



LCBO NOTICE OF INTENDED PROCUREMENT AND TENDER NOTICE

Request for Quotation (RFQ): 2020-903-019A
RFQ Title: Pre-press services for digital printing, finishing and kit packing for Cocktail of the Month A-frame Point of Purchase (POP) kits
Issue Date: March 17, 2020
LCBO Contact: Robert Babin
Contact email: robert.babin@lcbo.com
Questions Deadline: March 24, 2020 at 4:00 pm (Toronto time)
Submission Deadline: March 30, 2020 at 2:00 pm (Toronto time)

The RFQ is available for download through LCBO's designated tender site, Biddingo.com. It is the Respondent's responsibility to monitor Biddingo.com and to respond to notifications from Biddingo.com Electronic Bidding System.

For information on obtaining a subscription to Biddingo to obtain the tender document, please go to www.biddingo.com or call 416-756-0955.

Bids shall be submitted electronically on or before the submission deadline through the Biddingo Electronic Bidding System website. 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 (RFQ) for the supply of pre-press services for digital printing, finishing and kit packing for "Cocktail of the Month" A-frame Point of Purchase (POP) kits, for LCBO fiscal periods 2 through 13, the first edition being in April 2020 and the last edition in March 2021 as per the Specifications provided in "Appendix A – Project Requirements"

Term of Contract: One-time term purchase

Information Session: NO

Site Meeting: NO

LCBO

Request for Quotation

For

Supply of pre-press services for digital printing, finishing and kit packing for
“Cocktail of the Month” A-frame Point of Purchase (POP) kits

Request for Quotation No.: 2020-903-019A

Issued: March 17, 2020

Submission Deadline: March 30, 2020 at 2:00 p.m. (Toronto time)

TABLE OF CONTENTS

PART 1 – INTRODUCTION

- 1.1 Invitation
- 1.2 RFQ Timetable
- 1.3 Mandatory Site/Information Meeting
- 1.4 Optional Site/Information Meeting
- 1.5 Submission Instructions
- 1.6 Bidders to Review RFQ
- 1.7 All New Information to Bidders by Way of Addenda
- 1.8 No Guarantee of Volume or Exclusivity of Contract

PART 2 – EVALUATION OF QUOTATIONS

- 2.1 Stages of Evaluation
- 2.2 Tie Price

PART 3 – TERMS OF REFERENCE AND GOVERNING LAW

APPENDIX A – PROJECT REQUIREMENTS

APPENDIX B – RESPONSE SUBMISSION INFORMATION

APPENDIX C – QUOTATION FORM

APPENDIX D – RATE BID FORM

APPENDIX E – TERMS AND CONDITIONS

ATTACHMENT #1 - MARCO WAREHOUSE INBOUND COMPLIANCE REGULATIONS

PART 1 – INTRODUCTION

1.1 Invitation

This Request for Quotations (the “RFQ”) issued by the Liquor Control Board of Ontario (the “LCBO”) is an invitation to submit a non-binding quotation for the provision of **pre-press services for digital printing, finishing and kit packing for Cocktail of the Month A-frame Point of Purchase (POP) kits** as further described in Appendix A – Specifications, for the price quoted by the Bidder in its Rate Bid Form (Appendix D). The Bidder selected pursuant to this RFQ process will be informed in writing. Bidders not selected will also be informed in the same manner that the RFQ was originally posted.

The LCBO is a Crown corporation established under the provisions of the *Liquor Control Act*, RSO 1990, c. L18. The LCBO’s purposes include the control, distribution and sale of beverage alcohol in a socially responsible manner in the Province of Ontario.

The LCBO is a corporation that is wholly owned by the Province of Ontario. Additional information about the LCBO is available on the LCBO website at www.LCBO.com.

