



THE CITY OF WINNIPEG

TENDER

TENDER NO. 319-2026

WEWPCC FEEDER CABLE REPLACEMENT 2026

TABLE OF CONTENTS

PART A - BID SUBMISSION

- Form A: Bid/Proposal
- Form B: Prices
- Form G1: Bid Bond and Agreement to Bond

PART B - BIDDING PROCEDURES

B1. Contract Title	1
B2. Submission Deadline	1
B3. Site Investigation	1
B4. Enquiries	2
B5. Confidentiality	2
B6. Addenda	2
B7. Substitutes	3
B8. Bid Components	4
B9. Bid	4
B10. Prices	5
B11. Disclosure	5
B12. Conflict of Interest and Good Faith	5
B13. Qualification	7
B14. Bid Security	8
B15. Opening of Bids and Release of Information	9
B16. Irrevocable Bid	9
B17. Withdrawal of Bids	9
B18. Evaluation of Bids	9
B19. Award of Contract	10

PART C - GENERAL CONDITIONS

C0. General Conditions	1
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PART D - SUPPLEMENTAL CONDITIONS

General

D1. General Conditions	1
D2. Scope of Work	1
D3. Definitions	2
D4. Contract Administrator	2
D5. Contractor's Supervisor	3
D6. Furnishing of Documents	3

Submissions

D7. Authority to Carry on Business	3
D8. Safe Work Plan	3
D9. Insurance	3
D10. Contract Security	4
D11. Detailed Prices	5
D12. Subcontractor List	5
D13. Equipment List	6
D14. Detailed Work Schedule	6

Schedule of Work

D15. Commencement	6
D16. Work By Others	7
D17. Working Days	7
D18. Critical Stages	8
D19. Substantial Performance	8
D20. Total Performance	8
D21. Liquidated Damages	9

Control of Work

D22. Job Meetings	9
D23. Prime Contractor – The Workplace Safety and Health Act (Manitoba)	9
D24. The Workplace Safety and Health Act (Manitoba) – Qualifications	9

D25. Responsibility for Plant and Materials	9
Payment	
D26. Payment	9
D27. Payment Schedule	10
Warranty	
D28. Warranty	10
Indemnity	
D29. Indemnity	10
Form J: Subcontractor List	11
Form K: Equipment	12
PART E - SPECIFICATIONS	
General	
E1. Applicable Specifications and Drawings	1
General Requirements	
E2. Mobilization and Demobilization Payment	2
E3. Cash Allowance for Additional Work	2
E4. Traffic Control	3
E5. Dangerous Work Conditions	4
E6. Transformer Procurement	5
E7. WEWPCC Facility operation during construction	5
E8. Commissioning	6
E9. Landscaping	7
E10. Structural Work	8
E11. Electrical Work	8
E12. Operating and Maintenance (O&M) Manuals	9
E13. Spare parts	11
E14. Training	11
Appendices	
Appendix A – Project Document Numbering Standard	12
Appendix B – Electrical Test Forms	12
Appendix C – Electrical design guide	12

PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 WEWPCC FEEDER CABLE REPLACEMENT 2026

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 12:00 noon Winnipeg time, May 29, 2026.

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. SITE INVESTIGATION

B3.1 Further to C3.1, the Contract Administrator or an authorized representative will be available at the following date to provide Bidders access to the Site. Attendance is strongly recommended, and Bidders are encouraged to contact Contract Administrator to confirm attendance.

(a) WEWPCC Facility – 7740 Wilkes Avenue – 9:00 AM – 9:30 AM on May 14, 2026.

(i) Sign-in at the red pinned building



B3.2 Further to B3.1, the Bidder may make an appointment to view the Site by contacting the Contract Administrator prior to May 13, 2026. Any request to view Site after this date will not be granted.

B3.3 The Bidder shall not be entitled to rely on any information or interpretation received at the Site investigation unless that information or interpretation is the Bidder's direct observation, or is provided by the Contract Administrator in writing.

B3.4 The Bidder is responsible for inspecting the Site, the nature of the Work to be done and all conditions that might affect their Bid or their performance of the Work, and shall assume all risk for conditions existing or arising in the course of the Work which have been or could have been determined through such inspection.

B3.5 The Bidder is advised that they are responsible for providing their own Personal Protective Equipment (PPE) while at the Site including but not limited to CSA approved footwear, hard hat, Hi-vis vest and eye protection. Bidders attending the site visits without proper PPE equipment will not be allowed to participate in the site visits walkthrough.

B3.6 The Bidder is responsible for determining:

- (a) The requirements, constraints and resources for delivery, unloading and transportation of the supplied transformer to the storage location.
- (b) Retaining facility operation and coordination of outages and installation of the cables, disconnects and associated equipment at the facility. Only one utility feed will be permitted to for an outage at a time with outages to be minimized and a plan to restore power in the event of an emergency.

- (c) Temporary power and keeping the outfall online during outages on the Rannock utility feed. The outfall is only powered from one utility feed.
- (d) The nature of the accessibility, surface and subsurface conditions at the Site.
- (e) all other matters which could in any way affect this Bid, installation or the performance of the equipment.

B4. ENQUIRIES

- B4.1 All enquiries shall be directed to the Contract Administrator identified in D4.1.
- B4.2 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 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 Tender will be provided by the Contract Administrator to all Bidders 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 Tender will be provided by the Contract Administrator only to the Bidder who made the enquiry.
- B4.5 The Bidder 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

- B5.1 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.
- B5.2 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.

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 Tender, 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 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.
- B6.5 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.
- B6.6 Notwithstanding B4, enquiries related to an Addendum may be directed to the Contract Administrator indicated in D4.

B7. SUBSTITUTES

- B7.1 The Work is based on the Plant, Materials and methods specified in the Tender.
- B7.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B7.3 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.
- B7.4 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 Substantial Performance and 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 Substantial Performance and Total Performance.
- B7.5 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.
- B7.6 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.
- B7.6.1 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.
- B7.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.
- B7.8 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 B18.

- B7.9 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.

B8. BID COMPONENTS

- B8.1 The Bid shall consist of the following components:

- (a) Form A: Bid/Proposal;
- (b) Form B: Prices;
- (c) Form G1: Bid Bond and Agreement to Bond.

- B8.2 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.

- B8.3 The Bid shall be submitted electronically through MERX at www.merx.com.

- B8.3.1 Bids will **only** be accepted electronically through MERX.

- B8.4 Bidders are advised that inclusion of terms and conditions inconsistent with the Tender document, including the General Conditions, will be evaluated in accordance with B18.1(a).

B9. BID

- B9.1 The Bidder shall complete Form A: Bid/Proposal, making all required entries.

- B9.2 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.

- B9.2.1 If a Bid is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B9.2.

- B9.3 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.

- B9.4 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.

B9.4.1 The name and official capacity of all individuals signing Form A: Bid/Proposal should be entered below such signatures.

B9.5 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.

B10. PRICES

B10.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.

B10.1.1 Notwithstanding C12.2.3(c), prices on Form B: Prices shall not include the Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.

B10.1.2 Prices stated on Form B: Prices shall not include any costs which may be incurred by the Contractor with respect to any applicable funding agreement obligations as outlined in C24. Any such costs shall be determined in accordance with C24.

B10.2 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.

B10.3 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.

B10.4 Payments to Non-Resident Contractors are subject to Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

B10.5 B11.3.1 The Bidder shall enter the Total Bid Price from Form B: Prices into the Total Bid Price field in MERX.

B10.5.1 Bidders are advised that the calculation indicated in B18.4 will prevail over the Total Bid Price entered in MERX.

B10.5.2 A fixed fee cash allowance per Form B: Prices of \$60,000 CAD is included to address unforeseen issues if they arise. The cash allowance shall not be utilized without the expressed written consent of the Contract Administrator.

