



**THE CITY OF WINNIPEG**

# **BID OPPORTUNITY**

**BID OPPORTUNITY NO. 1126-2018**

**SUPPLY AND DELIVERY OF FLAT SHEET PAPER**

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## **PART B - BIDDING PROCEDURES**

### **B1. CONTRACT TITLE**

B1.1 SUPPLY AND DELIVERY OF FLAT SHEET PAPER

### **B2. SUBMISSION DEADLINE**

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, February 21, 2019.

B2.2 Bids 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 D6.1.

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 promptly notify the Contract Administrator of the error, discrepancy or omission 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. CONFIDENTIALITY**

B4.1 Information provided to a Bidder by the City or acquired by a Bidder 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 Bidder before receipt hereof; or
- (b) becomes publicly known other than through the Bidder; or
- (c) is disclosed pursuant to the requirements of a governmental authority or judicial order.

B4.2 The Bidder 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.

### **B5. ADDENDA**

B5.1 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.

- B5.2 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.
- B5.3 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>
- B5.4 The Bidder 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.
- B5.5 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.
- B5.6 Notwithstanding B3, enquiries related to an Addendum may be directed to the Contract Administrator indicated in D6.

**B6. SUBSTITUTES**

- B6.1 The Work is based on the materials, equipment, methods and products specified in the Bid Opportunity.
- B6.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B6.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least seven (7) Business Days prior to the Submission Deadline.
- B6.4 The Bidder shall ensure that any and all requests for approval of a substitute:
- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the material, equipment, method or product as either an approved equal or alternative;
  - (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
  - (c) identify any anticipated cost or time savings that may be associated with the substitute;
  - (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract;
  - (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract.
- B6.5 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.
- B6.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, to the Bidder who requested approval of the substitute.
- B6.6.1 The Contract Administrator will issue an Addendum, disclosing the approved materials, equipment, methods and products to all potential Bidders. The Bidder 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.

- B6.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.
- B6.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Bidder 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 B16.
- B6.9 No later claim by the Contractor for an addition to the price(s) because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.

## **B7. BID SUBMISSION**

- B7.1 The Bid shall consist of the following components:
- (a) Form A: Bid; and
  - (b) Form B: Prices.
- B7.2 Further to B7.1, the Bidder should include the written correspondence from the Contract Administrator approving a substitute in accordance with B6.
- B7.3 All components of the Bid 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.
- B7.4 The Bid Submission may be submitted by mail, courier or personal delivery, or by facsimile transmission.
- B7.5 If the Bid Submission is submitted by mail, courier or personal delivery, it shall be enclosed and sealed in an envelope clearly marked with the Bid Opportunity number and the Bidder's name and address, and shall be submitted to:
- The City of Winnipeg  
Corporate Finance Department  
Materials Management Division  
185 King Street, Main Floor  
Winnipeg MB R3B 1J1
- B7.5.1 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.
- B7.6 If the Bid Submission is submitted by facsimile transmission, it shall be submitted to 204- 949-1178.
- B7.6.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.
- B7.7 Bidders are advised not to include any information/literature except as requested in accordance with B7.1.
- B7.8 Bidders are advised that inclusion of terms and conditions inconsistent with the Bid Opportunity document, including the General Conditions, will be evaluated in accordance with B16.1(a).
- B7.9 Bids submitted by internet electronic mail (e-mail) will not be accepted.

## **B8. BID**

- B8.1 The Bidder shall complete Form A: Bid, making all required entries.
- B8.2 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/her own name, his/her 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/her own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.

B8.2.1 If a Bid is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B8.2.

B8.3 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.

B8.4 Paragraph 11 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/her 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/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.

B8.4.1 The name and official capacity of all individuals signing Form A: Bid should be printed below such signatures.

B8.5 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 and the Contract, when awarded, shall be both joint and several.

## **B9. PRICES**

B9.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.

B9.1.1 Prices on Form B: Prices shall include:

- (a) duty;
- (b) freight and cartage;
- (c) Provincial and Federal taxes [except the Goods and Services Tax (GST) and Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable] and all charges governmental or otherwise paid;
- (d) profit and all compensation which shall be due to the Contractor for the Work and all risks and contingencies connected therewith.

B9.1.2 Prices on Form B: Prices shall not include Environmental Handling Charges (EHC) or fees, which shall be extra where applicable.

