



THE CITY OF WINNIPEG

REQUEST FOR PROPOSAL

RFP NO. 112-2023

**SUPPLY AND DELIVERY OF MULTI-LANGUAGE LIBRARY MATERIALS AND
CATALOGUE RECORDS**

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 SUPPLY AND DELIVERY OF MULTI-LANGUAGE LIBRARY MATERIALS AND CATALOGUE RECORDS

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 12:00 noon Winnipeg time, April 11, 2023.

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 they have 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 D5.1.

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 their 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 they wish 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 their 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 B20.
- 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; and
 - (b) Form B: Prices.
- B7.2 The Proposal should also consist of the following components:
- (a) Experience of Proponent and Subcontractors (Section C) in accordance with B10;
 - (b) Technical Plan (Section D), in accordance with B11.
- B7.3 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.
- B7.4 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.
- B7.5 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.
- B7.6 The Proposal shall be submitted electronically through MERX at www.merx.com.
- B7.6.1 Proposals will **only** be accepted electronically through MERX.
- B7.7 Proponents are advised that inclusion of terms and conditions inconsistent with the Request for Proposal, will be evaluated in accordance with B20.1(a).
- B7.8 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 their own name, their 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 their 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 their 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 their duly authorized officer or officers;
- (d) if the Proponent is carrying on business under a name other than their 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.

B9.2 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. EXPERIENCE OF PROPONENT AND SUBCONTRACTORS (SECTION C)

B10.1 Proposals should include:

- (a) details demonstrating the history and experience of the Proponent and Subcontractors in providing programming; design, management of construction and contract administration services on up to three projects of similar complexity, scope and value.

B10.2 For each project listed in B10.1(a), the Proponent should submit:

- (a) description of the project;
- (b) role of the proponent; and
- (c) reference information (two current names with telephone numbers and email addresses per project).

B10.2.1 Where applicable, information should be separated into Proponent and Subcontractor project listings.

B10.3 The Proposal should include general firm profile information, including years in business, average volume of work, number of employees and other pertinent information for the Proponent and all Subcontractors.

B11. TECHNICAL PLAN (SECTION D)

B11.1 The Proposal should address each area of the Technical Plan in sufficient detail to show clearly how effectively the Work will be done. All Proponents shall submit the following information in support of meeting the evaluation criteria. It is recommended that the Technical Plan be submitted following the format below (which should include, but not be limited, the following information:

(a) ORDER FULFILLMENT

- (i) Evidence of ability to source and supply a wide range of materials for section(s) bid;
- (ii) Proposed turnaround time for delivery of materials;
- (iii) Proposed method of dealing with damaged or defective material;
- (iv) Evidence of ability to adapt to the library's evolving requirements.

(b) CATALOGUING

- (i) Cataloguing source information;
- (ii) Samples of original cataloguing for each section bid, further to E4.1;
- (iii) Description of authority control if available;
- (iv) Details on incorporation of item/copy level information in bibliographic record;
- (v) Proposed timeline for electronic delivery of catalogue records for original and copy catalogue records.

(c) COLLECTION DEVELOPMENT AND SUPPORT SERVICES

- (i) Evidence of the ability to source and supply a wide range of materials in the language for each section bid;
- (ii) Proponent's scope of coverage and any limitations and exclusions to the materials it's proposing to supply;
- (iii) An outline of its ability to provide Automatic Release Plans (ARPs), further to E1.7;
- (iv) Hours of operation for technical and customer service support for City of Winnipeg Library Services, indicating contacts, business days, and times available;
- (v) Samples of all available reports, including anticipated shipments and orders;
- (vi) Proposed invoicing protocol, further to D14.2.

B12. DISCLOSURE

B12.1 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.

B12.2 The Persons are:

- (a) N/A

B13. CONFLICT OF INTEREST AND GOOD FAITH

B13.1 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.

B13.2 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 their 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.

B13.3 In connection with their Proposal, each entity identified in B13.2 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.

B13.4 Without limiting B13.3, the City may, in their 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 their 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 their sole discretion, to avoid or mitigate the impact of such Conflict of Interest.

- B13.5 Without limiting B13.3, 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 their sole discretion:
- (a) disqualify a Proponent that fails to disclose a perceived, potential or actual Conflict of Interest of the Proponent or any of their 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 their 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 B13.4 to avoid or mitigate a Conflict of Interest; and
 - (d) disqualify a Proponent if the Proponent, or one of their 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.

B13.6 The final determination of whether a perceived, potential or actual Conflict of Interest exists shall be made by the City, in their sole discretion.

B14. **QUALIFICATION**

B14.1 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.

B14.2 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>

B14.3 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;
- (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba); and
- (d) have completed the Accessible Customer Service online training required by the Accessibility for Manitobans Act (AMA) (see B14.4 and D6).

B14.4 Further to B14.3(d), the Proponent acknowledges they and all Subcontractors have obtained training required by the Accessibility for Manitobans Act (AMA) available at <http://www.accessibilitymb.ca/training.html> for anyone that may have any interaction with the public on behalf of the City of Winnipeg.

B14.5 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.

B15. OPENING OF PROPOSALS AND RELEASE OF INFORMATION

B15.1 Proposals will not be opened publicly.

B15.2 After award of Contract, the Contract amount and the name of the successful Proponents and their address will be available on the MERX website at www.merx.com.

B15.3 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).

B15.3.1 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.

B15.4 Following the award of Contract, a Proponent will be provided with information related to the evaluation of their submission upon written request to the Contract Administrator.

B16. IRREVOCABLE OFFER

B16.1 The Proposal(s) submitted by the Proponent shall be irrevocable for the time period specified in Paragraph 11 of Form A: Bid/Proposal.

B16.2 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.

B17. WITHDRAWAL OF OFFERS

B17.1 A Proponent may withdraw their Proposal without penalty prior to the Submission Deadline.

