



REQUEST FOR EXPRESSIONS OF INTEREST – 4297 EOI

**4297 EOI - PROVISION OF AN INVENTORY MANAGEMENT SOLUTION
TO STORES**

Expressions of Interest 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 on Friday June 10th, 2011.**

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1.0 Introduction

- 1.1. The City of Richmond (the City) invites Expressions of Interest (EOI) for the provision of a vendor-maintained inventory management solution to the City's Stores Section. The inventory product categories will include tools, hardware and safety supplies.

2.0 Background

- 2.1. The City's Stores Section, located at 5599 Lynas Lane, Richmond B.C., provides supplies and support services to the City. Stores staff manage a 15,856 sq ft warehouse and currently inventories approximately \$2,000,000.00 (CAD) of common consumable public works items used in maintenance of the City's parks, water, sewer and other systems. Stores staff is responsible for ordering, receiving, stocking items, picking orders and distributing goods.
- 2.2. Supplies purchased routinely by Stores are and are included in the following major categories (the key Products are listed in Appendix A):
 - a) Carpentry;
 - b) Concrete;
 - c) Drainage;
 - d) Electrical and Lighting;
 - e) First Aid and Safety;
 - f) Hardware;
 - g) Janitorial Supplies;
 - h) Paint;
 - i) Parks Maintenance;
 - j) Recycling;
 - k) Roads and Traffic;
 - l) Sewer and Water and
 - m) Tools.

3.0 Objectives

- 3.1. The purpose of this Request for Expressions of Interest ("RFEOI") is to assist the City in selecting a solution that offers the appropriate product mix, service capability and proven performance to efficiently and cost-effectively provide inventory supplies to the Stores section, as outlined in the Requirements of this RFEOI. Such a solution will be innovative, flexible, vendor-managed and will support the City in realizing the following goals:
 - a) a major reduction and potential elimination of back ordered items;
 - b) a significant reduction in inventory held in the Stores facility;

- c) a significant reduction in warehouse space used for inventory items, through vendor-managed inventory;
- d) a significant reduction in the number of counter-based transactions;
- e) an increase in person-hours to focus on other priorities;
- f) achievement of a manageable number of suppliers;
- g) decentralization of inventory items;
- h) accurate and real-time reporting of product utilization and expenditures;
- i) achievement of an environmentally-friendly and sustainable supply of goods that reflect a reduced ecological footprint and
- j) firm pricing for supplies.

4.0 Definitions

4.1. Throughout this Request for Expressions of Interest, the following definitions apply:

- a) “Agreement” or “Contract” means the agreement formed between the City and the Vendor as resulting from this Request for Proposal, executed by the City and the Vendor and evidenced by the purchase order issued to the Vendor by the City
- b) “Closing Time” means the closing date, time, and place as set out on the cover page of this RFEOI;
- c) “Expression of Interest” or “EOI” means a statement of qualifications submitted in response to and according to the terms of this Request for Expressions of Interest;
- d) “Products” means the inventory items outlined within the scope of this RFEOI and any additional items defined in a contract between the City and Vendor.
- e) “Respondent” means an individual or a company that submits, or intends to submit, a Response;
- f) “Request for Expressions of Interest” or “RFEOI”, means this request for expressions of interest, inclusive of all appendices and any addenda that may be issued by the City;
- g) “Requirements” means all of the Specifications, requirements and services set out in the RFEOI that describes the general requirements that the goods, materials, equipment and services must meet and the Vendor must provide;
- h) “Response” or “Submission” means the same as Expression of Interest;
- i) “Successful Respondent” means the company, individual, partnership, corporation or combination thereof, including joint venturers, that submits a Response to this Request for Expressions of Interest and who subsequently is awarded and enters into a written Contract with the City to perform and to oversee the Work;
- j) “Vendor” means the same as Successful Respondent and

- k) “Work” means the provision of all labour, services, materials, equipment, and any other necessary items and actions for the Successful Respondent to complete and perform its obligations in accordance with the Requirements and terms and conditions of the Contract.

