



**MUNICIPALITY OF HURON EAST**

**REQUEST FOR PROPOSAL – MULTIFUNCTION PRINTER**

**CLOSING DATE: AUGUST 15, 2017 at 12pm(Noon) local time**

This Request for Proposal is for the supply, installation and service of a new Multifunction Printer for the Municipality of Huron East.

Proponents are invited to submit for the supply of and installation of a new only Multifunction Printer, to be located in the Main Office, Town Hall, 72 Main Street South, Searforth, Ontario, all in accordance with the attached Instructions to Bidders, Price Schedule and General Conditions.

Request for Proposals are also posted on the Municipality of Huron East website at [www.huroneast.com](http://www.huroneast.com)

**Definitions**

The terms “Municipality” and/or “Owner” shall refer to The Corporation of the Municipality of Huron East.

The term “bidder” shall refer to the person or company who has submitted a Proposal Submission.

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**MUNICIPALITY OF HURON EAST**  
**RFP – MULTIFUNCTIONAL PRINTER**  
**INSTRUCTION TO BIDDERS**

1. **Contact Information:**

Submissions will be received in the Municipal Office, 72 Main Street South, P. O. Box 610, Seaforth, Ontario, N0K 1W0, **no later than 12pm(Noon) local time – Tuesday, August 15, 2017**. Submissions received later than the time stated above will not be accepted.

Bidders must instruct couriers and anyone who may be delivering their Proposals that the sealed package or envelope **must be delivered only to the front reception area** at the Municipal Office and addressed to:

Paula Michiels  
Treasurer/Finance Manager  
Municipality of Huron East  
72 Main Street South, PO Box 610  
Seaforth, ON N0K 1W0

2. **Bidding Procedure:**

- a) Submissions must be submitted in accordance with Appendix A. No bid deposit is required to be submitted with the quotation documents. Courier deliveries must have the Quotation description and number clearly stated on the exterior envelope.
- b) The Proposal must not be restricted by a statement added to the quotation documents or by a covering letter, or by alterations to the quotation documents as supplied by the Municipality unless otherwise provided herein.

Complete details of warranties (if any) shall be supplied. Adjustments by telephone, fax, or letter to a quotation already submitted will not be considered. The completion of the Appendix must also be signed in the space provided on the form with the signature of the Bidder or responsible official of the firm bidding.

- c) Bidder(s) will be permitted to withdraw their quotation unopened after it has been deposited if such a request is received in writing prior to the closing time specified herein.
- d) Collusion between Bidders will be sufficient cause for rejection of all submissions so affected.
- e) The price(s) as submitted shall include the supply of the items as described herein to complete this submission to the satisfaction of the Municipality of Huron East.

- f) The Municipality of Huron East will make all necessary corrections to any quotation which is in error through addition or extensions with the corrected value prevailing.
- g) Compliance with all requirements as indicated in Appendix A to this Tender.
- h) Upon the delivery of the equipment, any equipment which does not meet the agreed specifications, does not perform as promised or is defective shall be immediately replaced.
- i) Service is a primary consideration. Some multifunctional units are essential to the municipality's operations and emergency needs; service will be expected on a same day basis.

### 3. **Bidder's Submission**

Bidder's must include the following documents with their Proposal Submission in accordance with Appendix A:

- 1. Price Schedule Form
- 2. Separate page(s) with detailed compliance with specifications stated
- 3. Separate page(s) with Warranty / Guarantee details
- 4. Separate page(s) with full details of maintenance / repair agreement
- 5. Separate page(s) with Three (3) References of placements of same machine, preferably with One (1) within the County of Huron
- 6. Separate page(s) with complete description and technical details of the machine offered.

### 4. **Rights Retained by the Municipality**

The Municipality retains the right to make additions or deletions to the estimated quantities using the costs as submitted by the bidder. The Municipality also reserves the right to select any quotation whether the prices be lowest or not or to reject all quotations received or to award the supply of the items stated herein to more than one company, for reasons that are in the best interest of and provide the best value for the Municipality. The Municipality reserves the right to cancel any order if delivery is not made as agreed.

### 5. **Questions during Submission Period**

Questions regarding this Proposal may be directed in writing to the Treasurer/Finance Manager, Paula Michiels, 72 Main Street South, P.O. Box 610, Seaforth, Ontario N0K 1W0 or may be directed by email to [pmichiels@huroneast.com](mailto:pmichiels@huroneast.com)

Questions with respect to this PROPOSAL will be accepted until August 08, 2017.

### 6. **Specifications**

Bidders must offer machines and any related accessories that meet or exceed the specifications stated in Appendix A.

7. **References**

Bidders must attach a separate page with a listing of a minimum of three (3) successful installations of the Multifunction Printer offered with one preferably within the area of Huron County. References stated must include: the company name, address, contact person (must be current) and phone number of the contact person, the make and model of the multifunction printer installed and the date of the installation. Any Submission received that does not include a Reference Page will be rejected by the Municipality of Huron East.

