

# ATTACHMENT #1 - SCHEDULE A

## TRUCK-LOAD ADHOC HIGHWAY SERVICES for MANITOBA 2022

### CONTENT

1. Truck-Load Adhoc Highway Services for MANITOBA.
  - 1.1. Description of Service
  - 1.2. Definitions
  - 1.3. Type/Specifications of Vehicle(s) required
  - 1.4. Other Vehicle & Operational Requirements
  - 1.5. Technical Requirements for Transporting IDC
    - 1.5.1. Product
    - 1.5.2. Logistic Track
    - 1.5.3. Tie Down Straps
    - 1.5.4. Power Tail Gate (PTG)
  - 1.6. Designated Tender Points (DTP) and Designated Delivery Points (DDP)
    - 1.6.1. Designated Tender Points (DTP)
    - 1.6.2. Designated Delivery Points (DDP)
  - 1.7. Other Requirements
  
2. Elections/Census Material Adhoc Delivery & Pick-up
  - 2.1. Description of Service
    - 2.1.1. Transportation of Election/Census Material between Postal Facilities
    - 2.1.2. Transportation of Election/Census Material from Correctional facilities
    - 2.1.3. Transportation of Election Material from SVO in Universities and Campuses
  - 2.2. Type/Specifications of Vehicle(s) required
  - 2.3. Other Vehicle & Operational Requirements
  
3. Insurance Requirements

# **ATTACHMENT #1 - SCHEDULE A**

## **TRUCK-LOAD ADHOC HIGHWAY SERVICES for MANITOBA 2022**

**Date: October 1, 2022 to September 30, 2023**

### **1. TRUCK-LOAD ADHOC HIGHWAY SERVICES for MANITOBA**

#### **1.1 DESCRIPTION OF SERVICE**

Transportation of mail between the Designated Tender Points (DTP) of Winnipeg & Brandon and various Designated Delivery Points (DDP) on an “as and when required” basis.

Designated Delivery Points for Straight Trucks may include Destinations such as, but not limited to Brandon, Portage La prairie, Selkirk, Dauphin, Steinbach and Winkler.

Canada Post has signed agreements for Adhoc Services in this Province with multiple Contractors. Call out for services under these Agreements will be based on a pricing matrix and may include preference criteria and considerations such as, but not limited to the Contractor’s:

- Contracted adhoc rates – Schedule “B”. Lowest rates will be given preference.
- Security clearance status, including driver clearances. All Contractor drivers with access to the mail, must comply with the Schedule “C” Security Requirements included in the Agreement.
- Availability and flexibility to provide the Service.
- Equipment availability.
- Response time.
- Geographic location.
- Past performance history with Canada Post.

#### **1.2 DEFINITIONS**

*For the purposes of this Agreement, the words ‘adhoc’ and ‘overload’ are used interchangeably.*

**Adhoc/Overload Services** – Canada Post defines Adhoc services as additional transportation requirements which are in addition or incremental to the Regularly Scheduled Service requirements. Adhocs are utilized on an “as required and when required” basis. The frequency and time of adhocs/overloads will vary and there is no guarantee to any particular Contractor. Adhoc/overload services are most likely to occur during volume peaks such as the month of December, but may occur at any time throughout the year.

**Authorization Number** - Is a reference number provided by the Canada Post Area Performance Centre or a Transportation Officer. Examples: PR201412345 or PA201412346. Where unscheduled transportation services are performed, an Authorization Number must be obtained prior to execution of the service.

**Designated Tender Point (DTP)** means the location where the Mail is tendered to the Contractor.

**Designated Delivery Point (DDP)** means the location where the Contractor shall deliver the Mail.

**Designated Intermediate Point (DIP)** means the delivery and/or pick-up location(s) in between the Designated Tender Point and Designated Delivery Point, which are located on the Route.

**Loose load/floor load** means when the Contractor must transfer Mail from Canada Post equipment into the floor of the vehicle

**Regular Schedule Service** – Transportation requirements which operate on a regular schedule and frequency under a separate Agreement.

*Note: These contracted services include adhoc provisions with established rates for additional services which are within the scope of the Regular Schedule Service being performed. When such adhoc services are performed, the Regularly Schedule Service adhoc rates will apply, not the rates of this adhoc agreement.*

**Surface Transport Report (STR)** - The STR is used by Canada Post to financially control and record the movement of mail and/or supplies/equipment via highway surface transport.

