



**THE CITY OF WINNIPEG**

# **REQUEST FOR PROPOSAL**

**RFP NO. 559-2023**

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES**

## TABLE OF CONTENTS

### PART A - PROPOSAL SUBMISSION

- Form A: Bid/Proposal
- Form B: Prices

### PART B - BIDDING PROCEDURES

B1. Contract Title	1
B2. Submission Deadline	1
B3. Enquiries	1
B4. Confidentiality	1
B5. Addenda	2
B6. Substitutes	2
B7. Proposal Submission	3
B8. Proposal	3
B9. Prices	4
B10. Disclosure	5
B11. Conflict of Interest and Good Faith	5
B12. Qualification	6
B13. Social Procurement Questionnaire	7
B14. Opening of Proposals and Release of Information	7
B15. Irrevocable Offer	7
B16. Withdrawal of Offers	7
B17. Interviews	7
B18. Negotiations	8
B19. Evaluation of Proposals	8
B20. Award of Contract	9

### PART C - GENERAL CONDITIONS

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

### PART D - SUPPLEMENTAL CONDITIONS

#### General

D1. General Conditions	1
D2. Scope of Work	1
D3. Cooperative Purchase	1
D4. Definitions	2
D5. Contract Administrator	2
D6. Accessible Customer Service Requirements	3
D7. Unfair Labour Practices	3

#### Submissions

D8. Authority to Carry on Business	4
D9. Insurance	4
D10. Commencement	4
D11. Delivery	5
D12. Supply Chain Disruption Schedule Delays	5
D13. Orders	5
D14. Training And Procedures	6
D15. Records	6

#### Measurement and Payment

D16. Invoices	7
D17. Payment	7
D18. Payment Schedule	7
D20. Purchasing Card	8

#### Warranty

D21. Warranty	8
---------------	---

**Dispute Resolution**

D22. Dispute Resolution	8
-------------------------	---

**Third Party Agreements**

D23. Funding and/or Contribution Agreement Obligations	9
--------------------------------------------------------	---

**PART E - SPECIFICATIONS**

**General**

E1. Applicable Specifications and Drawings	1
E2. Goods	1

## **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, August 9, 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 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.

B3.2 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.

B3.3 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.

B3.4 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.

B3.5 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.

B3.6 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](http://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.

## **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 B19.
- 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 The Proposal should also consist of the following components:
- (a) Social Procurement Questionnaire in accordance with B13.
- 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](http://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 B19.1(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.

- (a) The unit price should be the annual published catalogue price bid, less the Discount-Off for each item 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) Hamster, a Division of Novexco Inc. provided detailed products description.

#### **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 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.

B11.3 In connection with their 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 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.

- 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 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 B11.4 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.
- B11.6 The final determination of whether a perceived, potential or actual Conflict of Interest exists shall be made by the City, in their sole discretion.

## **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;
  - (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 B12.4 and D6).
- B12.4 Further to B12.3(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.

B12.5 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.

B12.6 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. SOCIAL PROCUREMENT QUESTIONNAIRE**

B13.1 The Proponent should fill in the questionnaire in accordance with the questionnaire instructions in Appendix A.

### **B14. OPENING OF PROPOSALS AND RELEASE OF INFORMATION**

B14.1 Proposals will not be opened publicly.

B14.2 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](http://www.merx.com).

B14.3 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).

B14.3.1 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.

B14.4 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.

### **B15. IRREVOCABLE OFFER**

B15.1 The Proposal(s) submitted by the Proponent shall be irrevocable for the time period specified in Paragraph 11 of Form A: Bid/Proposal.

B15.2 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.

### **B16. WITHDRAWAL OF OFFERS**

B16.1 A Proponent may withdraw their Proposal without penalty prior to the Submission Deadline.

### **B17. INTERVIEWS**

B17.1 The Contract Administrator may, in their sole discretion, interview Proponents during the evaluation process.

## **B18. NEGOTIATIONS**

- B18.1 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.
- B18.2 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.
- B18.3 If, in the course of negotiations pursuant to B18.2, 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.

