

The Corporation of the City of Sarnia



Expression of Interest No. 001-23 UNDRIP Welcome Signage

Delivery of Submissions:
Closing Date: November 3, 2023
Time of Closing: 1:00:00 p.m. E.S.T.
Delivery Location: purchasing@sarnia.ca
Important Dates Regarding this Request for Quotation:
Last Day for Questions: October 30, 2023 1:00 p.m.

Table of Contents

INFORMATION TO BIDDERS.....	3
General Description	3
Bid Submission.....	3
Non-Exclusivity	3
Questions Re: Request for Quotation.....	3
Lobbying	3
Proponent Eligibility	4
Cost of Submission	6
Withdrawal of Submission Prior to Closing	6
Review of Documents.....	7
Addenda.....	7
Confidentiality Provisions.....	7
Conflict of Interest.....	7
Terms of Reference	8
Purpose of the Expression of Interest	8
List of Requirements with Submission	8
Next Steps.....	8

INFORMATION TO BIDDERS

General Description

The Corporation of the City of Sarnia's United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) Working Group is looking for interested partners and companies to create a graphic design to be used as welcome signage at City Hall and other City facilities.

Bid Submission

ELECTRONIC PROPOSAL SUBMISSIONS ONLY, shall be received by the email, no later than 1:00:00 p.m. (13:00:00 hours) local time, on November 3, 2023.

HARD-COPY PROPOSAL SUBMISSIONS SHALL **NOT** BE ACCEPTED.

Proponents are cautioned that the timing of their Proposal Submission is based on when the Bid is **RECEIVED** by the email to **purchasing@sarnia.ca**, not when a Bid is submitted by a Proponent, as Bid transmission can be delayed in an "***Internet Traffic Jam***" due to file transfer size, transmission speed, etc.

For the above reasons, the City recommends that Proponents allow sufficient time to upload their Proposal Submission and attachment(s) (if applicable) and to resolve any issues that may arise. The closing time and date shall be determined by the City internet and system time.

Non-Exclusivity

This EOI is not intended, nor shall be construed, as creating any exclusive arrangement with the awarded Proponent. The Proponent will not restrict the City of Sarnia from acquiring similar or equal goods or services from other sources.

Questions Re: Request for Quotation

If a Bidder needs to address any discrepancies, errors and/or omissions in the Bid Document, or if they are in doubt as to any part thereof, they shall submit questions in writing through the email using subject "**Questions - EOI 001-23 UNDRIP Welcome Signage**"

Lobbying

To ensure fairness to all Proponents, the City must endeavour to prevent unfair advantage created by lobbying. Therefore the City reserves the right to disqualify, at any time and at its sole discretion, any Proponent engaging in lobbying in connection with a competitive bidding process between a date that is no later than the date of issue of the Quote and the date of signing of a contract or Purchase Order between the City and the Successful Proponent(s). The City may disqualify a Proponent at any time in the procurement process, including after the selection process has been completed.

Lobbying may include any activity that the City, in its sole discretion determines has or may give an unfair advantage to one Proponent relative to other Proponents. Without limiting the foregoing lobbying may include:

- a) Verbal or written communication with or to any City staff / Council member other than those identified as contacts in this Quote in respect of this Quote.
- b) Verbal or written communication with or to any expert or other advisor assisting the Evaluation and Selection of this Quote.
- c) Verbal or written communication with or to any member of the Quote Evaluation and Selection team other than those identified as contacts in this Quote.
- d) Direct or indirect requests by the Proponent to any person, organization, or group to provide a written or verbal expression of support not required by this competitive bidding process to any member of the Evaluation and Selection team or Council.
- e) Verbal or written communication with or to media organizations.
- f) Direct or indirect offer of gifts of any kind or value to any City representative or personnel.

Proponent Eligibility

Without limiting or restricting any other right or privilege of the City and regardless of whether a Bid otherwise satisfies the requirements of a RFP, RFT, or RFQ the City may reject any Bid from a Proponent where:

- a) The Proponent is involved in any type of civil litigation with the City.
- b) The failure of the Proponent to pay, in full all outstanding payments (and maintain in good standing) any costs owing to the City by such Proponent after the City has made demand for payment. This City shall have the right to recover outstanding payments by way of reduced payment of invoices.

