



# DRUMHELLER

C O R P O R A T E S E R V I C E S



## REQUEST FOR TENDER

### 2011 Photocopier Replacement

**- SUBMIT TENDER IN A CLEARLY-MARKED ENVELOPE -**

**SEND TO MAILING ADDRESS:**

**TOWN OF DRUMHELLER  
703 2 Avenue West  
Drumheller, Alberta T0J 0Y3  
ATTENTION: Raymond Romanetz  
Re: 2011 Photocopier Replacement**

**Note: Tenders can only be received at the above location**

THE TOWN IS REQUESTING TENDERS, PURSUANT TO THE GENERAL CONDITIONS FOR THE SCOPE OF WORK AS DESCRIBED IN THIS DOCUMENT. THE TENDER MUST INCLUDE LABOUR, MATERIALS, EQUIPMENT AND OVERHEAD. THIS REQUEST SHALL NOT BE CONSIDERED AUTHORIZATION TO PROCEED WITH THE WORK HEREIN DESCRIBED.

Contact Person: Michael Roy  
mroy@dinosaurvalley.com  
403-823-1311

CLOSING DATE: July 6, 2011 at 2:00 pm local time

### **SCOPE OF WORK:**

The Town of Drumheller wishes to purchase a new colour photocopier for the Administration Office for Town Hall.

As a minimum, we require the following:

- Black and white/color
- 45 or greater copies per minute
- Duplexing
- Mixed Originals
- Scan to E-mail (PDF format)
- 1024 MB Ram or larger
- 60Gb hard drive or larger
- Hole Punch
- Stapling
- Booklet Finishing
- Bi and Tri fold
- On-line paper supply for letter, legal, and ledger
- Large Capacity Cassette for letter size
- Bypass tray for envelopes as well as cover and business card stock
- Network Ready

Your proposal will also provide:

- Delivery date
- Service and/or Maintenance costs
- Cost of Consumables
- On-site Service response time
- Availability of Service
- Availability of Equipment
- Installation and Training Costs
- Warranty Options
- Details of your “Loaner Program”
- Cost to relocate existing photocopiers as new one will go in location of highest demand and the oldest unit will be retired

Upon review the Town will award the purchase based on the following evaluation criteria:

<b>Criteria</b>	<b>Weighting (%)</b>
Cost	45%
Features included	25%
Availability (Delivery Time)	30%

- The Town of Drumheller will have the sole and unfettered discretion to award up to the maximum number of points for each criterion listed.
- By submitting a tender, each bidder acknowledges and agrees to waive any right to contest through legal proceedings. The decision to award points in respect to the above mentioned criteria will be at the sole discretion of the Town of Drumheller.

#### **TENDER INELIGIBILITY**

TENDERS THAT ARE UNSIGNED, INCOMPLETE, IMPROPERLY SIGNED OR SEALED, CONDITIONAL, ILLEGIBLE, OBSCURE, CONTAIN ARITHMETCAL ERRORS, ERASURES, ALTERATIONS OR IRREGULARITIES OF ANY KIND, MAY BE CONSIDERED INVALID.

THE LOWEST, OR ANY EVALUATED TENDER, MAY NOT NECESSARILY BE ACCEPTED. THE TOWN OF DRUMHELLER RESERVES THE RIGHT TO REJECT ANY OR ALL TENDERS, OR TO ACCEPT THE TENDER EVALUATED TO BE IN THE BEST INTEREST OF THE TOWN OF DRUMHELLER.