



**THE CITY OF WINNIPEG**

# **BID OPPORTUNITY**

**BID OPPORTUNITY NO. 876-2009**

**SUPPLY AND DELIVERY OF INSECTICIDES**

## TABLE OF CONTENTS

### PART A - BID SUBMISSION

Form A: Bid	1
Form B: Prices	3

### PART B - BIDDING PROCEDURES

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

### PART C - GENERAL CONDITIONS

C0. General Conditions	1
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### PART D - SUPPLEMENTAL CONDITIONS

#### General

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

#### Submissions

D5. Authority to Carry on Business	2
D6. Material Safety Data Sheets	2
D7. Workplace Safety and Health Act	2
D8. Employee Behaviour and Supervision	2
D9. Environmental Clean up	3

#### Schedule of Work

D10. Commencement	3
D11. Delivery	3
D12. Pallets	4
D13. Inspection / Quality Control	4
D14. Liquidated Damages	5
D15. Orders	5
D16. Records	5

#### Measurement and Payment

D17. Invoices	5
D18. Payment	6

#### Warranty

D19. Warranty	6
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### PART E - SPECIFICATIONS

#### General

E1. Applicable Specifications and Drawings	1
E2. Goods	1

## **PART B - BIDDING PROCEDURES**

### **B1. CONTRACT TITLE**

B1.1 SUPPLY AND DELIVERY OF INSECTICIDES

### **B2. SUBMISSION DEADLINE**

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, January 21, 2010.

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 website at <http://www.winnipeg.ca/matmgt/bidopp.asp>

B4.2.2 The Bidder is responsible for ensuring that he has received all addenda and is advised to check the Materials Management Division website 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 7 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.
- B5.10 Notwithstanding B5.2 to B5.9, and in accordance with B6.7, deviations inconsistent with the Bid Opportunity document shall be evaluated in accordance with B13.1(a)

## **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, will be evaluated in accordance with B13.1(a).
- 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 (2) 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 9 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 (2) 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.

B8.1.2 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; 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 website 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 unit 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 website 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 website 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 8 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 8 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 9 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 9 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, or acceptable deviation therefrom (pass/fail);
  - (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B9 (pass/fail);
  - (c) Bid Price 50%;
  - (d) Product application rates 50%;
  - (e) economic analysis of any approved alternative pursuant to B5 and;
  - (f) costs to the City of administering multiple contracts.
- 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 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 Further to B13.4, the Bid Price will be evaluated considering early payment discounts if offered as shown on Form B: Prices.
- B13.5 Further to B13.1(d), the Award Authority shall evaluate the product application rates based on the application rate shown on Form B: Prices and as per the product label.
- B13.5 This Contract may be awarded as a whole or separately by item as identified on Form B: Prices.
- B13.5.1 Notwithstanding B8.1, the Bidder may, but is not required to bid on all items.
- B13.5.2 Notwithstanding B14.3, the City shall not be obligated to award any item to the responsible Bidder submitting the lowest evaluated responsive Bid for the item and shall have the right to choose the alternative which is in its best interests. If the Bidder has not bid on all items, he shall have no claim against the City if his partial Bid is rejected in favour of an award of the Contract 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 5 of Form A: Bid, 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 website at [http://www.winnipeg.ca/matmgt/gen\\_cond.stm](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 the supply and delivery of insecticides for the period from March 1, 2010 until February 28, 2011, with the option of two (2) mutually agreed upon one (1) year extensions.

D2.1.1 The City may negotiate the extension option with the Contractor within sixty (60) Calendar Days prior to the expiry date of the Contract. The City shall incur no liability to the Contractor as a result of such negotiations.

D2.1.2 Changes resulting from such negotiations shall become effective on March 1<sup>st</sup> of the respective year. Changes to the Contract shall not be implemented by the Contractor without written approval by the Contract Administrator.

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 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.

D2.3 Notwithstanding D2.1, the type and quantity of Work to be performed under this Contract is subject to annual approval of monies therefore in a budget by Council. Bidders are advised that monies have been approved for work up to and including December 31, 2010.

