



**SUBMISSION DEADLINE: 4:00 P.M. WINNIPEG TIME, MARCH 31, 2004**

If your company name and address are not correctly shown below, please enter or correct it before submitting your Bid.

BUYER: TROZIERE /t  
TELEPHONE NO. (204) 986-4623

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REMOVAL AND PRUNING OF TREES**

— Please quote prices on the attached Form B: Prices. —

**THE BID SUBMISSION MUST INCLUDE THIS PAGE (COMPLETED AND SIGNED)**

**TERMS AND CONDITIONS ATTACHED APPLY EXCEPT AS SUPERSEDED ABOVE OR BY SPECIFICATIONS (IF ANY) ATTACHED.**

Early payment discount: \_\_\_\_\_ % \_\_\_\_\_ days  
(See 1.5 of the Terms and Conditions attached.)

RETURN TO:

**THE CITY OF WINNIPEG 92  
CORPORATE FINANCE DEPARTMENT  
MATERIALS MANAGEMENT DIVISION  
185 KING ST MAIN FLOOR  
WINNIPEG MB R3B 1J1**

Contact Person: (print) \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

The Bidder hereby offers to perform the Work in accordance with the Contract for the price(s), in Canadian funds, set out in this Bid.

The Bidder agrees that the Request for Quotation in its entirety shall be deemed to be incorporated in and to form a part of this offer notwithstanding that not all parts thereof are necessarily attached to or accompany this Bid.

The Bidder certifies that the following addenda have been received and agrees that they shall be deemed to form a part of the Contract.

No. 1  No. 2  No. 3  No. 4

This offer shall be open for acceptance, binding and irrevocable for a period of thirty (30) days following the Submission Deadline.

Signature: \_\_\_\_\_

## TERMS AND CONDITIONS – SERVICES

### 1. BIDDING PROCEDURES

- 1.1 The Bid must be submitted on the forms provided, with all required entries made clearly in ink.
- 1.2 If the Bidder finds discrepancies or omissions in the Request for Quotation or any part thereof, or is unsure of the meaning or intent thereof, he shall notify the Buyer. The Buyer will, if he deems it necessary, issue addenda to all Bidders. The Bidder is advised to direct all enquiries or comments to the Buyer at least five (5) business days prior to the Submission Deadline to allow time for the preparation and distribution of necessary addenda.
- 1.3 The Bidder is responsible for investigating the site, the nature of the Work to be done and all local conditions that might affect his Bid or his performance of the Work, and shall assume all risk for conditions existing or arising in the course of the Work which have been or could have been determined through such investigation.
- 1.4 The Contract is based on the design, methods and materials specified and any proposed substitutes must be clearly identified in the Bid. Where the phrases "or equal" or "or alternative" occur in the Request for Quotation, the Bidder is advised to submit descriptive matter in sufficient detail to permit a judgment as to the merits of any "equal" or "alternative" offered.
- 1.5 The Bidder may, but is not required to, offer a prompt payment discount. If prompt payment discounts are offered, they will be considered in determining the lowest evaluated responsive Bid.
- 1.6 The Bid must be submitted enclosed and sealed in an envelope clearly marked with the RFQ Number and the Bidder's name and address. Each envelope must contain only the Bid for one Request for Quotation.
- 1.7 The Bid must be submitted to the Materials Management Division at the address specified no later than the Submission Deadline specified. Bids received after the Submission Deadline will not be considered.
- 1.8 The Bid may be withdrawn without penalty at any time prior to the Submission Deadline.
- 1.9 The Bid shall be open for acceptance, binding and irrevocable for the period of time specified on the cover page. A Bidder who withdraws his Bid after the Submission Deadline but before his Bid has been released or has lapsed shall be liable for such damages as are imposed upon the Bidder by law and subject to such sanctions as the City considers appropriate in the circumstances.
- 1.10 The City may reject a Bid as being non-responsive if the Bid is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The City may reject all or any part of any Bid or waive technical requirements if the interests of the City so require. The City may reject any Bid submitted by a Bidder who does not demonstrate, in his Bid or in other information required to be submitted, that he is responsible and qualified. A responsible and qualified Bidder is one that meets the qualifications specified and is not suspended, debarred or in default under any contract with the City.
- 1.11 Where the Contract is proposed in separate sections or with alternatives, the City shall have the right to award any section separately or to choose any alternative which is in its best interests.
- 1.12 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. 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.
- 1.13 The Buyer will give notice of the award of the Contract by issuing a Purchase Order to the successful Bidder, or will give notice that no award will be made.
- 1.14 The Request for Quotation, including but not limited to the specifications, drawings and addenda, and the Contractor's Bid 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.
- 1.15 The name of the successful Bidder and the Contract amount will be made available, upon request, to Bidders only after award of Contract.

