractor will not be charged for using water from a hydrant for works related to this Contract.

1.7.4 The Contractor will be responsible for advising the City when the temporary water source is no longer required.

1.7.5 Obtain a written approval for every hydrant used as a supply connection.

1.8 TEMPORARY SUPPLY SYSTEM ARRANGEMENT AND REQUIREMENTS

1.8.1 Provision of a suitable temporary water supply connection point is the responsibility of each property owner affected. The normal residential connection point will be the outside hose bibb on the property. If a property owner refused to or cannot provide a suitable connection point then the provision of temporary supply to that property is not mandatory.

1.8.2 For normal residential areas provide minimum 50 mm main line with minimum 19 mm pipe service into each individual property.

1.8.3 Each 50 mm temporary main service line may supply a maximum of twenty-six (26) residential connections or have a maximum length of 175 metres, whichever is the lesser.

1.8.4 For temporary supply of services larger than standard residential provide temporary branch service pipe no more than one nominal pipe size smaller than the permanent service to a maximum 100 mm size. In these instances,

the required size and maximum length characteristics of the temporary main supply line size will be subject to the approval of the City.

1.8.5 In the event that it is not possible or feasible to provide temporary supply from a hydrant obtain the City's approval to use alternate means such as a portable tank. Provide the means to continuously and automatically pressurize the supply from the tank to consumers and to control the delivered pressure to a maximum of 490 kPa (70 psi). Provide the City with a detailed description of the proposed system for review well in advance of the date of proposed use. Disinfect all tanks and equipment to be used to conform to the latest edition of AWWA C652 Disinfection of Water Storage Facilities and do not deploy the equipment until bacterial samples taken from it have been tested at the Provincial Water Laboratory and declared satisfactory.

1.8.6 Use of any hydrant or standpipe to directly fill containers which contain chemicals or to which chemicals have been previously added is strictly prohibited. An exemption may be granted to this if the fill arrange is approved by the City.

1.9 TEMPORARY WATER SERVICE DURING FREEZING TEMPERATURES

1.9.1 Performance of work requiring temporary water service will not normally be approved if either daytime or night-time temperatures are forecast to be below 0°C during the expected duration of the temporary supply requirement. In special circumstances the City may consider some latitude to this stipulation. The decision of the City is final in this regard.

1.9.2 In the event installation of temporary water supply is allowed to proceed when temperatures are forecast to be at or below freezing, provide all means to ensure continuous availability of temporary supply. This may include some or all of the following:

a) Ensure that each temporary branch service is left partially or fully running continuously.

b) Design, supply and installation of acceptable means to prevent supply hydrant(s) from freezing.

c) Provision of personnel to continuously monitor the system and all equipment necessary to promptly reinstate flow to lines which do freeze.

d) Provision of a system with means to heat and/or circulate water to maintain the water temperature at a minimum of 3°C at the furthest point in the system. Such system must be design by a professional engineer and required review by the City before installation can proceed. Such system must employ components which are suitable for use with potable water and are completely disinfected prior to installation.

1.9.3 Where provision of temporary water supply during freezing conditions is approved, prepare and submit a detailed plan for review by the City which shows the proposed installation and details all provisions that will be put in place to prevent freezing. Submit the plan at least two (2) full

working days in advance of the time the temporary system installation is desired.

2 PRODCUTS

2.1 GENERAL

2.1.1 Use only those products in the approved products list, Product ID:

a) WP – 01: Fitting: Aluminium or Stainless Steel

2.2 PIPING

2.2.1 Pipe conforming to the latest revision of CSA B137.1, rated for 1100 kPa (160 psi) at 20°C, and certified for potable water service under NSF/ANSI 61.

2.3 FITTINGS

2.3.1 PVC, hose shank insert ends, approved for potable water service and having a working pressure rating of at least 690 kPa (100 psi). Join to pipe using stainless steel band clamps or other method approved by City.

2.3.2 Aluminium or 316 stainless steel body, hose shank end, over centre, twin lever insert type with a working pressure rating of at least 690 kPa (100 psi). Join to pipe using stainless steel band clamps or other method approved by City.

2.4 PORTABLE TANKS

2.4.1 Portable tanks employed for the purpose of storing potable water must be constructed of materials suitable for direct contact with potable water and in accordance with AWWA D100 Welded Carbon Steel Tanks for Water Storage. Tanks to be used must not have been previously used to transport petroleum, chemic or waste products of any description. All coatings in contact with potable water must be certified to ANSI/NSF 61.

3 EXECUTION

3.1 NOTIFICATION OF CUSTOMERS

3.1.1 Notify the City seventy-two (72) hours prior to the water outage in writing, to allow the resident to draw water before the water outage.

3.1.2 Include the following information in the written notice:

3.1.3 Start date, time, and anticipated duration of the interruption to service

3.1.4 Instructions to close the isolation valve at the water meter and standard water services schematic.

3.1.5 Names and phone numbers of Contractor and City project contacts

3.2 DISINFECTION AND DISPOSAL

3.2.1 Prior to connection to temporary connection points ensure that all temporary main and branch piping is disinfected with a minimum one

percent (1%) chlorine solution for a minimum of fifteen (15) minutes before installing in temporary service piping.

3.2.2 Immerse service connection fittings in minimum one percent (1%) chlorine solution for a minimum of fifteen (15) minutes before installing in temporary service piping.

3.2.3 Disinfect potable tanks in accordance with AWWA C652 Method I use liquid chlorine. For portable tanks, fill the tank with potable water adding enough chlorine chemical to obtain a minimum 10 mg/L concentration in the full tank at the end of a twenty-four (24) hour period.

3.2.4 Dispose of chlorinated water in accordance with Section 0302 Disinfection and Flushing of Water Mains Clause 3.4.

3.3 PLACEMENT AND OPERATION OF TEMPORARY WATER SERVICE

3.3.1 The temporary water main system shall be connected to the hydrant with a double check valve assembly. The assembly shall have two (2), independently acting, spring loaded check valves, and shutoff valves at each end of the assembly with test cocks.

3.3.2 Flexible hose jackets shall be abrasion resistant and capable of being driven over by vehicles without short term effects. Hose lining shall be of material that does not impart any taste or odour to the water according to NSF/ANSI 61. Hose shall come complete with aluminium couplings and threads.

3.3.3 Place supply lines parallel to each side of the street and as close as possible to the premises being serviced

3.3.4 When a street must be crossed with temporary water supply piping either core under pavement and lay pipe in the cored hole or lay pipe on the surface of the pavement. Pipe installed on the road surface is to be protected from vehicular and pedestrian traffic with suitable ramps and provided with suitable traffic warning acceptable to the City. Cuts in pavement may be made only with permission of the City.

3.3.5 Only City personnel may operate a hydrant. Provide additional manual shutoff valves as may be required to control or isolate any temporary supply system.

3.3.6 Arrange for bacteriological sampling and testing by the City prior to placing temporary water supply into service.

3.4 TEMPORARY SUPPLY TESTING

3.4.1 High and Low Chlorine testing will be performed by the Contractor and witnessed by the City.

3.4.2 Bacteriological sampling and Turbidity testing with be performed by the City, this cost will be borne by the City.

3.4.3 The Contractor shall coordinate work and operate the infrastructure to accommodate the testing, the cost of which shall be borne by the Contractor.

3.4.4 A minimum of two (2) weekdays (excluding Saturday and Sunday) notice of the requirement for testing by the City shall be provided by the Contractor whenever these services are required.

END OF SECTION

C. SECTION 0305 BACKFLOW PREVENTION DEVICES

1 GENERAL

1.1 SECTION INCLUDES

1.1.1 This section refers to the supply of backflow prevention devices.

1.2 RELATED SECTIONS

1.2.1 Section 0303 Temporary Water Supply

1.3 RELATED DOCUMENTS

1.3.1 City of Moose Jaw Definitions and General Conditions

1.3.2 City of Regina Standards and Specifications (not attached)

1.4 WORDS AND TERMS

1.4.1 Refer to and acknowledge other words, terms, and definitions in City of Moose Jaw Definitions and General Conditions.

2 PRODUCTS

2.1 VACUUM BREAKERS – HOSE BIBB (SILL COCK) TYPE

2.1.1 Hose bibb mounted vacuum breakers to be of bronze, brass or reinforced thermoplastic construction with internals suitable for long-term use in contact with potable quality water. Ends to be standard hose thread male x female.

2.1.2 Hose bibb type vacuum breakers must meet or exceed CSA B64.2 and ASSE 1011 required and be listed by IAPMO.

2.1.3 Hose bibb type vacuum breakers to have a working pressure rating of at least 875 kPa (125 psi).

2.1.4 Vacuum breakers shall be manufactured by:

a) Conbraco

b) Febco

c) Watts

d) Zurn/Wilkins

e) As approved

2.2 DOUBLE CHECK VALVE ASSEMBLY

2.2.1 An "assembly" is deemed to be a one (1) piece factory assembled unit which includes an upstream and downstream shutoff valve factory mounted to the double check valve design backflow prevention valve module with required test cocks, and which can be test in-line.

2.2.2 Double check valve style backflow prevent assemblies shall meet or exceed the materials of construction and capacity vs pressure drop requirements of the latest edition of AWWA C510 and must carry a current certification from one or more of the following agencies:

a) CSA

b) USC-FCCCHR

2.2.3 The assembly and all components of the assembly must have a minimum rated working pressure of 1050 kPa (150 psi) at temperatures up to 82°C (140°F).

2.2.4 Shutoff valve assemblies 50 mm and smaller to be resilient seated, quarter turn ball style valves with female NPT end connections. Shutoff valves on assemblies 65 mm and larger to be resilient seated, non-rising stem, cast iron body gate valves with 125 lb ANSI flanged end connections. Note: If the preventor is to be mounted in a fire system, the shutoff gate valves must be rising stem.

2.2.5 Test cocks to be quarter turn bronze body ball style valves.

2.2.6 Assemblies must be certified by the manufacture to operate when mounted in either the horizontal or vertical position.

2.2.7 Assembles shall be as manufactured by:

a) Conbraco

b) Febco

c) Watts

d) Zurn/Wilkins

e) As approved

2.3 REDUCED PRESSURE BACKFLOW PREVENTION ASSEMBLY

2.3.1 As "assembly" is deemed to be a one-piece factory assembled unit which includes an upstream and downstream shutoff valve factory mounted to the reduced pressure, double check/relief valve design, backflow prevention module with required test cocks and which can be tested inline.

2.3.2 Reduced pressure type backflow prevention assemblies shall meet or exceed the materials of construction and capacity vs pressure drop requirements of the latest edition of AWWA C511 and must carry a certification from one or more of the following agencies:

a) CSA

b) USC-FCCHR

2.3.3 The assembly and all components of the assembly must have a minimum rated working pressure of 1050 kPa (150 psi) at temperatures up to 82°C (140°F).

2.3.4 Shutoff valves on assemblies 50 mm and smaller to be resilient seated, quarter turn ball style valves with female NPT end connections. Shutoff valves on assemblies 65 mm and larger to be resilient seated, non-rising stem, cast iron body gate valves with 125 lb ANSI flanged end connections. Note: If the preventor is to be mounted in a fire system, the shutoff gate valves must be rising stem.

2.3.5 Test cocks to be quarter turn bronze body ball style valves.

2.3.6 Assemblies must be certified by the manufacturer to operate when mounted in either the horizontal or the vertical position.

