



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 866-2011

PROVISION OF REPAIR AND MAINTENANCE OF FITNESS EQUIPMENT

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 PROVISION OF REPAIR AND MAINTENANCE OF FITNESS EQUIPMENT

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, January 31, 2012 .

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 is responsible for determining:

- (a) the nature of the surface and subsurface conditions at the Site;
- (b) the location, nature, quality or quantity of the materials to be removed or to be employed in the performance of the Work;
- (c) the nature, quality or quantity of the Plant needed to perform the Work;
- (d) all matters concerning access to the Site, power supplies, location of existing services, utilities or materials necessary for the completion of the Work; and
- (e) all other matters which could in any way affect his Bid or the performance of the Work.

B3.3 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.

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).
- 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 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 Provision of Repair and Maintenance of Fitness Equipment for the period from March 1, 2012 until February 28, 2013, 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 March 1, 2013 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 major components of the Work are to:

- (a) provide upkeep to equipment;
- (b) record service provided to equipment;
- (c) repair equipment; and
- (d) clean and disinfect equipment and area.

D2.3 The Work of D2.2(c) shall be done on an "as required" basis during D2.1.

D2.4 The Work of D2.2(a) and D2.2(b) and D2.2(d) shall be done in accordance with E2.

D2.4.1 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.

D2.4.2 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 February 28, 2013 .

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

D4. CONTRACT ADMINISTRATOR

D4.1 The Contract Administrator is:

Paul Skutnik
Recreation Co-ordinator
Telephone No. (204) 986-3846
Email: pskutnik@winnipeg.ca

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

D7. SERVICE

- D7.1 The Contractor shall supply all labour, materials, tools, and supervision necessary to perform the Work, except as otherwise stipulated hereinafter.
- D7.2 The Contractor shall inspect and repair fitness equipment in accordance with the requirements hereinafter specified.
- D7.3 The Contractor may perform all Work during the normal workday and shall coordinate with the Contract Administrator.
- D7.4 All materials to be supplied by the Contractor for scheduled inspection and testing shall be included in the price bid. Major repair/maintenance parts not normally incidental to inspection and testing shall be sold to the City (if authorized by the Contract Administrator) at the price stipulated and / or discounted.
- D7.5 The Contractor shall make minor repairs and/or replace minor parts as required, at the time of inspection. The inspection cost shall include the cost of minor parts associated labour. Minor repairs to include cleaning of fitness equipment.
- D7.6 The Contractor shall schedule all inspections with the Contract Administrator prior to the commencement of the Work.
- D7.7 The Contractor shall complete the inspection and testing for each unit, at each location and send the completed forms, dated, and signed to the Contract Administrator within ten (10) working days after the completion of Work.

- D7.8 All inspection reports shall be submitted to the Contract Administrator, for review and approval prior to payment. Each report shall have a section for identifying the items required at each location for further maintenance. Should the Contract Administrator find the inspection not to be to prescribed standard(s), the Contractor, at his expense, shall correct all discrepancies within forty-eight (48) hours.
- D7.9 The Contractor shall supply all inspection/testing forms for each Site.
- D7.10 All materials supplied by the Contractor shall be new or fully reconditioned, unless otherwise specifically authorized by the Contract Administrator. Reconditioned parts are defined as those parts which have been returned to the "original manufacturer" for quality assurance testing and approved for reissue. Salvaged parts from equipment that are not approved for reissue by the "OEM" Original Equipment Manufacturer will not be accepted.
- D7.11 Where a replacement of mechanical components is necessary, and the costs are in excess of one hundred (\$100.00) dollars, the Contractor must contact the Contract Administrator or his/her designate for approval before proceeding.
- D7.12 Where a component or system is not immediately vital to the operation, the Contract Administrator may request a written cost estimate.
- D7.13 The City retains the right to request prices for substantial repairs from other Contractors based on the information supplied by the Contractor.

D8. STORAGE

- D8.3 It is the Contractor's responsibility to ensure that all materials are stored in a safe manner while performing Work on the Site;
- D8.4 The City shall not be responsible for any materials, equipment, tools, etc. left and/or stored on any of the Sites.

D9. EMPLOYEE BEHAVIOUR AND SUPERVISION

- D9.3 The Contractor shall provide adequate supervision of its employees and shall ensure that all such employees conduct themselves in a manner appropriate to people and shall without limitation ensure that employees:
- (a) behave in a courteous and polite manner (no profanity or excess noise) to City staff and other personnel and public;
 - (b) do not smoke within a City facility;
 - (c) obey all posted safety rules;
 - (d) use their own radio(s) or telephones or cellular telephones necessary for onsite communication; and
 - (e) when employees are in the facility, that it is kept secure from entry by unauthorized persons.
- D9.4 The Contractor and his employees are prohibited from entering the premises of any location 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 or helpers shall be allowed on the City of Winnipeg owned property and **must** carry identification at all times.

SUBMISSIONS

D10. AUTHORITY TO CARRY ON BUSINESS

D10.1 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.

D11. INSURANCE

D11.1 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/contractual 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.

D11.2 Deductibles shall be borne by the Contractor.

D11.3 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.

D11.4 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.

D11.5 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.

