



THE CITY OF WINNIPEG

REQUEST FOR PROPOSAL

RFP NO. 455-2005

PROVISION OF ASSET MANAGEMENT SERVICES

TABLE OF CONTENTS

PART A - PROPOSAL SUBMISSION

Form A: Proposal	1
Form B: Prices	3

PART B - BIDDING PROCEDURES

B1. Project Title	1
B2. Submission Deadline	1
B3. Enquiries	1
B4. Confidentiality	1
B5. Addenda	1
B6. Substitutes	2
B7. Proposal Submission	3
B8. Proposal	3
B9. Prices	4
B10. Project Methodology	5
B11. Qualification	6
B12. Opening of Proposals and Release of Information	6
B13. Response Format to Specifications	7
B14. Irrevocable Offer	7
B15. Withdrawal of Offers	7
B16. Interviews	8
B17. Negotiations	8
B18. Evaluation of Proposals	8
B19. Award of Contract	9

PART C - GENERAL CONDITIONS

C1. General Conditions	1
------------------------	---

PART D - SUPPLEMENTAL CONDITIONS

General

D1. General Conditions	1
D2. Background	1
D3. Scope of Work	1
D4. Definitions	1
D5. Contract Administrator	2
D6. Contractor's Supervisor	2
D7. Notices	2
D8. Confidentiality and Ownership of Information	3
D9. Security Clearance	3

Submissions

D10. Authority to Carry on Business	3
D11. Insurance	4

Schedule of Work

D12. Commencement	4
D13. Substantial Performance	4
D14. Total Performance	4

Control of Work

D15. Job Meetings	4
-------------------	---

PART E - SPECIFICATIONS

General

E1. General	1
E2. Overview	1
E3. Building Condition Audit	1
E4. Supply and Implementations of Asset Management Software	3
E5. Training	5
E6. Final Report	5
E7. Disbursements	6
Appendix A	1

PART B - BIDDING PROCEDURES

B1. PROJECT TITLE

B1.1 PROVISION OF ASSET MANAGEMENT SERVICES

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, August 5, 2005

B2.2 Proposal Submissions determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.

B2.3 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

B3. ENQUIRIES

B3.1 All enquiries shall be directed to the Contract Administrator identified in D5.1.

B3.2 If the Bidder finds errors, discrepancies or omissions in the Request for Proposal, or is unsure of the meaning or intent of any provision therein, the Bidder shall notify the Contract Administrator of the error, discrepancy or omission, or request a clarification as to the meaning or intent of the provision at least five (5) Business Days prior to the Submission Deadline.

B3.3 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Request for Proposal will be provided by the Contract Administrator to all Bidders by issuing an addendum.

B3.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Request for Proposal will be provided by the Contract Administrator only to the Bidder who made the enquiry.

B3.5 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B3 unless that response or interpretation is provided by the Contract Administrator in writing.

B4. CONFIDENTIALITY

B4.1 Information provided to a Bidder by the City or acquired by a Bidder by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator.

B4.2 The Bidder shall not make any statement of fact or opinion regarding any aspect of the Request for Proposals to the media or any member of the public without the prior written authorization of the Contract Administrator.

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 Request for Proposal, 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 Proposal.
- B5.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 9 of Form A: Proposal. Failure to acknowledge receipt of an addendum may render a Proposal non-responsive.

B6. SUBSTITUTES

- B6.1 The Work is based on the Plant, Materials and methods specified in the Request for Proposal.
- 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 B16.
- 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.
- B6.10 Notwithstanding B6.2 to B6.9, deviations shall be evaluated in accordance with B13.1 (a).

B7. PROPOSAL SUBMISSION

- B7.1 The Proposal Submission consists of the following components:
- (a) Form A: Proposal;
 - (b) Form B: Prices;
 - (c) Project Methodology
 - (d) Information required to be submitted in Specification E3 through E6, in accordance with B13.
- B7.2 All components of the Proposal 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 Proposal.
- B7.3 The Proposal Submission shall be submitted enclosed and sealed in an envelope clearly marked with the RFP number and the Bidder's name and address.
- B7.3.1 Samples or other components of the Proposal Submission which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the RFP number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Proposal Submission.
- B7.4 Proposal Submissions submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.
- B7.5 Proposal 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. PROPOSAL

- B8.1 The Bidder shall complete Form A: Proposal, making all required entries.
- B8.2 Paragraph 2 of Form A: Proposal 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 Proposal 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: Proposal, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Proposal.

B8.4 Paragraph 11 of Form A: Proposal 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 and the corporate seal, if the corporation has one, should be affixed;
- (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: Proposal shall be printed below such signatures.

B8.4.2 All signatures shall be original and shall be witnessed except where a corporate seal has been affixed.

B8.5 If a Proposal 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 Proposal Submission and the Contract, when awarded, shall be both joint and several.

B9. PRICES

B9.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.

