



THE CITY OF WINNIPEG

REQUEST FOR PROPOSAL

RFP NO. 1231-2019

SUPPLY AND DELIVERY OF OFFICE SUPPLIES

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 SUPPLY AND DELIVERY OF OFFICE SUPPLIES

B2. SUBMISSION DEADLINE

- B2.1 The Submission Deadline is 12:00 noon Winnipeg time, September 4, 2020.
- B2.2 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 D5.1.
- B3.2 If the Proponent finds errors, discrepancies or omissions in the Request for Proposal, or is unsure of the meaning or intent of any provision therein, the Proponent 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 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Request for Proposal will be provided by the Contract Administrator to all Proponents 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 Request for Proposal will be provided by the Contract Administrator only to the Proponent who made the enquiry.
- B3.5 All correspondence or contact by Proponents with the City in respect of this RFP must be directly and only with the Contract Administrator. Failure to restrict correspondence and contact to the Contract Administrator may result in the rejection of the Proponents Proposal Submission.
- B3.6 The Proponent 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.
- B3.7 Any enquiries concerning submitting through MERX should be addressed to:
MERX Customer Support
Phone: 1-800-964-6379
Email: merx@merx.com

B4. CONFIDENTIALITY

- B4.1 Information provided to a Proponent by the City or acquired by a Proponent 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 Proponent before receipt hereof; or
 - (b) becomes publicly known other than through the Proponent; or
 - (c) is disclosed pursuant to the requirements of a governmental authority or judicial order.
- B4.2 The Proponent shall not make any statement of fact or opinion regarding any aspect of the Request for Proposal 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 Request for Proposal, 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.
- B5.3 Addenda will be available on the MERX website at www.merx.com.
- B5.4 The Proponent is responsible for ensuring that he/she has received all addenda and is advised to check the MERX website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.
- B5.5 The Proponent shall acknowledge receipt of each addendum in Paragraph 10 of Form A: Bid/Proposal. Failure to acknowledge receipt of an addendum may render a Proposal non-responsive.
- B5.6 Notwithstanding B3, enquiries related to an Addendum may be directed to the Contract Administrator indicated in D4.1.

B6. SUBSTITUTES

- B6.1 The Work is based on the materials, equipment, methods and products specified in the Request for Proposal.
- 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 Proponent 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 Proponent 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 Proponents. The Proponent 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 Proponent 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 Proponent 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 B18.
- 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. PROPOSAL SUBMISSION

- B7.1 The Proposal shall consist of the following components:
- (a) Form A: Bid/Proposal;
 - (b) Form B: Prices.
- B7.2 Further to B7.1, all components of the Proposal shall be fully completed or provided in the order indicated, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely to constitute a responsive Proposal.
- B7.3 Further to B7.2, all components of the Proposal should be fully completed or provided in the order indicated, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely.
- B7.4 Proposal format, including number of pages, size of pages and, font, etc., will not be regulated, except that the Proposal should contain a table of contents, page numbering and should be in the Sections identified above. Proponents are encouraged to use their creativity to submit a Proposal which provides the requested information for evaluation and other information which illustrates the strength of their proposed solution.
- B7.5 The Proposal shall be submitted electronically through MERX.
- B7.5.1 Proposals will **only** be accepted electronically through MERX.
- B7.6 Proponents are advised that inclusion of terms and conditions inconsistent with the Request for Proposal, will be evaluated in accordance with B18.1(a).
- B7.7 Any cost or expense incurred by the Proponent that is associated with the preparation of the Proposal shall be borne solely by the Proponent.

B8. PROPOSAL

- B8.1 The Proponent shall complete Form A: Bid/Proposal, making all required entries.
- B8.2 Paragraph 2 of Form A: Bid/Proposal shall be completed in accordance with the following requirements:
- (a) if the Proponent is a sole proprietor carrying on business in his/her own name, his/her name shall be inserted;
 - (b) if the Proponent is a partnership, the full name of the partnership shall be inserted;
 - (c) if the Proponent is a corporation, the full name of the corporation shall be inserted;

- (d) if the Proponent 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 Proposal 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/Proposal, the Proponent shall identify a contact person who is authorized to represent the Proponent for purposes of the Proposal.

B8.4 Paragraph 13 of Form A: Bid/Proposal shall be signed in accordance with the following requirements:

- (a) if the Proponent is a sole proprietor carrying on business in his/her own name, it shall be signed by the Proponent;
- (b) if the Proponent is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
- (c) if the Proponent is a corporation, it shall be signed by its duly authorized officer or officers;
- (d) if the Proponent 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/Proposal should be entered below such signatures.

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

B9. PRICES

B9.1 The Proponent 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 Proposals.

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.

B9.4 Where applicable to the Request for Proposal, payments for services to Non-Resident Proponents are subject to a Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

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) Staples Business Advantage – existing usage and top 100 items purchased.

B11. CONFLICT OF INTEREST AND GOOD FAITH

B11.1 Further to C3.2, Proponents, by responding to this RFP, declare that no Conflict of Interest currently exists, or is reasonably expected to exist in the future.

B11.2 Conflict of Interest means any situation or circumstance where a Proponent or Key Personnel proposed for the Work has:

- (a) other commitments;
- (b) relationships;
- (c) financial interests; or
- (d) involvement in ongoing litigation;

that could or would be seen to:

- (i) exercise an improper influence over the objective, unbiased and impartial exercise of the independent judgment of the City with respect to the evaluation of Proposals or award of the Contract; or
 - (ii) compromise, impair or be incompatible with the effective performance of a Proponent's obligations under the Contract.
- (e) has contractual or other obligations to the City that could or would be seen to have been compromised or impaired as a result of its participation in the RFP process or the Project; or
 - (f) has knowledge of confidential information (other than confidential information disclosed by the City in the normal course of the RFP process) of strategic and/or material relevance to the RFP process or to the Project that is not available to other proponents and that could or would be seen to give that Proponent an unfair competitive advantage.

