



THE CITY OF WINNIPEG

REQUEST FOR PROPOSAL

RFP NO. 847-2016

**SUPPLY, INSTALLATION AND ONGOING MAINTENANCE OF A MAIL METERING
SOLUTION AND ASSOCIATED MAIL MANAGEMENT OPERATING SYSTEM**

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

- B1.1 SUPPLY, INSTALLATION AND ONGOING MAINTENANCE OF A MAIL METERING SOLUTION AND ASSOCIATED MAIL MANAGEMENT OPERATING SYSTEM

B2. SUBMISSION DEADLINE

- B2.1 The Submission Deadline is 12:00 noon Winnipeg time, August 15, 2017.
- B2.2 Proposals 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. SITE INVESTIGATION

- B3.1 Further to C3.1, the Contract Administrator or an authorized representative will be available at the Site from 10:00 AM on Thursday, July 27, 2017 to provide Proponents access to the Site.
- B3.2 The Proponent is advised that they should show at:
Mail Services
Lower Level,
Susan A. Thompson Building,
510, Main Street,
Winnipeg, MB R3B 1B9
- B3.3 The Proponent shall not be entitled to rely on any information or interpretation received at the Site investigation unless that information or interpretation is the Proponent's direct observation, or is provided by the Contract Administrator in writing.

B4. ENQUIRIES

- B4.1 All enquiries shall be directed to the Contract Administrator identified in D7.1.
- B4.2 If the Proponent finds errors, discrepancies or omissions in the Request for Proposal, or is unsure of the meaning or intent of any provision therein, the Proponent shall promptly notify the Contract Administrator of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.
- B4.3 If the Proponent is unsure of the meaning or intent of any provision therein, the Proponent should request clarification as to the meaning or intent prior to the Submission Deadline.
- B4.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Request for Proposal will be provided by the Contract Administrator to all Proponents by issuing an addendum.
- B4.5 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Request for Proposal will be provided by the Contract Administrator only to the Proponent who made the enquiry.
- B4.6 All correspondence or contact by Proponents with the City in respect of this RFP must be directly and only with the Contract Administrator. Failure to restrict correspondence and contact to the Contract Administrator may result in the rejection of the Proponents Proposal Submission.

B4.7 The Proponent shall not be entitled to rely on any response or interpretation received pursuant to B4 unless that response or interpretation is provided by the Contract Administrator in writing.

B5. CONFIDENTIALITY

B5.1 Information provided to a Proponent by the City or acquired by a Proponent by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator. The use and disclosure of the confidential information shall not apply to information which:

- (a) was known to the Proponent before receipt hereof; or
- (b) becomes publicly known other than through the Proponent; or
- (c) is disclosed pursuant to the requirements of a governmental authority or judicial order.

B5.2 The Proponent shall not make any statement of fact or opinion regarding any aspect of the Bid Opportunity to the media or any member of the public without the prior written authorization of the Contract Administrator.

B6. ADDENDA

B6.1 The Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the Request for Proposal, or clarifying the meaning or intent of any provision therein.

B6.2 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.

B6.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/bidopp.asp>

B6.2.2 The Proponent is responsible for ensuring that he/she has received all addenda and is advised to check the Materials Management Division website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.

B6.3 The Proponent shall acknowledge receipt of each addendum in Paragraph 9 of Form A: Proposal. Failure to acknowledge receipt of an addendum may render a Proposal non-responsive.

B7. SUBSTITUTES

B7.1 The Work is based on the Plant, Materials and methods specified in the Request for Proposal.

B7.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.

B7.3 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.

B7.4 The Proponent 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 Contract; and
- (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.

- B7.5 The Contract Administrator, after assessing the request for approval of a substitute, may in his/her 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.
- B7.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, to the Proponent who requested approval of the substitute.
- B7.6.1 The Contract Administrator will issue an Addendum, disclosing the approved materials, equipment, methods and products to all potential Proponents. The Proponent requesting and obtaining the approval of a substitute shall be responsible for disseminating information regarding the approval to any person or persons he/she wishes to inform.
- B7.7 If the Contract Administrator approves a substitute as an “approved equal”, any Proponent may use the approved equal in place of the specified item.
- B7.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Proponent bidding that approved alternative may base his/her 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 B25.
- B7.9 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.

B8. PROPOSAL SUBMISSION

- B8.1 The Proposal shall consist of the following components:
- (a) Form A: Proposal; and
 - (b) Form B: Prices.
- B8.2 The Proposal should also consist of the following components:
- (a) Experience of Proponent and Subcontractors (Section C) in accordance with B11;
 - (b) Experience of Key Personnel Assigned to the Project (Section D), in accordance with B12;
 - (c) Project Schedule (Section E) in accordance with B13;
 - (d) Output Samples/Quality (Section F) in accordance with B14;
 - (e) Hardware and Software Comprehensive Maintenance Program (Section G) in accordance with B15;
 - (f) Training (Section H) in accordance with B16; and
 - (g) Desirable Features (Section I) in accordance with B17.
- B8.3 Further to B8.1 all components of the Proposal shall be fully completed or provided in the order indicated, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely, to constitute a responsive Proposal.

- B8.4 Further to B8.2, all components of the Proposal should be fully completed or provided in the order indicated, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely.
- B8.5 Proponents should submit one (1) unbound 8.5" x 11" original (marked "original") and two (2) copies (copies can be in any size format) for sections identified in B8.1 and B8.2.
- B8.6 Proposal format, including type of binding, number of pages, size of pages and, font, etc., will not be regulated, except that the Proposal should contain a table of contents, page numbering and should be in the Sections identified above. Proponents are encouraged to use their creativity to submit a Proposal which provides the requested information for evaluation and other information which illustrates the strength of their team.
- B8.7 Proponents are advised that inclusion of terms and conditions inconsistent with the Request for Proposal, will be evaluated in accordance with B25.1(a).
- B8.8 The Proposal shall be submitted enclosed and sealed in an envelope/package clearly marked with the RFP number and the Proponent's name and address.
- B8.8.1 Samples or other components of the Proposal Submission which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the RFP number, the Proponents name and address, and an indication that the contents are part of the Proponents Proposal Submission.
- B8.9 Proposals submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.
- B8.10 Proposals shall be submitted to:
The City of Winnipeg
Corporate Finance Department
Materials Management Division
185 King Street, Main Floor
Winnipeg MB R3B 1J1
- B8.11 Any cost or expense incurred by the Proponent that is associated with the preparation of the Proposal shall be borne solely by the Proponent.

B9. PROPOSAL

- B9.1 The Proponent shall complete Form A: Proposal, making all required entries.
- B9.2 Paragraph 2 of Form A: Proposal shall be completed in accordance with the following requirements:
- (a) if the Proponent is a sole proprietor carrying on business in his/her own name, his/her name shall be inserted;
 - (b) if the Proponent is a partnership, the full name of the partnership shall be inserted;
 - (c) if the Proponent is a corporation, the full name of the corporation shall be inserted; and
 - (d) if the Proponent is carrying on business under a name other than his/her own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.
- B9.2.1 If a Proposal is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B9.2.
- B9.3 In Paragraph 3 of Form A: Proposal, the Proponent shall identify a contact person who is authorized to represent the Proponent for purposes of the Proposal.
- B9.4 Paragraph 11 of Form A: Proposal shall be signed in accordance with the following requirements:

- (a) if the Proponent is a sole proprietor carrying on business in his/her own name, it shall be signed by the Proponent;
- (b) if the Proponent is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
- (c) if the Proponent 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 Proponent is carrying on business under a name other than his/her 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.

