

Dear *ENWIN*/W.U.C. SUPPLIER

October 2007

**RE: VENDOR INFORMATION PACKAGE**

Attached is an information package for the purpose of providing our vendors with quotation/proposal information/comments/,new product approval, and credit card purchases..

Requests for Quotation/Proposal (RFQ/RFP) from the *ENWIN* Utilities Ltd Purchasing Department will reference the information that is in this package. This information package contains all pertinent RFQ/RFP and Purchase Order information.

The Purchase Order or RFQ/RFP will, in the future, reference the applicable document. Vendors are expected to review the referenced document and comply with the documents requirements for every Purchase Order or RFQ/RFP. Failure to comply with all referenced requirements will invalidate your submission and it will not be considered.

Please read the package and keep for future reference. Please ensure all employees are aware of the information contained in the package. Revisions will be made and provided to you periodically.

If you have any questions, please contact the Purchasing Department 519-251-7300 (ext. 239)

*ENWIN* UTILITIES LTD.  
Purchasing Department



TITLE PAGE- COVER	<b>VENDOR INFORMATION</b>	
VENDOR INFORMATION		

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**VENDOR**

**INFORMATION**

PREPARED BY: *ENWIN* UTILITIES LTD.  
PURCHASING DEPARTMENT  
OCTOBER 2007

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TITLE PAGE- CHAPTER 1  QUOTATION & PURCHASE ORDER INFORMATION AND INSTRUCTIONS	<b>VENDOR INFORMATION</b>	

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## CHAPTER I

# QUOTATION & PURCHASE ORDER INFORMATION AND INSTRUCTIONS

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REQUEST FOR QUOTATION/ PROPOSAL (RFQ/RFP) INFORMATION	<b>VENDOR INFORMATION</b>	Page 1 of 2
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**1) SEALED RESPONSE**

**ONLY THE PAGES LISTED BELOW (a to d) WILL BE SENT WITH EACH RFQ/RFP AND CONTAIN INFORMATION PERTAINING TO THAT SPECIFIC RFQ/RFP.**

**a) QUOTATION/PROPOSAL FORM (SECTION 4.6.3)**

This is page A of the quote/proposal and details the product(s) or service requested. This page states the quote name and closing date. Other pages and sections may be referenced in this page.

**b) QUOTATION ACKNOWLEDGEMENT (SECTION 4.6.4)**

This page must be faxed to the Purchasing Department at 519-251-1996, acknowledging that you received the quotation/proposal. This should be done within 3 days of receipt of the RFQ/RFP. Complete the appropriate information.

This is a precautionary measure to ensure all vendors receive the quote.

**c) QUOTATION COVER (SECTION 4.6.5)**

The vendor must enter their name, address, terms, f.o.b., lot price and the individual's name and phone number who prepared the quote on the vendors behalf. This page must be signed by an authorized person of the company where authorized signature: is indicated. If not signed, we can not consider your submission.

**d) QUOTATION CONSISTS OF (SECTION 4.6.6)**

This page will accompany all RFQ/RFP's and state the various pages that comprise the quotation/proposal. The total number of pages listed on this page, should equal the number of pages you receive.

**2) GENERAL CONDITIONS (SECTION 4.6.17)**

The three pages state the general conditions that must be met with each sealed RFQ/RFP response.

**3) QUOTATION INSTRUCTIONS (SECTION 4.6.7)**

Please read, and follow the instructions.

**4) QUOTATION MAIL INFORMATION (SECTION 4.6.8)**

Informs bidder where to mail or courier a RFQ/RFP to purchasing when a sealed response is required.

**5) CONTRACT PRODUCT INFORMATION (SECTION 4.6.9)**

This format will be standard for all RFQ/RFP's for inventory items. The hilited areas, will change among RFQ/RFP's, and will be stipulated with the length of the contract and period for which firm pricing must be quoted, on the quote form (sections 4.6.3).



