

Essex-Windsor Solid Waste Authority

360 Fairview Ave. W.
Suite 211
Essex ON, N8M 3G4



Request for Quotes Multifunction Devices

Issue Date: July 16, 2019

Closing Date for the Receipt of Quotes: 12:00 PM (Noon), Friday, August 2, 2019

Company Name: _____

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Section 1

SUMMARY OF THE REQUIREMENTS

The Essex-Windsor Solid Waste Authority is seeking proposals to supply two (2) new multifunctional devices. The successful bidder will be required to supply and install the multifunction devices, provide full staff training as well as on-going maintenance for the term of the contract. Further training, for the duration of the contract, may be required for refresher training and staff turnover.

Section 2

ADMINISTRATIVE REQUIREMENTS

The following terms will apply to this Request for Proposal and to any subsequent Contract. Submission of a proposal in response to this Request for Quote indicates acceptance of all the following terms.

1.0 Terminology

Throughout this Request for Proposal, terminology is used as follows:

Contract: means the written agreement resulting from this Request for Quote executed by the Essex-Windsor Solid Waste Authority and the Consultant.

Consultant: means the successful Proponent to this Request for Quote who enters into a written Contract with the Essex-Windsor Solid Waste Authority.

Authority: means the Essex-Windsor Solid Waste Authority.

Must: “mandatory” or “required” means a requirement that shall be met in order for a proposal to receive consideration.

Proponent: means an individual or a company that submits, or intends to submit, a proposal in response to this “Request for Quote”.

should or desirable: means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

2.0 Process

2.1 Enquiries

It is the responsibility of the Proponent to seek clarification of any matter that they consider unclear before submitting a proposal. The Authority is not responsible for any misunderstanding of the Request for Quote on the part of the Proponent.

In order to receive consideration, queries shall be received on or before July 26, 2019. After this date and time, no response will be forthcoming.

The Authority reserves the right not to respond to questions. All questions and responses will be sent out to all the registered parties in a timely fashion. Only information provided in writing by July 26, 2019 will serve to change the requirements of the request. Oral clarification will not be interpreted to change the terms of the request.

Any information or changes to the requirements of this proposal will be sent to each Proponent in the form of addendum by email.

2.2 Closing Date

The Proponent shall deliver one (1) original and one (1) printed and bound copy. Submissions must be submitted in a sealed envelope and brought to the Submission Location on or before the Submission Deadline. Facsimile or electronic copies **will not be accepted**. Submissions delivered after the Submission Deadline **will be rejected**.

All proposals shall be received by the:

Michelle Bishop
Manager of Finance and Administration
Essex-Windsor Solid Waste Authority
360 Fairview Avenue West
Suite 211
Essex, ON
N8M 3G4

on or before 12:00 pm (Noon – local time) on August 2, 2019.

The onus unequivocally remains with the Proponent to ensure that proposals are delivered to the Authority, by closing time, in accordance with the proposal process. Proposals received after the closing date and/or time will not be accepted and will be returned unopened.

Proposals are to conform to the terms and conditions set out herein. Failure to do so will cause the proposal to be rejected.

2.3 Amendments to Request for Proposal

In the event that this Request for Proposal is amended via addendum, all terms and conditions, which are not modified, shall remain unchanged. Each proponent shall acknowledge receipt of any addenda.

2.4 Negotiation Delay

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent, the Authority may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposal process and not enter into a Contract with any of the Proponents.

3.0 Proposal Preparation

3.1 Signed Proposals

The proponent must complete the Form of Proposal as outlined in [Section 4](#).

3.2 Alternative Solutions

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

3.3 Changes to Proposal Wording

The Proponent must not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Authority for purposes of clarification.

3.4 Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Authority, if any. If the Authority elects to reject all proposals, the Authority will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

3.5 Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the Proponent.

3.6 Firm Pricing

Proposal pricing must be firm for at least 90 days after the closing date. Prices must be firm for the entire Contract period.

