



Contract 3518Q

Security Guard Services

Bidders are requested to respond to this Quotation call as instructed subject to the provisions contained herein.

Name of Bidder: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Telephone No: _____ Fax No.: _____

E-mail: _____

Contact Person: _____

Title: _____

E-Mail _____

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INSTRUCTIONS TO BIDDERS

1. Three (3) sealed quotations, plainly marked on the envelope:

CONTRACT 3518Q - PROVISION OF SECURITY PATROL SERVICES

will be received at the Information Counter, Main Floor, Richmond City Hall, addressed to the Manager -Purchasing and Risk, 6911 No. 3 Road, Richmond, BC., V6Y 2C1, until 12:00 noon:

Tuesday, November 3, 2009

2. Quotations received in the office of the Manager - Purchasing and Risk after the above-mentioned time and date will be returned unopened.
3. Quotations must be submitted on the attached Forms and be authorized by a signing officer of the Bidder's company. The entire Request for Quotation must be returned to the City.
4. This Document with completed Forms will become part of the Contract Documents between the City and the successful Bidder.
5. The City reserves the right to accept all or any part of a quotation or to waive irregularities at their own discretion. The lowest or any quotation will not necessarily be accepted.
6. In accordance with the City's Procurement Policy 3104, award of bids shall be based on:
 - (i) The lowest total cost of acquisition,
 - (ii) Experience of the bidder,
 - (iii) Bidder's references of performance on previous similar contracts,
 - (iv) The bidder's financial resources,
 - (v) Bidder's capability of supervision, staffing and use of subcontractors,
 - (vi) Bidder's ability to meet City specifications and performance criteria,
 - (vii) Any additional evaluation criteria stated in the contract document.
7. The City of Richmond estimates that this Contract will be awarded within 6 weeks of the closing date. All Bidders submitting Quotations for the Project will be advised as to the outcome. Please note that Bid results for those contracts posted on the City Web Site and/or BC Bid will be listed on BC bid within two (2) weeks of the award of Contract.
8. Prices, in Canadian currency, shall be all-inclusive hourly rates.
9. Inquiries during submission of Quotation should be directed as follows:

Purchasing
Daianna Panni
Buyer
Purchasing Section
City of Richmond

Telephone: 604-276-4270
Facsimile: 604-276-4162

E-mail: purchasing@richmond.ca

INSTRUCTIONS TO BIDDERS (Cont'd)

10. Quotations may be withdrawn by written notice only, provided such notice is received at the office of the City's Purchasing Section prior to time set as closing time for receiving Quotations.
11. Quotations shall be open for acceptance for 60 days following the submission closing date.
12. Each Bidder shall state on the list provided to be submitted as part of his quotation, information regarding their previous Contracts. It is the intention of the City not to award the contract to any Bidder who does not furnish satisfactory evidence that he has the ability and experience to perform the various works covered under this Contract, and that he has sufficient capital and plant to enable him to execute the said works successfully, and to the satisfaction of the City, and to complete and deliver said works as quoted in his Quotation.
13. The duration of the contract shall be for one (1) year and may be renewed for an additional three one-year periods, to a maximum of four (4) years, upon mutual consent of both parties. Notwithstanding the foregoing the City may cancel the contract at any time. The contract schedule is as follows:

December 1, 2009 – November 14, 2010
December 1, 2010 – November 14, 2011 (optional one year term)
December 1, 2011 – November 14, 2012 (optional one year term)
December 1, 2012 – November 14, 2013 (optional one year term)
14. Bidders are advised that submissions of quotes shall be in compliance to the Freedom of Information and Privacy Act.
15. The City reserves the right to interview proposed bidders prior to award of contract to evaluate supplier capability of performing said work.
16. Any interpretation of, additions to, deletions from, or any other corrections to the Contract documents, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential bidders to check with the City of Richmond's Website and/or BC Bid to ensure that all available information has been received prior to submitting a bid.
17. The City, its agents and employees shall not be responsible for any information given by way of verbal communication.
18. Except as expressly and specifically permitted in these Instructions to Bidders, no bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFQ, and by submitting a quotation each bidder shall be deemed to have agreed that it has no claim.
19. The successful Bidder will be required to have a valid City of Richmond Business Licence.

