



Farm Credit Canada
Financement agricole Canada

Canada

Request for Proposals National Office Supplies

RFP Number: 20101220

Release Date: Monday, December 20, 2010

**Farm Credit Canada
P.O. Box 4320, 1800 Hamilton Street
Regina, Saskatchewan, S4P 4L3**

**Submission
Information:**

**Submissions are required on or before
Friday, January 21, 2011, at noon, Local Regina Time**

**Submit
Inquiries to:**

Paul Boschman
Manager of Corporate Procurement
Farm Credit Canada
P.O. Box 4320, 1800 Hamilton Street
Regina, Saskatchewan, S4P 4L3
Phone: 306-780-8033
Fax: 306-780-8757
Email: paul.boschman@fcc-fac.ca

This is a request for proposal (RFP) only. Farm Credit Canada is not obligated nor is Farm Credit Canada to be constructed as obligated to proceed further. Farm Credit Canada may at its sole discretion elect not to accept any submission for any reason.

NOTICE:

This RFP is the Confidential Unpublished Property of Farm Credit Canada ("FCC"). Use and distribution is limited solely to Authorized Persons. The use, disclosure, reproduction, modification, transfer, or transmittal of this work for any purpose in any form without the written permission of Farm Credit Canada is strictly prohibited.

Contract Duration: Initial three (3) year term, with two (2) renewal/extension options of one (1) year each.

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1. FARM CREDIT CANADA

Farm Credit Canada (“FCC”) is a financially self-sustaining Federal Crown Corporation reporting to Parliament through the Minister of Agriculture and Agri-Food and Minister for the Canadian Wheat Board. FCC is Canada's largest provider of business and financial services to farms and agribusiness. Operating out of over 100 offices located primarily in rural Canada, FCC employees are passionate about the business of agriculture. FCC's head office is located in Regina, Saskatchewan.

1.1. Vision

The full agriculture value chain believes FCC is “advancing the business of agriculture” by providing financial products, tools and knowledge tailored to producers and agribusiness operators. Our customers are advocates of FCC and can't imagine doing business without us. We are a strong Corporate citizen and an employer of choice everywhere we operate. Our focus on continuous improvement makes it easy for customers and employees to do business. We are financially viable and invest significantly in the agriculture and agri-food industry.

1.2. Mission

To enhance rural Canada by providing specialized and personalized business and financial services and products to farming operations, including family farms, and to those businesses in rural Canada, including small and medium-sized businesses, that are businesses related to farming. The primary focus of the activities of the corporation shall be on farming operations, including family farms.

2. SUMMARY OF REQUIREMENTS

2.1. Request for Proposal Time Frame

RFP Issue Date: Monday, December 20, 2010

Question accepted until: 4:00 PM Regina time
Monday, January 17, 2011

RFP Closing Date/Time: Noon, Regina time
Friday, January 21, 2011

NOTE: To be eligible, completed proposals must be electronically submitted by Friday, January 21, 2011, at noon, Local Regina Time.

Email: paul.boschman@fcc-fac.ca

Paul Boschman – Manager of Corporate Procurement
Farm Credit Canada (FCC)

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3. GENERAL INFORMATION AND INSTRUCTIONS TO BIDDERS

This Request for Proposals (RFP) is to obtain proposals for the provision of office supplies as required by FCC for its 100+ offices nationwide.

Responses to this RFP will indicate a willingness to become FCC's industry partner and will hereafter be called the Respondent. Responses also demonstrate acceptance of all the terms and conditions listed in the RFP.

3.1. Issue of RFP Does Not Create Legal Rights

FCC is committed to effective management that ensures fairness, transparency, and fiscal responsibility when conducting its procurement activities.

This is a Request for Proposals and not a call for tenders. The issue of this RFP does not create any legal rights, obligations or liabilities or a contractual or other legal relationship of any kind between or among FCC and any or all respondents to this request, except only that:

3.1.1. A Proposal constitutes an offer, which may be accepted by FCC; and

3.1.2. In consideration of FCC extending this Request for Proposals, a Respondent agrees to be bound by section 4 (Confidentiality) regardless of whether or not it becomes the successful supplier of services.