B9.1.1 Notwithstanding GC.9.01(1), prices on Form B: Prices shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.

B9.2 The quantities listed on Form B: Prices are to be considered approximate only. The City will use said quantities for the purpose of comparing Proposals.

B9.3 Unit prices shall include:

- (a) Item 1: Building Condition Audit – this includes the full cost to perform on site inspections, estimates, and population of the software database.
- (b) Item 2: Asset Management Software – this is a one time ‘in perpetuity’ fee for the initial supply and implementation of a complete asset management software package.
- (c) Item 3: Annual Software Support Fee – the cost for one (1) year of maintenance, support, help desk, upgrades etc. associated with the software purchase in Item 2. The fee shall commence at the completion of the Contract one-year warranty period.
- (d) Item 4: Software Package User Training – the cost to train City staff to fully understand and utilize the asset management software package.

- (e) Item 5: Building Condition Audit Training – the cost to train City staff to fully perform building inspections, estimates and populate the database.
- (f) Item 6: Cash Allowance – a cash allowance of \$10,000 is included for disbursements during the contract.

B9.4 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. PROJECT METHODOLOGY

B10.1 Bidders shall provide, in their proposal submission a description of the proposed project methodology to meet the City's asset management needs including but not limited to the following:

- (a) A list of previously completed work, similar in nature, scope and value or the work and references, in sufficient detail to demonstrate the Bidder's qualification to undertake the Work.
- (b) A clear description of the asset management software package being proposed including:
 - (i) Scope of the package including inputs, outputs, reporting, updating requirements, database maintenance, description of annual building cost estimate update process, where the data resides (City computer, Contractor's web site, etc.) and any other information/features the Contractor feels pertinent;
 - (ii) A brief history of the development of the software package;
 - (iii) A brief description regarding data output/input to/from or linking with Maximo;
 - (iv) A description of the one time 'in perpetuity' licensing fee and the Annual Software Support fee and terms;
 - (v) A clear description of the warranty;
 - (vi) A description of any future costs that would be assessed to the City if additional buildings were to be added to the database; and
 - (vii) Any other information that the Bidder deems pertinent to this RFP.
- (c) A clear description of the building condition audit process, which shall include at a minimum;
 - (i) Resumes of proposed staff;
 - (ii) List and resumes of proposed subcontractors;
 - (iii) Building condition audit methodology;
 - (iv) Project schedule;
 - (v) A description of the estimating methodology proposed; and
 - (vi) An estimate and description of the City staff's time required for the interview process during the building condition audit.
- (d) A clear description of the training being proposed including:
 - (i) Syllabus;
 - (ii) Number of training days for each training session;
 - (iii) Expected City supplied resources;
 - (iv) Briefly outline alternatives available, and lessons learned from past implementations;
 - (v) Provide costs and confirm what flexibility can be built into these training arrangements; and
 - (vi) Any other pertinent information associated with the training being proposed for:

- (e) A clear description of disbursements associated included above include estimated cost and percentage mark up.

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 PROPOSALS AND RELEASE OF INFORMATION

B12.1 Proposal Submissions will not be opened publicly.

B12.2 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 page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.

B12.3 To the extent permitted, the City shall treat all Proposal Submissions as confidential, however the Bidder is advised that any information contained in any Proposal 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. RESPONSE FORMAT TO SPECIFICATIONS

B13.1 Further to B7.1(d), the Bidder shall respond to all clauses in the Specifications, in the order listed, indicating compliance or non-compliance, or providing an explanation where requested. Deviations may be submitted for “non-compliant clauses”, but deviations shall be clearly stated and fully detailed. Deviations will be considered subject to evaluation.

B13.2 Bidders are requested not to reiterate the clause in their Bid Submission.
e.g. E5.1 (a) Comply
E5.1 (b) Do not comply
Deviation: Training manuals are not available.
e.g. E6.1 (a) All units come with 5 hardbound copies ...etc.

B13.3 Failure to respond to any clause will be interpreted as a “do not comply” answer.

B14. IRREVOCABLE OFFER

B14.1 The Proposal(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 10 of Form A: Proposal.

B14.2 The acceptance by the City of any Proposal shall not release the Proposals of the other responsive Bidders and these Bidders shall be bound by their offers on such Work until a Contract for the Work has been duly executed and the performance security furnished as herein provided, but any offer shall be deemed to have lapsed unless accepted within the time period specified in Paragraph 10 of Form A: Proposal.

B15. WITHDRAWAL OF OFFERS

B15.1 A Bidder may withdraw his Proposal without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.

B15.1.1 Notwithstanding GC.7.06(2), the time and date of receipt of any notice withdrawing a Proposal shall be the time and date of receipt as determined by the Manager of Materials.

B15.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Proposal or the Bidder’s authorized representatives named in Paragraph 11 of Form A: Proposal, and only such person, has authority to give notice of withdrawal.

