



**Contract 2764Q**

**Supply and Delivery of RECREATIONAL CLOTHING**

**FOR RICHMOND FIRE-RESCUE**

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: \_\_\_\_\_

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Notice of No Bid.	

### **Instructions to Bidders**

1. Three copies of quotations, sealed and plainly marked on the envelope:

#### **CONTRACT 2764Q - SUPPLY AND DELIVERY OF RECREATIONAL CLOTHING FOR RICHMOND FIRE-RESCUE**

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

**Friday, March 10<sup>th</sup>, 2006**

2. Quotations received in the office of the Purchasing Section 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 with 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 3 - 4 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 Section  
City of Richmond

Telephone: 604-276-4097

E-mail: [purchasing@richmond.ca](mailto:purchasing@richmond.ca)

Stores

Dave M. Walsh  
Supervisor, Stores Operations  
City of Richmond

Telephone: 604-244-1213

Email: [dwalsh@richmond.ca](mailto:dwalsh@richmond.ca)

Technical

Debby Newton  
Administrative Assistant  
Richmond Fire-Rescue  
City of Richmond

Telephone: 604-303-2703

E-mail: [dnewton2@richmond.ca](mailto:dnewton2@richmond.ca)

11. Quotations may be withdrawn by written notice only, provided such notice is received at the office of the City's Purchasing Section 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. 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. It is the sole responsibility of the potential bidders to check with BCBid, the City of Richmond's Website and/or Purchasing Section to ensure that all available information has been received prior to submitting a bid.
16. The City, its agents and employees shall not be responsible for any information given by way of verbal communication.

**Instructions to Bidders (Cont'd)**

17. Bidders who do not wish to submit a bid for this contract are asked to complete and submit a “Notice of No Bid” in order to ensure that they are retained on the bidder’s list for the future requests.
18. One sample of each item quoted on **must** be provided with your bid submission. Failure to submit all pertinent samples will result in your bid being returned unopened.
19. This contract will be awarded on the basis of the following evaluation criteria:
  - Overall value – lowest price which meets or exceeds the City’s specifications.
  - Quality of samples submitted.
20. It is the City’s intention to award the contract for a three-year period with the possibility to extend the contract for two additional one-year terms upon mutual consent of the City and the successful bidder.
21. Orders on this contract will be placed by the Stores Department as needed by issue of purchase orders.

### Quotation Form

Purchasing Section  
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 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.

ITEM	DESCRIPTION	*QUANTITY	STANDARD UNIT PRICE	EXTENSION
1. Gym Shorts		196 pairs	\$ _____	\$ _____
2. Service Cap (Baseball)		78	\$ _____	\$ _____
3. Socks		873 pairs	\$ _____	\$ _____
4. Sweat Pants	Please refer to <i>Specifications</i> starting on p. 9	195 pairs	\$ _____	\$ _____
5. Sweat Shirts		266	\$ _____	\$ _____
6. T-Shirts		979	\$ _____	\$ _____
7. Turnout Gear Kit Bag		124	\$ _____	\$ _____

Subtotal \$ \_\_\_\_\_

Provincial Sales Tax \$ \_\_\_\_\_

Goods and Services Tax \$ \_\_\_\_\_

**TOTAL QUOTED AMOUNT** \$ \_\_\_\_\_  
 (carried forward to Quotation Form)

Payment Terms \_\_\_\_\_

Early Payment Terms \_\_\_\_\_

Price Fluctuations for Subsequent Terms of the Contract

Term	% increase or decrease (please specify)
2007 - 2008	
2008 - 2009	
2009 - 2010	
2010 - 2011	

\_\_\_\_\_  
 Initials of Signing Officer

\* The quantities provided are an estimate only and they do not guarantee actual quantities that will be ordered on this contract.

### Size Chart/Price List (to use with *Schedule of Quantities and Prices*)

In this section, please list your unit prices based on size of garments and carry forward this information to the *Schedule of Quantities and Prices*. You can provide an average unit price on the *Schedule* if your unit price varies with different sizes. Note, our inventory stock numbers have been included for your information only.

