

# Large Format Plotter and Service Agreement RFQ WOL002-2026

June 2026



A cultivated experience for the mind, body, and soil



## **Request for Quote Large Format Plotter and Service**

The Town of Wolfville will be accepting proposals for the hardware and support of the following equipment and services.

Proposals will be received until **2pm, local time, 30-June-26.**

**All proposals must be submitted in a sealed envelope clearly marked “RFQ WOL002-2026– Large Format Plotter and Service” and be delivered to:**

Town of Wolfville  
359 Main Street  
Wolfville, Nova Scotia B4P 1A1

Attn: David Hopkins  
Manager of IT

All inquiries related to this RFQ shall be addressed, in writing, to David Hopkins, by email at [dhopkins@wolfville.ca](mailto:dhopkins@wolfville.ca). Information obtained from any other source is not official and is not binding upon the Town of Wolfville.

The lowest price of any proposal will not necessarily be accepted. The Town reserves the right to accept or reject any or all proposals. The Town further reserves the right to award the proposal in whole or in part.

---

## GENERAL INSTRUCTIONS

1. All bids shall be submitted on the forms supplied with the document.
2. All proposals will be evaluated based on information contained in the submission. All proposals must be dated and signed by the Proponent or a representative of the Proponent having signing authority.
3. The Town of Wolfville considers that all suppliers act in good faith and intend to supply equipment and services of high quality.
4. The Town of Wolfville will not accept any equipment or material that is inferior to or substituted for specified products.
5. This RFQ is not intended to favour any particular contractor. Any names or figures the same or similar to any specific contractor is purely coincidental. The phrase "or equivalent" shall apply where a particular specification, equipment, manufacturer or contractor is mentioned.
6. The Town assumes all terms and conditions of the proposal are accepted by the Proponent based on their signature on the submission.
7. Recommendation of proposals will be based on the following:
  - a. The RFQ meets the needs of the Town of Wolfville without question.
  - b. The RFQ meets or exceeds the "Specifications".
  - c. The RFQ is approved by the department concerned.
  - d. All RFQ forms are complete in all respects.
8. The following items will not be accepted or considered:
  - a) RFQ's arriving after the closing date and time.
  - b) Corrections or additions to any submitted RFQ unless initialled by the bidder.
9. RFQ's are to be submitted in a sealed envelope clearly identified "**RFQ WOL002-2026-Large Format Plotter and Service**" and are to be delivered no later than **2pm, 30-June-26** to:  

Town of Wolfville 359 Main Street Wolfville, NS, B4P 1A1	Attn: David Hopkins Manager of IT
--	--------------------------------------
10. All information requested must be provided by the Proponent. Submissions not containing the requested information may be rejected without further consideration.
11. All costs associated with the submission of this proposal shall be the responsibility of the Proponent submitting the proposal.
12. All submissions to this request for proposal, including any supporting documentation, shall become the property of the Town of Wolfville.

---

13. All prices are to be clearly indicated as part of the proposal and shall be all inclusive of all labour, material and equipment necessary to provide the service requested.

14. The start date and expected duration of the PROJECT must be indicated in the submission.

**THE LOWEST PRICE OF ANY PROPOSAL NOT NECESSARILY ACCEPTED AND MAY BE AWARDED IN  
WHOLE OR IN PART.**

---

## Purpose

- The Town of Wolfville is requesting proposals for:
  - the Canon TZ32000 Z36 MFP 36” Pigment-Based Colour Plotter
  - Support for the equipment and services
  - Installation of the product

## Background

The Town of Wolfville is seeking to replace its existing Canon plotter with a newer, more reliable solution that will continue to meet the operational needs of the organization. After completing a thorough review of available options and evaluating several products based on performance, reliability, functionality, and long-term value, we have determined that a Canon plotter remains the best fit for our requirements. The Canon solution offers the features, print quality, and dependability needed to support our day-to-day operations while ensuring compatibility with our current workflows and future needs.