### 1.3 TYPE/SPECIFICATIONS OF VEHICLE(S) REQUIRED

Description	Vehicle Specification Type
Straight truck	8 – 17
Tractor Trailer	26 - 28

TYPE	DESCRIPTION	BOX MEASUREMENTS			CUBIC CAPACITY		PAYLOAD CAPACITY	GROSS VEHICLE WEIGHT (GVW)	MONO CAPACITY
		OUTSIDE LENGTH	OUTSIDE WIDTH	INSIDE HEIGHT	CUBIC FEET	CUBIC METERS			
8	STRAIGHT TRUCK	18' 5.49 m	8.5' 2.59 m	84" 213 cm	985	27.9	5400	8000	8 - S
9	STRAIGHT TRUCK	20' 6.1 m	8.5' 2.59 m	84" 213 cm	1097	31.0	6300	8000	9 - S
10	STRAIGHT TRUCK	20' 6.1 m	8.5' 2.59 m	96" 244 cm	1360	38.9	6300	11000	9 - S
11	STRAIGHT TRUCK	22' 6.7 m	8.5' 2.59 m	84" 213 cm	1208	34.2	7200	15800	11 - S
12	STRAIGHT TRUCK	22' 6.7 m	8.5' 2.59 m	96" 244 cm	1496	42.7	7200	15800	11 - S
13	STRAIGHT TRUCK	22' 6.7 m	8.5' 2.59 m	102" 259 cm	1500	42.5	7200	15800	11 - S 22 - D
14	STRAIGHT TRUCK	24' 7.31 m	8.5' 2.59 m	102" 259 cm	1554	44.0	7500	15800	11 - S 22 - D
15	STRAIGHT TRUCK	26' 7.92 m	8.5' 2.59 m	96" 244 cm	1637	46.4	8100	15800	12 - S 24 - D
16	STRAIGHT TRUCK	26' 7.92 m	8.5' 2.59 m	102" 259 cm	1879	53.7	7800	15800	12 - S 24 - D
17	STRAIGHT TRUCK	28' 8.53 m	8.5' 2.59 m	96" 244 cm	1765	50.0	8100	15800	13 - S 26 - D
26	TRAILER	53' 16.2 m	8.5' 2.59 m	102" 259 cm	3236	103.0	24000		26 - S 52 - D
27	CITY TRACTOR (6 WHEELS)								
28	HIGHWAY TRACTOR (10 WHEELS)								

## 1.4 OTHER VEHICLE & OPERATIONAL REQUIREMENTS

Barn doors	Yes
Roll up doors	No
Driver certification required to use CPC Industrial low lift trucks as per section 1.4kj)	Yes
Smartphone for Driver on duty	Yes
Tailgate lifter	Yes
Pallet lifter	No

- a) Upon request of CPC, drivers will be required to download on the required *Smartphone* a tracking application free of charge to track the movement of these monotainers. Any charges related to the use of the Smartphone and/or the required application (including, but not limited to data) are the responsibility of the Contractor.
- b) *Vehicle(s) appearance* shall be free of rust and body damage. Vehicle(s) must be kept in first rate operating condition for the entire term of the agreement, with appropriate safety equipment, to prevent delays. Vehicle(s) must be able to pass the appropriate Provincial Safety Inspection during the term of the agreement.
- c) *Monotainer (Mono)* - A container for bulk mail in transit between postal facilities. Consists of a rectangular welded steel base with open mesh sides constructed of horizontal and vertical wire rods welded at the crossover points. The monotainers may be stored in either the fully erected or fully collapsed condition.

**Dimensions: (Erected/Collapsed)**

Length 1322 mm /1322 mm  
 Width 1067 mm /1067 mm  
 Height 1115 mm / 260 mm  
 Weight 200 lbs (empty)

Monotainer capacity is for CPC reference only. When loose loading, the determining factor will be maximum licensed cargo capacity. S = Single monotainers D = Double stacked monotainers

- d) *Door Opening* – 95 to 102 inches clearance for straight trucks and tractor/trailer units for door opening from the highest point of the floor to lowest point of door.
- e) *Measurement and Payloads* – The above specifications are minimum requirements and are to be used as general guidelines only. Vehicle type, size and cube variations may be possible as long as the minimum cubic and payload capacities are met; as per Vehicle Specifications Type indicated.
- f) *Vehicle height to Dock level* - All straight trucks or tractor trailer units must meet industry standards for loading/unloading from a standard 48” ground to dock floor level high dock unless otherwise specified.
- g) *Restrictions* - No refrigerated (“reefer”) trucks are allowed. No propane heaters are allowed.
- h) All *equipment* must be licensed for the maximum legal Gross Vehicle Weight (G.V.W). All equipment must meet Federal, provincial and municipal regulations governing the use and condition of such equipment.