B11. DISCLOSURE

B11.1 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.

B11.2 The Persons are:
(a) Oakpark Powerline Services Ltd.

B11.3 Additional Material:
(a) Scope of work and material information

B12. CONFLICT OF INTEREST AND GOOD FAITH

B12.1 Further to C3.3, Bidders, by responding to this Tender, declare that no Conflict of Interest currently exists, or is reasonably expected to exist in the future.

B12.2 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.

B12.3 In connection with their Bid, each entity identified in B12.2 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.

B12.4 Without limiting B12.3, 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.

B12.5 Without limiting B12.3, 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 B12.4 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.

B12.6 The final determination of whether a perceived, potential or actual Conflict of Interest exists shall be made by the City, in their sole discretion.

B13. QUALIFICATION

B13.1 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; 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.

B13.2 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 <https://www.winnipeg.ca/matmgt/Templates/files/debar.pdf>

B13.3 The Bidder and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) have successfully carried out work similar in nature, scope and value to the Work; and
- (b) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract; 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 B13.6 and C6.19);
- (e) have completed confined space entry training and have developed a confined space work plan for work within City confined spaces;
- (f) have trade licenses, including but not limited to Electrical, Civil, Structural. Ensure staff have rigging certifications for equipment placement.

B13.4 The Bidder shall:

- (a) Acknowledge the responsibility as the Contractor to ensure the Wastewater Services Division meets the requirements that are outlined in the Environmental Management Policy.
- (b) Provide detailed information of all steps that will be taken to ensure that the Emergency Medical Services requirements are met upon request.
- (c) Be aware that the following Acts, regulations, and By-laws may apply to the work:
Municipal, The City of Winnipeg By-Law.

B13.5 Further to B13.3(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/Safety/default.stm>.

- B13.6 Further to B13.3(d), the Bidder acknowledges that they and all Subcontractors have obtained training required by the Accessibility for Manitobans Act (AMA) available at <https://accessibilitymb.ca/resources-events-and-training/online-training.html> for anyone that may have any interaction with the public on behalf of the City of Winnipeg.
- B13.7 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.
- B13.8 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.

B14. BID SECURITY

- B14.1 The Bidder shall include in their Bid Submission bid security in the form of a digital bid bond, in the amount of at least ten percent (10%) of the Total Bid Price, and agreement to bond of a company registered to conduct the business of a surety in Manitoba, in Form G1: Bid Bond and Agreement to Bond, available at: <https://www.winnipeg.ca/media/4929/>
- B14.2 Bid security shall be submitted in a digital format meeting the following criteria:
 - (a) The version submitted by the Bidder must have valid digital signatures and seals;
 - (b) The version submitted by the Bidder 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.
 - (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.
 - (e) The results of the verification must provide a clear, immediate and printable indication of pass or fail regarding B14.2(b).
- B14.3 Bonds failing the verification process will not be considered to be valid and the bid shall be determined to be non-responsive in accordance with B18.1(a).
- B14.4 Bonds passing the verification process will be treated as original and authentic.
- B14.4.1 If the Bidder submits alternative bids, the bid security shall be in the amount of the specified percentage of the highest Total Bid Price submitted.
- B14.5 The bid security of the successful Bidder and the next two lowest evaluated responsive and responsible Bidders will be released by the City when a Contract for the Work has been duly formed with the successful Bidder and the contract securities are furnished as provided herein. The bid securities of all other Bidders will be released when a Contract is awarded.
- B14.6 The bid securities of all Bidders will be released by the City as soon as practicable following notification by the Contract Administrator to the Bidders that no award of Contract will be made pursuant to the Tender.

B15. OPENING OF BIDS AND RELEASE OF INFORMATION

- B15.1 Bids will not be opened publicly.
- B15.2 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.
- B15.3 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.
- B15.4 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).
- B15.4.1 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.

B16. IRREVOCABLE BID

- B16.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 11 of Form A: Bid/Proposal.
- B16.2 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.

B17. WITHDRAWAL OF BIDS

- B17.1 A Bidder may withdraw their Bid without penalty at any time prior to the Submission Deadline.

B18. EVALUATION OF BIDS

- B18.1 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 B13 (pass/fail);
 - (c) Total Bid Price;
 - (d) economic analysis of any approved alternative pursuant to B7.
- B18.2 Further to B18.1(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.
- B18.3 Further to B18.1(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.
- B18.4 Further to B18.1(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.

- B18.4.1 Further to B18.1(a), in the event that a unit price is not provided on Form B: Prices, the City may determine the unit price by dividing the Amount (extended price) by the approximate quantity, for the purposes of evaluation and payment.
- B18.4.2 Where MRST is shown on Form B as a separate line item, if that Line item is not completed, the MRST shall be considered to be included in the Total Bid Price.
- B18.4.3 Bidders are advised that the calculation indicated in B18.4 will prevail over the Total Bid Price entered in MERX.

B19. AWARD OF CONTRACT

- B19.1 The City will give notice of the award of the Contract or will give notice that no award will be made.
- B19.2 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.
- B19.2.1 Without limiting the generality of B19.2, 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.
- B19.3 If funding for the Work is provided to the City of Winnipeg by the Government of Manitoba and/or the Government of Canada, Bidders are advised that the terms of C24 shall immediately take effect upon confirmation of such funding, regardless of when funding is confirmed.
- B19.4 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 B18.
- B19.4.1 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 Construction* (Revision 2025 11 01) 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 Tender 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 Contract shall consist of supply of a 2500 kVA spare transformer with additional rating (KNAN/KNAF rated cooling) of 3300 kVA and the replacement of two (2) existing 15kV feeders including upgrades to associated pole mounted equipment.

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

- (a) Disconnection and removal of two (2) 15kV pole mounted gang operated switches, and installation of bypass connections to accommodate removal of switches;
- (b) Replacement of existing 15kV feeder associated with Rannock Substation from pole mounted equipment to existing 2500 kVA transformer, including:
 - (i) Replacement of associated 15kV gang operated switch with new 25kV gang operated switch;
 - (ii) Replacement of associated 15kV power fuses with new 25kV power fuses.
- (c) Replacement of existing 15kV feeder associated with Headingley Substation from pole mounted equipment to existing 2500 kVA transformer, including:
 - (i) Installation of new pole, including new cables to connect new devices to existing pole;
 - (ii) Installation of new 25kV gang operated switch;
 - (iii) Replacement of associated 15kV power fuses with new 25kV power fuses.
- (d) Provide new spare 2500 kVA 12.6kV/600V oil filled substation type padmounted transformer;
- (e) Coordination and approvals with MB Hydro for outages and supplied equipment;
- (f) Coordination and approvals associated with permits;
- (g) Disconnection and reconnection of existing overhead lines;
- (h) Grounding upgrade;
- (i) Excavation, shoring and backfilling as required;
- (j) Grading of area surrounding existing poles;
- (k) Modifications to existing fence and installation of new gate;
- (l) Installation of concrete pads around pole with operable equipment;
- (m) Site restoration and clean up;
- (n) All other work as detailed in the drawings and technical specifications and;
- (o) Maintaining and coordinating of construction to ensure continued power and operation on the WEWPCC facility. Only short power transfer outages are permitted.

