



---

**A model of cooperation  
for over 25 years.**

# **Request for Proposals**

## **Printer/Copiers**

### **RFP # 2010-0303**

**Closing Date and Time: 15:00  
Atlantic Standard Time  
Wednesday, March 31, 2010**

**501-1550 Bedford Highway  
Bedford, NS B4A 1E6**

## Table of Contents

### Information to Proponents – Section A

Overview .....	3
Definitions.....	3
Access to RFP Documents .....	3
Proponent Registration .....	3
Proposal Submission .....	4
RFP Closing Time .....	4
Proposal Authorization .....	4
Amendments .....	4
Proposal Format.....	4
Addenda .....	4
Proposal Ineligibility .....	5
Media.....	5
Communications .....	5
Contract Term .....	5
Contract Document .....	6
Cost of RFP Preparation .....	6
Confidentiality of Information.....	6
RFP Document Ownership .....	6
Insurance.....	6
RFP Evaluation and Award.....	7
Evaluation Points .....	7
Presentations .....	8
Equipment Testing .....	8
Special Considerations .....	9
Proponent Innovation .....	9

### Service Requirements – Section B

Program Scope .....	10
Equipment Specifications.....	11
Systems and Networking .....	13
Equipment Installation.....	13
Service and Support.....	14
Environment and Sustainability.....	16
Information Management and Reporting .....	16
Proponent Innovation .....	17
Service Contract.....	17
Financial .....	19
Proposal Submission .....	19

### Proposal Summary Form – Section C

Scope of Work.....	21
Examination .....	21
Price Detail.....	21
Validity of Offer.....	21
Basis for Award .....	22
Arithmetic Checks .....	22

Appendix I – Proposed Equipment Summary Table

Appendix II – Signature Page

Appendix III – Current Equipment Locations, Models and Estimated Annual Volumes

Appendix IV – Network Environment - List of Contacts

Appendix V – Equipment Specifications - Checklist

**Request for Proposals  
Printers / Copiers  
Information to Proponents – Section A**

**1. Overview**

- 1.1. This RFP is being issued for qualified and capable proponents to provide a comprehensive solution for the document production and copy equipment used on campuses of post secondary institutions across Atlantic Canada. Interested proponents will be required to provide details of their capabilities and options for;
- supply of appropriate equipment types,
  - supply of ongoing maintenance and support,
  - providing a cost effective solution for acquisition, ownership and maintenance of equipment,
  - providing consulting support for document management initiatives.
- 1.2. This RFP is being managed by Interuniversity Services Inc., on behalf of member post secondary institutions, hereinafter referred to as the Owner.

**2. Definitions**

The following are explanations for terms frequently used in this document.

- “RFP” refers to Request for Proposals.
- “Owner” refers to ISI and its member institutions.

**3. Access to RFP Documents**

- 3.1. RFP documents are available from the ISI website at [www.interuniversity.ns.ca](http://www.interuniversity.ns.ca) under Tenders.

**4. Proponent Registration**

Proponents intending to submit a proposal or in response to this RFP are required to register with ISI, to ensure that the Proponent receives any Addenda, Clarifications, and Appendices, etc. Registration is to include:

- Proponent Company Name
- Proponent Designated Contact Person
- Complete address
- Phone
- Fax
- E-mail address

Proponents may register via fax at 902-453-2369 or via E-mail to [scott.wolstenholme@interuniversity.ns.ca](mailto:scott.wolstenholme@interuniversity.ns.ca) or at the address provided herein.

## 5. Proposal Submission

Proponents are requested to submit one (1) original and two (2) exact paper copies along with one exact copy of their complete Authorized Proposal as a Microsoft Word or Excel document on a CD\_ROM.

Proposals must be sent to:

Scott Wolstenholme, Manager, Contract & Project Management Services  
Interuniversity Services Inc.  
1550 Bedford Hwy., #501  
Bedford, Nova Scotia  
B4A 1E6

## 6. RFP Closing Time

Proposals must be received at Interuniversity Services Inc. before 3:00 p.m. Atlantic Standard Time, **Wednesday, March 31, 2010**. Proposals submitted by Facsimile (FAX), or E-Mail **will not** be considered. It is the Proponent's responsibility to ensure that their proposals are delivered on time. Late submissions will not be considered.

## 7. Proposal Authorization

- 7.1. Proponents are required to submit proposals that are signed by a responsible employee of the Proponent's firm who has the authority to make commitments on behalf of the Proponent (see Signature Page – Appendix II).

## 8. Amendments

- 8.1 Amendments to a submitted RFP will be permitted if received in writing, in a sealed (clearly marked) envelope, prior to closing time for the RFP and if endorsed by the same party or parties who signed and sealed the RFP.

## 9. Proposal Format

- 9.1. It is in the best interest of the Proponents to submit proposals that are clear, concise, and easily understood. Responses should be prepared and submitted in a straightforward, economical manner. Informative content and clarity of presentation are more important than quantity of pages. Expensive binding, elaborate artwork or other embellishments that improve a proposal's appearance without affecting its content are discouraged.

## 10. Addenda

- 10.1. Addenda may be issued during the RFP call. All addenda become part of the RFP documents. The proposal price must include any changes or clarifications set out in the addenda. Only written addenda shall be binding.
- 10.2. All addenda must be signed and submitted before closing date and time specified to be compliant. Signed addenda submitted by facsimile or electronic communication will not be accepted.

## **11. Proposal Ineligibility**

- 11.1. Proposals that are not provided in sealed envelopes, executed on the forms provided by the Owner, unsigned, improperly signed, illegible, contain mathematical errors, erasures, and alterations, will be declared non-compliant. The "Proposal Summary Form" must be signed as an acknowledgement of receipt and understanding of the documents (including Special Provisions and Addenda where applicable).
- 11.2. Proposals submitted after the date and time specified will be declared non-compliant and will be returned to the Proponent unopened, or kept on file at the discretion of the Owner.
- 11.3. Proposal Forms and Addenda submitted by facsimile transmission or email will be declared non-compliant.
- 11.4. Proposals that fail to include signed addenda will be declared non-compliant.
- 11.5. There will be no obligation to receive unsolicited information, whether written or oral, from any Proponent.

## **12. Media**

- 12.1. The prior written approval of the Owner will be required before the Proponent makes any statement to the press or issues any material for publication to any media of communication pertaining to discussions and/or negotiations regarding this RFP and/or any proposals or contracts which shall result from this RFP.

## **13. Communications**

- 13.1. Any and all communications, questions, and requests for clarification regarding this RFP document, and the services outlined herein, are to be submitted in writing, and are to be directed to the contact person specified above. If warranted, the questions and answers will be shared with all Proponents. Proponents are cautioned that only communication with the designated contact is acceptable, and that the Owner will not be held responsible for any errors, misunderstandings or misrepresentations resulting from communications other than those from and to the designated contact.
- 13.2. It is the Proponent's responsibility to submit questions and requests for clarification to the designated contact person no later than Monday noon, March 15, 2010. This will allow time for the Owner to respond and for the Proponent to include the responses into their proposal. Questions and requests for clarification submitted after this date will not be answered.
- 13.3. Proponents must ensure that no representative of the Proponent will extend entertainment, gifts, gratuities, discounts or special services, regardless of value, to an employee of ISI or the Members.

## **14. Contract Term**

- 14.1. The length of the agreement resulting from this RFP will be for a period of sixty (60) months.

## **15. Contract Document**

- 15.1. The document that will be used to form the agreement between the Owner and the successful Proponent(s) will be a Supply and Services Contract.
- 15.2. The Owner and the successful Proponent(s) will be required to approve this contract prior to implementation of any of the services identified in this RFP.

## **16. Cost of RFP Preparation**

- 16.1. All expenses incurred by a Proponent in the preparation of their proposal, and any subsequent presentations or demonstrations, are entirely the responsibility of the Proponent. The proposal should indicate a primary contact person in the Proponent's organization and also a person authorized to make commitments on behalf of the Proponent. (See Appendix II.)

## **17. Confidentiality of Information**

- 17.1. All documents, information, specifications, tracings, or attachments provided by the Owner and pertaining to this RFP remains the property of the Owner and shall be treated in strict confidence by the Proponent. No part of this RFP may be transmitted to, or discussed with a third party, nor reproductions made thereof, without prior written consent of the Owner, except for the purpose of this RFP.

## **18. RFP Document Ownership**

- 18.1. Proposals submitted become the property of the Owner. The Owner reserves the right to duplicate and circulate proposals, and their contents, for the sole purpose of evaluating this RFP

## **19. Insurance**

- 19.1. The successful Proponent(s) shall provide and maintain Motor Vehicle public liability and property damage insurance, in an amount of not less than two million (\$2,000,000.) dollars inclusive, per occurrence, for bodily injury, death, and damage to property, including loss thereof. Motor Vehicle insurance will be supplied for every vehicle the Proponent(s) uses when providing service to the Members both during installation and for regular ongoing service. In addition, the successful Proponent(s) resulting from this RFP will be required to obtain Member institution Parking Passes at each of the respective Members, and, will be responsible to pay any parking related expenses, including fines.
- 19.2. While engaged in the performance of an agreement resulting from this RFP, all Proponent(s) employees, in particular the Service Technicians, Installers, and Trainers, shall be covered by Comprehensive General Liability insurance in the amount of not less than two million (\$2,000,000.) dollars inclusive, per occurrence, for bodily injury, death, and damage to property, including loss thereof.
- 19.3. All Proponent employees shall be covered by appropriate Worker's Compensation Insurance, in the Provinces of New Brunswick, Prince Edward Island, and Nova Scotia, where services are being performed in each of the Provinces.
- 19.4. It is the responsibility of the successful Proponent(s) to fully insure all equipment against loss or damage by theft, vandalism, misuse, fire, flood, and natural disaster. The Proponent(s) shall supply a certificate of this insurance at the request of ISI and the Members.

## 20. RFP Evaluation and Award

- 20.1. It is the intention of the Owner, that if awarded, to award this RFP to one or more Proponents based on evaluation of the proposals providing the best overall value to the Owner, as determined by the Owner. Not all ISI Members may elect to avail themselves of any or all of the services provided in response to this RFP. ISI Members may elect to participate on an individual basis, in whole, or in part of any agreement or agreements resulting from this RFP. ISI will advise the successful Proponent(s) resulting from this RFP as to the Members who will participate in the agreement, along with contact information for each institution. Any member will have the right to join in during the term of the agreement.
- 20.2. The Owner shall evaluate all valid Proposals and select the Proposal(s) most attractive to the Owner and which, in the sole discretion of the Owner, is deemed to be in the best interest of the Owner.
- 20.3. The Owner makes no commitment to choose any proposal, and reserves the right to accept or reject any or all proposals received, in whole or in part.
- 20.4. Without limiting the meaning of the terms "most attractive" and "the best interest of the Owner", the following criteria normally will be included in the evaluation of proposals:
  - 20.4.1. Compliance to RFP Specifications.
  - 20.4.2. Compliance to Contractual Terms and Conditions.
  - 20.4.3. Experience of Proponents on projects of similar size and scope.
  - 20.4.4. Previous experience with the Owner.
  - 20.4.5. Superior design features considered advantageous to the Owner.
  - 20.4.6. Operating and maintenance costs (where applicable).
  - 20.4.7. Reliability/reputation of product being supplied (where applicable).
  - 20.4.8. Adaptability and modification potential to meet future needs of the Owner.
  - 20.4.9. Ease of integration with current Owner operations.
  - 20.4.10. Environmental impact.
  - 20.4.11. Corporate Ethics Policy.
  - 20.4.12. Total evaluated cost.
  - 20.4.13. Delivery/completion time.

## 21. Evaluation Points

- 21.1 **Technical requirements (30 Points)** for equipment and service support, including the following:
  - 21.1.1. Equipment features, capabilities and reliability of the machines proposed for the requirements identified in this RFP.
  - 21.1.2. Network and software capabilities requirements, capacity and expertise required to install and support equipment connected to the various Member institution's networks.
  - 21.1.3. Proponent expertise in training client staff in the use of the equipment offered, and, Proponent expertise in training client network support staff in network troubleshooting, and network connectivity issues.
  - 21.1.4. Proponent solutions that can address all Member print and duplicating needs, including Printers, Faxes, Managed Services, and Consulting. Proponents are encouraged to include with their proposal response the breadth and depth of their abilities in these areas.

21.1.5. Flexible and scalable solutions that allow the Members to optimize current assets, as well as those offered by the Proponent.

21.2 **Readiness and demonstrated ability to manage services (20 Points)**, including the following:

21.2.1 Responsiveness of proposed business services including detailed and customizable real time management reporting, billing, and equipment monitoring.

