

**PART E**  
**SPECIFICATIONS**

## **PART E - SPECIFICATIONS**

### **GENERAL**

#### **E1. GENERAL**

E1.1 These Specifications shall apply to the Work.

#### **E2. WORK**

E2.1 The Contractor shall provide window washing services in accordance with the requirements hereinafter specified.

E2.2 The Contractor shall :

- (a) wash windows at various City locations as follows:
  - (i) by using fresh cleaning solution without leaving a residue/film on windows;
  - (ii) perform Work with least amount of disruption to occupants inside the buildings;
  - (iii) carefully move furniture/furnishings from windows to obtain access to windows;
  - (iv) upon completion of cleaning, carefully return furniture/furnishings to original position;
- (b) where specified for Items No. 1 to 80:
  - (i) remove, clean and replace windows, screens and security screens (if applicable);
  - (ii) clean window tracks, ledges and window frames;
  - (iii) clean entrance glass;
  - (iv) wash windows inside and/or outside;
- (c) provide adequate protection to prevent any damage to existing structures, furnishings, finishes, etc. during the Work;
- (d) ensure all windows with tracks are fully operational after cleaning and report all abnormalities of windows, tracks and screens to the Contractor Administrator, or his/her delegate, the next Working Day; and
- (e) provide, as required, temporary ramps, barricades, hoardings, to the satisfaction of the User.

E2.3 The Contractor shall notify the User, 48 hours prior to commencement of Work, for each location during the contract.

- (a) The Work shall be performed within the time and date agreed at the time of ordering.
- (b) Items No. 71 and 72: the Contractor shall contact the User to arrange the commencement and completion time and date of the Schedule of Work.

E2.4 The Contractor shall supply a Standard Work Order for each address upon completion of Work performed. The Standard Work Order must clearly indicate, as a minimum:

- (a) Contractors name;
- (b) City employees name (Printed and Signature);
- (c) City employees phone number;
- (d) Item No. and building Address in reference to Form B: Prices, Items No. 1 to 80;
- (e) Date of Work performed;

E2.4.1 The Contractor shall have a copy of each Standard Work Order sent on a monthly basis, by the last Calendar day of each month, to the User.

### **E3. WORK SCHEDULE**

- E3.1 Work shall be performed for Items No. 1 to 78 on Form B: Prices, as follows:
- E3.1.1 Work shall be completed within one (1) Working Day of commencement, except where otherwise agreed at the time of ordering.
- E3.1.2 The cleaning frequency shall be performed as stated in E4.1 through E4.14.2.
- E3.1.3 The Contractor shall promptly report any delay or change to an agreed commencement or completion date to the User.
- E3.2 Work shall be performed for Items No. 79 and 80 on Form B: Prices, on an “as-required” basis during the term of the Contract:
- E3.2.1 Work shall commence within one (1) Calendar Day of the placing of an order, except where otherwise agreed at the time of ordering.
- E3.2.2 Work shall be completed within one (1) Working Day of commencement, except where otherwise agreed at the time of ordering.
- E3.2.3 The Contractor shall promptly report any delay or change to an agreed commencement or completion date to the User.
- E3.3 Work shall be performed as follows, except where otherwise agreed to by the User at the time of ordering:
- (a) Items No. 1 to 80 (inside of the exterior/perimeter windows):
    - (i) Business Days between 8:30 a.m. and 4:30 p.m
  - (b) Items No. 71 and 72 (the outside of the exterior/perimeter windows) in the early morning hours, with completion prior to rush hour, to avoid traffic congestion on Donald Street and Fort Street.
- E3.4 The City reserves the right to add or delete locations, within the boundaries of the City, or alter the type or quantity of Work to be performed at any location as required by changes in its operations during the term of the Contract. Additional will be a similar monetary value for a similar size structure.

### **E4. LOCATION AND SCHEDULE OF WORK:**

- E4.1 The Contractor shall provide window washing services for Items No. **1 to 56** as follows:
- E4.1.1 One (1) cleaning per year, in either May or June only:
- (a) Clean all exterior/perimeter windows and window frames (both sides) and where applicable, glass entrance doors (both sides) at the following addresses:
    - (i) Item No. 1: 66 Allard Street;
    - (ii) Item No. 2: 300 Assiniboine Avenue;
    - (iii) Item No. 3: 700 Assiniboine Park Drive
    - (iv) Item No. 4: 699 Broadway;
    - (v) Item No. 5: 1520 Corydon Avenue;
    - (vi) Item No. 6: 2020 Corydon Avenue;
    - (vii) Item No. 7: 955 Cottonwood Road;
    - (viii) Item No. 8: 1168 Dakota;
    - (ix) Item No. 9: 212 Dumoulin (Main Floor only);
    - (x) Item No. 10: 821 Elgin Avenue;
    - (xi) Item No. 11: 823 Ellice Avenue;

- (xii) Item No. 12: 850 Empress Street;
- (xiii) Item No. 13: 6 Fermor Avenue;
- (xiv) Item No. 14: 726 Furby Street;
- (xv) Item No. 15: 2325 Grant Avenue;
- (xvi) Item No. 16: 260 Hartford Avenue
- (xvii) Item No. 17: 755 Henderson Hwy.;
- (xviii) Item No. 18: 1050 Henderson Hwy., Unit 1;
- (xix) Item No. 19: 1050 Henderson Hwy., Unit 3A;
- (xx) Item No. 20: 365 Jefferson Avenue;
- (xxi) Item No. 21: 765 Keewatin Street;
- (xxii) Item No. 22: 185 King Street;
- (xxiii) Item No. 23: 1057 Logan Avenue;
- (xxiv) Item No. 24: 489 London Avenue;
- (xxv) Item No. 25: 210 Lyle Street
- (xxvi) Item No. 26: 1085 Main Street;
- (xxvii) Item No. 27: 1760 Main Street;
- (xxviii) Item No. 28: 56 Maple Street (Main Floor only);
- (xxix) Item No. 29: 2546 McPhillips Street;
- (xxx) Item No. 30: 265 Osborne Street;
- (xxxii) Item No. 31: 625 Osborne Street (Library and front entrance vestibule);
- (xxxiii) Item No. 32: 1155 Pacific Avenue;
- (xxxiv) Item No. 33: 730 Pandora Avenue;
- (xxxv) Item No. 34: 1350 Pembina Hwy.;
- (xxxvi) Item No. 35: 1360 Pembina Hwy.;
- (xxxvii) Item No. 36: 1500 Plessis Road;
- (xxxviii) Item No. 37: 279 Portage Avenue
- (xxxix) Item No. 38: 1910 Portage Avenue;
- (xl) Item No. 39: 2490 Portage Avenue;
- (xli) Item No. 40: 3180 Portage Avenue;
- (xlii) Item No. 41: 219 Provencher Blvd.;
- (xliii) Item No. 42: 227 Provencher Blvd
- (xliv) Item No. 43: 849 Ravelston Avenue;
- (xlv) Item No. 44: 141 Regent Avenue;
- (xlvi) Item No. 45: 385 River Avenue;
- (xlvii) Item No. 46: 5006 Roblin Blvd.;
- (xlviii) Item No. 47: 5014 Roblin Blvd.;
- (xlix) Item No. 48: 500 Salter Street;
- (l) Item No. 49: 598 St. Mary's Road;
- (li) Item No. 50: 600 St. Mary's Road;
- (lii) Item No. 51: 604 St. Mary's Road;
- (liii) Item No. 52: 1086 St. Mary's Road, Unit A;
- (liv) Item No. 53: 111 Victoria Avenue, West;
- (lv) Item No. 54: 33 Warnock Street;
- (lvi) Item No. 55: 1539 Waverley Street;

(lvi) Item No. 56: 380 William Avenue.

E4.2 The Contractor shall provide window washing services for Items No. **57**: 2835 Pembina Hwy., and Item No. **58**: 233 Provencher Blvd., as follows:

Item No. 57: Main Floor:

E4.2.1 One (1) cleaning per year, in either May or June only:

- (a) Clean all exterior/perimeter windows, entrance glass and window frames (outside only);

Item No. 58: Main Floor:

E4.2.2 One (1) cleaning per year, in either May or June only:

- (a) Clean all exterior/perimeter windows, entrance glass and window frames (outside only);
- (b) Re-install screens on window.

