



**THE CITY OF WINNIPEG**

# **BID OPPORTUNITY**

**BID OPPORTUNITY NO. 649-2005**

**PROVISION OF PHOTOCOPIERS FOR COMMUNITY SERVICES – LIBRARY  
SERVICES**

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## **PART B - BIDDING PROCEDURES**

### **B1. PROJECT TITLE**

B1.1 PROVISION OF PHOTOCOPIERS FOR COMMUNITY SERVICES – LIBRARY SERVICES

### **B2. SUBMISSION DEADLINE**

B2.1 The Submission Deadline is 12:00 noon Winnipeg time, February 9, 2006.

B2.2 Bid Submissions determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.

B2.3 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

### **B3. ENQUIRIES**

B3.1 All enquiries shall be directed to the Contract Administrator identified in D4.1.

B3.2 If the Bidder finds errors, discrepancies or omissions in the Bid Opportunity, or is unsure of the meaning or intent of any provision therein, the Bidder shall notify the Contract Administrator of the error, discrepancy or omission, or request a clarification as to the meaning or intent of the provision 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 Bid Opportunity 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 Bid Opportunity will be provided by the Contract Administrator only to the Bidder who made the enquiry.

B3.5 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B3 unless that response or interpretation is provided by the Contract Administrator in writing.

### **B4. ADDENDA**

B4.1 The Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the Bid Opportunity, or clarifying the meaning or intent of any provision therein.

B4.2 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.

B4.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.

B4.2.2 The Bidder is responsible for ensuring that he has received all addenda and is advised to check the Materials Management Branch internet site for addenda shortly before submitting his Bid.

B4.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 8 of Form A: Bid. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.

## **B5. SUBSTITUTES**

- B5.1 The Work is based on the Plant, Materials and methods specified in the Bid Opportunity.
- B5.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B5.3 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.
- B5.4 The Bidder shall ensure that any and all requests for approval of a substitute:
- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the Plant, Material or method as either an approved equal or alternative;
  - (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
  - (c) identify any anticipated cost or time savings that may be associated with the substitute;
  - (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the proposed work schedule and the dates specified in the Supplemental Conditions for Substantial Performance and Total Performance;
  - (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 proposed work schedule and the dates specified in the Supplemental Conditions for Substantial Performance and Total Performance.
- B5.5 The Contract Administrator, after assessing the request for approval of a substitute, may in his 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.
- B5.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, only to the Bidder who requested approval of the substitute.
- B5.6.1 The Bidder requesting and obtaining the approval of a substitute shall be entirely responsible for disseminating information regarding the approval to any person or persons he wishes to inform.
- B5.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.
- B5.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Bidder bidding that approved alternative shall base his 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 B13.
- B5.9 No later claim by the Contractor for an addition to the Total Bid Price because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.

**B6. BID SUBMISSION**

- B6.1 The Bid Submission consists of the following components:
- (a) Form A: Bid;
  - (b) Form B: Prices;
- B6.2 All components of the Bid Submission 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 in ink, to constitute a responsive Bid.
- B6.3 The Bid Submission shall be submitted enclosed and sealed in an envelope clearly marked with the Bid Opportunity number and the Bidder's name and address.
- B6.3.1 Samples or other components of the Bid Submission which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the Bid Opportunity number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Bid Submission.
- B6.4 Bid Submissions submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.
- B6.5 Bid Submissions shall be submitted to:
- The City of Winnipeg  
Corporate Finance Department  
Materials Management Branch  
185 King Street, Main Floor  
Winnipeg MB R3B 1J1

**B7. BID**

- B7.1 The Bidder shall complete Form A: Bid, making all required entries.
- B7.2 Paragraph 2 of Form A: Bid shall be completed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his own name, his 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 own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.
- B7.2.1 If a Bid is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B7.2.
- B7.3 In Paragraph 3 of Form A: Bid, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Bid.
- B7.4 Paragraph 10 of Form A: Bid shall be signed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his own name, it shall be signed by the Bidder;
  - (b) if the Bidder is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;

- (c) if the Bidder is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
- (d) if the Bidder is carrying on business under a name other than his 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.

B7.4.1 The name and official capacity of all individuals signing Form A: Bid shall be printed below such signatures.

B7.4.2 All signatures shall be original and shall be witnessed except where a corporate seal has been affixed.

B7.5 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 Submission and the Contract, when awarded, shall be both joint and several.

## **B8. PRICES**

B8.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.

B8.1.1 Notwithstanding GC.9.01(1), prices on Form B: Prices shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.

B8.2 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.

B8.3 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. QUALIFICATION**

B9.1 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;
- (b) be responsible and not be suspended, debarred or in default of any obligation to the City;
- (c) be financially capable of carrying out the terms of the Contract;
- (d) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract;
- (e) have successfully carried out work, similar in nature, scope and value to the Work;
- (f) employ only Subcontractors who:
  - (i) are responsible and not suspended, debarred or in default of any obligation 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 Branch internet site at <http://www.winnipeg.ca/matmgt>); and
  - (ii) have successfully carried out work similar in nature, scope and value to the portion of the Work proposed to be subcontracted to them, and are fully capable of performing the Work required to be done in accordance with the terms of the Contract;

- (g) have a written workplace safety and health program in accordance with The Workplace Safety and Health Act (Manitoba);

B9.2 The Bidder shall be prepared to 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.

B9.2.1 **If requested by the Contract Administrator, Bidders shall provide 1 photocopier of each category for a 5 day test period at Millennium Library to enable the City to evaluate proposed equipment. The Bidder shall be responsible to deliver and set-up the equipment within 7 Calendar Days of the request by the Contract Administrator.**

B9.3 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.

#### **B10. OPENING OF BIDS AND RELEASE OF INFORMATION**

B10.1 Bid Submissions will be opened publicly, after the Submission Deadline has elapsed, in the office of the Corporate Finance Department, Materials Management Branch, or in such other office as may be designated by the Manager of Materials.

B10.1.1 Bidders or their representatives may attend.

B10.2 After the public opening, the names of the Bidders and their Total Bid Prices as read out (unevaluated, and pending review and verification of conformance with requirements) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.

