

Main Campus
130 Henlow Bay
Winnipeg, Manitoba
R3Y 1G4



MANITOBA INSTITUTE OF
TRADES AND TECHNOLOGY

Phone: 204-989-6563
Fax: 204-488-4152
Email: korey.hildebrand@mitt.ca

August 27, 2021

RE: Tender: RFP-IT-Photocopiers

We are pleased to submit to you for quote our **Tender RFP-IT-Photocopiers** for the lease of photocopiers as listed on the enclosed documents.

Sealed bids marked " **RFP-IT-Photocopiers** " will be accepted up to **11:00 AM** Central Time, **September 20, 2021** at:

**MITT Campus
130 Henlow Bay
Winnipeg, Manitoba, R3Y 1G4
Attn: Korey Hildebrand, Director IT & Programming Systems**

Please label your tender on the outside of a sealed package when submitting your bid. You may be allotted a specific drop off time to comply with COVID-19 safety measures.

The lowest or any tender will not necessarily be accepted.

Information regarding this tender can be obtained by e-mailing:

Korey Hildebrand, Director of Information Technology and Systems Programming
korey.hildebrand@mitt.ca
Phone: 204-989-6563

Or

Jordan Senkowsky, Information Technology Team Lead
Jordan.senkowsky@mitt.ca

Thank you.



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BIDDING INFORMATION:

Manitoba Institute of Trades and Technology will require submissions for the lease of photocopiers as described in the tender documents. The submission also includes a full proactive, managed print service to be provided for all campuses.

The equipment is to be delivered to various campuses as indicated in the tender documents.

BIDDING REQUIREMENTS:

- 1) Sealed bids marked " **RFP-IT-Photocopiers** " will be accepted up to **11:00 AM** Central Time, **September 20, 2021** at:
MITT Campus
130 Henlow Bay
Winnipeg, Manitoba, R3Y 1G4
Attention: Korey Hildebrand Director, I.T. Services & Systems Programming
- 2) Tender must be sealed with a label indication tender **RFP-IT-Photocopiers** on the outside of when submitting your bid.
- 3) Bids must be submitted on the enclosed documents.
- 4) Prices must be quoted at net school price in Canadian funds. Taxes will be added when ordered.
- 5) Prices must be F.O.B. destination.
- 6) All copiers quoted **must be new - unless clearly specified as "Refurbished"**
- 7) Substitution in delivery of articles of a quality inferior to that specified in the Tender shall be grounds for cancellation of the contract.
- 8) Prices must be firm. Any increase in regard to the "Cost Per Impression" in years 1-5 and beyond should lease be extended must be stipulated.
- 9) MITT reserves the right to award this tender based upon best value.
- 10) Suppliers must be currently servicing copiers in Manitoba and provide three references for each of the copiers quoted on.



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- 11) If Vendors propose using contracted service personnel other than employees under their direct corporate supervision, they must provide full disclosure. Vendors MUST explicitly state which location(s) this may occur at; and provide the full Corporate name(s) of the Companies they propose using. The Vendor warrants that their Company is fully responsible for any action or inaction undertaken by the third-party service contractor. MITT may accept or reject sub-contracted service at any or all locations, based upon our sole, arbitrary discretion.
- 12) Delivery of the units shall be scheduled for approximately late **October or early November 2021**.
- 13) The supplier shall conform to all basic specifications and must include brochures and BLI test sheets with their submissions.
- 14) Current Copier information has been provided for your use in **Section A**.
- 15) Proponents may not alter or make changes to any of the specifications or the wording contained on our Tender documents, at any time.
- 16) Proponents are to make their submissions on the spaces indicated for their Bid only.
- 17) MITT reserves the right to disqualify in whole, or in part, any Vendor who inserts, or deletes, or changes any wording on the returned copy of the Bid Submission of the Tender.
- 18) If there is a necessary change, which MITT feels, is necessary, then we, at our discretion, may issue an amendment to the Tender.
- 19) Should a proponent feel the need to add additional information, they should do so in additional pages added as information or references to the MITT tender documents.



