

**City of Richmond  
Richmond Speed Skating Oval  
Request for Pre-qualification Statement  
Contract 2818-PQ**

**Printing and Reprographic Services**

MHPM Project Managers Inc., acting as Project Managers for the City of Richmond, on the construction of the new Richmond Speed Skating Oval, is requesting the submission of a Pre-qualification Statement for the following services:

**Printing and Reprographics**

The City of Richmond, along with its consultants Cannon Design, Dominion Fairmile Construction and MHPM Project Managers Inc. are currently in the process of designing, tendering, and preparing contract documents for the construction of the Richmond Speed Skating Oval, a multi-purpose facility that will host the long track speed skating competition at the 2010 Olympics. Printing and Reprographic firms will be solicited to provide services for the above noted scope of work.

Companies that can provide both Printing and Reprographic services and with experience in similar work are invited to submit three (3) copies of the Proponent's Qualification Statement Table A – Printing Firm Experience to the Purchasing Department, Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y2C1. Submissions marked "2818PQ – Request for Pre-qualification Statement for Printing & Reprographics" will be received until **2:00 p.m. local time, Monday March 27.**

Submissions shall include a description of the printer's firm and references from alike projects.

All enquiries should be directed, in writing, to Jean-Philippe Picard by e-mail at [jpocard@mhpm.com](mailto:jpocard@mhpm.com) or by fax to 604-714-0989.

Submissions will be evaluated based upon the information contained in the submission, particularly the contents of Table – A. Submittals will be reviewed and evaluated with the objective of developing a short list of pre-qualified firms. Short listed proponents will then be asked to respond to a Request for Quotation. The printing contract is expected to be awarded in the spring of 2006 and will be of a duration of 3 years, with the majority of the work occurring between spring 2006 to fall 2007.

Any interpretation of, additions to, deletions from, or any other corrections to the Pre-qualification documents, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential bidders to check with BC Bid, the City of Richmond's Website and/or Purchasing Section to ensure that all available information has been received prior to submitting a bid.

Any submission will not necessarily be accepted.



**TABLE A - PRINTING FIRM EXPERIENCE**

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State/Prov: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Description of Business:**

**Printing Activities:**

Percentage of overall business devoted to reprographic services \_\_\_\_\_ %  
How long has the firm offered reprographic services? \_\_\_\_\_ years  
Average volume of plotting performed each year: \_\_\_\_\_ square meters  
Annual reprographics revenue for 2005: \_\_\_\_\_ \$  
Number of facilities in Vancouver: \_\_\_\_\_ locations  
Number of facilities serving Richmond: \_\_\_\_\_ locations  
Number of delivery vehicles: \_\_\_\_\_ vehicles  
Does your firm provide same day delivery? \_\_\_\_\_  
Number of Employees \_\_\_\_\_ employees

**List the key plotting equipment your firm can provide :**

Full Size Color CAD Plotting:

Full Size B/W CAD Plotting / Printing:

Full Size Color Plotting Bond:

Other Equipment:

**List your ability to store electronic copies and take electronic orders:**

**List other services your firm can provide (Printing, FTP, etc.):**

Complete the following table showing relevant big contract printing experience

<b>Contract Name</b>	<b>Business Sector</b> (Drawings, Color, Flyers, Posters)	<b>Contact Name and Tel. No.</b>	<b>Services involved</b>