



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 297-2005

PARTIAL ROOF REPLACEMENT AT PAN AM POOL – 25 POSEIDON BAY

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PART B

BIDDING PROCEDURES

PART B - BIDDING PROCEDURES

B1. PROJECT TITLE

B1.1 PARTIAL ROOF REPLACEMENT AT PAN AM POOL – 25 POSEIDON BAY

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 12:00 noon Winnipeg time, June 1, 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. SITE INVESTIGATION

B3.1 Further to GC:3.1, the Contract Administrator or an authorized representative will be available at the Site from 10:00 a.m. to 11:00 a.m. on May 25, 2005 to provide Bidders access to the Site.

B3.2 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.

B4. ENQUIRIES

B4.1 All enquiries shall be directed to the Contract Administrator identified in D3.1.

B4.2 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.

B4.3 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.

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 Bid Opportunity 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.

B5. ADDENDA

B5.1 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.

B5.2 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.

- B5.2.1 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>.
- B5.2.2 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.
- B5.3 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.

B6. SUBSTITUTES

- B6.1 The Work is based on the Plant, Materials and methods specified in the Bid Opportunity.
- B6.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B6.3 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.
- B6.4 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.
- B6.5 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.
- B6.6 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.
- B6.6.1 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.
- B6.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.

B6.8 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 B14.

B6.9 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.

B7. BID SUBMISSION

B7.1 The Bid Submission consists of the following components:

- (a) Form A: Bid;
- (b) Form B: Prices.

B7.2 The Bid Submission shall be submitted enclosed and sealed in an envelope clearly marked with the Bid Opportunity number and the Bidder's name and address.

B7.2.1 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.

B7.3 Bid Submissions submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.

B7.4 Bid Submissions shall be submitted to:

The City of Winnipeg
Corporate Finance Department
Materials Management Branch
185 King Street, Main Floor
Winnipeg MB R3B 1J1

B8. BID

B8.1 The Bidder shall complete Form A: Bid, making all required entries.

B8.2 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.

B8.2.1 If a Bid is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B8.2.

B8.3 In Paragraph 3 of Form A: Bid, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Bid.

B8.4 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.

B8.4.1 The name and official capacity of all individuals signing Form A: Bid shall be printed below such signatures.

B8.4.2 All signatures shall be original.

B8.5 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.

B9. PRICES

B9.1 The Bidder shall state the lump sum price in Canadian funds for the Work on Form B: Prices.

B9.2 The Bidder shall state a separate price for the cost per square foot for additional wet insulation that may extend past the work specified on Form B: Prices:

B9.3 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. QUALIFICATION

B10.1 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;
- (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).

- B10.2 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.
- B10.3 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.

B11. OPENING OF BIDS AND RELEASE OF INFORMATION

- B11.1 Bid Submissions will be opened publicly, after the Submission Deadline has elapsed, in the office of the Corporate Finance Department, Materials Management Branch, or in such other office as may be designated by the Manager of Materials.
- B11.1.1 Bidders or their representatives may attend.
- B11.2 After the public opening, the names of the Bidders and their Total Bid Prices as read out (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>.
- B11.3 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>.
- B11.4 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.

B12. IRREVOCABLE BID

- B12.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 9 of Form A: Bid.
- B12.2 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.

B13. WITHDRAWAL OF BIDS

- B13.1 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.
- B13.1.1 Notwithstanding GC:23.3, 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.
- B13.1.2 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.
- B13.1.3 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 B13.1.3(b), declare the Bid withdrawn.

B13.2 A Bidder who withdraws his Bid after the Submission Deadline but before his Bid has been released or has lapsed as provided for in B12.2 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.

B14. EVALUATION OF BIDS

B14.1 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 B9.3 (pass/fail);
- (c) Total Bid Price;
- (d) economic analysis of any approved alternative pursuant to B6.

B14.2 Further to B14.1(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.

B14.3 Further to B14.1(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.

B14.4 Further to B14.1(c), the Total Bid Price shall be the lump sum price shown on Form B: Prices.

B14.4.1 If there is any discrepancy between the lump sum price written in figures and the lump sum price written in words, the price written in words shall take precedence.

