

TENDER - PHOTOCOPYING

The Saskatchewan Rivers School Division invites tenders for photocopying, print and other related services at 37 locations within the school division. Tender documents can be obtained by contacting the Education Centre or from the school division web site.

Sealed tenders, marked "**Photocopying Services**", will be received by the undersigned until 2:00 P.M. CST on Thursday, May 1, 2008.

D. A. Moniuk, Secretary-Treasurer,
Saskatchewan Rivers School Division
545-11th Street East,
Prince Albert, Saskatchewan S6V 1B1

Web: www.srsd119.ca

Phone: (306)764-1571

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Dated at Prince Albert, Saskatchewan this 2nd day of April, 2008.



**SASKATCHEWAN RIVERS SCHOOL DIVISION
PHOTO-COPIER TENDER SPECIFICATIONS
AS OF JANUARY 1, 2008**

GENERAL INFORMATION

The Saskatchewan Rivers School Division is the fourth largest school division in the province with its head office located at 545-11th Street East in the City of Prince Albert. The operating & capital budget of the school division for the 2007-08 fiscal year is in excess of 79 million dollars.

The school division annually educates approximately 9,000 students with a professional staffing component of 562 in 14 schools within the City of Prince Albert and 18 schools in the rural area surrounding the City of Prince Albert.

CURRENT COPIER PLACEMENTS IN THE DIVISION

Copiers are located in all of the schools, partnership program locations, the Maintenance Centre, the Bus Maintenance Facility, and the Education Centre. The holder of the current contract for copying and related services is Minolta Business Equipment (Canada) Ltd. for all schools in the division except St. Louis Community School. Brennan Office Plus provides copier services at that location.

Copier specifications, including current copy volumes, are appended to this document as “*Appendix A.*”

TENDER

TERMS AND CONDITIONS

A. TYPE OF TENDER

The school division requests that tenders be submitted on a cost per copy basis only. The tender shall cover all costs of photocopying, excluding electricity, paper used and staples. (Note: applicable taxes are in addition to the per copy rate)

The school division will not accept tenders submitted on the basis of a lease or rental of equipment nor will the school division enter into a contract specifying anything other than cost per copy arrangement. Assignment of the contract with the school division to a leasing company or a third party is not permitted. Such action would result in the contract being terminated.

Payment under the contract shall be on a quarterly basis for approximately one quarter of the estimated annual copies guaranteed on a cost per copy basis. An annual reconciliation of

actual cost of copies made versus actual payments to the supplier shall be conducted on each anniversary date of the contract. Any additional amounts due under the contract shall be paid within thirty days of the reconciliation.

B. TERM OF CONTRACT – 5 YEARS

The objective of this tender is to provide the school division with copying and other specified print related services for a five-year period commencing on August 1, 2008 and ending on July 31, 2013.

The school division shall have the option of renewing the contract for further successive periods of up to one year each on the same terms and conditions contained in the original Contract following the expiration of the original five year Contract. The school division shall provide 60 days notice of its intention to renew the Contract for the period indicated in the notice. Neither party shall be obligated to renew or extend the Contract.

C. GUARANTEED REQUIREMENTS

The Saskatchewan Rivers School Division conditionally guarantees a minimum annual copy volume of 13,000,000 copies.

The above guarantee will not apply in the case of:

1. A strike, which closes or impedes operation of the school division;
2. A natural or human caused disaster which impedes the operation of the division;
3. A severe decline in enrolment determination of which shall be in the sole discretion of the school division;
4. Changes in the status of school divisions.
5. School closures.

If a strike or disaster occurs, the contract will be extended by an amount of time equal to the length of time of a strike or disaster to make up for time lost because of the occurrence of such strike or disaster.

D. EQUIPMENT REQUIREMENTS

It is in the interest of both parties to the agreement that a workable configuration of equipment is in place at all locations specified. It is understood and agreed that the supplier must have some freedom to change equipment in order to provide the school division with the best possible service. Any changes to the equipment specified, during the duration of the contract, must be made in consultation and with the approval of the Secretary-Treasurer of the school division.

The following applies to the equipment to be placed under this tender:

1. All original and subsequent equipment installed during the first year of the contract

must be as specified. The use of used, refurbished or remanufactured equipment in place of new is not acceptable. All equipment to be placed under the tender must be from one manufacturer.

2. All copiers shall be replaced when the copy volume on the equipment reaches 3,000,000 copies.
3. All equipment placed under the contract must be C.S.A. approved and conform in all respects with the safety standards as set forth in applicable acts of the Province of Saskatchewan.
4. All equipment supplied under the contract shall remain the sole and exclusive property of the supplier. All copiers placed in the school division under this tender shall be covered under the school division's insurance for loss or destruction occasioned by the negligence of the school division or persons acting under the direction of the school division. The equipment provider shall maintain all peril insurance respecting the equipment and shall maintain a minimum of \$2,000,000 liability insurance respecting any loss or injury caused by the equipment provided pursuant to the Contract.
5. The specifications for copier equipment are the minimum that is acceptable. Suppliers have the option of upgrading specifications in their tender.
5. All equipment supplied for integration into the school division's networks must be compatible with Windows Server Platform as updated by the most recent service packs and Windows XP or Vista operating software. Connection to the division networks shall utilize Ethernet Gygabyte. An additional server operated by the school division for administrative purposes is an Alpha server. All copiers specified as connected to the network for print, scan or fax purposes shall have all hardware and software included in the tendered price that is required to facilitate the function specified.
6. All printer drivers and software that is required is to be supplied by the successful bidder and assistance provided, if required, to school division technical personnel for implementation.
7. Copiers shall be able to communicate monthly copy volumes to the successful bidder electronically using the push method for submitting data.
8. Remote access to the school division network, if required, will be provided in accordance with school division protocol and security policies.
9. All copiers shall have the ability to manage impressions made by users (Print, Fax or Copy) for accounting and copier allocation purposes.
10. Administrative requirements that are over and above those specified in the tender shall be negotiated with the supplier outside of the copier contract.
11. The tender shall be submitted on the basis of the tender specifications on a cost per copy basis with all costs of operation other than paper, staples and electricity. The tendered price shall include an inservice program that will teach key school based personnel how to operate the equipment and provide ongoing support to expand the utilization of the technology. Additional training of key staff members at each school shall be held annually to ensure that the equipment features are being utilized to maximize productivity.

