



**THE CITY OF WINNIPEG**

# **BID OPPORTUNITY**

**BID OPPORTUNITY NO. 514-2004**

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

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## **PART B - BIDDING PROCEDURES**

### **B1. PROJECT TITLE**

B1.1 SUPPLY AND DELIVERY OF BILINGUAL TRANSIT BUS TICKETS AND PASSES

### **B2. SUBMISSION DEADLINE**

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, May 31, 2005.

B2.2 Bid Submissions determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.

B2.3 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

### **B3. ENQUIRIES**

B3.1 All enquiries shall be directed to the Contract Administrator identified in D4.1.

B3.2 If the Bidder finds errors, discrepancies or omissions in the Bid Opportunity, or is unsure of the meaning or intent of any provision therein, the Bidder shall notify the Contract Administrator of the error, discrepancy or omission, or request a clarification as to the meaning or intent of the provision at least five (5) Business Days prior to the Submission Deadline.

B3.3 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator to all Bidders by issuing an addendum.

B3.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator only to the Bidder who made the enquiry.

B3.5 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B3 unless that response or interpretation is provided by the Contract Administrator in writing.

### **B4. ADDENDA**

B4.1 The Contract Administrator may, at any time prior to the Submission deadline, issue addenda correcting errors, discrepancies or omissions in the Bid Opportunity, or clarifying the meaning or intent of any provision therein.

B4.2 The Contract Administrator will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.

B4.2.1 Addenda will be available in Adobe Acrobat (pdf) format on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt>

B4.2.2 The Bidder is responsible for ensuring that he has received all addenda and is advised to check the Materials Management Division internet site for addenda shortly before submitting his Bid.

B4.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 8 of Form A: Bid. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.

## **B5. SUBSTITUTES**

- B5.1 The Work is based on the materials, equipment, methods and products specified in the Bid Opportunity.
- B5.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B5.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least six (6) Business Days prior to the Submission Deadline.
- B5.4 The Bidder shall ensure that any and all requests for approval of a substitute:
- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the material, equipment, method or product as either an approved equal or alternative, and shall include:
    - (i) sufficient unprinted and/or printed samples, of the proposed alternative or equivalent, so that the Contract Administrator may determine suitability;
    - (ii) the brand name;
    - (iii) the weight;
    - (iv) the name of the Mill manufacturing the product; and
  - (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
  - (c) identify any anticipated cost or time savings that may be associated with the substitute;
  - (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract;
  - (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract.
- B5.5 The Contract Administrator, after assessing the request for approval of a substitute, may at his sole discretion grant approval for the use of a substitute as an “approved equal” or as an “approved alternative”, or may refuse to grant approval of the substitute.
- B5.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, only to the Bidder who requested approval of the substitute.
- B5.6.1 The Bidder requesting and obtaining the approval of a substitute shall be entirely responsible for disseminating information regarding the approval to any person or persons he wishes to inform.
- B5.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.
- B5.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Bidder bidding that approved alternative shall base his Bid Price upon the specified item but may also indicate an alternative price based upon the approved alternative. Such alternatives will be evaluated in accordance with B13.

B5.9 No later claim by the Contractor for an addition to the price(s) because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.

**B6. BID SUBMISSION**

B6.1 The Bid Submission consists of the following components:

- (a) Form A: Bid;
- (b) Form B: Prices;

B6.2 All components of the Bid Submission shall be fully completed or provided, and submitted by the Bidder no later than the Submission Deadline, with all required entries made clearly and completely in ink, to constitute a responsive Bid.

B6.3 The Bid Submission may be submitted by mail, courier or personal delivery, or by facsimile transmission.

B6.4 If the Bid Submission is submitted by mail, courier or personal delivery, it shall be enclosed and sealed in an envelope clearly marked with the Bid Opportunity number and the Bidder's name and address, and shall be submitted to:

The City of Winnipeg  
Corporate Finance Department  
Materials Management Division  
185 King Street, Main Floor  
Winnipeg MB R3B 1J1

B6.4.1 Samples or other components of the Bid Submission which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the Bid Opportunity number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Bid Submission.

B6.5 If the Bid Submission is submitted by facsimile transmission, it shall be submitted to (204) 949-1178

B6.5.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.

B6.6 Bid Submissions submitted by internet electronic mail (e-mail) will not be accepted.

**B7. BID**

B7.1 The Bidder shall complete Form A: Bid, making all required entries.

B7.2 Paragraph 2 of Form A: Bid shall be completed in accordance with the following requirements:

- (a) if the Bidder is a sole proprietor carrying on business in his own name, his name shall be inserted;
- (b) if the Bidder is a partnership, the full name of the partnership shall be inserted;
- (c) if the Bidder is a corporation, the full name of the corporation shall be inserted;
- (d) if the Bidder is carrying on business under a name other than his own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.

B7.2.1 If a Bid is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B7.2.

- B7.3 In Paragraph 3 of Form A: Bid, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Bid.
- B7.4 Paragraph 10 of Form A: Bid shall be signed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his own name, it shall be signed by the Bidder;
  - (b) if the Bidder is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
  - (c) if the Bidder is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
  - (d) if the Bidder is carrying on business under a name other than his own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.
- B7.4.1 The name and official capacity of all individuals signing Form A: Bid shall be printed below such signatures.
- B7.4.2 All signatures shall be original and shall be witnessed except where a corporate seal has been affixed.
- B7.5 If a Bid is submitted jointly by two or more persons, the word "Bidder" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Bidders in the Bid Submission and the Contract, when awarded, shall be both joint and several.

## **B8. PRICES**

- B8.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.
- B8.1.1 Prices on Form B: Prices shall include:
- (a) duty;
  - (b) freight and cartage;
  - (c) Provincial and Federal taxes [except the Goods and Services Tax (GST) and Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable] and all charges governmental or otherwise paid;
  - (d) profit and all compensation which shall be due to the Contractor for the Work and all risks and contingencies connected therewith.
- B8.2 The quantities listed on Form B: Prices are to be considered approximate only. The City will use said quantities for the purpose of comparing Bids.
- B8.3 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.

## **B9. QUALIFICATION**

- B9.1 The Bidder shall:
- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Bidder does not carry on business in Manitoba, in the jurisdiction where the Bidder does carry on business;

- (b) be responsible and not be suspended, debarred or in default of any obligation to the City;
- (c) be financially capable of carrying out the terms of the Contract;
- (d) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract;
- (e) have successfully carried out work, similar in nature, scope and value to the Work;
- (f) have a written workplace safety and health program in accordance with The Workplace Safety and Health Act (Manitoba);

B9.2 The Bidder shall be prepared to submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Bidder and of any proposed Subcontractor.

B9.3 The Bidder shall provide, on the request of the Contract Administrator, full access to any of the Bidder's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.

B9.4 Notwithstanding General Conditions GC.5.02 (4), no work except the supply of raw materials may be contracted out, without the written consent of the Contract Administrator.

B9.4.1 If the Contractor is granted permission to employ Subcontractors, they shall:

- (i) be responsible and not suspended, debarred or in default of any obligation to the City (a list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt>, and
- (ii) have successfully carried out work similar in nature, scope and value to the portion of the Work proposed to be subcontracted to them, and are fully capable of performing the Work required to be done in accordance with the terms of the Contract;

## **B10. OPENING OF BIDS AND RELEASE OF INFORMATION**

B10.1 Bid Submissions will not be opened publicly.

