

**MUSKOKA PARRY SOUND PUBLIC PURCHASING
GROUP**

RFP NO. MPSPPG 2020-01

Accepting Bids for:

**Sole Source Supplier of Toner
and Ink Cartridges**

BID CLOSING TIME AND DATE:

12:00pm Wednesday, September 23, 2020

BID OPENING AND LOCATION:

**2:00pm Wednesday, September 23, 2020
via GoToMeeting # 773-199-429**

Project Leader: Kim Seguin
c/o Township of Perry
PO Box 70, 1695 Emsdale Road
Emsdale, Ontario
POA 1J0
705-636-5941
treasurer@townshipofperry.ca

***The lowest or any bid not necessarily
accepted.***

1. Background

The Muskoka Parry Sound Public Purchasing Group (MPSPPG) is a co-operative group working on behalf of the taxpayers of Muskoka and Parry Sound to provide the best possible pricing for items all Municipalities and agencies of the area use. MPSPPG requires the services of a qualified sole source supplier to provide toner and/or ink cartridges.

A list of members that you will be supplying is attached as Schedule A.

2. Bid Invitation

MPSPPG will be accepting bids from potential suppliers for a range of toner and/or ink cartridges. A description of the service required is in the specification section set out as Schedule E of this bid package (hereinafter "the service"). This bid package consists of the following sections:

- a) Information and Instructions to Potential Suppliers and Bidders;
- b) Bid Form;
- c) Schedule A – List of member Municipalities and Agencies;
- d) Schedule B – Bidder Experience Information;
- e) Schedule C – List of Subcontractors;
- f) Schedule D – Addenda;
- g) Schedule E – Proposed Additional Discount Product List;
- h) Schedule F - General Specifications and Schedule of Prices.

3. A Bid is Required

Potential suppliers may participate in this procurement process by submitting a bid in accordance with the instructions herein. Proposals and/or quotations will not be accepted.

4. Registration and Timing

Potential suppliers can acquire the bid package from Biddingo.ca. Alternatively, the document will be posted on the Township of Perry website at www.townshipofperry.ca at no charge. Except for addenda, no further bid documents will be issued.

The closing date and time for all submissions is Wednesday, September 23, 2020 at 12:00pm local time.

Bids must be submitted by the closing date and time in sealed envelopes and shall be clearly marked with the bid number, the bidder's name and address and addressed to the Project Leader:

The Township of Perry
c/o Kim Seguin
PO Box 70, 1695 Emsdale Road
Emsdale, Ontario
P0A 1J0

The use of the mail and courier for delivery of a bid will be at the risk of the bidder. Facsimiles or emailed documents will NOT be accepted.

Bids will be opened publicly via GoToMeeting, Access Code 773-199-429 on Wednesday September 23, 2020 at 2:00pm bids will be reviewed for compliance.

Bids will undergo a further review and a recommendation will be brought forward at the September MPSPPG Meeting. All bidders with a compliant bid will be provided information on how to attend the September MPSPPG Meeting.

The lowest or any bid not necessarily accepted.

5. Omissions, Discrepancies, and Interpretations

Should a potential supplier find omissions from or discrepancies in any of the bid documents or should be in doubt as to the meaning of any part of such documents, they should notify MPSPPG in writing before submitting his bid and, in any event, not later than seven (7) days before the closing date for bids. If MPSPPG considers that a correction, explanation, or interpretation is necessary or desirable, MPSPPG will issue an addendum to all that have taken out bid documents.

All bidders are required to declare in their bid form that in bidding for the service they did not and do not rely upon information furnished by MPSPPG or any of its servants or agents respecting the nature or extent of the service to be provided hereunder, or the location, character, quality or quantity of service, or the quantity, quality or character of the personnel, equipment or facilities needed to perform the service, or the general and local conditions and all other matters which could in any way affect the performance of the service under the contract other than information furnished in writing for or in connection with the bid by MPSPPG.

6. Project Lead and Inquiries

The Project Lead is Kim Seguin, Treasurer, Township of Perry.

All inquiries shall be made in writing and emailed to MPSPPG, c/o Attention: Project Leader Kim Seguin at treasurer@townshipofperry.ca.

7. Site Inspection

There is no mandatory site inspection required for this bid.

8. Timing of Service

Timing of the service shall be as follows:

- a) All costs will be held for the complete time that the contract is in place. The successful supplier shall hold his/her prices for two (2) years from the date of the acceptance of the bid.
- b) Upon completion of the term of the contract, MPSPPG members may, at their discretion, negotiate to extend the contract for a given period of time provided price and timeframe are agreeable to all members. The extended contract time will be two (2) years. The number of extensions is limited to two (2) times.

9. Permits

If required, the successful bidder shall apply for, obtain and pay for all necessary permits and licences required for the execution of the service. Bidders shall include the costs of any such permits and licences in their bid prices.

10. Notices, Laws and Rules

If required, the successful bidder shall give all necessary notices and pay all fees required by law and comply with all laws, ordinances, rules and regulations relating to the service and to the preservations of the public health. Bidders shall include all such fees and costs in their bid prices. The successful bidder shall be responsible for the safety of all servicemen and equipment under his control on the project in accordance with all applicable safety legislation passed by Federal, Provincial and local authorities governing construction safety.

11. Occupational Health and Safety

Bidders are required to ensure they are compliant with the Occupational Health and Safety Act for all services and products supplied under this contract.

12. Contract Information

Potential suppliers are required to make inquiries. Bidders shall not, at any time, complain about a lack of any information.

Bidders are required to declare in their bids that before bidding they examined the Information and Instructions to Potential Suppliers and Bidders, Specifications, and all other Contract Documents thoroughly. Bidders shall be deemed to be fully aware of the contents of these documents. The submission of a bid is a warranty and undertaking that the bidder has made a complete investigation as to the conditions to be encountered in performing the service.

13. Products

With respect to the supply component, all products shall be new and delivered complete and ready for use. In order to ensure compliance with the specifications, bidders are required to include with their bids a fully completed Products List. Where MPSPPG has filled in a product in the product list, the successful bidder is required to supply the specified product.

