



**Contract 2964Q**

**Supply and Delivery of Clothing for the RICHMOND AQUATIC & PURCHASING  
SECTIONS**

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

**CONTRACT 2964Q: SUPPLY AND DELIVERY OF CLOTHING FOR THE RICHMOND AQUATIC & PURCHASING SECTIONS**

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 12:00 noon, Local time:

**Monday, November 27, 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 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.
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

Daianna Panni

Acting Buyer, Purchasing Section  
City of Richmond

Telephone: 604-276-4270

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

Technical

Karen Jones

Coordinator, Aquatic Services  
City of Richmond

Telephone: 604-718-8018

E-mail: [kjones@richmond.ca](mailto:kjones@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 and/or, 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.
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.

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

19. In addition to garment samples, fabric samples must be provided for each garment on which you are providing a quotation.
20. 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.
21. 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 periods upon mutual consent of the City of Richmond and the successful bidder.
22. Orders on this contract will be placed by Richmond Aquatic Services as needed by Open Purchase Order and by the Purchasing Section as needed by issue of a Local Purchase Order.

**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 **an order** of goods within \_\_\_\_\_ days of placing the order.

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	ESTIMATED QUANTITY	STANDARD UNIT PRICE	EXTENSION (Per Year)
1.	T- Shirt 'Fitness Challenge' XS, S, M, L, XL	<b>Per Order: varies</b> <b>Estimate/ year: 850</b>	\$ _____	\$ _____
2.	T- Shirt 'Fitness Challenge' - XXL	<b>Per Order: varies</b> <b>Estimate/ year: 45</b>	\$ _____	\$ _____
3.	Life Guard T-Shirts XS, S, M, L, XL	<b>Per Order: varies</b> <b>Estimate/year: 230</b>	\$ _____	\$ _____
4.	Life Guard T-Shirts - XXL	<b>Per Order: varies</b> <b>Estimate/ year: 20</b>	\$ _____	\$ _____
5.	Life Guard Shorts XS, S, M, L, XL	<b>Per Order: varies</b> <b>Estimate/year: 230</b>	\$ _____	\$ _____
6.	Life Guard Shorts - XXL	<b>Per Order: varies</b> <b>Estimate/year: 20</b>	\$ _____	\$ _____
7.	City of Richmond Golf Shirt # 1 XS, S, M, L, XL	<b>Per Order: varies</b> <b>Estimate/year: 5</b>	\$ _____	\$ _____
8.	City of Richmond Golf Shirt # 1 – XXL	<b>Per Order: varies</b> <b>Estimate/year: 2</b>	\$ _____	\$ _____
9.	City of Richmond Golf Shirt # 2 XS, S, M, L, XL	<b>Per Order: varies</b> <b>Estimate/year: 5</b>	\$ _____	\$ _____
10.	City of Richmond Golf Shirt # 2 – XXL	<b>Per Order: varies</b> <b>Estimate/year: 2</b>	\$ _____	\$ _____

ITEM	DESCRIPTION	ESTIMATED QUANTITY	STANDARD UNIT PRICE	EXTENSION (Per Year)
11.	City of Richmond Golf Shirt # 3– XS, S, M, L, XL	<b>Per Order: varies</b> <b>Estimate/year: 5</b>	\$ _____	\$ _____
12.	City of Richmond Golf Shirt # 3– XXL	<b>Per Order: varies</b> <b>Estimate/year: 2</b>	\$ _____	\$ _____
13.	Artwork Charge (Heron logo, Richmond Aquatic Logo, Fitness Challenge Artwork front and back)	<b>Per Item</b> <b>(4 in total)</b>	\$ _____ per item	\$ _____
14.	Shipping Charge Golf shirts will be ordered an average of 10 items per order	<b>Per Order based on 10 items</b>		\$ _____
15.	Shipping Charge Aquatic items will be ordered in quantities between 20 – 150 items per order)	<b>Per Order based on 100+ items</b>		\$ _____

Subtotal (items 1 – 13 only) \$ \_\_\_\_\_

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

<b>Term</b>	<b>% increase or decrease (please specify)</b>
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.**

**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.

	<b>DESCRIPTION OF CONTRACT</b>	<b>TOTAL PRICE OF CONTRACT</b>	<b>DATE COMMENCED</b>	<b>DATE COMPLETED</b>
Company:  Contact Name:  Phone:  E-mail:				
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**

### **“Fitness Challenge” T-Shirts**

100 % cotton or technical “dry fit”  
Colour of t-shirt varies each year, as does logo design/colours  
3-4-colour screen print - Centre Front or Left Chest  
3-4 colour screen print - Full back  
Short Sleeve – ¾ inch length

### **Life Guard T-Shirts:**

Purple “Gildan” or equivalent - 100 % cotton  
Red “Gildan” or equivalent – 100 % cotton  
Short Sleeves - ¾ inch length  
1 colour screen print – front left chest – “Richmond Aquatics” logo or  
1 colour screen print (varies) – full back – “Lifeguard” on purple shirts or “Shift Supervisor” on red shirts or “Volunteer” on turquoise shirts

### **Life Guard Shorts**

Cotton/polyester blend or 100 % Polyester  
(Please supply samples of both)  
Colour - black  
Elastic waist  
Side pockets (front left and front right)  
No liner  
Male – Mid thigh length (golf)  
Female – A bit shorter than male’s shorts  
No logo

### **City of Richmond Golf Shirts - # 1**

City of Richmond “Heron” logo embroidery  
100 % Preshrunk Cotton “Gildan” or equivalent  
Short Sleeves - ¾ inch length

Colours: White, Black, Navy, Forest Green,

### **City of Richmond Golf Shirts - # 2**

City of Richmond “Heron” logo embroidery  
100 % Ring-spun Combed Cotton Preshrunk Cotton  
Men’s Herringbone Pique Golf with tri-colour trim  
Solid textured boy with tri-colour jacquard collar and cuffs  
Short Sleeves - ¾ inch length

Assorted Colours: Navy, Black, Burgundy

**City of Richmond Golf Shirts - # 3**

City of Richmond “Heron” logo embroidery

100 % Ring-spun Combed Cotton Preshrunk Cotton

Men’s Herringbone Pique Golf with diagonal Birdseye trim

Solid textured boy with diagonal birdseye jacquard collar and cuffs

Short Sleeves - ¾ inch length

Assorted Colours: Sand/Black, Sand/Navy,

**SPECIAL CONDITIONS**

Bidders must supply actual samples. Such fabric samples shall be identified with the following information:

- Name of Bidder
- Description of Material
- Place of Origin

Samples will be inspected by staff from the Richmond Aquatics and the Purchasing Section.

## **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

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. Alterations, Fittings, Delivery/Packaging and Inspection

Deliveries shall be received by Richmond Aquatic Services no later than 10 - 14 days from receipt of purchase order.

Unless otherwise specified, delivery is F.O.B. Minoru Aquatic Department, 7560 Minoru Gate, Richmond, B.C. V6Y 1R9 and Business and Financial Services – Purchasing Section, 6911 No 3 Road, Richmond, BC V6Y 2C1.

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

**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.

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

- (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	