B11.3 In connection with its Proposal, each entity identified in B11.2 shall:

- (a) avoid any perceived, potential or actual Conflict of Interest in relation to the procurement process and the Project;
- (b) upon discovering any perceived, potential or actual Conflict of Interest at any time during the RFP process, promptly disclose a detailed description of the Conflict of Interest to the City in a written statement to the Contract Administrator; and
- (c) provide the City with the proposed means to avoid or mitigate, to the greatest extent practicable, any perceived, potential or actual Conflict of Interest and shall submit any additional information to the City that the City considers necessary to properly assess the perceived, potential or actual Conflict of Interest.

B11.4 Without limiting B11.3, the City may, in its sole discretion, waive any and all perceived, potential or actual Conflicts of Interest. The City's waiver may be based upon such terms and conditions as the City, in its sole discretion, requires to satisfy itself that the Conflict of Interest has been appropriately avoided or mitigated, including requiring the Proponent to put into place such policies, procedures, measures and other safeguards as may be required by and be acceptable to the City, in its sole discretion, to avoid or mitigate the impact of such Conflict of Interest.

B11.5 Without limiting B11.3, and in addition to all contractual or other rights or rights at law or in equity or legislation that may be available to the City, the City may, in its sole discretion:

- (a) disqualify a Proponent that fails to disclose a perceived, potential or actual Conflict of Interest of the Proponent or any of its Key Personnel;
- (b) require the removal or replacement of any Key Personnel proposed for the Work that has a perceived, actual or potential Conflict of Interest that the City, in its sole discretion, determines cannot be avoided or mitigated;
- (c) disqualify a Proponent or Key Personnel proposed for the Work that fails to comply with any requirements prescribed by the City pursuant to B11.4 to avoid or mitigate a Conflict of Interest; and
- (d) disqualify a Proponent if the Proponent, or one of its Key Personnel proposed for the Project, has a perceived, potential or actual Conflict of Interest that, in the City's sole discretion, cannot be avoided or mitigated, or otherwise resolved.

B11.6 The final determination of whether a perceived, potential or actual Conflict of Interest exists shall be made by the City, in its sole discretion.

B12. QUALIFICATION

B12.1 The Proponent 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 Proponent does not carry on business in Manitoba, in the jurisdiction where the Proponent 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.

B12.2 The Proponent 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 <https://www.winnipeg.ca/matmgt/Templates/files/debar.pdf>

B12.3 The Proponent 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).

B12.4 The Proponent 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 Proponent and of any proposed Subcontractor.

B12.5 The Proponent shall provide, on the request of the Contract Administrator, full access to any of the Proponent's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Proponent's equipment and facilities are adequate to perform the Work.

B13. OPENING OF PROPOSALS AND RELEASE OF INFORMATION

B13.1 Proposals will not be opened publicly.

- B13.2 After award of Contract, the Contract amount and the name of the successful Proponent and their address will be available on the MERX website at www.merx.com.
- B13.3 The Proponent is advised that any information contained in any Proposal Submission 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).
- B13.3.1 To the extent permitted, the City shall treat as confidential information, those aspects of a Proposal Submission identified by the Proponent as such in accordance with and by reference to Part 2, Section 17 or Section 18 or Section 26 of The Freedom of Information and Protection of Privacy Act (Manitoba), as amended.
- B13.4 Following the award of Contract, a Proponent will be provided with information related to the evaluation of his/her submission upon written request to the Contract Administrator.

B14. IRREVOCABLE OFFER

- B14.1 The Proposal(s) submitted by the Proponent shall be irrevocable for the time period specified in Paragraph 11 of Form A: Bid/Proposal.
- B14.2 The acceptance by the City of any Proposal shall not release the Proposals of the other responsive Proponents and these Proponents shall be bound by their offers on such Work until a Contract for the Work has been duly formed and the contract securities have been furnished as herein provided, but any Bid shall be deemed to have lapsed unless accepted within the time period specified in Paragraph 11 of Form A: Bid/Proposal.

B15. WITHDRAWAL OF OFFERS

- B15.1 A Proponent may withdraw his/her Proposal without penalty prior to the Submission Deadline.

B16. INTERVIEWS

- B16.1 The Contract Administrator may, in his/her sole discretion, interview Proponents during the evaluation process.

B17. NEGOTIATIONS

- B17.1 The City reserves the right to negotiate details of the Contract with any Proponent. Proponents are advised to present their best offer, not a starting point for negotiations in their Proposal Submission.
- B17.2 The City may negotiate with the Proponents submitting, in the City's opinion, the most advantageous Proposals. The City may enter into negotiations with one or more Proponents without being obligated to offer the same opportunity to any other Proponents. Negotiations may be concurrent and will involve each Proponent individually. The City shall incur no liability to any Proponent as a result of such negotiations.
- B17.3 If, in the course of negotiations pursuant to B17.2, the Proponent amends or modifies a Proposal after the Submission Deadline, the City may consider the amended Proposal as an alternative to the Proposal already submitted without releasing the Proponent from the Proposal as originally submitted.

B18. EVALUATION OF PROPOSALS

- B18.1 Award of the Contract shall be based on the following evaluation criteria:
- (a) compliance by the Proponent with the requirements of the Request for Proposal or acceptable deviation therefrom: (pass/fail)

- (b) qualifications of the Proponent and the Subcontractors, if any, pursuant to B12:
(pass/fail)
 - (c) completeness of items bid 25%
 - (d) Total Bid Price 45%
 - (e) Discount Off 30%
 - (f) Economic analysis of any approved alternative
- B18.2 Further to B18.1(a), the Award Authority may reject a Proposal as being non-responsive if the Proposal 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 Proposal, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.
- B18.3 Further to B18.1(b), the Award Authority shall reject any Proposal submitted by a Proponent who does not demonstrate, in its Proposal or in other information required to be submitted, that it is qualified.
- B18.4 If, in the sole opinion of the City, a Proposal does not achieve a pass rating for B18.1(a) and B18.1(b), the Proposal will be determined to be non-responsive and will not be further evaluated.
- B18.5 Further to B18.1(c), **Completeness of items** offered will be evaluated on the following basis:
 - (a) Responsive bids for not less than eighty (80) items from Item No's 1 to 100, on Form B: Prices, will be deemed a "pass", for a score of 20 points.
 - (i) A quarter point (.25) for each additional item thereafter, for which the bid is deemed responsive, to a maximum of five (5) points.
 - (ii) Responsive bids for Item No's 101, and 102.
 - (b) Notwithstanding B18.1(b), the Bidder is not required to bid on all items to be eligible for award of the Contract.
 - (i) Less than 80 items bid, will be determined to be non-responsive
- B18.6 Further to B18.1(d) the Total Bid Price shall be the approximate annual quantity multiplied by the annual published catalogue price bid, less the Discount-Off (in%) bid for items 1 to 100 shown on Form B: Prices.
- B18.7 Further to B18.1(e) the **Discount-Off for Item 101 and 102** will be evaluated based on the greatest percent discount bid for up to 15 points for each Item.
- B18.8 This Contract will be awarded as a whole or substantial whole.
- B19. AWARD OF CONTRACT**
- B19.1 The City will give notice of the award of the Contract or will give notice that no award will be made.
- B19.2 The City will have no obligation to award a Contract to a Proponent, even though one or all of the Proponents are determined to be qualified, and the Proposals are determined to be responsive.
- B19.2.1 Without limiting the generality of B19.2, 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 Proposal 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.

