



**London**  
C A N A D A

## **THE CORPORATION OF THE CITY OF LONDON**

### **QUOTATION 10-70 SUPPLY, DELIVERY AND PRINTING OF 2010 – 2011 WASTE REDUCTION AND CONSERVATION CALENDAR**

ANYONE DOWNLOADING THIS DOCUMENT AND WISHING TO SUBMIT A BID MUST ENSURE THAT THEY HAVE REGISTERED WITH PURCHASING AND SUPPLY ON THE CITY OF LONDON'S WEBSITE. BY REGISTERING, YOU WILL BE ADDED TO THE BIDDERS MAILING LIST. FAILURE TO REGISTER SHALL RESULT IN YOUR BID BEING DISQUALIFIED. TO REGISTER, PLEASE COMPLETE THE REGISTRATION FORM ON-LINE. [http://www.london.ca/d.aspx?s=/Tenders\\_and\\_RFPs/default.htm](http://www.london.ca/d.aspx?s=/Tenders_and_RFPs/default.htm)

BIDS MUST BE RECEIVED BY PURCHASING AND SUPPLY IN A SEALED OPAQUE ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE NAME AND ADDRESS OF THE RESPONDER, TITLE OF FILE AND FILE NUMBER. COMPLETED BIDS CAN BE **MAILED** TO PURCHASING AND SUPPLY, P.O. BOX 5035, LONDON, ONTARIO N6A 4L9 OR **HAND DELIVERED** (IN PERSON OR BY COURIER) TO PURCHASING & SUPPLY, 267 DUNDAS STREET, 4<sup>TH</sup> FLOOR. LONDON, ONTARIO N6A 1H2. RESPONDENTS ARE SOLELY RESPONSIBLE FOR ENSURING BIDS ARE RECEIVED BY PURCHASING & SUPPLY PRIOR TO THE CLOSING DATE AND TIME. FAILURE TO SUBMIT THE BID AS REQUESTED WILL RESULT IN IT BEING DISQUALIFIED.

**THE CORPORATION OF THE CITY OF LONDON**

Purchasing and Supply  
P.O. Box 5035  
London, Ontario N6A 4L9  
www.london.ca

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**QUOTATION CHECKLIST**

1. Have you properly and clearly completed the on line registration form? \_\_\_\_\_
2. Have you complied with the "Requirements at Time of Closing"  
Section 2.0? \_\_\_\_\_
  - Form of Quote \_\_\_\_\_
3. Have you acknowledged the number of addenda issued in the  
appropriate space provided in section 5-10 of the Form of Quotation? \_\_\_\_\_

**FAILURE TO ACKNOWLEDGE RECEIPT OF ALL ADDENDA ON THE FORM OF QUOTATION  
WILL RESULT IN YOUR BID BEING REJECTED**

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## DOCUMENT FEES

- A) Original Hard Copy – Cost is \$50.00 – Cheque made payable to the “City Treasurer”.**
- i) upon request, the City will mail out a hard copy of the original document, including drawings (if applicable); and
  - ii) notify bidder who was awarded the contract.
- B) Electronic Copy – No fee for this service – City of London’s website, [http://www.london.ca/d.aspx?s=/Tenders and RFPs/default.htm](http://www.london.ca/d.aspx?s=/Tenders_and_RFPs/default.htm)**
- i) bidders are responsible to check the City’s website on an on-going basis for up and coming requirements;
  - ii) bidder is responsible to complete the registration form as instructed on City of London’s website
  - iii) bidder is responsible to download the document they are bidding on; and
  - iv) bidder is responsible to check the website for the award of the contract.

**BIDDERS PLEASE READ  
GENERAL CONDITIONS, INSTRUCTIONS & INFORMATION FOR BIDDERS**

**1. DEFINITIONS PERTAINING TO THE CONDITIONS, INSTRUCTIONS & INFORMATION LISTED BELOW**

Request for bids: is used in place of request for tender, quote, proposal, and information in the appropriate context

Bidder: a person, corporation or other entity that responds, or intends to respond to a request for bids

Successful Bidder: a person, corporation or other entity that is awarded the contract or purchase order resulting from a request for bids

Seller: used in place of Successful Bidder

City: used in place of The Corporation of the City of London

**2. WARRANTIES FOR USAGE**

Whenever requests for bids are issued, seeking a source of supply for materials or services, the quantities or usage shown are estimated ONLY unless otherwise stated. No guarantee or warranty is given or implied by the City as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for Bidder's information ONLY and will be used for tabulation and presentation of bid prices and the City reserves the right to increase or decrease quantities as required.

