



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 117-2005

**SUPPLY AND/OR INSTALLATION OF SHELVING AT THE MILLENNIUM LIBRARY
251 DONALD STREET**

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PART B - BIDDING PROCEDURES

B1. PROJECT TITLE

- B1.1 SUPPLY AND/OR INSTALLATION OF SHELVING AT THE MILLENNIUM LIBRARY 251 DONALD STREET

B2. SUBMISSION DEADLINE

- B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, April 21, 2005
- B2.2 Bid Submissions determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.
- B2.3 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

B3. ENQUIRIES

- B3.1 All enquiries shall be directed to the Contract Administrator identified in D4.1.
- B3.2 If the Bidder finds errors, discrepancies or omissions in the Bid Opportunity, 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.
- B3.3 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator to all Bidders by issuing an addendum.
- B3.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator only to the Bidder who made the enquiry.
- B3.5 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B3 unless that response or interpretation is provided by the Contract Administrator in writing.

B4. ADDENDA

- B4.1 The Contract Administrator may, at any time prior to the Submission deadline, issue addenda correcting errors, discrepancies or omissions in the Bid Opportunity, or clarifying the meaning or intent of any provision therein.
- B4.2 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.
- B4.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>
- B4.2.2 The Bidder is responsible for ensuring that he has received all addenda and is advised to check the Materials Management Branch internet site for addenda shortly before submitting his Bid.
- B4.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 8 of Form A: Bid. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.

B5. SUBSTITUTES

- B5.1 The Work is based on the materials, equipment, methods and products specified in the Bid Opportunity.
- B5.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B5.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least seven (7) Business Days prior to the Submission Deadline.
- B5.4 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 material, equipment, method or product 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 Contract;
 - (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 Contract.
- B5.5 The Contract Administrator, after assessing the request for approval of a substitute, may in his 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.
- B5.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, only to the Bidder who requested approval of the substitute.
- B5.6.1 The Bidder requesting and obtaining the approval of a substitute shall be entirely responsible for disseminating information regarding the approval to any person or persons he wishes to inform.
- B5.7 If the Contract Administrator approves a substitute as an "approved equal", any Bidder may use the approved equal in place of the specified item.
- B5.8 If the Contract Administrator approves a substitute as an "approved alternative", any Bidder bidding that approved alternative shall base his 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 B13.
- B5.9 No later claim by the Contractor for an addition to the price(s) because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.

B6. BID SUBMISSION

- B6.1 The Bid Submission consists of the following components:
- (a) Form A: Bid;

(b) Form B: Prices;

- B6.2 All components of the Bid Submission 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 in ink, to constitute a responsive Bid.
- B6.3 The Bid Submission may be submitted by mail, courier or personal delivery, or by facsimile transmission.
- B6.4 If the Bid Submission is submitted by mail, courier or personal delivery, it shall be enclosed and sealed in an envelope clearly marked with the Bid Opportunity number and the Bidder's name and address, and shall be submitted to:
- The City of Winnipeg
Corporate Finance Department
Materials Management Branch
185 King Street, Main Floor
Winnipeg MB R3B 1J1
- B6.4.1 Samples or other components of the Bid Submission which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the Bid Opportunity number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Bid Submission.
- B6.5 If the Bid Submission is submitted by facsimile transmission, it shall be submitted to (204) 949-1178
- B6.5.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.
- B6.6 Bid Submissions submitted by internet electronic mail (e-mail) will not be accepted.

B7. BID

- B7.1 The Bidder shall complete Form A: Bid, making all required entries.
- B7.2 Paragraph 2 of Form A: Bid shall be completed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his own name, his 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 his own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.
- B7.2.1 If a Bid is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B7.2.
- B7.3 In Paragraph 3 of Form A: Bid, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Bid.
- B7.4 Paragraph 10 of Form A: Bid shall be signed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his 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 its duly authorized officer or officers;
- (d) if the Bidder is carrying on business under a name other than his 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.

B7.4.1 The name and official capacity of all individuals signing Form A: Bid shall be printed below such signatures.

B7.4.2 All signatures shall be original.

B7.5 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 Submission and the Contract, when awarded, shall be both joint and several.

B8. PRICES

B8.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.

B8.1.1 Prices on Form B: Prices shall include:

- (a) duty;
- (b) freight and cartage;
- (c) Provincial and Federal taxes [except the Goods and Services Tax (GST) and Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable] and all charges governmental or otherwise paid;
- (d) profit and all compensation which shall be due to the Contractor for the Work and all risks and contingencies connected therewith.

B8.2 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.

B8.3 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.

B9. QUALIFICATION

B9.1 The Bidder shall:

- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Bidder does not carry on business in Manitoba, in the jurisdiction where the Bidder does carry on business;
- (b) be responsible and not be suspended, debarred or in default of any obligation to the City;
- (c) be financially capable of carrying out the terms of the Contract;
- (d) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract;
- (e) have successfully carried out work, similar in nature, scope and value to the Work;
- (f) employ only Subcontractors who:
 - (i) are responsible and not suspended, debarred or in default of any obligation 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, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>); and

- (ii) have successfully carried out work similar in nature, scope and value to the portion of the Work proposed to be subcontracted to them, and are fully capable of performing the Work required to be done in accordance with the terms of the Contract;
 - (g) have a written workplace safety and health program in accordance with The Workplace Safety and Health Act (Manitoba);
- B9.2 The Bidder shall be prepared to 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.
- B9.3 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.

B10. OPENING OF BIDS AND RELEASE OF INFORMATION

- B10.1 Bid Submissions will not be opened publicly.
- B10.2 Within two (2) Business Days 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 Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>
- B10.3 After award of Contract, the name(s) of the successful Bidder(s) and the Contract Amount(s) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>
- B10.4 The Bidder is advised that any information contained in any Bid Submission may be released if required by City policy or procedures, by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law.