Straight trucks and trailers (except vehicles with a Power Tail Gate) have ICC bars in order to accommodate the Dock Lock systems at Canada Post mail processing facilities. If, for any reason, the contractor has to provide a substitute or replacement for the vehicle contracted under this Schedule A, the substitute vehicle must meet or exceed the contract specifications.

Drivers will install and/or remove wheel chocks to/from truck or trailer wheels at all stops on the schedule. A minimum of two chocks is required on opposing sides of the rear wheels.

All vehicle doors are to be furnished with a lock or locking mechanism in order to affix Canada Post seals if required. The Contractor must ensure that the vehicles and the keys for vehicles remain secure at all times.

- i) C.S.A. approved safety shoes must be worn at all times on CPC property and at any CPC Customer locations. CSA Z96-02 approved high-visibility traffic safety vest must be worn at all times.
- j) *Special Service Tasks* - The inside of the box/trailer must be kept clean at all times from refuse (dust, paper or cardboard waste etc.)

When requested by Canada Post, the Contractor shall separate by product line on the vehicle all mail picked up on the mail collection trip.

- k) *Motorized Material Handling Equipment (MMHE) Training* - The Contractor may have to use Industrial low lift trucks or Motorized Material Handling Equipment (MMHE) to perform the service on certain services.

Refer to the table under Section 1.4 – Other Vehicle & Operational Requirements to know if the driver(s) need a certification to use a MMHE.

If there is no need to use an industrial low lift truck or a MMHE equipment, then the Contractor acknowledges that in the performance of the work, the operation of manual and mechanized equipment may be required. Accordingly, in the event the Contractor uses or is required to use Canada Post equipment for loading and/or unloading of the mail, the Contractor shall make such use at its own risk and shall indemnify and hold Canada Post harmless pursuant to the indemnification provisions set forth in this agreement, with respect to any liability arising from such use.

If the driver(s) need(s) to use an industrial low lift truck or a MMHE equipment, then the contractor (at its own expense) shall provide personnel who are properly trained and certified (carry a card) in accordance to the Canada Labour Code (“Code”) and the Canadian/Provincial Occupational Health and Safety Regulations (“COSH”) level in the operation of industrial low lift trucks (Motorized Material Handling Equipment (MMHE), similar to LR7 and LW7).

The Contractor will be required to use Canada Post equipment for loading and/or unloading the mail, the Contractor shall make such use at its own risk and shall indemnify and hold Canada Post harmless pursuant to the indemnification provisions set forth in this Agreement, with respect to any liability arising from such use.

The contractor’s driver may be challenged, a certification document/card, in the use of MMHE, must be shown to any Canada Post Officials upon request. Lack of proof will require the contractor to provide a driver certified, in the use of MMHE, for the service or an alternate contractor (at the contractor’s expense) will be used until a certified driver can be provided.

- l) *Communications* - Contractor must provide 24-hour communication access to supervisory staff. If indicated under Section 1.4 – Other Vehicle & Operational Requirements, the Contractor must provide a working Smartphone for the Driver at all times while on duty.
- m) Any *service irregularities*, problem or delays (breakdowns, weather, facility delays, etc) must be reported to the Area Performance Centre (APC) (1-800-665-8732) within 15 minutes of occurrence.
- n) *Canada Post Keys* - CPC Keys must be kept secure at all times. Loss of keys must be reported to Regional Control Centre. The Contractor is liable for any costs due to the loss of keys.

- o) *Dock Procedures* - It is the responsibility the Contractor to ensure their drivers familiarize themselves and follow dock procedures at all times. Dock procedures are posted on the dock at all Canada Post mail processing plants.
- p) *Statutory Holidays* – New Year’s Day, Good Friday, Easter Monday, Victoria Day, Civic Holiday (except Quebec).
- q) *Operating rules on Statutory Holidays* – The Contractor will be required to operate on Statutory Holidays. However, for the purpose of determining payment for services required to operate on a statutory holiday, the following rules and definitions will apply.

Canada Post reserves the right to substitute a statutory holiday for a cancelled normal operating day. A modification to the schedule, which precedes or follows a statutory holiday, may be required resulting in cancelled trip(s), e.g. cancelling the regular Saturday and Sunday trip preceding a holiday Monday. In such cases the Contractor may be required to operate on the statutory holiday in lieu of the cancelled trip. No additional payment will be allowed.

Payment for services operating on a statutory holiday excluding situations described as on paragraph above will be based on pro-rata rate only as per the annual contract value.