UNDERTAKING OF LIABILITY INSURANCE
(Undertaking Must Accompany Quotation)

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

Dear Sirs:

We, the undersigned (insert insurance company's name) _____
do hereby undertake and agree to insure the Contractor in the amount of \$5,000,000.00 as
outlined in the attached "General Conditions of the Contract" and agree to:

- a. Add the City of Richmond, its officers, officials, agents, and employees as additional insured in connection with the work being proposed by the Contractor.
- b. State that such policy applies to each insured in the same manner and to the same extent as if separate policy had been issued to each insured named in the policy.
- c. State that the policy cannot be cancelled, lapsed, or materially changed without at least 30 days written notice of cancellation delivered to the City Clerk of the City of Richmond at 6911 No. 3 Road, Richmond, BC V6Y 2C1.
- d. State that coverage provided by such insurance shall protect the Contractor and the City of Richmond during the performance of the works and services specified in the attached Form of Quotation and specifically that the insurance required by such Quotation shall be consistent with the requirements therein.

if the Contract is awarded to (insert bidder's name) _____

EXCEPTIONS:

Dated at _____, British Columbia, this ____ day of _____, 2005.

BY: _____ TITLE: _____

This form must be signed by the Insurance Company or an authorized Broker on behalf of the Insurance Company.

A SEPARATE FORM MUST BE SIGNED FOR EACH POLICY IF MORE THAN ONE POLICY

QUOTATION FORM

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

The undersigned Bidder, having carefully read and examined the Instructions to Bidders, Quotation Form, Specifications, General Conditions of Contract, and Specifications, and having full knowledge of the work required, does hereby offer to provide all necessary materials in strict accordance with the Specifications and to do all therein called for on the terms and conditions and under the provisions therein set forth at the:

Bidders are to quote hourly rates for all shifts to be covered during the contract.

Regular Rate per hour \$ _____

Statutory Holiday Rate per hour \$ _____

The above prices include and cover all other charges incidental to and forming part of this Quotation **excluding** Provincial Sales Tax, Goods and Services Tax and Harmonized Service Tax.

Payment Terms _____ Early Payment Terms _____

Price Fluxations

Term	(+ or -) %
Year 2	
Year 3	
Year 4	

Name of Bidder: _____

Name _____

Title of Signing Officer: _____

Signature _____

Date: _____

E mail address _____

SPECIFICATIONS

A) Security coverage for Richmond City Hall facility located at 6911 No. 3 Road, Richmond, BC is required as follows

- Monday to Friday 7:00 am to 3:30 pm. and 11:00 pm to 7:30 am
- Saturday 7:30 am to Monday 7:30 am.
- Statutory Holidays 7:30 am to 7:30 am

Orientation sessions will be held with the successful bidder to familiarize them with the building layout, building locations, resident staff and specific requirements.

Guard Requirements Monday to Friday 7:00 – 3:30 pm shift only

The following are the minimum security services required. Specific details will be made available prior to awarding of contract.

Monday to Friday 7:00 – 3:30 pm shift

- Must be the same person every day. This is required so the guard becomes very familiar with our specific needs, requirements, resident staff and City Council. Exception will be permitted for vacation and sick time coverage for this person however the replacement must be knowledgeable with our building and other requirements of this position.
- Must dress in business like attire; dress pants, shirt, tie and blazer or jacket (with company name and logo visible).
- Must have excellent command of the English language both written and spoken.
- Must have excellent communication skills, as this person will converse on a regular basis with staff, the general public and councillors.
- Must have basic computer skills, e-mail, fire alarm and security system monitoring.

Guard Requirements Monday to Friday 11:00pm – 7:30 am, Statutory Holidays and Saturday 7:30 am to Monday 7:30 am. shifts.

- Must have excellent command of the English language both written and spoken.
- Must have excellent communication skills, as this person will converse on an as needed basis with maintenance staff, the general public and councillors.
- Must have basic computer skills, e-mail, fire alarm and security system monitoring.
- Must dress in business like attire; dress pants, shirt, tie and blazer or jacket (with company name and logo visible).