D2.4 Notwithstanding D2.1, in the event that operational changes result in substantial changes to the requirements for Work, the City reserves the right to alter the type or quantity of work performed under this Contract, or to terminate the Contract, upon thirty (30) Calendar Days written notice by the Contract Administrator. In such an event, no claim may be made for damages on the ground of loss of anticipated profit on Work.

#### **D3. CONTRACT ADMINISTRATOR**

D3.1 The Contract Administrator is:  
Taz Stuart  
City Entomologist  
Community Services, Insect Control Branch  
Main Floor - 1539 Waverley Street  
Winnipeg MB R3T 4V7  
Telephone No.: (204) 986-3794  
Facsimile No.: (204) 986-4050

#### **D4. NOTICES**

D4.1 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**

### **D5. AUTHORITY TO CARRY ON BUSINESS**

- D5.1 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.

### **D6. MATERIAL SAFETY DATA SHEETS**

- D6.1 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.
- D6.2 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.

### **D7. WORKPLACE SAFETY AND HEALTH ACT**

- D7.1 The Contractor shall ensure that each individual product supplied must be labelled in accordance with the requirements of Health Canada's Pest Management Regulatory Agency (PMRA) is the federal agency responsible for the regulation of pest control products in Canada. As the federal authority under the *Pest Control Products Act* (PCPA).

NOTE: The following is a link to the Health Canada home page:  
<http://www.pmr-arla.gc.ca/english/index-e.html>

### **D8. EMPLOYEE BEHAVIOUR AND SUPERVISION**

- D8.1 The Contractor shall provide adequate supervision of its employees and shall ensure that all such employees conduct themselves in a manner appropriate to persons in a City facility and shall without limitation ensure that employees:
- (a) behave in a courteous and polite manner to City staff and other personnel in the facility;
  - (b) do not smoke within the facility;
  - (c) obey all posted safety rules;
  - (d) leave all furnishings, equipment etc. moved during the inspection and testing, in an "as found" condition at the completion of the work;
  - (e) use their own radio(s) or telephones or cellular telephones necessary for on site communication; and
  - (f) when employees are in the facility, that it is kept secure from entry by unauthorized persons.
- D8.2 The Contractor and his employees are prohibited from entering the premises of any location other than to perform the work of this contract unless accompanied by plant staff. The Contractor or his personnel will not be allowed to operate equipment other than described in this contract. No one other than the Contractor and his driver or helper shall be allowed on the City of Winnipeg owned property.

## **D9. ENVIRONMENTAL CLEAN UP**

- D9.1 The Contractor is responsible for the immediate cleanup of **any** spillage of insecticide material from a container, if that material is not picked up or moved within three (3) hours of request for service. In the event the City is forced to cleanup spillage, all costs in this regard will be charged to the Contractor and deducted from his payment for work actually done.
- D9.2 The Contractor is responsible for the immediate cleanup of **any** spillage or leakage which occurs during the transporting of materials. In the event the City is forced to cleanup such spillage or leakage, all costs in this regard will be charged to the contractor and deducted from his payment for work actually done.

## **SCHEDULE OF WORK**

### **D10. COMMENCEMENT**

- D10.1 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.
- D10.2 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 D5;
    - (ii) evidence of the workers compensation coverage specified in C6.16;
    - (iii) the Material Safety Data Sheets specified in D6.
  - (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

### **D11. DELIVERY**

- D11.1 Goods shall be delivered on an "as required" basis during the term of the Contract, f.o.b. destination, freight prepaid to:
- Insect Control Branch  
3 Grey Street  
Winnipeg MB R2L 1V2
- D11.1.1 Goods shall be delivered within ten (10) Calendar Day(s) of the placing of an order, unless otherwise allowed by the User at the time of ordering.
- D11.2 The Contractor shall confirm each delivery with the Contract Administrator or his/her designate, (Greg Robinson at 204-986-4869) at least three (3) Business Days before delivery.
- D11.3 Goods shall be delivered between 6:30 a.m. and 2:30 p.m. on Business Days.
- D11.4 The Contractor shall off-load goods as directed at the delivery location.
- D11.5 The Contractor shall deliver Goods on pallets as follows:
- (a) Each pallet must safely support the total weight of the Goods on the pallet;
  - (b) Pallet size shall be approximately four (4') feet in length x four (4') feet in width.
- D11.6 Goods will be ordered in minimum quantities as follows:
- |   |                  |
|---|------------------|
| (a) Vectobac 200G / Teknar Granules                               | 5,000 kilograms; |
| (b) Vectobac 1200L / Teknar Liquid Larvicide / AquaBac XT         | 500 litres;      |
| (c) Thuricide 48LV / Dipel 2XDF / Foray 48B / Foray 48BA          | 1,000 litres;    |
| (d) Malathion 95% ULV / Malathion ULV Concentrate / Malathion ULV |                  |

