



## Request for Quotation

RFQ-2020-03 – Multifunction Copiers

**Issue date:** June 02, 2020

**Closing date:** 2:00pm PST, June 11, 2020

Prepared by:

Westbank First Nation Purchasing Department

301-515 Highway 97 South,  
Kelowna, BC V1J3Z2  
Telephone: (250) 769-2499  
Attention: Jonathon Mitchell

*Community. Leadership. Pride.*

## **INTRODUCTION**

### **1. REQUIREMENTS**

Westbank First Nation (WFN) is accepting quotations for the supply of (3) three Multifunction copiers. One production unit similar to a C5210S and two similar to a MPC5503. Please refer to the section labeled Copier Specifications for a complete list of copier specifications.

### **2. QUOTATION SUBMISSION**

- a. WFN is committed to sustainable business practice where practical and as such is **only** accepting quotations by e-mail to.
- b. All submissions will be held in strict confidence in the purchasing office. Proponents are requested to remit one (1) copy of their proposal electronically in Adobe format via e-mail to [purchasing@wfn.ca](mailto:purchasing@wfn.ca) ; and are to clearly identify the complete RFP number and name in the e-mail subject line of their submission.
- c. WFN reserves the right to source the requested copiers from separate suppliers.
- d. WFN reserves the right to purchase any number of the requested copiers.
- e. WFN reserves the right to purchase or lease the requested copiers.
- f. Quotations and other related documents received after the closing time may not be considered by WFN.
- g. The date and time recorded by WFN will take precedence over any machine initialed date and time information on Quotations or revisions.
- h. NOTE: If your response submission exceeds ten (10) MB of file size please contact Purchasing immediately for assistance.
- i. Quotations will not be opened publicly

### **3. CLOSING DATE AND TIME:**

Quotations must be received no later than **2:00pm June 11, 2020.**

### **4. CONTACT:**

All enquiries with respect to this Request for Quotation are to be directed to:

Jonathon Mitchell  
Purchasing Manager    [JLMitchell@wfn.ca](mailto:JLMitchell@wfn.ca)    250-769-4999 Ext. 1131

## **INSTRUCTIONS TO PROPONENTS**

Prospective Proponents are directed to carefully examine the following information. Failure to follow the instructions may result in disqualification of the Quotation.

### **1. REQUEST FOR QUOTATION FORMAT**

- a. Cover Page,
- b. Introduction - Page 1,
- c. Instructions to Proponents Pages 2 to 4,
- d. Copier Specifications (Filled) - Pages 5 to 10,
- e. Quotation Form (Filled) - Pages 11 to 13

### **2. PARTICULARS AFFECTING AMOUNT OF QUOTATION**

Substitutions are not acceptable as Quotations shall be based on the Minimum Specifications as detailed herein. However, if there are variations in accessories that have been specified, equivalent alternatives may be considered if full descriptive data on the proposed alternatives is submitted with the quotation. WFN reserves the right to determine, at its sole discretion, whether the alternatives are equivalent to the items specified.

#### **Quotation Prices**

Quotation Prices must be in Canadian funds, installation, delivery and other associated charges must be defined and included in the Total Price.

The goods requested on the Request for Quotation are being purchased in respect of First Nation Band Management activities on reserve and therefore are not subject to Provincial or Goods and Services taxes.

#### **Existing Copiers**

The two requested copiers are replacing two copiers that are currently in operation. The two existing copiers must be removed off site. Proponents are to detail trade in value (if any) and removal fees in their submitted Quotation Form.

#### **Quotation Validity**

Quotations shall be open for acceptance for at least 90 days after the closing date.

#### **Delivery**

Units will be delivered to WFN's Lindley building located at 301-515 Hwy 97S, Kelowna BC, V1Y-3J2.

The production unit will be installed on the second floor and the other two units will be installed on the first and third floors.

Delivery and installation fees must be defined in Section 7 – Quotation Form.

### **3. COMPLETION AND SUBMISSION OF QUOTATION**

#### **Form of Quotation**

- a. Proponents shall submit the Quotations on the Quotation Form included in the Request for Quotation. The Quotation Form is the only part of the document that must be submitted. Product trade brochures or product websites are encouraged.
- b. By submission of a Quotation Form, the Proponent acknowledges receipt of any and all addenda issued by WFN.
- c. Alteration, qualification or omission to the Quotation Form may render the Quotation liable to rejection by WFN.
- d. Where applicable, in the event of a discrepancy between the individual or unit prices and total bid amount, the individual or unit prices govern.