D12. SECURITY CLEARANCE

D12.1 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.

D12.2 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 facility locations;
 - (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

- D12.2.1 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.
- D12.3 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.
- D12.4 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.
- D12.5 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.
- D12.6 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

D13. COMMENCEMENT

- D13.1 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.
- D13.2 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 D10;
 - (ii) evidence of the workers compensation coverage specified in C6.14;
 - (iii) evidence of the insurance specified in D11; and
 - (iv) the security clearances specified in D12.
 - (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D14. SAFETY

- D14.1 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.
- D14.2 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.
- D14.3 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.

D15. INSPECTION

- D15.1 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.
- D15.2 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.

D16. ORDERS

- D16.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for service may be placed.

D17. RECORDS

- D17.1 The Contractor shall keep detailed records of the services supplied under the Contract.
- D17.2 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.
- D17.3 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

D18. INVOICES

- D18.1 Further to C11, the Contractor shall submit an invoice monthly 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

- D18.2 Invoices must clearly indicate, as a minimum:
- (a) the City's purchase order number;
 - (b) date and time (in and out) of service;
 - (c) service address;

- (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.

D18.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D18.4 Bids Submissions must be submitted to the address in B7.7.

D19. PAYMENT

D19.1 Further to C11, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

D19.2 Further to C11, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

WARRANTY

D20. WARRANTY

D20.1 Warranty is as stated in C12.

D20.1 Further to C12, if a defect or deficiency prevents the full and normal use or operation of the Work or any portion thereof, for purposes of calculating the warranty period, time shall be deemed to cease to elapse for the defective or deficient portion, and for any portion of the Work whose use or operation is prevented by such defect or deficiency, as of the date on which the defect or deficiency is observed or the use or operation is prevented and shall begin to run again when the defect or deficiency has been corrected or the Work may be used or operated to the satisfaction of the Contract Administrator.

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS AND DRAWINGS

- E1.1 These Specifications shall apply to the Work;
- E1.2 Bidders are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B6.

E2. SERVICES

E2.1 The Contractor shall implement fitness equipment maintenance program and perform repairs in accordance with the requirements hereinafter specified.

E2.2 The Contractor shall provide the following services for all "out of warranty" equipment, at each City Site stated in Table A:

E2.2.1 Within the first five (5) months of year 1 of the Contract, perform an initial check-up of each piece of equipment and shall:

- (a) disassemble the individual piece of equipment;
- (b) prepare a report for the individual equipment which shall include the following:
 - (i) history of equipment;
 - (ii) current status/condition;
 - (iii) servicing provided – results of same:
 - ◆ monitoring;
 - ◆ lubricating; and
 - ◆ cleaning.
 - (iv) record all repairs provided during initial check-up;
 - (v) recommendations (re: lifespan of equipment); and
- (c) develop an equipment safety checklist and provide a copy to the Contract Administrator;
- (d) train City staff to use the equipment safety checklist.

E2.2.2 Within the first five (5) months of years 2 and 3 of the Contract:

- (a) perform a check-up of each piece of equipment and shall:
- (b) disassemble the individual piece of equipment;
- (c) continue to record the following on the Report for the individual equipment:
 - (i) history of equipment;
 - (ii) current status/condition;
 - (iii) servicing provided – results of same:
 - ◆ monitoring;
 - ◆ lubricating; and
 - ◆ cleaning.
 - (iv) record all repairs provided during check up;
 - (v) recommendations (re: lifespan of equipment).

E2.2.3 Provide maintenance/service visits for each piece of equipment at the various City sites stated in Table A as follows:

- (a) meet the manufactures maintenance requirements;

- (b) maintain written records of maintenance and repairs on the report established in E2.2.1(b);
- (c) not charge for service calls;
- (d) attend each City site, stated in Table A, a minimum of once per week during the Contract;
- (e) use a soft clean cloth with water and a mild liquid detergent to clean all exposed surfaces on equipment;
- (f) dusting equipment;
- (g) vacuum under all equipment monthly.
- (h) lubricate and inspect each piece of equipment once per month;
- (i) provide monthly reports on all equipment, indicating the number of visits to each City site;
- (j) disassemble and thoroughly check each piece of equipment once per year after the initial check-up stated in E2.2.1.

E2.2.4 Repair requirements on an "as required" basis as follows:

- (a) call back service to a site within 24 hours of a call from the User;
- (b) visit the site within 48 hours from the call for services;
- (c) provide a written quoted price (see sample Work Order) to the User to approve or decline recommended service;
 - (i) commence work within 24 hours upon Users authorized written approval;
- (d) stock major replacement parts;
- (e) ship other parts not kept in stock and deliver in two (2) Calendar days;
- (f) must meet manufactures repair and warranty requirements.

E2.3 The Contractor shall:

- (a) sign in (upon arrival), sign and update the onsite log book, and sign-out (upon completion of the Work) in a book provided at the front counter at each Site;
 - (i) hours paid will be actual on the job time, noted and approved by the Contract Administrator;
- (b) remove on a daily basis, all waste resulting from repairs and/or replacement prior to leaving the Site.