B11. IRREVOCABLE BID

- B11.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 9 of Form A: Bid.
- B11.2 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 for the time period specified in Paragraph 9 of Form A: Bid.

B12. WITHDRAWAL OF BIDS

- B12.1 A Bidder may withdraw his Bid without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.
- B12.1.1 Notwithstanding GC.7.05(2), the time and date of receipt of any notice withdrawing a Bid shall be the time and date of receipt as determined by the Manager of Materials.
- B12.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Bid or the Bidder's authorized representatives named in Paragraph 10 of Form A: Bid, and only such person, has authority to give notice of withdrawal.

- B12.1.3 If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials shall:
- (a) retain the Bid Submission until after the Submission Deadline has elapsed;
 - (b) open the Bid Submission to identify the contact person named in Paragraph 3 of Form A: Bid and the Bidder's authorized representatives named in Paragraph 10 of Form A: Bid; and
 - (c) if the notice has been given by any one of the persons specified in B12.1.3(b), declare the Bid withdrawn.
- B12.2 A Bidder who withdraws his Bid after the Submission Deadline but before his Bid has been released or has lapsed as provided for in B11.2 shall be liable for such damages as are imposed upon the Bidder by law and subject to such sanctions as the Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law.

B13. EVALUATION OF BIDS

- B13.1 Award of the Contract shall be based on the following bid evaluation criteria:
- (a) compliance by the Bidder with the requirements of the Bid Opportunity (pass/fail);
 - (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B9 (pass/fail);
 - (c) Total Bid Price;
 - (d) economic analysis of any approved alternative pursuant to B5.
- B13.2 Further to B13.1(a), the Award Authority may reject a Bid as being non-responsive if the Bid Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Bid, or waive technical requirements if the interests of the City so require.
- B13.3 Further to B13.1(b), the Award Authority shall reject any Bid submitted by a Bidder who does not demonstrate, in his Bid Submission or in other information required to be submitted, that he is responsible and qualified.
- B13.4 Further to B13.1(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, adjusted if necessary, as follows:
- (a) if the lowest evaluated responsive Bid submitted by responsible and qualified Bidder(s) is within the budgetary provision for the Work, no adjustment will be made to the Total bid price; or
 - (b) if the lowest evaluated responsive Bid submitted by responsible and qualified Bidder(s) exceeds the budgetary provision for the Work, prices of all responsive Bids submitted by responsible and qualified Bidders will be adjusted by deducting **Item 5 and Item 6**, on Form B: Prices.
- B13.5 The Contract will be awarded as a whole, in accordance with B13.4.

B14. AWARD OF CONTRACT

- B14.1 The City will give notice of the award of the Contract or will give notice that no award will be made.
- B14.2 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 responsible and qualified, and the Bids are determined to be responsive.

- B14.2.1 Without limiting the generality of B14.2, 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 its 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.
- B14.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Bidder submitting the lowest evaluated responsive Bid.
- B14.4 Notwithstanding GC.3.01 and GC.3.02, the City will issue a Purchase Order to the successful Bidder in lieu of the execution of a Contract.
- B14.5 The Contract Documents, as defined in GC.1.01(7), in their entirety shall be deemed to be incorporated in and to form a part of the Purchase Order notwithstanding that they are not necessarily attached to or accompany said Purchase Order.

PART C - GENERAL CONDITIONS

C1. GENERAL CONDITIONS

C1.1 The *General Conditions for the Supply and Delivery of Goods* (Form 21: 88 03) are applicable to the Work of the Contract.

C1.1.1 The *General Conditions for the Supply and Delivery of Goods* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. GENERAL CONDITIONS

- D1.1 In addition to the *General Conditions for the Supply and Delivery of Goods*, these Supplemental Conditions are applicable to the Work of the Contract.
- D1.2 The General Conditions are amended by striking out "The City of Winnipeg Act" wherever it appears in the General Conditions and substituting "The City of Winnipeg Charter".
- D1.3 The General Conditions are amended by striking out "Board of Commissioners" or "Commissioner" wherever it appears in the General Conditions and substituting the "Chief Administrative Officer".
- D1.4 The General Conditions are amended by striking out "Tender Package" wherever it appears in the General Conditions and substituting "Bid Opportunity".
- D1.5 The General Conditions are amended by striking out "Tender Submission" wherever it appears in the General Conditions and substituting "Bid Submission".
- D1.6 The General Conditions are amended by striking out "Bidding Instructions" wherever it appears in the General Conditions and substituting "Bidding Procedures".

D2. SCOPE OF WORK

- D2.1 The Work to be done under the Contract shall consist of Existing and New requirements, and shall be in accordance with the Drawings.

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

D2.2.1	<u>EXISTING</u>	<u>Third & Fourth Floor</u>	
	(i)	3 rd & 4 th Floor: re-assemble and install existing shelving;	Install only
	(ii)	3 rd Floor: re-attach existing metal canopy tops and end panels;	Install only
	(iii)	4 th Floor: attach new white oak end panels to all rows of existing shelving	Install only *
	(iv)	4 th Floor: attach new canopy tops to all 42" high shelving	Install only *

* Goods supplied by others

D2.2.2	<u>NEW</u>	<u>Main, Second, Third & Fourth Floor</u>	
	(i)	Metal shelving, end panels & canopy tops	Supply & Install
	(ii)	Millwork end panels & canopy tops	Install only (Goods supplied by others)
	(iii)	Metal or white oak moveable shelving	Supply & Install
	(iv)	Shelves and media hanger racks	Supply only (no installation required)

- D2.3 All existing requirements and all Goods supplied by others will be stored on-site at 251 Donald Street.
- D2.4 The Contractor shall be responsible to organize and distribute the requirements of the Work to the appropriate floor to complete the Work.
- D2.5 The Contractor shall ensure that additional quantities shall be available for supply without change in design for a minimum of two years from date of award.

