



Department of Finance
Procurement Services

**REQUEST FOR STANDING
OFFER**

Tender Number: 5685

Closing Date: 30-March-2021

Closing Time: 12:00PM

Atlantic Time

Tender for Printing/Copying Construction Tender Documents/ Department of Transportation and Infrastructure

1. Check for changes to this request

Before submitting this proposal, visit the Procurement website www.princeedwardisland.ca/en/tenders to see if any Addenda detailing changes have been issued on this tender. Changes may be posted up until the tender closing time. It is your responsibility to acknowledge and take into account **ALL ADDENDA**.

2. Give your business information (please print)

Name of Company: _____
(If you are not a registered company, give your name)

Street Address: _____

City: _____ Province: _____

Postal Code: _____ Email Address: _____

Mailing Address (if different): _____

Phone Number: _____ Fax Number: _____

HST/GST Registration Number (BN): _____ (leave blank if NOT applicable)

3. Review the following documents, which will form part of your proposal

All documents can be found on the Procurement Services website at www.princeedwardisland.ca/en/tenders.

- **Atlantic Standard Terms and Conditions**
- **This tender opportunity is issued in accordance with the provisions of the Canadian Free Trade Agreement. Vendors are encouraged to read the Atlantic Provinces Standard Terms and Conditions, prior to submitting any bid. <https://www.cfta-alec.ca/canadian-free-trade-agreement/>**

4. Additional Information

- Prices are to be in Canadian Funds.
- Price to include: Freight & Delivery.
- The quantities listed in the tender document are estimates only. Actual quantities over the span of the standing offer **(including any option periods)** may be more or less than the estimated quantities listed in this tender document. The Province of PEI reserves the right to purchase more or lesser amounts depending on requirements. Products to be delivered are on an “as and when required basis” for the standing offer period indicated in this document unless otherwise stated. This applies to the tendering department as well as any other Government Department, Crown Corporation, Agency, Board and Commission including the Broader Public Sector as described in the Atlantic Standard Terms and Conditions (MASH Sector).
- **It is the intention of the Province to award the item(s) listed in this tender to one (1) vendor.**
- The results of this tender shall be open to all Government Departments, Crown Corporations, Agencies, Boards and Commissions including the Broader Public Sector as described in the Atlantic Standard Terms and Conditions (MASH Sector).
<https://atlanticsuppliers.ca/as-english/acts-regulations/atlantic-provinces-standard-terms-and-conditions-goods-and-services>
- Vendors are advised that all documents forming part of the RFSO process, including all submitted proposals, are subject to the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01 (“FOIPP”). A copy of FOIPP is available at:
<https://www.princeedwardisland.ca/en/legislation/all/all/a>

5. Give your delivery and payment terms

Delivery Required by:		Goods will be delivered by:	
Delivery Location:	3rd Floor Jones Building 11 Kent Street Charlottetown, PE or any other Provincial Government delivery location located within the borders of Prince Edward Island.		
FOB:	Destination <input type="checkbox"/> Other <input type="checkbox"/> (Please Specify) _____		
Payment Terms:	Net 30 <input type="checkbox"/> Other <input type="checkbox"/> (Please Specify) _____		

6. Acknowledge receipt of addenda (if any)

ADDENDUM	SIGNATURE
Addendum #1	
Addendum #2	
Addendum #3	

Were there more than three addenda for this proposal? YES NO

Indicate the number of additional addenda you have received.

Please sign indicating that you acknowledge the additional addenda noted above _____

7. Sign your Proposal

I confirm that the information I provided on this proposal is complete and accurate and that I am authorized to sign on behalf of the company.

Name (please print): _____ Position or Title: _____

Signature: _____ Date: _____

8. Submit Proposal To:

PROCUREMENT SERVICES

95 Rochford Street

2nd Floor South, Shaw Building, Room 27

Charlottetown, PE, C1A 7N8

Email: procurementservices@gov.pe.ca

When submitting your bid to the above e-mail address, please ensure your company name and tender number are clearly marked on the subject line of your e-mailed bid.

Acceptable methods to submit your bid; EMAIL ONLY TO: procurementservices@gov.pe.ca

9. CONTACT INFORMATION

About the good or service:

Name: Alan Maynard

Phone: 902-368-5147

E-mail: aemaynard@gov.pe.ca

About the procurement process:

Procurement Officer: Mark Kays

Phone: 902-368-4764

E-mail: mjkays@gov.pe.ca

APPENDIX A:

TENDER SPECIFICATIONS:

Transportation and Infrastructure

Tender for Printing/Copying

Construction Tender Documents

March, 2021

This tender is for all labour and equipment necessary to provide B/W printing/copying and bindery services for the production of Construction tender documents. Pricing provided is for a 12 month period from the award date, with an option to extend for an additional 12 months.

This contractor must have the capability to meet short time lines. Production of these documents that requires this contractor to work outside of normal business hours will not constitute additional compensation.

This contractor must be capable of:

- **Production printing/copying and binding all sheet sizes identified.**
- **Receiving and processing electronic files generated by the Architectural/Engineering design team.**
- **Delivery of drawing/specification packages with Charlottetown City limits to Architect, Construction Manager, and/or Government offices for distribution.**

Identify production printing/copying/binding equipment

Drawings sheets per minute	28.0 x 40.00	_____	24.0 x 36.0	_____
	18.0 x 24.0	_____	11.0 x 17.0	_____

Specifications 8.5 x 11.0 pages per minute

Short time-line minimum requirements - 10 complete bound sets of construction documents with 24 hours of order.

(Approximately 4000 drawing sheet, 8000 bond (specification) double sided)

Transportation & Infrastructure

Copy/Print Pricing Table

March 2021

Please fill on all fields: sq ft cost, unit cost, totals

Description	Size	Copies	Unit Cost \$	Total \$
Engineering Bond (Drawing}	28.0 x 40.0	15,000 single sided .		
Engineering Bond (Drawing}	24.0 x 36.0	15,000 single sided		
Engineering Bond (Drawing}	18.0 x 24.0	1,000 singlesided		
Engineering Bond (Drawing}	11.0 x 17.0	500 single sided		
Bond (Specification} double sided	8.5 x 11.0	120,000 pages		
Specifications Bound c/w coverstock front printed, coverstock back and cerlox binding	Per book	600		
Drawingsets Bound	Per set	600		
Delivery within Charlottetown City Limits	Per delivery	60		
			Total less taxes	

***Quantities identified are estimates only**

*** The Department is only obligated to pay for actual printing/copying, and binding of documents delivered**

***Lowest or any tender may not be accepted**