

# LCBO

LCBO opportunities for print production services are posted on Biddingo.com. It is the Respondent's responsibility to monitor Biddingo.com and to respond to notifications from Biddingo.com Electronic Bidding System. **Submissions will only be accepted through the Biddingo.com System.**

Please contact Biddingo.com ([www.Biddingo.com](http://www.Biddingo.com) or 416-756-0955) for additional information regarding Biddingo.com Electronic Bidding System.

## LCBO NOTICE OF INTENDED PROCUREMENT AND TENDER NOTICE

Request for Quotation (RFQ): 2020-903-010  
RFQ Title: Annual Production of Up to 13 Editions of Thematic On Shelf Kits  
Issue Date: February 12, 2020  
LCBO Contact: Charlotte Maruno  
Contact email: charlotte.maruno@lcbo.com  
Questions Deadline: February 19, 2020 at 4:00 pm  
Submission Deadline: February 26, 2020 at 10:00 am Eastern Standard Time (EST)

The RFQ is available for download through LCBO's designated tender site, Biddingo.com. For information on obtaining a subscription to Biddingo to obtain the tender document, please go to [www.biddingo.com](http://www.biddingo.com).

Late submissions will not be considered. Bids must be in English.

This procurement may be subject to Chapter 5 of the Canada Free Trade Agreement ("CFTA") and Chapter 19 of the Comprehensive Economic Trade Agreement ("CETA").

The LCBO expects all suppliers to adhere to the LCBO's Supplier Code of Business Conduct, which is available on the LCBO's website under "Doing Business with the LCBO". The Supplier Code sets out principles applicable to all suppliers (including both suppliers of beverage alcohol products and suppliers of non-alcohol goods or services) that wish to establish and maintain a business relationship with the LCBO.

### Brief Description of the Procurement:

The Liquor Control Board of Ontario ("LCBO") invites responses to this Request for Quotation for the services for up to 13 editions of pre-press services, sheet fed litho printing, finishing, and kitting for 680 kits including Thematic On-Shelf Materials. Materials consist of: Generic Bin Tags, Pricer Cards (Generic, and Deal of Week), Extenders (Branded, Generic, Community, and Discovery and GO Green), Shelf Talkers (Branded, and Deal of Week). The Generic Pricer Card and Generic Bin Tag are printed on larger trimmed finished sizes as outlined below. Items are centered and micro perforated on four (4) sides, so that it floats in the middle to be run through our store laser printers. Samples will be provided to awarded vendor. Printing inks MUST be laser guaranteed.

The successful respondent and all paper supplied by the successful Respondent must be certified by the Forestry Stewardship Council (FSC).

Term of Purchase Order: Up to March 2021.

# LCBO Request For Quotation Submission Requirements



## Annual Production of up to 13 editions of Thematic On Shelf Kits RFQ 2020-903-010 (32469-JH21-5051)

### 1.0 PROJECT DESCRIPTION

The Liquor Control Board of Ontario ("LCBO") invites responses to this Request for Quotation for the services for up to 13 editions of pre-press services, sheet fed litho printing, finishing, and kitting for 680 kits including Thematic On-Shelf Materials. Materials consist of: Generic Bin Tags, Pricer Cards (Generic, and Deal of Week), Extenders (Branded, Generic, Community, and Discovery and GO Green), Shelf Talkers (Branded, and Deal of Week). The Generic Pricer Card and Generic Bin Tag are printed on larger trimmed finished sizes as outlined below. Items are centered and micro perforated on four (4) sides, so that it floats in the middle to be run through our store laser printers. Samples will be provided to awarded vendor. Printing inks MUST be laser guaranteed.

The successful Respondent and all paper supplied by the successful Respondent must be certified by the Forestry Stewardship Council (FSC).

A 5.5" x 8.5" content label must be applied to each store kit. Print labels on Crack n Peel 0630 60# Uncoated Litho Permanent Orange color stock. The LCBO will provide an Editable Generic PDF template file upon award. This template is to be used and updated for all subsequent editions. Vendor is to update print and affix the label to all kits for each edition.

Price changes: Allow for up to 20 price changes once we receive printer PDF's for approval. Price changes will be approved and confirmed 6 days prior to the ship date and are to be included in the quoted price.

All proofing devices and workflows must be calibrated to accurately meet the GRACoL 2016 or GRACoL 2013 standard."

Job will be awarded for the extended price for up to thirteen (13) editions; each edition is to be printed and invoiced separately.

This RFQ is intended to assist each person who submits a Response in response to this RFQ (a "Respondent") in gaining an understanding of the LCBO's requirements. However, each Respondent is responsible for verifying all the information required for its Response.

Please be advised that the LCBO is under no obligation to proceed with this project after receiving and reviewing Responses, and that under no circumstances will any Respondent receive payment of any kind for submitting information in response to this RFQ.

### 2.0 MANDATORY REQUIREMENTS

All Respondents must:

1. Be FSC Certified. Certification number must be included in Response.
2. Supply all printing on a sheet fed litho press with in-line AQ coating.
3. Supply printing at a minimum of 175 lines.
4. All inks must be laser friendly.
5. All proofing devices and workflows must be calibrated to accurately meet the GRACoL 2016 or GRACoL 2013 standard."
- 6 The successful respondent is required to meet the critical milestones in Section 3.1.

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### 3.0 SPECIFICATION SUMMARY

#### 3.1 MILESTONES

Milestones	Dates
Closing Date	<b>February 26, 2020 at 10:00 a.m.</b> Eastern Standard Time (EST)
Award	February 27, 2020
First Edition Files Available	February 28, 2020
First Edition Proofs to LCBO	March 9, 2020
Price Change Date	March 13, 2020
First Edition Ship Date	March 23, 2020
Contract completion date	March 31, 2021
Each subsequent edition (if applicable) occurs on a four (4) week cycle.	

