



COWICHAN VALLEY REGIONAL DISTRICT

REQUEST FOR TENDER RC-001-14

RECREATION AND CULTURE DEPARTMENT BROCHURE PRINTING

Closing Date: Thursday, October 16, 2014

Time: 2:00 pm at CVRD Ingram Street Office

Location: Cowichan Valley Regional District
175 Ingram Street
DUNCAN, BC V9L 1N8

Attention: Joe Barry, Corporate Secretary

Summary Sheet

Bidder:

Name of Firm	Contact Name
<hr/>	
Address	Postal Code
<hr/>	
Telephone Number	Email

TOTAL STIPULATED TENDER PRICE (excluding GST)

Base Price per issue (as per base requirements)	\$ _____
Interior Pages (as per additional requirements) to increase	\$ _____
Interior Pages (as per additional requirements) to decrease	\$ _____
Additional Brochures (as per additional requirements) to increase	\$ _____
Reduction in Brochures (as per additional requirements) to decrease	\$ _____



Distribution Costs (as per additional requirements) \$ _____

Distribution Costs (additional location- if additional fees apply) \$ _____

Brochure Publication Distribution Dates

2015

Brochure Name	Distribution Date	Print ready material must be submitted by...
Winter/Spring	January 2, 2015	
Spring/Summer	May 1, 2015	
Fall	August 14, 2015	

2016

Brochure Name	Distribution Date	Print ready material must be submitted by...
Winter/Spring	December 30, 2015	
Spring/Summer	May 6, 2016	
Fall	August 12, 2016	

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

It is herewith acknowledged that the foregoing Addenda have been received and form part of the Tender.

Signature of Authorising Officer

Dated

This 2 page form must be completed in full and returned with your quote.



REQUEST FOR TENDER RC-001-14

RECREATION AND CULTURE DEPARTMENT BROCHURE PRINTING

1. INFORMATION TO BIDDERS

The Cowichan Valley Regional District, Recreation and Culture Department is seeking competitive quotations on the production of their 2015/2016 Seasonal Brochures.

Quotations are for the delivery of the seasonal brochure printing productions for 2015 and 2016. Brochure content will be supplied camera ready in Adobe In-Design format based on printer requirements. The 2015/2016 anticipated production schedule will be 2015 - Jan 2, May 1, Aug 14 and Dec 30 and 2016- May 6 and Dec 30.

Bidders should provide the following information in their tender submission:

- Two-page summary sheet completed in full (*attached*)
- Sample product of specifications noted
- Proof of experience working on recreation brochures or similar product
- Two references of work carried out on similar printed materials.

2. INSTRUCTION TO BIDDER

The Owner, the **Cowichan Valley Regional District (CVRD)**, offers to receive Tenders for the **Recreation and Culture Department, Brochure Printing Tender RC-001-14**. Tenders must be clearly marked **RC-001-14** and will be received by the CVRD by hand, mail, or delivery, up to the time and date stated on the summary sheet. No Tender submissions or amendments will be received by fax or email.

Any interpretation of, additions to, deletions from, or other corrections to the tender, will be issued as written addenda by the CVRD. It is the sole responsibility of the bidders to check that all available information has been received prior to submitting a Tender.

Except as expressly and specifically permitted in these instructions, no Bidders shall have any claim for any compensation of any kind whatsoever as a result of participating in the Tender, and by submitting a proposal, each proponent shall be deemed to have agreed that it has no claim.

3. TENDER CLOSING

Tenders will be received until **2:00 pm** local time on **Thursday, Oct 16, 2014**. The Owner will open the tenders at this time at the CVRD offices. This will be an open tender and the



public are welcome to attend. Tenders must be clearly marked **Tender RC-001-14** and can be delivered to:

**Cowichan Valley Regional District
175 Ingram Street
DUNCAN, BC V9L 1N8
Attention: Joe Barry, Corporate Secretary**

4. INTENT

The CVRD is requesting tenders for the following:

Production

The CVRD produces three (3) seasonal brochures on an annual basis. The tender price would be the production of total of (6) seasonal brochures for the 2015/2016. Distribution dates are anticipated to be:

January 2, 2015
May 1, 2015
August 14 2015
December 30, 2015
May 6, 2016
August 12, 2016

Brochure Specifications

8" x 10.5" finished trim size
Saddle stitch
Cover – 80 lb. Gloss
Inside pages - printed on 59 gram ebrite
All pages full process colour

Costing Requirements that must be included in submission:

Base Requirements:

- 15,000 copies per issue
- 64 interior pages (59 gram ebrite)
- 4 cover pages (80 lb. gloss)

Additional Requirements:

- Interior Pages
 - Savings if we were to reduce interior by 8 page increment
 - Additional cost to increase interior by 8 page increment



- Additional Brochures
 - Savings if we were to reduce copies ordered by 1,000
 - Additional cost to increase copies ordered by 1,000
- Distribution costs
 - to bundle and skid pack brochures and deliver to Island Savings Centre, 2687 James Street, Duncan BC
 - Cost to split delivery to include one additional stop that will be responsible for distributing brochures such as a local newspaper (approx. 5,000 copies)

5. INQUIRIES

Direct all inquiries to:

Kim Liddle, Manager, South Cowichan Recreation
Phone: 250-743-5922
E-mail: kliddle@cvrld.bc.ca

6. CRITERIA

The CVRD will evaluate the tenders based on the requirements set out in this document and are subject to the combination of the following criteria:

- Quality of submission.
- Ability to meet specifications as outlined.
- Timing requirements to meet proposed production dates.
- Quoted price.

7. AWARD

- Award of this Tender is subject to approval and full funding being available for this project. After acceptance by the CVRD, a written acceptance will be issued to the successful Bidder.
- The CVRD reserves the right to reject any and/or all Tenders. Tenders received after the tender close date and time will be rejected and returned.