



**Contract 2948Q**

**Supply and Delivery of SANITARY PAPER AND JANITORIAL CLEANING  
CHEMICALS**

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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### **Instructions to Bidders**

1. Sealed quotations, plainly marked on the envelope:

**CONTRACT 2948Q - SUPPLY AND DELIVERY OF SANITARY PAPER AND JANITORIAL CLEANING CHEMICALS**

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:

**Tuesday, October 17, 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. In accordance with the City's Procurement Policy 3104, award of bids shall be based on:
  - (i) The lowest total cost of acquisition,
  - (ii) Experience of the bidder,
  - (iii) Bidder's references of performance on previous similar contracts,
  - (iv) The bidder's financial resources,
  - (v) Bidder's capability of supervision, staffing and use of subcontractors,
  - (vi) Bidder's ability to meet City specifications and performance criteria,
  - (vii) Any additional evaluation criteria stated in the contract document.
7. The City of Richmond estimates that this contract will be awarded within Two (2) 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.
8. Alternate Quotations will be considered and should be submitted under separate cover and be marked "Alternate Quotation".

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

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

<u>Purchasing</u> David Phipps Supervisor, Purchasing City of Richmond	Telephone: 604-276-4287  E-mail: <a href="mailto:purchasing@richmond.ca">purchasing@richmond.ca</a>
<u>Technical</u> Philip James Hogg Manager, Facilities City of Richmond	Telephone: 604-244-1243  E-mail: <a href="mailto:phogg@richmond.ca">phogg@richmond.ca</a>
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 the date / time set as the 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. Current Consumer Published Price lists must be submitted with this Quotation and discounts taken from these lists to calculate net pricing. The discounts applicable against this price shall remain constant for the term of the contract, but the price lists may change from time to time and the list in effect at the time the goods are ordered and in the possession of the City of Richmond will apply. It is the responsibility of the Contractor to keep the City of Richmond supplied with up-to-date published price lists.
16. 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 the City of Richmond's Website and / or BC Bid to ensure that all available information has been received prior to submitting a bid.

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

17. The City, its agents and employees shall not be responsible for any information given by way of verbal communication.
18. The Term of this Contract shall be for a one (1) year period with the option to renew for four (4) additional one (1) year periods to a maximum total contract period of five (5) years. The option to extend the Contract is subject to the mutual agreement of both parties.
19. Preference may be given to Bidders offering environmentally beneficial products or services in accordance with the enclosed Environmental Terms and Conditions and enclosed Environmental Questionnaire.
20. Unless otherwise stated, if and wherever the Specifications state a Brand Name, Make, Name of Manufacturer, Trade Name or Vendor Catalogue Number, it is for the purpose of establishing a grade or quality of goods, material, equipment and /or services only. It is not intended to rule out competition from equal brands or makes. If, however, a product other than that specified is offered, it is the Bidders responsibility to name such a product in their Bid Submission. Evidence in quality in the form of samples may be requested.  
  
If requested by the Manager, Purchasing and Risk, items bid upon must be made available for evaluation within two (2) days of request.  
  
Samples not available for evaluation or not clearly marked may result in the rejection of the item for further consideration.
21. Except where stated otherwise herein, the Specifications describe what is considered necessary to meet the performance requirements and Bidders should bid in accordance with such Specifications, or if the Bidder cannot meet the Specifications, the Bidder may offer an alternative which it believes to be the equivalent.
22. Bidders must clearly indicate any variances from the Specifications as listed in this document or conditions, no matter how slight.
23. Upon final award of contract there will be a two (2) Calendar Month transition period from previous products and dispensers to new products and dispensers as listed in this RFQ Document. The successful bidder(s) will be responsible for disposing of the existing dispenser prior to installation of the new products.

### 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 \$** \_\_\_\_\_

**PAYMENT TERMS** \_\_\_\_\_ **EARLY PAYMENT TERMS** \_\_\_\_\_

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.

