



## LCBO NOTICE OF INTENDED PROCUREMENT AND TENDER NOTICE

Request for Quotation (RFQ): 2020-903-001  
RFQ Title: Annual Production of Large Format Digital POP Elements  
Issue Date: January 8, 2020  
LCBO Contact: Tanya Davio, Procurement Specialist  
Contact email: [tanya.davio@lcbo.com](mailto:tanya.davio@lcbo.com)  
Questions Deadline: January 15, 2020 at 4:00 pm  
Submission Deadline: January 22, 2020 at 10:00am

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).

Bids shall be submitted on or before the Submission Deadline at 1 Yonge Street, Suite 1404, Toronto, Ontario, M5E 1E5, Canada. 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 supply of pre-press services, colour correcting, SWOP certified proofing, Large Format Digital printing, finishing and kit packing for up to thirteen (13) editions of Thematic Large Format POP elements. Job will be awarded based on the extended cost for eight (8) seasonal promotions and five (5) periodic editions; each edition is to be printed and invoiced separately.

Term of Contract: One (1) year

# LCBO

REQUEST FOR QUOTATION

For

Annual Production of  
Large Format Digital POP Elements

Request for Quotation No.: **2020-903-001**

Issued: **January 8, 2020**

Submission Deadline: **January 22, 2020 at 10:00 am Toronto Time**

## LCBO Request For Quotation Production Requirements



Annual Production of  
Large Format Digital POP Elements  
RFQ #2020-903-001 (32446-JH20-5046)

### 1.0 Project Description

The Liquor Control Board of Ontario (LCBO) invites responses to this Request for Quotation for the supply of pre-press services, colour correcting, SWOP certified proofing, Large Format Digital printing, finishing and kit packing for up to thirteen (13) editions of Thematic Large Format POP elements. Job will be awarded based on the extended cost for eight (8) seasonal promotions and five (5) periodic editions; each edition is to be printed and invoiced separately.

Pricing provided in response to this RFQ will remain fixed for the term of this project. Timing per edition can be very demanding. The successful Respondent must guarantee shipment by require date(s). The successful Respondent will receive an updated schedule and component list prior to the production commencing on each new edition.

This RFQ is intended to assist each person who submits a 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.

A 5.5" x 8.5" content label must be applied to every promotional kit. The LCBO will provide a generic Word or InDesign template file upon award of first edition. This template will be used for all P1 to P13 promotions, to be completed by vendor each period, for each promotion. Vendor is to complete label info for that period and print on Crack n Peel 0630 60# Uncoated Litho Permanent Orange. The successful Respondent is to ensure to affix label to EACH and EVERY kit for that specific promotion. This cost to be included in total bid.

All digital printing is to be photographic quality and be able to match PMS colors. Specifications to include a minimum of 10 picolitres and a minimum 6 (six) colour press CMYK,LM,CM, plus white as an option.1016 x 1200 Minimum DPI. Press must have full digital color management system that allows equipment to match colour on various substrates. Vendor must have a spectrophotometer to monitor colour quality throughout the run. Failure to meet this requirement will result in disqualification.

### 2.0 SCHEDULE

Milestone	Deadlines
Quotation Due	January 22, 2020 at 10:00 a.m. Toronto time
Award	January 30, 2020
First Edition Final Art to Printer	March 1, 2020
First Edition Ship Date	March 22, 2020

# LCBO Request For Quotation Production Requirements



Annual Production of  
Large Format Digital POP Elements  
RFQ #2020-903-001 (32446-JH20-5046)

## 3.0 MANDATORY REQUIREMENTS

### 3.1 Mandatory Submission Requirements

All respondents must:

1. Confirm listing of their SWOP Certified Hardcopy proofing system as per Hard Copy proofing system as per list published at <http://www.swop.org/certification/systemlist.asp> or the Response will be disqualified.
2. Confirm that screen printed components printed on in-line UV press.

### 3.2 Mandatory Performance Requirements

The successful respondent must:

1. Supply PDF proofs for approval.
2. Supply printed press sheets for approval for each component to be brought in person to LCBO Head Office by its designated sales rep or contact person.
3. No sub-contact any printing; all printing must all be done in-house.
4. All digital printing is to be photographic quality and be able to match PMS colors. Specifications to include a minimum of 10 picolitres and a minimum 6 colour press CMYK,LM,CM, plus white as an option. 1016 x 1200 Minimum DPI. Press must have full digital color management system that allows equipment to match colour on various substrates. The successful respondent must have a spectrophotometer to monitor colour quality throughout the run. Failure to not meet this requirement will result in disqualification.

## 4.0 SPECIFICATION SUMMARY

### 4.1 QUANTITY, SIZE, STOCK, COLOURS, FINISHING

Element	Quantity	Size	Stock	Colours	Finishing
Exterior Banners	V1 Eng -254 V2 Bil - 222 V3 Eng 233 V4 Bil - 208 V5 Eng -175 V6 Bil - 159 V7 Bil - 232 = 1,483 total	Flat: 43 ½" x 90"  Finished: 43" x 87"	13 oz Scrim Reinforced White Vinyl	4/4	Heat weld a 1 ½" casings top & bottom. Head weld ¼" sides to the back, cut A total of six 5" half moon wind vents.
Backlit Tasting Bar Sign	V1 Bilingual = 317 total	21 15/16" x 32 9/16"	.0175 Translucent Styrene	4/0	Trim to size
Window Showcard	V1/V2 Eng: 933 V3/V4 Bil: 716 V5/V6 Bil: 543 = 2,192 total	28" x 45"	40pt SFI Board C2S Solid White	4/4	Trim to size, drill two 1/4" holes 6 1/8" in from sides & 1 1/8" from top

# LCBO Request For Quotation Production Requirements



## Annual Production of Large Format Digital POP Elements RFQ #2020-903-001 (32446-JH20-5046)

Banner stand Insert	V1/V1 Eng - 113 V2/V2 Bil - 42  = 155 total	20" x 70"	40pt SFI Board C2S Solid White	4/4 (common)	Trim to size
Deal of Week Banner Inserts	E/E print 135 each of 6 version B/B print 135 each of 6 versions = 1,620 total	20 x 70	40 pt SFI Board C2C Solid white	4/4	Trim to size

### 4.2 KITTING

This sample is for Reference only. A Final Distribution Grid will be provided upon award for each edition.  
The BASE quantity for kitting is 1325 Store kits and 30 Marco kits.

<p><b>EXTERIOR BANNER KITS</b> ~ 263 Store Kits / 275 Cartons ~ ~ 7 Marco Kits / 7 Cartons ~</p> <p>Approximately 20 kit types range from 2-12 pieces per kit. Sample for Reference only: 18 stores x 2 banners (1 carton) 23 stores x 3 banners (1 carton) 52 stores x 4 banners (1 carton) 24 stores x 5 banners (1 carton) 83 stores x 6 banners (1 carton) 18 stores x 7 banners (1 carton) 9 stores x 8 banners (1 carton) 3 stores x 9 banners (2 cartons) 4 stores x 10 banners (2 cartons) 4 stores x 11 banners (2 cartons) 3 stores x 12 banners (2 cartons)</p>	<p><b>WINDOW SHOWCARD &amp; BACKLIT TASTING BAR SIGN KITS</b> ~ 645 Store Kits / 650 Cartons ~ ~ 4 Marco Kits / 4 Cartons ~</p> <p>Approximately 30 different kit types featuring various combinations of window showcards and / or backlit tasting bar signs.</p> <p><b>LARGE Banner INSERT KITS</b> ~ 137 Store Kits / 137 Cartons ~ ~ 1 Marco Kit / 1 Carton ~ There is one store kit type only; 1 banner stand per kit.</p>
	<p><b>DEAL OF WEEK INSERT SIGN KITS</b> (260 store kits / 10 Marco Kits)</p> <p>130 English Store Kits x 5 pieces 130 French Store Kits x 5 pieces 10 Marco Kits x 5 pieces each bulk by versio</p>

**HEAD OFFICE KITS**  
~ 1 Kit ~  
1 Banner Stand Insert  
14 Window Showcards ENGLISH  
1 Backlit Tasting Bar Sign

Ship To: LCBO Marketing  
43 Freeland Street, 2<sup>nd</sup> Floor  
Toronto, Ontario  
Attention: Victor Downey / Visual Merchandising

## LCBO Request For Quotation Production Requirements



Annual Production of  
Large Format Digital POP Elements  
RFQ #2020-903-001 (32446-JH20-5046)

### STORE KITS

Pack store kits exact to kitting breakdown below. Package into custom made cardboard boxes ensuring that they are packed in a manner that prevents any damage during shipping. All box edges must be taped shut. All packaging materials to be approved by LCBO prior to assembly of kits. Prepaid Purolator waybills will be provided by LCBO. All packages must meet Purolator shipping standards and be approved by Purolator prior to shipping. Request a cold sort when calling for pick-up.

### MARCO SHIPMENTS

Pack components for shipment to Marco in separate packages, be they wrapped or carton packed. Each package must be marked with a specific LCBO Code (supplied upon award). Respondent must allow for the cost of shipping to Marco at their own expense. Detailed shipping Requirements outlined below in Other Information Section

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

All incoming shipments must contain a packing slip containing the following information:

- LCBO's name
- Number of cartons / lot size
- Language (if appropriate)
- Total quantity shipped

Every carton should be marked with the following information:

- Item description
- LCBO code
- Carton number (ie 1/10, 2/10, etc)
- Language (if appropriate) Number of pieces per carton

Skids standard size 40" x 48" with a height not exceeding 60"

A carton should not contain multiple items (except when product makes this unrealistic)

### 4.3 SUPPLIED MATERIALS

Component	LCBO Provides	Vendor To Provide
All Components	High Res final art supplied in the latest versions of InDesign. Final SWOP colour proofs provided to match on press.	Supply PDF proofs for content approval. Also supply printed press sheets for approval for each component, these are to be brought in person to LCBO Head Office by your designated Sales Representative or contact person.

## LCBO Request For Quotation Production Requirements



Annual Production of  
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RFQ #2020-903-001 (32446-JH20-5046)

### 5.0 SELECTION CRITERIA

1. Price
2. Ability to meet Mandatory Requirements in Section 3.0

### 6.0 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. Toronto time on January 15, 2020 requesting clarification, interpretation or explanation in writing to the attention of:

RFQ Number: RFQ 2020-903-001 (32446-JH20-5046)  
LCBO Procurement Services  
1 Yonge Street, Suite 1404  
Toronto, ON M5E 1E5  
Attention: Tanya Davio  
Email: [tanya.davio@lcbo.com](mailto:tanya.davio@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.

A signed Response must be submitted in writing, via fax or in person on or before January 22, 2020 at 10:00 am Toronto time to:

RFQ Number: RFQ 2020-903-001 (32446-JH20-5046)  
LCBO Procurement Services  
1 Yonge Street, Suite 1404  
Toronto, ON M5E 1E5  
Attention: Tanya Davio, Procurement Specialist  
Fax: 416-864-6853

For the purpose of calculating time, the LCBO clock at the prescribed location for submission shall govern. Late or unsigned Responses will NOT be considered. All Responses must be signed. Late or unsigned Responses will be disqualified.

Where there is a discrepancy between the Total Cost for Printing (as set out in the Submission Form) and the total of the production components (including, but not limited to Stock Cost, Printing Cost, and Pre-Press Cost), the total of the production components shall prevail and the Total Cost 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 Cost for Printing shall be adjusted accordingly, and the revised amount shall prevail.



## LCBO Request For Quotation Production Requirements



### Annual Production of Large Format Digital POP Elements RFQ #2020-903-001 (32446-JH20-5046)

#### OTHER INFORMATION

##### 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:** Zero Overs will be accepted. Printer must guarantee accuracy of count and print the required number of components. Shortages must be made up by printer at printers expense. For components not shipped via LCBO supplied Waybills, signed copies of shipping waybills supporting quantities delivered must accompany final invoice. If requested overs must be billed at quoted additional per unit cost.

**Invoicing:** All invoices are to be directed to Marketing Customer & Intelligence, Department 903 By Mail: 43 and 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 WO and 2020-903-001  
Issue Date and Project Title as indicated in header of this RFQ.

**Ink Draw-down** Ink draw down of specified PMS colours on specified stock must be supplied and approved prior to press approval.

**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.

**Shortages:** Short shipments will not be accepted.

##### 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. 2 Properly lamped (5000 K) colour viewing station is available for review of printed sheets at press approval. Vendor must also have in-house prepress facilities to meet specifications of this tender.

##### Checking

**Supplied Material:** Printer will inspect all supplied LCBO files immediately upon receipt. All concerns are to be reported immediately to the attention of the LCBO Production Coordinator in charge of the project.



## LCBO Request For Quotation Production Requirements



### Annual Production of Large Format Digital POP Elements RFQ #2020-903-001 (32446-JH20-5046)

#### Packaging & Finishing:

Packaging must conform to standards outlined below:

1. Only new shipping cartons may be used. Cartons should be free of any defects such as off-square cartons which 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 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.

#### Shipping:

Vendor is to arrange for pick-up by Purolator by ship date. LCBO will supply Prepaid shipping Labels for all kits.

#### Purolator Shipping Instructions

In order to ensure pick up requirements are implemented, please provide as much advance notice as possible on your required pick up date.

1) For same day service, please contact Purolator before noon: E-mail Purolator at [21.gov.on@Purolator.com](mailto:21.gov.on@Purolator.com) with the following caption in the subject line:  
"LCBO- VENDOR PICK UP (DATE OF REQUESTED PICK UP)"

2) Please be provide the following information to Purolator in the body of the email:

- Your company name and address
- Shipping contact (name and phone number)
- Number of packages being shipped (please advise if freight will be on skids for pick up)
- Your hours of operation and requested time of pick up

#### Press Approval:

LCBO may choose to attend all press approvals. Provide 24 hours advance notice require. Provided deadlines are met vendor must agree to schedule press approvals between 7 a.m. and 6:00 p.m between Monday and Friday. Sales representative must attend all press approvals.

## LCBO Request For Quotation Production Requirements



### Annual Production of Large Format Digital POP Elements RFQ #2020-903-001 (32446-JH20-5046)

- 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 quote.
- 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.
- Invoicing:** All invoices must quote RFQ number, P.O. Number and Project Title as indicated in header of this RFQ. Invoice must detail based cost and quantities and breakdown all additional costs as separate line items. Copies of all approved additional costs must accompany invoices and detailed in description of costs in the invoice. Copies of legibility signed delivery slips must accompany all invoices.
- 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 costs will not be approved for payment. All invoices should be directed to Marketing Communications Department 903, Attention: Production Manager.
- Quality Control:** Vendor will ensure that adequate quality control practices are in place to monitor the printing and finishing of all components. These practices must include regular sampling of all press runs, bindery and finishing and adequate documentation detailing problems remedies.

#### MARCO Shipping Requirements

##### Requesting a Delivery Appointment:

- Upon request for an appointment, a number will be assigned that will be referenced upon arrival. (The load will be at the risk of refusal if it cannot be identified by the assigned appointment number).
- The Vendor PO# that coincides with the delivery must be provided at the time of an appointment request. \*\*Carriers arriving without delivery appointments will be accommodated, where possible, however they may be subject to wait times. Marco will log any deliveries without appointments on a Delivery Issues Log to facilitate vendor management.
- Deliveries will be scheduled within 48 hours under normal circumstances

Call Marco to schedule a delivery appointment

**ADDRESS:** 470 Hardy Road, Brantford ON, N3V 6T1

**PHONE NUMBER:** (519) 751-2227 ext 432

**E-MAIL ADDRESS:** receivingappt@themarkocorporation.com

**HOURS OR OPERATION:** Deliveries are scheduled between 7:00 am and 9:00 pm Monday to Friday. (Special circumstances may be accommodated during regular operating hours which are from 7:00 am to 10:00 pm). \* The Vendor PO# must be provided when making an appointment. Loose cartons or couriers (small deliveries) do not require an appointment.

## LCBO Request For Quotation Production Requirements



Annual Production of  
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RFQ #2020-903-001 (32446-JH20-5046)

### SHIPMENT DOCUMENTATION:

Inbound shipments require the following documentation;

- Vendor PO#
- Complete and accurate Packing Slip

### PACKING SLIP REQUIREMENTS:

Required Information for each line item;

- UPC and Product Description O Item Number
- Vendor Item Number (If Applicable)
- Number of Units/Each
- Number of Cartons
- Back Order Status

### BILL OF LADING (BOL):

- All Purchase Order numbers must be referenced on the BOL.
- BOL must be filled out to show the actual carton/piece count first, the number of pallets and the total weight. (Drivers must have the ability to verify the carton/piece count at time of unloading and sign for verification unless the shipment is stamped 'Subject to Count').
- Drivers must date, sign and print their name legibly on the BOL.
- All vendors using 3rd Party Logistics to distribute their product must ensure that the vendor's name appears in the 'Shipper Information'. Vendor must be listed first, followed by that of the 3rd Party Company.

