



Sunshine Coast Regional District

Request for Quotation

Number: 19 379
for
Recreation Guide Printing and Delivery

Issue Date:

February 11, 2019

Closing Date:

February 27, 2019 at 3:00 pm local time.

Bid Conditions:

Delivery of Quotations: Quotations must be in English and must be submitted using one of the submission methods below, and must either (1) include a copy of this cover page that is signed by an authorized representative of the Bidder or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFQ.

BC Bid Electronic Submission: Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at www.bcbid.ca). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as a signature.

Email Submission: Proponents may submit an electronic Proposal by email. Proposals submitted by email should be submitted to submissions@scrd.ca in accordance with the instructions at Section 1.11 of the General Terms and Conditions of this RFQ.

OR

Hard Copy Submission: Bidders must submit **ONE (1)** hard-copies and **ONE (1) electronic copy** on a USB Drive of its quotation. Quotations submitted by hard copy must be submitted by hand or courier to:

Sunshine Coast Regional District
1975 Field Road
Sechelt, BC
V0N 3A1

Regardless of submission method, quotations must be received before Closing Time to be considered.

A proposal is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.

CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:

The enclosed proposal is submitted in response to the referenced Request for Proposals, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFQ including the following:

- a) The Proponent has carefully read and examined the entire Request for Quotation;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal

PROPONENT NAME (please print): _____

NAME OF AUTHORIZED REPRESENTATIVE (please print): _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____

1. General Terms and Conditions

1.1. Bid Revisions / Withdrawal

Any revision/amendments to the Bid made before the Competitive Bid closing time and date must be in writing and submitted in the same manner as the bid, stating Competitive Bid Number and Title. The Bidder shall initial any revision/amendment. Telephone communication will NOT BE ACCEPTED. Bids may be withdrawn, if written notice is received prior to closing time and date.

1.2 Bid Inquiries

All inquiries must be in writing and directed to purchasing@scrd.ca

Inquiries are required to be submitted in writing by 3:00 pm five (5) business days prior to the closing date. Any inquiries submitted past the deadline may be responded to at the Regional Districts discretion. Addenda to the Competitive Bid will be issued if, in the Regional District sole opinion, it is necessary to clarify or change any of the information in this Competitive Bid.

1.3 Specifications:

Where a specific make is called for, Bids will be received on an equivalent unless stated as no substitutes (NO SUBS). Specified weights, sizes, packages, colours, etc., as noted cover our requirements. If no change is made to the description column showing deviations from our specifications, we will expect to receive the items as specified in our description. The items Bid must be new, the most current model of the manufacturer, and comply with all conditions of the specifications.

1.4 Evaluation & Award

Evaluation and award will be based on a weighted criteria system on the following factors which will be evaluated and scored:

Weighted Criteria

Price	100
TOTAL:	100%

1.5 Warranty:

Please provide the following information:

- Warranty Term:
- What does the warranty cover

1.6 Delivery:

Print copies delivered to an identified distributor located on the Sunshine Coast, and must include all freight and delivery charges.

1.7 Pricing:

Prices bid in this Competitive Bid shall not include applicable taxes. Contracts resulting from award of this Competitive Bid will note any applicable taxes. All Bids shall be submitted in Canadian Funds only. No authorization to pay in any foreign currency will be permitted.

This Competitive Bid submission will be irrevocable and remain open for acceptance for ninety (90) days from the closing date whether or not another Competitive Bid has been accepted.

The lowest or any bid may not necessarily be accepted and will depend on meeting the Regional District financial, operating and technical needs.

No payments for "extras" shall be made unless authorized in writing by the Regional District.

1.8 Confidentiality

Information pertaining to the Regional District obtained by the bidder as a result of participation in this Competitive Bid is confidential and must not be disclosed without written authorization from the Regional District.

All Competitive Bids submitted become property of the Regional District and as such are subject to the Freedom of Information Act. To request documentation or bid confidentiality under the Act, Bidders must submit a covering letter with their Bid detailing the specifics of the request.

