

City of Coquitlam

Request for Proposals
RFP No. 17-01-08

Digital Multifunction Copiers

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DEFINITIONS

“Agreement” “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

“City” means City of Coquitlam.

“Copiers” “MFD” means digital multifunctional network connected devices and equipment.

“ICT” “IT” means the City of Coquitlam Information, Communication and Technology Division.

“Price” means the amount that will be paid by the City to the Vendor for delivery and acceptance of goods.

“Proponent” means responder to this Request for Proposals.

“Proposal” means the submission by the Proponent.

“Request for Proposals” “RFP” shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals.

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met.

“Vendor” means the successful Proponent awarded the contract for supply of goods and services.

1. INSTRUCTIONS TO PROPONENTS

1.1 Request for Proposals

The City of Coquitlam (“City”) requests proposals from experienced qualified Vendors to supply, deliver, install and service **Digital Multifunction Copiers (MFDs)** at various City locations including the in-house print shop as well as print management software to support these operations.

Refer to:

Appendix A – Scope of Services

Appendix B – City Digital Multifunction Copiers Contract

Appendix C – Price Sheet

Equipment quantities stated are subject to budget approval and are not a guarantee or commitment by the City. Actual order quantities may vary.

1.2 Obtaining RFP Documents

RFP documents are available for downloading from the City of Coquitlam website: www.coquitlam.ca/BidOpportunities

1.3 Purpose

The City is seeking a single provider of equipment, support, maintenance services and supplies for the City’s fleet of MFD’s with a single all-inclusive cost-per-copy operating model including service and consumables (except paper and staples).

The City is also looking for the same proponent to provide a print management software solution, as well as Managed Print Services.

All new MFDs will be incorporated into the service contract at the time they are acquired and will expire at the same time at the end of the five year contract term.

1.4 Background

The City has approximately 50 network connected MFDs at various civic buildings and facilities as well as a full service, in-house Print Shop with colour capability in order to service a very technically advanced municipal environment.

The MFD fleet consists of black/white only, and colour devices of various speeds and functionality. (See **Appendix C** – Price Sheet for full list of current devices.)

The City's current MFDs were mainly purchased in February 2012 and are reaching their end of life. The City requires replacement using a phased in approach on an "as needed and when requested" basis. Not all MFDs require immediate replacement, though proposals outlining an immediate replacement will be considered.

To be considered, proponents should have experience in supply, installation, training and support of fleets of MFDs of similar size and scope to that required by the City.

1.5 Price

All prices and rates quoted shall include landed costs and freight. Prices are to be firm and quoted in Canadian Funds. Price must include:

- Service and support;
- removal (if required) and decommissioning of existing equipment, and
- delivery, supply, installation, commissioning and warranty of the new equipment.

The Vendor agrees that the City would be offered all discounts and, manufacturer price incentives and sale pricing that becomes available during the term of the contract.

1.6 Delivery and Acceptance

All equipment and consumables must be prepaid and shipped complete, FOB to the City destination (various locations). The City will in no manner be responsible for any delivery or shipping charges. All packing material waste must be removed from the delivery site at each location.

1.7 Term

The initial term of the contract shall be five years, with option to extend for additional terms subject to mutual agreement of delivery and service.

1.8 Closing Date & Time

Proposals will be received on or before 2:00 pm (local time)

Tuesday, April 11, 2017

Proposals will not be opened in public.

1.9 Instructions for Proposal Submission

Proposal submissions are to be consolidated into one pdf file and uploaded electronically through QFile, the City's file transfer service accessed at <http://qfile.coquitlam.ca/bid>

- 1. In the Subject field enter:** RFP name and number
- 2. Consolidate files into 1 .pdf document and Send**

(ensure your web browser remains open until you receive two emails from Qfile to confirm receipt)

Proposal submitted shall be deemed to be successfully received when displayed as new email at the City's email address. The City will not be responsible for any delay or for any Proposals not received for any reason, including technological delays or issues by either party's network or email program and the City will not be liable for any damages associated with Proposals not received.

The City reserves the right to accept proposals received after the Closing date and time but is under no obligation to evaluate.

Should assistance be required, phone 604-927-3060.

1.10 Enquiries

Questions are to be submitted in writing three business days prior to the closing date and sent to email: bid@coquitlam.ca quoting the RFP name and number.

The City at its sole discretion will determine which enquiries require response, which will be provided to all interested parties by issue of written addenda and posted on the City's website before the Closing Date.

If a change or additional information is warranted, the City's response will be communicated to all Proponents by written Addenda that will be posted on the City's website prior to the Closing Date.

1.11 Addenda

Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website address: www.coquitlam.ca/BidOpportunities

Upon submitting a proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City website, and deemed to have considered the information for inclusion in the Proposal submitted.

Should there be any discrepancy in the documentation provided, the City's original file copy shall prevail.

1.12 Withdrawal of Proposals

Proposals may be withdrawn by written notice of an authorized representative of the company sent to email: bid@coquitlam.ca prior to time set as closing time for receiving Proposals.

1.13 Freedom of Information and Protection of Privacy Act

Proponents are advised that submissions are subject to the *Freedom of Information and Protection of Privacy Act* and the contents of proposals may be disclosed if required to do so, pursuant to the Act.

1.14 No Claim

Except as expressly and specifically permitted in this Request for Proposals, no Proponent shall have any claim for any compensation of any kind whatsoever, relating to this RFP, including accepting a non-compliant bid, and by submitting a proposal, each Proponent shall be deemed to have agreed that it has no claim.

1.15 No Contract

This is an RFP and not a tender process and is not intended to create a contractual relationship between the City and the Proponent.

By issue of this RFP document, the City intends to reserve itself to absolute and unfettered discretion to invite, consider and analyze Proposals, select

preferred Proponents and negotiate with or cancel this RFP process as the City considers desirable.

This is not a tender process. No contractual, tort, or other legal obligations are created or imposed on the City, or any other individual, officer or employee of the City with respect to the RFP documentation or by submission or consideration by the City of any Proposal.

1.16 Non-Solicitation

Proponents and their agents will not contact any member of the City Council or staff, other than outlined in section 1.10, with respect to this RFP at any time prior to the award of a Contract or the termination of the RFP, and the City may reject the Proposal of any Proponent that makes any such contact.