3.7 Completeness of Proposal

By submission of a proposal the Proponent warrants that, if this Request for Quote is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Consultant at no charge.

3.8 Taxes

Harmonized Sales Tax (H.S.T.)

H.S.T. is not to be included in the schedule of fees or proposed cost pricing. For proposal purposes, HST is excluded from Total Proposed Price, and shall be considered as extra. HST shall be shown separately on the Schedule of Fees / Pricing. HST will be added as extra to any payments or progress payments for work completed, and will be calculated at 13%, or such other rate as determined by Revenue Canada Agency.

4.0 Additional Terms

4.1 Sub-Contracting

Using a sub-consultant (who must be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful interconnection of the two product or service lines and this must be defined in the proposal.

Sub-contracting to any firm or individual who's current or past corporate or other interests may, in the Authority's opinion; give rise to a conflict of interest in connection with this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Quote.

4.2 Acceptance of Proposals

- a. This Request for Quote should not be construed as an agreement to purchase goods or services. The Authority is not bound to accept the lowest priced or any proposal of those submitted. Proposals will be assessed in light of the evaluation criteria (Section 13.1). The Authority will be under no obligation to receive further information, whether written or oral, from any Proponent.
- b. Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

4.3 Definition of Contract

Notice in writing to a Proponent of the acceptance of its proposal by the Authority and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

4.4 Liability for Errors

While the Authority has used considerable efforts to ensure an accurate representation of information in this Request for Quote, the information contained in this Request for Quote is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Authority, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Quote is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Quote.

4.5 Agreement with Terms

By submitting a proposal the Proponent agrees to all the terms and conditions of this Request for Quote.

4.6 Modification of Terms

The Authority reserves the right to modify the terms of the Request for Quote at any time at its sole discretion before the closing date.

4.7 Ownership of Proposals and Freedom of Information

All documents, including proposals, submitted to the Authority become the property of the Authority. They will be received and held in confidence by the Authority, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

4.8 Confidentiality of Information

Information pertaining to the Authority obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the Authority.

4.9 Accessibility

The Authority is committed to providing equal treatment to people with disabilities with respect to the use and benefit of municipal services, programs and goods in a manner that respects their dignity and that is equitable in relation to the broader public. Proponents must conform with the Accessibility Standards for Customer Services, O. Reg. 429/07 under the Accessibility of Ontarians with Disabilities Act, 2005 (AODA) and make training or compliance data available if requested.

5.0 Selected Contract Clauses

5.1 Registration with Workers' Safety and Insurance Board

The Contract contains a provision that the Contractor and any approved sub-contractors must be registered with the Workers' Safety and Insurance Board (WSIB), in which case WSIB coverage must be maintained for the duration of the Contract. Prior to signing the contract, the contractor shall provide proof of current WSIB coverage.

5.2 Laws of Ontario

Any Contract resulting from this Request for Quote will be governed by and will be construed and interpreted in accordance with the laws of the Province of Ontario.

5.3 Arbitration

All disputes arising out of, or in connection with the Contract, must, unless the parties otherwise agree, be referred to and finally resolved by arbitration pursuant to the Arbitration Act.

5.4 Indemnity

The Consultant will indemnify and save harmless the Authority, its employees and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the Authority at any time or times (either before or after the expiration or sooner termination of this Contract) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Consultant or by any servant, employee, officer, director or sub-consultant of the Consultant pursuant to the Contract excepting always liability arising out of the independent acts of the Authority.

5.5 Contract Administrator

A Contract Administrator will be assigned by the Authority to oversee the Contract awarded to the successful Proponent. The Consultant will name a counterpart Project Manager. The Consultant's Project Manager will be responsible for providing scheduled status reports to the Contract Administrator or a designate.

5.6 Payment Holdback

The Contract may contain a provision whereby the Authority will hold back a portion of the total Contract price until the requirements of the Contract have been met.

5.7 Compliance with Laws

The Consultant will give all the notices and obtain all the licenses and permits required to perform the work. The Consultant will comply with all laws applicable to the work or performance of the Contract.

