



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 298-2008

**PROVISION OF INSPECTION AND TESTING OF SPRINKLER SYSTEMS AND FIRE
ALARM SYSTEMS INCLUDING EMERGENCY LIGHTING**

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 PROVISION OF INSPECTION AND TESTING OF SPRINKLER SYSTEMS AND FIRE ALARM SYSTEMS INCLUDING EMERGENCY LIGHTING

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, March 31, 2009.

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

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

B3. SITE INVESTIGATION

B3.1 Further to C3.1, the Bidder may make an appointment to view the Site by contacting the Contract Administrator.

B3.2 The Bidder shall not be entitled to rely on any information or interpretation received at the Site investigation unless that information or interpretation is the Bidder's direct observation, or is provided by the Contract Administrator in writing.

B3.3 The Bidder is responsible for determining:

- (a) the location of any utility which can be determined from the records or other information available at the offices of any public authority or person, including a municipal corporation and any board or commission thereof, having jurisdiction or control over the utility;
- (b) the nature of the surface and subsurface conditions at the Site;
- (c) the location, nature, quality or quantity of the materials to be removed or to be employed in the performance of the Work;
- (d) the nature, quality or quantity of the Plant needed to perform the Work;
- (e) all matters concerning access to the Site, power supplies, location of existing services, utilities or materials necessary for the completion of the Work; and
- (f) all other matters which could in any way affect his Bid or the performance of the Work.

B4. ENQUIRIES

B4.1 All enquiries shall be directed to the Contract Administrator identified in D4.1.

B4.2 If the Bidder finds errors, discrepancies or omissions in the Bid Opportunity, or is unsure of the meaning or intent of any provision therein, the Bidder shall promptly notify the Contract Administrator of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.

B4.3 If the Bidder is unsure of the meaning or intent of any provision therein, the Bidder should request clarification as to the meaning or intent prior to the Submission Deadline.

B4.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator to all Bidders by issuing an addendum.

B4.5 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator only to the Bidder who made the enquiry.

B4.6 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B4 unless that response or interpretation is provided by the Contract Administrator in writing.

B5. ADDENDA

B5.1 The Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the Bid Opportunity, or clarifying the meaning or intent of any provision therein.

B5.2 The Contract Administrator will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.

B5.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division 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 Division internet site for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.

B5.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 8 of Form A: Bid. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.

B6. SUBSTITUTES

B6.1 The Work is based on the Plant, Materials and methods specified in the Bid Opportunity.

B6.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.

B6.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least five (5) Business Days prior to the Submission Deadline.

B6.4 The Bidder shall ensure that any and all requests for approval of a substitute:

- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the Plant, Material or method as either an approved equal or alternative;
- (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
- (c) identify any anticipated cost or time savings that may be associated with the substitute;
- (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract;
- (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract.

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 may base his Total Bid Price upon the specified item but may also indicate an alternative price based upon the approved alternative. Such alternatives will be evaluated in accordance with B14.
- B6.9 No later claim by the Contractor for an addition to the Total Bid Price because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.
- B6.10 Notwithstanding B6.2 to B6.9, and in accordance with B7.5, deviations inconsistent with the Bid Opportunity document shall be evaluated in accordance with B14.1(a)

B7. BID SUBMISSION

- B7.1 The Bid shall consist of the following components:
- (a) Form A: Bid;
 - (b) Form B: Prices.
- B7.2 Further to B7.1, the Bidder should include the written correspondence from the Contract Administrator approving a substitute in accordance with B6.
- B7.3 All components of the Bid 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, to constitute a responsive Bid.
- B7.4 Bidders are advised not to include any information/literature except as requested in accordance with B7.1.
- B7.5 Bidders are advised that inclusion of terms and conditions inconsistent with the Bid Opportunity document, including the General Conditions, will be evaluated in accordance with B14.1(a).
- B7.6 The Bid may be submitted by mail, courier or personal delivery, or by facsimile transmission.
- B7.7 If the Bid is submitted by mail, courier or personal delivery, it shall be enclosed and sealed in an envelope clearly marked with the Bid Opportunity number and the Bidder's name and address, and shall be submitted to:
- The City of Winnipeg
Corporate Finance Department
Materials Management Division
185 King Street, Main Floor
Winnipeg MB R3B 1J1
- B7.7.1 Samples or other components of the Bid which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the Bid Opportunity number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Bid Submission.
- B7.8 If the Bid is submitted by facsimile transmission, it shall be submitted to (204) 949-1178
- B7.8.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.
- B7.9 Bids submitted by internet electronic mail (e-mail) will not be accepted.

B8. BID

- B8.1 The Bidder shall complete Form A: Bid, making all required entries.
- B8.2 Paragraph 2 of Form A: Bid shall be completed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his own name, his name shall be inserted;
 - (b) if the Bidder is a partnership, the full name of the partnership shall be inserted;
 - (c) if the Bidder is a corporation, the full name of the corporation shall be inserted;
 - (d) if the Bidder is carrying on business under a name other than his own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.
- B8.2.1 If a Bid is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B8.2.
- B8.3 In Paragraph 3 of Form A: Bid, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Bid.
- B8.4 Paragraph 10 of Form A: Bid shall be signed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his own name, it shall be signed by the Bidder;
 - (b) if the Bidder is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
 - (c) if the Bidder is a corporation, it shall be signed by its duly authorized officer or officers 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: Bid should be printed below such signatures.
- B8.5 If a Bid is submitted jointly by two or more persons, the word "Bidder" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Bidders in the Bid 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 C11.1.1, 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 Bids.
- B9.3 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.
- B9.4 Prices from Non-Resident Bidders are subject to a Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

B10. QUALIFICATION

B10.1 The Bidder shall:

- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Bidder does not carry on business in Manitoba, in the jurisdiction where the Bidder does carry on business; and
- (b) be financially capable of carrying out the terms of the Contract; and
- (c) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract.

B10.2 The Bidder and any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) be responsible and not be suspended, debarred or in default of any obligations 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 Division internet site at <http://www.winnipeg.ca/matmgt/debar.stm>.

B10.3 The Bidder and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) have successfully carried out work similar in nature, scope and value to the Work; and
- (b) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract; and
- (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba);
- (d) have service personnel performing inspections, tests or maintenance on fire alarm systems and components that:
 - (i) have successfully completes the Fire Alarm Technician Certificate Program approved by the Canadian Fire Alarm Association; or
 - (ii) have successfully completed any other program or course approved by the Fire Commissioner; or
 - (iii) work under the on-site supervision of a person who has completed the program or course specified in B10.3(d)(i) or B10.3(d)(ii); or
 - (iv) work with a fire alarm company listed under the Fire Alarm Certificate Service of Underwriters'.
- (e) have personnel performing the Work to possess a valid Alarm Technician Certificate from a program approved by the Canadian Fire Alarm System Association to inspect and test:
 - (i) fire alarm systems;
 - (ii) emergency lighting;
 - (iii) backflow prevention devices.

B10.4 The Bidder shall submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Bidder and of any proposed Subcontractor.

B10.5 The Bidder shall provide, on the request of the Contract Administrator, full access to any of the Bidder's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.

B11. OPENING OF BIDS AND RELEASE OF INFORMATION

B11.1 Bids will not be opened publicly.

- B11.2 Following the Submission Deadline, the names of the Bidders and their Total Bid prices (unevaluated, and pending review and verification of conformance with requirements) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt>.
- B11.3 After award of Contract, the name(s) of the successful Bidder(s) and the Contract Amount(s) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt>.
- B11.4 The Bidder is advised that any information contained in any Bid may be released if required by City policy or procedures, by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law.

B12. IRREVOCABLE BID

- B12.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 9 of Form A: Bid.
- B12.2 The acceptance by the City of any Bid shall not release the Bids of the next two lowest evaluated responsive Bidders and these Bidders shall be bound by their Bids on such Work for the time period specified in Paragraph 9 of Form A: Bid.