B10.2 Within two (2) Business Days following the Submission Deadline, the names of the Bidders and their Bid Prices (unevaluated, and pending review and verification of conformance with requirements) will be available in Adobe Acrobat (pdf) format on the Closed Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt>

B10.3 After award of Contract, the name(s) of the successful Bidder(s) and the Contract Amount(s) will be available on the Closed Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt>

B10.4 The Bidder is advised that any information contained in any Bid Submission may be released if required by City policy or procedures, or by other authorities having jurisdiction.

## **B11. IRREVOCABLE BID**

B11.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 9 of Form A: Bid.

B11.2 The acceptance by the City of any Bid shall not release the Bids of the next two lowest evaluated responsive Bidders and these Bidders shall be bound by their Bids on such Work for the time period specified in Paragraph 9 of Form A: Bid.

## **B12. WITHDRAWAL OF BIDS**

- B12.1 A Bidder may withdraw his Bid without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.
- B12.1.1 Notwithstanding GC.7.05(2), the time and date of receipt of any notice withdrawing a Bid shall be the time and date of receipt as determined by the Manager of Materials.
- B12.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Bid or the Bidder's authorized representatives named in Paragraph 10 of Form A: Bid, and only such person, has authority to give notice of withdrawal.
- B12.1.3 If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials shall:
- (a) retain the Bid Submission until after the Submission Deadline has elapsed;
  - (b) open the Bid Submission to identify the contact person named in Paragraph 3 of Form A: Bid and the Bidder's authorized representatives named in Paragraph 10 of Form A: Bid; and
  - (c) if the notice has been given by any one of the persons specified in B12.1.3(b), declare the Bid withdrawn.
- B12.2 A Bidder who withdraws his Bid after the Submission Deadline but before his Bid has been released or has lapsed as provided for in B11.2 shall be liable for such damages as are imposed upon the Bidder by law and subject to such sanctions as the Award Authority considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law.

## **B13. EVALUATION OF BIDS**

- B13.1 Award of the Contract shall be based on the following bid evaluation criteria:
- (a) compliance by the Bidder with the requirements of the Bid Opportunity pass/fail;
  - (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B9 pass/fail;
  - (c) Bid Price;
  - (d) economic analysis of any approved alternative pursuant to B5.
- B13.2 Further to B13.1(a), the Award Authority may reject a Bid as being non-responsive if the Bid Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Bid, or waive technical requirements if the interests of the City so require.
- B13.3 Further to B13.1(b), the Award Authority shall reject any Bid submitted by a Bidder who does not demonstrate, in his Bid Submission or in other information required to be submitted, that he is responsible and qualified.
- B13.4 Further to B13.1(c), the Bid Price shall be the sum of the quantities multiplied by the unit prices for each item shown on Form B: Prices.
- B13.5 This Contract may be awarded as a whole (Alternative 1) or separately in sections (Alternative 2) as identified on Form B: Prices.
- B13.5.1 Notwithstanding B8.1, the Bidder may, but is not required to, bid on both alternatives, or on any one or more sections in Alternative 2.
- B13.5.2 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.

**B14. AWARD OF CONTRACT**

- B14.1 The Award Authority will give notice of the award of the Contract or will give notice that no award will be made.
- B14.2 The City will have no obligation to award a Contract to a Bidder, even though one or all of the Bidders are determined to be responsible and qualified, and the Bids are determined to be responsive.
- B14.2.1 Without limiting the generality of B14.2, the City will have no obligation to award a Contract where:
- (a) the prices exceed the available City funds for the Work;
  - (b) the prices are materially in excess of the prices received for similar work in the past;
  - (c) the prices are materially in excess of the City's cost to perform the Work, or a significant portion thereof, with its own forces;
  - (d) only one Bid is received; or
  - (e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.
- B14.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Bidder submitting the lowest evaluated responsive Bid.
- B14.4 Notwithstanding GC.3.01 and GC.3.02, the City will issue a purchase order to the successful Bidder in lieu of the execution of a Contract.
- B14.5 The Contract Documents, as defined in GC.1.01(7), in their entirety shall be deemed to be incorporated in and to form a part of the purchase order notwithstanding that they are not necessarily attached to or accompany said purchase order.

## **PART C - GENERAL CONDITIONS**

### **C1. GENERAL CONDITIONS**

C1.1 The *General Conditions for the Supply and Delivery of Goods* (Form 21: 88 03) are applicable to the Work of the Contract.

C1.1.1 The *General Conditions for the Supply and Delivery of Goods* are available in Adobe Acrobat (.pdf) format on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt>

## PART D - SUPPLEMENTAL CONDITIONS

### GENERAL

#### D1. GENERAL CONDITIONS

- D1.1 In addition to the *General Conditions for the Supply and Delivery of Goods*, these Supplemental Conditions are applicable to the Work of the Contract.
- D1.2 The General Conditions are amended by striking out "The City of Winnipeg Act" wherever it appears in the General Conditions and substituting "The City of Winnipeg Charter".
- D1.3 The General Conditions are amended by striking out "Board of Commissioners" or "Commissioner" wherever it appears in the General Conditions and substituting the "Chief Administrative Officer".
- D1.4 The General Conditions are amended by striking out "Tender Package" wherever it appears in the General Conditions and substituting "Bid Opportunity".
- D1.5 The General Conditions are amended by striking out "Tender Submission" wherever it appears in the General Conditions and substituting "Bid Submission".
- D1.6 The General Conditions are amended by striking out "Bidding Instructions" wherever it appears in the General Conditions and substituting "Bidding Procedures".

#### D2. SCOPE OF WORK

- D2.1 The Work to be done under the Contract shall consist of the Supply and Delivery of 2006 Bilingual Transit Bus Tickets and Passes, for the period July 4, 2005 to December 31, 2006.
- D2.1.1 The Work shall be done on a "scheduled" **and** "if required" basis during the term of the Contract, in accordance with E2.
- D2.1.2 The type and quantity of Work to be performed under this Contract shall be as authorized from time to time by the Contract Administrator.
- D2.2 Subject to GC.4.08, the City shall have no obligation under the Contract to purchase any quantity of any item in excess of its actual operational requirements.
- (a) The City reserves the right to increase quantities, in accordance with GC 4.05, and such increases shall be at the price Bid on the Form B.
- D2.3 Samples of proposed 2006 Bilingual Transit Bus Tickets and Passes are attached **as sample page 1 – sample page 10**.
- D2.3.1 Samples are not 100 percent precise.
- D2.3.2 Goods supplied shall meet or exceed the quality of the current City samples.

#### D3. DEFINITIONS

- D3.1 When used in this Bid Opportunity:
- (a) "**Business Day**" means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
- (b) "**Submission Deadline**" and "**Time and Date Set for the Final Receipt of Bids**" mean the time and date set out in the Bidding Procedures for final receipt of Bids;

- (c) "**User**" means a person, department or other administrative unit of the City authorized by the Contract Administrator to order Work under this Contract;
- (d) "**Voided**" means having no legal force or validity.

