



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 231-2012

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, May 4, 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 shall not be entitled to rely on any information or interpretation received at the Site investigation unless that information or interpretation is the Bidder's direct observation, or is provided by the Contract Administrator in writing.

B3.3 The Bidder is responsible for determining:

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

B4. ENQUIRIES

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

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

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

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

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

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

B5. ADDENDA

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

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

B5.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/bidopp.asp>

B5.2.2 The Bidder is responsible for ensuring that he/she 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/her 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/she 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/her 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/her own name, his/her 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/her 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/her 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/her 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) supply proof the bidder is a certified service provider for the following manufacturers: Star-Trac and Life Fitness certifications are both compulsory required certifications. Additional optional certifications include Cybex and Precor.
- (e) provide proof satisfactory to the Contract Administrator the Security Clearances as identified in Appendix 1.

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 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/her 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/her Bid after the Submission Deadline but before his/her 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/her Bid or in other information required to be submitted, that he/she 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/her 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 Provision of Repair and Maintenance of Fitness Equipment for the period from July 1, 2012 until June 30, 2013 , with the option of two (2) 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 July 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 as follows:

- (a) Provide upkeep to equipment;
- (b) Record service provided to equipment;
- (c) Repair equipment; and
- (d) Clean and disinfect equipment and area.

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

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

D3. DEFINITIONS

D3.1 When used in this Bid Opportunity:

- (a) "**User**" means a person, department or other administrative unit of the City authorized by the Contract Administrator to order Work under this Contract.
- (b) "**Workday**" means business day which is Monday to Friday from 8:30 am to 4:30 pm not including weekends or statutory holidays.

D4. CONTRACT ADMINISTRATOR

D4.1 The Contract Administrator is:

Paul Skutnik
Recreation Co-ordinator
Telephone No. 204 986-3846

D4.2 Bids Submissions must be submitted to the address in B7.7.

D4.3 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/her employ.
- D5.2 Before commencement of Work, the Contractor shall identify his/her 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. OWNERSHIP OF INFORMATION, CONFIDENTIALITY AND NON DISCLOSURE

- D6.1 The Contract, all deliverables produced or developed, and information provided to or acquired by the Contractor are the property of the City and shall not be appropriated for the Contractors own use, or for the use of any third party.
- D6.2 The Contractor shall not make any public announcements or press releases regarding the Contract, without the prior written authorization of the Contract Administrator.
- D6.3 The following shall be confidential and shall not be disclosed by the Contractor to the media or any member of the public without the prior written authorization of the Contract Administrator;
- (a) information provided to the Contractor by the City or acquired by the Contractor during the course of the Work;
 - (b) the Contract, all deliverables produced or developed; and
 - (c) any statement of fact or opinion regarding any aspect of the Contract.
- D6.4 A Contractor who violates any provision of D6 may be determined to be in breach of Contract. Notices.

D7. NOTICES

- D7.1 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

D8. SERVICE

- D8.1 The Contractor shall supply all labour, tools, materials, and supervision necessary to perform the Work, except as otherwise stipulated hereinafter.
- D8.2 The Contractor shall inspect and repair fitness equipment in accordance with the requirements hereinafter specified.
- D8.3 The Contractor may perform all Work during the normal Workday and shall co-ordinate with the Contract Administrator.
- D8.4 All materials to be supplied by the Contractor for scheduled inspection and testing shall be included in the bid price. 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.

- D8.5 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 and associated labour. Minor repairs to include cleaning of fitness equipment.
- D8.6 The Contractor shall schedule all inspections with the Contract Administrator prior to the commencement of the Work.
- D8.7 The Contractor shall complete the inspection and testing for each unit, at each location and send the forms, dated, and signed to the Contract Administrator within ten (10) Working Days after completion of Work.
- D8.8 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.
- D8.9 The Contractor shall supply all inspection/ testing forms for each location.
- D8.10 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.
- D8.11 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.
- D8.12 Where a component or system is not immediately vital to the operation, the Contract Administrator may request a written cost estimate.
- D8.13 The City retains the right to request prices for substantial repairs from other Contractors based on the information supplied by the Contractor.

D9. STORAGE

- D9.1 It is the Contractor's responsibility to ensure that all materials are stored in a safe manner while performing Work on the Site;
- D9.2 The City shall not be responsible for any materials, equipment, tools, etc. left and/or stored on any of the Sites.