Insecticide Concentrate	1,000 litres;
(e) Altosid Granules / Altosid XR / Altosid Pellets	1,000 kilograms;
(f) Altosid Liquid	100 litres;
(g) Permanone 10%EC / Pyrenone 25-5 M.A.G.	500 litres;
(h) Safer's Insecticidal Soap	500 litres;
(i) Vectolex CG / Vectolex WDG / Vectolex WSP	5,000 kilograms.

## D12. PALLETS

- D12.1 There shall be no charges for pallets unless previously agreed to within the Bid Opportunity. All goods being supplied shall be packed by the Contractor to obtain the less amount of damage while in transit without sacrificing adequate protection of goods.
- D12.2 The Contractor shall include a pallet charge, **if applicable**, on Form B: Prices, if this item is not completed it will be understood that there are no charges apply.

## D13. INSPECTION / QUALITY CONTROL

- D13.1 Due to the City of Winnipeg Insecticide Program being time sensitive for applying the Goods (helicopter and ground spraying), the quality and delivery of the Goods are of the utmost importance. Time is of the essence for the various aspects of the program to maintain their scheduled activities; therefore the following procedure will apply to all Goods ordered:
- The Contractor shall, within twenty-four (24) hours, confirm receipt of the Purchase Order to the Contract Administrator in D3.1;
  - The Contractor shall send an electronic copy (e-mail or facsimile) containing the product name and lot number(s) proposed to ship in reference to the purchase order number, to the Contract Administrator;
  - The City will inspect the container labels, affixed to the outside of each container, which shall meet the Pest Control Products Regulations; and will verify the Goods by matching the lot number(s) approved in (d);
  - The City will visually inspect the product to verify the product is of acceptable condition and meeting the approval of the Contract Administrator or his designate; however, the Contract Administrator reserves the right to refuse the product if upon opening the product for use, it is found to be of unacceptable condition (e.g. contains debris and/or foreign materials).
- D13.2 The Contractor shall provide the City of Winnipeg with the Bid Submission, all Product labels that verify the product that they are supplying. The Product label shall indicate the Manufacturer Name as well as the application ratio for each product supplied.
- D13.2.1 If Goods are approved:
- If the Goods are approved by the City, the City will sign the receipt from the carrier and obtain a copy;
  - The Contract Administrator, or his delegate, will send an electronic copy of the receipt to the Contractor to acknowledge the Goods have been accepted.
- D13.2.2 If Goods are not approved:
- If the Goods are not approved, the City will take photos of the Goods within the containers and may, at its sole discretion, take adequate samples for lab analysis;
  - Goods that do not meet the specifications and/or lab analysis, or delivered late may be rejected, all or in part, at the discretion of the Contract Administrator or his delegate;
  - The City will immediately provide notice to the Contractor of the unapproved Goods;

- (g) The Contractor shall immediately arrange to remove the rejected Goods from the City of Winnipeg Site, at no cost to the City;
- (h) The City reserves the right to purchase the goods from another supplier; and
- (i) The Contractor shall make no claim against the City of Winnipeg for Goods that do not meet the specifications, and/or delivery date, or for the ordering of Goods from another supplier.

#### **D14. LIQUIDATED DAMAGES**

- D14.1 If the Contractor fails to achieve delivery of the items shown in E2, except for items E2.5, E2.8, E2.9 and E2.10 within the time specified in D11 Delivery the Contractor shall pay the City ten thousand dollars (\$ 10,000.00) per Calendar Day for each and every Calendar Day until the goods have been delivered.
- D14.2 The amount specified for liquidated damages in D14.1 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.
- D14.3 The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

#### **D15. ORDERS**

- D15.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for delivery may be placed.

