



**Request for Quotation (RFQ) 18 331:
Corporate Stationary**

1.0 INTRODUCTION

The Sunshine Coast Regional District (Regional District) is requesting quotations from qualified contractors for the supply and delivery of business cards, letterhead and envelopes which includes blue printing and must meet our pantone requirement of Reflex Blue C=100, M=73. Y=0, K=2.

2.0 REQUIREMENTS

Product Description	Size	Recycled Content	Background Color	Weight	Sample Layout
Business cards	3.5" X 2"	N/A	White	130 lbs	Appendix 1
Envelope with no window	4 1/4" X 9 1/2"	FSC Certified 100% PCW	White Wove	24 lbs	Appendix 2
Envelope with window.	4 1/4" X 9 1/2", Window: 1 1/8" X 4 1/2", Left 5/8", Bottom 3/4"	FSC Certified 100% PCW with degradable window	White Wove	24 lbs	Appendix 2
Envelope with cheque window.	3 3/4" x 8 3/4", Window: 1"x4", Left 5/8". Bottom 3/4"	FSC Certified 100% PCW with no logo degradable window	White Wove	24 lbs	Appendix 3
Letterhead	8.5" x 11"	N/A	White	24 lbs	Appendix 4

3.0 DELIVERY LOCATION

Sunshine Coast Regional District's Administration Office at 1975 Field Road, Sechelt BC V0N 3A1

4.0 TERM OF CONTRACT

The Contractor must carefully review the Terms & Conditions outlined in Schedule A.

Quotations shall be submitted based on a three year service period. The Contractor may submit pricing for all, none, or part of the services required.

5.0 EVALUATION CRITERIA:

Upon receiving submissions, the Regional District will conduct an evaluation process. The Regional District will be under no obligation to receive further information, whether written or oral, from any Proponent. The Regional District is under no obligation to perform any investigations or to otherwise verify any statements or representations made in a submission.

All submissions will be evaluated for their completeness and suitability with respect to the requirements of the Regional District by a committee composed of Regional District's staff or designates, which may include third party consultant(s).

The evaluations will be weighted between completeness of the submissions & mandatory requirements and financial response. The lowest priced or any submission will not necessarily be accepted.



6.0 SUBMISSION REQUIREMENTS:

The submission must be prepared in a manner that clearly demonstrates fulfilment of all the listed requirements.

1. Cover Letter

2. Fee Proposal

Schedule B

The form must be completed in full and shall not be modified by the Contractor.

3. Certificate of Insurance & WCB as described in Schedule A

Please reply by e-mail to purchasing@scrd.ca with your quotation no later than 3:00pm February 16, 2018.



SCHEDULE A – TERMS AND CONDITIONS

1. ACCEPTANCE OF TERMS

Submission indicates acceptance of all the terms and conditions, including those that follow and that are included in all appendices and any addenda.

2. CLARIFICATIONS, ADDENDA & MINOR IRREGULARITIES

If any Contractor finds any inconsistencies, errors or omissions in the quotation documents or require information, clarification of any provision contained therein, they shall submit their query in writing via email: purchasing@scrd.ca. Questions regarding this quotation must be received by 15:00 five (5) business days prior to the closing date.

Any interpretation of, addition to, deletions from or any other known corrections to the quotation documents, will be issued as written addendum by the Regional District and will be emailed to all Contractors.

3. INDEMNITY, INSURANCE & WORKSAFE BC

The Contractor will indemnify and save harmless the Regional District, its employees, Board Members and agents from and against any and all losses, claims, damages, actions, causes of action, costs and expenses the Regional District may sustain, incur, suffer or be put to at any time either before, during or after the termination of the Contract, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the Contractor or of any agent, employee, officer, director or assignment of the Contractor pursuant to this Contract, excepting always liability arising out of the independent negligent act of the Regional District.

The Contractor shall be responsible for any and all damages or claims for injuries or accidents done or caused by them or by any of their operations or by their employees, or from any failure, neglect or omission on their part or on the part of their employees and covenants, and agree to hold the Regional District harmless and indemnified from all such damages and claims for damage.

