CITY OF NANAIMO
THE HARBOUR CITY

PURCHASING DEPARTMENT

REQUEST FOR PROPOSAL No. 2228

Supply & Deliver Paper Goods & Office Products

DATE ISSUED: June 20, 2019

Closing Location:
Purchasing Department
2020 Labieux Road
Nanaimo, BC
V9T 6J9

ESTABLISHED CLOSING DATE AND TIME:
Proposals MUST be received prior to:
July 11, 2019; 3:00 pm (15:00 hrs) Pacific Time

INQUIRIES:
Debbie Bezenar, SCMP, Buyer
purchasinginfo@nanaimo.ca

Late Submissions will not be considered

And

Submissions will not be opened publicly

NOTE: EMAIL SUBMISSIONS ARE NO LONGER ACCEPTED. ELECTRONIC SUBMISSIONS ARE ACCEPTED AT; https://www.nanaimo.ca/bid-opportunities/**. AS DESCRIBED IN SECTION 2.0 OF THE DOCUMENT**

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Section 1.0 Overview

1.1 Project Overview

The City invites Proposals for the Supply and Delivery of Paper Goods and Office Products for all City departments. Additionally there is a list of Participating Agencies that will utilize this agreement as well.

This Proposal may also be extended to other Participating Agencies as described herein.

Pricing Schedules 1 and 2 are as per separately attached excel spreadsheet for use.

1.2 Intended Term of Agreement

For the purpose of this Agreement if awarded, the first term of the Agreement will be for three (3) years from date of award. This may be extended for an additional one (1) more two (2) year term subject to satisfactory performance reviews, and if mutually agreeable. Firm pricing is required for the initial three (3) year term.

After the initial three (3) year term any request for a price adjustment, MUST be submitted to the City's designated project manager in writing a minimum of ninety (90) calendar days prior to the commencement of the optional year. The City will then review the submission and will at its sole discretion either accept, negotiate, or reject and re-post the requirements.

The City shall not incur any liability, should it choose not to exercise the option to extend the Agreement.

1.3 Intention of Award

The intention of the City maybe to award to one Proponent; however, the City will award in the best interest of the City and at its sole discretion to one or more than one Proponent.

1.4 No Exclusivity

In the event that the Successful Proponent fail to meet the obligations of the Agreement as follows:

- Unable to provide the required goods and or services either as listed in this RFP or as modified from time to time; or
- Unable to deliver the required goods and or services at the required time and location.

The City shall, in its sole discretion, reserve the right to source and purchase the goods and or services from other suppliers to meet operational requirements.

1.5 Definitions

The following definitions apply to the interpretation of this document:

a) "Addendum / Addenda" means a change, or addition, or correction significant enough to be formally made to this RFP. Addenda are posted on the City websites.
b) "Agreement" means a legal document and any attachments that bind the City and all other parties subject to the provisions of the document(s).
c) "Business Day" means any day from Monday to Friday inclusive, excluding statutory or civic holidays observed in British Columbia.
d) "City" means the City of Nanaimo, also to include all Participating Agencies.
e) "Closing Date and Time" means the deadline for the submission of Proposals as set out herein.
f) "Closing Location" means the location that all Proposals for this RFP will be accepted at.
g) "Contractor" means the Successful Proponent who enters into an Agreement with the City for the goods and services requested herein.
h) "Mandatory Requirements" means those requirements described herein, which shall be fully satisfied in order for any Proposal to be considered by the City as a qualified Proposal.
i) "May" used in this document denotes permissive.
j) "Other Agencies" means other public sector Agencies that may choose to participate in this award, if any.
k) "Participating Agency / Agencies" means named agencies as listed herein that may take part in the Agreement if awarded, and under the same terms and conditions as described herein.
l) "Proponent" means the Person, Company or Corporation providing a response to this RFP.
m) "Request for Proposal" (RFP) means the document issued by the City used to solicit submissions to provide goods, services or construction for the City.
n) "Shall" or "Will" or "Must" used in this document denotes imperative.
o) "Sub-Contractor" means a legal entity approved by the City that may undertake the execution of a part of the Work pursuant to an Agreement with the Proponent, and may include both "brokers" and "Sub-Contractors".
p) "Submission" or "Proposal" means the information submitted by a Proponent in response to this RFP.
q) "Successful Proponent" means a Proponent who the City may award the agreement to, as a result of this RFP document.
r) "Work" means the total goods and or services required by the RFP.

Section 2.0 Instructions to Proponents

2.1 RFP Closing Date and Submission Instructions

It is the sole responsibility of the Respondent to submit their response to the Purchasing Department prior to the established Closing Date and Time by one (1) of the following two (2) methods:

i. Hand/courier delivery: Proponents should submit one (1) original hard copy and one (1) electronic version in MS Word/PDF format submitted on an external flash drive. The Proposal should be enclosed and sealed in an envelope/package clearly marked: **RFP 2228 Supply & Deliver Paper Goods & Office Products; attention: Debbie Bezenar** and delivered and addressed to the Purchasing Department, City of Nanaimo, 2020 Labieux Road, Nanaimo, BC V9T 6J9.

   Note: The City will not be liable for any discrepancy between the hard copy submission and the electronic version. In the event of a discrepancy between the hard copy submission and the electronic version, the electronic version will prevail.

ii. Electronic Bid Opportunity Portal: follow this hyperlink; https://www.nanaimo.ca/bid-opportunities/. Click the submit button for **RFP 2228 Supply & Deliver Paper Goods & Office Products**, register by providing all the required information; upload the submission document(s) and click submit.

   - An email confirmation will be sent to the email address that has been registered.
   - Registration is required for each submission.

Electronically submitted Proposals will be deemed to be successfully received when the time as posted on the Submission portal confirmation email is at or before the Established Closing Date and Time.

It is the Proponent's sole responsibility to ensure their Proposal is received when, where and how it is specified in this RFP document. The City is not responsible for lost, misplaced or incorrectly delivered Proposals.

The time clock in the Purchasing Department Office is the official timepiece for the receipt of all Proposals delivered by hand/courier.

Note: Although every attempt will be made to meet all dates, the City reserves the right to modify any or all dates at its sole discretion at any time.

2.2 Signature

The Proposal MUST be signed by a person authorized to legally bind the Proponent to the statements made in the Response to this RFP.

2.3 Pre-Proposal Meeting - Mandatory

A pre-proposal meeting will not be held for this RFP.

2.4 Amendment to Proposals

Proponents may amend their Proposals after submission provided each revision is submitted and is received at the Closing Location and before the Established Closing Date and Time.

An authorized signatory of the Proponent must sign revisions.