#### **D4. CONTRACT ADMINISTRATOR**

##### **D4.1 The Contract Administrator is:**

Ed Yorski  
Revenue Officer  
Transit Department, Finance and Administration Division  
65 Garry Street  
Winnipeg, Manitoba  
R3C 4K4  
Telephone No. (204) 986-4346 Facsimile No. (204) 986-6967

#### **D5. NOTICES**

- D5.1 GC.7.05 is hereby amended to delete reference to "registered mail" and to replace same with "ordinary mail".
- D5.2 GC.7.05 is further amended hereby to include delivery by facsimile transmission (fax) as an acceptable means of delivering notices, consents, approvals, statements, authorizations, documents or other communications required or permitted to be given under this Contract. Deliveries by fax will be deemed to have been received on the day of delivery, if a business day, or if not a business day, on the business day next following the day of delivery.
- D5.3 Further to GC.7.05, all notices, consents, approvals, statements, authorizations, documents or other communications to the City, except as expressly otherwise required in D5.4, D5.5 or elsewhere in the Contract, shall be sent to the attention of the Contract Administrator at the address or facsimile number identified in D4.1.
- D5.4 All notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer at the following address or facsimile number:  
  
The City of Winnipeg  
Chief Administrative Officer Secretariat  
Administration Building, 3rd Floor  
510 Main Street  
Winnipeg MB R3B 1B9  
Facsimile No.: (204) 949-1174
- D5.5 All notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications required to be submitted or returned to the City Solicitor shall be sent to the following address or facsimile number:  
  
The City of Winnipeg  
Corporate Services Department  
Legal Services Division  
185 King Street, 3rd Floor  
Winnipeg MB R3B 1J1  
Facsimile No.: (204) 947-9155

## **SUBMISSIONS**

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

D6.1 The Contractor shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Contractor does not carry on business in Manitoba, in the jurisdiction where the Contractor does carry on business, throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

### **D7. SECURITY**

D7.1 The Winnipeg Transit Department is concerned over the growing potential for counterfeiting/illegal reproduction of Transit Bus Tickets.

D7.2 All materials associated with the City of Winnipeg Bilingual Transit Bus Tickets and Passes shall be the property of the City of Winnipeg.

D7.3 The names and titles of the personnel authorized to work with the Transit Bus Passes and Tickets shall be provided to the Contract Administrator prior to the commencement of production.

D7.4 No materials shall be destroyed unless approved by the Contract Administrator.

D7.5 Work is to be done in such a fashion that all tickets are printed, numbered, packaged and accounted for under supervision;

D7.6 When material is being moved from one location to another in the plant, it shall be moved in a secure fashion;

D7.7 When not being worked on, work in progress shall be placed in a secure area with accessibility limited to authorized personnel.

D7.8 Upon completion, all Goods shall be placed in a secured area until delivery is made to Garry Street Transit Service centre.

D7.9 All overruns, samples or surplus stock associated with the production of the tickets and passes shall be accounted for and stored in a secured area, at the Contractor's plant, with limited accessibility, and shall:

D7.9.1 remain at the Contractor's Plant until the Contract Administrator has been advised, and has instructed the Contractor as to its disposition.

D7.10 All waste shall be accounted for and stored in a secured area, until the Contract Administrator has authorized the waste to be destroyed under supervision by burning or shredding.

### **D8. CONTRACTOR'S RESPONSIBILITY FOR LOSS**

D8.1 During the term of the Contract, the Contractor shall be responsible for any loss of the Bilingual Transit Bus Passes and 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 Goods 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.

- D8.1.1 In the event of such a loss, the Contractor shall bear the cost and expense of replacing the Goods.
- D8.1.2 The Contractor may be requested to replace and/or alter all existing Goods produced to the date loss;
- D8.2 If existing Goods are altered, the Contractor shall alter all future production of the Contract.

## **D9. CONTROL OF WORK**

- D9.1 In accordance with GC.5.01 the Contractor shall further comply with any or all of the following:
- D9.2 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 Contract Administrator.
- D9.3 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 Goods.

## **D10. COMMENCEMENT**

- D10.1 The Contractor shall not commence any Work until he is in receipt of a purchase order authorizing the commencement of the Work.

## **D11. ORDERS**

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

## **D12. RECORDS**

- D12.1 The Contractor shall keep detailed records of the goods supplied under the Contract.
- D12.2 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.
- D12.3 The Contractor shall provide the Contract Administrator with a copy of the records for each quarter year within fifteen (15) Calendar Days of the end of that quarter.

## **MEASUREMENT AND PAYMENT**

### **D13. INVOICES**

- D13.1 Further to GC.9.01 and notwithstanding GC.9.03, the Contractor shall submit an invoice for each order delivered, to the Contract Administrator.
- D13.2 Invoices must clearly indicate, as a minimum:
- (a) the City's order number;
  - (b) date of delivery;
  - (c) delivery address;

- (d) type and quantity of goods delivered;
- (e) the amount payable with GST and MRST shown as separate amounts; and
- (f) the Contractor's GST registration number.

D13.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

**D14. PAYMENT**

D14.1 Further to GC.9.01 and GC.9.03, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

**WARRANTY**

**D15. WARRANTY**

D15.1 Notwithstanding GC.10.01 and GC.10.02, the warranty period for each item of Work supplied shall begin on the date of successful delivery and shall expire one (1) year thereafter unless extended pursuant to D15.2, in which case it shall expire when provided for thereunder.

D15.2 If a defect or deficiency prevents the full and normal use or operation of the Work or any portion thereof, for purposes of calculating the warranty period, time shall be deemed to cease to elapse for the defective or deficient portion, and for any portion of the Work whose use or operation is prevented by such defect or deficiency, as of the date on which the defect or deficiency is observed or the use or operation is prevented and shall begin to run again when the defect or deficiency has been corrected or the Work may be used or operated to the satisfaction of the Contract Administrator.

D15.3 Notwithstanding GC.10.01, GC.10.02 and D15.2, if any law of Manitoba or of the jurisdiction in which the Work was manufactured requires, or if the manufacturer provides, a longer warranty period or a warranty which is more extensive in its nature, then the provisions of such law or manufacturer's warranty shall apply.

## PART E - SPECIFICATIONS

### GENERAL

#### E1. GENERAL

- E1.1 The Contractor shall Supply and Deliver Bilingual Transit Bus Tickets and Passes in accordance with the requirements hereinafter specified.
- E1.2 The Contractor is advised that he/she shall be required to support CorelDraw Version 10 to facilitate the Work, in accordance with to B9.
- E1.3 If additional information is required, please contact:
- (a) Ms. Helen Tack (204) 986-5242 Superintendent of Garry Street Transit Service Centre  
Garry Street Transit Service Centre
  - (b) Mr. Ed Yorski (204) 986-4346 Revenue Officer  
Garry Street Transit Service Centre

#### E2. SECTION "A" TICKETS

---

##### Initial Shipment Transit Bus Tickets

- |      |                           |            |                |                        |
|------|---------------------------|------------|----------------|------------------------|
| E2.1 | Full Fare Bus Tickets     | Series "Y" | 400,000 sheets | numbered 000001-400000 |
| E2.2 | Reduced Fare Bus Tickets  | Series "Y" | 200,000 sheets | numbered 000001-200000 |
| E2.3 | Senior Fare Bus Tickets   | Series "Y" | 150,000 sheets | numbered 000001-150000 |
| E2.4 | Handi Transit Bus Tickets | Series "Y" | 50,000 sheets  | numbered 00001-50000   |

##### Second Shipment Transit Bus Tickets

- |      |                          |            |                |                         |
|------|--------------------------|------------|----------------|-------------------------|
| E2.5 | Full Fare bus Tickets    | Series "Y" | 400,000 sheets | numbered 400001-800000  |
| E2.6 | Reduced Fare Bus Tickets | Series "Y" | 200,000 sheets | numbered 200001-400000  |
| E2.7 | Senior Fare Bus Tickets  | Series "Y" | 150,000 sheets | numbered 1500001-300000 |

##### Subsequent Orders If Required Transit Bus Tickets

- |       |                           |            |   |  |
|-------|---------------------------|------------|---|--|
| E2.8  | Full Fare Bus Tickets     | Series "Y" | shall be quoted in multiples of 50,000 sheets |  |
| E2.9  | Reduced Fare Bus Tickets  | Series "Y" | shall be quoted in multiples of 50,000 sheets |  |
| E2.10 | Senior Fare Bus Tickets   | Series "Y" | shall be quoted in multiples of 50,000 sheets |  |
| E2.11 | Handi Transit Bus Tickets | Series "Y" | shall be quoted in multiples of 10,000 sheets |  |

#### E3. SECTION "A" TICKETS: PRINTING

### Format

- |         |  |                 |  |
|---------|--|-----------------|--|
| E3.9    | Full Fare Bus Tickets Series "Y"   | 1 5/8" x 1 1/8" | 10 tickets per sheet, 5 rows of 2 across |
| E3.10   | Reduced Fare Bus Tickets Series "Y"  | 1 5/8" x 1 1/8" | 10 tickets per sheet, 5 rows of 2 across |
| E3.11   | Senior Fare Bus Tickets Series "Y"   | 1 5/8" x 1 1/8" | 10 tickets per sheet, 5 rows of 2 across |
| E3.12   | Handi-Transit Bus Tickets Series "Y"   | 2" x 2 1/2"     | 10 tickets per sheet, 2 rows of 5 across |
| E3.12.1 | Alternate similar sizes shall be considered, and shall be submitted in accordance with B5. |                 |  |

### Voided Samples – Initial Shipment Only

- E3.13 The Contractor shall supply the following voided samples with the initial shipment:
- (a) 25 "voided" sample sheets of Full Fare Bus Tickets;
  - (b) 25 "voided" sample sheets of Reduced Fare Bus Tickets;
  - (c) 25 "voided" sample sheets of Senior Fare Bus Tickets;
  - (d) 25 "voided" sample sheets of Handi-Transit Bus Tickets.
- E3.13.1 The method of voiding shall be approved by the Contract Administrator, and in accordance with D3.1(d).

### Artwork

- E3.14 The Contract Administrator shall:
- E3.14.1 Provide colour keys and artwork to the Contractor by June 10, 2005.
    - (a) **Coreldraw Version 10**
  - E3.14.2 Approve designs.
  - E3.14.3 Make negatives available to the Contractor for further printing, pursuant to E3.15.2.
- E3.15 The Contractor shall:
- E3.15.1 Submit paper proofs and blueline proofs to the Contract Administrator prior to printing:
    - (a) no later than June 24, 2005.
    - (b) earlier submission will be accepted.
  - E3.15.2 Manufacture and retain all printing plates and negatives in safekeeping under security conditions, until requested by the Contract Administrator to return them or destroy them;
  - E3.15.3 Advise the Contract Administrator when production commences and when it is completed.

### Graphics/Text

- E3.16 New design/layout required for both front and back of tickets.
- E3.17 Image on front shall be common to all "Full Fare, Reduced Fare, and Handi-Transit Fare Tickets", but different from "Senior Fare Tickets".
- E3.18 Image on reverse (shall be different from front) and shall be common to all "Full Fare, Reduced Fare, and Senior Fare, and Handi-Transit Fare Tickets".

- E3.19 All text/graphics shall be of high resolution and clearly defined.
- E3.20 Color density shall be consistent throughout all shipments so as not to show visible differences.

### **Ink(s)**

- E3.21 All colours shall be selected by the Transit Department Contract Administrator.
- E3.21.1 The Contractor shall ensure colours are consistent throughout the year.
- E3.21.2 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.
- E3.22 Front shall be: Black plus one fluorescent colour 2x; bleeds.
- E3.23 Reverse shall be: Black plus one fluorescent colour 2x; bleeds.

### **Stock**

- E3.24 Plainfield Plus text, smooth finish, 80 lb., recycled Britewhite (basis weight 130M, 20" x 26").
- E3.24.1 Alternate stock shall be considered, and shall be submitted in accordance with B5.

### **Numbering**

- E3.25 Ten tickets on each sheet numbered same in Black ink, then consecutively sheet to sheet.
- E3.26 Shall be restricted to the Front of the Ticket.
- E3.27 Numbering sequence shall be 100% precise and guaranteed.

### **Binding and Finishing**

- E3.28 Full Fare Bus Tickets Series "Y" Flat trimmed size is 3 1/4" x 5 5/8" to produce a sheet of 10 tickets.
- E3.28.1 perforate vertically at 1 5/8";
- E3.28.2 perforate horizontally in 4 positions:
- (a) each 1 1/8" apart;
  - (b) all with a zig zag perforation;
- E3.28.3 tie:cut ratio shall be approximately 1:2
- (a) with ties @ .8mm; and
  - (b) cuts @ 1.7mm
- E3.29 Reduced Fare Bus Tickets Series "Y" Flat trimmed size is 3 1/4" x 5 5/8" to produce a sheet of 10 tickets.
- E3.29.1 perforate vertically at 1 5/8";
- E3.29.2 perforate horizontally in 4 positions:
- (a) each 1 1/8" apart
  - (b) all with a zig zag perforation;
- E3.29.3 tie:cut ratio shall be approximately 1:2
- (a) with ties @ .8mm; and

(b) cuts @ 1.7mm

E3.30 Senior Fare Bus Tickets Series "Y" Flat trimmed size is 3 1/4" x 5 5/8" to produce a sheet of 10 tickets.

E3.30.1 perforate vertically at 1 5/8";

E3.30.2 perforate horizontally in 4 positions:

(a) each 1 1/8" apart

(b) all with a zig zag perforation;

E3.30.3 tie:cut ratio shall be approximately 1:2

(a) with ties @ .8mm; and

(b) cuts @ 1.7mm

E3.31 Handi-Transit Bus Tickets Series "Y" Flat trimmed size is 5" x 10" to produce a sheet of 10 tickets.

E3.31.1 perforate vertically at 2 1/2";

E3.31.2 perforate horizontally in 4 positions:

(a) each 2" apart;

(b) all with a straight perforation;

E3.31.3 tie:cut ratio shall be approximately 1:2

(a) with ties @ .8mm; and

(b) cuts @ 1.7mm

E3.32 Alternate similar sizes and alternate similar perforations shall be considered, and shall be submitted in accordance with B5.

#### **E4. SECTION "A" TICKETS: PACKAGING**

E4.1 Shall be banded in lots of 100 sheets and shrink-wrapped in bundles of 10 lots.

E4.2 All bundles shall be clearly identified as to contents.

E4.2.1 (e) type of tickets, series letter identification and number sequence.

E4.3 Shall be packed in sturdy containers, with containers labelled as to contents and number sequence.

E4.3.1 Empty containers shall be returned to Contractor upon request.

#### **E5. SECTION "B" WEEKLY PASSES**

Required for a period of 52 weeks commencing January 2, 2006

E5.1 Full Fare Max 5 Bus Pass:

(a) January 2, 2006 to December 29, 2006

(b) 52 weeks @ 8,000 per week Total 416,000

(c) Format shall be:

(i) 2 1/4" x 3 11/16" (includes 1/2" stub)

(d) Numbering/lettering shall be:

(i) on front in area provided, in bold black ink;

(ii) 100% precise and guaranteed, sequential and in numerical order;

- (iii) each week, consecutively from: 00001-8000;
- (iv) In accordance with 2006 dates;
- (v) numbered 1 the first week, have the foil letter A, and dated starting Jan. 2, 2006;
- (vi) numbered 2 the second week, have the foil letter B, and dated starting Jan. 9, 2006.

