



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 254-2005 - ADDENDUM 4

**PROVISION OF PEST CONTROL SERVICE FOR VARIOUS LOCATIONS WITHIN
THE CITY OF WINNIPEG AND RURAL AREAS FOR THE CITY OF WINNIPEG**

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PART B - BIDDING PROCEDURES

B1. PROJECT TITLE

B1.1 PROVISION OF PEST CONTROL SERVICE FOR VARIOUS LOCATIONS WITHIN THE CITY OF WINNIPEG AND RURAL AREAS FOR THE CITY OF WINNIPEG

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 12:00 noon Winnipeg time, **January 19, 2006**.

B2.2 Bid Submissions determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.

B2.3 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

B3. SITE INVESTIGATION

B3.1 Further to GC.2.01, the Bidder:

(a) For Sections A, B and D:

(i) should attend the Site investigations outlined on the attached Table "A" Site Investigation and Time Schedule sheet (Also see Form B: Prices, Items No. 1 – 52; 53; 83 – 85). Day 1, Day 2 and Day 3 starts at **8:45 a.m. SHARP**. Each Day the tour starts at the first address, continuing in the order outlined for that day. While attendance is not mandatory, it is highly recommended.

(A) The Bidder is advised that, at the Site investigations, the Contract Administrator and a City representative will be available at each Site to provide Bidders access and a walk-through tour of the Sites.

(B) Item No. 53: Shoal Lake (Eastern Manitoba) will be limited to 10 seats available on the train into Shoal Lake. Bidders interested in attending, must contact the Contract Administrator (D5.1) no later than October 25, 2005, to make arrangements to ensure train seating availability from East Braintree, Manitoba into Shoal Lake. One (1) representative from each Bidder.

(C) Item No. 84: 55 Princess will be restricted to no parking in front of the building on October 26, 2005 due to special event in exchange district. Meet at the back of the building on King Street at the North East corner.

(b) For Section C, Items No. 54 – 80:

(i) may view the Site(s), without making an appointment. Some of these parks may be adjacent to other public land use (other than the City of Winnipeg). To determine the exact areas to provide the gopher control program, clarification will be available by contacting the following:

North Area
Jack Lubinski
Ph: 986-3116

South Area
Norm Fear
Ph: 986-3133

East Area

B4.5 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B4 unless that response or interpretation is provided by the Contract Administrator in writing.

B5. ADDENDA

B5.1 The Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the Bid Opportunity, or clarifying the meaning or intent of any provision therein.

B5.2 The Contract Administrator will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.

B5.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.

B5.2.2 The Bidder is responsible for ensuring that he has received all addenda and is advised to check the Materials Management Branch internet site for addenda shortly before submitting his Bid.

B5.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 8 of Form A: Bid. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.

B6. SUBSTITUTES

B6.1 The Work is based on the Plant, Materials and methods specified in the Bid Opportunity.

B6.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.

B6.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least five (5) Business Days prior to the Submission Deadline.

B6.4 The Bidder shall ensure that any and all requests for approval of a substitute:

- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the Plant, Material or method as either an approved equal or alternative;
- (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
- (c) identify any anticipated cost or time savings that may be associated with the substitute;
- (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the proposed work schedule and the dates specified in the Supplemental Conditions for Substantial Performance and Total Performance;
- (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the proposed work schedule and the dates specified in the Supplemental Conditions for Substantial Performance and Total Performance.

- B6.5 The Contract Administrator, after assessing the request for approval of a substitute, may in his sole discretion grant approval for the use of a substitute as an “approved equal” or as an “approved alternative”, or may refuse to grant approval of the substitute.
- B6.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, only to the Bidder who requested approval of the substitute.
- B6.6.1 The Bidder requesting and obtaining the approval of a substitute shall be entirely responsible for disseminating information regarding the approval to any person or persons he wishes to inform.
- B6.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.
- B6.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Bidder bidding that approved alternative shall base his Total Bid Price upon the specified item but may also indicate an alternative price based upon the approved alternative. Such alternatives will be evaluated in accordance with B14.
- B6.9 No later claim by the Contractor for an addition to the Total Bid Price because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.

B7. BID SUBMISSION

- B7.1 The Bid Submission consists of the following components:
- (a) Form A: Bid;
 - (b) Form B: Prices.
- B7.2 All components of the Bid Submission shall be fully completed or provided, and submitted by the Bidder no later than the Submission Deadline, with all required entries made clearly and completely in ink, to constitute a responsive Bid.
- B7.3 The Bid Submission shall be submitted enclosed and sealed in an envelope clearly marked with the Bid Opportunity number and the Bidder's name and address.
- B7.3.1 Samples or other components of the Bid Submission which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the Bid Opportunity number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Bid Submission.
- B7.4 Bid Submissions submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.
- B7.5 Bid Submissions shall be submitted to:
- The City of Winnipeg
Corporate Finance Department
Materials Management Branch
185 King Street, Main Floor
Winnipeg MB R3B 1J1

B8. BID

- B8.1 The Bidder shall complete Form A: Bid, making all required entries.
- B8.2 Paragraph 2 of Form A: Bid shall be completed in accordance with the following requirements:

- (a) if the Bidder is a sole proprietor carrying on business in his own name, his name shall be inserted;
- (b) if the Bidder is a partnership, the full name of the partnership shall be inserted;
- (c) if the Bidder is a corporation, the full name of the corporation shall be inserted;
- (d) if the Bidder is carrying on business under a name other than his own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.

B8.2.1 If a Bid is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B8.2.

B8.3 In Paragraph 3 of Form A: Bid, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Bid.

B8.4 Paragraph 10 of Form A: Bid shall be signed in accordance with the following requirements:

- (a) if the Bidder is a sole proprietor carrying on business in his own name, it shall be signed by the Bidder;
- (b) if the Bidder is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
- (c) if the Bidder is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
- (d) if the Bidder is carrying on business under a name other than his own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.

B8.4.1 The name and official capacity of all individuals signing Form A: Bid shall be printed below such signatures.

B8.4.2 All signatures shall be original and shall be witnessed except where a corporate seal has been affixed.

B8.5 If a Bid is submitted jointly by two or more persons, the word "Bidder" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Bidders in the Bid Submission and the Contract, when awarded, shall be both joint and several.

B9. PRICES

B9.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.

B9.1.1 Notwithstanding GC.9.01(1), prices on Form B: Prices shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.

B9.2 The quantities listed on Form B: Prices are to be considered approximate only. The City will use said quantities for the purpose of comparing Bids. Unless stated otherwise, a quantity of one (1) will be used for evaluation purposes only.

B9.3 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.

B10. QUALIFICATION

B10.1 The Bidder shall:

- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Bidder does not carry on business in Manitoba, in the jurisdiction where the Bidder does carry on business;
- (b) be responsible and not be suspended, debarred or in default of any obligation to the City;
- (c) be financially capable of carrying out the terms of the Contract;
- (d) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract;
- (e) have successfully carried out work, similar in nature, scope and value to the Work;
- (f) employ only Subcontractors who:
 - (i) are responsible and not suspended, debarred or in default of any obligation to the City (a list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>); and
 - (ii) have successfully carried out work similar in nature, scope and value to the portion of the Work proposed to be subcontracted to them, and are fully capable of performing the Work required to be done in accordance with the terms of the Contract;
- (g) have a written workplace safety and health program in accordance with The Workplace Safety and Health Act (Manitoba).

B10.2 The Bidder shall be prepared to submit, within ten (10) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Bidder and of any proposed Subcontractor, as follows:

- (a) provide a copy for each firearm documentation, approved by the Government of Canada and Winnipeg Police Service;
- (b) provide proof of license as Operator under the Pesticides Act for all technicians proposed to perform Work under this Contract;
- (c) provide a proposed Work Schedule for Items No. 1 - 34, 53, 54 - 82, and 83 - 85; describing the pest control methods by providing the following for each Site:
 - (i) where the service is performed (address of Site and specific area(s) (ie: garage, lockers);
 - (ii) when the service will be provided;
 - (iii) what type of pest(s) to treat;
 - (iv) what products are proposed to be used, and include current copies of the MSDS for each product;
 - (v) how the application of products/service at each Site will be administered.
- (d) provide references from three (3) major accounts, other than The City of Winnipeg:
 - (i) names of Companies;
 - (ii) Contacts names; and
 - (iii) phone numbers of the Contacts
- (e) provide the names of their current service technicians, supervisors and managers on staff in the Winnipeg area, and rural areas, along with a listing of their formal qualifications and their years of experience, that are proposed to perform Work current and under this Contract: as follows:
 - (i) their proposed staff allocation:

- (A) indicate the service technician(s) that would be assigned primary responsibility for each Site;
 - (ii) their detailed contingency plan for alternate service technician(s) as back-up personnel to cover;
 - (A) vacation; and/or
 - (B) sick time relief.
- B10.3 The Bidder shall provide, on the request of the Contract Administrator, full access to any of the Bidder's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work;
- B10.4 The Bidder shall provide upon the request of the Contract Administrator that the Bidder's Service Technicians must be experienced and competent and have received appropriate training in WHIMS and such other OHSAs topics as required by the legislation and regulations;
- B10.5 The Bidder shall provide at the request of the Contract Administrator that the Bidder is licensed as an "Operator" under the Pesticides Act and all technicians are licensed for extermination activities in accordance with the Pesticides Act.

B11. OPENING OF BIDS AND RELEASE OF INFORMATION

- B11.1 Bid Submissions will not be opened publicly.
- B11.2 Following the Submission Deadline, the names of the Bidders and their Total Bid Prices (unevaluated and pending review and verification of conformance with requirements) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.
- B11.3 After award of Contract, the name(s) of the successful Bidder(s) and the Contract Amount(s) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.
- B11.4 The Bidder is advised that any information contained in any Bid Submission may be released if required by City policy or procedures, The Freedom of Information and Protection of Privacy Act (Manitoba), or by other authorities having jurisdiction.

B12. IRREVOCABLE BID

- B12.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 9 of Form A: Bid.
- B12.2 The acceptance by the City of any Bid shall not release the Bids of the next two lowest evaluated responsive Bidders and these Bidders shall be bound by their Bids on such Work for the time period specified in Paragraph 9 of Form A: Bid.

B13. WITHDRAWAL OF BIDS

- B13.1 A Bidder may withdraw his Bid without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.
 - B13.1.1 Notwithstanding GC.7.06(2), the time and date of receipt of any notice withdrawing a Bid shall be the time and date of receipt as determined by the Manager of Materials.

- B13.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Bid or the Bidder's authorized representatives named in Paragraph 10 of Form A: Bid, and only such person, has authority to give notice of withdrawal.
- B13.1.3 If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials shall:
- (a) retain the Bid Submission until after the Submission Deadline has elapsed;
 - (b) open the Bid Submission to identify the contact person named in Paragraph 3 of Form A: Bid and the Bidder's authorized representatives named in Paragraph 10 of Form A: Bid; and
 - (c) if the notice has been given by any one of the persons specified in B13.1.3(b), declare the Bid withdrawn.
- B13.2 A Bidder who withdraws his Bid after the Submission Deadline but before his Bid has been released or has lapsed as provided for in B12.2 shall be liable for such damages as are imposed upon the Bidder by law and subject to such sanctions as the Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law.