REQUEST FOR QUOTATION/ PROPOSAL (RFQ/RFP) INFORMATION	<b>VENDOR INFORMATION</b>	Page 2 of 2
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**6) CONTRACT SERVICE INFORMATION (SECTION 4.6.10)**

This format will be standard for all RFQ/RFP's for services. The hilited areas, will change among RFQ/RFP's, and will be stipulated with the length of the contract and period for which firm pricing must be quoted, on the quote form (sections 4.6.3).

**7) ISO CERTIFICATION (SECTION 4.6.11)**

State in your quote if the manufacturer and/or distributor is ISO certified.

**8) SAFETY INSTRUCTIONS (SECTION 4.6.12)**

To be followed by any vendor who is contracted to perform a service on any *ENWIN* or W.U.C. property.

**9) YEAR 2000 COMPLIANCY (SECTION 4.6.13)**

All software, computer related equipment or product that contains a date chip is to be year 2000 compliant. Bidder is to state compliancy in their reply to the RFQ/RFP.

**10) FREEDOM OF INFORMATION (SECTION 4.6.14)**

Freedom of information act applies to a RFQ/RFP for the Windsor Utilities Commission only.

**11) CONTRACTOR SAFETY PROGRAM (SECTION 4.6.15)**

Any contractor, with five or more employees, who wishes to perform work on any *ENWIN* or W.U.C. premises, must supply their safety program to the Purchasing Department in order to remain on the Approved Bidder List.



REQUEST FOR QUOTATION/ PROPOSAL (RFQ/RFP) COMMENTS	<b>VENDOR INFORMATION</b>	Page 1 of 2
		SECTION 4.6.2

**THE PURCHASING DEPARTMENT MAY INITIATE A FACSIMILE RFQ FOR LOWER VALUE ITEMS**

**1. RFQ PRICING RETURNED BY FAX:**

Information below will appear at the bottom of the facsimile RFQ, when an RFQ is faxed for pricing the vendor may submit return pricing by facsimile.

2. State the part number and manufacturer of the item(s) quoted.
3. You may quote on a part number that is not approved, however, literature and specification for that item must be provided, or your price will not be considered. Time constraints may not permit evaluation of an alternate item for this purchase. Evaluation may be undertaken for future requirements.
4. Where there is a discrepancy between description and the part number the description is to take precedent.
5. State freight charge, when freight is prepaid and charged.
6. Pricing may be submitted by return facsimilie to 519-251-1996.
7. If you have questions please contact the buyer (name at top right hand corner) at 519-251-7300 ext. 239.

**8. Vendor Name**

**Vendor Contact**

**Contact Phone Number**

**Terms: \_\_\_\_\_ F.O.B.**

**Delivery \_\_\_\_\_ Freight Cost**



REQUEST FOR QUOTATION/ PROPOSAL (RFQ/RFP) COMMENTS	<b>VENDOR INFORMATION</b>	Page 2 of 2
		SECTION 4.6.2

**HIGH VALUE PURCHASES REQUIRE A RESPONSE BY SEALED BID**

**1. RFQ PRICING RETURNED IN SEALED ENVELOPE:**

Information below will appear at the bottom of the RFQ/RFP, when a RFQ/RFP is faxed for pricing, the vendor **must** reply by sealed envelope only.

2. Submissions will be accepted until MM/DD/YYYY 11:30:59 a.m. local time. (11:30 and 59 seconds)

Mailing/shipping date and time should be considered by suppliers to meet closing requirements.

Quotations received in the Purchasing Office after specified due date and time, regardless of markings, will be returned unopened.

