



**THE CITY OF WINNIPEG**

# **BID OPPORTUNITY**

**BID OPPORTUNITY NO. 524-2011**

**PROVISION OF INSPECTION AND SERVICING OF FIRE EXTINGUISHERS, HOSES  
AND KITCHEN SUPPRESSION SYSTEMS**

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## **PART B - BIDDING PROCEDURES**

### **B1. CONTRACT TITLE**

B1.1 PROVISION OF INSPECTION AND SERVICING OF FIRE EXTINGUISHERS, HOSES AND KITCHEN SUPPRESSION SYSTEMS

### **B2. SUBMISSION DEADLINE**

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, August 12, 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 Site Coordinators listed in the Specifications area of the document.

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 Site Coordinator or Contract Administrator in writing.

### **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 or more persons, each and all such persons shall identify themselves in accordance with B8.2.

B8.3 In Paragraph 3 of Form A: Bid, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Bid.

B8.4 Paragraph 10 of Form A: Bid shall be signed in accordance with the following requirements:

- (a) if the Bidder is a sole proprietor carrying on business in his own name, it shall be signed by the Bidder;
- (b) if the Bidder is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
- (c) if the Bidder is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
- (d) if the Bidder is carrying on business under a name other than his own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.

B8.4.1 The name and official capacity of all individuals signing Form A: Bid should be printed below such signatures.

B8.5 If a Bid is submitted jointly by two or more persons, the word "Bidder" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Bidders in the Bid and the Contract, when awarded, shall be both joint and several.

## **B9. PRICES**

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

B9.1.1 Notwithstanding C11.1.1, prices on Form B: Prices shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.

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

B9.3 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.

B9.4 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);
  - (d) meet the current requirements of the Fire Commissioner's Officer, all applicable provincial legislation and City of Winnipeg municipal bylaws, to perform the Work.
- B10.4 The Bidder shall submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Bidder and of any proposed Subcontractor.
- B10.5 The Bidder shall provide, on the request of the Contract Administrator, full access to any of the Bidder's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.

#### **B11. OPENING OF BIDS AND RELEASE OF INFORMATION**

- B11.1 Bids will not be opened publicly.
- B11.2 Following the Submission Deadline, the names of the Bidders and their Total Bid Prices (unevaluated, and pending review and verification of conformance with requirements) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division 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;
  - (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.
- B14.5 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](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 provision of inspection and servicing of fire extinguishers, hoses and kitchen suppression systems for the period from January 1, 2012 until December 31, 2014 with the option of three (3) 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 Changes resulting from such negotiations shall become effective on January 1<sup>st</sup> 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" and scheduled 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.

D2.3 Notwithstanding D2.1, the type and quantity of Work to be performed under this Contract is subject to annual approval of monies therefore in a budget by Council. Bidders are advised that monies have been approved for work up to and including December 31, 2011.

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

#### D3. DEFINITIONS

D3.1 When used in this Bid Opportunity:

- (a) "N.F.P.A." means the National Fire Prevention Association Inc. and the Standards they promulgate;
- (b) "N.F.P.A. 10" means the Standard for Portable Fire Extinguishers, current or referenced edition;
- (c) "N.F.P.A. 17" means the Standard for Dry Chemical Extinguishers, current or referenced edition;
- (d) "N.F.P.A. 17A" means the Standard for Wet Chemical Extinguisher Systems, current or referenced edition;
- (e) "N.F.P.A. 96" means the Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations, current or referenced edition;
- (f) "N.F.P.A. 1962" means the Standard for Fire Hose, current or referenced edition;

- (g) "**User**" means a person, department or other administrative unit of the City authorized by the Contract Administrator to order Work under this Contract.
- (h) "**Winnipeg Fire Prevention by-law**" means the City of Winnipeg's Fire Prevention By-Law No. 150/2004.

#### **D4. CONTRACT ADMINISTRATOR**

D4.1 The Contract Administrator is:

Brenda Dupuis Smith  
185 King Street  
Winnipeg, MB R3B 1J1  
Telephone No. (204) 986-2492

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 (LOCATIONS OTHER THAN POLICE)**

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, 4<sup>th</sup> 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](http://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](http://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](http://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.

**D10. SECURITY CLEARANCE (POLICE LOCATIONS)**

D10.1 The City will conduct a Level Two Security Clearance Check, for any individual proposed to perform Work under the Contract at Winnipeg Police Service facilities.

D10.2 The Contractor shall provide the Contract Administrator with a list of individuals proposed to perform Work under the Contract at Winnipeg Police Service facilities:

- (a) within five (5) Business Days of the Award of Contract; or
- (b) in the case of additional or replacement individuals during the term of the Contract, at least thirty (30) Calendar Days before each individual is proposed to commence Work at Winnipeg Police Service facilities.

