

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 Form N: Routes. The routes will change when the Centennial Library reopens in approximately summer 2005.

(a) There are two routes which must be started no earlier than 7:00 A.M. and completed by 6:00 P.M. Monday to Friday.

(b) The two trucks shall be a minimum of 2 ton, enclosed truck.

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

(d) The two trucks **CAN NOT** start at the same time because there is only one loading dock at 1466 William Avenue West; we anticipate that they start approximately 3 hours apart. We expect that one truck loads at 7:00am and the second truck at 10:00am giving City staff time to clear the loading dock of boxes.

(e) All items shall be picked up and delivered each day.

(f) A replacement truck must be available within 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 8 recycling bags daily (40 weekly) and delivered to 1050 Henderson where they are emptied.

E2.3 From time to time pick-up and deliver of special items may be required.

(a) The Contractor may, from time to time be required to move special items. A special item is any item besides recycling which is not in either a blue plastic paige box or cardboard paige box.

E2.4 The hourly rate stated in Form B: Prices, Extra Truck, will be used if the City requires a third truck due to demand.

E3. SHIPMENT AVERAGES

E3.1 The average number of full boxes picked up and delivered each day is approximately 600.

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.

E4.2 The dimensions for the garage at 1466 William Avenue West are 12 ft. 1 inch height x 12ft. ½ inch width and 29 ft. 5.5 inch deep.

- 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. TABLE N: ROUTES

There are two (2) routes which must be started no earlier than 7:00 A.M. and completed by 6:00 P.M. Monday to Friday. 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 Avenue
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