

RFP No. 795-2025 A

SCHEDULE A – DATA SHEET (Full Stage Process)

SECTION	ITEM
A1.00 – General Information	
A1.01 – Description of Goods and/or Services	<p>The City is seeking Bids from qualified Proponents to replace City supplied water meters and AMI Radio Transmitters at the City of Winnipeg existing water customer properties.</p> <p>The Goods and/or Services will include and shall be provided in accordance with Schedule B – High Level Business Goals, Attachment 1 Proposed Statement of Work (SOW) and Schedule D – Pricing Proposal. 495</p>
A1.02 – RFP Number	<p>The RFP Name is Water Meter and AMI Radio Transmitter Installation Contractor.</p> <p>The RFP Number is 795-2025 A</p>
A1.03 – Contact Person and Requests for Information	<p>The name of the Contact Person is: Darlene McNichol, Senior Director, Diameter Services</p> <p>The Contact Person may be contacted via email or phone:</p> <p>Email: dmcnichol@diameterservices.com</p> <p>Phone: 289-971-5427</p>

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SECTION	ITEM	
A2.00 – RFP Information		
A2.01 – Stage 1 Timeline	Issuance of RFP Documents	November 6, 2025
	Registration Deadline for Proponents Meeting	November 14, 2025 at 1:00 p.m. CT
	Proponents Meeting	November 14, 2025 at 2:00 p.m. CT
	Deadline for Proponents to submit RFIs	November 18, 2025 at 4:00 p.m. CT
	Deadline for City to post RFI responses	November 19, 2025 at 4:00 p.m. CT
	Intent to Bid Deadline	November 21, 2025 at 12:00 noon CT
	Deadline to submit confidentiality agreement	November 21, 2025 at 12:00 noon CT

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A2.02 –
Background
Information

1. BACKGROUND

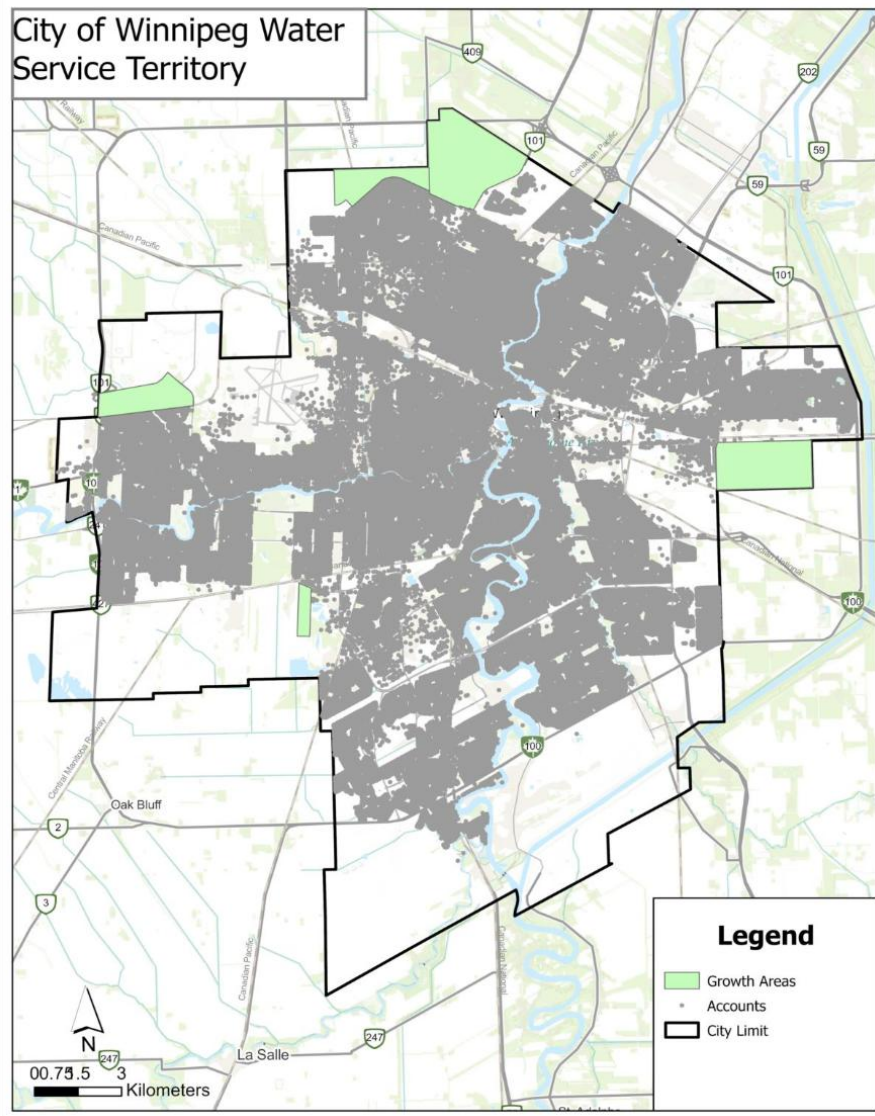
The Water and Waste Department of The City of Winnipeg provides water and wastewater services to approximately 220,000 metered connections in its service area. Approximately 97% of water meters are direct read (non-encoder, non-pulser) and installed in indoor locations due to climate. Industrial, commercial, and institutional (ICI) meters are read by meter readers on a quarterly basis. Residential customers provide quarterly readings and the Water and Waste Utility attends each meter to obtain a company read annually.