D10. EMPLOYEE BEHAVIOUR AND SUPERVISION

- D10.1 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:
- D10.2 behave in a courteous and polite manner (no profanity or excess noise) to City staff and other personnel and public;
- D10.3 do not smoke within a City facility;
- D10.4 obey all posted safety rules;
- D10.5 use their own radio(s) or telephones or cellular telephones necessary for onsite communication; and
- D10.6 when employees are in the facility, that it is kept secure from entry by unauthorized persons.

- D10.7 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

D11. AUTHORITY TO CARRY ON BUSINESS

- D11.1 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.

D12. INSURANCE

- D12.1 The Contractor shall provide and maintain the following insurance coverage:
- D12.2 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;
- D12.3 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.
- D12.4 Deductibles shall be borne by the Contractor.
- D12.5 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.
- D12.6 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.
- D12.7 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

CONTROL OF WORK

D13. COMMENCEMENT

- D13.1 The Contractor shall not commence any Work until he/she 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 D11;
 - (ii) evidence of the workers compensation coverage specified in C6.14;
 - (iii) evidence of the insurance specified in D12; and
 - (iv) the security clearances specified in PART B - 1

- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D14. PRIME CONTRACTOR – THE WORKPLACE SAFETY AND HEALTH ACT (MANITOBA)

D14.1 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).

D15. SAFETY

D15.1 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.

D15.2 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.

D15.3 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.

D16. INSPECTION

D16.1 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.

D16.2 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.

D17. ORDERS

D17.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for service may be placed.

D18. RECORDS

D18.1 The Contractor shall keep detailed records of the services supplied under the Contract.

D18.2 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.

D18.3 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

D19. INVOICES

D19.1 Further to C11, the Contractor shall submit an invoice for each portion of work performed 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

D19.2 Invoices must clearly indicate, as a minimum:

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

D19.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D19.4 Each User shall have a choice of the following alternatives for being invoiced and rendering payment:

- (a) Charge to purchasing card;
- (b) Monthly invoice; or
- (c) Individual invoices for each order.

D19.5 Bids Submissions must be submitted to the address in B7.7.

D20. PAYMENT

D20.1 Further to C11, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

D20.2 Further to C11, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

D21. PURCHASING CARD

D21.1 The Contractor shall allow Users to charge items to their purchasing cards.

- D21.2 If the Contractor has a web site which allows Users to order and charge items via the internet the Contractor shall utilize one of the following:
- D21.3 If the Contractor's website allows Users to enter their purchasing card numbers for payment via the internet, the Contractor shall utilize SSL Technology. All purchasing card information shall be stored utilizing encryption. If User purchasing card information is being transmitted by the Contractor, this information must be transferred utilizing encryption; and/or
- D21.4 If the Contractor stores purchasing card numbers in a separate location, their internet site shall allow Users to charge orders to their purchasing cards without having to enter their purchasing card number. The Contractor's internet site shall link the appropriate Users order to their purchasing card when provided with a valid customer identification and security code. All purchasing card information shall be stored utilizing encryption. If User purchasing card information is being transmitted by the Contractor, this information must be transferred utilizing encryption.

WARRANTY

D22. WARRANTY

- D22.1 Warranty is as stated in C12.
- D22.1 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 includes 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 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 /requests
- (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.

E2.3 Repair requirements on an “as required” basis as follows:

- (a) call back service/reply to a site within 24 hours of a call/request from the User;
- (b) visit the site within 48 hours from the call/request for services;

- (c) provide a written quoted price to the User to approve or decline recommended service;
- (d) commence work within 24 hours upon Users authorized written approval;
- (e) stock major replacement parts;
- (f) ship other parts not kept in stock and deliver in two (2) Calendar days;
- (g) must meet manufactures repair and warranty requirements.

E2.4 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;
- (b) hours paid will be actual on the job time, noted and approved by the Contract Administrator;
- (c) remove on a daily basis, all waste resulting from repairs and/or replacement prior to leaving the Site.

E2.5 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 E2.2.1 (a) through (c) within one (1) month of warranty expiration for each piece of applicable equipment.

E2.6 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.

E2.7 Item No. 1 – Equipment Cleaning and Disinfecting shall be monthly price of all Equipment Cleaning and Disinfecting of all equipment listed in the Table B (Equipment Inventory List) at all locations listed in Table A (Locations) indicated in .

E2.8 Item No. 2 - Equipment Routine Inspection and Lubrication shall be monthly price of all Equipment Routine Inspection and Lubrication listed in the Table B (Equipment Inventory List) at all locations listed in Table A (Locations) indicated in .