B15.1.3 If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials shall:

- (a) retain the Proposal Submission until after the Submission Deadline has elapsed;
- (b) open the Proposal Submission to identify the contact person named in Paragraph 3 of Form A: Proposal and the Bidder’s authorized representatives named in Paragraph 11 of Form A: Proposal; and
- (c) if the notice has been given by any one of the persons specified in B15.1.3(b), declare the Proposal withdrawn.

B15.2 A Bidder who withdraws his Proposal after the Submission Deadline but before his offer has been released or has lapsed as provided for in B14.2 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, including the right to retain the Bidder’s bid security.

B16. INTERVIEWS

B16.1 The Contract Administrator may, in his sole discretion, interview Bidders during the evaluation process.

B17. NEGOTIATIONS

B17.1 The City reserves the right to negotiate details of the Contract with Bidders.

B17.2 Negotiations, if any, are intended to address administrative and technical details of the Contract. The Bidder is advised to present his best offer, not a starting position for negotiations, in his Proposal Submission; the City will not necessarily pursue negotiations with any Bidder.

B17.3 If, in the course of negotiations pursuant to B17.2 or otherwise, the Bidder amends or modifies a Proposal after the Submission Deadline, the City may consider any amended Proposal as an alternative to the Proposal as originally submitted without releasing the Bidder from the Proposal as originally submitted.

B18. EVALUATION OF PROPOSALS

B18.1 Award of the Contract shall be based on the following evaluation criteria:

- (a) compliance by the Bidder with the requirements of the Request for Proposal:
 - (i) mandatory requirements (pass/fail);
- (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B11 (pass/fail);
- (c) Total Bid Price (25%);
- (d) Project Methodology (75%)
 - (i) Asset Management Software (35%)
 - (ii) Building Condition Audit (35%)
 - (iii) Training (5%).

B18.2 Further to B18.1(a), the Award Authority may reject a Proposal as being non-responsive if the Proposal Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The City may reject all or any part of any Proposal, or waive technical requirements if the interests of the City so require.

B18.3 Further to B18.1(b), the City shall reject any Proposal submitted by a Bidder who does not demonstrate, in his Proposal Submission or in other information required to be submitted, that he is responsible and qualified.

B18.4 Further to B18.1(c), the Total Bid Price shall be the sum of the quantities multiplied by the unit prices for each item shown on Form B: Prices.

B18.4.1 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.

B18.5 Further to B18.1(d), the City shall evaluate each proposal and assign a score reflecting suitability of the methodology.

B18.6 This Contract will be awarded as a whole.

B19. AWARD OF CONTRACT

- B19.1 The City will give notice of the award of the Contract by way of a letter of intent, or will give notice that no award will be made.
- B19.2 The City will have no obligation to award a Contract to a Bidder, even though one or all of the Bidders are determined to be responsible and qualified, and the Proposals are determined to be responsive.
- B19.2.1 Without limiting the generality of B19.2, the City will have no obligation to award a Contract where:
- (a) the prices exceed the available City funds for the Work;
 - (b) the prices are materially in excess of the prices received for similar work in the past;
 - (c) the prices are materially in excess of the City's cost to perform the Work, or a significant portion thereof, with its own forces;
 - (d) only one Proposal is received; or
 - (e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.
- B19.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Bidder submitting the most advantageous offer.

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 “Request for Proposal”.
- D1.5 The General Conditions are amended by striking out “Tender Submission” wherever it appears in the General Conditions and substituting “Proposal 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. BACKGROUND

- D2.1 The City of Winnipeg has in excess of 6 million square feet of municipal buildings including historic, recreational, leisure, office, police, fire, libraries, leased out properties, seasonal buildings, storage, shops, zoo, conservatory, and community centres.
- D2.2 The Public Use Facilities Study undertaken during 2003 and 2004 identifies demographic, building condition and trends associated with the City’s recreation, leisure and library buildings inventory. See <http://www.winnipeg.ca> to view this study.
- D2.3 At a later date (after the completion of this Contract), the City, as funding becomes available, may expand the building condition audit to all or part of the remaining building inventory.

D3. SCOPE OF WORK

- D3.1 The Work to be done under the Contract shall consist of a comprehensive asset management services at various City buildings (as per Appendix A) including:
- (a) Building Condition Audit
 - (b) Supply and Implementation of Asset Management Software
 - (c) Train City staff
- D3.2 If asbestos or other hazardous materials are encountered during the Work of the Contract, the City shall assess the situation and provide all necessary remediation. All work shall stop and wait for further instructions by the Contract Administrator.

D4. DEFINITIONS

- D4.1 When used in this Request for Proposal:

- (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 Proposals;

D5. CONTRACT ADMINISTRATOR

D5.1 The Contract Administrator is:

Barry Evenson
Manager of Building Services Division
2nd Floor, 100 Main Street
Winnipeg, MB R3C 1A4
Telephone No. (204) 986-3790
Facsimile No. (204) 942-4811

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

D8. CONFIDENTIALITY AND OWNERSHIP OF INFORMATION

D8.1 Information provided to the Contractor by the City or acquired by the Contractor during the course of the Work is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator.

