

## **INFORMATION TO BIDDERS**

The City of London will be charging an **Administrative Fee** for all tender, quotation and proposal documents as follows:

- i)      **\$30.00 – Tenders**
- ii)     **\$25.00 – Quotations**
- iii)    **\$25.00 – Proposals**

Cheque to be made payable to: **City Treasurer.**

Bidders who elect to retrieve the information from the City of London Website, [www.london.ca](http://www.london.ca) will not be charged the above mentioned fee and **must** complete the Registration form as instructed on the web page.

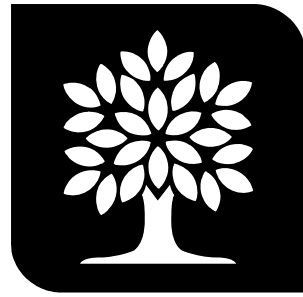
All bidders who have downloaded tenders, quotations and proposals will be responsible for viewing the City of London Website for **all** further requirements.

**The City of London will not be notifying vendors of future requirements**

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Bidders who elect to have documents sent out to them or to be picked up from the City of London **will** be charged the above mentioned fee.

Failure to submit the Administrative Fee will result in a delay in processing of the bid and your name will be removed from future bidders list.



**London**  
C A N A D A

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

### **QUOTATION 08-52 SUPPLY AND DELIVERY OF CITY OF LONDON BUSINESS CARDS**

ANYONE DOWNLOADING THIS DOCUMENT AND WISHING TO SUBMIT A BID MUST ENSURE THAT THEY HAVE REGISTERED WITH PURCHASING AND SUPPLY. BY REGISTERING, YOU WILL BE ADDED TO THE BIDDERS MAILING LIST AND WILL BE SENT NOTIFICATION OF ANY ADDENDA THAT MAY BE ISSUED WITH RESPECT TO THIS DOCUMENT. FAILURE TO REGISTER MAY RESULT IN YOUR BID BEING DISQUALIFIED. TO REGISTER, PLEASE COMPLETE THE REGISTRATION FORM.

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 MAY RESULT IN IT BEING DISQUALIFIED.



**London**  
CANADA

THE CORPORATION OF THE CITY OF LONDON  
Purchasing and Supply  
P.O. Box 5035  
London, Ontario N6A 4L9  
[www.london.ca](http://www.london.ca)

October 7, 2008

**QUOTATION 08-52**  
**SUPPLY AND DELIVERY OF CITY OF LONDON BUSINESS CARDS**

Sealed quotations for the **Supply and Delivery of City of London Business Cards**, will be received by Purchasing and Supply, in a sealed envelope up to **12:00 noon, Local Time**,

**WEDNESDAY, OCTOBER 29, 2008**

**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 All changes to or clarifications of the terms, conditions or specifications required before quotation closing will be issued by the Manager of Purchasing and Supply in the form of a written Addendum. If Addenda are issued, their receipt must be acknowledged by the bidders in the appropriate section of the Form of Quotation. **All addenda will be posted to City of London Website [www.london.ca](http://www.london.ca).** The Corporation of the City of London (herein after known as the City) will assume no responsibility for oral instruction or suggestions. **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 standard terms and conditions on the reverse hereof. Your quotation and any resultant purchase will be based on these terms and conditions unless otherwise agreed to in writing. In the event of any conflict between the standard terms and conditions on the reverse hereof 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.
- 1-8 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.

**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.

**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, send written Addenda to all registered Bidders.

**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.

## **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. Administrative Fee - \$25.00

### **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.

### **2-2 ADMINISTRATIVE FEE**

- a) Bidders who elect to retrieve the information from the City of London Website, [www.london.ca](http://www.london.ca) will not be charged the administrative fee noted below, but must complete the Registration form as instructed on the web page.
- b) Bidders who do not elect to retrieve the information from the City's Website will be required to submit a \$25.00 Administrative Fee with their quotation in the form of a cheque or Canadian Currency. Cheques are to be made payable to the City Treasurer. **Failure to do so will result in a delay in processing of the bid.**
- c) Bidders who have not submitted a bid or remitted the Administrative Fee will be removed from future bidder's lists.

