



THE CITY OF WINNIPEG

REQUEST FOR QUALIFICATION
To Establish a Call Out List

RFQ NO. 533-2025

INSPECTION AND REPAIR OF HVAC EQUIPMENT

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 Inspection and Repair of HVAC Equipment

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, August 20, 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. INTENT OF QUALIFICATION

B3.1 The intent of this submission is to provide the City with sufficient information to qualify Proponents to perform inspection and repair / maintenance of HVAC building mechanical systems in City of Winnipeg facilities.

B3.2 The major components of the Work are as follows:

- (a) inspection of HVAC building mechanical systems; and
- (b) repair/ maintenance of HVAC building mechanical systems.

B3.3 Proponents wishing to be qualified shall complete the Qualification Submission and the Qualifications Questionnaire document(s).

B3.3.1 Additional pertinent information may be submitted to demonstrate qualifications more fully.

B3.4 All projects are estimated to be **under \$75,000** and will be issued to pre-qualified Proponents only. Only Proponents qualified under this Request for Qualifications will be invited to bid on projects from the pre-qualified Proponent's list on a rotating basis.

B3.5 Qualification of Proponents, to bid on prospective Work, shall not be construed as a commitment by the City to award contracts to any Proponent or to pay any costs incurred by the Proponent in preparing a response or otherwise in relation to this statement.

B3.6 The City reserves the right to contact owners, owner's representatives and/or consultants that have been identified as well as the references provided in this statement of qualification.

B3.7 The Proponent is obligated to inform the City, in a timely manner, of any changes to key personnel, ownership, bonding capability, financial position, insurance or any other information which may affect its pre-qualified status with the City.

B3.8 The City reserves the right to add or remove Proponents from the Pre-qualified Proponents list throughout the period of the Contract as specified in D2.1

B4. ENQUIRIES

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

B4.2 If the Proponent finds errors, discrepancies or omissions in the document, or is unsure of the meaning or intent of any provision therein, the Proponent shall notify the Contract Administrator of the error, discrepancy or omission, or request a clarification as to the meaning or intent of the provision at least five (5) Business Days prior to the Submission Deadline.

B4.3 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the RFQ will be provided by the Contract Administrator to all Proponents by issuing an addendum.

- B4.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the RFQ will be provided by the Contract Administrator only to the Proponent who made the enquiry.
- B4.5 The Proponent shall not be entitled to rely on any response or interpretation received pursuant to B4 unless that response or interpretation is provided by the Contract Administrator in writing.
- B4.6 Any enquiries concerning submitting through MERX should be addressed to:
MERX Customer Support
Phone: 1-800-964-6379
Email: merx@merx.com

B5. CONFIDENTIALITY AND PRIVACY

- B5.1 Information provided to a Proponent by the City or acquired by a Proponent 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 confidential information shall not apply to information which:
- (a) was known to the Proponent before receipt hereof; or
 - (b) becomes publicly known other than through the Proponent; or
 - (c) is disclosed pursuant to the requirements of a governmental authority or judicial order.
- B5.2 The protection of personal information and privacy will be fundamental aspects of the Project. Proponents shall comply with all applicable privacy legislation, including but not limited to the Personal Information Protection and Electronic Documents Act (Canada) ("PIPEDA"). In addition, Proponents are advised that the City is subject to The Freedom of Information and Protection of Privacy Act (Manitoba) ("FIPPA") and that the Contractor will be expected to comply with the obligations imposed upon the City pursuant to FIPPA.
- B5.3 The Proponent is advised that any information contained in any Submission 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).
- B5.4 All Qualification Submissions submitted to the City will be kept in confidence with the City for the sole purposes of evaluating and developing the best possible strategic option for the City. Qualification Submissions will become the property of the City. The City will have the right to make copies of all Submissions for its internal review process and to provide such copies to its staff and/or external advisors and representatives.
- B5.5 The City reserves the right to post the names of the Pre-Qualified Proponents, or otherwise make this information public at the end of the RFQ selection process.
- B5.6 All information will become and remain the property of the City; none will be returned. If the Submission contains any proprietary or trade secret information, said information must be indicated as such.
- B5.7 The Proponent 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.

B6. ADDENDA

- B6.1 The Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the RFQ, or clarifying the meaning or intent of any provision therein.

- B6.2 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.
- B6.3 Addenda will be available on the MERX website at www.merx.com.
- B6.4 The Proponent 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.
- B6.5 The Proponent shall acknowledge receipt of each addendum on Form A: Qualification Submission. Failure to acknowledge receipt of an addendum may render a Qualification Submission non-responsive
- B6.6 Notwithstanding B4, enquiries related to an Addendum may be directed to the Contract Administrator indicated in D4.

