



## **Request for Quotations 2017-19**

### **City of Dawson Creek "Our Community" Newsletter**

The City of Dawson Creek is requesting quotations for the creation, production, and delivery of 5,000 community newsletters approximately four times per year.

All documents are available through the City of Dawson Creek website at [www.dawsoncreek.ca](http://www.dawsoncreek.ca). The Proponent is solely responsible for ensuring any addenda are downloaded, reviewed, and included in their bid. Questions regarding specifications can be emailed to Cindy Fisher, Deputy Director of Corporate Administration at [cfisher@dawsoncreek.ca](mailto:cfisher@dawsoncreek.ca).

Quotations will be accepted up to **2:00 p.m. (local time), May 12, 2017**.

Quotations must be sealed in an opaque envelope, clearly marked with the name and address of the bidder and the project name/number and will be received by Brenda Ginter, Director of Corporate Administration, at:

Regular Mail:

Box 150, Dawson Creek, BC V1G 4G4

Physical Address (Courier):

10105 – 12A Street, Dawson Creek, BC V1G 3V7.

It is the sole responsibility of the Bidder to ensure that its Bid is received at the above location and by the time stipulated. Bids received after the stipulated time will be rejected and returned to the Bidder unopened. Faxed Bids are not acceptable and will be rejected. The City reserves the right to accept or reject all or any bids and to waive any informality, incompleteness or error in any bid. The City reserves the right to negotiate scope with the lowest bidder.

Bidders must refer to the RFQ Documents for the terms governing the Bid process. All bids received by the City of Dawson Creek Director of Corporate Administration become the property of the Corporation of the City of Dawson Creek and as such are subject to the *Freedom of Information and Protection of Privacy Act*.

## **Specifications/ Scope of Work**

The City of Dawson Creek strives to operate in a transparent manner and uses various media and communication tools to meet this goal. The production and distribution of a 'quarterly' newsletter is a component of the City's communication strategy.

The following information is provided to clarify the scope of work for RFQ 2017-19 City of Dawson Creek "Our Community" Newsletter:

- City staff will provide direction as to the key messages or topics to be included in each newsletter a minimum of two weeks prior to the delivery date. The successful proponent will be responsible to develop accurate and informative articles on each topic, through independent research, information provided by City staff (including personal interviews, printed materials, etc.) or other means. All content must receive final approval of the Director of Corporate Administration or designate prior to production of the newsletter.
- 5,000 copies of each issue.
- Four issues annually are anticipated though this does not mean a strict quarterly schedule of newsletter delivery. Additional issues may be requested as "hot topics" arise in the community. The City will guarantee the successful proponent a minimum of two issues per year and reserves the right to require up to six issues annually as deemed necessary.
- The proposed term is three years, with an option to renew for one additional three year term.
- Each newsletter shall be one double sided 8.5 x 11 page.
- Newsletters are to be printed on 100% recycled content paper.
- Separate quotes are requested for full colour, 2 colour, and black and white newsletters. Proponents are invited to quote separately with the understanding that full colour is the preferred option which may be unattainable within budget, therefore 2 colour and black and white pricing options are requested.
- An electronic version (PDF) shall be provided for posting to the City website.
- Distribution via Canada Post to all City residential addresses (currently 4710 including homes and apartment buildings) with remainder of 5,000 delivered to City Hall. Postage and delivery costs are the responsibility of the proponent.
- Recent issues can be viewed at <http://www.dawsoncreek.ca/links-publications/our-community-newsletter/> and older issues at [www.dawsoncreek.ca/business/publications-archive/](http://www.dawsoncreek.ca/business/publications-archive/)

**BID FORM**

**Section 1 - Bidder Contact Information**

<b>Company:</b>	<b>Contact:</b>
<b>Date:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

**Section 2 - Pricing**

	<b>Full Colour</b>	<b>2 Colour</b>	<b>Black and White</b>
<b>Price per issue*</b>			
<b>GST applicable</b>			
<b>Total</b>			

\*Prices shall be quoted on a per issue basis, including distribution and postage costs, including PST but excluding GST which must be shown separately.

**Section 3 – Conflict of Interest**

Conflict of Interest Information - Please mark below the appropriate response:

Provided on a separate sheet:	No conflict exists for my company:
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**Section 4 - References**

Please provide contact information for your two most recent jobs similar in scope and value to the work specified.

<b>Company Name:</b>		
<b>Contact:</b>		
<b>Phone:</b>		
<b>Email:</b>		

X \_\_\_\_\_  
 \*Company Representative (signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\*Your signature authorizes the City of Dawson Creek to contact the references provided.

**Section 5 – Addenda**

The Bidder acknowledges receipt of the following Addenda and agrees that this Bid has been completed in accordance with them:

Addenda. \_\_\_\_\_

**Section 6 - CONTRACTOR ACKNOWLEDGEMENT FORM**

As an authorized representative of \_\_\_\_\_, by my signature below I acknowledge: *Company Name*

- All employees, subcontractors and representatives of the company will operate in compliance with all applicable federal, provincial and municipal occupational health and safety regulations, laws and bylaws. My company and its employees are qualified to do this work. References will be provided upon request.
- The successful bidder must provide the required documents no later than one week after notification of the award of the contract. Failure to do so may result in the contract being awarded to a bidder who can meet the requirements.
- Except as expressly and specifically permitted in this RFQ, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFQ, and by submitting a bid, each bidder shall be deemed to have agreed that is has no claim.
- I have provided information regarding my company and staff that may lead to a real or perceived conflict of interest, including:
  - Information regarding company representatives, managers and staff, (and members of their immediate families) who are a member of the Council of the City of Dawson Creek or in a senior management capacity with the City of Dawson Creek. "Immediate family" is defined as an individual's spouse and those dependent on the individual or the individual's spouse, whether related or not.
    - Any other information that should be provided to the Council that may influence the consideration of the proposal.
    - If no conflict exists, I have so indicated on the bid form in the space provided.

X \_\_\_\_\_

\*Company Representative (signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Section 7 - CODE OF CONDUCT – CONTRACTORS**

The relationship between City employees and representatives of contractors providing service to the City is critical to achieving the goals and objectives of the Corporation of the City of Dawson Creek.

In providing the highest level of service possible, it is essential that all representatives of the Contractor work together with City staff in a co-operative and congenial manner, always respecting established lines of authority.

The efficiency of City operations and the image the Corporation presents to the public may be influenced by any breakdown in the relationship between the Contractor’s representatives and City employees. Therefore, the Contractor’s representatives are expected to convey a friendly, approachable, positive and helpful attitude to City employees and to be honest, trustworthy, reliable, dependable and punctual in all workplace activities.

Contractors unable to demonstrate an ability to meet this standard may be disqualified from the bidding process. Successful bidders subsequently failing to meet this standard should expect termination of any contractual relationship with the City.

**APPROVED BY COUNCIL:**  
**DATE: August 23, 1999**  
**REAFFIRMED BY COUNCIL:**  
**DATE: March 30, 2015**

**I have read and agree to comply with the above Code of Conduct:**

X \_\_\_\_\_

\*Company Representative (signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_