



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 965-2017

SUPPLY AND DELIVERY OF DATED BILINGUAL BUS PASSES

TABLE OF CONTENTS

PART A - BID SUBMISSION

Form A: Bid	1
Form B: Prices	3

PART B - BIDDING PROCEDURES

B1. Contract Title	1
B2. Submission Deadline	1
B3. Enquiries	1
B4. Confidentiality	1
B5. Addenda	1
B6. Substitutes	2
B7. Bid Submission	3
B8. Bid	3
B9. Prices	4
B10. Disclosure	5
B11. Qualification	5
B12. Opening of Bids and Release of Information	5
B13. Irrevocable Bid	6
B14. Withdrawal of Bids	6
B15. Evaluation of Bids	6
B16. Award of Contract	7

PART C - GENERAL CONDITIONS

C0. General Conditions	1
------------------------	---

PART D - SUPPLEMENTAL CONDITIONS

General

D1. General Conditions	1
D2. Scope of Work	1
D3. Definitions	1
D4. Contract Administrator	1
D5. Ownership of Information, Confidentiality and Non Disclosure	1
D6. Notices	2

Submissions

D7. Authority to Carry on Business	2
------------------------------------	---

Contractor's Schedule for Security

D8. Contractor's security over the work	2
D9. Contractor's Responsibility of Loss	3

Schedule of Work

D10. Commencement	3
D11. Delivery	3

Measurement and Payment

D12. Invoices	4
D13. Payment	4
D14. Payment Schedule	4

Warranty

D15. Warranty	5
---------------	---

PART E - SPECIFICATIONS

General

E1. Applicable Specifications and Drawings	1
E2. Goods	1
E3. Weekly Passes (Item 1-4)	1

E4. Monthly Passes (Item 5-9)	6
E5. Weekly Passes (Item 10-13) and Monthly Passes (Item 14-18)	9

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, January 12, 2018.

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

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

B3. ENQUIRIES

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

B3.2 If the Bidder finds errors, discrepancies or omissions in the Bid Opportunity, 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 If the Bidder is unsure of the meaning or intent of any provision therein, the Bidder should request clarification as to the meaning or intent prior to the Submission Deadline.

B3.4 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.

B3.5 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.

B3.6 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B3 unless that response or interpretation is provided by the Contract Administrator in writing.

B4. CONFIDENTIALITY

B4.1 Information provided to a Bidder by the City or acquired by a Bidder by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator. The use and disclosure of the confidential information shall not apply to information which:

- (a) was known to the Bidder before receipt hereof; or
- (b) becomes publicly known other than through the Bidder; or
- (c) is disclosed pursuant to the requirements of a governmental authority or judicial order.

B4.2 The Bidder shall not make any statement of fact or opinion regarding any aspect of the Bid Opportunity 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 Bid Opportunity, 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.
- B5.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/bidopp.asp>
- B5.2.2 The Bidder is responsible for ensuring that he/she has received all addenda and is advised to check the Materials Management Division website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.
- B5.3 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.

B6. SUBSTITUTES

- B6.1 The Work is based on the materials, equipment, methods and products specified in the Bid Opportunity.
- B6.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B6.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least seven (7) Business Days prior to the Submission Deadline.
- B6.4 The Bidder shall ensure that any and all requests for approval of a substitute:
- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the material, equipment, method or product as either an approved equal or alternative;
 - (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
 - (c) identify any anticipated cost or time savings that may be associated with the substitute;
 - (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract;
 - (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract.
- B6.5 The Contract Administrator, after assessing the request for approval of a substitute, may in his/her sole discretion grant approval for the use of a substitute as an “approved equal” or as an “approved alternative”, or may refuse to grant approval of the substitute.
- B6.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, to the Bidder who requested approval of the substitute.
- B6.6.1 The Contract Administrator will issue an Addendum, disclosing the approved materials, equipment, methods and products to all potential Bidders. The Bidder requesting and obtaining the approval of a substitute shall be responsible for disseminating information regarding the approval to any person or persons he/she wishes to inform.
- B6.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.
- B6.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Bidder bidding that approved alternative may base his/her Total Bid Price upon the specified item but

may also indicate an alternative price based upon the approved alternative. Such alternatives will be evaluated in accordance with B15.

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;
- (b) Form B: Prices.

B7.2 Further to B7.1, the Bidder should include the written correspondence from the Contract Administrator approving a substitute in accordance with B6.

B7.3 All components of the Bid shall be fully completed or provided, and submitted by the Bidder no later than the Submission Deadline, with all required entries made clearly and completely.

B7.4 The Bid Submission may be submitted by mail, courier or personal delivery, or by facsimile transmission.