B18. INTERVIEWS

B18.1 The Contract Administrator may, in their sole discretion, interview Proponents during the evaluation process.

B19. NEGOTIATIONS

B19.1 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.

B19.2 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.

B19.3 If, in the course of negotiations pursuant to B19.2, 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.

B20. EVALUATION OF PROPOSALS

B20.1 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 B14: (pass/fail)

- (c) Bid Price; (Form B: Prices) **40 points**
 - (i) Average selling price per item: 35 points
 - (ii) Cataloguing price per title: 5 points
- (d) Experience of Proponent and Subcontractors; (Section C) **10 points**
- (e) Technical Plan; (Section D) **50 points**
 - (i) Order fulfillment: 15 points
 - (ii) Cataloguing: 20 points
 - (iii) Collection Development and Support Services: 15 points

- B20.2 Further to B20.1(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.
- B20.3 Further to B20.1(b), the Award Authority shall reject any Proposal submitted by a Proponent who does not demonstrate, in their Proposal or in other information required to be submitted, that it is qualified.
- B20.4 If, in the sole opinion of the City, a Proposal does not achieve a pass rating for B20.1(a) and B20.1(b), the Proposal will be determined to be non-responsive and will not be further evaluated.
- B20.5 Further to B20.1(c), the Award Authority may reject a Proposal as being non-responsive if it exceeds the funds available as shown in D2.4.
- B20.6 Further to B20.1(c)(i) the Bid Price (Average Selling Price) shall be the sum of the quantities multiplied by the average selling price per item for lines 1, 2 and 3 of each Section, as shown on Form B: Prices.
- B20.7 Further to B20.1(c)(ii) the cataloguing price per title shall be evaluated for item 4 for Sections A-V, shown on Form B: Prices.
- B20.8 Further to B20.1(d), Experience of Proponent and Subcontractors will be evaluated considering the experience of the organization on projects of similar size and complexity as well as other information requested, in accordance with B10.
- B20.9 Further to B20.1(e), Technical Plan will be evaluated in accordance with B11.
- B20.10 Notwithstanding B20.1(d) to B20.1(e), where Proponents fail to provide a response to B7.2(a) to B7.2(b), the score of zero may be assigned to the incomplete part of the response.
- B20.11 Proposals will be evaluated considering the information in the Proposal Submission and any interviews held in accordance with B18.
- B20.12 Where references are requested, the reference checks to confirm information provided may not be restricted to only those submitted by the Proponent, and may include organizations representing Persons, known to have done business with the Proponent.
- B20.13 This Contract may be awarded separately in sections.
- B20.13.1 Notwithstanding B9.1, the Bidder may, but is not required to, bid on all sections.

B20.13.2 Notwithstanding B21.3, the City shall not be obligated to award any section to the responsible Bidder submitting the lowest evaluated responsive Bid for that section and shall have the right to choose the alternative which is in their best interests. If the Bidder has not bid on all sections, they shall have no claim against the City if their partial Bid is rejected in favour of an award of the Contract on the basis of an alternative or section upon which they have not bid.

B21. AWARD OF CONTRACT

B21.1 The City will give notice of the award of the Contract or will give notice that no award will be made.

B21.2 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.

B21.2.1 Without limiting the generality of B21.2, 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 their 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.

B21.3 Where an award of Contract is made by the City, the award shall be made to the qualified Proponent submitting the most advantageous offer.

B21.4 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

B21.4.1 The Contract documents as defined in C1.1(p) 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.

B21.5 Following the award of contract, a Proponent will be provided with information related to the evaluation of their Proposal upon written request to the Contract Administrator.

B21.6 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 multi-language library materials (languages other than English and French), and catalogue records for two (2) years from the date of award, with the option of four (4) mutually agreed upon two (2) 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 the start date of the extension period. Changes to the Contract shall not be implemented by the Contractor without written approval by the Contract Administrator.

D2.1.3 Proponents 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 Notwithstanding D2.1, the type and quantity of Work to be performed under this Contract is subject to annual approval of monies therefore in a budget by Council. Proponents are advised that monies have been approved for work up to and including December 31, 2023.

D2.2.1 In the event that Council does not approve the annual budget for any year during this Contract, the City reserves the right to alter the type or quantity of work performed under this Contract, or to terminate the Contract, upon one hundred and twenty (120) Calendar Days written notice by the Contract Administrator. In such an event, no claim may be made against the City for damages of any kind resulting from the termination, including, but not limited to, on the ground of loss of anticipated profit on Work.

D2.3 Notwithstanding D2.1, in the event that operational changes result in substantial changes to the requirements for Work, the City reserves the right to alter the type or quantity of work performed under this Contract, or to terminate the Contract, upon thirty (30) Calendar Days written notice by the Contract Administrator. In such an event, no claim may be made for damages on the ground of loss of anticipated profit on Work.

D2.4 The funds available for this Contract are \$25,000 per year.

D2.4.1 The Contract Administrator will inform the Contractor at the beginning of each calendar year which languages (Sections A to V) that will be the main focus for the calendar year.

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 their total requirement for an item are to be supplied under their 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 their contract and the fulfilment of their obligations under their 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) **"Cataloguing"** means machine readable cataloguing records (MARC) created for the Integrated Library System (ILS). Catalogue records are downloaded into the ILS (Horizon 7.5.6) to allow library users access to any part of the information contained in a record for an Item in the library.
- (c) **"Edifact"** means the transmission, message flow, document format, and software used to interpret the documents.
- (d) **"WPL"** means Winnipeg Public Library.