E2.4 The Contractor shall, at each City Site stated in Table A, provide the following for "expired warranty" equipment during the Contract:

- (a) for all equipment with an expired warranty during the Contract, provide service as stated in E2.2.2 (a) through (c) within one (1) month of warranty expiration for each piece of applicable equipment.

E2.5 The Contractor shall not:

- (a) provide service for any "warranty work" unless authorized by the Contract Administrator; and
- (b) not remove from the site any equipment or material that is the property of the City, without the prior consent of the Contract Administrator or User.

E3. MATERIALS

E3.1 All materials provided by the Contractor and to be used and/or incorporated in the work, shall be new and of the top industry quality;

E3.2 Material may, at the option of the City, be supplied by the Community Services Department.

E4. TABLE A (LOCATIONS)

Fitness Facility (Site)	Address
Pan Am Pool	25 Poseidon Bay
Cindy Klassen Recreation Center	999 Sargent Avenue
Sherbrook Pool	381 Sherbrook Street
St. James Centennial	644 Parkdale Street
St. James Civic Centre	2055 Ness Avenue
Elmwood Kildonans	909 Concordia
Fort Rouge Leisure Centre	625 Osborne St S.
North Centennial Recreation and Leisure Facility	90 Sinclair St.
Freighthouse	200 Isabel St.
Peguis Trail Health and Fitness Centre	1400 Rothesay St. (Basement Chief Peguis School)

Please call 311 and any calls will be redirected to the respective Facility Supervisor.

E5. TABLE B (EQUIPMENT INVENTORY LIST)

E5.1 Locations of equipment and equipment detail:

Pan Am Pool - 25 Poseidon Bay	
Item Name - Warranty	Serial #
Treadmill - PreCor 946i	A925K01100009
Precore leg curl - S line	
Precore leg extension - S line	
Item Name - Non Warranty	Serial #
Eliptical - Life Fitness Cross Trainer lower body system	ACT104320
Eliptical - Life Fitness Cross Trainer lower body system	AAT104380
Power Rower - Concept 11 Stationary	E8300
Power Rower - Concept 11 Stationary	E8300
Recumbent Bike - Star Trac	PR40804423
Recumbent Bike - Star Trac	PR40804430
Recumbent Bike - Star Trac	PR50106445
Stationary Bicycle - Star Trac upright	PB50506348
Stationary Bicycle - Star Trac upright	PB70113260
Stationary Bicycle - Star Trac upright	UBEN0710-CO2050
Stepper - Stair Master 4000PT ModelPS5	24379A
Stepper - Star Trac Pro 5130-SINTPO	5170103308
Treadmill - Life Fitness	LF40
Treadmill - Star Trac	#1
Treadmill - Star Trac	#2
Stationary Bicycle - Monarch	#4

Stationary Bicycle-Monarch	LWR
Precore cross trainer	70L07M0030
CBL wrist/forearm machine	
Paramount CBL cross over machine	
Pulse lying leg press	
CYCBEX CBL lat pullover machine	
CYCBEX CBL pec fly machine	
Combo lying ham string curl/leg extension	
Plate loaded leg press	
Low Row	
Lat Pull Down	
Adjustable Cable	
Adjustable Cable	
Powerline CBL Lat pull Down Machine	
Squat rack machine	
Pulse Combo hip flexion/extension	
Pulse hip abduction	
Pulse hip adduction	
Standing calf raise machine	
Standing hamstring curl machine	
Pulse - assisted chin-up/dip machine	
Shoulder press machine	
Knee extension machine	
Lat Pull down	
Lying hamstring curl	
Ajustable cable	
Atlantis leg press	
Pec Dec Fly	
Knee Extension	
Low Row	
Cable Cross over machine	
Ajustable Cable	
Lat Pull Down	
Lying Hamstring Curl	
Precore Smith Machine	
Barbells and Dumbbells	Amount
Barbell - 25lbs	2
Barbell - 30lbs	1
Barbell - 35lbs	2
Barbell - 40lbs	2
Barbell - 45lbs	1
Dumbbell - 1lbs	6
Dumbbell - 1.5lbs	2
Dumbbell - 2lbs	10
Dumbbell - 3lbs	11
Dumbbell - 5lbs	13
Dumbbell - 7.5lbs	2
Dumbbell - 8lbs	15
Dumbbell - 10lbs	19
Dumbbell - 12lbs	13

Dumbbell - 15lbs	8
Dumbbell - 20lbs	7
Dumbbell - 25lbs	9
Dumbbell - 30lbs	6
Dumbbell - 35lbs	6
Dumbbell - 40lbs	4
Dumbbell - 45lbs	6
Dumbbell - 50lbs	2
Dumbbell - 55lbs	2
Dumbbell - 60lbs	2
Dumbbell - 65lbs	2
Dumbbell - 70lbs	2
Dumbbell - 75lbs	2
Dumbbell - 80lbs	2
Dumbbell - 85lbs	2
Dumbbell - 90lbs	2
Dumbbell - 95lbs	2
Dumbbell - 100lbs	2

