



**THE CITY OF WINNIPEG**

# **BID OPPORTUNITY**

**BID OPPORTUNITY NO. 109-2007**

**SUPPLY AND DELIVERY OF BILINGUAL TRANSIT BUS PASSES**

## TABLE OF CONTENTS

### PART A - BID SUBMISSION

Form A: Bid	1
Form B: Prices	3

### PART B - BIDDING PROCEDURES

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

### PART C - GENERAL CONDITIONS

C1. General Conditions	1
------------------------	---

### PART D - SUPPLEMENTAL CONDITIONS

#### General

D1. General Conditions	1
D2. Scope of Work	1
D3. Definitions	1
D4. Contract Administrator	2
D5. Notices	2

#### Submissions

D6. Authority to Carry on Business	2
D7. Security	3
D8. Contractor's Responsibility For Loss	3
D9. Control Of Work	3

#### Control of Work

D10. Commencement	4
D11. Orders	4
D12. Records	4

#### Measurement and Payment

D13. Invoices	4
D14. Payment	5

#### Warranty

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

### PART E - SPECIFICATIONS

#### General

E1. General	1
E2. Weekly Passes (Items 1-4)	1
E3. Monthly Passes (Items 5-9)	7

E4. Delivery – Weekly And Monthly Passes

10

## **PART B - BIDDING PROCEDURES**

### **B1. PROJECT TITLE**

B1.1 SUPPLY AND DELIVERY OF BILINGUAL TRANSIT BUS PASSES

### **B2. SUBMISSION DEADLINE**

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, March 5, 2007.

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 regularly and shortly before the Submission Deadline, as may be amended by addendum.

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 materials, equipment, methods and products 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 seven (7) 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 material, equipment, method or product as either an approved equal or alternative:
    - (i) sufficient unprinted and/or printed samples, of the proposed alternative or equivalent, so that the Contract Administrator may determine suitability;
    - (ii) the brand name;
    - (iii) the weight;
    - (iv) the name of the Mill manufacturing the product; and
  - (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.
- 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 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.

**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 may be submitted by mail, courier or personal delivery, or by facsimile transmission.

B6.4 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 Branch  
185 King Street, Main Floor  
Winnipeg MB R3B 1J1

B6.4.1 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.

B6.5 If the Bid Submission is submitted by facsimile transmission, it shall be submitted to (204) 949-1178

B6.5.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.

B6.6 Bid Submissions submitted by internet electronic mail (e-mail) will not be accepted.

**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;
  - (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.
- 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 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.
- 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.

B9.3 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.

B9.4 Notwithstanding General Conditions GC.5.02 (4), no work except the supply of raw materials may be contracted out, without the written consent of the Contract Administrator.

- B9.4.1 If the Contractor is granted permission to employ Subcontractors, they shall:
- (i) be 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 Division 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;

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

B10.1 Bid Submissions will not be opened publicly.

B10.2 Following the Submission Deadline, the names of the Bidders and their Total Bid Prices (unevaluated, and pending review and verification of conformance with requirements) will be available on the 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.7.05(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 bid 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 B4.1.

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 the Supply and Delivery of Goods* (Form 21: 88 03) are applicable to the Work of the Contract.

C1.1.1 The *General Conditions for the Supply and Delivery of Goods* 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 the Supply and Delivery of Goods*, 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 Supply and Delivery of 2008 Bilingual Transit Bus Passes, for the period May 1, 2007 to December 31, 2008.
- D2.1.1 The Work shall be done on an "as required" **and** "scheduled" basis during the term of the Contract. "scheduled" shall be in accordance with E4.4.
- D2.1.2 The type and quantity of Work to be performed under this Contract shall be as authorized from time to time by the Contract Administrator.
- D2.2 Subject to GC.4.08, the City shall have no obligation under the Contract to purchase any quantity of any item in excess of its actual operational requirements.
- (a) The City may increase quantities, in accordance with GC 4.05, and such increases shall be at the price Bid on the Form B.

#### 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) "**Voided**" means having no legal force or validity'
- (e) "**If Required**" means if ordered to;
- (f) "**Scheduled**" means to appoint, assign, or designate for a fixed time.

