



**THE CITY OF WINNIPEG**

# **BID OPPORTUNITY**

**BID OPPORTUNITY NO. 73-2007**

**SUPPLY AND DELIVERY OF POOL AND WATER CHEMICALS**

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## **PART B - BIDDING PROCEDURES**

### **B1. CONTRACT TITLE**

B1.1 SUPPLY AND DELIVERY OF POOL AND WATER CHEMICALS

### **B2. SUBMISSION DEADLINE**

- B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, March 20, 2007.
- 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. ENQUIRIES**

- B3.1 All enquiries shall be directed to the Contract Administrator identified in D4.1.
- B3.2 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.
- B3.3 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.
- B3.4 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.
- B3.5 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.

### **B4. ADDENDA**

- B4.1 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.
- B4.2 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.
- B4.2.1 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>.
- B4.2.2 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 regularly and shortly before the Submission Deadline, as may be amended by addendum.
- B4.3 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.

## **B5. SUBSTITUTES**

- B5.1 The Work is based on the materials, equipment, methods and products specified in the Bid Opportunity.
- B5.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B5.3 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.
- B5.4 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; and
  - (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.
- B5.5 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.
- B5.6 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.
- B5.6.1 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.
- B5.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.
- B5.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Bidder bidding that approved alternative shall base his 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 B13.
- B5.9 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.

## **B6. BID SUBMISSION**

- B6.1 The Bid Submission consists of the following components:
- (a) Form A: Bid; and
  - (b) Form B: Prices.

- B6.2 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.
- B6.3 The Bid Submission may be submitted by mail, courier or personal delivery, or by facsimile transmission.
- B6.4 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
- B6.4.1 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.
- B6.5 If the Bid Submission is submitted by facsimile transmission, it shall be submitted to (204) 949-1178.
- B6.5.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.
- B6.6 Bid Submissions submitted by internet electronic mail (e-mail) will not be accepted.
- B7. BID**
- B7.1 The Bidder shall complete Form A: Bid, making all required entries.
- B7.2 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; and
  - (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.
- B7.2.1 If a Bid is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B7.2.
- B7.3 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.
- B7.4 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 and the corporate seal, if the corporation has one, should be affixed; and

- (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.

B7.4.1 The name and official capacity of all individuals signing Form A: Bid shall be printed below such signatures.

B7.4.2 All signatures shall be original and shall be witnessed except where a corporate seal has been affixed.

B7.5 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.

## **B8. PRICES**

B8.1 The Bidder shall state a price in Canadian funds for each item for each year of the Work identified on Form B: Prices.

B8.1.1 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; and
- (d) profit and all compensation which shall be due to the Contractor for the Work and all risks and contingencies connected therewith.

B8.1.2 Prices on Form B: Prices shall not include the Manitoba Association for Resource Recovery Corporation (MARRC) Environmental Handling Charge (EHC) which shall be extra where applicable.

B8.2 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.

B8.3 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.

## **B9. QUALIFICATION**

B9.1 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; and
- (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).
- B9.2 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.
- B9.3 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.

#### **B10. OPENING OF BIDS AND RELEASE OF INFORMATION**

- B10.1 Bid Submissions will not be opened publicly.
- B10.2 After the Submission Deadline, the names of the Bidders and their 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>.
- B10.3 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>.
- B10.4 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.

#### **B11. IRREVOCABLE BID**

- B11.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 9 of Form A: Bid.
- B11.2 The acceptance by the City of any Bid shall not release the Bids of the next two (2) 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.

#### **B12. WITHDRAWAL OF BIDS**

- B12.1 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.
- B12.1.1 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.
  - B12.1.2 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.
  - B12.1.3 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 B12.1.3(b), declare the Bid withdrawn.

B12.2 A Bidder who withdraws his Bid after the Submission Deadline but before his Bid has been released or has lapsed as provided for in B11.2 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.

