

**City of Coquitlam**

**PROPOSAL SUBMISSION FORM**

**RFP No. 24-082**

**Printing and Copying Services**

**Proposals will be received as per the date and time specified in the** [**Key Dates Section**](#kdates) **of the RFP**

**INSTRUCTIONS FOR PROPOSAL SUBMISSION**

Proposal submissions are to be consolidated into one PDF file and uploaded through QFile, the City’s file transfer service accessed at website: [qfile.coquitlam.ca/bid](http://qfile.coquitlam.ca/bid)

**1. In the “Subject Field” enter:** RFP Number and Name

**2. Add files and “Send Files”**

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

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| **Legal Name of Company** |  |
| **Contact Person and Title** |  |
| **Business Address** |  |
| **Telephone** |  |
| **Email Address** |  |

1. **DEPARTURES AND AWARD**

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| 1. **CONTRACT -** I/We have reviewed the City’s [Standard Terms and Conditions - Purchase of Goods and Services](https://www.coquitlam.ca/DocumentCenter/View/1446/10-02-2019-Standard-Terms-and-Conditions---Purchase-of-Goods-and-Services-PDF) and would be prepared to enter into in an agreement that incorporates the City’s Standard Terms and Conditions, amended by the following departures (list, if any): | |
| **Section** | **Requested Departure(s) / Alternative(s)** |
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| 1. **SERVICES -** I/We have reviewed the Scope of Services as descibed in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any): |
| **Requirements – Requested Departure(s) / Alternate(s) / Addition(s)** |
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| 1. **AWARD -** For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services. **Section 1c items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.** | |
| 1. **Vendor Info** - Complete and return the City’s Vendor Profile and Electronic Funds Transfer Application. |  |
| 1. **Business License** - A City of Coquitlam or Tri Cities Intermunicipal [Business License](https://www.coquitlam.ca/602/Business-Licences) |  |
| **As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):** | |
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| **Category Shortlist** - Respondent is to indicate the categories which they are applying for | | | |
| **Category No.** | **Description** | **Yes** | **No** |
| 1 | **Printing/Copying Services** |  |  |
| 2 | **Signage** |  |  |
| 3 | **Specialty Printing** |  |  |
| 4 | **Finishing Services** |  |  |
| 5 | **Digital Services** |  |  |

1. **CORPORATE**

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| 1. **CAPABILITIES, CAPACITY AND RESOURCES** - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary)**:** |
| 1. Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.): |
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| 1. Proponent is to state relevant experience and qualifications as to the Services requested in the RFP: |
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| 1. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details: |
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| 1. Proponent is to describe their capabilities, resources and capacities, as relevant to the Services requested in the RFP: This includes their capacity to take on these services in regards to other work the Proponent may have ongoing: |
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| 1. **REFERENCES –** Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if necessary): | |
| **Reference No. 1** | |
| **Description of Contract** |  |
| **Size and Scope** |  |
| **Work Performed** |  |
| **Start Date** |  |
| **End Date** |  |
| **Contract Value** |  |
| **Project completed on budget** |  |
| **Project completed on schedule** |  |
| **Reference Information** | Company |
| Name: |
| Phone Number: |
| Email Address: |

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| **Reference No. 2** | |
| **Description of Contract** |  |
| **Size and Scope** |  |
| **Work Performed** |  |
| **Start Date** |  |
| **End Date** |  |
| **Contract Value** |  |
| **Project completed on budget** |  |
| **Project completed on schedule** |  |
| **Reference Information** | Company |
| Name: |
| Phone Number: |
| Email Address: |

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| **Reference No. 3** | |
| **Description of Contract** |  |
| **Size and Scope** |  |
| **Work Performed** |  |
| **Start Date** |  |
| **End Date** |  |
| **Contract Value** |  |
| **Project completed on budget** |  |
| **Project completed on schedule** |  |
| **Reference Information** | Company |
| Name: |
| Phone Number: |
| Email Address: |

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| 1. **KEY PERSONNEL –** Proponent proposes the following key personnel for the Services stated in the RFP. | | | | |
| **LINE ITEM** | **NAME** | **TITLE/POSITION** | **EXPERIENCE AND QUALIFICATIONS** | **YEARS WITH YOUR ORGANIZATION** |
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| (use the spaces provided and/or attach additional pages, if necessary) | | | | |

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| 1. **Speed of service -**Indicate response time in hours for Emergency & non-Emergency request: | |
| **Emergency Request:** |  |
| **Non-Emergency Requests:** |  |

1. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

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| * 1. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**  1. Describe all initiatives, policies, programs and product choices that illustrate your firm’s efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City |
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| 1. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities: |
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| 1. What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses: |
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| 1. What policies does your organization have to support reconciliation with Indigenous peoples? |
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1. **TECHNICAL**

