



Contract 2680Q

Supply and Delivery of ENVELOPES 2005

Bidders are requested to respond to this Quotation call as instructed subject to the provisions contained herein.

Name of Bidder: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Telephone No: _____ Fax No.: _____

E-mail: _____

Contact Person: _____

Title: _____

Table of Contents

Cover Page	1
Table of Contents	2
Instructions to Bidders	3
Quotation Form	6
Schedule of Quantities and Prices	7
List of Previous Contracts	10
Specifications	11
Environmental Terms & Conditions	12
General Conditions of the Contract	GC1-GC3

Instructions to Bidders

1. Two Copies of Sealed quotations, plainly marked on the envelope:

CONTRACT 2680Q - SUPPLY AND DELIVERY OF ENVELOPES

will be received at the Information Counter, Main Floor, Richmond City Hall, addressed to the Purchasing and Insurance Department, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, until 12:00 noon, Local time:

Wednesday, June 1st, 2005

2. Quotations received in the office of the Purchasing and Insurance Department after the above-mentioned time and date will be returned unopened.
3. Quotations must be submitted on the attached Forms and be authorized by a signing officer of the Bidder's company. The entire Request for Quotation must be returned to the City.
4. This Document and completed Forms will become part of the Contract Documents between the City and the successful Bidder.
5. The City reserves the right to accept all or any part of a quotation or to waive irregularities at their own discretion. The lowest or any quotation will not necessarily be accepted.
6. The City of Richmond estimates that this contract will be awarded within 4-6 weeks of the closing date. All bidders submitting Quotations for the Project will be advised as to the outcome. Please note that Bid results for those contracts posted on the City Web Site and/or BC Bid will be listed on BC Bid within two (2) weeks of the award of Contract.
7. Proprietary names, unless otherwise stated, are used solely to establish standards of materials and finish. Items of other manufacture may be accepted as equal to those specified, at the discretion of the City.
8. Alternate Quotations will be considered and should be submitted under separate cover and be marked "Alternate Quotation".
9. Prices, in Canadian currency, shall be shown for each unit specified and shall include all packing, crating, freight, cartage, shipping charges, cost of unloading supplies at destination, and all tariffs, taxes and duties.

Instructions to Bidders (Cont'd)

10. Inquires during submission of Quotation should be directed as follows:

Purchasing

Kerry Lynne Young
Buyer
Purchasing Department
City of Richmond

Telephone: 604-276-4097

E-mail: purchasing@richmond.ca

Technical

Frank Amato
Stores Attendant
Stores Department
City of Richmond

Telephone: 604-233-3329

E-mail: famato@richmond.ca

11. Quotations may be withdrawn by written notice only, provided such notice is received at the office of the City's Purchasing Department prior to time set as closing time for receiving Quotations.
12. Quotations shall be open for acceptance for 60 days following the submission closing date.
13. Each Bidder shall state on the list provided to be submitted as part of his quotation, information regarding their previous Contracts. It is the intention of the City not to award the contract to any Bidder who does not furnish satisfactory evidence that he has the ability and experience to perform the various works covered under this Contract, and that he has sufficient capital and plant to enable him to execute the said works successfully, and to the satisfaction of the City, and to complete and deliver said works as quoted in his Quotation.
14. Bidders are advised that submissions of quotes shall be in compliance to the Freedom of Information and Privacy Act.
15. Bidders are advised that this contract will be in effect for three years with the potential to extend the contract for two additional one-year terms to a five year maximum. Bidders should therefore include any anticipated price changes for the next five years and specify these price changes in their bid submissions. Bidders may attach additional sheets if necessary.
16. Bidders must include with their bids samples of envelopes of the Tax mail out envelopes (indicated in our quotation form). **200 samples must be provided for testing by City Mail Room Staff.**
17. **Any interpretation of, additions to, deletions from, or any other corrections to the Contract documents, will be issued as written addenda by the City of Richmond.**

Instructions to Bidders (Cont'd)

For Requests for Quotations posted on the City of Richmond Web Site/BC Bid, all addenda will posted on these sites. For Invitational Requests for Quotations, all Bidders receiving copies of the documents will faxed and/or e-mailed copies of the addenda. It is the sole responsibility of the potential bidders to check the City of Richmond Web Site and BC Bid to ensure that all available information has been received prior to submitting a bid.

