



**SUBMISSION DEADLINE: 4:00 P.M. WINNIPEG TIME, MARCH 9, 2004**

If your company name and address are not correctly shown below, please enter or correct it before submitting your Bid.

Company Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BUYER: RACHEL BUSCH /r  
TELEPHONE NO. (204) 986-2451

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**SUPPLY AND DELIVERY OF BILINGUAL TRANSIT BUS TICKETS AND PASSES**

\_\_\_\_ Please quote prices on the attached Form B: Prices. \_\_\_\_\_

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**THE BID SUBMISSION MUST INCLUDE THIS PAGE (COMPLETED AND SIGNED)**

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**TERMS AND CONDITIONS ATTACHED APPLY EXCEPT AS SUPERSEDED ABOVE OR BY SPECIFICATIONS (IF ANY) ATTACHED.**

**Early payment discount:** \_\_\_\_\_ % \_\_\_\_\_ days  
(See 1.5 of the Terms and Conditions attached.)

RETURN TO:

**THE CITY OF WINNIPEG 10-2004  
CORPORATE FINANCE DEPARTMENT  
MATERIALS MANAGEMENT DIVISION  
185 KING ST MAIN FLOOR  
WINNIPEG MB R3B 1J1**

**Contact Person:** (print) \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Facsimile Number:** \_\_\_\_\_

The Bidder hereby offers to perform the Work in accordance with the Contract for the price(s), in Canadian funds, set out in this Bid.

The Bidder agrees that the Request for Quotation in its entirety shall be deemed to be incorporated in and to form a part of this offer notwithstanding that not all parts thereof are necessarily attached to or accompany this Bid.

The Bidder certifies that the following addenda have been received and agrees that they shall be deemed to form a part of the Contract.

No. 1                       No. 2                       No. 3                       No. 4

This offer shall be open for acceptance, binding and irrevocable for a period of thirty (30) days following the Submission Deadline.

**Signature:** \_\_\_\_\_

## TERMS AND CONDITIONS – GOODS

### 1. BIDDING PROCEDURES

- 1.1 The Bid must be submitted on the forms provided, with all required entries made clearly in ink.
- 1.2 If the Bidder finds discrepancies or omissions in the Request for Quotation or any part thereof, or is unsure of the meaning or intent thereof, he shall notify the Buyer. The Buyer will, if he deems it necessary, issue addenda to all Bidders. The Bidder is advised to direct all enquiries or comments to the Buyer at least five (5) business days prior to the Submission Deadline to allow time for the preparation and distribution of necessary addenda.
- 1.3 The Bidder is responsible for investigating the nature of the Work to be done and all conditions that might affect his Bid or his performance of the Work, and shall assume all risk for conditions existing or arising in the course of the Work which have been or could have been determined through such investigation.
- 1.4 The Contract is based on the design, methods and materials specified and any proposed substitutes must be clearly identified in the Bid. Where the phrases "or equal" or "or alternative" occur in the Request for Quotation, the Bidder is advised to submit descriptive matter in sufficient detail to permit a judgment as to the merits of any "equal" or "alternative" offered.
- 1.5 The Bidder may, but is not required to, offer a prompt payment discount. If prompt payment discounts are offered, they will be considered in determining the lowest evaluated responsive Bid.
- 1.6 The Bid must be submitted enclosed and sealed in an envelope clearly marked with the RFQ Number and the Bidder's name and address. Each envelope must contain only the Bid for one Request for Quotation.
- 1.7 The Bid must be submitted to the Materials Management Division at the address specified no later than the Submission Deadline specified. Bids received after the Submission Deadline will not be considered.
- 1.8 The Bid may be withdrawn without penalty at any time prior to the Submission Deadline.
- 1.9 The Bid shall be open for acceptance, binding and irrevocable for the period of time specified on the cover page. A Bidder who withdraws his Bid after the Submission Deadline but before his Bid has been released or has lapsed shall be liable for such damages as are imposed upon the Bidder by law and subject to such sanctions as the City considers appropriate in the circumstances.
- 1.10 The City may reject a Bid as being non-responsive if the Bid is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The City may reject all or any part of any Bid or waive technical requirements if the interests of the City so require. The City may reject any Bid submitted by a Bidder who does not demonstrate, in his Bid or in other information required to be submitted, that he is responsible and qualified. A responsible and qualified Bidder is one that meets the qualifications specified and is not suspended, debarred or in default under any contract with the City.
- 1.11 Where the Contract is proposed in separate sections or with alternatives, the City shall have the right to award any section separately or to choose any alternative which is in its best interests.
- 1.12 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. 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.
- 1.13 The Buyer will give notice of the award of the Contract by issuing a Purchase Order to the successful Bidder, or will give notice that no award will be made.
- 1.14 The Request for Quotation, including but not limited to the specifications, drawings and addenda, and the Contractor's Bid 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.
- 1.15 The name of the successful Bidder and the Contract amount will be made available, upon request, to Bidders only after award of Contract.

### 2. SCOPE OF WORK

- 2.1 The Work to be done under this Contract shall consist of the supply and delivery of goods and the provision of ancillary services in accordance with applicable specifications, drawings and addenda.
- 2.2 The Contractor shall provide and pay for all materials, labour, equipment, tools, utilities, licenses and fees necessary to complete the Work.

### 3. GOODS

- 3.1 All goods supplied under the Contract shall be new and unused.
- 3.2 Materials and workmanship shall be fit for the purpose intended and shall equal or exceed the quality specified.
- 3.3 The Contractor shall be responsible for the storage, transportation and handling of goods until delivered to and accepted by the City.
- 3.4 Goods will be inspected at the time of delivery only for general description, quantity and obvious defects or damage. Notwithstanding any waiver or release which may be included on shipping bills, receipts or other such forms signed at the time of delivery, the Contractor shall not be relieved of any responsibility for goods which are defective or damaged or are not in accordance with the specifications.
- 3.5 Goods which, in the sole opinion of the City, fail to meet the requirements of the specifications shall be returned to the Contractor at his expense. The Contractor shall not be entitled to payment for goods so returned. In the event payment has been made to the Contractor, the City shall be entitled to recover same and to take whatever remedies that it may have at law.

### 4. ASSIGNMENT

- 4.1 The Contractor shall not assign the Contract or any payment thereunder without the prior written approval of the City.

### 5. SUBCONTRACTING

- 5.1 If the Contractor subcontracts any portion of the Work, he shall:
  - a) employ only Subcontractors who have successfully carried out work similar in nature, scope and value to the portion of the Work proposed to be subcontracted to them, or who are fully capable of performing the Work required to be done in accordance with the terms of the Contract;
  - b) enter into contracts or written agreements with his Subcontractors to require them to perform their work in complete conformance with and subject to the terms and conditions of the Contract; and
  - c) be as fully responsible to the City for acts and omissions of his Subcontractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by him.

### 6. INDEMNITY

- 6.1 The Contractor shall save harmless and indemnify the City for twice the contract price plus two million dollars, unless specifically stated otherwise in the contract documents, against all costs, damages or expenses arising from actions, claims, demands and proceedings, by whomsoever brought, made or taken as a result of acts or omissions of the Contractor, his subcontractors, employees or agents in the performance or purported performance of the Work, and more particularly from:
  - a) accidental injury to or death of any person whether retained by or in the employ of the Contractor or not, arising directly or indirectly by reason of the performance of the Work, or by reason of any trespass on or damage to property;
  - b) damage to any property owned in whole or in part by the City, or which the City by duty or custom is obliged, directly or indirectly, in any way or to any degree, to construct, repair or maintain;
  - c) damage to, or trespass or encroachment upon, property owned by persons other than the City;
  - d) failure to pay and obtain a discharge of a notice of claim for lien served upon the City in accordance with the requirements of The Builders' Liens Act;
  - e) failure to pay a workers compensation assessment, or federal or provincial taxes;
  - f) unauthorized use of any design, device, material or process covered by letters patent, copyright, trademark or trade name in connection with the Work;
  - g) inaccuracies in any information provided to the City by the Contractor.
- 6.2 The City has the right, acting reasonably and upon notice to the Contractor, to settle any such action, proceeding, claim or demand and charge the Contractor with the amount so paid or to be paid in effecting a settlement.
- 6.3 The Contractor shall pay to the City the value of all legal fees and disbursements required to settle any such claim or to defend the City against any such claim, action, proceeding, claim or demand notwithstanding that the settlement or defence of the said action, proceeding, claim or demand was undertaken on behalf of the City by a salaried employee of the City.
- 6.4 If the Contractor fails to make any payment required to be made to the City hereunder, the City shall be entitled to deduct the amount of such payment from any payment required to be made by the City to the Contractor under the Contract or take whatever other remedies against the Contractor that the City may have at law.

### 7. EVENTS OF DEFAULT

- 7.1 An event of default will be deemed to have occurred if the Contractor:
  - a) abandons the Work; or
  - b) is adjudged bankrupt or files for bankruptcy, becomes insolvent, makes a general assignment for the benefit of his creditors, or has a receiver or liquidator appointed in respect of his assets; or
  - c) in the judgment of the City, is not performing or has not been performing the Work, or any part thereof, in a sound and workmanlike manner and in all respects in strict conformity with the Contract; or
  - d) in the judgment of the City, is not progressing continuously with the Work or any part thereof, and in such a manner as to ensure the completion of the Work or any part thereof, in accordance with the work schedule; or
  - e) fails to remedy any defective or deficient Work, or to remove any defective or deficient goods; or
  - f) fails to remedy defects or deficiencies during the warranty period in the manner and within the time periods specified by the City; or
  - g) fails to make prompt payment to his subcontractors, his employees or on account of the purchase or rental of equipment or material; or
  - h) fails to promptly secure a discharge of a lien or trust claim served upon the City pursuant to The Builders' Liens Act; or
  - i) fails to comply with any laws, by-laws or statutory regulations; or
  - j) fails to submit any schedules, documents or information required by the Contract; or
  - k) refuses or neglects to comply with an order given by the City;
  - l) commits any other breach of the Contract.
- 7.2 Any provision of the Contract may be waived only by express waiver in writing by the City. No express waiver of any provision shall imply the waiver of any other provision.
- 7.3 If an event of default has occurred, the City may do any one or more of the following:
  - a) withhold or retain the whole or part of any payment;
  - b) take the whole of the Work, or any part or parts thereof out of the hands of the Contractor;
  - c) demand payment for any amount owed to the City.
- 7.4 The duties and obligations imposed upon the Contractor by the Contract and the rights and remedies available to the City hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed upon the Contractor or available to the City at law.

### 8. PRICES AND PAYMENT

- 8.1 Prices bid shall be gross prices including all applicable duty, freight, cartage, Provincial and Federal Taxes [except Manitoba Retail Sales Tax (MRST or PST) and Goods and Services Tax (GST), which shall be extra where applicable] and all charges governmental or otherwise paid, and including profit and all compensation which shall be due to the Contractor.
- 8.2 If the Contractor charges GST, he must show his registration number and the amount of GST separately on the invoice.
- 8.3 Where The Builders' Liens Act is applicable to the Contract, payments will be subject to such holdbacks as are required to be made thereunder. Interest on holdback amounts will be credited, and holdback amounts will be released, in accordance with said Act.
- 8.4 Payment will be in Canadian funds net thirty (30) days from receipt of acceptable goods, or receipt and approval of the Contractor's invoice, whichever is later.

