



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 176-2010

**PROVISION OF INSPECTION AND TESTING OF SPRINKLER SYSTEMS AND FIRE
ALARM SYSTEMS INCLUDING EMERGENCY LIGHTING**

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 PROVISION OF INSPECTION AND TESTING OF SPRINKLER SYSTEMS AND FIRE ALARM SYSTEMS INCLUDING EMERGENCY LIGHTING

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, May 12, 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. SITE INVESTIGATION

B3.1 Further to C3.1, the Bidder may make an appointment to view the Site by contacting the Contract Administrator.

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

B3.3 The Bidder is responsible for determining:

- (a) the location of any utility which can be determined from the records or other information available at the offices of any public authority or person, including a municipal corporation and any board or commission thereof, having jurisdiction or control over the utility;
- (b) the nature of the surface and subsurface conditions at the Site;
- (c) the location, nature, quality or quantity of the materials to be removed or to be employed in the performance of the Work;
- (d) the nature, quality or quantity of the Plant needed to perform the Work;
- (e) all matters concerning access to the Site, power supplies, location of existing services, utilities or materials necessary for the completion of the Work; and
- (f) all other matters which could in any way affect his Bid or the performance of the Work.

B4. ENQUIRIES

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

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

B4.3 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.

B4.4 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.

B4.5 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.

B4.6 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B3.3 unless that response or interpretation is provided by the Contract Administrator in writing.

B5. ADDENDA

B5.1 The Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the Bid Opportunity, or clarifying the meaning or intent of any provision therein.

B5.2 The Contract Administrator will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.

B5.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/bidopp.asp>

B5.2.2 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.

B5.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 8 of Form A: Bid. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.

B6. SUBSTITUTES

B6.1 The Work is based on the Plant, Materials and methods specified in the Bid Opportunity.

B6.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.

B6.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least five (5) Business Days prior to the Submission Deadline.

B6.4 The Bidder shall ensure that any and all requests for approval of a substitute:

- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the Plant, Material or method as either an approved equal or alternative;
- (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
- (c) identify any anticipated cost or time savings that may be associated with the substitute;
- (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract;
- (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract.

B6.5 The Contract Administrator, after assessing the request for approval of a substitute, may in his sole discretion grant approval for the use of a substitute as an "approved equal" or as an "approved alternative", or may refuse to grant approval of the substitute.

B6.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, only to the Bidder who requested approval of the substitute.

- B6.6.1 The Bidder requesting and obtaining the approval of a substitute shall be entirely responsible for disseminating information regarding the approval to any person or persons he wishes to inform.
- B6.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.
- B6.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Bidder bidding that approved alternative 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 B14.
- B6.9 No later claim by the Contractor for an addition to the Total Bid Price because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.
- B6.10 Notwithstanding B6.2 to B6.9, and in accordance with B7.5, deviations inconsistent with the Bid Opportunity document shall be evaluated in accordance with B14.1(a).

B7. BID SUBMISSION

- B7.1 The Bid shall consist of the following components:
- (a) Form A: Bid;
 - (b) Form B: Prices.
- B7.2 Further to B7.1, the Bidder should include the written correspondence from the Contract Administrator approving a substitute in accordance with B6.
- B7.3 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.
- B7.4 Bidders are advised not to include any information/literature except as requested in accordance with B7.1.
- B7.5 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 B14.1(a).
- B7.6 The Bid may be submitted by mail, courier or personal delivery, or by facsimile transmission.
- B7.7 If the Bid 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
- B7.7.1 Samples or other components of the Bid which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the Bid Opportunity number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Bid Submission.
- B7.8 If the Bid is submitted by facsimile transmission, it shall be submitted to (204) 949-1178
- B7.8.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.
- B7.9 Bids submitted by internet electronic mail (e-mail) will not be accepted.

B8. BID

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

B9. PRICES

- B9.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.
- B9.1.1 Notwithstanding C11.1.1, prices on Form B: Prices shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.
- B9.2 The quantities listed on Form B: Prices are to be considered approximate only. The City will use said quantities for the purpose of comparing Bids.
- B9.3 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.
- B9.4 Prices from Non-Resident Bidders are subject to a Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

B10. QUALIFICATION

B10.1 The Bidder shall:

- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Bidder does not carry on business in Manitoba, in the jurisdiction where the Bidder does carry on business; 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.

B10.2 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>
- (b) have successfully carried out work similar in nature, scope and value to the Work; and
- (c) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract; and
- (d) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba);
- (e) have licensed personnel, Red Seal Certified Sprinkler Fitters (minimum 4, conducting the annual inspection and testing of a Sprinkler System qualified in accordance with Fire Prevention By-law No. 150/2004 and Sprinkler System Installer must have a Sprinkler System Installer License issued by the Province of Manitoba.
- (f) have licensed personnel, Fire Alarm Certified CFAA staff (minimum of 4), conducting the annual inspection and testing of Fire Alarm Systems qualified in accordance with the Fire Prevention By-law No. 150/2004 and as set out in the Manitoba Fire Code Article 6.3.1.5.
- (g) have licensed personnel, Fire Alarm Certified CFAA staff (minimum of 4), conducting the annual inspection and testing of Emergency Lighting qualified in accordance with the Fire Prevention By-law No. 150/2004 as set out in the Manitoba Fire Code Article 6.3.1.5.

B10.3 Qualification of the Contractor shall be confirmed by the City of Winnipeg, Fire Prevention Branch. Qualification is limited to FAS manufacturers' representatives and single sourced agents.

B10.4 Further to B10.2(d), the Bidder shall, within five (5) Business Days of a request by the Contract Administrator, provide proof satisfactory to the Contract Administrator that the Bidder/Subcontractor has a workplace safety and health program meeting the requirements of The Workplace Safety and Health Act (Manitoba), by providing:

- (a) a valid COR certification number under the Certificate of Recognition (COR) Program administered by the Manitoba Construction Safety Association or by the Manitoba Heavy Construction Association's Safety, Health and Environment Program; or
- (b) a report or letter to that effect from an independent reviewer acceptable to the City. (A list of acceptable reviewers and the review template are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt>)

B10.5 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.

B10.6 The Bidder shall provide, on the request of the Contract Administrator, full access to any of the Bidder's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.

B11. OPENING OF BIDS AND RELEASE OF INFORMATION

B11.1 Bids will not be opened publicly.

B11.2 Following the Submission Deadline, the names of the Bidders and their Total Bid Prices (unevaluated, and pending review and verification of conformance with requirements) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt>

B11.3 After award of Contract, the name(s) of the successful Bidder(s) and the Contract Amount(s) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt>

B11.4 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.

B12. IRREVOCABLE BID

B12.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 9 of Form A: Bid.

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

B13. WITHDRAWAL OF BIDS

B13.1 A Bidder may withdraw his Bid without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.

B13.1.1 Notwithstanding C22.5, the time and date of receipt of any notice withdrawing a Bid shall be the time and date of receipt as determined by the Manager of Materials.

B13.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Bid or the Bidder's authorized representatives named in Paragraph 10 of Form A: Bid, and only such person, has authority to give notice of withdrawal.

B13.1.3 If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials 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 B13.1.3(b), declare the Bid withdrawn.

B13.2 A Bidder who withdraws his Bid after the Submission Deadline but before his Bid has been released or has lapsed as provided for in B12.2 shall be liable for such damages as are imposed upon the Bidder by law and subject to such sanctions as the Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law.

B14. EVALUATION OF BIDS

- B14.1 Award of the Contract shall be based on the following bid evaluation criteria:
- (a) compliance by the Bidder with the requirements of the Bid Opportunity, or acceptable deviation therefrom (pass/fail);
 - (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B10 (pass/fail);
 - (c) Total Bid Price;
 - (d) economic analysis of any approved alternative pursuant to B6.
- B14.2 Further to B14.1(a), the Award Authority may reject a Bid as being non-responsive if the Bid 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.
- B14.3 Further to B14.1(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.
- B14.4 Further to B14.1(c), the Total Bid Price shall be the sum of the quantities multiplied by the unit prices for each item shown on Form B: Prices.
- B14.5 This Contract will be awarded as a whole.

B15. AWARD OF CONTRACT

- B15.1 The City will give notice of the award of the Contract or will give notice that no award will be made.
- B15.2 The City will have no obligation to award a Contract to a Bidder, even though one or all of the Bidders are determined to be responsible and qualified, and the Bids are determined to be responsive.
- B15.2.1 Without limiting the generality of B15.2, the City will have no obligation to award a Contract where:
- (a) the prices exceed the available City funds for the Work;
 - (b) the prices are materially in excess of the prices received for similar work in the past;
 - (c) the prices are materially in excess of the City's cost to perform the Work, or a significant portion thereof, with its own forces;
 - (d) only one Bid is received; or
 - (e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.
- B15.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Bidder submitting the lowest evaluated responsive Bid in accordance with B14.
- B15.3.1 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.
- B15.4 Notwithstanding C4.1, the City will issue a purchase order to the successful Bidder in lieu of the execution of a Contract.
- B15.5 The Contract Documents, as defined in C1.1(n), 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 Supply of Services* (Revision 2007 04 12) are applicable to the Work of the Contract.
- C0.1.1 The *General Conditions for Supply of Services* 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
- 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 Services*.

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. GENERAL CONDITIONS

D1.1 In addition to the *General Conditions for Supply of Services*, 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 Inspection and Testing of Sprinkler Systems and Fire Alarm Systems, including Emergency Lighting for the period of award to December 31, 2013, with the option of five (5) mutually agreed upon one (1) year extensions.

D2.1.1 The City may negotiate the extension option with the Contractor within ninety (90) 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 January 1 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 C7.4, 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. DEFINITIONS

D3.1 When used in this Bid Opportunity:

(a) "**Confined Space**" means:

(i) Provincial Regulation "Confined Space" means an enclosed or partially enclosed space that:

(A) – except for the purpose of performing work, is not primarily designed nor intended for human occupancy.

(B) – has restricted means of access (entering or exiting).

(b) "**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:

Mark Santos C.E.T.
Electronic Technologist

Telephone No. (204) 612-2089
Facsimile No. (204) 986-6728

- D4.2 At the pre-commencement meeting, the Contract Administrator will identify additional personnel representing the Contract Administrator and their respective roles and responsibilities for the Work.

D5. CONTRACTOR'S SUPERVISOR

- D5.1 Further to C6.19, the Contractor shall employ and keep on the Work, at all times during the performance of the Work, a competent supervisor and assistants, if necessary, acceptable to the Contract Administrator. The supervisor shall represent the Contractor on the Site. The supervisor shall not be replaced without the prior consent of the Contract Administrator unless the supervisor proves to be unsatisfactory to the Contractor and ceases to be in his employ.
- D5.2 Before commencement of Work, the Contractor shall identify his designated supervisor and any additional personnel representing the Contractor and their respective roles and responsibilities for the Work.
- D5.2.1 Further to C5.5 Contract Administrator may give instructions or orders to the Contractor's supervisor and such instructions or orders shall be deemed to have been given to the Contractor.

D6. NOTICES

- D6.1 Notwithstanding C22.3, 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
Facsimile No.: (204) 949-1174

SUBMISSIONS

D7. AUTHORITY TO CARRY ON BUSINESS

- D7.1 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.

D8. INSURANCE

- D8.1 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;
- D8.2 Deductibles shall be borne by the Contractor.

- D8.3 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 on the Site but in no event later than seven (7) Calendar Days from notification of the award of Contract.
- D8.4 The Contractor shall not cancel, materially alter, or cause the policy to lapse without providing at least thirty (30) Calendar Days prior written notice to the Contract Administrator.
- D8.5 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.
- D9. SECURITY CLEARANCE (LOCATIONS OTHER THAN POLICE)**
- 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.
- D9.2 The Criminal Record Search shall include a Vulnerable Sector Search. This can be obtained by completing and providing the following in person to the Winnipeg Police Service Bureau of Police Records, 4th Floor, 151 Princess Street:
- (a) Form P-612 Check the following boxes: Vulnerable Sector; and Other by inputting the Bid Opportunity Number in the space provided. This form can be found on the website at: www.winnipeg.ca/police/BPR/forms/Criminal_Record_Check_P612.doc
 - (i) Individuals will need to state in Section 2 of the form, that they may be working in City of Winnipeg pools, libraries and community centres;
 - (ii) Individuals will need to sign and date Section 3 of the form.
 - (b) Two (2) pieces of identification as stated in Bureau of Police Records on the website at: www.winnipeg.ca/police/BPR/id.stm
 - (c) Fee for each individual applying for a Criminal Record Search. Fee schedule can be found on the website at: www.winnipeg.ca/police/BPR/fees.stm
- D9.2.1 The original Criminal Record Search Certificate (Form P-253) will be provided by the Winnipeg Police Service to the individual applicant. The original has a validation sticker from the Winnipeg Police Service in the top right hand corner. The applicant shall:
- (a) Provide the original Criminal Record Search Certificate (Form P-253) to the Contract Administrator.
- D9.3 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 the Work.
- D9.4 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.
- D9.5 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.
- D9.6 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.

D10. SECURITY CLEARANCE (POLICE LOCATIONS)

- D10.1 The City will conduct a Level Two Security Clearance Check, for any individual proposed to perform Work under the Contract at Winnipeg Police Service facilities.
- D10.2 The Contractor shall provide the Contract Administrator with a list of individuals proposed to perform Work under the Contract at Winnipeg Police Service facilities:
- (a) within five (5) Business Days of the Award of Contract; or
 - (b) in the case of additional or replacement individuals during the term of the Contract, at least thirty (30) Calendar Days before each individual is proposed to commence Work at Winnipeg Police Service facilities.
- D10.3 Each individual or Contractor proposed to perform Work under the Contract at Winnipeg Police Service facilities shall provide:
- (a) A list of names (including maiden names), addresses, dates of birth and telephone numbers of all immediate family members including stepbrothers, stepsisters, half-brothers and half-sisters, and their spouses, common-law spouses, boyfriends, girlfriends and their family members. The list should be typed in the following format:

John James SMITH	Dob: 45 Aug 24 (father)
123 Anywhere Street	555-5555
Winnipeg, Manitoba	
 - (b) A list of names, addresses, dates of birth and telephone numbers of four closest friends. Include information indicating when, where and how they met. The list should be typed in the following format:

Joseph James SMITH	Dob: 46 Aug 4 (best friend)
789 Anywhere Street	555-5555
Winnipeg, Manitoba	
When they met:	
Where they met:	
How they met:	
 - (c) The name, title or position, and telephone number of the immediate supervisor.
 - (d) A list of every past address, including the dates of residence, the names of any persons with whom the residence was shared and the reason for moving.
 - (e) Identification - driver's license (with photo), birth certificate or social insurance number (SIN).
 - (i) Photocopies of the identification must be legible, signed as true copies and witnessed by the contact person stated on Paragraph 3 of Form A: Bid.
 - (f) A completed Form P-608: Security Clearance Check authorization form.
 - (i) Signature of Witness shall be signed by the contact person stated on Paragraph 3 of Form A: Bid.
- D10.4 Each individual shall submit the required information and form to the Winnipeg Police Service Division 30 Clerk at Main Floor, 151 Princess Street:
- (a) within five (5) Business Days of the Award of Contract; or
 - (b) in the case of an additional or replacement individual during the term of the Contract, at least thirty (30) Calendar Days before the individual is proposed to commence Work at Winnipeg Police Service facilities.
- D10.5 Any individual for whom a satisfactory Level Two Security Clearance is not obtained will not be permitted to perform any Work within Winnipeg Police Service facilities.
- D10.6 Any satisfactory Security Clearance obtained thereby will be deemed valid for two (2) years from the date of clearance, subject to a repeated Security Clearance Check as hereinafter specified.

- (a) Each individual doing Work in a Winnipeg Police Service Facility shall provide identification upon entry to verify they have received a Level Two security clearance.

D10.7 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require a further Security Clearance Check. Any individual who fails to obtain a satisfactory Security Clearance Check as a result of a repeated Security Clearance Check will not be permitted to continue to perform Work under the Contract at Winnipeg Police Service Facilities.

D10.8 Any individual who fails to obtain a satisfactory Security Clearance Check may request reconsideration by writing to:
Winnipeg Police Service
Division 30
Service Security
Attn: Service Security Officer
151 Princess Street
Winnipeg, Manitoba
R3B 1L1

CONTROL OF WORK

D11. COMMENCEMENT

D11.1 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.

D11.2 The Contractor shall not commence any Work on the Site until:

- (a) the Contract Administrator has confirmed receipt and approval of:
 - (i) evidence of authority to carry on business specified in D7;
 - (ii) evidence of the workers compensation coverage specified in C6.14;
 - (iii) evidence of the insurance specified in D8; and
 - (iv) the security clearances specified in D9 and D10;
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D12. LIQUIDATED DAMAGES

D12.1 If the Contractor fails to submit the Inspection/Testing Report within the timeframe stated in E2.15, the Contractor shall pay the City one hundred dollars (\$100) per Calendar Day for each and every Calendar Day following the date that Inspection/Testing Reports were due.

D12.2 The amount specified for liquidated damages in D12.1 is based on a genuine pre-estimate of the City's damages in the event that the Contractor does not achieve the Work of the Contract.

D12.3 The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

D13. PRIME CONTRACTOR – THE WORKPLACE SAFETY AND HEALTH ACT (MANITOBA)

D13.1 Further to C6.23, the Contractor shall be the Prime Contractor and shall serve as, and have the duties of the Prime Contractor in accordance with The Workplace Safety and Health Act (Manitoba).

D14. SAFETY

D14.1 The Contractor shall be solely responsible for safety at the Site and for compliance with all laws, rules, regulations and practices required by the applicable safety legislation.

- D14.2 The Contractor shall be solely responsible for securing the Site, and any existing facility thereon, and for the proper care and protection of the Work already performed.
- D14.3 The Contractor shall do whatever is necessary to ensure that:
- (a) no person, property, right, easement or privilege is injured, damaged or infringed by reason of the Contractor's activities in performing the Work;
 - (b) the health and safety of all persons employed in the performance of the Work or otherwise is not endangered by the method or means of its performance;
 - (c) adequate medical services are available to all persons employed on the Work and at all times during the performance of the Work;
 - (d) adequate sanitation measures are taken and facilities provided with respect to the Work;
 - (e) pedestrian and other traffic on any public or private road or waterway is not unduly impeded, interrupted or endangered by the performance or existence of the Work or Plant;
 - (f) fire hazards in or about the Work are eliminated.