D3. DEFINITIONS

D3.1 When used in this Bid Opportunity:

- (a) "**Business Day**" means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
- (b) "**Submission Deadline**" and "**Time and Date Set for the Final Receipt of Bids**" mean the time and date set out in the Bidding Procedures for final receipt of Bids;
- (c) "**SF**" means single faced;
- (d) "**DF**" means double faced;

D4. CONTRACT ADMINISTRATOR

D4.1 The Contract Administrator is:

Mary Anne Rudy
Senior Accommodations Planner
Planning, Property & Development
Civic Accommodations Division
65 Garry Street 3rd Floor
Winnipeg, Manitoba
R3C 4K4

Telephone No. (204) 986-2560
Facsimile No. (204) 947-2284

D5. NOTICES

D5.1 GC.7.05 is hereby amended to delete reference to "registered mail" and to replace same with "ordinary mail".

D5.2 GC.7.05 is further amended hereby to include delivery by facsimile transmission (fax) as an acceptable means of delivering notices, consents, approvals, statements, authorizations, documents or other communications required or permitted to be given under this Contract. Deliveries by fax will be deemed to have been received on the day of delivery, if a business day, or if not a business day, on the business day next following the day of delivery.

D5.3 Further to GC.7.05, all notices, consents, approvals, statements, authorizations, documents or other communications to the City, except as expressly otherwise required in D5.4, D5.5 or elsewhere in the Contract, shall be sent to the attention of the Contract Administrator at the address or facsimile number identified in D4.1.

D5.4 All notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer at the following address or facsimile number:

The City of Winnipeg
Chief Administrative Officer Secretariat
Administration Building, 3rd Floor
510 Main Street
Winnipeg MB R3B 1B9

Facsimile No.: (204) 949-1174

D5.5 All notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications required to be submitted or returned to the City Solicitor shall be sent to the following address or facsimile number:

The City of Winnipeg
Corporate Services Department
Legal Services Division
185 King Street, 3rd Floor
Winnipeg MB R3B 1J1
Facsimile No.: (204) 947-9155

SUBMISSIONS

D6. AUTHORITY TO CARRY ON BUSINESS

D6.1 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.

D7. WORKERS COMPENSATION

D7.1 The Contractor shall be registered with the Workers Compensation Board of Manitoba, shall provide and maintain Workers Compensation coverage throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

D8. INSURANCE

D8.1 The Contractor shall provide and maintain commercial general liability insurance, in the amount of at least two million dollars (\$2,000,000.00) all inclusive, with The City of Winnipeg being added as an additional insured, with a cross-liability clause, to remain in place at all times during the performance of the Work.

D8.2 Deductibles shall be borne by the Contractor.

D8.3 The Contractor shall provide the Contract Administrator with a certified true copy or a certificate of insurance of the policy at least two (2) Business Days prior to the commencement of any Work on the Site but in no event later than seven (7) Calendar Days from notification of the award of Contract.

D8.4 The Contractor shall not cancel, materially alter, or cause the policy to lapse without providing at least fifteen (15) Calendar Days prior written notice to the Contract Administrator.

SCHEDULE OF WORK

D9. COMMENCEMENT

D9.1 The Contractor shall not commence any Work until he is in receipt of a Purchase Order authorizing the commencement of the Work.

D9.2 The Contractor shall not commence any Work on the Site until:

(a) the Contract Administrator has confirmed receipt and approval of:

- (i) evidence that the Contractor is 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;

- (ii) evidence of the workers compensation coverage specified in D7;
- (iii) evidence of the insurance specified in D8;
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D9.3 Existing Work may begin June 1, 2005.

D9.4 The City intends to award this Contract by May 5, 2005.

D10. TOTAL PERFORMANCE

D10.1 The Contractor shall achieve Total Performance by August 5, 2005..

D10.2 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 re-inspected.

D10.3 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.

MEASUREMENT AND PAYMENT

D11. INVOICES

D11.1 Further to D5, the Contractor shall submit invoices to the Contract Administrator.

D11.2 Invoices must clearly indicate, as a minimum:

- (a) the City's order number;
- (b) date(s) of provision of services;
- (c) location at which service was provided;
- (d) type and quantity of services provided;
- (e) the amount payable with GST and MRST shown as separate amounts; and
- (f) the Contractor's GST registration number.

D11.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D12. PAYMENT

D12.1 Further to GC.9.01 and GC.9.03, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

WARRANTY

D13. WARRANTY

D13.1 Further to GC.10.01, if a defect or deficiency prevents the full and normal use or operation of the Work or any portion thereof, for purposes of calculating the warranty period, time shall be deemed to cease to elapse for the defective or deficient portion, and for any portion of the Work

whose use or operation is prevented by such defect or deficiency, as of the date on which the defect or deficiency is observed or the use or operation is prevented and shall begin to run again when the defect or deficiency has been corrected or the Work may be used or operated to the satisfaction of the Contract Administrator.

- D13.2 Notwithstanding GC.10.01, GC.10.02 and D13.1, if any law of Manitoba or of the jurisdiction in which the Work was manufactured requires, or if the manufacturer provides, a longer warranty period or a warranty which is more extensive in its nature, then the provisions of such law or manufacturer's warranty shall apply.

PART E - SPECIFICATIONS

GENERAL

These Specifications shall apply to the Work.

