



**THE CITY OF WINNIPEG**

# **BID OPPORTUNITY**

**BID OPPORTUNITY NO. 1004-2014**

**SUPPLY AND DELIVERY OF TRAFFIC SIGNAL CONTROL EQUIPMENT**

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## **PART B - BIDDING PROCEDURES**

### **B1. CONTRACT TITLE**

B1.1 SUPPLY AND DELIVERY OF TRAFFIC SIGNAL CONTROL EQUIPMENT

### **B2. SUBMISSION DEADLINE**

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, November 14, 2014.

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. ENQUIRIES**

B3.1 All enquiries shall be directed to the Contract Administrator identified in D3.1.

B3.2 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.

B3.3 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.

B3.4 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.

B3.5 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.

B3.6 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B3 unless that response or interpretation is provided by the Contract Administrator in writing.

### **B4. CONFIDENTIALITY**

B4.1 Information provided to a Bidder by the City or acquired by a Bidder by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator. The use and disclosure of the confidential information shall not apply to information which:

- (a) was known to the Bidder before receipt hereof; or
- (b) becomes publicly known other than through the Bidder; or
- (c) is disclosed pursuant to the requirements of a governmental authority or judicial order.

B4.2 The Bidder shall not make any statement of fact or opinion regarding any aspect of the Bid Opportunity to the media or any member of the public without the prior written authorization of the Contract Administrator.

### **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 materials, equipment, methods and products 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 seven (7) 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 material, equipment, method or product as either an approved equal or alternative;
  - (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
  - (c) identify any anticipated cost or time savings that may be associated with the substitute;
  - (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract;
  - (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract.
- 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, to the Bidder who requested approval of the substitute.
- B6.6.1 The Contract Administrator will issue an Addendum, disclosing the approved materials, equipment, methods and products to all potential Bidders. The Bidder requesting and obtaining the approval of a substitute shall be 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 B15.
- B6.9 No later claim by the Contractor for an addition to the price(s) because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.
- B6.10 Notwithstanding B6.2 to B6.9, and in accordance with B7.7, deviations inconsistent with the Bid Opportunity document shall be evaluated in accordance with B15.1(a).

## **B7. BID SUBMISSION**

- B7.1 The Bid shall consist of the following components:
- (a) Form A: Bid; and
  - (b) Form B: Prices; and
  - (c) **if pricing provided for Item 3:** The Input Panel 1 for the 332L Cabinet as shown on Caltrans TEES 2009 Appendix 6 Sheet A6-21 will not be installed. For Bid Submissions that include unit pricing for Item 3, the Bidder must submit with Bid Documents a pictorial layout clearly showing a smaller Upper Input Panel that provides an empty (un-wired) C5P support connector securely bolted to the upper input panel. In addition, that pictorial layout must show (below the position of the C5P support connector) a standard wired terminal block TB1 and a standard 10-terminal (#8 wire) DC Ground Bus copper bus; and
  - (d) **if pricing provided for Item 5:** The standard Model 200 switch pack described by Caltrans TEES 2009 may not be acceptable for this Bid Opportunity. To be considered acceptable, the Bidder must arrange to construct a test circuit (as shown on E2.6.1), measure the supply voltage and OFF-STATE circuit voltages of the proposed switch pack, and submit those recorded voltage measurements in a hardcopy report consisting of pages shown in **PART F - TEST REPORT**, which will be reviewed by the Contract Administrator.
- B7.2 Further to B7.1, the Bidder should include the written correspondence from the Contract Administrator approving a substitute for any item in accordance with B6.
- (a) If a substitute for Item 3 has been approved by the Contract Administrator, the requirement to include a pictorial layout of a smaller Upper Input Panel (as described in B7.1(c)) is waived.
  - (b) If a substitute for Item 5 has been approved by the Contract Administrator, the requirement to include a Test Report (as described in B7.1(d)) is waived.
- 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 The Bid Submission may be submitted by mail, courier or personal delivery, or by facsimile transmission.
- B7.5 If the Bid Submission 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
- B7.5.1 Samples or other components of the Bid Submission 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.

B7.6 Bidders are advised not to include any information/literature except as requested in accordance with B7.1.

(a) The Bidder is responsible for paying all return transportation charges for all items supplied that are not specifically detailed in B7.1.

B7.7 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 B15.1(a).

B7.8 If the Bid Submission 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 Prices on Form B: Prices shall include:

- (a) duty;
- (b) freight and cartage;
- (c) Provincial and Federal taxes [except the Goods and Services Tax (GST) and Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable] and all charges governmental or otherwise paid;
- (d) profit and all compensation which shall be due to the Contractor for the Work and all risks and contingencies connected therewith.

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.

## **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.

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.

### **Requested Sample and Documentation**

B10.5 The Bidder shall supply within fourteen (14) Calendar Days of a request from the Contract Administrator sample(s) and / or technical documentation specific to any item or assembly that would be included in the deliverables.

- B10.5.1 The Bidder is responsible for all freight costs associated with the delivery and return of any requested sample(s) as described in B10.5.
- B10.6 The Bidder may be considered as non-responsive if requested information and / or sample as described in B10.4 or B10.5 is not received within the time frame specified.
- B10.7 Unsolicited samples will be returned at Bidder's expense.
- B10.8 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. ELIGIBILITY**

- B11.1 In an effort to develop a pre-qualification testing procedure for some of the items listed within this Bid Opportunity, discussions occurred with several potential vendors. In the City's opinion, this relationship or association does not create a conflict of interest or will not likely create a perception of conflict of interest because of this disclosure. The vendors are:
- (a) Econolite Canada, Inc.
  - (b) Electromega Ltd.
  - (c) Electro-Systems Inc.
  - (d) Fortran Traffic Systems Limited
  - (e) Innovative Traffic Solutions Inc.
  - (f) Interprovincial Traffic Services Ltd.
  - (g) Novax Industries Corporation
  - (h) Tacel Ltd.
  - (i) Trafco (Canada) Ltd.

