



The Corporation of the Township of Douro-Dummer

Request for Proposal

Identification: ADM-2020-01- Supply & Delivery of a Multifunction Copier

ADM – Administrative Department

Tender Closing

Date: Thursday, September 10, 2020

Time: 12:00PM (noon) local time

**Location: The Township of Douro-Dummer
894 South Street
Warsaw, Ontario K0L 3A0**

Attn: Martina Chait-Hartwig, Temporary C.A.O.

Late Bids Will Not Be Accepted.

The Corporation of the Township of Douro-Dummer reserves the right to accept or reject all or part of any Bid and also reserves the right to accept other than the lowest Bid and to cancel this Call for Bids at any time.

"Part A" Information to Bidders

1. Purpose

The Township of Douro-Dummer is requesting a request for proposal for the supply, delivery and installation of new/unused multifunctional digital photocopier equipment, including service maintenance and supplies to its Municipal Office. The multifunction copier specifications are described within this Request for Proposal and is based on the expected use, the desired optional features and integration with our information network technology.

In addition to supply of equipment, training, service and maintenance will be required for the term of 48 months on an on-call basis. The proposal is requesting financial options for purchase with a 48-month maintenance contract, 48-month lease with a maintenance contract, monthly rental with a maintenance contract for a term of 48 months on the multifunction copier. The Township reserves the right to choose the best financial option that will best meet the needs of the Township over the 48-month term.

The ideal Bidder will have the resources of quality equipment, qualified technicians, excellent financing opportunities, variety of training programs and be located where they can provide quick on-site service on a regular basis, when requested. The Township will require a designated service coordinator to provide support and statistics of the use during the maintenance and lease or rental period.

This Request for Proposal provides the detail on what is required by the Township for a new multifunction copier and the training and maintenance needed to successfully operate the copier. This document also outlines how to submit a proposal, how the proposal will be evaluated and the process for selection for an award. Please read this document carefully.

2. Proposal Copies

Proposals will be received by:

The Corporation of the Township of Douro-Dummer
894 South Street
Warsaw, Ontario K0L 3A0

Attn.: Martina Chait-Hartwig, Temporary C.A.O.

One (1) original copy and one (1) photocopy of the Proposal properly signed and sealed shall arrive at the office of the Township of Douro-Dummer, 894 South Street, Warsaw, Ontario K0L 3A0.

3. Proposal Closing

Proposals must be delivered to the above address before Thursday, September 10, 2020 at 12:00 p.m. (noon). Time registered on the Township of Douro-Dummer

Reception computer will be considered the official time when determining exact time of submission.

4. Proposal Award

It is understood that any reference herein to Lowest Bidder or Lowest Tender is replaced by Highest Overall Scored Proponent. Proposal award shall be made only upon the basis of the highest overall scored proponent in the evaluation process.

5. Evaluation Criteria

Proposals shall be evaluated based on:

A) Capacity

- The Bidder must submit and attach to their proposal listing the manufacturer's specifications in sufficient detail to enable the Township to determine the exact equipment offered. All items from the Specifications in Part C should be included;
- Provide detailed information on how parts requirements will be met, include all contact information;
- Submit a detailed training plan of the training being offered to the user, the technical staff and the maintenance staff;
- Provide detailed information on support and technical assistance; Include response times, hours of availability and state: names, phone, cell, and fax numbers of technical service personnel;
- Specify delivery in calendar days from receipt of Purchase Order;
- List firm's contact personnel and methods of communications c/w phone, fax, cell, etc.

B) Warranties and Support/Service

- Provide all details on Warranties and all available Extended Warranties;
- Specify in detail how service/warranty repairs will be processed, state name and address of the nearest warranty, parts and service depot in Ontario if different from proponent. Include all contact information.
- The successful Bidder shall ensure that an adequate supply of spare parts and technical support shall be available to the Township within 48 hours of notification, to maintain and repair the units supplied for a reasonable period of time. The above notwithstanding all Bidders must note that the Township equipment is not licenced outside of Ontario. If a Contractor or the Contractor's repair depot etc. is situated outside of Ontario, the Contractor will be responsible for pick-up and delivery of the equipment, if required, at the Contractor's sole risk, responsibility and expense.

C) History and Experience

- A description of your company with exact location and address, it's history and details outlining experience and qualification;
- Provide a list highlighting your company's contracts, with similar size supply and delivery, in the last five (5) years and include: customer name, date completed, description and value of contract; include contact name and number;
- List three (3) appropriate references specific to applications similar size to the Township and specific for options being recommended and include company name, contact person, contact phone number and email address.

D) Provide any additional Value-Added products or services, beyond the scope of the proposal that would enhance or provide value to the Township for no additional cost.

E) Total Overall Cost

- cost to the Township in Canadian funds inclusive of all duties, exchange and other fees – Taxes Extra;
- Provide breakdown of cost for all items listed
- Cost shall include FOB Township.

Evaluation of each proposal relative to the others shall give due consideration to:

	Weight	
A. Capacity	20	
<ul style="list-style-type: none"> ▪ Detailed Manufacturing Specification (Meet Mandatory Specifications) ▪ Quality Control Measures ▪ Support Program and Technical Assistance ▪ Supply Chain of stocked spare parts and turn-around time for delivery 		
B. Warranties and Support/Service		20
<ul style="list-style-type: none"> ▪ Outline of comprehensive Warranty program ▪ Proximity of Vendor service technician to the Municipal Office in the Township of Douro-Dummer ▪ Value Added Specific Warranties 		
C. History and Experience of Vendor	20	
<ul style="list-style-type: none"> ▪ References ▪ Similar Contact 		
D. Value-Added Services	5	
<ul style="list-style-type: none"> ▪ Proponent may include in their submission any value-added benefits for the Township and may propose any alternatives to the requirements of this RFP for consideration. 		

<ul style="list-style-type: none"> ▪ Operation of equipment and value-added safety components or safety features above proposal requirements. 	
E. Total overall cost submitted	35
Total available points	100

Method of Evaluating Cost

$$\frac{\text{cost of lowest proper proposal}}{\text{cost of proposal being evaluated}} \times \text{full weight of cost criteria}$$

6. Inquiry

Any questions regarding this tender should be directed to:

Martina Chait-Hartwig
Temporary CAO

Township of Douro-Dummer
(705) 652-8392 x 210
Email: martinac@dourodummer.on.ca

7. Amendments to "Standard Terms and Conditions"

Where Amendments to the Township's "Standard Terms and Conditions" are contained herein, it should be noted that these Amendments supersede any of the foregoing Terms and Conditions.

8. Multiple Proposals

Where a proponent believes his/her company provides more than one suitable option that meets the specification provided, then more than one proposal is acceptable, but must be submitted entirely separate, as if it was the only one being submitted and individual sample of each must also be provided.

“Part B” Standard Terms and Conditions

1. Definitions

Bid	The document issued by the Township in response to which Quotations/Tenders/Proposals are invited for the performance of the work or supply of equipment.
Bidder	A person (s), firm(s) or corporation(s) who has submitted a bid.
Company	The person(s), firm(s) or corporation(s) to whom the Township has awarded the contract.
Contract	The purchase order authorizing the company to do the work, the Quotation/Tender/Proposal, the bonds or security (if any), the company's Quotation/Tender/Proposal, and change notices, appendices, and addenda (if any), Formal contract.
Township	The Township of Douro-Dummer, its successors and assigns.
Equipment	The materials, machinery, assemblies, instruments, devices or articles as the case may be, or components thereof, which are the subject of the contract.
Subcontractor	A person(s), firm(s) or corporation(s) having a contract with the company for any part of the work.
Work	All materials, equipment fixtures, services, supplies, and acts required to be done, furnished and/or performed by the company.

