



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 181

SUPPLY AND DELIVERY OF NETWORKING DIGITAL VIDEO SYSTEM

TABLE OF CONTENTS

PART A - BID SUBMISSION

Form A: Bid	1
Form B: Prices	3

PART B - BIDDING PROCEDURES

B1. Project Title	1
B2. Submission Deadline	1
B3. site investigation	1
B4. Enquiries	1
B5. Addenda	2
B6. Substitutes	2
B7. Bid Submission	3
B8. Bid	4
B9. Prices	4
B10. Qualification	5
B11. Opening of Bids and Release of Information	5
B12. Irrevocable Bid	6
B13. Withdrawal of Bids	6
B14. Evaluation of Bids	6
B15. Award of Contract	7

PART C - GENERAL CONDITIONS

C1. General Conditions	1
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PART D - SUPPLEMENTAL CONDITIONS

General

D1. General Conditions	1
D2. Scope of Work	1
D3. Definitions	1
D4. Contract Administrator	2
D5. Notices	2

Submissions

D6. Authority to Carry on Business	3
D7. Workers Compensation	3
D8. Insurance	3

Schedule of Work

D9. Commencement	3
------------------	---

Warranty

D10. Warranty	4
---------------	---

PART E - SPECIFICATIONS

General

E1. General	1
E2. Completion	4
E3. Installation (Optional)	

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PART B - BIDDING PROCEDURES

B1. PROJECT TITLE

B1.1 SUPPLY AND DELIVERY OF NETWORKING DIGITAL VIDEO SYSTEM

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, April 19, 2006.

B2.2 Bid Submissions determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.

B2.3 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

B3. SITE INVESTIGATION

B3.1 Further to GC.2.01, the Bidder **should** attend a Site meeting from **9:00am to 11:00 am on April 5, 2006**. The site meeting will begin in the Paulin Parking Lot (at the corner of Ross Avenue and Paulin Street), followed by a viewing of 311 Ross, and followed by viewing of the seventh floor of 510 Main. Attendance is mandatory, and the Bid Submission of any Bidder not having attended will be rejected on the basis that it is non-responsive.

B3.2 The Bidder shall not be entitled to rely on any information or interpretation received at the Site Meeting unless that information or interpretation is the Bidder's direct observation, or is provided by the Contract Administrator in writing.

B3.3 All interested bidders **should** attend the scheduled site meeting with the Contract Administrator. This site investigation meeting will allow viewing of the surveillance area in the Paulin Parking Lot, the camera locations including cabling requirements for same on and in the Paulin Building at 311 Ross, and the location of the networked recording/monitoring equipment at 510 Main.

B4. ENQUIRIES

B4.1 All enquiries shall be directed to the Contract Administrator identified in D4.1.

B4.2 If the Bidder finds errors, discrepancies or omissions in the Bid Opportunity, or is unsure of the meaning or intent of any provision therein, the Bidder shall notify the Contract Administrator of the error, discrepancy or omission, or request a clarification as to the meaning or intent of the provision at least five (5) Business Days prior to the Submission Deadline.

B4.3 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator to all Bidders by issuing an addendum.

B4.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator only to the Bidder who made the enquiry.

B4.5 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B3 unless that response or interpretation is provided by the Contract Administrator in writing.

B5. ADDENDA

- B5.1 The Contract Administrator may, at any time prior to the Submission deadline, issue addenda correcting errors, discrepancies or omissions in the Bid Opportunity, or clarifying the meaning or intent of any provision therein.
- B5.2 The Contract Administrator will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.
- B5.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.
- B5.2.2 The Bidder is responsible for ensuring that he has received all addenda and is advised to check the Materials Management Branch internet site for addenda shortly before submitting his Bid.
- B5.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 8 of Form A: Bid. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.

