

**BRANDON SCHOOL DIVISION
PROPOSAL FOR SUPPLY AND INSTALLATION
PHOTOCOPIER/MFP EQUIPMENT**

GENERAL CONDITIONS:

Sealed Proposals will be received at The Brandon School Division Administration Office, 1031 - 6th Street, Brandon, Manitoba, R7A 4K5 up to **2:00 p.m. April 24, 2026**, for the **Supply and Installation of Photocopier/MFP Equipment** in the Brandon School Division.

- a) Attached are the specifications and proposal form. Please submit in a sealed envelope marked "**PROPOSAL - PHOTOCOPIER/MFP EQUIPMENT**". Be sure to clearly indicate the firm's name and return address on the envelope.

Proposal form must show the name of the firm and must be signed by a person duly authorized to sign on behalf of the proposer. The office held by the person so signing should be shown on the proposal form.

- b) All proposals are to include total costs for the Brandon School Division excluding Provincial Sales Tax and Goods and Services Tax.
- c) The equipment is to be leased for 5 years with quarterly lease payments.
- d) Lease costs to include cabinets if required, all installation and training costs and removal costs at the end of the lease.
- e) Proposals for maintenance service and supplies (all toners, developers, etc. excluding paper and staples) to be provided on an all-inclusive cost per copy for the 60-month term on a meter-read basis. Includes all parts, labor and on-going engineering retrofits, preventative maintenance calls, service calls, and like-for-like replacement, if necessary, at no charge.
- f) The proposal cost will be based on the total cost to the Brandon School Division including equipment lease costs, maintenance service, all operating supplies (excluding paper and transparencies), any lease cancellation fees, all installation and removal costs on new and existing equipment, and any cost associated with transferring the existing PaperCut licenses from the current equipment over to the new equipment. PaperCut licenses should be upgraded to the latest compatible version and have an active support agreement to allow for future upgrades.
- g) **Must** have trained personnel located permanently in Brandon to provide for an average 4-hour service response. During emergencies such as examination time, efforts will be made to provide immediate response. Failure to do so may result in the termination of the lease.
- h) All equipment installed must perform in accordance with the manufacturer's published specifications and the guaranteed life of the machine **must** be at least five years at rated volume. Units not complying shall be subject to immediate replacement. Five or more service calls in 2 consecutive months will trigger a review of the equipment. If the review confirms that the calls were not user-related, the equipment will be replaced.

Brandon School Division
Supply and Installation of Photocopier/MFP Equipment

GENERAL CONDITIONS:

- i) Firm selected for award consideration may be required to provide 1 model of each piece of equipment for in-house testing. This testing is to be in house at 1 location to be determined inside the City of Brandon city limits. The testing will be for a 2-week period. The firm providing the machines will be required to deliver, set up, and provide training on each machine.
- j) Substitution in supply of merchandise of quality inferior to that specified in the proposal as accepted will be grounds for cancellation.
- k) Equipment to be delivered F.O.B. at various Brandon School Division Schools starting June 15th, 2026, and installation to begin July 2, 2026, and be complete by July 17, 2026 (see Schedule "A").
- l) Contracts/leases must cover conditions of proposal call.
- m) Final approval/award of this proposal may not take place until May 26, 2026
- n) The Brandon School Division Board of Trustees (referred to as "Board") reserves the right to reject any or all proposals.
- o) The lowest or any proposal will not necessarily be accepted.

Faxed, emailed, or late proposals will **NOT** be accepted.
- p) Actual quantities of each model to be determined at time of award.
- q) The specifications stated are general requirements and should not be considered exhaustive.
- r) All electrical and electronic equipment and tools must be CSA certified and bear a CSA label.
- s) It is a condition of purchase that all controlled products must be delivered in properly labeled containers and accompanied by valid material safety data sheets in accordance with Federal and Provincial Workplace Hazardous Materials Information System requirements. Products not complying with these requirements will not be accepted.
- t) During the life of the contract the vendor shall not assign any of the obligations undertaken, including service, to a third party without the expressed written consent of the Brandon School Division. In the event of an unauthorized assignment the contract may become null and void at the option of the Brandon School Division.
- u) Operator training and in-service shall be considered an integral part of this contract. Full on-site operator training shall be provided at no charge to the Brandon School Division for the length of the contract term.
- v) All necessary operating supplies shall be supplied and warehoused by the vendor in proper proportions and packaged quantities to ensure uninterrupted operation of the machines in the field.

Brandon School Division
Supply and Installation of Photocopier/MFP Equipment

- w) Ability of vendor to provide equipment from desktop/workgroup environments to large scale enterprise environments where:
 - 1. All equipment is integrated into Active Directory.
 - a. Function of equipment can be restricted based on Active Directory credentials.
 - b. Auditing, quotas and billing by Active Directory credentials.
 - 2. Card readers must support KeyScan proximity security card for authentication (32 bit).
 - 3. Must support Print on demand, Pull printing or Follow Me Print.
 - a. Print job is initially sent to a queue and released to the device the user authenticates.
- x) Must be able to create searchable PDF files.
- y) Minimum of one device to be delivered to each of the sites listed in Schedule "A".