**3. BRAND NAMES**

If and wherever in the specification a brand name, make, name of any manufacturer, trade name or vendor catalogue number is mentioned, it is for the purpose of establishing a grade or quality of material only, unless specified otherwise. Since the City does not wish to rule out other competition and equal brands or makes, the phrase "OR APPROVED EQUAL" may be added. However, if a product other than the specified is bid, it is the Bidder's responsibility to name such product within the submitted document and to prove to the City that said product is equal to the specifications and to submit brochures, samples and/or specifications in detail on item(s) bid. The City shall be the judge concerning the merits of bids submitted.

**4. SAMPLES AND DEMONSTRATIONS**

Evidence in the form of samples may be requested. Such samples are to be furnished after the date of request for bids opening, only upon request of the City, unless otherwise stated in the document. If samples are requested, samples must be received by the City no later than seven (7) days after formal request is made. When required, the City may request full demonstrations of any unit/s bid prior to the award of any contract. Samples, when requested, must be furnished free of expense to the City and, if not used in testing, or destroyed, will, upon request within thirty (30) days of award, be returned at the Bidder's expense. Samples are not to be mailed with bid submission, but must be mailed under separate cover, addressed to Purchasing & Supply, 267 Dundas Street, or P.O. Box 5035, London, Ontario N6A 4L9.

**5. QUALITY**

All materials used for the manufacture or construction of any supplies, materials or equipment covered by this request for bids shall be new. The items must be new, the latest model, of the best quality and highest grade workmanship.

**6. ACCEPTANCE OF MATERIAL**

The material delivered under this request for bids shall remain the property of the seller until a physical inspection and actual usage of this material and/or service is made and thereafter accepted to the satisfaction of the City and must comply with the terms herein and be fully in accord with the specifications and of the highest quality. In the event the material and/or service supplied to the City is found to be defective or does not conform to specifications, the City reserves the right to cancel the order upon written notice to the seller and return the product to the seller at the seller's expense.

**7. VARIATIONS TO SPECIFICATIONS**

For purposes of evaluation, Bidders MUST indicate any variances from our specifications, terms and/or conditions, no matter how slight. If variations are not stated or referenced in the space provided on the Form of Tender / Quotation, it will be assumed the product or service fully complies with the City's specifications, terms and conditions.

**8. DELIVERY**

Time will be of the essence for any orders placed as a result of this requests for bids. The City reserves the right to cancel such orders, or any part thereof, without obligations if delivery is not made at the time(s) specified.

**9. DEFAULT PROVISION**

In cases of default by the Successful Bidder, the City may take such action as it deems appropriate, including the procurement of the articles or services from other sources and holding the Successful Bidder responsible for any excess costs occasioned or incurred thereby.

**10. COPYRIGHTS OR PATENT RIGHTS**

The Bidder warrants that there has been no violation of copyrights or patent rights in manufacturing, producing or selling the goods shipped or ordered as a result of this bid and seller agrees to hold the purchaser harmless from any and all liability, loss or expense occasioned by any such violation.

**11. SAFETY STANDARDS**

The Bidder warrants that the product supplied to the City conforms in all respects to the standards set forth by Federal and Provincial agencies and failure to comply with this condition will be considered a breach of contract.

**12. MANUFACTURER'S CERTIFICATION**

The City reserves the right to request from the Bidder separate manufacturer's certification of all statements made in the bid document.

**BIDDERS PLEASE READ  
GENERAL CONDITIONS, INSTRUCTIONS & INFORMATION FOR BIDDERS**

**13. SIGNED BID TO BE CONSIDERED AN OFFER**

The submission of a signed bid document to the City shall be deemed to constitute an "Offer" which may be accepted, at the option of the City by:

- a) written acknowledgement of acceptance, OR
- b) the issuance of a "purchase order"

And upon such acceptance the terms, conditions and specifications herein set forth shall be confirmed and binding upon the City and the Bidder.