- r) *Mail Security* - All Vehicle doors are to be furnished with a lock or locking mechanism in order to affix Canada Post Seals if required. The Contractor must ensure that the vehicles and keys remain secure at all times. Under no circumstances should a trailer or truck containing Mail be left unattended. When travelling, the trailer or truck containing Mail products must have its doors secured with a lock provided by the Contractor. The contractor, or their representative must, at the end of each direction of service, ensure that the content of their vehicle is free of Mail products

## 1.5 TECHNICAL REQUIREMENTS FOR TRANSPORTING IDC

This Section defines the technical requirements for transporting the Induct Delivery Cart (IDC) for regional Contractors.

### 1.5.1. Product

IDC dimensions are 1,422mm (56") long X 610mm (24") wide X 1,575 mm (62") high. Maximum weight of the IDC is 485 kg (1067 lb).

IDC carts will be loaded lengthwise, 4 in each row. They will be transported with the brake activated.



As per the National Safety Code for Motor Carriers, Standard 10, the IDCs must be restrained in the vehicle to prevent unacceptable movement during transportation.

Each row of 4 IDCs must be secured for 725kg. If the load securement device used has a working load limit of  $\geq 1450\text{kg}$ , you can secure every 2 rows of carts instead of every row.

### 1.5.2. Logistic Track

A minimum of two rows of “Combination” logistic track (E & F w/25mm (1”) hole), installed horizontally at heights of 915 mm (37”) center of track and 1,830 mm (72”) center of track above the floor, recessed into the lining, for the full length of the sides walls and secured to each wall post. If the bottom track is situated between 30” and 37”, it is also acceptable.

The bottom logistic track will be used to secure IDCs and Monotainers. The top row of logistic track will be use to secure double stacked Monotainers. If the contractor does not need to transport double stacked Monos, the logistic track at 1,830 mm (72”) is not required.

Other horizontal logistic track types are acceptable as long as they provide for IDCs load securement in respect of the National Safety Code for Motor Carriers.



Combo track

### 1.5.3. Tie Down Straps

Sets of tie down straps, compatible with the cargo restraint system shall be supplied.

The inventory of tie down straps depends on the truck size and on the working load limit (WLL) of the straps:

Quantity of tie down straps per strap working load limit (WLL)		
Truck size	725 kg $\geq$ WLL < 1450kg	WLL $\geq$ 1450kg
	Secure every row of IDCs	Secure every 2 rows of IDCs
18'	5	3
20'	5	3
22'	6	4
24'	6	4
33'	8	5
36'	8	5
45'	11	6
48'	11	6
53'	12	7

- a) Tie down strap minimum length is 4,877 mm (192”). It is recommended to have the fixed length at 1,220 mm (48”) but this is not mandatory.

- b) Minimum overall working load limit of the tie down strap assembly is 725kg for every row of 4 IDCs. It is recommended to use a tie down strap with a working load limit  $\geq 1,450\text{kg}$  (3,300lbs) to secure every 2 rows of IDCs instead of every row.
- c) Wide handle ratchet straps shall have 2 inch (51mm) narrow “J” hook end fittings.
- d) Alternative tie down straps can be used if the working load limit is  $\geq 725\text{kg}$  for every row of 4 IDCs.
- e) Load bars with E-clip ends with the proper working load limit can be used as long as it does not impact the capacity of the vehicle (related to the amount of IDCs needed to transport in the contract.). If load bars are used, an inventory of 2 tie down straps per vehicle is needed to secure uneven rows of IDCs.



J-Hook of tie down strap



Load Bar E-clip

Quantity of IDCs per truck size if secured by tie down strap or by load bars		
Size	Tie down straps	Load Bars
18'	13	12
20'	16	13
22'	17	16
24'	20	17
33'	25	24
36'	28	27
45'	37	33
48'	40	36
53'	44	40

*\*In this table, if the quantity of carts is not a factor of 4 IDC, it is because it is assumed that the last IDC would be loaded width wise to maximize the capacity of the vehicle.*

#### 1.5.4. Power Tail Gate (PTG)

A power tailgate will be needed to load and unload IDCs at certain sites without high dock or platform lift.

- a) It is recommended to use a “Fold away” power tail gate that folds below the truck when not in use.
- b) The minimum capacity of the lift gate is 1,814kg (4,000lbs).
- c) Aluminum, minimum platform size 1,727mm X 2,032mm (68” x 80”) with a 254mm (10”) retention ramp, also referred as lip or roll-stop.



- d) The platform must stay leveled for the whole travel so that the carts do not tip over. (Must be designed to load/unload carts).
- e) In cab power tail gate shut off switch.



Power Tail Gate

- f) If the contractor wants to use another type of lift gate, this lift gate must be approved by the network department as to ensure that it will meet the minimum specification and safety requirement to transport carts.
- g) If a column lift gate or rail lift gate type is used, the column and chain mechanism usually reduces the clearance width of the truck back door. The minimum width between these mechanisms must be of 89" so that the dock plate of the high dock can fit inside the vehicle.

