



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 623-2005

RENTAL OF PHOTOCOPIERS

TABLE OF CONTENTS

PART A - BID SUBMISSION

Form A: Bid	1
Form B: Prices	3

PART B - BIDDING PROCEDURES

B1. Project Title	1
B2. Submission Deadline	1
B3. Enquiries	1
B4. Addenda	1
B5. Substitutes	2
B6. Bid Submission	3
B7. Bid	3
B8. Prices	4
B9. Qualification	4
B10. Opening of Bids and Release of Information	5
B11. Irrevocable Bid	5
B12. Withdrawal of Bids	5
B13. Evaluation of Bids	6
B14. Award of Contract	7

PART C - GENERAL CONDITIONS

C1. General Conditions	1
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PART D - SUPPLEMENTAL CONDITIONS

General

D1. General Conditions	1
D2. Scope of Work	1
D3. Definitions	2
D4. Contract Administrator	2
D5. Contractor's Supervisor	2
D6. Notices	2

Submissions

D7. Authority to Carry on Business	3
D8. Workers Compensation	3

Control of Work

D9. Commencement	3
D10. Orders	4
D11. Records	4

Measurement and Payment

D12. Invoices	4
D13. Payment	4

PART E - SPECIFICATIONS

General

E1. General	1
E2. History	1
E3. Photocopier Requirements New And Remanufactured	2
E4. Photocopier Informaton New And Remanufactured Photocopiers	3
E5. Service	4
E6. Delivery	6
E7. Training:	6

E8. Table A: Copier Locations And Volumes

7

PART B - BIDDING PROCEDURES

B1. PROJECT TITLE

B1.1 RENTAL OF PHOTOCOPIERS

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 12:00 noon Winnipeg time, January 4, 2006.

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 on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Branch 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 Branch 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 Plant, Materials and methods 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 five (5) 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 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) 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 proposed work schedule and the dates specified in the Supplemental Conditions for Substantial Performance and Total Performance;
 - (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 proposed work schedule and the dates specified in the Supplemental Conditions for Substantial Performance and Total Performance.
- B5.5 The Contract Administrator, after assessing the request for approval of a substitute, may in 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 Total Bid Price upon the specified item but may also indicate an alternative price based upon the approved alternative. Such alternatives will be evaluated in accordance with B13.
- B5.9 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.

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 shall be submitted enclosed and sealed in an envelope clearly marked with the Bid Opportunity number and the Bidder's name and address.
- B6.3.1 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.
- B6.4 Bid Submissions submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.
- B6.5 Bid Submissions shall be submitted to:
- The City of Winnipeg
Corporate Finance Department
Materials Management Branch
185 King Street, Main Floor
Winnipeg MB R3B 1J1

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 Notwithstanding GC.9.01(1), prices on Form B: Prices shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.

B8.2 In the event a machine needs to be moved from one City location to another due to User relocation, the Bidder may, but is not required to state a price for the moving services.

B8.2.1 If no price is listed for the moving of machines from one location to another, the City will assume that there is no charge for the service.

B8.3 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.

B8.4 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) employ only Subcontractors who:
 - (i) are 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 Branch 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;
 - (g) 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 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.
- 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.

B10. OPENING OF BIDS AND RELEASE OF INFORMATION

- B10.1 Bid Submissions will not be opened publicly.
- B10.2 Following the Submission Deadline, the names of the Bidders and their Total Bid Prices (unevaluated, and pending review and verification of conformance with requirements) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Branch 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 (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Branch 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, The Freedom of Information and Protection of Privacy Act (Manitoba), 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.7.06(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 Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law.

B13. EVALUATION OF BIDS

B13.1 Award of the Contract shall be based on the following 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) Total Bid Price 85 pts;
 - (i) Completeness of items offered, Part 1 3 pts. (pass/fail);
 - (ii) Completeness of items offered, Part 2 3 pts (pass/fail);
 - (iii) Completeness of items offered; Part 3 3 pts (pass/fail)
 - (iv) Optional Features all parts 6 pts
- (d) economic analysis of any approved alternative pursuant to B5.

B13.2 Further to B13.1, the Award Authority may reject a Proposal as being non-responsive if the Proposal 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 Proposal, 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 Proposal submitted by a Bidder who does not demonstrate, in his Proposal Submission or in other information required to be submitted, that he is responsible and qualified.

B13.4 Further to B13.1(c), the Total Bid Price will be based on the maximum approximate monthly copy volumes **multiplied by** 36 months per unit **multiplied by** the cost per copy (or cost per copy + base cost per month) **multiplied by** the approximate number of photocopiers.

B13.5 Further to completeness of items offered, B13.1(c) i, ii, iii, iv will be evaluated on the following basis:

B13.5.1 Part 1 Low Volume Class Item No 1a or 2a and 3a

- (a) A Bid for at least 1 remanufactured and 1 new will be deemed to be sufficiently complete to be eligible for evaluation of the Contract.
 - (i) 3 points will be given for the additional Item Bid.
- (b) .24 points will be given for each Optional Feature Bid.

B13.5.2 Part 2 Mid Volume Class Item No 4a or 5a and 6a or 7a

- (a) A Bid for at least 1 remanufactured and 1 new (black and white) will be deemed to be sufficiently complete to be eligible for evaluation of the Contract.
 - (i) 3 points will be given for the additional Item Bid.
- (b) .24 points will be given for each Optional Feature Bid.

B13.5.3 Part 3 High Volume Class Item No 8a or 9a and 10a

- (a) A Bid for at least 1 remanufactured and 1 new will be deemed to be sufficiently complete to be eligible for evaluation of the Contract.
 - (i) 3 points will be given for the additional Item Bid.
- (b) .24 points will be given for each Optional Feature Bid.

B13.5.4 Any unit price not filled in for an item number on the Form B: Prices, will be given a value based on the average prices bid, to normalize the bid for the purposes of evaluation.

B13.5.5 Notwithstanding B8.1, the Bidder is not required to bid on all items.

B13.6 This Contract will be awarded as a whole or substantial whole.

B14. AWARD OF CONTRACT

B14.1 The City 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 Provision of Services* (Revision 1996 02 05) are applicable to the Work of the Contract.

C1.1.1 The *General Conditions for Provision of Services* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Branch 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 Provision of Services*, 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 Rental of Photocopiers for City of Winnipeg Users.
- D2.1.1 The Contract shall be for a period of thirty-six (36) months, from February 1, 2006 until the last photocopier under this Contract is removed.
- (a) Each photocopier shall be in place for a thirty-six (36) month period from the date of placement.
- D2.2 The Work shall include supply, delivery, installation, and successful start-up, of new and/or remanufactured, photocopiers at various City locations
- D2.2.1 User requests for multi functional printers (MFP's) shall be directed to the Contract Administrator.
- (i) The Contract Administrator shall be the deciding authority on whether an MFP may be installed.
- D2.3 The City should issue a new Bid Opportunity to enter into a new Contract that will be effective January 1, 2009.
- D2.4 The Work shall be done on an "as required" basis during the term of the Contract.
- D2.4.1 The type and quantity of Work to be performed under this Contract shall be as authorized from time to time by the Contract Administrator and/or Users.
- D2.4.2 Subject to GC.4.07, the City shall have no obligation under the Contract to purchase any quantity of any item in excess of its actual operational requirements.
- D2.3 Notwithstanding D2.1, 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, 2005.

D2.4 Notwithstanding D2.1, 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, or to terminate the Contract, upon ninety (90) 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.

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;

D4. CONTRACT ADMINISTRATOR

D4.1 The Contract Administrator is:

Rachel Eccles
Contracts Officer
185 King Street Main Floor,
R3B 1J1

Telephone No. (204) 986-2451

Facsimile No. (204) 949-1178

D4.2 At the pre-commencement meeting, the Contract Administrator will identify additional personnel representing the Contract Administrator and their respective roles and responsibilities for the Work.

D5. CONTRACTOR'S SUPERVISOR

D5.1 At the pre-commencement meeting, the Contractor shall identify his designated supervisor and any additional personnel representing the Contractor and their respective roles and responsibilities for the Work.

D6. NOTICES

D6.1 GC.7.06 is hereby amended to delete reference to "registered mail" and to replace same with "ordinary mail".

D6.2 GC.7.06 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.