The Contractor shall obtain, provide proof of and continuously hold for the term of the contract, insurance coverage with the Regional District listed the minimum limits of not less than those stated below:

- Commercial General Liability – not less than \$2,000,000 per occurrence
- Vehicle Third Party – not less than \$2,000,000 per occurrence

The Contractor is required to add Regional District as an “additional insured” on the Commercial General Liability policy of insurance and the policy shall contain a cross-liability/severability of interest clause.

The Contractor must comply with all applicable laws and bylaws within the jurisdiction of the work. The Contractor must further comply with all conditions and safety regulations of the Workers’ Compensation Act of British Columbia and must be good standing during the term of any contract entered into from this process. Within two working days after Notice of Award, a Letter of Good Standing must be provided.

4. AWARD OF CONTRACT

Procurement policy at the Regional District offers contracts to businesses and contracts through an open, fair and consistent competitive bidding process. This process ensures the Regional District receives the best overall value for the goods and services it requires. The Regional District reserves the right to cancel, award all or part of the scope of work described in this document to a single Contractor or may split the award with multiple Contractors. The lowest or any submission may not necessarily be accepted by the Regional District



5. CHANGE ORDER & AMENDMENTS

Any change must be supported by a written Change Order and will be an amendment to this Agreement. The amendment will be issued by the Regional District and signed by the Contractor acknowledging their agreement. This Agreement may be amended only by written contract document.

6. DISPUTE RESOLUTION

All unresolved disputes arising out of any contractual relationship associated therewith or derived therewith shall be referred to and finally resolved by arbitration administered by Mediate BC services pursuant to its rules, unless otherwise mutually agreed between the parties.

7. TERMINATION OF CONTRACT

The Regional District may, by Notice of Default to the Contractor, immediately terminate in whole or in part of the Contract if the Contractor fails to perform the services required. In the event the Regional District does terminate the Contract in whole or in part as specified above, the Regional District may purchase terminated services and the Contractor shall be liable to the Regional District for any excess costs for such services and for reasonable liquidated damages.

The Regional District at its sole discretion may terminate this Contract if there is a major violation of agreed conditions or where the Contractor has taken an action against the Regional District. During the Contract period, should the Regional District experience budget restraint or operational requirements that require review of this Contract, the Regional District reserves the right to terminate this Contract without penalty, with two weeks written notice. If key personnel on the project team changes the Regional District reserves the right to cancel the Contract prior to the term.

8. SUCCESSION

This Agreement shall endure to the benefit of and be binding upon the parties hereto, their respective heirs, legal representatives, successors and assigns.

9. INVOICING & PAYMENTS

Unless otherwise agreed, the Regional District payment terms are Net 30 days following receipt of services or products and approved invoices. Original invoices are to be forwarded to the accounts payable department of the Regional District. The purchase order number assigned by the Regional District must be stated on the invoice otherwise payment may be delayed. Payments will be issued by approved invoices at the contract price.

10. PRICING, CURRENCY AND TAXES

Prices will be firm for the entire contract period unless this document specifically states otherwise. All lump sum fees shall be in Canadian dollars and include all costs of performing all the services required before and after tax(es).

11. IRREVOCABLE OFFER

Submissions must be irrevocable for 90 days from the closing date and time. Failure to provide a complete the document as requested may result in rejection of the submission.

SCHEDULE B - FEE PROPOSAL

Vendor is required to submit FOB pricing; to include shipping
This form must be completed in full and shall not be modified by the Contractor.

