

## BID OPPORTUNITY DOCUMENT FILE NAMING CONVENTION

DOCUMENT DESCRIPTION	SENT TO FTP SITE AS	COMMENTS
Tender	####-YYYY_Tender.pdf	for Tender documents
Request for Proposal	####-YYYY_RFP.docx	for Request for Proposals
Form A:Bid/Proposal	####-YYYY_Form_A-Bid_Proposal	for documents with SUBMISSION on MERX
Form_B:Prices	####-YYYY_Form_B-Prices.xlsx	for Tender documents with SUBMISSION on MERX
Form_B:Fees	####-YYYY_Form_B-Fees.xlsx	for RFP documents with SUBMISSION on MERX
Form_N:Detailed Specifications	####-YYYY_Form_N-Detailed_Specifications.pdf	for Tender or RFP documents with Submission on MERX
Specifications in NMS format	####-YYYY_NMS_Format_Specifications.pdf	If it exceeds approximately 50 pages it's recommended to be a separate document. If small it can be integrated with the Part E Specifications section
	####-YYYY_NMS_Division-#X.pdf ####-YYYY_NMS_Section-#XXXX.pdf	If supplied separately and 50+ pages
Drawings  - @@@@ is the drawing number or name  - 'R@' is the drawing revision level - replace '#' with the sheet number - 'R0' used for non-revised drawings.	####-YYYY_Drawing_@@@@-R@.pdf or ####-YYYY_Drawing_@@@@_Sht#-R@.pdf  ####-YYYY_Drawing_Cover_Page-R@.pdf	Each drawing <b>must be</b> uniquely identified on its face. Drawing files names are derived from the information on the document. Use the City drawing number, if available, otherwise use Consultant drawing number. Where neither is available use the drawing title. The latest revision number in the revision block goes after the R in the file name. Use R0 for a non-revised drawing. If revision dates are used instead of revision numbers then presume a number for each date or entry.  If Cover Sheet does not have a drawing number.
Test hole logs not embedded into the document	####-YYYY_Test_Hole_Logs.pdf	
Video  - @@@@ is the video number or name	####-YYYY_Video_@@@@.avi	
Pictures not embedded into the document  - @@@@ is the picture number or name	####-YYYY_Picture_@@@@-R@.jpeg	
Addendum  - # is the addendum number	####-YYYY_Addendum_#.pdf	This document summarizes all the revisions and must be issued with each addendum. If the revision is simple, revised bid opportunity pages/sections do not have to be re-issued.
Revised bid submission issued with Addendum	####-YYYY_Addendum_#-Bid_Submission.pdf	This section is re-issued as a complete document if it includes Form A & Form B. Documents with SUBMISSION on MERX are issued separately.
Revised Form A:Bid/Proposal	####-YYYY_Addendum_#-Bid/Proposal	documents that are on MERX are issued individually
Revised Form B: Prices	####-YYYY_Addendum_#-Form_B-Prices	for Tender documents with SUBMISSION on MERX
Revised Form B:Fees	####-YYYY_Addendum_#-Form_B-Fees	for RFP documents with SUBMISSION on MERX
Revised Specifications in NMS format with Addendum	####-YYYY_Addendum_#-NMS_Divison_#.pdf ####-YYYY_Addendum_#-NMS_Section_####.pdf	
Revised or additional Drawings with Addendum	####-YYYY_Addendum_#-Drawing_@@@@-R@.pdf	(see Drawing comments above)
Revised or additional Test hole logs with Addendum	####-YYYY_Addendum_#-Test_Hole_Logs.pdf	
Revised or additional Videos with Addendum	####-YYYY_Addendum_#-Video_@@@@.avi	
Revised or additional Pictures with Addendum	####-YYYY_Addendum_#-Picture_@@@@-R@.jpeg	

### FOLDER NAMING CONVENTION FOR TRANSFER TO FTP SITE

FOLDER CONTENTS	FOLDER NAME
Bid opportunity documents, drawings, etc.	####-YYYY
Addendum with any revised or additional documents	####-YYYY_ADDENDUM_#

#### Variable Legend (symbols must be replaced)

YYYY = Year variable  
MM = Month Variable  
DD = Day Variable  
# = numeric value  
@ = alpha and/or number variable

Please email questions to: [purchasing@winnipeg.ca](mailto:purchasing@winnipeg.ca)

Last Revised : January 2020

#### notes:

1) The only acceptable characters within a bid opportunity name are the dash - or the underscore \_ . Replace any "dots" or "/" within a drawing name with the dash or underscore. If your document has extraneous characters it maybe returned to you for renaming.

2) When transferring revised or additional documents after the original transfer do not transfer other documents previously sent.

3) Use of appendices is discouraged. Content should either be embedded into the document or should be an attached document under its own name.