B14. EVALUATION OF BIDS

- B14.1 Award of the Contract shall be based on the following bid evaluation criteria:
- (a) compliance by the Bidder with the requirements of the Bid Opportunity (pass/fail);
 - (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B10 (pass/fail);
 - (c) Bid Price;
 - (d) economic analysis of any approved alternative pursuant to B6.
- B14.2 Further to B14.1(a), the Award Authority may reject a Bid as being non-responsive if the Bid Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Bid, or waive technical requirements if the interests of the City so require.
- B14.3 Further to B14.1(b), the Award Authority shall reject any Bid submitted by a Bidder who does not demonstrate, in his Bid Submission or in other information required to be submitted, that he is responsible and qualified.
- B14.4 Further to B14.1(c), the Bid Price shall be the sum of the quantities multiplied by the unit prices for each item shown on Form B: Prices.
- B14.5 This Contract may be awarded as a whole (Alternative 1) or separately in sections (Alternative 2) as identified on Form B: Prices.
- B14.5.1 Notwithstanding B9.1, the Bidder may, but is not required to, bid on both alternatives, or on any one or more sections in Alternative 2.
- B14.6 The City shall not be obligated to award any section to the responsible Bidder submitting the lowest evaluated responsive Bid for that section and shall have the right to choose the alternative which is in its best interests. If the Bidder has not bid on both alternatives or on all sections in Alternative 2, he shall have no claim against the City if his partial Bid is rejected in favour of an award of the Contract on the basis of an alternative or section upon which he has not bid. certification

B15. AWARD OF CONTRACT

- B15.1 The City will give notice of the award of the Contract or will give notice that no award will be made.
- B15.2 The City will have no obligation to award a Contract to a Bidder, even though one or all of the Bidders are determined to be responsible and qualified, and the Bids are determined to be responsive.
- B15.2.1 Without limiting the generality of B15.2, the City will have no obligation to award a Contract where:
- (a) the prices exceed the available City funds for the Work;
 - (b) the prices are materially in excess of the prices received for similar work in the past;
 - (c) the prices are materially in excess of the City's cost to perform the Work, or a significant portion thereof, with its own forces;
 - (d) only one Bid is received; or
 - (e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.
- B15.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Bidder submitting the lowest evaluated responsive Bid.
- B15.4 Notwithstanding GC.3.01 and GC.3.02, the City will issue a purchase order to the successful Bidder in lieu of the execution of a Contract.
- B15.5 The Contract Documents, as defined in GC.1.01(7), in their entirety shall be deemed to be incorporated in and to form a part of the purchase order notwithstanding that they are not necessarily attached to or accompany said purchase order.

PART C - GENERAL CONDITIONS

C1. GENERAL CONDITIONS

C1.1 The *General Conditions for Provision of Services* (Revision 1996 02 05) are applicable to the Work of the Contract.

C1.1.1 The *General Conditions for Provision of Services* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. GENERAL CONDITIONS

- D1.1 In addition to the *General Conditions for Provision of Services*, these Supplemental Conditions are applicable to the Work of the Contract.
- D1.2 The General Conditions are amended by striking out “The City of Winnipeg Act” wherever it appears in the General Conditions and substituting “The City of Winnipeg Charter”.
- D1.3 The General Conditions are amended by striking out “Board of Commissioners” or “Commissioner” wherever it appears in the General Conditions and substituting the “Chief Administrative Officer”.
- D1.4 The General Conditions are amended by striking out “Tender Package” wherever it appears in the General Conditions and substituting “Bid Opportunity”.
- D1.5 The General Conditions are amended by striking out “Tender Submission” wherever it appears in the General Conditions and substituting “Bid Submission”.
- D1.6 The General Conditions are amended by striking out “Bidding Instructions” wherever it appears in the General Conditions and substituting “Bidding Procedures”.

D2. SCOPE OF WORK

- D2.1 The Work to be done under the Contract shall consist of providing and maintaining pest control services at various City of Winnipeg Sites for the period of **April 1, 2006 to March 31, 2011**:
- (a) **Year 1 – April 1, 2006 – March 31, 2007**
 - (b) **Year 2 – April 1, 2007 – March 31, 2008**
 - (c) **Year 3 – April 1, 2008 – March 31, 2009**
 - (d) **Year 4 – April 1, 2009 – March 31, 2010**
 - (e) **Year 5 – April 1, 2010 – March 31, 2011**
- D2.2 The major components of the Work are as follows:
- (a) pest control service inside buildings and outside of the buildings, within the City of Winnipeg **including La Barriere Park (4403 Waverley) located south of the Perimeter Highway**;
 - (b) pest control service at Shoal Lake, Manitoba;
 - (c) gopher control service in parks and open spaces within the City of Winnipeg.
- D2.3 The Work shall be done as scheduled and on an "as required" basis during the term of the Contract.
- D2.3.1 The type and quantity of Work to be performed under this Contract shall be as authorized from time to time by the Contract Administrator and/or Users.
- D2.3.2 Subject to GC.4.07, the City shall have no obligation under the Contract to purchase any quantity of any item in excess of its actual operational requirements.

- D2.3 Notwithstanding D2.1, the type and quantity of Work to be performed under this Contract is subject to annual approval of monies therefore in a budget by Council. Bidders are advised that monies have been approved for Work up to and including December 31, 2005.
- D2.4 Notwithstanding D2.1, in the event that operational changes result in substantial changes to the requirements for Work, the City reserves the right to alter the type or quantity of Work performed under this Contract, or to terminate the Contract, upon thirty (30) Calendar Days written notice by the Contract Administrator. In such an event, no claim may be made for damages on the ground of loss of anticipated profit on Work.

D3. PEST TYPES AND SERVICES REQUIRED

- D3.1 The Contractor shall provide all materials and labour to perform pest control services against the infestation, required for but not limited to, the following type of pests and approved control methods:
- (a) Rodent Control – including such pests as: mice, voles, rats, gophers, squirrels, and groundhogs.
 - (i) for racoons, skunks, cats **and rabbits** – set up traps, pick up and remove pest(s) off Site **in a professional manner**.
 - (b) Bird Control – including such pests as: pigeons, and starlings. (Bats and seagulls are protected):
 - (i) no poisons shall be used;
 - (ii) products/equipment may be used only to deterrent birds;
 - (iii) occasional the usage of firearms in a controlled Site for non-protected birds only. Must be approved by the Contract Administrator prior to Work and co-ordinated with the User for the safety of Civic employees, the public, and the property and equipment of both public and private.
 - (c) Crawling Insect Control – including such pests as roaches, silver fish, pavement ants, sow bugs, spiders, flour beetles, bed bugs, ground beetles, larder beetles, carpet beetles, crickets, fleas, lice, booklice, wharf bores, carp ants, worms, water beetles and strawberry root weevils.
 - (d) Flying Insect Control – including such pests as flies, cluster flies and drain flies:
 - (i) The City of Winnipeg, Integrated Pest Management Services Section will respond to the following flying insects, unless requested by the Contract Administrator: wasps, hornets and bees. In the event wasps, hornets and/or bees nest in walls of buildings, the Contractor will be required to perform pest control service.
 - (e) Special Bird Control – If items such as netting include additional charges, these potential costs are to be clearly identified on Form B: Prices – Section A. The City may exercise one or any combination of approaches, where the Contractor provides the labour, materials and equipment to perform the following:
 - (i) Plan 1 – Supply and installation of netting: ½” square (that does not restrict airflow where air vents are involved). Quantities will be based on one (1) square foot for comparing bids only;
 - (ii) Plan 2 – Supply and installation of obstruction spikes: Nixolite or approved product. Installation price will be determined at the time of order. The Contractor will be given first opportunity, however the City may use their own or other forces.
 - (f) Clean up of Hantavirus Mice and/or droppings.
 - (g) Clean up of Bird droppings.

D4. DEFINITIONS

D4.1 When used in this Bid Opportunity:

- (a) "**Business Day**" means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
- (b) "**Submission Deadline**" and "**Time and Date Set for the Final Receipt of Bids**" mean the time and date set out in the Bidding Procedures for final receipt of Bids;
- (c) "**User**" means a person, department or other administrative unit of the City authorized by the Contract Administrator to order Work under this Contract;
- (d) "**Pest Control Service**" means the specific Work consisting of: 1) Inspection and Identification; 2) Prevention; 3) Monitoring; and 4) Control.

D5. CONTRACT ADMINISTRATOR

D5.1 The Contract Administrator is:

Debbie Shkolny
Contracts Officer
Corporate Finance Department
Materials Management Branch
Main Floor, 185 King Street
Winnipeg MB R3B 1J1

Telephone No. (204) 204-986-2249
Facsimile No. (204) 204-949-1178

D5.2 At the pre-commencement meeting, the Contract Administrator will identify additional personnel representing the Contract Administrator and their respective roles and responsibilities for the Work.

D6. CONTRACTOR'S SUPERVISOR

D6.1 At the pre-commencement meeting, the Contractor shall identify his designated supervisor and any additional personnel representing the Contractor and their respective roles and responsibilities for the Work.

D7. NOTICES

D7.1 GC.7.06 is hereby amended to delete reference to "registered mail" and to replace same with "ordinary mail".

D7.2 GC.7.06 is further amended hereby to include delivery by facsimile transmission (fax) as an acceptable means of delivering notices, consents, approvals, statements, authorizations, documents or other communications required or permitted to be given under this Contract. Deliveries by fax will be deemed to have been received on the day of delivery, if a business day, or if not a business day, on the business day next following the day of delivery.

D7.3 Further to GC.7.06, all notices, consents, approvals, statements, authorizations, documents or other communications to the City, except as expressly otherwise required in D7.4, D7.5 or elsewhere in the Contract, shall be sent to the attention of the Contract Administrator at the address or facsimile number identified in D5.1.

D7.4 All notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer at the following address or facsimile number:

The City of Winnipeg

Chief Administrative Officer Secretariat
Administration Building, 3rd Floor
510 Main Street
Winnipeg MB R3B 1B9

Facsimile No.: (204) 949-1174

- D7.5 All notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications required to be submitted or returned to the City Solicitor shall be sent to the following address or facsimile number:

The City of Winnipeg
Corporate Services Department
Legal Services Division
185 King Street, 3rd Floor
Winnipeg MB R3B 1J1

Facsimile No.: (204) 947-9155

D8. WORKPLACE SAFETY AND HEALTH

- D8.1 Further to B10.1(g) , attention is drawn to the Workplace Safety and Health Act, Chapter W210 (Status of Manitoba) and Regulations which states in part: Sections 4, 5, 6 and 7, [Section 4(1) and 4(2) a, b, c, and d], general duties of employer as well as follow the guidelines for confined entry work, Manitoba regulations 108 section 48, and Manitoba regulations 189/85 Section 115. The Contractor shall be in compliance with the Act and all current technical Safety and Health information on use of equipment and materials:

D8.1.1 Preventing Confined Space Accidents:

- (a) The Workplace Safety and Health act states that it is the employer's responsibility to provide workers with information, instruction, training, supervision and facilities to ensure the workers' safety, health and welfare.
- (b) These guidelines outline the minimum requirements that must be implemented for confined space work.

D8.1.2 Basic Concepts:

- (a) Confined Space: Refers to a work area which:
 - (i) Is not intended for continuous worker occupancy;
 - (ii) Has by design, structure, location, limited or restricted entry and exit;
 - (iii) May contain or produce dangerous accumulations of hazardous gases, vapours, mists, dust, fumes fog, lack or enrichment of oxygen and biological agents. The Contractor shall take extra precautions due to they are adding to these conditions with the methods, equipment and materials used to do the Work.
- (b) Hazard/Risk Assessment: Refers to the identification of all possible or potential hazards that may be found in a confined space. Risk assessment must be performed before any worker(s) enters the confined space.

D8.1.3 Documented Work Procedures:

- (a) The objective of documented work procedures is to establish one standard job procedure that is on record and available for reference and continued use.
- (b) It can be a tool for teaching the most systematic way to do a difficult job consistently with maximum efficiency.