D10.3 Each individual or Contractor proposed to perform Work under the Contract at Winnipeg Police Service facilities shall provide:

- (a) A list of names (including maiden names), addresses, dates of birth and telephone numbers of all immediate family members including stepbrothers, stepsisters, half-brothers and half-sisters, and their spouses, common-law spouses, boyfriends, girlfriends and their family members. The list should be typed in the following format:

John James SMITH	Dob: 45 Aug 24 (father)
123 Anywhere Street	555-5555
Winnipeg, Manitoba	

- (b) A list of names, addresses, dates of birth and telephone numbers of four closest friends. Include information indicating when, where and how they met. The list should be typed in the following format:

Joseph James SMITH	Dob: 46 Aug 4 (best friend)
789 Anywhere Street	555-5555
Winnipeg, Manitoba	
When they met:	
Where they met:	
How they met:	

- (c) The name, title or position, and telephone number of the immediate supervisor.
- (d) A list of every past address, including the dates of residence, the names of any persons with whom the residence was shared and the reason for moving.
- (e) Identification - driver's license (with photo), birth certificate or social insurance number (SIN).
  - (a) Photocopies of the identification must be legible, signed as true copies and witnessed by the contact person stated on Paragraph 3 Form A: Bid.
- (f) A completed Form P-608: Security Clearance Check authorization form.
  - (a) Signature of Witness shall be signed by the contact person stated on Paragraph 3 Form A: Bid.

D10.4 Each individual shall submit the required information and form to the Winnipeg Police Service Division 30 Clerk at Main Floor, 151 Princess Street:

- (a) within five (5) Business Days of the Award of Contract; or

- (b) in the case of an additional or replacement individual during the term of the Contract, at least thirty (30) Calendar Days before the individual is proposed to commence Work at Winnipeg Police Service facilities.
- D10.5 Any individual for whom a satisfactory Level Two Security Clearance is not obtained will not be permitted to perform any Work within Winnipeg Police Service facilities.
- D10.6 Any satisfactory Security Clearance obtained thereby will be deemed valid for two (2) years from the date of clearance, subject to a repeated Security Clearance Check as hereinafter specified.
- (a) Each individual doing Work in a Winnipeg Police Service Facility shall provide identification upon entry to verify they have received a Level Two security clearance.
- D10.7 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require a further Security Clearance Check. Any individual who fails to obtain a satisfactory Security Clearance Check as a result of a repeated Security Clearance Check will not be permitted to continue to perform Work under the Contract at Winnipeg Police Service Facilities.
- D10.8 Any individual who fails to obtain a satisfactory Security Clearance Check may request reconsideration by writing to:  
Winnipeg Police Service  
Division 30  
Service Security  
Attn: Service Security Officer  
151 Princess Street  
Winnipeg, Manitoba  
R3B 1L1

## **CONTROL OF WORK**

### **D11. COMMENCEMENT**

- D11.1 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.
- D11.2 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; and
  - (iv) the security clearances specified in D9 and D10.
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

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

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

### **D13. SAFETY**

- D13.1 The Contractor shall be solely responsible for safety at the Site and for compliance with all laws, rules, regulations and practices required by the applicable safety legislation.

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

#### **D14. ORDERS**

- D14.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for service may be placed.

#### **D15. RECORDS**

- D15.1 The Contractor shall keep detailed records of the services supplied under the Contract.
- D15.2 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.
- D15.3 The Contractor shall provide the Contract Administrator with a copy of the records for each quarter year within fifteen (15) Calendar Days of the end of that quarter.

### **MEASUREMENT AND PAYMENT**

#### **D16. INVOICES**

- D16.1 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](mailto:CityWpgAP@winnipeg.ca)

- D16.2 Invoices must clearly indicate, as a minimum:
- (a) the City's order number;
  - (b) date(s) of provision of services;
  - (c) location at which service was provided;
  - (d) type and quantity of services provided;
  - (e) the amount payable with GST and MRST shown as separate amounts; and

(f) the Contractor's GST registration number.

D16.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D16.4 Bids Submissions must be submitted to the address in B7.7.

**D17. PAYMENT**

D17.1 Further to C11, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

D17.2 Further to C11, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

**WARRANTY**

**D18. WARRANTY**

D18.1 Warranty is as stated in C12.



## **PART E - SPECIFICATIONS**

### **GENERAL**

#### **E1. APPLICABLE SPECIFICATIONS**

- 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 B6.