D5. **CONTRACT ADMINISTRATOR**

D5.1 The Contract Administrator is:

Barbara Bourrier-LaCroix
Administrative Coordinator of Collections & Borrower Services
Telephone No.: 431-334-8308
Email Address: bbourrier-lacroix@winnipeg.ca

D6. **ACCESSIBLE CUSTOMER SERVICE REQUIREMENTS**

- D6.1 The Accessibility for Manitobans Act (AMA) imposes obligations on The City of Winnipeg to provide accessible customer service to all persons in accordance with the Customer Service Standard Regulation ("CSSR") to ensure inclusive access and participation for all people who live, work or visit Winnipeg regardless of their abilities.
- D6.1.1 The Contractor agrees to comply with the accessible customer service obligations under the CSSR and further agrees that when providing the Goods or Services or otherwise

acting on the City of Winnipeg's behalf, shall comply with all obligations under the AMA applicable to public sector bodies.

- D6.1.2 The accessible customer service obligations include, but are not limited to:
- (a) providing barrier-free access to goods and services;
 - (b) providing reasonable accommodations;
 - (c) reasonably accommodating assistive devices, support persons, and support animals;
 - (d) providing accessibility features e.g. ramps, wide aisles, accessible washrooms, power doors and elevators;
 - (e) inform the public when accessibility features are not available;
 - (f) providing a mechanism or process for receiving and responding to public feedback on the accessibility of all goods and services; and
 - (g) providing adequate training of staff and documentation of same.

D7. UNFAIR LABOUR PRACTICES

- D7.1 Further to C3.2, the Contractor declares that in bidding for the Work and in entering into this Contract, the Contractor and any proposed Subcontractor(s) conduct their respective business in accordance with established international codes embodied in United Nations Universal Declaration of Human Rights (UDHR) <https://www.un.org/en/about-us/universal-declaration-of-human-rights> International Labour Organization (ILO) [https://www.ilo.org/global/lang--en/index.htm](https://www.ilo.org/global/lang-en/index.htm) conventions as ratified by Canada.
- D7.2 The City of Winnipeg is committed and requires its Contractors and their Subcontractors, to be committed to upholding and promoting international human and labour rights, including fundamental principles and rights at work covered by ILO eight (8) fundamental conventions and the United Nations Universal Declaration of Human Rights which includes child and forced labour.
- D7.3 Upon request from the Contract Administrator, the Contractor shall provide disclosure of the sources (by company and country) of the raw materials used in the Work and a description of the manufacturing environment or processes (labour unions, minimum wages, safety, etc.).
- D7.4 Failure to provide the evidence required under D7.3, may be determined to be an event of default in accordance with C16.
- D7.5 In the event that the City, in its sole discretion, determines the Contractor to have violated the requirements of this section, it will be considered a fundamental breach of the Contract and the Contractor shall pay to the City a sum specified by the Contract Administrator in writing ("Unfair Labour Practice Penalty"). Such a violation shall also be considered an Event of Default, and shall entitle the City to pursue all other remedies it is entitled to in connection with same pursuant to the Contract.
- D7.5.1 The Unfair Labour Practice Penalty shall be such a sum as determined appropriate by the City, having due regard to the gravity of the Contractor's violation of the above requirements, any cost of obtaining replacement goods/ services or rectification of the breach, and the impact upon the City's reputation in the eyes of the public as a result of same.
- D7.5.2 The Contractor shall pay the Unfair Labour Practice Penalty to the City within thirty (30) Calendar Days of receiving a demand for same in accordance with clause D7.5. The City may also hold back the amount of the Unfair Labour Practice Penalty from payment for any amount it owes the Contractor.
- D7.5.3 The obligations and rights conveyed by this clause survive the expiry or termination of this Contract, and may be exercised by the City following the performance of the Work, should the City determine, that a violation by the Contractor of the above clauses has occurred

following same. In no instance shall the Unfair Labour Practice Penalty exceed the total of twice the Contract value.

SUBMISSIONS

D8. AUTHORITY TO CARRY ON BUSINESS

D8.1 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.

SCHEDULE OF WORK

D9. COMMENCEMENT

D9.1 The Contractor shall not commence any Work until they are 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 D8;
 - (ii) evidence of the workers compensation coverage specified in C6.17;
 - (iii) the direct deposit application form specified in D15; 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 an agreed upon time frame from the placing of an order, f.o.b. destination, freight prepaid to:

Millennium Library

ATTN: Acquisitions Department
251 Donald Street – Street level loading dock (Donald Street is a one-way Southbound street)
Winnipeg, Manitoba
Canada R3C 3P5

D10.2 Goods shall be delivered between 8:30 a.m. and 4:30 p.m. on Business Days.

D10.3 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 If required, the Contractor shall accept orders via EDIFACT and the library would prefer invoicing via EDIFACT.

D13. **RECORDS**

- D13.1 The Contractor shall keep detailed records of the goods supplied under the Contract.
- D13.2 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.
- D13.3 The Contractor shall provide the Contract Administrator with a copy of the records for each quarter year within fifteen (15) Calendar Days of a request of the Contract Administrator.

MEASUREMENT AND PAYMENT

D14. **INVOICES**

- D14.1 Further to C10, the Contractor shall submit an invoice for each order delivered to:
- The City of Winnipeg
Winnipeg Public Library
251 Donald Street
Winnipeg MB R3C 3P5
Facsimile No.: 204 986 6729
Send Invoices to: **Address will be supplied when contract is awarded**
Send Invoice Inquiries to: **Address will be supplied when contract is awarded**
- D14.2 Invoices must clearly indicate, as a minimum:
- (a) the City's purchase order number;
 - (b) purchase order line number
 - (c) invoice date
 - (d) invoice number

- (e) delivery address
- (f) title and quantity of goods delivered;
- (g) list price, discount and extension price of each item
- (h) contract number
- (i) the amount payable with GST, MRST, and any applicable environmental handling charges/fees identified and shown as separate amounts; and
- (j) the Contractor's GST registration number.