**“GREEN CERTIFIED” CHEMICAL CONCENTRATES**

Unit No.	Description	Est. Quantity	Unit	Unit Cost	Total Cost
1	Glass Cleaner – No Flash Point (NFP) Enviro Solutions, or City approved equivalent. Dilution 1-32	TBD	4.73L	\$ _____	\$ _____
2	Neutral Floor Cleaner Enviro Solutions, or City approved equivalent. Dilution 1-256	TBD	4.73L	\$ _____	\$ _____
3	Washroom Cleaner Enviro Solutions, or City approved equivalent. Dilution 1-8	TBD	4.73L	\$ _____	\$ _____
4	Heavy Duty Cleaner/Degreaser Enviro Solutions, or City approved equivalent. Dilution 1-64	TBD	4.73L	\$ _____	\$ _____
5	General Purpose Cleaner Enviro Solutions, or City approved equivalent. Dilution 1-64	TBD	4.73L	\$ _____	\$ _____
6	Spray and Wipe Cleaner Enviro Solutions, or City approved equivalent. Dilution 1-64	TBD	4.73L	\$ _____	\$ _____

**DISPENSERS**

Unit No.	Description	Est. Quantity	No of Items	Unit Cost – Installation	Total Cost – Installation
7	Dispensers	**		\$ _____	\$ _____

RECYCLED PAPER TOWEL AND TOILET TISSUE AND DISPENSERS

Unit No.	Description	Est. Quantity	Unit	Unit Cost	Total Cost
8	Paper Towel, Roll Towel Bay West #31400 EcoSoft Green Seal or City approved equivalent	1700 Cases	_____	\$_____	\$_____
9	Toilet Tissue Paper Bay West #61990 EcoSoft Green Seal or City approved equivalent	1500 Cases	_____	\$_____	\$_____
10	Jumbo Toilet Tissue Paper Bay West #10020 EcoSoft Green Seal or City approved equivalent	300 cases	_____	\$_____	\$_____
11	Paper Towel, Roll Towel Dispenser ** Bay West #86500 Hands Free Dispenser or City approved equivalent		Each	\$_____	\$_____
12	Toilet Tissue Dispenser ** Bay West #80200 Dubl-Serve Dispenser Construction or City approved equivalent	**	Each	\$_____	\$_____
13	Jumbo Toilet Tissue Dispenser ** Bay West #88700 Jumbo Dispenser or City approved equivalent	**	Each	\$_____	\$_____

HAND SOAP AND DISPENSER

Unit No.	Description	Est. Quantity	Unit	Unit Cost	Total Cost
14	Foam Hand Soap GOJO's Foaming Hand Cleanser, Provon 5185-03 FMX-12 (1250ml) or City approved equivalent. Green Seal Certified.	500 Cases	1250ml	\$_____	\$_____
15	Dispenser GOJO's Provon FMX-12 Dispenser #5160-06 or City approved equivalent	**	_____	\$_____	\$_____



\*\* - Note there are currently approximately 1200 dispensers throughout the City of Richmond Buildings

**Cash Discount**

We will allow \_\_\_\_\_ % discount if account is:

(a) paid within \_\_\_\_\_ days, or

(b) paid by the \_\_\_\_\_ of the month following.

(a) or (b) shall be clear days from date of acceptance of these items or receipt of the invoices by the Board, whichever is later.

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

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

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

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

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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.

YEAR	PROJECT TITLE	OWNER PHONE # CONTACT	SCOPE	BUDGET		SCHEDULE		ROLE OF KEY STAFF MEMBERS	OTHER RELEVANT INFO
				Original	Actual	Proposed	Actual		

(If additional space is required, attach additional)

## **Specifications**

### **General Product Specifications**

#### **1.0 “Green Certified” Chemical Concentrates**

- Enviro Solutions or City approved equivalent. For alternate products the City will be either requesting a minimum trial period of one (1) Month or that samples be provided to the City for further testing.
- All 6 concentrates to be either Environmental Choice Program/ECO Logo/ECP and/or Green Seal Certified
- All products to be Concentrates with a minimum dilution of 1:8
- The pH of all products, except the Neutral Floor Cleaner, must be from 9 to 11.5. The pH of the Neutral Floor Cleaner must be 6.5 to 7.5
- Dilution Rates are listed on the Schedule of Quantities and Prices.

