

## **CITY SUPPLIED EQUIPMENT**

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### **1. GENERAL**

- .1 The City has entered into a number of equipment supply contracts based on the Bid Opportunities described in Part D. Installation of City Supplied Equipment is the responsibility of this Contractor.
- .2 The City Supplied Equipment will be delivered to and stored at the City Warehouse. The cost for pick-up and delivery of equipment from the City's Warehouse to the jobsite will be borne by the Contractor.
- .3 All forms referred to in this Section (Form 100, 101, 102 and 103) will be initiated by the Supply Contractor to be completed by the Contractor as detailed below.
- .4 Prior to accepting any of the equipment to be supplied by a Supply Contractor, the Contractor shall inspect the equipment. A representative from each of the following groups will be in attendance at the time of pick-up and delivery: the Supply Contractor, Contractor, and Contract Administrator. A duly executed Form 100 – Certificate of Equipment Delivery shall be completed. Any minor damage identified during the inspection shall be repaired as per the Supply Contractor's instructions at the Supply Contractor's cost. Any severe damage will be grounds for rejection of the equipment. The severely damaged equipment will be replaced at the Supply Contractor's cost. The Contractor shall accept the equipment and assume risk and responsibility for the equipment and fill out Form 100 - Certificate of Equipment Delivery.
- .5 If the Contractor's inspection reveals any deficiencies in the equipment, then these shall be noted in writing prior to the Contractor accepting the equipment. Only deficiencies noted and documented in the foregoing manner will be deemed not the responsibility of the Contractor.
- .6 The Contractor shall be responsible for the installation of City Supplied Equipment in addition to all equipment supplied under this Contract. City Supplied Equipment shall be installed in accordance with the Supply Contractor's installation instructions.
- .7 For the purposes of Form 100, the Supply Contractor will be the Manufacturer.

### **2. SUPERVISION OF INSTALLATION, START-UP, AND FIELD TESTING**

- .1 For City Supplied Equipment, each Supply Contractor will provide the services of a qualified representative to assist in the installation, start-up, and performance testing of all of the equipment. The Contractor shall refer to Sections 01650 – Equipment Installation, and Divisions 2 and 15 for details on the services and procedures not included in this Section. The services to be performed by the Supply Contractors are as follows:
  - .1 Prior to the Contractor beginning the installation, the Supply Contractor will provide to the Contractor instructions and advice regarding the detailed requirements for the equipment installation. The Supply Contractor will be required to provide Form 101 –

### **CITY SUPPLIED EQUIPMENT**

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Certificate of Readiness to Install. The Contractor shall be required to sign Form 101 to acknowledge that he has received adequate instruction. During installation, if the Contractor has additional questions regarding installation requirements or procedures, he shall contact the Supply Contractor, with the assistance of the Contract Administrator, as required. No additional compensation to the Contractor based on claims of inadequate training from a Supply Contractor will be entertained should he install equipment improperly.

- .2 Following the completion of the installation, the Supply Contractor will inspect the installation of the equipment to verify that it has been installed in accordance with the Supply Contractor's requirements. The Supply Contractor will be required to provide Form 102 – Certificate of Satisfactory Installation. If any deficiencies in the installation exist at the time of inspection, these shall be noted on Form 102 by the Supply Contractor. The Contractor shall be responsible for the prompt correction of these deficiencies prior to performance testing of the equipment.
- .3 The Supply Contractor shall assist the Contractor in Performance Verification of the equipment as specified in Divisions 2 and 15.
- .4 The Supply Contractors for City Supplied Equipment have been contracted to provide site visits for inspection of installation and for assistance of Performance Verification.

**END OF SECTION**

## **SUBMITTALS**

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### **1. SHOP DRAWINGS**

#### **1.1 General**

- .1 Arrange for the preparation of clearly identified Shop Drawings as specified or as the Contract Administrator may reasonably request. Shop Drawings are to clearly indicate materials, methods of construction, and attachment or anchorage, erection diagrams, connections, explanatory notes, and other information necessary for completion of the Work. Where articles or equipment attach or connect to other articles or equipment, clearly indicate that all such attachments and connections have been properly coordinated, regardless of the trade under which the adjacent articles or equipment will be Supplied and Installed. Shop Drawings are to indicate their relationship to design Drawings and Specifications. Notify the Contract Administrator of any deviations in Shop Drawings from the requirements of the Contract Documents to allow the Contract Administrator to assess the deviations.
- .2 Where all or part of the Shop Drawings are to be prepared under the stamp and seal of a Professional Engineer registered in the Province of Manitoba, the Contract Administrator will limit that review to an assessment of the completeness of the part of the submission so stamped and sealed.
- .3 Shop drawings are not required for products which are listed as Approved Products in the City of Winnipeg Standard Construction Specifications.

#### **1.2 Electrical and Controls Installation Information**

- .1 Key information will be taken from Shop Drawings to prepare electrical and instrumentation Drawings and/or layout Drawings, control schematics, and interconnection wiring diagrams.

#### **1.3 Submission Requirements**

- .1 Coordinate each submission with requirements of the Work and Contract Documents. Individual submissions will not be reviewed until all related information is available.
- .2 Accompany all submissions with a transmittal letter, in duplicate, containing:
  - .1 Date
  - .2 Project title and Bid Opportunity number
  - .3 Contractor's name and address
  - .4 Specification Section number for each submittal
  - .5 Submittal number and revision number in the following format:
    - .1 Bid Opportunity No. XXX-200X - Spec Section # - Submittal # - Revision # (e.g. XXX-05500-001-1).
    - .2 The first submittal is numbered 1 with sequential numbering after that for revisions.