FCC reserves the right in its sole discretion not to proceed with the work, to negotiate a contract individually with any Respondent to this RFP for all or part of the work, or to negotiate a contract individually with any third party who did not respond to this RFP for all or part of the work. FCC may, in its sole discretion, create a short list using any or all Respondents to this RFP at FCC's sole discretion and choose to send any further requests for information only to those Respondents.

3.2. Late Proposals

Late Proposals will not be accepted.

3.3. Proposals Submission

The Proposal must be submitted by a person authorized to bind the Respondent to statements made in response to this Request for Proposal.

3.4. Costs of Proposals

All costs associated with the preparation of a Proposal or contract in response to this RFP would be borne solely by the Respondent. Costs to FCC not clearly stated, and expressly agreed to by FCC, would not be considered in the proposal evaluation or in any contract that may arise from the proposal.

3.5. Firm Pricing

Prices will be firm for the entire contract.

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4. CONFIDENTIALITY

All documentation and information provided to the Respondent by this RFP is the property of FCC and must be treated as confidential. Such documentation and information must not be used for any purpose other than replying to this RFP.

5. RESPONSES

Responses should be prepared simply and economically, providing a complete, concise description to questions or topics in the RFP. Answers to the questions/topics must be presented to FCC in the same order and under the same headings as presented to the Respondent in the Evaluation Criteria. Proposals that are not in this format (i.e. canned presentations), or proposals that are significantly incomplete will be disqualified at FCC's discretion.

5.1. Format for Responses

Submissions are required in electronic format to be delivered via e-mail to paul.boschman@fcc-fac.ca. Your response must be less than 5MG in size to be accepted by FCC.

5.2. Evaluation

Throughout the evaluation process, FCC may, at its sole discretion, request additional written clarification and/or supplemental information and/or ask for presentations from selected Respondents as part of the initial evaluation process.

5.3. Questions

Questions regarding the RFP must be emailed to Mr. Paul Boschman – Manager of Corporate Procurement paul.boschman@fcc-fac.ca by 4:00 PM Regina time on Monday, January 17, 2011.

For the purposes of this RFP and questions concerning it, no Respondent may consider any oral representation or statements by an officer, employee, or agent of FCC to be an official expression on its behalf, unless authorized by Paul Boschman – Manager of Corporate Procurement, and provided in an electronic communication.

6. FREEDOM OF INFORMATION AND PRIVACY PROTECTION ACT (FIPPA)

Farm Credit Canada is subject to the Freedom of Information and Privacy Act (FIPPA) and as such, all submissions to this RFP will become the property of FCC and will be held in confidence by FCC subject to FIPPA disclosure provisions. Any clause in a document in response to this RFP process, which purports to limit FCC's obligation under FIPPA, will be considered void and severable from the response. By responding to this RFP, the Respondent will be deemed to have accepted this term.

7. REVIEW PROCESS

FCC will evaluate each response on the basis of, but not limited to, the following criteria:

- Price – total cost to FCC over the term of the contract.
- The Respondent's proven capabilities and ability to provide the services described in the Evaluation Criteria.

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- The Respondent's business and technical reputation and capabilities; experience, and the experience of its personnel; financial stability and references of clients.
- Other factors at the sole discretion of FCC.

FCC is under no obligation to reveal to a Respondent how a Proposal was assessed or to provide specific information relative to the decision making process.

Your response to this RFP indicates acceptance of all these terms and conditions.

8. PERIOD OF AGREEMENT

The term of any contract arising from this RFP will be for three (3) years from awarding of the contract, with two (2) renewal/extension options of one (1) year each.

9. REQUIREMENTS

9.1. Scope of Work

The primary scope of work will be to supply all FCC Office locations with various office supplies across Canada. Historically, annual spending on office supplies is approximately \$615,000.