**FORM B: PRICES**

**UNIT PRICES**

ITEM NO.	DESCRIPTION	SPEC. REF.	APPROX. QUANTITY	UNITS	UNIT PRICE	
				Per Thousand Sheets	Alternative 1 - Award as a Whole	Alternative 2 - Award by Section

**SECTION A - Bus Tickets (10 tickets per sheet)**

**Initial Order**

1.	Full Fare Bus Tickets	3.1	375,000	Per Thousand Sheets	_____	_____
2.	Reduced Fare Bus Tickets	3.1	250,000	Per Thousand Sheets	_____	_____
3.	Handi-Transit Fare Bus tickets	3.1	50,000	Per Thousand Sheets	_____	_____

**Second Shipment**

4.	Full Fare Bus Tickets	3.1	350,000	Per Thousand Sheets	_____	_____
5.	Reduced Fare Bus Tickets	3.1	250,000	Per Thousand Sheets	_____	_____

**Subsequent Order(s) If Required**

6.	Full Fare Bus Tickets	3.1	50,000	Per Thousand Sheets	_____	_____
7.	Reduced Fare Bus Tickets	3.1	50,000	Per Thousand Sheets	_____	_____
8.	Handi-Transit Fare Bus tickets	3.1	10,000	Per Thousand Sheets	_____	_____

**UNITS**  
**Per Thousand Passes**

**UNIT PRICE**

**SECTION B - Bus Passes**

9.	Full Fare Max 5 Bus Pass	3.1	416,000	Per Thousand Passes	_____	_____
10.	Full Fare Super Bus Pass (7 Day)	3.1	348,400	Per Thousand Passes	_____	_____
11.	Reduced Fare Super Bus Pass (7 Day)	3.1	270,400	Per Thousand Passes	_____	_____
12.	Full Fare Monthly Bus Pass	3.1	240,000	Per Thousand Passes	_____	_____
13.	Reduced Fare Monthly Bus Pass	3.1	120,000	Per Thousand Passes	_____	_____
14.	Post Secondary Monthly Bus Pass	3.1	116,000	Per Thousand Passes	_____	_____

**UNITS**  
**Per Thousand Passes**

**UNIT PRICE**

**SECTION C**

15.	Handi-Transit Monthly Bus Pass	3.1	6,000	Per Thousand Passes	_____	_____
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Name of Bidder

## SPECIFICATIONS

### 1. GENERAL

1.1 These Specifications shall be applicable to the Work and shall take precedence over the Terms and Conditions.

### 2. DEFINITIONS

2.1 When used in this Request for Quotation:

- (a) "**Business Day**" means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
- (b) "**Buyer**" means the person authorized to represent the City in respect of the Request for Quotation;
- (c) "**Calendar Day**" means the period from one midnight to the following midnight;
- (d) "**Contract**" means the combined documents consisting of the Request for Quotation package and any documents and drawings referred to and incorporated therein together with any submissions required to be made by the Contractor after award, and all amendments to the foregoing;
- (e) "**Contract Administrator**" means the person authorized to represent the City in respect of the Contract and is identified at the time of award of the Contract;
- (f) "**Contractor**" means the person undertaking the performance of the Work under the terms of the Contract;
- (g) "**Site**" means the lands and other places on, under, in or through which the Works is to be performed.
- (h) "**User**" means a person, department or other administrative unit of the City authorized by the Contract Administrator to order Work under this Contract;
- (i) "**Work**" means the carrying out and the doing of all things, whether of a temporary or permanent nature, that are to be done by the Contractor pursuant to the Contract and, without limiting the generality of the foregoing, includes the furnishing of all equipment, facilities, material, labour and services necessary for or incidental to the fulfilment of the requirements of the Contract.

2.2 Further to 2.1(b), the Buyer is:

RACHEL BUSCH  
(204) 986-2451

### 3. GOODS

3.1 The Contractor shall supply Bilingual Transit Bus Tickets and Passes for the 2005 calendar year in accordance with the Detailed Specifications.

### 4. ORDERS

4.1 The Contractor shall provide a local Winnipeg, or toll-free telephone number and facsimile number, at which orders may be placed.

4.2 The Contractor shall make provisions to receive orders, by any of the means identified in Clause 4.1 above, at all times between 8:00 a.m. and 4:00 p.m. on Business Days.

### 5. DELIVERY

5.1 Goods shall be delivered, in accordance with the Detailed Specifications, during the term of the Contract, f.o.b. destination, freight prepaid, Garry Street Transit Service Centre, 65 Garry Street, Winnipeg, Manitoba R3C 4K4.

5.2 Requested Delivery dates must be strictly adhered to. However, earlier deliveries will be accepted.

5.2.1 The Contractor shall confirm each scheduled delivery with the User at least two (2) Business Days before delivery.

- 5.2.2 Goods shall be delivered between 8:00 a.m. and noon, and 1:00 p.m. and 4:00 p.m. on Business Days.
- 5.3 Due to the critical nature of the tickets and passes, their on-time delivery to Garry Street Transit Service Centre and subsequent distribution; the ability of the Contractor to carry out the requirements of this quotation shall be subject to the review and approval of Contract Administrator or the designate.
- 5.4 The Contractor is advised that delivery access through the Garry Street Transit Service Centre overhead door requires that the vehicle used to deliver the goods shall be no larger than a five (5) ton truck, and shall be equipped with a hydraulic-tail lift.
- 5.4.1 The Contractor shall be solely responsible for the off-load of goods, as directed at the delivery location.
- 5.5 Delivery shall be by a bonded company or accompanied by a bonded employee.
- 5.6 Delivery shall be accompanied by a signed statement by the Contractor, stating that all printing overruns and samples have been destroyed by shredding or burning under supervision.
- 5.7 Delivery shall be accompanied by a signed statement by the Contractor, addressed to the Contract Administrator stating that all tickets and passes have been produced, in accordance with the General Conditions, and that:
- (a) No City of Winnipeg Transit Bus Tickets or Passes shall remain at the Contractor's Plant;
  - (b) All printing plates and negatives shall be retained in safekeeping under security conditions until requested by the Contract Administrator to return them;
  - (c) Notwithstanding the General Conditions Clause 44.8.1 and Clause 111.8, all waste materials associated with the production of the tickets and Passes shall be destroyed in accordance with Clause 45.7 and Clause 114.7.

## **6. DURATION OF CONTRACT**

- 6.1 The Contract shall be for the period of April 1, 2004 to December 31, 2005.
- 6.2 Notwithstanding Clause 6.1, the type and quantity of Work to be performed under this Contract is subject to annual approval of monies therefore in a budget by Council. Bidders are advised that monies have been approved for work up to and including December 31, 2004.
- 6.3 Notwithstanding Clause 6.1, in the event that operational changes result in substantial changes to the requirements for Work, the City reserves the right to alter the type or quantity of work performed under this Contract upon thirty (30) Calendar Days written notice by the Contract Administrator. In such an event, no claim may be made for damages on the ground of loss of anticipated profit on Work.

## **7. ADDENDA**

- 7.1 The Buyer may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the Request for Quotation, or clarifying the meaning or intent of any provision therein.
- 7.2 The Buyer will issue each addendum to all Bidders by:
- (a) publication at the Materials Management Division's Bid Opportunities internet website at <http://www.winnipeg.ca/matmgt/bidopp.asp>
- 7.3 The Bidder is responsible for ensuring that he/she has received all addenda and shall acknowledge receipt of each addendum on the Request for Quotation cover page. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.
- 7.3.1 The Bidder is advised to check the Materials Management Division's Bid Opportunities internet website for addenda shortly before submitting his/her Bid.

## **8. SUBSTITUTES**

- 8.1 Further to Clause 1.4 of the Terms and Conditions, the Work is based on the Plant, Materials and methods specified in the Quotation Package.
- 8.2 Bidders shall ensure that any and all requests for approval of a substitute:

- (a) provide sufficient information and details **with their bid** to enable the Contract Administrator to determine the acceptability of the Plant, Material or method 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) certify that an approved equal shall 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;
- (d) certify that an approved alternative shall 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.

8.3 The Contract Administrator, after assessing the request for approval of a substitute, may at 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.

8.4 No later claim by the Contractor for an addition to the Total Bid Price because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.

8.5 Bidders shall include with their quote, the sample of their similar comparable product.

## **9. SAMPLES**

9.1 Samples of proposed 2005 Bilingual Transit Bus Tickets and Passes are attached in accordance with pages 38 to 48.

9.1.1 Samples are not 100% precise.

9.1.2 Good supplied shall meet or exceed the quality of the current City Samples.

## **10. BID SUBMISSION**

10.1 The Bid Submission consists of the following components:

- (a) Request for Quotation cover page completed and signed;
- (b) Form B: Prices;
- (c) Substitutes in accordance with Clause 8, where applicable.

10.2 Bids may be submitted by:

- (a) mail, courier or personal delivery to the address shown on the Request for Quotation cover page; or
- (b) facsimile transmission (fax) to (204) 949-1178.

10.2.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.

10.2.2 Bids submitted by internet electronic mail (e-mail) will not be accepted.

## **11. PRICES**

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

11.2 Prices shall be fixed for the duration of the Contract except for changes stipulated, with amounts and effective dates, in the Bid.

11.3 Quoted prices shall reflect anticipated overruns, as no additional payment will be made over the quoted price.

11.4 Further to Clause 10 of the Terms and Conditions, the City of Winnipeg will not consider payment of any charges (e.g., minimum order charges, handling charges, container deposits, etc.), except those imposed after the Submission Deadline by a government or regulatory authority having jurisdiction, unless they are identified and quantified in the Bid.

11.5 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.

11.6 The quantities for which payment will be made to the Contractor shall be determined by the Work actually performed by the Contractor.

## 12. INVOICES

12.1 The Contractor shall submit invoices to the Garry Street Transit Service Center, 65 Garry Street, Winnipeg, Manitoba, R3C 4K4.

12.2 Invoices must clearly indicate, as a minimum:

- (a) the City's Purchase Order (PO) number ;
- (b) shipping date(s);
- (c) delivery address(s);
- (d) description, quantity and unit price(s) of goods delivered;
- (e) total amount payable with GST and PST, where applicable, shown as separate amounts; and
- (f) where applicable, the Contractor's GST registration number.

12.3 The City will bear no responsibility for delays in approval of invoices that are improperly submitted.

12.4 Invoicing to be progressive with delivery.

## 13. RECORDS

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

13.2 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.

13.3 The Contractor shall provide the Contract Administrator with a copy of the records as required.

## 14. WARRANTY

14.1 The Contractor warrants that the goods will be free of any and all defects or deficiencies for a period of one (1) year from the date of delivery to and acceptance by the City.

14.1.1 Goods determined to be defective within ninety (90) Calendar Days from the date of delivery of an order shall, except when otherwise authorized by the User, be replaced with new and unused goods at no cost to the City. If goods are supplied as an assembly, the entire assembly shall be replaced as a whole.

14.1.2 Goods determined to be defective after the first ninety (90) Calendar Days, but within one (1) year from the date of delivery shall, except when otherwise authorized by the user, be repaired at no cost to the City. The Contractor may, at his/her option, replace the defective goods with new and unused goods at no cost to the City.

14.2 Notwithstanding Clause 14.1 above, if any statute in force in the Province of Manitoba or in the jurisdiction where the goods were manufactured requires, or if the manufacturer provides, a longer warranty period or a warranty that is more extensive in its nature, then the provisions of such statute or manufacturer's warranty shall apply.

## 15. EVALUATION CRITERIA

15.1 Award of this Contract will be based on the following evaluation criteria:

- (a) conformance of the Bid with the requirements of the RFQ pass/fail;
- (b) qualifications of the Bidder pursuant to 1.10 of the Terms and Conditions pass/fail;
- (c) total contract price 100%.

- 15.2 Further to 15.1(a), the Bidder shall, within two (2) Business Days of a request by the Buyer, provide representative samples of the goods offered.
- 15.3 Further to 15.1(b), the Bidder shall:
- (a) submit, within two (2) 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;
  - (b) 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.
- 15.4 Further to 15.1(c), total contract price will be evaluated on the basis of the approximate quantities shown on Form B: Prices considering early payment discounts if offered.
- 16. AWARD OF CONTRACT**
- 16.1 Further to 1.11 of the Terms and Conditions, this Contract may be awarded as a whole (Alternative 1) or separately in sections (Alternative 2) as identified on Form B: Prices.
- 16.2 Notwithstanding Clause 11.1, the Bidder may, but is not required to, bid on both alternatives, or on any one or more sections in Alternative 2.
- 16.3 The City shall not be obligated to award any section to the responsible Bidder submitting the lowest evaluated responsive Bid for that section and shall have the right to choose the alternative which is in its best interests. If the Bidder has not bid on both alternatives or on all sections in Alternative 2, he/she shall have no claim against the City if his/her partial Bid is rejected in favour of an award of the Contract on the basis of an alternative or section upon which he/she has not bid.



