



## Essex-Windsor Solid Waste Authority

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# Addendum 1

## Bid Opportunity: RFT 2022-0906

### Printing and Distribution of Collection Calendars to the City of Windsor and 7 County of Essex Municipalities

**Closing Date: Monday, September 26, 2022, 12:00 PM (Noon)**

Issued September 15, 2022

This Addendum contains amendments and/or clarifications to the Request for Tender Document and shall form part of the Bid Document. Include any and all related costs in the Total Bid Price for the following:

#### **Addendum 1A:**

Under this addendum, the following article has been added to Section 3 as 3.3:

#### **3.3 DOCUMENT TAKERS RESPONSIBILITY**

It is the responsibility and obligation of any and all document takers to advise the Essex-Windsor Solid Waste Authority (the "Authority") that they are in receipt of the document. The purpose of notifying the Authority of the acquisition is to ensure that in the instance of any notices, changes or addenda the document taker can be notified with due diligence. The Authority will not be responsible for errors and/or omissions as a result of neglect or disregard of this directive on the part of the document taker. Please contact the Authority office to be added to the document takers list.

#### CONTACT

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## Addendum 1B:

Under Appendix A- Specifications, in section 1.0- Base Calendar Design Specifications (p.18) the following articles have been revised:

1.1 Paper: All pages of the calendar (including front and back pages) should be white, 'matt' 60 lb text stock.

1.3 Size: The 2023 Collection Calendars are normally eight pages, trimmed to a final 8.375" wide and 5.375" high, that are double-sided, colour printed, and folded in half to form a thirty-two (32) page booklet. There are two reasons for this smaller size: less paper stock being wasted in the trimming process AND the lower weight brings the calendar under the maximum weight for standard unaddressed admail (as per Canada Post). Municipalities have the option to purchase four (4) additional half pages to bring the calendar total to thirty-six (36) half pages or nine (9) full pages. The cost of the additional pages is to be invoiced directly to the municipality.

1.7 Weight: The total weight of each calendar must be **LESS** than the maximum 'unaddressed' admail weight limit as set by Canada Post. The collection calendars must be under the 'unaddressed' admail weight limit in order to be mailed 'unaddressed'. "Unaddressed" admail is now referred to as "Neighbourhood Mail".

## 1 MEASUREMENTS - SIZE AND WEIGHT

Items delivered by Canada Post Letter Carriers have different size and weight specifications than those delivered on Non-Letter Carrier delivery routes.

Each Neighbourhood Mail item must meet the applicable size and weight requirements as outlined below.

**NOTE 1:** The metric unit is the official measure. Imperial equivalents are provided for reference and convenience only.

**2:** Measurements include all inserts and enclosures.

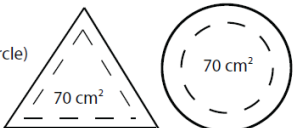
ITEMS DELIVERED ON LETTER CARRIER ROUTES*				
CATEGORY	LENGTH	WIDTH	THICKNESS	WEIGHT
Minimum size	70 cm <sup>2</sup> area (10.9 in. <sup>2</sup> )		0.18 mm (0.007 in.)	N/A
Standard	max. 30.50 cm (12 in.)	15.24 cm (6 in.)	1.91 cm ** (0.75 in.)	230 g (8.1 oz.)
Oversize	max. 30.50 cm (12 in.)	22.85 cm (9 in.)	1.91 cm ** (0.75 in.)	230 g (8.1 oz.)

\* The delivery mode that falls under the specifications of Letter Carrier Routes is simply "LC" (for Letter Carrier).

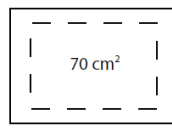
\*\* The thickness of a Neighbourhood Mail item must be measured at the thickest area of the item.

### Examples of measuring minimum size requirements

Irregular-shaped items (triangle/circle) must measure at least 70 cm<sup>2</sup>.