21.2.2 Ability to provide a comprehensive service that meets Owner's requirements.

21.2.3 Guaranteed support from the equipment manufacturer for supplies during the term of the contract.

21.2.4 Availability and commitment of sufficient qualified staff to support the equipment provided, including demonstrated experience in managing the technical and business services required to support the quantity and type of equipment offered.

21.2.5 Clarity and completeness of Proposal, demonstrating a clear understanding of Owner requirements, the role of the proposed equipment and services in meeting those requirements.

21.2.6 Capacity to deliver, install, train and service during initial implementation and on an ongoing basis an equipment offering sufficient to meet the Members' requirements.

21.3 **Financial Proposal (35 Points)**. The Owner seeks to obtain the best overall value, as defined solely by the Members, including the following:

21.3.1 Proposals will be evaluated on the financial impact of their proposal on the operations of the Owner's institutions.

21.3.2 Areas of consideration include the cost of acquisition, cost of maintenance and support, cost of integration with institutional systems and processes, cost of operating the equipment and costs associated with noncompliance and lack of use of proposed equipment.

21.4 **Proponent references, reputation, sustainability and additional factors (15 Points)**

21.4.1 References are required as part of the proposal submission, and a check of the references provided as well as other customers of the Proponent will form part of the evaluation.

21.4.2 Sustainability is a major focus of the Owner and Proponents should include any and all information pertaining to the environmental concerns outlined in the RFP.

## 22. Presentations

22.1. Proponents may be required to make a presentation as part of the evaluation of proposals.

## 23. Equipment Testing

23.1. Proponents may be requested to demonstrate functionality of the equipment or provide equipment for evaluation as part of this RFP evaluation.

## **24. Special Considerations**

- 24.1. The successful Proponent(s) are required to comply with the policies of the given institutions such as smoking policy, harassment policy, safety program, etc. that is served by this agreement.
- 24.2. No overtime charges of any kind will be permitted unless authorized by the Owner prior to the start of the work.
- 24.3. The successful Proponent(s) shall ensure that Owner's property is kept clean of any rubbish or surplus materials resulting from the performance of services as part of this RFP. All costs associated with the removal of the debris from the premises shall be the responsibility of the Proponent(s).

## **25. Proponent Innovation**

- 25.1. The Owner encourages Proponent innovation. If a Proponent offers goods or services different than those specified in the proposal, and, these may be of advantage to the Owner, Proponents are strongly encouraged to submit alternatives as they see fit. These should be clearly identified as alternatives and shall be considered at the sole discretion of the Owner

**Request for Proposal  
Printers/Copiers  
Service Requirements – Section B**

**1. Program Scope**

- 1.1. Interuniversity Services Inc., on behalf of its member institutions is issuing this RFP to meet the document production requirements across the campuses of the member institutions. These requirements include the supply of single and multifunction devices for copy, print, faxing and scanning requirements. The Members will determine, based partially on their own internal criteria, and partially on the outcomes from this RFP, how and where equipment is to be installed, and the particular configuration for the location.

The successful Proponent(s) will be required to provide service and support for the equipment that is supplied. In addition, Proponents are asked to provide details of the services and programs that are available to assist member institutions with the management of document production activities over the life of the agreement.

Member institutions will have different equipment and service requirements initially and throughout the contract, and Proponents are asked to demonstrate their ability to meet this wide range of requirements. In spite of the different requirements, all member institutions share the following strategies relating to the document production objectives.

- Improving productivity.
- Reducing costs and cost avoidance.
- Achieving economies of scale.
- Achieving standardization.
- Matching needs to solutions.
- Improving information flow.
- Adopting and exploiting technology.
- Effectively managing business processes.
- Maximizing service and value to end users.
- Improving sustainability.

It is recognized that some Proponents may not be able to meet 100% of the requirements of this RFP. Proponents will be asked to provide details of their supply and service capacities and capabilities.

Proponents are required to provide a corporate profile, indicating history, size, experience, management team, financial stability and any other details that are pertinent to this RFP.

- 1.2. Services required through this RFP include the following. Please indicate your ability to provide these services and include a brief description.

1.2.1. Supply of single and multifunction equipment through lease and purchase options.

1.2.2. Identification of maintenance, service and training programs available for all equipment users and technical staff.

1.2.3. Ability for Members to add and or remove equipment during the contract, including changing specific pieces of equipment due to changes in required functionality.

1.2.4. Ability for functionality to be added to equipment over the life of the contract.

- 1.2.5. Identification of Proponents' capabilities for assisting in managing document production initiatives.
- 1.2.6. Integration with network and systems.
- 1.2.7. Identification of reporting and tracking capabilities.
- 1.3. The ISI Members that could be participating in this RFP are as follows. Please indicate your ability to serve each location.
  - Acadia University, Wolfville, NS
  - Atlantic School of Theology, Halifax, NS
  - Dalhousie University, Halifax, NS
  - Holland College, Charlottetown, PE
  - Mount Allison University, Sackville, NB
  - Mount Saint Vincent University, Halifax, NS
  - Nova Scotia Agriculture College, Truro, NS
  - Nova Scotia Community College, Various locations, NS
  - NSCAD University, Halifax, NS
  - Saint Mary's University, Halifax, NS
  - St. Francis Xavier University, Antigonish, NS
  - St. Thomas University, Fredericton, NB
  - Université de Moncton, Moncton, NB
  - Université Sainte-Anne, Church Point, NS
  - University College of Cape Breton, Sydney, NS
  - University of King's College, Halifax, NS
  - University of New Brunswick, Fredericton, NB and Saint John, NB
  - University of Prince Edward Island, Charlottetown, PE

Service expectations for all Member institutions is the same for all locations.

In addition, equipment is currently installed at the following related organizations:

- Association of Atlantic Universities, Halifax, NS
- Canadian Association of University Business Officers, Ottawa, ON
- Interuniversity Services Inc., Bedford, NS

## 2. Equipment Specifications

- 2.1 Proponents are required to recommend specific equipment that will meet the variety of functions and varying levels of usage. This recommendation will include the application(s) that each piece of equipment was designed for. It is the preference of the Member institutions to minimize the number of different models of equipment installed in each institution. General requirements include:
  - 2.1.1. Stand alone Copy
  - 2.1.2. Stand alone Print
  - 2.1.3. Stand alone network print
  - 2.1.4. Multifunction copy and network print
  - 2.1.5. Multifunction copy and network print along with fax and or scanning
  - 2.1.6. Color Equipment

Appendix III provides a listing of current equipment along with associated data relating to the current supply contract. This list is not a complete list of all equipment in use in Member institutions. The equipment inventory provided in Appendix III is intended only as a guide to Proponents in the preparation of their proposal submission. Not all equipment may be replaced, and the volumes of both equipment and output per installation may vary, according to Member requirements.

- 2.2. Provide complete specifications for each piece of equipment proposed including independent test results confirming the rated speed of the units proposed, including time to first copy, as well as operation speed of any added feature or peripheral device.
- 2.3. Proponents will provide details of the default settings for each piece of equipment along with optional settings that can be set as default.
- 2.4. Proponents will identify the functionalities that can be added to equipment that is originally installed as a stand alone device.
- 2.5. Proponents will identify standard and optional features and accessories along with complete specifications for each piece of proposed equipment.
- 2.6. Proponents will identify the date that each piece of proposed equipment was introduced to the market.
- 2.7. Proponents will indicate for each piece of equipment proposed if it is stand alone or if it is desk or table mounted. For the equipment that is not stand alone, Proponents will provide details of available stands or cabinets.
- 2.8. Equipment supplied under the agreement resulting from this RFP will be either ULC and or CSA approved.
- 2.9. Proponents are required to identify if proposed equipment is supplied with complete operating instruction manuals, available in both English and French, and if equipment can be programmed in either language.
- 2.10. Proponents are required to provide details of the different types of user interfaces and keypads that are part of their proposal. It is the desire of the Member institutions to minimize the number of different types of user interfaces and keypads in use at each institution.
- 2.11. Equipment supplied under the agreement resulting from this RFP will be able to use plain virgin bond paper, recycled paper including 30% and 100% post consumer recycled content bond, and transparencies. Proponents are to provide details on the sizes and types of paper stocks to which the proposed equipment can print or copy.
- 2.12. Equipment supplied under the agreement resulting from this RFP will operate on regular 120 volt 15 amp power. If a proposed printer/copier requires other than 120 volt 15 amp power, or requires a dedicated circuit, the Proponent will identify the specific requirements in their proposal.
- 2.13. Proponents will identify color features available with the equipment proposed in their response. Include particulars pertaining to ink color replacements – black and color.
- 2.14. Proponents to identify equipment that will provide bookmark functions.

### 3. Systems and Networking

- 3.1. Member institutions currently have various network environments. Proponents are required to indicate the ability of their proposed equipment to operate in these environments. Proponents will identify any modifications that must be made to accommodate this requirement. (Please see Appendix IV for list of contacts to determine each Member's network environment.)
- 3.2. For those specific units where equipment will be installed on a network, the Equipment Specifications are deemed important. Proponents are to describe in their proposal submission where their equipment offering meets these specifications.
- 3.3. Proponents will provide details of print drivers that are proposed with each piece of print equipment. It is the desire of the Members to minimize the number of different print drivers in use at each institution.
  - 3.3.1. Drivers must have the ability to be pushed out through a server, and must be Windows and Apple OS certified.
  - 3.3.2. Drivers must be pre-verified and tested.
- 3.4. Describe platform requirements, including any hardware and software requirements such as a Java Virtual Machine installation.
- 3.5. Proponents are required to provide details of how Member's data will be secured from hard drives in vendor owned equipment at the end of use devices with memories.
- 3.6. Please describe in detail any provided or available printer/device management software.
  - 3.6.1. Identify if this is vendor owned and managed and if there are options for members to own and manage the software.
  - 3.6.2. Equipment should have the capability to turn on/off communication features as well as centralized user management for access to specific functions.
- 3.7. Please describe in detail the makes, types, and specifications of 3<sup>rd</sup> party control devices (i.e. Card Controllers, Hecon Type Devices, etc.) that you have available for installation with the equipment you are proposing. Pricing for these devices should also be included in your financial proposal.
- 3.8. Proponents will identify availability of functionality to allow for payment for duplicating services at the device. Include equipment and systems that are offered by the Proponent along with third party systems and technologies that are compatible with the proposed equipment.
- 3.9. Proponents will identify the wireless and blue tooth options available with the equipment proposed in their response. Provide details of the system and infrastructure requirements for this functionality.

### 4. Equipment Installation

- 4.1. Proponents should be aware of the large scope of this requirement. The successful Proponent(s) will be required to identify their capacity and capabilities for installing all or part of the total requirements. This information will include earliest start date from notification of award, proposed implementation plan and schedule, and a list of any

activities that Members must complete prior to equipment installation.

- 4.2. Upon installation of the equipment, the successful Proponent(s) is responsible for the removal and disposal of any and all packaging and shipping materials related to the unit, and any associated costs. State whether you have a recycling program in place for consumables and packaging.
- 4.3. Proponents will identify processes available for entering or uploading user accounts and e-mail addresses into new equipment.
- 4.4. Upon award of an agreement, the successful Proponent(s) resulting from this RFP will be required to provide ISI and the Members a detailed implementation plan, including an installation schedule for each Member institution, by equipment location, after consultation with the Members as to their requirements. The expiry date for the current contract is September 30, 2010.

## **5. Service and Support**

- 5.1. Proponents will identify the maintenance and service options and programs available for each piece of equipment proposed. These programs are required to be available for the life of the contract. Responses should address but not be limited to the following considerations.
  - 5.1.1. Identify the options available to members for opting in and out of the available programs.
  - 5.1.2. Identify the programs available, if any, for equipment purchased under this contract.
  - 5.1.3. Identify the programs available, if any, for Member owned equipment not purchased under this contract.
  - 5.1.4. Describe the process that Members are required to follow for the service programs, including ordering supplies.
- 5.2. Proponents will identify the circumstances where the costs for maintenance and service are not covered under the proposed maintenance and service options.
- 5.3. Proponents will provide details of the technical capabilities for meeting their proposed service commitments. Responses should address but not be limited to the following considerations.
  - 5.3.1. Identification of staff levels by dispatch location.
  - 5.3.2. Provide details of training and certification levels for technical staff.
- 5.4. Proponents are requested to provide details of their capabilities, if any, for providing network and system support.
  - 5.4.1. Provide details of the scope of available services.
  - 5.4.2. Provide details of the available technical resources including qualifications and number of staff by dispatch location.
- 5.5. Proponents must confirm that all parts, and or accessories required to deliver basic or optional functionality will be available for the duration of the agreement.