1.2 RFQ Timetable

“Deadline for Questions”:	March 24, 2020 at 4:00 p.m. (Toronto time)
“Submission Deadline”:	March 30, 2020 at 2:00 p.m. (Toronto time)

The RFQ timetable is tentative only and may be changed by the LCBO at any time prior to the Submission Deadline. Quotations submitted after the Submission Deadline will be rejected.

1.3 Submission Instructions

Bidders must submit their quotation in the form prescribed herein:

Responses must be completed, signed and dated and must be submitted via the Biddingo.com electronic bidding system. **Mail, Email and Fax submissions to the LCBO will NOT be accepted.** Responses received after the specified time of the Closing Date will not be accepted.

- i. 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 Submission Deadline.
- ii. 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
- iii. 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 WAIVE ANY CLAIM AGAINST LCBO FOR ANY SUCH DAMAGES.

- iv. 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 RFP. 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.

1.4 Bidders to Review RFQ

Bidders shall promptly examine all of the documents comprising this RFQ and (i) shall report any errors, omissions or ambiguities and (ii) may direct questions or seek additional information in writing by e-mail to the LCBO Contact robert.babin@lcbo.com on or before the Deadline for Questions. The LCBO is under no obligation to provide additional information but may do so at its sole discretion. It is the responsibility of the Bidder to seek clarification from the LCBO Contact on any matter it considers to be unclear. The LCBO shall not be responsible for any misunderstanding on the part of the Bidder concerning this RFQ or its process.

Bidders and their representatives may not contact individuals employed or engaged by the LCBO, other than the LCBO Contact, concerning matters regarding this RFQ. Only information received by the LCBO Contact will be considered in the RFQ process. All such communications must be in writing. Any Bidder that does not follow these instructions may be disqualified.

1.5 All New Information to Bidders by Way of Addenda

This RFQ may be amended only by an addendum in accordance with this section. If the LCBO, for any reason, determines that it is necessary to provide additional information relating to this RFQ, such information will be communicated by addenda. Each addendum shall form an integral part of this RFQ. Such addenda may contain important information, including significant changes to this RFQ. Bidders are responsible for obtaining all addenda issued by the LCBO.

1.6 No Guarantee of Volume or Exclusivity of Contract

The LCBO makes no representation or guarantee as to the value or volume of the Deliverables to be acquired. The contract that will be executed with the selected Bidder will not be an exclusive contract for the supply of the Deliverables described in this RFQ. The LCBO may contract with other suppliers for the same or similar goods and services as those described in this RFQ.

PART 2 – EVALUATION OF QUOTATIONS

2.1 Stages of Evaluation

The evaluation of quotations will be conducted in the following stages:

- 2.2 Stage I will consist of a review to determine which submissions satisfy all of the mandatory submission requirements. Those submissions that satisfy the mandatory requirements will proceed to Stage II.
- 2.3 Stage II will consist of an evaluation of the submitted quotation to determine the lowest Total Extended Cost for up to (12) twelve editions meeting LCBO specifications.

NOTE:

Where there is a discrepancy between the Total Extended Cost for printing (as set out in Appendix D – Rate Bid 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 Extended Cost shall be adjusted accordingly.

In addition, any mathematical errors made by the respondent in the production components, will be corrected by the LCBO and the Total Extended Cost shall be adjusted accordingly, and the revised amount shall prevail.

2.4 Tie Price

In the event of a tie score, the selected Bidder will be determined by way of a coin toss.

PART 3 – TERMS OF REFERENCE AND GOVERNING LAW

In responding to this RFQ, and to be eligible for consideration, a Bidder must submit a completed and signed Quotation Form (Appendix C) that, among other things, acknowledges its acceptance of the RFQ Terms of Reference and Governing Law as contained hereunder:

- (a) this RFQ process is not intended to create a formal legally binding bidding process and shall not give rise to the legal rights or duties applied to a formal Contract A binding bidding process or any other legal obligations arising out of any tendering process contract or collateral contract, and instead shall be governed by the common law applicable to direct commercial negotiations;
- (b) neither party shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to this RFQ process, the award of a contract, the failure to award a contract or the failure to honour a quotation;
- (c) the Bidder will bear its own prices associated with, or incurred in, the preparation and presentation of its quotation, including, if applicable, prices incurred for interviews or demonstrations;
- (d) no legal obligation regarding the procurement of any good or service shall be created between the Bidder and the LCBO until the LCBO issues a purchase order to the Bidder or the LCBO and the Bidder enter into a contract in writing;
- (e) when evaluating quotations, the LCBO may request further information from the Bidder or third parties in order to verify, clarify or supplement the information provided in the Bidder's submission, and the LCBO may revisit and re-evaluate the Bidder's submission or ranking on the basis of any such information;
- (f) the LCBO may consider the Bidder's past performance on previous contracts with the LCBO or other institutions or any other relevant information taken into account by the LCBO when determining the acceptability of a Bidder;
- (g) the LCBO may (i) disqualify a Bidder for any conduct, situation or circumstance that constitutes a Conflict of Interest, as solely determined by the LCBO; (ii) in its sole discretion, waive a potential or actual Conflict of Interest, which waiver may be upon such terms and conditions as the LCBO, in its discretion, may require to satisfy itself that the Conflict of Interest has been appropriately managed, mitigated and minimized. **"Conflict of Interest"** shall have the meaning ascribed to it in the Quotation Form (Appendix C);
- (h) the Bidder consents to the LCBO's collection of information as contemplated under this RFQ for the uses contemplated under this RFQ;
- (i) the LCBO may elect not to consider a Bidder whose quotation contains misrepresentations or any other inaccurate, misleading or incomplete information;

- (j) the LCBO may prohibit a Bidder from participating in a procurement process based on poor past performance or based on inappropriate conduct in a prior procurement process. Inappropriate conduct includes but is not limited to (i) the submission of a Bid to an LCBO procurement process containing misrepresentations or any other inaccurate, misleading or incomplete information, or (ii) any other conduct, situation or circumstance, as solely determined by the LCBO, that constitutes a Conflict of Interest;
- (k) the LCBO may cancel this RFQ process at any time;
- (l) a Bidder may withdraw a quotation at any time during the RFQ process. To effect a withdrawal, a notice of withdrawal must be sent to the LCBO Contact and must be signed by an authorized representative. The LCBO is under no obligation to return withdrawn quotations;
- (m) a Bidder may not submit more than one quotation;
- (n) the LCBO may, in its absolute discretion, reject a quotation if the Bidder, or any officer or director of the Bidder, is or has been involved within five (5) years of the issue date of 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; and
- (o) Without limiting or restricting any other right or privilege of the LCBO, the LCBO shall have the following reserved rights and privileges, which may be exercised or waived in its absolute discretion
 - a. If only one Quotation is received, either elect to accept or reject it or to enter into negotiations with the applicable Bidder;
 - b. If the lowest compliant submission is within 15% of the available funds (excluding HST), the LCBO may negotiate with the Bidder who submitted the lowest compliant submission in an attempt to achieve the acquisition of the goods and/or services at a price which fits within the available funds. The LCBO may proceed to the Bidder who submitted the next lowest compliant submission in the event that negotiations are unsuccessful, and so on until the LCBO is able to negotiate a price or the LCBO chooses to abandon the process and reject all submissions. For purposes of the foregoing, negotiation may include minor adjustments in the specifications of the goods and services to be acquired, and the minor adjustment of other obligations of the parties.

The parties also acknowledge that these terms (i) are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision); (ii) are non-exhaustive (and shall not be construed as

intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and (iii) are to be governed by, and interpreted and construed in accordance with, the laws of the province of Ontario and the federal laws of Canada applicable therein.