B10.3 After award of Contract, the name(s) of the successful Bidder(s) and the Contract Amount(s) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.

B10.4 The Bidder is advised that any information contained in any Bid Submission may be released if required by City policy or procedures, by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law.

#### **B11. IRREVOCABLE BID**

B11.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 9 of Form A: Bid.

B11.2 The acceptance by the City of any Bid shall not release the Bids of the next two lowest evaluated responsive Bidders and these Bidders shall be bound by their Bids on such Work for the time period specified in Paragraph 9 of Form A: Bid.

#### **B12. WITHDRAWAL OF BIDS**

B12.1 A Bidder may withdraw his Bid without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.

B12.1.1 Notwithstanding GC.7.06(2), the time and date of receipt of any notice withdrawing a Bid shall be the time and date of receipt as determined by the Manager of Materials.

- B12.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Bid or the Bidder's authorized representatives named in Paragraph 10 of Form A: Bid, and only such person, has authority to give notice of withdrawal.
- B12.1.3 If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials shall:
- (a) retain the Bid Submission until after the Submission Deadline has elapsed;
  - (b) open the Bid Submission to identify the contact person named in Paragraph 3 of Form A: Bid and the Bidder's authorized representatives named in Paragraph 10 of Form A: Bid; and
  - (c) if the notice has been given by any one of the persons specified in B12.1.3(b), declare the Bid withdrawn.
- B12.2 A Bidder who withdraws his Bid after the Submission Deadline but before his Bid has been released or has lapsed as provided for in B11.2 shall be liable for such damages as are imposed upon the Bidder by law and subject to such sanctions as the Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law.

### **B13. EVALUATION OF BIDS**

- B13.1 Award of the Contract shall be based on the following evaluation criteria:
- (a) compliance by the Bidder with the requirements of the Bid Opportunity (pass/fail);
  - (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B9 (pass/fail);
  - (c) Total Bid Price;
  - (d) economic analysis of any approved alternative pursuant to B5.
- B13.2 Further to B13.1(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 if the interests of the City so require.
- B13.3 Further to B13.1(b), the Award Authority shall reject any Bid submitted by a Bidder who does not demonstrate, in his Bid Submission or in other information required to be submitted, that he is responsible and qualified.
- B13.4 Further to B13.1(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.
- B13.4.1 If there is any discrepancy between the Total Bid Price written in figures, the Total Bid Price written in words and the sum of the quantities multiplied by the unit prices for each item, the sum of the quantities multiplied by the unit prices for each item shall take precedence.
- B13.5 This Contract will be awarded as a whole.

### **B14. AWARD OF CONTRACT**

- B14.1 The City will give notice of the award of the Contract or will give notice that no award will be made.
- B14.2 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 responsible and qualified, and the Bids are determined to be responsive.



- B14.2.1 Without limiting the generality of B14.2, 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.
- B14.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Bidder submitting the lowest evaluated responsive Bid.
- B14.4 Notwithstanding GC.3.01 and GC.3.02, the City will issue a purchase order to the successful Bidder in lieu of the execution of a Contract.
- B14.5 The Contract Documents, as defined in GC.1.01(7), in their entirety shall be deemed to be incorporated in and to form a part of the purchase order notwithstanding that they are not necessarily attached to or accompany said purchase order.

## **PART C - GENERAL CONDITIONS**

### **C1. GENERAL CONDITIONS**

C1.1 The *General Conditions for Provision of Services* (Revision 1996 02 05) are applicable to the Work of the Contract.

C1.1.1 The *General Conditions for Provision of Services* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.

## PART D - SUPPLEMENTAL CONDITIONS

### GENERAL

#### D1. GENERAL CONDITIONS

- D1.1 In addition to the *General Conditions for Provision of Services*, these Supplemental Conditions are applicable to the Work of the Contract.
- D1.2 The General Conditions are amended by striking out "The City of Winnipeg Act" wherever it appears in the General Conditions and substituting "The City of Winnipeg Charter".
- D1.3 The General Conditions are amended by striking out "Board of Commissioners" or "Commissioner" wherever it appears in the General Conditions and substituting the "Chief Administrative Officer".
- D1.4 The General Conditions are amended by striking out "Tender Package" wherever it appears in the General Conditions and substituting "Bid Opportunity".
- D1.5 The General Conditions are amended by striking out "Tender Submission" wherever it appears in the General Conditions and substituting "Bid Submission".
- D1.6 The General Conditions are amended by striking out "Bidding Instructions" wherever it appears in the General Conditions and substituting "Bidding Procedures".

#### D2. SCOPE OF WORK

- D2.1 The Work to be done under the Contract shall consist of the Provision of Photocopiers for Community Services, Library Division for the period of **March 1, 2006 to February 28, 2009**.
- (a) The Photocopiers provided shall be revenue generating and non-revenue generating and shall be in accordance with PART E - .
  - (b) The Library Department may elect to extend the contract for up to 2 one-year extensions.
    - (i) 3 months prior to the expiry date of the initial term of Contract, the City will provide written notice of its intention to extend and the Unit Price for each additional year shall be negotiated at that time.
    - (ii) additional quantities of pre-programmed cards for elected extension period shall be negotiated with the Contract Administrator.
  - (c) The City reserves the right to add or delete Sites, or and/or to change the hours of operation at any Site, and/or alter the type or quantity of equipment to be used at any Site, as required by changes in its operations during the term of the Contract.
- D2.2 Notwithstanding D2.1, the type and quantity of Work to be performed under this Contract is subject to annual approval of monies therefore in a budget by Council. Bidders are advised that monies have been approved for work up to and including December 31, 2005.
- 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.
- D2.4 Upon expiry of the Contract, the Contractor shall remove all photocopiers and associated supplies owned by the Contractor that pertain to this contract from City Facilities in an orderly manner.

- (a) Upon request of the Contract Administrator, the Contractor shall provide a detailed schedule of removal for the City's approval.
- (b) The Contractor shall complete removal of his photocopiers and supplies within fifteen (15) Calendar Days.

