



THE CITY OF WINNIPEG

TENDER

TENDER NO. 482-2022

SUPPLY AND DELIVERY OF DATED BILINGUAL BUS PASSES

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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, November 22, 2022.

B2.2 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.

B3.6 Any enquiries concerning submitting through MERX should be addressed to:
MERX Customer Support
Phone: 1-800-964-6379
Email: merx@merx.com

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 MERX website at www.merx.com.
- B5.4 The Bidder is responsible for ensuring that he/she has received all addenda and is advised to check the MERX 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 10 of Form A: Bid/Proposal. 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 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 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/Proposal; and
 - (b) Form B: Prices.
- B7.2 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.
- B7.3 The Bid shall be submitted electronically through MERX at www.merx.com.
- B7.3.1 Bids will **only** be accepted electronically through MERX.
- B7.4 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/Proposal, making all required entries.
- B8.2 Paragraph 2 of Form A: Bid/Proposal 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/Proposal, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Bid.
- B8.4 Paragraph 13 of Form A: Bid/Proposal 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/Proposal should be entered below such signatures.

B8.5 If a Bid is submitted jointly by two or more persons, the word "Bidder" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Bidders in the Bid and the Contract, when awarded, shall be both joint and several.

B9. PRICES

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

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

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

B9.2 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 The Bidder shall enter the Total Bid Price from Form B: Prices into the Total Bid Price field in MERX.

B9.4.1 Bidders are advised that the calculation indicated in B16.4 will prevail over the Total Bid Price entered in MERX.

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;
- (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba); and
- (d) have completed the Accessible Customer Service online training required by the Accessibility for Manitobans Act (AMA) (see B12.4 and D5).

B12.4 Further to B12.3(d), the Bidder acknowledges they and all Subcontractors have obtained training required by the Accessibility for Manitobans Act (AMA) available at <http://www.accessibilitymb.ca/training.html> for anyone that may have any interaction with the public on behalf of the City of Winnipeg.

B12.5 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.

B12.6 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 MERX website at www.merx.com.

B13.3 After award of Contract, the name(s) of the successful Bidder(s) and their Contract amount(s) will be available on the MERX website at www.merx.com.

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 11 of Form A: Bid/Proposal.
- 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 11 of Form A: Bid/Proposal.

B15. WITHDRAWAL OF BIDS

- B15.1 A Bidder may withdraw his/her Bid without penalty at any time prior to the Submission Deadline.

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; and
 - (d) economic analysis of any approved alternative pursuant to B6.
- B16.2 Further to B16.1(a), the Award Authority may reject a Bid as being non-responsive if the Bid Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Bid, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.
- B16.3 Further to B16.1(b), the Award Authority shall reject any Bid submitted by a Bidder who does not demonstrate, in his/her Bid or in other information required to be submitted, that he/she is 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.
- B16.4.2 Bidders are advised that the calculation indicated in B16.4 will prevail over the Total Bid Price entered in MERX.
- 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.
- B17.4 Further to Paragraph 7 of Form A: Bid/Proposal and C4, the City may issue a purchase order to the successful Bidder in lieu of the execution of a Contract.
- B17.4.1 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.
- B17.5 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.

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 Dated Bilingual Transit Bus Passes for the period from January 1, 2023 to December 31, 2024 with the option of two (2) 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.

D2.1.3 Bidders are advised that, in future, the City may be participating in collaborative procurement initiatives with other levels of government. Accordingly, extensions to this Contract may not be exercised.

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

D2.2.1 The type and quantity of Work to be performed under this Contract shall be as authorized from time to time by the Contract Administrator and/or Users.

D2.2.2 Subject to C7, the City shall have no obligation under the Contract to purchase any quantity of any item in excess of its actual operational requirements.

D2.3 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. ACCESSIBLE CUSTOMER SERVICE REQUIREMENTS

- D5.1 The Accessibility for Manitobans Act (AMA) imposes obligations on The City of Winnipeg to provide accessible customer service to all persons in accordance with the Customer Service Standard Regulation ("CSSR") to ensure inclusive access and participation for all people who live, work or visit Winnipeg regardless of their abilities.
- D5.1.1 The Contractor agrees to comply with the accessible customer service obligations under the CSSR and further agrees that when providing the Goods or Services or otherwise acting on the City of Winnipeg's behalf, shall comply with all obligations under the AMA applicable to public sector bodies.
- D5.1.2 The accessible customer service obligations include, but are not limited to:
- (a) providing barrier-free access to goods and services;
 - (b) providing reasonable accommodations;
 - (c) reasonably accommodating assistive devices, support persons, and support animals;
 - (d) providing accessibility features e.g. ramps, wide aisles, accessible washrooms, power doors and elevators;
 - (e) inform the public when accessibility features are not available;
 - (f) providing a mechanism or process for receiving and responding to public feedback on the accessibility of all goods and services; and
 - (g) providing adequate training of staff and documentation of same.

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.

SCHEDULE OF WORK

D7. COMMENCEMENT

D7.1 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.

D7.2 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 C6.17; and
 - (iii) the direct deposit application form specified in D13
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D8. DELIVERY

D8.1 Goods shall be delivered within sixty (60) Business Days of placing an order.

D8.2 Goods shall be delivered on an "as required" basis during the term of the Contract, f.o.b. destination, freight prepaid to:

Transit Business Centre
421 Osborne Street
Winnipeg, MB R3L 2A2

D8.3 The Contractor shall confirm each delivery with the Contract Administrator or his/her designate, at least two (2) Business Days before delivery.