B9.2 The quantities listed on Form B: Prices are to be considered approximate only. The City will use said quantities for the purpose of comparing Bids.

B9.3 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.

**B10. DISCLOSURE**

B10.1 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.

B10.2 The Persons are:

- (a) Spicers Canada ULC

**B11. CONFLICT OF INTEREST AND GOOD FAITH**

B11.1 Bidders, by responding to this Bid Opportunity, declare that no Conflict of Interest currently exists, or is reasonably expected to exist in the future.

B11.2 Conflict of Interest means any situation or circumstance where a Bidder or employee of the Bidder proposed for the Work has:

- (a) other commitments;
- (b) relationships;
- (c) financial interests; or
- (d) involvement in ongoing litigation;

that could or would be seen to:

- (i) exercise an improper influence over the objective, unbiased and impartial exercise of the independent judgment of the City with respect to the evaluation of Bids or award of the Contract; or
- (ii) compromise, impair or be incompatible with the effective performance of a Bidder's obligations under the Contract;
- (e) has contractual or other obligations to the City that could or would be seen to have been compromised or impaired as a result of its participation in the Bid Opportunity process or the Work; or
- (f) has knowledge of confidential information (other than confidential information disclosed by the City in the normal course of the Bid Opportunity process) of strategic and/or material relevance to the Bid Opportunity process or to the Work that is not available to other bidders and that could or would be seen to give that Bidder an unfair competitive advantage.

B11.3 In connection with its Bid, each entity identified in B11.2 shall:

- (a) avoid any perceived, potential or actual Conflict of Interest in relation to the procurement process and the Work;
- (b) upon discovering any perceived, potential or actual Conflict of Interest at any time during the Bid Opportunity process, promptly disclose a detailed description of the Conflict of Interest to the City in a written statement to the Contract Administrator; and
- (c) provide the City with the proposed means to avoid or mitigate, to the greatest extent practicable, any perceived, potential or actual Conflict of Interest and shall submit any additional information to the City that the City considers necessary to properly assess the perceived, potential or actual Conflict of Interest.

B11.4 Without limiting B11.3, the City may, in its sole discretion, waive any and all perceived, potential or actual Conflicts of Interest. The City's waiver may be based upon such terms and conditions as the City, in its sole discretion, requires to satisfy itself that the Conflict of Interest has been appropriately avoided or mitigated, including requiring the Bidder to put into place such policies, procedures, measures and other safeguards as may be required by and be acceptable to the City, in its sole discretion, to avoid or mitigate the impact of such Conflict of Interest.



- B11.5 Without limiting B11.3, and in addition to all contractual or other rights or rights at law or in equity or legislation that may be available to the City, the City may, in its sole discretion:
- (a) disqualify a Bidder that fails to disclose a perceived, potential or actual Conflict of Interest of the Bidder or any of its employees proposed for the Work;
  - (b) require the removal or replacement of any employees proposed for the Work that has a perceived, actual or potential Conflict of Interest that the City, in its sole discretion, determines cannot be avoided or mitigated;
  - (c) disqualify a Bidder or employees proposed for the Work that fails to comply with any requirements prescribed by the City pursuant to B11.4 to avoid or mitigate a Conflict of Interest; and
  - (d) disqualify a Bidder if the Bidder, or one of its employees proposed for the Work, has a perceived, potential or actual Conflict of Interest that, in the City's sole discretion, cannot be avoided or mitigated, or otherwise resolved.
- B11.6 The final determination of whether a perceived, potential or actual Conflict of Interest exists shall be made by the City, in its sole discretion.

## **B12. QUALIFICATION**

- B12.1 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; 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.
- B12.2 The Bidder 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>
- B12.3 The Bidder 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);
- B12.4 The Bidder 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 Bidder and of any proposed Subcontractor.
- B12.5 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.

## **B13. OPENING OF BIDS AND RELEASE OF INFORMATION**

- B13.1 Bids will not be opened publicly.

- B13.2 Following the Submission Deadline, the names of the Bidders and their bid prices <sup>^</sup> (unevaluated, and pending review and verification of conformance with requirements or evaluated prices) 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>
- B13.3 After award of Contract, the name(s) of the successful Bidder(s), their address(es) 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 Division website at <http://www.winnipeg.ca/matmgt>
- B13.4 The Bidder is advised that any information contained in any Bid 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).
- B13.4.1 To the extent permitted, the City shall treat as confidential information, those aspects of a Bid Submission identified by the Bidder as such in accordance with and by reference to Part 2, Section 17 or Section 18 or Section 26 of The Freedom of Information and Protection of Privacy Act (Manitoba), as amended.