2. Bid Closing Time

One (1) original and one (1) copy of the bid document, or as otherwise requested herein, properly signed and sealed and clearly marked as to its contents, shall arrive at the Municipal office of the Township of Douro-Dummer, 894 South Street, Warsaw, Ontario, K0L 3A0 no later than the specified time and closing date indicated on the cover page of the document. Late bids shall not be accepted; however, they shall be time and date stamped and returned to the Bidder unopened upon request.

The Township of Douro-Dummer’s time mechanism will be considered the official time when determining exact time of submission.

3. Bid Requirements

Bidders are required to conform to the conditions listed below and those failing to do so may be subject to disqualification.

- a) Bids must be submitted on the bid form supplied by the Township. Bid submissions must not be restricted by a statement added to the bid form or by a covering letter, or by alterations to the bid form supplied unless otherwise provided in the bid document.
- b) Bid submissions shall consist of "Part "D" Bid Form" and all other sections and requirements as requested within the bid document. See "Part "D" Bid Form" for all requirements requested within the bid document.
- c) The Bid Form shall be signed in the space(s) provided by a duly authorized official of the entity bidding. If a joint Bid is submitted, it shall be signed on behalf of each of the Bidders and if the signing authority for both Bidders is vested in one individual, he/she shall sign separately on their behalf. Signatures on behalf of non-incorporated bodies or by individuals shall be witnessed. In the case of an incorporated Company, the corporate seal should be affixed to the Bid Form adjacent to the authorized signature.
- d) Bids must be legible, written in ink or typewritten. Erasures, over-writing or strikeouts must be initialed by the person signing on behalf of the Company.
- e) Adjustments by telephone, facsimile (Fax), e-mail or letter to a bid already submitted will not be considered. A bidder desiring to adjust a bid must withdraw the bid and/or supersede it with a later bid submission prior to the specified bid closing time.
- f) Bids must be submitted in individually sealed envelopes and must clearly identify the name of the company, address of company, and tender number (ADM-2020-01) on the outside of the envelope. Quotation/Tenders/Proposals received after closing time specified in the bid document will not be considered.

Faxed Bid Submissions are not acceptable

- g) Delivery of the Bid submission through a Courier Service shall be the responsibility of the Bidder and shall result in the submission being rejected where:
 - a. Bid submission is delivered to a location other than which is stated on the submission and fails to be delivered to the Municipal Office of the Township of Douro-Dummer's Office prior to the closing date and time; and/or

- b. Bid submission which is enclosed in the Courier Envelope that does not state, "Bid Document Enclosed" and is not removed from the Courier's Envelope prior to the closing date and time; and/or
- c. Bid submission is delivered later than the closing date and time.
- h) Each item in the bid document shall be a reasonable price for such item. Bids that contain prices which appear to be unbalanced as to affect adversely the interest of the Township may be rejected. The Township will be the sole judge in this matter.

4. Bidders Statement of Understanding

It is understood that the Bidder has carefully examined all of the bid documents and have carefully examined the Work to be performed under the Contract if awarded. The Bidder also understands and accepts the said bid documents, and for the prices set forth in the Bid, hereby offers to furnish all labour, machinery, tools, apparatus and other means of implementation, and materials to complete the terms and conditions and requirements in strict accordance with the bid documents.

None of the conditions contained in the Bidder's (seller's) standard or general (printed) conditions of sale shall be of any effect unless explicitly agreed to by the Township as set forth or specifically referred to therein.

The Bidder declares that his submission is not made in connection with any other bidder submitting an offer for the same commodity or commodities, and is in all respects fair and without collusion and fraud.

The contract shall be governed and interpreted in accordance with the laws of the Province of Ontario.

5. Clarification of Bid Documents

No officer, agent or employee of the Township is authorized to alter orally any portion of these documents. During the period prior to submission of Quotations/Tenders/ Proposals, alterations will be issued to Bidders as written addenda. The Bidder shall list in its Bid all addenda that were considered when its Quotation/Tender/Proposal was prepared.

The Township will issue all written addendum to the bid documents to each bidder or prospective Bidder via e-mail, Fax or electronic posting.

Bidders are required to confirm receipt of each addendum. Although the Township will make every reasonable effort to ensure that each Bidder receives all addenda issued, it is each Bidder's ultimate responsibility to ensure all addenda have been received.

6. Insurance and Workplace Safety Insurance Board

The successful bidder shall deliver a certified copy of the Firm's Public Liability and Property Damage Insurance, and where applicable the bidder shall carry standard automobile and non-owned automobile liability insurance Policy for the works, within ten (10) working days of receiving the Acceptance Notice. Coverage shall be at least \$2,000,000.00 per incident, with the Township of Douro-Dummer named as additional insured. Additional coverage may be required.

See Part "A" Information to Bidders, which form part of this bid document for additional requirements.

The successful bidder will be required to submit proof of Workplace Safety Insurance Board Coverage, within ten (10) working days of receiving the Acceptance Notice and shall provide additional certificates as often as is deemed necessary by the Township during the term of the contract to ensure continued good standing with the Workplace Safety & Insurance Board.

or

The successful bidder shall provide proof to the Township from the Workplace Safety & Insurance Board that the bidder does not require Workplace Safety & Insurance Board Insurance. If the successful bidder changes its status with the Workplace Safety & Insurance Board during the term of the contract such that coverage is required, the successful bidder shall immediately provide the Township with the W.S.I.B. Clearance Certificate.

Failure to provide such proof shall result in cancellation of the Contract.

7. Proof of Ability

The Bidder may be required to show, in terms of experience and facilities, evidence of its ability, as well as that of any proposed subcontractor, to perform the work by the specified delivery date.

8. Document and Site Review

Bidders may be required to attend a mandatory document and site visit with the Township.

See Part "A" Information to Bidders, which form part of this bid document.

The Submission of a Bid shall indicate that the bidder agrees and warrants that he has examined the site and all conditions relevant thereto, and all the separate documents, drawings, specifications and addenda and that the bid submitted covers the cost of all the items required in the contract. No claims for extras will be entertained on account of conditions, which could be observed on the site at the time bids were submitted.

See Part "C" Specifications, which form part of this bid document.

9. Pricing Requirement

Prices shall be in Canadian Funds, quoted separately for each item stipulated F.O.B. the point specified therein.

All prices bid shall include applicable taxes, customs duty, excise tax, freight, insurance and all other charges of every kind attributable to the work. Harmonized Sales Tax shall be shown as extra, unless otherwise specified. If the Bidder intends to manufacture or fabricate any part of the work outside of Canada, it shall arrange its shipping procedures so that its agent or representative in Canada is the Importer of record for customs purposes.

Except as may be provided in Part "C" Specifications, in the Quotation/Tender/Proposal document, the prices bid shall not be subject to adjustment for any cost of the work to the Company.

In the event of any discrepancy between the unit price and the extension, the unit price shall govern.

10. Terms of Payment

Unless progress payments or any alternate payment terms are specified in the contract, the contract price may be invoiced after delivery and shall be payable 30 days from receipt of invoice. The effect of any alternative payment terms, stated clearly in the bid submission will be considered in the evaluation of bids. The Township shall have the right to withhold from any sum otherwise payable to the Company such amount as may be sufficient to remedy any defect or deficiency in the work, pending correction of the same.