## DETAILED SPECIFICATIONS DATED BILINGUAL TRANSIT BUS TICKETS

### 17. OVERVIEW:

17.1 The Winnipeg Transit Department is concerned over the growing potential for counterfeiting/illegal reproduction of Transit Bus Tickets.

17.2 If additional information is required, please contact:

- (a) Ms. Helen Tack (204) 986-5242 - Contract Administrator  
Superintendent of Garry Street Transit Service Center
- (b) Mr. Ed Yorski (204) 986-4346 - Revenue Officer of the Garry Street Transit Service Center

### 18. BILINGUAL TRANSIT BUS TICKET NUMBERING/REQUIREMENTS FOR THE CONTRACT PERIOD:

18.1 All sequential numbering must be in correct numerical order and accounted for (numbering to be sequential to last order) in accordance with the Printing Specifications for Dated Bilingual Transit Bus Tickets.

18.2 INITIAL ORDER Shall be delivered no later than September 15, 2004

- (a) Full Fare Bus Tickets Series "X" 375,000 sheets numbered  
000001-375000
- (b) Reduced Fare Bus Tickets Series "W" 250,000 sheets numbered  
000001-250000
- (c) Handi-Transit Bus Tickets Series "X" 50,000 sheets numbered  
00001-50000

18.3 SECOND SHIPMENT Delivery date shall be determined with successful Contractor

- (a) Full Fare Bus Tickets Series "X" 350,000 sheets numbered  
375001-725000
- (b) Reduced Fare Bus Tickets Series "W" 250,000 sheets numbered  
250001-500000

18.4 SUBSEQUENT ORDERS IF REQUIRED Delivery date shall be determined with successful Contractor

- (a) Full Fare Bus Tickets Series "X" additional subsequent runs shall be quoted  
in multiples of 50,000 sheets
- (b) Reduced Fare Bus Tickets Series "W" additional subsequent runs shall be  
quoted in multiples of 50,000 sheets
- (c) Handi-Transit Bus Tickets Series "X" additional subsequent runs shall be  
quoted in multiples of 10,000 sheets

### 19. SUBSTITUTE STOCK:

(a) Further to Clause 1.4 of the Terms and Conditions and Clause 8, substitute stocks may be considered, subject to the City's acceptance. If quoting on an alternative or equivalent stock the Bidder shall submit with quote, the brand name, the weight, and the name of the mill manufacturing the product.

Brand Name: \_\_\_\_\_ Weight: \_\_\_\_\_ Mill: \_\_\_\_\_

(b) Sufficient unprinted and/or printed samples are required to determine suitability and shall be submitted with quote. The City shall be the sole authority to determine if alternative or equivalent stocks are suitable.

**PRINTING SPECIFICATIONS  
DATED BILINGUAL TRANSIT BUS TICKETS  
FULL FARE SERIES "X"**

**20. FORMAT:**

- 20.1 1 5/8" x 1 1/8" ticket
- 20.1.1 Alternate similar sizes shall be considered. However sizes must be submitted with quote.
- 20.2 10 tickets per sheet, 5 rows of 2 across

**21. ARTWORK/COPY:**

- |                                     |                                      |                                     |  |
|-------------------------------------|--------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | Camera Ready Copy shall be supplied. | <input checked="" type="checkbox"/> | Copy shall be prepared by Contractor. Proof shall be required. |
| <input type="checkbox"/>            | Negatives shall be supplied.         | <input checked="" type="checkbox"/> | Negatives shall be manufactured by Contractor.                 |
| <input checked="" type="checkbox"/> | Diskettes shall be supplied.         | <input type="checkbox"/>            | Diskettes shall be manufactured by Contractor.                 |
| <input type="checkbox"/>            | Dies shall be supplied.              | <input type="checkbox"/>            | Dies shall be manufactured by Contractor.                      |
| <input type="checkbox"/>            | <b>COLOUR KEY REQUIRED.</b>          | <input checked="" type="checkbox"/> | <b>BLUELINE PROOF REQUIRED.</b>                                |

**22. PRINTING:**

- 22.1 Disk will be supplied in Coreldraw, in accordance with Clause 44.3 of the General Conditions for Bilingual Transit Bus Tickets.
- 22.2 New design/layout required for both front and back of tickets.
- 22.3 Image on front and back (different from front) shall be common to all "Full Fare" tickets.
- 22.4 High quality reproduction required. All text/graphics shall be of high resolution and clearly defined.
- 22.5 Colour density shall be consistent throughout all shipments so as not to show visible differences.

**23. INK(S):**

- 23.1 Black plus 1 fluorescent colour 2x shall be selected at a later date. All colours shall be approved by The Transit Department Contract Administrator.
- 23.2 Front: Black plus 1 fluorescent colour 2x, no bleeds.
- 23.3 Reverse: Back plus 1 fluorescent colour 2x (same as front), no bleeds

**24. STOCK:**

- 24.1 Plainfield Plus Text Smooth Finish, 80 lb. Recycled Britewhite (basis weight 130M, 20" x 26").
- 24.1.1 Alternate stock shall be considered. However, samples must be provided with quote.

**25. NUMBERING:**

- 25.1 Front: 10 tickets on each sheet numbered same in Black ink, then consecutively sheet to sheet
- 25.2 Numbering sequence to be 100% precise and guaranteed.

**26. BINDING AND FINISHING:**

- 26.1 Flat trimmed size 3 1/4" x 5 5/8"
- 26.1.1 Alternate similar sizes shall be considered. However, sizes must be submitted with quote.
- 26.2 Perforate vertically at 1 5/8"

- 26.2.1 Perforate horizontally in 4 position each 1 1/8" apart and with a 3/4" "X" in the centre of each ticket, all with a straight perforation
- 26.2.2 with a tie:cut ratio of approximately 1:2; with ties @ .8mm, and cuts @ 1.7mm ; to produce a sheet of 10 tickets
- 26.2.3 Alternate perforations shall be considered. However, samples must be provided with quote .

**27. PACKAGING:**

- 27.1 Shall be banded in lots of 100 sheets and shrink-wrapped in bundles of 10 lots.
- 27.2 All bundles shall be clearly identified as to contents.
  - 27.2.1 i.e.) type of ticket, series letter identification, and number sequence.
- 27.3 Shall be packed in sturdy containers, with containers labelled as to contents and number sequence.
  - 27.3.1 Containers shall be returned to Contractor upon request, once emptied.

**PRINTING SPECIFICATIONS  
DATED BILINGUAL TRANSIT BUS TICKETS  
REDUCED FARE SERIES "W"**

**28. FORMAT:**

- 28.1 1 5/8" x 1 1/8" ticket
- 28.1.1 Alternate similar sizes shall be considered. However, sizes must be submitted with quote
- 28.2 10 tickets per sheet, 5 rows of 2 across

**29. ARTWORK/COPY:**

- |                                     |                                      |                                     |  |
|-------------------------------------|--------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | Camera Ready Copy shall be supplied. | <input checked="" type="checkbox"/> | Copy shall be prepared by Contractor. Proof shall be required. |
| <input type="checkbox"/>            | Negatives shall be supplied.         | <input checked="" type="checkbox"/> | Negatives shall be manufactured by Contractor.                 |
| <input checked="" type="checkbox"/> | Diskettes shall be supplied.         | <input type="checkbox"/>            | Diskettes shall be manufactured by Contractor.                 |
| <input type="checkbox"/>            | Dies shall be supplied.              | <input type="checkbox"/>            | Dies shall be manufactured by Contractor                       |
| <input type="checkbox"/>            | <b>COLOUR KEY REQUIRED.</b>          | <input checked="" type="checkbox"/> | <b>BLUELINE PROOF REQUIRED.</b>                                |

**30. PRINTING:**

- 30.1 Disk will be supplied in Coreldraw, in accordance with Clause 44.3of the General Conditions for Bilingual Transit Bus Tickets.
- 30.2 New design/layout required for both front and back of tickets.
- 30.3 Image on front and back (different from front) shall be common to all "Reduced Fare" tickets.
- 30.4 High quality reproduction required. All text/graphics shall be of high resolution and clearly defined.
- 30.5 Colour density shall be consistent throughout all shipments so as not to show visible differences.

**31. INK(S):**

- 31.1 Black plus 1 fluorescent colour 2x shall be selected at a later date. All colours shall be approved by The Transit Department Contract Administrator.
- 31.2 Front: Black plus 1 fluorescent colour 2x, no bleeds
- 31.3 Reverse: Back plus 1 fluorescent colour 2x (same as front), no bleeds

**32. STOCK:**

- 32.1 Plainfield Plus Text Smooth Finish, 80 lb. Recycled Britewhite (basis weight 130M, 20" x 26").
- 32.1.1 Alternate stock shall be considered. However, samples must be provided with quote.

**33. NUMBERING:**

- 33.1 Front:10 tickets on each sheet numbered same in Black ink, then consecutively sheet to sheet
- 33.2 Numbering sequence to be 100% precise and guaranteed.

**34. BINDING AND FINISHING:**

- 34.1 Flat trimmed size 3 1/4" x 5 5/8"
- 34.1.1 Alternate similar sizes shall be considered. However, sizes must be submitted with quote.
- 34.2 Perforate vertically at 1 5/8"

- 34.2.1 Perforate horizontally in 4 position each 1 1/8" apart and with a 3/4" "X" in the centre of each ticket, all with a straight perforation
- 34.2.2 with a tie:cut ratio of approximately 1:2; with ties @ .8mm, and cuts @ 1.7mm; to produce a sheet of 10 tickets
- 34.2.3 Alternate perforations shall be considered. However, samples must be provided with quote.

**35. PACKAGING:**

- 35.1 Shall be banded in lots of 100 sheets and shrink-wrapped in bundles of 10 lots.
- 35.2 All bundles shall be clearly identified as to contents.
  - 35.2.1 i.e.) type of ticket, series letter identification, and number sequence.
- 35.3 Shall be packed in sturdy containers with containers, labelled as to contents and number sequence.
  - 35.3.1 Containers shall be returned to Contractor upon request, once emptied.

**PRINTING SPECIFICATIONS  
DATED BILINGUAL TRANSIT BUS TICKETS  
HANDI-TRANSIT FARE, SERIES "X"**

**36. FORMAT:**

- 36.1 2" x 2 ½"
- 36.1.1 Alternate similar sizes shall be considered. However, sizes must be submitted with quote
- 36.2 10 tickets per sheet, 2 rows of 5 across

**37. ARTWORK/COPY:**

- |                                     |                                      |                                     |  |
|-------------------------------------|--------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | Camera Ready Copy shall be supplied. | <input checked="" type="checkbox"/> | Copy shall be prepared by Contractor. Proof shall be required. |
| <input type="checkbox"/>            | Negatives shall be supplied.         | <input checked="" type="checkbox"/> | Negatives shall be manufactured by Contractor.                 |
| <input checked="" type="checkbox"/> | Diskettes shall be supplied.         | <input type="checkbox"/>            | Diskettes shall be manufactured by Contractor.                 |
| <input type="checkbox"/>            | Dies shall be supplied.              | <input type="checkbox"/>            | Dies shall be manufactured by Contractor.                      |
| <input type="checkbox"/>            | <b>COLOUR KEY REQUIRED.</b>          | <input checked="" type="checkbox"/> | <b>BLUELINE PROOF REQUIRED.</b>                                |

**38. PRINTING:**

- 38.1 Disk will be supplied in Coreldraw, pursuant to Clause 44.3 of the General Conditions for Bilingual Transit Bus Tickets.
- 38.2 New design/layout required for both front and back of tickets.
- 38.3 Image on front and back (different from front) shall be common to all "Handi-Transit Fare" tickets.
- 38.4 High quality reproduction required. All text/graphics shall be of high resolution and clearly defined.
- 38.5 Colour density shall be consistent throughout all shipments so as not to show visible differences.

**39. INK(S):**

- 39.1 Black plus 1 fluorescent colour 2x shall be selected at a later date. All colours shall be approved by The Transit Department Contract Administrator.
- 39.2 Front: Black plus 1 fluorescent colour 2x, no bleeds
- 39.3 Reverse: Back plus 1 fluorescent colour 2x (same as front), no bleeds

**40. STOCK:**

- 40.1 Plainfield Plus Text Smooth Finish, 80 lb. Recycled Britewhite (basis weight 130M, 20" x 26").
- 40.1.1 Alternate stock shall be considered. However, samples must be provided with quote.

