



**THE CITY OF WINNIPEG**

# **TENDER**

**TENDER NO. 401-2025**

**NON-DESTRUCTIVE CONDITION ASSESSMENT OF WATER AND SEWER  
PIPELINES AND APPURTENANCES**

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## **PART B - BIDDING PROCEDURES**

### **B1. CONTRACT TITLE**

- B1.1 NON-DESTRUCTIVE CONDITION ASSESSMENT OF WATER AND SEWER PIPELINES AND APPURTENANCES

### **B2. SUBMISSION DEADLINE**

- B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, July 28, 2025.
- 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.
- 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](http://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 Plant, Materials and methods 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 Plant, Material or method as either an approved equal or alternative;
  - (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
  - (c) identify any anticipated cost or time savings that may be associated with the substitute;
  - (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the proposed work schedule and the dates specified in the Supplemental Conditions for Total Performance;
  - (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 proposed work schedule and the dates specified in the Supplemental Conditions for Total Performance.
- 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 Total Bid Price because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.

## **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](http://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 Notwithstanding C12.2.3, prices on Form B: Prices shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.

B9.2 The quantities listed on Form B: Prices are to be considered approximate only. The City will use said quantities for the purpose of comparing Bids.

B9.3 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.

B9.4 Payments to Non-Resident Contractors are subject to Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

B9.5 The Bidder shall enter the Total Bid Price from Form B: Prices into the Total Bid Price field in MERX.

B9.6 Bidders are advised that the calculation indicated in B16.4 will prevail over the Total Bid Price entered in MERX.

## **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 B12.5 and D7);
- (e) upon request of the Contract Administrator, provide the Security Clearances in accordance with PART F - ;
- (f) have successfully completed over 50,000 metres of inspections of Pre-stressed Concrete Cylinder Pipe (PCCP) feeder mains 600mm in diameter and larger, and successfully completed over 10,000 metres of inspections of force mains 200mm – 750mm in diameter;
- (g) have successfully completed (5) acoustic monitoring projects on Pre-stressed Concrete Cylinder pipe (PCCP) or successfully completed over 1000 metres of acoustic monitoring on PCCP; and
- (h) have successfully completed at least five (5) inspection projects equivalent to the level of complexity, size, and scope as specified on this project.

B12.4 Further to B12.3(c), the Bidder shall, within five (5) Business Days of a request by the Contract Administrator, provide proof satisfactory to the Contract Administrator that the Bidder/Subcontractor has a workplace safety and health program meeting the requirements of The Workplace Safety and Health Act (Manitoba), by providing:

- (a) Written confirmation of a safety and health certification meeting SAFE Work Manitoba's SAFE Work Certified Standard (e.g., COR™ and SECOR™) in the form of:
  - (i) a copy of their valid Manitoba COR certificate and Letter of Good Standing (or Manitoba equivalency) as issued under the Certificate of Recognition (COR) Program administered by the Construction Safety Association of Manitoba or by the Manitoba Heavy Construction Association's WORKSAFELY™ COR™ Program; or
  - (ii) a copy of their valid Manitoba SECOR™ certificate and Letter of Good Standing (or Manitoba equivalency) as issued under the Small Employer Certificate of Recognition Program (SECOR™) administered by the Construction Safety Association of Manitoba or by the Manitoba Heavy Construction Association's WORKSAFELY™ COR™ Program; or
- (b) a report or letter to that effect from an independent reviewer acceptable to the City. (A list of acceptable reviewers and the review template are available on the Information

Connection page at The City of Winnipeg, Corporate Finance, Purchasing Division website at <http://www.winnipeg.ca/matmgt/>.

- B12.5 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 [Accessibility Training](#) for anyone that may have any interaction with the public on behalf of the City of Winnipeg.
- B12.6 The Bidder shall submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Bidder and of any proposed Subcontractor.
- B12.7 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](http://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](http://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 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 will 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.

B17.4 Further to Paragraph 7 of Form A: Bid/Proposal and C4, the City may issue an award letter to the successful Bidder.

B17.4.1 Following issuance of the Award Letter a document package comprising the Contract Documents will be provided to the successful Bidder electronically.

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 Supply of Services* (Revision 2020-01-31) are applicable to the Work of the Contract.
- C0.1.1 The *General Conditions for Supply of Services* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Purchasing Division website at [http://www.winnipeg.ca/matmgt/gen\\_cond.stm](http://www.winnipeg.ca/matmgt/gen_cond.stm)
- C0.2 A reference in the Tender to a section, clause or subclause with the prefix “C” designates a section, clause or subclause in the *General Conditions for Supply of Services*.

## PART D - SUPPLEMENTAL CONDITIONS

### GENERAL

#### D1. GENERAL CONDITIONS

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

#### D2. SCOPE OF WORK

- D2.1 The Work to be done under the Contract shall consist of non-destructive condition assessment inspections of critical water and sewer pipelines and appurtenances for the period from September 1, 2025, until August 31, 2028.
- D2.2 The major components of the Work are as follows:
- (a) Inspection preparation;
  - (b) Mobilization/Demobilization;
  - (c) Electromagnetic inspections of PCCP feeder mains;
  - (d) Acoustic monitoring of PCCP feeder mains;
  - (e) Leak detection inspections of feeder mains and force mains;
  - (f) Condition assessment of Large Diameter water valves;
  - (g) Provision of summary report of results and findings;
  - (h) Provision of asset risk report(s); and
  - (i) Provision of engineering report(s).
- 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 its 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) kilometers 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 its 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) **"LDS"** means Land Drainage System;
  - (b) **"MH"** means Manhole;
  - (c) **"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;
  - (d) **"PCCP"** means Prestressed Concrete Cylinder Pipe;
  - (e) **"WWS"** means Waste Water Sewer.

#### **D5. CONTRACT ADMINISTRATOR**

- D5.1 The Contract Administrator is:  
Dean Ceppetelli, C.E.T.  
Technologist  
City of Winnipeg  
Water & Waste Department  
Telephone No. 204-803-4090  
Email Address dceppetelli@winnipeg.ca
- D5.2 At the pre-commencement meeting, the Contract Administrator will identify additional personnel representing the Contract Administrator and their respective roles and responsibilities for the Work.