Upon acceptance of the bid, both parties hereto agree to do everything necessary to ensure that the terms of this agreement take effect.

The failure of either party at any time to require performance by the other party of any provision hereof shall in no way affect his right thereafter to enforce such provision or to seek damages for the breach thereof. It is agreed between the parties that neither party shall be held responsible for damages caused by delay or failure to perform his undertakings hereunder when such delay or failure is due to fires, strikes, floods, Acts of God or the Queen's enemies, lawful acts of public authorities or delays or defaults caused by common carriers, which cannot reasonably be foreseen or provided against.

**14. ORAL INSTRUCTIONS OR SUGGESTIONS**

The City will assume no responsibility for oral instruction or suggestions. All official correspondence in regard to the specifications should be directed to and will be issued by the Manager of Purchasing & Supply.

**15. DISCREPANCIES AND OMISSIONS**

Should the Bidder find discrepancies in, or omissions from the specifications, or should he be in doubt as to their meaning, he shall notify the Manager - Purchasing & Supply who may, if necessary, post Addenda to the City's website. [http://www.london.ca/d.aspx?s=/Tenders\\_and\\_RFPs/default.htm](http://www.london.ca/d.aspx?s=/Tenders_and_RFPs/default.htm).

**16. SPECIFICATIONS**

No Successful Bidder is relieved from supplying all components necessary to render the material(s) and/or service(s) fit for the use specified in the governing documents merely because detailed specifications on the various components are not set out in the documents.

**17. RESERVATIONS FOR REJECTION AND AWARD**

The City reserves the right to accept or reject any or all bids or parts of bids, to waive irregularities and technicalities and to request rebids on the required material(s). It further reserves the right to award the contract on split-order basis, lump sum or individual item basis or such combination as shall best serve the interests of the City in the opinion of the Manager - Purchasing & Supply and the applicable Department, unless otherwise stated.

The City also reserves the right to waive minor variations to specifications (interpretation of minor variances will be made by the applicable Department personnel).

**18. BID ATTACHMENTS**

A response to a request for bids which has attached a condition of sale or any other attachment which alters the specifications, conditions or terms, or makes it subordinate, may be cause for rejection.

**19. ADDITIONAL GENERAL CONDITIONS**

Instructions to Bidders and Information for Bidders dealing with the specific requirements of this request for bids are included in the attached request for bid documents.

**20. SUCCESSORS AND ASSIGNS**

The contract shall apply to and be binding on the parties hereto and their successors, administrators, executors and assigns and each of them.

**21. SUB-CONTRACTS**

The Successful Bidder shall not, without the written consent of the City, make any assignment or sub-contract for the provision of any goods or services hereby bid on.

**22. WARRANTY**

In supplement of, and not by way of substitution for the terms and conditions or any warranty stipulated or implied by law and notwithstanding prior acceptance by the City, the Successful Bidder will at any time within 3 months of delivery thereof, and at their expense replace any goods which are or become defective as a result of faulty or inefficient manufacture, materials or workmanship.

**23. LAWS**

It is agreed that the goods and services supplied shall comply with all Federal laws and other Province of Ontario laws applying thereto.



London  
CANADA

THE CORPORATION OF THE CITY OF LONDON  
Purchasing and Supply  
P.O. Box 5035  
London, Ontario N6A 4L9  
www.london.ca

August 16, 2010

**QUOTATION 10-70  
SUPPLY, DELIVERY AND PRINTING OF  
2010 – 2011 WASTE REDUCTION AND CONSERVATION CALENDAR**

Sealed quotations for **Supply, Delivery and Printing of the 2010 – 2011 Waste Reduction and Conservation Calendar**, will be received by Purchasing and Supply, in a sealed envelope up to **12:00 noon, Local Time**,

**THURSDAY, AUGUST 26, 2010**

**1-0 INFORMATION FOR BIDDERS**

- 1-1 Quotations received by Purchasing and Supply later than the specified closing time will be returned unopened to the bidder.
- 1-2 A bidder who has already submitted a quotation may submit a further quotation at any time up to the official closing time. The last quotation received shall supersede and invalidate all quotations previously submitted by that bidder as it applies to this request for quotation.
- 1-3 A bidder may withdraw a submitted quotation at any time up to the official closing time by letter bearing the same signature and/or seal as submitted in the original quotation. Withdrawal requests received after the quotation closing time will not be permitted.
- 1-4 In the event that only one bid is received at time of closing, the Manager of Purchasing and Supply or designate will either open the quotation, delay opening of the quotation for consultation with the General Manager as to whether to open or reject the quotation. A rejected quotation will be returned unopened to the bidder. A decision to re-quote will be made respectively by the Manager of Purchasing and Supply and the General Manager.
- 1-5 The City assumes no responsibility for any verbal (spoken) information from any City staff or from any Consultant firms retained by the City, or from any other person or persons who may have an interest in this Quotation. Amendments or changes to this Quotation prior to the closing date and time stated herein will only be in the form of written addenda and said addenda will be issued by the Purchasing & Supply Team of the City of London. Any Addendum will be posted on the City's Purchasing & Supply Web Site: [http://www.london.ca/d.aspx?s=Tenders\\_and\\_RFPs/default.htm](http://www.london.ca/d.aspx?s=Tenders_and_RFPs/default.htm). It is the bidder's sole responsibility to check this Web Site regularly to inform itself of any posted Addendum. The City makes no promise or guarantee that addenda will be delivered by any means to any bidder. By submitting a bid in response to this Quotation, the bidder acknowledges and agrees that addenda shall only be posted on the City's Web Site and it is the sole responsibility of the bidder to check this Web Site for said addenda. **FAILURE TO ACKNOWLEDGE RECEIPT OF ALL ADDENDA ON THE FORM OF QUOTATION WILL RESULT IN YOUR BID BEING REJECTED**
- 1-6 Bidders are to refer to the General Conditions, Instructions and Information for Bidders. Your quotation and any resultant purchase will be based on these conditions unless otherwise agreed to in writing. In the event of any conflict between the General Conditions, Instructions and Information to Bidders and the terms or conditions of this quotation, the terms and conditions of this quotation shall prevail.
- 1-7 The City reserves the right to accept or reject any and all quotations. The City further reserves the right to award the contract on split-order basis, lump sum basis or individual-item basis, or such combination as shall best serve the interests of the City in the opinion of the Manager of Purchasing and Supply and the applicable General Manager, unless otherwise stated.

**1-0 INFORMATION FOR BIDDERS...cont'd**

- 1-8 Quotations are to remain firm for acceptance for a period of sixty (60) days from date of quotation closing.
- 1-9 All prices must be stated in **Canadian** funds. Prices must also be inclusive of customs, duty and freight.
- 1-10 If the amount quoted for a unit price item does not agree with the extension of the estimated quantity and the quoted unit price, or if the extension has not been made, the unit price shall govern and the total price shall be corrected accordingly. If both the unit price and the total price are left blank, then both shall be considered as zero. If the unit price is left blank but a total price is shown for the item, the unit price shall be established by dividing the total price by the estimated quantity. If the total price is left blank for a lump sum item, it shall be considered as zero. If the Quote contains an error in addition and/or subtraction and/ or transcription in the approved quote documentation format requested (ie. Not the additional supporting documentation supplied), the error shall be corrected and the corrected total contract price shall govern. Quotes containing prices which appear to be so unbalanced as to likely affect the interests of the City adversely may be rejected.

**2-0 REQUIREMENTS AT TIME OF CLOSING**

Bidders are required to submit the following data with their quotation. FAILURE TO DO SO SHALL RESULT IN THE QUOTATION BEING REJECTED.

1. Form of Quotation

**2-1 FORM OF QUOTATION**

The Form of Quotation must be completed in ink, in full, signed and returned in a sealed envelope clearly marked with the name and address of the Responder, Title of File and File Number.

Completed quotations can be **mailed** to Purchasing and Supply, P.O. Box 5035, London, Ontario N6A 4L9 or **hand delivered** (in person or by courier) to Purchasing & Supply, 267 Dundas Street, 4<sup>th</sup> Floor, London, Ontario N6A 1H2. **Facsimiles are not acceptable unless specified.** Respondents are solely responsible for ensuring bids are received by Purchasing & Supply prior to the closing date and time.

**3-0 SPECIFICATIONS**

The purpose of this quotation is to obtain bids for the Supply, Delivery and Printing of the 2010 – 2011 Waste Reduction and Conservation Calendar in accordance with the attached Specification #966-52-00.

**4-0 TERMS & CONDITIONS**

**4-1 CONTACT PERSON**

Additional information or clarification of any of the instructions or information contained herein must be obtained from Purchasing and Supply by contacting Chris Ginty, CPPB, Procurement Officer, at 519 661-2500 ext. 4716, by fax at 519 661-5030 or by e-mail at [purch@london.ca](mailto:purch@london.ca).

**4-0 TERMS & CONDITIONS...cont'd**

4-2 **QUESTIONS/INQUIRIES**

- a) Each bidder must review all tender documents and promptly report and request clarification of any discrepancy, deficiency, ambiguity, error, inconsistency, or omission contained therein. Any such request must be submitted to the City in writing, prior to **Monday, August 23, 2010 at 12:00 noon.** . **Directing inquiries to other than Purchasing and Supply may result in your submission being rejected.**
- b) Where a request results in a change or a clarification to the quotation, the City will prepare and issue an Addendum to this quotation as set out in Section 1-5. No Addendum will be issued after **Wednesday, August 25, 2010, 12:00 pm noon.**

4-3 **ALTERNATE PRODUCTS**

Unless qualified by the provision "NO SUBSTITUTE", the use of the name of a manufacturer, brand, make or catalogue designation in specifying an item does not restrict bidders to that manufacturer, brand, make or catalogue designation identification. This is used simply to indicate the character, quality and/or performance equivalent of the commodity desired, but the commodity on which proposals are submitted must be of such character, quality and/or performance equivalent that it will serve the purpose for which it is to be used equally as well as that specified. In submitting a proposal on a commodity other than as specified, the bidder must furnish complete data and identification with respect to the alternate commodity proposed. Consideration will be given to proposals submitted on alternate commodities to the extent that such action is deemed to serve the best interests of the City. If the bidder does not indicate that the commodity they propose to furnish is other than specified, it will be construed to mean that the bidder proposes to furnish the exact commodity as described in the quotation. However, descriptive literature may be included as long as its sole purpose is only to illustrate and simplify the bid.

4-4 **QUALIFYING OF BIDS**

Bidders are cautioned against qualifying their submission in any manner whatsoever as this may result in their bid being rejected.

4-5 **ACCEPTANCE / AWARD**

The award of this bid may not necessarily be based on price. The City will evaluate bids to determine which submission most clearly meets our requirements.

4-6 **PACKING SLIPS/ INVOICES WITH DELIVERY**

Packing slips/invoices shipped with all deliveries must include the part numbers, product description and applicable price.

**4-0 TERMS & CONDITIONS...cont'd**

4-7 DELIVERY

Delivery to be as below;

- Printer to prepare as unaddressed ad mail and deliver to: Gateway Canada Post, 4567 Dixie Road, Mississauga ON L4W 1S2
- Postage to be billed directly to the City of London
- City of London to provide delivery information
- Left over calendars to be delivered to:

Corporation of the City of London  
300 Dufferin Ave.,  
London, ON N6A 4L9

Attention: Jana Clayton 519-661-2500 Extension 5419

**Note: Please call prior to delivery to ensure someone is available to meet at the loading dock.**

**CALENDARS MUST BE DELIVERED BY **SEPTEMBER 15, 2010.****

4-8 TAXES

HST - Extra

Goods and Services Tax/Harmonized Sales Tax (GST/HST)

On July 1, 2010, the Province of Ontario will be implementing the Harmonized Sales Tax (HST). In the past, where applicable, the City of London paid GST and PST, and will be paying HST on taxable purchases on or after July 1, 2010. More information on the implementation of HST can be found at [www.Ontario.ca/taxchange](http://www.Ontario.ca/taxchange) or [www.cra.gc.ca](http://www.cra.gc.ca)

All prices shall be provided in Canadian Funds; inclusive of all applicable customs duties, levies and taxes, except for GST/HST.

