



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 222-2016

SUPPLY AND DELIVERY OF LAMINATED SAFETY GLASS

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 SUPPLY AND DELIVERY OF LAMINATED SAFETY GLASS

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, April 13, 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 8 of Form A: Bid. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.

B6. SUBSTITUTES

- B6.1 The Work is based on the materials, equipment, methods and products specified in the Bid Opportunity.
- B6.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B6.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least seven (7) Business Days prior to the Submission Deadline.
- B6.4 The Bidder shall ensure that any and all requests for approval of a substitute:
- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the material, equipment, method or product as either an approved equal or alternative;
 - (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
 - (c) identify any anticipated cost or time savings that may be associated with the substitute;
 - (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract;
 - (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract.
- B6.5 The Contract Administrator, after assessing the request for approval of a substitute, may in his/her sole discretion grant approval for the use of a substitute as an “approved equal” or as an “approved alternative”, or may refuse to grant approval of the substitute.
- B6.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, to the Bidder who requested approval of the substitute.
- B6.6.1 The Contract Administrator will issue an Addendum, disclosing the approved materials, equipment, methods and products to all potential Bidders. The Bidder requesting and obtaining the approval of a substitute shall be responsible for disseminating information regarding the approval to any person or persons he/she wishes to inform.
- B6.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.

- B6.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Bidder bidding that approved alternative may base his/her Total Bid Price upon the specified item but may also indicate an alternative price based upon the approved alternative. Such alternatives will be evaluated in accordance with B15.
- B6.9 No later claim by the Contractor for an addition to the price(s) because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.

B7. BID SUBMISSION

- B7.1 The Bid shall consist of the following components:
- (a) Form A: Bid;
 - (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 10 of Form A: Bid shall be signed in accordance with the following requirements:

- (a) if the Bidder is a sole proprietor carrying on business in his/her own name, it shall be signed by the Bidder;
- (b) if the Bidder is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
- (c) if the Bidder is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
- (d) if the Bidder is carrying on business under a name other than his/her own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.

B8.4.1 The name and official capacity of all individuals signing Form A: Bid should be printed below such signatures.

B8.5 If a Bid is submitted jointly by two or more persons, the word "Bidder" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Bidders in the Bid and the Contract, when awarded, shall be both joint and several.

B9. PRICES

B9.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.

B9.1.1 Prices on Form B: Prices shall include:

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

B9.1.2 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 provide representative samples of the goods offered, as described in E2, for detailed inspection and approval. The Bidder shall provide a sample within seven (7) Business Days of a request by the Contract Administrator. The manufacturer name and part number must be visible on each sample provided.

- (a) Failure to supply the sample unit(s) within the time period stated in B11.4, may result in the bid being determined to be non-responsive.
- (b) The Bidder shall be responsible for all freight costs associated with the delivery and return of the samples.
- (c) The Bidder shall submit, within seven (7) 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 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 and;
- (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.

B15.5 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 supply and delivery of laminated safety glass for the period from May 1, 2016 until April 30, 2017, with the option of four (4) mutually agreed upon one (1) year extensions.

D2.1.1 The City may negotiate the extension option with the Contractor within ninety (90) Calendar Days prior to the expiry date of the Contract. The City shall incur no liability to the Contractor as a result of such negotiations.

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

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

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

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

D3. DEFINITIONS

D3.1 When used in this Bid Opportunity:

- (a) (**ptrn**= pattern) refers to the glass template.
- (b) "**RC**" means radius corner
- (c) "**RAC**" means right angle corner.

D4. CONTRACT ADMINISTRATOR

D4.1 The Contract Administrator is:

Ron Martin, SCMP
Inventory Coordinator
Winnipeg Transit
421 Osborne Street
Winnipeg, Mb, R3L 2A2

Telephone No.: 204-986-6864

Email: RonMartin@winnipeg.ca.

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.

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 D7;
 - (ii) evidence of the workers compensation coverage specified in C6.16;
 - (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D9. DELIVERY

- D9.1 Goods shall be delivered on an "as required" basis during the term of the Contract, f.o.b. destination, freight prepaid to;
- Winnipeg Transit- Stores
421 Osborne Street
Winnipeg, Mb.
- D9.1.1 Goods shall be delivered within five (5) Calendar Day(s) of the placing of an order, unless otherwise allowed by the User at the time of ordering.

D9.2 Initial start-up delivery shall be forty-five (45) Business days from the date of award.

D9.3 After the initial start-up delivery stated in D9.2, Goods shall be delivered in accordance with D9.1.1.

D10. LIQUIDATED DAMAGES

D10.1 If the Contractor fails to achieve delivery of the goods within the time specified in D9. Delivery the Contractor shall pay the City sixty-seven dollars (\$67.00) per Working Day for each and every bus per Working Day due to parts shortage until the goods have been delivered and City owned templates.

D10.2 The amount specified for liquidated damages in D10.1 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.

D10.3 The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

D11. ORDERS

D11.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for delivery may be placed.

D12. RETURNED GOODS

D12.1 Further to C9, The Contract Administrator or his/her designate shall inform the Contractor of the item(s) being returned and the reason for the return. The Contractor shall provide the Contract Administrator with Return Material Authorization (RMA) including shipping instructions, within five (5) Calendar Days of the request.

D12.1.1 The Contractor shall be responsible for all transportation charges on returned Goods and further to C8 the Goods will be held at the Contractor's risk pending instruction.

D12.2 Further to D12.1 the RMA shall include the following information, as a minimum:

- (a) Company name, if different than Contractor, and ship to addresses;
- (b) Written authorization for the return and for a collect shipment;
- (c) Preference of carrier / shipping method, a contact person with either a local Winnipeg telephone number or a toll-free telephone number;
- (d) A contact person, responsible for the returned Goods, with a toll-free telephone number.

D12.3 The Contract Administrator shall provide, as a minimum:

- (a) The City department returning the Goods, Including an address and contact information for pickup;
- (b) The City account number, if applicable;
- (c) The City of Winnipeg's Department and address;
- (d) Two (2) copies of the written authorization / RMA, one (1) copy on the outside and (1) one within the package.
- (e) Total number of packages, weight and dimensions.

D13. RECORDS

D13.1 The Contractor shall keep detailed records of the goods supplied under the Contract.

D13.2 The Contractor shall record, as a minimum, for each item listed on Form B: Prices:

- (a) user name(s) and addresses;

- (b) order date(s);
- (c) delivery date(s); and
- (d) description and quantity of goods supplied.

