

ATTACHMENT #2 - SCHEDULE B
HIGHWAY SERVICES ADHOC RATES for MANITOBA 2022

The Proposer is to submit this Schedule “B” to Tender Control as per the instructions in Section 1.1 – Submission requirements of this RFQ. The Proposer shall complete all applicable fields in Sections 1 & 2 and sign/date the submission below.

PROPOSER INFORMATION

Name of Company:	
Address:	
Phone Number:	
Email Address:	
Name of Representative:	
Name of person who will sign the Contract:	

Declaration of actual or potential Conflict of Interest
Are you related to a Canada Post employee, or are you a current employee of Canada Post? <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
If Yes, please provide details:
Are you aware of any business or personal matter that may present a conflict of interest between you and/or your company and Canada Post? <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
If Yes, please provide details:

 Proposer's Name

 Proposer's Signature

ATTACHMENT #2 - SCHEDULE B

HIGHWAY SERVICES ADHOC RATES for MANITOBA 2022

Rates effective from October 1, 2022 to September 30, 2023

CONTENT

1. Truck-Load Highway Adhoc Rates for MANITOBA
 - 1.1. Adhoc Rates for Dedicated TRACTOR & TRAILER Services
 - 1.1.1. Round Trip Rates (Tractor & Trailer)
 - 1.1.2. Hourly or Per Km Rates (Tractor & Trailer)
 - a) Minimum Call-Out Charge (Tractor & Trailer)
 - b) Rate per Km and Charge per Additional Stop (Tractor & Trailer)
 - c) Hourly Rates for Urban Services (Tractor & Trailer)
 - 1.1.3. Additional Trailer Rates (Tractor & Trailer)
 - 1.1.4. Additional Helper Rate (Tractor & Trailer)
 - 1.2. Adhoc Rates for Dedicated STRAIGHT TRUCK (5 Ton Chassis)
 - 1.2.1. Round Trip Rates (Straight Truck)
 - 1.2.2. Hourly or Per Km Rates (Straight Truck)
 - a) Minimum Call-Out Charge (Straight Truck)
 - b) Rate per Km and Charge per Additional Stop (Straight Truck)
 - c) Hourly Rates for Urban Services (Straight Truck)
 - 1.2.3. Additional Helper Rate (Straight Truck)
 - 1.3. Rate Conditions
2. Adhoc Rates for Delivery & Pick-up of Election/Census Material
 - 2.1. Adhoc Rates for transportation of Election/Census Material between Postal facilities
 - 2.2. Adhoc Rates for transportation of Election/Census Material from Correctional facilities
 - 2.3. Adhoc Rates for transportation of Election Material from SVO in Universities and Campuses
3. Invoicing Procedures

ATTACHMENT #2 - SCHEDULE B

HIGHWAY SERVICES ADHOC RATES for MANITOBA 2022

1. TRUCK-LOAD HIGHWAY ADHOC RATES for MANITOBA

1.1. ADHOC RATES for DEDICATED TRACTOR & TRAILER SERVICES

All rates must be:

- (i) **INCLUSIVE** of all Contractor costs which are required to execute the requested service, such as, but not limited to wages, smartphone expenses, vehicle maintenance and insurance, weather related delays, contingencies, detours, wait times, layover expenses and toll fees.
- (ii) **EXCLUDE FUEL:** The Contractor must invoice the fuel cost in the same invoice of the service. Rates for fuel, derived from the Monthly Retail Pump Price Survey listed on the Kalibrate website at <https://charting.kalibrate.com/> shall be based on the month(s) when the service is rendered and the price per litre for **diesel** Retail Price from the nearest town shall be considered as the Tendered Base Price of Fuel (TBPF) for this Agreement.

Canada Post shall calculate the Fuel Adjustment amount as follows:

$$\text{FUEL ADJUSTMENT FACTOR (a) X ESTIMATED FUEL CONSUMPTION (b x c) = FUEL ADJUSTMENT (\$)}$$

Where:

- (a) Fuel Adjustment Factor = the difference between the monthly average price (MAP) and the Tender Base Price of Fuel bid (TBPF).