D8.2 The Contract, all deliverables produced or developed, and information provided to or acquired by the Contractor are the property of the City. The Contractor shall not disclose or appropriate to its own use, or to the use of any third party, all or any part thereof without the prior written consent of the Contract Administrator.

D8.3 The Contractor shall not make any statement of fact or opinion regarding any aspect of the Contract to the media or any member of the public without the prior written authorization of the Contract Administrator.

D9. SECURITY CLEARANCE

D9.1 Each individual proposed to perform Work under the Contract shall be required to obtain a Criminal Record Search Certificate from the police service having jurisdiction at his place of residence.

D9.1.1 The Criminal Records Search shall include a Vulnerable Sector Search.

D9.2 Prior to the commencement of any Work, and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Contractor shall supply the Contract Administrator with a Criminal Record Search Certificate obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof, for each individual proposed to perform Work within City facilities or on private property.

D9.3 Any individual for whom a Criminal Record Search Certificate is not provided, or for whom a Criminal Record Search Certificate indicates any convictions or pending charges related to property offences or crimes against another person, will not be permitted to perform any Work within City facilities or on private property.

D9.4 Any Criminal Record Search Certificate obtained thereby will be deemed valid for the duration of the Contract subject to a repeated records search as hereinafter specified.

D9.5 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require an updated criminal records search. Any individual who fails to provide a satisfactory Criminal Record Search Certificate as a result of a repeated criminal records search will not be permitted to continue to perform Work under the Contract within City facilities or on private property.

SUBMISSIONS

D10. AUTHORITY TO CARRY ON BUSINESS

D10.1 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.

D11. INSURANCE

D11.1 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.
- (c) Insurance against any loss or damage to his own property or machinery while on the City's property for this Contract.
 - (i) It is understood and agreed that the coverage provided by the policy will not be changed or amended in any way nor cancelled until thirty (30) days after written notice of such change or cancellation shall have been given to all additional Insured.

D11.2 Deductibles shall be borne by the Contractor.

D11.3 The Contractor shall provide the Contract Administrator with a certificate of insurance of each policy at least two (2) Business Days prior to the commencement of any Work on the Site but in no event later than the date specified in GC.3.01 for the return of the executed Contract.

D11.4 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.

SCHEDULE OF WORK

D12. COMMENCEMENT

D12.1 The Contractor shall not commence any Work until he is in receipt of a letter of intent from the Award Authority authorizing the commencement of the Work.

D13. SUBSTANTIAL PERFORMANCE

D13.1 The Contractor shall achieve Substantial Performance by December 31, 2005.

D14. TOTAL PERFORMANCE

D14.1 The Contractor shall achieve Total Performance by January 15, 2005.

CONTROL OF WORK

D15. JOB MEETINGS

D15.1 Regular monthly job meetings will be held at the Site or through conference call. These meetings shall be attended by a minimum of 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 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.

- D15.2 The Contract Administrator reserves the right to cancel any job meeting or call additional job meetings whenever he deems it necessary.

PART E - SPECIFICATIONS

GENERAL

E1. GENERAL

E1.1 These Specifications shall apply to the Work.

E2. OVERVIEW

E2.1 The City has in excess of 6 million square feet of municipal buildings including historic, recreational, leisure, office, police, fire, libraries, leased out properties, seasonal buildings, storage, shops, zoo, conservatory, and community centres.

E2.2 The City undertook a General Overview evaluation (based on age and history of building system) of the recreation, leisure and library portion of the City's buildings inventory as part of the Public Use Facilities Study during 2003 and 2004 (see <http://www.winnipeg.ca> to view this study and results). General Condition Ratings (out of 100) were assigned based on City staff opinion and knowledge without actual physical inspections.

E2.3 The City requires the Contractor to provide comprehensive asset management services consisting of:

- (a) Building Condition Audit
- (b) Supply and Implementation of Asset Management Software
- (c) Train City Staff

E2.4 At a later date (after the completion of this Contract), the City, as funding becomes available, may expand the building condition audit to all or part of the remaining building inventory.

E3. BUILDING CONDITION AUDIT

- (a) The Contractor shall inspect all buildings specified in Appendix A herein, to produce an accurate analysis that identifies all visible and discernible (through non-destructive means) components and elements requiring maintenance or other planned action to correct deficient conditions in order to determine:
 - (i) the present condition; and
 - (ii) the current physical building functionality relative to the needs of the City.