Quotation Form

Purchasing and Insurance Department
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

The undersigned Bidder, having carefully read and examined the Instructions to Bidders, Quotation Form, Schedule of Quantities and Prices, General Conditions of Contract and Specifications and Drawings, and having full knowledge of the work required, does hereby offer to provide all necessary materials in strict accordance with the Specifications and to do all therein called for on the terms and conditions and under the provisions therein set forth at the:

LUMP SUM TOTAL QUOTED PRICE OF \$ _____

The above price includes and covers duties, Federal, (including G.S.T.), Provincial Taxes, handling and transportation charges, and all other charges incidental to and forming part of this Quotation.

The undersigned Bidder agrees to supply the whole of the materials within _____ weeks of acceptance.

Name of Bidder: _____

Address: _____

Telephone No: _____

Name, Signature,
and Title of
Signing Officer: _____

Date: _____

E-mail: _____

Web Address: _____

Schedule of Quantities and Prices

The City shall pay in Lawful money of Canada the amount shown for the following items subject to the conditions of the Contract Documents.

<u>Stores Item Code</u>	<u>Size (inches)</u>	<u>Opening</u>	<u>Stock</u>	<u>Printed</u>	<u>Window</u>	<u>Ink</u>	<u>Estimated Annual Quantity Ordered</u>	<u>Price per 1000</u>
S108012	#9 4 x 9	O/S	24# Kraft (also referred to as <i>Rena Natural Kraft</i>)	Yes	No	Black	10,500	
S108014	4 1/8" x 9 1/2"	O/S	Full Circle Wove	No	No	N/A	2000	
S108015	#10 4 1/8 x 9 1/2	O/S	24# Natural Kraft (also referred to as <i>Rena Natural Kraft</i>)	Yes	No	Black	64,000	
S108016	#10, 4 1/8 x 9 1/2	O/S	24# Natural Kraft (also referred to as <i>Rena Natural Kraft</i>)	Yes	Yes	Black	34,000	
S108017	9" x 12"	O/S	24# Kraft Large (also referred to as <i>Rena Natural Kraft</i>)	Yes	No	Black	13,000	
S108021	11 1/2" x 14 1/2"	O/S	24#/1 1/2 Booklet Kraft (also referred to as <i>Rena Natural Kraft</i>)	Yes	No	Black	3000	
S108025	5 3/4" x 9 1/2"	O/S	24# Kraft 7 Booklet (also referred to as <i>Rena Natural Kraft</i>)	Yes	No	Black	5500	

<u>Stores Item Code</u>	<u>Size (inches)</u>	<u>Opening</u>	<u>Stock</u>	<u>Printed</u>	<u>Window</u>	<u>Ink</u>	<u>Estimated Annual Quantity Ordered</u>	<u>Price per 1000</u>
None	3 ¾ x 8 ¾	O/S	24# Natural Kraft (for Tax Returns). <ul style="list-style-type: none"> Return Address not required. Cross Back Seams. 	Yes, 2 sides	No	Black	170,000	
*None	#10 4 1/8 x 9 ½	O/S	24# Natural Kraft for Tax Returns). <ul style="list-style-type: none"> Cross Back Seams. 	Yes	Yes	Black	170,000	
None	T4 – New 5 ¾ x 9	O/S	24 lb White Wove Security- Lined Standard T4 <ul style="list-style-type: none"> Standard Window Cross-back 	Yes	Yes	Black	8,000	

If price changes are anticipated over the next three to five years, please specify this information in the space below. Attach additional sheets if necessary.

