



THE CORPORATION OF THE TOWN OF PETROLIA
REQUEST FOR QUOTE

RFQ – MAC – 01-2018
FOR THE SUPPLY OF MEDIA SOURCE PUBLISHING

QUOTES WILL BE RECIVED UP TO: 12:00 PM LOCAL TIME
Thursday, June 21, 2018

RETURN TO: Laurissa Ellsworth, Director of Marketing & Communication
Town of Petrolia
411 Greenfield Street
Petrolia, Ontario NON IR0



Invitation to submit a quote

**FOR THE SUPPLY OF MEDIA SOURCE PUBLISHING
"THE PETROLIA CONNECTION"**

**You are invited to submit a Quote for the supply of MEDIA SOURCE PUBLISHING
more completely described herein.**

**The complete RFQ documents are included for your perusal. Should you have any questions
regarding the specifications or the process, please contact:**

**Laurissa Ellsworth
Director of Marketing & Communications
Town of Petrolia
411 Greenfield St.
Petrolia, On N0N 1R0**

**Telephone 519 882-2350
E-mail lellsworth@petrolia.ca**



INSTRUCTIONS

The Town of Petrolia, here in after referred to as the Municipality, invites RFQ's for:

SUPPLY OF MEDIA SOURCE PUBLISHING "THE PETROLIA CONNECTION"

RFQ's not submitted in strict accordance with these instructions or not complying with the requirements laid down in the documents may be rejected.

1. GENERAL

The purpose of this Request for Quote is to receive quotes from interested suppliers for the supply of the service as detailed in the Request for Quote documents.

The Municipality shall not be liable for any costs of preparation of any part of Quote submissions.

2. RFQ DOCUMENTS

- ☛ Interested suppliers may obtain the quote documents *online* at www.town.petrolia.on.ca
- ☛ The lowest or any Quote will not necessarily be accepted.
- ☛ Facsimile and electronic tender submissions will NOT be accepted.
- ☛ Duration of offer must be a minimum of sixty (60) days.

The closing date for submissions is **12:00 pm local time, Thursday, June 21, 2018**
Received at the Town of Petrolia Municipal Office, 411 Greenfield Street, Petrolia.

Closing time will be determined as shown on the clock within the Town Hall office general reception area.

3. DISCREPANCIES OR OMISSIONS

Proponents that find discrepancies or omissions in the specifications or other documents or having any doubts concerning the meaning or intent of any part thereof, should immediately request in written form, either by email or mail, clarification from the Municipality. Upon



receipt of the written request for clarification, the Municipality will send written instructions or explanations to all parties registered as having returned the Acknowledgement Letter. No responsibility will be accepted for oral instructions.

Proponents are responsible to verify that they have received a complete package of quote documents.

Alterations or amendments to any of the quote documents shall only be effective by written notice from the Municipality.

Amendments to the quote documents in the form of an addendum shall become part of the Quote Documents. Proponents shall be responsible to ascertain that they have received all addendums.

4. EXAMINATION OF CONTRACT DOCUMENTS




The Proponent shall be deemed to have satisfied himself as to the sufficiency of the RFQ for the product and the prices stated on the RFQ Form. These prices shall cover all obligations under the RFQ, and all matters necessary for the proper supply of the product and service.

5. PROOF OF ABILITY

The Proponent shall be competent and capable of supplying the product and providing the service. The Municipality may request proof of ability.

6. REQUEST FOR QUOTES SUBMISSIONS

Quote submissions must include, but not limited to the following:

-  Schedule A – Bidder Information
-  Schedule B – Specification Form
-  Schedule C – Form of Quote

Each quote and any attachments must be submitted in a sealed envelope clearly marked:

“Request for Quote for the supply of media source publishing”

RFQ’s submitted by fax or electronically will not be accepted.

Quotes may be rejected for one or more of the following reasons:

- a) Quotes arriving after the closing time and date as specified in this document;
- b) Quotes received in a form other than the forms supplied;



- c) Quotes not completed in ink or by type;
- d) Quotes containing any other form of alteration, including but not limited to include; strike-out, white-out, without initials;
- e) Quotes not properly signed, witnessed, and/or sealed;
- f) Quotes that have not acknowledged addendums (if any);

The Municipality reserves the right to accept any quote or reject any or all quote and waive formalities as the interests of the Municipality may require.

Quotes shall remain open for acceptance by the Municipality for a period of sixty (60) calendar days after the closing date.

7. WITHDRAWAL OF QUOTES

A quote submitted in accordance with the instructions in the quote documents may be withdrawn prior to the date and time of the close of quotes.

Quotes not withdrawn before the date and time of closing shall be irrevocable and remain open for acceptance by the Municipality.

8. NEGOTIATION

The Municipality may award the RFQ on the basis of quotes received without discussion.

The Municipality reserves the right to enter into negotiations with the selected proponent(s). If the Municipality cannot negotiate an acceptable agreement with the successful proponent the Municipality may terminate negotiations and being negotiations with the next selected proponent.

No proponent shall have any rights against the Municipality arising from negotiations.

9. QUOTE EVALUATION

The Municipality reserves the right to accept or reject any and all quotes and to waive irregularities and informalities at its discretion. The Municipality reserves the right to accept a quote other than the lowest price quote without stating reasons.

By the act of submitting its quote, the quote waives the right to contest in any proceedings or action the right of the Municipality to award the purchase contract to any proponent in its sole discretion.



