



THE CITY OF WINNIPEG

TENDER

TENDER NO. 353-2020

SUPPLY AND DELIVERY OF DATED BILINGUAL BUS PASSES

Attention Bidders:

Bids for this Tender are being accepted by mail, facsimile transmission or by email (See B7.4). No personal delivery or courier.

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 SUPPLY AND DELIVERY OF DATED BILINGUAL BUS PASSES

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, July 21, 2020.

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 D4.1.

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 D4.

B6. SUBSTITUTES

- B6.1 The Work is based on the materials, equipment, methods and products 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 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, facsimile transmission, or by email.**
- B7.5 If the Bid Submission is submitted by mail, 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 mailed 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 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 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 or guarantee the successful receipt of a faxed Bid Submission.
- B7.7 If the Bid Submission is submitted by email, it shall be submitted to purchasing@winnipeg.ca.
- B7.8 Bidders are advised not to include any information/literature except as requested in accordance with B7.1.
- B7.9 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).

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;
- (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.

B8.4.2 All signatures shall be original.

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) N/A

B11. CONFLICT OF INTEREST AND GOOD FAITH

B11.1 Further to C3.2, 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://www.winnipeg.ca/matmgt/Templates/files/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 Price (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 until a Contract for the Work has been duly formed and the contract securities have been furnished as herein provided, but any Bid shall be deemed to have lapsed unless accepted within 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 C20, 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 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 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 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, 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(p) 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 2020-01-31) 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
- 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 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 Bilingual Transit Bus Passes for the period from September 01, 2020 to December 31, 2022.

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

D2.3 The type and quantity of Work to be performed under this Contract shall be as authorized from time to time by the Contract Administrator and/or Users

D2.4 Notwithstanding C7, the City shall have no obligation under the contract to Purchase any quantity of any items in excess of its actual operational needs.

D2.5 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, 2020.

D2.6 Notwithstanding D2.1, in the event that operational changes result in substantial changes to the requirements for Work, the City reserves the right to alter the type or quantity of work performed under this Contract, or to terminate the Contract, upon thirty (30) Calendar Days written notice by the Contract Administrator. In such an event, no claim may be made for damages on the ground of loss of anticipated profit on Work.

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 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 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. CONTRACT ADMINISTRATOR

D4.1 The Contract Administrator is:
Sunil Sharma
Revenue Supervisor, Transit Business Centre
Telephone No.: 204- 986-4346
Email Address: ssharma@winnipeg.ca

D5. NOTICES

D5.1 Except as provided for in C20.4, all notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications to the Contractor shall be sent to the address or facsimile number identified by the Contractor in Paragraph 2 of Form A: Bid.

D5.2 All notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications to the City, except as expressly otherwise required in, D5.3 or elsewhere in the Contract, shall be sent to the attention of the Contract Administrator identified in D4.

D5.3 All notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications required to be submitted or returned to the City Solicitor shall be sent to the following facsimile number:

The City of Winnipeg
Legal Services Department
Attn: Director of Legal Services
Facsimile No.: 204 947-9155.

SUBMISSIONS

D6. AUTHORITY TO CARRY ON BUSINESS

D6.1 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.

CONTRACTORS SCHEDULE FOR SECURITY

D7. CONTRACTOR'S SECURITY OVER THE WORK

D7.1 The Winnipeg Transit Department is concerned over the growing potential for counterfeiting/illegal reproduction of Transit Bus Passes.

- D7.2 All materials associated with the City of Winnipeg bilingual transit bus passes shall be the property of the City of Winnipeg.
- D7.3 The names and titles of the personnel authorized to work with the transit bus passes shall be provided to the Contract Administrator prior to the commencement of production.
- D7.4 No materials shall be destroyed unless approved by the Contract Administrator.
- D7.5 Work is to be done in such a fashion that all passes are printed, numbered, packaged and accounted for under supervision.
- D7.6 When material is being moved from one location to another in the plant, it shall be moved in a secure fashion.
- D7.7 When not being worked on, work in progress shall be placed in a secure area with accessibility limited to authorized personnel. Upon completion, all goods shall be placed in a secure area until delivery is made to Garry Street Transit Service Centre.
- D7.8 All overruns, samples or surplus stock associated with the production of the transit bus passes shall be accounted for and stored in a secure area at the Contractor's plant, with limited accessibility, and shall remain at the Contractor's plant until the Contract Administrator has been advised and has instructed the Contractor as to its disposition.
- D7.9 All waste shall be accounted for and stored in a secure area, until the Contract Administrator has authorized the waste to be destroyed under supervision by burning or shredding.

