



2017-CDD-26

REQUEST FOR QUOTES - *DISTRIBUTION COORDINATOR*

The Community Development Department is seeking the short-term contracted services of a ***Distribution Coordinator*** in 2017 to distribute printed (tourism) publications to key locations throughout The County. This contract consists of two components and interested candidates are invited to bid on one or both of the components. The two components include:

1. Distribution of Arts Trail / Taste Trail booklets throughout The County
2. Distribution of miscellaneous tourism print material to eight 'hot spot' locations in the County

COMPONENT 1 - ARTS TRAIL & TASTE TRAIL GUIDE DISTRIBUTION

Primary responsibilities of the AT/TT Distribution Coordinator will be to:

1. Distribute boxes of AT/TT booklets to local sites within The County. Distribution will take place monthly, in April, June, July, August, and September - October if supply allows (see Appendix 1 for a complete listing of site locations and estimated distribution quantities).
2. Track the distribution (quantity of boxes and locations), and monitor supply of remaining boxes, where possible.
3. Report to Destination Development & Marketing Coordinator with feedback from contacts at sites (via email / phone) and updated distribution and inventory stats (via email / phone)

Notes:

- *Boxes are stored centrally in Picton at a storage locker on McFarland Drive. The Coordinator will have access to the locker and will be responsible for returning the key at the end of the contract.*
- *Proposed compensation (to cover time, mileage and any additional expenses) is \$2000, representing approximately 10-12 days (8 hours / day).*

COMPONENT 2 – DISTRIBUTION OF TOURISM PRINT MATERIALS TO EIGHT 'HOT SPOT' LOCATIONS

The primary responsibilities of the *Hot Spot* Distribution Coordinator are:

1. Weekly distribution on Wednesdays, or Thursdays of approved County tourism business materials to the eight designated 'Hot Spots'.
2. Arrange, tidy, and maintain 'Hot Spot' promotional racks and/or display areas as necessary.
3. Remove any inappropriate/expired promotional materials from County branded racks and/or display areas.
4. Remove any promotional materials from County branded racks which are not participants in the distribution system and re-locate them to a communal rack (if available).
5. Inform Destination Development and Marketing Coordinator about issues with quantity/restocking.

6. Maintain accurate records of distribution materials and 'Hot Spots'.
7. Report to Destination Development & Marketing Coordinator to ensure successful distribution of materials and utilization of 'Hot Spots'
8. Distribution system and contract run for 26 weeks from the week of May 1^s until October 23rd 2017

Notes:

- *Proposed compensation (to cover time, mileage and any additional expenses) is \$5000, representing approximately 26 days (@ 8 hours / day).*

Contractor Requirements (for both Component 1 and 2):

- Valid G driver's license
- Access to a suitable vehicle for transporting materials
- Access to a computer, internet, phone for sharing information and ongoing email communications
- Ability to lift/carry boxes of up to 40lbs
- WSIB coverage (with delivery clause) vehicle insurance including liability (\$2 million) or Independent Operator Insurance through WSIB
- General liability insurance (\$2 million)
- Availability to meet the identified timelines

In your submission, please include:

- Driving abstract
- Two professional references
- Details of similar or previous experience that demonstrates capability
- Proof of insurance (vehicle, general liability and WSIB or proof of independent operator insurance through WSIB)

SUBMISSIONS FOR COMPONENT 1 AND/OR COMPONENT 2 WILL BE ACCEPTED UNTIL:

THURSDAY APRIL 13th at 12 NOON.

Questions and submissions (via email) should be directed to:

Ashley Stewart - Destination Development & Marketing Coordinator
astewart@pecounty.on.ca / 613.476.2148 ext. 2505

And

Rebecca Lamb, Destination Development & Marketing Coordinator
rlamb@pecounty.on.ca / 613.476.2148 ext. 2506