



## **DISTRICT OF TUMBLER RIDGE**

### **Printing Services**

**2025-07**

**DATE OF ISSUE: August 5, 2025**

Proposals must be received on or before the submission deadline of:  
**August 19<sup>th</sup>, 2025, 2:00 p.m. local time**

**District Representative:**

Adriana Alves, Director of Corporate Services  
250-242-4242  
[corporate@dtr.ca](mailto:corporate@dtr.ca)

## **DEFINITIONS**

**“CONTRACTOR or CONSULTANT”** means the Proponent whose Proposal has been accepted by the District of Tumbler Ridge and is awarded a contract by the District of Tumbler Ridge to carry out the Work.

**“DISTRICT”** means the District of Tumbler Ridge.

**“PROPONENT”** means the responder to this RFP or Invitation To Tender.

**“PROPOSAL”** means a proposal to carry out the Work submitted by a Proponent in response to this invitation to tender.

**“REQUEST FOR PROPOSAL” “RFP”** shall mean and include the complete set of documents, specifications, drawings, and addenda incorporated herein and included in a Request for Proposal submission

**“TENDER” “INVITATION TO TENDER”** shall mean and include the complete set of documents, specifications, drawings, and addenda incorporated herein and included in a Tender submission.

**“WORK”** means and includes anything and everything required to be done for fulfillment and completion of the project in accordance with the Tender and Proposal.

## **INTRODUCTION**

### **PURPOSE**

The District of Tumbler Ridge invites qualified vendors to submit proposals for the supply, installation, and servicing of three (3) multifunction printers for use at three separate locations within the community.

### **BACKGROUND**

The District of Tumbler Ridge is situated in northeastern British Columbia in a magnificent setting on the eastern flanks of the Rocky Mountains. Built in the early 80s to service the metallurgical coal mining industry, Tumbler Ridge is a community in transition as our proud mining sector is increasingly supplemented by a diversifying economy.

## **PROJECT OVERVIEW**

### **SCOPE OF WORK**

Vendors shall provide the delivery and installation of three (3) multifunction printers, one each for Town Hall at 305 Iles Way, Community Centre at 340 Front Street, and Fire Hall at 325 Iles Way. This includes complete setup and configuration for network printing, scanning, copying, and faxing. It is anticipated that vendors will provide initial staff training at each location to promote the effective use of the equipment, in addition to offering ongoing technical support and entering into maintenance agreements to ensure sustained functionality and uninterrupted service.

KEY PROJECT DELIVERABLES

**MULTIFUNCTION PRINTERS FOR TOWN HALL (1) AND COMMUNITY CENTRE (1)**

- **Functions:** Print, scan, copy
- **Stapling and Hole Punching** (either built-in or optional attachment)
- **Print Sizes:** 8.5 x 11" (minimum of 2 trays), 8.5 x 14", and 11X17" Printing capabilities.
- **Print Speed:** High-Speed printing for b/w and color
- **Volume:** Capable of handling multiple simultaneous print jobs without delay
- **Connectivity:** Network and or wireless printing
- **User Interface:** Touchscreen or user-friendly control panel.
- **Printing weight:** Capabilities of printing using various paper weights for specialty documents (i.e. tax notices).
  
- **Town Hall Unit:** The multifunction printer designated for the Town Hall must include secure printing capabilities, allowing users to release confidential print jobs through an access code or similar authentication method and Optical Character Recognition Function (OCR). Additionally, the printer must be able to fit through doorways with a maximum width of 33 to 33.5 inches and occupy a space of 4 inches x 75 inches.
  
- **Community Centre Unit:** The multifunction printer designated for the Community Centre to support user access via unique codes for employees and also have the ability to assign specific codes for different user groups. The system should be capable of tracking and reporting print activity back to each user group. Additionally, the printer must be able to fit through doorways with a maximum width of 35 inches and occupy a space of 3 inches x 6 inches.

**MULTI-FUNCTION PRINTERS FOR FIREHALL (1)**

- **Functions:** Print, scan, copy, and fax
- **Unit:** The multifunction printer designated for the Fire Hall must be a compact unit with all the same functions and performance capabilities as the standard-sized machines used in the other locations.
- **Stapling and Hole Punching** (either built-in or optional attachment)
- **Print Sizes:** 8.5 x 11" (minimum of 2 trays), 8.5 x 14", and 11X17" Printing capabilities.
- **Print Speed:** High-Speed printing for b/w & color
- **Connectivity:** Network and or wireless printing
- **User Interface:** Touchscreen or user-friendly control panel.

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**DELIVERABLES AND TIMELINES**

RFP Issue	August 5 <sup>th</sup> , 2025
RFP Closes	August 19 <sup>th</sup> , 2025
Contract Award	September 2, 2025
Consultation with the successful proponent	Within one month of contract award, or unless otherwise agreed upon.
Installation and Onsite Commissioning	Installation within 3 months or unless otherwise agreed upon.
Training Date	Day of commissioning

**GENERAL INSTRUCTIONS TO PROPONENTS**

**NO CONTRACTUAL OBLIGATIONS AS A RESULT OF RFP OR PROPOSAL**

The District does not intend to enter into contractual relations as part of this procurement process, and no contractual obligations whatsoever will arise between the District and any Consultant who submits a Proposal in response to this RFP/Tender until and unless the District and a Consultant enter into a formal, written contract for the Consultant to undertake this project.

**REVIEW AND INTERPRETATION**

Each Proponent will be solely responsible for examining all supplied documents, including any Addenda issued during the submission period and for independently informing itself with respect to any and all information contained therein, and any and all conditions that may in any way affect the Proposal, before the Proposal is submitted. Each Proponent will review all supplied documents and will promptly report and request clarification of any discrepancy, deficiency, ambiguity, error, inconsistency or omission contained therein. Any such request must be submitted to the District's Representative in writing, electronically or otherwise, no later than 2:00 PM, five (5) days before the closing date of **August 19<sup>th</sup>, 2025**. Where such requests result in a change or a clarification to the requirements of the supplied documents, the District will prepare and issue an Addendum to this opportunity.

**ADDENDA**

Written addenda issued by the District will be the only means of varying, clarifying or otherwise changing any of the information contained in this opportunity. The District reserves the right to issue Addenda up to the closing date and time. The date set for submitting Proposals may be changed if, in the District's opinion, more time is necessary to enable Proponents to revise their Proposals. Addenda will state any changes to the closing date and time.

**PREPERATIONS OF PROPOSALS**

All proponents shall be solely liable for all costs incurred in the preparation of proposals in response to this RFP/Tender. The District shall not be held accountable for any such costs, however incurred. The Proposal submitted by each Proponent must be signed by an Authorized Representative of the Proponent.

**INSURANCE AND WORKSAFEBC**

At its own expense, the Proponent shall obtain and maintain for the full term of the Contract the following insurance coverage:

1. **Commercial General Liability** in the minimum amount of five million dollars (\$5,000,000), inclusive per occurrence for bodily injury, death, and property damage.
2. **Professional Liability (Errors & Omissions)** in the amount of one to two million dollars (\$1,000,000–\$2,000,000).
3. **Products and Completed Operations Liability** in the minimum amount of five million dollars (\$5,000,000).
4. **Non-Owned Automobile Liability** in the minimum amount of five million dollars (\$5,000,000).
5. All liability policies shall:
  - Name the District of Tumbler Ridge as an **Additional Insured**;
  - Require that the District be provided with a minimum of thirty (30) days' prior written notice of any material change, amendment, or cancellation of coverage; and
  - Contain a **Waiver of Subrogation** in favour of the District.

