

**REQUEST FOR QUOTATION - TOWN OF LUNENBURG**

SUBMITTER'S COMPANY NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**Terms:**

1. This is a request for a binding quotation only – it is not a Purchase Order or Tender. The Town of Lunenburg (the "Town") may use any quotation it receives for informational purposes only, or it may choose to accept the quotation in which case a binding contract will be formed with the Submitter by issuing a Purchase Order. The Town reserves the right to solicit quotations from other sources at any time including before or after the submission deadline. The Town has no obligation to consider or accept any quotation. The Town reserves the right at any time to accept, ignore or reject any quotation, or use the information contained in any quotation for any purpose whatsoever. The Town reserves the right to negotiate after the submission deadline with any proponent to finalize arrangements in the best interests of the Town.
2. Quotations must be submitted on this form only unless otherwise permitted by the Town.
3. Any suggestions with respect to appropriate equivalents, alternatives or substitutes are welcome. If offering an equivalent, alternative or substitute please ensure the manufacturer's name, contacts and complete technical information is supplied.
4. If a portion of a quotation relates to the provision of labour and/or services, a current WCB clearance letter must be provided with the quotation.
5. The Town is eligible for all Provincial standing order pricing.
6. Quotations may not be withdrawn for sixty (60) days following the submission deadline.
7. If the Town accepts this quotation delivery shall be free on board (F.O.B.) destination and must be made within thirty (30) calendar days of the Town's acceptance of this quotation. Failure to deliver by this deadline may result in cancellation of an order. The Town reserves the right to inspect and reject any material in its sole discretion which may result in cancellation of an order.
8. Please check the Town website [townoflunenburg.ca/purchasing.html](http://townoflunenburg.ca/purchasing.html) to determine if any addendums have been issued prior to the submission deadline.
9. If further technical information is required please contact Katie MacMillan, Business Coordinator by email at [purchasing@townoflunenburg.ca](mailto:purchasing@townoflunenburg.ca).
10. Please return your completed quote by **2:00 p.m. AST, May 25, 2022**, the submission deadline, or the Town may in its sole and absolute discretion choose not to consider it. Deliver completed quote to Katie MacMillan, Business Coordinator, 119 Cumberland Street, Lunenburg, NS B0J2C0 or by email to [purchasing@townoflunenburg.ca](mailto:purchasing@townoflunenburg.ca).

GOODS AND/OR SERVICES DESCRIPTION	TOTAL
The Town of Lunenburg is looking to lease or purchase a new photocopier. The required specifications are attached in Schedule 'A'. Please indicate the proposed make and model for the photocopier below: Make: _____ Model: _____	
<b>Lease Price per month (excluding HST).....</b>	\$ _____
<b>Cost per copy B&amp;W (excluding HST).....</b>	\$ _____
<b>Cost per copy Colour (excluding HST).....</b>	\$ _____
Purchase price (Town Hall photocopier, excluding HST).....	\$ _____
HST to be applied to the above quote.....	\$ _____
<b>Please attach the following additional information:</b> <input type="checkbox"/> Time required to deliver and set up the photocopiers, upon order receipt. <input type="checkbox"/> Warranty period on goods and/or services, if applicable.	

\_\_\_\_\_  
 Authorized Signature Print Name

\_\_\_\_\_  
 Telephone Number Facsimile Number Email Address

**TOWN OF LUNENBURG**

**REQUEST FOR QUOTATION**

**SCHEDULE 'A' – PHOTOCOPIER SPECIFICATIONS**

There is one photocopier required for the third floor of Town Hall (119 Cumberland Street, Lunenburg, NS, B0J2C0). Please note in the list below whether your company can supply the photocopier with each individual specification, or an equivalency, by checking off “Yes”. If you cannot meet an individual specification please check off “No” and provide an explanation in the line provided. Ensure to check either “Yes” or “No” for each specification. Ensure to describe any equivalencies provided in the line provided.

Town Hall Photocopier Requirements

- |   |         |        |       |
|---|---------|--------|-------|
| • Black and White and Colour Printing         | Yes ___ | No ___ | _____ |
| • Print up to 11” x 17”                       | Yes ___ | No ___ | _____ |
| • Double sided printing, scanning and copying | Yes ___ | No ___ | _____ |
| • Copying                                     | Yes ___ | No ___ | _____ |
| • Scan and Email up to 11” x 17”              | Yes ___ | No ___ | _____ |
| • Speed: ~47 pages/min                        | Yes ___ | No ___ | _____ |

Supplies

Please indicate if your lease program includes replacement toner within the monthly lease cost. \_\_\_\_\_

Also, please note if any other supplies are included and covered in the lease cost. \_\_\_\_\_

In the case of purchasing the photocopier or the toner not being included in the lease cost, please provide the average toner cost per cartridge for the proposed: \_\_\_\_\_

Town Hall Photocopier: \_\_\_\_\_ (HST excluded)

Servicing

Please indicate your response time to servicing requests: \_\_\_\_\_

If the Town is to lease the machine, please indicate whether a replacement machine will be available in the case of equipment breakdown and if it will be of equal size and capacity. \_\_\_\_\_

If regular photocopier servicing included in the lease agreement? \_\_\_\_\_

Please enclose any additional details regarding your lease program or the equipment specifications that may not have been captured within this document.