11. Terms of Payment – for Construction Projects

Payment for materials supplied and work completed shall be on a monthly basis at the rate of 90%, providing for a 10% holdback in accordance with the Construction Lien Act, 1990, or its latest edition.

After performance acceptance of the work, and in accordance with the Construction Lien Act, 1990, or its latest edition, the holdback will be paid (after the hold back period and in the absence of no claims), to the Company upon receipt of a Statutory Declaration that all accounts and labour have been paid in full, receipt of a Workplace Safety & Insurance Certificate of Clearance and receipt of all "As Built" drawings and maintenance manuals, where applicable. Upon inspection and correction of any deficiencies at the end of the maintenance period, to the satisfaction of the Director or designate the Performance Sureties will be returned to the Company.

All payments will be made within thirty (30) days from receipt of an approved invoice. All invoices must be approved by the Department Manager or designate.

12. Delivery

Time shall be material and of the essence of the contract.

All bids shall be F.O.B. Destination, Warsaw, Ontario unless otherwise noted in the bid document. The Company shall be responsible for arranging its work so that completion shall be as specified in the contract.

13. Patents and Copyrights

The Company shall at its expense, defend all claims, actions or proceedings against the Township based on any allegations that the work or any part of the work constitutes an infringement of any patent, copyright or other proprietary right and shall pay to the Township all costs, damages, charges and expenses, including its legal fees.

The Company shall pay all royalties and patent license fees required for the work.

If the work or any part thereof is in any action or proceeding held to constitute an infringement, the Company shall forthwith either secure for the Township the right to continue using the work, or shall at the Company's expense, replace the infringing items with non-infringing work or modify them so that the work no longer infringes.

14. Assignment

The Company shall not assign the contract or any portion thereof without the prior written consent of the Township.

15. Occupational Health and Safety Act

The successful bidder, for purposes of the Ontario Occupational Health and Safety Act, shall be designated as the Constructor for this project and shall assume all of the responsibilities of the Constructor as set out in that Act and its regulations. The foregoing shall apply notwithstanding that the successful bidder has been referred to as the 'Company' in this and any other related document.

The Company acknowledges that he/she has read and understood the Occupational Health and Safety Act together with the Township's Health and Safety Policies and Procedures.

The Company covenants and agrees to observe strictly and faithfully the provisions of the said Occupational Health and Safety Act and all regulations and rules promulgated there under together with the Township's Health and Safety Policies and Procedures.

The Company agrees to indemnify and save the Township harmless for damages or fines arising from any breach or breaches of the said Occupational Health and Safety Act and/or the Township's Health and Safety Policies and Procedures.

The Company agrees to assume full responsibility for the enforcement of the said Occupational Health and Safety Act and the Township's Health and Safety Policies and Procedures and to ensure compliance therewith.

The Company further acknowledges and agrees that any breach or breaches of the Occupational Health and Safety Act and/or the Township's Health and Safety Policies and Procedures whether by the Company or any of its sub-contractors may result in the Company and/or sub-contractor being removed from the site and in the immediate termination of this contract herein and the forfeiture of all sums owing to the Company by the Township.

The Company shall allow access to the work site on demand to representatives of the Township to inspect work sites to ensure compliance with the Contract and the Township's Policies and Procedures.

The Company agrees that any damages or fines that may be assessed against the Township by reason of a breach or breaches of the Occupational Health and Safety Act by the Company or any of its sub-contractors will entitle the Township to set-off the damages so assessed against any monies that the Township may from time to time owe the Company under this contract or under any other contract whatsoever.

Where any portion of the work or services in this Contract is contracted to a sub-contractor, the Company agrees that the provisions of this section will apply to the sub-contractor and the Company will enforce said provisions.

The Company shall provide a list of all controlled hazardous materials or products containing hazardous materials, all physical agents or devices or equipment producing or omitting physical agents and any substance, compound, product or physical agent that is deemed to be or contains a designated substance in accordance with the Workplace Hazardous Materials Information System (WHMIS) as defined under the Ontario Occupational Health & Safety Act and shall provide appropriate Material Health & Safety Data sheets for these substances used for the performance of the required work, all prior to the performance of said work.

Where hazardous materials, physical agents and/or designated substances are used in the performance of the required work, the Company shall ensure that the requirements of the Ontario Occupational Health & Safety Act and associated regulations are complied with.

The Township reserves the right to cancel any contract for non-compliance with the terms set out herein, health and safety regulations, the Environmental Protection Act, associated regulations and other applicable legislation.

16. Laws, Regulations, Permits, Fees and Licenses

The Company shall comply with relevant federal, provincial and municipal statutes, regulations and by-laws pertaining to the work and its performance. The Company shall be responsible for ensuring compliance by its suppliers and subcontractors.

The contract shall be governed by and interpreted in accordance with the laws of the Province of Ontario.

The Company shall pay for all permits, licenses and fees, and give all notices and comply with all by-laws and regulations of the Township and any other governing body.

17. Substitutes and Alternates

Unless qualified by the provision "No Substitute", the use of the name of a manufacturer, brand, make or catalogue designation in specifying an item does not restrict bidders to that manufacturer, brand, make or catalogue designation identification. This is used simply to indicate the character, quality and/or performance of the goods and/or services desired, but the goods and/or services on which bids are submitted must be of such character, quality and/or performance that it will serve the purpose for which it is to be used as well as that specified. In submitting a bid on goods and/or services other than as specified, the bidder must furnish complete data and identification with respect to the alternate goods and/or services he/she proposes to furnish.

Consideration will be given to bids submitted on alternate goods and/or services to the extent that such action is deemed to serve the best interests of the Township. If the bidder does not indicate that the goods and/or services he/she proposes to furnish is other than specified, it will be construed to mean that the bidder proposes to furnish the exact goods and/or services as described in the bid document.

18. Quantities

Where quantities are shown as approximate, they are not guaranteed to be accurate and are furnished without any liability on behalf of the Township and shall be used as a basis for comparison only.

19. Samples

Samples when required must be submitted strictly in accordance with instructions. If samples are requested subsequent to the opening of the bid, they shall be delivered within three (3) working days following request, unless additional time is granted. Samples must be submitted free of charge and will be returned at the bidder's

expense, if so requested, provided they have not been destroyed by tests, or provided they are not required for comparison purposes.

The acceptance of samples by the Township shall be at its sole discretion and any such acceptance shall in no way be construed to imply relief of the Company from its obligations under the contract.

20. Quotation/Tender/Proposal Procedures

Quotation/Tender/Proposal will be called, received, evaluated, accepted and processed in accordance with the Township's Procurement Policy.

21. Contract Award

The Township reserves the right to award by item, or part thereof, groups of items, or parts thereof, or all items of the bid, and to award contracts to one or more bidders submitting identical Bids as to price; to accept or reject any Bids in whole or in part; to waive irregularities and omissions. The Township also reserves the right to enter into negotiations with the lowest compliant bidder if the price bid is over the budgeted amount of the project. Should the Township be unable to reach an agreement with the lowest compliant bidder, the Township reserves the right to enter into negotiations with the next lowest compliant bidder, or to cancel the call. If in so doing, the best interests of the Township will be served. No liability shall accrue to the Township for its decision in this regard.

The lowest or any bid may not necessarily be accepted as the Township of Douro-Dummer reserves the right to reject any or all bids. Bids shall be irrevocable for 90 days after the official closing time and the Township may at any time within that period without notice, accept a Bid whether any other Bid has been previously accepted or not.

