

# **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 service recognition lapel pins (engraved) in accordance with the requirements hereinafter specified.

E2.2 Item No. 1 – Service Recognition Lapel Pins shall be as follows:

- (a) Size shall be approximately 14 mm x 11 mm wide at either of its furthest points;
- (b) Top of pin and base shall be 10 karat solid gold;
- (c) Fastener shall be spring-actioned tie tack/jeweller's clutch;
- (d) Back clutch stud shall be positioned approximately 5 mm from top of pin, centred side to side;
- (e) Die to be jeweller's high quality;
- (f) All lettering and detail outlining to be gold base metal;
- (g) All lettering to be readable and not touching gold base metal outlining;
- (h) Cloisonne hard enamel;
- (i) Polished smooth finish;
- (j) Shape and style to be approximately as per sample shown in E5; and
- (k) Colours in accordance with the brochure "The City of Winnipeg Crest", and the following descriptions from top to bottom of pins:
  - (i) Top banner (City of Winnipeg) to be navy blue #287C with gold base metal lettering;
  - (ii) Fort Garry Gate to be brown #174C with gold base metal detailing;
  - (iii) Top third of Coat of Arms to be sky blue background (screened #287C or equivalent colour/shade) with gold base metal Stars;
  - (iv) Bottom two-thirds of Coat of Arms to be green #347C background, Crocus to be gold base metal detailed with mauve #264C colouring and where possible purple #268C highlighting;
  - (v) Two bottom banners (Unum Cum Virtute Multorum and Service Recognition), to be white with gold base metal lettering.
- (l) Pins may be made into rings or pendants at a later date. The pin must be able to sustain heat from soldering.

E2.3 Item No. 2 – Optional Engraving of Pins (identified in Item No. 1) shall be for engraving only.

- (a) Engraving shall be on the back, at the bottom of the pin, (positioned beyond the spring action tie tack/jeweller's clutch, with the engraving being readable) engraved with and positioned respectively as follows:
  - (i) Two (2) initials of City employee;
  - (ii) YY MM DD.

E2.4 The City shall retain the right to purchase engraving aside from this Contract.

### **E3. PACKAGING**

- E3.1 Upon Award of Contract, the City will provide the Contractor with the City Departments list addressing the City Employee initials and the year/month/day to be engraved on the Service Recognition Lapel Pins.
- E3.2 The Contractor shall, to make it easier for the Mayor's Office to distribute pins internally:
- (a) Sort pins by Department;
  - (b) Attach a copy of the Department to the appropriate package.
- E3.3 The Contractor shall supply each pin in a velvet jewellery box and each velvet box shall be inside a cardboard box of a proportionate size.

### **E4. DELIVERY**

- E4.1 Goods shall be delivered in accordance with the following approximate schedule, f.o.b. destination, freight prepaid, to the Mayor's Office, 2<sup>nd</sup> Floor, 510 Main Street, Council Building, Winnipeg, Manitoba, R3B 1B9:

<b>Date</b>	<b>Item No.</b>	<b>Approx. Quantity</b>
<b>Year 2005:</b> By August 1, 2005	1	341
<b>Year 2006:</b> By January 15, 2006	1	264
<b>Year 2007:</b> By January 15, 2007	1	276

- E4.1.1 The Contractor shall confirm each scheduled delivery with the User at least two (2) Business Days before delivery.
- E4.2 In addition, goods shall be delivered on an "as required" basis during the term of the Contract, f.o.b. destination, freight prepaid, , to the Mayor's Office, 2<sup>nd</sup> Floor, 510 Main Street, Council Building, Winnipeg, Manitoba, R3B 1B9.
- E4.2.1 Goods shall be delivered within twenty (20) Calendar Days of the placing of an order, except where otherwise agreed at the time of ordering.
- E4.3 Goods shall be delivered between 8:30 a.m. and 4:30 p.m. on Business Days.
- E4.4 The Contractor shall off-load goods as directed at the delivery location.

**E5. CITY OF WINNIPEG SERVICE RECOGNITION LABEL PIN**