- 5.6. Proponents will identify the average and maximum service response time from the time the call is placed until a Service Technician arrives at each equipment location. Provide details of the programs in place to monitor results and correct any deficiencies.
- 5.6.1. Proponents are required to provide copies of maintenance statistics for the last twelve (12) months with specific reference to the equipment types being offered and the geographic area being served.
- 5.7. Proponents will identify normal working hours for maintenance and service along with details of after-hours service capabilities, if any.
- 5.8. It is an objective of this agreement to have equipment available for use, when required. Proponents will identify the projected maintenance requirements and reliability for equipment proposed along with the steps that will be taken to address equipment that fails to meet these projections.
- 5.9. Proponents must supply written confirmation from the manufacturer for whom their product offering is based, that, in the event of default by the Proponent, the manufacturer will provide service and maintenance for the equipment, at the levels specified herein, and at the agreed pricing and that parts and accessories will be available for the life of the agreement.
- 5.10. Proponents will provide details of initial equipment orientation and initial and ongoing training programs that are available.
- 5.11. Proponents will identify if and under what conditions Members are able to move equipment within their institution. The Members reserve the right to use staff and or third party personnel to affect any moves that members have authority to complete.
- 5.12. Proponents are required to provide copies of Material Safety Data Sheets (MSDS) for any applicable supplies.
- 5.13. Proponents will identify programs and incentives, if any, to assist Members in increasing the utilization of multifunction equipment.
- 5.14. Proponents will identify their interest, capabilities and experience, if any, in working with interested Members on Document Management initiatives at their respective institution.
- 5.14.1. Proponents will provide details of the services available including but not limited to:
- Needs identification.
  - Identification of savings, cost reductions, and cost avoidance.
  - Identification of user requirements.
  - Recommendations on solutions.
  - Recommendations on management processes and methodology.
  - Recommendations on workflows.
  - Device management.
  - Process management.
  - Training.
  - Coordination.
  - Implementation support.
- 5.14.2. Proponents will provide Atlantic Canadian references of projects of similar size and scope to those being proposed.

5.14.3. This request is optional to the prime elements of this RFP, and may be used by Members over the life of the agreement. The response to this element will not impact the award decision of the RFP.

5.15. The successful Proponent(s) resulting from this RFP will be required to implement satisfaction surveys periodically throughout the agreement term. Proponents are required to provide details of current programs designed to assess customer satisfaction.

## **6. Environment and Sustainability**

6.1. The Owner will evaluate environmental and sustainability elements of the proposals as part of the prime objectives of individual response elements. In this response element, Proponents are asked to summarize the environmental and sustainability included in their entire proposal.

6.2. For environmental and sustainability elements that are not part of other response elements, please provide details and supporting documentation to confirm claims in this response element. Examples of items may be:

6.2.1. Corporate strategy and initiatives as they pertain to this RFP.

6.2.2. Toner and parts supply and recycling program.

6.2.3. Equipment energy consumption and Energy Star rating.

6.2.4. Impacts of operating the proposed equipment on office environment and employees.

6.2.5. Details of equipment manufacturing, transportation and end of life disposal.

## **7. Information Management and Reporting**

7.1. The successful Proponent(s) resulting from this RFP will be required to obtain copier meter readings on a regular basis, and, produce timely and accurate periodic invoices in a format acceptable to the Members. Each of the Members will provide the successful Proponent(s) with the format in which invoices and management reports are to be submitted. In addition, the manner in which the Proponent(s) obtains meter readings is to be approved by the specific Member.

7.1.1. Proponents will identify the process for obtaining meter reads.

7.2. The successful Proponent(s) will be required to provide semi-annual management reports to ISI including:

- Copy volume by Member location and by machine model.
- Number of service calls by Member location and by machine model.
- Average response time from call to arrival at Member's location to address service calls.
- Average time to repair machines per service call.
- Dollar spend, per Member location, for all expenditures.

Reports covering the period of January 1<sup>st</sup> through June 30<sup>th</sup> inclusive will be due August 15<sup>th</sup> and reports covering the period July 1<sup>st</sup> through December 31<sup>st</sup> are due February 15<sup>th</sup>. ISI prefers these reports in an excel format transmitted electronically.

In addition, service reports for each service call or for each unit installed, may be requested from time to time.

- 7.3. The successful Proponent(s) resulting from this RFP will also be required to provide management reports in a format and at an interval specified by and acceptable to each of the Members.

- 7.3.1. Proponents will provide details of reporting on equipment service.

## **8. Proponent Innovation**

- 8.1. If a Proponent offers goods or services different than those specified in the Proposal, and these may be of advantage to the Owner, Proponents are strongly encouraged to submit alternatives as they see fit. These should be clearly identified as alternatives and shall be considered at the sole discretion of the Owner.

## **9. Service Contract**

- 9.1. The successful Proponent(s) will be required to enter into a supply and service contract with ISI on behalf of the Member Institutions. Proponents are required to provide a copy of their standard supply and service contract with their proposal for consideration by the Owner.
- 9.2. The supply and service contract will include all elements of this RFP. The following requirements have not already been included in the RFP document.
  - 9.2.1. Any products supplied and installed by the successful Proponent(s) (if any) shall be installed in such a manner as to preserve any and all manufacturer's warranties, for the benefit of ISI and the Members.
  - 9.2.2. The successful Proponent(s) (if any) shall be solely responsible for all matters relating to statutory deduction of all taxes, employment insurance, Canada Pension, Workplace Safety and Insurance, leave, remuneration, discipline and all licenses and permits which may be or may become required to perform the work resulting from this RFP.
  - 9.2.3. The successful Proponent(s) shall have no right of termination under the provisions of the agreement resulting from this RFP. ISI and the Members shall have the right to terminate the agreement resulting from this RFP if the Proponent becomes bankrupt or insolvent either voluntarily or under an order of a court of competent jurisdiction or the Proponent makes a general assignment for the benefit of creditors. Any agreement resulting from this RFP may be cancelled at any time upon mutual consent of both parties.
  - 9.2.4. ISI and the Members may terminate any contracts or agreements resulting from this RFP by giving the successful Proponent(s) thirty (30) days written notice, if the Proponent has not adequately and properly performed its obligations under the agreement. ISI and the Members will solely determine what constitutes failure to adequately perform. ISI and the Members reserve the right to have a third party perform these services and the cost of these services will either be billed directly to the Proponent, or the cost will be deducted from any amount outstanding from the Members.
  - 9.2.5. In the event that a Proponent is supplying a product that is all or partially sourced from other parties, the Proponent guarantees that it is an authorized reseller of the product.
  - 9.2.6. ISI and the Members shall not be liable for, and Proponents shall indemnify ISI and the Members with respect to any dumping duties which may be levied by Canada Customs and Revenue Agency, under provisions of the Anti-Dumping Act.

- 9.2.7. The Proponent declares that the Proposal is not made in connection with any other Proponent submitting a Proposal for the same services and is in all respects fair and without collusion or fraud.
- 9.2.8. Proponents warrant their services offered comply in all respects with existing Provincial and Federal laws, and failure to comply with this condition shall be considered a breach of contract.
- 9.2.9. The successful Proponent(s) shall pay all royalties and patent license fees required for the performance of the contract, and at the Proponent's own expense, defend all suits and proceedings against, and indemnify ISI, and the Members against any award of damages, demands, losses, charges or costs made against ISI and the Members if such suits or proceedings are based on any claim that any of the products or services supplied by the successful Proponent(s), constitutes an infringement of a patent by the successful Proponent(s). Further, if any of the products or services supplied results in an infringement of patent and its use is enjoined, the successful Proponent(s) shall, at the Proponent's own expense, procure for the Members, the right to continue using the product, replace or modify the product so it becomes non-infringing and meets the requirements of the Members for loss of use of the product.
- 9.2.10. Proponents are advised that no commitment shall exist under this Request for Proposals until such time as the successful Proponent(s) receives official written confirmation from ISI, on behalf of its Member institutions.
- 9.2.11. Any agreement resulting from this RFP shall be between ISI, on behalf of its Member institutions and the successful Proponent(s). The agreement between the parties shall ensure to the benefit of and be binding upon them and their successors, executors and administrators.
- 9.2.12. The Proponent submits that unless otherwise detailed in a proposal, to the best of the Proponent's knowledge, no ISI, or its respective Member institution's employees or member of a Member institution's Board of Governors or its committees, or other Member institution's appointment has any personal or beneficial interest whatsoever in the services offered by the firm itself, any parent or subsidiary firms.
- 9.2.13. The Proponent acknowledges a review of Bill C-45 and agrees to indemnify ISI and the Members from any negligence on the part of the Proponent in carrying out its obligations under any agreement resulting from this RFP.
- 9.2.14. By responding to this RFP, Proponent(s) agree that in the event of legal action resulting from this RFP, the Proponent will not claim damages in excess of an amount equivalent to the reasonable costs incurred in preparing its response to this RFP. Further, in submitting a proposal in response to this RFP, the Proponent waives any claim for loss of profits or any other damages if there is no agreement resulting from the Proponent's proposal.
- 9.2.15. The successful Proponent(s) resulting from this RFP will be required to provide ISI with copies of all certificates of insurance the Proponent is required to have, as outlined in this RFP. All certificates of insurance will include provision for 30 days notice of cancellation to be provided to ISI.
- 9.2.16. All and any agreements resulting from this RFP will be Nova Scotia Agreements, and will be governed by the laws of the Province of Nova Scotia.

9.2.17. Favoured Nations Clause – Pricing in any resulting agreement from this RFP should be globally lower when compared to benchmarked member(s) or other group purchasing entities with agreements of similar size or smaller.

9.2.18. Title to any rented or leased equipment shall at all times remain with the Proponent(s). If a Member chooses to purchase a device, title to the device will transfer to the Member.

9.3. Equipment will be installed at various Member institutions, and related Member organizations. The Members will not remove or re-assign equipment without the consent of the Proponent. The Members will allow the Proponent access to properties during regular working hours of the Members (usually assumed to be 8:30 a.m. to 4:30 p.m., Monday to Friday – holidays excepted). The Proponent will not be held responsible if the equipment is not readily accessible.

## **10. Financial**

10.1. Proponents are required to provide pricing details for all elements of their proposal. There will be no opportunity for Proponents to add or change prices for equipment or services identified in this RFP. Proponents are required to provide pricing elements in the Proposed Equipment Table (Appendix I).

10.2. Proponents will provide pricing details for each element of the Service Requirements of this RFP. These pricing elements should be numbered to reference the specific Service Requirement Element. Please follow the following criteria when completing this section.

10.2.1. If pricing is included in the Proposed Equipment Summary Table, please identify as such.

10.2.2. If there is no charge for providing the requested Service Requirement element, please identify it as “No Charge”.

10.2.3. If the Proponent cannot supply the requested Service Requirement element, please identify it as “N / A”.

10.2.4. For all other Service Requirement elements, please provide appropriate pricing.

10.3. Proponents will provide details of available options for invoicing format and frequency.

10.4. Proponents will provide details of options for lease buy-out of equipment at the end of the Contract.

10.5. Proponents will identify if equipment can be purchased before the end of the contract. Please provide details of how the purchase price will be determined.

10.6. Proponents will provide pricing details for any alternatives which are part of their proposal.

## **11. Proposal Submission**

11.1. Proponents are required to respond to all elements of the Service Requirements section of this RFP. Responses will be numbered corresponding to the applicable service requirement number in the RFP. Appendices are to be completed, as necessary.

11.2. Proponents are required to provide three current Atlantic Canadian references, where possible, for the supply and service portion of this RFP and three references for the optional Document Management Services (see 5.14 of this section).

- 11.3. Supporting documentation should be limited to specific information required to support elements in the proposal.
- 11.4. The Proposal submission must include:
  - 11.4.1. Completed Proposal Summary Form, including Proposed Equipment Summary Table.
  - 11.4.2. Responses to Service Requirements.
  - 11.4.3. Additional pricing for Service Requirements.
  - 11.4.4. Alternatives and associated pricing.
  - 11.4.5. Supporting documentation applicable to RFP response.
  - 11.4.6. Proposed Supply and Services Contract.
- 11.5. Costs are to be quoted in Canadian Currency, and will be paid in Canadian Currency. Taxes (GST and PST in Prince Edward Island and HST in New Brunswick and Nova Scotia) are to be extra.

**Request for Proposals  
Printers / Copiers  
Proposal Summary Form – Section C**

**1. Scope of Work**

- 1.1 Supply all labour, materials, tools, equipment and incidentals required for supply and service of printers and copiers as outlined in this RFP document.
- 1.2 All equipment must meet applicable standards.
- 1.3 Provide detailed pricing as per Appendix I. Also, include any quantity discount breaks within your proposal response.
- 1.4 Provide detailed specifications with proposal responses. Also, please complete Equipment Specifications – Checklist – Appendix V.
- 1.5 Provide maintenance/warranty contract details (if required) with proposal responses.
- 1.6 Provide technical support details (if required) with proposal responses.
- 1.7 Provide software specifications and upgrade details with proposal responses.
- 1.8 Demonstration of proposed units may be required at no cost to the Owner.