- (c) All factors (including safety, quality and production) must be included in the analysis and procedures, as well as the orderly sequence of steps that will accomplish the job efficiently.

D8.1.4 Safety Requirements:

- (a) Subsequent to this bid opportunity, Contractors (and their employees) hired by the City shall familiarize themselves with and abide by any and all requirements, with regard to personal protective equipment and all standards pertinent to the supply and safe operation of equipment and materials quoted, as required by any and all applicable Federal, Provincial and Civic By-Laws, Acts, orders and regulations in force at the time this bid opportunity is accepted, or which may subsequently be enacted.
- (b) The Contractor shall give the required notices and comply with the laws, ordinances, rules, regulations, codes and orders of the authorities having jurisdiction which are, or become in force during the performance of the work and which relate to the Work to the preservation of the public health and to health and safety.

D9. PESTICIDES

- D9.1 All pesticides, materials and equipment used must be approved and registered under the Pest Control Products Act (PCP Act), Agriculture Canada. Pesticides and materials used must also be used in compliance of all local ordinances.

SUBMISSIONS

D10. AUTHORITY TO CARRY ON BUSINESS

- D10.1 The Contractor shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Contractor does not carry on business in Manitoba, in the jurisdiction where the Contractor does carry on business, throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

D11. WORKERS COMPENSATION

- D11.1 The Contractor shall be registered with the Workers Compensation Board of Manitoba, shall provide and maintain Workers Compensation coverage throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

D12. INSURANCE

- D12.1 The Contractor shall provide and maintain the following insurance coverage:
- (a) commercial general liability insurance, in the amount of at least two million dollars (\$2,000,000.00) all inclusive, with The City of Winnipeg being added as an additional insured, with a cross-liability clause, such liability policy to also contain a contractual liability, an unlicensed motor vehicle liability and a products completed operations endorsement to remain in place at all times during the performance of the Work and throughout the warranty period and which include the following:
 - (i) Certificate of Insurance is to provide as evidence of coverage for operations which include pest control with the possible occasional use of firearms;
 - (b) automobile liability insurance for owned and non-owned automobiles used for or in connection with the Work in the amount of at least two million dollars (\$2,000,000.00) at all times during the performance of the Work and until the date of Total Performance:

- (i) If using for Special Equipment, must provide insurance coverage proof 48 hours prior to commencement of Work.
- (c) Maintain and pay for an Employee Dishonesty Bond in an amount of not less than ten thousand dollars (\$10,000.00) covering all of the Contractor's employees, agents, and subcontractors involved in providing services, for any direct loss of money or other property caused by a fraudulent or dishonest act, or acts, of the Contractor, Contractor's employees, agents or subcontractors. The Contractor is to provide a certified true copy of the bond, satisfactory to the Contract Administrator, prior to commencement of Work.

D12.2 Deductibles shall be borne by the Contractor.

D12.3 The Contractor shall provide the Contract Administrator with a certificate of insurance of each policy at least two (2) Business Days prior to the commencement of any Work on the Site but in no event later than seven (7) Calendar Days from notification of the award of Contract.

D12.4 The Contractor shall not cancel, materially alter, or cause each policy to lapse without providing at least fifteen (15) Calendar Days prior written notice to the Contract Administrator.

D13. SECURITY CLEARANCE

For Sections A, B and C

D13.1 Each individual proposed to perform Work under the Contract shall be required to obtain a Criminal Record Search Certificate from the police service having jurisdiction at his place of residence.

D13.1.1 The Criminal Records Search shall include a Vulnerable Sector Search.

D13.2 Prior to the commencement of any Work, and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Contractor shall supply the Contract Administrator with a Criminal Record Search Certificate obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof, for each individual proposed to perform Work within City facilities or on private property.

D13.3 Any individual for whom a Criminal Record Search Certificate is not provided, or for whom a Criminal Record Search Certificate indicates any convictions or pending charges related to property offences or crimes against another person, will not be permitted to perform any Work within City facilities or on private property.

D13.4 Any Criminal Record Search Certificate obtained thereby will be deemed valid for the duration of the Contract subject to a repeated records search as hereinafter specified.

D13.5 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require an updated criminal records search. Any individual who fails to provide a satisfactory Criminal Record Search Certificate as a result of a repeated criminal records search will not be permitted to continue to perform Work under the Contract within City facilities or on private property.

For Section D

D13.6 For Winnipeg Police locations identified as Item No. 83, 84, and 85, Work shall be performed on a monthly basis at the following locations:

- (a) Item No. 83 – 850 Empress Street;
- (b) Item No. 84 – 55 Princess Street;
- (c) Item No. 85 – 151 Princess Street.

- D13.7 The City will conduct a Security Clearance Check, including but not limited to, banking and medical information, for any individual proposed to perform Work under the Contract at Winnipeg Police Service facilities.
- D13.8 The Contractor shall provide the Contract Administrator with a list of individuals proposed to perform Work under the Contract at Winnipeg Police Service facilities:
- (a) within five (5) Business Days of the Award of Contract; or
 - (b) in the case of additional or replacement individuals during the term of the Contract, at least thirty (30) Calendar Days before each individual is proposed to commence Work at Winnipeg Police Service facilities.
- D13.9 Each individual proposed to perform Work under the Contract at Winnipeg Police Service facilities shall provide:
- (a) A list of names (including maiden names), addresses, dates of birth, telephone numbers and occupations of all immediate family members including stepbrothers, stepsisters, half-brothers and half-sisters, and their spouses, common-law spouses, boyfriends, girlfriends and their family members. The list should be typed in the following format:

John James SMITH	Dob: 45 Aug 24 (father)
123 Anywhere Street	555-5555
Winnipeg, Manitoba	
Mechanic – ABC Industries	
 - (b) A list of names, addresses, dates of birth, telephone numbers and occupations of four closest friends. Include information indicating when, where and how they met.
 - (c) The name, title or position, and telephone number of the immediate supervisor.
 - (d) A list of every past address, including the dates of residence, the names of any persons with whom the residence was shared and the reason for moving.
 - (e) Identification:
 - (i) **Photocopies of two pieces of identification must be provided;**
(A) driver's license (with photo);and
(B) birth certificate or social insurance card;
 - (ii) **photo copies must be legible, signed as true copies and witnessed by contact person stated on Form A: Bid, Paragraph 3;**
 - (f) **A completed Form P-608 05 10 12: Security Clearance Check authorization form, witnessed by contact person stated in Form A: Bid, Paragraph 3;**
 - (g) **A cheque made payable to the City of Winnipeg in the amount of One hundred and eighty dollars (\$180.00).**
- D13.10 Each individual shall submit the required information, forms and payment in person or by courier to:
Debbie Shkolny
Materials Management
185 King Street, Main Floor
Winnipeg, MB R3B 1J1
- (a) in person;
 - (i) **Form P608 shall be completely filled out**
 - (ii) **the list of names, in accordance with D13.9(a) through (d), shall be completed and placed in an envelope with applicants name and the Bid Opportunity number on the front, sealed and stapled to the Form P-608.**

- (b) **by courier;**
 - (i) **Form P608 shall be completely filled out**
 - (ii) **the list of names, in accordance with D13.9(a) through (d), shall be completed and placed in an envelope with applicants name and the Bid Opportunity number on the front, sealed and stapled to the Form P-608.**
 - (iii) **the completed forms shall then be placed in an envelope, addressed in accordance with D13.10 and couriered;**
- (c) within five (5) Business Days of the Award of Contract; or
- (d) in the case of an additional or replacement individual during the term of the Contract, at least thirty (30) Calendar Days before the individual is proposed to commence Work at Winnipeg Police Service facilities.

D13.11 Any individual for whom a satisfactory Security Clearance is not obtained will not be permitted to perform any Work within Winnipeg Police Service facilities.

D13.12 Any Security Clearance obtained thereby will be deemed valid for two years from date of clearance, subject to a repeated Security Clearance Check as hereinafter specified.

D13.13 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require a further Security Clearance Check. Any individual who fails to obtain a satisfactory Security Clearance Check as a result of a repeated Security Clearance Check will not be permitted to continue to perform Work under the Contract at Winnipeg Police Facilities.

D14. MATERIAL SAFETY DATA SHEETS

D14.1 The Contractor shall provide the Contract Administrator with one (1) copy of Material Safety Data Sheets (MSDS's) for each product to be supplied under the Contract at least five (5) Business Days prior to the commencement of Work.

D14.2 The Contractor shall use only products that have been pre-approved in writing by the City.

D14.3 During the Contract, the Contractor shall leave one (1) copy of MSDS for each chemical used at each Site with the User.

D14.4 Throughout the term of the Contract, the Contractor shall provide the Contract Administrator with revisions or updates of the MSDS as soon as may be reasonably possible and/or additional copies as requested by the Contract Administrator, and no later than seven (7) Calendar Days from request.

D14.5 The Contractor is required to obtain prior approval by the Contract Administrator and shall provide a detailed description of the methods proposed for extermination for the various type of pests, and to include any current MSDS for each chemical proposed to be used under the Contract in the event that:

- (a) any product becomes unavailable; or
- (b) a new product is proposed; or
- (c) a new Site is added; or
- (d) a new service is added; or
- (e) Government regulations change.

D15. FIREARMS

- D15.1 The Contractor shall provide a copy for each firearm documentation, approved by the Government of Canada and Winnipeg Police Service, to discharge for the purpose of pest control, and shall provide a copy of proof upon request by the Contract Administrator.
- D15.2 During the Contract, the Contractor shall provide to the Contract Administrator a copy of the Government of Canada approval and the Winnipeg Police Service approval for each new firearm proposed to use, prior to Work.
- D15.3 The Contractor must take precautions prior to shooting of pigeons:
- (a) prior to shooting of pigeons, contact Police (986-6222) and provide the following:
 - (i) advise who you are;
 - (ii) where you are;
 - (iii) what you are doing for the control of pest;
 - (iv) which firearm you are going to discharge;
 - (v) how long you expect to do Work;
 - (b) during Work:
 - (i) must have ID and license on the Contractor's service technician at time of service;
 - (ii) be discrete as possible from the public;
 - (iii) must have the Contractor's vehicle labelled with Contractor's name visible;
 - (c) when the Work is complete:
 - (i) contact the Winnipeg Police Service to inform them when the Work is complete.

CONTROL OF WORK

D16. COMMENCEMENT

- D16.1 The Contractor shall not commence any Work until he is in receipt of a purchase order authorizing the commencement of the Work.
- D16.2 The Contractor shall not commence any Work on the Site until:
- (a) the Contract Administrator has confirmed receipt and approval of:
 - (i) evidence that the Contractor is in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba;
 - (ii) evidence of the workers compensation coverage specified in D11;
 - (iii) evidence of the insurance specified in D12; and
 - (iv) the security clearances specified in D13.
 - (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D17. ORDERS AND/OR ENQUIRIES DURING CONTRACT

- D17.1 The Contractor shall provide a local Winnipeg, or toll-free, telephone number, (a cellular number, and facsimile number where available), at which orders and/or enquiries may be placed.

D17.2 The Contractor shall make provisions to receive orders and/or enquiries, by any of the means identified in D17.1 above, at all times between 8:30 a.m. and 4:30 p.m., on Business Days.

D18. RECORDS

D18.1 The Contractor shall keep detailed records of the Work performed under the Contract, including “as required” service.

D18.2 The Contractor shall record, as a minimum, for each item listed on Form B: Prices:

- (a) department/User name(s) and addresses;
- (b) order date(s);
- (c) service date(s); and
- (d) description (pest and type of Work) and quantity of services provided.

