



REQUEST FOR QUOTATION 4599Q
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 18, 2011 12:00 noon

NOTES:

1. Two (2) copies of quotations shall be in a sealed envelope or package marked with the Respondant'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 **Thursday, October 6, 2011 12:00 pm**
All enquires need to be sent in writing to purchasing@richmond.ca

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REQUEST FOR QUOTATION 4599Q
SUPPLY AND DELIVERY OF STREET BANNERS

Name of Respondant: _____

Address: _____

City: _____

Province: _____

Postal Code _____

Telephone Number: _____

Contact Person: _____

Title: _____

Email Address: _____

Fax Number: _____

PART A – INSTRUCTIONS TO RESPONDANTS

PART A – INSTRUCTIONS TO RESPONDANTS

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.
- 1.2 Respondents are required to submit a quotation for the full requirement only. Partial responses will be put aside and given no further consideration.

2.0 Contract Term- Intentionally Omitted

3.0 Pricing

- 3.1 Prices quoted will be in Canadian currency and exclusive of all taxes, 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.

4.0 Inquiries and Clarifications

- 4.1 It is the sole responsibility of the Respondent to thoroughly examine these documents and satisfy itself as to the full requirements of this RFQ. Inquiries are to be in written form only, faxed or e-mailed to the contact person shown on the cover page. If required, an addendum will be published on the following websites:
 - 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>
- 4.2 The City, its agents and employees shall not be responsible for any information given by way of oral or verbal communication.

5.0 Inspection of Site – Intentionally Omitted

6.0 Submission of Quotation

- 6.1 The response to this Request for Quotations (RFQ) with all accompanying schedules, appendices or addenda submitted by the Respondent 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 Respondent's name and the RFQ title and number.

PART A – INSTRUCTIONS TO RESPONDANTS

- 6.2 Quotations received after the Closing Time or in locations other than the address indicated, will not be accepted and will be returned unopened.
- 6.3 The Respondent shall submit two (2) copies of its Quotation in accordance with the instructions stated herein.
- 6.4 The Respondent must 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 Respondent to the terms and conditions of this RFQ. All other pages of the Quotation Form must be initialled by the authorized signatory in the spaces provided.
- 6.5 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 Respondent's name and the RFQ title and number.
- 6.6 Quotations may be withdrawn by written notice only, provided such notice is received at the Purchasing Services office prior to Closing Time.
- 6.7 All costs associated with the preparation and submission of the Quotation, including any costs incurred by the Respondent after the Closing Time, will be borne solely by the Respondent.
- 6.8 By submitting a Quotation, the Respondent 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 Respondent 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 Respondents or arising out of any contract award not made in accordance with the express or implied terms of the Quotation documents.

7.0 Conflict of Interest

- 7.1 By submitting a Quotation, the Respondent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Respondent, 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.

PART A – INSTRUCTIONS TO RESPONDANTS

8.0 Evaluation of Quotations

- 8.1 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 Respondent's ability to meet the Requirements, qualifications and competencies set out herein;
 - b) financial offer including but not limited to prices, operating and maintenance costs, warranty, and any life cycle considerations;
 - c) the Respondent'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;
 - d) equipment quality, configuration, age and condition; and
 - e) quality of banner sample submitted
 - f) any other criteria set out in the RFQ.
- 8.2 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.
- 8.3 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 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.
- 8.4 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.
- 8.5 Preference may be given to Quotations offering environmentally beneficial products or services.

9.0 Acceptance and Rejection of Quotations

- 9.1 Notwithstanding any other provision in the Quotation documents, the City has in its sole discretion, the unfettered right to:

PART A – INSTRUCTIONS TO RESPONDANTS

- 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 one or more Respondents.
 - i) split the award between one or more respondants
- 9.2 All Quotations shall remain open for a minimum of sixty (60) days after the Closing Time, whether or not another Quotation has been accepted.
- 9.3 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.

10.0 Award of Contract

- 10.1 Award of a Contract is contingent on funds being approved and the contract award being made by the appropriate City authority.
- 10.2 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 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 Respondent and the City;
 - c) The Quotation; and
 - d) The RFQ and any subsequent addenda.