3. Return submissions sealed in your envelope, mark quotation number boldly on the outside of your envelope.

4. Submit quotation to:

**PURCHASING OFFICE  
ENWIN UTILITIES LTD.  
4545 RHODES DRIVE, 1 st FLOOR  
P.O. BOX 1633  
WINDSOR, ONTARIO  
N9A 6S2**



QUOTATION/PROPOSAL FORM	<b>VENDOR INFORMATION</b>	Page 1 of 1
		SECTION 4.6.3

**THE GREY HILITED AREAS ON SAMPLE IS INFORMATION THAT WILL CHANGE AMONG RFQ/RFP'S.  
SAMPLE PAGE, SEE SECTION 4.6.30 IN THE APPENDIX**

1. **BUSINESS UNIT LOGO**  
The logo of the business unit requesting the material or service will appear here.
2. **QUOTATION NUMBER**  
This will change with every RFQ/RFP
3. **ITEM AND QUANTITY**  
Item will designate the number of items to be priced. The quantity will designate the number of each item.
4. **DESCRIPTION**  
This will describe the material or service required and will make reference to all notes, specifications, attachments, etc.
5. **CLOSING DATE**  
This will state the closing date and time that the RFQ/RFP must be in the possession of the Purchasing Department.
6. **QUOTE NAME**  
This designates the name of the quote and must appear on the outside of the bid envelope.
7. **AUTHORIZED SIGNATURE**  
This will appear on the RFQ/RFP for all business units except for *ENWIN* Utilities Ltd., Director, Purchasing Services will appear for a *ENWIN* Utilities Ltd. RFQ/RFP.



QUOTATION ACKNOWLEDGEMENT	<b>VENDOR INFORMATION</b>	Page 1 of 1
		SECTION 4.6.4

**THE GREY HILITED AREAS ON SAMPLE IS INFORMATION THAT WILL CHANGE AMONG RFQ/RFP's.**

**SAMPLE PAGE, SEE SECTION 4.6.31 IN THE APPENDIX**

**1. QUOTE NUMBER**

This is number assigned by Purchasing to this specific RFQ/RFP. You are to show this number on the outside of your company envelope when you submit a sealed bid.

**2. NUMBER OF PAGES IN QUOTE**

This number will show you the total number of pages in the RFQ/RFP, not including this page.

**3. COMPANY INFORMATION**

The Bidder's representative responsible for replying to the RFQ/RFP is to complete this information. This person **must** sign in the Signature field or the RFQ/RFP can not be considered (see item 1 of section 4.6.18).

**NOTE:** You must return this page to Purchasing by return fax (519-251-1996) within 3 working days of receipt, acknowledging that you received the RFQ/RFP.



QUOTATION COVER	<b>VENDOR INFORMATION</b>	Page 1 of 1
		SECTION 4.6.5

**THE GREY HILITED AREAS ON SAMPLE IS INFORMATION THAT WILL CHANGE AMONG RFQ/RFP's.**

**SAMPLE PAGE, SEE SECTION 4.6.32 IN THE APPENDIX**

1. **QUOTE NUMBER**  
This is the Quote Number generated for this RFQ/RFP. This number must be shown on the outside of your quote envelope for all sealed bids.
2. **QUOTE NAME**  
This is the Quote Name given to this quote and should be referred to on the outside of your quote envelope with the Quote Number for all sealed bids.
3. **VENDOR INFORMATION**  
This information consists of: Vendor, Contact Name, Address, Phone Number and is to be completed by the Bidder's representative.
4. **AUTHORIZED SIGNATURE**  
This is to be the signature of the Bidder's representative responsible for submitting the RFQ/RFP. **This must be signed or the RFQ/RFP will not be considered.**
5. **TERMS**  
1%-10 payment discount terms are requested. Terms will be a factor in quotation price evaluation. If you currently offer discounts, we will continue on those terms.
6. **F.O.B.**  
F.O.B. Destination is preferred. However, should F.O.B. origin be quoted, state a freight cost.
7. **LOT PRICE**  
This is the Lot Price for all materials/services quoted. This price is before taxes.