B7.5 If the Bid Submission is submitted by mail, courier or personal delivery, it shall be enclosed and sealed in an envelope clearly marked with the Bid Opportunity number and the Bidder's name and address, and shall be submitted to:

The City of Winnipeg
Corporate Finance Department
Materials Management Division
185 King Street, Main Floor
Winnipeg MB R3B 1J1

B7.5.1 Samples or other components of the Bid Submission which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the Bid Opportunity number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Bid Submission.

B7.6 If the Bid Submission is submitted by facsimile transmission, it shall be submitted to 204- 949-1178.

B7.6.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.

B7.7 Bidders are advised not to include any information/literature except as requested in accordance with B7.1.

B7.8 Bidders are advised that inclusion of terms and conditions inconsistent with the Bid Opportunity document, including the General Conditions, will be evaluated in accordance with B15.1(a).

B7.9 Bids submitted by internet electronic mail (e-mail) will not be accepted.

B8. BID

B8.1 The Bidder shall complete Form A: Bid, making all required entries.

B8.2 Paragraph 2 of Form A: Bid shall be completed in accordance with the following requirements:

- (a) if the Bidder is a sole proprietor carrying on business in his/her own name, his/her name shall be inserted;
- (b) if the Bidder is a partnership, the full name of the partnership shall be inserted;

- (c) if the Bidder is a corporation, the full name of the corporation shall be inserted;
- (d) if the Bidder is carrying on business under a name other than his/her own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.

B8.2.1 If a Bid is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B8.2.

B8.3 In Paragraph 3 of Form A: Bid, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Bid.

B8.4 Paragraph 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/her own name, it shall be signed by the Bidder;
- (b) if the Bidder is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
- (c) if the Bidder is a corporation, it shall be signed by its duly authorized officer or officers;
- (d) if the Bidder is carrying on business under a name other than his/her own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.

B8.4.1 The name and official capacity of all individuals signing Form A: Bid should be printed below such signatures.

B8.4.2 All signatures shall be original.

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

B9. PRICES

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

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

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

B9.1.2 Prices on Form B: Prices shall not include Environmental Handling Charges (EHC) or fees, which shall be extra where applicable.

B9.2 The quantities listed on Form B: Prices are to be considered approximate only. The City will use said quantities for the purpose of comparing Bids.

B9.3 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.

B10. DISCLOSURE

B10.1 Various Persons provided information or services with respect to this Work. In the City's opinion, this relationship or association does not create a conflict of interest because of this full disclosure. Where applicable, additional material available as a result of contact with these Persons is listed below.

B10.2 The Persons are:

- (a) N/A

B11. QUALIFICATION

B11.1 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.

B11.2 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 <http://www.winnipeg.ca/matmgt/debar.stm>

B11.3 The Bidder and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) have successfully carried out work similar in nature, scope and value to the Work; and
- (b) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract; and
- (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba).

B11.4 The Bidder shall submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Bidder and of any proposed Subcontractor.

B11.5 The Bidder shall provide, on the request of the Contract Administrator, full access to any of the Bidder's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.

B12. OPENING OF BIDS AND RELEASE OF INFORMATION

B12.1 Bids will not be opened publicly.

B12.2 Following the Submission Deadline, the names of the Bidders and their Total bid prices (unevaluated, and pending review and verification of conformance with requirements or evaluated prices) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt>

B12.3 After award of Contract, the name(s) of the successful Bidder(s), their address(es) and the Contract amount(s) will be available on the Closed Bid Opportunities (or Public/Posted Opening

& Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt>

B12.4 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. IRREVOCABLE BID

B13.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 9 of Form A: Bid.

B13.2 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.

B14. WITHDRAWAL OF BIDS

B14.1 A Bidder may withdraw his/her Bid without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.

B14.1.1 Notwithstanding C21, 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.

B14.1.2 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.

B14.1.3 If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials will:

- (a) retain the Bid until after the Submission Deadline has elapsed;
- (b) open the Bid to identify the contact person named in Paragraph 3 of Form A: Bid and the Bidder's authorized representatives named in Paragraph 10 of Form A: Bid; and
- (c) if the notice has been given by any one of the persons specified in B14.1.3(b), declare the Bid withdrawn.

B14.2 A Bidder who withdraws his/her Bid after the Submission Deadline but before his/her Bid has been released or has lapsed as provided for in B13.2 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.

B15. EVALUATION OF BIDS

B15.1 Award of the Contract shall be based on the following bid evaluation criteria:

- (a) compliance by the Bidder with the requirements of the Bid Opportunity, or acceptable deviation therefrom (pass/fail);
- (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B11 (pass/fail);
- (c) Total Bid Price;
- (d) economic analysis of any approved alternative pursuant to B6.

B15.2 Further to B15.1(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.

