



REQUEST FOR PROPOSALS

MULTIFUNCTION PRINTER REPLACEMENTS AND COST PER COPY PROGRAM

RFP-11-18

Title

ISSUE DATE

September 7, 2018

CLOSING DATE AND TIME

September 28, 2018
2:00 p.m. Pacific Standard Time

CLOSING LOCATION

Strathcona Regional District
301-990 Cedar Street
Campbell River, BC V9W 7Z8

CONTACT PERSON

Jon Schmuland, Information Technology Manager
Tel: (250) 830-6725
Fax: (250) 830-6710
Email: procurement@srd.ca

TABLE OF CONTENTS

A. PROJECT SUMMARY3

B. ADMINISTRATIVE REQUIREMENTS.....3

1.0 DEFINITIONS.....3

2.0 TERMS AND CONDITIONS4

3.0 EVALUATION.....4

4.0 ALTERNATIVE SOLUTIONS4

5.0 CHANGES TO PROPOSALS4

6.0 PROPONENTS’ EXPENSES.....4

7.0 CURRENCY AND TAXES.....4

8.0 SUB-CONTRACTORS AND PARTNERSHIPS4

9.0 CONFLICT OF INTEREST4

10.0 ACCEPTANCE OF PROPOSALS.....4

11.0 CANCELLATION OF RFP.....5

12.0 EXECUTION OF CONTRACT5

13.0 LIABILITY FOR ERRORS5

14.0 MODIFICATION OF TERMS5

15.0 FREEDOM OF INFORMATION5

16.0 USE OF DOCUMENT6

17.0 CONFIDENTIALITY OF INFORMATION6

C. SUBMISSION REQUIREMENTS6

18.0 PROPOSAL SUBMISSION6

19.0 ENQUIRIES7

20.0 MANDATORY SITE VISIT7

21.0 ADDENDA7

22.0 DISCLAIMER7

23.0 EVALUATION CRITERIA.....8

D. SPECIFICATIONS AND SCOPE OF WORK8

24.0 SERVICES8

25.0 WARRANTIES8

26.0 TECHNICAL SPECIFICATIONS:.....8

27.0 CHANGE IN SCOPE10

E. CONTRACT CONDITIONS10

28.0 COMPLIANCE WITH LAWS10

29.0 LAWS OF BRITISH COLUMBIA10

30.0 INDEMNITY10

31.0 REGISTRATION WITH WORKSAFEBC10

F. PROPOSAL FORM11

G. APPENDIX A.....12

A. PROJECT SUMMARY

The Strathcona Regional District (the “Regional District”) is seeking proposals for the replacement of our fleet of printers and copiers at Strathcona Gardens (see Appendix A) with appropriate multi-function printer devices. The Proposal is to include delivery, installation, configuration, testing, clean-up, and staff training.

This Proposal will also include a managed cost-per-page program covering all desktop and multi-function printers within the organization’s inventory. This program will cover machine troubleshooting, maintenance, warranty, and consumables such as toner, waste-bins, drums, etc. (excluding paper).

Print optimization services, and recommendations for efficiency improvements are welcome.

Delivery and pickup or return for all consumables is required.

Credit for existing equipment, removal and secure disposal of the existing equipment is required.

The cost-per-page program will be issued for a three-year term, with an option to renew for an additional two years.

Any deviation from the requirements set out in this document must be fully disclosed in the proposal.

B. ADMINISTRATIVE REQUIREMENTS

1.0 DEFINITIONS

Throughout this RFP, the following definitions apply:

“closing” means the closing date and time specified on the first page of this Request for Proposals.

“contract” means the written agreement resulting from this Request for Proposal executed by the Strathcona Regional District and the Contractor.

“contractor” means the successful proponent to this Request for Proposal who enters into a written Contract with the Strathcona Regional District.

“must”, “shall” or “mandatory” means a requirement that must be met in order for the proposal to receive consideration

“project” means that work to be completed in accordance with this RFP.

“proponent” means an individual, company or partnership that submits, or intends to submit, a proposal in response to this Request for Proposals.