D8. CONTRACTOR'S RESPONSIBILITY OF LOSS

- D8.1 During the term of the Contract, the Contractor shall be responsible for any loss of the bilingual transit bus passes, by disappearance, destruction, dishonesty or otherwise, while in the possession and control of the Contractor. For this purpose of the clause, the bilingual transit bus passes shall be deemed to be in possession and control of the Contractor at any time prior to the acceptance of the delivery of same by the Winnipeg Transit Department's Contract Administrator or the designate, at the City of Winnipeg.
- D8.1.1 In the event of such a loss, the Contractor shall bear the total cost and expense of replacing the goods.
- D8.1.2 The Contractor may be requested to replace and/or alter all existing goods produced to the date of loss.
- D8.2 If existing goods are altered by the City, the Contractor shall alter all future production of the Contract.
- D8.3 Further to C5 the Contractor shall provide upon request of the Contract Administrator the following:
- (a) A written description of the building and plant security. This security is subject to the approval of the Contract Administrator and may be investigated by the Contract Administrator.
 - (b) The City of Winnipeg shall have the right, at its discretion, to place a person or persons in the Contractor's plant during production in order to observe the production of goods under Contract.

SCHEDULE OF WORK

D9. COMMENCEMENT

- D9.1 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.
- D9.2 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 D6;
 - (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.

D10. DELIVERY

- D10.1 Delivery shall be by a bonded company or accompanied by a bonded employee.
- D10.2 Weekly and Monthly passes delivery dates must be strictly adhered to and shall be in accordance with the following:
- (a) Weekly Passes:
 - (i) Week 1-26 – shall be delivered by October 16, 2020;
 - (ii) Week 27-52 (if required) – shall be delivered by May14, 2021.
 - (b) Monthly Passes:
 - (i) Months January to June – shall be delivered by October 16, 2020;
 - (ii) Months July to December (if required) – shall be delivered by May 14, 2021.
- D10.2.1 In the event that additional production runs will be required during the duration of the contract, the fixed delivery dates shall be provided to the Contractor, and must be strictly adhered to.
- D10.3 Earlier deliveries may be accepted, with the approval of the Contract Administrator. Goods shall be delivered on an "as required" and "as scheduled" basis during the term of the Contract, f.o.b. destination, freight prepaid to:
- Transit Business Centre
421 Osborne Street
Winnipeg. MB R3L 2A2
- D10.4 The Contractor shall confirm each delivery with the Contract Administrator or his/her designate, at least two (2) Business Days before delivery.
- D10.5 Goods shall be delivered between 7:30 a.m. and 3:00 p.m. on Business Days.
- D10.6 The Contractor shall be solely responsible for off-load of the goods as directed at the delivery location.
- D10.7 Goods shall be delivered on an "as required" and "scheduled" basis during the term of the contract.

D11. COVID-19 SCHEDULE DELAYS

- D11.1 The City acknowledges that the schedule for this Contract may be impacted by the COVID-19 pandemic. Commencement and progress of the Work shall be performed by the Contractor with due consideration to the health and safety of workers and the public and directives from health authorities and various levels of government, and in close consultation with the Contract Administrator.
- D11.2 If the Contractor is delayed in the performance of the Work by reason of the COVID-19 pandemic, the Work schedule may be adjusted by a period of time equal to the time lost due to such delay and costs related to such delay will be determined as identified herein.
- D11.3 A minimum of seven (7) Calendar Days prior to the commencement of Work, the Contractor shall declare whether COVID-19 will affect the start date. If the Contractor declares that COVID-19 will affect the start date, the Contractor shall provide sufficient evidence that the

delay is directly related to COVID-19, including but not limited to evidence related to availability of staff, availability of Material or work by others.

- D11.4 For any delay related to COVID-19 and identified after Work has commenced, the Contractor shall within seven (7) Calendar Days of becoming aware of the anticipated delay declare the additional delay and shall provide sufficient evidence as indicated in D11.3. Failure to provide this notice will result in no additional time delays being considered by the City.
- D11.5 The Work schedule, including the durations identified in D10 where applicable, will be adjusted to reflect delays accepted by the Contract Administrator.
- D11.6 Any time or cost implications as a result of COVID-19 and in accordance with the above, as confirmed by the Contract Administrator, shall be documented in accordance with C7.