- B15.3 Further to B15.1(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 responsible and qualified.
- B15.4 Further to B15.1(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.
- B15.4.1 Further to B15.1(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.
- B15.5 This Contract will be awarded as a whole.

B16. AWARD OF CONTRACT

- B16.1 The City will give notice of the award of the Contract or will give notice that no award will be made.
- B16.2 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.
- B16.2.1 Without limiting the generality of B16.2, 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.
- B16.3 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, in accordance with B15.
- B16.3.1 Following the award of Contract, a Bidder will be provided with information related to the evaluation of his/her Bid upon written request to the Contract Administrator.
- B16.4 Notwithstanding C4 and Paragraph 6 of Form A:Bid, the City may issue a Purchase Order to the successful Bidder in lieu of the execution of a Contract.
- B16.5 The Contract Documents, as defined in C1.1(n)(ii) in their entirety shall be deemed to be incorporated in and to form a part of the Purchase Order notwithstanding that they are not necessarily attached to or accompany said Purchase Order.

PART C - GENERAL CONDITIONS

C0. GENERAL CONDITIONS

- C0.1 The *General Conditions for the Supply of Goods* (Revision 2008 05 26) 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 Bid Opportunity 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 bus passes (monthly and weekly) for the period from January 31, 2018 until August 31, 2020.

D2.2 The major components of the Work are as follows:

- (a) The Work shall be done on an "as required" and "scheduled" basis during the term of the Contract
- (b) 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

D2.2.1 Notwithstanding 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, 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, 2017.

D2.4 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. DEFINITIONS

D3.1 When used in this Bid Opportunity:

- (a) "**Scheduled**" means to appoint, assign or designate a fixed time

D4. CONTRACT ADMINISTRATOR

D4.1 The Contract Administrator is:

Sunil Sharma
Project Officer, Garry Street Transit Business Centre
65 Garry Street, Winnipeg, MB R3C 4K4

Telephone No.: 204- 986-2655

Email Address: ssharma@winnipeg.ca

D5. OWNERSHIP OF INFORMATION, CONFIDENTIALITY AND NON DISCLOSURE

D5.1 The Contract, all deliverables produced or developed, and information provided to or acquired by the Contractor are the property of the City and shall not be appropriated for the Contractors own use, or for the use of any third party.

D5.2 The Contractor shall not make any public announcements or press releases regarding the Contract, without the prior written authorization of the Contract Administrator.

- D5.3 The following shall be confidential and shall not be disclosed by the Contractor to the media or any member of the public without the prior written authorization of the Contract Administrator;
- (a) information provided to the Contractor by the City or acquired by the Contractor during the course of the Work;
 - (b) the Contract, all deliverables produced or developed; and
 - (c) any statement of fact or opinion regarding any aspect of the Contract.
- D5.4 A Contractor who violates any provision of D5 may be determined to be in breach of Contract.

D6. NOTICES

- D6.1 Notwithstanding C21.3, all notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer.

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.

CONTRACTOR'S SCHEDULE FOR SECURITY

D8. CONTRACTOR'S SECURITY OVER THE WORK

- D8.1 The Winnipeg Transit Department is concerned over the growing potential for counterfeiting/illegal reproduction of Transit Bus Passes.
- D8.2 All materials associated with the City of Winnipeg bilingual transit bus passes shall be the property of the City of Winnipeg.
- D8.3 The names and titles of the personnel authorized to work with the transit bus passes shall be provided to the Contract Administrator prior to the commencement of production.
- D8.4 No materials shall be destroyed unless approved by the Contract Administrator.
- D8.5 Work is to be done in such a fashion that all passes are printed, numbered, packaged and accounted for under supervision.
- D8.6 When material is being moved from one location to another in the plant, it shall be moved in a secure fashion.
- D8.7 When not being worked on, work in progress shall be placed in a secure area with accessibility limited to authorized personnel. Upon completion, all goods shall be placed in a secure area until delivery is made to Garry Street Transit Service Centre.
- D8.8 All overruns, samples or surplus stock associated with the production of the transit bus passes shall be accounted for and stored in a secure area at the Contractor's plant, with limited accessibility, and shall remain at the Contractor's plant until the Contract Administrator has been advised and has instructed the Contractor as to its disposition.
- D8.9 All waste shall be accounted for and stored in a secure area, until the Contract Administrator has authorized the waste to be destroyed under supervision by burning or shredding.