10. PROPOSAL RESPONSE GUIDELINES

To ensure your Proposal is considered for evaluation, you are required to present Proposals, which include the following:

10.1. Proposal Format

10.1.1. Covering letter with the Proposal.

10.1.2. A table of contents including page numbers.

10.1.3. An executive summary (no more than three typed pages) outlining the contents of the Proposal, including process and general strategy.

10.1.4. The body of the Proposal should include all pricing information.

10.1.5. Financial information and/or guarantees necessary to adequately establish the company's financial capability may be required, and will be made available if requested.

10.1.6. A brief company profile, indicating time in business, location of offices/depots and other information that may be deemed appropriate.

10.1.7. A list of client references, including, company name, address, contact name and phone number (minimum three references).

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10.1.8. Contact name of individual within Respondent's company (including proof that the individual has the authority to bind the company to an agreement).

10.1.9. Indicate your abilities to provide the services in both official languages.

10.2. Evaluation Criteria – Each Proposal will be evaluated on its own content. The evaluation criteria may include, but will not be limited to the following points:

10.2.1. Pricing Structure – The pricing structure to be used and outlined by location should the structure differ between office locations.

10.2.2. Pricing – The best possible price on catalog items, outlining discount amount(s) on high usage items as per the attached Appendix B. In addition to the high use items, provide your proposed discount on other items in your catalogue.

10.2.3. Courier Costs – Proposal should indicate that courier costs are to be paid by supplier (delivery & returns).

10.2.4. Paper Price – The proposal should outline list price and discount amounts on the purchase of paper (i.e. copy, fax, printer, recycled paper).

10.2.5. Delivery Standards – The service standards for delivery to rural/urban centers (i.e. next day or 2-day service as per the attached Appendix A).

10.2.6. Returns – Outline procedure for returns due to wrong, defective, or incorrect quantities.

10.2.7. Ordering Options – Proposal should include ordering options (i.e. online, fax, phone).

10.2.8. Account Invoicing – The Respondent must provide four monthly centralized billings (as grouped below) which includes a breakdown of the charges/purchases for each office location, in both hard copy and electronic format (Microsoft Excel):

- 1 for Eastern Canada (approx. 35 offices)
- 1 for Central Canada (approx. 35 offices)
- 1 for Western Canada (approx. 35 offices)
- 1 for Corporate Office (locations in downtown Regina)

As part of your submission, please provide a generic copy of an invoice that would be supplied to other National Contract accounts.

10.2.9. Account Representation – The Respondent shall appoint a single account representative as the primary contact for the duration of the agreement and indicate the location of this representative. A secondary representative should also be provided as backup, in the absence of the primary contact. Due to the high concentration of staff requirements at the Corporate Office location, a local Regina contact is preferred.

10.2.10 Price Protection – Indicate timeframe for listing price protection.

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10.2.11. Value Added Services – The Respondent shall outline any other value added services it is able to provide above and beyond what has been outlined in this RFP.

10.2.12. Disaster Plan/Continuity Plan Provisions – The Respondent should outline to FCC the business continuity plan(s) its organization has in place that outline the level of services in times of natural disaster, pandemic, information loss, theft, or a security breach, employee absenteeism or illness, etc. A current copy of this plan may be requested by FCC.

10.2.13. Sustainability – The Respondent is to provide an outline of sustainable products and services offered.

10.2.14. References – The Respondent is asked to provide three relevant customer references of similar scope and size to FCC. Please include contact name, role, telephone number and email address.

10.2.15. Catalogue – The Respondent is asked to provide a link to the most recent online version(s) of a product catalogue(s).

11. TERMS AND CONDITIONS

All terms, conditions and provisions of this RFP are deemed to be accepted by the Respondent, with your response, and incorporated by reference in the proposal and will apply to subsequent contract arrangements.

11.1. Proposals submitted shall be final and may not be altered by subsequent offerings, discussions, or commitments unless the Respondent is requested to do so by FCC.

11.2. FCC may, at its discretion, make certain changes and exceptions to the terms and conditions outlined in this document.