E1. GENERAL

The following Drawings are applicable to the Work:

<u>Drawing No.</u>	<u>Drawing Name/Title</u>	
F1-R0	New Shelving Layout	Main Floor
F2-R0	New Shelving Layout	Second Floor
F3-R0	New Shelving Installation	Third Floor
F4-R0	Existing Shelving Reinstallation	Third Floor
F5-R0	New Shelving Plan	Fourth Floor
F6-R0	Existing Shelving Reinstallation Plan	Fourth Floor

E2. NEW REQUIREMENTS - SPECIFICATIONS

The Goods shall be in accordance with the requirements hereinafter specified, and shall include the following:

E2.1 Frames and Construction Shall:

- (a) Be black;
- (b) Have full welded steel frames;
- (c) Have minimum 16 gauge steel construction;
- (d) Support 50 lbs per lineal foot;
- (e) Be fully and easily adjustable;
- (f) Have fully adjustable levelling system/ levels on each section;
- (g) Have fully interchangeable components, to expand or reconfigure as needed and to adapt as needed to specialty shelves;
- (h) Have the ability for easy conversion from single faced to double faced;
- (i) Include floor and wall anchors, as required to maintain shelf stability;
- (j) Have corner wall fillers.

E2.2 Finishing for shelving and components:

- (a) Shall be finished in a manner that has no exposed sharp edges to reduce risk of injuries;
- (b) Shelving and components may be baked-on enamel finish or epoxy powder coating finish.

E2.3 Shelves:

- (a) Shall be black;
- (b) Shall be a minimum 18 gauge construction;
- (c) Shall be 36" wide, variable shelf depths in accordance with the drawings;
- (d) Shall be variable heights in accordance with the drawings;

- (e) Shall include zigzag inserts for displays - to fit 36" wide shelves;
- (f) Shelves which are single faced shall be:
 - (i) Wall type; or
 - (ii) Full back type; or
 - (iii) Come with lockable glass doors.
- (g) Shelves which are double faced shall be:
 - (i) Aisle type; or
 - (ii) Full back type.
- (h) Shelf types shall include:
 - (i) Flat standard;
 - (ii) Flat with adjustable dividers and backstops with dividers;
 - (iii) Sloped display;
 - (iv) Pivoting periodical;
 - (v) Fixed periodical, between 13-14" high;
 - (vi) Media hanger racks;
 - (vii) Sliding reference shelf;
 - (viii) Media browsing boxes.

E2.3.1 Flat standard shelving shall have:

- (i) Integral backs high enough to stop books from falling off back, flopping over back or moving onto adjoining rear shelf;

E2.3.2 One piece divider type shelves shall have:

- (i) Shelf and integral backs slotted on 1" centers to accept adjustable dividers;
- (ii) Sides of the shelf flanged for locking into end brackets;
- (iii) Five dividers per shelf.

E2.3.3 Sloped display shelving shall:

- (i) allow for display of larger books of varying depths (up to 2"); and heights (12" to 14").

E2.3.4 Pivoting periodical shelving shall consist of:

- (i) Pivoting display shelves hinged to shelf brackets;
- (ii) Include a mechanism to hold the shelf in an upright position so it will not flop down in order to allow browsing of back issues;
- (iii) Display shelves shall be equipped with rubber bumpers on support brackets for sound deadening;
- (iv) Flat shelves for storage of back issues.

E2.3.5 Base shelves:

- (i) Shall be flat;
- (ii) May be closed or have kick plate.

E2.4 Backs shall be:

- (a) Full steel backs on some shelving;
- (b) Back stops for flat shelves with dividers.

E2.5 Book Ends/Supports:

- (a) Each flat shelf received shall have a steel hook-on book support.

E2.6 Periodical display units shall:

- (a) Be free standing units as shown on the drawings;
- (b) Have 5 sloped shelves with 5 flat shelves for storage of back issues;
 - (i) storage shelves to hold four stacks of 8.5 x 11 magazines up to 8" high;
 - (ii) 72" High x 37.5" Wide x 20" Deep.

E2.7 Canopy Tops:

- (a) Shall extend the full width and depth of the unit base;
- (b) Millwork canopy tops shall be:
 - (i) White oak;
 - (ii) Installation only.
- (c) Metal Canopy tops shall be:
 - (i) Black;
 - (ii) Supply, and installation.

E2.8 End Panels:

- (a) Shall cover the entire height and depth of unit and shall be universal;
- (b) Millwork panels items:
 - (i) Shall be white oak;
 - (ii) Shall be installation only.
- (c) Metal panel items:
 - (i) Shall be black;
 - (ii) Shall be supply and installation.

E2.9 EXISTING shelving consists of three types:

- (a) 2 types are AAA steel book shelving:
 - (i) 1 type with end panels and canopy tops;
 - (ii) 1 type without end panels and canopy tops.
- (b) 1 type is over-sized utility shelving, without end panels and canopy tops.

E3. NEW REQUIREMENTS

First Floor

E3.1 Circulation Services Section:

Service Counter:

1A #1	13 SF bays of wall mounted shelving [2 rows] -	78" High
	1 row @ 10 SF	
	1 row @ 3 SF	

Shelves:

10" Deep
1 base shelf & 5 flat shelves per SF bay

Install only:

White oak canopy tops:
4 white oak end panels

1A #2	Not Shown on Drawing 5 SF bays of wall mounted shelving [1 row] –	78" high
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One row @ 5 SF
Shelves:
10" deep
1 base shelf & 5 flat shelves per SF bay
Install only:
White oak canopy tops
2 white oak end panels

E3.2 Popular Library Services Section:

Service Counter:

2A #1 5 DF bays of shelving [1 row] - 66" High;
1 row @ 5DF;

Shelves:
10" Deep;
2 base shelves & 8 flat shelves per DF bay

Backs:
Full steel backs

Install only:
White oak canopy tops
2 white oak end panels

2A #2 **Not shown on Drawing**
5 SF bays of sloped display shelving

Collections Area:

2B #1 **Not Shown on Drawing**
Specialty Shelving - 30 zigzag shelves

Fiction:

2C #1 126 DF bays of shelving [24 rows] - 66" High
15 rows @ 6 DF
9 rows @ 4 DF

Shelves:
10" Deep
2 base shelves & 8 flat shelves per DF bay

Supply and Install:
Metal canopy tops

Install only:
48 white oak end panels

2C # 2 43 SF bays of shelving [6 rows] - 66" High
2 rows @ 9 SF
2 rows @ 8 SF
1 row @ 5 SF
1 row @ 4 SF

Shelves:
10" Deep
1 base shelf & 4 flat shelves per SF bay

Backs:
Full back required to form wall Between Children's & Popular Library

Supply and Install:
Metal canopy tops

Install only:
12 white oak end panels [6 rows]

- 2C # 3 **Not Shown on Drawing**
7 SF bays of sloped display shelving
- 2C #4 **Not Shown on Drawing**
10 SF bays of wall mounted shelving (3 rows) – 66" high
2 rows @ 4 SF
1 row @ 2 SF
Shelves:
10" deep
1 base shelf & 5 flat shelves per SF bay
Full metal backs required for each bay.
Supply and Install:
Metal canopy tops
Install only:
6 white oak end panels
- 2C #5 **Not Shown on Drawing**
20 DF bays of shelving (5 rows) – 66" high
5 rows @ 4DF
Shelves:
10" deep
2 base shelves & 5 flat shelves per DF bay
Supply and Install:
Metal canopy tops
Install only:
10 white oak end panels
- Browsing:
- 2D #1 25 periodical displayers
Individual freestanding units;
72" high x 37.5" wide x 20" deep.
5 sloped shelves with 5 flat shelves for storage of back issues;
storage shelves shall hold four stacks of 8.5" x 11" magazines;
Shelves: 13" - 14" High
- 2D #2 22 DF bays of shelving [11 rows] - 66" High
11 rows @ 2 DF
16 DF bays of sloped display shelving
6 DF bays of shelving
Shelves: 10" Deep
2 base shelves & 8 flat shelves per DF bay
Supply and Install:
Metal canopy tops
Install only:
22 white oak end panels
- E3.3 Children's Services Section:
- Service Counter:
- 3A # 1 3 DF bays of shelving [1 row] - 66" High
1 row @ 3 DF
Shelves: 10" Deep
2 base shelves & 8 flat shelves per DF bay
Backs:
Full steel backs

Install only:
White oak canopy tops
2 white oak end panels

- 3A #2 **Not Shown on Drawing**
3 SF bays of sloped display shelving

Collections Area:

- 3B #1 **Not Shown on Drawing**
Specialty Shelving - 60 zigzag shelves

Young Adult Centre:

- 3C #1 7 SF bays of wall mounted shelving [1 row] - 48" High
1 row @ 7 SF
Shelves:
10" Deep
1 base shelf & 3 flat shelves per SF bay
Supply and Install:
Metal canopy tops
2 metal end panels

- 3C # 2 **Not Shown on Drawing**
7 sliding reference shelves [1 per SF bay]

Periodicals, Graphic Novels, Hot Topics& Multimedia:

- 3C # 3 7 SF bays of wall mounted shelving [1 row] - "66" High
1 row @ 7 SF
Shelves:
2 SF bays of sloping periodical shelving with flat storage shelves
4 sloping shelves per SF
2 SF bays of sloped display shelving to allow for displays of larger books
2 SF bays of shelving
Shelves: 10" Deep
1 base shelf & 4 flat shelves per SF bay
1 SF bay of multimedia shelving to allow for displays of DVD's & CD's
Supply and Install:
Metal canopy tops
2 metal end panels

Young Adults Fiction:

Shelving may be either white oak, or metal construction; supply and Install either option.

- 3C # 4 10 DF bays of wooden shelving [metal or white oak] [2 rows] -
adjustable shelves and moveable, with heavy duty casters
2 rows @ 5 DF
Shelves:
10" Deep
2 base shelves & 8 flat adjustable shelves per DF bay
Supply and Install:
Metal or white oak canopy tops
4 white oak end panels

- 3C # 5 **Not Shown on Drawing**
1 SF bays of sloped display shelving

E3.4 Children's Centre:

Display Area:

3D #1 4 SF bays of lockable display cases with glass doors [one row] - 66" High
1 row @ 4 SF

Shelves:

12" Deep

1 base shelf & 4 adjustable shelves per SF bay

Backs:

Full back - part of wall between Popular Library & Children's

Supply and Install:

Metal canopy tops

Install only:

2 white oak end panels [1 row]

3D # 2 9 SF bays of shelving [1 row] - 66" High
6 SF bays of sloped display shelving
3 SF bays of lockable display cases with glass doors -

Shelves:

12" Deep

1 base shelf & 4 adjustable shelves per SF bay

Backs:

Full back - part of wall between Popular Library & Children's

Supply and Install:

Metal Canopy Tops

Install only:

2 white oak end panels

Juvenile Reference Awards / Research & Resource Area:

3E # 1 16 SF bays of shelving [2 rows] 66" High
2 rows @ 8 SF
8 SF with lockable glass doors
8 SF without doors

Shelves:

10" Deep

1 base shelf & 4 adjustable shelves per SF bay

Backs:

Full back - part of wall between Popular Library & Children's

Supply and Install:

Metal Canopy Tops

Install only:

4 white oak end panels

3E #2 **Not Shown on Drawing**
8 sliding reference shelves for shelving without lockable glass doors

Periodicals, Graphic Novels, Videos & DVD's Area:

3F #1 14 SF bays of shelving [2 rows] 66" High
One row @ 9 SF
One row @ 5 SF
4 SF bays of sloping periodical shelving; with flat storage shelves for back issues
4 sloped shelves per bay
1 SF bay of sloping display shelving for Graphic Novels
1 base shelf & 4 sloping shelves to allow for display of larger books

9 SF bays of shelving for videos & DVDs
10" Deep
1 base shelf & 4 flat shelves per SF bay

Backs:

Full back – part of wall between Popular Library & Children's

Supply and Install:

Metal Canopy Tops

Install only:

4 white oak end panels

3F #2 Not Shown on Drawing

2 SF bays of sloped display shelving to allow for displays of videos & DVD's

Multilingual Collection Area:

3G #1 21 SF bays of wall mounted shelving [1 row] - 66" High
1 row @ 21 SF

Shelves:

10" Deep

1 base shelf with adjustable dividers & 4 shelves with adjustable dividers per SF bay
5 dividers per 36" shelf

Supply and Install:

Metal Canopy Tops

Install only:

2 white oak end panels

3G #2 Not Shown on Drawing

2 SF bays of sloped display shelving

Younger Readers' Area:

3H #1 35 DF bays of shelving [7 rows] - 42" High
5 rows @ 6 DF
1 row @ 3 DF
1 row @ 2 DF

Shelves:

12" Deep

2 base shelves & 4 flat shelves per DF bay

Install only:

White oak & melamine canopy tops

14 white oak end panels

3H #2 Not Shown on Drawing

2 SF bays of sloped display shelving

3H #3 Not Shown on Drawing

5 DF bays of shelving (2 rows) – 42" high
1 row @ 3 DF
1 row @ 2 DF

Shelves:

12" deep

2 base shelves & 4 flat shelves per SF bay

Install only:

White oak & melamine canopy tops

4 white oak end panels

Transitional Readers' Area:

3I #1 19 DF bays of shelving [4 rows] – 48" High

2 rows @ 6 DF
1 row @ 4 DF
1 row @ 3 DF
18 SF bays of shelving
Shelves: 10" Deep
1 base shelf & 3 flat shelves per bay
4 SF bays of media hanger racks for Books on Cassette & Books on CD
16 SF bays of shelving for Folk & Fairy Tales
Shelves: 12" Deep
1 base shelf & 3 flat shelves per bay

Supply and Install:
Metal Canopy Tops
Install only:
8 white oak end panels

31 #2 **Not Shown on Drawing**
4 SF bays of sloped display shelving to allow for displays of larger books

31 #3 **Not Shown on Drawing**
2 DF bays of shelving (1 row) – 48" High
1 row @ 2 DF
Shelves:
10" deep
1 base shelf & 3 flat shelves per bay
Supply and Install:
Metal Canopy top
Install only:
2 end panels

Older Readers & Kiwanis area

3J # 1 & 3J #2
29 DF bays of shelving [6 rows] - 66" High
4 rows @ 6 DF
1 row @ 3 DF
1 row @ 2 DF
23 DF bays of shelving for Juvenile Fiction
Shelves: 10" Deep
2 base shelves & 8 flat shelves per DF bay
6 DF bays of shelving for assorted collections
3 SF bays for Books on Cassettes / Books on CD
Shelves: 10" Deep
1 base shelf with dividers & 4 flat shelves with dividers per SF bay
5 dividers per 36" shelf
3 SF bays of shelving for Fiction
Shelves: 10" Deep
1 base shelf with dividers & 4 flat shelves per SF bay
6 SF bays for Kiwanis materials
Shelves: 10" Deep
1 base shelf with dividers & 4 flat shelves with dividers per SF bay
5 dividers per 36" shelf
Supply and Install:
Metal canopy tops
Install only:
12 white oak end panels

3J #3 **Not Shown on Drawing**

2 SF bays of sloped display shelving

Information Area

- 3K #1 51 DF bays of shelving [11 rows] - 66" High
7 rows @ 6 DF
2 rows @ 4 DF
1 rows @ 3 DF
1 row @ 2 DF
Shelves:
10" Deep
2 base shelves & 8 flat shelves per DF bay
Supply and Install:
Metal Canopy Tops
Install only:
22 white oak end panels
Reference [4 DF]
Non Fiction [47 DF]
- 3K #2 **Not Shown on Drawing**
102 sliding reference shelves [1 per bay]
- 3K #3 **Not Shown on Drawing**
4 SF bays of sloped display shelving

Seasonal Area

- 3L #1 6 DF bays of shelving [1 row] - 66" High
1 row @ 6 DF
Shelves:
10" Deep
2 base shelves & 8 flat shelves per DF bay
Supply and Install:
Metal Canopy Tops
Install only:
2 white oak end panels

Second Floor

E3.5 Special Services Section:

Service Counter

- 4A #1 5 DF bays of shelving [1 row] - 78" High
1 row @ 5 DF
Shelves:
10" Deep
2 base shelves & 10 flat shelves per DF bay
Backs:
Full steel backs
Install only:
White oak canopy tops
2 white oak end panels
- 4A #2 **Not Shown on Drawing**
5 SF bays of sloped display shelving

Collections Area

- 4B #1 **Not Shown on Drawing**
Specialty Shelving - 30 zigzag shelves

Biographies

4C #1 43 DF bays of shelving [8 rows]- 78" High

5 rows @ 6 DF
2 rows @ 5 DF
1 row @ 3 DF

Shelves:

10" Deep
2 base shelves & 10 flat shelves per DF bay

Supply and Install:

Metal canopy tops

Install only:

10 white oak end panels

4C #2 **Not Shown on Drawing**
43 reference consultation shelves required

4C #3 **Not Shown on Drawing**
1 SF bay of sloped display shelving

4C #4 **Not Shown on Drawing** 78" high
20 DF bays of shelving (5 rows) –

5 rows @ 4 DF

Shelves:

10" deep
2 base shelves & 10 flat shelves per DF bay

Supply and Install:

Metal Canopy Tops

Install only:

16 white oak end panels

Multilingual Materials

4D #1 48 DF bays of shelving [9 rows] - 78" High

8 rows @ 6 DF

Shelves:

10" Deep
2 base shelves with adjustable dividers
10 flat shelves with adjustable dividers per DF bay
5 dividers per 36" shelf

Supply and Install:

metal canopy tops

Install only:

16 white oak end panels

4D #2 **Not Shown on Drawing**
1 SF bay of sloped display shelving

4D #3 4 DF bays of sloped periodical display shelving [1 row] 78" High
1 row @ 4 DF

10 sloped shelves required per DF bay
Storage for back issues required

Shelves: 13" – 14" High

Supply and Install:

Metal canopy tops

Install only:

2 white oak end panels

Talking Books & Daisy Books

4E #1 35 DF bays of shelving [6 rows] – 78" High
5 rows @ 6 DF
1 row @ 5 DF

Shelves:

10" Deep
5 rows with flat shelves
4 rows @ 6 DF
1 row @ 5 DF
2 base shelves & 10 flat shelves per DF bay
1 row with adjustable dividers
1 row @ 6DF
2 base shelves with dividers & 10 flat shelves with adjustable dividers per DF bay
5 dividers per 36" shelf

Supply and Install:

metal canopy tops

Install only:

12 white oak end panels

Large Print Books

4F #1 59 DF bays of shelving [10 rows] 78" High
9 rows @ 6 DF
1 row @ 5 DF

Shelves:

10" Deep
2 base shelves & 10 flat shelves per DF bay

Supply and Install:

Metal canopy tops

Install only:

20 end panels

4F #2 **Not Shown on Drawing**
1 SF bay of sloped display shelving

Native Studies Materials

4G # 1 6 DF bays of shelving [2 rows] 66" High
1 row @ 4 DF
1 row @ 2 DF

Shelves:

10" Deep
2 base shelves & 8 flat shelves per DF bay

Supply and Install:

Metal canopy tops

Install only:

4 white oak end panels

4G #2 **Not Shown on Drawing**
Two SF bays of sloped display shelving

ABE / ESL Materials

4H #1 14 DF bays of shelving [2 rows] – 66" High
1 row @ 8 DF
1 row @ 6 DF

Shelves:

10" Deep
2 base shelves with adjustable dividers
8 flat shelves with adjustable dividers per DF bay
5 dividers per 36" shelf
Supply and Install:
Metal canopy tops
Install only:
4 white oak end panels

4H #2 **Not Shown on Drawing**
1 SF bay of sloped display shelving

Music Scores

4I #1 9 DF bays of shelving [1 row] 66" High
1 row @ 9 DF
Shelves:
10" Deep
2 base shelves with adjustable dividers
8 flat shelves with adjustable dividers per DF bay
5 dividers per 36" shelf
Supply and Install:
Metal canopy tops
Install only:
2 white oak end panels

4I #2 **Not Shown on Drawing**
1 SF bay of sloped display shelving

Videos / DVD's

4J #1 46 DF bays of flat shelving [8 rows] 78" High
7 rows @ 6 DF
1 row @ 4 DF
Shelves:
8" Deep
2 base shelves & 10 flat shelves per DF bay
Supply and Install:
Metal canopy tops
Install only:
16 white oak end panels

4J #2 **Not Shown on Drawing**
3 SF bays display shelving
1 for DVDs
2 for videos

Books on Cassette

4K #1 3 DF bays of shelving [1 row] 66" High
1 row @ 3 DF
Shelves:
10" Deep
2 base shelves with adjustable dividers
8 flat shelves with adjustable dividers per DF bay
5 dividers per 36" shelf
Supply and Install:
Metal canopy tops
Install only:

2 white oak end panels

CD: ROMS

4L # 1 3 DF bays of media hanger racks [1 row] 66 " High
1 row @ 3 DF
Supply and Install:
metal canopy tops
Install only:
2 white oak end panels

Reference

4M #1 4 DF bays of shelving [1 row] – 42" High
1 row @ 4 DF
Shelves:
10" Deep
2 base shelves & 4 flat shelves per DF bay
Install only:
2 white oak end panels
White oak & melamine canopy tops

Staff Work Room

4N #1 15 SF bays of wall mounted shelving [3 rows] 78" High
1 row @ 11 SF
1 row @ 4 SF
Shelves:
10" deep
1 base shelf & 5 flat shelves per SF bay
Supply and Install:
Metal canopy tops
4 metal end panels

Third Floor

E3.6 Periodicals & Micromedia Section & Local History Room:

Service Counter

5A#1 1 row of 6 DF bays of shelving - 84" High
2 base shelves + 12 flat shelves per DF bay
Shelves:
12" Deep
Backs:
Full steel backs
Supply and Install:
Metal canopy tops
Install only:
2 white oak end panels

Periodicals & Micromedia Area

5B# 1 5 rows of 4 DF bays of sloped periodical display shelving 66" High
no storage of back issues required
Shelves:
2 base shelves and 8 sloped shelves per DF bay
Sloped shelves: 13" to 14" High
Supply and Install:
Metal canopy tops
Install only:
10 white oak end panels

5B#2 1 row of 4 DF bays of shelving - 42" High
Shelves:
10" Deep
2 base shelves and 4 flat shelves per DF unit
Install only:
white oak & melamine canopy tops
2 white oak end panels

