



## 723-2007 ADDENDUM 2

### SUPPLY AND DELIVERY OF DIRECT MAIL SERVICES

#### **URGENT**

**PLEASE FORWARD THIS DOCUMENT TO  
WHOEVER IS IN POSSESSION OF THE BID  
OPPORTUNITY**

ISSUED: October 10, 2007  
BY: Rachel Eccles  
TELEPHONE NO. (204) 986-2451

**THIS ADDENDUM SHALL BE INCORPORATED  
INTO THE BID OPPORTUNITY AND SHALL  
FORM A PART OF THE CONTRACT  
DOCUMENTS**

Template Version: A20070419

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**Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid Opportunity, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 8 of Form A: Bid may render your Bid non-responsive.**

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#### **PART D – SUPPLEMENTAL CONDITIONS**

Revise D2.3 to read: 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, **2007**.

#### **PART E – SPECIFICATIONS**

Revise E3.1(f) to read: Contact person shall be:  
**Calvin Wat**  
**Animal Services, SOA**  
**1057 Logan Avenue**  
**Tel: (204) 986-8143**  
**Fax:(204) 986-6878**  
**office hours: 8:30 a.m. – 4:30 p.m.**

Replace

E3.4 WATER AND WASTE to read:

- (a) Service shall be required every business day (**beginning November 12<sup>th</sup> if a new Contractor - otherwise November 1**);
- (b) Approximately **4,300** pieces daily (**with a range from 900-10,300 daily**);
- (c) Approximate yearly total is **1,040,000.00** pieces;
- (d) The job shall be submitted to the Contractor, in high density pre-sort postal walk order, every business day by 1:00 p.m. and the Contractor shall complete and deliver the job to Canada Post in the same order by 12:00 noon the following business day;  
**(i) The Contractor shall submit a copy of the Statement of Mailings back to the User .**
- (e) Service approximates from 2 to 4 inserts, folded, sealed;  
**(i) The User will submit 4.5" x 7.5"wide bottom feed envelopes for the bills and 4 1/8" x 9.5"wide top feed envelopes for the letters(which the User indicates should not be manual insertion).**
- (f) The Water and Waste department has 4 primary mailings:
  - (i) HD Presort - Water Regular exempt of setup cost
  - (ii) Water Full Sort exempt of setup cost
  - (iii) Water Urgent exempt of setup cost
  - (iv) HD **Full Sort** - Water Letters
- (g) Contact person shall be:  
Colleen Browne  
Superintendent of Customer Accounts  
185 King Street, 4<sup>th</sup> floor  
Tel: (204) 986-2109  
Fax: (204) 986-6515  
office hours: 8:30 a.m. – 4:30 p.m.

Replace

E3.10 WINNIPEG PARKING AUTHORITY to read:

- (a) Pick up of job shall be required approximately 4 times per year  
**(i) 50k pieces approximately per pick up.**  
(ii) Pieces are "Notice of Default" mailings which require prompt delivery to Canada Post.  
This is a time sensitive mailing
- (b) Approximate yearly total is 200k pieces**
- (c) Job may require inserts**
- (d) Job may require manual folding, manual insert, and some pieces may be prestapled**
- (e) The user shall supply a indicia window envelope that includes a return address**
- (f) Pick up is at 495 Portage Avenue – Loading Zone in front of building**
- (g) The Parking Authority contact person shall be:**  
Cheryl Rychliski  
Coordinator – Administration and Customer Service  
495 Portage Avenue  
Tel: 986-6696  
Fax: 986-5155