### 2. SCOPE OF WORK

- 2.1 The Work to be done under this Contract shall consist of the supply of labour and materials in accordance with applicable specifications, drawings and addenda.
- 2.2 The Contractor shall provide and pay for all labour, materials, equipment, tools, temporary works, utilities, licenses and fees necessary to complete the Work. Any work not explicit in the specifications, drawings and addenda, which is reasonably implied, necessary and usually included for such work, shall be deemed to be included in the Work.

### 3. MATERIALS & WORKMANSHIP

- 3.1 Materials and workmanship shall be fit for the purpose intended and shall equal or exceed the quality specified.
- 3.2 All materials to be incorporated in the Work shall be new.
- 3.3 The Contractor shall be responsible for the storage, transportation and handling of materials until the Work is accepted by the City.

### 4. ASSIGNMENT

- 4.1 The Contractor shall not assign the Contract or any payment thereunder without the prior written approval of the City.

### 5. SUBCONTRACTING

- 5.1 If the Contractor subcontracts any portion of the Work, he shall:
  - a) employ only Subcontractors who have successfully carried out work similar in nature, scope and value to the portion of the Work proposed to be subcontracted to them, or who are fully capable of performing the Work required to be done in accordance with the terms of the Contract;
  - b) enter into contracts or written agreements with his Subcontractors to require them to perform their work in complete conformance with and subject to the terms and conditions of the Contract; and
  - c) be as fully responsible to the City for acts and omissions of his Subcontractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by him.

### 6. INDEMNITY

- 6.1 The Contractor shall save harmless and indemnify the City for twice the contract price plus two million dollars, unless specifically stated otherwise in the contract documents, against all costs, damages or expenses arising from actions, claims, demands and proceedings, by whomsoever brought, made or taken as a result of acts or omissions of the Contractor, his subcontractors, employees or agents in the performance or purported performance of the Work, and more particularly from:
  - a) accidental injury to or death of any person whether retained by or in the employ of the Contractor or not, arising directly or indirectly by reason of the performance of the Work, or by reason of any trespass on or damage to property;
  - b) damage to any property owned in whole or in part by the City, or which the City by duty or custom is obliged, directly or indirectly, in any way or to any degree, to construct, repair or maintain;
  - c) damage to, or trespass or encroachment upon, property owned by persons other than the City;
  - d) failure to pay and obtain a discharge of a notice of claim for lien served upon the City in accordance with the requirements of The Builders' Liens Act;
  - e) failure to pay a workers compensation assessment, or federal or provincial taxes;
  - f) unauthorized use of any design, device, material or process covered by letters patent, copyright, trademark or trade name in connection with the Work;
  - g) inaccuracies in any information provided to the City by the Contractor.
- 6.2 The City has the right, acting reasonably and upon notice to the Contractor, to settle any such action, proceeding, claim or demand and charge the Contractor with the amount so paid or to be paid in effecting a settlement.
- 6.3 The Contractor shall pay to the City the value of all legal fees and disbursements required to settle any such claim or to defend the City against any such claim, action, proceeding, claim or demand notwithstanding that the settlement or defence of the said action, proceeding, claim or demand was undertaken on behalf of the City by a salaried employee of the City.
- 6.4 If the Contractor fails to make any payment required to be made to the City hereunder, the City shall be entitled to deduct the amount of such payment from any payment required to be made by the City to the Contractor under the Contract or take whatever other remedies against the Contractor that the City may have at law.