B7. QUALIFICATION SUBMISSION

- B7.1 The Qualification Submission should consist of the following components:
- (a) Form A: Qualification Submission;
 - (b) Form B: Qualification Questionnaire;
 - (c) Workplace Safety & Health B11.3(c);
 - (d) Proof of Workers Compensation D13;
 - (e) Proof of COR, SECOR or independent review B11.4;
 - (f) Proof of Insurance D14.
- B7.2 All components of the Qualification Submission should be fully completed or provided and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely.
- B7.3 The Qualification Submission shall be submitted electronically through MERX at www.merx.com.
- (a) During the term of the contract, additional Proponents may be considered as per B15.
- B7.4 Proponents are advised that inclusion of terms and conditions inconsistent with the RFQ document, including the General Conditions, will be evaluated in accordance with B14.1(a).
- B7.5 **Pre-Qualified Proponents presently on a pre-qualifications list must resubmit.**

B8. FORM A: QUALIFICATION SUBMISSION

- B8.1 The Proponent should complete Form A: Qualification Submission, making all required entries.
- B8.2 Paragraph 2 of Form A: Qualification Submission shall be completed in accordance with the following requirements:
- (a) if the Proponent is a sole proprietor carrying on business in their own name, their name shall be inserted;
 - (b) if the Proponent is a partnership, the full name of the partnership shall be inserted;
 - (c) if the Proponent is a corporation, the full name of the corporation shall be inserted;
 - (d) if the Proponent 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 Qualification Submission 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: Qualification Submission, the Proponent shall identify a contact person who is authorized to represent the Proponent for purposes of this RFQ.
- B8.4 Paragraph 7 of Form A: Qualification Submission shall be signed in accordance with the following requirements:
- (a) if the Proponent is a sole proprietor carrying on business in their own name, it shall be signed by the Proponent;
 - (b) if the Proponent is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
 - (c) if the Proponent is a corporation, it shall be signed by their duly authorized officer or officers;
 - (d) if the Proponent 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: Qualification Submission should be entered below such signatures.
- B8.4.2 All signatures shall be original.
- B8.5 If a Qualification Submission is submitted jointly by two or more persons, the word "Proponent" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Proponents in the Qualification Submission and the Contract, when awarded, shall be both joint and several.

B9. QUALIFICATION QUESTIONNAIRE

- B9.1 The Proponent should complete Form B: Qualification Questionnaire giving a list of previously completed Work, similar in nature, scope and value to the Work, in sufficient detail to demonstrate the Proponent's qualification to complete the Work.
- B9.1.1 Further to B9.1, the Proponent should submit information in sufficient detail for the City to evaluate the qualifications of the Proponent (s) by providing:
- (i) Names of key personnel;
 - (ii) Number of years of experience;
 - (iii) Experience as HVAC Technician
 - (iv) References for recent projects of similar in size, scope and complexity; and each Reference should consist of the following:
 - ◆ Project name;
 - ◆ Location;
 - ◆ A brief description of the project;
 - ◆ Project value;
 - ◆ Company name (Owner);
 - ◆ Date of project completion;
 - (v) Contact name, telephone and e-mail address.
 - (vi) List of non-City of Winnipeg client references;
 - (vii) State status of COR, SECOR or independent review;
 - (viii) Selection of preferred work categories; and
 - (ix) Selection of Security Clearance level.

B10. CONFLICT OF INTEREST AND GOOD FAITH

- B10.1 Further to C3.2, Proponents, by responding to this RFQ, declare that no Conflict of Interest currently exists, or is reasonably expected to exist in the future.

B10.2 Conflict of Interest means any situation or circumstance where a Proponent or employee of the Proponent 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 Proponent'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 RFQ 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 RFQ process) of strategic and/or material relevance to the RFQ process or to the Work that is not available to other Proponents and that could or would be seen to give that Proponent an unfair competitive advantage.

B10.3 In connection with their Bid, each entity identified in B10.2 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 RFQ 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.

B10.4 Without limiting B10.3, 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 Proponent 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.

B10.5 Without limiting B10.3, 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 Proponent that fails to disclose a perceived, potential or actual Conflict of Interest of the Proponent 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 Proponent or employees proposed for the Work that fails to comply with any requirements prescribed by the City pursuant to B10.4 to avoid or mitigate a Conflict of Interest; and
- (d) disqualify a Proponent if the Proponent, 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.

- B10.6 The final determination of whether a perceived, potential or actual Conflict of Interest exists shall be made by the City, in their sole discretion.

B11. QUALIFICATION

- B11.1 The Proponent 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; 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.

- B11.2 The Proponent 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>

- B11.3 The Proponent and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) have successfully carried out work similar in nature, scope and value to the Work; and
- (b) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract; and
- (c) have a written workplace safety and health program if required pursuant to The Workplace Safety and Health Act (Manitoba);
- (d) have completed the Accessible Customer Service online training required by the Accessibility for Manitobans Act (AMA) (see B11.5 and D6);
- (e) upon request of the Contract Administrator, provide the Security Clearances in accordance with PART F - .
- (f) have a minimum of One (1) certified Journeyperson qualification "Red Seal" or a HVAC eligible to write the Interprovincial Practical Exam

- B11.4 Further to B11.3(c), for Work that is considered high risk (regardless of dollar value) or over \$100,000 in value, the Proponent shall provide proof satisfactory to the Contract Administrator that the Proponent/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™) or
 - (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/>).