E3.1 The Building Condition Audit will focus on the following property elements:

- (a) Building Envelope systems – roof, walls, window systems, visible structure;
- (b) Interior systems – walls, doors, flooring, visible structure;
- (c) Health/Fire/Life Safety systems and issues;
- (d) Accessibility systems – City of Winnipeg Accessibility Standards;
- (e) Heating, Ventilation and Air Conditioning systems;
- (f) Electrical and Electrical Distribution systems;
- (g) Plumbing systems
- (h) Fire Protection systems;
- (i) Specialty Construction (including sport facility “field of play” (i.e. pool tank, ice rink, etc.);

- (j) Vertical Transportation systems.
- E3.2 The Contractor shall review existing client-supplied building condition information for possible incorporation into the asset management database, including:
- (a) prior engineering studies,
 - (b) hazardous material audits,
 - (c) air or water quality studies, and
 - (d) other related building data.
- E3.3 The Contractor shall conduct brief interviews with City staff to determine suitability, integrity, and completeness of City supplied data.
- E3.4 The Contractor shall identify all client-supported building condition data as such in the database.
- E3.5 The Contractor shall develop a means (a corrective measure) and cost estimate of correcting each deficient condition identified in the building condition audit.
- (a) Each corrective measure shall entail a detailed description of the methods and quantities of labour and materials necessary to conduct the work from which a detailed, multiple line item, construction estimate will be developed within the software.
 - (b) The Contractor shall at the direction of the Contract Administrator, develop multiple correction methodologies for a range of possible corrective measures and the associated costs.
 - (c) The construction estimates shall be based upon current regional R.S. Means Facilities Construction Cost Data, and Facilities Maintenance and Repair Costs Data estimating format or other approved equal estimating system.
- E3.6 Deficiency Categories
- E3.6.1 Each corrective measure identified shall be classified by the major property elements identified in E3.1 and assigned one of the following categories:
- (a) Life-safety Code Compliance;
 - (b) Building Code Compliance;
 - (c) Accessibility Standard Compliance;
 - (d) Building Integrity;
 - (e) Functionality;
 - (i) Acoustics
 - (ii) Lighting
 - (iii) Environmental Control (temperature, relative humidity)
 - (iv) Space functionality
 - (f) Appearance/aesthetics;
 - (g) Energy;
 - (h) Environmental (as provided in client-supported facilities condition data);
 - (i) Asbestos
 - (ii) PCBs
 - (iii) Lead-based paints
 - (iv) CFCs
 - (v) IAQ (Indoor Air Quality)
 - (vi) Water Quality

(i) Vertical Transportation Requirements;

E3.6.2 The categories in Clause E3.6.1 represent sample definitions and may change or amend as required by the City through the initial stages of the audit process.

E3.7 In addition to the standard categories and classifications available within the software system, the City shall have the ability to edit support tables to allow for client-specified classification.

E3.8 Each corrective measure shall be assigned a unique identifier within the computerized system and shall enable correction tracking by City staff as deficiencies are corrected.

E4. SUPPLY AND IMPLEMENTATIONS OF ASSET MANAGEMENT SOFTWARE

E4.1 The asset management software shall be an existing system with a proven "track record" of at least five (5) years of system implementation, preferably in institutional/municipal settings.

E4.2 The asset management software shall have the capability to transfer data to and from the latest version of Maximo as manufactured by MRO if the City so desires.

E4.3 The asset management software shall be fully implemented and operational prior to Substantial Performance.

E4.4 Data Management

E4.4.1 The asset management software shall manage the data collected during the building condition audit process, performing the following tasks:

- (a) Identify all deficient conditions in terms of deferred maintenance; capital repair; and building and life safety code non-compliance issues. Identify the extent and severity of each;
- (b) Prioritize all deficient conditions, associated corrective measures and information concerning building systems and deficiency classifications into at least a five category prioritization system defining:
 - (i) The level of urgency associated with the category;
 - (ii) Time frame within which to remedy the deficiencies within; and
 - (iii) Description of typical deficiencies associated with each category.
- (c) Devise and describe methods to correct each deficient condition;
- (d) Perform cost estimates for each corrective measure as per Clause E3.5 and E4.5 herein; and
- (e) Incorporate digital photograph of individual deficiencies (as required) and other electronic documentation that will be linked to the buildings and/or the deficiency.

E4.5 Cost Estimates

E4.5.1 The asset management software shall perform cost estimates utilizing a system which shall:

- (a) Utilize the current regional R.S. Means published, Industry Standard Construction, Facilities Maintenance and Repair cost estimating data for Winnipeg, Manitoba;
- (b) Allow custom modifications to the R.S. Means estimating tool, to reflect costs specific to the City operation;
- (c) Be embedded within the overall software;
- (d) Annually update correction costs and building replacement costs estimates based on changes to published construction costs; and

E4.6 Project Implementation

E4.6.1 The asset management software shall have project implementation capabilities embedded in the software to manage remedial work as follows:

- (a) Develop logical and strategic deferred maintenance reduction and capital expenditure plans most appropriate to the available budget in order to optimize available funds and improve the building functional aspects;
- (b) Analysis of various corrective measures to identify the most cost-effective approach for the work;
- (c) Bundle the resulting approaches into contract packages or projects for cost-effective contracting, purchasing and correction;
- (d) Integrate the full range of capital projects; and
- (e) Create, track and execute actual projects.