D8.4 Goods shall be delivered between 7:30 a.m. and 3:00 p.m. on Business Days.

D8.5 The Contractor shall off-load goods as directed at the delivery location.

D9. COVID-19 SCHEDULE DELAYS

D9.1 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, directives from health authorities and various levels of government and in close consultation with the Contract Administrator.

D9.2 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.

D9.3 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. 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.

D9.4 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 D9.3. Failure to provide this notice will result in no additional time delays being considered by the City.

D9.5 The Work schedule, including the durations identified in D8 where applicable, will be adjusted to reflect delays accepted by the Contract Administrator.

D9.6 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.

D10. ORDERS

D10.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for delivery may be placed.

D11. RECORDS

D11.1 The Contractor shall keep detailed records of the goods supplied under the Contract.

D11.2 The Contractor shall record, as a minimum, for each item listed on Form B: Prices:

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

D11.3 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

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:

- (a) the City's purchase order number;
- (b) date of delivery;
- (c) delivery address;
- (d) type and quantity of goods delivered;
- (e) the amount payable with GST, MRST, and any applicable environmental handling charges/fees identified and shown as separate amounts; and
- (f) the Contractor's GST registration number.

D12.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D13. PAYMENT

D13.1 Further to C10, the City shall make payments to the Contractor by direct deposit to the Contractor's banking institution, and by no other means. Payments will not be made until the

Contractor has made satisfactory direct deposit arrangements with the City. Direct deposit application forms are at https://winnipeg.ca/finance/files/Direct_Deposit_Form.pdf .

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.

DISPUTE RESOLUTION

D16. DISPUTE RESOLUTION

D16.1 If the Contractor disagrees with any opinion, determination, or decision of the Contract Administrator, the Contractor shall act in accordance with the Contract Administrator's opinion, determination, or decision unless and until same is modified by the process followed by the parties pursuant to D16.

D16.2 The entire text of C19.4 is deleted, and amended to read: "Intentionally Deleted"

D16.3 The entire text of C19.5 is deleted, and amended to read:

(a) If Legal Services has determined that the Disputed Matter may proceed in the Appeal Process, the Contractor must, within ten (10) Business Days of the date of the Legal Services Response Letter, submit his written Appeal Form, in the manner and format set out on the City's Materials Management Website, to the Chief Administrative Officer, and to the Contract Administrator. The Contractor may not raise any other disputes other than the Disputed Matter in his Appeal Form.

D16.4 Further to C19, prior to the Contract Administrator's issuance of a Final Determination, the following informal dispute resolution process shall be followed where the Contractor disagrees with any opinion, determination, or decision of the Contract Administrator ("Dispute"):

- (a) In the event of a Dispute, attempts shall be made by the Contract Administrator and the Contractor's equivalent representative to resolve Disputes within the normal course of project dealings between the Contract Administrator and the Contractor's equivalent representative.
- (b) Disputes which in the reasonable opinion of the Contract Administrator or the Contractor's equivalent representative cannot be resolved within the normal course of project dealings as described above shall be referred to a without prejudice escalating negotiation process consisting of, at a minimum, the position levels as shown below and the equivalent Contractor representative levels:
- (i) The Contract Administrator;
 - (ii) Supervisory level between the Contract Administrator and applicable Department Head;
 - (iii) Department Head.

D16.4.1 Names and positions of Contractor representatives equivalent to the above City position levels shall be determined by the Contractor and communicated to the City at the pre-commencement or kick off meeting.

D16.4.2 As these negotiations are not an adjudicative hearing, neither party may have legal counsel present during the negotiations.

- D16.4.3 Both the City and the Contractor agree to make all reasonable efforts to conduct the above escalating negotiation process within twenty (20) Business Days, unless both parties agree, in writing, to extend that period of time.
- D16.4.4 If the Dispute is not resolved to the City and Contractor's mutual satisfaction after discussions have occurred at the final escalated level as described above, or the time period set out in D16.4.3, as extended if applicable, has elapsed, the Contract Administrator will issue a Final Determination as defined in C1.1(v), at which point the parties will be governed by the Dispute Resolution process set out in C19.

THIRD PARTY AGREEMENTS

D17. FUNDING AND/OR CONTRIBUTION AGREEMENT OBLIGATIONS

- D17.1 In the event that funding for the Work of the Contract is provided to the City of Winnipeg by the Government of Manitoba and/or the Government of Canada, the following terms and conditions shall apply, as required by the applicable funding agreements.
- D17.2 Further to D17.1, in the event that the obligations in D17 apply, actual costs legitimately incurred by the Contractor as a direct result of these obligations ("Funding Costs") shall be determined by the actual cost to the Contractor and not by the valuation method(s) outlined in C7.4. In all other respects Funding Costs will be processed in accordance with Changes in Work under C7.
- D17.3 For the purposes of D17:
- (a) "**Government of Canada**" includes the authorized officials, auditors, and representatives of the Government of Canada; and
 - (b) "**Government of Manitoba**" includes the authorized officials, auditors, and representatives of the Government of Manitoba.
- D17.4 Modified Insurance Requirements
- D17.4.1 Where applicable, the Contractor will be required to provide wrap-up liability insurance in an amount of no less than two million dollars (\$2,000,000) inclusive per occurrence. Such policy will be written in the joint names of the City, Contractor, Consultants and all sub-contractors and sub-consultants and include twelve (12) months completed operations. The Government of Manitoba and its Ministers, officers, employees, and agents shall be added as additional insureds.
- D17.4.2 If applicable the Contractor will be required to provide builders' risk insurance (including boiler and machinery insurance, as applicable) providing all risks coverage at full replacement cost, or such lower level of insurance that the City may identify on a case-by-case basis, such as an installation floater.
- D17.4.3 The Contractor shall obtain and maintain third party liability insurance with minimum coverage of two million dollars (\$2,000,000.00) per occurrence on all licensed vehicles operated at the Site. In the event that this requirement conflicts with another licensed vehicle insurance requirement in this Contract, then the requirement that provides the higher level of insurance shall apply.
- D17.4.4 Insurers shall provide satisfactory Certificates of Insurance to the Government of Manitoba prior to commencement of Work as written evidence of the insurance required. The Certificates of Insurance must provide for a minimum of thirty (30) days' prior written notice to the Government of Manitoba in case of insurance cancellation.
- D17.4.5 All policies must be taken out with insurers licensed to carry on business in the Province of Manitoba.
- D17.5 Indemnification By Contractor