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PROPOSAL EVALUATION:

- 1) Delivery date must be specified and will be a consideration when awarding the contract.
- 2) Proponents are encouraged to submit additional information and/or options which they feel may enhance the quality of print and/or reduce the cost or be useful in evaluating the bids. Please outline any unique colour cost savings strategies that your organization may offer. However, MITT reserves the right to accept or reject for consideration during evaluation.
- 3) Provide examples where your organization has implemented proactive service and managed service for your clients and outline the advantages gained. Include details on your process and tools, as well as call history and uptime metrics.
- 4) Specify 3 PaperCut clients and describe your organization's role in implementing and running software.
- 5) All bids must be submitted on enclosed Copier Quotation and Specification sheets.
- 6) The vendor's ability to service the campus locations will be a significant consideration. Preference may be given to companies that can provide bulk of, or all of services locally.
- 7) MITT is committed to considering all environmental, social and economic impacts of all its purchases. To this end, criteria for determining the successful bidder will include sustainability factors.
- 8) MITT is committed to becoming an inclusive society, by preventing and removing barriers that hinder the participation and inclusion of all Manitobans. To this end, criteria for determining the successful bidder will include accessibility factors.
- 9) Describe your order through install process, paying special attention to the removal of competitive technology.
- 10) Lowest or any tender not necessarily accepted.

Special Note:

MITT requires that proponents quote their units including pick-up at the respective locations at the end of the lease period at no cost to MITT.



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Proposal Inquiries

The Proponent shall be solely responsible for obtaining all information that may be essential in order to comprehend the requirements of this Tender and submit a Proposal in accordance with the terms and conditions of this Tender.

No allowance shall be made for the failure of a Proponent to obtain such information or to make such investigations.

The Proponent shall scrutinize the Tender as soon as possible after receipt. Should a Proponent notice any errors or omissions, the Proponent shall advise MITT Representative, identified in the Tender, as soon as possible so further instructions may be issued.

All inquiries related to this Tender are to be directed, in writing, at least 3 days prior to the Submission Deadline as noted at the title page of this Tender.

Inquiries received after this date may not be answered.

Written inquiries are to be directed to:

Name : Korey Hildebrand
Position : Director
Department : I.T. Services & Systems Programming
Address : MITT
130 Henlow Bay
Winnipeg, Manitoba R3Y 1G4
E-mail: korey.hildebrand@mitt.ca

All prospective proponents are advised to regularly visit the RFP website to view any amendment made to the Bidding Documents.

The clarifications and amendments will be binding on the proponents.

MITT will assume neither responsibility nor liability for the Bidder's non-familiarity with any amendment issued pursuant to any provision herein.

Note: If you have downloaded this Tender from the MITT Website, and anticipate Bidding, then please send an e-mail notification to the attention of Korey Hildebrand korey.hildebrand@mitt.ca advising that you have a copy of our Tender. Thank you



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SPECIFICATIONS:

The current and required model specifications have been placed into various sections for your reference. Please review Section A for existing print capabilities and Section B for ongoing requirements for each location. Please quote based on the requirements (Section B). Some copiers may be -eliminated or combined to increase efficiencies.

Section – A – Existing In-Use Models and options

130 Henlow Bay

Model	Colour	Staples	Hole punch	Fax	Swipe Card (RFID)
Xerox AltaLink B8075	No	Yes	Yes	Yes	Yes
Xerox AltaLink B8065	No	Yes	Yes	No	Yes
Xerox WorkCentre 5955	No	Yes	Yes	No	Yes
Xerox VersaLink B405	No	No	No	No	No
Xerox AltaLink B8075	No	No	No	No	No (Pay Station)

7 Fultz Blvd

Model	Colour	Staples	Hole punch	Fax	Swipe Card (RFID)
Xerox WorkCentre 5955	No	Yes	Yes	Yes	Yes
Xerox WorkCentre 5955	No	Yes	Yes	No	Yes
Xerox AltaLink B8055	No	Yes	Yes	No	Yes
Xerox AltaLink B8055	No	Yes	Yes	No	Yes

1551 Pembina Hwy

Model	Colour	Staples	Hole punch	Fax	Swipe Card (RFID)
Xerox AltaLink B8075	No	No	No	No	No (Pay Station)
Xerox WorkCentre 5955	No	Yes	Yes	No	Yes
Xerox WorkCentre 5955	No	Yes	Yes	No	Yes