## **B19. EVALUATION OF PROPOSALS**

- B19.1 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                                                                                        | 20%         |
| (d) Total Bid Price                                                                                                  | 40%         |
| (e) Discount Off                                                                                                     | 30%         |
| (f) Social Procurement Questionnaire                                                                                 | 10%         |
- B19.2 Further to B19.1(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.
- B19.3 Further to B19.1(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.
- B19.4 If, in the sole opinion of the City, a Proposal does not achieve a pass rating for B19.1(a) and B19.1(b), the Proposal will be determined to be non-responsive and will not be further evaluated.
- B19.5 Further to B19.1(c), **Completeness of items Bid** 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 15 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 B19.1(b), the Proponent 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.                                                                                 |  |
- B19.6 Further to B19.1(c), The Total Bid Price shall be the approximate annual quantity multiplied by the unit price for items 1 to 100 shown on Form B: Prices.

- B19.7 Further to B19.1(e) **the Discount-Off for Item 101 and 102** will be evaluated based on the highest percent discount bid for up to 15 points for each item. The highest discount will be given the full 15 points for each of the items, the other discounts will be pro-rated accordingly.
- B19.8 Further to B19.1(f), the Social Procurement Questionnaire will be evaluated considering the information provided in response to B13. Points scored in the Social Procurement Questionnaire will be converted to the percent stated in B19.1(f).
- B19.9 This Contract will be awarded as a whole.

## **B20. AWARD OF CONTRACT**

- B20.1 The City will give notice of the award of the Contract or will give notice that no award will be made.
- B20.2 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.
- B20.2.1 Without limiting the generality of B20.2, 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.
- B20.3 Where an award of Contract is made by the City, the award shall be made to the qualified Proponent submitting the most advantageous offer.
- B20.4 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
- B20.4.1 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.
- B20.5 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.
- B20.6 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](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, 2023, until September 30, 2024, with the option of four (4) 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 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 The major components of the Work are as follows:

(a) Supply and Delivery of office Supplies.

D2.3 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.

D2.4 The Work shall be done on an "as required" basis during the term of the Contract.

D2.4.1 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.

D2.4.2 Subject to C7, the City shall have no obligation under the Contract to purchase any quantity of any item in excess of their actual operational requirements.

D2.5 Notwithstanding D2.1, in the event that operational changes result in substantial changes to the requirements for Work, the City reserves the right to alter the type or quantity of work performed under this Contract, or to terminate the Contract, upon thirty (30) Calendar Days written notice by the Contract Administrator. In such an event, no claim may be made for damages on the ground of loss of anticipated profit on Work.

#### **D3. 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) "**Supply Chain Disruption**" means an inability by the Contractor to obtain goods or services from third parties necessary to perform the Work of the Contract within the schedule specified therein, despite the Contractor making all reasonable commercial efforts to procure same. Contractors are advised that increased costs do not, in and of themselves, amount to a Supply Chain Disruption.

D4.2 Notwithstanding C1.1, when used in this Request for Proposal:

- (a) "**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;
- (b) "**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 Contractors' customer service order desk. Discount Bid for Item 1012 on Form B: shall apply to catalogue's Market or Net pricing; and
- (c) "**Users**" means a person, department or other administrative unit of the City authorized by the Contract Administrator to order Work under this Contract.

#### **D5. CONTRACT ADMINISTRATOR**

D5.1 The Contract Administrator is:

Remilekun Obadina, SCMP  
Contract Officer

Telephone No.: 204 986-8268

Email Address: robadina@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 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.

### **D9. INSURANCE**

- D9.1 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 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) 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. Such coverage may be met through commercial general liability where applicable
- D9.2 Deductibles shall be borne by the Contractor.
- D9.3 All policies shall be taken out with insurers licensed in the Province of Manitoba.
- D9.4 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.
- D9.5 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.