PART A – INSTRUCTIONS TO RESPONDANTS

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

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

10.5 The City has the right to increase or decrease the quantity of each item.

11.0 Publication of the Results of the Request for Quotation

11.1 The City will publish the name of the successful Respondent on the websites listed in section 4.1. No other notices will be issued by the City. Respondents shall visit these websites to obtain the results of this Request for Quotation.

12.0 Quantities

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

13.0 Brand Names – Intentionally Omitted

14.0 Alternates and/or Variations to Specifications

14.1 Except where stated otherwise herein, the Specifications describe what is considered necessary to meet the performance requirements of the City and Respondents should bid in accordance with such Specifications, or if the Respondent cannot meet the Specifications, the Respondent may offer an alternative which it believes to be the equivalent.

14.2 If in addition to bidding on goods, materials, equipment and/or services that meet the Specifications, the Respondent wishes to offer an alternative, the alternative Quotation shall be submitted separately in the same format as the initial Quotation.

14.3 The City is not obligated to accept any alternatives.

14.4 The City will determine what constitutes allowable alternatives and/or variations.

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

15.1 Respondents should note that the City of Richmond is subject to the Freedom of Information and Protection of Privacy Act (British Columbia), which impose

PART A – INSTRUCTIONS TO RESPONDANTS

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.

16.0 Confidentiality

16.1 Information about the City obtained by Respondents must not be disclosed unless prior written authorization is obtained from the City.

16.2 The Contractor agrees that this obligation of confidentiality will survive the termination of the Contract between the Contractor and the City.

17.0 Insurance– Intentionally Omitted

18.0 Bid Bond – Intentionally Omitted

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;

“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 Respondent 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.”;

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

PART B – GENERAL CONDITIONS

“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.

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

“Respondent” 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;

“RFQ” means this Invitation to Quotation including, but not limited to: Part A - Instructions to Respondents; 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;

“Work Site” means the site where the Work is being performed, Richmond, B.C., unless otherwise stated in this RFQ.

2.0 Sub-contractors

- 2.1 All sub-contractors are the responsibility of the Contractor.
- 2.2 The Contractor shall be held as fully responsible to the City for the acts and omissions of its sub-contractors and of persons directly or indirectly employed by the Contractor, as for the acts and omissions of persons directly employed by it.
- 2.3 The Contractor agrees to ensure performance by every sub-contractor with the terms and requirements of the Contract Documents.
- 2.4 No sub-contractors will be permitted except those expressly named by the Contractor in Part D – quotation form or subsequently permitted in writing by the City pursuant to Section 4.1 of these General Conditions.
- 2.5 The Contractor will list below all subcontractors it intends to use in its performance of the Work, and what parts of the Work each subcontractor will be undertaking (the “Subcontractors”).

PART B – GENERAL CONDITIONS

- 2.6 The Contractor, if awarded the Contract, will engage the listed Subcontractors only, and no others in their stead, without prior written authorization of the City.
- 2.7 The Contractor, if awarded the Contract, will ensure that every Subcontractor is bounded by a legal agreement with the same terms and conditions of the Contract.

3.0 Independent Contractor

- 3.1 The Contractor, its sub-contractors, the officers, directors, shareholders, partners, personnel, affiliates and agents of the Contractor and its sub-contractors are not, nor are they to be deemed to be, partners, appointees, employees or agents of the City.

4.0 Assignment

- 4.1 Subject to Sections 2.4 and 4.2, the Contractor will not assign, sublet, subcontract, or let out as task work any part of the Work or any of the Contractor's obligations of the Contract Documents to any third party, and will not assign or otherwise transfer any of the rights of payment under the Contract Documents to any third party, without in each case the prior written consent of the City which consent the City may arbitrarily withhold.
- 4.2 Despite Section 4.1, the Contractor may utilize those sub-contractors expressly named in the "List of Subcontractors" of Part D– Quotation Form but only for the Area of Responsibility set out beside their name, provided always that the Contractor may not substitute or replace those sub-contractors, or permit those sub-contractors to further assign, sub-let, sub-contract, or let out as task work their obligations under the Contract documents, except in accordance with Section 4.1 above.
- 4.3 If the City should consent to any such assignment, subletting or letting out as task work of all or any part of the Work, the Contractor shall in no way be relieved from its responsibility for the fulfilment of the Work, but shall continue to be responsible for the same in the same manner as if all the Work had been performed by the Contractor.