**D4. CONTRACT ADMINISTRATOR**

- D4.1 The Contract Administrator is:  
Ms. Helen Tack  
Superintendent of Garry Street Transit Service Centre  
65 Garry Street  
Winnipeg, Manitoba  
R3C 4K4  
Telephone No. (204) 986-5242  
Facsimile No. (204) 986-6967

**D5. NOTICES**

- D5.1 GC.7.05 is hereby amended to delete reference to "registered mail" and to replace same with "ordinary mail".
- D5.2 GC.7.05 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.
- D5.3 Further to GC.7.05, all notices, consents, approvals, statements, authorizations, documents or other communications to the City, except as expressly otherwise required in D5.4, D5.5 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.
- D5.4 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
- D5.5 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**

**D6. AUTHORITY TO CARRY ON BUSINESS**

- D6.1 The Contractor shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Contractor

does not carry on business in Manitoba, in the jurisdiction where the Contractor does carry on business, throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

#### **D7. SECURITY**

- D7.1 The Winnipeg Transit Department is concerned over the growing potential for counterfeiting/illegal reproduction of Transit Bus Passes.
- D7.2 All materials associated with the City of Winnipeg Bilingual Transit Bus Passes shall be the property of the City of Winnipeg.
- D7.3 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.
- D7.4 No materials shall be destroyed unless approved by the Contract Administrator.
- D7.5 Work is to be done in such a fashion that all passes are printed, numbered, packaged and accounted for under supervision;
- D7.6 When material is being moved from one location to another in the plant, it shall be moved in a secure fashion;
- D7.7 When not being worked on, work in progress shall be placed in a secure area with accessibility limited to authorized personnel.
- D7.8 Upon completion, all Goods shall be placed in a secured area until delivery is made to Garry Street Transit Service centre.
- D7.9 All overruns, samples or surplus stock associated with the production of the passes shall be accounted for and stored in a secured 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.
- D7.10 All waste shall be accounted for and stored in a secured area, until the Contract Administrator has authorized the waste to be destroyed under supervision by burning or shredding.

#### **D8. CONTRACTOR'S RESPONSIBILITY FOR LOSS**

- D8.1 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 the purpose of this Clause, the Bilingual Transit Bus Goods shall be deemed to be in the possession and control of the Contractor at any time prior to the acceptance of the delivery of same by the Transit Department Contract Administrator or his designate, at the City of Winnipeg.
- D8.1.1 In the event of such a loss, the Contractor shall bear the cost and expense of replacing the Goods.
- D8.1.2 The Contractor may be requested to replace and/or alter all existing Goods produced to the date of loss.
- D8.2 If existing Goods are altered, the Contractor shall alter all future production of the Contract.

#### **D9. CONTROL OF WORK**

- D9.1 In accordance with GC.5.01 the Contractor shall further comply with any or all of 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.

## **CONTROL OF WORK**

### **D10. COMMENCEMENT**

- D10.1 The Contractor shall not commence any Work until he is in receipt of a purchase order authorizing the commencement of the Work.
- D10.2 The City intends to award this Contract by April 27, 2007.

### **D11. ORDERS**

- D11.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for delivery may be placed.

### **D12. RECORDS**

- D12.1 The Contractor shall keep detailed records of the goods supplied under the Contract.
- D12.2 The Contractor shall record, as a minimum, for each item listed on Form B: Prices:
  - (a) User name(s) and addresses;
  - (b) order date(s);
  - (c) delivery date(s); and
  - (d) description and quantity of goods supplied.
- D12.3 The Contractor shall provide the Contract Administrator with a copy of the records for each quarter year within fifteen (15) Calendar Days of the end of that quarter.

## **MEASUREMENT AND PAYMENT**

### **D13. INVOICES**

- D13.1 Further to GC.9.01 and notwithstanding GC.9.03, the Contractor shall submit an invoice for each order delivered, to the Contract Administrator.
- D13.2 Invoices must clearly indicate, as a minimum:
  - (a) the City's order number;
  - (b) date of delivery;
  - (c) delivery address;
  - (d) type and quantity of goods delivered;
  - (e) the amount payable with GST and MRST shown as separate amounts; and
  - (f) the Contractor's GST registration number.
- D13.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

**D14. PAYMENT**

- D14.1 Further to GC.9.01 and GC.9.03, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