#### **E2. SERVICES**

- E2.1 The Contractor shall provide inspection and servicing of fire extinguishers, hoses and kitchen suppression systems in accordance with the requirements hereinafter specified.
- E2.2 Work shall commence within (1) Working Day of the placing of an order for "as required" services, except where otherwise agreed at the time of ordering.
- E2.3 The Contractor shall:
- (a) inspect and tag, recharge, and hydrostatically test fire extinguishers and provide "on-going" maintenance & repair, as required, legislated by the Manitoba Fire Code and the City of Winnipeg by-law 150/2004.
    - (i) Tags shall accommodate the recording of monthly inspections to be done by City of Winnipeg personnel;
  - (b) inspect and re-rack fire hoses; and
  - (c) inspect kitchen fire suppression systems as required by N.F.P.A. 17, 17A and 96, current or referenced versions and the City of Winnipeg Fire Prevention By-law.
- E2.4 This Contract shall cover primarily on-site maintenance and inspection, however, the City may deliver units used in vehicles or for other purposes to the Contractor for performance of services.
- E2.5 This Contract will include all service charges related to the Work.
- E2.6 Notification of the Designated Departmental Representative**
- E2.6.1 The Contractor shall notify the site coordinator of any repairs or replacement found to be necessary and provide a firm price for each repair. The Contractor shall obtain the written approval of the Site coordinator prior to performing any such work;
- E2.6.2 The Contractor shall notify the site coordinator of any portable fire extinguisher(s) found to be missing;
- E2.6.3 Certificates of Inspection shall be submitted for each Site to the Site coordinator upon completion of each annual inspection.
- E2.7 Performance of the Work**
- E2.7.1 The Contractor shall complete all work under this Contract in accordance with the Manitoba Fire Code, the City of Winnipeg's Fire Prevention Bylaw No. 150/2004 and any other applicable legislation.
- E2.7.2 Recharges, including leakage tests, shall be performed at an all inclusive rate covering the provision of labour and the following parts:
- (a) o-rings,

- (b) verification collars;
- (c) WHMIS Labels.

- E2.7.3 Leakage tests shall be carried out on all cylinders and cartridges after recharging.
- E2.7.4 Only new powder shall be used for recharging dry chemical fire extinguishers.
- E2.7.5 Required parts other than those listed on Form B: Prices shall be supplied at the percentage discount from the manufacturer's suggested selling price identified on Form B: Prices.
- E2.7.6 Portable fire extinguishers which must be removed from the Site for repair are to be replaced in the interim, at no charge to the City, with a unit of equal capability in accordance with N.F.P.A. 10 Section 3-1 and the City of Winnipeg by-law 150/2004.
- (a) transportation of dangerous goods costs shall be included in the Work.
- E2.7.7 The Contractor shall supply and install appropriate fusible links for the kitchen fire suppression systems.
- E2.7.8 Seal bushings used shall be those specified by the original manufacturer or equal.
- E2.7.9 Parts for extinguishers, as listed on form B: Prices are to be replaced on an "as required" basis in accordance with the regulations specified in E2.

## **E2.8 Replacement Fire Extinguishers**

- E2.8.1 Fire extinguishers that have reached their expiry may be replaced under this Contract with the approval of the Site Coordinator. No fire extinguisher shall be replaced prior to this approval.

## **E2.9 Corporate Safety Branch**

- E2.9.1 The City of Winnipeg holds approximately eight (8) fire extinguisher training sessions per year.
- E2.9.2 The training sessions are scheduled on four (4) days with two (2) sessions held each day. The approximate use per day is:
- (a) six (6) 5lb ABC dry chemical;
  - (b) ten (10) 10lb ABC dry chemical; and
  - (c) five (5) 10lb carbon dioxide.

## **E3. EMPLOYEE CONDUCT AND SUPERVISION**

- E3.1 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 persons in the facility;
  - (b) do not smoke within the facility;
  - (c) obey all posted safety rules;
  - (d) leave all furnishings, equipment etc. moved during inspection & testing, in an "as found" condition at the completion of the Work.

## APPENDIX A

### Site Coordinators and Invoicing Addresses

<b>Winnipeg Transit</b> <b>421 Osborne Street</b> <b>Winnipeg, MB R3L 2A2</b>		
<b>Site Coordinator: Brian Newton: Ph: 986-5812 – Cell: 794-4212 – Fax- 453-7385</b>		
Site Name	Site Address	Next Scheduled Inspection
Fort Rouge Transit Base	421 Osborne Street	June 2012
Fort Rouge Transit Base	421 Osborne street	June 2012
Transit Base	1520 Main Street	June 2012