D14.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D15. PAYMENT

D15.1 Further to C10, the City shall make payments to the Contractor by direct deposit to the Contractor's banking institution, and by no other means. Payments will not be made until the Contractor has made satisfactory direct deposit arrangements with the City. Direct deposit application forms are at https://winnipeg.ca/finance/files/Direct_Deposit_Form.pdf.

D16. PAYMENT SCHEDULE

D16.1 Further to C10, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

D17. PURCHASING CARD

D17.1 Notwithstanding D15, the Contractor shall allow Users to charge items to their purchasing cards at no extra cost.

D17.2 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

D18. WARRANTY

D18.1 Warranty is as stated in C11.

DISPUTE RESOLUTION

D19. DISPUTE RESOLUTION

D19.1 If the Contractor disagrees with any opinion, determination, or decision of the Contract Administrator, the Contractor shall act in accordance with the Contract Administrator's opinion, determination, or decision unless and until same is modified by the process followed by the parties pursuant to D19.

D19.2 The entire text of C19.4 is deleted, and amended to read: "Intentionally Deleted"

D19.3 The entire text of C19.5 is deleted, and amended to read:

- (a) If Legal Services has determined that the Disputed Matter may proceed in the Appeal Process, the Contractor must, within ten (10) Business Days of the date of the Legal Services Response Letter, submit their written Appeal Form, in the manner and format set out on the City's Materials Management Website, to the Chief Administrative Officer, and to

the Contract Administrator. The Contractor may not raise any other disputes other than the Disputed Matter in their Appeal Form.

- D19.4 Further to C19, prior to the Contract Administrator's issuance of a Final Determination, the following informal dispute resolution process shall be followed where the Contractor disagrees with any opinion, determination, or decision of the Contract Administrator ("Dispute"):
- (a) In the event of a Dispute, attempts shall be made by the Contract Administrator and the Contractor's equivalent representative to resolve Disputes within the normal course of project dealings between the Contract Administrator and the Contractor's equivalent representative.
 - (b) Disputes which in the reasonable opinion of the Contract Administrator or the Contractor's equivalent representative cannot be resolved within the normal course of project dealings as described above shall be referred to a without prejudice escalating negotiation process consisting of, at a minimum, the position levels as shown below and the equivalent Contractor representative levels:
 - (i) The Contract Administrator;
 - (ii) Supervisory level between the Contract Administrator and applicable Department Head;
 - (iii) Department Head.
- D19.4.1 Names and positions of Contractor representatives equivalent to the above City position levels shall be determined by the Contractor and communicated to the City at the pre-commencement or kick off meeting.
- D19.4.2 As these negotiations are not an adjudicative hearing, neither party may have legal counsel present during the negotiations.
- D19.4.3 Both the City and the Contractor agree to make all reasonable efforts to conduct the above escalating negotiation process within twenty (20) Business Days, unless both parties agree, in writing, to extend that period of time.
- D19.4.4 If the Dispute is not resolved to the City and Contractor's mutual satisfaction after discussions have occurred at the final escalated level as described above, or the time period set out in D19.4.3, as extended if applicable, has elapsed, the Contract Administrator will issue a Final Determination as defined in C1.1(v), at which point the parties will be governed by the Dispute Resolution process set out in C19.

THIRD PARTY AGREEMENTS

D20. FUNDING AND/OR CONTRIBUTION AGREEMENT OBLIGATIONS

- D20.1 Funding for the Work of the Contract is being provided to the City of Winnipeg by the Government of Manitoba and/or the Government of Canada and accordingly, as required by the applicable funding agreements, the following terms and conditions shall apply.
- D20.2 For the purposes of D20:
- (a) "**Government of Canada**" includes the authorized officials, auditors, and representatives of the Government of Canada; and
 - (b) "**Government of Manitoba**" includes the authorized officials, auditors, and representatives of the Government of Manitoba.
- D20.3 Indemnification By Contractor
- D20.3.1 In addition to the indemnity obligations outlined in C15 of the General Conditions for Goods, the Contractor agrees to indemnify and save harmless the Government of Canada and the Government of Manitoba and each of their respective Ministers, officers, servants, employees, and agents from and against all claims and demands, losses, costs, damages, actions, suit or other proceedings brought or pursued in any manner in respect of any matter caused by the Contractor or arising from this Contract or the Work, or from the

goods or services provided or required to be provided by the Contractor, except those resulting from the negligence of any of the Government of Canada's or the Government of Manitoba's Ministers, officers, servants, employees, or agents, as the case may be.

- D20.3.2 The Contractor agrees that in no event will Canada or Manitoba, their respective officers, servants, employees or agents be held liable for any damages in contract, tort (including negligence) or otherwise, for:
- (a) any injury to any person, including, but not limited to, death, economic loss or infringement of rights;
 - (b) any damage to or loss or destruction of property of any person; or
 - (c) any obligation of any person, including, but not limited to, any obligation arising from a loan, capital lease or other long term obligation;

in relation to this Contract or the Work.

D20.4 Records Retention and Audits

D20.4.1 The Contractor shall maintain and preserve accurate and complete records in respect of this Contract and the Work, including all accounting records, financial documents, copies of contracts with other parties and other records relating to this Contract and the Work during the term of the Contract and for at least six (6) years after Total Performance. Those records bearing original signatures or professional seals or stamps must be preserved in paper form; other records may be retained in electronic form.

D20.4.2 In addition to the record keeping and inspection obligations outlined in C6 of the General Conditions for Goods, the Contractor shall keep available for inspection and audit at all reasonable times while this Contract is in effect and until at least six (6) years after Total Performance, all records, documents, and contracts referred to in D20.4.1 for inspection, copying and audit by the City of Winnipeg, the Government of Manitoba and/or the Government of Canada and their respective representatives and auditors, and to produce them on demand; to provide reasonable facilities for such inspections, copying and audits, to provide copies of and extracts from such records, documents, or contracts upon request by the City of Winnipeg, the Government of Manitoba, and/or the Government of Canada and their respective representatives and auditors, and to promptly provide such other information and explanations as may be reasonably requested by the City of Winnipeg, the Government of Manitoba, and/or the Government of Canada from time-to-time.

