



LCBO NOTICE OF INTENDED PROCUREMENT AND TENDER NOTICE

Request for Quotation (RFQ): 2020-903-029
RFQ Title: Digital Printing, Installation and Removal of P7 VQA Wines Window Displays at Five LCBO Stores
Issue Date: August 14, 2020
LCBO Contact: Charlotte Maruno
Contact email: charlotte.maruno@lcbo.com
Questions Deadline: August 19, 2020 at 4:00 pm
Submission Deadline: August 24, 2020 at 2:00:59 pm Eastern Standard Time (EST)

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 vendors ("Respondents") to submit responses ("Responses") to this Request for Quotation ("RFQ") for the provision of services to prepare files, digitally print, install and remove window decals for five LCBO Stores located in downtown Toronto. All decals/murals to be printed on a substrate that is removable and causes no damage. .

Store schedules:

Store 483: Friday September 11th 8PM

Store 528: Sunday September 13th 4PM

Stores 333: Friday September 11th 6PM

Cannot be installed any earlier in the day due to landlord requirements

Store 511: Thursday September 10th 8PM

Start with exterior windows. Store closes at 10pm and then can proceed with the interior windows

Store 18:

Thursday September 10th – After 511 OR Saturday September 12th 6AM

Must be done early morning /late at night before Starbucks patio gets busy as tables are right in front of the window

Term of Contract: One- time Purchase Order

Vendors must submit:

- A completed LCBO Health and Safety form – form is included in this document and a Word version is on Biddingo.
- A completed Ontario Ministry of Ontario Labour Registration of Constructors and Employers Engaged in Construction form – The Ministry's fill-in PDF version is uploaded to Biddingo but requires Adobe Reader version 8 or later. A copy is attached to this document that can be printed out, completed and scanned.
- a copy of their WSIB Clearance Certificate.

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

LCBO

Request for Quotation

For

Digital Printing, Installation and Removal of P7 VQA Wines Window Displays
at Five LCBO Stores

Request for Quotation No.: 2020-903-029

Issued: August 14, 2020

Submission Deadline: August 24, 2020 at 2:00:59 pm Eastern Standard Time (EST)

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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 **preparation of files, digital printing, installation and removal of window decals for five LCBO Stores located in downtown Toronto** 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”:	August 19, 2020 at 4:00 p.m. Eastern Standard Time (EST)
“Submission Deadline”:	August 24, 2020 at 2:00:59 p.m, Eastern Standard Time (EST)

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 RFQ. Responses received after the deadline will be deemed late and will not be considered even where a technical issue outside the respondent's control caused the response to be submitted late.
- v. One (1) electronic copy in Microsoft Word/PDF format of Appendix C and Appendix D should be enclosed with your submission package.
- vi. File names should be prominently marked and contain the full legal name of the respondent.

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 charlotte.maruno@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

Stages of Evaluation

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

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.

Stage II will consist of an evaluation of the submitted quotation to determine the lowest unit price, which meets LCBO specifications.

NOTE:

Where there is a discrepancy between the Total Cost per Store (as set out in Appendix D – Rate Bid Form) and the cost breakdown (prepress cost, stock cost, etc.), the cost breakdown pricing shall prevail and the Total Cost per Store shall be adjusted accordingly by the LCBO and the revised amount shall prevail.

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

The Liquor Control Board of Ontario ('LCBO') invites vendors ("Respondents") to submit responses ("Responses") to this Request for Quotation ("RFQ") for the provision of services to **prepare files, digitally print, install and remove window decals for five LCBO Stores located in downtown Toronto.** All decals/murals to be printed on a substrate that is removable and causes no damage. Any damage upon removal must be repaired by the vendor at their cost. Vendor must conduct site inspections at locations to confirm details, including measurements and ensure they have necessary equipment to complete installations. Cost for site inspection to be included in total bid.

No stock substitutions if a specific stock is listed.