QUOTATION CONSISTS OF	<b>VENDOR INFORMATION</b>	Page 1 of 1
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**THE GREY HILITED AREAS ON SAMPLE IS INFORMATION THAT WILL CHANGE AMONG RFQ/RFP's.**

**SAMPLE PAGE, SEE SECTION 4.6.33 IN THE APPENDIX**

**1. FORM OF QUOTE**

This is the total number of pages in the RFQ/RFP not including any specification pages.

**2. SPECIFICATIONS**

This is the total number of specification pages only.



QUOTATION INSTRUCTIONS	<b>VENDOR INFORMATION</b>	Page 1 of 1
		SECTION 4.6.7

**THESE QUOTE INSTRUCTIONS ARE STANDARD FOR ALL RFQ'S/RFP'S. VENDORS ARE EXPECTED TO COMPLY WITH THESE INSTRUCTIONS WHEN REFERENCED ON THE STANDARD QUOTE FORM 4.6.30**

1. Unit prices should be submitted on the quotation inquiry form in the price column area.
2. A lot price for all items must be shown in the appropriate space on the quotation cover page.
3. You must circle the approved product part number (description column) that will be included as part of the description you are quoting.
4. Some descriptions may continue onto the next page.
5. If there is a discrepancy between the description of the item and the manufacturers part number shown, the description of the item is to take precedent.
6. A comment column is available for you to indicate such things as; package quantity, special conditions, etc.
7. If you show a trade discount, state if it applies before or after taxes.
8. Arithmetic errors are the bidder's responsibility.



QUOTATION MAIL INFORMATION	<b>VENDOR INFORMATION</b>	Page 1 of 1
		SECTION 4.6.8

**THIS QUOTE MAIL INFORMATION IS STANDARD FOR ALL RFQ'S/RFP'S. VENDORS ARE EXPECTED TO COMPLY WITH THESE INSTRUCTIONS.**

**QUOTATIONS SUBMITTED BY MAIL SHOULD BE ADDRESSED TO:**

PURCHASING OFFICE  
ENWIN UTILITIES LTD.  
P.O. BOX 1633  
WINDSOR, ONTARIO  
N9A 6S2

**QUOTATIONS SUBMITTED BY COURIER OR IN PERSON SHOULD BE ADDRESSED TO:**

PURCHASING OFFICE  
ENWIN UTILITIES LTD.  
4545 RHODES DRIVE 1 st FLOOR  
WINDSOR, ONTARIO  
N9A 5T7



RFQ- CONTRACT INFORMATION PRODUCT	<b>VENDOR INFORMATION</b>	Page 1 of 2
		SECTION 4.6.9

**TERM OF THE CONTRACT, PRODUCT CATEGORY, NUMBER OF ASSOCIATED PAGES, LENGTH OF TIME FOR CONTRACT, AND BUSINESS UNIT WILL BE STIPULATED ON THE RFQ/RFP FORM PAGE (SECTION 4.6.3). ALL GREY HILITED WORDING BELOW WILL CHANGE FOR EACH INDIVIDUAL QUOTE.**

1. This quotation will be awarded as a contract from \_\_\_\_\_ Date \_\_\_\_\_ to \_\_\_\_\_ Date \_\_\_\_\_
2. The prices submitted must be firm for the period: \_\_\_\_\_ Date \_\_\_\_\_ to \_\_\_\_\_ Date \_\_\_\_\_
3. The quantities shown in the quantity column are based on an “approximation” of their use during this time. The actual quantities used, may be “more or less” than what is shown.
4. Releases during the year will be made by telephone or facsimile, giving the release no., *ENWIN* or W.U.C. stock no., qty. and approved product quoted.
5. The successful bidder will be responsible for keeping at least one (1) month (qty divided by 12) inventory for each item, on their shelf at all times, purchasing may make random checks of your stock levels.
6. This contract will be for a (time period) period and all pricing will be firm for that period.
7. On the Quotation Cover Page, calculate a lot price for each (time period).
8. In the comment column for each item, show your r.o.p. and inventory stocked exclusively for (Business Unit). \_\_\_\_\_ based on the inventory position, (Business Unit) may ask for inventory increases for certain items. (Business Unit) will stock minimum inventory for these items. We are wholly dependent on the successful bidder/s to \_\_\_\_\_ carry sufficient inventory to meet (Business Unit) requirements.
9. As preparation and evaluation of this quotation is time consuming for our vendors and (Business Unit), future (product category) quotations will only be sent to the top five vendors responding to this quotation.
10. (Business Unit) is requesting terms of at least 1%-10 payment discount. Terms will be a factor in quotation price evaluation. If you currently offer discounts, we will continue on those terms.
11. Products that are not approved, will not be considered. To obtain product approval, specifications and/or samples will be required for our product evaluation process. Please contact (buyer name/phone number) for further information.