<b>Winnipeg Fire Paramedic Service</b> <b>Attention: Dominique Makar</b> <b>2546 McPhillips Street</b> <b>Winnipeg MB R2P 2T2</b>		
<b>Site Coordinator: Dominique Makar: Ph: 986-4877 – Cell 794-8693 – Fax: 986-7920</b>		
Site Name	Site Address	Next Scheduled Inspection
# 1 Fire Hall	65 Ellen Street	July 2012
# 2 Fire Hall	55 Watt Street	July 2012
# 3 Fire Hall	337 Rue Des Meurons	July 2012
# 4 Fire Hall	150 Osborne Street	July 2012
# 5 Fire Hall	845 Sargent Avenue	July 2012
# 6 Fire Hall	603 Redwood Avenue	July 2012
# 7 Fire Hall	10 Allen Blye Drive	July 2012
# 8 Fire Hall	640 Kimberly Avenue	July 2012
# 9 Fire Hall	864 Marion Street	July 2012
#10 Fire Hall	1354 Border Street	July 2012
#11 Fire Hall	200 Berry & Portage	July 2012
#12 Fire Hall	1710 Grosvenor Avenue	July 2012
#13 Fire Hall	799 Lilac Street	July 2012
#14 Fire Hall	1057 St. Mary's Road	July 2012
#15 Fire Hall	1083 Autumnwood Drive	July 2012
#16 Fire Hall	1001 McGregor Street	July 2012
#17 Fire Hall	1501 Church Avenue	July 2012
#18 Fire Hall	5000 Roblin Boulevard	July 2012
#19 Fire Hall	320 Whytwold Road	July 2012
#20 Fire Hall	525 Banting Drive	July 2012
#21 Fire Hall	1446 Regent Ave	July 2012
#22 Fire Hall	1567 Waverly Street	July 2012
#23 Fire Hall	880 Dalhousie Road	July 2012
#24 Fire Hall	1665 Rothesay Street	July 2012
#25 Fire Hall	701 Day Street	July 2012
#26 Fire Hall	1525 Dakota & Ward	July 2012
Station 30	524 Osborne St.	July 2012
Ambulance Station #31	726 Furby Street	October 2012
Ambulance Station #33	598 St. Mary's Rd.	July 2012
Ambulance Station #40	235 McPhillips St	July 2012

<b>Water and Waste 2230 Main Street Winnipeg MB R2V 4T8</b>		
<b>Site Coordinator: John Amos - Ph- 986-4845 – Cell: 470-7326 – Fax 339-2147</b>		
<b>Site Name</b>	<b>Site Address</b>	<b>Next Scheduled Inspection</b>
North End Water Pollution Control Centre	2230 Main Street	August 2012

<b>Water and Waste 7740 Wilkes Winnipeg MB R2V 4T8</b>		
<b>Site Coordinator: Colin Allingham - 986-5220 Cell 803-4098</b>		
<b>Site Name</b>	<b>Site Address</b>	<b>Next Scheduled Inspection</b>
West End Water Pollution Control Centre	7740 Wilkes	August 2012

<b>Water and Waste 100 Ed Spencer Drive Winnipeg MB R2n 4G3</b>		
<b>Site Coordinator: Ron Hahlweg - Ph- 986-6159 – Fax- 254-1607</b>		
<b>Site Name</b>	<b>Site Address</b>	<b>Next Scheduled Inspection</b>
South End Treatment Plant	100 Ed Spencer Drive	June 2012

<b>Water and Waste 598 Plinguet Street Winnipeg MB R2J 2W7</b>		
<b>Site Coordinator: Tim Day: Ph- 986-4120 – Cell: 470-7805 – Fax: 237-6207</b>		
<b>Site Name</b>	<b>Site Address</b>	<b>Next Scheduled Inspection</b>
GWWD Water & Waste	598 Plinguet Street	August 2012

<b>Water and Waste 101-1155 Pacific Avenue Winnipeg MB R3E 3P1</b>		
<b>Site Coordinator: Mark Hoepfner Ph: 986-2085 – Cell: 470-4798 - Fax: 986-2075</b>		
<b>Site Name</b>	<b>Site Address</b>	<b>Next Scheduled Inspection</b>
Shoal Lake Intake	Shoal Lake, Manitoba	June 2012
McPhillips Street Pump Station	McPhillips & Logan	June 2012
Hurst Pump Station	Wilkes & Waverly	June 2012
Standpipe	1539 Waverly Street	June 2012
Tache Pump Station	886 Tache Avenue	June 2012
MacLean Pump Station	Lagimodiere & Marion	June 2012
Deacon Water Treatment Plant	Hwy. 207 and Access Rd. 57 082	June 2012
Standpipe	Perimeter & Portage Avenue	June 2012
Standpipe	Shaftsbury & Grant	June 2012
Gallagher Valve House	Gallagher	June 2012

**PUBLIC WORKS  
 c/o 102-1155 Pacific Avenue  
 Mail: Box 524 Oak Bank R0E 1J0**

**Site Coordinator: Joe Funk - Cell: 794-4343**

<b>Site Name</b>	<b>Site Address</b>	<b>Next Scheduled Inspection</b>
Glacial Sand and Gravel	Pineridge & Heatherdale Road	March 2012

**Planning, Property and Development  
 Municipal Accommodations Division  
 Building Services Branch  
 185 King Street  
 Winnipeg MB R3B 1J1**