Regular-shaped items (square/rectangle) must measure at least 70 cm<sup>2</sup>.





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The following article under this section has been added as a new article:

- 1.8 Full Bleed: All pages of the calendars are a full bleed.
- 1.9 Artwork/Text: The Authority will provide the majority of following for the County calendars: icons, municipal logos, photos, visual graphics, and illustrations. The file formats will be in a high-resolution TIFF format or vector (EPS) and will be suitable for Adobe InDesign, Photoshop, and Illustrator. When text is provided to the Proponent it will be in Word Document format. The City will provide photos, text, or any City created illustrations or visuals to the Proponent.

### **Addendum 1C:**

In Appendix A-Specifications section 2.0-Proponent Design Specifications (p.19) these articles have changed:

- 2.1 Master Calendar: The Proponent will create a "master calendar" to use as the base for each municipality. Once the "master calendar" is approved, the Proponent can move on to tailor the seven individual County municipal calendars and the eight City calendars. The "master calendar" will need to be produced within two weeks of the Proponent receiving award of the Contract or as approved by the Authority. It is important to note that the master calendar is **not** the first draft. The 'master calendar' will mainly consist of the months or the monthly grid. Most of the features and other information will be provided to the Proponent during the first, three draft stages after the "master calendar" is approved.
- 2.10 Shade Boxes: Within the monthly schedule there are 'shaded boxes' that the municipality can populate with text and/or graphics. The Authority will endeavor to provide the Proponent with final text (from the municipalities) for these shaded boxes, however, there may be instances where a revision may need to be made to this area. Text for the shade boxes will be provided in a Word Document format and the location (month) for insertion will be specified for the County and City calendars.



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**Addendum 1D:** In Appendix A-Specifications section 3.0-EWSWA Design Specifications (p.20) these articles have changed:

- 3.5 Front Page Photos: The Authority, through the municipality, will supply the Proponent with a front-page photo. Photos will be supplied in high-resolution TIFF format (300 dpi).

### **Addendum 1E:**

In Appendix A-Specifications section 4.0- Bundling, Number of Copies and Revisions (p.21) these articles have changed:

- 4.1 The Proponent is required to bundle the calendars in 25's with an elastic band. Twenty-five (25) is the maximum number of calendars that can be handled and kept securely within one elastic band.
- 4.4 The Authority requires that the 2023 Collection Calendars be revised in rounds of drafts with a **minimum** of three drafts, and are adhered to where possible to the pre-established project timeline. Drafts are to be rendered in PDF and emailed or file-transferred to the Authority/City.

The following article under this section has been added as a new article:

- 4.6 Once the calendars have been approved by the Authority, the Proponent must provide a final PDF for the seven municipal calendars and the eight City Calendars as required by the Authority. In the past, the EWSWA has received a final (high resolution) PDF and a 'low resolution' PDF so that they can later be uploaded effectively. Please note that the final pdfs will be provided to the County municipalities and City for posting on the municipal websites.

### **Addendum 1F:**

In Appendix A- Specifications section 5.0-Delivery, Turnaround Time and Delivery Location (p. 21) the following article has been added as 5.3:

- 5.2 It is the responsibility of the Proponent to ensure the 2023 Collection Calendars are delivered to the correct location that has been requested by the seven County municipalities, EWSWA and the City; which typically amounts to nine total delivery locations. The Authority will provide the



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Proponent with the delivery location addresses when the Contract is awarded. All bundled and boxed calendars should be delivered to the municipalities in one shipment (e.g. all Leamington calendars will be delivered to Leamington's requested location 'together' on the same day and time). In the past, all County calendars (labelled in boxes) were shrink-wrapped on skids by location, and delivered by truck to the 8 specified locations during the second week in January. Any costs associated with delivery is the sole responsibility of the Proponent.