## PART E - SPECIFICATIONS

### GENERAL

#### E1. GENERAL

- E1.1 The Contractor shall Supply and Deliver Bilingual Transit Bus Passes in accordance with the requirements hereinafter specified.
- E1.2 Requests for substitutes as an approved equal or an approved alternative shall be made in accordance with B4.1.
- E1.2.1 Alternate similar sizes, perforations, foils, binding and finishing(s), shall be considered and shall be submitted in accordance with B4.1.
- E1.3 Samples of proposed 2008 Bilingual Transit Bus Passes are attached **as sample page 1 – sample page 8**.
- E1.3.1 Samples are not 100 percent precise.
- E1.3.2 Goods supplied shall meet or exceed the quality of the current City samples.
- E1.4 The Contractor is advised that he/she shall be required to support CorelDraw Version 10 to facilitate the Work, in accordance with B9.
- E1.5 If additional information is required, please contact:
- |                    |                |   |
|--------------------|----------------|---|
| (a) Ms. Helen Tack | (204) 986-5242 | Superintendent of Garry Street Transit Service Centre<br>Garry Street Transit Service Centre; |
| (b) Mr. Ed Yorski  | (204) 986-4346 | Revenue Officer<br>Garry Street Transit Service Centre.                                       |

#### E2. WEEKLY PASSES (ITEMS 1-4)

Weekly passes shall be required for a period of 52 weeks commencing January 7, 2008, and shall include the following specifications.

- E2.1 Full Fare Max 5 Bus Pass:
- (a) January 7, 2008 to January 2, 2009;
  - (b) 52 weeks @ 8,000 per week Total 416,000;
  - (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 00001-8000;
    - (iv) in accordance with 2008 dates;
    - (v) numbered 1 the first week, have the foil letter A, and dated starting Jan. 7, 2008;
    - (vi) numbered 2 the second week, have the foil letter B, and dated starting Jan. 14, 2008.

**E2.2 Full Fare Super Bus Pass [7 Day]:**

- (a) January 7, 2008 to January 4, 2009;
- (b) 52 weeks @ 7,000 per week                      Total 364,000;
- (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 00001-7,000;
  - (iv) In accordance with 2008 dates;
  - (v) numbered 1 the first week, have the foil letter A, and dated starting Jan. 7, 2008;
  - (vi) numbered 2 the second week, have the foil letter B, and dated starting Jan. 14, 2008.

**E2.3 Reduced Fare Super Bus pass [7 Day]:**

- (a) January 7, 2008 to January 4, 2009;
- (b) 52 weeks @ 5,000 per week                      Total 260,000;
- (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 00001-5000;
  - (iv) in accordance with 2008 dates;
  - (v) numbered 1 the first week, have the foil letter A, and dated starting Jan. 7, 2008
  - (vi) numbered 2 the second week, have the foil letter B, and dated starting Jan. 14, 2008.

**E2.4 Senior Fare Super Bus pass [7 Day]:**

- (a) January 7, 2008 to January 4, 2009;
- (b) 52 weeks @ 3,000 per week                      Total 156,000;
- (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 00001-3500;
  - (iv) in accordance with 2008 dates;
  - (v) numbered 1 the first week, have the foil letter A, and dated starting Jan. 7, 2008;
  - (vi) numbered 2 the second week, have the foil letter B, and dated starting Jan. 14, 2008.

**PRINTING OF WEEKLY PASSES SHALL INCLUDE THE FOLLOWING SPECIFICATIONS.**

**Voided Samples**

E2.5 Voided samples shall be required for Weekly Transit Bus Passes, and shall accompany delivery.

E2.6 The Contractor shall supply voided samples for each week 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

E2.7 The Contract Administrator shall:

- (a) provide colour keys and artwork for all 52 weeks to the Contractor by May 25, 2007, in **Coreldraw Version 10**;
- (b) approve designs;
- (c) make negatives available to the Contractor for further printing, pursuant to E2.8(b).

E2.8 The Contractor shall:

- (a) submit paper proofs and blueline proofs no later than June 18, 2007. (earlier submission will be accepted);
- (b) manufacture and retain all printing plates and negatives 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

E2.9 New design/layout required for both front and back of passes.

E2.10 The image on the front of each pass will change weekly.

E2.10.1 The foil letters will change going from A to Z, then aa to zz.

E2.10.2 The dates will change in accordance with 2008 dates.

E2.10.3 The week numbers will change going from 1 -52.

E2.11 The image on the reverse of each pass will be common for the 52 week period, **but** shall differ for each type of pass.

E2.12 All text/graphics shall be of high resolution and clearly defined.

E2.13 Color density shall be consistent throughout all shipments so as not to show visible differences.

E2.14 Finish coat shall be clear coat varnish to seal and protect the colour.

### Ink(s) and Foil

E2.15 Front shall be four colour process and one U.V. fluorescent colour.

E2.16 Reverse shall be black ink.

E2.17 All colours shall be selected by the Transit Department Contract Administrator.

E2.17.1 The Contractor shall ensure that colours shall be consistent throughout the year.

E2.17.2 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.

E2.18 As a security feature, foil shall be Silver Prismatic Laser High Resolution.