5.8 Buyer Indemnification

The Proponent shall hold the Authority's officers, agents, and employees free and harmless from and against any and all liability, including, but not limited to, cost of claims, suits, and counsel fees arising from, growing out of, or incidental to the actual or alleged use of any copyrighted composition, secret or proprietary process, patented or unpatented invention article or appliance, including foreign letters patents, furnished as a result of this proposal.

5.9 Software

It is the Consultant's responsibility to ensure that the Authority has all licenses required to use any software that may be supplied by the Consultant prior to award of the Contract.

5.10 Intellectual Property Rights

The Authority will be the owner of the intellectual property rights, including patent, copyright, trademark, industrial design and trade secrets in any product developed through a Contract. Licensing and marketing rights to the developed product will not be granted in the Contract. Proposals regarding these rights should not be submitted in response to this Request for Proposal and will not be considered in evaluating responses. If, in the future, the Authority elects to commercialize the developed product, the licensing and marketing rights will be negotiated separately.

5.11 Purchasing By-Law

Requests for quotes will be called, received, evaluated, accepted and processed in accordance with the Authority's Purchasing By-law and Procedures. By submitting a proposal to this request, the Proponent agrees to be bound by the terms and conditions of such By-law and Procedures and any amendments thereto, as fully as if they were incorporated herein.

5.12 Rights of the Authority

In addition to any other express rights or any other rights which may be implied in the circumstances, the Authority reserves the right to

- reject any and all Submissions;
- verify with any Proponent or with a third party any information contained in or submitted as part of the Submission;
- check references other than those provided by the Proponent;
- adjust a Proponent's evaluation or reject a Submission on the basis of information provided by references, whether or not such references were provided by the Proponent or Information provided by the Proponent in response to a Request for Additional Information;
- make an award to a Proponent other than that Proponent submitting the lowest cost Proposal; and,
- disqualify any Proponent whose Submission contains misrepresentations or any other inaccurate or misleading information relating to matters which the Authority, in its sole discretion, considers material.
- Adjust the number of multifunction devices to purchase or lease depending on the information contained in the submission and the need of the Authority.

Section 3

PROJECT OR PROGRAM REQUIREMENTS

6.0 Introduction

The Essex-Windsor Solid Waste Authority (hereafter referred to as the Authority) invites interested parties to submit sealed submissions in response to this request for proposal document. The Authority is located in the County of Essex in south-western Ontario. We are also in close proximity to the Windsor / Detroit border crossing.

7.0 Terms of Reference

7.1 Opportunity

The purpose of this document is to provide interested parties with sufficient information to enable them to prepare and submit a quote for consideration by the Authority for its Multifunction Device, subject to the conditions herein.

The proponent's submission should include options to lease and/or purchase the equipment with an agreement for the supply and support for the multifunction devices. The contract will run from the date of installation for a period of four or five years.

The multifunction device must be installed and operational no later than August 30, 2019.

More specific requirement details are provided under the "**Scope of Work**" item and existing infrastructure details are provided under the "**Background**" item below.

7.2 Background

The Authority currently operates in a Windows Server 2016 (64-bit), single Domain, active directory and VMware virtualized environment.

The client environment operates in a GB mixed Windows 7 and Windows 10 64-bit environment. Microsoft Office 2019 and a SQL client/server based financial system (Accpac) and a document management system (Laserfiche) are the primary applications.

The table below shows the Authority's existing multifunction device, location and average monthly page volumes over the last year.

Make / Model	Current Location	Average Monthly Page Volume (2019)
Xerox Workcentre 7830	EWSWA Administration Office 360 Fairview Ave. West, Suite211 Essex, ON	B/W 6,000 Colour 500
Lexmark X5463DE	EWSWA Material Recovery Facility 3540 North Service Road East Windsor, ON	B/W 2,000

8.0 Scope of Work

8.1 Scope of Work

Device Requirements

Detailed specifications and warranty details from the manufacturer, for all devices proposed, are required. Include the actual speed ratings for all paper sizes printed or copied in black and white or colour and single sided and doubled sided. The device details should also include electrical and receptacle requirements, dimensions (with all installed options/finishers being proposed) and any other pertinent information.

