



# THE CORPORATION OF THE TOWNSHIP OF MCKELLAR

Invites

## REQUESTS FOR PROPOSALS

### RFP-2023-12

Multifunction Photocopier and Service  
located at 701 Hwy 124, McKellar, ON

Sealed Tenders, clearly marked  
**RFP-2023-12**  
will be received by the undersigned  
until 2:00 p.m.  
on Thursday, September 14<sup>th</sup>, 2023

Lowest or any Proposal not necessarily accepted.

Ina Watkinson, Clerk/Administrator  
Township of McKellar  
P.O. Box 69, 701 Hwy 124  
McKellar, ON P0G 1C0  
[clerk@mckellar.ca](mailto:clerk@mckellar.ca)

Please Note: Prior to submitting a Proposal, further information may be obtained by contacting Ina Watkinson, Clerk/Administrator at [clerk@mckellar.ca](mailto:clerk@mckellar.ca)



TOWNSHIP OF MCKELLAR  
REQUEST FOR PROPOSAL (RFP)  
MULTIFUNCTION PHOTOCOPIER AND SERVICE  
**RFP-2023-12**

**Submission Form**

Contractor: \_\_\_\_\_

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

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

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

**Description of Work:**

The contractor will be required to provide one (1) multifunction photocopier, inclusive of service of the unit, as outlined in the project deliverables.

**Location: Township of McKellar Municipal Office, 701 Hwy 124, McKellar, ON P0G 1C0**

**Subtotal** \$ \_\_\_\_\_

**H.S.T.** \$ \_\_\_\_\_

**TOTAL CONTRACT PRICE:** \$ \_\_\_\_\_

The contractor is required to provide the Township with proof of insurance in the amount of \$2,000,000.00, and is responsible for all issues relating to WSIB, insurance etc. for their employees with relation to this contract.

By signing below, I acknowledge that I have read and understand this Request for Proposal **RFP-2023-12** and I agree to abide by the terms and conditions contained here-in.

**Authorized Signature:** \_\_\_\_\_

Name: \_\_\_\_\_ (Please Print or Type)

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

\*Note that this submission form is not transferable and any alteration of the Company name entered hereon will be cause for considering the proposal irregular and subsequent rejection of the RFP.

## **TOWNSHIP CONTACTS AND ADMINISTRATION**

Any questions or any additional information contact:

Ina Watkinson  
Clerk/Administrator  
Township of McKellar  
701 HWY 124, P.O Box 69  
McKellar, Ontario P0G 1C0  
Email: [clerk@mckellar.ca](mailto:clerk@mckellar.ca)  
Fax: (705) 389-1244

## **REQUEST FOR PROPOSAL CLOSING**

### **Date of Closing**

RFP submissions can be made until September 14, 2023 at 2:00 PM. RFP submissions received after this date will not be given consideration and returned to the sender unopened. All proposals must be signed by an official agent or representative of the company submitting the proposal.

### **Package Submission Process**

RFP packages shall be submitted by September 14, 2023 at 2:00 PM. in a closed and sealed envelope clearly marked as to contents "Multifunction Photocopier and Service" RFP-2023-12", to:

Ina Watkinson  
Clerk/Administrator  
Township of McKellar  
701 Highway 124  
P.O Box 69  
McKellar, Ontario  
P0G 1C0

\*Please note that the lowest or any proposal may not necessarily be accepted.



TOWNSHIP OF MCKELLAR  
REQUEST FOR PROPOSAL (RFP)  
MULTIFUNCTION PHOTOCOPIER AND SERVICE  
**RFP-2023-12**

## **Background**

The Township of McKellar Municipal Office is located at 701 Hwy 124 McKellar, ON P0G 1C0. The Township currently owns one (1) copier and intends to purchase or lease one (1) additional copier.