E2.18.1 Foil shall have a clear coat varnish.

E2.18.2 An alternate foil may considered, and shall be submitted in accordance with B4.1.

### **Stock**

E2.19 Stock shall be Cornwall C1S 10 pt., or 80# Lynx Opaque 96 Bright.

### **Binding and Finishing**

E2.20 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 wire in centre or stub.

### **PACKAGING**

E2.21 Weekly passes shall be banded in books of 20 with elastic bands and shrink-wrapped in bundles of 80 books.

E2.22 Weekly passes shall be packed in sturdy cartons and labelled as to contents and number sequence.

**E2.23 WEEKLY PASSES - DATES TO BE SHOWN ON 2008 PASSES**  
 2008 Weekly Pass Dates

<u>Week Number:</u>	<u>Letter</u>	<u>Beginning Date All Passes:</u>	<u>Ending Date Super Passes:</u>	<u>Ending Date Weekday Passes:</u>
01	A	January 7/08	January 13/08	January 11/08
02	B	January 14/08	January 20/08	January 18/08
03	C	January 21/08	January 27/08	January 25/08
04	D	January 28/08	February 3/08	February 1/08
05	E	February 4/08	February 10/08	February 8/08
06	F	February 11/08	February 17/08	February 15/08
07	G	February 18/08	February 24/08	February 22/08
08	H	February 25/08	March 2/08	February 29/08
09	I	March 3/08	March 9/08	March 7/08
10	J	March 10/08	March 16/08	March 14/08
11	K	March 17/08	March 23/08	March 21/08
12	L	March 24/08	March 30/08	March 28/08
13	M	March 31/08	April 6/08	April 4/08
14	N	April 7/08	April 13/08	April 11/08
15	O	April 14/08	April 20/08	April 18/08
16	P	April 21/08	April 27/08	April 25/08
17	Q	April 28/08	May 4/08	May 2/08
18	R	May 5/08	May 11/08	May 9/08
19	S	May 12/08	May 18/08	May 16/08
20	T	May 19/08	May 25/08	May 23/08
21	U	May 26/08	June 1/08	May 30/08
22	V	June 2/08	June 8/08	June 6/08
23	W	June 9/08	June 15/08	June 13/08
24	X	June 16/08	June 22/08	June 20/08
25	Y	June 23/08	June 29/08	June 27/08
26	Z	June 30/08	July 6/08	July 4/08
27	aa	July 7/08	July 13/08	July 11/08
28	bb	July 14/08	July 20/08	July 18/08
29	cc	July 21/08	July 27/08	July 25/08
30	dd	July 28/08	August 3/08	August 1/08
31	ee	August 4/08	August 10/08	August 8/08
32	ff	August 11/08	August 17/08	August 15/08
33	gg	August 18/08	August 24/08	August 22/08

### 2008 Weekly Pass Dates

<u>Week Number:</u>	<u>Letter</u>	<u>Beginning Date All Passes:</u>	<u>Ending Date Super Passes:</u>	<u>Ending Date Weekday Passes:</u>
34	hh	August 25/08	August 31/08	August 29/08
35	ii	September 1/08	September 7/08	September 5/08
36	jj	September 8/08	September 14/08	September 12/08
37	kk	September 15/08	September 21/08	September 19/08
38	ll	September 22/08	September 28/08	September 26/08
39	mm	September 29/08	October 5/08	October 3/08
40	nn	October 6/08	October 12/08	October 10/08
41	oo	October 13/08	October 19/08	October 17/08
42	pp	October 20/08	October 26/08	October 24/08
43	qq	October 27/08	November 2/08	October 31/08
44	rr	November 3/08	November 9/08	November 7/08
45	ss	November 10/08	November 16/08	November 14/08
46	tt	November 17/08	November 23/08	November 21/08
47	uu	November 24/08	November 30/08	November 28/08
48	vv	December 1/08	December 7/08	December 5/08
49	ww	December 8/08	December 14/08	December 12/08
50	xx	December 15/08	December 21/08	December 19/08
51	yy	December 22/08	December 28/08	December 26/08
52	zz	December 29/08	January 4/09	January 2/09

**E3. MONTHLY PASSES (ITEMS 5-9)**

Monthly passes shall be required for a period of 12 months commencing January 2008.

**E3.1 Full Fare Monthly Bus Passes:**

- (a) January 2008 to December 2008 22,000 passes per month;
- (b) total 264,000;
- (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 00001-16000 and E16001-E22000;
  - (iv) a foil letter and number on each pass, going from F1 in January to F12 in December.