D15. INSPECTION

- D15.1 Before beginning or resuming operations upon any portion of the Work, the Contractor shall notify the Contract Administrator so as to enable him to arrange for inspection. If the Contractor fails to notify the Contract Administrator, the Contractor shall, if and when required by the Contract Administrator, forthwith take down or expose and redo that portion of the Work required to facilitate inspection. The cost of such taking down or exposure, and redoing, if any, shall be borne by the Contractor.
- D15.2 If and when required by the Contract Administrator, the Contractor shall take down or expose forthwith any portion of the Work where the Contract Administrator determines that the Work is not in accordance with the Contract. The cost of such taking down or exposure, and redoing, if any, shall fall upon the City if the taking down or exposure indicates that the portion exposed was properly performed, but if otherwise the cost shall be borne by the Contractor.

D16. ORDERS

- D16.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for service may be placed.

D17. RECORDS

- D17.1 The Contractor shall keep detailed records of the services supplied under the Contract.
- D17.2 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) service date(s); and
 - (d) description and quantity of services provided.
- D17.3 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

D18. INVOICES

- D18.1 Further to C11, the Contractor shall submit an invoice for the Work performed pursuant to each order and delivered to:

The City of Winnipeg
Corporate Finance - Accounts Payable
4th Floor, Administration Building, 510 Main Street
Winnipeg MB R3B 1B9

Facsimile No.: (204) 949-0864
Email: CityWpgAP@winnipeg.ca

- D18.2 Invoices must clearly indicate, as a minimum:
- (a) the City's purchase order number;
 - (b) date(s) of provision of services;
 - (c) address at which service was provided;
 - (d) type and quantity of services delivered;
 - (e) the amount payable with GST and MRST shown as separate amounts
 - (f) quotation reference, if applicable; and
 - (g) the Contractor's GST registration number.
- D18.3 The invoice shall be accompanied by a copy of the work order in accordance with E2.2 in the event of a service request and/or emergency repair.
- D18.4 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.
- D19. PAYMENT**
- D19.1 Further to C11, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.
- D19.2 Further to C11, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

WARRANTY

D20. WARRANTY

- D20.1 Warranty is as stated in C12.



**WINNIPEG POLICE SERVICE
SECURITY CLEARANCE CHECK
SERVICES – DIVISION 30**

**NAME OF EMPLOYER &
BUSINESS ADDRESS:**

NATURE OF WORK BEING DONE FOR WINNIPEG POLICE SERVICE:
PROVISION OF INSPECTION AND TESTING OF SPRINKLER SYSTEMS AND FIRE ALARM SYSTEMS INCLUDING
EMERGENCY LIGHTING
CONTRACT ADMINISTRATOR: Mark Santos @msantos@winnipeg.ca

WARNING: ANY FALSE OR INCOMPLETE INFORMATION MAY RESULT IN REJECTION OF THIS APPLICATION

EMPLOYEE INFORMATION

LAST NAME: _____ GIVEN NAMES: _____

BIRTH NAME OR OTHER NAME(S) USED: _____
(if different from above)

MALE FEMALE DATE OF BIRTH: _____ BIRTH PLACE: _____
Y M D

ADDRESS: _____ CITY: _____ PROVINCE: _____

POSTAL CODE: _____ RESIDENTIAL PHONE: _____

AUTHORIZATION

I, _____ hereby consent to the Winnipeg Police Service collecting my personal Information from any public body, person, employer, or government institution for the purposes of conducting a security check in connection with my contract or association with the Winnipeg Police Service. This authorization, including a copy of facsimile thereof, is my consent to any public body, person, employer or government institution to release true copies of any records containing my personal information to the Winnipeg Police Service.

Signature of Witness

Signature of Applicant

This personal information will be collected pursuant to *The Freedom of Information and Protection of Privacy Act* C.C.S. M.cF175 _____ (title, name, phone number of person who) can answer questions about the collection of this information.

Date

WINNIPEG POLICE SERVICE - FOR OFFICE USE ONLY

RESULT OF CHECK:

_____ NO POLICE RECORD OF CRIMINAL CONVICTIONS WAS ASSOCIATED TO ANY SUBJECT WITH THE SAME NAME AND DATE OF BIRTH.

_____ AN OUTSTANDING CRIMINAL CHARGE AWAITING COURT DISPOSITION WAS ASSOCIATED TO A SUBJECT WITH THE SAME NAME AND DATE OF BIRTH.

_____ A POLICE RECORD OF CRIMINAL CONVICTIONS WAS ASSOCIATED TO A SUBJECT WITH THE SAME NAME AND DATE OF BIRTH.

PROCESSED BY: _____
Clerk WPS#

Date

PART E - SPECIFICATIONS

E1. APPLICABLE SPECIFICATIONS AND DRAWINGS

E1.1 These Specifications shall apply to the Work.

E2. SERVICES

E2.1 The Contractor shall provide inspection and testing of sprinkler systems and fire alarm systems including emergency lighting in accordance with the requirements hereinafter specified.

E2.2 The Contractor shall issue a work order for each service request, signed by a representative of the City, at the time and location the service work was performed. A copy of the work order shall be included with the invoice otherwise the invoice shall be considered incomplete and will not be processed for payment.

E2.3 The Contractor shall be responsible for the complete inspection and testing of sprinkler systems and fire alarm systems including emergency lighting equipment in accordance with the requirements hereinafter specified:

- (a) Inspection and testing shall be conducted in accordance with the current Manitoba Fire Code including amendments thereto and applicable referenced standards;
- (b) Should a new edition be published before close of this quotation or the expiry of the Contract, then it shall be the new edition to which the work shall be performed.
- (c) An Inspection shall be performed for a location by performing the Inspection during consecutive days unless agreed to by the Contract Administrator and/or designate.

E2.4 Inspection shall include the backflow devices that are connected to the sprinkler systems and shall form part of the Inspection/Testing Report. These inspections are to be performed by qualified personnel.

E2.5 The Contractor, at some locations, shall be required to Work in Confined Spaces.

E2.5.1 The Confined Spaces forms are provided in Appendix C.

E2.6 The Contractor shall supply all labour, materials, tools, equipment, ladders, lifts and supervision necessary to perform the Work, except as otherwise stipulated hereinafter.

E2.7 The Contractor shall use their own radio or cellular telephones necessary for on Site communication.

E2.8 The Contractor shall supply all inspection/testing forms for each Site, electronic and paper copy.

E2.9 The Contractor may perform all Work during the normal workday provided the bell circuits are disabled. The Contractor shall coordinate with the Contract Administrator and/or designate a time to test the bell circuits prior to the normal working hours for locations where the ringing of the bells may seriously impede regular business as determined by the Contract Administrator and/or designate.

E2.10 The Inspection & Testing cost shall include the cost of labour for installing minor parts. All repairs in excess of \$10.00 during the Inspection & Testing require prior approval by the Contract Administrator and/or designate before commencement of repairs. Verbal approvals may be provided at the discretion of the Contract Administrator and/or designate.

E2.11 The Inspection and Testing of all Emergency Lighting Systems (including Inspection/Testing Report) shall be included in the inspection price for Fire Alarm Systems.

E2.12 Major repair/maintenance parts not normally incidental to inspection and testing may be contracted to the City (if authorized by the Contract Administrator and/or designate) at the price

stipulated in a quote. Repair quotes shall be provided before, or together, with the Inspection/Testing Report.

- E2.13 All parts supplied by the Contractor shall be new unless otherwise specifically authorized.
- E2.14 The Contractor shall schedule all inspections with the Contract Administrator and/or designate **prior** to inspection.
- (a) A complete listing of estimated completion dates and times of intended inspections must be submitted to the Contract Administrator and/or designate for approval fifteen (15) Working Days prior to testing.
- E2.15 The Contractor shall complete Inspection/Testing Reports for each location and send the completed, dated, and signed Reports to the Contract Administrator and/or designate for that location within ten (10) Business Days of the inspection/test.
- E2.16 Inspection/Test Reports shall be given to the Contract Administrator and/or designate for review and approval prior to payment. Each Inspection/Testing Report shall have sections for identifying items requiring maintenance as determined by the Contractor's inspection and testing under separate subsections identified as Deficiencies, Recommendations, Notes Should the Contract Administrator and/or designate find the inspection not to code(s) or per this Contract, the Contractor, at his expense, shall correct all discrepancies within forty-eight (48) hours.
- E2.16.1 The Inspection/Testing Reports are to be provided with certificates by mail as well as electronically (pdf format).
- E2.16.2 Inspection/Testing Reports, where there are deficiencies, shall include a quote for the repairs to be done. These shall also be provided by mail and electronically (pdf format).
- E2.17 It is the Contractor's responsibility to test all devices, for a fire alarm system (including emergency lighting) in accordance with CAN/ULCF-S536-M97. The Contractor is responsible and shall make every effort (including contacting the Contractor Administrator and/or designate for assistance regarding access issues) to gain access in order to test all devices.
- (a) Under no circumstances shall the Contractor leave replacement devices with City personnel due to the location of the device being inaccessible.
- E2.18 Inspection/Testing Reports for fire alarm systems and emergency lighting must be in accordance with Appendix A and Appendix B of CAN/ULCF-S536-M97 and amendment thereto.
- E2.19 Inspection/Testing Reports for sprinkler systems must be acceptable in format and content to the City of Winnipeg, Fire Prevention Branch and must indicate all inspection and testing requirements as per the current Manitoba Fire Code.
- E2.20 Inspection/Testing Reports for backflow devices must be acceptable in format and content to the City of Winnipeg, Environmental Standards Division, Water and Waste Department. The Contractor is responsible to request and utilize the Test forms for backflow devices from the City of Winnipeg, Environmental Standards Division, Water and Waste Department.

