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www.algonquinforestry.on.ca

May 8th, 2023

Request For Proposal– Printer/Copier Supply and Service
RFP #: '2023 Printer/Copier'

BACKGROUND INFORMATION

Algonquin Forestry Authority (AFA) has a need to replace 2 existing Printer/Copiers. These current printer/copiers have served AFA well and are now at the end of their useful life. The features of these printer/copiers are suitable and have met the needs of AFA well.

LOCATIONS

Location #1

Algonquin Forestry Authority

8 Crescent Road

Unit B3-1

Huntsville, ON Canada P1H 0B3

Location #2

Algonquin Forestry Authority

84 Isabella St.,

Unit #7 ****Note: 2nd Floor**

Pembroke, ON Canada K8A 5S5

CURRENT PRINTER/COPIER SPECIFICATIONS

Currently, AFA has 2 identical printer copiers with the following specifications:

Printing

8.5X11" Letter

8.5X14" Legal

11X17" Tabloid

COLOR

BLACK AND WHITE

2 Sided Printing



Duty Cycle

Up to 55 pages per minute
Up to 22K pages per month

Automatic Document Feeder

Duplexing Automatic Document Feeder (DADF)

Scanning

COLOR
BLACK AND WHITE
Up to and including 11X17 Tabloid
Scan to User Defined Email PDF (Individual + Groups)

Trays

2 for 8.5X11" Letter (500 Sheets)
1 for 8.5X14" Legal (250 Sheets)
1 for 11X17" Tabloid (50 Sheets)

Document Finisher

Sort/Collate (2000 Sheet)
Stapler (50 sheet)
Hole Puncher

Network

Ethernet 1Gbps

Fax

For use on a dedicated POTS line.

REQUIRED PRINTER/COPIER SPECIFICATIONS

AFA requires 2 identical printer copiers with the following specifications:

Printing

8.5X11" Letter
8.5X14" Legal
11X17" Tabloid
COLOR
BLACK AND WHITE
2 Sided Printing

Duty Cycle

Up to 55 pages per minute
Up to 22K pages per month

Automatic Document Feeder

Duplexing Automatic Document Feeder (DADF)

Scanning

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****ADDITIONAL OPTIONS**

If there is newer or updated technology or features that may be beneficial which supersede the required specifications, please list as options.

PROCUREMENT GOALS

AFA's goals for this procurement are as follows:

1. To update the current copier/printers with reliable and cost-effective replacements.
2. To deliver 1 unit to each of the 2 locations noted above.
3. To setup 1 unit at each of the 2 locations noted above.
4. To have the vendor provide a tutorial/orientation to staff at each location.
5. To procure copier/printers that can be serviced in a timely and reliable manner.

BID REQUIREMENTS

Vendors are instructed to prepare and submit their bid with the following criteria in mind.

1. Bid submission deadline – May 26th, 2023 no later than 4pm
2. Submit bid:
 - a. In a sealed envelope to:
Treasurer
Algonquin Forestry Authority
8 Crescent Road
Unit B3-1
Huntsville, ON Canada P1H 0B3
(On the outside of the envelope mark clearly "RFP – 2023 Printer/Copier ")

OR

- b. Via e-mail in PDF format to tenders@algonquinforestry.on.ca
3. Price, Fees, and Payment: Provide identifiable line items for:
- a. INITIAL PROCUREMENT
 - i. Copier/Printers;
 - ii. Delivery;
 - iii. Setup and Installation;
 - iv. Tutorial and Orientation;
 - v. Taxes;
 - vi. Total upside cost including taxes;
 - vii. Provide any terms required for this project.
 - b. LEASING OPTIONS
 - i. If available, provide options for leasing under 36, 48, and 60 Month terms.
 - c. MAINTENANCE AND SERVICE OPTIONS
 - i. Provide inclusive costs for maintenance under a per/page agreement.
 - ii. Provide costs for maintenance on a time and materials basis.
4. Product Details
- a. Provide details on manufacturer, model, and copier/printer options required.
 - b. Provide an estimated delivery date or lead time. ****Note:** Locations can have different delivery dates.
5. Maintenance and Service Details
- a. Provide details on maintenance and service levels including:
 - i. Availability
 - ii. Response times
 - iii. Repair times
 - iv. Any other relevant information.
6. Options
- a. AFA recognizes that vendors may have one or more solutions available to achieve the deliverables. Therefore, where a vendor has multiple solutions available for consideration, the vendor is encouraged to provide multiple options.
 - b. Where different options are provided, please clearly indicate that it is a distinct option, as well as any service level advantages or disadvantages with that option. Also, please provide pricing specific to any option provided.

If you require any clarification or have questions, please submit via email to tenders@algonquinforestry.on.ca with the subject of **RFP # 2023 Printer/Copier**.

DISCLAIMER:

AFA, in its sole discretion, will make the final decision on a selected vendor. AFA is not bound to accept the lowest, or any bid.