8. **Evaluation**

Proposal submissions received by the Municipality will be evaluated on items such as:

- compliance with the specifications on the Price Schedule indicated in Appendix A – both purchase and lease prices are necessary,
- maintenance program and warranty offered,
- response time to calls for service and repairs,
- value added service offered,
- performance of the Multifunction Printer with other customers as per references supplied and with any other references with whom the Municipality deems to inquire.

**Note: Price alone will not be the sole determining factor in the Municipality's evaluation of the quotation submissions received and the Municipality may choose not to proceed altogether with the RFP.**

9. **Taxes**

In the event that the Federal Goods and Services Tax or the Provincial Sales Tax or any other applicable taxes are revised or adjusted in any way, including the Harmonized Sales Tax, the Municipality expects the successful vendor to adjust its pricing during the duration of any agreement which may arise from this Proposal in strict agreement with any adjustment to these taxes.

11. **Restrictive Statements by Bidder**

Bidders must not include or attach to their Submission any restrictive statements, clauses or any Corporate or Manufacturer's contracts or agreements, or include any restrictions in any format or manner (not applicable to item 4 above). To do so will be cause for the Municipality to reject the bidder's Proposal Submission – the terms and conditions of this Request for Proposal shall prevail.

12. **Insurance and WSIB**

The successful bidder may be required, upon request from the Municipality, to supply liability insurance and Workplace Safety and Insurance Board documents that are compliant with the Municipality's standard requirements.

**MUNICIPALITY OF HURON EAST  
APPENDIX A**

**REQUEST FOR PROPOSAL – MULTIFUNCTIONAL PRINTER**

Bidder's Company Name: \_\_\_\_\_

Multifunctional Printer or any related equipment offered to be new only, never used, not refurbished components and of the latest manufacture.

One (1) Multifunction Printer, complete with black and white laser printer/copier/scanner with an automatic document feeder.

**Price submission must include:**

- Supply, delivery and installation;
- Information pertaining to all warranty plans;
- Information pertaining to all servicing plans, including repair and replacement of parts;
- Staff training on equipment;
- Cost of all toner, equipment and accessories;
- Alternate leasing cost option per unit with leasing details.

**Standard Mandatory Features:**

- 55 copies per minute (black & white)
- 3 drawer universal paper feed, with a bypass tray (paper sizes 8½ x 11, 8½ x 14 and 11 x 17 in. – minimum 500 each)
- Monthly print volume up to 15,000 copies (estimate)
- Minimum 600 x 600 DPI copy, print, and scan resolution – state scanning components (i.e. file formats and resolution)
- Processor – 1 GHz Mhz minimum memory
- Print capacity – state printing components (i.e. colour modes, paper capacity, exposure modes, copy quantity etc.)
- Walk-up and Network/Desktop faxing
- Scan to e-mail, (PDF, USB, URL, etc)
- Security features (i.e. LAN and Hard Drive) (Fax, Print, Audit Log)
- Secure Access Log-in Identification Feature
- Multi-position stapling, 2 or 3 hole punching, sorting, job monitoring at desktop and delayed print
- Ability to hook to network via network cable or parallel cord
- Operation with in a terminal server environment

**Optional Features:**

- Colour Copying (45 copies per minute)
- High capacity drawer (8½ x 14) (1,500 minimum)
- Multi-folding unit
- Trade-in of current machine (Kyocera: TASKalfa 4550 ci)

**Note: Bidders must attach a separate sheet stating compliance with each of the above specifications in detail. A blanket statement stating compliance will not be accepted by the Municipality. Bidders are expected to offer machines that meet or exceed the above stated Standard Mandatory Features.**

**APPENDIX A  
REQUEST FOR PROPOSAL – MULTIFUNCTIONAL PRINTER**

**(Pricing Schedule)**

Purchase Price per above configuration - taxes extra	\$
Service Rate Per Copy – (taxes extra) for: black and white &/or colour toner (all parts, repairs, and all service and maintenance must be included)	\$ /b & w copy
	\$ /colour copy
Response Time in hours to calls for service or repairs	/hours
Any additional charges: (taxes extra) please specify	
Delivery Date	

**Service and Maintenance:**

The successful bidder (vendor) must have a comprehensive service and maintenance program. Bidders must attach to their Submission, information regarding the service and maintenance program to be offered, however the Municipality may choose to accept or decline the service maintenance program.

**Value Added:**

Bidders must attach a separate sheet or sheets describing any value added services to be offered to the Municipality, at no extra cost, which shall enhance the services and machine operation. Consideration of any value added services offered may be used by the Municipality in determining the successful bidder.

Company Name:
Contact Name:
Address:
City, Prov, Postal Code:
Name of Signing Officer – Please Print:
Title:
Signature of Signing Officer:
Telephone:
Fax:
E-mail:
Guaranteed Period of Completion after receipt of an official offer:
Date Submitted: