



PALLISER REGIONAL DIVISION NO. 26

PHOTOCOPY PAPER

Request for Pricing

FILE NO. PRS 2018-03

Date of Invitation: June 6, 2018

Date of Tender Closing: June 19, 2018

AUTHORIZED SIGNATURE

Company Name _____

Address _____

Telephone Number _____

Fax Number _____

Email _____

Name of Company Official (please print)

Title

Signature of Company Official

Date

1. SCOPE

Palliser Regional Division No. 26 (“Palliser”) is seeking a vendor for the supply of photocopy paper stock as set out in Appendix ‘A’.

Vendors are asked to provide submissions that contain two pricing options as set out in section 5. Failure to do so may exclude the submission from being considered.

2. TENDER PREPARATION AND SUBMISSION

Vendors are advised to carefully read and follow the terms, conditions and procedures outlined in the RFP as any deviation from the requirements may be cause for rejection or disqualification.

2.1 Closing Date

- 2.1.1 One (1) complete printed copy and one (1) electronic copy, stored on a USB flash drive, of the quote must be submitted to be received on or before **Tuesday, June 19, 2018** by no later than 12:00 noon at the offices of:

Palliser Regional Schools
Attention: Dexter Durfey, Secretary-Treasurer
101, 3305 – 18 Avenue North
Lethbridge, Alberta T1H 5S1

- 2.1.2 Submissions should be in a sealed envelope clearly marked ‘RFP – Paper supply – Palliser Regional Schools’ on the outside of the envelope.

- 2.1.3 There will not be a public opening of the submissions.

2.2 Signature

All submissions shall be signed by a duly authorized official of the vendor (form provided herein).

2.3 Submissions Received After Closing

Submissions that are received after the Closing Date and time shall not be accepted and may be returned unopened to the bidder.

2.4 Facsimile and E-mail Submissions

Facsimile (fax) and e-mail submission shall **not** be accepted unless specifically requested by Palliser *after* the Closing Date. Electronic responses requested by Palliser will be used to assist Palliser in ensuring accuracy in bidder price comparison.

2.5 Submission Commitment

Vendor submissions shall remain open to acceptance and shall be valid for a period of 60 days after the Closing Date.

3. GENERAL TERMS AND CONDITIONS

3.1 Inquiries

All inquiries relating to this RFP shall be directed to:

Palliser Regional Schools
Attention: Carolyn Feenstra
Phone: 403-328-4111 ext 296
Fax: 403-380-6890
e-mail: carolyn.feenstra@pallisersd.ab.ca

Information obtained from any other source is not official and may be inaccurate.

Telephone inquiries may be accepted, however, verbal responses to any inquiry are not binding on either party.

3.2 Changes to submission

The vendor shall not change the wording of his/her submission after the Closing Date, and no words or comments shall be added to the general conditions or specifications unless requested by Palliser for the purpose of clarification.

Palliser reserves the right to seek clarification of items in the quote and to request modification prior to acceptance.

3.3 Acceptance of Terms

All terms and conditions of this RFP are assumed to be accepted by the vendor and incorporated in his/her response except those conditions and provisions which are expressly excluded by the vendor's wording.

3.4 Submission Ineligibility

Submissions which are incomplete, conditional or obscure, which in any way fails to conform to the requirements of the RFP, or which contain alterations, erasures or irregularities of any kind may be rejected.

3.5 Lowest price submission

The lowest priced submission or any tender not necessarily accepted.

3.6 Waiver of Minor Administrative Irregularities

Palliser reserves the right at its sole discretion, to waive minor administrative irregularities contained in any submission.

3.7 Acceptance of Submission

Palliser reserves the right to modify the terms of the RFP at any time prior to the Closing Date.

This RFP and any vendor submission to it should not be construed as a contract to purchase goods or services. Palliser is not bound to accept the lowest priced or any quote of those submitted. Palliser is under no obligation to award a contract and reserves the right to terminate the process at any time with all or any of the responding vendors.

Subsequent to receiving submissions Palliser reserves the right to clarify responses if necessary, but there will be no obligation on the part of Palliser to receive further information whether written or oral from any vendor or to disclose the nature of any submission received.

Palliser shall not be obligated in any manner to any vendor until a written agreement has been duly executed relating to an approved submission.

3.8 Single Submission

A single submission (i.e. a response from only one bidder to the tender) may be deemed a failure of competition and, at the sole option of Palliser, the RFP may be cancelled.

4. HEALTH AND SAFETY REQUIREMENTS

- 4.1 The vendor warrants that the products and services supplied to Palliser as a result of this RFP shall conform in all respects to the standards set forth by Federal and Provincial regulations.
- 4.2 All items supplied as a result of this RFP shall meet all health, fire and safety regulations and standards and all work practices and procedures as required by law. Proper labels to verify these standards shall be attached to the equipment prior to delivery or installation.

5. PRICING

- 5.1 Prices quoted in a vendor submission shall be set out as follows:

Option 1

- In Canadian dollars
- Inclusive of duty
- Delivery FOB destination (Lethbridge) freight prepaid
- Inclusive of fuel surcharge, if applicable
- Exclusive of goods and services tax

Option 2

- In Canadian dollars
- inclusive of duty
- Delivery FOB designated destination, freight prepaid (destinations set out in Appendix B; designated destination will be set out on any purchase orders issued)
- Inclusive of fuel surcharge, if applicable
- Exclusive of goods and services tax

- 5.2 Vendors shall price item(s) and quantities using Appendix A. Submission of prices in any other form or using any other format may disqualify their quote.
- 5.3 Palliser is seeking pricing for a one year period commencing August 1, 2018 and ending July 31, 2019; with the possibility of a further one-year extension. Pricing adjustments may

be allowed in the one-year extension provided Palliser is given ample written notice from the vendor. The need for adjustment must be detailed in vendor submissions.

Specifics of pricing must be included in vendor submissions.

6. PRODUCT SPECIFICATIONS

- 6.1 Detailed specifications are included for the majority of items forming part of this RFP.
- 6.2 Palliser reserves the right to make the final decision as to what items are equal.
- 6.3 Items supplied as a result of an order placed in response to this RFP shall be identical to those bids. Substitutions shall not be accepted unless Palliser is advised of the change in advance

7. BIDDING PROCEDURES

- 7.1 Vendors shall clearly identify the products offered in response to this RFP. The following procedures should be adhered to by the bidder when completing the supply list.
 - ❖ When quoting please provide the price per case.
 - ❖ When quoting please indicate the brand name and product number in your submission.
 - ❖ When quoting alternates please indicate if there is a package quantity difference (i.e. 250/pkg vs. 500/pkg requested)
 - ❖ Failure to comply with any one of the above may result in the disqualification of your quote.

8. SAMPLES

- 8.1 Sample books must be provided to assist Palliser in determining that the correct colors are being provided by the bidder and selected by Palliser. Please mark samples to indicate which of the colors are reflective of those listed in Appendix 'A'.
- 8.2 Sample books will be supplied at no charge to Palliser.
- 8.3 Sample books shall be provided at the time of submitting the quote.

9. METHOD OF ORDERING/DELIVERY

- 9.1 Orders may be placed by the Purchaser based at Palliser central office approximately five times per school year with deliveries to be made to the following location(s) dependent on the pricing option that Palliser chooses to proceed with:
 - a) to Palliser's Lethbridge location (pricing option 1); or,
 - b) to Palliser's school sites set out in Appendix 'B' (pricing option 2).

9.2 Orders may, for discussion purposes, be placed in the following months with exact order dates to be determined:

Mid to Late October
Early December
Early February
Mid - April
Early June

9.3 All orders will be delivered to the destination designated on the purchase order issued.

9.4 Delivery of the orders should to be made between the hours of 8:30AM and 2:30PM so that a Palliser representative can sign for the delivery.

10. INVOICE PAYMENT

10.1 Invoices shall be sent under separate cover to the address set out in clause 2.1.1.

10.2 Invoices shall be paid within 60 days of receipt of invoice provided all terms and conditions of sale are finalized and all items listed on the invoice have been received.