## **B12. OPENING OF BIDS AND RELEASE OF INFORMATION**

- B12.1 Bids will not be opened publicly.
- B12.2 Following the Submission Deadline, the names of the Bidders and their Total Bid Prices (unevaluated, and pending review and verification of conformance with requirements or evaluated prices) 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>
- B12.3 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>
- B12.4 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.

## **B13. IRREVOCABLE BID**

- B13.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 9 of Form A: Bid.
- B13.2 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.

## **B14. WITHDRAWAL OF BIDS**

- B14.1 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.
- B14.1.1 Notwithstanding C21, 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.
- B14.1.2 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.
- B14.1.3 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 B14.1.3(b), declare the Bid withdrawn.
- B14.2 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 B13.2 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.

## **B15. EVALUATION OF BIDS**

- B15.1 Award of the Contract shall be based on the following bid evaluation criteria:
- (a) compliance by the Bidder with the requirements of the Bid Opportunity, or acceptable deviation therefrom (pass/fail);
  - (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B10 (pass/fail);
  - (c) Total Bid Price;
  - (d) economic analysis of any approved alternative pursuant to B6.
  - (e) costs to the City of administering multiple contracts pursuant to B15.5.
- B15.2 Further to B15.1(a), the Award Authority may reject a Bid as being non-responsive if the Bid Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Bid, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.
- B15.3 Further to B15.1(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.
- B15.4 Further to B15.1(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.
- B15.5 This Contract may be awarded as a whole or separately by item as identified on Form B: Prices.
- B15.5.1 Notwithstanding B9.1 and B15.5, the Bidder may, but is not required to bid on all items.
- B15.5.2 Notwithstanding B16.3, the City shall not be obligated to award any item to the responsible Bidder submitting the lowest evaluated responsive Bid for the item and shall have the right to choose the alternative which is in its best interests. If the Bidder has not bid on all items, he/she shall have no claim against the City if his/her partial Bid is rejected in favour of an award of the Contract as a whole.

**B16. AWARD OF CONTRACT**

- B16.1 The City will give notice of the award of the Contract or will give notice that no award will be made.
- B16.2 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.
- B16.2.1 Without limiting the generality of B16.2, 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.
- B16.3 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 B15.
- B16.3.1 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.
- B16.4 Notwithstanding C4 and Paragraph 6 of Form A:Bid, the City may issue a purchase order to the successful Bidder in lieu of the execution of a Contract.
- B16.5 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 the Supply of Goods* (Revision 2008 05 26) are applicable to the Work of the Contract.
- C0.1.1 The *General Conditions for the Supply of Goods* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at [http://www.winnipeg.ca/matmgt/gen\\_cond.stm](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 Goods*.

## PART D - SUPPLEMENTAL CONDITIONS

### GENERAL

#### D1. GENERAL CONDITIONS

D1.1 In addition to the *General Conditions for the Supply of Goods*, these Supplemental Conditions are applicable to the Work of the Contract.

#### D2. SCOPE OF WORK

D2.1 The Work to be done under the Contract shall consist of the supply and delivery of traffic signal controller equipment from the date of award of contract until November 30, 2015, with the option of four (4) mutually agreed upon one (1) year extensions.

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

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

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

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

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

#### D3. CONTRACT ADMINISTRATOR

D3.1 The Contract Administrator is:  
Jordan Morgan, C.E.T.  
Traffic Signals Maintenance Analyst  
Telephone No.: 204- 986-4191  
Email: jmorgan@winnipeg.ca

#### D4. OWNERSHIP OF INFORMATION, CONFIDENTIALITY AND NON DISCLOSURE

D4.1 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.

D4.2 The Contractor shall not make any public announcements or press releases regarding the Contract, without the prior written authorization of the Contract Administrator.

D4.3 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.

D4.4 A Contractor who violates any provision of D4 may be determined to be in breach of Contract.

## **D5. RETURNED GOODS**

- D5.1 Further to C.7 and C.11, The Contract Administrator or his/her designate shall inform the Contractor of the item(s) being returned and the reason for the return. The Contractor shall provide the Contract Administrator with Return Material Authorization (RMA) including shipping instructions, within five (5) Calendar Days of the request.
- D5.1.1 The Contractor shall be responsible for all transportation charges on returned goods and further to C.8 the goods will be held at the Contractor's risk pending instruction.
- D5.2 Further to D5.1(above) the RMA shall include the following information, as a minimum:
- (a) Company name, if different than Contractor, and ship to addresses;
  - (b) Written authorization for the return and for a collect shipment;
  - (c) Preference of carrier / shipping method, a contact person with either a local Winnipeg telephone number or a toll-free telephone number;
  - (d) A contact person, responsible for the returned goods, with a toll-free telephone number.
- D5.3 The Contract Administrator shall provide, as a minimum:
- (a) The City department returning the goods, including an address and contact information for pick up;
  - (b) The City account number; if applicable;
  - (c) The City of Winnipeg's Department and address;
  - (d) Two (2) copies of the written authorization / RMA, one (1) copy on the outside and (1) one within the package;
  - (e) Total number of packages, weight and dimensions.