B9.4.1 The name and official capacity of all individuals signing Form A: Proposal should be printed below such signatures.

B9.5 If a Proposal is submitted jointly by two or more persons, the word "Proponent" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Proponents in the Proposal and the Contract, when awarded, shall be both joint and several.

B10. PRICES

B10.1 The Proponent shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.

- (a) initial purchase of equipment including;
 - (i) hardware;
 - (ii) software;
 - (iii) installation;
 - (iv) Initial set-up and configuration;
 - (v) training; and
 - (vi) removal of old equipment.
- (b) ongoing maintenance (2 Metering Machines);
- (c) ongoing maintenance (Mail Management System);
- (d) annual Meter Rental Costs; and
- (e) annual Postal Rate Change Costs (if applicable).

B10.2 The Proponent should provide a price, in Canadian funds, for:

- (a) the existing Pitney Bowes DM-900 Metering Machine (not including the attached postage meter) to be used against the purchase of the proposed equipment. This item will be available for viewing during the site inspection. The City reserves the right to accept or reject this offer.
- (b) the existing Pitney Bowes DM-1000 Metering Machine (not including the attached postage meter) to be used against the purchase of the proposed equipment. This item will be available for viewing during the site inspection. The City reserves the right to accept or reject this offer.
- (c) the existing Pitney Bowes PC (excluding hard drive), Monitor, keyboard, mouse, and HP printer to be used against the purchase of the proposed equipment. This item will be available for viewing during the site inspection. The City reserves the right to accept or reject this offer.

NOTE: The PC hard drive must be removed from the PC and provided to the Contract Administrator for destruction prior to the PC leaving the City premises.

B10.3 The annual maintenance cost (billed annually) would be considered as payment for a Comprehensive Maintenance Program covering all components in the recommended solution including, but not limited to: parts, labour, travel, consumables (except ink, and gummed & self-

adhesive tapes), ongoing software “version” updates, firmware updates, ongoing licensing costs, etc..

B10.4 Proponents shall identify and provide separate fixed costs (with volume discounts if applicable) for any/all consumables that are not covered under the Comprehensive Maintenance Program such as ink, sealing solutions, gummed paper tapes, self-adhesive label tapes, etc. on Form B Pricing.

B10.4.1 The City will not be responsible for any costs for any maintenance items, consumables, supplies or services that are not identified in the Proponent’s proposal as “additional cost” items not covered under the Comprehensive Maintenance Program B10.4.

B10.5 Proponents shall identify and provide separate fixed costs for any/all additional fees which may be associated with any part of the recommended solution such as software licensing fees, or monthly usage fees, etc..

B11.5.2 The City will not be responsible for any costs for any additional fees that are not identified in the Proponent’s proposal as “additional cost” items not included in B10.5.

B10.6 The Proponent is encouraged to recommend all optional items or features available that may add value and assist the Mail Centre in meeting their current and future needs but have not been specifically asked for in this Request for Proposal. These optional items or features may include hardware and/or software (i.e. faster processors, stacker options, furniture, etc.).

B10.6.1 The Proponents should provide a separate list marked as “OPTIONAL EQUIPMENT” that clearly describes any/all optional item that are available with the overall solution. Separate prices for each of these options should be clearly indicated on Form B Pricing. The City may, at its sole discretion, purchase any options that may be advantageous to the City during the term of the Contract.

B10.6.2 Optional Equipment that may be available and advantageous to the City of Winnipeg should be included as described in B10.6.1.

(a) Optional Equipment Prices are for information purposes only and will not be evaluated.

B10.6.3 Notwithstanding C10.1.3, 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.

B10.7 The quantities listed on Form B: Prices are to be considered approximate only. The City will use said quantities for the purpose of comparing Proposals.

B10.8 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.

B10.9 Payments to Non-Resident Contractors are subject to Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

B11. EXPERIENCE OF PROPONENT AND SUBCONTRACTORS (SECTION C)

B11.1 Proposals should include:

- (a) an in depth description of their experience in supply, installation, integration and long term maintenance of high-volume mail metering solutions similar in scope both locally and nationally. The explanation should include, but not be limited to, the following:
 - (i) devices the Proponent has installed, integrated and supports that are similar in scope in the local market;
 - (ii) description of the project;
 - (iii) project owner;
 - (iv) reference information (two current names with telephone numbers per project);

- (v) performance history if the proponent is a current or previous service provider to the City of Winnipeg of like services.
 - (b) Number of local qualified service technicians trained on the specific devices recommended;
 - (c) Local “professional services” resources available; and
 - (d) Availability of replacement parts specific to the recommended devices (i.e. local, national, and international).
- B11.1.1 Where applicable, information should be separated into Proponent and Subcontractor project listings.
- B11.2 The Proposal should include general firm profile information, including years in business, average volume of work, number of employees and other pertinent information for the Proponent and all Subcontractors.

B12. EXPERIENCE OF KEY PERSONNEL ASSIGNED TO THE PROJECT (SECTION D)

- B12.1 Proposals should include:
- (a) A list of each of the personnel specifically assigned to this project; and
 - (b) A profile of each person assigned to the project including their experience and qualifications on projects of similar complexity, scope and value, along with a description of their specific role and responsibilities.
- B12.1.1 Include an organizational chart for the Project.

B13. PROJECT SCHEDULE (SECTION E)

- B13.1 Proponents should present a carefully considered Critical Path Method schedule using Microsoft Project or similar project management software, complete with resource assignments, durations (weekly timescale) and milestone dates or events. The schedule should address each requirement of the Scope of Work.
- B13.2 The Proponent’s schedule should include critical dates for review and approval processes by the Contract Administrator during the installation, set-up and integration, and training phases of the Project.
- B13.3 The project Schedule should allow for the parallel operation of the new and old systems until the new solution has been completely installed, tested, and training provided to the satisfaction of the Contract Administrator.
- B13.4 Upon successful completion of the recommended solution the Proponent and Contract Administrator can arrange a mutually agreed upon date and time for the old equipment to be removed.

B14. OUTPUT SAMPLES/QUALITY (SECTION F)

- B14.1 Proponents should provide two (2) complete sets of output quality samples on equipment identical to that proposed.
- B14.1.1 Appendix A contains a digital file in three different file formats (for Proponents to choose from) to use in producing an “Ad imprint” as large as possible within accepted Canada Post Guidelines, on each of the sample envelopes required for their Proposal Submission. The Proponents should also include a sample postmark printed in fluorescent postal red ink on each of the sample envelopes required for their Proposal Submission.
- (a) Sample Set “A”
 - (i) Proponents should print ten (10) copies of the supplied digital file and Postmark on each of the three envelope types listed in B14.1.1(b); and

- (ii) Each sample envelope should be labelled with the “Proponents Name,” and “Sample Set A.”
- (b) Envelope types to be used for Output Quality Samples (no substitutes will be accepted):
 - (i) #10 Envelope - 24 lb. white wove cross-back manufactured;
 - (ii) #10 Envelope - 24 lb. white wove side-seam manufactured; and
 - (iii) 9” x 12’ – O.E. Brown Kraft.

