



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 445-2016

**SUPPLY AND DELIVERY OF LARGE DIAMETER BUTTERFLY VALVES WITH
ACTUATORS**

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 SUPPLY AND DELIVERY OF LARGE DIAMETER BUTTERFLY VALVES WITH ACTUATORS

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, May 24, 2016.

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 D4.1.

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 9 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.

B7. BID SUBMISSION

- B7.1 The Bid shall consist of the following components:
- (a) Form A: Bid; and
 - (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 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.
- 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 11 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.

B9.1.2 Prices on Form B: Prices shall not include Environmental Handling Charges (EHC) or fees, 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.

B10. DISCLOSURE

B10.1 Various Persons provided information or services with respect to this Work. In the City's opinion, this relationship or association does not create a conflict of interest because of this full disclosure. Where applicable, additional material available as a result of contact with these Persons is listed below.

B10.2 The Persons are:

- (a) N/A

B11. QUALIFICATION

B11.1 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.

B11.2 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>

B11.3 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);

B11.4 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.

B11.5 The Bidder shall provide, on the request of the Contract Administrator, full access to any of the Bidder's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.

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 10 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 10 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 11 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 11 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 B11 (pass/fail);
- (c) Total Bid Price;
- (d) economic analysis of any approved alternative pursuant to B6;

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.
- B15.4.1 Further to B15.1(a), in the event that a unit price is not provided on Form B: Prices, the City may determine the unit price by dividing the Amount (extended price) by the approximate quantity, for the purposes of evaluation and payment.
- B15.5 This Contract will be awarded 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
- 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, delivery, field testing and commissioning of a 1200mm (48") diameter butterfly valve with a manual actuator and a 1050mm (42") diameter butterfly valve with a manual actuator..

D2.2 The major components of the Work are as follows:

- (a) Supply and delivery of AWWA C504 Butterfly Valves and Actuators
- (b) Supply and delivery of nuts, bolts, fasteners and gaskets.
- (c) Field testing of valves.
- (d) Inspection of installation and commissioning for each valve.
- (e) Supply of Operation and Maintenance manuals for each valve.

D3. DEFINITIONS

D3.1 Notwithstanding C1.1, when used in this Bid Opportunity:

- (a) "**ANSI**" means American National Standards Institute;
- (b) "**ASME**" means American Society of Mechanical Engineers;
- (c) "**ASTM**" means American Society for Testing and Materials;
- (d) "**AWWA**" means American Water Works Association;
- (e) "**CSA**" means Canadian Standards Association;
- (f) "**IEC**" means International Electrotechnical Commission;
- (g) "**ISO**" means International Organization for Standardization;
- (h) "**NACE**" means National Association of Corrosion Engineers;
- (i) "**NEMA**" means National Electrical Manufacturers Association;
- (j) "**NSF**" means National Sanitation Foundation;
- (k) "**SAE**" means Society of Automotive Engineers.

D4. CONTRACT ADMINISTRATOR

D4.1 The Contract Administrator is:

Doug Berg, C.E.T.
Project Coordinator

Telephone No.: 204-986-4452

Facsimile No.: 204- 986-5345

D5. OWNERSHIP OF INFORMATION, CONFIDENTIALITY AND NON DISCLOSURE

D5.1 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.

- D5.2 The Contractor shall not make any public announcements or press releases regarding the Contract, without the prior written authorization of the Contract Administrator.
- D5.3 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.
- D5.4 A Contractor who violates any provision of D5 may be determined to be in breach of Contract.

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
- D6.2 **Bids Submissions must be submitted to the address in B7.5.**

SUBMISSIONS

D7. AUTHORITY TO CARRY ON BUSINESS

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

D8. INSURANCE

- D8.1 The Contractor shall provide and maintain the following insurance coverage:
- (a) commercial general liability insurance, in the amount of at least two million dollars (\$2,000,000.00) inclusive, with The City of Winnipeg added as an additional insured; such liability policy to also contain a cross-liability clause, non-owned automobile liability and products and completed operations cover, to remain in place at all times during the performance of the Work;
 - (b) if applicable, Automobile Liability Insurance covering all motor vehicles, owned and operated and used or to be used by the Contractor directly or indirectly in the performance of the Work. The Limit of Liability shall not be less than \$2,000,000 inclusive for loss or damage including personal injuries and death resulting from any one accident or occurrence.
- D8.2 Deductibles shall be borne by the Contractor.
- D8.3 The Contractor shall provide the Contract Administrator with a certificate(s) of insurance, in a form satisfactory to the City Solicitor, at least two (2) Business Days prior to the commencement of any Work but in no event later than the date specified in C4 for the return of the executed Contract.
- D8.4 The Contractor shall not cancel, materially alter, or cause the policy to lapse without providing at least thirty (30) Calendar Days prior written notice to the Contract Administrator.

D9. MATERIAL SAFETY DATA SHEETS

- D9.1 The Contractor shall provide the Contract Administrator with one (1) copy of Material Safety Data Sheets (MSDS's) for each product to be supplied under the Contract at least two (2) Business Days prior to the commencement of Work but in no event later than the date specified in C4 for the return of the executed Contract.
- D9.2 Throughout the term of the Contract, the Contractor shall provide the Contract Administrator with revisions or updates of the MSDS's as soon as may be reasonably possible.