D2.3 The following shall apply to the Services:

- (a) City of Winnipeg Green Building Policy: New City-Owned Buildings and major additions;
<http://clkapps.winnipeg.ca/DMIS/DocExt/ViewDoc.asp?DocumentTypeId=2&DocId=5989>
- (b) Universal Design Policy
<http://clkapps.winnipeg.ca/DMIS/DocExt/ViewDoc.asp?DocumentTypeId=2&DocId=3604>

D3. DEFINITIONS

D3.1 When used in this Tender:

- (a) **“Provide”** means to supply, install, wire, connect, test, commission and leave in complete and working order.
- (b) **“Authority Having Jurisdiction”** or **“AHJ”** means an organization, office, or individual responsible for enforcing the requirements of a code, standard, or by-law, or for approving equipment, materials, and installation or a procedure, which is typically in reference to the local inspection authority.
- (c) **“As-Built”** means an accurate and complete record of the construction Work undertaken by the Contractor, resulting in adjustments and markups made to the construction set of documents.
- (d) **“Certificate of Final Inspection”** means the certificate of final inspections, obtained from the City of Winnipeg inspections department.
- (e) **“Code”** or **“code”** means the latest local code applicable at the project location
- (f) **“C.P.M.”** means critical path method
- (g) **“CSA”** means Canadian Standards Association.
- (h) **“CSTE”** means Customer Service Termination Enclosure
- (i) **“Licenced Electrical Contractor”** means an individual meeting the requirements of the Manitoba Electricians’ Licence Act (C.C.S.M. c E50) and the Manitoba Electricians’ Licensing Regulation (186-87 R);
- (j) **“PDF”** means Portable Document Format;
- (k) **“Record Drawing”** means an accurate and complete record of the construction Work undertaken by the Contractor and prepared by the reviewing professional after verifying in detail the actual conditions of the completed project as a result of adjustments and markups made to the construction set of documents. The drawings shall bear the seal of the responsible professional.
- (l) **“Standard”** or **“standard”** means the latest standard that is in effect at the project location.
- (m) **“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.
- (n) **“WEWPCC”** means West End Wastewater Treatment facility

D4. CONTRACT ADMINISTRATOR

D4.1 The Contract Administrator is AtkinsRéalis Canada Inc, represented by:

Andre Entz Araujo, P. Eng
Electrical Engineer, Manitoba
Telephone No. 204-786-8080 (work)
204-558-3055 (mobile)
Email Address andre.entzaraujo@atkinsrealis.com

D4.2 At the pre-construction meeting, the Contractor Administrator will identify additional personnel representing the Contract Administrator and their respective roles and responsibilities for the Work.

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. FURNISHING OF DOCUMENTS

- D6.1 Upon award of the Contract, the Contractor will be provided with 'issued for construction' Contract Documents electronically, including Drawings in PDF format only.

SUBMISSIONS

D7. AUTHORITY TO CARRY ON BUSINESS

- D7.1 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.

D8. SAFE WORK PLAN

- D8.1 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.
- D8.2 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/matmgmt/Safety/default.stm>
- D8.3 Notwithstanding B13.5 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.

D9. INSURANCE

- D9.1 The Contractor shall provide and maintain the 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, with a cross-liability clause, contractual liability, unlicensed motor vehicle liability (contractor's equipment), non-owned automobile liability and products and completed operations endorsement, 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 course of construction insurance in the amount of one hundred percent (100%) of the total Contract Price, written in the name of the Contractor and The City of Winnipeg, at all times during the performance of the Work and until the date of Total Performance.
 - (d) All risks property insurance for all Contractors equipment and tools to be used in the connection of the works.

- D9.2 Deductibles shall be borne by the Contractor.
- D9.3 All policies shall be taken out with insurers licensed to carry on business in the Province of Manitoba.
- D9.4 The Contractor shall provide:
- (a) The certificate of insurance, in a form satisfactory to the Supervisor of Insurance, to:

The City of Winnipeg
Risk Management
Insurance Section
185 King Street, 3rd Floor
Winnipeg, MB R3B 1J1

- (b) The Contract Administrator with a copy of the certificate of insurance.

At least two (2) Business Days of notification of the award of the Contract prior to the commencement of any Work on the Site.

- D9.5 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 Supervisor of Insurance.

D10. CONTRACT SECURITY

- D10.1 The Contractor shall provide and maintain the performance bond and the labour and material payment bond until the expiration of the warranty period in the form of:

- (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.

- D10.1.1 Bonds are available at:

- (a) Performance Bond <https://www.winnipeg.ca/media/4928/>
 - (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/>
 - (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/>

- D10.1.2 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:

- (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.
- (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.
- (e) the results of the verification must provide a clear, immediate and printable indication of pass or fail regarding D10.1(b).

D10.1.3 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 C18.1. 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 their discretion, exercised reasonably, allows.

D10.1.4 Digital bonds passing the verification process will be treated as original and authentic.

D10.2 The Contractor shall provide:

- (a) the required Contract Security to:

The City of Winnipeg
Legal Services Department
185 King Street, 3rd Floor
Winnipeg, MB R3B 1J1

- (b) The Contract Administrator with copies of the required Contract Security.

within seven (7) Calendar Days of notification of the award of the Contract and prior to the commencement of any Work on the Site.

D10.3 The Contractor shall, as soon as practicable after entering into a contract with a Subcontractor:

- (a) give the Subcontractor written notice of the existence of the labour and material payment bond in D10.1(b); and
- (b) post a notice of the bond and/or a copy of that bond in a conspicuous location at the Site of the Work.

D11. DETAILED PRICES

D11.1 The Contractor shall provide the Contract Administrator with a detailed price breakdown (Form I: Detailed Prices) at least two (2) Business Days prior to the commencement of any Work on the Site.

D11.2 The Contractor shall state a price for each item or sub-item of the Work identified on Form I: Detailed Prices. The detailed prices must be consistent with the price(s) provided in the Contractor's Bid.

D12. SUBCONTRACTOR LIST

D12.1 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.

D13. EQUIPMENT LIST

- D13.1 The Contractor shall provide the Contract Administrator with a complete list of the equipment which the Contractor proposes to utilize (Form K: Equipment List) at least two (2) Business Days prior to the commencement of any Work on the Site.

D14. DETAILED WORK SCHEDULE

- D14.1 The Contractor shall provide the Contract Administrator with a detailed work schedule at least two (2) Business Days prior to the commencement of any Work on the Site.
- D14.2 The detailed work schedule shall consist of the following:
- (a) a critical path method (C.P.M.) schedule for the Work;
 - (b) a Gantt chart for the Work based on the C.P.M. schedule;
 - (c) a daily manpower schedule for the Work;
 - (d) Emergency response plan in the event of an outage during lost redundancy all acceptable to the Contract Administrator.
- D14.3 Further to D14.2(a), the C.P.M. schedule shall clearly identify the start and completion dates of all of the following activities/tasks making up the Work as well as showing those activities/tasks on the critical path.
- (a) Mobilization and demobilization
 - (b) Structural work
 - (c) Electrical work
 - (d) Electrical power outages (booked a minimum of 15 days ahead of time)
 - (e) Equipment startup
 - (f) Commissioning and testing
 - (g) Substantial Performance
 - (h) Total performance
 - (i) Training
 - (j) Submission of operation and maintenance manuals and As-Builts drawings (red line markups)
- D14.4 Further to D14.2(b), the Gantt chart shall show the time on a weekly basis, required to carry out the Work of each trade, or specification division. The time shall be on the horizontal axis, and the type of trade shall be on the vertical axis.
- D14.5 Further to D14.2(c), the daily manpower schedule shall list the daily number of individuals on the Site for each trade.

