



THE CITY OF WINNIPEG

TENDER

TENDER NO. 689-2019

PROVISION OF COURIER SERVICES CAR - TRUCK

TABLE OF CONTENTS

PART A - BID SUBMISSION

Form A: Bid	1
Form B: Prices	4

PART B - BIDDING PROCEDURES

B1. Contract Title	1
B2. Submission Deadline	1
B3. Enquiries	1
B4. Confidentiality	1
B5. Addenda	1
B6. Substitutes	2
B7. Bid Submission	3
B8. Bid	3
B9. Prices	4
B10. Disclosure	4
B11. Conflict of Interest and Good Faith	5
B12. Qualification	6
B13. Opening of Bids and Release of Information	6
B14. Irrevocable Bid	7
B15. Withdrawal of Bids	7
B16. Evaluation of Bids	7
B17. Award of Contract	8

PART C - GENERAL CONDITIONS

C0. General Conditions	1
------------------------	---

PART D - SUPPLEMENTAL CONDITIONS

General

D1. General Conditions	1
D2. Scope of Work	1
D3. Cooperative Purchase	1
D4. Definitions	2
D5. Contract Administrator	2
D6. Ownership of Information, Confidentiality and Non Disclosure	2
D7. Notices	3

Submissions

D8. Authority to Carry on Business	3
D9. Insurance	3
D10. Winnipeg Climate Action Plan and Annual Reporting	3

Control of Work

D11. Commencement	4
D12. Orders	4
D13. Records	4

Measurement and Payment

D14. Invoices	4
D15. Payment	5
D16. Purchasing Card	5

Warranty

D17. Warranty	5
---------------	---

PART E - SPECIFICATIONS

General

E1. Applicable Specifications	1
E2. Services	1

E3. Courier Service Car – Truck “Scheduled” Services	2
E4. Courier Service Car – Truck “As Required” Services	3

PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 PROVISION OF COURIER SERVICES CAR - TRUCK

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, October 18, 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 D5.1.

B3.2 If the Bidder finds errors, discrepancies or omissions in the Tender, 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 Tender 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 Tender 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 Tender 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 Tender, 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 D5.

B6. SUBSTITUTES

- B6.1 The Work is based on the Plant, Materials and methods specified in the Tender.
- 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 five (5) 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 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;
 - (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 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.

B7. BID SUBMISSION

B7.1 The Bid shall consist of the following components:

- (a) Form A: Bid;
- (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 may be submitted by mail, courier or personal delivery, or by facsimile transmission.

B7.5 If the Bid is submitted by mail, courier or personal delivery, it shall be enclosed and sealed in an envelope clearly marked with the Tender 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 which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the Tender 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 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 or guarantee the successful receipt of a faxed Bid Submission.

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 Tender 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 Notwithstanding C11.1.3, 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.

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.

B9.4 Payments to Non-Resident Contractors are subject to Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

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) N/A

B11. CONFLICT OF INTEREST AND GOOD FAITH

B11.1 Bidders, by responding to this Tender, 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 Tender 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 Tender process) of strategic and/or material relevance to the Tender 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 Tender 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 <https://winnipeg.ca/finance/findata/matmgt/listing/debar.pdf>

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 Total Bid Prices (unevaluated, and pending review and verification of conformance with requirements) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management 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 C22.5, 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 Tender, 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;
- (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 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 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.

B16.5 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 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 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 C4.1, 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 Supply of Services* (Revision 2019-01-15) are applicable to the Work of the Contract.
- C0.1.1 The *General Conditions for Supply of 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 Tender to a section, clause or subclause with the prefix “**C**” designates a section, clause or subclause in the *General Conditions for Supply of Services*.

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. GENERAL CONDITIONS

D1.1 In addition to the *General Conditions for Supply of Services*, 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 provision of courier services car/truck for the period from January 1, 2020 until December 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 January 1st 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 and scheduled" 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 C7.4, the City shall have no obligation under the Contract to purchase any quantity of any item in excess of its actual operational requirements.

D2.3 Notwithstanding D2.1, the type and quantity of Work to be performed under this Contract is subject to annual approval of monies therefore in a budget by Council. Bidders are advised that monies have been approved for work up to and including December 31, 2019.