D17.5.1 In addition to the indemnity obligations outlined in C15 of the General Conditions for Goods, the Contractor agrees to indemnify and save harmless the Government of Canada and the Government of Manitoba and each of their respective Ministers, officers, servants, employees, and agents from and against all claims and demands, losses, costs, damages, actions, suit or other proceedings brought or pursued in any manner in respect of any matter caused by the Contractor or arising from this Contract or the Work, or from the goods or services provided or required to be provided by the Contractor, except those resulting from the negligence of any of the Government of Canada's or the Government of Manitoba's Ministers, officers, servants, employees, or agents, as the case may be.

D17.5.2 The Contractor agrees that in no event will Canada or Manitoba, their respective officers, servants, employees or agents be held liable for any damages in contract, tort (including negligence) or otherwise, for:

- (a) any injury to any person, including, but not limited to, death, economic loss or infringement of rights;
- (b) any damage to or loss or destruction of property of any person; or
- (c) any obligation of any person, including, but not limited to, any obligation arising from a loan, capital lease or other long term obligation;

in relation to this Contract or the Work.

D17.6 Records Retention and Audits

D17.6.1 The Contractor shall maintain and preserve accurate and complete records in respect of this Contract and the Work, including all accounting records, financial documents, copies of contracts with other parties and other records relating to this Contract and the Work during the term of the Contract and for at least six (6) years after Total Performance. Those records bearing original signatures or professional seals or stamps must be preserved in paper form; other records may be retained in electronic form.

D17.6.2 In addition to the record keeping and inspection obligations outlined in C6 of the General Conditions for Goods, the Contractor shall keep available for inspection and audit at all reasonable times while this Contract is in effect and until at least six (6) years after Total Performance, all records, documents, and contracts referred to in D17.6.1 for inspection, copying and audit by the City of Winnipeg, the Government of Manitoba and/or the Government of Canada and their respective representatives and auditors, and to produce them on demand; to provide reasonable facilities for such inspections, copying and audits, to provide copies of and extracts from such records, documents, or contracts upon request by the City of Winnipeg, the Government of Manitoba, and/or the Government of Canada and their respective representatives and auditors, and to promptly provide such other information and explanations as may be reasonably requested by the City of Winnipeg, the Government of Manitoba, and/or the Government of Canada from time-to-time.

D17.7 Other Obligations

D17.7.1 The Contractor consents to the City providing a copy of the Contract Documents to the Government of Manitoba and/or the Government of Canada upon request from either entity.

D17.7.2 If the Lobbyists Registration Act (Manitoba) applies to the Contractor, the Contractor represents and warrants that it has filed a return and is registered and in full compliance with the obligations of that Act, and covenants that it will continue to comply for the duration of this Contract.

D17.7.3 The Contractor shall comply with all applicable legislation and standards, whether federal, provincial, or municipal, including (without limitation) labour, environmental, and human rights laws, in the course of providing the Work.

D17.7.4 The Contractor shall properly account for the Work provided under this Contract and payment received in this respect, prepared in accordance with generally accepted

accounting principles in effect in Canada, including those principles and standards approved or recommended from time-to-time by the Chartered Professional Accountants of Canada or the Public Sector Accounting Board, as applicable, applied on a consistent basis.

- D17.7.5 The Contractor represents and warrants that no current or former public servant or public office holder, to whom the Value and Ethics Code for the Public Sector, the Policy on Conflict of Interest and Post Employment, or the Conflict of Interest Act applies, shall derive direct benefit from this Contract, including any employment, payments, or gifts, unless the provision or receipt of such benefits is in compliance with such codes and the legislation.
- D17.7.6 The Contractor represents and warrants that no member of the House of Commons or of the Senate of Canada or of the Legislative Assembly of Manitoba is a shareholder, director or officer of the Contractor or of a Subcontractor, and that no such member is entitled to any benefits arising from this Contract or from a contract with the Contractor or a Subcontractor concerning the Work.