## 1.6 DESIGNATED TENDER POINTS (DTP) AND DESIGNATED DELIVERY POINTS (DDP)

### 1.6.1. Designated Tender Points (DTP)

- Winnipeg - Mail Processing Plant (MPP) - 1870 Wellington Ave., Winnipeg, MB, R3H 3H3
- Brandon - Mail Processing Plant (MPP) - 914 Douglas St., Brandon, MB, R7A 0P0

### 1.6.2. Designated Delivery Points (DDP) Locations with Live Off-Loads:

Where Canada Post performs live off-loads at the Designated Delivery Points, the Contractor should take into consideration up to three (3) hours of off-loading time from the time of arrival. The following locations will be considered a live off-load location during business hours only (which varies per location):

- Brandon - Mail Processing Plant (MPP) - 914 Douglas St., Brandon, MB R7A 0P0
- Regina - Mail Processing Plant (MPP) - 2200 Saskatchewan Dr., Regina, SK, S4P 0B5
- Saskatoon - Mail Processing Plant (MPP) – 817-51<sup>st</sup> St. E., Saskatoon, SK, S7K 0G9
- Yorkton – Mail Processing Plant (MPP) – 70 Ball Road, Yorkton, SK, S3N 3G0

For the following Designated Delivery Points, the Contractor's driver must offload – MMHE Certification required only for Mono compatible locations. These DDP are mono capable and the product will move in monos from point to point.

#### These DDP locations require a Tractor Trailer or a Straight Truck:

- Portage La Prairie – Main Post Office (MPO) – 9 Saskatchewan Ave. W., Portage La Prairie, MB, R1N 0P0 (IDC and Mono compatible)

These DDP locations require a Straight Truck with Power Tail Gate:

- Selkirk – Main Post Office (MPO) – 356 Main St., Selkirk, MB, R1A 1T0 (IDC compatible)
- Dauphin – Main Post Office (MPO) – 321 Main St. N., Dauphin, MB, R7N 1A0 (Mono compatible)
- Steinbach – Main Post Office (MPO) – 302 Main St., Steinbach, MB, R5G 1A0 (IDC compatible)
- Winkler – Main Post Office (MPO) – 312 Sixth St., Winkler, MB, R6W 1A0 (IDC compatible)

These DDP locations require a Tractor Trailer without a Power Tail Gate

- Flin Flon – Main Post Office (MPO) – 54 Main St., Flin Flon, MB, R8A 1J0
- Thompson – Main Post Office (MPO) – 103 Selkirk Ave., Thompson, MB, R8N 0L0

In all offices not listed above, the Contractor is responsible for loading and unloading all mail. Be aware that most offices will not have staff in building or any equipment to assist in this and all products will have to be loaded and/or unloaded by hand.

Care needs to be taken to ensure Mail products are handled with care to avoid damage to parcels or mail containers.

Product offloaded at the post offices must be unloaded and staged at level height of the mono or cart with the excess placed on the floor or designated carts meant for this purpose.

## **1.7 OTHER REQUIREMENTS**

- a) Contractors with 24 hour dispatch or communication may be given preference. As per Canada Post Corporation 24hr work schedule, the Contractor may be called at various hours to perform adhoc duties (e.g. contacted at 02:00 pm for a 04:00 pm departure on the same day)
- b) The Contractor must provide contingency for service failures or mechanical breakdowns. Contingency plans may include providing immediate back up vehicles and/or drivers to assure prompt continuity of the requested services. Failure to recover a load in a reasonable time will result in CPC providing a contingency and charging such cost back to the Contractor.
- c) Contractors and drivers must be familiar with Canada Post paperwork including Surface Transportation Reports (STR), Scan to Vehicle document (STV), Statement of Mailings, manifests, etc.
- d) If requested, Contractors/drivers may be required to tally and report volumes picked up or dropped off.
- e) Contractors required to perform pick-up/delivery service to Canada Post's Customers must maintain the highest industry standards of grooming and must be Customer sensitive and Customer oriented.
- f) Contractors should be aware that delays may occur during high volume periods such as the December holiday season. Seasonal delays should be accounted for when rates are submitted.
- g) Authorization numbers (and Surface Transportation Reports (STR) if available) must be obtained before an overload is performed and must be submitted with the Contractor's invoices. It is the Contractor's responsibility to obtain the Authorization Number and documentation from the dispatching Postal location. The Contractor must maintain these records and ensure accuracy.
- h) Canada Post requires exclusive use of all Contractor's vehicles unless other arrangements have been approved by Canada Post in advance.