B15. AWARD OF CONTRACT

B15.1 The City will give notice of the award of the Contract or will give notice that no award will be made.

B15.2 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.

B15.2.1 Without limiting the generality of B15.2, 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.

- B15.3 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.
- B15.4 Notwithstanding GC:4, the City will issue a Purchase Order to the successful Bidder in lieu of the execution of a Contract.
- B15.5 The Contract, as defined in GC:1.1, in its entirety shall be deemed to be incorporated in and to form a part of the Purchase Order notwithstanding that it is not necessarily attached to or accompany said Purchase Order.

PART C - GENERAL CONDITIONS

C1. GENERAL CONDITIONS

C1.1 The *General Conditions for Construction Contracts* (Revision 2000 11 09) are applicable to the Work of the Contract.

C1.1.1 The *General Conditions for Construction Contracts* 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 Construction Contracts*, 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 "Tender Package" wherever it appears in the General Conditions and substituting "Bid Opportunity".
- D1.4 The General Conditions are amended by striking out "Tender Submission" wherever it appears in the General Conditions and substituting "Bid Submission".
- D1.5 The General Conditions are amended by deleting GC:6.16 and GC:6.17. The City of Winnipeg is now within the jurisdiction of the Manitoba Ombudsman pursuant to The Ombudsman Act.

D2. SCOPE OF WORK

- D2.1 The Work to be done under the Contract shall consist of the partial roof replacement at Pan Am Pool, 25 Poseidon Bay.
- D2.2 The major components of the Work are as follows:
- (a) Roof replacement as specified;
 - (b) Drawings – R1 and D1
 - (c) Work will be performed during the pool shut down period – August 27 to October 7, 2005.

D3. CONTRACT ADMINISTRATOR

- D3.1 The Contract Administrator is The City of Winnipeg, represented by:

Norm Carrothers
Contracts Officer
Main Floor, 100 Main Street
Winnipeg, Manitoba R3C 1A4
Telephone No. (204) 986-7280
Facsimile No. (204) 986-7311
Cell No. (204) 794-4400

- D3.2 At the pre-construction meeting, the Contract Administrator will identify additional personnel representing the Contract Administrator and their respective roles and responsibilities for the Work.

D4. CONTRACTOR'S SUPERVISOR

- D4.1 At the pre-construction meeting, the Contractor shall identify his designated supervisor and any additional personnel representing the Contractor and their respective roles and responsibilities for the Work.

D5. NOTICES

- D5.1 Except as provided for in GC:23.2.2, all notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications to the Contractor shall be sent to the address or facsimile number identified by the Contractor in Paragraph 2 of Form A: Bid.
- D5.2 All notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications to the City, except as expressly otherwise required in D5.3, D5.4 or elsewhere in the Contract, shall be sent to the attention of the Contract Administrator at the address or facsimile number identified in D3.1.
- D5.3 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
- D5.4 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. INSURANCE

- D6.1 The Contractor shall provide and maintain the following insurance coverage:
- (a) 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, such liability policy to also contain a contractual liability, an unlicensed motor vehicle liability and a products and completed operations endorsement to remain in place at all times during the performance of the Work and throughout the warranty period;
 - (b) automobile liability insurance for owned and non-owned automobiles used for or in connection with the Work in the amount of at least two million dollars (\$2,000,000.00) at all times during the performance of the Work and until the date of Total Performance.
- D6.2 Deductibles shall be borne by the Contractor.
- D6.3 The Contractor shall provide the City Solicitor with a certificate of insurance of each policy, in a form satisfactory to the City Solicitor, 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.

D6.3.1 The certificate of insurance for the commercial general liability insurance must clearly state "operations to include demolition work".

D6.4 The Contractor shall not cancel, materially alter, or cause each policy to lapse without providing at least fifteen (15) Calendar Days prior written notice to the Contract Administrator.