E2.9 Item No. 3 – Hourly Rate for Repairs-Labour shall be the Hourly Labour Rate for Labour to make additional “as required” repairs to equipment listed in Table B (Equipment Inventory List).

E2.10 Item No. 4 – Percent Mark-up above Part Cost shall be the percentage Mark-up of parts cost over the Contractor’s cost for the part. .

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.

APPENDIX A SECURITY CLEARANCE

1. SECURITY CLEARANCE

- 1.1 Each individual proposed to perform Work under the Contract shall be required to obtain a Criminal Record Search Certificate including a Vulnerable Sector Screening from the any of the following;
- (a) police service having jurisdiction at his/her place of residence; or
 - (b) BackCheck, forms to be completed can be found on the website at: <http://www.backcheck.net/> ; or
 - (c) Core of Commissionaires, forms to be completed can be found on the website at: <http://www.commissionaires.mb.ca/> .
- 1.2 The following is a link to information for obtaining the Criminal Record Search certificate from the City of Winnipeg Police Service.
http://winnipeg.ca/police/pr/info_request.stm#crim_record_search.
- 1.2.1 The Criminal Record Search shall include a Vulnerable Sector Screening. This can be obtained by following the link below,
http://winnipeg.ca/police/pr/info_request.stm#crim_record_search.
- (i) Individuals will need to state in the form, that they may be working in City of Winnipeg pools, libraries and community centres;
- 1.3 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.
- 1.4 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.
- 1.5 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.
- 1.6 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.
- 1.7 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.
- 1.8 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

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.
Pequis 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.

TABLE B (EQUIPMENT INVENTORY LIST)

Pan Am Pool - 25 Poseidon Bay	
Item Name - Warranty	Serial #
Treadmill - PreCor 946i	A925K01100009
Precore leg curl - S line	
Precore leg extension - S line	
Matrix E7x Elliptical	EP304111200647
Matrix G3S76 Rotary Hip	
Item Name - Non Warranty	Serial #
Elipctical - Life Fitness Cross Trainer lower body system	ACT104320
Elipctical - 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	
Pecore 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 Name - Warranty	Serial #		Serial #
SciFit RST7001 Recumbent Stepper			150-008784
Item Name - Non Warranty	Unit #	Model #	Serial #
Star Trac EST Stepper	1	9-5040-MINTPO	SCEN0810-U01822
Star Trac EST Stepper	2	9-5130-MINTPO	SCPN0802-U01496
Star Trac EST Stepper	3	9-5040-MINTPO	SCEN0811-U01930
Star Trac EST Stepper	4	9-5040-MINTPO	SCPN0802-U01497
Star Trac 4100 Stepper	1	4130-BUSAPO	S385672
Star Trac P-RB Recumbent Bike	1	9-6430-MINTPO	RBPN0809-C02273
Star Trac P-RB Recumbent Bike	2	9-6430-MINTPO	RBPN0809-C02282
Star Trac P-RB Recumbent Bike	3	9-6430-MINTPO	RBPN0712-C03204
Star Trac P-RB Recumbent Bike	4	9-6430-MINTPO	RBPN0809-C02272
Star Trac P-UB Upright Bike	1	9-6330-MINTPO	UBPN0801-C01069
Star Trac P-UB Upright Bike	2	9-6330-MINTPO	UBPN0810-C01967
Star Trac P-UB Upright Bike	3	9-6330-MINTPO	UBPN0804-C01419
Star Trac P-UB Upright Bike	4	9-6330-MINTPO	UBPN0810-C01957
Star Trac Pro Bike	1	9-6330-SINTPO	PB70113264
Star Trac Spinning Bike (with touch screen control board)	1	9-7140-MINTPO	SBES0812-C00945
SCIFIT Bike	1	PR02	660-009420
(wheelchair accessible)			
Star Trac 4500 Treadmills	1	4531-BUSAPO	DL70832856
Star Trac 4500 Treadmills	2	4531-BUSAPO	DL70832849
Star Trac 4500 Treadmills	3	4531-BUSAPO	DL70832847
Precor Treadmill			A925G26100001
Star Trac Pro Treadmills	1	9-7631-MUSAPO	TRPN0810-U05541