## **D6. NOTICES**

- D6.1 Notwithstanding C21.3, all notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer at the following facsimile number:
- The City of Winnipeg  
Chief Financial Officer  
Facsimile No.: 204- 949-1174

## **SUBMISSIONS**

### **D7. AUTHORITY TO CARRY ON BUSINESS**

- D7.1 The Contractor shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Contractor does not carry on business in Manitoba, in the jurisdiction where the Contractor does carry on business, throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

## **SCHEDULE OF WORK**

### **D8. COMMENCEMENT**

- D8.1 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.
- D8.2 The Contractor shall not commence any Work until:

- (a) the Contract Administrator has confirmed receipt and approval of evidence of authority to carry on business specified in D7.
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.
- (c) a purchase order has been received from The City of Winnipeg noting quantity of material required. (Please see D2.2).

## **D9. ORDERS**

- D9.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for delivery may be placed.
- D9.2 Unless mutually agreed upon by the User and the Contractor, for each Item listed below, the City intends to place orders based on the minimum quantity stated:
- D9.2.1 **For Item 1**, minimum orders of 10 units.
  - D9.2.2 **For Item 2**, a one-time order of 5 units.
  - D9.2.3 **For Item 3**, an initial minimum order of 10 units, followed by subsequent orders for a minimum of 5 units.
  - D9.2.4 **For Item 4**, an initial minimum order of 10 units, followed by subsequent orders for a minimum of 5 units.
  - D9.2.5 **For Item 5**, an initial minimum order of 180 units, followed by subsequent orders for a minimum of 100 units.
  - D9.2.6 **For Item 6**, an initial minimum order of 60 units, followed by subsequent orders for a minimum of 30 units.
  - D9.2.7 **For Item 7**, an initial minimum order of 10 units, followed by subsequent orders for a minimum of 5 units.

## **D10. DELIVERY**

- D10.1 Goods shall be delivered on an "as required" basis f.o.b. destination, freight prepaid to:  
Public Works Stores  
1277 Pacific Avenue  
Winnipeg, MB
- D10.2 **For Items 1, 2 and 3**: Goods shall be delivered within sixty (60) Calendar Day(s) of the placing of an order, unless otherwise allowed by the User at the time of ordering.
- D10.3 **For Items 4, 5 and 7**: Goods shall be delivered within forty-five (45) Calendar Day(s) of the placing of an order, unless otherwise allowed by the User at the time of ordering.
- D10.4 **For Item 6**: Goods shall be delivered within thirty (30) Calendar Day(s) of the placing of an order, unless otherwise allowed by the User at the time of ordering.
- D10.5 The Contractor shall confirm each delivery with the Contract Administrator or his/her designate, at least two (2) Business Days before delivery.
- D10.6 Goods shall be delivered between 9:00 a.m. and 2:30 p.m. on Business Days.
- D10.7 The Contractor shall off-load goods as directed at the delivery location.

## **D11. LIQUIDATED DAMAGES**

- D11.1 If the Contractor fails to achieve delivery of the goods within the time specified in D10. Delivery the Contractor shall pay the City Two hundred fifty dollars (\$250.00) per Calendar Day for each and every Calendar Day until the goods have been delivered.
- D11.2 The amount specified for liquidated damages in D11.1 is based on a genuine pre-estimate of the City's damages in the event that the Contractor does not achieve delivery by the day fixed herein for same.
- D11.3 The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

## **D12. RECORDS**

- D12.1 The Contractor shall keep detailed records of the goods supplied under the Contract.
- D12.2 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) delivery date(s); and
  - (d) description and quantity of goods supplied.
- D12.3 The Contractor shall provide the Contract Administrator with a copy of the records for each quarter year within fifteen (15) Calendar Days of a request of the Contract Administrator.

## **MEASUREMENT AND PAYMENT**

### **D13. INVOICES**

- D13.1 Further to C10, the Contractor shall submit an invoice for each order delivered to:
- The City of Winnipeg  
Corporate Finance - Accounts Payable  
4th Floor, Administration Building, 510 Main Street  
Winnipeg MB R3B 1B9  
Facsimile No.: 204- 949-0864  
Email: [CityWpgAP@winnipeg.ca](mailto:CityWpgAP@winnipeg.ca)
- D13.2 Invoices must clearly indicate, as a minimum:
- (a) the City's purchase order number;
  - (b) date of delivery;
  - (c) delivery address;
  - (d) type and quantity of goods delivered;
  - (e) the amount payable with GST, MRST, and any applicable environmental handling charges/fees identified and shown as separate amounts; and
  - (f) the Contractor's GST registration number.
- D13.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.
- D13.4 Bids Submissions must be submitted to the address in B7.5

**D14. PAYMENT**

- D14.1 Further to C10, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.
- D14.2 Further to C10, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

**D15. PURCHASING CARD**

- D15.1 The Contractor shall allow Users to charge items to their purchasing cards at no extra cost.
- D15.2 The Contractor's credit card website/gateway shall have appropriate current Payment Card Industry Data Security standards (PCI DSS) certification, (<https://www.pcisecuritystandards.org/index.shtml> ). The credit card gateway shall meet the credit card data security requirements outlined by the Payment Card Industry Security Standards Council (PCI SSC) for service providers and/or software vendors.