1.17 Conflict of Interest

Proponents shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees.

1.18 Liability for Errors

While the City has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive.

1.19 Extension of Offer

The Vendor agrees to allow other local public agencies with similar needs within British Columbia to participate in this contract.

Additional participating agencies may opt to enter into a contract with the successful Vendor for the purchase of the products and services described in this RFP based on the terms, conditions, prices, and percentages offered by the Vendor to the City of Coquitlam with possibly minor changes negotiated.

This is intended to be means of promoting cooperative purchasing efforts with the public sector, and to provide additional value to the Vendor.

1.20 Irrevocability & Acceptance of Proposals

The City requests that proposals remain open for acceptance for a period of not less than 90 days from the closing date and time.

The City reserves the right to accept or reject any or all proposals or cancel the RFP at any time. The lowest price proposal may not necessarily be accepted. All proposals will be evaluated to determine best overall value to the City.

The City will be under no obligation to proceed further with any submitted proposal and should it decide to abandon same, it may, at any time, invite further proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the City.

1.21 Proponent Expenses

Proponents are solely responsible for their own expenses in preparing Proposals and for any meetings, negotiations or discussions with the City or its representatives relating to or arising from this RFP.

2. EVALUATION AND SELECTION

2.1 Evaluation Criteria

The criteria for evaluation of the Proposals are listed in no particular order or precedence and may include but are not limited to, the following:

Corporate Experience and Resources

- Demonstrated successful performance providing goods and services of similar size, scope and complexity to municipal and commercial clients
- Established local business office; key account manager and service representatives in metro Vancouver area

Technical

- Methodology for delivery, installation, commissioning and training transition to new fleet
- Equipment and software functionality
- Compatibility with City hardware and network platforms
- Rebate, refunds, recycle, repurpose and disposal of surplus equipment
- Customer service, support, training and on-site repair
- Delivery assurance and lead times

Financial

- Price
- Sustainable benefits
- Value added benefits

And, upon selection of one or more lead proponent(s):

- Demonstrations of equipment or software may be requested
- Interviews may be conducted
- References may be contacted

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

Proposals will be reviewed and evaluated by an Evaluation Committee comprised of City staff.

The Evaluation Committee will do an evaluation of the proposals to select one or more lead Proponent(s).

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents.

The Evaluation Committee may consider such clarifications or additional information in evaluating a Proposal.

The evaluation will be confidential and no totals, scores or prices will be provided to any Proponent.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

2.2 Demonstration

The City may request demonstrations of equipment or software offered and would contact lead proponent(s) at that time.

The City may request an on-site visit to the Proponent's show room. The purpose would be to observe a demonstration of the proposed equipment models, meet the Customer Service team members, tour the parts and shipping areas and familiarize key City staff with the Proponent's staff and organisation.

The City may also request lead proponents to provide two proposed models of MFDs for on-site testing and evaluation at two City locations. The testing period would take place over four weeks.

Lead Proponent(s) would be required to set-up and provide training in two locations for two weeks and then switch locations for the second two weeks. The locations would be determined by the City.

This installation will be required before or after City business hours (8:00 am to 5:00 pm) and follow up with training the immediate next day at start of business with department staff. Training shall include overview on the functionality, features and operation of the equipment.

2.3 Negotiation

The City reserves the right, prior to contract award, to negotiate changes to the scope of the services or to the contract documents (including pricing) with the proponent or any one or more proponents, proposing the "best value" without having any duty to advise any other proponent or to allow them to vary their proposal as a result of changes to the scope of the services or to the contract documents; and the City may enter into a changed or different contract with the proponent(s) proposing the "best value", without liability to proponents who are not awarded the contract.

2.4 Award to Multiple Vendors

The City reserves the right to split award of the print room production equipment and the office fleet to different companies to obtain best value.

Appendix A

Scope of Services

1. SUPPLY MFDs

The Vendor will provide the City with a cost effective solution to replace the fleet of multi-function devices over the next **five years** that are fully networked and able to scan, copy, fax, and print.

- a) The Vendor will supply, deliver, install, configure, repair and maintain the latest model new digital MFDs to be fully operational in the City's environment to meet functional requirements.
- b) No discontinued, reconditioned, refurbished or re-manufactured equipment will be considered in any form.
- c) Substitution of any equipment or consumables will not be accepted unless it conforms to the City specification and is equal or better in performance, durability, and value. A substitution must be authorized in writing by the City before it is provided by the Vendor.

2. SERVICES

The services include but are not limited to:

- a) Develop an overall implementation plan in coordination with the City;
- b) Configure the MFDs to meet technical and functional requirements;
- c) Supply, deliver, install and commission MFDs;
- d) Train City of Coquitlam ICT staff, as necessary;
- e) Supply and deliver all consumables (except paper);
- f) Ongoing responsive service, repair and maintenance as required;
- g) MDF Software upgrades issued during the contract will be installed at no charge to the City;
- h) Remove MFDs and consumables at time of replacement and at termination of contract.
- i) Reports, data and analysis annually or at various intervals as requested;
- j) Software upgrades will be installed and provided to the City at no charge as becomes available during the contract term.
- k) Provide integration services for network connection, application and driver certification and device relocation.

3. SUPPORT

Ongoing hardware service, support and maintenance will include:

- a) toner replacement;
- b) repair on-site within 24 hours;
- c) on-site routine service, cleaning, maintenance and training;
- d) on-site repair and maintenance during regular business hours Monday to Friday 8:00 am to 5:00 pm for all components and system including parts and labour;
- e) integration services for network connection, application and driver certification and device relocation;
- f) software and firmware upgrades;
- g) warranty, repair and replacement; break-and-fix coverage and warranty replacement;
- h) total satisfaction guarantee; full replacement of any equipment for up to three years.
- i) Vendor shall be responsible for all copies made during repair and maintenance servicing of the equipment.

4. DATA SECURITY

Data security and confidentiality is critical to the City. The MFD equipment shall have the following features and options:

- a) Ability to do confidential printing with password protection;
- b) Easy access for removal of hard drive for off-site service;
- c) Delete data information from the MFDs hard drive on a regularly scheduled basis with confirmation report for weekly /monthly data wipe; and
- d) Separate login for colour printing.