SCHEDULE OF WORK

D10. COMMENCEMENT

- D10.1 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.
- D10.2 The Contractor shall not commence any Work until:
- (a) the Contract Administrator has confirmed receipt and approval of:
 - (i) evidence of authority to carry on business specified in D7;
 - (ii) evidence of the workers compensation coverage specified in C6.16;
 - (iii) evidence of the insurance specified in D8;
 - (iv) the Material Safety Data Sheets specified in D9;
 - (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D11. DELIVERY

- D11.1 Goods shall be delivered by November 1, 2016, f.o.b. destination, freight prepaid to:
Mr. Rolly Fournier
Facilities Maintenance Supervisor

Water Services Division Hurst Pumping Station
60 Hurst Way
Winnipeg, Manitoba
Ph. 204-986-2085
- D11.2 At the determination of the Contract Administrator, the alternate delivery site for the Goods shall be the Tache Booster Pumping Station located at 866 Tache Avenue in Winnipeg.
- D11.3 The Contractor shall confirm each delivery with the Contract Administrator or his/her designate, at least two (2) Business Days before delivery.
- D11.4 Goods shall be delivered between 9:00 a.m. and 3:00 p.m. on Business Days.
- D11.5 The Contractor shall off-load goods as directed at the delivery location.

D12. LIQUIDATED DAMAGES

- D12.1 If the Contractor fails to achieve delivery of the goods within the time specified in D11.1 Delivery the Contractor shall pay the City five hundred dollars (\$500.00) per Calendar Day for each and every Calendar Day until the goods have been delivered.
- D12.2 The amount specified for liquidated damages in D12.1 is based on a genuine pre-estimate of the City's damages in the event that the Contractor does not achieve Delivery by the day fixed herein for same.

D12.3 The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

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

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

D15. PAYMENT SCHEDULE

D15.1 Further to C10, payment shall be in accordance with the following payment schedule:

- (a) Supply and Delivery in accordance with D11, seventy-five percent (75%) of the Bid Price for each Supply and Delivery item (Items 1 and 2) indicated in Form B: Prices. Note that Form 200 – Certificate of Equipment Delivery must be executed by the Contractor prior to issuance of payment.
- (b) Upon satisfactory on-site testing and commissioning, twenty-five percent (25%) of the Bid Price for each Supply and Delivery item (Items 1 and 2) indicated in Form B: Prices. Note that Form 203 – Certificate of Equipment Satisfactory Performance must be executed by the Contractor prior to issuance of payment.
- (c) In the event the equipment supplied under this Bid Opportunity is not installed by others within six (6) months of the date set out in D11, through no fault of the Contractor, fifteen percent (15%) of the Bid Price for each Supply and Delivery item (Items 1 and 2) indicated in Form B: Prices will be paid out to the Contractor. The balance of this payment will be made upon successful testing and commissioning after installation of the equipment in accordance with the Specifications.
- (d) Payment for Initial Site Inspection, Testing and Commissioning Services (Item 4. on Form B: Prices) will be paid within thirty (30) days of successful provision of site inspection and commissioning services and shall be compensation in full for inspection of installation of

each butterfly valve and actuator, operation and maintenance manuals and training in accordance with the Specifications. Provision of additional site inspection services, if required, will be made upon the request of the Contract Administrator in accordance with the Specifications.

WARRANTY

D16. WARRANTY

- D16.1 Warranty is as stated in C11.
- D16.1 Further to C11, 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.
- D16.2 Notwithstanding C11 and C12, if any law of Manitoba or of the jurisdiction in which the work was manufactured requires, or if the manufacturer provides, a longer warranty period or a warranty which is more extensive in its nature, then the provisions of such law or manufacturer's warranty shall apply.

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. GOODS

- E2.1 The Contractor shall supply and deliver the following equipment in accordance with the requirements hereinafter specified.
- (a) One (1) 1200 millimetre diameter AWWA C504 butterfly valve with manual actuator.
 - (b) One (1) 1050 millimetre diameter AWWA C504 butterfly valve with manual actuator
- E2.2 *The City of Winnipeg Standard Construction Specifications* in its entirety, whether or not specifically listed on Form B: Prices, shall apply to the Work.
- E2.2.1 *The City of Winnipeg Standard Construction Specifications* is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/Spec/Default.stm>
- E2.2.2 The version in effect three (3) Business Days before the Submission Deadline shall apply.
- E2.2.3 Further to C2.4(d), Specifications included in the Bid Opportunity shall govern over *The City of Winnipeg Standard Construction Specifications*.

E3. SHOP DRAWINGS

- E3.1 Description
- (a) This Specification shall revise, amend and supplement the requirements of CW 1100 of the City of Winnipeg's Standard Construction Specifications.
 - (i) The term 'shop drawings' means drawings, diagrams, illustrations, schedules, performance charts, brochures, and other data, which are to be provided by the Contractor to illustrate details of a portion of the Work.
 - (ii) The Contractor shall submit specified shop drawings to the Contract Administrator for review. All submissions must be in metric units. Where data is in imperial units, the correct metric equivalent shall also be show on all submissions for Engineering review.
 - (iii) Provision of Shop Drawings will be considered incidental to the price for supply and delivery of equipment.
 - (b) Shop Drawings
 - (i) Original drawings are to be prepared by the Contractor, Subcontractor, Supplier, Distributor, or Manufacturer, which illustrate appropriate portion of Work; showing fabrication, layout, setting or erection details as specified in appropriate sections.
 - (c) Contractor's Responsibilities
 - (i) Review shop drawings, product data and samples prior to submission and stamp and sign drawings indicating conformance to the Contract requirements.
 - (ii) Verify:
 - (a) Field measurements
 - (b) Field construction criteria
 - (c) Catalogue numbers and similar data

