



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 438-2005

REMOVAL OF LEAVES FROM COLLECTION DEPOTS

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PART B - BIDDING PROCEDURES

B1. PROJECT TITLE

B1.1 REMOVAL OF LEAVES FROM COLLECTION DEPOTS.

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 12:00 noon Winnipeg time, August 23, 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.2.01, the Bidder may view the Sites without making an appointment.

B4. ENQUIRIES

B4.1 All enquiries shall be directed to the Contract Administrator identified in D5.1.

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 B3 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 B15.

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 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.

B7.3 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.

B7.3.1 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.

B7.4 Bid Submissions submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.

B7.5 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 quantities listed on Form B: Prices are to be considered approximate only. The City will use said quantities for the purpose of comparing Bids.

B9.1.1 Notwithstanding GC.9.01(1), prices on Form B: Prices shall not include the Goods and Services Tax (GST), which shall be extra where applicable.

B9.2 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. ANNUAL REVIEW - INFLATIONARY ADJUSTMENT

B10.1 The unit prices specified on Form B will be adjusted on the first Contract anniversary date, and subsequent anniversary dates based on the percentage increase or decrease in unit prices for the Contract year, based on eighty-five percent (85%) of the year to year change in the Consumer Price Index for Winnipeg. The calculation of the adjustment will be based on January of the previous year to January of the current year. Nonetheless, the maximum annual adjustment shall not exceed 10%.

B10.2 The indices above will be those prepared by Statistics Canada. Since the indices may not be available from Statistics Canada until some time after the adjustment date, the amount of adjustment will be retroactive to the adjustment date.

B11. QUALIFICATION

B11.1 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);

B11.2 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.

B11.3 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.

B12. OPENING OF BIDS AND RELEASE OF INFORMATION

B12.1 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.

B12.1.1 Bidders or their representatives may attend.

B12.2 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>.

B12.3 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>.

B12.4 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.

B13. IRREVOCABLE BID

B13.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 9 of Form A: Bid.

B13.2 The acceptance by the City of any Bid shall not release the Bids of the next two lowest evaluated responsive Bidders and these Bidders shall be bound by their Bids on such Work until a Contract for the Work has been duly executed and the performance security furnished as herein provided, but any Bid shall be deemed to have lapsed unless accepted within the time period specified in Paragraph 9 of Form A: Bid.

B14. WITHDRAWAL OF BIDS

- B14.1 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.
- B14.1.1 Notwithstanding GC.7.06(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.
- B14.1.2 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.
- B14.1.3 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 B14.1.3(b), declare the Bid withdrawn.
- B14.2 A Bidder who withdraws his Bid after the Submission Deadline but before his Bid has been released or has lapsed as provided for in B13.2 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.

B15. EVALUATION OF BIDS

- B15.1 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 B10 (pass/fail);
 - (c) Total Bid Price.
 - (d) economic analysis of any approved alternative pursuant to B6.
- B15.2 Further to B15.1(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.
- B15.3 Further to B15.1(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.
- B15.4 Further to B15.1(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.
- B15.4.1 If there is any discrepancy between the Total Bid Price written in figures, the Total Bid Price written in words and the sum of the quantities multiplied by the unit prices for each item, the sum of the quantities multiplied by the unit prices for each item shall take precedence.
- B15.5 This Contract will be awarded as a whole.

B16. AWARD OF CONTRACT

- B16.1 The City will give notice of the award of the Contract or will give notice that no award will be made.
- B16.2 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.
- B16.2.1 Without limiting the generality of B16.2, 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.
- B16.3 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.
- B16.4 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.
- B16.5 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 Provision of Services* (Revision 1996 02 05) are applicable to the Work of the Contract.

C1.1.1 The *General Conditions for Provision of Services* 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 Provision of Services*, 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 the removal of leaves from collection depots as listed in E6.
- D2.2 The City operates seasonal leaf collection depots for the purpose of collecting bagged leaves in the fall. The program participants drop bagged leaves at the program sites. The typical program dates are from October 1 to November 15 each year. Snow or adverse weather may end the program earlier. The City advertises and promotes the program through various media. The City composts the leaves for use by the City. In addition to bagged leaves, program participants drop loose leaves, other yard debris, and other garbage items.
- D2.3 The Contractor shall collect and transfer leaves and other material from the nine Leaf-it Depots to the Brady Road Landfill Compost area and tipping area respectively, in accordance with the requirements hereinafter specified.
- D2.4 The Work shall be done on an "as required" basis during the term of the Contract.
- D2.4.1 The type and quantity of Work to be performed under this Contract shall be as authorized from time to time by the Contract Administrator and/or Users.
- D2.4.2 Subject to GC.4.07, the City shall have no obligation under the Contract to purchase any quantity of any item in excess of its actual operational requirements.