D13.3 The Contractor shall provide the Contract Administrator with a copy of the usage records for each year within thirty (30) Calendar Days for the end of year one (1) and within 30 Calendar Days at the end of any Contract extension period should the contract be extended.

MEASUREMENT AND PAYMENT

D14. INVOICES

D14.1 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

D14.2 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.

D14.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D14.4 Bids Submissions must be submitted to the address in B7.5

D15. PAYMENT

D15.1 Further to C10, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

D15.2 Further to C10, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

WARRANTY

D16. WARRANTY

D16.1 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 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 laminated safety glass (transit bus) in accordance with the requirements hereinafter specified.
- E2.2 The Contractor shall ensure that all the edges are aris or swiped.
- E2.3 The glass supplied shall be the original New Flyer glass or approved equivalent. The original New Flyer part's have been supplied for the contractor's convenience. Winnipeg Transit will make final approval based upon their evaluation.
- E2.4 The glass supplied must be stamped with a **permanent** proper identification mark using i.e. sandblasting method. Should the I.D. mark not be on the safety glass, the Contractor will remove and replace the shipment.
- E2.5 All glass tint unless otherwise specified will be as follows:
- (a) Green: 72%
 - (b) Grey: 44%
 - (c) Clear: 89%
- E2.6 All drawing measurements are in inches unless otherwise specified.

E3. SIZES AND TEMPLATES

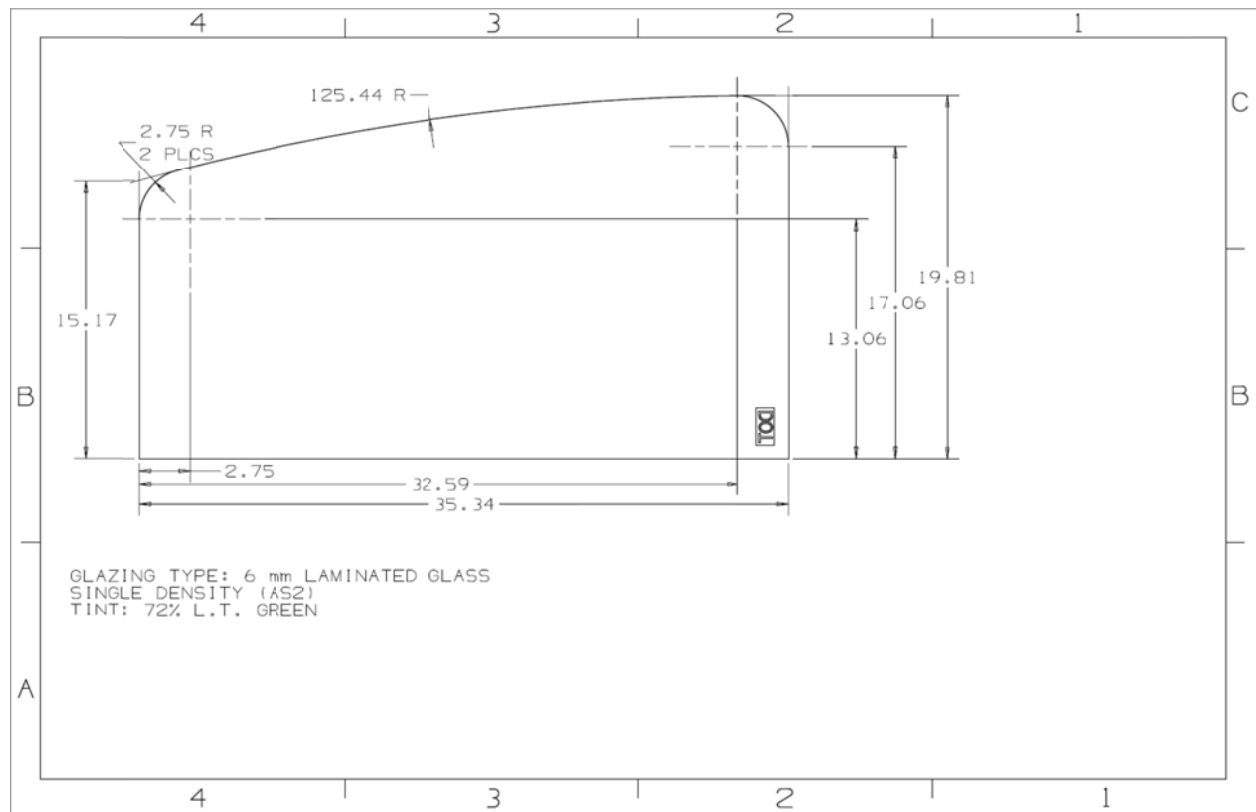
- E3.1 The sizes shown are approximate only; the bidder can view the original templates by contacting the City of Winnipeg Transit Department identified in D4.1.