12. All equipment specifications shall be in accordance with the Better Buys for Business Multifunctional Specification Guide for Mid and High-Volume Copier Based Products.
13. All main copier machines in each school with a copy speed of 40 CPM or greater shall be classified as Dataquest Segment 4 or 5 machines.

Appended to this document are equipment configuration specifications. For tender purposes the specifications noted are to be considered the minimum acceptable configuration of equipment.

E. REQUIRED SERVICE LEVELS

1. The supplier is responsible for providing, servicing and maintaining fully functional copier equipment without any cost to the Division.
2. The supplier is to provide service within three (3) hours of call for locations within 80 km of the City of Prince Albert and seven (7) hours of call for all other locations during the regular work week (Monday to Friday between 9:00 a.m. and 4:00 p.m.). Exception permitted in case of a public holiday where days taken in lieu differ between the vendor and the Board operation.
3. If a copier must be removed from its location for servicing or if a copier is not operable for longer than one day, then an interim copier must be installed immediately.
4. A copier that becomes inoperable or fails to perform satisfactorily must immediately be replaced with a like model. (Same specification as the unit removed although the model may change.)
5. If the supplier fails to provide the required service the Board may terminate the contract. Such termination shall not occur until the following process has been followed:
 - a) The Secretary-Treasurer of the Board shall inform the supplier of the failure to supply service or of service deficiencies in accordance with the requirements noted:
 - b) If Step "a" does not result in the service requirements being met, the Secretary-Treasurer shall:
 - ii) Notify the supplier by registered mail of the service deficiencies;
 - iii) Meet with the supplier to outline the concerns and determine solutions.
 - c) Failure to comply with the solutions agreed to or further service infractions shall result in the supplier being issued a warning letter advising that during the next 60 days, any breach in service will result in termination of the contract.

- d) Should the supplier thereafter fail to maintain an adequate level of service the determination of which shall be made in the discretion of the school division, the school division may thereafter, without further notice, terminate the Contract;
- e) Upon termination of the Contract the supplier shall within 15 days, at its sole expense, cause all equipment supplied pursuant to the Contract to be removed from each location without causing disruption of the education services and without causing any damage to the school premises or operating systems.

G. REPORTING REQUIREMENTS

The supplier must provide the division with the following quarterly reports:

1. Utilization Report

The report must include the following information by machine:

- copier identification number (serial no.)
- location
- installation date
- copier volume for the period
- copier volume to date

2. Service Report (when requested)

- copier identification no.
- location
- a listing of calls including date, purpose and service performed.

H. REFERENCES

The Saskatchewan Rivers School Division requires that all suppliers include as part of its tenders, two letters of reference from existing copier customers. Preferably one such letter shall be from a school division or a major company that contracts with your firm for their copier requirements.

I. ADDITIONAL INFORMATION

The school division views the selection of our supplier of photocopy services as a long-term commitment that must be mutually beneficial to both organizations. In order to assist us with the selection process we would request that, as part of your tender submission, you respond to the following:

1. Who will be responsible for handling all aspects of the contract for copier/print services with our school division? Does this person have the authority to make decisions on all aspects of the services agreement?
2. How does your company support training of either customer staff or your dealership

- network?
3. How does your company philosophy translate into tangible support for education in this province? Please provide examples.
 4. As a corporate citizen of the province and City of Prince Albert it is important to have a corporate presence. Please provide us with information concerning your corporate structure and personnel located within the province and within the City of Prince Albert. In order to meet the service requirements specified it is expected that the successful bidder will locate sufficient technical personnel within the school division.

J. TENDERING PROCEDURE

Tenders shall be received by the Secretary-Treasurer of the Saskatchewan Rivers School Division No. 119 by Thursday May 1, 2008 at 2:00 p.m. Suppliers may fax their tenders to (306) 763-4460 on condition that originals are forwarded by courier and received within three days of the tender closing date.

Suppliers are requested to provide, as an attachment, manufacturers specification sheets for all machines included in their tender. The acceptance of any tender shall not be final and binding until the school division and the supplier have entered into a written contract incorporating the terms of the within tender document and the terms of the tender satisfactory to the school division. In the event that the school division and supplier have been unable to agree to terms of a written contract within 30 days of the original tender being accepted, the school division may reject the tender without any liability to the school division and re-tender. The supplier must append this tender document to form part of any contract signed between the supplier and the school division.

The school division reserves the right to reject any or all tenders received.