MEASUREMENT AND PAYMENT

D12. INVOICES

- D12.1 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
Send Invoices to CityWpgAP-INVOICES@winnipeg.ca
Send Invoice Inquiries to CityWpgAP-INQUIRIES@winnipeg.ca
- D12.2 Invoices must clearly indicate, as a minimum:
- the City's purchase order number;
 - date of delivery;
 - delivery address;
 - type and quantity of goods delivered;
 - the amount payable with GST, MRST, and any applicable environmental handling charges/fees identified and shown as separate amounts; and
 - the Contractor's GST registration number.
- D12.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.
- D12.4 **Bid Submissions must not be submitted to the above facsimile number. Bids must be submitted in accordance with B7.**

D13. PAYMENT

- D13.1 Further to C10, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

D14. PAYMENT SCHEDULE

- D14.1 Further to C10, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

WARRANTY

D15. WARRANTY

D15.1 Warranty is as stated in C11.

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. GOODS

- E2.1 The Contractor shall supply and deliver dated bilingual Transit bus passes in accordance with the requirements hereinafter specified.
- E2.2 Sample of the proposed 2020 bilingual Transit bus passes is available by contacting the Contract Administrator.
- E2.3 Goods supplied shall meet or exceed the quality of the current City samples.
- E2.4 The Contractor is advised that Adobe Illustrator shall be required to facilitate the Work. The Contractor shall obtain permission from the Contract Administrator for any other electronic format used/submitted.

Print Proofs

- E2.5 All information, spelling, layout, colours and orientation match is critical. The Contractor shall provide print proofs by email to the Contract Administrator for approval prior to the production run. The Contract Administrator will advise whether any changes are required by the Contractor. Only after the Contract Administrator signs off on the print proofs in writing, will the Contractor proceed with the production run.

Voided Samples

- E2.6 The Contractor shall supply the following voided samples with the initial shipment as follows:
- (a) Weekly Transit Bus Passes:
- (i) 25 "voided" samples of Full Fare Max 5 Bus Pass (5 day pass) for each week of the first 26 week period of 2021;
 - (ii) 25 "voided" samples of Full Fare Super Pass (7 day pass) for each week of the first 26 week period of 2021;
 - (iii) 25 "voided" samples of Reduced Fare Super Bus Pass (7 day pass) for each week of the first 26 week period of 2021; and
 - (iv) 25 "voided" samples of Senior Fare Super Bus Pass (7 day pass) for each week of the first 26 week period of 2021.
- (b) Monthly Transit Bus Passes:
- (i) 25 "voided" samples of Full Fare Monthly Bus Passes for each month of the first 6 month period of 2021;
 - (ii) 25 "voided" samples of Reduced Monthly Bus Passes for each month of the first 6 month period of 2021;
 - (iii) 25 "voided" samples of Senior Monthly Bus Passes for each month of the first 6 month period of 2021; and
 - (iv) 25 "voided" samples of Post-secondary Monthly Bus Passes for each month of the first 6 month period of 2021.

- E2.7 In the event that a second production run is required, the Contractor shall supply the following voided samples with the second shipment as follows:
- (a) Weekly Transit Bus Passes:
 - (i) 25 “voided” samples of Full Fare Max 5 Bus Pass (5 day pass) for the each week of the second 26 week period of 2021;
 - (ii) 25 “voided” samples of Full Fare Super Pass (7 day pass) for each week of the second 26 week period of 2021;
 - (iii) 25 “voided” samples of Reduced Fare Super Bus Pass (7 day pass) for each week of the second 26 week period of 2021; and
 - (iv) 25 “voided” samples of Senior Fare Super Bus Pass (7 day pass) for each week of the second 26 week period of 2021.
 - (b) Monthly Transit Bus Passes:
 - (i) 25 “voided” samples of Full Fare Monthly Bus Passes for each month of the second 6 month period of 2021;
 - (ii) 25 “voided” samples of Reduced Monthly Bus Passes for each month of the second 6 month period of 2021;
 - (iii) 25 “voided” samples of Senior Monthly Bus Passes for each month of the second 6 month period of 2021; and
 - (iv) 25 “voided” samples of Post-secondary Monthly Bus Passes for each month of the second 6 month period of 2021.

E2.8 The method of voiding shall be confirmed by the Contract Administrator:

E3. BUS PASS REQUIREMENT FOR ALL BUS PASSES

Artwork

- E3.1 The Contract Administrator shall:
- (a) Provide colour keys and artwork to the Contractor by August 14, 2020 in **Adobe Illustrator**; and
 - (b) Approve designs.
- E3.2 The Contractor shall:
- (a) Submit paper proofs and blueline proofs no later than September 11, 2020 (earlier submission will be accepted);
 - (b) Manufacture and retain all printing plates in safekeeping under security conditions, until requested by the Contract Administrator to return them or destroy them;
 - (c) Advise the Contract Administrator when production commences and when it is completed.

Stock

E3.3 Stock shall be 10 pt. CIS SBS.