### **D3. DEFINITIONS**

D3.1 When used in this Bid Opportunity:

- (a) "**Business Day**" means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
- (b) "**Submission Deadline**" and "**Time and Date Set for the Final Receipt of Bids**" mean the time and date set out in the Bidding Procedures for final receipt of Bids;
- (c) "**User**" means a person, department or other administrative unit of the City authorized by the Contract Administrator to order Work under this Contract;
- (d) "**UPPC**" means unit price per copy;
- (e) "**Downtime**" means the number of hours that a photocopier and/or card reader is not fully functional due to the failure of the Contractor to promptly service a photocopier or card reader ". (Does not include the time that a photocopier or card reader is not functional due to reasons beyond the control of the Contractor, such as negligence, misuse, fire, vandalism, etc.)
- (f) "**Site**" means the lands and other places on, under, in or through which the Work is to be performed;
- (g) "**Total Downtime** is the sum of the downtimes for individual photocopiers and card readers; where the City must make payment to the Contractor, payment shall be in Canadian funds net thirty (30) calendar Days after receipt and approval of the Contractor's invoice, and shall be further to GC.9.01 and GC. 9.03.
- (h) "**Library operating hours**" means the days and times during which a Library branch is open to the public, or in the case of a Library administrative office not normally open to the public, the days and times during which it is normally staffed.

### **D4. CONTRACT ADMINISTRATOR**

D4.1 The Contract Administrator is:

Arthur Cohen  
City of Winnipeg Community Services Department  
Manager of Library Service  
251 Donald Street  
Winnipeg, Manitoba  
  
Telephone No. (204) 986-6415  
Facsimile No. (204) 942-5671

D4.2 At the pre-commencement meeting, the Contract Administrator will identify additional personnel representing the Contract Administrator and their respective roles and responsibilities for the Work.

### **D5. CONTRACTOR'S SUPERVISOR**

D5.1 At the pre- commencement meeting, the Contractor shall identify his designated supervisor and any additional personnel representing the Contractor and their respective roles and responsibilities for the Work.

## **D6. NOTICES**

- D6.1 GC.7.06 is hereby amended to delete reference to "registered mail" and to replace same with "ordinary mail".
- D6.2 GC.7.06 is further amended hereby to include delivery by facsimile transmission (fax) as an acceptable means of delivering notices, consents, approvals, statements, authorizations, documents or other communications required or permitted to be given under this Contract. Deliveries by fax will be deemed to have been received on the day of delivery, if a business day, or if not a business day, on the business day next following the day of delivery.
- D6.3 Further to GC.7.06, all notices, consents, approvals, statements, authorizations, documents or other communications to the City, except as expressly otherwise required in D6.4, D6.5 or elsewhere in the Contract, shall be sent to the attention of the Contract Administrator at the address or facsimile number identified in D4.1.
- D6.4 All notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer at the following address or facsimile number:  
The City of Winnipeg  
Chief Administrative Officer Secretariat  
Administration Building, 3rd Floor  
510 Main Street  
Winnipeg MB R3B 1B9  
Facsimile No.: (204) 949-1174
- D6.5 All notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications required to be submitted or returned to the City Solicitor shall be sent to the following address or facsimile number:  
The City of Winnipeg  
Corporate Services Department  
Legal Services Division  
185 King Street, 3rd Floor  
Winnipeg MB R3B 1J1  
Facsimile No.: (204) 947-9155

## **SUBMISSIONS**

### **D7. AUTHORITY TO CARRY ON BUSINESS**

- D7.1 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.

### **D8. WORKERS COMPENSATION**

- D8.1 The Contractor shall be registered with the Workers Compensation Board of Manitoba, shall provide and maintain Workers Compensation coverage throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

## **D9. INSURANCE**

- D9.1 The Contractor shall provide and maintain commercial general liability insurance, in the amount of at least two million dollars (\$2,000,000.00) all inclusive, with The City of Winnipeg being added as an additional insured, with a cross-liability clause, to remain in place at all times during the performance of the Work.
- D9.2 Deductibles shall be borne by the Contractor.
- D9.3 The Contractor shall provide the Contract Administrator with a certificate of insurance of the policy at least two (2) Business Days prior to the commencement of any Work on the Site but in no event later than seven (7) Calendar Days from notification of the award of Contract.
- D9.4 The Contractor shall not cancel, materially alter, or cause the policy to lapse without providing at least fifteen (15) Calendar Days prior written notice to the Contract Administrator.

## **D10. SECURITY CLEARANCE**

- D10.1 Each individual proposed to perform Work:
- (a) In areas specifically designated for children; or
  - (b) In areas normally open to children;
- shall be required to obtain a Criminal Record Search Certificate from the police service having jurisdiction at his place of residence.
- D10.1.1 The Criminal Records Search shall include a Vulnerable Sector Search.
- D10.2 Prior to the commencement of any Work, and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Contractor shall supply the Contract Administrator with a Criminal Record Search Certificate obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof, for each individual proposed to perform Work within City facilities or on private property.
- D10.3 Any individual for whom a Criminal Record Search Certificate is not provided, or for whom a Criminal Record Search Certificate indicates any convictions or pending charges related to property offences or crimes against another person, will not be permitted to perform any Work within City facilities or on private property.
- D10.4 Any Criminal Record Search Certificate obtained thereby will be deemed valid for the duration of the Contract subject to a repeated records search as hereinafter specified.
- D10.5 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require an updated criminal records search. Any individual who fails to provide a satisfactory Criminal Record Search Certificate as a result of a repeated criminal records search will not be permitted to continue to perform Work under the Contract within City facilities or on private property.

## **CONTROL OF WORK**

### **D11. COMMENCEMENT**

- D11.1 The Contractor shall not commence any Work until he is in receipt of a purchase order authorizing the commencement of the Work.
- D11.2 The Contractor shall not commence any Work on the Site until:
- (a) the Contract Administrator has confirmed receipt and approval of:

- (i) evidence that the Contractor is 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;
  - (ii) evidence of the workers compensation coverage specified in D8;
  - (iii) evidence of the insurance specified in D9; and
  - (iv) the security clearances specified in D10.
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D11.3 The City intends to award the Contract by February 13, 2006.