#### **D6. CONTRACTOR'S SUPERVISOR**

- D6.1 Further to C6.22, the Contractor shall employ and keep on the Work, at all times during the performance of the Work, a competent supervisor and assistants, if necessary, acceptable to

the Contract Administrator. The supervisor shall represent the Contractor on the Site. The supervisor shall not be replaced without the prior consent of the Contract Administrator unless the supervisor proves to be unsatisfactory to the Contractor and ceases to be in their employ.

D6.2 Before commencement of Work, the Contractor shall identify their designated supervisor and any additional personnel representing the Contractor and their respective roles and responsibilities for the Work.

D6.2.1 Further to C5.5 Contract Administrator may give instructions or orders to the Contractor's supervisor and such instructions or orders shall be deemed to have been given to the Contractor.

## **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. SUPPLIER CODE OF CONDUCT**

D8.1 The Contractor has reviewed and understands the City's Supplier Code of Conduct. This document is located at <https://www.winnipeg.ca/media/4891>

D8.2 The Contractor agrees to comply with the Supplier Code of Conduct as it may be amended or replaced from time to time. The Contractor is responsible for periodically checking the above link for updates to the Supplier Code of Conduct. Contract signature on Form A: Cid/Proposal from the Contractor signifies agreement to the Supplier Code of Conduct which comes into effect once the Contract starts.

D8.3 If there is a conflict between the Contract and the Supplier Code of Conduct – the Contract will prevail.

## **D9. UNFAIR LABOUR PRACTICES**

D9.1 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.

- D9.2 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.
- D9.3 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.).
- D9.4 Failure to provide the evidence required under D9.3, may be determined to be an event of default in accordance with C18.
- D9.5 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.
- D9.5.1 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.
- D9.5.2 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 D9.5. The City may also hold back the amount of the Unfair Labour Practice Penalty from payment for any amount it owes the Contractor.
- D9.5.3 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.

## **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. SAFE WORK PLAN**

- D11.1 The Contractor shall provide the Contract Administrator with a Safe Work Plan at least five (5) Business Days prior to the commencement of any Work on the Site but in no event later than the date specified in C4.1 for the return of the executed Contract Documents, if applicable.
- D11.2 The Safe Work Plan should be prepared and submitted in the format shown in the City's template which is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Purchasing Division website at <http://www.winnipeg.ca/matmgt/Safety/default.stm>



- D11.3 Notwithstanding B12.4 at any time during the term of the Contract, the City may, at their sole discretion and acting reasonably, require an updated COR Certificate or Annual Letter of good Standing. A Contractor, who fails to provide a satisfactory COR Certificate or Annual Letter of good Standing, will not be permitted to continue to perform any Work.

## **D12. INSURANCE**

- D12.1 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, contractual liability, sudden and accidental pollution liability, 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 Service. 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;
  - (c) Professional Errors and Omissions Liability Insurance including:
    - (i) An amount not less than \$2,000,000 per claim and \$2,000,000 in the aggregate
- D12.2 Deductibles shall be borne by the Contractor.
- D12.3 All policies shall be taken out with insurers duly licensed to carry on business in the Province of Manitoba
- D12.4 The Contractor shall provide the Contract Administrator with a certificate(s) of insurance, in a form satisfactory to the City Solicitor, at least two (2) Business Days prior to the commencement of any Work on the Site but in no event later than the date specified in C4.1 for the return of the executed Contract Documents, as applicable.
- D12.5 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.
- D12.6 The City shall have the right to alter the limits and/or coverages as reasonably required from time to time during the continuance of this agreement.

## **D13. SUBCONTRACTOR LIST**

- D13.1 The Contractor shall provide the Contract Administrator with a complete list of the Subcontractors whom the Contractor proposes to engage (Form J: Subcontractor List) at least two (2) Business Days prior to the commencement of any Work on the Site but in no event later than the date specified in C4.1 for the return of the executed Contract Documents, if applicable.

## **SCHEDULE OF WORK**

### **D14. COMMENCEMENT**

- D14.1 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.
- D14.2 The Contractor shall not commence any Work on the Site until:
- (a) the Contract Administrator has confirmed receipt and approval of:
    - (i) evidence of authority to carry on business specified in D10;
    - (ii) evidence of the workers compensation coverage specified in C6.17;

- (iii) the safe work plan specified in D11;
  - (iv) evidence of the insurance specified in D12;
  - (v) the Subcontractor list specified in D13; and
  - (vi) the direct deposit application form specified in D25.
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

#### **D15. WORKING DAYS**

- D15.1 Further to C1.1(ss), the Contract Administrator's determination of whether or not atmospheric and Site conditions are such that a Working Day is deemed to have elapsed may be based at one time on one type of work while at another time a Working Day may be based on another type of work. When more than one type of major work is involved, the quantity of equipment that must be able to work in order to meet the requirements of a Working Day may vary considerably from that specified in the General Conditions.
- D15.2 In the event that incidental work is behind schedule which, in the opinion of the Contract Administrator, should have been or could have been carried out by the Contractor in conjunction with or immediately following work of a major type, the City hereby reserves the right to charge Working Days on the incidental work until such time as it is up to schedule.
- D15.3 When the major type of work involves restoration of the site to the condition it was prior to rainfall, Working Days shall not be charged.
- D15.4 The Contract Administrator will furnish the Contractor with a daily record for each major type of work showing various information concerning the equipment, the time it worked, could have worked and Working Days charged. This report is to be signed each day by an authorized representative of the Contractor.

#### **D16. SUPPLY CHAIN DISRUPTION SCHEDULE DELAYS**

- D16.1 The City acknowledges that the schedule for this Contract may be impacted by the 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.
- D16.2 If the Contractor is delayed in the performance of the Work by reason of the 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.
- D16.3 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.
- D16.4 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 D16.3. Failure to provide this notice will result in no additional time delays being considered by the City.
- D16.5 The Work schedule will be adjusted to reflect delays accepted by the Contract Administrator.
- D16.6 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.