B6. SUBSTITUTES

- B6.1 The Work is based on the materials, equipment, methods and products specified in the Bid Opportunity.
- B6.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B6.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least seven (7) Business Days prior to the Submission Deadline.
- B6.4 The Bidder shall ensure that any and all requests for approval of a substitute:
- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the material, equipment, method or product as either an approved equal or alternative;
 - (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
 - (c) identify any anticipated cost or time savings that may be associated with the substitute;
 - (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract;
 - (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract.
- B6.5 The Contract Administrator, after assessing the request for approval of a substitute, may in his sole discretion grant approval for the use of a substitute as an “approved equal” or as an “approved alternative”, or may refuse to grant approval of the substitute.

- B6.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, only to the Bidder who requested approval of the substitute.
- B6.6.1 The Bidder requesting and obtaining the approval of a substitute shall be entirely responsible for disseminating information regarding the approval to any person or persons he wishes to inform.
- B6.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.
- B6.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Bidder bidding that approved alternative shall base his Total Bid Price upon the specified item but may also indicate an alternative price based upon the approved alternative. Such alternatives will be evaluated in accordance with B14.
- B6.9 No later claim by the Contractor for an addition to the price(s) because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.

B7. BID SUBMISSION

- B7.1 The Bid Submission consists of the following components:
- (a) Form A: Bid;
 - (b) Form B: Prices;
 - (c) Information required to be submitted in E1.2(c)(i)
- B7.2 All components of the Bid Submission shall be fully completed or provided, and submitted by the Bidder no later than the Submission Deadline, with all required entries made clearly and completely in ink, to constitute a responsive Bid.
- B7.3 The Bid Submission may be submitted by mail, courier or personal delivery, or by facsimile transmission.
- B7.4 If the Bid Submission is submitted by mail, courier or personal delivery, it shall be enclosed and sealed in an envelope clearly marked with the Bid Opportunity number and the Bidder's name and address, and shall be submitted to:
- The City of Winnipeg
Corporate Finance Department
Materials Management Branch
185 King Street, Main Floor
Winnipeg MB R3B 1J1
- B7.4.1 Samples or other components of the Bid Submission which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the Bid Opportunity number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Bid Submission.
- B7.5 If the Bid Submission is submitted by facsimile transmission, it shall be submitted to (204) 949-1178
- B7.5.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.
- B7.6 Bid Submissions submitted by internet electronic mail (e-mail) will not be accepted.

B8. BID

- B8.1 The Bidder shall complete Form A: Bid, making all required entries.
- B8.2 Paragraph 2 of Form A: Bid shall be completed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his own name, his name shall be inserted;
 - (b) if the Bidder is a partnership, the full name of the partnership shall be inserted;
 - (c) if the Bidder is a corporation, the full name of the corporation shall be inserted;
 - (d) if the Bidder is carrying on business under a name other than his own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.
- B8.2.1 If a Bid is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B8.2.
- B8.3 In Paragraph 3 of Form A: Bid, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Bid.
- B8.4 Paragraph 10 of Form A: Bid shall be signed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his own name, it shall be signed by the Bidder;
 - (b) if the Bidder is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
 - (c) if the Bidder is a corporation, it shall be signed by its duly authorized officer or officers;
 - (d) if the Bidder is carrying on business under a name other than his own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.
- B8.4.1 The name and official capacity of all individuals signing Form A: Bid shall be printed below such signatures.
- B8.4.2 All signatures shall be original.
- B8.5 If a Bid is submitted jointly by two or more persons, the word "Bidder" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Bidders in the Bid Submission and the Contract, when awarded, shall be both joint and several.

B9. PRICES

- B9.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.
- B9.1.1 Prices on Form B: Prices shall include:
- (a) duty;
 - (b) freight and cartage;
 - (c) Provincial and Federal taxes [except the Goods and Services Tax (GST) and Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable] and all charges governmental or otherwise paid;
 - (d) profit and all compensation which shall be due to the Contractor for the Work and all risks and contingencies connected therewith.

- B9.2 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.
- B9.3 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.