Cindy Klassen Recreation Centre - 999 Sargent Ave.	
Item	Serial #
Star Trac EST Stepper	SCEN0810-U01822
Star Trac EST Stepper	SCPN0802-U01496
Star Trac EST Stepper	SCEN0811-U01930
Star Trac EST Stepper	SCPN0802-U01497
Star Trac 4100 Stepper	S385672
Star Trac P-RB Recumbent Bike	RBPN0809-C02273
Star Trac P-RB Recumbent Bike	RBPN0809-C02282
Star Trac P-RB Recumbent Bike	RBPN0712-C03204
Star Trac P-RB Recumbent Bike	RBPN0809-C02272
Star Trac P-UB Upright Bike	UBPN0801-C01069
Star Trac P-UB Upright Bike	UBPN0810-C01967
Star Trac P-UB Upright Bike	UBPN0804-C01419
Star Trac P-UB Upright Bike	UBPN0810-C01957
Star Trac Pro Bike	PB70113264
Star Trac Spinning Bike	SBES0812-C00945
(with touch screen control board)	
SCIFIT Bike	660-009420
(wheelchair accessible)	
Star Trac 4500 Treadmills	DL70832856
Star Trac 4500 Treadmills	DL70832849
Star Trac 4500 Treadmills	DL70832847
Precor Treadmill	A925G26100001
Star Trac Pro Treadmills	TRPN0810-U05541
Star Trac Pro Treadmills	TRPN0810-U05551
Star Trac PTBTX Body Trainers	CTPX0811-U04254
Star Trac PTBTX Body Trainers	CTPX0810-U04045
Star Trac PTBTX Body Trainers	CTPX0810-U04043

Star Trac PTBTX Body Trainers	CTPX0811-U04179
Star Trac PTBTX Body Trainers	CTPX0811-U04182
Star Trac PTBTX Body Trainers	CTPX0811-U04180
Precor Total Body Cross Ramp	AADWL27100001
Pulse DCL A48 Access Bicep Machine	806122
(wheelchair accessible)	
Pulse DCL A42 Access Shoulder Press	806121
(wheelchair accessible)	
Pulse DCL A41 Access Chest Press	806120
(wheelchair accessible)	
Pulse DCL A44 Access Pectoral Fly	806124
(wheelchair accessible)	
Pulse DCL A45 Access Lat Pull Down	806125
(wheelchair accessible)	
Pulse DCL A49 Access Row Machine	806123
(wheelchair accessible)	
Pulse DCL A50 Access Triceps Machine	806126
(wheelchair accessible)	
Pulse DCL 314 Hip Adduction	807155
Pulse DCL 315 Hip Adduction	807156
Pulse DCL 305 Seated Hamstring Curl	807153
Pulse DCL 306 Leg Extension	807154
Pulse DCL 321 Standing Leg Press	807157
Pulse Dual Column Trainer	809228
Pulse DCL 320 Horizontal Leg Press	807158
Pulse Adjustable Cable Column (Left)	809226
Pulse Adjustable Cable Column (Right)	809224
Pulse Lat Pull Down (left)	309221
Pulse Low Pulley Row (right)	809223
Pulse DCL 420 Chin/Dip Ups	807159
Pulse DCL 423 Abdominal Crunch	807160

Pulse DCL 424 Back Extension	809227
Pulse DCL 301 Rotary Calf	806127
Pulse Leg Raise/Dip	807171
Pulse 45 Degree Back Extension	807173
Pulse Abdominal Curl	807172
Pulse Tricep Pulldown	809222
Pulse Pectoral Fly	809220
Keiser Hydraulic Leg Extension	081230-19253
Keiser Hydraulic Seated Leg Curl	081230-19254
Keiser Hydraulic Leg Press	090107-00287
Keiser Hydraulic Military Press	090107-00243
Keiser Hydraulic Lat Pull Down	090107-00277
Keiser Hydraulic Seated Chest Press	081212-18181
Keiser Hydraulic Functional Trainer (pole)	061215-07680
Keiser Hydraulic Functional Trainer (base)	061130-07291
Lever Bicep Curl	807163
Lever Shoulder Press	807162
Lever Chest Press	807161
Lever Squat Machine	807164
Lever Power Cage	809231
Lever Squat Rack/Plate Hold	809232
Lever Centre Weight Machine	809233
Lever Seated Calf Machine	809234
Lever Seated Leg Press	
Pulse Incline Lever Row	1008599
Atlantis Leg Platform	55492
Pulse Flat/Incline Bench	807167
	807168
	904395
Pulse Flat Bench	807165
	807166
Pulse Seated Preacher Curl	807174
Pulse Adjustable Incline Bench	807169
Pulse Adjustable Decline Bench	807170
Olympic Shoulder Press	809229
Olympic Incline Press	809230
Olympic Flat Bench	807175
Barbell Rack (10 bars)	809235
Dumbbells - York - Cast Iron	Amount
10 Lbs	2