5.0 Time of the Essence

- 5.1 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.

PART B – GENERAL CONDITIONS

6.0 Laws, Permits and Regulations

- 6.1 The laws of British Columbia shall govern the Contract.
- 6.2 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.

7.0 Inspection

- 7.1 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.
- 7.2 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.
- 7.3 The City will not be deemed to have accepted the services by virtue of a partial or full payment for it.

8.0 Responsibility For Supplies

- 8.1 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.

9.0 Quality of Workmanship and Materials

- 9.1 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.
- 9.2 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.
- 9.3 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.

PART B – GENERAL CONDITIONS

10.0 Warranty

- 10.1 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).
- 10.2 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.
- 10.3 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.
- 10.4 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.
- 10.5 The Contractor warrants that its employees have the qualifications, experience, knowledge, skills and abilities necessary for the fulfilment of the Contract.

11.0 Indemnification and Insurance

- 11.1 The Contractor shall 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 a manner based upon, occasioned by or attributable to any injury, including death, property damage, infringement or damage arising from any act or omission of the Contractor, its employees, officers, volunteers, servants, sub-contractors, or agents or persons from whom the Contractor has assumed responsibility in the performance or purported performance of the Requirements.
- 11.2 The Contractor shall 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 in equity or to any claim or liability under the Builders Lien Act, or to any attachment for debt, garnishee process or otherwise.
- 11.3 The Contractor shall assume the defence of, and indemnify and hold harmless the City and its officers, employees and agents, from and against all claims relating to materials, goods or equipment furnished and to inventions, copyrights, trade marks, or patents and rights thereto used by the Contractor in the execution of the Contract and in subsequent use and/or operation by the City.

PART B – GENERAL CONDITIONS

- 11.4 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

12.0 Termination

- 12.1 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, materials, equipment and/or services within the time specified, or fails to perform any other provisions, terms or conditions of 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.
- 12.2 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).
- 12.3 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.

PART B – GENERAL CONDITIONS

13.0 Payments

13.1 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.

14.0 Taxes

14.1 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).

14.2 Invoices shall show the appropriate amounts for HST.

15.0 Non-resident Withholding Tax – Intentionally Omitted

16.0 Performance Bond - – Intentionally Omitted

17.0 Protection of Person and Property – Intentionally Omitted

18.0 Clean Up - – Intentionally Omitted

19.0 Character of Workers - – Intentionally Omitted

20.0 Conduct of the Contract

20.1 The City of Richmond’s Manager, Purchasing shall have the conduct of the RFQ and the Contract.

21.0 Rectification of Damage and Defects

21.1 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.

PART B – GENERAL CONDITIONS

22.0 Failure to Perform – Intentionally Omitted

23.0 Dispute Resolution

- 23.1 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.
- 23.2 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 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.
- 23.3 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.
- 23.4 The procedure set out in this section is not meant to preclude or discourage informal resolution of disagreements between the City and the Contractor.

24.0 Delivery

- 24.1 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 21, 2011.**

25.0 Changes in Requirements

- 25.1 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.
- 25.2 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	RESPONDANT'S COMMENTS
MATERIAL (NYLON)	Minimum 210 Denier BRT Nylon, NO EXCEPTIONS High Tenacity with Written Proof from Manufacturer	
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 ten (10) Designs	
DELIVERY:	Banners – To be delivered by <u>Wednesday, December 21, 2011</u> F.O.B. Richmond, B.C. *Delivery Date Must be Strictly Adhered to	
ARTWORK:	Images will be available after <u>Wednesday, November 9, 2011</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

GUARANTEE:	Banners must be manufactured with UV Inhibitor. If the banners fade within six months of installation, the Manufacturer will replace them at their own expense. Installation will take place in late March 2012.	
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	
QUALITY CONTROL:	Final approval required after viewing by City of Richmond Parks and Recreation Department	
PACKING:	Packaged individually and marked left or right	
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:	Banners must be manufactured with UV inhibitors and must be UV resistant. Colour schemes may vary with each	

PART C – SPECIFICATIONS/REQUIREMENTS

	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.	

Banners will have up to 10 (ten) designs. Exact number of each banner will follow.

Artwork will be available after Wednesday, November 9, 2011 and the bulk of the order must be supplied to the City no later than Wednesday, December 21, 2011.

A sample banner with written proof from manufacturer shall accompany the bid. The sample banner shall be a minimum of 32" x 32" and must use the City's selected sample artwork. To receive the City's selected sample artwork, email purchasing@richmond.ca.

Respondents are advised that submissions that do not include a sample, may be put aside and not considered. Banners will be returned upon request.

Banners will be returned upon request.

PART C – SPECIFICATIONS/REQUIREMENTS

RECYCLED POLYESTER – SPECIFICATIONS/REQUIREMENTS

ITEM DESCRIPTION	CITY OF RICHMOND REQUIREMENTS	RESPONDANT'S COMMENTS
MATERIAL (RECYCLED POLYESTER)	Minimum 200 Denier 100% Recycled Polyester with Written Proof from Manufacturer or Equivalent 100% Recycled Fabric	
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 ten (10) Designs	
DELIVERY:	Banners – To be delivered by <u>Wednesday, December 21, 2011</u> F.O.B. Richmond, B.C. *Delivery Date Must be Strictly Adhered to	
ARTWORK:	Images will be available after <u>Wednesday, November 9, 2011</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.	
GUARANTEE:	Banners must be manufactured with UV Inhibitor. If the banners fade within six months of installation, the Manufacturer will replace them at their own expense. Installation will take place in late March 2012.	

PART C – SPECIFICATIONS/REQUIREMENTS

<p>SAMPLE: (RECYCLED POLYESTER)</p>	<p>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.</p>	
<p>FACTORY: (POLYESTER)</p>	<p>State where Banners will be manufactured</p>	
<p>PROOFS:</p>	<p>Full size proofs of digitally printed materials must be available locally for viewing prior to manufacturing of banners</p>	
<p>QUALITY CONTROL:</p>	<p>Final approval required after viewing by City of Richmond Parks and Recreation Department</p>	
<p>PACKING:</p>	<p>Packaged individually and marked left or right</p>	
<p>QUANTITIES:</p>	<p>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.</p>	
<p>DYE:</p>	<p>Banners must be manufactured with UV inhibitors and must be UV resistant. Colour schemes may vary with each design. All dyes must be water-based and environmentally friendly.</p>	
<p>DIGITAL COLOUR:</p>	<p>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.</p>	

PART C – SPECIFICATIONS/REQUIREMENTS

COLOUR SCHEMES:	Colour schemes may vary with each design.	
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Banners will be returned upon request.

PART D – QUOTATION

PART D – QUOTATION FORM

Quotation Form

Purchasing Section
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

The undersigned Respondant, having carefully read and examined the Instructions to Respondants, 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:

LUMP SUM TOTAL QUOTED PRICE OF NYLON BANNERS \$ _____

LUMP SUM TOTAL QUOTED PRICE OF POLYESTER BANNERS \$ _____

PAYMENT TERMS _____ EARLY PAYMENT TERMS _____

The above price includes and covers duties, handling and transportation charges, and all other charges incidental to and forming part of this Quotation **except** for H.S.T.

The undersigned Respondant agrees to supply the whole of materials by Wednesday, December 21, 2011.

Name of Respondant: _____

Address: _____

Telephone No: _____

Name, Signature, and
Title of Signing Officer: _____

Date: _____

E-mail: _____

Web Address: _____

PART D – QUOTATION

Schedule of Quantities and Prices

DESCRIPTION	UNIT	TOTAL COST
Banners (Nylon)	200	\$ _____
Banners (Recycled Polyester)	700	\$ _____

Subtotal \$ _____

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

Harmonized Services Tax (HST) \$ _____

Payment Terms _____ Early Payment Discount _____

Initials of Signing Officer

PART D- QUOTATION

List of Previous Contracts

The Respondant has recently undertaken and completed the Contracts described following and authorizes the City of Richmond to inquire as to the nature of the Respondants 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)