Estimated monthly fuel consumption:

- (b) Fuel Consumption Rates:

Tractor/Trailer = 45.0 litres / 100 km

- (iii) **EXCLUDE GST/HST:** The Service under this Agreement is zero-rated for the purposes of the Goods and Services Tax and the Harmonized Sales Tax (hereinafter referred to as "GST" and "HST") pursuant to Section 11 of Part VII of Schedule VI to the Excise Tax Act, R.S.C. 1985, Chapter E-15, as amended from time to time. It is also zero-rated for the purposes of the Quebec Sales Tax pursuant division VII of chapter IV of the Quebec Sales Tax Act, as amended from time to time.

All tractor-trailer rates as outlined in section 1.1.1 and 1.1.2 must take into consideration that a dropped trailer may be required at the Designated Tender Point (DTP) for purposes of preloading, up to 72 hours prior to the scheduled departure time.

1.1.1. Round Trip Rates (Tractor & Trailer)

Where a direct drive trip is required, the following rates will apply (Excluding Fuel):

Designated Tender Point (DTP)	Designated Delivery Point (DDP)	Rate per Round Trip (No return load)	Rate per Round Trip (with a return load)
Winnipeg MPP	Portage La Prairie MPO	\$	\$
Winnipeg MPP	Brandon MPP	\$	\$
Winnipeg MPP	Thompson MPO	\$	\$
Winnipeg MPP	Flin Flon MPO	\$	\$
Winnipeg MPP	Regina MPP	\$	\$
Winnipeg MPP	Saskatoon MPP	\$	\$
Winnipeg MPP	Yorkton MPP	\$	\$
Winnipeg MPP	Thunder Bay MPP	\$	\$
Winnipeg MPP	Dryden MPP	\$	\$

Rates proposed under this Section 1.1.1 must be inclusive of all costs associated with performing the required Round Trip except for fuel.

- (i) Where a required service under the table above is requested by CPC with one week or more in advance and such service is performed for a period of 1 week to a maximum of 3 weeks, the Contractor will offer a discount of _____% on the rates proposed under Section 1.1.1.
- (ii) Where a required service under the table above is requested by CPC with one week or more in advance and such service is performed for a period of 4 weeks to a maximum of 8 weeks, the Contractor will offer a discount of _____% on the rates proposed under Section 1.1.1.
- (iii) Where a required service under the table above is requested by CPC with one week or more in advance and such service is performed for a period of 8 weeks or greater, the Contractor will offer a discount of _____% on the rates proposed under Section 1.1.1.

1.1.2. Hourly or Per km Rates (Tractor & Trailer)

Where a direct drive trip rate as per Section 1.1.1 does not apply, the following rates will apply:

a) Minimum Call-Out Charge (Tractor & Trailer)

Where services rendered are of minimal distance or time, a minimum charge may be invoiced. The Minimum Charge will only apply when the total calculated charge as per Section 1.1.2 b) or Section 1.1.2 c) is less than the Minimum Charge Rate. The Minimum Charge Rate is NOT in addition to the Rate per km or Rate per Hour. The Minimum Charge should be excluding fuel.

Minimum Call Out Charge (Tractor & Trailer)	\$
---	----

b) Rate per km and Charge per Additional Stop (Tractor & Trailer)

Where highway services are performed, the following Per km and Charge per Additional Stop rates will apply (Excluding Fuel):

Designated Tender Point (DTP)	Designated Delivery Point (DDP) (km reference based on total round trip distance)	Rate per KM	Charge per Additional Stop
Winnipeg MPP	To destinations less than 500 km	\$	\$
Winnipeg MPP	To destinations from 500 km to 999 km	\$	\$
Winnipeg MPP	To destinations greater than 999 km	\$	\$

Designated Tender Point (DTP)	Designated Delivery Point (DDP) (km reference based on total round trip distance)	Rate per KM	Charge per Additional Stop
Brandon MPP	To destinations less than 500 km	\$	\$
Brandon MPP	To destinations from 500 km to 999 km	\$	\$
Brandon MPP	To destinations greater than 999 km	\$	\$

Unless otherwise specified, it is expected that continual transit is required to reach final destination and the Contractor must price accordingly based on distance/time outlined.