**WARRANTY**

**D16. WARRANTY**

- D16.1 Warranty is as stated in C11.
- D16.2 Notwithstanding C11, the warranty period for each item of Work supplied shall begin on the date of successful delivery and expire three (3) years thereafter unless extended pursuant to C11.3, in which case it shall expire when provided for thereunder.
- D16.3 Warranty for all items supplied shall be three years from date of successful delivery.
- D16.4 In addition to Warranty details published in D16, the supplier shall be responsible for all transportation and service charges for any item that fails with the warranty period.
- D16.5 Warrantable items must be repaired or replaced and returned to the City in operating condition within 30 days of item arriving at the repair facility.

## PART E - SPECIFICATIONS

### E1. GENERAL

#### E1.1 Applicable Specifications and Drawings

*The City of Winnipeg Traffic Signals Branch has been granted permission by California's Department of Transportation (**Caltrans**) to duplicate their most recent published version(s) of the **Transportation Electrical Equipment Specifications (TEES)**, including Errata and / or Addenda. Any amendments to Caltrans original Specification as required by the City of Winnipeg will be detailed separately in this Section.*

E1.2 These Specifications and Drawings shall apply to the Work.

E1.3 The following are applicable to the Work:

#### Specification Title

**Caltrans TEES 2009** (dated March 12, 2009)

**Caltrans TEES Errata 1** (dated January 21, 2010)

E1.4 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. GOODS

E2.1 The Contractor shall supply and delivery of traffic signal controller equipment in accordance with the requirements hereinafter specified.

E2.2 **Item No. 1 – “Model 170E Traffic Controller”** shall be supplied according to the Specification noted in E1.3 with the following exceptions:

E2.2.1 The M170E Auxiliary Board (as described in Caltrans TEES 2009 E2.2.1.1 and E2.2.15) is not required to be supplied in the Model 170E Traffic Controller.

E2.2.2 The traffic controller shall be supplied with the hardware jumper preconfigured for the 0.651 microsecond machine cycle time (Caltrans TEES 2009 2.2.2.2 specifies a jumper factory set in the 1.302 microsecond machine cycle time position)

E2.2.3 The EPROM memory (as specified in Caltrans TEES 2009 E2.2.2.3 / 2.2.1.4) is not required to be installed in socket U6 in the Model 170E Traffic Controller.

E2.2.4 The Model 170E Traffic Controller shall be supplied with a Model 412C Program Module (compatible to Caltrans TEES 2009 2.4.1) which shall be factory pre-configured and pre-populated with memory devices as noted below:

(a) **U1 – 27256A EPROM** (32K x 8) – see E2.2.5 (below)

(b) **U2 – 62256 STATIC RAM** (32K x 8) \*

(c) **U3 – DAL 1225 NON-VOLATILE RAM** (8K x 8)

(d) **U4 – 62256 STATIC RAM** (32K x 8) \*

**\* Not all memory device addresses will be accessible when these memory devices are installed in socket U2 and U4.**

E2.2.5 Unless as noted below, the Model 412C Program Module Socket U1 memory device (described in E2.2.4(a)) shall be factory-supplied with a copy of the Diagnostic and Acceptance Test (DAT) Program, which shall successfully run on initial power-up of the Model 170E Traffic Controller. Alternatively, the Contractor may choose to supply a different diagnostic test program that fully exercises the Model 170E hardware and reports any problems.

- (a) The initial order of Model 170E Traffic Controllers must include four (4) stapled (or bound) hardcopies of the instruction manual for the diagnostic program software described in E2.2.5. Each manual shall describe the standard diagnostic test procedure, and shall include troubleshooting information for typical error messages received.
- (b) The initial order of Model 170E Traffic Controllers must include two (2) diagnostic program compatible loopback plugs for the C1S socket connector (used for standard I/O Port testing) and four (4) diagnostic program compatible loopback plugs for the C2S, C20S, C30S and C40S socket connectors (used for Communications Ports testing).

E2.3 **Item No. 2 – “332 Empty Cabinet Housing”** shall be supplied and delivered according to the Specification noted in E1.3 and E3.

- E2.3.1 The cabinet shall be a 332L rack compatible design using the housing #1B requirement for intake and exhaust air flow.
- E2.3.2 The cabinet housing shall be provided with wiring to the fan and door switch circuit.
- E2.3.3 The internal cage is not required, but the cage support hardware is required.
- E2.3.4 The 332L empty cabinet housing referred to in this specification is shown as cabinet housing 1B in the Cabinet Housing Details drawing (*Caltrans TEES Errata 1 Drawing A6-1*) noted in E1.3.
- E2.3.5 For shipping, each Model 332 Empty Cabinet Housing #1B must be individually secured to a separate one-time use pallet (*as shown on Caltrans TEES Errata 1 Drawing A6-4*).