E3. DETAILED SPECIFICATIONS

- E3.1 Required hereunder will be the inspection & testing of Automatic Building Sprinkler Systems (Wet & Dry) as required by the current Manitoba Fire Code and completed inspection reports.
- E3.2 Any repairs found to be necessary will be required to be performed as an extra charge after receiving approval from the Contract Administrator and/or designate.
- E3.3 Contractor shall complete all Work within this Contract in accordance with the current Manitoba Fire Code.

- E3.4 Work at each location shall commence within five (5) working days after the request of the Contract Administrator and/or designate is received by the Contractor.
- E3.5 The Contractor shall supply all necessary equipment to perform the inspections such as ladders, scaffolding, lifts, tools etc.
- E3.6 The keys, for buildings being inspected, shall be picked up at the Central Control Office and returned to the Central Control Office on the same day of inspection by the technician doing the inspection.
- E3.7 The Contractor must coordinate with the elevator company for access to the smoke detectors in the elevator shafts. The inspection of these units is the responsibility of the Contractor. There will be no charge to the Contractor to gain such access. A list of the elevator companies and their contact information will be given to the Contractor upon award.
- E3.8 The scheduling of all Inspections shall be directed and approved by the Contract Administrator and/or designate with the intent of completing the Inspections by the anniversary date of an Inspection. Several Inspections may not be required the first year of the contract due to the Inspection anniversary due date being the following year.
- E3.9 All reports are to be sent to the Contract Administrator and/or designate at:
- Planning, Property & Development Department
Municipal Accommodations Division
Basement, 510 Main Street
Winnipeg, Manitoba R3B 1B9
Attention: Mark Santos C.E.T.

E4. EMERGENCY SERVICE FOR FIRE ALARM AND SPRINKLER SYSTEMS

- E4.1 The Contractor may be required to perform service in an emergency situation as follows:
- (a) Monday thru Friday 24/7 all locations;
 - (b) Saturday/Sunday/Holidays 24/7 all locations.
- E4.1.1 The Contractor shall respond to emergency calls by:
- (a) attending the Site within one (1) hour of call being made by the City during regular business hours. Before or after regular business hours, in the event where a voicemail is left by the City, the call shall be returned within one (1) hour and the Contractor shall attend the Site within one hour of responding to the call.
 - (b) each emergency call will be issued a work order by the City. This work order will accompany the invoice in accordance with E2.2. The Contractor shall provide a detailed work order for the emergency call signed by a City Of Winnipeg representative at the time of the repair.
 - (c) emergency calls require all necessary repairs completed at the time of the service call unless otherwise approved by the Contract Administrator and/or designate.

E5. LOCATIONS

- E5.1 **Item 1 and Item 33 – Rainbow Stage, 2121 Main Street**
- (a) Spring Inspection, Turn on and test (2) Automatic Sprinkler Systems, 4" Grinnell Model F2001 (Wet) & 2" Grinnell Model A2 Pre Action System at Rainbow Stage in May of every Contract year. Winterization Fall drain down and take out of service in October of every contract year. To be completed annually thereafter until expiry of Contract.
- Note: Work to be completed includes all pipes to be taken apart and left open during winter. All valves, check valves, gauges, etc. shall be removed for winter and then restored in the spring. Underground to be shut closed, by the City, in the fall at the outside road box. The underground flange inside the building shall be

removed by the Contractor and then the underground shall be pumped out to prevent freezing in the winter.

- (b) Inspect and test one fire alarm system (Edwards 2280), including emergency lighting.

E5.2 Item 2 and Item 34 – Water & Waste, 1539 Waverly Street

- (a) Inspect and Test one (1) Wet & one (1) Dry Pipe Automatic Sprinkler Systems, 8" Hodgeman Model B Alarm Valve, 6" Grinnell Model F3021 with F311 accelerator including annual trip test and drain down of low points at 1539 Waverly Street. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Mircom 1008K), including emergency lighting.

E5.3 Item 3 and Item 35 – Winnipeg Concourse, 365 Mian Street

- (a) Inspect and Test one (1) Wet Pipe Automatic Sprinkler System, 4" Rasco Model E Alarm Valve, at Winnipeg Concourse, Portage and Main. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Simplex 4001), including emergency lighting.

E5.4 Item 4 and Item 36 – Confederation Building, 457 Main Street

- (a) Inspect and Test one Wet Pipe Automatic Sprinkler System, 16" Astra Model "B" Alarm Valve. One standpipe fed by Fire Pump. Inspect and Test Fire Pump and Cusco controller. Inspect and Test DCVA backflow check valves and eleven (11) Water Flow Switches. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Simplex 4100U), including emergency lighting.

E5.5 Item 5 and Item 37 – Millennium Library, 251 Donald Street

- (a) Inspect and Test one (1) 750 GPM Fire Pump, five (5) Water Flow Switches, fifteen (15) Tamper switches and one (1) four inch Reliable Pre-Action System. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Simplex 4100U), including emergency lighting.

E5.6 Item 6, Item 7 and Item 38 – Public Works Building, 1155/1199 Pacific Avenue

- (a) 1155 Pacific Avenue - Inspect and Test one (1) Standpipe System, one (1) fire pump, two (2) Pre-Action systems and ITT fluid products 500 US/GPM centrifugal fire pump. To be completed on same dates annually thereafter until expiry of Contract.
- (b) 1199 Pacific Avenue - Inspect and Test one (1) Standpipe System, one (1) fire pump, two (2) Pre-Action systems and ITT fluid products 500 US/GPM centrifugal fire pump. To be completed on same dates annually thereafter until expiry of Contract.
- (c) Inspect and test one (1) fire alarm system, shared between both addresses (Siemens MXL Fire Alarm System, Emergency Lighting Packs, Exit and Remote Lighting).

E5.7 Item 8 and Item 39 – Mandarin Building, 185 King Street

- (a) Inspect and Test 4" Style 714 Victaulic Sprinkler system c/w Fire Pump Model 6X4LA-F 54213 Serial #8806410 and controller. Inspect and Test Backflow BEEC 6" Serial # F821730. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Micom Ser. 100), including emergency lighting.

E5.8 Item 9 and Item 40 – Fire Hall Museum, 56 Maple

- (a) Inspect and Test 1 6" Dry Sprinkler System Valve. Model #F3021. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Mircom FA-1008K), including emergency lighting.

E5.9 Item 10 and Item 41 – Fort Rouge Leisure Centre – 625 Osborne Street

- (a) Inspect and Test one (1) Automatic Sprinkler System and one propylene glycol loop, 6" Grinnell Model "A" alarm valve including annual test of the anti-freeze at 625 Osborne Street. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Mircom FA-204E), including emergency lighting.

E5.10 Item 11 and Item 42 – Administration and Council Building – 510 Main Street

- (a) Inspect and Test one (1) Wet Sprinkler System (1- 6" Tyco 2-4" Potter), six (6) Tamper switches, three (3) Water Flow switches and one (1) Pre-Action System. Dust Collection Room Sub Basement at 510 Main Street. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (EST Quickstart - single stage), including emergency lighting.

E5.11 Item 12 – Administration Building – 510 Main Street

- (a) Dry standpipe test in 2005 at 510 Main Street. This is required to be tested once every five (5) years.

E5.12 Item 13 and Item 43 – Police – 850 Empress Street

- (a) Inspect and Test one (1) Wet Sprinkler System, 8" Reliable Model "B" Valve, Serial # 8B10087 at 850 Empress Street. To be completed on same dates annually thereafter until expiry of the Contract.
- (b) Inspect and test one (1) fire alarm system.

E5.13 Item 14 and Item 44 – Police Personnel – 280 William Avenue

- (a) Inspect and Test one (1) Wet Sprinkler System, 3" Rosco, Serial # 12461 at 280 William Avenue. To be completed on same dates annually thereafter until expiry of the Contract.
- (b) Inspect and test one (1) fire alarm system (Edwards Quickstart), including emergency lighting.

E5.14 Item 15 and Item 45 – Public Safety Building – 151 Princess Street

- (a) Inspect and test one (1) Wet and Pre-Action Sprinkler System. To be completed on same dates annually thereafter until expiry of the Contract
- (b) Inspect and Test one (1) fire alarm system (Simplex 4100 / 4010 – two stage), including emergency lighting.

E5.15 Item 16 and Item 46 – Winnipeg Police Service – 700 Assiniboine Park Drive

- (a) Inspect and Test one (1) Wet Sprinkler System, 8" Reliable Model "B" Valve, Serial # 8B10087. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Edwards EST3 addressable system) including emergency lighting.

E5.16 Item 17 and Item 47 - 311 Ross Avenue

- (a) Inspect and Test one (1) Wet and Dry Sprinkler System. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Simplex 4010) including emergency lighting.

E5.17 Item 18 and Item 48 – Public Works – 1277 Pacific

- (a) Inspect and test Wet and Dry Pipe Valves 1-6" F3021. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Mirtone 7900) including emergency lighting.

E5.18 Item 19 – The Arcade

- (a) Dry standpipe test in 2005 at 171 Princess Street, Arcade. This is required to be tested once every five (5) years.

E5.19 Item 20 and Item 49 – Elmwood Kildonans Pool – 909 Concordia Avenue

- (a) Inspect and Test one (1) Wet Pipe Automatic Sprinkler System, and one (1) 4" Reliable alarm valve. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Edwards 6500), including emergency lighting.