When installer arrives at store, if they do NOT have proper safety glasses, safety shoes, hard hat, and PLATFORM ladders, Manager will refuse entry to property. NO EXCEPTIONS. Installer must also have copies of H&S form, WSIB doc, Form 1000 Registration of Contractors, and Insurance docs; Manager may ask to see them

Term is a one-time Purchase Order

2.1 Schedule Requirements

MILESTONE	Deadlines:
Files Uploaded to Vendor's FTP:	August 24, 2020
Installation Timing::	<p>Store 483: Friday September 11th 8PM</p> <p>Store 528: Sunday September 13th 4PM</p> <p>Stores 333: Friday September 11th 6PM Cannot be installed any earlier in the day due to landlord requirements</p> <p>Store 511: Thursday September 10th 8PM Start with exterior windows. Store closes at 10pm and then can proceed with the interior windows</p> <p>Store 18: Thursday September 10th – After 511 OR Saturday September 12th 6AM Must be done early morning /late at night before Starbucks patio gets busy as tables are right in front of the window</p> <p>Successful vendor and LCBO can work together for the install schedule on 511, 333 and 18 if vendor has a suggestion for the schedule that is more efficient and meets the limitations listed above. 528 and 483 start time/dates are firm and cannot change.</p> <p>All installs must be complete by Monday September 14th, 2020.</p>
Removal Timing:	<p>Store 483: Friday October 9th 2020 6PM</p> <p>Store 528: Tuesday October 12th 2020</p> <p>Stores 333, Store 511, Store 18: To be removed between October 13-14. LCBO and winning vendor to coordinate timing.</p>

3.1 Proofing

Scaled digital proofs are required for review and approval.

LCBO supplies InDesign files uploaded to FTP; Vendor must have the ability to edit files as required. Vendor to provide PDF proofs for approval.

4.1 Quality Control

- I. 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. Bidders must understand that the LCBO will make the final determination of acceptability.
- II. The successful bidder 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
- III. Printer will inspect digital files immediately upon receipt. Vendor is responsible for assembling and preparing supplied files for press. All concerns are to be reported immediately to the attention of the LCBO Production coordinator in charge of the project.

5.1 Detailed Product Specifications

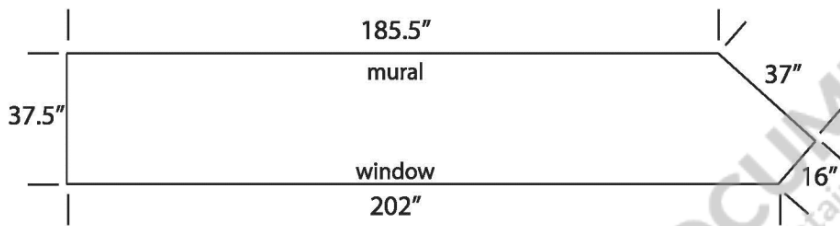
STORE 483							
SITE LOCATION REFERENCE	COMPONENT	FINISHED SIZE W X H	COLOURS	CONTENT DETAIL	STOCK /SUBSTRATE *	QTY	SITE REFERENCE
D1 - Back Wall LEFT Side - Window near Escalator	Vinyl Wall Decals	50.75" x 135.5"	4C	Image	Photo Tex OPAS Vinyl. Low-tac	1	D1
D2- Back Wall RIGHT Side (includes angled side wall) - Window near Escalator		87.625" x 160.5"				1	D2
D - Exterior Glass- Window near Escalator	Kiss-Cut Lettering	80" x 34"	4C	Text: Embrace the Taste of Home	Kiss-Cut low-tac decal applied first surface to glass.	1	D
In-Store Column	Vinyl Wall Decal	134.63" x 139"	4C	Image	Photo Tex OPAS Vinyl. Low-tac	1	In-Store
Exterior Glass to the right of In-Store Column	Kiss-Cut Decal	71" x 67"	4C	VQA logo	Kiss-Cut low-tac decal applied first surface to glass.	1	Exterior Glass
Exterior Glass to the right of In-Store Column	Kiss-Cut Lettering	102" x 20.5"	4C	Text: VQA Wines of Ontario	Kiss-Cut low-tac decal applied first surface to glass.	1	Exterior Glass

