



THE CITY OF WINNIPEG

TENDER

TENDER NO. 169-2024

SUPPLY AND DELIVERY OF LUBRICANTS

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 SUPPLY AND DELIVERY OF LUBRICANTS

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, May 22, 2024.

B2.2 The Contract Administrator or the Manager of Purchasing 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 D5.1.

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.

B3.6 Any enquiries concerning submitting through MERX should be addressed to:
MERX Customer Support
Phone: 1-800-964-6379
Email: merx@merx.com

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.

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 MERX website at www.merx.com.
- B5.4 The Bidder is responsible for ensuring that they have received all addenda and is advised to check the MERX 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 10 of Form A: Bid/Proposal. 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 D5.

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 five (5) Business Days prior to the Submission Deadline.
- B6.4 The Bidder shall ensure that any and all requests for approval of a substitute:
- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the 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 their 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, 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 they wish 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 their 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/Proposal;
 - (b) Form B: Prices.
- B7.2 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.
- B7.3 The Bid shall be submitted electronically through MERX at www.merx.com.
- B7.3.1 Bids will **only** be accepted electronically through MERX.
- B7.4 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/Proposal, making all required entries.
- B8.2 Paragraph 2 of Form A: Bid/Proposal shall be completed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in their own name, their 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 their 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/Proposal, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Bid.
- B8.4 Paragraph 13 of Form A: Bid/Proposal shall be signed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in their 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 their duly authorized officer or officers;
 - (d) if the Bidder is carrying on business under a name other than their 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/Proposal should be entered below such signatures.
- B8.5 If a Bid is submitted jointly by two or more persons, the word "Bidder" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Bidders in the Bid and the Contract, when awarded, shall be both joint and several.

B9. PRICES

- B9.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.
- B9.1.1 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.
- B9.4 The Bidder shall enter the Total Bid Price from Form B: Prices into the Total Bid Price field in MERX.
- B9.4.1 Bidders are advised that the calculation indicated in B16.4 will prevail over the Total Bid Price entered in MERX.
- B9.5 The Bidder shall include, **if applicable**, pallets/drum deposit charges on Form B: Prices, if this item is not completed it will be understood that there are no pallet/drum deposit charges that apply.
- B9.5.1 The Contractor shall pay all transportation charges both ways on all items in accordance to D13.1. The items will be used by the City of Winnipeg, when the drums are emptied the Contract Administrator will inform the Contractor for their return.
- B9.5.2 Drums being returned for **credit** to the Contractor shall be picked up by the Contractor within two (2) Business Days of notification. No payment shall be made for additional time in the City's possession as a result of a delay in pick-up allowed for the convenience of the Contractor.

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) N/A.

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 their 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 their 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 their 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 their 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 their 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 their sole discretion:

- (a) disqualify a Bidder that fails to disclose a perceived, potential or actual Conflict of Interest of the Bidder or any of their 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 their 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 their 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 their 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, Purchasing 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;
- (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);
- (d) have completed the Accessible Customer Service online training required by the Accessibility for Manitobans Act (AMA) (see B12.4 and D7);
- (e) upon request of the Contract Administrator, provide the Security Clearances as identified in PART F - .
 - (i) Security Clearance shall be required for individuals performing Work at 245 Smith Street.

B12.4 Further to B12.3(d), the Bidder acknowledges they and all Subcontractors have obtained training required by the Accessibility for Manitobans Act (AMA) available at <http://www.accessibilitymb.ca/training.html> for anyone that may have any interaction with the public on behalf of the City of Winnipeg.

B12.5 The Bidder shall submit, within five (5) 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.

B12.5.1 The Bidder shall provide representative samples of the goods offered, as described in E2, for detailed inspections and approval.

B12.5.2 Failure to supply the sample unit(s) within the time period stated in B12.5 may result in the bid being determined to be non-responsive.

B12.5.3 The Bidder shall be responsible for all freight costs associated with the delivery and return of samples.

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) will be available on the MERX website at www.merx.com.

B13.3 After award of Contract, the name(s) of the successful Bidder(s) and their Contract amount(s) will be available on the MERX website at www.merx.com.

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 11 of Form A: Bid/Proposal.

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 11 of Form A: Bid/Proposal.

B15. WITHDRAWAL OF BIDS

B15.1 A Bidder may withdraw their Bid without penalty at any time prior to the Submission Deadline.

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 (pass/fail);
- (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B12 (pass/fail);
- (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 their Bid or in other information required to be submitted, that they are 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.
- B16.4.2 Bidders are advised that the calculation indicated in B16.4 will prevail over the Total Bid Price entered in MERX.
- 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 their 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 7 of Form A: Bid/Proposal 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 their 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, Purchasing 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 of Goods*, these Supplemental Conditions are applicable to the Work of the Contract.

D2. SCOPE OF WORK

D2.1 The Work to be done under the Contract shall consist of the supply and delivery of lubricants for the period from July 1, 2024 until June 30, 2025, with the option of four (4) mutually agreed upon one (1) year extensions.

D2.1.1 The City may negotiate the extension option with the Contractor within ninety (90) Calendar Days prior to the expiry date of the Contract. The City shall incur no liability to the Contractor as a result of such negotiations.

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

D2.1.3 Bidders are advised that, in future, the City may be participating in collaborative procurement initiatives with other levels of government. Accordingly, extensions to this Contract may not be exercised.

D2.2 The Contractor may offer additional services to be performed under the Contract, e.g. technical consultation, education, inventory management (maintenance of bulk tank quantity) etc.

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

D2.3.1 The type and quantity of Work to be performed under this Contract shall be as authorized from time to time by the Contract Administrator and/or Users.

D2.3.2 Subject to C7, the City shall have no obligation under the Contract to purchase any quantity of any item in excess of their actual operational requirements.

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

D3. COOPERATIVE PURCHASE

D3.1 The Contractor is advised that this is a cooperative purchase.

D3.2 The Contract Administrator may, from time to time during the term of the Contract, approve other public sector organizations and utilities, including but not limited to municipalities, universities, schools and hospitals, to be participants in the cooperative purchase.

