

**FORM A: BID**  
(See B3)

1. Contract Title PRINTED ENVELOPES

2. Bidder

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Usual Business Name of Bidder as it appears on Invoice (if different from above)

\_\_\_\_\_  
Street

\_\_\_\_\_  
City Province Postal Code

\_\_\_\_\_  
Email Address of Bidder

\_\_\_\_\_  
Facsimile Number

(Mailing address if different)

\_\_\_\_\_  
Street or P.O. Box

\_\_\_\_\_  
City Province Postal Code

\_\_\_\_\_  
GST Registration Number (if applicable)

(Choose one)

The Bidder is:

a sole proprietor

a partnership

a corporation

carrying on business under the above name.

3. Contact Person

The Bidder hereby authorizes the following contact person to represent the Bidder for purposes of the Bid.

\_\_\_\_\_  
Contact Person Title

\_\_\_\_\_  
Telephone Number Facsimile Number

4. Definitions

All capitalized terms used in the Contract shall have the meanings ascribed to them in the General Conditions and D4.

5. Offer

The Bidder hereby offers to perform the Work in accordance with the Contract for the price(s), in Canadian funds, set out on Form B: Prices, appended hereto.

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6. Commencement of the Work The Bidder agrees that no Work shall commence until he/she is in receipt of a notice of award authorizing the commencement of the Work.
7. Contract By submitting a bid in response to this Tender, the Bidder certifies that it has read, understands, and agrees to the terms and conditions of this Tender and that the Tender, in its entirety shall be deemed to be incorporated in and to form a part of this offer notwithstanding that not all parts thereof are necessarily attached to or accompany this Bid.
8. Addenda The Bidder certifies that the following addenda have been received and agrees that they shall be deemed to form a part of the Contract:
- |     |       |       |       |
|-----|-------|-------|-------|
| No. | _____ | Dated | _____ |
|     | _____ |       | _____ |
|     | _____ |       | _____ |
9. Time This offer shall be open for acceptance, binding and irrevocable for a period of sixty (60) Calendar Days following the Submission Deadline.
10. Indigenous Self-Declaration The City is requesting that Bidders identify if their business is at least 51% owned by one or more Indigenous persons of Canada.
- YES, 51% or more Indigenous ownership
- NO, it is not
- This information is being gathered for statistical purposes only and will not be used for purposes of evaluation.
11. Signatures The Bidder or the Bidder's authorized official or officials have signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Bidder or  
Bidder's Authorized Official or Officials

\_\_\_\_\_

(Print here name and official capacity of individual whose signature appears above)

\_\_\_\_\_

(Print here name and official capacity of individual whose signature appears above)

**FORM B (R1): PRICES**  
(See B9)

**PRINTED ENVELOPES**

**UNIT PRICES**

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY	PER UNIT PRICE
<b>PART "A" ENVELOPE COSTS</b>					
<b>Open Side Whitewove Item 1</b>					
1.	24 lb. #23 4 1/2" x 6 5/8" Invitation	E2.5	Per 500	<b>6</b>	
<b>Open Side Recycled White Plain Items 2- 12</b>					
2.	24 lb. #8 3 5/8" x 6 1/2"	E2.6	Per Thousand	<b>3</b>	
3.	24 lb. #8 3 5/8" x 6 1/2" AVP Window	E2.6	Per Thousand	<b>4</b>	
4.	24 lb. #9 3 7/8" x 8 7/8"	E2.6	Per Thousand	<b>3</b>	
5.	24 lb. #9 3 7/8" x 8 7/8" AVP Window	E2.6	Per Thousand	<b>5</b>	
6.	24 lb. #10 4 1/8" x 9 1/2"	E2.6	Per Thousand	<b>136</b>	
7.	24 lb. #10 4 1/8" x 9 1/2" AVP Window	E2.6	Per Thousand	<b>245</b>	
8.	24 lb. #10 4 1/8" x 9 1/2" Ultra White Mohawk Superfine Text	E2.6	Per Thousand	<b>3</b>	
9.	24 lb. #10 4 1/8" x 9 1/2" Grey Decco	E2.6	Per Thousand	<b>2</b>	
10.	24 lb. Cheque 3 3/4" x 8 3/4" AVP Window Grey Decco	E2.6	Per Thousand	<b>4</b>	
11.	24 lb. T4 Window 4 1/8" x 9" Grey Decco	E2.6	Per Thousand	<b>17</b>	
12.	24 lb. T4 Window 5 3/4" x 9" Grey Decco	E2.7	Per Thousand	<b>165</b>	
<b>Open End Recycled Kraft Plain Items 13 - 19</b>					
13.	24 lb. 5 3/4" x 9 1/2"	E2.6	Per Thousand	<b>2</b>	
14.	24 lb. 7 1/2" x 10 1/2"	E2.6	Per Thousand	<b>3</b>	
15.	24 lb. 9" x 12"	E2.6	Per Thousand	<b>26</b>	
16.	24 lb. 9 1/2" x 14 3/4"	E2.6	Per Thousand	<b>2</b>	
17.	24 lb. 10" x 13"	E2.6	Per Thousand	<b>4</b>	
18.	24 lb. 11 1/2" x 14 1/2"	E2.6	Per Thousand	<b>2</b>	
19.	32 lb. 12" x 16"	E2.6	Per Thousand	<b>3</b>	