**E5.2 Full Fare Super Bus Pass [7 Day]:**

- (a) January 2, 2006 to December 31, 2007;
- (b) 52 weeks @ 6,700 per week Total 348,400;
- (c) Format shall be:
  - (i) 2 ¼" x 3 11/16" (includes ½" stub);
- (d) Numbering/Lettering shall be:
  - (i) on front in area provided, in bold black ink;
  - (ii) 100% precise and guaranteed, sequential and in numerical order;
  - (iii) each week consecutively from: 00001-6700;
  - (iv) In accordance with 2006 dates;
  - (v) numbered 1 the first week, have the foil letter A, and dated starting Jan. 2, 2006;
  - (vi) numbered 2 the second week, have the foil letter B, and dated starting Jan. 9, 2006.

**E5.3 Reduced Fare Super Bus pass [7 Day]:**

- (a) January 2, 2006 to December 31, 2006;
- (b) 52 weeks @ 4,000 per week Total 208,000;
- (c) Format shall be:
  - (i) 2 ¼" x 3 11/16" (includes ½" stub);
- (d) Numbering/Lettering shall be:
  - (i) on front in area provided, in bold black ink;
  - (ii) 100% precise and guaranteed, sequential and in numerical order;
  - (iii) each week, consecutively from : 00001-4000;
  - (iv) In accordance with 2006 dates;
  - (v) numbered 1 the first week, have the foil letter A, and dated starting Jan. 2, 2006;
  - (vi) numbered 2 the second week, have the foil letter B, and dated starting Jan. 9, 2006.

**E5.4 Senior Fare Super Bus pass [7 Day]:**

- (a) January 2, 2006 to December 31, 2006;
- (b) 52 weeks @ 2,500 per week Total 130,000;
- (c) Format shall be:
  - (i) 2 ¼" x 3 11/16" (includes ½" stub);
- (d) Numbering/Lettering shall be:
  - (i) on front in area provided, in bold black ink;
  - (ii) 100% precise and guaranteed, sequential and in numerical order;
  - (iii) each week, consecutively from : 00001-2500;
  - (iv) In accordance with 2006 dates;
  - (v) numbered 1 the first week, have the foil letter A, and dated starting Jan. 2, 2006;

(vi) numbered 2 the second week, have the foil letter B, and dated starting Jan. 9, 2006.

## **E6. SECTION "B" WEEKLY PASSES: PRINTING**

### **Voided Samples**

- E6.1 Voided samples shall be required for Weekly Transit Bus Passes, and shall accompany delivery:
- E6.1.1 The Contractor shall supply voided samples for each week and the method of voiding shall be confirmed with the Contract Administrator:
- (ii) 25 "voided" samples of Full Fare Max 5 Bus Pass;
  - (iii) 25 "voided" samples of Full Fare Super Bus Pass (7 Day);
  - (iv) 25 "voided" samples of Reduced Fare Super Bus Pass (7 Day);
  - (v) 25 "voided" samples of Senior Fare Super Bus Pass (7 Day).

### **Artwork**

- E6.2 The Contract Administrator shall:
- E6.2.1 Provide colour keys and artwork to the Contractor by June 10, 2005
- (a) Coreldraw Version 10**
- E6.2.2 Approve designs.
- E6.2.3 Make negatives available to the Contractor for further printing, pursuant to E3.15.2.
- E6.3 The Contractor shall:
- E6.3.1 Submit paper proofs and blueline proofs:
- (a) no later than June 24, 2005;
  - (b) earlier submission will be accepted.
- E6.3.2 Manufacture and retain all printing plates and negatives in safekeeping under security conditions, until requested by the Contract Administrator to return them or destroy them;
- E6.3.3 Advise the Contract Administrator when production commences and when it is completed.

### **Graphics/Text**

- E6.4 New design/layout required for both front and back of passes.
- E6.5 The image on the front of each pass will change weekly
- E6.5.1 The foil letters will change going from A to Z, then AA to ZZ
- E6.5.2 the dates will change in accordance with 2006 dates;
- E6.5.3 The week numbers will change going from 1 -52.
- E6.6 The image on the reverse of each pass will be common for the 52 week period, **but** shall differ for each type of pass
- E6.7 All text/graphics shall be of high resolution and clearly defined.
- E6.8 Color density shall be consistent throughout all shipments so as not to show visible differences.
- E6.9 Finish coat shall be clear coat varnish to seal and protect the colour.

### **Ink(s) and Foil**

- E6.10 Front shall be: four colour process and one U.V. fluorescent colour; 2x ink
- E6.11 Reverse shall be: black ink
- E6.12 All colours shall be selected by the Transit Department Contract Administrator.
- E6.12.1 Colour keys and artwork shall be provided to the Contractor on April 15, 2006.
- E6.12.2 The Contractor shall ensure that colours shall be consistent throughout the year.
- E6.12.3 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.
- E6.13 As a security feature, foil shall be Silver Laser High Resolution.
- E6.13.1 Foil shall have a clear coat varnish.
- E6.13.2 An alternate foil may considered, and shall be submitted in accordance with B5.

### **Stock**

- E6.14 Cornwall C1S 10 pt.

### **Binding and Finishing**

- E6.15 Flat trimmed size 2 ¼ " x 3 11/16"
- E6.16 perforate vertically at ½" from left edge;
- E6.17 Gather 5 passes and securely stitch one wire in centre or stub;
- E6.17.1 Alternate similar sizes and alternate similar perforations shall be considered, and shall be submitted in accordance with B5.

### **E7. SECTION "B" WEEKLY PASSES: PACKAGING**

- E7.1 Shall be banded in books of 20 with elastic bands and shrink-wrapped in bundles of 80 books;
- E7.2 Shall be packed in sturdy cartons and labelled as to contents and number sequence.

**E7.3 WEEKLY PASSES - DATES TO BE SHOW ON 2006 PASSES**

**DATES TO BE SHOWN ON 2006 WEEKLY PASSES**

<b><u>Week Number</u></b>	<b><u>Beginning Date All Weekly Passes</u></b>	<b><u>Ending Date Weekday Passes</u></b>	<b><u>Ending Date Super Passes</u></b>
1	January 2, 2006	January 6, 2006	January 8, 2006
2	January 9, 2006	January 13, 2006	January 15, 2006
3	January 16, 2006	January 20, 2006	January 22, 2006
4	January 23, 2006	January 27, 2006	January 29, 2006
5	January 30, 2006	February 3, 2006	February 5, 2006
6	February 6, 2006	February 10, 2006	February 12, 2006
7	February 13, 2006	February 17, 2006	February 19, 2006
8	February 20, 2006	February 24, 2006	February 26, 2006
9	February 27, 2006	March 3, 2006	March 5, 2006
10	March 6, 2006	March 10, 2006	March 12, 2006
11	March 13, 2006	March 17, 2006	March 19, 2006
12	March 20, 2006	March 24, 2006	March 26, 2006
13	March 27, 2006	March 31, 2006	April 2, 2006
14	April 3, 2006	April 7, 2006	April 9, 2006
15	April 10, 2006	April 14, 2006	April 16, 2006
16	April 17, 2006	April 21, 2006	April 23, 2006
17	April 24, 2006	April 28, 2006	April 30, 2006
18	May 1, 2006	May 5, 2006	May 7, 2006
19	May 8, 2006	May 12, 2006	May 14, 2006
20	May 15, 2006	May 19, 2006	May 21, 2006
21	May 22, 2006	May 26, 2006	May 28, 2006
22	May 29, 2006	June 2, 2006	June 4, 2006
23	June 5, 2006	June 9, 2006	June 11, 2006
24	June 12, 2006	June 16, 2006	June 18, 2006
25	June 19, 2006	June 23, 2006	June 25, 2006

## DATES TO BE SHOWN ON 2006 WEEKLY PASSES

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

**E8. SECTION "B" MONTHLY PASSES:**

Required for a period of 12 months commencing January 2006.