D3.3 The Contract Administrator will notify the Contractor of a potential participant and provide a list of the delivery locations and estimated quantities.

D3.4 If any location of the potential participant is more than ten (10) kilometres beyond the boundaries of the City of Winnipeg, the Contractor shall, within fifteen (15) Calendar Days of the written notice, notify the Contract Administrator of the amount of any additional delivery charge for the location.

- D3.5 If any additional delivery charges are identified by the Contractor, the potential participant may accept or decline to participate in the cooperative purchase.
- D3.6 The Contractor shall enter into a contract with each participant under the same terms and conditions as this Contract except:
- (a) supply under the contract shall not commence until the expiry or lawful termination of any other contract(s) binding the participant for the same goods;
 - (b) a participant may specify a duration of contract shorter than the duration of this Contract;
 - (c) a participant may specify that only some items under this Contract and/or less than their total requirement for an item are to be supplied under their contract; and
 - (d) any additional delivery charge identified and accepted in accordance with D3.4 and D3.5 will apply.
- D3.7 Each participant will be responsible for the administration of their contract and the fulfilment of their obligations under their contract. The City shall not incur any liability arising from any such contract.
- D3.8 No participant shall have the right or authority to effect a change in the Contract, or of any other participant in this Contract.

D4. DEFINITIONS

D4.1 When used in this Tender:

- (a) "**Supply Chain Disruption**" means an inability by the Contractor to obtain goods or services from third parties necessary to perform the Work of the Contract within the schedule specified therein, despite the Contractor making all reasonable commercial efforts to procure same. Contractors are advised that increased costs do not, in and of themselves, amount to a Supply Chain Disruption.

D5. CONTRACT ADMINISTRATOR

D5.1 The Contract Administrator is:

Ekie Oseghale
Contracts Officer

Telephone No.: 204- 986-2451

Email Address: eoseghale@winnipeg.ca

D6. TECHNICAL ADVISOR

D6.1 The Technical Advisor for **Fleet** is:

Lori Boyko
Supervisor of Stores
Winnipeg Fleet Management Agency
Winnipeg MB R3E 1J6
Telephone No.: 204-470-7166
Email Address: LBoyko@winnipeg.ca

D6.2 The Technical Advisor for **Transit** is:

Ron Martin
Stores Inventory Coordinator
Transit
Winnipeg MB R3L 2A2
Telephone No.: 204-986-6864
Email Address: RonMartin@winnipeg.ca

D7. ACCESSIBLE CUSTOMER SERVICE REQUIREMENTS

- D7.1 The Accessibility for Manitobans Act (AMA) imposes obligations on The City of Winnipeg to provide accessible customer service to all persons in accordance with the Customer Service Standard Regulation ("CSSR") to ensure inclusive access and participation for all people who live, work or visit Winnipeg regardless of their abilities.
- D7.1.1 The Contractor agrees to comply with the accessible customer service obligations under the CSSR and further agrees that when providing the Goods or Services or otherwise acting on the City of Winnipeg's behalf, shall comply with all obligations under the AMA applicable to public sector bodies.
- D7.1.2 The accessible customer service obligations include, but are not limited to:
- (a) providing barrier-free access to goods and services;
 - (b) providing reasonable accommodations;
 - (c) reasonably accommodating assistive devices, support persons, and support animals;
 - (d) providing accessibility features e.g. ramps, wide aisles, accessible washrooms, power doors and elevators;
 - (e) inform the public when accessibility features are not available;
 - (f) providing a mechanism or process for receiving and responding to public feedback on the accessibility of all goods and services; and
 - (g) providing adequate training of staff and documentation of same.

D8. UNFAIR LABOUR PRACTICES

- D8.1 Further to C3.2, the Contractor declares that in bidding for the Work and in entering into this Contract, the Contractor and any proposed Subcontractor(s) conduct their respective business in accordance with established international codes embodied in United Nations Universal Declaration of Human Rights (UDHR) <https://www.un.org/en/about-us/universal-declaration-of-human-rights> International Labour Organization (ILO) [https://www.ilo.org/global/lang--en/index.htm](https://www.ilo.org/global/lang-en/index.htm) conventions as ratified by Canada.
- D8.2 The City of Winnipeg is committed and requires its Contractors and their Subcontractors, to be committed to upholding and promoting international human and labour rights, including fundamental principles and rights at work covered by ILO eight (8) fundamental conventions and the United Nations Universal Declaration of Human Rights which includes child and forced labour.
- D8.3 Upon request from the Contract Administrator, the Contractor shall provide disclosure of the sources (by company and country) of the raw materials used in the Work and a description of the manufacturing environment or processes (labour unions, minimum wages, safety, etc.).
- D8.4 Failure to provide the evidence required under D8.3, may be determined to be an event of default in accordance with C16.
- D8.5 In the event that the City, in its sole discretion, determines the Contractor to have violated the requirements of this section, it will be considered a fundamental breach of the Contract and the Contractor shall pay to the City a sum specified by the Contract Administrator in writing ("Unfair Labour Practice Penalty"). Such a violation shall also be considered an Event of Default, and shall entitle the City to pursue all other remedies it is entitled to in connection with same pursuant to the Contract.
- D8.5.1 The Unfair Labour Practice Penalty shall be such a sum as determined appropriate by the City, having due regard to the gravity of the Contractor's violation of the above requirements, any cost of obtaining replacement goods/ services or rectification of the breach, and the impact upon the City's reputation in the eyes of the public as a result of same.

- D8.5.2 The Contractor shall pay the Unfair Labour Practice Penalty to the City within thirty (30) Calendar Days of receiving a demand for same in accordance with D8.5. The City may also hold back the amount of the Unfair Labour Practice Penalty from payment for any amount it owes the Contractor.
- D8.5.3 The obligations and rights conveyed by this clause survive the expiry or termination of this Contract, and may be exercised by the City following the performance of the Work, should the City determine, that a violation by the Contractor of the above clauses has occurred following same. In no instance shall the Unfair Labour Practice Penalty exceed the total of twice the Contract value.