### **B13. EVALUATION OF BIDS**

B13.1 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 B9 (pass/fail);
- (c) Bid Price; and
- (d) economic analysis of any approved alternative pursuant to B5.

B13.2 Further to B13.1(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.

B13.3 Further to B13.1(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.

B13.4 Further to B13.1(c), the Bid Price shall be the sum of the quantities multiplied by the unit prices for each item for each year shown on Form B: Prices.

B13.5 This Contract may be awarded on the basis of:

- (a) Section A as a Whole or by Items ;
- (b) Section B to E as a Whole or by Sections;

as identified on Form B: Prices. Each alternative will be evaluated in accordance with the specified evaluation criteria.

B13.5.1 Notwithstanding B8.1, the Bidder may, but is not required to, bid on all items or alternatives.

B13.5.2 The City shall have the right to choose the alternative that is in its best interests. If the Bidder has not bid on all alternatives, he shall have no claim against the City if his partial Bid is rejected in favour of an award of the Contract on the basis of an alternative upon which he has not bid.

### **B14. AWARD OF CONTRACT**

B14.1 The City will give notice of the award of the Contract or will give notice that no award will be made.

B14.2 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.



- B14.2.1 Without limiting the generality of B14.2, 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.
- B14.3 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.
- B14.3.1 Following the award of contract, a Bidder will be provided with information related to the evaluation of his Bid upon written request to the Contract Administrator.
- B14.4 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.
- B14.5 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 swimming pool chemicals and water test reagents for the period of May 1, 2007 to April 30, 2010.
- D2.2 The Work shall be done on an "as required" basis during the term of the Contract.
- D2.2.1 The type and quantity of Work to be performed under this Contract shall be as authorized from time to time by the Contract Administrator and/or Users.
- D2.2.2 Subject to GC.4.08, the City shall have no obligation under the Contract to purchase any quantity of any item in excess of its actual operational requirements.

#### 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; and
  - (c) "**User**" means a person, department or other administrative unit of the City authorized by the Contract Administrator to order Work under this Contract.

#### D4. CONTRACT ADMINISTRATOR

- D4.1 The Contract Administrator is:
- Ken M. Stelmack, C.P.P., C.P.M., C.I.M  
Contracts Officer  
Corporate Finance Department  
Main Floor, 185 King Street  
Winnipeg, MB R3B 1J1  
Telephone No.: (204) 986-2293

Facsimile No.: (204) 949-1178

## **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 following address or facsimile number:  
The City of Winnipeg  
Chief Administrative Officer Secretariat  
Administration Building, 3rd Floor  
510 Main Street  
Winnipeg, MB 3B 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. MATERIAL SAFETY DATA SHEETS**

- D7.1 The Contractor shall provide the Contract Administrator with one (1) copy of Material Safety Data Sheets (MSDS's) for each product to be supplied under the Contract at least two (2) Business Days prior to the commencement of Work but in no event later than seven (7) Calendar Days from notification of the award of Contract.
- D7.2 Throughout the term of the Contract, the Contractor shall provide the Contract Administrator with revisions or updates of the MSDS's as soon as may be reasonably possible.

## **D8. WORKPLACE SAFETY AND HEALTH ACT**

- D8.1 The Contractor shall ensure that each individual product supplied must be labelled in accordance with the requirements of the Workplace Safety and Health Act, Workplace Hazardous Materials Information System MR52/88, this information is available at The Province of Manitoba's website: <http://www.gov.mb.ca/labour/safety/actreg.html>.
- D8.2 The Contractor shall ensure that each individual product supplied is labelled in accordance with the requirements of the Health Canada Environmental and Workplace Legislation and Guidelines Act located at The Government of Canada website: [http://www.hc-sc.gc.ca/ewh-semt/index\\_e.html](http://www.hc-sc.gc.ca/ewh-semt/index_e.html).
- D8.3 The Contractor shall ensure that each end product container supplied shall contain the following information on the label regardless of public or consumer exemptions:
- (a) product identifier (name of product);
  - (b) supplier identifier (name of company manufacturer or distributor that sold it);
  - (c) a statement that an MSDS data sheets are available D7;
  - (d) WHMIS hazard symbols (depicting pictures of the classifications);
  - (e) risk phrases (words that describe the main hazards of the product);
  - (f) precautionary measures (how to work with the product safely);
  - (g) first aid measures (what to do in an emergency);
  - (h) have all text in English and French; and
  - (i) shall have the **WHMIS hatched** border.