## SUBMITTALS

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- .6 Identification and quantity of each Shop Drawing product
- .7 Equipment tag number
- .8 Other pertinent data
- .3 Submissions shall include:
  - .1 Date and revision dates.
  - .2 Project title and number.
  - .3 Name, email address, and address of:
    - .1 Contractor
    - .2 Manufacturer
  - .4 Contractor's stamp, signed by Contractor's authorized representative, certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
  - .5 As required in the specifications, the seal and signature of a Professional Engineer registered in the Province of Manitoba.
- .4 Details of appropriate portions of work as applicable:
  - .1 Fabrication
  - .2 Layout showing dimensions including identified field dimensions and clearances
  - .3 Setting or erection details
  - .4 Capacities
  - .5 Performance characteristics
  - .6 Standards
  - .7 Operating weight
  - .8 Wiring diagrams
  - .9 Single line and schematic diagrams
  - .10 Method of control of equipment and its communication with the City's SCADA system

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## SUBMITTALS

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### 1.4 Drawings

- .1 Original Drawings or modified standard Drawings provided by the Contractor to illustrate details of portions of Work which are specific to project requirements.
- .2 Maximum sheet size: 850 x 1050 mm.
- .3 Submit twelve (12) prints and one (1) reproducible copy of Shop Drawings. The Contract Administrator will return the reproducible copy with comments transcribed.
- .4 Cross-reference Shop Drawing information to applicable portions of the Contract Documents.
- .5 Include reviewed Shop Drawings in all O&M Manuals.

### 1.5 Product Data

- .1 Product Data: Manufacturer's catalogue sheets, brochures, literature, performance charts, and diagrams used to illustrate standard manufactured products.
- .2 Submit twelve (12) copies of product data.
- .3 Sheet size: 215 x 280 mm.

### 1.6 Procedure and Routing

- .1 The Contractor shall provide to the Contract Administrator Shop Drawings and corresponding submittal transmittal form(s) complete with the information specified in 1.3 Submission Requirements in .pdf format.
- .2 Shop Drawing submittals shall be emailed to the Contract Administrator for all submissions where the e-mail size is less than 5 MB. When the total size of the email is greater than 5 MB, the Contractor shall post the .pdf version of the Shop Drawings and submittal transmittal form(s) to an accessible place on the internet (provided by the Contract Administrator) and an e-mail notification is to be sent to all parties listed above when posting is complete.
- .3 The routing and the names of individuals responsible for receiving submittals will be identified by the Contract Administrator at the pre-construction meeting held pursuant to D4.2.
- .4 Upon review of the Shop Drawings, the Contract Administrator will e-mail the .pdf version of the annotated Shop Drawings and corresponding transmittal form(s) to the Contractor. When the total size of the email is greater than 5 MB, the Contract Administrator will post the .pdf version of the Shop Drawings and corresponding transmittal form(s) to the same accessible place on the internet and an e-mail notification will be sent to the Contractor. Two (2) printed copies of the reviewed Shop Drawings will be sent back to the Contractor.

## **SUBMITTALS**

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### **1.7 Shop Drawing Review**

- .1 Shop Drawing review by the Contract Administrator is solely to ascertain conformance with the general design concept. Responsibility for the approval of detail design inherent in Shop Drawings rests with the Contractor and review by the Contract Administrator shall not imply such approval.
- .2 Review by the Contract Administrator shall not relieve the Contractor of his responsibility for errors or omissions in Shop Drawings or for proper completion of the Work in accordance with the Contract Documents.
- .3 Shop Drawings will be returned to the Contractor with one of the following notations:
  - .1 When stamped "REVIEWED", distribute additional copies as required for execution of the Work.
  - .2 When stamped "REVIEWED AS MODIFIED", ensure that all copies for use are modified and distributed, same as specified for "REVIEWED".
  - .3 When stamped "REVISE AND RE-SUBMIT", make the necessary revisions, as indicated, consistent with the Contract Documents and submit again for review.
  - .4 When stamped "NOT REVIEWED", submit other drawings, brochures, etc., for review consistent with the Contract Documents.
  - .5 Only Shop Drawings bearing "REVIEWED" or "REVIEWED AS MODIFIED" shall be used on the Work unless otherwise authorized by the Contract Administrator.
- .4 After submittals are stamped "REVIEWED" or "REVIEWED AS MODIFIED", no further revisions are permitted unless re-submitted to the Contract Administrator for further review.
- .5 Any adjustments made on Shop Drawings by the Contract Administrator are not intended to change the Contract Price. If it is deemed that such adjustments affect the Contract Price, clearly state as such in writing prior to proceeding with fabrication and installation of Work.
- .6 Make changes in Shop Drawings which the Contract Administrator may require consistent with Contract Documents. When re-submitting, notify the Contract Administrator in writing of any revisions other than those requested by the Contract Administrator.
- .7 Shop Drawings indicating design requirements not included in the Contract Documents require the seal of a Professional Engineer registered in the Province of Manitoba. If requested, submit engineering calculations for review, sealed by a Professional Engineer.

### **1.8 Operating and Maintenance Manuals**

- .1 Refer to Section 01730 – Operations and Maintenance Manuals.

**END OF SECTION**

## QUALITY CONTROL

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### **1. GENERAL**

#### **1.1 Section Includes**

- .1 Quality assurance requirements
- .2 Inspection and testing, administrative and enforcement requirements.
- .3 Tests and mix designs.
- .4 Mock-ups.
- .5 Mill tests.
- .6 Equipment and system adjust and balance.

#### **1.2 Precedence**

- .1 Refer to C:2.

#### **1.3 Related Sections (Not Used)**

#### **1.4 References**

- .1 Unless the edition number and/or date are specified, any reference to the Manufacturer's and published codes, standards and specifications shall mean the latest edition published by the issuing authority, and in effect three (3) Business Days before the Submission Deadline.
- .2 Referenced standards and specifications define minimum requirements. Work in quality exceeding these minimum requirements conforms to the Contract.
- .3 Any reference to a Manufacturer's direction, instruction, or specification shall be deemed to include full information on storing, handling, preparing, mixing, installing, erecting, applying, or other matters concerning the products pertinent to their use and their relationship to the products with which they are incorporated.
- .4 Any reference to regulatory authorities includes all authorities having jurisdiction.
- .5 Any reference to a Specification section includes all Drawings and schedules related to the work of that section.

#### **1.5 Inspection**

- .1 Refer to C:11.

