



MOHAWKS OF THE BAY OF QUINTE

REQUEST FOR QUOTATIONS

OHAHASE EDUCATION CENTRE – MULTIFUNCTION PRINTER

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INTRODUCTION

The Mohawks of the Bay of Quinte (**MBQ**) are soliciting quotes from qualified suppliers to supply, install, and support a new multifunction printer (MFP) in the newly renovated Ohahase Education Centre located at 1825 York Rd on the Tyendinaga Mohawk Territory. This project is dependent on funding approval.

SCOPE OF WORK

The following is the Scope of Work to be performed under the project:

- Supply MFP as outlined below in the section labelled “Required Equipment”. The quoted equipment needs to meet or exceed the requirements of the current equipment being replaced and also needs to meet the requirements listed in “Additional Requirements”;
- Install MFP on site and configure the equipment on the network as specified by the MBQ IT/Fibre Manager;
- The Contractor must provide a price for an ongoing support agreement which is to include service/maintenance, toner replacement and the eco-friendly removal of waste toner / empty toner containers;
- The Contractor must provide any costs / reimbursements for the removal of the MBQ current equipment;
- The Contractor will be responsible for the removal of all waste material to approved waste disposal site off Territory;
- The Contractor must provide proof of liability insurance and W.S.I.B. coverage before any work is to commence;
- The Contractor is responsible to work with the IT/Fibre Manager to complete the work;
- The Contractor is responsible to maintain excellent housekeeping practices and protect areas where required.

REQUIRED EQUIPMENT

This MFP is located in its own copying room and is used as the primary printer for the school. This machine's main printing duty is to service three classrooms, as well as an educational assistant and two administrative staff. The new machine should be able to print at least 55ppm and be able to handle a monthly average page count to support 6 users with low to moderate printing demands. Please note there is only a 110/120 volt plug available for this unit. Ethernet connection to the network is provided in the copying room.

Current Machine:

Device: Canon Image Runner adv 5051

Attachment: Booklet folder / Stapler

On/Off Contract: Off Contract

ADDITIONAL REQUIREMENTS:

- Machines are required to print/copy/scan in black and colour
- Machines are required to have fax capability
- Machines must be CSA approved
- Scanning is a big component of our move to a paperless school; therefore, we are looking for exceptionally fast and accurate scanning capability at a reasonable price point.
- For confidentiality, machines must have the ability to store user print/copy jobs in "mailboxes" until the user is at the MFP to collect.
- Machines must provide the option to scan to a document server/document management system.
- Machines must be secure and not allow access to the MBQ network from outside threats.
- Please include a separate price for the inclusion of a hole punch/stapler attachment - this unit does NOT need booklet folder

SERVICE AGREEMENT

Please include a copy of the terms and conditions of your company's service agreement and, if not indicated in the terms and conditions, please include the following information:

- Minimum/Maximum wait time for toner delivery
- Minimum/Maximum wait time for repairs
- Does the service agreement cover all costs for parts, labour, and travel expenses needed for repairs?
- Does your service agreement cover the replacement of a MFP if it falls below a certain percentage of uptime?

TIME LINES

Pending approval on a successful quote, installation is to commence as soon as possible, and billing needs to be completed before April 1st 2022.

QUOTATION

The quotation for this project shall be considered as an Upset Limit and shall include all manpower, staff, sub-consultants, disbursements and meetings. A letter will be provided to the successful contractor.

Please Note: The Mohawks of the Bay of Quinte are HST exempt.

Please quote a "Cash Value" price and a leasing option along with pricing on the service agreement for parts, repair, toner, and toner disposal.

INQUIRIES

Inquiries regarding the Request for Quotations shall be referred to Bryce McMurter, Tel 613.396.3424, Ext. 122, Fax 613.396.3627 or e-mail at brycem@mbq-tmt.org

STATEMENT OF EXPERIENCE

The Contractor shall include a brief statement outlining their firm's experience in completing similar projects within the past three years, a list of subcontractors and an outline of Key Staff to be utilized on the project.

ACCEPTANCE OF QUOTATION

Due to current COVID-19 precautions, we will be accepting quotes through email only. Your emailed bid should be clearly identified as follows:

RFQ – Multifunction Printer Ohahase

Please submit to:

brycem@mbq-tmt.org

To the attention of:

Bryce McMurter IT/Fibre Manager

The closing date and time for receipt of tenders at the above email address is:

**Tuesday, March 8, 2022
2:00 p.m.**

Upon receipt of your email, you will receive a reply stating we received your quote.

FINAL NOTES

Any bids received after the stated closing date and time will not be accepted.

The Mohawks of the Bay of Quinte reserve the exclusive right to accept or reject any bid. The lowest bid will not necessarily be accepted.

All Proposals are subject to funding availability and award in part or whole are subject to proper MBQ approval.