- (iii) Coordinate each submission with requirements of Work and Contract Documents. Shop drawings of separate components of a larger system will not be reviewed until all related drawings are available.
 - (iv) Notify Contract Administrator, in writing at time of submission, of deviations from requirements of Contract Documents.
 - (v) Responsibility for deviations in submission from requirements of Contract Documents is not relieved by Contract Administrator's review of submission, unless Contract Administrator gives written acceptance of specified deviations.
 - (vi) Responsibility for errors and omissions in submission is not relieved by Contract Administrator's review of submittals.
 - (vii) The Contractor shall make any corrections required by the Contract Administrator and shall resubmit the required number of corrected copies of Shop Drawings. The Contractor shall direct specific attention in writing or on resubmitted Shop Drawings to revisions other than the corrections requested by the Contract Administrator on previous submission.
 - (viii) After Contract Administrator's review and return of copies, distribute copies to sub-trades as appropriate.
 - (ix) Maintain one (1) complete set of reviewed shop drawings, filed by Specification Section Number, at the Site for use and reference of the Contract Administrator and Subcontractors.
- (d) Submission Requirements
- (i) Schedule submissions at least 14 Calendar days before dates reviewed submissions will be needed, and allow for a 14 Calendar day period for review by the Contract Administrator of each individual submission and re-submission, unless noted otherwise in the Contract Documents.
 - (ii) Submit five (5) paper prints of shop drawings. The Contractor is advised that the Contract Administrator will retain three (3) copies of all submittals and return two (2) copies to the Contractor.
 - (iii) Accompany submissions with transmittal letter, containing:
 - (a) Date
 - (b) Project title and Bid Opportunity number
 - (c) Contractor's name and address
 - (d) Number of each shop drawing, product data and sample submitted
 - (e) Specification Section, Title, Number and Clause
 - (f) Drawing Number and Detail/Section Number
 - (g) Other pertinent data
 - (iv) Submissions shall include:
 - (a) Date and revision dates.
 - (b) Project title and Bid Opportunity number.
 - (c) Name of:
 - (i) Contractor
 - (ii) Subcontractor
 - (iii) Supplier
 - (iv) Manufacturer
 - (v) Separate detailer when pertinent
 - (d) Identification of product of material.
 - (e) Relation to adjacent structure or materials.
 - (f) Field dimensions, clearly identified as such.
 - (g) Specification section name, number and clause number or drawing number and detail/section number.
 - (h) Applicable standards, such as CSA or CGSB numbers.
 - (i) Contractor's stamp, initialled or signed, certifying review of submission, verification of field measurements and compliance with Contract Documents.
- (e) Other Considerations

- (i) Fabrication, erection, installation or commissioning may require modifications to equipment or systems to conform to the design intent. Revise pertinent shop drawings and resubmit.
- (ii) Material and equipment delivered to the Site will not be paid for until pertinent shop drawings have been submitted and reviewed.
- (iii) Incomplete shop drawing information will be considered as stipulated deductions for the purposes of progress payment certificates.
- (iv) No delay or cost claims will be allowed that arise because of delays in submissions, re-submissions and review of shop drawings.

E4. BUTTERFLY VALVES

E4.1 Description

- (a) This specification shall cover the design and manufacture of butterfly valves to be supplied under this contract. This specification is supplementary to and shall be read together with the latest revision of AWWA Standard C504, "Rubber Seated Butterfly Valves".
- (b) All butterfly valves to be supplied under this contract shall be designed and manufactured by a company having at least five (5) years prior experience in manufacturing these types of products in the sizes and to the pressure ratings as those specified herein.

E4.2 Design Requirements

(a) General

- (i) Design, materials and construction of all valves shall conform to the latest version of AWWA Standard C504.
- (ii) Further to AWWA C504, products and coatings in contact with potable water shall be certified as suitable for contact with drinking water by an accredited certification organization in accordance with ANSI/NSF 61 "Drinking Water System Components – Health Effects"
- (iii) Design torques shall be calculated using procedures outlined in AWWA Manual of Water Supply Practices – Butterfly Valves: Torque, Headloss and Cavitation Analysis – M49.

(b) Design Parameters

- | | |
|--|------------------------------|
| (i) Service | Potable Drinking Water |
| (ii) Chemical Resistance | 1 % Hypochlorite |
| (iii) Installation | Submerged Service |
| (iv) Operating service | -40°C to +70°C |
| (v) Water Temperature Service | 0°C to 20°C |
| (vi) Normal System Operating Pressure | 172 Kilopascals (25 p.s.i.) |
| (vii) Valve Test Pressure (2 times Operating) | 344 KPa (60 p.s.i) |
| (viii) Type of Body | Flanged Short Body |
| (ix) Maximum Non-Shock Shut-Off Pressure (All) | 700 Kilopascals (100 p.s.i.) |
| (x) Body (All) | Cast Iron or Ductile Iron |
| (xi) Headloss | Maximum K value 0.5 |
| (xii) Valve torques and safety factors shall be based upon the design pressure of 700 Kilopascals (100 psi). | |

