



REQUEST FOR QUOTATION 5304Q
SUPPLY AND DELIVERY OF STREET BANNERS

Quotations 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 local time on:

Tuesday, October 17, 2014 at 12:00 noon

NOTES:

1. Two (2) copies of quotations shall be in a sealed envelope or package marked with the Bidder's Name, the RFQ Title and Number.
2. The Closing time will be conclusively deemed to be the time shown on the clock used by the City for this purpose.
3. Faxed quotations will not be received or considered.

All queries related to the RFQ shall be submitted
in writing to the attention of:

Daianna Panni - Buyer I

email: purchasing@richmond.ca

The deadline for all enquiries is **Tuesday, October 10, 2014 12:00 pm**
The City reserves the right not to answer any questions received after this time.

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PART A – INSTRUCTIONS TO BIDDERS

PART A – INSTRUCTIONS TO BIDDERS

1.0 Description of Requirement

- 1.1 Quotations are invited for Supply and Delivery of Street Banner as set out herein, for the City of Richmond (The “City”).
- 1.2 Bidders are required to submit a quotation for the full requirement only. Partial responses will be put aside and given no further consideration.

2.0 Pricing

- 2.1 Prices quoted should be in Canadian currency, exclusive of all taxes, and F.O.B. destination to the sites named herein, with all freight, unloading at destination, import duties, brokerage, royalties, handling, overhead, profit and all other costs included.

3.0 Inquiries and Clarifications

- 3.1 Inquiries are to be in written form only and e-mailed to the contact persons shown on the cover page. If required, an amendment or addendum may be issued to Bidders. However, it is the sole responsibility of the Bidder to thoroughly examine these documents, and amendments and addenda and to satisfy itself as to the full Requirements of this Request for Quotation (“RFQ”).
- 3.2 The City, its agents, consultants, elected officials and employees shall not be responsible for any information given by way of oral or verbal communication.
- 3.3 The City will only respond to questions that are submitted in writing. Any questions that are received and answered by City Staff that affect the RFQ process, any interpretation of, additions to, deletions from, or any other corrections to the Request for Quotation document, may be issued as written addenda by the City. It is the sole responsibility of the potential Proponents to check the following websites to ensure that all available information has been received prior to submitting a Quotation:
 - a) BC Bid: <http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>
 - b) City’s website: <http://www.richmond.ca/busdev/tenders.htm>
- 3.4 The decision to issue or not issue an addendum is entirely at the sole discretion of the City.

PART A – INSTRUCTIONS TO BIDDERS

- 3.5 Each addendum will be incorporated into and become part of the RFQ document. No amendment of any kind to the RFQ is effective unless it is contained in a written addendum issued by the City's Purchasing Section.

4.0 Submission of Quotation

- 4.1 The response to this Request for Quotations (RFQ) with all accompanying schedules, appendices or addenda submitted by the Bidder will be received up to the closing time on the date and in the place shown on the title page of this RFQ (the "Closing Time"). The Quotation shall be submitted on the forms provided in a sealed envelope or package, marked with the Bidder's name and the RFQ title and number.
- 4.2 Quotations received after the Closing Time or in locations other than the address indicated, will not be accepted and will be returned unopened.
- 4.3 The Bidder should submit two (2) copies of its Quotation in accordance with the instructions stated herein.
- 4.4 The Bidder should enter its corporate or legal business name on the final page of the Quotation Form. The Quotation Form must be signed in the place provided by an officer or employee having authority to bind the Bidder to the terms and conditions of this RFQ. All other pages of the Quotation Form must be initialled by the authorized signatory.
- 4.5 Amendments to a Quotation may be submitted if delivered in writing prior to the Closing Time in a sealed envelope or package, marked with the Bidder's name and the RFQ title and number.
- 4.6 Quotations may be withdrawn by written notice only, provided such notice is received at Information Counter, Main Floor, Richmond City Hall, addressed to the Purchasing Section, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, prior to Closing time.
- 4.7 All costs associated with the preparation and submission of the Quotation, including any costs incurred by the Bidder after the Closing Time, will be borne solely by the Bidder.
- 4.8 By submitting a Quotation, the Bidder acknowledges and agrees that the City will not be responsible for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the Bidder as a result of or arising out of submitting a Quotation for the proposed Contract, or due to the City's acceptance or non-acceptance of their Quotation or any breach by the City of the bid contract between the City and each of the Bidders or arising out of any

PART A – INSTRUCTIONS TO BIDDERS

contract award not made in accordance with the express or implied terms of the Quotation documents.

