

# **PART E**

# **SPECIFICATIONS**

## **PART E - SPECIFICATIONS**

### **GENERAL**

#### **E1. GENERAL**

E1.1 These Specifications shall apply to the Work.

#### **E2. GOODS**

E2.1 The Contractor shall supply a folder/insert machine in accordance with D2, and the requirements hereinafter specified.

E2.2 Minimum machine features shall include and/or accept:

- (a) Fold types for Letter and double parallel;
- (b) Fold + insert; insert only; fold only; fold options;
- (c) 2 sheet feeders + 1 insert/BRE feeder;
- (d) Coated/glossy and non-coated material types;
- (e) Letter and legal document sizes;
- (f) Fold capability of up to 5 sheets of 20lb bond, stapled or unstapled;
- (g) Up to 9 programmable jobs;
- (h) Large clear text guidance user interface;
- (i) Automatic fold setting;
- (j) Speed of up to 1,350 envelopes per hour;
- (k) Feeder capacity of 100 sheets per feeder; 100 inserts /BRE's; 100 main envelopes;
- (l) Continuous run feeder swap;
- (m) Resettable batch counter;
- (n) 6 fingers safe and accurate;

#### **E3. DELIVERY**

E3.1 The Goods shall be delivered no later than March 24, 2005.

E3.2 The Contractor shall confirm the delivery, with the Contract Administrator, at least two (2) Business Days before delivery.

E3.3 Goods shall be delivered between 8:30 a.m. and 12:00 noon, and 1:00 p.m. and 3:30 p.m. on Business Days.

E3.4 Goods shall be delivered f.o.b. destination, freight prepaid to:  
Corporate Finance Department  
City Treasurer's Division  
Taxation and Revenue Branch  
510 Main Street  
Main Floor

E3.5 The Contractor shall be solely responsible for the off-load of goods, as directed at the delivery location.

**E4. MANUALS**

E4.1 The Contractor shall provide Users manual(s) at time of delivery.

**E5. AFTER WARRANTY SERVICE**

E5.1 If a defect or deficiency prevents the full and normal use or operation of equipment for a period greater than 1 business day, then the Contractor shall provide:

E5.1.1 a loaner machine with equivalent features; or less features but such shall be approved by the Contract Administrator;

E5.1.2 Parts replacement within three (3) business days.