- B11.5 Further to B11.3(d), the Proponent 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.
- B11.6 The Proponent 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 Proponent and of any proposed Subcontractor.
- B11.7 The Proponent shall provide, on the request of the Contract Administrator, full access to any of the Proponent's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Proponent's equipment and facilities are adequate to perform the Work.
- B11.8 Further to B11, the Contract Administrator, or designated representative, may require further qualification information in regards to the qualifications of key personnel when specific technical Work is warranted.
- B11.9 All Work shall be performed by persons having at least five (5) years' experience as a HVAC Licensed Technician.

B12. OPENING OF QUALIFICATIONS AND RELEASE OF INFORMATION

- B12.1 Qualification Submissions will not be opened publicly.
- B12.2 After evaluation, the names of the Pre-qualified Proponents and their address(es) will be available on the MERX website at www.merx.com.
- B12.3 The Proponent is advised that any information contained in any Qualification Submission 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).
- B12.3.1 To the extent permitted, the City shall treat as confidential information, those aspects of a Qualification Submission identified by the Proponent 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.
- B12.3.2 The Request for Qualification does not commit the City to award any contracts or to defray any costs incurred in the preparation and submission of data pursuant to this request.
- B12.4 During the term of the Contract, the names of the Contractors and contract amount for each project will be available on the MERX website at www.merx.com.

B13. WITHDRAWAL OF SUBMISSIONS

- B13.1 A Proponent may withdraw their Qualification Submission without penalty prior to the Submission Deadline.

B14. EVALUATION OF QUALIFICATIONS

- B14.1 Evaluation of Qualification Submissions shall be based on the following Qualification evaluation criteria:
- (a) compliance by the Proponent with the requirements of the RFQ or acceptable deviation there from (pass/fail);
 - (b) qualifications of the Proponent and the Subcontractors, if any, pursuant to B11 (pass/fail);
 - (c) References (pass/fail).
- B14.2 Further to B14.1(a), the Award Authority may reject a Qualification Submission as being non-responsive if the Qualification Submission is incomplete, obscure or conditional, or contains

additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Qualification Submission, or waive technical requirements or minor informalities or irregularities, if the interests of the City so require.

- B14.3 Further to B14.1(b), the Award Authority shall reject any Qualification Submission submitted by a Proponent who does not demonstrate, in their Qualification Submission or in other information required to be submitted, that they are qualified.
- B14.4 Further to B14.1(c), References listed in Form B: Qualification Submission, may not be restricted to only those submitted by the Proponent, and may include organizations representing Persons, known to have done business with the Proponent.
- B14.4.1 The City may reject any Qualification Submission submitted by a Proponent whose references are of a continuously disapproving nature or whose work experience is not consistent with the qualifications required.
- B14.5 The City may, in its sole discretion, interview any or all Proponents during the evaluation process, to provide clarification or additional information in relation to its Submission.

B15. ADDITIONAL PROPONENTS

- B15.1 The City of Winnipeg will accept and review applications from Proponents throughout the term of the Contract.
- B15.1.1 A Proponent may request to be added to the list by contacting the Contract Administrator as identified in D4.1.
- B15.2 Proponents will be evaluated against the same criteria as stated in B14.
- B15.3 Application review, approval and acceptance procedure may take up to thirty (30) Business Days to process.
- B15.4 For those Proponents applying outside of the formal Request for Qualifications process, there will be a minimum thirty (30) Calendar Day waiting period after qualifications are completed and accepted before an invitation to quote may be provided.

B16. NO CONTRACT

- B16.1 By submitting a Qualification Submission and participating in the process as outlined in this document, Proponents expressly agree that no Contract of any kind is formed under, or arises from this RFQ, and that no legal obligations will arise.
- B16.2 Although it is the intention of the City to establish a Pre-qualified Proponents list to participate in the Tender stage of the procurement process, the City reserves the right and the full power to give notice in writing of any change to its Contract Administrator, amend any dates, schedules, limits and Scope of Work and any contract awarded, or to reject any and all Submissions, to launch a new or amended procurement process, or to decide that it will not issue a Tender, without incurring any liability in respect of costs or damages incurred by any Proponent or any member of a private sector team.
- B16.3 Without limiting the generality of the foregoing, the City reserves the right and the full power to amend or cancel this RFQ, the procurement process or the Project at any time.
- B16.4 The City reserves the right to disqualify any Proponent whose Submission, in the opinion of the City, contains false or misleading information.
- B16.5 Following the conclusion of the procurement process, Proponents will be provided with information related to the evaluation of their Submission upon written request to the Contract Administrator.

PART C - GENERAL CONDITIONS

C0. GENERAL CONDITIONS

- C0.1 The *General Conditions for Construction* (Revision 2020-01-31) are applicable to the Work of the Contract.
- C0.1.1 The *General Conditions for Construction* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Purchasing Division website at http://www.winnipeg.ca/matmgt/gen_cond.stm
- C0.2 A reference in the RFQ to a section, clause or subclause with the prefix “C” designates a section, clause or subclause in the *General Conditions for Construction*.

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. GENERAL CONDITIONS

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

D2. SCOPE OF WORK

D2.1 The Work to be done under the proposed Contract shall consist of commercial and industrial HVAC services which includes the installation, maintenance, repair, and replacement of heating, ventilation, and air conditioning systems, including but not limited to air handling units, furnaces, rooftop units, chillers, ductwork, thermostats, ventilation equipment, and control systems in City owned and/or operated buildings at the direction of the Contract Administrator for the period of September 1, 2025, to August 31, 2028.