D18.3 The Contractor shall provide the Contract Administrator with a copy of the records **for each month for each Site (monthly visits and as required service/products) on the 15th day of the following month.** A sample is provided as follows:

SAMPLE OF RECORDS

Dept.	Contact User	Item no./Site / Address	Date when order received and Date of service performed	Contractor's Work Order #	Unit Price and Total Amount (when multiplier is more than 1) (from Unit Prices [Year] on Form BR1: Prices)	Type of Work performed (Type of Pest, products supplied, method of application, PCP number, quantities used of each product – provide all details)
Public Works Bldg Serv.	Larry Giesbrecht	Item No. 8: 510 Main Street – Admin. Bldg.	October 31, 2002 (service provided October 31, 2002)	123456	\$00.00/ month	Rodent control, (product); (quantity) (method of application)
Public Works Parks & Open Space	Jack Lubinski	Item No. 72: Garden Drive, Marianne Road & Inkster Garden Drive Parks and Open Space	May 1, 2002	Z124345	\$00.00/ month	Gopher control, (product) (method of application – installed in gopher holes)
Planning, Property & Development	Al Shane	Item No. 37 (as required): Harbourview Golf Course complex, 1867 Springfield Road	November 4, 2005 (service provided November 5, 2005)	Z654321	\$00.00/ hour (ie: 2 hours x unit price/hr = \$00.00) \$00.00/ each tin cat (ie: 2 tin cat traps x Unit Price = \$)	Rodent control; (product); (quantity) (method of application – installed in proshop) (2) Tin Cat traps

D19. STANDARD WORK ORDER

- D19.1 The Contractor shall complete a Standard Work Order for each location upon completion of Work performed and leave a copy with the User following each visit and shall submit a second copy of the report with the monthly invoice to the department. The Standard Work Order shall include at a minimum:
- (a) Contractor's name;
 - (b) Contractor's Service Technician performing Work (employees name[s] printed and signature);
 - (c) Item No. and building address/park name, in accordance with Form B: Prices, or if "as required" service, provide the address/location where Work was performed;
 - (d) time and date of Work performed (in-time and out-time);
 - (e) detail of Work performed, and where Contractor's and City's pest control equipment is set up;
 - (f) products used: product name, PCP # and quantity applied;
 - (g) identification of problem areas which require attention and a recommendation of preventative action the User can take to eliminate/reduce the pest problem;
 - (h) instructions on the products used to maximize effectiveness (ie: refrain from painting or refrain use of spraying with disinfectant for 21 days when using [product name]); and

- (i) the name and phone number of the User Contact or if “as required” service, provide the name and phone number of the City Contact requesting service.

D19.2 A sample of a Standard Work Order is shown on Table C.

MEASUREMENT AND PAYMENT

D20. INVOICES

D20.1 Further to GC.9.01 and notwithstanding GC.9.03, the Contractor shall submit an invoice accompanied by a copy of the “Standard Work Order” (Table “C”) of completed Work, in accordance with D19, for the Work performed pursuant to each order, as follows:

- (a) for scheduled Work:
 - (i) on a monthly basis, an invoice per department (indicated on “Table B – INVOICE ADDRESSES” as INVOICE TO ADDRESS):
- (b) for “As Required” Work:
 - (i) Further to D20.1(a)(i), the Contractor shall submit an invoice to the invoice address designated at the time of ordering.

D20.1.1 Table B – INVOICE ADDRESSES of these Specifications listing current invoicing addresses and is provided for the convenience of the Contractor only. The City reserves the right to revise locations as required by changes in its operations during the term of the Contract.

D20.2 Invoices must clearly indicate, as a minimum:

- (a) the City's order number;
- (b) date(s) of provision of services;
- (c) location at which service was provided;
- (d) type (description) and quantity of services provided;
- (e) Contractor's work order number;
- (f) for “as required” only: time on Site (start and finish time);
- (g) the amount payable with GST and MRST shown as separate amounts; and
- (h) the Contractor's GST registration number.

D20.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D21. PAYMENT

D21.1 Further to GC.9.01 and GC.9.03, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

D21.2 The City will issue payment to the Contractor as follows:

- (a) Upon satisfactory performance and verification of the Standard Work Order (Table C) as specified in D19 and City records; and
- (b) On a monthly basis in arrears.

WARRANTY

D22. WARRANTY

- D22.1 Notwithstanding GC.10.01 and GC.10.02, the warranty period for each item of Work performed/supplied shall begin on the date of successful delivery and shall expire as follows:
- (a) the Work will be free of any and all defects or deficiencies for the duration period of the Contract;
 - (b) in the case of an infestation, the Contractor is responsible at their own cost to gain control of the pest problem for:
 - (i) Scheduled Work; and
 - (ii) “As Required” service, if first treatment is not successful.
 - (c) products purchased by the City of Winnipeg will be free of any and all defect or deficiencies for a period of one (1) year from the date of completion and acceptance by the City.
- D22.2 Further to GC.10.01, if a defect or deficiency prevents the full and normal use or operation of the Work or any portion thereof, for purposes of calculating the warranty period, time shall be deemed to cease to elapse for the defective or deficient portion, and for any portion of the Work whose use or operation is prevented by such defect or deficiency, as of the date on which the defect or deficiency is observed or the use or operation is prevented and shall begin to run again when the defect or deficiency has been corrected or the Work may be used or operated to the satisfaction of the Contract Administrator.
- D22.3 Notwithstanding GC.10.01, GC.10.02 and D22.2, if any law of Manitoba or of the jurisdiction in which the Work was manufactured requires, or if the manufacturer provides, a longer warranty period or a warranty which is more extensive in its nature, then the provisions of such law or manufacturer's warranty shall apply.
- D22.4 Upon notification by the User, the Contractor shall, at his/her sole cost and expense, remedy any defect or deficiency identified by the User during the warranty period and any damage that may arise or result from the defect or deficiency or as a result of the correction of same.
- D22.5 If the Contract Administrator determines that any equipment and/or materials provided by the Contractor are defective, deficient or otherwise unfit for the purpose intended, the Contract Administrator may direct the Contractor to remove such equipment and/or materials from the Site and promptly replace it with equipment and/or materials which meets the requirements of the Contract and is fit for the purpose intended.

Replace Form P-608 03 07 22 with the attached Form P-608 05 10 12.

PART E - SPECIFICATIONS

GENERAL

E1. GENERAL

- E1.1 These Specifications shall apply to the Work.
- E1.2 **Bait trays (open at the top) are not allowed.**
- E1.3 **The Contractor and the Contractor's employees providing service to any City facility, except Parks and Open Spaces, shall sign-in and sign-out at the facility and must receive a signature and printed name of the City employee authorizing Work started and completed at the Site upon each visit. Failure to do same, may render non-payment to the Contractor.**

E2. SERVICES

- E2.1 The Contractor shall provide and maintain pest control services at various City of Winnipeg locations identified on Form B: Prices, Items No. 1 to 85 in accordance with the requirements hereinafter specified.
- E2.2 The City's objective is to have the Sites, identified on Form B: Prices – Sections A, B, C and D, pest free.
- E2.3 The Contractor shall control and maintain Sites free from pests, currently controlled, and the Contractor will be expected to maintain this level of control.
- E2.4 The Contractor must arrange and carry on the Work so as not to conflict with the operations being carried on or to be carried on for the City by other contractors or by the City's employees **and patrons**. If the Contractor finds it difficult to work in harmony with such parties, he/she shall notify the Contract Administrator promptly.
- E2.5 The Contractor shall provide 48 hours notice to the User, prior to commencement of the Work, for each Site during the Contract for monthly maintenance visits in Sections A, B and D, except for Section C where E3.4.2(b) shall apply.
- E2.6 A list of the Users and phone numbers for each Site will be provided to the successful Bidder.

E3. WORK

- E3.1 The Work shall consist of Sections A, B, C and D as indicated on Form B: Prices.
- E3.2 **Sections A and D:** Primary Locations within the Perimeter Highway (Winnipeg) – inside buildings and outside circumference of the buildings, including La Barriere Park located south of the Perimeter Highway:
- E3.2.1 The Contractor shall:

Monthly Service (Section A, Items No. 1 through 34; Section D, Items No. 83 through 85):

- (a) provide an initial set **up upon commencement of Contract within the first two (2) weeks of the commencement date (April 1, 2006)** of each Site and shall:
- (i) not remove from the Site any equipment (**ie: bait stations installed from a previous contract**) or material that is the property of the City, disposed of or used except for the purposes of the Work without the prior consent of the Contract Administrator or User;

- (ii) inspect the Site;
 - (iii) set up Contractor's equipment where necessary **to maintain pest control at the Site (the number of bait station(s), glue/monitor boards, etc. to be set up shall be included in the monthly Unit Price to meet the City's objective as indicated in E2.2);**
 - (iv) **mark up floor plan(s) of the Site (floor plans will be provided by the Contract Administrator for this purpose only) where equipment is set up (easier to find bait stations, traps, dispensers, etc.) and return the floor plans, marked up, back to the Contract Administrator;**
 - (A) **in addition and at no extra cost to the City, may be required to provide upon request of the User, device stickers for visual placement where equipment is set up by the Contractor (approval must be granted by the User prior to affixing stickers onto walls/structures/fixtures);**
 - (v) bait equipment where set up;
 - (vi) check, **empty/rebait/rewind** City purchased Ketch-alls/Quick Catch/Tin Cat Traps, **and visually label the equipment on the top of each trap with "Property of the City Of Winnipeg" with the Date of Purchase (for warranty purposes, see D22.1(c) to identify City owned equipment);**
 - (vii) **clean up any product spills; and**
 - (viii) **identify outdated product and equipment to the Contract Administrator to arrange safe removal and shall not remove same until granted permission by the Contract Administrator.**
- (b) provide monthly maintenance visits with one maintenance visit per month, approximately every thirty (30) calendar days +/- 3 days as follows:
- (i) monitor Sites and equipment;
 - (ii) replenish bait stations **and clean up any product spills;**
 - (iii) replace bait stations when they become lost or broken;
 - (iv) check, **empty/rewind** City Ketch-alls/Quick Catch/Tin Cat Traps;
 - (v) remove dead pest(s) and dispose of in a professional manner, including mouse droppings;
 - (vi) **if/when the City purchases equipment (ie: Ketch-all(s)/Quick Catch/Tin Cat Traps), the Contractor shall visually label the equipment on the top of each trap to identify City owned equipment with "Property of the City of Winnipeg" with the Date of Purchase (for warranty purposes, see D22.1(c)):**
 - (A) the Contractor shall replace equipment, used under normal use if found to be defective, with new unused equipment;
 - (B) any equipment purchased by the City shall remain with the City at the end of the Contract.