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67 Scurfield Blvd

Model	Colour	Staples	Hole punch	Fax	Swipe Card (RFID)
Xerox WorkCentre 5955	No	Yes	Yes	No	Yes
Xerox WorkCentre 5955	No	Yes	Yes	No	Yes

14 Fultz Blvd

Model	Colour	Staples	Hole punch	Fax	Swipe Card (RFID)
Xerox WorkCentre 5955	No	Yes	Yes	No	Yes
Xerox WorkCentre 5955	No	Yes	Yes	No	Yes

609 Erin St.

Model	Colour	Staples	Hole punch	Fax	Swipe Card (RFID)
Xerox WorkCentre 5955	No	Yes	Yes	No	Yes
Xerox WorkCentre 5855	No	Yes	Yes	No	Yes



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Section B – Requirements per location

130 Henlow Bay

Total Copiers: 5

Colour: 1

Black & White: 4

ID#	Colour	Staples	Hole punch	Fax	Swipe Card (RFID)	Notes:
HNL-1	Yes	Yes	Yes	Yes	Yes	
HNL-2	No	Yes	Yes	No	Yes	
HNL-3	No	Yes	Yes	No	Yes	
HNL-4	No	Yes	Yes	No	Yes	Student pay station**
HNL-5	No	No	No	No	Yes	Small MFP/Desktop

** Student copier currently has a connected PaperCut Release Station and Coin/Bills Release station Connected.

7 Fultz Blvd

Total Copiers: 4

Colour: 1

Black & White: 3

ID#	Colour	Staples	Hole punch	Fax	Swipe Card (RFID)	Notes:
7FLZ-1	Yes	Yes	Yes	Yes	Yes	
7FLZ-2	No	Yes	Yes	No	Yes	
7FLZ-3	No	Yes	Yes	No	Yes	
7FLZ-4	No	Yes	Yes	No	Yes	



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1551 Pembina Hwy

Total Copiers: 3

Colour: 0

Black & White: 3

ID#	Colour	Staples	Hole punch	Fax	Swipe Card (RFID)	Notes:
PMB-1	No	Yes	Yes	No	Yes	
PMB-2	No	Yes	Yes	No	Yes	Student pay station**
PMB-3	No	Yes	Yes	No	Yes	

** Student copier currently has a connected PaperCut Release Station and Coin/Bills Release station Connected.

67 Scurfield Blvd

Total Copiers: 2

Colour: 1

Black & White: 1

ID#	Qty	Colour	Staples	Hole punch	Fax	Swipe Card (RFID)	Notes:
SCR-1	1	Yes	Yes	Yes	No	Yes	
SCR-2	1	No	Yes	Yes	No	Yes	

14 Fultz Blvd

Total Copiers: 1

Colour: 0

Black & White: 1

ID#	Qty	Colour	Staples	Hole punch	Fax	Swipe Card (RFID)	Notes:
14FZ-1	1	No	Yes	Yes	No	Yes	



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609 Erin St.

Total Copiers: 1

Colour: 0

Black & White: 1

ID#	Qty	Colour	Staples	Hole punch	Fax	Swipe Card (RFID)	Notes:
ERN-1	1	No	Yes	Yes	No	Yes	



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FORM A: Proposed Copier Details

Printer ID: HNL-1				
General Printer Info				
Make/Model	Pages Per Minute	Monthly recommended volume	Printer Amperage	Electrical Plug Type
Service Price				
Copier	Finisher	Stapler	Fax Card	Delivery/Installation /Training
Cost Per Copy/Print (B&W) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5
Cost Per Copy/Print (Colour) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5

Additional Service Costs (If Any):	
Uptime Guarantee:	Yes / No
Replacement Guarantee:	Yes / No
Guaranteed service call response time in Hrs.	

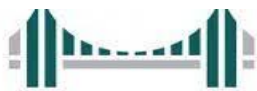
Please provide the individual monthly payment amount(s) for the above:

36 month term: _____ 48 month term: _____ 60 month term: _____

Please advise the individual interest rate(s) for the above.