5. NETWORK INTEGRATION

- Standard network connectivity
- Active Directory integration
- WiFi enabled
- Print Drivers for MS Windows, MACOS, tablets and smart phones.

6. INVENTORY PARTS AND CONSUMABLES

The Vendor will provide parts and consumable supplies management that may include but is not limited to:

- a) Deliver parts and consumable supplies that may be required to have on hand at each MFD location;
- b) Implement a consumable inventory management process as part of a Managed Print Services; that includes replenishment, disposal and recycling.

7. STRATEGIC ANALYSIS AND REPORTING

- a) Monitor usage and provide annual or trimesterly reports, or on demand as required of utilization of the MFDs through ongoing usage statistics and quality-of service metrics (number of copies for both B & W and colour, number of errors, break-downs, paper jams etc.).
- b) Assess and optimize device utilization to gain efficiencies through a recommended configuration/layout of devices.

8. DELIVERY AND INSTALLATION

- a) Delivery of MFDs, parts and consumables shall be freight prepaid FOB to the various MFD locations in the City;
- b) The Vendor guarantees that the MFDs will be properly certified, installed, configured and commissioned to the City's satisfaction;
- c) The City will not be responsible for any delivery and shipping charges.
- d) All packing material waste must be removed from the delivery site at each location.

9. WARRANTY

- a) The Vendor shall guarantee that equipment and products supplied, repair, services and replacement parts are free from defects and deficiencies for a minimum of five years, from the date of delivery.
- b) The Vendor shall provide total satisfaction guarantee; full replacement of any equipment that the City deems to require excessive repair or maintenance for up to two years.
- c) Refurbished equipment will not be accepted for warranty replacement.

10. PRICE

- a) Prices for equipment shall include all of the supply, delivery, installation, support, repair, maintenance and upgrade services.
- b) All consumables shall be included in the cost-per-copy rate (except paper and staples).

11. CONTRACT CLOSE & REMOVAL

- a) At the end of contract, the Vendor is responsible for removal of equipment and consumables from City locations (if required) at no cost to the City;
- b) Remove, recycle, reuse or dispose, and transport surplus equipment, packaging and consumables in compliance with all applicable codes, legislation and regulations;
- b) For City-purchased MFDs, the Vendor will be given first consideration for buy-back or trade-in.

Appendix B
City Digital Multifunction Copiers Contract



APPENDIX B

**City of Coquitlam
Contract No. 17-01-08**

**DIGITAL MULTIFUNCTION COPIER
CONTRACT**

(DRAFT)

BETWEEN: **The City of Coquitlam** *(the "City")*
 3000 Guildford Way
 Coquitlam, BC
 V3B 7N2

AND: **[Vendor's Name]** *(the "Vendor")*
 [Vendor's address]

THIS AGREEMENT WITNESSES that the City agrees to retain the Vendor to furnish certain consulting services, and the Vendor agrees to furnish the **Digital Multifunction Copier** equipment and services under the terms and conditions as follows:

1.0 "Contract Documents" means the following documents:

- 1.1 (1) the Agreement: Section 01000
- (2) the Schedule of Services, Rates and Charges: Section 01200
- (3) the General Conditions: Section 01400
- (4) City of Coquitlam RFP No. 17-01-08
- (4) **[any other documentation eg. RFP, Vendor's proposal, etc];**

1.2 The Contract Documents shall form part of this Agreement as though recited in full.

1.3 In the event of discrepancies, inconsistencies or ambiguities in provisions of the Contract Documents, the provisions of the document that first appears on the list in Clause 1.1 shall take precedence and govern over the provisions of a document subsequently appearing on the list.

2.0 Services To Be Performed And Period Of Service:

2.1 The Vendor shall provide **Digital Multifunction Copiers** equipment and consumable supplies in accordance with RFP 17-01-08 (the "Services").

2.2 The Vendor shall perform and complete the Services with care, skill, due diligence and efficiency.

2.3 The Term of this Agreement will commence on **[date]** and will expire on **[date]**, unless otherwise extended or terminated by the parties.

3.0 Agreement Amount:

3.1 Subject to the terms and conditions of this Agreement and in consideration for the satisfactory performance of the Services, the City shall pay to the Vendor for the Equipment and Services provided as outlined in Section 01200 Schedule of, Rates and Charges.

3.2 Where progress payments are required the Vendor shall be paid on the basis of monthly progress billings for services performed and invoices approved by the City, all in accordance with Clause 18 of Section 01400.

3.3 The Agreement amount stated in Clause 3.1 does not include any applicable taxes, which are to be shown separately on all invoices submitted by the Vendor.

4.0 Time Of The Essence:

4.1 Time shall be of the essence in the performance of the Services.

5.0 Entire Agreement:

5.1 When duly executed by authorized officers of both parties, this Agreement constitutes the entire Digital Multifunction Copier Agreement between the parties with respect to the subject matter hereof.

6.0 Amendment:

6.1 The Contract Documents shall not be amended except as specifically agreed to in writing by both the City and the Vendor.

7.0 Contract Administrator:

7.1 For the purposes of this Agreement, the City designates as its Contract Administrator:

[name, address , telephone , fax]

7.2 For the purposes of this Agreement, the Vendor designates as its Contract Administrator:

[name, address , telephone , fax]

8.0 Inurement:

8.1 This Agreement shall inure to the benefit of and be binding upon the City and the Vendor and their respective heirs, executors, legal representatives, administrators, successors and permitted assigns.

AGREED:

SIGNED on behalf of the City:

Authorized Signatory

Authorized Signatory

Name & Title

Name & Title

Date

Date

SIGNED on behalf of the Vendor:

Authorized Signatory

Authorized Signatory

Name & Title

Name & Title

Date

Date

1.0 Scope of Services:

RFP No. 17-01-08 – Appendix A - Scope of Services

2.0 Deliverables, Tasks, Milestones, Timelines:

RFP No. 17-01-08

3.0 Fees and Rates:

RFP No. 17-01-08 – Appendix C – Price Sheet

1.0 DEFINITIONS:

In this Agreement

- 1.1 “Agreement” means the agreement set out in Section 01000.
- 1.2 “Contract Administrator” has the meaning in Section 01000 Clause 7.0.
- 1.3 “Services” has the meaning set out in Section 01000 Clause 2.1, and
- 1.4 “Subcontractors” means the independent Vendors, associates and subcontractors retained by the Vendor to assist in the performance of the Services.

