



**Workers' Compensation Board of British Columbia  
Corporate and Health Care Purchasing**

**ADDENDUM #3**

***Request for Information & Qualification (RFIQ)***

**Print Services**

**RFIQ #012-2009**

Issue Date: July 20, 2009

WorkSafeBC requests that responses be submitted by:

**NEW 2:00 PM Pacific Time on July 30, 2009**

**Delivery Instructions:**

<b>Mail / Courier / By Hand:</b>
<b>Worker and Employer Services – Main Entrance/Security Desk WorkSafeBC 6951 Westminster Highway Richmond, BC V7C 1C6 Attn: Corporate and Health Care Purchasing</b>
<b>Electronically</b>
Electronic copies of the RFIQ may be submitted in accordance with the BC Bid instructions for e-bidding. Only pre-authorized e-bidders registered on the BC Bid system will be able to submit electronic bids.
<b>Email &amp; Fax responses will NOT be accepted.</b>

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**ADDENDUM #3**

WorkSafeBC is issuing this Addendum to all potential Respondents to advise the following:

A. The **Closing Date** has been **extended to 2:00 PM Pacific Time, July 30, 2009**

B. The following questions have been submitted. Answers are provided after each question.

1. Q: Regarding 4.0 Requirements, item 4.7: “ Respondents are required to warehouse forms and envelopes in anticipation of printing needs, as needed, at no additional cost to WorkSafeBC. WorkSafeBC estimates that this may equate to ten (10) standard pallets on average per month.”

Are there currently approximately 10 pallets of forms and envelopes that will have to be shipped and stored by the successful print provider?

*A: Although we cannot project what the inventory level will be at time of contract award, we are hoping to minimize surplus inventory as much as possible. An offer to absorb current inventory at no extra cost would be seen as a value- added service and should be mentioned in your submitted response under section 6: Value Add. If there is an extra cost for this, please indicate on the response, under section 4, item 4.4.*

2. Q: Is this inventory to be warehoused considered work in progress and is inventory that would have imprinting done on a pre-printed shell (business cards, envelopes, stationery)? Or this inventory finished goods to be held in the warehouse and released on as needed basis?

*A: It could involve both printed stationery items which are more cost effective and quickly accessible if produced on large runs such as letterhead; and pre-printed shells which require further customized printing, such as business cards. Please note that WorkSafeBC must approve any large runs prior to printing.*

3. Q: Will this inventory be printed material from other print vendors or print material manufactured by the successful print provider?

*A: We anticipate successful Respondent will produce all printed material, with the exception of surplus inventory we hold at time of contract award.*

4. Q What is the anticipated yearly spend for each of the print categories listed in this RFIQ?

*A: We do not have a category breakdown available, but the average overall annual contract value for the past five years has been just under \$1 million.*

5. Q: What does “large” mean in 2.7, item 2.7.5: Poster?

*A: A standard large poster of 27” x 40”.*

6. Q: In Print Category 2/3 how many individual jobs can be anticipated for each of the sub categories listed?

*A: Since requirements will be on an ‘as and when required’ basis, there are no volume projections at this time.*

7. Q: Regarding category III(a): are you looking for this to be laminated with a matte laminate or to be laminated to the foam core. We would normally print directly onto the foam core and then I can laminate the foam core with a matte laminate. Is this correct? The term laminating can be used 2 different ways to us.

*A: Please price exactly as worded on RFIQ. If there is any confusion, please indicate any assumptions.*

8. Q: Is WorkSafeBC able to provide some kind of history on this inventory such as number of shipments per month, number of requisitions, number of line items.

*A: Order and quantity data will be provided shortly, in a further addendum.*

C: Section III – Response Format; section 1.0 Company Capability, item 1.1 now reads:

1.1 Please include the following:

- a. Letter of introduction with an overview of your company background and profile, in which you are to describe all aspects of your print organization: equipment and equipment capacity, facility, technology, quality control processes, customer service philosophy, account management and strategic alliances (with paper vendors, etc). If you are a Print Broker, identify key suppliers and related capabilities. (Maximum 2 pages)
- b. State the number of years your company has been directly involved in the print industry.
- c. State the location of the office where the WorkSafeBC account would be serviced from.
- d. Provide a detailed overview of how you would propose to service WorkSafeBC's printing needs. Include location/proximity of printing production/warehouse to the WorkSafeBC Richmond office. Include an overview on your web-based print management system as outlined in section 4.0, item 4.3. Provide details with graphics screen shots that will walk us through the process for placing orders, submitting and using electronic files and templates, monitoring order status and delivery and invoicing of both frequently ordered items and unique, limited run items.
- e. In reference to section 4.0, item 4.4, provide name, contact information and proximity to WorkSafeBC Richmond offices for:
  - a) designated Customer Service Representative; and
  - b) designated Account Manager
- f. In reference to section 5.0, item 5.3, state the maximum time period your designated Customer Service Representative would respond to an inquiry or request. Automated email responses without date or timeline information are not considered to be responses.
- g. State which category you are responding to and why.

1.2 Complete Appendix A – References.

1.3 Complete Appendix B - Protection of Information and Personal Privacy.

Addenda are the only means of verifying, clarifying or changing any of the information contained in this RFIQ. Other than the Corporate and Health Care Purchasing, no employee or agent of WorkSafeBC is authorized to change the content of this RFIQ and/or any addenda. Receipt of all addenda must be acknowledged in the space provided on the Response Form.

Any questions related to the RFIQ must be directed to the Purchasing Officer whose name appears below. The Respondents shall **NOT** contact or ask questions of the WorkSafeBC department for which the contracts being procured, unless so directed elsewhere in this document.

**RFIQ INQUIRIES:**

**Cathie Herbert, Senior Purchasing Officer**

Corporate and Health Care Purchasing

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