## QUALITY CONTROL

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### **1.6 Independent Inspection Agencies**

- .1 Except where inspecting, testing and similar quality control services are specifically indicated to be the Contractor's responsibility, the City will engage Independent Inspection/Testing Agencies for the purpose of inspecting and/or testing portions of Work. Cost of such services will be borne by the City.
- .2 Where inspecting, testing and similar quality control services are specifically indicated in the Specification Sections as the Contractor's responsibility, the Contractor shall engage appropriate Independent Inspection/Testing Agencies. Cost of such services will be borne by the Contractor.
- .3 Where the City has engaged an Inspection/Testing Agency for testing and inspection of a part of the Work and the Contractor is also required to engage an Inspection/Testing Agency for the same or related part of the Work; the Contractor shall not employ the same agency engaged by the City without the prior written approval of the Contract Administrator.
- .4 Employment of Inspection/Testing Agencies does not relax responsibility to perform Work in accordance with Contract Documents.
- .5 If defects are revealed during inspection and/or testing, appointed agency may require additional inspection and/or testing to ascertain full degree of defect. Regardless of original responsibility, pay costs for additional inspection and testing, retesting, re-inspection.

### **1.7 Access to Work**

- .1 Refer to C:11.

### **1.8 Procedures**

- .1 Refer to C:11.
- .2 Submit for the Contract Administrator's approval a written Quality Assurance Plan prior to start of any on site activities. The plan shall include as a minimum:
  - .1 Contractor's approach and philosophy to QA/QC during construction.
  - .2 Contractor's method for identification and tracking of all control documents.
  - .3 Organization chart showing proposed personnel and key contacts for QA/QC.
  - .4 QC Representative and any subordinate experts. Submit resumes for the Contract Administrator's approval.
  - .5 QC Representative's on Site presence and participation in pre-installation, and Subcontractor meetings.

## QUALITY CONTROL

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- .6 Contractor's bi-weekly QC report, including results of contractor certifications, test results, corrective action and follow-up on any deficiencies in the Project's quality control.
- .7 A list of proposed Inspection/Testing Agencies and their qualifications.
- .3 The QC Representative shall be:
  - .1 Independent of the Contractor's Supervisor
  - .2 Qualified by experience and training to monitor construction quality.
  - .3 Responsible for the overall quality assurance of the Contractor's work and compliance with Contract.
  - .4 Responsible to observe and certify the performance of contractor tests and pre-inspections identified, and to attend meetings on site. The QC Representative may elect to use an alternate expert to observe/certify performance.
  - .5 Authorized to stop work at any time that quality problems necessitate. This authority shall be delineated in a letter of appointment from a Contractor, and shall be included in the QA Plan.
- .4 Notify appropriate agency and the Contract Administrator not less than forty eight (48) hours in advance of requirement for tests, in order that attendance arrangements can be made.
- .5 Submit samples and/or materials required for testing, as specified in Specification section. Submit with reasonable promptness and in an orderly sequence so as not to cause delay in Work.
- .6 Provide labour and facilities to obtain and handle samples and materials on the Site.
- .7 Provide suitable facilities for the storage of specimens or samples at correct temperature, free from vibration or damage in accordance with the instruction of the Inspection/Testing Agency and the governing standard.

### **1.9 Rejected Work**

- .1 Refer to C:11.
- .2 Make good other contractor's work damaged by such removals or replacements promptly.

### **1.10 Reports**

- .1 For inspecting, testing and similar quality control services which are the Contractor's responsibility, submit four (4) copies of inspection and test reports to the Contract Administrator, unless specified otherwise.

## QUALITY CONTROL

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- .2 Each report shall include:
  - .1 Date of issue
  - .2 Contract name and number
  - .3 Name, address, and telephone number of Inspection/Testing Agency
  - .4 Name and signature of inspector and tester
  - .5 Date of inspection or test
  - .6 Identification of the product and Specification section covering inspected or tested Work
  - .7 Location of the inspection or the location from which the tested product was derived
  - .8 Type of inspection or test
  - .9 Complete inspection or test data
  - .10 Test results and an interpretation of test results
  - .11 Ambient conditions at the time of sample taking and testing
  - .12 The remarks and observations on compliance with the Contract Documents
  - .13 Recommendations on retesting or other corrective action where necessary
  - .14 Signature of a qualified and authorized representative of the Agency
- .3 Submit reports within forty eight (48) hours, and notify the Contract Administrator forthwith if the report indicates improper conditions or procedures.
- .4 Refer to Specification section for definitive requirements.

### **1.11 Tests and Mix Designs**

- .1 Furnish test results and mix designs as specified or reasonably required by the Contract Administrator.
- .2 Refer to Specification section for definitive requirements.

### **1.12 Mock-ups**

- .1 Prepare mock-ups as identified in Specification sections. Include for Work of all Sections required to provide mock-ups.

## **QUALITY CONTROL**

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- .2 Construct in locations as identified in Specification sections or as otherwise approved by the Contract Administrator.
- .3 Prepare mock-ups for the Contract Administrator's review with reasonable promptness and in an orderly sequence, so as not to cause any delay in Work.
- .4 Failure to prepare mock-ups in ample time is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .5 Specification section identifies whether mock-up may remain as part of Work or if it is to be removed and when.

### **1.13 Mill Tests**

- .1 Submit mill test certificates as specified or reasonably required by the Contract Administrator.
- .2 Refer to Specification section for definitive requirements.

### **1.14 Equipment and Systems**

- .1 Submit adjustment and balancing reports for mechanical, electrical, and other equipment systems.
- .2 Refer to Specification section for definitive requirements.

**END OF SECTION**

## **MATERIAL AND EQUIPMENT**

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### **1. PRODUCTS**

#### **1.1 Manufacturers' Directions**

- .1 Unless otherwise specified, install, or erect all products in accordance with Manufacturers' recommendations. Do not rely on labels or enclosures provided with products. Obtain instructions directly from manufacturers.
- .2 Notify the Contract Administrator, in writing, of any conflicts between the Specifications and Manufacturers' instructions so that the Contract Administrator may establish the course of action.
- .3 Improper installation or erection of products due to failure in complying with these requirements authorizes the Contract Administrator to require any removal and re-installation that may be considered necessary, at no increase in Contract Price.