### **D10. COMMENCEMENT**

- D10.1 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.
- D10.2 The Contractor shall not commence any Work until:
- (a) the Contract Administrator has confirmed receipt and approval of:
    - (i) evidence of authority to carry on business specified in D8;
    - (ii) evidence of the workers compensation coverage specified in C6.17;

- (iii) evidence of the insurance specified in D9; and
- (iv) the direct deposit application form specified in D17; and
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

## **D11. DELIVERY**

- D11.1 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.
- D11.2 Where an ordered item cannot be delivered within the time period specified, the Contractor may supply a replacement product if approval is granted by the User. Each suggested replacement item must be approved by the User.
- D11.3 The City will consolidate orders whenever possible but will not incur any minimum order/delivery charges.
- D11.4 Goods shall be delivered between 8:30 a.m. and 4:30 p.m. on Business Days.
- D11.5 The Contractor shall off-load goods as directed at the delivery location.

## **D12. SUPPLY CHAIN DISRUPTION SCHEDULE DELAYS**

- D12.1 The City acknowledges that the schedule for this Contract may be impacted by the Supply Chain Disruption. Commencement and progress of the Work shall be performed by the Contractor with due consideration to the delivery requirements and schedule identified in the Contract in close consultation with the Contract Administrator.
- D12.2 If the Contractor is delayed in the performance of the Work by reason of the Supply Chain Disruption, 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.
- D12.3 A minimum of seven (7) Calendar Days prior to the commencement of Work, the Contractor shall declare whether a Supply Chain Disruption will affect the start date. The Contractor shall provide sufficient evidence that the delay is directly related to a Supply Chain Disruption, including but not limited to evidence related to ordering of Material or Goods, production and/or manufacturing schedules or availability of staff as appropriate.
- D12.4 For any delay related to Supply Chain Disruption 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 D12.3. Failure to provide this notice will result in no additional time delays being considered by the City.
- D12.5 Work schedule, including the durations identified in D11 where applicable, will be adjusted to reflect delays accepted by the Contract Administrator.
- D12.6 Any time or cost implications as a result of Supply Chain Disruption and in accordance with the above, as confirmed by the Contract Administrator, shall be documented in accordance with C7.

## **D13. ORDERS**

- D13.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for delivery may be placed.
- D13.2 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 D20, 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;
  - (vii) Maintain the systems confidential to the City of Winnipeg.
- (c) 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 Office version 2019, or O365 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.
- (d) Ensure the internet **website** is compatible with either Microsoft Edge and /or Google Chrome or higher, has built-in encryption and password protection pursuant to D20 and is compatible with City of Winnipeg corporate firewalls.

#### **D14. TRAINING AND PROCEDURES**

- D14.1 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 sessions or an individual basis.
- D14.2 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 website;
  - (c) Account set-up;
  - (d) Return procedures;
  - (e) Invoice contact information; and
  - (f) Customer service contact information.
- D14.3 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 as recorded video.

#### **D15. RECORDS**

- D15.1 The Contractor shall keep detailed records of the goods supplied under the Contract.
- D15.2 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.

D15.3 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 and all Sustainable items ordered.

D15.3.2 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

### D16. INVOICES

D16.1 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](mailto:CityWpgAP-INVOICES@winnipeg.ca)

Send Invoice Inquiries to [CityWpgAP-INQUIRIES@winnipeg.ca](mailto:CityWpgAP-INQUIRIES@winnipeg.ca)

D16.2 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.

D16.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

### D17. PAYMENT

D17.1 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](https://winnipeg.ca/finance/files/Direct_Deposit_Form.pdf).

### D18. PAYMENT SCHEDULE

D18.1 Further to C10, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

## **D20. PURCHASING CARD**

- D20.1 Notwithstanding D17, the Contractor shall allow Users to charge items to their purchasing cards at no extra cost.
- D20.2 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**

### **D21. WARRANTY**

- D21.1 Warranty is as stated in C11.

## **DISPUTE RESOLUTION**

### **D22. DISPUTE RESOLUTION**

- D22.1 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 D22.
- D22.2 The entire text of C19.4 is deleted, and amended to read: "Intentionally Deleted"
- D22.3 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.
- D22.1 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.
- D22.1.1 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.

