



THE CITY OF WINNIPEG

REQUEST FOR PROPOSAL

RFP NO. 207-2010

**DESIGN AND ELECTRONIC PRODUCTION OF AN INTERACTIVE ANIMATION
THAT GRAPHICALLY ILLUSTRATES THE PROCESS OF TREATING WATER AT
THE CITY OF WINNIPEG'S NEW WATER TREATMENT PLANT**

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 DESIGN AND ELECTRONIC PRODUCTION OF AN INTERACTIVE ANIMATION THAT GRAPHICALLY ILLUSTRATES THE PROCESS OF TREATING WATER AT THE CITY OF WINNIPEG'S NEW WATER TREATMENT PLANT

B2. SUBMISSION DEADLINE

- B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, March 24, 2010.
- B2.2 Proposals 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. PURPOSE

B3.1 The purpose of this request is to invite qualified Bidders to submit proposals for the development of a three to five minute interactive animation suitable for posting to the web. The interactive animation needs to graphically portray the process of treating water at the new City of Winnipeg Water Treatment Plant in an informative yet visually appealing manner.

B4. ENQUIRIES

- B4.1 All enquiries shall be directed to the Contract Administrator identified in D3.1.
- B4.2 If the Bidder finds errors, discrepancies or omissions in the Request for Proposal, 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 Request for Proposal 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 Request for Proposal 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 B3 unless that response or interpretation is provided by the Contract Administrator in writing.

B5. CONFIDENTIALITY

- B5.1 Information provided to a Bidder by the City or acquired by a Bidder by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator.
- B5.2 The Bidder shall not make any statement of fact or opinion regarding any aspect of the Request for Proposals to the media or any member of the public without the prior written authorization of the Contract Administrator.

B6. ADDENDA

- B6.1 The Contract Administrator may, at any time prior to the Submission deadline, issue addenda correcting errors, discrepancies or omissions in the Request for Proposal, or clarifying the meaning or intent of any provision therein.
- B6.2 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.
- B6.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/bidopp.asp>
- B6.2.2 The Bidder is responsible for ensuring that he has received all addenda and is advised to check the Materials Management Division website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.
- B6.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 9 of Form A: Proposal. Failure to acknowledge receipt of an addendum may render a Proposal non-responsive.

B7. SUBSTITUTES

- B7.1 The Work is based on the materials, equipment, methods and products specified in the Request for Proposal.
- B7.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B7.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least seven (7) Business Days prior to the Submission Deadline.
- B7.4 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 material, equipment, method or product 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.
- B7.5 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.
- B7.6 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.

- B7.6.1 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.
- B7.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.
- B7.8 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 B18.
- B7.9 No later claim by the Contractor for an addition to the price(s) because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.
- B7.10 Notwithstanding B7.2 to B7.9 and in accordance with B8.6, deviations to inconsistent with the Request for Proposal document shall be evaluated in accordance with B20.1(a).

B8. PROPOSAL SUBMISSION

- B8.1 The Proposal shall consist of the following components:
- (a) Form A: Proposal;
 - (b) Form B: Prices;
 - (c) Portfolio;
 - (d) Experience;
 - (e) Additional Fees.
- B8.2 Further to B8.1, the Bidder should include the written correspondence from the Contract Administrator approving a substitute in accordance with B7.
- B8.3 All components of the Proposal 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 Proposal.
- B8.3.1 Bidders should submit one (1) unbound original (marked “original”) and two (2) copies.
- B8.4 The Proposal Submission shall be submitted enclosed and sealed in an envelope clearly marked with the RFP number and the Bidder's name and address.
- B8.4.1 Samples or other components of the Proposal Submission which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the RFP number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Proposal Submission.
- B8.5 Bidders are advised not to include any information/literature except as requested in accordance with B8.1.
- B8.6 Bidders are advised that inclusion of terms and conditions inconsistent with the Request for Proposal document, including the General Conditions, will be evaluated in accordance with B20.1(a).
- B8.7 Proposals submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.
- B8.8 Proposals shall be submitted to:
- The City of Winnipeg
Corporate Finance Department
Materials Management Division

185 King Street, Main Floor
Winnipeg MB R3B 1J1

B9. PROPOSAL

- B9.1 The Bidder shall complete Form A: Proposal, making all required entries.
- B9.2 Paragraph 2 of Form A: Proposal shall be completed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his own name, his name shall be inserted;
 - (b) if the Bidder is a partnership, the full name of the partnership shall be inserted;
 - (c) if the Bidder is a corporation, the full name of the corporation shall be inserted;
 - (d) if the Bidder is carrying on business under a name other than his own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.
- B9.2.1 If a Proposal is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B9.2.
- B9.3 In Paragraph 3 of Form A: Proposal, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Proposal.
- B9.4 Paragraph 11 of Form A: Proposal shall be signed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his own name, it shall be signed by the Bidder;
 - (b) if the Bidder is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
 - (c) if the Bidder is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
 - (d) if the Bidder is carrying on business under a name other than his own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.
- B9.4.1 The name and official capacity of all individuals signing Form A: Proposal should be printed below such signatures.
- B9.5 If a Proposal is submitted jointly by two or more persons, the word "Bidder" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Bidders in the Proposal and the Contract, when awarded, shall be both joint and several.

B10. PRICES

- B10.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.
- B10.1.1 Prices on Form B: Prices shall include:
- (a) duty;
 - (b) freight and cartage;
 - (c) Provincial and Federal taxes [except the Goods and Services Tax (GST) and Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable] and all charges governmental or otherwise paid;
 - (d) profit and all compensation which shall be due to the Contractor for the Work and all risks and contingencies connected therewith.

B11. QUALIFICATION

B11.1 The Bidder shall:

- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Bidder does not carry on business in Manitoba, in the jurisdiction where the Bidder does carry on business; 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.

B11.2 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 website at <http://www.winnipeg.ca/matmgt/debar.stm>

B11.3 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);

B11.4 Bidders who propose to subcontract any portions of the Work must submit a complete list of the proposed Subcontractors with their proposals.

B11.4.1 Where no Subcontractors are identified, it will be interpreted that the Bidder proposes to execute the Work with the Bidder's own forces.

B11.5 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.

B11.6 The Bidder shall provide, on the request of the Contract Administrator, full access to any of the Bidder's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.

B12. PORTFOLIO

B12.1 The Bidder shall provide a portfolio showcasing work similar in scope and value to this design and electronic production of an interactive animation that graphically illustrates the process of treating water at the City of Winnipeg's new water treatment plant. The subcontractor list (if applicable), in accordance with B11.4, shall be included as part of the Portfolio.

B13. EXPERIENCE

B13.1 The Bidder shall provide information of past work of at least three projects similar in nature, scope and value.

B13.2 The Bidder shall provide personal profiles for each individual assigned to this Work.

B14. ADDITIONAL FEES

B14.1 The Bidder shall state any additional fees that may be required.

B15. OPENING OF PROPOSALS AND RELEASE OF INFORMATION

B15.1 Proposals will not be opened publicly.

B15.2 After award of Contract, the name(s) of the successful Bidder(s) and the Contract Amount(s) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt>

B15.3 To the extent permitted, the City shall treat all Proposals as confidential, however the Bidder is advised that any information contained in any Proposal Submission may be released if required by City policy or procedures, by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law.

B16. IRREVOCABLE OFFER

B16.1 The Proposal(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 10 of Form A: Proposal.

B16.2 The acceptance by the City of any Proposal shall not release the Proposals of the other responsive Bidders and these Bidders shall be bound by their offers on such Work for the time period specified in Paragraph 10 of Form A: Proposal.

B17. WITHDRAWAL OF OFFERS

B17.1 A Bidder may withdraw his Proposal without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.

B17.1.1 Notwithstanding C21, the time and date of receipt of any notice withdrawing a Proposal shall be the time and date of receipt as determined by the Manager of Materials.

B17.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Proposal or the Bidder's authorized representatives named in Paragraph 11 of Form A: Proposal, and only such person, has authority to give notice of withdrawal.

B17.1.3 If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials will:

- (a) retain the Proposal until after the Submission Deadline has elapsed;
- (b) open the Proposal to identify the contact person named in Paragraph 3 of Form A: Proposal and the Bidder's authorized representatives named in Paragraph 11 of Form A: Proposal; and
- (c) if the notice has been given by any one of the persons specified in B17.1.3(b), declare the Proposal withdrawn.

B17.2 A Bidder who withdraws his Proposal after the Submission Deadline but before his offer has been released or has lapsed as provided for in B16.2 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.

B18. INTERVIEWS

B18.1 The Contract Administrator may, in his sole discretion, interview Bidders during the evaluation process.

B19. NEGOTIATIONS

- B19.1 The City reserves the right to negotiate details of the Contract with any Bidder. Bidders are advised to present their best offer, not a starting point for negotiations in their Proposal Submission.
- B19.2 The City may negotiate with the Bidders submitting, in the City's opinion, the most advantageous Proposals. The City may enter into negotiations with one or more Bidders without being obligated to offer the same opportunity to any other Bidders. Negotiations may be concurrent and will involve each Bidder individually. The City shall incur no liability to any Bidder as a result of such negotiations.
- B19.3 If, in the course of negotiations pursuant to B19.2 or otherwise, the Bidder amends or modifies a Proposal after the Submission Deadline, the City may consider the amended Proposal as an alternative to the Proposal already submitted without releasing the Bidder from the Proposal as originally submitted.

B20. EVALUATION OF PROPOSALS

- B20.1 Award of the Contract shall be based on the following evaluation criteria:
- (a) compliance by the Bidder with the requirements of the Request for Proposal or acceptable deviation therefrom:
 - (i) mandatory requirements (pass/fail);
 - (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B11:
 - (i) mandatory qualifications (pass/fail);
 - (c) Total Bid Price; 20%;
 - (d) Portfolio 50%;
 - (e) Experience 25%;
 - (f) Additional Fees 5%;
 - (g) economic analysis of any approved alternative pursuant to B7.
- B20.2 Further to B20.1(a), the Award Authority may reject a Proposal as being non-responsive if the Proposal Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Proposal, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.
- B20.3 Further to B20.1(b), the Award Authority shall reject any Proposal submitted by a Bidder who does not demonstrate, in his Proposal, in other information required to be submitted, during interviews or in the course of reference checks, that he is responsible and qualified.
- B20.4 Further to B20.1(c), the Total Bid Price shall be the lump sum price shown on Form B: Prices.
- B20.4.1 If there is any discrepancy between the lump sum price written in figures and the lump sum price written in words, the price written in words shall take precedence.
- B20.4.2 The Award Authority may reject a Bid as being non-responsive if it exceeds the budget shown on Form B: Prices.
- B20.4 Further to B20.1(d), the Portfolio will be evaluated considering the information submitted.
- B20.5 Further to B20.1(e), the Experience will be evaluated considering the information submitted.
- B20.6 Further to B20.1(f), Additional Fees will be evaluated considering the information submitted and will be added to the Total Bid Price.
- B20.7 This Contract will be awarded as a whole.

B20.8 If, in the sole opinion of the City, a Proposal does not achieve a pass rating for B20.1(a) and B20.1(b), the Proposal will be determined to be non-responsive and will not be further evaluated.

B21. AWARD OF CONTRACT

B21.1 The City will give notice of the award of the Contract or will give notice that no award will be made.

B21.2 The City will have no obligation to award a Contract to a Bidder, even though one or all of the Bidders are determined to be responsible and qualified, and the Proposals are determined to be responsive.

B21.2.1 Without limiting the generality of B21.2, the City will have no obligation to award a Contract where:

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

B21.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Bidder submitting the most advantageous offer, in accordance with B20.

B21.3.1 Following the award of contract, a Bidder will be provided with information related to the evaluation of his Proposal upon written request to the Contract Administrator.

PART C - GENERAL CONDITIONS

C0. GENERAL CONDITIONS

- C0.1 The *General Conditions for the Supply and Delivery of Goods* (Revision 2008 05 26) are applicable to the Work of the Contract.
- C0.1.1 The *General Conditions for the Supply and Delivery of Goods* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at http://www.winnipeg.ca/matmgt/gen_cond.stm
- C0.2 A reference in the proposal to a section, clause or subclause with the prefix “**C**” designates a section, clause or subclause in the *General Conditions for Supply of Goods*.

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. GENERAL CONDITIONS

D1.1 In addition to the *General Conditions for the Supply and Delivery of Goods*, 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 design and electronic production of an interactive animation that graphically illustrates the process of treating water at the City of Winnipeg's new water treatment plant.

D2.2 The major components of the Work are as follows:

- (a) Research, concept and development, of a three (3) to five (5) minute interactive animation that will graphically describe the process of treating water at the new City of Winnipeg Water Treatment Plant.
- (b) Copy writing for any voice-over or copy used in the interactive animation.
- (c) Creation of digital animation that will visually explain the new water treatment process as described in the supplied descriptions and flow-chart (Appendix A and B).
- (d) Photo selection – The City of Winnipeg has a number of recently taken photographs of the new water treatment plant available to be incorporated into the flash animation if appropriate.