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

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

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

(a) HVAC System Inspections, Maintenance & Repair:

- (i) Maintenance & Emergency Repair services for heating and cooling systems including rooftop units, air handlers, split systems, chillers, and boilers; addressing issues such as component failures, airflow loss, or lack of temperature control.
- (ii) Repair or replacement of malfunctioning components such as compressors, blowers, motors, thermostats, and sensors, including issues with no heat, no cooling, or irregular operation.
- (iii) Inspection of HVAC systems for refrigerant leaks, electrical faults, mechanical wear, and duct obstructions; performing necessary repairs to restore system performance.
- (iv) Inspection & regular cleaning of condenser and evaporator coils, fan blades, blower wheels, and drain pans to ensure optimal heat exchange and air quality.
- (v) Clearing and cleaning of condensate drain lines, traps, and pans to prevent water overflow, mold growth, and system shutdowns.
- (vi) Testing & inspection of control systems and safety devices, including limit switches, pressure sensors, flame detectors, and gas valves to ensure safe operation.
- (vii) Troubleshooting and resolution of system issues such as insufficient airflow, temperature imbalance, thermostat inaccuracy, or unusual noise/vibration.
- (viii) Repair and maintenance of air conditioning units, furnaces, and heat pumps, including verification of proper operation of thermostats, fans, burners, and ignition systems.
- (ix) Replacement or repair of key HVAC components such as belts, pulleys, contactors, capacitors, relays, and electrical terminals.
- (x) Addressing airflow restrictions or ventilation issues in ductwork systems, including blockage removal, damper adjustment, and air balancing.
- (xi) Inspect, clean, or replace air filters, fan belts, and drive assemblies as needed to ensure optimal airflow and mechanical reliability.
- (xii) Refrigerant management and leak detection, including checking system pressures, repairing leaks, and recharging refrigerant to manufacturer specifications and environmental regulations.

- (xiii) Filter and Air Quality Maintenance: Clean or replace air filters in HVAC systems and inspect indoor air quality components such as humidifiers, dehumidifiers, and UV purifiers.
 - (xiv) Heating & Cooling Equipment Inspection: Check boilers, chillers, furnaces, and air conditioning systems for operational efficiency; test temperature differentials, inspect combustion chambers, and verify exhaust venting for safe operation.
 - (b) Project Work (Installation, Upgrades and Replacement)
 - (i) New HVAC System Installation: Install complete HVAC systems including ductwork, controls, ventilation, and major equipment (e.g., RTUs, split systems, VAVs, chillers, boilers) for new buildings or additions.
 - (ii) System Replacement and Retrofits: Remove and replace outdated or non-functional HVAC equipment with new, energy-efficient models, including electrical and control upgrades as required.
 - (iii) Ductwork Installation and Modification: Design, fabricate, and install new duct systems or modify existing ductwork to improve airflow, zone control, and ventilation efficiency.
 - (iv) Building Management Systems (BMS): Install or upgrade HVAC control systems, including thermostats, building automation system (BAS) integration, sensors, actuators, and zone controllers.
 - (v) Ventilation and Air Quality Projects: Implement fresh air intake, exhaust, and filtration upgrades to improve indoor air quality, meet regulatory standards, or accommodate facility changes.
 - (vi) Energy Efficiency Upgrades: Install high-efficiency units, variable speed drives (VSDs), energy recovery systems, and smart control systems to reduce energy usage and improve system performance.
 - (vii) Equipment Relocation or Reconfiguration: Move or reconfigure HVAC units and associated infrastructure due to building renovations, changes in floor layout, or equipment upgrades.
 - (viii) Commissioning and Performance Testing: Conduct full system startup, testing, and balancing after project completion to ensure proper installation and operational performance according to specifications.
- 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 designate.
- D2.3.2 Notwithstanding C7.4, the City shall have no obligation under the Contract to purchase any quantity of any item in excess of its actual operational requirements.

D3. SUSPENSION AND REMOVAL FROM THE PRE-QUALIFIED LIST

- D3.1 Suspension and/or removal from the Pre-qualified list may be made by the Contract Administrator, at their sole discretion, for any failure on the part of the Contractor to meet any of the obligations in the Work resulting from this Request for Qualification.

D4. CONTRACT ADMINISTRATOR

- D4.1 The Contract Administrator is:
- Eme Ekeoma-Uche
Purchasing Division
Corporate Finance
Telephone No.:204-968-8268
Email Address: eekeoma-uche@winnipeg.ca

D5. CONTRACTOR'S SUPERVISOR

- D5.1 At the pre-construction meeting, the Contractor shall identify their designated supervisor and any additional personnel representing the Contractor and their respective roles and responsibilities for the Work.

D6. ACCESSIBLE CUSTOMER SERVICE REQUIREMENTS

- D6.1 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.
- D6.1.1 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.
- D6.1.2 The accessible customer service obligations include, but are not limited to:
- (a) providing barrier-free access to goods and services;
 - (b) providing reasonable accommodation;
 - (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.