14. Freedom of Information and Protection of Privacy

Potential suppliers are advised that all written communications received by MPSPPG as part of this procurement are subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

15. Withdrawal of Bids

A bidder who has already submitted a bid may submit a further revised bid at any time up to the official closing time. The last bid received shall supersede and invalidate all bids previously submitted by that bidder for this procurement.

A bidder may withdraw their bid at any time up to the official closing time by submitting a letter bearing their signature and seal as in his bid to the MPSPPG c/o Township of Perry, PO Box 70, 1695 Emsdale Road, Emsdale, Ontario P0A 1J0. Such a submission must be received in sufficient time to be marked before the closing date and time. The bidder shall show their name and the project and bid numbers on the envelope containing such letter. No telephone calls will be considered.

16. Irrevocability of Bids

Bids shall be irrevocable for a period of 90 days from the bid closing date and time.

17. Bid Form

Bids are required to be submitted on the Bid Form included in this bid package, together with any further forms or sheets which potential suppliers are instructed elsewhere herein, or in any addendum hereto, to include with their bids. Bidders may retain the rest of the bid documents issued to them.

18. Legibility and Unauthorized Revisions or Additions to Forms

All entries in the Bid Form shall be in ink or typewritten. Entries or changes made in pencil shall, unless otherwise decided by MPSPPG, be invalid or informal. Bids which are incomplete, conditional, illegible or obscure, or that contain additions not called for, reservations, qualifications, erasures, alterations (unless properly and clearly made and initialed by the Potential bidder's signing officer) or irregularities of any kind, may be rejected as informal.

19. Proposed Alterations or Changes to Specified Products

To ensure that all bidders are bidding on the same service, bidders shall not bid on the basis of changes to products or alternate products. Any bidder wishing to propose a change or an alternate shall make a request to MPSPPG for an approval at least seven (7) days prior to close of bids. Approvals for alterations or changes in products will only be done by written addendum.

Unless specified as "House Brand", all supplies provided must be from OEM products.

20. Membership List (Schedule "A")

The membership list for the MPSPPG is provided. These members will be entitled to all pricing provided and all terms of the contract. Any new members of the group will also be entitled to the pricing provided upon notification to the supplier of the new member.

21. Bidder Experience Information (Schedule "B")

Bidders are required to include with their bids the following information regarding the company. A list of locations for the Head Office, the warehouses, the person who will be assigned as the account manager for the contract, the number of years in business and list three references.

22. List of Proposed Subcontractors (Schedule "C")

Bidders are required to include with their bids a list of the proposed subcontractors in Schedule "C". Subcontractors may include but are not limited to, transportation companies, courier services, outsourced distribution centres, etc.

23. Addenda (Schedule "D")

Changes to the bid package shall only be made by way of addendum issued by MPSPPG. To ensure the bidders have taken note of and are bidding on the basis of any addenda that may be issued, bidders are required to list in Schedule "D" the addenda. A failure to list all the addenda issued by MPSPPG may result in disqualification.

24. Other Requirements (Schedule "E")

Bidders are required to include with their bids a fully completed Additional Discount Product List as Schedule "E" of any items not listed but may be available for discount pricing.

25. General Specifications and Schedule of Prices (Schedule "F")

General

- a) Bidders shall provide unit prices for all items as indicated on Schedule "F"
- b) Bidders shall include in their bid prices all costs of all materials, products, equipment, personnel, supplies, clean up, protection, co-ordination, supervision, profit, overhead, inspections, permits, licences, notices and fees required to complete the service.
- c) If a potential bidder has omitted to enter a price for an item set out in the Bid Form, they shall indicate the reason for not entering a price. (e.g. Obsolete, no longer available, etc.)

All bid sheets must be complete. Omissions may result in disqualification at the discretion of the MPSPPG.

d) Harmonized Sales Tax (H.S.T.)

Bid prices shall NOT include H.S.T. (if applicable). HST shall be in addition to the prices provided.

Bidders are required to include their H.S.T. registration number on the Schedule of Prices.

26. Bid Deposit

MINIMUM DEPOSIT REQUIRED - \$ / (NIL on supply bids)

27. Opening of Bids

After opening of the bids, bids shall be checked for completeness and compliance with the bid requirements. MPSPPG will also correct mathematical errors.

28. Disqualification of Bids

The instructions and procedures set out in this section (Information and Instructions to Potential Suppliers and Bidders) are to be followed by all bidders. Each bidder hereby expressly agrees to follow the instructions and procedures herein and to be bound by the terms and conditions herein. Failure to follow the instructions and procedures herein may, at the sole option of MPSPPG, result in a potential bidder being disqualified.

Under no circumstances will bids be considered which:

- a) are received after 12:00 pm, local time on Wednesday, September 23, 2020.

29. Right to Accept or Reject Bids

The lowest or any bid will not necessarily be accepted. MPSPPG has the right to reject any and all bids for any reason whatsoever. MPSPPG shall not be responsible for and bidders and/or potential suppliers shall not be entitled to reimbursement for any liabilities, costs, expenses, loss, economic loss, damages or consequential damages incurred, sustained or suffered including loss of profit, by any bidders and/or potential suppliers prior or subsequent to or by reason of the acceptance or non-acceptance of a bid. Bids are subject to the formal acceptance by MPSPPG and a formal contract being prepared and executed. MPSPPG reserves the right to reject any or all bids and to waive formalities as the interests of MPSPPG may require without stating reasons therefore.

30. Evaluation Criteria

MPSPPG will, as part of the evaluation of bids, evaluate the qualifications and service performance of bidders. In the event that MPSPPG, in its sole discretion, requires additional information to evaluate a bid, the bidder shall forthwith provide such information to MPSPPG. If a bidder fails to provide the requested information with the timeline specified by MPSPPG, MPSPPG may, in its sole discretion, reject the bid.

Bids will also be evaluated on the basis of the Schedule of Prices. By selecting a random sample of units from each municipal item listing creating a lump sum price. The same sample of units will be used for all bids. The provisional items in the Bid Form shall not form part of the bid evaluation, except for determining whether or not the Lump Sum Price is unbalanced.

