

**Appendix One – Proponent and Equipment Profiles**

PROPONENT PROFILE	Please PRINT Response		
1. Company Name – (use full legal name)			
2. Company Address – (Including name of city where your head office is located)			
3. Company Address - (Including name of city where closest office serving Richmond, B.C.)			
4. Primary Contact Person and Title			
5. Phone number & email address for <i>Primary</i> contact person	Phone:	Email Address:	
6. Client References – Provide three (3) clients similar in size and scope to the City and include contact person information (including names, titles, phone and email addresses)	Client Reference One	Client Reference Two	Client Reference Three
	Company Name	Company Name	Company Name
	Contact Person and Title	Contact Person and Title	Contact Person and Title

	Phone and Email Address	Phone and Email Address	Phone and Email Address
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<b>EQUIPMENT PROFILE</b>	<b>Please PRINT Response</b>
1. Brand, Make & Model of Equipment being recommended to the City of Richmond	
2. State ONE Company or Equipment characteristic that you believe makes your proposal <i>unique</i> and would be <i>advantageous to the City of Richmond</i>	

**Appendix Two – Requirements Qualification Sheet**

Category	Item	Provided (check the box that applies)		Comments
		YES	NO	
Compatibility	1. Compatible with the City’s network and the two existing Konica Minolta BizHub Pro C6501 machines			
	2. Includes a command workstation for the balance server to do various duties (including colour splits)			
Copying and Binding	1. Various functions for folding and binding with an in-line finisher, including “z” folding for 11” x 17” sized formats (list all functions in the comments section)			
	2. Saddle stitching and hole punching.			
	3. Ability to produce documents of various page sizes combined, double sided and folded with colour inserts from multiple trays, three hole punched and stapled.			

Category	Item	Provided (check the box that applies)		Comments
		YES	NO	
	1. Inline perfect binding.			
	2. Various functions for stapling, collating and post-copy inserts list all in the comments section).			
	3. Post-rip editing capability.			
Capacity	1. Minimum sheet capacity of 3,500.			
	2. Ability to accept a variety of paper weights from 20lb recycled bond to 100lb cover stock (list all in the comments section.)			
	3. Ability to produce an annual volume capacity of over 1,000,000 (one million) copies.			

Category	Item	Provided (check the box that applies)		Comments
		YES	NO	
<b>Accounting</b>	1. Device usage tracked by user and by volume.			
	2. Reports on page details, including number of pages printed, scanned, or copied, with information on single- or double-sided documents, and document sizes.			
	3. Reports on maintenance service requests, error log histories and trends for both.			
	4. Reports on the use of consumable items such as paper, toner and binding materials (e.g., staples).			
<b>Service Requests</b>	1. Proponent can respond to service requests within two (2) hours as and when required.			

**Appendix Three – Proposed Pricing**

Item	Cost	
1. Cost to purchase the equipment, including service costs and any other applicable costs.	One Time Cost: \$ _____ (HST extra)	
2. Cost to lease the proposed equipment for forty-eight (48) months, including service, buy out costs and any other applicable costs, built into the monthly lease rate.	Rate Each Month:  \$ _____ (HST Extra)	Buyout Cost:  \$ _____ (HST Extra)
3. Buyout cost for forty-eight (48) month lease.		
4. A cost per copy rate for the proposed equipment with all supplies and services included in this price.	Per Copy: \$ _____ (HST extra)	
5. Costs for software, ancillary equipment, materials required to complete the installation and commissioning of all proposed equipment.	One Time Cost: \$ _____ (HST extra)	