

**WOL006-2016**

**Photocopiers**

**Request for Proposals**



A cultivated experience for the mind, body, and soil

Date of Issue

**March 8, 2016**

Closing Date

**March 22, 2016**

**4:30 pm**

Information Request

**Jennifer Boyd**

**902-542-2400**

**[jboyd@wolfville.ca](mailto:jboyd@wolfville.ca)**

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## 1. Purpose

The Town of Wolfville invites interested parties to submit a proposal for the lease or purchase and maintenance of four (4) photocopiers and associated services at the following locations:

- a. Two (2) at Town Hall, 359 Main Street;
- b. One (1) at Public Works & Community Development, 200 Dykeland Street;
- c. One (1) at Wolfville Library, 21 Elm Avenue;

## 2. Background

The Town of Wolfville is a local government with a population of 4,269 (2011 census), an increase of 13.2% since 2006, making Wolfville the fastest growing municipality in Nova Scotia. With the presence of Acadia University, Wolfville's population doubles to over 7,000 for eight months of the year. The Town employs 38 permanent staff operating out of two (2) main facilities; Town Hall and Public Works & Community Development. The Town also provides photocopier services to the Wolfville Library.

In 2014, the Town purchased and implemented Laserfiche Client to electronically manage municipal records. All correspondence of the Town is scanned and filed in Laserfiche and it will be important that any office technologies communicate with this software and connect to the Town's server to send information between facilities.

## 3. Requirements

### **Minimum capabilities of Town Hall (Primary) and Public Works & Community Development**

- a. A3, full 11X17 paper feed and document glass capable MFP.
- b. Speed Range: 40-45 ppm.
- c. Resolution: 600 dpi
- d. Document Feeder: 150 sheet capacity. Dual Scan (must scan both sides simultaneously).
- e. Hole Punch: ability to punch three (3) holes in letter paper.
- f. Finisher: ability to staple up to 50 documents and hold 500 sheets.
- g. Paper Capacity: minimum of four paper trays capable of holding 500 sheets each as well as a bypass that will hold a minimum of 150 sheets.
- h. Colour: ability to print, scan and copy in colour and black/white.
- i. Printer: fully networkable printer and scanner.
- j. Fax: full network fax, with ability to fax documents directly from a PC through the copier fax modem and receive faxes as PDF forwarded to a user email account.
- k. Scanning: ability to scan to Laserfiche and email. Consideration will be given to ability to scan to Apple iPad devices.
- l. Document Management: must be user friendly with Laserfiche. Ability to scan and index documents at the MFC using existing structure.
- m. Searchable PDF's.
- n. Service: labour, parts, supplies, travel and delivery charges.

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- o. Black cost per copy as well as colour cost per copy charging. Preference given to a copier that measures the percentage of colour used to determine the cost per copy.
  - p. Ability to require user codes for printing and copying.
  - q. Ability to print and release the print job at any one of the copiers connected to the network.
  - r. Ability to air print from iPads and iPhones connected to the network.

#### **Minimum Capabilities for Town Hall (Secondary) and Wolfville Library**

- a. A3, full 11X17 paper feed and document glass capable MFP.
- b. Speed Range: 40-45 ppm.
- c. Resolution: 600 dpi
- d. Document Feeder: 150 sheet capacity. Dual Scan (must scan both sides simultaneously).
- e. Hole Punch: ability to punch three (3) holes in letter paper.
- f. Finisher: ability to staple up to 50 documents and hold 500 sheets.
- g. Paper Capacity: minimum of two paper trays capable of holding 500 sheets each as well as a bypass that will hold a minimum of 150 sheets.
- h. Does not require colour: ability to print, scan and copy black/white only.
- i. Printer: fully networkable printer and scanner.
- j. Scanning: ability to scan to Laserfiche and email.
- k. Document Management: must be user friendly with Laserfiche. Ability to scan and index documents at the MFC using existing structure.
- l. Searchable PDF's.
- m. Service: labour, parts, supplies, travel and delivery charges.
- n. Ability to require user codes for printing and copying.
- o. Ability to print and release the print job at any one of the copiers connected to the network.

#### **4. Proposal**

The proposal submitted should include the following elements and should be provided in the BID FORM attached to this RFP:

- A listing of all equipment, components and software to be supplied, together with specifications and available literature on the equipment proposed;
- Complete pricing details for leasing and purchase including equipment delivery, set-up, training and return costs, if applicable;
- Service and toner contracts;
- Warranty information on all equipment/components to be supplied;
- Number of service technicians trained on the proposed equipment in this geographic area and guaranteed onsite. Specify response time from the time a call is placed;
- Two local references.

Please ensure the proposal is complete in all aspects and includes all information required for an evaluation in accordance with the identified criteria.