4-9 SUCCESSFUL BIDDERS RESPONSIBILITES

The successful bidder shall be responsible for and give adequate attention to the performance and completion of the work in accordance with the terms of this quotation and the specifications hereto. He shall be responsible for the supply of all labour, materials and equipment necessary to complete this project.

4-10 SUBCONTRACTORS

Bidders shall submit a list of subcontractors in the section of the Form of Quotation. If no subcontractors are to be used, please indicate NIL.

4-11 DISPUTES

In cases of disputes as to whether or not the service quoted meets the conditions in the accepted quotation, the decision of the Manager of Purchasing and Supply for the City shall be final and binding on all parties.

**4-0 TERMS & CONDITIONS...cont'd**

**4-12 ASSIGNMENT**

Following award of the contract, the successful bidder shall not, without written consent of the Manager of Purchasing and Supply make any assignment or any subcontract for the execution of any service or product hereby quoted on.

**4-13 COMPLIANCE WITH THE ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005**

The Contractor shall ensure that all its employees, agents, volunteers, or others for whom the Contractor is legally responsible receive training regarding the provision of the goods and services contemplated herein to persons with disabilities in accordance with Section 6 of Ontario Regulation 429/07 (the "Regulation") made under the Accessibility for Ontarians with Disabilities Act, 2005, as amended the "Act"). The Contractor shall ensure that such training includes, without limitation, a review of the purposes of the Act and the requirements of the Regulation, as well as instruction regarding all matters set out in Section 6 of the Regulation. The Contractor shall submit to the City, as required from time to time, documentation describing its customer service training policies, practices and procedures, and a summary of its training program, together with a record of the dates on which training was provided and a list of the employees, agents volunteers or others who received such training. The City reserves the right to require the contractor to amend its training policies to meet the requirements of the Act and the Regulation.

**4-14 EXCLUSION OF BIDDERS IN LITIGATION**

- a) The City may, in its absolute discretion, reject a quotation submitted by a bidder if the bidder, or any officer or director of the bidder is or has been engaged, either directly or indirectly through another corporation, in a legal action against the City, its elected or appointed officers and employees in relation to:
- i. Any other contract or services; or
  - ii. Any matter arising from the City's exercise of its powers, duties, or functions.
- b) In determining whether or not to reject a quote under this clause, the City will consider whether the litigation is likely to affect the bidder's ability to work with the City, its consultants and representatives, and whether the City's experience with the bidder indicates that the City is likely to incur increased staff and legal costs in the administration of the contract if it is awarded to the bidder.

**4-15 EXCLUSION OF BIDDERS DUE TO POOR PERFORMANCE**

- a) The General Manager shall document evidence and advise Purchasing and Supply in writing where the performance of a supplier has been unsatisfactory in terms of failure to meet contract specifications, terms and conditions or for Health and Safety violations.
- b) The City Treasurer may, in consultation with the City Solicitor, prohibit an unsatisfactory supplier from bidding on future Contracts for a period of up to three (3) years.

**5-0 FORM OF QUOTATION**

5-1 I/WE the undersigned hereby offer to Supply, Deliver and Print the 2010 – 2011 Waste Reduction and Conservation Calendar in accordance with your terms, conditions numbered 1-1 to 4-15 and Specification #966-52-00 which will be deemed part of our agreement should this quotation be accepted, and as follows:

Description	Quantity	Unit Price	Extended Price
City of London 2010 – 2011 Waste Reduction and Conservation Calendars	141,000	\$	\$
HST			\$
TOTAL			\$

5-2 Please state references where similar work in scope and size has been completed:

Project	Contact Name	Phone Number

5-3 List of Subcontractors (If None, Indicate NIL): \_\_\_\_\_  
 \_\_\_\_\_

5-4 Please state terms of payment (Note: Early payment discounts will be considered in the award of the contract, and will apply **after** taxes):  
 \_\_\_\_\_

5-5 Please state the Payment Remittance Address (if different than the address indicated below):  
 \_\_\_\_\_

5-6 Please state: Do you have VISA CAPABILITY? Yes \_\_\_\_\_ No \_\_\_\_\_

5-7 I/WE DECLARE that no person, firm or Corporation other than the one whose signature or the signature of whose proper officers and the seal is or are attached below, has any interest in this quotation.