15 Lbs	2
20 Lbs	2
30 Lbs	2
35 Lbs	2
40 Lbs	2
45 Lbs	2
50 Lbs	2
55 Lbs	2
60 Lbs	2
65 Lbs	2
70 Lbs	2
75 Lbs	2
80 Lbs	2
85 Lbs	2
90 Lbs	2
100 Lbs	2
110 Lbs	2
120 Lbs	2
Dumbbells - York - Vinyl Coated	Amount
1 Lbs	20
2 Lbs	20
3 Lbs	20
4 Lbs	14
5 Lbs	14
6 Lbs	10
7 Lbs	8
8 Lbs	12
9 Lbs	8
10 Lbs	12
Dumbbells - York - Rubber	Amount
2.5 Lbs	4
5 Lbs	4
7.5 Lbs	4
10 Lbs	8
12.5 Lbs	4
15 Lbs	8
17.5 Lbs	4
20 Lbs	4
22.5 Lbs	4
25 Lbs	4
Barbells - York - Cast Iron	Amount
20 Lbs	1
30 Lbs	1
35 Lbs	1
40 Lbs	1
45 Lbs	1
50 Lbs	1
60 Lbs	1

70 Lbs	1
80 Lbs	1
Weight Plates - York - Olympic	Amount
5 Lbs	30
10 Lbs	22
25 Lbs	26
35 Lbs	30
45 Lbs	50

Sherbrook - 381 Sherbrook St.	
Item name - Non Warranty	Serial #
15 Tectrix climbax stepper	705444
#14 Tectrix climbax stepper	705432
#12 Tectrix climbax stepper	163091
#13 Tectrix climbax stepper	168583
#3 Stationary bike Star trac	PB70113263
#4 Bikmax Tetrax	510537
#5 Bikmax Tetrax	510578
Lifefitness Treadmill	380619
Item name - Warranty	
Star Trac treadmill (parts only)	DL70832852
Item name	
#6 Leg press	P310 701654
Universal multi station model m600	701653

St. James Assiniboia - 644 Parkdale	
Item name - Non Warranty	Serial #
Star Trac upright	PB70113257
Star Trac upright	PB70113258
Star Trac Upright	PB70113288
Recumbent Star Trac Bike #3	PR40703691
Recumbent Star Trac Bike #5	PR40703902
Recumbent LifeFitness Bike	LRI 107015
Recumbent LifeFitness Bike	LRI 107273
Sci Fit Pro II recumbant bike with arms	650-005-142
Life fitness 9100 upright bike (older)	
Sport Art Eliptical #1	93655
Sport Art Eliptical #7	93688
Sport Art Eliptical #6	93641
Sport Art Eliptical #2	93618
Sport Art Eliptical #3	93627
Life fitness Eliptical # 8 9500 HR used	107516
Life fitness Eliptical # 5 9500 HR used	101737
Life fitness Eliptical 9500 xi used	106908
Life fitness Eliptical 9500 #9 xi used	
Life fitness Eliptical 9500 xi used	
Concept II Rower	VT-05661-8727
Concept 2 Rower Model D Purchased new 2008	300202449
Body guard Treadmill #1	4377980131
Body guard Treadmill #6	4371270074
Body guard Treadmill #4	4377980132
Liftness 95s Stepper	ACF 101467
Cybex Arc Trainer 750 AT (on warranty) Purchased Sept 09	20018784
Life fitness Treadmill 97 Ti (Purchased used Sept 09)	TST 103298
Life fitness Treadmill 97 Ti (Purchased used Sept 09)	TST 103291
Life fitness Treadmill 9100 HR (Purchased used Sept 08)	STR 700306
Life fitness Treadmill 9100 HR (Purchased used Sept 08)	STR 362133
Tetrix Climbmax Stepper (used form EK Sept 09)	400764
Sci Fit Pro recumbant stepper with arms	150-005-299
A 48 bicep machine	
A50 tricep machine	
A42 shoulder press	
A49 row machine	
A41 chest press	
A45 lat pull down	
Lat pull down Used from CKRC grey colour	
DCL 317 seated leg press	
DCL 305 hamstring curl	
DCL 424 back extension	
p423 abdominal crunch	
DCL 420 chinup, Dip machine	
DCL 315 Hip Abduction	

DCL 314 Hip Adduction	
multi hip machine	
calf raise	
DCL 425 Rotary torso	
DCL 320 Leg press	
Dumb Bells	
40 lbs x2	
45 lbs x2	
50 lbs x2	
55 lbs x2	
60 lbs x4	
65 lbs x2	
70 lbs x3	
75 lbs x3	
80 lbs x4	
85 lbs x2	
90 lbs x2	
95 lbs x2	
100 lbs x2	
105 lbs x2	
110 lbs x2	
115 lbs x2	
120 lbs x2	
Olympic 45 lb standard bars x8	
easy curl olympic bars x2	
global pec deck benches	
Pulse supine leg press	
Cable crossover (1)	
power cage (1)	
plate tree	
DC 415 Lat pull down	
Pulse seated leg extension	
rack with cable attachments	
DCL 418 cable row	
DCL 302 standing calf	
DCL 301 rotary calf	
DCL 304 leg curl	
calf raise	
adjustable platform multi use	
power cage	
global pec deck	
Smith machine Pulse	
squat rack	
power Ab crunch plate loaded	
plate loaded leg press seated	
power cage (2)	
cable crossover	
Univeral pulse Machines	
Stat #1 hamstring curl leg ex	
Stat #2 Chest press	
Stat #3 Pec Deck	