Bids that contain prices that appear to be so unbalanced as likely to affect adversely the interests of MPSPPG may be rejected.

MPSPPG reserves the right to waive formalities at its discretion.

There shall be no obligation on MPSPPG to advise any bidder of the reasons as to why any bid is rejected or to justify the rejection of any bid.

31. Award of Bid

The lowest or any bid will not necessarily be accepted. It is anticipated that MPSPPG will determine whether or not to accept a bid at the scheduled September 2020 Membership meeting. MPSPPG may, in its sole discretion:

- a) accept the recommended bid; or
- b) not accept any bid at all.

The determination of whether or not any particular bid is compliant shall be made by MPSPPG, whose determination shall be final and not subject to challenge in any way whatsoever.

32. Prices and Quantities

Each municipality/agency will set up accounts with the supplier and be responsible for payment directly for the service satisfactorily completed at the bid prices.

33. Post-bid Documentation

a) Notice of Acceptance

Notice of Acceptance shall be made by email to the successful bidder at the email address given by the bidder. The Notice of Acceptance shall be deemed received on the date it is emailed.

b) Formal Contract

MPSPPG will deliver the Formal Contract, completed to reflect the successful bidder, if any, by courier. The successful bidder shall, within ten (10) days of issuance of a Notice of Acceptance, sign the Formal Contract and return the Final Contract to MPSPPG.

c) Workplace Safety & Insurance Board Clearance Certificate and Insurance

The successful bidder shall within five (5) days of issuance of a Notice of Acceptance, furnish a satisfactory clearance letter from the Workplace Safety and Insurance Board stating that all assessments or compensation payable to the Workplace Safety & Insurance Board have been paid and a Certificate of Insurance. MPSPPG may at any time during the performance or upon completion of the contract require further proof that such assessments have been paid and/or that such insurance is in place and the successful bidder shall provide such evidence.

d) Failure to Provide Documentation

In the event the successful bidder fails to provide the specified post bid documentation as required, they will be in default and the MPSPPG will look at awarding the contract to another supplier or cancelling the bid.

34. Contract Administration

MPSPPG has the following personnel assigned to administer the contract:

1. Project Leader – Kim Seguin, Treasurer, Township of Perry

For all purposes, the Project Leader shall be the Contract Administrator and MPSPPG's representative. Any reference in the Contract Documents to the Owner's representative shall be to the Project Leader.

BID FORM

PROJECT DESCRIPTION: Sole Source Supplier of Ink and Toner Cartridges

PROJECT LOCATION: Various Towns, Townships and Agencies
throughout Muskoka and Parry Sound

OWNER: Muskoka Parry Sound Public Purchasing Group

BIDDER:

Contractor name

Contractor address

City Province Postal Code

Telephone Number Fax Number

Authorized Signature

Position of Signor

Email Address

BIDS RECEIVED BY

Muskoka Parry Sound Public Purchasing Group
c/o Township of Perry
Attn: Kim Seguin
PO Box 70,
1695 Emsdale Road
Emsdale, ON P0A 1J0

SCHEDULE OF BID DATA

The Contract Documents shall be comprised of the following:

SECTION

Information and Instructions to Potential Suppliers and Bidders

Bid Form

Schedule "A" – MPSPPG Membership List

Schedule "B" – Bidder Experience Information

Schedule "C" – List of Subcontractors

Schedule "D" – Addenda

Schedule "E" – Proposed Additional Discount Product List

Schedule "F" – General Specifications and Schedule of Prices

BID FORM

TO: Muskoka Parry Sound Public Purchasing Group

SIRS: I/We, the undersigned, having carefully examined the Contract Documents and made all inquiries necessary or desirable in establishing the scope of the service, hereby offer to complete the service described in the Contract Documents in accordance with the said documents at the prices set forth in the attached schedule of prices. We also understand and accept the said Contract Documents and hereby state that the prices set forth in this bid are full compensation to complete the service and without limiting the generality of the foregoing, include products, supplies, transportation and any other items necessary or incidental to completing the work.

We acknowledge receipt of each of the Contract Documents and acknowledge that each forms an integral part of this bid.

Notification of Acceptance may be given by fax and delivery of the Formal Contract made by prepaid post, addressed to myself at the address contained in this Bid.

This Bid shall remain valid and irrevocable until 4:00 p.m. on Thursday December 23, 2020.

In bidding for the service, we have made all such inspections and inquiries as may be necessary or useful in understanding the nature and extent of the work required completing the service and submitting a valid bid. We shall not claim, and agree that we shall not be permitted to claim, that the nature or extent of the work has, or is in any way, different or changed.

We understand that the contract terminates in the event that we fail to perform the service to the satisfaction of MPSPPG, and that under such circumstances MPSPPG reserves the right to declare us ineligible to participate in any procurement by MPSPPG for such time period MPSPPG may, in its sole discretion, determine.

We declare that in submitting this bid we have either investigated for ourselves to the nature and extent of the services to be provided and local conditions that might affect this bid or, not having it investigated, are willing to assume all risk of conditions arising or developing in the course of the provision of services that may make the provision of services more expensive to provide than presently anticipated.

We also declare that we did not and do not rely on information provided by MPSPPG, or its employees, other than written information specifically given in response to an inquiry made by us.

We hereby certify that, at the time of submitting this bid, we are in full compliance with all laws of Canada and the Province of Ontario and that, in particular, without limiting the generality of the foregoing all returns required to be filed under tax, pension, unemployment insurance, worker's compensation and work place safety statutes have been filed and all amounts due and payable under those statutes have been paid or satisfactory arrangements for their payment have been made and maintained.

We shall complete the work as follows unless granted an extension in accordance with the Contract Documents.

- (a) Duration of contract shall be two years from the acceptance of the bid with the option of two, two-year extensions if agreed upon by the supplier and the MPSPPG.

DATED at _____ this _____ day of _____, 2020.