2. UTILITY INFORMATION

- a. 277 square kilometers (km²) of service area (Topography of Winnipeg is typical Canadian prairie with minimal relief);
- b. 2,700 kilometers (km) of water service mains;
- c. 220,000 water meters in total, with the following breakdown;
- d. Further details of the water meters can be found in Attachment_2_Metered_Addresses

Meter Size - Metric 1	Meter Size - Metric 2	Imperial	Total
15mm x 12mm	16mm x 12mm	5/8" x 1/2"	209,747
15mm x 20mm	16mm x 20mm	5/8" x 3/4"	1000
20mm	20mm	3/4"	3,996
25mm	25mm	1"	3,671
40mm	38mm	1.5"	1,774
50mm	50mm	2"	1,424
75mm	80mm	3"	204
100mm	100mm	4"	63
150mm	150mm	6"	27
200mm	200mm	8"	6
250mm	250mm	10"	2
Total			221,914

Table 1 - Summary of Meter Population as of June 2024



- The City uses Oracle Utilities Customer Care and Billing (CCB) version 2.6 for the Utility Billing.
- The City has an existing online portal for Customer information related to Water and Wastewater Utility billing. This system was developed within The City's IT department ([MyUtility - Water and Waste Department - City of Winnipeg / MesServices – Service des eaux et des déchets – Ville de Winnipeg](#)).
- The City's existing Water Bylaw 107/2015: [City Clerk's eGovernment](#)
- The City's existing Fees and Charges Schedule for 2024: [Rates, fees & service charges - MyUtility - Water and Waste Department - City of Winnipeg / MesServices – Service des eaux et des déchets – Ville de Winnipeg](#)
- The City's existing Water Leak Credit Policy: [Water Leak Credit Policy - MyUtility - Water and Waste Department - City of Winnipeg / MesServices – Service des eaux et des déchets – Ville de Winnipeg](#)
- The City's information regarding Water meters: <https://myutility.winnipeg.ca/UtilityPortal/UtilityBilling/sp/meters>