- c) The Proponent's refusal to enter a contract with the City after the Proponent's Bid has been accepted by the City
- d) Documented poor performance of a Proponent, including the Proponent's refusal to perform or to complete performance of a Contract with the City
- e) The Proponent having unlawfully or unreasonably threatened, intimidated, harassed, or interfered with an attempt by any other possible Proponent to bid for a City Contract
- f) The Proponent having communicated or discussed, directly or indirectly with an elected member of Council or Council Funded Group during the procurement process
- g) The Proponent having unlawfully or unreasonably threatened, intimidated, harassed, assaulted against, or otherwise interfered with a member of City staff representative, Manager, or consultant
- h) The Proponent has on one or more occasions, in the performance of a Contract with the City, deliberately or negligently, save and except an inadvertent error corrected to the satisfaction of the City within a reasonable time, as determined by the City including but not limited to:
 - i. Over-billed, double billed and or retained a known over-payment or has failed to notify the City of an over-payment or duplicate payment
 - ii. Billed for items not supplied
 - iii. Billed for items of one grade / quality / size, while supplying items of an inferior grade / quality / size
 - iv. Submitted false or misleading information to the City
 - v. Acted in conflict with the City's interests
 - vi. Misappropriated any property or right of the City in any form
 - vii. Committed any other form of sharp or deceptive practice

In the opinion of the City and Council there are reasonable grounds to believe that it would not be in the best interests of the City to enter a contract with the Proponent including but not limited to:

- a) The Proponent or any person with whom that Proponent is not at arm's length within the meaning of the Income Tax Act of an offence under any taxation statute in Canada
- b) The conviction or finding of liability of that Proponent under the Criminal Code or other legislation or law, whether in Canada or elsewhere
- c) The conviction or finding of liability of that Proponent relating to product liability or occupational health and or safety

Cost of Submission

The City of Sarnia will NOT be liable nor reimburse any bidder for any costs incurred in developing an Expression submission, attending meetings/interviews, demonstrating the goods and or services, legal services, or any other services that may be required in responding to this "Expression of Interest".

Withdrawal of Submission Prior to Closing

A vendor who has submitted a response to this Expression of Interest may request that such response be withdrawn. Withdrawals shall be completed and shall be allowed under the following conditions:

- a)** If the request is made in writing on the vendor's letterhead and signed by a senior official of the vendor.
- b)** If the request is made in person by a senior official from the vendor who is authorized to complete and sign an appropriate form.
- c)** If the request is made by way of a fax or e-mail bearing the name of the senior official authorizing the withdrawal.

In all cases, a request for the withdrawal of an Expression will be verified by the City of Sarnia, by way of a telephone call or fax to a senior official representing the vendor, to confirm the withdrawal.

All confirmed requests for withdrawal will be placed on record. The entire response will be returned unopened, to a representative of the vendor, after the closing date of the submission. Vendors will be responsible for the pick-up of the Expression by the day requested.

There shall be no withdrawals of Expressions allowed after the closing date/time for receiving Expressions.

Review of Documents

Bidder must personally study the entire Expression of Interest document to satisfy himself/herself of the conditions and requirements of the Expression. There will be no consideration of any claim, after submission of Expressions, that there is a misunderstanding with respect to the conditions imposed by the Expression of Interest.

Addenda

The City of Sarnia may choose to issue addenda to provide clarification or additional information. Addenda will only be sent to vendors that have submitted interest via email. It is the Bidder's responsibility to ensure they have received all addendums and provide the City of Sarnia with the proper contact information through the registration process. Submissions must include all signed addenda acknowledgements, or the submission may be disqualified.

Confidentiality Provisions

All responses to this Expression of Interest will be treated confidentially in compliance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

The information contained in this Expression of Interest will be utilized by the bidder solely for the purposes of preparing a submission. Any other use of the information for any other purpose is not authorized by the City of Sarnia.

Conflict of Interest

By submitting a bid, the vendor declares that the submission is NOT made in connection with any other submitting vendor and is in all respects fair and without collusion or fraud and further that no member of Council, officer or employee of the City of Sarnia has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise on the performance of the said contract.

Terms of Reference

Purpose of the Expression of Interest

As one of their Workplan items, the City's UNDRIP Working Group is looking to develop welcome signage to post at City Hall and possibly other City facilities. This EOI is searching for graphic design support to develop simple signage containing an inclusive, welcoming message in multiple languages (suggestion is English, French, Three Fires Confederacy). The design will then be replicated using a to be determined Printer, to produce physical signage for selected City facilities.

List of Requirements with Submission

The City will need to know the proper contact person or team to communicate with for the next steps from interested organizations.

If your submission can please provide:

- Company Name
- Contact Name(s)
- Contact information
- Location of business unit (if applicable)

Submission package should include:

- Samples of proposed artwork
- Samples of similar work completed on past projects
- References for similar types of projects

Any samples provided to the City are to be free of any charges and will be kept by the City for future reference.

Next Steps

Once the Expression of Interest has closed, Members of the UNDRIP Working Group and City staff will review the submissions and will contact interested parties, to begin any required negotiations to establish the contract agreement.