**E8.1 Full Fare Monthly Bus Passes:**

- (a) January 2006 to December 2006 20,000 passes per month;
- (b) Total 240,000;
- (c) Format shall be:
  - (i) 3 3/16" x 2 1/4"
- (d) Numbering/Lettering shall be:
  - (i) On front in area provided, in bold black ink;
  - (ii) 100% precise and guaranteed, sequential and in numerical order;
  - (iii) each month numbered consecutively from 00001-14000 and E14001-E20000;
  - (iv) a foil letter and number on each pass, going from F1 in January to F12 in December;

**E8.2 Reduced Fare Monthly Bus Passes:**

- (a) January 2006 to June 2006 8,000 passes per month;
- (b) July 2006 to August 2006 5,000 passes per month;
- (c) September 2006 to December 2006 8,000 passes per month;
- (d) Total 120,000;
- (e) Format shall be:
  - (i) 3 3/16" x 2 1/4"
- (f) Numbering/Lettering shall be:
  - (i) on front in area provided, in bold black ink;
  - (ii) 100% precise and guaranteed, sequential and in numerical order;
  - (iii) each month numbered consecutively beginning with 00001
  - (iv) a foil letter and number on each pass, going from R1 in January to R12 in December

**E8.3 Senior Fare Monthly Bus Passes:**

- (a) January 2006 to December 2006 4,000 passes per month;
- (b) Total 48,000;
- (c) Format shall be:
  - (i) 3 3/16" x 2 1/4"
- (d) Numbering/Lettering shall be:
  - (i) on front in area provided, in bold black ink;
  - (ii) 100% precise and guaranteed, sequential and in numerical order;
  - (iii) each month numbered consecutively beginning with 00001
  - (iv) a foil letter and number on each pass, going from S1 in January to S12 in December

**E8.4 Post Secondary Monthly Bus Passes:**

- (a) January 2006 to May 2006 11,500 passes per month;
- (b) June 2006 to August 2006 6,000 passes per month;
- (c) September 2006 to December 2006 11,500 passes per month;
- (d) Total 121,500;

- (e) Format shall be:
  - (i) 3 3/16" x 2 1/4"
- (f) Numbering/Lettering shall be:
  - (i) on front in area provided, in bold black ink;
  - (ii) 100% precise and guaranteed, sequential and in numerical order;
  - (iii) each month numbered consecutively beginning with 00001
  - (iv) a foil letter and number on each pass, going from P1 in January to P12 in December

**E8.5 Handi-Transit Monthly Bus Passes:**

- (a) January 2006 to December 2006                      500 passes per month;
- (b) Total        6,000;
- (c) Format shall be:
  - (i) 3 3/16" x 2 1/4"
- (d) Numbering/Lettering shall be:
  - (i) on front in area provided, in bold black ink;
  - (ii) 100% precise and guaranteed, sequential and in numerical order;;
  - (iii) passes each month shall be numbered consecutively beginning with 001

**E9. SECTION "B" MONTHLY PASSES: PRINTING**

**Voided Samples**

- E9.1        Voided samples shall be required for Monthly Transit Bus Passes and shall accompany delivery:
- E9.1.1        The Contractor shall supply voided samples for each month, and the method of voiding shall be confirmed with the Contract Administrator:
  - (ii) 25 "voided" samples of Full Fare Monthly Bus Passes;
  - (iii) 25 "voided" samples of Reduced Fare Monthly Bus Passes;
  - (iv) 25 "voided" samples of Post Secondary Monthly Bus Passes;
  - (v) 25 "voided" samples of Senior Monthly Bus Passes;
  - (vi) 10 "voided" samples of Handi-Transit Monthly Bus Passes.

**Artwork**

- E9.2        The Contract Administrator shall:
  - E9.2.1        Provide colour keys and artwork to the Contractor by June 10, 2006.
    - (a) Coreldraw Version 10**
  - E9.2.2        Approve designs.
  - E9.2.3        Make negatives available to the Contractor for further printing, pursuant to E3.15.2.
- E9.3        The Contractor shall:
  - E9.3.1        Submit paper proofs and blueline proofs to the Contract Administrator prior to printing:
    - (a) no later than June 24, 2005;
    - (b) earlier submission will be accepted.
  - E9.3.2        Manufacture and retain all printing plates and negatives in safekeeping under security conditions, until requested by the Contract Administrator to return them or destroy them;

E9.3.3 Advise the Contract Administrator when production commences and when it is completed.

### **Graphics/Text**

E9.4 New design/layout required for both front and back of passes.

E9.5 The picture and text on the front of each pass shall change monthly but shall remain constant for the four types of passes:

E9.5.1 the picture and text 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;

E9.5.2 The Image on the reverse of each pass shall be common for all 12 months, but shall differ for each type of pass.

E9.6 All text/graphics shall be of high resolution and clearly defined.

E9.7 Color density shall be consistent throughout all shipments so as not to show visible differences.

E9.8 Finish coat shall be clear coat varnish to seal and protect the colour

### **Ink(s) and Foil**

E9.9 (Item No. 9-14):

E9.9.1 front shall be: four colour process and one U.V. fluorescent colour; 2x ink

E9.9.2 Reverse shall be: black ink

E9.9.3 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.

E9.9.4 As a security feature, foil shall be Silver Laser High Resolution.

(a) Foil shall have a clear coat varnish.

(b) An alternate foil may considered, and shall be submitted in accordance with B5.

E9.10 (Item No. 15):

E9.10.1 front shall be: four colour process

E9.10.2 Reverse shall be: black ink

E9.11 All colours shall be selected by the Transit Department Contract Administrator.

E9.11.1 Colour keys and artwork shall be provided to the Contractor on April 15, 2006.

E9.11.2 The Contractor to ensure that colours shall be consistent throughout the year.

### **Stock**

E9.12 Cornwall C1S 10 pt.

### **Binding and Finishing**

E9.13 Flat trimmed size shall be 3 3/16" x 2 1/4 "

E9.14 Alternate similar sizes shall be considered, and shall be submitted in accordance with B5.

**E10. SECTION "B" MONTHLY PASSES: PACKAGING**

E10.1 Item No. 9-14:

E10.1.1 Shall be banded in 100's with elastic bands and shrink-wrapped in bundles of 500;

E10.1.2 Shall be packed in sturdy cartons and labelled as to contents and number sequence;

E10.2 Item No. 15:

E10.2.1 Shall be banded in 100's with elastic bands and shrink-wrapped in bundles of 400;

E10.2.2 Shall be packed in sturdy cartons and labelled as to contents and number sequence;

**E11. DELIVERY: TICKETS AND PASSES**

---

E11.1 Delivery shall be by a bonded company or accompanied by a bonded employee.

E11.1.1 The Contractor shall supply a signed statement to accompany each separate delivery, and addressed to the Contract Administrator.

(i) The statement shall indicate if overruns, samples or surplus stock exists,

(ii) If overruns, samples or surplus stock exist they shall be treated in accordance with D7.

E11.2 Goods shall be delivered FOB destination, freight prepaid to:

Garry Street Transit Service Centre  
65 Garry Street  
Winnipeg, Manitoba  
R3C 4K4.

E11.3 Delivery dates must be strictly adhered to and shall be in accordance with the following:

E11.3.1 Tickets

(a) Initial shipment no later than: September 16, 2005

(b) Second shipment: date shall be determined with successful Contractor.