D6.3 Further to GC.7.06, all notices, consents, approvals, statements, authorizations, documents or other communications to the City, except as expressly otherwise required in D6.4, D6.5 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.

D6.4 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

- D6.5 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

D7. AUTHORITY TO CARRY ON BUSINESS

- D7.1 The Contractor shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Contractor does not carry on business in Manitoba, in the jurisdiction where the Contractor does carry on business, throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

D8. WORKERS COMPENSATION

- D8.1 The Contractor shall be registered with the Workers Compensation Board of Manitoba, shall provide and maintain Workers Compensation coverage throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

CONTROL OF WORK

D9. COMMENCEMENT

- D9.1 The Contractor shall not commence any Work until he is in receipt of a purchase order authorizing the commencement of the Work.
- D9.2 The Contractor shall not commence any Work on the Site until:
- (a) the Contract Administrator has confirmed receipt and approval of:
 - (i) evidence that the Contractor is 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;
 - (ii) evidence of the workers compensation coverage specified in D8;
 - (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D10. ORDERS

D10.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for service may be placed.

D11. RECORDS

D11.1 The Contractor shall keep detailed records of the services supplied under the Contract.

D11.2 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) service date(s); and
- (d) description and quantity of services provided.

D11.3 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

D12. INVOICES

D12.1 Further to GC.9.01 and notwithstanding GC.9.03, the Contractor shall submit an invoice for the Work performed pursuant to each order.

D12.2 Further to D6.3, the Contractor shall submit invoices to the locations designated at the time of ordering.

D12.2.1 Table A of these Supplemental Conditions, listing current invoicing addresses, is provided for the convenience of the Contractor only. The City reserves the right to revise locations as required by changes in its operations during the term of the Contract.

D12.3 Invoices must clearly indicate, as a minimum:

- (a) the City's order number;
- (b) date(s) of provision of services;
- (c) location at which service was provided;
- (d) type and quantity of services provided;
- (e) the amount payable with GST and MRST shown as separate amounts; and
- (f) the Contractor's GST registration number.

D12.4 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D13. PAYMENT

D13.1 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.

PART E - SPECIFICATIONS

GENERAL

E1. GENERAL

- E1.1 These Specifications shall apply to the Work.
- E1.2 Requests for Substitutes as an approved Equal or an approved alternative shall be made in accordance with B5.
- E1.3 The Work shall include supply, delivery, installation and successful start-up of new and/or remanufactured photocopiers at various City locations;
- E1.4 The User shall select the machine or combination of machines suitable for their location(s), identified on the Form B: Prices.
- E1.4.1 The User price for machines required shall be the combination of Bid Unit prices.
- E1.4.2 Should the current contractor be successful for this Contract, the User may elect to keep their current machine or upgrade to a machine listed on the Form B: Prices.
- (a) In the event that the current machine is returned, the City will make the change in accordance with the General Conditions clause 4.04.
- E1.5 Table A provides a list of (current) average monthly copies per machine.

E2. HISTORY

- E2.1 The City currently has approximately 227 photocopier machines located at various locations within City facilities.
- E2.1.1 Machines have been leased for a three-year period from the date of installation. Installation dates vary throughout the contract, and each month as few as 1 (one) machine or as many as 16 (sixteen) machines may be replaced.
- E2.1.2 Each machine has been leased on a cost per copy basis, and the cost per copy includes consumables, maintenance, and service.
- E2.2 The photocopier placement will commence as machines from the existing Bid Opportunity 602-2002, expire.
- E2.2.1 22 photocopiers shall be installed and in working condition effective February 1, 2006 and are outlined on Table A.
- (a) Additional photocopiers shall be installed and in working condition effective the day after the expiry, which expiry date is noted on the photocopier location and volume table

E3. PHOTOCOPIER REQUIREMENTS NEW AND REMANUFACTURED

E3.1 New and Remanufactured: Minimum Equipment Requirements:

- (a) Employ the plain paper electrostatic reproduction process and be able to produce copies on plain uncoated paper such as xerographic bond, mimeograph bond or duplicator bond, white or colored bond, of 16 lb. to 24 lb. substance. Copiers which require special or coated paper are not acceptable;
- (b) Able to utilize re-cycled paper;
- (c) Equipped with lighten/darken contract control to enhance reproduction of colored and/or faint originals;
- (d) Equipped with non-resettable copy meter which can be accessed for easy reading;
- (e) Equipped with stationary platen, except for portable copiers;
- (f) Equipped with surge protectors and properly grounded;
- (g) Able to operate on 15 Ampere, 115 Volt AC, 60 Hertz power supply unless otherwise agreed to by The City;
- (h) If of console or desktop type, shall come complete with suitable stand;
- (i) Capable of copying pages from bound documents;
- (j) Equipped with a self-diagnostic system display which indicates, as a minimum, that the machine needs toner, paper, has a misfeed or jam;
- (k) Equipped with pilot light to indicate that machine is ready to make copies;
- (l) Uses dry chemical toner only, except where otherwise noted or agreed to by the City;
- (m) Does not contain asbestos or PCB's;
- (n) Machine can copy to within 4mm or less of leading edge of paper and to within 2.5 mm or less of the remaining three edges;
- (o) Comes complete with operator's manual in English (unless otherwise specified herein) including subsequent updates and corrections;
- (p) Equipped with automatic power saving feature when not in use for set period of time.

E3.2 Remanufactured Mandatory Equipment Requirements:

- (a) Equipment must be restored to a "like new" condition;
- (b) Meter reading on the equipment shall be at or near zero (0), grace given for copy testing immediately after meter re-set.
- (c) The remanufacturing process shall include the following processes:
 - (i) Disassembly and assembly to manufacturer's established standards;
 - (ii) Complete cleaning and refinishing to manufacturer's established standards;
 - (iii) Replacement of defective components with new, remanufactured or used components as deemed acceptable to manufacturers standards and specifications. Components to include, but are not limited to:
 - (i) fuser assembly
 - (ii) main, transfer and separator corona assemblies
 - (iii) imaging unit including drum
 - (iv) transport unit

- (v) bypass unit
- (vi) sorter system
- (vii) duplex unit
- (viii) developer system
- (ix) document feeder
- (x) paper feed system
- (iv) Installation of any modifications or retrofits considered field mandatory (as designated by the manufacturer) as of the date of the machine installation;
- (v) Inspection and testing of each copier feature to its operating limit and original new machine test standards.

E4. PHOTOCOPIER INFORMATION NEW AND REMANUFACTURED PHOTOCOPIERS

E4.1 Low Volume Class shall meet the following minimum features:
approximately 70 photocopiers currently fall under this category

- (a) **New** represents a machine:
 - (i) That uses between 1-2,500 copies per month
 - (ii) Speed of 15-29 pages per minute.
- (b) **Remanufactured** - represents a machine:
 - (i) That uses between 1-2000 copies per month
 - (ii) Speed of 16 -29 pages per minute.
- (c) Automatic document feeder; minimum capacity of 30 sheets;
- (d) Automatic duplexing (2 sided copying);
- (e) Minimum of 2 paper-feed sources (may include stack by-pass);
- (f) Ability to copy 11 x 17 (ledger) paper;
- (g) Optional Features, if applicable:
 - (i) Sorting capabilities;
 - (ii) Stapling capabilities;
- (h) Additional Optional Features, if applicable:
 - (i) Network connectivity (printing functions);
 - (ii) Scan to-desktop and scan to-email functions;
 - (iii) Faxing capability (walk-up or desktop)

E4.2 Mid Volume Class shall meet the following minimum features:
approximately 145 photocopiers currently fall under this category

- (a) **New** represents a machine that:
 - (i) Uses between 2,501-11,999 copies per month
 - (ii) Machine speed of 30-49 pages per minute.
- (b) **Reman** - represents a machine that:
 - (i) Uses between 2,001-9,000 copies per month
 - (ii) Machine speed of 30-49 pages per minute.
- (c) Automatic document feeder; minimum capacity of 50 sheets;
- (d) Automatic duplexing (2 sided copying);

- (e) Minimum of 2 paper feed sources on-line (not including stack by-pass)
 - (i) Must include either a user adjustable paper tray or a by-pass tray.
- (f) Sorting and/or finishing capabilities for a minimum of 20 sets;
- (g) Optional Features, if applicable:
 - (i) Automatic online stapling for up to 30 sheets;
 - (ii) Large capacity paper tray for a minimum capacity of 1500 sheets;
 - (iii) Automatic 3 hole punch;
- (h) Additional Optional Features, if applicable:
 - (i) Network connectivity (printing functions);
 - (ii) Scan to-desktop and scan to-email functions;
 - (iii) Faxing capability (walk-up or desktop)

E4.3 High Volume Class shall meet the following minimum feature:
approximately 11 photocopiers fall under this category.