11.3. FCC reserves the right to cancel and/or re-issue this RFP at any time.

11.4. FCC reserves the right to verify any and all information provided by the Respondent.

11.5. The Respondent's Proposal shall form part of any contract entered into between the Respondent and FCC.

11.6. The agreement to be entered into between the successful Respondent and FCC shall be negotiated and shall be in the form and contain the terms and conditions prescribed by FCC.

11.7. Governing Law – Any contracts resulting from this Request for Proposals are subject to the laws of the Province of Saskatchewan.

APPENDIX “A” – Office Locations
APPENDIX “B” – High Usage Items

APPENDIX "A"
Office Locations (102 Locations)

City	Province
Edmonton	AB
Grande Prairie	AB
Falher	AB
Dawson Creek	BC
Westlock	AB
Barrhead	AB
Vegreville	AB
Vermilion	AB
Camrose	AB
Red Deer	AB
Olds	AB
Stettler	AB
Drumheller	AB
Calgary	AB
Lethbridge	AB
Brooks	AB
Medicine Hat	AB
Abbotsford	BC
Kelowna	BC
Duncan	BC
Leduc	AB
Surrey	BC
La Crete	AB
Lloydminster	AB
Regina - Corporate Office (approx 63 different accounts at C.O.)	SK
Regina - District Office	SK
Weyburn	SK
Carlyle	SK
Swift Current	SK
Assiniboia	SK
Moose Jaw	SK
Yorkton	SK
Wynyard	SK
Tisdale	SK
Saskatoon	SK
Humboldt	SK
Prince Albert	SK
North Battleford	SK
Kindersley	SK
Rosetown	SK
Meadow Lake	SK
Moosomin	SK
Portage la Prairie	MB
Stonewall	MB
Steinbach	MB
Morden	MB
Arborg	MB
Carman	MB
Brandon	MB
Swan River	MB
Dauphin	MB

City	Province
Virden	MB
Killarney	MB
Neepawa	MB
Winnipeg	MB
Shoal Lake	MB
Guelph	ON
Chatham	ON
Essex	ON
Wyoming	ON
Woodstock	ON
London	ON
Simcoe	ON
Listowel	ON
Stratford	ON
Vineland	ON
Walkerton	ON
Clinton	ON
Owen Sound	ON
Lindsay	ON
Barrie	ON
Campbellford	ON
Kanata	ON
North Bay	ON
Kingston	ON
Embrun	ON
Ottawa	ON
Mississauga	ON
Lévis	QC
Riviere-du-Loup	QC
Alma	QC
Victoriaville	QC
Sherbrooke	QC
Trois-Rivières	QC
Blainville	QC
Joliette	QC
Granby	QC
St. Hyacinthe	QC
St. Jean	QC
Valleyfield	QC
Gatineau	QC
Drummondville	QC
Sainte-Marie	QC
Moncton	NB
Sussex	NB
Woodstock	NB
Grand Falls (Grand-Sault)	NB
Mount Pearl	NF
Summerside	PE
Charlottetown	PE
Truro	NS
Kentville	NS