B13. WITHDRAWAL OF BIDS

- B13.1 A Bidder may withdraw his Bid without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.
- B13.1.1 Notwithstanding C22.5, the time and date of receipt of any notice withdrawing a Bid shall be the time and date of receipt as determined by the Manager of Materials.
- B13.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Bid or the Bidder's authorized representatives named in Paragraph 10 of Form A: Bid, and only such person, has authority to give notice of withdrawal.
- B13.1.3 If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials will:
- (a) retain the Bid until after the Submission Deadline has elapsed;
 - (b) open the Bid to identify the contact person named in Paragraph 3 of Form A: Bid and the Bidder's authorized representatives named in Paragraph 10 of Form A: Bid; and
 - (c) if the notice has been given by any one of the persons specified in B13.1.3(b), declare the Bid withdrawn.
- B13.2 A Bidder who withdraws his Bid after the Submission Deadline but before his Bid has been released or has lapsed as provided for in B12.2 shall be liable for such damages as are imposed upon the Bidder by law and subject to such sanctions as the Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law.

B14. EVALUATION OF BIDS

- B14.1 Award of the Contract shall be based on the following bid evaluation criteria:
- (a) compliance by the Bidder with the requirements of the Bid Opportunity, or acceptable deviation therefrom (pass/fail);
 - (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B10 (pass/fail);
 - (c) Total Bid Price;

- (d) economic analysis of any approved alternative pursuant to B6;
- (e) costs to the City of administering multiple contracts.

B14.2 Further to B14.1(a), the Award Authority may reject a Bid as being non-responsive if the Bid is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Bid, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.

B14.3 Further to B14.1(b), the Award Authority shall reject any Bid submitted by a Bidder who does not demonstrate, in his Bid or in other information required to be submitted, that he is responsible and qualified.

B14.4 Further to B14.1(c), the Total Bid Price shall be the sum of the quantities multiplied by the unit prices for each item shown on Form B: Prices.

B14.5 This Contract may be awarded as a whole (Alternative One) or separately in sections (Alternative Two) as identified on Form B: Prices.

B14.5.1 Notwithstanding B9.1, the Bidder may, but is not required to, bid on both alternatives, or on any one or more sections in Alternative Two.

B14.5.2 Notwithstanding B15.3, the City shall not be obligated to award any section to the responsible Bidder submitting the lowest evaluated responsive Bid for that section and shall have the right to choose the alternative which is in its best interests. If the Bidder has not bid on both alternatives or on all sections in Alternative 2, he shall have no claim against the City if his partial Bid is rejected in favour of an award of the Contract on the basis of an alternative or section upon which he has not bid.

B15. AWARD OF CONTRACT

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

B15.2 The City will have no obligation to award a Contract to a Bidder, even though one or all of the Bidders are determined to be responsible and qualified, and the Bids are determined to be responsive.

B15.2.1 Without limiting the generality of B15.2, the City will have no obligation to award a Contract where:

- (a) the prices exceed the available City funds for the Work;
- (b) the prices are materially in excess of the prices received for similar work in the past;
- (c) the prices are materially in excess of the City's cost to perform the Work, or a significant portion thereof, with its own forces;
- (d) only one Bid is received; or
- (e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.

B15.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Bidder submitting the lowest evaluated responsive Bid in accordance with B14.

B15.3.1 Following the award of contract, a Bidder will be provided with information related to the evaluation of his Bid upon written request to the Contract Administrator.

B15.4 Notwithstanding C4.1, the City will issue a purchase order to the successful Bidder in lieu of the execution of a Contract.

B15.5 The Contract Documents, as defined in C1.1(n), in their entirety shall be deemed to be incorporated in and to form a part of the purchase order notwithstanding that they are not necessarily attached to or accompany said purchase order.

PART C - GENERAL CONDITIONS

C0. GENERAL CONDITIONS

- C0.1 The *General Conditions for Supply of Services* (Revision 2007 04 12) are applicable to the Work of the Contract.
- C0.1.1 The *General Conditions for Supply of Services* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at http://www.winnipeg.ca/matmgt/gen_cond.stm .
- C0.2 A reference in the Bid Opportunity to a section, clause or subclause with the prefix “**C**” designates a section, clause or subclause in the *General Conditions for Supply of Services*.

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. GENERAL CONDITIONS

D1.1 In addition to the *General Conditions for Supply of Services*, these Supplemental Conditions are applicable to the Work of the Contract.

D2. SCOPE OF WORK

D2.1 The Work to be done under the Contract shall consist of Inspection and Testing of Sprinkler Systems and Fire Alarm Systems, including Emergency Lighting for the period of May 1, 2009 to April 30, 2012, with the option of two (2) mutually agreed upon one (1) year extensions.

D2.2 The Work shall be done on a scheduled and "as required" basis during the term of the Contract.

D2.3 Notwithstanding D2.1, the type and quantity of Work to be performed under this Contract is subject to annual approval of monies therefore in a budget by Council. Bidders are advised that monies have been approved for work up to and including December 31, 2009.

D2.4 Notwithstanding D2.1, in the event that operational changes result in substantial changes to the requirements for Work, the City reserves the right to alter the type or quantity of work performed under this Contract, or to terminate the Contract, upon thirty (30) Calendar Days written notice by the Contract Administrator. In such an event, no claim may be made for damages on the ground of loss of anticipated profit on Work.

D3. DEFINITIONS

D3.1 When used in this Bid Opportunity:

(a) "**Confined Space**" means:

(i) Provincial Regulation "Confined Space" means an enclosed or partially enclosed space that:

(A) – except for the purpose of performing work, is not primarily designed nor intended for human occupancy.

(B) – has restricted means of access (entering or exiting).

(b) "**User**" means a person, department or other administrative unit of the City authorized by the Contract Administrator to order Work under this Contract.

D4. CONTRACT ADMINISTRATOR

D4.1 The Contract Administrator is:

Carmen Sorby
Contracts Officer
185 King Street
Winnipeg, Manitoba R3B 1J1

Telephone No. (204) 986-3855

Facsimile No. (204) 949-1178

D4.2 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.

D5. CONTRACTOR'S SUPERVISOR

- D5.1 Further to C6.19, the Contractor shall employ and keep on the Work, at all times during the performance of the Work, a competent supervisor and assistants, if necessary, acceptable to the Contract Administrator. The supervisor shall represent the Contractor on the Site. The supervisor shall not be replaced without the prior consent of the Contract Administrator unless the supervisor proves to be unsatisfactory to the Contractor and ceases to be in his employ.
- D5.2 Before commencement of Work, the Contractor shall identify his designated supervisor and any additional personnel representing the Contractor and their respective roles and responsibilities for the Work.
- D5.2.1 Further to C5.5 Contract Administrator may give instructions or orders to the Contractor's supervisor and such instructions or orders shall be deemed to have been given to the Contractor.

D6. NOTICES

- D6.1 Notwithstanding C22.3, all notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer at the following address or facsimile number:
- The City of Winnipeg
Chief Financial Officer
Administration Building, 3rd Floor
510 Main Street
Winnipeg MB R3B 1B9
Facsimile No.: (204) 949-1174

SUBMISSIONS

D7. AUTHORITY TO CARRY ON BUSINESS

- D7.1 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.

D8. INSURANCE

- D8.1 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) inclusive, with The City of Winnipeg added as an additional insured; such liability policy to also contain a cross-liability clause, non-owned automobile liability and products and completed operations cover, to remain in place at all times during the performance of the Work;
 - (b) if required, automobile liability insurance for owned automobiles used for or in connection with the Work in the amount of at least two million dollars (\$2,000,000.00), to remain in place at all times during the performance of the Work;
- D8.2 Deductibles shall be borne by the Contractor.
- D8.3 The Contractor shall provide the Contract Administrator with a certificate(s) of insurance, in a form satisfactory to the City Solicitor, at least two (2) Business Days prior to the commencement of any Work on the Site but in no event later than seven (7) Calendar Days from notification of the award of Contract.