**E3.2 Reduced Fare Monthly Bus Passes:**

- (a) January 2008 to December 2008 8,500 passes per month;
- (b) total 102,000;
- (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 00001;
  - (iv) a foil letter and number on each pass, going from R1 in January to R12 in December.

**E3.3 Senior Fare Monthly Bus Passes:**

- (a) January 2008 to December 2008 5,000 passes per month;
- (b) total 60,000;
- (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 00001;
  - (iv) a foil letter and number on each pass, going from S1 in January to S12 in December.

**E3.4 Post Secondary Monthly Bus Passes:**

- (a) January 2008 to May 2008 13,000 passes per month;
- (b) June 2008 to August 2008 7,000 passes per month;
- (c) September 2008 to December 2008 13,000 passes per month;
- (d) total 138,000;
- (e) format shall be 3 3/16" x 2 1/4".
- (f) 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 00001;
- (iv) a foil letter and number on each pass, going from P1 in January to P12 in December.

**E3.5 Handi-Transit Monthly Bus Passes:**

- (a) January 2008 to December 2008                      550 passes per month;
- (b) total            6,600;
- (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.

**PRINTING (MONTHLY PASSES)**

**Voided Samples**

E3.6 Voided samples shall be required for Monthly Transit Bus Passes and shall accompany delivery.

E3.7 The Contractor shall supply voided samples for each month, 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 Fare 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**

E3.8 The Contract Administrator shall:

- (a) provide colour keys and artwork for all 12 months to the Contractor by May 25, 2007 in **Coreldraw Version 10**;
- (b) approve designs;
- (c) make negatives available to the Contractor for further printing, pursuant to E2.8(b).

E3.9 The Contractor shall:

- (a) submit paper proofs and blueline proofs to the Contract Administrator prior to printing no later than June 18, 2007 (earlier submission will be accepted);
- (b) manufacture and retain all printing plates and negatives 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:

- (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 colour.

### **Ink(s) and Foil**

**E3.11 For Items 5-8,** 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 photocopier;
- (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 considered, and shall be submitted in accordance with B4.1.

**E3.12 For Item 9,** Ink shall be:

- (a) front shall be four colour process;
- (b) reverse shall be black ink;
- (c) all colours shall be selected by the Transit Department Contract Administrator;
- (d) the Contractor shall ensure that colours shall be consistent throughout the year;

### **Stock**

**E3.13** Stock shall be Cornwall C1S 10 pt., or 80# Lynx Opaque 96 Bright.

### **Binding and Finishing**

**E3.14** Shall be flat trimmed size shall be 3 3/16" x 2 1/4 "

### **PACKAGING**

**E3.15 Packaging for Items No. 5-8:**

- (a) monthly passes, item 5-8, shall be banded in 100's with elastic bands and shrink-wrapped in bundles of 500;
- (b) monthly passes shall be packed in sturdy cartons and labelled as to contents and number sequence.

**E3.16 Packaging for Item No. 9:**

- (a) monthly passes, item 9, shall be banded in 100's with elastic bands and shrink-wrapped in bundles of 400;
- (b) monthly passes shall be packed in sturdy cartons and labelled as to contents and number sequence.

**E4. DELIVERY – WEEKLY AND MONTHLY PASSES**

- E4.1 Delivery shall be by a bonded company or accompanied by a bonded employee.
- E4.2 The Contractor shall supply a signed statement to accompany each separate delivery, and addressed to the Contract Administrator:
- (a) the statement shall indicate if overruns, samples or surplus stock exists,
  - (b) if overruns, samples or surplus stock exist they shall be treated in accordance with D7.
- E4.3 Goods shall be delivered FOB destination, freight prepaid to:  
Garry Street Transit Service Centre  
65 Garry Street  
Winnipeg, Manitoba  
R3C 4K4.
- E4.4 Weekly and Monthly Passes delivery dates must be strictly adhered to and shall be in accordance with the following:
- (a) week 1 – 17 shall be delivered by September 13, 2007;
  - (b) week 18 – 34 shall be delivered by February 14, 2008;
  - (c) week 35 - 52 shall be delivered by May 1, 2008;
  - (d) months January to December shall be delivered by September 13, 2007;
  - (e) earlier deliveries will be accepted.
- E4.5 The Contractor shall confirm each scheduled delivery with the User at least two (2) Business Days before delivery.
- E4.6 Goods shall be delivered between 8:00 a.m. and noon, and 1:00 p.m. and 3:00 p.m. on Business Days.
- E4.7 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 five ton truck, and shall be equipped with a hydraulic-tail lift.
- E4.8 The Contractor shall be solely responsible for the off-load of goods, as directed at the delivery location.