“proposal” means a submission in response to this Request for Proposals.

“RFP” means this Request for Proposals.

“should” or “desirable” means a requirement having a significant degree of importance to the objective of the Request for Proposal.

2.0 TERMS AND CONDITIONS

The terms and conditions applicable to this Request for Proposals are contained within this document. Submission of a proposal in response to this RFP indicates acceptance of all terms and conditions contained herein or in any addenda issued by the Regional District.

3.0 EVALUATION

Proposals will be evaluated by the Regional District based on the criteria identified herein. The intent of the Regional District is to enter into a contract with the proponent whose proposal represents the best value to the Regional District based on the Regional District's evaluation of the proposals received.

4.0 ALTERNATIVE SOLUTIONS

If alternative solutions are offered, the information should be submitted in the same format as a standard proposed response but should be clearly marked as an "Alternative Proposal". If a proponent submits more than one proposal each must be separately and uniquely identified.

5.0 CHANGES TO PROPOSALS

By written notice submitted prior to closing a proponent may amend or withdraw its proposal. Upon closing all proposals become irrevocable and may not be amended or withdrawn prior to the deadline for acceptance except where the proponent and the Regional District have mutually agreed to a change for the purpose of entering into a contract.

6.0 PROPONENTS' EXPENSES

Proponents are solely responsible for their own expenses in preparing and submitting their proposals. The Regional District will not be liable for any claims for costs or damages incurred by a proponent in preparing a proposal, loss of anticipated profit in connection with a final Contract or any other matter whatsoever.

7.0 CURRENCY AND TAXES

Prices must be quoted in Canadian dollars and exclusive of taxes which shall be shown separately on the Proposal Form.

8.0 SUB-CONTRACTORS AND PARTNERSHIPS

If sub-contractors are to be used they must be clearly identified in the proposal. Joint submissions in the form of a partnership or consortium are acceptable including a joint submission by proponents having no formal corporate links. However, each proposal must identify the legal entity which is to be responsible for the overall performance of the work which constitutes the project.

9.0 CONFLICT OF INTEREST

Contracting or sub-contracting with any firm or individual whose corporate or other interests could, in the Regional District's opinion, give rise to a conflict of interest in connection with the services will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this RFP.

10.0 ACCEPTANCE OF PROPOSALS

This RFP should not be construed as an agreement to purchase goods or services nor as an invitation to perform any service for the Regional District except as specifically outlined herein. Proposals shall remain open for acceptance by the Regional District at least until 90 days after the closing date. Proposals must state the latest date for acceptance at the time of submission.

The Regional District is not bound to accept the lowest price or any proposal. Proposals will be evaluated on the basis of stated criteria and the Regional District is under no obligation to request clarification or further information, whether written or oral, from any proponent prior to completion of the evaluation process.

The Regional District reserves the right to reject any and all proposals for any reason or to accept any proposal in whole or in part which the Regional District, in its sole unrestricted discretion, deems to represent the best value for the Regional District. Proponents acknowledge the Regional District's rights under this clause and absolutely waive any right of action against the Regional District for failure to accept their proposals whether such right of action arises as a result of negligence, bad faith or for any other reason.

The Regional District reserves the right to enter into negotiations with one or more proponents with respect to the services to be provided, and expressly reserves the right through such negotiations to request changes, alterations, additions or deletions from the terms of any proposals received.

Formal acceptance of any proposal and the subsequent confirmation of project award should not be construed as authority for the proponent to proceed with the project as this will be dependent on the execution of a contract and the fulfillment of any conditions precedent imposed by any authority having jurisdiction over the work or service to be performed.

11.0 CANCELLATION OF RFP

The Regional District reserves the right to cancel this Request for Proposals at any time and for any reason, and will not be responsible for any direct or indirect loss, damage, cost or expense incurred or suffered by any proponent as a result of such cancellation. The acceptance of any Proposal and the subsequent execution of a contract will be subject to funding and approval by the Board of the Strathcona Regional District.