2.0 ASSIGNMENT:

- 2.1 The Vendor shall not assign the Agreement, in whole or in part, or any payments due or to become due under the Agreement, without the express written consent of the City.

3.0 STANDARD OF CARE AND QUALIFICATIONS:

- 3.1 The Vendor shall exercise the same degree of care, skill and diligence in the performance of the Services as is ordinarily possessed and exercised by Vendors experienced in providing such Services. The Vendor acknowledges that its qualifications and experience were a major factor in the selection of the Vendor for the work set out in this Agreement.
- 3.2 Without limiting any other remedy which the City may have, the Vendor at its sole cost upon written request of the City shall rectify any of the Services which have not been performed in accordance with the care, skill and diligence set out in Clause 3.1 or which have otherwise not been performed in accordance with the terms of this Agreement and in addition the Vendor shall do all such things that may be reasonably required by the City to satisfy the City that the Services have been duly rectified or performed in accordance with the terms of this Agreement.
- 3.3 The Vendor shall be responsible for the degree of care, skill and diligence exercised by any Subcontractors and for selecting Subcontractors having the appropriate qualifications and experience to provide that portion of Services to be provided by such Subcontractors.

4.0 CONFIDENTIALITY:

- 4.1 **Definition of Confidential Information.** In this Agreement, “Confidential Information” means all information and data disclosed orally, in writing or electronically, by one party to the other party on a confidential basis including, without limitation, all such information and data relating to the structure, personnel, and operations of the disclosing party, including financial, planning, marketing, advertising and commercial information and strategies; employee, supplier and customer information and data; contractual agreements, records and correspondence; computer programs, computer-related data and databases; trade secrets, inventions, designs, methods, processes and know-how; and

items provided or disclosed to a party by third parties under an obligation of confidentiality.

4.2 **Obligation of Confidentiality.** It is contemplated that in the course of the performance of this Agreement each party may, from time to time, disclose its Confidential Information to the other party. During the term of this Agreement and for a period of five (5) years thereafter, subject to Clause 4.3 and 4.4, each party agrees:

- (a) to keep and use in strict confidence all Confidential Information of the other party that it acquires, sees, or is informed of, as a direct or indirect consequence of this Agreement and to not, without the prior written consent of the other party, disclose any such Confidential Information; and
- (b) not to use, copy, duplicate or reproduce, either directly or indirectly, any of the Confidential Information of the other party or any recollections thereof for any purpose other than for the performance of its obligations under this Agreement, without the other party's prior written approval.

4.3 **Freedom of Information and Protection of Privacy Act.** The Vendor acknowledges and agrees that any Confidential Information disclosed by it to the City under this Agreement may be subject to disclosure under the *Freedom of Information and Protection of Privacy Act*, as amended from time to time (in this Clause, the "Act").

4.4 **Designation of Confidential Information.** The Vendor acknowledges that the Act provides an exemption from disclosure for information as specified in Section 21 of the Act. Accordingly, if any information supplied to the City fits within Section 21 of the Act, the Vendor must specifically advise the City and request the City not to disclose that information.

4.5 **Return of Confidential Information.** Upon expiration or earlier termination of this Agreement, each party shall promptly cease all use of the Confidential Information of the other party and upon written request will return all Confidential Information. This obligation shall not apply to any Confidential Information of the Vendor required by the City to make use of any work product under this Agreement.

5.0 CITY'S RESPONSIBILITIES:

5.1 The City shall provide timely support, guidance, direction, instruction, acceptances, decisions and information as the Contract Administrators agree necessary or appropriate under this Agreement.

6.0 INDEMNITY:

6.1 Notwithstanding the provision of insurance coverage by the City, the Vendor hereby agrees to indemnify and save harmless the City and its successor(s), assign(s) and authorized representative(s) (the "Indemnified Parties") and each of them from and

against losses, claims, damages, actions, and causes of action, (collectively referred to as "Claims") that the City may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement, that arise out of errors, omissions or negligent acts of the Vendor or its Sub-Vendor(s), servant(s), agent(s) or employees(s) under this Agreement, excepting always that this indemnity does not apply to the extent, if any, to which the Claims are caused by errors, omissions or the negligent acts of the City, its other Vendor(s), assign(s) and authorized representative(s) or any other persons.

6.2 The terms and conditions of Clause 6.1 shall survive notwithstanding the completion of all Services and the obligations and duties under this Agreement and the termination for any reason whatsoever of this Agreement.

6.3 The indemnity provided in Clause 6.1 by the Vendor to the Indemnified Parties shall not in any way be limited or restricted by the insurance set out in Clause 11 or by limitations on the amount or type of damages, compensation or benefits payable under the Workers' Compensation Act or any other similar statute.

7.0 NO WAIVER:

7.1 No action or failure to act by the City shall constitute a waiver of any right or duty under the Agreement, or constitute an approval or acquiescence in any breach there under, except as may be specifically agreed in writing by the City.

8.0 VENDOR STATUS:

8.1 This is an agreement for the performance of Services and the Vendor is engaged under the Agreement as an independent Vendor for the sole purpose of providing the Services. Neither the Vendor nor any of the Vendor's personnel is engaged by the Agreement as an employee, servant or agent of the City.

8.2 It is understood and agreed that the Vendor will act as an independent Vendor and that it is entitled to no other benefits or payments whatsoever other than those specified in the Agreement and Section 01200 Schedule of Rates and Charges.

9.0 DOCUMENTATION, PATENT AND COPYRIGHT:

9.1 **Title.** The title, property rights and ownership in and to all present and future materials, reports and information produced or prepared by the Vendor pursuant to this Agreement including but not limited to plans, drawings, specifications, computer discs, listings, computer software and any other material or physical item on which information is stored shall vest in the City without any payment by the City therefor.