B15. HARDWARE & SOFTWARE COMPREHENSIVE MAINTENANCE PROGRAM (SECTION G)

B15.1 Service Level Agreements

- (a) Proponents should provide an in depth description of their service level agreements specific to all components in the recommended solution. The explanation should include, but not be limited to, the following:
 - (i) Guaranteed response times from time of Service Call placed;
 - (ii) Guaranteed resolution times from time of Service Call placed;
 - (iii) Guaranteed up time; and
 - (iv) No lemon Clause.

B15.2 Comprehensive Maintenance Program

- (a) Proponents should provide an in depth description of their maintenance program for all components of the recommended solution. The explanation should include, but not be limited to, the following:
 - (i) The requested model is an all-inclusive maintenance program for all components of the recommended solution, for the term of the contract including, but not limited to:
 - (ii) A scheduled Preventative Maintenance Plan;
 - (iii) All replacement parts (guaranteed OEM);
 - (iv) All labour;
 - (v) All travel time;
 - (vi) All equipment consumables (with the exception of ink, sealants, and gummed & self-adhesive tapes);
 - (vii) All “version” software updates/upgrades and firmware updates;
 - (viii) All software licensing fees; and
 - (ix) Diagnostic and Specialist Support Services for all components of the recommended solution.

- B15.2.2 Proponents should provide a description of the build type of the metering equipment (i.e. modular construction to reduce downtime through easy replacement of individual components, etc.).

B16. TRAINING (SECTION H)

- B16.1 Proponents should provide an in depth description of the training provided for their recommended solution. The description should include, but not be limited to, the degree of compliance with E2 and the following:

- (a) The amount of training included for both operators and administrators (i.e. number of hours or days, etc.);
- (b) Training aids provided (i.e. books, manuals, on-line courses, etc.); and
- (c) On-going training as requested (i.e. for new staff, cost if applicable, etc.).

B17. DESIRABLE FEATURES (Section I)

B17.1 Processing Speeds

B17.1.1 Proponents should provide an in depth description of the processing speed capabilities for their recommended equipment. The description should include, but not be limited to, the degree of compliance with E3.1 and the following:

- (a) The maximum number of envelopes that can be processed (sealed and metered) per minute when batch processing (i.e. same size and same weight of envelopes in the same batch) with sealing; and
- (b) The maximum number of envelopes that can be processed (metered and sealed) per minute while processing mail of mixed weights and mixed sizes in the same batch.

B17.1.2 Proponents should indicate any conditions or restrictions that would reduce the speed capabilities of the metering equipment.

B17.1.3 Proponents should describe the equipment's ability to process mail purely for the purpose of establishing a mail "count" only.

B17.2 Envelope Feeder

B17.2.1 Proponents should provide an in depth description of the equipment and capabilities of the Feeder System. The description should include, but not be limited to, the degree of compliance with E3.2 and the following:

- (a) The orientation of the envelopes in the feeder (i.e. Vertical or horizontal) and the benefits of this system;
- (b) The ability to feed nested or non-nested envelopes;
- (c) The maximum capacity of the input tray;
- (d) The equipment's ability to feed mixed size envelopes in a batch;
- (e) The ability of the equipment to automatically detect overlapped envelopes (doubles) and miss-feeds to eliminate spoiled postage impressions;
- (f) The equipment's ability to automatically adjust for various thicknesses of envelopes; and
- (g) The maximum thickness of envelopes that can be processed through this solution.

B17.2.2 Proponents should clearly describe any/all envelope size restrictions or limitations.

B17.2.3 Proponents should clearly describe any/all envelope thickness restrictions or limitations.

B17.3 Integrated Dynamic Weighing Scale

B17.3.1 Proponents should provide an in depth description of the integrated dynamic weighing scale used for the accurate postage metering of envelopes. The description should include, but not be limited to, the degree of compliance with E3.3 and the following:

- (a) Maximum weighing capabilities; and
- (b) A description of how the equipment maintains accurate weight measurements.

B17.4 Integrated Postage/Parcel Weighing Platform

B17.4.1 Proponents should provide an in depth description of their postage/parcel weighing platform capabilities. The description should include, but not be limited to, the degree of compliance with E3.4 and the following:

- (a) Minimum and maximum weighing capabilities; and
- (b) A description of how the scale maintains accurate weight measurements.

B17.5 Envelope Sealing

- B17.5.1** Proponents should provide an in depth description of the sealing capabilities of the metering machines. The description should include, but not be limited to, the degree of compliance with E3.5 and the following:
- (a) The type of sealing system used on the equipment (i.e. brush, spray, etc.);
 - (b) The process the equipment uses to adjust the amount of water used to seal envelopes and/or applied to postage tapes;
 - (c) The maximum width of the water application to the gummed flap;
 - (d) The ability of the equipment to ensure end to end sealing of the gummed strip on the envelope;
 - (e) The requirement to use specialty sealant versus water in the recommended equipment;
 - (f) The ability of the equipment to warn the user of a low water/sealant condition;
 - (g) The ability of the equipment to recognize and alert the user if an unsealed envelope is detected;
 - (h) The ability of the equipment to perform a seal only process;
 - (i) The ability of the equipment to apply firm pressure to the gummed flap in the sealing process;
 - (j) The ability to seal nested and/or non-nested envelopes; and
 - (k) The ability to seal mixed size envelopes in the same batch.

B17.6 Envelope and Tape Printing

- B17.6.1** Proponents should provide an in depth description of the printing capabilities of the metering machines. The description should include, but not be limited to, the degree of compliance with E3.6 and the following:
- (a) The method of print used for postage, tapes, and graphics (i.e. inkjet, thermal, etc.);
 - (b) A description of the type of print head included (i.e. fixed / permanent / integrated with ink cartridge, etc.);
 - (c) The ability to print return addresses and/or logos and/or graphic images;
 - (d) The minimum and maximum size (image area) that can be printed by the equipment for return addresses or graphic images, etc.;
 - (e) The type and size of labels that the Postage Metering machine is able to output (i.e. gummed, self-adhesive, etc.);
 - (f) How the labels are supplied for printing (i.e. roll, pre-cut, cartridge);
 - (g) The ability to produce postage tapes/labels in compliance with Canada Post standards;
 - (h) The maximum capacity of the ink station; and
 - (i) The ability of the equipment to alert the user of a low ink condition.

B17.7 Custom Graphics

- B17.7.1** Proponents should provide an in depth description of the Postage Metering Machines ability to print return addresses, logos, or custom graphics at the same time as applying the postage to envelopes. The description should include, but not be limited to, the degree of compliance with E3.7 and the following:
- (a) The process for creating and loading a custom graphic onto the Postage Metering machines;
 - (b) The time required to create and load a custom graphic onto the Postage Metering machines;

- (c) The number of custom graphics that can be stored on the Postage Metering machines at any one time; and
- (d) The process for storing/archiving large numbers of graphic images (not stored on the Postage Metering machines).

B17.8 High Capacity Power Conveyor/Stacker

B17.8.1 Proponents should provide an in depth description of the High Capacity Power Conveyor/Stacker of their recommended equipment. The description should include, but not be limited to, degree of compliance with E3.8 and the following:

- (a) The total capacity of the conveyor / stacker.