5-8 I/WE FURTHER DECLARE that this quotation is made without any connection, knowledge, comparison of figures or arrangement with any other company, firm or person making a bid for the same work and is in all respects fair without collusion for fraud.

**5-0 FORM OF QUOTATION...cont'd**

5-9 I/WE FURTHER DECLARE that the several matters stated in the said quotation are all in respect true.

5-10 I/WE have allowed for Addenda numbered as follows: #\_\_\_\_\_ through to #\_\_\_\_\_.(see Section 1-5).

**Failure to acknowledge all addenda will result in your quotation being rejected.**

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/PROVINCE: \_\_\_\_\_

POSTAL CODE/ZIP CODE \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ TITLE \_\_\_\_\_  
I/WE are authorized to bind the COMPANY/CORPORATION

NAME (Please print or type): \_\_\_\_\_

TELEPHONE NUMBER ( ) \_\_\_\_\_ FAX NUMBER ( ) \_\_\_\_\_

GST REGISTRATION # \_\_\_\_\_

HST REGISTRATION # \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

DATE OF QUOTATION \_\_\_\_\_

NOTE: Please return pages 6 and 7 on or before **12:00 Noon, Local Time, THURSDAY, AUGUST 26, 2010.**

**THE CORPORATION OF THE CITY OF LONDON  
PURCHASING & SUPPLY  
SPECIFICATION**

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**DATE ISSUED:** July 15, 2005

**SPECIFICATION NUMBER:** 966-52-00

**DATE REVISED:** August 13, 2010

**SUPERSEDES:** July 23, 2009

**PREPARED BY:** Chris Ginty

**CHECKED BY:** \_\_\_\_\_

Jana Clayton

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**SCOPE & PURPOSE:**

The scope and purpose of this specification is to outline the City of London's requirements for the supply, delivery, printing of the "City of London 2010 – 2011 Waste Reduction and Conservation Calendars" using a web press.

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**SPECIFICATIONS:**

- Sample:** The sample included with this quotation is for reference purposes only.
- Size:** Flat size is 8 3/8" x 10 3/4", folds down to 8 3/8" x 5 3/8".
- Format:** There will be six (6) different versions of the calendar with a full 4/4 change for each.
- Paper Stock:** Inside 36 pages printed on 60 lb offset text containing 100% recycled fibre; cover stock is 100 lb offset text containing 30% recycled fibre.
- Ink:** Full colour digest calendar, 36 pages PLUS 4 page cover. Full bleeds; saddle stitched; 3/16" hole punched in centre of bottom page.
- City Supplies:** Electronic files will be forwarded to the successful bidder **by August 30, 2010.**
- Files will be supplied to the Printer in Quark format for MacIntosh computers with fonts and proof.
- Vendor Supplies:** Printer will provide colour proof for the City of London sign-off prior to the calendars going to press.
- All electronic files and proofs remain the property of the City of London and are to be returned upon completion of the project to Chris Ginty, Purchasing and Supply, 267 Dundas Street, 4<sup>th</sup> Floor, London, ON N6A 1H2.
- Packaging:** Total quantity is 141,000 broken down as follows:
- A zone – 23,000
  - B zone – 22,000
  - C zone – 25,500
  - D zone – 22,500
  - E zone – 25,000
  - F zone – 23,000

Calendars are to be bundled in packages of 25 with 175 calendars (7 bundles per box/container)

Calendars will be packaged in boxes according to the collection zone and Canada Post Depot. Bundling and packaging must conform to Canada Post specifications. Labels identifying the boxes will be supplied by the City of London and affixed to the boxes by the Printer.

Delivery:

Calendars are to be delivered as noted in the quotation, clause 4-7