9.2 **Patent and Copyright.** The title, property rights and ownership in and to all copyright in all present and future computer programs and software, and the title, property rights and ownership in and to all patent rights in any invention developed during the course of or out of providing the Services shall vest in the City without any payment by the City.

9.3 **Further Assurances.** The Vendor shall upon request by the City, do all such things and execute and deliver to the City all such documents and instruments as the City shall reasonably require in order to vest title, property rights and ownership in the City as provided in Clause 9.1 and 9.2 and the Vendor shall execute and deliver all such assignments, documents and instruments as may, in the City's opinion, be necessary or desirable for the application or the issuance of any patents, designs or the registration of any copyright.

10. NOTICES:

10.1 Where in the Agreement any notice, request, direction, or other communication is required to be given or made by either party, it shall be in writing and is effective if delivered in person, sent by registered mail, or by facsimile addressed to the party for whom it is intended at the address specified in Clause 7 of the Form of Agreement. Any notice, request, direction or other communication shall be deemed to have been given if by registered mail, when the postal receipt is acknowledged by the other party; by facsimile when transmitted. The address of either party may be changed by notice in the manner set out in this provision.

11.0 WORKERS' COMPENSATION, INSURANCE AND BUSINESS LICENCE:

11.1 Workers' Compensation Board (WCB) Requirements

11.1.1 The Vendor agrees that it shall at its own expense procure and carry or cause to be procured and carried and paid for, full Workers' Compensation Board coverage for itself and all workers, employees, servants and others engaged in or upon any work or service which is the subject of this Agreement. The Vendor agrees that the City has the unfettered right to set off the amount of the unpaid premiums and assessments for such Workers' Compensation Board coverage against any monies owing by the City to the Vendor. The City shall have the right to withhold payment under this Agreement until the Workers' Compensation Board premiums, assessments or penalties in respect of work done or service performed in fulfilling this Agreement had been paid in full.

11.1.2 The Vendor shall provide the City with their Workers' Compensation Board registration number and a "Clearance Letter" from WorkSafeBC confirming that they are registered and in good standing with the Workers' Compensation Board and that all assessments have been paid to the date.

11.1.3 The Vendor shall indemnify the City and hold them harmless from all manner of claims, demands, costs, losses, penalties and proceedings arising out of or in any way related to unpaid Workers' Compensation Board assessments owing from any person or corporation engaged in the performance of this Agreement or arising out of or in any way related to the failure to observe safety rules, regulations and practices of the Workers' Compensation Board, including penalties levied by the Workers' Compensation Board.

11.2 Insurance to be provided by the Vendor

11.2.1 The Vendor shall provide, maintain and pay for the following insurance:

(a) Commercial General Liability Insurance

Commercial General Liability Insurance providing third party bodily injury and property damage coverage in an amount of not less than **\$2,000,000** per occurrence, indicating that the City is an additional insured and containing a cross liability and/or severability of interest clause protecting each insured to the same extent as if they were separately insured.

The Policy shall contain a clause providing that the City will receive 30 days' notice of cancellation or of any material change in coverage that will reduce the extent of coverage provided to the City. The certificate will also indicate that the policy contains non-owned automobile liability and contractual liability coverage. The insurance policy will be in a form and with a company that is, in all respects, acceptable to the City.

(b) Automobile Liability Insurance

Automobile liability insurance with respect to owned and leased automobiles used directly or indirectly in the performance of the Services covering liability for bodily injury, death and damage to property with a limit of not less than \$2,000,000. inclusive for each and every loss.

(c) Vendor Equipment Insurance

“All risks” equipment insurance covering owned and non-owned machinery and equipment used by the Vendor for the performance of the Services to its full replacement value.

11.2.2 Prior to commencing any work the Vendor shall provide to the City certificates of insurance that shall include a provision that such insurance shall not be cancelled or modified without at least 30 days written notice to the City.

11.3 City of Coquitlam Business Licence

11.3.1 Where the head office of the Vendor is located within the City of Coquitlam and/or where the Vendor is required to perform any work at a site within the City of Coquitlam, the Vendor shall have a valid City of Coquitlam business license throughout the duration of the Agreement.

12.0 DELAY IN PERFORMANCE:

12.1 Neither the City nor the Vendor shall be deemed to be in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include, but are not limited to abnormal weather conditions, flood, earthquake, fire, epidemic, war, riot and other civil disturbance, strike, lockout, and other labour disturbances, sabotage, judicial restraint and inability to procure permits, licenses or authorizations from any local, provincial or federal agency for any of the supplies, materials, accesses or services required to be provided by either the City or the Vendor under this Agreement. If any such circumstances occur, the non-performing party shall, as soon as possible after being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

13.0 SEVERABILITY:

13.1 The invalidity, illegality or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void portion or provision shall be deemed severed from this Agreement and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void.

14.0 CONFLICT OF INTEREST:

14.1 The Vendor declares that the Vendor has no pecuniary interest in the business of any third party that would cause a conflict of interest or be seen to cause a conflict of interest in carrying out the Services. Should such an interest be acquired during the term of the

Agreement, the Vendor shall declare it immediately in writing to the City. If the Vendor does declare a conflict of interest the City may direct the Vendor to resolve the conflict of interest to the City's satisfaction and the Vendor shall do so.

15.0 GOVERNING LAW:

15.1 The Agreement shall be construed under and according to the laws of the Province of British Columbia and subject to an agreement to refer a dispute to arbitration under Clause 16, the parties agree to irrevocably attorn to the jurisdiction of the Courts of the Province of British Columbia.

16.0 DISPUTE RESOLUTION:

16.1 All claims, disputes or issues in dispute between the City and the Vendor shall be decided by arbitration if the parties agree, or failing agreement, in a Court of competent jurisdiction within the Province of British Columbia and be governed by the laws of British Columbia.

16.2 In the event that the parties agree to arbitration, pursuant to Clause 16.1, the arbitration shall be governed by the rules of the British Columbia International Commercial Arbitration Centre, except that the arbitrator or arbitrators shall be agreed upon by the parties, and failing agreement by the parties, shall be appointed by a Court of competent jurisdiction within the metro Vancouver area in the Province of British Columbia.