RFQ- CONTRACT INFORMATION PRODUCT	<b>VENDOR INFORMATION</b>	Page 2 of 2
		SECTION 4.6.9

12. State quantity per package, if item sold by package.



RFQ- CONTRACT INFORMATION SERVICE	<b>VENDOR INFORMATION</b>	Page 1 of 1
		SECTION 4.6.10

**TERM OF THE CONTRACT, SERVICE CATEGORY, NUMBER OF ASSOCIATED PAGES, LENGTH OF TIME FOR CONTRACT, AND BUSINESS UNIT WILL BE STIPULATED ON THE RFQ/RFP FORM PAGE (SECTION 4.6.3). ALL GREY HILITED WORDING BELOW WILL CHANGE FOR EACH INDIVIDUAL QUOTE.**

1. This quotation will be awarded as a contract from \_\_\_\_\_ Date \_\_\_\_\_ to \_\_\_\_\_ Date \_\_\_\_\_
2. The prices submitted must be firm for the period: \_\_\_\_\_ Date \_\_\_\_\_ to \_\_\_\_\_ Date \_\_\_\_\_
3. The quantities shown in the quantity column are based on an “approximation” of their use during this time. The actual quantities used, may be “more or less” than what is shown.
4. Releases during the year will be made by telephone or facsimile, giving the release no., *ENWIN* or W.U.C. item number, quantity, and approved product quoted.
5. This contract will be for a (time period) period and all pricing will be firm for that period.
6. On the quotation cover page, calculate a lot price for each (time period).
7. In the comment column for each item, show a unit price for each (time period).
8. As preparation and evaluation of this quotation is time consuming for our vendors and (Business Unit), future (service category) quotations will only be sent to the top five vendors responding to this quotation.
9. (Business Unit) is requesting terms of at least 1%-10 payment discount. Terms will be a factor in quotation price evaluation. If you currently offer discounts, we will continue on those terms.
10. State the number of employees in your company. If the successful bidder employs less than five people, the successful bidder must adhere to (Business Unit) safety instructions. If the successful bidder employs more than five people, they must supply to (Business Unit), their safety program, before a purchase order will be issued.
11. The successful bidder will be required to submit copies of certification that the service employee(s) entering (Business Unit) sites are certified to perform that service.
12. Copies of invoices must be provided for all purchased parts. Failure to provide copies will delay payment until copies are supplied.



ISO CERTIFICATION	<b>VENDOR INFORMATION</b>	Page 1 of 1
		SECTION 4.6.11

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**VENDORS ARE EXPECTED TO RESPOND TO THESE STATEMENTS IN THEIR BID.**

**MANUFACTURERS:**

State if the goods or services offered are produced under ISO certification ISO9001:2000. Please list certified manufacturer with their brand names.