D2.2.1 The Work of the Contract shall not include photography, if recommended by the Contractor.

D2.3 The Contractor shall not assign or subcontract any portion of the Work without the prior written approval of the Contract Administrator.

D2.3.1 The fact that the Contractor is permitted to subcontract any portion of the Work as aforesaid shall not, however, relieve him of any responsibility for the proper commencement, execution and completion of the Work. The Contractor shall be fully responsible for each subcontractor and his work and acts, and shall, either in person or through an accredited agent, receive all notices, communications, order, instructions or legal service as if he were performing the Work with his own forces.

D3. CONTRACT ADMINISTRATOR

D3.1 The Contract Administrator is:

John Armitage
Coordinator – Printing, Graphics and Mail Services
Research and Internal Services Division

Telephone No.: (204) 986-2469
Facsimile No.: (204) 956-4502 Email: jarmitage@winnipeg.ca

D3.2 Specific program information is available by contacting:

Scott Gaber
Internet Services Officer
City of Winnipeg - Water and Waste Dept.

Tel: (204) 986-4519
Fax: (204) 986-3745
Email: sgaber@winnipeg.ca

D4. NOTICES

- D4.1 Notwithstanding C21.3 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

D5. CONFIDENTIALITY AND OWNERSHIP OF INFORMATION

- D5.1 Information provided to the Contractor by the City or acquired by the Contractor during the course of the Work is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator.
- D5.2 The Contract, all deliverables produced or developed, and information provided to or acquired by the Contractor are the property of the City. The Contractor shall not disclose or appropriate to its own use, or to the use of any third party, all or any part thereof without the prior written consent of the Contract Administrator.
- D5.3 The Contractor shall not make any statement of fact or opinion regarding any aspect of the Contract to the media or any member of the public without the prior written authorization of the Contract Administrator.

D6. INTELLECTUAL PROPERTY RIGHTS

- D6.1 The rights to all developed source work and intellectual property (illustrations, artwork, sound recordings, Actionscript or other programming) are the property of the City of Winnipeg.

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. INDEMNITY

- D8.1 Notwithstanding C15, the Contractor shall save harmless and keep indemnified the City against all claims and demands which may be made against it by reason of accidental injury (including death) of any person whether in the employment of the Contractor or not, arising directly or indirectly from the carrying on of the said Work, or by reason of any trespass on or damage to property committed by the Contractor or his servants or agents or resulting from the carrying on of the Work.
- D8.2 Notwithstanding C15, the Contractor shall save harmless and keep indemnified the City from and against all loss, claims, damages or expenses of any kind whatsoever arising under any statutes or regulations made pursuant thereto or howsoever otherwise arising, which may be suffered or sustained by the City by reason of any delay, default or breach of this Contract on the part of the Contractor.

- D8.3 Notwithstanding C15, the City may settle any such claim, suit or lien and charge the contractor with the amount paid or to be paid in effecting a settlement or which may be adjudged due by the City.
- D8.4 Notwithstanding C15, the Contractor shall pay to the City the value of all legal services and disbursements required to defend it against any claim arising out of the Contract and in computing the value of such services no regard shall be had to the fact that the same may have been performed by a salaried employee of the City.
- D8.5 Notwithstanding C15, the Contractor shall pay to the City all costs taxed against the Contractor in any litigation between the Contractor and the City arising out of this Contract.

SCHEDULE OF WORK

D9. COMMENCEMENT

- D9.1 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.
- D9.2 The Contractor shall not commence any Work 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 C6.16;
 - (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D10. SCHEDULE OF WORK

- D10.1 Initial discussions with the successful vendor will be scheduled immediately following the award of contract.
- D10.2 The deadline for the web ready interactive animation will be sixty (60) days following the award of contract or less if a shorter delivery timeline can be mutually agreed upon between the Contractor and the Contract Administrator.
- D10.3 The Contractor must commit the necessary resources to meet the timing requirements of the campaign.

MEASUREMENT AND PAYMENT

D11. PAYMENT

- D11.1 Further to C10, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

D12. PAYMENT SCHEDULE

- D12.1 Further to C10, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

WARRANTY

D13. WARRANTY

- D13.1 Warranty is as stated in C11.