5.0 Scope and Requirements

5.1. The solution that the City may select as a result of this RFEOI process will be able to help the City achieve the goals and objectives outlined in Section Three. In addition, the City is seeking to develop a long-term commitment with a Respondent that offers such a solution and may negotiate a contract directly resulting from this RFEOI process, in accordance with sub-section 17.2 of this RFEOI document. Other Requirements of the total solution are described in the rest of this section.

5.2. Service and Reporting

- a) The Successful Respondent will provide Stores with access to a dedicated inside customer service representative as back-up to the designated sales representative that will oversee the Work on behalf of the Successful Respondent. The dedicated inside customer service representative and the permanent sales representative assigned to this Contract are to be available to Stores during normal business hours.
- b) The permanent sales representative or customer service representative should be available, on site, within four (4) hours to solve product and/or service issues.
- c) The solution should have robust, on-demand and real-time reporting capabilities that provide accurate reports on at least the following:
 - i. Spend analysis including spending activities by product, product category, quantities and dollar value.
 - ii. Spend analysis by time-bound definitions (e.g., daily, weekly, monthly, seasonal and annual activities.)
 - iii. Number of back orders and the length of time it takes to fill back orders.
 - iv. Reports should include the following indicators:
 - a. Cost Center Number;
 - b. Product Name;
 - c. Product Description;
 - d. Vendor Part Number;
 - e. Quantity of Items Purchased;
 - f. Total Dollars Spent per item;
 - g. Total Dollars Spent for all items Current Month and
 - h. Total year to Date for all items.

- d) The Successful Respondent will be able to provide a seamless transition process for dealing with discontinued products, providing acceptable substitutes in advance of discontinued dates with advance notice to Stores.
- e) The Successful Respondent should also provide Stores with advanced information on new product offerings that can be considered by Stores to fulfil staff needs.

5.3. Training

- a) The Successful Respondent will be required to provide Stores staff with complete training on any software that will be used to administer reports generated under this Contract.
- b) Such training will include fundamental and advanced knowledge (e.g., “administrator” level) training on the software as well as how to generate and review system reports.

5.4. Transition & Implementation Strategy

- a) The Successful Respondent will be required to assist Stores staff with a seamless transition to its proposed solution. Respondents are advised to provide a detailed implementation methodology in accordance with section fifteen (15) of this RFEOI.

5.5. Technology Requirements

- a) If the Respondent’s proposed solution includes any technical requirements, then its solution should be scalable and compatible with the City’s network and any required interfaces with PeopleSoft Financials 9.0, or later, hosted in a Windows 7 and Office 2007 environment.

6.0 Quantities

- 6.1. The City has outlined representative volumes for inventory supply components, as listed in Appendix A.
- 6.2. The quantities stated in Appendix A and throughout this RFEOI are the City’s best estimates of the Requirements. Respondents should not consider such estimates to be fixed or actual quantities. Actual quantities may vary.
- 6.3. Should the City enter into a Contract with a Vendor out of this process, the Vendor’s unit prices will remain fixed regardless of the actual variances in quantities actually required by the City. The City may also elect to add further items to any Contract with a Vendor.

7.0 Business Technological Capabilities – Summary Billing and Payment

- 7.1. The City encounters a high volume of invoices having to be processed for the Products and is seeking solutions for reducing the transactional process used in the acquisition of the many Products for its respective facilities.

- 7.2. The City is therefore seeking to incorporate technologies such as summary billing and electronic invoice verification, as well as using an Electronic Funds Transfer (EFT)/PeopleSoft financials interface process.

8.0 Brand Names

- 8.1. Unless otherwise stated, if, and wherever, the Requirements state a brand name, a make, the name of manufacturer, a trade name or a vendor catalogue number, it is not intended to rule out the use of other equivalent materials or equipment. If, however, products other than those specified are proposed in any Submission, the Submission must explicitly include the name of such products, manufacturers, trade names and any applicable vendor catalogue number, and the City may require that the Respondent provide specific evidence of equivalency. Evidence of quality in the form of samples may be requested.