- B19.3 Where an award of Contract is made by the City, the award shall be made to the qualified Proponent submitting the most advantageous offer.
- B19.4 Further to Paragraph 7 of Form A: Bid/Proposal and C4, the City may issue an award letter to the successful Proponent in lieu of execution of Contract Documents
- B19.4.1 The Contract documents as defined in C1.1(o)(ii) in their entirety shall be deemed to be incorporated in and to form a part of the award letter notwithstanding that they are not necessarily attached to or accompany said award letter.
- B19.5 Following the award of contract, a Proponent will be provided with information related to the evaluation of his/her Proposal upon written request to the Contract Administrator.
- B19.6 If, after the award of Contract, the Project is cancelled, the City reserves the right to terminate the Contract. The Proponent will be paid for all Services rendered up to time of termination.

PART C - GENERAL CONDITIONS

C0. GENERAL CONDITIONS

- C0.1 The *General Conditions for the Supply of Goods* (Revision 2020-01-31) 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 Request for Proposal 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 the supply and delivery of office supplies for the period from October 1, 2020 until September 30, 2021, with the option of two (2) mutually agreed upon one (1) year extensions.

D2.1.1 The City may negotiate the extension option with the Proponent within ninety (90) Calendar Days prior to the expiry date of the Contract. The City shall incur no liability to the Proponent as a result of such negotiations.

D2.1.2 Changes resulting from such negotiations shall become effective on October 1 of the respective year. Changes to the Contract shall not be implemented by the Contractor without written approval by the Contract Administrator.

D2.1.3 Bidders are advised that, in future, the City may be participating in collaborative procurement initiatives with other levels of government. Accordingly, extensions to this contract may not be exercised.

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

(a) Supply and delivery of office supplies

D2.3 The Work shall be done on an "as required" basis during the term of the Contract.

D2.3.1 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.

D2.3.2 Subject to C7, the City shall have no obligation under the Contract to purchase any quantity of any item in excess of its actual operational requirements.

D2.4 The Contractor shall provide local Winnipeg numbers or toll-free numbers outlining designated contact person(s) who will facilitate the resolution of Contract issues, including:

- (a) your liaison assigned to the Contract Administrator, for all Contract related issues;
- (b) your Accounts Receivable designate(s) for User Accounts Payable issues;
- (c) your Customer Services designate(s) for User Order Placement and issues;
- (d) your Service Escalation designate for all issues.

D2.5 The Contractor shall provide the Contract Administrator with the catalogue product number for Item No.'s 1-100 listed on Form B: Prices, within two (2) Business days of the request.

D2.6 There are approximately 278 delivery locations, and the Contractor shall establish the account and related records in accordance with D12.2(b)(i).

D2.7 Order Source Summary - From January 1, 2019 to December 31, 2019:

- (a) Approximately 2,667 orders placed (comprising net purchases of approximately \$479,713.14).
 - (i) approximately 141 via manual ordering system; and
 - (ii) approximately 2,536 via Ecommerce.

D2.8 Order Size Summary – From January 1, 2019 to December 31, 2019:

- (a) Approximately 530 orders over \$250.00 value
- (b) Approximately 168 orders between \$200.00-\$249.99 value
- (c) Approximately 251 orders between \$150.00 - \$199.99 value
- (d) Approximately 372 orders between \$100.00 - \$149.99 value
- (e) Approximately 657 orders between \$50.00 - \$99.99 value
- (f) Approximately 699 orders under \$50.00

D2.9 Ordering Metrics Summary – From January 1, 2019 to December 31, 2019:

- (a) Approximately 2,677 deliveries made to City of Winnipeg locations;
- (b) Average order size was \$179.20
- (c) Approximately 26% of orders were under \$50.00
- (d) Approximately 6.4% of orders were returned for an approximate value of \$6,486.96
 - (i) 29.7% customer requests
 - (ii) 70.3% service error
 - (iii) 0% defective

D3. COOPERATIVE PURCHASE

D3.1 The Contractor is advised that this is a cooperative purchase.

D3.2 The Contract Administrator may, from time to time during the term of the Contract, approve other public sector organizations and utilities, including but not limited to municipalities, universities, schools and hospitals, to be participants in the cooperative purchase.

D3.3 The Contract Administrator will notify the Contractor of a potential participant and provide a list of the delivery locations and estimated quantities.

D3.4 If any location of the potential participant is more than ten (10) kilometres beyond the boundaries of the City of Winnipeg, the Contractor shall, within fifteen (15) Calendar Days of the written notice, notify the Contract Administrator of the amount of any additional delivery charge for the location.

D3.5 If any additional delivery charges are identified by the Contractor, the potential participant may accept or decline to participate in the cooperative purchase.

D3.6 The Contractor shall enter into a contract with each participant under the same terms and conditions as this Contract except:

- (a) supply under the contract shall not commence until the expiry or lawful termination of any other contract(s) binding the participant for the same goods;
- (b) a participant may specify a duration of contract shorter than the duration of this Contract;
- (c) a participant may specify that only some items under this Contract and/or less than its total requirement for an item are to be supplied under its contract; and
- (d) any additional delivery charge identified and accepted in accordance with clause D3.4 and D3.5 will apply.

D3.7 Each participant will be responsible for the administration of its contract and the fulfilment of its obligations under its contract. The City shall not incur any liability arising from any such contract.

