



City of Corner Brook Request for Proposal (RFP)

"Printing/Publishing Services for Scotiabank Hockey Day in Canada 2018"

The Scotiabank Hockey Day in Canada Local Organizing Committee is accepting Proposals of Interest to provide Printing/Publishing Services for Scotiabank Hockey Day in Canada 2018 events being hosted in the City of Corner Brook leading up to and on January 20, 2018.

Sealed submissions clearly marked **"Printing/Publishing for Scotiabank Hockey Day in Canada 2018"** will be received up to but not later than:

**11:00 a.m.
Friday, September 8, 2017**

after which time they will be publically opened at the City of Corner Brook City Hall, 5 Park Street, Corner Brook, NL, Canada A2H 6E1.

Tenders shall be submitted in a sealed envelope clearly marked **"Printing/Publishing for Scotiabank Hockey Day in Canada 2018"** and delivered to:

**Marina Redmond, City Clerk
5 Park Street, P.O. Box 1080
Corner Brook, NL
A2H 6E1**

If you have questions regarding the proposal, you may direct them to Bruce Keating, Chair, SHDIC Local Organizing Committee, by email at shdicbchair@outlook.com or by calling 709.632.7880.

The lowest or any submission is not necessarily accepted. The City reserves the right to reject any or all bids, to waive irregularities and formalities therein, and to award the proposal in the best interest of the City of Corner Brook.

All proposals submitted to the City of Corner Brook become the property of the Municipality and as such are subject to the *Access to Information and Protection of Privacy Act*.

1.0 Proposal Statement

The Scotiabank Hockey Day in Canada Local Organizing Committee in conjunction with the City of Corner Brook is accepting Proposals of Interest to provide Printing and Publishing Services during the Scotiabank Hockey Day in Canada 2018 event being hosted in the City of Corner Brook.

2.0 Background

The Municipality of the City of Corner Brook has been selected to host Scotiabank Hockey Day in Canada in Corner Brook, NL on January 20, 2018 ("**SHDIC**").

Scotiabank Hockey Day in Canada is an annual celebration of hockey and Canadians' love of hockey. As the host of Scotiabank Hockey Day in Canada 2018, the City of Corner Brook will provide a fun-filled series of events for citizens of all ages beginning on Wednesday, January 17th and culminating on January 20th with the Scotiabank Hockey Day in Canada national broadcast, hosted by Ron MacLean, and featuring Coaches' Corner with Don Cherry and Ron MacLean from the Corner Brook Civic Centre. In addition, there will be other events including, without limitation, clinics, school visits, hockey games, open practices of hockey teams, auctions, banquets, hockey tournaments, contests, visits with the Stanley Cup, and a series of arts and musical events all designed to celebrate the game of hockey and our love for it. SHDIC provides the City of Corner Brook with an opportunity draw the country's attention to our City and region, and to showcase the beauty and uniqueness of the Western Region of Newfoundland right across the country!

The City of Corner Brook is strategically located, nestled in the scenic Humber Valley and serving as both the commercial hub of the Western Region and the second largest city in the province with a population of roughly 20,000.

Corner Brook and the Western Region is undeniably a hotspot in the cold winter months, boasting a wide variety of available activities from hockey to alpine and cross-country skiing, snowboarding, snowmobiling, ice fishing, winter hiking, the Wintertide music festival and the Corner Brook Winter Carnival. Furthermore, with Marble Mountain, Blow Me Down Cross Country Ski Club, and the scenic Bay of Islands all in a 15-minute radius and Gros Morne National Park just an hour away, the Corner Brook area is a winter wonderland and the perfect backdrop to showcase SHDIC and the West Coast of Newfoundland!

3.0 Scope of Work and Deliverables

The SHDIC Local Organizing Committee is seeking proposals to perform a variety of administrative printing services on an ongoing, as needed, basis both prior to and throughout the event period. Work performed is expected to be routine in nature and of a scope normally provided by a printing and publication business. Types of products expected to be procured under the awarded contract include but are not limited to:

- Table Tent Advertisement Boards
- Event Tickets – pre-sale and door tickets
- Event Posters
- Event Banners
- Sponsorship Banners
- Event Programs – Give Away
- Commemorative Programs – to Sell
- Postcard Keepsakes / Autograph Keepsake Cards
- Vehicle Magnet Signage
- Billboard Wrap
- Digital Images/Artwork/Graphics
- Bookmarks
- SHDIC Hockey Cards (8-12 card set)

Since the exact quantities and products will change based upon business necessity and cannot be predicted with exact certainty, the Local Organizing Committee is seeking proposals that will identify quantity price discounts at pre-determined levels for standard and non-standard print jobs using both camera-ready copy supplied by Scotiabank Hockey Day in Canada as well as artwork designed and maintained by the selected vendor.

