



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 324-2011

TRANSPORTATION OF SEWAGE SLUDGE

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 TRANSPORTATION OF SEWAGE SLUDGE

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, May 11, 2011.

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 website at <http://www.winnipeg.ca/matmgt/bidopp.asp>

B5.2.2 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.

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 (2) 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 (2) 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 Payments to Non-Resident Contractors are subject to 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 website 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).

B10.4 Further to B10.3(c), the Bidder shall, within five (5) Business Days of a request by the Contract Administrator, provide proof satisfactory to the Contract Administrator that the Bidder/Subcontractor has a workplace safety and health program meeting the requirements of The Workplace Safety and Health Act (Manitoba), by providing:

- (a) a valid COR certification number under the Certificate of Recognition (COR) Program administered by the Manitoba Construction Safety Association or by the Manitoba Heavy Construction Association's Safety, Health and Environment Program; or
- (b) a report or letter to that effect from an independent reviewer acceptable to the City. (A list of acceptable reviewers and the review template are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt>)

B10.5 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.

B10.6 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.

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 website 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 website 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 100%;
- (d) economic analysis of any approved alternative pursuant to B6;

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.
- B14.4.1 If there is any discrepancy between the Total Bid Price written in figures, the Total Bid Price written in words and the sum of the quantities multiplied by the unit prices for each item, the sum of the quantities multiplied by the unit prices for each item shall take precedence.
- B14.4.2 Further to B14.1(a), in the event that a unit price is not provided on Form B: Prices, the City will determine the unit price by dividing the Amount (extended price) by the approximate quantity, for the purposes of evaluation and payment.
- B14.5 This Contract will be awarded as a whole.
- 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) (ii), 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 website 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 the transportation of sewer sludge for the period from July 1, 2011 until June 30, 2012, with the option of four (4) mutually agreed upon one (1) year extensions.

D2.1.1 The City may negotiate the extension option with the Contractor within sixty (60) Calendar Days prior to the expiry date of the Contract. The City shall incur no liability to the Contractor as a result of such negotiations.

D2.1.2 Notwithstanding C11, the prices for each mutually agreed year will be adjusted by the percentage increase in the **Statistics Canada Consumer Price Index** for Transportation for Manitoba.

D2.1.3 Changes resulting from such negotiations in D2.1.2 shall become effective on July 1st of the respective year. Changes to the Contract shall not be implemented by the Contractor without written approval by the Contract Administrator.

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

D2.2.1 The type and quantity of Work to be performed under this Contract shall be as authorized from time to time by the Contract Administrator and/or Users.

D2.2.2 Notwithstanding C7.4, the City shall have no obligation under the Contract to purchase any quantity of any item in excess of its actual operational requirements.

D3. DEFINITIONS

D3.1 When used in this Bid Opportunity:

- (a) "**User**" means a person, department or other administrative unit of the City authorized by the Contract Administrator to order Work under this Contract;
- (b) "**NEWPCC**" means North End Water Pollution Control Centre;
- (c) "**SEWPCC**" means South End Water Pollution Control Centre;
- (d) "**WEWPCC**" means West End Water Pollution Control Centre;
- (e) "**WPCC**" means the Water Pollution Control Centres.

D4. CONTRACT ADMINISTRATOR

D4.1 The Contract Administrator is:

Dan DeCraene
Wastewater Contracts Supervisor
2230 Main Street
Winnipeg Manitoba R2V 4T8

Telephone No.: (204) 986 – 4797
Facsimile No.: (204) 986 - 4809

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 facsimile number:

The City of Winnipeg
Chief Financial Officer

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 Bureau of Police Records, 4th 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.

D9.3 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.

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 the insurance specified in D8;
 - (iv) 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. PICK UP / DELIVERY

- D11.1 Goods shall be picked up on an "as required" basis at the West End and South End Pollution Control Centres and transported to the North End facility during the term of the Contract, f.o.b. destination, freight prepaid,.
- D11.2 When transporting sludge the Contractor shall comply with the Manitoba Highway Traffic Act and all other Federal and Provincial Statutes, Acts, By-laws and Regulations.
- D11.3 In the event that the Contractor is unable to transport the required amount of sludge and in the opinion of the Contract Administrator storage volumes will be exceeded, the City will immediately take whatever steps are necessary to remove and transport the sludge. All additional costs in this regard will be charged to the Contractor and deducted from his payment for work actually done.
- D11.4 The route(s) to be used by the Contractor to transport sludge from the WEWPCC and the SEWPCC and the return trip are shown on Drawing No. S-373. The Contractor shall be limited to transporting the sludge on PTH 101 (Perimeter Highway) and Main Street. Under no circumstances shall the Contractor use any other route unless prior approval to do so has been obtained from the Contract Administrator.
- D11.5 The Contractor will not be paid for any load where an alternate route was used if prior approval was not obtained.