## **CONTROL OF WORK**

### **D17. THE WORKPLACE SAFETY AND HEALTH ACT (MANITOBA) - QUALIFICATIONS**

- D17.1 Further to B12.3, the Contractor/Subcontractor must, throughout the term of the Contract, have a Workplace Safety and Health Program meeting the requirements of The Workplace Safety and Health Act (Manitoba). At any time during the term of the Contract, the City may, at their sole discretion and acting reasonably, require updated proof of compliance, as set out in B12.3.

### **D18. SAFETY**

- D18.1 The Contractor shall be solely responsible for safety at the Site and for compliance with all laws, rules, regulations and practices required by the applicable safety legislation.
- D18.2 The Contractor shall be solely responsible for securing the Site, and any existing facility thereon, and for the proper care and protection of the Work already performed.
- D18.3 The Contractor shall do whatever is necessary to ensure that.
- (a) no person, property, right, easement or privilege is injured, damaged or infringed by reason of the Contractor's activities in performing the Work;
  - (b) the health and safety of all persons employed in the performance of the Work or otherwise is not endangered by the method or means of their performance;
  - (c) adequate medical services are available to all persons employed on the Work and at all times during the performance of the Work;
  - (d) adequate sanitation measures are taken and facilities provided with respect to the Work;
  - (e) pedestrian and other traffic on any public or private road or waterway is not unduly impeded, interrupted or endangered by the performance or existence of the Work or Plant;
  - (f) fire hazards in or about the Work are eliminated;

### **D19. SITE CLEANING**

- D19.1 The Contractor shall maintain the Site and the Work in a tidy condition and free from the accumulation of waste and debris, other than that caused by the City or by other contractors.
- D19.1.1 As the Work progresses, the Contractor shall remove any Plant and Material not required for the performance of the remaining Work. He shall also remove waste and debris other than that caused by the City or other contractors, and leave the Site and the Work clean and suitable for occupancy by the City unless otherwise specified.

### **D20. INSPECTION**

- D20.1 Before beginning or resuming operations upon any portion of the Work, the Contractor shall notify the Contract Administrator so as to enable them to arrange for inspection. If the Contractor fails to notify the Contract Administrator, the Contractor shall, if and when required by the Contract Administrator, forthwith take down or expose and redo that portion of the Work required to facilitate inspection. The cost of such taking down or exposure, and redoing, if any, shall be borne by the Contractor.
- D20.2 If and when required by the Contract Administrator, the Contractor shall take down or expose forthwith any portion of the Work where the Contract Administrator determines that the Work is not in accordance with the Contract. The cost of such taking down or exposure, and redoing, if any, shall fall upon the City if the taking down or exposure indicates that the portion exposed was properly performed, but if otherwise the cost shall be borne by the Contractor.

## **D21. DEFICIENCIES**

- D21.1 Further to C11.7, the Contract Administrator may order the Contractor to alter or improve their methods, to increase or improve their Plant, to furnish additional or more suitable Material, or to employ additional or more qualified labour if, at any time, the Contract Administrator determines that:
- (a) the Work is not being, or will likely not be, performed satisfactorily; or
  - (b) progress is not being, or will likely not be, maintained in accordance with the work schedule.
- D21.2 If the Work or any part thereof is taken out of the Contractor's control pursuant to C19.1(b), all Plant and Material, and the interest of the Contractor in all licences, powers and privileges acquired, used or provided by the Contractor under the Contract shall be assigned by the Contractor to the City without compensation to the Contractor.
- D21.3 The City shall have the right to take possession of and use any of the Contractor's material and property of every kind provided by the Contractor for the purpose of the Work, and to procure other Plant or Material for the completion thereof.
- D21.4 When the Contract Administrator certifies that any Plant, Material or any interest of the Contractor referred to in D21.2, is no longer required for the purposes of the Work, or that it is not in the best interest of the City to retain that Plant, Material or interest, it shall revert to the Contractor.

## **D22. ORDERS**

- D22.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for service may be placed.

## **D23. RECORDS**

- D23.1 The Contractor shall keep detailed records of the services supplied under the Contract.
- D23.2 The Contractor shall record, as a minimum, for each item listed on Form B: Prices:
- (a) user name(s) and addresses;
  - (b) order date(s);
  - (c) service date(s); and
  - (d) description and quantity of services provided.
- D23.3 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.

## **INVOICES & MEASUREMENT AND PAYMENT**

### **D24. INVOICES**

- D24.1 Further to C12, the Contractor:
- (a) shall submit invoices for Work performed in accordance with the instruction on the City's website at: <https://www.winnipeg.ca/finance/corporate-accounts-payable.stm>; and
  - (b) should copy the Contract Administrator on submission of its invoice.

### **D25. PAYMENT**

- D25.1 Further to C12, 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://winnipeg.ca/finance/files/Direct\\_Deposit\\_Form.pdf](https://winnipeg.ca/finance/files/Direct_Deposit_Form.pdf).

## **D26. PAYMENT SCHEDULE**

- D26.1 Further to C12, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

## **WARRANTY**

### **D27. WARRANTY**

- D27.1 Notwithstanding C13, Warranty does not apply to this Contract.

## **DISPUTE RESOLUTION**

### **D28. DISPUTE RESOLUTION**

- D28.1 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 D28.
- D28.2 The entire text of C21.4 is deleted, and amended to read: "Intentionally Deleted"
- D28.3 The entire text of C21.5 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.
- D28.4 Further to C21, 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.
- D28.4.1 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.
- D28.4.2 As these negotiations are not an adjudicative hearing, neither party may have legal counsel present during the negotiations.

- D28.4.3 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.
- D28.4.1 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 D28.4.3, 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 C21.

### THIRD PARTY AGREEMENTS

#### D29. FUNDING AND/OR CONTRIBUTION AGREEMENT OBLIGATIONS

- D29.1 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.
- D29.2 Further to D29.1, in the event that the obligations in D29 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.
- D29.3 For the purposes of D29:
- (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.
- D29.4 Modified Insurance Requirements
- D29.4.1 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 subcontractors and subconsultants and include twelve (12) months completed operations. The Government of Manitoba and their Ministers, officers, employees, and agents shall be added as additional insureds.
- D29.4.2 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.
- D29.4.3 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.
- D29.4.4 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.
- D29.4.5 All policies must be taken out with insurers licensed to carry on business in the Province of Manitoba.
- D29.5 Indemnification By Contractor

- D29.5.1 In addition to the indemnity obligations outlined in C17 of the General Conditions for Services, 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.
- D29.5.2 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.