D3. DURATION OF CONTRACT

- D3.1 The Contract shall be for the period from September 30, 2005 to December 1, 2007.
- D3.2 Notwithstanding the foregoing, the City may terminate the Contract upon thirty (30) Calendar Days' written notice by the Contract Administrator in the event that operational changes result in substantial changes to the requirement for the Work.

D4. DEFINITIONS

D4.1 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) "**Calendar Day**" means the period from one midnight to the following midnight;
- (d) "**Contract**" means the combined documents consisting of the Request for Quotation package and any documents and drawings referred to and incorporated therein together with any submissions required to be made by the Contractor after award, and all amendments to the foregoing;
- (e) "**Contract Administrator**" means the person authorized to represent the City in respect of the Contract and is identified at the time of award of the Contract;
- (f) "**Contractor**" means the person undertaking the performance of the Work under the terms of the Contract;
- (g) "**Program**" means the seasonal "Leaf It With Us" leaf collection program.
- (h) "**Site**" means the lands and other places on, under, in or through which the Work is to be performed;
- (i) "**Work**" means the carrying out and the doing of all things, whether of a temporary or permanent nature, that are to be done by the Contractor pursuant to the Contract and, without limiting the generality of the foregoing, includes the furnishing of all equipment, facilities, material, labour and services necessary for or incidental to the fulfilment of the requirements of the Contract;

D5. CONTRACT ADMINISTRATOR

D5.1 The Contract Administrator is:

Trevor Sims, P. Eng.
Waste Minimization Co-ordinator
2nd Floor, 1539 Waverley Street
Winnipeg, MB R3T 4V7
Telephone No. (204) 986-5351
Facsimile No. (204) 774-6729

D5.2 At the pre-commencement meeting, the Contract Administrator will identify additional personnel representing the Contract Administrator and their respective roles and responsibilities for the Work.

D6. CONTRACTOR'S SUPERVISOR

D6.1 At the pre-commencement meeting, the Contractor shall identify his designated supervisor and any additional personnel representing the Contractor and their respective roles and responsibilities for the Work.

D7. NOTICES

D7.1 GC.7.06 is hereby amended to delete reference to "registered mail" and to replace same with "ordinary mail".

- D7.2 GC.7.06 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.
- D7.3 Further to GC.7.06, all notices, consents, approvals, statements, authorizations, documents or other communications to the City, except as expressly otherwise required in D7.4, D7.5 or elsewhere in the Contract, shall be sent to the attention of the Contract Administrator at the address or facsimile number identified in D5.1.
- D7.4 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
- D7.5 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

D8. AUTHORITY TO CARRY ON BUSINESS

- D8.1 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.

D9. WORKERS COMPENSATION

- D9.1 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.

D10. INSURANCE

- D10.1 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.

D10.2 Deductibles shall be borne by the Contractor.

D10.3 The Contractor shall provide the Contract Administrator with 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.

D10.4 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

D11. COMMENCEMENT

D11.1 The Contractor shall not commence any Work until he is in receipt of a Purchase Order authorizing the commencement of the Work.

D11.2 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 D9;
 - (iii) evidence of the insurance specified in D10;
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D12. INVOICES

D12.1 Payment for the Work will be based on a quoted rate per tonne for the tonnes recorded for the Leaf It Program Account at the weigh scale at the Brady Road Landfill.

D12.2 Tipping fees will not be charged for loads from the depots that are identified as "Contract-Leaf It Program" and which are deposited in the compost area for leaves, or the tipping face for refuse.

D12.3 Invoices shall be submitted to the Contract Administrator within ten (10) days of the end of the month when work was performed. Invoices shall indicate the tonnes delivered, rate and total cost. Weigh scale tickets for the month are to be attached to the invoice.