D3.8 No participant shall have the right or authority to effect a change in the Contract, or of any other participant in this Contract.

D4. DEFINITIONS

D4.1 When used in this Request for Proposal:

- (a) "**Proponent**" means any Person or Persons submitting a Proposal for Goods;
- (b) "**Business Day**" means any calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
- (c) "**Submission Deadline**" means the time and date set out in the Bidding Procedures for final receipt of Bids;;
- (d) "**Award Authority**" means the authority having the jurisdiction to award the contract according to the City's by-laws, policies or procedures;
- (e) "**User**" means a person, department or other administrative unit of the City authorized by the Contract Administrator to order Work under this Contract;
- (f) "**Sale**" means a period during which goods from the Catalogue are offered at a further reduce price, or Goods not normally inventoried in the catalogue are offered at a reduced price;
- (g) "**List**" means catalogue pricing remains static from annual publication to annual publication, and discount Bid for Item No. 101 on Form B: Prices shall apply to catalogue's List price;
- (h) "**Market**" or "**Net**" means catalogue pricing is based on market conditions from annual publications to annual publication, and pricing may be noted in the annual catalogue or may be quoted at contractor's customer service order desk. Discount Bid for Item 102 on Form B: shall apply to catalogue's Market or Net pricing; and
- (i) "**Substantial Whole**" means an amount considerable in importance, value, degree, or extent; fairly large; significant.

D5. CONTRACT ADMINISTRATOR

D5.1 The Contract Administrator is:

Suzanne Bird, SCMP
Contracts Officer

Telephone No.: 204 986-7507

Email Address: sbird@winnipeg.ca

D6. NOTICES

D6.1 Except as provided for in C20.4, all notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications to the Contractor shall be sent to the address or facsimile number identified by the Contractor in Paragraph 2 of Form A: Bid/Proposal.

D6.2 All notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications to the City, except as expressly otherwise required in, D6.3 or elsewhere in the Contract, shall be sent to the attention of the Contract Administrator identified in D4.1.

D6.3 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 facsimile number:

The City of Winnipeg
Legal Services Department
Attn: Director of Legal Services
Facsimile No.: 204 947-9155.

SUBMISSIONS

D7. AUTHORITY TO CARRY ON BUSINESS

D7.1 The Contractor shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Contractor does not carry on business in Manitoba, in the jurisdiction where the Contractor does carry on business, throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

D8. INSURANCE

D8.1 The Contractor shall provide and maintain the following insurance coverage:

- (a) commercial general liability insurance, in the amount of at least two million dollars (\$2,000,000.00) inclusive, with The City of Winnipeg added as an additional insured; such liability policy to also contain a cross-liability clause, non-owned automobile liability and products and completed operations cover, to remain in place at all times during the performance of the Work;
- (b) if applicable, Automobile Liability Insurance covering all motor vehicles, owned and operated and used or to be used by the Contractor directly or indirectly in the performance of the Work. The Limit of Liability shall not be less than \$2,000,000 inclusive for loss or damage including personal injuries and death resulting from any one accident or occurrence.

D8.2 Deductibles shall be borne by the Contractor.

D8.3 The Contractor shall provide the Contract Administrator with a certificate(s) of insurance, in a form satisfactory to the City Solicitor, at least two (2) Business Days prior to the commencement of any Work on the Site but in no event later than the date specified in C4, for the return of the executed Contract Documents, as applicable.

D8.4 The Contractor shall not cancel, materially alter, or cause the policy to lapse without providing at least thirty (30) Calendar Days prior written notice to the Contract Administrator.

D8.5

SCHEDULE OF WORK

D9. COMMENCEMENT

D9.1 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.

D9.2 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;
 - (iii) evidence of the insurance specified in D8; and
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D10. DELIVERY

D10.1 Goods shall be delivered within two (2) Business Days of the placing of an order, f.o.b. destination, freight prepaid to various locations within the City

- D10.2 Where an ordered item cannot be delivered within the time period specified in, the Contractor may supply a replacement product if approval is granted by the User. Each suggested replacement item must be approved by the User.
- D10.3 The City will consolidate orders whenever possible but will not incur any minimum order/delivery charges.
- D10.4 Goods shall be delivered between 8:30 a.m. and 4:30 p.m. on Business Days.
- D10.5 The Contractor shall off-load goods as directed at the delivery location.

D11. COVID-19 SCHEDULE DELAYS

- D11.1 The City acknowledges that the schedule for this Contract may be impacted by the COVID-19 pandemic. Commencement and progress of the Work shall be performed by the Contractor with due consideration to the health and safety of workers and the public, directives from health authorities and various levels of government and in close consultation with the Contract Administrator.
- D11.2 If the Contractor is delayed in the performance of the Work by reason of the COVID-19 pandemic, the Work schedule may be adjusted by a period of time equal to the time lost due to such delay and costs related to such delay will be determined as identified herein.
- D11.3 A minimum of seven (7) Calendar Days prior to the commencement of Work, the Contractor shall declare whether COVID-19 will affect the start date. The Contractor shall provide sufficient evidence that the delay is directly related to COVID-19, including but not limited to evidence related to availability of staff, availability of Material or work by others.
- D11.4 For any delay related to COVID-19 and identified after Work has commenced, the Contractor shall within seven (7) Calendar Days of becoming aware of the anticipated delay declare the additional delay and shall provide sufficient evidence as indicated in D11.3. Failure to provide this notice will result in no additional time delays being considered by the City.
- D11.5 The Work schedule, including the durations identified in D10 where applicable, will be adjusted to reflect delays accepted by the Contract Administrator.
- D11.6 Any time or cost implications as a result of COVID-19 and in accordance with the above, as confirmed by the Contract Administrator, shall be documented in accordance with C7.