5.0 Conflict of Interest

- 5.1 By submitting a Quotation, the Bidder warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Bidder, has any financial or personal relationship or affiliation with any elected official or employee of the City or their immediate families which might in any way be seen by the City to create a conflict.

6.0 Evaluation of Quotations

- 6.1 Quotations 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 Bidder's ability to meet the Requirements, qualifications and competencies set out herein;
 - b) financial offer including but not limited to life cycle cost (transaction price, estimated residual value, operating cost including maintenance, repair and fuel costs) warranty, and any other life cycle considerations;
 - c) the Bidder's ability to meet the delivery timelines set out herein;
 - d) the Bidder's business and technical reputation and capabilities; experience and where applicable, the experience of its personnel; financial stability; track record; and references of current and former customers;
 - e) financial stability;
 - f) quality of banner sample submitted; and
 - g) the completeness and detail of the quotation including but not limited to the organization and general appearance of the quotation, compliance with quotation instructions; and,
 - h) any other criteria set out in the RFQ.
- 6.2 The City may, prior to Contract award, negotiate changes to the scope of the Work, the materials, the Specifications or any conditions with any one or more of the Bidders without having any duty or obligation to advise any other Bidders or to allow them to vary their 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 Bidder as a result of such negotiations or modifications.

PART A – INSTRUCTIONS TO BIDDERS

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

7.0 Acceptance and Rejection of Quotations

- 7.1 Notwithstanding any other provision in the Quotation documents, the City has in its sole discretion, the unfettered right to:
- a) accept any Quotation;
 - b) reject any Quotation;
 - c) reject all Quotations;
 - d) accept a Quotation which is not the lowest Quotation;
 - e) accept a Quotation that deviates from the Requirements, Specifications or the conditions specified in this Quotation;
 - f) reject a Quotation even if it is the only Quotation received by the City;
 - g) accept all or any part of a Quotation; and
 - h) split the Requirements between and award the contract to one or more Bidders.
 - i) Increase or decrease the quantity of each item.
- 7.2 All Quotations shall remain open for a minimum of sixty (60) days after the Closing Time, whether or not another Quotation has been accepted.
- 7.3 The City may waive any non-compliance with the RFQ, the Requirements, the Specifications, or any conditions, including the timing of delivery of anything required by this RFQ and may elect to retain for consideration Quotations which are non-conforming, which do not contain the content or form required by the RFQ or which have not complied with the process for submission set out herein.

8.0 Award of Contract

- 8.1 Award of a Contract is contingent on funds being approved and the contract award being made by the appropriate City authority.
- 8.2 The purchase order, the Quotation, the RFQ and such other documents including all amendments or addenda, shall form the basis for the Contract between the

PART A – INSTRUCTIONS TO BIDDERS

Contractor and the City. In the event of a conflict between any of the Contract Documents, the following documents will take precedence and govern over each other in the following order of priority from highest to lowest:

- a) The City’s purchase order including the standard purchase order terms and conditions;
- b) Or any mutually agreed to amendments between the Bidder and the City;
- c) The Quotation; and
- d) The RFQ and any subsequent addenda.

8.3 Where the head office of the successful Bidder is located within the City of Richmond and/or where the successful Bidder is required to perform the Service at a site located within the City of Richmond, the successful Bidder is required to have a valid City of Richmond business license prior to Contract execution.

8.4 The City is not under any obligation to award a Contract and may elect to terminate this RFQ at anytime.

9.0 Quantities

9.1 The quantities stated herein are the City’s best estimates of its requirements and should not be relied on. Actual quantities may vary.