D7. PERFORMANCE SECURITY

D7.1 If the Contract Price exceeds twenty-five thousand dollars (\$25,000.00), the Contractor shall provide and maintain performance security 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 form attached to these Supplemental Conditions (Form H1: Performance Bond), in the amount of fifty percent (50%) of the Contract Price; or
- (b) an irrevocable standby letter of credit issued by a bank or other financial institution registered to conduct business in Manitoba and drawn on a branch located in Winnipeg, in the form attached to these Supplemental Conditions (Form H2: Irrevocable Standby Letter of Credit), in the amount of fifty percent (50%) of the Contract Price; or
- (c) a certified cheque or draft payable to "The City of Winnipeg", drawn on a bank or other financial institution registered to conduct business in Manitoba, in the amount of fifty percent (50%) of the Contract Price.

D7.1.1 Where the performance security is in the form of a certified cheque or draft, it will be deposited by the City. The City will not pay any interest on certified cheques or drafts furnished as performance security.

D7.2 The Contractor shall provide the City Solicitor with the required performance security within seven (7) Calendar Days of notification of the award of the Contract by way of Purchase Order and prior to the commencement of any Work on the Site.

D8. SUBCONTRACTOR LIST

D8.1 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 but in no event later than seven (7) Calendar Days from notification of the award of Contract.

SCHEDULE OF WORK

D9. COMMENCEMENT

D9.1 The Contractor shall not commence any Work until he is in receipt of a Purchase Order from the Award Authority 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 GC:6.14;
 - (iii) evidence of the insurance specified in D6;
 - (iv) the performance security specified in D7; and

- (v) the Subcontractor list specified in D8.
- (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.

D9.3 The Contractor shall not commence the Work on the Site before August 27, 2005..

D10. SUBSTANTIAL PERFORMANCE

D10.1 The Contractor shall achieve Substantial Performance by October 7, 2005.

D10.2 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.

D10.3 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.

D11. TOTAL PERFORMANCE

D11.1 The Contractor shall achieve Total Performance by October 21, 2005..

D11.2 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.

D11.3 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.

D12. LIQUIDATED DAMAGES

D12.1 If the Contractor fails to achieve Substantial Performance in accordance with the Contract by the day fixed herein for Substantial Performance, the Contractor shall pay the City one thousand dollars (\$1000.00) per Working Day for each and every Working Day following the day fixed herein for Substantial Performance during which such failure continues.

D12.2 The amount specified for liquidated damages in D12.1 is based on a genuine pre-estimate of the City's losses in the event that the Contractor does not achieve Substantial Performance by the day fixed herein for same.

D12.3 The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

CONTROL OF WORK

D13. JOB MEETINGS

D13.1 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.

D13.2 The Contract Administrator reserves the right to cancel any job meeting or call additional job meetings whenever he deems it necessary.

D14. PRIME CONTRACTOR – THE WORKPLACE SAFETY AND HEALTH ACT (MANITOBA)

D14.1 Further to GC:6.26, the Contractor shall be the Prime Contractor and shall serve as, and have the duties of the Prime Contractor in accordance with The Workplace Safety and Health Act (Manitoba).

D15. WORKPLACE SAFETY AND HEALTH

D15.1 All Work shall be performed in compliance with the Manitoba Workplace Safety and Health Act.

D15.2 All Work must be performed in compliance to the Manitoba Health and Safety Fall Protection Guidelines.

D15.3 The Contractor must be fully aware of all Work involving hazardous material. All Work shall be performed in compliance to the Manitoba Department of Labour Workplace Health and Safety Guidelines and all other applicable codes. The Contractor is responsible for the immediate notification of the contract Administrator of his/her encountering of suspected hazardous material during their course of Work.

D15.4 The Contractor shall comply with all laws, by-laws, ordinances, regulations, codes and orders of authorities having jurisdiction which are to come into force during the performance of the Work and which relate to the Work. Where there are two or more laws, by-laws, ordinances, regulations or codes applicable to the Work, the most restrictive shall apply.

WARRANTY

D16. WARRANTY

D16.1 The Soprema 15 year Platinum Warranty shall be provided for this project. (Manufacturer's Warranty on roofing membrane)

D16.2 The Contractor warrants that the Work will be free of any and all defects or deficiencies for a period of one (1) year from the date of Total Performance, except that the warranty periods shall be longer where specified in the Specifications.

D16.3 Upon notification by the Contract Administrator, the Contractor shall at his/her sole cost and expense, remedy any defect or deficiency identified by the Contract Administrator during the warranty period and any damage that may arise or result from the defect or deficiency or as a result of the correction of same.