9.0 Alternates and/or Variations to Requirements

- 9.1. Except where stated otherwise herein, the Requirements describe what is considered necessary to meet the performance requirements of the City and Respondents should respond in accordance with such Requirements, or if the Respondent cannot meet the Requirements, the Respondent may propose an alternative which it believes to be the equivalent.
- 9.2. If in addition to proposing goods, materials, equipment and/or services that meet the Requirements, the Respondent wishes to offer alternative products, the alternative products proposed shall be submitted separately in the same format as the initial EOI.
- 9.3. The City is not obligated to accept any alternatives.
- 9.4. The City will determine what constitutes allowable alternatives and/or variations.

10.0 Value Added Services

- 10.1. The City will consider value added services, (such as training to staff in the use of products, or disposition) where it understood that there are no extra costs for any of these services, However, if there are any additional costs pertaining hereto, the summary and explanation of those costs are to be appended to the Submission.

11.0 Pre-qualification Process

- 11.1. Interested parties are required to respond to this Request for Expressions of Interest in accordance with the terms of this RFEOI.
- 11.2. In the first phase of this potential two-phase process, responses to the RFEOI are being requested in order to afford the City the opportunity to evaluate Respondent's solution and expertise and to select a shortlist that will be invited to submit proposals in response to a Request for Proposals. This RFEOI process is aimed at encouraging businesses with the required quality of solutions and level of experience and expertise to participate.

12.0 Requests for Proposals

- 12.1. Respondents, who are pre-qualified as a result of this RFEOI process, may be invited to submit proposals, if required, to a Request for Proposals (“RFP”) from the City of Richmond. The City anticipates that, if required, the RFP will be distributed three to four weeks following the completion of the RFEOI process.

13.0 Qualification Criteria

- 13.1. The Successful Respondent shall have previously and successfully completed projects of a similar size and complexity to the scope of Work described in this RFEOI.

14.0 Submission Details

- 14.1. Respondents are requested to submit three (3) copies of their Expression of Interest marked “4297 EOI – Provision of an Inventory Management Solution to Stores” to the Purchasing Division, Information Counter, Main Floor, Richmond City Hall located at 6911 No. 3 Road, Richmond, BC V6Y 2C1. Submissions will be received on or before:

3:00pm, local time on Friday June 10th, 2011

- 14.2. Submissions will be evaluated at the discretion of the City based upon the information contained in the submissions. Questions relating to this RFEOI may be directed to Kerry Lynne Gillis, Buyer II by email to purchasing@richmond.ca. Inquiries and responses relating to the RFEOI will be posted as addenda on the following sites:
 - a) BC Bid (<http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>)
 - b) and the City’s website (<http://www.richmond.ca/busdev/tenders.htm>).
- 14.3. It is the sole responsibility of each Respondent to check these sites on a regular basis for amendments, addenda, or questions related to this RFEOI.
- 14.4. Note: Any submission will not necessarily be accepted. Respondents are advised they have no claim for compensation in the preparation of their submissions and that by submitting an EOI, each Respondent shall be deemed to have agreed that it has no claim. All submissions received by the City shall be subject to the *Freedom of Information & Protection of Privacy Act* of British Columbia.

15.0 Format Requirements

- 15.1. Responses submitted shall consist of:
 - I. Title Page (one page)
 - a. The title page should identify the EOI number identified on the cover page of these pre-qualification documents, Closing Time (as specified in section 14.1), Respondent’s name, address, telephone number fax number, email address and contact person’s name and that of any branch location or affiliates that may be applicable.

- b. Table of Contents which should provide a listing of the topics covered in the EOI as arranged by section, including the corresponding page numbers.

II. Corporate Experience:

- a. Describe the type of company (for example: corporation, partnership, sole proprietor) and if a joint venture, clearly state this and state who the joint venture parties are and identify who is acting as the lead.
- b. Describe the company/entity size, depth and annual sales volume (in dollars).
- c. Provide a detailed description of experience with the provision of solutions and delivery of supplies under arrangements such as described in this RFEOI.
- d. Provide a history of litigation or claims made against the Respondent during the three (3) years immediately prior to the Closing Time.