B17.9 User Interface (Control Panel)

B17.9.1 Proponents should provide an in depth description of the User Interface/Control Panel provided with each of the Postage Metering Machines. The description should include, but not be limited to, the degree of compliance with E3.9 and the following:

- (a) The size of the colour, touch screen User Interface provided;
- (b) The adjustability of the user interface for multiple user comfort (raise, lower, tilt, fully articulate, etc.);
- (c) Provide a site map of the user menus on the User Interface;
- (d) Provide screen shots of the menu screens if possible;
- (e) The method of secure logon for users/operators/ (i.e. PIN, swipe card, proximity card, etc.);
- (f) Administrator mode;
- (g) Auto Date Change;
- (h) Advance Date Set;
- (i) Low Postage warning;
- (j) Low ink warning;
- (k) Low water warning;
- (l) Programmable Job Presets; and
- (m) The ability to correct account codes at the user interface of mail that was just processed to the incorrect account, if available.

B17.10 Job Tracking at the User Interface of the Metering Equipment

B17.10.1 Proponents should provide an in depth description of the metering machines capability to display (on the user interface) the cumulative job information of a single account as the various class types that are consecutively metered for that account. The description should include, but not be limited to, the following:

- (a) To display the total number of pieces per class for the same account;
- (b) To display the total postage amount per class for the same account;
- (c) To display the total number of pieces for all mail classes consecutively metered for the same account; and
- (d) To display the total postage amount for all mail classes consecutively metered for the same account.

B17.11 Parcel/Shipping Software

B17.11.1 Proponents should provide an in depth description of the Parcel Shipping Software capabilities. The description should include, but not be limited to, the degree of compliance with E3.10 and the following:

- (a) The name of the Software (i.e. MOCA, 2 Ship, etc.);

- (b) Number of vendors supported;
- (c) Best rate comparison;
- (d) Postal Code Lookup;
- (e) Address verification;
- (f) Package Tracking;
- (g) Other shipping tools included; and
- (h) The level of integration with the Mail Management Software.

B17.12 Parcel/Shipping Label Printers

- B17.12.1 Proponents should provide an in depth description of the Parcel Label Printer provided with each of the Postage Metering Machines. The description should include, but not be limited to, the degree of compliance with E3.11 and the following:
- (a) The make and model of the printers supplied;
 - (b) The size of the shipping labels;
 - (c) The type of shipping label (i.e. gummed paper (requires wetting), self-adhesive, etc.).

B17.13 Mail Management Hardware

- B17.13.1 Proponents should provide a detailed description of each of the hardware components provided to run the Mail Management software in the recommended solution. The description should include, but not be limited to, the degree of compliance with E3.12 and the following:
- (a) A detailed technical description of each piece of hardware included in the recommended solution; (i.e. PC, monitor, keyboard, mouse, printer, etc.);
 - (b) A detailed description of the performance capabilities of the hardware (i.e. processor, RAM, etc.);
 - (c) Identify the operating system used;
 - (d) The ability for the hardware to connect to the City's network to take advantage of local networked printers, etc.; and
 - (e) List any connectivity requirements (i.e. network or internet connectivity, etc.).
- B17.13.2 The City has a preference to run software applications on a City of Winnipeg virtual machine (VM) rather than vendor supplied hardware wherever possible. Proponents should indicate if their Mail Management Software can be hosted on a City of Winnipeg VM and if so, proponents should provide a detailed description of the VM requirements.

B17.14 Mail Management Software

- B17.14.1 Proponents should provide a detailed description of the capabilities and benefits of the Mail Management software in their proposed solution. The description should include, but not be limited to, the degree of compliance with E3.13 and the following:
- (a) The name and version number of the specific Mail Management Software provided (i.e. Mail Report, Business Manager, MAS, etc.);
 - (b) Number of Cost Centres/Accounts Supported (e.g. Unlimited, etc.);
 - (c) Number of Sub accounts supported;
 - (d) Ability to capture detailed information about every impression processed, (i.e. class, time, operator, meter, account, value, etc.);
 - (e) Ability to process both metered mail and parcel mail from a single postage account (i.e. no need to create and transfer funds into a separate parcel postage account);
 - (f) A description of the process for updating software/firmware (i.e. manual or automatic downloads, etc.);

- (g) A description of any remote diagnostic capabilities, if applicable;
- (h) A detailed description of any additional applications included in the solution that would assist in the processing of mail;
- (i) The process used to correct account codes of mail that was processed to the incorrect account; and
- (j) The process for the daily back-up of data.

B17.14.2 Proponents must indicate if any of the data collected by the software uses cloud based storage or is stored on any other remote server, and if so, where the server resides.

B17.15 Reports

B17.15.1 Proponents should provide a detailed description of reporting capabilities of the recommended solution. The description should include, but not be limited to, the degree of compliance with E3.14 and the following:

- (a) The ability to export report data in various formats (i.e. excel, csv, etc.);
- (b) The ability to produce a specific report by; account number, account name, date, meter, user, class, number of pieces, dollar amount, and year to date total;
- (c) The ability to produce separate specific reports for Parcels shipped; and
- (d) The ability and procedure to produce custom reports.

B17.16 Postage

B17.16.1 Proponents should provide a detailed description of the process for purchasing and downloading postage into the postage meters. The description should include, but not be limited to, the degree of compliance with E3.15 and the following:

- (a) Proponents should describe each of their options, if there are multiple options for purchasing postage for the City to consider (i.e. cheque, direct deposit, etc.); and
- (b) Proponents should indicate the timing from when funds are deposited to the time they are available for download into the meters.

B17.17 Consumables

B17.17.1 Proponents should provide a detailed description of any/all consumables required to continuously operate the equipment. The description should include, but not be limited to, the degree of compliance with E3.16 and the following:

- (a) The capacity of the ink cartridge/station/reservoir on each of the Postage Metering Machines;
- (b) The expected yield of the ink cartridge (i.e. number of metered impressions) and shelf life if applicable;
- (c) Type of Ink Heads on each of the Postage Metering Machines (i.e. fixed, permanent, replaceable, integrated with ink cartridge, etc.);
- (d) The type of Postage Meter Tapes used in the machines (i.e. peel-back self-adhesive, gummed back, rolls, cartridges, etc.);
- (e) Type of Sealing Solution required and the volume along with the yield or required frequency of change; and
- (f) Type of Ink and label tape used in Shipping Label Printers.

B17.18 Performance

B17.18.1 Proponents should provide an in depth description of the performance capabilities of their proposed equipment. The description should include, but not be limited to the following:

- (a) The manufacturer's stated guaranteed life expectancy of the proposed equipment (i.e. years, number of pieces of mail processed, etc.);

- (b) The manufacturer's suggested general maintenance schedule;
- (c) The manufacturer's stated Average Monthly Recommended Volume (AMRV) of the proposed equipment;
- (d) The manufacturer's stated maximum monthly volume the proposed equipment is capable of consistently handling based on a 8 hour single shift;
- (e) Proponents must clearly indicate if any functionality of any component in the solution would not be available when the system is offline (not connected to the internet) for any length of time (i.e. if meters can continue to process mail, or if live data for reports can continue to be accessed and compiled, etc.); and
- (f) Proponents must list any other conditions that would not allow for the continuous operation of the equipment at full machine rated speed or increase downtime.

B17.19 Ergonomic Benefits

- B17.19.1 Proponents should provide an in depth description of any ergonomic benefits of their recommended solution. The description should include, but not be limited to the following:
- (a) User adjustable components (i.e. table height) to accommodate various users.

B17.20 Electrical Requirements

- B17.20.1 Proponents should provide an in depth description of the electrical requirements of all components of their recommended equipment.