SCHEDULE OF WORK

D15. COMMENCEMENT

- D15.1 The Contractor shall not commence any Work until they are in receipt of an award letter from the Award Authority authorizing the commencement of the Work.
- D15.2 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 D7;
 - (ii) evidence of the workers compensation coverage specified in C6.17;
 - (iii) the Safe Work Plan specified in D8;

- (iv) evidence of the insurance specified in D9;
 - (v) evidence of the contract security specified in D10;
 - (vi) the detailed prices specified in D11;
 - (vii) the Subcontractor list specified in D12;
 - (viii) the equipment list specified in D13;
 - (ix) the detailed work schedule specified in D14;
 - (x) the direct deposit application form specified in C12.20;
 - (xi) Contractor created Operational Shutdown Summary (OSS) reports for power outages specified in E11.8.
 - (b) the Contractor has attended a pre-construction meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a pre-construction meeting.
 - (c) Wastewater Services Division review and approve all activities involving the Site. Such as site work hours, work scheduled and effected equipment notification.
- D15.3 The Contractor shall commence the Work on the Site within seven (7) Working Days of receipt of the award letter.
- D15.4 The City intends to award this Contract by June 26, 2026.
- D15.4.1 If the actual date of award is later than the intended date, the dates specified for Commencement, Critical Stages, Substantial Performance, and Total Performance will be adjusted by the difference between the aforementioned intended and actual dates.

D16. WORK BY OTHERS

- D16.1 Further to C6.26, the Contractor's attention is directed to the fact that other Contractors, the personnel of Utilities and the staff of the City may be working within the project limit, approach roadway, adjacent roadways or right-of-way. The activities of these agencies may coincide with the Contractors execution of Work and it will be the Contractor's responsibility to cooperate to the fullest extent with other personnel working in the area, and such cooperation is an obligation of the Contractor under the terms of Contract.
- D16.2 Work by others on or near the Site will include but not necessarily be limited to:
- (a) Manitoba Hydro
 - (b) Other Maintenance personnel or contractors
- D16.3 Further to D16.1 the Contractor shall cooperate and coordinate all activities with all parties performing required Work by Others identified in D16.1 and accommodate the necessary area on Site required for the Work by Others to complete the Work

D17. WORKING DAYS

- D17.1 Further to C1.1, 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.
- D17.2 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.
- D17.3 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.

- D17.4 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.

D18. CRITICAL STAGES

- D18.1 The Contractor shall achieve critical stages of the Work in accordance with the following requirements:
- (a) Shop drawing review of all equipment: Prior to July 24, 2026.
 - (b) Equipment order of the 25kV gang operated switches and power fuses by July 31, 2026
 - (c) Order of all 25kV cabling by July 31, 2026.
 - (d) Minimum 14 days notice for facility outages.

D19. SUBSTANTIAL PERFORMANCE

- D19.1 The Contractor shall achieve Substantial Performance by November 20, 2026.
- D19.2 When the Contractor considers the Work to be substantially performed, the Contractor shall arrange, attend and assist in the inspection of the Work with the Contract Administrator for purposes of verifying Substantial Performance. Any defects or deficiencies in the Work noted during that inspection shall be remedied by the Contractor at the earliest possible instance and the Contract Administrator notified so that the Work can be reinspected.
- D19.3 The date on which the Work has been certified by the Contract Administrator as being substantially performed to the requirements of the Contract through the issue of a certificate of Substantial Performance is the date on which Substantial Performance has been achieved.
- D19.4 Substantial Performance requires all equipment to be operational, shop drawings, commissioning forms, draft manuals and red line drawings to be completed with Contract Administrator approval provided.

D20. TOTAL PERFORMANCE

- D20.1 The Contractor shall achieve Total Performance by December 18, 2026.
- D20.2 When the Contractor or the Contract Administrator considers the Work to be totally performed, the Contractor shall arrange, attend and assist in the inspection of the Work with the Contract Administrator for purposes of verifying Total Performance. Any defects or deficiencies in the Work noted during that inspection shall be remedied by the Contractor at the earliest possible instance and the Contract Administrator notified so that the Work can be reinspected.
- D20.3 The date on which the Work has been certified by the Contract Administrator as being totally performed to the requirements of the Contract through the issue of a certificate of Total Performance is the date on which Total Performance has been achieved.
- D20.4 Total Performance Total Performance requires all commissioning forms to be completed with the Contract Administrator approval provided. The following items are required to qualify for Total Performance:
- (a) All construction work has been completed including any deficiencies addressed.
 - (b) Contractor has removed trailer(s) along with equipment from site.
 - (c) All temporary fencing has been removed.
 - (d) Site has been restored to original condition and made safe for the public.
 - (e) Operational and Maintenance manuals completed to the requirements detailed in Specification 01 78 00 - Closeout Submittals, red line drawings, commissioning reports, training and all other close out documents must be submitted, reviewed and approved

D21. LIQUIDATED DAMAGES

- D21.1 If the Contractor fails to achieve Critical Stages, Substantial Performance or Total Performance in accordance with the Contract by the days fixed herein for same, the Contractor shall pay the City the following amounts per Working Day for each and every Working Day following the days fixed herein for same during which such failure continues:
- (a) Shop Drawing review of all equipment – two hundred fifty dollars (\$250)
 - (b) Substantial Performance – one thousand dollars (\$1,000);
 - (c) Total Performance – five hundred dollars (\$500).
- D21.2 The amounts specified for liquidated damages in D21.1 are based on a genuine pre-estimate of the City's losses in the event that the Contractor does not achieve critical stages, Substantial Performance or Total Performance by the days fixed herein for same.
- D21.3 The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

CONTROL OF WORK

D22. JOB MEETINGS

- D22.1 Regular weekly job meetings will be held at the Site. These meetings shall be attended by a minimum of one representative of the Contract Administrator, one representative of the City and one representative of the Contractor. Each representative shall be a responsible person capable of expressing the position of the Contract Administrator, the City and the Contractor respectively on any matter discussed at the meeting including the Work schedule and the need to make any revisions to the Work schedule. The progress of the Work will be reviewed at each of these meetings.
- D22.2 The Contract Administrator reserves the right to cancel any job meeting or call additional job meetings whenever they deem it necessary.

D23. PRIME CONTRACTOR – THE WORKPLACE SAFETY AND HEALTH ACT (MANITOBA)

- D23.1 Further to C6.27, 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).

D24. THE WORKPLACE SAFETY AND HEALTH ACT (MANITOBA) – QUALIFICATIONS

- D24.1 Further to B13.5, 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 B13.5.

D25. RESPONSIBILITY FOR PLANT AND MATERIALS

- D25.1 Further The Contractor shall assume the risk of and responsibility for all materials stored at the site.

PAYMENT

D26. PAYMENT

- D26.1 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

D26.2 Further to E3, no payment will be made for Cash Allowances other than as set out in E3.4.

D27. PAYMENT SCHEDULE

D27.1 Further to C12, payment shall be in accordance with the following payment schedule:

- (a) Monthly invoices for Work performed during the previous calendar month.
- (b) Further to E3, no payment will be made for Cash Allowances other than as set out in E3.4
- (c) Final Five (5) percent will not be paid until Total Performance and all final deliverables have been accepted.
 - (i) Red line as builds
 - (ii) Commissioning report
 - (iii) Training
 - (iv) Operation and Maintenance (O&M) manuals

WARRANTY

D28. WARRANTY

D28.1 Notwithstanding C13.2, the warranty period shall begin on the date of Total Performance and shall expire two (2) years thereafter unless extended pursuant to C13.2.1 or C13.2.2, in which case it shall expire when provided for thereunder.

D28.1.1 For the purpose of contract security, the warranty period shall be one (1) year.

D28.2 Notwithstanding C13.2 or D28.1, the Contract Administrator may permit the warranty period for a portion or portions of the Work to begin prior to the date of Total Performance if:

- (a) a portion of the Work cannot be completed because of unseasonable weather or other conditions reasonably beyond the control of the Contractor but that portion does not prevent the balance of the Work from being put to its intended use.

D28.2.1 In such case, the date specified by the Contract Administrator for the warranty period to begin shall be substituted for the date specified in C13.2 for the warranty period to begin.

INDEMNITY

D29. INDEMNITY

D29.1 Indemnity shall be as stated in C17.