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

APPENDIX A –PROJECT REQUIREMENTS

1.1 Project Requirements

- 1) The Liquor Control Board of Ontario (LCBO) invites responses to this Request for Quotation (RFQ) for the supply of pre-press services, digital printing, finishing and kit packing for Cocktail of the Month A-frame Point of Purchase (POP) kits, for LCBO for a total of 12 editions) between April 2020 and March 31 2021
- 2) Schedule demands might require weekend work. No premium will be paid by the LCBO for weekend work. If Respondents require any payment for overtime, such charges must be calculated within the response so that it is included in the costs submitted in Appendix D – Rate Bid Form.

2.1 Project Specifications

Cocktail of the Month A-frame Point of Purchase (POP) kits

Table 1 – Project Schedule

Project Schedule	
Milestones	Date
Closing Date	March 30, 2020
Award Date	March 31, 2020
First Files uploaded	March 31, 2020
First deliverable ship date	April 17, 2020

- 1) The number of versions and quantity of each component may vary from period to period, and the components on each edition may also vary from period to period. Each component is required to have an “additional” quantity cost associated with it, to allow successful respondent to calculate increased or decreased quantities cost in relation to base quantity. A separate Purchase Order (PO) will be issued for each edition, and each edition is to be printed and invoiced separately. PO and invoices must match pricing supplied in the Appendix D –Rate Bid Form.
- 2) Pricing provided in response to this RFQ will remain fixed for the term of this project.
- 3) The successful respondent will be expected to produce and ship this projected within a fourteen (14) business days window, on a four (4) week schedule. Pricing for the Shelf talkers and Pricer cards will be supplied five (5) days prior to each ship date and are to be included in the quoted price.
- 4) As timing per edition can be very demanding, the successful respondent must guarantee shipment by required date(s). All Deadlines must be met despite any minor scheduling changes made by the LCBO (acting reasonably). The LCBO will make every effort to give reasonable notice should scheduling changes occur.
- 5) The successful Respondent will receive an updated schedule and component list prior to each new edition production commencing.
- 6) The per unit cost is based on printing additional quantities at the same time. If in the event components need to be reprinted at a later date, RFQ base cost applies.
- 7) All Respondents and all paper supplied by Respondents must be certified by the Forestry Stewardship Council “FSC”.

3.1 Detailed Product Specifications

a. Pre-Press and Proofing Requirements

- i. LCBO will provide - colour lasers, and photographers “Epson” proofs marked up with changes. LCBO will upload final files to the successful respondents supplied FTP site. Successful respondent will be responsible for having the most current Adobe Creative suite to be able to work with the files.
- ii. Successful respondent will inspect digital files immediately upon receipt. Successful respondent is responsible for assembling and preparing supplied files for imaging. All concerns are to be reported immediately to the attention of the LCBO Production coordinator in charge of the project.
- iii. Respondent must be able to manipulate/“Photoshop” supplied high resolution images.
- iv. Respondents should budget for up to two (2) hours of pre-press, colour correcting, and image editing for each edition to be included in quoted price, Image manipulation, including but not limited to cloning and smoothing shadows
- v. Respondents will receive final pricing confirmation for the on-self material (Pricer cards, Shelf talkers, Perpendicular Shelf talkers) 5 days prior to final ship date. Successful Respondent will be expected to make any edits to pricing during this time frame with no additional costs to LCBO.
- vi. LCBO will provide an editable Generic PDF template file to the successful respondent to be used for the creation of the Kit label. It will be the responsibility of the Successful respondent to edit this label from version to version

b. Proofing:

- i. Successful respondent will provide a “random” proof for images that require colour correction, or manipulation. Successful respondents should assume 2 rounds of corrections for these.
- ii. Once image(s) correction is approved by LCBO, PDF proofs for all of the elements are acceptable
- iii. Digital proofs should be provided within forty-eight (48) hours of data/pricing changed/received.
- iv. Successful respondent to supply sample mock-ups confirming size and finishing specified. Samples to be supplied to LCBO within forty-eight (48) hours of order confirmation.
- v. All pick-ups and returns of art and proofs are to be included in the quoted cost. The successful Respondent is responsible for arranging all such shipments.