Star Trac Pro Treadmills	2	9-7631-MUSAPO	TRPN0810-U05551
Star Trac PTBTX Body Trainers	1	9-6230-MINTPO	CTPX0811-U04254
Star Trac PTBTX Body Trainers	2	9-6230-MINTPO	CTPX0810-U04045
Star Trac PTBTX Body Trainers	3	9-6230-MINTPO	CTPX0810-U04043
Star Trac PTBTX Body Trainers	4	9-6230-MINTPO	CTPX0811-U04179
Star Trac PTBTX Body Trainers	5	9-6230-MINTPO	CTPX0811-U04182
Star Trac PTBTX Body Trainers	6	9-6230-MINTPO	CTPX0811-U04180
Precor Total Body Cross Ramp			AADWL27100001
Pulse DCL A48 Access Bicep Machine	1	AC48	806122
(wheelchair accessible)			
Pulse DCL A42 Access Shoulder Press	1	AC42	806121
(wheelchair accessible)			
Pulse DCL A41 Access Chest Press	1	AC41	806120
(wheelchair accessible)			
Pulse DCL A44 Access Pectoral Fly	1	AC44	806124
(wheelchair accessible)			
Pulse DCL A45 Access Lat Pull Down	1	AC45	806125
(wheelchair accessible)			
Pulse DCL A49 Access Row Machine	1	AC49	806123
(wheelchair accessible)			
Pulse DCL A50 Access Triceps Machine	1	AC50	806126
(wheelchair accessible)			
Pulse DCL 314 Hip Adduction	1	P314	807155
Pulse DCL 315 Hip Adduction	1	P315	807156
Pulse DCL 305 Seated Hamstring Curl	1	P305	807153
Pulse DCL 306 Leg Extension	1	P306	807154
Pulse DCL 321 Standing Leg Press	1	P321	807157
Pulse Dual Column Trainer	1	P429	809228
Pulse DCL 320 Horizontal Leg Press	1	P320	807158
Pulse Adjustable Cable Column (Left)	1	M950	809226

Pulse Adjustable Cable Column (Right)	2	M950	809224
Pulse Lat Pull Down (left)	1	M945	309221
Pulse Low Pulley Row (right)	1	M947	809223
Pulse DCL 420 Chin/Dip Ups	1	P420	807159
Pulse DCL 423 Abdominal Crunch	1	P423	807160
Pulse DCL 424 Back Extension	1	P426	809227
Pulse DCL 301 Rotary Calf	1	P301	806127
Pulse Leg Raise/Dip	1	B117	807171
Pulse 45 Degree Back Extension	1	B131	807173
Pulse Abdominal Curl	1	B118	807172
Pulse Tricep Pulldown	1	M946	809222
Pulse Pectoral Fly	1	M944	809220
Keiser Hydraulic Leg Extension	1	001121PS	081230-19253
Keiser Hydraulic Seated Leg Curl	1	001221PS	081230-19254
Keiser Hydraulic Leg Press	1	002521PS	090107-00287
Keiser Hydraulic Military Press	1	001621PS	090107-00243
Keiser Hydraulic Lat Pull Down	1	002121PS	090107-00277
Keiser Hydraulic Seated Chest Press	1	001321PS	081212-18181
Keiser Hydraulic Functional Trainer (pole)	1	003020PS	061215-07680
Keiser Hydraulic Functional Trainer (base)	1	003025P	061130-07291
Lever Bicep Curl	1	L508	807163
Lever Shoulder Press	1	L502	807162
Lever Chest Press	1	L501	807161
Lever Squat Machine	1	L518	807164
Lever Power Cage	1	B170	809231
Lever Squat Rack/Plate Hold	1	B171	809232
Lever Centre Weight Machine	1	B175	809233
Lever Seated Calf Machine	1	B179	809234
Lever Seated Leg Press	1	L517	
Pulse Incline Lever Row	1	B134	1008599
Atlantis Leg Platform	1	C206	55492
Pulse Flat/Incline Bench	1	B102	807167
	2	B102	807168
	3	B102	904395
Pulse Flat Bench	1	B101	807165
	2	B101	807166
Pulse Seated Preacher Curl	1	B137	807174
Pulse Adjustable Incline Bench	1	B103	807169
Pulse Adjustable Decline Bench	1	B107	807170
Olympic Shoulder Press	1	B153	809229
Olympic Incline Press	1	B154	809230