Signature of Bidder

Print Name

Address

Postal Code

Telephone Number

Fax Number

Email Address

SCHEDULE "A" – MEMBERSHIP LIST

MUSKOKA PARRY SOUND PUBLIC PURCHASING GROUP
As of June 24, 2020 (All in the 705 Area Code)

| | | |
|-------------------------------------|----------------------|------------------|
| District of Muskoka | 70 Pine Street | Bracebridge, ON |
| Municipality of Magnetawan | 4304 Hwy 520 | Magnetawan, ON |
| Municipality of McDougall | 5 Barager Blvd | McDougall, ON |
| Municipality of Whitestone | 21 Church St | Dunchurch, ON |
| Muskoka Family Focus | 20 Entrance Drive | Bracebridge, ON |
| Simcoe Muskoka District Health Unit | 5 Pineridge Gate | Gravenhurst, ON |
| The Friends | 27 Forest St | Parry Sound, ON |
| Town of Bracebridge | 1000 Taylor Court | Bracebridge, ON |
| Town of Gravenhurst | 3-5 Pineridge Gate | Gravenhurst, ON |
| Town of Huntsville | 37 Main St E | Huntsville, ON |
| Town of Kearney | 8 Main Street | Kearney, ON |
| Town of Parry Sound | 52 Seguin Street | Parry Sound, ON |
| Township of Archipelago | 9 James Street | Parry Sound, ON |
| Township of Armour | 56 Ontario St | Burk's Falls, ON |
| Township of Carling | 2 West Carling Bay | Nobel, ON |
| Township of Georgian Bay | 99 Lone Pine Rd | Port Severn, ON |
| Township of Joly | 871 Forest Lake Rd | Sundridge, ON |
| Township of Lake of Bays | 1012 Dwight Beach Rd | Dwight, ON |
| Township of McKellar | 701 Hwy 124 | McKellar, ON |
| Township of McMurrich Monteith | 31 William St | Sprucedale, ON |
| Township of Muskoka Lakes | 1 Bailey Street | Port Carling, ON |
| Township of Perry | 1695 Emsdale Road | Emsdale, ON |
| Township of Ryerson | 28 Midlothian Rd | Burk's Falls, ON |
| Township of Seguin | 5 Humphrey Drive | Seguin, ON |
| Township of Strong | 28 Municipal Lane | Sundridge, ON |
| Village of South River | 63 Marie Street | South River, ON |
| Village of Sundridge | 110 Main Street | Sundridge, ON |

SCHEDULE "B" – BIDDER EXPERIENCE INFORMATION

Location of Head Office _____

Location of warehouses that would fulfill orders _____

Number of Years in Business _____

References (minimum 3)

| Company Name | Contact Name | Contact # or email |
|--------------|--------------|--------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

SCHEDULE "C" – LIST OF PROPOSED SUB-CONTRACTORS (ie. delivery companies, couriers, etc.)

The following is a list of subcontractors proposed by the undersigned to perform work on behalf of the supplier. I/We agree that no change of subcontractor from those proposed on this list will be made without the written permission of MPSPPG. Only one name shall be shown for each subcontract. If the Bid proposes to carry out the work himself it shall be so entered.

| <u>Section of Work</u> | <u>Name of Subcontractor</u> |
|------------------------|------------------------------|
| _____ | _____ |
| _____ | _____ |

SCHEDULE "D" - ADDENDA

As an integral part of this bid, the Bidder shall complete below a statement giving the number and date of all addenda used in preparing this bid. If no addenda were issued the words "Not Applicable" shall be entered below. Failure to complete this statement and include all addenda shall result in the bid being declared informal.

Addendum Number

Addendum Date

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

SCHEDULE "E" - PROPOSED ADDITIONAL DISCOUNT PRODUCT LIST

If awarded the contract, I/we propose to supply, in addition to other products and equipment specified, discounts on other products supplied as follows:

| | DISCOUNT | PRODUCT |
|----|-----------------|----------------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |

We propose to provide an off-contract discount for all items not listed in the Schedule of Prices. That discount is as follows:

SCHEDULE "F" - GENERAL SPECIFICATIONS

A. GENERAL

1. Scope of Service

- A. This service includes the supply of all materials necessary to:
- a) sole source supply OEM Toner cartridges and ink cartridges
 - b) NO REFURBISHED OR REMANUFACTURED PRODUCTS WILL BE PERMITTED
 - c) House Brand will be allowed as a secondary unit price but tender awarding will only be on cost of OEM products.
- B. Without limiting the generality of Item 1(A), the Potential Supplier is required to supply and install (if necessary) all products and materials as may be necessary to complete the bid.

2. Ordering Via the Internet (On-line web-based ordering)

An on-line ordering program is a requirement of this contract. Members may wish to place orders via a secure web-based ordering system. For Members wishing to access an on-line ordering system, the following requirements apply:

- The successful supplier must have an order approval process in place. For example when a Member places an order on-line, the Member will have the option of requiring the supplier to notify via e-mail a pre-designated person who will have the ability to electronically approve or disapprove all or part of the order.
- Any order substitutions must be of equal or better quality and must not exceed the price of the original item.
- There must be a simple method of returning orders made in error.
- Orders placed on or before 3:00 p.m. EST (EDT) must be delivered next business day, in urban settings and maximum two business days in rural locations.

The supplier must have available during normal business hours an assigned help desk person to answer relevant questions and to assist the users through the process.

Where a minimum order value is required, the bidder must identify the amount on the bid submission.

B. PRODUCTS

3. Delivery

MPSPPG will require the successful supplier to deliver the ordered products to a variety of locations. A sample of the potential delivery locations for MPSPPG is noted in Schedule A". A list of addresses may be expanded by each Member, to include other locations within their jurisdiction. Cost of delivery shall be included in item cost on the schedule of prices.

4. Products

- a) Only toner and ink cartridges for office printers and MFPs as specified in the Schedule of Prices
- b) Although specific cartridges have been list, this does not limit other products not listed from being provided at a discounted price. Off contract discount pricing should also be included.

5. Warranty

- a) All cartridges must carry a warranty against defective products and inferior workmanship.

6. Environmental Responsibility

MPSSPG practices green initiatives where possible. Consideration will be given to those suppliers providing eco-friendly solutions for the products requested. In addition to cartridge recycling options.