- (a) **New** represents a machine that:
 - (i) uses between 12,000 – 30,000copies per month
 - (ii) Machine speed of 50-85 pages per minute.
- (b) **Reman** - represents a machine that:
 - (i) uses between 9,001-25,000 copies per month
 - (ii) Machine speed of 50-85 pages per minute.
- (c) Automatic document feeder; minimum capacity of 50 sheets;
- (d) Automatic duplexing (2 sided copying);
- (e) Minimum of 3 paper feed sources on-line (non including stack by-pass)
 - (i) 1 source must have a min capacity of 1500 letter sized sheets or greater ;
- (f) Large capacity letter sized paper tray for a minimum of 1500 sheets and greater;
- (g) Optional Features, if applicable:
 - (i) Automatic 3 hole punching;
 - (ii) Sorting/finishing capabilities including automatic corner stapling of up to 50 sheets (min 20 sets)
- (h) Additional Optional Features, if applicable
 - (i) Multi position stapling (50 pages);
 - (ii) Folder/finisher with auto booklet or pamphlet (folded and saddle stitched), minimum of 10 ledger sized sheets;
 - (iii) Network connectivity (printing functions);
 - (iv) Scan to-desktop and scan to-email functions;
 - (v) Faxing capability (walk-up or desktop)

E5. SERVICE

E5.1 The Work to be done shall consist of:

- (a) Supply and delivery of all consumables fob destination freight prepaid:
 - (i) including but not limited to toner, developer, fuser oil and staples;
 - (ii) excluding paper.

- E5.2 All photocopiers supplied shall satisfactorily perform 161.5 hours out of 171 hours during any twenty consecutive business days, commencing from the date of installation and successful start up at the site.
- (a) The 171 hours is based on a 8.5 hour Contractor day.
 - (b) If the machine installed does not meet this standard of performance, the Contractor shall remove and replace the machine with another machine like for like or with an upgraded machine as approved by the Contract Administrator, at no cost to The City.
- E5.3 The good working condition of the machine(s) is critical to the User
- (a) The Contractor will keep a record of all service calls requested by the User;
 - (b) The Contractor or company representative shall contact the Contract Administrator should more than 2 calls be logged in for a machine where the machine has resulted in downtime within the period of one week.
 - (c) The Contractor shall be responsible for any failure of the machine(s) under proper usage by the City.
- E5.4 The Contractor shall provide on-site maintenance and service, including all labour and parts, from 8:30 a.m. to 4:30 p.m. on Business Days.
- (a) Preventative on-site maintenance, and service on a regular schedule;
 - (b) Corrective on-site maintenance and service, part and labour included.
 - (c) The Contractor shall perform all adjustments and repairs necessary to maintain machines in good operating condition in accordance with the manufacturer's performance specifications.
 - (d) The Contractor's service representative shall respond within four (4) hours from the time a telephone call is placed to the Contractor, unless otherwise agreed to at the time of notification.
 - (e) If the Contractor cannot resolve the problem within twenty-four (24) hours from the receipt of a call for service, the Contractor shall supply a temporary replacement unit of similar function and features at no cost to The City.
 - (f) If the original photocopier cannot be repaired, the temporary replacement unit shall be removed and replaced with another machine like for like or with an upgraded machine as approved by the Contract Administrator, at no cost to The City. If the replacement unit meets the requirements of 3.2 and 3.13 and meets the requirements of the User, that machine may be used as the replacement unit for the remainder of the contract.
- E5.5 In the event that departmental changes require, any machine shall be removed or changed any time during the term of the Contract, depending on the needs of the department, at no additional charge.
- E5.6 Upon the expiry of the machine under this contract, the Contractor shall remove each photocopier and associated supplies in an orderly manner, from City department locations.
- (a) The User shall not be left without a photocopier during the transition from one Contract to another.
 - (b) The unit price for maintaining current equipment shall be negotiated between the Contract Administrator and the Contractor.
 - (c) The Contractor shall complete the removal within fifteen (15) business days, but no sooner than two (2) business days following the expiry of the machine.

E6. DELIVERY

- E6.1 22 photocopiers shall be delivered, installed, and successfully started up effective February 1, 2006 and are outlined on Table A.
- E6.1.1 Additional photocopiers shall be delivered, installed and successfully started up effective the day after the expiry, which expiry date is noted on the photocopier location and volume table.
- E6.2 Goods shall be delivered fob destination, freight prepaid to the various User locations.
- E6.2.1 Delivery time shall be coordinated with the User, and the User shall be contacted at least 2 days prior to delivery.
- E6.2.2 The Contractors shall be solely responsible for the off-load of goods, as directed at the delivery location.
- E6.2.3 The Contractor shall ensure he has the necessary equipment to move the Goods from any access ramp or loading area to its required destination.
- E6.2.4 The Contractor shall supply operating manuals with the delivered machines. Necessary warnings and safety precautions should be included with the manual delivery.

E7. TRAINING:

- E7.1 The Contractor shall conduct a training session on all equipment immediately following installation. The training session may be conducted with all Users or with one designated User at each location.
- E7.2 Training shall include, but not be limited to:
- (a) General operation of the equipment supplied at each location;
 - (b) Removing, filling and replacement of paper trays for each copier;
 - (c) Minor problem correction methods, e.g. clearing paper jams;
 - (d) Problem identification and reporting methods;
 - (e) Ordering and installation of all supplied;
 - (f) Review of the process required to log monthly meter usage readings for billing purposes (if required);
 - (g) Desktop training on print drivers for any network connected digital units, for up to 5 designated users. In the event the digital device provides further functionality such as desktop faxing and scanning, operation of these items will be trained on as well.

E8. TABLE A: COPIER LOCATIONS AND VOLUMES

ITEM NO.	DEPARTMENT	DIVISION / BRANCH	COPIER LOCATION	INVOICE TO location	START DATE	EXPIRY DATE	MONTHLY COPIES
1	COMM SERVS	ADMINISTRATION	395 MAIN STREET-2ND FLOOR	395 MAIN ST 3RD FLR	01-Dec-2002	30-Nov-2005	5,522
2	CORP SERVS	MAIL DIV - BSMT ADMIN BLDG	510 MAIN ST	510 MAIN ST	01-Dec-2002	30-Nov-2005	600
3	POLICE SERVCs	DIV 11 SC 22201109 STORE FRONT	378 PORTAGE AVE	P O BOX 1680	01-Dec-2002	30-Nov-2005	1,500
4	PUBLIC WORKS	PARKS & OPEN SPACES GROUP 102	565 WATT STREET	2000 PORTAGE AVE	01-Dec-2002	30-Nov-2005	1,000
5	PUBLIC WORKS	BUILDING SERVICES - BSMT	510 MAIN STREET	100 MAIN STREET	01-Dec-2002	30-Nov-2005	3,000
6	PUBLIC WORKS	TRANSP. PLANNING SIGNALS	821 ELGIN AVE	2000 PORTAGE AVE	01-Dec-2002	30-Nov-2005	3,280
7	BRD OF ADJUST	ATTN RAY YUEN	380 WILLIAM AVE	510 MAIN ST	01-Dec-2002	30-Nov-2005	7,200
8	PUBLIC WORKS	ENGINEERING DEPT TECH SERV	106-1155 PACIFIC AVE	2000 PORTAGE AVE	01-Dec-2002	30-Nov-2005	7,424
9	POLICE SERVS	CHIEF'S OFFICE 22100201	5-151 PRINCESS ST	P O BOX 1680	01-Dec-2002	30-Nov-2005	8,485
10	PUBLIC WORKS	FLEET MGMT AGENCY	1539 WAVERLEY ST	1539 WAVERLEY ST	01-Dec-2002	30-Nov-2005	1,200
11	CORP SERVS	E. O. S. H.	5TH FLR-180 KING STREET	5TH FLR-180 KING STREET	01-Dec-2002	30-Nov-2005	7,800
12	WINNIPEG POLICE DEPT	DIV 11-CRIME UNIT 22201101	3-151 PRINCESS ST	P O BOX 1680	01-Dec-2002	30-Nov-2005	7,800
13	CORP FINANCE	RISK MANAGEMENT	3-185 KING ST	3-185 KING ST	01-Dec-2002	30-Nov-2005	8,000
14	WATER & WASTE	FINANCE & ADMIN	101-1155 PACIFIC AVE	101-1155 PACIFIC AVE	01-Dec-2002	30-Nov-2005	10,637
15	PUBLI WORKS	LANDSCAPE DEVELOPEMENT	370 DALY ST N	2000 PORTAGE AVE	01-Dec-2002	30-Nov-2005	1,300
16	CORPORATE SERV	PRINT & MAIL SERVICES	BASEMENT 510 MAIN ST	BASEMENT, 510 MAIN ST	01-Dec-2002	30-Nov-2005	2,000
17	COMM SERV	BROOKSIDE CEMETARY	3001 NOTRE DAME AVE.	3RD FLOOR - 65 GARRY ST	01-Jan-2003	31-Dec-2005	1,870
18	WATER & WASTE	SOLID WASTE	2-1539 WAVERLEY ST	101-1155 PACIFIC AVE	01-Jan-2003	31-Dec-2005	10,000
19	CORPORATE SERVICES	PAYROLL BRANCH	MAIN FLR 510 MAIN STREET	MN FLR 510 MAIN STREET	01-Sep-2004	31-Dec-2005	5,000
20	CITY CLERKS	CENTRAL : ATTN JOYCE PATON	MAIN FLR 510 MAIN STREET	MN FLR 510 MAIN ST	01-Jan-2003	31-Dec-2005	5,027