**2. Examination**

- 2.1 The submission of a proposal in response to this RFP shall be deemed proof that the Proponent is satisfied as to all provisions of the RFP. ISI and the Members will not entertain any claims based on any assertion by the Proponent that it was uninformed or unaware of the provisions, terms or conditions of the RFP

**3. PRICE DETAIL**

- 3.1 All prices shall be FOB Owner's premises, offloaded and installed, freight prepaid and included.
- 3.2 The Proponents are required to include with their response a full and complete pricing for every aspect of the entire proposed project including all goods and services. The Owner will not assume or absorb any costs for goods and services proposed without their corresponding price.
- 3.3 If a Proposal is accepted, the successful Proponent(s) may make no variation of any quoted prices except for changes due to increases or decreases in eligible government taxes or duties, governmental transportation tariffs, or decreases in the price of technology.

**4. Validity of Offer**

- 4.1 Unless otherwise specified by the Proponent, the Owner will consider all Proposals irrevocable and valid for acceptance for a period of 180 days from the Proposal closing date.

## **5. Basis for Award**

- 5.1 It is the intention of the Owner that if awarded, to award this RFP to one or more Proponents based on evaluation of the proposals providing the best overall value to the Owner.

## **6. Arithmetic Checks**

- 6.1 In cases where the extended unit price is incorrect, the unit price on the original Proposal Summary Form will be used and the total corrected.



**Request for Proposals  
PRINTERS / COPIERS**

**SIGNATURE PAGE – APPENDIX II**

**TERMS OF PAYMENT (minimum 30 days)** \_\_\_\_\_

**NAME OF FIRM:** \_\_\_\_\_

**COMPLETE ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**WEBSITE** \_\_\_\_\_

**PRINTED NAME OF PRIMARY CONTACT PERSON WITH AUTHORITY TO COMMIT ON BEHALF**

**OF THE PROPONENT:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**Current Equipment Locations, Models and  
Estimated Annual Volumes - Appendix III**

<b>Universite Sainte-Anne</b>			
<b>Shipto Customer Name</b>	<b>ID #</b>	<b>Model</b>	<b>AV</b>
ISI UNIV SAINTED ANNE P O BOX 59	AYA55	R2022	55944
ISI USA MAGASIN CAMPUS	AXU82	R2022	10926.48
ISI USA CENTRE ACADIEN	AXU83	R2022	26117.76
ISI UNIV SAINT ANNE TUSKET INDUSTRIAL PARK	AXU86	R245E	102074.2
ISI UNIV SAINTE ANNE 3433 ROUTE 206	AXZ44	R245E	37436.16
ISI UNIV SAINTE ANNE ECOLE BEAUFORT	AXX45	R245E	468024
ISI UNIV SAINTE ANNE EDUCATION 2ND FLOOR	AXU88	R245E	173479.7
ISI USA CENTRE JODREY	AXU78	R245E	34606.32
ISI USA	AXU79	R245E	19118.88
ISI USA IMPRIMERIE	AXU80	R245E	119529.6
ISI USA PEM (PROF)	AXU81	R245E	133310.6
ISI USA RECTEUR	AXU85	R245E	70813.2
ISI USA 4IEME ETAGE	AXU87	R245E	259638
ISI USA PEM (PROF)	AYC16	R4500	45452.4
ISI USA IMPRIMERIE	AYC15	R4500	65374.8
ISI USA REGISTRAIRE	AXZ47	R245E	63800.4
<b>TOTAL</b>		<b>16</b>	<b>1685646</b>

<b>University of New Brunswick Saint John</b>		
<b>Customer Location</b>	<b>Model</b>	<b>AV</b>
Advancement and Community Relations	R15MF	4405
Vice President Oland Hall 119	R15MF	7397
Human Resources	R15MF	4850
Finance and Admin - (Bev) Room 137	R15MF	8170
Student Health Centre	R15MF	8703
Facilities Management	R2022	13608
International Recruitment Centre - Annex N	R2022	27126
Ward Chipman Library	R2022	14411
Registrars Office Room 141	R2022	14854
Bookstore	R2022	17843
Dean of Arts HH 2nd Floor	R2051	293494
Finance and Admin - Oland Hall 139	R2051	81665
Nursing - KC Irving Hall 332	R2051	180898
psychology - HH ground floor	R2051	284244
Math, Stat and CS HH 3rd Floor	R2051	124419
Saint John College (Modern Language)	R2051	358652
Biology GH25	R245E	112700
Faculty of business - Oland Hall 255	R245E	202082
Sciences Gh228	R245E	156107
Humanities & Languages HH 1st Floor	R245E	117698
Faculty of business - Oland Hall 245	R245E	139879
Sir James Dunn Residence	R245E	29026
Engineering - KC Irving Hall217	R245E	69420
Annex "A" ILO	R245E	59266
Ward Chipman Library	R245E	25097
Athletics Centre	R245E	23651
Ward Chipman Library	R245E	72924
Ward Chipman Library	R245E	77646
Ward Chipman Library	R245E	83098
Student Services - G18	R245E	33264
<b>TOTAL</b>	<b>30</b>	<b>2646599</b>

**University New Brunswick - Fredericton**

<b>University Department</b>	<b>Model</b>	<b>Ann. Vol.</b>
ISI UNBF-IMAGING SERVICES COPY CETR 1 D'AVRAY HALL	R15MF	23890
ISI UNBF-IMAGING SERVICES COPY CETR 1 D'AVRAY HALL	R3045	18744
ISI UNBF-FACULTY OF EDUC D'EVERY HALL ROOM # 327	R245E	134450
ISI UNBF-GEOLOGY DEPT RM 110	R245E	57937
ISI UNBF-WU CONFERENCE CENTRE-MAIN OFFICE	R245E	25259
ISI UNBF-CIRCULATION HARRIET IRVING LIBRARY	R15MF	15940
ISI UNBF-TEACHING AND LEARNING CTR D'AVRAY HALL	R245E	38236
ISI UNBF-CIVIL ENGINEERING ROOM 126B	R245E	91704
ISI UNBF CNER INCUTECH BLDG RM 121	R245E	26961
ISI UNBF DEAN OF SCIENCE RM 109	R245E	37716
ISI UNBF-SCIENCE LIBRARY	R245E	20524
ISI UNBF - FACULTY OF EDUCATION	R245E	59784
ISI UNBF-COMM HEALTH CLINIC	R245E	29249
ISI UNBF-PHYSICAL PLANT SERVICES BLDG RM121	R245E	87306
ISI UNBF-CHEMICAL ENGINEERING HEAD HALL	R245E	74098
ISI UNBF EL/COM HEAD HALL RM D36 15 DINEEN DR	R245E	163521
ISI UNBF-BIOLOGY DEPT LORING BAILEY HALL RM 28	R245E	31577
ISI UNBF-ENGLISH DEPT CARLETON HALL RM 247	R245E	33324
ISI UNBF RENAISSANCE COLLEGE	R245E	75920
ISI UNBF-PHYSICAL PLANT SERVICES BLDG RM121	R245E	44830
ISI UNBF-FINANCIAL SERVICES ROOM 001	R245E	97479
ISI UNBF-NURSING MACLAGGAN HALL RM 204	R245E	236881
ISI UNBF-VP ACADEMIC SIR H DOUGLAS HALL RM 105	R245E	44237
ISI UNBF-DEAN OF ENGINEERING OFFICE RM C28	R245E	50964
ISI UNBF-IMAGING SERVICES COPY CTR 3 HEAD HALL	R245E	3672
ISI UNBF-CHEMICAL ENGINEERING HEAD HALL	R245E	99604
ISI UNBF STUDENT EMPLOYMT SERV NEVILLE HOMESTEAD	R245E	28372
ISI UNBF FAC OF LAW LIBRA LUDLOW HALL RM 116	R245E	93149
ISI UNBF-REGISTRARS OFFICE SIR H DOUGLAS HALL	R245E	93015
ISI UNBF-NURSING MACLAGGAN HALL	R245E	19705
ISI UNBF-IMAGING SERVICES COPY CETR 1 D'AVRAY HALL	R245E	48744
ISI UNBF FACULTY OF LAW LUDLOW HALL RM 202	R245E	123649
ISI UNBF-V P RESEARCH SIR H DOUGLAS HALL,RM 302	R245E	49838
ISI UNBF-ENGINEERING LIBRARY HEAD HALL RM C15	R245E	27543
ISI UNBF-SOCIOLOGY DEPT TILLEY HALL ROOM 20	R245E	47213
ISI UNBF-LEARNING CTR ROOM 212	R245E	37944
ISI UNBF-STUDENT AFFAIRS& SERVICES ALUMNI MEM BLDG	R245E	71544
ISI UNBF-STUDENT RECUIT & INTEGRATED MKTING	R245E	40340
ISI UNBF-DEAN OF ARTS OFFICE TILLEY HALL RM 22	R245E	33000
ISI UNBF-FINANCIAL SERV IUC COMPTROLLER	R245E	37134
ISI UNBF-H IRVING LIBRARY STAFF, RM 109	R245E	43014
ISI UNBF-FORESTRY AND ENVIRON MGMT RM 205	R245E	23087
ISI UNBF-DEPARTMENT OF ANTHROPOLOGY ROOM 27	R245E	42511
ISI UNBF-RES LIFE & CONF RES LIFE/CONF SERV BLDG	R245E	76600
ISI UNBF BIOMEDICAL ENGNR BIOMEDICAL BLDG RM 200	R245E	34485

University New Brunswick - Fredericton

University Department	Model	Ann. Vol.
ISI UNBF-ADMINISTRATION H IRVING LIBRARY, RM 311	R245E	82287
ISI UNBF-PRESIDENTS OFFICE SIR H DOUGLAS HALL	R245E	104671
ISI UNBF-VP RESEARCH SIR H DOUGLAS HALL RM 212	R245E	41206
ISI UNBF-INCUTECH BRUNSWICK INC, RM115	R245E	14424
ISI UNBF-IMAGING SERVICES COPY CTR 2 CARLETON HALL	R245E	43234
ISI UNBF PHYSICS DEPT IUC BLDG RM P205	R245E	114732
ISI UNBF-CHEMISTRY DEPT F J TOOLE HALL ROOM 15	R245E	59358
ISI UNBF-FRENCH DEPT TILLEY HALL ROOM 231	R245E	17544
ISI UNBF-VP ACADEMIC OFFI SIR HOWARD DOUGLAS HALL	R245E	67464
ISI UNBF-BOOKSTORE UNB BOOKSTORE	R245E	25944
ISI UNBF-PSYCHOLOGY KEIRSTEAD HALL-RM 119	R245E	218801
ISI UNBF-MATH/STATS DEPT UNB TILLEY HALL ROOM 418	R245E	41049
ISI UNBF DEVELOPMENT OFFICE	R245E	25224
ISI UNBF-CULTURE & LANG STUDIES CARLETON HALL	R245E	13704
ISI UNBF MI'KMAQ MALISEET INSTITUTE RM343	R245E	75676
ISI UNBF-RES LIFE & CONF SERV BOTTOM FL 20 BAILEY	R245E	81276
ISI UNBF-HUMAN RESOURCES IUC BLDG ROOM 102	R245E	63771
ISI UNBF-SUPPORT SERVICES MEDIA LAB RM 233A EATON C	R245E	9960
ISI UNBF-DEAN OF EDUCATION RM 226D	R245E	40075
ISI UNBF-NURSING-MONCTON	R245E	187803
ISI UNBF COMPUTING SERV	R15MF	14664
ISI UNBF-STUDENT HEALTH CENTRE	R15MF	17785
ISI UNBF-ACQUISITIONS DEPT	R15MF	8277
ISI UNBF-REGISTRARS OFFICE SIR H DOUGLAS HALL	R15MF	8184
ISI UNBF-SECURITY&TRAFFIC WU CONFERENCE CTR	R15MF	16281
ISI UNBF-CAMPUS SAFETY MARSHALL D'AVARY HALL	R15MF	9648
ISI UNBF-POLITICAL SCI DEPT TILLEY HALL	R15MF	12732
ISI UNBF CADMI ELECTRONIC HEAD HALL RM H105	R15MF	7262
ISI UNBF-CHEMISTRY DEPT F J TOOLE HALL ROOM 244A	R15MF	2832
ISI UNBF-J HERBERT SMITH CENTRE HEAD HALL RM 225	R15MF	6727
ISI UNBF-COMPUTER SCIENCE ROOM ITC 305	R245E	21436
ISI UNBF BIOLOGY DEPT RM 39	R245E	101196
ISI UNBF-CONFLICT STUDIES TILLEY HALL ROOM 42	R15MF	7704
ISI UNBF-HISTORY DEPT	R245E	56157
ISI UNBF-NURSING-MONCTON	R245E	22626
ISI UNBF-FACULTY OF ENGINEERING RM H107	R15MF	13224
ISI UNBF-STUDENT TEACHING M D'AVRAY HALL ROOM 325	R15MF	23116
ISI UNBF-FORESTRY AND ENVIRON MGMT RM 210	R15MF	3969
ISI UNBF CONTINUING ED CTR	R245E	135624
ISI UNBF COMPUTER SCIENCE GILLIAN HALL	R245E	59913
ISI UNBF ADMISSION OFC FAC OF LAW LUDLOW HALL	R245E	51691
ISI UNBF-ART CENTRE MEMORIAL HALL ROOM 14	R245E	72500
ISI UNBF-BIOLOGY DEPT LORING BAILEY HALL RM 22	R245E	93779
ISI UNBF-NURSING MACLAGGAN HALL	R245E	32116
ISI UNBF CDN RES INST FOR SOC POLICY D'AVRAY HALL	R245E	69517