#### **2.0 “Green Certified” Chemical Concentrates Dispensers**

- To be provided to the City on a “loaner” basis at no additional charge.
- For alternate products the City will be either requesting a minimum trial period of one (1) Month or that samples be provided to the City for further testing.
- Must be a “closed/no contact system” so no fumes and VOC’s are released. This will also ensure no contact by users with the Concentrates during storage in the dispenser and decanting to buckets, bottles, etc.
- Must have adequate back-flow prevention as determined by the City of Richmond.
- Must have both high and low flow capabilities
- Colour(s) of Dispensers
- Number of items held by this proportioning system (dispenser)
- Dimensions of the system need to be provided
- Installation charges and information on how installation will be performed need to be provided with your bid.
- The only identifying marks that must appear on the dispensers is a stencilled version of the Heron Logo (City to provide artwork to successful bidder) and the “Green Certified” Logo or equivalent.

#### **3.0 Recycled Paper Towel, Toilet Tissue and Dispenser**

##### **3.1 Paper Towel, Roll Towel**

- Bay West #31400 EcoSoft Green Seal or City approved equivalent. For alternate products the City will be either requesting a minimum trial period of one (1) Month or that samples be provided to the City for further testing.
- Grade – Natural White
- Percentage of Recycled fibre content – 100%
- Percentage of Post-Consumer Waste: Up to 73%, minimum 40% of fibre weight

- 8” approximately
- 800 Linear feet per roll approximately

### **3.2 Toilet Tissue Paper**

- Bay West #61990 EcoSoft Green Seal or City approved equivalent. For alternate products the City will be either requesting a minimum trial period of one (1) Month or that samples be provided to the City for further testing.
- Grade – 2 Ply
- Percentage of Recycled Fibre Content – 100%
- Percentage of Post-Consumer Waste: Up to 49%, minimum 20% by fibre weight
- Sheet size approximately 3 ¾” X 4”
- Sheets per roll approximately 865

### **3.3 Jumbo Toilet Tissue Paper**

- Bay West #10020 EcoSoft Green Seal or City approved equivalent. For alternate products the City will be either requesting a minimum trial period of one (1) Month or that samples be provided to the City for further testing.
- Grade: 2 Ply
- Percentage of Recycled Fibre Content – 100%
- Percentage of Post-Consumer Waste: Minimum 20%
- Sheet Size approximately 3 7/8” X 1000’

## **4.0 Dispensers**

### **4.1 Paper Towel, Roll Towel**

- Bay West #86500 Hands Free Dispenser or City approved equivalent. For alternate products the City will be either requesting a minimum trial period of one (1) Month or that samples be provided to the City for further testing.
- Maintains Hygiene and cleanliness since users touch only their towel
- Large capacity which holds up to an 800’ roll towel along with a 4” stub roll
- Dispenses and cuts a pre-measured 11” towel with each use
- Colour – Provide range of Colour options with your bid
- Size approximately 11.5”W X 16.5” H X 9.5” D
- Weight approximately 6.5 lbs
- Locking Cover (including keys for all staff)
- Installation charges and information on how installation will be performed need to be provided with your bid.
- The only identifying marks that must appear on the dispensers is a stencilled version of the Heron Logo (City to provide artwork to successful bidder) and the “Green Certified” Logo or equivalent.

#### **4.2 Toilet Tissue**

- Bay West #80200 Dubl-Serve Dispenser Construction or City approved equivalent. For alternate products the City will be either requesting a minimum trial period of one (1) Month or that samples be provided to the City for further testing.
- Locking cover prevents pilferage and waste (including keys for all staff)
- Reserve roll cannot be advanced until dispensing roll is completely used
- Colour – Provide range of Colour options with your bid
- Size approximately 11” W X 9”H X 7”D
- Weight approximately 2 lbs
- Installation charges and information on how installation will be performed need to be provided with your bid.
- The only identifying marks that must appear on the dispensers is a stencilled version of the Heron Logo (City to provide artwork to successful bidder) and the “Green Certified” Logo or equivalent.

#### **4.3 Jumbo Toilet Tissue**

- Bay West #88700 Jumbo Dispenser or City approved equivalent. For alternate products the City will be either requesting a minimum trial period of one (1) Month or that samples be provided to the City for further testing.
- Serrated plastic edge for easy sheet tear-off
- Translucent plastic allows at a glance maintenance
- Dispenser locks to minimize pilferage (including keys for all staff)
- Colour – Provide range of Colour options with your bid
- Size approximately 13”W X 15.5”H X 6”D
- Weight approximately 3 lbs
- Installation charges and information on how installation will be performed need to be provided with your bid.
- The only identifying marks that must appear on the dispensers is a stencilled version of the Heron Logo (City to provide artwork to successful bidder) and the “Green Certified” Logo or equivalent.