Description

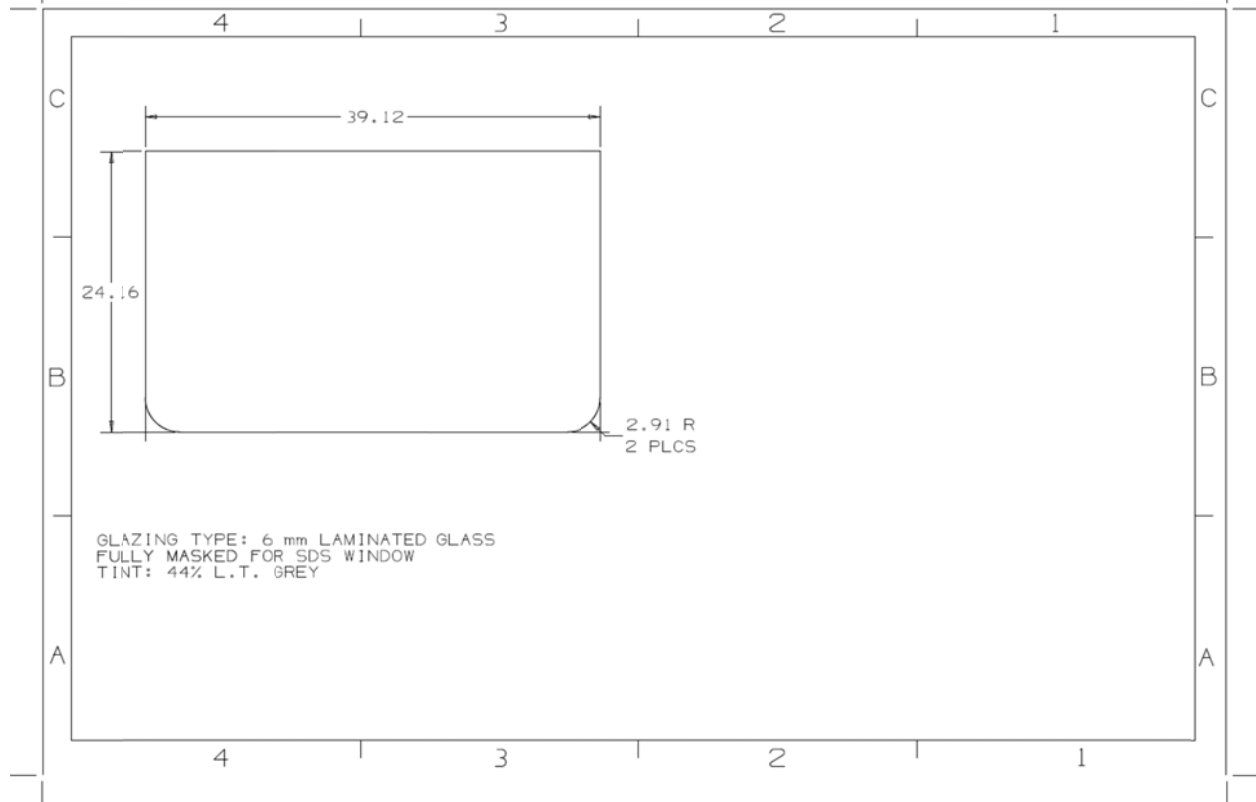
- (i) New Flyer Part# 6317979 or Laminated Glass, Grey, 6mm 50 1/4" x 19 5/16" (2RC x 2 RAC); Pattern No.133.
- (ii) New Flyer Part# 045832 or Laminated Glass, Green, 6mm, 65 1/2" x 10 7/8" (4RC); Pattern No. 139.
- (iii) New Flyer Part# 6320859 or Laminated Glass, Green, 6mm, 36 1/4" x 18 1/4" (2RC x 2RAC); Pattern No.149.
- (iv) New Flyer Part# 6319225 or Laminated Glass, Grey, 6mm, 50 3/4" x 27 1/2" (2RC x 2RAC); Pattern No. 150.
- (v) New Flyer Part# 6319218 or Laminated Glass, Grey, 6mm, 31 1/4" x 24 3/8" (2RC x 2RAC); Pattern 151.
- (vi) New Flyer Part# 6319219 or Laminated Glass, Grey, 6mm, 25 3/8" x 23 3/8" (3 RAC x 1RC); Pattern 153.
- (vii) New Flyer Part# 6319222 or Laminated Glass, Grey, 6mm, 24 5/8" x 26 5/8" (3RAC x 1RC); Pattern 157.
- (viii) New Flyer Part# 6319220 or Laminated Glass, Grey, 6mm, 49" x 9 7/8"; (2RAC x 2RC); Pattern 156.
- (ix) New Flyer Part# 067885 or Laminated Glass, Grey, 6mm, 65 7/16" x 10 3/4" (4RC); Pattern 160.

- (x) New Flyer Part# 6317524 or Laminated Glass, Clear, 6mm 11 9/16" x 51" (2RAC x 2RC); Pattern 136.
- (xi) New Flyer Part# 6352418 or Laminated Glass, Green 6mm 35 3/8" x 15" (2RAC x 2RC); Pattern 164.
- (xii) New Flyer Part# 6352415 or Laminated Glass, Green 6mm 35 3/8" x 20" (2RAC x 2RC); Pattern 167.
- (xiii) New Flyer Part # 289488 or Laminated Glass, Green 6mm 41 3/8" x 12 1/2" (2RAC x 2RC); Pattern 169.
- (xiv) New Flyer Part# 6322122 or Laminated Glass, Grey 6mm 49 1/4" x 26 1/2" (2RAC x 2RC); Pattern 170.
- (xv) New Flyer Part# 6322121 or Laminated Glass, Grey 6mm 47 x 9 1/4" (RAC x 2RAC); Pattern 172.
- (xvi) New Flyer Part# 351230 or Laminated Glass, Green, 6mm 41" x 13" (4RAC); Pattern 188.
- (xvii) New Flyer Part# 351229 or Laminated Glass, Green, 6mm 22 3/4" x 13" (2RAC x 2RC); Pattern 190.
- (xviii) New Flyer Part# 6322081 or Laminated Glass, Grey, 6mm, 48 5/8" x 10 1/8" (2RAC x 2RC); Pattern 144.
- (xix) New Flyer Part# 6334378 or Laminated Glass, Grey, 6mm, 48 1/4" x 37 1/2" (4RC); Pattern 163.
- (xx) New Flyer Part# 6322119 or Laminated Glass, Grey, 6mm, 50 7/8" x 11 1/2" (2RAC X 2RC); Pattern 155.
- (xxi) New Flyer Part# 296651 or Laminated Glass, Green, 6mm, 22 1/2" X 11 3/8" (2RAC X 2RC); Pattern 165.
- (xxii) New Flyer Part# 289487 or Laminated Glass, Green, 6mm, 22 1/2" X 12 3/16" (2RAC X 2RC); Pattern 166.
- (xxiii) New Flyer Part# 296652 or Laminated Glass, Green, 6mm, 41 3/8" X 11 11/16" (2RAC x 2RC); Pattern 168.
- (xxiv) New Flyer Part# 387765 or Laminated Glass, Grey, 6mm, 64 1/8" X 12 5/8" (4RAC); Pattern 187.
- (xxv) New Flyer Part# 351231 or Laminated Glass, Green, 6mm, 22 7/8" X 13" (4RAC); Pattern 189.
- (xxvi) New Flyer Part# 6325945 or Laminated Glass, Grey, 6mm, 28 3/16" X 11 1/2" (2RAC X 2RC); Pattern 191.
- (xxvii) New Flyer Part# 6325946 or Laminated Glass, Grey, 6mm, 28 3/16" X 19 3/4" (2RAC x 2RC); Pattern 192.
- (xxviii) New Flyer Part# 080261 or Laminated Glass, Grey, 6mm, 30 5/16" X 16 1/4" (4RC); Pattern 193.
- (xxix) New Flyer Part# 6326096 or Laminated Glass, Grey, 6mm, 48 1/4" X 19 1/8" (2RAC X 2RC); Pattern 194.
- (xxx) New Flyer Part# 6326097 or Laminated Glass, Grey, 6mm, 46" X 9 1/8" (2RAC X 2RC); Pattern 195.
- (xxxi) New Flyer Part# 6329790 or Laminated Glass, Green, 6mm, 33 7/8" X 16 7/8" (2RAC X 2RC); Pattern 196.
- (xxxii) New Flyer Part# 6319220 or Laminated Glass, Grey, 6mm, 49" x 9 15/16" (2RAC x 2RC); Pattern 156.
- (xxxiii) New Flyer Part# 6319223 or Laminated Glass, Grey, 6mm, 51 1/2" x 11 1/16" (2RAC x 2RC); Pattern 158.
- (xxxiv) New Flyer Part# 6322127 or Laminated Glass, Grey, 6mm, 49 5/16" x 10 1/16" (2RAC x 2RC); Pattern 171.
- (xxxv) New Flyer Part# 6398980 or Laminated Glass, Grey, 6mm, 60" x 26 1/16" (2RAC x 2RC); Pattern 208.