**D12. ORDERS**

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

**D13. RECORDS**

D13.1 The Contractor shall keep detailed records of the services supplied under the Contract in accordance with E4.7.

## PART E - SPECIFICATIONS

### GENERAL

#### E1. GENERAL

- E1.1 These Specifications shall apply to the Work.
- E1.2 **Table A** is provided for information purposes only, and indicates current average monthly copy volumes per machine.
- E1.3 **Table B** lists the category of copiers required and intended sites.
- E1.4 **Table C** lists the library hours, and the Library Services Department reserves the right to revise Library operating hours at any or all locations during the term of the Contract.
- E1.5 Photocopiers shall be available with English and/or French language control labelling and instructions at the option of the city.
- (a) currently the St. Boniface Branch is the only location which requires English/French control labelling and instruction. The Contractor shall have the ability to supply additional English/French photocopiers.
- E1.6 If the average number of copies (per photocopier per month at a site) based on a three-month period, exceeds or falls behind the category range specified, The Contract Administrator may request that:
- (a) the Contractor increase /decrease the number of photocopiers;
- (b) exchange the photocopier for a photocopier of the appropriate category.
- E1.7 The Contractor shall provide each location with a copy of Material Safety Data Sheets (MSDSs) in accordance with Workplace Hazardous Materials Information System (WHMIS) requirements for all controlled products supplied.

#### E2. HISTORY

- E2.1 The Library Services Division currently has approximately 41 photocopier machines.
- (a) each machine is in place for a three-year period from the date of installation.
- (b) the public photocopiers contain monies from internet printing and from photocopiers.
- (c) the Contractor pays approximately \$15.00 per annum for license fees for coin and card operated machines (revenue generating).
- (d) at installation, each revenue generating machine includes a **float of \$24.00** (which is in various coins), and is supplied by the Contractor.
- (e) the Contractor supplies a **float** to Library staff to facilitate change for patrons who are purchasing pre-programmed cards and to reimburse patrons (for should the machine not produce a copy when coin or card is inserted), in the amount **of between \$50.00 and \$75.00 per float**.
- (i) 4 floats are supplied to Millennium Library; and
- (ii) 1 to each of the other libraries,
- (f) the Contractor remits the applicable taxes to the government.
- (g) card vending machines are located at the Millennium Library only, and are owned by the Library.



**E2.2 Administration of the monies collected:**

- (a) the Contractor currently collects the money (**Deposits**) from the public photocopiers and card dispensers.
- (b) the Contractor totals the number of staff and patron copies(multiplied by the applicable cost per unit) to arrive at a pre-tax total. Tax is included to arrive at a **Billable Total**.
  - (i) If Billable Total is greater than Deposits, the difference is revenue (payable) to the Contractor.
  - (ii) If Deposits is greater than Billable Total, the difference is a credit owing to the Library.
- (c) the Contractor keeps and submits a monthly record of invoicing, bank deposit, and usage summary, in accordance with E4.7.

**E3. CITY RESPONSIBILITIES**

**E3.1 The City shall:**

- (a) provide space and power supply for the photocopiers;
- (b) provide at least 1 cubic metre of storage space, at each location, for supplies;
- (c) provide its own paper, fill paper trays and change toner as necessary;
- (d) make reasonable attempts to clear paper jams;
- (e) perform minor problem identification;
- (f) report problems to the Contractor;
- (g) assist patrons in operating the photocopiers;
- (h) make change for patrons to the extent of the available change float;
- (i) sell copy cards to patrons;
- (j) maintain a record of all refunds and the reasons therefore.
- (k) maintain and be responsible for its (three) owned card vending machines, which are located at the Millennium Library on Floors 1, 2 and 4.

**E4. CONTRACTOR RESPONSIBILITIES**

**EQUIPMENT AND SUPPLIES**

**E4.1 The Contractor shall:**

- (a) supply and Install photocopiers at the locations and in the quantities indicated by Table A, and Table B;
- (b) be responsible for annual license fees for the revenue generating machines;
- (c) obtain a Criminal Record Search Certificate from the Police Service in accordance with D10.
- (d) ensure that **every** revenue generating machine is equipped with a coin operating unit and a card reader/programmer. This allows the user to program money onto the card for future uses;
- (e) provide a suitable **float in each** revenue generating **machine** at installation time;
- (f) provide a suitable **float to Library staff** personnel to facilitate change for patrons who are purchasing pre-programmed cards and for patron refunds for spoiled copies
- (g) ensure that externally attached copy card readers shall be equipped with an internal meter which shall be able to read the City's copy card codes.

- (h) provide all necessary supplies including toner (excluding paper), and be responsible for removing used toner cartridges.
- (i) inventory and supply up to 10,000 cards, some of which are pre-programmed. The cost of the initial 10,000 cards shall be included in the Total Bid Price.
  - (i) at the end of the Contract, the City will assume responsibility for any unused copy cards.
  - (ii) additional quantities of pre-programmed cards required for year 1, 2 or 3, (over the 10,000) shall be provided at the unit price Bid on Form B:Prices.
  - (iii) Pre-programmed cards required for the elected extension period shall negotiated in accordance with D2.1(b)(ii).

### PRE-PROGRAMMED COPY CARDS

E4.2 The Contractor shall:

- (a) Supply pre-programmed copy cards, which are intended for use by the general public.
  - (i) are intended as an alternative to coin operation for revenue generating photocopiers;
  - (ii) are sold at the 3 owned card vending machines at the Millennium Library,
  - (iii) are used in Library owned Computer Printers, with XCP-5780 card readers.
- (b) Provide that pre-programmed copy cards shall be identified with the Library, and may be identified with the manufacturer's name and/or logo, but **shall not be identified** with the Contractor's name or logo.
- (c) Note that the City shall own the rights to the copy card identification codes and reserves the right to add additional codes.
- (d) Ensure that photocopier reader/programmers provided are compatible to the existing inventory of pre-programmed copy cards which are ITC and XCP.