- D22.1.2 As these negotiations are not an adjudicative hearing, neither party may have legal counsel present during the negotiations.
- D22.1.3 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.
- D22.1.4 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 D22.1.3, 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

#### D23. FUNDING AND/OR CONTRIBUTION AGREEMENT OBLIGATIONS

- D23.1 In the event that funding for the Work of the Contract is provided to the City of Winnipeg by the Government of Manitoba and/or the Government of Canada, the following terms and conditions shall apply, as required by the applicable funding agreements.
- D23.2 Further to D23.1, in the event that the obligations in D23 apply, actual costs legitimately incurred by the Contractor as a direct result of these obligations ("Funding Costs") shall be determined by the actual cost to the Contractor and not by the valuation method(s) outlined in C7.4. In all other respects Funding Costs will be processed in accordance with Changes in Work under C7.
- D23.3 For the purposes of D23:
- (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.
- D23.4 Modified Insurance Requirements
- D23.4.1 Where applicable, the Contractor will be required to provide wrap-up liability insurance in an amount of no less than two million dollars (\$2,000,000) inclusive per occurrence. Such policy will be written in the joint names of the City, Contractor, Consultants and all sub-contractors and sub-consultants and include twelve (12) months completed operations. The Government of Manitoba and their Ministers, officers, employees, and agents shall be added as additional insureds.
- D23.4.2 If applicable the Contractor will be required to provide builders' risk insurance (including boiler and machinery insurance, as applicable) providing all risks coverage at full replacement cost, or such lower level of insurance that the City may identify on a case-by-case basis, such as an installation floater.
- D23.4.3 The Contractor shall obtain and maintain third party liability insurance with minimum coverage of two million dollars (\$2,000,000.00) per occurrence on all licensed vehicles operated at the Site. In the event that this requirement conflicts with another licensed vehicle insurance requirement in this Contract, then the requirement that provides the higher level of insurance shall apply.
- D23.4.4 Insurers shall provide satisfactory Certificates of Insurance to the Government of Manitoba prior to commencement of Work as written evidence of the insurance required. The Certificates of Insurance must provide for a minimum of thirty (30) days' prior written notice to the Government of Manitoba in case of insurance cancellation.
- D23.4.5 All policies must be taken out with insurers licensed to carry on business in the Province of Manitoba.

## D23.5 Indemnification By Contractor

D23.5.1 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.

D23.5.2 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.

## D23.6 Records Retention and Audits

D23.6.1 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.

D23.6.2 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 D23.6.1 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.

## D23.7 Other Obligations

D23.7.1 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.

D23.7.2 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.

D23.7.3 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.

- D23.7.4 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.
- D23.7.5 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.
- D23.7.6 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 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 devices); 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 B19.5, 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 Users 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 – 1736097 - Gel Retractable Pen shall be Super Ink Rolling Retractable Pen 0.7mm Needle, Black.
- E2.5 Item No. 2 – 61255- Gel Retractable Pen shall be Super Ink Rolling Retractable Pen 0.5mm Fine, Black.
- E2.6 Item No. 3 – 339553- Gel Retractable Pen shall be Super Ink Rolling Retractable Pen 0.7mm Black.
- E2.7 Item No. 4 – 46810- Retractable Gel Ink Pen shall be Sarasa Retractable Rollerball Pen, 0.7mm Black.
- E2.8 Item No. 5 – BLG2-5-BK - Retractable Gel Ink Pen shall be G2 Retractable Roller Pen, 0.5mm Black.
- E2.9 Item No. 6 – 84310- Retractable Gel Ink Pen REFILL shall be Jimmie Gel Ballpoint Refill, Black.
- E2.10 Item No. 7 –65450 - Gel Grip Pen shall be Uniball Gel Grip Rolling Ballpoint, Black.

