



THE CITY OF WINNIPEG

TENDER

TENDER NO. 721-2020

**SUPPLY AND INSTALLATION OF CONSOLE WORKSTATION FURNITURE FOR
THE CITY OF WINNIPEG FIRE PARAMEDIC SERVICE PRIMARY
COMMUNICATIONS CENTRE**

Attention Bidders:

**Bids for this Tender are being accepted by mail, facsimile transmission
or by email (See B7.4). No personal delivery or courier.**

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 SUPPLY AND INSTALLATION OF CONSOLE WORKSTATION FURNITURE FOR THE CITY OF WINNIPEG FIRE PARAMEDIC SERVICE PRIMARY COMMUNICATIONS CENTRE

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, January 8, 2021

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

B3.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Tender will be provided by the Contract Administrator only to the Bidder who made the enquiry.

B3.5 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B3 unless that response or interpretation is provided by the Contract Administrator in writing.

B4. CONFIDENTIALITY

B4.1 Information provided to a Bidder by the City or acquired by a Bidder by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator. The use and disclosure of the confidential information shall not apply to information which:

- (a) was known to the Bidder before receipt hereof; or
- (b) becomes publicly known other than through the Bidder; or
- (c) is disclosed pursuant to the requirements of a governmental authority or judicial order.

B4.2 The Bidder shall not make any statement of fact or opinion regarding any aspect of the Tender to the media or any member of the public without the prior written authorization of the Contract Administrator.

B4.3 Photographs within the space, or of information shared by WFPS Primary Communication Centre at time of furniture installation are strictly prohibited. Disclosure of any aspect of the work in anyway, including but not limited to disclosure on social media, will be considered a breach of Contract.

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 Tender, 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.
- B5.3 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>
- B5.4 The Bidder is responsible for ensuring that he/she 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.
- B5.5 The Bidder shall acknowledge receipt of each addendum in Paragraph 8 of Form A: Bid. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.
- B5.6 Notwithstanding B3, enquiries related to an Addendum may be directed to the Contract Administrator indicated in D4.

B6. SUBSTITUTES

- B6.1 The Work is based on the materials, equipment, methods and products specified in the Tender.
- 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/her 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 three (3) Business Days prior to the Submission Deadline, to the Bidder who requested approval of the substitute.

- B6.6.1 The Contract Administrator will issue an Addendum, disclosing the approved materials, equipment, methods and products to all potential Bidders. The Bidder requesting and obtaining the approval of a substitute shall be responsible for disseminating information regarding the approval to any person or persons he/she 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/her 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 B16.
- 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.

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.
- B7.4 The Bid Submission may be submitted by mail, facsimile transmission, or by email.
- B7.5 If the Bid Submission is submitted by mail, it shall be enclosed and sealed in an envelope clearly marked with the Tender number and the Bidder's name and address, and shall be mailed 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 Tender number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Bid Submission.
- B7.6 If the Bid Submission is submitted by facsimile transmission, it shall be submitted to 204- 949-1178.
- B7.6.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time or guarantee the successful receipt of a faxed Bid Submission.
- B7.7 If the Bid Submission is submitted by email, it shall be submitted to purchasing@winnipeg.ca
- B7.8 Bidders are advised not to include any information/literature except as requested in accordance with B7.1.
- B7.9 Bidders are advised that inclusion of terms and conditions inconsistent with the Tender document, including the General Conditions, will be evaluated in accordance with B16.1(a).

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/her own name, his/her 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/her 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/her 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;
 - (d) if the Bidder is carrying on business under a name other than his/her 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.
- B8.4.2 All signatures shall be original.
- 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 Prices on Form B: Prices shall include:
- (a) duty;
 - (b) freight and cartage;
 - (c) Provincial and Federal taxes [except the Goods and Services Tax (GST) and Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable] and all charges governmental or otherwise paid;
 - (d) profit and all compensation which shall be due to the Contractor for the Work and all risks and contingencies connected therewith.
- B9.1.2 Prices on Form B: Prices shall not include Environmental Handling Charges (EHC) or fees, 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.

B10. DISCLOSURE

- B10.1 Various Persons provided information or services with respect to this Work. In the City's opinion, this relationship or association does not create a conflict of interest because of this full disclosure. Where applicable, additional material available as a result of contact with these Persons is listed below.
- B10.2 The Persons are:
- (a) Bramic Creative Business Products Ltd.
 - (i) Product information.
 - (b) Evans Consoles Corporation
 - (i) Product information.
 - (c) Russ Bassett
 - (i) Product information.
 - (d) Sustema
 - (i) Product information.
 - (e) Xybix Systems, Inc.
 - (i) Product information.

B11. CONFLICT OF INTEREST AND GOOD FAITH

- B11.1 Further to C3.2, Bidders, by responding to this Tender, declare that no Conflict of Interest currently exists, or is reasonably expected to exist in the future.
- B11.2 Conflict of Interest means any situation or circumstance where a Bidder or employee of the Bidder proposed for the Work has:
- (a) other commitments;
 - (b) relationships;
 - (c) financial interests; or
 - (d) involvement in ongoing litigation;
- that could or would be seen to:
- (i) exercise an improper influence over the objective, unbiased and impartial exercise of the independent judgment of the City with respect to the evaluation of Bids or award of the Contract; or
 - (ii) compromise, impair or be incompatible with the effective performance of a Bidder's obligations under the Contract;
- (e) has contractual or other obligations to the City that could or would be seen to have been compromised or impaired as a result of its participation in the Tender process or the Work; or
 - (f) has knowledge of confidential information (other than confidential information disclosed by the City in the normal course of the Tender process) of strategic and/or material relevance to the Tender process or to the Work that is not available to other bidders and that could or would be seen to give that Bidder an unfair competitive advantage.
- B11.3 In connection with its Bid, each entity identified in B11.2 shall:

- (a) avoid any perceived, potential or actual Conflict of Interest in relation to the procurement process and the Work;
- (b) upon discovering any perceived, potential or actual Conflict of Interest at any time during the Tender process, promptly disclose a detailed description of the Conflict of Interest to the City in a written statement to the Contract Administrator; and
- (c) provide the City with the proposed means to avoid or mitigate, to the greatest extent practicable, any perceived, potential or actual Conflict of Interest and shall submit any additional information to the City that the City considers necessary to properly assess the perceived, potential or actual Conflict of Interest.