SAMPLE PAGE 1



Max 5  
weekly pass

Pantone 806  
fluorescent  
magenta

Foil

All other  
colours  
CMYK



Seniors  
weekly pass

Pantone 810  
fluorescent  
yellow

Foil

All other  
colours  
CMYK

<p>Valid from start of service Monday to end of service Friday.</p> <p>CONDITIONS: Pass must be fully visible to operator when boarding; for use on Regular Service only for dates indicated; transfers will not be issued; non-replaceable for any reason; subject to transit regulations; fraudulent use is a criminal offence; must be returned upon request.</p> <p>Transferable / Not Refundable.</p> <p>If found, please return to:</p>	<p>Valide pendant les heures de service, du lundi au vendredi.</p> <p>CONDITIONS : Il faut montrer clairement sa carte au conducteur en montant dans l'autobus. N'utiliser la carte que pour le service régulier aux dates indiquées. Aucune correspondance ne sera remise. Non remplaçable. Assujettie aux règles de la Régie des transports. L'usage frauduleux constitue une infraction criminelle. Doit être rendue sur demande.</p> <p>Transférable / Non remboursable</p> <p>Quiconque trouve cette carte est prié d'en aviser :</p>		
<p>_____ name/nom</p>			
	<b>986-5700</b>		

<p><b>SENIORS FARE PASS</b> Senior 65+</p>	<p><b>CARTE À TARIF POUR AÎNÉS</b> Aîné 65+</p>		
<p>Valid from start of service Monday to end of service Sunday.</p> <p>CONDITIONS: Pass and ID must be fully visible to operator when boarding; for use on Regular Service only for dates indicated; transfers will not be issued; non-replaceable for any reason; holder must meet age, eligibility and identification requirements; subject to transit regulations; fraudulent use is a criminal offence; must be returned upon request.</p> <p>Not Transferable / Not Refundable.</p> <p>If found, please return to:</p>	<p>Valide pendant les heures de service, du lundi au dimanche.</p> <p>CONDITIONS : Il faut montrer clairement sa carte et une pièce d'identité au conducteur en montant dans l'autobus. N'utiliser la carte que pour le service régulier aux dates indiquées. Aucune correspondance ne sera remise. Non remplaçable. Le titulaire doit satisfaire aux conditions d'âge, d'admissibilité et d'identité. Assujettie aux règles de la Régie des transports. L'usage frauduleux constitue une infraction criminelle. Doit être rendue sur demande.</p> <p>Non transférable / Non remboursable</p> <p>Quiconque trouve cette carte est prié d'en aviser :</p>		
<p>_____ name/nom</p>			
	<b>986-5700</b>		



Full Fare  
weekly pass

Pantone 802  
fluorescent  
green

Foil

All other  
colours  
CMYK



Reduced Fare  
weekly pass

Pantone 812  
fluorescent  
red

Foil

All other  
colours  
CMYK

FULL FARE	PLEIN TARIF
Valid from start of service Monday to end of service Sunday. CONDITIONS: Pass must be fully visible to operator when boarding; for use on Regular Service only for dates indicated; transfers will not be issued; non-replaceable for any reason; subject to transit regulations; fraudulent use is a criminal offence; must be returned upon request. Transferable / Not Refundable. If found, please return to:	Valide pendant les heures de service, du lundi au dimanche. CONDITIONS : Il faut montrer clairement sa carte au conducteur en montant dans l'autobus. N'utiliser la carte que pour le service régulier aux dates indiquées. Aucune correspondance ne sera remise. Non remplaçable. Assujettie aux règles de la Régie des transports. L'usage frauduleux constitue une infraction criminelle. Doit être rendue sur demande. Transférable / Non remboursable Quiconque trouve cette carte est prié d'en aviser
name/nom	
	986-5700
	
	

REDUCED FARE PASS Youth 5-16 High School Student 17-21 w/ GoCard	CARTE À TARIF RÉDUIT Jeune de 5 à 16 ans Élève du secondaire de 17 à 21 ans muni d'une GoCard
Valid from start of service Monday to end of service Sunday. CONDITIONS: Pass and ID must be fully visible to operator when boarding; for use on Regular Service only for dates indicated; transfers will not be issued; non-replaceable for any reason; holder must meet age, eligibility and identification requirements; subject to transit regulations; fraudulent use is a criminal offence; must be returned upon request. Not Transferable / Not Refundable. If found, please return to:	Valide pendant les heures de service, du lundi au dimanche. CONDITIONS : Il faut montrer clairement sa carte et une pièce d'identité au conducteur en montant dans l'autobus. N'utiliser la carte que pour le service régulier aux dates indiquées. Aucune correspondance ne sera remise. Non remplaçable. Le titulaire doit satisfaire aux conditions d'âge, d'admissibilité et d'identité. Assujettie aux règles de la Régie des transports. L'usage frauduleux constitue une infraction criminelle. Doit être rendue sur demande. Non transférable / Non remboursable Quiconque trouve cette carte est prié d'en aviser :
name/nom	
	986-5700
	