D9. CONTRACTOR'S RESPONSIBILITY OF LOSS

- D9.1 During the term of the Contract, the Contractor shall be responsible for any loss of the bilingual transit bus passes, by disappearance, destruction, dishonesty or otherwise, while in the possession and control of the Contractor. For this purpose of the clause, the bilingual transit bus passes shall be deemed to be in possession and control of the Contractor at any time prior to the acceptance of the delivery of same by the Winnipeg Transit Department's Contract Administrator or the designate, at the City of Winnipeg.
- D9.1.1 In the event of such a loss, the Contractor shall bear the total cost and expense of replacing the goods.
- D9.1.2 The Contractor may be requested to replace and/or alter all existing goods produced to the date of loss.
- D9.2 If existing goods are altered by the City, the Contractor shall alter all future production of the Contract.
- D9.3 Further to C5 the Contractor shall provide upon request of the Contract Administrator the following:
- (a) A written description of the building and plant security. This security is subject to the approval of the Contract Administrator and may be investigated by the Contract Administrator.
 - (b) The City of Winnipeg shall have the right, at its discretion, to place a person or persons in the Contractors plant during production in order to observe the production of goods under Contract.

SCHEDULE OF WORK

D10. COMMENCEMENT

- D10.1 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.
- D10.2 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 D7;
 - (ii) evidence of the workers compensation coverage specified in C6.16;
 - (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D11. DELIVERY

- D11.1 Delivery shall be by a bonded company or accompanied by a bonded employee.
- D11.2 Goods shall be delivered by on an "as required" and "scheduled" basis during the term of the Contract, f.o.b. destination, freight prepaid to:

Garry Street Transit Business Centre
65 Garry Street
Winnipeg, MB R3C 4K4

- D11.3 Weekly and Monthly passes delivery dates must be strictly adhered to and shall be in accordance with the following:
- (a) Week 18- 39 – shall be delivered by March 23, 2018;
 - (b) Week 40-52 - shall be delivered by August 31, 2018;
 - (c) Months May to August – shall be delivered by March 23, 2018;

- (d) Months September to December - shall be delivered by August 31, 2018;
- (e) Earlier deliveries may be accepted, with the approval of the Contract Administrator.

- D11.4 The Contractor shall confirm each delivery with the Contract Administrator or his/her designate, at least two (2) Business Days before delivery.
- D11.5 Goods shall be delivered between 8:00 am and noon, and 1:00 pm and 3:00 pm on Business Days.
- D11.6 The Contractor is advised that delivery access through the Garry Street Transit Service Centre overhead door requires that the vehicle used to deliver the goods shall be no larger than a three (3) ton truck, and shall be equipped with a hydraulic-tail lift.
- D11.7 The Contractor shall be solely responsible for off-load of goods, as directed at the delivery location.

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
Email: CityWpgAP@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.
- D12.4 **Bid Submissions must not be submitted to the above facsimile number. Bids must be submitted in accordance with B7.**

D13. PAYMENT

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

D14. PAYMENT SCHEDULE

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

WARRANTY

D15. WARRANTY

D15.1 Warranty is as stated in C11.

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS AND DRAWINGS

- E1.1 These Specifications shall apply to the Work.
- E1.2 Bidders are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B6:
- E1.3 Alternate similar sizes, stock, perforations, binding and finishing(s), shall be considered and shall be submitted in accordance with B6.

E2. GOODS

- E2.1 The Contractor shall supply and deliver bilingual transit bus passes in accordance with the requirements hereinafter specified.
- E2.2 Samples of proposed 2018 bilingual transit bus passes are available by contacting the Contract Administrator.
- E2.3 Samples are not 100 percent precise, and the goods supplied shall meet or exceed the quality of the current City samples.
- E2.4 The Contractor is advised that, he/she shall be required to support Adobe Illustrator to facilitate the Work. The Contractor shall obtain permission from the Contract Administrator for any other electronic format used/submitted.
- E2.5 If additional information is required, please contact the Contract Administrator.

E3. WEEKLY PASSES (ITEM 1-4)

- E3.1 Weekly passes shall be required for a period of 18- 39 weeks commencing April 30, 2018. Week 18-39 passes – shall be delivered by March 23, 2018. It may include a **Second production run** (if required) for weeks 40-52 beginning Oct 1, 2018. The Contractor would be notified by May 25, 2018. Week 40 - 52 passes– shall be delivered by August 31, 2018, in accordance with D11.
- E3.2 Item 1 – Full Fare Max 5 Bus Pass (5/day):
- (a) April 30, 2018 to September 28, 2018
 - (b) 22 weeks @ 8500per week = Total 187,000
 - (c) Format shall be 2 ¼” x 3 11/16”, (includes ½” 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 00001-8500;
 - (iv) In accordance with 2018 dates;
 - (v) Numbered in foil M-18 the eighteenth week, have the foil letter R, and dated starting April 30, 2018 ending May 4, 2018;
 - (vi) Numbered in foil M-19 the nineteenth week, have the foil letter S, and dated starting May 7, 2018 ending May 11, 2018 etc.
- E3.3 Item 2 – Full Fare Super Bus Pass (7 Day):
- (a) April 30, 2018 to September 30, 2018
 - (b) 22 weeks @ 8500per week = Total 187,000