B17.21 Physical Space / Site Requirements

- B17.21.1 Proponents should provide an in depth description of the Site requirements of all components of their proposed equipment. The explanation should include, but not be limited, to the following:
- (a) The physical space required for each of the components in the recommended solution;
 - (b) The physical weight for each of the components in the recommended solution; and
 - (c) Any minimum "clear areas" around equipment that may be required for servicing.

B17.22 Environmental Impacts and Benefits

- B17.22.1 Proponents should provide an in depth description of the environmental impacts or benefits of the equipment included in their recommendation. The description should include, but not be limited to the following:
- (a) Maximum noise levels of the equipment at full machine rated speed;
 - (b) Operating temperatures of the various components;
 - (c) Energy consumption/efficiency of the recommended equipment;
 - (d) Warm up time of the equipment; and
 - (e) Standby and/or sleep mode.

B18. DISCLOSURE

- B18.1 Various Persons provided information or services with respect to this Work. In the City's opinion, this relationship or association does not create a conflict of interest because of this full disclosure. Where applicable, additional material available as a result of contact with these Persons is listed below.

- B18.2 The Persons are:

- (a) Pitney Bowes – general product information
- (b) Bridgeport Office Solutions – general product information

- (c) Milne Office Systems - general product information

B19. QUALIFICATION

B19.1 The Proponent 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 Proponent does not carry on business in Manitoba, in the jurisdiction where the Proponent does carry on business; and
- (b) be financially capable of carrying out the terms of the Contract; and
- (c) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract.

B19.2 The Proponent and any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) be responsible and not be suspended, debarred or in default of any obligations 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 website at <http://www.winnipeg.ca/matmgt/debar.stm>

B19.3 The Proponent and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) have successfully carried out work similar in nature, scope and value to the Work; and
- (b) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract; and
- (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba);
- (d) upon request of the Contract Administrator, provide the Security Clearances in accordance with PART F - .

B19.4 The Proponent shall submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Proponent and of any proposed Subcontractor.

B19.5 The Proponent shall provide, on the request of the Contract Administrator, full access to any of the Proponent's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Proponent's equipment and facilities are adequate to perform the Work.

B20. OPENING OF PROPOSALS AND RELEASE OF INFORMATION

B20.1 Proposals will not be opened publicly.

B20.2 After award of Contract, the names of the Proponents and the Contract amount of the successful Proponent will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/>

B20.3 The Proponent is advised that any information contained in any Proposal Submission may be released if required by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law or by City policy or procedures (which may include access by members of City Council).

B20.4 Following the award of Contract, a Proponent will be provided with information related to the evaluation of his/her submission upon written request to the Contract Administrator.

B21. IRREVOCABLE OFFER

B21.1 The Proposal(s) submitted by the Proponent shall be irrevocable for the time period specified in Paragraph 10 of Form A: Proposal.

B21.2 The acceptance by the City of any Proposal shall not release the Proposals of the other responsive Proponents and these Proponents shall be bound by their offers on such Work until a Contract for the Work has been duly executed and the performance security furnished as herein provided, but any offer shall be deemed to have lapsed unless accepted within the time period specified in Paragraph 10 of Form A: Proposal.

B22. WITHDRAWAL OF OFFERS

B22.1 A Proponent may withdraw his/her Proposal without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.

B22.1.1 Notwithstanding C21.6, the time and date of receipt of any notice withdrawing a Proposal shall be the time and date of receipt as determined by the Manager of Materials.

B22.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Proposal or the Proponent's authorized representatives named in Paragraph 11 of Form A: Proposal, and only such person, has authority to give notice of withdrawal.

B22.1.3 If a Proponent gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials will:

- (a) retain the Proposal until after the Submission Deadline has elapsed;
- (b) open the Proposal to identify the contact person named in Paragraph 3 of Form A: Proposal and the Proponent's authorized representatives named in Paragraph 11 of Form A: Proposal; and
- (c) if the notice has been given by any one of the persons specified in B22.1.3(b), declare the Proposal withdrawn.

B22.2 A Proponent who withdraws his/her Proposal after the Submission Deadline but before his/her offer has been released or has lapsed as provided for in B21.2 shall be liable for such damages as are imposed upon the Proponent 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.

B23. INTERVIEWS

B23.1 The Contract Administrator may, in his/her sole discretion, interview Proponents during the evaluation process.

B23.2 The Contract Administrator may, in his/her sole discretion, request for a demonstration by Proponents during the evaluation process.

B24. NEGOTIATIONS

B24.1 The City reserves the right to negotiate details of the Contract with any Proponent. Proponents are advised to present their best offer, not a starting point for negotiations in their Proposal Submission.

B24.2 The City may negotiate with the Proponents submitting, in the City's opinion, the most advantageous Proposals. The City may enter into negotiations with one or more Proponents without being obligated to offer the same opportunity to any other Proponents. Negotiations may be concurrent and will involve each Proponent individually. The City shall incur no liability to any Proponent as a result of such negotiations.

B24.3 If, in the course of negotiations pursuant to B24.2 or otherwise, the Proponent amends or modifies a Proposal after the Submission Deadline, the City may consider the amended Proposal as an alternative to the Proposal already submitted without releasing the Proponent from the Proposal as originally submitted.

B25. EVALUATION OF PROPOSALS

B25.1 Award of the Contract shall be based on the following evaluation criteria:

- (a) compliance by the Proponent with the requirements of the Request for Proposal or acceptable deviation therefrom: (pass/fail)
- (b) qualifications of the Proponent and the Subcontractors, if any, pursuant to B19: (pass/fail)
- (c) Total Bid Price; 40%
- (d) Experience of Proponent and Subcontractor; (Section C) 10%
- (e) Experience of Key Personnel Assigned to the Project; (Section D) 5%
- (f) Project Schedule; (Section E) 2%
- (g) Output Samples/Quality; (Section F) 3%
- (h) Hardware & Software Comprehensive Maintenance Program; (Section G) 7%;
- (i) Training; (Section H) 3%
- (j) Desirable Features. (Section I) 30%;

B25.2 Further to B25.1(a), the Award Authority may reject a Proposal as being non-responsive if the Proposal 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 or minor informalities or irregularities if the interests of the City so require.

B25.3 Further to B25.1(b), the Award Authority shall reject any Proposal submitted by a Proponent who does not demonstrate, in his/her Proposal or in other information required to be submitted, that he/she is responsible and qualified.

B25.4 Further to B25.1(c), the Total Bid Price shall be the sum of the quantities multiplied by the unit prices for each item shown on Form B: Prices.

B25.5 Further to B25.1(d), Experience of Proponent and Subcontractors will be evaluated considering the experience of the organization on projects of similar size and complexity as well as other information requested and submitted in accordance with B11 .

B25.6 Further to B25.1(e), Experience of Key Personnel Assigned to the Project will be evaluated considering the experience and qualifications of the Key Personnel and Subcontractor personnel on Projects of comparable size and complexity requested and submitted in accordance with B12 .

B25.7 Further to B25.1(f), Project Schedule will be evaluated considering the Proponent's ability to comply with the requirements of the Project requested and submitted in accordance with B13.

B25.8 Further to B26.1(g) , Output Samples/Quality shall be evaluated considering the information submitted in response to B14.

B25.9 Further to B25.1(h) Hardware and Software Comprehensive Maintenance Program shall be evaluated considering the information submitted in response B15.

B25.10 Further to B25.1(i), Training shall be evaluated considering the information submitted in response to B16.