D9. CHANGES IN WORK

- D9.1 It is anticipated that, during the term of the Contract, changes in product standards, required to meet warranty requirements and recommendations of equipment manufacturers, will result in changes to the specifications for products required by the City.
- D9.2 Where the Contractor is unable to supply a replacement product to meet a change in the City's requirements, the City shall have the right to reduce the quantity of the product or delete the product from the Contract and obtain the replacement product by any means available without relieving the Contractor from any other obligation under the Contract.
- D9.3 Further to D9.1 and D9.2., adjustments to the Contract Time or the Contract Price will be considered only for changes required by the City or required to meet generally recognized new industry standard(s). Adjustments will not be considered for voluntary changes undertaken by the Contractor for other reasons.
- D9.4 Further to D9.2, "actual cost" shall include only the direct cost of physical differences in the replacement product. It shall not include the cost of development, testing, licensing, packaging, marketing and other ancillary requirements.

SUBMISSIONS

D10. AUTHORITY TO CARRY ON BUSINESS

- D10.1 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.

D11. SAFETY DATA SHEETS

- D11.1 The Contractor shall provide the Contract Administrator with one (1) copy of Safety Data Sheets (SDS's) for each product to be supplied under the Contract at least two (2) Business Days prior to the commencement of Work but in no event later than the date specified in C4 for the return of the executed Contract.
- D11.2 Throughout the term of the Contract, the Contractor shall provide the Contract Administrator with revisions or updates of the SDS's as soon as may be reasonably possible.

SCHEDULE OF WORK

D12. COMMENCEMENT

- D12.1 The Contractor shall not commence any Work until they are in receipt of a notice of award from the City authorizing the commencement of the Work.

D12.2 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 D10;
 - (ii) evidence of the workers compensation coverage specified in C6.17;
 - (iii) the Safety Data Sheets specified in D11; and
 - (iv) the direct deposit application form specified in D20.
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting

D13. DELIVERY

D13.1 Goods shall be delivered on an "as required" basis during the term of the Contract, f.o.b. destination, freight prepaid, to various locations within the City.

D13.1.1 Goods shall be delivered within three (3) Calendar Days of the placing of an order.

D13.2 Goods shall be delivered between 7:30 a.m. and 3:30 p.m. for all departments as shown on Table A, except to the Transit Department where the goods shall be delivered between 7:30 a.m. and 2:00 p.m., on Business Days.

D13.3 The Contractor shall off-load goods as directed at the delivery location.

D13.4 Table A listing intended delivery locations, is provided for the convenience of the Bidder only. The City reserves the right to add or delete locations, within the boundaries of the City, or alter the type or quantity of goods to be supplied to any location as required by changes in its operations during the term of the Contract.

D14. LIQUIDATED DAMAGES

D14.1 If the Contractor fails to achieve delivery of the goods within the time specified in D13.1.1 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.

D14.2 The amount specified for liquidated damages in D14.1 is based on a genuine pre-estimate of the City's damages in the event that the Contractor does not achieve Delivery by the day fixed herein for same.

D14.3 The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

D15. SUPPLY CHAIN DISRUPTION SCHEDULE DELAYS

D15.1 The City acknowledges that the schedule for this Contract may be impacted by Supply Chain Disruption. Commencement and progress of the Work shall be performed by the Contractor with due consideration to the delivery requirements and schedule identified in the Contract, in close consultation with the Contract Administrator.

D15.2 If the Contractor is delayed in the performance of the Work by reason of Supply Chain Disruption, 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.

D15.3 A minimum of seven (7) Calendar Days prior to the commencement of Work, the Contractor shall declare whether a Supply Chain Disruption will affect the start date. The Contractor shall provide sufficient evidence that the delay is directly related to a Supply Chain Disruption, including but not limited to evidence related to ordering of material or goods, production and/or manufacturing schedules or availability of staff as appropriate.

- D15.4 For any delay related to Supply Chain Disruption 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 D15.3. Failure to provide this notice will result in no additional time delays being considered by the City.
- D15.5 The Work schedule, including the durations identified in D13 where applicable, will be adjusted to reflect delays accepted by the Contract Administrator.
- D15.6 Any time or cost implications as a result of Supply Chain Disruption and in accordance with the above, as confirmed by the Contract Administrator, shall be documented in accordance with C7.

D16. ENVIRONMENTAL CLEAN UP

- D16.1 The Contractor is responsible for the immediate cleanup of any spillage or leakage of material from a container, including but not limited to, any spillage or leakage which occurs during the transporting of materials, which the City has not caused.
- D16.2 The material must be cleaned up, picked up, moved or otherwise remediated within three (3) hours of becoming aware of the spillage/leakage or a request from the Contract Administrator.
- D16.3 In the event that the Contractor does not comply with D16.1 and D16.2, the Contractor will be considered in default of the Contract and the City may clean up, pick up, move or otherwise remediate the material and all costs in this regard will be charged to the Contractor and deducted from his payment.
- D16.4 Serious and/or repeated defaults of this nature may be grounds for termination of the Contract.

D17. ORDERS

- D17.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for delivery may be placed.

D18. RECORDS

- D18.1 The Contractor shall keep detailed records of the goods supplied under the Contract.
- D18.2 The Contractor shall record, as a minimum, for each item listed on Form B: Prices:
- (a) user name(s) and addresses;
 - (b) order date(s);
 - (c) delivery date(s); and
 - (d) description and quantity of goods supplied.
- D18.3 The Contractor shall provide the Contract Administrator with a copy of the records for each quarter year within fifteen (15) Calendar Days of a request of the Contract Administrator.

MEASUREMENT AND PAYMENT

D19. INVOICES

- D19.1 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

D19.2 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, MRST, and any applicable environmental handling charges/fees identified and shown as separate amounts; and
- (f) the Contractor's GST registration number.