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS

- E1.1 These Specifications shall apply to the Work.
- E1.2 The following are applicable to the Work:

E2. GOODS

- E2.1 The Contractor shall supply and deliver Dated Bilingual Transit Bus Passes in accordance with the requirements hereinafter specified.
- E2.2 A sample of the proposed 2023 Bilingual Transit Bus Passes is available by contacting the Contract Administrator identified in D4.
- E2.3 Goods supplied shall meet or exceed the quality of the current City sample.
- 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 second 26-week period of 2023;
 - (ii) 25 "voided" samples of Full Fare Super Pass (7-day pass) for each week of the second 26-week period of 2023;
 - (iii) 25 "voided" samples of Reduced Fare Super Bus Pass (7-day pass) for each week of the second 26-week period of 2023; and
 - (iv) 25 "voided" samples of Senior Fare Super Bus Pass (7-day pass) for each week of the second 26-week period of 2023.
 - (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 2023;
 - (ii) 25 "voided" samples of Reduced Monthly Bus Passes for each month of the second 6-month period of 2023;
 - (iii) 25 "voided" samples of Senior Monthly Bus Passes for each month second 6-month period of 2023; and
 - (iv) 25 "voided" samples of Post-secondary Monthly Bus Passes for each month second 6-month period of 2023.
- 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 each week of the first 26-week period of 2024;
 - (ii) 25 “voided” samples of Full Fare Super Pass (7-day pass) for each week of the first 26-week period of 2024;
 - (iii) 25 “voided” samples of Reduced Fare Super Bus Pass (7-day pass) for each week of the first 26-week period of 2024; and
 - (iv) 25 “voided” samples of Senior Fare Super Bus Pass (7-day pass) for each week of the first 26-week period of 2024.
- (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 2024;
 - (ii) 25 “voided” samples of Reduced Monthly Bus Passes for each month of the first 6-month period of 2024;
 - (iii) 25 “voided” samples of Senior Monthly Bus Passes for each month of the first 6-month period of 2024; and
 - (iv) 25 “voided” samples of Post-secondary Monthly Bus Passes for each month of the first 6-month period of 2024.

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

E3. BUS PASS REQUIREMENTS FOR ALL BUS PASSES

Artwork

- E3.1 The Contract Administrator shall:
- (a) Provide colour keys and artwork to the Contractor by January 13, 2023 in Adobe Illustrator; and
 - (b) Approve designs.
- E3.2 The Contractor shall:
- (a) Submit paper proofs and blue-line proofs no later than February 10, 2023 (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 second 26 Calendar Weeks of 2023 commencing July 3, 2023 and shall:
- (a) Include “voided” samples for each week as identified in E2.6(a);
 - (b) Delivered not later than **May 12, 2023**.
- E4.2 In the event that a second production run of Weekly Bus Passes is required for the first 26 Calendar Weeks of 2024 and as identified as Items 9 through 12 on Form B: Prices, the first 26 Calendar Week passes required will commence January 1, 2024, and shall:
- (a) Include “voided” samples for each week as identified in E2.7(a);
 - (b) Delivered not later than **October 27, 2023**.
- E4.2.1 The Contract Administrator shall confirm not later than August 15, 2023 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 aa to zz for Weeks 27-52; and
 - (b) The dates will change in accordance with 2023 dates.
 - (i) The foil week numbers will be:
 - (ii) M-27 to M-52;
 - (iii) F27 to F-52;
 - (iv) R-27 to R-52; and
 - (v) S-27 to S-52.
- E4.4 In the event that a second production run of Weekly Bus Passes is required for Calendar Weeks 1 to 26, 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 A to Z for Weeks 1-26.
 - (b) The dates will change in accordance with 2024 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.
- E4.5 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 second 6 Calendar Months of 2023 commencing July 1, 2023 and shall:
- (a) Include “voided” samples for each month as identified in E2.6(b);
 - (b) Delivered not later than **May 12, 2023**.
- E5.2 In the event that a second production run of Monthly Bus Passes is required for the first 6 Calendar Months of 2024 and as identified and as Items 13 through 16 on Form B: Prices, the first 6-month Calendar Month passes required will commence January 1, 2024, and shall:
- (a) Include “voided” samples for each month identified in E2.7(b); and
 - (b) Delivered not later than **October 27, 2023**.
- E5.2.1 The Contract Administrator shall confirm not later than August 15, 2023 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

Year 1 - First Production Run

- E6.1 Item No. 1 – Full Fare Max 5 Bus Pass (5 Day) shall be:
- (a) 5-Day Pass for each week for the second 26-week period of July 3, 2023 to December 25, 2023;
 - (b) 5000 passes per week, for a total of $26 \times 5000 = 130,000$ (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 00001-5000;
 - (iv) In accordance with 2023 dates;
 - (v) Numbered in foil M-27 the first week, have the foil letter aa, and dated starting July 3, 2023 ending July 7, 2023. Numbered in foil M-28 the second week, have the foil letter bb, and dated starting July 10, 2023 ending July 14, 2023 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 second 26-week period of July 3, 2023 to December 25, 2023;
 - (b) 5000 passes per week, for a total of $26 \times 5000 = 130,000$ (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 00001-5000;
 - (iv) In accordance with 2023 dates;
 - (v) Numbered in foil F-27 the first week, have the foil letter aa, and dated starting July 3, 2023 ending July 9, 2023. Numbered in foil F-28 the second week, have the foil letter bb, and dated starting July 10, 2023 ending July 16, 2023 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 second 26-week period of July 3, 2023 to December 25, 2023;
 - (b) 2500 per week, for a total of $26 \times 2500 = 65,000$ (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 00001-2500;
 - (iv) In accordance with 2023 dates; and

- (v) Numbered in foil R-27 the first week, have the foil letter aa, and dated starting July 3, 2023 ending July 9, 2023. Numbered in foil R-28 the second week, have the foil letter bb, and dated starting July 10, 2023 ending July 16, 2023 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 second 26-week period of July 3, 2023 to December 25, 2023;
- (b) 1250 passes per week, for a total of $26 \times 1250 = 32,500$ (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 00001-1250;
 - (iv) In accordance with 2023 dates;
 - (v) Numbered in foil S-27 the first week, have the foil letter aa, and dated starting July 3, 2023 ending July 9, 2023. Numbered in foil S-28 the second week, have the foil letter bb, and dated starting July 10, 2023 ending July 16, 2023 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 second 6-month period of July 2023 to December 2023;
- (b) 13,000 passes per month, for a total of $6 \times 13,000 = 78,000$ (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 – 13,000; and
 - (iv) A foil letter, number and strip on each pass, going from F7 in July to F12 in December.

