



## **Request for Pricing (2) Photocopiers - 2022**

Sealed quotes clearly marked "Photocopiers – 2022" will be received up until **12:59:59 pm AST, Friday, August 19, 2022**, at Summerside City Hall, 275 Fitzroy Street, Summerside, PEI, C1N 1H9.

### Instructions

1. Price quotation form must be completed, signed and dated.
2. Prices shall not include HST. Tax is to be added when invoiced.
3. The City of Summerside reserves the right to accept or reject any or all bids.
4. Late submissions WILL NOT BE ACCEPTED.
5. Faxed (902-888-3508) or emailed (matt.vaughan@summerside.ca) submissions WILL BE ACCEPTED.
6. Quotations to be signed ONLY by authorized personnel.
7. All product literature on products quoted to be enclosed with submission.
8. Complimentary material (i.e. paper) will not be considered in the evaluation of bids.
9. Pricing shall include the delivery of the new photocopier to 511 Notre Dame Street (for Credit Union Place) & 270 Foundry Street (Summerside Police).

For further information or clarification, please contact Matt Vaughan at 902-786-4519.

A handwritten signature in blue ink, appearing to read "M Vaughan".

Matt Vaughan  
Manager of Financial Services  
City of Summerside

August 8, 2022

\_\_\_\_\_  
(Date)



## **Request for Pricing (2) Photocopiers - 2022**

The City of Summerside is requesting quotations for the purchase of a NEW photocopier. We require a copier capable of producing 25+ copies per minute which would fall under the category of A3 or A4 copier, the characteristics of which can be summarized as follows: The A3 photocopier unit operates at between 25-50 copies/minute with fully automatic 2-sided copying as well as reduction and enlargement, includes a cabinet, and 8 ½ x 11 & 8 ½ x 14 paper cassettes and a large capacity tray should be standard. It would normally be used in a medium size office environment requiring fairly high levels of volumes and requires stapling ability. The anticipated number of copies and scans processed would be in the range of approximately 5,000-10,000 copies/prints and 2,000-3,000 scans per month. Rebuilt/used machines will not be considered. Warranty details (please provide as a separate attachment) should be included in submission. The A4 copier would add the capability of 11 x 17 and an additional large capacity paper cassette tray.

Cost per copy charges are to be fixed and shall include full maintenance, all toner, developer, parts and labour for six (6) years, travel included. The above noted monthly quantity is for purposes of describing the equipment only and the actual quantity may be significantly different.

The performance of the machine shall not exceed a failure rate of more than three malfunctions per month provided the copy use is within the recommended volume of the vendor. The vendor is required to document each service call and maintain a service log on the city premise. The city can at its discretion return or exchange the equipment without penalties if the failure rate exceeds the malfunction rate of three per month. The vendor is required to provide guidance with respect to excessive service repairs in detail, substantiating that the service problems are the direct result of the city's use of the product.

If the copier becomes inoperable, it will be replaced with like equipment by the vendor if it cannot be completely repaired within 10 working days of notification that service is required. If requested by the City, a temporary photocopier will be provided at no cost until the repairs are completed.

Installed machines are subject to a trial period of a maximum duration of 30 days to ensure the equipment meets the required needs of the City. If during or at the end of the trial period, the equipment is judged as unacceptable by the City, it will be removed without further costs. This judgment will be based on the equipment's ability to perform anticipated tasks or if it does not meet the published specifications from the vendor documentation.

The trial period will begin after the vendor and City enter into the agreement and the vendor has completed the installation and training and the photocopier is ready for normal use. The City will assume all meter costs for the trial period.

The vendor will ready (includes any adjustments required) the photocopier and will train at least three operators at no additional cost to the City.

The lowest quotation will not necessarily be accepted and the awarding of the photocopier will not be made solely on price. Lease options will not be considered.



Prince Edward Island

## (2) Photocopiers - 2022

### "Request for Pricing"

**Company Name:** \_\_\_\_\_

**Signature of Authorized Company Personnel:** \_\_\_\_\_  
**Name (please print):** \_\_\_\_\_  
**Position:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Company Contact:** \_\_\_\_\_

**Delivery Date:** \_\_\_\_\_

**Company Phone:** \_\_\_\_\_

**Company Fax:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Purchase Price (taxes excluded):** \_\_\_\_\_

**Total Taxes Payable:** \_\_\_\_\_

**Service Contract:**

Servicing rate should include all consumables/parts/toner/labor. Vendor is to list any additional costs not included in the service contract. Vendor is to identify period of service contract and provide details of any pricing structure on attachments.

**Year 1:** Rate Per Copy Black and White: \_\_\_\_\_

**Year 2:** Rate Per Copy Black and White: \_\_\_\_\_

**Year 3:** Rate Per Copy Black and White: \_\_\_\_\_

**Year 4:** Rate Per Copy Black and White: \_\_\_\_\_

**Year 5:** Rate Per Copy Black and White: \_\_\_\_\_

**Year 6:** Rate Per Copy Black and White: \_\_\_\_\_



Prince Edward Island

**Vendor Checklist**  
 (Vendor to fill in table as part of submission)

<b>Specifications</b>	<b>Equipment Abilities</b>	<b>Vendor Response</b>
Minimum copy capabilities of 25 pages per minute black and white only	25 Pages	
Minimum of producing 5,000 copies per month	Yes      No	
Fully networked and connected (Ethernet 10/100 T)	Yes      No	
Minimum 250GB hard drive	Size Quoted:	
Minimum 2 GB RAM in controller	Size Quoted:	
Full Duplexing Capabilities	Yes      No	
Minimum 2 large capacity Paper Trays	Yes      No	
Sorting and offset copy feature with collation capabilities	Yes      No	
Paper Feed from top of machine	Yes      No	
3 hour maximum service response time	Yes      No	
3 hole punch capabilities optional	Yes      No	
Stapling Capabilities	Yes      No	
Scanning Capabilities including software	Yes      No	
Folding Capabilities Optional	Yes      No	
OCR Capable including software	Yes      No	
Maximum Sheet Capacity		

**Vendor Name:** \_\_\_\_\_

**NOT A TENDER CALL**

This Request for Pricing (RFP) is not a tender call, and the submission of any response to this RFP does not create a tender process. This RFP is not an invitation for an offer to contract, and it is not an offer to contract made by the City. By this RFP, the City reserves to itself the absolute and unfettered discretion to invite submissions, consider and analyze submissions, select short-listed Proponents or attempt to negotiate an agreement with the Successful Proponent, if any, as the City considers desirable. Without limiting the generality of the foregoing, the City reserves the right to:

- a) reject, consider or short-list any submission whether or not it contains all information required by this RFP;
- b) require clarification where a submission is unclear;
- c) reject any or all submissions without any obligation, or any compensation or reimbursement, to any Respondent, intended Proponent, or any other person associated with this RFP process;
- d) all or any proposals not necessarily accepted, as the acceptance remains within the exclusive discretion of the City;
- e) disqualify or reject any submission without discussion with the submitting party;
- f) reject any or all submissions that the City considers are not in its best interests;

**NO OBLIGATION TO PROCEED**

Though the City fully intends at this time to proceed with the awarding of a Photocopier as contemplated herein, the City is under no obligation to do so. The receipt by the City of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the City. There is no guarantee by the City, its officers, employees or agents, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the City for the provision of a Photocopier.

**CITY'S DECISION-MAKING POWER**

The City has the power to make any decision, or to exercise any contractual right or remedy, contemplated in this RFP at its own absolute and unfettered discretion, and no public law duty, whether arising from the principles of procedural fairness or the rules of natural justice, applies to the City.