The lease/purchase and service would include the supply, delivery, installation, training, device supplies, ongoing service and support. The purpose is to provide a multi-function device using the latest technology and establishment of a partnership with a vendor that can provide the Township with maintenance service at the best possible value. The agreement will have one vendor with a service commitment for approximately two (2) years.

The Township currently owns (1) Ricoh multi-function colour copier. The equipment is multi-functional with copying, faxing, scanning and printing functions. All equipment must fit the space currently used. Copier noise level, when in stand-by mode, shall not produce a noise level from fans or other devices that exceed the normal office background noise level as determined by the Township.

Currently, the copier produces about 10,000 copies per month, allocated equally between colour and black & white copies.

## **Project Deliverables**

### **1) Multifunction (1) Unit**

At a minimum, the copier shall have the following capabilities:

- Colour printing, scanning, emailing and copying
- Copier should support the send to e-mail function
- 35-60 CPM for colour letter size; scan once print many;
- Zoom magnifications of 50-400%
- Automatic 2-sided copying, capability of 1:2, 2:2, and 2:1 for letter, legal, and 11"x17" size
- Automatic document feeder
- Fax
- Offset stacking and finishing capabilities with minimum one position stapling minimum of 20 sheets of 20lb paper
- Minimum 4 paper sources, and minimum sheet capacity of 500 with bypass tray for the purpose of printing on specialized stock
- Two 8 ½ x 11 paper trays – minimum 500 sheets

- 8 ½ x 14 paper tray – minimum 500 sheets
- 11 x 17 paper tray – minimum 500 sheets
- Provide Energy Star rating and automatic power down and sleep settings
- The copier should allow for confidential printing functions

There should be a separate annual maintenance agreement based on a charge per copy broken down between colour and black & white.

**\*Please include pricing options for both leasing and purchasing the unit out right.**

## **2) Training**

Minimum of ½ hour training session for (5) staff members to review the functionality of the machine.

## **3) Supplies and Service (for new unit)**

The vendor shall provide at no additional charge to the Township, non-toxic toner, staples, waste toner containers and any required supplies for the maintenance of the equipment. Paper is not included.

The vendor shall provide telephone support and a toll-free telephone number or a website for placing service calls, which will be available Monday through Friday, 8:30 am to 4:30 pm. A technician shall arrive at the Township Municipal Office within one (1) business day of the initial service call. Failure to meet this commitment upon three (3) occasions shall be subject to a penalty. The vendors service technicians shall be certified by the Original Equipment Manufacturer (OEM). The vendor shall use manufacturer's original parts when doing repair work.

Delivery, installation, set up and training charges are to be reflected in the pricing contained in the proposal form.

**\*The proposal may include service rates for the Office's existing Ricoh multi-function colour copier if the proponent is interested in servicing this existing unit as well. [RICOH MPC300ex S/N C718M600269]**

## **Time Frames**

The successful proponent of the award of the equipment and its service will be expected to provide a service contract for approximately twenty-four (24) months.

The contract will be awarded for a two (2) year period commencing upon installation. All prices shall be considered firm for one year. Price increases/decreases will be considered on the annual renewal date. Increases in maintenance agreement pricing, if any, may not exceed 2% annually. In the event that a price increase is not acceptable to the Township, in its absolute discretion, the Township reserves the right to terminate the agreement.

## **Proposal Guidelines**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until September 14, 2023 at 2:00 PM local time. Any proposals received after this date and time will be returned to the sender unopened. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

All prices quoted shall be in Canadian funds and shall include all duty, custom clearances, fuel tax, shipping costs, and HST shall be extra where applicable.

Proponents agree to prepare and submit bids at their own cost. The Township of McKellar is not obligated in any way to pay costs of any kind or nature whatsoever that may be incurred by a Proponent or any third parties in the bid process relating to the RFP. All such costs shall be the Proponent's sole responsibility.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. Proponents are to supply the names of three clients with whom they have performed or are performing similar projects for.