ITEM NO.	DEPARTMENT	DIVISION / BRANCH	COPIER LOCATION	INVOICE TO location	START DATE	EXPIRY DATE	MONTHLY COPIES
21	POLICE SERVICE	TRAINING DIVISION	130 ALLARD AVENUE	PO BOX 1680 R3C 2Z7	01-Jan-2003	31-Dec-2005	31,641
22	CORPORATE SERVICES	CORPORATE/LEGAL SERVICE	3RD FLR 185 KING ST	3RD FLR 185 KING ST	01-Feb-2003	31-Jan-2006	13,090
23	POLICE SERVICES	GARAGE 22403002	55 PRINCESS ST	P O BOX 1680	01-Mar-2003	28-Feb-2006	800
24	WATER AND WASTE	WATER AND WASTE	552 PLINGUET ST	101-1155 PACIFIC AVE	01-Mar-2003	28-Feb-2006	3,000
25	WATER & WASTE	ENGINEERING	2ND FLR 1500 PLESSIS	101-1155 PACIFIC AVE	01-Mar-2003	28-Feb-2006	9,000
26	WATER & WASTE	TECHN SERVS	1ST FLOOR 1500 PLESSIS	101-1155 PACIFIC AVE	01-Mar-2003	28-Feb-2006	2,273
27	POLICE SERVS	DIVISION #42 22304209 VICE	2-55 PRINCESS ST	P O BOX 1680	01-Mar-2003	28-Feb-2006	6,300
28	POLICE SERVS	TRAFFIC DIV. 22302601	MAIN FLOOR 151 PRINCESS ST	P O BOX 1680	01-Mar-2003	28-Feb-2006	8,000
29	COMM SERV	FLORICULTURE	15 CONSERVATORY DR	15 CONSERVATORY DR	01-Mar-2003	28-Feb-2006	3,600
30	COMM SERV	FLORICULTURE	15 CONSERVATORY DR	15 CONSERVATORY DR	01-Mar-2003	28-Feb-2006	1,200
31	WATER & WASTE	GWWDR ST BONIFACE STN	598 PLINQUET STREET	101-1155 PACIFIC AVE	01-Mar-2003	28-Feb-2006	2,738
32	PP & D	PLANNING AND LAND USE DIVISION	UNIT#15 30 FORT STEET	3RD FLOOR - 65 GARRY ST	01-Mar-2003	28-Feb-2006	6,000
33	WATER & WASTE	WATER SERVICES DIVISION	552 PLINGUET ST	101-1155 PACIFIC AVE	01-Mar-2003	28-Feb-2006	1,000
34		TRAFFIC 22302601	MAIN FLR, 151 PRINCESS ST	P O BOX 1680	01-Mar-2003	28-Feb-2006	8,000
35	PLANNING PROP. & DEV	PLANNING LAND USE - FRONT	15-30 FORT STREET	3RD FLR-65 GARRY STREET	01-Mar-2003	28-Feb-2006	10,363
36		CORPORATE I.T.	5TH FLOOR 510 MAIN STREET	5TH FL 510 MAIN STREET	01-Apr-2003	31-Mar-2006	7,038
37	PUBLIC WORKS	Streets Maintenance (Foreman's' Office)	1220 PACIFIC AVE	102-1155 PACIFIC AVE	01-Apr-2003	31-Mar-2006	3,000
38	PUBLIC WORKS	Streets Maintenance office	1220 PACIFIC AVE	102-1155 PACIFIC AVE	01-Apr-2003	31-Mar-2006	1,000
39		COMMUNITY SERVICES NORTH	545 WATT ST	3RD FLOOR 395 MAIN ST	1-Apr-2003	31-Mar-2006	5,000
40	PARKS & RECREATION	FORESTRY BRANCH	401 PANDORA AVE W	102 1155 PACIFIC AVE	01-Feb-2003	30-Apr-2006	4,186
41	PUBLIC WORKS	TRAFFIC STUDIES	BSMT 100 MAIN STREET	102-1155 PACIFIC AVE	01-May-2003	30-Apr-2006	1,800

ITEM NO.	DEPARTMENT	DIVISION / BRANCH	COPIER LOCATION	INVOICE TO location	START DATE	EXPIRY DATE	MONTHLY COPIES
42	COMMUNITY SER	LIVING PRAIRIE MUSEUM	2795 NESS AVE	2795 NESS AVE	01-May-2003	30-Apr-2006	4,500
43	POLICE SERV.	COMMISSIONAIRES 22302602	4TH FLOOR - 151 PRINCESS	P O BOX 1680	01-May-2003	30-Apr-2006	3,000
44	CORP FINANCE	TREASURY MONEY MANAGEMENT	M 510 MAIN STREET	M 510 MAIN STREET	01-May-2003	30-Apr-2006	3,300
45	PUBLIC WORKS	TRANSPORTAION DIVISION	3RD FLOOR 100 MAIN STREET	102-1155 PACIFIC AVE	01-May-2003	30-Apr-2006	2,000
46	POLICE SERV	YOUTH DIVISION 22304109	3 - 151 PRINCESS ST	P O BOX 1680	01-May-2003	30-Apr-2006	8,223
47	TRANSIT	TRANSIT - NORTH GARAGE	1520 MAIN STREET	421 OSBORNE ST	01-May-2003	30-Apr-2006	2,000
48	PUBLIC WORKS	MAINTENANCE OFFICE	590 ST ANNES ROAD	102-1155 PACIFIC AVE	01-May-2003	30-Apr-2006	1,500
49	PUBLIC WORKS	TECHNICAL SERVICES	103-1155 PACIFICE AVE	102-1155 PACIFIC AVE	01-May-2003	30-Apr-2006	1,500
50	POLICE SERVS	ARREST PROCESSING 22303204	BSMT 151 PRINCESS ST	P O BOX 1680	01-May-2003	30-Apr-2006	3,852
51	POLICE SERVS	ARREST PROCESSING 22303204	BSMT 151 PRINCESS ST	P O BOX 1680	01-May-2003	30-Apr-2006	7,500
52	POLICE SERVCS	CR-VICTIM SERVICES 22302701	3-211 BANNATYNE AVE	P O BOX 1680	01-May-2003	30-Apr-2006	3,000
53	PUBLIC WORKS	EMS	770 ROSS AVE	770 ROSS AVE	01-May-2003	30-Apr-2006	4,500
54	SOCIAL SERV	DEV	395 MAIN ST 6TH FLR	395 MAIN ST 6TH FLR	01-May-2003	31-May-2006	5,728
55	POLICE SRVC	DIVISION #13 - SC 22201309	1085 MAIN STREET	P O BOX 1680	01-Jun-2003	31-May-2006	1,000
56	POLICE SRVC	DIVISION #14 22201409	1050 HENDERSON HW	P O BOX 1680	01-Jun-2003	31-May-2006	1,000
57	POLICE SRVC	DIVISION #16 SC 22201609	2020 CORYDON AVENUE	P O BOX 1680	01-Jun-2003	31-May-2006	1,000
58	POLICE SRVC	DIVISION #15 SC 22201509	1086 ST MARYS ROAD	P O BOX 1680	01-Jun-2003	31-May-2006	1,000
59	POLICE SRVC	DIV 11 SC 22201109	699 BROADWAY	P O BOX 1680	01-Jun-2003	31-May-2006	1,000
60	SAFETY OFFICE	FIRE AND PARAMEDIC	151 PRINCESS ST 5TH FLOOR	151 PRINCESS ST 5TH FL	01-Jun-2003	31-May-2006	19,566
61		COMMUNITY SERVICES LICENSE	18-30 FORT ST	18-30 FORT ST	01-Jun-2003	31-May-2006	4,000
62		ST BONIFACE MUSEUM	494 TACHE AVE	494 TACHE AVE	01-Jun-2003	31-May-2006	2,500

