

PART E
SPECIFICATIONS

PART E - SPECIFICATIONS

GENERAL

E1. GENERAL

E1.1 These Specifications shall apply to the Work.

E2. SERVICES

E2.1 The Contractor shall provide linen services in accordance with the requirements hereinafter specified.

E2.2 The Goods are identified on Form B: Prices in Sections A and B.

E2.3 Rental Goods identified as "Rental and Cleaning" of various items identified in Sections A and B on Form B: Prices, the Contractor shall:

- (i) Supply rented goods, pick up soiled goods and deliver cleaned goods;
- (ii) Deliver goods in the appropriate quantities to the various City locations before 2:00 p.m. October 27, 2004;
- (iii) At the end of the Contract, pick up Contractor's goods no sooner than November 5, 2009.

SECTION A:

E2.4 Rental and Cleaning of Clothing.

E2.4.1 The Contractor shall:

- (a) Pre-shrink clothing prior to sizing, except Item No. 3 which shall have a minimum of two (2) pre-washes prior to sizing;
- (b) Measure employees for correct size of garments:
 - (i) The Contract Administrator will provide the Contractor with lists indicating department and address, type of garment(s), employees names, quantities, size (Contractor shall measure for most current size);
- (c) Throughout the Contract, maintain garments to fit employees size. The Contractor shall re-measure employee(s) when requested by User;
- (d) Ensure garments that are to be blue in colour shall harmonize in colour: shall not clash;
- (e) Replace garments that are no longer repairable or that are unacceptable in appearance to the User, or unsafe. The garment shall be replaced with a better condition garment, same type of garment, sized to the employee and acceptable to the User;
- (f) Repair torn garments and return repaired garment with the next scheduled delivery. If the garment is not ready for the next scheduled delivery day, a replacement garment, being of the same type and size garment in for repair, shall be supplied on a temporary basis;
- (g) For Item No. 3, the material used for this garment must be Indura (Flame Retardant) (These garments will be used for Welders and employees doing occasional spot welding);
- (h) For all Items No. 1 to 14, replace faulty fasteners (ie: posts, buttons, snaps, buckles), and/or zipper;
- (i) Supply garment repair tags or memos to the Users;

- (j) On a quarter-yearly basis as a minimum, perform an inventory count of garments with the User, at each applicable City location, throughout the term of the Contract.

E2.4.2 The garments shall be as follows:

- (a) Items No. 1, 4 to 11 shall be the employees choice of material made of:
 - (i) 100% cotton; or
 - (ii) 65% polyester/35% cotton (blend);
- (b) Item No. 2 shall be made of 100% cotton, or 65% polyester/35% cotton (blend), and shall be white in color, (except where additional garments are required):
 - (i) will be required on a seasonal basis between approximately April 15 to approximately October 15 of each year (three times a week delivery);
 - (ii) In the event that additional garments are required beyond the normal seasonal quantities, a substitute color may be acceptable but only with the approval from the City;
- (c) Item No. 3 shall be Indura (flame retardant material);
 - (i) Shall have a label fixed securely to the outside of the garment or to the inside of the collar area of the garment bearing the words "Indura" or "Flame Retardant";
- (d) Item No. 7 shall have pockets and side slits sewn shut (garments will be used in a facility counting currency);
- (e) Item No. 8 and 9 shall have a fly zipper, a waist band fastener and belt loops;
- (f) Items No. 10 and 11 shall be the employees choice of length of sleeve as follows:
 - (i) Alternative (1): short sleeve (ss);
 - (ii) Alternative (2): long sleeve (ls);
 - (iii) or a combination of both Alternatives.
- (g) Items No. 1, 3, 4, 5, 6, 7, 10, 11, 12 and 13 shall:
 - (i) Bear the employee's first name and (if requested) first initial of last name, crested with ½" letters, and firmly attached to the garment above the right breast pocket. The name must be legible during the life of the garment; in the case of identical first name and first initial of last name, a middle initial shall be included;
 - (ii) Bear the word "Spare" crested with ½" letters, and firmly attached to the garment above the right breast pocket, where a garment will be used as a spare. "Spare" must be legible during the life of the garment;
 - (iii) Have a label fixed securely inside the collar area of the garment, bearing, as a minimum, the employees name with having a minimum of: first name, middle initial, and last name; and size of garment;
- (h) Items No. 1, 5, 7, 8 and 10 may be in either a dark blue; or a lighter blue and shall be the employees choice (if available and depending upon fabric);
- (i) Items No. 1 to 7 (for long sleeve) and 10 to 12, shall have fasteners on fronts and at wrist cuffs. The fasteners shall close firmly and remain fastened shut until employee opens garment;
- (j) Ranging in various sizes and must accommodate custom sizes (ie: size 66 T).