D8.4 The Contractor shall not cancel, materially alter, or cause the policy to lapse without providing at least thirty (30) Calendar Days prior written notice to the Contract Administrator.

D8.5 The City shall have the right to alter the limits and/or coverages as reasonably required from time to time during the continuance of this agreement.

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.

D9.2 The Criminal Record Search shall include a Vulnerable Sector Search. This can be obtained by completing and providing the following in person to the Winnipeg Police Service Division 30 Clerk at Main Floor, 151 Princess Street:

- (a) Form P-612 Check the following boxes: Vulnerable Sector; and Other by inputting the Bid Opportunity Number in the space provided. This form can be found on the website at: www.winnipeg.ca/police/BPR/forms/Criminal_Record_Check_P612.doc
 - (i) individuals will need to state in section 2, of the form, that they may be working in City of Winnipeg pools, libraries and community centres;
 - (ii) individuals will need to sign and date Section 3 of the form.
- (b) Two (2) pieces of identification as stated in Bureau of Police Records on the website at: www.winnipeg.ca/police/BPR/id.stm
- (c) Fee for each individual applying for a Criminal Record Search. Fee schedule can be found on the website at: www.winnipeg.ca/police/BPR/fees.stm

D9.2.1 The original Criminal Record Search Certificate (Form P-253) will be provided by the Winnipeg Police Service to the individual applicant. The original has a validation sticker from the Winnipeg Police Service in the top right hand corner. The applicant shall:

- (a) Provide the original Criminal Record Search Certificate (Form P-253) to the Contract Administrator.

D9.2.2 The original Criminal Record Search Certificate (Form P-253) will be provided by the Winnipeg Police Service to the individual applicant. The original has a validation sticker from the Winnipeg Police Service in the top right hand corner. The applicant shall:

- (a) Provide the original Criminal Record Search Certificate (Form P-253) to the Contract Administrator.

D9.3 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 the Work.

D9.4 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.

D9.5 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.

D9.6 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 any Work.

- D9.1 The City will conduct a Level Two Security Clearance Check, for any individual proposed to perform Work under the Contract at Winnipeg Police Service facilities.
- D9.2 The Contractor shall provide the Contract Administrator with a list of individuals proposed to perform Work under the Contract at Winnipeg Police Service facilities:
- (a) within five (5) Business Days of the Award of Contract; or
 - (b) in the case of additional or replacement individuals during the term of the Contract, at least thirty (30) Calendar Days before each individual is proposed to commence Work at Winnipeg Police Service facilities.
- D9.3 Each individual or Contractor proposed to perform Work under the Contract at Winnipeg Police Service facilities shall provide:
- (a) A list of names (including maiden names), addresses, dates of birth and telephone numbers of all immediate family members including stepbrothers, stepsisters, half-brothers and half-sisters, and their spouses, common-law spouses, boyfriends, girlfriends and their family members. The list should be typed in the following format:

John James SMITH	Dob: 45 Aug 24 (father)
123 Anywhere Street	555-5555
Winnipeg, Manitoba	
 - (b) A list of names, addresses, dates of birth and telephone numbers of four closest friends. Include information indicating when, where and how they met. The list should be typed in the following format:

Joseph James SMITH	Dob: 46 Aug 4 (best friend)
789 Anywhere Street	555-5555
Winnipeg, Manitoba	
When they met:	
Where they met:	
How they met:	
 - (c) The name, title or position, and telephone number of the immediate supervisor.
 - (d) A list of every past address, including the dates of residence, the names of any persons with whom the residence was shared and the reason for moving.
 - (e) Identification - driver's license (with photo), birth certificate or social insurance number (SIN).
 - (a) Photocopies of the identification must be legible, signed as true copies and witnessed by the contact person stated on Paragraph 3 Form A: Bid.
 - (f) A completed Form P-608: Security Clearance Check authorization form.
 - (a) Signature of Witness shall be signed by the contact person stated on Paragraph 3 Form A: Bid.
- D9.4 Each individual shall submit the required information and form to the Winnipeg Police Service Division 30 Clerk at Main Floor, 151 Princess Street:
- (a) within five (5) Business Days of the Award of Contract; or
 - (b) in the case of an additional or replacement individual during the term of the Contract, at least thirty (30) Calendar Days before the individual is proposed to commence Work at Winnipeg Police Service facilities.
- D9.5 Any individual for whom a satisfactory Level Two Security Clearance is not obtained will not be permitted to perform any Work within Winnipeg Police Service facilities.
- D9.6 Any satisfactory Security Clearance obtained thereby will be deemed valid for two (2) years from the date of clearance, subject to a repeated Security Clearance Check as hereinafter specified.

- (a) Each individual doing Work in a Winnipeg Police Service Facility shall provide identification upon entry to verify they have received a Level Two security clearance.

D9.7 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require a further Security Clearance Check. Any individual who fails to obtain a satisfactory Security Clearance Check as a result of a repeated Security Clearance Check will not be permitted to continue to perform Work under the Contract at Winnipeg Police Service Facilities.

D9.8 Any individual who fails to obtain a satisfactory Security Clearance Check may request reconsideration by writing to:
Winnipeg Police Service
Division 30
Service Security
Attn: Service Security Officer
151 Princess Street
Winnipeg, Manitoba
R3B 1L1

CONTROL OF WORK

D10. COMMENCEMENT

D10.1 The Contractor shall not commence any Work until he is in receipt of a notice of award from the City authorizing the commencement of the Work.

D10.2 The Contractor shall not commence any Work on the Site until:

- (a) the Contract Administrator has confirmed receipt and approval of:
- (i) evidence of authority to carry on business specified in D7;
 - (ii) evidence of the workers compensation coverage specified in C6.14;
 - (iii) evidence of certification as specified in B10.3(d) and B10.3(e);
 - (iv) evidence of the insurance specified in D8; and
 - (v) the security clearances specified in D9.
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D11. LIQUIDATED DAMAGES

D11.1 If the Contractor fails to submit the Inspection/Testing Report within the timeframe stated in E2.17, the Contractor shall pay the City one hundred dollars (\$100) per Calendar Day for each and every Calendar Day following the date that Inspection/Testing Reports were due.

D11.2 The amount specified for liquidated damages in D11.1 is based on a genuine pre-estimate of the City's damages in the event that the Contractor does not achieve the Work of the Contract.

D11.3 The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

D12. PRIME CONTRACTOR – THE WORKPLACE SAFETY AND HEALTH ACT (MANITOBA)

D12.1 Further to C6.23, the Contractor shall be the Prime Contractor and shall serve as, and have the duties of the Prime Contractor in accordance with The Workplace Safety and Health Act (Manitoba).

D13. SAFETY

- D13.1 The Contractor shall be solely responsible for safety at the Site and for compliance with all laws, rules, regulations and practices required by the applicable safety legislation.
- D13.2 The Contractor shall be solely responsible for securing the Site, and any existing facility thereon, and for the proper care and protection of the Work already performed.
- D13.3 The Contractor shall do whatever is necessary to ensure that:
- (a) no person, property, right, easement or privilege is injured, damaged or infringed by reason of the Contractor's activities in performing the Work;
 - (b) the health and safety of all persons employed in the performance of the Work or otherwise is not endangered by the method or means of its performance;
 - (c) adequate medical services are available to all persons employed on the Work and at all times during the performance of the Work;
 - (d) adequate sanitation measures are taken and facilities provided with respect to the Work;
 - (e) pedestrian and other traffic on any public or private road or waterway is not unduly impeded, interrupted or endangered by the performance or existence of the Work or Plant;
 - (f) fire hazards in or about the Work are eliminated.

