



Contract 3800Q

Supply and Delivery of SHUTTLE BUS SERVICES FOR THE RICHMOND O ZONE

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

Name of Bidder: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Telephone No: _____ Fax No.: _____

E-mail: _____

Contact Person: _____

Title: _____

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Instructions to Bidders

1. Two copies of quotations, in a sealed envelope, plainly marked:

**CONTRACT 3800Q - SUPPLY AND DELIVERY OF SHUTTLE BUS SERVICES
FOR THE RICHMOND O ZONE**

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

Friday November 20th, 2009

2. Quotations received in the office of the Purchasing Section after the above-mentioned time and date will be returned unopened.
3. Quotations must be submitted on the attached Forms and be authorized by a signing officer of the Bidder's company. The entire Request for Quotation must be returned to the City.
4. This Document with completed Forms will become part of the Contract Documents between the City and the successful Bidder.
5. The City reserves the right to accept all or any part of a quotation or to waive irregularities at their own discretion. The lowest or any quotation will not necessarily be accepted.
6. 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 4 - 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. Proprietary names, unless otherwise stated, are used solely to establish standards of materials and finish. Items of other manufacture may be accepted as equal to those specified, at the discretion of the City.
9. Alternate Quotations will be considered and should be submitted under separate cover and be marked "Alternate Quotation".

Instructions to Bidders (Cont'd)

10. Prices, in Canadian currency, shall be shown for each unit specified and shall include all packing, crating, freight, cartage, shipping charges, cost of unloading supplies at destination, and all tariffs, taxes and duties.

11. Inquires during submission of Quotation should be directed as follows:

Purchasing

Kerry Lynne Gillis
Buyer II - Contracting Specialist
Purchasing Section
City of Richmond

Telephone: 604-276-4135
E-mail: purchasing@richmond.ca

Technical

Fred Lin
Senior Transportation Engineer
Planning & Development Dept
City of Richmond

Telephone: 604-247-4627
E-mail: flin@richmond.ca

12. Quotations may be withdrawn by written notice only, provided such notice is received at the office of the City's Purchasing Section prior to the date / time set as the closing time for receiving Quotations.

13. Quotations shall be open for acceptance for 90 days following the submission closing date.

14. Each Bidder shall state, on the list provided which is 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.

15. Bidders are advised that submissions of quotes shall be in compliance to the *Freedom of Information and Protection of Privacy Act of British Columbia*.

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, it's agents and employees shall not be responsible for any information given by way of verbal communication.

Instructions to Bidders (Cont'd)

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.

Quotation Form

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

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

LUMP SUM TOTAL QUOTED PRICE OF \$_____

PAYMENT TERMS _____ EARLY PAYMENT TERMS _____

The above price includes and covers duties, Federal, (including G.S.T.), Provincial Taxes, handling and transportation charges, and all other charges incidental to and forming part of this Quotation.

Name of Bidder: _____

Address: _____

Telephone No: _____

Name, Signature,
and Title of
Signing Officer: _____

Date: _____

E-mail: _____

Web Address: _____

Schedule of Quantities and Prices

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, Undertaking of Liability Insurance, Quotation Annexures, General Conditions of Contract and Specifications, and having full knowledge of the work required, does hereby offer to provide all necessary labour, materials, and equipment 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 following:

Date		Start Time	End Time	Cost
13-Feb-10	Saturday	2:00 PM	4:00 PM	\$
14-Feb-10	Sunday	2:30 PM	4:30 PM	\$
15-Feb-10	Monday	6:30 PM	8:30PM	\$
16-Feb-10	Tuesday	3:30 PM	5:30 PM	\$
17-Feb-10	Wednesday	5:00 PM	7:00 PM	\$
18-Feb-10	Thursday	2:00 PM	4:00 PM	\$
20-Feb-10	Saturday	5:30 PM	7:30 PM	\$
21-Feb-10	Sunday	4:00 PM	6:00 PM	\$
23-Feb-10	Tuesday	1:15 PM	3:15 PM	\$
24-Feb-10	Wednesday	2:00 PM	4:00 PM	\$
26-Feb-10	Friday	2:00 PM	4:00 PM	\$
27-Feb-10	Saturday	2:00 PM	4:00 PM	\$
Subtotal				\$
GST				\$
Total (carried forward to Quotation Form)				\$

Schedule of Quantities and Prices, continued

a) Minimum Charge Out Rate \$_____ /Hr.

b) Rate for each additional hour \$_____ /Hr.