#### D29.6 Records Retention and Audits

- D29.6.1 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.
- D29.6.2 In addition to the record keeping and inspection obligations outlined in C6 of the General Conditions for Services, 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 D29.6.1 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.

#### D29.7 Other Obligations

- D29.7.1 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.
- D29.7.2 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.
- D29.7.3 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.
- D29.7.4 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.

- D29.7.5 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.
- D29.7.6 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.

## **ADJUSTMENTS FOR CHANGES IN LAWS, TAXES, OR TARIFFS**

### **D30. ADJUSTMENTS FOR CHANGES IN LAWS, TAXES, OR TARIFFS**

- D30.1 Further to C12.4 and subject to C6.13, the Contract Price shall be adjusted if any change in a law or tax imposed under the Excise Act, the Excise Tax Act, the Customs Act, the Customs Tariff, The Mining Tax Act (Manitoba), or The Retail Sales Tax Act (Manitoba), by an act of the Congress of the United States of America, or by Executive Order by the President of the United States under the International Emergency Economic Powers Act of the United States of America or similar legislation:
- (a) occurs after the Submission Deadline;
  - (b) applies to Material; and
  - (c) affects the cost of that Material to the Contractor.
- D30.2 Further to C12.5, if a change referred to in C12.4 occurs, the Contract Price shall be increased or decreased by an amount equal to the amount that is established, by an examination of the relevant records of the Contractor, to be the increase or decrease in the cost incurred that is directly attributable to that change, and which the Contractor has proven to the Contract Administrator represents the minimum amount of increase necessary in order to obtain necessary Material or Plant. For the avoidance of doubt, the Contractor shall be required to provide satisfactory proof that it has investigated alternative options for obtaining equivalent Material or Plant and reducing or eliminating the increase in Contract Price, up to and including entering into purchase agreements with vendors located in other jurisdictions, in order for Contractor to be able to avail itself of the increase in Contract Price permitted under this clause.



(See D13)

## APPURTENANCES

[illegible]

## **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. SERVICES**

- E2.1 The Contractor shall perform non-destructive condition assessment inspections of critical water and wastewater pipelines and in accordance with the requirements hereinafter specified.
- E2.2 Item No. 1 – Inspection Preparation shall be in accordance with E4.
- E2.3 Item No. 2 – Mobilization/Demobilization shall be in accordance with E5.
- E2.4 Item No. 3 - Electromagnetic Inspections of Pre-stressed Concrete Cylinder Pipe (PCCP) shall be in accordance with E6.
- E2.5 Item No. 4 – Acoustic Monitoring of Pre-stressed Concrete Cylinder Pipe (PCCP) shall be in accordance with E7.
- E2.6 Item No. 5 – Leak Detection Inspections shall be in accordance with E8.
- E2.7 Item No. 6 – Condition Assessment of Large Diameter Water Valves shall be in accordance with E9.
- E2.8 Item No. 7 – Asset Risk Report shall be in accordance with E10.
- E2.9 Item No. 8 – Engineering Report shall be in accordance with E11.
- E2.10 Item No. 9 – Standby Time shall be in accordance with E12.
- E2.11 Item No. 10 – Launch and Receiving Tube Supply and Installation shall be in accordance with E13.
- E2.12 Item No. 11 – Feeder Main Disinfection shall be in accordance with E16.

#### **E3. COMPLETION OF WORK**

- E3.1 The Contract Administrator will provide the Contractor with as much advance notification as possible prior to all inspections.
- (a) The Contract Administrator can reschedule or cancel an inspection at any time due to operational constraints.
- E3.2 The Contractor shall respond to a call with 48 hours of receipt. Work will begin on an agreed upon schedule based on availability of crews and equipment.
- E3.3 The Contractor will immediately commence work upon receiving approval from the Contract Administrator.
- E3.4 Once mobilized, the Contractor shall commence Work without delay or interruption until the inspections have been completed or where the City advises the Contractor to cease work.

#### **E4. INSPECTION PREPARATION**

- E4.1 Inspection preparation will include, but is not limited to, the following tasks: preliminary site investigations, historic drawing reviews, planning document preparation, safety plan preparation, inspection-plan document, and meeting attendance with the Contract Administrator.
- E4.2 For the purpose of this Tender, inspections will be completed by electromagnetic methods, acoustic methods or by leak detection methods for feeder main or force main pipelines.
- E4.3 Perform all inspection preparation work prior to performing each electromagnetic inspection, acoustic monitoring or each leak detection inspection.
- E4.4 Inspection preparation will be measured on a unit basis and paid for at the Contract Unit Price for "Inspection Preparation". Number of units to be paid for will be the total number of Inspection Preparation items performed for each inspection type, measured and accepted by the Contract Administrator.

#### **E5. MOBILIZATION/DEMOBILIZATION**

- E5.1 Mobilization and Demobilization will be required for each inspection type unless multiple inspection types can be performed by the same crew during the same mobilization. Mobilization and Demobilization will include, but is not limited to, the following:
- (a) Mobilization to the site;
  - (b) Provision of tools, personnel, and support equipment for site setup, restoration, and cleanup; and
  - (c) Demobilization from the site.
- E5.2 The City reserves the right to cease inspections at any time due to operational issues, other priorities, emergencies, or safety concerns. Work satisfactorily completed prior to the stoppage will be paid to the Contractor at the specified unit prices.
- E5.3 Mobilization and Demobilization will be measured on a unit basis and paid for at the Contract Unit Price for "Mobilization/Demobilization". Number of units to be paid for will be the total number of mobilization and demobilization items performed for each inspection type, measured and accepted by the Contract Administrator.
- E5.4 50% of each Mobilization and Demobilization unit price will be paid when inspection crews arrive on site and are ready to commence the inspection.
- E5.5 The remaining 50% of each Mobilization and Demobilization unit price will be paid subsequent to completion of each inspection.