D12. ORDERS

- D12.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for delivery may be placed.
- D12.2 The Contractor shall:
- (a) receive queries and orders (at minimum) between the hours of 8:30 a.m. and 4:30 p.m. on Business Days;
 - (b) provide systems to allow Users to place orders via **telephone, e-mail and internet** website:
 - (i) generate and assign a unique customer identification number for each delivery location, referencing the User requesting the location and establishing and maintaining orders and account information for the duration of the Contract;
 - (ii) not assign more than one (1) identification number to a delivery address;
 - (iii) accepting orders only from a User who provides the customer identification number;
 - (iv) allow a designated User to establish several delivery locations (within their Division). The Contractor shall release the identification number(s) to that User;

- (v) generate and assign a unique customer password for each internet **e-mail and internet website** User, in accordance with D18, accepting orders only from a User who provides the customer password;
 - (vi) generate and release an order confirmation number to the requesting User for each order placed; and
 - (vii) maintain the systems confidential to the City of Winnipeg.
- (c) provide a local Winnipeg number or a toll-free number at which orders via **telephone** may be placed;
- (d) provide no-fee access to internet e-mail and websites;
- (e) provide a template order form for **e-mail orders** (which shall be approved by the Contract Administrator), and shall incorporate the following features:
- (i) email forms shall be compatible with Microsoft Word 2010 or 2019, and suitable for attachment;
 - (ii) include the Contractor name and email address;
 - (iii) include fields for the requesting User name, User Department, User delivery address, User customer identification, and User purchase order number; and
 - (iv) be 8 ½" x 11" or smaller.
- (f) ensure the internet **website** is compatible with Microsoft Internet Explorer Version 11 and/or Google Chrome or higher, has built-in encryption and password protection pursuant to D18, and is compatible with City of Winnipeg corporate firewalls.

D13. TRAINING AND PROCEDURES

- D13.1 The Contractor shall provide a brief (ten or fifteen minute) on-site training session to familiarize all employees using the system and to facilitate and familiarize initial internet activation. Depending on availability of Users, training may be given in group session or an individual basis.
- D13.2 The Contractor shall provide an order procedure guide. The guide shall contain as a minimum, information regarding:
- (a) order placement;
 - (b) access to the Contractor's internet web site;
 - (c) account set-up;
 - (d) return procedures;
 - (e) invoice contact information; and
 - (f) customer service contact information.
- D13.3 Availability training should be ongoing as users may change over the duration of the Contract. To support on-going training, access to a monthly webinar session designed as a new-user or refresher course should be provided.

D14. RECORDS

- D14.1 The Contractor shall keep detailed records of the goods supplied under the Contract.
- D14.2 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.

- D14.3 The Contractor shall provide records information, within fifteen (15) Calendar Days of the request by the Contract Administrator, **which may be requested to be organized in the following sequence(s)**:
- (a) most frequently ordered high value items;
 - (b) most frequently ordered low value items;
 - (c) most frequently ordered items; and
 - (d) breakdown of items ordered by product-category, and the category's associated percentile of sales.
- D14.3.1 The Contractor shall provide the records in an interactive format, and shall modify or re-order information as requested by the Contract Administrator..

MEASUREMENT AND PAYMENT

D15. INVOICES

- D15.1 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

Send Invoices to CityWpgAP-INVOICES@winnipeg.ca

Send Invoice Inquiries to CityWpgAP-INQUIRIES@winnipeg.ca

- D15.2 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.
- D15.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D16. PAYMENT

- D16.1 Further to C10, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

D17. PAYMENT SCHEDULE

- D17.1 Further to C10, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

D18. PURCHASING CARD

- D18.1 The Contractor shall allow Users to charge items to their purchasing cards at no extra cost.
- D18.2 The Contractor's credit card website/gateway shall have appropriate current Payment Card Industry Data Security standards (PCI DSS) certification, (<https://www.pcisecuritystandards.org/index.shtml>). The credit card gateway shall meet the

credit card data security requirements outlined by the Payment Card Industry Security Standards Council (PCI SSC) for service providers and/or software vendors.

WARRANTY

D19. WARRANTY

D19.1 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 The following items which are represented by separate Contracts, and **in most cases which shall not be permitted to be supplied** under the Supply and Delivery of Office Supplies Contract, include:
- (a) flat sheet paper (bond paper and photocopier paper);
 - (b) disposable paper products;
 - (c) printer and fax toner cartridges, new and rejuvenated;
 - (d) computer hardware, software, peripherals and related supplies (other than CD's and memory devises); and
 - (e) 4.5" x 6 ^{5/8}", 24lb open side unprinted envelopes.
- E1.3 Proponents are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B6. In every instance where a brand name or design specification is used, the City will also consider approved equals and/or approved alternatives in accordance with B6.

E2. GOODS

- E2.1 The Contractor shall supply office supplies in accordance with the requirements hereinafter specified.
- E2.2 Notwithstanding B18.5, the Contractor shall make their entire annual published catalogue available to the Users.
- E2.3 The Contractor shall provide local Winnipeg numbers or toll-free numbers outlining designated company personnel who will facilitate the resolution of Contract issues, including:
- (a) your liaison assigned to the Contract Administrator, for all Contract related issues;
 - (b) your Accounts Receivable designate(s) for User Accounts Payable issues;
 - (c) your Customer Services designate(s) for User Order Placement and issues; and
 - (d) your Service Escalation designate for all issues
- E2.4 Item No. 1 - Gel Retractable Pen shall be specially formulated to help prevent cheque fraud, comfort grip & retractable tip, acid free, archival quality, Needle Point, Black and Blue.
- E2.5 Item No. 2 - Gel Retractable Pen shall be specially formulated to help prevent cheque fraud, comfort grip & retractable tip, acid free, archival quality, Micro Point Pen, Black, Red, and Blue.
- E2.6 Item No. 3 - Gel Retractable Pen shall be specially formulated to help prevent cheque fraud, comfort grip & retractable tip, acid free, archival quality, Medium Point Pen, Black, Red, and Blue.
- E2.7 Item No. 4 - Retractable Gel Ink Pen shall be acid free, archival quality Medium 0.7, Black, Red, Blue, Indigo, Port, Hunter Green, Cobalt, Green, Violet.
- E2.8 Item No. 5 - Retractable Gel Ink Pen shall be rubberized finger grip, retractable Extra Fine or Fine Point, Black, Red & Blue.
- E2.9 Item No. 6 - Retractable Gel Ink Pen REFILL shall be rubberized finger grip, retractable Extra Fine or Fine Point, Black, Red & Blue.