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| 1. **APPROACH and METHODOLOGY**   Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the work. |
| 1. **Delivery, Set-Up and Execution -** Proposals should address the plan for receiving requests, fulfilling requests, addressing changes to requests and rush orders, delivery or pick-up. |
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| 1. **Quality Assurance -** Provide the measures the Proponent will use to maintain quality control for the Services being performed. |
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| 1. **Technical Capacity -** Provide a list of equipment and software used to deliver printing and copying services in line with the scope of services outlined on page 9 of the RFP, including the overall capacity of your operations. |
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1. **FINANCIAL**

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| * 1. **PRICE -** Options for volume pricing also appreciated, if applicable. (exclude GST):   **Please attach any price sheets that cover this financial detail.** | | | |
| **ITEM** | **SCOPE OF WORK** | **Unit of Measure** | **PRICE** (exclude GST) |
| **Printing / Copying Services** | | | |
|  | Standard documents (20lb), black and white | Per  8.5x11”,  8.5x14”,  11x17”  12x18” | $  $  $  $ |
|  | Standard documents (20lb), colour | Per  8.5x11”,  8.5x14”,  11x17”  12x18” | $  $  $  $ |
|  | High-quality documents, black and white (28 lb, 80 lb) | Per  8.5x11”,  8.5x14”,  11x17”  12x18” | $  $  $  $ |
|  | High-quality documents, colour (28 lb, 80 lb) | Per  8.5x11”,  8.5x14”,  11x17”  12x18” | $  $  $  $ |
|  | Large format posters, colour, (20 lb and 28 lb) | Per  24x36”  And per square foot | $  $ |
|  | Cards (100lb white cover) | Per  8.5x11”,  8.5x14”,  11x17”  12x18” | $  $  $  $ |
|  | Tabs (90lb white) | Per 9x11” | $ |
| **Signage** | | | |
|  | Coroplast | Price per square foot | $ |
|  | Foamcore | Price per square foot | $ |
|  | Aluminum with rounded corners | Price per square foot | $ |
|  | Sintra | Price per square foot | $ |
|  | Indoor vinyl | Price per square foot | $ |
|  | Outdoor vinyl | Price per square foot | $ |
|  | Blow-through vinyl | Price per square foot | $ |
|  | Fabric (outdoor grade used for banners and flags) | Price per square foot | $ |
|  | H stake holders | Per unit | $ |
|  | Sandwich board holders | Per unit | $ |
| **Direct Mail Printing** | | | |
|  | Postage (though Canada Post) | Postage per unit | $ |
|  | Addressing | Per address | $ |
|  | Envelope (including stuffing) | Per unit (standard letter envelope) | $ |
|  | Printing of mail | Per Postcard,  8.5x11 letter  11x17 folded | $  $  $ |
| **Specialty Printing** | | | |
|  | Buttons / pins (1”, 2”, 2.5”) | Per unit | $ |
|  | Door hangers | Per unit | $ |
|  | Multi-part carbonless forms | Per unit | $ |
|  | Polyester tent (10 ft x 10 ft and 10ft x 15ft) | Per unit | $ |
|  | Stickers | Per unit | $ |
|  | Tablecloth (4 ft, 6 ft, 8 ft) | Per unit | $ |
|  | Vehicle wrap | Per unit | $ |
|  | Wall / window / floor decal vinyl | Per square foot | $ |
|  | Other not Listed: | Per each | $ |
| **Finishing Services** | | | |
|  | Binding | Per unit | $ |
|  | Laminating | Per unit | $ |
|  | Cutting and folding | Per unit | $ |
|  | Tabbing and inserting | Per unit | $ |
|  | Other not Listed: | Per unit | $ |
| **Digital Services** | | | |

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|  | File conversion | Per file | $ |
|  | Proofing | Per proof | $ |
|  | Variable data | Per each | $ |
|  | Data and mail merging | Per file | $ |
|  | Other not Listed: | Please indicate unit of measure | $ |

**Attention Purchasing Manager:**

1. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website [www.coquitlam.ca/Bid-Opportunities](http://www.coquitlam.ca/140/Bid-Opportunities) , and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services~~,~~ submit this Proposal in response to the RFP.
2. **I/We**  agree to the rules of participation outlined in the [Instructions to Proponents](https://www.coquitlam.ca/DocumentCenter/View/1457/Instructions-to-Proponents-PDF) and should our Proposal be selected, agree to the City’s [Standard Terms and Conditions - Purchase of Goods and Services](https://www.coquitlam.ca/DocumentCenter/View/1446/10-02-2019-Standard-Terms-and-Conditions---Purchase-of-Goods-and-Services-PDF) and will accept the City’s Contract as defined within this RFP document.
3. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

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| **Addendum No.** | **Date Issued** |
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**This Proposal** is submitted this \_\_\_\_day of \_\_\_\_\_\_\_, 20\_\_\_\_\_\_.

**I/We have the authority to sign on behalf of the Proponent and have duly read all documents.**

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| **Legal Name of Company** |  |
| **Signature(s) of Authorized Signatory(ies)** | **1.** |
| **2.** |
| **Print Name(s) and Position(s) of Authorized Signatory(ies)** | **1.** |
| **2.** |