ITEM NO.	DEPARTMENT	DIVISION / BRANCH	COPIER LOCATION	INVOICE TO location	START DATE	EXPIRY DATE	MONTHLY COPIES
63	EMERGENCY	RESPONSE SERV	524 OSBORNE ST	5TH FL 151 PRINCESS ST	01-Jun-2003	31-May-2006	4,000
64	POLICE SERVICES	POLICE SERVICES	4TH FLOOR 151 PRINCESS ST	P O BOX 1680	01-Jul-2003	30-Jun-2006	15,200
65		COMMUNITY SERVICES	5TH FLOOR 395 MAIN ST	5TH FLOOR 395 MAIN ST	01-Jul-2003	30-Jun-2006	4,000
66		EMERGENCY RESPONSE TRAINING	2546 MCPHILLIPS	2546 MCPHILLIPS	01-Jul-2003	30-Jun-2006	15,890
67	PLANNING PROP & DEV	W H H I	361 HARGRAVE ST	3RD FLOOR - 65 GARRY ST	01-Jul-2003	30-Jun-2006	3,500
68	C.O.W. PLANNING PROP & DEV	PLAN EXAMINATION	65 GARRY ST MEZZANINE	3RD FLOOR - 65 GARRY ST	01-Aug-2003	31-Jul-2006	5,000
69	PLANNING PROP & DEV	HR SERVICES	65 GARRY ST MEZZANINE	3RD FLOOR - 65 GARRY ST	01-Aug-2003	31-Jul-2006	4,500
70		CORPORATE I.T.	6TH FLR 510 MAIN ST	6TH FLR 510 MAIN ST	01-Aug-2003	31-Jul-2006	10,000
71	COMM SVC	FORT ROUGE LEISURE CTR	625 OSBORNE ST	395 MAIN ST 8TH FL	1-Nov-2003	31-Oct-2006	4,900
72	POLICE SERVS	QRTRMASTER STORES 22103503	151 PRINCESS ST BASEMENT	P O BOX 1680	1-Nov-2003	31-Oct-2006	1,500
73		COMM SERVS RECREATION	5006 ROBLIN BLVD	5006 ROBLIN BLVD	01-Nov-2003	31-Oct-2006	1,300
74		PUBLIC WORKS LS/WK	2170 MAIN ST	102-1155 PACIFIC AVE	01-Nov-2003	31-Oct-2006	2,000
75	COMM SVC	SEVEN OAKS POOL	444 ADSUM DRIVE	444 ADSUM DRIVE	01-Nov-2003	31-Oct-2006	6,100
76	PUBLIC WORKS	STREET MAINTENANCE	MAIN FLR 2 1500 PLESSIS RD	104-1155 PACIFIC AVE	01-Nov-2003	31-Oct-2006	1,200
77	CORP SERVICES	HUMAN RESOURCES DEVELOPMENT	180 KING ST 5TH FL	180 KING ST 5TH FL	1-Dec-2003	30-Nov-2006	4,000
78	PLANNING/PROPERTY	& DEVELOPMENT-DIRECTORS OFFICE	65 GARRY 3RD FLOOR	65 GARRY 3RD FLOOR	1-Dec-2003	30-Nov-2006	5,909
79	PLANNING,PROPERTY	DEVELOPMENT-CIVIL ACCOMODATION	65 GARRY 3RD FLOOR	65 GARRY 3RD FLOOR	1-Dec-2003	30-Nov-2006	3,000
80		WATER & WASTE SERVICES	1500 PLESSIS RD	101-1155 PACIFIC AVE	01-Dec-2003	30-Nov-2006	700
81	WATER & WASTE	STORE	598 PLINQUET	101-1155 PACIFIC AVE	1-Dec-2003	30-Nov-2006	1,800
82	POLICE SERVICES	DIVISION #42 22304204	3 - 55 PRINCESS ST	P O BOX 1680	01-Jan-2004	31-Dec-2006	1,300
83		WATER & WASTE	849 RAVELSON AVE W	101-1155 PACIFIC AVE	01-Jan-2004	31-Dec-2006	3,000

ITEM NO.	DEPARTMENT	DIVISION / BRANCH	COPIER LOCATION	INVOICE TO location	START DATE	EXPIRY DATE	MONTHLY COPIES
84	POLICE SERVICES	COMMUNICATIONS	4-151 PRINCESS ST	P O BOX 1680	01-Jan-2004	31-Dec-2006	5,000
85	POLICE SER	BEHAVIOURAL HEALTH 221003	2705-83 GARRY ST	P O BOX 1680	1-Jan-2004	31-Dec-2006	7,000
86	PUBLIC WORKS	PARKS AND OPEN SPACES	2 2000 PORTAGE AVE	2 2000 PORTAGE AVE	1-Jan-2004	31-Dec-2006	9,000
87		HARBOURVIEW	1867 SPRINGFIELD RD	65 GARRY ST 3RD FLR	1-Jan-2004	31-Dec-2006	1,700
88	PLANNING,PROPERTY	& DEVELOPMENT - RECORDS MGMT	65 GARRY 2ND FLOOR	65 GARRY 2ND FLOOR	1-Jan-2004	31-Dec-2006	7,898
89	COMM SERVICES	COMM DEV & RECREATION SERVICES	7TH FLOOR 395 MAIN ST.	395 MAIN ST 8TH FL	1-Jan-2004	31-Dec-2006	10,345
90	POLICE SERVICES	DIVISION #40 22304009	2-151 PRINCESS ST	P O BOX 1680	1-Jan-2004	31-Dec-2006	7,000
91	PUBLIC WORKS	PARK & OPEN SPACES	659 1/2 WELLINGTON AVE 1ST FL	659 1/2 WELLINGTON-1ST FL	1-Jan-2004	31-Dec-2006	2,500
92	POLICE SERVICES	DRIVER TRAINING DIV 22403301	RED RIVER EX GROUNDS	P O BOX 1680	1-Jan-2004	31-Dec-2006	1,000
93	COMMUNITY SERVICES	ENVIRONMENTAL HEALTH	33 WARNOCK ST	33 WARNOCK ST	01-Jan-2004	31-Dec-2006	8,000
94	COMMUNITY SERVICES	MARGARET GRANT POOL	685 DALHOUSIE DR	395 MAIN ST	01-Jan-2004	31-Dec-2006	2,000
95	PUBLIC WORKS	PARKS NORTH 1	2015 MAIN ST	2015 MAIN ST	01-Jan-2004	31-Dec-2006	4,200
96	COMMUNITY SERVICES	E.K. POOL	909 CONCORDIA AVE	909 CONCORDIA AVE	01-Jan-2004	31-Dec-2006	3,800
97	POLICE SERVICES	BEHAVIOURAL HEALTH	2705 - 83 GARRY ST	P O BOX 1680	01-Jan-2004	31-Dec-2006	4,000
98		MATERIAL MANAGEMENT	M-185 KING ST	M-185 KING ST	01-Jan-2004	31-Dec-2006	1,683
99		FIRE & PARAMEDIC SERVICE	726 FURBY ST	726 FURBY ST	01-Feb-2004	31-Jan-2007	3,000
100	WINNIPEG POLICE DEPT.	DISTRICT #13 22201301	260 HARTFORD AVENUE	P O BOX 1680	01-Feb-2004	31-Jan-2007	3,000
101	WINNIPEG POLICE DEPT.	DISTRICT #13 22201301	260 HARTFORD AVENUE	P O BOX 1680	01-Feb-2004	31-Jan-2007	13,000
102	POLICE SERVICES	DIVISION 16	1350 PEMBINA HWY	P O BOX 1680 FINANCE DIV	01-Feb-2004	31-Jan-2007	1,500
103	POLICE SERVICES	DIVISION 11	3RD-151 PRINCESS AVENUE	P O BOX 1680 FINANCE DIV	01-Feb-04	31-Jan-07	5,750
104	POLICE SERVICES	DIVISION 16 22201601	1350 PEMBINA HWY	P O BOX 1680	1-Feb-2004	31-Jan-2007	12,000