- 5.3 In the past it has taken the Proponent four to five weeks after the final PDF approval was received from the Authority to print and deliver the calendars to the requested nine delivery locations. The EWSWA endeavours to adhere to a schedule such that the delivery of the County calendars to these municipal locations are done no later than during the second week of January. Its important to note that the County calendars start February 2023. The City endeavours to adhere to a schedule which allows for the delivery of the City's calendars to their requested location during the second week of March as the City calendars start April 2023.

### **Question 1:**

We understand that the objective of this tender is to design, produce, print, and distribute 2023 waste collection calendars. Will the authority or county provide existing artwork which you intend to retain for the calendar, or do you recommend we design our own artwork for the 2023 calendar?

### **Response 1:**

As this information is included in the RFT, we ask that you kindly review the document for this information. More specifically, but not limited to, please refer to Schedule A-Scope of Work, Appendix A-Specifications and Appendix B-Collection Calendar Sample sections of the RFT.

### **Question 2:**

What is the allocated timeline for the Proponent to design the first prototype?



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### Response 2:

The prototype or “master calendar” as defined in the RFT in Appendix A- Specifications article 2.1- Master Calendar. The following updates have been made to this article:

2.1 Master Calendar: The Proponent will establish a “master calendar” to use as the base for each municipality. Once the “master calendar” is approved, the Proponent can move on to tailor the seven individual County municipal calendars and the eight City calendars. The “master calendar” will need to be produced within two weeks of the Proponent receiving award of the Contract or as approved by the Authority. It is important to note that the master calendar is **not** the first draft. The 'master calendar' will mainly consist of the months or the monthly grid. Most of the features and other information will be provided to the Proponent during the first, three draft stages after the “master calendar” is approved.

### Question 3:

We see that the number of copies to be produced is expected to be 164,000, which includes the city and municipal collection calendars. Please confirm this number?

### Response 3:

As noted in Schedule B- Bid Form (p.26), the total estimated quantity of calendars is 164,000 for the purposes of obtaining pricing for this RFT. This number is based off of the number of County and City calendars printed in 2022 as this is the most accurate data that the Authority had access to at the time of the RFT. This number is purely an estimate for the Proponent to submit a bid in Schedule B-Bid Form. However, it is important to note that once final numbers are provided to the Authority in November 2022 (County homes) and February 2023 (City homes), this number is expected to slightly increase due to these newly built homes and that the Proponent should consider this into their final pricing that they submit on the Schedule B- Bid Form.

### Question 4:

Why is the Authority looking to change from their existing vendor?



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## Response 4:

The EWSWA has issued this RFT to meet the requirements of a newly published internal procurement policy.

## Question 5:

Is full bleed necessary on calendar pages? Or are we allowed to use the four side margins similar to the picture shown below?



## Response 5:

In Appendix A-Specifications (p.18), this new article below, 1.8, will be added to 1.0 Base Calendar Design Specifications:

1.8 Page Bleed: There is a full bleed requirement on all calendar pages as shown in Figure A.



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Figure A. Shows page number on the right margin that makes it a full bleed.

### Question 6:

After reviewing all the information in the RFT there seems to be a discrepancy between the information on page 5 of 29 under 7.0 Submissions AND the Schedule E Draft Contract page 13 of 18, 22.0 Severability. Page 5, 7.0 Submissions states to send everything via email to Teresa Policella – Executive Assistant E-mail: [tpolicella@ewswa.org](mailto:tpolicella@ewswa.org) BUT page 13, 22.0 Severability, states that a hardcopy needs to be couriered to The Essex-Windsor Solid Waste Authority, 360 Fairview Avenue, West, Essex, Ontario N8M 1Y6. We just need clarification that Teresa Policella is to receive everything via email ONLY, that no hard copy is required.

### Response 6:

All RFT submissions are to be submitted as stated in Section 7.0 Submissions (Page 5 of 29) of the RFT. Schedule E- Draft Contract requirements are specific to Contract needs that will only pertain to the Proponent who is awarded the Contract.