FORM K: EQUIPMENT
(See D13)

WEWPCC FEEDER CABLE REPLACEMENT 2026

1. Category/type:	
Make/Model/Year: _____	Serial No.: _____
Registered owner: _____	
Make/Model/Year: _____	Serial No.: _____
Registered owner: _____	
Make/Model/Year: _____	Serial No.: _____
Registered owner: _____	
2. Category/type:	
Make/Model/Year: _____	Serial No.: _____
Registered owner: _____	
Make/Model/Year: _____	Serial No.: _____
Registered owner: _____	
Make/Model/Year: _____	Serial No.: _____
Registered owner: _____	
3. Category/type:	
Make/Model/Year: _____	Serial No.: _____
Registered owner: _____	
Make/Model/Year: _____	Serial No.: _____
Registered owner: _____	
Make/Model/Year: _____	Serial No.: _____
Registered owner: _____	

FORM K: EQUIPMENT
(See D13)

WEWPCC FEEDER CABLE REPLACEMENT 2026

4. Category/type:	
Make/Model/Year: _____	Serial No.: _____
Registered owner: _____	
Make/Model/Year: _____	Serial No.: _____
Registered owner: _____	
Make/Model/Year: _____	Serial No.: _____
Registered owner: _____	
5. Category/type:	
Make/Model/Year: _____	Serial No.: _____
Registered owner: _____	
Make/Model/Year: _____	Serial No.: _____
Registered owner: _____	
Make/Model/Year: _____	Serial No.: _____
Registered owner: _____	
6. Category/type:	
Make/Model/Year: _____	Serial No.: _____
Registered owner: _____	
Make/Model/Year: _____	Serial No.: _____
Registered owner: _____	
Make/Model/Year: _____	Serial No.: _____
Registered owner: _____	

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 included in the Tender shall govern over *The City of Winnipeg Standard Construction Specifications*.
- E1.3 Bidders are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B7. 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 B7.
- E1.4 The following are applicable to the Work:

<u>Specification No.</u>	<u>Specification Title</u>
	Table of Contents
DIVISION 01 –	GENERAL REQUIREMENTS
01 33 00	Procedures
01 45 00	Quality Control
01 51 00	Temporary Utilities
01 52 00	Construction Facilities
01 61 00	Common Product Requirements
01 73 03	Execution Requirements
01 74 11	Cleaning
01 78 00	Closeout Submittals
Division 26 –	Electrical
26 05 00	Common Work Results - Electrical
26 05 14	Power Cable and Overhead Conductors (Greater than 1000 V)
26 05 22	Connectors and Terminations
26 05 27	Grounding - Primary
26 05 29	Hangers and Supports for Electrical Systems
26 05 44	Installation of Cables in Trenches and in Ducts
26 08 05	Acceptance Testing
26 12 13	Liquid-Filled, Medium-Voltage Transformers
26 28 13.02	Outdoor Load Break Switches and Fuses
Division 31 –	Earthwork
31 23 10	Excavating, Trenching and Backfilling

<u>Drawing No.</u>	<u>Drawing Name/Title</u>
1-0103-DLIS-A001-001	Cover Sheet
1-0103-ESLD-ED03-002	WEWPCC Electrical Area L – General Single Line Diagram - DEMOLITION
1-0103-ESLD-E003-002	WEWPCC Electrical Area L – General Single Line Diagram
1-0103-CLSC-YD01-001	WEWPCC Site Grading Modifications - DEMOLITION
1-0103-CLSC-Y001-001	WEWPCC Site Grading Modifications
1-0103-EDTL-Y001-001	WEWPCC Pole Mounted Equipment Installation Details
1-0103-EGAD-YD01-001	WEWPCC Electrical Site Plan - DEMOLITION
1-0103-EGAD-Y001-001	WEWPCC Electrical Site Plan

1-0103-EGAD-YD02-001	WEWPCC Site Lighting and Power Plan - DEMOLITION
1-0103-EGAD-Y002-001	WEWPCC Site Lighting and Power Plan
1-0103-SFDW-Y001-001	WEWPCC Concrete Pad Detail
1-0103-SFNC-Y001-001	WEWPCC Fence Modifications Detail

GENERAL REQUIREMENTS

E2. MOBILIZATION AND DEMOBILIZATION PAYMENT

E2.1 Description

- (a) This Specification shall govern mobilization and demobilization from site.
- (b) The work to be done by the Contractor under this Specification shall include the furnishing of all superintendence, overhead, labour, materials, equipment, tools, supplies and all things necessary for and incidental to the satisfactory performance and completion of all Works as hereinafter specified.

E2.2 Mobilization and demolition are in accordance with the most recent Standard Construction Specifications:

- (a) CW 1120 – Existing Services, Utilities and Structures; and
- (b) CW 1130 – Site Requirements.

E2.3 Materials and Equipment

- (a) All Materials supplied under this Specification shall be of a type approved by the Contract Administrator and shall be subject to inspection and testing by the Contract Administrator.
- (b) The Contractor shall be responsible for the supply, safe storage, and handling of all Materials as set forth in this Specification. All Materials shall be handled in a careful and workmanlike manner, to the satisfaction of the Contract Administrator.
- (c) All equipment shall be of a type acceptable to the Contract Administrator and shall be kept in good working order.

E2.4 Measurement and Payment

E2.4.1 Mobilization and Demobilization

- (a) Mobilization and demobilization will be measured on a lump sum basis and paid for at the Contract Lump Sum Price for "Mobilization and Demobilization". Payment for Mobilization and demobilization shall include all costs associated with mobilization and demobilization, site set up, and cleanup. Payment will be made on the following schedule:
- (b) 25% payment of the Mobilization and Demobilization lump sum price will be paid once sewer cleaning and preparation crews arrive on site and commence with cleaning and sewer preparation works.
- (c) 50% payment of the Mobilization and Demobilization lump sum price will be paid once lining crews arrive on site and commence CIPP liner installations.
- (d) 100% of the Mobilization and Demobilization lump sum price will be paid subsequent to completion of the liner installation, liner repairs (if necessary), and site cleanup.

E3. CASH ALLOWANCE FOR ADDITIONAL WORK

E3.1 Additional Work may be necessitated due to unforeseen circumstances that may arise during the course of the project due to:

- (a) Additions to the scope of Work by the Contract Administrator, beyond that defined herein.

E3.2 A cash allowance has been included on Form B: Prices.

- E3.3 The City reserves the right to delete any or all of the Cash Allowance from the Contract if the Work intended to be covered by the Cash Allowance is not required, or if the Works intended are found to be more extensive than the provisional Cash Allowance.
- E3.4 Cost of additional work shall be evaluated by the methods outlined in C7.4, and a Change Order prepared by the Contract Administrator. Cost of the Change Order will be paid on the Progress Estimate and deducted from the Cash Allowance. If the valuation of the authorized work exceeds the Value of the Cash Allowance, the Contract Value will be adjusted by the shortfall. A Change Work Order based on the agreed upon costs for performing the additional work shall be signed by both the Contract Administrator and Contractor representative in order to utilize funds under Additional Work Allowance.
- E3.5 Additional services and/or Work will not be initiated for:
- (a) Reasons of lack of performance or errors in execution.
 - (b) Scheduling changes initiated by the City, where at least 24 hours' notice is given prior to the Contractors schedule time to be on Site.
- E3.6 Should it be determined that additional material or services are required, the Contract Administrator shall approve the Work, prior to commencement of the additional Work.
- E3.7 Material Mark-Up Factors in accordance with C7:
- (a) The base cost is to be the wholesale cost of the material, regardless of the Contractor or Subcontractor supplying the material.
 - (b) In general, the party (Contractor or Subcontractor) supplying the material is the party that purchases the material from a supplier who does not perform any work on Site, unless otherwise determined by the Contract Administrator.
 - (c) Where the Contractor is supplying the material, the mark-up on the material is limited to fifteen percent (15%).
 - (d) Where the Contractor's immediate Subcontractor is supplying the material the total mark-up on the material including all Subcontractors and the Contractor is limited to twenty-five percent (25%)
 - (i) The Subcontractor's mark-up on the material is limited to fifteen percent (15%);
 - (ii) The Contractor's mark-up on the material is limited to ten percent (10%).
 - (e) A Third-Level Subcontractor is a Subcontractor of a Subcontractor of the Contractor.
 - (i) No Third-Level Subcontractors on this project are approved for additional mark-up.
- E3.8 In the event that a Third-Level Subcontractor is utilized, that is not approved for additional mark-up, the Contractor is responsible for coordinating the split of the maximum approved mark-up between the Contractor and Subcontractors.