Revisions received after the Closing Time will not be considered or accepted.

2.5 Inquiries and Clarifications Related to this RFP

All inquiries regarding this RFP are to be directed in writing or by email to the following person(s):

Debbie Bezenar; purchasinginfo@nanaimo.ca

All enquiries must be received no less than five (5) business days before the Established Close Date and Time. Questions received after this date will be responded to at the City's discretion, and responses cannot be guaranteed.

Information obtained from any other source is not official and no verbal communication will modify the terms of this RFP.

Proponents are required to check the City's website for all information up to the Established Closing Date and Time at the following website; https://www.nanaimo.ca/bid-opportunities/.

2.6 Addenda

If the City determines that an Addendum is necessary, the City will post an Addendum on the City website, and shall become part in parcel part of the RFP Document(s).

- Questions for clarification that alter the method, pricing and or specifications of the submission will be posted in the form of an Addenda, and MUST be signed and included with the submission.

- Questions for clarification that do not alter the method and pricing of the submission will be posted in the form of a Question and Answer document and will not require to be signed and returned with the submission.

It is the responsibility of the Proponent to ensure that it has retrieved any Addenda as posted.

Proponents are required to check the City's website for all information up to the Established Closing Date and Time at the following website; https://www.nanaimo.ca/bid-opportunities/.

2.7 Withdrawal of Proposals

Proponents may withdraw their Proposal at any time prior to the Proposal Established Closing Date and Time by submitting a written withdrawal request to the Purchasing Department via email: purchasinginfo@nanaimo.ca, attention: Debbie Bezenar, Buyer.

2.8 Examination of RFP Proposal Documents and Facilities

It is the responsibility of each Proponent to examine the RFP Document(s) thoroughly. The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the Services or Work and conditions imposed by the City.

There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal Fee submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional Work requirements due to unforeseen circumstances and as approved by the City.

2.9 Liability for Errors

While the City has taken considerable effort to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Proponent. The information is not guaranteed or warranted accurate by the City, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponent from forming their opinions and or conclusions with respect to the Work as described in this RFP.

2.10 Litigation Clause

The City may, in its sole discretion reject a Proposal submitted by Proponents if the Proponent, or any officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in a legal action against the City, its elected or appointed officers and employees in relation

to:

a. Any other Agreement and or contract for works or Services; or
b. Any matter arising from the City's exercise of its powers, duties or functions under the *Local Government Act* for another enactment

Within five years of the date of this Request for Proposal.

In determining whether to reject a Proposal under this clause, the City will consider whether the litigation is likely to affect the Proponent's ability to work with the City, its consultants or representatives. In addition, whether the City's experience with the Proponent indicates that the City is likely to incur increased staff and legal costs in the administration of this Agreement if it is awarded to the Proponent.

2.11 Proponent Expenses

Proponents are solely responsible for their own expenses in preparing and submitting Proposals, and for any sample requests, meetings, negotiations or discussions with or presentations to the City or its representatives and consultants, relating to or arising from this RFP.

2.12 Amendment to Agreement Documents

The City's and Participating designated project manager and the Successful Proponent shall not amend the RFP Documents except as specifically agreed upon in writing and signed.

2.13 Changes to RFP Document

Proponent MUST not alter any portion of this RFP document, with the exception of adding the information as requested where necessary**.** To do so may invalidate the submission of its Proposal.

2.14 Changes to the Proposal Wording and Content

The Proponent is not allowed the opportunity to change the wording or content of its Proposal after the Closing and Time, and no words will be added to the Proposal, including changing the intent or content of the presentation of the Proposal, unless requested by the City (e.g. minor clarifications).

2.15 Acceptance and Rejection of Proposals

This RFP does not commit the City, in any way to select any Proponent or accept any Proposal and the City reserves the right in its sole discretion to postpone or cancel this RFP at any time for any reason whatsoever and to proceed with the Services in some other manner separate from this RFP process.

Proponents are advised that the lowest or any Proposal may not necessarily be accepted and the City reserves the right to reject or accept any or all Proposals in whole or in part at any time without further explanation.

Proponents are cautioned to carefully read and follow the instructions stated herein, as the City reserves the right to disqualify any Proposal that fails to meet any of the requirements of this RFP.

If any Proposal contains a deficiency or fails in some way to comply with any requirement of the RFP, which in the opinion of the City is not material, the City may waive the defect and accept the Proposal. The determination of whether or not to disqualify or otherwise remove any Proposal from the evaluation process will be made in the sole discretion of the City.

2.16 Freedom of Information and Privacy Protection Act (FOIPPA)

The contents of the Proposal are subject to *the Freedom of Information and Privacy Protection Act* (FOIPPA). The Proponent should note within its Proposal whether it considers any part of the Proposal as proprietary or trade secret. The City attempts to keep, to the best of its ability, proprietary or trade secret material confidential, only to the extent permitted by law. Notwithstanding the foregoing, the City has the sole discretion in determining whether any part(s) of Proponent Proposals contain information that is exempt from FOIPPA legislation.

2.17 Ownership of Proposals

All Proposals submitted, other than any Proposal withdrawn prior to the Established Closing Date and Time of Proposals or any late Proposals, become the property of the City and will not be returned to Proponents.

2.18 Working Language

The working language of the City is English and all Proposals must be submitted in English.

2.19 Not a Binding Agreement

Issuance of this RFP, the Proponent's preparation of a Proposal, and the subsequent receipt and evaluation of the Proposal by the City does not obligate the City in any manner whatsoever, including awarding an Agreement to any Proponent. Only the full execution and delivery of the final Agreement Documents between all parties will obligate the City in accordance with the Agreement terms and conditions.

2.20 Debriefing

Proponents may request a debriefing which may be made available at the City's convenience and must be made within thirty (30) calendar days of notification of award. The intent of the debriefing is to aid the Proponent in presenting a stronger Proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process. The City will provide a debriefing upon request, after an Agreement award has been completed.

2.21 Opening of Proposals

Proposals will not be opened publicly.

Section 3.0 General Terms and Conditions

3.1 Other Agency Agreements

To encourage the use of the Agreement resulting from this RFP, the Successful Proponent will ensure that other Agencies, as listed herein in clause 5.14 Participating Agencies, have reasonable access to this sourcing initiative.

3.2 Acceptance of Terms

All the terms and conditions of this RFP are assumed to be accepted by the Proponent and incorporated in its Proposal, except those revisions that are proposed or requested in the Proposal and accepted by the City.