"As Required" Service

- (c) **(Section A)** provide on an "as required" basis pest control service by providing the following:
- (i) call back service to a Site within 24 hours of call from the User;
 - (ii) visit the Site to determine the type of pest, method of service recommended, and cost for initial treatment, and the cost for monthly maintenance visits. (The City has the right to accept or decline monthly maintenance visits following an initial treatment). **Equipment purchased by the City of Winnipeg for the initial treatment remains with the City during and at the end of the Contract;**

- (iii) provide a quoted price to the User **and Contract Administrator** (either verbally or written) to approve or decline recommended service (prices must be consistent to the type of pest, Site size, and method of Work as detailed herein;
 - (A) initial set up shall include all equipment and material to gain control of the pest problem;
 - (iv) commence Work within 24 hours upon Users authorized approval (written or verbal) except for:
 - (A) specialized treatment that requires the facility to be vacated, provide 48 hours notice to the User, prior to commencement of the Work, for the Site during the Contract.
 - (v) complete the Work within 24 hours of commencement, or otherwise agreed upon;
 - (vi) promptly report any delay or change to an agreed commencement or completion date to the User;
 - (vii) provide a follow up visit to the serviced Site fourteen (14) Calendar Days, or the next Business Day the building is open, from date of treatment, to monitor the control of the pest(s) and if required or requested to provide more effective methods to control pest(s), at no additional cost to the City, unless otherwise agreed upon;
- (d) (Items No. 35 and 37) provide on an “as required” on an hourly rate basis;**
- (e) (Item No. 36) provide on an “as required” basis service per occurrence;**
- (f) (Item No. 38) provide on an “as required” basis service per occurrence to miscellaneous Sites for the catch and removal of live animals off Site;**
- (g) (Item No. 39) provide clean up of Hantavirus mice and/or mouse droppings on an “as required” basis, hourly rate (includes labour, equipment and materials and the removal of the Contractor’s equipment used to clean the Site):**
- (A) disinfect area;
 - (B) clean up area;
 - (C) re-disinfect area following clean up; and
 - (D) remove mice and/or mouse droppings off Site by disposing in a professional manner (ie: landfill site);
- (h) (Item No. 40) provide shooting of pests on an “as required” basis;**
- (i) (Item No. 41) provide catch and release of birds on an “as required” basis;**
- (j) (Item No. 42) clean up of bird droppings on an “as required” basis, hourly rate (includes labour, equipment and materials and the removal of the Contractor’s equipment used to clean the Site):**
- (A) disinfect area;
 - (B) clean up area; and
 - (C) re-disinfect again following clean up; and
 - (D) remove droppings and dead birds off the Site by disposing in a professional manner (ie: landfill site). (Container charges extra).
- (k) (Items No. 43 through 52) various products the City may purchase “as required”.**

E3.2.2

The Contractor shall at the end of the Contract:

- (a) remove all the Contractor’s equipment from the Sites no sooner than **March 21, 2011**, but no later than **March 31, 2011**; and
- (b) leave all City of Winnipeg purchased goods on Site, in place; and

- (c) empty, rewind and set in place all City owned mouse traps (i.e.: Ketch-alls/Quick Catch/Tin Cat); and
- (d) remove dead pests and droppings and dispose of in a professional manner.

E3.3 Section B: Rural Areas (excluding La Barriere Park)

E3.3.1 The Contractor shall:

- (a) provide twice a year (Spring and Fall) maintenance visits for E6.1:
 - (i) provide an initial “clean-out” of the Site at the guest house.

E3.4 Section C: Gopher Control at Parks and Open Spaces, Boulevards, NEWPCC and Reservoirs:

E3.4.1 In consideration of the views expressed by the Winnipeg Humane Society and local pet owners, the City of Winnipeg Parks and Open Space Division has developed a gopher control program for parkland areas. For control purposes, the Parks Division has classified parkland areas into three (3) categories:

- (a) Category #1 – Nature Parks and Tall Grass Prairie Preserve Sites:
 - (i) the Parks Division will allow natural predators to control gopher populations. Only in the event of public health concerns will the Parks Division consider other control measures.
- (b) Category #2 – Off Leash Dog Areas and Regional Parks:
 - (i) the Contractor will control gophers with the fumigant product “Giant Destroyer” (which releases gaseous oxides of sulphur when ignited and burned) into gopher holes, which are then back-filled with soil. Gophers are eradicated in the burrow with little or no residual effects.
- (c) Category #3 – Neighbourhood/Community Parks and Athletic Grounds:
 - (i) the Contractor must control gophers with the product Rozol, in accordance with the manufacturer’s label instructions.

E3.4.2 The Contractor shall for Categories #2 and #3 indicated above:

- (a) provide permits/licenses per Site (Landscaping license: Ground Spraying) where required;
- (b) provide the City with five (5) Calendar Days notice of his/her intended commencement to all Sites for a joint inspection by the City to proceed;
- (c) post signage (provided by the City) during treatments to inform the public of the gopher control program as follows:
 - (i) place caution signs in areas visible to the public at the Site treatment is performed (ie: along roadways or pathways heading into the park Site, entrances to the park/open space, and the immediate area of application);
 - (ii) the signs must having the following information:
 - (A) the date posted;
 - (B) the time of application;
 - (C) the rodenticide used;
 - (D) what pest the treatment is to control;
- (d) at the commencement of Work and at thirty (30) Calendar Days after that date, jointly inspect each Site with the User for presence of surviving gopher population:
 - (i) an arithmetic calculation will be done as in the following example. The number of *active gopher holes (remaining holes)* divided by the number of *gopher holes at the beginning* of the gopher season equals the surviving population for each Site:

<u>Remaining holes</u>	<u>= 4</u>
	= .02
Beginning holes	200

- (ii) a gopher hole will be considered active if not packed solidly with soil at the time of inspection;
- (iii) if the ratio of surviving gopher population, at thirty (30) days, exceeds 0.05 for any Site, no payment may be made for that Site [see the arithmetic example in E3.4.2(d)(i)];
- (e) provide an initial “clean out” of gophers at each Site by:
 - (i) obtaining signage (caution signs) from the City of Winnipeg, Room 105, 1155 Pacific Avenue;
 - (ii) posting signs prior to and during treatment at each park, to inform the public of the gopher control program by placing the signs along roadways or pathways heading into the park Site and in the immediate area of application (where the public has access);
 - (iii) ensuring the signs have the following information:
 - (A) the date posted;
 - (B) the date and time of treatment;
 - (C) the rodenticide used; and
 - (D) what pest the treatment is to control;
 - (iv) placing rodent bait in each hole as follows:
 - (A) fill each hole with soil 7 – 14 days after treatment (soil will be supplied and delivered to each Site by the City);
 - (B) repeat the process as required to attain the specified reduction in population;
- (f) submit to the User a report for each Site detailing the number of holes treated (initial treatment);
- (g) monitor and maintain each Site by providing maintenance as follows:
 - (i) further reduce the ratio of surviving gopher population at the rate of at least 0.01 per month (excluding Items No. 81 and 82) until a ratio of not more than 0.02 is achieved and maintained [see the arithmetic example in E3.4.2(d)];
 - (ii) submit a report each month detailing the number of active holes treated at each Site (maintenance);
 - (iii) the City may require a joint inspection at any time during the maintenance period to verify the gopher population.

E3.4.3 The Contractor will on behalf of Parks and Open Spaces and Boulevards:

- (a) remove signage no sooner than 4 days after treatment;
- (b) perform regular checks after treatment to ensure dead gophers on the surface are promptly removed by the Contractor;
- (c) monitor the treated areas daily.

E3.4.4 At the Water and Waste Department, North End Water Pollution Control Centre (on an “as required” basis). The Contractor will be responsible for:

- (a) rear grounds of complex (beyond the gravel road, that borders the complex): follow procedures stated in E3.4.1(a) - Category #1;

- (b) front and rear of complex/buildings (within the gravel road, that borders the complex): follow procedures stated in. E3.4.1(c) – Category #3 and E3.4.2:
 - (i) except E3.4.2(g) shall not apply; and
 - (ii) the Contractor shall remove dead gophers after seven (7) calendar days of the initial treatment at no additional cost to the City and remove the signage:
 - (A) signage to be returned to the City of Winnipeg at Room 105, 1155 Pacific Avenue

E3.4.5 At the Reservoirs, the Contractor will be responsible for providing:

- (a) one time gopher control service in accordance with E3.4.1(c) – Category #3 and E3.4.2:
 - (i) except E3.4.2(g)) shall not apply; and
 - (ii) the Contractor shall remove dead gophers after 7 calendar days of the initial treatment at no additional cost to the City and remove the signage:
 - (A) signage to be returned to the City of Winnipeg at Room 105, 1155 Pacific Avenue.

E4. LOCATION, SCHEDULE OF WORK FOR SERVICE TYPES REQUIRED

E4.1 Work shall be performed as stated herein, during the term of the Contract, as outlined on Form B: Prices, at various Sites within the City and rural areas.

E4.2 Table B of these Specifications, listing intended Work Sites, is provided for the convenience of the Bidder only. The City reserves the right to add or delete Sites, or alter the type or quantity of Work performed at any Site as required by changes in its operations during the term of the Contract.

E4.3 Commencement of Work shall be as follows:

- (a) **Items No. 1 to 52:** **April 1, 2006;**
- (b) **Item No. 53:** shall be done twice a year (once in the Spring and once in the Fall).
- (c) **Items No. 54 to 80:** shall be during the months April, May, June, July, August and September in each year or within 14 Calendar Days of instruction by the User:
 - (i) times may vary due to weather or ground conditions;
 - (ii) the Contractor may advise an earlier or later commencement date with reasons, however, the City shall have the right of final decision.
- (d) **Items No. 81 and 82:** shall be done once annually in April.
- (e) **Items No. 83 – 85:** **April 1, 2006.**

E4.4 The Contractor shall promptly report any delay or change to an agreed commencement date to the User.

E4.5 A list of the City of Winnipeg Work Sites, identified by Item No., specifying the type of pest control service required and the frequency of service is stated in E5, E6, E7 and E8.

E5. SECTION “A”: PRIMARY LOCATIONS WITHIN THE PERIMETER HIGHWAY (WINNIPEG) INSIDE BUILDINGS AND OUTSIDE CIRCUMFERENCE OF THE BUILDINGS, INCLUDING LA BARRIERE PARK LOCATED SOUTH OF THE PERIMETER HIGHWAY

E5.1 **Item No. 1:** 444 Adsum Drive – Seven Oaks Pool:

- (a) on a monthly basis, maintain and control rodents, crawling insects and flying insects:
 - (i) between 9:00 a.m. to 11:00 a.m., Mondays; **(schedule with Pool Engineer for actual treatment. The stated hours may vary, where otherwise agreed at the time of ordering, to accommodate treatment after public swimming hours)**
 - (ii) inside the building, with key focus areas being in locker rooms (including lockers), on the deck, in drains (occasionally), poolside offices, janitor's room, lunchrooms, washrooms, mechanical rooms and crawl spaces;
- (b) twice a year for rodent control:
 - (i) set bait outside of the building at the front entrance.

E5.2 Item No. 2: 909 Concordia Avenue – Elmwood/Kildonan Pool:

- (a) on a monthly basis, maintain and control rodents, crawling insects and flying insects:
 - (i) between 6:00 a.m. to 6:00 p.m., open 7 days a week (schedule with Pool Engineer for actual treatment. The stated hours may vary, where otherwise agreed at the time of ordering, to accommodate treatment after public swimming hours);
 - (ii) inside the building, with key focus areas being in locker rooms (including lockers), on the deck, in drains and mechanical area;
 - (iii) empty and rewind two (2) City Ketch-alls that are set up in the mechanical room;
 - (iv) bait and monitor crawl space for rodents;
- (b) periodically during the Contract, monitor for rodents:
 - (i) thoroughly in the crawl spaces.

E5.3 Item No. 3: 15 Conservatory Drive – Assiniboine Park Conservatory:

- (a) on a monthly basis, maintain and control rodents:
 - (i) **between 8:00 a.m. to 4:30 p.m. Monday to Friday;**
 - (ii) **inside the following buildings:**
 - (A) Conservatory:**
 - i. **set up bait stations and monitor activity in the boiler room, crawl spaces, attics, offices, storage areas and staff areas, to control rodents where they would likely enter including basement/storage for occasional muskrats;**
 - ii. **bait the green house areas with wax bait blocks (to withstand the high moisture and humidity), bait blocks to be hidden behind the plants along the walls; and**
 - iii. **empty and rewind seven (7) City Ketch-alls that are set up in the storage areas; (City Ketch-all traps are set near holes where mice are accessing directly from outside and a few areas where mice are moving frequently).**
 - (B) Staff trailer behind the Conservatory building:**
 - i. **Set up bait stations including attic and crawl spaces (under trailer) and monitor activity.**
 - (C) Staff trailer at the English Gardens (green trailer):**
 - i. **Set up bait stations including attic and crawl spaces (under trailer) and monitor activity.**
 - (D) Equipment storage barn (green building behind the English Gardens Staff trailer):**
 - i. **Set up bait stations including loft and monitor activity.**

E5.4 **Item No. 4:** 370 Daly Street North:

- (a) on a monthly basis, maintain and control rodents:
 - (i) between 7:30 a.m. to 4:00 p.m.;
 - (ii) set up rodent baits in garage, storage areas, **offices and kitchen including under the sink;**
 - (iii) empty and rewind three (3) City Ketch-alls that are set up in the garage area;
 - (iv) bait the attic and drop ceiling space with bait bags.