B10. QUALIFICATION

- B10.1 The Bidder shall:
- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Bidder does not carry on business in Manitoba, in the jurisdiction where the Bidder does carry on business;
 - (b) be responsible and not be suspended, debarred or in default of any obligation to the City;
 - (c) be financially capable of carrying out the terms of the Contract;
 - (d) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract;
 - (e) have successfully carried out work, similar in nature, scope and value to the Work;
 - (f) employ only Subcontractors who:
 - (i) are responsible and not suspended, debarred or in default of any obligation to the City (a list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>); and
 - (ii) have successfully carried out work similar in nature, scope and value to the portion of the Work proposed to be subcontracted to them, and are fully capable of performing the Work required to be done in accordance with the terms of the Contract;
 - (g) have a written workplace safety and health program in accordance with The Workplace Safety and Health Act (Manitoba);
- B10.2 The Bidder shall be prepared to submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Bidder and of any proposed Subcontractor.
- B10.3 The Bidder shall provide, on the request of the Contract Administrator, full access to any of the Bidder's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.
- ## **B11. OPENING OF BIDS AND RELEASE OF INFORMATION**
- B11.1 Bid Submissions will not be opened publicly.
- B11.2 Within two (2) Business Days following the Submission Deadline, the names of the Bidders and their Total Bid Prices (unevaluated, and pending review and verification of conformance with requirements) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.
- B11.3 After award of Contract, the name(s) of the successful Bidder(s) and the Contract Amount(s) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page

at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.

- B11.4 The Bidder is advised that any information contained in any Bid Submission may be released if required by City policy or procedures, by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law.

B12. IRREVOCABLE BID

- B12.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 9 of Form A: Bid.
- B12.2 The acceptance by the City of any Bid shall not release the Bids of the next two lowest evaluated responsive Bidders and these Bidders shall be bound by their Bids on such Work for the time period specified in Paragraph 9 of Form A: Bid.

B13. WITHDRAWAL OF BIDS

- B13.1 A Bidder may withdraw his Bid without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.
- B13.1.1 Notwithstanding GC.7.05(2), the time and date of receipt of any notice withdrawing a Bid shall be the time and date of receipt as determined by the Manager of Materials.
- B13.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Bid or the Bidder's authorized representatives named in Paragraph 10 of Form A: Bid, and only such person, has authority to give notice of withdrawal.
- B13.1.3 If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials shall:
- (a) retain the Bid Submission until after the Submission Deadline has elapsed;
 - (b) open the Bid Submission to identify the contact person named in Paragraph 3 of Form A: Bid and the Bidder's authorized representatives named in Paragraph 10 of Form A: Bid; and
 - (c) if the notice has been given by any one of the persons specified in B13.1.3(b), declare the Bid withdrawn.
- B13.2 A Bidder who withdraws his Bid after the Submission Deadline but before his Bid has been released or has lapsed as provided for in B12.2 shall be liable for such damages as are imposed upon the Bidder by law and subject to such sanctions as the Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law.

B14. EVALUATION OF BIDS

- B14.1 Award of the Contract shall be based on the following bid evaluation criteria:
- (a) compliance by the Bidder with the requirements of the Bid Opportunity (pass/fail);
 - (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B10 (pass/fail);
 - (c) Total Bid Price;
 - (d) economic analysis of any approved alternative pursuant to B6.
- B14.2 Further to B14.1(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.

- B14.3 Further to B14.1(a), the Award Authority may reject a Bid as being non-responsive if the Bid Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Bid, or waive technical requirements if the interests of the City so require.
- B14.4 Further to B14.1(b), the Award Authority shall reject any Bid submitted by a Bidder who does not demonstrate, in his Bid Submission or in other information required to be submitted, that he is responsible and qualified.
- B14.5 Further to B14.1(c), the Total Bid Price shall be the sum of the quantities multiplied by the unit prices for each item shown on Form B: Prices for Section A.
- B14.5.1 If there is any discrepancy between the Total Bid Price written in figures, the Total Bid Price written in words and the sum of the quantities multiplied by the unit prices for each item, the sum of the quantities multiplied by the unit prices for each item shall take precedence.
- B14.6 The City shall not award Section B separately.