D7. SUPPLIER CODE OF CONDUCT

- D7.1 The Contractor has reviewed and understands the City's Supplier Code of Conduct. This document is located at: <https://www.winnipeg.ca/media/4891>
- D7.2 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: Bid/Proposal from the Contractor signifies agreement to the Supplier Code of Conduct which comes into effect once the Contract starts.
- D7.3 If there is a conflict between the Contract and the Supplier Code of Conduct – the Contract will prevail.

D8. UNFAIR LABOUR PRACTICES

- D8.1 Further to C3.2, the Contractor declares that in bidding for Work and in entering into any Contract, the Contractor and any proposed Subcontractor(s) conduct their respective business in accordance with established international codes embodied in United Nations Universal Declaration of Human Rights (UDHR) <https://www.un.org/en/about-us/universal-declaration-of-human-rights> International Labour Organization (ILO) [https://www.ilo.org/global/lang--en/index.htm](https://www.ilo.org/global/lang-en/index.htm) conventions as ratified by Canada.
- D8.2 The City of Winnipeg is committed and requires its Contractors and their Subcontractors, to be committed to upholding and promoting international human and labour rights, including fundamental principles and rights at work covered by ILO eight (8) fundamental conventions and the United Nations Universal Declaration of Human Rights which includes child and forced labour.

- D8.3 Upon request from the Contract Administrator, the Contractor shall provide disclosure of the sources (by company and country) of the raw materials used in the Work and a description of the manufacturing environment or processes (labour unions, minimum wages, safety, etc.).
- D8.4 Failure to provide the evidence required under D8.3, may be determined to be an event of default in accordance with C18.
- D8.5 In the event that the City, in its sole discretion, determines the Contractor to have violated the requirements of this section, it will be considered a fundamental breach of the Contract, and the Contractor shall pay to the City a sum specified by the Contract Administrator in writing ("Unfair Labour Practice Penalty"). Such a violation shall also be considered an Event of Default and shall entitle the City to pursue all other remedies it is entitled to in connection with same pursuant to the Contract.
- D8.5.1 The Unfair Labour Practice Penalty shall be such a sum as determined appropriate by the City, having due regard to the gravity of the Contractor's violation of the above requirements, any cost of obtaining replacement goods/ services or rectification of the breach, and the impact upon the City's reputation in the eyes of the public as a result of same.
- D8.5.2 The Contractor shall pay the Unfair Labour Practice Penalty to the City within thirty (30) Calendar Days of receiving a demand for same in accordance with D8.5. The City may also hold back the amount of the Unfair Labour Practice Penalty from payment for any amount it owes the Contractor.
- D8.5.3 The obligations and rights conveyed by this clause survive the expiry or termination of this Contract and may be exercised by the City following the performance of the Work, should the City determine, that a violation by the Contractor of the above clauses has occurred following same. In no instance shall the Unfair Labour Practice Penalty exceed the total of twice the Contract value.

SUBMISSIONS

D9. AUTHORITY TO CARRY ON BUSINESS

- D9.1 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.

D10. WORKERS COMPENSATION

- D10.1 Further to C6.17, the Pre-qualified Proponent shall be registered with the Workers Compensation Board of Manitoba, shall provide and maintain Workers Compensation coverage 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 B11.4 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. PRIME CONTRACTOR – THE WORKPLACE SAFETY AND HEALTH ACT (MANITOBA)

D12.1 Further to C6.26, the Contractor shall be the Prime Contractor and shall serve as and have the duties of the Prime Contractor in accordance with The Workplace Safety and Health Act (Manitoba).

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

D13.1 Further to B11.4, 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 B11.4.

D14. INSURANCE

D14.1 The Contractor shall provide and maintain the following insurance coverage:

- (a) commercial general liability insurance, operations to include demolition work, in the amount of at least two million dollars (\$2,000,000.00) inclusive, with The City of Winnipeg added as an additional insured, with a cross-liability clause, such liability policy to also contain contractual liability, unlicensed motor vehicle liability, non-owned automobile liability and products and completed operations, to remain in place at all times during the performance of the Work and throughout the warranty period;
- (b) if applicable, Automobile Liability Insurance covering all motor vehicles, owned and operated and used or to be used by the Contractor directly or indirectly in the performance of the Work. The Limit of Liability shall not be less than \$2,000,000 inclusive for loss or damage including personal injuries and death resulting from any one accident or occurrence;
- (c) all risks installation floater, carrying adequate limits to cover all machinery, equipment, supplies and/or materials intended to enter into and form part of any installation.

D14.2 Deductibles shall be borne by the Contractor.

D14.3 All policies shall be taken out with insurers licensed to carry out business in the Province of Manitoba.

D14.4 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 but in no event later than seven (7) Calendar Days from notification of the award of Contract by Purchase Order.

D14.5 The Contractor shall not cancel, materially alter, or cause each policy to lapse without providing at least thirty (30) Calendar Days prior written notice to the Contract Administrator.

D15. PAYMENT

D15.1 Further to C12, the City shall make payments to Contractors 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.