E5.5 **Item No. 5:** 10 Rue des Meurons – Windsor Park Golf Course Clubhouse:

- (a) on a monthly basis, maintain and control rodents:
 - (i) Winter hours (November till approximately April): Between **12:00 NOON** to 10:00 p.m.;
 - (ii) Summer hours (Approximately April till end of October): Between 6:00 a.m. to 10:00 p.m.;
 - (iii) Inside entire building, with key focus areas in the basement, crawl space, kitchen, office area **and to monitor the false ceiling;**
 - (iv) the Contractor must contact the User for access into the facility during seasonal transition periods.

E5.6 **Item No. 6:** 251 Donald Street – Millennium Library:

- (a) on a monthly basis, maintain and control rodents and occasional crawling and flying insects:
 - (i) between 8:30 a.m. – 4:30 p.m., open 7 days a week;
 - (ii) inside of building, including the underground parking lots, **and front lobby , up to but not including the Human Bean Coffee & Tea café;**
 - (iii) **when setting up equipment throughout the building, especially in areas where children frequent, the equipment shall be discreetly positioned to avoid any chance of children gaining access to the equipment and product . See E9.3(b).**
- (b) The Contractor and their employees must wear a security/visitor badge. Check in at Security prior to access to the building.

E5.7 **Item No. 7:** 200 Isabel Street – Freight House Leisure Centre:

- (a) on a monthly basis, maintain and control rodents **and crawling insects specifically but not limited to cockroaches:**
 - (i) between 8:30 a.m. to 4:00 p.m.;
 - (ii) inside of entire building and crawl space:
 - (iii) **in the Day Care (door 2) when setting up equipment throughout the building, especially in areas where children frequent, the equipment shall be discreetly positioned to avoid any chance of children gaining access to the equipment and product . See E9.3(b).**
 - (iv) **door 6 – there is a cockroach monitor station.**

E5.8 **Item No. 8:** 510 Main Street – Administration Building:

- (a) on a monthly basis, maintain and control rodents and occasional crawling and flying insects:
 - (i) between 8:30 a.m. to 4:00 p.m., Business Days only;
 - (ii) **rodents inside of building with key focus areas, including false ceilings, crawl space, pipe chases, mechanical rooms, garage, sub-basement, lobby at**

- washrooms,(including washrooms) on main floor but not including restaurant; and bait and monitor the false ceiling in the Treasury Department;**
- (iii) **the occasional crawling insects primarily, inside weeping tile pit and raw sewage pits, and the water fountain control room in the tunnel under the Courtyard (specifically but not limited to cockroaches and water beetles); and**
- (iv) **the occasional flying insects inside the building and occasionally outside building, but only upon request if outside building.**

Note: Electrified bird barrier system currently in use on building **and asbestos may be present in the false ceilings.**

E5.9 Item No. 9: 510 Main Street – Council Building:

- (a) on a monthly basis, maintain and control rodents and occasional crawling and flying insects:
 - (i) between 8:30 a.m. to 4:00 p.m., Business Days only;
 - (ii) rodents inside of building, including crawl space; occasional crawling and flying insects inside and occasionally outside building, but only upon request if outside building;
 - (iii) if doing Work in the Mayor's Office, arrange a schedule with the User first,
 - (iv) **be discreet when in office areas throughout the Council Building, especially in the Mayor's office and Councillors offices, including all Work done in the public view.**

Note: Electrified bird barrier system currently in use on building.

E5.10 Item No. 10: 2230 Main Street – NEWPCC (North End Water Pollution Control Centre) – Administration Building **and Primary Clarifiers:**

- (a) on a monthly basis, maintain and control rodents and crawling insects:
 - (i) between 8:30 a.m. and 4:30 p.m., Business Days, unless otherwise agreed upon with the User;
 - (ii) **bait and monitor inside the Administration Building, and set up initial minor bait stations in tunnels, especially in darker areas of the tunnels (check tunnels three (3) times per year under Item No. 35, on an hourly basis);**
 - (iii) **bait the crawl space in the Administration Building and occasionally monitor for activity;**
 - (iv) the Laboratory is excluded from **the** monthly maintenance visits.

E5.11 Item No. 11: 752 McGee Street / 659 ½ Wellington Avenue:

- (a) on a monthly basis, maintain and control rodents:
 - (i) between 8:30 a.m. and 4:00 p.m.;
 - (ii) inside and outside of the main building only;
 - (iii) monitor 30 bait stations set up throughout building; and
 - (iv) monitor the four (4) Air Mister Kits:
 - (A) replace aerosol cans, with either air freshener Item 44 or insecticide Item 45, for the Mister Kits when necessary (approximately once a month).

E5.12 Item No. 12: 1155/1199 Pacific Avenue:

- (a) on a monthly basis, maintain and control rodents and occasional crawling insects:
 - (i) between 8:30 a.m. and 4:30 p.m.;
 - (ii) inside of entire building and garage, and periodically monitor crawl space.

E5.13 **Item No. 13:** 1220 Pacific Avenue:

- (a) on a monthly basis, maintain and control rodents:
 - (i) between 8:30 a.m. and 4:30 p.m.;
 - (ii) inside of entire building, with key focus areas being in the offices, garage, and cold storage area;
 - (iii) **empty and rewind one (1) City Ketch-all set up in the garage;**
 - (iv) prior to performing Work, the Contractor must check with the Yard Clerk to arrange to disarm alarms that may be set.

E5.14 **Item No. 14:** 1277 Pacific Avenue:

- (a) on a monthly basis, maintain and control rodents **and occasional insects:**
 - (i) between 7:00 a.m. and 3:00 p.m.;
 - (ii) inside of entire building including cold storage area **and sprinkler room.**

Note: Bait bags may be used only for offices with inadequate space in lieu of bait stations.

E5.15 **Item No. 15:** 552 Plinguet Street – Water & Waste Department:

- (a) on a monthly basis, maintain and control rodents:
 - (i) between 8:00 a.m. to 4:00 p.m.;
 - (ii) entirely all buildings on Site, the Administration Building with key focus areas in the garages, offices, lockers/locker rooms, lunchrooms, storage rooms and false ceiling in the main building (this includes the two buildings behind the Administration Building – one newer and the other is older):
 - (A) 48 hours notice is required to schedule with User/Supervisor, to gain access and to be escorted into various areas of each of the three (3) buildings.
 - (iii) empty and rewind twelve (12) City Ketch-alls that are set up by the overhead doors;

E5.16 **Item No. 16:** 4540 Portage Avenue – John Blumberg Golf Course Clubhouse:

- (a) on a monthly basis, maintain and control rodents **and occasional flying insects:**
 - (i) during Summer (May 1 to October 31) between 8:00 a.m. and 3:00 p.m.;
 - (ii) during Winter hours (November 1 to April 30), contact the User to schedule hours and to obtain a key for access into the facility;
 - (iii) inside the Clubhouse, including the ProShop, crawl space and restaurant;
 - (iv) empty and rewind one (1) City Tin Cat that is set up in the kitchen, and;
 - (v) empty and rewind four (4) City Tin Cats that are set up in the basement.

E5.17 **Item No. 17:** 25 Poseidon Bay – Pam Am Pool:

- (a) on a monthly basis, maintain and control rodents and crawling insects):
 - (i) between **5:00 a.m. and 10:30 p.m. (schedule with Pool Engineer for actual treatment. The stated hours may vary, where otherwise agreed at the time of ordering, to accommodate treatment after public swimming hours);**
 - (ii) inside building, with key focus areas being in locker rooms (including lockers), poolside offices, lunchrooms, washrooms, mechanical rooms, crawl spaces; **kitchen on second level, and the south west corner deep end drain for occasional drain flies;**
 - (iii) upon request of the User, other specific areas inside the building.

E5.18 **Item No. 18:** 381 Sherbrook Street – Sherbrook Pool:

- (a) on a monthly basis, maintain and control crawling insects:

- (i) between 8:30 a.m. and completed by 3:00 p.m. **(schedule with Pool Engineer for actual treatment. The stated hours may vary, where otherwise agreed at the time of ordering, to accommodate treatment after public swimming hours);**
- (ii) inside building, with key focus areas being in locker rooms (including lockers) poolside offices, lunchrooms, washrooms, mechanical rooms, crawl spaces and inside tunnels.

E5.19 **Item No. 19:** 999 Sargent Avenue – Sargent Park Pool:

- (a) on a monthly basis, maintain and control rodents and insects:
 - (i) between 8:30 a.m. and completed by 3:00 p.m. **(schedule with Pool Engineer for actual treatment. The stated hours may vary, where otherwise agreed at the time of ordering, to accommodate treatment after public swimming hours);**
 - (ii) inside buildings, including specifically the cafeteria, basement crawlspace/track, ground department (garage) at the north west corner, and in the ceilings over change rooms.
 - (iii) **Air Mister in women's washroom**

E5.20 **Item No. 20:** 90 Sinclair Street – North End Centennial Pool & 86 Sinclair Street – North End Senior Centre:

- (a) on a monthly basis, provide inspection only:
 - (i) between 1:30 p.m. to 3:00 p.m. for both Sites, on Mondays; **or 8:00 a.m. to 12:00 noon for both Sites on Thursdays (schedule with Pool Engineer for actual treatment. The stated hours may vary, where otherwise agreed at the time of ordering, to accommodate treatment after public swimming hours);**
 - (ii) page User to schedule actual treatment.
- (b) on a monthly basis, maintain and control rodents and crawling insects:
 - (i) **inside the building, primarily at 90 Sinclair Street (pool), with key focus areas in the mechanical room, domestic hot water room, south and north tunnels of the pool, electrical room, and pool deck drains, kitchen, lunchrooms and occasionally at 86 Sinclair Street as requested by the User;**
 - (ii) if service is required at 86 Sinclair Street – North End Seniors Centre, adjacent to 90 Sinclair Street, the Contractor's Service Technician must wear civilian clothing but carry their company ID with them, not visible to the Seniors;
 - (iii) **empty and rewind one (1) City Ketch-all in the crawl space;**
 - (iv) **empty and rewind one (1) City Ketch-all in kitchen.**
- (c) For 90 Sinclair Street – North End Centennial Pool:
 - (i) on a monthly basis, during November to May:
 - (A) **on the roof, inspect three (3) air exhaust fans with metal mesh, to ensure netting is intact; and**
 - (B) **remove and dispose of any dead birds on the roof in a professional manner.**

E5.21 **Item No. 21:** 195 Tecumseh Street

- (a) on a monthly basis, maintain and control rodents:
 - (i) between 8:30 a.m. and 4:00 p.m.;
 - (ii) inside building, with key focus areas being on the main floor in the lunchrooms, locker rooms (including lockers), foreman's office, washrooms, garages, tool room, wash rack and computer room.
 - (iii) empty and rewind one (1) City Ketch-all that is set up in the Parts Department;

E5.22 **Item No. 22:** 821 Elgin Avenue:

- (a) on a monthly basis, maintain and control rodents:
 - (i) between 8:30 a.m. and 4:00 p.m.;
 - (ii) inside building, with key focus areas being on the main floor in the lunchrooms, locker rooms (including lockers), foreman's office, washrooms, garages, tool room, wash rack and computer room.