All Bids are prepared at the sole risk and cost of the bidders. No payments shall be made to any bidder regarding the preparation and submission of Bids.

Award of this contract is subject to appropriate funding acceptable to the Township.

The Notice of Award to the successful bidder shall constitute notice of acceptance of contract. This acceptance shall be conditional on the bidder providing all documentation, security and certifications as required by the Bid Document within ten (10) working days of the date that the notice of award is placed in the mail or delivered to the bidder. The bidder to whom the contract is awarded will be notified by letter and/or email with Council's resolution where required.

22. Contract Cancellation

The Township shall have the right, which may be exercised from time to time to cancel any uncompleted or unperformed portion of the work or part thereof. In the event of such cancellation, the Township and the Company shall negotiate a settlement.

- a) If the Company; commits any act of bankruptcy; or if a receiver is appointed on account of its insolvency or in respect of any of its property; or if the Company makes a general assignment for the benefit of its creditors; then, in any such case, the Township may, without notice; terminate the contract.
- b) If the Company; fails to comply with any request, instruction or order of the Township; or fails to pay its accounts; or fails to comply with or persistently disregard statutes, regulations, by-laws or directives of relevant authorities relating to the work; or fails to prosecute the work with the skill and diligence; or assigns or sublets the contract or any portion thereof without the Township's written consent; or refuses to correct defective work; or is otherwise in default in carrying out its part of any of the terms, conditions and obligations of the contract, then, in any such case, the Township may, upon expiration of ten (10) days from the date of written notice to the Company, terminate the contract.
- c) Any termination of the contract by the Township, as aforesaid, shall be without prejudice to any other rights or remedies the Township may have.
- d) If the Township terminates the contract, it is entitled to:
 - i. Take possession of all of the work in progress and finish the work by whatever means the Township may deem appropriate under the circumstances;
 - ii. Withhold any further payments to the Company until its liability to the Township is ascertained;
 - iii. Recover from the Company loss, damage and expense incurred by the Township by reason of the Company's default (which may be deducted from any monies due or becoming due to the Company, any balance to be paid by the Company to the Township).

The Township shall not be liable to the Company for loss of anticipated profit on the cancelled portion or portions of the work.

23. Contract Extension Option

If so desired by the Township, a contract extension may be extended for an additional two years. Within two months of the anniversary of the contract or extension of contract in year two, the Township has the option to negotiate a price

with the selected company and if satisfied with the product and price, an extension to the contract will be presented.

24. Availability of Labour and Escalation

The bidder shall fully inform himself regarding availability of labour in the area relative to the requirements of the schedule. The bidder shall make his own assessment of escalation in costs and increased labour costs and include all of these costs in his bid.

24. Correction of Defects

If at any time prior to one year (or specified warranty/guarantee period if longer than one year) after the actual delivery date of the equipment any part of the equipment becomes defective or is deficient or fails due to defect in design, material or workmanship, or otherwise fails to meet the requirements of the contract, then the Company, upon request, shall make good every such defect, deficiency or failure without cost to the Township. The Company shall pay all transportation costs for parts and/or equipment both ways between the Company's factory or repair depot and the point of use.

25. Disclosure

The names of bidders and total bid prices will be made available at the public Quotation/Tender opening. After the Quotation/Tender opening, requests may be submitted to the Township for the results, and only the names of bidders and total bid prices as read out at the Quotation/Tender opening will be given in the reply.

Request for Proposals are formally opened in public and only the name of the bidders submitting responses to the Request for Proposal will be read. Details of the proposals or any financial information will not be publicly disclosed at the opening.

26. Freedom of Information

All information obtained by the Company in connection with this bid is the property of the Township of Douro-Dummer and must be treated as confidential. It may not be used for any purpose other than for replying to this bid, and for fulfillment of any subsequent contract. Any Company who requires that the information in its bid be kept confidential must explicitly advise the Township of that fact.

The Company may declare confidentiality of their bid; however, the Township is required by law to adhere to the requirements of the Municipal Freedom of Information and Protection of Privacy Act, as amended.

Personal information contained on this bid form is collected under the authority of Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56 as amended and will be used to purchase goods and/or services and for the execution of contractual documents. If you have any questions

about the collection, use or disclosure of this information by the Township of Douro-Dummer, please contact Crystal McMillan, Clerk, Township of Douro-Dummer, 894 South Street, Warsaw, Ontario K0L 3A0, crystal@dourdummer.on.ca.

27. Complaints

Any complaint on the process and procedures as outlined in the Township's Purchasing Bylaw (as amended) to define the procedures with respect to the procurement of goods and services by the Corporation of the Township of Douro-Dummer shall be in writing and shall be submitted to Martina Chait-Hartwig, Temporary C.A.O. for review and response.

A complaint on the process and procedures related to the award of a tender, proposal or quotation must be submitted within seven (7) working days of the date of the award.

28. Accessibility

The Township of Douro-Dummer is committed to the accessibility principles of preventing and removing barriers in accessing goods and services for people with disabilities and is bound by the Standards under the Accessibility for Ontarians with Disabilities Act, 2005 as may be amended from time to time.

Regulations enacted under the Act apply to every designated public sector organization and other third parties that provide goods and services to the members of the public.

The consultant/contractor, and all sub-contractors hired by the consultant/contractor in the completion of its work, will meet or exceed compliance with all applicable regulations under the Accessibility for Ontarians with Disabilities Act, 2005 as may be amended from time to time.

It is the consultant/contractor's responsibility to ensure they are fully aware of, and meet all requirements under the Act. A Declaration of Accessibility Compliance will be required by the successful bidder.

“Part C” Specifications

Requirements

The primary requirement of this Request for Proposal is to enter into an agreement with a Vendor to provide for the supply, delivery and installation of new/unused multi-functional digital photocopier equipment, including service maintenance and supplies to the Township of Douro-Dummer. The units are to be priced with;

- Service and maintenance and an SLA (Service Level Agreement)
- Supplies included and auto replenishment (where achievable)
- Pick up and disposal of used supplies
- New (not used or refurbished)
- Network and USB connectors
- Black and white and color printing and scanning
- Scanning to email and network
- Secure print
- Document workflow
- Fax capable
- Web based portal for support and supplies ordering
- Walk up requirements (hard copy)

The Township reserves the right to choose the model that best suits the needs of the Municipal Office.

The Township has established some deliverables that it would like to achieve through the RFP process. These deliverables are:

- a) Enhance the functional, technical security and user/device management capabilities of machine in use at the Township;
- b) Reduce copy costs;
- c) Reduce downtime;
- d) Receive high quality, efficient and reliable service;
- e) Interface machine with future systems to achieve document Imaging/Workflow Ability – e.g. SharePoint connector.

The selected Bidder shall have all necessary resources and be prepared to commence full services by October 30, 2020, and continue to provide all Services during the full term of the agreement.

2. Installation & Configuration

All equipment, service, parts, labour and travel expenses, supplies, toner, developer, delivery, loading, unloading, set-up, re-location of equipment as required, training, and installation are to be included in the prices quoted in this Tender. The only supplies not included in this cost will be paper and staples. If additional equipment

is required to connect the unit, the Bidder will provide this equipment at no cost to the Township.