D12. LIQUIDATED DAMAGES

- D12.1 If the Contractor fails to achieve the Work of the Contract in accordance with D2 and within the time specified in D11, the Contractor shall pay the City thirty-two hundred dollars (\$ 3,200.00) per Working Day for each and every Working Day following the day fixed herein until the Work is complete.
- D12.2 The amount specified for liquidated damages in D12.1 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.
- D12.3 The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

D13. DAMAGE TO CITY PROPERTY

- D13.3 Any damage caused by the Contractor at any of the WPCC property will be repaired by the City and the cost will be deducted from the monthly progress payments.

D14. ENVIRONMENTAL CLEAN UP

- D14.3 The Contractor is responsible for the immediate cleanup of **any** spillage of sewage sludge. In the event the City is forced to cleanup spillage, all costs in this regard will be charged to the Contractor and deducted from his payment for work actually done.
- D14.4 The Contractor is responsible for the immediate cleanup of **any** spillage or leakage which occurs during the transporting of materials. In the event the City is forced to cleanup such

spillage or leakage, all costs in this regard will be charged to the contractor and deducted from his payment for work actually done.

D15. EMPLOYEE BEHAVIOUR AND SUPERVISION

D15.3 The Contractor shall provide adequate supervision of its employees and shall ensure that all such employees conduct themselves in a manner appropriate to persons in a City facility and shall without limitation ensure that employees:

- (a) behave in a courteous and polite manner to City staff and other personnel in the facility;
- (b) do not smoke within the facility;
- (c) obey all posted safety rules;
- (d) leave all furnishings, equipment etc. moved during the inspection and testing, in an "as found" condition at the completion of the work;
- (e) use their own radio(s) or telephones or cellular telephones necessary for on site communication;
- (f) when employees are in the facility, that it is kept secure from entry by unauthorized persons.

D15.4 The Contractor and his employees are prohibited from entering the premises of all three (3) plants other than to perform the work of this contract unless accompanied by plant staff. The Contractor or his personnel will not be allowed to operate equipment other than described in this contract. No one other than the Contractor and his driver is allowed inside the entrance gate of any of the three (3) plants.

D16. SAFETY

D16.1 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.

D16.2 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.

D16.3 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.

D17. INSPECTION

D17.1 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.

D17.2 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.

D18. ORDERS

D18.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for service may be placed.

D19. RECORDS

D19.1 The Contractor shall keep detailed records of the services supplied under the Contract.

D19.2 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.

D19.3 The Contractor shall provide the Contract Administrator with a copy of the usage records for each year within thirty (30) Calendar Days of the end of year one (1) and within thirty (30) Calendar Days at the end of any Contract extension period should the Contract be extended.

MEASUREMENT AND PAYMENT

D20. INVOICES

D20.1 Further to C11, the Contractor shall submit an invoice for each order delivered to:

The City of Winnipeg
Corporate Finance - Accounts Payable
4th Floor, Administration Building, 510 Main Street
Winnipeg MB R3B 1B9

Facsimile No.: (204) 949-0864
Email: CityWpgAP@winnipeg.ca

D20.2 Invoices must clearly indicate, as a minimum:

- (a) the City's purchase order number;
- (b) date of delivery;
- (c) delivery address;
- (d) type and quantity of goods delivered;
- (e) the amount payable with GST and MRST shown as separate amounts; and
- (f) the Contractor's GST registration number.

D20.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D20.4 Bids Submissions must be submitted to the address in B7.7.

D21. PAYMENT

D21.1 Further to C11, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

- D21.2 Further to C11, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.
- D21.3 Further to C11, the volume of sewage sludge measured for payment will be based on the amount recorded on the City of Winnipeg's computer system at each of the loading facilities. A weigh ticket will be submitted for each load and the volume indicated on the tickets shall be totalled monthly and used for invoicing.
- D21.3.1 The volume of sludge measured for payment will be based on the amount recorded by flow meter on the computer system at each of the loading facilities. A weigh ticket will be generated for each load and the volume indicated on the tickets shall be totalled monthly and used for invoicing.
- D21.4 The Contractor may, at any time request a flow meter recalibration. Flow meter accuracy shall be established at plus-minus three (3%) percent. If the flow meter is found to be within tolerance, the contractor will pay for all flow meter recalibration costs. If the flow meter is found to be outside tolerance, the City will pay for all flow meter recalibration costs

WARRANTY

D22. WARRANTY

- D22.1 Warranty is as stated in C12.