**41. NUMBERING:**

- 41.1 Front: 10 tickets on each sheet numbered same in Black ink, then consecutively sheet to sheet
- 41.2 Numbering sequence shall be 100% precise and guaranteed.

**42. BINDING AND FINISHING:**

- 42.1 Flat trimmed size 5" x 10"
- 42.1.1 Alternate similar sizes shall be considered. However, sizes must be submitted with quote.
- 42.2 Perforate vertically at 2 ½"

- 42.2.1 Perforate horizontally in 4 position each 2" apart and with a straight perforation
- 42.2.2 with a tie:cut ratio of approximately 1:2; with ties @ .8mm, and cuts @ 1.7mm, to produce a sheet of 10 tickets.
- 42.2.3 Alternate perforations shall be considered. However, samples must be provided with quote.

**43. PACKAGING:**

- 43.1 Shall be banded in lots of 100 sheets and shrink-wrapped in bundles of 10 lots.
- 43.2 All bundles shall be clearly identified as to contents.
  - 43.2.1 i.e.) type of ticket, series letter identification, and number sequence.
- 43.3 Shall be packed in sturdy containers, with containers labelled as to contents and number sequence.
  - 43.3.1 Containers shall be returned to Contractor upon request, once emptied.

## **GENERAL CONDITIONS BILINGUAL TRANSIT BUS TICKETS**

### **44. PRINTING:**

- 44.1 Designs to be approved by the Contract Administrator.
- 44.2 Paper proofs, Blueline proofs and colour keys required prior to printing.
- 44.3 Coreldraw Disc shall be provided to Contractor no later than April 15, 2004.
- 44.4 First Proof of all products shall be submitted to the Transit Department Contract Administrator no later than May 31, 2004. Earlier submissions will be accepted.
- 44.5 The Contract Administrator shall be advised when production commences and when it is completed.
- 44.6 Contractor shall supply the Transit Department Contract Administrator with "voided" samples for each week that shall be easily identifiable, in accordance with the following:
  - (a) 25 (twenty-five) "voided" sample sheets of Full Fare Tickets
  - (b) 25 (twenty-five) "voided" sample sheets of Reduced Fare Tickets
  - (c) 25 (twenty-five) "voided" sample sheets of Handi-Transit Tickets
- 44.7 All work shall be done in the Contractor's own plant.
- 44.7.1 No work except the supply of raw materials may be contracted out, without the written consent of the City of Winnipeg Transit Contract Administrator.
- 44.8 All materials associated with the City of Winnipeg, Bilingual Transit Bus Tickets shall be the property of the City of Winnipeg (artwork, computer disks, negatives, and printing plates).
  - (a) The artwork to be returned immediately after the preparation of the negatives.
  - (b) The Contractor shall retain the negatives in safekeeping under security conditions until requested by the Contract Administrator to return them.
  - (c) Once returned to the Contract Administrator, the negatives shall be made available to the Contractor for any further printing.
  - (d) The printing plates shall also be retained in safekeeping under security conditions until instructed by the Transit Department Contract Administrator to destroy them.
  - (e) The printing plates shall be destroyed immediately after Contract expiry.
- 44.8.1 No materials shall be destroyed unless approved by the City of Winnipeg Transit Department Contract Administrator.

### **45. SECURITY**

- 45.1 A written description of the building and plant security may be requested by the Contract Administrator. This security is subject to the approval of the Contract Administrator and may be investigated by the Transit Department Contract Administrator.
- 45.2 The City of Winnipeg shall have the right (at its discretion) to place a person or persons in the Contractors plant during production in order to observe the production of the tickets.
- 45.3 When not being worked on, work in progress shall be placed in a secure area with accessibility limited to authorized supervisory personnel. The names and titles of these personnel shall be provided to Transit Department Contract Administrator prior to the commencement of production.
- 45.4 When material is being moved from one location to another in the plant, it shall be moved in a secure fashion.
- 45.5 Work is to be done in such a fashion that all tickets are printed, numbered, packaged and accounted for under supervision.



45.6 All tickets shall be placed in the secured area immediately upon completion until delivery is made to Garry Street Transit Service centre. Accessibility shall be limited as provided for in Clause 45.4

45.7 All waste shall be accounted for and stored in a secured area with accessibility limited as provided for in clause 45.4, until destroyed under supervision by shredding.

**46. CONTRACTOR'S RESPONSIBILITY FOR LOSS**

46.1 The Contractor shall, during the term of the Contract, be responsible for any loss of the Transit Bus Tickets by disappearance, destruction, dishonesty, or otherwise while in the possession and control of the Contractor. For the purpose of this clause, the Bilingual Transit Bus Tickets shall be deemed to be in the possession and control of the Contractor at any time prior to the acceptance of the delivery of same by the Transit Department Contract Administrator or his designate, at the City of Winnipeg.

46.2 Should such a loss occur, the Contractor shall, at his sole cost and expense, not only replace all the Transit Bus Tickets so lost; he shall, at the option of the Contract Administrator, replace and/or alter all other Transit Bus Tickets which have been produced to the date of such loss or must still be produced.

## **DETAILED SPECIFICATIONS WEEKLY AND MONTHLY BILINGUAL TRANSIT BUS PASSES**

### **47. OVERVIEW:**

- 47.1 The Winnipeg Transit Department is concerned over the growing potential for counterfeiting/illegal reproduction of Transit Bus Tickets.
- 47.2 If additional information is required, please contact:
- (a) Ms. Helen Tack (204) 986-5242 - Contract Administrator  
Superintendent of Garry Street Transit Service Center
  - (b) Mr. Ed Yorski (204) 986-4346 - Revenue Officer of the Garry Street Transit Service Center

### **48. DELIVERY REQUIREMENTS FOR WEEKLY AND MONTHLY PASSES:**

- 48.1.1 Minimum Delivery by September 15, 2004 of the first seventeen (17) weeks.
- 48.1.2 Delivery by February 8, 2005 of the next seventeen (17) weeks.
- 48.1.3 Delivery by May 1, 2005 of the final eighteen (18) weeks.

### **49. WEEKLY BILINGUAL TRANSIT BUS PASS REQUIREMENTS FOR THE CONTRACT PERIOD:**

- 49.1 Required for a period of 52 weeks commencing January 3, 2005.
- 49.2 All sequential numbering shall be in correct numerical order and accounted for, in accordance with the Printing Specifications for Weekly Transit Bus Passes.
- 49.3 Full Fare Max 5 Bus Pass
- (a) Passes each week shall be numbered consecutively from 00001-8000
  - (b) January 3, 2005 to December 30, 2005
  - (c) 52 weeks @ 8,000 per week
  - (d) Total 416,000
- 49.4 Full Fare Super Bus Pass (7 Day)
- (a) Passes each week shall be numbered consecutively from 00001-6700
  - (b) January 3, 2005 to January 1, 2006.
  - (c) 52 weeks @ 6,700 per week
  - (d) Total 348,400
- 49.5 Reduced Fare Super Bus Pass (7 Day)
- (a) Passes each week shall be numbered consecutively beginning with 00001-5200
  - (b) January 3, 2005 to January 1, 2006
  - (c) 52 weeks @ 5,200 per week
  - (d) Total 270,400

### **50. ADDITIONAL INFORMATION FOR WEEKLY TRANSIT BUS PASSES:**

- 50.1 The image on the front of each pass will change weekly
- (a) The week numbers will change going from 1-52
  - (b) The foil letters will change going from A to Z and then AA to ZZ, and the dates will change in accordance with 2005 dates.
- 50.2 The image on the reverse of each pass will be common for the 52 week period, but shall differ for each type of pass.

- 50.3 The dates for the 5 day pass will change in accordance with 2005 dates. (i.e.)
- (a) The first week will be numbered 1, have the foil letter A, and be dated starting Jan. 3, 2005.
  - (b) The second week will be numbered 2, have the foil letter B, and be dated starting Jan. 10, 2005.

- 50.4 The dates for the 7 day pass will change in accordance with 2005 dates. (i.e.)
- (a) The first week will be numbered 1, have the foil letter A, and be dated starting Jan. 3, 2005.
  - (b) The second week will be numbered 2, have the foil letter B, and be dated starting Jan. 10, 2005.

**51. MONTHLY BILINGUAL TRANSIT BUS PASS REQUIREMENTS FOR THE CONTRACT PERIOD:**

51.1 All sequential numbering shall be in correct numerical order and accounted for, in accordance with the Printing Specifications for Monthly Bilingual Transit Bus Passes.

51.2 Full Fare Monthly Bus Pass

- (a) Passes each month shall be numbered consecutively from 00001-14000 and E14001-E20000
- (b) January 2005 to December 2005                      20,000 passes per month
- (c) Total    240,000

51.3 Reduced Fare Monthly Bus Pass

- (a) Passes each month shall be numbered consecutively beginning with 00001 -
- (b) January 2005 to June 2005                              10,500 passes per month
- (c) July 2005 to August 2005                                7,500 passes per month
- (d) September 2005 to December 2005                    10,500 passes per month
- (e) Total    120,000

51.4 Post Secondary Monthly Bus Passes

- (a) Passes each month shall be numbered consecutively beginning with 00001
- (b) January 2005 to April 2005                              11,500 passes per month
- (c) May 2005 to August 2005                                6,000 passes per month
- (d) September 2005 to December 2005                    11,500 passes per month
- (e) Total    116,000

51.5 Handi-Transit Monthly Bus Passes

51.6 Passes each month shall be numbered consecutively beginning with 001-500

- (a) January 2005 to December 2005                      500 passes per month
- (b) Total    6,000

**52. ADDITIONAL INFORMATION FOR MONTHLY TRANSIT BUS PASSES:**

52.1 Some text on the front of each pass shall change monthly and shall also differ on each of the four types of passes.

52.2 The picture on the front of each pass shall change monthly but shall remain constant for the four types of passes (i.e.)

52.2.1 The picture on the front of the January pass will be the same on all four types of January passes, but will differ from the picture on all four types of February passes, etc.

52.3 The image on the reverse of each pass will be common for the 12 month period, but shall differ for each type of pass.

52.4 The full Fare, Reduced Fare and Post-Secondary passes will each have a foil letter and number on them.

- (a) The Full Fare going monthly from F1 in January to F12 in December.

- (b) The Reduced Fare going monthly from R1 in January to R12 in December.
- (c) The Post Secondary going monthly from P1 in January to P12 in December.

**53. SUBSTITUTE STOCK:**

- (a) Further to 1.4 of the Terms and Conditions and Clause 8, substitute stocks may be considered, subject to the City's acceptance. If quoting on an alternative or equivalent stock the Bidder shall submit with quote, the brand name, the weight, and the name of the mill manufacturing the product.

Brand Name: \_\_\_\_\_ Weight: \_\_\_\_\_ Mill: \_\_\_\_\_

- (b) Sufficient unprinted and/or printed samples are required to determine suitability, and shall be submitted with quote. The City shall be the sole authority to determine if alternative or equivalent stocks are suitable.