Schedule/trip planning and rates must be in accordance with all Federal & Provincial laws and driver hours of service must be honoured. Therefore, rates proposed under this Section 1.1.2 b) must be inclusive of all costs associated with the required trip.

- (i) Where a required service under the table above is requested by CPC with one week or more in advance and such service is performed for a period of 1 week to a maximum of 3 weeks, the Contractor will offer a discount of _____% on the rates proposed under Section 1.1.2.
- (ii) Where a required service under the table above is requested by CPC with one week or more in advance and such service is performed for a period of 4 weeks to a

maximum of 8 weeks, the Contractor will offer a discount of _____% on the rates proposed under Section 1.1.2.

- (iii) Where a required service under the table above is requested by CPC with one week or more in advance and such service is performed for a period of 8 weeks or greater, the Contractor will offer a discount of _____% on the rates proposed under Section 1.1.2.

c) Hourly Rates for Urban Services (Tractor & Trailer)

Where services are performed strictly within an urban area, the following Hourly Rates will apply (Excluding fuel):

Hourly Rates for Urban Services (Tractor & Trailer)	\$
---	----

Rates proposed under this Section 1.1.2 c) must be inclusive of all costs associated with performing the required trip, excluding fuel.

1.1.3. Additional Trailer Rates (Tractor & Trailer)

Where Canada Post requests additional trailers for extended periods in Winnipeg and/or Brandon, which are beyond the stated timeframe stated in Section 1.1, the following rates will apply:

DTP	Per Day	Per Week	Per Month
Winnipeg MPP	\$	\$	\$
Brandon MPP	\$	\$	\$

Rates proposed under this Section 1.1.3, must include all costs associated with positioning the trailer to the Canada Post Facility and subsequent return back to the Contractor’s location. Where the total daily rate exceeds the weekly rate, the Contractor will invoice the lesser amount. Where the total weekly rate exceeds the monthly rate, the Contractor will invoice the lesser amount.

Additional trailers may be requested by Canada Post for purposes of creating trailer pools for purposes of preloading or in situations where unloading delays occur and the Contractor is requested to drop the full trailer.

1.1.4. Additional Helper Rate (Tractor & Trailer)

Where Canada Post requests additional manpower to assist the driver with activities, such as, but not limited to loading, unloading, and/or securing the Mail, the following hourly rates will apply for each additional helper:

Hourly Rates for an Additional Helper (Tractor & Trailer)	\$
---	----

Rates proposed under this Section 1.1.4 apply only when Canada Post has specifically requested an additional helper. These rates do not apply when the rate quoted under Sections 1.1.1, 1.1.2 b) and 1.1.2 c) is requested, as these rates already would include the additional helper if required.

1.2. ADHOC RATES for DEDICATED STRAIGHT TRUCK (5 TON CHASSIS)

All rates must be:

- (i) **INCLUSIVE** of all Contractor costs which are required to execute the requested service, such as, but not limited to wages, smartphone expenses, vehicle maintenance and insurance, weather related delays, contingencies, detours, wait times, layover expenses and toll fees.
- (ii) **EXCLUDE FUEL:** The Contractor must invoice the fuel cost in the same invoice of the service. Rates for fuel, derived from the Monthly Retail Pump Price Survey listed on the Kalibrate website at <https://charting.kalibrate.com/> shall be based on the month(s) when the service is rendered and the price per litre for **diesel** Retail Price from the nearest town shall be considered as the Tendered Base Price of Fuel (TBPF) for this Agreement.

Canada Post shall calculate the Fuel Adjustment amount as follows:

$$\text{FUEL ADJUSTMENT FACTOR (a) X ESTIMATED FUEL CONSUMPTION (b x c) = FUEL ADJUSTMENT (\$)}$$

Where:

- (a) Fuel Adjustment Factor = the difference between the monthly average price (MAP) and the Tender Base Price of Fuel bid (TBPF).