### FLOOR LOADED FREIGHT:

When the supplier ships product dead stacked on the floor of the trailer or container, arrangements will be made and a charge established in advance for Marco to unload and palletize on the receiving dock to Marco requirements (Tier).

### PALLET DESIGN AND SPECIFICATIONS:

- 2 -Way Entry pallets are rated for a load capacity of 1250 lbs across a 44" free span.
- They are a 48"x 40", notched stringer, 4-Way Entry for fork tines and 2-Way Entry for pallet jacks.
- Nails that protrude above the wood on any location of the pallet are not acceptable.
- Cracked and/or damaged stringers are not acceptable.
- Driver must transfer merchandise on non-acceptable pallets to acceptable pallets (see above).
- Driver must remove all non-acceptable pallets from Loading Dock.

## LCBO Request For Quotation Production Requirements



Annual Production of  
Large Format Digital POP Elements  
RFQ #2020-903-001 (32446-JH20-5046)

- Pallets may be pin wheeled to allow for full trailer utilization.
- Merchandise must be stacked to a maximum of 5 Feet (54" or less) high including pallet height of 5".
- Pallets may be double stacked in the trailer, providing the weight and/or height will permit.
- Material must not extend beyond the edges of the pallet (oversize items excluded).
- All pallets must be securely wrapped or banded.

### DAMAGES IN LOAD:

The Marco Corporation reserves the right to accept or refuse all cartons with cosmetic imperfections. Cartons are reported as damaged or refused if any of the following criteria are met;

- Dents, creases or scrapes in the carton or corner of carton where contents could possibly be affected
- Torn handles, visible puncture holes or tears in carton that could affect the contents
- Torn packing tape, ripped or not secured properly and contents possibly affected

\*Non-conforming merchandise and/or damages will result in the shipment being refused or held in the receiving area until the vendor provides further instruction.

PREVIEW DOCUMENT ONLY  
The original document must be obtained for the final submission

## LCBO Request For Quotation Bid Submission

### Annual Printing of Large Format Digital POP Elements RFQ #2020-903-001 (32446-JH20-5046)

RESPONSES MUST BE FILLED IN COMPLETELY. INCOMPLETE RESPONSES MAY NOT BE ACCEPTED.

Company Name:			
Contact Name:			
Telephone:		Fax:	
Proof System confirmation:	Manufacturer	System Name	Display Type
Screen printed components printed on in-line UV press (please circle one):			Yes / No

Closing Date:	January 22, 2020 at 10:00 AM Toronto time				
Responses To:	Tanya Davio, Procurement Specialist Fax (416) 864-6853				
	Exterior Banners	Tasting Bar Signs	Window Showcards	Banner Stand Inserts	Deal of The Week Signs
Total Stock Weight Per Edition					
RFQ Base Kits packs 1325 store and 30 warehouse kits	654	NA	282	138	270
RFQ BASE Creative Versions per Edition	6	2	6	2	12
RFQ BASE Print Quantity per Edition	1,483	317	2,192	155	1,620
Stock Cost					
All other costs related costs pre-press, printing, finishing, carton labels, packing					
Subtotal By Element	A)	B)	C)	D)	E)
Cost for One Seasonal Promotion (Total of Cells 'A' through 'E' Inclusive):					G)
Cost for One Periodic Promotion (Total of Cells 'E'):					H)
<b>TOTAL Cost For Eight (8) Seasonal &amp; Five (5) Periodic Promotions [(G x 8) + (H x 5)]:</b>					
Single unit print cost per Piece +/-					
Cost for additional creative version set-up up cost only +/-					
Cost for a Same Day Courier Delivery Within 100 km of LCBO Head Office if requested by LCBO \$					

Please specify the following information:

I agree to meet all deadlines in the Schedule in Section 2.0 Initial Here \_\_\_\_\_

Signature Required:		Date:	
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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.