E4. BUS PASS REQUIREMENTS – UNIQUE TO WEEKLY PASSES ONLY

- E4.1 Weekly Bus Passes as identified as Items 1 through 4 on Form B: Prices, are required for the first 26 calendar weeks of 2021 commencing January 4, 2021 and shall:
- (a) Include “voided” samples for each week as identified in E2.6(a);
 - (b) Delivered not later than October 16, 2020.
- E4.2 In the event that a second production run of Weekly Bus Passes is required for the second 26 calendar weeks of 2021 and as identified as Items 9 through 12 on Form B: Prices, the second 26 calendar week passes required will commence July 5, 2021, and shall:
- (a) Include “voided” samples for each week as identified in E2.7(a);

(b) Delivered not later than May 14, 2021.

E4.2.1 The Contract Administrator shall confirm not later than February 19, 2021 if the second production run will be required.

Graphics/Text (Weekly Bus Passes)

E4.3 Weekly Bus Passes shall have a new design/layout as required for both front and back of the passes as follows:

- (a) The image on the front of each pass will change every four (4) weeks:
 - (i) The foil letters will change weekly from A to Z for weeks 1-26; and
- (b) The dates will change in accordance with 2021 dates.
- (c) The foil week numbers will be:
 - (i) M-01 to M-26;
 - (ii) F-01 to F-26;
 - (iii) R-01 to R-26; and
 - (iv) S-01 to S-26.

E4.4 If a second production run is required for weeks 27 to 52, the foil week numbers will change as follows:

- (a) The image on the front of each pass will change every four (4) weeks:
 - (i) The foil letters will change weekly from aa to zz for weeks 27-52.
- (b) The dates will change in accordance with 2021 dates.
- (c) The foil week numbers will be:
 - (i) M-27 to M-52;
 - (ii) F27 to F-52;
 - (iii) R-27 to R-52; and
 - (iv) S-27 to S-52

E4.5 The image on the reverse of each pass will be common for the 52 week period, but shall differ for each type of pass.

E4.6 All text/graphics shall be of high resolution and clearly defined.

E4.7 Color density shall be consistent throughout all shipments so as not to show visible differences.

E4.8 Finish coat shall be clear coat varnish to seal and protect the colour.

Ink(s) and Foil (Weekly Bus Passes)

E4.9 Front shall be four colour process and one U.V. fluorescent colour.

E4.10 Reverse shall be black ink.

E4.11 All colours shall be selected by the Transit Department Contract Administrator.

E4.12 The Contractor shall ensure that colours be consistent throughout the year.

E4.13 Silkscreen Fluorescent Inks Security Feature or equivalent must be applied to a density to sufficiently show a very visible difference when reproduced by a colour photocopier.

E4.14 As a security feature, foil shall be Silver Prismatic Laser High Resolution:

- (a) Foil shall have a clear coat varnish; and
- (b) An alternate foil may be considered, and shall be submitted in accordance with B6.

Binding and Finishing (Weekly Bus Passes)

- E4.15 Weekly Bus Passes shall be:
- (a) Flat trimmed size 2 ¼" x 3 11/16";
 - (b) Perforated vertically at ½" from left edge;
 - (c) Gathered by 5 passes and securely stitch one flat wire in centre or stub.

Packaging (Weekly Bus Passes)

- E4.16 Weekly Bus Passes shall be banded with elastic bands in books of 20 and shrink-wrapped in bundles of 80 books.
- E4.17 Weekly Bus Passes shall be packed in sturdy cartons and labelled as to contents and number sequence.

E5. BUS PASS REQUIREMENTS – UNIQUE TO MONTHLY PASSES ONLY

- E5.1 Monthly Bus Passes as identified as Items 5 through 8 on Form B: Prices, are required for the first 6 calendar months of 2021 commencing January 1, 2021 and shall:
- (a) Include "voided" samples for each month as identified in E2.6(b);
 - (b) Delivered not later than October 16, 2020.
- E5.2 In the event that a second production run of Monthly Bus Passes is required for the second 6 calendar months of 2021 and as identified and as Items 13 through 16 on Form B: Prices, the second 6 month calendar month passes required will commence July 1, 2021, and shall:
- (a) Include "voided" samples for each month identified in E2.7(b); and
 - (b) Delivered not later than May 14, 2021.
- E5.2.1 The Contract Administrator shall confirm not later than February 19, 2021 if the second production run will be required.

Graphics/Text (Monthly Bus Passes)

- E5.3 Monthly Bus Passes shall have a new design/layout required for both front and back of passes as follows:
- (a) The picture and text on the front of each pass shall change monthly but shall remain constant for each of the four different pass types;
 - (b) The image on the reverse of each pass shall be common for all months, but shall differ for each of the 4 different pass types;
 - (c) All text/graphics shall be of high resolution and clearly defined;
 - (d) Color density shall be consistent throughout all shipments so as not to show visible differences;
 - (e) Finish coat shall be clear coat varnish to seal and protect the color.