B11.4 Without limiting B11.3, the City may, in its sole discretion, waive any and all perceived, potential or actual Conflicts of Interest. The City's waiver may be based upon such terms and conditions as the City, in its sole discretion, requires to satisfy itself that the Conflict of Interest has been appropriately avoided or mitigated, including requiring the Bidder to put into place such policies, procedures, measures and other safeguards as may be required by and be acceptable to the City, in its sole discretion, to avoid or mitigate the impact of such Conflict of Interest.

B11.5 Without limiting B11.3, and in addition to all contractual or other rights or rights at law or in equity or legislation that may be available to the City, the City may, in its sole discretion:

- (a) disqualify a Bidder that fails to disclose a perceived, potential or actual Conflict of Interest of the Bidder or any of its employees proposed for the Work;
- (b) require the removal or replacement of any employees proposed for the Work that has a perceived, actual or potential Conflict of Interest that the City, in its sole discretion, determines cannot be avoided or mitigated;
- (c) disqualify a Bidder or employees proposed for the Work that fails to comply with any requirements prescribed by the City pursuant to B11.4 to avoid or mitigate a Conflict of Interest; and
- (d) disqualify a Bidder if the Bidder, or one of its employees proposed for the Work, has a perceived, potential or actual Conflict of Interest that, in the City's sole discretion, cannot be avoided or mitigated, or otherwise resolved.

B11.6 The final determination of whether a perceived, potential or actual Conflict of Interest exists shall be made by the City, in its sole discretion.

B12. QUALIFICATION

B12.1 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.

B12.2 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 <https://www.winnipeg.ca/matmgt/Templates/files/debar.pdf>

B12.3 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;
- (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba); and
- (d) upon request of the Contract Administrator, provide the Security Clearances as identified in PART F - .

B12.4 The Bidder shall submit, within three (3) Business Days on the request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Bidder and of any proposed Subcontractor, which shall include the following information:

- (a) History of the organization, years in business, and projects of similar experience;
- (b) Provide written proof that all equipment proposed conforms to Canadian Standards Association and all other applicable standards in Manitoba and Canada. All equipment shall be certified for use in the Province of Manitoba; and
- (c) Provide a minimum of three (3) references of similar size and scope requested in this Tender.

B12.5 The Bidder shall submit, within three (3) Business Days on the request by the Contract Administrator, proof for the following product offering and services:

- (a) Provide name of the manufacturer(s) of the proposed equipment;
- (b) Supply brochures, descriptive literature and relevant specifications which describes the proposed equipment;
- (c) The Bidder shall detail exact physical space requirements for all elements of the system. The Bidder shall include a plan describing (in detail) the step-by-step procedure for installation of the system. The plan should outline any work that can be completed before the installation of the fixed equipment. The plan should also outline any preparation and any expected manpower requirement from the City for the installation of the system; and
- (d) The Bidder shall provide details of their proposed cable management solution, pursuant to E4.7.

B12.6 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.

B13. OPENING OF BIDS AND RELEASE OF INFORMATION

B13.1 Bids will not be opened publicly.

B13.2 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>

B13.3 After award of Contract, the name(s) of the successful Bidder(s), their address(es) 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>

B13.4 The Bidder is advised that any information contained in any Bid may be released if required by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law or by City policy or procedures (which may include access by members of City Council).

B13.4.1 To the extent permitted, the City shall treat as confidential information, those aspects of a Bid Submission identified by the Bidder as such in accordance with and by reference to Part 2, Section 17 or Section 18 or Section 26 of The Freedom of Information and Protection of Privacy Act (Manitoba), as amended.

B14. IRREVOCABLE BID

B14.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 9 of Form A: Bid.

B14.2 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 until a Contract for the Work has been duly formed and the contract securities have been furnished as herein provided, but any Bid shall be deemed to have lapsed unless accepted within the time period specified in Paragraph 9 of Form A: Bid.

B15. WITHDRAWAL OF BIDS

B15.1 A Bidder may withdraw his/her Bid without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.

B15.1.1 Notwithstanding C20, 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.

B15.1.2 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.

B15.1.3 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 B15.1.3(b), declare the Bid withdrawn.

B15.2 A Bidder who withdraws his/her Bid after the Submission Deadline but before his/her Bid has been released or has lapsed as provided for in B14.2 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.

B16. EVALUATION OF BIDS

B16.1 Award of the Contract shall be based on the following bid evaluation criteria:

- (a) compliance by the Bidder with the requirements of the Tender, or acceptable deviation therefrom;
- (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B12
- (c) Total Bid Price;
- (d) Economic analysis of any approved alternative pursuant to B6.

B16.2 Further to B16.1(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.

- B16.3 Further to B16.1(b), the Award Authority shall reject any Bid submitted by a Bidder who does not demonstrate, in his/her Bid or in other information required to be submitted, that he/she is qualified.
- B16.4 Further to B16.1(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.
- B16.4.1 Further to B16.1(a), in the event that a unit price is not provided on Form B: Prices, the City may determine the unit price by dividing the Amount (extended price) by the approximate quantity, for the purposes of evaluation and payment.
- B16.5 This Contract will be awarded as a whole.