c. Printing Details

A. SIZES		
COMPONENT	Flat Size (WxH)	Finished Size
Mini-Backer Card	14" x 24"	14" x 24"
Pricer Cards	8" x 7"	8" x 7"
Shelf Talkers	6.5" x 1.75"	6.5" x 1.75"
Perpendicular Shelf Talkers	4" x 6"	4" x 6"
A-frame Signs	25" x 10"	25" x 10"
Memo		8.5" x 11"
Kit Content Label		5.5" x 8.5"

B. VERSIONS & QUANTITIES, STOCK, PRINTING			
	Versions & Quantities	Stock	Printing
Mini-Backer Card	E/E 220 each of 1 version E/E 100 each of 1 version B/B 180 each of 1 version B/B 80 each of 1 version TOTAL 580	40pt Board White 2-sides	4/4 4C
Pricer Cards (price / no price)	E/E 220 each of 6 versions B/B 180 each of 6 versions TOTAL 2,400	100 lb Opus Dull Cover (FSC Certified)	
Shelf Talkers (price / no price)	E/E 350 each of 6 versions B/B 270 each of 6 versions TOTAL 3,720		
Perpendicular Shelf Talkers	E/E 560 each of 2 versions B/B 450 each of 2 versions TOTAL 2,020		
A-frame Signs	E/E 75 each of 1 version B/B 60 each of 1 version TOTAL 135	3/16" Foamcore White 2-sides	
Memo	250	20 lb bond (FSC certified)	Colour 2-sides
Kit Content Label	250	Crack n Peel 0630 60# Uncoated Litho Permanent Orange color stock	Black 1-side

1) Digital Printing specifications:

- a. The Successful respondent must produce this project using digital printing equipment, a combination of inkjet and/or toner-based printing equipment can be used.
- b. Colours matches between printing methods must be maintained.

- c. Ink jet equipment must meet the following technical requirements
 - i. To include a minimum of 10 picolitres and a minimum DPI of 1016 x 1200. A minimum six (6) colour digital press CMYK, LM, CM, plus white as an option.
- d. Digital cut sheet printers must have a full digital colour management system that allows equipment to match colour on various substrates and against ink jet equipment

C. FINISHING	
COMPONENT	
Mini-Backer Cards	Create die, die cut Simple die – rectangle with rounded “feet” at bottom
Pricer Cards	Die-score 2” from top, trim, bundle in sets by language
Shelf Talkers	Trim, bundle in sets by language
Perpendicular Shelf Talkers	Trim, bundle in sets by language
A-frame Signs	Trim
Content Label	Trim

4.1 Quality Control

- 1) 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. Respondents must understand that the LCBO will make the final determination of acceptability.
- 2) Respondent will ensure that adequate quality control practices are in place to monitor the printing and finishing of all components. This practice must include regular sampling of all press runs, bindery and finishing.
- 3) To aid achieving superior quality, the successful respondent will ensure that all necessary quality control standards are in place including but not limited to the following:
 - a. Colour bars on all sheets
 - b. Properly calibrated densitometer is available to measure colour bars.
 - c. Properly lamped (5000 K) colour viewing station is available for review of printed sheets at press approval.
 - d. All printing should be conducted on a colour press/device with functioning closed loop colour control system (CLCC)
- 4) The successful Respondent must guarantee accuracy of count(s) and print the required number of components. The successful respondent must make up shortages. No overs will be accepted.
- 5) The successful respondent must have a spectrophotometer to monitor colour quality throughout the imaging production run. Failure to not meet this requirement will result in disqualification
- 6) At LCBO's request, the successful respondent 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.