Year	% (+ or -)
2006	
2007	
2008	
2009	
2010	

*** Please provide 200 samples of this envelope for our mail room staff to test.**

Continued from Previous Page

Subtotal	\$ _____
Provincial Sales Tax	\$ _____
Goods and Services Tax	\$ _____
TOTAL QUOTED AMOUNT (carried forward to Quotation Form)	\$ _____

Payment Terms _____

Initials of Signing Officer

List of Previous Contracts

The Bidder has recently undertaken and completed the Contracts described following and authorizes the City of Richmond to inquire as to the nature of the Bidders performance on these contracts.

	DESCRIPTION OF CONTRACT	TOTAL PRICE OF CONTRACT	DATE COMMENCED	DATE COMPLETED
Owner:				
Located at:				
Contract for:				
Owner:				
Located at:				
Contract for:				
Owner:				
Located at:				
Contract for:				
Owner:				
Located at:				
Contract for:				

(If additional space is required, attach additional)

Specifications

1. All envelopes shall meet Canada Post Standards. The bidder shall advise the City of Richmond of any envelopes that do not meet these standards.
2. Delivery destination of goods shall be the City of Richmond Stores Department, unless otherwise specified. Cost for delivery shall be included in the unit price quoted.
3. Return address of the City of Richmond shall be printed on all envelopes unless otherwise specified.
4. Packaging shall be in boxes of 500 and shall clearly identify the contents of each box..

Environmental Terms and Conditions of Contract

1.0 Environmental Policy Requirements

1.1 The City of Richmond's Environmental Purchasing Policy

The City of Richmond's Environmental Purchasing Policy states:

In order to increase the development and awareness of environmentally sound products and services, City of Richmond staff will review their contracts and tender specifications for goods and services, to ensure that wherever possible and economically feasible, specifications are amended to provide for consideration of environmental characteristics. Consideration may be given to those environmental products that are certified by an independent accredited organization.

The City of Richmond as a whole will endeavour to increase its use of products and services that are more responsible to the environment in the way they are made, used, transported, stored and packaged and disposed of. It is recognized that analysis is required in order to ensure that the products are made available at competitive prices, and that the environmental benefits provided by a product or service should not significantly affect the intended use of that product or service.

1.1.1 The City of Richmond reserves the right to request information from bidders that will demonstrate compliance to this environmental purchasing policy.

1.1.2 Bidders are asked to supply information on environmentally preferable products and services that meet all specifications and performance requirements.

1.1.3 Placing the City of Richmond in breach of its environmental policy or environmental laws will result in the termination or suspension of an agreement, at the sole discretion of the City.

1.2 Environmental impacts in the life cycle of a product or service

1.2.1 Environmental purchasing involves considering the costs and environmental consequences of a product or service in all stages of its life cycle, including raw materials acquisition, production, manufacturing, packaging, distribution, operation, maintenance, reuse and disposal.

1.2.2 Independent certification programs such as Environmental Choice as well as an increasing number of manufacturers conduct life cycle assessments to answer the question, "What is the environmental burden of a product or service through all stages of its life cycle?" The City of Richmond is

interested in receiving, wherever available, life cycle information relevant to the products or services being considered.

1.3 Characteristics of environmentally preferable products

1.3.1 Environmentally preferable products and services have characteristics that include but are not limited to the following:

- Reduce waste and make efficient use of resources, including energy
- Are reusable or contain reusable parts
- Are recyclable
- Contain post-consumer recycled materials
- Produce fewer polluting by-products and/or safety hazards during manufacture, use or disposal, and
- Have a long service life and/or can be economically and effectively repaired or upgraded.
- Are certified by an independent accredited organization such as the Environmental Choice program

1.4 Packaging

1.4.1 As with products and services, the City of Richmond will endeavour to consider the environmental characteristics of a product's packaging.

1.4.2 The City prefers that suppliers minimize the amount of packaging used on products or that durable, long-lasting forms of reusable packaging be used. While packaging containing post-consumer recycled material or recyclable packaging is considered better than wasteful packaging, reduced or reusable packaging is preferred.

1.5 Environmental attributes of company

1.5.1 It is desirable that suppliers to the City of Richmond have an environmental policy statement approved at the executive level and implemented across the company.