## **D9. SECURITY CLEARANCE**

- D9.1 Each individual proposed to perform Work under the Contract shall be required to obtain a Criminal Record Search Certificate from the police service having jurisdiction at his place of residence.
- D9.1.1 The Criminal Records Search shall include a Vulnerable Sector Search.
- D9.2 Prior to the commencement of any Work, and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Contractor shall supply the Contract Administrator with a Criminal Record Search Certificate obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof, for each individual proposed to perform Work.
- D9.3 Any individual for whom a Criminal Record Search Certificate is not provided, or for whom a Criminal Record Search Certificate indicates any convictions or pending charges related to property offences or crimes against another person, will not be permitted to perform any Work.
- D9.4 Any Criminal Record Search Certificate obtained thereby will be deemed valid for the duration of the Contract subject to a repeated records search as hereinafter specified.
- D9.5 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require an updated criminal records search. Any individual who fails to provide a satisfactory Criminal Record Search Certificate as a result of a repeated criminal records search will not be permitted to continue to perform any Work.

## **CONTROL OF WORK**

### **D10. COMMENCEMENT**

- D10.1 The Contractor shall not commence any Work until he is in receipt of a purchase order authorizing the commencement of the Work.

D10.2 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) the Material Safety Data Sheets specified in D7;
  - (iii) the Workplace Safety and Health Act specified in D8; and
  - (iv) the security clearances specified in D9.

## **D11. ORDERS**

D11.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for delivery may be placed.

## **D12. RECORDS**

D12.1 The Contractor shall keep detailed records of the goods supplied under the Contract.

D12.2 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) delivery date(s); and
- (d) description and quantity of goods supplied.

D12.3 The Contractor shall provide the Contract Administrator with a copy of the records for each year within fifteen (15) Calendar Days of the end of that year and within thirty (30) Calendar Days at the end of the Contract.

## **MEASUREMENT AND PAYMENT**

### **D13. INVOICES**

D13.1 Further to GC.9.01 and notwithstanding GC.9.03, the Contractor shall submit an invoice for each order delivered.

D13.1.1 Table A of these Supplemental Conditions, listing current invoicing addresses, is provided for the convenience of the Contractor only. The City reserves the right to revise locations as required by changes in its operations during the term of the Contract.

D13.2 Invoices must clearly indicate, as a minimum:

- (a) the City's order number;
- (b) date of delivery;
- (c) delivery address;
- (d) type and quantity of goods delivered;
- (e) the amount payable with GST and MRST shown as separate amounts; and
- (f) the Contractor's GST registration number.

D13.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

**D14. PAYMENT**

- D14.1 Further to GC.9.01 and GC.9.03, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.
- D14.2 Further to GC.9.01, and at the option of the City, as of January 01, 2007, payment to the Contractor shall be made by direct deposit to the Contractor's banking institution.

**TABLE A – INVOICING ADDRESSES**

Public Works Department  
Building Services Division  
100 Main Street  
Winnipeg, MB, R3C 1A4

Water and Waste Department  
101-1155 Pacific Avenue  
Winnipeg, MB R3E 3P1

Community Services  
Zoo Commissary  
3<sup>rd</sup> Floor – 395 Main Street  
Winnipeg, MB R3B 3N8



## PART E - SPECIFICATIONS

### GENERAL

#### E1. GENERAL

E1.1 These Specifications shall apply to the Work.