3.3 The City Reserve Rights

The City reserves the right to:

a. Waive any irregularity or insufficiency in any Proposal;
b. Accept the Proposal which is deemed most favourable to the interest of the City;
c. Accept any Proposal in whole or in part;
d. Seek Proposal clarification with any or all of the Proponents to assist in the evaluation;
e. To request clarification from one or more than one Proponent with regard to pricing that is obviously unbalanced;
f. Negotiate with the selected Proponent;
g. Approve substitutions for the Goods or personnel for the Work;
h. Reject any or all Proposals;
i. Contact references other than, and or in addition to, those furnished by the Proponent;
j. Modify the terms of the RFP at any time in its sole discretion; up to the Established Closing Date and Time; and
k. Internally publish the names of Proponents and any summary cost information deemed appropriate by the City.

3.4 Notification of Award

The Successful Proponent will be notified in writing and required agreeable obligations will need to be fulfilled before the Work can begin. All Proponents are directed to regularly check the City's website for results of the opportunity as unsuccessful Proponents will not be notified in writing.

3.5 Form of Agreement

The City's preferred form of Agreement Documents, whether attached or not, will consist of the following:

a. The RFP document and all addenda, and attachments;
b. The Successful Proponent's Submission;
c. The City's official purchase order(s), where applicable; and
d. Those parts not referenced above but maybe required and agreed upon by both Parties.

The City is not obligated to any Proponent in any manner until a Purchase Order has been issued and signed by the City's designate.

3.6 Indemnity

The Successful Proponent agrees to indemnify, defend and save harmless the City, including and without limitation, to its Council Members, agents, and employees. This will be from and against all suits, claims, demands, losses, damages, expenses and costs made against or incurred, suffered or sustained by the City at any time, either before or after the expiration or termination of the Agreement. Where the same or any of the aforementioned are based upon or arise out of or from anything done or omitted to be done by the Successful Proponent or by any employee, officers, director or Sub-Contractor, the Successful Proponent pursuant to the Agreement excepting any liability out of the independent acts of the City.

3.7 Insurance Requirements Responsibility

It is the responsibility of the Contractor to keep in good standing throughout the Agreement term, and maintain, and pay for, any additional insurance which is required by law to carry, or which it considers necessary to cover risks not otherwise covered by insurance in its sole discretion.

The Contractor hereby waives all rights of recourse against the City for loss or damage to the Contractor's property.

3.8 WorkSafe BC

The Contractor and any approved Sub-Contractors must be registered in good standing with WorkSafe BC, in which case WorkSafe BC coverage must be maintained for the duration of the Agreement. The Contractor agrees and shall:

a. Provide at its own expense the necessary WorkSafe BC compensation coverage for all its employees and partners employed or engaged in the execution of the Work;

b. Remain current with all assessment reporting and payments due there under and shall comply in every respect with the requirement of the WorkSafe BC Act and Regulations; and
c. Be solely responsible for to ensure that all Sub-Contractors have proper WorkSafe BC coverage.

The Contractor will ensure compliance with and conform to all health and safety laws, by-laws or regulations of the Province of British Columbia, including without limitation the *Workers Compensation Act* and Regulations pursuant thereto.

The Contractor understands and undertakes to comply with the entire Workers' Compensation Board Occupational Health and Safety Regulations for hazardous materials and substances, and in particular with the "Workplace Hazardous Materials Information System (WHMIS)" Regulations. All "Safety Data Sheets (SDS)" will be shipped along with the Goods and any future SDS updates will be forwarded.

3.9 Invoicing and Payment

If an Agreement is awarded, invoices should be sent to the City's Accounts Payable Department at the following email address; finance.division@nanaimo.ca and should include as a minimum:

a. Purchase Order number;
b. Project document Number, if applicable;
c. City contact full name (first and last); and
d. Applicable taxes shown as a separate line item.

Payment term is Net (30) days from receipt of an accurate invoice. Electronic Funds Transfer (EFT) is the preferred method of payment. EFT is a direct deposit into the Contractor's bank account.

The City reserves the right to reject and/or return invoices containing discrepancies for correction and/or re-invoicing without penalty.

No payment for extras shall be made by the City, unless the City's designated project manager authorizes such extras.

3.10 Licenses and Permits

The Successful Proponent will provide and pay for all licenses and permits required to carry out the work.

3.11 Laws of British Columbia

Any Agreement resulting from this RFP will be governed by and will be construed and interpreted in accordance with the laws of the Province of British Columbia.

3.12 Damage and Defects

The Successful Proponent shall use due care so that no persons are injured, or no property damaged or lost in providing the Work. The Successful Proponent shall be solely be responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage of property, or infringement of the rights of others incurred in the performance of the Work or caused in any other manner whatsoever by the Successful Proponent or its employees. The Successful Proponent shall rectify any loss or damage for which, in the opinion of the City, the Successful Proponent is responsible, at no charge to the City and to the satisfaction of the City.

Alternatively, the City may repair the loss or damage and the Successful Proponent shall pay to the City the costs of repairing the loss or damage upon demand from the City. Where, in the opinion of the City, it is not practical or evaluation to repair the loss or damage, the City may estimate the cost of the loss or damage and deduct such estimated amount from the amount owing to the Successful Proponent.

3.13 Assignment Sub-Contracting of Agreement

The Successful Proponent shall not assign or Sub-Contract its obligations under the Agreement, if any, in whole or in part, without prior written approval of the City's designated project manager.

3.14 Termination of Agreement

The City reserves the right, at its sole discretion, to terminate the Agreement, in whole or in part, if the Successful Proponent receives three (3) written notices for any one or more of the following reasons:

a. Failure to deliver the promised goods and or services at the required time and location; or
b. Failure to provide qualified personnel to provide the or perform the goods and or services; or
c. Failure to provide satisfactory Work; or
d. Fails to meet the City's standard of expected and agreed level of Services and performance; or
e. Performing unsafe acts while on City property that could pose a threat to the safety of the City Staff or Public; or
f. Safety infractions; or
g. Places unknown personnel, Sub-Contractors or assignment of the Services to others; or
h. Any other reason considered appropriate, at the sole discretion of the City.

Upon termination of the Agreement, the City will be under no further obligation to the Successful Proponent, except to pay any outstanding amounts that the Successful Proponent may be entitled to receive up to the date of termination. Such termination will not result in any penalty to the City.

3.15 Cancellation

The Agreement may be cancelled by either party for any reason without cause or penalty upon thirty (30) calendar day's written notice, or as mutually agreeable.

3.16 Force Majeure

Neither party will be liable for any failure or delay to perform that party's obligations resulting from any cause beyond that party's reasonable control. This will include but not be limited to fires, explosions, floods, strikes, Work stoppages, slowdowns, or other industrial disputes, accidents, riots or civil disturbances, acts of civil or military authorities.

3.17 Gifts and Donations

The Successful Proponent will ensure that no representative of the Successful Proponent will offer or extend any entertainment, gift, gratuity, discount, or special service, regardless of value, to any employee of the City. The Successful Proponent will report any attempt by any employee of The City to obtain such favours to the City of Nanaimo's Chief Administrative Officer or designate.

3.18 Proponent Performance

The Successful Proponent will be evaluated on their performance throughout the term of this Agreement. Suppliers achieving a less than satisfactory rating under the evaluation will be notified and required to create and implement a corrective action plan that addresses any shortfall in the Supplier's performance. If the Supplier fails to create or implement the corrective action plan or if the Supplier's performance level does not improve The City may take further action including but not limited to cancelling the Agreement and/or suspension of the Supplier from future bidding opportunities.

3.19 Dispute Resolution

The parties will make reasonable efforts to resolve any dispute, claim, or controversy arising from the Agreement; using the dispute resolution procedures set out in this section or otherwise agreeable.

a. **Negotiation:** The parties will make reasonable efforts to resolve any Disputes by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.
b. **Mediation:** If all or any portion of a Dispute cannot be resolved by good faith negotiations within (30) days, either party may by notice to the other party refer the matter to mediation. Within (7) days of delivery of the notice, the parties will mutually appoint a mediator. If the parties fail

to agree on the appointment of the mediator, then either party may apply to the British Columbia International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be Nanaimo, British Columbia. Each party will equally bear the costs of the mediator and other out-of-pocket costs, and each party will bear its own costs of participating in the mediation.

c. **Litigation:** If within (90) days of the request for mediation the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice commence litigation.

3.20 Fuel Consumption Data Reporting

The City, along with 95% of other local BC governments, signed the BC Climate Action Charter in 2007. As part of the Charter requirements, the City must measure and report on the City's overall greenhouse gas (GHG) emissions each year, which includes contracted emissions. As a result, the City is required to track and report on contracted emissions that are derived from fossil fuel consumption used to operate vehicles, equipment and machinery. These include (but are not limited to) gasoline, diesel, propane, and bio-fossil fuel blends.

The Contractor shall communicate the quantity of fuel used to operate vehicles, equipment, and machinery as part of the supply and delivery of goods and or services as described in this document on an annual basis. Fuel consumption associated with the provision of the supply and delivery of the goods and or services must be provided to the City within thirty-one (31) days of the calendar year ending December 31 annually. Data provided should be completed as outlined on the Contractor Fuel Reporting Consumption Worksheet Information Appendix E.

3.21 Independent Contractor

The Contractor, its sub-contractors, the officers, directors, shareholders, partners, personnel, affiliates and agents of the Contractor and Sub-Contractors are not, nor are they to be deemed to be partners, appointees, employees or agents of the City.

3.22 Sub-Contractors

Where there are Sub-Contractors to be employed throughout the term of this Agreement, if any, then:

a. The Contractor will bind all approved Sub-Contractors to the terms of the Agreement, as applicable to the Sub-Contractors Work.

b. The Contractor will preserve and protect the rights of the City with respect to any Work performed under Sub-Contract and incorporate the terms and conditions of this Agreement into all sub-contracts as necessary to preserve the rights of the City under this Agreement.
c. The Contractor shall require each of its Sub-Contractors to provide comparable insurance to that set forth herein.
d. The Sub-Contractor must comply with all conditions and safety regulations of WorkSafe BC, must be in good standing, and must maintain this standing throughout the term of the Contract.
e. All Sub-Contractor(s) are the responsibility of the Contractor.
f. The Contractor will be as fully responsible to the City for acts and omissions of Sub-Contractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by the Contractor.

3.23 Time is of the Essence

The Proponent acknowledges that time is of the essence with respect to the Work requirements contained herein.

Section 4.0 Evaluation and Selection Process

To assist in receiving similar and relevant information, and to ensure your Proposal receives fair evaluation, the City asks Proponents to provide the following information.

4.1 Proposal Eligibility and Mandatory Submission Requirements

In order for Proposals to be eligible, they **MUST** meet the following mandatory requirements:

a. The Proposal **MUST** be submitted at or before the stipulated Established Closing Date and Time;
b. Proponent's Information Form **MUST** be filled out, included in the submission and signed by a person authorized to legally bind the Proponent to statements made in response to this RFP; and
c. The Proponent **MUST** sign and include any Addenda if posted.

PROPOSALS NOT IN COMPLIANCE WITH THESE MANDATORY REQUIREMENTS WILL NOT BE CONSIDERED.

4.2 Evaluation Criteria

The following criteria identify the key components on which Proposals to this RFP will be evaluated.

	Evaluation Criteria	Available Points
1.	Proponent's Overview, Experience & Logistic Capability	20
2.	Ordering Process	25
3.	Customer Support & Account Management	20
4.	Fee Proposal	
	4.1 Core products • Computer Supplies • Facility Supplies • Furniture • Paper	15
	4.2 Non-Core Products	10
5.	Percent of cost for items not listed	5
6.	Value Added	5
	Total Points for the Evaluation Criteria:	**100**

4.3 Proposal Content

It is important that Proposals clearly provide all the necessary information so that a thorough assessment of the Proponent's experience, qualifications, and capabilities can be made.

In the case, that contradictory information or information that contains conditional statements is provided with respect to a requirement, the City will, in its sole and absolute discretion, determine whether the response complies with the requirements, and may seek clarification from the Proponent. The contradictory information may result in the Proposal receiving a low score for that particular rated requirement.

The submission to each of the rated requirements should:

1. Be complete (bullet point format is acceptable);
2. Be concise and factual; and
3. Demonstrate the Proponent's understanding of the City's business needs by providing answers validating its capabilities.

4.3.1 Proponent's Overview, Experience & Logistic Capability (20 points)

a. Have demonstrated experience in supply and delivery of proposed Products to organizations of similar size contemplated in this RFP;
b. Have proven knowledgeable resources to support the requirements of the Participating Agencies;
c. Provide professional and timely customer service to questions and issues that arise from daily operations related to the product supply and delivery;
d. Work in a cooperative manner with the Participating Agencies, and be flexible, innovative, and creative as the Agencies undertake possible organizational changes and/or sustainability initiatives;
e. Ensure, if part of a consortium or dealer network, products are provided in exactly the same manner to the Participating Agencies.

Have the ability to deliver goods and or services as required either same business day or next business day.

4.3.2 Ordering Process (25 points)

a. Describe the City and other Agency responsibilities that would contribute to the successful delivery of the proposed goods and or services.
b. Describe the ordering systems that are available, and their ease of use.
c. Describe how flexible the systems are for use.