E4.7 Modelling

E4.7.1 The asset management software shall be capable of generating multi-level financial modelling based on the deferred maintenance backlog, capital renewal and selected time frame. Systems shall be capable of analyzing and projecting funding for time periods up to 40 years including:

- (a) Provide readily accessible facilities information for the City's decision-making process;
- (b) Identify the current condition of each building component and the deferred maintenance liability;
- (c) Target and benchmark facility condition and performance;
- (d) Benchmarking of the facility condition index shall follow standard industry practices;
- (e) Project and analyze costs for deferred maintenance and capital renewal;
- (f) Identify the building replacement costs and facility condition indices;
- (g) Analyze and model the rates of degradation of each facility and in groups of facilities and report on the required reinvestment rate on an annual basis to replace/refurbish components as such components become degraded;
- (h) Provide multi-level financial modelling capabilities for tracking and modelling for both current as well as future situations;
- (i) Establish a building component depreciation analysis to forecast renewal investment rates required to maintain facilities over time.
- (j) Provide graphical reporting of renewal and other requirements for individual facilities or grouped facilities;
- (k) Identify the resources needed to maintain the operability, suitability and value of the physical assets given their current functions (i.e. the building renewal investment requirement);
- (l) Analyze multi-year outlooks and various combinations of building type reinvestment rates;
- (m) Enable toggling between multiple corrections methodologies at users' discretion;
- (n) Rates of standard degradation of each component and the cost to replace/refurbish that component;
- (o) Leveraging of an inter/intranet structure with relational database technology and full analytical and decision support tools and methodologies;
- (p) Maintain an up-to-date database that supports the above-mentioned goals and enables an ongoing process to manage building assets and their functional use; and

E4.8 Licensing/Purchase of Asset Management Software

- (a) The Contractor shall provide the City with either a "License" or "Bill of Sale" for the city's use of the software "in perpetuity".
- (b) The Contractor shall install and implement said software.

E4.9 Annual Software Support

- (a) The Contractor shall provide support for the installed Asset Management Software, including:
 - (i) 24 x 7 toll free Customer support;
 - (ii) Use of support online;
 - (iii) Service request tracking;
 - (iv) User discussion forums;
 - (v) Knowledge base;
 - (vi) Technical alerts and bulletins;
 - (vii) Product upgrade information;
 - (viii) Defect listings by version;
 - (ix) Production information;
 - (x) Periodic patches, maintenance releases and upgrades to general releases
 - (xi) Access to the "Developer Center" through support online;
 - (xii) Remote diagnostic capabilities;
 - (xiii) Provision of new releases and when the Contractor makes them generally available.
- (b) The Annual Support shall commence upon the completion of the Warranty period.

E5. TRAINING

E5.1 The Contractor shall train City employees to be fully certified users to perform:

- (a) The proper use of the asset management software including but not limited to data populating, maintenance and updating, running reports, performing modelling functions, etc.
- (b) Building condition audits including inspection and estimating techniques; and populating the database with the collected data. the cost to train City staff to fully understand and utilize the software package

E5.2 The City shall provide the training facility, computer equipment and Internet connection.

E5.3 Training shall be in a small group format of up to six students.

E5.4 Bidders shall consider five (5) Business Days training for each session.

E6. FINAL REPORT

E6.1 The Contractor shall provide a Final Report with the results of the building condition audit for the buildings listed in Appendix A consisting of:

- (a) One (1) bound hardcopy of the results of the audit;
- (b) One (1) separately bound hardcopy of the results for each building group; and
- (c) The asset management system software fully populated and operational with the building condition audit data gathered during the Contract.

E7. DISBURSEMENTS

- E7.1 The Contractor shall provide the City with copies of paid invoices for the following items associated with performing this Contract:
- (a) Travel costs to and from Winnipeg:
 - (b) Transportation costs while in Winnipeg:
 - (c) Food and lodging costs while in Winnipeg: and
 - (d) Other miscellaneous costs pre-approved by the City.
- E7.2 Costs associated with the normal operation of the Contractors business will not be considered a disbursement including:
- (a) Long distance telephone calls:
 - (b) Clerical and computer costs:
 - (c) Copying, faxing, postage, and courier costs: and
 - (d) Other miscellaneous costs not pre-approved by the City.
- E7.3 Disbursement costs shall be marked up with the s overhead % as quoted in the Contractor's proposal.
- E7.4 The disbursements shall be applied to the Cash Allowance quoted in Item 6 of Bid Form B