12.0 EXECUTION OF CONTRACT

After acceptance by the Regional District, the successful Proponent will be provided with written confirmation. A contract will be executed when all preconditions have been met. No proponent will acquire any legal or equitable rights or privileges with respect to this project until a contract has been entered into with the Regional District.

13.0 LIABILITY FOR ERRORS

The information contained within this RFP is not guaranteed or warranted to be accurate by the Regional District, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve proponents from conducting their own research and forming their own opinions and conclusions with respect to the matters addressed in this RFP.

14.0 MODIFICATION OF TERMS

The Regional District reserves the right, at its sole discretion, to modify the terms of this RFP at any time prior to the closing time. Such modifications will be communicated to all proponents through a formal addenda process.

15.0 FREEDOM OF INFORMATION

Proposals are subject to the provisions of the *Freedom of Information and Protection of Privacy Act* which provides that all information contained therein, with some exceptions, is subject to access by the public. Information that is considered to be confidential or proprietary in nature should be clearly noted as such. The Regional District cannot guarantee that any information contained within a proposal will remain confidential if a request for access is made.

16.0 USE OF DOCUMENT

This document, nor any portion thereof, may not be used for any purpose other than the submission of proposals.

17.0 CONFIDENTIALITY OF INFORMATION

Information pertaining to the Regional District obtained by the Proponent as a result of participation in this RFP process, other than information that is generally available as part of the public record, is to be treated as confidential and must not be disclosed without prior written authorization from the Regional District.

C. SUBMISSION REQUIREMENTS

18.0 PROPOSAL SUBMISSION

Proposals shall be submitted in triplicate complete with one digital copy in portable document format (.pdf file) on a CD, DVD or USB device. The signed and dated Proposal Form provided herein must also be included. The deadline for receipt of proposals is **2:00 pm PST on September 28, 2018** at the following location:

Strathcona Regional District
#301-990 Cedar Street
Campbell River, BC V9W 7Z8

Proposals must be submitted in a sealed package with the name and address of the proponent and the RFP title clearly marked on the outside.

SAMPLE LABEL

Name of Proponent Address of Proponent
CONFIDENTIAL – DO NOT OPEN
RFP-11-18 – Multifunction Printer Replacements and Cost Per Copy Program
STRATHCONA REGIONAL DISTRICT 301-990 Cedar Street Campbell River, BC V9W 7Z8

Facsimile and electronic submissions will be disqualified.

Late proposals will be disqualified.

Proposals that are unsealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind may, at the discretion of the Regional District, be disqualified.

The person(s) authorized to sign on behalf of the proponent and to bind the proponent to statements made in response to this RFP **must execute** the Proposal Form. Unsigned proposals will be disqualified.

Proponents shall be solely responsible for the delivery of their proposals in the manner and time prescribed. All submissions must be delivered according to the instructions provided herein and the Regional District will accept no responsibility for documents delivered to any other location.

19.0 ENQUIRIES

All enquiries related to this RFP are to be directed, in writing or by email, to:

Jon Schmuland
Information Technology Manager
Phone: 250-830-6725
Fax: 250-830-6710
Email: procurement@srd.ca

Information obtained from any other source is not official and should not be relied upon.

20.0 MANDATORY SITE VISIT

Proponents **must** attend a mandatory site meeting and tour on **Thursday, September 20 at 2:00 PM PST** at the Strathcona Gardens Recreation Complex, 225 South Dogwood Street, Campbell River, BC. Attendees will be required to sign in and indicate the proponent being represented. Attendance at this meeting will be confirmed prior to any proposal being accepted.

Proponents shall make a careful examination of the site and investigate and satisfy themselves, at their own risk and expense, as to all matters relating to the nature of the work to be undertaken, the means of access and egress, the extent of the work to be performed and any and all matters which are referred to in this request for proposals which are necessary for the full and proper completion of the work and the conditions under which it will be performed.

Attendees must indicate their intent to attend the site meeting in advance at procurement@srd.ca noting the attendee(s) name(s) and the entity represented. Please note RFP 11-18 in the email subject line.

