



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 465-2010

**SUPPLY, DELIVERY AND INSTALLATION OF SHELVING - HENDERSON LIBRARY
1050 HENDERSON HWY**

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 SUPPLY, DELIVERY AND INSTALLATION OF SHELVING - HENDERSON LIBRARY

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, July 16, 2010.

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

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

B3. ENQUIRIES

B3.1 All enquiries shall be directed to the Contract Administrator identified in D4.1.

B3.2 If the Bidder finds errors, discrepancies or omissions in the Bid Opportunity, or is unsure of the meaning or intent of any provision therein, the Bidder shall promptly notify the Contract Administrator of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.

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

B3.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator to all Bidders by issuing an addendum.

B3.5 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator only to the Bidder who made the enquiry.

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

B4. SITE INVESTIGATION

B4.1 Further to C3, the Bidder may make an appointment to view the Site by contacting the Contract Administrator.

B4.2 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.

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 9 of Form A: Bid. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.
- B6. SUBSTITUTES**
- B6.1 The Work is based on the materials, equipment, methods and products specified in the Bid Opportunity.
- B6.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B6.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least seven (7) Business Days prior to the Submission Deadline.
- B6.4 The Bidder shall ensure that any and all requests for approval of a substitute:
- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the material, equipment, method or product as either an approved equal or alternative;
 - (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
 - (c) identify any anticipated cost or time savings that may be associated with the substitute;
 - (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract;
 - (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract.
- B6.5 The Contract Administrator, after assessing the request for approval of a substitute, may in his sole discretion grant approval for the use of a substitute as an “approved equal” or as an “approved alternative”, or may refuse to grant approval of the substitute.
- B6.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, only to the Bidder who requested approval of the substitute.
- B6.6.1 The Bidder requesting and obtaining the approval of a substitute shall be entirely responsible for disseminating information regarding the approval to any person or persons he wishes to inform.
- B6.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.
- B6.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Bidder bidding that approved alternative 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 price(s) because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.
- B6.10 Notwithstanding B6.2 to B6.9, and in accordance with B7.7, 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 The Bid Submission may be submitted by mail, courier or personal delivery, or by facsimile transmission.
- B7.5 If the Bid Submission is submitted by mail, courier or personal delivery, it shall be enclosed and sealed in an envelope clearly marked with the Bid Opportunity number and the Bidder's name and address, and shall be submitted to:
- The City of Winnipeg
Corporate Finance Department
Materials Management Division
185 King Street, Main Floor
Winnipeg, MB R3B 1J1
- B7.5.1 Samples or other components of the Bid Submission which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the Bid Opportunity number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Bid Submission.
- B7.6 Bidders are advised not to include any information/literature except as requested in accordance with B7.1.
- B7.7 Bidders are advised that inclusion of terms and conditions inconsistent with the Bid Opportunity document, including the General Conditions, will be evaluated in accordance with B14.1(a).
- B7.8 If the Bid Submission 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 11 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 the lump sum price in Canadian funds for the Work on Form B: Prices.

B9.2 The Bidder shall state a separate price in Canadian funds for each of the following items of Work on Form B: Prices:

- (a) Separate Price - Item No. 1 shall be the amount to be deducted from the lump sum price if 316 sloped base shelves (10" nominal depth) are substituted with 316 flat base shelves (10" nominal depth) in accordance with the Specifications;
- (b) Separate Price - Item No. 2 shall be the amount to be deducted from the lump sum price if 17 sloped divider base shelves (9" nominal depth) are substituted with 17 flat divider base shelves (9" nominal depth) in accordance with the Specifications
- (c) Separate Price - Item No. 3 shall be the amount to be deducted from the lump sum price if supply, delivery and installation is substituted for supply and delivery.

B9.2.1 Notwithstanding C12.2.3(c), prices on Form B: Prices shall not include the Manitoba Retail Sales Tax (MRST, also known as PST) and the Goods and Services Tax (GST), which shall be extra where applicable.