- E2.10 Item No. 7 - Liquid Gel Pens shall be rubber grip, fade-proof, and water-resistant ink, Medium point, Black, Blue and Red.
- E2.11 Item No. 8 - Gel Grip Pen shall be 53% Recycled Plastic, quick-drying, will not smear or blot Needle Tip Fine: Black, Red, Blue; Metal Tip Medium: Black, Red, Blue, Violet.
- E2.12 Item No. 9 - Rolling Ball Point Pen shall be Extra Fine Point, Black, Red and Blue
- E2.13 Item No. 10 - Liquid Gel Ink Retractable Metal Point Roller Pen shall be medium Point: 0.7mm, Black Ink.
- E2.14 Item No. 11 - Liquid Gel Ink Retractable Metal Point Roller Pen shall be medium Point, 0.7mm, Black Ink.
- E2.15 Item No. 12 - Retractable Liquid Ink Rolling Ball Pen shall be able to combine style with silky smooth writing, produces a pure smooth line, soft rubber comfort grip, metal clip, Extra Fine Point, Black, Red and Blue.
- E2.16 Item No. 13 - Retractable Liquid Ink Rolling Ball Pen shall be able to have writing produce a pure smooth line, soft rubber comfort grip, metal clip, Fine Point, Black, Red and Blue.
- E2.17 Item No. 14 - Gel Ink Grip Rolling Ball Pens shall be archival quality, acid free ink, fillable, Medium Point, Black, Blue and Red.
- E2.18 Item No. 15 - Gel Ink Grip Rolling Ball Pen REFILLS shall be archival quality, acid free ink, fillable, Medium Point, Black, Blue and Red.
- E2.19 Item No. 16 - Retractable Floating Ball Pens shall be 70% recycled, unique rubberized barrel with ribbed grip, Medium and Fine Point, Black and Blue.
- E2.20 Item No. 17 - Retractable Ball Point Pen shall be super bold writing, .4mm, Black and Blue.
- E2.21 Item No. 18 - Retractable Ball Point Pen shall be large ergonomic triangular barrel, latex free grip, Blue, Red and Black.
- E2.22 Item No. 19 - Ball Point Pen shall be minimum of 50% recycled materials, long, latex-free comfort zone grip offers extended writing comfort and control, durable stainless-steel tip, convenient crystal-clear pocket clip, 1.0mm tip writes medium lines with dart colours, Black, Red, and Blue.
- E2.23 Item No. 20 - Retractable Mechanical Pencil shall be convenient side button advances lead without the need to change writing position, finger-moulded rubber grip for comfort Black .5mm, and .7mm.
- E2.24 Item No. 21 - Retractable Mechanical Pencil shall be refillable with 4 Pack Eraser Refills, 0.5mm, Grey/Black Barrel.
- E2.25 Item No. 22 - Mechanical Pencil shall be 0.5mm, Black Barrel, New lead supply system allows maximum usage from waste and breakage. Refillable with 72% post consumer waste.
- E2.26 Item No. 23 - Eco Friendly Pencils shall be wood comes from PEFC certified sustainable managed forests in Germany, Manufacture, extruded pencil made from 70% wood, non-slip, velvet soft surface and is easy to sharpen, write-out length up to twice as long as a comparable wood-cased pencil, excellent lead, sustainability and break-resistance and in a completely solvent free production procedure, HB.
- E2.27 Item No. 24 - Super Hi-Polymer Leads shall be tubes made from 100% recycled plastic, 12 leads/tube.
- E2.28 Item No. 25 - Fluorescent Highlighters shall be safety seal, quick drying, odourless, non-toxic, retractable, chisel tip, Yellow, Pink, Blue and Green.

- E2.29 Item No. 26 - Highlighters Desk Style shall be non-toxic, chisel tip, PVC free, Blue, Green, Orange, Yellow, Pink, Purple).
- E2.30 Item No. 27 – Highlighters shall be large ink reservoir, with lightfast, fast-drying pigment ink, for paper, fax and copies, inkjet safe, does not smudge inkjet print-outs, three-line widths of writing, Yellow.
- E2.31 Item No. 28 – Highlighters shall be large ink reservoir, with lightfast, fast-drying pigment ink for paper, fax and copies, inkjet safe, does not smudge inkjet print-outs, three-line widths of writing Assorted Colors: Yellow, Orange, Pink and Green.
- E2.32 Item No. 29 - Permanent Markers shall be highly water resistant, ink flows & dries quickly, durable for almost any surface, FINE: Black, Red, Blue, Green, - ULTRA FINE: Black, Blue, and Red, EXTRA FINE: Black.
- E2.33 Item No. 30 - Twin Tip Permanent Marker shall be twin tip, Black Red, Blue
- E2.34 Item No. 31 - King Size Permanent Marker shall be industrial strength for the toughest marking jobs, marks on even wet or oily surfaces with quick dry water-resistant ink, Xylene free, chisel point Black.
- E2.35 Item No. 32 - Permanent Marker shall be waterproof and fadeproof, dries instantly, does not smear, marks any surface, Chisel Point, Black, Red and Blue.
- E2.36 Item No. 33 - Metal Barrel Permanent Marker shall be waterproof and fadeproof, dries instantly, does not smear, marks any surface, Chisel Tip, Black.
- E2.37 Item No. 34 - Canary Yellow Notes shall be SFI certified, 100 sheets per pad, 3" x 3".
- E2.38 Item No. 35 - Canary Yellow Notes shall be SFI certified, 100 sheets per pad, 6 pads per pack, 3"x3", Ruled.
- E2.39 Item No. 36 - Canary Yellow Notes shall be SFI certified, 100 sheets per pad, 4"x6", Ruled.
- E2.40 Item No. 37 - Page Markers shall be colour code projects to help you find exactly what you need ½" x 2", Ultra and Neon colors, 500 sheets per pack.
- E2.41 Item No. 38 - Figuring Pad shall be glued-top pads, feature smooth 15lb. white paper and stiff backing 96 sheets per pad, 5 pads per pack, Letter size, Wide Ruled.
- E2.42 Item No. 39 - Figuring Pad shall be glued-top pads, feature smooth 15lb. white paper and stiff backing, 96 sheets per pad, 5 pads per pack, Letter size, Quad, 4 sq/inch.
- E2.43 Item No. 40 - Memo Pad shall be plain white bond paper, sheets are glued along the top for easy removal 96 sheets per pad, 5 pads per package, 5" x 8".
- E2.44 Item No. 41 - Perf- Perfect Pads shall be 15 lb. paper, microperforated sheets for easy tear out, 50 sheets per pad, white, 3-hole punched, 8 ½ x 11.
- E2.45 Item No. 42 - Perforated Paper Pads shall be 15 lb white paper, microperforated sheets for easy tear out, wide ruled 5/16", 50 sheets per pad, 10 pads per pack, 8 ½" x 11".
- E2.46 Item No. 43 - Paper clips #4 shall be jumbo size, finest quality steel wire, 100/box, Non-Skid, 1 9/32".
- E2.47 Item No. 44 - Paper clips #4 shall be jumbo size finest quality steel wire, 100/box smooth, 1 9/32".
- E2.48 Item No. 45 - Recycled Paper Clips shall be 100% recycled material including a minimum of 50% post consumer recycled content, packaging contains a minimum of 50% post-consumer recycled content, 100/box, 1 9/32", smooth.