#### **B14. IRREVOCABLE BID**

- B14.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 9 of Form A: Bid.
- B14.2 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.

#### **B15. WITHDRAWAL OF BIDS**

- B15.1 A Bidder may withdraw his/her Bid without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.
- B15.1.1 Notwithstanding C21, 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.
- B15.1.2 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 11 of Form A: Bid, and only such person, has authority to give notice of withdrawal.
- B15.1.3 If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials will:
- (a) retain the Bid until after the Submission Deadline has elapsed;
  - (b) open the Bid to identify the contact person named in Paragraph 3 of Form A: Bid and the Bidder's authorized representatives named in Paragraph 11 of Form A: Bid; and
  - (c) if the notice has been given by any one of the persons specified in B15.1.3(b), declare the Bid withdrawn.
- B15.2 A Bidder who withdraws his/her Bid after the Submission Deadline but before his/her Bid has been released or has lapsed as provided for in B14.2 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.

#### **B16. EVALUATION OF BIDS**

- B16.1 Award of the Contract shall be based on the following bid evaluation criteria:

- (a) compliance by the Bidder with the requirements of the Bid Opportunity, or acceptable deviation therefrom (pass/fail);
- (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B12 (pass/fail);
- (c) Total Bid Price; and
- (d) economic analysis of any approved alternative pursuant to B6.

B16.2 Further to B16.1(a), the Award Authority may reject a Bid as being non-responsive if the Bid Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Bid, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.

B16.3 Further to B16.1(b), the Award Authority shall reject any Bid submitted by a Bidder who does not demonstrate, in his/her Bid or in other information required to be submitted, that he/she is responsible and qualified.

B16.4 Further to B16.1(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.

B16.4.1 Further to B16.1(a), in the event that a unit price is not provided on Form B: Prices, the City may determine the unit price by dividing the Amount (extended price) by the approximate quantity, for the purposes of evaluation and payment.

B16.5 This Contract will be awarded as a whole.

## **B17. AWARD OF CONTRACT**

B17.1 The City will give notice of the award of the Contract or will give notice that no award will be made.

B17.2 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.

B17.2.1 Without limiting the generality of B17.2, 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.

B17.3 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, in accordance with B16.

B17.3.1 Following the award of contract, a Bidder will be provided with information related to the evaluation of his/her Bid upon written request to the Contract Administrator.

B17.4 Notwithstanding C4, the City may issue a purchase order to the successful Bidder in lieu of the execution of a Contract.

B17.5 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 Supply of Goods* (Revision 2008 05 26) are applicable to the Work of the Contract.
- C0.1.1 The *General Conditions for the Supply of Goods* 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](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 Supply of Goods*.

## **PART D - SUPPLEMENTAL CONDITIONS**

### **GENERAL**

#### **D1. GENERAL CONDITIONS**

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

#### **D2. SCOPE OF WORK**

D2.1 The Work to be done under the Contract shall consist of supply and delivery of flat sheet paper for the period from April 1, 2019 until March 31, 2020, with the option of five (5) mutually agreed upon one (1) 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 April 1<sup>st</sup> of the respective year. Changes to the Contract shall not be implemented by the Contractor without written approval by the Contract Administrator.

D2.2 The Work shall be done on an "as required" basis during the term of the Contract.

D2.2.1 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.

D2.2.2 Notwithstanding C7, 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 The City reserves the right to add items during the Contract period, as they are required.

#### **D3. PRICE ADJUSTMENT PROVISION**

D3.1 Notwithstanding D2.1, the Contractor shall have the option prior to the start of each upcoming quarter, to submit unit price adjustments (increase/decrease), which shall not exceed mill rate notice increases. Furthermore, with each request for a price adjustment, the Contractor shall:

- (a) submit the request at least ten (10) Calendar Days prior to the end of the previous quarter;
- (b) submit only one (1) request per quarter. Multiple items may be submitted together;
- (c) identify the items that are affected by the mill increase; and
- (d) submit the respective mill notice with the unit price increase request, which shall be expressed by percentage.

D3.2 Price adjustments (increases/decreases) shall not be implemented by the Contractor without written approval of the Contract Administrator, which will not be reasonably withheld. Unit Price increases shall become effective the first day of the next quarter.

D3.2.1 Price Adjustment deadlines:

	Quarter Dates	Last Date to Request Quarterly Price Update	Date Pricing Will be Implemented
Quarter 2	July 1 – Sept 30	Jun 20	July 1
Quarter 3	Oct 1 – Dec 31	Sept 20	Oct 1
Quarter 4	Jan 1 – Mar 31	Dec 21	Jan 1
Quarter 1 (Subsequent Year(s), if Extension is invoked)	Apr 1 – Jun 30	Mar 20	Apr 1

D3.3 The City reserves the right to terminate the Contract if agreement regarding a quarterly unit price increase cannot be reached.

**D4. COOPERATIVE PURCHASE**

D4.1 The Contractor is advised that this is a cooperative purchase.

D4.2 The Contract Administrator may, from time to time during the term of the Contract, approve other public sector organizations and utilities, including but not limited to municipalities, universities, schools and hospitals, to be participants in the cooperative purchase.

D4.3 The Contract Administrator will notify the Contractor of a potential participant and provide a list of the delivery locations and estimated quantities.

D4.4 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.

D4.5 If any additional delivery charges are identified by the Contractor, the potential participant may accept or decline to participate in the cooperative purchase.

D4.6 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 goods;
- (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 D4.4 and D4.5 will apply.

D4.7 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.

D4.8 No participant shall have the right or authority to effect a change in the Contract, or of any other participant in this Contract.

## **D5. DEFINITIONS**

- D5.1 When used in this Bid Opportunity:
- (a) “**CWT**” means hundred weight; and
  - (b) “**PCW**” means post-consumer waste.

## **D6. CONTRACT ADMINISTRATOR**

- D6.1 The Contract Administrator is:
- Diane Westra-Hanaback  
Contracts Officer
- Telephone No.: 204-986-2293  
Email Address: [dwestra-hanaback@winnipeg.ca](mailto:dwestra-hanaback@winnipeg.ca)

## **D7. OWNERSHIP OF INFORMATION, CONFIDENTIALITY AND NON DISCLOSURE**

- D7.1 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.
- D7.2 The Contractor shall not make any public announcements or press releases regarding the Contract, without the prior written authorization of the Contract Administrator.
- D7.3 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.
- D7.4 A Contractor who violates any provision of D7 may be determined to be in breach of Contract.

## **D8. NOTICES**

- D8.1 Notwithstanding C21.3, all notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer.

## **SUBMISSIONS**

### **D9. AUTHORITY TO CARRY ON BUSINESS**

- D9.1 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.

## **SCHEDULE OF WORK**

### **D10. COMMENCEMENT**

- D10.1 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.
- D10.2 The Contractor shall not commence any Work until:

- (a) the Contract Administrator has confirmed receipt and approval of:
  - (i) evidence of authority to carry on business specified in D9; and
  - (ii) evidence of the workers compensation coverage specified in C6.16.
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

## **D11. DELIVERY**

D11.1 Goods shall be delivered on an "as required" basis during the term of the Contract, f.o.b. destination, freight prepaid, to various locations within the City. The Contractor may negotiate a nominal upcharge rate for goods required for delivery outside of the City of Winnipeg, which shall be coordinated and approved by the Contract Administrator.

D11.1.1 Goods shall be delivered within two (2) Business Day(s) of the placing of an order.

D11.2 The Contractor shall be responsible for confirming business hours for delivery with the User.

D11.3 The Contractor shall be solely responsible for off-load of goods, as directed at the delivery location.

D11.3.1 There may be numerous delivery locations at any particular City site.

D11.4 The Contractor shall ensure he has the necessary equipment to move the Goods from any access ramp or loading area to its required destination.

D11.5 Individual delivery requirements for Printing, Graphics and Mail Services Branch or any other department within these buildings:

D11.5.1 Susan A. Thompson Building or Council Building  
510 Main Street

- (a) The Contractor shall be responsible to shelve the boxes, as directed in the Division's storage area.
- (b) The Contractor shall access either of two (2) loading zones as follows:
  - (i) King Street loading zone for access to north doors of the Council Building or the south doors of the Susan A. Thompson (S.A.T.) Building; or
  - (ii) James Street loading zone for access to the S.A.T. Building via the ramp to the lower level garage area:
    - ◆ the Contractor is advised that overhead door clearance for this access is maximum 8'4";
    - ◆ overhead door control may be gained from inside the man-door at the bottom of the ramp;
    - ◆ if the vehicle permits, the Contractor may proceed down this access ramp and park within;
    - ◆ the Contractor shall not block this access ramp at any time during the delivery; and
    - ◆ the Contractor shall not block access to this overhead door at any time during the delivery.
- (c) The Contractor must report to one (1) of the following locations to sign in, and to receive an authorized visitors pass or courier pass which will allow access to the elevators in the S.A.T. Building as well as the tunnel doors between the S.A.T. Building and the Council Building:
  - (i) Main Floor Security Desk, S.A.T. Building; or
  - (ii) Lower Level Garage Area Security Desk, S.A.T. Building; or
  - (iii) Main Floor Security Desk, Council Building.



- (d) The visitor/courier pass must be visible at all times that delivery personnel are within the S.A.T. Building or the Council Building.
- (e) The Contractor must, upon completion of the delivery, return the visitor/courier pass to the same location as received, and sign out.

**D11.6 Individual delivery requirements for Police Service Department**

**D11.6.1 345 Smith Street**

- (a) Police Service Department typically requires delivery every second week of approximately 48 cases letter and 8 cases legal, however actual quantities will be indicated at time of order.
- (b) All flat sheet paper for the Police Service offices located 245 Smith is ordered by:  
Quartermaster Stores Unit  
Ph: 986-6384
- (c) The delivery notification phone number is 986-5851.
  - (i) The Contractor's warehouse/distribution point shall call 986-5851 the day before the morning delivery (to indicate delivery);
- (d) The delivery truck should also place a second call to 986-5851 within 15 minutes of the physical delivery so that a Stores Unit employee can arrange to meet the truck at 345 Smith Street; and
- (e) A Stores Unit employee shall provide an escort for the duration of the delivery.

**D11.6.2 Delivery shall require:**

- (a) The Contractor to load the cases onto the dock; and
- (b) The Stores Unit employee to count the cases.

**D12. ORDERS**

D12.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for delivery may be placed.

**D13. RECORDS**

D13.1 The Contractor shall keep detailed records of the goods supplied under the Contract.

D13.2 The Contractor shall record, as a minimum, for each item listed on Form B: Prices:

- (a) user name(s) and addresses;
- (b) order date(s);
- (c) delivery date(s); and
- (d) description and quantity of goods supplied.

D13.3 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**

**D14. INVOICES**

D14.1 Further to C10, the Contractor shall submit an invoice for each order delivered 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](mailto:CityWpgAP@winnipeg.ca)

- D14.2 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 goods delivered;
  - (e) the amount payable with GST, MRST, and any applicable environmental handling charges/fees identified and shown as separate amounts; and
  - (f) the Contractor's GST registration number.
- D14.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.
- D14.4 **Bid Submissions must not be submitted to the above facsimile numbers. Bids must be submitted in accordance with B7.**
- D15. PAYMENT**
- D15.1 Further to C10, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.
- D15.2 Further to C10, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.
- D16. PURCHASING CARD**
- D16.1 The Contractor shall allow Users to charge items to their purchasing cards at no extra cost.
- D16.2 The Contractor's credit card website/gateway shall have appropriate current Payment Card Industry Data Security standards (PCI DSS) certification, (<https://www.pcisecuritystandards.org/index.shtml> ). The credit card gateway shall meet the credit card data security requirements outlined by the Payment Card Industry Security Standards Council (PCI SSC) for service providers and/or software vendors.

## **WARRANTY**

### **D17. WARRANTY**

- D17.1 Warranty is as stated in C11.

## **PART E - SPECIFICATIONS**

### **GENERAL**

#### **E1. APPLICABLE SPECIFICATIONS AND DRAWINGS**

- E1.1 These Specifications shall apply to the Work.
- E1.2 Bidders are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B6.
- E1.2.1 Items No. 1 through 4 inclusive should be Domtar EarthChoice 30.
- E1.2.2 No substitutes shall be allowed for Items No. 14 through 17 inclusive, and Item No. 26.
- E1.3 The City currently has approximately 675 print devices in service. The City reserves the right to revise locations, paper type and size, or the quantities for individual locations as required by changes in its operations during the term of the Contract.
- (a) Equipment consists mostly of Multi-Function Print (MFP) devices; however there are some print only devices in use.
- E1.4 Items No. 1 through 11 inclusive, and Items No. 23 through 25 inclusive are intended for use on the following equipment: Ricoh 8120, Xerox Nuvera 144, Xerox Versant 80 and Xerox 770.
- E1.4.1 Equipment type may be replaced during the term of the Contract.
- E1.5 Items No. 14 through 17 inclusive, and Item No. 26 should be compatible for use in digital equipment.

#### **E2. SUSTAINABLE PAPER SPECIFICATIONS**

- E2.1 Paper shall be certified by the following internationally recognized forest and manufacturing environmental certification:
- (a) Forest Stewardship Council (FSC)
- E2.1.1 Notwithstanding E2.1(a), for Items No. 12 and 13 only, Sustainable Forestry Initiative (SFI) certification will be acceptable.
- E2.2 All paper supplied by the Contractor shall abide by the requirements set forth by the Canadian General Standards Board.

#### **E3. GOODS**

- E3.1 The Contractor shall supply flat sheet paper in accordance with the requirements hereinafter specified.
- E3.2 Items No. 1-4 – shall be Bond Paper White and should be Domtar EarthChoice 30 which shall include:
- (a) Bond paper shall contain not less than 30% Post-Consumer Waste (PCW);
- (b) Paper should be processed chlorine free;
- (c) Minimum Opacity – 88%;
- (d) Caliper – 4.0 mm;
- (e) Basis Weight – 20 lbs:
- (i) Approximately 75 grams per square metre.
- (f) Brightness – 92;
- (g) Finish – Smooth:

- (i) Smoothness - 160
  - (h) Long grain; and
  - (i) Package size 500 sheets.
- E3.3 Items No. 5-7 – Bond Paper Asst. Pastel Colours shall be:
  - (a) Bond paper shall contain not less than 30% Post-Consumer Waste (PCW);
  - (b) Paper should be processed chlorine free;
  - (c) Basis Weight – 20 lbs:
    - (i) Approximately 75 grams per square metre.
  - (d) Finish – Smooth;
    - (i) Smoothness - 150
  - (e) Long grain;
  - (f) Package size 500 sheets; and
  - (g) Available in assorted pastel and colours including but not limited to green, canary, buff, blue, and pink.
- E3.4 Items No. 8-11 – Paper – Copy White shall be:
  - (a) Bond paper shall contain not less than 100% Post-Consumer Waste (PCW);
  - (b) Paper should be processed chlorine free;
  - (c) Minimum Opacity – 90%;
  - (d) Basis Weight – 20 lbs:
    - (i) Approximately 75 grams per square metre.
  - (e) Brightness – 92;
  - (f) Finish – Smooth;
    - (i) Smoothness – 170
  - (g) Long grain; and
  - (h) Package size 500 sheets.
- E3.5 Items No. 12-13 – Vellum Bristol Paper shall be:
  - (a) Vellum bristol;
  - (b) Shall contain not less than 10% Post-Consumer Waste (PCW);
  - (c) Brightness – 92 (white only);
  - (d) Basis Weight – 67 lbs:
    - (i) Approximately 147 grams per square metre.
  - (e) Long grain;
  - (f) Package size 250 sheets; and
  - (g) available in assorted colours as applicable including, but not be limited to blue, buff, cream/ivory, green, goldenrod, orange, orchid, salmon, tan, and yellow.
- E3.5.1 Precipitated calcium carbonate and optical brighteners may be added to improve brightness.
- E3.6 Items No. 14-17, and 26 – Carbonless (assorted) Forms shall be:
  - (a) Multi-part carbonless Laser forms as specified:
    - (i) 2-Part Forms to be Canary/White;
    - (ii) 3-Part Forms to be Pink/Canary/White; and
    - (iii) 4-Part Forms to be Goldenrod/Pink/Canary/White.