## **3-0 SPECIFICATIONS**

The purpose of this quotation is to obtain bids for the Supply and Delivery of City of London Business Cards in accordance with the attached Specification #966-55-08 and #966-55-09 and Appendix 'A' **Image Guide, revised 01.2001.**

## **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, 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).

### **4-2 QUESTIONS/INQUIRIES**

- a) Each bidder must review all quotation 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 **Wednesday, October 22, 2008 at 12:00 noon.**
- 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.

### **4-3 CONTRACT PERIOD**

The term of the contract will be for a period of two (2) years beginning November 1, 2008 with an option to renew.

### **4-4 RENEWAL**

- a) The City at its absolute sole discretion has the option to renew the contract for a further two (2), one (1) year period.
- b) In determining whether to renew the contract, the City will consider the following, but not limited to price, service and product.

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

4-5 PRICING

- a) The City is seeking firm pricing for the contract period. If you are unable to bid on this basis, state in full your pricing terms on the Form of Quotation.
- b) Thirty days written notice and a manufacturer's statement detailing pricing increases are required on all authorized price increases.

4-6 DELIVERY

All deliveries to be F.O.B. Destination – Prepaid to the following locations:

|                                   |                                      |
|-----------------------------------|--------------------------------------|
| A.J. Tyler Operations Centre      | 663 Bathurst Street                  |
| Argyle Arena                      | 1948 Wavell Street                   |
| Canada Games Aquatic Centre       | 1045 Wonderland Road North           |
| Carling Arena                     | 675 Grosvenor Street                 |
| Carling Heights Optimist Centre   | 656 Elizabeth Street                 |
| City Hall                         | 300 Dufferin Avenue (various floors) |
| Community Services                | 151 Dundas Street (various floors)   |
| Dearness Services                 | 710 Southdale Road                   |
| Exeter Road Operations Centre     | 707 Exeter Road (various floors)     |
| Fanshawe Golf Course              | 2035 Sunningdale Road East           |
| Farquharson Arena                 | 411 Techumseh Avenue                 |
| Fire Department Headquarters      | 400 Horton Street                    |
| Fire Department Training Division | 746 Wellington Road South            |
| Forest City Seniors Centre        | 78 Riverside Drive                   |
| Greenway Pollution Control Plant  | 109 Greenside Avenue                 |
| Hamilton Road Seniors Centre      | 525 Hamilton Road                    |
| Housing Access Centre             | 116-379 Dundas Street                |
| J. Allyn Taylor Building          | 267 Dundas Street (various floors)   |
| Kinsmen Recreation Centre         | 20 Granville Street                  |
| Lambeth Arena                     | 7112 Beattie Street                  |
| Nichols Arena                     | 799 Homeview Road                    |
| Oakridge Arena                    | 825 Valletta Drive                   |
| Provincial Offences Office        | 824 Dundas Street                    |
| Regional Water Supply             | 29 Kilworth Park Drive, Komoka       |
| River Road Golf Course            | 2115 River Road                      |
| Silverwoods Arena                 | 50 Sycamore Street                   |
| South London Community Pool       | 585 Bradley Avenue                   |
| Storybook Gardens                 | 1958 Storybook Lane                  |
| Stronach Arena                    | 1221 Stanford Street                 |
| Technology Services               | Tower B 600-380 Wellington Street    |
| Thames Valley Golf Course         | 850 Sunninghill Avenue               |
| Victoria Park Bandshell           | 580 Clarence Street                  |
| Wonderland Road Operations Centre | 3508 Wonderland Road South           |

4-7 TAXES

Goods and Services Tax - Extra  
Provincial Sales Tax - Extra

4-8 INVOICING

Invoices are to be itemized and forwarded to Accounts Payable (as per below) monthly stating the requisitioner's name, department, 12 digit account number, quantity ordered and amount billed. Where early payment discounts are offered, the invoice must indicate the discount after taxes.