D2.3.1 In the event that Council does not approve the annual budget for any year during this Contract, the City reserves the right to alter the type or quantity of work performed under this Contract, or to terminate the Contract, upon one hundred and twenty (120) Calendar Days written notice by the Contract Administrator. In such an event, no claim may be made against the City for damages of any kind resulting from the termination, including, but not limited to, on the ground of loss of anticipated profit on Work.

D3. COOPERATIVE PURCHASE

D3.1 The Contractor is advised that this is a cooperative purchase.

D3.2 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.

D3.3 The Contract Administrator will notify the Contractor of a potential participant and provide a list of the delivery locations and estimated quantities.

D3.4 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.

D3.5 If any additional delivery charges are identified by the Contractor, the potential participant may accept or decline to participate in the cooperative purchase.

- D3.6 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 D3.4 and D3.5 will apply.
- D3.7 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.
- D3.8 No participant shall have the right or authority to effect a change in the Contract, or of any other participant in this Contract.

D4. DEFINITIONS

- D4.1 When used in this Tender:
- (a) "**User**" means a person, department or other administrative unit of the City authorized by the Contract Administrator to order Work under this Contract;

D5. CONTRACT ADMINISTRATOR

- D5.1 The Contract Administrator is:
- Brenda Dupuis Smith
Contracts Officer
Telephone No. 204 986-2492
Email Address: bdupuis@winnipeg.ca
- D5.2 At the pre-commencement meeting, the Contract Administrator will identify any additional personnel representing the Contract Administrator and their respective roles and responsibilities for the Work.

D6. OWNERSHIP OF INFORMATION, CONFIDENTIALITY AND NON DISCLOSURE

- D6.1 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.
- D6.2 The Contractor shall not make any public announcements or press releases regarding the Contract, without the prior written authorization of the Contract Administrator.
- D6.3 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.
- D6.4 A Contractor who violates any provision of D6 may be determined to be in breach of Contract.

D7. NOTICES

- D7.1 Notwithstanding C22.3, all notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer.

SUBMISSIONS

D8. AUTHORITY TO CARRY ON BUSINESS

- D8.1 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.

D9. INSURANCE

- D9.1 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, contractual liability, non-owned automobile liability and products and completed operations cover, to remain in place at all times during the performance of the Work;
 - (b) 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;
- D9.2 Deductibles shall be borne by the Contractor.
- D9.3 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 but in no event later than seven (7) Calendar Days from notification of the award of Contract.
- D9.4 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.
- D9.5 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.

D10. WINNIPEG CLIMATE ACTION PLAN AND ANNUAL REPORTING

- D10.1 The Contractor shall submit to the Contract Administrator for approval, not later than March 31st of each year of the Contract, a detailed report (for the reporting period January 1st and December 31st of each calendar year) that includes the following:
- (a) accurate quantities for each type of fuel consumed for motor vehicles used performing the work;
 - (b) total fuel use (in litres) for each fuel type consumed;
 - (c) total vehicle usage (in hours), sorted by fuel type;
 - (d) simple calculation of average fuel efficiency (in litres/hour) sorted by fuel type;
 - (e) composition of each fuel type (e.g. average percentage of biodiesel and ethanol, volume of compressed natural gas (CNG));
 - (f) total number of vehicles, sorted by weight class and fuel type; and,

(g) any other information requested by the Contract Administrator.

D10.2 The City will use the reports to track total greenhouse gas production from vehicle use in both City operations and City contracted services. This initiative aims to reduce air pollution and the production of greenhouse gas emissions, while demonstrating the City's commitment to environmental sustainability and climate action.

CONTROL OF WORK

D11. COMMENCEMENT

D11.1 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.

D11.2 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 D8;
 - (ii) evidence of the workers compensation coverage specified in C6.14; and
 - (iii) evidence of the insurance specified in D9.
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D12. ORDERS

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

D13. RECORDS

D13.1 The Contractor shall keep detailed records of the services 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) service date(s); and
- (d) description and quantity of services provided.

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 C11, the Contractor shall submit an invoice for each portion of work performed 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

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 work performed;
- (e) the amount payable with GST and MRST 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 number. Bids must be submitted in accordance with B7.**

D15. PAYMENT

D15.1 Further to C11, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

D15.2 Further to C11, 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 Notwithstanding C12, 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 Bidders are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B6. In every instance where a brand name or design specification is used, the City will also consider approved equals and/or approved alternatives in accordance with B6.