### MAINTENANCE AND SERVICE

E4.3 The Contractor shall provide:

- (a) full service for all photocopiers and copy card readers, including coin collection.
- (b) scheduled inspection/preventative maintenance;
- (c) adjustment and repair of photocopier malfunction (this does not apply to library owned computer printers or card readers.)
- (d) a replacement unit of equal or higher category (at no cost to the City.) if a photocopier is expected to be or has been not fully functional for more than two (2) Library business days
- (e) a local Winnipeg, or toll-free, telephone number at which requests for service or technical support may be placed.
- (f) the means to receive requests by any of the means identified in (e) above, at all times between 8:30 a.m. and 4:30 p.m., on Business Days.
- (g) that the Work shall be performed between 8:30 a.m. and 4:30 p.m. on Business Days unless library operation schedule allows otherwise.
  - (i) service shall be available to be performed during Library hours including Saturdays and Sundays.
  - (ii) response time for service calls shall not exceed four (4) hours from notification by telephone to commencement of work on site except as otherwise agreed at the time of notification. Where notification is given less than five (5) hours from closing time, commencement of work on site shall be not later than one-half (1/2) hour after opening time the following working day.

- (h) provide maintenance or supplies for Library owned car readers, the Contractor may be requested to
  - (i) the price would be negotiated between the Contract Administrator and the Contractor.

### PROMOTIONAL SIGNAGE

E4.4 The Contractor:

- (a) May supply promotional signage subject to prior approval by the City.
  - (i) all signs shall be the same general style and colours as are currently in place.
- (b) Shall promptly report any delay or change to the service of a piece of equipment to the person requesting the service call.

### PAYMENT TO THE CITY OF WINNIPEG

E4.5 The Contractor:

- (a) Shall make payment to the City on a monthly basis.
- (b) Shall deliver payment to the City no later than thirty (30) Calendar Days following each reporting period.

E4.6 Payment to the City is calculated as:

- (a) appropriate unit price per copy multiplied by the total number of copies.
  - (i) the amount due is calculated using **the payment formula**; and the amount of any applicable Provincial or Federal taxes, including the Federal Goods and Services Tax, collectable by the City (less remittable taxes that the Contractor must pay directly to the Provincial and/or Federal governments.)
- (b) The Contractor shall make payment for any unit price per copy (UPPC) adjustment with the last monthly payment of each quarter.
  - (i) the UPPC adjustment shall be deemed to be liquidated damages for loss of Library materials, loss of Library staff time and loss of patronage and not a penalty.
- (c) The Contractor shall make payment directly to the Provincial and/or Federal governments for all applicable taxes remittable by the Contractor.

### INVOICING AND RECORDS

E4.7 The Contractor shall provide the records in hard copy, or machine readable form for use with a spreadsheet software package such as Microsoft Excel

E4.7.1 **Invoicing** The Contractor shall keep a record of, and submit the breakdown for:

- (a) patron copies and Staff copies,
- (b) less patron refunds;
- (c) billable totals;
- (d) deposits;
- (e) invoice total or credit total.

E4.7.2 **Bank Deposits** - the Contractor shall keep a record of, and submit the breakdown by location and photocopier:, which shall include (but not be limited to) the following information:

- (a) model and copier number;
- (b) serial number;

- (c) cash in copier (less float);
- (d) total deposits;

E4.7.3 **Usage Summary** - the Contractor shall keep a record of and submit the breakdown by photocopier for:

- (a) cash transactions;
- (b) card transactions
- (c) total patron copies;
- (d) total patron payable
- (e) by-pass information;
- (f) total staff payable;
- (g) total payable.

**PAYMENT FORMULA**

- E4.8 Total downtime in a quarter shall not exceed 5% of the total number of Library hours for that quarter.
- E4.9 For each additional percent (or portion thereof) that total downtime exceeds the 5% limit, the UPPC shall be decreased by ten percent (10%) for the quarter.

**PAYMENT FORMULA EXAMPLE**

- E4.10 Payment to the City (Gross Revenue):  
 Bid UPPC For Staff copies multiplied by number of staff copies  
 Bid UPPC for patron copies multiplied by number of patron copies
  
- E4.11 Downtime:  

|   |   |           |       |
|---|---|-----------|-------|
| Library hours per quarter                         | = | 12,406.00 | hours |
| Allowable total downtime (5% of 12,406)           | = | 620.30    | hours |
| If the actual total downtime                      | = | 931.00    | hours |
| then total downtime percentage (931/ 12406 x 100) | = | 7.5       | %     |
  
- E4.12 Excess downtime percentage:  

|   |   |     |   |
|---|---|-----|---|
| Total downtime percentage less allowable downtime percent<br>(7.5% - 5% ) | = | 2.5 | % |
|---|---|-----|---|
  
- E4.13 Percentage decrease in UPPC:  

|  |   |    |   |
|--|---|----|---|
| Excess downtime percentage multiplied by (2.5% x 10) | = | 25 | % |
|--|---|----|---|
  
- E4.14 Adjusted Unit price per copy (UPPC):  

|   |       |   |                  |
|---|-------|---|------------------|
| Bid UPPC                                    | minus | % | decrease in UPPC |
| Assume the UPPC for staff copies is \$0.04  |       |   |                  |
| Assume the UPPC for patron copies in \$0.08 |       |   |                  |

**The adjusted UPPC and the subsequent payment to the City for the quarter in question would be calculated as follows:**

Adjusted UPPC for staff copies:  
 \$0.04 minus (25% of \$0.04)  
 = \$0.04 - \$0.01  
 = \$0.03

Adjusted UPPC for patron copies:  
 \$0.08 minus (25% of \$0.08)  
 = \$0.08 - \$0.02  
 = \$0.06

## **E5. REVENUE GENERATING PHOTOCOPIERS**

### **CATEGORY - R**

Intended for use by the general public in coin-operated or card-operated mode.  
Intended for use by the library staff in payment-bypass mode.