### **2. WORKMANSHIP**

#### **2.1 Concealment**

- .1 In finished areas conceal all pipes, ducts and wiring except where indicated otherwise on Drawings or in Specifications.
- .2 Before installation inform the Contract Administrator if there is a contradictory situation.

#### **2.2 Location of Fixtures**

- .1 Consider the location of fixtures, outlets, and other mechanical and electrical items indicated on Drawings as approximate. The actual location of these items is to be as required or directed to site conditions at the time of installation and as is reasonable.
- .2 Before installation inform the Contract Administrator if there is a contradictory situation. Install as directed.

#### **2.3 Cutting and Remedial Work**

- .1 Perform all cutting and remedial work that may be required to make the several parts of the Work come together properly. Coordinate and schedule the Work to ensure that cutting and remedial work are kept to a minimum.
- .2 Employ specialists familiar with the materials affected in performing cutting and remedial work. Perform in a manner to neither damage nor endanger any portion of the Work.
- .3 Do not cut, drill or sleeve any load-bearing members without written acceptance of the Contract Administrator.
- .4 The Contractor is to perform work so as to minimize dust.

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## **MATERIAL AND EQUIPMENT**

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### **2.4 Fastenings**

- .1 Provide metal fastenings and accessories in same texture, colour and finish as adjacent material unless otherwise specified.
- .2 Prevent electrolytic action between dissimilar metals and materials.
- .3 Use non-corrosive, non-staining fasteners and anchors for securing exterior Work unless otherwise specified.
- .4 Space anchors within their load limit or shear capacity and ensure that they provide positive permanent anchorage. Wood plugs are not acceptable.
- .5 Keep exposed fastenings to a minimum, space evenly and lay out neatly.
- .6 Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.

### **3. MEASUREMENT**

#### **3.1 Metric Project**

- .1 Unless otherwise noted, this Work has been designed and is to be constructed in the SI nominal metric system of measurements.

**END OF SECTION**

## **EQUIPMENT INSTALLATION**

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### **1. INTENT**

- .1 This Section describes general requirements for all equipment supplied under the Contract relating to the supervision of installation, testing, operation, and performance verification. The Contractor shall be responsible for the supply, installation work, testing, operation, and performance verification of equipment in this Contract and for City Supplied Equipment, reference Section 01210 - City Supplied Equipment..

### **2. EXPERTISE AND RESPONSIBILITY**

- .1 The Contract Administrator recognizes the expertise of the Manufacturer.
- .2 Should the Contract Administrator issue an Addendum, Field Order, Change Order, or Instruction to change the Work which would, in the opinion of the Contractor, compromise the success or safety of the Work, then it shall be incumbent on the Contractor to notify in writing the Contract Administrator to this effect within two (2) days.

### **3. EQUIPMENT DELIVERY**

- .1 The Contractor shall be responsible for equipment delivery to the Site. When the Contractor accepts the equipment delivery, he shall certify the delivery by completing Form 100 – Certificate of Equipment Delivery, attached to this Specification.
- .2 Ten (10) days before delivery, notice shall be given to the Contract Administrator so that arrangements for receipt and for inspection can be made. The shipping lists of materials will be carefully checked by the Manufacturers Representative in the presence of the Contract Administrator and the Contractor.
- .3 The Contractor shall be responsible for all equipment at the Site or any alternative storage location.
- .4 The Contractor shall ensure that he is fully informed of precautions to be taken in the unloading of equipment and its subsequent storage including any required maintenance.
- .5 If equipment off-site storage is required, then the second move of the equipment to the Site will be at the Contractor's cost.

### **4. INSTALLATION ASSISTANCE**

- .1 Before commencing installation of equipment, the Contractor shall arrange for the attendance of the Manufacturer's Representative to provide instructions in the methods, techniques, precautions, and any other information relevant to the successful installation of the equipment.

## **EQUIPMENT INSTALLATION**

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- .2 The Contractor shall inform the Contract Administrator, in writing, of the attendance at the Site of any Manufacturer's Representative for installation training at least fourteen (14) days prior to arrival.
- .3 When the Manufacturer's Representative is satisfied that the Contractor is aware of all installation requirements, he shall so certify by completing Form 101 – Certificate of Readiness to Install attached to this Specification.
- .4 The completed form shall be delivered to the Contract Administrator prior to departure of the Manufacturer's Representative from the Site.
- .5 Installation of the equipment shall not commence until Contract Administrator has advised that he has received the completed Form 101.
- .6 Separate copies of Form 101 shall be used for different equipment.

### **5. INSTALLATION**

- .1 If necessary, or if so directed by the Contract Administrator during the course of installation, the Contractor shall contact the Manufacturer to receive clarification of installation procedures, direction, or any other additional information necessary to continue or complete the installation in an appropriate manner.
- .2 If it is found necessary, or if so directed by the Contract Administrator, the Contractor shall arrange for the Manufacturer's Representative to visit the Site to provide assistance during installation, all at the Contractor's cost.
- .3 Prior to completing installation, the Contractor shall inform the Manufacturer and arrange for the attendance at the Site of the Manufacturer's Representative to verify successful installation.
- .4 The Manufacturer's Representative shall conduct a detailed inspection of the installation including alignment, electrical connections, belt tensions, rotation direction, running clearances, lubrication, workmanship and all other items as required to ensure successful operation of the equipment.
- .5 The Manufacturer's Representative shall identify any outstanding deficiencies in the installation.
- .6 The deficiencies shall be rectified by the Contractor and the Manufacturer's Representative will be required to re-inspect the installation, at no cost to the City.
- .7 When the Manufacturer's Representative accepts the installation, he shall certify the installation by completing Form 102 – Certificate of Satisfactory Installation, attached to this Specification.