E5.23 **Item No. 23:** 1539 Waverley Street:

- (a) on a monthly basis, maintain and control rodents:
 - (i) between 8:30 a.m. to 4:30 p.m.;
 - (ii) inside and outside of building, including garages;
 - (iii) empty and rewind eight (8) City Ketch-alls that are set up in between overhead garage door entrances;

Note: The Ketch-alls are fastened to the structure (floor/wall) to prevent theft.

E5.24 **Item No. 24:** 380 William Avenue – Archives Library:

- (a) on a monthly basis, maintain and control rodents and crawling insects:
 - (i) between 8:30 a.m. and 4:30 p.m., Business Days;
 - (ii) inside building;
 - (iii) empty and rewind three (3) City Ketch-alls that are set up in the basement and two (2) City Ketch-alls that are set up in the main floor cubicles;
 - (iv) **no glue boards are allowed to be used throughout the building, except in the mechanical room;**
 - (v) with option to change to every second month service, upon request by the User;
 - (vi) with option to change back to monthly service, upon request by the User.

E5.25 **Item No. 25:** 100 Main Street:

- (a) on a monthly basis, maintain and control rodents:
 - (i) between 8:30 a.m. and 4:30 p.m., Business Days;
 - (ii) in sub-basement, basement and main floor;
 - (iii) **empty and rewind three (3) Ketch-alls, one in the engineering division, one next door to engineering at the pipe chases and one at the emergency exit door.**

E5.26 **Item No. 26:** 2170 Main Street:

- (a) on a monthly basis, maintain and control rodents:
 - (i) **between 7:30 a.m. and 4:00 p.m.;**
 - (ii) throughout the entire building.

E5.27 **Item No. 27:** 215 Tecumseh Street:

- (a) on a monthly basis, maintain and control rodents:
 - (i) between 7:30 a.m. and 4:00 p.m., Business Days
 - (ii) inside building, with key focus areas being on the main floor in the lunchrooms, locker rooms (including lockers), foreman's office, washrooms, garages, tool room, wash rack and computer room, machine shop, outside office area's, Supervisor's office, Clerk's office, tool room's, carpenter shop, tool room and carpenter office, painting areas and spray booth.

- E5.28 **Item No. 28:** 4403 Waverley Street - La Barriere Park (South of the Perimeter Highway):
- (a) on a monthly basis, maintain and control rodents (squirrels and mice):
 - (i) Summer hours (May 1 to October 31) between 8:00 a.m. and 3:00 p.m.;
 - (ii) Inside various buildings including the Service Building.
- E5.29 **Item No. 29:** Kings Park – (Kings Drive and Kilkenny):
- (a) on a monthly basis, maintain and control rodents:
 - (i) Summer hours (May 1 to October 31) between 8:00 a.m. and 3:00 p.m.;
 - (ii) inside storage/Park Police location trailer crawl space and entire building (trailer), office/service building, including garage and sheds, and separate washroom building.
- E5.30 **Item No. 30:** 75 Brazier Street:
- (a) on a monthly basis, maintain and control rodents:
 - (i) between 8:30 a.m. and 4:30 p.m. **(schedule with Pool Engineer for actual treatment. The stated hours may vary, where otherwise agreed at the time of ordering, to accommodate treatment after public swimming hours);**
 - (ii) inside crawl space **(no ladder to crawl space)**, office area, storage and meeting room, including the Daycare.
- E5.31 **Item No. 31:** 1215 Archibald Street – Bonivital Pool:
- (a) on a monthly basis, maintain and control rodents and **flying/crawling insects specifically but not limited to silver fish, drain flies and fruit flies;**
 - (i) between 10:30 p.m. and 5:00 a.m., Business Days;
 - (ii) basement crawl space, office area, **locker rooms and deck drains.**
- E5.32 **Item No. 32:** 685 Dalhousie Drive – Margaret Grant Pool:
- (a) on a monthly basis, maintain and control rodents and crawling insects;
 - (i) between 10:30 p.m. and 5:00 a.m., Business Days ; **(schedule with Pool Engineer for actual treatment. The stated hours may vary, where otherwise agreed at the time of ordering, to accommodate treatment after public swimming hours)**
 - (ii) basement crawl space, office area, **locker rooms and deck drains.**
- E5.33 **Item No. 33:** 644 Parkdale Street – St. James Centennial Pool;
- (a) on a monthly basis, maintain and control rodents and crawling insects;
 - (i) between 8:00 a.m. and 3:00 p.m., Business Days ; **(schedule with Pool Engineer for actual treatment. The stated hours may vary, where otherwise agreed at the time of ordering, to accommodate treatment after public swimming hours)**
 - (ii) storage areas, office area, crawl space, behind lockers and basement crawl spaces **and electrical room office.**
- E5.34 **Item No. 34:** 2055 Ness Avenue – St. James Civic Centre Pool:
- (a) on a monthly basis, maintain and control rodents and crawling insects;
 - (i) between 8:00 a.m. and 3:00 p.m., Business Days **(schedule with Pool Engineer for actual treatment. The stated hours may vary, where otherwise agreed at the time of ordering, to accommodate treatment after public swimming hours);**
 - (ii) storage areas, office area, crawl spaces, behind lockers and basement crawl spaces.
- E5.35 **Item No. 35:** 2230 Main Street – NEWPCC - excluding Administration Building:

- (a) on an “as required” basis, hourly rate, maintain and control of rodents (excludes gopher control):
 - (i) between 8:30 a.m. and 4:30 p.m., Business Days, unless otherwise agreed upon with the User;
 - (ii) inside the tunnels (other than the scheduled checks in **Item No. 10**) and the outside perimeter of the building(s);
 - (iii) provide monitoring and/or baiting and/or equipment and/or treatment.

- E5.36 **Item No. 36:** 2230 Main Street – NEWPCC - On grounds of complex:
 - (a) on an “as required” basis, **per occurrence (each visit)**, maintain and control of gophers:
 - (i) schedule with the User to provide service after City hours;
 - (ii) provide gopher control in accordance with E3.4.4.

- E5.37 **Item No. 37:** On an “as required” basis, provide additional pest control service for rodents (excluding gophers), crawling insects, and flying insects other than the listed scheduled locations in this bid opportunity (similar in nature, time and cost to the monthly Site visits. Due to the unforeseen requirements, an hourly rate only will be used for comparing bids.

- E5.38 **Item No. 38:** Trapping of pest(s): On an “as required” basis, a one (1) time set up fee (one trap) to trap, bait, and remove pest(s). If required, bring two (2) or more traps to start with. Traps stay set up for a two (2) month period from the initial set up of trap(s) at the Site. The cost is for each animal removal occurrence only.

- E5.39 **Item No. 39:** Hantavirus clean up – On an “as required” hourly basis, clean up Hantavirus mice and/or droppings.

- E5.40 **Item No. 40:** Shooting of non-protected pests, larger than rodent size (includes non-protected birds), on an “as required” hourly basis.

- E5.41 **Item No. 41:** Catch non-domestic birds in buildings and release outside (upon request of the User), on an “as required” hourly basis.

- E5.42 **Item No. 42:** Clean up of bird droppings – On an “as required” hourly basis, disinfect area of bird droppings, clean up and remove droppings and a second application of disinfectant in the area treated. (Not including container charges).

- E5.43 **Item No. 43:** Supply and install netting ½”: dimension (square size) – On an “as required” basis install netting as follows:
 - (a) netting must not restrict proper air flow where air vents are involved;
 - (b) quantities will be based on one square foot for comparing bids only.

- E5.44 **Item No. 44:** Supply of obstruction spikes (such as Nixolite or approved product), on an “as required” basis. (Installation is not to be included in the unit price. Installation may be required on an “as required” basis and shall be based on similar pricing from previous installations of similar nature):
 - (a) quantities will be based on one lineal foot for comparing bids only.

- E5.45 **Item No. 45:** Multiple mouse traps (ie: Ketch-all; Quick Catch; Tin Cat Traps), supply and install, on an “as required” basis. When the multiple mouse traps are purchased by The City, they shall remain in the possession of the City at the end of the Contract. (Presently the City has Ketch-all, Quick Catch and Tin Cat traps installed).

- E5.46 **Item No. 46:** Exterior bait **stations** (such as Protecta), supply and install (fastened down) on an “as required” basis. Where these bait stations are purchased by the City, they shall remain in the possession of the City at the end of the Contract.
- E5.47 **Item No. 47:** Konk aerosol dispensers (ie. Air Mistors), supply and install, on an “as required” basis. Where air misters are purchased by the City, they shall remain in the possession of the City at the end of the Contract.
- E5.48 **Item No. 48:** Aerosol Konk air freshener cans, supply and install on an “as required” basis, any fragrance other than Exotic Garden,
- E5.49 **Item No. 49:** Aerosol Konk 409 insecticide cans, supply and install on an “as required” basis.
- E5.50 **Item No. 50:** Konk 408 Insecticide Flying Insect Killer, **as required.**
- E5.51 **Item No. 51:** Konk Hornet & Wasp Killer Insecticide, **as required.**
- E5.52 **Item No. 52:** Konk Foam – 496 grams/can, **as required.**
- E6. SECTION “B”: RURAL AREAS (EXCLUDING LA BARRIERIE PARK)**
- E6.1 **Item No. 53:** Shoal Lake, Eastern Manitoba on Lake of the Woods:
- (a) twice a year, maintain and control rodents, crawling insects (**specifically but not limited to larder beetles**), **strawberry weevils, flies** and flying insects (**specifically but not limited to flies**):
- (i) **between Tuesday to Friday**, once in the Spring (**middle of May**) and once in the Fall (**middle of September**);
- (ii) arrange for transportation from East Braintree as follows:
- (A) the Contractor shall contact the Railway Dispatcher at St. Boniface Station (986-4175) to provide 48 hours notice prior to arriving at East Braintree. This **is to co-ordinate with the City to ensure departure time and passenger space** is available from East Braintree;
- (B) catch the City vehicle (on tracks) at East Braintree weekdays, **Tuesday** to Friday, at 9:00 a.m. SHARP;
- (iii) **inside the following buildings:**
- (A) **Guest/staff house:**
- i. **set up bait stations and monitor activity for rodents (mice) throughout entire building and crawl space; and**
- ii. **treat for specifically but not limited to flies and strawberry weevils.**
- (B) **Foreman’s residence:**
- i. **set up bait stations and monitor activity including the crawl space to treat rodents; and**
- ii. **treat for flying insects.**
- (C) **Intake residence:**
- i. **set up bait stations and monitor activity for rodents; and**
- ii. **treat for flying insects specifically but not limited to flies and occasional wasps.**
- (D) **Lake view residence:**

- E7.20 **Item No. 73:** Tyndal Park School – 2221 King Edward Street south of Burrows (Category #3)
- E7.21 **Item No. 74:** Woodworth Park – 1850 Hekla (Category #2)
- E7.22 **Item No. 75:** Egesz Park – N.W. of Haddon Road & Egesz Street (Category #3)
- E7.23 **Item No. 76:** Simkin Park – Stardust & Simkin (Category #3)
- E7.24 **Item No. 77:** Garton Park Retention Pond – Inkster Garden Drive & Garton Avenue (Category #3)
- E7.25 **Item No. 78:** Tokarz Park – Templeton and Beecher (Category #3)
- E7.26 **Item No. 79:** Additional unforeseen parks / open areas and boulevards on an “as required” hourly basis, Category #2
- E7.27 **Item No. 80:** Additional unforeseen parks / open areas and boulevards on an “as required” hourly basis, Category #3
- E7.28 **Item No. 81:** 360 McPhillips Street – Water Pumping Station & Reservoir (Category #3)
- E7.29 **Item No. 82:** 768 Hurst Way – Water Pumping Station & Reservoir (Category #3)