### 7. EVENTS OF DEFAULT

- 7.1 An event of default will be deemed to have occurred if the Contractor:
  - a) abandons the Work; or
  - b) is adjudged bankrupt or files for bankruptcy, becomes insolvent, makes a general assignment for the benefit of his creditors, or has a receiver or liquidator appointed in respect of his assets; or
  - c) in the judgment of the City, is not performing or has not been performing the Work, or any part thereof, in a sound and workmanlike manner and in all respects in strict conformity with the Contract; or
  - d) in the judgment of the City, is not progressing continuously with the Work or any part thereof, and in such a manner as to ensure the completion of the Work or any part thereof, in accordance with the work schedule; or
  - e) fails to take down, rebuild, repair, alter or amend any defective or deficient Work, or to remove any defective or deficient material; or
  - f) fails to remedy defects or deficiencies during the warranty period in the manner and within the time periods specified by the City; or
  - g) fails to make prompt payment to his subcontractors, his employees or on account of the purchase or rental of equipment or materials; or
  - h) fails to promptly secure a discharge of a lien or trust claim served upon the City pursuant to The Builders' Liens Act; or
  - i) fails to comply with any laws, by-laws or statutory regulations; or
  - j) fails to provide competent supervision for the Work; or
  - k) fails to submit any schedules, documents or information required by the Contract; or
  - l) refuses or neglects to comply with an order given by the City;
  - m) commits any other breach of the Contract.
- 7.2 Any provision of the Contract may be waived only by express waiver in writing by the City. No express waiver of any provision shall imply the waiver of any other provision.
- 7.3 If an event of default has occurred, the City may do any one or more of the following:
  - a) withhold or retain the whole or part of any payment;
  - b) take the whole of the Work, or any part or parts thereof out of the hands of the Contractor;
  - c) demand payment for any amount owed to the City.

- 7.4 The duties and obligations imposed upon the Contractor by the Contract and the rights and remedies available to the City hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed upon the Contractor or available to the City at law.

### 8. PRICES AND PAYMENT

- 8.1 Prices bid shall be gross prices including all applicable duty, freight, cartage, Provincial and Federal Taxes [except Goods and Services Tax (GST), which shall be extra where applicable] and all charges governmental or otherwise paid, and including profit and all compensation which shall be due to the Contractor.
- 8.2 If the Contractor charges GST, he must show his registration number and the amount of GST separately on the invoice.
- 8.3 Where The Builders' Liens Act is applicable to the Contract, payments will be subject to such holdbacks as are required to be made thereunder. Interest on holdback amounts will be credited, and holdback amounts will be released, in accordance with said Act.
- 8.4 Payment will be in Canadian funds net thirty (30) days from receipt of acceptable goods, or receipt and approval of the Contractor's invoice, whichever is later.

**FORM B: PRICES**

UNIT PRICES					
ITEM NO.	DESCRIPTION	SPEC. REF.	APPROX. QUANTITY	UNITS	UNIT PRICE
<b>SECTION A TREE REMOVAL</b>					
1.	Class 1	3.24 and 3.25	150	each	_____
2.	Class 2	3.24 and 3.25	300	each	_____
3.	Class 3	3.24 and 3.25	300	each	_____
4.	Class 4	3.24 and 3.25	50	each	_____
<b>SECTION B PRUNING</b>					
1.	Tree Pruning Services	3.26	50	each	_____

\_\_\_\_\_  
Name of Bidder

## SPECIFICATIONS

### 1. GENERAL

- 1.1 These Specifications shall be applicable to the Work and shall take precedence over the Terms and Conditions.