## **EQUIPMENT INSTALLATION**

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- .8 Deliver the completed Form 102 to the Contract Administrator prior to departure of the Manufacturer's Representative from the Site.
- .9 Tag the equipment with a 100 x 200 mm card stating "EQUIPMENT CHECKED. DO NOT RUN" stenciled in large black letters. Sign and date each card.
- .10 Provide separate copies of Form 102 for different equipment.

### **6. OPERATION AND PERFORMANCE VERIFICATION**

- .1 Equipment will be subjected to a demonstration, running test, and performance tests after the installation has been verified and any identified deficiencies have been remedied.
- .2 Inform the Contract Administrator at least fourteen (14) days in advance of conducting the tests and arrange for the attendance of the Manufacturer's Representative. The tests may be concurrent with the inspection of satisfactory installation if mutually agreed by the Contractor and the Contract Administrator.
- .3 The Manufacturer's Representative shall conduct all necessary checks to equipment and if necessary, advise the Contractor of any further checking, flushing, cleaning, or other work needed prior to confirming the equipment is ready to run.
- .4 The Contractor shall then operate the equipment for at least one (1) hour to demonstrate to himself the operation of the equipment and any required ancillary services. Any remedial measures required to ensure satisfactory operation shall be promptly undertaken.
- .5 Demonstration:
  - .1 The Contractor shall then notify the Contract Administrator of his readiness to demonstrate the operation of the equipment. The Contract Administrator shall attend, as expeditiously as possible.
  - .2 With the assistance of the Manufacturer's Representative, the Contractor shall demonstrate that the equipment is properly installed. Alignment, piping connections, electrical connections, etc. will be checked and if appropriate, code certifications provided.
  - .3 The equipment shall then be run for one (1) hour. Local controls shall be satisfactorily verified by cycling the equipment through several start-stop operations, modulating its output, or some combination. Operating parameters such as temperature, pressure, voltage, vibration, etc., will be checked to ensure that they are within the specified or Manufacturer's recommended limits, whichever is more stringent.
  - .4 On satisfactory completion of the one (1) hour demonstration, the equipment will be stopped and critical parameters, such as alignment, will be rechecked.

## EQUIPMENT INSTALLATION

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.6 Running Test:

- .1 The equipment will be restarted and run continuously for three (3) days. During this period, as practicable, conditions will be simulated which represent maximum or most severe, average, and minimum or least severe conditions. These conditions will be mutually agreed by the Manufacturer's Representative, the Contractor, and Contract Administrator on the basis of the information contained in the technical specifications, as well as the methods utilized to create the simulated conditions and the time periods allotted to each.

.7 Performance Tests:

- .1 Performance tests shall be conducted either concurrent with or subsequent to the running test, as practicable and agreed between the Contract Administrator, the Manufacturer's Representative, and the Contractor.
  - .2 Performance tests shall be as dictated in the technical specifications for each item of equipment or as reasonably required by the Contract Administrator to prove adherence to the requirements listed in the Specification.
  - .3 The Contractor shall submit the results of the performance tests to the Contract Administrator, documented and summarized in a format acceptable to the Contract Administrator. The Contract Administrator reserves the right to request additional testing. No equipment shall be accepted and handed over to the City prior to the satisfactory completion of the performance test(s) and receipt of the test reports.
- .8 All water, chemicals, temporary power, heating, or any other ancillary services required to complete the initial demonstration, running test and performance tests are the responsibility of the City.
- .9 Should the initial demonstration, running test or performance tests reveal any defects, then those defects shall be promptly rectified and the demonstration, running tests, and/or performance tests shall be repeated to the satisfaction of the Contract Administrator. Additional costs incurred by the Contractor, the Contract Administrator, or the City, due to repeat demonstration, running tests, and/or performance tests shall be the responsibility of the Contractor.
- .10 On successful completion of the demonstration, running test, and performance tests, Form 103 – Certificate of Equipment Satisfactory Performance attached to this specification will be signed by the Manufacturer's Representative, the Contractor, and the Contract Administrator.
- .11 The Contractor shall affix to the tested equipment a 100 mm x 200 mm card reading "OPERABLE CONDITION - DO NOT OPERATE WITHOUT CONTRACTOR'S PERMISSION." stenciled on in large black letters.

**EQUIPMENT INSTALLATION**

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**CERTIFICATE OF EQUIPMENT DELIVERY  
FORM 100**

We certify that the equipment listed below has been received and delivered into the care of the Prime Contractor. The equipment has been found to be in satisfactory condition. No defects in the equipment were found.

**PROJECT:** \_\_\_\_\_

**ITEM OF EQUIPMENT:** \_\_\_\_\_

\_\_\_\_\_

**TAG NO:** \_\_\_\_\_

**REFERENCE  
SPECIFICATION:** \_\_\_\_\_

\_\_\_\_\_  
(Authorized Signing Representative of the Contractor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Authorized Signing Representative of the Manufacturer)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Authorized Signing Representative of the Contract Administrator)

\_\_\_\_\_  
Date

**EQUIPMENT INSTALLATION**

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**CERTIFICATE OF READINESS TO INSTALL  
FORM 101**

I have familiarized the installer of the specific installation requirements related to the equipment listed below and am satisfied that he understands the required procedures.

**PROJECT:** \_\_\_\_\_

**ITEM OF EQUIPMENT:** \_\_\_\_\_

\_\_\_\_\_

**TAG NO:** \_\_\_\_\_

**REFERENCE  
SPECIFICATION:** \_\_\_\_\_

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(Authorized Signing Representative of the Manufacturer)

\_\_\_\_\_ Date

I certify that I have received satisfactory installation instructions from the equipment Manufacturer/  
Supplier.