B9.3 Payments to Non-Resident Contractors are subject to 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>
- B10.3 The Bidder and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:
- (a) have successfully carried out work similar in nature, scope and value to the Work; and
 - (b) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract; and
 - (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba);
- B10.4 The Bidder shall submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Bidder and of any proposed Subcontractor.
- B10.5 The Bidder shall provide, on the request of the Contract Administrator, full access to any of the Bidder's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.
- 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 or evaluated prices) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt>
- 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 10 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 10 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 C21, the time and date of receipt of any notice withdrawing a Bid shall be the time and date of receipt as determined by the Manager of Materials.
- 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 11 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 11 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 B9.1 (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 Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Bid, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.
- 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 lump sum price shown on Form B: Prices.
- B14.5 Further to B14.1(c), the Total Bid Price shall be the lump sum price shown on Form B: Prices adjusted, if necessary, as follows:
- (a) if the lowest evaluated responsive Bid submitted by a responsible and qualified Bidder is within the budgetary provision for the Work, no adjustment will be made to the lump sum price bid; or
 - (b) if the lowest evaluated responsive Bid submitted by a responsible and qualified Bidder exceeds the budgetary provision for the Work, the lump sum prices of all responsive Bids submitted by responsible and qualified Bidders will be adjusted by progressively deducting separate prices in the order listed in B9.2 until a Total Bid Price within the budgetary provision is achieved, i.e., Total Bid Price = Lump Sum Price - Separate Price No. 1 - Separate Price No. 2 - Separate Price No. 3.

B14.6 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 and Paragraph 6 of Form A: Bid, 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) (ii), in their entirety shall be deemed to be incorporated in and to form a part of the purchase order notwithstanding that they are not necessarily attached to or accompany said purchase order.

PART C - GENERAL CONDITIONS

C0. GENERAL CONDITIONS

- C0.1 The *General Conditions for the Supply of Goods* (Revision 2008 05 26) are applicable to the Work of the Contract.
- C0.1.1 The *General Conditions for the Supply of Goods* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at http://www.winnipeg.ca/matmgt/gen_cond.stm
- C0.2 A reference in the Bid Opportunity to a section, clause or subclause with the prefix “**C**” designates a section, clause or subclause in the *General Conditions for Supply of Goods*.

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. GENERAL CONDITIONS

D1.1 In addition to the *General Conditions for the Supply of Goods*, these Supplemental Conditions are applicable to the Work of the Contract.

D2. SCOPE OF WORK

D2.1 The Work to be done under the Contract shall consist of supply, delivery and installation of shelving.

D3. DEFINITIONS

D3.1 When used in this Bid Opportunity:

- (a) "DF" means double-faced;
- (b) "SF" means single-faced;

D4. CONTRACT ADMINISTRATOR

D4.1 The Contract Administrator is:
Mr. Ed Cuddy
Henderson Library Branch Head
3rd Floor, 251 Donald Street
Winnipeg MB R3C 3P5
Telephone No.: (204) 986-4318
Facsimile No.: (204) 942-5671

D5. NOTICES

D5.1 Notwithstanding C21.3, all notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer at the following address or facsimile number:

The City of Winnipeg
Chief Financial Officer
Facsimile No.: (204) 949-1174

SUBMISSIONS

D6. AUTHORITY TO CARRY ON BUSINESS

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

D7. INSURANCE

D7.1 Where the City awards the Contract to include installation, the Contractor shall provide and maintain the following insurance coverage:

- (a) commercial general liability insurance, in the amount of at least two million dollars (\$2,000,000.00) inclusive, with The City of Winnipeg added as an additional insured; such

liability policy to also contain a cross-liability clause, non-owned automobile liability and products and completed operations cover, to remain in place at all times during the performance of the Work;

- (b) if required, automobile liability insurance for owned automobiles used for or in connection with the Work in the amount of at least two million dollars (\$2,000,000.00), to remain in place at all times during the performance of the Work;

D7.2 Deductibles shall be borne by the Contractor.

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

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

SCHEDULE OF WORK

D8. COMMENCEMENT

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

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

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

D9. SCHEDULE FOR DELIVERY AND INSTALLATION

D9.1 All shelving and components shall be ready to be delivered to Site on September 20, 2010 between 7:00 a.m. and 3:00 p.m. Delivery will be f.o.b. destination, freight prepaid to:

1 – 1050 Henderson Highway
Winnipeg MB R2K 2M5

D9.2 Where required, installation shall be complete within 1 week after delivery.

D9.3 The Library is undergoing major renovations and will be under construction when the shelving is to be delivered. Depending on the schedule of carpet, etc, the delivery date may be modified slightly to accommodate the state of renovations. The Contractor shall not charge the City for this delay.

D9.4 The Contractor shall confirm each delivery with the Contract Administrator or his/her designate, at least two (2) Business Days before delivery.

D9.5 The Contractor shall check to ensure all items are delivered in accordance with the specifications and shall be responsible for any discrepancies.

D9.6 The Contractor shall off-load goods as directed at the delivery location.