#### **D16. RECORDS**

- D16.1 The Contractor shall keep detailed records of the goods supplied under the Contract.
- D16.2 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.
- D16.3 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**

#### **D17. INVOICES**

- D17.1 Further to C10, the Contractor shall submit an invoice for each order delivered to:  
  
Community Services Department  
Finance and Administrative Services  
3<sup>rd</sup> Floor, 395 Main Street  
Winnipeg MB R3B 3N8
- D17.2 Further to C21.4, the Contractor shall submit invoices to the locations designated at the time of ordering.
- D17.3 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.

D17.4 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

**D18. PAYMENT**

D18.1 Further to C10, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

D18.2 Further to C10, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

**WARRANTY**

**D19. WARRANTY**

D19.1 Warranty is as stated in C11.



## **PART E - SPECIFICATIONS**

### **GENERAL**

#### **E1. APPLICABLE SPECIFICATIONS AND DRAWINGS**

E1.1 These Specifications shall apply to the Work.

#### **E2. GOODS**

E2.1 The Contractor shall supply and deliver insecticides in accordance with the requirements hereinafter specified.

E2.2 Bidders are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B5.

E2.3 Item No. 1 - Larvicide-Granular – Bti shall be a Vectobac 200G Biological Larvicide Granule, PCP 18158; or Teknar Granules Larvicide, PCP 19239, bag size shall be a minimum of eighteen (18) kilograms up to a maximum of twenty-five (25) kilograms;

E2.4 Item No. 2 - Larvicide – Liquid shall be a Vectobac 1200 L, PCP 21062; or Teknar Liquid Larvicide, PCP 19241; or AquaBac XT Biological Larvicide, PCP 26860; registered for the control of larval mosquitoes, the container size shall be a minimum of five (5) litres up to a maximum of twenty-five (25) litres;

E2.5 Item No. 3 – Defoliator - Biological shall be a Thuricide 48LV, PCP 17980; or Dipel 2XDF, PCP 26508; or Foray 48B, PCP 24977; or Foray 48BA, PCP 24978; registered for the control of spring and fall cankerworms and forest tent caterpillars, a container size of one thousand (1,000) litres is preferred;

E2.6 Item No. 4 - Adulticides – Chemical shall be a Malathion 95 ULV, PCP 25638; or Malathion ULV Concentrate, PCP 16198; or Malathion ULV Insecticide Concentrate, PCP 14597; registered for the control of adult mosquitoes using low ultra volume applications, the container size shall be a minimum of ten (10) litres up to a maximum of twenty (20) litres;

E2.7 Item No. 5 - Insect Growth Regulator – Granular shall be a Altosid Granules, PCP 22676; or Altosid XR, PCP 27694; or Altosid Pellets, PCP 21809; registered for the control of larval mosquitoes, the container size shall be twenty-five (25) kilograms or less;

E2.8 Item No. 6 - Insect Growth Regulator –Liquid shall be a Altosid Liquid, PCP 28070; registered for the control of larval mosquitoes, the container size shall be a minimum of ten (10) litres up to a maximum of twenty (20) litres;

E2.9 Item No. 7 - Adulticides Permethrins – non ULV shall be a Permanone 10% EC, PCP 26476; or Pyrenone 25-5 M.A.G., PCP 14632; registered for the control of biting flies, the container size shall be a minimum of ten (10) litres up to a maximum of twenty (20) litres;

E2.10 Item No. 8 - Miscellaneous Insect Control shall be a Safer's Insecticide Soap, PCP 22182; registered for the control of miscellaneous insects, the container size shall be a minimum of ten (10) litres up to a maximum of twenty (20) litres;

E2.11 Item No. 9 - Larvicide-Granular – B.sph. shall be a Vectolex CG, PCP 28008; or Vectolex WDG, or Vectolex WSP, PCP 28009; the bag size shall be a minimum of eighteen (18) kilograms up to a maximum of twenty-five (25) kilograms;

(a) on Form B: Prices the Contractor may show the price as bag;

(b) on Form B: Prices the Contractor may show the price as pouch and state the size.