- g. Additional City Water information; Annual water report, Frozen water pipes, Water rates and charges, Lead control program, Prevent backflow, etc: [Water - Water and Waste - City of Winnipeg](#)
- h. The City currently uses the following software(s) to manage existing activities:
 - i. Oracle Work Asset Management (OWAM) to create work orders for The City's Water Services for scheduling meter exchanges.
 - ii. Itron Field collection System for meter reading assignment software
 - iii. Itron mobile app for meter reading field applications
 - iv. Itron Field Deployment Management for ERT module configuration
 - v. Config5800 for specific GSM meter configuration
 - vi. UniPro PC - Sensus Metering Systems for specific Sensus meter configuration
 - vii. MeterMaster MM100 for meter data logging
 - viii. LogMaster Data Capture for specific ABB meter configuration and data logging
 - ix. Velox mobile app for specific ABB meter configuration and data logging
 - x. Mobile Operations Management (MOM) to create field slips related to meter exchanges
- i. The City holds contracts with Badger Meter Inc. for the supply and delivery of standard register 5/8" CWM (894-2022) and Neptune Technology Group Canada Co. for the Supply and Delivery of Water Meters – ¾", 1", 1-1/2" and 2" (640-2023).

3. PROJECT HISTORY

- a. In 2022, The City of Winnipeg conducted an RFP for Professional Consulting Services for an Advanced Water Metering Solution (AMS) Business Case (801-2020). The AMS report was used for the business case for this project. A version of the AMS report is available at [Advanced Water Metering Solution Business Case - Findings and Recommendations Report](#)
- b. In 2024 The City of Winnipeg conducted an RFP for Professional Consulting Services for Water Meter Renewals – Advanced Metering System (RFP 399-2024) and selected and negotiated a final agreement with Diameter Services Inc to perform procurement, project management and organizational change management services for the remaining duration of the project.
- c. On November 23, 2023 Council approved the project and related business case with an AACE Class 3 capital cost estimate of \$135,000,000: [http://clkapps.winnipeg.ca/DMIS/permalink.asp?id=A20231123\(RM\)C-95.pdf](http://clkapps.winnipeg.ca/DMIS/permalink.asp?id=A20231123(RM)C-95.pdf)
- d. Opt-Out Program for the Advanced Metering System, dated June 27, 2025, adopted the option to not have a transmitter installed on the property for medical exemption, as supported by [City Clerk's Decision Making Information System](#)

4. ASSUMPTIONS

- a. This Project is Reserve funded. The Reserve balance at the end of 2023 is \$37.2 million and \$135.0 million project budget is forecasted to be fully funded by the end 2029. On average transfers into the reserve are approximately \$17 million annually. Scheduling will need to account for cashflows to ensure the Reserve is not overdrawn at any point.
- b. The City uses Oracle Utilities Customer Care and Billing (CCB) version 2.6 for the Utility Billing. It is expected that The City will upgrade to Oracle Utilities CCB

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	<p>version 25.4 prior to Phase 3 - Start Up and therefore version 25.4 should be used as the relevant software for this Contract. The Supply Contractor for AMI will work with the third party Oracle System Integrator (SI) to integrate the proposed AMI system to Oracle 25.4. The Oracle SI services will be procured through a separate RFP.</p> <p>c. Procurement of the Supply of an Advanced Metering infrastructure and Water Meter Solution (RFP 497-2025) will take place through a separate RFP and will occur in conjunction with this RFP.</p> <p>d. The City will provide the Installation Contractor selected through this RFP with all water meters, AMI Radio transmitters, blue tooth devices to communicate with the AMI Radio Transmitters, water meter seals, grounding clamps and copper straps. All other materials shall be provided by the Installation Contractor.</p> <p>e. Award process may take up to two (2) months from report submission.</p>		
A2.03 – Maximum number of Proponents that can be progressed to Stage 2	Number of Proponents to progress to Stage 2: Maximum five (5) Proponents.		
A2.04.1 Format for Stage 1.5	Proponents will be required to provide a written response is requested.		
A2.04 – Evaluation Criteria for Stage 1.5 - Additional Screening (if applicable)	The evaluation for Stage 1.5 – Additional Screening (if applicable – more than five (5) Proponents have submitted a Notice to Bid in Stage 1) will be shared with all Proponents upon issuance of an Addendum.		
A2.05 Timeline - Stage 1.5 – Additional Screening	<p>The timetable for Stage 1.5 – Additional Screening (if applicable) will be shared with all Proponents upon issuance of an Addendum.</p> <table border="1"> <tr> <td>Anticipated date range for Stage 1.5 – Written Response</td><td>TBA</td></tr> </table>	Anticipated date range for Stage 1.5 – Written Response	TBA
Anticipated date range for Stage 1.5 – Written Response	TBA		
A2.06 – Format for Stage 2 – Short List	Proponents will be required to provide a written response.		
A2.07 – Evaluation Criteria for Stage 2 – Short List	The evaluation criteria for Stage 2 will be shared with Stage 2 Proponents upon issuance of an Addendum.		