10.0 Production Timeline

DATE	
Tue Oct 10, 2014	Deadline for Inquiries
Tues Oct 17, 2014	RFQ Submission Deadline
Thu Oct 23, 2014	Contract Awarded
Fri Oct 24, 2014	Artwork Available
Tue Oct 28, 2014	Samples Returned to Bidders
Wed Nov 12, 2014	Final Sign-Off of Full Size Proofs
Wed Dec 17, 2014	Delivery Deadline

*These dates may change at the discretion of the City.

11.0 Alternates and/or Variations to Specifications

11.1 Except where stated otherwise herein, the specifications describe what is considered necessary to meet the performance requirements of the City and Bidders should bid in accordance with such specifications.

PART A – INSTRUCTIONS TO BIDDERS

- 11.2 If in addition to bidding on goods, materials, equipment and/or services that meet the Specifications, the Bidder wishes to offer an alternative, the alternative Quotation shall be submitted separately in the same format as the initial Quotation.
- 11.3 The City is not obligated to accept any alternatives.
- 11.4 The City will determine what constitutes allowable alternatives and/or variations.

12.0 Freedom of Information and Protection of Privacy Act (BC)

- 12.1 Bidders should note that the City of Richmond is subject to the Freedom of Information and Protection of Privacy Act (British Columbia), which impose significant obligations on the City's contractors to protect all personal information acquired from the City in the course of providing any service to the City.

13.0 Publication of the Results of the Request for Quotation

- 13.1 The City will publish the name of the successful Bidder on the websites listed in Section 3.3. No other notices will be issued by the City. Bidders shall visit these websites to obtain the results of this Request for Quotation.

PART B – GENERAL CONDITIONS

PART B – GENERAL CONDITIONS

1.0 Definitions

The following words and terms, unless the context otherwise requires, shall have the meanings set out below. Words including the singular number include the plural and vice versa.

“Act of God” means a cataclysmic phenomenon of nature, including earthquake, flood or cyclone. Rain, snow, wind, high water or any other natural phenomenon, which might reasonably have been anticipated from historical records of the general locality of the City, shall be deemed not to be acts of God;

“Bidder” means the individual, partnership, corporation or combination thereof, including joint venturers, who or which sign the Quotation form set out in Part D of this RFQ;

“City” means the municipal corporation, generally known as the City of Richmond.

“City’s Designated Representatives” means the City’s employees or representatives who are authorized in writing to deal with the Contractor on behalf of the City in connection with the goods, materials, equipment and services or to make decisions in connection with the Contract;

“Closing Time” means the closing date, time, and place as set out on the title page of this RFQ;

“Contract” means the agreement formed between the City and the Contractor as evidenced by the purchase order issued to the Contractor by the City;

“Contract Documents” means the purchase order, the Contractor’s Quotation, the RFQ and such other documents as listed in the purchase order, including all amendments or addenda agreed between the parties;

“Contractor” means the successful Bidder individual, partnership, corporation or combination thereof, including joint venturers, who or which is awarded the Contract;

“Delivery Date” means the date the City requires the Contractor to deliver the goods to the City’s Delivery Site;

“F.O.B.” means all costs of freight, insurance, brokerage, customs duties and all other costs of delivery to the site named as F.O.B. will be borne by the Contractor and that ownership and title to all goods, materials, and equipment are transferred to the City when same are delivered by the Contractor to the City and the risk of loss or damage to the goods, materials and equipment transfers to the City only at such time as same are received and accepted by the City at the site named as “F.O.B.”;

PART B – GENERAL CONDITIONS

“Goods” means all the labour, materials, equipment, supplies, services and other items necessary for the execution, completion and fulfilment of the Requirements;

“GST” means the goods and services tax administered under the Excise Tax Act (Canada) and any successor tax or levy therefor in force from time-to-time;

“OHS Regulation” means the *Workers Compensation Act* (British Columbia), including without limitation, the Occupational Health & Safety Regulation (BC Regulation 296/97, as amended by BC Regulation 185/99) enacted pursuant to such Act, all as such Act or Regulations are amended or re-enacted from time to time.

