

PART E

SPECIFICATIONS

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GENERAL

E1. GENERAL

E1.1 These Specifications shall apply to the Work.

E2. INSERTING AND SEALING

E2.1 The service classification for item numbers 1-4, requires:

E2.1.1 that envelopes shall be supplied by the requester departments;

E2.1.2 that inserts are already at size, ready for insertion;

- (a) should items intended for insertion not be at size, the Contractor shall make provision for simple, single or double folds. Regardless of content, folds that shall be covered under the Contract are listed in accordance with E3.1.1

E2.2 Insert jobs of less than 1 Thousand shall be calculated as follows:

E2.2.1 Unit prices per Thousand; divided by 1 Thousand; multiplied by the number of pieces submitted in accordance with the "unit" (for Inserting and Sealing) on the Form B: Prices.

E2.3 The Contractor shall seal all jobs unless specifically requested not to.

E3. FOLDING VARIOUS FLAT SHEET PAPER SIZES FOR INSERT

E3.1 The service classification for item number 5, assumes that inserts shall be submitted to the Contractor flat, and shall be folded to size, and inserted by the Contractor.

E3.1.1 Letter and Legal paper, up to two (2) folds, including sizes;

- | | | | |
|-------|--------------|--------------------------|---|
| (i) | Utility Bill | supplied flat 7" x 8.5" | to be folded for insert as: 7" x 4.25"; |
| (ii) | Letters | supplied flat 8.5" x 11" | to be folded for insert as: 3.75" x 8.5"; |
| (iii) | Notices | supplied flat 8.5" x 11" | to be folded for insert as: 5.5" x 8.5"; |
| (iv) | Notices | supplied flat 8.5" x 14" | to be folded for insert as: 3.5" x 8.5"; |
| (v) | Coupons | supplied flat 4" x 11" | to be folded for insert as: 4" x 6". |

E3.2 More complex folds may be performed. Departments are encouraged to contact the Contractor for unusual folding requirements.

E3.3 Folding jobs of less than 1 Thousand shall be calculated as follows:

E3.3.1 Unit prices per Thousand; divided by 1 Thousand; multiplied by the number of pieces submitted in accordance with the "unit" (for Item No. 5) on the Form B: Prices.

E4. FORM BURSTING AND BREAKING

E4.1 Required where forms have been printed on tractor feed stock, and will consist of either plain or carbonless multi-part stock.

E4.1.1 Form bursting requires the breaking-up of perforations at top and bottom of each form, as well as the breaking-off of perforations along the side of the tractor feed strips;

E4.1.2 The result is a clean form, ready for folding and/or inserting.

E5. HAND MATCHING AND COLLATING

E5.1 Contractor shall perform hand-matching of the multiple pages, ensuring accurate placement of (personalized) recipient specific information prior to insertion.

E6. SETUP COSTS FOR JOBS LESS THAN 1 THOUSAND PIECES

E6.1 A Setup cost shall be applied to all jobs less than 1000 pieces.

E6.1.1 This setup cost shall be extra to item numbers 1-7.

E7. JOB PICKUP

E7.1 The Contractor shall provide for pick-up of jobs at various city locations.

E7.2 Request for pick-ups called in to the Contractor by 12:00 noon, shall be picked up by 4:00 p.m that business day, unless the requester arranges otherwise;

E7.3 Where the requester indicates the job be picked-up, the Contractor shall be responsible for ensuring that reliable, accurate transportation needs are met.

E7.4 Request for pick-ups called in to the Contractor after 12:00 noon shall be picked up start of requestor's business hours, next working day, unless the r arranges otherwise.

E7.5 The Contractor shall provide a flat fee regardless of pieces picked up.

E7.6 The Contractor shall report any undue delay or change, to an agreed job pick-up, to the requestor.

E8. JOB DELIVERY

E8.1 Upon the instruction of the requester, the Contractor shall:

E8.1.1 deliver the Job to Canada Post's main post office in downtown Winnipeg, or;

E8.1.2 return the Job to the City of Winnipeg, Corporate Services Department, Printing, Graphics, and Mail Services Branch, Basement 510 Main Street

E8.2 The Contractor shall be responsible for ensuring that reliable, accurate transportation needs are met.

E8.3 The Contractor shall report any undue delay or change, to an agreed job delivery, to the requester.

E8.4 The Contractor shall provide a flat fee regardless of shipment size or destination.

E9. SERVICES

E9.1 The Contractor shall provide direct mail services in accordance with the requirements of the Bid Opportunity, and hereinafter specified.

E9.2 The Contractor shall be establish and confirm Job details with the requester within seven (7) days of receipt of the Purchase Order.

E9.3 ANIMAL SERVICES:

(a) service is approximately 1-2 times per month;

(b) approximately 1575 pieces each job

- (c) approximate yearly total is 37,800 pieces;
- (d) service approximates 2 inserts, folded, sealed;
- (e) contact person shall be:
Nancy Neumann
Office Administration
1057 Logan Avenue
986-8143
office hours: 8:30 a.m. – 4:30 p.m.

E9.4 PROPERTY ASSESSMENT:

- (a) Services is approximately 2 times a year;
- (b) Approximately 100k first delivery, and 200k second delivery;
- (c) Approximate yearly total is 300k;
- (d) Service approximates 1 insert, folded, sealed and delivered to Canada Post;
- (e) Contact person shall be:
Ken Quon
Supervisor of Property Assessment
457 Main Street
986-83051
office hours: 8:30 a.m. – 4:30 p.m.

E9.5 TAX BRANCH:

- (a) Service is required approximately 4 times per year;
- (b) Approximate delivery lots shall be; January (5k pieces); April (12k pieces); May (220k pieces); July (18k pieces);
- (c) Approximate yearly total is 255k pieces;
- (d) Service approximates 2 inserts, sealed, sorted (high density pre-sort postal-walk order,
- (e) Contact person shall be:
Guy Frobisher
Supervisor of Billing and Technical Services
510 Main Street, main floor
986-2414
office hours: 8:30 a.m. – 4:30 p.m.

E9.6 WATER AND WASTE:

- (a) Services is required every business day;
- (b) Approximately 3600 pieces daily;
- (c) Approximate yearly total is 937k pieces;
- (d) Job shall be delivered to Canada Post by 12:00 noon the following day;
- (e) Services approximates 4 inserts, folded, sealed;
- (f) Contact person shall be:
Colleen Browne
Superintendent of Customer Accounts
185 King Street, 4th floor
986-2109
office hours: 8:30 a.m. – 4:30 p.m.

LIBRARY SERVICES:

- (a) Service is required once a week;
- (b) Approximately 200 pieces per week;
- (c) Approximate yearly total is 10.4k pieces;
- (d) Services approximates 1 insert, folded, sealed;
- (e) Contact person shall be:
 - Betty Parry
 - Administrative Coordinator
 - 700 Assiniboine Park
 - 986-5002
 - office hours: 8:30 a.m. – 4:30 p.m.

E9.8 FIRE PARAMEDIC SERVICE:

- (a) Service is required approximately twice a week;
- (b) Approximately 300 pieces Thursday and 500 pieces Friday;
- (c) Approximate yearly total is 41.6k pieces;
- (d) Services approximates 1 insert, folded, sealed;
- (e) Contact person shall be:
 - Wanda Cameron
 - Financial Services Supervisor
 - 151 Princess Street, 5th floor
 - 986-7909
 - office hours: 8:30 a.m. – 4:30 p.m.