**DISTRIBUTORS:**

State if the goods or services offered are distributed under ISO certification ISO9001:2000



SAFETY REQUIREMENTS	<b>VENDOR INFORMATION</b>	Page 1 of 1
		SECTION 4.6.12

**THESE GENERAL SAFETY INSTRUCTIONS ARE STANDARD FOR ALL RFQ'S/RFP'S. VENDORS OF SERVICES WILL BE EXPECTED TO COMPLY WITH THESE INSTRUCTIONS.**

**REVISED: July 25, 2000**

1. All regulations of the Occupational Health and Safety Act and Regulations, pursuant to the Revised Statutes of Ontario, 1980 c.321 and amendments thereto as well as pursuant to the Revised Regulation of Ontario, 1980 and amendments thereto, must be complied with.
2. All employees of Contractors shall wear CSA approved hard hats, and safety shoes when on Enwin or W.U.C. property or on *Enwin* or W.U.C. work sites. CSA approved safety glasses must be worn if the danger of eye injury exists. Contractors employees must use full body harnesses in conjunction with lanyards fitted with shock absorbers in situations where a fall arrest system is required under Section 26 of the Regulation for Construction Projects.
3. If above ground level work is performed by the Contractor, the area of work must be clearly designated, and roped off at the ground level, to avoid hazard to *Enwin* or W.U.C. employees and members of the public. Any excavation must be clearly designated in a similar manner.
  - a. If work is performed inside a building, the contractor is required to post signs, designating the work area, and to rope off the work area at ground level.
4. When working on *Enwin* or W.U.C. property, a Contractor's employees shall comply with all posted instructions and signs dealing with smoking, vehicle speeds and restricted areas.
5. It shall be the responsibility of the Contractor to comply with all Ministry of Labour requirements for the type of work in progress.
6. Local conditions may require additional safety precautions as directed by the *Enwin* Utilities Ltd. Safety Supervisor.
7. In accepting the contract, the Contractor shall assume the defence of, and shall indemnify and save harmless, *Enwin* or W.U.C., its officers, Servants and Agents from all claims, including any claims under the Occupational Health and Safety Act, which may be made or brought against *Enwin* or W.U.C., its Officers, Servants and Agents.
8. The Contractor acknowledges, accepts and will comply with *Enwin* or W.U.C. safety policy.
9. Contractors will be required, before the award of any contract, to provide proof of training of their employees for any work related safety requirements. Only those employees designated by the contractor, and whose proof of training has been provided, will be permitted to perform any work in accordance with the contract.



FREEDOM OF INFORMATION	<b>VENDOR INFORMATION</b>	Page 1 of 1
		SECTION 4.6.14

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**VENDORS WILL BE EXPECTED TO BE AWARE OF THIS INFORMATION.**

1. "Any information supplied to the Windsor Utilities Commission in response to this Request for Quotation/Proposal, may be subject to disclosure under the Municipal Freedom of Information and Protection of Individual Privacy Act (Bill 49)."



CONTRACTOR SAFETY PROGRAM	<b>VENDOR INFORMATION</b>	Page 1 of 1
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**A CONTRACTOR PERFORMING A SERVICE AT ANY ENWIN OR W.U.C. LOCATION WILL BE REQUIRED TO COMPLY WITH THESE INSTRUCTIONS.**

1. A health and safety policy and detailed program to implement the policy. This should include review of whether you have written policies, practices and procedures for hazards in the workplace.
2. You must confirm that appropriate instruction, training and orientation has been provided to your employees before they start work, and that there are systems of reminders of policies and rules through pre-job and ongoing site meetings. Agree to take additional steps such as additional training or appointment of additional supervision as directed. All Business units reserve the right to stop work or ultimately terminate the contract without penalty if work is not being performed safely.
3. Provide CAD statistics and all records of conviction under health and safety legislation.
4. Provide that adequate levels of supervision, including sufficient and competent supervisory staff and processes for monitoring compliance by supervisors will be in place.
5. Provide a list of subcontractors if applicable. All business units retain the right of approval over such contractors to remove and replace if necessary.
6. Provide proof of practicing enforcement of policies and procedures with discipline as necessary.
7. You must comply with legislative requirements and industry standards.
8. You must furnish evidence of compliance with all applicable WSIB legislation including confirmation of coverage.
9. You must ensure that workers be familiarized with the work or project site, and informed of any foreseeable risks or hazards prior to work commencing. As work proceeds, hold documented site meetings to organize the work and explain safety aspects of the work to employees should occur regularly to remind workers of important safety aspects and to advise of any new hazards or problematic issues. Copies shall be forwarded to a designated *ENWIN* or *W.U.C.* representative.
10. Prior to the commencement of any work on any *ENWIN* or *W.U.C.* site, location or building, the contractor shall meet with a designated representative to explain the nature of the work and its location.
11. Any non-compliance with the work site owner's policies or the contractor's own policies will result in warnings and, if necessary, removal of the contractor from the site.
12. The contractor is obligated to indemnify *ENWIN* or *W.U.C.* for any losses, including fines or legal expenses, arising from health and safety liability.