- i) All loads must go direct to Destination without stop off at non Canada Post facilities, unless otherwise approved by Canada Post.
- j) The dimension of overload vehicles must meet Canada Post vehicle specifications.
- k) The Contractor is responsible to assure that all dispatched drivers are security cleared in accordance with Canada Post Security Requirements in Schedule “C” of the sample Agreement included in Attachment #3.
- l) All rates submitted under Section 1 must be inclusive of all Contractor costs which are required to execute the requested service, such as, but not limited to fuel, wages, smartphone expenses, vehicle maintenance and insurance, weather related delays, contingencies, detours, wait times, layover expenses and toll fees.

## **2. ELECTIONS/CENSUS MATERIAL ADHOC DELIVERY & PICKUP**

### **2.1 DESCRIPTION OF SERVICE**

#### **2.1.1. Transportation services of Election/Census Material between Postal facilities and specific delivery points across the Province of Manitoba.**

This service requires the delivery of Electoral/Census Material in Monotainers to the Return Offices (RO) prior and after each Federal/Provincial Election/Census.

- a) There will be multiple waves of deliveries and pickups as part of each requirement. Specific Timetables, schedules, delivery and pick-up locations will be provided to the Contractor on a project-by-project basis. Delivery/pickup appointments will be made by Canada Post regional coordinators
- b) The vehicle required is a Straight Truck (5Ton) with Tail Gates, able to accept CPC Monotainers in a single stack as indicated in the table under Section 2.2 below, in order to facilitate loading/unloading.
- c) Each delivery/pick up requires one driver and one helper to facilitate White-Glove Delivery/Pick-up Service which includes manual breakdown and manual delivery/pick-up of product into/from any required offices as specified by relevant staff.
- d) Each Straight Truck must have one manual pallet jack and one dolly
- e) Each delivery may vary from 1 to 10 monotainers per trip
- f) Material must be delivered inside an office or house as instructed by relevant staff
- g) Empty monotainers must be returned right after the delivery to the same origin Postal facility
- h) The **delivery operations** to the Return Office (RO) includes pickup monotainers at the Postal facility, deliver them at the RO office and bring back empty monotainers to the Canada Post facility of origin
- i) The **pickup operations** at the Return Office (RO) includes a stop at the Postal facility to get empty monotainers, pickup at the RO office and deliver the loaded monotainers at the same Postal facility

#### **2.1.2. Transportation services of Election/Census Material from Correctional Facilities.**

This service includes the collection of Election/Census Material from Correctional Facilities across the Province of Manitoba and its delivery to specified Canada Post facilities. Specific addresses for pick-up and delivery will be determined on a per-project basis.

- a) Pick up and drop off date will be on the same day, unless the drop off occurs shortly after midnight.
- b) Time of pick up **MUST BE** between 20:00 and 21:00 hours local time on the date specified unless otherwise directed.
- c) The delivery of the Election/Census Material to the Canada Post facility indicated must be executed immediately after the pick-up takes place. The designated Canada Post facility receiving the Election/Census Material will remain open specifically for this purpose and will be awaiting your delivery, regardless of the time of day or night.
- d) The vehicle required is either a car or minivan, as long as it is reliable and permits the Contractor to complete the task within the shortest amount of time possible.
- e) The distance to travel in some locations may be as little as 1 km and up to 1,000 km depending upon the location of the facilities.
- f) Election/Census Material **CANNOT** be left unattended for any amount of time.

**2.1.3. Transportation services of Electoral Material from Special Voting Offices (SVO) in Universities and Campuses.**

This service includes the collection of Electoral Material in a courier bag from Special Voting Offices (SVO) such as Universities and campuses across the Province of Manitoba and its delivery to specified Canada Post local facilities. Specific addresses for pick-up and delivery will be determined on a per-project basis.

- a) One daily pick up of a courier bag from the SVO and its immediate delivery to the local Post Office indicated.
- b) Pickups may be scheduled everyday (including weekends) within a short period of time (usually 5-6 days) during business hours
- c) The vehicle required is either a car or minivan, as long as it is reliable and permits you to complete the task within the shortest amount of time possible.

