



**THE CITY OF WINNIPEG**

# **BID OPPORTUNITY**

**BID OPPORTUNITY NO. 854-2013**

**SUPPLY AND INSTALLATION OF WINDOW BLINDS FOR EAST YARDS  
960 THOMAS AVE**

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## **PART B - BIDDING PROCEDURES**

### **B1. CONTRACT TITLE**

B1.1 SUPPLY AND INSTALLATION OF WINDOW BLINDS FOR EAST YARDS 960  
THOMAS AVE

### **B2. SUBMISSION DEADLINE**

- B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, November 28, 2013.
- B2.2 Bids determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.
- B2.3 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

### **B3. SITE INVESTIGATION**

- B3.1 Further to C3.1, the Contract Administrator or an authorized representative will be available at the Site (960 Thomas Avenue) **from 9:30 a.m. to 11:00 a.m. on Wednesday November 13 and Friday November 15, 2013** to provide Bidders access to the Site. Please contact (204)986-2561 to confirm your attendance
- B3.2 The Bidder shall not be entitled to rely on any information or interpretation received at the Site investigation unless that information or interpretation is the Bidder's direct observation, or is provided by the Contract Administrator in writing.
- B3.3 Further to C3.1, the Bidder may make an appointment to view the Site by contacting the Contract Administrator.

### **B4. ENQUIRIES**

- B4.1 All enquiries shall be directed to the Contract Administrator identified in D3.1.
- B4.2 If the Bidder finds errors, discrepancies or omissions in the Bid Opportunity, or is unsure of the meaning or intent of any provision therein, the Bidder shall promptly notify the Contract Administrator of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.
- B4.3 If the Bidder is unsure of the meaning or intent of any provision therein, the Bidder should request clarification as to the meaning or intent prior to the Submission Deadline.
- B4.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator to all Bidders by issuing an addendum.
- B4.5 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator only to the Bidder who made the enquiry.
- B4.6 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B3 unless that response or interpretation is provided by the Contract Administrator in writing.

### **B5. CONFIDENTIALITY**

- B5.1 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.

B5.2 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.

## **B6. ADDENDA**

B6.1 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.

B6.2 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.

B6.2.1 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>

B6.2.2 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.

B6.3 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.

## **B7. SUBSTITUTES**

B7.1 The Work is based on the materials, equipment, methods and products specified in the Bid Opportunity.

B7.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.

B7.3 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.

B7.4 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.

- B7.5 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.
- B7.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, only to the Bidder who requested approval of the substitute.
- B7.6.1 The Bidder requesting and obtaining the approval of a substitute shall be entirely responsible for disseminating information regarding the approval to any person or persons he/she wishes to inform.
- B7.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.
- B7.8 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.
- B7.9 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.
- B7.10 Notwithstanding B7.2 to B7.9, and in accordance with B8.7, deviations inconsistent with the Bid Opportunity document shall be evaluated in accordance with B15.1(a).

## **B8. BID SUBMISSION**

- B8.1 The Bid shall consist of the following components:
- (a) Form A: Bid;
  - (b) Form B: Prices;
- B8.2 Further to B8.1, the Bidder should include the written correspondence from the Contract Administrator approving a substitute in accordance with B7.
- B8.3 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 in ink, to constitute a responsive Bid.
- B8.4 The Bid Submission may be submitted by mail, courier or personal delivery, or by facsimile transmission.
- B8.5 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
- B8.5.1 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.

- B8.6 Bidders are advised not to include any information/literature except as requested in accordance with B8.1.
- B8.7 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).
- B8.8 If the Bid Submission is submitted by facsimile transmission, it shall be submitted to 204- 949-1178.
- B8.8.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.
- B8.9 Bids submitted by internet electronic mail (e-mail) will not be accepted.

## **B9. BID**

- B9.1 The Bidder shall complete Form A: Bid, making all required entries.
- B9.2 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.
- B9.2.1 If a Bid is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B9.2.
- B9.3 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.
- B9.4 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;
  - (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.
- B9.4.1 The name and official capacity of all individuals signing Form A: Bid should be printed below such signatures.
- B9.4.2 All signatures shall be original.
- B9.5 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.

## **B10. PRICES**

- B10.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.
- B10.1.1 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.

B10.2 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.

B10.3 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.

## **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 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 B11 (pass/fail);
  - (c) Total Bid Price;

(d) economic analysis of any approved alternative pursuant to B7;

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 will 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**

### **C1. GENERAL CONDITIONS**

- C1.1 The *General Conditions for the Supply of Goods* (Revision 2008 05 26) are applicable to the Work of the Contract.
- C1.1.1 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)
- C1.2 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 Supply, Delivery and Installation of Window Blinds for East Yards at 960 Thomas Avenue.

#### **D3. CONTRACT ADMINISTRATOR**

D3.1 The Contract Administrator is:  
Brenda Kelly  
Senior Accommodations Planner  
Planning, Property & Development  
Municipal Accommodations Division  
  
Telephone No.: 204- 986-2561  
Facsimile No.: 204- 942-2284

#### **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. NOTICES**

D5.1 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**

### **D6. AUTHORITY TO CARRY ON BUSINESS**

D6.1 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.

### **D7. INSURANCE**

D7.1 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.

D7.2 Deductibles shall be borne by the Contractor.

D7.3 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.

D7.4 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.

## **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:
  - (i) evidence of authority to carry on business specified in D6;
  - (ii) evidence of the workers compensation coverage specified in C6.16;
  - (iii) evidence of the insurance specified in D7; and
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

### **D9. DELIVERY AND INSTALLATION**

D9.1 Goods shall be delivered within eight (8) business weeks, f.o.b. destination, freight prepaid to:  
960 Thomas Ave  
Winnipeg, Manitoba

- D9.2 The Contractor shall confirm each delivery with the Contract Administrator or his/her designate, at least two (2) Business Days before delivery and/or installation.
- D9.3 Goods shall be delivered between 9:30 a.m. and 3:30 p.m. on Civic Business Days.
- D9.4 The Contractor shall be responsible for the successful off-load and organization of the goods to the various locations within the building, as directed at the delivery location.

## **MEASUREMENT AND PAYMENT**

### **D10. INVOICES**

- D10.1 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)
- D10.2 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.
- D10.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.
- D10.4 Bids Submissions must be submitted to the address in B8.5.

### **D11. PAYMENT**

- D11.1 Further to C10, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

## **WARRANTY**

### **D12. WARRANTY**

- D12.1 Warranty is as stated in C11.

## PART E - SPECIFICATIONS

### GENERAL

#### E1. APPLICABLE SPECIFICATIONS AND DRAWINGS

- E1.1 These Specifications shall apply to the Work.
- E1.2 Drawing No. Sheet A1-A3 represents approximate window dimensions. Exact dimensions must be measured on site, and the bidder may not alter his submitted price if providing a bid price on un-confirmed and un-attended window dimensions.
- E1.3 Bidders are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B7.**
- E1.4 The following are applicable to the Work:

<u>Drawing .</u>	<u>Drawing Name/Title</u>
Partial Second Floor Plan-Bldg. A Window Covering Plan	0960TM.dwg Sheet A1
Partial Main Floor Plan-Bldg. B Window Covering Plan	0960TM.dwg Sheet A2
Partial Main Floor Plan-Bldg.A Window Covering Plan	0960TM.dwg Sheet A3

#### E2. GOODS

- E2.1 The Contractor shall supply, deliver and install window blinds at 960 Thomas Avenue in accordance with the requirements hereinafter specified.
- E2.2 Two additional 48" wide x 74" long material panels shall be provided at no charge, for future non-warranty maintenance that the City may have to undertake..
- E2.3 Item No. 1 – further to TELESHADE SPECIFICATIONS which follow on Specifications Page 2-6, Solarfective Teleshades shall be:
- (a) Colour: Grey/White 3% visibility factor;
  - (b) Flame retardant;
  - (c) Exterior hem bar: extruded aluminum with plastic end finials finish: anodized;
  - (d) Stainless steel ball chain – side as per drawing location;
  - (e) Extruded alumina fascia;
  - (f) ABS end brackets.