Stat #4 duo adjustable cables	
Item name- Warranty	
Star Trac upright (parts warranty)	PB60610595
Star Trac upright (parts warranty)	PB60710623
Star Trac upright (parts warranty)	PB70113288
Schwinn Spin Bikes (used all purchased Dec 08)	
Schwinn #1	0206T01583
Schwinn #2	2106T22461
Schwinn #3	2106T22443
Schwinn #4	0106T06107
Schwinn #5	0106T00697
Schwinn #6	2106T22395
Schwinn #7	2806T26316
Schwinn #8	0106T00676
Schwinn #9	2106T22445
Schwinn #10	0106T00705
Schwinn #11	2106T22456
Schwinn # 12	0106t00690
Schwinn # 13	2806T26408

St. James Civic Centre - 2055 Ness Ave.	
Item name - Non Warranty	Serial #
Star Trac 4500 Treadmill	
Precor USA Eliptical	C762-764
Life Fitness Life Cycle	MBA826389
Life Fitness Eliptical	CTF104426
Star Trac Pro upright (Civic Center)	PR50810016
Star Trac Pro upright (Civic Center)	PB60209010
Life Fitness Treadmill	
Pulse Chin-Dip Machine	
Pulse Ab Crunch	
Pulse Pec Fly	
Incline bench 7003 Pulse	
Decline Adj B204	
Flat Olympic 7051 Pulse	
Olympic adj incline B222	
Preacher Curl B137	
Flat with Bench press B101	
Preacher	
Flat Incline 05180	
sit up board 7016 Pulse	
sit up ladder 7018 Pulse	
Roman Delux back Exten	
Cable Crossover 06200	
Lat Pull Down 4045 Pulse	
Leg Extension F10100	
Leg Curl FL 0200	
Leg Press Inverted B177	
Smith Machine	
Power Cage	
Calf Block	
Global Universal	
high cable	
leg press	
shoulder press	
chin up bar	
adjustable flat bench	
iron chair	
cable row	
modified dip bar	
Dumb Bells York	
25 lbs x2	
35 lbs x2	
45 lbs x2	
55 lbs x2	
60 lbs x2	
65 lbs x2	
70 lbs x2	

75 lbs x2	
80 lbs x2	
90 lbs x2	
100 lbs x2	

Elmwood Kildonans Pool - 909 Concordia Ave	
Item Name - Warranty	
StarTrac PRO Upright Cycle 70113259 (parts only)	PB70113259
Item Name - Non Warranty	
	Serial #
Life Fitness 9100 Cross Trainer	CTF 104427
Life Fitness 91 Xi Cross Trainer	CTF 104376
Lifestride Treadmill 9100 HR	344543
StarTrac Upright Cycle (parts only)	UBEN0710-C02021
Life Fitness Treadmill	
Universal Gym	
Lat pull down	
Chest press	
Ham string curl	
Knee extension	
Pec deck	
Adjustable height cable	
Barbell rack, Olympco	
Barbell rack, York	
Weight tree	
Bars, Curl	
Bars, Regular - Olympic	
Bench, flat, heavy-duty	
Bench, flat, light-duty	
Knee Lift and calf raise	
Body solid hyperextension bench	
upright back row bench	
Leg press	
Bench, glut - ham	
Bench, incline	
Bench, preacher curl, seated	
Bench, sit-up	
Bench, back	
stools	
Barbell Clips, Olympco	
Dumbbells 70 lbs	
Dumbbells 60 lbs	
Dumbbells 50 lbs	
Dumbbells 45 lbs	
Dumbbells 40 lbs	
Dumbbells 35 lbs	
Dumbbells 30 lbs	
Dumbbells 25 lbs	
Dumbbells 20 lbs	
Dumbbells 15 lbs	
York Plates 45 lbs	
York Plates 35 lbs	

York Plates 25 lbs	
York Plates 10 lbs	
York Plates 5 lbs	
Olympco Plates 45 lbs	
Olympco Plates 35 lbs	
Olympco Plates 25 lbs	
Olympco Plates 10 lbs	
Olympco Plates 5 lbs	
Olympco Plates 2.5 lbs	
Weider Plates 20 kgs	