21.0 ADDENDA

Addenda to this RFP may be issued prior to closing in response to queries received or at the initiative of the Regional District. Addenda will be in written form and will be available on the Regional District and BC Bid websites. Information contained within RFP addenda is considered an integral part of the RFP and should be considered by proponents when responding to this RFP.

Verbal communications will not be binding unless confirmed by written addenda.

22.0 DISCLAIMER

Each proponent is responsible to review and understand the terms and conditions of this RFP, and the scope of the work being requested. The Regional District makes no representation or warranty as to the accuracy or completeness of the information contained in this RFP and proponents are solely responsible to ensure that they have obtained and considered all information necessary to understand the requirements of the RFP, and to prepare and submit their proposals. The Regional District will not be responsible for any loss, damage or expense incurred by a proponent as a result of any inaccuracy or lack of

completeness associated with this RFP, or as a result of any misunderstanding or misinterpretation of the terms of this RFP on the part of any proponent.

23.0 EVALUATION CRITERIA

Proposals will be evaluated against the following criteria:

Products, Features and Warranty	35 points
Pricing	30 points
System Implementation Plan and Schedule	15 points
Installation and System Support	10 points
Environmental Impact / Health & Safety	5 points
Qualifications and References	5 points
TOTAL	100 points

If required, a short list of proponents may be established to be contacted by the Regional District. The purpose for contacting a proponent at this stage would be to gain a greater understanding of the proponent’s proposal as submitted. Depending on the nature of the questions to be answered an interview or product demonstration may also be arranged to facilitate a more in-depth understanding of the proposal.

D. SPECIFICATIONS AND SCOPE OF WORK

24.0 SERVICES

The proponent will provide all personnel, tools, equipment, supervision, materials, supplies, permits, and services necessary to perform the Services in accordance with this Agreement.

25.0 WARRANTIES

Proponents must identify the warranties associated with the systems, products and equipment to be provided in their proposal.

26.0 TECHNICAL SPECIFICATIONS:

The Strathcona Regional District (the “Regional District”) is seeking proposals for the replacement of our fleet of printers and copiers with appropriate multi-function printer devices. The Respondent is to provide full details of their proposed units including but not limited to:

1. Specifications including features, options and functionality of the proposed units.
2. Detailed information related to power requirements for operating and standby modes.
3. Material Safety Data Sheets (MSDS) for consumables for the proposed units.
4. Highlight environmentally-friendly or energy efficient features of the proposed units.
5. Print management software or tools available for reporting and auditing use.

The Proposal is to include delivery, installation, configuration, testing, clean-up, and staff training at the location:

Strathcona Gardens Recreation Complex (Strathcona Gardens)
225 South Dogwood Street
Campbell River, BC V9W 8C8

Strathcona Gardens Recreation Complex does not have loading dock.

The Regional District is looking for replacements of all the multifunction devices listed in Appendix A.

At minimum, we require one copier-grade MFP to replace our existing Konica-Minolta bizhub C554e copier (see Appendix A).

We also require a recommendation for replacement of our HP LaserJet Pro M426fdn (see Appendix A). We require colour printer and colour scanning, but not 11x17 printing for this replacement.

Required functionality for the replacement of the Konica-Minolta copier include:

- Copy (black, greyscale and colour)
- Print (black, greyscale and colour)
- Scan (black, greyscale and colour) at resolutions up to 600 dpi
- Scan to PDF, Scan to TIFF / JPEG
- Scan to Email, Scan to Folder
- Print and Scan from/to USB
- Scan to OCR
- Fax to PDF
- LDAP & Office 365 email compatibility
- Universal drivers (32-bit and 64-bit) for Windows 7 and Windows 10
- Automatic “call-out” / scheduling for service and maintenance requests
- Automatic “call-out” / scheduling for consumable replacements

Please provide finishing options such as hole punching, stapling, and folding. Vendor suggestions are welcomed.

Integration with most commercial content and records management systems (e.g., SharePoint) is recommended.

The Regional District currently uses PoE managed switches for internal LAN communications. Neither location has redundant power generation.

The proposal should include details on training and documentation for technicians, administration staff and end-users.