### **5.0 Hand Soap and Dispenser**

#### **5.1 Foam Hand Soap**

- GOJO’s Foaming Hand Cleanser, Provon 5185-03 FMX-12 (1250ml) or City approved equivalent. For alternate products the City will be either requesting a minimum trial period of one (1) Month or that samples be provided to the City for further testing.
- “Green Certified” environmentally friendly product
- Re-fills are sanitary-sealed and waterproof
- Re-fills include a fresh no-drip, no leak valve
- No waste refills empty completely

- Delivers more than 1700 hand washes per re-fill

## **5.2 Foam Hand Soap Dispenser**

- GOJO's Provon FMX-12 Dispenser #5160-06 or City approved equivalent. For alternate products the City will be either requesting a minimum trial period of one (1) Month or that samples be provided to the City for further testing.
- Key lock entry (including keys for all staff)
- Easy to Load
- Collapsible
- ADA compliant
- One hand push operation
- Colour – Provide range of Colour options with your bid
- Installation charges and information on how installation will be performed need to be provided with your bid.
- The only identifying marks that must appear on the dispensers is a stencilled version of the Heron Logo (City to provide artwork to successful bidder) and the "Green Certified" Logo or equivalent.

## **Detailed Specifications**

### **1.0 Sanitary Paper**

#### **1.1 Environmental Impact**

The City of Richmond reserves the right to reject Quotations for supply of products which contain chlorofluorocarbons (CFCs) or which are manufactured by a process which uses CFCs for services which allow venting of CFCs to the atmosphere. Preference will be given to those not using CFCs or using less than others.

The City of Richmond recognizes the environmental effects of CFC chemicals and wishes to ensure that it does not contribute to the problem. Therefore it is a condition of your Quotation contained herein that all CFCs included in the products offered, use in the manufacturing process of such product, and/or vented to the atmosphere be explicitly indicated. All areas must be completed or your Quotation may not be considered.

**ENVIRONMENTAL IMPACT DISCLOSURE**

**A Chlorofluorocarbons (CFCs)**

CFCs are used in the manufacturing process Yes \_\_\_\_\_ No \_\_\_\_\_  
 (If "NO" go to Question D)

**B Equipment for the recovery and/or recycling of CFCs issued in the manufacturing process or in servicing of other equipment.**

Yes \_\_\_\_\_ No \_\_\_\_\_

**C Volume of CFCs released to the environment annual by your process:**

\_\_\_\_\_ litres liquid  
 and/or \_\_\_\_\_ m<sup>3</sup> gas

**D CFCs are contained in the product(s) sold**

Yes \_\_\_\_\_ No \_\_\_\_\_

If "YES": as an active ingredient \_\_\_\_\_  
 as a propellant \_\_\_\_\_  
 in the packaging \_\_\_\_\_  
 other (specify) \_\_\_\_\_

**STATE:**

*Percentage by volume:*

**E Is your company actively engaged in programs to reduce or replace CFCs in your product and/or the manufacturing process or in servicing of other equipment?**

Yes \_\_\_\_\_ No \_\_\_\_\_

If "YES" please provide a brief statement concerning your activities and process to-date:  
 \_\_\_\_\_

**1.2 Alternative Recycled Products**

The City is interested in obtaining prices for products with the highest available post-consumer recovered materials content. Pricing and product information should be noted in the Price Schedule.

**1.3 Delivery Destinations and Unloading**

Delivery shall be FOB various locations throughout the City of Richmond, including:

Workyard Stores, 5599 Lynas Lane  
 Richmond, BC V7C 5B2 **Attention: Dave Walsh**

**NOTE: All deliveries shall be packed on pallets and shrink-wrapped. Each lift shall not exceed 3,000 lbs.**

#### **1.4 Minimum Order Quantity**

**STATE:**

What are the minimum case lots required for your product? \_\_\_\_\_

#### **1.5 Contract Prices**

Prices are to remain firm for the twelve (12) month period from the date of purchase order and shall include any pallet changes. Extra pallet charges will not be accepted during the full term of the contract.

#### **1.6 Award**

The City of Richmond will be awarding the contract for recycled products only, which must be “Green Seal” or “Envirochoice” Certified only.