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### **TELESHADE SPECIFICATIONS**

#### **1.01 SHADES SYSTEMS**

##### **GENERALLY**

- .1 TELESHADE system shall be a smooth operating chain and sprocket roller shade system manufactured by Solarfective Products Ltd.
- .2 All shades systems specified in this section shall be provided by one manufacturer who shall take full responsibility for the total project.

#### **1.02 MANUAL SHADE SYSTEM**

- .1 Operation:
  1. Easy-Lift (Chain operated) Action with infinite positioning. Left or right hand operation available.
- .2 Assembly:
  1. Provide fully factory assembled shade unit consisting of 2 end brackets, shade tube, extruded aluminum fascia, hembar and fabric specified.  
Mounting type - Between mullions  
- Face of mullions  
- Ceiling  
- Above-The-Ceiling LAY-IN  
- Above-The-Ceiling PUSH-UP  
Removal must not require the disassembly of the shade unit.
  2. End Bracket: the 77 x 96 mm end bracket shall be a two piece moulded ABS construction with a 64 mm diameter nylon drive sprocket. Brackets colour shall co-ordinate with the fascia colour.
  3. Shade Tube: the extruded aluminum shade tube shall be 1.52 mm thick with three internal continuous fins 4.82 mm high, for strength and drive capabilities when attached to the nylon sprocket. The fins shall be spaced 120 degrees apart.
  4. Fascia: the extruded aluminum fascia shall be 1.7 mm thick, complete with three continuous screw flute, anodized or custom painted.
  5. Drive Assembly - Shall be factory set for size and travel of shades.  
- Capable of being field adjusted from the exterior of the shade unit without having to disassemble the hardware.

- Provided with a built-in shock absorber system to prevent chain breakage, under normal usage conditions.

6. Drive Chain: Shall be No. 10 stainless steel bead chain formed in a continuous loop. The chain shall have a 90 # test.
7. Exterior Hembar: extruded aluminum with plastic end finials.

- |        |            |          |
|--------|------------|----------|
| Finish | - Anodized | - clear  |
|        |            | - bronze |
|        | - Painted  | - white  |
|        |            | - beige  |

1.03 Blackout Side and Bottom Channels - Extruded aluminium channels 2 1/4" x 1 1/8" to reduce light infiltration around the sides of the shades. The Channels to include .45" "Fuzz" on both sides to further minimize infiltration.

OR - In lieu of bottom channel - provide extruded aluminium Dynamic Hembar (DH) with same finish as side channels. D.H. hangs from both sides of a sewn pocket and has 5/8" vertical movement possible. Upon contact with a sill it provides a light seal even if the sill is slightly out-of-level.

