

# The Town of Portugal Cove –St. Philip's

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## **Invitation to Tender (ITT)**

**Tender number: PCSP-2019-001**

**Tender Name: Supply and Installation of One  
Multi-Function Device (MFD) with  
Color Photocopier/Printer/Scanner/Fax Machine**

**Tender Closing Time 2:00 pm. NST, Monday, April 1, 2019**

**Direct Inquires to Procurement Coordinator – Phone 709-895-8000**

1. Terms: Net 60 Days unless otherwise stated by the Town
2. F.O.B. Point: Portugal Cove – St. Philip's Town Hall, 1119 Thorburn Road, Portugal Cove- St. Philip's NL no later than April 26, 2019
3. All pricing in Canadian Dollar excluding HST
4. Quotations must be submitted the form at the end of this file in a sealed envelope with the Tender Number and Tender Name noted on the envelope and received by the above noted closing time at the address listed in number 2 above.
5. The town reserves the right to accept or reject any or all quotation bids or portion thereof deemed in its best interest. Therefore, the lowest bid will not automatically be the successful bidder (known as the Vendor). Evaluation will be based on price; ability to meet specifications; service agreement; delivery time; training; and respondents technical support structure.
6. Bids will be opened the day following the closing in Council Chambers, 1119 Thorburn Road, at 9:00 a.m. on April 2, 2019 with three (3) Town staff in attendance.
7. In case of error in the extension of prices, the unit price will govern.

## **Disclosure of Information**

The financial value of a contract resulting from this procurement process will be publicly released as part of the award notification process. This procurement process is subject to the *Access to Information and Protection of Privacy Act, 2015* (ATIPPA). The bidder agrees that any specific information in its bid that may qualify for an exemption from disclosure under subsection 39(1) of the ATIPPA has been identified. If no specific information has been identified it is assumed that, in the opinion of the bidder, there is no specific information that qualifies for an exemption under subsection 39(1) of the ATIPPA

## **Special Instructions**

All safety measures respecting personnel hazards recommended by the National and Provincial codes and/or prescribed by the authorities having jurisdiction shall be observed at all times. All responsibility for safety shall remain with the Supplier/Installer.

All operations of the Supplier/Installer shall be in compliance with the Provincial and Town Occupational Health and Safety Regulations.

The vendor shall furnish a Certificate from the Workers Compensation Board of its compliance with all the requirements of the Board.

The vendor shall protect themselves and indemnify and save the Town of Portugal Cove –St. Philip's from any and all claims which arise from the Supplier/Installer's operations under the contract where bodily injury, death or property damage is caused and for this purpose shall without restricting the generality of the foregoing maintain insurance with Public Liability minimum coverage of \$2,000,000.00.

Such insurance shall remain in full force and effect until duration of contract. The vendor shall furnish a copy of the policy before the work begins.

- The Vendor shall agree to fulfill all of its obligations in compliance with the Occupational Health and Safety Act, and further agrees to take responsibility for any health and safety violation that is the responsibility of the Vendor.
- The vendor shall supply current Material Safety Data Sheets upon delivery of each piece of equipment. The Vendor shall forward updates to the Town as they occur.

## Summary

The Town invites tenders for the supply, installation, set up, training, and service of a multi-function color photocopier / printer / scanner / fax machine for use at the Town Hall, 1119 Thorburn Road by the above noted closing time.

It is a focus of the Town of Portugal Cove – St. Philip's to be environmentally friendly and energy efficient within our municipality. We are striving to use less paper by sending out notifications and newsletters to our residents via email and digital technology. Although we require a photocopier, the more important aspects will be scanning (color required) to email or the network file path. Another very important feature is to have folding capability for our yearly mailout of approximately 4000 sheets; 250 sheets quarterly and the monthly mailout of about 500 sheets (approximately 11,000 sheets per year). Although we are striving to become paperless, we will never be paper free; therefore, a MFD is an important and useful piece of equipment for the Town of Portugal Cove – St. Philip's and for our residents. To aid in efficiency the specification list includes the ability for staff to print from their smart phone to the MFD. The remaining specifications are listed in Appendix A. Note that the specifications are a minimum requirement and we would be interested in other features of a suggested MFD.

The vendor will supply and install the MFD on an agreed upon date, concurrently with our I.T. department. The vendor will remain working on the setup until our I.T. staff is satisfied that the machine can connect to the Town's network and print from our software programs. The vendor would be expected to provide user training to staff on the same day as set up. Printing from mobile apps are part of the preferred machine, therefore these apps will need to be installed and tested and we will need staff trained on these as well as the overall use of the machine.

To follow this, the specification document is "Appendix A" which details and outlines equipment specifications required by the Town. Vendors are asked to use the attached specifications as a guide to match and exceed our minimum requirements.

## General Terms, Instructions, and Conditions

- It is the Town's intention to lease this equipment and enter into a maintenance contract for service with costs set for an initial five year term.
- Remanufactured or used equipment will not be considered.
- Upon delivery of the equipment, any equipment which does not meet the agreed specifications shall be immediately replaced.
- Any equipment that does not perform as promised must be replaced immediately by the vendor.
- The timing between service requests to the technician's arrival time shall not exceed 4 hours. Service is to be restored within 5 working hours of arrival of technician. Failure to do so shall obligate the vendor to immediately provide a temporary copier for the duration of service.

Should the repaired copier continue to break down with the same or similar issues, as deemed by the Town, in the coming days after repair, the vendor shall provide an immediate replacement with an equivalent copier or higher.