#### E2. GOODS

E2.1 The Contractor shall supply pool and water chemicals in accordance with the requirements hereinafter specified.

##### E2.1.1 Section A:

- (i) Item No. 1 – Blended salt for indoor pools shall be in 20 - 22.7 kg. pail;
- (ii) Item No. 2 – Chlorine gas shall be in a sixty-eight (68) kg. cylinder;
- (iii) Item No. 3 – Cyanuric acid stabilizer shall be in a 1.75 kg. cylinder;
- (iv) Item No. 4 – Defoaming agent shall be in a four (4) litre jug;
- (v) Item No. 5 – High concentrated algaecide shall be (40-49%) active ingredient one (1) litre bottle;
- (vi) Item No. 6 - High concentrated algaecide shall be (50-60%) active ingredient one (1) litre bottle;
- (vii) Item No. 7 – Muriatic (31.4%) / Hydrochloric acid shall be thirty-two (32 kg.) cardboy;
- (viii) Item No. 8 – Phosphoric acid (75%) technical shall be in twenty-two (22 kg.) cardboy;
- (ix) Item No. 9 – Palintest glass test tube shall be 10ml. in size and five (5) per box;
- (x) Item No. 10 – ^ shall be in fifty (50 kg.) drum;
- (xi) Item No. 11 – Item No. 15 – Sodium hypochlorite 12% shall be twenty (20) litre cardboy;
- (xii) Item No. 12 - Sodium hypochlorite 12% shall be two hundred and five (205) litre drum;
- (xiii) Item No. 13 - Sodium hypochlorite 12% shall be bulk shipments;
- (xiv) Item No. 14 – Calcium hypochlorite shall be in 25 – 30 kg. pail;
- (xv) Item No. 15 - Calcium hypochlorite 20 gram tablet shall be in 25 – 30 kg. pail;
- (xvi) Item No. 16 – Cylinder deposit shall be as per clause E4; and
- (xvii) Item No. 17 – Drum deposit shall be as per clause E4.

##### E2.1.2 Section B:

- (xviii) Item No. 18 – Diatomaceous earth shall be in 20 - 22.7 bags; and
- (xix) Item No. 19 – Sodium Bicarbonate shall be in 22.7 – 25 kg. bags.

##### E2.1.3 Section C:

- (xx) Item No. 20 – Aluminums Sulphate shall be in 20 – 25 kg. bag; and
- (xxi) Item No. 21 – Calcium Chloride (no chromate) shall be in 20 – 22.7 kg. bag.

##### E2.1.4 Section D:

- (xxii) Item No. 22 – Soda carbonate light (soda ash) shall be in 20 22.7 kg. bag; and

- (xxiii) Item No. 23 – Sodium Thiosulphate photo grade shall be in 22.7 – 30 kg. bags.
- E2.1.5 Section E:
- (xxiv) Item No. 24 – Test tablets shall be DPD # 1 (250 per box) # AP 011;
  - (xxv) Item No. 25 – Test tablets shall be DPD # 3 (250 per box) # AP 031/1;
  - (xxvi) Item No. 26 – Test tablets Phenol Red shall be # AP 130 (250 per box);
  - (xxvii) Item No. 27 – Test tablets Total Alkalinity shall be # AP 188 (250 per box);
  - (xxviii) Item No. 28 – Test tablets Total Hardness shall be # AP 254 (250 per box).
- E2.1.6 Section F:
- (xxix) Item No. 29 – Liquid Reagent shall be R 0001 free / total chlorine in 60 ml. bottle;
  - (xxx) Item No. 30 – Liquid Reagent shall be R 0002 free / total chlorine in 60 ml. bottle;
  - (xxxii) Item No. 31 – Liquid Reagent shall be R 0003 free / pH in 60 ml. bottle;
  - (xxxiii) Item No. 32 – Liquid Reagent shall be R 0003 J pH indicator 60 ml (Taylor Kit);
  - (xxxiv) Item No. 33 – Liquid Reagent shall be R 0004 pH indicator 60 ml.;
  - (xxxv) Item No. 34 – Liquid Reagent shall be R 0007 thiosulfate in 60 ml. bottle;
  - (xxxvi) Item No. 35 – Liquid Reagent shall be R 0008 total alkalinity indicator in 60 ml. bottle;
  - (xxxvii) Item No. 36 – Liquid Reagent shall be R 0009 sulphuric acid 0.06% in 60 ml. bottle;
  - (xxxviii) Item No. 37 – Liquid Reagent shall be R 0010 calcium buffer 1.9% in 60 ml. bottle;
  - (xxxix) Item No. 38 – Liquid Reagent shall be R 0011 calcium indicator in 60 ml. bottle;
  - (xl) Item No. 39 – Liquid Reagent shall be R 0012 hardness test in 60 ml. bottle;
  - (xli) Item No. 40 – Liquid Reagent shall be R 0013 cyanuric acid in 60 ml. bottle; and
  - (xlii) Item No. 41 – Test Kit shall be model (K-1001) pH / CL (Taylor).