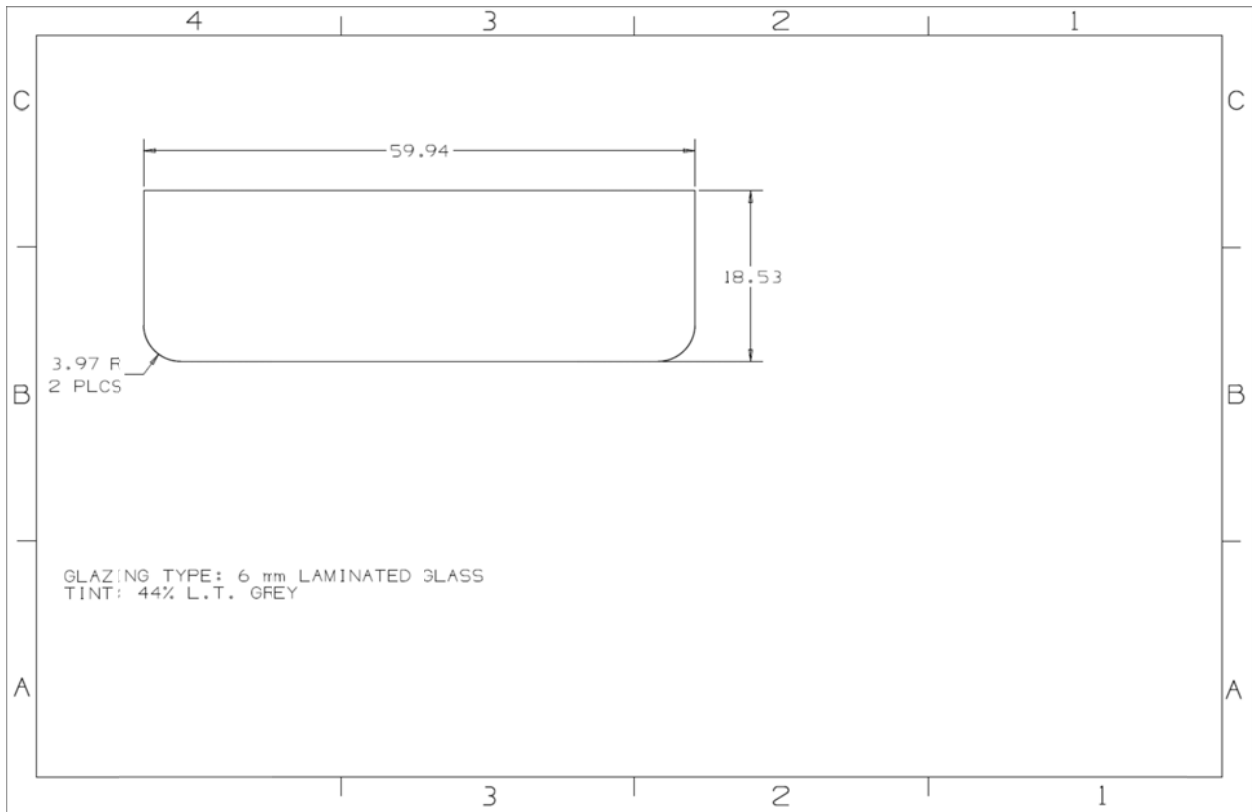
E3.2 New Flyer Part# 6400550 or Laminated Glass, Green, 6mm, Pattern 197. See below drawing.



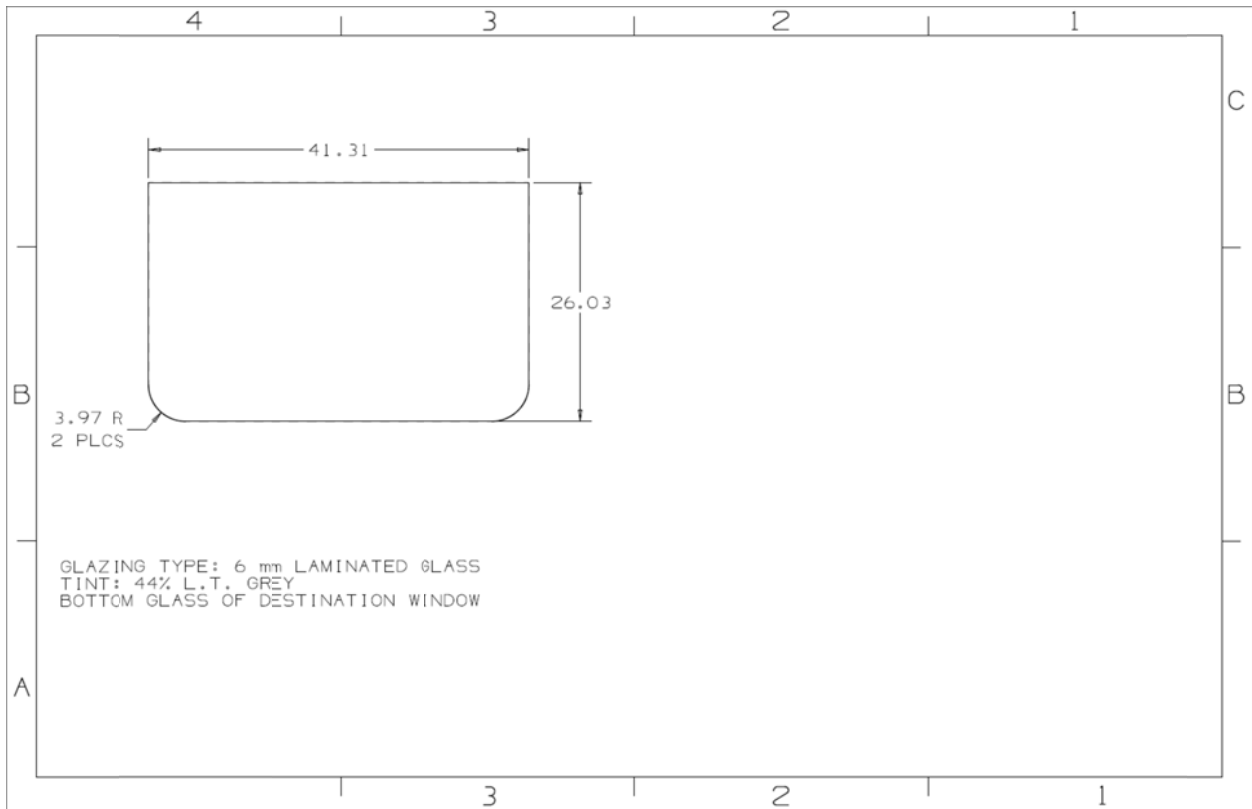
E3.3 New Flyer Part# 6398970 or Laminated Glass, 6mm, Grey, Pattern 198. See below drawing.