The Proponent shall also obtain and maintain **Commercial Property Insurance** on an all-risk basis, including coverage for equipment and stock, sufficient to ensure recovery for losses that may occur during production. This coverage is intended to ensure the Proponent can complete the contracted work, even if a loss occurs that would otherwise prevent fulfillment of contractual obligations.

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work and adhere to all conditions and safety regulations of WorkSafeBC (the Workers' Compensation Act of British Columbia). The Proponent must remain in good standing with WorkSafeBC for the entire term of any Contract awarded under this process.

**WITHDRAWAL**

Proposals may be withdrawn by written notice provided such notice of withdrawal is received prior to the closing date and time.

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

Proponents are advised that parts or all of their Proposals may be subject to the provisions of British Columbia's Freedom of Information and Protection of Privacy Act. Proponents who wish to ensure that particular parts of their proposal are protected from disclosure under this Act should specifically identify any information or records provided with their Proposals that constitute trade secrets that are supplied in confidence and the release of which could significantly harm their competitive position. Proponents are responsible to review the Freedom of Information and Protection of Privacy Act for further information.

**CONFIDENTIALITY OF DISTRICT INFORMATION**

This RFP/Tender and all information provided by the District to a Consultant is confidential. Consultants will not disclose any such information to any person (other than the Consultant's legal advisers) without the District's prior written consent, nor may any Consultant publicize or advertise its involvement with this procurement process or the District in connection therewith without the prior written permission of the District. All documents, including Proposals, submitted to the District become the property of the District. Each Proposal should identify any information that is confidential or proprietary information.

**SUBCONTRACTORS**

The Contractor shall not subcontract any services to be performed by it under this Agreement without the prior written approval of the District, except for service firms engaged in drawing, reproduction, typing, and printing. Any subcontractors must be employed under written contract with the Contractor with provisions allowing the Contractor to comply with all requirements of this Agreement. The Contractor shall be solely responsible for reimbursing any subcontractors, and the District shall have no obligation to them.

**CONTACTING DISTRICT REPRESENTATIVES**

Consultants shall not contact District elected officials, officers or employees directly or indirectly regarding this RFP/Tender, except as indicated in this document.

**CONFLICT OF INTEREST**

Consultants shall disclose any potential conflicts of interest and existing business relationships with the District, its elected or appointed officials or employees. The District may rely on such disclosure. The District may reject a Proposal from any Consultant that the District judges would conflict with interest if the Consultant is awarded a Contract. Failure to disclose or false or insufficient disclosure of the nature and extent of any relationship the Consultant may have with any employee, officer or director of the Owner shall be grounds for immediate termination of any agreement or contract with the Owner, in the Owner's sole discretion, without further liability of notice.

**PERMITS AND LICENSES**

The successful Consultant will be required to obtain a District business license before the commencement of work.

**DEFINITION OF CONTRACT**

Notice in writing to a Consultant of the acceptance of its Proposal by the District and the subsequent execution of a written Contract will constitute a Contract for the Services, and no Consultant will acquire any legal or equitable rights or privileges until a written Contract has been signed by both parties.

**LIABILITY FOR ERRORS**

The information in this RFP/Tender is supplied solely as a guideline for Consultants. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP/Tender is intended to relieve Consultants from forming their own opinions and conclusions concerning the matters addressed in this document.

**MODIFICATION OF TERMS**

The District reserves the right to modify the terms of the RFP/Tender at any time at its sole discretion. Such modifications will be communicated to all Consultants through formal addenda.

**REMUNERATION**

Remuneration for services, up to the agreed upon contract amount, will be paid monthly against invoices within thirty (30) days after receipt. Claims for reasonable reimbursable expenses permitted by the contract will be paid upon presentation with appropriate documentation.

**SUBMISSION OF PROPOSALS**

Proponents wishing to submit their proposal for this request for proposal shall do so either by electronic or paper format submission.