### 2. DEFINITIONS

- 2.1 When used in this Request for Quotation:

- (a) "**Business Day**" means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
- (b) "**Buyer**" means the person authorized to represent the City in respect of the Request for Quotation;
- (c) "**Calendar Day**" means the period from one midnight to the following midnight;
- (d) "**Contract**" means the combined documents consisting of the Request for Quotation package and any documents and drawings referred to and incorporated therein together with any submissions required to be made by the Contractor after award, and all amendments to the foregoing;
- (e) "**Contract Administrator**" means the person authorized to represent the City in respect of the Contract and is identified at the time of award of the Contract;
- (f) "**Contractor**" means the person undertaking the performance of the Work under the terms of the Contract;
- (g) "**Site**" means the lands and other places on, under, in or through which the Work is to be performed;
- (h) "**User**" means a person, department or other administrative unit of the City authorized by the Contract Administrator to order Work under this Contract;
- (i) "**Work**" means the carrying out and the doing of all things, whether of a temporary or permanent nature, that are to be done by the Contractor pursuant to the Contract and, without limiting the generality of the foregoing, includes the furnishing of all equipment, facilities, material, labour and services necessary for or incidental to the fulfilment of the requirements of the Contract;
- (j) "**Working Day**" means any Calendar Day, other than a Saturday, Sunday or a Statutory or Civic Holiday, on which the Contract Administrator determines atmospheric and Site conditions are such that the Contractor is able to work at least seven (7) hours.

- 2.2 Further to 2.1(b), the Buyer is:

TROZIERE  
(204) 986-4623

### 3. WORK

#### SECTION A – TREE REMOVAL

- 3.1 The Contractor shall remove Dutch Elm disease trees/other trees on an "as required" basis in accordance with the requirements hereinafter specified.
- 3.2 The Contractor shall remove elm trees marked with numbered orange or red flagging tape and/or orange tree marking paint and specifically described in work orders to be supplied by the Forestry Branch. Only trees described in the work orders are to be removed regardless of markings.
- 3.3 The Contractor shall remove other trees as requested.
- 3.4 The Contractor shall remove **all** requested trees regardless of their location, the type of terrain or degree of difficulty, in the order specified; any changes must be agreed to by the Contract Administrator or designate prior to the work being started.
- 3.5 The Contractor shall obtain the permission of each property owner or tenant at least 24 hours prior to entering private property. If such permission is denied, the contractor shall notify the City Forester or designate immediately. If access is required through adjoining property, it is the contractor's responsibility to obtain permission to do so.