All proposals received must remain valid for acceptance up to 60 days beyond the closing date. Should there be any discrepancies or omissions in the proposal document, or any doubt as to its meaning, inquiries should be made in writing to:

Ina Watkinson  
Clerk/Administrator  
Township of McKellar  
701 HWY 124, P.O Box 69  
McKellar, ON P0G 1C0

Phone: (705) 389-2842      Fax: (705) 389-1244      Email: [clerk@mckellar.ca](mailto:clerk@mckellar.ca)

If a correction, explanation, or interpretation is deemed necessary or desirable, a written addendum will be issued to all proponents. Proponents should notify Ina Watkinson in writing that they have taken this RFP in order to receive any addendums issued. A Site meeting, if required, can be arranged with the Clerk/Administrator.

**Project Schedule**

The new unit is to be at the Township Office and fully functional by November 1, 2023.

**REFERENCES**

**Client 1**

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

Scope of Work: \_\_\_\_\_

Contract \$ Amount: \_\_\_\_\_ Term: \_\_\_\_\_

**Client 2**

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

Scope of Work: \_\_\_\_\_

Contract \$ Amount: \_\_\_\_\_ Term: \_\_\_\_\_

**Client 3**

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

Scope of Work: \_\_\_\_\_

Contract \$ Amount: \_\_\_\_\_ Term: \_\_\_\_\_

## **GENERAL CONDITIONS**

### **Interpretation**

In the contract "Work" means the whole of the work, services and materials required to be done, furnished and or performed by the Contractor in order to carry out the Contract.

### **Status of the Contractor**

The Contractor is engaged as an independent contractor for the sole purpose of performing the Work. Neither the Contractor nor any of its personnel is engaged as an employee, servant or agent of the Township of McKellar.

### **Compliance with Applicable Laws**

The Contractor shall comply with all laws applicable to the performance of the Work.

### **Subcontracting**

Unless otherwise provided in the Contract and RFP, the Contractor shall obtain the consent of the Township of McKellar or designate in writing prior to subcontracting or permitting the subcontracting of any portion of the Work at any tier.

### **Time of the Essence**

Time is of the essence of the Contract.

### **Inspection of the Work**

The Work and any and all parts thereof shall be subject to inspection and acceptance by the Township of McKellar staff.

### **Infringement**

The Contractor warrants that no Work furnished in accordance with this contract shall infringe upon any patent, registered industrial design, trademark, trade secret, copyrighted work or other intellectual property right. The Contractor at its sole cost and expense shall defend and hold harmless the Township of McKellar, its agents, employees and customers against any and all suits, actions and claims arising out of any and every charge of infringement.

### **Indemnification**

The Contractor shall indemnify and save harmless the Township of McKellar from any and all claims, demands, causes of action, loss, costs or damages that the Township may suffer, incur or be liable for resulting from the performance or non-



performance of the Contractor of his/her obligations under any resulting contract.

### **Payment**

Payment by the Township of McKellar for the Work shall be made following delivery, installation and once the machine is fully operational. Or as agreed upon by the Township and the vendor.

### **Conflict of Interest**

All firms are required to disclose to the Township of McKellar prior to accepting the assignment any potential conflict of interest. If a conflict of interest does exist, the Township of McKellar may, at its discretion, withhold the assignment from the Contractor until the matter is resolved to the satisfaction of the Township. If, during the contract, a contractor is retained by another client giving rise to a potential conflict of interest, then the Contractor shall so inform the Township and if a significant conflict of interest is deemed to exist by the Township, then the Contractor shall:

1. Refuse the new assignment, OR
2. Take such steps as are necessary to remove the conflict of interest.

### **Fraud or Bribery**

Should the Contractor, any of his/her agents give or offer any gratuity to, or attempt to bribe any member of the awarding body, officer or servant of the Township of McKellar, or to commit fraud against the Township of McKellar, the Township shall be at liberty to declare the RFP void forthwith.