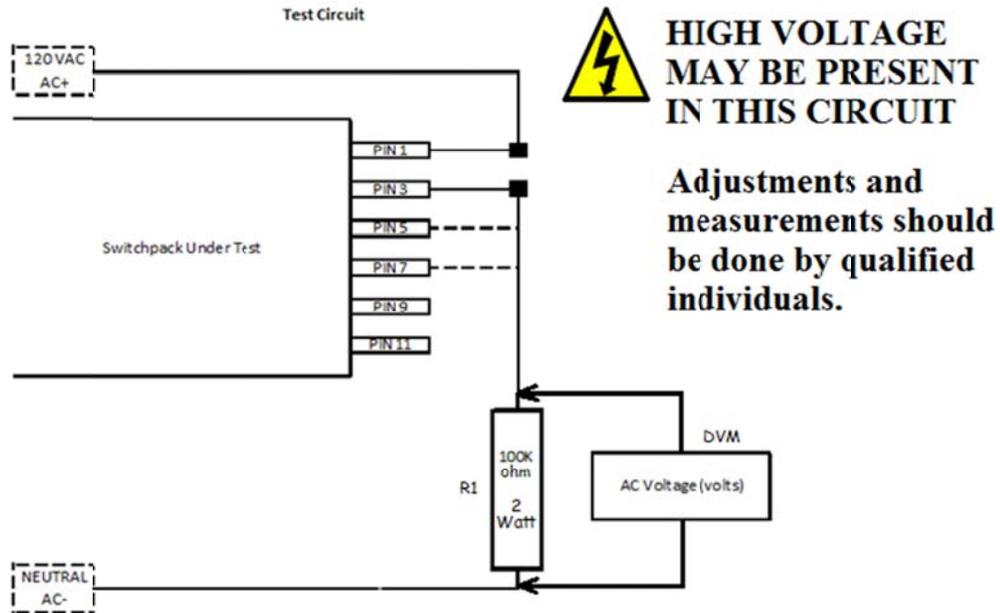
E2.4 **Item No. 3 – “Model 332L Cabinet supplied with Enhanced Conflict Monitor”** shall be supplied and delivered according to the Specification noted in E1.3 and E3.

- E2.4.1 The Cabinet shall be of the housing # 1B design.
- E2.4.2 The Input Panel 1 for the 332L Cabinet as shown on A6-21 will not be installed. As stated in B7.1(c), the Bidder must supply a pictorial layout of a smaller Upper Input Panel that provides an empty (un-wired) C5P support connector securely bolted to the upper input panel. Below the C5P support connector will be a wired terminal block TB1 and a 10-terminal (#8 wire) DC Ground Bus copper bus. The lower edge of the upper input panel will be mounted above the I-File position, and must not interfere with other cabinet wiring.
  - (a) If supplied on PDA #2, the C5P support connector and support bracket (as described above) will not be used.
- E2.4.3 Except as noted in E2.4.2 and E2.4.2(a), the 332L Cabinet shall include all items as required by the Specification noted in E1.3.
- E2.4.4 The Cabinet shall include all items as required by the Specification noted in E1.3.
- E2.4.5 The Enhanced Conflict Monitor shall conform to the requirements of E3.
- E2.4.6 A drawer shelf as shown on A6-6 will be installed above Input File I.
- E2.4.7 For shipping, each Model 332L Cabinet must be secured individually to a separate one-time use pallet (*as shown on Caltrans TEES Errata 1 Drawing A6-4*).

E2.5 **Item No. 4 – “Enhanced Conflict Monitor”** shall conform to the Specification noted in E3.

E2.6 **Item No. 5 – “Model 200 Compatible Switch Pack, Low Leakage Version”** shall conform to the Specification noted in E1.3 and E4.

- E2.6.1 Bidders that supply unit pricing for this item must construct the following test circuit, and must record all required voltage readings of the **OFF-STATE LEAKAGE VOLTAGE** levels as noted in the **PART F - TEST REPORT**.



- E2.6.2 Off-state leakage voltage levels recorded in the **TEST REPORT** will be reviewed by the Contract Administrator. Following that review, a decision will be made whether any of the switch packs offered will be accepted.
- E2.6.3 The Contract Administrator will, in his sole discretion, determine whether the proposed compatible switch pack will be accepted as a suitable Low Leakage Version of the Switch Pack for this Bid Opportunity.
- E2.7 **Item No. 6 – “Model 242 Isolator”** shall be supplied and delivered according to the Specification noted in E1.3.
- E2.8 **Item No. 7 – “Service Panel Assembly”** shall be separately supplied and delivered according to the Specification noted in E1.3.
- E2.8.1 Within this Bid Opportunity, the Service Panel Assembly is to be considered as a separate item. Bids received are not required to include a price on this separate item.
- E2.8.2 The circuit design of the Service Panel Assembly shall be based on an Emerson model EDCO SHA-1250 single phase modular filter with base.
- E2.8.3 The Service Panel Assembly referred to in this specification is shown in the Service Panel Assembly (SPA) details drawing (*Caltrans TEES 2009 Drawing A6-10, A6-11 and A6-12, inclusive*) detailed in the Specifications noted in E1.3.

### E3. ENHANCED CONFLICT MONITOR

- E3.1 The Enhanced Conflict Monitor (described in E2.4 and E2.5) shall be capable of operating (monitoring and reacting to the same input conditions) as (and replacing) a TEES 2009 compatible Model 210C Conflict Monitor.
- E3.2 The Enhanced Conflict Monitor shall also provide the following capabilities:
- (a) Must be backwards compatible to Model 170 Controller Unit and forward compatible to Model 2070 Advanced Traffic Controller.
  - (b) Capable of using programmable Diode Card from standard Model 210C Conflict Monitors.
  - (c) Provides Red Circuit monitoring (via external interface cable described in E3.3).
  - (d) Incorporates a user-configurable Ethernet Port to permit communication with Controller Unit or PC based operational software for status and fault event data.

- (e) Windows-based software (including software updates) allowing communication with the Enhanced Conflict Monitor through the Ethernet Port shall be provided without charge throughout the service lifetime of the product.
- (f) Provides enhanced logging capability for full time-stamped event recording.