1.5.2 Suppliers who have pursued environmental certification such as ISO 14001 should include this information with their bid. The ISO 14000 Series is a set of international standards for voluntary environmental management for both private and public organizations. It is designed to promote environmental compliance, ensure a commitment to pollution prevention, and foster continual improvement of environmental performance through efficient environmental management.

- 1.5.3 The City of Richmond strictly subscribes to an environmental policy that requires all suppliers to be in compliance with all environmental laws and regulations regarding the manufacture, processing, handling, provision, disposal and waste management of goods and services.

1.6 Environmental purchasing resources

- 1.6.1 The City of Richmond Environmental Purchasing Guide is available from the City of Richmond Web site at:

http://www.city.richmond.bc.ca/environment/policy/purchasing_guide/purchasing_guide.htm

2.0 BIDDERS' ENVIRONMENTAL QUESTIONNAIRE

- 2.1 Please complete this questionnaire. If more than one product or service is included in this contract, please use additional copies of the questionnaire as required, noting the products and services that are covered on each questionnaire:
- 2.2 The City of Richmond reserves the right to request additional information from bidders in order to validate the accuracy of information provided and demonstrate compliance to the City's environmental requirements.

ENVIRONMENTAL ATTRIBUTES OF THE PRODUCT	YES	NO	N/A	SPECIFY
Have studies of the environmental attributes of this product been completed (ie. lifecycle assessment)? If yes, please attach.				
Does the product require Material Safety Data Sheets (MSDS)? If yes, please provide details and/or enclose applicable MSDS.				
Does this product reduce waste and make efficient use of resources such as energy and raw materials throughout its life cycle? If yes, please explain.				
Is this product reusable or contain reusable parts? If yes, provide details.				
Is this product recyclable? If yes, provide details for local recycling, including whether the supplier will take back the product for recycling.				
Does this product contain post-consumer recycled materials? If yes, specify percentage.				
Does this product produce fewer polluting by-products and/or safety during its life cycle hazards than similar products? If yes, provide details.				
Does this product have a long service life and/or can be economically and effectively repaired or upgraded? If yes, provide details.				
Has the product been packaged using the least amount of packaging possible? If no, provide reasoning.				

ENVIRONMENTAL ATTRIBUTES OF THE PRODUCT	YES	NO	N/A	SPECIFY
Is the packaging reusable or contain reusable parts? If yes, provide details.				
Is the packaging recyclable? If yes, provide details for local recycling, including whether the supplier will take back the packaging for recycling.				
Does the packaging material contain post-consumer recycled materials? If yes, specify percentage.				
Does your company have an environmental policy statement approved at the executive level? If yes, attach.				
Has your company implemented its environmental policy (ie. undertaking waste reduction or energy efficiency initiatives)? If yes, provide details				
Does your company have certification (ie: ISO 14001 or equivalent)? If yes, provide documentation.				
Does your company participate in voluntary environmental programs such as Energy Star, Green Seal, Environmental Choice or EnerGuide? If yes, provide details.				
Has your company received any environmental violations within the past five years? If yes, provide detailed listing.				

3.0 ENVIRONMENTAL EVALUATION CRITERIA

Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:

- Environmental attributes of products or services
- Certifications of products or services, ie: The Environmental Choice Program, Green Seal and Energy Star
- Environmental attributes of packaging
- Provision of bidder's environmental policy and contents therein
- Implementation of bidder's environmental policy, eg. waste reduction or energy efficiency initiatives
- Certifications of bidder, ie: ISO 14001 Certified
- Statements indicating compliance with all environmental laws and regulations
- Completion of Bidders' Environmental Questionnaire

Note: The evaluation criteria are deemed to be of equal value and will amount to 10% of the total Bid Evaluation Process.

General Conditions of the Contract

1. Definitions

The two parties to this contract are the Contractor and the City, defined as follows:

The Contractor: The successful bidder for the work upon receipt of a purchase order and written acceptance of his Quotation from the City.

The City: City of Richmond.

Contract Documents: Means and includes the Instructions to Bidders, Quotation Form, Schedule of Quantities and Prices, Specifications, General Conditions of the Contract, and the awarding Purchase Order to the successful bidder.

