



MANITOBA INSTITUTE OF
TRADES AND TECHNOLOGY

GENERAL CONDITIONS

Sealed tenders will be received at the office of the Accounting Supervisor, Manitoba Institute of Trades and Technology, 7 Fultz Blvd, Winnipeg, Manitoba, R3Y 1G4 up to 4:30 p.m. December 18, 2017, all in accordance with the following:

- a. Specifications and form for tender are enclosed. The tender is to be submitted to the attention of the Accounting Supervisor. Tender form and all sheets on which prices are given must show the name of the firm and must be signed by a person duly authorized to sign on behalf of the tenderer. The office held by the person so signing should be shown on the tender form.
- b. No employee of the participating divisions shall act as agent for any person in the sale, or in promoting the sale of any book, map, chart, furniture, apparatus, stationery or other thing, for use in a school or school library; or receive any remuneration or other compensation for any such sale or for promoting any such sale.
- c. Tenderers may quote on any or all of the services, but all prices must be shown in the spaces on the tender form and are to be made on each item separately, unless otherwise specified.
- d. Prices quoted are to provide pickup and delivery of parcels, cartons, office machines and equipment for any building under the jurisdiction of the following school divisions/associations during the period of January 1, 2018 to December 31, 2019:

Pembina Trails School Division
River East Transcona School Division
Seven Oaks School Division
Manitoba Institute of Trades and Technology

Prices are to be net (local fuel surcharges will apply), Goods and Services Tax and Manitoba Revenue Tax extra if applicable. Payment for services provided to any one school division/association will be made by the Secretary-Treasurer/Executive Director of the applicable school division/association.

- e. Service will be performed on an “as and when” requested basis in accordance with the listing of types of service as detailed on Appendix “A”.
- f. The participating school divisions reserve the right to accept this tender by service level or as a whole, or in its discretion, reject any or all tenders submitted.
- g. All bids are to be firm for acceptance for a minimum of 30 days from the closing date of the tender.



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- h. The lowest or any tender will not necessarily be accepted.
- i. Estimated combined annual volume is 1250 calls although no commitment is given with respect to the actual volume of calls during the period of the contract by any School Division.
- j. Services must be provided on a timely basis. Failure to provide service tendered shall be grounds for cancellation of the contract.
- k. If further information is desired, apply directly to the undersigned at the office of Manitoba Institute of Trades and Technology, 7 Fultz Blvd., Winnipeg, Manitoba, R3Y 1G4.

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Accounting Supervisor
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2016 & 2017 TENDER FOR “AS AND WHEN” REQUESTED COURIER SERVICES

APPENDIX “A”

(a) DELIVERY AREA:

Area 1: Within the City of Winnipeg

Area 2: Postal Codes: R4A 1A4, R2E 0J0, R2E 0H7, R2E 0G9, R2E 1G2

(b) SERVICE LEVEL:

Regular: Service times within two (2) hours from times of call, with no allowance for lateness. Lateness shall be regarded as a missed as a missed trip and not be charged.

The Contractor will be expected to provide a high level of service on an on-going basis. The Contractor shall ensure level of service as requested for each individual call, is met. Missed trips as defined will be deducted from the monthly invoice. The participating divisions will monitor the Contractor’s performance closely; an excessive number of late or missed services shall result in termination by default.

(c) DELIVERY SLIPS:

- i. Each delivery slip shall be completed by the Contractor’s driver unless alternative mutual arrangement has been made with the Customer.
- ii. Upon pickup of an article(s) the driver shall complete a delivery slip and ENTER THE ACTUAL PICK UP TIME and leave a copy with the Customer.
- iii. On drop-off of the article(s) the driver shall ENTER THE ACTUAL DROP OFF TIME and obtain the CUSTOMER’S SIGNATURE for confirmation of receipt.
- iv. For verification purposes, a copy of the completed and signed delivery slip MUST be returned to the Customer or submitted with the monthly statement/invoice.
- v. DELIVERY SLIPS WITH NO PICK UP OR DROP OFF TIMES OR ANY UNSIGNED SLIPS WILL NOT BE PAID.

(d) LIQUIDATE DAMAGES TO TIMELY PERFORMANCE:

- i. In the event the Contractor fails to meet the level of service specified in the contract (each individual call-up order) or the pick up or drop off times are



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beyond the specified time schedule as noted in Service Level, the Contractor agrees that the costs will be zero to the division(s).

- ii. The Customer shall arrange that reports of late or missed pick-ups are telephoned to the company's representative, designate herein, so that the corrective action (such as a backup driver) can be initiated as soon as possible in order to minimize delays/damages, and so the Contractor will be able to keep a confirming record of all defaults.
- iii. With each monthly statement/invoice, the Contractor may attach an explanation of each late or missed pick up or drop off for consideration by the Customer. The Customer will provide the Contractor with an itemized statement of deductions (place, no times, no signatures, details) on request.

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(e) **MANDATORY REQUIREMENTS:**

- i. Contractor must have a Central Dispatch to ensure constant contact with courier.
- ii. Contractor must have bonded courier drivers to a minimum of \$5,000.00
- iii. Contractor drivers are to be uniformed, or neatly dressed and identified by company insignia.
- iv. Vehicles are to be maintained in a clean and mechanically safe condition at all times.



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2018 & 2019 TENDER FOR "AS AND WHEN" REQUESTED COURIER SERVICES

APPENDIX "B"

The following services shall be performed by the firm, all-inclusive prices as detailed hereunder.

REGULAR SERVICE (2 HOURS)	CAR	TRUCK
A. SERVICE within the City of Winnipeg:		
Per single letter(s), parcel(s) or machine one (1) way	_____	_____
Additional letter(s), parcel(s) or machine(s) to the same destination	_____	_____
Waiting Time: will apply at origin only if the driver is asked to wait beyond 5 minutes until the article is ready for shipment, time charged for each fifteen (15) minute segment will be:		_____
B. SERVICE re: Postal Codes outside the City of Winnipeg:		
Per single letter(s), parcel(s) or machine one (1) way	_____	_____
*Each additional KM beyond the Perimeter	_____	_____
Additional letter(s), parcel(s) or machine(s) to the same destination	_____	_____
Waiting Time: will apply at origin only if the driver is asked to wait beyond 5 minutes until the article is ready for shipment, time charged for each fifteen (15) minute segment will be:		_____
Additional Maximum Service Time Beyond 2 Hours:		_____

Hours of operation: _____

Representative Signature _____ Date _____



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2018 & 2019 TENDER FOR “AS AND WHEN” REQUESTED COURIER SERVICES

To the Accounting Supervisor, Manitoba Institute of Trades and Technology:

Tender is hereby made to provide “As and When” Requested Courier Services shown on the attached sheets, in accordance with the general conditions and detailed specifications therefore.

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FIRM: _____

ADDRESS: _____

CITY: _____

PROVINCE/

POSTAL CODE _____

SIGNING OFFICER:
(Signature) _____

SIGNING OFFICER:
(Print name) _____

POSITION: _____

TELEPHONE NO: _____

FAX NO: _____

EMAIL: _____

DATE: _____