4.3.3 Customer Support & Account Management (25 points)

a. Proponents are required to describe how your company will assist in a seamless transfer of services from that the Participating Agencies may be currently using;
b. Describe your Company process for the preparation and implementation of the Agreement and realistic estimated length of time for transfer.
c. Proponents are required to provide three references that the City may contact at its sole discretion. The references must demonstrate similar size of the requirements as described herein.

In addition, Proponents must provide the following:
a. sample reports for review;
b. explain if there are any limitations for getting reports;
c. Describe how accounts are set up and managed, i.e. one umbrella account per agency or one account per department. Also explain what is the easiest to manage and why.

4.3.4 Proposed Fees

Essentially there is three (3) parts to the pricing component, as follows:

Core Product List (10 points)
Non-Core Product List (10 points)
Percent of cost of items not listed (5 Points)

4.3.5 Value Added (5 points)

Provide information on what makes your firm innovative; what is your competitive advantage, and what other services does your firm provide that would assist or be of benefit to the City and the other Participating Agencies.

4.4 Evaluation of Proposals

Proposals will be evaluated on a category basis as follows:

Stage 1 – Proposal Eligibility

The City will examine all Proposals that meet the eligibility requirements as set out herein.

Stage 2 – Weighted Evaluation

The City will evaluate the eligible Proposals based on the Evaluation Criteria in 4.3 using a weighted evaluation scoring method. Proposals will be evaluated using a scoring scale of 1-5 with the resulting score then multiplied by the pre-determined weighted evaluation value for each particular criterion. The weighted score for each item will be added together to arrive at an aggregate (total) score for the evaluation and ranking for all Proposals. The City will assign scores at the sole discretion of the City.

Each Proposal will be awarded points based on the Proponent's response to the information contained herein this RFP.

Proposals that do not respond to a particular rated requirement, are left blank or contain a response of n/a or not applicable will receive a zero (0) point score for that requirement. Where the evaluation team cannot reasonably find responses to a rated requirement, a zero (0) point score will be applied for that rated requirement.

Where priced Proposals are required, the following equation will be used to allocate the points. The lowest proposed price will receive the full value of the allocated points. Each additional Proponent will receive a percentage of the total possible points by dividing the proposed price into the lowest price.

i.e. lowest proposed price is $10.00 from Proponent A and the allocated points for pricing is 10 points. Proponent A receives 10 points. Proponent B submits a proposed price of $12.00. Proponent B receives 8 points ($10.00/$12.00*10=8)

Stage 3 – Proposal Clarification

The City may at their sole discretion, invite one or more Proponents for an interview, presentation or request further clarification to address any questions or clarifications relating to Proposals. Proponents will be responsible for any costs associated with the preparation for, and attendance at, the interview, to take place at a specified location within the City. An interview can be by a format selected by the City (i.e. in-person, phone, conference call, or other.)

The City may conduct credit and reference checks as part of the evaluation process, and may request additional financial information from any Proponent, at The City's sole discretion.

Stage 4 – Re-evaluation and Adjusted Scores

The City may, if necessary, re-evaluate and assign adjusted scores to the previously determined scores of the Proponents invited for an interview based on the new or updated information received.

4.5 Conflict of Interest

Proponents are to include a statement in their Proposal indicating whether or not the firm or any individuals proposed to work on the Agreement has a possible conflict of interest, and, if so, the nature of that conflict. The Participating Agency that may be involved; reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the project to be developed by the awarded respondent. The Municipality's determination regarding any questions of conflict of interest shall be final.

Section 5.0 Scope of Services and Requirements

5.1 Types of Office Products

The Successful Proponent will be able provide a broad range of Paper Goods and Office Products, including related services to meet the needs of the City and Participating Agencies. The Successful Proponent is advised that the Participating Agencies may currently or in the future have separate agreements with other suppliers, for some Products (e.g. bulk paper, furniture).

The Successful Proponent will provide Products including, but not limited to:

Product Categories	Examples of Products include but are not limited to:
Paper Schedule A1	• Copy paper (white and colour) • Computer and fax paper (rolls) • Cover Stock • Inkjet Paper • Photo Paper (glossy and matte)
Office Products Schedule A2 Core Products Schedule A3 Non-Core Products	• Accounting and Business Forms • Adhesives and Fasteners • Binders, Report Covers and Presentation Folders • Desk Accessories • Filing • Labels • Notebooks • Office Machines • Self-Adhesive Notes and Flags • Staplers / Staples / Staple removers • Writing Instruments • Waste Receptacles

5.2 Products

5.2.1 Core Products

Core Products are the high usage Products commonly used by Participating Agencies.

The Core Product list may be adjusted as set out in the Schedules, to more accurately reflect the demand from time to time, and mutually agreeable.

Schedule A - Paper Goods (Part 1 and Part 2), Schedule B - Office Products, Schedule C - Furniture Proposed Rate excel spreadsheets as separately posted. It is not, however, in any way, an exhaustive listing of all Products required by the Participating Agencies from the Agreement resulting from this RFP.

5.2.2 Non-core Products

Non-core Products are those in addition to the core Products that the Participating Agencies may purchase from the Supplier during the Term of the Agreement, regardless if they are included in the Supplier's published standard catalogue (e.g. typically published annually) or not.

5.2.3 Brand Name Products

Brand Name Products refer to branded Products marketed by manufacturers (e.g. Post-it®, Sharpie).

5.2.4 House Brand Products

House brand products refer to a proprietary brand of products sold by the Supplier and often bearing the name of the Supplier. House Brand is alternatively known as private label.

For the purpose of this RFP, the Participating Agencies will deem all house brand products from one (1) Proponent to be technically equivalent to Products similar in form and function to those marketed by other Proponents.

5.3 Product Ordering and Delivery

5.3.1 Product Lists

The Supplier shall provide the following Product lists to Participating Agencies as required:

- Core Product list with details and images, electronic format;
- An electronic list of all Products in its published standard catalogue, except for those listed on the core Product list, with details; and
- Standard printed published catalogue.

5.3.2 Product Ordering

The Participating Agencies may use a variety of ordering methods, including phone, fax, email, and, electronic transactions as further described below.

5.3.2.1 Online Ordering

Participating Agencies may choose to use the Supplier's website to place orders. At a minimum, the website shall:

- Be secure and user friendly;
- Allow generic or individual user login ID and password;

- Provide a customizable landing page for an individual Agency;
- Contain Product offerings specifically for an individual Agency (e.g. unapproved Products shall be blocked from access as requested);
- Feature search function to allow easy of Product lookup by description, manufacturer and Product code;
- Contain real time inventory information; back ordered Products and expected shipping time shall be clearly marked at time of order check out; an option to cancel the back ordered Products shall be also provided at time of order check out;
- Suggest economic alternatives and/or green Products as available; and
- Provide information related to website maintenance, warehouse closing and other situations where orders may be impacted.