“PST” means British Columbia provincial sales tax and any successor tax or levies therefore in force from time-to-time;

“Quotation” means the Bidder’s offer made on the Quotation form set out on Part E of this RFQ with all appendices or addenda submitted by the Bidder in response to the RFQ;

“RFQ” means this Invitation to Quotation including, but not limited to: Part A - Instructions to Bidders; Part B - General Conditions; Part C- Requirements; Part D – Quotation Form;

“Requirements” means all of the specifications, requirements and services set out in the RFQ that describes the general requirements that the goods, materials, equipment and services must meet and the Contractor must provide;

“Work” means all the labour, materials, equipment, supplies, services and other items necessary for the execution, completion and fulfilment of the Requirements;

PART B – GENERAL CONDITIONS

2.0 Time of the Essence

- 2.1 For all requests made by the City pursuant to the Contract, time is of the essence. The acceptance of a late performance, with or without objections or reservations by the City, shall not waive the right to claim damages for such breach nor constitute a waiver of the requirement of timely performance of any obligation remaining to be performed.

3.0 Laws, Permits and Regulations

- 3.1 The laws of British Columbia shall govern the Contract.
- 3.2 In carrying out its obligations hereunder, the Contractor shall familiarize itself and comply with all applicable laws, bylaws, regulations, ordinances, codes, specifications and requirements of all regulatory authorities, and shall obtain all necessary licenses, permits and registrations as may be required by law.

4.0 Inspection

- 4.1 The services are subject to inspection and in case any of the services are not in conformity with the Requirements of the Contract or the Contractors' warranty (expressed or implied), the City shall have the right either to reject them or to require correction.
- 4.2 The City shall be the final judge of the services and materials in respect of both quality and quantity and its decisions of all questions in dispute with regard thereto will be final.
- 4.3 The City will not be deemed to have accepted the services by virtue of a partial or full payment for it.

5.0 Responsibility For Supplies

- 5.1 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.
- 5.2 Upon delivery of the Goods, the Contractor's responsibility for loss or damage shall cease, except for loss or damage resulting from Contractor's negligence.

PART B – GENERAL CONDITIONS

6.0 Quality of Workmanship and Materials

- 6.1 The Contractor shall perform the services with the degree of care, skill and diligence normally applied in the performance of services of a similar nature and in accordance with sound current professional practices and conforming to the requirements set out in the RFQ.
- 6.2 Materials, goods and equipment shall be the products of suppliers or manufacturers of established reputation engaged in the supply or manufacture of such materials of equipment.
- 6.3 Materials are to be applied in accordance with the manufacturer's directions and shall use the techniques and applications best suited for the type of material being used.

7.0 Warranty

- 7.1 The Contractor warrants that the goods, materials, equipment and/or services supplied by the Contractor to the City will be in full conformity with the Specifications as well as samples, if any, then this is a sale by sample as well as by description within the meaning of the Sale of Goods Act (BC).
- 7.2 The Contractor further warrants that the goods, materials and/or equipment are of merchantable quality, and fit for the intended use and will perform according to the requirements set out in the RFQ.
- 7.3 Equipment and materials shall be new, free and clear of all liens, charges and encumbrances, the latest model, and shall be complete with all necessary accessories for operation. All equipment and materials shall be at the risk of the Contractor until delivered to and accepted by the City.
- 7.4 At a minimum, a one (1) year parts and labour warranty shall be provided on all goods, materials, equipment and/or services provided under the Contract.
- 7.5 The Contractor warrants that its employees have the qualifications, experience, knowledge, skills and abilities necessary for the fulfilment of the Contract.

8.0 Termination

- 8.1 The City will advise the Contractor by written notice of its intent to terminate the whole or any part of the Contract in any one of the following circumstances:
 - a) if the Contractor fails to make delivery of the Goods within the time specified, or fails to perform any other provisions, terms or conditions of