5.1 Packaging Specifications

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. Respondent to ensure 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 (2) overlapping strips are used to seal the top and bottom flaps of the cartons. The tape should extend at least three (3) inches down the walls of the cartons. One (1) strip of tape across the flaps and three (3) 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, the successful Respondent 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.
- 8) A 5.5" x 8.5" content label must be applied to each 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. Successful respondent is to update, print, and affix the label to all kits for each edition
- 9) Carefully pack components in corrugate wraps, ensuring they are not damaged during shipping.
 - a. **Store Kits** – Pack in up to 200 kits and ship to up to 200 stores via supplied Purolator waybills
 - b. **DMS Kits** –50 DMS kits

Note: Kitting noted above is a typical kitting scenario for each Brand Spotlight edition;
Actual kitting will vary for each edition; a Distribution file will be provided for each edition.

6.1 Shipping Requirements

- 1) DMS shipping cost to be included in total extended cost.
- 2) The LCBO will supply Purolator waybills for shipping to stores. The successful Respondent is responsible for booking Purolator pick-up prior to ship date and ensuring that shipments are made on schedule.
- 3) The successful Respondent must include proof of shipping copies of all shipments to LCBO.
- 4) All shipments to arrive Between 8:30 to 3:45 Monday to Friday
- 5) All shipments must contain a packing slip. All Packing slips should be emailed to DMS@LCBO.com prior to the shipment being received.
There is no dock access; successful respondents must be able to position their skids at the end of the truck, where it can be forked lifted off the truck.
- 6) Shipments are to be delivered to the following address:
Attn: Fernanda
53 Freeland Street
Toronto, Ontario
M5E 1A4
- 7) If material arrives loose, or not at the back of a truck, it will be the successful respondent's responsibility to unload the truck themselves.
- 8) If shipping to Marco Warehouse is required, specific inbound compliance regulations are required to be followed. Regulations have been provided in Attachment #1 to this RFQ.

7.1 Invoicing and Charges

- 1) Total cost for all additional shipping and deliveries are to be included in total extended cost. The successful Respondent is responsible for making all shipping arrangements, including booked appointments, if required.
- 2) All invoices must be received by the LCBO within 10 calendar days of ship date.

All invoices must quote RFQ number, P.O. Number (if issued) and Project Title as indicated in header of this RFQ. Additionally, copies of all approved additional costs must accompany invoices and detailed in description of costs in the invoice.
- 3) Any and all additional charges must be quoted and approved.
- 4) ABSOLUTELY no charges shall be paid by the LCBO except upon prior written consent of LCBO. Unsupported costs will not be approved for payment.
- 5) All invoices are to be directed to the following:

Marketing Customer & Intelligence, Department 903
By Mail: 43 Freeland St. 2nd floor, Toronto ON M5E 1A4
Attention: Office Administrator
Email: marketing_invoices@lcbo.com
- 6) Early Payment Terms: If offered all invoices must be submitted with supporting documentations in PDF format via email to marketing_invoices@lcbo.com. All invoices

must be dated the same date as on email. Discount term must allow for a minimum of ten (10) days for processing.

8.1 Mandatory Contractual Obligations

All Respondents must:

- 1) Have a full in-house digital workflow.
- 2) Workflow proofing device calibration must be minimum standard: GRACoL 2009 or GRACoL 2013.
- 3) Meet digital printing requirement with a minimum 1016 x 1200 DPI
- 4) Respondents are to provide approved finished artwork on disk for archiving purposes. within 72 hours of ship date two (2) sets of complete archive disks. Disks should include all high-resolution native files, and low-resolution PDF files for each completed piece at 72 dpi (dots per inch). Disks will contain all changes, alterations and edits conducted by successful Respondent to LCBO supplied files.

Files must be supplied on CD or DVD. File Transfer Protocol posting is not an acceptable file transfer for the LCBO. CDs or DVDs must be completed within three (3) days from delivery of final product. Final disks will contain the LCBO Project title and Docket number.

The provision of the Project Requirements will be governed by the terms and conditions set out in Appendix E.