- E5.1 **Every** revenue generating machine requires a coin operating unit and a card reader/programmer. This allows the user to program money onto the card for future uses.
- E5.2 **Charge per copy** for revenue generating photocopiers shall be set to the following, which shall include all applicable federal and provincial taxes.
- (a) \$0.15 per copy when using coins; and
  - (b) \$0.15 per copy when using a copy card.
- E5.2.1 The Contractor is advised that **Library Services shall be solely responsible to control the charges imposed on the public.**
- (a) The Contractor shall be responsible for the cost of and the effort required to change all equipment to the adjusted copy charge.
- E5.3 **Required Features:**
- (a) be new or have been fully reconditioned with models no older than 5 years from manufacture's discontinued date.
  - (b) operate on 15 Ampere, 115 volt AC, 60 Hertz power supply;
  - (c) be a console type or a desk-top type complete with suitable stand;
  - (d) have a height adjustable document feeder to prevent breakage of book spines;
  - (e) copy onto plain (untreated) paper; see paper specifications;
  - (f) use dry chemicals only;
  - (g) have a warning light indicating low toner before becoming inoperable;
  - (h) have user's and troubleshooting guide;
  - (i) be coin operated with a coin mechanism adjustable from \$0.10 to \$0.25 per copy in \$0.05 increments, accepting at least \$0.05, \$0.10, \$0.25, \$1.00 Canadian coins, and providing change;
  - (j) be card operated with a copy card mechanism adjustable from \$0.10 to \$0.25 per copy in \$0.01 increments;
  - (k) have a payment bypass mechanism for use by Library staff;
  - (l) have a copy quantity selection of 1 to 99 minimum;
  - (m) have preset enlargement and reduction settings for 8 ½" x 11" to 8 ½" x 14" and vice versa;
  - (n) have a minimum paper supply capacity of 500 sheets of 8 ½" x 11" and 250 sheets of 8 1/2" x 14" in push button selectable trays;
  - (o) have a first copy time not exceeding 7 seconds based on 8 ½" x 11" full size copy;
  - (p) have a multiple copy speed of not less than 25 copies per minute based on 8 ½" x 11" full size copy;
  - (q) manual contrast adjustments.
- E5.4 **Desirable Features:**
- (a) automatic power saving setting when not in use;

- (b) accepting \$2.00 Canadian coins, and providing change, be coin operated with a coin mechanism adjustable from \$0.10 to \$0.25 per copy in \$0.05 increments,

## **E6. NON REVENUE GENERATING PHOTOCOPIERS**

### **CATEGORY - N1 AND N2**

Intended for use by library staff only.

#### **E6.1 Required features - N1:**

- (a) be new or have been fully reconditioned with models no older than 5 years from manufacture's discontinued date.
- (b) operate on 15 Ampere, 115 volt AC, 60 Hertz power supply;
- (c) be a console type or a desk-top type complete with suitable stand;
- (d) copy onto plain (untreated) paper: see paper specification;
- (e) use dry chemicals only;
- (f) have a warning light indicating low toner before becoming inoperable;
- (g) have a user's and troubleshooting guide;
- (h) have a duplex automatic document feed;
- (i) double-sided copying capability;
- (j) be able to sort and staple;
- (k) have a height adjustable document feeder to prevent breakage of book spines;
- (l) automatic power saving setting when not in use;
- (m) additional reduction and enlargement capabilities;
- (n) additional manual paper feed for transparencies, etc;
- (o) have a copy quantity selection of 1 to 99 minimum;
- (p) have a preset enlargement and reduction settings for at least:
  - (i) 8 1/2" x 11" to 8 1/2" x 14" and vice versa;
  - (ii) 8 1/2" x 11" to 11" x 17" and vice versa;
  - (iii) 8 1/2" x 14" to 11" x 17" and vice versa;
- (q) have a minimum paper supply capacity of 500 sheets of 8 1/2" x 11" 250 sheets of 8 1/2" x 14" and 250 sheets of 11" x 17" in push button selectable trays;
- (r) have a first copy time not exceeding 9 seconds based on 8 1/2" x 11" full size copy;
- (s) have a multiple copy speed of not less than 20 copies per minute based on 8 1/2" x 11" full size copy;
- (t) manual contrast adjustments;

#### **E6.2 Required features - N2:**

- (a) Shall be utilized in the business office.
  - (i) only one (1) N2 machine is presently required,.
- (b) be new or have been fully reconditioned with models no older than 5 years from manufacture's discontinued date.
- (c) operate on 15 Ampere, 115 volt AC, 60 Hertz power supply;
- (d) be a console type or a desk-top type complete with suitable stand;
- (e) copy onto plain (untreated) paper;

- (f) use dry chemicals only;
- (g) have a warning light indicating low toner before becoming inoperable;
- (h) have a User's and troubleshooting guide;
- (i) have a duplex automatic document feeder;
- (j) have a height adjustable document feeder to prevent breakage of book spines;
- (k) automatic power saving setting when not in use;
- (l) additional reduction and enlargement capabilities;
- (m) additional manual paper feed for transparencies, etc.;
- (n) have a copy quantity selection of 1 to 99 minimum;
- (o) have a preset enlargement and reduction settings for at least:
  - (i) 8 1/2" x 11" to 8 1/2" x 14" and vice versa;
  - (ii) 8 1/2" x 11" to 11" x 17" and vice versa;
  - (iii) 8 1/2" x 14" to 11" x 17" and vice versa;
- (p) have a minimum paper supply capacity of 500 sheets of 8 1/2" x 11" 250 sheets of 8 1/2" x 14" and 250 sheets of 11" x 17" in push button selectable trays;
- (q) have a first copy time not exceeding 7 seconds based on 8 1/2" x 11" full size copy;
- (r) have a multiple copy speed of not less than 30 copies per minute based on 8 1/2" x 11" full size copy;
- (s) manual contrast adjustments;
- (t) be able to sort, staple, and hole-punch;
- (u) have a copy sorter with a minimum of 10 trays;

## **E7. TRAINING**

E7.1 The Contractor shall provide training for Library staff at each location.

E7.2 Training shall include:

- (a) general operation of all equipment supplied at each location;
- (b) removing, filling and replacement of paper trays for photocopiers, and toner replacement;
- (c) problem identification and reporting methods;
- (d) minor problem correction methods, e.g. photocopier paper jam clearing;
- (e) refund criteria.

## **E8. DELIVERY**

E8.1 **Goods shall be delivered and ready for use by March 1, 2006,** fob destination, freight prepaid to the various User locations.