1.9 Laws of British Columbia

Any Contract resulting from this Competitive Bid will be governed by and will be construed and interpreted in accordance with the laws of the Province of British Columbia.

- It does so without collusion with any other Supplier; and
- has no conflict of interest with any party in the Regional Districts regarding their submission; and
- the Supplier confirms agreement with the Regional Districts' terms and conditions of the form of contract noted above (Section: Pricing).

1.10 Mandatory Criteria

- The Quotations must be received at the Closing Location before the closing time.
- The Quotations must be in English
- The Quotations must be submitted using one of the submission methods set out on page 1 of the RFQ.
- Quotations must either (1) be signed by an authorized representative of the bidder or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFQ.

1.11 Submission of Quotations

- a) Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RFQ. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.
- b) For electronic submissions (BC Bid or email), the following applies:
 - (i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;
 - (ii) The Regional District limits the maximum size of any single email message to 20Mb or less.
 - (iii) Proponents should endeavour to submit emailed proposal submissions in a single message and avoid sending multiple email submissions for the same opportunity. If an electronic submission exceeds the applicable maximum single message size, the Proponent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity). Proponents should identify the order and number of emails making up the email proposal submission (e.g. "email 1 of 3, email 2 of 3...");
 - (iv) For email proposal submissions sent through multiple emails the Regional District reserves the right to seek clarification or reject the proposal if the Regional District is unable to determine what documents constitute the complete proposal;
 - (v) Attachments must not be compressed or encrypted, must not contain viruses or malware, must not be corrupted, and must be able to be opened using commonly available software (e.g. Adobe Acrobat). Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Regional District has no obligation to attempt to remedy any message or attachment that is received corrupted or cannot be viewed. The Regional District may reject proposals that are compressed encrypted, cannot be opened or that contain viruses or malware or corrupted attachments.
- c) For BC Bid e-submissions only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service (\$150 per year) and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.

- d) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 1.12, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.
- e) The Regional District strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.
- f) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Regional District Electronic Mail System or BC Bid.
- g) While the Regional District may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the Regional District Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not successfully resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the Regional District Contact immediately to arrange for an alternative submission method if:
 - (i) the Proponent's email proposal submission is rejected by the Regional District Electronic Mail System;
or
 - (ii) the Proponent does not receive an automated response email from the Regional District confirming receipt of each and every message transmitted, within a half hour of transmission by the Proponent.

An alternate submission method may be made available, at the Regional District's discretion, immediately to arrange for an alternative submission method, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the Regional District before the Closing Time. The Regional District makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's proposal is received before Closing Time.

1.12 Withdrawal or Revisions

Proposals may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Proposals withdrawn will be returned to the Proponent unopened. Revisions to the proposals already received shall be submitted only by electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusions or inclusion of particular words.

Introduction:

The Sunshine Coast Regional District (Regional District) is seeking quotations from qualified and experienced vendors for the supply and delivery of six Recreation Guides for the next two years from Summer 2019 through to and including Winter 2020/2021.

Background: printing binding

The Sunshine Coast Regional District Recreation Division offers a variety of registration programs, drop-in programs, events and specialized services through the year on a seasonal basis. The Recreation Guide is produced three times a year and delivered to Sunshine Coast residents through Canada Post as unaddressed ad-mail. Copies of the Recreation Guide are also delivered to Regional District recreation facility. The Recreation Guide is an important tool for the Regional District's marketing plan and is a highly regarded publication with the Community. The design of the Recreation Guide is done in-house.