Local History Room

5C#1 36 SF bays wall mounted shelving [6 rows] 66" High
1 row @ 14 SF bays
1 row @ 6 SF bays
1 row @ 5 SF bays
2 row @ 4 SF bays
1 row @ 3 SF bays
Shelves:
10 " Deep
1 base shelf & 4 flat shelves per SF bay
Install only:
White oak canopy tops
12 white oak end panels

5C#2 **Not Shown on Drawing**
2 corner fillers

5C#3 **Not Shown on Drawing**
36 sloped display shelves

5C#4 **Not Shown on Drawing**
36 sliding reference shelves [1 per SF bay]

5C#5 **Not Shown on Drawing**
Specialty shelves - 30 zigzag shelves

5C#6 32 DF bays shelving [3 rows] 66" High
1 row @ 12 DF bays
1 row @ 11 DF bays
1 row @ 9 DF bays
Shelves:
10" Deep
2 base shelves and 8 flat shelves per DF bay
Install only:
White oak canopy tops
6 white oak end panels

5C#7 **Not Shown on Drawing**
70 reference consultation shelves [2 per DF bay]

5C#8 **Not Shown on Drawing**
4 SF bays of sloped display shelving

Staff Workroom

5D#1 1 row of 5 SF bays of wall mounted shelving - 78" High
Shelves:

12" Deep
1 base shelf and 5 flat shelves per SF bay
Supply and Install:
Metal canopy top
2 metal end panels

Fourth Floor

E3.7 Information & Reference Services Section Service Counter

6A#1 1 row of 5 double faced bays of shelving - 78" High
Shelves:
10" Deep
2 base shelves and 8 flat shelves per double faced unit
Backs:
Full steel backs
Install only:
White oak canopy top
2 white oak end panels

6A#2 **Not Shown on Drawing**
5 SF bays of sloped display shelving

Staff Work Room

6B#1 6 bays of wall mounted SF shelving - 78" High
Shelves:
10" Deep
1 base shelf and 5 flat shelves per SF bay
Supply and Install:
Metal canopy tops
2 metal end panels

E4. EXISTING REQUIREMENTS

Third Floor

E4.1 Periodicals & Micromedia Closed Stack Area

Newspapers

29 DF bays of grey oversize utility shelving [30" wide
4 rows @ 6 DF bays
1 row @ 5 DF bay
25 DF bays with 10 shelves per DF bay
4 DF bays with 16 shelves per DF bay
Shelves:
15" Deep shelves

Periodicals

21 DF bays of 78" High AAA steel shelving without end panels & canopy tops
14 rows @ 8 DF bays
1 row @ 6 DF bays
1 row @ 3 DF bays
12 shelves per DF bay
12" Deep shelves

Stack Reference

- 3 SF bays of 78" High AAA steel book shelving **without** end panels & canopy tops
 - 1 row @ 3 SF bays
- 62 DF bays of 78" High AAA steel book shelving **with** end panels & canopy tops
 - 14 rows @ 4 DF bays
 - 3 rows @ 2 DF bays
- Shelves:
 - 2 base shelves + 10 flat shelves per DF bay
 - 10" Deep shelves

E4.2 Support Services Area

Serials:

- 4 SF bays of 78" High AAA steel shelving without end panels & canopy tops
 - 1 4ow @ 4 SF bays
- Shelves:
 - 10" Deep
 - 1 base shelf + 5 flat shelves per SF bay

New Materials:

- 90 DF bays of 78" High AAA steel book shelving **with** end panels & canopy tops
 - 1 row @ 4 SF
 - 9 rows @ 7 DF bays shelving
 - 4 rows @ 5 DF bays shelving
 - 1 row @ 4 DF bays shelving
 - 1 row @ 3 DF bays shelving
- Shelves:
 - 10" Deep
 - 2 base shelves and 10 flat shelves per DF bay

Fourth Floor

E4.3 Collections Area

Reference , Index Centre , Government Documents & Business Centre:

- 86 DF bays of 42" High shelving
 - 2 base shelves and 2flat shelves per DF bay
 - 11 rows @ 4 DF bays
 - 14 rows @ 3 DF bays
- 15 DF bays of 78" High shelving
 - 3 rows have 4 DF bays
 - 1 row has 3 DF bays
 - 2 base shelves + 10 flat shelves per DF bay

Non-Fiction, Oversize, CWIC & Government Documents:

- 499 DF bays of 78" High shelving
 - 2 base shelves & 10 flat shelves per DF bay
 - Aisle 2: 38 rows @ 187 DF bays
 - Aisle 3: 41 rows @ 231 DF bays

Reading Room:

- 15 rows @ 81 DF bays
 - 1 row @ 8 DF bays
 - 1 row @ 7 DF bays
 - 8 rows @ 6 DF bays
 - 1 row @ 5 DF bays

2 rows @ 4 DF bays
1 row @ 3 DF bays
1 row @ 2 DF bays

E5. ADDITIONAL REQUIREMENTS

E5.1 Shall be supply only:

- E5.1.1 20 8" deep shelves with integral backs;
- E5.1.2 50 12" deep shelves with integral backs;
- E5.1.3 20 Media Hanger Racks.

E6. DELIVERY

E6.1 New requirements:

E6.1.1 Goods shall be delivered FOB destination, freight prepaid to 251 Donald Street via the loading dock;

E6.1.2 Goods shall be delivered between 8:30 a.m. and 3:00 p.m. on regular business days.

E6.2 The Contractor shall be solely responsible for the off-load of goods, as directed at the delivery location.

E6.2.1 The Contractor shall ensure he has the necessary equipment to move the Goods from any access ramp or loading area to its required destination.

- (a) The Contractor shall notify **one day prior to delivery**, to the attention of:
Vera Andrysiak
Central Library Services Administrative Coordinator
986-6458