

SCHEDULE B – QUOTATION

RFQ Title: **High Speed High Volume Copiers and Related Services**

RFQ No: 1220-040-2021-052

**CONTRACTOR**

**Legal Name:**

**Contact Person and Title:**

**Business Address:**

**Business Telephone:**

**Business Fax:**

**Business E-Mail Address:**

**CITY OF SURREY**

City Representative: - Sunny Kaila, Manager, Procurement Services

E-mail for PDF Files: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

1.If this Quotation is accepted by the City, a contract will be created as described in:

(a) the Agreement;

(b) the RFQ; and

(c) other terms, if any, that are agreed to by the parties in writing.

2.Capitalized terms used and not defined in this Quotation will have the meanings given to them in the RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the RFQ will remain in full force and effect.

3. I/We have reviewed the RFQ Attachment 1 – Agreement – Goods and Services. If requested by the City, I/we would be prepared to enter into that Agreement, amended by the following departures (list, if any):

**Section Requested Departure(s)**

**Please State Reason for the Departure(s):**

4. The City requires that the successful Contractor have the following in place **before providing the Goods and Services**:

1. Workers’ Compensation Board coverage in good standing and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided,

Workers' Compensation Registration Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Prime Contractor qualified coordinator is Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Insurance coverage for the amounts required in the proposed Agreement as a minimum, naming the City as additional insured and generally in compliance with the City’s sample insurance certificate form available on the City’s Website [Standard Certificate of Insurance](http://www.surrey.ca/files/DCT_Standard_Certificate_of_Insurance_2014.docx);

(d) City of Surrey or Intermunicipal Business License: Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

(e) If the Contractor’s Goods and Services are subject to GST, the Contractor’s GST Number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and

(f) If the Contractor is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

As of the date of this Quotation, we advise that we have the ability to meet all of the above requirements **except as follows** (list, if any):

**Requested Departure(s):**

**Please State Reason for the Departure(s):**

5.The Contractor acknowledges that the departures it has requested in Sections 3 and 4 of this Quotation will not form part of the Agreement unless and until the City agrees to them in writing by initialing or otherwise specifically consenting in writing to be bound by any of them.

**Changes and Additions to Specifications:**

6. In addition to the warranties provided in the Agreement, this Quotation includes the following warranties:

7. I/We have reviewed the RFQ Attachment 1, Schedule A – Specifications of Goods and Scope of Services. If requested by the City, I/we would be prepared to meet those requirements, amended by the following departures and additions (list, if any):

**Requested Departure(s)**

**Please State Reason for the Departure(s):**

**Fees and Payments**

8.The Contractor offers to supply to the City of Surrey the Goods and Services for the prices plus applicable taxes as follows:

|  |  |  |
| --- | --- | --- |
| **F.O.B.** Destination Freight Prepaid | **Payment Terms**:  A cash discount of \_\_\_\_% will be allowed if invoices are paid within \_\_\_ days, or the \_\_\_ day of the month following, or net 30 days, on a best effort basis. | **Ship Via:** |
| **Item #** | **Specifications / Description** | **Amount** |
|  | **Primary Equipment:**  Fixed (minimum) Monthly Charge:  Cost Per Copy (Colour):  Cost Per Copy (B/W):  **Secondary Equipment:**  Fixed (minimum) Monthly Charge:  Cost Per Copy (Colour):  Cost Per Copy (B/W): | $  $  $  $  $  $ |

**Notes:**

1. Pricing shall be provided in Canadian funds, inclusive of all applicable duties and taxed except applicable sales taxes, which should be itemized separately.

2. Pricing quoted shall be all-inclusive and shall include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead.

3. Provide a price quote for the proposed primary and secondary production equipment inclusive of all equipment, cost-per-copy and service costs for the Term.

**Specifications**

Contractors should complete and submit with their Quotation the Preferred Technical Specifications Response Form. Attach any additional specifications for the Good, any optional accessories and any substitutions for the Good (if substitutions are permitted or applicable).

The specification herein states the preferred requirements of the City of Surrey.

Note: Contractors are directed to list complete manufacturers’ details of model proposed in the right-most column.