- E2.11 Item No. 8 – BLN15-A - Roller Ball Pen shall be EnerGel Rollerball Pen, 0.5mm Black.
- E2.12 Item No. 9 – BLN15-C - Roller Ball Pen shall be EnerGel Rollerball Pen, 0.5mm Blue.
- E2.13 Item No. 10 – 344101GP110202BK -Retractable Rolling Pen shall be Offix Retractable Rolling Ball Pen, Black.
- E2.14 Item No. 11 – BPAB-25M-BK- Retractable Ballpoint Pen shall be Acroball Retractable Ballpoint Pen, Med/Black
- E2.15 Item No. 12 – BXRT-V5-BK- Retractable Rollerball shall be Hi-Techpoint RT Retractable Rollerball, 0.5mm Black
- E2.16 Item No. 13 – BXRT-V7-BK - Retractable Rollerball shall be Hi-Techpoint RT Retractable Rollerball, 0.7mm Black.
- E2.17 Item No. 14 – 344119GP110202BU - Retractable Rolling ball shall be Offix Retractable Rolling Ball Pen, Blue.
- E2.18 Item No. 15 – 6380187 - Ultra Retractable shall be Comfortmate Ultra Retractable, Fine Point, Black.
- E2.19 Item No. 16 –2006823 - Retractable Ballpoint Pen shall be Profile Retractable Ballpoint Pen 1.4mm, Black.
- E2.20 Item No. 17 – 2006826 - Retractable Ballpoint Pen shall be Profile Retractable Ballpoint Pen 1.4mm, Blue.
- E2.21 Item No. 18 – BK93-A - Retractable Ballpoint Pen shall be RSVP Retractable Ballpoint, 1.0mm Black.
- E2.22 Item No. 19 – BG-H127SL-BE - Mechanical Pencil shall be BeGreen Progrex Mechanical Pencil, 0.7mm Blue.
- E2.23 Item No. 20 – 1738797 - Mechanical Pencil shall be Comfortmate Ultra Mechanical Pencil, 0.5mm.
- E2.24 Item No. 21 – BG-H125SL-BK - Mechanical Pencil shall be BeGreen Progrex Mechanical Pencil, 0.5mm Black.
- E2.25 Item No. 22 –96201 - Envriostick Pencil shall be Dixon Ticonderoga Envriostick Pencils.
- E2.26 Item No. 23 – 50-HB - Hi-Polymer Lead shall be Super Hi-Polymer Lead 0.7mm, Yellow
- E2.27 Item No. 24 – 28025 - Retractable Highlighter shall be Sharpie Retractable Highlighter, Yellow
- E2.28 Item No. 25 – 364-1 - Classic Highlighter shall be Textsurfer Classic Highlighter, Yellow.
- E2.29 Item No. 26 – 364-SC4 - Classic Highlighter shall be Textsurfer Classic Highlighter, Assorted.
- E2.30 Item No. 27 – 37121 - Permanent Marker shall be Ultra-Fine Permanent Marker, Black.
- E2.31 Item No. 28 –32201 - Sharpie Marker shall be Twin-Tip Sharpie Marker, Black.
- E2.32 Item No. 29 – 1943572 - Sharpie Marker shall be King-Size Sharpie Marker, Black
- E2.33 Item No. 30 – 7073502392 - Permanent Marker shall be Liquid-Tip Permanent Marker, Black.
- E2.34 Item No. 31 – 6549Y - Self-Adhesive Notes shall be Highland Self-Adhesive Notes, 3x3, Yellow.
- E2.35 Item No. 32 – 630-6PK - Sticky Notes shall be 3M Post-It Sticky Notes, 3x3, Ruled
- E2.36 Item No. 33 – 6609 - Self-Adhesive Notes shall be Highland Self-Adhesive Notes, 4x6, Ruled.