**Site Coordinator: Kevin McMullen - Cell: 794-8525 – Fax: 986-7311**

<b>Site Name</b>	<b>Site Address</b>	<b>Next Scheduled Inspection</b>
Treasury	65 Garry Street	October 2012
Board of Revision	300 Assiniboine Avenue	October 2012
Public Works Department	100 Main Street	August 2012
Riel Community Office	219 Provencher Boulevard	September 2012
Fire Prevention Office	604 St. Mary's Road	July 2012
Police Service Garage	55 Princess Street	June 2012
Police Service – Second Floor	55 Princess Street	June 2012
Police Service – Third Floor	55 Princess Street	June 2012
St. Boniface Library	131 Provencher Boulevard	November 2012
Dynasty Building	180 King Street	October 2012
Manderin Building	185 King Street	October 2012
Millennium Library	251 Donald Street	March 2012
Louis Riel Library	1168 Dakota	November 2012
Winnipeg Police Division #5	227 Provencher Boulevard	March 2012
Windsor Park Library	955 Cottonwood Road	November 2012
St. Vital Library	6 Fermor Avenue	November 2012
Monroe Library	489 London Street	November 2012
Transcona	141 Regent Avenue West	November 2012
Henderson Libray	Unit 1 – 1050 Henderson Highway	November 2012
Winnipeg Police	1400 Henderson Highway	November 2012

**Site Coordinator: Grant Mitchell - Cell: 794-4420– Fax: 986-7311**

<b>Site Name</b>	<b>Site Address</b>	<b>Next Scheduled Inspection</b>
Westgate Library	20 West Gate	October 2012
Osborne Library	625 Osborne Street	September 2012
GCWCC Offices	265 Osborne Street	September 2012
Transit Ticket Office	210 Portage Avenue	July 2012
Concorse	365 Main Street	October 2012
Vacant	700 Assiniboine Park Drive	September 2012
Fort Rouge Leisure Centre	625 Osborne Street	September 2012
Traffic Signals	821 Elgin Avenue	November 2012
Garage Operations	1220 Pacific Avenue	April 2012
Water & Waste	1155 Pacific Avenue	April 2012
River Heights Library	1520 Corydon Avenue	October 2012
Charleswood Library	5014 Roblin Boulevard	October 2012

**Planning, Property and Development  
 Municipal Accommodations Division  
 Building Services Branch  
 185 King Street  
 Winnipeg MB R3B 1J1**

**Site Coordinator: Grant Mitchell - Cell: 794-4420– Fax: 986-7311**

<b>Site Name</b>	<b>Site Address</b>	<b>Next Scheduled Inspection</b>
Community Services	5006 Roblin Boulevard	October 2012
Ambulance Service #32	2325 Grant Avenue	October 2012
Police Service Training	130 Allard Avenue	October 2012
St. James Library	1910 Portage Avenue	October 2012
Westwood Library	66 Allard Avenue	October 2012
Ambulance Station # 36	2490 Portage Avenue	October 2012
Police District #2	210 Lyle Street	October 2012
Animal Service	1057 Logan Avenue	November 2012
Environmental Health	33 Warnock Street	November 2012
Museum	3176 & 3180 Portage Avenue	August 2012
Records	380 William Avenue	November 2012

**Site Coordinator: Vern Friesen – Cell: 479-5359 – Fax: 986-7311**

<b>Site Name</b>	<b>Site Address</b>	<b>Next Scheduled Inspection</b>
Public Works Department	1539 Waverly Street	September 2012
Pembina Trail Library	2724 Pembina Highway	September 2012
South Area Shops	1539 Waverly Street	September 2012
Fort Garry library	1360 Pembina Highway	September 2012
Police Department	1350 Pembina Highway	April 2012

**Site Coordinator: Larry Giesbrecht – Cell: 794-4423 – Fax: 986-7311**

<b>Site Name</b>	<b>Site Address</b>	<b>Next Scheduled Inspection</b>
Council Building	510 Main Street	July 2012
Administration Building	510 Main street	July 2012

<b>Site Name</b>	<b>Site Address</b>	<b>Next Scheduled Inspection</b>
St. John's Leisure Centre	601 Aikens Avenue	October 2012
Fire Paramedic	2546 McPhillips Street	July 2012
Public Safety Building - Garage	151 Princess Street	June 2012
Public Safety Building - Basement	151 Princess Street	June 2012
Public Safety Building – Main Floor	151 Princess Street	June 2012
Public Safety Building – Second Floor	151 Princess Street	June 2012
Public Safety Building – Third Floor	151 Princess Street	June 2012
Public Safety Building – Forth Floor	151 Princess Street	June 2012
Public Safety Building – Fifth Floor	151 Princess Street	June 2012
Public Safety Building – Sixth Floor	151 Princess Street	June 2012
St. John's library	500 Salter Street	February 2012
West Kildonan Library	365 Jefferson Avenue	November 2012
Civic Parkade	171 Princess Street	October 2012
Winnipeg Police	260 Hartford Avenue	November 2012
Sir William Stephenson library	765 Keewatin Street	November 2012
Assessment	457 Main Street	April 2012