36 month term: _____% 48 month term: _____% 60 month term: _____%

Comments:



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FORM A: Proposed Copier Details

Printer ID: HNL-2				
General Printer Info				
Make/Model	Pages Per Minute	Monthly recommended volume	Printer Amperage	Electrical Plug Type
Service Price				
Copier	Finisher	Stapler	Fax Card	Delivery/Installation /Training
Cost Per Copy/Print (B&W) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5
Cost Per Copy/Print (Colour) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5

Additional Service Costs (If Any):	
Uptime Guarantee:	Yes / No
Replacement Guarantee:	Yes / No
Guaranteed service call response time in Hrs.	

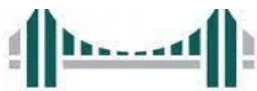
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36 month term: _____ 48 month term: _____ 60 month term: _____

Please advise the individual interest rate(s) for the above.

36 month term: _____% 48 month term: _____% 60 month term: _____%

Comments:



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FORM A: Proposed Copier Details

Printer ID: HNL-3				
General Printer Info				
Make/Model	Pages Per Minute	Monthly recommended volume	Printer Amperage	Electrical Plug Type
Service Price				
Copier	Finisher	Stapler	Fax Card	Delivery/Installation /Training
Cost Per Copy/Print (B&W) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5
Cost Per Copy/Print (Colour) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5

Additional Service Costs (If Any):	
Uptime Guarantee:	Yes / No
Replacement Guarantee:	Yes / No
Guaranteed service call response time in Hrs.	

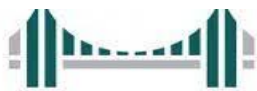
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36 month term: _____ 48 month term: _____ 60 month term: _____

Please advise the individual interest rate(s) for the above.

36 month term: _____% 48 month term: _____% 60 month term: _____%

Comments:



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FORM A: Proposed Copier Details

Printer ID: HNL-4 (Student Pay Copier)				
General Printer Info				
Make/Model	Pages Per Minute	Monthly recommended volume	Printer Amperage	Electrical Plug Type
Service Price				
Copier	Finisher	Stapler	Fax Card	Delivery/Installation /Training
Cost Per Copy/Print (B&W) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5
Cost Per Copy/Print (Colour) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5

Additional Service Costs (If Any):	
Uptime Guarantee:	Yes / No
Replacement Guarantee:	Yes / No
Guaranteed service call response time in Hrs.	

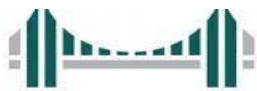
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36 month term: _____ 48 month term: _____ 60 month term: _____

Please advise the individual interest rate(s) for the above.

36 month term: _____% 48 month term: _____% 60 month term: _____%

Comments:



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FORM A: Proposed Copier Details

Printer ID: HNL-5				
General Printer Info				
Make/Model	Pages Per Minute	Monthly recommended volume	Printer Amperage	Electrical Plug Type
Service Price				
Copier	Finisher	Stapler	Fax Card	Delivery/Installation /Training
Cost Per Copy/Print (B&W) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5
Cost Per Copy/Print (Colour) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5

Additional Service Costs (If Any):	
Uptime Guarantee:	Yes / No
Replacement Guarantee:	Yes / No
Guaranteed service call response time in Hrs.	

Please provide the individual monthly payment amount(s) for the above:

36 month term: _____ 48 month term: _____ 60 month term: _____

Please advise the individual interest rate(s) for the above.

36 month term: _____% 48 month term: _____% 60 month term: _____%

Comments:



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FORM A: Proposed Copier Details

Printer ID: 7FLZ-1				
General Printer Info				
Make/Model	Pages Per Minute	Monthly recommended volume	Printer Amperage	Electrical Plug Type
Service Price				
Copier	Finisher	Stapler	Fax Card	Delivery/Installation /Training
Cost Per Copy/Print (B&W) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5
Cost Per Copy/Print (Colour) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5

Additional Service Costs (If Any):	
Uptime Guarantee:	Yes / No
Replacement Guarantee:	Yes / No
Guaranteed service call response time in Hrs.	

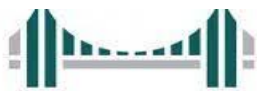
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36 month term: _____ 48 month term: _____ 60 month term: _____

Please advise the individual interest rate(s) for the above.

