



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 549-2008

**THE SUPPLY AND INSTALLATION OF A FUEL AND VEHICLE MANAGEMENT
SYSTEM**

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 The Supply and Installation of a Fuel and Vehicle Management System

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, August 13th, 2008.

B2.2 Bids 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 D3.1.

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 promptly notify the Contract Administrator of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.

B3.3 If the Bidder is unsure of the meaning or intent of any provision therein, the Bidder should request clarification as to the meaning or intent prior to the Submission Deadline.

B3.4 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.

B3.5 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.

B3.6 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 Division 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 Division 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;
 - (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 may 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 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 shall consist of the following components:
- (a) Form A: Bid;
 - (b) Form B: Prices;

- B6.2 Further to B6.1, the Bidder should include the written correspondence from the Contract Administrator approving a substitute in accordance with B5.
- B6.3 All components of the Bid 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, to constitute a responsive Bid.
- B6.4 The Bid Submission may be submitted by mail, courier or personal delivery, or by facsimile transmission.
- B6.5 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 Division
185 King Street, Main Floor
Winnipeg MB R3B 1J1
- B6.5.1 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.
- B6.6 Bidders are advised not to include any information/literature except as requested in accordance with B6.1.
- B6.7 Bidders are advised that inclusion of terms and conditions inconsistent with the Bid Opportunity document, including the General Conditions, may result in the Bid being determined to be non-responsive.
- B6.8 If the Bid Submission is submitted by facsimile transmission, it shall be submitted to (204) 949-1178.
- B6.8.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.
- B6.9 Bids 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;
 - (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;
- (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 should be printed below such signatures.

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

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.

B8.4 Prices from Non-Resident Bidders are subject to a Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

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; and
- (b) be financially capable of carrying out the terms of the Contract; and
- (c) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract.

B9.2 The Bidder and any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) be responsible and not be suspended, debarred or in default of any obligations 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 Division internet site at <http://www.winnipeg.ca/matmgt/debar.stm> .

B9.3 The Bidder and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) have successfully carried out work similar in nature, scope and value to the Work; and
- (b) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract; and
- (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba);

B9.4 The Bidder shall 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.

B9.5 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 Bids will not be opened publicly.

B10.2 Following the Submission Deadline, the names of the Bidders and their bid prices (unevaluated, and pending review and verification of conformance with requirements or evaluated prices) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division 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 Division internet site at <http://www.winnipeg.ca/matmgt>

B10.4 The Bidder is advised that any information contained in any Bid 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 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 C21, 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 will:
- (a) retain the Bid until after the Submission Deadline has elapsed;
 - (b) open the Bid 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) Total Bid Price;
 - (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 or minor informalities or irregularities 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 or in other information required to be submitted, that he is responsible and qualified.
- B13.4 Further to B13.1(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.
- B13.4.1 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.
- B13.4.2 Further to B13.1(a), in the event that a unit price is not provided on Form B: Prices, the City will determine the unit price by dividing the Amount (extended price) by the approximate quantity, for the purposes of evaluation and payment.
- B13.5 This Contract will be awarded as a whole.

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, in accordance with B13.
- 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 C4 and Paragraph 6, 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 C1.1(n) (ii), 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

C0. GENERAL CONDITIONS

- C0.1 The *General Conditions for the Supply and Delivery of Goods* (Revision 2008 05 26) are applicable to the Work of the Contract.
- C0.1.1 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 Division internet site at http://www.winnipeg.ca/matmgt/gen_cond.stm
- C0.2 A reference in the Bid Opportunity to a section, clause or subclause with the prefix “**C**” designates a section, clause or subclause in the *General Conditions for Supply of Goods*.

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.

D2. SCOPE OF WORK

D2.1 The Work to be done under the Contract shall consist of supply, delivery and deployment of a fuel and vehicle management system for the period of Award of Contract to December 2009.

(a) The successful product will become the **City of Winnipeg standard for City Fuel Sites**.