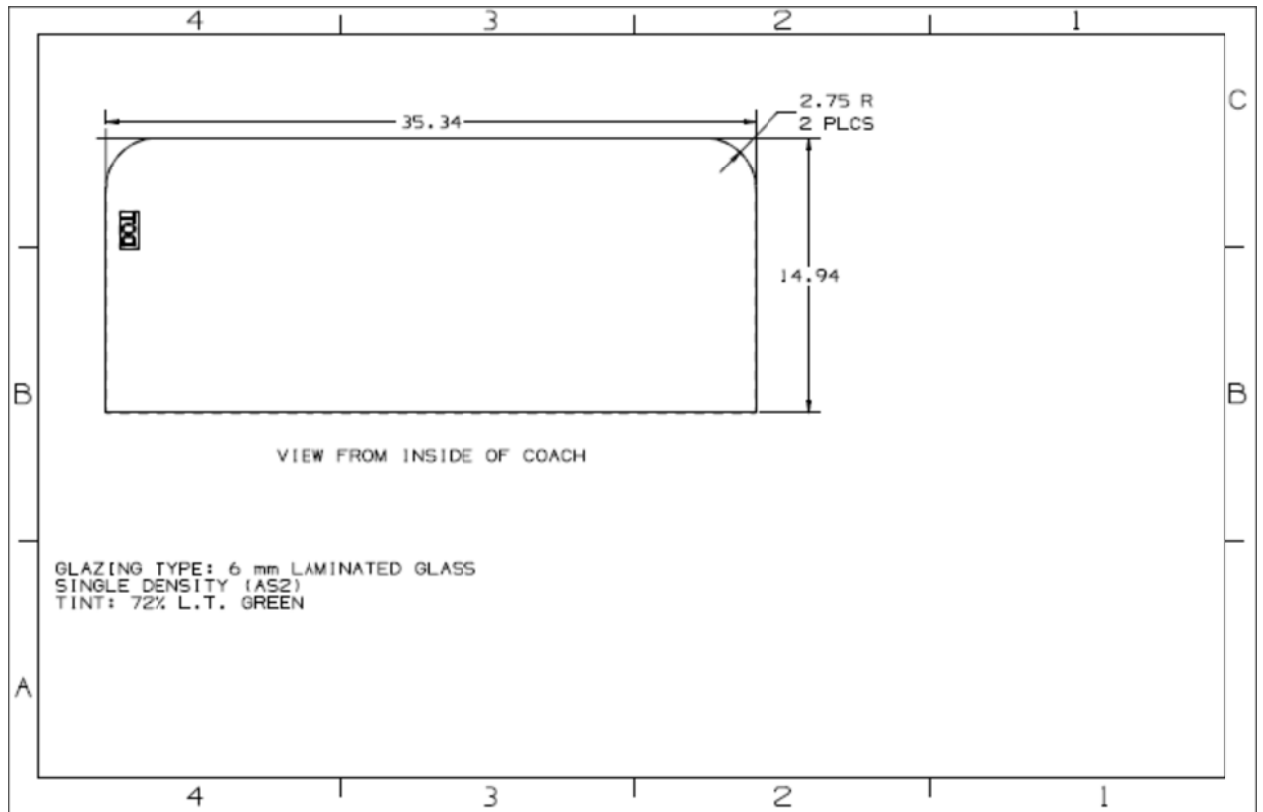
E3.4 New Flyer Part# 6399004 or Laminated Glass, 6mm, Grey, Pattern 199. See below drawing.



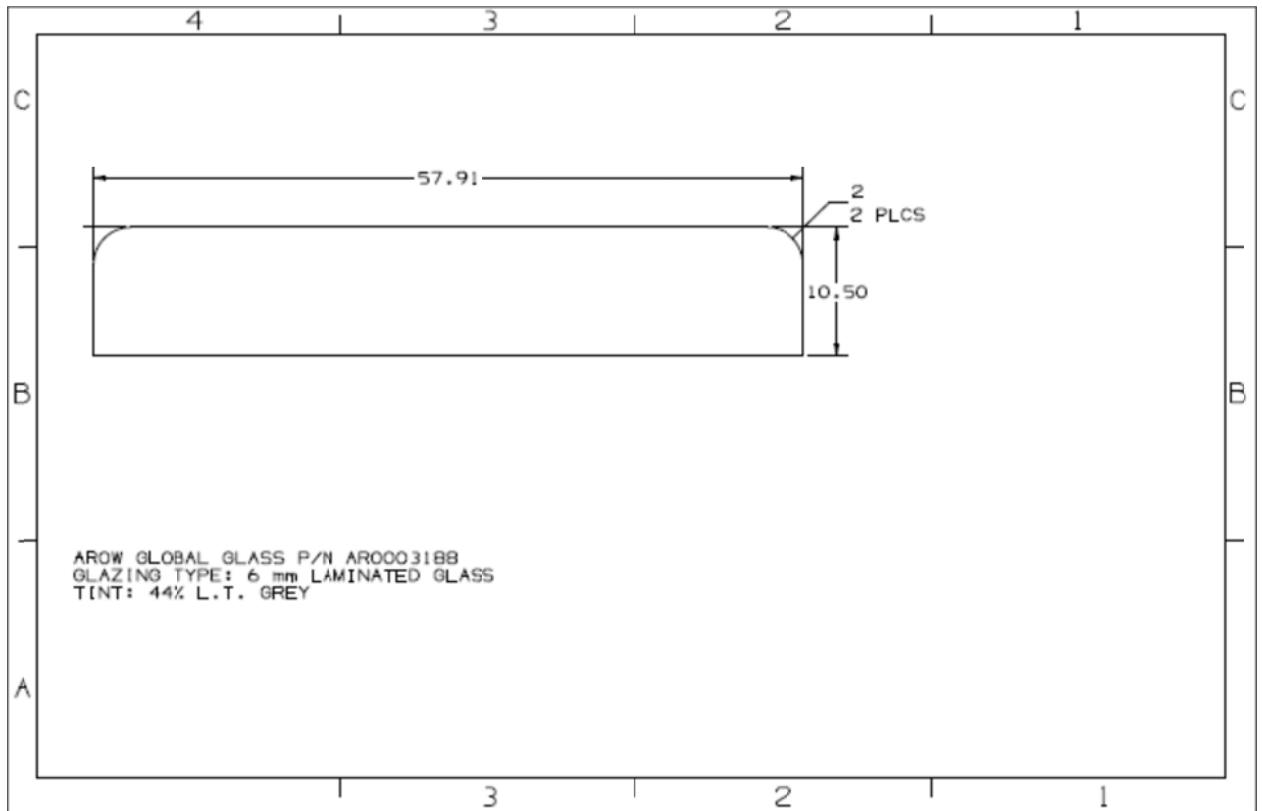
E3.5 New Flyer Part# 6399023 or Laminated Glass 6mm, Grey, Pattern 200. See below drawing.