The proposal should include a detailed Service Level Agreement (SLA) and related process details for end-users to request technical service.

Proposals must include a detailed specification sheet for the equipment, products and materials proposed to be used for these services. The Regional District will downgrade any proposal where the equipment, products or materials to be used do not conform to the minimum specifications set out herein.

27.0 CHANGE IN SCOPE

The Regional District reserves the right to amend the scope for work during the term of the proposed Contract. In such cases, the Regional District would request a quotation from the Contractor for the change in scope.

E. CONTRACT CONDITIONS

By submission of a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a Contract with the Regional District that subject to negotiation, may include the following selected contract clauses:

28.0 COMPLIANCE WITH LAWS

The Contractor will give all the notices and obtain all the licenses and permits required to perform the work and provide written confirmation that the Contractor (and Sub-contractor's) personnel are fully certified to perform the work. The Contractor will comply with all laws, regulations and requirements of authorities having jurisdiction applicable to the work or performance of the contract.

29.0 LAWS OF BRITISH COLUMBIA

Any Contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with all laws in affect in the Province of British Columbia.

30.0 INDEMNITY

Notwithstanding the provision of insurance coverage by the Contractor, the Contractor agrees to indemnify and save harmless the Regional District, its officers, agents and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out, related to, occasioned by or attributable to the activities of the Contractor, its servants, agents, sub-contractors and sub-operators, in providing the services and performing the work of the Contract, excepting always liability arising solely out of the negligent act or omission of the Regional District.

31.0 REGISTRATION WITH WORKSAFEBC

The Contractor shall abide by all provisions of the *Workers Compensation Act* and its regulations and must sign a WorkSafeBC Safety Covenant in the form provided by the Regional District. The contractor and any approved sub-contractors must be registrants in good standing at all times with the WorkSafeBC, for the duration of the Contract. Prior to receiving any payment, the Contractor may be required to submit a WorkSafeBC Clearance Letter confirming all assessments have been paid and the Contractor is in good standing.

F. PROPOSAL FORM

**REQUEST FOR PROPOSALS
RFP-11-18 – MULTIFUNCTION PRINTER REPLACEMENT AND COST PER COPY PROGRAM**

**CLOSING DATE AND TIME: 2:00 PM PACIFIC TIME ON TUESDAY, SEPTEMBER 28, 2018.
This form must be completed, signed and included with the submission.**

The undersigned confirms that its submission is in response to the above noted RFP.

The proponent acknowledges receipt of Addenda # _____ through Addenda # _____.

Name of Proponent: _____
Address: _____

Contact Name: _____
Phone: _____ **Fax:** _____
Email: _____

Completed Price	\$
Taxes	\$
Total Completed Price	\$

Proponents should ensure that all requirements of the RFP are dealt with in their proposal submission and that all materials and products proposed comply with the specifications therein.

Authorized Signature

Name and Title

Date

G. APPENDIX A

The information below is provided to proponents to assist with their proposals:

NETWORK INFORMATION:

The Regional District employs roughly 130 users requiring network access, with roughly 50 of those users classified as “information” workers, using a computer or laptop for most of their working day.

The Regional District’s network is a single forest domain at a functional Windows 2012 R2 level. The network spans two sites including the Strathcona Gardens recreation facility, and consists of roughly 300 nodes, including desktops, laptops, printers, copiers, wireless access points, switches, etc.

The Regional District will, at a minimum, seek to replace the devices below:

Make	Model	Location	Total Volume - 30 days	Total B&W Volume - 30 days	Total Colour Volume - 30 days
Konica	MINOLTA bizhub C554e	Strathcona Gardens	8130	4293	3837
Hewlett-Packard	LaserJet Pro MFP M426fdn	Strathcona Gardens	79	79	0

We require a similarly sized business-grade MFP to replace the existing Minolta bizhub C554e, and request recommendations for a secondary mid-sized MFP to replace the HP LaserJet Pro.

The mandatory site visit (section 20.0) will allow proponents the opportunity to visit the site location to further assess the individual printing requirements.