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A2.08 Timeline - Stage 2 – Short List	<p>The timetable for Stage 2 will be shared with Stage 2 Proponents upon issuance of an Addendum.</p> <table> <tr> <td>Anticipated date range for Stage 2</td><td>TBA</td></tr> </table>	Anticipated date range for Stage 2	TBA
Anticipated date range for Stage 2	TBA		
A2.09 Maximum number of Proponents that can be progressed to Stage 3	Number of Proponents to progress to Stage 3: Maximum three (3) Proponents.		
A2.10.1 Format for Stage 3 - Demonstrati on	Proponents will be required to provide an interview and demonstration of their MIS.		
A2.10 – Evaluation Criteria for Stage 3 – Demonstrati on (if applicable)	The evaluation criteria for Stage 3 will be shared with Stage 3 Proponents upon issuance of an Addendum.		
A2.11 – Minimum Passing Score Stage 3 – Demonstrati on	The minimum passing score on the Demonstration Score will be shared with Stage 3 Proponents upon issuance of an Addendum.		
A2.12 – Timeline for Stage 3 – Demonstrati on	<p>The timetable for Stage 3 will be shared with Proponents in Stage 3 upon issuance of an Addendum.</p> <table> <tr> <td>Anticipated date range for Stage 3</td><td>TBA</td></tr> </table>	Anticipated date range for Stage 3	TBA
Anticipated date range for Stage 3	TBA		
A2.13 Maximum number of Proponents that can be progressed to Stage 4	Number of Proponents to progress to Stage 4: Maximum three (3) Proponents.		

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SECTION	ITEM									
A2.14 – Timeline for Stage 4 – Pricing	<p>The timetable for Stage 4 will be shared with Proponents in Stage 4 upon issuance of an Addendum.</p> <table> <tr> <td>Anticipated date range for Stage 4</td><td>TBA</td></tr> </table>	Anticipated date range for Stage 4	TBA							
Anticipated date range for Stage 4	TBA									
A2.15 – Weighting for Component s of Overall Score	<table> <tr> <th>Component of Overall Score</th><th>Weight</th></tr> <tr> <td>Stage 1 – Short List</td><td rowspan="4">75%</td></tr> <tr> <td>Stage 1.5 – Additional Screening (if applicable)</td></tr> <tr> <td>Stage 2 – Written Response</td></tr> <tr> <td>Stage 3 - Demonstration</td></tr> <tr> <td>Stage 4 - Pricing Proposal</td><td>25%</td></tr> </table>	Component of Overall Score	Weight	Stage 1 – Short List	75%	Stage 1.5 – Additional Screening (if applicable)	Stage 2 – Written Response	Stage 3 - Demonstration	Stage 4 - Pricing Proposal	25%
Component of Overall Score	Weight									
Stage 1 – Short List	75%									
Stage 1.5 – Additional Screening (if applicable)										
Stage 2 – Written Response										
Stage 3 - Demonstration										
Stage 4 - Pricing Proposal	25%									
A2.16 – Timeline for Stage 5 - Negotiations	<p>The timetable for Stage 5 will be shared with Proponents in Stage 5 upon issuance of an Addendum.</p> <table> <tr> <td>Anticipated Stage 5 – Negotiations Proponent selection</td><td>TBA</td></tr> </table>	Anticipated Stage 5 – Negotiations Proponent selection	TBA							
Anticipated Stage 5 – Negotiations Proponent selection	TBA									
A2.17 - Proponents' Meetings (if applicable)	<table> <tr> <td>Number of Proponent attendees (per Proponent)</td><td>No maximum number of attendees.</td></tr> <tr> <td>Location of Proponents Meetings</td><td>Videoconference</td></tr> </table> <p>Proponents who wish to attend may do so by submitting their request to the Contact person via the email noted above no later than 1:00 p.m. (Winnipeg Time) Friday, November 14, 2025.</p> <p>Contact Person: Darlene McNichol</p> <p>Email: dmcnichol@diameterservices.com</p> <p>Date: Friday, November 14, 2025</p> <p>Time: 2:00 p.m. (Winnipeg Time)</p> <p>Only those who have registered will be provided with a link to the conference site.</p>	Number of Proponent attendees (per Proponent)	No maximum number of attendees.	Location of Proponents Meetings	Videoconference					
Number of Proponent attendees (per Proponent)	No maximum number of attendees.									
Location of Proponents Meetings	Videoconference									