- (a) Delivery time shall be coordinated with the User, and the User shall be contacted at least 2 days prior to delivery.
- (b) The Contractor shall be solely responsible for the off-load of goods, as directed at the delivery location.
- (c) The Contractor shall ensure he has the necessary equipment to move the Goods from any access ramp or loading area to its required destination.



### COPY VOLUMES FOR NOV 1/04 TO OCT 31/05

(Usage for equipment stored at Gold during construction is based on last full year they were in use)

|  | LIBRARY  | COPIER # | PUBLIC         | STAFF     | TOTAL   | AVERAGE MONTHLY | CAT |
|--|--|----------|----------------|-----------|---------|-----------------|-----|
| 1  | Millenium 1st Floor - Circulation Distribution | 5        | -              | 7,550     | 7,550   | 629             | N2  |
| 2  | Millenium 1st Floor - Children's Work Room     | 6        | -              | 28,009    | 28,009  | 2,334           | N2  |
| 3  | Millenium 1st Floor - Children's area          | 9        | 28,282         | -         | 28,282  | 2,357           | R   |
| 4  | Millenium 1st Floor - New and Notable Area     | 19       | 23,199         | 6,704     | 29,903  | 2,492           | R   |
| 5  | Millenium 2nd Floor                            | 14       | 23,970         | 11,685    | 35,655  | 2,971           | R   |
| 6  | Millenium 2nd Floor (Special Services)         | N/A      | 16,308         |           | 16,308  | 1,359           | N2  |
| 7  | Millenium 3rd Floor (Admin)                    | 4        | -              | 54,443    | 54,443  | 4,537           | N2  |
| 8  | Millenium 3rd Floor - Local History Area       | 40       | -              | 2,617     | 2,617   | 218             | N1  |
| 9  | Millenium 3rd Floor                            | 1        | 28,664         | estimated | 28,664  | 2,389           | R   |
| 10   | Millenium 3rd Floor micromedia                 | 11       | 13,440         | 26        | 13,466  | 1,122           | R   |
| 11   | Millenium 3rd Floor                            | 7        | 29,322         | 108       | 29,430  | 2,453           | R   |
| 12   | Millenium 3rd Floor (Administration)           | 2        | -              | 6,535     | 6,535   | 545             | N2  |
| 13   | Millenium 3rd Floor Colour copier              | n/a      | just installed |           |         | 200             | R   |
| 14   | Millenium 4th Floor Reference Area             | 8        | 22,214         | 51        | 22,265  | 1,855           | R   |
| 15   | Millenium 4th Floor Reference Area             | 13       | 11,713         | 1,116     | 12,829  | 1,069           | R   |
| 16   | Millenium 4th Floor (Information References)   | N/A      | -              | 1,239     | 1,239   | 103             | N2  |
| 17   | Charleswood                                    | 15       | 8,473          | 5,763     | 14,236  | 1,186           | R   |
| 18   | Cornish  | 16       | 5,756          | 4,655     | 10,411  | 868             | R   |
| 19   | Fort Garry                                     | 17       | 11,147         | 14,316    | 25,463  | 2,122           | R   |
| 20   | Henderson                                      | 12       | 19,810         | 6,948     | 26,758  | 2,230           | R   |
| 21   | Henderson                                      | 10       | 25,779         | 9,112     | 34,891  | 2,908           | R   |
| 22   | Louis Riel                                     | 20       | 11,575         | 5,294     | 16,869  | 1,406           | R   |
| 23   | Munroe   | 21       | 9,922          | 6,393     | 16,315  | 1,360           | R   |
| 24   | Osborne  | 22       | 11,234         | 2,128     | 13,362  | 1,114           | R   |
| 25   | Pembina Trails                                 | 23       | 15,724         | 13,979    | 29,703  | 2,475           | R   |
| 26   | River Heights                                  | 24       | 9,719          | 9,477     | 19,196  | 1,600           | R   |
| 27   | River Heights                                  | 25       | 2,587          | 14,520    | 17,107  | 1,426           | R   |
| 28   | St. Boniface                                   | 26       | 8,109          | 4,278     | 12,387  | 1,032           | R   |
| 29   | St. Boniface                                   | 27       | 6,658          | 2,034     | 8,692   | 724             | R   |
| 30   | St. James                                      | 28       | 11,489         | 14,068    | 25,557  | 2,130           | R   |
| 31   | St. James                                      | 29       | 6,941          | 1,384     | 8,325   | 694             | R   |
| 32   | St. John's                                     | 30       | 3,085          | 4,251     | 7,336   | 611             | R   |
| 33   | St Vital                                       | 31       | 15,061         | 10,254    | 25,315  | 2,110           | R   |
| 34   | Sir William Stevenson                          | 32       | 13,782         | 2,919     | 16,701  | 1,392           | R   |
| 35   | Sir William Stevenson                          | 33       | 9,237          | 5,176     | 14,413  | 1,201           | R   |
| 36   | Transcona                                      | 34       | 1,684          | 3,114     | 4,798   | 400             | R   |
| 37   | Transcona                                      | 35       | 13,183         | 2,210     | 15,393  | 1,283           | R   |
| 38   | West End                                       | 36       | 6,512          | 3,865     | 10,377  | 865             | R   |
| 39   | West Kildonan                                  | 37       | 12,514         | 8,600     | 21,114  | 1,760           | R   |
| 40   | Westwood                                       | 38       | 8,096          | 9,880     | 17,976  | 1,498           | R   |
| 41   | Windsor  | 39       | 8,183          | 2,263     | 10,446  | 871             | R   |
| <b>Total Annual Copies</b>                           |  |          | 453,372        | 286,964   | 740,336 |                 |     |
| <b>Total Average Monthly Black and white</b>         |  |          | 37,781         | 23,914    |         |                 |     |
| <b>Total Average Monthly Public Colour Estimated</b> |  |          | 180            | 20        |         | 200             |     |

R1 = 2152.06 average monthly copies per R1 machine  
 36585/16 (total average monthly / no. of copiers R1)  
 R2 = 958.35 average monthly copies per R2 machine  
 16292/17 (total average monthly / no. of copiers R2)  
 N2 = 1629.60 average monthly copies per N2 machine  
 8148/5 (total average monthly / no. of copiers N2)