**Electronic Submission**

A proponent submitting a proposal by electronic means shall:

- I. Attach the proposal document(s) in an email addressed to [corporate@dtr.ca](mailto:corporate@dtr.ca). Clearly identify the RFP/Tender title and number in the subject line of the email along with the word "CONFIDENTIAL"
- II. Ensure that the bulk of the proposal is contained in a single PDF formatted document. Supporting documentation that cannot be easily reformatted into the primary PDF document is permitted.

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Paper Submission

Two (2) paper copies of a proponent's submission shall be included in a single envelope and be clearly marked with the Proponent's name, return address and the RFP/Tender title and number. The sealed envelope should be addressed to the following:

CONFIDENTIAL – DO NOT OPEN  
District of Tumbler Ridge  
Attn: Adriana Alves, Director of Corporate Services  
305 Iles Way, PO Box 100  
Tumbler Ridge, BC, V0C 2W0  
  
Phone: (250) 242-4242  
Email: [corporate@dtr.ca](mailto:corporate@dtr.ca)

All Proposals must be received on or before the **Closing Time** of:

TIME: **2:00 pm local time**  
DATE: **August 19<sup>th</sup>, 2025**

Proposals will be accepted until the closing time specified in this RFP. It is the Proponent's sole responsibility to ensure its Proposal is received at the address set out above by the Closing Time.

Proponents wishing to make changes to their Proposals after submission but prior to the Closing Time may do so by submitting the revisions by email or hard copy. It is the Proponent's sole responsibility to ensure the revisions are received by the District prior to the Closing Time.

**DISTRICT REPRESENTATIVE**

All enquiries should be directed to:

Adriana Alves, Director of Corporate Services  
District of Tumbler Ridge  
305 Iles Way, P.O. Box 100  
Tumbler Ridge, BC V0C 2W0  
  
Phone: (250) 242-4242  
E-mail: [corporate@dtr.ca](mailto:corporate@dtr.ca)

**PROPOSAL EVALUATION**

The District reserves the right to reject any or all proposals and the lowest cost proposal will not necessarily be accepted. The District is committed to the utilization of local suppliers, contractors and service providers. Proposal submissions will also be judged on their local component. Tenderers should highlight components of their tender that will be fulfilled locally.



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The following evaluation criteria will be used to rank received proposals:

<b>Considerations</b>	<b>Maximum Rating</b>
Proposed Product Meeting or Exceeding Specifications	30
Overall Price	20
Experience and Reputation	20
Delivery Timeline	10
Service, Support and Training	10
Warranty	5
Local Component	5
<b>Total Possible Score</b>	<b>100</b>

This Tender is subject to the District's Purchasing Policy, TR-1.

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**Bid Submission Sheet**

**Prices, terms, & delivery**

All prices are to be quoted in Canadian Dollars (CAD). Prices are to be firm for the period stated in the Tender documents and shall include all charges for delivery to the specified Product Delivery Location, EXCEPT for Goods and Service Tax, Provincial Sales Tax and Provincial Environmental Levy, which shall be shown separately, and for certain, licensing, registration and insurance which are the responsibility of the District.

Lease cost per machine per month	\$ _____ \$ _____ \$ _____
Cost per machine to purchase (3)	\$ _____ \$ _____ \$ _____
Service / Warranty Costs	\$ _____
Freight	\$ _____
Other Costs	\$ _____
Subtotal	\$ _____
P.S.T.	\$ _____
G.S.T.	\$ _____
<b><u>TOTAL PRICE</u></b>	<b>\$ _____ (CAD)</b>

QUOTATION AUTHORIZATION:

*I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all of the supplied Tender documents, including any issued addenda, submit this Quotation in response to the **Printing Services RFP #2025-07***

Proponent Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

Name & Title of  
Authorized  
Representative(s) \_\_\_\_\_

Signature of  
Authorized  
Representative(s) \_\_\_\_\_

Date of Quotation: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web Address: \_\_\_\_\_

GST#: \_\_\_\_\_