D16.4 Notwithstanding 14.2 and 14.3 above, if any statute in force in the Province of Manitoba or in the jurisdiction where materials were manufactured requires, or if the manufacturer provides, a longer warranty period or a warranty that is more extensive in its nature, then the provisions of such statute or manufacturer's warranty shall apply.

D16.5 At least two (2) weeks prior to the expiration of the Warranty or upon correction of defects and deficiencies, whichever is later, the Contractor shall arrange, attend and assist in the acceptance inspection of the Work. The Contract Administrator shall, on being satisfied that all

outstanding defects and deficiencies in the Work have been corrected, issue a Certificate of Acceptance for the Work to be dated not earlier than one (1) year after the date of the Certificate of Total Performance, or the date that the Contractor corrects the final defects and deficiencies, which is the later, thereby terminating the Warranty Period. The Certificate of Acceptance will indicate acceptance of the due performance of the Contract.

- D16.6 In the event that all outstanding defects and deficiencies have not been corrected to the satisfaction of the Contract Administrator at least one (1) week prior to expiration of the Warranty Period, then the Contractor shall be required to provide and maintain, at his sole cost and expense, an extension of the Performance Bond for a further one (1) year term with regard to those items of Work that have been identified by the Contract Administrator as still being defective and/or deficient. Failure to do so may result in the City realizing on the Performance Security.

FORM H1: PERFORMANCE BOND
(See D7)

KNOW ALL MEN BY THESE PRESENTS THAT

_____ ,
(hereinafter called the "Principal"), and

_____ ,
(hereinafter called the "Surety"), are held and firmly bound unto **THE CITY OF WINNIPEG** (hereinafter called the "Obligee"), in the sum of

_____ dollars (\$_____)

of lawful money of Canada to be paid to the Obligee, or its successors or assigns, for the payment of which sum the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal has entered into a written contract with the Obligee dated the

_____ day of _____, 20____, for:

BID OPPORTUNITY NO. 297-2005

PARTIAL ROOF REPLACEMENT AT PAN AM POOL – 25 POSEIDON BAY

which is by reference made part hereof and is hereinafter referred to as the "Contract".

NOW THEREFORE the condition of the above obligation is such that if the Principal shall:

- (a) carry out and perform the Contract and every part thereof in the manner and within the times set forth in the Contract and in accordance with the terms and conditions specified in the Contract;
- (b) perform the Work in a good, proper, workmanlike manner;
- (c) make all the payments whether to the Obligee or to others as therein provided;
- (d) in every other respect comply with the conditions and perform the covenants contained in the Contract; and
- (e) indemnify and save harmless the Obligee against and from all loss, costs, damages, claims, and demands of every description as set forth in the Contract, and from all penalties, assessments, claims, actions for loss, damages or compensation whether arising under "The Workers Compensation Act", or any other Act or otherwise arising out of or in any way connected with the performance or non-performance of the Contract or any part thereof during the term of the Contract and the warranty period provided for therein;

THEN THIS OBLIGATION SHALL BE VOID, but otherwise shall remain in full force and effect. The Surety shall not, however, be liable for a greater sum than the sum specified above.

AND IT IS HEREBY DECLARED AND AGREED that the Surety shall be liable as Principal, and that nothing of any kind or matter whatsoever that will not discharge the Principal shall operate as a discharge or release of liability of the Surety, any law or usage relating to the liability of Sureties to the contrary notwithstanding.

IN WITNESS WHEREOF the Principal and Surety have signed and sealed this bond the

_____ day of _____, 20____ .

SIGNED AND SEALED
in the presence of:

(Witness)

(Name of Principal)

Per: _____ (Seal)

Per: _____

(Name of Surety)

By: _____ (Seal)
(Attorney-in-Fact)

**FORM H2: IRREVOCABLE STANDBY LETTER OF CREDIT
(PERFORMANCE SECURITY)
(See D7)**

(Date)

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

RE: PERFORMANCE SECURITY - BID OPPORTUNITY NO. 297-2005
PARTIAL ROOF REPLACEMENT AT PAN AM POOL – 25 POSEIDON BAY

Pursuant to the request of and for the account of our customer,

(Name of Contractor)

(Address of Contractor)

WE HEREBY ESTABLISH in your favour our irrevocable Standby Letter of Credit for a sum not exceeding in the aggregate

_____ Canadian dollars.

This Standby Letter of Credit may be drawn on by you at any time and from time to time upon written demand for payment made upon us by you. It is understood that we are obligated under this Standby Letter of Credit for the payment of monies only and we hereby agree that we shall honour your demand for payment without inquiring whether you have a right as between yourself and our customer to make such demand and without recognizing any claim of our customer or objection by the customer to payment by us.