C. PRODUCT LIST ON WHICH POTENTIAL SUPPLIERS MUST BID

7. Attached is the list of items that MPSSPG requires the bidder to bid on (Schedule "F" Schedule of Prices). Unit pricing is required. The bidder must complete the whole list. Missed items could forfeit the bid as incomplete and may not be accepted unless determined otherwise by the group. If an item is discontinued or not available, it should be indicated on the sheet.

D. SCHEDULE OF PRICES

The final cost of each item noted in the Schedule of Prices attached for the list of items provided.

H.S.T. Registration Number (Place here) _____

- * **Prices DO NOT include P.S.T. nor G.S.T. nor H.S.T.**
The Bidder hereby warrants and undertakes that the above prices plus applicable taxes are full and satisfactory compensation to complete the work as specified in the Contract Documents.

| Municipality | Dept | Printer Make | Model | OEM Cartridge # | Unit Price for OEM Products Only | Unit Price for House Brand Products Only |
|--------------------|--------------------|--------------|--------|--|----------------------------------|--|
| Township of Armour | Admin | HP | M402DW | CF226X | | |
| | Admin | HP | HP3010 | CE255A | | |
| | Roads | Brother | HL2240 | BRTTN420 | | |
| | Council | Cannon | IR330 | GPR31 (set Black, yellow, magenta, cyan) | | |
| | By-Law | HP | HPM402 | CF226A | | |
| | | | | CF226X | | |
| | Historical Society | Brother | HL3170 | TN221BK | | |
| | | | | TN221C | | |
| | | | | TN221CY | | |
| | | | | TN221M | | |

Toner and Ink Cartridge Requirements for Each Member

Schedule "F" Schedule of Prices

| Municipality | Dept | Printer Make | Model | OEM Cartridge # | Unit Price for OEM Products Only | Unit Price for House Brand Products Only |
|---------------------|-------------------------|--------------|--------------------|------------------------------------|----------------------------------|--|
| Town of Bracebridge | FINANCE | HP | LASERJET M601 | CE990A | | |
| | DEV SERVS | LEXMARK | T640PS3 | 64015SA | | |
| | | LEXMARK | X4222 | 12A4715 | | |
| | | LEXMARK | X4222 | 12A4715 | | |
| | CLERK | EPSON | WP4023 | 676XL | | |
| | ROADS | HP | 2600N | HP Q6000A | | |
| | | | | HP Q6001A | | |
| | | | | HP Q6002A | | |
| | | | | HP Q6003A | | |
| | | HP | PSC2175 | C6656AC | | |
| | | | | C6657AC | | |
| | ROADS | HP | 3550 | HP 27 | | |
| | | | | HP 28 | | |
| | | HP | MFP M479FDW | HP 414X | | |
| | RECREATION | | | | | |
| | Pool | HP | M402 | CF226A | | |
| | Front Desk | XEROX | 3655WC | 106R02742 | | |
| | Arena Ticket Booth | Lexmark | E250DN | E250A21A | | |
| | Arena Office | | 3315WC | 105R02309 | | |
| | Sportsplex card printer | Zebra | ZXP Series 3 | YMCKO ribbon #800033-340-280 image | | |
| | LIBRARY | XEROX | PHASER 6505DNPCL6 | 106R10594 | | |
| | | | | 106R10595 | | |
| | | | | 106R10596 | | |
| | | | | 106R10597 | | |
| | | HP | CP2025S#CNGS715611 | CC530AC | | |
| | | | | CC531AC | | |
| | | | | CC533AC | | |

Toner and Ink Cartridge Requirements for Each Member

Schedule "F" Schedule of Prices

| Municipality | Dept | Printer Make | Model | OEM Cartridge # | Unit Price for OEM Products Only | Unit Price for House Brand Products Only |
|---------------------|------|--------------|--------------------------------|--------------------------|----------------------------------|--|
| District of Muskoka | | Canon | MF4200 Series (FAX) | 104(0263B001AA) | | |
| | | HP | M479fdw(& fdn)Laserjet pro MFP | HP414A(W2020A) Black | | |
| | | | | HP 414A (W2022A) Yellow | | |
| | | | | HP 414A (W2023A) Magenta | | |
| | | | | HP 414A (W2021A)Cyan | | |
| | | HP | M277dw Laserjet MFP | HP 201-CF400 | | |
| | | | | HP 201-CF401 | | |
| | | | | HP201 -CF402 | | |
| | | | | HP201-CF403 | | |
| | | | LaserJet M401dn | HP81-CF280 | | |
| | | HP | LaserJet P2055dn | HP 05-CE505 | | |
| | | LEXMARK | T644 cheque printer | 640155A | | |
| | | XEROX | Phaser 3250 | 106R01373 | | |
| | | XEROX | Phaser workcentre3330 | 106R03620 | | |
| | | XEROX | Phaser 5550 | 106R01294 | | |
| | | | Phaser 6280DN | 106R01388 Cyan, | | |
| | | | | 106R01389 Magenta, | | |
| | | | | 106R01390 Yellow, | | |
| | | | | 106R01391 Black | | |
| | | | Phaser 6510 Dn | 106R03473 Cyan, | | |
| | | | | 106R03474 Magenta, | | |
| | | | | 106r03475 Yellow, | | |
| | | | | 106R03476 Black | | |
| | | | Phaser 7100N | 106R02599 Cyan, | | |
| | | | | 106R02600 Magenta, | | |
| | | | | 106R02601 Yellow, | | |
| | | | | 106R02602 Black | | |
| | | XEROX | Versalink C405 | 106R03500 | | |
| | | | Workcentre 3215 | 106R02775 Black | | |
| | | XEROX | Workcentre 3220 PCL | 106R01485 | | |
| | | XEROX | Workcentre 3315 | 106R02720 | | |