- 3.6 The Contractor shall, when working on private property diseased elm trees, obtain a certificate listing all the D.E.D. numbers pertaining to that property, signed by each property owner or tenant upon completion of the work.
- 3.7 The Contractor shall ensure that at least one (1) person for each work crew or work area has a valid Manitoba Arborist Licence and Utility Arborist Certificate issued by the Industrial Vegetation Management Association or equivalent and that is acceptable to Manitoba Hydro.
- 3.8 The Contractor shall remove trees in a manner satisfactory to the City Forester or designate and agrees that the work may be inspected by City personnel.
- 3.9 Removal of trees shall be complete to **ground** level regardless of existing ground cover (e.g. snow, other plant material, etc.) or other conditions except where prior approval is given by the City Forester or designate.
- 3.10 Any portions of an elm tree remaining above ground level shall be debarked to ground level.
- 3.11 Vehicles must remain on existing public roads unless specific written permission for off road use is obtained from the property owner.
- 3.12 The Contractor shall remove and/or dispose of all material resulting from the work immediately by one, or more, of the following methods:
- (a) remove to a designated City of Winnipeg landfill site;
  - (b) chip and remove material to an appropriate location;
  - (c) burn, completely, on site, where conditions are appropriate, the burning site must be acceptable (in writing) to property owner and a burning permit must be obtained.
- 3.13 To verify proper disposal of materials identified by the Contract Administrator for disposal to approved landfill sites, the Contractor shall provide the Contract Administrator with a copy of all weigh bills received.
- 3.14 The Contractor shall maintain the Sites of the Work in tidy condition and free from the accumulation of waste and debris. This shall include, but not be limited to, raking of all grassed/snow covered areas and sweeping of all hard surfaced areas. Total Performance of the Work shall not be attained until the Contractor has cleaned up the sites and has removed all plant, tools, equipment, waste and debris.
- 3.15 The costs of all of the above operations are to be born solely by the Contractor.
- 3.16 The Contractor shall be aware that work locations may contain overhead utility lines that may be a factor in the required work.
- 3.17 The Contractor shall be responsible for special arrangements with respective utilities necessary to properly complete the work.
- 3.18 The Contractor shall be responsible for the constant supervision of the utility while the utility is on site to advise which portions of the tree should be removed so as to ensure proper work to meet contract specifications.
- 3.19 The Contractor shall be responsible to make call back arrangements with the utilities should deficiencies exist.
- 3.20 The Contractor shall be responsible for any additional costs associated with work around utility lines and any such costs must be reflected in the overall bid.
- 3.21 The Contractor shall repair any damage resulting from the work including, but not limited to, damage to turf, other trees, gardens, walkways, fences, etc. and shall report all damage immediately to the owner and the City Forester or designate.
- 3.22 The Contractor shall commence removal operations within five (5) working days after receipt of work order(s) and shall continue removal operations during working hours, until all removals are complete. The contractor shall as a minimum remove the number of trees indicated (in Form C: Available Resources attached) for a 5 day period each week.
- 3.23 The Contractor shall comply with all Federal and Provincial laws and regulations and all City of Winnipeg by-laws. This shall include, but not be limited to, all aspects of the Manitoba Workplace Health and Safety Act and

laws/by-laws affecting streets, safety, hours of work, noise, street blockage, correct use of signage and line clearance regulations of Manitoba Hydro and Manitoba Telephone System.

3.24 The work to be performed will be determined on a per class basis in the following diameter classes measured in centimetres:

Class 1	1 to 30 cm
Class 2	31 to 50 cm
Class 3	51 to 70 cm
Class 4	71 cm and greater

3.25 Measurement for payment shall be based on the Diameter at Breast Height (D.B.H.) (measured at 135 cm above ground level) or above on trees with single trunks. On trees with double or multiple trunks the following rules shall apply:

- (a) where a single diameter measurement is possible above ground the measurement will be made at a point just below the junction of the trunks where the total tree diameter is not influenced by the junction or the basal flare;
- (b) where a single diameter measurement above is not possible then the total tree diameter will be based upon the D.B.H. (measured at 135 cm above ground level) of the largest trunk plus ½ the D.B.H. of each of subsequent trunks;
- (c) situations regarding the measurement of any tree not falling into one of the above categories must be referred to the City Forester or their designate immediately for a decision prior to removal.

## **SECTION B – PRUNING**

3.26 The Contractor shall Prune Trees in accordance with the requirements hereinafter specified.

3.27 Trees are to be pruned in accordance with the “*Tree Pruning Guidelines (1995)*” as published by the International Society of Arboriculture and the *ANSI A300 (Part 1)-2001 Pruning* standards entitled, “*Tree Care Operations – Tree, Shrub and Other Woody Plant Maintenance - Standard Practices (Pruning)*” (revision and redesignation of ANSI A300-1995) (includes supplements) or most recent versions as available except where otherwise directed by the contact administrator or designate.

3.28 The Contractor shall ensure that at least one (1) person for each work crew or work area has a valid Manitoba Arborist Licence and Utility Arborist Certificate issued by the Industrial Vegetation Management Association or equivalent and that is acceptable to Manitoba Hydro.

3.29 The Contractor shall prune trees in a manner satisfactory to the Contract Administrator or designate.

3.30 The Contractor shall dispose, at the Contractor’s expense, all elm wood logs, all material suitable as firewood, and all non-chippable material daily to the City of Winnipeg Brady Road landfill site.

3.31 All material that is to be chipped shall be chipped, removed and delivered from the work site daily to a location to be determined by the Contract Administrator or his designate.

3.32 To verify proper disposal of materials identified by the Contract Administrator for disposal to approved landfill sites, the Contractor shall provide the Contract Administrator with a copy of all weigh bills received.

3.33 The Contractor shall sterilize all pruning equipment between each tree with methyl alcohol which must be sprayed onto the pruning equipment until dripping.

3.34 The Contractor shall maintain the Sites of the Work in tidy condition and free from the accumulation of waste and debris. This shall include, but not be limited to, raking of all grassed/snow covered areas and sweeping of all hard surfaced areas. Total Performance of the Work shall not be attained until the Contractor has cleaned up the sites and has removed all plant, tools, equipment, waste and debris.

3.35 The Contractor shall comply with all Federal and Provincial laws and regulations and all City of Winnipeg by-laws. This shall include, but not be limited to, all aspects of the Manitoba Workplace Health and Safety Act and laws/by-laws affecting streets, safety, hours of work, noise, street blockage, correct use of signage and line clearance regulations of Manitoba Hydro and Manitoba Telephone System.

- 3.36 The Contractor shall be aware that work locations may contain overhead utility lines that may be a factor in the required tree pruning work.
- 3.37 The Contractor shall be responsible for special arrangements with respective utilities necessary to properly complete the tree pruning work.
- 3.38 The Contractor shall be responsible for the constant supervision of the utility while the utility is on site to advise which portions of the tree should be removed so as to ensure proper tree pruning work to meet contract specifications.
- 3.39 The Contractor shall be responsible to make call back arrangements with the utilities should deficiencies exist.
- 3.40 The Contractor shall be responsible for any additional costs associated with tree pruning work around utility lines and any such costs must be reflected in the overall bid.
- 3.41 The Contractor shall commence pruning operations within five (5) working days after receipt of work order(s) and shall continue pruning operations during working hours, until all requests are complete. The Contractor shall as a minimum prune the number of trees indicated (in Form C: Available Resources attached) for a five (5) day period each week.

#### **4. ASSIGNMENT OF PROJECT**

- 4.1 The City shall, based on the evaluation of the Request for Quotations, establish a list of primary, secondary, and if deemed necessary by the Contract Administrator, additional service providers for each of classes identified in Clause 3.24.
- 4.2 When, during the term of the contract, services are required, the user will issue a request for service using work orders.
- 4.3 Each Request for Service will be forwarded first to the primary service provider and only to secondary service provider if the primary service provider is unable to do the work within a predetermined time period in accordance with the procedure set forth below. Similarly, if the secondary service provider is unable to do the work within a predetermined time period in accordance with the procedures set forth below or declines to submit a project proposal, the Request for Service will be submitted to additional service provider in the order in which they are listed on the call-out list with the same expectations of performance.
- 4.4 Upon receipt of the Request for Services, the service provider shall familiarize himself with the location, extent and purpose of the work and shall determine the adequacy of the information contained in the Request for Services and the actual conditions and requirements of the work. The contractor shall report any omissions or unusual conditions to the City Forester or their designate for authorization to proceed.
- 4.5 The service provider shall not assign the contract or any work or any portion of the work without the prior written consent of the City Forester or their designate.
- 4.6 The service provider shall, no later than the date shown on the Request for Services, submit a written notice declining the work and identifying the specific reason(s) therefore.
- 4.7 Notwithstanding 4.3, the City shall not be required to submit a Request for Services to a service provider and may submit it to another service provider lower on the call-out list if:
  - (a) the service provider has previously declined to submit a project proposal for work of similar nature, scope and size and to be performed in substantially the same time frame; and
  - (b) the service provider requests, for reasons acceptable to the Contract Administrator, to be excluded from the normal order of the call-out list for all or any types of work.