E5.20 Item 21 and Item 50 – Seven Oaks Pool – 444 Adsum Drive

- (a) Inspect and Test one (1) Wet Pipe Automatic Sprinkler System, and one (1) 4" Reliable alarm valve. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Edwards Custom 6500), including emergency lighting.

E5.21 Item 22 and Item 51- Pan Am Pool – 25 Poseidon Bay

- (a) Inspect and Test One (1) Wet Pipe Automatic Sprinkler System, and one 4" Gem Model F2001 alarm valve. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Notifier 500), including emergency lighting.

E5.22 Item 23 and Item 52- St James Centennial Pool – 644 Parkdale Street

- (a) Inspect and Test One (1) Wet Sprinkler System. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Notifier AFP-200), including emergency lighting.

E5.23 Item 24 and Item 53 – Cindy Klassen Recreation Complex – 999 Sargent Avenue

- (a) Inspect and Test One (1) Wet Sprinkler System. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (MircomFX2000), including emergency lighting.

E5.24 Item 25 and Item 54 – Frieghthouse – 200 Isabel Street

- (a) Inspect and Test one (1) Wet Sprinkler System. To be completed on same dates annually thereafter until expiry of Contract.
- (b) inspect and test one (1) fire alarm system (Mircom Series 1000) including emergency lighting.

E5.25 Item 26 - St. John's Lawn Bowling – 1199 Main Street

- (a) Inspect and Test one (1) Wet Sprinkler System. To be completed on same dates annually thereafter until expiry of Contract.

E6. REPAIRS

E6.1 Major repairs/maintenance are not incidental to this Contract, however, the Contractor may perform major repairs/maintenance on an "as-required" basis only if specifically authorized by the Contract Administrator. Authorization for a predetermined dollar amount may be negotiated with the Contractor in order to allow for continuity of the Work or the Contract Administrator may assign journeymen.

E6.2 The Contractor shall provide a telephone number at which he may be contacted twenty-four hours each day, seven days every week. Other than as specified in section E4.1.1(a), if the telephone number provided is an answering service or answering machine, the Contractor shall return calls within one (1) hour of a message from the City. Upon contact, the Contractor shall respond at the Site within one (1) hour except as otherwise allowed at the time of call-out.

- E6.3 The City reserves the right to call for competitive bids for repairs/maintenance/parts deemed to warrant such.
- E6.4 The bidder shall identify on Form B: Prices, an hourly labour rate for significant work, which is beyond the normal testing and inspection of systems. (IE: major repairs, expansion to an existing system).

E7. COST FOR PARTS

- E7.1 Minor repairs/maintenance incidental to this contract may be required on an "as required" basis if authorized by the Contract Administrator. Authorization for a predetermined dollar amount may be negotiated with the Contractor in order to allow for continuity of the Work or the Contract Administrator may assign journeymen.
- E7.2 The Bidder shall identify on Form B: Prices, a percentage to be charged above the cost for parts for work, which is incidental to the normal testing and inspection of systems. (IE: glass rods, lamps, etc.).

E8. INSPECTION & TESTING OF FIRE ALARMS & EMERGENCY LIGHTING

- E8.1 Appendix A is a list of locations, whether or not they have elevators and the type of equipment at each address. Scheduling inspections will be done at the discretion of the Contract Administrator and/or designate. The City is not responsible for the accuracy of the information.
- E8.2 Appendix B is a list of locations with the known approximate square footage. The information is provided for the convenience of Bidders. The City is not responsible for the accuracy of the information

Appendix A

Item No.	Description	Address	Model No.	Elevator
33	Rainbow Stage	2121 Main St.	Edwards 2280	No
34	Water & Waste	1539 Waverley	Mircom 1008K	No
35	Winnipeg Concourse	365 Main	Simplex 4001 - single stage	No
36	Confederation Bldg	457 Main Street	Simplex 4100U	Yes
37	Millennium Library	251 Donald Street	Simplex 4100U	Yes
38	Public Works	1155 Pacific Avenue	Siemens MXL Fire Alarm System, Emergency Lighting Packs, Exit and Remote Lighting	Yes
39	Mandarin Building	185 King St.	Micom Ser. 100	Yes
40	Fire Hall Museum	56 Maple Street	Mircom FA-1008K - single stage	No
41	Fort Rouge Leisure Centre	625 Osborne Street	Mircom FA-204E - single stage	No
42	Administration & Council Buildings	510 Main Street	EST Quickstart - single stage	Yes
43	Police Service	850 Empress Street		
44	Police Personnel	280 William	Edwards Quickstart	No
45	Public Safety Building	151 Princess Street	Simplex 4100 / 4010 - two stage	Yes
46	Police Service	700 Assiniboine Avenue	Edwards EST3 addressable system	No
47	Storage	311 Ross	Simplex 4010	Yes
48	Public Work Stores	1277 Pacific Ave.	Mirtone 7900	No
49	Elmwood Kildonan Pool	909 Concordia Ave	Edwards 6500	No
50	Seven Oaks Pool	444 Adsum Dr.	Edwards Custom 6500	No
51	Pan Am Pool	25 Poseidon	Notifier 500	Yes
52	St. James Centennial Pool	644 Parkdale St.	Notifier AFP-200	No
53	Cindy Klassen Recreation Complex	999 Sargent Ave	MircomFX2000	Yes
54	Freight House	200 Isabel Street	Mircom FA 1000	No
55	Archives & Records	380 William	Mircom FA-204E	Yes
56	Museum	140 Meade	Simplex Series M-100 - single stage	No
57	Museum	212 Dumoulin	Edwards 2280	No
58	Transcona Museum	141 Regent	Notifier 500	No
59	St. Boniface City Hall	219 Provencher	Mircom FA30	Yes
60	Police Service	55 Princess Street	Mircom FX2000	Yes
61	Police Academy	130 Allard	Edwards EST	No
62	Police Service	1350 Pembina Hwy.	Simplex 4006 - single stage	No
63	Police Service	262 Hartford	Edwards 6616	No

Item No.	Description	Address	Model No.	Elevator
64	Police Service	210 Lyle	Edwards 6616	No
65	Police Service	5006 Roblin	No Panel 110 Volt	No
66	St. Vital Community Office	604 St. Marys Rd	Edwards 3 wire	No
67	Community Health Centre	601 Aikins	Simplex 4004	No
68	Community Services	33 Warnock	Simplex 4004	No
69	Community Services	120 Eugiene	Edwards 3-Wire - single stage	No
70	Animal Services	1057 Logan	Notifer 500	No
71	Insect Control	3 Grey	Simplex 4001 - single stage	No
72	Fort Garry Library	1360 Pembina	Mircom FA-301-8LW2280 - single stage	No
73	Louis Reil Library	1168 Dakota	Edwards 6616	No
74	St. Vital Library	6 Fermor	Mircom FA 101	No
75	Windsor Park Library	955 Cottonwood	Secutron MR2600 - single stage	No
76	Charleswood Library	5014 Roblin	Edwards 3 wire	No
77	West Kildonan Library	365 Jefferson Avenue	Mircom FX2001-6K	No
78	Transcona Library	111 Victoria Avenue	Notifier 500	Yes
79	St. James Library	1910 Portage Ave	Simplex 4004	Yes
80	North West Library	765 Keewatin	Mircom	No
81	River Heights Library	1520 Corydon Ave.	Mirtcom FA-I025A - single stage	No
82	St. John's Library	500 Salter Street	Notifier CFP2410B	No
83	Westwood Library	66 Allard	Edwards EST	No
84	Cornish Library	20 Westgate Street	Secutron MR 26089 - single stage	No
85	Ambulance Station	524 Osborne St.	Simplex 4004	No
86	Public Works	1220 Pacific Avenue	Simplex 4002	No
87	Action House	377 Dufferin Ave.	Mircom FA-204E	No
88	Harbour View Recreation Centre	1867 Springfield Road	Mircom M100	No
89	Elmwood Winter Club	75 Brazier St.	Chubb 3000 - single stage	No
90	East End Cultural Centre	575 Larsen Ave.	Simplex 4001 - single stage	No
91	Peguis Pavillion Kildonan Park	2021 Main St.	120 volt	No
92	Turtle Island Recreation Centre	510 King St.	Mircom Series 200	No
93	Elmwood East Kildonan Senior Center	180 Poplar Ave.	Edwards 1527 - single stage	No
94	Assiniboine Park Gift Shop	460 Assiniboine Park Dr.	Simplex 4001	No