36 month term: _____% 48 month term: _____% 60 month term: _____%

Comments:



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FORM A: Proposed Copier Details

Printer ID: 7FLZ-2				
General Printer Info				
Make/Model	Pages Per Minute	Monthly recommended volume	Printer Amperage	Electrical Plug Type
Service Price				
Copier	Finisher	Stapler	Fax Card	Delivery/Installation /Training
Cost Per Copy/Print (B&W) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5
Cost Per Copy/Print (Colour) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5

Additional Service Costs (If Any):	
Uptime Guarantee:	Yes / No
Replacement Guarantee:	Yes / No
Guaranteed service call response time in Hrs.	

Please provide the individual monthly payment amount(s) for the above:

36 month term: _____ 48 month term: _____ 60 month term: _____

Please advise the individual interest rate(s) for the above.

36 month term: _____% 48 month term: _____% 60 month term: _____%

Comments:



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FORM A: Proposed Copier Details

Printer ID: 7FLZ-3				
General Printer Info				
Make/Model	Pages Per Minute	Monthly recommended volume	Printer Amperage	Electrical Plug Type
Service Price				
Copier	Finisher	Stapler	Fax Card	Delivery/Installation /Training
Cost Per Copy/Print (B&W) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5
Cost Per Copy/Print (Colour) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5

Additional Service Costs (If Any):	
Uptime Guarantee:	Yes / No
Replacement Guarantee:	Yes / No
Guaranteed service call response time in Hrs.	

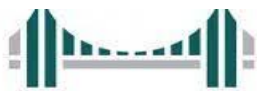
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36 month term: _____ 48 month term: _____ 60 month term: _____

Please advise the individual interest rate(s) for the above.

36 month term: _____% 48 month term: _____% 60 month term: _____%

Comments:



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FORM A: Proposed Copier Details

Printer ID: 7FLZ-4				
General Printer Info				
Make/Model	Pages Per Minute	Monthly recommended volume	Printer Amperage	Electrical Plug Type
Service Price				
Copier	Finisher	Stapler	Fax Card	Delivery/Installation /Training
Cost Per Copy/Print (B&W) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5
Cost Per Copy/Print (Colour) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5

Additional Service Costs (If Any):	
Uptime Guarantee:	Yes / No
Replacement Guarantee:	Yes / No
Guaranteed service call response time in Hrs.	

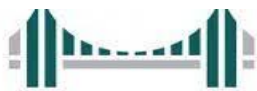
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36 month term: _____% 48 month term: _____% 60 month term: _____%

Comments:



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FORM A: Proposed Copier Details

Printer ID: PMB-1				
General Printer Info				
Make/Model	Pages Per Minute	Monthly recommended volume	Printer Amperage	Electrical Plug Type
Service Price				
Copier	Finisher	Stapler	Fax Card	Delivery/Installation /Training
Cost Per Copy/Print (B&W) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5
Cost Per Copy/Print (Colour) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5

Additional Service Costs (If Any):	
Uptime Guarantee:	Yes / No
Replacement Guarantee:	Yes / No
Guaranteed service call response time in Hrs.	

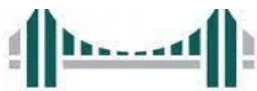
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Please advise the individual interest rate(s) for the above.

36 month term: _____% 48 month term: _____% 60 month term: _____%

Comments:



**MANITOBA INSTITUTE OF
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FORM A: Proposed Copier Details

Printer ID: PMB-2 (Student Pay Copier)				
General Printer Info				
Make/Model	Pages Per Minute	Monthly recommended volume	Printer Amperage	Electrical Plug Type
Service Price				
Copier	Finisher	Stapler	Fax Card	Delivery/Installation /Training
Cost Per Copy/Print (B&W) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5
Cost Per Copy/Print (Colour) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5

Additional Service Costs (If Any):	
Uptime Guarantee:	Yes / No
Replacement Guarantee:	Yes / No
Guaranteed service call response time in Hrs.	

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36 month term: _____ 48 month term: _____ 60 month term: _____

Please advise the individual interest rate(s) for the above.