E4. TRAFFIC CONTROL

- E4.1 In accordance with the Manual of Temporary Traffic Control on City Streets (MTTC), the Contract Administrator shall make arrangements with the Traffic Services Branch of the City of Winnipeg to place, maintain, and remove all regulatory signs and traffic control devices authorized and/or required by the Traffic Management Branch in the following situations:
- (a) Parking restrictions,
 - (b) Stopping restrictions,
 - (c) Turn restrictions,
 - (d) Diamond lane removal,
 - (e) Full or directional closures on a Regional Street,
 - (f) Traffic routed across a median,
 - (g) Full or directional closure of a non-regional street where there is a requirement for regulatory signs (turn restrictions, bus stop relocations, etc.) to implement the closure.

- (h) Approved Designated Construction Zones with a temporary posted speed limit reduction. Traffic Services will be responsible for placing all of the advance signs and 'Construction Ends' (TC-4) signs. The Contractor is still responsible for all other temporary traffic control including but not limited to barricades, barrels and tall cones.
- E4.2 Further to E4.1(c), the Contractor shall make arrangement with the Traffic Services Branch of the City of Winnipeg to supply regulatory signs as required.
- E4.3 Upon request from the Contract Administrator, the Contractor shall provide records demonstrating that the Site has been maintained.
- E4.4 Further to E4.1(c) and E4.1(d) the Contractor shall make arrangements with the Traffic Services Branch of the City of Winnipeg to reinstall the permanent regulatory signs after the Contract Work is complete. At this time the Contractor shall make arrangements to drop off the stockpiled materials to Traffic Services at 495 Archibald Street.
- E4.5 Any changes to the approved traffic management plan must be submitted to the Contract Administrator a minimum of (five) 5 Working Days prior to the required change for approval.
- E4.6 If the Contract Administrator determines that the Contractor is not performing Traffic Control in accordance with this specification, Traffic Services Branch may be engaged to perform the Traffic Control. In this event the Contractor shall bear the costs associated charged to the project by the Traffic Services Branch of the City of Winnipeg in connection with the required Works undertaken by the Contractor.

E5. DANGEROUS WORK CONDITIONS

- E5.1 Further to clause C6.24 of the General Conditions, the Contractor shall be aware that underground chambers, main level, lower levels of the station, manholes, and sewers are considered a confined space and shall follow the "Guidelines for Confined Entry Work" as published by the Manitoba Workplace Safety and Health Division. The Contractor will be required to have Confined Space Entry Training and complete a permit each time work is to be performed in a Confined Space Area. Confined spaces are:
 - (a) Two (2) existing manholes indicated in Electrical Site Plan
 - (b) Any other areas labelled as 'Confined Space' at the Site.
- E5.2 As part of provincial legislation for Confined Spaces, the Contractor will require a dedicated watch at all times staff are required to enter a Confined Space. The dedicated watch shall be solely for monitoring staff, providing regular check ins and initiating emergency response plans.
- E5.3 Mask fit testing is required for all personnel entering a confined space and must have a mask readily available on-site before entry.
- E5.4 The Contractor shall be aware of the potential hazards that can be encountered in confined spaces such as toxic gases and oxygen deficiency. The Contractor's Safe Work Plan should address these issues.
- E5.5 The air in a confined space must be tested before entry and continuously during the time that personnel are inside the space. Equipment for continuous monitoring of gases must be explosion-proof and equipped with a visible and audible alarm. The principal tests are for oxygen deficiency, explosion range, and toxic gases. Testing equipment must be calibrated in accordance with manufacturer's specifications. The Contractor is responsible for all testing requirements.
- E5.6 The Contractor shall ventilate all confined spaces including underground chambers, tunnels, pipes and shafts as required and approved by the Manitoba Workplace Safety and Health Act (the "Act"). If no ventilation is supplied, a Worker must wear a respirator or supplied air to enter the confined space.

- E5.7 Workers must wear a respirator or have supplied air at all times when entering a chamber, manhole or sewer where live sewage is present.
- E5.8 If products containing volatile organic carbons (VOCs) are used, the Contractor shall provide a photoionization detector (PID) on Site to monitor potential VOCs in the confined spaces. The gas detector and safety equipment conforming to the Act shall be made available to the Contract Administrator for his use during inspections. In addition, the Contract Administrator may collect discrete air samples for laboratory analysis.
- E5.9 The Contract Administrator may issue a Stop Work order to the Contractor if the above guidelines are not being followed. The Contractor shall not resume his operations until the Contract Administrator is satisfied the Contractor is following the appropriate procedures. The Contractor shall have no claim for extra time or costs due to the Stop Work order for not following these safety guidelines.

E6. TRANSFORMER PROCUREMENT

- E6.1 Provide one (1) 2500kVA, 12.47kV / 600V, 3-phase, delta-wye liquid filled transformer.
(a) Transformer shall have additional rating (KNAN/KNAF rated cooling) of 3300 kVA
- E6.2 Transformer will act as a spare supply transformer for the station. Transformer shall be shipped to site and the contractor is responsible for unloading and moving to storage location in the facility bower room. The contractor shall provide the necessary equipment to move transformer to the final storage location. All on site testing to be complete prior to storage.
- E6.3 It is the responsibility of the electrical contractor to review the installation and characteristics of the existing 2500 kVA transformers at WEWPCC and ensure the existing installation can be modified as required to accommodate removal of existing transformer and installation of new transformer with the re-utilization of existing line, load side feeders, and external power and control wiring. Coordinate the size/compartment/ locations on the approved Shop Drawings prior to installing transformer.

E7. WEWPCC FACILITY OPERATION DURING CONSTRUCTION

- E7.1 The WEWPCC facility has two (2) different electrical services that are redundant to each other. However, the Outfall building within the WEWPCC site is fed directly from only one (1) electrical service and does not have a redundant electrical service.
- E7.2 Any outage that impacts the outfall building shall be mitigated with the provisions of temporary backup power in the form of contractor supplied generator hook-up & power.
- E7.3 All outages shall be treated as critical schedule activities and must be planned, coordinated, and approved in advance by the Contract Administrator and Wastewater Services. A documented outage plan it required.
- E7.4 Provide an emergency response plan in the event of an outage during lost redundancy
- E7.5 Outages shall only be undertaken under favorable weather conditions and when system risk is deemed acceptable.
- E7.6 The following requirements apply:
(a) Short-duration outages required for power transfers to facilitate work on utility feeds at the main facility will be permitted.
(b) Outages for utility work (transfer loads from one utility to the other) will be permitted provided they result only in a temporary loss of power and do not impact overall system operation.
- E7.7 Loss of redundancy will not be permitted during high-risk periods, including but not limited to flood season, extreme weather events, or other conditions deemed unfavorable by Wastewater Services.

