



## Zamboni Advertising

### Tender

**Issued:** July 31, 2024

**Closing:** August 29, 2024 @ 5:00PM

**Tender Contact:** Director of Community Services

**Telephone:** 780-581-2403

**Email:** [recreation@vermilion.ca](mailto:recreation@vermilion.ca)

**Contents**

1.0	GENERAL .....	3
1.1	Invitation to Submit a Proposal .....	3
1.2	Inquiries, Errors or Omissions .....	3
1.3	Tender Amendments .....	3
1.4	Submissions .....	4
1.5	Freedom of Information and Protection of Privacy (FOIP) .....	4
1.7	Termination of Negotiations and/or Tender Process .....	4
1.9	Cost .....	5
1.10	Irrevocability of Tenders .....	5
1.11	Tender Rejection .....	5
2.0	INFORMATION .....	5
2.1	Background .....	5
2.2	Scope of Purchase .....	5
3.0	EVALUATION CRITERIA .....	13
4.0	TENDER CONTENT .....	13
4.2	Awarding of Contract .....	13

## 1.0 GENERAL

### 1.1 Invitation to Submit a Tender

Vendors are invited to submit Proposals for advertising on the Arena Zamboni for the Town of Vermilion for a minimum of three years.

Tender Title: Zamboni Advertising

Tender Issued: July 31, 2024

Tender Closing Date and Time: August 29, 2024 @ 5:00 PM

This Tender will be conducted with the objective of maximizing benefits for the Town of Vermilion while offering Vendors a fair and equitable opportunity to participate.

Purchasers are advised to pay careful attention to the specifications laid out in this document. Failure to satisfy any term or condition in this Tender may result in the Tender being deemed unacceptable. The Town of Vermilion reserves the right to accept or reject any and all Tender submissions and to waive irregularities and informalities at its discretion. The Town of Vermilion reserves the right to accept a Tender other than the highest price submission without stating reasons.

This Tender does not commit the Town of Vermilion to award or pay any costs incurred in the preparation of a Tender, or attendance at meetings with Town staff.

### 1.2 Inquiries, Errors or Omissions

All inquiries must be directed to the Tender Contact in writing. Inquiries and responses will be recorded and may, in the municipality's discretion, be distributed to all Purchasers.

Vendors should notify the Tender Contact in writing of any ambiguity, divergence, error, omission, oversight, or contradiction in this Tender. Verbal responses to inquiries are not binding on any party.

### 1.3 Tender Amendments

The Town of Vermilion reserves the right to amend the Tender documents and addenda up to 48 hours prior to the Tender Closing Date and Time. Any changes to this document will be communicated to all involved vendors, in writing, as an addendum.

#### **1.4 Submissions**

Tender submissions shall be received at the Town of Vermilion office no later than **5:00 PM, Mountain Standard Time on August 29, 2024**. Any Tender submissions received after the closing date and time will be considered disqualified. Tender submissions can be emailed to Community Services at [recreation@vermilion.ca](mailto:recreation@vermilion.ca) with the Tender Title, the Purchasers name in the subject line.

The time of which submissions sent via email will be determined by the time received on the Town of Vermilion servers, not the time it was sent on the Purchasers email.

Purchasers are responsible for verifying that their submissions have been received at the correct location.

#### **1.5 Freedom of Information and Protection of Privacy (FOIP)**

The Town of Vermilion must adhere to the provisions set out in the Freedom of Information and Protection of Privacy Act therefore the successful Vendor may have to consider the application of FOIP in the development of the Tender. Departments should contact the FOIP Coordinator to see if any considerations should be made under this section.

Tender submissions should include any specific procedures to be followed by the Vendor for disposal of any confidential information contained in electronic format in computer hardware of the Purchaser or its employees, or agents.

#### **1.6 Cost to Submit**

The Town of Vermilion will not be liable for any costs incurred by any vendor in the preparation and submission of a tender, in the facilitation of a presentation to support the tender, or any other activities related to the creation of their tender.

#### **1.7 Termination of Negotiations and/or Tender Process**

The Town of Vermilion reserves the right to terminate contract negotiations with any Purchaser and to enter into negotiations with any other purchaser if, in the opinion of the Town of Vermilion, at any time, the negotiations with the initially selected purchaser will not be satisfactorily concluded in the best interests of the Town of Vermilion.