#### **5. ORDERS**

- 5.1 The Contractor shall provide a local Winnipeg, or toll-free, telephone number at which orders may be placed.

- 5.2 The Contractor shall make provisions to receive orders, by any of the means identified in 5.1 above, at all times between 8:30 a.m. and 4:30 p.m., on Business Days.
- 5.3 The Contractor shall make provisions for a live representative to be available to be contacted directly from 8:00 a.m. to 4:30 p.m. in case special situations, concerns and/or emergencies arise. Pagers, answering machines and other delayed response methods are not acceptable.

## **6. LOCATION AND SCHEDULE OF WORK**

- 6.1 Work shall be performed on an "as-required" basis during the term of the Contract at various Sites within the City.
- 6.1.1 Work shall commence within five (5) Working Days of the placing of an order, except where otherwise agreed at the time of ordering.
- 6.1.2 The Contractor shall promptly report any delay or change to an agreed commencement or completion date to the User.

## **7. DURATION OF CONTRACT**

- 7.1 The Contract shall be for the period of July 1, 2004 to June 30, 2006.
- 7.2 Notwithstanding the foregoing, the City may terminate the Contract upon thirty (30) Calendar Days written notice by the Contract Administrator in the event that operational changes result in substantial changes to the requirement for the Work.

## **8. ADDENDA**

- 8.1 The Buyer may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the Request for Quotation, or clarifying the meaning or intent of any provision therein.
- 8.2 The Buyer will issue each addendum to all Bidders by:
- (a) mail, courier or facsimile transmission (fax) to the usual business address of the Bidder as shown in the records of the Materials Management Division; and/or
  - (b) publication at the Materials Management Division's Bid Opportunities internet website at <http://www.winnipeg.ca/matmgt/bidopp.asp>.
- 8.3 The Bidder is responsible for ensuring that he/she has received all addenda and shall acknowledge receipt of each addendum on the Request for Quotation cover page. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.
- 8.3.1 The Bidder is advised to check the Materials Management Division's Bid Opportunities internet website for addenda shortly before submitting his/her Bid.

## **9. BID SUBMISSION**

- 9.1 The Bid Submission consists of the following components:
- (a) Request for Quotation cover page completed and signed;
  - (b) Form B: Prices;
  - (c) Form C: Available Resources
- 9.2 Bids may be submitted by:
- (a) mail, courier or personal delivery to the address shown on the Request for Quotation cover page; or
  - (b) facsimile transmission (fax) to (204) 949-1178.
- 9.2.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.
- 9.2.2 Bids submitted by internet electronic mail (e-mail) will not be accepted.



## **10. PRICES**

- 10.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.
- 10.2 Prices shall be fixed for the duration of the Contract except for changes stipulated, with amounts and effective dates, in the Bid.
- 10.3 Further to 8.1 of the Terms and Conditions, the City will not consider payment of any charges (e.g., minimum order charges, handling charges, container deposits, etc.), except those imposed after the Submission Deadline by a government or regulatory authority having jurisdiction, unless they are identified and quantified in the Bid.
- 10.4 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.
- 10.5 The quantities for which payment will be made to the Contractor shall be determined by the Work actually performed by the Contractor.

## **11. AVAILABLE RESOURCES**

- 11.1 The Bidder shall complete Form C: Available Resources by filling in each blank with the appropriate information (e.g. Name and Address of the Bidder, Project Supervisor's name and phone number, Names of all persons available to perform the Work who hold valid Manitoba Arborist Licences and Utility Arborist Certificates, Equipment available, etc.).

## **12. INVOICES**

- 12.1 The Contractor shall submit invoices to the locations designated at the time of ordering.
- 12.2 Invoices must clearly indicate, as a minimum:
  - (a) the City's Purchase Order (PO) number or Standing Purchase Order Release Authorization (SPORA or RA) number, if issued;
  - (b) date(s) of Work;
  - (c) Site(s) or address(s) of Work;
  - (d) description, quantity and unit price(s) of Work performed;
  - (e) total amount payable with GST and PST, where applicable, shown as separate amounts; and
  - (f) where applicable, the Contractor's GST registration number.
- 12.3 The City will bear no responsibility for delays in approval of invoices that are improperly submitted.

