



REQUEST FOR QUOTATION

TAY VALLEY GUIDE DESIGN, PRINT AND MAILING

RFQ'S RECEIVED BY:

The Corporation of Tay Valley Township
217 Harper Road,
Perth, Ontario K7H 3C6

Attention: Amanda Mabo, Clerk

Telephone: 613-267-5353

Toll Free: 1-800-810-0161

Fax: 613-264-8516

E-mail: clerk@tayvalleytwp.ca

Website: www.tayvalleytwp.ca

**THE CORPORATION OF TAY VALLEY TOWNSHIP
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PART "A" – PROJECT OVERVIEW

1. Township Overview

Tay Valley is a Township of geographic beauty, and human resourcefulness. Set in the southwest corner of Lanark County due west of Perth, the Township comprises a community of communities joined by a shared heritage and a love for the rural lifestyle. Endowed with an abundance of clean lakes and rivers, lives are lived in security and respect.

The energy of the early settlers is replicated by present day residents as hundreds of small and home based industries thrive in and along our roads and byways. The descendants of our early settlers, still the backbone of community activities, welcome more recent residents as they work together for the benefit of our local organizations and activities.

Nationally known as a centre of artistic excellence, Tay Valley Township is the home to many gifted professional artists and artisans. Thousands of tourists visit our Township each year to enjoy our lakes and rivers, and to explore the natural scenic environment of this corner of eastern Ontario.

The Township was created in 1998 with the amalgamation of the former townships of Bathurst, North Burgess and South Sherbrooke. It was renamed Tay Valley Township in 2002, in recognition of the river that meanders across our landscape continuing its historic role of linking communities.

2. Project Background

To improve communication to its residents and taxpayers the Township would like to produce a Municipal Services Directory containing Township services, contacts and local events that would be mailed directly to each taxpayer and also available at the Municipal Office and other public locations throughout the Township.

3. Objectives

The objectives of the directory include:

- integral to the Township's communication program
- accessible, meeting legislative requirements
- aesthetically appealing to users, including colour, pictures and layout
- reflective of the Township and its corporate image

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4. Project Reporting

Amanda Mabo, Clerk will be the key contact person:

Mailing Address: 217 Harper Road
Perth, ON K7H 3C6
Telephone: (613) 267-5353
Email: clerk@tayvalleytwp.ca

5. Project Timing

The goal is to have a final publication by October 31st, 2017 and conduct the mail out on January 3rd, 2018.

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PART "B" – PROPOSAL REQUIREMENTS

6. Mandatory Requirements

The quotation shall, at a minimum, include and cover the following items. These items should be considered **MANDATORY** requirements. **In your submission, vendors must include a detailed description of how you will achieve each of these mandatory requirements.**

Publication

- 6.1 The Vendor shall be responsible for all facets of design and layout of the publication, including graphics.

- 6.2 Copy Details
 - 6.2.1 1 PMS throughout + 4 colour process on 4 cover pages (1 interior colour throughout)
 - 6.2.2 Provide description of the paper stock and inks to be used, with identification of any environmentally sensitive processes, stock sample to be provided
 - 6.2.3 Gloss coated stock
 - 6.2.4 32 page, self-cover (28 page gut)
 - 6.2.5 Saddle stitched
 - 6.2.6 8½" x 11" format (17" x 11" format folded to 8½" x 11" or format recommended by the supplier).
 - 6.2.7 4,600 copies

- 6.3 All text will be provided to the Vendor by the Township in electronic format.

- 6.4 The Vendor is to liaise with the municipal contact person as required regarding content development and proofing.

- 6.5 The Vendor must provide an electronic, accessible copy in a format suitable for posting on the Township website.

- 6.6 Vendor responsible for print management.

- 6.7 Vendor responsible for shipping the final product FOB to the Municipal Office.

- 6.8 Weight of packed boxes must not exceed 40 pounds.