- E2.37 Item No. 34 – 670-5AN - Page Markers shall be 3M Post-It Page Markers, Fluorescent colours, 100/pk.
- E2.38 Item No. 35 – 66893 - Notepad shall be Offix Jr. Notepad, 5x8 3/4", Ruled, White.
- E2.39 Item No. 36 – 66895 - Notepad shall be Offix Notepad, 8.5x11, Quad-Ruled, White.
- E2.40 Item No. 37 – 20-368 - Notepad shall be Ampad Wide Rule Notepad, Perforated, 8.5x11", White.
- E2.41 Item No. 38 – 66689 - Notepad shall be Offix Notepad, 8.5x11, Ruled, 3-Hole Punched, White.
- E2.42 Item No. 39 – 5050572585 - Paperclips shall be Acco Jumbo Paperclips, Corrugated.
- E2.43 Item No. 40 – 5050572580 - Paperclips shall be Acco Jumbo Paperclips, Smooth.
- E2.44 Item No. 41 – 5050572365 - Paperclips shall be Acco Recycled Paperclips, #1.
- E2.45 Item No. 42 – 5050572525 - Paperclips shall be Acco Recycled Paperclips, #4.
- E2.46 Item No. 43 – 6447472033 - Foldback Clips shall be Offix Foldback Clips, 1 1/4".
- E2.47 Item No. 44 – 6447472030 - Foldback Clips shall be Offix Foldback Clips, 9/16".
- E2.48 Item No. 45 – 6447472031 - Foldback Clips shall be Offix Foldback Clips, 3/4".
- E2.49 Item No. 46 – 6447472032 - Foldback Clips shall be Offix Foldback Clips, 1".
- E2.50 Item No. 47 – 6447472034 - Foldback Clips shall be Offix Foldback Clips, 1 5/8".
- E2.51 Item No. 48 – 6447472038 - Foldback Clips shall be Offix Foldback Clips, 2".
- E2.52 Item No. 49 – 810-18PP - Magic Tape shall be Scotch Magic Tape, 18mmx33m w/Dispenser.
- E2.53 Item No. 50 – 810R-1833 - Magic Tape shall be Scotch Magic Tape, Box of 14 Rolls.
- E2.54 Item No. 51 – 600-18PP - Transparent Tape shall be Scotch Transparent Tape, 19mmx33m w/Dispenser.
- E2.55 Item No. 52 – 600-18BXD - Transparent Tape shall be Scotch Transparent Tape, 19mmx33m, Refill.
- E2.56 Item No. 53 – 7100086910 - Packaging Tape shall be Offix Packaging Tape, 48mmx50m.
- E2.57 Item No. 54 – 2020-24AP- Masking Tape shall be Scotch All-purpose Masking Tape, 48mmx50m.
- E2.58 Item No. 55 – 2020-36ap - All-Purpose Masking Tape shall be Scotch All-Purpose Masking Tape, 36mmx55mm.
- E2.59 Item No. 56 – 3850-ESF- Heavy Duty Tape shall be Scotch Heavy-Duty Shipping Tape, 48mmx50m.
- E2.60 Item No. 57 – 344549/WJJS224 - Glue Stick shall be Offix Glue Stick, 10g.
- E2.61 Item No. 58 – 9U-99649 - Glue Stick shall be UHU Glue Stick, 21g.
- E2.62 Item No. 59 – 6137106 - Correction Tape shall be Papermate Dryline Correction Tape, 42mmx12m.
- E2.63 Item No. 60 – WOET21-WHI - Mini WiteOut shall be Bic Mini WiteOut Ecolution Roller.
- E2.64 Item No. 61 – WOTRP11 - WiteOut Refill shall be WiteOut EZ Refill Correction Tape.