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

- (a) Monthly passes for each month for the second 6-month period of July 2023 to December 2023;
- (b) 5,000 passes per month, for a total of $6 \times 5000 = 30,000$ (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 – 5000; and
 - (iv) A foil letter, number and strip on each pass, going from F7 in July to F12 in December.

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

- (a) Monthly passes for each month for the second 6-month period of July 2023 to December 2023;
- (b) 3,000 passes per month, for a total of $6 \times 3000 = 18,000$ (total);
- (c) Format shall be $2 \frac{1}{4}'' \times 3 \frac{11}{16}''$; 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 S7 in July to S12 in December.

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

- (a) Monthly passes for each month for the second 6-month period of July 2023 to December 2023;
- (b) 2,500 passes per month, for a total of $6 \times 2500 = 15,000$ (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 – 2500; and
 - (iv) A foil letter, number and strip on each pass, going from P7 in July to P12 in December.

Year 1 - Second Production Run (as 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 first 26-week period of January 1, 2024 to June 24, 2024;
- (b) 5000 passes per week, for a total of $26 \times 5000 = 130,000$ (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 0001-5000;
 - (iv) In accordance with 2024 dates;
 - (v) Numbered in foil M-01 the first week, have the foil letter A, and dated starting January 1, 2024 ending January 5, 2024. Numbered in foil M-02 the second week, have the foil letter B, and dated starting January 8, 2024 ending January 12, 2024 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 first 26-week period of January 1, 2024 to June 24, 2024;
- (b) 5,000 passes per week, for a total of $26 \times 5000 = 130,000$ (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 0001-5000;
 - (iv) In accordance with 2024 dates;
 - (v) Numbered in foil F-01 the first week, have the foil letter A, and dated starting January 1, 2024 ending January 7, 2024. Numbered in foil F-02 the second week, have the foil letter B, and dated starting January 8, 2024 ending January 14, 2024.
 - (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 first 26-week period of January 1, 2024 to June 24, 2024;
- (b) 3,000 per week for a total of $26 \times 2500 = 65,000$ (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 0001-2500;
 - (iv) In accordance with 2024 dates; and
 - (v) Numbered in foil R-01 the first week, have the foil letter A, and dated starting January 1, 2024 ending January 7, 2024. Numbered in foil R-02 the second week, have the foil letter B, and dated starting January 8, 2024 ending January 14, 2024.
 - (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 first 26-week period of January 1, 2024 to June 24, 2024;
- (b) 1,250 per week, for a total of $26 \times 1250 = 32,500$ (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 2024 dates;
 - (v) Numbered in foil S-01 the first week, have the foil letter A, and dated starting January 1, 2024 ending January 7, 2024. Numbered in foil S-02 the second week, have the foil letter B, and dated starting January 8, 2024 ending January 14, 2024.
 - (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 January 2024 to June 2024;
- (b) 13,000 passes per month, for a total of $6 \times 13000 = 78,000$ (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 – 13000; and
 - (iv) A foil letter, number and strip on each pass, going from F1 in January to F6 in June.

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

- (a) Monthly Passes for each month for the 6-month period of January 2024 to June 2024;
- (b) 6,000 passes per month, for a total of $6 \times 5000 = 30,000$ (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 - 5000; and
 - (iv) A foil letter, number and strip on each pass, going from R1 in January to R6 in June.

- E6.15 Item No. 15 – Senior Fare Monthly Bus Pass shall be:
- (a) Monthly Passes for each month for the 6-month period of January 2024 to June 2024;
 - (b) 4,000 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 S1 in January to S6 in June.
- E6.16 Item No. 16 – Post Secondary Monthly Bus Pass shall be:
- (a) Monthly Passes for each month for the 6-month period of January 2024 to June 2024;
 - (b) 3,000 passes per month, for a total of $6 \times 2500 = 15,000$ (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 – 2500; and
 - (iv) A foil letter, number and strip on each pass, going from P1 in January to P6 in June.

Year 2 - First Production Run (as required)

- E6.17 Item No. 17 – Full Fare Max 5 Bus Pass (5 Day) shall be:
- (a) 5-Day Pass for each week for the second 26-week period of July 1, 2024 to December 23, 2024;
 - (b) 5000 passes per week, for a total of $26 \times 5000 = 130,000$ (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 00001-5000;
 - (iv) In accordance with 2024 dates;
 - (v) Numbered in foil M-27 the first week, have the foil letter aa, and dated starting July 1, 2024 ending July 5, 2024. Numbered in foil M-28 the second week, have the foil letter bb, and dated starting July 8, 2024 ending July 12, 2024 etc.
 - (i) See Appendix A for further details on numbering and dates.
- E6.18 Item No. 18 – Full Fare Super Bus Pass (7 Day) shall be:
- (a) 7-Day Pass for each week for the second 26-week period of July 1, 2024 to December 23, 2024;
 - (b) 5000 passes per week, for a total of $26 \times 5000 = 130,000$ (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 00001-5000;
 - (iv) In accordance with 2024 dates:

- (v) Numbered in foil F-27 the first week, have the foil letter aa, and dated starting July 1, 2024 ending July 7, 2024. Numbered in foil F-28 the second week, have the foil letter bb, and dated starting July 8, 2024 ending July 14, 2024 etc.
- (i) See Appendix A for further details on numbering and dates.