Physical Asset Management

BUILDING TYPE	BUILDING NAME	BUILDING ADDRESS	BUILDING AREA (sq. ft.)	DATE BUILT	COMMENTS
Assiniboine Park Enterprises	24	Tropical House	7,490	1970	
Assiniboine Park Enterprises	68	Kinsmen Discovery Centre	15,000	1991	
Assiniboine Park Enterprises	61	KDC Barn		1991	included in above
Assiniboine Park Enterprises	65	Commissary	6264	1980	
Assiniboine Park Enterprises	66	Animal Arrival Station	1,755	1993	
Assiniboine Park Enterprises	67	Zoo Hospital	4,711	1965	renovated
Assiniboine Park Enterprises	86	Zoo Hospital Barn	823	1993	
Assiniboine Park Enterprises	73	Washroom #1	780	1962	renovated 2005, roof repl 2002
Assiniboine Park Enterprises	74	Washroom #2	780	1973	
Assiniboine Park Enterprises	80	White Tiger (old Panda)	2,299	1989	approx
Assiniboine Park Enterprises	56	Siberian Tiger	832	1965	upgraded 2004
Assiniboine Park Enterprises	47	Monkey House	2,261	1964	approx
Assiniboine Park Enterprises	39	Bears	18300	1955	upgraded 1968 & 1985
Assiniboine Park Enterprises	40	Red Pandas	212	1959	upgraded in 1980's
Assiniboine Park Enterprises	43	Lemurs	272	1959	upgraded in 1980's
Assiniboine Park Enterprises	71	East Gate Entry & Zootique	4088	1989	approx
Assiniboine Park Enterprises	88	Restaurant	6765	1989	
Assiniboine Park Enterprises	76	Food Hut by Tropics	649	1991	
Assiniboine Park Enterprises	81	Parrots	780	1993	
Assiniboine Park Enterprises	82	Wallabies	640	1993	
Assiniboine Park Enterprises	83	Finch	1000	1993	
Assiniboine Park Enterprises	84	Tree Kangaroo	1260	1993	
Assiniboine Park Enterprises	85	Lorikeet	1000	1993	
Assiniboine Park Enterprises	50	Winter Shelter	1440	1968	
Assiniboine Park Enterprises	38	Flamingo	500	1945	upgraded 1990
Assiniboine Park Enterprises	8	Red Kangaroo	1296	1992	renovated
Assiniboine Park Enterprises	57	Zebra Barn North	1017	1967	moved & renovated 1994
Assiniboine Park Enterprises	58	Zebra Barn South	1305	1967	moved & renovated 1994
			83,519		
Assiniboine Park Enterprises	Conservatory Greenhouse	15 Conservatory Drive	17,436		
Assiniboine Park Enterprises	Conservatory	15 Conservatory Drive	26,005		
			43,441		
Brookside Cemetery	Office	3001 Notre Dame	3,168		
Brookside Cemetery	Pump House	3001 Notre Dame	490		
Brookside Cemetery	Residence	3001 Notre Dame	550		
Brookside Cemetery	Service Building	3001 Notre Dame	2,927		
St. Vital Cemetery	Maintenance Building	236 River Road	767		
St. Vital Cemetery	Pump House	236 River Road	144		
St. Vital Cemetery	Residence	236 River Road	602		
Transcona Cemetery	Transcona Cemetery - shop and crypt	Dugald Rd & Superior	2,040		
			10,688		
Golf Services SOA	Crescent Drive Club House	785 Crescent Drive	1,660		
Golf Services SOA	Crescent Drive - Service Yard Building	785 Crescent Drive	1,621		
Golf Services SOA	Harbourview - Pro Shop	1867 Springfield Rd	1,300		
Golf Services SOA	John Blumberg - Clubhouse Building	4540 Portage	7,578		
Golf Services SOA	Kildonan - Clubhouse Building	2021 Main Street	4,818		
Golf Services SOA	Kildonan - Service Building	2021 Main Street	1,556		
Golf Services SOA	Windsor - Club House	10 Des Meurons	4,818		
Golf Services SOA	Windsor - Service Yard Building	10 Des Meurons	1,854		
			25,205		
Fire Station	Station #6	603 Redwood Ave.	2,750		
Fire Station	Station #22	1567 Waverly St.	2,750		
Fire Station	Station #23	880 Dalhousie Drive	2,750		
Fire Station	Station #25	701 Day St.	2,750		
Fire Station	Station #26	1525 Dakota St.	2,750		
			13,750		