B17. AWARD OF CONTRACT

- B17.1 The City will give notice of the award of the Contract or will give notice that no award will be made.
- B17.2 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 qualified, and the Bids are determined to be responsive.
- B17.2.1 Without limiting the generality of B17.2, 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.
- B17.3 Where an award of Contract is made by the City, the award shall be made to the qualified Bidder submitting the lowest evaluated responsive Bid, in accordance with B16.
- B17.4 Further to Paragraph 6 of Form A: Bid and C4, the City may issue a purchase order to the successful Bidder in lieu of the execution of a Contract.
- B17.4.1 The Contract Documents, as defined in C1.1(p), 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.
- B17.5 Following the award of contract, a Bidder will be provided with information related to the evaluation of his/her Bid upon written request to the Contract Administrator.

PART C - GENERAL CONDITIONS

C0. GENERAL CONDITIONS

- C0.1 The *General Conditions for the Supply of Goods* (Revision 2020-01-31) 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 Tender to a section, clause or subclause with the prefix "C" designates a section, clause or subclause in the *General Conditions for Supply of Goods*.

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. GENERAL CONDITIONS

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

D2. SCOPE OF WORK

D2.1 The Work to be done under the Contract shall consist of the Supply and Installation of Console Workstation Furniture for the City of Winnipeg Fire Paramedic Service Primary Communications Centre.

D2.1.1 The Contractor shall be responsible for the installation and successful set-up of the Console Workstation Furniture.

D2.1.2 The Contractor shall supply post-installation documentation in both a paper format and electronically as AutoCAD or equivalent vector files (dxf or dwg format).

D2.2 The major components of the Work are as follows:

- (a) Communication Centre 110 – new console furniture.

D3. DEFINITIONS

D3.1 When used in this Tender:

- (a) "WFPS" means Winnipeg Fire Paramedic Service
- (b) "Console" means Console Workstation.
- (c) "ULC" means Underwriters' Laboratories of Canada
- (d) "CSA" means Canadian Standards Association

D4. CONTRACT ADMINISTRATOR

D4.1 The Contract Administrator is:

Andy Urbanowicz
Project Officer

Telephone No.: 204- 803-3931

Email Address: aurbanowicz@winnipeg.ca

D5. NOTICES

D5.1 Except as provided for in C20.4, all notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications to the Contractor shall be sent to the address or facsimile number identified by the Contractor in Paragraph 2 of Form A: Bid.

D5.2 All notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications to the City, except as expressly otherwise required in, D5.3 or elsewhere in the Contract, shall be sent to the attention of the Contract Administrator identified in D4.

D5.3 All notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications required to be submitted or returned to the City Solicitor shall be sent to the following facsimile number:

The City of Winnipeg
Legal Services Department
Attn: Director of Legal Services
Facsimile No.: 204 947-9155.

SUBMISSIONS

D6. AUTHORITY TO CARRY ON BUSINESS

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

D7. INSURANCE

D7.1 The Contractor shall provide and maintain the following insurance coverage:

- (a) commercial general liability insurance, in the amount of at least two million dollars (\$2,000,000.00) inclusive, with The City of Winnipeg added as an additional insured; such liability policy to also contain a cross-liability clause, non-owned automobile liability and products and completed operations cover, to remain in place at all times during the performance of the Work;
- (b) if applicable, Automobile Liability Insurance covering all motor vehicles, owned and operated and used or to be used by the Contractor directly or indirectly in the performance of the Work. The Limit of Liability shall not be less than \$2,000,000 inclusive for loss or damage including personal injuries and death resulting from any one accident or occurrence.

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 Documents, as applicable.

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/she 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 C6.17;
 - (iii) evidence of the insurance specified in D7.
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D8.2.1 Proof of LEVEL 2 WPS Security Clearances have been obtained by all persons working for the Contractor.

D9. DELIVERY

D9.1 Goods shall be delivered by April 30, 2021 (04,30,21), f.o.b. destination, freight prepaid to: WFPS Primary Communications Centre
Winnipeg, Manitoba, address to be confirmed upon tender award
Building access shall be from doors located at North end of the building, via ground level.

D9.2 Delivery shall be deemed to be complete when all furniture has been delivered on site to the designated location.

D9.3 The Contractor shall confirm each delivery with the Contract Administrator or his/her designate, at least five (5) Business Days before delivery.

D9.4 Goods shall be delivered between 9:00 a.m. and 3:00 p.m. on Business Days.

D9.5 The Contractor shall off-load the Goods as directed by Contract Administrator at the delivery location.

D9.6 The Contractor shall outline plan area and section number for each workstation. The Contractor shall clearly identify each package with its corresponding key plan area and section number.

D9.7 The Contractor shall ensure he has the necessary equipment to move the Goods from any access ramp, or loading area to its required destination.

D9.8 The Contractor shall ensure garbage to be hauled outside to the appropriate bins (recycling, disposal etc.)

D9.9 The Contractor shall follow current Public Health requirements for screening and workplace wear (COVID, masks etc.)

D10. LIQUIDATED DAMAGES

D10.1 If the Contractor fails to achieve delivery of the Goods within the time specified in D9.1 Delivery the Contractor shall pay the City one-hundred dollars (\$100) per Calendar Day for each and every Calendar Day until the Goods have been delivered.

D10.2 The amount specified for liquidated damages in D10.1 is based on a genuine pre-estimate of the City's damages in the event that the Contractor does not achieve delivery by the day fixed herein for same.

D10.3 The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

D11. COVID-19 SCHEDULE DELAYS

D11.1 The City acknowledges that the schedule for this Contract may be impacted by the COVID-19 pandemic. Commencement and progress of the Work shall be performed by the Contractor with due consideration to the health and safety of workers and the public, directives from health authorities and various levels of government and in close consultation with the Contract Administrator.