Estimated monthly fuel consumption:

- (b) Fuel Consumption Rates:

Straight Truck 5 Ton = 27.7 litres / 100 km

Cube Van = 21.9 litres / 100 km

Cargo/Mini Van = 15.4 litres / 100 km

- (iii) **EXCLUDE GST/HST:** The Service under this Agreement is zero-rated for the purposes of the Goods and Services Tax and the Harmonized Sales Tax (hereinafter referred to as "GST" and "HST") pursuant to Section 11 of Part VII of Schedule VI to the Excise Tax Act, R.S.C. 1985, Chapter E-15, as amended from time to time. It is also zero-rated for the purposes of the Quebec Sales Tax pursuant division VII of chapter IV of the Quebec Sales Tax Act, as amended from time to time.

All rates must be inclusive of all Contractor costs which are required to execute the requested service, such as, but not limited to wages, smartphone expenses, vehicle maintenance and insurance, weather related delays, contingencies, detours, wait times, layover expenses and toll fees. Fuel is calculated outside the costs.

1.2.1. Round Trip Rates (Straight Truck)

Where a direct drive trip is required, the following rates will apply (Excluding fuel):

Designated Tender Point (DTP)	Designated Delivery Point (DDP)	Rate per Round Trip (No return load)	Rate per Round Trip (with a return load)
Winnipeg MPP	Portage La Prairie MPO	\$	\$
Winnipeg MPP	Brandon MPP	\$	\$
Winnipeg MPP	Selkirk MPO	\$	\$
Winnipeg MPP	Dauphin MPO	\$	\$
Winnipeg MPP	Steinbach MPO	\$	\$
Winnipeg MPP	Winkler MPO	\$	\$

Designated Tender Point (DTP)	Designated Delivery Point (DDP)	Rate per Round Trip (No return load)	Rate per Round Trip (with a return load)
Brandon MPP	Dauphin MPO	\$	\$
Brandon MPP	Portage La Prairie MPO	\$	\$

Rates proposed under this Section 1.1.1 must be inclusive of all costs associated with performing the required Round trip.

- (i) Where a required service under the table above is requested by CPC with one week or more in advance and such service is performed for a period longer than 1 to 4 continued weeks, the Contractor will offer a discount of _____% on the rates proposed under Section 1.2.1.
- (ii) Where a required service under the table above is requested by CPC with one week or more in advance and such service is performed for a period longer than 4 to 8 continued weeks, the Contractor will offer a discount of _____% on the rates proposed under Section 1.2.1.
- (iii) Where a required service under the table above is requested by CPC with one week or more in advance and such service is performed for a period longer than 8 continued weeks, the Contractor will offer a discount of _____% on the rates proposed under Section 1.2.1.

1.2.2. Hourly or Per km Rates (Straight Truck)

Where a direct drive trip rate as per Section 1.2.1 does not apply, the following rates will apply:

a) Minimum Call-Out Charge (Straight Truck)

Where services rendered are of minimal distance or time, a minimum charge may be invoiced. The Minimum Charge will only apply when the total calculated charge as per Section 1.1.2 b) or Section 1.1.2 c) is less than the Minimum Charge Rate. The Minimum Charge Rate is NOT in addition to the Rate per km or Rate per Hour. The Minimum Charge should be excluding fuel.

Minimum Call Out Charge (Straight Truck)	\$
--	----

b) Rate per km and Charge per Additional Stop (Straight Truck)

Where highway services are performed, the following Per km and Charge per Additional Stop rates will apply (Excluding fuel):

Designated Tender Point (DTP)	Designated Delivery Point (DDP) (km reference based on total round trip distance)	Rate per KM	Charge per Additional Stop
Winnipeg MPP	To destinations less than 500 km	\$	\$
Winnipeg MPP	To destinations from 500 km to 999 km	\$	\$
Winnipeg MPP	To destinations greater than 999 km	\$	\$

Designated Tender Point (DTP)	Designated Delivery Point (DDP) (km reference based on total round trip distance)	Rate per KM	Charge per Additional Stop
Brandon MPP	To destinations less than 500 km	\$	\$
Brandon MPP	To destinations from 500 km to 999 km	\$	\$
Brandon MPP	To destinations greater than 999 km	\$	\$

Unless otherwise specified, it is expected that continual transit is required to reach final destination and the Contractor must price accordingly based on distance/time outlined.