	

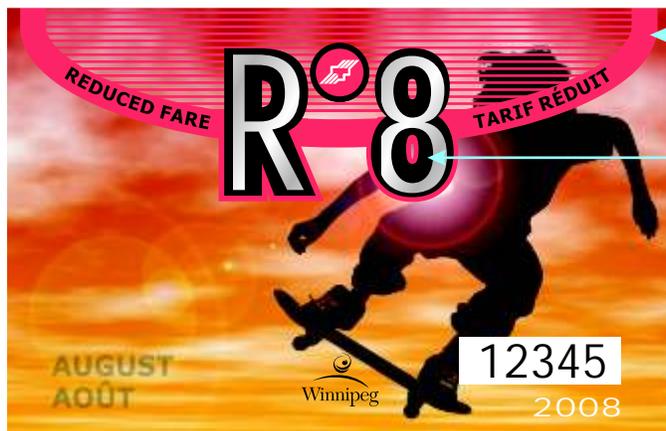


Pantone 802  
fluorescent green

Foil

All other colours CMYK

Full Fare monthly pass

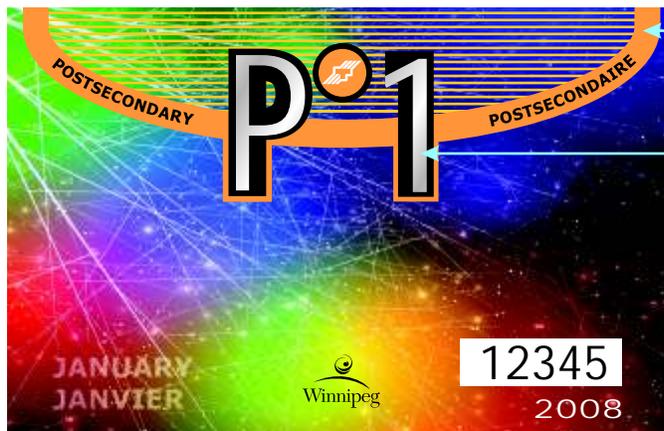


Pantone 812  
fluorescent red

Foil

All other colours CMYK

Reduced Fare monthly pass



Pantone 804  
fluorescent orange

Foil

All other colours CMYK

Post Secondary monthly pass

SAMPLE PAGE 6



Pantone 810  
fluorescent yellow

Foil

All other colours CMYK

Seniors monthly pass



All other colours CMYK

Handi-Transit monthly pass

FULL FARE MONTHLY PASS	CARTE MENSUELLE PLEIN TARIF
<p>CONDITIONS: Pass must be fully visible to operator when boarding; for use on Regular Service only for dates indicated; transfers will not be issued; non-replaceable for any reason; subject to transit regulations; fraudulent use is a criminal offence; must be returned upon request.</p> <p>Transferable / Not Refundable.</p> <p>If found, please return to:</p>	<p>CONDITIONS : Il faut montrer clairement sa carte au conducteur en montant dans l'autobus. N'utiliser la carte que pour le service régulier aux dates indiquées. Aucune correspondance ne sera remise. Non remplaçable. Assujettie aux règles de la Régie des transports. L'usage frauduleux constitue une infraction criminelle. Doit être rendue sur demande.</p> <p>Transférable / Non remboursable</p> <p>Quiconque trouve cette carte est prié d'en aviser :</p>
name/nom	
 info <b>986-5700</b>	