D11.2 If the Contractor is delayed in the performance of the Work by reason of the COVID-19 pandemic, the Work schedule may be adjusted by a period of time equal to the time lost due to such delay and costs related to such delay will be determined as identified herein.

D11.3 A minimum of seven (7) Calendar Days prior to the commencement of Work, the Contractor shall declare whether COVID-19 will affect the start date. The Contractor shall provide sufficient

evidence that the delay is directly related to COVID-19, including but not limited to evidence related to availability of staff, availability of Material or work by others.

- D11.4 For any delay related to COVID-19 and identified after Work has commenced, the Contractor shall within seven (7) Calendar Days of becoming aware of the anticipated delay declare the additional delay and shall provide sufficient evidence as indicated in D11.3. Failure to provide this notice will result in no additional time delays being considered by the City.
- D11.5 The Work schedule, including the durations identified in D9.1 where applicable, will be adjusted to reflect delays accepted by the Contract Administrator.
- D11.6 Any time or cost implications as a result of COVID-19 and in accordance with the above, as confirmed by the Contract Administrator, shall be documented in accordance with C7.

MEASUREMENT AND PAYMENT

D12. INVOICES

- D12.1 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
Send Invoices to CityWpgAP-INVOICES@winnipeg.ca
Send Invoice Inquiries to CityWpgAP-INQUIRIES@winnipeg.ca
- D12.2 Invoices must clearly indicate, as a minimum:
- the City's purchase order number;
 - date of delivery;
 - delivery address;
 - type and quantity of goods delivered;
 - the amount payable with GST, MRST, and any applicable environmental handling charges/fees identified and shown as separate amounts; and
 - the Contractor's GST registration number.
- D12.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.
- D12.4 Bid Submissions must not be submitted to the above facsimile number. Bids must be submitted in accordance with B7.

D13. PAYMENT

- D13.1 Further to C10, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

D14. PAYMENT SCHEDULE

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

WARRANTY

D15. WARRANTY

- D15.1 Notwithstanding C11.2, the warranty period shall begin on the date of Total Performance and shall expire one (1) year thereafter, except where longer warranty periods are specified in the respective Specification sections, unless extended pursuant to C11.2 to C11.3, in which case it shall expire when provided for thereunder.
- D15.2 Notwithstanding C11.2, the Contract Administrator may permit the warranty period for a portion or portions of the Work to begin prior to the date of Total Performance if a portion of the Work cannot be completed because of unseasonable weather or other conditions reasonably beyond the control of the Contractor but that portion does not prevent the balance of the Work from being put to its intended use.
- D15.2.1 In such case, the date specified by the Contract Administrator for the warranty period to begin shall be substituted for the date specified in C11.2 for the warranty period to begin.

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:

<u>Drawing No.</u>	<u>Drawing Name/Title</u>
A1.0	721-2020_Drawing_A1.0-R0

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. In every instance where a brand name or design specification is used, the City will also consider approved equals and/or approved alternatives in accordance with B6.

E1.4 Ergonomics – all products shall meet the current standards of ANSI/BIFMA X5.5-2008 Desk Products Standard, ANSI/HFES 100-2007 Human Factors Engineering of Computer Workstations, ADA- Americans with Disabilities Act, and City of Winnipeg Accessibility Design Standards- 3rd Edition.

E1.5 CSA Inspection

- (a) Console shall consist of ULC and CSA approved parts. Prior to shipping, furniture consoles to be inspected to meet CSA guidelines and be delivered with label certifying CSA inspection. Contractor to advise location of label.

E1.6 Appendix A is provided as INFORMATION ONLY.

E1.7 Appendix B is provided as INFORMATION ONLY.

E2. GOODS

E2.1 The Contractor shall design, supply and install dispatch, multi and call taker console workstation furniture in accordance with the requirements hereinafter specified.

E2.2 Proposed configurations to fit in the existing room size as indicated without requiring modifications to the space. All applicable codes and applicable industry legislation standards shall be met to ensure adequate aisle space between consoles, minimum operator radius, ADA considerations and City of Winnipeg Accessibility Design Standards are observed. It is the Contractor's responsibility to ensure the delivered furniture is compliant.

E2.3 The Contractor to confirm that all proposed products and designs shall be able to adapt to meet future changes in workflow and/or technologies. The Contractor shall ensure that all supplied furniture consoles will support the twelve (12) noted position types and their associated communications equipment as per Appendix A.

E2.4 Documentation

- (a) The Contractor shall provide an AutoCAD drawing(s) in PDF format, illustrating their proposed solution. This diagram must clearly illustrate the major system components, the interconnections between systems, and all necessary interfaces required to support the installation.
- (b) The AutoCAD floor plan to include detailed measurements to ensure Barrier Free compliancy within the centre along with a three-dimensional console and room renderings, to scale and to include all proposed communication equipment as per Appendix A.

- (c) The Contractor shall supply an AutoCAD or equivalent documentation showing all wiring installed for the installation of the console system. Diagrams will include connector pin outs identification, conductor colour codes and cable identification.

E2.5 The Contractor shall provide shop drawings prior to manufacturing consoles. AutoCAD drawings submitted for bid can be included as a part of the shop drawing review process.

E3. DETAILED SPECIFICATIONS

E3.1 The workstation furniture shall be designed to withstand the rigors of public safety - higher rigor of 24/7 communications environment with a life cycle minimum performance of 10 years. The Contractor shall provide proof of product lifespan durability.

E3.2 All cables installed shall be uniquely numbered and have identification at both ends.

E3.3 The Contractor shall provide a dedicated representative(s) to the City of Winnipeg account for this project. The representative is required to be on site within one (1) Business Day if needed.

CONSOLE WORKSTATIONS- Dispatch; Multi; and Call Taker.