Window across from Starbucks – Back Walls 4 Areas	Vinyl Wall Decals	A: 72.88" x 94.5" B1: 125"x94.5" B2: 125"x94.5" C: 92" x 94.5"	4C	Image	Photo Tex OPAS Vinyl. Low-tac	1 of each area – 4 total	A-C
A and C Exterior Glass - Window across from Starbucks	Kiss cut lettering	65" x 28"	4C	Text: Embrace the Taste of Home	Kiss-Cut low-tac decal applied first surface to glass.	2	A, C
B Exterior Glass - Window across from Starbucks	Kiss cut Decal	44" x 42	4C	VQA logo		1	B – Center of Glass
B Exterior Glass - Window across from Starbucks	Kiss cut Decal	51" x 10"	4C	Text: VQA Wines of Ontario		1	B – Center of Glass
Windows across from Starbucks & Escalator - Exterior Glass	Kiss Cut Decal	15" diameter	White	LCBO Crest	General Formulations : Optically Clear Vinyl 255. Applied first surface to glass.	3	A,C,D
Transparency Box – Left of Store Entrance	Transparency	28" x 45"	4C	Image	.0175" Translucent Styrene	1	1 Box
Transparency Box Frames 1 Box	Vinyl Strips	3" x 50"	4C	Low Tack Removable Vinyl. Vinyl strips applied to Transparency Box Frames		4	

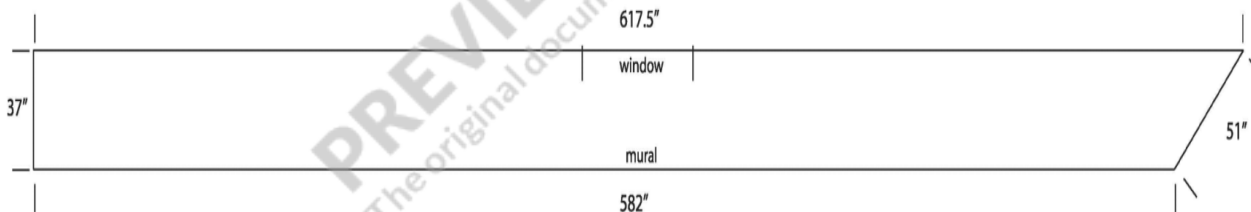
FLOOR DECALS

483 Royal Bank Plaza - Window 1 near Escalator	Floor Graphics	202" x 37.5" See below for floorplan	4C	Image	Floor Decal Material with laminate – Vendor to Recommend. Must be wipeable in case of spills.	1	A-C
483 Royal Bank Plaza - Window across from Starbucks	Floor Graphics	617.5" x 37" See below for floorplan				1	D

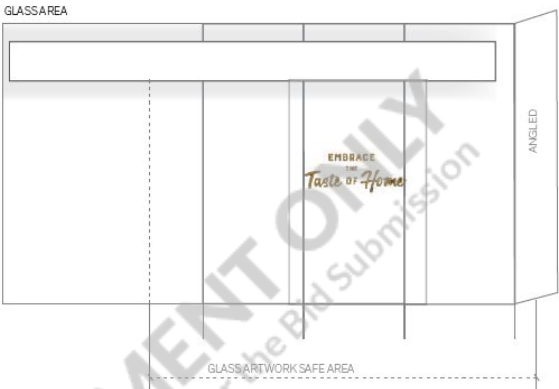
Window across from escalator



Window across from Starbucks



Store 483: Art reference (subject to change slightly)
WINDOW ACROSS FROM ESCALTOR



WINDOW ACROSS FROM STARBUCKS



STORE 528 COMPONENTS

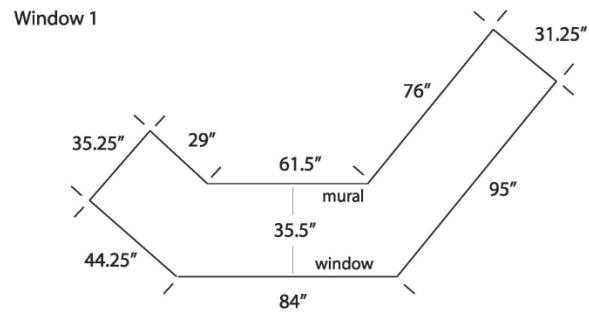
SITE LOCATION REFERENCE	COMPONENT	FINISHED SIZE W X H	COLOURS	CONTENT DETAIL	STOCK/SUBSTRATE	QUANTITY
Window 1 - Back Wall	Vinyl Wall Mural	Approx. printed size 202.5" x 128" Note: 6" of the height is baseboard.	4C	Image	Photo Tex OPAS Low-Tac Vinyl	1
Window 2A - Back Wall	Vinyl Wall Mural	Approx. printed size 213" x 128" Note: 6" of the height is baseboard.	4C	Image	Photo Tex OPAS Low-Tac Vinyl.	1
Window 2C - Sliding Glass Door	Window Decal	128" x 102"	4C	Image	Low-Tac Removable Vinyl applied first surface to glass.	2 – 1 for front of door and 1 for the back
Window 2B - Front Glass in front of 2C	Kiss Cut Lettering	86" x 36"	4C	Text: Embrace the Taste of Home	Kiss-Cut low-tac decal applied first surface to glass.	1
Window 3A (left side)	Window Decal	Approx. printed size: 32.25" x 118"	4C	Image	Clear adhesive with 1 layer of flood white applied second surface to glass.	1
Window 3B (front)	Window Decal	Approx. printed size: 81" x 118"	4C	Image		1
Window 3C (right side)	Window Decal	Approx. printed size: 32.25" x 118"	4C	Image		1
Window 3B (front)	Window Decal	49" x 46"	4C	VQA Logo	Kiss-Cut low-tac decal applied first surface to glass.	1
Window 3B (front)	Window Decal	52" x 10.5"	4C	Text: VQA Wines of Ontario	Kiss-Cut low-tac decal applied first surface to glass.	1
Window 4A - Wall	Vinyl Wall Mural	Approx. printed size 52" x 128" Note: 6" of the height is baseboard.	4C	Image	Photo Tex OPAS Low-Tac Vinyl.	1
Window 4B - Front Glass in front of 4C	Kiss Cut Lettering	86" x 36"	4C	Text: Embrace the Taste of Home	Kiss-Cut low-tac decal applied first surface to glass.	1
Window 4C Sliding Glass Door	Window Decal	128" x 102"	4C	Image	Low-Tac Removable Vinyl applied first surface to glass.	2 – 1 for front of door and 1 for the back

Windows 1,2 & 4 Exterior Glass	Kiss Cut Decal	15" Diameter	White	LCBO Crest	General Formulations: Optically Clear Vinyl 255. Applied first surface to glass.	3
Wall 5 – in Manulife Centre hallway, adjacent to Window 4.	Vinyl Wall Mural	38" x 124"	4C	Image	Photo Tex OPAS Low-Tac Vinyl.	1
528 Manulife – Transparency Boxes 4 Versions	Transparency	28" x 45"	4C	Image	.0175" Translucent Styrene	6 total
Transparency Box Frames 6 Boxes	Vinyl Strips	3" x 50"	4C		Low Tack Removable Vinyl. Vinyl strips applied to Transparency Box Frames	24

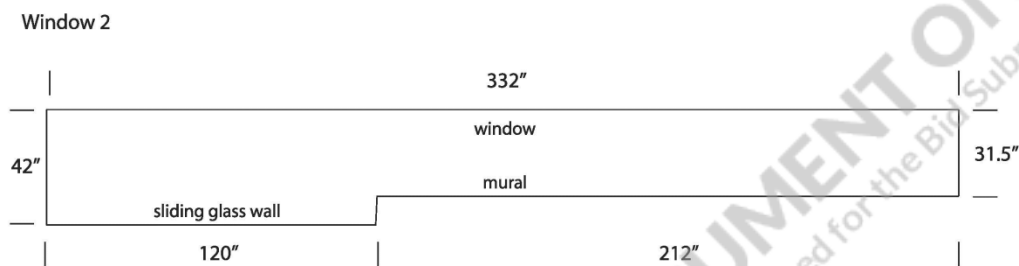
FLOOR DECALS

528 Manulife - Window 1 NOTE: This window is curved. Winning vendor must ensure everything is printed to the correct size and will look consistent with windows 2 and 4.	Floor Graphics	223.25" x 35.25" See below for floorplan.	4C	Image	Low-tack Floor Decal Material with laminate - Vendor to Recommend. Must be wipeable in case of spills.	1
528 Manulife - Window 2	Floor Graphics	332" x 42" See below for floorplan.				1
528 Manulife - Window 4	Floor Graphics	168.5" x 40" See below for floorplan.				1

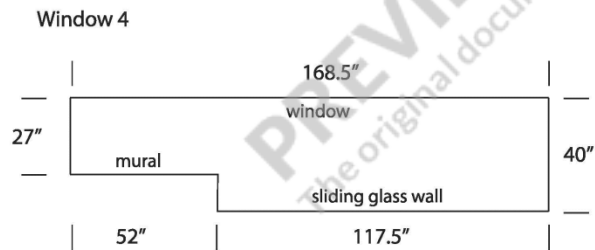
Store 528: Window 1 Floorplan



Store 528: Window 2 Floorplan



Store 528: Window 4 Floorplan



STORE 528 MOCK-UP (SUBJECT TO CHANGE SLIGHTLY)



GLASS PANELS



Baseboard 5"



STORE 333 (FIRST CANADIAN PLACE) COMPONENTS

SITE LOCATION REFERENCE	COMPONENT	FINISHED SIZE W X H	COLOUR S	CONTENT DETAIL	STOCK/S UBSTRAT E*	QUANTITY
Window 1 Side Window	Contour Cut Decal	218" x 13"	4C	Upper banding across top of window Solid Black + Text	General Formulations: Optically Clear Vinyl 255 applied first surface to glass. Printed 4C/White /4C	1
Window 1 Side Window	Contour Cut Decal	116.5" x 76"		Image		1
Window 1 Side Window	Contour Cut Decal	20"X 24.5"		VQA Logo/VQA Wines of Ontario		2
Window 2A Far left of Store Entrance	Contour Cut Decal	80" X 17"		Upper banding across top of window Solid Black + Text		1
Window 2A Far left of Store Entrance	Contour Cut Decal	61" x 72"		VQA Wine Bottle		1
Window 2B Middle left of Store Entrance	Contour Cut Decal	81" X 17"		Upper banding across top of window Solid Black + Text		1
Window 2B Middle left of Store Entrance	Contour Cut Decal	43" x 41"		VQA Logo		1

Window 2C Middle left of Store Entrance	Contour Cut Decal	75" X 17"	4C	Upper banding across top of window Solid Black + Text	General Formulati ons: Optically Clear Vinyl 255 applied first surface to glass. Printed 4C/White /4C	1
Window 2C Middle left of Store Entrance	Contour Cut Decal	43" x 41"		VQA Logo		1
Window 3A Right of Store Entrance	Contour Cut Decal	80" X 17"		Upper banding across top of window Solid Black + Text		1
Window 3A Right of Store Entrance	Contour Cut Decal	63" x 75"		VQA Wine Bottle		1
Window 3B Far right of Store Entrance	Contour Cut Decal	80.5" x 17		Upper banding across top of window Solid Black + Text		1
Window 3B Far right of Store Entrance	Contour Cut Decal	43" x 41"		VQA Logo		1
Window Niches	Vinyl Decals	18.5"w x 36.625"h x 13.5"d		VQA Logo + Solid Black Background	Low-tac removabl e white vinyl	5

ALL CONTOUR CUT DECALS TO BE CUT 1/2" AROUND ARTWORK

STORE 333 MOCK-UP (SUBJECT TO CHANGE SLIGHTLY)



Window 2A, 2B, 2C



Window 3A, 3B



STORE 511 (FRONT AND SPADINA) COMPONENTS

SITE LOCATION REFERENCE	COMPONENT	FINISHED SIZE W X H	COLOURS	CONTENT DETAIL	STOCK/SUB STRATE*	QUANTITY
Window A1 - Exterior Window	Contour Cut Lettering/ Decal	UPPER: 72" x 29" LOWER: 64" x 76.5"	4C	UPPER: Text: Embrace the Taste of Home LOWER: VQA Wine Bottle	General Formulations : Optically Clear Vinyl 255 applied first surface to glass. Printed 4C/White/4C	1 of each version – 2 total
Window A2 - Exterior Window	Contour Cut Decal/Lettering	UPPER: 84.5" x 33" LOWER: 45" x 41.5"		UPPER: VQA Logo LOWER: Dots and Text: VQA Wines of Ontario		1 of each version – 2 total
Window A3 - Exterior Window	Contour Cut Lettering/ Decal	UPPER: 67" X 27" LOWER: 64" x 76.5"		UPPER: Text: Embrace the Taste of Home LOWER: VQA Wine Bottle		1 of each version – 2 total

Window B - Interior Vestibule	Contour Cut Decal	66" x 62"		VQA Logo	General Formulations : Optically Clear Vinyl 255 applied second surface to glass. Printed 4C/White/4 C	1
Window B - Interior Vestibule	Contour Cut Lettering	VQA Wines of Ontario		Text: VQA Wines of Ontario		1
Window C - Interior Vestibule	Contour Cut Decal	102.5" x 122.625		VQA Wine Bottle	General Formulations : Optically Clear Vinyl 255 applied first surface to glass. Printed 4C/White/4 C	1
Window C - Interior Vestibule	Contour Cut Lettering	113" x 46"	4C	Text: Embrace the Taste of Home		1

