



**The Corporation of the Municipality of Arran-Elderslie**

1925 Bruce Road 10, PO Box 70  
Chesley, ON N0G 1L0

**Request for Quote CLK2021-01**  
**Purchase/Lease – Folder/Inserter Machine**

**Tender Closing:** June 7, 2021 11:00 a.m.



**Municipality of Arran-Elderslie  
Municipal Administration Office  
RFQ –Folder/Inserter Machine  
CLK2021-01**

**Request for Quote**

**Supply, deliver and train on new Folder Inserter Machine for the Municipal  
Administration Office**

**1. Location**

1925 Bruce Road 10, Chesley, Ontario

**2. Background:**

The Municipality of Arran-Elderslie is interested in purchasing or leasing a new folding/inserting machine. The Municipality of Arran-Elderslie does not currently have any equipment in place. The primary use for this equipment is utility and tax billings, including information inserts. The approximate monthly volume varies from 500 to 2000 pieces with two larger runs of 6,000 pieces annually.

The Municipality of Arran-Elderslie is currently requesting quotes for Postage Meter as well – RFQ CLK2021-02. These two Request for Quotes can be combined to provide the Municipality with cost savings where applicable.

**3. Scope of work:**

3.1 The successful vendor shall provide, in addition to the folding/inserting machine, all materials and equipment, including manuals, to make the folding/inserting machine fully functional.

**3.2 Minimum Required Specifications**

- a. Unit must have a minimum of 3 automatic feeders, each with double feed sensors. **Response: Comply**
- b. Each automatic feed should have a 250-sheet minimum capacity (when using 20lb 8.5 x 11" paper). **Response: Comply 2 x 325, 1 x 300**
- c. Unit must be able to accommodate additional inserts of various sizes. **Response: Comply includes pre-fold accumulator**
- d. **Must be able to accommodate different paper types in each tray. Response: Comply**
- e. **Must be able to accommodate multiple feed from at least one tray. Response: Comply**
- f. Inserter should have a thickness detector. **Response: Comply**



- g. Inserter should have capability of fold only. Response: Comply including stapled sets
- h. Inserter should be capable of programming multiple job options. Response: Comply up to 20 programable jobs
- i. Warranty - Vendor to provide warranty information.  
Response : 90 days Warranty , 100% with Service Agreement



Please provide the Municipality with any additional unit specifications (make/model, warranty, etc.) of the equipment.

List on a separate sheet any deviations on quoted equipment from these specifications. Otherwise, it will be assumed quoted unit meets or exceeds above listed specifications.

### 3.4 Alternatives

Vendors may provide alternatives for Municipalities consideration. Alternative items must be clearly identified with specific costing.

### **4. Please supply the Municipality with a quote on the attached form for all costs including, but not limited to:**

- Service Response Time – It is highly desirable that the Municipality of Arran-Elderslie requests a response time of 24 hours or less. Please list your charge for maintenance accordingly; if 24 hours service is provided versus a 48-hour response time service plan.
- Cost for at least the next two years for maintenance of equipment.
- Cost to provide sufficient training to main operator to operate the equipment correctly and safely, and to make minor adjustments as needed

Pitney Bowes has read and understood the request for a response time of 24 hours or less and **will comply**. There is no difference in price for 24 hours vs 48 hour. (please see pricing page)

Once your service request is received by our Service Professionals our Estimated Time of Arrival (ETA) Program assures that our technician will respond to your call within two hours to provide specific details as to when you can expect service to begin. On average our service representatives will respond on-site by the next business day. Repairs to your devices once we are on site can range from 30 minutes to (2) hours depending on the devices to be repaired and the nature of the service requirement.

### **5. Project Timeline**

- Please provide a timeline for when your company will be able to deliver and set up the new Folder/Inserter at the Municipal Office.  
All work shall be completed by July 15, 2021. Response: Once order is signed Pitney Bowes will install and train within 10 business days





## **6. References**

- Please provide at least 3 customers for reference purposes. Include customer business name, phone number and contact name.

City of Owen Sound  
Mark Giberson  
Manager of I.T  
[mgiberson@owensound.ca](mailto:mgiberson@owensound.ca)  
519-376-1440 x 1284

MCAP  
Mandy Simard  
Associate Director, Facilities  
Suite 100, 451 Phillip St. Waterloo N2L  
3X2  
[mandy.simard@mcap.com](mailto:mandy.simard@mcap.com)  
519-743-7800 ext 2178

Township of North Huron  
Donna White  
Dir of Finance.  
Best contact for equip  
[OKempel@NorthHuron.ca](mailto:OKempel@NorthHuron.ca)  
Olivia at ext 121 (519) 357-3550

## **7. Grants/Rebates**

- The Vendor shall complete/assist with applications for any grants associated with the installation of energy efficient equipment that may be available.