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>
S-373	Map - Hauling Route
S-372	Site Plan - SEWPCC
S-372A	Site Plan - WEWPCC
S-371	Site Plan – NEWPCC (will be modified during the contract period)

E1.3 Bidders are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B6.

E2. SERVICES

E2.1 The Contractor shall transport (haul) sewage sludge as required from the West End and South End Pollution Control Centres to the North End Pollution Control Centre in accordance with the requirements hereinafter specified.

E2.2 Sludge production at the Pollution Control Centres is continuous and will not be altered to accommodate shift scheduling or Contractor staff time off. The Contractor shall be prepared to haul sludge three hundred and sixty-five (365) calendar days per year including all statutory holidays and may load and unload twenty-four (24) hours per day, seven (7) days a week at all three (3) Water Pollution Control Centres.

E2.2.1 The Contractor shall schedule hauling according to sludge production. If sludge volume is depleted hauling shall stop. Plant operation will not be altered to suit the Contractor.

E2.3 When transporting sludge the Contractor shall comply with the Manitoba Highway Traffic Act and all other Federal and Provincial Statutes, Acts, By-laws and Regulations.

E2.4 In the event that the Contractor is unable to transport the required amount of sludge and in the opinion of the Contract Administrator storage volumes will be exceeded, the City will immediately take whatever steps are necessary to remove and transport the sludge. All additional costs in this regard will be charged to the Contractor and deducted from his payment for work actually done.

E2.5 The Contractor shall state on Form B: Prices an hourly charge out rate for one (1) tractor/trailer unit and operator. In the event that the City requires the use of the Contractors equipment outside the scope of work for this contract due to unforeseen operational issues this rate will apply.

E2.6 ~~The route(s) to be used by the Contractor to transport sludge from the WEWPCC and the SEWPCC and the return trip are shown on Drawing No. S-373. The Contractor shall be limited to transporting the sludge on PTH 101 (Perimeter Highway) and Main Street. Under no circumstances shall the Contractor use any other route unless prior approval to do so has been obtained from the Contract Administrator. (see D11.4)~~

- E2.7 The Contractor will not be paid for any load where an alternate route was used if prior approval was not obtained.
- E2.8 Any sludge spilled during transporting of sludge from the WEWPCC or SEWPCC to the NEWPCC shall be cleaned up by the Contractor to the satisfaction of the Contract Administrator. Whenever a spill occurs, the Contractor shall notify the NEWPCC immediately at 986-4798.

E3. VOLUME OF SLUDGE

E3.1 The following table shows the number of kilolitres of sludge transported from the SEWPCC and the WEWPCC to the NEWPCC during the period January 1st, 2008 to December 31st, 2010.

Month	2008		2009		2010	
	SEWPCC	WEWPCC	SEWPCC	WEWPCC	SEWPCC	WEWPCC
JANUARY	15616.50	5199.44	17050.24	4319.15	15274.53	5648.07
FEBRUARY	12700.93	5703.51	12321.53	3432.17	13091.12	5201.37
MARCH	14301.66	7070.96	13669.24	4571.30	16277.41	5023.45
APRIL	13484.54	4533.85	14720.34	5212.73	14802.95	4640.90
MAY	15118.33	5709.24	13436.61	4966.80	14655.72	5115.46
JUNE	14805.55	4876.55	14109.23	3995.76	15185.47	4917.64
JULY	12680.43	5162.79	14176.28	3790.67	16313.57	5206.81
AUGUST	15103.17	3813.01	13338.84	4441.62	16389.44	5337.17
SEPTEMBER	15804.76	3427.83	14932.55	4775.21	15628.48	3165.64
OCTOBER	16386.37	4035.43	15267.73	5434.96	18085.31	3948.61
NOVEMBER	15898.57	3903.49	15885.65	5581.80	17788.68	5012.84
DECEMBER	16350.98	3756.87	14686.21	4810.68	18033.88	5705.78
TOTAL	178251.79	57192.97	173594.45	55332.85	191526.56	58923.74

- E3.1.1 The above figures are the number of kilolitres of sludge transported and are supplied to assist the Contractor in preparation of the bid opportunity and scheduling of the Work. The City will not assume responsibility for any variance in these figures during the duration of this Contract.
- E3.1.2 The Contractor can expect the quantities of sludge to increase or decrease over the period of the contract. The degree of variation in quantities will depend on the rate of development growth in the area served by each of the WPCC, as well as improvements to the treatment processes. Sludge quantities may also vary from month to month and season to season depending on climatic conditions.
- E3.2 Sludge to be transported from the SEWPCC and the WEWPCC is stored in three (3) holding tanks. The approximate volume of the holding tanks is as follows:

SEWPCC		WEWPCC	
Tank 1	203,000 litres	Tank 1	262,000 litres
Tank 2	206,000 litres	Tank 2	207,000 litres
Tank 3	203,000 litres	Tank 3	207,000 litres
Total	612,000 litres	Total	676,000 litres

- E3.2.1 The Contractor shall not allow the volume of sludge at each plant to exceed seventy-five (75%) percent of the available storage capacity at any time.
- E3.2.2 The Contractor shall be aware that exceeding seventy-five (75%) percent of the storage capacity is considered serious and appropriate precautions shall be taken to ensure this does not happen.

E4. EQUIPMENT

- E4.1 The Contractor shall have available twenty-four (24) hours a day, including weekends and holidays, the necessary equipment and manpower to carry out the work specified herein. Should the primary equipment or manpower not be available for any reason they must be immediately replaced from reserve equipment and manpower.
- E4.1.1 All equipment used on this Contract shall be of and maintained in first class working condition. The City reserves the right to inspect the equipment with its own staff or its own agent during the award period or prior to the commencement of Work and randomly thereafter at the discretion of the Contract Administrator to ascertain the condition of the equipment and its suitability to perform the Work. The City's determination of the equipment's condition and suitability to perform the Work shall be final and binding.
- E4.1.2 The maximum length of the tractor/trailer units shall not exceed twenty (20) metres.
- E4.1.3 Tanker trailers shall hold a minimum of thirty thousand (30,000) litres.
- E4.2 The sewage sludge shall be transported in a closed tank. The manhole covers on all tanks shall be close fitted and the cover in place when the tank is in use (full or empty). All vents shall be closed when the tank is being transported either full or empty.
- E4.3 All tanks being used shall be equipped with inlet and discharge valves that fit the City's equipment at both the loading and unloading sites. The discharge valve shall not leak at any time and a close fitting cap shall be in place on the discharge side of the valve whenever the tank is being transported.
- E4.3.1 Modifications required to the tanker trailers to fit the City's equipment will be at the Contractor's expense and shall be completed fourteen (14) Calendar days prior to the start of the Contract.
- E4.4 The Contractor shall be aware that during the winter months the loads may partially freeze during transportation. The Contractor shall have the necessary resources to thaw frozen equipment.
- E4.4.1 Valves, vents and covers on the tanker are also subject to freezing and the Contractor shall configure the equipment to ensure this does not happen.
- E4.5 The loading system is such that the City sets the volume pumped per cycle. Therefore, all tanks used must be able to accommodate the set volume. The volume pumped per cycle will be determined after consultation with the Contractor and only one volume setting will be used during the duration of the Contract.
- E4.6 The Contractor shall have equipment to perform any snow clearing and sanding as described in E6.

E5. LOADING AND UNLOADING FACILITIES

- E5.1 The Contractor will be responsible for the operation of the sludge pumping/loading/unloading equipment at all of the WPCC. After the award of the Contract, the Contractor will be instructed on site safety and the procedures for operating the sludge pumping/loading equipment at both at the SEWPCC and WEWPCC and unloading at the NEWPCC.
- E5.1.1 The Contractor shall be aware that failure to follow the loading, unloading, and facility access procedure may result in a call-out by City staff which will result in a two hundred (\$200.00) dollar call-out charge to the Contractor.
- E5.2 An enclosed loading area is provided at the SEWPCC and at the WEWPCC. Access to the loading bays is through electrically operated overhead doors. Three (3) door openers will be provided at the start of the Contract. Maintenance of these openers and the cost of additional openers will be at the Contractor's expense. The overhead doors shall be kept closed at all

times except when entering or leaving the loading bay. The tractor-trailer unit must be backed into the loading bay at the SEWPCC, while the loading bay at the WEWPCC is a drive through.