University New Brunswick - Fredericton

University Department	Model	Ann. Vol.
ISI UNBF WOOD SCIENCE & TECH HJ FLEMMING RM 1	R245E	60708
ISI UNBF-ACADIENSIS CAMPUS HOUSE ROOM 6	R15MF	5640
ISI UNBF-INTEGRATE TECHNOLOGY SERV RM D11	R245E	47385
ISI UNBF LIMERICK PULP & PAPER CTR	R245E	33888
ISI UNBF-GRADUATE SCHOOL ROOM 317	R245E	88443
ISI UNBF OFC OF DEV RM 148	R245E	21016
ISI UNBF-MECHANICAL ENGINEERING HEAD HALL	R245E	57679
ISI UNBF-MECHANICAL ENGINEERING HEAD HALL	R245E	52984
ISI UNBF-COUNSELLING SERV ALUMNI MEMORIAL BLDG	R15MF	43492
ISI UNBF-FORESTRY AND ENVIRON MGMT RM 101	R2051	156606
ISI UNBF FACULTY OF NURSING	R245E	55758
ISI UNBF FACULTY OF ADMINISTRATION	R2051	325623
ISI UNBF-MMF CENTRE	R15MF	2088
ISI UNBF FACULTY OF ADMINISTRATION	R2051	318136
ISI UNBF SUB MANAGEMENT OFC RM 105	R245E	18868
ISI UNBF FACULTY OF NURSING	R245E	11833
ISI UNBF-SCIENCE LIBRARY IUC ROOM 101	R245E	22725
ISI UNBF-SECOND LANGUAGE	R4500	36484
ISI UNBF-LAW GERARD LAFOREST LAW LIBRARY	R3045	14308
ISI UNBF-LAW GERARD LAFOREST LAW LIBRARY	R3045	24958
ISI UNBF-H IRVING LIBRARY STAFF, RM 109	R3045	49603
ISI UNBF-ENGINEERING LIBRARY HEAD HALL RM C15	R3045	48954
ISI UNBF-H IRVING LIBRARY STAFF, RM 109	R3045	7564
ISI UNBF-SCIENCE LIBRARY	R3045	22290
ISI UNBF-H IRVING LIBRARY STAFF, RM 109	R3045	55320
ISI UNBF-H IRVING LIBRARY STAFF, RM 109	R3045	84424
ISI UNBF-H IRVING LIBRARY STAFF, RM 109	R3045	46145
ISI UNBF-H IRVING LIBRARY STAFF, RM 109	R3045	89483
ISI UNBF-H IRVING LIBRARY STAFF, RM 109	R3045	105298
ISI UNBF-H IRVING LIBRARY STAFF, RM 109	R3045	64030
ISI UNBF-H IRVING LIBRARY STAFF, RM 109	R3045	45675
ISI UNBF-ENGINEERING LIBRARY HEAD HALL RM C15	R3045	44833
ISI UNBF-SCIENCE LIBRARY	R3045	34153
ISI UNBF-ENGINEERING LIBRARY HEAD HALL RM C15	R3045	36842
<b>TOTAL</b>	<b>124</b>	<b>6925092</b>

**St. Thomas University**

<b>Location</b>	<b>Model</b>	<b>Ann. Vol</b>
ISI STU-PROFESSIONAL STUDIES BLDG	R15MF	10505
ISI STU-DUNN HALL GROUND FLOOR	R2015	11531
ISI STU-BRIAN MULRONEY HALL (COIN OP)	R2015	3800
ISI STU-G B O'KEEFE FITNESS CENTRE, RM 1	R2022	48985
ISI STU-EDMUND CASEY HALL	R2022	37507
ISI STU-EDMUND CASEY HALL 51 DINEEN DR	R2051	373829
ISI STU EDMUND CASEY HALL	R2051	301505
ISI STU-BRIAN MULRONEY HALL ROOM 309	R2051	483459
ISI STU-MARTIN HALL	R245E	97037
ISI STU-MARTIN HALL ROOM 105	R245E	39144
ISI STU-DUNN HALL GROUND FLOOR	R245E	14866
ISI STU-DUNN HALL 1ST FLOOR	R245E	84742
ISI STU-MARGARET MCMAIN HALL	R3045	130290
ISI STU-MARGARET MCMAIN HALL	R3045	64129
ISI STU-MARGARET MCMAIN HALL	R3045	58492
St. Thomas University	R500P	110877
ISI STU PROFESSIONAL STUDIES BLDG	R5500	290310
ISI STU-EDMUND CASEY HALL 51 DINEEN DR	R400B	61238
<b>TOTAL</b>	<b>19</b>	<b>2222244</b>

**Saint Mary's University**

<b>Shipto Customer Name</b>	<b>Model</b>	<b>AV</b>
ISI SMU-BOOKSTORE SUB	R15MF	11294
ISI SMU-STUDENT ENTR. CENTER	R15MF	11947
ISI SMU-BOOKSTORE SUB	R15MF	8431
ISI SMU-TESL	R2015	4245
ISI SMU-INTL ED CENTRE S U B ROOM 30	R2022	23479
ISI SMU-VICE PRES ADMIN MCNALLY MAIN	R2022	8579
ISI SMU-LIBRARY ADMIN OFF PATRICK POWER LIBRARY	R2022	17279
ISI SMU-ACADEMIC VP MCNALLY MAIN	R2022	18124
ISI SMU-FACULTY UNION OFF MCNALLY MAIN	R2022	10106
ISI SMU-PROCUREMENT MCNALLY	R2022	24303
ISI SMU-DEAN OF COMMERCE SOBEY BLDG STE 212 2nd FL	R2022	7510
ISI SMU-DEAN OF ARTS MCNALLY NORTH	R2022	2953
ISI SMU-ATLANTIC CENTRE S U B 3RD FL ROOM 309	R2022	20530
ISI SMU GORSEBROOK RESEARCH INST	R2022	35964
ISI SMU- RESEARCH ETHICS BOARD DEPT	R2022	8116
ISI SMU METROPOLIS SUITE 509	R2022	6408
ISI SMU SCIENCE CONSTRCTION OFFIC	R2022	36748
ISI SMU-PSYCHOLOGY MCNALLY SOUTH	R2051	347264
ISI SMU-SOCIOLOGY MCNALLY SOUTH	R2051	286214
ISI SMU-TESL	R2051	349626
ISI SMU-CHEMISTRY SCIENCE BLDG RM 501	R2051	217057
ISI SMU-ENGLISH DEPT MCNALLY NORTH	R2051	386904
ISI SMU-ECONOMICS SOBEY BLDG RM 302	R2051	436404
ISI SMU-FINANCE & MGT SCI SOBEY BLDG	R2051	514199
ISI SMU-MANAGEMENT SOBEYS BLDG RM SB233	R2051	422711
ISI SMU-PRESIDENTS OFFICE MCNALLY MAIN	R245E	17366
ISI SMU-ADMISSIONS MCNALLY MAIN RM 101	R245E	44239
ISI SMU-REGISTRAR MCNALLY MAIN	R245E	57150
ISI SMU-CONTINUING ED	R245E	57240
ISI SMU-TECHNICAL SERVICE PATRICK POWER LIBRARY	R245E	77265
ISI SMU-STUDENT SER SUB	R245E	113485

**Saint Mary's University**

<b>Shipto Customer Name</b>	<b>Model</b>	<b>AV</b>
ISI SMU-THE TOWER	R245E	168062
ISI SMU-EXTERNAL AFFAIRS	R245E	14331
ISI SMU-MATH MCNALLY NORTH RM 120	R245E	148638
ISI SMU-ANTHROPOLOGY MCNALLY SOUTH RM 210	R245E	74037
ISI SMU-HUMAN RESOURCES MCNALLY SOUTH	R245E	85864
ISI SMU-ARTS MCNALLY NORTH	R245E	180460
ISI SMU-ENVIRMNTL STUDIES RM #S(302) SCIENCE BLDG	R245E	60370
ISI SMU-FINANCIAL SERVICE MCNALLY MAIN	R245E	71098
ISI SMU-HISTORY MCNALLY NORTH	R245E	159057
ISI SMU-RESIDENTS OFFICE LOYOLA	R245E	30057
ISI SMU-POLITICAL SCIENCE MCNALLY NORTH	R245E	119344
ISI SMU-INTL ACTIVITIES	R245E	32517
ISI SMU-FRONT DESK ITSS MCNALLY EAST	R245E	65293
ISI SMU-DEPT OF GEOGRAPHY BURKE BLDG	R245E	140206
ISI SMU-ALUMNI	R245E	65777
ISI SMU-BUS DEVELOPMENT	R245E	80843
ISI SMU-FACILITIES MGMT MCNALLY SOUTH	R245E	91180
ISI SMU-DEAN OF SCIENCE SCIENCE BLDG	R245E	68501
ISI SMU-GRADUATE STUDIES BURKE BLDG ROOM 110	R245E	61035
ISI SMU - BIOLOGY SCIENCE 101A	R245E	41906
ISI SMU-TESL	R245E	298356
ISI SMU-ECONOMICS SOBEY BLDG RM 302	R245E	120485
ISI SMU-TESL	R3045	45609
ISI SMU-CONTINUING ED	R3045	133942
<b>TOTAL</b>	<b>55</b>	<b>5940105</b>

<b>Mount Saint Vincent University</b>		
<b>Location</b>	<b>Model</b>	<b>AV</b>
Maintenance Office, Seton Annex	R15MF	6432
Health Office, 2nd Floor Assisi Hall	R245E	20426
Evaritus Hall, RM 208	R245E	38638
Seton Academic Centre, 3rd FI Hallway	R245E	38837
Seton Academic Centre, 4th FI Hallway	R245E	49968
Seton Academic Centre, RM 341	R245E	84820
C C Hall Lobby	R245E	11168
Seton Academic Centre, RM 533	R245E	58389
Biology & Chem, Evaristus Hall, RM 120A	R245E	103892
Faculty Evaristus Hall, 3rd FI	R245E	73620
Development Office, 227 Evaristus Hall	R245E	27856
Student Affairs Evaristus Hall, RM 218	R245E	62022
Evaristus Hall, 3rd FI South	R245E	9609
Room 303C Rosaria Centre	R245E	36081
Athletics, Rosaria Student Ctr, RM 127	R245E	36206
	R245E	34090
Evaristus Hall, RM 439	R245E	76721
Financial Service Evaristus Hall, RM 211	R245E	83805
Registrar Office Evaristus Hall, RM 215	R245E	39508
Public Affairs, Evaristus Hall, RM 333	R245E	7698
Deans Office Seton Academic Ctr, RM 302	R245E	47690
Presidents Office Evaristus Hall, RM 205	R245E	52551
VP Academic Evaristus Bldg, RM 207	R245E	41814
Library Office EMF Communications Ctr	R245E	33286
Human Resources Evaristus Hall, RM 333	R245E	33319
EM Fulton Comm Ctr, RM 106	R245E	37089
Institute for Study of Women	R245E	17172
Math Dept, Evaristus Hall, RM 371	R245E	85765
Registrar Office Evaristus Hall, RM 220	R245E	92904
Physical Plant Rosaria Student Ctr, RM 406	R245E	18701
NS Centre on Aging	R245E	18942

<b>Mount Saint Vincent University</b>		
<b>Location</b>	<b>Model</b>	<b>AV</b>
Information Tech Ctr, EMF Centre	R245E	65567
EMF Library Main Floor	R245E	47087
EMF Library Main Floor	R245E	53304
EMF Library Main Floor	R245E	17334
EMF Library Main Floor	R245E	45185
Education Dept, Seton Acad Ctr, RM 401	R245E	297025
Seton Annex, RM 19	R245E	54800
Child Study Centre	R245E	22433
Open Learning, EM Fulton Ctr, RM 121	R245E	8851
Evaristus Hall, Lobby outside RM 242	R245E	4480
The Meadows	R245E	37542
Westmount Res	R245E	2761
Evaristus Hall, RM 136	R245E	25066
MSVU - 46 Melody Drive	R3045	9320
<b>TOTAL</b>	<b>45</b>	<b>2069775</b>