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## 5. Evaluation Criteria

The following evaluation criteria will be used:

Quality and Technical Features	40
Qualifications and Experience	30
Compliance with RFP	20
Cost	10
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Total	100

## 6. Terms and Conditions

1. All proposals shall be irrevocable and remain open for acceptance for six (60) days after the close of the Request for Proposals. Proposals become the property of Wolfville.
2. Proposals, which contain qualifying conditions or which otherwise fail to conform to the terms and conditions may be disqualified or rejected.
3. The laws of Nova Scotia apply to all aspects of this Request for Proposals including, without limitation, the interpretation of this Request for Proposals, the creation of any contractual rights and obligations under this Request for Proposals, and entering into the contract as a result of the Request for Proposals, and the Courts of Nova Scotia shall have exclusive jurisdiction in respect of the foregoing.
4. All prices should be quoted exclusive of HST.
5. Price will not necessarily be the deciding factor.
6. The Town may renew the lease once (1) without going to market.
7. Lease shall be no more than three (3) years.
8. Once decision is made in favour of one machine, an onsite demonstration is required to ensure features and options meet the RFP proposal entry.
9. A demonstration of features and equipment may be requested for users before final decision. Dealer showroom/lab location preferable.
10. Any questions should be directed to Jennifer Boyd, Director of Corporate Services at [jboyd@wolfville.ca](mailto:jboyd@wolfville.ca) or 902-542-2400.

## 7. Closing Date

Submissions must be received by, **no later than 4:30 pm, Tuesday, March 22, 2016**. The Proponent can submit their proposal by email, to:

**Jennifer Boyd, Director of Corporate Services**

Email: [jboyd@wolfville.ca](mailto:jboyd@wolfville.ca)

**Proposals received after this time will not be considered.**

Submission of a proposal indicates acceptance by the Proponent of the Terms and Conditions specified in this RFP.

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Wolfville reserves the right to reject any or all proposals and to determine in its own judgement the company best qualified to undertake the contract. Wolfville is not liable for any costs incurred by the Proponents in the preparation of their proposals.

## **8. Timelines**

The Town intends to award the RFP by the week of May 4, 2016. However, if this deadline cannot be met, the proponents will be notified.

Please note that the responsible staff person will be out of the office from March 23, 2016 to April 11, 2016.



**WOL006-2016**

**PHOTOCOPIERS BID FORM**

Proponent:

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Address

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Contact Name

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Phone

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Email

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**Required Attachments:**

- Equipment Literature
- Sample Service and Toner Agreement/Contracts
- Warranty Information on all equipment/components
- Training Requirements

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**Town Hall (Primary) and Public Works & Community Development**

**Brand/Model Proposed:** \_\_\_\_\_

Capability	Meets Spec.	Specify
A3, full 11X17 paper feed and document glass capable MFP.		
Speed Range: 40-45 ppm.		
Resolution: 600 dpi		
Document Feeder: 150 sheet capacity. Dual Scan (must scan both sides simultaneously).		
Hole Punch: ability to punch three (3) holes in letter paper.		
Finisher: ability to staple up to 50 documents and hold 500 sheets.		
Paper Capacity: minimum of four paper trays capable of holding 500 sheets each as well as a bypass that will hold a minimum of 150 sheets.		
Colour: ability to print, scan and copy in colour and black/white.		
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Scanning: ability to scan to Laserfiche and email. Consideration will be given to ability to scan to Apple iPad devices.		
Document Management: must be user friendly with Laserfiche. Ability to scan and index documents at the MFC using existing structure.		
Searchable PDF's.		
Black cost per copy as well as colour cost per copy charging. Ability to a measure the percentage of colour used to determine the cost per copy.		
Ability to require user codes for printing and copying.		
Ability to print and release the print job at any one of the copiers connected to the network.		
Ability to air print from iPads and iPhones connected to the network.		

**Additional Features Included:**

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**All Costs/Prices should be quoted exclusive of HST.**

**Total Purchase Price**

Purchase Price	
Monthly Maintenance/Service Cost	
Average Cost of Toner/Ink	

**Costing Details**

Based on a three (3) year lease

Monthly Cost	Cost per Black/White Copy	Cost(s) per Colour Copy	Min. Charge per Month	Min. Copies per Month	Overage Cost per Month	Toner/Ink Cost if not included

Delivery and Set-up Cost, if applicable \_\_\_\_\_

Training Cost \_\_\_\_\_

# of Hours/Days Included in Training Cost \_\_\_\_\_

**Maintenance Details**

	# of Calls or Hours Covered Before Additional Cost	Included in Cost Y/N	Additional Cost
On-site Maintenance			
Parts and Labour			
Telephone Support			
Travel Cost for On-site Calls			

Number of Technicians in Geographic Area \_\_\_\_\_

Specify Geographic Area \_\_\_\_\_

Average Response Time (hours) \_\_\_\_\_

**Local References**

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Location: \_\_\_\_\_

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

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

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Location: \_\_\_\_\_

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

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



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**Town Hall (Secondary) and Wolfville Library**

**Brand/Model Proposed:** \_\_\_\_\_

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**Additional Features Included:**

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**Total Purchase Price**

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**Costing Details**

Based on a three (3) year lease

Monthly Cost	Cost per Black/White Copy	Cost(s) per Colour Copy	Min. Charge per Month	Min. Copies per Month	Overage Cost per Month	Toner/Ink Cost if not included

Delivery and Set-up Cost, if applicable \_\_\_\_\_

Training Cost \_\_\_\_\_

# of Hours/Days Included in Training Cost \_\_\_\_\_

**Maintenance Details**

	# of Calls or Hours Covered Before Additional Cost	Included in Cost Y/N	Additional Cost
On-site Maintenance			
Parts and Labour			
Telephone Support			
Travel Cost for On-site Calls			

Number of Technicians in Geographic Area \_\_\_\_\_

Specify Geographic Area \_\_\_\_\_

Average Response Time (hours) \_\_\_\_\_

**Local References**

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Location: \_\_\_\_\_

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

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

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Location: \_\_\_\_\_

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

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