D20.5 Other Obligations

D20.5.1 The Contractor consents to the City providing a copy of the Contract Documents to the Government of Manitoba and/or the Government of Canada upon request from either entity.

D20.5.2 If the Lobbyists Registration Act (Manitoba) applies to the Contractor, the Contractor represents and warrants that it has filed a return and is registered and in full compliance with the obligations of that Act, and covenants that it will continue to comply for the duration of this Contract.

D20.5.3 The Contractor shall comply with all applicable legislation and standards, whether federal, provincial, or municipal, including (without limitation) labour, environmental, and human rights laws, in the course of providing the Work.

D20.5.4 The Contractor shall properly account for the Work provided under this Contract and payment received in this respect, prepared in accordance with generally accepted accounting principles in effect in Canada, including those principles and standards approved or recommended from time-to-time by the Chartered Professional Accountants of Canada or the Public Sector Accounting Board, as applicable, applied on a consistent basis.

D20.5.5 The Contractor represents and warrants that no current or former public servant or public office holder, to whom the Value and Ethics Code for the Public Sector, the Policy on

Conflict of Interest and Post Employment, or the Conflict of Interest Act applies, shall derive direct benefit from this Contract, including any employment, payments, or gifts, unless the provision or receipt of such benefits is in compliance with such codes and the legislation.

D20.5.6 The Contractor represents and warrants that no member of the House of Commons or of the Senate of Canada or of the Legislative Assembly of Manitoba is a shareholder, director or officer of the Contractor or of a Subcontractor, and that no such member is entitled to any benefits arising from this Contract or from a contract with the Contractor or a Subcontractor concerning the Work.

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS

- E1.1 These Specifications shall apply to the Work.
- E1.2 The supply and delivery of library materials shall be in accordance with Canadian copyright legislation including both the Act and corresponding regulations, which can be found at the following link: <https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html> (English) or <https://laws-lois.justice.gc.ca/fra/lois/c-42/index.html> (French)
- E1.3 The supply and delivery of library catalogue records must adhere to:
- (a) RDA (Resource Description & Access), or hybrid RDA and AACR2 (Anglo-American Cataloguing Rules);
 - (b) LCSH (Library of Congress Subject Headings);
 - (c) CSH (Canadian Subject Headings) where appropriate;
 - (d) MARC 21;
 - (e) DDC (Dewey Decimal Classification).
- E1.4 Further to B14, the Contractor shall have access to a sufficient supply base in order to meet order fulfillment requirements. The City expects a wide-range of selection without duplication of titles.
- E1.5 Any proposed system shall integrate with the current version and all future versions of the SirsiDynix Integrated Library System (ILS) Horizon (version 7.5.6) and the OPAC Enterprise online catalogue (version 5.1.0.6).
- E1.6 If required, the Contractor shall accept orders via EDIFACT and Winnipeg Public Library may prefer invoicing via EDIFACT.
- E1.7 The Contractor shall coordinate ARP set-up as instructed by the Contract Administrator or designate.
- E1.8 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. LIBRARY SERVICES

- E2.1 The Library Services Division of the City of Winnipeg serves a diverse population of more than 749,000 people from a large central library (Millennium Library) and 19 branch libraries.
- E2.2 Millennium Library is located at 251 Donald Street and is the central purchasing body for all the branches.
- E2.3 In 2022, Winnipeg Public Library's operating budget for materials was \$2,791,613. The anticipated budget for multilingual library materials listed in Form B: Prices for fiscal year 2023 is \$25,000.

E3. GOODS

- E3.1 The Contractor shall supply multi-language library materials (languages other than English and French), and catalogue records in accordance with the requirements hereinafter specified.

- E3.2 Section A – Item No. 1: Amharic Language Books – Adult Fiction & Non-Fiction shall consist of high-demand bestsellers, well-reviewed and critically acclaimed titles, graphic novel and manga series, and popular titles, in a variety of genres, in hardcover and trade paperback formats, written in Amharic.
- E3.3 Section A - Item No. 2 – Amharic Language Books – Children’s and Young Adult Fiction & Non-Fiction shall consist of high interest children and teen fiction, with priority given to prominent and renowned authors, graphic novel and manga series, classics, titles of lasting value, all that reflect a range of reading levels and genres, in hardcover and trade paperback formats, written in Amharic.
- E3.4 Section A - Item No. 3 – Amharic -English Dual-Language Books for Children shall consist of high interest books for children, written in both Amharic and English (sometimes referred to as bilingual or ‘side-by-side’ books).
- E3.5 Section B – Item No. 1: Arabic Language Books – Adult Fiction & Non-Fiction shall consist of high-demand bestsellers, well-reviewed and critically acclaimed titles, graphic novel and manga series, and popular titles, in a variety of genres, in hardcover and trade paperback formats, written in Arabic.
- E3.6 Section B - Item No. 2 – Arabic Language Books – Children’s and Young Adult Fiction & Non-Fiction shall consist of high interest children and teen fiction, with priority given to prominent and renowned authors, graphic novel and manga series, classics, titles of lasting value, all that reflect a range of reading levels and genres, in hardcover and trade paperback formats, written in Arabic.
- E3.7 Section B - Item No. 3 – Arabic -English Dual-Language Books for Children shall consist of high interest books for children, written in both Arabic and English (sometimes referred to as bilingual or ‘side-by-side’ books).
- E3.8 Section C – Item No. 1: Bengali Language Books – Adult Fiction & Non-Fiction shall consist of high-demand bestsellers, well-reviewed and critically acclaimed titles, graphic novel and manga series, and popular titles, in a variety of genres, in hardcover and trade paperback formats, written in Bengali.
- E3.9 Section C - Item No. 2 – Bengali Language Books – Children’s and Young Adult Fiction & Non-Fiction shall consist of high interest children and teen fiction, with priority given to prominent and renowned authors, graphic novel and manga series, classics, titles of lasting value, all that reflect a range of reading levels and genres, in hardcover and trade paperback formats, written in Bengali.
- E3.10 Section C - Item No. 3 – Bengali -English Dual-Language Books for Children shall consist of high interest books for children, written in both Bengali and English (sometimes referred to as bilingual or ‘side-by-side’ books).
- E3.11 Section D – Item No. 1: Chinese (Simplified & Traditional) Language Books – Adult Fiction & Non-Fiction shall consist of high-demand bestsellers, well-reviewed and critically acclaimed titles, graphic novel and manga series, and popular titles, in a variety of genres, in hardcover and trade paperback formats, written in Chinese (Simplified & Traditional).
- E3.12 Section D - Item No. 2 – Chinese (Simplified & Traditional) Language Books – Children’s and Young Adult Fiction & Non-Fiction shall consist of high interest children and teen fiction, with priority given to prominent and renowned authors, graphic novel and manga series, classics, titles of lasting value, all that reflect a range of reading levels and genres, in hardcover and trade paperback formats, written in Chinese (Simplified & Traditional).
- E3.13 Section D - Item No. 3 – Chinese (Simplified & Traditional)-English Dual-Language Books for Children shall consist of high interest books for children, written in both Chinese (Simplified & Traditional) and English (sometimes referred to as bilingual or ‘side-by-side’ books).
- E3.14 Section E – Item No. 1: Farsi Language Books – Adult Fiction & Non-Fiction shall consist of high-demand bestsellers, well-reviewed and critically acclaimed titles, graphic novel and manga