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(Authorized Signing Representative of the Contractor)

\_\_\_\_\_ Date

**EQUIPMENT INSTALLATION**

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**CERTIFICATE OF SATISFACTORY INSTALLATION  
FORM 102**

I have completed my check and inspection of the installation listed below and confirm that it is satisfactory and that defects have been remedied to my satisfaction except any as noted below:

**PROJECT:** \_\_\_\_\_

**ITEM OF EQUIPMENT:** \_\_\_\_\_

**TAG NO:** \_\_\_\_\_

**REFERENCE  
SPECIFICATION:** \_\_\_\_\_

**OUTSTANDING DEFECTS:** \_\_\_\_\_

\_\_\_\_\_  
(Authorized Signing Representative of the Manufacturer)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Authorized Signing Representative of the Contractor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Authorized Signing Representative of the Contract Administrator)

\_\_\_\_\_  
Date

**EQUIPMENT INSTALLATION**

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**CERTIFICATE OF EQUIPMENT SATISFACTORY PERFORMANCE  
FORM 103**

We certify that the equipment listed below has been continuously operated for at least seven (7) consecutive days and that the equipment operates satisfactorily and meets its specified operating criteria. No defects in the equipment were found. The equipment is therefore classed as "conforming".

**PROJECT:** \_\_\_\_\_

**ITEM OF EQUIPMENT:** \_\_\_\_\_

\_\_\_\_\_

**TAG NO:** \_\_\_\_\_

**REFERENCE  
SPECIFICATION:** \_\_\_\_\_

\_\_\_\_\_  
(Authorized Signing Representative of the Manufacturer) \_\_\_\_\_ Date

\_\_\_\_\_  
(Authorized Signing Representative of the Contractor) \_\_\_\_\_ Date

\_\_\_\_\_  
(Authorized Signing Representative of the Contract Administrator) \_\_\_\_\_ Date

1. Acknowledgement of Receipt of O&M Manuals.

\_\_\_\_\_  
(Authorized Signing Representative of the City) \_\_\_\_\_ Date

**END OF SECTION**

## TRAINING

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### 1. DESCRIPTION

- .1 This Section contains requirements for training the City's personnel, by persons retained by the Contractor specifically for the purpose, in the proper operation and maintenance of the equipment and systems supplied and installed under this Contract.
- .2 Two categories of training sessions are required: one during the Commissioning Period, and one during the Warranty Period, within six (6) months after Total Performance. The intent of the latter training session is to enable the City's personnel to ask particular questions on the operation of the specified equipment, based on their actual experience.
- .3 All training sessions will be coordinated by the Contract Administrator.
- .4 As a minimum, the Contractor is to allow at least four (4) to eight (8) hours of training as required for each item of equipment and subsystem. Refer to the technical specifications for specific time periods for specific equipment.
- .5 Training requirements may be modified by the Contract Administrator. In this event, the Contractor will be compensated for training requirements above and beyond the training requirements of this Contract.
- .6 It is the Contractors responsibility to provide Manufacturer's Representatives as specified for training purposes.

### 2. QUALITY ASSURANCE

- .1 Training includes instruction of the City's personnel in equipment operation and preventive maintenance and instruction of mechanics, electricians, instrumentation and communications technicians in normal maintenance up to major repair.
- .2 Where required by the detailed Specifications, provide on-the-job training of the City's personnel. Training sessions shall be conducted by qualified, experienced (two (2) years minimum), factory-trained representatives of the various equipment manufacturers. Trainers shall be capable of providing "qualified trainers" in the sessions provided as agreed upon by the Contract Administrator.

### 3. SUBMITTALS

- .1 Submit the following information in accordance with Section 01300 – Submittals. For phased testing and start-up activities, separate submittals can be prepared for equipment items or systems. The material will receive a "reviewed" or "reviewed as modified" status by the Contract Administrator no later than four (4) weeks prior to delivery of the training:
  - .1 Lesson plans and training manuals, handouts, visual aids, and other reference materials for each training session to be conducted by the Manufacturer's Representatives.

## **TRAINING**

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- .2 Date, time, and subject of each training session and identity and qualifications of individuals to be conducting the training.
  - .3 Training schedule. Concurrent classes will not be allowed unless approved by the Contract Administrator.
  - .4 The Contract Administrator requires a minimum of ten (10) business days to review training materials.
- .2 Provide the following to verify the trainers qualifications:
- .1 Certification in related coursework.
  - .2 Three (3) references for similar assignments where training was conducted for operation and maintenance staff.

### **4. LOCATION**

- .1 Where specified, conduct training sessions for the City's operation and maintenance personnel on the operation, care, and maintenance of the equipment and systems installed under this Contract. Training will take place at the Site or within the City of Winnipeg at an alternative site designated by the City, and under the conditions specified in the following paragraphs.
- .2 Field training sessions will take place at the Site. Classroom training will take place at the Site or within the City of Winnipeg at an alternative location designated by the City. The Contract Administrator will confirm the location of classroom training.

### **5. LESSON PLANS**

- .1 Prepare formal written lesson plans for each training session and coordinate with the Contract Administrator. Lesson plans to contain an outline of the material to be presented along with a description of visual aids to be utilized during the session. Each plan will contain a time allocation for each subject. Furnish twenty (20) copies of final training manuals, handouts, visual aids and reference materials at least two (2) weeks prior to each training session.

### **6. FORMAT AND CONTENT**

- .1 Include time in the classroom and at the location of the equipment or system for each training session. As a minimum, cover the following topics for each item of equipment or system:
  - .1 Familiarization
  - .2 Safety

## **TRAINING**

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- .3 Operation
- .4 Instrumentation and Control
- .5 Troubleshooting
- .6 Preventive and regular maintenance
- .7 Corrective maintenance
- .8 Parts
- .9 Local representatives

### **7. DVD RECORDING**

- .1 DVD record each training session to provide a permanent record for the City's use. Turn CD or DVDs over to the Contract Administrator after the training is completed. Advise all Manufacturers providing training sessions that the training material will be videotaped.

### **8. TRAINING**

#### **8.1 General Requirements**

- .1 Conduct training in conjunction with the operational testing and Commissioning Periods. Schedule classes such that classroom sessions are interspersed with field instruction in logical sequence. Arrange to have the training conducted on consecutive days, with no more than six (6) hours of classes scheduled for any one (1) day.
- .2 Provide acceptable O&M manuals, as defined in Section 01300 – Submittals, for the specific equipment to the City at least twelve (12) weeks prior to the start of any training.
- .3 Provide the Contract Administrator ten (10) days notice of any Audio-Visual aids required for training sessions.