NOMINAL PIPE SIZE (MM)	QUANTITY	ACTUATOR TYPE	VALVE CLASS	PRIMARY SERVICE FUNCTION
1200	1	Manual	150B	Isolation (Open/Close)
1050	1	Manual	150B	Isolation (Open/Close)

E4.3 Materials

(a) General

- (i) Materials for butterfly valves shall meet or exceed the latest revision requirements of AWWA Standard C504 and shall meet or exceed the requirements of this Specification.
- (ii) Materials throughout shall be the best of their respective kinds. The equipment shall be designed for the very highest class of service, shall include the highest degree of strength, durability and reliability for continuous operation and for most convenient maintenance.
- (iii) Liberal factors of safety (minimum of fifty percent (50%)) shall be used throughout especially for all parts subject to alternating stresses or shock.
- (iv) All joints shall be machined and all castings shall be spot-faced for nuts. All rods shall be finished. All mating faces shall be drilled and tapped, peened, or finished as subsequently specified.
- (v) The mechanical features of the equipment covered by these Specifications shall conform to the appropriate standards of the ASME.
- (vi) Threads on all screws, bolts, studs, and nuts shall be American Standard. Tapped holes in flanges shall be standard unified national threads of the coarse-thread series.

(b) Stainless Steel Components

- (i) All components specified in the latest revision of AWWA Standard C504 as stainless steel and the valve shaft, pins, clamps and retaining rings for the rubber seats shall be Type 304 stainless steel. No alternative materials will be accepted in this regard.

(c) Workmanship

- (i) All foundry and machine work shall be in accordance with the best modern practice for the class of work involved.
- (ii) All parts shall conform accurately to the required dimensions and shall be free from injurious defects. All machine parts shall be made to template or gauge.
- (iii) No repairs to metal such as welding, plugging, peening or stitching will be permitted. Any valve or actuator exhibiting such repairs will be rejected.
- (iv) All joints shall be faced true and shall be watertight where subject to water pressure.
- (v) The bolt holes of all cast iron flanges and flanged fittings shall be spot faced to the specified thickness of flange with a plus tolerance of 3 millimetres (1/8 inch).
- (vi) All iron parts receiving bronze mounting shall be finished to fit. Such hand work shall be done in finishing as is required to produce a neat, workmanlike, well fitting, and smooth operating job throughout.
- (vii) All parts of the same size and same make shall be interchangeable.

(d) Ferrous Castings

- (i) All castings shall be true to pattern, of workmanlike finish and of uniform fine grain quality and condition, free from blowholes, porosity, hard spots, shrinkage defects, cracks, or other injurious defects and shall be smooth and well cleaned before inspection. Castings shall be readily machinable. Castings shall not be repaired, plugged, or welded.

- (e) Valve Bodies
 - (i) Valve bodies shall be as indicated in E4.2(b) and constructed of either cast iron conforming to ASTM Standard A126, Class B or ASTM A48, Class 40; of ductile iron conforming to ASTM A536, Grade 65-45-12; or of alloy cast iron conforming to ASTM A436, Type 1 and 2, or ASTM A439, Type D-2 with a maximum lead content of 0.003 percent.
- (f) Valve Ends
 - (i) The ends of all valves shall be flanged and drilled to ANSI B16.1 standard for cast iron flanges, Class 125.
- (g) Valve Discs
 - (i) The design and materials of valve discs shall conform to the requirements of Section 4.5 of the latest revision of AWWA Standard C504.
 - (ii) Discs shall be offset to provide an uninterrupted 360 degree seating edge and shall be cast iron per ASTM A48, Class 40 or ductile iron per ASTM A536 (65-45-12).
 - (iii) The disc seating edge, if applicable, shall be solid type 316 stainless steel.
 - (iv) The disc shall be securely attached to the valve shaft using type 304 stainless steel taper fasteners.
 - (v) Disc structures containing hollow cavities are not acceptable.
- (h) Valve Shaft
 - (i) Valve shaft shall be constructed of type 304 stainless steel.
- (i) Valve Seats
 - (i) Valve seats shall be reinforced natural or synthetic rubber reinforced with high resiliency fabric inserts. The mating seat shall be of type 304 stainless steel. Seats shall be of a design that permits adjustment, removal or replacement of the seat at the site of the installation without removal of the valve from the line. Seats that are clamped or mechanically secured are preferred over epoxy retained seats.
 - (ii) Valve seats shall be manufactured from a solid mass rather than layers of rubber bonded together.
 - (iii) Valves with a rubber seat mounted on the valve disc shall meet the following conditions:
 - a) The disc seats shall be offset from the centre line of the shafts so that the rubber seat forms a continuous uninterrupted ring.
 - b) An insert of stainless steel shall be provided in the body to provide a smooth seating surface for the rubber disc seat.
 - (iv) Mechanically retained rubber seats shall be held in position on the disc or body by a segmented retaining ring secured by type 316 stainless steel nuts and bolts which by tightening will slightly deform the rubber seat to maintain proper contact with the seat face throughout the entire circumference.
- (j) Bearings
 - (i) Bearings in the valve body for shaft ends shall be of the sleeve type made of self-lubricating material such as Teflon filled acetal or approved equal.
 - (ii) Each valve shall be equipped with one or two thrust bearings of corrosion resistant material on the shaft, outboard of the shaft seal or in the actuator housing.
- (k) Shaft Seals
 - (i) Shaft seals shall be designed for the use of standard split-V type packing, standard O-ring seals or pull down packing as described in Section 4.5.7 of the latest revision of AWWA Standard C504.
- (l) Nuts, Bolts and Fasteners
 - (i) Bolts, nuts and washers for Testing of the butterfly valves shall be to ASTM A307 grade B. Bolt size, type and diameter shall be in accordance to AWWA C207-01.