#### **E6. ELECTROMAGNETIC INSPECTIONS OF PCCP**

- E6.1 Baseline inspections of the City's feeder mains are required on the following types of pipe: AWWA C-301 Pre-stressed Concrete Cylinder Pipe (PCCP).
- E6.2 Inspections of the PCCP feeder mains will be performed using non-destructive electromagnetic methods to detect defects on individual pipes. Electromagnetic inspections will include, but are not limited to, the following:
- (a) Supply of all inspection and data collection equipment, tools, winches (as required), tripods, hoists, personnel, and support equipment for tool insertion, inspection, tracking, extraction, and collection of data;
  - (b) Supply, installation, and removal of launch and receiving tubes will be in accordance with E11; and
  - (c) Review and analysis of inspection data.

- E6.3 Electromagnetic inspections must quantify the number of broken wires in each individual pipe length, as well as locate them spatially in the pipe – i.e. horizontal distance and circumferential position.
- E6.4 Horizontal distance will be referenced to the insertion location in metres; circumferential position will be based on the clock reference with 12 o'clock at the top of pipe.
- E6.5 Inspection equipment is to consist of the following;
- (a) In Service
    - (i) Free-swimming platform capable of inspecting pressurized pipes.
    - (ii) Free-swimming platform should be capable of travelling a minimum of 5000 metres from the insertion point and be able to navigate multiple 90-degree bends, tees, and/or open valves.
  - (b) Out of Service
    - (i) Robotic vehicles capable of inspecting depressurized pipes, which may not be entirely dewatered.
    - (ii) Robotic vehicles should be capable of travelling a minimum of 1000m from the insertion point and be able to pass over minor surface imperfections and a minimum 50mm of sediment, as well as navigate multiple 90-degree bends, joint imperfections, open valves, and gradients up to 10%.
- E6.6 Electromagnetic inspections performed while the pipes are in service will be measured on a length basis and paid for at the Contract Unit Price for 'Electromagnetic Inspections of PCCP – In Service'. Length to be paid for will be the total length of inspections performed, measured and accepted by the Contract Administrator.
- E6.7 Electromagnetic inspections performed while the pipes are out of service will be measured on a length basis and paid for at the Contract Unit Price for 'Electromagnetic Inspections of PCCP – Out of Service'. Length to be paid for will be the total length of inspection performed, measured and accepted by the Contract Administrator.
- E7. ACOUSTIC MONITORING OF PCCP**
- E7.1 Acoustic monitoring will be performed on feeder main PCCP pipes while still in service. Acoustic monitoring will include, but are not limited to, the following:
- (a) Supply of all monitoring and data collection equipment, batteries, tools, winches (as required), tripods, hoists, personnel, and support equipment for tool insertion, monitoring, tracking, extraction, and collection of data; and
  - (b) Review and analysis of inspection monitoring data.
- E7.2 Acoustic monitoring must quantify the number of wire breaks between each monitoring device on an individual pipe length.
- E7.3 Acoustic monitoring equipment for PCCP pipe is to consist of the following:
- (a) Acoustic monitoring equipment attached to PCCP pipe
  - (b) GPS device
  - (c) Signal processing system
  - (d) Communications service to transmit acoustic data to a Data Server
  - (e) Review and analysis of inspection monitoring data.
- E7.4 Acoustic monitoring performed on PCCP will be measured by each monitor installed or removed and by each month the service is in use and as accepted by the Contract Administrator.

- E7.5 Data analysis performed on the acoustic monitoring will be measured and paid in for each month the equipment is installed and monitored on the PCCP pipe and as accepted by the Contract Administrator.

## **E8. LEAK DETECTION INSPECTIONS**

- E8.1 Leak detection inspections will be performed on feeder main and force main pipes while still in service. Leak detection inspections will include, but are not limited to, the following:
- (a) Supply of all inspection and data collection equipment, tools, winches (as required), tripods, hoists, personnel, and support equipment for tool insertion, inspection, tracking, extraction, and collection of data; and
  - (b) Review and analysis of inspection data.
- E8.2 Leak detection inspections must quantify the number of leaks in each individual pipe length, as well as locate them spatially in the pipe – i.e. horizontal distance and circumferential position.
- E8.3 Horizontal distance will be referenced to the insertion location in metres; circumferential position will be based on the clock reference with 12 o'clock at the top of pipe.
- E8.4 Leak detection inspection equipment is to consist of the following:
- (a) Feeder Mains
    - (i) Free-swimming platform capable of detecting leaks in pressurized feeder main pipes that range from 250mm to 1650mm in diameter.
    - (ii) Free-swimming platform should be capable of travelling a minimum of 5000m from the insertion point and be able to navigate multiple 90-degree bends, tees, and/or open valves.
  - (b) Force Mains
    - (i) Free-swimming platform capable of detecting leaks in pressurized force main pipes that range from 200mm to 750mm in diameter.
    - (ii) Free-swimming platform should be capable of travelling a minimum of 1000m from the insertion point and be able to navigate multiple 90-degree bends.
- E8.5 Leak detection inspections performed on feeder mains that are in service will be measured on a length basis and paid for at the Contract Unit Price for "Leak Detection Inspections – Feeder Mains – 250mm – 1650mm". Length to be paid for will be the total length of inspections performed, measured and accepted by the Contract Administrator.
- E8.6 Leak detection inspections performed on force mains that are in service will be measured on a length basis and paid for at the Contract Unit Price for "Leak Detection Inspections – Force Mains – 200mm – 750mm". Length to be paid for will be the total length of inspections performed, measured and accepted by the Contract Administrator.

## **E9. LARGE DIAMETER WATER VALVE CONDITION ASSESSMENT**

- E9.1 Large diameter valve inspections will be performed on Large diameter valves while still in service. Valve inspections will include, but are not limited to, the following:
- (a) Supply of all inspection and data collection equipment, tools, winches (as required), tripods, hoists, personnel, and support equipment for tool insertion, inspection, tracking, extraction, and collection of data; and
  - (b) Review and analysis of inspection data;
- E9.2 Large Diameter valve inspections must provide:
- (a) Condition of valve actuator;
  - (b) Condition of valve gear box;

- (c) Operation and assessment of valve performance during operation.