54. DATES TO BE SHOWN ON 2005 WEEKLY PASSES:

<u>Week Number</u>	<u>Beginning Date Both Passes</u>	<u>Ending Date Weekday passes</u>	<u>Ending Date Super Passes</u>
01	January 3	January 7	January 9
02	January 10	January 14	January 16
03	January 17	January 21	January 23
04	January 24	January 28	January 30
05	January 31	February 4	February 6
06	February 7	February 11	February 13
07	February 14	February 18	February 20
08	February 21	February 25	February 27
09	February 28	March 4	March 6
10	March 7	March 11	March 13
11	March 14	March 18	March 20
12	March 21	March 25	March 27
13	March 28	April 1	April 3
14	April 4	April 8	April 10
15	April 11	April 15	April 17
16	April 18	April 22	April 24
17	April 25	April 29	May 1
18	May 2	May 6	May 8
19	May 9	May 13	May 15
20	May 16	May 20	May 22
21	May 23	May 27	May 29
22	May 30	June 3	June 5
23	June 6	June 10	June 12
24	June 13	June 15	June 19
25	June 20	June 24	June 26
26	June 27	July 1	July 3
27	July 4	July 8	July 10
28	July 11	July 15	July 17
29	July 18	July 22	July 24
30	July 25	July 29	July 31
31	August 1	August 5	August 7
32	August 8	August 12	August 14
33	August 15	August 19	August 21
34	August 22	August 26	August 28
35	August 29	September 2	September 4
36	September 5	September 9	September 11
37	September 12	September 16	September 18
38	September 19	September 23	September 25
39	September 26	September 30	October 2
40	October 3	October 7	October 9
41	October 10	October 14	October 16
42	October 17	October 21	October 23
43	October 24	October 28	October 30
44	October 31	November 4	November 6
45	November 7	November 11	November 13
46	November 14	November 18	November 20
47	November 21	November 25	November 27
48	November 28	December 2	December 4
49	December 5	December 9	December 11
50	December 12	December 16	December 18
51	December 19	December 23	December 25
52	December 26	December 30	<b>January 1, 2006</b>

**PRINTING SPECIFICATIONS  
WEEKLY BILINGUAL TRANSIT BUS PASSES  
FULL FARE MAX 5**

**55. FORMAT:**

55.1 2 ¼" x 3 11/16" Weekly Pass (includes ½" stub).

55.1.1 Alternate similar sizes shall be considered. However sizes must be submitted with quote

**56. ARTWORK/COPY:**

- |                                     |                                      |                                     |   |
|-------------------------------------|--------------------------------------|-------------------------------------|---|
| <input type="checkbox"/>            | Camera Ready Copy shall be supplied. | <input checked="" type="checkbox"/> | Copy shall be prepared by Contractor Proof shall be required. |
| <input type="checkbox"/>            | Negatives shall be supplied.         | <input checked="" type="checkbox"/> | Negatives shall be manufactured by Contractor.                |
| <input checked="" type="checkbox"/> | Diskettes shall be supplied.         | <input type="checkbox"/>            | Diskettes shall be manufactured by Contractor .               |
| <input type="checkbox"/>            | Dies shall be supplied.              | <input type="checkbox"/>            | Dies shall be manufactured by Contractor .                    |
| <input checked="" type="checkbox"/> | COLOUR KEY REQUIRED.                 | <input checked="" type="checkbox"/> | BLUELINE PROOF REQUIRED.                                      |

**57. PRINTING:**

57.1 Disk shall be supplied in Coreldraw, in accordance with Clause 111.3 of the General Conditions for Weekly and Monthly Bilingual Transit Bus Passes.

57.2 New design/layout required for both front and back of passes.

57.3 Image on front shall change each week. Image on reverse shall be common for all 52 weeks.

57.4 High quality reproduction required. All text/graphics shall be of high resolution and clearly defined.

57.5 Colour density shall be consistent throughout all shipments so as not to show visible differences.

57.6 Finish coat shall be clear coat varnish to seal and protect colour.

**58. PMS INK(S) AND FOIL:**

58.1 All colours shall be approved by The Transit Department Contract Administrator.

58.2 Colour density shall be consistent throughout the year. Silkscreen Fluorescent inks security feature, or equivalent, must be applied to a density sufficient enough to show a very visible difference when reproduced by a colour photocopier.

58.3 Front: 4 colour process and one U.V. fluorescent colour 2x ink, colour shall be selected at a later date.

58.4 Reverse: Black ink

58.5 Silver Laser High Resolution Foil Tape as security features, and clear coat varnish

58.5.1 An alternate to the Silver Laser High Resolution Foil Tape may be considered. However, samples must be submitted with the quote.

**59. STOCK:**

59.1 Cornwall C1S 10 pt.

59.1.1 An alternate to the Silver Laser High Resolution foil Tape may be considered. However, samples must be submitted with quote.

**60. NUMBERING:**

60.1 Numbered consecutively, on front in area provided, in bold black ink

60.2 Numbering sequence shall be 100% precise and guaranteed

**61. BINDING AND FINISHING:**

61.1 Flat trimmed size 2 ¼" x 3 11/16"

61.1.1 Alternate similar sizes shall be considered. However, sizes must be submitted with quote.

61.2 Perforate vertically at ½" from left edge.

61.2.1 Alternate perforations shall be considered. However, samples must be provided with quote.

61.3 Gather 5 passes and securely stitch 1 wire in center or stub.

**62. PACKAGING:**

62.1 Shall be banded in books of 20 with elastic bands and shrink-wrapped in bundles of 80 books.

62.2 Shall be packed in sturdy cartons and labelled as to contents and number sequence.

**PRINTING SPECIFICATIONS  
WEEKLY BILINGUAL TRANSIT BUS PASSES  
FULL FARE SUPER PASS (7 DAY)**

**63. FORMAT:**

63.1 2 ¼" x 3 11/16" Weekly Pass (includes ½" stub)

63.1.1 Alternate similar sizes shall be considered. However, sizes must be submitted with quote

**64. ARTWORK/COPY:**

- |                                     |                                      |                                     |  |
|-------------------------------------|--------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | Camera Ready Copy shall be supplied. | <input checked="" type="checkbox"/> | Copy shall be prepared by Contractor. Proof shall be required. |
| <input type="checkbox"/>            | Negatives shall be supplied.         | <input checked="" type="checkbox"/> | Negatives shall be manufactured by Contractor.                 |
| <input checked="" type="checkbox"/> | Diskettes shall be supplied.         | <input type="checkbox"/>            | Diskettes shall be manufactured by Contractor.                 |
| <input type="checkbox"/>            | Dies shall be supplied.              | <input type="checkbox"/>            | Dies shall be manufactured by Contractor.                      |
| <input checked="" type="checkbox"/> | COLOUR KEY REQUIRED.                 | <input checked="" type="checkbox"/> | BLUELINE PROOF REQUIRED.                                       |

**65. PRINTING:**

65.1 Disk shall be supplied in Coreldraw, in accordance with Clause 111.3 of the General Conditions for Weekly and Monthly Bilingual Transit Bus Passes.

65.2 New design/layout required for both front and back of passes.

65.3 Image on front shall change each week. Image on reverse shall be common for all 52 weeks.

65.4 High quality reproduction required. All text/graphics shall be of high resolution and clearly defined.

65.5 Colour density shall be consistent throughout all shipments so as not to show visible differences.

65.6 Finish coat shall be clear coat varnish to seal and protect colour.

**66. PMS INK(S)AND FOIL:**

66.1 All colours shall be approved by The Transit Department Contract Administrator.

66.2 Colour density shall be consistent throughout the year. Silkscreen Fluorescent inks security feature, or equivalent, shall be applied to a density sufficient enough to show a very visible difference when reproduced by a colour photocopier.

66.3 Front: 4 colour process and one U.V. fluorescent colour 2x ink, colour shall be selected at a later date.

66.4 Reverse: Black ink

66.5 Silver Laser High Resolution Foil Tape as security features, and clear coat varnish

66.5.1 An alternate to the Silver Laser High Resolution Foil Tape may be considered. However, samples must be submitted with the bid.

**67. STOCK:**

67.1 Cornwall C1S 10 pt.

67.1.1 An alternate to the Silver Laser High Resolution foil Tape may be considered. However, samples must be submitted with bids.

**68. NUMBERING:**

68.1 Numbered consecutively, on front in area provided, in bold black ink



68.2 Numbering sequence to be 100% precise and guaranteed

**69. BINDING AND FINISHING:**

69.1 Flat trimmed size 2 1/4" x 3 11/16"

69.1.1 Alternate similar sizes shall be considered. However, sizes must be submitted with quote

69.2 Perforate vertically at 1/2" from left edge.

69.2.1 Alternate perforations shall be considered. However, samples must be provided with quote.

69.3 Gather 5 passes and securely stitch 1 wire in center or stub.

**70. PACKAGING:**

70.1 Shall be banded in books of 20 with elastic bands and shrink-wrapped in bundles of 80 books.

70.2 Shall be packed in sturdy cartons and labelled as to contents and number sequence.

**PRINTING SPECIFICATIONS  
WEEKLY BILINGUAL TRANSIT BUS PASSES  
REDUCED FARE SUPER-PASS (7 DAY)**

**71. FORMAT:**

71.1 2 ¼" x 3 11/16" Weekly Pass (includes ½" stub)

71.1.1 Alternate similar sizes shall be considered. However, sizes must be submitted with quote

**72. ARTWORK/COPY:**

- |                                     |                                      |                                     |  |
|-------------------------------------|--------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | Camera Ready Copy shall be supplied. | <input checked="" type="checkbox"/> | Copy shall be prepared by Contractor. Proof shall be required. |
| <input type="checkbox"/>            | Negatives shall be supplied.         | <input checked="" type="checkbox"/> | Negatives shall be manufactured by Contractor.                 |
| <input checked="" type="checkbox"/> | Diskettes shall be supplied.         | <input type="checkbox"/>            | Diskettes shall be manufactured by Contractor.                 |
| <input type="checkbox"/>            | Dies shall be supplied.              | <input type="checkbox"/>            | Dies shall be manufactured by Contractor.                      |
| <input checked="" type="checkbox"/> | COLOUR KEY REQUIRED.                 | <input checked="" type="checkbox"/> | BLUELINE PROOF REQUIRED.                                       |

**73. PRINTING:**

73.1 Disk will be supplied in Coreldraw, in accordance with Clause 111.3 of the General Conditions for Weekly and Monthly Bilingual Transit Bus Passes.

73.2 New design/layout required for both front and back of passes.

73.3 Image on front shall change each week. Image on reverse shall be common for all 52 weeks.

73.4 High quality reproduction required. All text/graphics shall be of high resolution and clearly defined.

73.5 Colour density shall be consistent throughout all shipments so as not to show visible differences.

73.6 Finish coat shall be clear coat varnish to seal and protect colour.

**74. PMS INK(S) AND FOIL:**

74.1 All colours shall be approved by The Transit Department Contract Administrator.

74.2 Colour density shall be consistent throughout the year. Silkscreen Fluorescent inks security feature, or equivalent, must be applied to a density sufficient enough to show a very visible difference when reproduced by a colour photocopier.

74.3 Front: 4 colour process and one U.V. fluorescent colour 2x ink, colour shall be selected at a later date.

74.4 Reverse: Black ink

74.5 Silver Laser High Resolution Foil Tape as security features, and clear coat varnish

74.5.1 An alternate to the Silver Laser High Resolution Foil Tape may be considered. However, samples must be submitted with quote.

**75. STOCK:**

75.1 Cornwall C1S 10 pt.

75.1.1 An alternate to the Silver Laser High Resolution foil Tape may be considered. However, samples must be submitted with quote.

**76. NUMBERING:**

76.1 Numbered consecutively, on front in area provided, in bold black ink

76.2 Numbering sequence shall be 100% precise and guaranteed

**77. BINDING AND FINISHING:**

77.1 Flat trimmed size 2 1/4" x 3 11/16"

77.1.1 Alternate similar sizes shall be considered. However, sizes must be submitted with quote

77.2 Perforate vertically at 1/2" from left edge.

77.2.1 Alternate perforations shall be considered. However, samples must be provided with quote.

77.3 Gather 5 passes and securely stitch 1 wire in center or stub.

**78. PACKAGING:**

78.1 Shall be banded in books of 20 with elastic bands and shrink-wrapped in bundles of 80 books.

78.2 Shall be packed in sturdy cartons and labelled as to contents and number sequence.

## PRINTING SPECIFICATIONS MONTHLY BILINGUAL TRANSIT BUS PASSES FULL FARE PASS

**79. FORMAT:**

79.1 3 3/16" x 2 1/4"

79.1.1 Alternate similar sizes shall be considered. However, sizes must be submitted with quote.

**80. ARTWORK/COPY:**

- |                                     |                                      |                                     |   |
|-------------------------------------|--------------------------------------|-------------------------------------|---|
| <input type="checkbox"/>            | Camera Ready Copy shall be supplied. | <input checked="" type="checkbox"/> | Copy to be prepared by Contractor. Proof shall be required. |
| <input type="checkbox"/>            | Negatives shall be supplied.         | <input checked="" type="checkbox"/> | Negatives shall be manufactured by Contractor.              |
| <input checked="" type="checkbox"/> | Diskettes shall be supplied.         | <input type="checkbox"/>            | Diskettes shall be manufactured by Contractor.              |
| <input type="checkbox"/>            | Dies shall be supplied.              | <input type="checkbox"/>            | Dies shall be manufactured by Contractor.                   |
| <input checked="" type="checkbox"/> | COLOUR KEY REQUIRED.                 | <input checked="" type="checkbox"/> | BLUELINE PROOF REQUIRED.                                    |

**81. PRINTING:**

81.1 Disk will be supplied in Coreldraw, in accordance with Clause 111.3 of the General Conditions for Weekly and Monthly Bilingual Transit Bus Passes.