PART B – GENERAL CONDITIONS

- the Contract within the time specified, or within a reasonable time if no time is specified;
- b) in the event that the Contractor performs any act or does anything by which the City shall incur any liability whatsoever;
 - c) any failure of the Contractor to meet the safety requirements of the Contract;
 - d) in the event that any creditor of the Contractor causes a writ of execution or similar writ or court order to be served upon the City requiring the City to pay any portion due to the Contractor under the Contracts; or
 - e) in the event that the Contractor is adjudged bankrupt or if it makes a general assignment for the benefit of creditors or if it becomes insolvent or if it should take the benefit of any Act that may be in force for bankrupt or insolvent debtors.
- 8.2 Upon termination of the Contract, the City shall have no obligation to the Contractor except for such services and/or goods as have been supplied up to the date of the termination of the Contract(s).
- 8.3 Upon termination of the Contract(s) in whole or in part, the City may procure similar goods, materials, equipment and/or services and the Contractor shall be liable to the City for any excess costs for such similar goods, materials, equipment and/or services. The Contractor shall not be liable for any excess costs if failure to perform arises by reason of strikes, lockouts, Acts of God or acts of the City. The City will not be liable where Delivery Sites are not available due to strikes, lockouts or Acts of God.

9.0 Payments

- 9.1 The Contractor shall be paid net thirty (30) days from receipt of invoice and acceptance of the goods, materials, equipment and/or services, whichever is the later.

10.0 Taxes

- 10.1 Unless otherwise provided herein, the Contractor shall pay all sales or excise taxes in force during the term of the Contract, provided that any increase or decrease in such taxes shall increase or decrease the amount due under the Contract(s).
- 10.2 Invoices shall show the appropriate amounts for GST and PST.

PART B – GENERAL CONDITIONS

11.0 Conduct of the Contract

- 11.1 The City of Richmond's Manager, Purchasing shall have the conduct of the RFQ and the Contract.

12.0 Delivery

- 12.1 Deliveries shall be made to PW Parks, 5599 Lynas Lane, Richmond, BC between the hours of 8:15 am and 5:00 pm on any normal working day by **Wednesday, December 17, 2014.**

13.0 Rectification of Damage and Defects

- 13.1 The Contractor shall rectify any loss or damage for which, in the opinion of the City the Contractor is responsible, at no charge to the City and to the satisfaction of the City. Alternatively, the City may repair the loss or damage and the Contractor shall pay to the City the costs of repairing the loss or damage forthwith upon demand from the City. Where, in the opinion of the City, it is not practical or desirable to repair the loss or damage, the City may estimate the cost of the loss or damage and deduct such estimated amount from the amount owing to the Contractor hereunder.

14.0 Failure to Perform

- 14.1 Should the Contractor neglect to execute the Requirement properly or fail to perform any provision of the Contract, the City may, without prejudice to any other right or remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment due to the Contractor.
- 14.2 If the Contractor fails to perform any provision of the Contract due to reasons of strike, lockout or other work stoppages, the City may upon ten (10) days written notice to the Contractor terminate the Contract without prejudice to any other right or remedy the City may have.

15.0 Dispute Resolution

- 15.1 All claims, disputes or issues in dispute between the City and the Contractor shall be decided by mediation or arbitration, if the parties agree, or failing agreement, in a Court of competent jurisdiction with the Province of British Columbia and be governed by the laws of British Columbia.
- 15.2 In the event that the parties agree to arbitration pursuant to the above, the arbitration shall be governed by the rules of the British Columbia International Commercial Arbitration Centre, except that the arbitrator or arbitrators shall be

PART B – GENERAL CONDITIONS

agreed upon by the parties, and failing agreement by the parties, shall be appointed by a court of competent jurisdiction with the Province of British Columbia.

15.3 In the event that the parties agree to arbitration, the arbitration shall take place in the Lower Mainland, British Columbia and be governed by the laws of British Columbia.

15.4 The procedure set out in this section is not meant to preclude or discourage informal resolution of disagreements between the City and the Contractor.

16.0 Changes in Requirements

16.1 The City, without invalidating the Contract, may make changes to the Contract by altering, adding or deducting from the Requirements. Subject to mutual agreement, the Contractor shall proceed with the amended Requirements and the amended Requirements shall be executed under the provisions of the Contract.

16.2 The Contractor must not make any changes to from the terms of the Contract unless it shall first have received the written consent of the City and no claims for additional compensation shall be valid unless the change is so ordered.