Item No.	Description	Address	Model No.	Elevator
95	Leo Mol Sculpture and School House	460 Assiniboine Park Dr	Mircom 200	No
97	Assiniboine Park Conservatory	15 Conservatory Drive	Mircom FA-204E	No
98	Kinsmen Discovery Centre – Zoo	460 Assiniboine Park Dr	Edwards 6616	No
99	Public Works Shops	752 McGee Ave	Simplex 4005	Yes
100	Sherbrook Pool	381 Sherbrook Ave	Edwards EST-2	No
101	Transcona Kinsmen Pool	1101 Wabasha St	Firelite CMP 2401B	
102	Bonivital Pool	1215 Archibald St	Simplex 4208	No
103	Margaret Grant Pool	685 Dalhousie	Firelite CMP 2402B	No
104	Eldon Ross Pool	1887 Pacific Ave	Simplex 2001	No
105	North Winnipeg Centennial Pool	90 Sinclair Ave	Pyrene 400	No
106	Charles A. Barbour Arena	500 Nathaniel	Simplex 4001 - single stage	No
107	Century Arena	1377 Clarence Ave	Simplex 4004 - single stage	No
108	Eric Coy Arena	535 Oakdale Dr.	Mircom FA-101 - single stage	No
109	St. James Civic Centre	2055 Ness Ave.	Firelite MS-2410BC	No
110	Sam Southern Arena (part of Fort Rouge Leisure Centre)	625 Osborne St. S	Edwards 2280	No
111	Vimy Arena	255 Hamilton Ave.	Simplex 4001	No
112	Old Exhibition Arena	80 Sinclair Ave.	Mircom FA-101A	No
113	Pioneer Arena	799 Logan Ave	Simplex 4001	No
114	Bertrand Arena	294 Bertrand Street	Mirom FA-301-8LW	No
115	Terry Sawchuk Arena	901 Kimberly Avenue	Chubb 930-1300	No
116	Sargent Park Arena	1111 Wall Street	Simplex 4001	No
117	Roland Michener Arena	1121 Wabasha St.	Fire-Lite CMP-2401B	No
118	Magnus Eliason Rec. Centre	430 Langside St.	Simplex 4002	Yes
119	Billy Mosienko Arena	709 Keewatin	Mircom FA-101T	No
120	River East Arena	1410 Rothesay St	Chubb 930-1300	No
121	Maginot Arena	910 Maginot St.	Mirtone 7600	No
122	St. James Historical Museum	3180 Portage Avenue	Simplex 4001	No

Appendix B

Location	Square footage
Rainbow Stage (Kildonan Park)	30,025
Water & Waste (1539 Waverley)	86,297
Winnipeg Concourse (Portage & Main)	23,477
Confederation Building (457 Main Street)	98,084
Millennium Library (251 Donald Street)	130,850
Public Works Building (1155 Pacific Avenue)	56,493
Mandarin Building (185 King Street)	58,680
Fire Hall Museum (56 Maple Street)	14,476
Fort Rouge Leisure Centre (625 Osborne Street)	27,002
Administration Building (510 Main Street (sub-basement))	185,815
Administration & Council Building (510 Main Street)	84,510
Police (850 Empress Street)	25,707
Police Personnel (280 William Avenue)	14,803
Public Safety Building (151 Princess Street)	130,135
Winnipeg Police Service (700 Assiniboine Park Drive)	54,326
311 Ross	112,239
Public Works Stores (1277 Pacific Avenue)	41,824
The Arcade (171 Princess Street)	201,122
Elmwood Kildonan Pool (909 Concordia Avenue)	45,908
Seven Oaks Pool (444 Adsum Drive)	45,908
Pan Am Pool (25 Poseidon)	163,000
St. James Centennial Pool (644 Parkdale Street)	55,252
Cindy Klassen Recreation Complex (999 Sargent Avenue)	75,680
Freight House (200 Isabel Street)	30,000
St. John's Lawn Bowling (1199 Main Street)	1,468
Archives & Records (380 William)	24,247
Museum (140 Meade)	1,700
Museum (212 Dumoulin)	10,996
Transcona Museum (141 Regent)	4,726
St. Boniface City Hall (219 Provencher)	49,120
Winnipeg Police Service (55 Princess Street)	27,516
Winnipeg Police Academy (130 Allard)	45,024
Winnipeg Police Service (1350 Pembina)	14,800
Winnipeg Police Service (262 Hartford)	15,286
Winnipeg Police Service (210 Lyle)	12,642
Public Works (5006 Roblin Boulevard)	11,012
St. Vital Community Office (604 St. Mary's Road)	11,960
Community Health Centre (601 Aikins)	10,282
Community Services (33 Warnock)	7,510
Animal Services (1057 Logan Avenue)	24,945
Insect Control (3 Grey Street)	4,265
Fort Garry Library (1360 Pembina)	9,334
Louis Reil Library (1168 Dakota)	13,143

Location	Square footage
St. Vital Library (6 Fermor)	20,460
Windsor Park Library (955 Cottonwood)	12,514
Charleswood Library (5014 Roblin Boulevard)	4,914
West Kildonan Library (365 Jefferson Avenue)	13,766
Transcona Library (111 Victoria)	8,640
St. James Library (1910 Portage Avenue)	24,261
North West Library (765 Keewatin Street)	13,779
River Heights Library (1520 Corydon Avenue)	7,313
St. John's Library (500 Salter Street)	7,090
Westwood Library (66 Allard)	7,137
Cornish Library (20 Westgate Street)	4,596
Ambulance Station (524 Osborne Street)	8,480
Public Works (1220 Pacific Avenue)	44,824
Action House (377 Dufferin Avenue)	4,343
Harbourview Recreation Centre (1867 Springfield Road)	41,152
Elmwood Winter Club (75 Brazier Street)	6,669
East End Cultural Centre (575 Larsen Avenue)	8,305
Peguis Pavillion (Kildonan Park) (2021 Main Street)	7,825
Turtle Island Recreation Centre (510 King Street)	1,501
Elmwood East Kildonan Senior Centre (180 Poplar Avenue)	6,345
Assiniboine Park Gift Shop (460 Assiniboine Park Dr)	51,216
Leo Mol Sculpture (460 Assiniboine Park Dr)	2,308
Assiniboine Park Conservatory (15 Conservatory Drive)	26,005
Kinsmen Discovery Centre – Zoo (460 Assiniboine Park Dr)	12,900
Public Works Shops (752 McGee Avenue)	25,845
Sherbrook Pool (381 Sherbrook Avenue)	35,510
Transcona Kinsmen Pool (1101 Wabasha Street)	11,055
Bonivital Pool 1215 (Archbald Street)	38,871
Margaret Grant Pool (685 Dalhousie)	19,137
Eldon Ross Pool (1887 Pacific Avenue)	10,148
North Winnipeg Centennial Pool (90 Sinclair Street)	52,008
Charles A. Barbour Arena (500 Nathaniel)	26,704
Century Arena (1377 Clarence Avenue)	35,348
Eric Coy Arena (535 Oakdale Drive)	26,469
St. James Civic Centre (2055 Ness Avenue)	57,532
Sam Southern Arena (625 Osborne Street) (part of Fort Rouge Leisure Centre)	Included in Fort Rouge Leisure Centre
Vimy Arena (255 Hamilton Avenue)	24,111
Old Exhibition Arena (80 Sinclair Street)	25,758
Pioneer Arena (799 Logan Avenue)	31,592
Bertrand Arena (294 Bertrand Street)	28,649
Terry Sawchuk Arena (901 Kimberly Avenue)	34,025
Sargent Park Arena (1111 Wall Street)	24,983
Roland Michner Arena (1121 Wabasha Street)	37,437
Magnus Eliason Recreation Centre (430 Langside Street)	8,500

Location	Square footage
Billy Mosienko Arena (709 Keewatin Street)	34,003
River East Arena (1410 Rothesay Street)	33,648
Maginot Arena (910 Maginot Street)	28,245
St. James Historical Museum (3180 Portage Avenue)	11,667



**Planning, Property and Development Department
Building Services Division
Confined Space Entry Permit**

Date: _____ Person in charge of entry: _____ Risk level: _____

Maximo workorder # – (if applicable): _____ Work site address: _____

Description of work: _____

Permit valid for duration of work only.(date, time): _____
(Permit must be reissued if any working conditions change. ie, change of shift, new hazard identified etc.)

Emergency Response Procedures

Phone numbers: _____ Nearest hospital: _____

Identified first aiders: _____

Method of communication with entrant: Visual Verbal Other _____

Fire extinguisher on site: Yes

Emergency (rescue) plan: _____

Hazard identification (check all). If applicable, identify hazard reduction strategy.

Drowning	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
Entrapment in material	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
Poor access	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
Visibility	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
Lighting	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
Biological	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
Dust	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
Explosive/flammable	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
Fumes/mists	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
Humidity	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
Oxygen deficient	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
Oxygen enrichment	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
Toxic gases	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
Animals/bugs	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
Bump hazards	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
High voltage	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
Asbestos	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
PCB	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
Noise	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
Working at heights	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
Slip/trip	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
Temperature	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
Noise	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
Hot work	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
Traffic	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____
Other	<input type="checkbox"/>	n/a	<input type="checkbox"/>	_____

Identify all Confined Space Entrants**Identify stand-by worker (may be Central Control)**

Permit to be posted at the work site beside the entrance to the confined space and to remain posted throughout the duration of the work.

A copy of this permit to be forwarded to the Public Works Safety Branch 24 hrs notice before entry into any confined space can be made.

In instances where emergency repairs are required, contact Safety Branch by phone prior to entry (1. 794-4388, 2. 794-4903, 3. 470-4775). Permit will be filled out by staff at site and forwarded to the Safety Branch immediately after work completed.

In all instances, the completed permit, after work is complete, will be forwarded to the Supervisor in charge.

Applicable Safe Work Procedure

Review applicable safe work procedure with crew prior to entry. Check completed review of SWP.

- Risk level 1 Low risk
 Risk Level 2 Medium risk
 Risk Level 3 High risk
 Risk Level 4 Extreme risk

Air Monitoring

Continuous air monitoring is required in all confined spaces with a risk rating of 2,3 or 4. Continuous air monitoring is required in all spaces where the job process may introduce an atmospheric hazard.

Continuous air monitoring required: Yes No

Component	Permissible levels	Pre-entry concentration
Oxygen	19.5% – 23.5%	
Flammables/combustibles	Less than 10% LEL	
Toxics	CO – less than 35 ppm H2S – less than 10%	

NOTE: If air borne toxic materials are suspected, do not enter the confined space. Contact your Supervisor and find out why they are there.