81.2 New design/layout required for both front and back of passes.

81.3 Picture and text on front shall change each month. Image on reverse shall be common for all 12 months.

81.4 High quality reproduction required. All text/graphics shall be of high resolution and clearly defined.

81.5 Colour density shall be consistent throughout all shipments so as not to show visible differences.

81.6 Finish coat shall be clear coat varnish to seal and protect colour.

**82. PMS INK(S) AND FOIL:**

82.1 All colours shall be approved by The Transit Department Contract Administrator.

82.2 Colour density shall be consistent throughout the year. Silkscreen Fluorescent inks security feature, or equivalent, must be applied to a density sufficient enough to show a very visible difference when reproduced by a colour photocopier.

82.3 Front: 4 colour process and one U.V. fluorescent colour 2x ink, colour shall be selected at a later date.

82.4 Reverse: Black ink; image on reverse of each pass shall be common.

82.5 Silver Laser High Resolution Foil Tape as security features, and clear coat varnish

82.5.1 An alternate to the Silver Laser High Resolution Foil Tape may be considered. However, samples must be submitted with the quote.

**83. STOCK:**

83.1 Cornwall C1S 10 pt.

83.1.1 An alternate to the Silver Laser High Resolution foil Tape may be considered. However, samples must be submitted with quote.

**84. NUMBERING:**

84.1 Numbered consecutively, on front in area provided, in bold black ink

84.2 Numbering sequence shall be 100% precise and guaranteed

**85. BINDING AND FINISHING:**

85.1 Flat trimmed size 3 3/16" x 2 1/4"

85.1.1 Alternate similar sizes shall be considered. However, sizes must be submitted with quote

**86. PACKAGING:**

86.1 Shall be banded in 100's with elastic bands and shrink-wrapped in bundles of 400.

86.2 Shall be packed in sturdy cartons and labelled as to contents and number sequence.

## PRINTING SPECIFICATIONS MONTHLY BILINGUAL TRANSIT BUS PASSES REDUCED FARE PASS

**87. FORMAT:**

87.1 3 3/16" x 2 1/4"

87.1.1 Alternate similar sizes shall be considered. However, sizes must be submitted with quote.

**88. ARTWORK/COPY:**

- |                                     |                                      |                                     |  |
|-------------------------------------|--------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | Camera Ready Copy shall be supplied. | <input checked="" type="checkbox"/> | Copy shall be prepared by Contractor. Proof shall be required. |
| <input type="checkbox"/>            | Negatives shall be supplied.         | <input checked="" type="checkbox"/> | Negatives shall be manufactured by Contractor.                 |
| <input checked="" type="checkbox"/> | Diskettes shall be supplied.         | <input type="checkbox"/>            | Diskettes shall be manufactured by Contractor.                 |
| <input type="checkbox"/>            | Dies shall be supplied.              | <input type="checkbox"/>            | Dies shall be manufactured by Contractor.                      |
| <input checked="" type="checkbox"/> | COLOUR KEY REQUIRED.                 | <input checked="" type="checkbox"/> | BLUELINE PROOF REQUIRED.                                       |

**89. PRINTING:**

89.1 Disk shall be supplied in Coreldraw, in accordance with Clause 111.3 of the General Conditions for Weekly and Monthly Bilingual Transit Bus Passes.

89.2 New design/layout required for both front and back of passes.

89.3 Picture and text on front shall change each month. Image on reverse shall be common for all 12 months.

89.4 High quality reproduction required. All text/graphics shall be of high resolution and clearly defined.

89.5 Colour density shall be consistent throughout all shipments so as not to show visible differences.

89.6 Finish coat shall be clear coat varnish to seal and protect colour.

**90. PMS INK(S) AND FOIL:**

90.1 All colours shall be approved by The Transit Department Contract Administrator.

90.2 Colour density shall be consistent throughout the year. Silkscreen Fluorescent inks security feature, or equivalent, must be applied to a density sufficient enough to show a very visible difference when reproduced by a colour photocopier.

90.3 Front: 4 colour process and one U.V. fluorescent colour 2x ink, colour shall be selected at a later date.

90.4 Reverse: Black ink; image on reverse of each pass shall be common.

90.5 Silver Laser High Resolution Foil Tape as security features, and clear coat varnish

90.5.1 An alternate to the Silver Laser High Resolution Foil Tape may be considered. However, samples must be submitted with the quote.

**91. STOCK:**

91.1 Cornwall C1S 10 pt.

91.1.1 An alternate to the Silver Laser High Resolution foil Tape may be considered. However, samples must be submitted with quote.

**92. NUMBERING:**

92.1 Numbered consecutively, on front in area provided, in bold black ink

92.2 Numbering sequence shall be 100% precise and guaranteed

**93. BINDING AND FINISHING:**

93.1 Flat trimmed size 3 3/16" x 2 1/4"

93.1.1 Alternate similar sizes shall be considered. However, sizes must be submitted with quote

**94. PACKAGING:**

94.1 Shall be banded in 100's with elastic bands and shrink-wrapped in bundles of 400.

94.2 Shall be packed in sturdy cartons and labelled as to contents and number sequence.

## PRINTING SPECIFICATIONS MONTHLY BILINGUAL TRANSIT BUS PASSES POST SECONDARY PASS

**95. FORMAT:**

95.1 3 3/16" x 2 1/4"

95.1.1 Alternate similar sizes shall be considered. However, sizes must be submitted with quote.

**96. ARTWORK/COPY:**

- |                                     |                                      |                                     |  |
|-------------------------------------|--------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | Camera Ready Copy shall be supplied. | <input checked="" type="checkbox"/> | Copy shall be prepared by Contractor. Proof shall be required. |
| <input type="checkbox"/>            | Negatives shall be supplied.         | <input checked="" type="checkbox"/> | Negatives shall be manufactured by Contractor.                 |
| <input checked="" type="checkbox"/> | Diskettes shall be supplied.         | <input type="checkbox"/>            | Diskettes shall be manufactured by Contractor.                 |
| <input type="checkbox"/>            | Dies shall be supplied.              | <input type="checkbox"/>            | Dies shall be manufactured by Contractor.                      |
| <input checked="" type="checkbox"/> | COLOUR KEY REQUIRED.                 | <input checked="" type="checkbox"/> | BLUELINE PROOF REQUIRED.                                       |

**97. PRINTING:**

97.1 Disk shall be supplied in Coreldraw, in accordance with Clause 111.3 of the General Conditions for Weekly and Monthly Bilingual Transit Bus Passes.

97.2 New design/layout required for both front and back of passes.

97.3 Picture and text on front shall change each month. Image on reverse shall be common for all 12 months.

97.4 High quality reproduction required. All text/graphics shall be of high resolution and clearly defined.

97.5 Colour density shall be consistent throughout all shipments so as not to show visible differences.

97.6 Finish coat shall be clear coat varnish to seal and protect colour.

**98. PMS INK(S) AND FOIL:**

98.1 All colours shall be approved by The Transit Department Contract Administrator.

98.2 Colour density shall be consistent throughout the year. Silkscreen Fluorescent inks security feature, or equivalent, must be applied to a density sufficient enough to show a very visible difference when reproduced by a colour photocopier.

98.3 Front: 4 colour process and one U.V. fluorescent colour 2x ink, colour shall be selected at a later date.

98.4 Reverse: Black ink; image on reverse of each pass shall be common.

98.5 Silver Laser High Resolution Foil Tape as security features, and clear coat varnish

98.5.1 An alternate to the Silver Laser High Resolution Foil Tape may be considered. However, samples must be submitted with quote.

**99. STOCK:**

99.1 Cornwall C1S 10 pt.

99.1.1 An alternate to the Silver Laser High Resolution foil Tape may be considered. However, samples must be submitted with quote.

**100. NUMBERING:**

100.1 Numbered consecutively, on front in area provided, in bold black ink



100.2 Numbering sequence shall be 100% precise and guaranteed

**101. BINDING AND FINISHING:**

101.1 Flat trimmed size 3 3/16" x 2 1/4"

101.1.1 Alternate similar sizes shall be considered. However, sizes must be submitted with quote.

**102. PACKAGING:**

102.1 Shall be banded in 100's with elastic bands and shrink-wrapped in bundles of 400.

102.2 Shall be packed in sturdy cartons and labelled as to contents and number sequence.

## PRINTING SPECIFICATIONS MONTHLY BILINGUAL TRANSIT BUS PASSES HANDI-TRANSIT PASS

### 103. FORMAT:

103.1 3 3/16" x 2 1/4"

103.1.1 Alternate similar sizes shall be considered. However, sizes must be submitted with quote.

### 104. ARTWORK/COPY:

- |                                     |                                      |                                     |  |
|-------------------------------------|--------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | Camera Ready Copy shall be supplied. | <input checked="" type="checkbox"/> | Copy shall be prepared by Contractor. Proof shall be required. |
| <input type="checkbox"/>            | Negatives shall be supplied.         | <input checked="" type="checkbox"/> | Negatives shall be manufactured by Contractor.                 |
| <input checked="" type="checkbox"/> | Diskettes shall be supplied.         | <input type="checkbox"/>            | Diskettes shall be manufactured by Contractor.                 |
| <input type="checkbox"/>            | Dies shall be supplied.              | <input type="checkbox"/>            | Dies shall be manufactured by Contractor.                      |
| <input checked="" type="checkbox"/> | COLOUR KEY REQUIRED.                 | <input checked="" type="checkbox"/> | BLUELINE PROOF REQUIRED.                                       |

### 105. PRINTING:

105.1 Disk will be supplied in Coreldraw, in accordance with Clause 111.3 of the General Conditions for Weekly and Monthly Bilingual Transit Bus Passes

105.2 New design/layout required for both front and back of passes.

105.3 Picture and text on front shall change each month. Image on reverse shall be common for all 12 months.

105.4 High quality reproduction required. All text/graphics shall be of high resolution and clearly defined.

105.5 Colour density shall be consistent throughout all shipments so as not to show visible differences.

105.6 Finish coat to be clear coat varnish to seal and protect colour.

### 106. PMS INK(S):

106.1 All colours shall be approved by The Transit Department Contract Administrator.

106.2 Colour density shall be consistent throughout the year. Silkscreen Fluorescent inks security feature, or equivalent, must be applied to a density sufficient enough to show a very visible difference when reproduced by a colour photocopier.

106.3 Front: 4 colour process

106.4 Reverse: Black ink; image on reverse of each pass shall be common.

### 107. STOCK:

107.1 Cornwall C1S 10 pt.

### 108. NUMBERING:

108.1 Numbered consecutively, on front in area provided, in bold black ink

108.2 Numbering sequence shall be 100% precise and guaranteed

### 109. BINDING AND FINISHING:

109.1 Flat trimmed size 3 3/16" x 2 1/4"

109.1.1 Alternate similar sizes shall be considered. However, sizes must be submitted with quote.

**110. PACKAGING:**

- 110.1 Shall be banded in 100's with elastic bands and shrink-wrapped in bundles of 500.
- 110.2 Shall be packed in sturdy cartons and labelled as to contents and number sequence.