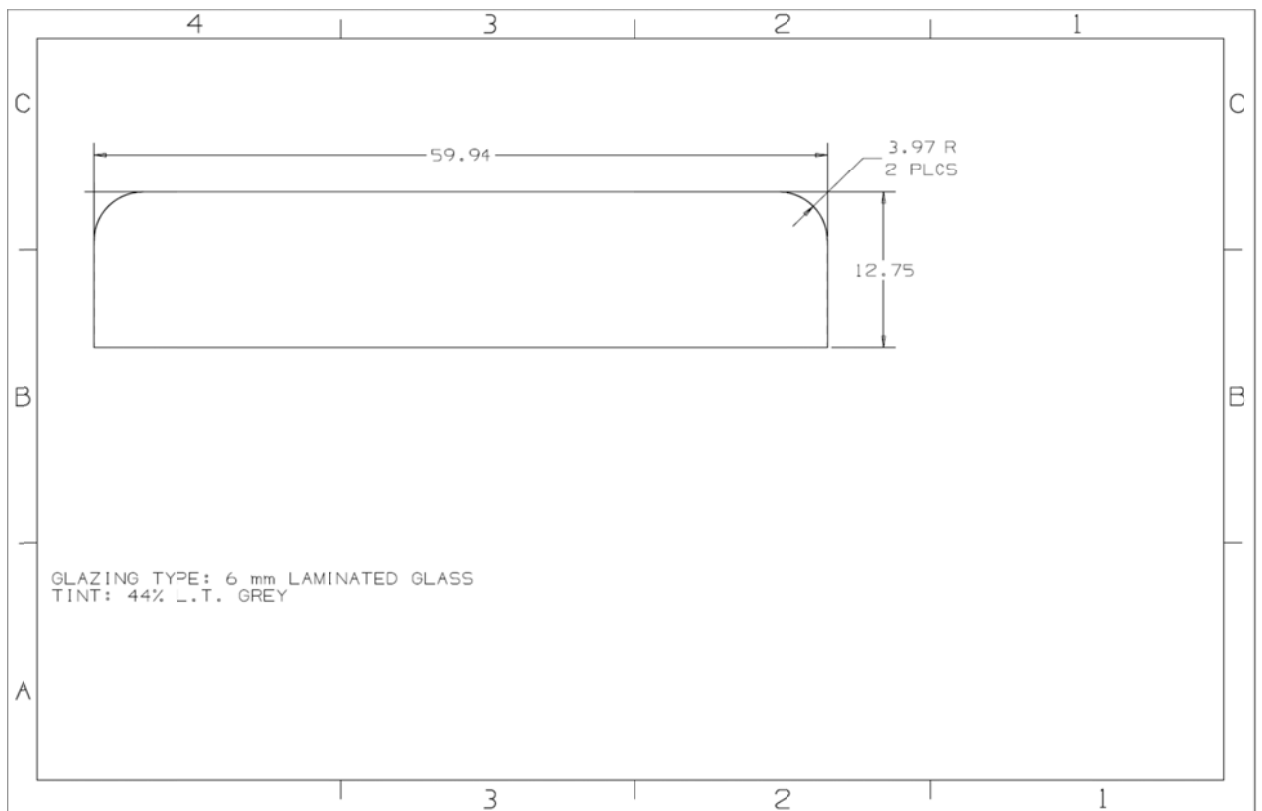
E3.6 New Flyer Part# 6400554 or Laminated Glass 6mm, Green, Pattern 201. See below drawing.