E2.2 All items must have a minimum shelf life of six (6) months from the receiving date and shall be indicate on the container label.

### **E3. DELIVERY**

E3.1 Goods shall be delivered on an "as required" basis during the term of the Contract, f.o.b. destination, freight prepaid, to various location shown on Table B.

E3.1.1 Goods shall be delivered within one (1) Business Days of the placing of an order, except where otherwise agreed at the time of ordering..

E3.1.2 The Contractor shall notify the appropriate City Contact thirty (30) minutes prior to the delivery of goods, to ensure authorized staff are on site at the time the goods are delivered:

E3.1.3 The Contractor shall be responsible for all environmental liability, i.e. spill mitigation, containment and cleanup, for all bulk deliveries identified in E2.1.1(xiii).

E3.1.4 The Contractor shall provide a metered delivery slip to the User upon completion of each delivery at each facility.

- E3.2 Goods shall be delivered between 7:30 a.m. and 2:30 p.m. on Business Days.
- E3.3 The Contractor shall off-load goods as directed at the delivery location.
- E3.4 Table B of these Specifications, listing intended delivery locations, is provided for the convenience of the Bidder only. The City reserves the right to add or delete locations, within the boundaries of the City, or alter the type or quantity of goods to be supplied to any location as required by changes in its operations during the term of the Contract.
- E3.5 The delivery vehicle(s) must be equipped with an operating hydraulic tailgate, capable of lowering and maintaining horizontal level to avoid damage while offload goods for Items 3, 12 and 14 as identified on Form B: Prices
- E3.6 The Contractor shall deliver goods on pallets at no additional cost to the City of Winnipeg;  
(a) each pallet must safely support the total weight of the goods on the pallet.
- E3.7 The Contractor upon a request from the Contract Administrator or his/her designate shall remove any empty containers/pallets from previous deliveries.
- E4. CYLINDER / DRUM DEPOSIT**
- E4.1 The Contractor shall include, **if applicable**, cylinder / drum deposit charges on Form B: Prices, if this item is not completed it will be understood that there are no cylinder / drum deposit charges that apply.
- E4.2 The Contractor shall pay all transportation charges both ways on all items in accordance with E3.1. The items will be used by the City of Winnipeg when the cylinder / drum are emptied, the Contract Administrator will inform the Contractor's for the return instruction.
- E4.2.1 The estimated annual quantities for Items No. 16 and 17 are based on the number of cylinders / drums and the length of time in the City's possession.
- E4.2.2 Cylinders / drums being returned to the Contractor shall be picked up by the Contractor within one (1) Business Day of notification by the User, except where otherwise agreed at the time of notification. No payment shall be made for additional time in the City's possession as a result of a delay in pick-up allowed for the convenience of the Contractor.