E9.3 Location of Large Diameter valves to be determined by X, Y, Z coordinates.

E9.4 Large diameter valve inspection equipment for large diameter pipes is to consist of the following:

- (a) GPS (global positioning system) recorder;
- (b) Camera to provide photographs of the condition of valves;
- (c) Hydraulic valve turner

E9.5 Large Diameter valve inspections performed on in service pipes will be measured by units inspected and paid for at the Contract Unit Price for "Valve Inspections –Large Diameter water main – 600mm – 1650mm". Valve inspections performed will measured and accepted by the Contract Administrator.

## **E10. ASSET RISK REPORT**

E10.1 Where required, submit the asset risk report for each inspection within forty-five (45) Calendar Days of the Contract Administrator's request.

E10.2 The asset risk report will include limit state analysis showing the relationship amongst the number of broken wires, internal pressure capacities, and the estimated regression rate of broken wires.

E10.3 The asset risk report will include, but is not limited to, the following:

- (a) Number of wire breaks;
- (b) Visible cracking;
- (c) Yield limit;
- (d) Strength; and
- (e) Operating pressures.

E10.4 Provide one (1) electronic copy of the asset risk report in Word format to the Contract Administrator as a draft for the purpose of review and comment. The Contract Administrator will return the copy with comment for inclusion in the final asset risk report.

E10.5 Within thirty (30) Calendar Days of receiving the comments, Provide one (1) electronic copy of the completed document to the Contract Administrator as the final asset risk report.

E10.6 Payment for the asset risk report will be as follows:

- (a) 50% upon acceptance of the draft asset risk report; and
- (b) 50% upon acceptance of the final asset risk report.

## **E11. ENGINEERING REPORT**

E11.1 Where required, submit an Engineering Report for each inspection within forty-five (45) Calendar Days of the Contract Administrator's request.

E11.2 The Engineering Report will include, but not be limited to, the following:

- (a) An executive summary;
- (b) Details related to project;
  - (i) Location;
  - (ii) Pipe information (size, material, type);
  - (iii) Pipe class information (cylinder thickness, wire size and spacing);
- (c) Inspection method

- (d) Pipe condition; and
- (e) Interpretation of results including discussion of asset risk profile, estimated remaining life, and recommended reinspection frequency.

E11.3 Provide one (1) electronic copy of each engineering report to the Contract Administrator as a draft for the purpose of review and comment. The Contract Administrator will return one copy with comment for inclusion in the final engineering report.

E11.4 Within thirty (30) Calendar Days of receiving the comments, provide three (3) hard copies and one (1) electronic copy of the completed document to the Contract Administrator as the final engineering report.

E11.5 Payment for the engineering report will be as follows:

- (a) 50% upon acceptance of the draft engineering report; and
- (b) 50% upon acceptance of the final engineering report.

## **E12. STANDBY TIME**

E12.1 Where site conditions are deemed favourable for Work and the Contractor has mobilized to the site and is ready to perform the inspections, payment of Standby Time may be made where pipe access has not been made available to the Contractor by the City or their representative(s) causing delays in work.

E12.2 Standby Time will only take effect after a total of three (3) hours (consecutive or cumulative) of delay has elapsed. The maximum amount of Standby Time will be 10 hours per person per Calendar Day.

E12.3 Standby Time will be measured on an hourly rate basis per person per day to a maximum of 10 hours and paid for at the Contract Unit Price for "Standby Time". The number of hours to be paid will be the total number of hours of delay per person per Calendar Day, measured and accepted by the Contract Administrator.

## **E13. LAUNCH AND RECEIVING TUBE SUPPLY AND INSTALLATION/REMOVAL**

E13.1 Where required, install launch and receiving tubes for inspection tool insertion and/or extraction, as approved by the Contract Administrator.

E13.2 Launch and receiving tube supply and installation will include, but is not limited to, the following:

- (a) Supply, installation, and removal of the tubes; and
- (b) All equipment, tools, personnel, and support equipment for the supply, installation, and removal.

E13.3 Launch and receiving tube supply and installation will be measured on a unit basis and paid for at the Contract Unit Price for "Launch and Receiving Tube Supply and Installation". Full unit payment will be made for any one of the following installations:

- (a) Launch tube only;
- (b) Receiving tube only; or
- (c) Launch and receiving tubes.

E13.4 50% of each launch and receiving tube supply and installation unit price will be paid upon each supply and installation of the tube(s), measured and accepted by the Contract Administrator.

E13.5 The remaining 50% of each launch and receiving tube supply and installation unit price will be paid subsequent to the removal of the tube(s), measured and accepted by the Contract Administrator.

#### **E14. PIPE ACCESS**

- E14.1 The Contract Administrator will coordinate pipe access for inspection purposes. The City or their representative(s) will provide the following:
- (a) Access to the pipe via valve chambers, lift stations, manholes, or excavation trenches;
  - (b) All valve operations;
  - (c) Opening of all manholes, hatches, or buildings;
  - (d) Removal of blind flanges or other fittings; and
  - (e) Initial dewatering of chambers and pipes to allow for tool insertion.
- E14.2 Access to the inside of the pipe for tool insertion will be done by the Contractor.
- E14.3 Separate payment for access to the inside of the pipe will not be made and will be included in the price for inspections.

#### **E15. EQUIPMENT DISINFECTION**

- E15.1 Any equipment coming in contact with the potable water system shall be clean, must never have been used in a non-potable water or sewer system.
- E15.2 All equipment being used within a potable water pipeline shall be spray- or swab-disinfected using a 200 mg/L free chlorine solution prior to entering or coming in contact with the pipe.
- E15.3 Separate payment for equipment disinfection will not be made and will be included in the price for inspections.