- B25.11 Further to B25.1(j) , Desirable Features shall be evaluated considering the information submitted in response to B17.
- B25.12 Notwithstanding B25.1(d) to B25.1(j), where Proponents fail to provide a response to B8.2(a) to B8.2(g), the score of zero may be assigned to the incomplete part of the response.
- B25.13 This Contract will be awarded as a whole.
- B25.14 If, in the sole opinion of the City, a Proposal does not achieve a pass rating for B25.1(a) and B25.1(b), the Proposal will be determined to be non-responsive and will not be further evaluated.

B26. AWARD OF CONTRACT

- B26.1 The City will give notice of the award of the Contract, or will give notice that no award will be made.
- B26.2 The City will have no obligation to award a Contract to a Proponent, even though one or all of the Proponents are determined to be responsible and qualified, and the Proposals are determined to be responsive.
- B26.2.1 Without limiting the generality of B26.2, 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 Proposal 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.
- B26.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Proponent submitting the most advantageous offer.
- B26.3.1 Following the award of contract, a Proponent will be provided with information related to the evaluation of his/her Proposal upon written request to the Contract Administrator.
- B26.4 Notwithstanding C4 and Paragraph 6 of Form A; Proposal, the City may issue a purchase order to the successful Proponent in lieu of the execution of a Contract.
- B26.5 The Contract Documents, as defined in C1.1(n)(ii), 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

C0. GENERAL CONDITIONS

- C0.1 The *General Conditions for the Combined Provision of Goods and Services (2017-02-17)* are applicable to the Work of the Contract.
- C0.1.1 The *General Conditions for the Combined Provision of Goods and Services* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at http://www.winnipeg.ca/matmgt/gen_cond.stm
- C0.2 A reference in the Bid Opportunity to a section, clause or subclause with the prefix “**C**” designates a section, clause or subclause in the *General Conditions for the Combined Provision of Goods and Services*.

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. GENERAL CONDITIONS

D1.1 In addition to the *General Conditions for the Combined Provision of Goods and Services*, these Supplemental Conditions are applicable to the Work of the Contract.

D2. BACKGROUND

D2.1 The following is provided for information only:

D2.1.1 Role - The Mail Centre is responsible for the processing and chargeback of all Mail Delivery Services to appropriate business units within all Departments, SOA's, Council and the Mayor's Office across the City of Winnipeg.

D2.1.2 Volumes - These services involve approximately 3.1 million pieces of various categories of mail on an annual basis.

(a) Metered Mail - One of these categories is Metered Mail which represents approximately 525,000 pieces/annually.

(b) Critical mail deliverables include important financial, legal, and informational documents, etc. that could have serious negative impacts on the City if not processed in a secure and timely fashion.

D2.1.3 Existing Equipment - The Mail Centre currently utilizes two Postage Metering Systems (Pitney Bowes DM-900 & Pitney Bowes DM-1000) to process the daily metered mail for the City of Winnipeg. Two postage metering systems are required; to handle the volumes of mail to be metered in time to meet the outgoing delivery schedules, and for redundancy should one of the two devices fail for any reason, or be down for regular maintenance. The Mail Management software is Pitney Bowes "Mail Manager" and resides on a dedicated PC along with a dedicated desktop printer.

D3. PURPOSE

D3.1 The purpose of this Request for Proposal is to invite Proposals from qualified Proponents for the supply, installation and ongoing maintenance of a Mail Metering Solution including 2 metering machines and associated Mail Management Operating System.

D3.1 It is the intention of the City of Winnipeg to replace an existing Mail Metering Solution with new technology that will:

(a) Provide two High-Volume, Production Class, matched Metering Machines with sufficient capabilities that each device would be able to handle ALL of the Mail Centre's existing daily metering volumes should the other device fail or be down for any reason;

(b) Increase the overall metering capacity of the Mail Services Centre;

(c) Increase the quality level of metering output over the existing metering machines;

(d) Reduce the overall cost of mail metering services; and

(e) Meet the standards and specifications required by Canada Post Corporation.

D3.2 Take full advantage of Canada Post and other third party on-line applications and offerings (i.e. Electronic Shipping Tools, etc.).

D4. SCOPE OF WORK

- D4.1 The Work to be done under the Contract shall consist of the supply, installation and ongoing maintenance of a mail metering solution including 2 metering machines and associated mail management operating system for a period of five (5) years from award of Contract with the option of two (2) mutually agreed upon five (5) year extensions.
- D2.1.1 The City may negotiate the extension option with the Contractor within ninety (90) Calendar Days prior to the expiry date of the Contract. The City shall incur no liability to the Contractor as a result of such negotiations.
- D2.1.2 Changes resulting from such negotiations shall become effective on the anniversary of the start date of the respective year. Changes to the Contract shall not be implemented by the Contractor without written approval by the Contract Administrator.
- D4.2 That the existing PB equipment will need to remain running during the installation of the new solution and continue to run in parallel until such time as the new solution has been tested and approved to be used exclusively.
- D4.3 The major components of the Work are as follows:
- (a) The removal (after install of new system as described in D4.2) of the existing PB DM-900, DM-1000, Mail Manager PC (excluding hard drive) and desktop printer from the Mail Services Area and provide safe delivery to:
 - (i) an alternate City of Winnipeg location, or local destination as prescribed by the Contract Administrator;
 - (ii) Should the City accept the Contractor's proposed credit value for the existing PB DM-900, DM-1000, Mail Manager PC (excluding hard drive) and desktop printer, the Contractor takes full possession of SAME at the time of removal; and
 - (iii) The Contractor must remove the physical hard drive from the existing Mail Manager PC prior to removal from the Mail Services Area and provide it to the Contract Administrator for disposal/destruction.
 - (b) Order, installation and configuration of the recommended solution;
 - (c) Account set-up and postage downloads;
 - (d) Training;
 - (e) Testing and sign-off; and
 - (f) Ongoing maintenance program.
- D4.4 The City intends to Award this Contract by October 31, 2017.
- D4.5 The Work shall be done on an "as required" basis during the term of the Contract.
- D4.5.1 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.
- D4.5.2 Subject to C7.2, the City shall have no obligation under the Contract to purchase any quantity of any item in excess of its actual operational requirements.
- D4.3 Notwithstanding D4.1, 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. Proponents are advised that monies have been approved for work up to and including December 31, 2017.
- D4.4 Notwithstanding D4.1, 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 thirty (30) 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.

D5. COOPERATIVE PURCHASE

- D5.1 The Contractor is advised that this is a cooperative purchase.
- D5.2 The Contract Administrator may, from time to time during the term of the Contract, may approve other public sector organizations and utilities, including but not limited to municipalities, universities, schools and hospitals, to be participants in the cooperative purchase.
- D5.3 The Contract Administrator will notify the Contractor of a potential participant and provide a list of the delivery locations, and estimated quantities.
- D5.4 If any location of the potential participant is more than ten (10) kilometres beyond the boundaries of The City of Winnipeg, the Contractor shall, within fifteen (15) Calendar Days of the written notice, notify the Contract Administrator of the amount of any additional delivery charge for the location.
- D5.5 If any additional delivery charges are identified by the Contractor, the potential participant may accept or decline to participate in the cooperative purchase.
- D5.6 The Contractor shall enter into a contract with each participant under the same terms and conditions as this Contract except:
- (a) supply under the contract shall not commence until the expiry or lawful termination of any other contract(s) binding the participant for the same services;
 - (b) a participant may specify a duration of Contract shorter than the duration of this Contract;
 - (c) a participant may specify that only some items under this Contract and/or less than its total requirement for an item are to be supplied under its contract; and
 - (d) any additional delivery charge identified and accepted in accordance with clause D5.4 and D5.5 will apply.
- D5.7 Each participant will be responsible for the administration of its contract and the fulfilment of its obligations under its contract. The City shall not incur any liability arising from any such contract.
- D5.8 No participant shall have the right or authority to effect a change in the contract, or of any other Participant in this Contract.

