
BID CALL NOTIFICATION

www.burlington.ca

Date Issued: July 23, 2010

COST: \$25.00 (including H.S.T.)

Deadline for Submission: August 25, 2010 by 2:00 p.m. local time

Request for Quote # RFQ-10-11

The City is requesting quotations for the supply and delivery and installation of a new High Production Colour Copier/Printer and/or a new High Speed Black and White Digital Photocopier to assist the City's in-house Digital Copy Centre for print services offered to the corporation.

Sealed bids are to be delivered to 390 Brant Street, 3rd Floor, Sims Square, Purchasing Reception Counter, Finance Department, Burlington, Ontario, on or before the closing date and time in a **clearly marked envelope and/or outer packaging**, containing the prescribed form(s) as instructed.

The Bid, must be submitted to and time stamped by the Purchasing Division at the Designated Location no later than 2:00 p.m. local time, on the specified closing date. Late bids will not be accepted; however they will be time and date stamped and returned to the bidder unopened.

Bids received after the deadline regardless of postal markings, whether delivered personally, or if mailed, or courier service will be time stamped by Purchasing Division and shall result in the bid being rejected. The bid will be returned to the bidder unopened.

Fax or electronic (email) bid submissions will not be accepted.

INSTRUCTION FOR OBTAINING DOCUMENT:

This document is available in electronic form.

Obtain Document via email:

To receive the document via email a payment by credit card is encouraged. Please download the Bid Document Request Form (attached), also located at www.burlington.ca / *Online Documents/ Purchasing Bid Requests/ Bid Document Request Form (PDF)* on the Purchasing website and fax the completed form to Purchasing at 905-335-7663. Once the payment has been processed, the document will be emailed to the address provided on the Credit Card Payment Form.

Pick Up Document: See Methods of Payment below.

Please bring a completed Bid Document Request Form with you (attached hereto).

The bid request documents are available for pick up at 390 Brant Street, 3rd Floor, Sims Square*, Finance Department-Purchasing Reception Counter, Burlington, Ontario.

- * Located one block south of City Hall on the S.W. corner of Brant and Elgin Street.
- * Not intended as a mailing address.
- * Canada Post does not deliver to the Purchasing Reception Counter.

Obtain Document via Courier:

If you are unable to receive the document via email or pick up the document, please contact Purchasing and arrange for a courier company to pick up the document. The cost of the courier will be the responsibility of the vendor.

METHODS OF PAYMENT:

Payment by credit card is encouraged for documents available electronically. If picking up the document in person, the City will accept cash, cheque, Interac, MasterCard, Visa and American Express. Cheques are to be made payable to The Corporation of the City of Burlington. Documents will not be released until payment is received. The City of Burlington is not responsible for delivery delays via courier or mail.

ADDENDA:

Addendums will be posted on www.burlington.ca / Online Documents/ Purchasing Bid Requests/ Addendums.

N.B. It is the responsibility of the vendor to check the City Web Site for any possible addendums.

DISCLOSING BID TAKERS:

Purchasing Services practice is not to disclose the list of bid takers. There may be some exceptions, e.g. when the bid call is related to construction. However, the City reserves the right to disclose or not to disclose this information.



390 Brant Street, 3rd Floor, Burlington, ON L7R 4J4
Telephone: (905) 335-7600 ext. 7710 Fax: (905) 335-7663

PLEASE PRINT CLEARLY
ATTENTION: Maria Tavares, Purchasing
tavaresm@burlington.ca

PURCHASING - BID DOCUMENT REQUEST

DOCUMENT # RFQ-10-11 Colour and/or Black&White Copier/Printers

Name of Applicant and Company: _____

E-mail Address _____

Address: _____ Apt #: _____

City: _____
Prov. _____

Postal Code: _____

Phone (Bus): (____) _____

Phone (Cell): (____) _____

Fax No: (____) _____

Signature of Contact Person

Purolator Acct. # _____
(This account number will be used for shipment of discs when necessary)

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AMERICAN EXPRESS Card Number:

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MASTERCARD Card Number:

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VISA Card Number:

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Expiry Date: /
Mo Yr

Total Amount: \$ _____

Card Holder Name: (please print): _____

Signature: (not valid unless signed) _____

Date: ____/____/____
MM DD YEAR

The collection, use and disclosure of personal information is governed by the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c.M.56