Olympic Flat Bench	1	B151	807175
Barbell Rack (10 bars)	1	B201	809235
Dumbbells - York - Cast Iron		Amount	Amount
10 Lbs	1	2	2
15 Lbs	1	2	2
20 Lbs		2	2
30 Lbs		2	2
35 Lbs		2	2
40 Lbs		2	2
45 Lbs		2	2
50 Lbs	1	2	2
55 Lbs	1	2	2
60 Lbs	1	2	2
65 Lbs	1	2	2
70 Lbs	1	2	2
75 Lbs	1	2	2
80 Lbs	1	2	2
85 Lbs	1	2	2
90 Lbs		2	2
100 Lbs		2	2
110 Lbs		2	2
120 Lbs		2	2
Dumbbells - York - Vinyl Coated		Amount	Amount
1 Lbs	4	20	20
2 Lbs	4	20	20
3 Lbs	4	20	20
4 Lbs	4	14	14
5 Lbs	4	14	14
6 Lbs	2	10	10
7 Lbs	4	8	8
8 Lbs	4	12	12
9 Lbs	4	8	8
10 Lbs	4	12	12
Dumbbells - York - Rubber		Amount	Amount
2.5 Lbs	2	4	4
5 Lbs	2	4	4
7.5 Lbs	2	4	4
10 Lbs	2	8	8
12.5 Lbs	2	4	4
15 Lbs	2	8	8
17.5 Lbs	2	4	4
20 Lbs	2	4	4
22.5 Lbs		4	4
25 Lbs		4	4
	2		
Barbells - York - Cast Iron	2	Amount	Amount
20 Lbs	2	1	1

30 Lbs	2	1	1
35 Lbs	2	1	1
40 Lbs	2	1	1
45 Lbs	2	1	1
50 Lbs	2	1	1
60 Lbs	2	1	1
70 Lbs	2	1	1
80 Lbs	2	1	1
Weight Plates - York - Olympic		Amount	Amount
5 Lbs	30	30	30
10 Lbs	22	22	22
25 Lbs	26	26	26
35 Lbs	30	30	30
45 Lbs	50	50	50

Sherbrook - 381 Sherbrook St.	
Item name - Warranty	
Star Trac treadmill (parts only)	DL70832852
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	
	P310
#6 Leg press	701654
Universal multi station model m600	701653

St. James Assiniboia - 644 Parkdale	
Item name- Warranty	Serial #
Matrix E7x Elliptical	EP304111200646
Matrix T7x Treadmill	FTM501E111202158
Matrix T7x Treadmill	FTM501E111202161
Star Trac upright (parts warranty)	PB60610595
Star Trac upright (parts warranty)	PB60710623
Star Trac upright (parts warranty)	PB70113288
Schwinn Spin Bikes	
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
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)	
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	300202449
Liftness 95s Stepper	ACF 101467
Cybex Arc Trainer 750 AT	20018784
Life fitness Treadmill 97 Ti	TST 103298
Life fitness Treadmill 97 Ti	TST 103291
Life fitness Treadmill 9100 HR	STR 700306
Life fitness Treadmill 9100 HR	STR 362133
Tetrix Climbmax Stepper	400764
Sci Fit Pro recumbant stepper with arms	150-005-299

Precor Treadmill	A9256261000002
Precor Elliptical	70H31M004
Precor Elliptical	4HE03M0072
Stair Master	180000315021
Life Fitness Elliptical	MBA825411
Star Trac Treadmill	DL60732370
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	

St. James Civic Centre - 2055 Ness Ave.	
Item Name - Warranty	
Matrix T7x Treadmill	FRM501E111202159
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	
Oympic 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 FI0100	
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	Serial #
StarTrac Upright Cycle (parts only)	UBEN0710-C02021
StarTrac PRO Upright Cycle 70113259 (parts only)	PB70113259
Detecto Scale	CRD100WHT
Pulse Incline Lever Row	B134
Pulse Seated Preacher Bench	B137
Leg Press S-Line, Pre Corp	BG57L21100001
Roman Chair - Dip Station	
Item Name - Non Warranty	Serial #
Life Fitness 91 Xi Cross Trainer	CTF 104376
Life Fitness 9100 Cross Trainer	CTF 104427
Lifestride Treadmill 9100 HR	344543
Life Fitness Treadmill	
Bench, flat, heavy-duty	
Bench, flat, light-duty	
Knee lift and calf raise	902354
Body solid hyperextension bench	
Upright back row bench	1108736
Bench, glut - hamstring	
Bench, incline	
Bench, preacher curl, seated	1108731
Atlantis Sit Up Bench A1-A164	60286
Bench, back	902355
2 X 4 X 1" "Apple" Resting Mats	
Universal Gym	
Lat pull down	902361
Chest press	902359
Ham string curl	902357
Knee extension	902358
Pec deck	902360
Adjustable height cable	902362
Free Weights & Dumbbells	
Barbell rack, Olympco	
Barbell rack, York	
Wall dumbbell rack	
Weight tree	
Bars, Curl	
Bars, Regular - Olympic	
Barbells, Olympco	
Free Weights 70 lbs	
Free Weights 60 lbs	
Free Weights 50 lbs	