D6. DEFINITIONS

- D6.1 When used in this Request for Proposal:
- (a) **AMRV - "Average Monthly Recommended Volume"** means the manufacturer's estimate of # of pieces of mail that can be reliably processed through the equipment each and every month while maintaining an acceptable MVBC.
 - (b) **"Batch Processing"** means processing a batch of envelopes (of any quantity) all of the same size and weight.
 - (c) **"Integrated Dynamic Weighing Scale"** means the scale that is built into each Metering Machine that weighs each envelope as it passes over the scale for instantaneous calculation of the required postage for that specific envelope for correct application at the meter stage.
 - (d) **"Lifetime of the Equipment"** is typically expressed by the manufacturer as the total volume of mail expected to be processed throughout the life of the device. It is sometimes expressed as a combination of number of years and/or total number of pieces of mail processed (i.e. "X" years or "X" pieces of mail).
 - (e) **"Maximum Monthly Volume"** means the manufacturers estimate of the maximum number of pieces of mail that can be processed in one month while still maintaining an acceptable MVBC.
 - (f) **"MVBC - Mean (average) Volume Between (service) Calls"** means the manufacturers recommended number of pieces of mail that can be processed between regular

maintenance service calls for a specific metering machine. This is sometimes referred to as the "Service Interval".

- (g) "**Proponent**" means any Person or Persons submitting a Proposal for Goods and Services.
- (h) "**Resolution Time**" means the time from when the user places the service call to the vendor to the time the service technician resolves the reported issue.
- (i) "**Response Time**" means the time from when the user places the service call to the vendor to the time the service technician arrives at the user's location to work on the reported issue.
- (j) "**Site Map**" means a detailed, descriptive, org-chart type, illustration that clearly shows each of the options/icons/selections available from the home screen (main menu) on the user interface and all associated sub-menus under each to clearly depict the accessibility of all functionality of the device.
- (k) "**User**" means a person, department or other administrative unit of the City authorized by the Contract Administrator to order Work under this Contract.

D7. CONTRACT ADMINISTRATOR

D7.1 The Contract Administrator is ^, represented by:

Shelley Chorney
Supervisor – Mail Services

Telephone No. 204 986.2576

Email Address: schorney@winnipeg.ca

D7.2 Before commencement of Work, will identify additional personnel representing the Contract Administrator and their respective roles and responsibilities for the Work.

D7.3 Bid Submissions must be submitted to the address in B8.

D8. OWNERSHIP OF INFORMATION, CONFIDENTIALITY AND NON DISCLOSURE

D8.1 The Contract, all deliverables produced or developed, and information provided to or acquired by the Contractor are the property of the City and shall not be appropriated for the Contractors own use, or for the use of any third party.

D8.2 The Contractor shall not make any public announcements or press releases regarding the Contract, without the prior written authorization of the Contract Administrator.

D8.3 The following shall be confidential and shall not be disclosed by the Contractor to the media or any member of the public without the prior written authorization of the Contract Administrator;

- (a) information provided to the Contractor by the City or acquired by the Contractor during the course of the Work;
- (b) the Contract, all deliverables produced or developed; and
- (c) any statement of fact or opinion regarding any aspect of the Contract.

D8.4 A Contractor who violates any provision of D8 may be determined to be in breach of Contract.

D9. NOTICES

D9.1 Notwithstanding C21.3, all notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer at the following facsimile number:

The City of Winnipeg
Chief Financial Officer

Facsimile No.: 204 949-1174

- D9.2 **Bid Submissions must not be submitted to this facsimile number. Bids must be submitted in accordance with B8.**

SUBMISSIONS

D10. AUTHORITY TO CARRY ON BUSINESS

- D10.1 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.

D11. SAFE WORK PLAN

- D11.1 The Contractor shall provide the Contract Administrator with a Safe Work Plan at least five (5) Business Days prior to the commencement of any Work on the Site but in no event later than the date specified in C4.1 for the return of the executed Contract.
- D11.2 The Safe Work Plan should be prepared and submitted in the format shown in the City's template which is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/safety/default.stm>

D12. INSURANCE

- D12.1 The Contractor shall provide and maintain the following insurance coverage:
- (a) commercial general liability insurance, in the amount of at least two million dollars (\$2,000,000.00) inclusive, with The City of Winnipeg added as an additional insured; such liability policy to also contain a cross-liability clause, non-owned automobile liability and products and completed operations cover, to remain in place at all times during the performance of the Work;
 - (b) if applicable, Automobile Liability Insurance covering all motor vehicles, owned and operated and used or to be used by the Contractor directly or indirectly in the performance of the Service. The Limit of Liability shall not be less than \$2,000,000 inclusive for loss or damage including personal injuries and death resulting from any one accident or occurrence;
- D12.2 Deductibles shall be borne by the Contractor.
- D12.3 The Contractor shall provide the Contract Administrator with a certificate(s) of insurance, in a form satisfactory to the City Solicitor, at least two (2) Business Days prior to the commencement of any Work on the Site.
- D12.4 The Contractor shall not cancel, materially alter, or cause the policy to lapse without providing at least thirty (30) Calendar Days prior written notice to the Contract Administrator.
- D12.5 The City shall have the right to alter the limits and/or coverages as reasonably required from time to time during the continuance of this agreement.

CONTROL OF WORK

D13. COMMENCEMENT

- D13.1 The Contractor shall not commence any Work until he/she is in receipt of a notice of award from the City authorizing the commencement of the Work.
- D13.2 The Contractor shall not commence any Work on the Site until:

- (a) the Contract Administrator has confirmed receipt and approval of:
 - (i) evidence of authority to carry on business specified in D10;
 - (ii) evidence of the workers compensation coverage specified in C6.14;
 - (iii) the Safe Work Plan specified in D11;
 - (iv) evidence of the insurance specified in D12;
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D13.3 The Contractor shall commence the Work on the Site within seven (7) Working Days of receipt of the notice of award.

D13.4 The Contractor shall not commence the Work on the Site before ^.

D14. DELIVERY

D14.1 Goods shall be delivered within three weeks of receipt of Purchase Order, f.o.b. destination, freight prepaid to:

Mail Services

Lower Level Administration Building

510 Main Street

Winnipeg, Manitoba R3B1B9

D14.2 The Contractor shall confirm each delivery with the Contract Administrator or his/her designate, at least two (2) Business Days before delivery.

D14.3 Goods shall be delivered between 8:30 a.m. and 4:30 p.m. on Business Days.

D14.4 The Contractor shall off-load goods as directed at the delivery location.

D15. ORDERS

D15.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for service may be placed.

D16. RECORDS

D16.1 The Contractor shall keep detailed records of the services supplied under the Contract.

D16.2 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.

D16.3 The Contractor shall provide the Contract Administrator with a copy of the records for each quarter year within fifteen (15) Calendar Days of a request of the Contract Administrator.