E2.4.3 The Contractor shall, upon request of the Contract Administrator, supply a sample of fasteners being used, attached to the materials offered. The fasteners shall be the same type of fastener used on the garments throughout the term of the Contract unless receiving prior approval from the Contract Administrator.

E2.4.4 The City will be responsible for garments which, while in the care and possession of the City, are lost or damaged beyond reasonable repair other than through normal wear.

Losses, if any, will be paid for at the Contractor's replacement cost, less depreciation, or the City may, at its sole option provide a replacement.

E2.5 Cleaning of City Owned Goods:

E2.5.1 The Contractor shall:

- (a) Pick up soiled garments and deliver cleaned garments;
- (b) Press lab coats after cleaning;
- (c) Have a "Control" system in place to match garments for prevention of loss or misplacement of garments;
- (d) Replace lost or damaged garments with an equivalent garment at the Contractor's expense. The replacement garment shall be approved by the Contract Administrator or his/her designate prior to replacement. The meaning of "Replacement" is stated in D4.1(f).

E2.6 Rental and Cleaning of Towels:

E2.6.1 The Contractor shall:

- (a) Supply goods in the sizes listed on Form B: Prices;
- (b) Maintain the appearance of the goods and replace goods that are no longer repairable, unacceptable in appearance to the User, or unsafe;
- (c) Note: Printer towels will contain ink and solvent from the Print Shop.

SECTION B:

E2.7 Rental and Cleaning of Mats and Mops

E2.7.1 The Contractor shall:

- (a) Supply goods in the sizes listed on Form B: Prices;
- (b) Maintain appearance of goods and replace goods that are no longer repairable, unacceptable in appearance to the User, or unsafe.

MISCELLANEOUS:

E2.8 The Contractor shall:

- (a) provide a packing slip(s) to the User upon delivery that contains the following, as a minimum:
 - (i) Delivery Department, Division and location.
 - (ii) Item description;
 - (iii) Quantity picked up and delivered of soiled garments per employee including employee name (if applicable);
 - (iv) Quantity of all other items delivered and picked up.
- (b) provide, upon request by the Contract Administrator or his/her delegate, a packing slip within two (2) Business Days, with information described in Clause (a).

E2.9 Problem/Resolution:

- (a) The Contractor shall designate a field representative to deal with inquiries and/or complaints;
- (b) The field representative shall have the authority to effect remedies;

- (c) The field representative shall respond to any complaint within 1 (one) Business Day of notification and shall arrange within 1 (one) Business Day thereafter for resolution of complaint.

E3. LOCATION AND SCHEDULE OF WORK

- E3.1 Work shall be performed on a 7 day cycle basis, and/or on a 14 day cycle basis, during the term of the Contract, f.o.b. destination, freight prepaid, to various locations within the City of Winnipeg, including Hadashville, East Braintree and Ross, Manitoba.
- E3.2 Table B attached, lists intended work locations, provided for the convenience of the Bidder only. The City reserves the right to add or delete locations, or alter the type or quantity of work performed at any location "as required" by changes in its operations during the term of the Contract.
- E3.3 Works shall be performed between 8:30 a.m. and 2:00 p.m., Monday to Friday, except for Statutory Holidays.
- E3.4 The Contractor shall make arrangements with Users for measuring employees for garments, and to accommodate shift workers.
- E3.5 Section A: The Contractor shall:
 - (a) supply all garments on hangers;
 - (b) sort all garments by name for each facility;
 - (c) hang garments on racks in each facility; and
 - (d) provide a hanger holder for large facilities. The hangers shall be removed upon the next delivery.
- E3.6 Work shall be completed within two (2) Working Days of the placing of an order, except where otherwise agreed at the time of ordering.

TABLE B – LOCATIONS

Street No. Street

444	Adsum Drive
601	Aikins Street
130	Allard Avenue
1215	Archibald Street
735	Assiniboine Park Drive
525	Banting Drive
200	Berry Street
294	Bertrand Street
699	Broadway Avenue
480	Chalmers Avenue
1377	Clarence Avenue
909	Concordia Avenue
15	Conservatory Drive
2020	Corydon Avenue, Unit A
2355	Corydon Avenue
685	Dalhousie Drive
370	Daly Street N.
10	Des Meurons Street
377	Dufferin Avenue
100	Ed Spencer Drive, St. Mary's & Perimeter (S.E.W.P.C.C.)
65	Ellen Street
850	Empress Street
270	Flora Avenue/510 King Street
10	Fort Street
726	Furby Street
65	Garry Street, Main Floor
321	Garry Street
2325	Grant Avenue
3	Grey Street
255	Hamilton Avenue
361	Hargrave Street
260	Hartford Avenue
1050	Henderson Hwy, Unit 3A
200	Isabel Street
223	James Avenue
709	Keewatin Avenue
901	Kimberly Avenue
510	King Street
430	Langside Street
799	Logan Avenue
210	Lyle Street
910	Maginot Street
510	Main Street – Admin. Bldg.
510	Main Street – Council Bldg.
1085	Main Street
1520	Main Street
2015	Main Street – Kildonan Park Office
2021	Main Street
2170	Main Street
2230	Main Street (N.E.W.P.C.C.) – Lab
2230	Main Street (N.E.W.P.C.C.) – Plant Operations
360	McPhillips Street – Collection Branch
360	McPhillips Street – Control Branch

1375 McPhillips Street
2546 McPhillips Street
500 Natahaniel Street
2055 Ness Avenue
3001 Notre Dame Avenue
535 Oakdale Drive
421 Osborne Street – Carpenter Shop
421 Osborne Street – East Entrance Office, Main Floor
421 Osborne Street – East Entrance Office, 2nd Floor
421 Osborne Street – Handi-Transit/Instruction
421 Osborne Street – in front of elevator
421 Osborne Street – Radio Shop
421 Osborne Street – Stores
421 Osborne Street – Traffic Services Section
421 Osborne Street – Wash rack
421 Osborne Street – West Entrance Office, Main Floor
421 Osborne Street – West Entrance Office, 2nd Floor
625 Osborne Street
1155 Pacific Avenue, Unit 105
1220 Pacific Avenue
1277 Pacific Avenue
1887 Pacific Avenue West
401 Pandora Avenue
730 Pandora Avenue
644 Parkdale Street
1350 Pembina Hwy
2835 Pembina Hwy
1500 Plessis Road
1891 Plessis Road
552 Plinguet Street – Public Works, Fleet Mgmt
552 Plinguet Street – Water Services
598 Plinguet Street – Civil Branch
598 Plinguet Street – Mechanical
598 Plinguet Street – Railway
180 Poplar Avenue
378 Portage Avenue
2490 Portage Avenue
3040 Portage Avenue, Unit M
25 Poseidon Bay
55 Princess Street
151 Princess Street, 5th Floor
151 Princess Street – Drug Unit
151 Princess Street – Garage
151 Princess Street – Identification Unit
227 Provencher Blvd
233 Provencher Blvd
849 Ravelston Avenue
141 Regent Avenue – Transcona Historical Museum
385 River Avenue
5000 Roblin Blvd
770 Ross Avenue
1400 Rothesay Street
1410 Rothesay Street
1295 Salter Street
845 Sargent Avenue

999 Sargent Avenue
381 Sherbrook Street
80 Sinclair Street
90 Sinclair Street
1867 Springfield Road
590 St. Anne's Road
598 St. Mary's Road
1086 St. Mary's Road, Unit A
185 Tecumseh Street
195 Tecumseh Street
215 Tecumseh Street
1121 Wabasha Street
1111 Wall Street
55 Watt Street
545 Watt Street
565 Watt Street
1539 Waverley Street
1567 Waverley Street
659 ½ Wellington Avenue / 752 McGee Street
328 Whittier Avenue
320 Whytewold Road
7740 Wilkes Avenue (W.E.W.P.C.C.)
380 William Avenue
East Braintree, Manitoba
Hadashville, Manitoba
Ross, Manitoba