#### **Proponent's Expenses**

- a. Proponents are solely responsible for their own expenses in preparing a Quotation. If WFN elects to reject all Quotations, WFN will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the Quotation, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.
- b. Further to the preceding paragraph, the Proponent, by submitting a Quotation, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect to the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its quotation and the Proponent, by submitting a quotation, waives any claim for loss of profits if no agreement is made with the Proponent.

#### **Signature on Quotation**

The Quotation must be signed by a person authorized to sign on behalf of the Proponent and to bind the Proponent to its quotation. Any unsigned Quotation will be rejected.

#### **Revisions of Quotation**

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its Quotation prior to the closing date and time. Upon closing time, all Quotations become irrevocable.

#### **Ownership of Quotations**

All documents, including Quotations, submitted to WFN become the property of WFN. They will be received and held in confidence by WFN.

#### 4. ACCEPTANCE OF QUOTATION

##### Lowest Quotation

The lowest or any quotation will not necessarily be accepted.

##### Owner's Discretion

- a. Quotations that contain qualifying conditions or otherwise fail to conform to the Instructions to Proponents may, at the sole discretion of WFN, be disqualified or rejected. WFN may, however, in its sole discretion, retain for its consideration Quotations that are non-conforming because they fail to comply with the instructions to Proponents with regard to content, form, submission process or any other matter.
- b. WFN retains the separate right to waive irregularities in the Quotation Form if in WFN's sole discretion such irregularities are of a minor or technical nature.
- c. WFN reserves the right to award multiple contracts, i.e. to more than one Proponent, should it deem this to be in the best interest of WFN.
- d. WFN may, in its absolute discretion, reject and Quotation submitted by a Proponent if the Proponent or any other officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in a legal action against WFN or its elected or appointed officers or employees in relation to any other contract for works or services.
- e. In the event that all of the Quotations received are over budgetary expectations, WFN reserves the right to set aside the Request for Quotation and negotiate with the lowest priced or any Proponent, or with any firm whether or not it's submitted a Quotation.
- f. WFN reserves the right not to proceed with award to any Proponent if it determines, at its sole discretion that not entering into a contract with any of the Proponents would be in the best interest of WFN.

#### 5. EVALUATION

Quotations will be evaluated using the following criteria:

Criteria	Percentage
Price	35%
Specifications	25%
Delivery Time	25%
Value added Services	15%
Total	100%

#### 6. PURCHASE ORDER

WFN will not be obligated in any manner to any potential supplier whatsoever until a Purchase Order has been issued by WFN respecting a Quotation. WFN Terms and Conditions of Purchase, as found on [www.WFN.ca](http://www.WFN.ca) will apply to the supplied purchase order.

**COPIER SPECIFICATIONS**

The specifications below are for (3) three copiers required by Westbank First Nation. Westbank First Nation is requesting proposals for new, current model year copiers that meet or exceed the specifications detailed below. Previously used machines will not be considered.

Except where stated otherwise herein, the Specifications describe what is considered necessary to meet the performance requirements of WFN and Proponents should bid in accordance with such Specifications, or if the Proponent cannot meet the Specifications, the Proponent may offer alternatives it believes to be the equivalent.

<b>RICOH Pro C5210s Series Production Color System Copier 1</b>	
<b>Copier Specifications (Standard)</b>	<b>Proposed Specification</b>
Configuration, Console	
Print/Copy Process 4 drum dry electrostatic transfer system with internal transfer belt	
Fusing Oil-less belt fusing method	
System Memory 320GB (160GB x 2)	
Document Feeder Standard 100-Sheet ADF with single-pass color duplex scanning at up to 220 ipm	
Control Panel Full-color 9" WVGA touch screen	
Copy Resolution 600 dpi	
Scan Resolution 600 dpi	
Print Resolution 1200 x 4800 dpi	
Quantity Indicator 1 - 9,999	
Max. Print Area Up to 12.7" x 18.9" (323 x 480mm) (from platen)	
Warm-Up Time Less than 120 sec.	
Output Speed Pro C5210s: 80-ppm (FC/B&W)	
Paper Capacity Tray 1: 1,250 x 2	
Trays 2 – 3: 550 x 2	
Bypass Tray: 250 sheets; supports duplex	
Total Standard / Max Capacity: 3,850/8,250 sheets	
Paper Size Tray 1: 8.5" x 11"	
Trays 2 – 3: 5.5" x 8.5" to 13" x 19.2"	
Bypass: 5.5" x 8.5" to 13"x 19.2", Envelopes	
Paper Weight Tray 1 – 3: 14 lb. Bond – 110 lb. Cover (52 - 300 g/m2)	
Bypass Tray: 14 lb. Bond – 130 lb. Cover (52 - 360 g/m2)	