For further information, please contact Andrew Kean, Director of Learning and Business Technologies at the Administration Office of The Brandon School Division, 1031-6th Street, Brandon, MB R7A 4K5 – Telephone 204-729-3229.

Brandon School Division
Supply and Installation of Photocopier/MFP Equipment

Schedule "A"

| School & Address | School & Address | School & Address |
|--|---|---|
| Alexander School 102 Argyle St. N. Alexander, MB R0K 0A0 T: 204-729-2790 | Ecole O'Kelly School 101 St. Barbara St. Shilo, MB R0K 2A0 T: 204-729-0399 | Maintenance Office 800 Richmond Avenue East Brandon, MB R7A 7T8 T: 204-729-3975 |
| Betty Gibson School 701-12 th Street Brandon, MB R7A 6H7 T: 204-729-3965 | Riverheights School 32 E. Fotheringham Drive Brandon, MB R7B 3G3 T: 729-3210 | |
| Earl Oxford School 540-18 th Street Brandon, MB R7A 5B2 T: 204-729-3270 | Riverview School 1105 Louise Avenue E. Brandon, MB R7A 1Y2 T: 729-0330 | |
| George Fitton School 1129-3 rd Street Brandon, MB R7A 3E7 T: 204-729-3220 | St. Augustine School 330-3 rd Street Brandon, MB R7A 3C3 T: 204-729-3285 | |
| Green Acres School 335 Queens Avenue East Brandon, MB R7A 2B9 T: 204-729-3265 | Valleyview Centennial School 65 Whillier Drive Brandon, MB R7B 0X8 T: 204-729-3950 | |
| Ecole Harrison 415 Queens Avenue Brandon, MB R7A 1K9 T: 204-729-3200 | Waverly Park School 3800 Park Avenue Brandon, MB R7B 3X2 T: 204-729-3250 | |
| J.R. Reid School 813-26 th Street Brandon, MB R7B 2B6 T: 204-729-3955 | Maryland Park School 700 Maryland Avenue Brandon, MB R7A 7X9 T: 725-7770 | |
| King George School 535 Park Street Brandon, MB R7A 6M6 T: 204-729-3991 | Crocus Plains Regional Secondary School 1930-1 st Street Brandon, MB R7A 6Y6 T: 204-729-3900 | |
| Kirkcaldy Heights School 10 Knowlton Drive Brandon, MB R7A 6N7 T: 720-729-3291 | Ecole Secondaire Neelin High School 1020 Brandon Avenue Brandon, MB R7A 1K6 T: 204-729-3180 | |
| Linden Lanes School 49 Silver Birch Drive Brandon, MB R7B 1A8 T: 204-729-3260 | Vincent Massey High School 715 McDairmid Drive Brandon, MB R7B 2H7 T: 204-729-3170 | |
| Meadows School 1220-22 nd Street Brandon, MB R7B 1T4 T: 204-729-3988 | Prairie Hope High School Unit A, 638 Princess Avenue Brandon, MB R7A 0P3 T: 204-725-2630 | |
| Ecole New Era School 527 Louise Avenue Brandon, MB R7A 0X1 T: 204-729-3161 | Division Office 1031-6 th Street Brandon, MB R7A 4K5 T: 204-729-3100 | |

Brandon School Division
Supply and Installation of Photocopier/MFP Equipment

**BRANDON SCHOOL DIVISION
SUPPLY AND INSTALLATION
PHOTOCOPIER/MFP EQUIPMENT**

Machine #1 55+ PPM (copying 11" paper) Color, volume of 200,000 copies per month
Machine #2 55+ PPM (copying 11" paper) Black, volume of 200,000 copies per month
Machine #3 70+ PPM (copying 11" paper) Color, volume of 300,000 copies per month
Machine #4 70+ PPM (copying 11" paper) Black, volume of 300,000 copies per month
Machine #5 30+ PPM (copying 11" paper) Color, volume of 200,000 copies per month
Machine #6 Compact 50+ PPM (copying 11" paper) Black, volume of 100,000 copies per month

Machines must be new, containing no refurbished or remanufactured critical components or parts. Must employ digital technology.