D19.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D20. PAYMENT

D20.1 Further to C10, the City shall make payments to the Contractor by direct deposit to the Contractor's banking institution, and by no other means. Payments will not be made until the Contractor has made satisfactory direct deposit arrangements with the City. Direct deposit application forms are at https://legacy.winnipeg.ca/finance/files/Direct_Deposit_Form.pdf.

D21. PAYMENT SCHEDULE

D21.1 Further to C10, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

WARRANTY

D22. WARRANTY

D22.1 Warranty is as stated in C11.

DISPUTE RESOLUTION

D23. DISPUTE RESOLUTION

D23.1 If the Contractor disagrees with any opinion, determination, or decision of the Contract Administrator, the Contractor shall act in accordance with the Contract Administrator's opinion, determination, or decision unless and until same is modified by the process followed by the parties pursuant to D23.

D23.2 The entire text of C19.4 is deleted, and amended to read: "Intentionally Deleted"

D23.3 The entire text of C19.5 is deleted, and amended to read:

- (a) If Legal Services has determined that the Disputed Matter may proceed in the Appeal Process, the Contractor must, within ten (10) Business Days of the date of the Legal Services Response Letter, submit their written Appeal Form, in the manner and format set out on the City's Purchasing Division Website, to the Chief Administrative Officer, and to the Contract Administrator. The Contractor may not raise any other disputes other than the Disputed Matter in their Appeal Form.

D23.4 Further to C19, prior to the Contract Administrator's issuance of a Final Determination, the following informal dispute resolution process shall be followed where the Contractor disagrees with any opinion, determination, or decision of the Contract Administrator ("Dispute"):

- (a) In the event of a Dispute, attempts shall be made by the Contract Administrator and the Contractor's equivalent representative to resolve Disputes within the normal course of

project dealings between the Contract Administrator and the Contractor's equivalent representative.

- (b) Disputes which in the reasonable opinion of the Contract Administrator or the Contractor's equivalent representative cannot be resolved within the normal course of project dealings as described above shall be referred to a without prejudice escalating negotiation process consisting of, at a minimum, the position levels as shown below and the equivalent Contractor representative levels:
 - (i) The Contract Administrator;
 - (ii) Supervisory level between the Contract Administrator and applicable Department Head;
 - (iii) Department Head.

D23.4.1 Names and positions of Contractor representatives equivalent to the above City position levels shall be determined by the Contractor and communicated to the City at the pre-commencement or kick off meeting.

D23.4.2 As these negotiations are not an adjudicative hearing, neither party may have legal counsel present during the negotiations.

D23.4.3 Both the City and the Contractor agree to make all reasonable efforts to conduct the above escalating negotiation process within twenty (20) Business Days, unless both parties agree, in writing, to extend that period of time.

D23.4.4 If the Dispute is not resolved to the City and Contractor's mutual satisfaction after discussions have occurred at the final escalated level as described above, or the time period set out in D23.4.3, as extended if applicable, has elapsed, the Contract Administrator will issue a Final Determination as defined in C1.1(v), at which point the parties will be governed by the Dispute Resolution process set out in C19.

THIRD PARTY AGREEMENTS

D24. FUNDING AND/OR CONTRIBUTION AGREEMENT OBLIGATIONS

D24.1 In the event that funding for the Work of the Contract is provided to the City of Winnipeg by the Government of Manitoba and/or the Government of Canada, the following terms and conditions shall apply, as required by the applicable funding agreements.

D24.2 Further to D24.1, in the event that the obligations in D24 apply, actual costs legitimately incurred by the Contractor as a direct result of these obligations ("Funding Costs") shall be determined by the actual cost to the Contractor and not by the valuation method(s) outlined in C7.4. In all other respects Funding Costs will be processed in accordance with Changes in Work under C7.

D24.3 For the purposes of D24:

- (a) "**Government of Canada**" includes the authorized officials, auditors, and representatives of the Government of Canada; and
- (b) "**Government of Manitoba**" includes the authorized officials, auditors, and representatives of the Government of Manitoba.

D24.4 Modified Insurance Requirements

D24.4.1 Where applicable, the Contractor will be required to provide wrap-up liability insurance in an amount of no less than two million dollars (\$2,000,000) inclusive per occurrence. Such policy will be written in the joint names of the City, Contractor, Consultants and all sub-contractors and sub-consultants and include twelve (12) months completed operations. The Government of Manitoba and their Ministers, officers, employees, and agents shall be added as additional insureds.

D24.4.2 If applicable the Contractor will be required to provide builders' risk insurance (including boiler and machinery insurance, as applicable) providing all risks coverage at full

replacement cost, or such lower level of insurance that the City may identify on a case-by-case basis, such as an installation floater.

- D24.4.3 The Contractor shall obtain and maintain third party liability insurance with minimum coverage of two million dollars (\$2,000,000.00) per occurrence on all licensed vehicles operated at the Site. In the event that this requirement conflicts with another licensed vehicle insurance requirement in this Contract, then the requirement that provides the higher level of insurance shall apply.
- D24.4.4 Insurers shall provide satisfactory Certificates of Insurance to the Government of Manitoba prior to commencement of Work as written evidence of the insurance required. The Certificates of Insurance must provide for a minimum of thirty (30) days' prior written notice to the Government of Manitoba in case of insurance cancellation.
- D24.4.5 All policies must be taken out with insurers licensed to carry on business in the Province of Manitoba.

D24.5 Indemnification By Contractor

- D24.5.1 In addition to the indemnity obligations outlined in C15 of the General Conditions for Goods, the Contractor agrees to indemnify and save harmless the Government of Canada and the Government of Manitoba and each of their respective Ministers, officers, servants, employees, and agents from and against all claims and demands, losses, costs, damages, actions, suit or other proceedings brought or pursued in any manner in respect of any matter caused by the Contractor or arising from this Contract or the Work, or from the goods or services provided or required to be provided by the Contractor, except those resulting from the negligence of any of the Government of Canada's or the Government of Manitoba's Ministers, officers, servants, employees, or agents, as the case may be.
- D24.5.2 The Contractor agrees that in no event will Canada or Manitoba, their respective officers, servants, employees or agents be held liable for any damages in contract, tort (including negligence) or otherwise, for:
- (a) any injury to any person, including, but not limited to, death, economic loss or infringement of rights;
 - (b) any damage to or loss or destruction of property of any person; or
 - (c) any obligation of any person, including, but not limited to, any obligation arising from a loan, capital lease or other long term obligation;

in relation to this Contract or the Work.