D10. LIQUIDATED DAMAGES

- D10.1 If the Contractor fails to achieve delivery of the goods within the time specified in D9.1, the Contractor shall pay the City One Hundred dollars (\$100.00) per Calendar Day for each and every Calendar Day until the goods have been delivered.
- D10.2 The amount specified for liquidated damages in D10.1 is based on a genuine pre-estimate of the City's damages in the event that the Contractor does not achieve Delivery by the day fixed herein for same.
- D10.3 The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

D11. INVOICES

- D11.1 Further to C10, the Contractor shall submit an invoice for each order 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
- D11.2 Invoices must clearly indicate, as a minimum:
- (a) the City's purchase order number;
 - (b) date of delivery;
 - (c) delivery address;
 - (d) type and quantity of goods delivered;
 - (e) the amount payable with GST and MRST shown as separate amounts; and
 - (f) the Contractor's GST registration number.
- D11.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.
- D11.4 Bids Submissions must be submitted to the address in B7.5.

D12. PAYMENT

- D12.1 Further to C10, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

D13. PAYMENT SCHEDULE

- D13.1 Further to C10, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

WARRANTY

D14. WARRANTY

- D14.1 Warranty is as stated in C11.

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS AND DRAWINGS

E1.1 These Specifications shall apply to the Work.

E1.2 The following are applicable to the Work:

Drawing No. Drawing Name/Title

F-1 Shelving Layout

E1.3 Bidders are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B6.

E2. GOODS

E2.1 These specifications will cover the **supply and installation** of cantilever bracket-type metal shelving. Unless otherwise specified, the Contractor shall be responsible for the furnishing of all materials, labour, and apparatus necessary for the proper installation of all shelves and the associated components and/or accessories in accordance with the requirements hereinafter specified.

E2.2 Adjustable Cantilever Bracket Type Metal Library Book-stack:

- (a) Welded frame design with members consisting of:
 - (i) Adjustable shelves and brackets of varying depth
 - (ii) Base shelves
 - (iii) Base shelf brackets

E2.2.2 Finishes for Shelving and Components:

- (a) Shall be finished in a manner that has no exposed sharp edges to reduce risk of injuries.
- (b) Painted with an electrostatically applied Powder Coat paint or baked-on enamel finish.
- (c) One single color will be required for the entire contract. This color shall be selected from the manufacturer's standard color card. This standard color shall be available for further installation approximately 18 months after this installation is completed.

E2.2.3 Steel:

- (a) Provide materials and quality of workmanship which meets or exceeds established industry standards for products specified.
- (b) Provide in minimum gauges as specified below by component:
 - (i) Upright columns: 16 gauge
 - (ii) Top and bottom spreaders: 16 gauge
 - (iii) Shelves (including base shelves): 18 gauge
 - (iv) Canopy Tops: 18 gauge
 - (v) Shelf end brackets: 16 gauge

E2.2.4 Library Stack System shall be:

- (a) Fully and easily adjustable, such that the components are interchangeable and can be expanded or reconfigured as needed and to adapt as needed to specialty shelves.
- (b) Shelf height adjustable in 1 inch increments, have the ability for easy conversion from single-faced to double-faced units.
- (c) Include floor and wall anchors and fully adjustable leveling systems for each section.

- E2.2.5 Standard Unit Sizes:
- (a) Except as otherwise indicated, shall provide units of standard 36" nominal width with shelf depth and height as specified.
- E2.2.6 Standard Components:
- (a) Welded Frame:
 - (i) Should be formed no less than 16 gauge steel with upright slots spaced on 1" centres.
 - (b) Bottom Spreader:
 - (i) Should be formed of no less than 16 gauge steel and include built-in or pre-drilled capacity for floor levellers.
 - (c) Top Spreader:
 - (i) Should be formed of no less than 16 gauge steel.
 - (d) Base Bracket:
 - (i) Shall be designed to fit snugly in and around frame upright.
 - (ii) Should be formed of no less than 16 gauge steel.
 - (e) Closed Base Shelves:
 - (i) Base shelves shall be formed from no less than 18 gauge steel into one piece construction designed to fit snugly around upright columns and have brackets without need for hardware fasteners.
 - (ii) Front height shall be at least 3 inches and overall width shall be flush with adjustable shelves.
 - (iii) Rear edge shall have a triple 90-degree bend. May be closed or have kick plate.
 - (f) Adjustable Shelves:
 - (i) Adjustable shelves shall be formed from no less than 18 gauge steel with a triple 90-degree bend on both front and rear edges.
 - (ii) Sides of shelf shall be flanged for locking to end bracket grips.
 - (iii) Shelves shall support books loads of 50 pounds per square foot.
 - (iv) Shelves shall include integral backs high enough to stop books from falling off back or moving onto adjoining rear shelf or shall include separate attachable back stops.
 - (g) Backstops:
 - (i) Backstops shall be adjustable and available in a minimum height of 2" height.
 - (ii) Backstops should fit into upright slots and be available in double-sided configuration.
 - (h) Shelf End Brackets:
 - (i) Shall be formed of no less than 16 gauge steel and extend no less than 6" above shelf surface.
 - (i) Wall Anchor Brackets:
 - (i) Shall be appropriate metal brackets for attaching single-faced units to building walls are to be securely attached to welded frame top spreader and to structural wall element using prescribed hardware.
 - (ii) All brackets shall be painted the same paint material and color as the shelving frame.
- E2.2.7 Accessories:
- (a) One Piece Divider Type Shelves shall include:
 - (i) Shelf and integral backs slotted on 1" centers to accept minimum 5" high adjustable dividers with five dividers per shelf.
 - (ii) Shelves minimum 9" nominal depth.