16.3 In the event that the parties agree to arbitration, the arbitration shall take place in Vancouver, British Columbia and be governed by the laws of British Columbia.

16.4 The procedure set out in this Clause 16 is not meant to preclude or discourage informal resolution of disagreements between the City and the Vendor.

17.0 TERMINATION:

Termination for Default

17.1 The City may terminate the Agreement if the Vendor at any time becomes bankrupt, makes an assignment of his property for the benefit of his creditors, or if a receiver or liquidator should be appointed. Such termination shall be effective upon the City giving written notice thereof.

17.2 The City may terminate the Agreement in whole or in part in writing if the Vendor defaults in the fulfilment of any or all of its obligations under this Agreement provided that, except in the case where the City acting reasonably deems it impractical, the Vendor shall be entitled to cure the default within 10 days of receipt of written notice from the City. Failure to cure the default within the 10-day period or as mutually extended by agreement between the City and the Vendor, shall entitle the City to terminate this Agreement immediately.

- 17.3 If the City terminates the Agreement under Clause 17.1 or 17.2, upon receipt of written notice of termination, the Vendor shall discontinue providing the Services in accordance with the notice and within the period of time set out in the notice deliver to the City all drafts, reports, drawings, plans, specifications, computer discs, software and all other information and materials relating to the Services.

Termination without Default

- 17.4 Notwithstanding the provision of Clause 17.1 or 17.2, the City shall be entitled at any time during the Agreement to terminate this Agreement upon thirty (30) days written notice to the Vendor. Upon receipt of written notice of termination, the Vendor shall discontinue providing the Services in accordance with the notice and within the period of time set out in the notice deliver to the City all drafts, reports, drawings, plans, specifications, computer discs, software and all other information and materials relating to the Services.
- 17.5 Upon termination under Clause 17.4, the City shall pay to the Vendor in accordance with Section 01200 for the Services provided to the date of termination together with the actual and reasonable out-of-pocket expenses directly and necessarily incurred by the Vendor as a result of the termination. The Vendor may not claim loss of profit on the balance of the Services not fulfilled because of the termination.

18.0 PAYMENT:

- 18.1 The Vendor shall submit invoices to the City in PDF format sent by email to: apinvoices@coquitlam.ca for Services performed monthly (the "billing period") during which the Services are performed under this Agreement; such invoices to be submitted as soon as practicable after each billing period.
- 18.2 The invoice submitted for each billing period shall be clearly itemized to show the PO number, amount of work performed, the billing rates, the reimbursable expenses and the costs incurred to employ any Subcontractors. The Vendor shall also provide to the City upon written request such receipts, bills, invoices or other evidence in support of each invoice for a billing period as the City shall request.
- 18.3 Except for the amounts which the City in good faith is disputing and except for any set off which the City may claim and except for invoices (or portions of invoices) in respect of which the City has requested and not received supporting evidence under Clause 18.2, the City shall pay invoices submitted to it for the Services within 30 days of receipt thereof.
- 18.4 The Vendor shall keep and shall cause any Subcontractors to keep books, records, documents and other evidence relevant to the provision of the Services in accordance with generally accepted accounting principles and practices consistently applied. The City or any of its duly authorized representatives shall for the purpose of audit and examination have access to and be permitted to inspect such books, records, documents and any other

evidence for inspection, copying and audit for a period of three years after the termination, for any reason, of this Agreement.

19.0 SUBCONTRACTORS:

19.1 Upon written approval by the City, the Vendor may retain Subcontractors to assist in the performance of the Services provided that, where appropriate, the terms of this Agreement shall apply to the Subcontractors and provided that the Vendor shall be wholly responsible for the professional standards, performance and all actions of the Subcontractors. The City may request a copy of Terms and Conditions entered into by the Vendor with any subcontractor and the Vendor shall comply. The Vendor shall only employ Subcontractors having the appropriate standards, qualifications and experience in their respective areas of expertise.

20.0 EXTRA WORK:

20.1 Extra Work means the furnishing of services not directly or by implication called for in the Agreement. If the City requires extra work it may do so by itself or by the employment of others or it may direct the Vendor to do the extra work by issuance of a written direction. The Vendor shall perform any extra work at the rates provided for in Section 01200.

21.0 WORK AND SERVICES OMITTED:

21.1 Upon receipt of written direction from the City, the Vendor shall omit Services to be performed under the Agreement. The Vendor shall have no claim against the City for loss associated with any omitted Services.

22.0 THIRD PARTY RIGHTS:

22.1 Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Vendor.

23.0 CHANGES TO SCOPE OF SERVICES:

The City may at any time vary the scope of work to be provided by the Vendor as part of the Services. In that case and where this Agreement contains a limit or limits in Clause 3.0 (Agreement Amount) of Section 01000 (FORM OF AGREEMENT) as to the maximum fees and disbursements to be paid to the Vendor for all or any part of the Services, such limit or limits shall be adjusted as agreed to by both parties in writing and failing agreement, as reasonably determined by the City. Should the Vendor consider that any request or instruction from the City constitutes a change in the scope of the work, the Vendor shall so advise the City within ten (10) days in writing. Without said written advice within the time period specified, the City shall not be obligated to make any payments of additional fees to the Vendor.

24.0 NON-RESIDENT WITHHOLDING TAX:

- 24.1 If the Vendor is, at any time, a non-resident of Canada, within the meaning of the *Income Tax Act* of Canada as amended, then, and the Vendor hereby so agrees, the City may deduct from all monies payable under this Agreement and remit to the Receiver-General of Canada, the Government of Canada or Canada Revenue Agency, Taxation sums not greater than the greater of:
- 24.1.1 Fifteen percent (15%) of all monies payable under this Agreement; and
 - 24.1.2 sums required to be withheld and remitted by the *Income Tax Act* of Canada as amended.
- 24.2 The City will receive full credit under this Agreement for monies withheld as of and from the date of the withholding (regardless of when or whether remitted) and no interest will be payable by the City on sums withheld, not remitted as aforesaid, and later paid directly to the Contractor.
- 24.3 Exemption from this withholding tax is available in some circumstances, but the Vendor must apply directly to the Canada Revenue Agency (CRA) at least thirty (30) days prior to commencing services for a "Certificate of Exemption".