**F.C.C. High Usage Items
Appendix B**

	Brand	Quantity per order	Dimensions	Description
1	Boise Polaris Premium Multi-Purpose Paper	500 sheets/package	8 1/2" x 11"	White 97 GE brightness. 20 lb
2	Boise Polaris Premium Multi-Purpose Paper	500 sheets/package	8 1/2" x 14"	White; 97 GE brightness. 20 lb
3	Boise X-9 Hi-Brite Multi-Use Paper	500 sheets/package	8 1/2" x 11"	High opacity White. 96 GE brightness. 20 lb.
4	Boise X-9 Hi-Brite Multi-Use Paper	500 sheets/package	8 1/2" x 14"	High opacity White. 96 GE brightness. 20 lb.
5	Boise Aspen 30 Recycled Multi-Use Paper	500 sheets/package	8 1/2" x 11"	White. 92 GE brightness; 104 ISO. 20 lb.
6	Boise Aspen 30 Recycled Multi-Use Paper	500 sheets/package	8 1/2" x 14"	White. 92 GE brightness; 104 ISO. 20 lb.
7	Boise Aspen 50 Recycled Multi-Use Paper	500 sheets/package	8 1/2" x 11"	92 GE brightness; 104 ISO. 20 lb.
8	Boise Aspen 50 Recycled Multi-Use Paper	500 sheets/package	8 1/2" x 14"	92 GE brightness; 104 ISO. 20 lb.
9	Boise Aspen 100 Recycled Multi-Use Paper	500 sheets/package	8 1/2" x 11"	92 GE brightness; 104 ISO. 20 lb.
10	Boise Aspen 100 Recycled Multi-Use Paper	500 sheets/package	8 1/2" x 14"	92 GE brightness; 104 ISO. 20 lb.
11	HP Office Recycled Paper	500 sheets/package	8 1/2" x 11"	92 GE brightness; 104 ISO. 20 lb.
12	HP Office Recycled Paper	500 sheets/package	8 1/2" x 14"	92 GE brightness; 104 ISO. 20 lb
13	Boise HD:P Everyday Laser Paper	500 sheets/package	8 1/2" x 11"	92 GE brightness. 22 lb. 8 pkgs./ctn
14	Boise HD:P Everyday Laser Paper	500 sheets/package	8 1/2" x 14"	92 GE brightness. 22 lb. 8 pkgs./ctn -
15	Boise HD:P Presentation Laser Paper	500 sheets/package	8 1/2" x 11"	96 GE brightness. 28 lb. 6 pkgs./ctn -
16	Boise HD:P Presentation Laser Paper	500 sheets/package	8 1/2" x 14"	96 GE brightness. 28 lb. 6 pkgs./ctn -
17	HP Bright White Inkjet Bond Wide F	1 roll	36" wide x 300' long	For HP Design Jet Plotter Printer (large format printer)
18	HP Colour LaserJet Toner Cartridge	1	Black, Yield: 6,000	Fits HP Colour LaserJet 3600, 3800 series; CP3505 series.
19	HP Colour LaserJet Toner Cartridges	1	Cyan, Yield: 7,000	Fits HP Colour LaserJet CM3530, CP3525 series.
20	Deflect-o Duramat Chairmats	1	46" x 60"	Rectangle, notched studs grip carpet.
21	Lysol 4-In-1 Disinfecting Wipes	35 wipes/package		Spring Waterfall scent
22	Purell Hand Sanitizer with Pump	12 bottles/order	62% alcohol content.	236 mL bottle
23	VLB Expanding envelopes Cheque-size	1 envelope	(5 1/2" x 10") envelope	1-1/2" gusset and drawstring closure. Acid-free polypropylene
24	Pac National Air Jacket Plastic Bubble Mailers	case of 100	External dimensions: 8 1/8" x 11 1/2"	Internal dimensions: 7 1/4" x 11 1/4"
25	Blueline NotePro Coiled Notebooks	1 notebook	9 1/4" x 7 1/4"	pages are lined and micro-perforated - 192 pages
26	Fellowes Surge Protector	1 surge protector	6-ft power cord. 15-amp circuit breaker. 6 outlets.	450-joule energy rating. 330-volt clamping level. EMI/RFI noise filtration. LED surge protection indicator.
27	Energizer Max Bulk Packs	12 batteries/package	"AA" cell 1.5 volts.	99.8% mercury-free.
28	Fellowes Desk-Size Recycling Container	1 container	11 1/2"W x 9"D x 8"H. 14L capacity	Polyethylene plastic. Blue with white recycle logo
29	Post-it Super Sticky Tabletop Easel Pad	20 sheets/pad	20" x 23"	Self-stick removable adhesive.
30	Post-it Super Sticky Notes	100 sheets/pad, 12 pack	3" x 3".	Canary Yellow. Unlined. Package of 12
31	Post-it Original Lined Notes	100 sheets/pad	4" x 6".	Canary Yellow. 100 sheets/pad
32	Royale Bathroom Tissue	24 rolls/package		2-ply.
33	Rubbermaid Wastebaskets	1.00	13 L	Black, rectangular shape
34	Ralston Garbage Bags	250.00	30" x 38"	Regular strength, black