PART E - SPECIFICATIONS

GENERAL

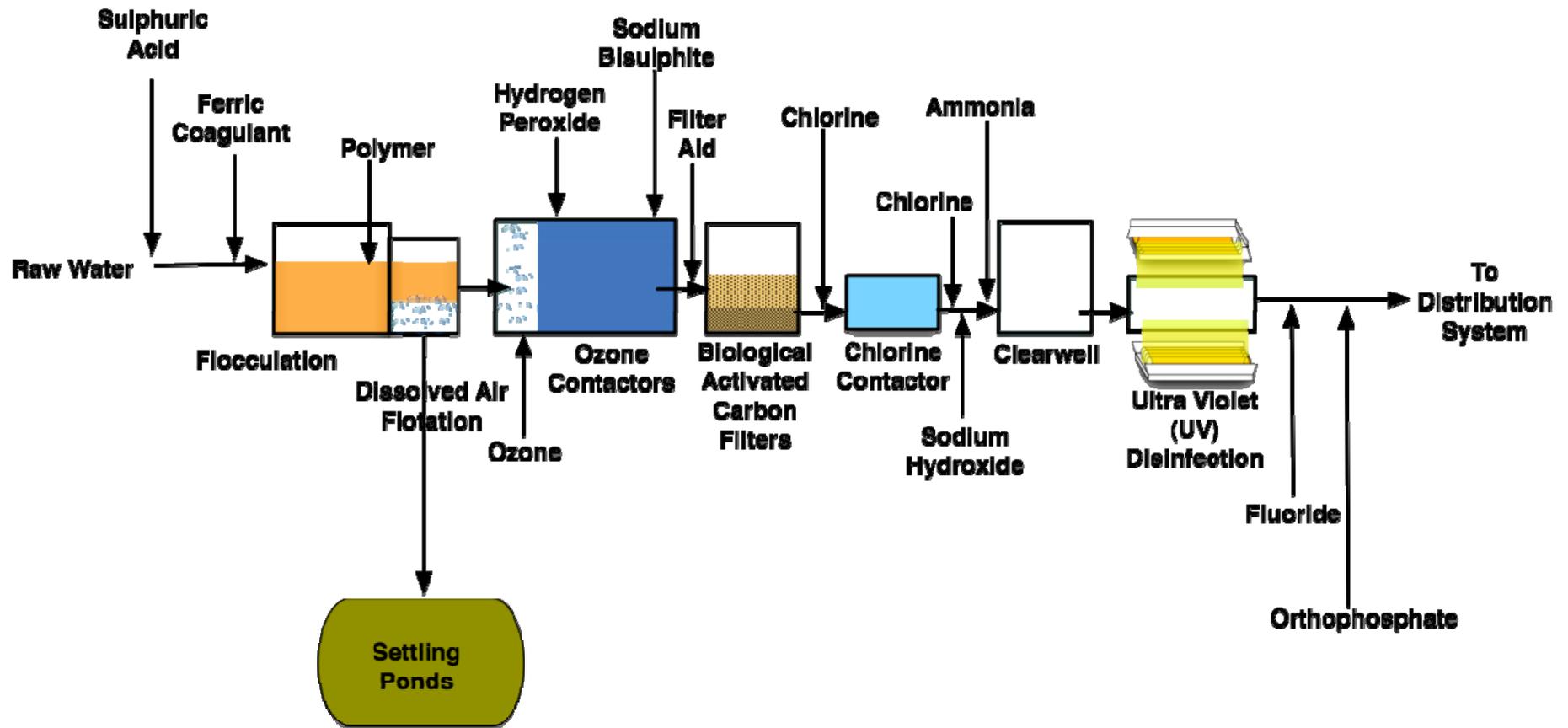
E1. APPLICABLE SPECIFICATIONS AND DRAWINGS

- E1.1 These Specifications shall apply to the Work.
- E1.2 Bidders are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B7.

E2. GOODS

- E2.1 The work to be excluded from the contract shall consist of:
- (a) Photography if recommended by the design firm/agency.
- E2.2 The following data is provided for the information of Bidders:
- (a) Objective:
 - (i) The primary objective is to accurately explain the water treatment process in a logical, interactive step-by-step process that is both informative and graphically stimulating in a format that is accessible to the general public through the City of Winnipeg's (Water and Waste Department) web site.
 - (ii) The secondary objective is to explain this process in such a way that it is graphically simple and interesting enough for younger audiences to understand the concept, while contain enough technical information (copy and voice) to satisfy the more technically advanced in this field.
 - (b) Target Audience:
 - (i) Primary Audience: the general public and interest groups that would like to understand how the City's new water treatment plant will treat their water to meet the Canadian drinking water quality guidelines.
 - (ii) Secondary Audience: Education facilities that can reference this material as a training aid in explaining the process of water treatment to students and scholars of all ages.
 - (iii) The interactive movie will be made according to all existing City of Winnipeg accessibility guidelines for those with visual, auditory or mobility impairments. It will be compatible with all major versions of modern browsers and backwards compatible with the most popular browsers.
 - (c) Background information:
 - (i) a rudimentary step-by-step illustration of the Water Treatment Plant process is provided as Appendix A (attached).
 - (ii) Appendix B (attached) describes the process illustrated in Appendix A.

Water Treatment Process



Appendix B

Water Treatment Plant

Water source

- We get our water from Shoal Lake, which is located on the border between Manitoba and Ontario.

Getting the water here

- Water flows from Shoal Lake to Winnipeg through a 135 kilometre long aqueduct (arch shaped concrete pipe).
- The aqueduct relies solely on gravity to do its work, as Shoal Lake sits about 100 metres higher than Winnipeg.
- The aqueduct was completed in 1919 at a cost of \$17 million.
- The aqueduct can carry up to 386 million litres of water a day to Winnipeg.

Storing the water for treatment

- Water from the aqueduct is stored in Deacon Reservoir until treatment. Deacon Reservoir is located on the east side of the Winnipeg floodway, a few kilometres south of Highway 15.
- Deacon has four open reservoirs that can hold 8.8 billion litres, enough water to supply Winnipeg for about 30 days.

Overview of the water treatment plant

- Size of the plant is comparable to the MTS Centre.
- Consists of 13 treatment steps containing approximately 40 computer processors, 140 pumps, 2300 valves, and 1400 instruments.

Path of the water through the plant

Sulphuric Acid added

- Sulphuric acid is added to reduce the pH so that coagulation is more effective.

Coagulation

- Ferric chloride, a coagulant, is added to cause solid material (e.g., algae) to form into little clumps during flocculation. The coagulant also removes a portion of the dissolved organics from the water.

Flocculation

- Flocculation is the process of combining small particles into larger particles, which are removed by dissolved air flotation.
- A polymer chemical is added to cause even more clumping.

Dissolved Air Flotation

- Tiny air bubbles are forced into the water at the bottom of the dissolved air flotation (DAF) tank.
- The bubbles attach themselves to the clumps of organic material and lift them to the top of the tank.
- The solids at the top are then skimmed off and sent to a settling pond, where they will be freeze dried during the winter.
- The leftover waste product will be used as a cover at the Brady Road Landfill.
- This is the largest dissolved air flotation process in any North American water treatment plant.

Ozonation

- The main reason for adding ozone is to break down the compounds that cause taste and odour problems.
- Ozone also breaks up any remaining organics into smaller, more manageable bits.
- Ozone is not a chemical. It is a gas made up of three oxygen atoms.
- Ozone also inactivates pathogens, such as *Giardia*, *Cryptosporidium*, and some viruses. It works best in warm weather.

Hydrogen Peroxide added

- Hydrogen peroxide is only added to the ozone tank during the summer if the odour caused by certain algae is very strong.

Sodium Bisulphite added

- Sodium bisulphite is added at the end of the ozone tank to remove any remaining ozone.
- It is best known as a food preservative – it is present in many canned vegetables.

Biologically Active Carbon Filtration

- The water passes through carbon filters which remove tiny particles of both organic and inorganic matter.
- Helpful micro-organisms growing in the carbon filters consume a portion of the dissolved organic material remaining in the water from the ozone treatment.

Chlorine Treatment

- Chlorine is added to disinfect the water and kill harmful bacteria, such as *E. coli* and other micro-organisms.

Sodium Hydroxide added

- Sodium hydroxide is added to bring the pH back to the raw water level and reduce the corrosiveness of the water.

The Clearwell

- The clearwell is an underground tank mainly used to balance the water production between the treatment plant and the city's distribution system.

Ultraviolet Light Disinfection

- The treated water flows through six stainless steel chambers containing ultraviolet (UV) lamps.
- UV light makes parasites, such as *Cryptosporidium* and *Giardia* harmless.

Fluoride added

- Fluoride is added following the Provincial Fluoridation Program guidelines at a level that helps prevent tooth decay and won't harm health.

Orthophosphate added

- Orthophosphate is added to form a protective coating inside water pipes which helps reduce corrosion that may release lead into tap water.

Final treated water

- Treated water is pumped to three reservoirs and pumping stations in different areas of the city. The water is then pumped through a network of pipes to customers.