D14. INSPECTION

- D14.1 Before beginning or resuming operations upon any portion of the Work, the Contractor shall notify the Contract Administrator so as to enable him to arrange for inspection. If the Contractor fails to notify the Contract Administrator, the Contractor shall, if and when required by the Contract Administrator, forthwith take down or expose and redo that portion of the Work required to facilitate inspection. The cost of such taking down or exposure, and redoing, if any, shall be borne by the Contractor.
- D14.2 If and when required by the Contract Administrator, the Contractor shall take down or expose forthwith any portion of the Work where the Contract Administrator determines that the Work is not in accordance with the Contract. The cost of such taking down or exposure, and redoing, if any, shall fall upon the City if the taking down or exposure indicates that the portion exposed was properly performed, but if otherwise the cost shall be borne by the Contractor.

D15. ORDERS

- D15.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for service may be placed.

D16. RECORDS

- D16.1 The Contractor shall keep detailed records of the services supplied under the Contract.
- D16.2 The Contractor shall record, as a minimum, for each item listed on Form B: Prices:
- (a) user name(s) and addresses;
 - (b) order date(s);
 - (c) service date(s); and
 - (d) description and quantity of services provided.
- D16.3 The Contractor shall provide the Contract Administrator with a copy of the records for each quarter year within fifteen (15) Calendar Days of the end of that quarter.

MEASUREMENT AND PAYMENT

D17. INVOICES

- D17.1 Further to C11, the Contractor shall submit an invoice for the Work performed pursuant to each order.
- D17.2 Further to C22.2, the Contractor shall submit invoices to the locations designated at the time of ordering.
- D17.3 Invoices must clearly indicate, as a minimum:
- (a) the City's order number;
 - (b) date(s) of provision of services;
 - (c) location at which service was provided;
 - (d) type and quantity of services provided;
 - (e) the amount payable with GST and MRST shown as separate amounts;
 - (f) quotation reference, if applicable;
 - (g) and
 - (h) the Contractor's GST registration number.
- D17.4 the invoice shall be accompanied by a copy of the work order that was provided at time of service.
- D17.5 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D18. PAYMENT

- D18.1 Further to C11, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice and Inspection/Testing Report.
- D18.2 Further to C11, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

WARRANTY

D19. WARRANTY

- D19.1 Warranty is as stated in C12.

TABLE A – INVOICING ADDRESSES

Site Coordinators:

Recreation Facilities, Arenas and Pools:

Mark Santos
Electronic Technologist
Planning, Property and Development Department
Building Services Division
Building Maintenance Branch
510 Main Street
Winnipeg MB R3B 1B9
Ph: 612-2089

St. Boniface Museum

Mr. Phillip Mailhot or designate
Museum Curator
494 Tache Avenue
Winnipeg MB R2H 2B2
Ph: 237-4500

Shoal Lake Staff House and Intake

Guy Methot
Water Treatment Operations Engineer
Water and Waste
Engineering Division
110-1199 Pacific Avenue
Winnipeg, Manitoba R3E 3S8
Ph: 986-8076

Transit Garages:

Mr. Dave Ruchkall
Maintenance Engineer
Transit Department
Fort Rouge Transit Garage
421 Osborne Street
Winnipeg, Manitoba R3L 2A2
Ph: 986-5773

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS AND DRAWINGS

E1.1 These Specifications shall apply to the Work.

E1.2 The following are applicable to the Work:

<u>Drawing No.</u>	<u>Drawing Name/Title</u>
FRG EM_L 01	FORT ROUGE GARAGE EMERGENCY LIGHT SYSTEM BUILDING A ADMINISTRATION AREA EQUIPMENT LAYOUT
FRG EM_L 02	FORT ROUGE GARAGE EMERGENCY LIGHT SYSTEM BUILDING A (EXCLUDING ADMIN AREA) EQUIPMENT LAYOUT
FRG EM_L 03	FORT ROUGE GARAGE EMERGENCY LIGHT SYSTEM BUILDING B EQUIPMENT LAYOUT
FRG 01	TRANSIT GARAGE BLDG A ADMIN BLDG FIRE ALARM DETAIL
FRG 02	TRANSIT GARAGE BLDG A OVERHAUL/REPAIR SHOP FIRE ALARM DETAIL
FRG 03	TRANSIT GARAGE BLDG B STORAGE TRACKS FIRE ALARM DETAIL
FRG SPR 01	FORT ROUGE GARAGE SPRINKLER SYSTEM – BUILDINGS A & B – ZONES AND EQUIPMENT LOCATIONS
FRG SPR 02	FORT ROUGE GARAGE SPRINKLER SYSTEM – BUILDING A & B – SINGLE LINE DIAGRAM
NG EM_L 01	CURROTHERS GARAGE EMERGENCY LIGHT SYSTEM BUILDING EQUIPMENT LAYOUT
NG 01	FIRE ALARM PANEL
NG SPR 01	CURROTHERS GARAGE SPRINKLER SYSTEM – BUILDING – ZONES AND EQUIPMENT LOCATIONS
NG SPR 02	CURROTHERS GARAGE SPRINKLER SYTEM – BUILDING – SINGLE LINE DIAGRAM

E2. SERVICES

- E2.1 The Contractor shall provide inspection and testing of sprinkler systems and fire alarm systems including emergency lighting in accordance with the requirements hereinafter specified.
- E2.2 The Contractor shall be responsible for the complete inspection and testing of sprinkler systems and fire alarm systems including emergency lighting equipment in accordance with the requirements hereinafter specified:
- (a) Inspection and testing shall be conducted in accordance with the current Manitoba Fire Code including amendments thereto and applicable referenced standards;
 - (b) Should a new edition be published before close of this quotation or the expiry of the Contract, then it shall be the new edition to which the work shall be performed.
- E2.3 The Contractor shall be qualified to carry out the inspection and testing of the sprinkler systems and fire alarm systems including emergency lighting as it is specified in the current Manitoba Fire Code.
- E2.4 Inspection shall include the backflow devices that are connected to the sprinkler systems and shall form part of the Inspection/Testing Report.
- E2.5 The Contractor, at some locations, shall be required to Work in Confined Spaces.
- E2.6 The Contractor shall supply all labour, materials, tools, equipment, ladders, lifts and supervision necessary to perform the Work, except as otherwise stipulated hereinafter.
- E2.7 The Contractor shall use their own radio or cellular telephones necessary for on Site communication.

- E2.8 The Contractor shall supply all inspection/testing forms for each Site, electronic and paper copy.
- E2.9 The Contractor may perform all work during the normal workday provided the bell circuits are disabled. The Contractor shall coordinate with the Site Coordinator a time to test the bell circuits outside of normal working hours.
- E2.10 The Site Coordinator for the Transit Department may assign one or two Transit journeymen electricians to work with the Contractor for the purpose of training Transit staff and/or performing simple on the spot repairs when doing work at any of the Transit Garages - Fort Rouge and Carruthers Garage.
- E2.11 If the City does not provide labour (journeymen) as per E2.10, at the time of inspection, the Contractor shall advise the Site Coordinator of any minor repairs or parts that are required. Upon receiving approval of the Site Coordinator the Contractor shall repair or replace minor parts.
- E2.12 The Inspection & Testing cost shall include the cost of labour for installing minor parts and should include the cost of minor parts. The City defines minor parts as bells, pull stations, sprinkler heads, valves, batteries, fixed temperature and rate of rise detectors and glass rods.
- E2.13 **The Inspection and Testing of all Emergency Lighting Systems (including Inspection/Testing Report) shall be included in the inspection price for Fire Alarm Systems.**
- E2.14 Major repair/maintenance parts not normally incidental to inspection and testing may be contracted to the City (if authorized by the Site Coordinator) at the price stipulated in the quote received with the Inspection/Testing Report.
- E2.15 All parts supplied by the Contractor shall be new unless otherwise specifically authorized.
- E2.16 The Contractor shall schedule all inspections with the Site Coordinator **prior** to inspection.
(a) A complete listing of estimated completion dates and times of intended inspections must be submitted to the Site Coordinator fifteen (15) Working Days prior to testing.
- E2.17 The Contractor shall complete Inspection/Testing Reports for each location and send the completed, dated, and signed Reports to the Site Coordinator for that location within ten (10) Calendar Days of the inspection/test.
(a) For Transit locations a copy of the service report shall be left at the Site immediately following the inspection/test with an official Inspection/Testing Report to follow within ten (10) Calendar Days.
- E2.18 Inspection/Test Reports shall be given to the Site Coordinator for review and approval prior to payment. Each Inspection/Testing Report shall have a section for identifying items requiring maintenance as determined by the Contractor's inspection and testing. Should the Site Coordinator find the inspection not to code(s) or per this Contract, the Contractor, at his expense, shall correct all discrepancies within forty-eight hours.
- E2.18.1 The Inspection/Testing Reports are to be provided with certificates by mail as well as electronically (pdf format).
- E2.18.2 Inspection/Testing Reports, where there are deficiencies, shall include a quote for the repairs to be done. These shall also be provided by mail and electronically (pdf format).
- E2.19 It is the Contractor's responsibility to test all devices, for a fire alarm system (including emergency lighting) in accordance with CAN/ULCF-S536-M97.
(a) Under no circumstances shall the Contractor leave replacement devices with City personnel due to the location of the device being inaccessible.
- E2.20 Inspection/Testing Reports for fire alarm systems and emergency lighting must be in accordance with Appendix A and Appendix B of CAN/ULCF-S536-M97 and amendment thereto.

- E2.21 Inspection/Testing Reports for sprinkler systems must be acceptable in format and content to the City of Winnipeg, Fire Prevention Branch and must indicate all inspection and testing requirements as per the current Manitoba Fire Code.
- E2.22 Inspection/Testing Reports for backflow devices must be acceptable in format and content to the City of Winnipeg, Environmental Standards Division, Water and Waste Department.

E3. DETAILED SPECIFICATIONS

- E3.1 Required hereunder will be the inspection & testing of Automatic Building Sprinkler Systems (Wet & Dry) as required by the current Manitoba Fire Code and completed inspection reports.
- E3.2 Any repairs found to be necessary will be required to be performed as an extra charge after receiving approval from the Site Coordinator.
- E3.3 Contractor shall complete all Work within this Contract in accordance with the current Manitoba Fire Code.
- E3.4 Work at each location shall commence within five (5) working days after the request of the Site Coordinator is received by the Contractor.
- E3.5 Contractor shall supply all necessary equipment to perform the inspections such as ladders, scaffolding, lifts, tools etc.
- E3.6 Qualification of the Contractor shall be based on the sole determination of the City of Winnipeg, Fire Prevention Branch. Qualification is not limited to manufacturers and single sourced agents.

E4. EMERGENCY SERVICE FOR FIRE ALARM AND SPRINKLER SYSTEMS

- E4.1 The Contractor may be required to perform service in an emergency situation as follows:
- (a) Monday thru Friday 8:00 a.m. to 5:00 p.m. all locations;
 - (b) Monday thru Friday after 5:00 p.m. all locations; and
 - (c) Saturday/Sunday/Holidays all locations

E5. SITE COORDINATOR: PHILIPPE MAILHOT 237-4500

Invoice to:
St. Boniface Museum
494 Tache Avenue
Winnipeg, Manitoba, R2H 2B2
Attention: Philippe Mailhot

- E5.1 **Item 1 a) and b) – St Boniface Museum, 494 Tache Avenue**
- (a) Inspect and Test One (1) Dry Sprinkler - 13878-85 Grinnell F 3021 6".
 - (b) Inspect and test one (1) fire alarm system (Edwards 2280), including emergency lighting.
 - (c) Inspection to be done on or around October 18 of each year.

E6. SITE COORDINATOR: MARK SANTOS 612-2089 FOR ITEMS 2 - 22:

Invoice and Reports to:
Planning, Property and Development
Building Services Division, Tech Shop
Basement, 510 Main Street
Winnipeg, Manitoba R3B 1B9
Attention: Mark Santos

- E6.1 **Item 2 a) and b) – Rainbow Stage, Kildonan Park**
- (a) Spring Inspection, Turn on and test (2) Automatic Sprinkler Systems, 4" Grinnell Model F2001 (Wet) & 2" Grinnell Model A2 Pre Action System at Rainbow Stage in May of every

Contract year. Winterization Fall drain down and take out of service in October 2009. To be completed on same dates annually thereafter until expiry of Contract.

Note: Work to be completed includes all pipes to be taken apart and left open during winter. All valves, check valves, gauges, etc. shall be removed for winter and then restored in the spring. Underground to be shut closed, by the City, in the fall at the outside road box. The underground flange inside the building shall be removed by the Contractor and then the underground shall be pumped out to prevent freezing in the winter.

- (b) Inspect and test one fire alarm system (Edwards 2280), including emergency lighting.

E6.2 Item 3 a) and b) – Water & Waste, 1539 Waverly Street

- (a) Inspect and Test one (1) Wet & one (1) Dry Pipe Automatic Sprinkler Systems, 8" Hodgeman Model B Alarm Valve, 6" Grinnell Model F3021 with F311 accelerator including annual trip test and drain down of low points at 1539 Waverly Street. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Mircom 1008K), including emergency lighting.
- (c) Inspection to be done August/September of each year.

E6.3 Item 4 a) and b) – Winnipeg Concourse, Portage and Main

- (a) Inspect and Test one (1) Wet Pipe Automatic Sprinkler System, 4" Rasco Model E Alarm Valve, at Winnipeg Concourse, Portage and Main. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Simplex 4001), including emergency lighting.
- (c) Inspection to be done August/September of each year.

E6.4 Item 5 a) and b) – Confederation Building, 457 Main Street

- (a) Inspect and Test one Wet Pipe Automatic Sprinkler System, 16" Astra Model "B" Alarm Valve. One standpipe fed by Fire Pump. Inspect and Test Fire Pump and Cusco controller. Inspect and Test DCVA backflow check valves and eleven (11) Water Flow Switches. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Simplex 4100U), including emergency lighting.
- (c) Inspection to be done August/September of each year.

E6.5 Item 6 a) and b) – Millennium Library, 251 Donald Street

- (a) Inspect and Test one (1) 750 GPM Fire Pump, five (5) Water Flow Switches, fifteen (15) Tamper switches and one (1) four inch Reliable Pre-Action System. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Simplex 4100U), including emergency lighting.
- (c) Inspection to be done August/September of each year.

E6.6 Item 7 a) and b) – Winnipeg Square Parking Facility, 299 Fort Street

- (a) Inspect and Test nine (9) Dry Pipe Automatic Sprinkler Systems, 4" Grinnell Model F300 c/w 36 low points including annual trip test & drain down of low points. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Mircom 1008K), including emergency lighting.
- (c) Inspection to be done August/September of each year.

E6.7 Item 8 a), Item 9 a) and Items 8 b) and 9 b) – Public Works Building, 1155/1199 Pacific Avenue

- (a) 1155 Pacific Avenue - Inspect and Test one (1) Standpipe System, one (1) fire pump, two (2) Pre-Action systems and ITT fluid products 500 US/GPM centrifugal fire pump. To be completed on same dates annually thereafter until expiry of Contract.

- (b) 1199 Pacific Avenue - Inspect and Test one (1) Standpipe System, one (1) fire pump, two (2) Pre-Action systems and ITT fluid products 500 US/GPM centrifugal fire pump. To be completed on same dates annually thereafter until expiry of Contract.
- (c) Inspect and test one (1) fire alarm system, shared between both addresses (Siemens MXL Fire Alarm System, Emergency Lighting Packs, Exit and Remote Lighting).
- (d) Inspection to be done August/September of each year.

E6.8 Item 10 a) and b) – Mandarin Building, 185 King Street

- (a) Inspect and Test 4" Style 714 Victaulic Sprinkler system c/w Fire Pump Model 6X4LA-F 54213 Serial #8806410 and controller. Inspect and Test Backflow BEEC 6" Serial # F821730. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Micom Ser. 100), including emergency lighting.
- (c) Inspection to be done on or around August/September of each year.

