

TOWN OF GANDER



INVITATION TO QUOTE

SUPPLY AND INSTALLATION
OF
DIGITAL COLOUR PHOTOCOPIER

CLOSING DATE: Friday, June 17, 2022 @ 2:00:00 pm

OPENING DATE: Friday, June 17, 2022 @ 2:05:00 pm

GENERAL:

- 1) Quoted price must include all transportation, installation (at Municipal Works Depot, Gander) and setup charges. Set up to include any troubleshooting relating to connecting to the town's network at the Gander Town Hall, 100 Elizabeth Avenue, Gander, NL, including training.
- 2) Deviations from specifications must be noted with this bid proposal. Deviations may be considered informalities in bidding which may or may not be accepted by the Town. However, any deviation below a minimum or above a maximum specification will not be accepted and will result in disqualification of that tender.
- 3) Descriptive literature of the equipment being quoted below shall be included with this bid.
- 4) **The successful bidder will install the copier for a 30-day trial and if at the end of 30 days, the Town is not satisfied, for any reason, with the copier performance and quality of printed material, the successful bidder will remove the copier at no cost to the Town of Gander.**
- 5) Equipment supplied for lease / purchase shall be new and not previously used. Manufacturing status must be new and listed in the latest edition of the Buyer's Laboratory guide. Demonstrator models shall not be considered new unless they have been used only for the purpose of demonstration at the Municipal Works Depot, Gander in relation to this quotation. The Town of Gander makes absolutely no commitment to lease / purchase any new or used machine used for demonstration purposes for this Quotation.

6) Equipment must be capable to print and scan from any Windows, up to 10 and a copy of the actual colour quality must be included with your bid.

7) Bidders are requested to submit a lease cost for a lease of their copier for a **35-month period**. If awarded, delivery and lease shall start on June 22.2022.

8) The bidder, by submitting a quote, agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the bidder in preparing its bid for matters relating to an agreement or in respect of the competitive process, and the bidder, by submitting a quote, waives any claim for loss of profits if no agreement is made with the bidder.

9) Bidders may submit only one response for this quote.

10) Bidders are to use this form for their bid submission.

11) Amendments to bids already submitted are to be received by the closing time. Persons submitting amendments are advised to contact the Procurement Officer at (709-651-5905) to ensure that it has been properly received. Amendments are to indicate the amount of increase or decrease only in the quoted amount (including HST) and must not show the final revised quoted amount.

12) Evaluation of bids shall be on a life cycle cost basis which shall include the total lease cost, and all maintenance costs for the lease period, as well as adherence to specifications, and performance during evaluation period as noted above.

13) Quotes may be faxed, emailed (to tenders@gandercanada.com), mailed or hand delivered in a sealed envelope with Vendor name and "Invitation to Quote -Supply and delivery of Digital Colour Photocopier" clearly identified in subject line or marked on front of envelope and must be received no later than 2:00:00 pm June 17, 2022 and addressed to:

Suzanne White
Procurement Officer
Town of Gander
Town Hall, 100 Elizabeth Drive
Gander, NL
A1V 1G7
Ph: 709-651-5905
Fax: 709-256-2124
tenders@gandercanada.com

The Town of Gander does not bind itself to accept the lowest or any bid.

SPECIFICATIONS

MAKE, MODEL NO. AND YEAR OF PHOTOCOPIER:

_____ No. _____ Year _____

Check and/or note difference

These are Minimum requirements

- 1. Copy speed 45 c.p.m. black (minimum) _____
35 c.p.m. color (minimum) _____
- 2. Reversing automatic document feed _____
- 3. Automatic duplexing _____
- 4. Automatic paper select _____
- 5. Reduction/Enlargement from 25-400% _____
- 6. Finisher - collator/stapler only - _____
- 7. Paper size capability: 8 1/2" x 11";
8 1/2" x 14"; 11" x 17" _____
- 8. 2,500 sheet capacity main paper
tray plus separate 500 sheet legal,
and 500 sheet ledger, and 100
sheet bypass operation without paper
changes. Sheet bypass able to use up
to 140 lb. index. _____
- 9. Paper weight capacity for large
capacity/legal/leger trays - up to 28lb. bond _____

- 10. Automatic job recovery for paper misfeeds/jams _____
- 11. Interrupt function _____
- 12. Auditron _____
- 13. Automatic exposure control _____
- 14. Print Resolution 600 x 600 DPI min. (600 x 2400 DPI with smoothing) _____
- 15. Energy saver _____
- 16. Storage – 320 Gig _____
- 17. Job management functions _____
- 18. Network ready scanning _____
- 19. Memory – 2- 4 Gig _____
- 20. Network ready and feature a single controller board to control all Copy, Print, Scan and Fax functions _____

SERVICE/MAINTENANCE:

1. The warranty period for the photocopier listed above is: _____

2. Cost of maintenance agreement following warranty period is as follows:

Cost per black copy _____ cents per copy plus H.S.T.
 Cost per colour copy _____ cents per copy plus H.S.T.

3. Maintenance agreement must cover all parts, labour, travel, and other costs to keep copier functioning efficiently.

4. Cost (detailed) of other operating supplies other than paper and staples are to be included in maintenance agreement (i.e. toner, waste tanks, developer, etc.)

5. At the end of the lease the hard drive on the copier is to be removed at no cost to the Town and given to the Manager of IT, unless under the "OPTIONS" (page 6) copier lease is availed of for a minimum of one year.

5. Suppliers may only quote on copiers for which at least two permanent service technicians trained for the repair/maintenance of this copier and are based within 1 hr. driving distance of Gander.

Number as per requirement _____.

Based at _____.

6. Average response time for service calls to the Gander area is: _____.

COST:

Cost for a 35-month lease \$ _____ per _____ plus \$ _____ H.S.T.

Buyout Cost at the end of the Lease \$ _____ (HST Included)

OPTIONS:

After 35-month lease cost of copier per month _____ (HST Included)

After 35-Month lease:

Cost per Black Copy _____ cents per copy plus Hst

Cost per Colour Copy _____ cents per copy plus Hst

Name of Bidder: _____

Company Name: _____

Address: _____

Telephone Number: _____

(Authorized Signature)

Date