Provide one complete set of bolts, nuts and washers (1 flange) for each valve size provided. Bolt length suitable for coupling C207 Class D flange.

(m) Painting and Coating

- (i) Interior surfaces shall be coated with a protective system in accordance to AWWA Standard C550 – Protective Interior Coatings of Valves and Hydrants, which can be used in a potable water system.
- (ii) Interior coatings shall comply with ANSI/NSF 61 “Drinking Water System Components – Health Effects”
- (iii) Coating shall be two (2) or more layers (5 mils minimum each coat) Polyamide Epoxy, Amerlock 400, Tnemec Series 140F Pota-Pox Plus or approved equal. Application as per manufacturer’s recommendations.
- (iv) Coatings shall be holiday free as defined in Section 5.2.3 of AWWA Standard C550.
- (v) Exterior surfaces shall be painted consistent with interior surfaces.
- (vi) Surfaces shall be prepared to NACE SSPC-SP10- Near-White Metal Blast Cleaning
- (vii) All machined surfaces shall be protected with an approved coating, prior to assembly to prevent rusting. Machined surfaces for valve seats shall have particular attention paid to, as this area if untreated, has proven to support "barnacle growth" which can prevent watertight closure of the valve.

E4.4 Acceptable Products

- (a) DeZurik
- (b) K-Flo 47 Series
- (c) Mueller
- (d) Pratt
- (e) Rodney Hunt
- (f) Val-Matic
- (g) Or Approved Equal in accordance with B5

E4.5 Submittals

- (a) Shop Drawings
 - (i) Submit Shop Drawings in accordance to E3.
 - (ii) Shop Drawings shall state all performance and design criteria.
 - (iii) Allow fourteen (14) calendar days in delivery schedule for review of Shop Drawings, commencing at the date of receipt by the Contract Administrator.
 - (iv) At the time of submission, the Contractor shall inform the Contract Administrator in writing of any deviation in the Shop Drawings from the requirements of the contract documents. The Shop Drawings shall include a copy of the Specifications attached in Part E and marked by the Contractor as either in “compliance” or “deviation” with comment.
 - (v) Provide valve torque calculations for operating conditions listed.
- (b) Affidavit of Compliance
 - (i) Provide Affidavit of Compliance stating that valves meet requirements of the latest revision of ANSI/AWWA Standard C504 and terms of this specification.
- (c) Testing
 - (i) Provide all factory pressure test reports.
 - (ii) Provide protective coating thickness measurements as specified in ANSI/AWWA Standard C550.
 - (iii) Provide recent coating qualification testing results as specified in ANSI/AWWA Standard C550 Section 5.2.1.

E4.6 Valve Testing and Acceptance

E4.6.1 Factory Tests

(a) General

- (i) All acceptance testing shall be completed in the presence of the Contract Administrator or his appointed representative, unless the Contract Administrator waives this requirement. Provide a minimum of two (2) weeks notice of testing schedule to the Contract Administrator.
- (ii) Testing of valves and actuators, including pressure tests, paint and coatings and electrical tests shall be coordinated to minimize number of plant visits.
- (iii) If the Contract Administrator waives witnessing of testing as indicated in E4.6.1(a)(i), provide all testing results to the Contract Administrator for review prior to shipping valves.

(b) Butterfly Valves

- (i) All valves shall be tested with mated actuators mounted and adjusted.
- (ii) All valves shall be tested with valves mounted in the vertical operating orientation.
- (iii) Each valve shall be subjected to hydrostatic tests under a pressure of not less than 1000 kPa for class 150B valves, by the manufacturer at their facilities prior to shipping. The tests shall be conducted in the following manner, in accordance with the latest revision of AWWA Standard C504.
 - ◆ A hydrostatic pressure of not less than 1000 kPa for class 150B valves, shall be applied through bulkheads, alternately to the two sides of the closed disc with the opposite side open to inspection. Under this pressure, the valve seat shall be perfectly watertight.
- (iv) The following information shall be supplied by the Contractor to the Contract Administrator prior to delivery of the valves:
 - ◆ A certified copy of the chemical and physical analysis on all materials used in the manufacturer of the valve(s) or certification that the materials used are in strict accordance with this specification.
 - ◆ Copies of the test reports for Performance, Leakage and Hydrostatic Tests performed in accordance with AWWA Standard C504. Included in the report shall be the signature of the official who is responsible for the valve assembly and testing.

(c) Protective Coatings

- (i) Conduct non-destructive film thickness testing, in accordance to NACE SSPC PA 2, on both interior and exterior surfaces and provide comparison to qualification standard, as per AWWA Standard C550.
- (ii) Conduct low voltage holiday testing as specified in AWWA Standard C550 section 5.2.3. Completed coating shall be holiday-free.
- (iii) The Contract Administrator will conduct holiday testing to NACE RP01188-88.
- (iv) The Contract Administrator will conduct disbondment testing in accordance to ASTM D 4541. Tensile adhesion shall be acceptable if a minimum tensile adhesion rating of 3447 kPa (500 psi) is achieved.