E6.9 Item 11 a) and b) – Fire Hall Museum, 56 Maple

- (a) Inspect and Test 1 6" Dry Sprinkler System Valve. Model #F3021. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Mircom 1008K), including emergency lighting.
- (c) Inspection to be done August/September of each year.

E6.10 Item 12 a) and b) – Fort Rouge Leisure Centre – 625 Osborne Street

- (a) Inspect and Test one (1) Automatic Sprinkler System and one propylene glycol loop, 6" Grinnell Model "A" alarm valve including annual test of the anti-freeze at 625 Osborne Street. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (FireLite Sensiscan 200), including emergency lighting.
- (c) Inspection to be done on or around September 1 of each year.

E6.11 Item 13 a) and b) – Administration and Council Building – 510 Main Street

- (a) Inspect and Test one (1) Wet Sprinkler System (1- 6" Tyco 2-4" Potter), six (6) Tamper switches, three (3) Water Flow switches and one (1) Pre-Action System. Dust Collection Room Sub Basement at 510 Main Street. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Edwards - Quickstart - single stage), including emergency lighting.
- (c) Inspection to be done August/September of each year.

E6.12 Item 14 – Administration Building – 510 Main Street

- (a) Dry standpipe test in 2005 at 510 Main Street. This is required to be tested once every five (5) years in September.

E6.13 Item 15 – Underground Tunnel – 510 Main Street

- (a) Inspect and test one (1) fire alarm system (PYR-A-LARM CTZ-1), including emergency lighting at 510 Main Street (Control Office). To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspection to be done on or around September 1 of each year.

E6.14 Item 16 a) and b) – Police – 850 Empress Street

- (a) Inspect and Test one (1) Wet Sprinkler System, 8" Reliable Model "B" Valve, Serial # 8B10087 at 850 Empress Street. To be completed on same dates annually thereafter until expiry of the Contract.
- (b) Inspection to be done August/September of each year.

- E6.15 **Item 17 a) and b) – Police Personnel – 280 William Avenue**
- (a) Inspect and Test one (1) Wet Sprinkler System, 3” Rosco, Serial # 12461 at 280 William Avenue. To be completed on same dates annually thereafter until expiry of the Contract.
 - (b) Inspect and test one (1) fire alarm system (Edwards Quickstart), including emergency lighting.
 - (c) Inspection to be done August/September of each year.
- E6.16 **Item 18 a) and b) – Public Safety Building – 151 Princess Street**
- (a) Inspect and test one (1) Wet and Pre-Action Sprinkler System. To be completed on same dates annually thereafter until expiry of the Contract
 - (b) Inspect and test one (1) fire alarm system (Simplex 4100) including emergency lighting.
 - (c) Inspection to be done August/September of each year.
- E6.17 **Item 19 a) and b) – Winnipeg Police Service – 700 Assiniboine Park Drive**
- (a) Inspect and Test one (1) Wet Sprinkler System, 8” Reliable Model “B” Valve, Serial # 8B10087. To be completed on same dates annually thereafter until expiry of Contract.
 - (b) Inspect and test one (1) fire alarm system (Edwards EST3 addressable system) including emergency lighting.
 - (c) Inspection to be done August/September of each year.
- E6.18 **Item 20- 311 Ross Avenue**
- (a) Inspect and Test one (1) Wet and Dry Sprinkler System. To be completed on same dates annually thereafter until expiry of Contract.
 - (b) Inspect and test one (1) fire alarm system (Simplex 4010) including emergency lighting.
 - (c) Inspection to be done August/September of each year.
- E6.19 **Item 21 – Public Works – 1277 Pacific**
- (a) Inspect and test Wet and Dry Pipe Valves 1-6" F3021. To be completed on same dates annually thereafter until expiry of Contract.
 - (b) Inspect and test one (1) fire alarm system (Mirtone 7900) including emergency lighting.
 - (c) Inspection to be done August/September of each year.
- E6.20 **Item 22 – The Parcade**
- (a) Dry standpipe test in 2005 at 171 Princess Street, Parcade. This is required to be tested once every five (5) years in September.
- E6.21 **Keys for buildings being inspected shall be picked up at the Central Control Office and returned to the Central Control Office on the same day of inspection by the technician doing the inspection.**
- E6.22 **The Contractor must coordinate with the elevator company for access to the smoke detectors in the elevator shafts. The inspection of these units is the responsibility of the Contractor.**
- E7. SITE COORDINATOR: MARK SANTOS 612-2089 FOR ITEMS 23 - 29:**
Invoice and Reports to:
Planning, Property and Development
Building Services Division, Tech Shop
Basement, 510 Main Street
Winnipeg, Manitoba R3B 1B9
Attention: Mark Santos
- E7.1 **Item 23 a) and b) – Elmwood Kildonans Pool – 909 Concordia Avenue**

- (a) Inspect and Test one (1) Wet Pipe Automatic Sprinkler System, and one (1) 4" Reliable alarm valve. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Edwards 6500), including emergency lighting.
- (c) Inspection to be done on or around June 1 of each year.

E7.2 Item 24 a) and b) – Seven Oaks Pool – 444 Adsum Drive

- (a) Inspect and Test one (1) Wet Pipe Automatic Sprinkler System, and one (1) 4" Reliable alarm valve. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Edwards Custom 6500), including emergency lighting.
- (c) Inspection to be done in May of each year.

E7.3 Item 25 a) and b)- Pan Am Pool – 25 Poseidon Bay

- (a) Inspect and Test One (1) Wet Pipe Automatic Sprinkler System, and one 4" Gem Model F2001 alarm valve. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Notifier 500), including emergency lighting.
- (c) Inspection to be done in May of each year.

E7.4 Item 26 a) and b)- St James Centennial Pool – 644 Parkdale Street

- (a) Inspect and Test One (1) Wet Sprinkler System. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (Notifier AFP-200), including emergency lighting.
- (c) Inspection to be done in May of each year.

E7.5 Item 27 a) and b) – Cindy Klassen Recreation Complex – 999 Sargent Avenue

- (a) Inspect and Test One (1) Wet Sprinkler System. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspect and test one (1) fire alarm system (MircomFX2000), including emergency lighting.
- (c) Inspection to be done in May of each year.

E7.6 Item 28 a) and b) – Frieghthouse – 200 Isabel Street

- (a) Inspect and Test one (1) Wet Sprinkler System. To be completed on same dates annually thereafter until expiry of Contract.
- (b) inspect and test one (1) fire alarm system (Mircom Series 1000) including emergency lighting.
- (c) Inspection to be done in September/October of each year.

E7.7 Item 29 - St. John's Lawn Bowling – 1199 Main Street

- (a) Inspect and Test one (1) Wet Sprinkler System. To be completed on same dates annually thereafter until expiry of Contract.
- (b) Inspection to be done in June of each year.

E8. SITE COORDINATOR: GUY METHOT 986-8076 FOR ITEM 30:

E8.1 Item 30 a) and b)and Item – Shoal Lake Staff House, Residences and Intake – Shoal Lake, Manitoba

- (a) Intake (which includes Intake, Chlorine, De-chlorination and Fluoride Buildings)
 - (i) FM-200 Manual Fire Suppression System for the Main Electrical Room (check/service to be every six months);
 - (ii) Fire alarm system, including panel, smoke detectors and heat detectors;

- (b) Residences (3)
 - (i) Fire alarm system, including panel, smoke detectors and heat detectors to be done once per year;
- (c) Staff House
 - (i) Wet sprinkler system (glycol / water) (check/service to be once per year);
 - (ii) Fire alarm system, including panel, smoke detectors and heat detectors.
- (d) Special arrangements need to be made to get to the Shoal Lake location. The service technician would need to drive out to East Braintree, Manitoba (approximately a ninety (90) minute drive) – from there the technician would get on a City of Winnipeg rail car unit, which would take the technician to Shoal Lake (approximately a forty-five (45) minute trip). A pick up time from East Braintree would need to be set up with the Shoal Lake contact person who is Guy Methot at 986-8076 or 795-8536.