## **13. RECORDS**

- 13.1 The Contractor shall keep detailed records of the Work performed under the Contract.
- 13.2 The Contractor shall record, as a minimum, for each item listed on Form B: Prices:
  - (a) User name(s) and addresses;
  - (b) order date(s);
  - (c) Work date(s); and
  - (d) description and quantity of Work performed.
- 13.3 The Contractor shall provide the Contract Administrator with a copy of the records for each quarter year within fifteen (15) Calendar Days of the end of that quarter.

## **14. INSURANCE**

- 14.1 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
- (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.

14.2 Deductibles shall be borne by the Contractor.

14.3 The Contractor shall provide the Contract Administrator with a certified true copy or 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.

14.4 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.

## 15. WORKERS COMPENSATION

15.1 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.

## 16. SECURITY CLEARANCE

16.1 Each person proposed to perform Work under the Contract within City facilities shall be required to obtain a security clearance by the police service having jurisdiction at his/her place of residence.

16.2 Prior to the commencement of any Work, and during the term of the Contract if additional or replacement persons are proposed to perform Work, the Contractor shall supply the Contract Administrator with a written security clearance, obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof for each person proposed to perform Work within City facilities.

16.3 No person for whom a security clearance is not provided, or who has any convictions or pending charges related to property offences or crimes against another person, will be permitted to perform any Work within City facilities.

16.4 Any security clearance obtained thereby will be deemed valid for the duration of the Contract subject to a repeated records search as hereinafter specified.

16.5 The City may, at its sole discretion, require a records search at any time during the term of the Contract. Any person who fails to obtain security clearance as a result of a repeated records search shall not be permitted to continue to perform Work under the Contract.

## 17. EVALUATION CRITERIA

17.1 Award of this Contract will be based on the following evaluation criteria:

- (a) conformance of the Bid with the requirements of the RFQ pass/fail;
- (b) qualifications of the Bidder pursuant to 1.10 of the Terms and Conditions pass/fail;
- (c) available resources 70%;
- (d) unit prices 30%.

17.2 Further to 17.1(a), the Bidder shall, within two (2) Business Days of a request by the Buyer, provide representative samples of the materials proposed to be used in the Work.

17.3 Further to 17.1(b), the Bidder shall:

- (a) submit, within two (2) Business Days of a request by the Buyer, proof satisfactory to the Buyer of the qualifications of the Bidder and of any proposed subcontractor;

(b) provide, on the request of the Buyer, full access to any of the Bidder's equipment and facilities to confirm, to the Buyer's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.

17.4 Further to 17.1(c), available resources will be evaluated considering availability of equipment and qualifications and experience of individuals proposed to perform the Work.

17.5 Further to 17.1(d), unit prices will be evaluated on the basis of the approximate quantities shown on Form B: Prices considering early payment discounts if offered.

**18. AWARD OF CONTRACT**

18.1 The City will establish a list of primary, secondary, and if deemed necessary by the Contract Administrator additional service providers for each of the classes identified in Clause 3.24 and 3.26 based on the evaluation of the Request for Quotation.

**FORM C: AVAILABLE RESOURCES**

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Supervisor's Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Holders of Valid Manitoba Arborist Licences and Utility Arborist Certificates as per clauses 3.7 and 3.28:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Description of Equipment Available (add additional information as required):

ITEM	NO.	MAKE	MODEL	YEAR	CONDITION
aerial lift device					
chipper					
chipper truck					

The maximum number of trees your company is able to remove in a 5 day period is \_\_\_\_ trees.

The maximum number of trees your company is able to prune in a 5 day period is \_\_\_\_ trees.

Description of Work Crews (indicate size, experience & how they will be deployed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(signature)

\_\_\_\_\_

(title)