The amount of this Standby Letter of Credit may be reduced from time to time only by amounts drawn upon it by you or by formal notice in writing given to us by you if you desire such reduction or are willing that it be made.

Partial drawings are permitted.

We engage with you that all demands for payment made within the terms and currency of this Standby Letter of Credit will be duly honoured if presented to us at:

(Address)

and we confirm and hereby undertake to ensure that all demands for payment will be duly honoured by us.

All demands for payment shall specifically state that they are drawn under this Standby Letter of Credit.

Subject to the condition hereinafter set forth, this Standby Letter of Credit will expire on

(Date)

It is a condition of this Standby Letter of Credit that it shall be deemed to be automatically extended from year to year without amendment from the present or any future expiry date, unless at least 30 days prior to the present or any future expiry date, we notify you in writing that we elect not to consider this Standby Letter of Credit to be renewable for any additional period.

This Standby Letter of Credit may not be revoked or amended without your prior written approval.

This credit is subject to the Uniform Customs and Practice for Documentary Credit (1993 Revision), International Chamber of Commerce Publication Number 500.

(Name of bank or financial institution)

Per: _____
(Authorized Signing Officer)

Per: _____
(Authorized Signing Officer)

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS, STANDARD DETAILS AND DRAWINGS

E1.1 The following Drawings are applicable to the Work:

<u>Drawing No.</u>	<u>Drawing Name/Title</u>
R-1	Roof Plan
D-1	Roof Details

E2. MATERIALS – PAN AM POOL – AREAS D1, E1, F1

E2.1 DIMENSIONAL LUMBER

This shall be construction pressure treated p.w.f. lumber of the dimensions as outlined under the Description of Work.

E2.2 PLYWOOD SHEATHING

This shall be 1/2" pressure treated p.w.f. plywood

E2.3 VAPOUR BARRIER

This shall be one ply Soprema Elastophene Flam 2.2 and one ply Soprema Elastophene SP or approved equal.

E2.4 ROOFING INSULATION

Sloped Expanded Polystyrene Type II with a minimum thickness of 2". Slope shall be sufficient to create a 2% back slope from the east parapets. This shall be as manufactured by Plastifab Ltd. or Insulation Industries Ltd. Slopes are to be as per the attached Drawings.

1 ½" Soprema Colgrip A polyisocyanurate insulation with acrylic facer or approved equal. Paper facers will not be accepted.

1 ¾" Soprema Colgrip A polyisocyanurate insulation with acrylic facer or approved equal. Paper facers will not be accepted. Note that this is an approximate thickness. The exact thickness is to be such that the total thickness of the new polyisocyanurate meets the total thickness of the existing insulation being removed on the main field of the roof.

E2.5 INSULATION ADHESIVE

This shall be Insta-Stik as manufactured by Flexible Products Company Roofing Group and distributed by Brock White or Coltack Adhesive as distributed by Soprema.

E2.6 POURABLE SEALER

This is to be Lexcan 2 part Pourable EPDM Sealer or approved equal. This is to be used to fill all pitch boxes or as otherwise specified.

E2.7 MODIFIED BITUMEN MEMBRANE

This shall be the following:

Membrane:

Soprema Colvent 810 self adhering base sheet membrane with a Blue colored Sopraply Cap-560 cap sheet (heavy traffic) or approved equal.

Stripping:

Soprema Sopraflash Flam Stick self adhering base sheet with a Sopraply Cap-550 cap sheet or approved equal.

E2.8 MODIFIED PRIMER

This shall be Soprema Elastocol 700 for use with the Soprema self adhesive membranes.

E2.9 CAULKING

This shall be Tremco Vulkem 931 or approved equal.

E2.10 ALUMINUM PAINT

This shall be Tremco Double Duty or approved equal.

E2.11 ROOF DRAINS

These shall be Zurn Z-100 standard drains with cast dome. Size is to match existing plumbing. If the existing drains being replaced are control flow, then Zurn Z-100 control flow drains with cast dome shall be used. Size is to match existing plumbing.

E2.12 VENT STACK FLASHING

These shall be Insulated Stack Jack Flashings (with metal cap not neoprene seal) SJ-20 as manufactured by Thaler.

E2.13 METAL FLASHING

The cap flashing shall be a minimum of 24 gauge in thickness. Finish is to match that already installed on the parapets of areas A3 and B3.

E2.14 ACCESSORIES

All nails, bolts, screws and other fasteners etc. shall all be as recommended by the manufacturer of the materials for which they are to be used.

E2.15 GAS LINE SUPPORTS

These shall be C-Port CX series rubber gas line sleepers with a proper size base for to provide proper bearing on the new roofing.

E2.16 DUCT SUPPORTS

These shall be C-Port DSA Duct supports with a proper size base and supports support for the existing ducting on the new roofing.

E3. ROOFING PROCEDURES – PAN AM POOL – AREAS D1, E1, F1

E3.1 Protect all new work and the existing building and its contents against inclement weather. Supply and install equipment and enclosures necessary to provide this protection from beginning to completion of the work.

E3.2 Do not apply any roofing whatsoever during any inclement weather including when the temperature may fall lower than + 10 Celsius.

E3.3 Do not expose roofing materials, vulnerable to water or sun damage, in quantities greater than can be weatherproofed in one day. Use only clean and dry materials and apply only during weather that will not introduce moisture into the roof system. This would include days of excessively high relative humidity. Undertake only that amount of roofing that can be completed as specified in the same day or prior to inclement weather forcing a shutdown of the operations.

E3.4 Apply roofing over clean and dry surfaces and in accordance to C.R.C.A. and /or manufacturers guidelines and as amended herein.

E3.5 All materials on the roof are to be stored in such a manner as to prevent blow-offs during high winds as well as to protect from moisture.

E3.6 Should the roofing operations be terminated during the day for unforeseen circumstances all exposed vapor barrier, felts or drywall **MUST** be fully glaze coated with bitumen prior to leaving the site that day.

- E3.7 Protect the surrounding surfaces against damage from the roofing operations. Where hoisting is necessary protect the buildings by hanging tarpaulins. Should equipment be parked on the surrounding lawn, it shall be protected with 3/4" plywood. Materials nor debris shall be stored or stock piled on adjoining roof areas that are not being replaced.
- E3.8 Provide protection for the public using walkways, grounds, entrances, etc., by using proper warning signs, hoarding, shelters, or barricades as agreed to by the owner.
- E3.9 Where work must or will continue over the finished roofing membrane, the roofer will protect it with plywood sheathing.
- E3.10 Removal of (opening up) existing roof membrane shall be done only after consultation with and agreement by the Contract Administrator. Remove only that portion that can be fully completed as specified within the same day work period.
- E3.11 Employ qualified Mechanical Tradesmen to disconnect existing roof top units and to move the units to allow complete installation of roofing membrane, insulation and vapor barrier as specified herein. The same trades people shall be responsible for any required alterations, such as extending ducts or electrical, as is required to properly reconnect of the units. The roofer shall be held responsible for any damage to mechanical units from the roofing operations. Contact tenants prior to any disconnections.
- E3.12 Notify Contract Administrator and ensure he has proper time to appear on site during application period. Failure to do so may result in the total rejection of all work completed prior to notifying the consultant.
- E3.13 Inspect all roof decking prior to installation of roofing system and report all defects or unsuitable conditions to the Contract Administrator and correct deficiencies as directed.
- E3.14 The site shall be inspected prior to commencement of work to ensure no current anomalies are present such as lawn damage, asphalt on walls, broken windows. etc. All anomalies shall be reported to the Contract Administrator. They shall then be recorded and photographed by both parties at that time. Should no anomalies be reported prior to work commencing, it shall be assumed that none existed prior to commencement.
- E3.15 Use only equipment in good working order including all thermometers and gauges. Locate equipment as instructed by the Contract Administrator. Maintain continuous supervision while kettles in operation.
- E3.16 All applicable safety regulations as indicated by Manitoba Health and Safety must be strictly followed at all times.