- series, and popular titles, in a variety of genres, in hardcover and trade paperback formats, written in Farsi.
- E3.15 Section E - Item No. 2 – Farsi Language Books – Children’s and Young Adult Fiction & Non-Fiction shall consist of high interest children and teen fiction, with priority given to prominent and renowned authors, graphic novel and manga series, classics, titles of lasting value, all that reflect a range of reading levels and genres, in hardcover and trade paperback formats, written in Farsi.
- E3.16 Section E - Item No. 3 – Farsi-English Dual-Language Books for Children shall consist of high interest books for children, written in both Farsi and English (sometimes referred to as bilingual or ‘side-by-side’ books).
- E3.17 Section F – Item No. 1: German Language Books – Adult Fiction & Non-Fiction shall consist of high-demand bestsellers, well-reviewed and critically acclaimed titles, graphic novel and manga series, and popular titles, in a variety of genres, in hardcover and trade paperback formats, written in German.
- E3.18 Section F - Item No. 2 – German Language Books – Children’s and Young Adult Fiction & Non-Fiction shall consist of high interest children and teen fiction, with priority given to prominent and renowned authors, graphic novel and manga series, classics, titles of lasting value, all that reflect a range of reading levels and genres, in hardcover and trade paperback formats, written in German.
- E3.19 Section F - Item No. 3 – German-English Dual-Language Books for Children shall consist of high interest books for children, written in both German and English (sometimes referred to as bilingual or ‘side-by-side’ books).
- E3.20 Section G – Item No. 1: Gujarati Language Books – Adult Fiction & Non-Fiction shall consist of high-demand bestsellers, well-reviewed and critically acclaimed titles, graphic novel and manga series, and popular titles, in a variety of genres, in hardcover and trade paperback formats, written in Gujarati.
- E3.21 Section G - Item No. 2 – Gujarati Language Books – Children’s and Young Adult Fiction & Non-Fiction shall consist of high interest children and teen fiction, with priority given to prominent and renowned authors, graphic novel and manga series, classics, titles of lasting value, all that reflect a range of reading levels and genres, in hardcover and trade paperback formats, written in Gujarati.
- E3.22 Section G - Item No. 3 – Gujarati-English Dual-Language Books for Children shall consist of high interest books for children, written in both Gujarati and English (sometimes referred to as bilingual or ‘side-by-side’ books).
- E3.23 Section H – Item No. 1: Hindi Language Books – Adult Fiction & Non-Fiction shall consist of high-demand bestsellers, well-reviewed and critically acclaimed titles, graphic novel and manga series, and popular titles, in a variety of genres, in hardcover and trade paperback formats, written in Hindi.
- E3.24 Section H - Item No. 2 – Hindi Language Books – Children’s and Young Adult Fiction & Non-Fiction shall consist of high interest children and teen fiction, with priority given to prominent and renowned authors, graphic novel and manga series, classics, titles of lasting value, all that reflect a range of reading levels and genres, in hardcover and trade paperback formats, written in Hindi.
- E3.25 Section H - Item No. 3 – Hindi-English Dual-Language Books for Children shall consist of high interest books for children, written in both Gujarati and English (sometimes referred to as bilingual or ‘side-by-side’ books).
- E3.26 Section I – Item No. 1: Italian Language Books – Adult Fiction & Non-Fiction shall consist of high-demand bestsellers, well-reviewed and critically acclaimed titles, graphic novel and manga series, and popular titles, in a variety of genres, in hardcover and trade paperback formats, written in Italian.

- E3.27 Section I - Item No. 2 – Italian Language Books – Children’s and Young Adult Fiction & Non-Fiction shall consist of high interest children and teen fiction, with priority given to prominent and renowned authors, graphic novel and manga series, classics, titles of lasting value, all that reflect a range of reading levels and genres, in hardcover and trade paperback formats, written in Italian.
- E3.28 Section I - Item No. 3 – Italian-English Dual-Language Books for Children shall consist of high interest books for children, written in both Italian and English (sometimes referred to as bilingual or ‘side-by-side’ books).
- E3.29 Section J – Item No. 1: Korean Language Books – Adult Fiction & Non-Fiction shall consist of high-demand bestsellers, well-reviewed and critically acclaimed titles, graphic novel and manga series, and popular titles, in a variety of genres, in hardcover and trade paperback formats, written in Korean.
- E3.30 Section J - Item No. 2 – Korean Language Books – Children’s and Young Adult Fiction & Non-Fiction shall consist of high interest children and teen fiction, with priority given to prominent and renowned authors, graphic novel and manga series, classics, titles of lasting value, all that reflect a range of reading levels and genres, in hardcover and trade paperback formats, written in Korean.
- E3.31 Section J - Item No. 3 – Korean-English Dual-Language Books for Children shall consist of high interest books for children, written in both Korean and English (sometimes referred to as bilingual or ‘side-by-side’ books).
- E3.32 Section K – Item No. 1: Polish Language Books – Adult Fiction & Non-Fiction shall consist of high-demand bestsellers, well-reviewed and critically acclaimed titles, graphic novel and manga series, and popular titles, in a variety of genres, in hardcover and trade paperback formats, written in Polish.
- E3.33 Section K - Item No. 2 – Polish Language Books – Children’s and Young Adult Fiction & Non-Fiction shall consist of high interest children and teen fiction, with priority given to prominent and renowned authors, graphic novel and manga series, classics, titles of lasting value, all that reflect a range of reading levels and genres, in hardcover and trade paperback formats, written in Polish.
- E3.34 Section K - Item No. 3 – Polish-English Dual-Language Books for Children shall consist of high interest books for children, written in both Polish and English (sometimes referred to as bilingual or ‘side-by-side’ books).
- E3.35 Section L – Item No. 1: Portuguese Language Books – Adult Fiction & Non-Fiction shall consist of high-demand bestsellers, well-reviewed and critically acclaimed titles, graphic novel and manga series, and popular titles, in a variety of genres, in hardcover and trade paperback formats, written in Portuguese.
- E3.36 Section L - Item No. 2 – Portuguese Language Books – Children’s and Young Adult Fiction & Non-Fiction shall consist of high interest children and teen fiction, with priority given to prominent and renowned authors, graphic novel and manga series, classics, titles of lasting value, all that reflect a range of reading levels and genres, in hardcover and trade paperback formats, written in Portuguese.
- E3.37 Section L - Item No. 3 – Portuguese-English Dual-Language Books for Children shall consist of high interest books for children, written in both Portuguese and English (sometimes referred to as bilingual or ‘side-by-side’ books).
- E3.38 Section M – Item No. 1: Punjabi Language Books – Adult Fiction & Non-Fiction shall consist of high-demand bestsellers, well-reviewed and critically acclaimed titles, graphic novel and manga series, and popular titles, in a variety of genres, in hardcover and trade paperback formats, written in Punjabi.
- E3.39 Section M - Item No. 2 – Punjabi Language Books – Children’s and Young Adult Fiction & Non-Fiction shall consist of high interest children and teen fiction, with priority given to prominent and

renowned authors, graphic novel and manga series, classics, titles of lasting value, all that reflect a range of reading levels and genres, in hardcover and trade paperback formats, written in Punjabi.

- E3.40 Section M - Item No. 3 – Punjabi-English Dual-Language Books for Children shall consist of high interest books for children, written in both Punjabi and English (sometimes referred to as bilingual or 'side-by-side' books).
- E3.41 Section N – Item No. 1: Russian Language Books – Adult Fiction & Non-Fiction shall consist of high-demand bestsellers, well-reviewed and critically acclaimed titles, graphic novel and manga series, and popular titles, in a variety of genres, in hardcover and trade paperback formats, written in Russian.
- E3.42 Section N - Item No. 2 – Russian Language Books – Children’s and Young Adult Fiction & Non-Fiction shall consist of high interest children and teen fiction, with priority given to prominent and renowned authors, graphic novel and manga series, classics, titles of lasting value, all that reflect a range of reading levels and genres, in hardcover and trade paperback formats, written in Russian.
- E3.43 Section N - Item No. 3 – Russian-English Dual-Language Books for Children shall consist of high interest books for children, written in both Russian and English (sometimes referred to as bilingual or 'side-by-side' books).
- E3.44 Section O – Item No. 1: Somali Language Books – Adult Fiction & Non-Fiction shall consist of high-demand bestsellers, well-reviewed and critically acclaimed titles, graphic novel and manga series, and popular titles, in a variety of genres, in hardcover and trade paperback formats, written in Somali.
- E3.45 Section O - Item No. 2 – Somali Language Books – Children’s and Young Adult Fiction & Non-Fiction shall consist of high interest children and teen fiction, with priority given to prominent and renowned authors, graphic novel and manga series, classics, titles of lasting value, all that reflect a range of reading levels and genres, in hardcover and trade paperback formats, written in Somali.
- E3.46 Section O - Item No. 3 – Somali-English Dual-Language Books for Children shall consist of high interest books for children, written in both Somali and English (sometimes referred to as bilingual or 'side-by-side' books).
- E3.47 Section P – Item No. 1: Spanish Language Books – Adult Fiction & Non-Fiction shall consist of high-demand bestsellers, well-reviewed and critically acclaimed titles, graphic novel and manga series, and popular titles, in a variety of genres, in hardcover and trade paperback formats, written in Spanish.
- E3.48 Section P - Item No. 2 – Spanish Language Books – Children’s and Young Adult Fiction & Non-Fiction shall consist of high interest children and teen fiction, with priority given to prominent and renowned authors, graphic novel and manga series, classics, titles of lasting value, all that reflect a range of reading levels and genres, in hardcover and trade paperback formats, written in Spanish.
- E3.49 Section P - Item No. 3 – Spanish-English Dual-Language Books for Children shall consist of high interest books for children, written in both Spanish and English (sometimes referred to as bilingual or 'side-by-side' books).
- E3.50 Section Q – Item No. 1: Swahili Language Books – Adult Fiction & Non-Fiction shall consist of high-demand bestsellers, well-reviewed and critically acclaimed titles, graphic novel and manga series, and popular titles, in a variety of genres, in hardcover and trade paperback formats, written in Swahili.
- E3.51 Section Q - Item No. 2 – Swahili Language Books – Children’s and Young Adult Fiction & Non-Fiction shall consist of high interest children and teen fiction, with priority given to prominent and renowned authors, graphic novel and manga series, classics, titles of lasting value, all that