E9. SITE COORDINATOR: DAVE RUCHKALL 986-5773

E9.1 Invoices are to be sent to:
Transit Garages
421 Osborne Street
Winnipeg, Manitoba R3L 2A2
Attention: Dave Ruchkall

E9.2 Item 117 – Fort Rouge Transit Garage, 421 Osborne Street - Wet and Dry Standpipe

- (a) Inspect and Test entire facility sprinkler system (as shown on two (2) drawings in Appendix A “Fort Rouge Transit Garage, Overview of Sprinkler System”) including, but not limited to:
 - (i) Fourteen (14) Automatic Sprinkler Systems, nine (9) 6" Grinnell Model "A" alarm valves, three (3) 8" Grinnell Model "A" alarm valves and two (2) 6" Reliable Model "E" alarm valves;
 - (ii) Three (3) Glycol Loops, one (1) Carpenter Shop Dust Collector, one (1) Paint Shop Mechanical Room and one (1) Cyclone Cleaner Loop which feeds two cyclone cleaners;
 - (iii) Three (3) Paddle Type Water Flow Switches;
 - (iv) Two (2) Wall Mount Fire Hoses;
 - (v) Ten (10) Water Gongs;
 - (vi) Four (4) Wall Hydrants, four (4) McAvity Hydrants;
 - (vii) Three (3) Underground Valve Pits, one (1) Osborne Street North, one (1) Osborne Street South and one (1) Brandon Avenue.
- (b) Annual Inspections and Tests to be done on or around July 1 of each year until expiry of Contract.

E9.3 Item 118 – Fort Rouge Transit Garage, 421 Osborne Street - Fire Alarm including emergency lighting

- (a) Inspect and Test entire facility fire alarm system, including emergency lighting including but not limited to the following:
 - (i) One (1) Fire Alarm System, comprised of two (2) Notifier NFS-640 Fire Alarm Control Panels, One (1) Master Panel located in Building A and One (1) Remote Panel located in Building B as shown on three (3) drawings in Appendix B “Fort Rouge Transit Garage, Overview of Fire Alarm System”;
 - (ii) One Hundred and Twenty-eight (128) Wall Mounted Emergency Lighting Units, typical unit is 6 volts 18 watts, there are a few 6 volts units with multiple remote heads varying in power from 36 up to 100 watts as shown on three (3) drawings in Appendix C “Fort Rouge Transit Garage, Overview of Emergency Lighting System”.
- (b) Annual Inspections and Tests to be done on or around July 1 of each year until expiry of Contract.

E9.4 Item 119 – Carruthers Transit Garage, 1520 Main Street - Wet and Dry Standpipe

- (a) Inspect and Test entire facility sprinkler system (as shown on two (2) drawings in Appendix D “Carruthers Transit Garage, Overview of Sprinkler System”, including but not limited to the following:
 - (i) Four (4) Automatic Sprinkler Systems, two (2) 6" Viking alarm valves and two (2) 6" Automatic alarm valves;
 - (ii) Four (4) Paddle Type Water Flow Switches;
 - (iii) Four (4) Incoming Water Mains c/w fire department connections and check valves, one (1) Northwest Quadrant of Building, one (1) Northeast Quadrant of Building, one (1) Southwest Quadrant of Building and one (1) Southeast Quadrant of Building.
- (b) Annual Inspections and Tests to be done on or around July 1 of each year until expiry of Contract.

E9.5 Item 120 – Carruthers Transit Garage, 1520 Main Street - Fire Alarm including emergency lighting

- (a) Inspect and Test entire facility fire alarm system, including emergency lighting (as shown on one (1) drawing in Appendix F “Carruthers Transit Garage, Overview of Emergency Lighting System”) including but not limited to the following:
 - (i) One (1) Fire Alarm System, comprised of one (1) Notifier NFS-640 Fire Alarm Control Panel;
 - (ii) See one (1) drawing in Appendix E “Carruthers Transit Garage, Overview of Fire Alarm System”;
 - (iii) Twenty Three (23) Wall Mounted Emergency Lighting Units, typical unit is 6 volts 18 watts, there are a few 6 volts units with multiple remote heads varying in power from 36 up to 100 watts.
- (b) Annual Inspections and Tests to be done on or around July 1 of each year until expiry of Contract.

E10. REPAIRS

- E10.1 Major repairs/maintenance are not incidental to this Contract, however, the Contractor may perform major repairs/maintenance on an "as-required" basis only if specifically authorized by the Site Coordinator. Authorization for a predetermined dollar amount may be negotiated with the Contractor in order to allow for continuity of the Work or the Site Coordinator may assign journeymen.
- E10.2 The Contractor shall provide a telephone number at which he may be contacted twenty-four hours each day, seven days every week. If the telephone number provided is an answering service or answering machine, the Contractor shall return calls within one (1) hour of a message from the City. Upon contact, the Contractor shall respond at the Site within one (1) hour except as otherwise allowed at the time of call-out.
- E10.3 The City reserves the right to call for competitive bids for repairs/maintenance/parts deemed to warrant such.
- E10.4 The bidder shall identify on Form B: Prices, an hourly labour rate for significant work, which is beyond the normal testing and inspection of systems. (IE: major repairs, expansion to an existing system).

E11. COST FOR PARTS

- E11.1 Minor repairs/maintenance incidental to this contract may be required on an “as required” basis if authorized by the Site Coordinator. Authorization for a predetermined dollar amount may be negotiated with the Contractor in order to allow for continuity of the Work or the Site Coordinator may assign journeymen.

E11.2 The Bidder shall identify on Form B: Prices, a percentage to be charged above the cost for parts for work, which is incidental to the normal testing and inspection of systems. (IE: glass rods, lamps, etc.).

E12. INSPECTION & TESTING OF FIRE ALARMS & EMERGENCY LIGHTING

E12.1 The Contractor shall inspect & test of Fire Alarms and Emergency Lighting in the Month indicated in Appendix A.

Appendix A

Item No.	Description	Address	Model No.	Elevator	Month to be Tested
1	St. Boniface Museum	494 Tache Ave	Edwards 2280	Yes	Oct
2	Rainbow Stage	2021 Main St.	Edwards 2280	No	June
3	Water & Waste	1539 Waverley	Mircom 1008K	No	Sept/Oct
4	Winnipeg Concourse	365 Main	Simplex 4001	No	Sept/Oct
5	Confederation Bldg	457 Main Street	Simplex 4100U	Yes	Sept/Oct
6	Millennium Library	251 Donald Street	Simplex 4100U	Yes	Sept/Oct
7	Winnipeg Square Parking Facility	299 Fort Street	Mircom 1008K	Yes	Sept/Oct
8	Public Works	1155 Pacific Avenue	Siemens MXL Fire Alarm System, Emergency Lighting Packs, Exit and Remote Lighting	Yes	Sept/Oct
10	Mandarin Building	185 King St.	Micom Ser. 100	Yes	Sept/Oct
11	Fire Hall Museum	56 Maple Street	Mircom 1008K	No	Sept/Oct
12	Fort Rouge Leisure Centre	625 Osborne Street	FireLite Sensiscan 200	No	Sept/Oct
13	Administration & Council Buildings	510 Main Street	Edwards - Quickstart - single stage	Yes	Sept/Oct
15	Tunnel 555 Main & 171 Princess	510 Main St. (Control Off)	PYR-A-LARM CTZ-1	No	Sept/Oct
17	Police Personnel	280 William	Edwards Quickstart	No	Sept/Oct
18	Public Safety Building	151 Princess Street	Simplex 4100	Yes	Aug/Sept
19	Police Service	700 Assiniboine Avenue	Edwards EST3 addressable system	No	Sept/Oct
20	Storage	311 Ross	Simplex 4010	Yes	Sept/Oct
21	Public Work Stores	1277 Pacific Ave.	Mirtone 7900	No	Sept/Oct
23	Elmwood Kildonan Pool	909 Concordia Ave	Edwards 6500	No	June
24	Seven Oaks Pool	444 Adsum Dr.	Edwards Custom 6500	No	June
25	Pan Am Pool	25 Poseidon	Notifier 500	Yes	June
26	St. James Centennial Pool	644 Parkdale St.	Notifier AFP-200	No	June
27	Cindy Klassen Recreation Complex	999 Sargent Ave	Notifier	Yes	June
28	Freight House	200 Isabel Street	Mircom FA 1000	No	Sept/Oct
30	Shoal Lake Staff House and Residences	Shoal Lake, Manitoba		No	Once per year
31	Shoal Lake Intake	Shoal Lake, Manitoba	FM 200	No	Twice per year
32	Archives & Records	380 William	Mircom FA-204E	Yes	Sept/Oct
33	Museum	140 Meade	Edwards 1527	No	Sept/Oct
34	Museum	212 Dumoulin	Edwards 2280	No	Sept/Oct
35	Transcona Museum	141 Regent	Notifier 500	No	Sept/Oct
36	St. Boniface City Hall	219 Provencher	Mircom FA30	Yes	Sept/Oct
37	PP & D Building Services	100 Main Street	Edwards 6500	Yes	Sept/Oct