2.3.7 Assemblies shall be manufactured by:

a) Conbraco

b) Febco

c) Watts

d) Zurn/Wilkins

e) As approved

2.4 OTHER TYPES OF PREVENTION DEVICES

2.4.1 Other types of devices not specified herein may be submitted to the City for consideration and approval on a specified application basis. In all such instances the decision of the City will be final.

2.4.2 All other types of devices submitted for consideration must meet or exceed the requirements of the applicable section of CSA B64 and other relevant standards.

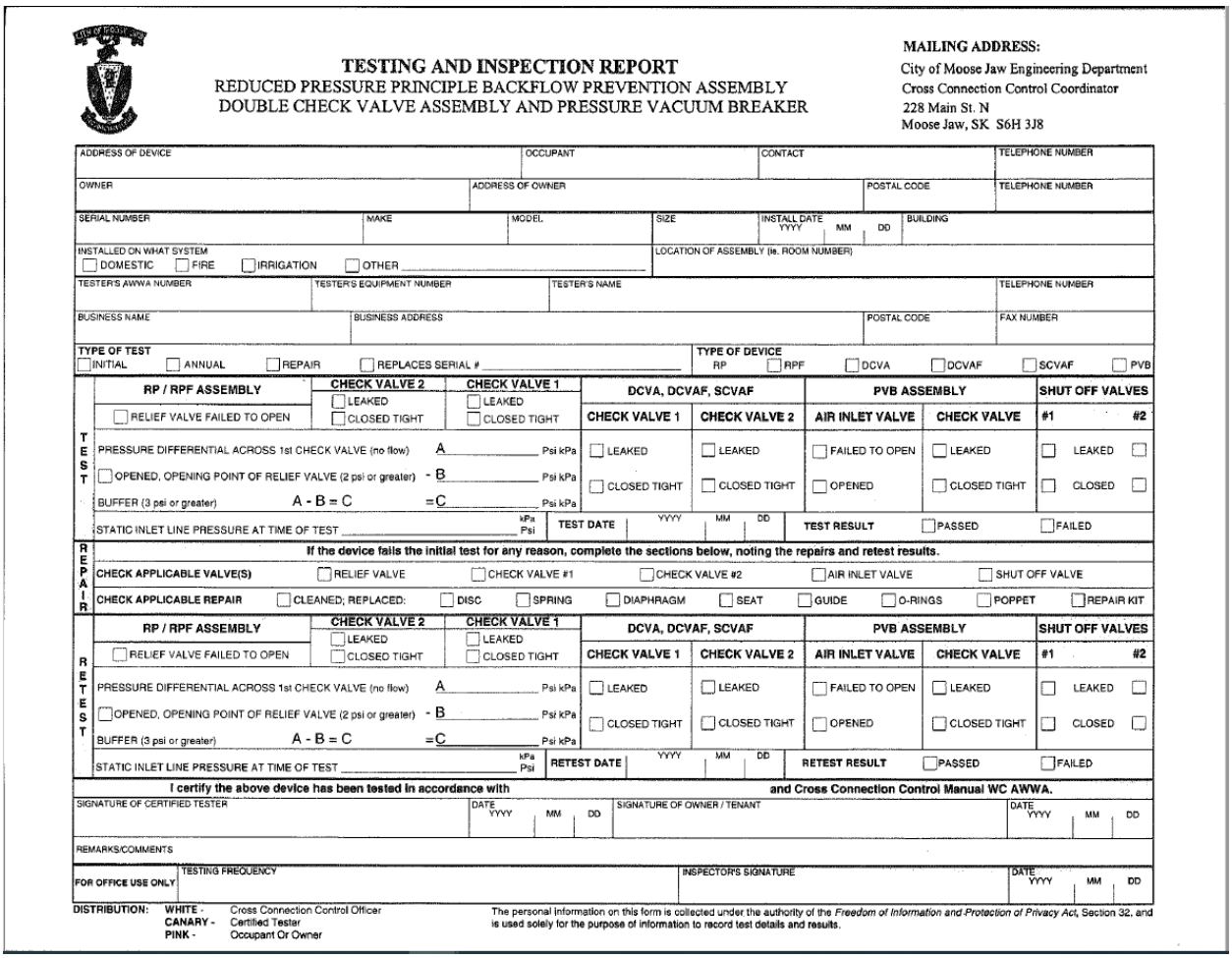
3 EXECUTION

3.1 TESTING REQUIREMENTS

3.1.1 Prior to use of any backflow prevention device the Contractor shall submit the certification results by a certified testing company to the City fourteen (14) days before planned usage.

3.1.2 Any backflow prevention device that the Contractor is planning to use to complete the Work must be certified at the beginning of that project's year. The certification of the device is only valid for one (1) calendar year.

3.1.3 Every backflow prevention device planned for the Work will have the below form filled out and submitted to the City. Upon award of contract a PDF copy of this testing and inspection report will be provided.



TESTING AND INSPECTION REPORT
REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTION ASSEMBLY
DOUBLE CHECK VALVE ASSEMBLY AND PRESSURE VACUUM BREAKER

MAILING ADDRESS:
City of Moose Jaw Engineering Department
Cross Connection Control Coordinator
228 Main St. N
Moose Jaw, SK S6H 3J8

ADDRESS OF DEVICE	OCCUPANT	CONTACT	TELEPHONE NUMBER

OWNER	ADDRESS OF OWNER	POSTAL CODE	TELEPHONE NUMBER

SERIAL NUMBER	MAKE	MODEL	SIZE	INSTALL DATE YYYY MM DD	BUILDING

INSTALLED ON WHAT SYSTEM ☐ DOMESTIC ☐ FIRE ☐ IRRIGATION ☐ OTHER _____ | LOCATION OF ASSEMBLY (ie. ROOM NUMBER)

TESTER'S AWWA NUMBER	TESTER'S EQUIPMENT NUMBER	TESTER'S NAME	TELEPHONE NUMBER

BUSINESS NAME	BUSINESS ADDRESS	POSTAL CODE	FAX NUMBER

TYPE OF TEST ☐ INITIAL ☐ ANNUAL ☐ REPAIR ☐ REPLACES SERIAL # _____ | TYPE OF DEVICE RP ☐ RPF ☐ DCVA ☐ DCVAF ☐ SCVAF ☐ PVB

TEST	RP / RPF ASSEMBLY	CHECK VALVE 2	CHECK VALVE 1	DCVA, DCVAF, SCVAF		PVB ASSEMBLY		SHUT OFF VALVES	
	☐ RELIEF VALVE FAILED TO OPEN	☐ LEAKED ☐ CLOSED TIGHT	☐ LEAKED ☐ CLOSED TIGHT	CHECK VALVE 1	CHECK VALVE 2	AIR INLET VALVE	CHECK VALVE	#1	#2
	PRESSURE DIFFERENTIAL ACROSS 1st CHECK VALVE (no flow) A _____ Psi kPa			☐ LEAKED ☐ CLOSED TIGHT	☐ LEAKED ☐ CLOSED TIGHT	☐ FAILED TO OPEN ☐ OPENED	☐ LEAKED ☐ CLOSED TIGHT	☐ LEAKED ☐ CLOSED	☐ LEAKED ☐ CLOSED
	☐ OPENED, OPENING POINT OF RELIEF VALVE (2 psi or greater) - B _____ Psi kPa								
	BUFFER (3 psi or greater) A - B = C =C _____ Psi kPa								
	STATIC INLET LINE PRESSURE AT TIME OF TEST _____ kPa Psi	TEST DATE YYYY MM DD		TEST RESULT ☐ PASSED ☐ FAILED					

REPAIR — If the device fails the initial test for any reason, complete the sections below, noting the repairs and retest results.

CHECK APPLICABLE VALVE(S) ☐ RELIEF VALVE ☐ CHECK VALVE #1 ☐ CHECK VALVE #2 ☐ AIR INLET VALVE ☐ SHUT OFF VALVE

CHECK APPLICABLE REPAIR ☐ CLEANED; REPLACED: ☐ DISC ☐ SPRING ☐ DIAPHRAGM ☐ SEAT ☐ GUIDE ☐ O-RINGS ☐ POPPET ☐ REPAIR KIT

RETEST	RP / RPF ASSEMBLY	CHECK VALVE 2	CHECK VALVE 1	DCVA, DCVAF, SCVAF		PVB ASSEMBLY		SHUT OFF VALVES	
	☐ RELIEF VALVE FAILED TO OPEN	☐ LEAKED ☐ CLOSED TIGHT	☐ LEAKED ☐ CLOSED TIGHT	CHECK VALVE 1	CHECK VALVE 2	AIR INLET VALVE	CHECK VALVE	#1	#2
	PRESSURE DIFFERENTIAL ACROSS 1st CHECK VALVE (no flow) A _____ Psi kPa			☐ LEAKED ☐ CLOSED TIGHT	☐ LEAKED ☐ CLOSED TIGHT	☐ FAILED TO OPEN ☐ OPENED	☐ LEAKED ☐ CLOSED TIGHT	☐ LEAKED ☐ CLOSED	☐ LEAKED ☐ CLOSED
	☐ OPENED, OPENING POINT OF RELIEF VALVE (2 psi or greater) - B _____ Psi kPa								
	BUFFER (3 psi or greater) A - B = C =C _____ Psi kPa								
	STATIC INLET LINE PRESSURE AT TIME OF TEST _____ kPa Psi	RETEST DATE YYYY MM DD		RETEST RESULT ☐ PASSED ☐ FAILED					

I certify the above device has been tested in accordance with and Cross Connection Control Manual WC AWWA.

SIGNATURE OF CERTIFIED TESTER	DATE YYYY MM DD	SIGNATURE OF OWNER / TENANT	DATE YYYY MM DD

REMARKS/COMMENTS

FOR OFFICE USE ONLY	TESTING FREQUENCY	INSPECTOR'S SIGNATURE	DATE YYYY MM DD

DISTRIBUTION: WHITE - Cross Connection Control Officer; CANARY - Certified Tester; PINK - Occupant Or Owner

The personal information on this form is collected under the authority of the *Freedom of Information and Protection of Privacy Act*, Section 32, and is used solely for the purpose of information to record test details and results.

END OF SECTION

D. REGULATORY REQUIREMENTS

1 Part 1 General

1.1 REQUIREMENTS INCLUDED

1.1.1 Regulations affecting the Work imposed by:

a) Saskatchewan Ministry of Highways and Infrastructure

b) CN Rail

c) CP Rail

d) National Transportation Agency of Canada

e) Saskatchewan Environment

f) Saskatchewan Power Corporation
g) Saskatchewan Water Corporation
h) Saskatchewan Telecommunications
i) Saskatchewan Energy
j) Fisheries and Oceans Canada
k) Navigation Protection Act
l) Environment Canada
m) National Energy Board
n) TransCanada Pipelines
o) National Building Code
p) Occupational Health and Safety
q) Municipal by-laws and servicing standards
r) Municipal utilities
s) Regional Water and Sewer Commission
t) Water Security Agency

1.2 COMPLIANCE WITH REGULATIONS

1.2.1 Ascertain requirements and regulations of authorities listed above.

1.2.2 Comply with all such requirements and regulations as applicable to the Work.

1.2.3 Requirements set out in this Section are for guidance and information and are not necessarily complete.

1.3 WORK IN VICINITY OF OVERHEAD POWER LINES

1.3.1 Request power company to relocate, de-energize or guard any energized conductor where construction equipment may operate within 3 m of conductor.

1.3.2 Obtain power company approval prior to operating any equipment within 3 m of energized conductor.

1.3.3 Where practical, avoid storage of metallic pipe sections under high voltage overhead power lines.

1.3.4 If pipe sections must be stored under power lines, protect personnel from effects of induced currents by grounding pipe sections at two (2) locations with AWG #2 copper ground conductors and grounding rods.