## Project Scope

### Information to Proponents

#### a. Proposal Submission

The response to this RFQ shall be submitted using **One envelope with 3 hard copies and one electronic copy of the proposal** as follows:

- An electronic copy of the proposal shall be submitted on a USB drive
- The Document format shall follow the following format:
  - A title page shall clearly identify:
    - “RFQ WOL002-2026-Large Format Plotter and Service”
    - The date submitted
    - The submission due date
    - Company information including name address and contact information.
  - Page 2-3 shall include a financial breakdown of the RFQ proposal and is to be completed on the “**Financial Proposal Form**” (included)
    - Prices are to be quoted in Canadian dollars; inclusive of duty, where applicable; exclusive of Harmonized Sales Tax (HST).
      - Canon TZ32000 Z36 MFP 36” Pigment-Based Colour Plotter price
      - Installation price
      - Support and service price

- Page 4 shall include the product description and details about the product, that demonstrates the proponents understanding of the product requested
- Page 5 and following shall include:
  - Proponent experience and project team qualifications
  - any company details, project insights and any other information the proponent deems important for which the Town of Wolfville to base their decision
  - The proponent shall provide a proposed work plan identifying proposed start times, end times and key milestones. The proponent is to provide a schedule of deliverables they believe is realistic and achievable for the scope of work proposed

**Address for Submission**

**The proposals shall be delivered in a sealed envelope marked “RFQ WOL002-2026-Large Format Plotter and Service”, no later than 2pm local time, 30-June-26:**

Town of Wolfville  
 359 Main Street  
 Wolfville, NS B4P 1A1

Attn: David Hopkins  
 Manager of IT

Under no circumstance will proposals received after the Submission Closing Date be accepted.

**Proposal Evaluation**

Proposals will be evaluated on the basis of all information provided by the Proponent. Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFQ. Failure to comply with these requirements may deem the proposal non-responsive. In recognition of the importance of the procedure by which a Proponent may be selected, the following criteria outline the primary considerations to be used in the evaluation and consequent awarding of this project (not in any order).

Selection of a proposal will be based on the following criteria and any other relevant information provided by the Proponent in the submission. The Town of Wolfville reserves the right to prioritize and weigh the importance of each *sub-criterion* within the identified technical criteria confidentially.

Proposal Evaluation Criteria

Project Understanding	15%
Company Experience and Project Team Qualifications	35%
Project Management	15%
Financial	35%

## Financial Proposal Form

\_\_\_\_\_

**Company Name**

All labour, materials, equipment and incidentals required to supply **RFQ WOL002-2026-Large Format Plotter and Service**, in accordance with the Terms & Conditions, General Specifications and Project Requirements detailed in Request for Proposal **RFQ WOL002-2026**:

ITEM NO.	DESCRIPTION	BID PRICE
1.	Canon TZ32000 Z36 MFP 36" Pigment-Based Colour Plotter price	\$ _____
2.	Installation price	\$ _____
3.	Other	\$ _____
4.		\$ _____
	Sub-Total (Items 1 - 4)	\$ _____
	HST (15%)	\$ _____
	<b>TOTAL BID PRICE</b>	<b>\$ _____</b>

**Support and service cost details:**

<p><b>Please provide support and service details and relevant pricing</b></p>	
---	--

---

Additional costs or costing details (as required) may be provided by the Proponent on a separate sheet(s).

Submitted by: \_\_\_\_\_  
Company Name

\_\_\_\_\_  
Mailing Address Postal Code

\_\_\_\_\_  
Phone number Fax Number

\_\_\_\_\_  
E-mail Address

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

\_\_\_\_\_      \_\_\_\_\_  
Title Cell Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

The lowest price of any proposal will not necessarily be accepted. The Town reserves the right to accept or reject any or all proposals. The Town further reserves the right to award the proposal in whole or in part.