B) In addition to the above regular shifts the City may require security services from time to time on an as needed basis for the following:

- Special events coverage for any City building or site.
- Coverage for sick and vacation time for the regular full time City Hall security guard 3:30pm – 11:00 pm Monday to Friday

Guard Requirements - all shifts

- Must wear clearly visible identification badges (company name/first name).
- Must dress in business like attire; dress pants, shirt, tie and blazer or jacket (with company name and logo visible).
- Must sign the Facility Log Book upon arrival and departure. The log book is located at the Reception Area at Front of House at each site.
- Must be bonded
- Must have criminal record check with Justice Institute Clearance
- Must have excellent command of the English language both written and spoken.
- Must have excellent communication skills, as this person will converse on a regular basis with staff, the general public and councillors.
- Must have basic computer skills, e-mail, fire alarm and security system monitoring
- Must be fully trained and certified with BST1 or BST2 certification.
- Must carry a cell phone on him/her at all times. City staff must have telephone number and be able to contact the security guard at any time during his/her shift.

Bidders may use subcontractors as long as they meet the specific requirements noted in the contract and have prior approval from the Facility Management Maintenance Coordinator.

Duties

The following duties are required:

- Receive pre scheduled after-hour delivery of documents and packages
- Provide direction to customers on location of council chambers, meeting room(s), and front of house services.
- Provide pre-scheduled building and elevator access non-City Hall Staff such as service contractors vendors
- Maintain a sign in log book for all contractors and vendors including managing the sign out and in of temporary access cards.
- Maintain presence at the security desk when the meeting or front of house is busy.
- Maintain keys for doors in Meeting House, providing access and securing as necessary.
 - Monday – Friday 8:15am Raise gates and unlock entrance/exit doors
 - Monday – Friday 4:00 pm - Lock exit doors in coffee shop
 - Monday – Friday 5:00 pm – Lock doors 140-D, 102-A, east, west and north doors on the ground floor, lock security gates near security desk leading to office tower, ensure all exit doors on the 2nd floor are locked
 - Monday to Friday 5:00 pm check to ensure all exterior doors are secure.
 - Perform regular after hour rounds of the building and grounds to ensure everything is secure. Turn off lighting not required.
 - Monitor and record temperature of IT equipment area, room 526. Notify Works Yard Dispatch if temperature exceeds safe limit.
 - Monday – Friday 10:00pm – Allow building service workers access to the chief Administrator Officer's office and Mayor's office for cleaning. Remain on site for cleaning. Secure areas when cleaning is completed
- Maintain manual operation of lighting in Meeting House and other areas as needed.

- Work with City Hall janitorial staff to check and verify correct operations of emergency call stations.
- Deliver morning newspapers to 2nd floor administration counter.
- Prime contact for emergency 911 calls for RCMP or medical needs.
- Communicate with Front of House Customer Service staff on suspicious situations or persons loitering in the meeting house.
- Attend Front of House in situations where staff may need require assistance in calming aggravated customers.

Following Award of Contract

The following is the process to complete Preventive Maintenance (PM) work and/or services:

- Contractor will receive a Hansen PM for specific work required according to established frequencies.
- Contractor shall sign and date PM work order and return to Facilities Management (FM) office as soon as work is completed (within 24 hours) via fax.
- Contractor shall complete and return signed copy of the check sheet approved by FM maintenance staff.

Contractor shall send all completed invoices to:

FM Office/ Work Control Centre–
Facilities Management City of Richmond Department
5599 Lynas Lane, Richmond BC V7C 5B2
Fax: 604-233-3314

All invoices shall include at a minimum the following information:

- Current Open/Standard Purchase Order Number
- Hansen Work Order Number
- Facility name and address of work completed
- Hourly rate
- Days/Dates/Shifts i.e. Monday – Friday 7:00am to 3:30 pm
- Total number of hours worked
- List of materials supplied/installed
- Description of work performed
- Any other information

LIST OF PREVIOUS 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)

ENVIRONMENTAL TERMS AND CONDITIONS OF CONTRACT

1.0 Environmental Policy Requirements

1.1 The City of Richmond's Environmental Purchasing Policy

The City of Richmond's Environmental Purchasing Policy states:

In order to increase the development and awareness of environmentally sound products and services, City of Richmond staff will review their contracts and tender specifications for goods and services, to ensure that wherever possible and economically feasible, specifications are amended to provide for consideration of environmental characteristics. Consideration may be given to those environmental products that are certified by an independent accredited organization.

The City of Richmond as a whole will endeavour to increase its use of products and services that are more responsible to the environment in the way they are made, used, transported, stored and packaged and disposed of. It is recognized that analysis is required in order to ensure that the products are made available at competitive prices, and that the environmental benefits provided by a product or service should not significantly affect the intended use of that product or service.