- E2.65 Item No. 62 –RWOTRP21 - WiteOut Refill shall be WiteOut EZ Refill Correction Tape, Pack.
- E2.66 Item No. 63 – 6447430102 - Presentation Binder shall be Offix Presentation Binder, 1" White.
- E2.67 Item No. 64 – 6447430107 - Presentation Binder shall be Offix Presentation Binder, 1.5" White.
- E2.68 Item No. 65 – 5050513531 - Ring Binder shall be ENVI Heavy Duty Round Ring Binder, 1" Black.
- E2.69 Item No. 66 – R414 - File Folder shall be Pendaflex Rev. Manila File Folder, Letter
- E2.70 Item No. 67 – 48431C - File Folder shall be Pendaflex Cutless Watershed File Folder, Legal, Manila.
- E2.71 Item No. 68 – 16958 - File Folder shall be Pendaflex Cutless Watershed/Revers. File Folder, Legal.
- E2.72 Item No. 69 – 11958 -File Folder shall be Pendaflex Cutless Watershed/Revers. File Folder, Letter
- E2.73 Item No. 70 – 46801 - File Folder shall be Continental Reversible File Folder, Legal/Manila.
- E2.74 Item No. 71 – 41801 - File Folder shall be Continental Reversible File Folder, Letter/Manila.
- E2.75 Item No. 72 – 409-SC - File Folder shall be Pendaflex Straight-Cut File Folder Manila 9.5pt, Letter.
- E2.76 Item No. 73 – 1536G OX - File Pocket shall be Pendaflex File Pocket, Legal, 5.25" Expansion
- E2.77 Item No. 74 – 1524EB-OXFile Pocket shall be Pendaflex File Pocket, Letter/Blue.
- E2.78 Item No. 75 – 1526EB-OXFile Pocket shall be Pendaflex File Pocket, Legal/Blue.
- E2.79 Item No. 76 – 45303 - File Pocket shall be Pendaflex Premium Reinforced File Pocket, 7" Expan., Legal.
- E2.80 Item No. 77 – E22-6-B - File shall be Pendaflex Expanding File, 1 Compart., 5.25", Legal
- E2.81 Item No. 78 – 62538 - Oxford Cover shall be Oxford Report Cover, Dark Blue.
- E2.82 Item No. 79 – 6700420FSC - Kraft Envelope shall be Supremex Recycled Kraft Envelope, 9x12".
- E2.83 Item No. 80 – 6900420FSC - Kraft Envelope shall be Supremex Recycled Kraft Envelope, 11.5x14.5".
- E2.84 Item No. 81 – 5900420FSC - Kraft Envelope shall be Supremex Recycled Kraft Envelope, 5.75x9.5".
- E2.85 Item No. 82 – 11122 - Storage Dividers shall be Avery Big Tab Storage Dividers, 5 Tab/Clear.
- E2.86 Item No. 83 – 11124 - Storage Dividers shall be Avery Big Tab Storage Dividers, 8 Tab/Clear.
- E2.87 Item No. 84 –DY30251 - Labels shall be Compatible Labels for Turbo 400 Labeler, Black on White.
- E2.88 Item No. 85 – 05160 - Labels shall be Avery Easy-Peel White Laser Labels, 5/8x1".
- E2.89 Item No. 86 – 526 50 UP - Eraser shall be Mars Plastic Eraser.
- E2.90 Item No. 87 – 526 B 30 - Eraser shall be Mars Rasoplast Eraser.
- E2.91 Item No. 88 – A790200.01 - Accounting Book shall be A790 Accounting Book, 200pgs.

- E2.92 Item No. 89 – 35001 - Retractable Badge shall be Winnable Retractable Badge Holder.
- E2.93 Item No. 90 – 344473AGIST00340 - Staples shall be Offix Standard Staples.
- E2.94 Item No. 91 – 0019876 - Envelop shall be Supremex CD Window Envelope, Bx/25.
- E2.95 Item No. 92 – X89064 - Rubber Bands shall be Star Elastic Rubber Bands, 1/16x6", #6.
- E2.96 Item No. 93 – 334-9 - Marker shall be TriPlus Finesline Marker, Black, 0.3mm.
- E2.97 Item No. 94 – 334-3 - Marker shall be TriPlus Finesline Marker, Blue, 0.3mm.
- E2.98 Item No. 95 – 344374RB41540NP - Rubber Bands shall be Offix Rubber Band, #33.
- E2.99 Item No. 96 – 55838 - Oxford Cover shall be Oxford Report Cover, Clear.
- E2.100 Item No. 97 –6447430100 - Presentation Binder shall be Offix Presentation Binder, 1/2", White.
- E2.101 Item No. 98 – 60202BULKGlue Stick shall be Elmer's Gluestick, 40gr.
- E2.102 Item No. 99 – BXV5-BE - Pen shall be Pilot Hi-Techpoint V7, Xfine, Blue.
- E2.103 Item No. 100 – BXV5-RD - Pen shall be Pilot Hi-Techpoint V7, Xfine, Red.
- 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