D24.6 Records Retention and Audits

- D24.6.1 The Contractor shall maintain and preserve accurate and complete records in respect of this Contract and the Work, including all accounting records, financial documents, copies of contracts with other parties and other records relating to this Contract and the Work during the term of the Contract and for at least six (6) years after Total Performance. Those records bearing original signatures or professional seals or stamps must be preserved in paper form; other records may be retained in electronic form.
- D24.6.2 In addition to the record keeping and inspection obligations outlined in C6 of the General Conditions for Goods, the Contractor shall keep available for inspection and audit at all reasonable times while this Contract is in effect and until at least six (6) years after Total Performance, all records, documents, and contracts referred to in D24.6.1 for inspection, copying and audit by the City of Winnipeg, the Government of Manitoba and/or the Government of Canada and their respective representatives and auditors, and to produce them on demand; to provide reasonable facilities for such inspections, copying and audits, to provide copies of and extracts from such records, documents, or contracts upon request by the City of Winnipeg, the Government of Manitoba, and/or the Government of Canada and their respective representatives and auditors, and to promptly provide such other

information and explanations as may be reasonably requested by the City of Winnipeg, the Government of Manitoba, and/or the Government of Canada from time-to-time.

D24.7 Other Obligations

- D24.7.1 The Contractor consents to the City providing a copy of the Contract Documents to the Government of Manitoba and/or the Government of Canada upon request from either entity.
- D24.7.2 If the Lobbyists Registration Act (Manitoba) applies to the Contractor, the Contractor represents and warrants that it has filed a return and is registered and in full compliance with the obligations of that Act, and covenants that it will continue to comply for the duration of this Contract.
- D24.7.3 The Contractor shall comply with all applicable legislation and standards, whether federal, provincial, or municipal, including (without limitation) labour, environmental, and human rights laws, in the course of providing the Work.
- D24.7.4 The Contractor shall properly account for the Work provided under this Contract and payment received in this respect, prepared in accordance with generally accepted accounting principles in effect in Canada, including those principles and standards approved or recommended from time-to-time by the Chartered Professional Accountants of Canada or the Public Sector Accounting Board, as applicable, applied on a consistent basis.
- D24.7.5 The Contractor represents and warrants that no current or former public servant or public office holder, to whom the Value and Ethics Code for the Public Sector, the Policy on Conflict of Interest and Post Employment, or the Conflict of Interest Act applies, shall derive direct benefit from this Contract, including any employment, payments, or gifts, unless the provision or receipt of such benefits is in compliance with such codes and the legislation.
- D24.7.6 The Contractor represents and warrants that no member of the House of Commons or of the Senate of Canada or of the Legislative Assembly of Manitoba is a shareholder, director or officer of the Contractor or of a Subcontractor, and that no such member is entitled to any benefits arising from this Contract or from a contract with the Contractor or a Subcontractor concerning the Work.

TABLE A – DELIVERY LOCATIONS

GOLF SERVICES (SOA)

Delivery Locations

Windsor Golf Course
10 DesMeurons Ave
Winnipeg MB

Kildonan Golf Course
2021 Main Street
Winnipeg MB

Crescent Drive Golf Course
781 Crescent Drive
Winnipeg MB

Harbour View Golf Course
1229 Springfield Road
Winnipeg MB

PLANNING, PROPERTY & DEVELOPMENT

Delivery Locations

Brookside Cemetery
3001 Notre Dame Ave
Winnipeg MB

WATER AND WASTE

Delivery Locations

North End Water Pollution Control Complex
2230 Main Street
Winnipeg MB

South Water Pollution Control Complex
100 Ed Spencer Drive
Winnipeg MB

West End Water Pollution Control Complex
7740 Wilkes Ave
Winnipeg MB

Water & Waste (G.W.W.D.)
Deacon Water Treatment Plant
Lot #57082 PR Rd #207
Navin, MB

Water & Waste Stores
Door 24 – 552 Plinguet
Winnipeg MB

Water & Waste
1901 Brady Road
Winnipeg MB

FIRE PARAMEDIC SERVICES

Delivery Locations

Fire Paramedic Service
2546 McPhillips
Winnipeg MB

NOTE: The Bulk tank for item (12) holds one thousand (1,000) litres;
The Bulk tank for item (55) holds one thousand (1,000) litres;
Three Bulk split tanks for item (12) and item (31) holds one thousand, one hundred and sixty (1,160) litres - (five hundred and eighty (580) litres each).

FLEET SERVICES

Delivery Locations

Fleet Management Agency
Repair Facility # 1
195 Tecumseh Street
Winnipeg MB

NOTE: The Bulk tank for item (5) holds five hundred (500) litres;
The Bulk tank for item (21) holds five hundred (500) litres;
The Bulk tank for item (22) holds five hundred (500) litres;
The Bulk tank for item (26) holds two thousand, two hundred and sixty-two (2,262) litres.
The Bulk tank for item (44) holds one thousand, two hundred and ninety-six (1,296) litres;
The Bulk tank for item (61) holds one thousand, nine hundred and twenty (1,920) litres.