Stores Item No.	Item	Unit Price
S300146	RFR - Ball Cap	\$
S300096	RFR - Gym Bag (Turn Out Gear Kit)	\$
S300067	RFR - Gym Shorts Large	\$
S300064	RFR - Gym Shorts Med	\$
S300061	RFR - Gym Shorts Small	\$
S300070	RFR - Gym Shorts XLarge	\$
S300073	RFR - Gym Shorts XXLarge	\$
S300052	RFR - Sweat Pant Large	\$
S300049	RFR - Sweat Pant Med	\$
S300046	RFR - Sweat Pant Small	\$
S300055	RFR - Sweat Pant XLarge	\$
S300058	RFR - Sweat Pant XXLarge	\$
S300037	RFR - Sweat Shirt Large	\$
S300034	RFR - Sweat Shirt Med	\$
S300031	RFR - Sweat Shirt Small	\$
S300040	RFR - Sweat Shirt XLarge	\$
S300043	RFR - Sweat Shirt XXLarge	\$
S300044	RFR - Sweat Shirt XXXLarge	\$
S300022	RFR - Tee Shirt L/S Large	\$
S300019	RFR - Tee Shirt L/S Med	\$
S300016	RFR - Tee Shirt L/S Small	\$
S300025	RFR - Tee Shirt L/S XLarge	\$
S300028	RFR - Tee Shirt L/S XXLarge	\$
S300029	RFR - Tee Shirt L/S XXXLarge	\$
S300007	RFR - Tee Shirt S/S Large	\$
S300004	RFR - Tee Shirt S/S Med	\$
S300001	RFR - Tee Shirt S/S Small	\$
S300010	RFR - Tee Shirt S/S X Large	\$
S300013	RFR - Tee Shirt S/S XX Large	\$
S300014	RFR - Tee Shirt S/S XXX Large	\$
S300094	RFR - Work Sock Black	\$



### 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
Company:				
Contact Name:				
Phone:				
E-mail:				
Company:				
Contact Name:				
Phone:				
E-mail:				
Company:				
Contact Name:				
Phone:				
E-mail:				

(If additional space is required, attach additional)

## **Specifications**

### **SHORTS**

- 100% cotton, preshrunk, 10.5 ounce jersey;
- colour – navy blue;
- two side pockets and bar tack detail;
- three needle elastic waist with inside draw cord;
- two needle hemmed leg opening;
- mid-thigh length, no liner;
- silk screened with logo on left leg, artwork to be supplied by Richmond Fire-Rescue, and
- Sizes S – XXXL required.

### **SWEATSHIRTS**

- 90/10 cotton/poly for shrinkage control, 20 ounce weight;
- colour – navy blue;
- set-in, long sleeves with ribbed cuffs;
- double-needle stitched arm hold;
- rib band bottom;
- ribbed crew neck opening;
- silk screened with logo on left chest, artwork to be supplied by Richmond Fire-Rescue, and
- sizes S – XXXL required.

### **SWEATPANTS**

- 15 oz. 80% cotton, 20% polyester blend;
- colour – navy blue;
- c/w pockets;
- gathered, elasticized pant hems;
- elastic waist with inside draw cord;
- silk screened with logo on left leg, artwork to be supplied by Richmond Fire-Rescue, and
- Sizes S-XXXL required.

### **T-SHIRTS**

- 100% cotton, 10.2 ounce weight, pre-shrunk, ring-spun;
- colour – navy blue;
- tapered neck and shoulders;
- cover-seamed collar;
- double-hemmed sleeves and bottom;
- silk screened with logo on left chest, artwork to be supplied by Richmond Fire-Rescue, and
- Sizes S – XXXL required.

### **SERVICE CAPS (Baseball)**

- *Easy Fit/Flex Fit* caps
- 98-2 cotton/lycra blend fabric;
- colour – navy blue;
- Richmond Fire-Rescue crest embroidered on front, artwork to be supplied by Richmond Fire-Rescue;
- Name of Fire-Rescue member to be marked inside each cap.