Installation and Configuration of Copier	
	Requirements Prior to Delivery
1.	Assemble and install adapters, memory/disk upgrades, firmware and accessories in the Equipment prior to delivery, where applicable.
2.	Coordinate access to the physical site in conjunction with IT Department.
	Requirements After Delivery
3.	Transport Equipment to designated location for installation.
4.	Assist in scheduling systems shutdown if required.
5.	Unpack, dispose and recycle packaging material from installed equipment. Remove packaging and debris from site at Vendors expense.
6.	Install and configure equipment.
7.	Test equipment prior to leaving site – e.g. hardware, software, network connection, printing capability, identification information and passwords – where applicable.
8.	Provide high-level (15-30) minute user orientation.
9.	Obtain end user sign-off on installation prior to leaving the location and forward a copy to IT Co-Ordinator and MicroAge Peterborough.
10.	Record and provide electronically (soft copy) installation information (e.g. location, user id, asset id, date, time, etc.) to IT Co-Ordinator and MicroAge Peterborough.in order to close installation and configuration ticket for identified location.

3. New Photocopier

For the purpose of this contract, the definition of new equipment is latest model of regular stock product and in production at the closing date and time for this Request for Proposal. New assembled equipment is factory produced, has been assembled for the first time and must contain new components only (other than recycled plastic shell or casings which is permissive hereunder) that have been fully inspected, tested and fully meet product performance and reliability specifications, but never previously used. Equipment must be newly serialized. The Township will not accept Proposals on previously used or remanufactured equipment other than as specifically set out above.

4. Equipment Implementation Strategy

It is the goal of the Township to make the transition of the copier equipment as transparent as possible. In an effort to minimize downtime, the selected Vendor will work closely with the IT Co-Ordinator and MicroAge Peterborough to schedule the delivery and installation of copier equipment in a timely manner.

Unless otherwise stated by the Township, the Vendor will guarantee that all copier placement and installation will commence within 14 working days following execution of agreement.

The Vendor will be responsible for the removal and disposal of all packaging materials.

The Vendor will be responsible for any and all other associated costs related to special electrical wiring as required. Wiring and network cabling will be approved by the IT Co-Ordinator and MicroAge Peterborough prior to installation and the Vendor will only use contractors approved by the Township.

Equipment must be Environmental Choice Program and/or Energy Star compliant.

5. Equipment Performance

The Vendor will guarantee the equipment will perform and not exceed three (3) service calls per month, during the first year. An individual copier unit not meeting this requirement for two consecutive months will be replaced with a unit of the same (or equivalent) model, at the sole cost of the Vendor.

Downtime hours will be tracked and listed by the Vendor and classified under the following criteria:

- a) Due to a failed part, until such time as the replacement part is installed and working properly;
- b) Due to a specific capability (i.e. duplexing, document feeding, or scanning, is so equipped) listed under this Contract, that is not functioning to the Township's satisfaction; and
- c) Due to copy/print quality that is unreadable or unacceptable for the Township's purposes.

Downtime hours will be tracked and listed by the Vendor but not counted under the following circumstances:

- a) Due to the four-hour response time allowance per service call;
- b) Due to the number of hours associated with performing preventative maintenance;
- c) Due to obvious and unanticipated customer negligence or abuse.

6. Environment Considerations

The Bidder is encouraged that wherever possible to supply goods with specifications which provide for expanded use of durable, reusable commodities, and commodities which contain the maximum post-consumer waste and/or recyclable content, without affecting the intended use of the goods. Some of these items may include:

- a) Toner cartridge program: reusable vs. recycled (subject to manufacturer's instructions)
- b) Capability to print/copy on recycled paper
- c) Power consumption
- d) Auto power shut down modes and features
- e) Power saving mode and recovery time
- f) Default duplex features for copy and print
- g) Availability to charge for only single print side on duplex mode

The selected Vendor must supply Material Safety Data Sheets for all toners that will be used in the installed copiers.

Equipment must be Environmental Choice Program and/or Energy Star compliant.

7. Consumable Supplies, Replacement Parts, and Preventative Maintenance

Toner is included under this contract as a consumable supply. Consumable supplies will be guaranteed delivery for next day or within 24 hours of order placement to locations, as required.

Vendor must guarantee to maintain or have immediate access to replacement parts for all models bid and located within the County of Peterborough. All repairs and maintenance on copiers will be the responsibility of the Vendor, therefore pricing must include any/all applicable charges.

Vendors must have a preventative maintenance program for all equipment supplied. Provide details about the preventative maintenance program that will be undertaken in order to maintain the copiers in excellent working condition including but not limited to: hours required to perform preventative maintenance, and the manner of which the Township will be informed of the preventative maintenance work that has been performed.

8. Staff Training and Instruction

The selected Vendor is required to provide qualified training, and knowledgeable staff to instruct the Township staff until they are familiar and competent in the operation and daily maintenance through all phases of implementation and throughout the contract term for functionality of the units, copier, printing, scanning and faxing. There will be two distinct types of training, key operator training and casual user training. Training shall include, but not be limited to; troubleshooting, help desk CSA training, administrator training, IT training, technical training, etc. Training shall be performed on-site at the Municipal Office, and all the training sessions shall be arranged, directly by the Vendor through the Township Office.

Describe the training plan for both key operator training, and casual user training. The training plan should include the training methods in complete detail, and include the number of staff recommended for each session, number of hours required, and any training manuals and/or work books that will be used for training purposes.

9. Service Support and Procedures

Service quality and responsiveness is absolutely essential. Manufacturer certified service technicians and support personnel must be available to the Township between normal working hours of 8:30 am and 4:30 pm, Monday through Thursday, and 8:30 am and 4:00 pm on Friday.

- a) Vendors will describe the functions and responsibilities required to perform equipment service to include but not limited to the following:
- b) Number of service technicians assigned to the Contract;
- c) Experience of each technician;
- d) Roles and responsibilities of a service technician;
- e) Hours of operation;
- f) Proof of training and experience of technician's certification by manufacturer;
- g) How service is delivered to the clients;
- h) Describe parts availability and inventory;
- i) Location of equipment and parts warehouse;
- j) Size and location of your service department, indicating the location from which the Township will be serviced;
- k) Method of tracking and responding to service calls;
- l) Local and/or toll-free number for ordering supplies and service;
- m) Number of customer service representatives (CSR) assigned;
- n) List the CSR team and provide their experience, number of Municipalities/Government agencies serviced and number of years in their profession;
- o) Roles and responsibilities of the CSR team;
- p) Level of technical support available over the phone.

10. Service Response Time

Service response time will be within four hours of the service call. All service calls will be placed by Township staff and response times will be monitored. Service response time will be defined as the number of working hours it takes the technicians to begin actual work on the given machine from the time that the service call is placed by Township staff. For example, a service call placed at 4 p.m. on a Wednesday afternoon would need to be physically responded to by 11 a.m. on Thursday morning. In the event that the equipment cannot be repaired, the Service Technician shall provide the Township Office with a response, along with the time and date of the anticipated repair and/or resolution.

11. Loaner Equipment

In the event that repairs cannot be completed within two (2) days from the time that the first service call is placed, and to eliminate down time, a loaner with equivalent features will be provided proactively by the Vendor without an official request by the Township, at no extra cost to the Township until such time as the unit is repaired.