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Vendor Requirements

- 6.9 Previous experience of at least one (1) project in designing municipal publications and or projects of a similar size and complexity. Sample to be provided.
- 6.10 Cost proposals are to be all-inclusive and are to include the cost of all meetings and related items to complete this project.
- 6.11 Provide a separate cost proposal for mail out costs.
- 6.12 Provide a separate cost proposal for any additional items for consideration.

7. Preferred Requirements

In your submission, vendors must include a detailed description of how you would achieve the following preferred requirements, if ultimately chosen by the Township.

Mail Out Option

- 7.1 Vendor to print Canada Post Postage Paid Label along with individual Township client's name and address on rear cover.
- 7.2 Township to provide list of clients with addresses in Word or Excel format.

8. Optional Requirements

In your submission, vendors may include a detailed description of how you would achieve the following optional requirements, if ultimately chosen by the Township.

- 8.1 Vendor to sell ad space in the publication to offset the cost of design, print and mail out.

9. Additional Items for Consideration

- 9.1 The vendor may make recommendations above and beyond what is outlined in this RFQ.

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PART "C" – INFORMATION TO VENDORS

10. RFQ Closing

Submissions, sealed in an envelope, with three (3) hard copies along with a digital copy in a pdf format, clearly marked with the return address label (Form 1, attached), will be received by the Clerk or her designated representative, at the Municipal Office, 217 Harper Road, Perth, Ontario, until **1:00 p.m.**, local time, as determined by the clock located on the computer in the reception area of the Municipal Office, on **Thursday, March 30th, 2017 for the Tay Valley Guide**. Submissions received after closing time will not be considered.

- Late proposals will NOT be accepted and will be returned unopened to the Vendor, no exceptions.
- Email or Facsimile (fax) responses for the Request for Proposal will NOT be accepted.
- Delivery of Proposals by a courier service shall be the responsibility of the Vendor and will be rejected if the submission is delivered to a location other than which is stated in this document and the submission fails to be delivered to the Township prior to the closing date and time.
- Proposals must be signed by the person authorized to sign on behalf of the Vendor and bind the Vendor to statements made in the response to this Request for Proposal.

11. RFQ Submission

One copy of the **completed Declaration**, Appendix "A", shall be submitted. The Declaration must be properly signed and witnessed, or signed and sealed if the bidder is a Corporation. RFQ's must be submitted, using the RFQ Label – Form 1 (to be affixed on your RFQ Envelope).

The RFQ must be legible, written in ink or typewritten. RFQ's which are incomplete, conditional or obscure or which contain erasures or alterations not properly initialed, or irregularities of any kind, may be rejected. Submissions must not be restricted by a statement added to The Corporation of Tay Valley's documents or by a covering letter, or by alterations to the documents supplied.

12. Presentations

One or more Vendors may be selected from the Requests for Quotations received for an interview/presentation session prior to making a final selection.

If required, interviews/presentations will be scheduled the week of April 3rd, 2017.

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13. Clarification of Documents

- Vendors who find any discrepancies or omissions in this Request for Quotation, or who have any doubt as to the intent or meaning of anything contained therein, shall direct questions, in writing (by e-mail), to the following:

Amanda Mabo, Clerk
clerk@tayvalleytwp.ca

- All questions/discrepancies identified must be sent to the Township at least five (5) business days prior to the proposal due date.
- Copies of all questions and answers and any addenda will be sent to each vendor no later than three (3) business days prior to the proposal due date.
- To receive addenda you must register your intent to submit and contact information with the Clerk listed on the cover page.
- Only formal written responses to properly submitted questions will be binding on the Township.
- All responses by the Township (addenda) will form part of the Request for Quotation process.

14. Addenda

Vendors may be advised by addenda, of required additions, deletions or alterations in the requirements of the Request for Quotation documents. All such changes shall become an integral part of the Request for Quotation documents and shall be allowed for in arriving at the total submission price.

15. Vendor's Checklist

To assist Vendors with completing a response to this Request for Quotation, a Vendor's Checklist is included as **Appendix "B"** of this Request for Quotation document.

16. Withdrawal

A Submission may be withdrawn at any time prior to the closing date and time at the Vendor's discretion. Withdrawal notification must be in written form, signed, and must be submitted to the Clerk. No Facsimile, telephone calls or emails will be accepted. After the official closing date and time, all Submissions received shall be irrevocable.

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17. Harmonized Sales Tax

The quoted prices must clearly show the Harmonized Sales Tax (H.S.T.) as a separate item from the total price submission.

18. Public Opening

All submissions will be opened at the Municipal Office, 217 Harper Road, Perth, Ontario, on the same day and time as the closing date. All submissions will be deemed to be public documents and subject to public information requests.

19. RFQ Results

The names of the Vendors and total bid prices will only be made available at the RFQ Opening. After the RFQ Opening, requests may be submitted to The Corporation of Tay Valley Township for the results and only the names of the Vendors and total bid prices, as read out at the RFQ Opening, will be given in the reply. Bid results will be posted on The Corporation of Tay Valley Township's Website at www.tayvalleytwp.ca within 48 business hours of the RFQ Opening.

20. Submission Acceptance

It shall be the policy of The Corporation Tay Valley Township ("Township") that in any procurement of goods, services, facilities or construction invitations to submit a proposal to the Township, the Township reserves the right to reject an offer to supply goods and/or services or RFQ's presented in response to the Township's procurement processes where the Township determines, in its sole and unfettered discretion, that the entity making the offer has performed poorly on any Township contract during the previous five-year period. Township Council may remove a Vendor's name from consideration for a contract under this Policy, for a period of up to five (5) years, on the basis of documented poor performance or non-performance on a Township Contract.

Unless otherwise specified in this RFQ, this RFQ constitutes an irrevocable offer to provide the goods and/or services described herein **for a period of sixty (60) calendar days** from the closing date of the receipt of RFQ.

The Vendor may be required to show, in terms of experience and facilities, evidence of its ability, as well as that of any proposed subcontractor, to perform the work by the specified delivery date.

The Corporation of Tay Valley Township reserves the right to award by item, or part thereof, groups of items, or parts thereof or all items of the Submission, and to award Contracts to one or more Vendor submitting identical prices, to accept or reject any Submission in whole or in part; to waive irregularities or omissions. If in so doing, the best interests of The Corporation of Tay Valley Township will be served. No liability shall accrue to The Corporation of Tay Valley Township for its decision in this regard.

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The acceptance of any Submission is subject to appropriate funding acceptable to The Corporation of Tay Valley Township.

Lowest, or any RFQ, not necessarily accepted.

The placing in the mail or delivery of a notice of award to the Vendor address, given in the Submission, shall constitute notice of acceptance of the Contract.

21. Selection Criteria

The evaluation criteria may include, but not be limited to, the following:

| Criteria | Value |
|---|----------------------|
| <ul style="list-style-type: none">• Design and Print• Mail Out• Optional Requirements | 50% 45% 5% |
| TOTAL SCORE | 100% |

22. Insurance

The successful Vendor must provide The Corporation of Tay Valley Township, with a **copy of a “Certificate of Professional Liability Insurance”** prior to commencement of the work.

The General Liability Insurance minimum will be two million dollars (\$2,000,000.00) with The Corporation of Tay Valley Township named as additional insured.

The Vendor acknowledges that he/she is an independent Contractor and shall, indemnify, protect and save harmless The Corporation of Tay Valley Township, its agents and employees from any and all damages, liabilities and claims of whatsoever nature arising out of the furnishing by the Vendor, its agents or employees of the materials and/or performing of the services covered by this RFQ.

The Vendor remains responsible for maintaining the required insurance even if the certificates are never exchanged and/or requested.

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23. Assignment

The Vendor shall not assign the Contract, or any portion thereof, without the prior consent of The Corporation of Tay Valley Township.

If The Corporation of Tay Valley Township agrees to the assignment of the Vendor, all Assignment Agreements will be prepared, at the sole cost of the Vendor, and under no circumstances will The Corporation of Tay Valley Township be responsible for these costs.