North Centennial Recreational and Leisure Facility- 90 Sinclair St.	
Item Name - Warranty	Serial #
StarTrac Pro Treadmill - Model # 7631	# TRPN0909-U06982
StarTrac Pro Treadmill - Model # 7631	# TRPN0909-U06916
StarTrac Pro Recumbent Cycle - Model # 6430	# RBPN0909-W03249
StarTrac Pro Recumbent Cycle - Model # 6430	# RBPN0909-W03231
StarTrac Pro Recumbent Cycle - Model # 6430	# RBPN0909-W03248
StarTrac Pro Treadmill - Model # 7631	# TRPN0909-U06928
StarTrac Pro Treadmill - Model # 7631	# TRPN0909-U06917
StarTrac Elite Total Body Trainer - Model # 6230	# CTPX0910-U05153
StarTrac Elite Total Body Trainer - Model # 6230	# CTPX0910-U05155
Pulse Assisted Chin / Dip - Model # P420	# 1004563
Pulse Row Machine - Model # AC49	# 1004557
Pulse Chest Press - Model # AC41	# 1004548
Pulse Shoulder Press - Model # AC42	# 1004552
Pulse Tricep Extension - Model # AC50	# 1004558
Pulse Bicep Curl - Model # AC48	# 1004556
Pulse Calf Machine - Model # P301	# 1004559
Pulse Dual Column Trainer - Model #429	# 1004566
Pulse Leg Extension - Model # P306	# 1004561
Pulse Horizontal Leg Press - Model # P320	# 1004562
Pulse Seated Hamstring - Model # P305	# 1004560
Pulse Lat Pulldown - Model # AC45	# 1004555
Pulse Pectoral Fly - Model # AC44	# 1004554
Pulse Back Extension - Model # P424	# 1004565
Pulse Abdominal Crunch - Model # P423	# 1004564
Pulse Flat / Incline Bench - Model # B102	# 1004550
Pulse Adjustable Incline Bench - Model # B103	# 1004551
Pulse Adjustable Decline Bench - Model # B107	# 1004553
YORK Rubber Hex Dumbbells	Quantity
York 3 Tier Dubble Rack - Model # 6914	2
York 3 LB - Model # 3482	4
York 5 LB -Model # 3483	4
York 8 LB - Model # 3484	4
York 10 LB - Model # 3485	4
York 12 LB - Model # 3486	4
York 15 LB - Model # 3487	4
York 20 LB - Model # 3488	2
York 25 LB - Model # 3489	2
York 30 LB - Model # 3490	2

York 35 LB - Model # 3491	2
York 40 LB - Model # 3492	2
York 50 LB - Model # 3494	2
York 60 LB - Model # 3495	2

Fort Rouge Leisure Centre - 625 Osborne St. South	
Item Name - Warranty	
Matrix Treadmill	
Item Name - Non Warranty	
	Serial #
StairMaster (TECTRIX)	
StairMaster (STAIRMASTER)	
Life Fitness Stepper	
StarTrac Pro Stationary Bike	PR60713277
StarTrac Pro Stationary Bike	PR60613275
LifeFitness 9100HR Treadmill	STR700310
PRECOR 954I	N/A
PRECOR 954I	ADEYCI0090008
LifeFitness 9100HR Treadmill	337924
Elliptical	AADWL27100011
LifeFitness 9100 Elliptical	CTF104376
StarTrac Stationary Bike	RBPN0709- C02401
StarTrac Stationary Bike	RBPN0709- C02404
Monark817 Stationary Bike	N/A
Standing Calf Raise	201807
Seated Calf Raise	201806
Machine Hip Abduction/Adduction/Ext/Flex	102181
Machine Seated Chest Press (PULSE)	
Abdominal Crunch Machine (PULSE)	
Machine Back Extension	
Machine Hip Flexion (Roman Chair)	
Squat Rack	
Machine Squat Rack (ATLANTIC)	
Seated Leg Press (MAGNUM)	
Standing Leg Press (ATLANTIC) (45 Degree Leg Press)	
Leg Extension (PULSE)	301171
Leg Curl (PULSE) (Hamstring Curl)	301169
Pec Dec (PULSE) (Reverse Delt)	401930
Assisted Chin-up/Dip Machine (PULSE)	
Flat Bench Press	
Flat Bench Press	
Incline Bench Press	
Shoulder (Military) Press	101800
Lat Pulldown/Seated Row Machine	
Lat Pulldown	509748
Lat Pulldown	
Adjustable Pulley (Bicep, Tricep, Delt)	
Cable Seated Shoulder Press	
Cable Cross-over (Universal)	
Toe lifts	
Universal	
Weight Rack (6)	

Weights - Dumbbells (lbs)	Quantity
3	3
5	5
8	3
10	2
12	1
15	4
20	2
25	1
30	1
35	1
40	1
45	1
Weights - Plates (lbs)	
25 - York	4
35 - York	12
45 - York	20
5 - Standard	9
10 - Standard	9
25 - Standard	6
35 - Standard	8
45 - Standard	19
35 - Weider	2
2.5 - No Name	4
5 - No Name	8
10 - No Name	4
25 - No Name	2
45 - No Name	2
45 - Olympic	3
Weights - Barbells - Preset (lbs)	
5 to 130 lbs	1 of each
Olympic Bars	5

25 LB x3	
30 LB x4	
35 LB x 2	
40 LB x 2	
45 LB x 2	
50 LB x 2	
60 LB x 1	
65 LB (black) x 2	
70 LB (black) x 2	
York Black Dumbbells (KG)	
2.5 KG x 1	
17.5 KG x 2	
22.5 KG x 2	
27.5 KG x 2	
30 KG x 2	
32.5 KG x 2	
35 KG x 2	
37.5 KG x 2	
40 KG x 2	
42.5 KG x 2	
Welded Barbells	
25 LB x 1	
45 LB x 2	
55 LB x 2	
65 LB x 3	
75 LB x 1	
Bars	
Olympic E-Z Curl Bars x 2	
E-Z Curl Bars x 5	
Straight Curl Bar x 1	
Olympic Bar x 3	