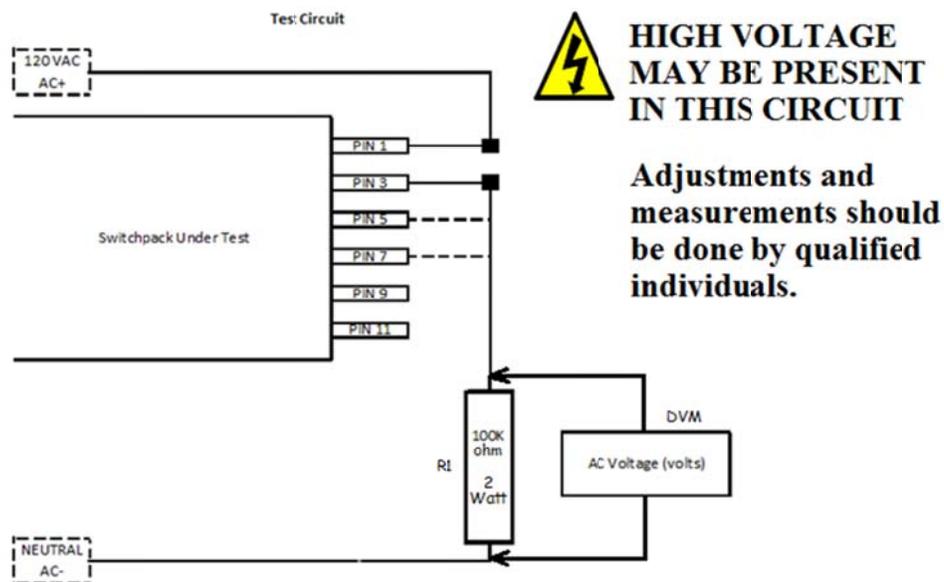
E3.3 When ordered separately, each Enhanced Conflict Monitor shall be supplied with a Red Interface Cable Assembly harness (20 pin socket and wiring). Each wire shall be a minimum of 1 metre long, and each conductor shall be labeled with pin number and function.

#### E4. MODEL 200 COMPATIBLE SWITCH PACK, LOW LEAKAGE VERSION

E4.1 For this Bid Opportunity, Bidders that provide unit pricing on Item 5 "Model 200 Compatible Switch Pack, Low Leakage Version" will also be required to provide the following information that needs to accompany Bid Documents. All documents provided will be considered by the Contract Administrator.

E4.2 Unless otherwise allowed by the Contract Administrator, this item must be fully compatible with the standard requirements of the TEES 2009 Specification for a Model 200 Switch Pack.

E4.3 The electrical circuit shown in pictorial form (below) must be constructed. In this circuit, the applied voltage will be a nominal (unregulated) 120 Volts AC. Resistor R1 shall be a nominal 100,000 ohms resistor rated at 2 watts. A 3½ digit Digital Volt Meter (DVM) will be configured to measure and display AC voltages up to 135.0 volts. For this testing, the DVM does not need to be calibrated: however, the approximate age of the DVM will need to be stated.



E4.3.1 The brand and model number of switch pack tested with this circuit will need to be recorded. If there is a serial number or other unique identification on that switch pack, it will also need to be recorded. Each test report will contain leakage voltage information for only one switch pack.

E4.3.2 The Model 200 switch pack being tested shall be temporarily connected to the circuit (as shown). The 'line' side of the AC power source will be connected to Pin 1 of the switch pack for all tests. One end of the 100,000 ohm resistor will connect to Pin 3 of the switch pack, and the other end of the resistor will connect to the 'neutral' side of the AC power source. The DVM will be used to measure the AC supply and leakage voltages in this circuit.

E4.3.3 As the test procedure starts, the voltage of the applied AC voltage needs to be measured and recorded as **Line Voltage Measurement at Start of Test**.

- E4.3.4 The DVM will then be used to measure the voltage across the resistor. That voltage will need to be recorded as **OFF-STATE LEAKAGE VOLTAGE – PIN 3**.
- E4.3.5 The 100,000 ohm load will need to be connected to Pin 5. As described in Step 6), the **OFF-STATE LEAKAGE VOLTAGE – PIN 5** voltage readings will be taken and recorded.
- E4.3.6 The 100,000 ohm resistor will need to be connected to Pin 7. As described in Step 6), the **OFF-STATE LEAKAGE VOLTAGE – PIN 7** voltage readings will be taken and recorded.
- E4.3.7 As the test procedure concludes, the voltage of the applied AC voltage needs to be measured and recorded as **Line Voltage Measurement at End of Test**.
- E4.4 The recorded **TEST REPORT** results shall be sent to the Contract Administrator for review. The Contract Administrator will advise the Bidder whether the switch pack model being offered will be acceptable for this Bid Opportunity.
- E4.5 Please contact the Contract Administrator (C.A.) if there are any questions regarding this testing and reporting procedure. The C.A.'s name and phone number are shown in D3.1 in this Bid Opportunity document.

## **E5. CRATING / PALLETS**

- E5.1 There shall be no separate charges for crating and / or one-time use pallets for products shipped within this Bid Opportunity.
- E5.2 All goods supplied shall be packed by the Contractor to ensure damage to supplied goods does not occur while in transit.