24. Laws and Regulations

The Vendor shall comply with relevant, federal, provincial and municipal statutes, regulations and by-laws pertaining to the work and its performance. The Vendor shall be responsible for ensuring similar compliance by its suppliers and subcontractors.

The Contract shall be governed and interpreted in accordance with the laws of the Province of Ontario.

25. Warranty

The Vendor shall correct at their own expense, any defects in the service. Further, the Vendor shall provide a name, cellphone number and email address of the assigned personnel that will affect this warranty.

26. Default by Vendor

If the Vendor commits any act of bankruptcy or if a receiver is appointed on account of its insolvency or in respect of any of its property or if the Vendor makes a general assignment for the benefit of its creditor, then, in any such case, The Corporation of Tay Valley Township may, without notice; terminate the Contract.

If the Vendor fails to comply with any request, instruction or order of The Corporation of Tay Valley Township or fails to pay its accounts or fails to comply with or persistently disregard statutes, regulations, by-laws or directives or relevant authorities relating to the work or fails to prosecute the work with skill and diligence or assigns or sublets the Contract without The Corporation of Tay Valley Township's written consent or refuses to correct defective work or is otherwise in default in carrying out its part of any of the terms, conditions and obligations of the Contract, then, in any such case, The Corporation of Tay Valley Township may, upon expiration of ten (10) days from the date of written notice to the Vendor, terminate the Contract.

Any termination of the Contract by The Corporation of Tay Valley Township, as aforesaid, shall be without prejudice to any other rights or remedies The Corporation of Tay Valley Township may have.

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If The Corporation of Tay Valley Township terminates the Contract, it is entitled to:

- Take possession of all of the work in progress and finish the work by whatever means The Corporation of Tay Valley Township may deem appropriate under the circumstances.
- Withhold any further payments to the Vendor until its liability to The Corporation of Tay Valley Township can be ascertained.
- Recover from the Vendor loss, damage and expense incurred by The Corporation of Tay Valley Township by reason of the Vendor's default (which may be deducted from any monies due or becoming due to the Vendor, any balance to be paid by the Vendor to The Corporation of Tay Valley Township).

27. Contract Cancellation

The Corporation of Tay Valley Township shall have the right, which may be exercised from time to time, to cancel any uncompleted or unperformed portion of the work or part thereof. In the event of such cancellation, The Corporation of Tay Valley Township and the Vendor shall negotiate a settlement.

The Corporation of Tay Valley Township shall not be liable to the Vendor for loss of anticipated profit on the cancelled portions of the work.

28. Health & Safety

The Vendor assumes full responsibility for conforming with all legislation regarding the safety of his/her employees and the public on this Contract and all notices required to comply with the legislation.

Accordingly, the Vendor shall:

- (a) **Provide a copy of the applicable WSIB Certificate of Clearance** or equivalent (if the Vendor is from outside Ontario), before starting the project and upon completion.

29. Responsibility

The Corporation of Tay Valley Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Vendor prior to, subsequent to, or by reason of the acceptance or the non-acceptance of an RFQ save as provided in the Contract. The Corporation of Tay Valley Township reserves the right to reject any or all RFQ's and to waive formalities as the interest of the Corporation of Tay Valley Township may require without stating reasons, therefore, and the lowest or any RFQ will not necessarily be accepted.

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30. Payment

The Township shall pay a progress payment for the design and print of the publication once the final version has been delivered to the Municipal Office and the balance will be paid after satisfactory completion of the Project (mailing of the publication).

The Corporation of Tay Valley Township shall have the right to withhold, from any sum otherwise payable to the Vendor, such amount as may be sufficient to remedy any defect or deficiency in the work, pending correction of the same.

31. Optional Contract Extension

Tay Valley Township reserves the option to extend the Contract. Any renewal will be based upon quality of service, mutual agreement and annual price negotiations between the Vendor and the Township.

32. Accessibility

The successful Vendor shall provide a declaration that they are compliant with the Accessibility for Ontarians with Disabilities Act and its Regulations.