E3.4 Ergonomic/End User Specifications – The workstation shall:

- (a) Allow free movement across the console, to conduct tasks at all work surfaces.
- (b) Provide leg clearance on the underside of the worksurface for vertical, horizontal and lateral movement. Minimum of 533 mm (21") depth of knee clearance and 584 mm (23") depth of toe clearance.
- (c) Not have sharp edges or corners on worksurfaces and their supporting framework.
- (d) Provide space to allow for placement of desktop telecommunications equipment, keyboard(s) and mouse (s) adjacent to each other and at the same height.
- (e) Allow for ease of adjustability.
- (f) Permit adjustment of the worksurface that is both stable and safe when workstation is loaded and used with intended work items.
- (g) Ensure that workstation feet and legs do not impede chair movement across the workstation or user's leg positioning.
- (h) Allow for input surface height adjustment range of the workstations, and shall be capable of adjustment from a 5th percentile person (5ft) in the sitting position to a 95-percentile person (6'2") in the standing position.
- (i) Provide input and monitor surfaces large enough to consider work zone principles for layout of equipment.
- (j) Have no gaps between sections of modular worksurfaces.
- (k) Provide digital indication of Ergonomic Adjustments. Ergonomic control components to not obstruct worksurface area.
- (l) Not require any special training or special tools before adjustments can be made.
- (m) Have documentation providing details regarding how workstation(s) meets ergonomic requirements for a range of users.

E3.5 Console Work Surfaces shall:

- (a) Have bi-level independently adjustable surfaces for monitors and input devices. The adjustability mechanisms for both monitors and input to be electric.
- (b) Have independent mechanisms for movement of monitor and input surfaces that allows either surface in motion in different directions at same time.
- (c) Be minimum height adjustable range 560 mm (22") to 1180 mm (46") in 25 mm (1") increments. Monitor surface shall be able to maintain – 15 to 20 degree viewing angle throughout the adjustment range.

- (d) Be minimum depth of worksurfaces is capable of supporting computer monitors at a viewing distance between 500 mm (20") and 1000 mm (39").
- (e) Have monitor worksurface area to support monitor arms capable of accommodating the specified monitors on each position type.
- (f) Have monitor worksurface to be free to move along the vertical adjustments without impacting or causing damage to storage below.
- (g) Have an input device surface continuous for the entire length of the workstation. The input surface shall accommodate up to two keyboards and two mice and allow room for note taking. Accommodations shall be made to allow for plugging in input devices on either side of the keyboards, left or right allowing for quick disconnect and replacement of input devices. Input surface shall provide enough space to support the wrists and lower arms while keyboarding and mousing. The input surface shall be capable of supporting a technician working on the surface for monitor maintenance. The Contractor shall state the weight capacity for the surface.
- (h) User controls for monitor, input surfaces and personal comfort amenities to be either flush-mounted in surface or undermount to avoid obstructing worksurface area.
- (i) Cantilever and counterbalanced keyboard/input surface mechanisms are not acceptable.
- (j) Have the sit-to-stand workstation furniture designed as a corner configuration at or approximating a 90-degree angle. Refer to Tender drawing A1.0 for layout.
- (k) Worksurfaces shall be highly durable and anti-microbial. Contractor shall state material employed w/ substrate, including thicknesses. Finishes shall be matte and non-reflective finish on console work surfaces.
- (l) Be minimum radius on edges and corners should be 3 mm (.1").
- (m) Have edging on work surface to be T-edge molding and securely attached. Edging shall be non-chipping durable material. The Contractor shall state material employed with type and thickness.
- (n) Have cable management provision for left and right-handed mouse users.
- (o) Have cable management to encapsulate cables and wires so not to inhibit leg movement of the user or movement of the work surface through all height adjustments.
- (p) Have safety sensor and/or anti-collision system to prevent and detect items in close proximity to the underside of the work surface when height adjustability is in function.
- (q) Have minimum 1219 mm (48") high privacy panels with the optional addition of 254 to 381 mm (10" to 15") contoured clear or tinted tempered glass upper panels. Privacy panels shall be high pressured, anti-microbial laminate c/w rear pop-out access section for technical access to CPU storage. Panels to provide front and/or rear access for repairs shall not interfere with user. Pop-out panels requiring tools for removal are not acceptable. Panels to have PVC kick plate for bottom edge panel partition protection. Cable channels not required in panels.

E3.6 Console Legs/Frames:

- (a) Feet of legs shall not impede chair movement across the workstation or user's leg positioning.
- (b) Minimum depth at knee shall be 533 mm (21").
- (c) Adjustment shall be stable and safe when workstation is loaded and used with intended work items.
- (d) Have minimum of four (4) accessible levellers required for base levelling.

E3.7 Console Construction:

- (a) Support framing shall be a continuous steel base to provide lateral stability. Contractor shall identify material, gauge and quality. Minimum 14 gauge cold rolled steel for base construction and coverings.

