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# The City of Grand Forks

## REQUEST FOR QUOTATION (RFQ)

<b>REQUESTER INFORMATION</b>					<b>RFQ Closing Date &amp; Time</b> 06/OCT/2017 - 2:00pm
Department:	Information Technology				
Contact Name:	Daniel Drexler				
Telephone #:	250-442-8266 x 60117		<b>RFQ NO.</b>		
E-mail:	<a href="mailto:ddrexler@grandforks.ca">ddrexler@grandforks.ca</a>		IT2017-01-RFQ 2017 Copier - Public Works		
Please quote on a copier with the specifications below. The copier must be delivered and installed by November 30th, 2017 at 130 Industrial Drive, Grand Forks, BC, V0H 1H0.					
<b>TIMELINE:</b>					
06-Oct-17		RFQ closing			
30-Nov-17		Installation complete			
Item No.	Quantity	Unit of Measurement	Goods & Services Catalogue # and Description	Unit Price CDN \$	Total Price CDN \$
F.O.B. to Grand Forks BC					
Total Amount before Taxes					
Goods & Services Taxes (G.S.T.)					
Provincial Sales Tax (P.S.T)					
Grand Total including G.S.T. & P.S.T					
<b>Supplier Information:</b>		The following Section must be completed by the Supplier and included in the Supplier's proposal in response to this RFQ.			
Supplier Name		Supplier Address, Telephone No. & E-mail			Supplier's Quotation #
					Quotation Date
Supplier Contact Name			Signature		

### RFQ Terms and Conditions

- 1 Supplier's response to this RFQ must be sent to the City of Grand Forks by mail or E-mail to the attention of the Requester, as specified above.
- 2 Supplier may attach a quotation to this form or may enter prices directly on this form.  
If quotation is provided, the Supplier Information Section of this form must be completed and attached as the first page of Supplier's proposal.
- 3 The quantity specified above is provided as a best estimate only.
- 4 Prices are in Canadian dollars. In the event of a discrepancy/error in the total prices indicated above or in the Supplier quotation, the unit price will prevail.
- 5 Goods and Services Tax (G.S.T.) is applicable but should not be included in the quoted prices.
- 6 Supplier's proposal shall be valid for sixty (60) days from the date of Supplier's submission.
- 7 Price may or may not be the determining factor in Supplier selection process.
- 8 The award may be made to the Supplier(s) whose proposal(s) is (are) determined to be of highest value in terms of quality and price.
- 9 The City reserves the right to request the Supplier(s) to demonstrate that adequate skills, equipment and resources are available for performance of the services.
- 10 The City reserves the right to request any additional information that it deems necessary in order to make a decision on any proposal.
- 11 The City reserves the right to reject any or all proposals after evaluation.
- 12 Rejection of all proposals will mean that the City, in its own best interest at this time, has determined not to pursue the acquisition.
- 13 A Supplier who submits a proposal to the City in response to this RFQ must be licensed and certified as required by the laws of B.C..
- 14 Any resulting purchase shall be subject to the City of Grand Forks Contracting Authority & Purchasing Policy #802-A1.
- 15 Any proposal not supported by the information requested in the RFQ, or not complying with the RFQ requirements, may not be considered.
- 16 Submissions will be deemed successfully received when displayed as a new email in the inbox of the City email address. The City will not be liable for any delay for any reason including technological delays, or issues by either party's network or email program.



Settle down.

## **Copier – Public Works – 2017 SPECIFICATIONS**

### **1x 35-45ppm B&W/Colour Copier**

- **NEMA 5-15P 120V Power plug**
- **Minimum 150-Sheet Single Pass Duplex Document Feeder**
- **Gigabit Ethernet**
- **USB connectivity for memory stick document access**
- **Colour Scan at minimum 600x600 dpi**
- **4 Trays @ 550sheets each minimum**
  - o **must be configured to support:**
    - **8.5x11 (2 trays)**
    - **8.5x14**
    - **13x17**
- **Minimum 100 sheet Bypass Tray**
- **Super G3 Fax Board**
- **Minimum 10” Colour Touch Screen**
- **Inner 3 Position staple up to 50 sheet**
- **Staple less bind option up to 5 sheets**
- **Inner 2/3 Hole Punch**
- **Annual Reporting**

### **1x Maintenance Agreement on a cost per page basis**

- **Must include all toner**
- **Must include all parts and labour**
- **Must include on-site same day servicing**

**Please Include the following as this information will be used as well to determine the successful proponent:**

- **Service and Support Levels**
- **Warranty Information**
- **Energy Savings Features**
- **Staff Productivity Savings Features**
- **Innovations for Customer Service and Support**