D2.2 The Work to be done under the Contract shall consist of the supply, delivery and deployment of a fully integrated, secure and automated fuel and vehicle management system for a vehicle fleet of approximately 1,540 vehicles that refuel exclusively at approximately 20 fuel sites across the City.

D2.3 The Work shall be done on an "**as required**" basis during the term of the Contract.

D2.3.1 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.

D2.3.2 Notwithstanding C7, 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) "**OBD2**" means On Board Diagnostics Level 2
- (b) "**RF**" means Radio Frequency;
- (c) "**RFID**" means radio frequency identification system ;
- (d) "**VSS** " means Vehicle Speed Sensor ;
- (e) "**FIT/PCU** " means Fuel Island Terminal/Pump Control Unit .

D4. CONTRACT ADMINISTRATOR

D4.1 The Contract Administrator is:

Ajaleigh Williams
Project Coordinator
770 Ross Avenue
Winnipeg, MB R3E 1C6

Telephone No.: (204) 986-7879

Facsimile No.: (204) 986-2749

D5. NOTICES

D5.1 Notwithstanding C21.3, 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 Financial Officer
Administration Building, 3rd Floor
510 Main Street

Winnipeg MB R3B 1B9
Facsimile No.: (204) 949-1174

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. INSURANCE

D7.1 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) inclusive, with The City of Winnipeg added as an additional insured; such liability policy to also contain a cross-liability clause, non-owned automobile liability and products and completed operations cover, to remain in place at all times during the performance of the Work;
- (b) if required, automobile liability insurance for owned automobiles used for or in connection with the Work in the amount of at least two million dollars (\$2,000,000.00), to remain in place at all times during the performance of the Work;

D7.2 Deductibles shall be borne by the Contractor.

D7.3 The Contractor shall provide the Contract Administrator with a certificate(s) of insurance, in a form satisfactory to the City Solicitor, at least two (2) Business Days prior to the commencement of any Work but in no event later than the date specified in C4 for the return of the executed Contract.

D7.4 The Contractor shall not cancel, materially alter, or cause the policy to lapse without providing at least thirty (30) Calendar Days prior written notice to the Contract Administrator.

D7.5 The City shall have the right to alter the limits and/or coverages as reasonably required from time to time during the continuance of this agreement.

SCHEDULE OF WORK

D8. COMMENCEMENT

D8.1 The Contractor shall not commence any Work until he is in receipt of a notice of award from the City authorizing the commencement of the Work.

D8.2 The Contractor shall not commence any Work until:

- (a) the Contract Administrator has confirmed receipt and approval of:
 - (i) evidence of authority to carry on business specified in D6;
 - (ii) evidence of the workers compensation coverage specified in C6.16;
 - (iii) evidence of the insurance specified in D7;
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D9. DELIVERY

- D9.1 Goods shall be delivered on an "as required" basis during the term of the Contract, f.o.b. destination, freight prepaid, to various locations within the City.
- D9.1.1 Goods shall be delivered within Thirty (30) Calendar Day(s) of the placing of an order, unless otherwise allowed by the User at the time of ordering.

D10. LIQUIDATED DAMAGES

- D10.1 If the Contractor fails to achieve delivery of the goods within the time specified in D8.1.1. the Contractor shall pay the City one hundred dollars (\$100) per Calendar Day for each and every Calendar Day until the goods have been delivered.
- D10.2 The amount specified for liquidated damages in D10.1 is based on a genuine pre-estimate of the City's damages in the event that the Contractor does not achieve delivery by the day fixed herein for same.
- D10.3 The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

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 quarter year within fifteen (15) Calendar Days of the end of that quarter.

MEASUREMENT AND PAYMENT

D13. INVOICES

- D13.1 Further to C10, the Contractor shall submit an invoice for each order delivered.
- D13.2 Further to C21.4, the Contractor shall submit invoices to the locations designated at the time of ordering.
- D13.3 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.