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SECTION	ITEM
A2.18 – Maintaining Prices and Proposal Commitments	180 days upon issuance of Stage 5 Addendum.
A2.19 – Prohibited Contacts	No Additional Persons
A2.20 – Ineligible Persons	Diameter Services Inc.
A2.21 – Confidentiality Agreement	<p>Proponents are required to execute a confidentiality agreement to obtain the following documents:</p> <ul style="list-style-type: none">a. 795-2025_NRFP_Attachment_2-Metered_Addressed.xlsxb. 795-2025_NRFP_Attachment_3_Integration_Design_Documentc. 795_2025_Attachment_4-Service Area Map

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SECTION	ITEM
A2.22 - Disclosure	<p>Companies that provided cost estimates and/or descriptions or demos relating to the Goods and/or Services that are the subject of this RFP document:</p> <p>Aclara – provided information on their product, a demo, and high level budgetary estimate</p> <p>Badger Meter – provided information on their product, a demo, and high level budgetary estimate</p> <p>Diehl – provided information on their product, a demo, and high level budgetary estimate</p> <p>Itron – provided information on their product, a demo, and high level budgetary estimate</p> <p>Kamstrup – provided information on their product, a demo, and high level budgetary estimate</p> <p>KTI / Sensus – provided information on their product, a demo, and high level budgetary estimate</p> <p>Landis+Gyr – provided information on their product, a demo, and high level budgetary estimate</p> <p>Metercor Inc– provided information on their product, a demo, and high level budgetary estimate</p> <p>Neptune Technology Group – provided information on their product, a demo, and high level budgetary estimate</p> <p>Oracle – provided information on their product, a demo, and high level budgetary estimate</p> <p>SmartWorks – provided information on their product, a demo, and high level budgetary estimate</p> <p>Sagemcom – provided information on their product, a demo, and high level budgetary estimate</p> <p>Kellys Municipal Services – provided information on installation procedures and high level budgetary estimate</p> <p>Envocore – provided information on installation procedures.</p> <p>Vepo Solutions - – provided information on installation procedures.</p>
A2.23 – One Proposal Per Person	There are no exceptions to RFP 7.4
A2.24 – Rectification Period	Three (3) Business days.