The Participating Agencies may request a demonstration and or test period of the ordering systems that is offered for use by the Proponent.

5.3.2.2 Electronic Data Interchange

Participating Agencies currently use a variety of Enterprise Resource Planning ("ERP"), and financial systems. When the Participating Agencies implement various methods for electronic ordering, such as integrated system and Electronic Data Interchange ("EDI"), the Successful Proponent will provide technology and implementation support to the Participating Agencies at no extra cost.

5.3.3 Quick Quote Process

Clients will have two (2) options when purchasing Products from any Agreement resulting from this RFP:

- Purchase required Products directly from a Supplier using the maximum Rates set out in the Agreement (i.e. without using a Quick Quote process); or
- Issue a Quick Quote for the required Products, to obtain better Rates and/or discounts based on specific criteria (e.g. average order size, minimum order quantity, percentage of orders completed via online or electronic ordering, alternative delivery schedule, use of P-Card, early payment, volumes (e.g. annual volumes), and/or overall growth).

If a Quick Quote is issued, the Participating Agency will invite one (1) or more Suppliers, via email, to submit a quote for the specific Product, volume and/or requirements at that specific time. The Supplier shall respond, setting out the following at a minimum:

- Net Rates; and
- Response to any unique requirements (e.g. alternative shipping schedule), if applicable.

Responses to Quick Quotes will be assessed. More than one (1) Supplier may be chosen to provide Products based on a variety of factors such as, but not limited to:

- Lowest Rate;
- Environmental or technology initiatives; and
- Product availability.

5.3.4 Adding or Removing Products

The City and Participating Agencies reserve the right to add or remove products from the lists to fulfil operational requirements, with no penalty to any of the agencies.

5.3.5 Minimum Order

There is no minimum order value; however, in the event of a minimum order value, the Proponents must include this value with their Proposal.

5.3.6 Product Delivery

Delivery charges of any kind will not be accepted or paid. In addition, the Participating Agencies may have more than one (1) delivery location within one (1) delivery address.

The Successful Proponent should consolidate, where possible, multiple orders by delivery address, provided the delivery is made within allowable lead-time. When shipping multiple orders to the same delivery address, the Proponent shall package, label and deliver orders separately.

The Proponent should deliver orders with correct products and quantities within the lead-time.

Products will be packaged appropriately to ensure safe delivery. All deliveries must include a packing slip specifying the Participating Agencies required information (e.g. name of the employee who placed the order, purchase order number, Products and quantities ordered and shipped, back ordered Products and quantities, if any), and also include the pricing information.

The Proponent's own transportation fleet or a reputable transportation company that allows for tracking of the shipments must make deliveries. In addition, there must be a method of communication to the delivery person in the event of an unforeseen change in the order requirements.

5.3.7 Lead Time

The Participating Agencies typically expect to receive orders next Business Day. The Proponent and each of the Participating Agencies may mutually agree upon other lead times and/or terms that are mutually

beneficial to both parties. These terms may include blanket purchase orders with scheduled release dates, bulk, large orders, or special delivery requirements (e.g. specific hours).

5.3.8 Back Order

Back orders should be confirmed at the time of the order confirmation with an estimated delivery date, the Participating Agencies will have an option to cancel or keep the back orders. In addition, the Participating Agencies should have the option to cancel at any time before the order ships. In addition, the Participating Agencies should have account access on line to track status of back orders.

The Proponent should ensure sufficient inventory on the Core Products and associated quantities as shown in the separately posted excel spreadsheet, to minimize back orders.

5.3.9 Product returns

The Proponent is to provide information with regard to the process that must be taken to return products whether they are used or not. Also there should be no restocking or return delivery fees for orders as long as the products are unused and in their original packaging.

5.3.10 Product Substitution

The Supplier will only substitute Products with approval from Participating Agencies designated personnel.

5.3.11 Discontinued Products

The Supplier shall not arbitrarily discontinue Products. When discontinuing Products, the Supplier shall provide the manufacturer's supporting letter to Participating Agencies prior to discontinuation.

5.4 Product Samples

During the Term of the Agreement, Participating Agencies may request Product samples (e.g. office machines) for testing and evaluation to ensure Products meet their requirements and are suitable for their purpose. Product samples may also be required when evaluating new Products, substitutions or alternatives. These Product samples shall be provided to Participating Agencies at no cost. At the end of the evaluation, Participating Agencies are under no obligation to purchase these samples, and may return them to the Proponent at no cost. However, Participating Agencies may choose to purchase the samples at the Proposed Rate.

5.5 Product Warranty

The Proponent shall warrant all its Products from the date of receipt against, but not limited to the following conditions:

- Faulty material; and
- Manufacturing defects.

Where a manufacturer's warranty applies to the Products, the Proponent shall be responsible for arranging Product exchanges and repairs. All shipping costs related to approved warranty exchanges and repairs shall be at no cost to the Participating Agencies.

5.6 Environmental Considerations

The Participating Agencies may be committed to reducing the carbon footprint. The Successful Proponent should keep the Participating Agencies informed about any environment-friendly Products, new technologies and/or green initiatives. The Successful Proponent should, make any environment-friendly Products, new technologies and/or green initiatives available to the Participating Agencies as required. In addition, the Successful Proponent must state the percent of the list price that these initiatives may be offered at.

5.7 Transition and Implementation

The Successful Proponent should provide the Participating Agencies support on account setup, ensuring seamless transition and minimal service disruption, at no cost. The Supplier will provide implementation and training plans to the Participating Agencies for approval prior to the implementation as required.

5.8 Invoicing

The Successful Proponent shall have the capacity to either provide a consolidated monthly invoice or allow for P-Card payment though the on-line access. The consolidated monthly invoices will be available in either paper or electronic format, as detailed in the Participating Agency's Agreement.

The invoice shall be itemized and contain, at a minimum, the following information:

- Invoice number;
- Participating Agency's organization;
- Full name of the person who placed orders, if applicable;
- Delivery address;
- Participating Agency's purchase order number, if applicable;

- Order date;
- Cost center number, general ledger number if applicable;
- Participating Agency's Product number, and ERP (e.g. SAP) number if applicable; and
- Product description, catalogue number, unit of measure, quantity ordered and shipped, price and extended total.

The details of the invoices provided to the Participating Agencies can be agreed upon after the time of award and must suit the needs of each Agency.