Toner and Ink Cartridge Requirements for Each Member

Schedule "F" Schedule of Prices

| | | | | | | |
|--|--|-------|------------------------|--------------------|--|--|
| | | | workcentre 3615 | 106R02720 | | |
| | | | Workcentre 6015NI | 106R01627 Cyan, | | |
| | | | | 106R01628 Magenta, | | |
| | | | | 106R01629 Yellow, | | |
| | | | | 106R01630 Black | | |
| | | | Workcentre 6027 | 106R02756 Cyan, | | |
| | | | | 106R02757 Magenta, | | |
| | | | | 106R02758 Yellow, | | |
| | | | | 106R02799 Black | | |
| | | XEROX | workcentre 6505dn | 106R01591 cyan, | | |
| | | | | 106R01592 magenta, | | |
| | | | | 106R01593 yellow, | | |
| | | | | 106R01594 black | | |
| | | | Phaser workcentre 6515 | 106R03473 cyan, | | |
| | | | | 106R03474 Magenta, | | |
| | | | | 106R03475 Yellow, | | |
| | | | | 106R03476 Black | | |

Toner and Ink Cartridge Requirements for Each Member

Schedule "F" Schedule of Prices

| Municipality | Dept | Printer Make | Model | OEM Cartridge # | Unit Price for OEM Products Only | Unit Price for House Brand Products Only |
|--------------|-------------------------|--------------|--------------------------------|-----------------|----------------------------------|--|
| The Friends | M.Gause | Brother | MFC6910DW | BRTLC75BKS | | |
| | | | | BRTLC75CS | | |
| | | | | BRTLC75MS | | |
| | | | | BRTLC75YS | | |
| | S.Lacosse | Lexmark | MB2336adw2020 | B221HOO | | |
| | J.Forth | Brother | HL-L2320d | TN660 | | |
| | Finance-Copier | Canon | Image Class MF3100 | X25 | | |
| | L.Tiido | Lexmark | MS312dn | 501H | | |
| | K.Sawyer(Parry Sound) | HP | 1606dn | 61XL Colour | | |
| | | | | 61XL Black | | |
| | K.Sawyer(Huntsville) | Canon | Image Class MF217w | 137 | | |
| | Board Room(Gravenhurst) | Canon | MF4770 | 128 | | |
| | C.Rogers | Canon | Image Class 4890dw | STPSEB128R | | |
| | T.Michell | Canon | ICMF4600/4150/4690/STPSeB0263R | 104 | | |
| | Sunset Court | HP | Lj pro MFPM130 | HP17A | | |
| | V.Harper | Brother | HL-12320d | TN660 | | |
| | S.Quelha | HP | Lj pro MFPM130 | HP17A | | |
| | R.Clarke | Brother | HL-L2320d | TN660 | | |
| | | Canon | Image Class MF4400/4500 | 128 | | |

Schedule "F" Schedule of Prices

Toner and Ink Cartridge Requirements for Each Member

| Municipality | Dept | Printer Make | Model | OEM Cartridge # | Unit Price for OEM Products Only | Unit Price for House Brand Products Only |
|-----------------|---------|--------------|--------------|-----------------|----------------------------------|--|
| Town of Kearney | Finance | HP | Laserjet Pro | CF226XC | | |
| | Fire | HP | Laserjet Pro | 63XL | | |

Schedule "F" Schedule of Prices

Toner and Ink Cartridge Requirements for Each Member

| Municipality | Dept | Printer Make | Model | OEM Cartridge # | Unit Price for OEM Products Only | Unit Price for House Brand Products Only |
|---------------------------|-----------------------|---------------------|-----------------|-----------------|----------------------------------|--|
| Township of Muskoka Lakes | FIRE | XEROX WORK CENTRE | WC4250 | 106R01409 | | |
| | CLERKS | XEROX PHASER | PHASER 4510 SY | 113R00711 | | |
| | PLANNING | XEROX PHASER | PHASER 4510 HY | 113R00712 | | |
| | VISITOR CENTRE | BROTHER | MFC 7820N DRUM | DR350 | | |
| | | | MFC 7820N TONER | TN350 | | |
| | FIRE | BROTHER | HL-2140W DRUM | DR360 | | |
| | | | HL-2140W TONER | TN360 | | |
| | FIRE | BROTHER | HL-2170W DRUM | DR360 | | |
| | | | HL-2170W TONER | TN360 | | |
| | CAO | XEROX | PHASER3250 | 106R01373 | | |
| | ROADS | BROTHER | MFC-290C | LC61BK | | |
| | | | | LC61CS | | |
| | | | | LC61MS | | |
| | | | | LC61YS | | |
| | PARKS | LEXMARK | X5650 | 18C2164 | | |
| | | | | 18C2165 | | |
| | B.ARENA & MAYOR | HP LASERJET PRO 200 | M25LNW | CF210A | | |
| | | | | CF210X | | |
| | | | | CF211A | | |
| | | | | CF212A | | |
| | | | | CF213A | | |
| | FIRE & VISITOR CENTRE | BROTHER (FAX) | | TN350 | | |
| | | | | DR350 | | |
| | B. ARENA | BROTHER (FAX) | INTELFAX 770 | PC301 | | |
| | B. LIBRARY | HP (FAX) | DESKJET F4235 | CC641WC | | |
| | | | | CC644WC | | |

| Municipality | Dept | Printer Make | Model | OEM Cartridge # | Unit Price for OEM Products Only | Unit Price for House Brand Products Only |
|--------------|------------------------------|----------------------|-----------|-----------------------------|----------------------------------|--|
| Parry Sound | 52 Seguin | HP | MFP 477dn | 972X | | |
| | | HP | P4014DN | CC364A | | |
| | | HP | PCP4025 | CE261A, | | |
| | | | | CE262A | | |
| | | | | CE263A | | |
| | | | | CE260A | | |
| | | HP | P1006 | CB435A | | |
| | | HP | P1606DN | CE278A | | |
| | | HP | P1606DN | CE278a | | |
| | | HP DESIGN JET | 800 | HEWC4844A | | |
| | | HP LASER JET | 1606DN | CE278A | | |
| | | HP DeskJet | 3755 | 65xl | | |
| | | Canon | | PG245xl, | | |
| | | | | C:246xl | | |
| | | Canon | | 0336C001 | | |
| | | | | 0337C001 | | |
| | | | | 0338C001 | | |
| | | | | 0339C001 | | |
| | WATER TREATMENT PLANT | HP | MFP 477dn | 972 | | |
| | ARENA | BROTHER | | TN750 | | |
| | | HP COLOR LASER PRO | M177FW | 130A (all colors) CF351A | | |
| | FIRE HALL | HP LASER JET PRO 400 | M451NW | CF280A | | |
| | | HP COLOUR LASER JET | CP1518NI | CB541A | | |
| | | | | CB542A | | |
| | | | | CB543A | | |
| | | | | CB540A | | |
| | WASTE WATER PLANT | HP | MFP 477dn | 972 * for all colors | | |
| | STOCKEY CENTRE | HP | P1606DN | CE278A | | |
| | | HP | P1606DN | CE278A | | |
| | | Konica Minolta | C258 | TN324 | | |
| | OPERATIONS | HP COLOUR JET | HP2025 | HP304A black | | |
| | | | | HP304A Cyan | | |