Appendix C

Price Sheet

Appendix C - Price Sheet
City of Coquitlam
RFP No. 17-01-08 - Digital Multifunction Copiers

						RESPONSE										
Current Device	Current Quantity	Current Device Capabilities	Impression type	Average monthly volumes (range)	Current Device Eligible for Trade-In Value (Y/N)	Recommended Replacement Device *Please include sales spec sheets as attachment	Highlights of Functional Abilities (i.e. colour, black and white, print / copy / scan, paper sizes)	Equipment Purchase Price** (exclude PST & GST)	Monthly Lease Price - 3 years** (exclude GST & PST)	Monthly Lease Price - 5 years** (exclude GST & PST)	Purchase of Equipment - Single Rate Cost Per Copy - B/W (includes service & consumables)	Purchase of Equipment Single Rate Cost Per Copy - Colour (includes service & consumables)	Leased Equipment Single Rate Cost Per Copy Lease - B/W (includes service & consumables)	Leased Equipment Single Rate Cost Per Copy Lease - Colour (includes service & consumables)	Delivery/Install/Config/Removal at no extra cost (Y/N)	No rate increases for the term of the contract (Y/N)
FLEET																
1	Phaser 3635x	10	Copy, email, print, scan, 5.5x8.5 to 8.6x14 b&w	B&W	200-1,500											
2	WF6204AC	1	Copy, print, scan, 11" (width) to 36" (width) 49.2" (length), b&w	B&W	600											
3	WC4260S	1	Copy, print, scan, 3.9x5.8 to 8.5x14, b&w	B&W	1,200											
4	WC5735	10	Copy, email, print, scan, 5.5x8.5 to 11x17, advanced finishing b&w	B&W	1,000-7,000											
5	WC5755	12	Copy, print, scan, 4.25x5.5 to 11x17, b&w, finishing options	B&W	7,000-18,000											
6	WC7530	7	Copy, email, print, scan, 5.5x8.5 to 11x17, colour & b&w	B&W	1,200-4,600											
				Colour	800-2,500											
7	WC7545	2	Copy, email, print, scan, 5.5x8.5 to 11x17, colour & b&w	B&W	3,000-12,000											
				Colour	3,000-4,000											
8	WC7556	1	Copy, email, print, scan, 5.5x8.5 to 11x17, advanced finishing b&w and colour	B&W	16,000											
				Colour	8,000											
10	WC7835	2	Copy, email, print, scan, 5.5x8.5 to 11x17, colour & b&w	B&W	2,000-8,000											
				Colour	2,000-2,500											
11	WC7970	1	Copy, email, print, scan, 5.5x8.5 to 11x17, colour & b&w	B&W	8,000											
				Colour	8,000											
PRINT SHOP																
12	4127CP	2	Print, copy, scan, 4x6 to 13x19.2, finishing options, b&w	B&W	26,000 - 75,000											
13	700IPSG	1	Print, copy, scan, 4x6 to 13x19.2, advanced finishing options, b&w and colour	B&W	13,000											
				Colour	33,000											

** All prices to be quoted in Canadian Funds (exclude GST & PST)

Confirm Prices will be held firm for five (5) years or explain any increases that would occur :



CITY OF COQUITLAM
RFP No. 17-01-08

Digital Multifunction Copiers

Proposals will be received on or before 2:00 pm local time on

Tuesday, April 11, 2017
(Closing date and time)

Instructions for Proposal Submission

Proposal submissions are to be consolidated into one (1) .pdf file and uploaded electronically through QFile, the City's file transfer service accessed at:
qfile.coquitlam.ca/bid

- 1. In the "Subject Field" enter:** RFP Number and Name
- 2. Add files in .pdf format and Send**
(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete.)

Proponents are to allow ample time to complete the Proposal Submission process.

If assistance is required, phone 604-927-3060.

PROPOSAL SUBMISSION FORM

Complete and return this Proposal Submission Form complete with:

1. Appendix C – Price Sheet
2. Manufacturer Specification Sheets for Equipment Proposed
3. Proponent's Service Agreement

Submitted by: _____
(Company name)

1. Price

All equipment prices quoted must be firm and include removal and decommissioning of existing equipment and include delivery, supply and installation of the new commercial grade Digital Multifunction Copiers, freight prepaid FOB: City of Coquitlam, various locations which would be specified at time of placing the order.

The Cost per copy prices shall be held firm for five years unless better rates are offered that would decrease the cost.

Refer to:

- **Appendix A – Scope of Services**
- **Appendix B – City Digital Multifunction Copiers Contract**
- **Appendix C – Price Sheet**

Appendix C identifies the City's existing fleet of Digital Multifunction Copiers.

Digital Multifunction Copiers offered should be of equal or better commercial grade than equipment identified in the Price Sheet.

Proponents are to complete and submit with their proposal:

- Proposal Submission Form
- Appendix C – Price Sheet
- Equipment Manufacturer Specification Sheets
- Proponent Service Agreement

The City shall be offered all discounts, manufacturer price incentives and sale pricing that become available during the term of the contract.

2. Specifications

Proponents shall submit with their proposal Manufacturer specification sheets for each type of commercial grade Digital Multifunction Copiers proposed.

3. Service Agreement

Proponents shall submit a copy of their standard Service Agreement with their proposal submission.

4. Delivery Schedule

Delivery of some of the MFDs is required approximately June 2017. The City may utilize a phased-in replacement that would require delivery of equipment over the next two or more years.

Proponents are to confirm delivery lead times upon placement of an order.

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5. Demonstration of Digital Multifunction Copiers

The City may request a demonstration of the equipment being proposed either in the form of a floor demo model or visit to a showcase facility or other reasonable means of demonstration.

Demonstration must be available at no cost to the City. The City will not be liable for any loss or damage that may occur to the equipment during the evaluation and testing process.

Demonstration Location(s):	Address	Method of Demonstration (State: site visit, floor model or other)

6. Warranty

The City requires **five year minimum**, parts and labour warranty for purchase equipment. Proposal must include full description of warranty.

Provide a summary of the manufacturer warranty information for new equipment purchases. (Attach warranty information by Manufacturer and proponent warranty information for purchased equipment.)