III. Corporate Capability:

- a. Describe capability (financial, experience and workload capacity) to undertake the role of Vendor.
- b. Provide a corporate profile of your firm outlining its history, philosophy and target market.
- c. Provide resumes of proposed key personnel. This should include their names, background and depth of knowledge and experience of the individual(s) who will be the primary contact as well as those individuals who will be the secondary contact for Stores. This should include their relevant experience, qualifications, roles and responsibilities to fulfil the Work required under the Contract.
- d. Provide a letter from a bonding company confirming the Respondent's binding capability and provide a certificate of existing commercial general liability insurance.

IV. Completed and Current Projects:

- a. Provide a list of your current or recent municipal clients as well as clients who are similar to the City and to which your company has supplied services within the past three (3) years.
- b. Describe capacity to undertake this project and describe any other projects that the Respondent has scheduled during the anticipated time frame.

V. Outline of Services to be Provided:

- a. Provide a brief discussion of your solution, methodology and approach to providing the Requirements of this RFEOI.
- b. Provide a description of what will be delivered, including the expected outcome and benefits to the City.
- c. Provide a Project Timeline.
- d. Describe any distinctive service characteristics offered by your company.
- e. Provide information on what data/network links, interfaces your proposed solution can provide and how they work from the Respondent's and customer's perspectives.
- f. Identify the types and formats of the reports your firm produces for use by other customers.
- g. Provide a sample of a monthly item report of all items purchased indicating the following information:
 - Cost Center Number;
 - Product Name;
 - Product Description;
 - Vendor Part Number;
 - Quantity of Items Purchased;
 - Total Dollars Spent per item;
 - Total Dollars Spent for all items Current Month and
 - Total year to Date for all items.
- h. Include a sample of the standard report(s) that are provided to the majority of your customers.
- i. Where indicated in Appendix "A", provide firm pricing for the items in Appendix "A" for a minimum three (3) years.
- j. Describe the financial considerations you propose to offer the City including:
 - General catalogue discounts;
 - Delivery arrangements and
 - Payment terms.
- k. Describe your "Return Goods Program" and "Backorder Policy" (Stores strongly prefers a no-backorder system.)

- l. Describe the specific services and operating procedures you would recommend to Stores, taking into account estimated quantities and Requirements. What benefits could we expect from your program?
- m. Describe your delivery service in detail and the different types of delivery service you are able to offer (e.g., same day, specific day, and every day.)
- n. Provide a description of your commitment to protecting the environment and your sustainability initiatives; such a description should include a statement, including any supporting documentation through the:
 - types of products offered, sustainable product offering;
 - packaging and recyclability of package material;
 - sustainable practices implemented as part of its business operations;
 - organizations environmental and social impacts;
 - how its organization minimizes: waste emissions, the use or generation of harmful substances;
 - the use of non-renewable resources and, substitutes a renewable resource or recycled content and post consumer waste, and/or maximizes energy and materials efficiency, and/or involves actions which contribute to social development or assists in the conservation or development of social capital either in this community or elsewhere.

VI. Transition and Implementation Strategy

- a. Upon the signing of the contract, the Contractor and the City will be responsible for developing a timely and orderly transition to the servicing of the contract. Include a detailed explanation as to how you envision the transition and implementation to be completed. These issues should encompass, but not be limited to such factors as:
 - determination of product requirements;
 - fixture (dispenser) changes if required;
 - service levels for the respective facilities including logistics arrangements;
 - ordering process;
 - establishment of summary billing or technology as described in section 7.0 and

- establishment of supply reports.

VII. Risk Management

- a. Identify the potential risks and explain how these risks should be monitored and controlled. The explanation should include the processes and procedures being proposed, but not be limited to such aspects as:
 - the management of risks that are shared with the City and
 - the provisions for managing and mitigating these risks.