D16. INVOICE

- D16.1 Work order shall be signed at the Site and invoice submitted in five (5) Calendar days after completion of Work.
- D16.2 Invoices shall be submitted to City-Invoices@winnipeg.ca five (5) Calendar days upon completion of the work.
- D16.3 Invoices submissions must contain in one electronic document, the invoice as the first page and the accompanying Work Order and any supplier invoices containing parts or fixtures.

D17. COMMENCEMENT

- D17.1 The Proponent/Contractor shall not be placed on the Pre-qualified Proponents List or commence any Work that results from this Request for Qualifications until the requirements listed in D17.2 are satisfied.
- D17.2 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 D9;
 - (ii) evidence of the workers compensation coverage specified in C6.17;
 - (iii) the Safe Work Plan specified in D10;
 - (iv) evidence of the Workplace Safety and Health Program specified in D13;
 - (v) evidence of the insurance specified in D14;
 - (vi) the direct deposit application form specified in D15; and
 - (vii) Applicable Security Clearances – Part F (if required).

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS AND DRAWINGS

- E1.1 These Specifications shall apply to the Work.
- E1.2 *The City of Winnipeg Standard Construction Specifications* in their entirety, whether or not specifically listed on Form B: Prices, shall apply to the Work.
- E1.2.1 *The City of Winnipeg Standard Construction Specifications* is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Purchasing Division website at <http://www.winnipeg.ca/matmgt/Spec/Default.stm>
- E1.2.2 The version in effect three (3) Business Days before the Submission Deadline shall apply.
- E1.2.3 Further to C2.4(d), Specifications and/or Drawings prepared by the City for Work resulting from this RFQ shall govern over *The City of Winnipeg Standard Construction Specifications*.

E2. ASSIGNMENT OF WORK

- E2.1 When, during the term specified in D2.1, services are required for the Work, the Contract Administrator and/or designate will issue a Tender, to a minimum of three (3) Pre-qualified Proponents, on a rotating basis, on the Pre-qualified Proponents list.
- E2.1.1 Further to E2.1, only Proponents qualified under this Request for Qualifications will be invited to submit a Bid from the Pre-qualified Proponent's list on a rotating basis.
- E2.1.2 Further to E2.1, the Contract Administrator and/or designate shall provide details of the Work with the Tender.
- E2.2 The Proponent(s) are invited to submit a Bid in accordance with the procedure set forth below.
- E2.3 The Pre-qualified Proponent(s) shall, no later than the date shown on the Tender submit:
- (a) The Total Bid Price.
 - (i) Further to E2.3(a), the Total Bid Price shall be the sum of the quantities multiplied by the unit prices for each item identified by the Contract Administrator and/or designate; or
 - (ii) Further to E2.3(a), the Total Bid Price shall be the lump sum price.
- E2.4 The City shall not be required to provide a Tender to a Pre-qualified Proponent if:
- (a) the Pre-qualified Proponent has previously declined to submit a Bid for Work of similar nature, scope and size and to be performed in substantially the same time frame;
 - (b) the Pre-qualified Proponent requests, for reasons acceptable to the Contract Administrator, to be excluded from the normal order of the Pre-qualification List for all or any types of Work;
- E2.5 The Tender will be evaluated by the Contract Administrator and/or designate based on the following bid evaluation criteria:
- (a) Total Bid Price 100%
- E2.6 The City will have no obligation to award a Tender where the prices exceed the available City funds for the Work.

E3. WORK

- E3.1 A crew shall consist of a minimum of one (1) certified Journeyperson qualification with M1 license required for HVAC work, and as required one (1) unskilled labourer able to perform a variety of Work. On certain jobs, two (2) Manitoba journeyperson sheet metal installer/technician certificate or an inter-provincial red seal sheet metal installer certificate may be required at the option of the City. In this case, the City will issue Bids to Proponents who qualified for the prequalified Proponent's list with a minimum of Manitoba journeyperson sheet metal installer/technician certificate or an inter-provincial red seal sheet metal installer certificate.
- E3.2 All materials to be used and/or incorporated in the Work shall be brand new.
- E3.2.1 Material may, at the option of the Contract Administrator, be supplied by the City.
- E3.3 Travel time to and from the Work Site shall be at the Contractor's own time and expense (except after normal business hours call out). Hours paid will be for actual on the job time with allowance for picking up materials, noted and approved by the Contract Administrator.
- E3.4 The Contractor shall provide parts and materials used for repair/ maintenance of HVAC building mechanical systems. The mark-up the City will pay the Contractor for each part will be the amount as bid on Form B: Prices. The Contractor shall supply invoices from suppliers for any parts supplied.
- E3.5 The Contract Administrator or User may at any time ask the Contractor to provide an estimate for any Work to be provided under this Contract. The Contractor must receive approval prior to commencing and completing the Work from the Contract Administrator and/or designate for any Work that an estimate was requested for.
- E3.6 The Contract Administrator or User will inform the Contractor of any parking restrictions. The Contract Administrator will also inform the Contractor of any restrictions to days or hours of Work. The Contractor shall notify the Contract Administrator prior to starting any Work.
- E3.7 The Contractor shall arrange to carry on their Work so as not to conflict with the activities of the City, by other Contractors or by the City's employees. The Contractor shall be solely responsible for securing the Site, any existing facility thereon and for the proper care and protection of the Work already performed.
- E3.8 The Contractor shall give all necessary notices, obtain all necessary permits and pay all fees in order that the Work may be carried out. The Contractor shall submit all plans required by any inspection authority and obtain approval of same before proceeding with the Work and pay any cost attached to the inspection of such plans.