- (b) Console base, cabinet housing, CPU compartment and structural framework to be of sufficient strength to accommodate the overall weight of the monitors, CPUs and associated hardware without sagging or deflection.
- (c) Steel framing supports for the Console base shall be grounded. The Contractor shall state method of grounding along with written explanation of how the consoles meet grounding requirements with drawings to support compliancy. Refer to E3.8 Electrical.
- (d) Steel frame surface coating on console bases shall be highly durable. The Contractor shall state finish technique and thickness.
- (e) Enclosure system for CPU compartment shall allow air movement. Compartment shall be easily removed for servicing and cleaning purposes.
- (f) Workstations shall be self-supporting/modular; panel hung not acceptable.
- (g) Lifting mechanism shall be electrically powered and mounted so not to impede movement under the workstation. The Contractor shall state power rating of mechanism. The base lift system to support a minimum capacity of 500 lbs for the keyboard/input surface and a minimum of 1000 lbs for the monitor surface. The lift mechanisms shall use a max of two (2) lift motors per keyboard/input surface and a max of four (4) lift motors per monitor surface.
- (h) Console workstation monitor decks shall be capable of easily lifting and supporting up to four (4) – 28” and two (2) – 23” LC panel type monitors with capability of stacking or positioning in a horizontal or vertical orientation. Monitor deck shall be able to accommodate additional monitors if required.
- (i) Each console shall be equipped with telescopic monitor slide c/w monitor arm assembly capable of supporting flat screen monitors. Monitor arm assemblies to be securely fastened to the focal slide. Each monitor to include Monitor Arm Quick Disconnect assembly for unexpected failure. Refer to Appendix A for monitor quantities.
- (j) Provide storage for multiple CPU's, with easy access to the front or rear of the CPU.
- (k) Provide centre storage compartment to support other required equipment such as power suppliers for the back-up radio, back-up radio head set jack, radio keyboard. The compartment to have receptacles available to support such devices. Access to the storage compartment shall be from top, rear and side.
- (l) Provide optional side wing storage sleeves at either side of console; storage sleeves to be under monitor surface to support additional equipment noted in Appendix A.
- (m) Built-in USB speakers shall be integrated into the design of the console but not mandatory.
- (n) Cable management to be integrated into the design to minimize cable flex and wear.
- (o) Workstation shall be capable of housing minimum of 12 data ports for Call Taker position and minimum of 16 data ports for Dispatch and Multi Positions.
- (p) Task lighting shall provide continuous illumination to the worksurface area with independent manual controlled dimming. Light source shall be capable of providing 25-35-foot candles of light to the worksurface area. Power consumption of the task lighting is a consideration Each workstation to include two (2) adjustable LED (non-heat emitting) source, mounted on keyboard surface. Final location to be confirmed by WFPS.
- (q) Provide status light for each console workstation with associated status light switches and if required, interface unit(s). Call Takers require one (1) 'On the phone indicator light'; Dispatch and Multi require both one (1) 'On the phone indicator light' and one (1) 'On the air indicator light'. Status light to change in color to correspond and indicate operator is in either in occupied position, and/or live 9-1-1 call, and/or live radio transmission, or requires supervisor assistance. Provide support pole for status light; support pole to be either surface mounted to worksurface top, or a panel partition support pole. Provide support pole available heights that shall accommodate proposed layout. Support pole shall not be blocked out by monitors and/or console position, and not to interfere with monitor height adjustment. The Contractor to indicate location on drawing submittals.

- (r) Additional electrical (standard 110 v) and communications connections shall be provided for connection of optional equipment, i.e. electrical appliances, coaxial cable for audio/video display. Surface mount up to 3 receptacles and up to 4 USB power outlets to provide non-UPS power. USB interfaces to be adequate distance from the front of the workstation to not interfere with the work space.
- (s) Console shall be a modular system to support full range of layouts, control room configuration, future expansion and reconfiguration. The consoles to be serviceable in the field with minimal downtime, disruption, and noise within the Communication Centre.

E3.8 Environmental Controls:

- (a) Desktop Airflow shall be operator adjustable from no airflow to maximum airflow. Fans used for airflow should be designated with motors to have minimal noise level; Provide dBm rating. Minimum of two (2) flush mounted fans located within the keyboard/input surface and one (1) below the keyboard/input surface for heating/cooling of legs and feet.
- (b) Workstation Heating shall be a forced heating solution with a minimum 500W thermostatically controlled capacity below the keyboard surface for warming of legs and feet. Radiant heaters are not be accepted.
- (c) Optional Air Filtration shall be a replaceable/re-useable filter cartridge type that can be easily serviced for maintenance and replacement.
- (d) User Control shall be located to ensure that adjustment of the environmental controls can be made by the operator, without moving out of a proper ergonomic working position.
- (e) All controls to be flushed mounted and not interfere with desktop workspace area.
- (f) Environmental controls shall not compromise hardware storage capacity and include an occupancy sensor to conserve energy when operator is not present.

E3.9 Electrical:

- (a) Power requirements shall be 115V AC, 60Hz, CSA ULC approved. The Contractor shall state power requirements of their Workstation furniture for all options presented in their submission. Steel framing shall be grounded. The Contractor shall state their proposed method of grounding. Proposed grounding shall conform to CSA, ULC standards.
- (b) Workstation power bar cable(s) shall plug to floor box receptacle mounted in the AF series raised floor box. (See Appendix B for details)
- (c) The Communication Centre is built on a raised access floor with electrical and communication access coming from the recessed outlet floor box mounted at each console workstation. The Contractor shall provide details on where best to locate the recessed outlet floor box. Accessibility to the recessed outlet boxes is required.

E3.10 Cable Management:

- (a) Horizontal lay-in cable management channels shall be capable of managing cabling required on the input and monitor worksurfaces to the vertical cable management channels too and from the access flooring level. The cable channel shall be technically friendly and should eliminate the need for fishing of wires through closed channels. The cable management system must separate power and data cabling to avoid interference and network noise.
- (b) The workstation shall be equipped with a flexible vertical cable management system to manage all electrical and communication cables to the CPU compartment from the monitor and input surface. The vertical channel shall be lay-in type and comply with EIA/TIA bend radius standards for copper and fiber cabling. The channel shall safely manage all cabling when console moves from a seated to a standing position eliminating wear and tear on connectors, wires and cables. The channel shall be technically friendly and eliminate the needs for fishing of wires through closed channels. The cable management system shall separate power and data cabling to avoid interference and network noise.

- (c) All wiring integration between adjustable surfaces, CPU cabinet and all associated hardware shall be secure and concealed within cable management system to prevent accidental contact with wiring or accidental disconnection of equipment.
- (d) The monitor surface shall have a cable management system integrated to manage and protect the cabling of the Monitors.
- (e) Each workstation shall have required support for extended cable lengths for mouse and keyboard cables. The Contractor shall provide details on support for any excess cable storage.
- (f) Cable management shall be accessible from either side of the worksurface and to the rear section of the workstation. The Contractor to provide details as to whether this can be achieved.

E3.11 CPU Compartment Construction:

- (a) The furniture console shall be constructed with one CPU compartment located below the monitor surface. The CPU compartment shall accommodate up to three CPU's and contain a CPU slide out shelf to provide access to the CPU's. Shelf shall slide out to allow access to the back of the CPU's for service and maintenance. A front access door with adequate ventilation for the CPU's to be included as part of standard console construction. To minimize floor space requirements for the console furniture the CPU compartment shall be integral to the console and should be secured to the base structure. The Contractor shall provide details on technical lighting within CPU compartments.
- (b) All CPU compartment shall be secured c/w a lock device.
- (c) All CPU compartment shall provide storage for 12-24 port Cat 6 data patch panel. The Contractor to provide drawing or detail of how this will be supported.
- (d) All CPU cabinets shall be vented to provide adequate ventilation for the CPU's.
- (e) Power to CPU compartment shall come from power bars which then connect to raised floor box located in the raised floor at each location. Separate power distribution in the CPU compartment shall be provided to split loads between Building UPS A and Building UPS B. The Contractor shall provide details on their power distribution solution.
- (f) Dispatch and Multi Workstations CPU compartments shall be able to house HP Prodesk 600 Small Form Factor (SFF) PC. A console UPS is required for all consoles except Call Taker position, a requirement for the radio system.

E3.12 Power Distribution:

- (a) Power distribution within each of the consoles shall have three separate power feeds c/w min. 12 outlet power bars with switches and 15 Amp breakers.
 - (i) One (1) – 120V AC, 15 Amp circuit – Building/generator power shall be used for Ergonomic height adjustment, task lighting and personal climate controls. This power feed shall have a 15-amp circuit breaker (or overload) with a 15 amp disconnect switch. Shall be CSA and/or ULC approved.
 - (ii) One – 120V AC, 15 Amp circuit from UPS A – minimum 12 outlet with 15-amp circuit breaker (or overload) with a 15 amp disconnect switch. (Located in the CPU compartment), and shall be CSA and/or ULC approved.
 - (iii) One – 120V AC, 15 Amp circuit from UPS B – 12 outlets with 15-amp circuit breaker (or overload) with a 15 amp disconnect switch. (Located in the CPU compartment), and shall be CSA and/or ULC approved.

E3.13 Additional Requirement:

- (a) The Contractor shall provide accommodations for small storage pedestal that can be converted into technical storage for future use. Pedestal to be on levers, casters not acceptable. Construction and finishes to match console workstation. Refer to Drawing A1.0 for dimensions.

E3.14 Warranty:

- (a) The Contractor shall provide, at no cost, a warranty on the components as follows:
 - (i) Parts/ Components of Structural frame- minimum Lifetime Warranty
 - (ii) Mechanical Height Adjustable and Plastic Laminated Components – minimum 5 years.
 - (iii) Electric Height Adjustable Motors, Controllers and Safety Switches – minimum 5 years.
 - (iv) Environmental Controls – minimum 3 years.
 - (v) Task Lighting – minimum 3 years/1 year on Power Supply
- (b) Notwithstanding D15, the Contractor shall provide upon request the hourly rate for maintenance and support services once warranty periods has expired.
- (c) The Contractor shall include upon request any information on additional service plan options available to facilitate furniture console maintenance.

E3.15 Console Workstation Finishes

- (a) The Bidder shall include standard level manufactured finish options with corresponding specifications and are to be selected by Contract Administrator: Finishes shall meet requirements for rigorous, heavy-duty anti-microbial cleaning products for surfaces by WFPS.

E4. INSTALLATION

- E4.1 Installation to occur upon completion of interior renovations. Anticipated timeline for furniture completion: May 2021. Contract Administrator to confirm actual date closer to completion of interior renovations.
- E4.2 Installation to take place during regular daytime hours, Monday to Friday, between 8:30 a.m. – 4:30 p.m. Winnipeg time. Installation shall not impact adjacent tenants within the building.
- E4.3 If required, evening and weekend installation work will be permitted with Contract Administrator and client approval at no additional cost to the City of Winnipeg.
- E4.4 The Installers shall follow current Public Health requirements for screening and workplace wear (COVID, masks etc.).

E5. TRAINING

- E5.1 The Contractor shall be responsible for providing operational and maintenance manuals and training at project completion. Manuals to include training options for City of Winnipeg personnel. Provide examples included with instructions, diagrams and illustrations. The training will be at the Contractor's expense.

PART F - SECURITY CLEARANCE

F1. SECURITY CLEARANCE

- F1.1 The City will conduct a Level Two Security Clearance Check, of any individual, owner(s), members of the Board of Directors and persons with controlling interest in the company proposed to perform Work under the Contract at Winnipeg Police Service facilities.
- F1.2 The Contractor shall provide the Contract Administrator with a list of individuals, owner(s), members of the Board of Directors and persons with controlling interest in the company 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.
- F1.3 Each individual 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 and occupations of all immediate family members (including parents) and their spouses/common law. Include your spouse/common law boyfriends, girlfriends and their family members. This includes stepbrothers, stepsisters, half-brothers and half-sisters. This list should be typed in the following format:

John James SMITH	Dob: 45 Aug 24 (father)
123 Anywhere Street	555-555-5555
Winnipeg, Manitoba	
 - (b) A list of names, dates of birth, addresses and telephone numbers and occupations of at least four (4) of your closest friends. This list should be typed in the following format:

John James SMITH	Dob: 45 Aug 24 (father)
123 Anywhere Street	555-555-5555
Winnipeg, Manitoba	
 - (c) The name of the immediate supervisor title or position within their organization, and telephone number, mailing address and email address.
 - (d) A list of all past addresses and dates when resided.
 - (e) Identification - photocopies of two valid pieces of identification with at least one piece of photo identification:
 - (a) Photo Identification must be one of the following:
 - (i) Driver's License,
 - (ii) Passport,
 - (iii) Permanent Resident Card,
 - (iv) Aboriginal Status Card,
 - (v) Manitoba Public Insurance Identification Card.
 - (b) Second identification must be one of the following:
 - (i) Birth Certificate,
 - (ii) Social Insurance Card – (SIN confirmation letters effective April 2014),
 - (iii) Provincial Health Card,
 - (iv) Citizenship Card,
 - (v) Firearms License,
 - (vi) Immigration Papers,
 - (vii) National Defense Card,
 - (viii) Nexus Card,
 - (ix) FAST CARD from Canada Border Services Agency.

- (f) A completed Form P-608: Security Clearance Check authorization form available at <https://www.winnipeg.ca/matmgt/templates/information.stm#securitycheck> . Form P-608 must be signed and dated.
 - (i) Signature of Witness shall be signed by the contact person stated on Paragraph 3 Form A: Bid.

- F1.4 Each individual shall submit the required information and form to the Winnipeg Police Service Division 30 Security Section Supervisor at Main Floor, 245 Smith Street, Winnipeg, MB R3C 0R6:
 - (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.

- F1.5 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.

- F1.6 Any satisfactory Security Clearance obtained thereby will be deemed valid for one (1) year 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 photo identification upon entry, in order that their Level Two security clearance can be verified.

- F1.7 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.

APPENDIX

Appendix A – For Information Only

The Console Workstation furniture shall be designed to accept the following work-related equipment:

1.1 Call Taker Position (Items listed below are per position unless otherwise noted)

- CAD CPU
- Monitors x3 (2 - 28", 1- 23")
- Vesta CPU
- Headset Modules x2
- Telephone – Cisco VOIP
- Audio Recording Equipment – USB speakers and software
- Keyboard x1
- Mouse x1
- Scratch pad
- USB ports x4
- Sound Arbitration Module

1.2 Dispatcher Position (Items listed below are per position unless otherwise noted)

- CAD/RMS CPU
- Radio System CPU
- Monitors x3 (3 – 28")
- Radio System Monitor x1 (23")
- Radio System: Harris Symphony Console
- Headset Modules x2
- Radio Speakers x2
- PC Speaker x1
- Keyboard x1
- Mouse x2
- Telephone set – Cisco
- Audio Recording Equipment – USB speakers and software
- Scratch pad
- UPS 1.5 kVA
- USB ports x4
- Backup radio – Harris SP72 remote

1.3 Multi Position (Items listed below are per position unless otherwise noted)

- CAD/RMS CPU
- Radio System CPU
- Monitors x3 (28")
- Radio System Monitor x2 (23")
- Radio System Symphony
- Headset Modules x2

- Radio Speakers x2
- PC Speaker x1
- Keyboard x1
- Mouse x2
- Telephone set – Cisco, small version
- Audio Recording Equipment – USB Speaker and software
- Scratch pad
- Vesta PCU
- UPS 1.5 kVA
- Back-up radio – Harris SP72 remote
- USB ports x4
- Sound arbitration module

Appendix B - For Information Only

EXISTING FLOOR BOXES

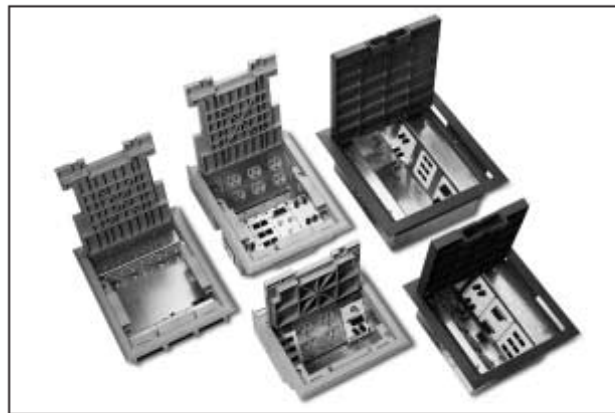


FloorSource™
Raised Floor Boxes

A Raised Floor Box for Every Application



The Walker FloorSource Series offers a large selection of raised floor boxes to meet most user's needs. FloorSource Raised Floor Boxes provide functionality, flexibility, accessibility, and capacity when it comes to raised floor box applications. They have many applications, some of which are PBX rooms, MIS processing rooms, university computer labs, and financial institutions. Walker provides four unique styles of boxes which allow the user a variety of combinations for power and communication. FloorSource Raised Floor Boxes are compatible with the Walkerflex® Manufactured Wiring System.



Walker FloorSource Series offer flexibility, accessibility, and capacity.

Features & Benefits

- **Locking tabs help secure box to floor panel.** This allows for quick and easy installation.
- **Units can be prewired for power.** Prewired units reduce labor costs for field installation.
- **Large multi-compartment boxes.** Provides adequate wiring capacity and easily isolates power and communication services.
- **Boxes have several different depth profiles.** These profiles allow the end-user to meet different raised floor depth requirements.
- **Flexible box designs.** Allow the end-user to configure services where they want and need them.
- **Datacom connectivity options.** Accepts industry standard and proprietary devices from a wide range of manufacturers to provide a seamless and aesthetically pleasing interface for voice, data, audio, and video applications at the point-of-use.
- **Listed by Underwriters Laboratories Inc.** to U.S. and Canadian safety standards.
- **Meets NEC Section 300-22(C).** The AC, AF and SAF Series are suitable for use in air handling spaces and raised floor plenums.