**SPECIFICATION: SOLARFECTIVE SHADING FABRIC**

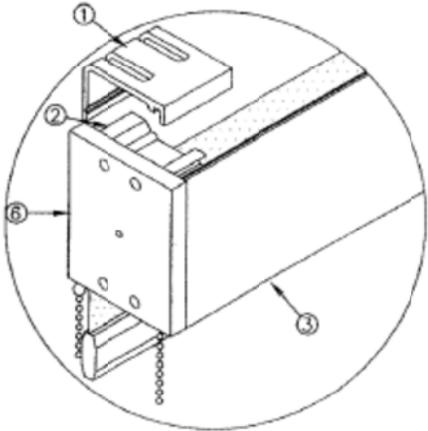
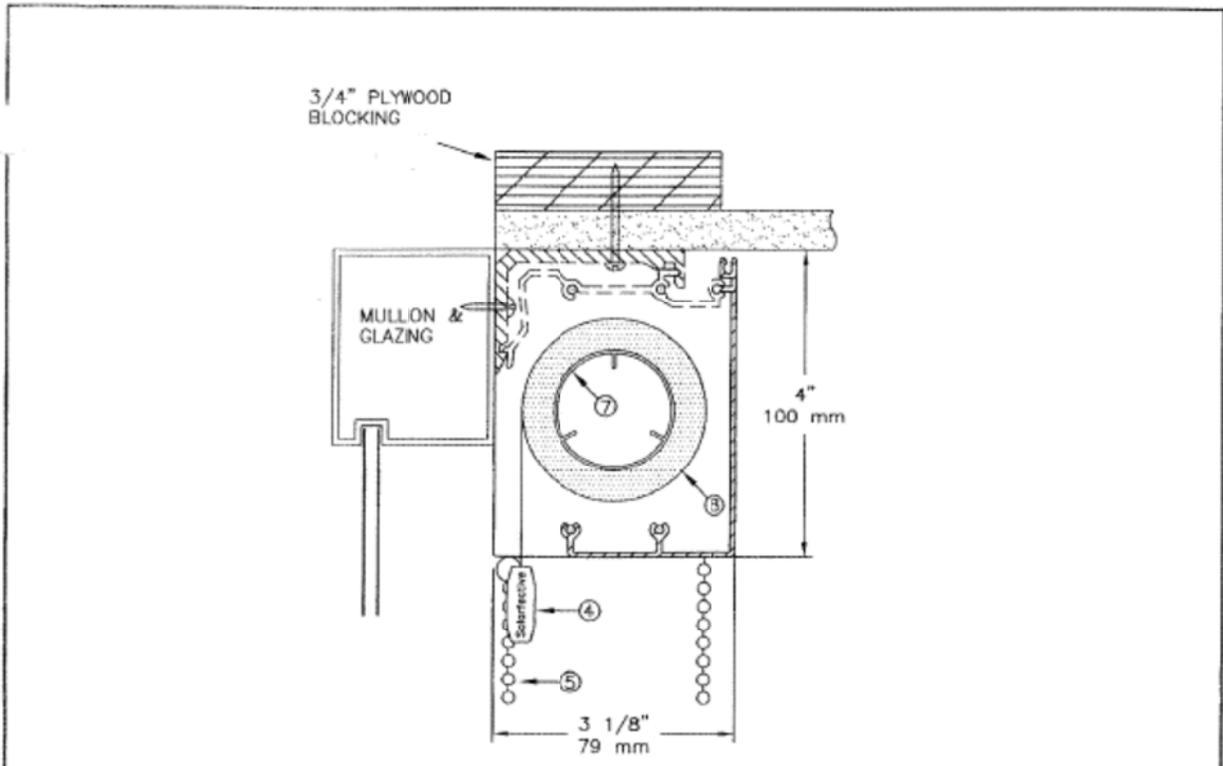
2.0 Solarfactive Shading Fabrics

- 2.1.1 300 Series Solarblock 3% Open
- 500 Series Solarshield 5% Open
- 1000 Series Solarview 10% Open

Shade cloths shall be woven of .018 opaque, vinyl coated polyester yarn consisting of approximately 79% vinyl and 21% 500 denier polyester core yarn. The fabric shall be tensioned in the finishing range prior to heat setting to keep the warp ends straight and minimize or eliminate weave distortion to keep the fabric flat. The fabric shall be dimensionally stable. Colour to be as selected from standard range.

		300 Series Solarblock	500 Series Solarshield	1000 Series Solarview
Openness Factor		3% + 0.0% - 0.5%	6% + 0% - 1%	10%
Weight per/sq.yd.		21 oz.	19 oz.	17 oz.
Warp ends per inch		42	36	36
Fill ends per inch		31	30	25
Stretch % (271 lb. wt.):	WARP	2%	2%	3%
	FILL	3%	3%	3%
Set %	WARP	1.5%	1.5%	1.5%
	FILL	1.5%	1.5%	1.5%
Abrasion Resistance (500 Tarber Cycles)	YARN	NONE	NONE	NONE
	RUPTURE	NONE	NONE	NONE
	WEAR	TRACE	TRACE	TRACE
U.V. Deterioration: (200 Sun Fade Hours)	FADE	NONE	NONE	NONE
	TENSILE RETENTION	96%	96%	96%