1.3.5 Complete and submit WCB Form 30M33 prior to commencement of work.

2 Products

2.1 Not Used

3 Execution

3.1 Not Used

E. SECTION 01 55 26 TRAFFIC REGULATION

1 General

1.1 REFERENCE STANDARD

1.1.1 Except where specified otherwise, regulate traffic in accordance with the current edition of the City of Saskatoon Temporary Traffic Control Manual (the Manual).

1.2 PROTECTION OF PUBLIC TRAFFIC

1.2.1 Comply with requirements of Acts, Regulations and By-Laws in force for regulation of traffic or use of roadways upon or over which it is necessary to carry out work or haul materials or equipment.

1.2.2 When working on travelled way:

a) Place equipment in position to present minimum of interference and hazard to travelling public.

b) Keep equipment units as close together as working conditions will permit and preferably on same side of travelled way.

c) Do not leave equipment on travelled way overnight.

1.2.3 Do not close any lanes of road or highway without approval of Engineer. Before re-routing traffic erect suitable signs and devices in accordance with instructions contained in the Manual

1.2.4 Keep travelled way well graded, free of pot holes and of sufficient width that required number of lanes of traffic may pass.

1.2.5 Provide and maintain reasonable road access and egress to property fronting along or in vicinity of work under Contract unless other reasonable means of road access exist.

1.3 INFORMATIONAL AND WARNING DEVICES

1.3.1 Provide and maintain signs and other devices required to indicate construction activities or other temporary and unusual conditions resulting from project work which may require road user response.

1.3.2 Supply and erect signs, delineators, barricades and miscellaneous warning devices as specified the Manual.

1.3.3 Place signs and other devices in locations recommended in the Manual.

1.3.4 Meet with Engineer prior to commencement of work to prepare list of signs and other devices required for project.

1.3.5 Continually maintain traffic control devices in use by:

a) Checking signs daily for legibility, damage, suitability and location. Clean, repair or replace to ensure clarity and reflectance.

b) Removing or covering signs which do not apply to conditions existing from day to day.

1.4 CONTROL OF PUBLIC TRAFFIC

1.4.1 Provide competent flag persons or pilot vehicles where required and properly equipped as specified in the Manual and applicable Provincial or Federal standards.

2 Part 2 Products

2.1 Not Used

3 Part 3 Execution

3.1 Not Used

END OF SECTION

Schedule "B" - Proposal Content Requirements

Proponents should, at a minimum, address the following in their Proposals.

Company Detail

1. A brief description of your company including any qualifications you consider relevant.

Relevant Experience

2. A description of a proponent's experience in performing similar work, including three (3) references of work performed for municipalities or other government bodies or agencies in the previous three (3) years, and appropriate contact information for references.

Capacity

3. Moose Jaw expects that you will have sufficient resources available to meet the service requirements of Moose Jaw in a timely and efficient manner. Provide a brief description of your company's staffing resources that will be utilized to meet the service requirements of Moose Jaw.
4. Identify the Site Supervisor, Project Manager, and/or specify other role(s) who will be responsible for the Work and provide their resumes.
5. Provide a list of the equipment (including the year, type and brand of the equipment if possible) that will be utilized to perform the Work.
6. Provide a current clearance certificate from the Workers' Compensation Board of Saskatchewan before entering into the contract with Moose Jaw.
7. Identify and provide a brief description of any Subcontractors you propose to engage to perform the Work.
8. Provide the following information and documentation:
   - NASSCO certification documentation.
   - PACP certification documentation.
   - Sample inspection reports or examples of similar deliverables (optional).
   - Quality Assurance / Quality Control procedures.
   - Emergency response and mobilization plan.

Liability Insurance

9. Moose Jaw expects that you carry commercial general liability insurance and automobile insurance policies each in an amount of not less than $5,000,000.00 per occurrence. Provide certificates of insurance outlining the amounts of commercial general liability and automobile insurance that you carry.

Schedule

10. Proposals should include a confirmation of whether your company is capable of meeting Moose Jaw's schedule for completion of the Work, as set out in this RFP.

Fee Proposal

11. Moose Jaw expects the Work will be performed on a "time and expense" basis. Provide rates for the Work listed in Appendix "1" - Rate Schedule in Canadian Dollars, exclusive of GST and PST. Quantities specified are estimated quantities and are not actual quantities of Work to be performed.

    All prices are in Canadian Funds and shall be effective at least sixty (60) days from date of closing of call for RFP.

12. Moose Jaw is interested in considering any other related services you have available. Provide a description of any such services and a pricing proposal.

Exceptions to Work Agreement Terms

13. A detailed description of any exceptions or additions to the Work Agreement should be clearly set out in a proponent's proposal. Moose Jaw will assume, in the absence of any such exceptions or additions, that the proponent accepts the form of Work Agreement.

Conflict of Interest Disclosure

14. Disclose any actual or potential conflicts of interest that may exist between your firm and its management, and Moose Jaw, its members of Council and management, and the nature of such conflict of interest. If a proponent has no such conflict of interest, a statement to that effect should be included in its proposal. Moose Jaw employees are ineligible to participate, directly or indirectly, with any proponent.

Confidentiality

15. By submitting a proposal, Proponents acknowledge and agree to the following:

    a. Proponents are advised that as a city, Moose Jaw is subject to the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan), which provides a right of access to information in records under the control of a municipality.

    b. Proponents are advised that Moose Jaw may be required to disclose the RFP documents and a part or parts of any proposal in response to this RFP pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan).

    c. Proponents are also advised that *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan) does provide protection for confidential and proprietary business information; however, proponents are strongly advised to consult their own legal advisors as to the appropriate way in which confidential or proprietary business information should be marked as such in their proposal in response to this RFP.

Proponents should identify any information in their proposals that they consider to be confidential or proprietary business information.

Appendix "1" – Rate Schedule

Proponent Name: _____

Address: _____

Instructions for Completing the Price Schedule:

- Bidders may choose not to quote on specific services. If a bidder does not wish to provide pricing for any item in the Rate Table, they may indicate "**Not Applicable (N/A)**"or leave the field blank.
- Any rate field left blank will be interpreted as the bidder's decision not to provide that service, and the City will assume the bidder is not offering or not interested in performing that specific category of work.
- Bidders should ensure that all services they intend to offer are clearly priced, as the City will not request clarification for missing rates during evaluation.
- Bidders must provide all rates **exclusive of applicable taxes**. All pricing entered into the Rate Table shall reflect the bidder's net rates before GST (5%) and Saskatchewan PST (6%). Applicable taxes will be added by the successful contractor at the time of invoicing in accordance with federal and provincial legislation.
- The proponent's rates set out in this schedule are inclusive of:
    - in the case of labour rates, the cost of all payroll burdens, benefits, insurance, safety certifications, training, permits, and licenses; and
    - in the case of equipment rates, the cost of all insurance, licenses, shop supplies, wear and fuel.
    - In the case of crew rates, labour rates and equipment rates, all labour, materials, consumables, tools and equipment required to perform the Work described in Schedule A shall be included unless expressly identified otherwise.
- Unless expressly set out in this Appendix "1" – Rate Schedule, no other costs are chargeable to Moose Jaw in connection with the performance of the Work.
- If rates are proposed to be adjusted during any renewal term, describe the proposed adjustment methodology and any applicable maximum annual escalation factor.

Table 1 – Crew Rates (Primary Pricing)

No.	Crew	Mobilization (Round Trip)	LOA (Daily)	Hourly Rate (CDN $)
1	**Cleaning + Inspection Crew** (Flusher/Vac Unit, CCTV Inspection Truck, Water Truck)	$	$	$

No.	Crew	Mobilization (Round Trip)	LOA (Daily)	Hourly Rate (CDN $)
2	**Solid Debris Cutting** (Flusher/Vac Unit, CCTV Inspection Truck, Water Truck)	**N/A (Considered in Item No. 1)**	**N/A (Considered in Item No. 1)**	$
3	**Cleaning Crew Only** (Flusher/Vac Unit, Water Truck)	$	$	$
4	**CCTV Inspection Crew Only** (CCTV Inspection Truck and Operators)	$	$	$

Note: The proponent's rates set out above are inclusive of the cost of all payroll burdens, benefits, insurance, safety certifications, training, permits, and licenses.

Table 2 – Force Account Equipment Rates

No.	Equipment	Mobilization (Round Trip)	LOA (Daily)	Hourly Rate (CDN $)
1	Flusher/Vac Unit	N/A (Considered in Item No. 1)	N/A (Considered in Item No. 1)	$
2	CCTV Inspection Truck	N/A (Considered in Item No. 1)	N/A (Considered in Item No. 1)	$
3	Water Truck	N/A (Considered in Item No. 1)	N/A (Considered in Item No. 1)	$
4	Root Cutting Equipment / Debris Removal Equipment	N/A (Considered in Item No. 1)	N/A (Considered in Item No. 1)	$
5	Support Vehicle / Additional Equipment (Specify)	N/A (Considered in Item No. 1)	N/A (Considered in Item No. 1)	$

Note: Mobilization and LOA charges for individual equipment shall not apply where Mobilization and LOA are already included within the applicable Crew Rate.

Table 3 – FORCE ACCOUNT LABOUR RATES

No.	Position	Mobilization (Round Trip)	LOA (Daily)	Hourly Rate (CDN $)
1	Supervisor	N/A	N/A	$

2	PACP Certified CCTV Operator	N/A	N/A	$
3	Equipment Operator	N/A	N/A	$
4	Labourer	N/A	N/A	$
5	Traffic Control Person	N/A	N/A	$
6				
7				

Note: Labour rates shall only apply where specifically authorized by the City as Force Account Work and shall not be charged concurrently with applicable Crew Rates unless approved in writing by the City.

Table 4 – Additional Charges (If Applicable)

Item	Description of Additional Charge	Unit	Rate	Notes (if applicable)
1			$	
2			$	
3			$	

Proponents must clearly identify any additional charges, fees, or costs that may apply but are not included in the fixed cost or hourly rates. The City will not consider or pay any additional charges that are not disclosed in the submission.

Appendix "2" – Productivity Schedule

Table 5 – Typical Sewer Cleaning and CCTV Inspection Productivities

Item	Description	Reference Section	Time (Hrs)	Quantity (m)
1	100 mm Sewer	Section 2997 - Sewer Cleaning and CCTV Inspection		
2	150 mm Sewer	Section 2997 - Sewer Cleaning and CCTV Inspection		
3	200 mm Sewer	Section 2997 - Sewer Cleaning and CCTV Inspection		
4	250 mm Sewer	Section 2997 - Sewer Cleaning and CCTV Inspection		
5	300 mm Sewer	Section 2997 - Sewer Cleaning and CCTV Inspection		
6	375 mm Sewer	Section 2997 - Sewer Cleaning and CCTV Inspection		

The Proponent shall provide typical productivities that can be expected for pipe segments with standard cleaning requirements and inspection conditions.

Productivities shall reflect anticipated production under normal operating conditions and shall include all cleaning, CCTV inspection, reporting, crew setup, and routine operational activities required to complete the Work.

Note: The City may consider both the proposed rates and the typical productivity information provided by the Proponent when evaluating overall value for money. Productivity information provided by the Proponent may be used to assess operational efficiency, resource capacity, and the anticipated cost effectiveness of the proposed services.

The City reserves the right to verify productivity information using references, historical performance, industry benchmarks, and clarification requests.