E2. SERVICES

- E2.1 The Contractor shall provide courier services car - truck in accordance with the requirements hereinafter specified.
- E2.2 The Work of the Contract is the pick-up and delivery of items including, but not limited to:
- (a) envelopes;
 - (b) boxes;
 - (c) small containers;
 - (d) banners, signs, etc;
 - (e) computers; monitors, keyboards and other equipment;
 - (f) printers;
 - (g) facsimile machines;
 - (h) vehicle parts;
 - (i) auto / lawnmower / tractor parts;
 - (j) empty plastic recycling bins; and
 - (k) compost bins.
- E2.3 Each piece for car shipments shall not exceed fifty (50) pounds.
- E2.4 The Contractor shall provide, to each Department, pre-printed waybills/manifests for City accounts at no additional charge.
- E2.5 Car-Direct Service:
- (a) Shall be the pick-up and delivery of the item(s) to its destination within one (1) hour of the request for service.
- E2.6 Car-Rush Service:
- (a) Shall be the pick-up and delivery of the item(s) to its destination within two (2) hours of the request for service.
- E2.7 Car- Regular Service:
- (a) Shall be the pick-up and delivery of the item(s) to its destination within three (3) hours of the request for service.
- E2.8 Car-Bio Hazardous Material:
- (a) Shall consist of water and blood samples. The Contractor shall pick-up and deliver the item(s) to its destination within (2) two hours of the request for service.

- (b) Water and blood samples are listed under CLASS 9 Miscellaneous Dangerous Goods (9.1). The Contractor must comply with all applicable legislation including the Canadian Transportation of Dangerous Goods Act and Regulations.

E2.9 Truck/Van -Direct Service:

- (a) Shall be the pick-up and delivery of the item(s) to its destination within one (1) hour of the request for service.

E2.10 Truck/Van – Rush Service:

- (a) Shall be the pick-up and delivery of the item(s) to its destination within two (2) hours of the request for service.

E2.11 Truck/Van – Regular Service:

- (a) Shall be the pick-up and delivery of the item(s) to its destination within three (3) hours of the request for service.

E2.12 Ton 3-5 Truck – Rush Service:

- (a) Shall be the pick-up and delivery of the item(s) to its destination within two (2) hours of the request for service.

E2.13 Ton 3-5 Truck – Regular Service:

- (a) Shall be the pick-up and delivery of the item(s) to its destination within three (3) hours of the request for service.

E2.14 Additional Items:

- (a) Shall apply where there is more than one item for pick-up and delivery to the same location.
 - (i) A handful of envelopes picked up and delivered by car to the same location shall be considered one item.

E2.15 Waiting Time:

- (a) Shall be charged in ten (10) minute intervals and shall be charged for any time in excess of ten (10) minutes when the driver arrives and the item(s) is not ready for pick-up.

E2.16 Mileage charge:

- (a) The price per kilometer shall apply to each kilometer driven beyond the City of Winnipeg posted limits.

E2.17 Where Service “Scheduled” and “As Required” cannot be performed in accordance with a request, the User shall be notified. If the Contractor fails to notify the User, or perform the Work in accordance with the terms of the Contract, the City will consider the Contractor to be in default.

E3. COURIER SERVICE CAR – TRUCK “SCHEDULED” SERVICES

Property Planning & Development (Scheduled Services)

E3.1 PPD (Property Planning & Development) Municipal Accommodations (scheduled delivery miscellaneous items).

E3.2 Daily Scheduled (Monday to Friday) Pick-up 8:30 AM- PPD Municipal Accommodations 4 -185 King Street (Car Rush Service) express delivered to 752 McGee Street with (Car Rush Service) express return delivery back to 4-185 King Street.

E3.3 City Contact person reception (Sandra Richards) (204)-986-7266.

Fire Paramedic Services (Scheduled Services)

- E3.4 Fire Paramedic Services (Finance) (scheduled delivery miscellaneous items):
- E3.5 Wednesday(s) - Scheduled Pick-up 8:30 AM- Fire Paramedics 2-185 King Street (Car Regular Service) deliver to 700 William Street with a (Car Regular Service) return delivery to 2-185 King St.
- E3.6 City Contact person: reception (Bethanie Macleod) (204)-986-8648.