VIII. Summary Billing and Payment

- a. Explain your capabilities and include within your Submission:
 - A sample of a typical billing summary that will encompass shipping destination, order number, date ordered, description of goods including part numbers etc., price and extended value, taxes, and total value for the billing period;
 - The technology and process being used with respect to purchase cards. (The City uses the Bank Of Montreal's MasterCard Purchase Card, and requires the Respondent to state its willingness to acquire a software package from MasterCard to support the Tier-3 system and work with the City in developing the card's utilization to achieve its maximum benefits);
 - An explanation and providing detail, if you possess technology enabling an EFT/PeopleSoft interface, or any other innovative payment solutions.

16.0 Review of Submissions

- 16.1. The City of Richmond will review the Expressions of Interest submitted to determine whether, in the City of Richmond's opinion, the Respondent has demonstrated that it has the required experience and qualifications to fulfill the obligations of the services identified in this RFEOI.
- 16.2. The City, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with the Submission and may seek clarification from the Respondent's clients regarding any financial and experience issues.
- 16.3. Submissions will be evaluated on the basis of the overall best value to City based on quality, service, price and any other criteria set out herein including, but not limited to:
 - a) the Respondent's ability to meet the Requirements, qualifications and competencies set out herein;
 - b) the quality and innovativeness of the Respondent's solution;

- c) product quality;
 - d) methodology of vendor-managed solution;
 - e) demonstrated ability to provide and sustain a long-term commitment;
 - f) the Respondent's financial considerations including but not limited to general catalogue discounts, delivery arrangements and payment terms;
 - g) the Respondent's business and technical reputation and capabilities; proven experience and where applicable, the experience of its personnel, financial stability, track record and references of current and former customers;
 - h) quality of service offered and ease of administration, including, but not limited to:
 - i. Implementation of any proposed systems accepted by the City,
 - ii. ordering process,
 - iii. training process,
 - iv. reports,
 - v. service level response time, accessibility and responsiveness,
 - vi. invoicing and payment process and
 - vii. innovation.
 - i) the Respondent's ability to meet and deliver the Requirements when and where required;
 - j) the Respondent's ability to demonstrate a commitment to sustainable operations, corporate social responsibility and environmentally protective measures may be given preference;
 - k) compliance with the City's insurance requirements;
 - l) compliance with this RFEOI document and quality of Proposal, including any innovative concepts; and
 - m) any other criteria set out in the RFEOI or otherwise reasonably considered relevant.
- 16.4. Respondents may be scheduled for an interview at the discretion of the City.
- 16.5. Prior to Contract award, the Respondent may be required to demonstrate financial stability. Should the City so request, the Respondent will be required to provide annual financial reports or a set of financial statements prepared by an accountant and covering the last two (2) fiscal years.
- 16.6. The City may, prior to Contract award, negotiate changes to the scope of the Work, the materials, the Requirements or any conditions with any one or more of the Respondents without having any duty or obligation to advise any other Respondents or to allow them

to vary its prices as a result of changes to the scope of Work, the materials, the Specifications, or any conditions, and the City shall have no liability to any other Respondent as a result of such negotiations or modifications.

- 16.7. All sub-contractors of the Respondent will be subject to the same evaluation process. It is the responsibility of the Respondent to guarantee that all its sub-contractors will comply with all the Requirements and terms and conditions set out herein.
- 16.8. Preference may be given to Submissions offering environmentally beneficial products or services.

17.0 Inquiries

- 17.1. City of Richmond, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with the Submission and may seek clarification from the Respondent's bankers and clients regarding any financial and experience issues.
- 17.2. Subsequent to the receipt and review of responses the City reserves the right to issue a RFP for all or any part of the requirement described herein or to negotiate with any Respondent or with any number of Respondents concurrently for the purpose of entering into an agreement or to cancel this process in its entirety.

18.0 Non-Conforming Submissions

- 18.1. Submissions which fail to conform to the Format Requirements or which fail to conform to any other requirement of these Documents may be rejected by the City. Notwithstanding the foregoing or any other provision of these Documents. The City may at its sole discretion elect to retain for consideration Proposals which deviate either materially from the format requirements set out in hereto or which otherwise fail to conform to any other requirement of these EOI's except the requirement of delivery of the Proposal prior to Closing Time.

