

Request for Proposal | Photocopier Lease

The Kamloops Chamber of Commerce is circulating a request for proposal to our members, for the purpose of a new photocopier lease, and as such, the board of directors invites your organization to submit a proposal to provide information on rates and infrastructure.

Proposals will be accepted up to end of business day on February 16th, 2018.

The overall evaluation criteria for the proposal will include the following (not necessarily in order of priority):

- Overall cost for all products and services provided
- Necessary experience in dealing with the needs of other not for profit organizations
- Quality of the overall package being provided
- Current membership with the Kamloops Chamber of Commerce
- Customer service references (maximum of 3 required)

The Chamber is looking for a company that can deliver a new photocopier that provides, and is not necessarily limited to:

- Printer to computer networking capabilities
- Copy, print, scan to email/USB/device folder
- 140 pound cardstock capacity
- Minimum 35 pages per minute capacity
- Department code capability
- Duplex, staple and collation capabilities
- Bypass tray

A more thorough estimate can be determined by scheduling a facility visit with us.

In addition to the above, please outline any previous business activities that have been undertaken with the Kamloops Chamber of Commerce and any future business activities that may be included as a part of this proposal.

If you have any specific questions, please submit them in writing to the Executive Director via email (mail@kamloopschamber.ca) no later than February 16th, 2018.

To ensure fairness to the members proposing on the services, answers to all questions will be provided to all members proposing on the services. Members proposing should only solicit information from the Executive Director, and any information received, except as outlined above, is not considered binding. Contacting and/or soliciting members of the Board of Directors or other chamber staff individually, could be grounds for disqualification from the proposal process.

Any and all costs, expenses, or other financial obligations actually incurred by you to date, or in the future, in responding to this request for proposal will be your sole responsibility and will not be paid for or reimbursed by the Kamloops Chamber of Commerce.

Please deliver quote by 4:00PM on Friday, February 16th to:

Deb McClelland | Executive Director
Kamloops Chamber of Commerce
615 Victoria Street
Kamloops, BC V2C 2B3

mail@kamloopschamber.ca

Questions may be directed to:

mail@kamloopschamber.ca | 250.372.7722