

# **PART E**

# **SPECIFICATIONS**

## PART E - SPECIFICATIONS

### GENERAL

#### E1. GENERAL

E1.1 These Specifications shall apply to the Work.

E1.2 The following Drawings are applicable to the Work:

<u>Drawing No.</u>	<u>Drawing</u>
--------------------	----------------

001	City of Winnipeg Area Location
-----	--------------------------------

#### E2. SERVICES

E2.1 The Contractor shall change the engine oil and oil filter, lubricate (if required) and inspect fluid levels on City of Winnipeg Vehicles in accordance with the requirements hereinafter specified.

E2.2 The Contractor shall perform the following work:

- (a) replace the oil and oil filter;
- (b) lubricate all grease zerks (if required);
- (c) check all fluid levels, including but not limited to:
  - (i) brake master cylinder;
  - (ii) power steering;
  - (iii) radiator antifreeze;
  - (iv) differential(s), (where applicable);
  - (v) transmission , (automatic or manual) and
  - (vi) transfer case, (where applicable).
- (d) perform a nominal twenty (20) point inspection and provide a copy of the complete checklist with the invoice;
- (e) all filters, lubricants and fluids used shall meet or exceed the vehicle manufacturer's required specifications and new vehicle warranty requirements;
- (f) the Contractor shall not top up windshield washer fluid reservoirs; and
- (g) the Contractor shall not replace air filters or PCV valves.

E2.2.1 Should the vehicles require a top-up of fluid levels, the Contractor must call Mr. Steve Mortlock (204) 986-3731 or his/her designate for permission to proceed. A copy of the fluids added must accompany the invoice.

E2.3 The City of Winnipeg vehicles for which the Work is to be performed on shall be single or dual rear wheel units (not limited to cars), pickup trucks, vans, 1 ton dump and stake deck trucks, and walk in vans with a maximum GVWR of 16,000 lbs.

E2.4 The Contractor shall have a minimum of one (1) service outlet located within each of the three (3) areas shown on the City of Winnipeg map, as follows:

- (i) Area "A" shall be North of the Assiniboine River and West of the Red River;
- (ii) Area "B" shall be East of the Red River; and
- (iii) Area "C" shall be South of the Assiniboine River and West of the Red River.

- E2.5 The Contractor facility shall be capable of accepting a vehicle measuring 120" (in) tall x 102" (in) wide x 22' (ft) long.
- E2.6 The Contractor shall be capable of performing the work on a "**no appointment necessary**" basis, and within the time allowances specified in E3.1.1.
- E2.7 The Work will consist initially of vehicles under the jurisdiction and control of the City of Winnipeg, Fleet Management Services. The City may add other City of Winnipeg Users during the term of the Contract but does not guarantee any additional quantity of Work.
- E2.8 Where Work is performed on City of Winnipeg "Fleet Management Services" vehicles, the City will provide the Contractor with service stickers, which the Contractor will adhere to the vehicle showing the next service due at five thousand (5000) kilometres intervals.

### **E3. LOCATION AND SCHEDULE OF WORK**

- E3.1 Work shall be performed on an "as-required" basis during the term of the Contract at various Vendor Sites within the City.
  - E3.1.1 Work shall commence within fifteen (15) minutes of the arrival of the vehicle, except where otherwise agreed at the time of ordering.
  - E3.1.2 Work shall be completed within fifteen (15) minutes of commencement, except where otherwise agreed at the time of ordering.
  - E3.1.3 The Contractor shall promptly report any delay or change to an agreed commencement or completion schedule to the User.