(c) Subsequent shipments: shall be determined IF REQUIRED

E11.3.2 Weekly and Monthly Passes

(a) Week 1 – 17 shall be delivered by September 16, 2005

(b) Week 18 – 34 shall be delivered by February 10, 2006

(c) Week 35 - 52 shall be delivered by May 5, 2006

E11.3.3 Earlier deliveries will be accepted.

E11.4 The Contractor shall confirm each scheduled delivery with the User at least two (2) Business Days before delivery.

E11.5 Goods shall be delivered between 8:00 a.m. and noon, and 1:00 p.m. and 3:00 p.m. on Business Days.

E11.6 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 ton truck, and shall be equipped with a hydraulic-tail lift.

E11.7 The Contractor shall be solely responsible for the off-load of goods, as directed at the delivery location.

# Sample page 1 Weekly Bus Passes



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foil



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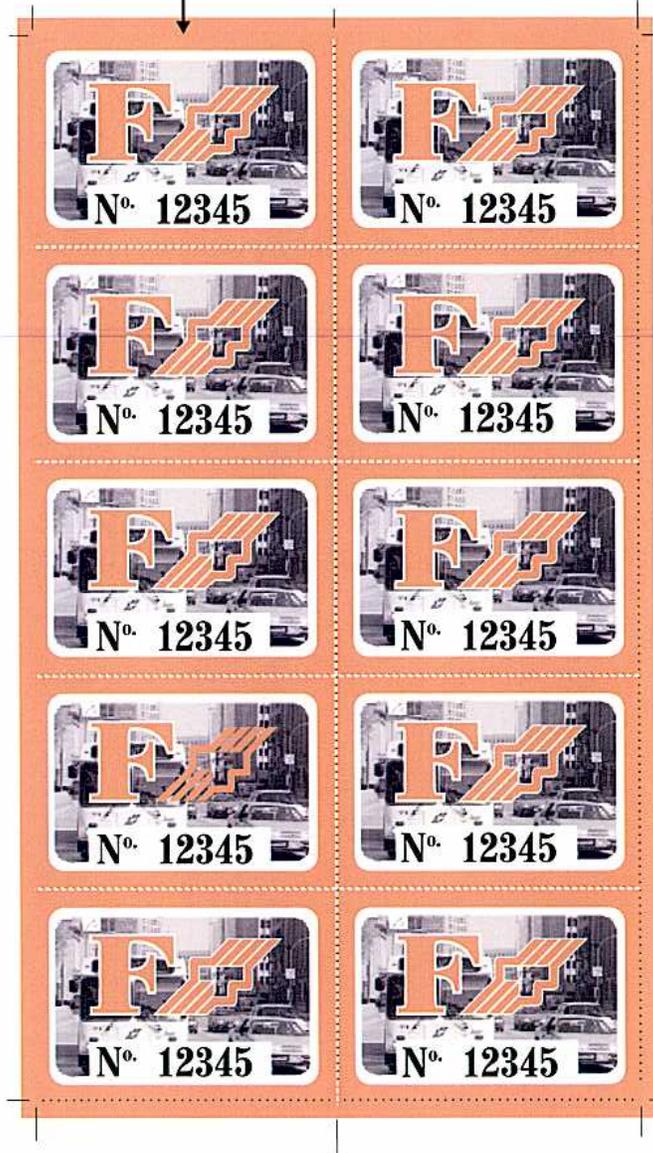
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Sample Page 2  
Full Fare Bus Tickets

Flourescent Orange  
PMS 804 U 2X



# Sample Page 3

## Full Fare Bus Tickets

<b>FULL FARE</b>				
Good for one full fare on Winnipeg Transit services. Subject to fare increases and all Transit regulations. <b>Non-refundable.</b>	Good for one full fare on Winnipeg Transit services. Subject to fare increases and all Transit regulations. <b>Non-refundable.</b>	Good for one full fare on Winnipeg Transit services. Subject to fare increases and all Transit regulations. <b>Non-refundable.</b>	Good for one full fare on Winnipeg Transit services. Subject to fare increases and all Transit regulations. <b>Non-refundable.</b>	Good for one full fare on Winnipeg Transit services. Subject to fare increases and all Transit regulations. <b>Non-refundable.</b>
<b>PLEIN TARIF</b>				
Valable pour un trajet plein tarif service normal de la Règle des transports de Winnipeg. Sous réserve des augmentations de tarifs et des règlements de la Règle. <b>Non remboursable.</b>	Valable pour un trajet plein tarif service normal de la Règle des transports de Winnipeg. Sous réserve des augmentations de tarifs et des règlements de la Règle. <b>Non remboursable.</b>	Valable pour un trajet plein tarif service normal de la Règle des transports de Winnipeg. Sous réserve des augmentations de tarifs et des règlements de la Règle. <b>Non remboursable.</b>	Valable pour un trajet plein tarif service normal de la Règle des transports de Winnipeg. Sous réserve des augmentations de tarifs et des règlements de la Règle. <b>Non remboursable.</b>	Valable pour un trajet plein tarif service normal de la Règle des transports de Winnipeg. Sous réserve des augmentations de tarifs et des règlements de la Règle. <b>Non remboursable.</b>
S.X.	S.X.	S.X.	S.X.	S.X.
<b>FULL FARE</b>				
Good for one full fare on Winnipeg Transit services. Subject to fare increases and all Transit regulations. <b>Non-refundable.</b>	Good for one full fare on Winnipeg Transit services. Subject to fare increases and all Transit regulations. <b>Non-refundable.</b>	Good for one full fare on Winnipeg Transit services. Subject to fare increases and all Transit regulations. <b>Non-refundable.</b>	Good for one full fare on Winnipeg Transit services. Subject to fare increases and all Transit regulations. <b>Non-refundable.</b>	Good for one full fare on Winnipeg Transit services. Subject to fare increases and all Transit regulations. <b>Non-refundable.</b>
<b>PLEIN TARIF</b>				
Valable pour un trajet plein tarif service normal de la Règle des transports de Winnipeg. Sous réserve des augmentations de tarifs et des règlements de la Règle. <b>Non remboursable.</b>	Valable pour un trajet plein tarif service normal de la Règle des transports de Winnipeg. Sous réserve des augmentations de tarifs et des règlements de la Règle. <b>Non remboursable.</b>	Valable pour un trajet plein tarif service normal de la Règle des transports de Winnipeg. Sous réserve des augmentations de tarifs et des règlements de la Règle. <b>Non remboursable.</b>	Valable pour un trajet plein tarif service normal de la Règle des transports de Winnipeg. Sous réserve des augmentations de tarifs et des règlements de la Règle. <b>Non remboursable.</b>	Valable pour un trajet plein tarif service normal de la Règle des transports de Winnipeg. Sous réserve des augmentations de tarifs et des règlements de la Règle. <b>Non remboursable.</b>
S.X.	S.X.	S.X.	S.X.	S.X.