Provide details on how your equipment is "Green" or able to reduce its "Carbon Footprint" and is environmentally friendly.

Provide the operating noise level, in decibels, of all proposed devices.

Only new, current model equipment will be considered. The multifunction device does not need to be from the same manufacturer.

Upon delivery of the equipment, any that do not meet the bidder's submitted specifications or do not perform as submitted shall be immediately replaced.

For security purposes, the multifunction devices must have a method to remove spooled files, images and other user data using a secure overwrite process.

Describe any options available to allow PDA printing (Apple, Blackberry, and IBM) to any of the proposed devices.

The mandatory device minimum specifications are outlined in the "[Pricing Summary Sheet](#)".

Term of Lease / Pricing

The proponent's submission should include options to lease and/or purchase the equipment with an agreement for the supply and support for the multifunction device. The contract will run from the date of installation for a period of four or five years depending on costs. The bidder should provide options, leasing company details and payment terms.

The Authority has the right to adjust the number of multifunction devices to purchase and/or lease depending on the information contained in the submission and the requirements of the Authority. The Authority also has the right to select different manufactures' devices from difference vendors. The vendor must hold the price that was submitted in your submission for the multifunction device(s) as requested. If individual unit pricing cannot be maintained then you must specify this in your response.

The service portion of the multifunction device should be priced at a cost per copy for the term of the contract. There should be no minimum or maximum copies and should include all service and consumable supplies, including staples and shipping costs, but excluding paper. All parts and supplies must be from the manufacturer (OEM).

Provide details and options on how meter readings are transmitted to the vendor and frequency of billing.

Provide information regarding disposal of surplus equipment, end-of-lease options and decommissioning process for the multifunction devices when the Authority no longer requires them.

Service & Support

Continual operations of the multifunction device are essential to the Authority's normal Monday thru Friday (9:00 am – 4:30pm) operations. As such, service will normally be expected on-site within four (4) working hours after a request for service has been placed. In case of emergency, we would also require the ability to contact a live person on a 24/7 basis. Include all details about the service response times.

As part of the service agreement, all multifunction device firmware must be upgraded by the vendor as newer versions of firmware become available.

The vendor should also provide details on a preventative maintenance program for the multifunction devices and describe the process for dealing with driver related issues and device error code references for the multifunction devices.

The vendor should provide recycling options for dealing with spent toner containers from the proposed devices.

Management

All devices should also allow remote management of their configuration and status via a web-based interface.

The multifunction devices must allow for the automated collection of job logs (e.g. SysLog server) to help track usage.

Installation and Training Services

If deemed desirable by the Authority, an on-site demonstration at the bidder's location must be provided during a short-listing process. The Authority will confirm the date and time after the proposal due date.

Installation and training services are required to implement the devices and allow the Authority's end-users to fully utilize the capabilities of the device they primarily use. This includes walk-up use and computer driver functionality and use.

Any power correcting devices required should be included in the pricing.

During the installation phase, the Authority's IT staff should be involved to gain a better understanding of the new systems being implemented. This will also act as part of the management training. Further training on the management and support of the systems will also be required prior to turning the project over to the Authority.

Operation manuals, in hard copy and electronic format, must be provided for all equipment being supplied.

All current Material Safety Data Sheets (MSDS) shall be provided in hard copy and electronic format for the proposed devices. This should include all consumables (e.g. toner, developer, etc.) for each device. The successful bidder shall forward updates to the Authority as they occur.

The proposal shall include a timeline outlining the installation details and staff training plans / curriculum.

We are hoping to have all equipment installed and operational no later than August 30, 2019.

Value Added Services

Please describe any value added services that may be relevant to this RFQ. Unless otherwise stated, it is understood that there are no extra costs for these value added services. Proponents are encouraged to describe the qualities, services and attributes that distinguish them from other Proponents.

