

**FORM A: BID**  
(See B7)

1. Project Title RENTAL OF PHOTOCOPIERS

2. Bidder

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Facsimile Number

(Mailing address if different)

\_\_\_\_\_  
Street or P.O. Box

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

The Bidder is:

(Choose one)

a sole proprietor

a partnership

a corporation

carrying on business under the above name.

3. Contact Person

The Bidder hereby authorizes the following contact person to represent the Bidder for purposes of the Bid.

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Facsimile Number

4. Definitions

All capitalized terms used in the Contract shall have the meanings ascribed to them in the General Conditions and D3.

5. Offer

The Bidder hereby offers to perform the Work in accordance with the Contract for the Price(s), in Canadian funds, set out on Form B: Prices, appended hereto.

6. Commencement of the Work

The Bidder agrees that no Work shall commence until he is in receipt of a purchase order authorizing the commencement of the Work.

Template Version: S220050301

7. Contract

The Bidder agrees that the Bid Opportunity in its entirety shall be deemed to be incorporated in and to form a part of this offer notwithstanding that not all parts thereof are necessarily attached to or accompany this Bid Submission.

8. Addenda

The Bidder certifies that the following addenda have been received and agrees that they shall be deemed to form a part of the Contract:

No.	_____	Dated	_____
	_____		_____
	_____		_____

9. Time

This offer shall be open for acceptance, binding and irrevocable for a period of sixty (60) Calendar Days following the Submission Deadline.

10. Signatures

In witness whereof the Bidder or the Bidder's authorized official or officials have signed this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(If no corporate seal)  
Signed and sealed in  
the presence of:

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Witness)

Signature of Bidder or  
Bidder's Authorized Official or Officials

\_\_\_\_\_  
(Print here name and official capacity of individual whose signature appears above)

\_\_\_\_\_  
(Print here name and official capacity of individual whose signature appears above)

SEAL

**FORM B: PRICES**  
 (See B8)

**RENTAL OF PHOTOCOPIERS**

**UNIT PRICES**

ITEM NO.	DESCRIPTION	SPEC. REF.	APPX. UNITS REQ'D	MIN TO MAXIMUM Number of Copies per Month	UNIT PRICE Cost Per Page  Per machine	UNIT PRICE Monthly Rental  If Applicable Per machine	UNIT PRICE Optional Feature  If Applicable Per machine
<b>PART 1</b> LOW VOLUME CLASS							
1a	<b>Remanufactured Analogue / Black and White</b>	E3, E4	70	1 - 2000			
b	Optional Feature:      Sorting Capability		70	1 - 2000			
c	Optional Feature:      Stapling Capability		70	1 - 2000			
2a	<b>Remanufactured Digital / Black and White</b>	E3, E4	70	1 - 2000			
b	Optional Feature:      Sorting Capability		70	1 - 2000			
c	Optional Feature:      Stapling Capability		70	1 - 2000			
3a	<b>New Digital / Black and White</b>	E3, E4	70	1 - 2500			
b	Optional Feature:      Sorting Capability		70	1 - 2500			
c	Optional Feature:      Stapling Capability		70	1 - 2500			

**FORM B: PRICES**  
 (See B8)

**RENTAL OF PHOTOCOPIERS**

**UNIT PRICES**

ITEM NO.	DESCRIPTION	SPEC. REF.	APPX. UNITS REQ'D	MIN TO MAXIMUM Number of Copies per Month	UNIT PRICE Cost Per Page  Per machine	UNIT PRICE Monthly Rental  If Applicable Per machine	UNIT PRICE Optional Feature  If Applicable Per machine
<b>PART 2 MID VOLUME CLASS</b>							
4a	<b>Remanufactured Analogue / Black and White</b>	E3, E4	145	2001 - 9000			
b	Optional Feature: Automatic on-line stapling		145	2001 - 9000			
c	Optional Feature: Large capacity letter tray		145	2001 - 9000			
d	Optional Feature: Automatic 3-hole punching		145	2001 - 9000			
5a	<b>Remanufactured Digital / Black and White</b>	E3, E4	145	2001 - 9000			
b	Optional Feature: Automatic on-line stapling		145	2001 - 9000			
c	Optional Feature: Large capacity letter tray		145	2001 - 9000			
d	Optional Feature: Automatic 3-hole punching		145	2001 - 9000			
6a	<b>New Digital / Black and White</b>	E3, E4	145	2501 - 12000			
b	Optional Feature: Automatic on-line stapling		145	2501 - 12000			

**FORM B: PRICES**  
 (See B8)

**RENTAL OF PHOTOCOPIERS**

**UNIT PRICES**

ITEM NO.	DESCRIPTION	SPEC. REF.	APPX. UNITS REQ'D	MIN TO MAXIMUM Number of Copies per Month	UNIT PRICE Cost Per Page  Per machine	UNIT PRICE Monthly Rental  If Applicable Per machine	UNIT PRICE Optional Feature  If Applicable Per machine
<b>PART 2</b> MID VOLUME CLASS							
c	Optional Feature: Large capacity letter tray		145	2501 - 12000			
d	Optional Feature: Automatic 3-hole punching		145	2501 - 12000			
7a	<b>New</b> <b>Digital / Colour</b>	E3, E4	145	2501 - 12000			
b	Optional Feature: Automatic on-line stapling		145	2501 - 12000			
c	Optional Feature: Large capacity letter tray		145	2501 - 12000			
d	Optional Feature: Automatic 3-hole punching		145	2501 - 12000			

**FORM B: PRICES**  
 (See B8)

**RENTAL OF PHOTOCOPIERS**

**UNIT PRICES**

ITEM NO.	DESCRIPTION	SPEC. REF.	APPX. UNITS REQ'D	MIN TO MAXIMUM Number of Copies per Month	UNIT PRICE Cost Per Page  Per machine	UNIT PRICE Monthly Rental  If Applicable Per machine	UNIT PRICE Optional Feature  If Applicable Per machine
<b>PART 3 HIGH VOLUME CLASS</b>							
8a	<b>Remanufactured Analogue / Black and White</b>		11	9001 - 25000			
b	Optional Feature: Automatic 3-hole punching		11	9001 - 25000			
c	Optional Feature: Sorting of copy sets		11	9001 - 25000			
9a	<b>Remanufactured Digital / Black and White</b>		11	9001 - 25000			
b	Optional Feature: Automatic 3-hole punching		11	9001 - 25000			
c	Optional Feature: Sorting of copy sets		11	9001 - 25000			
10a	<b>New Digital / Black and White</b>		11	120001 - 30000			
b	Optional Feature: Automatic 3-hole punching		11	120001 - 30000			
c	Optional Feature: High speed fax board		11	120001 - 30000			
d	Optional Feature: High speed Scan board		11	120001 - 30000			

**FORM B: PRICES**  
 (See B8)

**RENTAL OF PHOTOCOPIERS**

**UNIT PRICES**

ITEM NO.	DESCRIPTION	SPEC. REF.	APPX. UNITS REQ'D	MIN TO MAXIMUM Number of Copies per Month	UNIT PRICE Cost Per Page  Per machine	UNIT PRICE Monthly Rental  If Applicable Per machine	UNIT PRICE Optional Feature  If Applicable Per machine
<b>PART 4</b> ADDITIONAL							
11a	Moving Machines from one location to another	B8.2					

\_\_\_\_\_  
 Name of Bidder