SECTION	ITEM
A3.00 – Contract and Goods and/or Services Information	

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A3.01 – Contract Term and Extensions	Contract Service Details	
	CAPEX Proposed Contract Length	Q2 2026 – Q2 2030.
	Number of mutually agreed one-year extensions	None.
	Anticipated contract start date	Q2 2026
A3.02 – The City Policies	<ul style="list-style-type: none"> • A3.02.2 Records Management By-Law 123/2020; • A3.02.3 AS-006 Corporate Recordkeeping; • A3.02.4 AS-015 Access to Information and Protection of Privacy. • The Project methodology with respect to the information provided within this RFP and the City's Project Management Manual at Policy, Manuals and Templates - Asset Management Program - Infrastructure Planning Office - City of Winnipeg and templates at Policy, Manuals and Templates - Asset Management Program - Infrastructure Planning Office - City of Winnipeg 	
A3.03 – Data Sensitivity Level	4	
A3.04 – Limit on Liability	The limit on liability cap is \$27,000,000.	
A3.05 – Contractor's Supervisor	<p>1.0 The Contractor shall provide competent, suitably qualified personnel to perform the Work. They shall at all times maintain good discipline and order at the Site.</p> <p>2.0 Further to 1.0, 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.</p> <p>3.0 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.</p>	
A3.06 – Insurance	<p>1.0 The Installation Contractor shall provide and maintain the following insurance coverage at all times during all Project Phases and until the date of Total Performance, unless stated otherwise below:</p> <p>(a) Commercial general liability insurance, in the amount of at least five million dollars (\$5,000,000) inclusive, with The City of Winnipeg to be 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;</p> <p>(b) 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</p>	

	<p>\$5,000,000 inclusive for loss or damage including personal injuries and death resulting from any on accident or occurrence.</p> <p>(c) Professional and/or Technology Errors and Omissions Liability insurance in the amount of not less than five million dollars (\$5,000,000) per claim and five million dollars (\$5,000,000) in the aggregate.</p> <p>i. The Professional and/or Technology Errors and Omissions Liability insurance shall remain in place for twelve (12) months following Total Performance</p> <p>2.0 During the Startup Phase, in addition to the insurances as outlined above, the Installation Contractor shall provide and maintain the following until the date of Total Performance:</p> <p>(a) property insurance for the full replacement cost of all offices and warehouses and all contents, equipment and materials stored therein including but not limited to the AMI Radio Transmitters and water meters provided by the City and in the care, custody and control of the Installation Contractor, and any other materials and supplies to be used in the completion of the work</p> <p>3.0 During the Proof of Concept and Installation and Deployment Phases, in addition to the insurances as outlined in Section 1.0 and 2.0, the Installation Contractor shall provide the following:</p> <p>(a) 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</p> <p>4.0 The Installation Contractor is to ensure that all sub-contractors and sub-consultants provide and maintain comparable insurances to that outlined in 1.0 (a) and (b) above. And if necessary depending on the extent of their work, section 1.0 (c) and 3.0.</p> <p>5.0 All policies must be taken out with insurers licensed to carry on business in the Province of Manitoba.</p> <p>6.0 Deductibles shall be borne by the Installation Contractor and/or their respective sub-contractors.</p> <p>7.0 The Installation Contractor shall not cancel, or cause any such policy or policies to lapse without a minimum thirty (30) days prior written notice to the City;</p> <p>8.0 The Installation Contractor shall provide the Contract Administrator with evidence of insurance at least two (2) business days prior to the commencement of any Work on the Site but in no event later than seven (7) calendar days from notification of the award of the Contract. The evidence shall be in the form of a certificate of insurance and must be satisfactory to the City Solicitor.</p> <p>9.0 All policies shall be in a form satisfactory to the City of Winnipeg and shall be kept in full force and effect during the Work;</p> <p>10.0 The Installation Contractor may take out such additional insurance as it may consider necessary and desirable. All such additional insurance shall be at no expense to The City.</p>
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	<p>11.0 The City shall have the right to alter the limits and/or coverages as reasonably required from time to time during the term of this agreement or any subsequent extension, provided that the City shall give reasonable notice and shall request reasonable change.</p>
A3.07 – Performance Bond	<p>B1.1 The Contractor shall provide and maintain contract security until the expiration of the warranty period in the form of:</p> <ul style="list-style-type: none"> (a) a performance bond of a company registered to conduct the business of a surety in Manitoba, in the amount of fifty percent (50%) of the Contract Price; and (b) labour and material payment bond of a company registered to conduct the business of a surety in Manitoba, in an amount equal to fifty percent (50%) of the Contract Price; or (c) a certified cheque or draft payable to “The City of Winnipeg”, drawn on a bank or other financial institution registered to conduct business in Manitoba, in the amount of fifty percent (50%) of the Contract Price. <p>B1.1.1 Bonds are available at:</p> <ul style="list-style-type: none"> (a) Performance Bond https://www.winnipeg.ca/media/4928/ <ul style="list-style-type: none"> (i) Performance Bond – Schedule A - Form of Notice https://www.winnipeg.ca/media/4831/ (ii) Performance Bond – Schedule B – Surety’s Acknowledgement https://www.winnipeg.ca/media/4832/ (iii) Performance Bond – Schedule C – Surety’s Position https://www.winnipeg.ca/media/4833/ (b) Labour & Material Payment Bond https://www.winnipeg.ca/media/4930/ <ul style="list-style-type: none"> (i) L&M Bond – Schedule A – Notice of Claim https://www.winnipeg.ca/media/4834/ (ii) L&M Bond – Schedule B – Acknowledgement of a Notice https://www.winnipeg.ca/media/4835/ (iii) L&M Bond – Schedule C – Surety’s Position https://www.winnipeg.ca/media/4836/ <p>B1.1.2 Where the contract security is a performance bond, it may be submitted in hard copy or digital format. If submitted in digital format the contract security must meet the following criteria:</p> <ul style="list-style-type: none"> (a) the version submitted by the Contractor must have valid digital signatures and seals; (b) the version submitted by the Contractor must be verifiable by the City with respect to the totality and wholeness of the bond form, including: the content; all digital signatures and digital seals; with the surety company, or an approved verification service provider of the surety company. (c) the version submitted must be viewable, printable and storable in standard electronic file formats compatible with the City, and in a single file. Allowable formats include pdf.