#### 3.2 VERSIONS, SIZE

COMPONENT	FLAT SIZE	FINISHED SIZE
Pricer Cards – Generic	11”w x 8.5”h	11”w x 8.5”h; die-score 2.25” from top; perf on 4 sides and die-score where indicated on final art
Bin Tag – Generic	6.5”w x 11”h	6.5”w x 11”h; micro- perf on four sides where indicated on final art
Extenders- Generic	14”w x 4.25”h	14”w x 4.25”h; perf of four sides where indicated on final art
Shelf Talkers - Branded	6.5”w x 3.5h”	6.5”w x 3.5”h; die-score 1.75” from top; trim to final size
Shelf Talkers – Perpendicular	4” w x 6” h	4”w x 6”h; trim to final size
Shelf Talkers – Deal of the Week	6.5” w x 1.75” h	6”w x 1.75”h; trim to final size
Pricer Cards – Deal of the Week	8w” x 7”	8”w x 7”h; die-score 2” from top; perf on 4 sides and die-score where indicated on final art
Extenders – Branded, Go Green Discovery & Community	12” w x 2.5”	12”w x 2.5”h; trim to final size
Carton Label	5.5” x 8.5”	5.5”h x 8.5”w

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#### 3.3 QUANTITY

COMPONENT	Versions & Language	Quantity per version	Total Quantity
Pricer Cards - Generic	1 Eng	1,388 sets of 50's	Total = 69,400
Bin Tag- Generic	1 Eng	1,388 sets of 50's	Total = 69,400
Extenders - Generic	1 Eng	694 sets of 25's	Total = 34,700
Extenders Branded	65 Eng/Eng	185 Eng sets of versions 1-65	Total = 12,025
	65 Bil/Bil	191 Bil sets of Version 1-65	Total = 12,415
Shelf Talkers Branded	66 Eng/Eng	408 sets each of Version 1-66	Total = 26,928
	66 Bil/Bil	311 sets each of versions 1-66	Total = 20,526
Shelf Talkers - Perpendicular	5 Eng/Eng	408 sets each of Version 1-5	Total = 2,040
	5 Bil/Bil	311 sets each of versions 1-5	Total = 1,555
Shelf Talkers - Deal of Week	6 Eng/Eng	408 Eng sets of V1-6	Total = 2,448
	6 Eng/Fre	311 Bil sets of V1-6	Total = 1,866
Pricer cards - Deal Of Week	6 Eng/Eng	408 Eng sets of V1-6	Total = 2,448
	6 Bil/Bil	311 Bil sets of V1-6	Total = 1,866
Discovery Extenders	10 Eng/Eng	70 sets of V1-10	Total = 2,160
	10 Bil/Bil	71 sets of V1-10	Total = 710
Community Extenders	10 Eng/Eng	216 sets of V1-10	Total = 2,160
	10 Bil/Bil	12 sets of V1-10	Total = 1,240
Go Green Extenders	5 Eng/Eng	57 Eng sets of Versions 1-5	Total = 285
	5 Bil/Bil	51 Bil sets of versions 1-5	Total = 255
Perpendicular Shelf Talkers	5 Eng/Eng	408 Eng sets of versions 1-5	Total = 2,040
	5 Bil/Bil	401 Bil sets of versions 1-5	Total = 2,005
Carton Label	1	N/A	680

#### 3.4 STOCK

COMPONENT	STOCK SPECIFICATION
All on-shelf components	100lb. C2S Opus Dull Cover FSC - No Substitutions
Carton Labels	Crack'N Peel 0630 60lb Uncoated Litho Permanent Orange

#### 3.5 COLOURS

COMPONENT	COLOURS	NOTES
Pricer Cards - Generic	2/0 process - PMS tbd + black	Full color change between all versions.
Bin Tag - Generic	2/0 process - PMS tbd + black	
Extenders - Generic	2/0 process - PMS tbd + black	
Shelf Talkers - Branded,	4/4 process, price/no price	Air Miles Logo always prints 4 process.
Shelf Talkers & Perpendicular- Deal of the Week	4/4 process, price/no price	
Pricer Cards - Deal of the Week	4/4 process, price/no price	All inks must be laser guaranteed.
Extenders - Branded, Discovery Go Green and Community	4/4 process, price/no price	

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#### 3.6 FINISHING

COMPONENT	PROCESS
Pricer Cards – Generic	Trim; score 2” from top, perf on four sides, bundle & shrink wrap
Bin Tag – Generic	Trim; perf on four sides; bundle and shrink wrap
Extenders – Generic	Trim; perf on four sides; bundle and shrink wrap
Shelf Talkers – Branded	Trim; die-score 2” from top; bundle and shrink wrap
Shelf Talkers – Perpendicular	Trim square; bundle and shrink-wrap in order by version
Shelf Talkers – Deal of the Week	Trim square; bundle and shrink-wrap in order by version
Pricer Card – Deal of the Week	Trim; score 2” from top, perf on four sides; bundle & shrink wrap
Extenders – Branded, Discovery and Community	Trim square; bundle and shrink-wrap in order by version
Carton Label	Trim

All sets must be shrink wrapped. Prior to shrink wrapping, secure each bundle with cardboard stiffeners top and bottom and pack into small boxes. It is critical to ensure that the packing does not allow for any movement so that the perforations do not break apart.

PREVIEW DOCUMENT ONLY  
The original document must be obtained for the Bid Submission

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#### 3.7 DISTRIBUTION / PACKAGING & KITTING - Draft Sample for Reference only

Package components into up to 24 different kit types for a total of approx 670 Store kits and 10 DMS kits for a total of 680. See Sample Reference breakdown below. Package into custom made cardboard boxes or Puropacks from Purolator. Packaging must be sufficient so as to prevent any damage during shipping. All box edges must be taped shut. All packaging materials to be approved by LCBO prior to assembly of kits. Printed Pre-paid Purolator waybills will be provided by LCBO for Store Kits. A sample kit must meet Purolator shipping standards and be approved by Purolator prior to shipping. Request a cold sort when calling for Pick Up. A final distribution list will be supplied per edition.

Kit	Number of kits	Pricer Cards Generic Bundle in 50's	Branded extenders	Extenders Generic Bundle in 50's	Shelf Talkers Branded	Bin Tags Generic Bundle in 50's	Discovery Extenders	Community extenders	Perpendicular Shelf Talker	Deal of week shelf talkers	Deal of week pricer cards
DMS / Marco Codes →		tbc	tbc	tbc	tbc	tbc	tbc	tbc	tcb	tbc	tbc
1	86	2 set	1 set	set	1 set	2 set	1 set		1 set	1 set	1 set
2	242	2set	1 set	set	1 set	2 set			1 set	1 set	1 set
3	293	2 set		1 set	1 set	2 set		1 set	1 set	1 set	1 set
4	46	2 set			1 set	2 set			1 set	1 set	1 set
DMS	10	50 sets	25 sets	50 sets	25 sets	0 sets	25 sets	25 sets	1 set	1 set	1 set

#### 3.8 SUPPLIED MATERIALS

COMPONENT	LCBO SUPPLIES	VENDOR TO PROVIDE
All On-Shelf Components	Hi-Res Digital files to be posted to Vendors Secure FTP site	Vendor to provide PDF proofs of all versions All proofing devices and workflows must be calibrated to accurately meet the GRACoL 2016 or GRACoL 2013 standard.. Vendor MUST be able to accept the latest version of In-design files. Final line screen is 175 line
Custom Carton Label	InDesign Carton Label Template	One printed label for each kit carton.

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#### 3.9 ADDITIONAL REQUIREMENTS

- Verification of Stock: At LCBO request Printer is to make available for inspection adequate documentation and proof of receipt of sufficient stock in specified brand for project. Documentation may be actual wraps, copies of invoices and packing slips. Absolutely no stock substitutions are permitted without prior LCBO approval
- Overs: Printer must guarantee accuracy of count and print the required number of components. Printer must make up shortages. No overs will be accepted.
- Deadlines: All Deadlines must be met despite minor scheduling changes made by LCBO. LCBO will make every effort to give reasonable notice should scheduling changes occur.
- Ink draw-downs: Ink draw-downs of special colours if applicable are required for approval. Ink draw downs are to be submitted and approved prior to booking press. Ink draw-downs must be submitted on specified stock. Printer should have ink manufacturer note wet and dry reading samples being submitted.
- Quality Expectations: The LCBO standard for reproduction, colour fidelity and overall quality should be regarded as very high. Merely "commercially acceptable" work will not necessarily be acceptable to the LCBO. Vendors must understand that the LCBO will make the final determination of acceptability.
- Required Tools: To aid achieving superior quality, vendor will ensure that all necessary quality control standards are in place including:
- Colour bars on all sheets
  - Properly calibrated densitometer is available to measure colour bars.
  - Properly lamped (5000 K) colour viewing station is available for review of printed sheets at press approval.
- Checking Supplied Material: Printer will inspect digital files immediately upon receipt. Vendor is responsible for assembling and preparing supplied files for press. All concerns are to be reported immediately to the attention of the LCBO Production coordinator in charge of the project.
- Packaging & Finishing: Carton Requirements:
1. Only new shipping cartons may be used. Cartons should be free of any defects such as off-square cartons that are improperly sealed at the glue lap or where the cartons' flaps are misaligned. All cartons must have the Manufacturers Class Stamp.
  2. The minimum carton specification should be 200# basis weight with C flute corrugations to maximize stacking strength and reduce carton crushing.
  3. Airspace in the carton must be eliminated by properly sizing the carton to fit the splitting.
  4. The cartons must be adequately sealed for security and damage prevention reasons. Be sure the carton's flaps are butted tightly together before applying the sealing tape. Three inch wide plastic sealing tape is preferred for maximum seal quality. Two inch tape can be used provided two overlapping strips are used to seal the top and bottom flaps of the cartons. The tape should extend at least three inches down the walls of the cartons. One strip of tape across the flaps and three inches down the sides of the cartons is also preferred. This will

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help keep the carton flaps intact should the carton be crushed. For added security, you may want to tape the edges of flaps as well.

5. Any cartons weighing 30 pounds or more must be strapped with either plastic straps or nylon reinforced plastic tape. One band around the length of the carton and two around the width (i.e. cross strapped).

6. The use of shrink-wrap and plastic straps is encouraged in place of shipping cartons. Shrink-wrap must be 1.5 mil or thicker. The use of a boxboard pad on the top and bottom of the publications prior to shrink-wrapping and banding is encouraged. Up arrows are strongly recommended on all corrugated shipping cartons. The arrows will help ensure that the cartons are loaded and transported in their proper upright position for maximum strength.

7. Purolator shipping labels must be applied to the top of all cartons.

**Purolator Shipping:** LCBO will supply Purolator waybills for shipping to stores. Successful vendor is responsible for booking Purolator pick-up prior to ship date and ensuring that shipments are made on schedule.

#### Head Office and Other

**Shipping:** Total price for all additional shipping and deliveries are to be included in total bid. Successful vendor is responsible for making all shipping arrangements, including booked appointments if required.

**Press Approval:** LCBO may attend press approvals. Give 24 hours advance notice required. Provided deadlines are met and where possible vendor must agree to schedule press approvals between 7 a.m. and 6:00 p.m. between Monday and Friday.

**Overtime:** Schedule demands might require weekend work. No premium will be paid by LCBO for weekend work. If you require any payment for overtime, such charges must be calculated so that it is included in your quoted.

**Couriers:** All pick-ups and returns of art and proofs are to be included in quoted price. Successful vendor is responsible for arranging all such shipments. If applicable

**Invoicing :** All invoices are to be directed to Marketing Customer & Intelligence Dept 903  
By Mail: 43 Freeland St. 2nd floor, Toronto ON M5E 1A4 Attention: Office Administrator  
Email: marketing invoices [marketinginvoices@lcbo.com](mailto:marketinginvoices@lcbo.com) . All invoices submitted by successful Respondent must quote RFQ number WO number, Issue Date and Project Title as indicated in header of this RFQ.

#### Standard Payment

**Terms:** LCBO's standard payment term is net 30.

**Additional Charges:** All additional charges must be quoted and approved. ABSOLUTELY no charges shall be paid by the LCBO except upon prior written consent of LCBO. Unsupported prices will not be approved for payment. All invoices should be directed to Marketing Communications Department 903, Attention: Production Manager.

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Quality Control: Vendor will ensure that adequate quality control practices are in place to monitor the printing and finishing of all components. This practices must include regular sampling of all press runs, bindery and finishing.

MARCO Shipments: **The Marco Corporation**  
470 Hardy Road, Brantford, ON N3V 6T1  
PH: 519.751.2227 , Fax: 519.751.0561  
Eloise De Jong (Ext. 257), [EDeJong@TheMarcoCorporation.com](mailto:EDeJong@TheMarcoCorporation.com)

Call 24 hours in advance to make a delivery appointment if you are shipping on Pallets  
Loose cartons do not require an appointment  
Hours: 7AM to 7 PM Monday to Friday

All shipments must include a packing slip upon delivery that itemizes each component by name, MCI code and quantity. All items must be packed and coded by version. Any shipments that do not meet these requirements will be rejected and must be re-packed as required at vendor's expense

#### 4.0 EVALUATION CRITERIA

All Responses will be evaluated on the following criteria:

- 1) Total extended price of thirteen editions

Where there is a discrepancy between the Total Price for Printing (as set out in the Submission Form) and the total of the production components (including, but not limited to Stock Price, Printing Price, and Pre-Press Price), the total of the production components shall prevail and the Total Price for Printing shall be adjusted accordingly. Also, any mathematical errors made by the Respondent in the production components, will be corrected by the LCBO and the Total Price for Printing shall be adjusted accordingly, and the revised amount shall prevail.

#### 5.0 ENQUIRIES

No Respondent may claim any advantage from any error, inconsistency or omission in this RFQ. Any Respondent who has questions as to the meaning of any part of this RFQ or the project, or who believes the RFQ contains any error, inconsistency or omission, must make a written enquiry, **prior to 4:00 p.m. on February 19, 2020**, requesting clarification, interpretation or explanation in writing to the attention of:

Charlotte Maruno, Procurement Advisor  
Email: [charlotte.maruno@lcbo.com](mailto:charlotte.maruno@lcbo.com)

The LCBO reserves the right to distribute any or all questions and answers to all other Respondents. Respondents are requested not to make verbal inquiries of LCBO staff and are reminded that oral information provided to any Respondent will not be binding on the LCBO. The LCBO is not required to respond to verbal enquiries or late enquiries. No phone calls please.

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#### 6.0 SUBMISSION OF RESPONSES

Responses must be completed, signed and dated and must be submitted via Biddingo.com Electronic Bidding System, no later than:

**February 26, 2020 at 10:00 AM** Toronto Time (the “Closing Date”)

Mail, Email and Faxed submissions to the LCBO will NOT be accepted.

6.1 Responses received after the specified time of the Closing Date will not be accepted.

6.2 LCBO recommends that Respondents submit their Responses well in advance of the Closing Date and time to ensure the transmission is complete and CONFIRMATION from Biddingo.com is received BEFORE the Closing Date.

6.3 Respondent(s) will receive an on-screen CONFIRMATION NUMBER and an email of the CONFIRMATION NUMBER from Biddingo.com as validation of the Respondent(s) successful submission and receipt of their Response. If a Respondent does not receive an on-screen CONFIRMATION NUMBER and email, they should assume that their Response was not successfully received and should resubmit or contact Biddingo.com at 416-756-0955

6.4 Respondents are responsible for ensuring that the Response has been properly submitted through the Biddingo.com Electronic Bidding System. LCBO is not liable to any Respondent for any damages of any kind arising out of or related to the Respondent's use of the Biddingo.com Electronic Bidding System, including, but not limited to, any lost profits, lost opportunity, special, incidental, direct, indirect, and consequential or punitive damages and Respondents and Respondents waive any claim against LCBO for any such damages.

6.5 In the case of electronic Response submissions, LCBO shall not be responsible for technical issues such as network or power failures, computer failure, internet browser, and mistakes/errors in filling the Response that cause Respondents to submit Responses after the deadline as specified in the RFQ. Responses received after the deadline will be deemed late and will not be considered even where a technical issue outside the Respondent's control caused the Response to be submitted late.

Late or unsigned Responses will NOT be considered. All Responses must be signed.

**LCBO Request For Quotation Submission Form**

**Annual Production of 13 Editions of Thematic On Shelf Kits  
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Company Name:		Contact Name:
Telephone:		Email:
FSC Certification:		
Specify GracoL Standard proofing workflow :		

<b>QUOTATION DUE</b>	<b>February 26, 2020, at 10:00 a.m. Eastern Standard Time (EST)</b>
Weight Of Stock Per edition	

Component	BASE versions	Base Quantity	Total price per Component	Extra Price to print per 100 pieces +/- includes all pre-press
Pricer Cards – Generic	1	69,400	a)	
Bin Tags– Generic	1	69,400	b)	
Extenders – Generic	1	34,700	c)	
Shelf Talkers – Branded	Eng 66 Bil 66	26,928 20,526	d)	
Shelf Talkers – Perpendicular	Eng 5 Bil 5	2,040 1,555	e)	
Shelf Talker – Deal of Week	Eng 6 Bil 6	2,448 1,866	f)	
Pricer Card – Deal of Week	Eng 6 Bil 6	2,448 1,866	g)	
Extenders – Branded	Eng 65 Bil 65	12,025 12,415	h)	
Extenders – Community	Eng 10 Bil 10	2,160 1,240	i)	
Extenders - Discovery	10 Eng 10 Bil	2,160 1,240	j)	
GO Green Extenders	Eng 5 Bil 5	285 255	k)	
Packing & shipping , content labels	1	680	l)	
<b>Price Per Edition (a + b + c + d + e + f + g + h + i + j + k + l)</b>				<b>M)</b>
<b>Extended Price For 13 Editions ('M' x 13)</b>				
Initial here that you meet all Mandatory Requirements outlined in Section 2.0				_____ Initial here

Please specify the following information:		
Signature Required:		Date:

1. The LCBO will not be liable for: (i) any costs incurred by any Respondent in the preparation and submission of a Response including, if applicable, costs incurred for interviews or presentations; or (ii) any expenses, costs, losses or any direct or indirect damages incurred or suffered by any Respondent as a result of participating in, or otherwise in connection with, this RFQ.
2. Any Respondent who has questions respecting this document or the project or who believes there is any error, inconsistency or omission herein should make an enquiry in writing prior to the Closing Date and Time indicated herein. The LCBO reserves the right to distribute any or all questions and answers to all other Respondents.
3. Any changes or revisions hereto this RFQ will be issued as a formal Addendum to all Respondents.
4. It is the Respondent's responsibility to ensure that it has all the necessary information concerning the intent and requirements of this document and the project described herein.
5. Responses are irrevocable by the Respondent and will remain in effect and open for acceptance by the LCBO for a period of one hundred and eighty (180) days after the closing date.
6. Revisions to a submitted Response will be permitted if the revision is received prior to Closing Date and Time. Revisions and or alterations received after the Closing Date and Time will not be considered.
7. Responses may be withdrawn at any time prior to the Closing Date.
8. If more than one Response is received from the same Respondent and no notice of withdrawal has been received by the LCBO, the Response received bearing the latest date and time stamp will be considered by the LCBO. Any other Response(s) will be considered withdrawn.
9. No information given orally by the LCBO or by means of wire or telephone will be binding nor will it be construed as to change the requirements hereof in any way.
10. The Response with lowest quoted price will not necessarily be accepted. While price is an important element in the selection process, it is to be clearly understood that there may be other factors that the LCBO will consider in examining Responses.
11. All Responses shall be considered confidential, subject to the provisions of the Freedom of Information and Protection of Privacy Act, as it may be amended from time to time. The LCBO may, however, make copies of Responses for internal review purposes.
12. The LCBO reserves the right to reject any Response whether or not completed properly and whether or not it contains all required information. Without prejudice to this right, the LCBO may request clarification where any Respondent's intent is unclear and may waive or request amendment where in the opinion of the LCBO there is a MINOR irregularity or omission in the information submitted.
13. The LCBO may verify any information provided in any Response and the LCBO may, in its sole discretion, reject any Response containing evidence of false or misleading information.
14. The LCBO reserves the right to award the project to one Respondent alone or, if it deems appropriate, the project may be divided and awarded to more than one Respondent.
15. The LCBO will issue Purchase Orders to the successful Respondent(s), and such Purchase Orders will be subject to the Terms and Conditions of Purchase attached hereto. By submitting a Response, each Respondent agrees to such Terms and Conditions of Purchase and agrees to provide the goods or services herein required at the price quoted all in accordance with the terms of this document and the Response.
16. The LCBO may, in its absolute discretion, reject a Respondent's Response if the Respondent, or any officer or director of the Respondent, is or has been involved within five (5) years of the date of this RFQ, either directly or indirectly through another corporation, (i) in a legal action taken by the LCBO, any of its Board members, officers or employees in connection with any matters related to the LCBO, or (ii) in a legal action against the LCBO, any of its Board members, officers or employees, in connection with any matter related to the LCBO, including without limitation, arising from the LCBO's exercise of its powers, duties or functions.
17. The LCBO is under no obligation to proceed with this project after receiving and reviewing Responses, and that under no condition will any Respondent receive payment of any kind for submitting information in response to this RFQ.

**1. IMPORTANT:**

(i) All invoices are to be forwarded to attention: the address on the front of this Purchase Order. (ii) Purchase Order Number must appear on all invoices, packages, packing list, B/L and correspondence.

**2. PRODUCTS**

For the purposes of this Purchase Order, "PRODUCTS" shall mean any and all goods described on the front page of this Purchase Order ("Goods") and services described on the front page of this Purchase Order ("Services")

**3. APPLICATION OF TERMS AND CONDITIONS OF PURCHASE**

Notwithstanding the issuance of these Terms and Conditions of Purchase with a Purchase Order or anything else set out herein, if the SUPPLIER and the LCBO have entered into a separate, written agreement with respect to the supply of the specific PRODUCTS or SERVICES (the "Existing Agreement") the Existing Agreement shall take precedence and shall apply to the supply of the PRODUCTS or SERVICES and these Terms and Conditions of Purchase shall be of no legal effect with respect to the supply of the PRODUCTS or SERVICES.

**4. MATERIAL FORMING PART OF AGREEMENT**

Any RFQ or RFP issued by the LCBO in relation to the PRODUCTS, the SUPPLIER's Response thereto including any appendices), together with this Purchase Order (including the Terms and Conditions of Purchase) are collectively referred to as the "AGREEMENT" and constitute the entire agreement among the parties. In the event of any inconsistency among the documents, this Purchase Order (including the Terms and Conditions of Purchase) shall prevail.

**5. ACCEPTANCE OF TERMS AND CONDITIONS**

Supply of the PRODUCTS or any part thereof by the SUPPLIER shall be deemed to constitute acceptance of these TERMS AND CONDITIONS OF PURCHASE unless clause 3 applies. Any of the SUPPLIER'S terms and conditions which are in addition to or inconsistent with these TERMS AND CONDITIONS OF PURCHASE will be considered as proposals for addition to this AGREEMENT and will not be binding unless agreed to in writing by the LCBO.

**6. MODIFICATIONS**

No modification of this AGREEMENT and no waiver of any rights under this AGREEMENT shall be valid or binding on the parties unless the same be in writing. Failure of the LCBO to insist upon strict performance of this AGREEMENT or to exercise any option herein conferred in any one or more instances, shall not be construed to be a waiver of such performance, or any other covenants or agreements, but the same shall be and remain in full force and effect.

**7. ASSIGNMENT AND SUBCONTRACTING**

The SUPPLIER agrees not to assign or subcontract ANY portion of its rights or obligations under this AGREEMENT without the prior written consent of the LCBO. The SUPPLIER shall designate in writing to the LCBO all subcontractors and shall not subsequently change such subcontractors without the LCBO's prior written approval. This AGREEMENT shall be binding on the successors and permitted assigns of the SUPPLIER.

**8. STANDARD OF PRODUCTS**

The SUPPLIER shall ensure that all PRODUCTS are provided in accordance with all applicable laws, regulations and codes, including, but not limited to, the LCBO Supplier Code of Business Conduct ([www.doingbusinesswithlcbo.com/tro/Forms-Documents](http://www.doingbusinesswithlcbo.com/tro/Forms-Documents)), and in all instances by qualified personnel. Where the PRODUCTS include services, the SUPPLIER agrees to provide all labour, supplies and equipment necessary for the performance of such services and completion of all required deliverables.

**9. WARRANTY**

The SUPPLIER expressly warrants that, where the PRODUCTS include Goods: (i) the Goods are of good and merchantable quality and shall comply with the SUPPLIER'S specifications, and with all specifications contained in the RFQ or RFP and the SUPPLIER'S Response furnished to the LCBO with respect to the goods; (ii) the Goods are fit for the purposes for which the goods are intended to be used; (iii) the Goods are transferred to the LCBO free and clear of all liens, encumbrances and rights of others; and (iv) the Goods have been manufactured in a good and workmanlike manner in compliance with requirements of all applicable laws. Where the PRODUCTS include services, SUPPLIER hereby represents and warrants that the Services shall be provided fully and diligently in a professional and competent manner by persons qualified and skilled in their occupations. The foregoing warranties are in addition to and shall not derogate from any express warranty of the SUPPLIER or any other right or remedy which the LCBO may have under applicable law.

**10. INSPECTION**

All PRODUCTS will be subject to inspection and approval by the LCBO, within a reasonable time after delivery or pick up or performance, as the case may be. The LCBO reserves the right at all times to cancel and repudiate this AGREEMENT without further liability if, upon inspection of the PRODUCTS delivered, it is determined that the PRODUCTS are defective in any manner, do not comply with federal or provincial standards established for products of that description, do not match any sample of the PRODUCTS previously submitted to the LCBO by the SUPPLIER and accepted by it or are not to the satisfaction of the LCBO. The LCBO shall notify the SUPPLIER who shall immediately refund to the LCBO any amounts paid by the LCBO for the PRODUCTS including all costs of removing or destroying the PRODUCTS. All costs, expenses, loss or damage resulting from such cancellation will be the sole liability of the SUPPLIER. The LCBO reserves the right to issue a rectification notice to the SUPPLIER setting out the manner and time-frame for rectification (including without limitation, the replacement of goods not accepted or the correction of any services not accepted) and the SUPPLIER shall forthwith make the necessary replacements, corrections at its own expense as specified by the LCBO in a rectification notice.

**11. PERFORMANCE BY NAMED INDIVIDUALS ONLY**

Where the PRODUCTS include services, only those individuals approved by the LCBO shall perform the Services on behalf of the SUPPLIER. The SUPPLIER shall use commercially reasonable efforts to maintain continuity by using the same personnel to perform the Services throughout the project. The SUPPLIER shall not replace or substitute any of the individuals approved by the LCBO without the prior written approval of the LCBO, which may not be arbitrarily or unreasonably withheld. If the LCBO, in its sole discretion, deems any of the SUPPLIER'S personnel to be inappropriate, the LCBO may require the SUPPLIER to replace such personnel. The SUPPLIER shall immediately, upon receipt of the LCBO'S request, remove any individual performing the Services.

**12. PAYMENT**

Payment for PRODUCTS is conditional upon the following conditions, which are all to be completed to the LCBO'S satisfaction, and which are included for its sole benefit, and which it may waive in writing in whole or in part: (a) delivery of the PRODUCTS in accordance with this AGREEMENT; (b) receipt of invoices; and (c) compliance with all terms of this AGREEMENT. Unless payment terms are set out in the RFQ or on the front page of this AGREEMENT, the SUPPLIER shall invoice the LCBO following delivery of the PRODUCTS.

**13. EXPENSES**

The LCBO is not responsible for any expenses incurred by the SUPPLIER that are not pre-approved in writing by the LCBO and charged in accordance with LCBO'S Administration Manual, as may be amended or replaced from time to time. The SUPPLIER shall list expenses as separate line items on its invoices, and shall support all such expenses with receipts.

**14. DEDUCTION FROM PAYMENTS**

Notwithstanding any other provision in this AGREEMENT, the LCBO may withhold any payment or payments otherwise due to the SUPPLIER upon completion (i) until the SUPPLIER provides satisfactory evidence to the LCBO that all required inspections by authorities having jurisdiction have been made and has passed all such inspections or (ii) if, in the opinion of the LCBO, acting reasonably, the SUPPLIER has failed to comply with any terms of the AGREEMENT.

**15. TITLE**

Title to and risk of the Goods shall pass to the LCBO upon acceptance of the Goods by the LCBO, such acceptance not to occur, however, prior to all required testing of the Goods being completed to the satisfaction of the LCBO.

**16. PRICING**

The PRODUCTS must not be delivered at a higher price than quoted, except for the inclusion of the Harmonized Sales Tax. The SUPPLIER must also not change the specific quantity of PRODUCTS ordered nor make any substitutions without the prior written consent of the LCBO. No charges for packaging, crating, freight, installation or set-up will be paid unless specified in this AGREEMENT. All Goods must be packed in conformity with tariff or classification requirements so as to secure lowest possible freight rates. It is understood that the LCBO shall receive benefits of any decrease in freight rates between the time of quotation and date of shipment in any case where freight enters into the price quoted. The SUPPLIER shall separately state on its invoices to the LCBO, any charges of packaging, crating, freight, installation or set-up.

**17. CHANGES**

The LCBO may, without invalidating this AGREEMENT, make changes to the PRODUCTS consisting of additions, deletions or other revisions to the PRODUCTS by change request, and the price and time shall be adjusted accordingly upon agreement of the parties. All such changes to the PRODUCTS shall be performed in accordance with the terms and conditions of the AGREEMENT. Any claims for the extension of time needed to perform such change to the PRODUCTS must be agreed upon at the time of ordering such change. The SUPPLIER shall make no other claims for such change, including claims relating to the impact of changes to the PRODUCTS unless the same shall be agreed upon in writing by the LCBO prior to the performance of such change. In case of any disputes over the appropriate adjustment of the price, the SUPPLIER shall proceed with the change without prejudice to the rights of either party to make a claim.

**18. SET OFF**

Should the SUPPLIER fail to refund the LCBO any amounts owing pursuant to clauses 10 or 16, the LCBO may set off any amounts so owing from any future order placed with the SUPPLIER.

**19. WAIVER AND RELEASE**

Upon receipt of final payment, the SUPPLIER waives and releases the LCBO from all claims against the LCBO including without limitation those that might arise from the negligence of or breach of AGREEMENT by the LCBO.

**20. LCBO INTELLECTUAL PROPERTY**

The SUPPLIER agrees that any intellectual, industrial or other proprietary right of any type in any form protected or protectable under the laws of Canada, any foreign country, or any political subdivision of any country, including, without limitation, any intellectual, industrial or proprietary rights protected or protectable by legislation, by common law or at equity ("Intellectual Property") and every other right, title and interest in and to all concepts, techniques, ideas, information and materials, however recorded, (including images and data) provided by the LCBO to the SUPPLIER shall remain the sole property of the LCBO at all times, shall not be furnished to any other party and shall be returned to the LCBO upon request. No copies of the specifications, drawings, designs or data are to be made without the prior written authority of the LCBO.

**21. NO USE OF LCBO MARKS**

The SUPPLIER shall not use any mark or logo of the LCBO except where required to provide the PRODUCTS, and only if it has received the prior written permission of the LCBO to do so.

**22. OWNERSHIP OF MATERIALS**

The LCBO shall be the sole owner of all right, title and interest in any designs, drawings, sketches, graphic representations, specifications, computer generated designs, papers, data, reports, plans and other materials and documents created by the SUPPLIER to carry out services under this AGREEMENT (the "Materials") and no use of the same shall be made, nor may ideas obtained therefrom be used except with written approval from the LCBO. All such Materials are to be delivered to the LCBO at termination of this AGREEMENT unless otherwise specified. All Intellectual Property in the Materials shall accrue continuously to the LCBO as Materials are continuously created. The SUPPLIER irrevocably assigns to and in favor of the LCBO and the LCBO accepts every right, title and interest (including all Intellectual Property) in and to all Materials, immediately following the creation thereof, for all time.

### 23. THIRD PARTY INTELLECTUAL PROPERTY

The SUPPLIER represents and warrants that the provision or use of the PRODUCTS shall not infringe or induce the infringement of any third-party Intellectual Property rights.

### 24. MORAL RIGHTS

Where requested by the LCBO, the SUPPLIER shall obtain waivers of all rights of integrity and any other moral rights in relation to the Materials from its employees, volunteers, agents and subcontractors and from any other party in the position to assert such rights in relation to any of the Materials, which waivers may be invoked without restriction by any person authorized by the LCBO to use the Materials.

### 25. DAMAGE TO PROPERTY

Damage caused by the SUPPLIER to property other than its own shall be reported immediately to the LCBO, and the SUPPLIER shall be responsible for its repair and for all consequential losses arising from the damage.

### 26. PERMITS, TAXES

The SUPPLIER shall obtain and pay for all permits, fees and licences necessary for the performance of this AGREEMENT and shall pay any and all federal, provincial and municipal taxes, which are incurred in the performance of this AGREEMENT.

### 27. WORKERS' COMPENSATION

At any time during the subsistence of this AGREEMENT when requested to do so by the LCBO, the SUPPLIER shall provide such evidence of compliance by itself and any or all of its subcontractors with all requirements with respect to payments due under the *Workplace Safety Insurance Act* (Ontario).

### 28. INSURANCE

Where required by the LCBO and where the PRODUCTS include any services, the SUPPLIER shall obtain at his own expense and keep in force during the term of this AGREEMENT, commercial general liability insurance for third party bodily injury and property damage with minimum inclusive limits as follows: Five Million Dollars (\$5,000,000) per occurrence. Such insurance shall indicate that it includes contractual liability coverage applicable to the indemnity provisions of this AGREEMENT and shall include employers liability, non-owned automobile liability and products and completed operations coverage. Such insurance shall include the LCBO and any other entity that the LCBO, acting reasonably, may require as additional insureds, shall contain cross liability and severability of interests clauses and shall be primary and not call into contribution any other insurance available to the LCBO. Where required by the LCBO, the SUPPLIER shall also maintain (i) standard automobile insurance providing third party liability insurance in limits of not less than Five Million Dollars (\$5,000,000) per occurrence, and (ii) professional liability or errors & omissions liability insurance, insuring liability for errors and omissions in the performance or failure to perform the SERVICES contemplated in this AGREEMENT, in the amount not less than Two Million Dollars (\$2,000,000) per claim and in the annual aggregate and for twelve months following completion of the services. The SUPPLIER shall ensure that its insurance carrier shall furnish to the LCBO such evidence of coverage as may be required by the LCBO, including a copy of the insurance policies if requested by the LCBO. The SUPPLIER shall ensure that such insurance may not be cancelled or amended unless the insurer gives the LCBO thirty (30) days' prior written notice of any such cancellation or amendment of such insurance.

### 29. INDEMNIFICATION

The SUPPLIER agrees to indemnify and save harmless the LCBO, its officers, board members, agents and employees, from and against any and all third party claims, demands, losses, costs, damages, actions, suits, or proceedings and of whatsoever kind or nature arising out of or attributable to the PRODUCTS supplied by the SUPPLIER or the SUPPLIER's performance (or non-performance) of this AGREEMENT, including that of its servants, agents and employees and by any subcontractors engaged by the SUPPLIER, and their servants, agents and employees, including without limitation any actions, claims, damages or expenses in any manner arising from: (i) any actual or alleged infringement or any patent, copyright, trademark or other proprietary or industrial property right, or (ii) any breach of the warranties as set forth in clauses 9 or 23 of these conditions, as a result of the purchase and the use by the LCBO of any of the PRODUCTS.