Flourescent Orange  
PMS 804 U 2X





Sample Page 6  
Senior Fare Bus Tickets



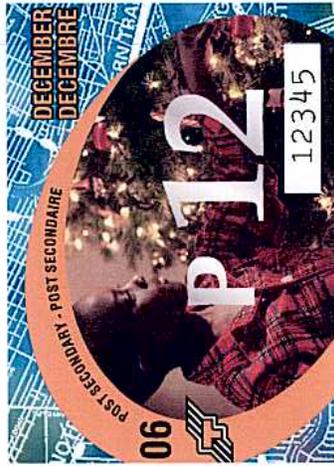
# Sample Page 7 Senior Fare Bus Tickets

	<b>Senior 65+</b>				
	Good for one senior fare on regular Winnipeg Transit service for person meeting all Transit age, eligibility and identification requirements. Subject to fare increases and all Transit regulations. <b>Non-refundable.</b>	Good for one senior fare on regular Winnipeg Transit service for person meeting all Transit age, eligibility and identification requirements. Subject to fare increases and all Transit regulations. <b>Non-refundable.</b>	Good for one senior fare on regular Winnipeg Transit service for person meeting all Transit age, eligibility and identification requirements. Subject to fare increases and all Transit regulations. <b>Non-refundable.</b>	Good for one senior fare on regular Winnipeg Transit service for person meeting all Transit age, eligibility and identification requirements. Subject to fare increases and all Transit regulations. <b>Non-refundable.</b>	Good for one senior fare on regular Winnipeg Transit service for person meeting all Transit age, eligibility and identification requirements. Subject to fare increases and all Transit regulations. <b>Non-refundable.</b>
	<b>Aînés 65+</b>				
	Valable pour un tarif sagesse pour passager remplissant conditions d'âge, d'admissibilité et d'identification. Sous réserve des augmentations de tarifs et des règlements de la Régie. <b>Non remboursable.</b>	Valable pour un tarif sagesse pour passager remplissant conditions d'âge, d'admissibilité et d'identification. Sous réserve des augmentations de tarifs et des règlements de la Régie. <b>Non remboursable.</b>	Valable pour un tarif sagesse pour passager remplissant conditions d'âge, d'admissibilité et d'identification. Sous réserve des augmentations de tarifs et des règlements de la Régie. <b>Non remboursable.</b>	Valable pour un tarif sagesse pour passager remplissant conditions d'âge, d'admissibilité et d'identification. Sous réserve des augmentations de tarifs et des règlements de la Régie. <b>Non remboursable.</b>	Valable pour un tarif sagesse pour passager remplissant conditions d'âge, d'admissibilité et d'identification. Sous réserve des augmentations de tarifs et des règlements de la Régie. <b>Non remboursable.</b>
	<b>S.W.</b>	<b>S.W.</b>	<b>S.W.</b>	<b>S.W.</b>	<b>S.W.</b>
	<b>Senior 65+</b>				
	Good for one senior fare on regular Winnipeg Transit service for person meeting all Transit age, eligibility and identification requirements. Subject to fare increases and all Transit regulations. <b>Non-refundable.</b>	Good for one senior fare on regular Winnipeg Transit service for person meeting all Transit age, eligibility and identification requirements. Subject to fare increases and all Transit regulations. <b>Non-refundable.</b>	Good for one senior fare on regular Winnipeg Transit service for person meeting all Transit age, eligibility and identification requirements. Subject to fare increases and all Transit regulations. <b>Non-refundable.</b>	Good for one senior fare on regular Winnipeg Transit service for person meeting all Transit age, eligibility and identification requirements. Subject to fare increases and all Transit regulations. <b>Non-refundable.</b>	Good for one senior fare on regular Winnipeg Transit service for person meeting all Transit age, eligibility and identification requirements. Subject to fare increases and all Transit regulations. <b>Non-refundable.</b>
	<b>Aînés 65+</b>				
	Valable pour un tarif sagesse pour passager remplissant conditions d'âge, d'admissibilité et d'identification. Sous réserve des augmentations de tarifs et des règlements de la Régie. <b>Non remboursable.</b>	Valable pour un tarif sagesse pour passager remplissant conditions d'âge, d'admissibilité et d'identification. Sous réserve des augmentations de tarifs et des règlements de la Régie. <b>Non remboursable.</b>	Valable pour un tarif sagesse pour passager remplissant conditions d'âge, d'admissibilité et d'identification. Sous réserve des augmentations de tarifs et des règlements de la Régie. <b>Non remboursable.</b>	Valable pour un tarif sagesse pour passager remplissant conditions d'âge, d'admissibilité et d'identification. Sous réserve des augmentations de tarifs et des règlements de la Régie. <b>Non remboursable.</b>	Valable pour un tarif sagesse pour passager remplissant conditions d'âge, d'admissibilité et d'identification. Sous réserve des augmentations de tarifs et des règlements de la Régie. <b>Non remboursable.</b>
	<b>S.W.</b>	<b>S.W.</b>	<b>S.W.</b>	<b>S.W.</b>	<b>S.W.</b>

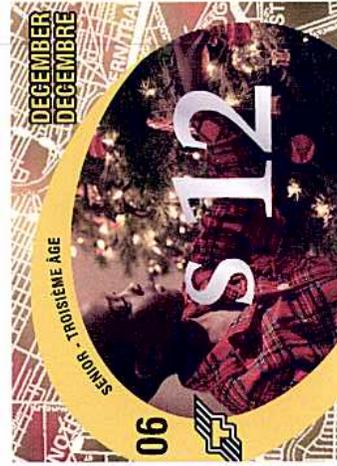
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PMS 803 U 2X

10% screen bkgrnd  
Flourescent Yellow  
PMS 803 U 2X

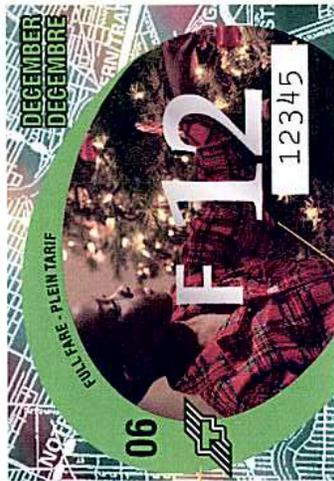
fluorescent = 804 C 2X



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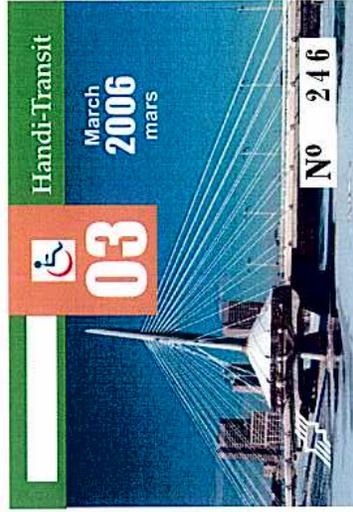


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bar code?

Handi-Transit = CMYK only



foil



Flourescent  
Orange  
PMS 804 U 2X



**HANDI-TRANSIT**

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

Valable pour un trajet Série X service. Sous réserve des augmentations de tarifs et des règlements de la Règle. **Non remboursable.**

S.X.

**HANDI-TRANSIT**

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

Valable pour un trajet Série X service. Sous réserve des augmentations de tarifs et des règlements de la Règle. **Non remboursable.**

S.X.

**HANDI-TRANSIT**

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

Valable pour un trajet Série X service. Sous réserve des augmentations de tarifs et des règlements de la Règle. **Non remboursable.**

S.X.

**HANDI-TRANSIT**

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

Valable pour un trajet Série X service. Sous réserve des augmentations de tarifs et des règlements de la Règle. **Non remboursable.**

S.X.

**HANDI-TRANSIT**

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

Valable pour un trajet Série X service. Sous réserve des augmentations de tarifs et des règlements de la Règle. **Non remboursable.**

S.X.



**HANDI-TRANSIT**

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

Valable pour un trajet Série X service. Sous réserve des augmentations de tarifs et des règlements de la Règle. **Non remboursable.**

S.X.

**HANDI-TRANSIT**

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

Valable pour un trajet Série X service. Sous réserve des augmentations de tarifs et des règlements de la Règle. **Non remboursable.**

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S.X.