Schedule "C" – Form of Work Agreement

[Form of Work Agreement is attached]

Section 8 – Contractor Management HR-008-2025 SMS

REPAIR AND MAINTENANCE/WORK AGREEMENT

This Repair and Maintenance / Work Agreement is made as of the _____ day of _____, 20__

Between:

CITY OF MOOSE JAW ("**Moose Jaw**") and **<NAME OF CONTRACTOR>** (the "**Contractor**")

Moose Jaw wishes to engage the Contractor to perform certain work for Moose Jaw. Accordingly, Moose Jaw and the Contractor agree as follows:

1. **Contract Documents:** The rights and obligations of Moose Jaw and the Contractor are set forth in this Contract, which includes the following attached Schedules:

   Schedule A - Scope of Work
   Schedule B - Contract Price
   Schedule C - General Conditions

   All capitalized terms used in this Contract and not otherwise defined shall have the meanings given to such terms in Schedule C – General Conditions.

2. **Work:** The Contractor shall perform the Work described in the attached Schedule A – Scope of Work in accordance with this Contract.

3. **Payment:** Moose Jaw agrees to pay the Contractor for the Work performed, the amounts set forth in the attached Schedule B – Contract Price, at the times and in the manner prescribed by this Contract.

4. **Counterparts:** This Contract may be executed in one or more counterparts and may be executed and delivered by facsimile or electronic mail, and all the counterparts taken together constitute one and the same instrument.

5. **Notices:** All notices or other communications between the parties under this Contract shall be in writing and delivered to the address set out below:

Moose Jaw:	Contractor:
228 Main St N, Moose Jaw, SK	<insert address>
S6H 3J8	
Attention: <name or title>	Attention: <name or title>
Email:	Email:

Notices sent by regular mail shall be deemed to be received five (5) days after mailing. Notices sent by email shall be deemed to be received upon the sender receiving an electronic delivery receipt notification.

6. **Binding Agreement:** Moose Jaw and the Contractor, intending to be legally bound, have signed this Contract.

CITY OF MOOSE JAW

By:_____
Name:
Title: Mayor

By:_____
Name:
Title: City Clerk

(SEAL)

[CONTRACTOR]

By:_____
Name:
Title:

(SEAL)

(If no seal, complete affidavits on following pages)

AFFIDAVIT OF WITNESS

I, _____ *(name)* of _____ *(place)* in the Province of Saskatchewan,

MAKE OATH AND SAY THAT:

1. I was personally present and did see _____, the person named in the within document, who is personally known by me, duly sign the document.

2. The document was executed at _____, Saskatchewan on _____, 20___, and that I am the subscribing witness thereto.

3. I know _____ and they are in my belief eighteen (18) years old or more.

SWORN BEFORE ME at the City of _____, Saskatchewan, this _____ day of _____, 20___.

_____
(witness signature)

_____
A COMMISSIONER FOR OATHS
For Saskatchewan
Being a Solicitor, OR
My commission expires: _____

AFFIDAVIT VERIFYING CORPORATE SIGNING AUTHORITY

I, _____ *(name)* of _____ *(place)* in the Province of Saskatchewan

MAKE OATH AND SAY THAT:

1. I am the _____ *(position)* of _____ *(corporation name)* named in this document.

2. I am authorized by the corporation to execute the document without affixing a corporate seal.

SWORN BEFORE ME at the City of _____, Saskatchewan, this _____ day of _____, 20___.)

_____

(corporate officer signature)

A COMMISSIONER FOR OATHS
For Saskatchewan
Being a Solicitor, OR
My commission expires: _____

SCHEDULE A – SCOPE OF WORK

1. Scope of the Work

[NTD: Provide a detailed description of the scope of the Work to be performed by the contractor. Any necessary drawings or maps should be attached as an exhibit and this Section should include a list of these attachments.]

2. Site(s) of the Work

[NTD: List the Site(s) where the Work is to be performed.]

3. Standards of the Work

[NTD: Describe any standards and any other requirements applicable to the Work or the performance of the Work by the contractor. Any additional documents specifying standards should be either incorporated by reference or attached as an appendix and this Section should include a list of these attachments or documents incorporated.]

4. Term

This Contract will commence on the date first written above and will continue in effect until the ____ day of _____, 20__. [This Contract may be renewed for an additional term of _____ at the option of Moose Jaw, on the same terms and conditions specified in this Contract. Moose Jaw may exercise its option by giving a notice in writing to the Contractor on or before _____.]

[OR]

Schedule

[NTD: Describe the schedule and any important milestones or deadlines related to the Work. Any detailed schedule agreed to should incorporated by reference or attached as an appendix and this Section should include a list of these attachments or documents incorporated.]

5. Related Deliverables and Work Product

[NTD: Describe any deliverables the contractor will be required to supply in connection with the Work (i.e.. manuals, drawings, documentation, third party warranties). If there are no applicable deliverables, delete this heading.]

6. Approved Subcontractors

The following are the approved Subcontractors for the Divisions or Sections of Work listed below.

Scope of Work	Subcontractor

SCHEDULE B – CONTRACT PRICE

1. Contract Price

1.1 The Contract Price to be paid by Moose Jaw for the complete performance of the Work is:

☐ fixed sum of $<amount>.

-OR-

☐ time and materials properly incurred by the Contractor, payable at the rates, prices and other terms set out in the Rate Schedule attached as Appendix 1 to this Schedule B – Contract Price.

-OR-

☐ units of work performed by the Contractor, payable at the rates, prices and other terms set out in the Rate Schedule attached as Appendix 1 to this Schedule B – Contract Price.

1.2 The Contractor's charge-out rates set out in the Rate Schedule attached as Appendix 1 to this Schedule B – Contract Price may apply at Moose Jaw's option to any agreed upon changes to the scope of Work set out in Schedule A – Scope of Work. **[Delete if not applicable]**

1.3 If the Contract Price is to be paid on a "time and materials" basis, the Contractor's estimate for completing the Work is set out in Appendix 2 to this Schedule B – Contract Price.

2. Invoicing

2.1 The Contractor may invoice Moose Jaw:

☐ upon complete performance of the Work.

-OR-

☐ monthly in arrears, based on the value of the Work performed during the preceding month.

2.2 Invoices may be submitted electronically to ◆. Invoices shall be accompanied by such documentation and information, including time sheets, as Moose Jaw may reasonably require in order to substantiate the Work performed to which the invoice relates.

2.3 The Contractor shall retain for at least two years after the completion of the Work, complete and accurate records of all of the Contractor's costs which are chargeable

to Moose Jaw on a reimbursable basis. Moose Jaw shall have the right, at reasonable times, to inspect and audit those records for the reimbursable portion of any Work.

APPENDIX 1 – RATE SCHEDULE

No.	Labour	Rate (CDN $)
1	<Insert Position>	$<amount> per hour
2	<Insert Position>	$<amount> per hour

No.	Equipment	Rate (CDN $)
1	<Insert Equipment>	$<amount> per hour
2	<Insert Equipment>	$<amount> per hour

No.	Material	Unit Rate (CDN $)
1	<Material>	$<amount> per <amount>
2	<Material>	$<amount> per <amount>

The rate for Materials where no "Unit Rate" is expressed above, will be the Contractor's actual out of pocket cost, plus a markup of:	<Markup on Materials>%
The rate for Equipment required in connection with the Work for which no rate is expressed above, will be the Contractor's actual out of pocket cost, plus a markup of:	<Markup on Equipment>%

The Contractor's rates set out above are inclusive of:

(a) in the case of labour rates, the cost of all payroll burdens, benefits, insurance, safety certifications, training, permits, and licenses; and

(b) in the case of equipment rates, the cost of all insurance, licenses, shop supplies, wear and fuel.

Unless expressly set out in this Schedule B – Contract Price, no other costs are chargeable to Moose Jaw in connection with the Contractor's performance of the Work.

Units of Work	Quantity	Price per Unit (CDN $)	Extended Unit Price (CDN $)
<Description of Work>		$<amount> per <amount>	
<Description of Work>		$<amount> per <amount>	
<Description of Work>		$<amount> per <amount>	

The Unit Price rates set out above are inclusive of all labour, materials, consumables, tools and equipment required to perform the Work described in the above table. Quantities specified are estimated quantities and are not actual quantities of work to be performed.

APPENDIX 2 – ESTIMATE

1. The Contractor's estimate for the total cost payable by Moose Jaw for the complete performance of the Work is set out below.

   [NTD: If the Contract Price is to be paid on a "time and materials" basis, include this Appendix 2 with the Contractor's estimate]

2. The Contractor acknowledges that Moose Jaw is relying on this estimate as a good faith estimate of the total cost required to perform the Work.

3. The Contractor shall act diligently in performing the Work so as to minimize the total costs payable by Moose Jaw to complete the Work.

SCHEDULE C – GENERAL CONDITIONS

ARTICLE 1: INTERPRETATION

1.1 Definitions

(1) In this Contract:

(a) "**Change Order**" has the meaning given is Section 2.7;

(b) "**Claim**" means any claim, demand, action, cause of action, suit or proceeding;

(c) "**Confidential Information**" means: (i) the terms and conditions of this Contract; (ii) all knowledge and information concerning the technical, commercial and business operations of Moose Jaw; (iii) any third party proprietary information in the custody and control of Moose Jaw; or (iv) any personal information as defined in *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan); which may be acquired by the Contractor in the course of negotiation or performance of this Contract;

(d) "**Contract**" means the Repair and Maintenance Work Agreement to which these General Conditions are attached, together with: (a) all of the schedules attached hereto and all documents incorporated by reference into those schedules; and (b) all other amendments from time to time, duly executed by the parties;

(e) "**Contract Price**" means: (a) where the Work is performed on a "fixed sum" basis, the total contract price specified for the performance of the Work in Schedule B – Contract Price; or (b) where the Work is performed on a "time and materials" basis, the total contract price earned for performance of the Work, determined in accordance with Schedule B – Contract Price; or (c) where the Work is performed on a "unit price" basis, the total of the unit rates payable for the performance of the Work, determined in accordance with Schedule B – Contract Price;

(f) "**Contractor Equipment**" means the tools, plant, equipment and materials used for execution of the Work, but not forming part of the Work;

(g) "**Deliverables**" means the drawings, data, operation and maintenance manuals and all other documents and data that the Contractor is required to deliver to Moose Jaw in accordance with this Contract in relation to the performance of the Work;

(h) "**General Conditions**" means this Schedule C - General Conditions;

(i) "**GST**" means the goods and services tax as provided for in the *Excise Tax Act* (Canada), or any successor or replacement Laws;

(j) "**Laws**" means any applicable federal, provincial, or municipal law, regulation, bylaw, ordinance, rule, permit, license or code of every relevant jurisdiction

that in any manner affects the Work or the performance of the Contractor's obligations under this Contract and any order, decree, authorization or approval, or other binding determination of any relevant governmental authority, body, tribunal or agency with jurisdiction over the foregoing;

(k) "**Materials**" means all materials, machinery, equipment, systems, technology, licenses, processes, accessories, supplies and parts supplied by the Contractor as part of the Work;

(l) "**Moose Jaw Personnel**" means the City of Moose Jaw and its Mayor, Councillors, agents, officers, directors and employees, or any of them;

(m) "**Remedial Work**" means the repair, modification, replacement, or re-performance of any Work in breach of any condition, warranty, guarantee or covenant of this Contract, including removal and reinstallation of the defective Work or replacement Work, and any other corrective measures required;

(n) "**PST**" means the provincial sales tax as provided for in *The Provincial Sales Tax Act* (Saskatchewan), or any successor or replacement Laws;

(o) "**Site**" means each location within the City of Moose Jaw where the Work is to be performed as identified in Schedule A – Scope of Work;

(p) "**Subcontractor**" means an individual, firm, corporation or other entity engaged directly or indirectly by the Contractor to perform any portion of the Work, including, without limitation, the furnishing of any Materials; and

(q) "**Work**" means the carrying out, doing and supply of all things and services that are to be done or supplied by the Contractor pursuant to this Contract and the end product of such activities including, without limitation: (a) the performance of all work set out in this Contract; (b) the supply of Deliverables and all Materials; (c) the performance of all Remedial Work; (d) the supply of all labour necessary for the foregoing; and (e) any part, component or portion of the foregoing.