Peguis Trail Health and Fitness Centre - 1400 Rothesay Street	
Item Name - Warranty	Serial #
Cybex Arc Trainer September 2009	d0626750
Item Name - Non Warranty	Serial #
STAIR CLIMBERS	
Step Mill 7000 PT Stairmaster (Reconditioned) 2009	20000000000000
Star Trac Stepper	SCEN0712-U01376
Star Trac Stepper	SCEN0910-U02433
Star Trac Stepper	SCEN0910-U02414
BIKES	
Star Trac Upright Bike	UBEN0710-C02048
Star Trac Upright Bike	UBPN0810-C02148
Star Trac Recumbent Bike	RBEN0710-C02289
Star Trac Recumbent Bike	RBPN0909-W03209
Star Trac Recumbent Bike	RBPN0909-W03248
Star Trac Pro Recumbent Bike	PR40905358
Star Trac Pro Recumbent Bike	PR40804425
Star Trac Pro Recumbent Bike	9-6430-MINTPO
TREADMILLS	
Star Trac Treadmill	TRPN0909-U06925
Star Trac Treadmill	TRPN0909-U06909
Life Fitness Flex Deck	STR7003006
Star Trec TR4500	DL70432705
ELLIPTICALS	
Star Trac Select Fit TBTX Elliptical	CTPX0910-U05154
Star Trac Select Fit TBTX Elliptical	CTPX0910-U05151
Life Fitness Fit Stride Elliptical	AC1100185
PreCor EFX 524i Elliptical	A928F01070004
Life Fitness 91x Elliptical	N/A
Weights	
Fixed weight Dumbbells-York (SETS)	
30 lb x 2	
35 lb x 2	
40 lb x 1	
45 lb x 2	
50 lb x 2	
55 lb x 2	
60 lb x 1	
65 lb x 2 70 lb x 2	
Hexagonal Dumbbells 3lb x25	
Hexagonal Dumbbells 5lb x 7	
Hexagonal Dumbbells 8lb x 21	
Hexagonal Dumbbells 10lb x10	
Hexagonal Dumbbells 12lb x6	
Hexagonal Dumbbells 15lb x 6	

Hexagonal Dumbbells 20lb x 5	
Hexagonal Dumbbells 25lb x 2	
Chrome Dumbbells 1 KG singles x 1	
Chrome Dumbbells 2KG single x2	
Chrome Dumbbells 3KG single x2	
Chrome Dumbbells 4KG single x4	
Chrome Dumbbells 5KG single x 1.5	
Chrome Dumbbells 7.5 KG single x2	
Chrome Dumbbells 10 KG single x1	
Chrome Dumbbells 15 KG single x 0	
Chrome Dumbbells 17.5 KG single x2	
Chrome Dumbbells 20 KG single x1	
Chrome Dumbbells 25 KG single x 2	
Heavy Bags 100lb x4	
Heavy Bags 80lb x4	
Heavy Bags 60lb x4	
Barbell Fixed Weight 10lb x1	
Barbell Fixed Weight 15lb x1	
Barbell Fixed Weight 20lb x1	
Barbell Fixed Weight 35lb x1	
Standard Barbell Plates	
*2.5lb x2	
*5lb x8	
*10lb x8	
*25lb x8	
*35lb x11	
*45lb x30	
*55lb x 2	
*2.5KG x4	
*5KG x4	
*10KG x4	
Green York Freeweights 25lb x6	
Colored Dumbbells	
*2lb x1	
*3lb x1	
*5lb x 6	
*8lb x 5	
York Rubber Hex Dumbbells	
*40lb x2	
*60lb x2	
*70lb x2	
*90lb x2	
Ab Curl Machine	
Bicep Curl Machine (Reconditioned)	
Seated Shoulder Press	

Standing Shoulder Press Machine	
Seated Pec Press	
Pec Dec Machine Seated	
Pec Machine-Seated	
Adductor/Abductor-Hip Machine (Steel Plate Floor)	
Pulse Standing Calf Raise	
Smith Machine Pulse	
Assisted Chin Up Machine-Pulse	
Universal Station Gold (6 Station)	
Pulse 304 Lying Leg Curl	
Leg Extension and Leg Curl Tuff Stuff	
45 Leg Press	
Squat Rack-Pulse	
Laying Hamstring Curl	
Seated Calf Raise	
Leg Press-Seated Pulse Plate Loaded	
Pec/Rear Fly Pulse	
Pulse MultiStation	
T-Bar Row Tuff Stuff-Plate Loaded.	
Adjustable Incline Bench	
Adjustable Incline Bench	
Flat Bench (Gold)	
Abdominal Board	
Decline Bench #1 (White)	
Decline Bench #2 (Gold)	
Preacher Bench #1 (Gold)	
Preacher Bench #2 (Gold)	
Olympic Overhead Bench (Gold)	
Olympic Incline Bench (Gold)	
Olympic Incline Bench (White)	
Olympic Flat Bench #1 (Grey)	
Olympic Flat Bench #2 (Grey)	
Preacher Bench #2 (Gold)	
Olympic Overhead Bench (Gold)	
Olympic Incline Bench (Gold)	
Olympic Incline Bench (White)	
Olympic Flat Bench #1 (Grey)	
Olympic Flat Bench #2 (Grey)	