City of London  
P.O. Box 5035  
London, ON N6A 4L9  
Attn: Accounts Payable Room 406

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

**4-8 INVOICING...cont'd**

Fire Department Headquarters  
400 Horton Street East  
London, ON N6B 1L7

Dearness Services  
710 Southdale Road  
London, ON N6E 1R8

The above delivery locations will specify an invoicing location.

**4-9 IMAGE GUIDE**

Appendix 'A' has been included to give the bidder a guide for the positioning of the logo and imprinting requirements.

**4-10 QUANTITIES**

- a) Quantities shown on the Form of Quotation are estimates ONLY and the City, at its absolute discretion, reserves the right to order more or less than that stated.
- b) Orders will be in packaged quantities ranging from boxes of 50 to 250 business cards.
- c) The successful bidder must provide on-line access to process City employee business cards. There will be at least one (1) designate from each City department who will enter all pertinent information for imprinting of business cards. There will be additional space for the Department Designate to enter/change information that will be used by the Vendor for monthly invoicing purposes. Usage reports must be made available to the Purchasing Department once every month.
- d) There will be a requirement for the vendor to supply business cards using a foil application and imprinting on an 'as required" basis.

**4-11 PROOFING**

- a) The successful bidder will be required to schedule a pre-press proofing meeting of the logo with a representative from City of London, Corporate Communications.
- b) The successful bidder will be responsible to monitor all on-line requests for business cards to ensure that the integrity of the business cards is adhered to according to the guidelines in the City's Image Guide. Any concerns are to be addressed immediately with Chris Ginty, Procurement Officer, 519-661-2500 ext 4716.

**4-12 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.

**4-13 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.

**4-14 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.

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

**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.

Darren Hack, Manager  
Purchasing and Supply

5-0 FORM OF QUOTATION

5-1 I/WE the undersigned hereby offer to supply and deliver City of London Business Cards in accordance with your terms, conditions numbered 1-1 to 4-15 and Specifications #966-55-08 and #966-55-09 and Appendix 'A' Image Guide which will be deemed part of our agreement should this quotation be accepted, and as follows:

| DESCRIPTION                                                                                                                       | LOT SIZE | QTY. | UNIT PRICE | EXTENDED PRICE |
|-----------------------------------------------------------------------------------------------------------------------------------|----------|------|------------|----------------|
| Supply and Delivery of City of London Business Cards as per Specifications #966-55-08, #966-55-09 and Image Guide.                | 50       | 76   | \$         | \$             |
| “                                                                                                                                 | 100      | 119  | \$         | \$             |
| “                                                                                                                                 | 200      | 31   | \$         | \$             |
| “                                                                                                                                 | 250      | 345  | \$         | \$             |
| Supply and Delivery of City of London Business Cards as per Specifications #966-55-08 and #966-55-09 and Image Guide. (Foil Logo) | 250      | 15   | \$         | \$             |
| SUBTOTAL                                                                                                                          |          |      |            | \$             |
| GST                                                                                                                               |          |      |            | \$             |
| PST                                                                                                                               |          |      |            | \$             |
| TOTAL                                                                                                                             |          |      |            | \$             |
| Please indicate delivery time from receipt of on-line order _____/days                                                            |          |      |            |                |

5-2 List of Subcontractors (If None, Indicate NIL): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5-3 Are your prices firm for the term of the contract? Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, please state your pricing terms in full: \_\_\_\_\_  
\_\_\_\_\_  
Indicate percentage increase/decrease, if any, for the (2<sup>nd</sup>, 3<sup>rd</sup> etc) year of the contract  
\_\_\_\_\_

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.

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

- 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.
- 5-9 I/WE FURTHER DECLARE that the several matters stated in the said quotation are all in respect true.
- 5-10 I/WE have received and allowed for Addenda numbered as follows:\_\_\_\_\_ (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\_\_\_\_\_

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

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

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

PST REGISTRATION #\_\_\_\_\_

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

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

NOTE: Please return pages 6 and 7 on or before **12:00 Noon, Local Time, WEDNESDAY, OCTOBER 29, 2008.**

## **APPENDIX 'A'**

### **IMAGE GUIDE**

# Image Guide



# **THIS IS THE OFFICIAL, SLIMMED-DOWN, EASY-REFERENCE CITY OF LONDON IMAGE GUIDE.**

This guide is here to help. It uses plain English to explain how to use the City of London logo and colours, how to print stationery and where the logo should go on things like shirts, mugs, signs and hats.

You will also find pictures to illustrate the written explanations.

We produced this guide to be easy to live with (just like London).

If you have any questions, call Corporate Communications at 661-4792.

Oh yes – why do we have a guide in the first place?  
Because London deserves to be recognized as one  
of the best cities in Ontario.

We achieve recognition by staying consistent and true to our  
image and we do that by following this very simple guide.

The City of London offers the best combination of lifestyle and  
opportunity in Ontario. Our logo, in green and silver, represents  
those attributes.

It also reinforces that London is, and always will be, the Forest City.  
As such, it is a city that lives. That is the thinking behind our colours –  
forest green for life and silver for opportunity.



## 2

## PAPER

A number of factors were used to choose the papers listed in this guide — recycled content, weight and laser compatibility, for instance. By using the stocks we've specified for each corporate communications piece, you'll ensure consistency and compatibility with printing operations. Here's the paper selection at a glance:

Rolland, Evolution, Polar Glacier, uncoated  
 Regular business cards (80 lb. cover)  
 Regular & Premium envelopes (24 lb. writing)  
 Corporate letterhead (24 lb. writing)  
 Brochures (80 lb. text)  
 Report covers (80 lb. text)

Consolidated, Productolith, Dull, coated  
 Premium brochures (80 lb. text)  
 Folders (80 lb. text)  
 Premium notecards (80 lb. cover)

Exact Dull, coated  
 Regular notecards (50 lb. text)

Wassau, Long-grain, Brite, uncoated  
 Laser compatible business cards (65 lb. cover)

Recycled Natural Kraft, uncoated  
 Recycled envelopes (24 or 32 lb. writing)

Royal, White Woven, uncoated  
 Window envelopes (24 lb. writing)

## 1

## TEMPLATES

Getting the City's image guidelines "just right" in the day-to-day documents you produce couldn't be easier! All you need to do is use the templates for report cover pages, memos, faxes, slide presentations, etc., that are published on the Intranet.

If you have questions about any of the templates or special issues to address, please contact Corporate Communications for help. The number is 661-4792. Templates can be found at **Network Neighbourhood\clnt\_file\_1\shared\corpdocs\lh2000**

Thank you for your support in ensuring that all City Hall materials consistently and accurately reflect the new corporate "branding."

Let's start with some ground rules:

1

Always reproduce the logo in its entirety [no pruning please].

2

On stationery, size the logo at 3/4" wide by 1 1/8" long.

3

On all other applications, size the logo no smaller than 1/2" wide by 3/4" long.

4

Always leave appropriate white space around logo. When in doubt, use 1/4 of tree square [as indicated] as a visual reference.

#### IN GENERAL:

The logo should be placed in the bottom right corner of all printed pieces. Of course, there are exceptions to this rule, those being stationery [which is explained further within this guide] and materials in which the logo has been supplied to outside parties.

1



London  
CANADA

2



London  
CANADA

3/4" x  
1 1/8"

3



London  
CANADA

1/2" x  
3/4"

4



1



London  
CANADA

2



London  
CANADA

3



London  
CANADA

4



London  
CANADA

5



London  
CANADA

6



London  
CANADA

7



London  
CANADA

8



9



## WHAT NOT TO DO:

As this guide is about keeping the City's brand consistent, it's important that we're all clear that we should never, ever - not even on highly caffeinated days - mess with the logo.

1

Never move the wordmark.

2

Never outline the box.

3

Never alter the corners, such as making them all 90°.

4

Never substitute fonts [more on that in the font section].

5

Never rotate the logo or elements of it.

### 6 & 7

Never distort the logo to make it thinner or fatter [you'll give it a bad body image].

### 8 & 9

Never use the tree alone or tree and box alone.

So what can you do?  
Read on.

1

# FOIL [PREMIUM]

Uncoated paper

Green: 3305

Foil: Maple 125 (silver)

Coated paper

Green: 3308

Foil: Maple 125 (silver)

2

# PANTONE\*

## [ALTERNATIVE TO FOIL]

Uncoated paper

Green: 3305

Metallic silver: 877

Coated paper

Green: 3308

Metallic silver: 877

3

## CMYK [IF PANTONE ISN'T AVAILABLE]

Uncoated paper

Green: Gray:

Cyan 100 0

Magenta 0 0

Yellow 60 0

Black 50 25

Coated paper

Green: Gray:

Cyan 100 0

Magenta 0 0

Yellow 60 0

Black 70 25

Note: This image guide has been printed on coated paper (colour will vary slightly on an uncoated stock).

\*PANTONE® is a trademark of Pantone, Inc.

[CON'T ON NEXT PAGE]

1

[FOIL]

[SEE CITY LOGO ON COVER  
OF THIS IMAGE GUIDE]

2

[PANTONE]



London  
CANADA

3

[CMYK]



London  
CANADA

4



**London**  
CANADA

5



**London**  
CANADA

4

## WHITE

Use white ink in one-colour applications where the background colour is black or another dark colour.

5

## BLACK

Use black ink in one-colour applications where the background colour is white or another light colour.

## EXCEPTIONS:

We've taken creative license on promotional items [See Hats, Shirts, Cups] and allowed the wordmark [London Canada] to appear in gray, only when placement on a dark green background might hinder readability.

2

We've indicated which font to use in the layout sections of this guide.

A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z

a b c d e f g h i j k l m n  
o p q r s t u v w x y z

1 2 3 4 5 6 7 8 9 0

A B C D E F G H I J K L M N  
O P Q R S T U V W X Y Z

a b c d e f g h i j k l m n  
o p q r s t u v w x y z

1 2 3 4 5 6 7 8 9 0

1/4"



300 Dufferin Ave.  
P.O. Box 5035  
London, ON  
N6A 4L9

**Pat Smith**  
Inspector, Logo Usage  
Logo Investigation Department  
Suite 305  
Office: 519.661.4782  
Fax: 519.661.4892  
psmith@city.london.on.ca  
www.city.london.on.ca

## 1

### STOCK

Paper: Rolland Evolution  
- Polar Glacier, (uncoated)  
80 lb. Cover

Colours:

Green: 3305

Metallic Silver: 877

Imprint in Black

## 2

### PREMIUM

Paper: Rolland Evolution  
- Polar Glacier, (uncoated)  
80 lb. Cover

Colours:

Green: 3305

Silver: Foil - Maple 125

Imprint in Black

### IMPRINTS

This is the address, name, title and numbers information and it should always be done in black in the Arial font.

Place the street address copy block - in 7 pt. type, 85% horizontal scale - to the right of the logo, vertically and left justified as shown, leaving 1/8" of white space from logo.

Place the individual-specific information at the bottom of the card, left justified. Leave a minimum of 1/4" of white space all around.

Template available.

1

Size the logo at 3/4" wide by 1 1/8" long [as per Logo Usage] and place it in the top, left corner of the envelope.

Always leave 1/4" of white space between the logo and the top and left edges of the envelope.

All imprinted copy must be printed in black or green in the Arial font [see Fonts].

Place the street address copy block - in 9 pt. type, 85% horizontal scale - to the right of the logo, vertically and left justified as shown, leaving 1/8" of white space from logo.

