

**PART D**

**SUPPLEMENTAL CONDITIONS**

## PART D - SUPPLEMENTAL CONDITIONS

### GENERAL

#### D1. GENERAL CONDITIONS

- D1.1 In addition to the *General Conditions for the Supply and Delivery of Goods*, 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 the Supply and Delivery of Supply & Delivery of Full Size Police Sedans in accordance with Detailed Specifications 04043.
- D2.2 Any material, labour or components not specifically mentioned or included herein, but may be required to complete, perfect and place the equipment in successful operation, shall be furnished by the Contractor as though specifically mentioned in these Contract Documents. The Contractor shall supply the equipment and all components and all features that are normally considered to be standard on that equipment, unless specifically excluded in the Detailed Specifications.
- D2.3 Unless specifically stated otherwise in the Detailed Specifications, only new, unused equipment of current manufacture shall be accepted.

#### D3. DEFINITIONS

- D3.1 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) "**Equipment**" or "**Vehicles**" shall be used to describe Police Sedans and associated equipment in these Contract Documents.

**D4. CONTRACT ADMINISTRATOR**

- D4.1 The Contract Administrator is:  
Mr. Eugene Romaniuk  
Acting Supervisor of Equipment Supply  
770 Ross Ave., Winnipeg MB R3E 1C6  
Telephone No. (204) 986-4181  
Facsimile No. (204) 986-3773

**D5. DELIVERY**

- D5.1 The equipment shall be serviced, ready for operation and delivered F.O.B. with the freight prepaid to the City of Winnipeg, Police Service Garage, 55 Princess Street within twenty (20) calendar weeks from the date of official notification of award of Contract. The Contractor shall contact the Contract Administrator prior to delivery of the equipment.
- D5.2 The Contractor shall fax all vehicle serial numbers, hours/mileage to the Contract Administrator one (1) calendar week prior to delivery.
- D5.3 A pre-delivery inspection shall be performed by the Contractor on all equipment.

**D6. PREVENTATIVE MAINTENANCE PROGRAM**

- D6.1 The Contractor shall provide full details of the Preventative Maintenance (PM) Program specific to the equipment being offered and shall include part numbers on regular maintenance items, filters, oils, belts etc.. The PM program shall be submitted within ten (10) working days from the date of notification of award of contract.
- D6.2 All information, documents or other communications required to be submitted for the Preventative Maintenance Program shall be sent to the Contract Administrator specified in D4.1.
- D6.3 If the PM Program has not been submitted by the Contractor to the City within ten (10) working days from the date of notification of award of contract, the City will perform the work and acquire the information at its own expense. The costs incurred (up to and including \$500.00) will be deducted from the Contractor's final invoice.

**D7. INSPECTION**

- D7.1 Further to Clause GC.5.03 of the General Conditions, final inspection of the equipment shall be conducted as promptly as practicable. Thorough examination of the equipment and successful completion of a continuous eight-hour full-performance test by the City shall be required as part of the inspection process. At its option, the City may discontinue the process upon finding a lack of conformance to the specifications. The deficiency shall then be rectified by the Contractor and the inspection process shall then commence anew.
- D7.2 Equipment that fails to successfully complete the inspection process shall be rejected by the City and shall be removed from City property by and at the expense of the Contractor, promptly after notification by the Contract Administrator or the Equipment Inspector.
- D7.3 Notwithstanding Clause D8.1, where multiple quantities of like equipment is being supplied, the City reserves the right, at its discretion, to waive the requirements for a continuous eight-hour full-performance test as part of the inspection process for the remaining pieces of equipment following a successful completion of the test by one or more pieces of equipment.

**D8. CERTIFICATE OF TOTAL PERFORMANCE**

- D8.1 A Certificate of Total Performance shall be issued by the Contract Administrator, for the equipment supplied under this Contract, following successful completion of the inspection process for all pieces of equipment in accordance with Section D8. herein.
- D8.2 The Certificate of Total Performance shall indicate the date that each piece of equipment has successfully completed the inspection process.

**D9. LIQUIDATED DAMAGES**

- D9.1 If the Contractor fails to achieve delivery of the equipment within the time specified in Section D5.1 herein, the Contractor shall pay the City \$10.00 per Calendar Day per vehicle for each and every Calendar Day until the equipment has been delivered.
- D9.2 The amount specified for liquidated damages in D9.1 is based on a genuine pre-estimate of the City's losses in the event that the Contractor does not supply the equipment by the day fixed herein for same.
- D9.3 The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

**D10. PARTS AVAILABILITY**

- D10.1 In order to assure minimum downtime of the equipment, the Contractor shall maintain a stock of all replacement parts in North America, either in his own inventory or in that of an agency that normally supplies parts to the Contractor within seven (7) years of the date the equipment is placed into service.
- D10.2 Parts shall be made available in Winnipeg by the Contractor within forty-eight (48) hours from request by the City of Winnipeg.

**D11. INVOICES**

- D11.1 Upon initial delivery of the equipment, the Contractor shall submit an accurate invoice for the supply and delivery of each piece of equipment specified in the Contract to:

The City of Winnipeg  
Fleet Management Agency  
770 Ross Avenue  
Winnipeg MB R3E 1C6

- D11.2 Invoices must clearly indicate, as a minimum:
- (a) the City's order (Purchase Order or Standing Purchase Order Release Authorization) number;
  - (b) date of delivery;
  - (c) delivery address;
  - (d) type and quantity of goods delivered;
  - (e) the amount payable with GST and PST shown as separate amounts; and
  - (f) the Contractor's GST registration number.
- D11.3 The City will bear no responsibility for delays in approval of invoices that are improperly submitted.

**D12. PAYMENT**

D12.1 Further to GC.9.03, payment shall be issued in Canadian funds net thirty (30) Calendar Days after successful completion of the inspection process or when the equipment has been successfully placed into operation.

**D13. NOTICES**

D13.1 GC.7.05 is hereby amended to delete reference to "registered mail" and to replace same with "ordinary mail".

D13.2 GC.7.05 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.

D13.3 Further to GC.7.05, all notices, consents, approvals, statements, authorizations, documents or other communications to the City, except as expressly otherwise required in D13.4, D13.5 or elsewhere in the Contract, shall be sent to the attention of the Contract Administrator at the address or facsimile number identified in D4.1.

D13.4 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

D13.5 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

**WARRANTY**

**D14. WARRANTY**

D14.1 Notwithstanding GC.10.01, GC.10.02 and Section 6.0 of the Detailed Specifications, the warranty period for each piece of equipment supplied shall begin on the date of successful completion of the inspection process or when the equipment has been successfully placed into operation.

D14.2 Notwithstanding GC.10.01 and GC.10., 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 that is more extensive in its nature, then the provisions of such law or manufacturer's warranty shall apply.

D14.3 All incidental warranty related costs (including, but not limited to, Contractor's travel, mileage, deductibles, etc.) in executing any part of the warranty shall be the sole responsibility of the Contractor.