#### **1.8 Period of Commitment**

Submissions shall be final and binding for 90 days from this Tenders' closing date and time and may not be altered by subsequent offerings, discussions, or commitments unless the Purchaser is requested to do so by the Town of Vermilion.

**1.9 Cost**

All submissions must be in Canadian dollars and exclusive of GST.

**1.10 Irrevocability of Tenders**

Vendors may amend or withdraw their Tender prior to this Tender's closing date and time by submitting a clear and detailed written notice to the Tender Contact. All Tenders become irrevocable after this Tender's closing date and time.

**1.11 Tender Rejection**

The Town of Vermilion may reject any or all Tender submissions. The Town has a reserve amount set and will not disclose the amount.

**2.0 INFORMATION**

**2.1 Background**

The Town of Vermilion is located approximately 59km from Lloydminster in northeast Alberta and is the home to Lakeland College. The population of the Town is approximately 4,150 people. Vermilion has an annual operating budget of approximately \$15,000,000 and a capital budget of approximately \$2,000,000. The Town of Vermilion is development friendly and a development ready Town, by being prepared and well informed to support responsible growth.

## 2.2 Scope of Purchase

The town is selling the following:

- Advertising space on the Zamboni for the Arena including the top, sides and front of the snow tank as pictured below. **Sizes are approximate:**
  - Top – 58” x 90” (less the window for tank)
  - Sides – 26” x 90”
  - Front 58” x 30”

The purchaser is responsible for the cost of the decal and placement. Bids can be for an entire wrap or certain location.

**\* Picture is for reference only**



Payment shall be made within thirty (30) days of an invoice being issued. If payment is not received within thirty (30) days of the invoice being issued, the Town will disqualify the purchaser and make aware to the next purchaser.

### **3.0 EVALUATION CRITERIA**

The Town of Vermilion reserves the right to accept or reject any and all Tenders. The Town reserves the right to accept a submission other than the highest price submission without stating reasons. By the act of submitting a response to this Tender, the purchaser waives any rights to contest in any legal proceeding or against the right of the Town of Vermilion to award to any purchaser in its sole discretion.

The first stage will consist of a review of all submissions to ensure that each submission was received on time, that the Tender is properly completed and signed, and the submission is sufficiently responsive to the Tender.

The Town reserves the right to reject any Tender that does not have all the required submission requirements.

### **4.0 PROPOSAL CONTENT**

Proposals should be organized in the following format using the section titles and sequence listed below:

1. Tender Submission Letter that includes:
  - a. Purchaser legal name or company name.
  - b. Description of payment method and timeline.
  - c. Timeline for installation.
  - d. Authorizing signature committing to bid amount.

#### **4.1 Awarding of Tender**

This Tender should not be construed as a contract to purchase goods and services. Only written notice, to the purchaser of acceptance of the Tender by the Town of Vermilion, and the subsequent full execution of a written agreement, shall constitute a contract for the provision of a Records Management System.

The Town of Vermilion reserves the right to accept or reject, in whole or in part, all Tenders received. The highest or any proposal will not necessarily be accepted.

No act of the Town of Vermilion, other than a notice in writing signed by the Chief Administrative Officer, or his designate, shall constitute an acceptance of a Tender.

The Town of Vermilion reserves the right to reject any or all Tenders. Without limiting the generality of the foregoing, The Town of Vermilion may reject any Tender which:

- Is incomplete, obscure, irregular, or unrealistic.
- Has non-authorized (not initialed) erasures or corrections in their Tender offer or any schedule thereto.
- Omits or fails to include any or more items in the proposal offer for which a price is required by the Tender.
- Fails to complete the information required by the Tender to be furnished with the proposal or fails to complete the information required whether the same purports to be completed or not.
- Fails to be submitted before the deadline.

Further, a Tender may be rejected on the basis of:

- The purchaser's past performance/financial standing, if applicable, with the Town of Vermilion.
- Financial constraints.
- Unreasonable or unacceptable schedules and payment methods; and
- Failure to comply with federal, provincial, and municipal legislation.

The Town of Vermilion has the right, in the interest of the Town, to waive any informality, insufficiency or irregularity in any Tender responses received, and to accept the Tender that is deemed most favourable to the interests of the Town of Vermilion.