Initials of Signing Officer

FORM LETTER LI-1

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 in Commercial General Liability and \$10,000,000.00 million in Automobile Third Party Liability 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 _____, 2009.

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.

List of Previous Contracts

The Bidder has recently undertaken and completed the Contracts described following and authorizes the City of Richmond to inquire as to the nature of the Bidders performance on these contracts.

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)

Specifications

1. Shuttle Busses

- a) Must be coach busses with heating and ventilation for passenger comfort.
- b) Each bus must include a fully qualified driver that carries a valid British Columbia Driver's License with a Class 2 designation.
- c) Desired capacity of each bus is 40 - 50 passengers per bus. Busses with lower capacity may be considered, but not given preference over the desired capacity.
- d) Minimum capacity of bus fleet: must be capable of transporting approximately 600 people per hour, for two (2) hour duration as shown in the *Schedule* section, below.
- e) Wheel chair accessibility is preferred.
- f) Each bus must be in excellent working condition. Bidders should indicate the age of and provide pictures of the busses they propose to carry out the work under this contract. The City reserves right to inspect all busses proposed for this contract and reserves the right to reject any busses determined unsuitable for the work under this contract. The successful bidder shall replace any rejected busses with busses determined acceptable by the City.
- g) *Temporary decals*: the City may require advertising and promotional capacity. As such, the busses must be able to take temporary decals provided by the City.
- h) *Concealment of Marks and Branding*: due to partner agreements, the City reserves the right to cover the marks and branding on all visible collateral belonging to the successful bidder (including busses), as deemed necessary.

2. Passenger Pick Up and Drop Off

- a) Passenger pick-up location: north side of Lansdowne Road, between Hollybridge Way and Gilbert Road.
- b) Passenger drop-off location: Richmond Gateway Theatre parking lot.

3. Guest Services Protocol

The successful bidder will be required to follow a protocol for dealing with guests and the public that use the shuttle bus services under this contract. The City will provide a conduct protocol that the successful bidder's representatives will be required to follow in performing the services under this contract. Bidders may include their own conduct protocol standards with their bid and the City will consider this information in conjunction with its own protocol.

4. Routes

Please see the map appended to this RFQ titled *City of Richmond Transportation Plan for 2010 Olympic Games and O Zone Celebration Site O Zone Shuttle Route* for a visual representation of the route. Please note that these locations are subject to change at the

discretion of the City and the successful bidder will be given advanced notice of any change.

From Pick-up-location to Drop-off location:

1. Starting: load zone on north side of Lansdowne Road, between Hollybridge Way and Gilbert Road.
2. Westbound on Lansdowne Road.
3. Southbound on Hollybridge Way.
4. Eastbound on Elmbridge Way.
5. Southbound on Gilbert Road.
6. Terminating: Gateway Theatre parking lot.

From Drop-off location to Pick-up location:

1. Starting: Gateway Theatre parking lot.
2. Northbound on Gilbert Road.
3. Westbound on Lansdowne Road.
4. Terminating: load zone on north side of Lansdowne Road, between Hollybridge Way and Gilbert Road.

5. Schedule

Dates and times when coach service is required:

Date		Start Time	End Time
13-Feb-10	Saturday	2:00 PM	4:00 PM
14-Feb-10	Sunday	2:30 PM	4:30 PM
15-Feb-10	Monday	6:30 PM	8:30PM
16-Feb-10	Tuesday	3:30 PM	5:30 PM
17-Feb-10	Wednesday	5:00 PM	7:00 PM
18-Feb-10	Thursday	2:00 PM	4:00 PM
20-Feb-10	Saturday	5:30 PM	7:30 PM
21-Feb-10	Sunday	4:00 PM	6:00 PM
23-Feb-10	Tuesday	1:15 PM	3:15 PM
24-Feb-10	Wednesday	2:00 PM	4:00 PM
26-Feb-10	Friday	2:00 PM	4:00 PM
27-Feb-10	Saturday	2:00 PM	4:00 PM

** Note that the City may need to adjust the hours as deemed necessary and the successful bidder will be informed at least 24 hours prior to service start.*

6. Trip Duration

1. Five (5) minutes to load passengers.
2. Five (5) minutes to travel from Lansdowne Road load zone to Gateway Theatre parking lot.
3. Five (5) minutes to unload passengers.
4. Five (5) minutes to travel back from Gateway Theatre parking lot back to Lansdowne Road load zone.