PART F - SECURITY CLEARANCE

F1. SECURITY CLEARANCE

F1.1 Each individual proposed to perform Work under the Contract shall be required to obtain a Police Information Check from the police service having jurisdiction at their place of residence. This can be obtained from one of the following;

- (a) police service having jurisdiction at their place of residence; or
- (b) Sterling BackCheck – for existing account holders, log into your account to send individual invitations to employees requiring security clearance. For those that do not have an account, click on the following link to open an account:
<https://forms.sterlingbackcheck.com/partners/platform2-en.php?&partner=winnipegcity> ; or
- (c) Commissionaires (Manitoba Division), forms to be completed can be found on the website at: <https://www.commissionaires.ca/en/manitoba/home>; or
- (d) FASTCHECK Criminal Record & Fingerprint Specialists, forms to be completed can be found on the website at: <https://myfastcheck.com>

NOTE: required when contact with vulnerable persons (under 18 years of age and/or due to age, disability or other circumstances, dependent on others or at a greater risk of harm than the general population from a person in a position of authority or trust).

F1.2 The following is a link to information for obtaining the Police Information Check including the Vulnerable Sector screening from the City of Winnipeg Police Service.
<http://winnipeg.ca/police/pr/PIC.stm>

F1.2.1 The Police Information Check shall include a Vulnerable Sector Screening. This can be obtained by following the link below <http://winnipeg.ca/police/pr/PIC.stm> .

- (a) Individuals will need to state in the form, that they may be working in City of Winnipeg pools, libraries and community centres;

F1.3 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. The applicant shall:

- (a) Provide the original Police Information Check (Form P-612) to the Contract Administrator.

F1.4 Prior to the award of Contract, and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Proponent/Contractor shall supply the Contract Administrator with a Police Information Check 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.

F1.5 Any individual for whom a Police Information Check is not provided, or for whom a Police Information Check indicates any convictions or pending charges related to property offences or crimes against another person will not be permitted to perform any Work.

F1.6 Any Police Information Check obtained thereby 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 Police Information Check. Any individual who fails to provide a satisfactory Police Information Check as a result of a repeated Police Information Check will not be permitted to continue to perform any Work.

NOTE: required only for individuals performing work in certain locations or under certain conditions, or performing certain tasks, must obtain a security clearance

- F1.1 Each individual proposed to perform the following portions of the Work:
- (a) any Work on private property;
 - (b) any Work within City facilities other than:
 - (i) an underground structure such as a manhole;
 - (ii) in areas and at times normally open to the public;
 - (c) communicating with residents and homeowners in person or by telephone;
- F1.1.1 Each Individual shall be required to obtain a Police Information Check from the police service having jurisdiction at their place of residence. Or
- (a) Sterling BackCheck – for existing account holders, log into your account to send individual invitations to employees requiring security clearance. For those that do not have an account, click on the following link to open an account:
<https://forms.sterlingbackcheck.com/partners/platform2-en.php?&partner=winnipegcity>; or
 - (b) Commissionaires (Manitoba Division), forms to be completed can be found on the website at: <https://www.commissionaires.ca/en/manitoba/home>; or
 - (c) FASTCHECK Criminal Record & Fingerprint Specialists, forms to be completed can be found on the website at: <https://myfastcheck.com>
- NOTE: required when contact with vulnerable persons (under 18 years of age and/or due to age, disability or other circumstances, dependent on others or at a greater risk of harm than the general population from a person in a position of authority or trust).**
- F1.2 The following is a link to information for obtaining the Police Information Check from the City of Winnipeg Police Service. <http://winnipeg.ca/police/pr/PIC.stm>
- F1.2.1 The Police Information Check shall include a Vulnerable Sector Screening. This can be obtained by following the link below <http://winnipeg.ca/police/pr/PIC.stm>
- (a) Individuals will need to state in the form, that they may be working in City of Winnipeg pools, libraries and community centres;
- F1.2.2 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. The applicant shall:
- (a) Provide the original Police Information Check (Form P-612) to the Contract Administrator.
- F1.3 Prior to the award of Contact, and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Proponent/Contractor shall supply the Contract Administrator with a Police Information Check obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof, for each individual proposed to perform such Work.
- F1.4 Any individual for whom a Police Information Check is not provided, or for whom a Police Information Check indicates any convictions or pending charges related to property offences or crimes against another person will not be permitted to perform any Work specified in F1.1.
- F1.5 Any Police Information Check obtained thereby will be deemed valid for the duration of the Contract subject to a repeated records search as hereinafter specified.
- F1.6 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 Police Information Check. Any individual who fails to provide a satisfactory Police Information Check as a result of a repeated Police Information Check will not be permitted to continue to perform any Work.
- F1.7 Each individual proposed to perform the following portions of the Work:

shall be required to obtain a Child Abuse Registry check from the Manitoba Child Abuse Registry.