D13.4 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D14. PAYMENT

D14.1 Further to C10, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

D14.2 Further to C10, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

WARRANTY

D15. WARRANTY

D15.1 Warranty is as stated in C11.

D15.1 Notwithstanding C11, the warranty period for each item of Work supplied shall begin on the date of successful installation and expire one (1) year thereafter unless extended pursuant to C11.3, in which case it shall expire when provided for thereunder.

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS

- E1.1 These Specifications shall apply to the Work.
- E1.2 Bidders are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B5.

E2. GOODS

- E2.1 The fuel management system and vehicle management system shall be a fully integrated system using the same infrastructure for capturing data and using the same reporting database.
- E2.2 The fully automated fuel and vehicle management system is to provide the City of Winnipeg with the following operational requirements:
- (i) Secure fuel distribution at unattended fuel sites.
 - (ii) Fully automated wireless capture of vehicular data and preventative maintenance scheduling, during in transit operation.
 - (iii) Unattended control, tracking and reconciliation of fuel and other fluid consumables.
 - (iv) Yard and building access control (future development).
 - (v) Employee attendance tracking (future development).
 - (vi) Extensive system customization.
 - (vii) Maintenance and technical support services.

E2.3 Fuel Site Hardware Requirements

The following specifications are related to all hardware requirements at a fuel site. Each site is to have a Site Controller/Computer that is able to control the pumps and all related hardware at the fuel site, including an RF data collector that will capture vehicle information and passive nozzle tags. When the nozzle tags are combined with the fuel tank ring enable a secure fuel transactions by requiring the fuel nozzle to be within a distance of no greater than five inches of separation or the fuel pump will shut off. This will allow for a seamless fuel transaction, and wireless vehicle information collection to occur, along with a Pedestal mounted RFID reader that will enable secure transactions with data input as the new system is rolled out to all units designated within the fleet.

The Contractor is responsible for supplying and installing the fuel site hardware requirements.

The fuel site hardware requirements include:

- (a) RF Site Controller/Computer
 - (i) Provides onsite backup of all data.
 - (ii) Has two (2) 10/100baseT Network Interface Card connections
 - (iii) Identifies all units/users and all associated information including but not limited to Fuel limit, fuel type, user status.
 - (iv) Provides storage for 1,000,000+ transactions from multiple units to occur without interaction from an outside source, in case of network/server downtime.
 - (v) Ability to connect directly with the fuel sites Veeder-Root TLS 350 Plus automatic tank gauging system.
 - (vi) Ability to wirelessly communicate to fuel island hardware and initiate fuel transactions once units/user is verified. The verification process is to be seamless and completed within seconds. Minimum range of 500 feet.
- (b) Fuel Island Terminal/Pump Control Unit (FIT/PCU)