Specifications:

1. Minimum 5-year life at rated volumes.
2. Provide copy speed for 14" and 11" x 17" copies.
3. Handle copying sheets of up to 11" x 17" (master & copy).
4. Capable of duplexing for automatic two-sided printing and copying. Two-sided copying from one-sided or two-sided original automatically.
5. Automatic document handler capable of scanning both sides, in color or black and white, of a document in one pass with two-sided capability for sets and multi copies.
6. Unlimited sorting.
7. Automatic exposure control with variable settings.
8. Capability to copy on to and from color paper.
9. Variable reduction and enlargement (state zoom capabilities). Minimum 25% to 400%.
10. Automated Paper Selection.
11. Book Copy.
12. Copy Settings 1 - 999 minimum.
13. Paper trays minimum 2 universal paper trays, 500 sheets each, plus 2000 sheets - 8½"x11"; 8½"x14"; 11"x17"; plus a stackable bypass.
14. Must handle cover stock for booklet covers.
15. Have job interrupt feature with full integrity.
16. Scanner must be capable of scanning in color or black and white.
17. 110V - 120V operation.
18. Must be user friendly and have jam point diagnostics.

Brandon School Division
Supply and Installation of Photocopier/MFP Equipment

Specifications:

19. Must have a simple accessible paper path for each correction of paper misfeeds.
20. Preferably a cartridge toner system. Toner must be OEM.
21. Replacement parts must be OEM.
22. Memory and Hard Drive must meet requirements to run PaperCut.
23. Must be able to connect to a PC Network.
24. Must be able to provide scanning and emailing and faxing capabilities.
25. All equipment is integrated into Active Directory:
 - a. Function of equipment can be restricted based on Active Directory credentials.
 - b. Auditing, quotas and billing by Active Directory credentials.
26. All equipment will be fully provisioned to be enrolled in PaperCut, our pre-existing print management software.
27. Photocopier must have a card reader able to read a HID-125 kHz proximity card to authenticate to Active Directory.
28. Print on demand, Pull printing of Follow me Print.
 - a. Print job is initially sent to a queue and released to the device the user authenticates.
29. Must be able to create searchable PDF files.
30. Provide specification sheets and any other information important for consideration.
31. Must be capable of faxing with the addition of an optional fax card.
32. Each copier must be electrically surge protected with an appropriate power filter (if recommended by vendor).
33. Each device will have inherent security requiring passwords to modify machine settings and access data.
34. Use of toner will be automatically remotely monitored and supplied/delivered proactively.

Brandon School Division
Supply and Installation of Photocopier/MFP Equipment

Specifications:

- 35. Provide a minimum of three (3) user references (2 of which are school divisions) where the proposed equipment is currently in service producing high volumes.
- 36. Copier dimensions (length, width and height) for all models must be provided by the vendor as part of the submission.

Optional Specifications:

- 1. On line 3-position stapler minimum 50 sheets online.
- 2. 3-hole punch capability.
- 3. Folding capabilities.
- 4. Saddle stitching.
- 5. Large capacity unit.

NOTE: Indicate below which of the above specifications the Photocopier/MFP proposed does not meet. Explain how and why.

VENDOR SUBMISSION FORM
****MANDATORY****

FIRM NAME: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____

POSTAL CODE: _____ TELEPHONE: _____ FAX: _____

AUTHORIZED SIGNATURE: _____

NAME: _____

POSITION: _____

EMAIL: _____

DATE: _____

Brandon School Division
Supply and Installation of Photocopier/MFP Equipment

| | | 60 Month Lease (Quarterly) | | | | | | | |
|-------------------------------|----------------------------------|----------------------------|-----|--------------------------------------|---------------|---|---|--|--|
| Minimum Configuration | Device Request | Base Machine | Fax | Stapler / Saddle Stitching / Folding | Hole Punching | Large Capacity Unit (additional LCU up to 3,000 sheets) | Cost Per Copy - Mono (OEM Parts and Toner, Service and delivery) | Cost Per Copy - Color (OEM Parts and Toner, Service and delivery) | |
| See specification sheet above | Monochrome – 55+ Page Per Minute | | | | | | | | |
| | Color – 55+ Page Per Minute | | | | | | | | |
| | Monochrome – 70+ Page Per Minute | | | | | | | | |
| | Color – 70+ Page Per Minute | | | | | | | | |
| | Color – 30+ Page Per Minute | | | | | | | | |
| | Monochrome - Compact/Desktop MFP | | | | | | | | |
| | PST Applicable Y/N | | | | | | | | |
| | GST Applicable Y/N | | | | | | | | |

Minimum order of:

- 30 x 55+ Page Per Minute copiers with a minimum of 20 color copiers
- 25 x 70+ Page Per Minute copiers with a minimum of 15 color copiers
- 1 x 30+ Page Per Minute copier (color)
- 4 x fax modems
- 3 x Monochrome Compact/Desktop MFP
- 40 x Stapling / Saddle Stitching / Folding finishing units
- 40 x Hole Punching units
- 20 x Large Capacity units

| Category | One-Time Cost (if applicable) | 60 Month Lease (Quarterly Payments) |
|---|-------------------------------|-------------------------------------|
| PaperCut MF: Transfer and Installation Cost of 63x Embedded Device Licences to New Device | | |
| PaperCut MF: 5 Year Maintenance & Support (Based on 63 Devices) | | |
| RFID Card Readers | | |