#### **E16. FEEDER MAIN DISINFECTION**

- E16.1 Description
- (a) This specification covers the disinfection and health testing of water mains, feeder mains, and fittings if required.
- E16.2 Disinfection and Health Testing
- (a) Disinfection and Health Testing of water mains and feeder mains shall be completed in accordance with CW2125 and AWWA C651.
  - (b) The Contractor shall take every reasonable precaution during inspection to prevent debris from entering the pipeline. If, in the opinion of the Contract Administrator, deleterious substances have entered the pipeline, the Contractor shall flush the pipeline with sanitized pipeline cleaning equipment.
  - (c) Upon completion of disinfection, chlorinated water shall be pumped from the pipeline at the lowest point(s) in the system. Chlorinated water shall not be directly discharged to the environment and shall be disposed of in accordance with E16.3.
  - (d) Bi-directional flushing may be required to remove chlorine from the pipeline.
  - (e) All new components and equipment being used within a potable water pipeline shall be spray or swab disinfected using a 200 mg/L free chlorine solution prior to entering or coming in contact with the pipe.
  - (f) Blind flanges shall be supplied with ports adequate to achieve desired flushing velocities.
  - (g) The Contractor shall ensure hoses, hydrants, meters, and other appurtenances used for flushing operations are protected from freezing.
  - (h) The Contractor shall ensure that the selected means of disposing of chlorinated water does not result in unsafe site conditions as a result of freezing atmospheric temperatures.



- (i) The pipeline shall be refilled with potable water and water samples for health tests taken in accordance with CW 2125, except, test samples shall be taken each day at least 24 hours apart for three (3) successive days.

#### **E16.3 Disposal of Chlorinated Water**

E16.3.1 Chlorinated water shall be treated by one of the following methods, as recommended in AWWARF – Guidance Manual For The Disposal Of Chlorinated Water:

- (a) Discharged into nearby WWS MH's if possible. Allowable discharge rates for nearby WWS manholes have been provided on the Drawings. The Contractor may store water as required to meet allowable discharge rates.
- (b) De-chlorination of water with discharge into the LDS system or directly to the river. If discharging directly to the river the Contractor shall take all necessary precautions to prevent erosion of the river bank. De-chlorination may be accomplished using the following:
  - (i) Sodium Ascorbate,
  - (ii) Vita-D-Chlor TM by Integra Chemical,
- (c) Contain chlorinated water on Site until chlorine has dissipated to acceptable limits.

E16.3.2 The Contractor shall submit a chlorinated water disposal plan in writing to the Contract Administrator a minimum of five (5) working days prior to performing any cleaning or flushing of water main or feeder mains. The disposal plan shall at a minimum include the following:

- (a) Intended means of disposal for each site
- (b) Means of de-chlorination (if required)
- (c) Means of storing water for discharge (if required)

E16.3.3 The Contractor shall ensure that the selected means of disposing of chlorinated water does not result in unsafe site conditions as a result of freezing atmospheric temperatures.

#### **E16.4 Measurement and Payment**

E16.4.1 Disinfection, Health Testing, and Disposal of Chlorinated Water

- (a) Disinfection, health testing, and disposal of chlorinated water will not be measured and will be paid for at the Contract Lump Sum Price for "Feeder Main Disinfection". This price shall be payment in full for supplying all labour, equipment, and materials, and performing all operations herein described and all other items incidental to the Work included in this Specification and accepted by the Contract Administrator.

#### **E17. INCOMPLETE INSPECTIONS**

E17.1 Re-perform the inspections where the Contract Administrator has determined the requirements of the specification have not been satisfied, or where data is lost or incomplete, as scheduling allows, and at no cost to the City.

E17.2 Segments of inspections where the requirements of the specification have not been satisfied, or where data is lost or is incomplete, will not be paid for.

#### **E18. EQUIPMENT STORAGE**

E18.1 The Contractor is required to provide equipment storage and transportation to and from the site(s) as required throughout the duration of the inspection(s).

#### **E19. TRAFFIC CONTROL**

E19.1 Further to section 3.7 of CW 1130 of the General Requirements, the Contractor shall be responsible to redirect and maintain traffic with appropriate signing in accordance with The City

of Winnipeg "Manual of Temporary Traffic Control in Work Areas on City Streets" at all times. Refer to <http://www.winnipeg.ca/publicworks/Transportation/manual-2008-03-27.pdf> for further details.

- E19.2 Work shall not be carried out on Regional Streets between 07:00 to 09:00 hours and 15:30 to 17:30 hours Monday to Friday unless approved by the Contract Administrator. Regional streets are listed in the "Manual for Temporary Traffic Control".
- E19.3 Should the City of Winnipeg require that Work on Regional Streets be carried out at night, on Sundays or on public holidays, the Contractor shall comply without additional compensation being considered to meet these requirements.
- E19.4 Further to section 3.8 of CW 1130 of the General Requirements, parking restriction signing on Regional Streets will be done by The City of Winnipeg, Traffic Services Branch.
- E19.5 The Contractor will be responsible for parking restriction signing required to perform the Work on non-regional and local residential streets. "No Parking" signs will be provided for Contractor's use.
- E19.6 Erect signs at least 24 hours before the Work commences at a particular location.
- E19.7 Record the license plate numbers of vehicles already parked within the limits where the parking restriction signs are placed and fax the information to Winnipeg Police Services, Traffic Branch at 986-6998.
- E19.8 Promptly remove parking restriction signs once the Work at that location is completed. Signs shall not be left in place over a weekend if no Work will be done at that location.
- E19.9 Return signs immediately upon completion of the Work.
- E19.10 Further to section 3.6 of CW 1130 of the General Requirements, maintain safe pedestrian crossing at intersections at all times. Only one pedestrian crossing at an intersection is to be blocked at any one time. If more than one pedestrian crossing is blocked at an intersection at the same time, the Contractor shall provide flag persons to safely escort pedestrians across the intersection.
- E19.11 Do not park company or private vehicles inside the signed work zone in a manner that will block sightlines for vehicles and pedestrians approaching and crossing intersections.

## **E20. CONFINED SPACE ENTRY**

- E20.1 The Contractor shall be aware that Hydrogen Sulphide Gas is present in all underground structures connected to the City's sewer systems, and has been known to accumulate in concentrations sufficient to cause serious harm or death to personnel who are not using adequate Personal Protective Equipment. Refer to Appendix A - Fugitive Emission Material Safety Data Sheet for details.
- E20.2 The Contractor's attention is drawn to the Province of Manitoba Workplace Safety and Health Act ('the Act'), and the Regulations and Guidelines there-under pertaining to Confined Entry Work and in particular the requirements for conducting hazard/risk assessments and providing Personal Protective Equipment (PPE).