### 30. INDEPENDENT SUPPLIER

The SUPPLIER is acting as an independent contractor in the performance of this AGREEMENT and shall not be deemed to be an employee, partner, agent, or in joint venturer with, the LCBO.

### 31. CONFIDENTIALITY

The SUPPLIER shall keep strictly confidential any information regarding the LCBO which the SUPPLIER obtains in the course of providing the PRODUCTS (including trade secrets, know how, techniques, processes, programs, documentation, data, service manuals, technical reports, and financial information) except as is otherwise necessary for the delivery of the PRODUCTS. In addition, the SUPPLIER acknowledges that information it may receive from the LCBO may contain information about identifiable individuals ("Personal Information") and agrees it use any and all Personal Information provided to it by the LCBO only to fulfill its obligations under this AGREEMENT and for no other purpose and in any event, in accordance with the requirements of applicable legislation in respect of the protection of personal information. Without limiting the foregoing, the SUPPLIER further agrees that it shall (i) not disclose any Personal Information to any other entity in whole or in part, (ii) return

or destroy the Personal Information as and when directed by the LCBO, and in any event upon the expiry or termination of this AGREEMENT, unless required by law to retain such Personal Information for a longer period of time, (iii) co-operate with the LCBO in granting timely access to the Personal Information of a specific individual, if such individual has requested access through the LCBO and promptly refer to the LCBO any requests it receives for access to, amendments of or complaints about the Personal Information, (iv) maintain appropriate security in respect of the Personal Information and permit the LCBO, on prior notice, to have reasonable access to its facilities and records to review the same, and (v) notify the LCBO immediately of any breach of this clause 31 and co-operate with the LCBO to remedy the same. The SUPPLIER acknowledges that the LCBO is an institution to which the *Freedom of Information and Protection of Privacy Act* (Ontario) applies.

### 32. TERMINATION

The LCBO may, without liability, cost or penalty, terminate this AGREEMENT immediately for cause, if any of the following occur: (a) the SUPPLIER is adjudged bankrupt or is insolvent according to the provisions of the *Bankruptcy and Insolvency Act*, R.S.C 1985, c.B-3, as amended, and the regulations made thereunder; (b) a receiver or trustee of the SUPPLIER's property and affairs is appointed; (c) the SUPPLIER makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, is petitioned into bankruptcy, or files for the appointment of a receiver; (d) the SUPPLIER is in breach of any of the terms of this Agreement; (e) where there is any change in the ownership or control of the SUPPLIER; (f) where the SUPPLIER transfers or assigns any rights under this Agreement; or (g) the PRODUCTS provided by the SUPPLIER are unsatisfactory to the LCBO. The LCBO reserves the right to cancel any order for Goods in whole or in part at any time at the SUPPLIER's expense and risk for the SUPPLIER's failure to meet the delivery deadlines specified. The LCBO shall also have the right to terminate this AGREEMENT, without liability, cost or penalty upon thirty (30) days written notice to the SUPPLIER.

### 33. SUPPLIER'S PAYMENT UPON TERMINATION

The LCBO shall only be responsible for the payment of the PRODUCTS provided under the AGREEMENT up to and including the effective date of any termination. Termination shall not relieve the SUPPLIER of its warranties and other responsibilities relating to the PRODUCTS provided or money paid. In addition to its other rights of hold back or set off, the LCBO may hold back payment or set off against any payments owed by the LCBO to the SUPPLIER if the SUPPLIER fails to comply with its obligations on termination.

### 34. RIGHTS NOT EXCLUSIVE

The express rights and remedies of the LCBO set out in the AGREEMENT are in addition to and shall in no way limit any other rights or remedies of the LCBO under the AGREEMENT, at law or in equity.

### 35. CONFLICT OF INTEREST

The SUPPLIER shall disclose any real, apparent or potential conflict of interest that comes to its attention at any time prior to delivery of the PRODUCTS and during the performance of its obligations under the AGREEMENT. The SUPPLIER shall accept any determination by the LCBO, including termination of the AGREEMENT, as a result of any conflict.

### 36. NOTICES IN WRITING

Addresses for the LCBO and the SUPPLIER are set out on the front page of this AGREEMENT. Notices in writing between the parties shall be considered to have been received by the addressee on the date of delivery if delivered by hand, courier, or confirmed fax transmission or by registered post; or if sent by regular post, to have been delivered within five (5) working days after the date of mailing.

### 37. GOVERNING LAW and CURRENCY

The validity, interpretation, construction and effect of this AGREEMENT shall be governed by the laws of the Province of Ontario and the laws of Canada applicable therein, excluding the United Nations Convention on Contracts for International Sale of Goods, signed in Vienna on April 11, 1980. All references to monetary amounts are references to Canadian Dollars. Except as expressly set forth on the face of this AGREEMENT, the prices quoted herein are inclusive of all sales and similar taxes, duties, brokers fees, levies and similar amounts, excepting Harmonized Sales Tax.

### 38. AMENDMENTS

Any changes to this AGREEMENT shall only be made by written amendment signed by the LCBO and the SUPPLIER. No changes shall be effective or shall be carried out in the absence of such an amendment.

### 39. SEVERABILITY

If any term or condition of the AGREEMENT, or the application thereof to the parties or to any persons or circumstances, is to any extent invalid or unenforceable, the remainder of the AGREEMENT, and the application of such term or condition to the parties, persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby.

### 40. TIME OF THE ESSENCE

Time is of the essence hereof.

### 41. SURVIVAL

The provisions of clauses 9, 29 and 31 shall continue in force indefinitely, even after this AGREEMENT ends or terminates.

### 42. For Computer suppliers only

Invoices must be itemized as documented within the Purchase Order. Itemizing each item or group of items by Technical Request number.