**Planning, Property and Development  
 Municipal Accommodations Division  
 Building Services Branch  
 185 King Street  
 Winnipeg MB R3B 1J1**

**Site Coordinator: Dennis Glowasky – Cell: 794-4425 – Fax: 986-7311**

<b>Site Name</b>	<b>Site Address</b>	<b>Next Scheduled Inspection</b>
Water & Waste	849 Ravelston Avenue	August 2012
Water & Waste	1500 Plessis Road	August 2012
Library	111 Victoria Avenue West	November 2012

**Site Coordinator: Glen Snider – Cell: 794-4406 – Fax: 986-7311**

<b>Site Name</b>	<b>Site Address</b>	<b>Next Scheduled Inspection</b>
Regional Parks Mech.	2809 Roblin Boulevard	October 2012
Assiniboine Park Carpenter	2715 Corydon Avenue	October 2012
Sargent Park Stands	Sargent & Wall	October 2012
Assiniboine Park Maintenance Yard	2809 Corydon Avenue	October 2012
Assiniboine Park Conservatory	2355 Corydon Avenue	October 2012
Assiniboine Park Zoo	Roblin Boulevard.	September 2012
Crescent Drive Park	Pembina Highway	September 2012
Assiniboine Pavilion Cricket	No Address	September 2012
Assiniboine Park Zoo Shops	2809 Corydon Avenue	September 2012
Eric Coy Mech Shop	535 Oakdale Drive	September 2012
Eric Coy Craft Corner	535 Oakdale Drive	September 2012
Marfair Place rec	40 Mayfair	September 2012
Site Develop Garage	370 Daily	September 2012
Renfrew Yards Office/Garage	Corydon & Lindsay	September 2012
King's Drive Park	Kings Drive and Kilkenny	September 2012
St. Vital Park	236 River Road	September 2012
St. Vital Cemetery	236 River Road	September 2012
Riel Parks Shops/Office	1201 Archbald Street	September 2012
Riel Shops/Stores	552 Plinguet Street	September 2012
Tuxedo Lawn Bowling	369 Southport Boulevard	October 2012
Glenmeadow Service	1212 Dakota Street	October 2012
Whittier Park	East of Rue St. Joseph	October 2012
St. Vital Memorial Field House	No Address	October 2012
Churchill Drive Park	Churchill Drive and Cockburn	October 2012
Henteleff	1964 St. Mary's Road	October 2012
Labarriere Park Service Building	Waverly 2 Miles S. of Perimeter	October 2012
Norwood Lawn Bowling	1212 Dakota Street	October 2012
Lakewood Service Building	Lakewood and Bishop Grandin	October 2012
Art Macquat Field House	No Address	October 2012
River Heights Lawn Bowl	1360 Grosvenor Avenue	October 2012
McKittrick Park	Rathgar, Beresford, Cockburn	October 2012
Fleet Service Building	1000 Fleet Avenue	October 2012
Lindsay Service Building	Academy and Lindsay	October 2012
Norwood L.B. Garage	Dakota Street	October 2012
William Osler	Brock and Mathers	October 2012
Ray Fennel Field House	1377 Clarence Avenue	October 2012
Turtle Island Community Centre	510 King Street	October 2012
Magnus Recreation Centre	430 Langside Street	October 2012
Minto Recreation Centre	Minto and St. Matthews	October 2012
McGee Facility/Shop	659 ½ Wellington/752 McGee	October 2012

**Planning, Property and Development  
 Municipal Accommodations Division  
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 185 King Street  
 Winnipeg MB R3B 1J1**

**Site Coordinator: Glen Snider – Cell: 794-4406 – Fax: 986-7311**

<b>Site Name</b>	<b>Site Address</b>	<b>Next Scheduled Inspection</b>
Blumberg/Maint.	4540 Portage Avenue	April 2012
St. James Leisure Centre	3173 Portage Avenue	October 2012
Wolsely Recreation centre	511 Clifton Street	October 2012
Frank W. Recreation Building	Inkster and Fife	October 2012
Strathcona Recreation Centre	233 McKenzie Street	April 2012
Norquay Recreation Centre	65 Granville Street	October 2012
Shaughnessy Recreation Centre	1641 Manitoba Avenue	October 2012
Tyndall Park Recreation Centre	2221 King Edward Street	October 2012
Aberdeen Recreations Centre	415 Stella Avenue	October 2012
Living Prairie Museum	Ness & Prairie View	October 2012
Blumberg Clubhouse	4540 Portage Avenue	October 2012
Maples Multiplex	424 Adsum Drive	July 2012
North Area Shop	2170 Main Street	August 2012
Bourkevale Service Building	100 Ferry Road	October 2012
Bourkevale Lawn Bowl	100 Ferry Road	October 2012
Bourkevale Grounds Storage	100 Ferry Road	October 2012
Grants Old Mill	2777 Portage Avenue	October 2012
Administration Office	545 Watt Street	October 2012
Arts Action Centre	120 Dowling Avenue East	October 2012
Butler Building	Behind 545 Watt Street	October 2012
East End Cultural Centre	575 Larsen Avenue	October 2012
Elmwood Senior Centre	180 Poplar Avenue	October 2012
Elmwood Winter Club	75 Brazier Street	May 2012
Mech Mtce Service	565 Watt Street	October 2012
Transcona Optimist	875 McMeans Avenue	October 2012
Kildonan Park Golf Course	2021 Main Street	August 2012
Kildonan Park Golf Course Mian	2021 Main Street	August 2012
Kildonan Park Service Building	2021 Main Street	August 2012
Kildonan Park Rainbow Stage	2021 Main Street	August 2012
Kildonan Park	20 21 Main Street	August 2012
Kildonan Park Office	2021 Main Street	August 2012
Kildonan Park Witch Hut	2021 Main Street	August 2012
Peguis Pavillion	2021 Main Street	August 2012
Charlie Kropp Stadium	525 McPhillips Street	October 2012
Old Ex Grounds Garage	100 Sinclair Street	October 2012
Park Office	545 Watt Street	October 2012
Grounds North	565 Watt Street	October 2012
Watt Street Shop	565 Watt Street	October 2012
North Building Main	565 Watt Street	October 2012
Living Prairie Museum	2795 Ness Avenue	June 2012
Omand's Creek	Portage & Raglan	October 2012
Central Park	400 Cumberland & Carlton	October 2012
Vimy Ridge Park	Home & Port Avenue	October 2012
Notre Dame Park	Notre Dame & McGee	October 2012
McFayden Park	Assiniboine	October 2012
Pascoe Park	Weston & Pacific	October 2012
Lizzie Playground	Logan & Anderson	October 2012
Sister Macnamara Park	N. of Elgin/S. of Ross	October 2012

**Planning, Property and Development  
 Municipal Accommodations Division  
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 185 King Street  
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**Site Coordinator: Glen Snider – Cell: 794-4406 – Fax: 986-7311**

<b>Site Name</b>	<b>Site Address</b>	<b>Next Scheduled Inspection</b>
Little Mountain Park	Farmer's Road	October 2012
Machray Building	Powers & Anderson	October 2012
Landsdowne Building	Inkster Boulevard	October 2012
St. John's Bowling	S.E. of Main & St. John Avenue	October 2012
St. John's Recreation Building	S.E. of Main & St. John Avenue	October 2012
Dufferin Senior's Centre	377 Dufferin Avenue	October 2012
Misc.	Burrows & Sheppard	October 2012
Hyland Shop	No Address	October 2012
Andrews Tot Lot	Andres Street & Inkster Boulevard	October 2012
Pritchard Park	Pritchard & Charles	October 2012
Pritchard Yard	161 Pritchard Avenue	October 2012
Fraser's Grove Service Building	Fraser's Grove	October 2012
Pirates Wading Pool	Rouseau & Plessis	October 2012
E.K. Senior's Centre	180 Poplar Avenue	October 2012
Bunn's Creek	Mclvor E. of Henderson	October 2012
Crocus Park	255 Reponda Street	October 2012
Westview Park Shop	1 Midland Street	October 2012
Westview Park Garage	1 Midland Street	October 2012
Transcona Senior's Centre	328 Whittier Avenue West	April 2012
Brookside Cemetery	3001 Notre Dame Avenue	October 2012
Forestry Office	401 Pandora Avenue	April 2012
Insect Control	3 Grey Street	April 2012
North Shop Grounds	2170 Main Street	August 2012
North Shop Weed Control	2170 Main Street	August 2012
Splash Daycare	233 McKenzie Street	October 2012
Action Daycare	377 Dufferin Street	October 2012
Springfield Shop Fleet	1229 Springfield Road	May 2012
Springfield Shop Golf Course	1220 Springfield Road	May 2012
Transcona Optimist	875 McMeans Avenue	October 2012
St. James Civic Centre Carpentry	3172 Portage Avenue	October 2012
Sign & Welding	825 Tache Avenue	November 2012
Windsor Park Golf Course	10 Rue Des Meurons	October 2012
Freight House	505 Ross Avenue	May 2012
Unit 1, 2 and 3	200 Isabel Street	May 2012
Repair Shop	195 Tecumseh Street	April 2012
Bleak House	1637 Main Street	November 2012
Bonny Castle Garage	Main & Assiniboine	November 2012
Deer Lodge tennis	Ness Avenue	November 2012
Crescent Drive Golf	Crescent Drive	August 2012
Fuelling Station	185 Tecumseh Street	April 2012