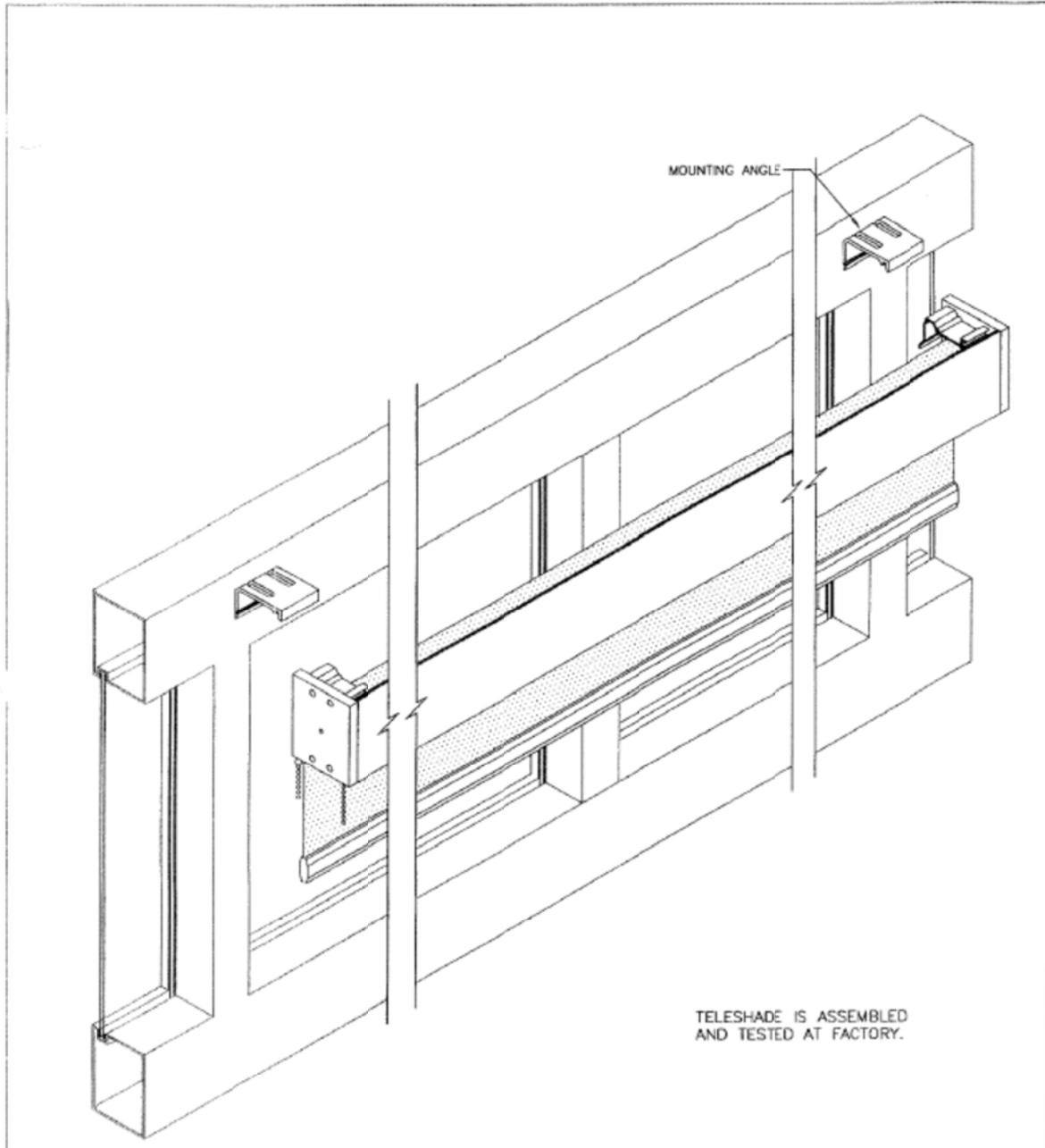
- 2.1.2 Performance - As a "shade cloth" the fabric shall hang flat, without buckling or distortion. The edge, when trimmed, shall hang straight without raveling. An unguided roller shade cloth shall roll true and straight, without shifting sideways more than +1/8" in either direction due to warp distortion, or weave design.
- 2.1.3 Dual Shade - Where specified, shade shall be a two layered combination of metallized polyester film and 500 or 1000 series fabrics. Selected fabric shall be sewn to film at top and bottom with 1/2" OD hemtube inserted at bottom. Delrin caps shall be affixed to hemtube ends. Exterior face of film shall be embossed with horizontal ribs. Colours shall be selected from standard range.
- 2.1.4 Room Darkening Shade - 100% opaque material shall be 3 ply (4 mil thickness) vinyl laminated to both sides of 100% fibreglass base 13 gauge thickness. If sewn, needle holes shall not permit light penetration. Washable with mild soap and water. Colours to be as selected from standard range in widths up to 72".
- 2.1.5 Blackout Fabric - 100% opaque, 4 ply fibreglass shade material tear resistant fibreglass coated with vinyl.
- WEIGHT - min. 12 oz./sq. yard  $\pm$  5% (CCC 191-5041)
- ADHESION (BOND) strength, lbs./2 in. 4.5
- TONGUE TEAR lbs. - Warp - 12, Fill - 8
- BREAKING STRENGTH - exceeds
- TEAR STRENGTH - exceeds
- TENSILE STRENGTH, lbs./in. of grab - Warp - 246, Fill 207
- FLAME TEST (ccc 191-5903 +) NFPA 701 small scale
- After flame seconds (exceeds) Warp - 0, Fill - 0
- Char length, inches (exceeds) Warp - 2, Fill - 2
- \*Meets Federal Spec. CCC-C-521E
- If sewn, needle holes shall not permit light penetration. Washable with mild soap and water. Colours to be selected from standard range in widths up to 72".
- 2.1.6 Flame Retardance - Fabric shall be certified by an Independent Laboratory to pass the Small Scale Vertical Burn Requirements test CAN/ULC-S109-M87.