#### **8.2 Operator Classroom Training**

- .1 As a minimum, classroom equipment training for operations personnel shall include:
  - .1 The equipment's specific location in the WTP and an operational overview. Use slides, computer presentations, and drawings to aid discussion.
  - .2 Purpose and WTP function of the equipment.
  - .3 The operating theory of the equipment.

## **TRAINING**

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- .4 Start-up, shutdown, normal operation, and emergency operating procedures, including system integration and electrical interlocks, if any.
- .5 Safety items and procedures.
- .6 Routine preventive maintenance, including specific details on lubrication and maintenance of corrosion protection of the equipment and ancillary components.
- .7 Operator detection, without test instruments, of specific equipment trouble symptoms.
- .8 Required equipment exercise procedures and intervals.
- .9 Routine disassembly and assembly of equipment if applicable for purposes such as operator inspection of equipment.

### **8.3 Operator Hands-On Training**

- .1 As a minimum, hands-on equipment training for operations personnel shall include:
  - .1 Identifying instrumentation: Location of primary element; location of instrument readout; discuss purpose, basic operation, and information interpretation.
  - .2 Discussing, demonstrating, and performing standard operating procedures and round checks.
  - .3 Discussing and performing the preventive maintenance activities.
  - .4 Discussing and performing start-up and shutdown procedures.
  - .5 Performing the required equipment exercise procedures.
  - .6 Performing routine disassembly and assembly of equipment if applicable.
  - .7 Identifying and reviewing safety items and performing safety procedures, if feasible.
  - .8 Safety procedures.

### **8.4 Maintenance Classroom Training**

- .1 Classroom equipment training for the maintenance and repair personnel shall include:
  - .1 Basic theory of operation.
  - .2 Description and function of equipment.
  - .3 Routine start-up and shutdown procedures.
  - .4 Lockout procedures and the location of lockouts.

## **TRAINING**

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- .5 Normal and major repair procedures.
- .6 Equipment inspection and troubleshooting procedures including the use of applicable test instruments and the "pass" and "no pass" test instrument readings.
- .7 Routine and long-term calibration procedures.
- .8 Safety procedures.
- .9 Preventive maintenance such as lubrication; normal maintenance such as belt, seal, and bearing replacement; and up to major repairs such as replacement of major equipment part(s) with the use of special tools, bridge cranes, welding jigs, etc.

### **8.5 Maintenance Hands-On Training**

- .1 Hands-on equipment training for maintenance and repair personnel shall include:
  - .1 Locating and identifying equipment components.
  - .2 Reviewing the equipment function and theory of operation.
  - .3 Reviewing normal repair procedures.
  - .4 Performing routine start-up and shutdown procedures.
  - .5 Reviewing and performing the safety procedures.
  - .6 Performing City-approved practice maintenance and repair job(s), including mechanical and electrical adjustments and calibration and troubleshooting equipment problems.
  - .7 Reviewing and using equipment manufacturer's manuals in the hands-on training.

### **8.6 Equipment and Systems for Training**

- .1 As a minimum, provide training during the Commissioning Period for all equipment and sub-systems listed in all Divisions in the technical specifications and shown on the Contract Drawings.
- .2 City Supplied Equipment training during Commissioning will be provided by the Supply Contractors.
- .3 Provide training for the equipment during the Warranty Period (six (6) months after the issue of Final Acceptance).
- .4 Coordinate and finalize with the Contract Administrator on training schedules and duration of each training session.

### **8.7 Training Completion Forms**

- .1 Form T1: To be completed for initial training. One (1) form is to be used for each equipment/system for which training has been provided.

**TRAINING**

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**CERTIFICATE OF SATISFACTORY TRAINING  
FORM T1**

We certify that the initial training for the equipment listed below has been provided as per the Specifications.

**PROJECT:** \_\_\_\_\_

**ITEM OF EQUIPMENT:** \_\_\_\_\_

\_\_\_\_\_

**TAG NO:** \_\_\_\_\_

**REFERENCE  
SPECIFICATION:** \_\_\_\_\_

\_\_\_\_\_  
(Trainer)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Contractor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Authorized Signing Representative of the City)

\_\_\_\_\_  
Date

**END OF SECTION**

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**OPERATION AND MAINTENANCE MANUALS**

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**1. DESCRIPTION**

- .1 This Section supplements the requirements for the provision of O&M Manuals as described in Section 01300 – Submittals.
- .2 Furnish complete operations manuals and maintenance information as specified in this Section for installation, check-out, operation, maintenance, and lubrication requirements for each unit of mechanical, electrical, and instrumentation equipment or system and each instrument.
- .3 Customize the operations manuals and maintenance information to describe the equipment actually furnished. Do not include extraneous data for models, options, or sizes not furnished (cross out or remove if required). When more than one model or size of equipment type is furnished, show the information pertaining to each model, option, or size.
- .4 Assemble, coordinate, bind, and index required data into an O&M Manual.
- .5 Three (3) draft copies of the manuals shall be submitted a minimum of sixty (60) days prior to Substantial Performance of the Work for review and comments. A maximum of eight (8) weeks after review, twelve (12) copies of the final manuals shall be supplied.
- .6 In addition to the twelve (12) hard copies, submit an electronic version of the O&M Manual.
- .7 Materials: Label each Section with tabs protected with celluloid covers, fastened to hard paper dividing sheets.
- .8 Type lists and notes.
- .9 Drawings, diagrams and Manufacturer's literature must be legible. Drawings larger than 280 x 430 mm must be folded and placed inside plastic pockets.