- E2.49 Item No. 46 - Recycled Paper Clips shall be 100% recycled material including a minimum of 50% post consumer recycled content, packaging contains a minimum of 50% post-consumer recycled content, 100/box, 1 7/8", smooth.
- E2.50 Item No. 47 - Fold-Back Binder Clip shall be rustproof tempered steel construction provides uniform non-slip grip, 4/box, 1 1/4" width, 5/8", capacity, Black.
- E2.51 Item No. 48 - Fold-Back Binder Clip shall be rustproof tempered steel construction provides uniform non-slip grip, 60/box, 9/16" width, 1/4" capacity, Black.
- E2.52 Item No. 49 - Fold-Back Binder Clip shall be rustproof tempered steel construction provides uniform non-slip grip, 40/box, 3/4" width, 3/8" capacity, Black.
- E2.53 Item No. 50 - Fold-Back Binder Clip shall be rustproof tempered steel construction provides uniform non-slip grip, 12/box, 1" width, 7/16" capacity, Black.
- E2.54 Item No. 51 - Fold-Back Binder Clip shall be rustproof tempered steel construction provides uniform non-slip grip, 12/box, 1 5/8" width, 7/8" capacity, Black.
- E2.55 Item No. 52 - Fold-Back Binder Clip shall be rustproof tempered steel construction provides uniform non-slip grip, 12/box, 2" width, 1" capacity, Black.
- E2.56 Item No. 53 - Tape shall be able to be written on with pencil or ball-point pen, resists yellowing, cracking and moisture, permanent, premium packs with dispenser, 19mm x 39.9m.
- E2.57 Item No. 54 - Tape REFILL ROLLS shall be able to be written on with pencil or ball-point pen, resists yellowing, cracking and moisture, permanent, premium packs with dispenser, 19mm x 39.9m.
- E2.58 Item No. 55 - Transparent Tape shall be widely used multipurpose tape, premium packs with dispenser, 19mm x 32.9m.
- E2.59 Item No. 56 - Transparent Tape REFILL ROLLS shall be widely used multipurpose tape, premium packs with dispenser, 19mm x 32.9m.
- E2.60 Item No. 57 - Bonus Pack Tape & Dispenser shall be 10 rolls of tape, 19mm x 33mm.
- E2.61 Item No. 58 – Tape shall be 48MM X 50M, clear, good adhesion and clear application.
- E2.62 Item No. 59 - Eco-Friendly Masking Tape shall be paper in the tape contains 30% post consumer recycled fibers, and adhesive is made with natural rubber, a renewable resource, General purpose masking tape, an environmentally preferable alternative to regular masking tape, made in Canada from a solvent-free process, 24mm x 55m.
- E2.63 Item No. 60 - Eco-Friendly Masking Tape shall be paper in the tape contains 30% post consumer recycled fibers, and adhesive is made with natural rubber, a renewable resource, General purpose masking tape, an environmentally preferable alternative to regular masking tape, made in Canada from a solvent-free process, 36mm x 55m.
- E2.64 Item No. 61 - Standard Shipping Tape 6/PK shall be hot melt tape, good adhesion and clear application, contains up to 45% recycled materials including the film, core and natural resin, 48mm x 50m.
- E2.65 Item No. 62 - Heavy Duty Shipping Tape shall be containing up to 40% recycled materials including the film, core and natural resin, good adhesive and shear application.
- E2.66 Item No. 63 - Glue Stick shall be non-toxic and acid free, solid, non-runny formula with twist convenience, snap-lock cap reduces glue shrinkage, washes off with water, Clear, 10 g.
- E2.67 Item No. 64 - Glue Stick shall be able to form a strong long-lasting bond with just a single stroke, washable, acid free and photo safe, ideal on paper, cardboard and photos, non-toxic, 21 grams, 12/pack.