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Duplex: 14 lb. Bond - 110 lb. Cover (52 - 300 g/m <sup>2</sup> )	
Magnification 7 reduction/5 enlargement	
Zoom 25 – 400% in 1% increments	
Power Requirements 208 – 240V/12A/60Hz (dedicated)	
Max. Power Consumption 2,400W or less	
Dimensions (WxDxH) 31.4" x 34.6" x 48.4" (799 x 880 x 1,230mm) (incl. ADF)	
Weight Less than 576 lbs. (262 kg)	
Copier Features: Simplified Display, Auto Paper Selection, Auto Tray Switching, Auto Image Density, Auto Color, Calibration, Interrupt Copy, User Codes (1,000), Job Programs (25), Color Erase/Convert/Overlay, Electronic Sort/Stack, Image Rotation, Rotate Sorting, Bates Numbering, Multiple Security Features (DOSS, Data Encryption (AES256bit/SHA2), Network User Authentication, Unauthorized Copy Control, Mandatory Security Information Print (Compulsory Security Stamp), SMTP over SSL, Common Criteria Certification (IEEE2600.1)	
<b>Scan-to-Email Specifications (Standard)</b>	
Requirements SMTP (Mail Server), Gateway, TCP/IP	
Resolution: Standard: 100/150/200/300/400/600 dpi Default: 200 dpi	
Max Email Addresses : 2,000 email addresses	
Registered Groups: 100 groups	
LDAP Search Yes	
Program User Settings Up to 25 programs	
Digital Signature for PDF Yes	
File Formats Single-/Multi-page TIFF. Single-/Multi-page PDF, Single-page JPEG, Single-/Multi-page High Compression PDF, Single-/Multi-page PDF-A	
<b>Scan-to-Folder Specifications (Standard)</b>	
Protocol Support SMB, FTP, NCP (Option)	
Security Client folder log-in (username/password)	
Resolution Standard: 100/150/200/300/400/600 dpi Default: 200 dpi	
Registered Folders 2,000 folders	
Home Folder over LDAP Yes	
Simultaneous TX 550	

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Group Address	500 destinations max.
Program User Settings	Yes
File Formats	Single-/Multi-page TIFF, Single-/Multi-page PDF, Single-page JPEG, Single-/Multi-page High Compression PDF, Single-/Multi-page PDF-A
<b>TWAIN Specifications (Standard)</b>	
Operating System	Windows Vista, 7, 8, 8.1, Server2003/2008 64bit: Windows Server 2008R2/Server 2012/server 2012R2 (Operates in 32-bit compatibility mode on 64-bit operating systems)
Scan Speed	Up to 220 ipm
Resolution	B&W: 100 – 1200 dpi (Black and White / Grayscale)
	Color: 100 – 1200 dpi (Full Color Output Format)
Scan Modes	Standard, Photo, Filing
Image Adjustment	Brightness, Contrast, Threshold, Gamma Adjustment, Halftone Pattern
Stamp	Date, Page Number, Text
<b>Document Server Specifications (Standard) aka On Board Memory</b>	
Max. Stored Documents	3000
Max. Pages per Document	3000
Max. Stored Pages	15000
Folder Management	With password, up to 200 personal folders
<b>Booklet Finisher with Saddle stitch and Multi Position Stapler</b>	
Paper Size	5.5" x 8.5" – 13" x 19.2"
Capacity (Proof Tray)	250 sheets (8.5" x 11" or smaller)
	50 sheets (8.5" x 14" or larger)
Capacity (Shift Tray)	8.5" x 11": 2,000 sheets
	8.5" x 14" – 13" x 19.2": 1,000 sheets
Paper Weight	Proof Tray: 14 lb. Bond – 80 lb. Cover (52 – 220 g/m2)
	Shift Tray: 14 lb. Bond – 130 lb. Cover (52 – 360 g/m2)
Staple Capacity	2-65 sheets
Paper Size	8.5" x 11"- 11" x 17"
Paper Weight	14 lb. Bond – 28 lb. Bond (52 – 105 g/m2)
Saddle Stitch	
Paper Size	8.5" x 11" – 13" x 18"