APPENDIX B – RESPONSE SUBMISSION INFORMATION

1.1 Mandatory Submission Requirements

Each quotation must include:

- 1.2 a Quotation Form (Appendix C) completed and signed by the bidder;
- 1.3 a Rate Bid Form (Appendix D) completed;
- 1.4 Proof of FSC Certification. Certification number that is current and in good standing must be provided with the submission.
 - 1.4.1 Confirmation of total weight of stock required in bid response

Quotations that do not include all the above documentation will be rejected.

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

APPENDIX C – QUOTATION FORM

Request for Quotation No.	2020-903-019A
Project Title	Pre-press services for digital printing, finishing and kit packing for “Cocktail of the Month” A-frame Point of Purchase (POP) kits
LCBO Contact	Robert Babin

1.1 Bidder Information

Please fill out the following form, and name one person to be the contact for this RFQ response and for any clarifications or amendments that might be necessary.	
Full Legal Name of Bidder:	
Any Other Relevant Name under Which the Bidder Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Contact Person and Title:	
Contact Phone:	
Contact Facsimile:	
Contact E-mail:	
FSC Certification Number:	

1.2 Acknowledgement of Terms of Reference and Governing Law

The bidder acknowledges that this RFQ process will be governed by the specific Terms of Reference and Governing Law set out in this RFQ, and that, among other things, the Terms of Reference and Governing Law confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until the LCBO issues a purchase order or the LCBO and the selected bidder enter into a contract in writing.

1.3 Ability to Provide Project Requirements

The bidder has carefully examined this RFQ and has a clear and comprehensive knowledge of the Project Requirements required. The bidder represents and warrants its ability to provide the

Project Requirements in accordance with the requirements of the RFQ for the pricing set out below.

1.4 Conflict of Interest

Prior to completing this portion of the Quotation Form, bidders should refer to the following definition of Conflict of Interest:

“Conflict of Interest” includes, but is not limited to, any situation or circumstance where

- (a) in relation to the bidding process, the bidder has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, information in the preparation of its quotation that is confidential and not available to other bidders, (ii) communicating with any person with a view to influencing preferred treatment in the RFQ process, or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFQ process and render that process non-competitive and unfair; or
- (b) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the bidder’s other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

If the box below is left blank, the bidder will be deemed to declare that (i) there was no Conflict of Interest in preparing its quotation; and (ii) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

Otherwise, if the statement below applies, check the box.

- ☐ The bidder declares that there is an actual or potential Conflict of Interest relating to the preparation of its quotation, and/or the bidder foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

If the bidder declares an actual or potential Conflict of Interest by marking the box above, the bidder must set out below details of the actual or potential Conflict of Interest:

1.5 Confidential Information of Bidder

A bidder should identify any information in its quotation or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the LCBO. The confidentiality of such information will be maintained by the LCBO, except as otherwise required by law (including, without limitation the requirements of the Freedom of Information and Protection of Privacy Act, as amended from time to time) or by order of a court or tribunal. Bidders are advised that their quotations will, as necessary, be disclosed on a confidential basis, to the LCBO's advisers retained for the purpose of evaluating, participating in the evaluation of their quotations or contract finalization. If a bidder has any questions about the collection and use of confidential information pursuant to this RFQ, questions are to be submitted to the LCBO Contact.

Signature of Bidder Representative

Name and Title

Date:

I have authority to bind the bidder.

APPENDIX D – RATE BID FORM

1.6 Pricing Information

Bidders must provide pricing for the Project Requirements described hereunder:

Fixed Fee - Bidders must provide a Cost for the provision of all services as required in the RFQ document.