### **2.0 Toilet Tissue Paper**

Paper must be unglazed, creped and soft for user comfort, with a fast rate of absorbency. The outer sheet of the roll to be readily accessible, and ready to start, without waste when wrapper is removed. Tissue to be strong enough to prevent tearing or shredding and sufficiently perforated to allow dispensing of complete sheets. The sheets formation is to be free of slivers and other objectionable characteristics.

Each roll diameter is not to exceed 5.25 in. Core size is to be 1.6 in. in diameter. Tissue shall be clean cut on each end, with good alignment to the core, with minimum allowable width of 3.75 in. Sheet count per roll must be a minimum of 850 sheets of two (2) ply tissue approximately 4.5 in. in length. Each rolls is to be wrapped. Rolls to be packaged in strong secure cases. Each case to contain a total of thirty-six (36) to forty-eight (48) rolls.

Jumbo Toilet Tissue - each roll to be 1,000 ft length of two (2) ply tissue. Core size to be 3 in. in diameter. Tissue shall be clean cut on each end, with good alignment to the core, with a minimum allowable width of 3-13/16 in. Rolls to be packaged in strong secure case. Each case to contain a nominal total of six (6) to twelve (12) rolls.

### **3.0 Janitorial Cleaning Chemicals**

#### **3.1 Quantities**

Quantities are annual estimates only. The actual quantities purchased may be more or less than stated.

#### **3.2 Samples**

If requested by the City of Richmond’s Manager – Purchasing & Risk, quoted items must be made available for evaluation within two (2) days of request. Samples not available for evaluation may result in rejection of the item from further consideration.



**3.3 Prices**

Prices are to remain firm for the initial twelve (12) month period of the contract.

**3.4 Labelling**

All applicable products must be labelled in accordance with WHMIS Regulations.

**3.5 Material Safety Data Sheets (MSDS)**

Material Safety Data Sheets (MSDS) will be required for all applicable products.

**3.6 Product Availability and Delivery**

The City requires products that are a standard inventory item on which delivery can be guaranteed within the time noted in this quotation. It is recommended that items are bid which meet this requirement rather than items which are difficult to obtain.

The City reserves the right to obtain items elsewhere where a delivery schedule cannot be met as required.

**3.7 Case Lots**

Where possible the City will order in case lots or bulk quantities. Cost of training programs may also be a factor in the award.

**3.8 Substitutions**

If any substitutions are made during the term of the contract, for any reason, the City reserves the right to test and approve any such product **prior** to the substitution. Price increases for substitutions during the initial term of the contract **will not be acceptable**.

**4.0 Training Program**

The City also requires the successful bidder to provide training programs. Please indicate what programs are offered by your company, and the cost, if any, of each:

Name	Available Yes / No	\$/Person Daytime Training	\$/Person Evening/ Overnight Training	On-Site Training – Approx 120 Buildings Yes/No	Minimum Requirements for Training
WHMIS					
Washrooms/Shower Maintenance					
Hard Floor Maintenance					
Infection Control					
Carpet Maintenance					
Other – Please indicate all other training available					

- Due to staffing schedules, training will be required on a 24/7 basis at all centre's. These training sessions will be required during the employee's regular shifts.
- Training must include complete documentation to follow-up and compliment the training.
- Successful Bidder will be required to include/provide all teaching materials/aids
- If any products change during the lifetime of this contract, the successful bidder will be required to update and re-train all staff
- Training will be required on all products supplied by the successful bidder.

## **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.richmond.ca/services/environment/policies/purchasing.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.

<b>ENVIRONMENTAL ATTRIBUTES OF THE PRODUCT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>SPECIFY</b>
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.				

<b>ENVIRONMENTAL ATTRIBUTES OF THE PURCHASING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>SPECIFY</b>
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 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**

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 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.

### **4. Workplace Hazardous Materials Information Systems (“WHMIS”)**

The Contractor shall be responsible for providing appropriate labels and safety data sheets for WHMIS regulated products. No product containing asbestos shall be supplied at any time.

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

**5. 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.

**6. 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.

**7. 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.

**8. 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.

**9. 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)**

**10. 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.

**11. 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.

**12. Laws**

The laws of British Columbia shall govern the work.

**13. Time**

Time shall be the essence in this Contract.

**14. Assignment**

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

**15. 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.

**16. 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.  
**2948Q**

**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	