MEASUREMENT AND PAYMENT

D17. INVOICES

D17.1 Further to C10, the Contractor shall submit an invoice for each portion of Work performed to:
The City of Winnipeg
Corporate Finance - Accounts Payable

4th Floor, Administration Building, 510 Main Street
Winnipeg MB R3B 1B9

Facsimile No.: 204 949-0864

Email: CityWpgAP@winnipeg.ca

D17.2 Invoices must clearly indicate, as a minimum:

- (a) the City's purchase order number;
- (b) date of delivery;
- (c) delivery address;
- (d) type and quantity of work performed;
- (e) the amount payable with GST and MRST shown as separate amounts; and
- (f) the Contractor's GST registration number.

D17.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D17.4 **Bid Submissions must not be submitted to the above facsimile number. Bids must be submitted in accordance with B8.**

D18. PAYMENT

D18.1 Further to C10, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

D18.2 Further to C10, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

WARRANTY

D19. WARRANTY

D19.1 Notwithstanding C11, Warranty does not apply to this Contract.

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS

- E1.1 These Specifications shall apply to the Work.
- E1.2 Proponents are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B7.
- E1.3 The Proponent's proposed model for ongoing maintenance shall be a one cost, all in, annual cost for the recommended solution (including all annual software maintenance or ongoing licensing fees). Meter rental fees may be invoiced separately.
- E1.4 All equipment must be new and cannot contain any remanufactured parts. Reconditioned, refurbished or remanufactured equipment will not be accepted.

E2. TRAINING

- E2.1 The following training shall be provided:
 - (a) Key Operator Training shall be provided on-site for a minimum of four (4) staff. The key operator training shall ensure that the operators have the appropriate skill sets required to competently operate all of the necessary hardware and software. The Key operators shall be trained to a level where they can train others on the day-to-day operation of the equipment.
- E2.2 Administration Training shall be provided on-site for a minimum of two (2) staff. The training shall cover all of the administrative functionality including configuring relative areas of the solution. Administrators shall be trained to a level of being able to train others as needed.

E3. DESIRABLE FEATURES

- E3.1 Processing Speeds
 - (a) The Postage Metering machines must be capable of processing a minimum of 120 envelopes per minute of mixed size and mixed weight while sealing and metering.
- E3.2 Envelope Feeder
 - (a) The Postage Metering machines must include a high-capacity input feeder tray; and
 - (b) The Postage Metering machines must be capable of automatically detecting overlapped envelopes (doubles) and miss-feeds to eliminate spoiled postage impressions.
- E3.3 Integrated Dynamic Weighing Scale
 - (a) Both metering machines must include an integrated dynamic weighing scale capable of accurately weighing envelopes of mixed weight and size for appropriate application of postage as they are processed at full machine rated speed.
- E3.4 Integrated Postage/Parcel Weighing Platform
 - (a) Both metering machines must include a connected weighing scale for weighing parcels etc. with a weighing capacity of up to 20 kg or more.
- E3.5 Envelope Sealing
 - (a) Both metering machines must have a seal only mode (the ability to seal envelopes only without applying postage).
- E3.6 Envelope and Tape Printing

- (a) Both Postage Metering machines must have a high-capacity ink station;
 - (b) Both Postage Metering machines must have the ability to alert users of a low ink condition; and
 - (c) Both Postage Metering machines must have the ability to produce postage tapes/labels in compliance with Canada Post standards.
- E3.7 Custom Graphics
- (a) Both Postage Metering machines must have the ability to print return addresses and/or logos and/or graphic images at the same time as applying postage to envelopes.
- E3.8 High Capacity Power Conveyor/Stacker
- (a) Both Postage Metering Machines must include a high capacity power conveyor/stacker.
- E3.9 User Interface (Control Panel)
- (a) Both Postage Metering Machines must include a colour, touch screen User Interface/Control Panel measuring 15" or larger; and
 - (b) Both Postage Metering Machines must have a secure logon feature that restricts access to authorized users only using access code, password or card.
- E3.10 Parcel/Shipping Software
- (a) Vendors must provide Parcel Shipping Software that will allow for multi-vendor shipping rate comparison and compliance with all vendor shipping label standards.
- E3.11 Parcel/Shipping Label Printers
- (a) Both Postage Metering Machines must include an integrated Parcel Label Printer with the ability to produce Parcel Labels in compliance with Canada Post standards as well as other parcel shipping vendors (i.e. Purolator, Fed-Ex, etc.).
- E3.12 Mail Management Hardware
- (a) Proponents must supply, install and configure all hardware necessary to fully operate the Mail Management Solution unless the software is able to operate on a City of Winnipeg provided virtual machine (VM).
- E3.13 Mail Management Software
- (a) Must support a minimum of 5,000 separate customer accounts / cost centres; and
 - (b) Must have the ability to capture detailed information about every impression processed, (i.e. class, time, operator, meter, account, and value).
- E3.14 Reports
- (a) Must be able to produce a single report containing; account number, account name, date, meter, user, class, number of pieces, dollar amount, and year to date total; and
 - (b) Must be capable of producing custom reports from data collected.
- E3.15 Postage
- (a) Vendors must make a postage account available to which the City will deposit funds and from which the City will download postage into its postage meters on an as required basis; and
 - (b) If at any point in time this service is no longer required, all funds remaining in this account must be returned to the City in the form of a cheque.
- E3.16 Consumables
- (a) The Postage Metering Machines must have a high capacity ink cartridge/station/reservoir.

PART F - SECURITY CLEARANCE

F1. SECURITY CLEARANCE

- F1.1 Each individual proposed to perform Work under the Contract shall be required to obtain a Police Information Check from the police service having jurisdiction at his place of residence. This can be obtained from one of the following;
- (a) police service having jurisdiction at his/her place of residence; or
 - (b) BackCheck, forms to be completed can be found on the website at: <http://www.backcheck.net/> ; or
 - (c) Commissionaires (Manitoba Division), forms to be completed can be found on the website at: <https://www.commissionaires.ca/en/manitoba/home>.
- F1.2 The following is a link to information for obtaining the Police Information Check including the Vulnerable Sector screening from the City of Winnipeg Police Service.
<http://winnipeg.ca/police/pr/PIC.stm>
- F1.2.1 The Police Information Check shall include a Vulnerable Sector Screening. This can be obtained by following the link below <http://winnipeg.ca/police/pr/PIC.stm> .
- (a) Individuals will need to state in the form, that they may be working in City of Winnipeg pools, libraries and community centres;
- F1.3 The original Police Information Check (Form P-612) will be provided by the Winnipeg Police Service to the individual applicant. The original has a validation sticker from the Winnipeg Police Service in the top right hand corner. The applicant shall:
- (a) Provide the original Police Information Check (Form P-612) to the Contract Administrator.
- F1.4 Prior to the award of Contract, and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Contractor shall supply the Contract Administrator with a Police Information Check obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof, for each individual proposed to perform the Work.
- F1.5 Any individual for whom a Police Information Check is not provided, or for whom a Police Information Check indicates any convictions or pending charges related to property offences or crimes against another person will not be permitted to perform any Work.
- F1.6 Any Police Information Check obtained thereby will be deemed valid for the duration of the Contract subject to a repeated records search as hereinafter specified.
- F1.7 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require an updated Police Information Check. Any individual who fails to provide a satisfactory Police Information Check as a result of a repeated Police Information Check will not be permitted to continue to perform any Work.