E6.19 Item No. 19 – Reduced Fare Super Bus Pass (7 Day) shall be:

- (a) 7-Day Pass for each week for the second 26-week period of July 1, 2024 to December 23, 2024;
- (b) 2500 per week, for a total of $26 \times 2500 = 65,000$ (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 00001-2500;
 - (iv) In accordance with 2024 dates; and
 - (v) Numbered in foil R-27 the first week, have the foil letter aa, and dated starting July 1, 2024 ending July 7, 2024. Numbered in foil R-28 the second week, have the foil letter bb, and dated starting July 8, 2024 ending July 14, 2024 etc.
- (i) See Appendix A for further details on numbering and dates.

E6.20 Item No. 20 – Senior Fare Super Bus Pass (7 Day) shall be:

- (a) 7-Day Pass for each week for the second 26-week period of July 1, 2024 to December 23, 2024;
- (b) 1250 passes per week, for a total of $26 \times 1250 = 32,500$ (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 00001-1250;
 - (iv) In accordance with 2024 dates;
 - (v) Numbered in foil S-27 the first week, have the foil letter aa, and dated July 1, 2024 ending July 7, 2024. Numbered in foil S-28 the second week, have the foil letter bb, and dated starting July 8, 2024 ending July 14, 2024 etc.
- (i) See Appendix A for further details on numbering and dates.

E6.21 Item No. 21 – Full Fare Monthly Bus Pass shall be:

- (a) Monthly Passes for each month for the second 6-month period of July 2024 to December 2024;
- (b) 13,000 passes per month, for a total of $6 \times 13,000 = 78,000$ (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 – 13,000; and
 - (iv) A foil letter, number and strip on each pass, going from F7 in July to F12 in December.

E6.22 Item No. 22 – Reduced Fare Monthly Bus Pass shall be:

- (a) Monthly passes for each month for the second 6-month period of July 2024 to December 2024;
- (b) 5,000 passes per month, for a total of $6 \times 5000 = 30,000$ (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 – 5000; and
 - (iv) A foil letter, number and strip on each pass, going from F7 in July to F12 in December.

E6.23 Item No. 23 – Senior Fare Monthly Bus Pass shall be:

- (a) Monthly passes for each month for the second 6-month period of July 2024 to December 2024;
- (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 S7 in July to S12 in December.

E6.24 Item No. 24 – Post Secondary Monthly Bus Pass shall be:

- (a) Monthly passes for each month for the second 6-month period of July 2024 to December 2024;
- (b) 2,500 passes per month, for a total of 6 x 2500 = 15,000 (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 – 2500; and
 - (iv) A foil letter, number and strip on each pass, going from P7 in July to P12 in December.

Year 2 - Second Production Run (as required)

E6.25 Item No. 25 – Full Fare Max 5 Bus Pass (5 Day) shall be:

- (a) 5-Day Pass for each week for the first 26-week period of December 30, 2024 to June 23, 2025;
- (b) 5000 passes per week, for a total of 26 x 5000 = 130,000 (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 0001-5000;
 - (iv) In accordance with 2025 dates;
 - (v) Numbered in foil M-01 the first week, have the foil letter A, and dated starting December 30, 2024 ending January 3, 2025. Numbered in foil M-02 the second week, have the foil letter B, and dated starting January 6, 2025 ending January 10, 2025 etc.
 - (i) See Appendix A for further details on numbering and dates.

E6.26 Item No. 26 – Full Fare Super Bus Pass (7 Day) shall be:

- (a) 7-Day Pass for each week for the first 26-week period of December 30, 2024 to June 23, 2025;
- (b) 5,000 passes per week, for a total of $26 \times 5000 = 130,000$ (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 0001-5000;
 - (iv) In accordance with 2025 dates;
 - (v) Numbered in foil F-01 the first week, have the foil letter A, and dated starting December 30, 2024 ending January 5, 2025. Numbered in foil F-02 the second week, have the foil letter B, and dated starting January 6, 2025 ending January 12, 2025.
 - (i) See Appendix A for further details on numbering and dates.

E6.27 Item No. 27 – Reduced Fare Super Bus Pass (7 Day) shall be:

- (a) 7-Day Pass for each week for the first 26-week period of December 30, 2024 to June 23, 2025;
- (b) 3,000 per week for a total of $26 \times 2500 = 65,000$ (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 0001-2500;
 - (iv) In accordance with 2025 dates; and
 - (v) Numbered in foil R-01 the first week, have the foil letter A, and dated starting December 30, 2024 ending January 5, 2025. Numbered in foil R-02 the second week, have the foil letter B, and dated starting January 6, 2025 ending January 12, 2025.
 - (i) See Appendix A for further details on numbering and dates.

E6.28 Item No. 28 – Senior Fare Super Bus Pass (7 Day) shall be:

- (a) 7-Day Pass for each week for the first 26-week period of December 30, 2024 to June 23, 2025;
- (b) 1,250 per week, for a total of $26 \times 1250 = 32,500$ (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 2025 dates;
 - (v) Numbered in foil S-01 the first week, have the foil letter A, and dated starting December 30, 2024 ending January 5, 2025. Numbered in foil S-02 the second week, have the foil letter B, and dated starting January 6, 2025 ending January 12, 2025.
 - (i) See Appendix A for further details on numbering and dates.

E6.29 Item No. 29 – Full Fare Monthly Bus Pass shall be:

- (a) Monthly Passes for each month for the 6-month period of January 2025 to June 2025;
- (b) 13,000 passes per month, for a total of $6 \times 13000 = 78,000$ (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 – 13000; and
 - (iv) A foil letter, number and strip on each pass, going from F1 in January to F6 in June.