E4. DESCRIPTION OF WORK – PAN AM POOL – AREAS D1, E1, F1

- E4.1 The Work shall be done during the summer shut down period being August 27, 2005 to October 7, 2005.
- E4.2 The existing sheet metal flashing are to be removed in the area being replaced (indicated on the roof plan) and discarded from site to an authorized grounds.
- E4.3 The existing roof assembly is to be removed in the area being replaced (indicated on the roof plan) to the deck and discarded from site to an authorized grounds.
- E4.4 Also remove the existing metal flashing on the south and north parapets adjoining the low slope roof area and cut back the existing roofing 12" to allow the installation of the new parapets. And tie in to the existing vapour barrier

- E4.5 All existing curbs, perimeter blocking, sleepers and other lumber is to be discarded and replaced with new constructed from the specified lumber.
- E4.6 **ALL** loose vapour barrier is to be scraped from the deck and also discarded as above. The roof deck is to then be swept clean of all dirt and debris.
- NOTE: ALL LOADS OF DEBRIS REMOVED FROM SITE SHALL BE PROPERLY TARPED**
- E4.7 Temporarily disconnect and remove mechanical units as required to allow roofing operations to continue. Ensure all units are in working condition prior to removal. Should the unit be malfunctioning advise the Contract Administrator prior to removal. If this is not done the Contractor may be held responsible for the repair of the unit. Use only qualified mechanical trades people for these operations.
- E4.8 Structural steel stands are to be fabricated and installed for the large mechanical units on areas D1 and F1. The stands are to be fabricated from a minimum of 2 ½" x ¼" square steel tubing. All components of the stands are to be hot zinc dipped. The stands are to be such as to ensure that the units have a minimum of 30" clearance underneath for future roof repairs. The existing sleepers are to be replaced with new pressure treated lumber sleepers of minimally the same dimensions as those currently in place. Ducts are to also be kept a minimum of 30" off the roof. Shop drawings are to be submitted complete with engineers stamp. Engineers are to be licensed to practice in the Province of Manitoba. Engineer design is to be for the stand as well as to confirm that the existing structure can handle any increase in snow loading that may occur as a result of raising the unit.
- E4.9 If the duct and mechanical stands are to incorporate sleepers then the existing sleepers are to be replaced with new constructed from solid pressure treated lumber. The preference is to have the stands incorporate steel pads under the support legs of which would sit directly on the underlying concrete deck. Sleepers are to only be omitted if approved by the design engineer for the steel stands.
- E4.10 All plumbing vents are to be extended at this time. Existing cast hubs are to be removed (as required) and the appropriate length black ABS extensions securely clamped to the existing plumbing using Fernco couplers.
- E4.11 Coat the deck, old vapour barrier and inside face of the existing concrete parapets with the specified primer.
- E4.12 Loose lay 6" wide strips of base sheet over all hollow core joints (where visible) with sanded side down.
- E4.13 Torch adhere the new vapour barrier to the concrete deck. The bottom ply is to be the Elastophene Flam 2.2 and the top ply is to be the Elastophene SP (sanded side face up). All wood work is to be completed after the both plies are installed. **Two ply Elastophene Flam 2.2 stripping shall be installed up and onto the top of the concrete wall panels in strict accordance to manufacturers guidelines.**
- E4.14 If a polyethylene wall vapour barrier is present at the perimeter edges then it is to be sandwiched between 2 plies of Sopralene Sopraflash Flam Stick to eliminate any damage to the wall barrier.
- E4.15 If any gaps larger than ½" are present at the outer edges then a sheet metal transition angle flashing is to be installed.
- E4.16 New parapets are to be constructed using 2x6 pressure treated studs and plates with 1/2" pressure treated plywood on both sides. The pony wall is to be fully insulated with batt insulation. The parapets shall be securely fastened in place with #12 Deck Fast screws 16" on center. The walls shall be fabricated with a level top plate. In other word the studs are to be cut

to the appropriate lengths to ensure the top of the new parapets are flush with the top of the existing parapets. Securely fasten the new parapets to the existing deck and secure to the top of the existing parapets using 18 gauge straps and pins.