Fleet Management Agency
215 Tecumseh Street
Winnipeg MB

Fleet Management - Public Works (East Yard)
960 Thomas Ave.
Winnipeg MB

NOTE: The Bulk tank for item (5) holds two thousand, two hundred and thirty-six (2,236) litres;
The Bulk tank for item (14) holds two thousand, two hundred and thirty-six (2,236) litres;
The Bulk tank for item (26) holds two thousand, two hundred and thirty-six (2,236) litres;
The Bulk tank for item (44) holds one thousand, one hundred and eighteen (1,118) litres;

The Bulk tank for item (61) holds one thousand, one hundred and eighteen (1,118) litres;

PUBLIC WORKS

Delivery Locations

Public Works Stores
Central Stores
1277 Pacific Ave
Winnipeg MB

Public Works
565 Watt Street
Winnipeg MB

Public Works
Forestry Branch
1539 Waverley Street
Winnipeg MB

Public Works Street Maintenance Div.
1539 Waverley Street
Winnipeg MB

Public Works (East Yard)
960 Thomas Ave.
Winnipeg MB

Insect Control Branch
3 Grey Street
Winnipeg MB

WINNIPEG POLICE SERVICES

Delivery Locations

Winnipeg Police (Vehicle Services Unit)
245 Smith Street
Winnipeg MB

**** Security Clearance as per B12.3(e) required for this location ****

TRANSIT DEPARTMENT

Delivery Locations

Transit (Carruthers Garage)
1520 Main Street
Winnipeg MB

NOTE: The Bulk tanks for items (12, 14, 44 and 55) each holds twenty-five hundred (2,500) litres.

Transit (Wash Rack)
421 Osborne Street
Winnipeg MB

NOTE: The Bulk tanks for items (12 and 14) each holds twenty-five hundred (2,500) litres.

Transit (G) Section
421 Osborne Street
Winnipeg MB

NOTE: The Bulk tanks for items (12, 14, 44 and 55) each holds twenty-five hundred (2,500) litres.

Transit Stores
421 Osborne Street
Winnipeg MB

NOTE: This is for non-bulk items.

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS

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

E2. GOODS

- E2.1 The Contractor shall supply and deliver lubricants in accordance with the requirements hereinafter specified.
- E2.2 Specifications are shown in an item/specification matrix where:
- (a) an indicator (◆) indicates that the product must meet all requirements of the referenced specification or standard;
 - (b) a blank indicates that the specification is not required or not applicable for the item.
- E2.3 The Contractor shall, within seven (7) Calendar Days of a request by the Contract Administrator or his/her designate, submit evidence of conformance to specifications.
- E2.4 Item No. 1 to 12 – Engine Oil -Heavy Duty Multi-Grade shall be:

Item No.		1.	2. to 5.	6. to 7.	8. to 9.	10. to 12.
	Description	Engine oil - heavy duty	Engine oil - heavy duty	Engine oil - heavy duty	Engine oil - heavy duty	Engine oil - heavy duty
	SAE Viscosity Grade	0W-40	5W- 40	10W - 30	10W-40	15W - 40
API	CJ-4 Plus CI-4	◆	◆	◆	◆	◆
	CK-4	◆	◆	◆	◆	◆
	SM					
	SN	◆	◆	◆	◆	◆
	SN Plus					
Caterpillar	TO-2	◆		◆	◆	◆
	SEBU 6385					
Cummins	CES 20078					
	CES 20081			◆		◆
	CES 20086	◆	◆		◆	
Detroit Diesel	DES 96K218			◆		◆
	7SE273 Category I & II					◆
	DFS93K222		◆		◆	
Mack	EO-M Plus					
	EO-O PP 07			◆		◆
	EOS-4.5		◆	◆	◆	◆

E2.5 Item No. 13 to 17 – Engine Oil – Gasoline Engines shall be:

Item No.		13. to 14.	15. to 16.	17.
Description		Engine oil - gasoline engine	Engine oil - gasoline engine	Engine oil - gasoline engine
SAE Viscosity Grade		5W - 20	5W - 30	10W - 30
API	SN	◆	◆	◆
ILSAC	GF-6A	◆	◆	◆

E2.6 Item No. 18 to 26 – Synthetic Engine Oil – Gasoline Engines shall be:

Item No.		18.	19. to 21.	22. to 23.	24. to 26.
Description		Synthetic Engine oil gasoline engine	Synthetic Engine oil gasoline engine	Synthetic Engine oil gasoline engine	Synthetic Engine oil gasoline engine
SAE Viscosity Grade		0W-16	0W-20	5W - 20	5W - 30
API	SN	◆	◆	◆	◆
	SN Plus	◆	◆		
ILSAC	GF - 5		◆	◆	◆
	GF - 6A	◆			
GM – dexos 1™ Gen 2.			◆		◆
GM – 6094 M			◆	◆	◆
Ford WSS – M2C 946A					◆
Ford WSS – M2C 945A				◆	
Ford WSS – M2C 947-A/B 1			◆		
Chrysler MS - 6395					

E2.7 Item No. 27 – Engine Oil – Natural Gas Engines (Non-Automotive) shall be:

Item No.	27.
Description	Engine oil - natural gas engine
SAE Viscosity Grade	40
Sulphated Ash (% weight)	0.4 to 0.5
Total Base No.	3.9

E2.8 Item No. 28 – Engine Oil – Locomotive Engines shall be:

Item No.	28.
Description	Engine oil – locomotive engines
SAE Viscosity Grade	20W-40
Sulphated Ash (% weight)	1.0
Total Base No.	11.0

E2.9 Item No. 29 to 35 – Gear Oil – Automotive shall be:

Item No.		29. to 32.	33. to 35
Description		Synthetic Gear oil	Gear oil
SAE Viscosity Grade		75W - 90	80W - 90
API	GL-5	◆	◆
	MT-1	◆	◆
Mack	GO-J	◆	◆
Eaton	PS 163		
Man	342 M 1		◆

E2.10 Item No. 36 to 39 – Gear Oil – Industrial shall be:

Item No.	36.	37. to 38.	39.
Description	Gear oil – Industrial	Gear oil – Industrial	Gear oil – Industrial
SAE Viscosity Grade	EP 150	EP 220	EP 460
AGMA Grade	4EP	5EP	7 EP
Density, Kg/L	0.856	0.86	0.864
Viscosity Index	148	148	155

E2.11 Item No. 40 to 41 – Gear Oil – Food Grade shall be:

Item No.	40.	41.
Description	Gear oil –Food Grade	Gear oil – Food Grade
SAE Viscosity Grade	EP 150	EP 220
Viscosity Index	101	100

E2.12 Item No. 42 to 48 – Automatic Transmission Fluid shall be:

Item No.		42.	43. to 44.	45.	46.	47. to 48.
Description		Dexron III / Mercon	Dexron VI Spec	Approved severe duty / extended drain ATF	Low Viscos MV Synthetic ATF	Heavy Duty Synthetic Transmission Fluid
Ford	M2C 166H	◆				
GM	GMN 10060		◆		◆	
Volvo	STD 1273,41					◆
Allison	C-4	◆	◆			
	TES 295			◆		
	TES 389	◆				
	TES 668					◆
Voith	V730D	◆				
	H55.6336 (formerly G1363)			◆		
	H55.6335					◆

E2.13 Item No. 49 to 51 – Off-Road Transmission/Hydraulic Fluid shall be:

Item No.		49.	50. to 51.
Description		10W Off-Road Transmission Fluid	Synthetic All-Season Transmission Fluid
API	GL-3	◆	◆
SAE	10W	◆	
Caterpillar	T0-4	◆	◆
	T0-4M		
Allison	C-4	◆	◆
ZF	TE-ML 03C	◆	◆
Komatsu	KES 07.868.1	◆	◆

E2.14 Item No. 52 to 54 – Tractor Transmission/Hydraulic Fluid shall be:

Item No.		52.	53. to 54.
Description		Tractor transmission / hydraulic fluid, summer	Tractor transmission / hydraulic fluid, all season
Viscosity (cSt @ 40°C)		55 to 65	35 to 45
Viscosity Index		140	195
Pour Point		-45°C	-50°C
API	GL-4	◆	◆
Allison	C-4	◆	◆
Caterpillar	TO-4	◆	◆
John Deere	J20C	◆	◆
	J20D	◆	◆

E2.15 Item No. 55 to 59 – Hydraulic Fluid Single Grade shall be:

Item No.		55. to 56.	57. to 58.	59.
Description		Hydraulic fluid 32	Hydraulic fluid 46	Hydraulic fluid 68
ISO Viscosity Grade		32	46	68
Viscosity Index		110	104	106
Pour Point		-43° C	-39° C	-33° C
Oxidation Stability		6500+ h	6500+ h	6500+ h
Dennison	HF-O	◆	◆	◆
Eaton / Vickers	M-2950-S	◆	◆	◆
	I-286-S	◆	◆	◆

E2.16 Item No. 60 to 63 – Hydraulic Fluid – Wide Temperature Range/ All Season shall be:

Item No.		60. to 61.	62.	63.
Description		Hydraulic fluid 22 wide temperature range	Hydraulic oil 46 wide temperature range	Hydraulic oil 46 all season
ISO Viscosity Grade		22	46	46
Viscosity Index		144	135	244
Operating temperature range		-25 to +64°C	-13 to +86	-18 to +79°C

Pour Point		-51°C	-39°C	-48°C
Oxidation Stability		7000+ h	7000+ h	10000+ h
Eaton / Vickers	M-2950-S5	◆	◆	◆
	I-286-S	◆	◆	◆
Denison Hydraulics	HF-0		◆	
ASTM	D6158 HM		◆	
Voith	3625- 006208		◆	
	3625- 006209		◆	

E2.17 Item No. 64 – Hydraulic Fluid – Food Grade shall be:

Item No.	64.
Description	Hydraulic fluid FG 32
ISO Viscosity Grade	32
Viscosity Index	101
Operating temperature range	-18 to +57° C
Pour Point	-18° C
Oxidation Stability	10,000+ h

E2.18 Item No. 65 – White Oil– Food Grade shall be:

Item No.	65.
Description	White Oil FG 15
ISO Viscosity Grade	15
Viscosity Index	98
Pour Point	-18° C
Density Kg/L	0.859

E2.19 Item No. 66 to 67 – Turbine Fluid shall be:

Item No.	66. to 67.
Description	Turbine Fluid 150
ISO Viscosity Grade	150
Viscosity Index	96
Pour point	-18°C
Oxidation stability	2000h
Bearing and Gear Operating Temperature Range	-4 to 105°C

E2.20 Item No. 68 to 69 – Compressor Fluid shall be:

Item No.	68.	69.
Description	Compressor Fluid 68	Compressor Fluid 100
ISO Viscosity Grade	68	100

Viscosity Index	157	121
Pour Point	-36°C	-51°C
Rotary Screw compressor		◆
Centrifugal/Lobe compressor		◆
Reciprocating compressor	◆	◆

E2.21 Item No. 70 to 83 – Grease - Multipurpose shall be:

Item No.	70. to 71.	72.	73.	74. to 77.	78.	79.	80.	81.	82. to 83.
Description	Grease EP00 lithium complex	Grease EP000 lithium complex	Grease EP1 lithium complex	Grease EP2 lithium complex	Grease with Moly for Low Temperature Applications	Grease General Purpose EP2 lithium	Grease Synthetic lithium complex	Grease Non-EP Multi-Purpose	Grease Calcium Sulphonate Complex
NLGI	Grade	00	000	1	2	1	2	1	2
	GC-LB	◆	◆	◆	◆	◆	◆	◆	◆
Timken OK Load (D-2509)	18kg	18kg	27kg	27kg	18kg	18kg	27kg		
Dropping Point	191°C	193°C	307°C	241°C	185°C	198°C	301°C	308°C	314°C
Molybdenum disulphide (% weight)				3 to 5%	3 to 5%				

E2.22 Item No. 84 to 85 – Chain Saw Bar Oil shall be:

Item No.	84.	85.
Description	Chain saw bar oil - winter	Chain saw bar oil - summer
Viscosity (cSt @ 40°C)	30 to 60	100 to 200
Pour Point	-42°C	-309°C
Flash Point	190°C	210°C

E2.23 Item No. 86 – Stoddart Solvent shall be:

Item No.	86.
Description	Stoddart solvent
Flash Point	43°C
Aniline Point	54°C
Kauri Butanol Value	36
General purpose, aliphatic.	◆

E3. INDUSTRY STANDARDS

E3.1 Items shall be deemed to conform to the specified API Engine Service Classification only if the product is licensed by the American Petroleum Institute for the specified classification or for a higher classification which includes the specified classification. Bidders shall, within five (5) Calendar Days of a request by the Contract Administrator, submit evidence of licensing.