- (c) Format shall be 2 ¼" x 3 11/16", (includes ½" stub);
- (d) Numbering/lettering shall be:
 - (i) On front area provided, in bold black ink;
 - (ii) 100% precise and guaranteed, sequential and in numerical order;
 - (iii) Each week consecutively from 0001-8500;
 - (iv) In accordance with 2018 dates;
 - (v) Numbered in foil F-18 the eighteenth week, have the foil letter R, and dated starting April 30, 2018 ending May 6, 2018;
 - (vi) Numbered in foil F-19 the nineteenth week, have the foil letter S, and dated starting May 7, 2018 ending May 13, 2018 etc.

E3.4 Item 3 – Reduced Fare Super Bus Pass (7 Day):

- (a) April 30, 2018 to September 30, 2018
- (b) 22 weeks @ 5,800 per week = Total 127,600
- (c) Format shall be 2 ¼" x 3 11/16", (includes ½" stub);
 - (i) Numbering/lettering shall be:
 - (ii) On front in area provided, in bold black ink;
 - (iii) 100% precise and guaranteed, sequential and in numerical order;
 - (iv) Each week, consecutively from 00001-5,800;
 - (v) In accordance with 2018 dates;
 - (vi) Numbered in foil R-18 the eighteenth week, have the foil letter R, and dated starting April 30, 2018 ending May 6, 2018;
 - (vii) Numbered in foil R-19 the nineteenth weeks, have the foil letter S, and dated starting May 7, 2018 and ending May 13, 2018 etc.

E3.5 Item 4 – Senior Fare Super Bus Pass (7 Day):

- (a) April 30, 2018 to September 30, 2018
- (b) 22 weeks @ 2,800 per week = Total 61,600
- (c) Format shall be 2 ¼" x 3 11/16" (includes ½" 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 00001-2,800;
 - (iv) In accordance with 2018 dates;
 - (v) Numbered in foil S-18 the eighteenth week, have the foil letter R, and dated starting April 30, 2018 ending May 6, 2018;
 - (vi) Numbered in foil S-19 the Nineteenth week, has the foil letter S, and dated starting May 7, 2018 and ending May 13, 2018 etc.

PRINTING OF WEEKLY PASSES

Voided Samples

- E3.6 Voided samples shall be required for Weekly Transit Bus Passes, and shall accompany delivery.
- E3.7 The Contractor shall supply voided samples for each weeks and the method of voiding shall be confirmed with the Contract Administrator:
 - (a) 25 "voided" samples of Full Fare Max 5 Bus Pass;
 - (b) 25 "voided" samples of Full Fare Super Bus Pass (7 Day);
 - (c) 25 "voided" samples of Reduced Fare Super Bus Pass (7 Day);

- (d) 25 “voided” samples of Senior Fare Super Bus Pass (7 Day).

Artwork

E3.8 The Contract Administrator shall:

- (a) Provide colour keys and artwork for 17 weeks to the Contractor by Feb 3, 2018 in **Adobe Illustrator**;
- (b) Approve signs.

E3.9 The Contractor shall:

- (a) Submit paper proofs and blueline proofs no later than Feb 23, 2018 (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.

Graphics/Text

E3.10 New design/layout required for both front and back of passes.

E3.11 The image on the front of each pass will change every four (4) weeks.

- (a) The foil letters will change going from A to Z, then aa to zz.
- (b) The dates will change in accordance with 2018 dates.
- (c) The foil week numbers will be :
- (d) M-18 to M-39;
- (e) F-18 to F-39;
- (f) R-18 to R-39;
- (g) S-18 to S-39

E3.12 If a second production run is required for weeks 18 to 39, the foil week numbers will change as follows:

- (a) M-40 to M-52;
- (b) F-40 to F-52;
- (c) R-40 to R-52;
- (d) S-40 to S-52

E3.13 The image on the reverse of each pass will be common for the 52 week period, but shall differ for each type of pass.

E3.14 All text/graphics shall be of high resolution and clearly defined.

E3.15 Color density shall be consistent throughout all shipments so as not to show visible differences.

E3.16 Finish coat shall be clear coat varnish to seal and protect the colour.

Ink(s) and Foil

E3.17 Front shall be four colour process and one U.V. fluorescent colour.

E3.18 Reverse shall be black ink.

E3.19 All colours shall be selected by the Contract Administrator.

E3.20 The Contractor shall ensure that colours shall be consistent throughout the year;

- (a) Silkscreen Fluorescent inks security feature, or equivalent, must be applied to a density sufficient enough to show a very visible difference when reproduced by a colour photocopier.

