

**CITY OF RICHMOND
REQUEST FOR EXPRESSIONS OF INTEREST**

PRINTING SERVICES – CONTRACT 2879 EOI

The City of Richmond invites expressions of interest from qualified printing companies. Bidders are asked to supply comprehensive and detailed information on their print services in order to enable the City to establish a print roster. The City will evaluate all Expressions of Interest and determine a shortlist of fifteen (15) companies who will be asked to provide bids on various projects for a maximum three (3) year period.

Two copies of submissions marked “**Contract 2879 EOI – Print Services – Expression of Interest**”, addressed to the Purchasing Section at Richmond City Hall, 6911 #3 Road Richmond BC, V6Y 2C1 will be received at the Information Counter, **until 12:00 noon, local time, Tuesday, July 11 2006.**

Expressions must highlight the specialties of the company in terms of its strengths. All responses must include, and will be evaluated based on, the following:

- A corporate profile including previous experience, staffing qualifications, and references;
- Quality of a provided portfolio of work;
- Price structures for standard and specialty print jobs (with reference to samples provided);
- Technical capabilities, including information on pre-press department, film output capabilities and software program supports. A City approved print supplier must be able to support *MS Word for Windows, Adobe In Design, CorelDraw* and *PageMaker* in addition to corresponding Chinese language files; in house capabilities would be preferred.
- If film out-putting capabilities are handled by a third party, please indicate the name and contact information of the film outputting company used.
- Samples of work (please provide a representative variety); and
- Pick up and delivery services.

The City reserves the right to request additional samples of print jobs before vendors are placed on the print roster and invited to bid on future projects.

Questions of a technical nature may be directed to mmuir@richmond.ca , attention: Morgan Muir. Purchasing inquiries can be directed to purchasing@richmond.ca , attention: Daianna Panni.

The City reserves the right to accept or reject any or all submissions.

All proposals will remain confidential, subject to the Freedom of Information and Privacy Act.