	RFQ Base Versions	RFQ Base Quantity	RFQ BASE Cost	+/- Additional Cost Per Unit The following rates to be applied to changes +/- the original RFQ Base Quantity	+/- Prepress Additional Cost Per Version The following rates to be applied to changes +/- the original number of RFQ Base Versions
Mini Backer Cards	4	E/E qty 220 E/E qty 100 B/B qty 180 B/B qty 80 Total qty 580	\$	\$	\$
Pricer Cards	12	E/E 220 each of 6 B/B 180 each of 6 Total Qty 2,400	\$	\$	\$
Shelf Talkers	12	E/E 350 each of 6 B/B 270 each of 6 Total Qty 2,400	\$	\$	\$
Perpendicular Shelf Talkers	4	E/E 560 each of 2 B/B 450 each of 2 Total 2,020	\$	\$	\$
A-frame Signs	2	E/E 75 B/B 60 Total 135	\$	\$	\$
Store & DMS Kits Kit Label & Memo cost to be included		200 Stores 50 DMS Total 250	\$	\$	
Total Cost per Edition			\$		
Total Extended Cost for Twelve (12) Editions			\$		
Cost per Additional Delivery				LCBO Head Office \$	
				Marco Warehouse \$	
Confirmation of total weight of stock required in bid response					

Pricing must be provided in Canadian funds.

The Bidder confirms that the pricing information provided is accurate. The Bidder acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

The Bidder acknowledges that, (i) except for pricing items that are specifically identified as being paid separately in the pricing table or instructions above, the pricing includes all applicable duties and taxes except Harmonized Sales Tax (HST), which should be itemized separately, all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to the LCBO, all costs of installation and set-up, including any pre-delivery inspection charges and all other overhead, including any fees or other charges required by law; (ii) regardless of any other provision, the LCBO will not reimburse any expenses incurred for hospitality, meals, food or incidental expenses.

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

APPENDIX E – TERMS AND CONDITIONS

To be inserted when merge to .pdf

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

ATTACHMENT #1 - MARCO WAREHOUSE INBOUND COMPLIANCE REGULATIONS

REQUESTS FOR 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

ON SITE SAFETY CONFORMANCE:

All carriers are required to follow all WSPS Safety Standards pertaining to Unloading/ Loading Trailers.

LOCATION and APPOINTMENT INFORMATION:

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

PHONE NUMBER: (519) 751-2227 ext 432

E-MAIL ADDRESS: receivingappt@themarcocorporation.com

HOURS OF 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.

CARRIER RECEIVING STANDARDS:

- Parking Lot Speed Limit is 5 MPH.
- All truck engines must be turned off before unloading/ loading trailers.
- All drivers must report to the driver entrance lobby window and will only be allowed on the dock under special circumstances and must be accompanied by a Marco employee.
- All trailers must be in acceptable condition, for both cleanliness and repair or the load will be refused.
- Trailers must be standard barn door or roll up box trailers (flat beads will be refused).
- Drivers must have the following identification upon request, current photo ID (driver's license) and proof of insurance.
- Drivers are expected to remain in the driver's lounge until they are given instruction to depart. They are not allowed to remain in their vehicle while they are being loaded/off loaded unless they forfeit their keys to the loader.

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
- LO 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.

PRODUCT IDENTIFICATION REQUIREMENTS:

Required Information for each item;

- UPC
- Model #

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).

SEALED LOAD:

In the event that a trailer is sealed, the driver will be present when the seal is broken and verification performed. The seal number will be documented on the BOL, both before and after unloading of trailer (if applicable).

CONTAINERS:

It is Marco's responsibility to unload as per the client agreement and sweep the container prior to departure.

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.
- 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.

TRAILER INSPECTION:

- All trailers/containers will be visually inspected for contaminants, odour and potential safety risks and noted on the daily "Incoming Shipment Schedule Form" maintained in the receiving department.
- If the inspection finds contaminants or has an unidentifiable odour, a "Trailer Inspection Sheet" will be completed detailing the issue and a copy supplied to the driver. The shipment will be refused and requested to be returned to the supplier.
- In the event of trailer damage, i.e. unsafe floor, the name of the carrier and the non-compliant trailer number will be documented by the receiving department until it has been repaired. If the unrepaired trailer returns, a penalty will result for the lost appointment.

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.