Water and Waste (Scheduled Services)

- E3.7 Water and Waste (Scheduled Services approximately five (5) (+) bins.
- E3.8 Daily Scheduled (Monday to Friday) Pickup 1:00 PM- Water and Waste Department 4-185 King Street delivery by 3:00 p.m. same day (Truck/Van Rush Service) express delivery to Dycom Direct Mail located at 495 Berry Street.
- E3.9 City Contact person: reception Vanessa Mushmanski (204)-986-7083.

Water and Waste (Scheduled Services)

- E3.10 Water and Waste (Scheduled Services miscellaneous items).
- E3.11 Daily Scheduled (Monday, Wednesday and Friday) pick-up 8:30 AM – 1120 Waverley (Car Regular Service) deliver to 1777 Brady Road with (Car Regular Service) return delivery to 1120 Waverley.
- E3.12 City Contact person: reception Candy Doerksen (204)-986-3623.

E4. COURIER SERVICE CAR – TRUCK “AS REQUIRED” SERVICES

E4.1 Mail Services (“As Required” Services):

- (a) Courier service shall be required (various days Monday to Friday) on an “as required” basis with either advance notice, short notice or same morning call notice. An assigned driver is required for this service delivery (plus a backup when required) for consistency and familiarity with the various routes. The Contractor shall provide a phone number and be available to be contacted by 8:00 a.m. to schedule the same day.
- (b) The Contractor shall provide interdepartmental mail pickup and delivery to seventy-five (75) various locations across Winnipeg “on an as required” basis using a four day delivery cycle. Service is provided via eight (8) unique routes and split between South and North areas. The South route is done in the morning and North route in the afternoon. The Contractor shall provide their own dolly/cart to transport mail tubs, boxes, etc. to these locations as required.
- (c) Delivery and pick-up of City of Winnipeg Inter-office Mail includes boxes, parcels, tubs of mail, large rolled map tubes, bags and buckets.

E4.2 Mail Services (Duties)

- (a) 8:30 a.m.- the Contractor shall Pick up City Mail (boxes, parcels, tubs of mail, larger rolled map tubes, bags and buckets) from the Mail Services Division, Lower Level, Susan A Thompson Building, 510 Main Street for delivery to 8 locations on the North Route in 2 buildings within walking distance (180 and 185 King Street). A dolly will be provided by the Mail Services Division only for this mail delivery.
- (b) The Contractor shall return (boxes, parcels, tubs of mail, larger rolled map tubes, bags and buckets) from that delivery back to the Mail Services Division, Lower Level, Susan A Thompson Building, 510 Main Street.
- (c) The Contractor shall Pick up City of Winnipeg Mail (boxes, parcels, tubs of mail, larger rolled map tubes, bags and buckets) to continue with the appropriate a.m. South route and return to the Mail Services Division, Lower Level, Susan A Thompson Building, 510 Main Street by 11:15 a.m.

- (d) 11:15 a.m.- The Contractor shall Pick up City of Winnipeg Mail (boxes, parcels, tubs of mail, larger rolled map tubes, bags and buckets) from the Mail Services Division, Lower Level, Susan A Thompson Building, 510 Main Street for delivery to the appropriate p.m. North Route.
- (e) The Contactor Shall Return City of Winnipeg Mail (boxes, parcels, tubs of mail, larger rolled map tubes, bags and buckets) from the p.m. route to the Mail Services Division, Lower Level, Susan A Thompson Building, 510 Main Street.
- (f) 3:30 p.m.- The Contractor Shall Deliver City Metered Mail which includes approx. 12 – 25 CPC assorted mail tubs 12 x 23 and 11 x 18 (and occasional boxes) to 2000 Wellington Avenue Canada Post Corporation Loading Dock on the appropriate route cycle day. During peak seasons as many as 35 CPC assorted mail tubs would be delivered.
- (g) The Contractor must have the mandatory Personal Protective Equipment consisting of a safety vest and steel toe footwear to access 2000 Wellington Avenue Canada Post Loading Dock.