B15. AWARD OF CONTRACT

- B15.1 The City will give notice of the award of the Contract or will give notice that no award will be made.
- B15.2 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.
- B15.2.1 Without limiting the generality of B15.2, the City will have no obligation to award a Contract where:
- (a) the prices exceed the available City funds for the Work;
 - (b) the prices are materially in excess of the prices received for similar work in the past;
 - (c) the prices are materially in excess of the City's cost to perform the Work, or a significant portion thereof, with its own forces;
 - (d) only one Bid is received; or
 - (e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.
- B15.3 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.
- B15.4 Notwithstanding GC.3.01 and GC.3.02, the City will issue a Purchase Order to the successful Bidder in lieu of the execution of a Contract.
- B15.5 The Contract Documents, as defined in GC.1.01(7), in their entirety 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.

PART C - GENERAL CONDITIONS

C1. GENERAL CONDITIONS

C1.1 The *General Conditions for the Supply and Delivery of Goods* (Form 21: 88 03) are applicable to the Work of the Contract.

C1.1.1 The *General Conditions for the Supply and Delivery of Goods* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.

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 a networking digital video system in accordance with the requirements hereinafter specified..
- D2.2 The major components of the Work are as follows:
- (a) Supply and delivery of networkable outdoor pan-tilt-zoom video cameras, housings and wall/rooftop mounting hardware and associated cabling/connectors and conduit for installation at 311 Ross (sixth floor rooftop of the Paulin Building). The networkable cameras shall connect to the City of Winnipeg's LAN at 311 Ross. Said cameras are for surveillance of the City of Winnipeg's Paulin Parking Lot west of the Paulin Building.
 - (b) Supply and delivery of networkable digital video recorder system for installation at 510 Main Street. The digital video recorder system shall connect to the City of Winnipeg's LAN at 510 Main Street and be responsible for recording surveillance information from the networked pan-tilt-zoom cameras located at 311 Ross.
 - (c) Supply and delivery of computer workstation networkable software and Pan Tilt Zoom controllers, (as necessary in either software or hardware format) for installation on City of Winnipeg P.C's located at 495 Portage Ave. The software and camera control shall communicate over the City of Winnipeg's WAN for live control and viewing of cameras at 311 Ross as well as communication to the digital video recorder at 510 Main Street for viewing and processing recorded surveillance data.

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) **"LAN"** means Local Area Network, namely a local network of connecting computers and other electronic equipment to create a communication system between offices.
- (d) **"WAN"** means Wide Area Network, namely a computer network which spans great distances. Usually connects many LANs together. A WAN is typically used in an organization to connect their sites together.
- (e) **"P.C"** means Personal Computer;
- (f) **"DVR"** means Digital Video Recorder;
- (g) **"TCP/IP"** means Transmission Control Protocol/Internet Protocol, namely, a protocol for communication between computers, used as a standard for transmitting data over networks and as the basis for standard Internet protocols;
- (h) **"FPS"** means frames per second.

D4. CONTRACT ADMINISTRATOR

- D4.1 The Contract Administrator is:
Jason LaFrance, P.Eng.
Radio / Electronics Engineer
Communications Systems Branch
421 Osborne Street
Winnipeg, Manitoba, R3L 2A2
Telephone No. (204) 986-3022
Facsimile No. (204) 986-2666

D5. NOTICES

- D5.1 GC.7.05 is hereby amended to delete reference to "registered mail" and to replace same with "ordinary mail".
- D5.2 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.
- D5.3 Further to GC.7.05, all notices, consents, approvals, statements, authorizations, documents or other communications to the City, except as expressly otherwise required in D5.4, D5.5 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.
- D5.4 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

- D5.5 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

SUBMISSIONS

D6. AUTHORITY TO CARRY ON BUSINESS

- D6.1 The Contractor shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Contractor does not carry on business in Manitoba, in the jurisdiction where the Contractor does carry on business, throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

D7. WORKERS COMPENSATION

- D7.1 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.