5.9 Payment Terms

The Participating Agency's standard payment terms are net thirty (30) days. Different payment terms may be agreed to when executing an Agreement with each of the Agencies.

Note: Participating Agency's payment terms will not be in effect until the Successful Proponent provides an accurate invoice. Where invoices are not accurate, the Agencies may send them back to the Successful Proponent for correction.

5.10 Financial Incentive to Participating Agencies

Where feasible, the Successful Proponent shall propose financial incentive(s) to Participating Agencies to promote additional cost savings resulting from better operational efficiencies that include, but are not limited to:

- Increased average order size;
- Increased minimum order quantity;
- Increased online ordering including electronic commerce;
- Use of Purchasing Card ("P-Card");
- Early payment discount for Clients;
- Higher volumes; and
- Overall growth.

The Participating Agencies may negotiate specific details related to one (1) or more financial incentives.

The financial incentive to Participating Agencies should be in the form of rebates on the total sales, and it shall be incorporated into the all Agreements. Any agreed upon financial incentive, except for early payment discount that will be applied per invoice payment, will be submitted in arrears directly to the Participating Agency's on an annual basis.

The financial incentive to Participating Agencies can be reviewed and adjusted annually as required.

5.11 Agreement Administration and Support

The Successful Proponent will be responsible for providing the following support during the Term of the Agreement:

5.11.1 Customer Support

The Successful Proponent shall provide effective customer support to the Participating Agencies including, but not limited to:

- A responsive account executive (or a team of personnel lead by an account executive) assigned to the Participating Agencies to support their needs by providing day-to-day and ongoing administrative support;
- The Successful Proponent's team must be responsive to the needs of the Participating Agencies (i.e. next Business Day response), provide requested information and documentation in a timely manner and issue resolution;
- Ensuring minimal disruption to the Participating Agencies;
- Easy access to the Successful Proponent (i.e. by toll free telephone number, email, voicemail, and fax);
- Day-to-day support (e.g. process issues, technical, and administrative);
- Establishing an ongoing communication program with the Participating Agencies (e.g. new Products and initiatives, substitution Products, discontinued Products);
- Providing written notice to Participating Agencies on any scheduled shut down that would impact services (e.g. inventory count, relocation of warehouse, website maintenance);
- Attending quarterly business reviews with Participating Agencies or other meetings, as requested; and
- Providing reports to Participating Agencies, as required.

5.11.2 Reporting

The Successful Proponent shall be responsible for providing monthly sales report to the Participating Agencies. The reporting shall include the following fields of information at a minimum:

- The Participating Agency's organization name;
- Client contact (e.g. name);
- Delivery address;
- Invoice date;
- Invoice number;
- Supplier's part number;

- Product description;
- Unit of measure;
- Pack size;
- Unit price;
- Order quantity;
- Quantity shipped;
- Extended total (unit price x quantity shipped, excluding taxes);
- Order Origin (i.e. online, phone, fax, email);
- Manufacturer name;
- Manufacturer part number;

The Supplier shall be responsible for any other ad hoc reports requested by the Participating Agencies.

5.11.3 Other Reporting

The Participating Agencies may require other reporting, such as those set out below or any other ad hoc reports. The details of the Participating Agency's specific reporting requirements will be set out in the Agreement.

- Sales report;
- Back order report; and
- Delivery report.

5.12 Pricing Methodology

Two (2) types of Rates shall be applicable to the Products in an Agreement resulting from this RFP:

- Maximum Rates for core Product; and
- Minimum discount off for non-core Products.

5.12.1 Core Product - Optional Pricing Refresh

The Proposed core Product Rates submitted in response to this RFP will remain firm from date of award for a period of three years.

After the first three year term, any pricing correction request from a Successful Proponent must be accompanied by appropriate documentation (i.e. manufacturer's letter of increases, detailed calculations and individual Client impact analysis) to support any price adjustment.

As part of any review, the Participating Agencies will consider pricing adjustments that reflect changes in operation adjustments due to new or changed municipal, provincial, or federal regulations, by-laws,

substantial fluctuations in foreign exchange Rates as published by Bank of Canada, or ordinances. The Agreement may be governed by a third party index (e.g. CPI) in its Rates review. The Participating Agencies will not consider any fixed costs or overhead adjustments in its review. Vendor Performance received under the Agreement may be considered when contemplating any proposed Rate increase.

The Successful Proponent shall provide written notice to each of the Participating Agencies at least ninety (90) days prior the term expiry date if requesting pricing correction.

The Participating Agencies require a minimum of thirty (30) days prior notice on any Rate correction. If for any reason, the Successful Proponent and the City cannot agree on the new Rates within the specified timeframe, the effective date of new Rates will be adjusted to allow for thirty (30) days prior notice to the Participating Agencies.

If a pricing, correction is not requested the Rates will remain the same until next scheduled pricing correction. Decreases to any Rates shall be accepted at any time during the Term of the Agreement.

Agreements will be amended accordingly, if necessary.

5.12.2 Updating Core Products

Core Products by their nature are commonly high volume Products. To ensure the list of core Products remains relevant, the City, and any of the Participating Agencies, or the Successful Proponent may request a review of the core product list. The first review will occur and become effective from the date of award with subsequent review occurring on a when and if required basis.

Pricing, for newly added core products, will be negotiated at the time ensuring they align with similar core product pricing already on the list. All other core products shall remain unchanged.

The Successful Proponent, shall provide a written notice ninety (90) days prior to effective date of any changes.

Agreements will be amended accordingly, if required.

5.12.3 Non-core Product Pricing Management

The City and the Participating Agencies expect stability in their non-core Product pricing. Upon the City's request, the Successful Proponent should provide appropriate documentation (i.e. manufacturer's letter of increases, detailed calculations) to support any significant Rate increase on products.

5.13 Additional Products

Additional Products (e.g. arts and crafts or any other not regular item), this may also include furniture if mutually agreed upon between the Successful Proponent and any one of the Participating Agencies. Any such items may be added during the Term of the Agreement on an if and when required basis.

5.13.1 Advertised Sale Availability

Any of the Participating Agencies may take advantage of any posted sales where the sale price is lower than the listed agreement price. Once the sale is over the price will return to the regular agreement price, and all other prices will remain in effect.

5.14 Participating Agencies

- The City of Nanaimo
- Nanaimo Ladysmith Public Schools
- The Regional District of Nanaimo
- Vancouver Island Regional Library

Section 6.0 Proponent's Information Form

Proponents **MUST** complete this form and include with the Proposal Submission.

Please ensure all information is in ink and legible.