E4.3 Mail South Route-Cycle #1 (Morning):

- (a) The Contractor shall pick up and or deliver interdepartmental City of Winnipeg mail to the following locations:
 - (i) 185 King Street- Main Floor
 - (ii) 185 King Street - 2nd Floor
 - (iii) 185 King Street - 3rd Floor
 - (iv) 185 King Street - 4th Floor
 - (v) 180 King Street - 4th Floor
 - (vi) 180 King Street-5th Floor
 - (vii) 457 Main Street Main Floor - Assessment & Taxation
 - (viii) 457 Main Street 9th Floor - Winnipeg Police Board
 - (ix) 243 Main Street - Water & Waste Meter Department
 - (x) 395 Main Street - Community Services, By Law Enforcement
 - (xi) 414 Osborne Street - Handi-Transit
 - (xii) 421 Osborne Street - Transit
 - (xiii) 421 Osborne Street - Transit Business Centre
 - (xiv) 1120 Waverley Street - Solid Waste Services
 - (xv) 1539 Waverley Street - Door #12 Fleet Management
 - (xvi) 1539 Waverley Street - Insect Control
 - (xvii) 1539 Waverley Street - Public Works
 - (xviii) 1539 Waverley Street 2nd floor - Forestry Branch
 - (xix) 5006 Roblin Boulevard - Naturalist's Service Branch
 - (xx) 7740 Wilkes Avenue - W.E.W.P.C.C.
 - (xxi) 644 Parkdale Street - St. James Centennial Pool
 - (xxii) 2055 Ness Avenue - St. James Civic Centre

E4.4 Mail North Route Cycle #1 (Afternoon):

- (a) The Contractor shall pick up and or deliver interdepartmental City of Winnipeg mail to the following locations:
 - (i) 65 Garry Street 2nd Floor - Planning, Property & Development
 - (ii) 65 Garry Street 3rd Floor - Planning, Property & Development
 - (iii) 400-10 Fort Street - Planning, Property & Development
 - (iv) 78 – 30 Fort Street - Planning Property & Development HR

- (v) 30 Fort Street - Planning, Property & Development
- (vi) 170 Goulet Street - Bilingual Service Centre
- (vii) 1215 Archibald Street - Bonavital Pool
- (viii) Deacon Water Treatment Plant
- (ix) 141 Regent Avenue - Transcona Historical Museum
- (x) 1867 Springfield Road - Harbourview Golf Course
- (xi) 2230 Main Street - N.E.W.P.C.C.
- (xii) 2456 McPhillips Street - Fire Paramedic Service
- (xiii) 1450 Mountain Avenue - Archives and Records Control
- (xiv) 1057 Logan Avenue - Animal Services
- (xv) 360 McPhillips Street - Water and Waste
- (xvi) 1120 Pacific Avenue - 4R Depot (Except Wednesdays)
- (xvii) 1155 Pacific Avenue - Public Works
- (xviii) 1199 Pacific Avenue - Water and Waste

E4.5 Mail South Route Cycle #2 (Morning):

- (a) The Contractor shall pick up and or deliver interdepartmental City of Winnipeg mail to the following locations:

- (i) 185 King Street - Main Floor
- (ii) 185 King Street - 2nd Floor
- (iii) 185 King Street - 3rd Floor
- (iv) 185 King Street - 4th Floor
- (v) 180 King Street - 4th Floor
- (vi) 180 King Street - 5th Floor
- (vii) 395 Main Street - Community Services, By Law Enforcement
- (viii) 457 Main Street Main Floor - Assessment & Taxation
- (ix) 457 Main Street 7th Floor - Innovation Office
- (x) 457 Main Street 9th Floor - Winnipeg Police Board
- (xi) 7-1715 St. James Street - Materials Distribution Agency (MDA)
- (xii) 3001 Notre Dame Avenue - Cemeteries Branch
- (xiii) 599 Empress Avenue - Manitoba Blue Cross
- (xiv) 25 Poisedon - Pan Am Pool
- (xv) 421 Osborne Street - Transit
- (xvi) 421 Osborne Street - Transit Business Centre
- (xvii) 421 Osborne Street - Communications/Radio Shop
- (xviii) 414 Osborne Street - Handi-Transit

E4.6 Mail North Route Cycle #2 (Afternoon):

- (a) The Contractor shall pick up and or deliver interdepartmental City of Winnipeg mail to the following locations:

- (i) 266 Graham Street - Municipal Accommodations
- (ii) 65 Garry Street 2nd Floor - Planning, Property & Development
- (iii) 65 Garry Street 3rd Floor - Planning, Property & Development
- (iv) 400-10 Fort Street - Planning, Property & Development
- (v) 78 – 30 Fort Street - Planning Property & Development HR
- (vi) 30 Fort Street - Planning, Property & Development
- (vii) 495 Archibald Street - Traffic Services

- (viii) 552 Plinquet Street - Waterworks
- (ix) 558 Plinquet Street - Waterworks
- (x) 3 Grey Street - Insect Control
- (xi) 960 Thomas Avenue - Public Works Streets Maintenance
- (xii) 90 Sinclair Street - Centennial Pool
- (xiii) 821 Elgin Avenue - Traffic Signals
- (xiv) 770 Ross Avenue - Fleet Management
- (xv) 1220 Pacific Avenue - Public Works Equipment
- (xvi) 1277 Pacific Avenue - Public Works Stores
- (xvii) 50 Myrtle Street - Archives and Records
- (xviii) 1155 Pacific Avenue - Public Works
- (xix) 1199 Pacific Avenue - Water & Waste
- (xx) 495 Portage Avenue - Parking Authority
- (xxi) 430 Langside Street - Community Services
- (xxii) 317 Donald Street - Employee Benefits Board
- (xxiii) 251 Donald Street - Millennium Library
- (xxiv) 500-234 Donald Street – 311 Office
- (xxv) 2000 Wellington Avenue - Drop off to Canada Post

E4.7 Mail South Route-Cycle #3 (Morning):

- (a) The Contractor shall pick up and or deliver interdepartmental City of Winnipeg mail to the following locations:

- (i) 185 King Street - Main Floor
- (ii) 185 King Street - 2nd Floor
- (iii) 185 King Street - 3rd Floor
- (iv) 185 King Street - 4th Floor
- (v) 180 King Street - 4th Floor
- (vi) 180 King Street - 5th Floor
- (vii) 457 Main Street - Assessment & Taxation
- (viii) 457 Main Street 9th Floor - Winnipeg Police Board
- (ix) 243 Main Street - Water & Waste Meter Department
- (x) 395 Main Street - Community Services, By Law Enforcement
- (xi) 414 Osborne Street - Handi-Transit
- (xii) 421 Osborne Street - Transit
- (xiii) 421 Osborne Street - Transit Business Centre
- (xiv) 625 Osborne Street - Fort Rouge Leisure Centre
- (xv) 100 Ed Spencer Drive - S.E.W.P.C.C.
- (xvi) 685 Dalhousie Drive - Margaret Grant Pool
- (xvii) 1539 Waverley Street - Public Works
- (xviii) 1539 Waverley Street - Door #12- Fleet Management
- (xix) 1539 Waverley Street - Insect Control
- (xx) 1539 Waverley Street 2nd Floor - Forestry Branch
- (xxi) 1120 Waverley Street - Solid Waste Services

E4.8 Mail North Route Cycle #3 (Afternoon):

- (a) The Contractor shall pick up and or deliver interdepartmental City of Winnipeg mail to the following locations:

- (i) 65 Garry Street 2nd Floor - Planning, Property & Development
- (ii) 65 Garry Street 3rd Floor - Planning, Property & Development
- (iii) 400-10 Fort Street - Planning, Property & Development
- (iv) 78 – 30 Fort Street - Planning Property & Development HR
- (v) 30 Fort Street - Planning, Property & Development
- (vi) 170 Goulet Street - Bilingual Service Centre
- (vii) Deacon Water Treatment Plant
- (viii) 141 Regent Avenue - Transcona Historical Museum
- (ix) 1867 Springfield Road - Harbourview Golf Course
- (x) 2230 Main Street - N.E.W.P.C.C.
- (xi) 2546 McPhillips Street - Fire Paramedics Service
- (xii) 1450 Mountain Avenue - Archives and Records Control
- (xiii) 1057 Logan Avenue - Animal Services
- (xiv) 360 McPhillips Street - Water and Waste
- (xv) 1120 Pacific Avenue - 4R Depot (Except Wednesdays)
- (xvi) 1155 Pacific Avenue - Public Works
- (xvii) 1199 Pacific Avenue - Water and Waste

E4.9 Mail South Route Cycle #4 (Morning):

- (a) The Contractor shall pick up and or deliver interdepartmental City of Winnipeg mail to the following locations:

- (i) 185 King Street - Main Floor
- (ii) 185 King Street - 2nd Floor
- (iii) 185 King Street - 3rd Floor
- (iv) 185 King Street - 4th Floor
- (v) 180 King Street - 4th Floor
- (vi) 180 King Street - 5th Floor
- (vii) 395 Main Street - Community Services, By Law Enforcement
- (viii) 457 Main Street - Assessment & Taxation
- (ix) 457 Main Street 9th Floor - Winnipeg Police Board
- (x) 999 Sargent Avenue - Cindy Klassen Recreation Centre
- (xi) 7-1715 St. James Street Materials Distribution Agency (MDA)
- (xii) 3001 Notre Dame Avenue - Cemeteries Branch
- (xiii) 1120 Waverley - Solid Waste Services
- (xiv) 414 Osborne Street - Handi-Transit
- (xv) 421 Osborne Street - Transit
- (xvi) 421 Osborne Street - Transit Business Centre
- (xvii) 421 Osborne Street - Communication/Radio Shop

E4.10 Mail North Route Cycle #4 (Afternoon):

- (a) The Contractor shall pick up and or deliver interdepartmental City of Winnipeg mail to the following locations:

- (i) 266 Graham Avenue - Municipal Accommodations
- (ii) 65 Garry Street 2nd Floor - Planning, Property & Development
- (iii) 65 Garry Street 3rd Floor - Planning, Property & Development
- (iv) 400-10 Fort Street - Planning, Property & Development
- (v) 78 – 30 Fort Street - Planning Property & Development HR

- (vi) 30 Fort Street - Planning, Property & Development
- (vii) 495 Archibald Street - Traffic Services
- (viii) 552 Plinquet Street - Waterworks
- (ix) 558 Plinquet Street - Waterworks
- (x) 3 Grey Street - Insect Control
- (xi) 960 Thomas Avenue - Public Works Streets Maintenance
- (xii) 429 Panet Road - 4R Depot (Except Wednesdays)
- (xiii) 909 Concordia - Transcona Elmwood Pool
- (xiv) 821 Elgin Avenue - Traffic Signals
- (xv) 770 Ross Avenue - Fleet Management Agency
- (xvi) 1220 Pacific Avenue - Public Works Equipment
- (xvii) 1277 Pacific Avenue - Public Works Stores
- (xviii) 50 Myrtle Street - Archives and Records Control
- (xix) 1155- Pacific Avenue - Public Works
- (xx) 1199 Pacific Avenue - Water & Waste
- (xxi) 495 Portage Avenue - Parking Authority
- (xxii) 317 Donald Street - Employee Benefits Board
- (xxiii) 251 Donald Street - Millennium Library
- (xxiv) 2000 Wellington Avenue - Drop off to Canada Post

E4.11 Mail Tub Deliveries for the Mail Services Division/Printing Services

- (a) The Mail Services Division and/or Printing Services shall place a call to the Contractor office to schedule the pickup and delivery of mail tubs from Canada Post at 2000 Wellington Avenue.
- (b) The Contractor shall pick up mail tubs and lids as requested from Canada Post at 2000 Wellington Avenue and deliver directly to Printing Services at 510 Main Street, Lower Level, Council Building and/or to the Mail Services Division at 510 Main Street, Lower Level in the Susan A. Thompson Building between the hours of 8:00 am to 4:00 pm..
- (c) The Contractor must be able to deliver 50 to 100 large and small mail bins and lids in one (1) trip.
- (d) The Contractor shall provide their own dolly or cart to pick up mail bins from Canada Post for delivery to the Mail Services Division and/or Printing Services.
- (e) Regular courier service for mail bin deliveries from Canada Post must be met within 4 hours or the same day. If this time cannot be met, the Contractor must contact either:
 - (i) Mail Services Supervisor: Shelley Chorney (204) 986-2576 or
 - (ii) Printing Services Supervisor; Victoria Mouck (204) 986-2507

E4.12 Additional Items

- (a) Shall apply where there is more than one (1) item for pick-up and delivery to the same location.
- (b) A tub of mail bags picked up from the Mail Services Division and delivered to the same location which contains bags of multiple addresses/floors shall be considered one item.
- (c) Delivery of boxes, mail tubs and rolled map tubes, on occasion, may be in excess of thirty-five (35) lbs.