D8. INSURANCE

- D8.1 The Contractor shall provide and maintain 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, to remain in place at all times during the performance of the Work.
- D8.2 Deductibles shall be borne by the Contractor.
- D8.3 The Contractor shall provide the Contract Administrator with a certificate of insurance of the 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.
- D8.4 The Contractor shall not cancel, materially alter, or cause the policy to lapse without providing at least fifteen (15) Calendar Days prior written notice to the Contract Administrator.

SCHEDULE OF WORK

D9. COMMENCEMENT

- D9.1 The Contractor shall not commence any Work until he is in receipt of a Purchase Order authorizing the commencement of the Work.
- D9.2 The Contractor shall not commence any Work on the Site until:
- (a) the Contract Administrator has confirmed receipt and approval of:
 - (i) evidence that the Contractor is in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act

- (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba;
- (ii) evidence of the workers compensation coverage specified in D7;
 - (iii) evidence of the insurance specified in D8;
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.
- D9.3 In the event the City chooses to award the optional installation of the networking digital video system, the Contractor shall not commence the Work at 311 Ross Ave before the completion of the roof resurfacing project (not part of this Contract). The roof resurfacing at 311 Ross Ave has an approximate completion date of May 1, 2006. The Contractor shall not commence any work on that Site until notification has been given by the Contract Administrator in writing.
- D9.4 In the event the City chooses to award the optional installation of the networking digital video system, the Contractor shall commence the installation at 510 Main Street and 495 Portage Ave within fifteen (15) Calendar Days of receipt of the Purchase Order.

WARRANTY

D10. WARRANTY

- D10.1 The Contractor warrants that the Work will be free of any and all defects or deficiencies for a period of not less than one (1) year from the date of completion and acceptance by the Contract Administrator as specified in D4.1.
- D10.2 Notwithstanding GC.10.01 and GC.10.02, 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 which is more extensive in its nature, then the provisions of such law or manufacturer's warranty shall apply.

PART E - SPECIFICATIONS

GENERAL

E1. GENERAL

E1.1 These Specifications shall apply to the Work.

E1.1 The Contractor shall supply and deliver a networking digital video system in accordance with the requirements hereinafter specified.

- (a) The Work shall include:
 - (i) The Networking Digital Video System; and
 - (ii) Training and Documentation.
- (b) The Work may include:
 - (i) Installation.

E1.2 Item No. 1 – Networking Digital Video System shall consist of:

- (a) A quantity of two (2) networkable outdoor pan-tilt-zoom video cameras at 311 Ross Avenue complete with:
 - (i) High resolution and pan tilt zoom operation for the capability of surveillance viewing and identifying members of the public at any time of the day or night within the City of Winnipeg's Paulin parking lot west of the Paulin building per mounting location identified in (iv).
 - (ii) Selectable Colour and Black/White modes, low light sensitivity, backlight compensation, auto gain control and automatic varifocal optical and digital zoom capabilities for parking lot surveillance and person identification given mounting locations identified in (iv)
 - (iii) Associated weather and vandal resistant outdoor rated housings for an operating temperature range of -40 to +40 degrees Celsius.
 - (iv) Associated wall/rooftop mounting hardware allowing for an unobstructed view of the Paulin parking lot from the sixth floor **rooftop** of the Paulin Building at 311 Ross Avenue.
 - (v) Associated cabling and all connectors and protective conduit, for video and power, and any necessary camera heaters and cooling fans for installation at 311 Ross (Paulin Building). The networkable cameras shall ultimately connect via Category 5e network (RJ45 connectors) to the City of Winnipeg's LAN at 311 Ross.
- (b) A quantity of one (1) networkable digital video recorder system at 510 Main Street, complete with:
 - (i) The capability of connectivity via TCP/IP to the City of Winnipeg's LAN at 510 Main Street.
 - (ii) The optional capability of rack mount installation.
 - (iii) Recording, storing and viewing functions of all surveillance information via networked pan-tilt-zoom cameras located at 311 Ross.
 - (iv) Capability to setup, configure and view surveillance information/parameters via external devices such as a laptop or other external device at 510 Main Street.
NOTE: External devices are not a part of this Contract.
 - (v) Capability to directly or remotely interconnect additional digital video recorders of similar model as future needs dictate. Note: Additional digital video recorders are not part of the Contract.