- (i) Pedestal mounted terminal that allows for manual data entry.
 - (ii) Minimum of a 2 line 20 character LCD display with an LED light night time display.
 - (iii) Ability to display messages to specific users for preventative maintenance notices, other operational requirements, and allow for communication back to central database, through user input.
 - (iv) Keypad is to be constructed of metal and feature at a minimum the following keys. 0-9, A-Z, Enter, Cancel, Backspace, Yes and No.
 - (v) Must be able to control a minimum of 1 hose per site to a maximum of 20 hoses.
 - (vi) Must be able to operate at temperatures from -40°C to +60°C
 - (vii) Wireless pump totalizers are to transmit data to the site controller/computer with readings of a tenth of a litre.
 - (viii) HID Indala compatible RFID 26 bit and 125k Hz reader.
- (c) RF Data Collector
- (i) Detect and transfer unit information within seconds of a unit passing a site controller/computer.
 - (ii) Minimum range of 500 feet.
 - (iii) Secure wireless link i.e. hacker proof.
 - (iv) Ability to coexist with other wireless devices in and out of band.
 - (v) No licensing fees.
- (d) Passive Nozzle Tag
- (i) Provides the ability to be read by a unit to confirm pump selection.
 - (ii) Activates fuel pump, and shuts off fuel pump when fuel nozzle is removed from fuel tank, limiting fuel spills.
 - (iii) Does not require modifications to the fuel pump nozzles.
 - (iv) Does not require power.
- (e) The following is an estimate number of quantities for the fuel site hardware requirements:
- (i) Large Fuel Sites: There are approximately 5 large fuel sites with underground storage tanks. Each site will have approximately the same configuration with a different layout. Each site will have two 50,000 L split tanks, four dual hose fuel dispensers, a veederroot leak detection system, an equipment kiosk to house computer and all other site requirements. Each site will need the following components:
 - (i) RF Site controller (1)
 - (ii) FIT/PCU that controls 8 hoses, pedestal included (1)
 - (iii) RF Data collector (1)
 - (iv) Passive nozzle tag (8)
 - (v) Automatic pump totalizers (8)
 - (vi) Electronic gauging interface (4)
 - (ii) Small Fuel Sites: There are approximately ten (10) small fuel sites with aboveground storage tanks. Each site will have approximately the same configuration with a different layout. Each site will have two aboveground storage tanks with dispensers attached, a veederroot system and an equipment kiosk to house computer and all other site requirements. Each site will need the following components:
 - (i) RF Site controller/computer (1)
 - (ii) Fit/PCU that controls 2 hoses, pedestal included (1)
 - (iii) RF Data collector (1)
 - (iv) Passive nozzle tag (2)
 - (v) Automatic pump totalizers (2)
 - (vi) Electronic gauging interface (2)

- (f) Installation is to be completed at time of fuel site upgrade(s) (separate tender), and installation time is to be coordinated with Contract Administrator.

E2.4 Vehicle Hardware Requirements

The Contractor is responsible for supplying the vehicle hardware requirements. Installation of the vehicle hardware requirements will be conducted through a different contract.

- (a) Each unit designated by WFMA to require a Vehicle Black Box, will have the following hardware requirements that will gather at minimum the following information below. When combined with the fuel site infrastructure the system will provide a complete and secure fully automated fuel and vehicle management system.
 - (i) Each vehicle identified by WFMA to require a “Black Box” must be able to gather the following information without any interaction, and transmit the data wirelessly to a site controller within seconds.
 - (ii) During refuelling, all information including fuel dispensed and all items in (a) below are to be transmitted and time stamped at the time of transaction.
- (b) For Vehicles equipped with an ignition sensor or speed sensor, the “black box” must be able to provide the following minimum information unless otherwise noted. All data transactions transmitted are to be time stamped.
 - (i) Unit ID
 - (ii) Total mileage
 - (iii) Total engine hours
 - (iv) Trip mileage
 - (v) Trip engine hours
 - (vi) Engine idle time
 - (vii) Engine fault code (ODB2, J1708, J1939 connections only)
 - (viii) Fuel consumption per ECM (J1708, and J1939 connections only)
 - (ix) PTO hours (J1708 and J1939 connections only)
- (c) Data is to be transferred by a non obtrusive, one side adhesive antenna to a site controller/computer for storage purposes. Wire length must be a minimum of 15 feet.
- (d) Fuel tank ring
 - (i) In combination with the onboard vehicle “black box”, site controller, and nozzle tag, the fuel tank ring must be able to identify the fuel pump when inserted into the fuel tank to ensure.
 - a) The correct product
 - b) Fuel dispensed
 - (ii) Once wireless connection from fuel tank ring to fuel nozzle tag is broken i.e. fuel nozzle removed from tank, fuel pump shuts off.
 - (iii) Available in both a 5” and 3” diameter with a minimum of a 20 foot wire for connection to the vehicle black box.
- (e) The following is an estimated number of vehicle black boxes, fuel rings, unit antennas, and wiring harnesses.
 - (i) VSS (Vehicle Speed Sensor) Black Box (250)
 - (ii) ODB2 Black Box (930)
 - (iii) J1708 Black Box (360)
 - (iv) VSS Wiring Harness (610)
 - (v) ODB2 Wiring Harness (930)
 - (vi) 5” Fuel Ring (540)
 - (vii) 3” Fuel Ring (1000)
 - (viii) Unit Antenna (1540)