PART C – SPECIFICATIONS/REQUIREMENTS

NYLON SPECIFICATIONS/REQUIREMENTS

ITEM DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	STATE
MATERIAL (NYLON)	Minimum 210 Denier BRT Nylon, NO EXCEPTIONS High Tenacity with Written Proof of material from Manufacturer shall be submitted.	
SIZE	32" x 80" c/w Sewn Sleeves and Grommets as per drawing HHC223 Sheet 5 of 5	
COLOUR:	Four Colours Digitally Printed One Side	
DESIGN:	One Design as Per Quantities Listed For Banners. Up to twelve (12) Designs	
DELIVERY:	Banners – To be delivered by <u>Wednesday, December 17, 2014</u> F.O.B. Richmond, B.C. *Delivery Date Shall be Strictly Adhered to	
ARTWORK:	Images should be available after <u>Friday, October 24, 2014</u> in a digital format using either Adobe Illustrator or Photoshop. Email purchasing@richmond.ca to obtain.	
MANUFACTURING:	To be exactly as per sheet 5 on drawing HH C223 Attached.	

PART C – SPECIFICATIONS/REQUIREMENTS

BANNER PERFORMANCE:	Banners must be manufactured with UV Inhibitor and must be UV resistant. If the banners fade within six (6) months of installation, the Manufacturer will replace them at their own expense. Installation will take place in March 2015.	
SAMPLE: (NYLON)	Supply a 32" x 32" digitally printed sample on minimum 210 Denier BRT Nylon using specific sample artwork. Email purchasing@richmond.ca to receive the sample artwork. This artwork must be used for the sample.	
FACTORY: (NYLON)	State where banners will be manufactured	
PROOFS:	Full size proofs of digitally printed materials must be available locally for viewing prior to manufacturing of banners. Artwork should be available Friday, October 24, 2014.	
QUALITY CONTROL:	Final approval required after viewing by City of Richmond Parks Division.	
PACKING:	Packaged individually and marked left or right or packaged in pairings (preferred).	
QUANTITIES:	The overall total may vary and the individual numbers for design may be more or less depending upon which area will be chosen for installation. This information will be provided at the time the artwork is picked up.	
DYE:	Colour schemes may vary with each design. All dyes must be water-based and environmentally friendly.	
DIGITAL COLOUR:	The City may exercise the option to change or adjust the colour scheme or printed image on the banner upon review of the digital proof.	
COLOUR SCHEMES:	Colour schemes may vary with each design.	

PART C – SPECIFICATIONS/REQUIREMENTS

Banners will have up to twelve (12) designs. Exact number of each banner will follow.

Artwork will be available after Friday, October 24, 2014 and the order must be supplied to the City no later than Wednesday, December 17, 2014.

A sample banner, complete with proof of manufacturer, shall be supplied with all bids. Failure to provide a sample banner with proof of manufacturer may result in a response being set aside and not considered. The sample banner shall be a minimum of 32” x 32”.

The sample banner **shall** meet the following criteria:

- 1) Use the City’s provided artwork
- 2) Colour accuracy must match the supplied image sample (colour shifting / muddy colours are unacceptable)
- 3) Image clarity and sharpness must be maintained
- 4) Ink saturation/penetration throughout the fabric
- 5) Back of fabric must be the same ink saturation as the front side to prevent premature fading

Failure to provide a sample banner with the above five criteria listed, may result in a response being set aside and not considered.

To receive the City’s sample artwork, email purchasing@richmond.ca.

Samples will be returned upon request.

PART D – QUOTATION

RECYCLED POLYESTER – SPECIFICATIONS/REQUIREMENTS

ITEM DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	BIDDER'S COMMENTS
MATERIAL (RECYCLED POLYESTER)	Minimum 200 Denier 100% Recycled Polyester or Equivalent 100% Recycled Fabric with Written Proof of materials from Manufacturer shall be submitted.	
SIZE	32" x 80" c/w Sewn Sleeves and Grommets as per drawing HHC223 Sheet 5 of 5	
COLOUR:	Four Colours Digitally Printed One Side	
DESIGN:	One Design as Per Quantities Listed For Banners. Up to twelve (12) Designs	
DELIVERY:	Banners – To be delivered by <u>Wednesday, December 17, 2014</u> F.O.B. Richmond, B.C. *Delivery Date Shall be Strictly Adhered to	
ARTWORK:	Images should be available after <u>Friday, October 24, 2014</u> in a digital format using either Adobe Illustrator or Photoshop. Email purchasing@richmond.ca to obtain.	
MANUFACTURING:	To be exactly as per sheet 5 on drawing HH C223 Attached.	
BANNER PERFORMANCE:	Banners must be manufactured with UV Inhibitor and must be UV resistant. If the banners fade within six months of installation, the Manufacturer will replace them at their own expense. Installation will take place in March 2015.	