**TABLE B – DELIVERY LOCATIONS**

**Public Works:  
 Aquatic Facilities Maintenance Branch**

LOCATION	CONTACT	PHONE#	FAX#	PAGER/CELL#				
Bonivital Indoor Pool 1215 Archibald	Dennis Glowasky Supervisor	986-4157	986-7775	794-4428 (cell)				
Margaret Grant Indoor Pool 685 Dalhousie								
Happyland Outdoor Pool 470 Marion								
Provencher Outdoor Pool 590 Rue Langevin					Bennett Oramasiumwu Pool Engineer	986-6800	986-5770	931-0998 794-4405 (cell)
Windsor Outdoor Pool 323 Speers Road								
St. Vital Outdoor Pool 5 Des Meurons at Regal Ave.								
Norwood Outdoor Pool 20 Cromwell St.								
Seven Oaks Indoor Pool 444 Adsum	Dan Repta Supervisor	986-7271	986-7311	470-7845 (cell)				
N.E. Centennial Indoor Pool 90 Sinclair	Keith Dandurand Pool Engineer	986-6525	986-7660	932-9334 470-7781 (cell)				
Norquay Outdoor Pool 5 Beaconsfield								
Freighthouse Outdoor Pool 200 Isabel								
Pan-Am Indoor Pool 25 Poseidon Bay	Dennis Glowasky Supervisor Larry McDonald Pool Engineer	986-4157 986-5893	986-7775 986-6155	794-4428 (cell) 931-0611 470-7782 (cell)				
St. James Centennial Indoor Pool 644 Parkdale St.	Dennis Glowasky Supervisor	986-4157	986-7775	794-4428 (cell)				
St. James Civic Centre 2055 Ness Avenue	Erven Stupak Pool Engineer	986-6711	986-6709	931-7503 470-7783 (cell)				
Westdale Outdoor Pool 550 Dale Blvd.								
Lions Outdoor Pool 1350 Pembina Hwy.								
Eldon Ross Indoor Pool 1887 Pacific Avenue	Dan Repta Supervisor	986-7271	986-7311	470-7845 (cell)				
Sargent Park Indoor Pool 999 Sargent Avenue	Rene Houle Pool Engineer	986-3926	986-6154	932-9597 470-7779 (cell)				
Sherbrook Indoor Pool 381 Sherbrook								
Elmwood Kildonan Indoor Pool 909 Concordia	Dan Repta Supervisor	986-7271	986-7311	470-7845 (cell)				
Kildonan Park Outdoor Pool 2021 Main Street	Mario Bednarski Pool Engineer	986-6659	986-6655	932-4748 470-7780 (cell)				
Transcona Kinsmen Indoor/Outdoor Pool 1101 Wabasha Street								
Aquatic Supervisor (100 Main Street)	Dennis Glowasky	986-4157	986-7775	794-4428				
Aquatic Supervisor (100 Main Street)	Dan Repta	986-7271	986-7311	470-7845				

**Parks and Open Space Division**

<b>LOCATION</b>	<b>CONTACT</b>	<b>PHONE#</b>	<b>FAX#</b>	<b>PAGER/CELL#</b>
Millennium Library 251 Donald Street	Dennis Desautels	986-4922	986-4925	470-4881

**Water and Waste:  
West End Water Pollution Control Centre (WEWPCC)**

<b>LOCATION</b>	<b>CONTACT</b>	<b>PHONE#</b>	<b>FAX#</b>	<b>PAGER/CELL#</b>
West End Water Pollution Control Centre 7740 Wilkes Avenue	Jorge Martins	986-5111	986-4232	None

**Community Services:**

<b>LOCATION</b>	<b>CONTACT</b>	<b>PHONE#</b>	<b>FAX#</b>	<b>PAGER/CELL#</b>
Zoo Commissary 460 Assiniboine Park Road	Geoff Oliver	986-4040	986-8342	None