D12.4 Invoices must clearly indicate, as a minimum:

- (a) the City's Purchase Order (PO) number or Standing Purchase Order Release Authorization (SPORA or RA) number, if issued;
- (b) date(s) of Work;
- (c) site(s) or address(s) of Work;
- (d) description, quantity and unit price(s) of Work performed;

- (e) total amount payable with GST and PST, where applicable, shown as separate amounts; and
- (f) where applicable, the Contractor's GST registration number.

D12.5 The City will bear no responsibility for delays in approval of invoices that are improperly submitted.

CONTROL OF WORK

D13. JOB MEETINGS

- D13.1 The Contract Administrator may call meetings related to the performance of this Contract. The Contract Administrator will designate a time and place for the meetings. The Contractor shall send at least one representative to each meeting. The Contractor's representative shall have authority to resolve issues on behalf of the Contractor.
- 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.5.02, 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).

MEASUREMENT AND PAYMENT

D15. PAYMENT SCHEDULE

- D15.1 Further to GC.9.01 and GC.9.03, payment for shall be in Canadian funds net fifteen (15) Calendar Days after receipt and approval of the Contractor's invoice.

PART E - SPECIFICATIONS

GENERAL

E1. GENERAL

E1.1 These Specifications shall apply to the Work.

E2. ACCESS HOURS

E2.1 The depots are open to the public full time for those depots on open parking lots, adjacent to public streets. Sites in Regional Parks are open from 8:00 a.m. to 10:00 p.m.

E2.2 The Brady Road Compost Area is open during the regular hours of operation of the Brady Road Landfill. Check the back pages of the MTS telephone book or the Internet at <http://www.winnipeg.ca/waterandwaste/garbage/bradyroad.stm> for Landfill hours.

E2.3 The Contractor shall perform the work between the hours of 7:00 a.m. and 10:00 p.m. at depots adjacent to residential properties.

E3. METHOD OF COLLECTION

E3.1 During the Leaf it Program, the City's intention is that the depots shall be cleared of all materials with sufficient frequency such that program participants are able to drop off their materials easily, and minimize accumulations of materials that could be vandalized.

E3.2 The Contractor may choose to collect all the depots on the same day, or alternate days for each depot.

E3.3 The Contractor shall collect all the material at each depot when they are full. The depots shall be considered full in the case of fenced depots when the area enclosed by the fence is either full or inaccessible due to deposited material. The depots shall be considered full in the case of unfenced depots when the area covered by deposited material exceeds approximately 30 feet by 30 feet (9.2 m x 9.2m).

E3.4 Bagged leaves shall be collected and deposited at the Brady Road Landfill Compost area. Compostable materials, including loose leaves, shrubbery, small branches, and other organic materials may be mixed with the bagged leaves, at the discretion of the Contractor. In the event that the Contractor decides not to remove this material with the bagged leaves, he shall remove it with the other refuse material in accordance with E3.5.

E3.5 Other refuse material not designated in the program, such as large branches, stumps, tree branches, loose leaves, garbage etc that is not collected together with the bagged leaves in accordance with E3.4 is to be deposited at the Brady Road Landfill tipping area. Both leaves and other refuse material shall be removed on the same day. There will be no landfilling charge for this material.

E3.6 Further to E3.2, the Contractor shall ensure that the material at each depot is collected within three (3) calendar days after the last day of the Program.

E4. EQUIPMENT

E4.1 The Contractor shall supply all vehicles, equipment, labour and tools to perform the Work.

E4.2 The Contractor shall indicate the number of trucks and crew that will be made available to this program, either on a full time basis or as back up as required, in order to demonstrate an understanding of the work required.

E5. COMMUNICATIONS

E5.1 The Contractor shall maintain an office, equipped with a phone and a facsimile machine, and staffed by a competent person, open from 8:30 a.m. to 4:30 p.m., not including Saturdays and Sundays and statutory holidays.

E5.2 The Contractor shall provide electronic mail (email) connections and addresses to all designated supervisory staff to be in contact with the Contract Administrator and his representatives.

E6. LOCATION OF WORK

E6.1 The Table below, listing intended sites, is provided for the convenience of the Contractor only. The City reserves the right to add or delete sites, within the boundaries of the City, or alter the type or quantity of Work to be performed at any site as required by changes in its operations during the term of the Contract.

E6.2 Four of the nine depots have a fenced compound. Each compound will have at least a 6.1 metre (20 foot) wide opening to allow access.

LEAF COLLECTION DEPOTS

SITE	LOCATION	FENCE	SIZE (feet)
1. St. James Civic Centre	2005 Ness Ave. (N.E. corner parking lot)	Yes	40 x 60
2. Kildonan Park	2021 Main St. (Rainbow Stage parking lot)	No	-
3. Assiniboine Park Zoo	2355 Corydon Ave. (W. Side Zoo parking lot)	No	-
4. Pan Am Pool	25 Poseidon Bay, at Taylor (E. Side parking lot)	Yes	60 x 60
5. King's Park	King's Dr. and Kilkenny Dr. (Parking Lot)	No	-
6. St. Vital Park	190 River Road (South parking lot)	No	-
7. Chrislind St. at Ravelston	Transcona (S.E. City parking lot)	Yes	40 x 60
8. Terry Sawchuk Arena	901 Kimberly Ave., E.K. (parking lot)	Yes	30 x 60
9. Kilcona Park	Mclvor Ave. and Lagimodiere Blvd.	Yes	40 x 60
Brady Road Landfill	Compost Area (also available for public drop-off)		

E7. QUANTITIES

E7.1 The tonnage of leaves and other organics shown in the Table below are for information only. Quantities of material will be dependent on the weather conditions experienced.

Program Year	Material Collected	Collection Method	Average Weight / Load
2000	1,278 metric tonnes	Refuse Packer Trucks	7.1 metric tonnes
2001	1,243 metric tonnes	Refuse Packer Trucks	6.2 metric tonnes
2002	1,244 metric tonnes	Refuse Packer Trucks Semi-Trailer Dump Trucks	6.2 metric tonnes 4.4 metric tonnes
2003	1,991 metric tonnes	Refuse Packer Trucks Semi-Trailer Dump Trucks	6.4 metric tonnes 3.6 metric tonnes
2004	3,067 metric tonnes	Refuse Packer Trucks Semi-Trailer Dump Trucks	See table below

E7.2 It is estimated that there will be approximately 2,500 tonnes per year of bagged leaves collected.

E7.3 The following Table indicates the tonnages collected on a daily basis in 2004 during the program, and is for information purposes only.

Date	Day	Weights (metric tonnes MT)		Totals (Metric Tonnes)
		Contractor (North Winnipeg)	City Forces (South Winnipeg)	
4-Oct-04	Monday	0	0	0
6-Oct-04	Tuesday	1	19	19
7-Oct-04	Wednesday	76	8	84
8-Oct-04	Thursday	0	0	0
11-Oct-04	Friday	29	0	29
12-Oct-04	Saturday	27	29	56
13-Oct-04	Sunday	47	24	71
14-Oct-04	Monday	20	23	43
15-Oct-04	Tuesday	1	25	26
17-Oct-04	Wednesday	1	0	1
18-Oct-04	Thursday	157	20	177
19-Oct-04	Friday	71	41	112
20-Oct-04	Saturday	41	0	41
21-Oct-04	Sunday	115	40	155
22-Oct-04	Monday	102	105	207
24-Oct-04	Tuesday	1	0	1
25-Oct-04	Wednesday	23	46	69
26-Oct-04	Thursday	97	85	182

Date	Day	Weights (metric tonnes MT)		Totals (Metric Tonnes)
		Contractor (North Winnipeg)	City Forces (South Winnipeg)	
27-Oct-04	Friday	58	30	87
28-Oct-04	Saturday	169	45	214
29-Oct-04	Sunday	193	30	223
31-Oct-04	Monday	0	0	0
1-Nov-04	Tuesday	73	53	126
2-Nov-04	Wednesday	145	36	181
3-Nov-04	Thursday	202	24	225
4-Nov-04	Friday	23	39	63
5-Nov-04	Saturday	78	0	78
8-Nov-04	Sunday	106	39	145
9-Nov-04	Monday	118	35	153
10-Nov-04	Tuesday	8	41	48
11-Nov-04	Wednesday	1	0	1
12-Nov-04	Thursday	2	0	2
15-Nov-04	Friday	108	0	109
16-Nov-04	Tuesday	0	35	35
17-Nov-04	Wednesday	0	27	27
18-Nov-04	Thursday	2	0	2
19-Nov-04	Friday	0	22	22
20-Nov-04	Saturday	2	0	2
22-Nov-04	Monday	36	11	47
Totals		2,136	931	3,067
Average/Day		55	24	79