Project Scope & Requirements - General Specifications:

Printing

- Printing approximately 13,000 Recreation Guides, three (3) times per year.
- Full colour cover and black and white inside pages.
- Cover: four pages, full colour: 70lb Pacesetter Gloss text stock – process colour both sides, full bleed. (Other similar paper stock is acceptable.)
- All inside pages in Electrabrite newsprint paper (other similar types are acceptable.)Black and white printing
- Approximate size: 8.25” x 10.5”
- Stitching – Saddle Stitch
- View of current Recreation Guide can be found here: www.scrd.ca/recreation-guide.
- There are two versions of the Recreation Guide produced each year.
 - Summer Recreation guide is approximately 28 pages (1 time per year)
 - Fall and Winter Recreation guide is approximately 68 pages (2 times per year)

Delivery

- Print copies delivered to an identified distributor located on the Sunshine Coast.
- Print copies also delivered to Regional District recreation facility (quantity to be determined at a later date.)

Timelines

Design will be provided by Regional District to vendor as a high resolution PDF file:
Adobe PDF Preset: PDF/x-1a:2001 file.

Recreation Guide Issue	Date by which Regional District will provide design work to vendor	Printed guides will be delivered to distributor and Regional District recreation facility by:
Summer 2019	Friday April 19, 2019 4:30 pm	Wednesday May 1, 2019
Fall 2019	Friday July 26, 2019 4:30 pm	Wednesday August 7, 2019
Winter 2019/2020	Friday November 22 4:30 pm	Wednesday December 4, 2019
Summer 2020	Friday April 17, 2020 4:30 pm	Wednesday April 29, 2020
Fall 2020	Friday July 24, 2020 4:30 pm	Wednesday August 5, 2020
Winter 2020/2021	Friday November 20, 2020 4:30 pm	Wednesday December 2, 2020

Proofs

A final full colour proof will be required before final sign off will be given.

Copyrights

All copies, negatives, proofs, colour separations, design, artwork, and all other materials created or altered in the production of an order will be considered the sole property of the Sunshine Coast Regional District.

Overruns and Underruns

Exact quantities are to be supplied at the agreed upon price. The Sunshine Coast Regional District has no obligation to accept variations in quantities supplied unless previously agreed upon.

Experience & References

Proponents shall be competent and capable of delivering the goods and/or the services requested. References provided below should reference goods or services of a similar size and scope to that which is requested in this RFP and have occurred within the past 3 years.

Proponents agree that by providing information below, the Regional District has permission to contact references provided. The Regional District may make such enquiries concerning the experience and reputation of the proponent as it deems appropriate and consider those responses in their evaluation. If and where sub-contractors are performing any of the services also provide information as below.

Goods/Services Contract Description	
Company Name:	
Contact Person:	
Telephone:	
Email:	
Contract Start & End Dates	
Goods/Services Contract Description	
Company Name:	
Contact Person:	
Telephone:	
Email:	
Contract Start & End Dates	
Goods/Services Contract Description	
Company Name:	
Contact Person:	
Telephone:	
Email:	
Contract Start & End Dates	

Schedule B - Pricing

Proponents are requested to provide their pricing on the form below and include this completed section with their response.

All pricing shall include duty and customs charges, delivery to specified locations. PST and GST taxes are to be shown separately.

Description	Cost per issue:	# of Issues:	Total Cost: Cost per issue x # of issues:	P.S.T.	G.S.T.	Total
2019 Printing Cost of 13,000 Summer Recreation Guide		2				
2019 Printing Cost of 13,000 Fall or Winter Recreation Guide		4				
2020 Printing Cost of 13,000 Summer Recreation Guide		2				
2020 Printing Cost of 13,000 Fall or Winter Recreation Guide		4				

Submitted on behalf of:

Company Name: _____ Phone Number: _____

Address: _____ Fax Number: _____

City & Postal Code: _____ Email Address: _____

Signature: _____ Name & Title: _____

SCHEDULE A – GENERAL TERMS AND CONDITIONS

1. ACCEPTANCE OF TERMS & CONDITIONS

Submission indicates acceptance of all the terms and condition, 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. 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.

4. 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.

5. 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.

6. 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.

7. SUCCESSION

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

8. INVOICING & PAYMENT

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 account 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.

9. 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.