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Capacity/Paper Weight	2-20 sheets (80 pages) 17 lb. Bond – 22 lb. Bond (64 – 80 g/m2)
	2-10 sheets (40 pages) 22 lb. Bond – 24 lb. Bond (80 – 105 g/m2)
Unstapled (Nested) Folding Capacity (Half-fold)	1-5 sheets
Dimensions (WxDxH)	25.9" x 28.7" x 38.6" (657 x 730 x 980mm)
Weight	Less than 127.8 lbs. (58 kg) (without Punch Unit)
	Less than 134.5 lbs. (61 kg) (with Punch Unit)
<b>2/3 Hole Punch Unit</b>	
Punch Paper Size	2 holes: 5.5" x 8.5" – 11" x 17"
	3 holes: 8.5" x 11", 11" x 17"
Punch Paper Weight	14 lb. Bond – 95 lb. Cover (52 – 256 g/m2)
<b>Output Jogger</b>	
Paper Size	5.5" x 8.5" – 11" x 17"
Paper Weight	14 lb. Bond – 110 lb. Cover (52 – 300 g/m2)
<b>Large Capacity Tray – 2200 Sheet Paper Supply – Up to 13x19.2" – 360 gsm Cardstocks</b>	
Paper Capacity	2,200 sheets
Paper Size	Up to 13" x 19.2"
Paper Weight	14 lb. Bond – 110 lb. Cover (52 – 360 g/m2)
<b>Multi-folding Unit - C Folding, Z- Fold , Double Parallel Fold &amp; Gate Fold</b>	
Fold Type/Sheet sizes	
Single Sheet Mode: Z-Fold:	
Half-Fold: 8.5" x 11" – 13" x 19.2"	
Letter Fold-in/out: 8.5" x 11" – 12" x 18"	
Double Parallel: 8.5" x 11" – 12" x 18"	
Gate-Fold: 8.5" x 11" – 12" x 18"	
Multiple Sheets (up to 3): Half-Fold:	
Letter Fold-in: 8.5" x 11" – 12" x 18"	
Letter Fold-out: 8.5" x 11" – 8.5" x 14"	
Paper Weight:	
Single Sheet Mode: 17 lb. Bond – 28 lb. Bond (64 – 105 g/m2)	
Multiple Sheets (up to 3): 17 lb. Bond – 21 lb. Bond (64 – 80 g/m2)	

<b>RICOH MPC5503 Copier 2</b>	
Copy Speed 55-60 ppm	
Standard paper trays-2 X 550 plus 100 sheet by pass up to 12 X 18" paper size	
Paper weights-16 to 80 lbs.	
<b>Optional paper trays:</b>	
Add- another 2 X 550 sheet paper pedestal	
Add-2000 sheet Large capacity tray instead of 2 X 550 pedestal	
Add- side 1500 sheet LCC in addition to other paper sources	
<b>Scanning:</b>	
Standard TCIP network print and scan to email, folder, USB	
Single Pass Document Feeder-220 originals-scan simples 120 imp or duplex 240 imp	
Scan compression formats-MR/MH/MMR/JBIG	
Scan modes-JPEG, PDF, PDF/A, compact PDF, encrypted PDF, searchable PDF, TIFF	
<b>Copying:</b>	
First copy Speeds-range from 5.4 sec color/3.6 sec black	
Memory- range from 250HDD to 320HDD. RAM 2GB to 8GB	
Copy Screen size range from 9 to 10.1 inch	
Automatic features from the SPDF-AES, AMS, APS, AS, ASO, ATS	
Reduction & Enlargement-25% to 400%	
<b>Finishing:</b>	
Booklet Finisher-8.5 X 11" to 12 X 18", staple paper weight 14 to 28lbs,staple top, bottom, two staples, top slant, booklet 15 sheets. Stack capacity 2000 sheets, staple capacity 50 sheets, Paper weights 14 to 80lbs standard staple mode.	
One Separator Bin Tray	
Two or three hole punch	
Fax Kit-receive at device, fax forward to email or fax forward to secured network folder	
At remote or something similar to automate toner and meter readings and firmware updates.	
Monthly volume average b/w 4000 & 2000 colour	