8.2 Site

The proposed hardware will be installed at 360 Fairview Ave. West, Suite 211, Essex, ON and 3540 North Service Road East, Windsor, ON.

8.3 Required Results

The successful proponent will be required to provide the following:

- Provide new, current model, replacement multifunctional devices
- Provide lease terms & options on proposed devices
- Prompt and efficient service with a 4 hour mean-time-to-repair

8.4 Roles and Responsibilities

- It is the responsibility of the successful bidder to cover all costs associated in delivering and installing the proposed devices.

8.5 Qualification and Requirements

The successful proponent should have experience in the following areas:

- Certified repair staff to carry out maintenance as required
- Authorized and knowledgeable to sell proposed hardware

9.0 Mandatory Proposal Requirements

The following mandatory requirements are to be included with your submission. Proposal will be disqualified if these requirements are not met.

- a) Form of Proposal
- b) Subcontractors/Third Party Vendors may be used to perform work under this contract. If a proponent intends to use Subcontractors/Third Party Vendors, the proponent must identify in their proposal the names of the Subcontractors/Third Party Vendors and the portions of the work they will perform.

10.0 Proposal Submission Instructions

- a) Proposal is to follow the format outlined in this RFP under **Section 11, Proposal Format Instructions.**
- b) Relative Experience & Qualifications

The proponent is to provide a company background and to demonstrate their experience as it relates to the scope of services described in this RFQ. Specific experience with government entity clients is to be included. If the proponent has provided services for the Authority in the past, identify the name of the project and the department for which proponent provided

these services. Include other resources, including total number of employees, number and location of offices, number and types of equipment available to support this project.

c) References

Include the names of three (3) customers, preferably municipalities where you have recently completed similar projects. Include telephone numbers, email address, addresses, description of work performed.

11.0 Proposal Format Instructions

In order to assist the Authority in its evaluation of submitted proposals, the following outline should be used:

- a. Table of Contents
- b. Form of Proposal
- c. Costing Details
- d. Introduction
- e. Understanding of the Project
- f. Methodology Used for the Project
- g. Management Plan for the Project
- h. Proposed Project Team
- i. Experience and Qualifications
- j. References
- k. Subcontractors/Third Party Vendors, if applicable

12.0 Evaluation & Award

12.1 Evaluation and Selection

The evaluation committee will check proposals against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. The Authority's intent is to enter into a Contract with the Proponent who has the highest overall ranking.

a) Evaluation Criteria

All proposals will be evaluated according to the following evaluation criteria:

- Cost
- Desirability of proposed solutions
- Vendor references / confidence
- Value Added Services
- "Green-ness" of solution (energy and recycling components)
- Functionality

b) Award Process

Pursuant to a recommendation being approved, the Authority will issue a contract to the successful proponent. The Terms of Reference and Conditions of the RFP document will form a part of the contract.

Section 4

FORM OF PROPOSAL

I/We, the Undersigned, having examined Request for Proposal including the Instructions to Proponents, Terms of Reference and the Form of Proposal, do hereby affirm the acceptance of the requirements of the Request for Proposal. I/We certify that the information supplied in this proposal to be true and complete in all respects.

I/We acknowledge receipt and consideration of all Addenda numbered ____ to ____ inclusive in this proposal document.

I, We _____
(PRINT NAME) (POSITION)

of _____
(PROPONENT'S NAME)

Dated at _____ this _____ day of _____, 20_____.

AUTHORIZED SIGNATURE PRINT NAME HERE

STREET ADDRESS

CITY PROVINCE POSTAL CODE

TELEPHONE FAX E-MAIL

If the proponent is a corporation, this form is to be duly signed by an officer authorized to bind the corporation.