Schedule "F" Schedule of Prices

Toner and Ink Cartridge Requirements for Each Member

| | | | | | | |
|--|--|---------|------------------|----------------|--|--|
| | | | | HP304A yellow | | |
| | | | | HP304A magenta | | |
| | | BROTHER | MFC-8710DW | TN750 | | |
| | | Xerox | Work Centre 6515 | XER106R03476 | | |

Toner and Ink Cartridge Requirements for Each Member

Schedule "F" Schedule of Prices

| Municipality | Dept | Printer Make | Model | OEM Cartridge # | Unit Price for OEM Products Only | Unit Price for House Brand Products Only |
|-------------------|--------------------|---------------|----------------------|-------------------|----------------------------------|--|
| Township of Perry | Transfer Station | HP | Office JetPro 8610 | CN049A (B 950) | | |
| | | | | CN051S (M951) | | |
| | | | | CN052S (Y 951) | | |
| | | | | CN050S (C 591) | | |
| | Public Works | HP | Office Pro 8600 | CN049S (B 950) | | |
| | | | | CN051S (M951) | | |
| | | | | CN052S (Y 951) | | |
| | | | | CN050S (C 951) | | |
| | Fire Dept. | HP Laser Jet | Pro MFP M426 | CF226XC | | |
| | Fire Dept. | HP Office Jet | Office Pro 6978 | T6M18AN | | |
| | Rec Dept | BrotherTN 450 | MFC 7860DW | GSTN450-NC | | |
| | Bldg/By Law Office | Hew | HP 62 | C2P06AN (C2P04AN) | | |
| | Treasurer's Office | HP | Laserjet Pro M402dn | HP 26A (CF226A) | | |
| | Front Reception | KYOCERA | Ecosya FS2020D | TK342 | | |
| | Public Library | HP | Laserjet Pro M281fdw | CF500 (A) | | |
| | | HP | Laserjet 2015 dn | HEW-Q7553X | | |

Schedule "F" Schedule of Prices

Toner and Ink Cartridge Requirements for Each Member

| Municipality | Dept | Printer Make | Model | OEM Cartridge # | Unit Price for OEM Products Only | Unit Price for House Brand Products Only |
|---------------------|--------|------------------------|-------|-----------------|----------------------------------|--|
| Township of Ryerson | Office | HP LaserJet P3005 | | Q7551X | | |
| | Office | LaserJet Pro color MFP | hp | CE320A | | |
| | | | | CE321A | | |
| | | | | CE322A | | |
| | | | | CE323A | | |

Schedule "F" Schedule of Prices

Toner and Ink Cartridge Requirements for Each Member

| Municipality | Dept | Printer Make | Model | OEM Cartridge # | Unit Price for OEM Products Only | Unit Price for House Brand Products Only |
|--------------------|-----------------------------|--------------|------------|--------------------|----------------------------------|--|
| Township of Seguin | Front Counter | HP | M426FDW | CF226A | | |
| | Michele Fraser-Treasury | HP | M201DW | CF283A | | |
| | Tracey Muller -Treasury | HP | P1606DN | CE278A | | |
| | Kerry Marshall-Treasury | HP | M201DW | CF283A | | |
| | Chris Madej-Treasury | HP | 1022n | Q2612A | | |
| | Christine Dixon-Treasury | HP | P1606DN | CE278A | | |
| | Donna McLeod-Clerks | HP | P1505 | CB436A | | |
| | Andrea Spinney-Clerks | HP | P1505 | CB436A | | |
| | Andrea Spinney-Clerks | HP | CP3505n | Q6470A Black | | |
| | | | | Q7581A Cyan | | |
| | | | | Q7582A Yellow | | |
| | | | | Q7583A Magenta | | |
| | Craig Jeffery-Clerks | HP | 1200 | C7115A | | |
| | Steve Stone-Planning | HP | 1200 | C7115A | | |
| | Adam-Planning | HP | P1606DN | CE278A | | |
| | Chris Busby-Building | Epson | Photo 1400 | TO79120 Black | | |
| | | | | TO79220 Cyan | | |
| | | | | TO79320 Magenta | | |
| | | | | TO79420 Yellow | | |
| | | | | TO79520 Lt Cyan | | |
| | | | | TO79620 Lt Magenta | | |
| | Main Building | HP | P2035 | HEW-CE505A | | |
| | Kara Duggan - Planning | HP | M102W | HEWCF217A | | |
| | Tom MacLeod-Planning | HP | M102W | HEWCF217A | | |
| | Bev Martin - Building | HP | P1505 | CB436A | | |
| | Cindy Simon-Public Works | HP | P1606DN | CE278A | | |
| | Peter Koppisch-Public Works | HP | 1200 | C7115A | | |
| | Debi Allen | HP | P1606DN | CE278A | | |
| | Cliff MacMinn-Clerks | HP | P1505 | CB436A | | |
| | Debi Allen | HP | P1505 | CB436A | | |
| | Kitchen-Treasury | HP | P4015X | CC364A | | |