- The Town reserves the right to cancel any order if delivery is not made as agreed by April 26, 2019.
- The Vendor is to provide training and training manuals.
- All manuals, documents and initial supplies shall be included at time of delivery.
- The Town reserves the right to reproduce any printed materials supplied with the product for the purpose of using the product. Warranty information to be included.
- Copier needs to be Energy Star Compliant.
- The Vendor shall agree to fulfill all of its obligations in compliance with the Occupational Health and Safety Act, and further agrees to take responsibility for any health and safety violation that is the responsibility of the Vendor.
- The vendor shall supply current Material Safety Data Sheets upon delivery of each piece of equipment. The Vendor shall forward updates to the Town as they occur.
- Network printing must be available and compatible with all system software packages used by the Town, such as, Microsoft Suite, Townsuite, AutoCad, Arc GIS Mapping.
- If applicable, the vendor agrees to make available to the Town software and feature upgrades, which become available during the course of the contract period at no additional cost.
- The equipment must be installed and operational no later 60 days after the award date.
- The Town reserves the right to re-negotiate copier requirement.

- The Vendor must supply ongoing service and maintenance support, including toner.
- The vendor shall include the details pertaining to the folding machine including any literature available for it.
- The vendor is responsible for removal and disposal of the current unit being replaced. Current unit is a Xerox WorkCentre 7755/7765/7775 unit.

## **Financial Considerations**

All prices quoted must include delivery, installation, initial set up and programming at the Town Hall, 1119 Thorburn Road, NL.

All prices quoted must be in Canadian dollars, exclusive of HST.

Please include cost per page for service contract including toner, parts and on-site labour.

All applicable taxes shall be indicated in the tender separately.

All costs for training shall be included in the tender.

Any additional costs the Town could incur throughout the lease must be disclosed within the tender.

## **Training**

Comprehensive on-site training on the operation of the equipment must be provided to staff on the same day as the installation is complete.

All costs associated with this training shall be included in the total Tender price.

## Information To Be Submitted:

- Total FOB equipment cost including initial start up supplies, installation, training, specification literature, Material Safety Data Sheets and programming and include a timeline outlining installation details and staff training.
- Vendors shall provide a purchase price on the equipment as well as an alternate leasing cost option per unit with leasing details.
- The bid will include the cost per page in black and white and in color. Indicate if a set amount of color copies are included in the price.
- Tenders shall include all details including make, model number, electrical requirements, weight, dimensions, toner used, drum size and capability.
- Maintenance agreement for 5 year period. Maintenance agreement pricing shall include all maintenance, repairs, parts and consumable supplies (except paper and staples).
- Vendors shall quote the cost per page based on an estimated yearly printing volumes 50,000 black and white per year and 50,000 color or a total output of 100,000 sheets per year.
- Vendors shall separately quote the cost of removing our outdated Xerox WorkCentre 7755/7765/7775 from the cost of a new machine/maintenance agreement.
- Vendors shall separately quote all costs (i.e. equipment, software, installation, etc.) and technical requirements necessary to the operation of the FAX feature.
- The vendor shall furnish a copy of their compliance certificate from the Workers Compensation Board policy before the work begins.

# APPENDIX A

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## MINIMUM EQUIPMENT SPECIFICATIONS REQUIREMENTS

Specification	Y/N ?	Comments
Capable of total output of 100,000/year		
Black/white and color copying/printing speed minimum 50 ppm		
Scan to Email or network with searchable PDF (OCR) capability		
Faxing capability		
Mandatory Booklet/Tri-fold folder unit (bid to specify types of folds, number of folds per minute and feed tray capacity)		
Virus Protection		
At least three (3) separate tray for letter (with a minimum capacity of 2000 sheets), legal, and ledger (11 x 17) size paper.		



Capability for feeding envelopes would be an asset.		
Document feeder capacity of 250 with the feeder capable of processing multiple sized sheets. Machine must be able to print/copy/scan a package containing multiple sized sheets.		
Secure print option with local and network authentication, without holding up other print jobs		
Full functionality when jobs are interrupted		
Full job management that allows view/delete/prioritize jobs in the queue		
Reduction and enlargement features		
Minimum 3.5 RAM		
High and low resolution choices		
Page numbering		

A machine with intuitive controls that help staff to understand how to execute all functions.		
As well as:		
Capability to set code(s) for color printing		
Capability to set codes for printing per person and/or department		
Capability to monitor copying per department/person		
Capability to track, limit, and report printing		
Capability to hole punch, collate, sort, and duplex		
Capability of multi position stapler able to staple in middle of booklet style printing		
Capability to use 100 lb paper		

The vendor:		
Must provide up-to-date print drivers must be made available on the manufacturers website		
Must provide proper software and hardware		
Must provide delivery and set up on or before April 26, 2019.		
Must offer local service and online support		
Must contain Remote monitoring for service delivery and consumables		
Note:		
Ability to print from mobile device would be an asset but not a requirement (bid to specify software/app required and any additional costs)		
Ability to promote black & white over color printing solution would be an asset during evaluation. Currently, the Town has the MFD machine and computers defaulted to black & white printing, yet we are printing 50% color. If a supplier has new technology to combat		

needless color copying, please include your solution in your bid package.		
OTHER:		



# The Town of Portugal Cove –St. Philip’s

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## Invitation to Tender (ITT)

# PCSP-AF-2019-001

Supply, Installation and Maintenance of One  
Multi-Function Color Photocopier/Printer/Scanner/Fax Machine

Return this form, device specifications and bid no later than 2:00 pm. NST, Friday, April 1, 2019

Direct Inquires to Procurement Coordinator – Phone 709-895-8000

Name of company: \_\_\_\_\_

Address of Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

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