**2. OPERATION AND MAINTENANCE MANUAL CONTENTS AND ORGANIZATION**

- .1 Provide the Manufacturer's standard O&M manuals for the equipment or instruments supplied. If the Manufacturer's standard manuals do not contain all the required information, provide the missing information in supplementary documents and Drawings inserted behind appropriate tabs in the manual binder.
- .2 When more than one (1) piece of identical equipment or instruments are supplied, provide only one (1) set of operations manuals.
- .3 One (1) set of operations manuals may be provided when more than one (1) piece of similar equipment or instruments are supplied, such as different sizes of the same model, and all similar pieces are covered in the same standard Manufacturer's O&M manual.
- .4 When similar equipment or instruments are provided by the same Manufacturer, but are not covered in the same standard Manufacturer's O&M manual, their specific manuals may be

**OPERATION AND MAINTENANCE MANUALS**

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- bound in the same 3-ring binder. Separate specific manuals with tab dividers labelled with the appropriate equipment numbers.
- .5 Provide a cover sheet, bound as the first page of each manual, with the following information:
    - .1 Contract name and number.
    - .2 Equipment number or, if more than one (1) piece of equipment is provided, equipment numbers for equipment or instruments covered by the manual. Include functional description of equipment after each number.
  - .6 Provide a table of contents listing the contents of the manual and identifying where specific information can be located.
  - .7 Insert the specific information described below in the O&M manuals in a format similar to that listed:
    - .1 Tab 1 – General Information
      - .1 Functional title of the system, equipment, material, or instrument.
      - .2 Relevant Specification Section number and Drawing reference.
      - .3 Address and telephone number of the Manufacturer and the nearest Manufacturer's Representative.
    - .2 Tab 2 - Equipment Data:
      - .1 Insert Specification Section and completed Equipment and Instrumentation Data sheets for equipment supplied. Attach all Addenda, Change Orders, and change directives that refer to that specific item of equipment.
    - .3 Tab 3 – Operation Information:
      - .1 Include the Manufacturer's recommended step-by-step procedures for starting and stopping under normal and emergency operation. Include all specified modes of operation including recommended operation after the assembly or equipment has been in long-term storage.
      - .2 Provide control diagrams with data and information to explain operation and control of systems and specific equipment. Identify normal operating setpoints and alarm conditions.
      - .3 Provide technical information on all alarms and monitoring devices provided with the equipment.
      - .4 Provide troubleshooting information. Clearly identify which problems to look for and how to solve them.

**OPERATION AND MAINTENANCE MANUALS**

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- .4 Tab 4 - Technical Data:
  - .1 Insert Manufacturer's Technical Specification and data sheets.
  - .2 Insert Manufacturer's certified performance and calibration curves for the equipment and instruments.
- .5 Tab 5 - Maintenance Information:
  - .1 Include the description and schedule for all Manufacturers' recommended routine preventative maintenance procedures including specific lubrication recommendations. Indicate whether procedure is to be done daily, weekly, monthly, quarterly, semi-annually, annually, or fill in hours of operation.
- .6 Tab 6 - Maintenance Instructions:
  - .1 Provide requirements to set up and check out each system for use. Include all required and recommended step-by-step inspections, lubrications, adjustments, alignments, balancing, and calibrations. Include protective device settings, warnings, and cautions to prevent equipment damage and to insure personnel safety.
  - .2 Provide Manufacturer's description of routine preventive maintenance, inspections, tests, and adjustments required to ensure proper and economical operation and to minimize corrective maintenance and repair.
  - .3 Provide Manufacturer's recommendations on procedures and instructions for correcting problems and making repairs.
  - .4 Provide step-by-step procedures to isolate the cause of typical malfunctions. Describe clearly why the checkout is performed and what conditions are to be sought. Identify tests or inspections and test equipment required to determine whether parts and equipment may be reused or require replacement.
  - .5 Provide step-by-step procedures and list special required tools and supplies for removal, replacement, disassembly, and assembly of components, assemblies, subassemblies, accessories, and attachments. Provide tolerances, dimensions, settings, and adjustments required.
- .7 Tab 7 - Assembly Drawings:
  - .1 Provide Drawings which completely document the equipment, assembly, subassembly, or material for which the instruction is written. Provide the following Drawings as applicable: fabrication details, wiring and connection diagrams, electrical and piping schematics, block or logic diagrams, Shop Drawings, installation Drawings, layout and dimension Drawings, and electrical component fabrication Drawings.

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**OPERATION AND MAINTENANCE MANUALS**

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.2 Provide clear and legible illustrations, Drawings, and exploded views to enable easy identification of the items. When illustrations omit the part numbers and description, both the illustrations and separate listing shall show the index, reference, or key number which will cross-reference the illustrated part to the listed part. Parts shown in the listings shall be grouped by components, assemblies, and subassemblies.

.8 Tab 8 - Bills of Materials:

.1 Provide a clear, legible copy of the Bill of Materials that was shipped with the equipment. The Bill of Materials should list all equipment, instruments, components, accessories, tools, and other items that were shipped with the equipment.

.9 Tab 9 - Lubrication Data:

.1 Provide a table showing recommended lubricants for specific temperature ranges and applications.

.2 Provide charts with a schematic diagram of the equipment showing lubrication points, recommended types and grades of lubricants, and capacities.

.3 If the equipment or instrument is not lubricated, add a sheet under this Tab with the words "NOT APPLICABLE".

**3. FIELD CHANGES**

.1 Following the acceptable installation and operation of an equipment item, modify and supplement the item's instructions and procedures to reflect any field changes or information requiring field data.

**4. COMMISSIONING DATA**

.1 Provide in hard cover 3-ring binders for 215 x 280 mm paper labelled "COMMISSIONING DATA" one (1) copy of:

.1 All completed equipment testing and commissioning forms.

.2 All completed equipment checklists and performance reports, including noise and vibration analysis, instrumentation calibration data, and all other relevant information.

.3 All system performance reports.

**OPERATION AND MAINTENANCE MANUALS**

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**5. WARRANTIES**

- .1 Provide in hard cover 3-ring binders for 215 x 280 mm paper labelled "WARRANTIES" one (1) copy of:
  - .1 Manufacturers' standard Warrants and Guarantees. Include the name and telephone number of the contact person. Indicate the time frame of each Warrant or Guarantee on the list.

**END OF SECTION**