38	Police Service	55 Princess Street	Mircom FX2000	Yes	Sept/Oct
39	Police Academy	130 Allard	Edwards EST	No	Sept/Oct
40	Police Service	1350 Pembina Hwy.	Edwards 6616	No	Sept/Oct
41	Police Service	262 Hartford	Edwards 6616	No	Sept/Oct
42	Police Service	210 Lyle	Edwards 6616	No	Sept/Oct
43	Police Service	730 Pandora	No Panel 120 volt	No	Sept/Oct
44	Police Service	5006 Roblin	No Panel 110 Volt	No	Sept/Oct
45	St. Boniface Public Safety	227 Provencher	No Panel 110 Volt	No	Sept/Oct
46	St. Vital Community Office	604 St. Marys Rd	Edwards 3 wire	No	Sept/Oct
47	Civic Office	300 Assiniboine	Simplex 4001	Yes	Sept/Oct
48	Community Health Centre	601 Aikins	Simplex 4004	No	Sept/Oct
49	Community Services	33 Warnock	Simplex 4004	No	Sept/Oct
50	Community Services	120 Eugiene	Edwards 3 wire	No	Sept/Oct
51	Animal Services	1057 Logan	Notifer 500	No	Sept/Oct
52	Insect Control	3 Grey	Simplex 4001	No	Sept/Oct
53	Fort Garry Library	1360 Pembina	Mircom 300	No	Sept/Oct
54	Louis Reil Library	1168 Dakota	Edwards 6616	No	Sept/Oct
55	St. Vital Library	6 Fermor	Mircom FA 101	No	Sept/Oct
56	Windsor Park Library	955 Cottonwood	Secutron 2608	No	Sept/Oct
57	Charleswood Library	5014 Roblin	Edwards 3 wire	No	Sept/Oct
58	West Kildonan Library	365 Jefferson Avenue	Mircom FX2001-6K	No	Sept/Oct
59	Transcona Library	111 Victoria Avenue	Notifier 500	Yes	Sept/Oct
60	St. James Library	1910 Portage Ave	Simplex 4004	Yes	Sept/Oct
61	North West Library	765 Keewatin	Mircom	No	Sept/Oct
62	River Heights Library	1520 Corydon Ave.	Mirtcom FA-I025A	No	Sept/Oct
63	St. John's Library	500 Salter Street	Notifier CFP2410B	No	Sept/Oct
64	Westwood Library	66 Allard	Edwards EST	No	Sept/Oct
65	West End Library	823 Ellice Avenue	Secutron Model R	Yes	Sept/Oct
66	Cornish Library	20 Westgate Street	Secutron – Module R	No	Sept/Oct
67	Ambulance Station	524 Osborne St.	Simplex 4004	No	Sept/Oct
68	Public Works	1220 Pacific Avenue	Simplex 4002	No	Sept/Oct
69	Action House	377 Dufferin Ave.	Mircom FA-204E	No	Sept/Oct
70	Harbour View Recreation Centre	1867 Springfield Road	Mircom M100	No	Sept/Oct
71	Elmwood Winter Club	75 Brazier St.	Chubb 3000	No	Sept/Oct
72	East End Cultural Centre	575 Larsen Ave.	Mircom Series 200	No	Sept/Oct
73	Peguis Pavillion Kildonan Park	2021 Main St.	120 volt	No	Sept/Oct
74	Turtle Island Recreation Centre	510 King St.	Mircom Series 200	No	Sept/Oct

75	Elmwood East Kildonan Senior Center	180 Poplar Ave.	Edwards 1527	No	Sept/Oct
76	Assiniboine Park Gift Shop	2355 Corydon Ave	Simplex 4001	No	Sept/Oct
77	Leo Mol Sculpture and School House	2355 Corydon Ave	Mircom 200	No	Sept/Oct
79	Assiniboine Park Conservatory	15 Conservatory Drive	Mircom FA-204E	No	Sept/Oct
80	Kinsmen Discovery Centre – Zoo	2355 Corydon Ave	Edwards 6616	No	Sept/Oct
81	Blumberg Golf Course Clubhouse	4540 Portage Ave	Simplex 4346-1	No	Sept/Oct
82	Public Works Shops	752 McGee Ave	Simplex 4005	Yes	Sept/Oct
83	Sherbrook Pool	381 Sherbrook Ave	Edwards EST-2	No	May
84	Transcona Kinsmen Pool	1101 Wabasha St	Firelite CMP 2401B		May
85	Bonivital Pool	1215 Archibald St	Simplex 4208	No	May
86	Margaret Grant Pool	685 Dalhousie	Firelite CMP 2402B	No	May
87	Eldon Ross Pool	1887 Pacific Ave	Simplex 2001	No	May
88	North Winnipeg Centennial Pool	90 Sinclair Ave	Pyrene 400	No	May
89	Charles A. Barbour Arena (previously Grant Park)	500 Nathaniel	Simplex 4002	No	June
90	Century Arena	1377 Clarence Ave	Simplex 4004	No	June
91	Eric Coy Arena	535 Oakdale Dr.	Mircom FA-101A	No	June
92	St. James Civic Centre	2055 Ness Ave.	Firelite MS-2410BC	No	June
93	Sam Southern Arena (part of Fort Rouge Leisure Centre)	625 Osborne St. S	Edwards 2280	No	June
94	Vimy Arena	255 Hamilton Ave.	Simplex 4001	No	June
95	Old Exhibition Arena	80 Sinclair Ave.	Mircom FA-101A	No	June
96	Pioneer Arena	799 Logan Ave	Simplex 4001	No	June
97	Bertrand Arena	294 Bertrand Street	Mirtone 7600	No	June
98	Terry Sawchuk Arena	901 Kimberly Avenue	Chubb 930-1300	No	June
99	Sargent Park Arena	1111 Wall Street	Simplex 4002	No	June
100	Roland Michener Arena	1121 Wabasha St.	Firelite CMP 2401B	No	June
101	Magnus Eliason Rec. Centre	430 Langside St.	Simplex 4002	Yes	June
102	Billy Mosienko Arena	709 Keewatin	Edwards 1526	No	June
103	River East Arena	1410 Rothesay St	Chubb 930-1300	No	June
104	Maginot Arena	910 Maginot St.	Edwards 6616	No	June
118	Fort Rouge Transit Garage	421 Osborne St	Two (2) Notifier NFS-640 Fire Alarm Control Panels and 128 Emergency Lighting Wall Pack Units	Yes	July
120	Carruthers Transit Garage	1520 Main St.	Notifier NFS-640 Fire Alarm Control Panel and 23 Emergency Lighting Wall Pack Units	No	July