Free Weights 45 lbs	
Free Weights 40 lbs	
Free Weights 35 lbs	
Free Weights 30 lbs	
Free Weights 25 lbs	
Free Weights 20 lbs	
Free Weights 15 lbs	
15 lb Rubber Hex Dumbell	
20 lb Rubber Hex Dumbell	
25 lb Rubber Hex Dumbell	
30 lb Rubber Hex Dumbell	
35 lb Rubber Hex Dumbell	
40 lb Rubber Hex Dumbell	
45 lb Rubber Hex Dumbell	
Plates	
Barbell Clips, Olympco	
York Olympic, EX collar Grips	
York Plates 50 lbs	
York Plates 45 lbs	
York Plates 35 lbs	
York Plates 25 lbs	
York Plates 10 lbs	
York Plates 5 lbs	
York Plates 2.5 lbs	
York Plates 1.25 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	
Weider Plates 15 kgs	
Weider Plates 10 kgs	
Weider Plates 5 kgs	
Weider Plates 1.5 kgs	

North Centennial - 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 Dubbel 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 (STAIRMASTER)	
Life Fitness Stepper	
StarTrac Pro Stationary Bike	PR60713277
StarTrac Pro Stationary Bike	PR60613275
LifeFitness 9100HR Treadmill	CLT 128290
PRECOR 954I	N/A
PRECOR 954I	ADEYCI0090008
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	
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 UMAX	4
7.5 UMAX	4
10 UMAX	2
12.5 UMAX	1
15 UMAX	4
20 UMAX	2
25 UMAX	2
30 UMAX	2
35 UMAX	2
40 UMAX	2
45 UMAX	2
50 UMAX	2
55 UMAX	2
60 UMAX	1
120 UMAX	1
Weights - Plates (lbs)	
UMAX Olympic Grip 5 lb plates	14
UMAX Olympic Grip 10 lb plates	20
UMAX Olympic Grip 25 lb plates	20
UMAX Olympic Grip 35 lb plates	26
UMAX Olympic Grip 45 lb plates	49
Weights - Barbells - Preset (lbs)	
20 lb UMAX Barbell	1
25 lb Umax Barbell	1
30 lb UMAX Barbell	1
35 lb UMAX Barbell	1
40 lb UMAX Barbell	1
45 lb UMAX Barbell	1
50 lb UMAX Barbell	1
Olympic Bars	5
Decline Benches	2
Flat Adjustable Benches	4
Shoulder press Bench	1

20 LB x2	
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 #
Matrix A-7x (Feb 2012)	FTN501E11202160
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
Cybox Arc Trainer September 2009	d0626750
TREADMILLS	
Star Trac Treadmill	TRPN0909-U06925
Star Trac Treadmill	TRPN0909-U06909
Life Fitness Flex Deck (Out of use)	STR7003006
Star Trec TR4500	DL70432705
ELLIPTICALS	
Star Trac Select Fit TBX Elliptical	CTPX0910-U05154
Star Trac Select Fit TBX 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)	
20 lb x 1	
25 lb x 1	
30 lb x 3	
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	
75lbs x2	
80lbs x2	

85lbs x2	
90lbs x2	
95lbs x2	
100lbs x2	
120lbs x2	
130lbs x1	
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	
Hexagonal Dumbbells 40lb x 2	
Hexagonal Dumbbells 45lb x 2	
Hexagonal Dumbbells 50lb x 2	
Hexagonal Dumbbells 55lb 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 5lb x1	
Barbell Fixed Weight 10lb x2	
Barbell Fixed Weight 15lb x 2	
Barbell Fixed Weight 20lb x 2	
Barbell Fixed Weight 25lb x 2	
Barbell Fixed Weight 35lb x 2	
Barbell Fixed Weight 40lb x 2	
Barbell Fixed Weight 45lb x 2	
Barbell Fixed Weight 50lb x 2	
Standard Barbell Plates	
*2.5lb x6	
*5lb x16	
*10lb x20	
*25lb x 25	

*35lb x 33	
*45lb x 56	
*55lb x 2	
*2.5KG x4 (out of use)	
*5KG x4 (out of use)	
*10KG x4 (out of use)	
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	
A frame with 5 units for storage per side	
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)	