**Primary Equipment**

| **Preferred Technical Specifications Response Form** | **Yes** | **No** | **Manufacturers’ Specifications of Equipment Offered. Contractor should complete all spaces in this column.** |
| --- | --- | --- | --- |
| **Functionalities** | | | |
| 1. Network capability |  |  |  |
| 1. Compatible with Fiery Command Workstation and/or an interfacing software with the ability to make graphic layouts and can be programmed for ongoing print requests |  |  |  |
| 1. Imposition software solution with operating license; license must cover the entire Term of the Agreement |  |  |  |
| 1. Uses upgradeable software drivers; must be serviced and maintained by the Contractor for the Term of the Agreement |  |  |  |
| 1. Accept paper sizes from 5” x 7” to 12” x 18” |  |  |  |
| 1. Copy and print resolution up to 1200 x 1200 dpi |  |  |  |
| 1. Scan resolution up to 1200 x 1200 dpi for color and 600 x 600 dpi |  |  |  |
| 1. Capable of scanning requirements for various sizes – letter, legal, tabloid |  |  |  |
| 1. Capable of producing impressions on labels, transparencies, coated paper, card stocks, and tabs in sets of 5-10 |  |  |  |
| 1. Capable of handling 16 lbs. bond paper and up to 120 lbs. cover weight (63-360 GSM) plus synthetic options in all processes: copying, printing, hole punching, duplexing, sorting, stapling, tabbing and other types of finishing |  |  |  |
| 1. 6,000 sheet paper capacity |  |  |  |
| 1. Able to reduce and enlarge images from 25% to 400% (or equivalent capability) |  |  |  |
| 1. Provide duplex impressions |  |  |  |
| 1. Capable of scanning documents and/or images that could be as large as 11” x 17” |  |  |  |
| 1. Energy saving mode or an energy efficiency program |  |  |  |
| 1. 70 pages/minute print, scan and copy speed at 8.5” x 11” page size |  |  |  |
| **Finishing** | | | |
| 1. Booklet maker (trimmer) for saddle stitched pages |  |  |  |
| 1. Booklet 3-way trimmer |  |  |  |
| 1. Post inserter |  |  |  |
| 1. Folding unit (e.g. letter, 2-fold) |  |  |  |
| 1. Finishing stapler |  |  |  |
| 1. Coil unit and a hole punch (e.g. 2 and 3 hole punch) |  |  |  |
| 1. Cerlox punch |  |  |  |
| **Binding Type** |  |  |  |
| 1. Upper Left Stitch Publication |  |  |  |
| 1. Side Stitch Publication |  |  |  |
| 1. Saddle Stitched Publication |  |  |  |
| 1. Coil Bound Publication |  |  |  |
| 1. Loose leaf Publication |  |  |  |
| 1. 14”x8.5” Landscape Publication |  |  |  |
| **Features** | | | |
| 1. Has a supplier storage cabinet |  |  |  |
| 1. Includes an automatic document handler |  |  |  |
| 1. Includes a networkable external Raster Image Processor (RIP) |  |  |  |
| 1. Equipped with an external print controller |  |  |  |
| 1. Has 5 paper storage compartments (i.e.. trays or drawers) that can store a minimum of 5000 sheets of paper or card stock; and of which 2500 sheets are 8.5” x 11 |  |  |  |

**Secondary Equipment**

| **Preferred Technical Specifications Response Form** | **Yes** | **No** | **Manufacturers’ Specifications of Equipment Offered. Contractor should complete all spaces in this column.** |
| --- | --- | --- | --- |
| **Functionalities** | | | |
| 1. Network capability |  |  |  |
| 1. Compatible with Fiery Command Workstation and/or an interfacing software with the ability to make graphic layouts and can be programmed for ongoing print requests |  |  |  |
| 1. Imposition software solution with operating license; license must cover the entire Term of the Agreement |  |  |  |
| 1. Uses upgradeable software drivers; must be serviced and maintained by the Contractor for the Term of the Agreement |  |  |  |
| 1. Accept paper sizes from 5” x 7” to 12” x 18” |  |  |  |
| 1. Copy and print resolution up to 1200 x 1200 dpi |  |  |  |
| 1. Scan resolution up to 1200 x 1200 dpi for color and 600 x 600 dpi |  |  |  |
| 1. Capable of scanning requirements for various sizes – letter, legal, tabloid |  |  |  |
| 1. Capable of producing impressions on labels, transparencies, coated paper, card stocks, and tabs in sets of 5-10 |  |  |  |
| 1. Capable of handling 16 lbs. bond paper and up to 120 lbs. cover weight (63-360 GSM) plus synthetic options in all processes: copying, printing, hole punching, duplexing, sorting, stapling, tabbing and other types of finishing |  |  |  |
| 1. 3,000 sheet paper capacity |  |  |  |
| 1. Able to reduce and enlarge images from 25% to 400% (or equivalent capability) |  |  |  |
| 1. Provide duplex impressions |  |  |  |
| 1. Capable of scanning documents and/or images that could be as large as 11” x 17” |  |  |  |
| 1. Energy saving mode or an energy efficiency program |  |  |  |
| 1. 70 pages/minute print, scan and copy speed at 8.5” x 11” page size |  |  |  |
| **Finishing** | | | |
| 1. Booklet maker (trimmer) for saddle stitched pages |  |  |  |
| 1. Booklet 3-way trimmer |  |  |  |
| 1. Post inserter |  |  |  |
| 1. Folding unit (e.g. letter, 2-fold) |  |  |  |
| 1. Finishing stapler |  |  |  |
| 1. Coil unit and a hole punch (e.g. 2 and 3 hole punch) |  |  |  |
| 1. Cerlox punch |  |  |  |
| **Binding Type** |  |  |  |
| 1. Upper Left Stitch Publication |  |  |  |
| 1. Side Stitch Publication |  |  |  |
| 1. Loose leaf Publication |  |  |  |
| 1. 14”x8.5” Landscape Publication |  |  |  |
| **Features** | | | |
| 1. Has a supplier storage cabinet |  |  |  |
| 1. Includes an automatic document handler |  |  |  |
| 1. Includes a networkable external Raster Image Processor (RIP) |  |  |  |
| 1. Equipped with an external print controller |  |  |  |
| 1. Has 5 paper storage compartments (i.e.. trays or drawers) that can store a minimum of 5000 sheets of paper or card stock; and of which 2500 sheets are 8.5” x 11 |  |  |  |