E3.21 As a security feature, foil shall be Silver Prismatic Laser High Resolution.

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

Stock

E3.22 Stock shall be 10 pt. CIS SBS (Carolina® Coated Cover, C1SBase, Weight 124, and Gloss 51).

Binding and Finishing

E3.23 Passes shall be:

- (a) Fat 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

E3.24 Weekly passes shall be banded in books of 20 with elastic bands and shrink-wrapped in bundles of 80 books.

E3.25 Weekly passes shall be packed in sturdy cartons and labelled as to contents and number sequence.

2018		Beginning Date	Ending Date	Ending Date
Number:	Letter	All Passes	Max 5/ 5Day	Super Passes/7day
Week 1	A	1/01/18	1/05/18	1/07/18
Week 2	B	1/08/18	1/12/18	1/14/18
Week 3	C	1/15/18	1/19/18	1/21/18
Week 4	D	1/22/18	1/26/18	1/28/18
Week 5	E	1/29/18	2/02/18	2/04/18
Week 6	F	2/05/18	2/09/18	2/11/18
Week 7	G	2/12/18	2/16/18	2/18/18
Week 8	H	2/19/18	2/23/18	2/25/18
Week 9	I	2/26/18	3/02/18	3/04/18
Week 10	J	3/05/18	3/09/18	3/11/18
Week 11	K	3/12/18	3/16/18	3/18/18
Week 12	L	3/19/18	3/23/18	3/25/18
Week 13	M	3/26/18	3/30/18	4/01/18
Week 14	N	4/02/18	4/06/18	4/08/18
Week 15	O	4/09/18	4/13/18	4/15/18
Week 16	P	4/16/18	4/20/18	4/22/18
Week 17	Q	4/23/18	4/27/18	4/29/18
Week 18	R	4/30/18	5/04/18	5/06/18
Week 19	S	5/07/18	5/11/18	5/13/18
Week 20	T	5/14/18	5/18/18	5/20/18
Week 21	U	5/21/18	5/25/18	5/27/18
Week 22	V	5/28/18	6/01/18	6/03/18
Week 23	W	6/04/18	6/08/18	6/10/18
Week 24	X	6/11/18	6/15/18	6/17/18
Week 25	Y	6/18/18	6/22/18	6/24/18
Week 26	Z	6/25/18	6/29/18	7/01/18
Week 27	aa	7/02/18	7/06/18	7/08/18
Week 28	bb	7/09/18	7/13/18	7/15/18
Week 29	cc	7/16/18	7/20/18	7/22/18
Week 30	dd	7/23/18	7/27/18	7/29/18
Week 31	ee	7/30/18	8/03/18	8/05/18
Week 32	ff	8/06/18	8/10/18	8/12/18
Week 33	gg	8/13/18	8/17/18	8/19/18
Week 34	hh	8/20/18	8/24/18	8/26/18
Week 35	ii	8/27/18	8/31/18	9/02/18
Week 36	jj	9/03/18	9/07/18	9/09/18
Week 37	kk	9/10/18	9/14/18	9/16/18
Week 38	ll	9/17/18	9/21/18	9/23/18
Week 39	mm	9/24/18	9/28/18	9/30/18
Week 40	nn	10/01/18	10/05/18	10/07/18
Week 41	oo	10/08/18	10/12/18	10/14/18

Week 42	pp	10/15/18	10/19/18	10/21/18
Week 43	qq	10/22/18	10/26/18	10/28/18
Week 44	rr	10/29/18	11/02/18	11/04/18
Week 45	ss	11/05/18	11/09/18	11/11/18
Week 46	tt	11/12/18	11/16/18	11/18/18
Week 47	uu	11/19/18	11/23/18	11/25/18
Week 48	vv	11/26/18	11/30/18	12/02/18
Week 49	ww	12/03/18	12/07/18	12/09/18
Week 50	xx	12/10/18	12/14/18	12/16/18
Week 51	yy	12/17/18	12/21/18	12/23/18
Week 52	zz	12/24/18	12/28/18	12/30/18

E4. MONTHLY PASSES (ITEM 5-9)

E4.1 Monthly passes shall be required for a period of four (4) Months commencing May 1, 2018 for four (4) Months May-August; Months May – August passes - shall be delivered by March 23, 2018. It may also include a third production run (if required) for Months September – December; the Contractor would be notified by May 25, 2018. Delivery for the third production run for Months September – December- shall be delivered by August 31, 2018, in accordance with D11.

E4.2 Item 5 – Full Fare Monthly Bus Passes:

- (a) May 2018 to August 2018 – 31,500 passes per month;
- (b) Total 126,000;
- (c) Format shall be 3 3/16" x 2 1/4";
- (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 **00001-22,000 and E22001-E31500**;
 - (iv) A foil letter, number and strip on each pass, going from F5 in May to F8 in August.