- (b) Basis Weight – 20 lbs.
  - (c) Long grain; and
  - (d) Package size: 500 sheets/forms.
- E3.7 Item No. 18 – Bond Paper Vellum Bright Asst. Colours shall be:
- (a) Paper should be processed chlorine free;
  - (b) Basis Weight – 65 lbs. Cover;
  - (c) Finish – Smooth;
  - (d) Long grain;
  - (e) Package size 250 sheets.
  - (f) Available in assorted bright colours including but not limited to green, blue, orange, yellow red and pink.
- E3.8 Item No. 19 – Carolina Coated Cover C1S-10pt shall be:
- (a) Coated Cover stock;
  - (b) Brightness – 92;
  - (c) Finish - Gloss;
  - (d) Basis weight – 124 lbs:
    - (i) Approximately 330 grams per square metre.
  - (e) Short grain; and
  - (f) 600 sheets per case.
- E3.9 Item No. 20 – Carolina Coated Cover C2S-10pt shall be:
- (a) Coated Cover stock;
  - (b) Brightness – 92;
  - (c) Finish - Gloss;
  - (d) Basis weight – 144 lbs:
    - (i) Approximately 380 grams per square metre.
  - (e) Short grain; and
  - (f) 600 sheets per case.
- E3.10 Item No. 21 – Domtar Cougar Digital Cover shall be:
- (a) Shall contain not less than 10% Post-Consumer Waste (PCW);
  - (b) Brightness – 98;
  - (c) Finish – Smooth;
  - (d) Basis Weight – 65 lbs:
    - (i) Approximately 176 grams per square metre.
  - (e) Long grain; and
  - (f) 2500 sheets per case (10 packages of 250 sheets).
- E3.11 Item No. 22 – Domtar Cougar Digital Cover shall be:
- (a) Shall contain not less than 10% Post-Consumer Waste (PCW);
  - (b) Brightness – 98;
  - (c) Finish – Smooth;
  - (d) Basis Weight – 65 lbs:
    - (i) Approximately 176 grams per square metre.

- (e) Short grain; and
  - (f) 650 sheets per case.
- E3.12 Items No. 23-25 – Bond Paper Asst. Bright Colours shall be:
- (a) Paper should be processed chlorine free;
  - (b) Basis Weight – 60 lbs. text:
    - (i) 89 grams per square metre.
  - (c) Finish – Smooth;
  - (d) Long grain;
  - (e) Package size 500 sheets; and
  - (f) Available in assorted bright colours including but not limited to green, blue, orange, yellow, red and pink.
- E3.13 Item No. 27 – Carolina White Virgin Digital C1S shall be:
- (a) Paper should be processed chlorine free;
  - (b) Brightness – 92;
  - (c) Finish – Gloss;
  - (d) Basis Weight – 124 lbs:
    - (i) Approximately 330 grams per square metre.
  - (e) Package size 200 sheets.
- E3.14 Item No. 28 – Carolina Coated Cover C2S shall be:
- (a) Paper should be processed chlorine free;
  - (b) Brightness – 92;
  - (c) Finish – Gloss;
  - (d) Basis Weight – 144 lbs:
    - (i) Approximately 380 grams per square metre.
  - (e) Case size 1200 sheets.
- E3.15 Item No. 29-30 – Pacesetter Digital Coated Silk Text shall be:
- (a) Brightness – 91;
  - (b) Finish – Silk;
  - (c) Basis Weight – 80 lb. Text:
    - (i) Approximately 118 grams per square metre.
  - (d) Basis Weight – 100 lb. Text:
    - (i) Approximately 148 grams per square metre.
  - (e) Long grain; and
  - (f) 1,000 per case.
- E3.16 Item No. 31-32 – Pacesetter Digital Coated Silk Cover shall be:
- (a) Brightness – 91;
  - (b) Finish – Silk;
  - (c) Basis Weight – 80 lb. Cover:
    - (i) Approximately 216 grams per square metre.
  - (d) Basis Weight – 100 lb. Cover:
    - (i) Approximately 270 grams per square metre.

- (e) Short grain; and
- (f) 500 per case.

E3.17 Item No. 33 – Domtar Cougar Digital Cover shall be:

- (a) Shall contain not less than 10% Post-Consumer Waste (PCW);
- (b) Brightness – 98;
- (c) Finish – Smooth;
- (d) Basis Weight – 80 lbs. Cover:
  - (i) Approximately 216 grams per square metre.
- (e) Short grain; and
- (f) 500 sheets per case.

E3.18 Item No. 34 – Domtar Cougar Digital Cover shall be:

- (a) Shall contain not less than 10% Post-Consumer Waste (PCW);
- (b) Brightness – 98;
- (c) Finish – Smooth;
- (d) Basis Weight – 100 lbs. Cover:
  - (i) Approximately 270 grams per square metre.
- (e) 400 sheets per case.