**2.2 TYPE/SPECIFICATIONS OF VEHICLE(S) REQUIRED**

Description	Vehicle Specification Type
Car or Minivan	1
Straight truck with Tail Gate	9 - 13

TYPE	DESCRIPTION	BOX MEASUREMENTS			CUBIC CAPACITY		PAYLOAD CAPACITY	GROSS VEHICLE WEIGHT (GVW))	MONO CAPACITY
		OUTSIDE LENGTH	OUTSIDE WIDTH	INSIDE HEIGHT	CUBIC FEET	CUBIC METERS			
1	CAR / MINIVAN				150	4.2	500		
9	STRAIGHT TRUCK	20' 6.1 m	8.5' 2.59 m	96" 244 cm	1360	38.9	6300	11000	9 - S
10	STRAIGHT TRUCK	22' 6.7 m	8.5' 2.59 m	96" 244 cm	1496	42.7	7200	15800	11 - S
11	STRAIGHT TRUCK	22' 6.7 m	8.5' 2.59 m	102" 259 cm	1500	42.5	7200	15800	11 - S
12	STRAIGHT TRUCK	24' 7.31 m	8.5' 2.59 m	102" 259 cm	1554	44.0	7500	15800	11 - S
13	STRAIGHT TRUCK	26' 7.92 m	8.5' 2.59 m	102" 259 cm	1879	53.7	7800	15800	12 - S

### 2.3 OTHER VEHICLE & OPERATIONAL REQUIREMENTS

Barn doors	No
Roll up doors	No
Driver certification required to use CPC Industrial low lift trucks as per section 2.3 k)	No
Smartphone for Driver on duty	Yes
Tailgate	Yes
1 Manual Pallet jack in each truck	Yes
1 Dolly on each truck	Yes

- a) Upon request of CPC, drivers will be required to download on the required *Smartphone* a tracking application free of charge to track the movement of these monotainers. Any charges related to the use of the Smartphone and/or the required application (including, but not limited to data) are the responsibility of the Contractor.
- b) *Vehicle(s) appearance* shall be free of rust and body damage. Vehicle(s) must be kept in first rate operating condition for the entire term of the agreement, with appropriate safety equipment, to prevent delays. Vehicle(s) must be able to pass the appropriate Provincial Safety Inspection during the term of the agreement.
- c) *Monotainer (Mono)* - A container for bulk mail in transit between postal facilities. Consists of a rectangular welded steel base with open mesh sides constructed of horizontal and vertical wire rods welded at the crossover points. The monotainers may be stored in either the fully erected or fully collapsed condition.

**Dimensions: (Erected/Collapsed)**

Length 1322 mm /1322 mm  
 Width 1067 mm /1067 mm  
 Height 1115 mm / 260 mm  
 Weight 200 lbs (empty)

Monotainer capacity is for CPC reference only. When loose loading, the determining factor will be maximum licensed cargo capacity. S = Single monotainers D = Double stacked monotainers.

- d) *Door Opening* – 95 to 102 inches clearance for straight trucks and tractor/trailer units for door opening from the highest point of the floor to lowest point of door.
- e) *Measurement and Payloads* – The above specifications are minimum requirements and are to be used as general guidelines only. Vehicle type, size and cube variations may be possible as long as the minimum cubic and payload capacities are met; as per Vehicle Specifications Type indicated.
- f) *Vehicle height to Dock level* - All straight trucks or tractor trailer units must meet industry standards for loading/unloading from a standard 48" ground to dock floor level high dock unless otherwise specified.
- g) *Restrictions* - No refrigerated (“reefer”) trucks are allowed. No propane heaters are allowed.
- h) All *equipment* must be licensed for the maximum legal Gross Vehicle Weight (G.V.W). All equipment must meet Federal, provincial and municipal regulations governing the use and condition of such equipment.

Straight trucks and trailers (except vehicles with a Power Tail Gate) must have ICC bars in order to accommodate the Dock Lock systems at Canada Post mail processing facilities. If, for any

reason, the contractor has to provide a substitute or replacement for the vehicle contracted under this Schedule A, the substitute vehicle must meet or exceed the contract specifications.

Drivers will install and/or remove wheel chocks to/from truck or trailer wheels at all stops on the schedule. A minimum of two chocks is required on opposing sides of the rear wheels.

All vehicle doors are to be furnished with a lock or locking mechanism in order to affix Canada Post seals if required. The Contractor must ensure that the vehicles and the keys for vehicles remain secure at all times.

- i) C.S.A. approved safety shoes must be worn at all times on CPC property and at any CPC Customer locations. CSA Z96-02 approved high-visibility traffic safety vest must be worn at all times.
- j) *Special Service Tasks* - The inside of the box/trailer must be kept clean at all times from refuse (dust, paper or cardboard waste etc.)

When requested by Canada Post, the Contractor shall separate by product line on the vehicle all mail picked up on the mail collection trip.

- k) *Motorized Material Handling Equipment (MMHE) Training* - The Contractor may have to use Industrial low lift trucks or Motorized Material Handling Equipment (MMHE) to perform the service on certain services.

Refer to the table under Section 1.4 – Other Vehicle & Operational Requirements to know if the driver(s) need a certification to use a MMHE.

