

# **PART E**

# **SPECIFICATIONS**

## PART E - SPECIFICATIONS

### GENERAL

#### E1. GENERAL

E1.1 These Specifications shall apply to the Work.

#### E2. SERVICES

E2.1 The Contractor shall provide moving services of boxes between library facilities in accordance with the requirements hereinafter specified.

E2.2 The Contractor will pick up and deliver boxes, both full and empty to the appropriate library facilities along outlined routes one (1) and two (2), in accordance with E5 Routes. The routes will change when the Centennial Library reopens in the summer of 2005.

(a) There are two routes which must be started no earlier than 7:00 a.m. and completed by 5:00 p.m. on each Business Day.

(b) Two trucks are required and shall be a minimum of a two (2) ton, enclosed truck. Each truck shall have two (2) workers to perform the work.

(c) The empty boxes shall be picked up and delivered each day, from each library branch.

(d) The two trucks **CANNOT** start at the same time at the Millennium Library when it reopens because there is only one loading dock. We would anticipate that they start approximately two (2) hours apart. We would expect that one truck loads at 7:00 a.m. and the second truck at 9:00 a.m. giving City staff time to clear the loading dock of boxes.

(e) All items shall be picked up and delivered each day. The boxes and other materials must be sorted as required and placed in designated locations at the depot and the library branches.

(f) A replacement truck must be available within four (4) hours in the event of a break down.

(g) The Contractor is expected to pick-up recycling materials at all library facilities. Pick up of approximately sixteen (16) recycling bags daily (eighty (80) weekly) and deliver to 1466 William Avenue. However, when the Millennium Library reopens the recycling will be dropped off at the Millennium Library.

E2.3 The trucks and workers shall be dedicated to this Work and no other work will be permitted to be done simultaneously under this Contract.

E2.4 The Contractor must own or have a long-term lease for the trucks which shall be no older than ten (10) years old.

E2.5 The Contractor shall ensure that the trucks have all the necessary moving equipment such as dollies, etc to perform the Work under this Contract.

E2.6 The Contractor may, from time to time be required to move extra items. An extra item is any item besides recycling which is not in either a blue plastic page box or cardboard page box. Extra items have generally been printed matter such as newsletters, Leisure Guides, etc. There are approximately four hundred (400) extra items per month on average.

#### E3. SHIPMENT AVERAGES

E3.1 The average number of full boxes picked up and delivered each day is approximately 675.

E3.2 The slowest day is usually Thursday with approximately 450 full boxes.

E3.3 The busiest day is usually Monday with as many as 900 boxes.

**E4. SHIPMENTS**

E4.1 The shipments will be packaged in either a blue plastic paige box or cardboard paige box of approximately one (1) cubic foot in size.

E4.2 The dimensions for the garage at 1466 William Avenue West are 12 ft. 1 inch in height x 12 ft. ½ inch wide and 29 ft. 5 ½ inches deep. When the Millennium Library reopens the truck height cannot exceed 11 feet.

E4.3 The Contractor will be provided keys to the libraries when City staff will be absent. The Contractor shall not make any duplicate copies of these keys.

E4.4 The Contractor shall provide the same personnel throughout the term of this contract to perform the work. The Contractor will be allowed to use alternative personnel when the regular workers are on holidays or are unable to perform their duties. All personnel that are proposed to perform the work under this contract must be acceptable to Library Services. Should the personnel not be acceptable to Library Services the Contractor shall provide suitable replacements.

**E5. ROUTES**

E5.1 There are two (2) routes which must be started no earlier that 7:00 a.m. and completed by 5:00 p.m. on each Business Day. The library system has established the two (2) following routes:

**ROUTE 1 - AS FOLLOWS:**

1466 William Avenue West  
823 Ellice Avenue  
500 Salter Street  
365 Jefferson Avenue  
765 Keewatin Avenue  
1910 Portage Avenue  
1910 Portage basement  
66 Allard Aveune  
5014 Roblin Blvd  
700 Assiniboine Park Drive  
1520 Corydon Avenue  
20 West Gate  
333 St. Mary Avenue  
1466 William Avenue West

**ROUTE 2 - AS FOLLOWS:**

1466 William Avenue West  
625 Osborne Street  
1360 Pembina Hwy  
2724 Pembina Hwy  
6 Fermor Avenue  
1168 Dakota Street  
955 Cottonwood Road  
111 Victoria Avenue West  
489 London Street

1-1050 Henderson Hwy  
100-131 Provencher Blvd  
1466 William Avenue West