1

actual size



1/4"



THE CORPORATION OF THE CITY OF LONDON  
PURCHASING AND SUPPLY  
SPECIFICATION

|                             |                                     |
|-----------------------------|-------------------------------------|
| DATE ISSUED: July 19, 1999  | SPECIFICATION NUMBER: 966-55-08     |
| DATE REVISED: July 26, 2004 | SUPERSEDES: May 23, 2002            |
| PREPARED BY: Karen Bloetjes | CHECKED BY: _____<br>Karen Bloetjes |

**SCOPE & PURPOSE:**

The Scope and Purpose of this specification is to outline the City of London's requirements for the supply, printing and delivery of premium foil business cards.

**SPECIFICATIONS:**

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Size:             | 2" x 3.5"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Paper:            | Supreme matte, 80lb cover                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Ink Colours:      | Pantone Green 3308, Silver: Foil - Maple 125, prints one side, no bleeds.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Packaging:        | Boxed in quantities ranging from 50 to 250, and labelled on the outside of the box with the business card ordered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Typesetting:      | Vendor to provide typesetting and imprinting "as required."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| City to Supply:   | Logo on disc in eps or jpg format<br><br>Imprints: name, title, department, address, phone and fax number and e-mail address information for typesetting. A sample sheet to indicate logo size, logo positioning, typeface and point size for vendor to follow for set up.                                                                                                                                                                                                                                                                                                             |
| Vendor to Supply: | Ordering to be on an "as required" basis.<br><br><div><div>1</div><div>Paper Stock</div></div> <div><div>2</div><div>Plates, Film, Artwork</div></div> <div><div>3</div><div>Printing</div></div> <div><div>4</div><div>Finishing</div></div> <div><div>5</div><div>Delivery to Various City locations</div></div> <div><div>6</div><div>Detailed usage reports once a month</div></div> <div><div>7</div><div>On Line ordering capabilities</div></div><br><div>Film, artwork and plates are to remain the property of the City of London and must be surrendered upon request.</div> |
| Invoices:         | Detailed invoices are to be sent monthly - when business cards are ordered and delivered to the using division/department.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

THE CORPORATION OF THE CITY OF LONDON  
PURCHASING AND SUPPLY  
SPECIFICATION

|                             |                                     |
|-----------------------------|-------------------------------------|
| DATE ISSUED: July 19, 1999  | SPECIFICATION NUMBER: 966-55-09     |
| DATE REVISED: July 26, 2004 | SUPERSEDES: May 23, 2002            |
| PREPARED BY: Karen Bloetjes | CHECKED BY: _____<br>Karen Bloetjes |

**SCOPE & PURPOSE:**

The Scope and Purpose of this specification is to outline the City of London's requirements for the supply, printing and delivery of business cards.

**SPECIFICATIONS:**

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Size:             | 2" x 3.5"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Paper:            | Supreme matte, 80lb cover                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Ink Colours:      | Pantone Green 3308, Silver 877, prints one side, no bleeds.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Packaging:        | Boxed in quantities ranging from 50 to 250, and labelled on the outside of the box with the business card ordered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Typesetting:      | Vendor to provide typesetting and imprinting for various departments and divisions "as required".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| City to Supply:   | Logo on disc in eps or jpg format<br><br>Imprints: name, title, department, address, phone and fax number and e-mail address information for typesetting. A sample sheet to indicate logo size, logo positioning, typeface and point size for vendor to follow for set up.                                                                                                                                                                                                                                                                                                        |
| Vendor to Supply: | Ordering to be on an “as required” basis.<br><br><div><div>1</div><div>Paper Stock</div></div> <div><div>2</div><div>Plates, Film, Artwork</div></div> <div><div>3</div><div>Printing</div></div> <div><div>4</div><div>Finishing</div></div> <div><div>5</div><div>Delivery to Various City locations</div></div> <div><div>6</div><div>Detailed usage reports monthly</div></div> <div><div>7</div><div>On Line ordering capabilities</div></div><br><div>Film, artwork and plates are to remain the property of the City of London and must be surrendered upon request.</div> |
| Invoices:         | Detailed invoices are to be sent monthly - when business cards are requested and delivered to the using division/department.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |