



TOWN OF SHELBURNE

REQUEST FOR PROPOSALS

1 Multi-function Digital Copier/Printer

Town of Shelburne
P.O. Box 670
168 Water St
Shelburne, NS B0T 1W0

Call for Proposals: July 27th, 2015

Closing Date: August 21st, 2015 (EXTENSION: August 28th, 2015)

INFORMATION TO BIDDERS

1. Scope of Proposals:

The Town of Shelburne is requesting proposals from experienced vendors to provide multi-function digital copiers/printers and related maintenance and support services, in accordance with the Terms of Reference provided later in this document.

2. Questions & Clarifications:

It is the Proponent's responsibility to clarify any details in question not mentioned in this document prior to submitting their Proposal.

Questions relating to this proposal must be received by August 19th before 4:00 p.m. and can be e-mailed to the attention of Sarah Whiteway, Manager of Human Resources & Administration.

Responses to all questions will be shared with all proponents via the website to ensure a level playing field for all proponents. Questions received after this date and time will not receive a response.

Questions will be answered within forty-eight (48) hours of receipt (weekends excepted). A clarification does not form part of the Proposal document.

Any modifications to the document will be in the form of an addenda which will be issued to all proponents and provided on the website at least twenty-four (24) prior to the closing date. No changes will be made during the final twenty-four (24) hours.

3. Delivery and Closing Date for Proposals:

Any change notices, appendices and addenda issued for this Request for Proposal shall be considered part of this proposal document.

The proposal is to be submitted in a sealed envelope clearly marked with the proposal name, number and directed to the attention of the appropriate contact on or before the closing date and time. Proponents must submit one hard copy of the submission and a suitable electronic copy for distribution. Your proposal must be written in ink or type-written. Erasure, overwriting or strike-outs must be initialed by the person signing on behalf of the proponent.

Fax or e-mail proposals are not acceptable.

Proposals shall not be accepted after the closing date and time. Proponents may not make modifications to their proposals after the closing date and time.

All proposals shall become the property of the Town.

It is the responsibility of each proponent to submit all required documents as outlined in this Request for Proposal. Failure to quote on all options set out will disqualify your proposal.

Sealed proposals in an envelope, including the attached document (Schedule "A") should be clearly marked as to contents and will be received until 4:00 p.m. on August 21st, 2015 (EXTENSION – AUGUST 28th, 2015).

Proposals will be opened immediately following the closing date detailed above and will be provided to the evaluation committee.

4. Town Contact Person:

Questions with respect to this process, or requests for further information or clarification should be directed to Sarah Whiteway, Manager of Human Resources & Administration via email to hr@town.shelburne.ns.ca.

5. Selection Process:

The Town will not necessarily accept the lowest price or any proposal. Any implication that the lowest price or any proposal will be accepted is hereby expressly negated. The proposal will be awarded to one firm only.

6. Evaluation Criteria:

Each Request for Proposal will be evaluated by the Town to determine the degree to which it responds to the requirements as set out in this document.

a. Responsiveness

Adherence to the requirements of this RFP – completeness and thoroughness of proposal submitted.

b. References

Provide two (2) references – municipal clients preferred.

c. Technical Approach and Quality

The ability to meet the specifications and requirements for equipment, installation, maintenance and service. The ability to provide quality equipment and services based upon business efficiencies, customer service and technological competitiveness.

d. Cost

Cost schedule as per Terms of Reference.

Following the evaluation and development of a short list, the interview that may be requested will be considered in addition to previous scoring.

Proponent	Responsiveness (20%)	References (20%)	Technical Approach and Quality (35%)	Cost (25%)	Total Points

7. Rejection of Proposals

The Town reserves the right to reject any and/or all proposals received. The Town is not under any obligation to award a contract, and reserves the right to terminate the Request for Proposal at any time for any reason, and to withdraw from discussions with all or any of the proponents who have responded. The receipt and opening of a proposal does not constitute acceptance of any proposal.

8. Reservation of Right:

Bidders will not have the right to change conditions, terms or prices of the proposal once the proposal has been submitted in writing to the Town, nor shall bidders have the right to withdraw a proposal once it has been processed through the official opening.

The Town reserves the right to consider, during the evaluation of Proposals:

- a) The Town’s past experience with the Bidder and/or its management;
- b) Information provided in response to enquiries of credit and industry references;
- c) Information received in response to enquiries made by the Town of third parties apart from those disclosed in the proposal in relation to the reputation, reliability, experience and capabilities of the Bidder;
- d) The manner in which the Bidder provides services to others; and,
- e) The experience and qualification of the Bidder’s senior management and project management.

The Town may, in its sole discretion, reject any proposal which does not fully satisfy the above consideration to its satisfaction.

9. Governing Law:

Any contract resulting from this Request for Proposal shall be governed by and interpreted in accordance with the laws of the Province of Nova Scotia.

10. Indemnification and Insurance

a. **General Commercial Insurance:**

Proponents shall, at his or her expense, obtain and keep in force during the term of this agreement, Commercial General Liability Insurance satisfactory to the Town, be written by an insurer licensed to conduct business in Nova Scotia and include but not be limited to the terms detailed in the Town's Procurement Policy.

b. **Workers' Compensation Board** certificate of insurance for employees and/or contractors to ensure all individuals working on the project have current Workers' Compensation Board Coverage.

TERMS OF REFERENCE

The Town of Shelburne is seeking a vendor who can provide digital photocopy and scanner equipment, related maintenance service and technical support. The proposal must provide for equipment that can produce technologically-advanced digital copying, scanning and printing and have the ability to enhance the document creation, production and distribution process.

The Town of Shelburne has one (1) administrative office located at 168 Water Street in Shelburne, Nova Scotia. The Town of Shelburne is composed of five (5) elected officials and about sixteen (16) full-time staff.

Within the administrative office there is the Chief Administrative Officer, the Finance Department, Human Resources and Administration and the Community and Economic Development Department. With these areas there is currently a high volume of printing within the office. The Town requires a quality system to allow for more efficient work processes.

The purpose of the Request for Proposal is to solicit proposals from experienced vendors and select a solution that fully meets the needs of The Town of Shelburne's Town Office including an implementation plan, training, maintenance and support.

Currently, The Town office is operating a 2007 SHARP AR-M257 with black and white printing capabilities. There are approximately 150,000 print jobs done per year and scanning is minimal as there are scanning limitations with the existing machine.

It is our goal to obtain a multi-function digital copier/printer that will help increase workflow efficiency allowing everyone to print, fax and scan quality documents in a timely manner.

It is anticipated that the copier equipment will be utilized as follows:

Printing – 60%
Photocopying – 30%
Scanning – 10%

PROPOSAL SUBMISSION DOCUMENTS

With these proposals, the Town of Shelburne also requires, but does not limit proponents to the following:

General Requirements

- copier/printer to be newly manufactured with no used or refurbished parts
- hardware and software specifications (make, model, dimensions, etc.)
- detailed cost schedule including cost per copy on 36, 48 and 60 month terms
- documentation on both direct purchase and leasing scenarios
- outline terms and conditions regarding after purchase (or lease) support including information technology services, document and systems consulting, outsourcing, customer education, training and product support, etc.
- warranty information
- outline any special set-up requirements or prerequisites (i.e. telephone lines, power, door size specifications, etc.)
- details regarding optional software, hardware or service
- include any equipment delivery, setup and customer education/training costs and timeline information
- details of training to Town employees on equipment functions

Equipment Considerations

- color and black and white network printing capabilities
- scanning capabilities; color and black and white network scanning to .pdf with ability to send via e-mail or send to file server
- sending and receiving fax transmissions
- large paper capacity
- automatic duplexing
- password protected printing
- equipment with the ability to link to Laserfiche is a significant benefit

Schedule “A” to this document is relevant information that is required and the form or replica must be completed and submitted with your proposal to be considered complete.

COMPANY INFORMATION

The Town of Shelburne requires the following information and/or documentation about your company to assist in the review of your proposal. Please provide the following information and enclose any supporting documentation which you feel is relevant.

- Have you ever done the same or similar work for other Municipalities? If so, state where and when the work was performed.
- Could you provide two (2) references of work that you have successfully completed? If possible, provide a reference to a project similar in scope.
- How long has your company been in business? What experience or qualifications does it possess?
- Where are your offices located?

NOTE: If there is any confusion or omission regarding policy, please refer to the Town's Procurement Policy.

SCHEDULE "A"

COVER SHEET FOR PROPOSAL

Company Name: _____

Company Address: _____

Contact Information: _____

Key Contact for Proposal: Name: _____

Email: _____

Business Phone: _____

Cell Phone: _____

Name of Request for Proposal: _____

Number of Request for Proposal: _____

Documents Attached: _____