## PART F - SECURITY CLEARANCE

### F1. SECURITY CLEARANCE

F1.1 Each individual proposed to perform Work under this Contract within facilities associated with the water supply, treatment and distribution system including the Shoal Lake Intake Facility, Shoal Lake Aqueduct, Deacon Reservoir, Water Treatment Plant, Regional Pumping Stations, and Booster Pumping Stations shall be required to obtain a Global Sanctions & PEP Check **and** a Police Information Check as detailed below.

F1.1.1 The Global Sanctions & PEP Check must be obtained through Sterling BackCheck.

- (a) A Sterling BackCheck account must be setup 72 hours prior to individual security clearances to allow sufficient time for activation of the contracting company's account. If the contracting company has an existing City of Winnipeg Sterling Backcheck vendor account, they may skip to (d) below.
- (b) An authorized individual of the contracting company must complete the Sterling Backcheck Setup Form. There is no cost to the organization to set up the account. Click on the link below, complete the form, and hit submit. **\*\***(This form is to be completed by the company, not by the employee requiring the security clearances).  
<https://forms.sterlingbackcheck.com/partners/platform2-en.php?&partner=winnipegcity>
- (c) Within 48 hours of completing the Sterling Backcheck Setup Form, the authorized individual of the contracting company will receive a Username and Password for Sterling Backcheck. It will appear in their inbox as a "Welcome to Sterling Backcheck" email. Upon receipt, the authorized individual of the contracting company will be asked to login to the Sterling Backcheck website to set their security questions and password. Once completed, individual security clearance requests can be submitted.
- (d) In order to run a Global Sanctions & PEP Check and/or a Police Information Check, follow the steps below:
  - (i) Click on the sub-tab labelled "Order eConsent".
  - (ii) Fill out the required information about the employee proposed to perform Work under this Contract within City facilities (the person that requires the security clearances).
  - (iii) Select your location under the "Order Information" section and enter the organization's phone number, if required.
  - (iv) Select the required individual service(s) in the dropdown menu under the "Select Services" section. If both the Global Sanctions & PEP Check and the Police Information Check are required, select the Sterling Backcheck Package One (with electronic identity verification). Once selected, both the Global Sanctions & PEP Check and the Police Information Check should have a grey check mark beside them.
  - (v) Scroll down to the bottom and click the blue "Submit" button. The employee proposed to perform Work under this Contract within City facilities will be invited to complete their security clearance.
  - (vi) The employee will receive the invitation and must click on the link and complete their Global Sanctions & PEP Check and/or Police Information Check.
  - (vii) The results of the Global Sanctions & PEP Check and/or Police Information Check will go directly to the City of Winnipeg and to the authorized individual of the contracting company within 24 hours.
- (e) Any questions related to the Sterling BackCheck process can be directed to Linda Ferens at 204-999-0912 or by email at: [linda.ferens@sterlingcheck.com](mailto:linda.ferens@sterlingcheck.com) OR [managedsupport@sterlingcheck.com](mailto:managedsupport@sterlingcheck.com)

F1.1.2 The Police Information Check must be obtained from one of the following:

- (a) Sterling BackCheck;
  - (i) See F1.1.1(a) thru (e) for instructions on how to set up an account and submit individuals for security checks; or

- (b) A police service having jurisdiction at their place of residence;
    - (i) The original Police Information Check (Form P-612) will be provided by the Winnipeg Police Service to the individual applicant. The original has a validation sticker from the Winnipeg Police Service in the top right hand corner.
    - (ii) The applicant shall provide the original Police Information Check (Form P-612) to the Contract Administrator; or
  - (c) Commissionaires (Manitoba Division);
    - (i) Forms to be completed can be found on the website at:  
<https://www.commissionaires.ca/en/manitoba/home>
    - (ii) The applicant shall provide the original Police Information Check to the Contract Administrator; or
  - (d) FASTCHECK Criminal Record & Fingerprint Specialists;
    - (i) Forms to be completed can be found on the website at:  
<https://myfastcheck.com>
    - (ii) The applicant shall provide the original Police Information Check to the Contract Administrator.
- F1.2 Any individual for whom a Global Sanctions & PEP Check and/or a Police Information Check is not provided will not be permitted to perform any Work.
- F1.3 Individuals for whom a Global Sanctions & PEP Check indicates "CLEAR" and a Police Information Check demonstrates no previous convictions or pending charges will be permitted to perform Work as specified in F1.1.
- F1.4 Individuals for whom a Global Sanctions & PEP Check does not indicate "CLEAR" and/or a Police Information Check demonstrates previous convictions or pending charges may not be permitted to perform any Work as specified in F1.1.
  - (a) Previous convictions or pending charges may be investigated and a determination will be made by the City as to whether the individual will be permitted to perform any Work.
  - (b) Convictions or pending charges that may preclude an individual from performing any Work include but are not limited to:
    - a. convictions or pending charges related to property offences; and/or
    - b. convictions or pending charges related to crimes against another person.
  - (c) Where additional investigation related to a Global Sanctions & PEP Check or a Police Information Check is required by the City, no extension to critical stages, Substantial Performance, or Total Performance, as applicable, will be provided.
  - (d) Additional investigation by the City may take upwards of six weeks.
- F1.5 Prior to the award of Contract, and during the term of the Contract, if additional or replacement individuals are proposed to perform Work within City facilities, the Bidder/Contractor shall supply the Contract Administrator with a Global Sanctions & PEP Check and a Police Information Check satisfactory to the City obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof, for each individual proposed to perform the Work.
- F1.6 Any Global Sanctions & PEP Check and Police Information Check determined to be satisfactory to the City will be deemed valid for the duration of the Contract subject to a repeated records search as hereinafter specified.
- 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 an updated Global Sanctions & PEP Check and/or a Police Information Check. Any individual F1.1 who fails to provide a Global Sanctions & PEP Check and/or a Police Information Check satisfactory to the City as a result of a repeated records search will not be permitted to continue to perform any Work as specified in F1.1.