E6.30 Item No. 30 – Reduced Fare Monthly Bus Pass shall be:

- (a) Monthly Passes for each month for the 6-month period of January 2025 to June 2025;
- (b) 6,000 passes per month, for a total of $6 \times 5000 = 30,000$ (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 - 5000; and
 - (iv) A foil letter, number and strip on each pass, going from R1 in January to R6 in June.

E6.31 Item No. 31 – Senior Fare Monthly Bus Pass shall be:

- (a) Monthly Passes for each month for the 6-month period of January 2025 to June 2025;
- (b) 4,000 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 S1 in January to S6 in June.

E6.32 Item No. 32 – Post Secondary Monthly Bus Pass shall be:

- (a) Monthly Passes for each month for the 6-month period of January 2025 to June 2025;
- (b) 3,000 passes per month, for a total of $6 \times 2500 = 15,000$ (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 – 2500; and
 - (iv) A foil letter, number and strip on each pass, going from P1 in January to P6 in June.

Additional Production Run (if required)

E6.33 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

E6.34 Appendix A – Dates for Weekly Passes

| 2023 | | Beginning Date | Ending Date | Ending Date |
|---------------------|---------------|-----------------------|---------------------|--|
| Week Number: | Letter | All Passes | Max 5/ 5 Day | Super Passes FF-R-S / 7 Day |
| Week 27 | aa | 7/03/23 | 7/07/23 | 7/09/23 |
| Week 28 | bb | 7/10/23 | 7/14/23 | 7/16/23 |
| Week 29 | cc | 7/17/23 | 7/21/23 | 7/23/23 |
| Week 30 | dd | 7/24/23 | 7/28/23 | 7/30/23 |
| Week 31 | ee | 7/31/23 | 8/04/23 | 8/06/23 |
| Week 32 | ff | 8/07/23 | 8/11/23 | 8/13/23 |
| Week 33 | gg | 8/14/23 | 8/18/23 | 8/20/23 |
| Week 34 | hh | 8/21/23 | 8/25/23 | 8/27/23 |
| Week 35 | ii | 8/28/23 | 9/01/23 | 9/03/23 |
| Week 36 | jj | 9/04/23 | 9/08/23 | 9/10/23 |
| Week 37 | kk | 9/11/23 | 9/15/23 | 9/17/23 |
| Week 38 | ll | 9/18/23 | 9/22/23 | 9/24/23 |
| Week 39 | mm | 9/25/23 | 9/29/23 | 10/01/23 |
| Week 40 | nn | 10/02/23 | 10/06/23 | 10/08/23 |
| Week 41 | oo | 10/09/23 | 10/13/23 | 10/15/23 |
| Week 42 | pp | 10/16/23 | 10/20/23 | 10/22/23 |
| Week 43 | qq | 10/23/23 | 10/27/23 | 10/29/23 |
| Week 44 | rr | 10/30/23 | 11/03/23 | 11/05/23 |
| Week 45 | ss | 11/06/23 | 11/10/23 | 11/12/23 |
| Week 46 | tt | 11/13/23 | 11/17/23 | 11/19/23 |
| Week 47 | uu | 11/20/23 | 11/24/23 | 11/26/23 |
| Week 48 | vv | 11/27/23 | 12/01/23 | 12/03/23 |
| Week 49 | ww | 12/04/23 | 12/08/23 | 12/10/23 |
| Week 50 | xx | 12/11/23 | 12/15/23 | 12/17/23 |
| Week 51 | yy | 12/18/23 | 12/22/23 | 12/24/23 |
| Week 52 | zz | 12/25/23 | 12/29/23 | 12/31/23 |

| 2024 | | Beginning Date | Ending Date | Ending Date |
|---------------------|---------------|-----------------------|---------------------|---------------------------------------|
| Week Number: | Letter | All Passes | Max 5/ 5 Day | Super Passes FF-R-S/ 7 Day |
| Week 1 | A | 1/01/24 | 1/05/24 | 1/07/24 |
| Week 2 | B | 1/08/24 | 1/12/24 | 1/14/24 |
| Week 3 | C | 1/15/24 | 1/19/24 | 1/21/24 |
| Week 4 | D | 1/22/24 | 1/26/24 | 1/28/24 |
| Week 5 | E | 1/29/24 | 2/02/24 | 2/04/24 |
| Week 6 | F | 2/05/24 | 2/09/24 | 2/11/24 |
| Week 7 | G | 2/12/24 | 2/16/24 | 2/18/24 |
| Week 8 | H | 2/19/24 | 2/23/24 | 2/25/24 |
| Week 9 | I | 2/26/24 | 3/01/24 | 3/03/24 |
| Week 10 | J | 3/04/24 | 3/08/24 | 3/10/24 |
| Week 11 | K | 3/11/24 | 3/15/24 | 3/17/24 |
| Week 12 | L | 3/18/24 | 3/22/24 | 3/24/24 |
| Week 13 | M | 3/25/24 | 3/29/24 | 3/31/24 |
| Week 14 | N | 4/01/24 | 4/05/24 | 4/07/24 |
| Week 15 | O | 4/08/24 | 4/12/24 | 4/14/24 |
| Week 16 | P | 4/15/24 | 4/19/24 | 4/21/24 |
| Week 17 | Q | 4/22/24 | 4/26/24 | 4/28/24 |
| Week 18 | R | 4/29/24 | 5/03/24 | 5/05/24 |
| Week 19 | S | 5/06/24 | 5/10/24 | 5/12/24 |
| Week 20 | T | 5/13/24 | 5/17/24 | 5/19/24 |
| Week 21 | U | 5/20/24 | 5/24/24 | 5/26/24 |
| Week 22 | V | 5/27/24 | 5/31/24 | 6/02/24 |
| Week 23 | W | 6/03/24 | 6/07/24 | 6/09/24 |
| Week 24 | X | 6/10/24 | 6/14/24 | 6/16/24 |
| Week 25 | Y | 6/17/24 | 6/21/24 | 6/23/24 |
| Week 26 | Z | 6/24/24 | 6/28/24 | 6/30/24 |
| Week 27 | aa | 7/01/24 | 7/05/24 | 7/07/24 |
| Week 28 | bb | 7/08/24 | 7/12/24 | 7/14/24 |
| Week 29 | cc | 7/15/24 | 7/19/24 | 7/21/24 |