- E2.68 Item No. 65 - Glue Sticks shall be made from 90% renewable resources, acid free, non-toxic and washable, snap-lock to minimize evaporation, 10 g.
- E2.69 Item No. 66 - Correction Tape shall be new tip with side guards to keep it on track, film-based tape, stronger than paper-based tape, 4.2mm x 12m.
- E2.70 Item No. 67 - Correction Tape shall be 51% pre-consumer recycled plastic, compact size, protective cap protects the tape and your pocket, 5mm x 6m.
- E2.71 Item No. 68 - Correction Tape shall be easy to use refill system, tear resistant film-based tape, 5mm system, 14 meters.
- E2.72 Item No. 69 - Correction Tape REFILL CARTRIDGE shall be easy to use refill system, tear resistant film-based tape, Refill Cartridge 2 pack.
- E2.73 Item No. 70 - Presentation Binder shall be round ring view binders, crystal clear overlay on front, spine and back cover, 2 interior storage pockets; letter size, PVC free, 90% post consumer content, 1" capacity, White.
- E2.74 Item No. 71 - Presentation Binder shall be round ring view binders, crystal clear overlay on front, spine and back cover, 2 interior storage pockets; letter size, PVC free, 90% post consumer content, 1 1/2" capacity, White.
- E2.75 Item No. 72 - Heavy Duty Versatile Round Ring Binder shall be 90% post consumer content, PVC Free, pocket guard, clear label holder with insert, No-gap rings, 1" capacity, Black
- E2.76 Item No. 73 - Cutless / Watershed Folders shall be made with Cutless paper which decreases the amount of paper cuts, contains 30% post consumer material, treated with watershed coating so spills wipe clean, 100/box, Letter Size.
- E2.77 Item No. 74 - Cutless File Folders shall be made with Cutless paper which decreases the amount of paper cuts, contains 30% post consumer material, treated with watershed coating so spills wipe clean 100/box, Legal Size.
- E2.78 Item No. 75 - Cutless File Folders shall be 30% recycled, 30% post-consumer material watershed surface will accept writing, dirt and finger oil resistant, water resistant / cut resistant 100/box, Legal Size, Blue, Green, Red and Yellow.
- E2.79 Item No. 76 - Cutless File Folders shall be 30% recycled, 30% post-consumer material watershed surface will accept writing, dirt and finger oil resistant, water resistant / cut resistant 100/box, Letter Size, Blue, Green, Red and Yellow.
- E2.80 Item No. 77 - File Folders shall be reversible tab, 9 ½ pt stock, Contains 10% post-consumer material, 100/box, Legal Size.
- E2.81 Item No. 78 - File Folders Reversible Tab shall be 9 ½ pt stock, Contains 10% post-consumer material, 100/box, Letter Size.
- E2.82 Item No. 79 - File Folders Straight cut Tab shall be 9 ½ pt stock, Contains 10% post-consumer material, 100/box, Letter Size.
- E2.83 Item No. 80 - File Folders Reversible Tab shall be 9 ½ pt stock, Contains 10% post-consumer material, 100/box, Letter Size.
- E2.84 Item No. 81 - File Pocket shall be red fibre, vertical, contains 10% post consumer material, back of pocket extends ½" above front for indexing, 5 ¼" expansion, Legal Size.
- E2.85 Item No. 82 - Coloured File Pockets shall be perfect for color-coding, contains at least 10% post-consumer material, double thick front and back, colour- matched gusset is nylon reinforced, special moisture resistant coating, 3 ½" expansion, Letter Size.

- E2.86 Item No. 83 - Coloured File Pockets shall be perfect for color-coding, contains at least 10% post-consumer material, double thick front and back, colour-matched gusset is nylon reinforced, special moisture resistant coating, 3 ½" expansion, Legal Size.
- E2.87 Item No. 84 - Expanding File Pockets shall be containing 10% post-consumer material, fully lined gussets with extra reinforcements at top and bottom for added protection, reinforcement strips at critical wear points to prevent bursting or tearing, moisture resistant coating, guaranteed for life, 7" expansion Legal Size.
- E2.88 Item No. 85 - Expanding Envelopes shall be containing a minimum of 30% post-consumer material, red fibre construction with reinforced gussets, elastic tie Closure, 5 ¼" expansion, Legal Size.
- E2.89 Item No. 86 - Panel & Border Report Covers shall be grained paper stock, with embossed border and title panel, contains 10% post-consumer waste, self-adhesive title labels included, 3 built-in double-tang fasteners with metal eyelets ½" capacity, Letter Size.
- E2.90 Item No. 87 - Heavy Duty Catalogue Envelope shall be (24lb Natural Kraft Envelope open-ended) FSC Certified, 100% post consumer content - 9x12, 500/box.
- E2.91 Item No. 88 - Heavy Duty Catalogue Envelopes shall be bulk packs, FSC certified, 50% recycles with minimum post-consumer content, open-end style with gum flaps, made from recycled 24lb Kraft Stock, 11.5" x 14.5", 100/pack.
- E2.92 Item No. 89 - Heavy Duty Catalogue Envelopes shall be bulk packs, FSC certified, 50% recycles with minimum post-consumer content, open-end style with gum flaps, made from recycled 24lb Kraft Stock, 5 ¾" x 9.5", 500/pack.
- E2.93 Item No. 90 - Index Divider Tabs shall be (1-10) Divider Tabs, Multi Colour, Letter Size, 10 Tabs/Set, 1 Set/Pack.
- E2.94 Item No. 91 - Index Divider Tabs shall be numbered (1-10) Divider Tabs Multipack, Multi Colour, Letter Size, 10 Tabs/Set, 6 Sets/Pack.
- E2.95 Item No. 92 - Address Labels shall be compatible with Dyno.1 1/8 x 3 1/2 White, 130 Labels/Roll, 2 rolls/Pack.
- E2.96 Item No. 93 - Mailing Labels Laser shall be peel labels easily from backing with easy peel feature, easy peel feature exposes label edges to speed up labeling, pre-set layouts in most software programs, 2 5/8" x 1", 30/sheet, 3000/box. White.
- E2.97 Item No. 94 - Plastic Eraser shall be smudge free, never hardens, practically residue-free erasing, Standard Size.
- E2.98 Item No. 95 - Plastic Eraser shall be latex free, smudge free, never hardens, practically residue-free erasing, Small Size.
- E2.99 Item No. 96 - Account Books shall be 20lb white paper, green and brown ruling, numbered lines and columns except record, 30% post-consumer content, Hard black over, numbered pages 200 pages, 100 sheets, 12 ½" x 7 7/8".
- E2.100 Item No. 97 - Retractable Reel Clip Name Badge Holder Cord shall be able to extend to 32" in order for users to easily "swipe" ID cards through magnetic readers.
- E2.101 Item No. 98 - Standard Staples shall be dependable easy stapling, High quality standard staples, fits standard staplers, 210 staples per strip, 5000 per box, 20 sheet capacity) #SF-4¼".
- E2.102 Item No. 99 - CD/ DVD Sleeves Double Sided CD/DVD Holder shall be 2 Disk Capacity, Clear, 50/Pack.

- E2.103 Item No. 100 - Rubber Bands shall be pure rubber and rubber compounds provide for maximum elasticity and tensile strength, latex free) ¼ lb box 6" long 1/16" wide, 3 ½" long, ¼" wide, 3 ½" long ½" wide.
- E2.104 Item No. 101 - Percent off Items not listed above but found in the Annual Published Catalogue as List Items.
- E2.105 Item No. 102 - Percent off Items not listed above but found in the Annual Published Catalogue as Market (or Net) Items.