## **GENERAL CONDITIONS**

### **WEEKLY AND MONTHLY BILINGUAL TRANSIT BUS PASSES**

#### **111. PRINTING:**

- 111.1 Designs shall be approved by the Contract Administrator.
- 111.2 Paper proofs, Blueline proofs and colour keys required prior to printing.
- 111.3 Coreldraw Disc shall be provided to Contractor no later than April 15, 2004.
- 111.4 First Proof of all products shall be submitted to the Transit Department Contract Administrator no later than May 31, 2004. Earlier submissions will be accepted.
- 111.5 The Contract Administrator shall be advised when production commences and when it is completed.
- 111.6 All work shall be done in the Contractor's own plant.
- 111.6.1 No work except the supply of raw materials may be contracted out, without the written consent of the City of Winnipeg Transit Department Contract Administrator.
- 111.7 All materials associated with the City of Winnipeg, Bilingual Transit Bus Passes shall be the property of the City of Winnipeg Transit Department (artwork, computer disks, negatives, and printing plates).
  - (a) The artwork shall be returned immediately after the preparation of the negatives.
  - (b) The Contractor shall retain the negatives in safekeeping under security conditions until requested by the Contract Administrator to return them.
  - (c) Once returned to the Contract Administrator, the negatives shall be made available to the Contractor for any further printing orders.
  - (d) The printing plates shall also be retained in safekeeping under security conditions until instructed by the Transit Department Contract Administrator to destroy them.
  - (e) The printing plates shall be destroyed immediately after contract expiry.
- 111.8 No materials shall be destroyed unless approved by the City of Winnipeg Transit Department Contract Administrator.

#### **112. VOIDED SAMPLES REQUIRED FOR WEEKLY BILINGUAL BUS PASSES:**

- 112.1 Printer to supply the Transit Department Contract Administrator with "voided" samples for each week. The voiding shall be easily identifiable, in accordance with the following:
  - (a) 25 (twenty-five) "voided" samples Full Fare Max 5 passes
  - (b) 25 (twenty-five) "voided" samples Full Fare Super pass (7 Day)
  - (c) 25 (twenty-five) "voided" samples Reduced Fare Super pass (7 Day)

#### **113. VOIDED SAMPLES REQUIRED FOR MONTHLY BILINGUAL BUS PASSES:**

- 113.1 Printer to supply the Transit Department Contract Administrator with "voided" samples for each month. The voiding shall be easily identifiable, in accordance with the following:
  - (a) 25 (twenty-five) "voided" samples Full Fare passes
  - (b) 25 (twenty-five) "voided" samples Reduced Fare passes
  - (c) 25 (twenty-five) "voided" samples Post-Secondary Fare passes
  - (d) 10 (ten) "voided" samples Handi-Transit Fare passes

#### **114. SECURITY**

- 114.1 A written description of the building and plant security may be requested by the Contract Administrator. This security is subject to the approval of the Contract Administrator and may be investigated by the Transit Department Contract Administrator.

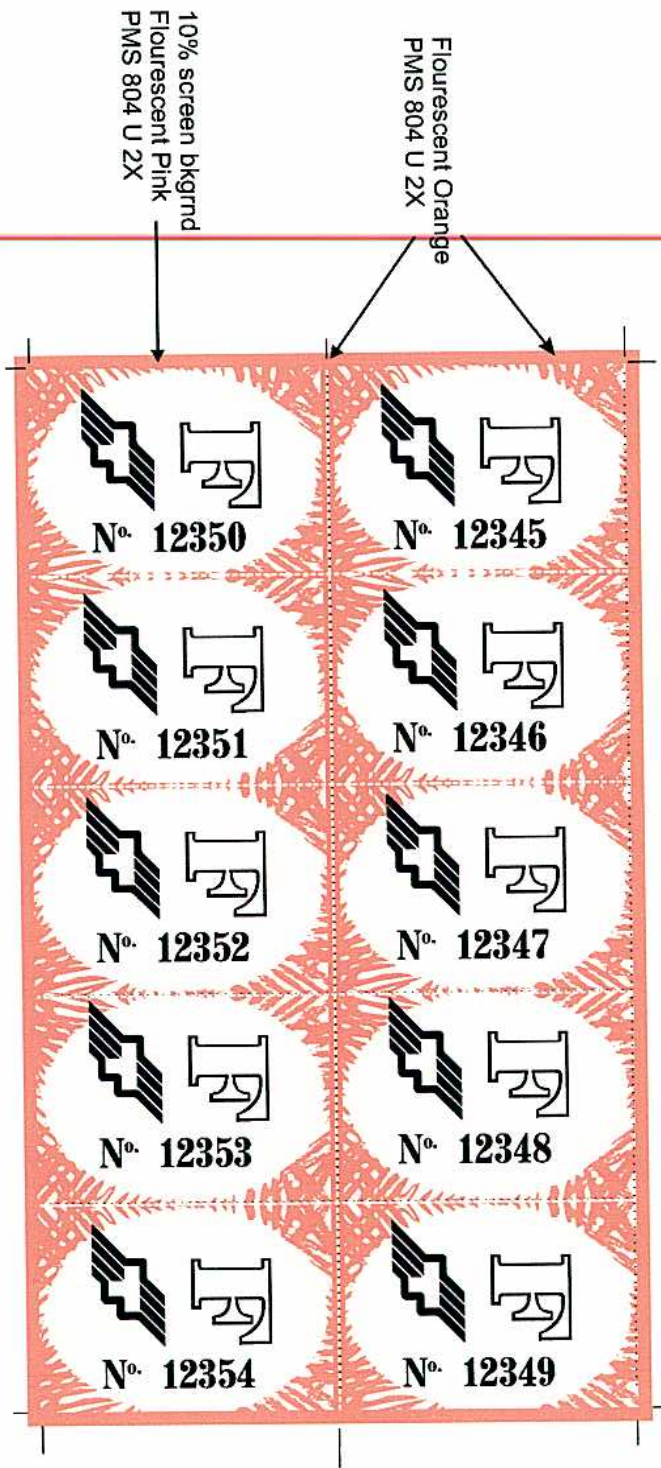
- 114.2 The City of Winnipeg shall have the right (at its discretion) to place a person or persons in the Contractors plant during production in order to observe the production of the tickets.
- 114.3 When not being worked on, work in progress shall be placed in a secure area with accessibility limited to authorized supervisory personnel. The names and titles of these personnel shall be provided to Transit Department Contract Administrator prior to the commencement of production.
- 114.4 When material is being moved from one location to another in the plant, it shall be moved in a secure fashion.
- 114.5 Work is to be done in such a fashion that all tickets are printed, numbered, packaged and accounted for under supervision.
- 114.6 All Passes shall be placed in the secured area immediately upon completion until delivery is made to Garry Street Transit Service centre. Accessibility shall be limited as provided for in Clause 114.3.
- 114.7 All waste shall be accounted for and stored in a secured area with accessibility limited as provided for in Clause 114.3, until destroyed under supervision by shredding.

**115. CONTRACTORS RESPONSIBILITY FOR LOSS**

- 115.1 The Contractor shall, during the term of the Contract, be responsible for any loss of the Transit Bus Passes by disappearance, destruction, dishonesty, or otherwise while in the possession and control of the Contractor. For the purpose of this clause, the Bilingual Transit Bus Passes shall be deemed to be in the possession and control of the Contractor at any time prior to the acceptance of the delivery of same by the Transit Department Contract Administrator or his designate, at the City of Winnipeg.
- 115.2 Should such a loss occur, the Contractor shall, at his sole cost and expense, not only replace all the Transit Bus Passes so lost; he shall, at the option of the Contract Administrator, replace and/or alter all other Transit Bus Passes which have been produced to the date of such loss or must still be produced.

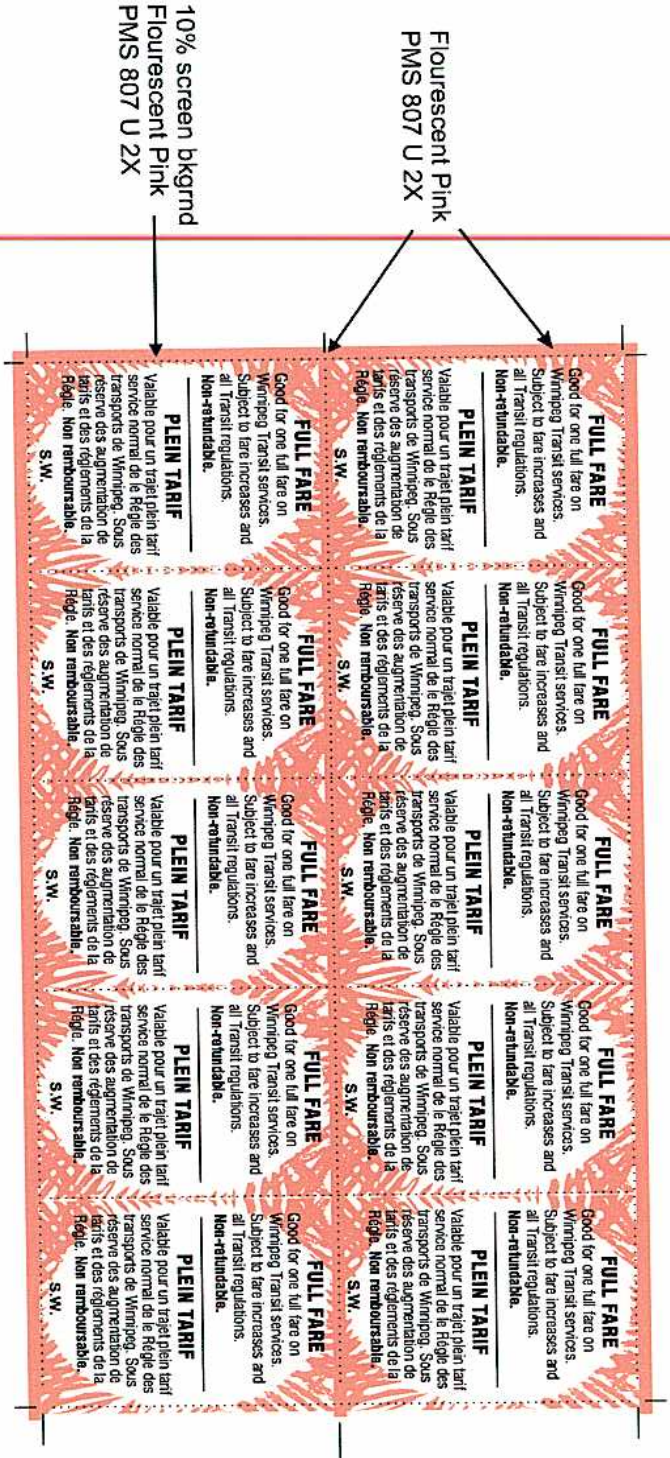
"SAMPLE" - Proposed 2005 Full Fare Bus Tickets