PURCHASE ORDER COMMENTS	<b>VENDOR INFORMATION</b>	Page 1 of 1
		SECTION 4.6.16

**1. THE STATEMENT BELOW WILL APPEAR ON THE FIRST PAGE OF THE CONTRACT PURCHASE ORDER FOR THE BUSINESS UNITS REQUIREMENT FOR PRODUCTS OR SERVICES. THE HIGHLITED DATE RANGE WILL CHANGE FOR EACH CONTRACT.**

THIS VENDOR CONTRACT IS ISSUED TO COVER (BUSINESS UNIT) REQUIREMENTS OF THE MATERIALS OR SERVICES LISTED BELOW FOR THE PERIOD OF: JANUARY 1, 2000 TO DECEMBER 31, 2000 AS THE CORPORATION MAY, FROM TIME TO TIME SPECIFY IN RELEASES FURNISHED TO THE SELLER. DELIVERIES OF MATERIAL OR SERVICES TO BE MADE ONLY IN THE QUANTITIES AND AT THE TIMES SPECIFIED IN RELEASES. UNDER NO CIRCUMSTANCES, SHALL (BUSINESS UNIT) BE UNDER ANY OBLIGATION TO THE SELLER FOR MATERIALS OR SERVICES NOT SPECIFICALLY RELEASED. THIS VENDOR CONTRACT NUMBER SHALL TO BE USED FOR THE REQUIREMENTS OF THE WORK CENTRE, WHICH ADDRESS IS SHOWN AT THE TOP. A PACKING SLIP OR REFERENCE NUMBER MUST BE SHOWN ON ALL PACKING SLIPS AND WORK ORDERS. THE VENDOR CONTRACT AND RELEASE NUMBER MUST BE SHOWN ON ALL INVOICES, PACKING SLIPS OR CORRESPONDENCE. THE (BUSINESS UNIT) STOCK NUMBER MUST ALSO BE SHOWN ON ALL PACKING SLIPS.

**2. INFORMATION BELOW WILL APPEAR AT THE BOTTOM OF THE LAST PAGE OF A VENDOR P.O. OR CONTRACT, STIPULATING WHICH ITEM(S) REQUIRE A MATERIAL SAFETY DATA SHEET (MSDS).**

MATERIAL SAFETY DATA SHEETS ARE REQUIRED FOR ITEM(S): \_\_\_\_\_ AS LISTED

THE VENDOR MUST PROVIDE CURRENT M.S.D.S. SHEETS (WITHIN 3 YEARS) AND THESE SHALL ACCOMPANY THE ITEMS WHEN DELIVERED TO OUR STOCKROOM

**3. INFORMATION BELOW WILL APPEAR ON THE PURCHASE ORDER OR CONTRACT FOR THE PURCHASE OF ALL TRANSFORMERS.**

A DIRECT SHIPMENT IS PREFERRED, SHIP ON OPEN TOP TRAILER. UNDER NO CIRCUMSTANCES IS A TRANSFORMER TO BE HANDLED BY A LIFT TRUCK, IF NOT ON A PALLET. A STATEMENT THAT THE TRANSFORMER OIL IS PCB FREE MUST ACCOMPANY EACH SHIPMENT. PACKAGING MUST MEET ALL REGULATIONS FOR TRANSPORT OF TRANSFORMERS.