ALL CONTOUR CUT DECALS TO BE CUT 1/2" AROUND ARTWORK

Store 511 Mock-Ups (SUBJECT TO CHANGE SLIGHTLY)

Exterior Windows A1, A2, A3



Window B



Window C



STORE 18 (LIBERTY VILLAGE) COMPONENTS

SITE LOCATION REFERENCE	COMPONENT	FINISHED SIZE W X H	COLOURS	CONTENT DETAIL	STOCK/SUB STRATE*	QUANTITY
Window 1 - Left	Window Decal	69" x 85.5"	4C	Image	Low-tac removable vinyl applied first surface to glass	1
Window 2 - Middle		73" x 85.5"				1
Window 3 - Right		69" x 85.5"				1

STORE 18 MOCK-UP (SUBJECT TO CHANGE SLIGHTLY)



Store Locations

Store #483

Royal Bank Plaza
200 Bay St. S. Unit 15
Toronto
(416) 368-9644

Store #528

Manulife Centre
55 Bloor St. W.
Concourse Level
Toronto
(416) 925-5266

Store #511

49 Spadina Ave.
Toronto, M5V 2J1

Store #333

First Canadian Place
100 King St W. (Lower Level)
Toronto, M5X 1B8

Store #18

85 Hanna Ave
Toronto M6K 3S3

6.1 Invoicing and Charges

- 1) All invoices must be received by the LCBO within ten (10) calendar days of the date the service is performed.

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.

- 2) Any and all additional charges must be quoted and approved.
- 3) ABSOLUTELY no charges shall be paid by the LCBO except upon prior written consent of LCBO. Unsupported costs will not be approved for payment.
- 4) All invoices are to be directed to the following:

Customer Experience, Department 809
By Mail: 43 Freeland St. 3rd floor, Toronto ON M5E 1A4
Attention: Megan Dawson
Email: megan.dawson@lcbo.com

7.1 Mandatory Contractual Obligations

All bidders must:

1. Provide all equipment required for install, including necessary platform ladders that conform to Ministry of Labour Guidelines.

2. Comply with all Occupational Health & Safety Act (Ontario) & Regulations, while working in LCBO stores, including wearing of safety glasses & hard hat during install. Successful Respondents must also complete and submit the LCBO/Contractor Store Initiated Maintenance Health & Safety Agreement form included in this RFQ.
3. Successful Respondent may not sub-contact production of materials.
4. Vendor must complete a daily completion status report with random photos of the completed transparencies and email to LCBO.

Failure to meet any of the above listed mandatory requirements will result in the disqualification of the Response.

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

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

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 a completed LCBO Health and Safety Acknowledgement form (Appendix E);
- 1.5 a completed Ontario Ministry of Labour Registration of Constructors and Employers Engaged in Construction form (Appendix F); and
- 1.6 a copy of the WSIB Clearance Certificate.

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.	2020-903-029
Project Title	Digital Printing, Installation and Removal of P7 VQA Wines Window Displays at Five LCBO Stores
LCBO Contact	Charlotte Maruno

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 E-mail:	

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.

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

APPENDIX D – RATE BID FORM

1.6 Pricing Information

Bidders must provide pricing for the Project Requirements described hereunder:

Store	Prepress & PDF Proofs Cost	Stock Cost	Printing Cost	Installation Cost	Removal Cost	TOTAL Cost PER Store
Store 483						
Store 528						
Store 511						
Store 333						
Store 18						
TOTAL COST FOR ALL STORES						

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 – LCBO Contractor Store Initiated Maintenance Health and Safety Acknowledgement Form



LCBO/Contractor Store Initiated Maintenance Health & Safety Acknowledgement

Store Number and Description of the Work _____

For LCBO Use Only:

Is the Contractor a current LCBO Preventative Maintenance Contractor - YES ☐ NO ☐

* If "YES" complete only the Contractor/Company Name section at the bottom of this form

* If "NO" have the contractor fill out the entire form

Instruction to Contractor:

Complete all sections of this form and sign at the bottom prior to commencing any work.

The Contractor agrees to ensure that all work done by the contractor or their sub-trades on behalf of the LCBO will be done in full compliance with all of the provisions of the Occupational Health and Safety Act (Ontario) and applicable Regulations. The contractor will, at all times, be responsible for the health and safety of their employees, sub-trades, all LCBO employees and all LCBO customers while working at this LCBO facility.