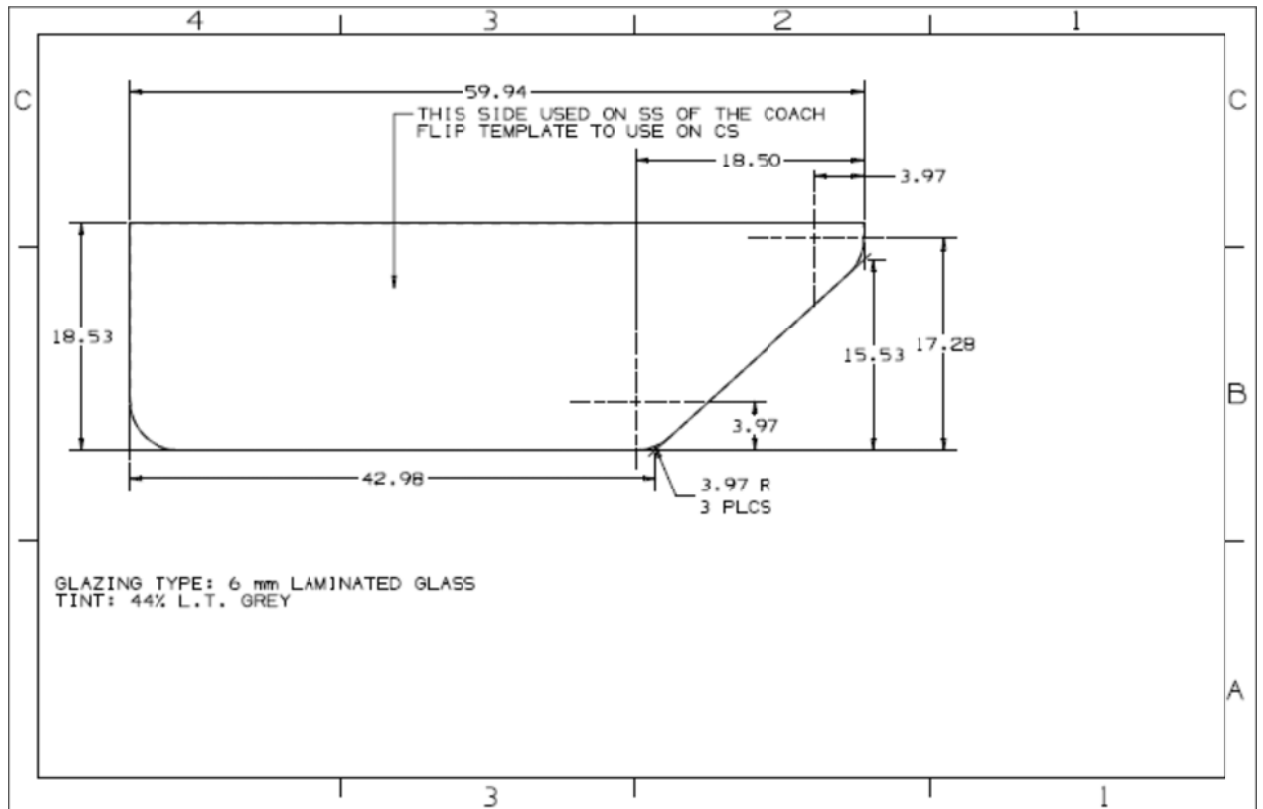
E3.7 New Flyer Part# 6398985 or Laminated Glass 6mm, Grey, Pattern 202. See below drawing.



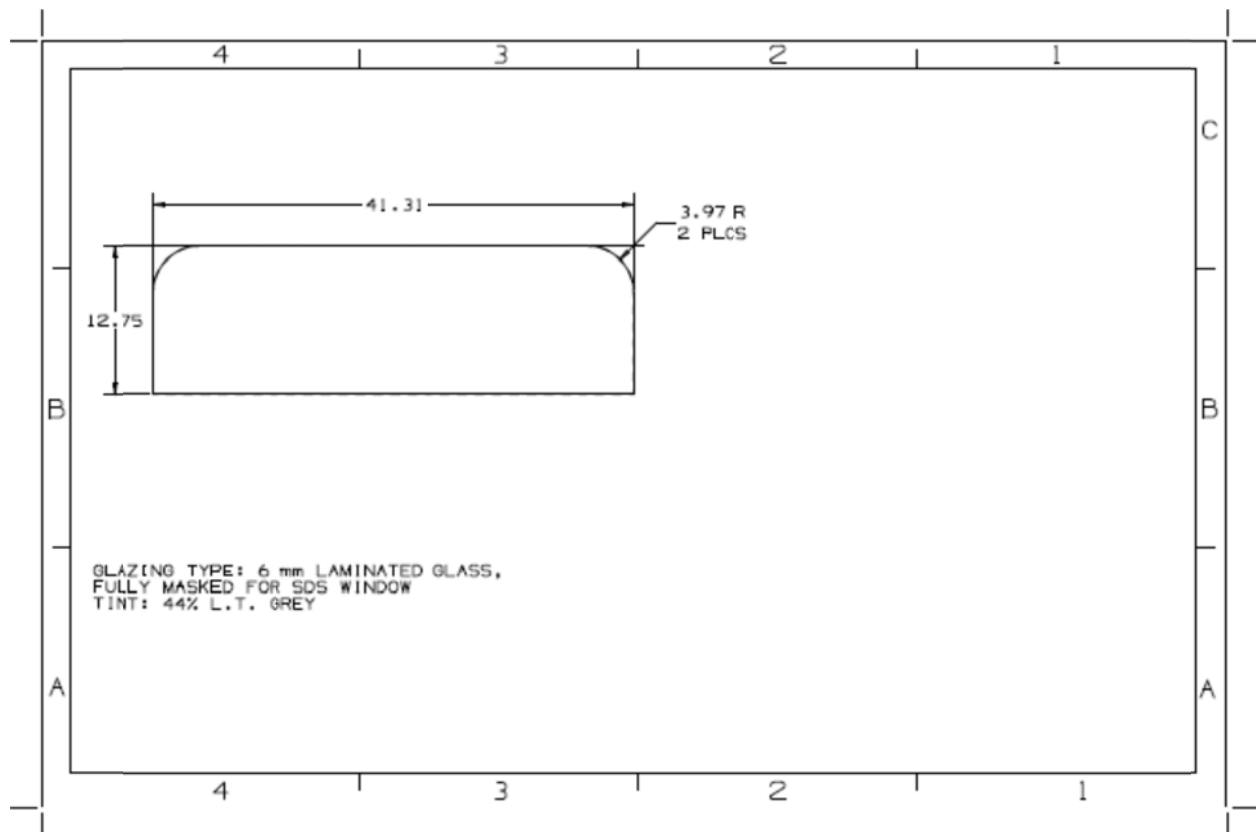
E3.8 New Flyer Part# 6400590 or Laminated Glass 6mm, Grey, Pattern 203. See below drawing.



