



## REQUEST FOR QUOTE

### CANON PRINTER / PLOTTER / SCANNER

### RFQ 21-700-003

#### SCHEDULE

RFQ Posted to Bidnet	February 25, 2021
Supplier Questions Due	March 1, 2021 – 2 p.m. MST
RFQ Closing Date	March 3, 2021 – 2 p.m. MST

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Poudre School District (the District) is seeking quotes for the **Canon PROGRAF TM-305 MFP T36**.

No substitutions will be accepted.

The following information must be included with the quote:

- Delivered price
- Set-up cost
- Allowance for the trade-in of the District's current plotter
- Lead time after receipt of order
- Warranty information
- Details of an *optional* annual maintenance agreement (Provide cost as separate line item.)
- Acceptable methods of payment (Are additional fees charged for credit card payment?)

Delivery address:

Poudre School District  
2413 LaPorte Avenue  
Fort Collins, CO 80521

*Strategic Sourcing*

2413 LaPorte Avenue • Fort Collins, CO 80521 • (970) 490-3536

Delivery of the product shall be FOB destination with all transportation and handling charges paid by the awarded Supplier. The District's acceptance of any offer is made in reliance on Supplier's promised delivery date. If Supplier fails to deliver as and when promised, the District may, without liability and in addition to its other rights and remedies at law or in equity, cancel the order by notice effective when received by Supplier, and purchase product elsewhere.

The District is exempt from City, County, State and Federal Sales/Excise Taxes. Tax Exempt Certificates will be issued upon request. The District's Tax-Exempt Number is: 98-03335.

Questions regarding this RFQ must be submitted electronically to the District through the BidNet platform any time after the issuance of the RFQ through and including 2:00 p.m. MST on March 1, 2021.

*Note: Every question must be submitted individually. Multiple questions per entry will not be answered.*

The District will only accept and consider electronically submitted quotes. Quotes must be submitted and received in BidNet's electronic solicitation portal by 2:00 p.m. MST on March 3, 2021. At that time, the submission portal will close, and no further submissions will be allowed.