12. Account Representative

Vendor will dedicate an Account Representative whose responsibilities will be to coordinate placement of equipment. The Account Representative will efficiently manage all equipment needs while maintaining complete customer satisfaction. The detailed duties of the Account Representative will include, but not be limited to:

- a) Daily inquires on Copier/Printer operations and Acceptance of Orders;
- b) Evaluate needs and make recommendations regarding equipment and accessory selections;
- c) Serve as a main point of contact for the receipt of all orders, scheduling installation and training services;
- d) Serve as the first point of contact for any equipment related issues. If messages are left in voice-mail, the Account Representative must respond to the Municipal Office via email within four (4) hours;
- e) Coordinate the scheduling of all preventative maintenance and the scheduled replacement of supplies;
- f) Educate Township staff on ordering adequate levels of supplies. If emergency orders are required, the Account Representative will make best efforts to expedite the order and assure supplies arrive when needed;
- g) Verify the accuracy of all invoices and will investigate any discrepancies. This includes resolving all invoice related issues including overdue payments directly to the Accounts Payable;
- h) Contact the Township to ensure all repairs were performed to the requirements of the contract. This includes ensuring ongoing equipment uptime, service response time and expediting any parts which may have to be installed.
- i) Ensure that meter readings are obtained on a regular basis and therefore be responsible for the accuracy and verification of meter readings in accordance with the requirements of this Contract.
- j) Coordinate the installation of replacement equipment, either temporary or permanent;
- k) Be the primary point of contact for all correspondence between the Vendor and the Township;
- l) Provide the monthly, annual and special reports to the Township, as required.

13. Reporting

As a method of monitoring this Contract, the Vendor will be required to submit itemized computer-generated reports to the Township.

Quarterly reports will be presented within 15 days at the end of the quarterly period, in a format acceptable to the Township and include, as a minimum, a list composed of the following:

- a) Model;
- b) Volumes of copies, prints broken down to single side, duplex and scans produced on photocopier;
- c) Total year to date copies for photocopier;
- d) Number of service calls performed on photocopier;
- e) Number of service calls year to date;
- f) Service time to repair photocopier;
- g) Percentage uptime of photocopier;
- h) Actual response time per service call;

Annual reports must be presented by January 30th of each contract year, for the previous year. Reports will include:

- a) Annual volume report for photocopier;
- b) Copier volume report providing actual volumes vs. committed volumes.

The Township would prefer to have web-based or online access made available through Vendor's site to photocopier histories, service reports, counts, etc.

Vendors will describe their reporting capabilities and provide report samples.

14. Meter Readings

The Township expects that monthly billings will be based on actual meter readings. Provide details indicating options and process for obtaining and submitting meter readings.

15. Manufacturer's Brochures

The manufacturer's brochures shall be submitted with the Tender package for the copiers being bid. These brochures will identify the standard features included with the base model, and additional equipment available as options.

16. Price Schedule

Pricing shall include the supply of photocopiers as specified, delivery, installation, set-up, training and on-going training of Township staff, service, parts, toner and all removal and re-location costs.

Provide pricing for copiers indicated under each category and return with proposal.

Fill in columns for configuration for Units A to E. If a column is not applicable, or the configuration is not offered, indicate by marking N/A.

All pricing shall be F.O.B. destination of installation site of copier. HST is extra and not included in the price.

17. Rental, Lease, Purchase, Service & Maintenance

The Township requires pricing for the following options:

- a) cost per copy including all service and maintenance billed monthly;
- b) outright purchase price for copier specified with a 48-month maintenance contract;
- c) monthly rental charge for copier, with a 48-month maintenance contract;
- d) monthly rental rate for the first, second, third and fourth year;
- e) monthly lease rate for each unit for the 48-month lease;
- f) the percentage charged on the annual lease rate, and
- g) buy-out at end of lease and 48-month rental period.

Pricing submitted shall remain firm for the term of the contract.

18. Finance

The selected Vendor will provide excellent financing opportunities to the Township. Refer to price chart.

The Township reserves the right to choose the best financial option available and may choose to lease the copiers through the selected vendor or choose to finance through its own resources.

"Part D" Bid Form

The Corporation of the Township of Douro-Dummer
894 South Street
Warsaw, Ontario K0L 3A0

ADM –2020 #1

Supply & Delivery of a Multifunction Copier

Documents to be included in this Bid Form;

- One (1) Original and One (1) Copy of the Complete Bid Document Signed and Sealed
 - Pricing Details
 - Schedule 1 - Completed
 - Schedule 2 - Completed
- Insurance Certificate (upon award)
 - WSIB Certificate (upon award)

Bidders Information Form

Bidders must complete this form and include with the Bid Submission
Please ensure all information is legible.

1. Company Name	
2. Respondent's Main Contact Individual	
3. Address (incl. Postal Code)	
4. Office Phone #	
5. Toll Free #	
6. Fax #	
7. e-mail address	
8. HST Account #	

Acknowledgement To Receipt Of Addenda

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addendum(s)

Addendum #	Date Received
# _____	_____
# _____	_____
# _____	_____

Check here if No Addenda received.

Respondent

Signature

Date

To The Corporation of The Township of Douro-Dummer, Hereafter called the "Owner":

Schedule of Items & Prices

(All unit prices **are not** to include HST)

The undersigned agrees to supply and deliver the goods and services as specified and required in accordance with Parts "A", "B", "C", and "D" of the Proposal for the following prices:

The Township reserves the right to cancel any or all items.

Proposal Award:

Award of the RFP will be made based upon the highest scored proponent in the evaluation process.

Schedule 1 – Price Schedule – Price Chart.

Complete the price chart and submit – indicate if not available by entering n/a. Reference Schedule 2 for specification of each unit.

Description	Make	Model	Monthly Copy Volume	Cost Per Copy Includes Service	Purchase Price Per Unit	48 Month Annual Lease Cost Per Unit Per Month	Lease Rate %	Lease Buy Out After 48 Months	Rental Cost Per Unit Per Month Year 1	Rental Cost Per Unit Per Month - Year 2	Rental Cost Per Unit Per Month - Year 3	Rental Cost Per Unit Per Month - Year 4	Rental Buy Out After 48 Months Per Unit
UNIT A													
Colour			10,000	\$ _____	\$ _____	\$ _____	_____ %	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Monochrome			10,000	\$ _____	\$ _____	\$ _____	_____ %	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
UNIT B													
Colour			20,000	\$ _____	\$ _____	\$ _____	_____ %	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Monochrome			20,000	\$ _____	\$ _____	\$ _____	_____ %	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
UNIT C													
Colour			35,000	\$ _____	\$ _____	\$ _____	_____ %	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Monochrome			35,000	\$ _____	\$ _____	\$ _____	_____ %	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
UNIT D													
Colour			50,000	\$ _____	\$ _____	\$ _____	_____ %	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Monochrome			50,000	\$ _____	\$ _____	\$ _____	_____ %	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
UNIT E													
Colour			150,000	\$ _____	\$ _____	\$ _____	_____ %	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Monochrome			150,000	\$ _____	\$ _____	\$ _____	_____ %	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

The information in Schedule 2 is to be submitted with your proposal.

Item	Specification	Requirement	Mandatory	Optional
1.	Network Printer	RJ45, Ethernet, TCP/IP, IPP Protocol, Jet Direct Protocol, DHCP	X	
2	Wireless Printing	Ability to Print from Wireless Devices		X
3.	User Authentication & Contact List	LDAP	X	
4.	Network Scanner – minimum size of 11"x17"	Output to email (via SMTP), to file (via CIFS)	X	
5.	PDF OCR	Output to searchable PDF	X	
6.	Document Feeder	Auto Doc Feeder	X	
7.	Duplex		X	
8.	Bypass	Ledger, Envelopes, Tabloid etc	X	
9.	Drawers	3 minimum-determined by unit	X	
10.	Local Storage	Build jobs, templates, send & store	X	
11.	Network Fax	Determined by unit	x	
12.	Sheet Inserter	Determined by unit		X
13.	Staples	Determined by unit		X
14.	Punch Kit	Determined by unit		X
15.	Booklet Fold and Staple	Determined by unit		x
16.	Saddle Finisher	Determined by unit		X
17.	Device Drivers	32 bit & 64 Bit Drivers for Win XP, Win Vista, Win 7, Win Srv 2008,	X	
18.	Physical Specifications		X	
19.	Local Connectivity	USB	X	
20.	Power Input	110V, 15Amp, (208V/220V as required, requirement identified clearly and in advance of delivery)	X	
21.	Print Languages	PostScript 3 and PCL Se/6 support	X	
22.	Access Security	User login for local copying or network printing		X
23.	Connector	SharePoint connector available for document imaging application	X	

Item	Specification	Requirement	Mandatory	Optional
24.	Management	Web management interface, SNMP	X	
25.	Management	Usage Accounting, Device Accounting, User Management Reports	X	
26.	Installation Assistance	Provide MAC addresses in advance of device deliveries for IT Division system preparation	X	
27.	Installation Assistance	Provide drivers in advance of device deliveries	X	
28.	Service Request	Coordinated through IT ServiceDesk via email	X	
29.	Consumable Request	By phone, email or web	X	
30.	Document Storage (80 GB Drive, 2 GB Memory)	Documents stored within the MFD physical hard drive must have ability to be encrypted.	X	
31.	Data Encryption	MFD must support cryptography that is compliant with GO-ITS 25.12, including support for the AES algorithm (with 256-bit keys)		X
32.	Hard Drive Wiping: End-of-Life	MFD must have the ability to wipe/clear the hard drive with an option of a minimum of 3 passes prior to removal from Township at end-of-life.	X	

Item	Specification	Requirement	Mandatory	Optional
33.	Hard Drive Wiping: Repair/Replacement	The hard drive and memory in the MFD must have ability to be securely wiped before sending out for repair or replacement. If unable to repair and/or wipe on-site, the hard drive must be removed and left with the client group for secured destruction.	X	
34.	Hard Drive Retention	Supplier must provide the ability for Client to remove/retain storage drives after being wiped at end-of-life for secured destruction when so requested by the client.		
35.	Secure Print Function	MFD must have the ability to use secure print function with unique minimum 4 digit PIN-code for job release.	X	
36.	Secure Communication Protocols	MFD must provide secure protocols for secure remote administrative access sessions such as HTTPS, FTPS, SNMPv3, SSH, etc.	X	
37.	Insecure Protocols	Shall have ability to disable all protocols that are not required and insecure such as FTP, Telnet, etc.	X	
38.	Fax/Network Segregation	MFD must provide logical separation between the fax modem and network functions.		X

Item	Specification	Requirement	Mandatory	Optional
39.	Admin. Access Password Protection	Access to device management service and/or admin control panel on the MFD must be through use of a unique/complex and protected admin password (i.e. at least 8 characters long and contains at least 1 digit and at least one upper and one lower case letter)	X	
40.	Restricted Access Controls	MFD shall provide the ability to restrict access to address books, mailboxes and logs through strong access control policy.	X	
41.	Secure Remote Management	MFD must provide the ability for secure remote management access through encryption and strong password authentication.	X	
42.	Unauthorized Users	MFD must provide the ability, via PIN code or network authentication, to prevent unauthorized users from accessing the MFD control panel functions to print, copy, scan or fax.	X	
43.	AD & LDAP Integration	MFD must have the ability to integrate with Active Directory (AD / Lightweight Directory Access Protocol (LDAP) for user authentication.	X	

Item	Specification	Requirement	Mandatory	Optional
44.	Secure Device Authentication Protocols	MFD must provide strong secure device authentication that utilizes Kerberos, Digest-MD5 (LDAP-v3) and Secure Socket Layer (SSL) protocols.		X
45.	Log Fax Activity	Must have the ability for all MFD fax activity to be logged (date/time, destination number and volume)	X	
46.	Patching	<p>MFD Suppliers must inform Client on patch updates and have the ability to implement the updates within the Client patch mgt. processes depending on the severity of the vulnerability.</p> <p>Known security vulnerabilities on Equip. must be disclosed to the Client and Client Rep. within five (5) business days. Patches shall be provided to Clients at no charge within five (5) business days of release including instructions and other documentation required and/or requested by Client with regard to the purpose, impacts and description of the reason for the patch. Supplier will be responsible for implementing the Patch in each unit of Equipment on-site and where practical and where the Supplier has the ability to assist the Client in implementing the patch through its network.</p>		X

Unit A - Manufacturer's Standard Monthly Volume: 5,000 copies.

Bidder's Model Specified: _____

Identify whether the features listed are standard with this model or classified as optional equipment. If optional, provide cost, excluding tax.

Description	Included	Optional	Cost for Optional
Scan to file, scan to e-mail, scan 2 sided original			
Ability to scan a minimum of 11"x17"			
Full range reduction and enlargement			
Print copy resolution: 600 x 600 dpi			
Multi-sheet bypass			
Multi-position stapling finisher			
Desktop photo mode			
Secure copy print			
Password protected			
Print controller			
Energy save mode			
Paper capacity – 2 drawer 8 1/2 x 11 (500 sheets each)			
Paper capacity – 1 drawer 8 1/2 x 14 (2000 sheets each)			
Ability to Print and Scan Tabloid, Legal, Ledger			
Booklet Print, Fold, Staple			
Three hole punch			
Copy quantity: 1 – 999 copies			

Provide the following information for model specified for Unit A.

Copy Speed _____ Warm Up Time _____
 First Copy Speed _____ Power Requirement _____
 Duplex Speed _____ Power Consumption _____
 Toner Type _____ Access Codes _____

Recommended Monthly Volume _____

Maximum Paper Capacity without Options _____

Memory: Print _____ Copy _____ Scan _____ Shared _____

Detail any additional features included with this model at price quoted:

Unit B - Manufacturer's Standard Monthly Volume: 10,000 copies.

Bidder's Model Specified: _____

Identify whether the features listed are standard with this model or classified as optional equipment. If optional, provide cost, excluding tax.

Description	Included	Optional	Cost for Optional
Scan to file, scan to e-mail, scan 2 sided original			
Ability to scan a minimum of 11"x17"			
Full range reduction and enlargement			
Print copy resolution: 600 x 600 dpi			
Multi-sheet bypass			
Multi-position stapling finisher			
Desktop photo mode			
Secure copy print			
Password protected			
Print controller			
Energy save mode			
Paper capacity – 2 drawer 8 ½ x 11 (500 sheets each)			
Paper capacity – 1 drawer 8 ½ x 14 (2000 sheets each)			
Ability to Print and Scan Tabloid, Legal, Ledger			
Booklet Print, Fold, Staple			
Three-hole punch			
Copy quantity: 1 – 999 copies			

Provide the following information for model specified for Unit B.

Copy Speed	_____	Warm Up Time	_____
First Copy Speed	_____	Power Requirement	_____
Duplex Speed	_____	Power Consumption	_____
Toner Type	_____	Access Codes	_____

Recommended Monthly Volume _____

Maximum Paper Capacity without Options _____

Memory: Print _____ Copy _____ Scan _____ Shared _____

Detail any additional features included with this model at price quoted:

Unit C - Manufacturer's Standard Monthly Volume: 20-25,000 copies.

Bidder's Model Specified: _____

Identify whether the features listed are standard with this model or classified as optional equipment. If optional, provide cost, excluding tax.

Description	Included	Optional	Cost for Optional
Scan to file, scan to e-mail, scan 2 sided original			
Ability to scan a minimum of 11"x17"			
Full range reduction and enlargement			
Print copy resolution: 600 x 600 dpi			
Multi-sheet bypass			
Multi-position stapling finisher			
Desktop photo mode			
Secure copy print			
Password protected			
Print controller			
Energy save mode			
Paper capacity – 2 drawer 8 1/2 x 11 (500 sheets each)			
Paper capacity – 1 drawer 8 1/2 x 14 (2000 sheets each)			
Ability to Print and Scan Tabloid, Legal, Ledger			
Booklet Print, Fold, Staple			
Three-hole punch			
Copy quantity: 1 – 999 copies			

Provide the following information for model specified for Unit C.

Copy Speed	_____	Warm Up Time	_____
First Copy Speed	_____	Power Requirement	_____
Duplex Speed	_____	Power Consumption	_____
Toner Type	_____	Access Codes	_____

Recommended Monthly Volume _____

Maximum Paper Capacity without Options _____

Memory: Print _____ Copy _____ Scan _____ Shared _____

Detail any additional features included with this model at price quoted:

Unit D - Manufacturer's Standard Monthly Volume: 50,000+ copies.

Bidder's Model Specified: _____

Identify whether the features listed are standard with this model or classified as optional equipment. If optional, provide cost, excluding tax.

Description	Included	Optional	Cost for Optional
Scan to file, scan to e-mail, scan 2 sided original			
Ability to scan a minimum of 11"x17"			
Full range reduction and enlargement			
Print copy resolution: 600 x 600 dpi			
Multi-sheet bypass			
Multi-position stapling finisher			
Desktop photo mode			
Secure copy print			
Password protected			
Print controller			
Energy save mode			
Paper capacity – 2 drawer 8 1/2 x 11 (500 sheets each)			
Paper capacity – 1 drawer 8 1/2 x 14 (2000 sheets each)			
Ability to Print and Scan Tabloid, Legal, Ledger			
Booklet Print, Fold, Staple			
Three-hole punch			
Copy quantity: 1 – 999 copies			

Provide the following information for model specified for Unit D.

Copy Speed _____ Warm Up Time _____
 First Copy Speed _____ Power Requirement _____
 Duplex Speed _____ Power Consumption _____
 Toner Type _____ Access Codes _____

Recommended Monthly Volume _____

Maximum Paper Capacity without Options _____

Memory: Print _____ Copy _____ Scan _____ Shared _____

Detail any additional features included with this model at price quoted:

Unit E - Manufacturer's Standard Monthly Volume: 150,000+ copies

Bidder's Model Specified: _____

Identify whether the features listed are standard with this model or classified as optional equipment. If optional, provide cost, excluding tax.

Description	Included	Optional	Cost for Optional
Scan to file, scan to e-mail, scan 2 sided original			
Ability to scan a minimum of 11"x17"			
Full range reduction and enlargement			
Print copy resolution: 600 x 600 dpi			
Multi-sheet bypass			
Multi-position stapling finisher			
Desktop photo mode			
Secure copy print			
Password protected			
Print controller			
Energy save mode			
Paper capacity – 2 drawer 8 1/2 x 11 (500 sheets each)			
Paper capacity – 1 drawer 8 1/2 x 14 (2000 sheets each)			
Ability to Print and Scan Tabloid, Legal, Ledger			
Booklet Print, Fold, Staple			
Three-hole punch			
Copy quantity: 1 – 999 copies			

Provide the following information for model specified for Unit E.

Copy Speed	_____	Warm Up Time	_____
First Copy Speed	_____	Power Requirement	_____
Duplex Speed	_____	Power Consumption	_____
Toner Type	_____	Access Codes	_____

Recommended Monthly Volume _____

Maximum Paper Capacity without Options _____

Memory: Print _____ Copy _____ Scan _____ Shared _____

Detail any additional features included with this model at price quoted:

SUB-CONTRACTORS/SUPPLIERS/SUB-CONSULTANTS

Submit a list of sub-contractors/suppliers/sub-consultants to be used for the supply of the goods/services, or indicate "Not Applicable".

Contact	Details
Name:	Company Name:
	Type of Goods/Services provided:
Phone:	Address:
Email:	Years in Business:
Name:	Company Name:
	Type of Goods/Services provided:
Phone:	Address:
Email:	Years in Business:
Name:	Company Name:
	Type of Goods/Services provided:
Phone:	Address:
Email:	Years in Business:
Name:	Company Name:
	Type of Goods/Services provided:
Phone:	Address:
Email:	Years in Business:

REFERENCES

Please list a minimum of three references where your company has provided similar goods or services within the last three years and indicate the goods/services provided.

Company Name and Phone Number	Contact Person(s)	Type of Goods/Services Provided
1.		Goods/Services: Dates:
2.		Goods/Services: Dates:
3.		Goods/Services: Dates:
4.		Goods/Services: Dates:

Note:

If insufficient space is provided in this, please provide the required information in the same format on a separate form attached to this RFP.

Declaration of Accessibility Compliance

Company Name:	
Print Name:	
Title:	Dated:

I/ we acknowledge that as a Contractor/Consultant of the Township of Douro-Dummer, we are bound to comply with all accessibility Standards under the Accessibility for Ontarians with Disabilities Act, 2005 as amended from time to time.

I/we declare that I/we have read, understand and will meet or exceed all enacted accessibility Standards as amended from time to time.

I/we further declare that I/we will undertake to ensure all sub-contractors hired by us in completion of our work will also comply with the above Standards.”

To The Township of Douro-Dummer, Hereafter called the "Township":

I/We _____ the undersigned declare:

1. That the several matters stated in the said Bid are in all respects true accurate and complete.
2. That I/We have read and fully understand all information, terms and conditions contained within the Bid Document, including: Part "A" Information to Bidders; Part "B" Standard Terms and Conditions; Part "C" Specifications and Part "D" Bid Form.
3. That I/We do hereby Bid and offer to enter into a Contract to Supply and Deliver all materials mentioned and described or implied therein including in every case freight, duty, currency exchange, H.S.T. in effect on the date of the acceptance of bid, and all other charges on the provisions therein set forth and to accept in full payment therefore, in accordance with the prices and terms set forth in the Bid herein.
4. That this Bid is irrevocable for Ninety (90) Days and prices for as long as stated elsewhere in the Bid Document, and that the Township may at any time within that period without notice, accept this Bid whether any other Bid has been previously accepted or not.
5. That the awarding of the Contract, by the Township is based on this submission, which shall be an acceptance of this Bid.
6. That if the Bid is accepted, I/We agree to furnish all documentation, security and certifications as required by the Bid Document in triplicate, within Ten (10) Working Days after notification of award. I/We understand that any acceptance by the Township is fully conditional upon the receipt of said documentation, security and certifications by the Township within Ten (10) Working Days. If I/We fail to do so, the Township may accept the next lowest or any Bid or to advertise for new bids, or to carry out completion of the works in any other way they deem best.
7. That I/We agree to save the Township, its agents, or employees, harmless from liability of any kind for the use of any composition, secret process, invention, article or appliance furnished or used in the performance of the Contract of which the Bidder is not the patentee, assignee, or licensee.

The undersigned affirms that he/she is duly authorized to execute this bid.

Bidder's Signature and Seal: _____

Position: _____

Witness: _____

Position: _____

(If Corporate Seal is not available, documentation should be witnessed)

Dated at the _____ of _____
(Town/City)

This _____ Day Of _____ 2020.