E4.3 The Contractor shall provide window washing services for Item No. **59**: 457 Main Street, Main Floor to 10<sup>th</sup> Floor, as follows:

E4.3.1 One (1) cleaning per year, in either May or June only:

- (a) Clean all exterior/perimeter windows (both sides), Main Floor to and including 10<sup>th</sup> Floor, by either a boatswain's/bosun's chair (single person chair) or a bucket truck.

E4.4 The Contractor shall provide window washing services for Items No. **60**: 601 Aikins Street, and Item No. **61**: 130 Allard Street, as follows:

E4.4.1 One (1) cleaning per year, in either May or June only:

- (a) Remove all security screens;
- (b) Clean exterior/perimeter windows, screens and window frames (both sides);
- (c) Re-install security screens as found.

E4.5 The Contractor shall provide window washing services for Item No. **62**: 100 Main Street, as follows:

E4.5.1 One (1) cleaning per year, in either May or June only:

- (a) Remove all screens off windows;
- (b) Clean exterior/perimeter windows and screens (both sides);
- (c) Clean window tracks, ledges and window frames;
- (d) Re-install windows and screens;

On ground level west side of building:

- (e) Remove security screens;
- (f) Clean exterior/perimeter windows (both sides);
- (g) Re-install security screens as found.

E4.6 The Contractor shall provide window washing services for Item No. **63**: 20 Westgate, as follows:

E4.6.1 One (1) cleaning per year, in either May or June only:

- (a) Remove all screens off windows;
- (b) Clean exterior/perimeter windows and screens (both sides);

- (c) Clean ledges and window frames (both sides) and window tracks;
- (d) Re-install windows and screens.

E4.7 The Contractor shall provide window washing services for Items No. **64** and **65**: 280 William Avenue, as follows:

Item No. 64: Main and Second Floor:

E4.7.1 Eleven (11) cleanings per year/one cleaning a month (excluding May), by the 15<sup>th</sup> of each month:

- (a) Clean all entrance glass (both sides);
- (b) Clean all exterior/perimeter windows and window frames (outside only).

Item No. 65: Main and Second Floor:

E4.7.2 One (1) cleaning per year, in the month of May, by the 15<sup>th</sup> of the month:

- (a) Remove screens off windows;
- (b) Clean exterior/perimeter windows and screens, ledges, window frames (both sides) and clean window tracks;
- (c) Re-install screens on windows.

E4.8 The Contractor shall provide window washing services for Items No. **66**, **67** and **68**: 510 Main Street, Administration Building, as follows:

Item No. 66: Main floor and Second floors only:

E4.8.1 Ten (10) cleanings per year/one cleaning a month (excluding May and October), by the 15<sup>th</sup> of each month:

- (a) Clean all exterior/perimeter windows, entrance glass and window frames (both sides);

Item No. 67: Main floor to the Seventh floor:

E4.8.2 Two (2) cleanings per year/one cleaning a month (in May and October only), in the 3<sup>rd</sup> or 4<sup>th</sup> week of each month:

- (a) Remove screens off windows;
- (b) Clean exterior/perimeter windows, screens, ledges, window frames (both sides) and clean window tracks;
- (c) Re-install screens on windows;

Item No. 68: Main floor and Second floor only in the public areas:

E4.8.3 Two (2) cleanings per year/one cleaning a month, in the months May and October only, by the 15<sup>th</sup> of each month:

- (a) Clean all interior glass (both sides).

E4.9 The Contractor shall provide window washing services for Items No. **69** and **70**: 510 Main Street, Council Building, as follows:

Item No. 69: Main floor and Second floor:

E4.9.1 Ten (10) cleanings per year/one cleaning a month (excluding May and October), by the 15<sup>th</sup> of each month:

- (a) Clean all exterior/perimeter windows, all entrance windows, window frames and entrance door glass (outside only);

Item No. 70: Main floor and Second floor:

E4.9.2 Two (2) cleanings per year/one cleaning a month, in the months May and October only, in the 3<sup>rd</sup> or 4<sup>th</sup> week of each month:

- (a) Clean exterior/perimeter windows, window frames, roof glass in public areas, interior glass and partition glass (both sides).