Ink(s) and Foil (Monthly Bus Passes)

- E5.4 Front shall be four colour process and one U.V. fluorescent colour.
- E5.5 Reverse shall be black ink.
- E5.6 All colours shall be selected by the Transit Department Contract Administrator.
- E5.7 The Contractor shall ensure that colours be consistent throughout the year.
- E5.8 Silkscreen Fluorescent Inks Security Feature or equivalent must be applied to a density to sufficiently show a very visible difference when reproduced by a colour photocopier.
- E5.9 As a security feature, foil shall be Silver Prismatic Laser High Resolution:

- (a) Foil shall have a clear coat varnish; and
- (b) An alternate foil may be considered, and shall be submitted in accordance with B6.

Binding and Finishing (Monthly Bus Passes)

E5.10 Monthly Bus Passes shall be:

- (a) Flat trimmed size shall be 2 ¼ x 3 11/16"

Packaging (Monthly Bus Passes)

E5.11 Monthly Bus Passes shall be banded with elastic bands in books of 100 bands and shrink-wrapped in bundles of 500 books.

E5.12 Monthly Bus Passes shall be packed in sturdy cartons and labeled as to contents and number sequence.

E6. INDIVIDUAL ITEM REQUIREMENTS

E6.1 Item No. 1 – Full Fare Max 5 Bus Pass (5 Day) shall be:

- (a) 5-day pass for each week for the 26 week period of January 4, 2021 to July 2, 2021;
- (b) 6000 passes per week, for a total of 26 x 6000 = 156,000 (total);
- (c) Format shall be 2 ¼" x 3 11/16", (includes ½" stub); and
- (d) Numbering/lettering shall be:
 - (i) On front in area provided, in bold black ink;
 - (ii) 100% precise and guaranteed, sequential and in numerical order;
 - (iii) Each week, consecutively from 00001-6000;
 - (iv) In accordance with 2021 dates;
 - (v) Numbered in foil M-01 the first week, have the foil letter A, and dated starting January 4, 2021 ending January 8, 2021. Numbered in foil M-02 the second week, have the foil letter B, and dated starting January 11, 2021 ending January 15, 2021 etc.
 - (i) See Appendix A for further details on numbering and dates.

E6.2 Item No. 2 – Full Fare Super Bus Pass (7 Day) shall be:

- (a) 7-day pass for each week for the 26 week period of January 4, 2021 to July 4, 2021;
- (b) 6000 passes per week, for a total of 26 x 6000 = 156,000 (total);
- (c) Format shall be 2 ¼" x 3 11/16", (includes ½" stub); and
- (d) Numbering/lettering shall be:
 - (i) On front in area provided, in bold black ink;
 - (ii) 100% precise and guaranteed, sequential and in numerical order;
 - (iii) Each week, consecutively from 00001-6000;
 - (iv) In accordance with 2021 dates; and
 - (v) Numbered in foil F-01 the first week, have the foil letter A, and dated starting January 4, 2021 ending January 10, 2021. Numbered in foil F-02 the second week, have the foil letter B, and dated starting January 11, 2021 ending January 17, 2021 etc.
 - (i) See Appendix A for further details on numbering and dates.

E6.3 Item No. 3 – Reduced Fare Super Bus Pass (7 Day) shall be:

- (a) 7-day pass for each week for the 26 week period of January 4, 2021 to July 4, 2021;
- (b) 3000 per week, for a total of 26 x 3000 = 78,000 (total);
- (c) Format shall be 2 ¼" x 3 11/16", (includes ½" stub); and

- (d) Numbering/lettering shall be:
 - (i) On front in area provided, in bold black ink;
 - (ii) 100% precise and guaranteed, sequential and in numerical order;
 - (iii) Each week, consecutively from 00001-3000;
 - (iv) In accordance with 2021 dates; and
 - (v) Numbered in foil R-01 the first week, have the foil letter A, and dated starting January 4, 2021 ending January 10, 2021. Numbered in foil R-02 the second week, have the foil letter B, and dated starting January 11, 2021 ending January 17, 2021 etc.
 - (i) See Appendix A for further details on numbering and dates.