- (b) Sloped Display Shelving shall include::
 - (i) Allow for face-out display of larger books of varying depths (up to 2") and heights (12" to 14").
- (c) Sloped Base Shelving : shall include
 - (i) Allow for the sloped, spine out display of items on the bottom shelf to enhance visibility.
 - (ii) Incorporate a minimum 2" high backstop to keep items from falling behind the shelf.
 - (iii) Available as adjustable or base shelves.
- (d) Pivoting or Hinged Periodical Display Shelving shall include :
 - (i) Sloping display shelves hinged to an adjustable shelf and base shelf brackets.
 - (ii) Display shelves will have a maximum 14" height, be hinged to provide a clear storage height of 8" and include a mechanism to allow the shelf to stand without holding in the open position.
 - (iii) Lower edge of display shelf shall have a flange and turned up lip to provide a 1" clearance behind the lip.
 - (iv) Display shelves shall be equipped with rubber bumpers for sound deadening.
 - (v) Flat storage shelves shall have a minimum 12" nominal depth.
- (e) Book Ends / Supports shall include :
 - (i) Each flat shelf to include one of the following types:
 - ◆ Sliding wire book support that attaches to and slides along back edge of integral back shelves OR
 - ◆ Hook-on book supports, to be 6" or 9" height.
- (f) Canopy Tops shall include:
 - (i) Book stack units shall extend the full width and depth of the unit base.

E3. EQUIPMENT ITEMIZATION

E3.1

Qty - Units	Location	Description	Qty - Shelves	Shelving details
26 DF Bays	1.A Children's Fiction & Nonfiction	66" H x 36" W units with: <ul style="list-style-type: none"> • 2 rows @ 7 DF bays • 3 rows @ 4 DF bays - 11 bays @ 5 shelves bay; 15 bays @ 4 shelves per bay - two 10" base shelves; six to eight 10" adjustable shelves per DF bay - Supply & install metal canopy tops	230	52 sloped base shelves 178 adjustable shelves: <ul style="list-style-type: none"> • 170 flat • 8 sloped display (face out)
6 DF Bays	1.B Children's Picture Books	42" H x 36" W unit with: <ul style="list-style-type: none"> • 1 row @ 6 DF bays - two 12" base shelves; four 12" adjustable shelves per DF bay	36	12 flat base shelves 24 adjustable shelves: <ul style="list-style-type: none"> • 12 flat • 12 sloped display
Qty - Units	Location	Description	Qty - Shelves	Shelving details

23 SF Bays	1.C Children's Picture Books	42" H x 36" W units with: <ul style="list-style-type: none"> • 1 row @ 10 SF bays • 1 row @ 13 SF bays one 12" base shelf, two 12" adjustable shelves per bay	69	23 flat base shelves 46 adjustable shelves: <ul style="list-style-type: none"> • 38 flat • 8 sloped display
3 DF Bays	2.A Information	42" H x 36" W unit with: <ul style="list-style-type: none"> • 1 row @ 3 DF bays two 12" base shelves; four 12" adjustable shelves per DF bay	18	6 flat base shelves 12 flat adjustable shelves
99 DF Bays	2.B Adult Fiction & Nonfiction	78" H x 36" W units with: <ul style="list-style-type: none"> • 9 rows @ 11 DF bays - 63 bays @ 6 shelves per bay; 36 bays @ 5 shelves per bay - two 10" base shelves; eight to ten 10" adjustable shelves per DF bay - Supply & install metal canopy tops	1116	198 sloped base shelves 918 adjustable shelves: <ul style="list-style-type: none"> • 896 flat • 22 sloped display
14 SF Bays	2.C Adult Biography	66" H x 36" W wall-mounted units with: <ul style="list-style-type: none"> • 1 row @ 14 SF bays - one 10" base shelf; four 10" adjustable shelves per bay - Supply & install metal canopy tops	70	14 sloped base shelves 56 adjustable shelves: <ul style="list-style-type: none"> • 54 flat • 2 sloped display