E4.10 The Contractor shall provide window washing services for Item No. 71: Skywalks from Eaton Place to Centennial Library, and Item No. 72: Skywalks from Centennial Library to Main Post Office Building, as follows:

E4.10.1 Three (3) cleaning per year/one cleaning a month, in the months February, June and October:

- (a) Clean all exterior/perimeter windows and window frames (both sides).

E4.11 The Contractor shall provide window washing services for Item No. 73: 55 Princess Street, on the Main Floor, Second Floor and Third Floor, as follows:

E4.11.1 One (1) cleaning per year, in May or June only:

- (a) Clean all exterior/perimeter windows (both sides).

E4.12 The Contractor shall provide window washing services for Items No. 74 and 75: 151 Princess Street, Public Safety Building, as follows:

Item No. 74: Basement Level (on William Avenue) and Main floor:

E4.12.1 Five (5) cleanings per year/one cleaning a month, in the months January, March, (excluding May), July, September, November, by the 15<sup>th</sup> of each month:

- (a) Clean all exterior/perimeter windows (outside only);

Item No. 75: Basement Level (on William Avenue) to Sixth Floor:

E4.12.2 One (1) cleaning per year, in May by the 15<sup>th</sup> of the month:

- (a) Clean all exterior/perimeter windows (both sides), Basement Level to and including the 6<sup>th</sup> Floor:
  - (i) Exterior window cleaning may be cleaned by using either a boatswain's/bosun's chair (single person chair); swing stage or a bucket truck, where necessary.

E4.13 The Contractor shall provide window washing services for Item No. 76: 421 Osborne Street, Administration Building, as follows:

E4.13.1 One (1) cleaning per year, in the Spring:

- (a) Clean all second floor perimeter windows (outside only);
- (b) Clean all lower, main and second floor windows in the lounge area (outside only).

E4.14 The Contractor shall provide window washing services for Item No. 77 and 78: 552 Plinguet Street, Main Building, as follows:

Item No. 77: Main Floor:

E4.14.1 Four (4) cleanings per year/one cleaning a month (in April, June, August and October), between the 10<sup>th</sup> and 20<sup>th</sup> of each month:

- (a) Clean all exterior/perimeter windows and window frames (both sides) tracks and screen/security screen (both sides).
- (b) Pay careful attention when cleaning the film tinted windows as to not scratch the coating. If damaged by the Contractor, the cost to repair/replace tinting will be at the Contractor's expense.

**Item No. 78: Main Floor:**

- E4.14.2 Two (2) cleanings per year/one cleaning a month in the months April and October, between the 10<sup>th</sup> and 20<sup>th</sup> of each month:
- (a) Clean all interior and partition glass and frames (both sides) and transoms over doorways;
  - (b) Window cleaning to be performed no sooner than 9:00 a.m. but completed by 4:00 p.m.

- E4.15 The Contractor shall provide window washing services for Items No. **79** and **80**: Various locations within the City of Winnipeg on an "as required" basis, Sunday to Saturday, for buildings up to two (2) stories high, as follows:

E4.15.1 **Item No. 79: Windows without screens:**

- (a) Clean of all exterior/perimeter windows (both sides);

E4.15.2 **Item No. 80: Windows with screens:**

- (a) Remove screens;
- (b) Clean exterior/perimeter windows, window frames and screen/security screens (both sides), and clean window tracks;
- (c) Re-install screen(s).

**E5. DELAY IN COMPLETING WORK**

- E5.1 Should the Contractor be delayed in completion of the Work by reasons of strikes, lock-outs (including lock-outs decreed by a recognized contractors association for its members of which the Contractor is a member), an act of God, or any other cause which the Contractor satisfies the Contract Administrator to be totally beyond his control, then the time of completion shall be extended for a period of time equal to the time lost due to such delays.