E4.6.2 Field Tests

(a) Butterfly Valves

- (i) The Contractor shall perform a hydrostatic leak test, in the presence of the Contract Administrator, on all valves once they arrive at the City warehouse.
- (ii) The City will provide the Contractor with a blind testing flange for testing the 1200mm diameter butterfly valve; the blind flange will remain property of the City upon successful completion of testing. The Contractor shall be responsible for providing a gasket(s) for the blind testing flange.
- (iii) The Contractor shall provide a suitable 2100mm diameter blind testing flange and gasket, with a tapped fitting suitable for the introduction of water, for testing

this valve. This blind testing flange will become property of the City upon successful completion of testing and will be of the following:

- ◆ The blind testing flange supplied shall be in accordance with AWWA Standard C207 for Class B type blind flanges.
- (iv) The Contractor shall provide for each valve, two (2) - 3 millimetre SBR gaskets, bolts, and testing equipment, suitable to conduct tests.
- (v) The test shall be performed as follows:
 - ◆ The valve shall be orientated in the vertical position.
 - ◆ A gasketed, steel blind flange with a tapped fitting suitable for introduction of compressed water shall be bolted in place.
 - ◆ The space between the blind flange and valve disc shall be filled through the center port, and air bled off through the top port. Once all air has been expelled, the top test port shall be closed.
 - ◆ A pressure of 700 kPa for class 150B valves shall be applied through the fitting and maintained for 10 minutes. Under this pressure the valve seat shall be perfectly watertight.
 - ◆ The test shall be repeated for the opposite side.

E4.6.3 The Contractor shall ensure a qualified representative of the valve manufacturer is present for the testing of the valves to correct any deficiencies found.

E5. VALVE ACTUATORS

E5.1 Description

- (a) This specification shall cover the design and manufacture of actuators for butterfly valves to be supplied under this contract. This specification is supplementary to and shall be read together with the latest revision of AWWA Standard C504, "Rubber-Seated Butterfly Valves"
- (b) All manual actuators to be supplied under this contract shall be designed and manufactured by a company having at least five (5) years prior experience in manufacturing these types of products in the size and to the pressure ratings as those specified herein.
- (c) Actuators shall be counter clockwise to open.

E5.2 Submittals

E5.2.1 Shop Drawings

- (a) Submit Shop Drawings in accordance to E3.
- (b) Shop Drawings shall state all performance and design criteria.
- (c) Allow fourteen (14) calendar days in delivery schedule for review of Shop Drawings, commencing at the date of receipt by the Contract Administrator.
- (d) At the time of submission, the Contractor shall inform the Contract Administrator in writing of any deviation in the Shop Drawings from the requirements of the contract documents. The Shop Drawings shall include a copy of the Specifications attached in Part E and marked by the Contractor as either in "compliance" or "deviation" with comment.
- (e) Provide valve torque calculations for operating conditions listed.

E5.2.2 Testing

- (a) Provide all factory pressure test reports.
- (b) In the absence of factory inspection and the witness of tests by the Contract Administrator, the Contractor shall provide copies of the following test reports prior to delivery of the actuators:

- (i) Proof-of-Design test and,
- (ii) Performance tests

E5.3 Manual Actuators

E5.3.1 General Design Requirements

- (a) Quarter turn, manual geared actuators shall be of worm gear drive type designed for one person operation and for a maximum pull on the handwheel rim, at maximum torque conditions of not more than 356 Newtons (80 ft pounds).
- (b) Butterfly valves requiring manual actuators shall be identified as such in the items listed as same in Form B: Prices.

E5.3.2 Gearing and Enclosure

- (a) Actuators shall be manual geared with a ball bearing mounted worm gear drive, machine cut gear teeth, and be totally enclosed in a sealed housing sufficient to permit normal operation even when totally submerged in water. Travelling nut type of mechanisms will not be accepted. Gear lubricant shall be of the bulk grease type; synthetic lubricants will not be accepted.
- (b) Number of actuator turns to open or close the valve shall be kept to as few as possible to avoid overtorquing and damage to the actuator.
- (c) Submersible rating shall be adequate for seven and one half (7.5) metres water submergence for forty-eight (48) hours.
- (d) Accessible parts of the actuator requiring lubrication shall be provided with button-head alemite grease fittings.

E5.3.3 Input Limit Stops

- (a) Adjustable, external stop-limiting devices shall be provided on the actuators to prevent over-travel of the valve disc in the open and closed position.
- (b) Under circumstances where spur gear attachments are installed on the input side of the actuator to facilitate the maximum input operating torque of 356 Newtons (80 ft. pounds), input limit stops shall be installed on the input side of the spur gear attachment.
- (c) A shear pin or other torque regulating device shall be provided on the actuator or handwheel/operating nut as an extra precaution against actuators being over-torqued.

E5.3.4 Handwheel

- (a) Actuator shall be equipped with a 450 millimetre (min.) to 600 millimetre (max.) diameter handwheel fitted with an operating nut secured in position by a lock nut, pin or key. The operating nut shall be 49 millimetres square at the top, 51 millimetres square at the base and 45 millimetres high. The handwheel shall be made of cast iron or aluminum of the rimmed type with finger grips, an arrow, the word "OPEN" cast in relief on the rim and have an easy slide fit onto the mating shaft. Direction of opening shall be counter clockwise. Spinners shall be provided on all handwheels.
- (b) The handwheel shall be located sufficiently away from the valve flanges, housings, etc. such that personnel will not hit their knuckles on any of these obstructions when using the handwheel.

E5.3.5 Valve Position Indicator

- (a) A mechanical, valve position indicator shall be provided and mounted on the outside of each valve actuator. The dial or scale plate shall be Type 316 stainless steel and shall be clearly graduated and marked. A Type 316 stainless steel pointer shall be aligned to show the exact position of the valve disc in the valve body. The fastener for the indicator dial shall be made of Type 316 stainless steel.
- (b) There shall also be a visible indication on the valve shaft end showing the position of the valve disc in relation to the shaft to ensure proper relation of the disc and indicating mechanism in the event an actuator has to be removed and replaced on a valve.

E5.3.6 Protective Coatings

- (a) All external ferrous components including adaptor and mounting plates, shall be painted and tested in accordance to Clause E4.3(m) Painting and Coating and Clause E4.6.1(c) of this specification.
- (b) Any touch-up paintwork required during installation shall be undertaken by the Installation Contractor. The touch-up paint shall be of the same colour and specifications used in the above clauses and shall be supplied by the Contractor. The Contractor shall provide a minimum of one (1) litre of paint product for this purpose.

E5.3.7 Acceptable Manufacturers

- (a) Rotork,
- (b) Limitorque or,
- (c) Approved equal as identified in B6.

E6. INSPECTION OF INSTALLATION OF EQUIPMENT

E6.1 General

- (a) The equipment will be installed by the Installation Contractor forces at a later date (spring/summer/fall 2012) and the Contractor will be required to provide a qualified technical representative to :
 - (i) Provide training for the installation of the equipment,
 - (ii) Inspect the installation of the equipment,
 - (iii) Be present during the field testing of the equipment,
 - (iv) Provide training to City personnel in the operation and maintenance of the equipment, and
 - (v) Supervise commissioning.

E6.2 The Contractor shall attend a turn over inspection with the Contract Administrator and the Installation Contractor, at which time the care and control of the equipment will be assumed by the Installation Contractor. The Contractor shall sign Form 200 Certificate of Equipment Delivery, attached in Part F, indicating equipment has been turned over in satisfactory condition.

E6.3 Unless otherwise specifically stated in the Specifications, the Contractor shall provide, and shall allow for in his Bid, a factory-trained representative who, in conjunction with the Contract Administrator, shall give instructions regarding the installation of the equipment. The Contractor's representative shall complete Form 201 Certificate of Instruction, attached in Part F, when he is satisfied that the Installation Contractor has received adequate instruction in the installation of the Contractor's equipment. The completed Form 201 shall be submitted to the Contract Administrator prior to the commencement of equipment installation.

E6.4 The Contractor's factory-trained representative shall visit the site as required to ensure that the installation work is being performed in a proper and workmanlike manner. The Contractor's representative shall complete Form 202 Certificate of Satisfactory Installation, attached in Part F, following installation of the equipment. The completed Form 202 shall be submitted to the Contract Administrator prior to the commencement of functional testing. The Contractor shall allow for a minimum of one (1) full working day at each worksite. Additional days beyond time noted above shall be approved by Contract Administrator.

E6.5 The Contractor's representative shall be present to supervise the commissioning, initial operation, and functional testing of the equipment. The Contractor shall be required to complete Form 203 Certificate of Equipment Satisfactory Performance, attached in Part F, stating that his qualified representative has checked the installed equipment and found the equipment to be satisfactorily installed and in specified working operation. The completed Form 203 shall be received by the Contract Administrator prior to commencement of the Warranty period. The scheduling of the Contractor's factory-trained representative's visits to the site shall be to the mutual satisfaction of the Contractor and the Installation Contractor, and shall be agreed upon

before the work of installing the equipment begins. The Contractor shall allow for a minimum of one (1) full working day at each worksite for commissioning, testing, and training services.

- E6.6 If the Contractor is requested by the Installation Contractor or the Contract Administrator to send a representative to the jobsite to investigate or rectify a suspected fault in the equipment furnished by the Contractor but it is found that the said equipment or Contractor is not at fault, the Contractor shall be entitled to be reimbursed for all reasonable costs and expenses incurred by him in sending his representative to the jobsite, at the per diem rate listed in Form B Prices.
- E6.7 Operating equipment and systems shall be performance tested by the Contractor in the presence of the Contract Administrator to demonstrate compliance with the specified operating requirements. Functional testing shall be conducted under the specified design operating conditions or under such simulated operating conditions as recommended or approved by the Contract Administrator.
- E6.8 The Contractor shall provide training to City staff in accordance with Clause E8. Form 204 Certificate of Training shall not be issued until after training has been provided to the satisfaction of the City.
- E6.9 Immediately following issuance of Form 204 Certificate of Training, the City reserves the right to operate this equipment to suit system requirements.

E7. OPERATION AND MAINTENANCE MANUALS INCLUDING SPARE PARTS LISTS

- E7.1 For each type of equipment, five (5) sets of Operation and Maintenance Manuals shall be submitted to the Contract Administrator for review. The Contractor shall provide these manuals ten (10) Calendar Days in advance before commencement of equipment start-up and commissioning. Provision of Operation and Maintenance Manuals shall be considered incidental to the price paid for supply of equipment.
- E7.2 All instructions in these manuals shall be in the English language to guide the City in the proper operation and maintenance of the equipment.
- E7.3 Bind contents in a three (3)-"D-Ring", hard-covered, plastic-jacketed binder with full cover and spine insert. Organize contents into applicable sections of work, parallel to Specifications breakdown.
- E7.4 Provide all required data in electronic format. Text documents shall be Microsoft Word or Adobe format. Drawings, scanned documents, parts lists, test forms shall be in Adobe format. If possible, documents shall be an original electronic format. Documents that require scanning shall be high quality scans and fully legible. Documents shall be submitted on a high quality compact disk. Compact disk and case shall be labeled in type, with the following;
- (a) Bid opportunity number,
 - (b) Job Title, and
 - (c) Description of Equipment.
- E7.5 In addition to information called for in the Specifications, the following shall be included:
- (a) Title sheet, labeled "Operation and Maintenance Instructions", containing project name and date;
 - (b) List of contents;
 - (c) Reviewed shop drawings of all equipment;
 - (d) Certified factory test results;
 - (e) Full description of entire mechanical system, operation, and control. Provide "as programmed" parameter list for each electric valve actuator;
 - (f) Names, addresses, and telephone numbers of all major sub-contractors and suppliers;

- (g) Detailed specification and operating and maintenance instructions for all items of equipment provided including a preventative maintenance program;
- (h) An itemized list of spare parts recommended for five years of service, particularly those components failure of which will render the equipment supplied inoperative. Any special tools or other ancillary items necessary for commissioning and/or proper operation and maintenance shall also be listed. These prices shall be available to the City at any time prior to the issuance of the Certificate of Acceptance;
- (i) Part books that illustrate and list all assemblies, sub-assemblies, and components.
- (j) Routine test procedures for all electronic and electrical circuits;
- (k) Troubleshooting chart covering the complete controls/electrical power systems, showing description of trouble, probable cause, and suggested remedy;

E7.6 The Contractor shall modify and supplement the manual as required by the Contract Administrator. When accepted, six (6) additional copies, including electronic versions, shall be provided by the Contractor for distribution purposes. The City's staff shall be in receipt of these manuals prior to the date set out for site commissioning of the equipment. The Contract shall not be considered complete, for the purpose of issuing a Certificate of Acceptance until the above manuals have been completed and submitted to the satisfaction of the Contract Administrator.

E8. TRAINING

- E8.1 The Contractor shall include costs for providing training to City staff by a factory-trained representative on the operation and maintenance of the equipment.
- E8.2 Training for the equipment shall be conducted before the operation period as described in Form 203 Certificate of Equipment Satisfactory Performance. The training session shall be conducted on site, in conjunction with commissioning. The Contractor shall provide a qualified instructor as well as the necessary course materials.
- E8.3 Training shall be provided in one session for operation and maintenance staff. The training shall cover operation and maintenance.
- E8.4 Training shall be completed in conjunction with commissioning of the equipment. The Contract shall not be considered complete until the training has been provided and Form 204 Certificate of Training has been signed.

PART F - FORMS

Form 200 Certificate of Equipment Delivery

Form 201 Certificate of Instruction

Form 202 Certificate of Satisfactory Installation

Form 203 Certificate of Equipment Satisfactory Performance

Form 204.....Certificate of Training

FORM 200:
CERTIFICATE OF EQUIPMENT DELIVERY

We certify that the equipment listed below has been delivered into the care of the Installation Contractor. The equipment has been found to be in satisfactory condition and meets its Basic Design Criteria. No defects in the equipment were found.

Project: _____

Item of Equipment: _____

Tag No.: _____

Reference Specification: _____

(Authorized Signing Representative of the Installation Contractor)

(Date)

(Authorized Signing Representative of the Contractor)

(Date)

(Authorized Signing Representative of the Contract Administrator)

(Date)

FORM 201:
CERTIFICATE OF INSTRUCTION

I have completed instruction of the installation of the equipment listed below:

Project: _____

Item of Equipment: _____

Tag No.: _____

Reference Specification: _____

(Authorized Signing Representative of the Contractor)

(Date)

I certify that the party responsible for the installation of the equipment listed below has received instructions from the Contractor.

(Authorized Signing Representative of the Installation Contractor)

(Date)

FORM 202:
CERTIFICATE OF SATISFACTORY INSTALLATION

I have completed my check and inspection of the installation listed below and confirm that it is satisfactory and that defects have been remedied to my satisfaction except any as noted below:

Project: _____

Item of Equipment: _____

Tag No.: _____

Reference Specification: _____

Outstanding Defects : _____

(Authorized Signing Representative of the Contractor)

(Date)

FORM 203:
CERTIFICATE OF EQUIPMENT SATISFACTORY PERFORMANCE

We certify that the equipment listed below has been validated and has been operated for at least seven (7) consecutive days and that the equipment operated satisfactory and meet its Basic Design Criteria. No defects in the equipment were found. The equipment is therefore classed as "conforming"

Project: _____

Item of Equipment: _____

Tag No.: _____

Reference Specification: _____

(Authorized Signing Representative of the Contractor)

(Date)

(Authorized Signing Representative of the Installation Contractor)

(Date)

(Authorized Signing Representative of the Contract Administrator)

(Date)

FORM 204:
CERTIFICATE OF TRAINING

We certify that we have received the appropriate training in the operation and maintenance of the supplied equipment in accordance with these Specifications.

Project: _____

Item of Equipment: _____

Tag No.: _____

Reference Specification: _____

(Authorized Signing Representative of the Contractor)

(Date)

(Authorized Signing Representative of the City)

(Date)

(Authorized Signing Representative of the Contract Administrator)

(Date)