Schedule/trip planning and rates must be in accordance with all Federal & Provincial laws and driver hours of service must be honoured. Therefore, rates proposed under this Section 1.1.2 b) must be inclusive of all costs associated with the required trip.

- (i) Where a required service under the table above is requested by CPC with one week or more in advance and such service is performed for a period longer than 1 to 4

continued weeks, the Contractor will offer a discount of _____% on the rates proposed under Section 1.2.2.

- (ii) Where a required service under the table above is requested by CPC with one week or more in advance and such service is performed for a period longer than 4 to 8 continued weeks, the Contractor will offer a discount of _____% on the rates proposed under Section 1.2.2.
- (iii) Where a required service under the table above is requested by CPC with one week or more in advance and such service is performed for a period longer than 8 continued weeks, the Contractor will offer a discount of _____% on the rates proposed under Section 1.2.2.

c) Hourly Rates for Urban Services (Straight Truck)

Where services are performed strictly within an urban area, the following Hourly Rates will apply (Excluding fuel):

Hourly Rates for Urban Services (Straight Truck)	\$
--	----

Rates proposed under this Section 1.2.2 c) must be inclusive of all costs associated with performing the required trip, excluding fuel.

1.2.3. Additional Helper Rate (Straight Truck)

Where Canada Post requests additional manpower to assist the driver with activities, such as, but not limited to loading, unloading, and/or securing the Mail, the following hourly rates will apply for each additional helper:

Hourly Rates for an Additional Helper (Straight Truck)	\$
--	----

Rates proposed under this Section 1.1.3. apply only when Canada Post has specifically requested an additional helper. These rates do not apply when the rate quoted under Sections 1.1.1, 1.1.2 b) and 1.1.2 c) is requested, as these rates already would include the additional helper if required.

1.3. RATE CONDITIONS

The following will apply to all Rates outlined in Section 1 – Truck-Load Highway Adhoc Rates for **MANITOBA**.

- a) *All Rates Inclusive* – All rates under Section 1 must be inclusive of all Contractor costs which are required to execute the requested service, such as, but not limited to wages, smartphone expenses, vehicle maintenance and insurance, weather related delays, contingencies, detours, wait times, layover expenses and toll fees.
- b) *Taxes* - All rates exclude taxes as the Service respecting Mail products is zero-rated for the purpose of the Goods and Services Tax

- c) *Total Distance* – Canada Post will pay for services based on the corresponding Rate per Kilometer multiplied by the Total Distance. The Total Distance will be based on the Canada Post Designated Tender Point to the requested Designated Delivery Point, and including any Designated Intermediate Points. Canada Post will not pay extra for any distances which may be required by the Contractor to arrive at the Designated Departure Point. Total distance travelled must be based on the most reasonable direct route from the Designated Tender Point to the Designated Intermediate Points, Designated Delivery Point and return trip to the Designated Tender Point.
- d) *Existing Agreements may take precedence* – Where an Adhoc Services Contractor has a separate Canada Post agreement (Primary Agreement) for a regularly scheduled service, any such Adhoc services along that regularly schedule lane, must be invoiced in accordance with the rates established in the Primary Agreement and not in accordance with this Adhoc Agreement.
- e) *Waiting Time* – Where the Contractor is required to wait beyond 30 minutes, the Contractor must contact the Area Performance Centre (APC number as per Schedule “A”, Section 1.4 m) every 30 minutes to obtain further instructions.
- f) *Charge per Additional Stop* - Where the Contractor is required to perform additional stops in between the Designated Tender Point and Designated Delivery Point, the Contractor may include the Charge per Additional Stop rate for each Designated Intermediate Point. Example: Where the Contractor is shipping from point A to point C, with a stop at point B, the Charge per Additional Stop will only apply to point B.
- g) *Cancellation Policy* – Without penalty, Canada Post may cancel a requested Adhoc service with a minimum 12 hours prior to the requested departure time. Where a cancellation is made within 12 hours of the schedule departure time, a cancellation fee may be invoiced to Canada Post, not exceeding the established Minimum Charge Rate. Justification for any cancellation fee must be quantified by the Contractor and provided with the monthly invoice.
- h) *Call List Priority and Preference* – Subject to adherence of all other Terms and Conditions of this Agreement, the above pricing will be added to a Canada Post Call List with other Adhoc Contractor rates. When Adhoc services are required, preference will be given primarily based on price and security clearance status. Other considerations such as past reliability/performance, response times and availability may also be considered.
- i) *Urban Services* – Urban Services are characterized as services where city streets are primarily utilized to perform pick-ups within a city or densely populated region, whereas highway services will primarily use provincial highways to transport mail between cities and/or towns. Urban Services may include pick-ups and/or deliveries at Canada Post Customers, Canada Post interoffice transfers or pick-up and/or delivery of elections materials.