Full Fare monthly pass

REDUCED MONTHLY PASS Youth 5-16 High School Student 17-21 w/ GoCard	CARTE MENSUELLE À TARIF RÉDUIT Jeune de 5 à 16 ans Élève du secondaire de 17 à 21 ans muni d'une GoCard
<p>CONDITIONS: Pass and ID must be fully visible to operator when boarding; for use on Regular Service only for dates indicated; transfers will not be issued; non-replaceable for any reason; holder must meet age, eligibility and identification requirements; subject to transit regulations; fraudulent use is a criminal offence; must be returned upon request.</p> <p>Not Transferable / Not Refundable.</p> <p>If found, please return to:</p>	<p>CONDITIONS : Il faut montrer clairement sa carte et une pièce d'identité au conducteur en montant dans l'autobus. N'utiliser la carte que pour le service régulier aux dates indiquées. Aucune correspondance ne sera remise. Non remplaçable. Le titulaire doit satisfaire aux conditions d'âge, d'admissibilité et d'identité. Assujettie aux règles de la Régie des transports. L'usage frauduleux constitue une infraction criminelle. Doit être rendue sur demande.</p> <p>Non transférable / Non remboursable</p> <p>Quiconque trouve cette carte est prié d'en aviser :</p>
name/nom	
 info <b>986-5700</b>	

Reduced Fare monthly pass

POST-SECONDARY MONTHLY PASS Validated Student ID required	CARTE MENSUELLE - POSTSECONDAIRE Carte d'étudiant validée obligatoire
<p>PASS CONDITIONS: Pass and ID must be fully visible to operator when boarding; for use on Regular Service only for dates indicated; transfers will not be issued; non-replaceable for any reason; holder must meet eligibility and identification requirements; subject to transit regulations; fraudulent use is a criminal offence; must be returned upon request.</p> <p>Not Transferable / Not Refundable.</p> <p>If found, please return to:</p>	<p>CONDITIONS : Il faut montrer clairement sa carte et une pièce d'identité au conducteur en montant dans l'autobus. N'utiliser la carte que pour le service régulier aux dates indiquées. Aucune correspondance ne sera remise. Non remplaçable. Le titulaire doit satisfaire aux conditions d'admissibilité et d'identité. Assujettie aux règles de la Régie des transports. L'usage frauduleux constitue une infraction criminelle. Doit être rendue sur demande.</p> <p>Non transférable / Non remboursable</p> <p>Quiconque trouve cette carte est prié d'en aviser:</p>
name/nom	
 info <b>986-5700</b>	

Post Secondary monthly pass

SENIOR 65+ MONTHLY PASS	CARTE MENSUELLE POUR AÎNÉ 65+
<p>CONDITIONS: Pass and ID must be fully visible to operator when boarding; for use on Regular Service only for dates indicated; transfers will not be issued; non-replaceable for any reason; holder must meet age, eligibility and identification requirements; subject to transit regulations; fraudulent use is a criminal offence; must be returned upon request.</p> <p>Not Transferable / Not Refundable.</p> <p>If found, please return to:</p>	<p>CONDITIONS : Il faut montrer clairement sa carte et une pièce d'identité au conducteur en montant dans l'autobus. N'utiliser la carte que pour le service régulier aux dates indiquées. Aucune correspondance ne sera remise. Non remplaçable. Le titulaire doit satisfaire aux conditions d'âge, d'admissibilité et d'identité. Assujettie aux règles de la Régie des transports. L'usage frauduleux constitue une infraction criminelle. Doit être rendue sur demande.</p> <p>Non transférable / Non remboursable</p> <p>Quiconque trouve cette carte est prié d'en aviser :</p>
<p>name/nom _____</p> <p>info _____</p> <p><b>986-5700</b></p>	<p>Winnipeg</p>

Seniors monthly pass

<p><b>HANDI-TRANSIT MONTHLY PASS CONDITIONS:</b></p> <p>This pass is valid for transportation on Handi-Transit or regular transit service on dates indicated. The pass does not guarantee Handi-Transit service for all requested trips, nor does it grant any special trip priority. The pass is not transferable and not refundable. If lost or stolen, a replacement will not be issued. If found, the pass can be returned to: Handi-Transit, 414 Osborne St., Winnipeg, MB, R3L 2A1.</p> <p>For more Handi-Transit information call 986-5722.</p>	<p><b>CONDITIONS APPLICABLES À LA CARTE MENSUELLE HANDI-TRANSIT</b></p> <p>Cette carte est valide pour les trajets par Handi-Transit ou par service régulier aux dates indiquées. La carte ne garantit pas l'accès au Handi-Transit pour tous les trajets prévus et n'accorde la priorité sur aucun parcours. La carte n'est ni transférable ni remboursable. La Régie ne remplace pas les cartes perdues ou volées. Quiconque trouve cette carte peut la rapporter à : Handi-Transit, 414, rue Osborne, Winnipeg (MB) R3L 2A1</p> <p>Pour plus de renseignements sur Handi-Transit, composez le 986-5722.</p>
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Handi-Transit monthly pass