- E7.8 Any loss of redundancy shall be minimized in duration and shall not exceed **14 consecutive days**.
- E7.9 The Contractor shall plan and execute the work to restore full redundancy as quickly as possible.
- E7.10 A power restoration emergency plan is to be developed and approved prior to outages in the event of an emergency
- E7.11 **Outfall Operation During Rannock Outage**
- (a) The Contractor shall be fully responsible for maintaining continuous operation of the outfall during the Rannock utility outage.
 - (b) The Contractor shall supply, install, operate, fuel and maintain temporary power as required to ensure uninterrupted service of the WEWPCC outfall.
 - (c) A temporary outage to complete power transfer and tie-ins will be permitted; however, continuous operation must be maintained for the remainder of the outage period.
 - (d) A generator rated at approximately 5000 W, 240 V is expected to be sufficient; however, it is the Contractor's responsibility to confirm sizing and provide all necessary equipment.
 - (e) Contractor will be required to provide Heating if the building is expected to get below 4°C during to scheduled outage.
 - (f) The Contractor shall assume all risks associated with temporary power and shall ensure reliability for the full duration of the outage.

E8. COMMISSIONING

- E8.1 The Contractor shall be fully responsible for commissioning all new cables and equipment including but not limited to pole mounted gang-operated switches, power fuses and grounding mats.
- E8.2 Complete the included testing and commissioning forms for all new equipment.
- E8.3 The Contractor shall record all commissioning results and provide copies of all commissioning documentation to Contract Administrator and Wastewater Services.
- E8.4 Commissioning documentation shall include the following data:
- (a) Product manufacturer's installation instructions and recommended checks.
 - (b) Special procedures as specified in relevant technical sections.
 - (c) Items considered good installation and engineering industry practices deemed appropriate for proper and efficient operation.
- E8.5 Equipment manufacturer's installation/start-up check lists are acceptable for use. As deemed necessary by Contract Administrator supplemental additional data lists will be required for specific project conditions.
- E8.6 Use check lists for equipment installation. Document check list verifying checks have been made, indicate deficiencies and corrective action taken.
- E8.7 Installer to sign check lists upon completion, certifying stated checks and inspections have been performed. Return completed check lists to Contract Administrator. Check lists will be required during Commissioning and will be included in Operation & Maintenance Manual (O&M) at completion of project.
- E8.8 Commissioning Forms
- (a) Use commissioning forms to verify installation and record performance during the start-up of equipment and systems.

E8.9 Contractor to provide a start-up procedure with checklist to ensure all energized equipment is operating as intended, including verification of voltages, phase rotation, and equipment operation.

E8.10 Strategy for Use:

- (a) Contract Administrator provides Contractor project-specific Commissioning forms with Specification data included.
- (b) Contractor will provide required shop drawings information and verify correct installation and operation of items indicated on these forms.
- (c) Confirm operation as per design criteria and intent.
- (d) Identify variances between design and operation and reasons for variances.
- (e) Verify operation in specified normal and emergency modes and under specified load conditions.
- (f) Record analytical and substantiating data.
- (g) Verify reported results.
- (h) Form to bear signatures of recording technician and signed off by Contractor.
- (i) Submit immediately after tests are performed.
- (j) Reported results in true measured SI unit values.
- (k) Provide Contract Administrator with originals of completed forms.
- (l) Maintain copy on site during start-up, testing and commissioning period.
- (m) Forms to be both hard copy and electronic format with typed written results in Operation & Maintenance Manual (O&M).

E9. LANDSCAPING

E9.1 Description:

- (a) This specification shall cover surface restoration and associated items of Work for existing surfaces disturbed by construction activities.

E9.2 Construction Methods:

E9.2.1 Restoration of all existing surface areas disturbed by construction activities including but not limited to excavations for new electrical service equipment and associated conduit and cabling, operation of construction equipment, placement of field office or equipment trailer, snow clearing and where construction materials were stockpiled, shall be restored as follows:

- (a) Grassed areas: sodding using imported topsoil in accordance with CW 3510.
- (b) Gravel surfaces: in accordance with CW 3150.
- (c) Asphalt surfaces: match existing base course and asphalt thickness or provide a minimum of 150 millimetres of base course and 75 millimetres of Type 1A Asphaltic concrete whichever is greater, in accordance with CW 3410.
- (d) Pavement slabs in accordance with CW 3310.
- (e) Interlocking pavement stones: CW 3330.

E9.3 Measurement and Payment:

E9.3.1 Payment will be based on Form B, as accepted and measured by the Contract Administrator.

- (a) The Contractor is eligible for payment when the Contract Administrator is satisfied that the Contractor has met all the requirements.

E9.4 Excavation:

- E9.4.1 The Contractor to provide soft dig excavation trenching for the around existing 15kV feeder poles. This is approximately 3 lineal meters of distance, and it is expected that the cable(s) will be buried 1 meter below grade

E10. STRUCTURAL WORK

- E10.1 Supply materials and construct new concrete pads as per drawings and specifications.
- E10.2 Excavate and soft dig to allow for the installation of concrete pads at the base of existing and new poles in which operable electrical equipment is mounted.
- E10.3 Coordinate the exact location of the required concrete pads (as applicable to the site) with the electrical trade.
- E10.4 Contractor shall measure the weather temperature and ensure all equipment is available to implement the approved cold-weather concreting plan. Concrete curing shall comply with CSA A23.1 requirements and shall be maintained for at least the duration specified in the general note of the drawing.
- E10.5 Concrete shall be tested in accordance with CSA A23.1 & CSA A23.2 requirements and all concrete testing results shall be shared with the project structural team.

E11. ELECTRICAL WORK

- E11.1 Supply and install temporary electrical provisions as required to complete the work as specified.
- E11.2 Soft dig, excavate and expose existing electrical service cable (15kV cable) to allow for removal of existing cable and installation of new.
- E11.3 Provide demolition of systems in accordance with the electrical drawings and specifications.
- E11.4 Maintain electrical service and operation of the existing Outfall Building during construction. Take two (2) brief power outages (1 day), one for the disconnection of existing cabling and a second for the connection of new cabling.
- E11.5 The two (2) existing electrical services to the WEWPCC are redundant to each other, and long power outage (7-10 days) for cabling connections and electrical equipment installation are allowed to accommodate work, as long as electrical service to Outfall building is maintained.
- E11.6 Partially install all new feeders up to the closest location to termination points that are reachable without an electrical service outage prior to starting demolition of existing equipment and feeders.
- E11.7 Complete all new work that does not require an outage prior to the start of any planned outage.
- E11.8 Complete an Operational Shutdown Summary (OSS) document for WEWPCC and submit 10 working days prior to shutdown.
- E11.9 Coordinate with Manitoba Hydro to perform electrical shutdown as required. All costs from Manitoba Hydro for their portion of the Work will be billed directly to the City, not the Contractor.
- E11.10 Provide the following in accordance with the electrical specifications included with this Bid Opportunity:
- E11.10.1 55ft pole and pole mounted equipment, including:
- (a) 25kV gang operated switch fusible disconnect,
 - (b) 25kV power fuses,
 - (c) All pole mounted equipment required to support and transition cables
- E11.10.2 Ground mats and associated grounding wires.

- E11.11 Provide high voltage cabling between the 25 kV pole mounted equipment and the 2500 kVA pad mount transformer.
- E11.12 Existing pole mounted gang operated switches and fuses:
- E11.12.1 The Contractor shall remove the existing pole mounted gang operated switches and power fuses. The Contractor will be responsible for adding conductor and modifying the existing systems so that the conductor elements are continuous without break.
- E11.12.2 The Contractor shall seal all holes within enclosure with materials and paint finish to match existing.
- E11.12.3 The Contractor shall modify crossarms associated with existing gang operated switches as required to accommodate removal of switches and maintenance of conductors continuity.
- E11.12.4 The Contractor shall arrange for and pay for CSA inspection or alternatively Authority Having Jurisdiction special inspections and acceptance of the modifications.