## **E6. APPROVED PRODUCTS**

- E6.1 The following is a list of approved products for the various Items in this Bid Opportunity:
- E6.1.1 **Item 1:** DTS Model 170E including DTS Model 412C EMB-170-00270 Rev.G
- E6.1.2 **Item 2:** PSI Model 332 L Cabinet shell, fan and thermostat
- E6.1.3 **Item 2:** McCain Model 332 L Cabinet shell, fan and thermostat
- E6.1.4 **Item 3:** Econolite Model 332L c/w Model 206L Power Supply and EDI Model 2010ECLip Conflict Monitor (includes Red Interface Cable Assembly wired to Output File) with Emerson EDCO SHA-1250 based Service Panel Assembly
- E6.1.5 **Item 3:** McCain Model 332L c/w Model 206L Power Supply and EDI Model 2010ECLip Conflict Monitor with Emerson EDCO SHA-1250 based Service Panel Assembly
- E6.1.6 **Item 3:** PSI Model 332L c/w Model 206L Power Supply and EDI Model 2010ECLip Conflict Monitor with Emerson EDCO SHA-1250 based Service Panel Assembly
- E6.1.7 **Item 4:** EDI Model 2010ECLip Conflict Monitor and Red Interface Cable Assembly
- E6.1.8 **Item 5:** Novax Model 200 Switch Pack
- E6.1.9 **Item 6:** EDI Model 242 DC Isolator
- E6.1.10 **Item 6:** PDC Model 242 DC Isolator
- E6.1.11 **Item 7:** Econolite Service Panel Assembly (based on Emerson EDCO SHA-1250)

## **E7. INSPECTION AND PRE-PRODUCTION SAMPLE ITEM REQUIREMENT**

- E7.1 The Contract Administrator may require the successful Bidder to supply one (1) pre-production "sample unit" of any item Bid, for detailed inspection, testing and approval by the City prior to delivery of the order.
- (a) The Contractor is responsible for paying all transportation charges for all sample item(s).

- E7.2 If requested, the successful Bidder shall supply a pre-production sample unit within thirty (30) Calendar Days following the notification by the Contract Administrator. Failure to supply the sample unit within the prescribed time interval may result in cancellation of the order.
- E7.3 The Contractor shall notify the Contract Administrator of any deviations in the samples from the requirements of the contract.
- E7.4 The Contract Administrator will inspect the samples. Upon completion of the inspections the following will apply:
- (a) Approved as submitted;
  - (b) Approved subject to changes, or
  - (c) Reject and instruct the Contractor to re-submit.
- E7.5 Acceptance will be based on meeting the essential requirements of this specification and specification as noted in E1.3. All items supplied thereafter shall perform equal to or better than the approved pre-production sample.
- (a) For sample(s) that are approved as submitted, the Contractor shall supply similar item(s) in fulfillment of each order that will be expected to perform similarly to the sample that was approved.
  - (b) If approved subject to changes, the Contractor shall promptly make the changes the Contract Administrator has requested which are consistent with the Bid Opportunity. The Contractor shall re-submit their sample to the Contract Administrator for inspection and approval unless otherwise directed by the Contract Administrator. When re-submitting the sample, the Contractor shall notify the Contract Administrator in writing of any and all changes other than those requested by the Contract Administrator.
  - (c) If sample(s) rejected, the Contract Administrator may instruct the Contractor to re-submit another pre-production sample. That next sample will be inspected as mentioned in E7.4. The Contractor shall not supply additional units of that item until that item has been approved in writing by the Contract Administrator.
- E7.6 The approval of the pre-production sample by the Contract Administrator authorizes the commencement of the production, but shall not relieve the Contractor of the responsibility to comply with all provisions of this Specification.
- E7.7 If approved as submitted, that sample will be deemed to be the first unit delivered under the Contract and payment will be made accordingly.
- E7.8 If item either approved subject to change(s) or rejected, the sample item will be returned at the expense of the Contractor, and no payment will be made.

## PART F - TEST REPORT

### City of Winnipeg – Switch Pack Leakage Current Testing Results

**NOTE:** For each style of **Item No. 4 Switch Pack** offered, both pages will need to be printed, filled out and must accompany required Bid Documents **Form A:** and **Form B:**