**FORM B (R1): PRICES**  
(See B9)

**PRINTED ENVELOPES**

**UNIT PRICES**

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY	PER UNIT PRICE
<b>PART "B" PRINTING COSTS</b>					
<b>Single Colour Printing For Items 1 - 11 Part A</b>					
20.	If print job is for 500		Per 500	2	
21.	If print job is for 1 Thousand		Per Thousand	15	
22.	If print job is for 2 Thousand		Per Thousand	13	
23.	If print job is for 3 Thousand		Per Thousand	4	
24.	If print job is for 4 Thousand		Per Thousand	1	
25.	If print job is for 5 Thousand		Per Thousand	14	
26.	If print job is for 6 Thousand		Per Thousand	1	
27.	If print job is for 7 Thousand		Per Thousand	1	
28.	If print job is for 8 Thousand		Per Thousand	1	
29.	If print job is for 9 Thousand		Per Thousand	1	
30.	If print job is for 10 Thousand		Per Thousand	11	
31.	If print job is for 11 – 15 Thousand		Per Thousand	1	
32.	If print job is for 16 – 20 Thousand		Per Thousand	6	
33.	If print job is for 21 – 25 Thousand		Per Thousand	1	
34.	If print job is for 26 – 35 Thousand		Per Thousand	2	
35.	If print job is for 36 – 50 Thousand		Per Thousand	1	
36.	If print job is for 51 – 100 Thousand		Per Thousand	1	
<b>Four Spot Color Printing For Item 12 Part A</b>					
37.	If print job is for 1 Thousand		Per Thousand	1	
38.	If print job is for 2 Thousand		Per Thousand	1	
39.	If print job is for 3 Thousand		Per Thousand	1	
40.	If print job is for 4 Thousand		Per Thousand	1	
41.	If print job is for 5 Thousand		Per Thousand	1	
42.	If print job is for 6 Thousand		Per Thousand	1	
43.	If print job is for 7 Thousand		Per Thousand	1	
44.	If print job is for 8 Thousand		Per Thousand	1	

**FORM B (R1): PRICES**  
(See B9)

**PRINTED ENVELOPES**

**UNIT PRICES**

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY	PER UNIT PRICE
45.	If print job is for 9 Thousand		Per Thousand	1	
46.	If print job is for 10 Thousand		Per Thousand	1	
47.	If print job is for 11 – 15 Thousand		Per Thousand	1	
48.	If print job is for 16 – 20 Thousand		Per Thousand	1	
49.	If print job is for 21 – 25 Thousand		Per Thousand	1	
50.	If print job is for 26 – 35 Thousand		Per Thousand	1	
51.	If print job is for 36 – 50 Thousand		Per Thousand	1	
52.	If print job is for 51 – 100 Thousand		Per Thousand	1	
<b>Single Colour Printing For Items 13 - 19 Part A</b>					
53.	If print job is for 1 Thousand		Per Thousand	6	
54.	If print job is for 2 Thousand		Per Thousand	1	
55.	If print job is for 3 Thousand		Per Thousand	1	
56.	If print job is for 4 Thousand		Per Thousand	1	
57.	If print job is for 5 Thousand		Per Thousand	1	
58.	If print job is for 6 Thousand		Per Thousand	1	
59.	If print job is for 7 Thousand		Per Thousand	1	
60.	If print job is for 8 Thousand		Per Thousand	1	
61.	If print job is for 9 Thousand		Per Thousand	1	
62.	If print job is for 10 Thousand		Per Thousand	1	
63.	If print job is for 11 - 15 Thousand		Per Thousand	1	
64.	If print job is for 16 - 20 Thousand		Per Thousand	1	
65.	If print job is for 21 - 25 Thousand		Per Thousand	1	
66.	If print job is for 26 - 35 Thousand		Per Thousand	1	
67.	If print job is for 36 - 50 Thousand		Per Thousand	1	
68.	If print job is for 51 - 100 Thousand		Per Thousand	1	

**FORM B (R1): PRICES**  
(See B9)

PRINTED ENVELOPES

UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY	PER UNIT PRICE
<b>PART C: ADDITIONAL COSTS</b>					
69.	Setup costs per Run	E4	Each	1	
70.	Proof Costs per Run	E3	Each	1	
71.	<b>RUSH ORDERS</b> Please indicate the % (percent) increase in cost, for processing a Rush Order		Percent	1	
72.	Postal Indicia if printed at same time as envelope address	E5	Per Thousand	1	
73.	Postal Indicia if printed as separate Work (at different time than envelope address)	E5	Per Thousand	1	

\_\_\_\_\_  
Name of Bidder