E6.4 Item No. 4 – Senior Fare Super Bus Pass (7 Day) shall be:

- (a) 7-day pass for each week for the 26 week period of January 4, 2021 to July 4, 2021;
- (b) 1400 per week, for a total of $26 \times 1400 = 36,400$ (total);
- (c) Format shall be $2 \frac{1}{4}'' \times 3 \frac{11}{16}''$, (includes $\frac{1}{2}''$ stub); and
- (d) Numbering/lettering shall be:
 - (i) On front in area provided, in bold black ink;
 - (ii) 100% precise and guaranteed, sequential and in numerical order;
 - (iii) Each week, consecutively from 00001-1400;
 - (iv) In accordance with 2021 dates;
 - (v) Numbered in foil S-01 the first week, have the foil letter A, and dated starting January 4, 2021 ending January 10, 2021. Numbered in foil S-02 the second week, have the foil letter B, and dated starting Jan. 11, 2021 ending January 17, 2021 etc.
 - (i) See Appendix A for further details on numbering and dates.

E6.5 Item No. 5 – Full Fare Monthly Bus Pass shall be:

- (a) Monthly passes for each month for the 6 month period of January 2021 to June 2021;
- (b) 16,000 passes per month, for a total of $6 \times 16,000 = 96,000$ (total);
- (c) Format shall be $2 \frac{1}{4}'' \times 3 \frac{11}{16}''$; and
- (d) Numbering/lettering shall be:
 - (i) On front in area provided, in bold black ink;
 - (ii) 100% precise and guaranteed, sequential and in numerical order;
 - (iii) Each month numbered consecutively from 00001 – 16,000; and
 - (iv) A foil letter, number and strip on each pass, going from F1 in January to F6 in June.

E6.6 Item No. 6 – Reduced Fare Monthly Bus Pass shall be:

- (a) Monthly passes for each month for the 6 month period of January 2021 to June 2021;
- (b) 6,000 passes per month, for a total of $6 \times 6000 = 36,000$ (total);
- (c) Format shall be $2 \frac{1}{4}'' \times 3 \frac{11}{16}''$; and
- (d) Numbering/lettering shall be:
 - (i) On front in area provided, in bold black ink;
 - (ii) 100% precise and guaranteed, sequential and in numerical order;
 - (iii) Each month numbered consecutively beginning with 0001 – 6000; and
 - (iv) A foil letter, number and strip on each pass, going from R1 in January to R6 in June.

E6.7 Item No. 7 – Senior Fare Monthly Bus Pass shall be:

- (a) Monthly passes for each month for the 6 month period of January 2021 to June 2021;
- (b) 4,000 passes per month, for a total of $6 \times 4000 = 24,000$ (total);
- (c) Format shall be $2 \frac{1}{4}'' \times 3 \frac{11}{16}''$; and

- (d) Numbering/lettering shall be:
 - (i) On front in area provided, in bold black ink;
 - (ii) 100% precise and guaranteed, sequential and in numerical order;
 - (iii) Each month numbered consecutively beginning with 0001 – 4000; and
 - (iv) A foil letter, number and strip on each pass, going from S1 in January to S6 in June.

E6.8 Item No. 8 – Post Secondary Monthly Bus Pass shall be:

- (a) Monthly passes for each month for the 6 month period of January 2021 to June 2021;
- (b) 3,000 passes per month, for a total of 6 x 3000 = 18,000 (total);
- (c) Format shall be 2 ¼" x 3 11/16"; and
- (d) Numbering/lettering shall be:
 - (i) On front in area provided, in bold black ink;
 - (ii) 100% precise and guaranteed, sequential and in numerical order;
 - (iii) Each month numbered consecutively beginning with 0001 – 3000; and
 - (iv) A foil letter, number and strip on each pass, going from P1 in January to P6 in June.

Second (2nd) Production Run (if required)

E6.9 Item No. 9 – Full Fare Max 5 Bus Pass (5 Day) shall be:

- (a) 5-day pass for each week for the 26 week period of July 5, 2021 to December 31, 2021;
- (b) 6000 passes per week, for a total of 26 x 6000 = 156,000 (total);
- (c) Format shall be 2 ¼" x 3 11/16", (includes ½" stub); and
- (d) Numbering/lettering shall be:
 - (i) On front in area provided, in bold black ink;
 - (ii) 100% precise and guaranteed, sequential and in numerical order;
 - (iii) Each week, consecutively from 00001-6000;
 - (iv) In accordance with 2021 dates;
 - (v) Numbered in foil M-27 the first week, have the foil letter aa, and, and dated starting July 5, 2021 ending July 9, 2021. Numbered in foil M-27 the second week, have the foil letter bb, and dated starting July 12, 2021 to July 16, 2021, etc.
 - (i) See Appendix A for further details on numbering and dates.