E4.3 Item 6 – Reduced Fare Monthly Bus Passes:

- (a) May 2018 to August 2018 – 12,000 passes per month;
- (b) Total 48,000;
- (c) Format shall be 3 3/16" x 2 1/4";
- (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;
 - (iv) A foil letter, number and strip on each pass, going from R5 in May to R8 in August.

E4.4 Item 7 – Senior Fare Monthly Bus Passes:

- (a) May 2018 to August 2018 – 6,000 passes per month;
- (b) Total 24,000;
- (c) Format shall be 3 3/16" x 2 1/4";
- (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;
- (iv) A foil letter, number and strip on each pass, going from S5 in May S8 in August.

E4.5 Item 8 – Post Secondary Monthly Bus Passes:

- (a) May 2018 to August 2018 - 6,000 passes x 4 Months
- (b) Total 24,000
- (c) Format shall be 3 3/16" x 2 1/4";
- (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;
 - (iv) A foil letter, number and strip on each pass, going from P5 in May to P8 in August.

E4.6 Item 9 – Handi-Transit Monthly Bus Passes:

- (a) May 2018 to August 2018 – 400 passes per month;
- (b) Total 1600;
- (c) Format shall be 3 3/16" x 2 1/4";
- (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) Passes each month shall be numbered consecutively beginning with **001-300** and **E301-E350 and PS351 to PS400**;
 - (iv) A foil number on each pass going from 5 in May to 8 in August.

PRINTING OF MONTHLY PASSES

Voided Samples

- E4.7 Voided samples shall be required for Monthly Transit Bus Passes, and shall accompany delivery.
- E4.8 The Contractor shall supply voided samples for each weeks and the method of voiding shall be confirmed with the Contract Administrator:
- (a) 25 “voided” samples of Full Fare Monthly Bus Passes;
 - (b) 25 “voided” samples of Reduced Monthly Bus Passes;
 - (c) 25 “voided” samples of Post-Secondary Monthly Bus Passes;
 - (d) 25 “voided” samples of Senior Monthly Bus Passes;
 - (e) 25 “voided” samples of Handi - Transit Monthly Bus Passes.

Artwork

- E4.9 The Contract Administrator shall:
- (a) Provide colour keys and artwork for all Months to the Contractor by Feb 3, 2018 in **Adobe Illustrator**.
- E4.10 The Contractor shall:
- (a) Submit paper proofs and blueline proofs no later than Feb 10, 2018 (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.

Graphics/Text

E4.11 New design/layout required for both front and back of passes:

- (a) The picture and text on the front of each pass shall change monthly but shall remain constant for the four types of passes;
- (b) The picture and text on the front of the January pass will be the same on all four types of January passes but will differ from the picture on all four types of February passes;
- (c) The image on the reverse of each pass shall be common for all 12 months, but shall differ for each type of pass;
- (d) All text/graphics shall be of high resolution and clearly defined;
- (e) Color density shall be consistent throughout all shipments so as not to show visible differences;
- (f) Finish coat shall be clear coat varnish to seal and protect the color.

E4.12 Ink(s) For items 5-9 Ink and foil shall be:

- (a) Front shall be four colour process and one U.V. fluorescent colour;
- (b) Reverse shall be black ink;
- (c) Silkscreen Fluorescent inks security feature, or equivalent, must be applied to a density sufficient enough to show a very visible difference when reproduced by a colour photocopy;
- (d) As a security feature, foil shall be Silver Prismatic Laser High Resolution:
 - (i) Foil shall have a clear coat varnish;
 - (ii) An alternate foil may be considered, and shall be submitted in accordance with B6
- (e) All colours shall be selected by the Contract Administrator;
- (f) The Contractor shall ensure that colours shall be consistent throughout the year.

Stock

E4.13 Stock shall be 10 pt. CIS SBS (Carolina® Coated Cover, C1SBase, Weight 124, and Gloss 51).

Binding and Finishing

E4.14 Shall be flat trimmed size shall be 3 3/16" x 2 1/4".

Packaging

E4.14 Packaging for Items No. 5-9

- (a) Monthly passes, item 5-9 shall be banded in 100's with elastic bands and shrink-wrapped;
- (b) in bundles of 500;
- (c) Monthly passes shall be packed in sturdy cartons and labeled as to contents and number sequence.

Production Run Two (2) (if required)

E5. WEEKLY PASSES (ITEM 10-13) AND MONTHLY PASSES (ITEM 14-18)

E5.1 Weekly passes for weeks 40-52 beginning October 1, 2018. The Contractor would be notified by May 25, 2018 if a second production run is required. Delivery for the second production run is required by August 31, 2018 in accordance with D11.