- (vi) Capability for pan, tilt, zoom control including user adjustable settings for scheduling programmed **automatic** pan-tilt-zoom sweeps of the surveillance area for all cameras.
 - (vii) User adjustable video motion detection algorithms, capable of motion detection during pre-programmed pan-tilt-zoom sweeps of the surveillance area as defined in (vi). Upon motion detection activity, pre-programmed sweep shall be temporarily interrupted with said motion activity. Pre-programmed sweep should then resume after a user defined preset time.
 - (viii) A minimum of eight (8) video camera inputs.
 - (ix) User adjustable resolution formats.
 - (x) Video compression propriety or otherwise with the ability of exporting recorded video in formats that allow a user to playback exported video on a separate computer workstation without requiring special software.
 - (xi) Capability of a minimum of 30 fps display and recording rate for four (4) cameras, assuming unlimited bandwidth. A degradation in fps is allowable for any additional cameras. The recording frame rate should be user adjustable for each camera.
 - (xii) Sufficient internal hard disk space to store recorded information for a minimum of a 2 week period of time based on (viii). Hard disk space shall have the capability of expansion upgrade.
 - (xiii) Capability to locally (at 510 Main Street) extract recorded surveillance information via external media, such as CD or DVD. Must also be capable of saving multiple recorded still images from video to either internal floppy drive or internal CD or DVD drive or external flash drive. If method of still image capturing relies exclusively on external flash drive, the digital video recorder must have supplied with it said external flash drive capable of storing at least 50 still images at one time.
 - (xiv) User capability to select screen display formats of single or multiple camera displays simultaneously.
 - (xv) Secure multilayered login features for user ID and password access.
 - (xvi) Search functions by time/date including simultaneous recording and playback feature.
 - (xvii) Capable of user customization screens of on screen display functions: camera ID, location, status.
 - (xviii) Software for LAN and WAN accessibility. Software must be compatible with Microsoft Windows operating system platform.
- (c) A quantity of two (2) software installations for remote P.C's for WAN accessibility, including two (2) Pan Tilt Zoom Controllers (as necessary in either software or hardware function) at 495 Portage Avenue complete with:
- (i) **Minimum P.C. and any Internet browser requirements for software shall be specified.**
 - (ii) Software installations for remote P.C's at 495 Portage Avenue shall **not** require a dedicated computer workstation.
 - (iii) Software compatibility with existing computer workstations at 495 Portage Avenue. Said workstations utilize Microsoft Windows operating system platforms.
 - (iv) Capability to locally record, locally store and locally view surveillance information from the networked recorder at 510 Main Street and "live view" pan-tilt-zoom cameras located at 311 Ross.
 - (v) Capability to Pan and Tilt and Zoom cameras specified in (a) via software or supplied desktop controller (if necessary).
 - (vi) Capability to setup and configure all surveillance parameters specified in (a) and (b) via software on P.C's.

- (vii) User adjustable settings for achieving scheduled and programmed **automatic** pan-tilt-zoom sweeps of the surveillance area at 311 Ross for all cameras.
- (viii) User adjustable settings for video motion detection algorithms, capable of motion detection during pre-programmed pan-tilt-zoom sweeps of the surveillance area. Upon motion detection activity, pre-programmed sweep shall be temporarily interrupted with said motion activity. Pre-programmed sweep should then resume after a user defined preset time.
- (ix) User ability to take control of pan-tilt-zoom cameras at any time during a programmed auto sweep. Programmed sweep should then resume once user releases control of pan-tilt-zoom camera.
- (x) Capability of user adjustable bandwidth thresholds for streaming data from 510 Main Street and 311 Ross Avenue.
- (xi) User adjustable resolution formats.
- (xii) Video compression propriety or otherwise with the ability of exporting recorded video in formats that allow a user to playback exported video on a separate P.C. without requiring special software.
- (xiii) Capability to allow user, to locally (at 495 Portage Avenue) extract recorded surveillance information to his/her P.C. via floppy or CD or flash drive. Must also be capable of saving multiple recorded still images from video to either floppy or CD or flash drive.
- (xiv) User capability to select screen display formats of single or multiple camera displays simultaneously.
- (xv) Secure multilayered login features for user ID and password access.
- (xvi) Search functions by time/date.
- (xvii) Capable of user customization screens of on screen display functions: camera ID, location, status.