## LIBRARY AND CATEGORY OF COPIER REQUIRED

| LOCATION              | QUANTITY | CATEGORY   |
|-----------------------|----------|------------|
| Millenium             | 9        | R          |
|                       | 5        | N2         |
|                       | 1        | N1         |
|                       | 1        | R (colour) |
| Charleswood           | 1        | R          |
| Cornish               | 1        | R          |
| Fort Garry            | 1        | R          |
| Henderson             | 2        | R          |
| Louis Riel            | 1        | R          |
| Munroe                | 1        | R          |
| Osborne               | 1        | R          |
| Pembina Trails        | 1        | R          |
| River Heights         | 2        | R          |
| St. Boniface          | 2        | R          |
| St. James             | 2        | R          |
|                       |          | R          |
| St. John's            | 1        | R          |
| St Vital              | 1        | R          |
| Sir William Stevenson | 2        | R          |
| Transcona             | 2        | R          |
| West End              | 1        | R          |
| West Kildonan         | 1        | R          |
| Westwood              | 1        | R          |
| Windsor               | 1        | R          |
| Total                 | 41       |            |

## LIBRARY HOURS

|                                |                        |          |
|--------------------------------|------------------------|----------|
| <b>MILLENNIUM</b>              | 251 Donald Street      | 986-6450 |
| Monday – Thursday              | 10:00 a.m. - 9:00 p.m. |          |
| Friday & Saturday              | 10:00 a.m. - 5:00 p.m. |          |
| Prior to Victoria Day - Sunday | 1:00 p.m. - 5:00 p.m.  |          |
| After Victoria Day - Sunday    | Closed                 |          |

|                                |                          |          |
|--------------------------------|--------------------------|----------|
| <b>ST. BONIFACE</b>            | 100-131 Provencher Blvd. | 986-4330 |
| Monday – Thursday              | 10:00 a.m. - 9:00 p.m.   |          |
| Friday & Saturday              | 10:00 a.m. - 5:00 p.m.   |          |
| Prior to Victoria Day - Sunday | 1:00 p.m. - 5:00 p.m.    |          |
| After Victoria Day - Sunday    | Closed                   |          |

|                                  |                        |                                   |
|----------------------------------|------------------------|-----------------------------------|
| <b>AREA LIBRARIES</b>            |                        |                                   |
|                                  | Fort Garry             | 1360 Pembina Highway 986-4910     |
|                                  | Henderson              | 1–1050 Henderson Highway 986-4314 |
|                                  | St. James-Assiniboia   | 1910 Portage Avenue 986-5583      |
|                                  | St. Vital              | 6 Fermor Avenue 986-5625          |
|                                  | West Kildonan          | 365 Jefferson Avenue 986-4384     |
| Monday & Tuesday                 | 10:00 a.m. - 8:30 p.m. |                                   |
| Wednesday                        | 10:00 a.m. - 5:00 p.m. |                                   |
| Thursday                         | 10:00 a.m. - 8:30 p.m. |                                   |
| Friday                           | 10:00 a.m. - 5:00 p.m. |                                   |
| Prior to Victoria Day - Saturday | 10:00 a.m. - 5:00 p.m. |                                   |
| After Victoria Day - Saturday    | Closed                 |                                   |
| Sunday                           | Closed                 |                                   |

|                                  |                        |                                   |
|----------------------------------|------------------------|-----------------------------------|
| <b>COMMUNITY LIBRARIES</b>       |                        |                                   |
|                                  | Charleswood            | 5014 Roblin Blvd. 986-3069        |
|                                  | Louis Riel             | 1168 Dakota Street 986-4568       |
|                                  | Pembina Trail          | 2724 Pembina Highway 986-4370     |
|                                  | River Heights          | 1520 Corydon Avenue 986-4934      |
|                                  | Transcona              | 111 Victoria Avenue West 986-3950 |
|                                  | Westwood               | 66 Allard Avenue 986-4742         |
| Monday & Tuesday                 | 10:00 a.m. - 8:30 p.m. |                                   |
| Wednesday                        | Closed                 |                                   |
| Thursday                         | 10:00 a.m. - 8:30 p.m. |                                   |
| Friday                           | 10:00 a.m. - 5:00 p.m. |                                   |
| Prior to Victoria Day - Saturday | 10:00 a.m. - 5:00 p.m. |                                   |
| After Victoria Day - Saturday    | Closed                 |                                   |
| Sunday                           | Closed                 |                                   |



## LIBRARY HOURS

### NEIGHBORHOOD LIBRARIES

|              |                     |          |
|--------------|---------------------|----------|
| Cornish      | 20 West Gate        | 986-4679 |
| Munroe       | 489 London Street   | 986-3736 |
| Osborne      | 625 Osborne Street  | 986-4775 |
| St. John's   | 500 Salter Street   | 986-4687 |
| West End     | 823 Ellice Avenue   | 986-4677 |
| Windsor Park | 955 Cottonwood Road | 986-4945 |

|                                  |            |             |
|----------------------------------|------------|-------------|
| Monday & Tuesday                 | 1:00 p.m.  | - 8:30 p.m. |
| Wednesday                        | Closed     |             |
| Thursday                         | 1:00 p.m.  | - 8:30 p.m. |
| Friday                           | 10:00      | - 5:00 p.m. |
| Prior to Victoria Day - Saturday | 10:00 a.m. | - 5:00 p.m. |
| After Victoria Day - Saturday    | Closed     |             |
| Sunday                           | Closed     |             |

### SIR WILLIAM STEPHENSON

765 Keewatin Street      986-7070

|                                |            |             |
|--------------------------------|------------|-------------|
| Monday                         | Closed     |             |
| Tuesday - Thursday             | 10:00 a.m. | - 9:00 p.m. |
| Friday                         | 10:00 a.m. | - 5:00 p.m. |
| Saturday                       | 10:00 a.m. | - 5:00 p.m. |
| Prior to Victoria Day - Sunday | 1:00 p.m.  | - 5:00 p.m. |
| After Victoria Day - Sunday    | Closed     |             |