

**PART E**  
**SPECIFICATIONS**

## PART E - SPECIFICATIONS

### GENERAL

#### E1. GENERAL

E1.1 These Specifications shall apply to the Work.

E1.2 Further to G.C. 1.01 of the General Conditions:

(a) “**CGSB**” means the Canadian General Standards Board.

#### E2. GOODS

E2.1 The Contractor shall supply paper in accordance with the requirements hereinafter specified.

E2.2 Items No. 1 to 8 - Bond Paper

Items No. 1 to 8 are intended for use on Canon IR105, IR110, IR3200, AB Dick offset duplicators, plain paper office photocopiers and similar equipment.

Items No. 1 to 8 shall be bond/Xerographic copy and electrostatic copy paper meeting the requirements of CGSB National Standard of Canada CAN/CGSB-9.1-93 and CAN/CGSB-9.51-93. Further to said standard:

- (a) grade No. 8 Bond or better;
- (b) grammage: 75 grams per square metre;
- (c) grain: long;
- (d) package size: 500 sheets.
- (e) Assorted colours shall include but not be limited to green, canary, buff, blue, goldenrod and pink.

E2.3 Items No. 9 & 10 – No.1 Offset Paper

Intended for use on Canon IR105, IR110, IR3200, AB Dick Offset Duplicators, and similar equipment.

Shall be No. 1 offset paper meeting the requirements of CGSB National Standard of Canada CAN/CGSB-9.28-93. Further to said standard:

- (a) Grade No. 1 offset;
- (b) grammage: 90 grams per square metre;
- (c) grain: long;
- (d) package size: 500 sheets.

E2.4 Items No. 11 & 12 Vellum Bristol Paper

Intended for use on Canon IR105, IR110, IR3200, AB Dick offset duplicators, and similar equipment.

Shall be vellum bristol paper meeting the requirements of CGSB National Standard of Canada CAN/CGSB-9.38-93. Further to said standard:

- (a) grammage: 135 grams per square metre;
- (b) grain long;

- (c) package size 250 sheets

Assorted colours available shall include but not be limited to blue, buff, cream/ivory, green, goldenrod, orange, orchid, salmon, tan, and yellow.

**E2.5 Item No. 13 - Cotton bond**

Shall be cotton bond smooth/wove finish paper meeting the requirements of CGSB National Standard of Canada CAN/CGSB-9.28-93. Further to said standard:

- (a) pure white
- (b) 24 lb,
- (c) 25% cotton content
- (d) package size: 500 sheets

**E2.6 Items No. 14 & 15 - Laser Printer Paper**

Intended for use on Highspeed, HP LaserJet printers.

Shall be Xerographic copy paper meeting the following requirements:

- (a) grammage: 75 grams per square metre;
- (b) grain: long;
- (c) 100% chemical wood pulp (either sulphite or kraft), free from recycled, cotton, or synthetic fibre;
- (d) ash content: 18% maximum;
- (e) kaolin or china clay (aluminosilicate) filler, titanium dioxide or magnesium silicate may be added to improve brightness;
- (f) starch surface sizing (not synthetic);
- (g) acid rosin or synthetic (alkylkelene dimer or alkylsuccinic anhydride) internal sizing;
- (h) rotary precision cut (Lennox, Will, or equivalent), length and width  $\pm 0.787$  mm, squareness all corners  $90^\circ \pm 0^\circ 06'$ ;
- (i) caliper 90 to 127  $\mu\text{m}$ ;
- (j) smoothness: 100 to 200 Sheffield units;
- (k) porosity (Gurley): 10 s/100 ml minimum;
- (l) coefficient of static friction: 0.35 to 0.62;
- (m) stiffness (Taber): 64 to 72  $\text{g/m}^2$ , MD 1.4 minimum, CD 0.5 minimum;
- (n) moisture content: 3.4 to 5.5%;
- (o) surface resistivity:  $5 \times 10^8$  to  $1 \times 10^{12}$  ohms; and
- (p) package size: 500 sheets

Item No. 15 shall be pre-punched for three-ring binders (6.4 to 7.9 mm diameter, 10.8 cm centre to centre).

**E2.7 Items No. 16 & 17 – NCR Multi-part carbonless forms**

- (a) NCR Product - carbonless 2 part form (white w/color)
- (b) NCR Product - carbonless 3 part form (white w/color)
- (c) package size: 500 sheets
- (d) No substitutes.

### **E3. RECYCLED PRODUCTS**

- E3.1 Notwithstanding GC.4.02(2) of the General Conditions, recycled fibre content is permitted except as hereinafter specified.
- E3.2 Notwithstanding E2.6(c), Items No. 14 and 15 may contain recycled fibre which is 100% chemical wood pulp and free of any contaminant (e.g. sizing) that may have been added to the paper from its previous application.
- E3.3 Bidders are advised to clearly identify, in their Tender Submission, products which are certified by the Environmental Choice Program. Such products will be evaluated in accordance with B13 of the Bidding Procedures.

### **E4. DELIVERY**

- E4.1 Goods shall be delivered on an "as required" basis during the term of the Contract, FOB destination, freight prepaid, to various locations within the City, including:
  - (a) Glacial Sand and Gravel [approx. 11 kms. Outside of City limits]  
105 Heatherdale Road (Unit 66)  
RM of Springfield.  
N/bound on Hwy. 59 until Garvin Road.  
E/bound approx. 7 Kms on Garvin Road until Heatherdale Road.  
N/bound approx. 1 km. on Heatherdale Road.
- E4.1.2 Approximate deliveries to this location six (6) times per year.
- E4.2 Delivery of goods on an "as-required" basis shall be within Two (2) Working Days of the placing of an order by telephone, facsimile transmittal, or letter, except where otherwise agreed at the time of ordering.
- E4.3 Delivery addresses for all other City Users cannot be provided. The City currently has approximately 260 photocopiers in service. The City reserves the right to revise locations, paper type and size, or the quantities for individual locations as required by changes in its operations during the term of the Contract.
- E4.4 Deliveries shall be as follows:
- E4.5 Delivery of coloured bond paper (pastel or brite-hue) may be ordered by the package. All other paper is normally ordered by the case, For example, where case quantity is equal to 10 packages of 500 sheets.
- E4.6 Item No's 9, 10, 11, 12, 13, 16 and 17 are delivered, on an "as required" basis, only to Corporate Services Department, Corporate Services Department, Print & Mail Services Branch, Basement, Council Building, 510 Main Street, Winnipeg, Manitoba. This location may order other items listed on Form B: Prices at the same time.
- E4.6.1 All deliveries to Corporate Services Department, and Print & Mail Services Branch shall include transportation from the access ramp off James Avenue and shelving of the goods in the Division's storage area by the Contractor.
- E4.7 Item No. 15 is normally delivered only to Corporate Information Technology Department, 7<sup>th</sup> Floor, Administration Building, 510 Main Street on an "as-required" basis. This location will normally order items No. 14 and 15 for delivery at the same time.
- E4.7.1 All deliveries to Corporate Information Technology Department, 7th Floor, Administration Building, 510 Main Street shall include transportation to the 7th Floor and shelving of the goods in the Division's storage area by the Contractor.