### **TURNOUT GEAR BAG**

- LARGE BAG w/red panel each side, finished size approx 30 inches length x 16 inches height x 14 inches width.
- shall be constructed of heavy, waterproof, black sportlite nylon, 420 denier;
- heavy duty black polypropylene handles shall be constructed on the bag;
- two inches x 600# breaking strength all webbing shall be heat cut to prevent fraying;
- shall include snaps for closure at centre of top straps,
- shall include a heavy zipper #10 coil, self-healing, with two long tabs, and non-locking sliders at each end for locking security;
- the main zipper must extend down one end of the bag to the bottom, opening that end completely;
- large web hold tab to one end of zipper line for finger gripping, the other end of the bag shall have a single plastic one inch “D” ring, secured to the bag with a tab;
- heavy back welting shall be used for the piping on the perimeter and double sewed for strength;
- all thread shall be used of nylon 69 type, bonded and tensile strength of approximate 23#;
- red panels shall be constructed of 420 denier nylon, waterproof, and wide enough to allow silk-screening on one side in one inch white letters, “RICHMOND FIRE-RESCUE”;
- Other side of bag will have same type of panel with the member’s name silk-screened in one inch white letters;
- inside of bag near top centre of one side will have a small pocket for miscellaneous items, approx. size six inches by eight inches.

### **SPECIAL CONDITIONS**

Garments supplied must be of equal quality, style and colour of those presently worn by Richmond-Fire Rescue personnel (can be viewed at No. 1 Fire Hall, Richmond).

1. Bidders shall supply cloth samples of all fabrics to be used in their proposed garments. Samples of cloths to be used must be labelled with the following information:
  - a. Name of Bidder
  - b. Description of Material
  - c. Place of Origin

2. Bidders shall be prepared to submit with their quotations, samples of clothing for inspection by the Richmond Fire-Rescue Clothing Committee.
3. Bidders shall state latest delivery date of garments and must remember that full deliveries must be received by Richmond Fire-Rescue no later than 60 days from receipt of purchase order.
4. As the sweat pants must match the sweat shirts, the bidder shall provide pricing on both items.

## **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.

## General Conditions of the Contract

### 1. Definitions

The two parties to the contract/Purchase Order. are the Contractor and the City, defined as follows:

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

**The City:** City of Richmond.

Acceptance of the City of Richmond Purchase Order deems acceptance of all conditions of the Supply and Delivery Contract.

### 2. Responsibility For Supplies/Delivery and Packaging

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.

All items under this contract are to be delivered to the Stores Department at 5599 Lynas Lane, Richmond, BC V7C 5B2. The Stores Department requires that all T-Shirts, Sweat Shirts, Sweat Pants and Shorts must be bagged and sealed individually in clear plastic.

### 3. Inspection

All supplies shall be subject to inspection and test by and shall meet the approval of the Manager of Purchasing and Risk 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 Manager of Purchasing and Risk 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.

**General Conditions of the Contract (Cont'd)**

**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 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 Accounts Payable Section 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.

**General Conditions of the Contract (Cont'd)**

**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.
- (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 Contract/Purchase Order, provided that any increase or decrease in such taxes shall increase or decrease the amount due under the Contract accordingly. Invoices must 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 Risk Manager 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.

**2764Q**

**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 <span style="float: right;">Postal Code</span>	
	Telephone Number	



**To:** All Potential Bidders on Request for Quotation 2764Q      **Date:** February 21, 2006  
**From:** Kerry Lynne Young      **File:**  
Buyer  
**Re:** **Request for Quotation 2764Q - Supply & Delivery of Recreational Clothing for Richmond Fire-Rescue**

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Please be advised of the following addition to the Specifications Section (starting on p. 10) for the provision of socks:

The socks must be Kodiak Athletic, Style: 628 M, or City-approved equal (a sample must be submitted)

- Sizes: 10 – 13.
- Colour: Black.
- Blend: 81% Cotton, 15% Nylon, 3% Lycra (spandex), 1% polyester.
- No branding is required on the socks.

Please forgive the omission from the RFQ.

Kerry Lynne Young  
Buyer

KY:ky



**To:** All Potential Bidders on Request for Quotation 2764Q      **Date:** February 21, 2006  
**From:** Kerry Lynne Young Buyer      **File:** 02-0775-30-- INBOX/Vol 01  
**Re:** **Request for Quotation 2764Q - Supply & Delivery of Recreational Clothing for Richmond Fire-Rescue – Addendum 2**

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Please be advised of the following addition to the Specifications Section (starting on p. 10) for the provision of the *Service Caps*:

- The names of Richmond Fire-Rescue Department members are no longer required to be marked on the caps.

Please forgive the error in the RFQ.

Kerry Lynne Young  
Buyer

KY:ky