E6.10 Item No. 10 – Full Fare Super Bus Pass (7 Day) shall be:

- (a) 7 day pass for each week for the period July 5, 2021 to January 2, 2022;
- (b) 6,000 passes per week, for a total of 26 x 6000 = 156,000 (total);
- (c) Format shall be 2 ¼" x 3 11/16", (includes ½" stub); and
- (d) Numbering/lettering shall be:
 - (i) On front in area provided, in bold black ink;
 - (ii) 100% precise and guaranteed, sequential and in numerical order;
 - (iii) Each week, consecutively from 0001-6000;
 - (iv) In accordance with 2021 dates;
 - (v) Numbered in foil F-27 the first week, have the foil letter aa, and dated starting July 5, 2021 ending July 11, 2021. Numbered in foil F-28 the second week, have the foil letter bb, and dated starting July 12, 2021 ending July 18, 2021 etc.
 - (i) See Appendix A for further details on numbering and dates.

E6.11 Item No. 11 – Reduced Fare Super Bus Pass (7 Day) shall be:

- (a) 7 day pass for each week for the 26 week period of July 5, 2021 to January 2, 2022;

- (b) 3,000 per week for a total of $26 \times 3000 = 78,000$ (total);
- (c) Format shall be $2 \frac{1}{4}'' \times 3 \frac{11}{16}''$, (includes $\frac{1}{2}''$ stub);
- (d) Numbering/lettering shall be:
 - (i) On front in area provided, in bold black ink;
 - (ii) 100% precise and guaranteed, sequential and in numerical order;
 - (iii) Each week, consecutively from 0001-3000;
 - (iv) In accordance with 2021 dates; and
 - (v) Numbered in foil R-27 the first week, have the foil letter aa, and dated starting July5, 2021 ending July 11, 2021. Numbered in foil R-28 the second week, have the foil letter bb, and dated starting July12, 2021 ending July 18, 2021 etc.
 - (i) See Appendix A for further details on numbering and dates.

E6.12 Item No. 12 – Senior Fare Super Bus Pass (7 Day) shall be:

- (a) 7 day pass for each week for the 26 week period of July 5, 2021 to January 2, 2022;
- (b) 1,400 per week, for a total of $26 \times 1400 = 36,400$ (total);
- (c) Format shall be $2 \frac{1}{4}'' \times 3 \frac{11}{16}''$, (includes $\frac{1}{2}''$ stub);
- (d) Numbering/lettering shall be:
 - (i) On front in area provided, in bold black ink;
 - (ii) 100% precise and guaranteed, sequential and in numerical order;
 - (iii) Each week, consecutively from 0001-1400;
 - (iv) In accordance with 2021 dates;
 - (v) Numbered in foil S-27 the first week, have the foil letter aa, and dated starting July5, 2021 ending July 11, 2021. Numbered in foil S-28 the second week, have the foil letter bb, and dated starting July12, 2021 ending July 18, 2021 etc.
 - (i) See Appendix A for further details on numbering and dates.

E6.13 Item No. 13 – Full Fare Monthly Bus Pass shall be:

- (a) Monthly passes for each month for the 6 month period of July 2021 to December 2021;
- (b) 16,000 passes per month, for a total of $6 \times 16000 = 96,000$ (total);
- (c) Format shall be $2 \frac{1}{4}'' \times 3 \frac{11}{16}''$; and
- (d) Numbering/lettering shall be:
 - (i) On front in area provided, in bold black ink;
 - (ii) 100% precise and guaranteed, sequential and in numerical order;
 - (iii) Each month numbered consecutively from 00001 – 16000; and
 - (iv) A foil letter, number and strip on each pass, going from F7 in July to F12 in December.

E6.14 Item No. 14 – Reduced Fare Monthly Bus Pass shall be:

- (a) Monthly passes for each month for the 6 month period of July 2021 to December 2021;
- (b) 6,000 passes per month, for a total of $6 \times 6000 = 36,000$ (total);
- (c) Format shall be $2 \frac{1}{4}'' \times 3 \frac{11}{16}''$; and
- (d) Numbering/lettering shall be:
 - (i) On front in area provided, in bold black ink;
 - (ii) 100% precise and guaranteed, sequential and in numerical order;
 - (iii) Each month numbered consecutively from 0001 - 6000; and
 - (iv) A foil letter, number and strip on each pass, going from R7 in July to R12 in December.

E6.15 Item No. 15 – Senior Fare Monthly Bus Pass shall be:

- (a) Monthly passes for each month for the 6 month period of July 2021 to December 2021;
- (b) 4,000 passes per month, for a total of $6 \times 4000 = 24,000$ (total);;
- (c) Format shall be $2 \frac{1}{4}'' \times 3 \frac{11}{16}''$;
- (d) Numbering/lettering shall be:
 - (i) On front in area provided, in bold black ink;
 - (ii) 100% precise and guaranteed, sequential and in numerical order;
 - (iii) Each month numbered consecutively from 0001 – 4000; and
 - (iv) A foil letter, number and strip on each pass, going from S7 in July to S12 in December.

