

**Town of South Bruce Peninsula  
Admin 2017-02  
Request for Quotation – Amabel History Book Printing**



The Town of South Bruce Peninsula (the Town) is requesting quotations for the printing of the Amabel History Book.

Quotations are being accepted with the following requirements:

- Quantity: quotes for 50 copies and 100 copies
- Cover: quotes for soft cover (minimum 100lb card stock) and hard cover
- Binding: signature style
- Black and white (greyscale) printing
- Double sided pages on 20lb paper
- 522 finished pages including covers, title page and 3 blank pages

Quotations should include all costs associated with printing and assembling the books and should also include delivery to Town Hall (address below). Quotations must also include an anticipated date of delivery and any delivery costs.

If any bidder wishes to provide a quotation on alternate printing including but not being limited to binding method or paper weight, please provide such alternate quotation on a separate quotation form.

The quotation should also included the signed “Statement by Bidder” document attached to this Request for Quotation.

The history book is available in PDF format and will be provided to the successful bidder for printing purposes. If the successful bidder must make any adjustments to the PDF provided to facilitate printing, a proof must be provided to the Town prior to printing.

Quotations on the forms provided must be received by the undersigned no later than 12:00 noon on May 19, 2017. Please email quotations to [sbpen@bmts.com](mailto:sbpen@bmts.com). The Town reserves the right that we may not consider any quotation provided after the bid date.

The Town reserves the right of award or non-award subject to any factor deemed appropriate by the Town. Quotations will be evaluated based upon the following criteria:

<b>Category</b>	<b>Percentage</b>
Price	45%
Delivery	10%
Binding	10%
Production Time	10%
Quality of Production – paper, etc.	15%

History of Work for the Town	5%
Inclusion of Completed Statement by Bidder	5%
<b>Total</b>	<b>100%</b>

Any or the lowest quotation not necessarily accepted. Please be advised that the submission of a quotation should not be taken nor construed to constitute any contract or agreement for any work. The Town policies and procedures (including the Purchasing Policy) must be adhered to in all instances. The Town of South Bruce Peninsula contracts, quotes and tenders are subject to the MASH Annex.

Quotations may discussed in open meetings and therefore, the bidder should indicate clearly and give reasons outlining their position if there are any portions of the quotation submission which are considered confidential. At minimum, those items required by the Town to be included in the quotation bid as indicated herein shall not be considered confidential.

Issued this 1st day of May, 2017.

Angie Cathrae  
 Manager of Legislative Services/Clerk  
 Town of South Bruce Peninsula  
 315 George Street, PO Box 310  
 Wiarton ON N0H 2T0  
 519-534-1400 ext 122  
 Fax 519-534-4862  
[sbpen@bmts.com](mailto:sbpen@bmts.com)



**Town of South Bruce Peninsula  
Request for Quotation Admin 2017-02  
Amabel History Book Printing**

**Statement by Bidder**

Bid Document Name: \_\_\_\_\_

Bid Document Number (if applicable): \_\_\_\_\_

1. I/We have reviewed all terms and conditions of all forms included as part of this bid package.
2. I/We have read and understand all of the terms and conditions of the forms included as part of this bid package.
3. I/We understand that if our bid is successful, all requirements of the successful bidder as outlined in this bid document will be completed by the time and in the format required.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Name of Authorized Person

\_\_\_\_\_  
Position



**Town of South Bruce Peninsula  
Admin 2017-02  
Request for Quotation-Amabel History Book Printing**

**Quotation Form**

**a) Warton History Book-Quantity 50 (Hard Cover)**

Printing Cost \_\_\_\_\_

Assembly/Binding Cost \_\_\_\_\_

Other Costs \_\_\_\_\_

Delivery Cost \_\_\_\_\_

Taxes \_\_\_\_\_

**Total Quotation** \_\_\_\_\_

Date of Delivery \_\_\_\_\_

Other Comments Relevant to Quotation \_\_\_\_\_

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**b) Warton History Book-Quantity 50 (Soft Cover)**

Printing Cost \_\_\_\_\_

Assembly/Binding Cost \_\_\_\_\_

Other Costs \_\_\_\_\_

Delivery Cost \_\_\_\_\_

Taxes \_\_\_\_\_

**Total Quotation** \_\_\_\_\_

Date of Delivery \_\_\_\_\_

Other Comments Relevant to Quotation \_\_\_\_\_

**c) Warton History Book-Quantity 100 (Hard Cover)**

Printing Cost \_\_\_\_\_

Assembly/Binding Cost \_\_\_\_\_

Other Costs \_\_\_\_\_

Delivery Cost \_\_\_\_\_

Taxes \_\_\_\_\_

**Total Quotation** \_\_\_\_\_

Date of Delivery \_\_\_\_\_

Other Comments Relevant to Quotation \_\_\_\_\_

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**d) Warton History Book-Quantity 100 (Soft Cover)**

Printing Cost \_\_\_\_\_

Assembly/Binding Cost \_\_\_\_\_

Other Costs \_\_\_\_\_

Delivery Cost \_\_\_\_\_

Taxes \_\_\_\_\_

**Total Quotation** \_\_\_\_\_

Date of Delivery \_\_\_\_\_

Other Comments Relevant to Quotation \_\_\_\_\_

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[Company Contact Information and Signatures \(please continue on next page\)](#)

\_\_\_\_\_  
Printed Name of Company

\_\_\_\_\_  
Printed Name of Authorized Officer

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

By signing this quotation, I hereby acknowledge that the prices quoted herein are provided on behalf of the company listed above and for which I have signing authority.

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Date