- reflect a range of reading levels and genres, in hardcover and trade paperback formats, written in Swahili.
- E3.52 Section Q - Item No. 3 – Swahili-English Dual-Language Books for Children shall consist of high interest books for children, written in both Swahili and English (sometimes referred to as bilingual or ‘side-by-side’ books).
- E3.53 Section R – Item No. 1: Tagalog Language Books – Adult Fiction & Non-Fiction shall consist of high-demand bestsellers, well-reviewed and critically acclaimed titles, graphic novel and manga series, and popular titles, in a variety of genres, in hardcover and trade paperback formats, written in Tagalog.
- E3.54 Section R - Item No. 2 – Tagalog Language Books – Children’s and Young Adult Fiction & Non-Fiction shall consist of high interest children and teen fiction, with priority given to prominent and renowned authors, graphic novel and manga series, classics, titles of lasting value, all that reflect a range of reading levels and genres, in hardcover and trade paperback formats, written in Tagalog.
- E3.55 Section R - Item No. 3 – Tagalog-English Dual-Language Books for Children shall consist of high interest books for children, written in both Tagalog and English (sometimes referred to as bilingual or ‘side-by-side’ books).
- E3.56 Section S – Item No. 1: Tigrinya Language Books – Adult Fiction & Non-Fiction shall consist of high-demand bestsellers, well-reviewed and critically acclaimed titles, graphic novel and manga series, and popular titles, in a variety of genres, in hardcover and trade paperback formats, written in Tigrinya.
- E3.57 Section S - Item No. 2 – Tigrinya Language Books – Children’s and Young Adult Fiction & Non-Fiction shall consist of high interest children and teen fiction, with priority given to prominent and renowned authors, graphic novel and manga series, classics, titles of lasting value, all that reflect a range of reading levels and genres, in hardcover and trade paperback formats, written in Tigrinya.
- E3.58 Section S - Item No. 3 – Tigrinya-English Dual-Language Books for Children shall consist of high interest books for children, written in both Tigrinya and English (sometimes referred to as bilingual or ‘side-by-side’ books).
- E3.59 Section T – Item No. 1: Ukrainian Language Books – Adult Fiction & Non-Fiction shall consist of high-demand bestsellers, well-reviewed and critically acclaimed titles, graphic novel and manga series, and popular titles, in a variety of genres, in hardcover and trade paperback formats, written in Ukrainian.
- E3.60 Section T - Item No. 2 – Ukrainian Language Books – Children’s and Young Adult Fiction & Non-Fiction shall consist of high interest children and teen fiction, with priority given to prominent and renowned authors, graphic novel and manga series, classics, titles of lasting value, all that reflect a range of reading levels and genres, in hardcover and trade paperback formats, written in Ukrainian.
- E3.61 Section T - Item No. 3 – Ukrainian-English Dual-Language Books for Children shall consist of high interest books for children, written in both Ukrainian and English (sometimes referred to as bilingual or ‘side-by-side’ books).
- E3.62 Section U – Item No. 1: Urdu Language Books – Adult Fiction & Non-Fiction shall consist of high-demand bestsellers, well-reviewed and critically acclaimed titles, graphic novel and manga series, and popular titles, in a variety of genres, in hardcover and trade paperback formats, written in Urdu.
- E3.63 Section U - Item No. 2 – Urdu Language Books – Children’s and Young Adult Fiction & Non-Fiction shall consist of high interest children and teen fiction, with priority given to prominent and renowned authors, graphic novel and manga series, classics, titles of lasting value, all that reflect a range of reading levels and genres, in hardcover and trade paperback formats, written in Urdu.

- E3.64 Section U - Item No. 3 – Urdu-English Dual-Language Books for Children shall consist of high interest books for children, written in both Urdu and English (sometimes referred to as bilingual or 'side-by-side' books).
- E3.65 Section V – Item No. 1: Vietnamese Language Books – Adult Fiction & Non-Fiction shall consist of high-demand bestsellers, well-reviewed and critically acclaimed titles, graphic novel and manga series, and popular titles, in a variety of genres, in hardcover and trade paperback formats, written in Vietnamese.
- E3.66 Section V - Item No. 2 – Vietnamese Language Books – Children’s and Young Adult Fiction & Non-Fiction shall consist of high interest children and teen fiction, with priority given to prominent and renowned authors, graphic novel and manga series, classics, titles of lasting value, all that reflect a range of reading levels and genres, in hardcover and trade paperback formats, written in Vietnamese.
- E3.67 Section V - Item No. 3 – Vietnamese-English Dual-Language Books for Children shall consist of high interest books for children, written in both Vietnamese and English (sometimes referred to as bilingual or 'side-by-side' books).

E4. **REQUIREMENTS FOR CATALOGUING**

- E4.1 Cataloguing Services shall include:
- (a) Full RDA compliant MARC records or RDA/AACR2 hybrid records (including contents notes where applicable) (See Appendix 1);
 - (b) Creation of original records (including contents notes, where required);
 - (c) Attachment of library holdings including library barcode (linking to 959 tags) as required;
 - (d) Cutter to follow the following rules: use the full last name or first word of the main entry for all material; biography cutters to the subject;
 - (e) Winnipeg Public library local classification system as needed (See Appendix 1);
 - (f) Records must be in English as well as the language of origin, both transliterated and original script.