11. WARRANTIES AND GUARANTEES

11.1 The successful vendor shall warrant that all goods/services delivered as a result of this RFP shall be fit for their intent and purpose; shall be of good and marketable quality and shall be free from any defect whatsoever.

11.2 Palliser shall not be bound by the inclusion of any disclaimed or implied warranty by a vendor in his/her submission.

12. REJECTION OF SUBMISSION

12.1 Palliser reserves the right to reject submissions which, in its opinion, are clearly non-viable from an implementation, operational, environmental, scheduling, technological or financial point of view.

12.2 Rejection of submissions after the Closing Date shall apply, but are not limited, to the following situations:

- ❖ There are omissions or non-compliance to one or more mandatory requirements.
- ❖ There are significant omissions of required information as they relate to desirable requirements.
- ❖ A submission is not signed.
- ❖ The submission has conditions attached, which are not authorized.

APPENDIX 'A'

Please see separate Excel spreadsheet

Appendix 'B'

Arrowwood Community School	225 First Avenue	Arrowwood	T0L 0B0
Barons School	319 Progress Ave & Brainard Street	Barons	T0L 0G0
Brant Christian School	NE 9-18-26	Brant	T0L 0L0
Calgary Christian Elementary School	2839 49 Street SW	Calgary	T3E 3X9
Calgary Christian Secondary School	5029 26 Avenue SW	Calgary	T3E 0R5
Calgary Islamic School - AJ Campus	2612 37 Avenue NE	Calgary	T1Y 5L2
Calgary Islamic School - OBK Campus	225 28 Street SE	Calgary	T2A 5K4
Carmangay Outreach School	101 Whyte Avenue	Carmangay	T0L 0N0
Champion School	310 Main Street	Champion	T0L 0R0
Coalhurst Elementary School	510 - 51 Avenue	Coalhurst	T0L 0V0
Coalhurst High School	415 - 53 Avenue	Coalhurst	T0L 0V0
County Central High School	504 4 Avenue South	Vulcan	T0L 2B0
Dorothy Dalglish School	400 - 6 Street South	Picture Butte	T0K 1V0
Heritage Christian Academy	2003 McKnight Blvd NE	Calgary	T2E 6L2
Horizon Elementary	Bldg 4B, 2452 Battleford Ave SW	Calgary	T3E 7K9
Huntsville School	Highway #25	Iron Springs	T0K 1G0
Jennie Emery Elementary School	1101 22 Avenue	Coaldale	T1M 1N9
John Davidon School	2016 19 Avenue	Coaldale	T1M 1L8
Kate Andrews High School	2112 21 Street	Coaldale	T1M 1L9
Master's Academy	4414 Crowchild Trail SW	Calgary	T2T 5J4
Master's College	4414 Crowchild Trail SW	Calgary	T2T 5J4
Menno Simons Christian School	7000 Elkton Drive SW	Calgary	T3H 4Y7
Milo School	First Street South	Milo	T0L 1L0
Noble Central School	418 Highway Avenue	Nobleford	T0L 1S0
Palliser Beyond Borders at Calgary	120, 2635 37 Ave NE	Calgary	T1Y 5Z6
Palliser Beyond Borders at Coaldale	1915 20 Avenue	Coaldale	T1M 1N1
Palliser Beyond Borders at Picture Butte	334 Highway Avenue	Picture Butte	T0K 1V0
Palliser Beyond Borders at Vulcan	102B 1 Street South	Vulcan	T0L 2B0
Picture Butte High School	401 Rogers Avenue	Picture Butte	T0K 1V0
R I Baker Middle School	2112 13 Street	Coaldale	T1M 1L7
Sunnyside School	c/o 101, 3305 18 Avenue North	Lethbridge	T1H 5S1
Trinity Christian School	100, 295 Midpark Way SE	Calgary	T2X 2A8
Vulcan Prairieview Elementary School	305 6 Avenue South	Vulcan	T0L 2B0
Colony Schools	c/o 101, 3305 18 Avenue North	Lethbridge	T1H 5S1
Palliser Education Centre	101, 3305 18 Avenue North	Lethbridge	T1H 5S1