In accordance with Clause 9. of the Specifications



"SAMPLE" - Proposed 2005 Full Fare Bus Tickets

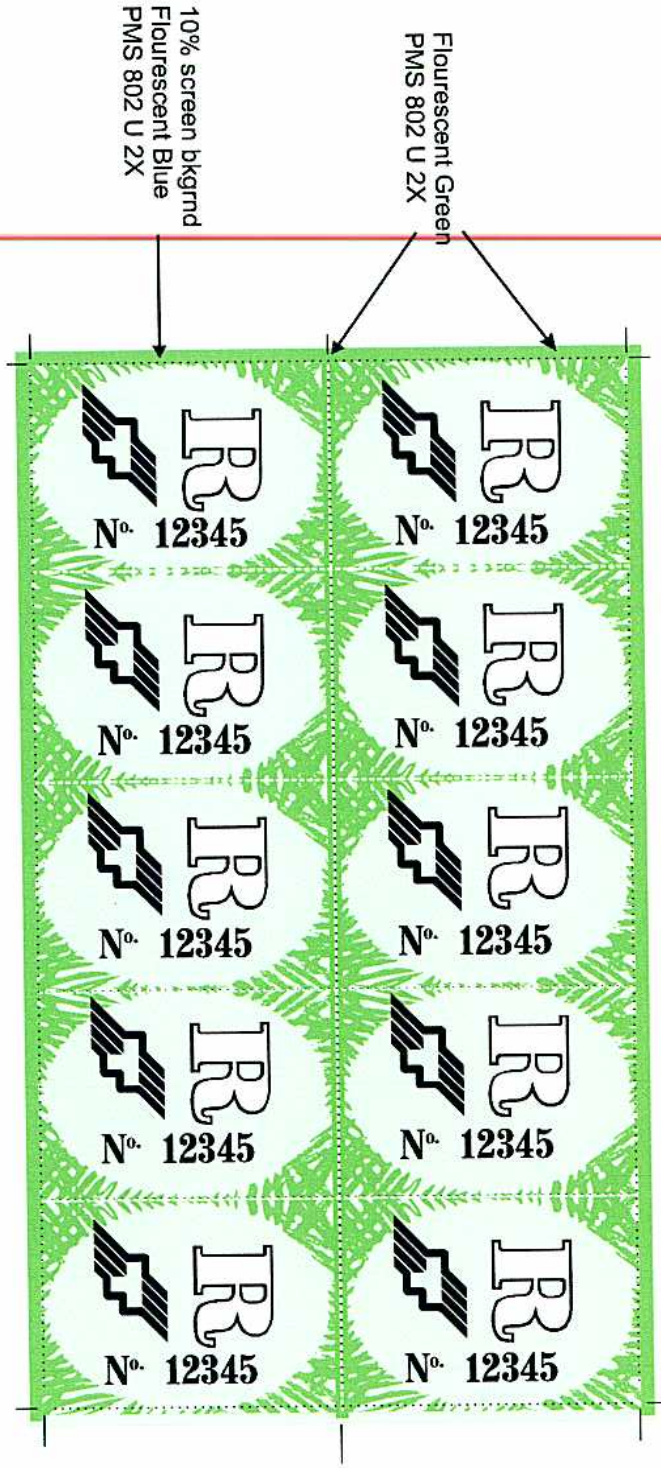
In Accordance with Clause 9. of The Specifications





"SAMPLE" - Proposed 2005 Reduced FARE BUS tickets

In Accordance with Clause 9. of the Specifications





# "SAMPLE" - Proposed 2005 Reduced Fare Bus Tickets

In Accordance with Clause 9. of the Specifications

Flourescent Green  
PMS 802 U 2X

10% screen bkgnd  
Flourescent Green  
PMS 802 U 2X

<p><b>CHILD - STUDENT - SENIOR</b> Good for one reduced fare on regular Wherrying Transit service for person meeting all Transit age, eligibility and identification requirements. Subject to fare increases and all Transit regulations. Non-refundable.</p> <p><b>ENFANT - ÉTUDIANT - TROISIÈME ÂGE</b> Valable pour un tarif réduit pour passer/ remplir conditions d'âge, d'admissibilité et d'identification. Sous réserve des augmentations de tarifs et des règlements de la Régie. Non remboursable.</p> <p>S.V.</p>	<p><b>CHILD - STUDENT - SENIOR</b> Good for one reduced fare on regular Wherrying Transit service for person meeting all Transit age, eligibility and identification requirements. Subject to fare increases and all Transit regulations. Non-refundable.</p> <p><b>ENFANT - ÉTUDIANT - TROISIÈME ÂGE</b> Valable pour un tarif réduit pour passer/ remplir conditions d'âge, d'admissibilité et d'identification. Sous réserve des augmentations de tarifs et des règlements de la Régie. Non remboursable.</p> <p>S.V.</p>	<p><b>CHILD - STUDENT - SENIOR</b> Good for one reduced fare on regular Wherrying Transit service for person meeting all Transit age, eligibility and identification requirements. Subject to fare increases and all Transit regulations. Non-refundable.</p> <p><b>ENFANT - ÉTUDIANT - TROISIÈME ÂGE</b> Valable pour un tarif réduit pour passer/ remplir conditions d'âge, d'admissibilité et d'identification. Sous réserve des augmentations de tarifs et des règlements de la Régie. Non remboursable.</p> <p>S.V.</p>	<p><b>CHILD - STUDENT - SENIOR</b> Good for one reduced fare on regular Wherrying Transit service for person meeting all Transit age, eligibility and identification requirements. Subject to fare increases and all Transit regulations. Non-refundable.</p> <p><b>ENFANT - ÉTUDIANT - TROISIÈME ÂGE</b> Valable pour un tarif réduit pour passer/ remplir conditions d'âge, d'admissibilité et d'identification. Sous réserve des augmentations de tarifs et des règlements de la Régie. Non remboursable.</p> <p>S.V.</p>	<p><b>CHILD - STUDENT - SENIOR</b> Good for one reduced fare on regular Wherrying Transit service for person meeting all Transit age, eligibility and identification requirements. Subject to fare increases and all Transit regulations. Non-refundable.</p> <p><b>ENFANT - ÉTUDIANT - TROISIÈME ÂGE</b> Valable pour un tarif réduit pour passer/ remplir conditions d'âge, d'admissibilité et d'identification. Sous réserve des augmentations de tarifs et des règlements de la Régie. Non remboursable.</p> <p>S.V.</p>
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"SAMPLE" - Proposed 2005 Handi-Transit Fare Bus Tickets

In Accordance with Clause 9. of the Specifications

Flourescent  
Pink  
PMS 807 U 2X

10% screen bkgrnd  
Flourescent PinkPMS 807 U 2X





In Accordance with Clause 9. of the Specifications

Flourescent  
Pink  
PMS 807 U 2X

10% screen bkgrnd  
Flourescent PinkPMS 807 U 2X



**HANDI-TRANSIT**

Good for one Series W fare. Subject to fare increases and Transit regulations. Not refundable.

Valable pour un trajet Série W service. Sous réserve des augmentations de tarifs et des règlements de la Régie. Non remboursable.

S.W.



**HANDI-TRANSIT**

Good for one Series W fare. Subject to fare increases and Transit regulations. Not refundable.

Valable pour un trajet Série W service. Sous réserve des augmentations de tarifs et des règlements de la Régie. Non remboursable.

S.W.



**HANDI-TRANSIT**

Good for one Series W fare. Subject to fare increases and Transit regulations. Not refundable.

Valable pour un trajet Série W service. Sous réserve des augmentations de tarifs et des règlements de la Régie. Non remboursable.

S.W.



**HANDI-TRANSIT**

Good for one Series W fare. Subject to fare increases and Transit regulations. Not refundable.

Valable pour un trajet Série W service. Sous réserve des augmentations de tarifs et des règlements de la Régie. Non remboursable.

S.W.



**HANDI-TRANSIT**

Good for one Series W fare. Subject to fare increases and Transit regulations. Not refundable.

Valable pour un trajet Série W service. Sous réserve des augmentations de tarifs et des règlements de la Régie. Non remboursable.

S.W.



**HANDI-TRANSIT**

Good for one Series W fare. Subject to fare increases and Transit regulations. Not refundable.

Valable pour un trajet Série W service. Sous réserve des augmentations de tarifs et des règlements de la Régie. Non remboursable.

S.W.



**HANDI-TRANSIT**

Good for one Series W fare. Subject to fare increases and Transit regulations. Not refundable.

Valable pour un trajet Série W service. Sous réserve des augmentations de tarifs et des règlements de la Régie. Non remboursable.

S.W.



**HANDI-TRANSIT**

Good for one Series W fare. Subject to fare increases and Transit regulations. Not refundable.

Valable pour un trajet Série W service. Sous réserve des augmentations de tarifs et des règlements de la Régie. Non remboursable.

S.W.



**HANDI-TRANSIT**

Good for one Series W fare. Subject to fare increases and Transit regulations. Not refundable.

Valable pour un trajet Série W service. Sous réserve des augmentations de tarifs et des règlements de la Régie. Non remboursable.

S.W.



**HANDI-TRANSIT**

Good for one Series W fare. Subject to fare increases and Transit regulations. Not refundable.

Valable pour un trajet Série W service. Sous réserve des augmentations de tarifs et des règlements de la Régie. Non remboursable.

S.W.





"SAMPLE" - Proposed  
 2005 FULL FARE  
 SUPER BUS PASS  
 (7 DAY)

green 354 or C 91, Y 83      fluorescent - 804 C



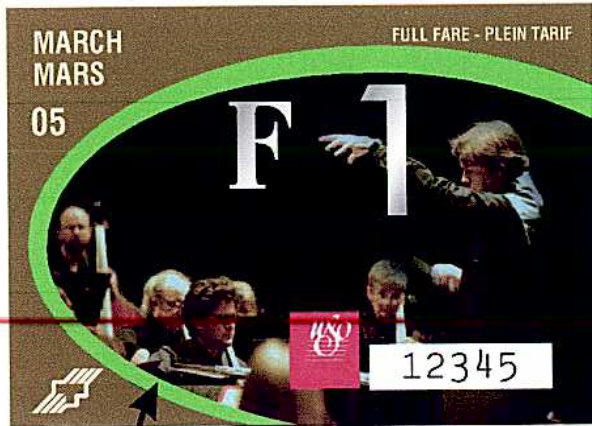
"SAMPLE" - Proposed  
 2005 Reduced FARE  
 SUPER BUS PASS  
 (7 DAY)

red 185 or M 91, Y 76      fluorescent yellow - 810 C



"SAMPLE" - Proposed  
 2005 FULL FARE  
 MAX 5 BUS PASS

fluorescent magenta - 810 C



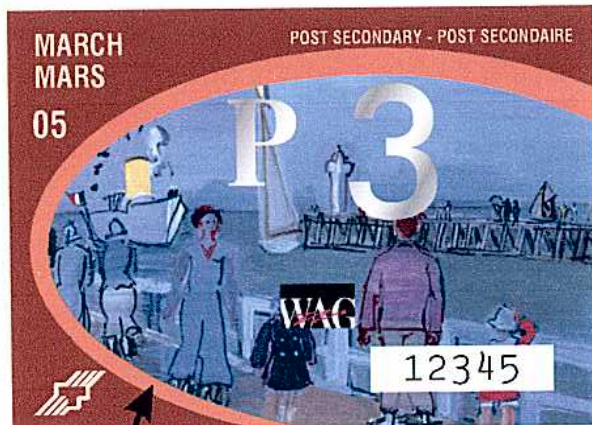
"SAMPLE" - Proposed 2005  
 Full FARE monthly  
 BUS PASS

background = 4495 C  
 fluorescent green = 802 C



"SAMPLE" - Proposed 2005  
 Reduced FARE monthly  
 BUS PASS

background = 430 C  
 fluorescent magenta = 806 C



"SAMPLE" - Proposed 2005  
 Post-Secondary Monthly  
 BUS PASS

background = 1535 C  
 fluorescent orange = 804 C



HANDI-TRANSIT

front - CMYK only  
reverse - black only

In accordance with Clause 9. of The Specifications

"SAMPLE" - proposed 2005 Handi-Transit Monthly Bus PASSES





HANDI-TRANSIT

front - CMYK only  
reverse - black only

In accordance with Clause 9. of The Specifications

"SAMPLE" - proposed 2005 Handi-Transit Monthly Bus PASSES





HANDI-TRANSIT

front - CMYK only  
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In accordance with Clause 9. of the Specifications

"SAMPLE" - proposed 2005 Handi-Transit Monthly Bus PASSES

<p><b>HANDI-TRANSIT MONTHLY PASS CONDITIONS:</b> This pass is valid for transportation on Handi-Transit or regular transit service on dates indicated. The pass does not guarantee Handi-Transit service for all requested trips, nor does it grant any special trip priority. The pass is not transferable and not refundable. If lost or stolen, a replacement will not be issued. If found, the pass can be returned to: Handi-Transit, 421 Osborne St., Winnipeg, MB, R3L 2 A2.</p> <p><b>For more Handi-Transit information call 986-5722.</b></p>	<p><b>CONDITIONS APPLICABLES AU LAISSEZ-PASSER HANDI-TRANSIT:</b> Ce laissez-passer est valide pour le service Handi-Transit. Le laissez-passer ne garantit pas le service Handi-Transit pour tous les trajets demandés et n'accorde pas la priorité au passager pour certains trajets. Cette carte est non transférable et non remboursable. La Règle des transports ne remplace pas les cartes perdues ou volées. Prière de rendre toute carte trouvée au 421 rue Osborne, Winnipeg, (MB) R3L 2A2 a/s Handi-Transit. Renseignements: 986-5722.</p>
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