



**REQUEST FOR QUOTATION FOR
TWO COPIER MACHINES
March 9, 2021**

The Buffalo & Fort Erie Public Bridge Authority (Authority) is seeking quotes for the purchase of two copier machines: one (1) black and white and one (1) colour.

Submitted quotes should use the following specifications **as a minimum** while keeping in mind that cost and features will be determining factors in the selection process. Therefore, companies may want to submit multiple quotes to meet the minimum specs, to improve upon them, or offer better specs and additional features. The Authority is required to select the winning bid based on best value and not necessarily best price.

Black & White Machine

- No less than 50 copies per minute.
- Network printing.
- Multiple users to scan documents in PDF format to personal folders on computer network and/or send by email. Must be able to scan in colour and double-sided documents.
- Fax capabilities to send outgoing faxes, and also receive incoming faxes and forward to an Outlook email inbox as an attachment.
- Paper trays for: 1000 sheet capacity of 8-1/2 x 11, 500 sheet capacity for 8-1/2 x 14, 500 sheet capacity for 11 x 17.
- Ability to sort, staple, and hole punch both copy and print jobs.
- Ability to print labels.
- Duplexing.

Colour Machine

- No less than 41 copies per minute.
- Ability to operate in black and white mode.
- Colour copying securable with a code to access the feature.
- Network printing.
- Multiple users to scan documents in PDF format to personal folders on computer network and/or send by email. Must be able to scan in colour and double-sided documents.
- Fax capabilities to send outgoing faxes, and also receive incoming faxes and forward to an Outlook email inbox as an attachment.
- Paper trays for: 500 sheet capacity of 8-1/2 x 11, 500 sheet capacity for 8-1/2 x 14, 500 sheet capacity for 11 x 17.
- Ability to sort, staple and hole punch copy and print jobs.
- Ability to print labels.
- Booklet finisher.
- Duplexing.

Optional Features

- Envelope tray.
- Increased speeds over minimum requirements.
- Print marketing materials, ie. cards and pamphlets
- Print on various types of paper, ie. cardstock and glossy materials.
- Secure printing.
- OCR software.

Submission Requirements

1. Quotes should include options for disposal of two existing machines: Sharp MX-503N and Sharp MX4110. If a company is able to offer a trade-in value, a statement should be made regarding how data will be scrubbed from the machines, or the hard drives removed and given to the Authority for disposal.
2. Quotes should indicate the overall purchase price for all options, as well as, list the individual option prices separately as they are "optional features" and may be able to be omitted if cost becomes a factor. All quotes should include HST and GST, installation, configuration, and delivery fees.
3. Quotes should also address service pricing for five (5) years including: 20,000 black & white copies and prints per month and 10,000 colour copies and prints per month, toner, parts, and maintenance, etc. Volumes include both machines.
4. Please indicate lead-time to receive product should you be chosen.
5. Vendors must be prepared to demonstrate all quoted products and offer customer contact information for references/reviews of quoted machines.

Timing

Quotes should be received by end of day Wednesday, March 31, 2021 and should be delivered to:

Kim Kaiser
Buffalo and Fort Erie Public Bridge Authority
100 Queen Street
Fort Erie, ON L2A 3S6

Or by email to:

kak@peacebridge.com