**Planning, Property and Development  
 Municipal Accommodations Division  
 Building Services Branch  
 185 King Street  
 Winnipeg MB R3B 1J1**

**Site Coordinator: John Atkinson – Cell: 470-7845 – Fax: 986-7311**

<b>Site Name</b>	<b>Site Address</b>	<b>Next Scheduled Inspection</b>
Century Arena	1377 Clarence Avenue	October 2012
Eric Coy Arena	535 Oakdale Drive	October 2012
Sam Southern Arena	625 Osborne Street	October 2012
Bertrand Arena	294 Bertrand Street	October 2012
Charles A. Barbour Arena	500 Nathaniel Street	May 2012
Old Ex Arena	80 Sinclair Street	November 2012
Roland Michner Arena	1121 Wabasha Street	November 2012
Terry Sawchuk Arena	901 Kimberly Avenue	November 2012
Billy Mosienko Arena	709 Keewatin Street	November 2012
Pioneer Arena	799 Logan Avenue	November 2012
River East Arena	1410 Rothesay Street	November 2012
Sargent Park Arena	1111 Wall Street	November 2012
Maginot Arena	910 Maginot Street	November 2012
Vimy Arena	255 Hamilton Avenue	November 2012

**Site Coordinator: Darrin Berg – Cell: 470-7783 – or 986-6771**

<b>Site Name</b>	<b>Site Address</b>	<b>Next Scheduled Inspection</b>
St. James Civic Centre Pool	2055 Ness avenue	October 2012
St. James Centennial Pool	644 Parkdale Street	January 2012
Westdale Pool	550 Dale Street	January 2012
Fort Garry Lions Pool	Behind 350 Pembina Highway	January 2012

**Site Coordinator: Rene Houle – Cell: 470-7779 or 986-3926 or 932-9597**

<b>Site Name</b>	<b>Site Address</b>	<b>Next Scheduled Inspection</b>
Sherbrook Pool	381 Sherbrook Street	November 2012
Cindy Klassen Recreation Centre	999 Sargent Avenue	November 2012
Eldon Ross Pool	1887 Pacific Avenue	November 2012

**Site Coordinator: Jim Atamanchuk – Cell: 470-7781 or 986-6800 Fax: 986-5770**

<b>Site Name</b>	<b>Site Address</b>	<b>Next Scheduled Inspection</b>
Seven Oaks Pool	444 Adsum Drive	Jult 2012
North End Centennial Pool	90 Sinclair Street	November 2012
Freighthouse Pool	200 Isabel Street	November 2012
Margaret Grant Pool	685 Dalhousie Drive	November 2012
St. Vital Pool	5 Rue Des Meurons	January 2012
Bonivital Pool	1215 Archibald Street	November 2012
Provencher Pool	590 Rue Langevin	January 2012
Happyland Pool	470 Marion Street	January 2012
Norwood Pool	Cromwell & Lyndale	January 2012
Windsor Pool	Jogues Road at Cottonwood	January 2012

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 Winnipeg MB R3B 1J1**

**Site Coordinator: Mike Baillie – Cell: 770-6746 or 986-5893**

<b>Site Name</b>	<b>Site Address</b>	<b>Next Scheduled Inspection</b>
Pan Am Pool	25 Poisendon Bay	November 2012

**Site Coordinator: Andre Dion – Cell: 470-7780**

<b>Site Name</b>	<b>Site Address</b>	<b>Next Scheduled Inspection</b>
Elmwood Kildonan Pool	909 Concordia Avenue	January 2012
Bernie Wolfe Pool	95 Bournais Drive	January 2012
Kildinan Pool	2021 Main Street	November 2012
Transcona Kinsmen Pool	1101 Wabasha Street	November 2012

**Corporate Fire Extinguisher Training Sessions  
 Corporate Support Services Department  
 4<sup>th</sup> Floor, 180 King Street  
 Winnipeg, MB R3B 3G8**

**Site Coordinator: Bruce Huchko – Ph: 986-3525 – Fax 986-6623**

<b>Site Name</b>	<b>Site Address</b>	<b>Next Scheduled Session</b>
Winnipeg Fire Paramedic Service Air Room or other City Site	2546 McPhillips Street or other Site within City limits	Summer 2012

**Water and Waste  
 Water Services Railway/Aqueduct  
 Ross, Hadashville, 598 Plinguet (Rail Equipment Only)**

**Site Coordinator: Ed Clarkson – Ph: 986-4121 – Cell: 794-8688 Fax 986-3562**

<b>Site Name</b>	<b>Site Address</b>	<b>Next Scheduled Session</b>
Ross Manitoba	51087 Mun. Rd. 46E Ross MB	June 2012
Hadashville Manitoba	45141 Hwy. 11 Hadashville MB	June 2012
Railway/Aqueduct (Rail Equip only)	598 Plinguet St. Wpg.	June 2012