| | | | | |
|---------|----|----------|----------|----------|
| Week 30 | dd | 7/22/24 | 7/26/24 | 7/28/24 |
| Week 31 | ee | 7/29/24 | 8/02/24 | 8/04/24 |
| Week 32 | ff | 8/05/24 | 8/09/24 | 8/11/24 |
| Week 33 | gg | 8/12/24 | 8/16/24 | 8/18/24 |
| Week 34 | hh | 8/19/24 | 8/23/24 | 8/25/24 |
| Week 35 | ii | 8/26/24 | 8/30/24 | 9/01/24 |
| Week 36 | jj | 9/02/24 | 9/06/24 | 9/08/24 |
| Week 37 | kk | 9/09/24 | 9/13/24 | 9/15/24 |
| Week 38 | ll | 9/16/24 | 9/20/24 | 9/22/24 |
| Week 39 | mm | 9/23/24 | 9/27/24 | 9/29/24 |
| Week 40 | nn | 9/30/24 | 10/04/24 | 10/06/24 |
| Week 41 | oo | 10/07/24 | 10/11/24 | 10/13/24 |
| Week 42 | pp | 10/14/24 | 10/18/24 | 10/20/24 |
| Week 43 | qq | 10/21/24 | 10/25/24 | 10/27/24 |
| Week 44 | rr | 10/28/24 | 11/01/24 | 11/03/24 |
| Week 45 | ss | 11/04/24 | 11/08/24 | 11/10/24 |
| Week 46 | tt | 11/11/24 | 11/15/24 | 11/17/24 |
| Week 47 | uu | 11/18/24 | 11/22/24 | 11/24/24 |
| Week 48 | vv | 11/25/24 | 11/29/24 | 12/01/24 |
| Week 49 | ww | 12/02/24 | 12/06/24 | 12/08/24 |
| Week 50 | xx | 12/09/24 | 12/13/24 | 12/15/24 |
| Week 51 | yy | 12/16/24 | 12/20/24 | 12/22/24 |
| Week 52 | zz | 12/23/24 | 12/27/24 | 12/29/24 |

| 2025 | | Beginning Date | Ending Date | Ending Date |
|---------------------|---------------|-----------------------|---------------------|---------------------------------------|
| Week Number: | Letter | All Passes | Max 5/ 5 Day | Super Passes FF-R-S/ 7 Day |
| Week 1 | A | 12/30/24 | 1/03/25 | 1/05/25 |
| Week 2 | B | 1/06/25 | 1/10/25 | 1/12/25 |
| Week 3 | C | 1/13/25 | 1/17/25 | 1/19/25 |
| Week 4 | D | 1/20/25 | 1/24/25 | 1/26/25 |
| Week 5 | E | 1/27/25 | 1/31/25 | 2/02/25 |

| | | | | |
|---------|---|---------|---------|---------|
| Week 6 | F | 2/03/25 | 2/07/25 | 2/09/25 |
| Week 7 | G | 2/10/25 | 2/14/25 | 2/16/25 |
| Week 8 | H | 2/17/25 | 2/21/25 | 2/23/25 |
| Week 9 | I | 2/24/25 | 2/28/25 | 3/02/25 |
| Week 10 | J | 3/03/25 | 3/07/25 | 3/09/25 |
| Week 11 | K | 3/10/25 | 3/14/25 | 3/16/25 |
| Week 12 | L | 3/17/25 | 3/21/25 | 3/23/25 |
| Week 13 | M | 3/24/25 | 3/28/25 | 3/30/25 |
| Week 14 | N | 3/31/25 | 4/04/25 | 4/06/25 |
| Week 15 | O | 4/07/25 | 4/11/25 | 4/13/25 |
| Week 16 | P | 4/14/25 | 4/18/25 | 4/20/25 |
| Week 17 | Q | 4/21/25 | 4/25/25 | 4/27/25 |
| Week 18 | R | 4/28/25 | 5/02/25 | 5/04/25 |
| Week 19 | S | 5/05/25 | 5/09/25 | 5/11/25 |
| Week 20 | T | 5/12/25 | 5/16/25 | 5/18/25 |
| Week 21 | U | 5/19/25 | 5/23/25 | 5/25/25 |
| Week 22 | V | 5/26/25 | 5/30/25 | 6/01/25 |
| Week 23 | W | 6/02/25 | 6/06/25 | 6/08/25 |
| Week 24 | X | 6/09/25 | 6/13/25 | 6/15/25 |
| Week 25 | Y | 6/16/25 | 6/20/25 | 6/22/25 |
| Week 26 | Z | 6/23/25 | 6/27/25 | 6/29/25 |