33. Municipal Freedom of Information

Any personal information collected by or on behalf of the Township under this Request for Quotation is subject to the *Municipal Freedom of Information and Protection of Privacy Act*. The information provided to the Township may be used to confirm certain information provided in the submissions for this project. The person submitting this Proposal consents to such collection and use of the information. The person submitting this Proposal acknowledges the Proposal is a public document and that the information contained in the Proposal may become public and consents to the release of that information. By responding to this Request for Proposal, respondents waive any challenge to the Township decision in this regard. Any questions regarding the collection, use, or disclosure of the information should be directed to the Clerk of the Township.

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APPENDIX "A" – DECLARATION

1. I, _____, of _____,
DECLARE that no person, firm or Corporation, other than the one whose signature or the signature of whose proper officers and seal is or are attached below, has any interest in this submission or in the Contract proposed to be taken.
2. **I FURTHER DECLARE** that this quotation is made without any connections, knowledge, comparison of figures or arrangement with any other company, firm or person making a submission for the same project and is in all respects fair and without collusion or fraud.
3. **I FURTHER DECLARE** that no member of the Township Council, or any Officer of The Corporation of Tay Valley Township is or will become interested, directly or indirectly, as a contracting party or otherwise, in the performance of the Contract, or in the supplies, work or business to which it relates or any portion of the profits thereof, or any such supplies to be used therein or in any of the monies to be derived therefrom.
4. **I FURTHER DECLARE** that several matters stated in the said quotation are in all respects true.
5. **I FURTHER DECLARE** that I have carefully examined the Request for Quotation document, and hereby acknowledge the same to be part and parcel of any contract to be let for the project therein described or defined and do all the work and to provide the services for the prices stated.
6. **I FURTHER DECLARE** that I have a clear understanding of all the work involved in this contract.
7. **I FURTHER DECLARE** that this offer is to continue open to acceptance until the formal contract is executed by the successful Vendor for the said project OR for a period of sixty (60) days after the closing date, whichever first occurs and that the Township may, at any time, within that period, without notice, accept this Submission whether any other Submission has been previously accepted.
8. **I FURTHER DECLARE** that the awarding of the contract based on this Request for Quotation by the Township shall be an acceptance of this Quotation.
10. **I FURTHER DECLARE** that in the event of default or failure on our part, that the Township shall be at liberty to advertise for new Requests for Quotations, or to carry out the works in any other way they deem best, and I also agree to pay to the said Township the difference between this Request for Quotation and any greater sum which the said Township may expend or incur by reason of such default or failure or by reason of such action as aforesaid, on their part, including the cost of any advertisement for new Request for Quotations; and to indemnify and save harmless the said Township and their officers from all loss, damage, cost charges and expenses which they may suffer or be put to by reason of any such default or failure on our part.
11. **I FURTHER DECLARE** that Addendum/Addenda No. _____, inclusive, has/have been received, and that all changes specified in the Addendum/Addenda have been included in the prices submitted.

Witness

Signature

Date

Name of Company

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APPENDIX "B" – CHECKLIST

1. Declaration (Appendix "A")
2. Workplace, Safety & Insurance Board (WSIB) Clearance Certificate
3. Sample Publications
4. Sample Stock

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RFQ LABEL – FORM 1

To help identify your RFQ, please **cut out the label below and affix this label to the outside of your RFQ Envelope:**

| | |
|--|--|
| THE CORPORATION OF TAY VALLEY TOWNSHIP RFQ FOR THE TAY VALLEY GUIDE | |
| The Corporation of Tay Valley Township 217 Harper Road, Perth, Ontario K7H 3C6 | |
| Attention: | Amanda Mabo, Clerk |
| Telephone: | 613-267-5353 |
| Toll Free: | 1-800-810-0161 |
| Fax: | 613-264-8516 |
| E-mail: | clerk@tayvalleytwp.ca |
| CLOSING DATE: | |
| 1:00 PM | March 30TH, 2017 |
| YOUR COMPANY'S NAME AND ADDRESS: | |
| | |



Use the above label for your envelope when you submit your RFQ Document.