36 month term: _____% 48 month term: _____% 60 month term: _____%

Comments:



**MANITOBA INSTITUTE OF
TRADES AND TECHNOLOGY**

FORM A: Proposed Copier Details

Printer ID: PMB-3				
General Printer Info				
Make/Model	Pages Per Minute	Monthly recommended volume	Printer Amperage	Electrical Plug Type
Service Price				
Copier	Finisher	Stapler	Fax Card	Delivery/Installation /Training
Cost Per Copy/Print (B&W) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5
Cost Per Copy/Print (Colour) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5

Additional Service Costs (If Any):	
Uptime Guarantee:	Yes / No
Replacement Guarantee:	Yes / No
Guaranteed service call response time in Hrs.	

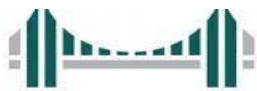
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Please advise the individual interest rate(s) for the above.

36 month term: _____% 48 month term: _____% 60 month term: _____%

Comments:



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FORM A: Proposed Copier Details

Printer ID: SCR-1				
General Printer Info				
Make/Model	Pages Per Minute	Monthly recommended volume	Printer Amperage	Electrical Plug Type
Service Price				
Copier	Finisher	Stapler	Fax Card	Delivery/Installation /Training
Cost Per Copy/Print (B&W) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5
Cost Per Copy/Print (Colour) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5

Additional Service Costs (If Any):	
Uptime Guarantee:	Yes / No
Replacement Guarantee:	Yes / No
Guaranteed service call response time in Hrs.	

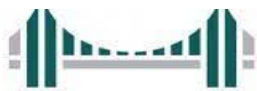
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Please advise the individual interest rate(s) for the above.

36 month term: _____% 48 month term: _____% 60 month term: _____%

Comments:



**MANITOBA INSTITUTE OF
TRADES AND TECHNOLOGY**

FORM A: Proposed Copier Details

Printer ID: SCR-2				
General Printer Info				
Make/Model	Pages Per Minute	Monthly recommended volume	Printer Amperage	Electrical Plug Type
Service Price				
Copier	Finisher	Stapler	Fax Card	Delivery/Installation /Training
Cost Per Copy/Print (B&W) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5
Cost Per Copy/Print (Colour) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5

Additional Service Costs (If Any):	
Uptime Guarantee:	Yes / No
Replacement Guarantee:	Yes / No
Guaranteed service call response time in Hrs.	

Please provide the individual monthly payment amount(s) for the above:

36 month term: _____ 48 month term: _____ 60 month term: _____

Please advise the individual interest rate(s) for the above.

36 month term: _____% 48 month term: _____% 60 month term: _____%

Comments:



**MANITOBA INSTITUTE OF
TRADES AND TECHNOLOGY**

FORM A: Proposed Copier Details

Printer ID: 14FZ-1				
General Printer Info				
Make/Model	Pages Per Minute	Monthly recommended volume	Printer Amperage	Electrical Plug Type
Service Price				
Copier	Finisher	Stapler	Fax Card	Delivery/Installation /Training
Cost Per Copy/Print (B&W) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5
Cost Per Copy/Print (Colour) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5

Additional Service Costs (If Any):	
Uptime Guarantee:	Yes / No
Replacement Guarantee:	Yes / No
Guaranteed service call response time in Hrs.	

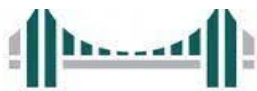
Please provide the individual monthly payment amount(s) for the above:

36 month term: _____ 48 month term: _____ 60 month term: _____

Please advise the individual interest rate(s) for the above.

36 month term: _____% 48 month term: _____% 60 month term: _____%

Comments:



**MANITOBA INSTITUTE OF
TRADES AND TECHNOLOGY**

FORM A: Proposed Copier Details

Printer ID: ERN-1				
General Printer Info				
Make/Model	Pages Per Minute	Monthly recommended volume	Printer Amperage	Electrical Plug Type
Service Price				
Copier	Finisher	Stapler	Fax Card	Delivery/Installation /Training
Cost Per Copy/Print (B&W) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5
Cost Per Copy/Print (Colour) - includes parts, labor, service, toner				
Year 1	Year 2	Year 3	Year 4	Year 5

Additional Service Costs (If Any):	
Uptime Guarantee:	Yes / No
Replacement Guarantee:	Yes / No
Guaranteed service call response time in Hrs.	