Confirm that defective equipment would be replaced with new equipment (not refurbished) at no cost to City.

Describe the process for making a warranty claim and replacing faulty equipment.

7. Remove and Disposal of Existing Equipment

Confirm your company will remove the existing City owned equipment being replaced with new equipment (if required) at no charge to the City.

Provide information on your method of removal, recycling, reuse, and/or disposal including wiping of hard drive with signed confirmation that it has been completed.

8. Equipment Delivery and Packaging

Proponents are to coordinate delivery of the equipment with City staff in consideration of patrons and public and assist to minimize service disruption. Delivery may be required at times to avoid peak usage hours.

All shipping containers and packaging are to be removed from the facility and disposed off-site in compliance with codes and regulations.

Proponents are to confirm they agree and describe the methodology to meet City requirements.

9. Sustainable Benefits

Distributor/Manufacturer – Provide information on corporate initiatives, programs and product choices that could be considered environmental, financial/economic, social/ethically sustainable value and would be of benefit to the City.

Equipment – Describe all environmental “Green” certifications, innovations in manufacturing, and any other benefits that contribute to overall Best Value of the equipment proposed:

Provide any available information regarding the origin of the equipment and if recycled material was used in the manufacturing.

10. Service and Support

Describe the service and support strategies that are available for the Digital Multifunction Copiers and Production Equipment being proposed.

SERVICE AND SUPPORT STRATEGIES		
1	IMPLEMENTATION – Provide a detailed plan on implementation of the equipment including transition for replacing equipment. Include resources that the proponent will provide for the implementation including roles and responsibilities.	
2	PRINT ASSESSMENT – Is a print assessment offered as part of the implementation plan? Describe this process.	
3	HARDWARE & SOFTWARE – Detail any additional hardware or software that will be required to be installed on City premises to support the proposed solution. Include an implementation description and rationale.	
4	DELIVERY – Outline time required for installation and set-up including testing and configuring.	
5	TRAINING - Describe the on-site training included in the price and provided to City staff upon commissioning of the new equipment.	
6	SERVICE CALLS – Describe the process for making a service call in the event of failure? Describe the difference for standard service call versus emergency service call. Describe the difference, if any, between service calls for the general fleet versus service calls for the print shop equipment.	
7	RESPONSE TIME – Describe the guaranteed response times for repairs on-site at City locations. Describe the difference, if any, between response time for the general fleet versus service calls for the print shop equipment.	

10. Service and Support (cont'd)

SERVICE AND SUPPORT STRATEGIES		
8	REPAIR - Manufacturer approved Digital Multifunction Copiers repair service on-site is to be provided. Proponents are to describe the process for service calls	
9	MAINTENANCE – Describe your preventative maintenance program.	
10	SELF SERVICE SUPPORT/ONGOING TRAINING - Identify if opportunities exist to have City staff trained on routine maintenance or to have access to troubleshooting database.	
11	CONSUMABLE STOCK LOCATION / ORDER PROCESS –Describe the process for ordering supplies including lead times. Where are parts stocked locally and what are delivery times on replacement parts?	
12	ON-SITE INVENTORY – The City requires at least one replacement toner per copier at each machine. What other parts and supplies are maintained on-site? Is there a managed print service solution to automate this process?	
13	MOVES OR ADDITIONAL COPIERS – Describe the process for moving existing copiers, or setting up additional copiers as needed.	
14	VALUE ADDED SERVICES - What is your competitive advantage; what additional services or innovation does the Vendor provide that would be of benefit to the City.	

11. Print Management Software Solution

The City is also interested in upgrading the software used to manage workflow. This could include: web-to-print to the in house print shop, workflow management, and accounting / billing.

Provide as much detail as possible about your print management software including how it manages printing and accounting needs, including whether this is an in-house or a third-party software solution. Include pricing and attach sales and marketing information. If a demo is available, please detail where and how.

12. Managed Print Services

The City is also interested in the successful proponent providing a Managed Print Service umbrella. This would include: bringing all printer devices including desktop printers into the managed contract (including approximately 100 smaller desktop devices), consumable refilling, print rules and user authentication.

Provide as much detail as possible about your Managed Print Services. Specify if this is a service offered through the vendor or through a third party. Include pricing and attach sales and marketing information.

13. Experience And References

Vendors shall be competent and capable of delivery, supply installation and commissioning of the new equipment and performing the services requested. Contracts indicated below should be of a similar size and scope with other public entities.

Proponents agree that by providing information below, the City has permission to contact references provided. Information obtained from references will not be discussed with any proponents.

Supply Contract Description	
Effective Start Date	
Approximate Value	
Customer/Municipality Name	
Reference Contact	
Telephone / Email	

Supply Contract Description	
Effective Date	
Approximate Value	
Customer/Municipality Name	
Reference Contact	
Telephone / Email	

Supply Contract Description	
Effective Date	
Approximate Value	
Customer/Municipality Name	
Reference Contact	
Telephone / Email	

14. KEY CONTACTS

Vendors shall provide contact information for key account representatives that would be assigned to the City.

	Name, Title and Position	Role and Responsibility	Email address and Phone Number
1.			
2.			
3.			

15. COMPLIANCE

Proponents shall describe any deviations to the RFP they would be unwilling to comply with and propose conditions to be added.

16. ACCEPTANCE

The City requests that proposals remain open for acceptance for a period of not less than 90 days from the closing date.

We confirm that this proposal is open for acceptance by the City for a period of _____ days.

17. Conflict of Interest

Proponents must disclose information regarding relationships that may be perceived to be a conflict of interest in doing business with the City.

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18. ADDENDA

We acknowledge receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal:

Addendum No.	Date Issued

19. AUTHORIZATION

We hereby submit our Proposal for the services as specified and undertake to carry out the work in strict accordance with all referenced Terms & Conditions, Regulations and Codes, applicable to this RFP:

Company Name:	
Address:	
Phone:	
GST Registration No.:	
Project Contact: Name and Title of Individual <i>for communication related to this RFP</i> (please print)	
Contact Email:	
Name & Title of Authorized Signatory: (please print)	
	Signature:
Date:	

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFP, electronic signatures will be accepted.