E1.3 Item No. 2 – Training and Documentation shall consist of:

- (a) A scheduled one hour minimum training session for employees of 495 Portage Avenue relating to the Networking Digital Video system, equipment, and software operation.
- (b) At least one (1) copy of all Networking Digital Video system and equipment manuals shall be provided to the Contract Administrator upon system activation.

E1.4 Item No. 3 – Installation (**optional**):

- (a) Complete installation of Networking Digital Video system as specified above at 311 Ross Avenue and 510 Main Street and 495 Portage Avenue, including:
 - (i) Complete installation of Networking Digital Video system cameras, including mounts, static discharge protection, and cabling at 311 Ross Avenue (sixth floor and rooftop) including properly gauged and rated video and power cabling and routing of said cabling and all necessary connectors to the City of Winnipeg's LAN device. All cabling runs must comply with local building codes and must be FT4 rated. Areas of exposed video and power cable on the rooftop and the sixth floor of 311 Ross Avenue shall be protected with appropriate conduit. Said conduit must comply with local building codes and must be FT4 rated.
 - (ii) Complete installation of Networking Digital Video system recorder device at 510 Main Street, cabling and connectors as necessary to the City of Winnipeg's LAN device. All cabling runs must comply with local building codes and must be FT4 rated.
 - (iii) Complete installation of Networking Digital Video system remote P.C. software (for two P.C's) and Pan Tilt Zoom camera controls (software or hardware) at 495 Portage Avenue.

- (b) Complete Networking Digital Video System equipment list and installation drawings and wiring diagrams at time of system activation, with one copy of each to :
 - 1) Contract Administrator.

NOTE: Floor Plans will be provided by the Contract Administrator to the Contractor in the event the City awards Section 2.

- (c) Camera locations:
 - (i) Camera 1 shall be installed outdoors on or near the southwest sixth floor rooftop of 311 Ross Building, for coverage of the Paulin parking lot.
 - (ii) Camera 2 shall be installed outdoors on or near the northwest sixth floor rooftop of 311 Ross Building, for coverage of the Paulin parking lot.
- (d) Recording device equipment location:
 - (i) The recording equipment shall be installed on the seventh floor of 510 Main Street Administration Building.
- (e) Remote P.C. Software and Pan Tilt Zoom camera control locations:
 - (i) The remote P.C. software and Pan Tilt Zoom camera control (software or hardware) shall be installed at 495 Portage on two (2) local P.C's.

NOTE: These buildings have restricted access and cannot be viewed by Bidders other than by attending the site investigation in accordance with B3.

E2. COMPLETION

- E2.1 Further to D9.3, in the event the City awards Section A only:
 - (a) Goods shall be delivered within thirty (30) Calendar Days of the award of Contract, f.o.b. Attention: Jason LaFrance, City of Winnipeg Communications Systems Branch, 421 Osborne Street, Winnipeg, Manitoba, R3L 2A2, freight prepaid.
 - (b) Goods shall be delivered between 8:00 a.m. and 4:00 p.m on Business Days.
- E2.2 Installation (**Optional**)
 - (a) In the event the City chooses to award the optional installation of the networking digital video system, the Contractor shall complete the Work on the Sites within thirty (30) Calendar Days from date of commencement in D9.3 and D9.4.
 - (b) Further to D9.4; in the event the City awards Section B the digital video system shall be installed at:
 - (i) 311 Ross Paulin Building as explained in E1.4(a)(i);
 - (ii) 510 Main Street Administration Building as explained in E1.4(a)(ii); and
 - (iii) 495 Portage Winnipeg Parking Authority as explained in E1.4(a)(iii).