Total: approximately 20 minutes (each bus could make approximately 3 round trips per hour).

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.

1.2 Environmental attributes of company

- 1.2.1 It is desirable that suppliers to the City of Richmond have an environmental policy statement approved at the executive level and implemented across the company.
- 1.2.2 Suppliers who have pursued environmental certification such as ISO 14001 should include this information with their bid. The ISO 14000 Series is a set of international standards for voluntary environmental management for both private and public organizations. It is designed to promote environmental compliance, ensure a commitment to pollution

prevention, and foster continual improvement of environmental performance through efficient environmental management.

- 1.2.3 The City of Richmond strictly subscribes to an environmental policy that requires all suppliers to be in compliance with all environmental laws and regulations regarding the manufacture, processing, handling, provision, disposal and waste management of goods and services.

1.3 Environmental purchasing resources

- 1.3.1 The City of Richmond Environmental Purchasing Guide is available from the City of Richmond Web site at:

<http://www.richmond.ca/services/environment/policies/purchasing.htm>

General Conditions of the Contract

7. Definitions

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

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

The City: City of Richmond.

Acceptance of the City of Richmond Purchase Order deems acceptance of all conditions of the Supply and Delivery Contract.

8. Responsibility For Supplies

The Contractor shall be responsible for the supplies covered by this contract until they are delivered at the designated delivery point, regardless of the point of inspection; and the contractor shall bear all risks of loss or damage to rejected supplies after notice of rejection.

9. Inspection

All supplies shall be subject to inspection and test by and shall meet the approval of the Manager of Purchasing and Risk and his decision shall be final and binding upon all parties.

In case any supplies or lots of supplies are defective in material or workmanship otherwise not in conformity with the specifications of the contract, the Manager of Purchasing and Risk shall have the right either to reject them or to require their correction.

Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, but failure to inspect and accept or reject supplies shall not relieve the contractor from responsibility for such supplies as are not in accordance with the specifications.

10. Warranty

Unless otherwise specified, the contractor warrants that in the manufacture of the supplies only the best workmanship and materials have been employed and if, within a period of one (1) year from the date of acceptance of the supplies by the City, such supplies or any portion thereof are found by the City to be defective or faulty due to

General Conditions of the Contract (Cont'd)

imperfect or bad workmanship or material, the contractor agrees, to replace such defective supplies forthwith without expense to the City.

11. Payments

The contractor shall be paid within 30 Days after the submission by the contractor of properly prepared invoices to the Accounts Payable Section for supplies delivered and accepted or services rendered and accepted. However, the City may withhold an amount equal to two times the value of goods or services not provided by the Contractor from any amounts owing to the Contractor.

12. 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) Automobile Third Party Liability coverage with a limit of not less than \$10 million inclusive per occurrence for bodily injury and property damage to cover all operations necessary or incidental to the performance of this agreement.
- (b) Comprehensive General Liability Insurance with a limit of not less than \$10,000,000 inclusive per occurrence for bodily injury and property damage and \$10,000,000 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.

General Conditions of the Contract (Cont'd)

7. Voluntary medical payments.
- (c) "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.

General Conditions of the Contract (Cont'd)

13. 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.

14. 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

General Conditions of the Contract (Cont'd)

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.

15. 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.

16. Default

- (a) The City may, by notice of default to the contractor, terminate the whole or any part of this contract if the contractor fails to make delivery of the supplies within the time specified, or to perform any other provisions of this contract.
- (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.

17. Taxes

Unless otherwise provided herein, the Contractor shall pay all government sales or excise taxes in force at the date of the Contract/Purchase Order, provided that any increase or decrease in such taxes shall increase or decrease the amount due under the Contract accordingly. Invoices must show the appropriate amounts for Goods and Services Taxes and Provincial Sales Taxes separately.

18. Laws

The laws of British Columbia shall govern the work.

19. Time

Time shall be the essence in this Contract.

20. Assignment

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

General Conditions of the Contract (Cont'd)

21. Changes

The City may make changes to the Contract and time and value shall be adjusted accordingly, except for emergencies all changes shall be made by written order.

22. Notices

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

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 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.

3800Q

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	