E5.2 Item 10 – Full Fare Max 5 Bus Pass (5 Day):

- (a) Oct 1, 2018 to Oct 5, 2018;
- (b) 13 weeks @ 8,500 per week = Total 110,500;
- (c) Format shall be 2 ¼" x 3 11/16", (includes ½" 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 0001-8500;
 - (iv) In accordance with 2018 dates;
 - (v) Numbered in foil M-40 the first week, have the foil letter nn, and dated starting Oct 1, 2018
 - (vi) Numbered in foil M-41 the second week, have the foil letter oo, and dated starting Oct 8, 2018 etc.

E5.3 Item 11 – Full Fare Super Bus Pass (7 Day):

- (a) Oct 1, 2018 to Oct 7, 2018;
- (b) 13 weeks @ 8,500 per week = Total 110,500;
- (c) Format shall be 2 ¼" x 3 11/16", (includes ½" stub);
- (d) Numbering/lettering shall be:
 - (i) On front area provided, in bold black ink;
 - (ii) 100% precise and guaranteed, sequential and in numerical order;
 - (iii) Each week consecutively from 0001-8,500;
 - (iv) In accordance with 2018 dates;
 - (v) Numbered in foil F-40 the first week, have the foil letter nn, and dated starting Oct 1, 2018;
 - (vi) Numbered in foil F-41 the first week, have the foil letter oo, and dated starting Oct 8, 2018.

E5.4 Item 12 – Reduced Fare Super Bus Pass (7 Day):

- (a) Oct 1, 2018 to Oct 7, 2018;
- (b) 13 weeks @ 5,800 per week = Total 7,400;
- (c) Format shall be 2 ¼" x 3 11/16", (includes ½" 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 0001-5800;
 - (iv) In accordance with 2018 dates;
 - (v) Numbered in foil R-40 the first week, have the foil letter nn, and dated starting Oct 1, 2018;
 - (vi) Numbered in foil R-41 the first week, have the foil letter oo, and dated starting Oct 8, 2018.

E5.5 Item 13 – Senior Fare Super Bus Pass (7 Day):

- (a) Oct 1, 2018 to Oct 7, 2018
- (b) 13 weeks @ 2,800 per week = Total 36,400
- (c) Format shall be 2 ¼" x 3 11/16" (includes ½" 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 0001-2800;
 - (iv) In accordance with 2018 dates;
 - (v) Numbered in foil S-40 the first week, have the foil letter nn, and dated starting Oct 1, 2018;
 - (vi) Numbered in foil S-41 the second week, have the foil letter oo, and dated starting Oct 8, 2018.

Monthly Passes (Form B: item no. 14-18)

E5.6 Monthly passes shall be required for a period of 4 months commencing Sept 2018.

E5.7 Item 14 – Full Fare Monthly Bus Passes:

- (a) Sept 2018 to Dec 2018 – 31,500 passes per month;
- (b) Total 126,000;
- (c) Format shall be 3 3/16" x 2 ¼";
- (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 00001-22,000 and E22001-E31500;
 - (iv) A foil letter, number and strip on each pass, going from F9 in Sept to F12 in December

E5.8 Item 15 – Reduced Fare Monthly Bus Passes:

- (a) Sept 2018 to Dec 2018 – 12,000 passes per month;
- (b) Total 48,000;
- (c) Format shall be 3 3/16" x 2 ¼";
- (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;
 - (iv) A foil letter, number and strip on each pass, going from R9 in Sept to R12 in December.

E5.9 Item 16 – Senior Fare Monthly Bus Passes:

- (a) Sept 2018 to Dec 2018 – 6,000 passes per month;
- (b) Total 24,000;
- (c) Format shall be 3 3/16" x 2 ¼";
- (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;
 - (iv) A foil letter, number and strip on each pass, going from S5 in May to S8 in August.

E5.10 Item 17 – Post Secondary Monthly Bus Passes:

- (a) Sept 2018 to Dec 2018– 6,000 passes per month;
- (b) Total 24,000;
- (c) Format shall be 3 3/16" x 2 1/4";
- (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;
 - (iv) A foil letter, number and strip on each pass, going from P9 in Sept to P12 in December.

E5.11 Item 18 – Handi-Transit Monthly Bus Passes:

- (a) Sept 2018 to Dec 2018 – 400 passes per month;
- (b) Total 1,600;
- (c) Format shall be 3 3/16" x 2 1/4";
- (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) Passes each month shall be numbered consecutively beginning with 001-300 and E301-E350 and PS351 to PS400;
 - (iv) A foil number on each pass going from 9 in Sept to 12 in December.