THE LOWEST OR ANY QUOTE WILL NOT NECESSARILY BE ACCEPTED

The Municipality will evaluate quotes based on the following items:

- Product Specifications and ability to meet the operational needs of the Town of Petrolia
- Product Quality
- Timely Delivery Schedule

The Municipality intends to award the quote to the lowest bidder that meets the Municipalities specifications.

10. ACCEPTANCE OF QUOTE

Acceptance of a quote shall be communicated by written notice from the Clerks Office to the successful proponent.

Such acceptance shall bind the successful proponent to execute a purchase agreement with the Municipality.

11. INQUIRIES

Direct all inquiries regarding the Request for Quotes to the Municipalities contact in the notice page.

12. IDEMNIFICATION AND INSURANCE

The successful proponent will, at all times, indemnify and save harmless the Municipality, their officers, employees and agents from and against all claims, demands, losses, costs, damages, action, suite or other proceedings made, sustained, brought or prosecuted that are based upon, or caused in any way by anything done or omitted to be done by the proponent or any of its officers, directors, employees, or agents in connection with the services performed, purportedly performed or required to be performed by the proponent under this quote and subsequent contractual agreement.

13. MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

In accordance with MFIPPA, this is to advise that any personal information proponents provide is being collected under the authority of the Municipal Act and will be used exclusively in the selection process. All quotes submitted become the property of the Municipality. Proponents are reminded to identify in their quote material any specific scientific, technical, commercial proprietary, or similar confidential information, the disclosure of which could cause them injury. Complete quotes are not to be identified as confidential. The information contained in this quote document may be utilized by the proponent solely for the



purpose of preparing a quote for submission to the Municipality. Any other use of the information for any other purpose is not authorized by the Municipality.

14. ACCESSIBILITY FOR ONTARIANS WITH DISSABILITIES ACT (AODA)

The Municipality will accommodate the needs of all proponents under the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the quotation and selection process.

Please advise the Clerks Department mpearson@petrolia.ca to ensure your accessibility needs are accommodated throughout this process.



SCHEDULE A – BIDDER INFORMATION

Bidders are requested to respond to this Request for Quotes as instructed subject to the provisions contained herein.

Name of Bidder: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Telephone: _____ Fax No: _____

E-mail: _____

Contact Person: _____

Title: _____



SCHEDULE B – SPECIFICATION FORM

The Town of Petrolia is requesting quotes for the supply of Media Source Publishing “The Petrolia Connection”

Scope & Specification of Work:

ITEM	SPECIFICATIONS	BIDDER CAN COMPLY/ACKNOWLEDGES TERM <small>Indicate y/n – specify variation</small>
Publishing of Publication	To be published as submitted with no edits	
Editions	The printed Petrolia Connection publication will be distributed through twelve (12) monthly editions, annually.	
Canada Post Distribution	Approx. 2400 Colour, printed copies distributed through Canada Post to each municipal residential address, as specified by the Municipality	
Direct Drop Distribution	Approx. 800 Colour, printed copies distributed to six (6) locations in Petrolia, as specified by the Municipality	
Petrolia Connection Brand Copyright	Publication to be branded to the “Petrolia Connection”, at end of contract “Petrolia Connection” remains proprietary to the Municipality	
Editorial	There is not be no editorial in the publication	
Layout for submitted items	A standardized layout for submission of items will be provided for approval of the Municipality 5 days in advance of the first (1 st) publication	
Proof before Printing	The Town of Petrolia Marketing Department is to receive a proof for approval prior to printing. 48 business	



	hours will be granted to the Municipality for proofing, provide edits before approval.	
Publication Frequency	The Petrolia Connection print edition will be produced monthly	
Distribution Date	The Petrolia Connection will be distributed by the first (1 st) business day of each month	
Publication Dimension	The Petrolia Connection is to be a document, between 11 to 18 inches high X 10 to 19 inches wide when published	Proposed Publication Size _____ H x _____ W
Publication Pages	The Petrolia Connection is to be an eight(8) page publication	
Contract Commitment	The term of the contract would be for five (5) years *subject to mutual clauses	
Electronic Distribution	The Municipality is responsible for all electronic distribution of the Petrolia Connection, and will be the sole distributor of electronic copy	
First Publication	The first (1 st) edition to be issued August 1, 2018	

Initial of Bidder

Print Name



SCHEDULE C - FORM OF QUOTE

FORM OF QUOTE

The price shall be in Canadian funds and include duties, royalties, handling, levies, transportation, delivery, publisher preparation, overhead, profit and any & all other charges.

All taxes are to be shown separately.

The Town of Petrolia is part of the Broader Public Service of the Province of Ontario and as such is entitled to the concessions (discounts) as arranged by the Ministry of Government Services.

According to the RFQ specifications, pricing is to be submitted to provide for the following:
Town of Petrolia, Petrolia, ON and shall be good for the duration of sixty (60) days from date of quote opening:

1. Supply of Media Source Publishing "The Petrolia Connection"
 - 12 editions annually
 - 60 month term

Year	Price	HST
August 1, 2018 – July 31, 2019	\$	\$
August 1, 2019 – July 31, 2020	\$	\$
August 1, 2020 – July 31, 2021	\$	\$
August 1, 2021 – July 31, 2022	\$	\$
August 1, 2022 – July 31, 2023	\$	\$
Total RFQ SUM:	\$	\$

Supplier:

Name _____

Address _____

City/Province _____

Phone Number _____

Postal Code _____

Signature of Authorized Person

Print Name



Title

Date