The Contractor Agrees to provide all Material, Equipment and Labour needed to complete the work described above, and that all materials to be used are new and the equipment to be used is in good, undamaged working condition.

The Contractor agrees not to use any LCBO equipment or request any assistance from LCBO Employees in order to complete the work.

☐ Check box to confirm that the contractor has received the **Health and Safety Expectations for Contractors Involved in LCBO Store Initiated Maintenance Work** document.

If Applicable:

- o Electrician's Certificate of Qualification Number: _____
- o Gas Fitter's Certificate of Qualification Number: _____
- o Others – Trade Name and Certificate of Qualification Number: _____

WSIB Account Number: _____

****WSIB Clearance Certificate (Current) NOTE: The Contractor must attach a copy of a Current WSIB Clearance Certificate with this completed form before any work is started.**

Comprehensive General Liability Insurance

Company Name and Policy Number (min. \$2 million coverage): _____

Contractor's Name: _____

Company Name: _____

Address: _____

Telephone #: _____ Cell #: _____

E-mail Address: _____

Contractor's Signature

Date

LCB 2278 (12-12)

Health & Safety Expectations for Contractors Involved in LCBO Store Initiated Maintenance Work

At all times during this maintenance project, the Contractor is responsible for ensuring the Health and Safety of all workers, sub-contractors, supervisors, LCBO Employees and LCBO Customers.

The Contractor is required to fulfill all of the Duties and Responsibilities for both the Employer and the Constructor as defined under the Occupational Health and Safety Act and applicable Regulations while working on site.

Note: At all times, the Store Manager or their Designate have, at their discretion, the authority to stop any activity that he/she feels is endangering the health and safety of LCBO staff and/or customers or that puts the store, its property or products at risk of damage. The contractor will be expected stop all such activities, rectify the offending situation immediately and will ensure that any such situations will not happen again.

All such incidents by the contractor that requires intervention by the Store Manager will be brought to the attention of the LCBO Manager of Contractor Safety immediately. The Manager of Contractor Safety will contact contractor to ensure that similar incidents don't happen again.

Continued occurrences and/or re-occurrence of all such incidents of this nature may lead to the contractor being banned from doing work for the LCBO in the future.

Health & Safety Requirements for Contractors

The following list of basic Health and Safety requirements is provided by the LCBO to assist the Contractor. This list is not exhaustive of all of the contractor's duties and responsibilities under the Occupational Health and Safety Act (OHS Act) and Regulations for Construction Projects (Regs.) and the contractor is still responsible to fully comply with all sections of the OHS Act and Regs that applies to the work.

Contractors involved in Non-Construction activities such as Cleaning Contracts are responsible to fully comply with all sections on the OHS Act and the Applicable Regulations that applies to the work.

1.1 All workers will wear a Hardhat and CSA (Green Patch) protective footwear at all times while doing work on LCBO property.

1.2 If the contractor is required to do work in the retail area of the store during regular business hours, the contractor will provide a secure and positive means to cordon off the work area that is adequate to keep LCBO customers out of the work area.

1.3 The minimum required training for all workers on site at any time will be:

- WHMIS-with a program or review certificate dated not more than 1 year ago
- Basic Fall Protection
- Certificates of Qualification (C of Q's) for any skilled trades (electrical, gas fitters, etc.)

Note: All C of Q's must accompany each licensed tradesman while on site. All other records of worker training will be made reasonably available for review upon request.

1.4 If the work requires the contractor to send only 1 or 2 workers to site, those workers will be familiar with their duties and responsibilities under the OHS Act and Regs. Where the job requires 4 or more workers to be used to complete the work, the Contractor shall provide full time supervision, from a supervisor/foreman/lead hand who knows their duties and responsibilities under the OHS Act and Regs, on the project site at all times while work is being done.

1.5 The LCBO insists on strict Housekeeping practices during all phases of the work. The workplace will be cleaned as often as necessary and at least once per day. The contractor will not allow any kind of refuse to accumulate anywhere in the store unless that area has been properly cordoned off.

1.6 In general, the contractor will ensure that all equipment such as ladders and scaffolds are in good condition, free of bent or damaged sections and that all ramps and work platforms will be at least 18" wide.