ITEM NO.	DEPARTMENT	DIVISION / BRANCH	COPIER LOCATION	INVOICE TO location	START DATE	EXPIRY DATE	MONTHLY COPIES
105	PUBLIC WORKS	PARK SERVICES SOUTH AREA	735 ASSINIBOINE PARK DRIVE	2 2000 PORTAGE AVE	01-Mar-2004	28-Feb-2007	1,500
106	WATER & WASTE	EMERGENCY SERVICES	552 PLINGUET STREET	101-1155 PACIFIC AVE	01-Mar-2003	28-Feb-2007	1,000
107	FIRE & PARAME	SAFETY OFFICERS	2546 MCPHILLIPS ST	151 PRINCESS ST 5TH FLOOR	1-Mar-2004	28-Feb-2007	2,300
108	FIRE & PARAMETIC	SERVICE REPAIR SHOP	2546 MCPHILLIPS STREET	151 PRINCESS ST 5TH FLOOR	1-Mar-2004	28-Feb-2007	1,000
109	COMMUN SERV	TURTLE ISLAND REC CENTER	510 KING ST	3RD FLOOR 395 MAIN ST	1-Mar-2004	28-Feb-2007	6,000
110	COMMUNITY SERVICES		565 WATT ST	395 MAIN ST 8TH FL	1-Apr-2004	31-Mar-2007	5,000
111	CORPORATE	SERVICES	4TH FL 180 KING ST	4TH FL 180 KING ST	1-Apr-2004	31-Mar-2007	10,000
112	CITY CLERKS	BOARD OF REVISION	300 ASSINIBOINE AVE	300 ASSINIBOINE AVE	1-Apr-2004	31-Mar-2007	4,233
113	CITY CLERKS	BOARD OF REVISION	300 ASSINIBOINE AVE	300 ASSINIBOINE AVE	1-Apr-2004	31-Mar-2007	2,168
114	CITY CLERKS	CENTRAL OFFICE	MAIN FL 510 MAIN STREET	MAIN FL 510 MAIN STREET	1-Apr-2004	31-Mar-2007	7,888
115		E END CULTR & LEIS. CNTR	575 LARSEN	395 MAIN ST 8TH FL	1-Apr-2004	31-Mar-2007	1,400
116	POLICE SERVICES	DIVISION 12	210 LYLE ST	P O BOX 1680	1-Apr-2004	31-Mar-2007	9,000
117	POLICE SERVICES	DIVISION #40 22304009	2 - 151 PRINCESS ST	P O BOX 1680	1-Apr-2004	31-Mar-2007	6,000
118	COMMUNITY SVC	ASSINIBOINE PARK ZOO	460 ASSINIBOINE PARK DR	460 ASSINIBOINE PARK DR	1-Apr-2004	31-Mar-2007	3,500
119	POLICE SERVICES	District #5	227 PROVENCHER	P O BOX 1680	1-Apr-2004	31-Mar-2007	6,000
120	EMERGENCY SERVICES	FIRE PARAMEDIC SERVICE	604 ST MARY'S ROAD	5TH FLR-151 PRINCESS STREET	01-May-04	30-Apr-07	9,000
121		PUBLIC WORKS	1155 PACIFIC AVE RM 102	1155 PACIFIC AVE RM 102	1-May-2004	30-Apr-2007	9,000
122	COMM SERVICES	BONIVITAL POOL	1215 ARCHIBALD STREET	3RD FLOOR 395 MAIN ST	1-May-2004	30-Apr-2007	4,000
123	PUBLIC WORKS	TRAFFIC SERVICES	421 OSBORNE ST	421 OSBORNE ST	1-May-2004	30-Apr-2007	5,000
124	WATER & WASTE		1500 PLESSIS RD	101-1155 PACIFIC AVE	1-May-2004	30-Apr-2007	3,700
125	LANNING PROP. & DEV	CIVIC ACCOMADATIONS	3RD FLR - 65 GARRY ST	3RD FLR-65 GARRY STREET	1-May-2004	30-Apr-2007	6,400

ITEM NO.	DEPARTMENT	DIVISION / BRANCH	COPIER LOCATION	INVOICE TO location	START DATE	EXPIRY DATE	MONTHLY COPIES
126	COMMUNITY SERVICES	INSECT CONTROL	1539 WAVERLEY ST	1539 WAVERLEY STREET	01-May-04	30-Apr-07	1,300
127	COMMUNITY SERVICES	INSECT CONTROL	3 GREY STREET	3 GREY STREET	01-Jun-04	31-May-07	5,000
128	WATER & WASTE	SOLID WASTE	1539 WAVERLY STREET	101-1155 PACIFIC AVENUE	01-Jun-04	31-May-07	7,000
129	PUBLIC WORKS	St. Mtnce East Area	849 RAVELSTON AVE N	102 1155 PACIFIC AVE	01-Jun-04	31-May-07	2,600
130	COMMUNITY SERVICES	PAN AM POOL	IG3 OFFICE- 25 POSEIDON BAY	7TH FLR - 395 MAIN STREET	01-Jun-04	31-May-07	1,000
131	COMMUNITY SERVICES	PAN AM POOL	Front desk 25 POSEIDON BAY	7TH FLR - 395 MAIN STREET	01-Jun-04	31-May-07	4,800
132	COMMUNITY SERVICES	PAN AM POOL	3RD FLOOR- 25 POSEIDON BAY	7TH FLR - 395 MAIN STREET	01-Jun-04	31-May-07	3,500
133	POLICE SERVICES	IDENTIFICATION UNIT	151 PRINCESS STREET	P O BOX 1680 FINANCE DIV	01-Jun-04	31-May-07	6,500
134	PUBLIC WORKS	Fleet Management	770 ROSS AVE	770 ROSS AVE	01-Jun-04	31-May-07	3,462
135	PUBLIC WORKS	MAINTENANCE OFFICE	1539 WAVERLY STREET	102-1155 PACIFIC AVENUE	01-Jun-04	31-Mar-08	4,900
136	PLANNING PROP. & DEV	ZONING AND PERMITS	31-30 FORT STREET	3RD FLR-65 GARRY STREET	01-Jun-04	31-May-07	10,000
137	COMMUNITY SERVICES	FREIGHT HOUSE	200 ISABEL STREET	8th FLR - 395 MAIN STREET	01-Jul-04	30-Jun-07	3,000
138	TRANSIT	STORES	421 OSBORNE STREET	421 OSBORNE ST	01-Jul-04	30-Jun-07	900
139	POLICE SERVICES	RESEARCH & DEVELOPMENT	2ND FLR-850 EMPRESS STREET	P O BOX 1680 FINANCE DIV	01-Jul-04	30-Jun-07	2,900
140	PUBLIC WORKS	Glacial Sand & Gravel	HEATHERDALE ROAD	102-1155 PACIFIC AVENUE	01-Jul-04	30-Jun-07	1,000
141	POLICE SERVICES	PROFFESIONAL STANDARDS	10TH FLR- 457 MAIN ST	P O BOX 1680 FINANCE DIV	01-Jul-04	30-Jun-07	5,800
142	POLICE SERVCIES	IDENTIFACATION UNIT	2ND FLR 151 PRINCESS ST.	P O BOX 1680 FINANCE DIV	01-Aug-2004	31-Jul-2007	6,000
144	POLICE SERVICES	INFORMATION SYSTEMS	6TH FLR-151 PRINCESS AVENUE	P O BOX 1680 FINANCE DIV	01-Aug-2004	31-Jul-2007	500
145	CORPORATE SERVICES	HUMAN RESOURCE SERVICES	MN FLR-510 MAIN STREET	MN FLR-510 MAIN STREET	01-Jul-04	31-Jul-07	11,012
146	CITY CLERKS	CENTRAL : ATTN JOYCE PATON	MAIN FLR 510 MAIN STREET	MN FLR 510 MAIN STREET	01-Sep-2004	31-Aug-2007	3,337
148	PUBLIC WORKS	PARKS & OPEN SPACES	1201 ARCHIBALD STREET	102-1155 PACIFIC AVENUE	01-Sep-2004	31-Aug-2007	1,000

