

PART E
SPECIFICATIONS

PART E - SPECIFICATIONS

GENERAL

E1. GENERAL

E1.1 These Specifications shall apply to the Work.

E2. GOODS

E2.1 The Contractor shall supply and deliver printed envelopes in accordance with the requirements hereinafter specified.

E2.2 All recycled envelopes must meet the Environmental Choice Program Specifications, which is available on internet site:

<http://environmentalchoice.ca/index.cfm?fuseaction=main.dspProducts&cat=10>

E2.3 Finishing of envelopes, must be in accordance with Canadian Postal Standards, which is available on internet site:

www.canadapost.ca/tools/pg/standards/default-e.asp

E2.4 The Contractor will be required to produce camera ready artwork in accordance with the City of Winnipeg's Visual Identity Guidelines, which is available on internet site:

http://winnipeg.ca/interhom/vi_guidelines/default.htm

E3. PRINTING

E3.1 Artwork, and related questions shall be submitted to the attention of:

Mr. Kevin Templin
Print Technician III
Printing, Graphics, & Mail Services Branch
510 Main Street
Administration Building, Basement
Tel 986-2371
Fax: 956-4502
Email: ktemplin@winnipeg.ca

E3.2 Proofs will be required on all new orders, and shall be approved by the Translation Services Branch. The Contractor shall submit all new proofs, via fax, to the:

Research and Internal Services Division
Translation Services Branch
510 main Street (phone @ 986-5431)
5th Floor
Attn: Translation Services
Fax: 986-5966

E3.2.1 Proofs will not be required on any repeat orders.

E3.3 Envelopes shall be printed in accordance with E2.4:

E3.3.1 Single Colour for envelope Items No. 1-10 and 12-18;

E3.3.2 Four Spot Color for envelope items No. 11.

E4. ADDITIONAL INFORMATION

- E4.1 Item No. 1 shall be available to be ordered with or without printing (by the Print and Mail Services Branch) in minimum quantities of 500.
- E4.2 Open side:
- (a) Envelope opens on longest dimension and has either two vertical seams or diagonal seams on back.
- E4.3 Open end:
- (a) Envelope opens on the shortest dimension, and has a single centre seam on back.

E5. DELIVERY

- E5.1 Regular orders of printed envelopes shall be delivered back to the requesting Department within five (5) Business Days of the order pick-up, except where otherwise agreed at the time of ordering. Delivery location of completed orders shall be further to the Purchase order and shall include f.o.b. destination, freight prepaid, during the term of the Contract.
- E5.2 Delivery of the unprinted envelope, Item No. 1 only, shall be on an "as required" basis, direct to the Print and Mail Services Branch.
- E5.3 Rush orders of printed envelopes shall be delivered back to the requesting Department within 24 hours of the order pick-up, except where otherwise agreed at the time of ordering. Delivery location of completed orders shall be further to the Purchase order and shall include f.o.b. destination, freight prepaid, during the term of the Contract.
- E5.4 The Contractor shall promptly report any delay or change to an agreed delivery date to the User.
- E5.5 Goods shall be delivered between 8:30 a.m. and 4:30 p.m. on Business Days.
- E5.6 The Contractor shall be solely responsible for the off-load goods as directed at the delivery location.