E12. OPERATING AND MAINTENANCE (O&M) MANUALS

- E12.1 Provide the Contract Administrator with manufacturer's technical literature for each component supplied detailing correct installation procedure and recommended operating and maintenance schedule, grades of lubricants required and assembly/disassembly instructions.
- E12.2 The Contractor shall provide one (1) electronic copy and two (2) hardcopy draft versions of the installation & storage, operation and maintenance instructions prior to each shipment of goods from the factory.
- E12.3 After the Contractor has reached Total Performance, provide the Contract Administrator with one (1) electronic copy for each review submission for the complete Operating and Maintenance Manuals.
- E12.4 Provide the Contract Administrator with five (5) hard copies and five (5) electronic copies of the Contract Administrator reviewed and approved Operating and Maintenance Manuals. Bind hard copies in a three (3) "D-Ring", hard-covered, plastic jacketed binder with full cover and spine inserts. Organize contents into applicable sections of work, parallel to Specifications breakdown and provide tab dividers for separating sections along with cover sheets for each section. Provide each binder with USB for a complete electronic copy of Operating and Maintenance Manuals.
- E12.5 Each Tab requires a section index page to list the separate items in each tab along with the page number and number of pages. All pages shall be numbered.
- E12.6 Digital copies are to be word searchable and all tabs, indexes and references cross-reference linked (hyperlink).
- E12.7 In addition to the information called in the Specifications, the following shall be included as part of the Operating and Maintenance Manuals:
- (a) Title Sheet, labelled "Operation and Maintenance Instructions", containing Project Number & Name (City of Winnipeg WEWPCC Feeder Cables Replacement), Date.
 - (b) Bid opportunity number and description of supplied goods.
 - (c) Table of Contents indicating all sections contained in the Operation and Maintenance manual.
 - (d) Tab A – Contractor Information
 - (i) Contractor name and address.
 - (ii) Contractor contact representative with phone number and email.
 - (iii) All Sub-Contractors names, addresses and contact information.
 - (e) Tab B – Warranty

- (i) Letter of Warranty, signed and dated to include warranty start date (from the date of Total Performance), warranty end date, Contractor warranty information.
 - (ii) Description of work/parts that are covered under warranty and warranty durations.
- (f) Tab C – equipment models, serial and performance specifications
 - (i) Quick reference equipment model and serial number and specifications including pictures of supplied equipment.
- (g) Tab D – Products, manuals and Shop Drawings
 - (i) Specifications (as provided equipment).
 - (ii) Copy of all approved and as-constructed Shop Drawings. As-constructed Shop Drawings shall be sealed by a Professional Engineer licenced to practice engineering in the Province of Manitoba.
 - (iii) Equipment Manuals
- (h) Tab E – Spare Parts & Tools
 - (i) Provide instructions for handling and storage of spare parts.
 - (ii) Provide a listing of any special tools required to operate and/or maintain the products.
 - (iii) Provide a listing of all spare parts included with pictures of each part, part numbers, quantities and practical life spans.
- (i) Tab F – Certified Factory Test Results
 - (i) General information page containing:
 - (a) Equipment information (model, serial, specifications)
 - (b) Dates equipment was tested
 - (c) Testing representatives.
 - (ii) Calibration of equipment used for testing procedures and test procedure arrangements.
 - (iii) Copy of all approved tests and documented information test forms completed at the factory, each test shall be signed by the Contractor representative and dated.
 - (iv) Factory inspection and verification reports/forms.
 - (v) Any additional performance reports.
 - (vi) Copy of current edition of factory certification for CSA and/or cUL compliance for Canadian Approval.
- (j) Tab G – Operating procedures
 - (i) Sequence of Operation instruction for both connect and disconnection outlining how systems are operated with steps and pictures.
 - (ii) Provide description of entire mechanical system, and each devices functionality.
- (k) Tab H – Installation and Removal Instructions
 - (i) Provide instructions for handling and storage of equipment.
 - (ii) Provide instructions for installation and removal of equipment (including instruments).
- (l) Tab I – Maintenance Activities
 - (i) Provide part books that illustrate and list all assemblies, sub-assemblies, and components for easy reference.
 - (ii) Provide instructions on preventative and corrective maintenance, with service procedures and recommended schedules.
 - (iii) Schedule for when preventative maintenance should be performed on all products including gang operated switches, power fuses, replacement of spare parts, etc.

- (iv) Recommended frequency for each maintenance task, cleaning inspections and scheduled overhauls and/or reconditioning.
- (v) Provide maintenance checklist forms and test procedures for performing maintenance tasks for mechanical and electrical components.
- (vi) Provide troubleshooting table covering the complete control/electrical power systems, showing description of trouble, probable cause, and suggested remedial action.
- (vii) Cleaning: Instructions and schedules for all routine cleaning and inspection recommended, including recommended cleaners and lubricants.
- (viii) Inspection: Periodic inspection of equipment required for operation, cleaning or other reasons, with items to be inspected and inspection criteria given for motors, impeller, seals, bearings, instruments and other maintenance items.
- (ix) Instructions for minor repairs and/or adjustments required for preventative maintenance routines.
- (x) Instructions for any instruments and/or parts requiring calibration.
- (xi) Listing of any special tools required to service and/or maintain the equipment.
- (m) Tab J – Inspection & Commissioning Reports
 - (i) Include two (2) field observation reports submitted for each site visit inspection and commissioning activities.
 - (ii) Confirmation letter identifying that all two (2) commissioning site visit activities were witnessed and verified to meet the requirements of the Specifications and the requirements of the project.
- (n) Tab K – Commissioning report (To be provided by consultant)
- (o) Tab L- Lessons Learned
 - (i) Prepare a lesson learned report, including a summary of the project scope, issues that arose throughout the project lifecycle, contributing factors to the issues, corrective actions taken, and lessons learned on the project.
- (p) Tab M –Training Operations and Maintenance documents & records
 - (i) The manual is to incorporate feedback from training sessions and answers to attendees' questions.
- (q) Tab N – Provide a list of recommended preventative maintenance activities (maintenance schedule) for the 25kV oil filled pad mounted transformers.
- (r) Tab O – Spare
- (s) Tab P – Spare

E13. SPARE PARTS

- E13.1 Provide three (3) spare 175A fuses Refer to specifications for all spare parts that are to be provided by the Contractor.

E14. TRAINING

- E14.1 Furnish the services of a competent, factory-trained engineer or technician for one 4-hour on-site training period to instruct City personnel in the operation and maintenance of the equipment, on a date requested by the Contract Administrator.
- E14.2 Prepare and distribute appropriate training manual for use and reference during training session.
- E14.3 The training materials shall be sent to the Contract Administrator for approval at least two (2) weeks prior to the commencement of the training session. Make changes and make additions to the materials as directed by the Contract Administrator.

- E14.4 Training materials shall include printed training binders for 15 individuals. Materials shall include instructions on system shutdown, system switching, system isolation, energization, key interlocks, maintenance and troubleshooting, etc.
- (a) All switching and isolation procedures shall be devolved in the format of a Safe Work Procedure detailing precautions, safety, tools and other items related to operations of equipment using provided templates as a guide and.
 - (b) Materials shall include color photographs of actual equipment and equipment operations.
- E14.5 Provide 15 printed hardcopies of training materials along with one PDF searchable training manual.
- E14.6 Contractor to provide training material, and one, 4-hour training session with hands-on demonstrations at site.

APPENDICES

APPENDIX A – PROJECT DOCUMENT NUMBERING STANDARD

APPENDIX B – ELECTRICAL TEST FORMS

APPENDIX C – ELECTRICAL DESIGN GUIDE