**NOTES:**

1. MOUNTING ANGLE
2. SPRING CLIP
3. EXTRUDED ALUMINUM FASCIA
4. EXTRUDED ALUMINUM EXTERIOR HEMBAR
5. STAINLESS STEEL BALL CHAIN
6. ABS END BRACKETS
7. 1 1/2" Ø EXTRUDED ALUMINUM TUBE
8. FABRIC: 3% OPENNESS

<p><b>Solarfactive</b>                  6 William Morgan Drive, Toronto                  Ontario, Canada. M4H 1E5                  Tel. (416) 421-3800                  Fax. (416) 421-8424                  Web Site: <a href="http://www.solarfactive.com">www.solarfactive.com</a>                  Email: <a href="mailto:shades@solarfactive.com">shades@solarfactive.com</a></p>	<p>TELESHADE SYSTEM                  SNAP-IN MOUNTING DETAIL</p>		
	<p>PROJECT: _____</p>		
<p>DATE:                  JAN 1, 2008</p>	<p>SCALE:                  1 : 2</p>	<p>FILE No.                  -</p>	<p>DWG. No.                  T-1</p>



<b>Solarfective</b> 6 William Morgan Drive, Toronto ario, Canada. M4H 1E5 Tel. (416) 421-3800 Fax. (416) 421-8424 Web Site: <a href="http://www.solarfective.com">www.solarfective.com</a> Email: <a href="mailto:shades@solarfective.com">shades@solarfective.com</a>	TELESHADE SYSTEM ISOMETRIC DETAIL		
	PROJECT:	---	
DATE: JAN 1, 2008	SCALE: N.T.S.	FILE No. ---	DWG. No. TI-1