19.0 Notifications and RFP Process

- 19.1. Following the Closing Time, the City of Richmond will only notify those Respondents who are selected as being pre-qualified and may be invited to submit their proposal under an RFP process, if required.
- 19.2. The City will not approve any change in the structure of formation of a short listed Respondent.
- 19.3. The City of Richmond may unilaterally take the following actions, and shall not be liable for any such actions:
 - a) amend the scope and description of the services to be procured under any RFP process as described in this RFEIOI, and the qualifications that may be required to meet those requirements. In such event, proposals may be invited from those Respondents who meet the resulting amended Requirements;

- b) reject or accept any or all Submissions;
 - c) cancel the RFEOI process at any time and reject all Proposals; or
 - d) cancel the EOI process and recommence in respect of the same RFP with the same or an amended set of documents, information and Requirements.
- 19.4. Subsequent to the receipt and review of the Responses, the City reserves the right, in its sole discretion, to issue a Request for Proposal (RFP) for all or part of the requirements described herein or to enter into negotiations with any Respondent or with any number of Respondents for the purpose of entering into an agreement, or to cancel this process in its' entirety.
- 19.5. The Respondent acknowledges and agrees that any submission is in no way whatsoever, an offer to enter into an agreement and a submission by any Respondent does not in any way whatsoever create a binding agreement. The Respondent acknowledges that the City of Richmond has no contractual obligations whatsoever arising out of the RFEOI process.
- 19.6. The Respondent acknowledges and agrees that the pre-qualification of a Vendor pursuant to this RFEOI is only a preliminary step in the City of Richmond's procurement process. Each successful Respondent will be evaluated further under any subsequent RFP (if required) evaluation process.

20.0 Information Disclaimer

- 20.1. The City of Richmond and its directors, officers, employees, agents Vendors and advisors are not liable or responsible for any oral, verbal or written information, or any advice, or any errors or omissions, which may be contained in this RFEOI or otherwise provided to the Respondent or Vendor pursuant to this RFEOI.
- 20.2. The Respondent shall conduct its own independent investigations and interpretations and shall not rely on the City of Richmond with respect to information, advice, or documentation provided by the City of Richmond. The information contained in this RFEOI is provisional and will be superseded by the RFP and/or other agreement documents.
- 20.3. The City of Richmond makes no representation, warranty, or undertaking of with respect to this RFEOI and the City of Richmond and its directors, officers, employees, agents, Vendors and advisors, shall not be liable or responsible for the accuracy or completeness of the information in this RFEOI or any other written or oral information made available to any interested person or its advisors, and any liability however arising, is expressly disclaimed by the City of Richmond.

21.0 Intent to Enter Into an Agreement

- 21.1. By submission of a Expression of Interest, the Respondent agrees that, should it be identified as the successful respondent, it is willing to enter into agreements, if required, as necessary to complete the transactions contemplated in the Respondent's Response to this Request for Expression of Interest.

22.0 Modification of Terms

22.1. The City reserves the right to modify the terms of this RFEOI at any time at its sole discretion. This includes the right to cancel this RFEOI at any time without liability to any Respondent.

23.0 Ownership of Submissions

23.1. All documents submitted to the City, including Expressions of Interest, and any drawings, plans and models (as applicable), become the property of the City and will not be returned to Respondents. They will be received and held in confidence by the City, subject to the provisions of Section 15.0 and 25.0.

24.0 Right to Not Accept Any Expression of Interest

24.1. The City reserves the right to not accept any Expression of Interest and is not bound to enter into an agreement with any Respondent or issue a Request for Proposal. In the event that no Expression of Interest is selected, the City will declare the RFEOI process terminated, in which case the City reserves the right to enter into negotiations with any party, regardless of whether or not such party previously participated in the RFEOI.

25.0 No Commissions

25.1. The City will not pay any commission to any Respondent or any agent acting on behalf the Respondent in connection with any transaction arising from the RFEOI. Any agent working with or for an interested party is assumed to be compensated by the Respondent.