- F1.8 Prior to the award of Contract, and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Proponent/Contractor shall supply the Contract Administrator with a satisfactory *Child Abuse Registry Self-Check – Information and Results* obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof, for each individual proposed to perform such Work.
- F1.9 Any individual for whom a Child Abuse Registry result is not provided, or for whom a Child Abuse Registry result indicates the subject is listed on the Manitoba Child Abuse Registry, will not be permitted to perform any Work specified in F1.1.
- F1.10 Any Child Abuse Registry result obtained thereby will be deemed valid for the duration of the Contract subject to a repeated Child Abuse Registry check as hereinafter specified.
- F1.11 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 Child Abuse Registry check. Any individual who fails to provide a satisfactory Child Abuse Registry result as a result of a repeated Child Abuse Registry check will not be permitted to continue to perform any Work specified in F1.1.

SECURITY CLEARANCE FOR SITE INVESTIGATIONS AT WINNIPEG POLICE SERVICE BUILDINGS OR STATIONS

- F1.1 The City will conduct a Level One Security Clearance Check for:
- (a) owner(s), members of the Board of Directors and persons with controlling interest in the company; and
 - (b) any individual proposed to perform Work under the Contract for the Winnipeg Police Service.
- F1.2 Each individual listed in B11.3 shall submit the required information and form to the Winnipeg Police Service Division 30 Security Section Supervisor at Main Floor, 245 Smith Street;
- (a) A completed Form P-608: Security Clearance Check authorization form available at <https://www.winnipeg.ca/matmgt/templates/information.stm#securitycheck>. Form P-608 must be signed and dated. **(only page 1 of P-608 required for Level One)**
- F1.3 Any company for whom a satisfactory Level One Security Clearance is not obtained for any individual proposed to do the Work, all owner(s), member(s) of the Board of Directors, and persons with controlling interest in the company will not be allowed to attend the Site Investigation and will not be qualified for award of Contract.
- F1.4 Any satisfactory Security Clearance obtained thereby will be deemed valid for one (1) year from the date of clearance.
- (a) Each individual attending the Site Investigation for Winnipeg Police Service Buildings or Stations shall provide photo identification upon entry, in order that their Level One security clearance can be verified.
- F1.5 If a person fails a Winnipeg Police Service security clearance check at any level, they will not be able to apply for another clearance for 2 years.

SECURITY CLEARANCE FOR WORK AT WINNIPEG POLICE SERVICE BUILDINGS OR STATIONS

- F1.1 The City will conduct a Level Two Security Clearance Check for:
- (a) owner(s), members of the Board of Directors and persons with controlling interest in the company; and
 - (b) any individual proposed to perform Work under the Contract for the Winnipeg Police Service.

- F1.2 The Proponent/Contractor shall provide the Contract Administrator with:
- (a) a list of individuals identified in F1.1:
 - (i) in the case of additional or replacement individuals during the term of the Contract, at least thirty (30) Calendar Days before they assume their controlling role within the company or are proposed to commence Work for the Winnipeg Police Service.
 - (b) A completed Form P-608: Security Clearance Check authorization form available at <https://www.winnipeg.ca/matmgt/templates/information.stm#securitycheck> . Form P-608 must be signed and dated.
 - (i) Signature of Witness shall be signed by the contact person stated on Paragraph 3 of Form A: Qualification Submission.
- F1.3 Each individual shall submit the required information and form to the Winnipeg Police Service Division 30 Security Section Supervisor at Main Floor, 245 Smith Street:
- (a) in the case of an additional or replacement individual during the term of the Contract, at least thirty (30) Calendar Days before they assume their controlling role within the company or are proposed to commence Work for the Winnipeg Police Service.
- F1.4 Any company for whom a satisfactory Level Two Security Clearance is not obtained for all owner(s), member(s) of the Board of Directors; and persons with controlling interests in the company will not be qualified for award of Contract.
- F1.5 Any individual proposed to do the Work for whom a satisfactory Level Two Security Clearance is not obtained will not be permitted to perform any Work for Winnipeg Police Service.
- F1.6 Any satisfactory Security Clearance obtained thereby will be deemed valid for one (1) year from the date of clearance, subject to a repeated Security Clearance Check as hereinafter specified.
- (a) Each individual doing Work in a Winnipeg Police Service Facility shall provide photo identification upon entry, in order that their Level Two security clearance can be verified.
- F1.7 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at their sole discretion and acting reasonably, require a further Security Clearance Check.
- F1.7.1 The Contract will be terminated with any Contractor should any owner(s), member(s) of the Board of Directors; or persons with controlling interest in the company fail to obtain a satisfactory Security Clearance Check as a result of a repeated Security Clearance Check.
- F1.7.2 Any individual who fails to obtain a satisfactory Security Clearance Check as a result of a repeated Security Clearance Check will not be permitted to continue to perform Work under the Contract for the Winnipeg Police Service.
- F1.8 If a person fails a Winnipeg Police Service security clearance check at any level, they will not be able to apply for another clearance for 2 years.