1.	Company's Name	
2.	Company's Representatives Name	
3.	Address (include postal code)	
4.	Office Phone #	
5.	Cellular #	
6.	Email address	

Proponent: _____ **Date** _____

Signature: _____

Note: All forms that require a signature **MUST** be signed by a person authorized to legally bind the Proponent to statements made in response to this RFP.

The Proponent herby acknowledges that:

1. it understands and agrees with the RFP process as described in this RFP; and, in addition; and
2. verifies the information included in the Proposal is correct, and it has thoroughly reviewed, and has complied with the documents making up their Proposal, including all specifications.

Appendix A - Project Team Members

CONTACT NAME & NUMBER	TITLE	TYPE OF WORK

Appendix B - List of Sub-Contractors

State OWN FORCES if a Sub-Contractor is not required for any of the trades listed; otherwise, name work type and name of Sub-Contractor proposed to be used.

The City reserves the right to approve all proposed Sub-Contractors. Where the City objects to the use of any proposed Sub-Contractor, the Proponent shall use another Sub-Contractor acceptable to the City. Any proposed changes to the approved list of Sub-Contractors subsequent to Agreement Award shall be subject to the approval of the City.

The Successful Proponent may be required to produce schedule of references for all or any proposed Sub-Contractors.

The Successful Proponent shall only use those Sub-Contractors approved by the City and shall be held fully liable to the City for the acts and omissions of its Sub-Contractors.

Type Of Work	Sub-Contractor	Contact Name & Number

Appendix C - Ability and Experience (References)

The Proponent shall provide below three (3) separate Customers **other than the City** having purchased a similar size and design of goods and/or services as specified herein for a previous three (3) year period from the issuance of this document.

REFERENCE # 1	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	
REFERENCE # 2	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	
REFERENCE # 3	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	

REFERENCE RELEASE FORM

I _____ (authorized signatory for the submitting Firm) authorize the City to contact the person and/or organization listed on the ABILITY & EXPERIENCE FORM, for the purpose of obtaining information relating to the Project.

The City reserves the right to call references if in its sole discretion finds a need to do so.

The City reserves the right to check other references other than listed herein.

Appendix D - Fuel Reporting Consumption Worksheet Instructions

GENERAL INFORMATION

This form contains the worksheet for the "Contractor Reporting Fuel Consumption Worksheet", which applies to any Suppliers who have new or renewed contracts with the City of Nanaimo beginning on or after June 1st, 2012.

Contractors can choose to report their fuel consumption according to the frequency that works best for them (e.g. by invoice, monthly, quarterly, or annually), although reporting on an invoice- by-invoice basis is recommended. At a minimum, fuel consumption must be reported annually. The due date for the fuel consumption worksheet(s) for the calendar year will be January 31st of the following year.

Please note that you will only need to report fuel consumption data for fuel used in the delivery of a service to the City.

Why do I have to report my fuel consumption?

The City of Nanaimo, along with 95% of other local BC governments, signed the BC Climate Action Charter in 2007. As part of the Charter requirements, the City must measure and report on the City's overall greenhouse gas (GHG) emissions each year, which was recently changed to include contracted emissions.

Effective June 1st, 2012, the City of Nanaimo is required to track and report on contracted emissions that are derived from fossil fuel consumption used to operate vehicles, equipment and machinery. These include (but are not limited to) gasoline, diesel, propane, and bio-fossil fuel blends.

The City of Nanaimo is required to request specific vehicle and fuel consumption data from Suppliers, which will facilitate the calculation of greenhouse gas emissions by applying standardized emission factors.

If you would like further information with regard to BC's Climate Action Charter, and BC's commitment to becoming carbon-neutral, please visit the Ministry of Environment website at:

https://www2.gov.bc.ca/gov/content/environment/climate-change/public-sector/carbon-neutral

With regard to fuel consumption, the City is required to collect and report on the total amount of fuel that is consumed by your equipment while providing services to the City.

This calculation may require the use of professional judgment and some estimates. Please see the following sample ideas as to how to calculate the City's portion of fuel consumption:

Method 1 – Determine what percentage of your revenues (or what percentage of your costs) come from the City

- For example, if approximately 20% of your overall revenues come from a City contract, it would be logical that around 20% of your fuel consumption would be attributed to the City. If you have reports that show your overall fuel consumption, you could apply this percentage to your overall fuel consumption.

Method 2 – Determine which specific vehicles or equipment are used for the City contract

- If you have specific vehicles and equipment that are assigned to the City, or assigned to the Nanaimo area, you could obtain the fuel consumption information for those, figure out what percentage of the contract revenue comes from the City, and apply that factor to come up with the overall fuel consumption that is City related.

What if I don't have fuel consumption information?

Accounting records can be used to figure out the approximate number of litres consumed during the year. For example, if the company spent $10,000 on fuel in 2015, and the average price per litre was $1.20 throughout the year, then approximately 8,333 litres of fuel were consumed.

Appendix E - Fuel Reporting Consumption Worksheet
SAMPLE DO NOT COMPLETE

Company Name: _____

Address: _____

Phone Number: _____

Contact Person: _____

Title: _____

Contact Phone: _____

Contract Description: _____

Contract Number / Identifier: _____

Reporting Period:*
*(Annual reporting is the minimum requirement)

FROM: dd/mm/yyyy _____ **TO:** dd/mm/yyyy _____

Fuel Consumption Categories:	Type of Fuel	Total Consumption	Unit of Measure
Light Duty Vehicle - Two door passenger cars - Four door passenger cars - Station wagons	❒ Gasoline ❒ Diesel ❒ Propane ❒ Natural Gas ❒ Other _____	**325** _____ _____ _____ _____	**Litres** _____ _____ _____ _____
Light Duty Truck - SUV's - Minivans - Full size vans - Pickup trucks GVWR under 3856Kg (8,500 lbs) and curb weight under 2722 Kg (6,000 lbs)	❒ Gasoline ❒ Diesel ❒ Propane ❒ Natural Gas ❒ Other _____	**1234** _____ _____ _____ _____	**Litres** _____ _____ _____ _____
Heavy Duty Truck - Road vehicles with a GVWR over 3,856 Kg (8,500 lbs) and curb weight over 2722 Kg (6,000 lbs)	❒ Gasoline ❒ Diesel ❒ Propane ❒ Natural Gas ❒ Other _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
Off Road Vehicles and Portable Equipment - Vehicles and equipment not licensed for road use - Snowmobiles - ATV's - Lawnmowers and trimmers - Tractors - Construction equipment	❒ Gasoline ❒ Diesel ❒ Propane ❒ Natural Gas ❒ Other _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____

I / we certify that the above fuel consumption data represents the most accurate estimate of fuel consumption available for the reporting period.

_____ _____

Signature **Title** **Date (dd/mm/yyyy)**