26.0 Use of this Request for Expressions of Interest

26.1. This document, or any portion thereof, may not be used by others for any purpose other than for the submission of Expressions of Interest.

27.0 Confidentiality, Freedom of Information and Protection of Privacy

27.1. All submitted Expression of Interests shall become the property of the City of Richmond. The City reserves the right to release information to the public about the Expression of Interests received and any agreement(s) entered into. As the property of the City, Expression of Interests will be considered government records, which are public documents and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia. However, any commercial information that could cause potential economic harm to a Respondent's business interests should be identified as such.

27.2. Information pertaining to the Site obtained by the Respondent as a result of participation in this RFEOI is confidential and must not be disclosed without written authorization from the City.

28.0 No Claim for Compensation of Expenses

28.1. The City is not liable to pay such costs and expenses or to reimburse or compensate a Respondent under any circumstances.

28.2. As such, Respondents are advised they are responsible for bearing all costs of preparing and submitting an EOI and any subsequent discussions with the City. Respondents shall

have no claim for compensation in the preparation of their submissions and by submitting an EOI, each Respondent shall be deemed to have agreed that it has no claim.

29.0 Conflict of Interest

29.1. Respondents are responsible for ensuring that any and all conflicts of interest or potential conflicts of interest are disclosed in their Submission. Failure to disclose a conflict of interest may result in the rejection of the Expression of Interest.

30.0 No Solicitation

30.1. If any directors, employees, officers, agents, Vendors, or representatives, or other representative of a Respondent makes any representation or solicitation offering a personal benefit to any officer, employee, agent, Vendor, or elected official of the City, concerning the Respondent's Expression of Interest, the City reserves the right to reject the Respondent's Response to this Request for Expression of Interest.

31.0 No Lobbying

31.1. From the date on which this RFEOI is issued until the EOI process is terminated, Respondents (including any directors, employees, officers, agents, Vendors, or representatives) should not communicate with the City, directly or indirectly, about the RFEOI except via the designated Contact Person in Section 12.2.

32.0 Publicity

32.1. Respondents must not issue any news release or other public announcement that discloses details of this Request for Expression of Interest, or the Respondent's Response to this RFEOI, without the prior written consent of the City.

Appendix A – Stores Inventory Items

Item	Description	UOM	Annual Usage (Units)
S35731	Safety - Ear Plug Maxlite LPF-30 c/w Strings	EA	12698.0000
S35735	Safety - Ear Plug (Taper Fit) 200/Box	PR	6557.0000
S2900	Battery - Flashlight Size AA Energizer EN91	EA	6429.0000
S41445	Gloves - Leather Large, Inside Double Palm, Split Cowhide	PR	5672.0000
S41980	Gloves - Rubber Blue Nitile Large	EA	5467.0000
S35730	Safety - Ear Plug Disposable - Pillow Pack (Classic) 200/box	PR	3104.0000
S41970	Gloves - Rubber Blue Nitile Medium	EA	2607.0000
S22450	Safety - Cones 18" c/w Reflective Tape & Stamped Richmond	EA	2563.0000
S2899	Battery - Flashlight Size AAA Energizer EN92	EA	2284.0000
S99750	Washers - 3/8" Galv	EA	2272.0000
S79600	Rope - Poly 3/8" Single Braid Hollow Core (600'/reel)	FT	1997.0000
S79900	Paper - Towel Wypall X70 Pop-Up, White	BOX	1863.0000
S2902	Battery - Flashlight Size D Energizer EN95	EA	1721.0000
S75550	Jani - Rags Coloured Cotton T-Shirt (10lb Bags)	LB	1619.0000
S2901	Battery - Flashlight Size C Energizer EN93	EA	1426.0000
S41397	Safety - Glasses Dark	EA	1322.0000
S2800	Battery - 6Volt Spring Top	EA	1261.0000
S61734	Nuts - 3/8" Galv. Hex (100/Box)	EA	1088.0000
S2903	Battery - Trans. 9V Energizer EN22	EA	1073.0000
S36024	First Aid - Cold Packs Instant (20/Box)	EA	829.0000