Proposals should provide pricing for various types of products as well as estimated pricing at graduated quantity levels.

Costs associated with the artwork, graphic design work and production should be listed separately where feasible.

Discuss any creative pricing or payment options the Applicant can provide.

Describe alternate approaches to the requested services where feasible or additional services offered or recommended, which may not be specifically requested but of benefit to the Local Organizing Committee.

4.0 Selection Process

The City of Corner Brook will not necessarily accept the lowest/highest price or any proposal. Any implication that the lowest/highest price or any proposal will be accepted is hereby expressly negated.

The SHDIC Local Organizing Committee, in consultation with City Staff, in its sole discretion will determine the manner in which each response to this Request for Proposal meets the evaluation criteria.

Evaluation Criteria

Each response to this Request for Proposal will be evaluated to determine the degree to which it responds to the requirements as set out. Because this is a Request for Proposal, other factors in addition to price will be considered when submissions are evaluated. Factors to be considered will include, but not necessarily be limited to the list

below. Proposals must include, but are not limited to the following:

- **Cover Letter:** With name, address, phone number, and e-mail address of the contact person.
- **Company/Individual's Information:** Including background information and comprehensive listing of all services you will provide. Be specific on whether you are proposing to provide (a) artistic and graphic design services, (b) printing and production services, or (c) both. If partnering with any 3rd parties to provide the services requested, please provide the names of proposed partners.
- **Approach to Scope of Work:** A short narrative on how you believe SHDIC Local Organizing Committee and the City of Corner Brook can successfully work with your company.
- **Interest:** Describe why your company would be interested in this event.
- **References:** Three client references for the company.
- **Samples:** Company samples.
- **Rates:** Standard hourly billing rates and/or package rates
- **Budget:** Proposed budget for the project, included suggested workplan, and a breakdown of fees for professional services, hours, out-of-pocket expenses, and taxes that would cover the full scope of services.

Interview

Depending on the initial evaluation, a short list may be selected to meet with representatives of the SDHIC Local Organizing Committee and City to discuss their proposal in greater detail.

5.0 Rejection of Proposals

The City reserves the right to reject any and/or all proposals received. The City is not under any obligation to award a contract, and reserves the right to terminate the Request for Proposal at any time for any reason, and to withdraw from discussions with all or any of the proponents who have responded. The receipt and opening of a proposal does not constitute acceptance of any proposal.

6.0 Confidentiality

The City and the proponent agree that the content of each response to this Request for Proposal will be held in the strictest confidence, and details of any response will not be discussed with any other party. By submitting a response to this Request for Proposal, each proponent agrees not to disclose at any time. Only information subject to the *Access to Information and Protection of Privacy Act* may be disclosed. The City agrees to notify the proponent should a request for information be received.

7.0 Reporting Requirements

Those interested should prepare a proposal, which clearly states, but is not limited to, how the supplier will provide the required service, associated costs and benefits, making note of the criteria provided.

The successful supplier shall enter into an agreement with the SHDIC Local Organizing Committee and the City of Corner Brook. The agreement will indicate that all services provided will be completed to the satisfaction of the SHDIC Local Organizing Committee and the City, according to the terms of reference, and for the amount as set out in the proponent's proposal.

It should be noted that the successful supplier will be asked to adhere to any existing agreements and branding standards or guidelines the City may have in place such as dedicated product suppliers (i.e.: Letters of Understanding with Rogers and Scotiabank Hockey Day in Canada).

The successful proponent shall report to the SDHIC Local Organizing Committee and agree to the conditions set forth in the City of Corner Brook's Agreement.

8.0 Time Frame

RFP Deadline: **11:00 am Friday, September 8, 2017.**

Proposed date for Notice of Award: Friday, September 22, 2017.

Questions on this proposal may be referred to:

Bruce Keating
Chair, SHDIC Local Organizing Committee
Telephone: 709.632.7880
E-mail: shdiccbchair@outlook.com