**Supply And Delivery Of Goods**

9. The Contractor will supply and deliver the Goods that meet the specifications set out in Schedule A – Specifications of Goods and Scope of Services of the RFQ. The Contractor will complete and deliver to the Delivery Point each Good in accordance with the following schedule:

**Copier Equipment**

Lead Time (from order date)

Primary Copier Equipment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary Copier Equipment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Labour Rates:**

10. Contractors should complete the following tables setting out the all-inclusive hourly labour rates including overhead and profit for approved extras/credits for all applicable categories of labour (use the spaces provided and/or attach additional pages, if necessary):

**Table 1 – Hourly Labour Rate Schedule for Services:**

|  |  |  |
| --- | --- | --- |
| Labour Category | Straight Time/hr  (Plus GST) | Overtime Rate/hr  (Plus GST) |
| .1 Field Service Technician | $ | $ |
| .2 (Other to be specified by contractor) | $ | $ |
| .3 | $ | $ |

**Time Schedule:**

11. Contractors should provide an estimated schedule, with major item descriptions and times indicating a commitment to provide the Goods and perform the Services within the time specified (use the sample table provided and/or attach additional pages, if necessary).

|  |  |
| --- | --- |
| **ACTIVITY** | **LEAD TIME** |
| Shipping (from date of PO receipt) |  |
| Assembly |  |
| Installation |  |
| Training |  |
| Commissioning |  |
|  |  |
| (Activities to be added/modified as required) |  |

**Experience, Reputation and Resources:**

12. Contractor's relevant experience and qualifications in delivering Goods and Services similar to those required by the Agreement (use the spaces provided and/or attach additional pages, if necessary):

13. Contractor's references (name and telephone number) (use the spaces provided and/or attach additional pages, if necessary). The City's preference is to have a minimum of three references. Previous clients of the Contractor may be contacted at the City’s discretion:

14. Contractors should identify and provide the background and experience of all key personnel proposed to provide the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

**Key Personnel**

|  |  |
| --- | --- |
| Name: |  |
| Experience: |  |
| Dates: |  |
| Project Name: |  |
| Responsibility: |  |

15. Contractors should identify and provide the background and experience of all sub‑contractors and material suppliers proposed to undertake a portion of the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

|  |  |  |  |
| --- | --- | --- | --- |
| *Description of Goods & Services* | *Sub-Contractors & Material Suppliers Names* | *Years of Working with Contractor* | *Telephone Number and Email* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

16. Performance History. Provide the number of Goods similar to the proposed model delivered in the past five years, including timeframes for delivery. Provide a copy of recall notices and fleet defects issued for the proposed model during the previous five years along with the number of affected Goods in service.

**Training and Support Services, On-Call Support and On-Site Service, Parts Support and Warranty:**

17. Training and Support Services. Contractor should provide a description of the general approach and methodology that the Contractor would take in performing the training and support services described in the Agreement:

18. On-Call Support and On-Site Service.

(a) What technical and engineering support could the Contractor provide to the City? Please include location these services will be provided and how the City’s needs will be addressed in critical times. Please include the breadth and depth of this support.

(b) What technical and engineering support could be provided by original equipment manufacturers (OEM) that supports the major components in each Good (e.g., engine, wiring)? Please provide letters of assurance from OEM’s, if possible.

(c) What and how would technical liaison and field services will be supplied to the City by the Contractor?

(d) How field service team member’s abilities, experience, and qualifications could meet the City’s expectation of a high level of support? Contractor should provide an organizational chart showing current BC based personnel names and titles.

19. Replacement Parts Support:

Contractor should:

(a) Identify the location of the parts provider the Contractor now maintains or agrees to establish and the hours of operation. Please identify the parts providers that OEM suppliers of major components within North America that will support the supply chain of components on the Goods.

(b) Describe how the Contractor’s parts supply team member’s abilities, experience and qualifications will meet the City’s expectation of high level of support.

20. I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ and the Agreement, submit this Quotation in response to the RFQ.

**This Quotation** is offered by the Contractor this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 202\_.

**CONTRACTOR**

**I/We have the authority to bind the Contractor.**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Legal Name of Contractor)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of Authorized Signatory)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Print Name and Position of Authorized Signatory) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of Authorized Signatory)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Print Name and Position of Authorized Signatory) |