If there is no need to use an industrial low lift truck or a MMHE equipment, then the Contractor acknowledges that in the performance of the work, the operation of manual and mechanized equipment may be required. Accordingly, in the event the Contractor uses or is required to use Canada Post equipment for loading and/or unloading of the mail, the Contractor shall make such use at its own risk and shall indemnify and hold Canada Post harmless pursuant to the indemnification provisions set forth in this agreement, with respect to any liability arising from such use.

If the driver(s) need(s) to use an industrial low lift truck or a MMHE equipment, then the contractor (at its own expense) shall provide personnel who are properly trained and certified (carry a card) in accordance to the Canada Labour Code (“Code”) and the Canadian/Provincial Occupational Health and Safety Regulations (“COSH”) level in the operation of industrial low lift trucks (Motorized Material Handling Equipment (MMHE), similar to LR7 and LW7.

The Contractor will be required to use Canada Post equipment for loading and/or unloading the mail, the Contractor shall make such use at its own risk and shall indemnify and hold Canada Post harmless pursuant to the indemnification provisions set forth in this Agreement, with respect to any liability arising from such use.

The contractor’s driver may be challenged, a certification document/card, in the use of MMHE, must be shown to any Canada Post Officials upon request. Lack of proof will require the contractor to provide a driver certified, in the use of MMHE, for the service or an alternate contractor (at the contractor’s expense) will be used until a certified driver can be provided.

- l) *Communications* - Contractor must provide 24-hour communication access to supervisory staff. The Contractor must provide a working Smartphone for the Driver at all times while on duty.
- m) Any *service irregularities*, problem or delays (breakdowns, weather, facility delays, etc) must be reported to the Area Performance Centre (APC) (1-800-665-8732) within 15 minutes of occurrence.

- n) *Canada Post Keys* - CPC Keys must be kept secure at all times. Loss of keys must be reported to Regional Control Centre. The Contractor is liable for any costs due to the loss of keys.
- o) *Dock Procedures* - It is the responsibility the Contractor to ensure their drivers familiarize themselves and follow dock procedures at all times. Dock procedures are posted on the dock at all Canada Post mail processing plants.
- p) *Statutory Holidays* – New Year’s Day, Good Friday, Easter Monday, Victoria Day, Civic Holiday (except Quebec).
- q) *Operating rules on Statutory Holidays* – The Contractor will be required to operate on Statutory Holidays. However, for the purpose of determining payment for services required to operate on a statutory holiday, the following rules and definitions will apply.

Canada Post reserves the right to substitute a statutory holiday for a cancelled normal operating day. A modification to the schedule, which precedes or follows a statutory holiday, may be required resulting in cancelled trip(s), e.g. cancelling the regular Saturday and Sunday trip preceding a holiday Monday. In such cases the Contractor may be required to operate on the statutory holiday in lieu of the cancelled trip. No additional payment will be allowed.

Payment for services operating on a statutory holiday excluding situations described as on paragraph above will be based on pro-rata rate only as per the annual contract value.

- r) *Mail Security* - All Vehicle doors are to be furnished with a lock or locking mechanism in order to affix Canada Post Seals if required. The Contractor must ensure that the vehicles and keys remain secure at all times. Under no circumstances should a trailer or truck containing Mail be left unattended. When travelling, the trailer or truck containing Mail products must have its doors secured with a lock provided by the Contractor. The contractor, or their representative must, at the end of each direction of service, ensure that the content of their vehicle is free of Mail products

### **3. INSURANCE REQUIREMENTS**

In accordance with Section 9.0 of the sample Agreement in Attachment #3 of this RFQ, the Contractor shall provide and maintain, at its own expense, the following minimum insurance coverage:

- a) **Commercial General Liability insurance**, with a minimum limit of \$1,000,000.00 per occurrence for personal injury, bodily injury (including death) and property damage, unless the Contractor utilizes a tractor-trailer type vehicle in which case a minimum of \$2,000,000.00 per occurrence. Canada Post shall be added to the policy as an additional insured and the policy shall contain cross liability and severability of interest clauses.
- b) **Commercial Automobile Liability insurance**, with a minimum limit of \$2,000,000.00 per occurrence for bodily injury (including death) and property damage, unless the Contractor utilizes a tractor-trailer type vehicle in which case a minimum of \$3,000,000.00 per occurrence.
- c) **Cargo insurance** covering the property of others in the Contractor's care, custody or control with a minimum limit of \$25,000.00 per occurrence for vehicles less than 5 tons; \$50,000.00 per occurrence for vehicles of 5 tons or greater; or \$100,000.00 per occurrence for tractor-trailer type vehicles.