- E4.17 All curb blocking is to be a minimum of 8" up above the top of the finished roofing.
- E4.18 Install new overflow scuppers through the dividers and north and south parapets. The scuppers are to be 2" above the roof and are to be installed in the locations as chosen on site by the Contract Administrator.
- E4.19 All pitch boxes shall be replaced with wood curbs. These are to be constructed as detailed. All items entering the curbs shall do so through the sides. The curbs shall be designed so as to ensure any entry points are a minimum of 8" off the roof. The curbs shall be fully insulated and a plywood and metal cover installed.
- E4.20 Install a 2x6 fastening plate along the base of the parapets. This is to be securely secured to meet Soprema guidelines for perimeter fastening of the membrane.
- E4.21 Adhere the back slope insulation to the vapour barrier using the specified adhesive. Notch insulation to fit over 2x6 fastening plate.
- E4.22 Adhere the bottom layer of 1 ½" Colgrip insulation. The bottom layer of 1 ½" Colgrip insulation is to butt up to the back slope insulation.
- E4.23 Install the insulation crickets at the ends of the valleys. Ensure that proper drainage will occur around any sleepers.
- E4.24 Adhere the top layer of Colgrip "A" insulation.
- E4.25 The application of the adhesive for all insulation must be done in strict accordance to the manufacturer's guidelines so as to obtain a minimum wind uplift equal to 90 m.p.h.
- E4.26 Install new drain bowls and set top flange into insulation to reduce ponding.
- E4.27 Adhere the modified bitumen base sheet to the insulation. Ensure no wrinkles are present and that all side and end laps are properly sealed. Install screws and plates spaced 12" on centre around the perimeter edge of the roofs as well as 12" on centre around all curbs, sleepers, and other such roof projections. The membrane stripping is to cover all plates. Fasteners and fastening shall be as required by Soprema.
- E4.28 Tie onto the existing roofing with Sopralene Flam 180 base sheet or approved equal. Tie onto the existing a minimum of 12".
- E4.29 Apply the modified bitumen base sheet stripping in strict accordance to manufacturer's guidelines. All blocking is to first be coated with the appropriate primer. The stripping shall be terminated 1" down the outside face of the concrete wall panels. Corner gussets shall be installed on all inside and outside corners.
- E4.30 Set the base flanges of the Thaler Stackjacks in a bed of mastic. Seal in with a single ply of torch applied base sheet membrane. The ABS riser shall extend 1/2" above the top of the base and a bead of sealant is to then be applied to the top lip of the riser and the top cap installed.
- E4.31 Torch adhere the cap sheet to the base sheet once again ensuring no wrinkles are present and that a minimum of 1\8" asphalt flow is present along the edges of all laps. Excessive seepage is not acceptable. Tie onto the existing roofing a minimum of 18". Apply adhesive and clean gravel cover to the transition between the old and the new roofing.

- E4.32 Torch apply the cap sheet stripping in strict accordance to the manufacturers guidelines. The stripping shall be carried to the outside face of the concrete wall panels and 12" up the adjoining walls.
- E4.33 Install the new cap flashing on all parapets in a similar manner as that already installed on area A3 and B3.
- E4.34 All vent curbs are to be filled with spray in place polyurethane foam insulation. The insulation is to be installed to the top of the curb so as to drain moisture out.
- E4.35 Reinstall all roof top units. Extend all duct work, gas lines, and electrical as required to allow proper installation.
- E4.36 Install C-Port duct supports under all ducting to replace existing.
- E4.37 Install C-Port gas line sleepers to replace existing.
- E4.38 Reconnect and insulate all ducts. Coat with an appropriate fibrated emulsion. Coat all surfaces with aluminum paint.
- E4.39 Insulate the underside of all drain bowls with spray in place polyurethane foam insulation. This is to be done by a commercial spray foam applicator. Insulate all new drain lines with pvc jacketed insulation. Ensure a proper barrier connection between the existing drain insulation if present and the new at the 12' termination. Advise the Contract Administrator if no insulation is present on the existing drain line.