PART D – QUOTATION

SAMPLE: (RECYCLED POLYESTER)	Supply a 32” x 32” digitally printed sample on a minimum 200 Denier 100% Recycled Polyester with Written Proof from Manufacturer or Equivalent 100% Recycled Fabric. Email purchasing@richmond.ca to receive the sample artwork. This artwork must be used for the sample.	
FACTORY: (POLYESTER)	State where banners will be manufactured	
PROOFS:	Full size proofs of digitally printed materials must be available locally for viewing prior to manufacturing of banners. Artwork should be available Friday, October 24, 2014.	
QUALITY CONTROL:	Final approval required after viewing by City of Richmond Parks Division.	
PACKING:	Packaged individually and marked left or right or packaged in pairings (preferred).	
QUANTITIES:	The overall total may vary and the individual numbers for design may be more or less depending upon which area will be chosen for installation. This information will be provided at the time the artwork is picked up.	
DYE:	Colour schemes may vary with each design. All dyes must be water-based and environmentally friendly.	
DIGITAL COLOUR:	The City may exercise the option to change or adjust the colour scheme or printed image on the banner upon review of the digital proof.	
COLOUR SCHEMES:	Colour schemes may vary with each design.	

PART D – QUOTATION

Banners will have up to 12 (twelve) designs. Exact number of each banner will follow.

Artwork will be available after Friday, October 24, 2014 and the order must be supplied to the City no later than Wednesday, December 17, 2014.

A sample banner, complete with proof of manufacturer, shall be supplied with all bids. Failure to provide a sample banner with proof of manufacturer may result in a response being set aside and not considered. The sample banner shall be a minimum of 32” x 32”.

The sample banner **shall** meet the following criteria:

- 6) Use the City’s provided artwork
- 7) Colour accuracy must match the supplied image sample (colour shifting / muddy colours are unacceptable)
- 8) Image clarity and sharpness must be maintained
- 9) Ink saturation/penetration throughout the fabric
- 10) Back of fabric must be the same ink saturation as the front side to prevent premature fading

Failure to provide a sample banner with the above five criteria listed, may result in a response being set aside and not considered.

To receive the City’s sample artwork, email purchasing@richmond.ca.

Samples will be returned upon request.

PART D – QUOTATION

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, General Conditions, Requirements, Quotation Form, and Undertaking of Liability Insurance and having full knowledge of the work required, does hereby offer to provide all necessary materials in strict accordance with the Requirements and to do all therein called for on the terms and conditions and under the provisions therein set forth at the:

DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
Banners (Nylon)	500	\$ _____	\$ _____
Banners (Recycled Polyester)	500	\$ _____	\$ _____
PST			\$ _____
GST			\$ _____
TOTAL			\$ _____

TERMS:

PAYMENT TERMS _____% discount if invoice paid within _____ days
 (otherwise Net 30 days from acceptance of the equipment)

ADDENDA:

The City may issue and Addendum. It is requested that receipt of any Addenda be acknowledged as follows:

PART D – QUOTATION

I/We acknowledge receipt of the following applicable Addenda to the Request for Quotation:

ADDENDUM	DATE OF ADDENDUM	FROM PAGES	TO PAGES
Addendum # 1			
Addendum # 2			

The undersigned Bidder agrees to supply the materials by **Wednesday, December 17, 2014.**

Name of Bidder:

Address:

Telephone No:

Name, Signature, and
Title of Signing Officer:

Date:

E-mail:

Web Address:

Initials of Signing Officer

PART D- QUOTATION

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 Bidder's 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)