## **8. Closing Time and Award**

- Quotes are due to the Municipal Office by: **June 7, 2021 at 11:00am.**
- Quotes will be opened publicly shortly after 2:00pm.
- Electronic submissions of quotes will not be accepted.
- Late submissions will not be considered and **will** be returned unopened.



## **9. Selection Criteria**

The Municipality will accept the quote, if any, that best serves the interests of the Municipality. Selection criteria shall include:

- The quality and durability of the machine proposed. Response: Solid Metal components, North American Mnf. Recommended Monthly duty cycle 20,000 per month
- The vendor's ability to provide future maintenance and/or services (including training) Response: Pitney Bowes is leading provider of Mailing Equipment for 100 years. Inventor of the postage machine and financially stable company. Pitney Bowes ongoing commitment includes preventative maintenance and Ongoing user training
- The vendor's ability to provide timely repairs and services Response: Pitney Bowes Service guarantee response of 4hrs as well as diagnostic and online support.
- The features of the machine Response: Please find attached Brochure
- Price of and length of time for maintenance agreement Response: Price below, automatically renews annually.
- Ease of operation for current users. Response: large colour touch screen display, with 20 programable one touch jobs. Easy to use job processing and automatic
- Size of machine Response: 28" L x 21" W x 25" H
- Quietness of operation Response: Less than 71 dba in full operation
- Training Response: Initial & Ongoing
- Other applicable factors as the Municipality determines necessary or appropriate. Response: Fast straight through paper path with pre-fold accumulator

Upon review of all submitted proposals, the Municipality will require that vendors whose machines best meet the requirements provide a demonstration.

The lowest, or any, quote may not be accepted. The Municipality reserves the right to contact any or all suppliers for clarification of their quotation.

The Municipality reserves the right to reject any or all bids if the costs associated with the purchase are not feasible for the current municipal budget.

Contract award is anticipated to go to the Council meeting on June 14<sup>th</sup>, 2021 if required per the Municipality Procurement Policy.

## **10. Insurance/WSIB**

The contractor will be required to provide the Municipality of Arran-Elderslie with proof of General Liability Insurance certificate in the amount of \$5,000,000.00 as well as a satisfactory current clearance certificate from the Workplace Safety and Insurance Board (WSIB) stating that all assessments or compensation payable to the WSIB have



been paid.

**11. Submission Process**

Quotations must be sealed in an envelope and should be labelled:

**RFQ CLK2021-01 – Folder/Inserter Machine and include the company name and address.**

Quotations will be received until 11:00 a.m. local time on Monday, June 7, 2021. Each Proponent is asked to submit one original and one copy of their quotation.



## **12. Payment**

Payments are made 30 days from date of invoice where satisfactory delivery of the equipment in complete working order has been confirmed.

The Municipality, at its sole discretion, may process a partial payment if prior to rectification of minor deficiencies, the equipment cannot be put into service.

## **13. Contact**

Any clarification of this request for quote should be directed by email, or in writing to:

Julie Reid  
Deputy Clerk  
Municipality of Arran-Elderslie  
1925 Bruce Road 10, PO Box 70  
Chesley, ON N0G 1L0  
226-668-8323  
[deputyclerk@arran-elderslie.ca](mailto:deputyclerk@arran-elderslie.ca)





**Tender Form - RFQ No. CLK2021-01****Minimum Required Specifications**

- a. Unit must have a minimum of 3 automatic feeders, each with double feed sensors.
- b. Each automatic feed should have a 250-sheet minimum capacity (when using 20lb 8.5 x 11" paper).
- c. Unit must be able to accommodate additional inserts of various sizes.
- d. Must be able to accommodate different paper types in each tray.
- e. Must be able to accommodate multiple feed from at least one tray.
- f. Inserter should have a thickness detector.
- g. Inserter should have capability of fold only.
- h. Inserter should be capable of programming multiple job options.
- i. Warranty - Vendor to provide warranty information.

Make Pitney Bowes, Model Relay 3500 Year 2021

The above model meets all the specifications listed above Yes X No     

List any additional specifications not listed the bidder wishes to highlight:  
Please attach a separate form if necessary.

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Please find attached Brochure

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Option 1: Outright Purchase \$ 8105.30

Option 2: Monthly Lease Cost \$ 159.67 Term 66

Initial Training \$ included

Ongoing Training \$ included

Annual Equipment Maintenance Cost \$ 849.00

Do not include HST in in bid prices.