Indoor Pool	Seven Oaks	444 Adsum Drive	45,908	1977	sister pool to Elmwood Kildonan
Indoor Pool	BoniVital	1215 Archibald S	38,871	1974	
Indoor Pool	Elmwood Kildonan	909 Concordia Ave.	45,908	1975	
Indoor Pool	Margaret Grant	685 Dalhousie Dr	19,137	1971	
Indoor Pool	St. James Civic Centre Complex - indoor pool	2055 Ness	13,597	1965	
	St. James Civic Centre Complex - arena	2055 Ness	36,104	1965	
	St. James Civic Centre Complex - liesure centre	2055 Ness	49,024	1965	
Indoor Pool	Eldon Ross	1887 Pacific Ave.	10,148	1982	seasonal pool converted grocery store
Indoor Pool	St. James Centennial	644 Parkdale St	55,252	1970/2004	addition added
Indoor Pool	Sherbrook	381 Sherbrook St	32,514	1930	
Indoor Pool	N.E. Centennial	90 Sinclair	52,008	1969	
Indoor Pool	Transcona Centennial - indoor pool	1101 Wabasha	11,055	1967	attached to arena
Arena	Roland Michener Arena	1121 Wabasha	32,626	1967	attached to indoor pool
Indoor Pool	Pan Am Pool	25 Poseidon Bay	163,000	1967	additions 1994/1997/1999
			605,152		
Civic Accommodations	Fire Dept. Training	2546 McPhillips	76,341		
Civic Accommodations	St. John's Library	500 Salter	7,090		
Civic Accommodations	West End Library	66 Allard	7,620		
Civic Accommodations	Environmental Health Services	33 Warnock	7,510		
Civic Accommodations	Mandarin Building	185 King	58,682		
			157,243		
Parks & Open Space	Forestry - Office	401 Pandora Ave.	11,451		
Parks & Open Space	Harbourview - Recreation Complex	1867 Springfield Road	4,152		
Parks & Open Space	Maintenance Shop	2170 Main St.	12,981		
Parks & Open Space	Pritchard Yard Shop	161 Pritchard	3,268		
Parks & Open Space	Tache Shop	825 Tache Ave.	5,781		
Parks & Open Space	Watt Street Shop	565 Watt St.	10,131		
Parks & Open Space	Westview Park Shop	1 Midland	4,899		
Parks & Open Space	Renfrew Yard Garage -	Corydon and Lindsay	930		
Parks & Open Space	Renfrew Yard Office	Corydon and Lindsay	1,338		
Parks & Open Space	Normand Nursery Office	1978 St.Mary's Rd.	539		
Parks & Open Space	Plinquet Shops	552 Plinquet	11,559		
Parks & Open Space	Office and Shop	Dudley and 370 Daly	4,797		
Parks & Open Space	Archibald Yard	1201 Archibald St.	3,826		
Parks & Open Space	Maple Grove Park - Service Building	St Mary's & Perimeter	2,233		
Parks & Open Space	Fraser's Grove Washroom	Fraser's Grove Park	296		
Parks & Open Space	Bourkevale Leisure Centre/Lawn Bowling	100 Ferry Road	8,585		
Parks & Open Space	St Vital Park - Service Yard Building	190 River Rd	894		
Parks & Open Space	St Vital Pk - Summer Washroom Shelter	190 River Rd	700		
Parks & Open Space	St. Vital Pk - Duckpond Washroom Shelter	190 River Rd	3,760		
Parks & Open Space	St Vital Park - WR/Administration Building	190 River Road	1,296		
Parks & Open Space	Crescent Drive Park-ServiceYard Building	Crescent E of Pembina	550		
Parks & Open Space	Crescent Drive Park Washroom	Crescent East of Pembina	1,150		
Parks & Open Space	Kings Park - Office/Serv Bldg -	Kings Dr & Kilkenny	116		
Parks & Open Space	Kings Park - Washroom Building	Kings Dr & Kilkenny	370		
Parks & Open Space	LaBarriere Park - Service Building	Waverley St	1,017		
Parks & Open Space	Assiniboine Park - Yard office building trailer	735 Assiniboine Park Dr.	1,603		approx
Parks & Open Space	Assiniboine Park - Central WR/Picnic Shelter	101-111 Pavillion	5,661		
Parks & Open Space	Assiniboine Park - repair shop	735 Assiniboine Park Dr.	7,911		approx
Parks & Open Space	Eric Coy Carpentry Shop	535 Oakdale	2,734		
Parks & Open Space	Parks & Open Space Shop	391 Assiniboine Park Drive	3,992		
Parks & Open Space	St John's Park - Lawn Bowling	SE of Main & St John	1,468		approx
Parks & Open Space	Vimy Park - Lawn Bowling	Portage and Home	3,605		approx
Parks & Open Space	McGee Facility Maintenance Main Building	752 Mcgee	15,475		
Parks & Open Space	McGee Steel Quonset	752 Mcgee	3,628		
Parks & Open Space	McGee North Garage	752 Mcgee	1,765		
Parks & Open Space	McGee Northwest Garage	752 Mcgee	1,902		
Parks & Open Space	McGee South (orange) Garage	752 McGee	1,836		
Parks & Open Space	McGee MTCE/ welding shop and garage	752 Mcgee	1,239		
			149,437		
		TOTAL AREA	1,088,436		