E8. SECTION “D”: POLICE FACILITIES

- E8.1 **Item No. 83:** 850 Empress Street – Police Warehouse:
 - (a) on a monthly basis, maintain and control rodents and crawling insects:
 - (i) between 8:30 p.m. to 4:30 p.m.;
 - (ii) inside of building, with key focus area in garage.
- E8.2 **Item No. 84:** 55 Princess Street:
 - (a) on a monthly basis, maintain and control rodents:
 - (i) between 7:00 a.m. and completed by 4:00 p.m.;
 - (ii) inside building and garage;
 - (iii) the Contractor will be escorted by the User in the basement, 2nd and 3rd floors;
 - (iv) empty and rewind four (4) City Quick Catch Traps that are set up on the second floor in the Technical Support Unit (must be escorted throughout);

Note: Security access must be obtained by contacting the User prior to entering building.
- E8.3 **Item No. 85:** 151 Princess Street – Public Safety Building:
 - (a) on a monthly basis, maintain and control rodents and **occasional crawling/flying insects specifically but not limited to beetles and wasps:**
 - (i) between 8:30 a.m. to 2:30 p.m.;
 - (ii) inside the entire building, with key focus areas as follows: parkade, basement, main floor, cafeteria on the 5th floor, and periodically the Com Centre;
 - (iii) Com Centre has a raised-floor where bait is stored beneath the floor line and must be periodically checked (**four stations**):
 - (A) lifting the various 1’ squares of carpeting and plates to gain access;
 - (B) baiting/re-baiting; and
 - (C) laying down the carpet back to its original place so as not to cause anyone to trip on.
 - (iv) empty and rewind five (5) City Ketch-alls that are set up in the **police garage**;

- (A) one in the storage area;
- (B) two by the big garage door;
- (C) two by the garage exit door.

- (b) Contact the User for access into the Building:
 - (i) Guard dog on duty.

E9. GENERAL SERVICE REQUIREMENTS

- E9.1 The Contractor's service technicians must wear their company uniforms on Site and where required, must report to the User for identifications badges prior to Work being performed.
- E9.2 The Contractor shall where necessary, set up their own equipment, empty and rewind City mouse traps; bait/replenish bait product (bulk bait is preferred with adequate by not excessive amounts of exposed product in the bait stations) and monitor/inspect Sites/equipment and remove dead pests (where required or requested).
- E9.3 The Contractor shall perform all Work as outlined to the satisfaction of the User as follows:
 - (a) Work shall be performed with minimal disruption to occupants inside the buildings;
 - (b) Work shall be performed in such a manner that there is no chemical contamination of stored or processed food, no foul or pungent odours causing physical discomfort, no poisonous chemicals positioned as to create hazards to people (especially where children are utilizing the facility), and no carcasses that may be deemed offensive to people;
 - (c) Where practicable, equipment and bait shall be placed where it can not be seen or disturbed by City employees or Public going about their activities;
 - (i) the Contractor should arrange with the User for appropriate equipment, bait and place(s) where equipment can be placed for the safety of all people, as well as the most effective place to maximize effectiveness;
 - (d) the Contractor shall provide adequate protection to prevent any damage to existing structures, furnishings, finishes, etc. during the Work;
 - (e) where requested, clean and/or disinfect City equipment and/or neutralize air at Site and return City equipment back in place or where directed by User; and
 - (f) the Contractor shall make continuous determinations where, in the Contractors conformed opinion any required service and/or product called for presents hazards to the public, environment or may contravene any regulatory or generally accepted industry practice, **NOTIFY** the Contract Administrator promptly.
 - (g) If it is necessary to drill holes in walls, always contact the User first (ie: asbestos, electrical, plumbing, historical structure, etc. issues);
 - (h) Where some Sites require a key(s) to access the facilities, the following applies:
 - (i) Keys are available for all Sites at the Central Control Office, Basement, 510 Main Street, Administration Building. Access after hours is from the garage ramp.
 - (A) The Contractor must contact the User first;
 - (B) Obtain the key for the particular Site(s);
 - (C) Return the key(s) upon completion of the Work.

TABLE “A”(R1) – SITE INVESTIGATION AND TIME SCHEDULE

DATE & TIME	Site Investigation Addresses	Item No.
DAY 1: October 26, 2005 Morning Starting at 8:45 A.M. SHARP Starting with the first address shown	510 Main Street – Admin Bldg. FRONT ENTRANCE – MAIN FLOOR LOBBY	8
	510 Main Street – Council Bldg.	9
	151 Princess Street - Public Safety Building	85
	55 Princess Street (meet on King Street at wheel chair ramp)	84
	380 William Avenue (Archives)	24
	821 Elgin Avenue	22
	195 Tecumseh Street	21
	215 Tecumseh Street	27
	Break for Lunch	
DAY 1: Afternoon AT 1:00 P.M. Starting with the first address shown	200 Isabel (Freight house Leisure Centre)	7
	1277 Pacific Avenue	14
	1220 Pacific Avenue	13
	1155/1199 Pacific Avenue	12
	850 Empress Street	83
	2055 Ness Avenue - St. James Civic Centre Pool	34
	644 Parkdale Street - St. James Centennial Pool	33
	4540 Portage Avenue - John Blumberg Golf Course	16
DAY 2: October 27, 2005 Morning Starting at 8:45 A.M. SHARP Starting with the first address shown	752 McGee Street / 659 ½ Wellington Avenue	11
	999 Sargent - Sargent Park Pool	19
	381 Sherbrook - Sherbrook Pool	18
	90/86 Sinclair Street - meet at 90 Sinclair Street - Main Floor	20
	444 Adsum Drive - Seven Oaks Pool	1
	2170 Main Street	26
	2230 Main Street - North End Water Pollution Control Centre (NEWPCC)	10, 35, 36
	Break for Lunch	
DAY 2: Afternoon AT 12:50 P.M. Starting with the first address shown	909 Concordia Avenue - Elmwood/Kildonan Pool	2
	75 Brazier Street	30
	552 Plinguet Street	15
	1215 Archibald - Bonivital Pool	31
	10 Rue Des Meurons - Windsor Park Golf Course	5
	100 Main Street	25
	251 Donald - Millennium Library	6

TABLE “A”(R1) – SITE INVESTIGATION AND TIME SCHEDULE (CONTINUED)

DATE & TIME	Site Investigation Addresses	Item No.
<p>DAY 3: October 28, 2005 Morning</p> <p>STARTING AT 8:45 A.M. SHARP At East Braintree MB</p>	<p>Shoal Lake, Eastern Manitoba on Lake of the Woods (Railway Dispatcher at St. Boniface Station at 986-4175)</p> <p>Meet at East Braintree, Manitoba, mile 77 just past Hadashville, (parking lot) beside the railway track and a building.</p> <p>Vehicle leaves on train track at 9:00 a.m. SHARP to Shoal Lake</p>	<p>53</p>
<p>DAY 3: Morning</p> <p>APPROXIMATELY AT 10:45 A.M.</p>	<p>Leave Shoal Lake to East Braintree</p>	
	Break for Lunch	
<p>DAY 3: Afternoon</p> <p>AT 1:15 P.M. Starting with the first address shown</p>	<p>370 Daly Street North</p> <p>25 Poseidon Bay (Pan Am Pool)</p> <p>15 Conservatory Drive (Conservatory)</p> <p>1539 Waverley Street</p> <p>685 Dalhousie Drive (Margaret Grant Pool)</p> <p>Kings Park, Kings Drive and Kilkenny</p> <p>4403 Waverley Street – La Barriere Park</p>	<p>4</p> <p>17</p> <p>3</p> <p>23</p> <p>32</p> <p>29</p> <p>28</p>

TABLE “B” – INVOICE ADDRESSES

INVOICE TO ADDRESS	ITEM NO.	WORK SITES
Planning Property and Development Department 3 rd Floor, 65 Garry Street Winnipeg MB R3C 4K4	16	4540 Portage Avenue (John Blumberg GC)
Public Works Department Building Services Division 100 Main Street Winnipeg MB R3C 1A4	1 2 3 4 5 6 83 7 8 9 11 12 17 84 85 18 19 20 22 23 24 25 30 31 32 33 34	444 Adsum Drive (Seven Oaks Pools) 909 Concordia Avenue (Elmwood/Kildonan Pool) 15 Conservatory Drive (Assiniboine Park Conservatory) 370 Daly Street 10 Rue des Meurons (Windsor Park Golf Course) 251 Donald Street (Millennium Library) 850 Empress Street 200 Isabel Street (Freight house) 510 Main Street – Administration Building 510 Main Street – Council Building 752 McGee Street / 659 1/2 Wellington Avenue 1155/1199 Pacific Avenue 25 Poseidon Bay (Pan Am Pool) 55 Princess Street (Police Garage) 151 Princess Street (Public Safety Building) 381 Sherbrook Street (Sherbrook Pool) 999 Sargent Avenue (Sargent Park Pool) 90 & 86 Sinclair Street (North End Centennial Pool & Centre) 821 Elgin Avenue 1539 Waverley Street 380 William Avenue (Archives) 100 Main Street 75 Brazier Street 1215 Archibald Street (Bonivital Pool) 685 Dalhousie Drive (Margaret Grant Pool) 644 Parkdale Street (St. James Centennial Pool) 2055 Ness Avenue (St. James Civic Centre Pool)
Public Works Department 1155 Pacific Avenue, Unit 102 Winnipeg MB R3E 3P1	14	1277 Pacific Avenue (Stores)
Public Works Department Parks and Open Space 1155 Pacific Avenue Winnipeg MB R3J 0K1	54– 80 26 28 29	All Section C 2170 Main Street 4403 Waverley Street – La Barriere Park Kings Park
Water and Waste Department Finance and Administration Division 1155 Pacific Avenue, Unit 101 Winnipeg MB R3E 3P1	10, 35, 36 15 53 81, 82	2230 Main Street (NEWPCC) 552 Plinguet Street Shoal Lake, Eastern Manitoba on Lake of the Woods 360 McPhillips Street and 768 Hurst Way – Water Pumping Station Reservoirs
Public Works Department Fleet Management Agency 195 Tecumseh Street Winnipeg MB R3E 3S3	21	195 Tecumseh Street
Public Works Department Fleet Management Agency 215 Tecumseh Street Winnipeg MB R3E 3S4	27	215 Tecumseh Street

TABLE “B” – INVOICE ADDRESSES (CONTINUED)

INVOICE TO ADDRESS	ITEM NO.	WORK SITES
Public Works Department Streets Maintenance 1155 Pacific Avenue, Unit 104 Winnipeg MB R3E 3P1	13	1220 Pacific Avenue

TABLE “C” – STANDARD WORK ORDER (SAMPLE)

Name of City User/Contact: _____ (first and last name)

City User/Contact phone number: _____

Date and time of call from the City: _____

Item No.: _____ (from Form B: Prices in Bid Opportunity No. 254-2005)

Frequency of Service:

<input type="checkbox"/>
<input type="checkbox"/>

Monthly
As required

Site Address: _____

Detail locations on Site:

Type of Pest Control Service performed:

Date of Service performed: _____

Name of Service Technician: _____ (first and last name)

Signature of Service Technician: _____

Product(s) used: _____

PCP # for each product used: _____

Quantity applied: _____

Recommendation(s)/Comments: _____