E3.2 Items shall be deemed to conform to ILSAC GF-4 only if the product is licensed through the International Lubricants Standardization and Approval Committee for the use of the ILSAC Certification Mark. Bidders shall, within five (5) Calendar Days of a request by the Contract Administrator, submit evidence of licensing.

- E3.3 Items shall be deemed to conform to the specified NLGI Automotive Service Grease Performance Classifications only if the product is licensed by the National Lubricating Grease Institute for the use of the NLGI Certification Mark. Bidders shall, within five (5) Calendar Days of a request by the Contract Administrator, submit evidence of licensing.
- E3.4 Under Canadian Environmental Protection Act (CEPA), 1999, VOC limits for any product classified as lubricants must have a VOC (volatile organic compound) level to 25% or less.

E4. CONTAINERS

- E4.1 Where a product is specified in more than one container type, the product(s) offered for the various container types shall be compatible with each other (e.g., for Items No. 2 to 5 – Engine oil – heavy duty 5W-40 in 1L, 4L, 20L and bulk shall be compatible with each other when product in one container type is used for an initial fill and product in another container type is used for subsequent maintenance, i.e., "topping up").
- E4.2 Further to B6 of the Bidding Procedures:
- (a) where one litre (1 L) containers are specified on Form B: Prices, four litre (4 L) containers are approved as equals and may be substituted;
 - (b) where four hundred (400 G) gram containers are specified on Form B: Prices, three hundred and seventy-five (375 G) grams to four hundred and twenty-five (425 G) gram containers are approved as equals and may be substituted provided that the external dimensions of the containers are compatible with standard dispensing equipment;
 - (c) where four litre (4 L) containers are specified on Form B: Prices, five litre (5 L) containers are approved as equals and may be substituted;
 - (d) where twenty (20 L) litre pails, seventeen (17 Kg) kilogram, or larger, containers are specified on Form B: Prices, containers varying by not more than ten percent (10%) from the sizes specified on Form B: Prices are approved as equals and may be substituted.

E5. MINIMUM ORDER QUANTITY

- E5.1 The City will accept minimum order quantities not exceeding the following limits:
- | | |
|--------------------------|------------------|
| (a) 1 Litre containers | 12 Litre; |
| (b) 4 Litre containers | 16 Litre; |
| (c) 20 Litre containers | 20 Litre; |
| (d) 60 Litre containers | 60 Litre; |
| (e) 205 Litre containers | 205 Litre; |
| (f) Bulk | 500 – 800 Litre; |
| (g) 400 G containers | 12 Kg.; |
| (h) 17 Kg containers | 17 Kg.; |
| (i) 54 Kg containers | 54 Kg.; |
| (j) 185 Kg containers | 185 Kg. |
- or the volume or weight of an equivalent number of containers where substitute container types are proposed and approved in accordance with B6 of the Bidding Procedures or E4.2.
- E5.2 The City of Winnipeg intends to order packaged goods in shipments of one hundred dollars (\$100.00) plus and if a Delivery charge is applicable it can be applied to orders of less than one hundred dollars (\$100.00).

E6. RECYCLED PRODUCTS

- E6.1 Re-refined or otherwise recycled material content is permitted provided that the finished products, as delivered, meet the requirements of the Specifications.

E7. TESTING

- E7.1 Further to C9, the City may test samples of the goods supplied for conformance to the Specifications.
- E7.2 Further to C9, goods which fail to meet the requirements of the Specifications shall be replaced at no cost to the City. If goods which fail to meet the requirements of the Specifications are delivered into bulk tanks, the Contractor shall, upon instruction by the Contract Administrator, remove and dispose of the entire contents of the affected tanks and replace the entire amount at no cost to the City.

PART F - SECURITY CLEARANCE

F1. SECURITY CLEARANCE

SECURITY CLEARANCE FOR WORK AT WINNIPEG POLICE SERVICE BUILDINGS OR STATIONS

- F1.1 The City will conduct a Level Two Security Clearance Check for:
- (a) owner(s), members of the Board of Directors and persons with controlling interest in the company; and
 - (b) any individual proposed to perform Work under the Contract for the Winnipeg Police Service.
- F1.2 The Contractor shall provide the Contract Administrator with:
- (a) a list of individuals identified in F1.1:
 - (i) in the case of additional or replacement individuals during the term of the Contract, at least thirty (30) Calendar Days before they assume their controlling role within the company or are proposed to commence Work for the Winnipeg Police Service.
 - (b) 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 of Form A: Bid/Proposal.
- F1.3 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:
- (a) in the case of an additional or replacement individual during the term of the Contract, at least thirty (30) Calendar Days before they assume their controlling role within the company or are proposed to commence Work for the Winnipeg Police Service.
- F1.4 Any company for whom a satisfactory Level Two Security Clearance is not obtained for all owner(s), member(s) of the Board of Directors; and persons with controlling interests in the company will not be qualified for award of Contract.
- F1.5 Any individual proposed to do the Work for whom a satisfactory Level Two Security Clearance is not obtained will not be permitted to perform any Work for Winnipeg Police Service.
- 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 their sole discretion and acting reasonably, require a further Security Clearance Check.
- F1.7.1 The Contract will be terminated with any Contractor should any owner(s), member(s) of the Board of Directors; or persons with controlling interest in the company fail to obtain a satisfactory Security Clearance Check as a result of a repeated Security Clearance Check.
- F1.7.2 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 for the Winnipeg Police Service.
- F1.8 If a person fails a Winnipeg Police Service security clearance check at any level, they will not be able to apply for another clearance for 2 years.