Schedule "F" Schedule of Prices

Toner and Ink Cartridge Requirements for Each Member

| | | | | | | |
|--|-----------------------------|----|---------|----------------|--|--|
| | Fire | HP | CP2025 | CC530A Black | | |
| | | | | CC531A Cyan | | |
| | | | | CC532A Yellow | | |
| | | | | CC533A Magenta | | |
| | Jamie Osborne | | | CE505A | | |
| | Ken Adams-Facilities | HP | M201DW | CF283A | | |
| | Facilities (old printer) | HP | HP2100 | C4096A | | |
| | Mark Vandermeer | HP | P1505 | GB436A | | |
| | Mayor | HP | M203DW | HP32A | | |
| | Others | | | HP30X | | |
| | | | | HP 19A | | |
| | | | | LC75CS | | |
| | | | | LC75MC | | |
| | | | | LC75YS | | |
| | | | BROTHER | TN330 | | |
| | | | | LC75BK | | |
| | Library | HP | HP410 | HEW-CF411A | | |
| | | | | HEW-CF412A | | |
| | | | | HEW-CF413A | | |
| | | | | HEW-CF410XC | | |
| | Peter Koppisch-Public Works | | | CC531A Cyan | | |
| | | | | CC532A Yellow | | |
| | | | | CC533A Magenta | | |
| | | | | CC530A Black | | |

| Municipality | Dept | Printer Make | Model | OEM Cartridge # | Unit Price for OEM Products Only | Unit Price for House Brand Products Only |
|------------------------------------|------|--------------|-------|-----------------|----------------------------------|--|
| South Muskoka District Health Unit | | HP | M605X | CF281X | | |
| | | HP | M608X | CF237Y | | |
| | | HP | M553X | CF360X | | |
| | | HP | M602X | CE390X | | |

Schedule "F" Schedule of Prices

Toner and Ink Cartridge Requirements for Each Member

| Municipality | Dept | Printer Make | Model | OEM Cartridge # | Unit Price for OEM Products Only | Unit Price for House Brand Products Only |
|--------------------|-------|------------------|--------------|-------------------|----------------------------------|--|
| Township of Strong | Admin | HP LaserJet | M425dn | CF280A | | |
| | | HP LaserJet | M402dn | CF226A | | |
| | | HP LaserJet | 1320 | Q5949X | | |
| | | HP LaserJet | P1606DN | CE278A | | |
| | Admin | hp ljet | M401N | CF280A | | |
| | Roads | Canon | MF217W | 9435B001AA | | |
| | CAEDA | Epson Workforce | WF 2530 | 200B (black) | | |
| | | | | 200Y (yellow) | | |
| | | | | 200M (magenta) | | |
| | | | | 200C (cyan) | | |
| | Arena | HP OfficeJet | MFPM177FW | CF350A | | |
| | JBC | Kodak All-in-One | ESP7 | 10B (black) | | |
| | | | | 10C (colour) | | |
| | | Brother | MFC-L8850CDW | TN 331BK (black) | | |
| | | | | TN 331M (magenta) | | |
| | | | | TN 331C (cyan) | | |
| | | | | TN 331Y (yellow) | | |
| | | HP DeskJet | 5440 | HP-92 - C9362WC | | |
| | | | | HP-93 - C9361WC | | |

Toner and Ink Cartridge Requirements for Each Member

Schedule "F" Schedule of Prices

| Municipality | Dept | Printer Make | Model | OEM Cartridge # | Unit Price for OEM Products Only | Unit Price for House Brand Products Only |
|----------------------|------------|-----------------------|------------|--------------------|----------------------------------|--|
| Village of Sundridge | Roads | HP Officejet | 4650 | HP63XL Blk | | |
| | | | | HP63XL Tri-Color | | |
| | Admin | HP Laserjet 600 | M601 | CE390A Blk (90A) | | |
| | Admin | Dell | 3110cn | 310-8092 - Black | | |
| | | | | 310-8096 - Magenta | | |
| | | | | 310-8098 - Yellow | | |
| | | | | 310-8094 - Cyan | | |
| | Admin | HP Laserjet 400 | m451nw | CE410X-Blk | | |
| | | | | CE412A-Yellow | | |
| | | | | CE413A MAGENTA | | |
| | | | | CE411A CYAN | | |
| | FIRE | HP Color Ljet Pro MFP | M377dw | CF410X | | |
| | | | | CF411x | | |
| | | | | CF412x | | |
| | | | | CF413x | | |
| | Admin | HP Laserjet 400 | m451nw | CE410X -BLACK | | |
| | | | | CE412A - YELLOW | | |
| | | | | CE413A - MAGENTA | | |
| | | | | CE411A - CYAN | | |
| | Library | Epson | | T127120 - BLACK | | |
| | | | | T127420 - YELLOW | | |
| | | | | T127320 - MAGENTA | | |
| | | | | T127220 - CYAN | | |
| | Med Centre | HP Office Jet Pro | 8630 | HP 950XL Black | | |
| | | | | HP 951XL Yellow | | |
| | | | | HP 951XL Magenta | | |
| | | | | HP 951XL Cyan | | |
| | Med Centre | HP Laser Jet | P1606dn | HP Laserjet 78A | | |
| | Med Centre | HP Laser Jet | M201dw | CF283X & CRG 137 | | |
| | Med Centre | HP Laser Jet | P1505 | LH 435A | | |
| | | | | LH 436A | | |
| | | | | LH 285A | | |
| | Med Centre | Brother | MFC 8480dn | TN650- BLACK | | |
| | | | | TN 620 | | |

Label Sheet: Attach This Label Sheet to the Front of Your Tender Envelope/Package Submission

RFP

To be Returned to:

**Township of Perry
Attn: Kim Seguin, Treasurer
P.O. Box 70, 1695 Emsdale Road
Emsdale, ON, POA 1J0**

MUSKOKA PARRY SOUND PUBLIC PURCHASING GROUP

RFP NO. MPSPPG 2020-01

Sole Source Supplier of Toner and Ink Cartridges

RFP Closing at: 12:00 p.m., Wednesday, September 23, 2020

Bidders' Name: _____

Address (including Postal Code): _____

Email address: _____

**For Township Use Only:
Date and Time Received:**

Note: This address label/sheet must be affixed to the front of your sealed envelope or package submission. The Township of Perry will not be held responsible for envelopes or packages that are not labeled.