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	<p>(d) the verification may be conducted by the City immediately or at any time during the life of the bond and at the discretion of the City with no requirement for passwords or fees.</p> <p>(e) the results of the verification must provide a clear, immediate and printable indication of pass or fail regarding B1.1.2(b).</p> <p>B1.1.3 Digital bonds failing the verification process will not be considered to be valid and may be determined to be an event of default in accordance with Schedule F - F14.1 If a digital bond fails the verification process, the Contractor may provide a replacement bond (in hard copy or digital format) within seven (7) Calendar Days of the City's request or within such greater period of time as the City in its discretion, exercised reasonably, allows.</p> <p>B1.1.4 Digital bonds passing the verification process will be treated as original and authentic.</p> <p>B1.1.5 Where the contract security is in the form of a certified cheque or draft, it will be deposited by the City. The City will not pay any interest on certified cheques or drafts furnished as contract security.</p> <p>B1.2 The Contractor shall provide the Contract Administrator identified in Schedule F – 4.0 with the required contract security within seven (7) Calendar Days of notification of the award of the Contract by way of Purchase Order and prior to the commencement of any Work on the Site.</p>
A3.08 – Surety's Option to Assume the Contract	<p>B1.1 Where a Performance Bond is a requirement of the Contract, and the City has given notice to the Contractor that the Work or part thereof has been taken out of the Contractor's control, the City shall promptly provide the Surety with a copy of such notice.</p> <p>B1.2 The Surety may, at their option, assume the Contract in respect of the Work specified in the notice and proceed to perform same.</p> <p>B1.3 Within fourteen (14) Calendar Days after the date on which the Surety is provided with a copy of the notice given to the Contractor, the Surety shall advise the City whether it intends to exercise such option. The said option shall expire if the Surety fails to so advise the City within the time specified.</p> <p>B1.4 If the Surety has exercised their option in accordance with the foregoing, it shall take the Contractor's place in all respects. The Surety shall be bound by all terms and conditions of the Contract and shall be paid in accordance with the terms of the Contract for all Work performed by it.</p> <p>B1.5 The Surety may, with the consent of the Chief Administrative Officer, subcontract the Work so taken over or any portion thereof.</p>