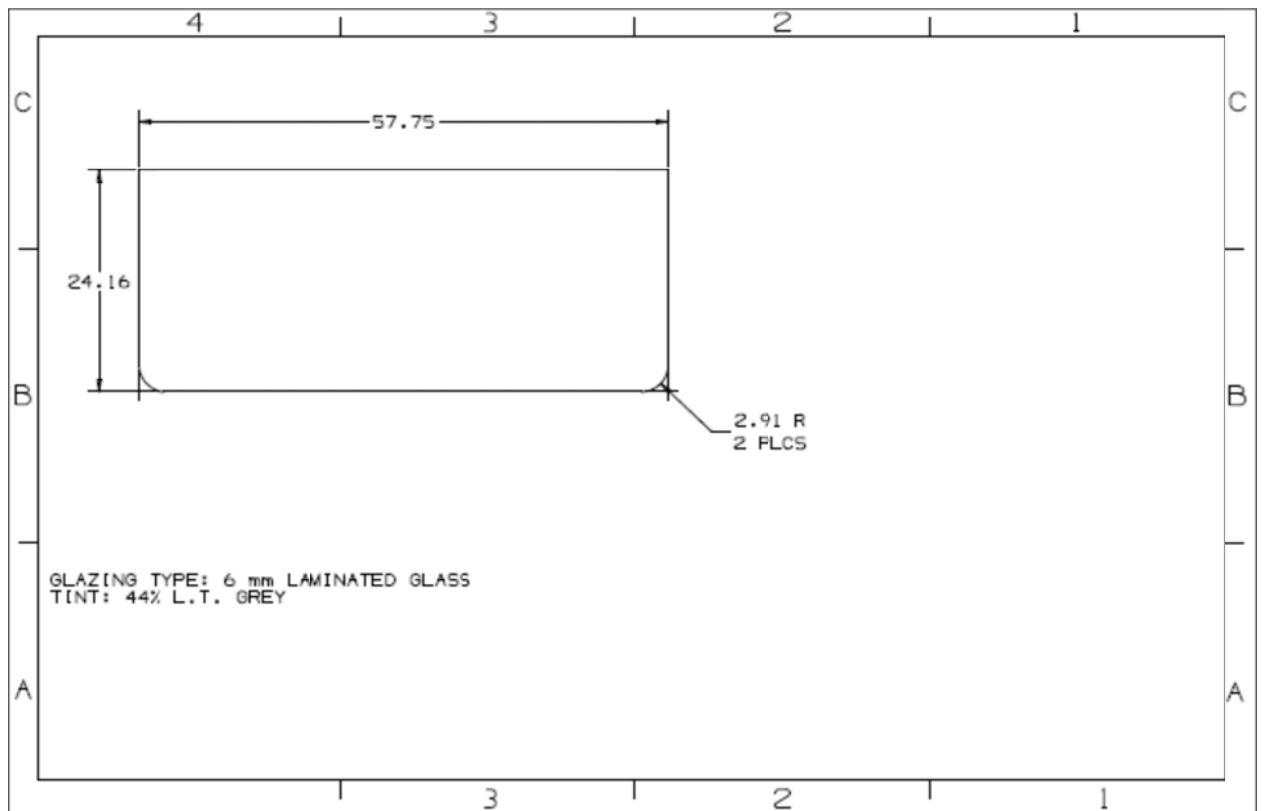
E3.9 New Flyer Part# 6399007 or Laminated Glass 6mm, Grey, Pattern 204. See below drawing.



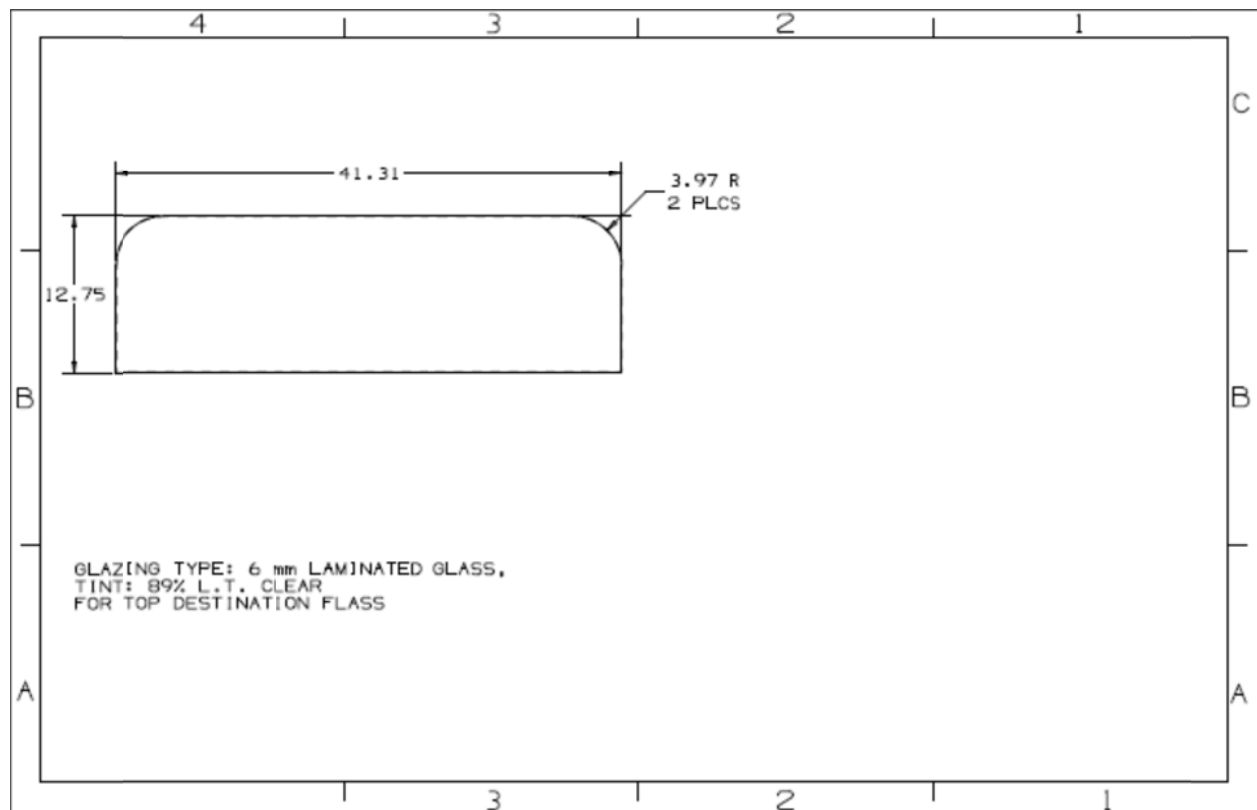
E3.10 New Flyer Part# 6398968 or Laminated Glass 6mm, Grey, Pattern 205. See below drawing.



E3.11 New Flyer Part# 6401850 or Laminated Glass 6mm, Grey, Pattern 206. See below drawing.



E3.12 New Flyer Part# 6399074 or Laminated Glass 6mm, Clear Pattern 207: See below drawing.



- E3.13 The City of Winnipeg Transit Department will supply templates of current stock to the successful Contractor after the award of contract and a set of back-up templates will remain with Winnipeg Transit, to measure all incoming orders.
- E3.14 The City of Winnipeg Transit Department will supply templates as new patterns are placed into stock, each pattern will be issued with a new control number, and a set of back-up templates will remain with Winnipeg Transit, to measure all incoming orders.