Delivery time from date of purchase order 10 business days



*Natalia Ameline*  
natalia.ameline@pb.com

Authorized Company Representative Signature  
Natalia Ameline, Sr. Director, Finance

Vendor Information:

Company Name and Address:

Pitney Bowes of Canada Ltd.

5500 Explorer Drive

Mississauga, ON L4W 5C7

June 3, 2021

Date

Phone No. and Contact Email

Jamie Anglin

P: 647-291-8347 I

jamie.anglin@pb.com





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- The vendor's ability to provide future maintenance and/or services (including training)
- The vendor's ability to provide timely repairs and services
- The features of the machine
- Price of and length of time for maintenance agreement
- Ease of operation for current users
- Size of machine
- Quietness of operation
- Training
- Other applicable factors as the Municipality determines necessary or appropriate

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Deputy Clerk  
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226-668-8323  
[deputyclerk@arran-elderslie.ca](mailto:deputyclerk@arran-elderslie.ca)



# Primary Bid

CLK2021-01

## Tender Form - RFQ No. CLK2021-01

### Minimum Required Specifications

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- d. Must be able to accommodate different paper types in each tray.
- e. Must be able to accommodate multiple feed from at least one tray.
- f. Inserter should have a thickness detector.
- g. Inserter should have capability of fold only.
- h. Inserter should be capable of programming multiple job options.
- i. Warranty - Vendor to provide warranty information.

Make Quadient, Model DS-75i Year 2021

The above model meets all the specifications listed above Yes X No     

List any additional specifications not listed the bidder wishes to highlight:  
Please attach a separate form if necessary.

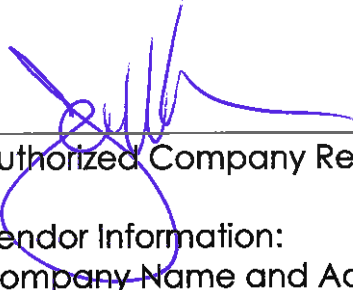
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Option 1: Outright Purchase	\$ <u>14,189.00</u>
Option 2: Monthly Lease Cost	\$ <u>273.00</u> Term <u>60 MO</u>
Initial Training	\$ <u>0.00</u>
Ongoing Training	\$ <u>0.00</u>
Annual Equipment Maintenance Cost	\$ <u>1,262.00</u>

Do not include HST in in bid prices.

Delivery time from date of purchase order Less than 2 weeks



Authorized Company Representative Signature

Vendor Information:

Company Name and Address:

**INS Inc**

75 Northland Rd. Waterloo, ON. N2V 1Y8

**May 26, 2021**

Date

Phone No. and Contact Email

**(833) 844-2988**

**jwinkler@go-ins.com**

# Alternate Bid

CLK2021-01

## Tender Form - RFQ No. CLK2021-01

### Minimum Required Specifications

- a. Unit must have a minimum of 3 automatic feeders, each with double feed sensors.
- b. Each automatic feed should have a 250-sheet minimum capacity (when using 20lb 8.5 x 11" paper).
- c. Unit must be able to accommodate additional inserts of various sizes.
- d. Must be able to accommodate different paper types in each tray.
- e. Must be able to accommodate multiple feed from at least one tray.
- f. Inserter should have a thickness detector.
- g. Inserter should have capability of fold only.
- h. Inserter should be capable of programming multiple job options.
- i. Warranty - Vendor to provide warranty information.

Make Quadient, Model DS-64i Year 2021

The above model meets all the specifications listed above Yes ☐ No ☒

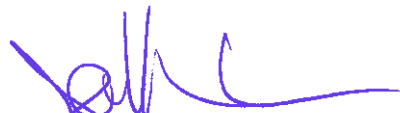
List any additional specifications not listed the bidder wishes to highlight:  
Please attach a separate form if necessary.

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Option 1: Outright Purchase	\$ <u>9,435.00</u>
Option 2: Monthly Lease Cost	\$ <u>192.00</u> Term <u>60 MO</u>
Initial Training	\$ <u>0.00</u>
Ongoing Training	\$ <u>0.00</u>
Annual Equipment Maintenance Cost	\$ <u>1,080.00</u>

Do not include HST in in bid prices.  
Delivery time from date of purchase order Less than 2 weeks



Authorized Company Representative Signature

May 26, 2021

Date

Vendor Information:

Company Name and Address:

**INS Inc**

75 Northland Rd. Waterloo, ON. N2V 1Y8

Phone No. and Contact Email

**(833) 844-2988**

**jwinkler@go-ins.com**