ITEM NO.	DEPARTMENT	DIVISION / BRANCH	COPIER LOCATION	INVOICE TO location	START DATE	EXPIRY DATE	MONTHLY COPIES
149	POLICE SERVICES	DIVISION # 11	3RD FLR-151 PRINCESS STREET	P O BOX 1680 FINANCE DIV	01-Oct-04	30-Sep-07	10,583
150	POLICE SERVUCES	DIVISION #32	2ND FLR-55 PRINCESS STREET	P O BOX 1680 FINANCE DIV	01-Oct-04	30-Sep-07	1,000
151	TRANSIT	ADMINISTRATION	MAIN FLR-421 OSBORNE STREET	421 OSBORNE STREET	01-Oct-04	30-Sep-07	15,433
152	COMMUNITY SERVICES	MAGNUS ELIASON COMMUNITY CLUB	430 LANGSIDE AVENUE	8th FLR - 395 MAIN STREET	01-Oct-04	30-Sep-07	7,000
153	POLICE SERVICES	EVIDENCE CONTROL	850 EMPRESS STREET	P O BOX 1680 FINANCE DIV	01-Oct-04	30-Sep-07	2,000
154	TRANSIT	ADMINISTRATION	2ND FLR-421 OSBORNE STREET	421 OSBORNE STREET	01-Oct-04	30-Sep-07	9,000
155	POLICE SERVICES	DISTRICT #14	730 PANDORA AVENUE WEST	P O BOX 1680 FINANCE DIV	01-Oct-04	30-Sep-07	9,166
156	TRANCONA MUSEUM		141 REGENT AVENUE WEST	141 REGENT AVENUE WEST	01-Oct-04	30-Sep-07	1,000
157	TRANSIT	DISPATCH	BASEMENT-421 OSBORNE STREET	421 OSBORNE STREET	01-Oct-04	30-Sep-07	9,000
158	TRANSIT	HANDI TRANSIT	421 OSBORNE STREET	421 OSBORNE STREET	01-Nov-04	31-Oct-07	2,300
159	FIRE PARAMEDIC SERVICES	STORES	2546 MCPHILLIPS	5th FLR-151 PRINCESS STREET	01-Nov-04	31-Oct-07	2,000
160	FIRE PARAMEDIC SERVICE	STATION NO. 1	65 ELLEN STREET	5TH FLR-151 PRINCESS STREET	01-Nov-04	31-Oct-07	2,000
161	PUBLIC WORKS	RECEPTION	3rd FLR-100 MAIN STREET	MN FLR-100 MAIN STREET	01-Nov-04	31-Oct-07	7,000
162	POLICE SERVICES	RESEARCH & DEVELOPMENT	1375 MCPHILLIPS STREET	P O BOX 1680 FINANCE DIV	01-Nov-04	31-Oct-07	1,000
163	POLICE SERVICES	DISTRICT #14	BASEMENT-730 PANDORA AVE W	P O BOX 1680 FINANCE DIV	01-Nov-04	31-Oct-07	3,000
164	CITY CLERKS	MAYOR'S OFFICE	2ND FLR-510 MAIN STREET	2ND FLR-510 MAIN STREET	01-Nov-04	31-Oct-07	7,350
165	WATER & WASTE	CUSTOMER ACCOUNTS	4TH FLR-185 KING STREET	101-1155 PACIFIC AVENUE	01-Nov-04	31-Oct-07	8,000
166	POLICE SERVICES	PERSONNEL DIVISION	280 WILLIAM AVE	P O BOX 1680 FINANCE DIV	01-Dec-04	30-Nov-07	9,500
167	PUBLIC WORKS	BUILDING SERVICES DIV.	MN FLR-100 MAIN STREET	ACCT PAYABLE 100 MAIN ST	01-Dec-04	30-Nov-07	10,888
168	POLICE SERVICES	DIVISION #15	227 PROVENCHER BLVD	P O BOX 1680 FINANCE DIV	01-Dec-04	30-Nov-07	9,700
169	CORP IT COMMUNICATIONS BR	RADIO SHOP	421 OSBORNE STREET	421 OSBORNE STREET	01-Jan-05	31-Dec-07	6,000

ITEM NO.	DEPARTMENT	DIVISION / BRANCH	COPIER LOCATION	INVOICE TO location	START DATE	EXPIRY DATE	MONTHLY COPIES
170	COMMUNITY SERVICES	COMM. DEVELOPMENT & REC	9TH FLR - 395 MAIN STREET	8TH FLR - 395 MAIN STREET	01-Jan-05	31-Dec-07	18,183
171	CORPORATE SERVICES	EXECUTIVE POLICY COMMITTEE	3-510 MAIN STREET	3-510 MAIN STREET	01-Jan-05	31-Dec-07	6,000
172	CORPORATE SERVICES	CAO SECRETARIAT	3RD FLR-510 MAIN STREET	3RD FLR-510 MAIN STREET	01-Jan-05	31-Dec-07	7,122
173	FIRE PARAMEDIC SERVICES	ADMIN/AMBULANCE	5TH FLR-151 PRINCESS STREET	5TH FLR-151 PRINCESS STREET	01-Jan-05	31-Dec-07	6,917
174	POLICE SERVICES	BPR - RECORDS BUREAU	4TH FLR-151 PRINCESS STREET	P O BOX 1680 FINANCE DIV	01-Jan-05	31-Dec-07	6,000
175	PUBLIC WORKS	REPAIR SHOP	215 TECUMSEH STREET	215 TECUMSEH STREET	01-Feb-05	31-Jan-08	900
176	COMMUNITY SERVICES	FINANCIAL SERVICES	3RD Flr-395 MAIN STREET	3RD FLR-395 MAIN STREET	01-Feb-05	31-Jan-08	5,500
177	COMMUNITY SERVICES	HUMAN RESOURCE SERVICES	4TH FLR-395 MAIN STREET	4TH FLR -395 MAIN STREET	01-Feb-05	31-Jan-08	6,250
178	EMPLOYEE BENEFITS		4TH FLR-185 KING STREET	4TH FLR-185 KING STREET	01-Feb-05	31-Jan-08	12,715
179	WATER & WASTE	WEST END TREATMENT	7740 WILKES AVE W	101-1155 PACIFIC AVENUE	01-Feb-05	31-Jan-08	500
180	WATER & WASTE	LABORATORY SERVICES	2230 MAIN STREET	101-1155 PACIFIC AVENUE	01-Feb-05	31-Jan-08	5,400
181	PUBLIC WORKS	S.E.W.P.C.C.	100 ED SPENCER	101-1155 PACIFIC AVENUE	01-Mar-05	28-Feb-08	600
182	PUBLIC WORKS	PARKS & OPEN SPACES	700 ASSINIBIONE PARK DR	102-1155 PACIFIC AVENUE	01-Mar-05	28-Feb-08	5,000
183	WATER & WASTE	STORES	598 PLINQUET STREET	101-1155 PACIFIC AVENUE	01-Mar-05	28-Feb-08	600
184	PUBLIC WORKS	BUILDING SERVICES	2ND FLR- 752 MCGEE ST	100 MAIN STREET	01-Mar-05	28-Feb-08	5,000
185	PUBLIC WORKS	SERVICE GARAGE	195 TECUMSEH STREET	105-1155 Pacific Avenue	01-Mar-05	28-Feb-08	1,500
186	PUBLIC WORKS	STORES	1277 PACIFIC AVENUE	105-1155 PACIFIC AVENUE	01-Apr-05	31-Mar-08	2,000
187	COMMUNITY SERVICES	NORTH END CENTENNIAL	90 SINCLAIR AVENUE		15-Nov-04	31-Mar-08	3,000
188	CORPORATE FINANCE	TAXATION & REVENUE	MN FLR-510 MAIN STREET	MN FLR-510 MAIN STREET	01-Apr-05	31-Mar-08	1,000
189	COMMUNITY SERVICES	SARGENT PARK POOL	999 SARGENT AVENUE	7TH FLR - 395 MAIN STREET	01-Apr-05	31-Mar-08	5,731
190	COMMUNITY SERVICES	SHERBROOK POOL	381 SHERBROOK ST	7TH FLR - 395 MAIN STREET	01-Apr-05	31-Mar-08	3,000

ITEM NO.	DEPARTMENT	DIVISION / BRANCH	COPIER LOCATION	INVOICE TO location	START DATE	EXPIRY DATE	MONTHLY COPIES
191	CORPORATE FINANCE	CONTROLLERS DIVISION	4TH FLR-510 MAIN STREET	4TH FLR-510 MAIN STREET	01-Apr-05	31-Mar-08	5,000
192	CORPORATE FINANCE	ADMINISTRATION	4TH FLR-510 MAIN STREET	4TH FLR-510 MAIN STREET	01-Apr-05	31-Mar-08	8,000
193	AUDIT		3RD FLR-185 KING STRET	3RD FLR-185 KING STREET	01-Apr-05	31-Mar-08	3,357
194	COMMUNITY SERVICES	COMM. DEVELOPMENT & REC	219 PROVENCHER BLVD	8th FLR - 395 MAIN STREET	01-Apr-05	31-Mar-08	9,000
195	COMMUNITY SERVICES	ANIMAL SERVICES	1057 LOGAN AVENUE	1057 LOGAN AVENUE	01-Apr-05	31-Mar-08	3,900
196	COMMUNITY SERVICES	COMM. DEVELOPMENT & REC	8TH FLR-395 MAIN STREET	8th FLR - 395 MAIN STREET	01-Apr-05	31-Mar-08	9,900
197	COMMUNITY SERVICES	ST JAMES CIVIC CTR	2055 NESS AVENUE	8th FLR - 395 MAIN STREET	01-Apr-05	31-Mar-08	5,000
198	COMMUNITY SERVICES	COMM SER ST JOHN'S LEISURE CNTR	601 AIKENS ST	8TH FLR - 395 MAIN STREET	01-May-05	30-Apr-08	4,566
199	COMMUNITY SERVICES	CENTENNIAL POOL	644 PARKDALE STREET	7th FLR - 395 MAIN STREET	01-May-05	30-Apr-08	3,333
200	PUBLIC WORKS	Sign Shops - A-	825 TACHE AVENUE	102 1155 PACIFIC AVE	01-May-05	30-Apr-08	2,000
201	PLANNING PROP. & DEV	GEOMATICS	2ND FLR-65 GARRY STREET	3RD FLR-65 GARRY STREET	01-May-05	30-Apr-08	4,250
202	PUBLIC WORKS	CENTRAL Parks	1 MIDLAND STREET	102-1155 PACIFIC AVENUE	01-May-05	30-Apr-08	300
203	WATER & WASTE	PUMPING STATION	360 MCPHILLIPS STREET	101-1155 PACIFIC AVENUE	01-May-05	30-Apr-08	1,000
204		PLANNING AND LAND USE DIVISION	UNIT#15 30 FORT STEET	3RD FLOOR - 65 GARRY ST	01-Mar-2005	31-May-08	10,000
205	CITY CLERKS	Councillors offices	MAIN FLR-510 MAIN STREET	MAIN FLR - 510 MAIN STREET	01-Jun-05	31-May-08	7,350
207	PLANNING PROP. & DEV	BUILDING INSPECTIONS	4TH FLR-65 GARRY STREET	3RD FLR-65 GARRY STREET	01-Jun-05	31-May-08	10,500
208	PLANNING PROP. & DEV	PLANNING EXAMINATION	31-30 FORT STREET	3RD FLR-65 GARRY STREET	01-Jun-05	31-May-08	13,000
209	PLANNING PROP. & DEV	LAND DEVELOPMENT	MAIN FLR-65 GARRY STREET	3RD FLR-65 GARRY STREET	01-Jun-05	31-May-08	11,500
210	POLICE SERVICES	POLICE SERVICE FINANCE UNIT	M 151 PRINCESS ST	P O BOX 1680	01-Jun-05	31-May-08	1,700
211	POLICE SERVICES	TRAINING DIVISION	130 ALLARD AVE	130 ALLARD AVE	01-Jun-05	31-May-08	15,000
212	POLICE SERVICES	PERSONNEL DIVISION	280 WILLIAM AVE	BOX 1680	01-Jul-05	31-Jul-08	5,649

ITEM NO.	DEPARTMENT	DIVISION / BRANCH	COPIER LOCATION	INVOICE TO location	START DATE	EXPIRY DATE	MONTHLY COPIES
213	WATER & WASTE	DEACONS CONSTRUCTION	C/O 1500 PLESSIS RD	101-1155 PACIFIC AVENUE	01-Jul-05	31-Jul-08	10,011
214	TRANSIT	TRANSIT TREASURY	MN FLR - 65 GARRY ST	65 GARRY STREET	01-Jul-05	31-Jul-08	2,000
215	PUBLIC WORKS	STREET MAINTENANCE	104-1155 PACIFIC AVE	104-1155 PACIFIC AVENUE	01-Aug-05	31-Jul-08	7,000
216	POLICE SERVICES	COMMUNITY CRIME	MAIN FLR 151 PRINCESS ST	P O BOX 1680	01-Sep-05	31-Aug-08	5,000
217	PUBLIC WORKS	Customer Service	107 1155 PACIFIC	102-1155 PACIFIC AVENUE	01-Sep-05	31-Aug-08	5,700
218	TRANSIT	TRANSIT ADMINISTRATION	421 OSBORNE ST	421 OSBORNE ST	01-Sep-05	31-Aug-08	1,500
219	PROPERTY ASSESSMENT	ASSESSMENT 2ND FLOOR	457 MAIN ST	4TH FLR 457 MAIN STREET	01-Sep-05	31-Aug-08	4,000
220	PROPERTY ASSESSMENT DEPT	ASSESSMENT 1ST FLOOR	457 MAIN ST	4TH FLR 457 MAIN STREET	01-Sep-05	31-Aug-08	1,800
221	PROPERTY ASSESSMENT DEPT	ASSESSMENT 3RD FLOOR	457 MAIN ST	4TH FLR 457 MAIN STREET	01-Sep-05	31-Aug-08	4,700
222	PROPERTY ASSESSMENT DEPT	ASSESSMENT 7TH FLOOR	457 MAIN ST	4TH FLR 457 MAIN STREET	01-Sep-05	31-Aug-08	6,000
223	PROPERTY ASSESSMENT DEPT	ASSESSMENT 5TH FLOOR	457 MAIN ST	4TH FLR 457 MAIN STREET	01-Sep-05	31-Aug-08	5,000
224	PROPERTY ASSESSMENT DEPT	ASSESSMENT 6TH FLOOR	457 MAIN ST	4TH FLR 457 MAIN STREET	01-Sep-05	31-Aug-08	8,000
225	COMMUNITY SERVICES	BOOKING/REGISTRATION OFFICE	MN FR - 395 MAIN ST	MAIN FLR - 395 MAIN STREET	01-Sep-05	31-Aug-08	4,000
226	POLICE SERVICES	4TH FLOOR BPR BACK OFFICE	4TH FLR - 151 PRINCESS ST	P O BOX 1680	01-Oct-05	30-Sep-08	3,100
227	PROPERTY ASSESSMENT DEPT	ASSESSMENT 4TH FLOOR	457 MAIN ST	4TH FLR 457 MAIN STREET	01-Oct-05	30-Sep-08	5,679