PRICING SUMMARY SHEET

Section A – Mandatory Minimum System Specifications

Description	Proposed Description / Comments / Requirement Met
EWSWA Administration Office – Essex, ON	
Multifunction Device Features	
Concurrent job support (e.g .copying)	
LDAP integration with address book	
Touch screen user interface	
100 mb/s (GB) Ethernet connectivity	
1200 x 1200 dpi print resolution	
Copier/printer/fax/scanner	
Minimum of 30 – 40 PPM single sided and 20-30 PPM double sided	
Scanner with duplexing capabilities	
Scan to email & scan to network (Laserfiche) – address book for emails	
Secure mailbox job storage from driver (min. 50 mailboxes)	
Option of full colour copy/print	
Auto feed option that holds at least 50 pages	
Black and White copying and printing	
Full Colour scanning	
Programmable Fax	
Collate	
Stapler finisher option	
Fax receive and send from PC option	
Minimum of 1000 sheet tray capacity	
Legal, letter and 11 x 17 trays	
Manual feed tray that can take envelopes, smaller paper sizes and labels	
Prints post script files (Adobe Artwork)	
Prints on stock paper (100 lbs – 120 lbs)	
Prints glossy and photo paper	
Option to purchase and not lease	

PRICING SUMMARY SHEET

Section A – Mandatory Minimum System Specifications

Description	Proposed Description / Comments / Requirement Met
EWSWA Material Recovery Facility – Windsor, ON	
Multifunction Device Features	
Concurrent job support (e.g .copying)	
LDAP integration with address book	
Touch screen user interface	
Scanning to network (Laserfiche)	
Copier/printer/fax/scanner	
Minimum of 30 – 40 PPM single sided and 20-30 PPM double sided	
Scan to email & scan to network (Laserfiche) – address book for emails	
Secure mailbox job storage from driver (min. 50 mailboxes)	
Option of full colour copy/print	
Black and White copying and printing	
Full Colour scanning	
Programmable Fax	
Fax receive and send from PC option	
Minimum of 1000 sheet tray capacity	
Legal and letter and 11 x 17 trays	
Option to purchase and not lease	

Due to space constraints at the Material Recovery Facility in Windsor, ON, please quote several options including compact machines that meet all or most of the features required.

PRICING SUMMARY SHEET

Description	Proposed Description	Proposed Part Number	Price
EWSWA Administration Office – Essex, ON			
BLACK & WHITE WITH COLOUR:			
FOUR YEAR OPTION / DEVICE			
FOUR YEAR SERVICE COST / B&W PAGE			
FOUR YEAR SERVICE COST / COLOUR PAGE			
FIVE YEAR OPTION / DEVICE			
FIVE YEAR SERVICE COST / B&W PAGE			
FIVE YEAR SERVICE COST / COLOUR PAGE			
EWSWA Material Recovery Facility – Windsor, ON			
BLACK & WHITE ONLY OPTION:			
FOUR YEAR OPTION / DEVICE			
FOUR YEAR SERVICE COST / B&W PAGE			
FIVE YEAR OPTION / DEVICE			
FIVE YEAR SERVICE COST / B&W PAGE			
BLACK & WHITE WITH COLOUR OPTION:			
FOUR YEAR OPTION / DEVICE			
FOUR YEAR SERVICE COST / B&W PAGE			
FOUR YEAR SERVICE COST / COLOUR PAGE			
FIVE YEAR OPTION / DEVICE			
FIVE YEAR SERVICE COST / B&W PAGE			
FIVE YEAR SERVICE COST / COLOUR PAGE			
NOTE: Only 1 unit to be sourced at Material Recovery Facility in Windsor			

CHECKLIST

The following serves as a checklist to ensure that requirements for the proposal have been considered or are included as applicable. This has been provided for assistance only and may not be all inclusive in every circumstance. The proponent is cautioned to review the requirements of this specific Request for Quote.

- Inclusion of addenda/acknowledgement of addenda
- Form of Proposal, duly signed
- Pricing Summary Sheet
- Information Regarding Subcontractors, if any
- Any other mandatory requirements
- Details of Warranty or sample of warranty, if applicable