Please provide the individual monthly payment amount(s) for the above:

36 month term: _____ 48 month term: _____ 60 month term: _____

Please advise the individual interest rate(s) for the above.

36 month term: _____% 48 month term: _____% 60 month term: _____%

Comments:



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Please provide a Sample Copy of your Standard Lease Agreement.

MITT reserves the right to explore additional lease periods with the successful Vendor.

MITT may require a two week trial demo before selection is confirmed. By bidding on this tender, vendor agrees that if the unit (s) is/are deemed unsuitable, the equipment will be returned at no cost to MITT.

Company: _____

Contact Person: _____

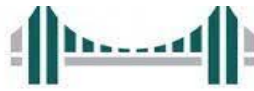
Phone: _____

Fax: _____

I agree to provide a two week trial period to MITT at no charge.
MITT may keep the equipment or send it back at their sole discretion

Signature: _____

Please Print: _____

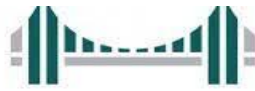


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APPENDIX A USAGE INFORMATION

Pre-COVID usage provided to more accurately show usage across all locations.

ID#	Location/Model	2018 Total	2019 Total	PPM
14FZ-1	South Admin Copier 5955	33609	65351	4123
7FLZ-1	Print Room 5955	121377	43388	6865
7FLZ-2	Finance 5955	224162	23533	10321
7FLZ-3	Faculty Print Room Altalink B8055	178464	373344	22992
7FLZ-4	Admissions/Enrolment Altalink B8055	0	78917	3288
ERN-1	Office Copier 5955	377860	424183	33419
HNL-1	Student Success B8075	124697	195218	13330
HNL-2	Staff Room B8065	204688	161094	15241
HNL-3	2nd Floor Faculty Office	102679	59123	13330
HNL-4	Student Copier B8075	9043	3697	531
HNL-5	B405 DN (Culinary Office)	11328	14018	1056
PMB-1	Staff Room 5955 1 of 2	126135	209023	13965
PMB-2	Student Lounge B8075	18086	43733	2576
PMB-3	Staff Room 5955 2 of 2	561069	443479	41856
SCR-1	Admin 5955	340233	272305	25522
SCR-2	Faculty Prep 5955	93687	60039	6405



MANITOBA INSTITUTE OF
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APPENDIX B

1.0 Interpretation

1.1 The submission of a proposal and the receipt of opening a proposal by MITT does not in any way constitute acceptance of a proposal.

1.2 MITT may, in its full discretion, reject all of any part of a proposal or any of the proposals submitted under this RFP.

1.3 MITT reserves the right to require or obtain any additional information to clarify any proposal before finalizing its selection.

1.4 MITT is not liable for any costs incurred by a bidder with respect to the preparation or presentation of a proposal.

1.5 Proposals shall be irrevocable for a period of 90 ninety (90) days following the closing date.

1.6 Should the Bidder find discrepancies in, or omissions from, the RFP document, specifications, or other terms and conditions, or be in doubt as to their meaning, it shall at once notify MITT, which will issue written instructions or addenda. MITT will not be responsible for oral or telephone interpretations, all inquiries must be in writing. Questions received less than three (3) business days before the date and time of closing cannot be answered. All addenda issued during the time of bidding shall be incorporated into the final contract.

2.0 Liability

2.1 MITT shall not be liable for any injury to the bidder or to any officers, employees or agents of the bidder for any damage to or loss of property of the bidder of the officers, employees or agents of the bidder caused by or in any way related to the performance of this Agreement by the bidder.

3.0 Indemnity

3.1 The bidder shall use due care in the performance of its obligations under this agreement to ensure that no person is injured, no property is damaged or lost, the environment is not damaged and no rights are infringed.

4.0 Insurance

4.1 The bidder acknowledges that it is solely responsible for determining the adequacy of its insurance coverage.

4.2 The cost of obtaining required insurance coverage shall be borne by the bidder.

5.0 Amendments

5.1 No amendment or change to, or modification of, this agreement shall be valid unless it is in writing and signed by both parties.