Qty - Units	Location	Description	Qty - Shelves	Shelving details
30 DF Bays 20 SF Bays	3.0 Readers Alcoves	66" H x 36" W units with: <ul style="list-style-type: none"> • 5 rows @ 6 DF bays • 4 rows @ 5 SF bays wall-mounted Contains sections: <ul style="list-style-type: none"> • 3.A Express Bestsellers • 3.B Magazines • 3.C Audiovisual • 3.D Young Adult • 3.E Mystery (details below) - Supply & install metal canopy tops	By section below	See breakdown by section below:
	3.A Express Bestsellers	Express Bestsellers <ul style="list-style-type: none"> • 6 SF bays @ five 10" shelves per SF bay 	30	6 flat base shelves 24 adjustable shelves: <ul style="list-style-type: none"> • 18 flat • 6 sloped display
	3.B Magazines	Magazines <ul style="list-style-type: none"> • 17 SF bays @ four minimum 11" shelves per SF bay 	68	17 hinged periodical display base shelves 51 hinged periodical display adjustable shelves
	3.C Audiovisual	Audiovisual <ul style="list-style-type: none"> • 17 SF bays @ five minimum 9" shelves per SF bay 	85	17 sloped divider base shelves 68 adjustable divider shelves
	3.D Young Adult	Young Adult <ul style="list-style-type: none"> • 17 SF bays @ five 10" shelves per SF bay 	85	17 sloped base shelves 68 adjustable shelves: <ul style="list-style-type: none"> • 58 flat • 10 sloped display
	3.E Mystery	Mystery <ul style="list-style-type: none"> • 11 SF bays • 6 DF bays • five 10" shelves per SF bay 	115	23 sloped base shelves 92 adjustable shelves: <ul style="list-style-type: none"> • 84 flat • 8 sloped display
6 SF Bays	4.A Public Holds	66" H x 36" W units with: <ul style="list-style-type: none"> • 1 row @ 6 SF bays one 10" base shelf, four 10" adjustable shelves per SF bay - Supply & install metal canopy tops	30	6 sloped base shelves 24 flat adjustable shelves
3 DF Bays	4.B Public Holds	66" H x 36" W units with: <ul style="list-style-type: none"> • 1 row @ 3 DF bays two 10" base shelves, eight 10" adjustable shelves per DF bay - Supply & install metal canopy tops	30	6 sloped base shelves 24 flat adjustable shelves

TOTAL SHELVING UNITS:

- 9 DF bays @ 42" H
- 23 SF bays @ 42" H
- 59 DF bays @ 66" H
- 40 SF bays @ 66" H
- 99 DF bays @ 78" H

TOTAL SHELVES BY TYPE:

- 6 x 10" nominal flat base shelves
- 316 x 10" nominal sloped base shelves
- 1328 x 10" nominal flat adjustable shelves
- 41 x 12" nominal flat base shelves
- 62 x 12" nominal flat adjustable shelves
- 17 x 9" nominal sloped divider base shelves
- 68 x 9" nominal divider adjustable shelves
- 56 x 10" nominal sloped display shelves (face-out display)
- 20 x 12" nominal sloped display shelves (face-out display)
- 17 x 11" nominal hinged periodical display base shelves
- 51 x 11" nominal hinged periodical display adjustable shelves

Total = 1982 shelves

E4. INSTALLATION

- E4.1 Verify all as-built dimensions at shelving locations in building before fabrication and adjust the manufactured product to suit these conditions.
- E4.2 Damaged or defective shelving or components shall be replaced and/or repaired as directed by the Contract Administrator at no cost to The City.
- E4.3 Install library stack system units at locations shown in continuous ranges made up of number of units shown, complying with manufacturer's instructions. Set units plumb and level, with permanent attachment and support.
- E4.4 Anchor single-faced ranges to wall construction, by method recommended.
- E4.5 Assemble support systems, to what extent not factory assembled, by bolting.
(a) Anchor supporting members, posts, ties, channels, brackets, to walls, ceilings, columns, or beams as required for stability of units.
- E4.6 Install metal canopy tops by concealed bolting.
- E4.7 Install shelves at equal spacing in each unit.
- E4.8 Touch up marred finishes or replace component parts as necessary to eliminate evidence of damage.
- E4.9 Install all book stack units over finished floor material.
- E4.10 Install all shelving and equipment to Contract Administrator's satisfaction and approval.