1.7 The contractor will supply and maintain a proper First Aid Kit on site at all times while workers are working on site.

1.8 If the work involves any cutting or grinding of metal or involves any welding or soldering the contractor will provide and keep at the work area a properly maintained fire extinguisher.

1.9 Any work that will create a lot of dust such as cutting or grinding concrete or grout, or sanding drywall will be completely enclosed in a 6 mil plastic hoarding that extends floor to ceiling and, where possible, be done before or after regular store hours. All affected areas will be completely cleaned by the contractor before the next time the store opens.

1.10 All extension cords will be in good condition with ground pins in place. Cords will be located along walls and shelving units where ever possible and where a cord must cross an aisle, it will be covered by a mat (provided by the contractor) to minimize the tripping hazard.

1.11 All work that involves the use of step ladders, extension ladders, scaffolding of any kind, powered elevating work platforms (such as scissor lifts) and any work to be on or adjacent to the roof will be done with strict adherence with the most current Fall Protection Regulations under the OHS Act.

Appendix F – Ontario Ministry of Labour Registration of Constructors and Employers Engaged In Construction



Ontario

Ontario
Ministry
of Labour

Ministère du
Travail
de l'Ontario

Registration of Constructors and Employers Engaged in Construction *Inscription des constructeurs et des employeurs associés à des travaux de construction*

Pursuant to section 5 of the Construction Regulations made under the OHSA, "Before beginning work at a project, each constructor and employer engaged in construction shall complete an approved registration form. The constructor shall ensure that each employer at the project provides to the constructor a completed approved registration form; and a copy of the employer's completed form is kept at the project while the employer is working there."

Conformément à l'article 5 du règlement intitulé Construction Projects, pris en application de la Loi sur la santé et la sécurité au travail, «les constructeurs et les employeurs associés à des travaux de construction doivent remplir un formulaire officiel avant de commencer leurs travaux. Les constructeurs doivent veiller à ce que tous les employeurs associés au chantier lui remettent un formulaire d'inscription dûment rempli. Une copie du formulaire d'inscription des employeurs doit être gardée au chantier tant et aussi longtemps que les employeurs y travaillent.»

Nature of Business (check one) <i>Genre d'entreprise (cochez une case)</i>			
<input type="checkbox"/> Individual <i>Individuelle</i>			
<input type="checkbox"/> Sole proprietorship <i>À propriétaire unique</i>			
<input type="checkbox"/> Partnership <i>En nom collectif</i>			
<input type="checkbox"/> Corporation <i>Société</i>			
<input type="checkbox"/> Joint Venture <i>Coentreprise</i>			
Name and Full Address of Business / <i>Nom et adresse complète de l'entreprise</i>			
Telephone No.: <i>N° de téléphone</i>		Fax: <i>N° de télécopieur</i>	
Names of Corporations <i>Nom des sociétés</i>		Main Business Address <i>Adresse principale</i>	
1.			
Telephone No.: <i>N° de téléphone</i>		Fax: <i>N° de télécopieur</i>	
2.			
Telephone No.: <i>N° de téléphone</i>		Fax: <i>N° de télécopieur</i>	
Names of Directors & Principal Officers <i>Nom des directeurs et des principaux dirigeants</i>		Title <i>Titre</i>	Date Appointed <i>Date d'entrée en fonction</i>
1.			
2.			
Average No. of Employees on Project <i>Nombre moyen d'employés sur le chantier</i> <input type="checkbox"/> 1 - 5 <input type="checkbox"/> 6 - 19 <input type="checkbox"/> 20 - 49 <input type="checkbox"/> 50 + / 50 et plus			
Master Business Licence No. <i>N° du permis principal d'entreprise (MCC)</i>	Retail Sales Tax No. <i>N° de taxe de vente au détail</i>	WSIB No. <i>N° de compte (CSPAAT)</i>	WSIB Rate No. <i>N° de groupe tarifaire (CSPAAT)</i>
I hereby certify that the above information is correct / <i>J'atteste par la présente que les renseignements donnés plus haut sont exacts.</i>			
Position & Title <i>Poste et titre</i>		Signature <i>Signature</i>	Date <i>Date</i>

Employers are required to submit the completed form to the Constructor.
Les employeurs doivent remettre le formulaire dûment rempli au constructeur.

1000 (03/00)

This form may be photocopied / *Ce formulaire peut être photocopié.*

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), 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.