1.2 Rules of Interpretation

(1) If there is a conflict or discrepancy between, among or within any provisions of this Contract imposing obligations on the Contractor, the more stringent requirement, specification, standard, criteria, warranty or obligation governs.

(2) If, in the performance of the Work, the Contractor discovers any conflict, discrepancy, error or omission in Schedule A – Scope of Work or any other part of this Contract, the Contractor shall immediately provide written notice to Moose Jaw, requesting clarification pursuant to Section 2.5.

1.3 Law of the Contract

The Laws of the Province of Saskatchewan and the Laws of Canada applicable in Saskatchewan govern the interpretation, validity and enforceability of this Contract. The Contractor agrees to submit to the jurisdiction of the courts of the Province of Saskatchewan.

1.4 Entire Agreement

This Contract constitutes the entire and only agreement between the parties, and cancels all pre-existing agreements and understandings between the parties relating to the subject matter of this Contract.

ARTICLE 2: WORK

2.1 General Requirements

The Contractor shall: (a) have complete control over the proper performance of the Work and all persons involved in the Work, including any Subcontractors, and shall be entirely responsible for the compliance with this Contract by all such persons; (b) be responsible for the Work satisfying the requirements set out in this Contract and in every other manner conforming with the specifications, standards, drawings, plans, and all other information or data relating to the Work which are either set forth or referred to in Schedule A – Scope of Work; (c) ensure that the performance of the Work at the Site does not interfere with Moose Jaw's ongoing operations or use of the Site, except with Moose Jaw's prior written consent; and (d) if any other contractors are performing work at the Site, co-operate with and co-ordinate its activities with the other contractors in the working area so that the work of all contractors proceeds with efficiency.

2.2 Quality Requirements

The Contractor shall ensure that: (a) the Work and all Materials satisfy, in every manner, the requirements of this Contract; (b) unless otherwise stated in this Contract, all Materials incorporated into the Work are of good quality, new and undamaged; (c) the Work is free from defects in Materials and workmanship at the time the Work is completed; and (d) where not otherwise expressly provided in this Contract, the Work and all workmanship is in accordance with prudent industry standards having regard to the requirements of this Contract.

2.3 Remedial Work

Any Work not performed in accordance with the standards and specifications required by this Contract shall be re-performed by the Contractor at its expense.

2.4 Inspection of Site

The Contractor is responsible for investigating the Site before performing the Work, and informing itself of all conditions concerning the Work, including but not limited to accessibility, general character, surface conditions, utilities, and all other conditions.

2.5 Additional Instructions

Moose Jaw may provide the Contractor with additional instructions as necessary for the performance of the Work. All such additional instructions must be consistent with the general scope and intent of this Contract, and the Work must be executed in conformity with such additional instructions.

2.6 Changes to the Work

The Contractor shall not make any change to the Work, regardless of the reason, without first receiving a duly executed Change Order for such change to the Work. Changes to the Work performed by the Contractor without a prior Change Order are at the Contractor's sole cost and expense and Moose Jaw is in no way liable for any claim for compensation by the Contractor or a Subcontractor relating to the change to the Work.

2.7 Change Order

(1) Moose Jaw and the Contractor may from time to time, acting reasonably, agree in writing to alter, omit, add to or vary the Work subject to any limitations of Moose Jaw's Purchasing Policy in effect at the time (a "**Change Order**"). Each Change Order shall specify the agreed upon: (a) scope of the change to the Work; (b) adjustment to the Contract Price, if any; and (c) adjustment to the schedule for completing the Work, if any.

(2) Except as specifically set forth in a Change Order, a change to the Work does not affect any other warranties, guarantees or obligations of the Contractor.

2.8 Subcontracts

The Contractor shall not employ any Subcontractor to perform any Work without first obtaining Moose Jaw's written consent. No subcontract by the Contractor, nor the granting of any approval or consent to subcontract by Moose Jaw, relieves the Contractor of any of its liabilities or obligations under this Contract. The Contractor shall pay when due all proper invoices, claims and accounts of Subcontractors employed in connection with the Work.

2.9 Permits and Licenses

Except as expressly provided elsewhere in this Contract, the Contractor shall obtain, at its expense, all necessary permits and licenses and give all necessary notifications to governmental authorities for the performance of the Work.

2.10 Compliance with Laws

The Contractor shall, and shall cause all Subcontractors and personnel engaged in the performance of the Work to: (a) ensure that the Work is performed in accordance with applicable Laws; (b) comply with all applicable Laws in performing its obligations under this Contract; and (c) provide Moose Jaw with evidence of compliance with Laws upon request.

2.11 Time for Performance

The Contractor agrees to perform the Work diligently at all times and within any timelines or schedule specified in Schedule A – Scope of Work.

ARTICLE 3: PROTECTION OF PERSONS AND PROPERTY

3.1 Protection of Property

(1) The Contractor shall take all necessary precautions to protect Moose Jaw's property and the property of any other person located in, upon or about the Site from damage due to any cause related to the Work.

(2) If the Contractor damages the Work or Moose Jaw's property or the property of any other person in the course of performing the Work, the Contractor shall reimburse Moose Jaw for any costs reasonably incurred by Moose Jaw to make good such damage.

3.2 Site Policies and Procedures

The Contractor shall, and shall cause all Subcontractors and personnel engaged in the performance of the Work at the Site to, comply with all rules, regulations and policies, as may be established and amended by Moose Jaw from time to time.

3.3 Occupational Safety and Health

(1) The Contractor shall have responsibility for the safety and health of all persons involved in the Work at the Site, and for compliance with occupational health and safety laws by all such persons.

(2) The Contractor warrants that it is familiar with and understands the occupational health and safety Laws and hazards and potential hazards associated with the performance of the Work, and that its personnel have the training, expertise, capability, experience, and means required to provide the Work in compliance with occupational health and safety Laws. The Contractor shall be responsible for informing all persons involved in performing Work at the Site of such occupational health and safety Laws or hazards.

(3) The Contractor shall take all necessary precautions to guard against any person being injured by the Work at or near the Site or by the condition of the area in which the Work is being performed at the Site.

(4) The Contractor shall immediately forward to Moose Jaw a written report of every loss, damage, injury or death which may occur during the performance of the Work and arising out of the Work at or near the Site.

3.4 Hazardous Materials

The Contractor shall notify Moose Jaw in advance of any hazardous materials that it intends to bring onto the Site and provide Moose Jaw with the appropriate Material Safety Data Sheets for such materials.

ARTICLE 4: PAYMENT

4.1 Payment of Invoices

(1) Subject to the amount of each invoice being verified and authenticated to Moose Jaw's satisfaction, payment of all undisputed amounts of each invoice is due within 28 days after receipt of such invoice by Moose Jaw.

(2) If the amount of any invoice is disputed by Moose Jaw, Moose Jaw shall give prompt notice of the disputed amount with reasons and will not delay payment of the remainder of the invoice.

(3) Payment of invoices will be subject to: (a) where applicable, the holdback required by *The Builders' Lien Act* (Saskatchewan); (b) the Contractor providing evidence of compliance with workers' compensation legislation; (c) set-off holdbacks as described under Section 4.5; (d) lien payments as contemplated under Section 5.3(2); and any other holdbacks as described under this Contract.

(4) The Contractor shall pay the Subcontractors who supplied services or materials that were included in the invoice within 7 days of receipt of payment from Moose Jaw.

4.2 Full Compensation

Except as otherwise expressly stated in this Contract, the Contractor accepts the Contract Price as full compensation for everything furnished and done by the Contractor under this Contract and fulfillment of all the Contractor's obligations under this Contract.

4.3 Price Inclusive

Except for any applicable GST and PST which is required to be levied on the Contract Price, the Contract Price includes all taxes, duties, premiums, levies, contributions, assessments, freight charges, licensing fees, packing charges, insurance charges and any other charges whatsoever in connection with the Work.

4.4 Taxes

(1) The Contractor shall: (a) comply with the *Excise Tax Act* (Canada) and the *Provincial Sales Tax Act* (Saskatchewan) regarding the collection and remittance of all applicable GST and PST; and (b) promptly pay or remit to the appropriate governmental authority when due all applicable GST and PST. The Contractor shall indemnify and save harmless Moose Jaw from and against liability for all sales taxes, excise taxes, workers' compensation assessments or other charges (including late

interest and penalties) in relation to the performance of the Work that are payable by the Contractor to any governmental authority.

(2) If the Contractor is a non-resident of Canada, Moose Jaw will retain and remit the prescribed percentage of withholding tax from the Contract Price, unless the Contractor first provides Moose Jaw with an appropriate certificate exempting Moose Jaw from remitting the prescribed withholding tax. The Contractor shall indemnify and save harmless Moose Jaw from and against all withholding taxes, penalties and interest payable pursuant to the *Income Tax Act* (Canada) that relate to the performance of the Work by a non-resident of Canada.

4.5 Set-off

Despite any other provision of this Contract, Moose Jaw may withhold, set-off or deduct from any amount otherwise payable to the Contractor under this Contract, any amount that is reasonably necessary to reimburse, indemnify or protect Moose Jaw from any loss or damage resulting from or attributable to the default by the Contractor in any obligation under this Contract, or to reimburse Moose Jaw for any amounts otherwise due and payable by the Contractor to Moose Jaw under or arising from this Contract, or from Claims by third parties against Moose Jaw in respect of the Work.

ARTICLE 5: TITLE AND RISK OF LOSS

5.1 Title

(1) Subject to the Contractor's rights under *The Builders' Lien Act* (Saskatchewan), the Contractor warrants that Moose Jaw will obtain title to any Materials and all other aspects of the Work, free and clear of all liens, charges and encumbrances.

(2) Moose Jaw shall obtain title to the Materials and all other aspects of the Work upon the earlier of: (a) payment for the Materials or other aspect of the Work by Moose Jaw in accordance with this Contract; or (b) delivery of the Materials to the Site.

5.2 Risk of Loss

Despite the passage of title to any portion of the Work, the Contractor shall bear all the risk of loss and be responsible for all:

(a) Materials supplied by the Contractor or its Subcontractors prior to their permanent incorporation into the Work; and

(b) Contractor Equipment used in the performance of the Work.

5.3 Liens

(1) If Moose Jaw receives written notice of any claim of lien from or if any claim of lien should be recorded by any Subcontractor, labourer or supplier, the Contractor shall promptly cause such written notice of claim or claim of lien to be discharged and

removed or make such other financial arrangements so as to fully protect the interest of Moose Jaw as Moose Jaw may approve.

(2) Moose Jaw shall, after giving at least five business days' advance notice to the Contractor of its intention to do so, be entitled to employ any monies then due or to become due to the Contractor under this Contract in order to discharge every such lien by bond or posting of other security (including security for costs), or by paying the amount claimed into court or directly to the lien claimant.

(3) The Contractor shall indemnify Moose Jaw from any losses or expenses suffered or incurred by Moose Jaw (including disbursements and legal fees on a solicitor and his own client full indemnity basis) in connection with any liens claimed or recorded by any Subcontractor, labourer or supplier in relation to the Work.

ARTICLE 6: WARRANTY

6.1 Warranty Repair

(1) If any defect or deficiency in, or failure of, the Work occurs within 12 months after completion of the Work, however caused or arising (excluding normal wear and tear or Moose Jaw's negligent maintenance or operation of the Work), the Contractor shall perform, at the Contractor's expense, all Remedial Work necessary to correct such defect, deficiency or failure.

(2) If any defect or deficiency in, or failure of, any Remedial Work occurs within 12 months after the completion of the Remedial Work, the Contractor shall perform, at the Contractor's expense, all further Remedial Work necessary to correct such defect, deficiency or failure.

(3) If the Contractor fails to proceed with the Remedial Work as promptly as possible after notice from Moose Jaw and to diligently continue to perform such Remedial Work to its completion, or if the Contractor has authorized Moose Jaw to complete the Remedial Work, then Moose Jaw may, at the Contractor's expense, take all necessary steps to have the Remedial Work completed.

ARTICLE 7: INSURANCE AND INDEMNITY

7.1 Insurance Coverage

The Contractor shall, without limiting its obligations or liabilities under the Contract, maintain and keep in force, at its own expense, the following insurance policies with limits not less than those stated below:

Commercial General Liability Insurance with a limit of not less than $5,000,000 for each occurrence, covering all amounts that the Contractor becomes legally obligated to pay as damages arising from bodily injury, death, and property damage and including product liability coverage and an endorsement for contingent employers liability coverage or contingent liability coverage;

(a) Automobile Liability Insurance covering owned, non-owned, and hired vehicles, with a limit of not less than $5,000,000 for each occurrence of bodily injury, death, and property damage;

(b) All-Risks Contractor's Equipment Insurance, covering loss or damage to Contractor Equipment owned, leased or rented by the Contractor and used in connection with the Work; and

(c) any other types or amounts of insurance coverage which the Contractor is required by any Laws to provide or which may be required by Moose Jaw from time to time, acting reasonably.

7.2 Terms of Insurance

(1) The insurance obtained by the Contractor pursuant to this Contract must be provided in accordance with the following terms and conditions:

(a) The Contractor shall, prior to commencement of the Work and from time to time as further requested by Moose Jaw, provide Moose Jaw with a certificate of insurance evidencing that the insurance required under Section 7.1 has been so obtained.

Each insurance policy shall provide that 30 days' prior written notice shall be given to Moose Jaw of any cancellation or change of such policy.

(b) The Contractor shall ensure that the Moose Jaw Personnel are included as an additional insured regarding the Contractor's operations under this Contract for the Commercial General Liability Insurance.

(c) Each insurance policy shall specifically provide that the insurance is primary and non-contributing with any insurance carried by Moose Jaw.

(d) The Contractor shall make each insurance policy available for inspection upon request by Moose Jaw.

(e) Each insurance policy (excluding Automobile Liability Insurance) shall be endorsed to provide that the insurer will have no right of subrogation against Moose Jaw.

(f) Each insurance policy shall be maintained from the date of commencement of the Work until at least two years after final completion of the Work.

(2) The Contractor waives any Claims it may have against the Moose Jaw Personnel (and indemnifies the Moose Jaw Personnel against any Claims by the Contractor's personnel, suppliers, labourers and Subcontractors) arising out of any loss or damage to any Contractor Equipment used by the Contractor or its Subcontractors in connection with the Work, whether such loss or damage, injury or death, is caused in whole or in part by Moose Jaw.

7.3 Workers' Compensation

The Contractor shall ensure that workers' compensation covers all workers engaged in performing the Work at the Site in accordance with *The Workers' Compensation Act, 2013* (Saskatchewan).

7.4 Contractor Indemnification

The Contractor shall indemnify and hold harmless the Moose Jaw Personnel from and against all liability, damage, losses, expenses or costs (including, without limitation, legal fees and disbursements on a solicitor and his own client full indemnity basis) suffered or incurred by the Moose Jaw Personnel, whether in respect of losses suffered by the Moose Jaw Personnel or in respect of Claims by third parties against the Moose Jaw Personnel, that arise out of, result from or are attributable to: (a) the negligent acts or omissions, gross negligence, or willful, wanton or intentional misconduct of the Contractor, any Subcontractor or anyone for whose acts or omissions any of them may be liable in the performance of the Work; or (b) a breach of this Contract by the Contractor.

ARTICLE 8: TERMINATION

8.1 Moose Jaw's Right to Terminate

Moose Jaw may terminate this Contract by providing written notice to the Contractor, if the Contractor:

(a) fails to comply with any of the terms or conditions of this Contract, or

(b) becomes bankrupt or insolvent, makes an assignment for the benefit of creditors, is subject to the appointment of a receiver, manager, trustee or liquidator, or has commenced dissolution, liquidation or winding up proceedings.

8.2 Cancellation by Moose Jaw

Moose Jaw may at its sole option cancel this Contract at any time, without cause, by providing written notice to the Contractor. Upon such cancellation, Moose Jaw shall pay the Contractor for the Work completed, together with all actual direct expenses, charges and liabilities reasonably incurred by the Contractor as a result of such cancellation. Moose Jaw shall have no further liability to the Contractor in relation to such cancellation.

8.3 Contractor's Obligations on Termination or Cancellation

Upon termination by Moose Jaw under Section 8.1 or cancellation by Moose Jaw under Section 8.2, the Contractor shall immediately deliver to Moose Jaw all components and items of the Work as they exist on the date of termination, and specifically including all Deliverables. Despite any other provision in this Contract respecting passage of title, all right, title and interest of the Contractor in the Work, as

the Work exists on the effective date of termination, immediately passes to and vests in Moose Jaw.

ARTICLE 9: GENERAL

9.1 Confidentiality

Without the prior written consent of Moose Jaw, the Contractor shall: (a) keep all Confidential Information strictly confidential; (b) not divulge to any third party any Confidential Information; (c) not make any commercial use whatsoever of any Confidential Information; and (d) only use Confidential Information solely for the Contractor's performance of this Contract.

9.2 Rights and Remedies

Unless otherwise expressly provided in this Contract, each party's rights and remedies specified in this Contract are cumulative and are not exclusive of any other rights or remedies that a party may have, whether under this Contract, at law, in equity or otherwise.

9.3 Independent Status of the Contractor

The Contractor is an independent contractor and not an agent or representative of Moose Jaw. Nothing contained in this Contract creates any contractual relationship between Moose Jaw and any Subcontractor nor an employment relationship between Moose Jaw and any employee of the Contractor or any Subcontractor.

9.4 Waiver

No waiver by Moose Jaw of any provision of this Contract, nor consent by Moose Jaw to any departure therefrom, shall in any event be effective unless it is signed by an officer of Moose Jaw, and then shall be effective only in the specific instance and for the purpose for which such waiver was given.

9.5 Modification

No revision, modification or waiver of this Contract is binding on Moose Jaw unless expressly agreed to in writing signed by an authorized representative of Moose Jaw.

9.6 No Assignment

This Contract may not be transferred or assigned in whole or in part by the Contractor without the prior written consent of Moose Jaw. Such consent will not relieve the Contractor of its obligations and liabilities under this Contract.

9.7 Survival of Covenants, Representations and Warranties

All provisions of this Contract which expressly or by their nature survive the termination of this Contract or the completion of the Work will continue in full force and effect after any termination of this Contract or completion of the Work.

9.8 Enurement

This Contract enures to the benefit of and is binding upon the parties and their respective successors and assigns (in the case of the Contractor, permitted assigns).

City of Moose Jaw
SAFETY MANAGEMENT SYSTEM

SMS:	**Section 8 Contractor Management**	**SMS NO.:**	**HR-008-2025 SMS**
SMS Owner	**Safety Services**	**Approved on:**	**January 21, 2025**
Approved by:	**City Manager Safety Supervisor**	**Effective Date:**	**January 1, 2025**
Last Reviewed:	**March 2017**	**Next Review:**	**January 2026**
Reviewed by Safety Services:	**Safety Supervisor**	**Date:**	**January 2025**
Reviewed by OHC Co-Chairs	***Kara Stevens, employee co-chair OHC complex***	**Date:**	**November 10, 2024**

1.0 Introduction

The City of Moose Jaw is committed to ensuring the safety of employees, citizens, contractors, and service providers.

Contractors or service providers are expected to comply with all relevant legislation and regulations and take every reasonable and practicable precaution to protect the health and safety of their employees, City employees, the general public and the environment.

This section outlines the expectations of contractors and service providers as well as the steps the City will take to ensure compliance.

2.0 Definitions/Abbreviations

- **Clearance Letter (WCB):** States that the contractor/subcontractor is registered with the Workers Compensation Board.
- **Contractor:** A person or company that undertakes a contract to provide materials, labour or service.
- **General Contractor:** A person or company responsible for overseeing a project.
- **Letter of Good Standing:** States that the contractor/subcontractor is registered and that their account is in good standing with paid premiums to WCB.
- **Owner:** The individual or entity who has legal rights and control over a property or project.
- **PME:** Power Mobile Equipment
- **PPE:** Personal Protective Equipment
- **Prime Contractor:** The principal contractor who enters into a written agreement with the owner when two or more contractors are employed on the same site.
- **Project Manager:** An experienced construction professional responsible for overseeing all aspects of the building process in conjunction with contractors.
- **Service Provider:** An individual or business that provides a specific service to maintain/repair equipment or supply a specialized product/skill with employee(s) that may come onto the site to conduct this service.

- **Vendor:** Are companies that sell goods or services available to companies or consumers.

3.0 Considerations

All contractors performing work on behalf of the City of Moose Jaw shall be evaluated, and the completed Prime Contractor Checklist shall be submitted (**Appendix D**). It is the requirement of the Department hiring the contractor to ensure the completion of the contractor evaluation documents prior to the commencement of the project start date. The contractor requirements are guidelines intended to support the following:

- Ensure all reasonable precautions are taken to protect workers, the public, adjoining structures, utilities and processes.
- Understand and abide by the *Saskatchewan Employment Act* and *Occupational Health and Safety Regulations* and other Legislation.

The Safety Management System outlines the responsibilities of contractors and service providers.

4.0 Responsibilities

4.1 City Manager

- Ensure Departments are providing contractors with the evaluation, which is completed prior to the contractor start date.
- Ensure non-compliance is addressed and issue a letter of expectations to operate safely.
- Approve and issue a "Stop Work Order" when non-compliance is repeated or the severity is high post-incident.
- Promote, encourage and support a positive safety culture.

4.2 Senior Management

- Ensure the required procedure has been implemented according to the Safety Management System.
- Ensure their designated site representatives understand these requirements.
- Ensure all incidents are reported on the same day including non-compliance and corrective action implemented.
- Initiate a "Stop Work Order" depending on the severity of an incident.
- Ensure periodic workplace inspections are conducted, document deficiencies, and implement corrective action.
- Ensure contractors/service providers are knowledgeable and meet the required expectations.
- Ensure kickoff meetings are scheduled and documented.
- Promote, encourage and support a positive safety culture.

4.3 Supervisors/Managers (Project Coordinators/Managers)

- Know and understand the requirements regarding managing contractors.
- Immediately report non-compliance regarding unsafe acts, behaviours or conditions to their Director.

- Review and sign all hazard assessments and related documentation when accessing worksites.
- Ensure contractors follow their safety program and be familiar with.
- Ensure contractors have submitted their contractor evaluation prior to the start date.
- Ensure the contractor has a system to ensure the contractor's employees are certified and current with training
- Ensure the contractor has a system for keeping the mechanical inspection of all mobilized equipment current within one year.
- Promote, encourage and support a positive safety culture.

4.4 Employees (contractual support)

- Know and understand the requirements to support contractors.
- Be familiar with contractors' safety program.
- Report non-compliance regarding site safety.
- Promote, encourage and support a positive safety culture.

4.5 Occupational Health and Safety Committee (OHC)

- Review this program semi-frequently to update or post incidents for updates.
- Promote, encourage and support a positive safety culture.

4.6 Safety Services

- Ensure the SMS is reviewed semi-frequently or post incident.
- Serve as a resource to support all projects.
- Conduct site assessments and document non-compliance.
- Assist in investigating safety-related concerns and support corrective actions.
- Perform contractor analysis regarding their safety program and review contractor evaluation.
- Review/audit all site documentation and provide support for all contractors.
- Promote, encourage and support a positive safety culture.

4.7 Contractor / Service Providers

- Comply with all applicable legislative requirements regarding their scope of work.
- Ensures level of safety on site meets the City of Moose Jaw's level of safety through compliance with the policies and processes or goes above them.
- Ensure hazard assessments are completed as scheduled, and all contractor employees and visitors sign all applicable site documentation.
- Ensure all contractor employee(s) are trained and hold a current certification for all tasks or operations of PME on site.
- Report non-compliance to the owner on the same day or when reasonably practicable.
- Report to the owner when issued a "Notice of Contravention" / "Stop Work Order" or "Officers report" issued by the Ministry of Labour Relations and Workplace Safety.
- Investigate all incidents and provide incident reports to the owner with corrective actions to prevent recurrence.
- Provide copies of site inspections in a semi-frequent time frame.
- Establish a site emergency repose plan, traffic control plan and provide adequate information to all workers, visitor and attached city employee(s).

- Conduct daily/weekly/monthly safety meetings or toolbox/tailgate meetings according to their company safety program (terminology regarding these types of meetings is not definitive and may have alternative descriptions). Provide them to the owner.
- Submit Workers Compensation Board clearance letters, contractor evaluation forms, safety manual, and any other document requested by the owner.
- Cooperate with the City and/or Ministry of Labour regarding health and safety issues, concerns, reports, incident findings, inspection compliances or other safety issues that may arise from the course of work.

4.8 Prime/General Contractor

In addition to 4.7, there may be a requirement to establish a site-designated prime or general contractor to manage a specific work site/project, and the following shall apply:

- Ensure there is a written agreement where "*A worksite is a required worksite if 10 or more self-employed persons or workers under the direction of 2 or more employers are engaged at the worksite in one or more of the following industries: construction, forestry or oil and gas".*
- Identify and inform employers and self-employed persons about hazards for which the prime contractor is responsible.
- Ensure, insofar as reasonably practicable, that the employers or self-employed persons at a worksite eliminate hazards identified by the prime contractor "before" activities or operations begin on the worksite and after they have commenced.
- Ensure that the employers or self-employed persons at a worksite reduce or control hazards that cannot be reasonably eliminated.
- Ensure that the contract information of the prime contractor is posted in a conspicuous location at the worksite.
- Ensure that all activities at the worksite that may affect health and safety are coordinated.
- Ensure that all employers and self-employed persons have adequate and appropriate occupational health and safety policies and procedures, safe work practices and equipment and are competently trained and informed.
- Identify a competent person to oversee and direct, on behalf of the prime contractor, activities of employers and self-employed person(s) at the worksite.
- Prepare a written plan that explains how the requirements are to be met and deliver a copy of the written plan to all employers and self-employed person(s) before any work commences.

4.9 Self-Employed Consultant

Determine what their responsibilities are in relation to the health and safety of all workers affected by their activities in the workplace.

- Cooperate with contractors, subcontractors, self-employed people, and occupational health committees to protect everyone's health and safety.
    - Conduct their work in a way that does not endanger anyone's health and safety.
- Provide information that could affect the health and safety of others to the contractor, subcontractors, self-employed people and to their occupational health committees.
- Know and follow applicable parts of the contractor's health and safety program and
- Know and follow *The Saskatchewan Employment Act* and regulations.

5.0 Required Standards

The Contractor must have an SMS that applies to any person, business, or entity providing a service to or for the City of Moose Jaw. Contractors, suppliers, or service providers shall adhere to legislated requirements that apply to the scope of work provided.

The Contractor's SMS must meet or exceed the City of Moose Jaw's SMS (Policies and Processes). In the absence of a Contractor's SMS or if the Contractor's SMS is to a lower standard, the Contractor must adopt the City of Moose Jaw's SMS.

Contractors/Subcontractors/Service Providers that are out of Province with active employees on payroll must register with the Saskatchewan Workers Compensation Board within 30 days and submit payrolls for all workers working in Saskatchewan. If out-of-province contractors are not registered with employees, the owner hiring the contractor shall be charged for those workers.

6.0 New Operations

When new construction projects are contracted and will employ 10+ workers for 6 months or more, the owner, contractor, prime or general contractor shall give notice to the Ministry of Labour Relations and Workplace Safety pertaining to the scope of work performed 14 days before the project start date and include the following:

- Legal name and business of the employer, contractor or owner;
- Location of the site;
- Mailing address;
- Nature of work performed;
- Number of workers employed;
- Contact information telephone and fax numbers of the contractor, employer or owner;
- Estimated start date and expected duration of the project.

7.0 High Risk Activities

During construction, circumstances will arise due to the scope of work and processes that create high-risk hazards. The worker(s) performing these activities must be trained and certified. These activities can result in severe injuries or workplace fatality and require special attention; they are:

Falls, Working from Heights

- Workers work at heights, fall at grade to a lower level, work from scaffolds, sloped or flat roofs, holes in floors or unprotected floor holes, work from an elevated platform, inspect equipment, and use or access ladders. A fall protection plan must be implemented.

Operating Powered Mobile Equipment/Vehicles

- Risks include others being caught between or struck by equipment, faulty equipment or attachments, falling material or loads, inadequate training or equipment, unkept cab or windscreens, unreadable controls or congested work areas. All operators must be certified.

Lockout Tag Out (pneumatic, hydraulic, heat/steam, tension/spring loaded, electrical)

- Where there is a risk of stored energy and the use of a lock-out, tag-out process is used by the contractor while working on but not limited to: pumps, motors, elevating cabs, equipment for driver maintenance, installing electrical, hydraulics, repairing tools, frayed wires.

Demolition of structures

- Contractors are performing demolition work of old buildings, sheds, and housing 1 to 3 stories, resulting from a structural fire or condemnation. Depending on the complexity or adjacent structures, a professional engineer may be required to implement a plan.

Air Contamination

- Contractors that engage in activities that produce particles into the air must have a system to protect their workers and the public from the potential risk/discomfort of the particles. Contractors must review the tables listed in the Regulations regarding exposure of products used and prevent injuries. Contractors must develop an exposure control plan. The use of PPE is recommended.

Confined Spaces

- Contractors are required to identify confined spaces. Workers that would be exposed must ensure workers entering are trained and implement a confined space watch to monitor workers while occupied. Examples of confined spaces are manholes, tank, hoppers, pits, bins, boilers, and deep trenches

Traffic Control Plan

- When workers and PME are working on the same site and/or in proximity to public roadways, contractors must develop and document a procedure to eliminate, reduce, and implement controls to protect human life and injury as well as equipment damage. Road closure can be applied to eliminate public traffic.

Hoisting and Rigging

- Workers must have training, rigging must be certified with applicable pull tests, equipment must have a mechanical/mag particle inspection current within one year, crane operators must possess a certification (journeyman or apprentice while being supervised by appropriate supervisor). Lifts that use more than 70% of the lift capacity of the crane load chart and/or use more than one crane are deemed critical lifts. Critical Lifts will need additional documentation on the process and safety procedures of the lift. Lifts the operator cannot see the landing, also known as a blind lift, must have two-way radio communication, and the plan must be written and on site. Regardless of the lift, outriggers must have pads under the outriggers and daylight visible under the tires unless the equipment is designed in a way that is incorrect as per design. Planned lifts must not exceed the load capacity of any part of the equipment or site (for example, the roof the items are being set up on or items are to be placed on). Working load limits need to be known and documented for any part of the worksite with a risk of a load being placed on them. The ground level is exempt from the working load limit requirement unless structures or other items below the surface produce a risk of collapse.

Excavation and Trenching

- Contractors must ensure workers have ground disturbance training. Line locate requests must be initiated and current before breaking ground, line locates must be valid, and contractors must remark lines if they are weathered and perform a line locate validation to ensure line marks are as described. Deficiencies or discrepancies are signs that line locates are not completed, and work must stop until rectified.

Biological / Blood Borne Pathogens / Sharps / Drug Paraphernalia

- Contractors must develop an exposure control plan to prevent/reduce worker(s) exposure to sharps, pathogens, drugs or paraphernalia, and bodily fluids discovered on the work site.

7.1 Work Permits

Contractors are required to apply for permits for road or sidewalk closures when required to divert pedestrian or vehicle traffic to perform work. Contractor shall email contactoperations@moosejaw.ca completing the following internal permits:

- Event or Parade Street Permit
- Construction Street Permit
- Parking Meter/Sidewalk Closure Permit
- Contractor Line Locate: water, sewer, storm drains, trees and sprinklers in parks.
- Excavation Permits (internally provided)
- Confined Space permits (internally provided)

Contractors that require electrical, gas, telecommunications line locates shall call Sask1st call for all other locates. Locates must be completed and documentation (hard or soft copies accepted and accessible for all employees) onsite before excavating soil.

8.0 General Site Requirements

All Contractors shall establish site specific control measures and procedures to promote health and safety in the workplace. Contractors are responsible for implementing site rules for employees, subcontractors and visitors and shall cover the following:

- Site orientation: There must be a formal process to provide site specific safety training with all workers, visitor or subcontractors on site.
- Hazard Assessments: Must be completed daily prior to each trade working on site.
- Incident/Accident Reporting: All incidents shall be reported regardless of severity and managed by the contractor. Incidents that require medical treatment or a notice of contravention shall be reported to the owner on the same day of occurrence.
- Workplace Inspections: Contractors shall conduct scheduled workplace inspections to assist with identifying and controlling hazards. These inspections must be produced upon request from the owner.
- Contractor must have a process to protect the public from hazards even when staff is not on the scene. The controls must be inspected and corrected if not controlling the risk.
- Housekeeping: Contractors shall ensure that general site housekeeping is conducted at regular intervals, including stacking and storing materials, waste segregation and recycling, and storing and segregating flammables.
- Site-specific documentation: Contractors must ensure that documentation is posted or located in a conspicuous location and known for reference by all site workers. This includes Permits, P-Eng drawings, hazard assessments, tabulated data for excavation shoring or protective structures, inspection reports, officers' reports issued by the Ministry of Labour Relations and Workplace Safety or the owner, and control plans for high-risk activity.
- Training Certification: All employees that have received training and have been issued a certificate must have a copy either on their person or accessible through electronic device.

- Wear all applicable Personal Protective Equipment (PPE) that is required according to the work performed. Specialized PPE must be in place, readily available, and worn when required.
- Contractor employee(s) shall not engage in harassment, bullying or physical contact with other employees, subcontractors, public or visitors and report allegations to their supervisor.
- Contractor must have a Violence policy.

It is the contractor's responsibility to ensure specific control measures are implemented according to the scope of work performed.

9.0 Contractor Evaluation Forms

All contractors that perform work for the City of Moose Jaw shall complete the contractor's evaluation form once annually if utilizing the contractor multiple times in a year or prior to the commencement of contracted work, determined by the type of contract and with the Department indicating the work of the contract in consultation from Safety Services. The form must be completed with all applicable supporting documentation as follows:

- Contractors shall be provided with "Contractor Preapproval Checklist" and submit completed information (**Appendix A**).
- Contractors shall be provided with "Contractor Orientation Checklist" and submit completed information (**Appendix B**).
- On the projected contract start date, the City of Moose Jaw and their representatives, along with the contractor/prime/general contractor, shall complete and sign the onsite orientation checklist (**Appendix C**).
- Prime Contractors checklist must be completed prior to contract start date (**Appendix D**).

The City of Moose Jaw representative, Departments with consultation from Safety Services, and the contractor must complete these forms and submit all documentation to the Department indicating the work of the contract for record keeping with availability for review by Safety Services upon request. All parties must know and understand their legislative requirements.

9.1 Contractor (Sole Proprietor or Contractor) without a Safety Program

Depending on the scope of work, sole proprietors or contractors without a safety program will be required to follow the City of Moose Jaw's Policies and processes. Departments issuing contracts must ensure a standard is maintained and followed and provide all contracts with all relevant documentation. Consultants providing a service to audit or provide a non-working laboured service are not required to adhere to these standards. These consultants shall follow a specific policy related to safety, harassment, and violence in the workplace.

10.0 Stop Work Order / Non-compliance

Stop work orders are legally binding instructions provided to contractors, ensuring that project delays result from legislative or company rules violations that could or would result in serious injury or death. Contractors will be issued a formal stop work order based on the following criteria:

- Failing to provide control measures for high-risk activities (described above in sub-section 7.0),

- Unsafe operation of equipment or unauthorized use of PME,
- Repeated non-compliance with a company safety program or legislated requirements,
- Release of a product or contamination into a water course,
- Serious injury or fatality.

Contractors who are issued a stop work order, either internally or externally, shall satisfy the issuing authority. See Appendix E for the Internal stop work order. Be aware that the person who signed off on the stop work order must be satisfied by the correction prior to the stop work order being lifted. For external stop-work orders, the authorities and the project manager must be satisfied before the stop-work order is lifted. All stop-work orders need to be documented in writing when issued and removed.

11.0 Environmental Protections

Contractors that require the use of earth-moving equipment, watercraft, wood chipping, shoring, trench boxes or other equipment/materials used in different locations have the potential to introduce evasive species, plants or seeds to the City of Moose Jaw. Contractors shall ensure that all equipment/material has been inspected and/or cleaned to prevent the spread of evasive species, plants or seeds to the City of Moose Jaw.

The Contractor will take all reasonable steps to protect the environment and will meet all legal requirements related to the protection of the environment. The Contractor will report all spills to the proper authority and the owner as soon as reasonably practicable.

APPROVED **City Manager's Signature:**	***Maryse Carmichael***
Safety Supervisor's Signature:	*Travis Eisner*

Section 8 Contractor Management
Contractor Preapproval Checklist **Appendix A**

All items are to be submitted to the City of Moose Jaw.

Project / Type of Work Performed			***Contract / Reference #***	

ITEM	**YES**	**NO**	**N/A**	**Department Signoff**	**COMMENTS**
WCB Clearance Letter.					
WCB Letter of good standing.					
Health and Safety Management System Manual or another equivalent document					
Policy/Process to Identify High-risk activities with the process to mitigate Risk					
Policy/Process for permit application and utilization.					
Policy/Process to report incidents					
Policy/Process to Investigate Incidents.					
Policy/process to develop worksite traffic control.					
COR Certified with documentation of good standing.					
Policy/Process for Personal Protective Equipment.					
Policy/Process on Emergency Response Plan.					
Policy/Process relating to Training and training records.					

Section 8 Contractor Management
Contractor Preapproval Checklist **Appendix A**

Acknowledgement

Contractor / Prime Contractor Acknowledgement

I, _____ *Contractor / Prime Contractor Official (Please Print)*, of _____ *Company Name (Please Print)*,

Acknowledge that I received and completed Appendix A, Appendix B, Appendix C, and/or Appendix D of the City of Moose Jaw Contractor Management policy and am familiar with The Saskatchewan Employment Act, 2013, Saskatchewan Occupational Health and Safety Regulations, 2020, City of Moose Jaw Policies and Procedures and Industry Recommended Practices as it relates to the work and will govern our work activities accordingly. I also acknowledge that failure to comply with this policy could result in the termination of the business relationship with the City of Moose Jaw and the opportunity of future work considerations. I also acknowledge that the questions noted above were reviewed and answered by me.

Contractor/ Prime Contractor	*Signature*	*Position/Title*	*Date*
	Contact Information: *Name:* *Cell:* *Phone:* *E-Mail:*		

City of Moose Jaw

Print Name		*Signature*	

Section 8 Contractor Management
Contractor Site Safety Orientation **Appendix B**

Project / Type of Work Performed		***Contract / Reference #***	

ITEM	**YES**	**NO**	**N/A**	**COMMENTS**
Contractor submitted all WCB clearance letters of good standing.				
Contractor submitted the Health and Safety Management System Manual to owner.				
High-risk activities have been identified, and plans completed and submitted to the owner.				
Permits: Contractor has applied for applicable permits.				
Contractor system to report all Medical Treatment Incidents to Owner				
Site Plan: Mobile Equipment and Foot Traffic Plan established.				
Plan relating to Trenching activity identified				
Code of Practice Safe Trenching & Excavation Training completed.				
Contractor COR Certified and provided proof of good standing.				
Policy to ensure PPE is worn.				
Emergency response plan for the site.				
Policy to ensure training of workers applicable to the work (Check worker).				

Yes **No**

☐ ☐ Are workers trained and possess valid certifications and qualifications required by SK provincial legislation to perform the work?

☐ ☐ Workers will be sufficiently and competently supervised?

☐ ☐ Safety meetings will be held regularly? Frequency: _____

☐ ☐ Method in place to address non-compliance of safety rules?

☐ ☐ _____

☐ ☐ _____

Acknowledgement

Contractor / Prime Contractor Acknowledgement

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Contractor / Prime Contractor Official (Please Print) *Company Name (Please Print)*

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Contractor/ Prime Contractor	*Signature*	*Position/Title*	*Date*
	Contact Information: *Name:* *Cell:* *Phone:* *E-Mail:*		

City of Moose Jaw

Print Name		*Signature*	

Section 8 Contractor Management
Safety Orientation Checklist **Appendix C**

_____ Hazard assessment of worksite completed.

_____ Contractor qualifications verified (as applicable)

_____ Contractor has current and valid SK WCB coverage.

_____ General safety orientation completed.

_____ Site-specific orientation completed.

_____ Site-specific safety procedures and processes reviewed.

_____ Site-specific emergency response/evacuation plan reviewed.

_____ Applicable City safety policies reviewed (identify specific policies covered)

_____

_____

_____ Facility tour completed (if applicable)

_____ Prime Contractor identified _____.

This is to certify that I, _____ have reviewed the above information and have been orientated as per the above checklist.

_____ _____
Orientation Performed By Signature

_____ _____
Contractor Name Contractor Signature

Date: _____

13.8 Prime Contractor Checklist

	Prime Contractor Requirements	YES	NO (action required)	N/A
1	a signed written agreement in place between the owner and the prime contractor?			
2	Has the owner provided information about any known hazards on the worksite?			
3	Has a competent safety coordinator been appointed to oversee and direct the activities of workers and employers at the worksite?			
4	The prime contractor have a system in place to identify and control hazards?			
5	Has the prime contractor received the names of the designated supervisors for all the other employers or subcontractors on site?			
6	The prime contractor contact information posted conspicuously on site?			
7	Are all companies on site in good standing with SK WCB?			
8	Has the prime contractor provided a schedule for safety meetings with the other companies on-site to coordinate safety activities?			
9	Has a Joint Occupational Health and Safety Committee been established (for projects >90 days)?			
10	Has the prime contractor checked the other company's safety programs and procedures, and are they adequate for the work planned?			
11	The prime contractor have a system in place to ensure that all workers on site receive a safety orientation before they start work?			
12	Is there an Emergency Response Plan and emergency equipment for the site, and has it been tested?			
13	Does the prime contractor have a system to ensure the work is carried out according to the submitted and approved Safe Work Plans?			
14	Has the prime contractor provided a site safety plan and distributed it to the owner and other contractors on site?			

Section 8 Contractor Management

Prime Contractor Checklist **Appendix D**

	Prime Contractor Requirements	YES	NO (action required)	N/A
15	Has the prime contractor completed a construction hazard assessment for all phases of the project and provided it?			
14	Does the prime contractor have a system to ensure non-compliances are recorded and corrective actions are implemented?			
15	Has a first aid assessment been completed for the site, and have the necessary requirements for equipment and first aiders been met?			
16	Is there an incident reporting system in place so all the employers and subcontractors on site report their incidents to the prime contractor?			
17	Are their sufficient toilets on site for the total number of workers?			
18	Is there fresh water available to all workers?			
19	Is there a system in place to ensure all workers are fit for work?			
20	Is there a Respect in the Workplace and Anti-Harassment Policy for the worksite?			
21	Do all workers have a centralized location for all notices to be posted and made readily available?			
22	Is there a method to report dangerous occurrences to the City and LRWS within 24 hours			
23	The prime contractor shall ensure that daily toolbox/tailgate meetings are being held with each work crew.			

Section 8 Contractor Management

Prime Contractor Checklist **Appendix D**

Acknowledgement

Contractor / Prime Contractor Acknowledgement

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Contractor/ Prime Contractor	*Signature*	*Position/Title*	*Date*
	Contact Information: *Name:* *Cell:* *Phone:* *E-Mail:*		

City of Moose Jaw

Print Name		*Signature*	

Section 8 Contractor Management

STOP WORK ORDER **Appendix E**

TO THE ATTENTION OF

NAME	
ADDRESS	

REGARDING

PROJECT NAME			
LOCATION OF WORK			
PROJECT MANAGER / SUPERVISOR		**PROJECT NUMBER**	
REQUESTING PARTY		**DATE OF REQUEST**	

TAKE NOTICE THAT:

☐	ALL OPERATIONS ON THE PROJECT ABOVE ARE TO BE SUSPENDED EFFECTIVE _____, 20_____, at (am/pm) AND SHALL REMAIN UNDER SUSPENSION UNTIL FURTHER DIRECTED.
	OR
☐	THE FOLLOWING PORTIONS OF THE PROJECT ABOVE ARE TO BE SUSPENDED EFFECTIVE ON THE DATES LISTED BELOW AND SHALL REMAIN UNDER SUSPENSION UNTIL FURTHER DIRECTED.

WORK AFFECTED	**DATE OF SUSPENSION**

STOP WORK ORDER ISSUED FOR THE FOLLOWING REASONS	

STOP WORK ORDER ISSUED BY

NAME		**TITLE**	
SIGNATURE		**DATE**	

STOP WORK ORDER ACKNOWLEDGED BY

NAME		**TITLE**	
SIGNATURE		**DATE**	

STOP WORK ORDER **Appendix E**

STOP WORK ORDER SITE DIAGRAM/ATTACH PICTURES