**4. INFORMATION BELOW WILL APPEAR ON THE PURCHASE ORDER OR CONTRACT FOR ITEMS THAT REQUIRE ENWIN/WUC TO MAKE ARRANGEMENTS FOR EQUIPMENT AND MANPOWER.**

CALL WALTER ARGENT AT 519-251-7300 (EXT. 253/254) AT LEAST THREE DAYS BEFORE SHIPPING

**5. UNDER NO CIRCUMSTANCES, IS AN ITEM TO BE SUBSTITUTED WITHOUT THE WRITTEN PERMISSION OF THE PURCHASING DEPARTMENT.**

**NO SUBSTITUTIONS ARE PERMITTED WITHOUT WRITTEN PERMISSION FROM THE PURCHASING DEPARTMENT**



NEW PRODUCT APPROVAL	<b>VENDOR INFORMATION</b>	Page 1 of 1
		SECTION 4.6.27

ANY NEW PRODUCTS OFFERED IN A RFQ/RPP THAT ARE NOT ALREADY AN APPROVED ENWIN/WUC APPROVED PRODUCT MUST BE EVALUATED BEFORE BEING ADDED TO OUR APPROVED PRODUCTS LIST AS PER (BUSINESS UNIT) ISO PROCEDURES.

ANY NEW PRODUCTS QUOTED ON AN RFQ/RFP WILL NOT BE CONSIDERED FOR THAT RFQ/RFP. IT IS SUGGESTED THAT IF THE VENDOR KNOWS THAT THEY HAVE A PRODUCT THAT IS NOT CURRENTLY APPROVED BY ENWIN/WUC, AND WISH TO OFFER SUCH TO BE PUT ON THE APPROVED PRODUCTS LIST, THAT THE VENDOR SUBMIT THE PRODUCT FOR APPROVAL WELL IN ADVANCE OF THE NEXT RFQ/RFP FOR THAT PRODUCT.

THE VENDOR IS TO MAKE A REQUEST TO THE PURCHASING DEPARTMENT TO HAVE A NEW PRODUCT EVALUATED. A SAMPLE OF THE PRODUCT MUST BE SUPPLIED WITH TECHNICAL LITERATURE AND INFORMATION, SO THAT A PROPER EVALUATION CAN BE PERFORMED. THE VENDOR SHOULD BE PREPARED TO OFFER THE PRODUCT AT NO COST TO ENWIN/WUC FOR EVALUATION.

THE PURCHASING DEPARTMENT WILL PROCESS THE NECESSARY PAPERWORK TO HAVE THE PRODUCT EVALUATED BY THE BUSINESS AND TECHNICAL RATIFIER OF THE APPROPRIATE BUSINESS UNIT.

IF THE PRODUCT CAN BE EVALUATED WITHOUT BEING PUT IN SERVICE, THE SAMPLE PRODUCT WILL BE RETURNED TO THE VENDOR, UPON FINAL EVALUATION. IF THE PRODUCT IS NEEDED TO BE PUT INTO SERVICE TO EVALUATE, THE SAMPLE WILL NOT BE RETURNED AND ENWIN/WUC IS NOT TO BE INVOICED FOR THE SAMPLE PRODUCT.

PURCHASING WILL CONTACT THE VENDOR BY LETTER NOTIFYING THEM OF THE RESULTS OF THE PRODUCT EVALUATION.

IF THE PRODUCT IS APPROVED IT WILL BE ADDED TO THE APPROVED PRODUCTS LIST FOR THAT PARTICULAR ITEM AND THE VENDOR WILL BE ABLE TO QUOTE A PRICE ON THAT APPROVED PRODUCT.