- 1.1.1 The City of Richmond reserves the right to request information from bidders that will demonstrate compliance to this environmental purchasing policy.
- 1.1.2 Bidders are asked to supply information on environmentally preferable products and services that meet all specifications and performance requirements.
- 1.1.3 Placing the City of Richmond in breach of its environmental policy or environmental laws will result in the termination or suspension of an agreement, at the sole discretion of the City.

GENERAL CONDITIONS OF THE CONTRACT

1. Definitions

The two parties to the Contract/Purchase Order are the Contractor and the City, defined as follows:

The Contractor: The successful bidder for the work upon receipt of a purchase order and/or written acceptance of his Quotation from the City.

The City: City of Richmond.

Acceptance of the City of Richmond's Purchase Order deems acceptance of all conditions of the on call contract.

2. Work to Satisfaction of City

The whole of the works and the manner of performing this Contract shall be done to the entire satisfaction and approval of the City, and it shall be the sole judge of the work and materials in respect of both quality and quantity, and its decision with regard to work or materials, or as to the meaning and intention of this Contract, or any part or parts thereof, shall be binding and final upon the Contractor.

3. Work to be in Conformity with Contract Documents and Drawings

All work shall be done in strict conformity with the Contract Documents and drawings which form a part of the Contract.

4. Permits

The Contractor shall comply with all codes, laws, regulations, and ordinances which concern the work, and unless otherwise provided herein shall obtain and pay for all applicable permits, licences, and certificates.

5. Use of Premises

The Contractor shall confine the use of the premises for his work as directed by the City and shall comply with regulations which govern the building or institution where the work is located.

At the conclusion of the work, the Contractor shall clean up and remove all debris and rubbish to the satisfaction of the City.

6. Light, Power, and Heat

The City's supply of electrical energy will be available to the Contractor without charge.

The City's supply of water will be available to the Contractor without charge.

The Contractor, upon completion of the work, shall remove temporary connections and extension of services, leaving the existing structures and services undamaged.

7. Warranty

Unless otherwise specified, the Contractor warrants that only the best workmanship and materials will be employed and if, within a period of one (1) year from the date of acceptance of the work by the City, such work or supplies or any portion thereof are found by the City to be defective or faulty due to imperfect or bad workmanship or material, the Contractor agrees to replace such defective supplies and correct such defective work forthwith without expense to the City.

8. Liens

The Contractor shall fully indemnify the City from and against any and all liability or expenses by way of legal costs or otherwise in respect of any claim which may be made for a lien or charge at law or inequity or to any claim or liability under the Builders Lien Act, or to any attachment for debt, garnishee process, or otherwise.

9. Patent Fees

The Contractor shall pay all royalties and licence fees and shall save the City harmless from loss on account of suits or claims of infringement of patents in the doing of the work.

10. Default

- (a) The City may, by notice of default to the Contractor, terminate the whole or any part of this Contract if the Contractor fails to perform any provision of this Contract within the time specified or to perform any other provision of this contract.
- (b) In the event the City terminates this Contract in whole or in part as provided in clause (a), the City may procure supplies or services similar to those so terminated, and the Contractor shall be liable to the City for any excess costs for such similar supplies or services.
- (c) The Contractor shall not be liable for any excess costs under clause (b) if failure to perform the Contract arises by reason of strikes, lockouts, acts of God, or acts of the City.

11. Taxes

Unless otherwise provided herein, the Contractor shall pay all government sales or excise taxes in force at the date of the Agreement, provided that any increase or decrease in such taxes shall increase or decrease the amount due under the Contract

accordingly. Invoices shall show the appropriate amounts for Goods and Services Taxes and Provincial Sales Taxes separately.

12. Laws

The laws of British Columbia shall govern the work.

13. Time

Time shall be the essence in this Contract.

14. Assignment

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

15. Notices

Any notice required to be given in this Contract shall be deemed to be duly given to the City if sent by registered mail addressed to the City's Manager, Purchasing and Risk, at Richmond City Hall, 6911 No. 3 Road, Richmond, BC V6Y 2C1 and to the Contractor if sent by registered mail addressed to the Contractor at the address set forth in the Quotation.

16. Settlement of Complaints Re: Work

If, in the opinion of the Purchasing and Risk Manager, the work is improperly, defectively, or insufficiently performed, or being performed, the Purchasing and Risk Manager may, in writing, order the Contractor to re-execute or correct the work in accordance with such order. If the Contractor fails to comply with such order within ten working days, the Purchasing and Risk Manager may, at any time thereafter, execute or cause to be executed the order so given, and the Contractor shall, on demand, pay to the City of Richmond, all costs, damages, and expenses incurred in respect thereof or occasioned by reason of the non-compliance by the Contractor with any such orders. If the Contractor fails to pay such costs, damages, and expenses, the City of Richmond may retain and deduct such costs, damages, and expenses from any amount then or thereafter payable to the Contractor under this Contract.

17. Other Contractors

The City may have his own work forces and other contractors on the site while the work of this Contract is under way. The City shall coordinate the work of all Contractors on the site and require their coordination with each other.

The Contractor shall report to the City any apparent deficiencies in other contractors' work which would affect the work of this Contract immediately the deficiencies come to his attention.

18. Changes in the Work

The City may make changes to the work; the Contract price, and time being adjusted accordingly. Except for emergencies, all changes will be made by written order.

19. Protection

The Contractor shall maintain protection of all his work and materials from damage and shall protect the City's and any adjoining property from injury due to the Contractor's work.

20. Payments

The City shall make progress payments once a month for work completed and materials on the site upon receipt of the Contractor's written claim accompanied by a Statutory Declaration that he has discharged every obligation and paid or satisfied every just claim incurred by him in connection with the Contract, including all claims incurred by himself or his sub-contractors.

copies of supplier invoices for materials used on each project shall accompany the Contractors invoice.

21. Indemnification and Insurance

The Contractor will indemnify, hold, and save harmless the City from and against all claims, losses, damages, costs, actions, and other proceedings, made, sustained, brought or prosecuted in manner, based upon, occasioned by, attributable to any injury, including death, property damage, infringement, or damage arising from any act or omission of the Contractor, his employees, officers, volunteers, servants, or agents or persons from whom the Contractor has assumed responsibility in the performance or purported performance of this agreement.

The Contractor shall, at his own expense, through the terms of the contract secure, maintain, and pay for the following coverages:

- (a) Comprehensive General Liability Insurance with a limit of not less than \$5,000,000 inclusive per occurrence for bodily injury and property damage and \$5,000,000 for personal injury. The policy or policies shall cover all premises and operations necessary or incidental to the performance of this agreement and include but not necessarily be limited to the following coverages:
1. Contractual liability assumed under this agreement.
 2. Contingent employer's liability with respect to operations of sub-contractors.
 3. Owner's protective liability.
 4. Cross liability.
 5. Automobile liability (non-owned, hired).

6. Completed operations liability 24 months after completed operations.
7. Voluntary medical payments.
- (b) "Broad Form" Property Damage Insurance covering all risks of physical loss or damage on an occurrence basis, including loss of use of property, and including losses or damage from flood or earthquake. The coverage provided shall amount to no less than 80% of the total value of the work done and material delivered to the site, or under the control of the Contractor, payable to the City and Contractor as their interests may appear, and protecting each in such terms as will preclude subrogation claims by the insurer against anyone insured thereunder.

If the Contractor is unable to provide this coverage, then the Contractor bears full responsibility for insuring materials in transit or loss to any improvement until the work is fully completed and paid for by the City.

The City, its officers, officials, and employees shall be added as additional insured on all such policies. All such insurance provided by these policies shall be primary regardless of any insurance or self insurance that may be enforced at the time of any loss or claim that insures the City, its officers, officials, and employees.

The policy or policies shall be underwritten by an insurance company or companies licensed to do business in the Province of British Columbia and who meet with the reasonable approval of the City. Prior to the commencement of the work defined by this agreement, the Contractor shall furnish the City through the Office of the Purchasing Manager a certified original copy of all such policies as evidence that such insurance is in force. The Contractor agrees that such insurance policies cannot be cancelled, lapsed, or materially changed without at least 30 days notice to the City.

Maintenance of such insurance and the performance of the Contractor of his obligations under this clause shall not relieve the Contractor of liability under the indemnification provisions here and above set forth. The foregoing insurance provisions shall not limit the insurance required by Municipal, Provincial, or Federal law.

It shall be the full responsibility of the Contractor to determine whether any additional insurance coverage is necessary and advisable for its own protection and/or to fulfil its obligations under this Contract. Any such additional insurance shall be provided and maintained by the Contractor its own expense.

It is understood that this agreement is strictly between the Contractor and the City and the Contractor is an independent contractor for the City and no employment relationship, partnership, agency, or joint venture exists between the City, the employees of the Contractor and/or its agents and/or their employees, and/or its Contractors and/or their employees. Any disputes between the Contractor and any of its employees and/or its agents and/or their employees and/or their Contractors and/or their employees shall be resolved by the Contractor with no involvement by the City.

22. Workers' Compensation Board Coverage/Prime Contractor

The Contractor agrees that it shall at its own expense procure and carry or cause to be procured and carried and paid for, full Workers' Compensation Board coverage for itself and all workers, employees, servants and others engaged in or upon any work or service which is the subject of this contract. The Contractor agrees that the City has the unfettered right to set off the amount of the unpaid premiums and assessments for such Workers' Compensation Board coverage against any monies owing by the City to the Contractor. The City shall have the right to withhold payment under this contract until the Workers' Compensation Board premiums, assessments or penalties in respect of work done or service performed in fulfilling this contract had been paid in full.

The Contractor agrees that it is the Prime Contractor for the purposes of the Workers' Compensation Board Occupational Health and Safety Regulations for the Province of British Columbia. The Contractor shall have a safety program acceptable to the Workers' Compensation Board and shall ensure that all Workers' Compensation Board safety rules and regulations are observed during performance of this contract, not only by the Contractor but by all subcontractors, workers, material men and others engaged in the performance of this contract. Prior to commencement of construction, the Contractor shall complete and file a "Construction Notice of Project" with the Workers' Compensation Board and shall provide a copy of the same to the City confirming that the Contractor shall be the Prime Contractor responsible for coordination of safety and health under Part 3 of the Workers Compensation Act and Part 20 of the WCB Occupational Health and Safety Regulations.

The Contractor shall provide the City with the Contractor's Workers' Compensation Board registration number and a letter from the Workers' Compensation Board confirming that the Contractor is registered in good standing with the Workers' Compensation Board and that all assessments have been paid to the date thereof prior to the City having any obligation to pay monies under this contract. The Contractor shall also provide a signed copy of the Prime Contractor Designation Document.

The Contractor shall indemnify the City and hold harmless the City from all manner of claims, demands, costs, losses, penalties and proceedings arising out of or in any way related to unpaid Workers' Compensation Board assessments owing from any person or corporation engaged in the performance of this contract or arising out of or in any way related to the failure to observe safety rules, regulations and practices of the Workers' Compensation Board, including penalties levied by the Workers' Compensation Board.

23. No Promotion Of Relationship with the City, the O Zone or the 2010 Olympic and Paralympic Winter Games

The Contractor shall not disclose or promote the Contractor's relationship with the City, the "O Zone" or "The Olympic Expo 2010 - Richmond", including by means of any verbal declarations, announcements, sales, marketing or other literature, letters, client lists, press releases, websites, brochures or other written or electronic materials (the "Communications") (except as may be reasonably necessary for the Contractor to perform the Contractor's obligations under the terms of this Agreement), without the express prior written consent of the City, which consent may be withheld.

Furthermore, the Contractor undertakes not to disclose or promote the Contractor's relationship with the City, the O Zone or The Olympic Expo 2010 - Richmond in a manner which could suggest or create an association, express or implied, between the Contractor and the International Olympic Committee ("IOC"), the 2010 Olympic and Paralympic Winter Games, the Olympic Movement or the Vancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games ("VANOC"). Without limiting the generality of the foregoing, the Contractor shall not refer to "VANOC", "Vancouver 2010", the "2010 Games", the "Games", "Venue City", "O Zone", "Olympic", "Richmond Olympic Oval" or "Olympics" (or any derivatives thereof), and shall not use any official emblem, logo or mascot of the 2010 Games, the IOC or the City of Richmond, in any Communications (except as may be reasonably necessary for the Contractor to perform the Contractor's obligations under the terms of this Agreement), without the express prior written consent of the City, which consent may be withheld.



Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender

No **3518Q**

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province	Postal Code
	Telephone Number	