



2018-CDD-16

REQUEST FOR QUOTES - DISTRIBUTION COORDINATOR

The Community Development Department is seeking the short-term contracted services of a **Distribution Coordinator** in 2018 to distribute printed (tourism) publications at key locations throughout The County. This contract consists of two 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

Applications accepted until: March 30th 2:00 p.m.

Terms of the role are:

- Distribution system(s) and contract to run from early April to late October 2018 (approximately 30 weeks) with unique schedules for each component.

Requirements of the role include:

- Valid G driver's license and 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
- Proof of WSIB coverage (with delivery clause) and vehicle insurance
- Will be available to distribute boxes on a monthly basis, from Apr to Oct (estimated 10-12 days) on Wednesdays or Thursdays between 10am-5pm.

Component 1 - ARTS TRAIL & TASTE TRAIL GUIDE DISTRIBUTION

Primary responsibilities of the Distribution Coordinator will be to:

1. Distribute a total of 130 boxes of AT/TT booklets to local sites within The County. Distribution will take place monthly, in April, June, July, August, September and 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 back to CDD with feedback from contacts at sites (via email/phone).
4. Provide monthly reports to CDD with updated distribution and inventory stats (via email/phone).
5. **Other Information:**

- All 130 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.

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

The primary responsibilities of the Distribution Coordinator will be to:

1. Distribute approved County tourism business materials to the eight designated 'Hot Spots' on Wednesdays, or Thursdays each week from early May to late October.
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 CDD staff about issues with quantity/restocking.
6. Maintain accurate records of distribution materials and 'Hot Spots'.
7. Report back to CDD with feedback from contacts at sites (via email/phone).

Submission Guidelines:

- Resume
- Driving abstract
- Two professional references
- Details of similar or previous experience that demonstrates capability
- Cost (to include hourly rate and mileage)
- Up-to-Date WSIB or proof of independent contractor insurance through WSIB
- Vehicle insurance for 2 million
- General Liability Insurance for 2 million

Questions and submissions should be directed to: Patti White, Purchasing Clerk
pwhite@pecounty.on.ca 613.476.2148 ext. 1506 or by fax at 613-476-7622

By March 30th at 2:00 p.m.

PRICE SCHEDULE

Price	Cost	HST	Total Cost
Mileage per KM			
Hourly Rate			