E6.16 Item No. 16 – Post Secondary Monthly Bus Pass shall be:

- (a) Monthly passes for each month for the 6 month period of July 2021 to December 2021;
- (b) 3,000 passes per month, for a total of $6 \times 3000 = 18,000$ (total);
- (c) Format shall be $2 \frac{1}{4}'' \times 3 \frac{11}{16}''$;
- (d) Numbering/lettering shall be:
 - (i) On front in area provided, in bold black ink;
 - (ii) 100% precise and guaranteed, sequential and in numerical order;
 - (iii) Each month numbered consecutively from 0001 – 3000; and
 - (iv) A foil letter, number and strip on each pass, going from P7 in July to P12 in December.

Additional Production Runs (if required)

- E6.17 In the event that further production runs are required during the Contract period, the Contract Administrator shall provide details regarding voided samples, specific dates, numbering and delivery times when placing the order.

Appendices

Appendix A – Dates for Weekly Passes

2021		Beginning Date	Ending Date	Ending Date
Number:	Letter	All Passes	Max 5 / 5 Day	Super Passes / 7 Day
Week1	A	1/04/21	1/08/21	1/10/21
Week 2	B	1/11/21	1/15/21	1/17/21
Week3	C	1/18/21	1/22/21	1/24/21
Week4	D	1/25/21	1/29/21	1/31/21
Week5	E	2/01/21	2/05/21	2/07/21
Week6	F	2/08/21	2/12/21	2/14/21
Week7	G	2/15/21	2/19/21	2/21/21
Week8	H	2/22/21	2/26/21	2/28/21
Week9	I	3/01/21	3/05/21	3/07/21
Week10	J	3/08/21	3/12/21	3/14/21
Week11	K	3/15/21	3/19/21	3/21/21
Week12	L	3/22/21	3/26/21	3/28/21
Week13	M	3/29/21	4/02/21	4/04/21
Week14	N	4/05/21	4/09/21	4/11/21
Week15	O	4/12/21	4/16/21	4/18/21
Week16	P	4/19/21	4/23/21	4/25/21
Week17	Q	4/26/21	4/30/21	5/02/21
Week18	R	5/03/21	5/07/21	5/09/21
Week19	S	5/10/21	5/14/21	5/16/21
Week20	T	5/17/21	5/21/21	5/23/21
Week21	U	5/24/21	5/28/21	5/30/21
Week22	V	5/31/21	6/04/21	6/06/21
Week23	W	6/07/21	6/11/21	6/13/21
Week24	X	6/14/21	6/18/21	6/20/21
Week25	Y	6/21/21	6/25/21	6/27/21
Week26	Z	6/28/21	7/02/21	7/04/21
Week27	aa	7/05/21	7/09/21	7/11/21
Week28	bb	7/12/21	7/16/21	7/18/21
Week29	cc	7/19/21	7/23/21	7/25/21
Week30	dd	7/26/21	7/30/21	8/01/21
Week31	ee	8/02/21	8/06/21	8/08/21
Week32	ff	8/09/21	8/13/21	8/15/21
Week33	gg	8/16/21	8/20/21	8/22/21
Week34	hh	8/23/21	8/27/21	8/29/21
Week35	ii	8/30/21	9/03/21	9/05/21
Week36	jj	9/06/21	9/10/21	9/12/21
Week37	kk	9/13/21	9/17/21	9/19/21
Week38	ll	9/20/21	9/24/21	9/26/21
Week39	mm	9/27/21	10/01/21	10/03/21

Week40	nn	10/04/21	10/08/21	10/10/21
Week41	oo	10/11/21	10/15/21	10/17/21
Week42	pp	10/18/21	10/22/21	10/24/21
Week43	qq	10/25/21	10/29/21	10/31/21
Week44	rr	11/01/21	11/05/21	11/07/21
Week45	ss	11/08/21	11/12/21	11/14/21
Week46	tt	11/15/21	11/19/21	11/21/21
Week47	uu	11/22/21	11/26/21	11/28/21
Week48	vv	11/29/21	12/03/21	12/05/21
Week49	ww	12/06/21	12/10/21	12/12/21
Week50	xx	12/13/21	12/17/21	12/19/21
Week51	yy	12/20/21	12/24/21	12/26/21
Week52	zz	12/27/21	12/31/21	1/02/22