2. Responsibility For Supplies

The Contractor shall be responsible for the supplies covered by this contract until they are delivered at the designated delivery point, regardless of the point of inspection; and the contractor shall bear all risks of loss or damage to rejected supplies after notice of rejection.

3. Inspection

All supplies shall be subject to inspection and test by and shall meet the approval of the Purchasing and Insurance Department and his decision shall be final and binding upon all parties.

In case any supplies or lots of supplies are defective in material or workmanship otherwise not in conformity with the specifications of the contract, the Purchasing and Insurance Department shall have the right either to reject them or to require their correction.

Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, but failure to inspect and accept or reject supplies shall not relieve the contractor from responsibility for such supplies as are not in accordance with the specifications.

4. Warranty

Unless otherwise specified, the contractor warrants that in the manufacture of the supplies only the best workmanship and materials have been employed and if, within a period of one (1) year from the date of acceptance of the supplies by the City, such supplies or any portion thereof are found by the City to be defective or faulty due to

General Conditions of the Contract (Cont'd)

imperfect or bad workmanship or material, the contractor agrees, to replace such defective supplies forthwith without expense to the City.

5. Payments

The contractor shall be paid within 30 Days after the submission by the contractor of properly prepared invoices to the Purchasing and Insurance Department for supplies delivered and accepted or services rendered and accepted. However, the City may withhold an amount equal to two times the value of goods or services not provided by the Contractor from any amounts owing to the Contractor.

6. Indemnification and Insurance

The Contractor will indemnify, hold and save harmless the City from and against all claims, losses, damages, costs, actions and other proceedings, made, sustained, brought or prosecuted in manner, based upon, occasioned by attributable to any injury, including death, property damage, infringement or damage arising from any act or omission of the Contractor, his employees, officers, volunteers, servants or agents or persons from whom the Contractor has assumed responsibility in the performance or purported performance of this agreement.

7. Liens

The Contractor shall fully indemnify the City from and against any and all liability or expenses by way of legal costs or otherwise in respect of any claim which may be made for a lien or charge at law or inequity or to any claim or liability under the Builders Lien Act, or to any attachment for debt, garnishee process, or otherwise.

8. Patent Fees

The Contractor shall pay all royalties and licence fees and shall save the City harmless from loss on account of suits or claims of infringement of patents in the doing of the work.

9. Default

- (a) The City may, by notice of default to the contractor, terminate the whole or any part of this contract if the contractor fails to make delivery of the supplies within the time specified, or to perform any other provisions of this contract.
- (b) In the event the City terminates this contract in whole or in part as provided in clause (a) the City may procure supplies or services similar to those so terminated, and the contractor shall be liable to the City for any excess costs for such similar supplies or services.

General Conditions of the Contract (Cont'd)

- (c) The contractor shall not be liable for any excess costs under clause (b) if failure to perform the contract arises by reason of strikes, lockouts, acts of God or acts of the City.

10. Taxes

Unless otherwise provided herein, the Contractor shall pay all government sales or excise taxes in force at the date of the Agreement, provided that any increase or decrease in such taxes shall increase or decrease the amount due under the Contract accordingly. Invoices shall show the appropriate amounts for Goods and Services Taxes and Provincial Sales Taxes separately.

11. Laws

The laws of British Columbia shall govern the work.

12. Time

Time shall be the essence in this Contract.

13. Assignment

Neither party to the Contract shall assign the Contract without the written consent of the other.

14. Changes

The City may make changes to the Contract and time and value shall be adjusted accordingly, except for emergencies all changes shall be made by written order.

15. Notices

Any notice required to be given in this Contract shall be deemed to be duly given to the City if sent by registered mail addressed to the City's Purchasing and Insurance Department at "City Hall, 6911 No. 3 Road, Richmond, BC V6Y 2C1" and to the Contractor if sent by registered mail addressed to the Contractor at the address set forth in the Quotation.



Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender No.

2680Q

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province	Postal Code
	Telephone Number	