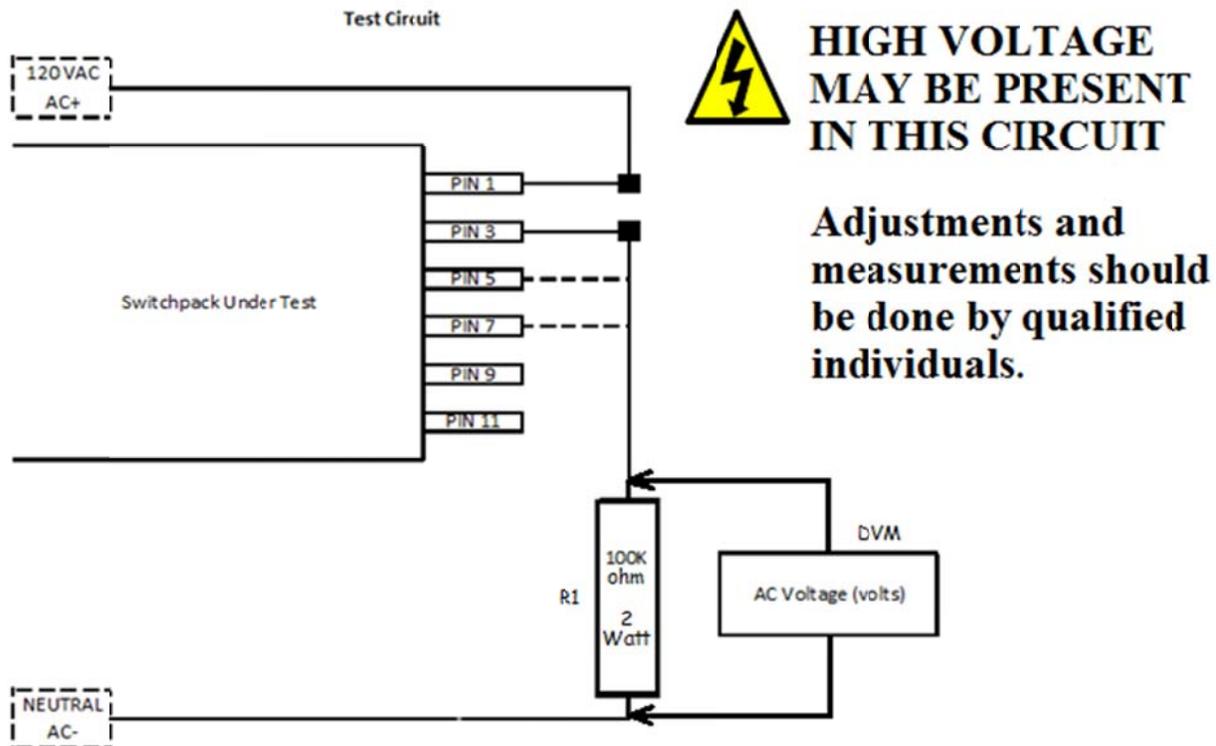
### INSTRUCTIONS

For this Bid Opportunity, Bidders that provide pricing on Item 4 “**Model 200 Compatible Low Leakage Switch Pack**” are required to provide the following information to accompany Bid Documents.

The electrical circuit shown in pictorial form (below) must be constructed. In this circuit, the applied voltage will be a nominal (unregulated) 120 Volts AC. Resistor R1 shall be a nominal 100,000 ohms resistor rated at 2 watts. The DVM shall be a 3½ digit Digital Volt Meter configured to measure and display AC voltages up to 135.0 volts. For this testing, the DVM does not need to be calibrated: however, the brand, model and approximate age of the DVM will need to be stated on this **TEST REPORT**. The brand and model number of switch pack tested with this circuit will need to be recorded. Any serial number or other unique identification on that switch pack will also need to be recorded. Each test report will contain leakage voltage information for only one switch pack model.

### TEST PROCEDURE

The Model 200 Compatible switch pack being tested shall be connected to the circuit (as shown below). For all voltage measurements, the ‘line’ side of the AC power source will be connected to **Pin 1** of the switch pack. One end of the 100,000 ohm resistor will connect to **Pin 3** of the switch pack, and the other end of the resistor will connect to the ‘neutral’ side of the AC power source. The DVM will be used to measure the circuit supply voltage (AC+) and leakage voltages (all referenced to AC-) in this circuit.



- 1) As the test starts, a DVM will be used to measure the applied AC voltage and that value needs to be recorded as Line Voltage Measurement at Start of Test.
- 2) The DVM will then be used to measure the leakage voltage across the 100,000 ohm resistor. That voltage will need to be recorded as OFF-STATE LEAKAGE VOLTAGE – PIN 3.

- 3) The 100,000 ohm load will need to be connected to Pin 5. As described in Step 2), the OFF-STATE LEAKAGE VOLTAGE – PIN 5 leakage voltage readings will be taken and recorded.
- 4) The 100,000 ohm resistor will need to be connected to Pin 7. As described in Step 2), the OFF-STATE LEAKAGE VOLTAGE – PIN 7 leakage voltage readings will be taken and recorded.
- 5) As the test concludes, the voltage of the applied AC voltage needs to be measured and recorded as Line Voltage Measurement at End of Test.
- 6) The completed TEST REPORT with recorded information shall be sent to the Contract Administrator for review.

The Contract Administrator (C.A.) identified in D3.1 will review results and will advise the Bidder whether the switch pack model being offered will be acceptable for this Bid Opportunity.

Please contact the C.A. with any questions regarding this testing and reporting procedure. The C.A.'s name and phone number are shown in the Bid Opportunity document.

**PLEASE PRINT LEGIBLY**

Date \_\_\_\_\_

Bidder's Name \_\_\_\_\_ Bidder's Phone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Brand and Model of Digital Volt Meter (DVM) \_\_\_\_\_

Approximate Age of DVM \_\_\_\_\_ Years \_\_\_\_\_ Months (if DVM more than 5 years old, only enter years)

Brand and Model Number of switch pack tested \_\_\_\_\_

- 1) Line Voltage Measurement at Start of Test: \_\_\_\_\_ Volts AC
- 2) OFF-STATE LEAKAGE VOLTAGE - PIN 3: \_\_\_\_\_ Volts AC
- 3) OFF-STATE LEAKAGE VOLTAGE - PIN 5: \_\_\_\_\_ Volts AC
- 4) OFF-STATE LEAKAGE VOLTAGE - PIN 7: \_\_\_\_\_ Volts AC
- 5) Line Voltage Measurement at End Of Test: \_\_\_\_\_ Volts AC

**For Contract Administrator Use:**

Bid Opportunity 1004-2014

Date: \_\_\_\_\_

Acceptable

Not Acceptable

Bidder Notified

COMMENTS:

The completed Test Report must be included with Bid Documents.