- E5.2.1 The Contractor should be aware that the drivers will have access to the loading bay area, a control room and a washroom only at each plant. There are alarms on the doors leading into the rest of the treatment plant and activation of an alarm will result in a call-out. The Contractor shall compensate the City in the amount of two hundred (\$200.00) dollars for every call-out caused by the activating of these alarms.
- E5.3 The unloading area is located at the North End Water Pollution Centre and is not enclosed. The unloading equipment allows for the unloading from the rear of the tank truck only. The unloading time will vary from fifteen (15) minutes to forty-five (45) minutes or more depending on the sludge density.
- E5.4 The sludge loading time will vary from eight (8) minutes to forty-five (45) minutes or more depending on the level in the holding tanks.
- E5.5 There will be no monetary compensation for loading / unloading time variations.
- E5.6 When the City causes a delay in the loading or unloading of sludge, the City will compensate the Contractor for any time in excess of one (1) hour. There will be no compensation for delays which are less than one hour or where the City has notified the contractor twenty-four (24) hours in advance of a requirement to suspend or reschedule hauling. During regular hours, the delay must be brought to the attention of the Contract Administrator within one (1) hour of the time at which such delay occurred. Failure to notify as specified will result in non-payment of such claims.
- E5.7 All WPCC's are operated on a continuous basis, however operating personnel will be in attendance for the following periods:
- (a) SEWPCC and WEWPCC 07:30 hours to 16:00 hours
Monday through Friday
(except holidays)
 - (b) NEWPCC 24 hours per day, 7 days per week
- E5.7.1 The hours of operation at the WEWPCC and SEWPCC hours may change and the Contractor will be advised in advance of these changes.
- E5.7.2 The Contractor will be given keys to gain access during off hours.
- E5.7.3 Assistance by City staff may be available during these hours of operation. If assistance is required at any other time the Contractor shall contact the NEWPCC at 986-4798. The procedure for contacting City personnel and/or the telephone number may be changed during the term of the Contract and the Contractor will be informed of such change.
- E5.7.4 The Contract Administrator shall notify the Contractor within thirty (30) Calendar days any indication that the configuration of the unloading facilities at the NEWPCC may change over the course of the contract term. Any modifications to the truck / tanker that might be required to accommodate the new unloading facilities at the NEWPCC will be undertaken by the Contractor and all costs associated with said trunk / tanker modifications will be borne by the contractor.

E6. MAINTENANCE OF FACILITIES

- E6.1 The City will attempt to keep the roadways and loading areas at the Pollution Control Centres clear of snow and open during regular working hours.
- E6.1.1 Notwithstanding E6.1, it is likely that the Contractor will be required to clear snow and ice and perform sanding at all the locations in this contract should the City be unable to or lack the proper equipment to do it in a timely manner or should the Contract Administrator request that it be done.

- E6.1.2 The City will not be responsible for any delays incurred by the Contractor due to blockage of roadways at the loading and unloading sites caused by snowfall or lack of sanding during icy conditions.
- E6.1.3 Clearing snow and sanding of the access roads and loading bays, should it be required, will be at the Contractors expense and no compensation will be made.
- E6.2 It shall be the responsibility of the Contractor for proper housekeeping of the loading area at the SEWPCC and the WEWPCC and the unloading area at the NEWPCC.
- E6.2.1 Housekeeping at the NEWPCC shall consist of washing down any spillage at the unloading site and the removal of ice build up during the winter. Ice removal may require a front end loader.
- E6.2.2 The housekeeping at the SEWPCC and the WEWPCC shall consist of washing down of any spillage whenever it occurs and at least on a weekly basis a thorough cleaning of the floor and lower portion of the walls by using suitable cleaning agents and tools. Washroom facilities are available at the SEWPCC and WEWPCC loading areas, and are available for the Contractors use. These washrooms must be maintained in a clean condition as part of the house keeping duties.
- E6.2.3 The City will make available a water supply at all three (3) locations. Cleaning agents and tools shall be supplied by the Contractor.
- E6.2.4 If the Contractor fails to maintain the cleanliness of the loading and unloading areas to the satisfaction of the Contract Administrator, the City will do the clean up and the cost will be deducted from the monthly progress payment.
- E6.3 The Contractor may store tools, oil, etc. (with the exception of flammable liquids) in the loading area at the SEWPCC and the WEWPCC, provided they are stored in a suitable cupboard acceptable to the Contract Administrator.
- E6.4 The Contractor shall keep his equipment clean and presentable at all times and shall ensure that his vehicles and tanks are washed at least on a weekly basis.
- E6.5 Under no circumstances shall the contents of the truck tank be emptied in the loading area.
- E6.6 The Contractor shall not park any equipment at any of the WPCC at any time. The Contractor can have equipment on City property only to load or unload sludge. The Contractor's staff shall not park personal vehicles at any of the WPCC at any time.
- E6.7 No maintenance of any kind of the Contractor's equipment, other than tire repairs, shall be performed at any of the WPCC.

E7. ON SITE CONSTRUCTION

- E7.1 Through out the duration of this Contract, construction will be occurring at the Pollution Control Centers. During construction the City will inform the Contractor in advance when the loading and unloading sites are not accessible and hauling must be suspended or rescheduled. Changes in traffic flow and traffic volume may also occur as a result of construction at the WPCC.