Contract Term:	Product Requirements					Vendor Submission							
	Item No.	Product Description	Weight	Box Qty	Estimated Yearly Box Qty	Unit Price (including shipping)	Total Price (Including shipping)	Weight	Min Order Qty	Print Method (Print Shells or Digital Printing) Contractor must type either Print Shell or Digital Printing for each item.	Lead Time (Business Days)	Rush Order Turn around	
												24 Hours (Price)	48 Hours (Price)
Year 1: April 1, 2018 to March 31, 2019	1	Business cards, single sided. Size: 3.5 X 2"	130 lbs	250	40		\$ -						
	2	Envelope with no window. Size: 4 1/4" X 9 1/2" FSC Certified 100%	24 lbs	500	25		\$ -						
	3	Envelope with window. Size: 4 1/4" X 9 1/2", Window: 1 1/8" X 4 1/2", Left 5/8", Bottom 3/4" FSC Certified 100% with degradable window	24 lbs	500	10		\$ -						
	4	Envelope with cheque window. Size: 3 3/4" X 8 3/4", Window: 1" X 4", Left: 5/8", Bottom 3/4" FSC Certified 100% with no logo and degradable window	24 lbs	500	10		\$ -						
	5	Letterhead. Size: 8.5 x 11	24 lbs	5,000	5		\$ -						
	6	Proposed Alternative:											
						Year 1 Subtotal (Estimated Yearly Qty X Unit Price)	\$ -						

The Regional District Pantone Colour is Reflex Blue C=100, M=73, Y=0, K=2

Contract Term:	Product Requirements					Vendor Submission							
	Item No.	Product Description	Weight	Box Qty	Estimated Yearly Box Qty	Unit Price (including shipping)	Total Price (Including shipping)	Weight	Min Order Qty	Print Method (Print Shells or Digital Printing) Contractor must type either Print Shell or Digital Printing for each item.	Lead Time (Business Days)	Rush Order Turn around	
												24 Hours (Price)	48 Hours (Price)
Year 2: April 1, 2019 to March 31, 2020	1	Business cards, single sided. Size: 3.5 X 2"	130 lbs	250	40		\$ -						
	2	Envelope with no window. Size: 4 1/4" X 9 1/2" FSC Certified 100%	24 lbs	500	25		\$ -						
	3	Envelope with window. Size: 4 1/4" X 9 1/2", Window: 1 1/8" X 4 1/2", Left 5/8", Bottom 3/4" FSC Certified 100% with degradable window	24 lbs	500	10		\$ -						
	4	Envelope with cheque window. Size: 3 3/4" X 8 3/4", Window: 1" X 4", Left: 5/8", Bottom 3/4" FSC Certified 100% with no logo and degradable window	24 lbs	500	10		\$ -						
	5	Letterhead. Size: 8.5 x 11	24 lbs	5,000	5		\$ -						
	6	Proposed Alternative:											

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Year 2 Subtotal (Estimated Yearly Qty X Unit Price)	\$ -
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	Item No.	Product Description	Weight	Box Qty	Estimated Yearly Box Qty	Unit Price (including shipping)	Total Price (Including shipping)	Weight	Min Order Qty	Print Method (Print Shells or Digital Printing) Contractor must type either Print Shell or Digital Printing for each item.	Lead Time (Business Days)	Rush Order Turn around	
												24 Hours (Price)	48 Hours (Price)
Year 3: April 1, 2020 to March 31, 2021	1	Business cards, single sided. Size: 3.5 X 2"	130 lbs	250	40		\$ -						
	2	Envelope with no window. Size: 4 1/4" X 9 1/2" FSC Certified 100%	24 lbs	500	25		\$ -						
	3	Envelope with window. Size: 4 1/4" X 9 1/2", Window: 1 1/8" X 4 1/2", Left 5/8", Bottom 3/4" FSC Certified 100% with degradable window	24 lbs	500	10		\$ -						
	4	Envelope with cheque window. Size: 3 3/4" X 8 3/4", Window: 1" X 4", Left: 5/8", Bottom 3/4" FSC Certified 100% with no logo and degradable window	24 lbs	500	10		\$ -						
	5	Letterhead. Size: 8.5 x 11	24 lbs	5,000	5		\$ -						
	6	Proposed Alternative:											

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Year 3 Subtotal
(Estimated Yearly Qty X Unit Price)

\$ -

Subtotal (Year 1,2 &3)	\$ -
GST (5%)	\$ -
PST (7%)	\$ -
Total	\$ -