2. ADHOC RATES FOR DELIVERY & PICK UP OF ELECTION/CENSUS MATERIAL

Adhoc rates for the delivery and pick-up of Election/Census Material must be based on the conditions described in Section 2.1.1, 2.1.2 and 2.1.3 of Schedule A respectively.

- 2.1. Adhoc Rates for transportation of Election/Census Material between Postal facilities and various delivery points as described in Section 2.1.1 of Schedule A

	Rate per hour (excluding fuel)
Monday to Friday	\$
Weekend and Statutory Holidays	\$

- 2.2. Adhoc Rates for transportation of Election/Census Material from Correctional facilities as described in Section 2.1.2 of Schedule A

	Rate per hour (excluding fuel)
Monday to Friday	\$
Weekend and Statutory Holidays	\$

- 2.3. Adhoc Rates for transportation of Election Material from SVO in Universities and Campuses as described in Section 2.1.3 of Schedule A

	Rate per hour (excluding fuel)
Monday to Friday	\$
Weekend and Statutory Holidays	\$

- 2.4. All rates must be based on a White-Glove delivery service (as per Section 2.1.1 c) of Schedule A) and must be inclusive of all costs associated with performing the required trip, including but not limited to wages, smartphone expenses, required helper(s), vehicle maintenance and insurance, but excluding fuel.

- 2.5. Fuel will be paid separately on the invoice based on the distance travelled from the pick-up point to the delivery location and return of the empty monotainers (where applicable).

Fuel cost per kilometer in the Western Region will be based on the following formula:

Fuel consumption (L/100 km)	Pump price fuel (\$/L) based on the previous month (*)	Fuel cost for 100 kms	Fuel Cost per km travelled to include on the invoice
27.7	e.g. \$1.253	\$34.70	\$0.34

(*) Fuel pump price must be based on the Kent Group Ltd: <https://charting.kalibrate.com/>

3. INVOICING PROCEDURES

When Adhoc services are rendered, the Contractor shall provide Canada Post with a monthly invoice within 30 days of the performance of the service.

Payments to the Contractor shall be payable in Canadian funds after receipt of invoice, "**NET THIRTY (30) DAYS**". The Corporation will pay the amounts owing to the Contractor under this Agreement by direct deposit to the bank account designated by the Contractor.

Exclusion of GST/HST for Transportation of Mail: The Service under this Agreement is zero-rated for the purposes of the Goods and Services Tax and the Harmonized Sales Tax (hereinafter referred to as "GST" and "HST") pursuant to Section 11 of Part VII of Schedule VI to the Excise Tax Act, R.S.C. 1985, Chapter E-15, as amended from time to time. It is also zero-rated for the purposes of the Quebec Sales Tax pursuant division VII of chapter IV of the Quebec Sales Tax Act, as amended from time to time.

Invoice Content: The invoice shall include content such as the following: Line item details, date of invoice, invoice number, agreement number, point of origin and destination for the service rendered, contractor name, contractor address and contractor remit-to address. Line item details shall include the date of trip, Authorization Number, Surface Transportation Reports (STR) if applicable, trip rate charged, and line total.

All invoices shall be submitted to:

Canada Post Corporation
Attn: Transportation Area West
1870 Wellington Ave.
Winnipeg, MB, R3H 3H3