Gas Tester

Manufacturer: _____

Model: _____

Date calibrated: _____

Contractors

Contractors are responsible for their own personal protection equipment, rescue plans, staff training, stand-by workers, tools and equipment and air monitoring equipment. Contractors must fill out the permit, perform the work and send completed copies to the Contract Administrator,

Contract administrator: _____ Phone #: _____

Contractor site supervisor: _____ Phone #: _____

Final Review Before Starting Work (check all)

- Scope of work discussed.
- Person in charge has been identified.
- Emergency response plan discussed.
- All hazards identified and appropriate safe work procedures implemented.
- Air quality checked where required.
- PPE selected to mitigate the hazard(s).
- All required safety gear in on-site.
- All required tooling on-site
- All required documentation is on-site (Entry permit, safe work procedure, MSDS, manuals, prints etc)

Sign-off

Person in charge of entry is satisfied all safe-work conditions have been met.

Name: _____

Signature: _____

RISK LEVELS — DEFINITIONS

RISK LEVEL 1 – CONFINED SPACE – (LOW RISK)

- 1) **Space and job process that:**
 - a) **“Do not”** contain hazards **OR** have **“very low”** risks.
 - b) **“Can be”** – positively controlled through the use of mechanical or manual ventilation..
- 2) Access and exit **“will not be”** compromised by power failure or any other outside influence(s).
- 3) A standby worker is required – but does not need to be in **or** at the confined space but in communication with the worker in the confined space.
- 4) **Hazards are — Controllable — and require a combination of:**
 - a) Awareness, caution and the use of proper **PPE**.
 - b) **SWP** is mandatory.

RISK LEVEL 2 — CONFINED SPACE — (MEDIUM RISK)

- 1) **Space and job process that:**
 - a) **“Do”** contain hazards **AND** have **“minor”** risks.
 - b) **“Can be”** – positively controlled through the use of mechanical or manual ventilation.
- 2) Access and exit **“will not be”** compromised by power failure or any other outside influence(s).
- 3) A standby worker is required – but does not need to be in **or** at the confined space but in communication with the worker in the confined space.
- 4) **Hazards are — Controllable — and require a combination of:**
 - a) Awareness, caution and the use of proper **PPE**. – (may require the use of a small disposable portable respirator)..
 - b) **SWP** is mandatory.
- 5) Space and job process that are **“non”-life threatening** but have potential for **“non”-catastrophic** injuries or sickness but still resulting in lost time.

NOTE: RISK LEVEL 2 — Vertical confined spaces – mandatory requirements: a) standby worker (on site) b) lifeline and harness

RISK LEVEL 3 — CONFINED SPACE — (HIGH RISK)

- 1) **Space and job process that:**
 - a) **“Do”** contain hazards **AND** have **“major”** risks.
 - b) **“Cannot be”** – positively controlled through the use of mechanical or manual ventilation.
- 2) Access and exit **“could be”** compromised by power failure or any other outside influence(s).
- 3) A standby worker is required — who can effectively enter to rescue a worker.
- 4) **Hazards are — NON – Controllable — and require a combination of:**
 - a) Awareness, caution and the use of proper **PPE**.
 - b) **SWP** is mandatory.
- 5) Space and job process that are **“life threatening”** but have potential for **“catastrophic”** injuries or sickness – resulting in lost time.
- 6) Retrieval of injured personnel — from the confined space is either — extremely difficult or dangerous.
- 7) Air quality sampling is mandatory — before entry into the confined space.

NOTE: RISK LEVEL 3 — Vertical confined spaces – mandatory requirements:
a) standby worker (on site) b) lifeline and harness c) **respirator**

RISK LEVEL 4 — CONFINED SPACE — (EXTREME RISK)

1 – 7) see Risk Level 3 — numbers1.....2..... 3.....4 5.....6.....7

- 8) Due to the nature of the hazards within the confined space or location of the space It is not possible to render the confined safe to enter without the **proper respiratory protection** such as an airline respirator or a self contained breathing apparatus.

NOTE: RISK LEVEL 4 — Vertical confined spaces – mandatory requirements:
a) standby worker (on site) b) lifeline and harness c) **airline respirator or SCBA**

HAZARD — DEFINITIONS

HAZARDS – ACCESS – (HA)

- Risky Access** – Risky or difficult to access the confined space by entering or exiting-(i.e. scaffold, ladder needed) – (state)
– Exits at heights that could cause a fall, restricted openings, exits at deep depths – (state)
- Hazards — **ACCESS** — **OTHER** — (specify)

HAZARDS – BRIGHTNESS (lighting / visibility) – (HB)

- Lighting** — inadequate lighting — little or no light
- Visibility** — little or no visibility — due to non-perilous dust, mist or fogs (i.e. – humidity, sawdust.....etc.)
- Hazards — **BRIGHTNESS** — **OTHER** — (specify)

HAZARDS – ENVIRONMENT (atmosphere) – (HE)

- Asbestos** – Anyplace that the worker may come into contact with or breathe in.
- Biological agents** — (be very specific in comments on hazards)
Bacterial, viral infections, mould, mildew, fungus..... etc.
- Dusty Air** – Air is filled with excessive dust **or** other particulate matter — (non hazardous)
Dust in air must be excessive which can cause potential breathing problems (possible requirement – disposable respirator).
Dust – present in the confined space **or** caused by sawdust or grains etc.
- Explosive** – Methane gas, natural gas, gasoline etc.
- Foul Air** – Air or Air Smell – is contaminated, tainted or unclean.
- Fumes and Mists— (state type)**
Fumes from – i.e. fuel or fuel derivatives, solvents etc.
– i.e. chlorine use **or** acid washing processes etc.
Mists or fogs from spraying applications **or** cleaning products..... etc.
- Humidity and/or Dampness** – Air is filled with excessive moisture
i.e. some – boilers rooms, crawl spaces, attics..... etc.
- Oxygen Deficient** – occurs when oxygen is displaced by other gases

- Oxygen Enrichment** – occurs through improper blanking of oxygen lines, leaking fuel gas welding equipment or ventilation with oxygen instead of air.
- Radiation** – specifically radon
Radon is a colorless heavy inert radioactive gas formed by the disintegration of radium.
This hazard must be recorded with #15. Toxic Gases, Vapours
- Sewer Gas** – Any place that the work occurs in or around a sewer system or pipe.
- Smoke** – results from combustion welding or other types of combustion.
- Steam** – leakage of steam from supply systems
- Temperature Extremes**
 - Both** – working in both hot and cold climate conditions – (i.e. attics)
 - Cold** – working in cold climate conditions – (i.e. fridges, freezers)
 - Hot** – working in hot climate conditions – (i.e. boilers, furnace rooms)
- Toxic Gases, Vapours** — from
Carbon Monoxide – possibly due to poorly maintained combustion devices
Hydrogen Sulphide gas H₂S, Chlorine vapours in significant amounts.. etc
- Hazards — **ENVIRONMENT** — **OTHER** — (specify)

HAZARDS – PHYSICAL – (HP) – Hazards that may

- Animals — (be very specific in comment on hazards)**
 - Hazardous/ dangerous** — rodents, pigeons, dogs, zoo animals etc.
 - Bugs / insects** — bees, wasps, hornets, ants (specify)..... etc
 - Dead** – dead rodents or other animals etc.
 - Feces** – animal feces (rodents, cats or other animals)..... etc
 - Poison** – poison placed in confined space to kill animals etc
 - Animal Sewage** – liquefied effluent from animals
i.e. – birds or zoo animals..... etc
- Ceiling Height – low** – any confined space where personnel cannot stand up – possible head impact
personnel can only move by crouching or crawling.
- Chemicals / Materials (residual) or toxic substances (be very specific in comment on hazards)**
Storage tanks, liquid distribution
Discarded oils, hydraulic oils etc. — Lime or other chemicals.
Cleaning products **or** corrosive materials.
- Electrical Infrastructure**
– the presence of any unguarded electrical infrastructure **or** equipment, that may cause burns shock or electrocution if contacted by personnel or equipment (i.e. metal ladders, lifelines or tools..... etc.)
- Extremely Restrictive or small confined spaces**
– may cause claustrophobia
- Falling Hazard** — any confined space where a fall may take place due to the collapse of the structure that is be used as support.
i.e. walking between joists **or** working on top of ceiling hangers....etc.
that could cause a fall through a ceiling or a false ceiling

cause personal discomfort or injury

- Flammable Materials** – Any material – that can easily ignite **or** contains an accelerant which can easily ignite and spread fire, when in contact with a flame or heated surface.
(i.e. excelsior, stuffing, wood chips etc.)
(i.e. solvents or gasoline, or rags that are soaked in solvents or gasoline)
- Foul Water** – Water is contaminated, tainted, unclean or stagnant.
- Human Sewage** – liquefied effluent from humans (sewers or sewer systems)
- Loose material (engulfment by)** – sand, fertilizers, flooding etc.
- Moving / Rotating Equipment** — drives belts, augers, paddles, scrapers, agitators etc.
- Piping / Distribution systems** – confined space cluttered with
– Lines and pipes used for liquid or gas — distribution or disposal
– HVAC venting and delivery systems
– Electrical systems
- Structural systems** – confined space cluttered or networked with
– Vertical - supports and columns – within the confined space
– Horizontal - structures – within the confined space
i.e. – floor joists or beams or floor structures
i.e. – open web steel joist framing
– Internal walls – within the confined space
- Tripping Hazard**– spaces where there is a danger of tripping **or** falling due to the type of walking surface, objects on the ground **or** infrastructure.
i.e. (clutter on the walking surface, walking along beams in attics.....etc.)
- Wet / Slick surfaces**
– Work areas that may be typically wet where moisture **or** liquids create slippery surfaces that could cause falls **or** other hazards.
- Hazards — **PHYSICAL** — **OTHER** — (specify)

HAZARDS – Supplementary – (HS)

- Cold work** – situations where toxic substances **or** other hazards exist.
- Distance from Exit** – any confined space that contains work locations that are a long distance from the exit
- Height – Extreme** – any space where the fall height is extreme (i.e. roofs)
- Hot Work** – any confined space that contains heated surfaces that could cause burns to workers, from hot equipment **or** from the work being performed.
i.e. engines, exhaust manifolds, steam pipes, welding..... etc.
- Locked In** – any confined space where there is a danger of being locked in (i.e. fridges, freezers, heavy hatch slamming shutetc.)
- Noise – Excessive** – working around equipment that while operating have high decibel levels
i.e. jackhammers, grinders, compressors etc.
- Vibrations – Excessive** – working in a confined space that is subject a high amount of vibration due to equipment being running in or nearby **or** external factors
i.e. jackhammers, engines etc.
i.e. confined space being shaken by external factors outside the space
- Hazards — **SUPPLEMENTARY** — **OTHER** — (specify)

REQUIREMENTS + TERMINOLGY + PERMIT INFORMATION + CS CODES

- REQUIREMENTS for all CONFINED SPACE ENTRIES**
- Knowledge of — MANITOBA REGULATION — 217–2006 — PART 15 **see — Reference Sheet – 1 of 5**
 - All confined space entries require — Risk level assessments, safe work procedures and training.
 - All confined space entries require — Permits.
 - All confined space entries require — a standby worker – trained in – First Aid – Rescue – Emergency Response.

TERMINOLOGY + ACRONYMS	Hazard Information Sheet — (HIS)	Safe Work Procedure — (SWP)
	Personal Protective Equipment — (PPE)	Self Contained Breathing Apparatus — (SCBA)

AN ENTRY PERMIT and STANDBY WORKER — WILL BE REQUIRED BEFORE ENTERING “ANY” CONFINED SPACE.

The entry permit will state the following information:

- | | |
|---|---|
| 1. Person or Persons allowed entering the space | 6. Emergency/rescue plan |
| 2. Work to be performed | 7. Testing and calibration of the testing equipment |
| 3. Known hazards encountered | 8. Duties of the persons entering the confined space. |
| 4. Potential hazards associated with the work process | 9. Duties of the standby worker |
| 5. Personal protection equipment required | |

CONFINED SPACES — CODES

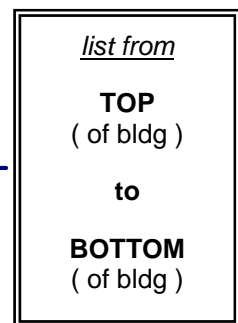
CONFINED SPACE CODES — Refer to the “confined space” codes below to identify the confined spaces correctly

CONFINED SPACE – TYPE – (C T)

- | | |
|--|---|
| 1. Attic – (also a possible CS – “Entrance” ACCESS LOCATION)..... CT-AT | 7. Sewer..... CT-SW |
| 2. Basement – (also a possible CS – “Entrance” ACCESS LOCATION)..... CT-BM | 8. Tank..... CT-TK |
| 3. Crawl Space..... CT-CS | 9. Vent Shaft..... CT-VS |
| 4. Pit / Manhole..... CT-PM | 10. Walk-in— Fridge or Freezer.....CT-WF |
| 5. Roof..... CT-RF | 11. Other — CS – TYPES (specify)..... CT-OT |
| 6. Service – Chase or Corridor..... CT-SC | |

CONFINED SPACE “Entrance” – ACCESS LOCATION – (floor level) – (A L)

1. **ATTIC Level** — (entrance location) — **(A)**
Attic.....AL-**A1** (attic)
2. **FLOOR Level** — (entrance location) — **(F)**
Floor.....AL-**F3**___AL-**F2**___AL-**F1**.....etc.
3. **BASEMENT Level** — (entrance location) — **(B)**
Basement.....AL-**B1**___AL-**B2**___AL-**B3**.....etc.
4. **PARKING Level** — (entrance location) — **(P)**
Parking.....AL-**P1**___AL-**P2**___AL-**P3**.....etc.
5. **OTHER** — (entrance locations) — **(OT)**
Other.....AL-**OT** – (specify)



CONFINED SPACE “Entrance” – ACCESS TYPE – (A T)

- | | |
|--|---|
| 1. Access Open (i.e. service chase)..... AT-AO | 3. Man Door..... AT-MD |
| 2. Hatch — (or small door) | 4. Access Type — OTHER (specify)..... AT-OT |
| a. Ceiling..... AT-HC | |
| b. Floor..... AT-HF | |
| c. Wall..... AT-HW | |

CONFINED SPACE – Reference Sheet

Reference Sheet 5 of 5

ACCESS TYPES + HAZARD CODES...cross referenced to...SPECIFIC RISK LEVELS

NOTE — The following hazards.....create the **minimum** risk levels.....cross referenced below.

— The same hazards.....may still create higher risk levels.....than those cross referenced below.

It is mandatory to correctly associate hazards with proper risk levels — for “each” of the individual confined spaces.

With respect to hazards.....define any specific threats.....in the comments on hazards portion of the document.

ACCESS TYPE

DESCRIPTION	CODE	MINIMUM RISK LEVEL
1 Access Open – (i.e. service chase)	AT - AO	
2 Hatch — (or small door)		
a Ceiling	AT - HC	1
b Floor	" - HF	1

A T

DESCRIPTION	CODE	MINIMUM RISK LEVEL
c Wall	" - HW	1
3 Man Door	" - MD	? ? ? ?
4 Access Type - OTHER	AT - OT	? ? ? ?

HAZARDS — ACCESS

H A

DESCRIPTION	CODE	MINIMUM RISK LEVEL
1 Risky Access	HA - RA	2
2 Hazards — Access - OTHER	HA - OT	? ? ? ?

HAZARDS — BRIGHTNESS

lighting + visibility

H B

DESCRIPTION	CODE	MINIMUM RISK LEVEL
1 Little <u>or</u> No Light	HB - NL	1
2 Little <u>or</u> No Visibility	" - NV	1
3 Hazards — Brightness - OTHER	HB - OT	? ? ? ?

HAZARDS — ENVIRONMENT (atmosphere)

H E

DESCRIPTION	CODE	MINIMUM RISK LEVEL
1 Asbestos	HE - AS	2
2 Biological Agents	" - BA	2
3 Dusty — Air	" - DA	2
4 Explosive	" - EX	3
5 Foul — Air	" - FA	2
6 Fumes and Mists	" - FM	3
7 Humidity <u>and/or</u> Dampness	" - HD	2
8 Oxygen – Deficient	" - OD	3
9 Oxygen – Enrichment	" - OE	2
10 Radiation – (radon gas) - use with #15	HE - RR	3

DESCRIPTION	CODE	MINIMUM RISK LEVEL
11 Sewer Gas	HE - SG	2
12 Smoke	" - SM	3
13 Steam	" - ST	2
14 Temperatures		
a Both — Hot + Cold	HE - TB	2
b Cold (only)	" - TC	2
c Hot (only)	" - TH	2
15 Toxic Gases (vapours)	" - TG	3
16 Hazards — Environment - OTHER	HE - OT	? ? ? ?

HAZARDS — PHYSICAL

H P

DESCRIPTION	CODE	MINIMUM RISK LEVEL
1 Animals — specify <u>type of animal</u> in comments on hazards		
a Hazardous — state type	HP - AA	2
b Bugs / insects — state type	" - AB	2
c Dead (dead animals)	" - AD	2
d Feces	" - AF	2
e Poison	" - AP	2
f Sewage -animal	" - AS	2
2 Ceiling Height – low – cannot stand up	" - CH	2
3 Chemicals / Materials (residual)	" - CM	2
4 Electrical Infrastructure (elec shock)	" - EI	2
5 Extremely Restrictive / small con spaces	" - ER	3
6 Falling Hazard (i.e. fall through ceiling)	HP - FH	2

DESCRIPTION	CODE	MINIMUM RISK LEVEL
7 Flammable Materials	HP - FM	2
8 Foul — Water	" - FW	2
9 Human Sewage	" - HS	2
10 Loose Material (engulfment by)	" - LM	2
11 Moving <u>or</u> Rotating equipment	" - MR	2
12 Piping / Vents + Distribution Systems	" - PD	2
13 Structural - vertical <u>or</u> horizontal...etc	" - ST	2
14 Tripping Hazard	" - TH	2
15 Wet <u>or</u> Slick Surfaces	" - WS	2
16 Hazards — Physical - OTHER	HP - OT	? ? ? ?

HAZARDS — SUPPLEMENTARY

H S

DESCRIPTION	CODE	MINIMUM RISK LEVEL
1 Cold Work	HS - CW	2
2 Distance from Exit	" - DE	2
3 Height - Extreme (i.e. tall ladders, rooftops)	" - HE	2
4 Hot Work	HS - HW	2

DESCRIPTION	CODE	MINIMUM RISK LEVEL
5 Locked In	HS - LI	2
6 Noise — Excessive	" - NE	2
7 Vibrations — Excessive	" - VE	2
8 Hazards — Supplementary - OTHER	HS - OT	? ? ? ?