E2.5 Software Requirements

- (a) The system shall provide a software interface that serves as a central database that stores all information with regards to all vehicles, all transactions, all fuel site information including fuel inventory, and a complete reporting package. The following features must at minimum be supplied with the software for the fuel management system.
- (i) All synchronization with vehicles is to be time stamped.
 - (ii) Centralized monitoring and management of 75+ site controller/computer sites.
 - (iii) Multi-user access
 - (iv) Thin client compatible (Citrix, Windows Terminal Server), to allow a single instance running for seamless upgrades, maintenance, and other operational requirements.
 - (v) Central database for all site controller/computer storage is to be the property of the City of Winnipeg.
 - (vi) Site controller/computers are to be the property of the City of Winnipeg.
 - (vii) Site data is backed up on site controller/computer
 - (viii) Site data is transferred to a central database automatically over a private network, phone line, cellular, or internet.
 - (ix) Remote diagnostics with each site controller/computer.
 - (x) Customizable reporting packages, with the ability to choose specific dates intervals.
 - (xi) Real time inventory status when combined with the Veeder-Root TLS 350 Plus
 - (xii) The following reports at minimum are to be included along with import and export functions.
 - (i) Vehicle performance
 - (ii) Pump totalizers
 - (iii) Fuel delivery
 - (iv) Vehicle and employee
 - (v) Inventory reconciliation
 - (vi) Tank level gauging
 - (vii) Exception reports and quarantine of erroneous transactions.
 - (viii) Preventative maintenance recalls
 - (ix) Remote tank alarm notification and messages (leak, water, fuel level, other
 - (x) Automatic tank level gauging and fuel delivery.
 - (xi) Automatic log of pump totalizers for both mechanical and electronic pumps.
 - (xii) Inventory reconciliation and monthly tracking of daily inventory variations.
 - (xiii) Detailed account of fuel and other fluids dispensed.
 - (xiv) Excessive fuel consumption
 - (xv) Fuel cost per vehicle, department, employee.
 - (xiii) Access control and attendance module. (Not enabled through this bid opportunity)
 - (i) Weekday and weekend scheduling
 - (ii) Exception and holiday scheduling
 - (iii) Electronic punch, regular and overtime hours worked
 - (iv) Detailed gate access transactions
 - (v) Detailed door access transactions
 - (vi) Detailed account of vehicle and personnel entry/exit
 - (vii) Complete accompanying reporting package
 - (viii) Time stamp of entry and exit.
 - (xiv) Ability to link to other enterprise based software such as RTA Fleet management software, Microsoft Dynamics GP (Great Plains) without extensive programming.

E2.6 Service, Support, and Training

(a) Service and Support Fuel Management System

- (i) Regular onsite repair and technical support must be available from 7 a.m. to 5 p.m. (CST) Monday to Friday. Service must be provided by a minimum of two separate companies who employ Licensed Petroleum Technicians.
- (ii) Onsite repair and technical support must be available for emergency services 24 hours a day 7 days a week. Service must be provided by a minimum of two separate companies who employ Licensed Petroleum Technicians.
- (iii) All service and support must be provided within a 24 hour time frame, unless otherwise authorized by the City.

(b) Service and Support- Vehicle Management System

- (i) Regular technical support must be available from 7 a.m. to 5 p.m. (CST) Monday to Friday via phone.
- (ii) Technical support must be available for emergency services 24 hours a day 7 days a week via phone.

E2.7 Training for the Fuel and Vehicle Management System

- (i) Onsite installation training must be provided for the installation of the vehicle Black Boxes and all related equipment for two (2) days on two (2) separate occasions.
- (ii) Onsite software training must be provided on request of the Contract Administrator for a two (2) day period.