<b>RICOH MPC5503 Copier 3</b>	
Copy Speed 55-60 ppm	
Standard paper trays-2 X 550 plus 100 sheet by pass up to 12 X 18" paper size	
Paper weights-16 to 80 lbs.	
<b>Optional paper trays:</b>	
Add- another 2 X 550 sheet paper pedestal	
Add-2000 sheet Large capacity tray instead of 2 X 550 pedestal	
Add- side 1500 sheet LCC in addition to other paper sources	
<b>Scanning:</b>	
Standard TCIP network print and scan to email, folder, USB	
Single Pass Document Feeder-220 originals-scan simples 120 imp or duplex 240 imp	
Scan compression formats-MR/MH/MMR/JBIG	
Scan modes-JPEG, PDF, PDF/A, compact PDF, encrypted PDF, searchable PDF, TIFF	
<b>Copying:</b>	
First copy Speeds-range from 5.4 sec color/3.6 sec black	
Memory- range from 250HDD to 320HDD. RAM 2GB to 8GB	
Copy Screen size range from 9 to 10.1 inch	
Automatic features from the SPDF-AES, AMS, APS, AS, ASO, ATS	
Reduction & Enlargement-25% to 400%	
<b>Finishing:</b>	
Booklet Finisher-8.5 X 11" to 12 X 18", staple paper weight 14 to 28lbs,staple top, bottom, two staples, top slant, booklet 15 sheets. Stack capacity 2000 sheets, staple capacity 50 sheets, Paper weights 14 to 80lbs standard staple mode.	
One Separator Bin Tray	
Two or three hole punch	
Fax Kit-receive at device, fax forward to email or fax forward to secured network folder	
At remote or something similar to automate toner and meter readings and firmware updates.	
Monthly volume average b/w 3900 & 1900 colour	

## 7. QUOTATION FORM

**This page and all the Quotation Form pages, including Schedule "A" and the Authorised Signing Officer, must be submitted, i.e. pages 5-10.**

WFN is exempt GST and PST, therefore, neither should be noted nor included in the prices.

<b>Copier Pricing</b> (As defined in Copier Specifications of this document)	
Copier 1 (similar or equal to a C5210S):	\$
Copier 2 (similar or equal to a 5503):	\$
Copier 3 (similar or equal to a 5503):	\$
Environmental Levies:	\$
Trade in value of Existing Copier 1 (5503):	(\$ )
Trade in value of Existing Copier 2 (5503):	(\$ )
Trade in value of Existing Copier 3 (C5110S)	(\$ )
Removal fees (existing copiers):	\$
Delivery fees (new copiers):	\$
Installation fees:	\$
Taxes - Not Applicable:	N/A
<b>Total Price:</b>	<b>\$</b>

### **COPIER LEASES**

Please define lease payment amounts (inclusive of fees/charges/delivery) matching the Copiers proposed in Schedule "A" for 48 month terms

<b>Copier</b> (as specified in Schedule "A" of this document)	<b>Monthly Lease Payment Amount</b> (48 months – inclusive of all levies, fees and taxes)	<b>Buyout</b> (residual, not to exceed 5% of purchase price)	<b>Notes</b>
Copier 1 (similar or equal to a C5210S):			
Copier 2 (similar or equal to a 5503):			
Copier 3 (similar or equal to a 5503):			

### **COPIER DELIVERIES**

Please state below the earliest date the proposed copiers can be delivered after receipt of a WFN Purchase Order.

<b>Copier</b>	<b>Day</b>	<b>Month</b>	<b>Year</b>	<b>Notes</b>
Copier 1 (similar or equal to a C5210S):				
Copier 2 (similar or equal to a 5503):				
Copier 3 (similar or equal to a 5503):				

**COPIER REMOVAL**

Please state below the earliest dates the proposed copiers can be removed after installation of the new copiers.

<b>Copier</b>	<b>Day</b>	<b>Month</b>	<b>Year</b>	<b>Notes</b>
Removal Copier 1 (5503):				
Removal Copier 2 (5503):				
Removal Copier 3 (C5110S):				

**VALUE ADDED / EXTRA SERVICES**

Please provide extra details or value added information the proponent feels gives them a competitive advantage over their competitors.

The undersigned agrees that they have read and fully understand the terms, conditions and specifications contained herein and agrees to be bound by the same at the prices quoted. If a purchase order is issued by WFN to the undersigned, the undersigned will be bound and will comply with the terms and conditions contained in the Request for Quotation and the purchase order which will constitute the full and complete agreement between the parties.

<b>Authorized Signing Officer</b>			
<b>Legal Business Name:</b>			
<b>Other names your company operates under:</b>			
<b>Address:</b>			
<b>City:</b>		<b>Province:</b>	
<b>Telephone:</b>		<b>Email:</b>	
<b>Signature:</b>			
<b>Title:</b>		<b>Date:</b>	