<b>Mount Allison University</b>		
<b>Shipto Customer Name</b>	<b>Model</b>	<b>Ann. Vol.</b>
Anchorage	1515MF	13937
Biology	2045	103583
Chemistry	2045	80467
Computing Services	2022	32110
English/Classics	2045	88785
External Relations	2045	98146
Facilities Management	2045	145123
Financial Services	2045	72207
Fine Arts/Owen's Gallery	2022	36766
History	2045	143914
Human Resources	2045	102253
Library admin	2045	92514
Library - Archives	2022	15730
MAFA	1515MF	2475
Modern Languages	2045	65709
Music	2045	93631
Philosophy/Rel Studies	2045	44504
Physical Recreation	2045	60438
Physics	2045	121153
Psychology	2045	88030
Senior Admin (Dean's)	2045	67020
Senior Admin (President)	2045	88918
Social Science	2045	100316
Social Sciences	2045	132783
Social Sciences - 3rd Floor	2022	90572
Meighan Center	1515MF	20070
Food Services (Aramark)	2022	52116
Student Services	2045	193832
Student Life	2045	71936
Support Services	1515MF	21121
Health Centre		26303

<b>Mount Allison University</b>		
<b>Shipto Customer Name</b>	<b>Model</b>	<b>Ann. Vol.</b>
Computing Services (Library) Printer	2045	97417
Computing Services (Library) Printer	2045	294620
Computing Services Dunn printer	2045	27310
Library Public	2045	45985
Library Public	1515MF	1218
Library public	2045	34212
Library public	2022	16227
Music Library	2022	11214
<b>TOTAL</b>	<b>39</b>	<b>2894665</b>

<b>Holland College</b>		
		Ann. Vol
<b>Shipto Customer Name</b>	<b>Model</b>	
ISI HOLLAND-Golf Academy	R15MF	7627
ISI HOLLAND COLLEGE (ASSESSMENT SERVICE)	R15MF	7295
ISI HOLLAND-SOURIS CENTRE MAIN STREET PLAZA	R2022	18560
ISI HOLLAND-SCHOOL OF JUSTICE, STUDENT COPIER	R2022	4702
ISI HOLLAND-MONTY HALL	R245E	30376
ISI HOLLAN AREOSPACE CTR SLEMON PARK	R245E	94364
ISI HOLLAND-MONTY HALL ADULT EDUCATION	R245E	154873
ISI HOLLAND-MONTY HALL	R245E	52089
ISI HOLLAND PRESIDENTS OFFICE	R245E	15616
ISI HOLLAND-ATHI	R245E	68259
ISI HOLLAND-STUDENT SERV CHARLOTTETOWN CENTRE	R245E	122589
ISI HOLLAND AREOSPACE CTR SLEMON PARK	R245E	83143
ISI HOLLAND-DALTON CENTRE	R245E	15757
ISI HOLLAND MOTIVE POWER CTR SLEMON PARK	R245E	71772
ISI HOLLAND MARINE CENTRE	R245E	134332
ISI HOLLAND-ATHI	R245E	59553
ISI HOLLAND-MONTY HALL	R245E	75192
ISI HOLLAND-ADULT EDUCATION FACILITY	R245E	46712
ISI HOLLAND-MAIN OFFICE GEORGETOWN CENTRE	R245E	115382
ISI HOLLAND-HEALTH SCIENC EAST WING CH'TOWN CENTRE	R245E	65608
<b>TOTAL</b>	20	1243801

<b>Cape Breton University</b>		
<b>Shipto Customer Name</b>	<b>Model</b>	<b>Annual Vol</b>
ISI CBU - READING AND WRITING CENTRE	R202D	2353
ISI CBU -CAMPUS CENTRE	R2051	366916
ISI CBU Library	R218D	25117
ISI CBU CAREER ADVISING	R218D	15198
ISI CBU -FITNESS CTR CANADA GAMES COMPLEX	R218D	15788
ISI CBU -BOOKSTORE	R218D	4895
ISI CBU -PRINT SHOP	R245E	33930
ISI CBU -BLDG & GROUNDS PHYSICAL PLANT	R245E	32259
ISI CBU -BUSINESS OFFICE	R245E	33239
ISI CBU -ATHLETIC DEPT FIELD HOUSE	R245E	40937
ISI CBU -BEATON INSTITUTE	R245E	26747
ISI CBU -REGISTRARS OFFIC	R245E	52391
ISI CBU -HUMAN RESOURCES	R245E	47318
ISI CBU -SCHOOL OF EDUCATION, HEALTH & WELLNESS	R245E	72652
ISI CBU -MIC MAC COLLEGE INSTITUTE-NEXT TO LIBRARY	R245E	49189
ISI CBU - NURSING DEPARTMENT	R245E	77211
ISI CBU - ENGINEERING	R245E	283458
ISI CBU -DEAN'S ROW 2ND FLOOR B-BLOCK	R245E	52924
ISI CBU -SWITCHBOARD	R245E	237677
ISI CBU -PRESIDENTS OFFIC	R245E	79553
ISI CBU -DEVELOPMENT	R245E	136809
ISI CBU RESEARCH OP	R245E	41272
ISI CAPE BRETON UNIV STUDENT UNION	R245E	101847
ISI CBU - MBA DEPT CC222	R400P	45894
<b>TOTAL</b>	<b>24</b>	<b>1875574</b>

**Acadia University**

	<b>Model</b>
<b>Department</b>	<b>#</b>
Admission	1515
Acadia Institute of Tech	1515
A. Irving Academy for the Envir/Print Board 40	1515
AUFA	1515
Campus Store (Bookstore)	1515
Centre for Estuarine Research	1515
Communications & Marketing/Print Board 30	1515
Coop Ed & Career Services/Fax Board 30	1515
Faculty of Professional Studies	1515
International Centre	1515
Library #1 - Admin	1515
Open Acadia #2	1515
Operations (Box Office)	1515
Physical Plant #2/Meredith	1515
Physics	1515
School of Nutrition	1515
Security	1515
Student Health Services	1515
Student Resource Centre (Counselling)	1515
Writing Centre (Learning Commons)	1515
Library #2 - Archives	2015
Athletics	2045
Biology	2045
Campus Programs	2045
Centre for Organizational Research & Development	2045
Centre for Small Business	2045
Chapel	2045
Chemistry	2045
Dean of Science	2045
Earth & Environmental Science	2045
Enrolment Management/Print Board 40	2045
Human Resources	2045

KC Irving Env. Sci Ctr	2045
Library #3 - Tech Services	2045
Library #4 - K9464900755	2045
Library #5 - K9464902144	2045
Library #6 - K9464901777	2045
Library #7 - K9465000230	2045
Library #8 - K2955601073/Fax Board - Cash	2045
Math /Fax Board 4 - Cash Print Board-Monthly/printer scanner	2045
Office of Advancement (Calling Program)/Print Board 50 (Calling Centre 4th Flr U Hall)	2045
Open Acadia #1	2045
Operations (Events) Copier/Fax Board/Printer	2045
Physical Plant #1/Fax Board Altogether Cash/printer scanner monthly (Marilyn)	2045
Psychology	2045
Research & Grad Studies	2045
School of Business	2045
School of Computer Science	2045
School of Education (Emmerson Hall)	2045
School of Education (Seminary)	2045
School of Music	2045
Sch of Rec Mgmt & Kines	2045
Student Accounts/Registrar/Print Board 120	2045
Technology Services (User Support)	2045
Business Office/Print Board 18	2051
Faculty of Arts	2051
History & Classics	2051
President's Office	2051
Sociology	2051
Facilities Management/Capital Campaign/ Print Board 50	3025
<b>TOTAL</b>	<b>61</b>

<b>University Prince Edward Island</b>		
	<b>Model</b>	<b>UPEI Dec'08 to Dec '09</b>
ISI UPEI-DEAN OF SCIENCE, KC IRVING BUILDING 101	R245E	12898
ISI UPEI-ACCOUNTING OFFICE, KELLY BLDG ROOM 128	R245E	41770
ISI UPEI-RESIDENCE, BERNARDINE HALL	R245E	35908
ISI UPEI-ROBERTSON LIBRARY	R245E	30789
ISI UPEI-SOCIOLOGY, MAIN BLDG 421	R245E	53974
ISI UPEI-PHYSICS, DUFFY SCIENCE CTR 410	R245E	90655
ISI UPEI-TIMMONS RESEARCH, DALTON 508	R245E	25832
ISI UPEI-DEAN OF ARTS, MAIN BLDG 213	R245E	19111
ISI UPEI-POLITICAL STUDIES, MAIN BLDG 401	R245E	45991
ISI UPEI-RESIDENCE, ANDREW HALL 122	R245E	33017
ISI UPEI-ENGINEERING, CASS SCIENCE HALL 206	R245E	30191
ISI UPEI-POST MORTEM, ATL VETERINARY COLL 1033N	R245E	12338
ISI UPEI-BUSINESS CO-OP, McDOUGALL HALL 207	R245E	19600
ISI UPEI-REGISTRARS OFFICE, KELLEY BLDG 124B	R245E	53932
ISI UPEI-FAMILY & NUTRI SCIENCES, DALTON HALL 205	R245E	68060
ISI UPEI-ADVANCEMENT SERVICES, MAIN BLDG 209	R245E	10952
ISI UPEI-MEDICAL RECORDS- VTH, SMALL ANIMAL AREA	R245E	70488
ISI UPEI-MATH & COMPUTER SCIENCE, CASS SCI HALL 308	R245E	97348
ISI UPEI-ASSOCIATE DEANS OFFICE, AVC 205S	R245E	45459
ISI UPEI-EDUCATION, MEMORIAL HALL, 400	R2051	245284
ISI UPEI-MODERN LANGUAGES, MAIN BLDG RM 330	R245E	50943
ISI UPEI-HEALTH MGMT, ATL VETERINARY COLL 4S	R2051	103004
ISI UPEI-PATH & MICRO, ATL VETERINARY COLL, 4N	R2051	95258
ISI UPEI-VP RESEASRH DEVELOPMENT, KELLEY BLDG 225	R245E	70175
ISI UPEI-ATHLETICS, SPORTS CENTRE 204	R245E	54966
ISI UPEI-MUSIC, STEELE BLDG 102	R245E	55092
ISI UPEI-HISTORY, MAIN BLDG 307	R245E	54142
ISI UPEI-INTEGRATED COMMUNICATIONS, ROBERTSON	R245E	9546
ISI UPEI-BIOLOGY, DUFFY SCIENCE CTR 415	R245E	113631
ISI UPEI-COMPANION ANIMALS, ATL VETERINARY COLL, 306S	R245E	145554
ISI UPEI-DEAN'S OFFICE, ATL VETERINARY COLI 209S	R245E	68991
ISI UPEI-DIAGNOSTICS, ATL VETERINARY COL,1204N	R245E	41005
ISI UPEI-ENGLISH, MAIN BLDG 132	R245E	168770

<b>University Prince Edward Island</b>		
	<b>Model</b>	<b>UPEI Dec'08 to Dec '09</b>
ISI UPEI-LIFE LONG LEARNING, McDOUGALL HALL 126	R245E	66854
ISI UPEI-CHEMISTRY, KC IRVING CHEM CTR 209	R245E	64177
ISI UPEI-PSYCHOLOGY, MEMORIAL HALL 208	R245E	171108
ISI UPEI-COMPROLLERS OFFICE, KELLEY BLD 2ND LV	R245E	32854
ISI UPEI-HUMAN RESOURCES, KELLEY BUILDING 143	R245E	57834
ISI UPEI-SCHOOL OF BUSINESS, McDOUGALL HALL 323	R245E	167634
ISI UPEI-SCHOOL OF NURSING, STEELE BLDG 109	R245E	204109
ISI UPEI-TEACHING & LEARN CTR, ROBERSTON LIBRARY	R245E	112047
ISI UPEI -STUDENT SERVICES, WA MURPHY BLDG 255	R245E	58210
ISI UPEI-ENROLLMENT, WA MURPHY BLDG 265	R15MF	3845
ISI UPEI- EDUCATION RESOURCE, MEMORIAL BLDG 301	R15MF	6815
ISI UPEI-PATH & MICRO, ATL VETERINARY COLL, 3S	R15MF	6271
ISI UPEI-REGISTRARS OFFICE, KELLEY BLDG 124B	R15MF	2636
ISI UPEI-FACILITIES MANAGEMENT, UTILITY BLDG	R245E	25005
ISI UPEI-ECONOMICS, MAIN BLDG 221	R245E	105568
ISI UPEI-PRESIDENTS OFFICE, KELLEY BLDG	R3045	31250
ISI UPEI-HEALTH MGMT, ATL VETERINARY COLLEGE 3N	R400B	128951
ISI UPEI-AQUATIC HEALTH SCIENCES, AVC 2357N	R245E	19571
ISI UPEI-LOBSTER SCIENCE CENTRE, AVC 300N	R400B	19033
<b>TOTAL</b>		<b>3358446</b>

Université de Moncton			
Shipto Customer Name	Model	Serial	AV
ISI UDEM MEDARD COLLETTE -LOGEMENT RM 117	R15MF	K2159101162	13051
ISI UDEM-BIBLIOTHEQUE DE DROIT, RM 234-D	R15MF	K2159102131	8398
ISI UDEM BEC-MAD BUILDING RM 075-4	R15MF	K2159102135	5699
INSTITUT D'ETUDES ACADIENNE	R16PF	M0169602886	3060
ISI UDEM EC SC INF/ENEF, RM 158	R202D	K8366140071	4959
ISI UDEM - CHAIRE DE CANADA	R202D	K8366742308	4336
ISI UDEM- ARTS RM 173-A	R218D	J9256600789	9946
ISI UDEM-SECURITE RM 001-4	R218D	J9256600802	14502
ISI UDEM-LIAISON RM 310-T	R218D	J9256600841	10089
ISI UDEM-EC SC INF/ ENEF, RM 104	R218D	J9256600906	10673
ISI UDEM-REL INTERNATIONAL RM C-223	R218D	J9256600908	28024
ISI UDEM -ECOLE DE GENIE	R218D	J9256600909	21851
ISI UDEM-IMPRIMERIE TAILLON 291-T	R218D	J9256600911	9560
ISI UDEM BIBLIO CHAMPLAIN GUICHET SERVICE DU PRET ROOM 67	R218D	J9256701854	4282
ISI-UDEM FINANCE RM 282	R218D	J9256701877	4121
ISI UDEM-C E A RM A020-C	R218D	J9256701882	15180
ISI UDEM-C E A RM A030-C	R218D	J9256701902	13587
ISI UDEM-CICLEF RM 345-D	R218D	J9256701927	12863
ISI UDEM-MAUM-GAUM RM 127	R218D	J9256701928	10037
ISI UDEM-C T T J RM 305-D	R218D	J9256701932	9278
ISI UDEM-COMMUNICATION TAILLON 401-T	R218D	J9256701957	21313
ISI UDEM-C R A RM 160	R218D	J9256702000	7658
ISI UDEM-REGISTRARIAT TAILLON 358-T	R245E	K2955500990	38500
ISI UDEM - RM 340 EDUCATION PERMANENTE	R245E	K2955402176	63372
ISI UDEM - TALLION RM 256 FESR	R245E	K2955500559	37169
ISI UDEM-BIBLIOTHEQUE CHAMPLAIN, RM 150-C	R245E	K2955500838	29604
ISI UDEM-ADMINISTRATION RM 121	R245E	K2955500840	37193
ISI UDEM-BEAUX ARTS RM 023-B	R245E	K2955500856	49523
ISI UDEM-I C R D R TAILLON 410-T	R245E	K2955500868	38962
ISI UDEM-SPORT UNIV RM 106	R245E	K2955500915	29066
ISI UDEM-RESS MATERIELLES TAILLON 174-T	R245E	K2955500933	59765
ISI UDEM-S A E E RM C-101	R245E	K2955500937	58411
ISI UDEM-ARTS RM 118-A	R245E	K2955500963	209434
ISI UDEM-FINANCES TAILLON RM 273	R245E	K2955500964	50085
ISI UDEM-ECOLE DE DROIT RM 207-D	R245E	K2955500972	108407
ISI UDEM-SERVICE UNIV TAILLON 209-T	R245E	K2955500975	34801
ISI UDEM-EC SC INF/ ENEF, RM 124	R245E	K2955500991	126261
ISI UDEM-A B P U M RM 232	R245E	K2955500999	41283
ISI UDEM-ADM PUBLIQUE TAILLON 459-T	R245E	K2955501007	24968
ISI UDEM CHAIRE D'ETUDES KC IRVING EN DEV DURABLE	R245E	K2955501011	68108
ISI UDEM-DEVELOPPEMENT TAILLON 300-7-T	R245E	K2955501167	13403
ISI UDEM-SCIENCES REMI-ROSS C-103	R245E	K2955601041	86282
ISI UDEM-EDUCATION RM B-009	R245E	K2955601053	132592
ISI UDEM-EDUCATION RM B-009	R245E	K2955601058	143113
ISI UDEM-SCIENCES SOCIAL TAILLON 311-T	R245E	K2955601059	194206
ISI UDEM - RM 288 HUMAN RESOURCES	R245E	K2955601070	76480
ISI UDEM-SCIENCES REMI-ROSS C-103	R245E	K2955601076	105545
ISI UDEM-EDUC PERM TAILLON ROOM 111-T	R245E	K2955601101	13356
ISI UDEM-ARTS RM 166-A	R245E	K2955601110	218841
ISI UDEM-EDUC PHYSIQUE RM 204-C	R245E	K2955601430	57610
ISI UDEM-ADMINISTRATION RM 223	R245E	K2955601442	182635
ISI UDEM -ECOLE DE GENIE	R245E	K2955601463	132311
ISI UDEM CENTRE EDUDIANT RM B-150	R3045	K9465501282	17728
ISI UDEM FACULTE DE LA SANTE & DEV SERV RM 103	R3045	K9465601176	21816
ISI UDEM VICE RECTEUR A L'ADMINISTRATION	R3045	K9465602318	25624
ISI UDEM CABINET DU RECTEUR	R4500	M2875201104	4437
TOTAL	56		2773361

<b>Dalhousie University</b>		
<b>Shipto Customer Name</b>	<b>Model</b>	<b>AV</b>
ISI DAL-DENTISTRY RM1411 DR JD MACLEAN CE CTR BSMT	R15MF	5747
ISI DAL - TECHNICAL UNIV MECHANICAL ENGIN RMC360	R15MF	7817
ISI DAL ELECTRICAL & COMPUTER ENG RM C371	R15MF	7378
ISI DAL-DENTISTRY/INSTRUC RESOURCES ROOM 3135	R15MF	440
ISI DAL-DENTAL STORES ROOM 2600	R15MF	6232
ISI DAL-CHAPLAINS OFFICE, 1321 EDWARD ST	R15MF	4307
ISI DAL-ATLANTIC CENTER FOR EXCELLENCE IN WOMEN'S HEALTH	R2015	3813
ISI DAL-GERARD HALL	R2015	5727
ISI DAL-HENSON ENTREPRENE ROOM 120	R2015	2354
ISI DAL-VEHICLE SAFETY R2 BLDG, 2ND FL R2209	R2015	3499
ISI DAL-KILLIAM SCI LIB 2ND FLOOR	R2015	11976
ISI DAL-CO-OP ED DALTECH R2 BLDG MAIN FLOOR R2103	R2015	6561
ISI DAL-MUSIC DEPARTMENT ARTS CENTRE 2ND FLOOR	R2015	7845
ISI DAL-ID LAB TRAILER IN LOT BY BLDG C	R2015	6579
ISI DAL-SHERRIFF HALL LOBBY	R2015	4048
ISI DAL-ELIZA RITCHIE HAL LOBBY	R2015	625
ISI DAL-ATHLETICS J-BLDG, MAIN FL, RMJ139A	R2015	3242
ISI DAL-ACAD COMP SERV DA B BLDG MAIN FLOOR RM B104	R2015	583
ISI DAL-PHYSICS DUNN BLDG RM 218	R2015	6069
ISI DAL TRACE ANALYSIS ROOM 523	R2015	5379
ISI DAL-CHEMISTRY STORES CHEMISTRY BLDG RM 120P	R2015	4843
ISI DAL-REGISTRAR'S OFFIC HENRY HICKS BLDG RM 128	R2015	14597
ISI DAL-BOOKSTORE S U B , BASEMENT	R2015	7127
ISI DAL-PATHOLOGY MACKENZIE BLDG RM428	R2015	5383
ISI DAL-ART GALLERY ARTS CENTRE BASEMENT	R2015	4855
ISI DAL-STUDLY BOOKSTORE S U B - BLDG SHIP/RECEIVE	R2015	7809
ISI DAL-TRADES STORES OFF CENTRAL SERV BLDG-BASEMEN	R2015	7865
ISI-DAL RISLEY HALL MAIN FLOOR	R2016	3363
ISI DAL-DEPT MATH,STAT&CS CHASE BLDG,RM009 BASEMENT	R2022	4470
ISI DAL-URBAN/RURAL PLANN H BUILDING HB3	R2022	51314
ISI DAL-RESEARCH SERVICES	R2022	3373
ISI DAL-EXT RELATION OFFI MACDONALD BLDG 1ST FLR	R2022	16987
ISI DAL-EXTERNAL AFFAIRS 2ND FLOOR	R2022	15920
ISI DAL-DALTECH STUDENT SERVICES MAIN ENTRANCE	R2022	3863
ISI DAL RESIDENTS IWK MAIN FL LIBRARY	R2022	18116
ISI DAL-CHEMISTRY RM 122 RESOURCE CENTRE	R2022	3074
ISI DAL-MATH,STATS & CS SEPT, CHASE BLDG, RM 119	R2022	1780
ISI DAL-INT BUSINESS STUD ROOM 5065	R2022	6374
ISI DAL-INSTRUCTIONAL MEDIA SERVICES LSC RM 232	R2022	5367
ISI DAL-CHILD CARE CENTRE APT BLDG/MAIN FLOOR	R2022	34359
ISI DAL HOWE HALL RESIDENTS OFFICE	R2022	16003
ISI DAL-PCPC HOWE HALL BASEMENT BACK	R2022	11121
ISI DAL CONT EDUCATION NATIVE EDUCATION - BSEMNT	R2022	17301
ISI DAL-ARTS CTR COHN BOX MAIN FLR	R2022	12307

<b>Dalhousie University</b>		
<b>Shipto Customer Name</b>	<b>Model</b>	<b>AV</b>
ISI DAL-RESOURCE & ENVIRO 5TH FLOOR WEST WING	R2022	46655
ISI DAL-ECO-EFFICIENCY CENTRE	R2022	6560
ISI DAL FACULTY OF MNGMT KENNETH ROWE BLDG RM 3050	R2022	36735
ISI DAL-SCHOOL OF BUSINES SCHOOL OF BUSINESS ATRIUM	R2022	17459
ISI DAL INDUSTRY LIAISON INNOVATION - HOUSE RM 011	R2022	31141
ISI DAL RESIDENTS IWK MAIN FL LIBRARY	R2022	18676
ISI DAL-MICROBIOLOGY&IMMU TUPPER 7FL ROOM 7C1	R2022	28080
ISI DAL-UNIVERSITY CLUB MAIN OFFICE	R2022	10297
ISI DAL-BIOCHEMISTRY TUPPER BLDG	R2022	12030
ISI DAL-CAD/CAM B BLDG 2FL RM B233	R2022	14314
ISI DAL-EARTH SCIENCES LIFE SCIENCES CRT 4TH FLR	R2022	19974
ISI DAL-PHYSIO & BIOPHYSI TUPPER BLDG RM 4-F1	R2022	11040
ISI DAL-MEDICAL RESEARCH TUPPER BLDG, MAIN, RM 1A1	R2022	6809
ISI DAL-REGISTRARS HENRY HICKS BLDG ROOM 222	R2022	12595
ISI DAL-CENTRE WATER RESO D BLDG 5FL RM D514	R2022	14996
ISI DAL-MEDICAL COMPUTING TUPPER BLDG BASEMENT	R2022	8978
ISI DAL-MBA PROG OFFICE ROOM 2082	R2022	19746
ISI DAL-CHEMICAL STUDENTS F BLDG, 2ND FL, RM F205	R2022	9146
ISI DAL-PATHOLOGY TUPPER BLDG RM 11B2	R2022	24319
ISI DAL-HEALTH & HUMAN PE STUDLEY GYM DOWNSTAIRS	R2022	31376
ISI DAL-DENTAL CLINIC/ PATIENT SERV RM 2024	R2022	10254
ISI DAL-ADMINISTRATIVE CO 5FL ROOM 519	R2022	30836
ISI DAL-NEUROIMAGING RSCH QE II HEALTH SCIENCES CTR	R2022	22515
ISI DAL-DENTISTRY STUDENT LOUNGE ROOM 3212	R2022	10484
ISI DAL-BIOCHEMISTRY ROOM 8-D1	R2022	14004
ISI DAL DAL REVIEW ROOM 2	R2022	1271
ISI DAL-ENV HEALTH & SAFE HOUSE	R2022	25394
ISI DAL-POSTGRAD MEDICAL CRC RM C-226	R2022	37376
ISI DAL-SECURITY ROOM B031 NORTH EAST	R2022	23965
ISI DAL-SCIENCE CO-OP	R2022	19857
ISI DAL-MECHANICAL ENG C1 BLDG 3RD FL RM C360	R2051	221090
ISI DAL-DENTAL CLINICAL SCIENCES ROOM 5159	R2051	348819
ISI DAL-BUSINESS ADMINIST KENNETH ROWE BLDG RM 4102	R2051	158973
ISI DAL-HENSON ENTREPRENE ROOM 130	R2051	150895
ISI DAL HENSON UCP ROOM 120	R2051	138635
ISI DAL-ELEC & COMP ENGR C BLDG	R2051	150405
ISI DAL-FACULTY MEDICINE CRC RM C-205	R2051	242380
ISI DAL-MATH,STATS & CS CEPT, CHASE BLDG, RM 211	R2051	85664
ISI DAL-MUSIC ARTS CENTRE, RM 514	R2051	245001
ISI DAL-CHEMISTRY MAIN OFFICE RM 212	R2051	311989
ISI DAL-COMPUTER SCIENCE COMPUTER SCIENCE BLDG	R2051	220512
ISI DAL-DENTISTRY/DEAN'S OFFICE RM 5139	R2051	140992
ISI DAL-COLLEGE OF PHARMACY BURBIDGE BLDG	R2051	243448
ISI DAL-ADMINISTRATION IWK/GRACE MAIN FLOOR	R2051	169555

<b>Dalhousie University</b>		
<b>Shipto Customer Name</b>	<b>Model</b>	<b>AV</b>
ISI DAL-OCCUPATIONAL THER FORREST BLDG 2FL RM 215	R2051	199402
ISI DAL-SCHOOL OF NURSING FORREST BLDG 1ST FLOOR	R2051	319468
ISI DAL-CTRC IWK/GRACE 8FL WEST	R2051	282464
ISI DAL-ECONOMICS HOUSE	R245E	99896
ISI DAL-PHYSIO & BIOPHYSI TUPPER BLDG, RM 4-F1	R245E	34656
ISI DALHOUSIE UNIVERSITY PURCHASING DEPT RM B225	R245E	96050
ISI DAL-GRAD STUDIES & RE A BLDG 2FL ROOM A217	R245E	30460
ISI DAL-COMPUTER CENTRE KILLIAM LIB BSMT MAIN DES	R245E	18573
ISI DAL-ADMINISTRATOR OFF A BLDG, RM A102	R245E	24240
ISI DAL-HEALTH SERV ADMIN PR LEVEL	R245E	87832
ISI DAL-SCHL OF LIBR&INFO ROOM 4010	R245E	92784
ISI DAL-ATL HEALTH PROMO CITY CENTRE ATLANTIC	R245E	35773
ISI DAL-MBA FINANCIAL SER ROOM 3103	R245E	95801
ISI DAL-PUBLIC ADMIN ROOM 3023	R245E	116313
ISI DAL-BUSINESS ADMINIST ROOM 5102	R245E	84745
ISI DAL-COMMERCE CO-OP ROOM 2100	R245E	41440
ISI DAL ASSOC DEANS OFFIC KENNETH ROWE BLDG RM2021	R245E	20447
ISI DAL-MINING & METALLUR G BLDG 2ND FLOOR HALL	R245E	47504
ISI DAL-PHYSIO & BIOPHYSI TUPPER 3-B1	R245E	54350
ISI DAL-SCHOOL OF NURSING FORREST BLDG BASEMENT	R245E	59600
ISI DAL-BIOCHEMISTRY TUPPER BLDG	R245E	154466
ISI DAL-SURGERY QEII HOSP VG SITE RM 8-028 ADMIN	R245E	78770
ISI DAL-TRANSITION YEAR PROGRAM - HALLWAY	R245E	37200
ISI DAL- MARITIME CTR EXC STE 305	R245E	46696
ISI DAL-CLINICAL INVEST U IWK/GRACE 7FL RM G7042	R245E	45319
ISI DAL-BIOETHICS CRC BLDG 3RD FL RM C309	R245E	47379
ISI DAL-C F CLINIC IWK/GRACE 1ST FLOOR	R245E	31588
ISI DAL-PHYSIOLOGY & BIOP TUPPER BLDG 15FL	R245E	35480
ISI DAL-ARCHITECTURE H BLDG 2FL HB14	R245E	85739
ISI DAL-SURGERY VG HOSP	R245E	63637
ISI DAL-PHYSIOTHERAPY FORREST BLDG,4 MAIN,RM418	R245E	34163
ISI DAL- PHYSIOTHERAPY FORREST BLDG,4TH FL,RM421	R245E	124365
ISI DAL-INTERNETWORKING DRESDEN ROW ENT/LOBBY	R245E	76419
ISI DAL TRANSPLANT/IMMUN 10TH FLOOR ROOM 10A	R245E	18044
ISI DAL-PATHOLOGY TUPPER BLDG 11FL HALLWAY	R245E	16881
ISI DAL-THEATRE/COSTUME SECOND FLR RM 106	R245E	47129
ISI DAL - FAMILY MEDICINE	R245E	26890
ISI DAL-ANATOMY& NEUROBIO TUPPER BLDG RM 13A1	R245E	125705
ISI DAL-LEGAL AID MAIN FLOOR	R245E	95172
ISI DAL DENTISTRY AOS / SBME RM 5220	R245E	73546
ISI DAL-FAMILY MEDICINE CAMP HILL 4FL RM 4105	R245E	57550
ISI DAL-KILLIAM LIBRARY GROUND FLOOR	R245E	53362
ISI DAL-ACAD COMPUTING KILLIAM RM B269	R245E	31219
ISI DAL-MICROBIOLOGY&IMMU TUPPER 7FL HALLWAY	R245E	71858

<b>Dalhousie University</b>		
<b>Shipto Customer Name</b>	<b>Model</b>	<b>AV</b>
ISI DAL CARDIAC SURGURY RM 2269 QE II CARDIOLOGY	R245E	67501
ISI DAL-LEGAL AID MAIN FLOOR	R245E	102599
ISI DAL-DENTISTRY/ORAL PATHOLOGY ROOM 4247	R245E	21121
ISI DAL-DENTAL HYGIENE ROOM 5226	R245E	185741
ISI DAL-DENTAL CLINICAL AFFAIRS ROOM 1210	R245E	67561
ISI-DAL RISLEY HALL MAIN FLOOR	R245E	26090
ISI DAL-BIOMEDICAL ENGINE DENTISTRY BLDG RM 5218	R245E	53435
ISI DAL-DENTISTRY/ COMPUTER LAB, RM 2603	R245E	26749
ISI DAL POPULATION HLTH RSRCH UNIT CRC 2ND FLR	R245E	17847
ISI DAL-FACULTY OF LAW WELDON LAW BLDG	R245E	41505
ISI DAL-FAMILY MEDICINE 8 FL, ABBIE LANE BLDG	R245E	133864
ISI DAL-DENTAL ORAL & MAXIOFACIAL ROOM 5132	R245E	101773
ISI DAL-DENTISTRY PRODUCTION LAB RM 3240	R245E	4614
ISI DAL CONFERENCE SERVIC RISLEY HALL RM 1023	R245E	25456
ISI DAL-FACULTY MEDICINE CRC RM C-205	R245E	162832
ISI DAL COMMUNITY HEALTH	R245E	72446
ISI DAL-KILLAM ADMIN MAIN FL, ADMIN OFFICE	R245E	28012
ISI DAL-ENGINEERING MATH K BLDG ROOM 102	R245E	68699
ISI DAL AA REPOROD THERAP CITY CTR ATLANTIC	R245E	56094
ISI DAL-PHARMACOLOGY TUPPER BLDG 6TH FLR	R245E	85098
ISI DAL-ARCHITECTURE(RES) H BLDG 2FL HB10	R245E	65271
ISI DAL-CIVIL ENGINEERING D BLDG 3RD FLOOR D215D	R245E	97455
ISI DAL DEAN'S OFFICE FACULTY OF ENGINEERING	R245E	16400
ISI DAL-CONTIN TECH EDUC MORROY ACADEM BLDG RM 108	R245E	28466
ISI DAL-HENSON CEBS PROGR	R245E	15343
ISI DAL-HUMAN COMMUNICT'N DISORDERS LWR LVL RM 2	R245E	179605
ISI DAL-CHEM ENGINEERING F BLDG, 2ND FL, HALL	R245E	155233
ISI DAL-LIBRARY B BLDG 3FL RM B306	R245E	40516
ISI DAL-MINING & METALLUR G BLDG 2ND FLOOR HALL	R245E	5408
ISI DAL-LEARNING RESOURCE P R LEVEL	R245E	65174
ISI DAL-CDN INSTIT FISH D BLDG 4FL ROOM D401	R245E	74079
ISI DAL-FACULTY OF ENGINE A BLDG MAIN FL RM A109	R245E	71205
ISI DAL-INDUST ENGINEER MORROY ACAD BLDG, RM 208	R245E	109789
ISI DAL VP STUDENT SERV ROOM G 28	R245E	81806
ISI DAL-BIOLOGICAL ENGINE E BLDG SEXTON HOUSE E102	R245E	74267
ISI DAL-COLLEGE OF SUSTAINABILITY	R245E	32806
ISI DAL-KELLOGG LIBRARY SECOND FLOOR-ADMIN DEPT	R245E	14023
ISI DAL MEDICINE/ RHEUM NS REHAB CTR ROOM 242	R245E	48509
ISI DAL-PEDIATRICS IWK/GRACE ADM RM K8202	R245E	47909
ISI DAL-ATLANTIC RESEARCH CRC ROOM C307A	R245E	32929
ISI DAL-INT'L OCEAN INSTITUTE MAIN FLOOR	R245E	27907
ISI DAL MARITIME PSYCHIAT CHARTER HOUSE	R245E	102853
ISI DAL EDUCATION- SATELI OFFICE - 2ND FLR HALLWAY	R245E	25160
ISI DAL-RESEARCH SERVICES HALLWAY BTWN RM 330 & 331	R245E	91123

<b>Dalhousie University</b>		
<b>Shipto Customer Name</b>	<b>Model</b>	<b>AV</b>
ISI DAL-DEAN OF SCIENCE LSC-8TH FLOOR ROOM 816	R245E	100098
ISI DAL-OCEANOGRAPHY LIFE SCI CTR	R245E	19093
ISI DAL-OCEANOGRAPHY #2 3FL-3638 LIFE SCI CTR	R245E	57831
ISI DAL-THEATRE ARTS CENTRE ROOM 532	R245E	131487
ISI DAL MULTIDISCIPLINARY STUDIES	R245E	30696
ISI DAL-BIOLOGY #2 LIFE SCI CTR MAIN HALLWAY	R245E	74315
ISI DAL-ENGINEERING DUNN BLDG ROOM 325	R245E	70637
ISI DAL-PHYSICS DUNN BLDG RM 218	R245E	156013
ISI DAL-EXT RELATION OFFI MACDONALD BLDG 1ST FLR	R245E	39048
ISI DAL-OCEANOGRAPHY #1 LIFE SCI CTR 3FL-3638	R245E	25688
ISI DAL-EARTH SCIENCES LIFE SCI CTR	R245E	126115
ISI DAL-GRADUATE STUDIES HENRY HICKS BLDG RM 314	R245E	130772
ISI DAL-PRESIDENT'S OFFIC HENRY HICKSL BLDG 1ST FLR	R245E	80500
ISI DAL-EMPLOYMENT EQUITY HENRY HICKS BLD RM2 BSMNT	R245E	40422
ISI DAL-POLITICAL SCIENCE A&A BLDG ROOM 301	R245E	79293
ISI DAL-FINANCIAL SERVICE HENRY HICKS BLD ROOM 12	R245E	121828
ISI DAL-BIOLOGY LIFE SCI CTR RM 829	R245E	9060
ISI DAL-FINANCIAL SERVICE HENRY HICKS BLDG RM 44	R245E	200004
ISI DAL-HEALTH&HUMAN PERF DALPLEX ROOM F214	R245E	37900
ISI DAL-DALPLEX BUSINESS OFFICE	R245E	117862
ISI DAL-CHEMISTRY MAIN OFFICE RM 212	R245E	80214
ISI DAL-HOWE HALL MAIN LOBBY	R245E	44965
ISI DAL-HEALTH PROFESSION BURBIDGE BLDG 3FL RM 316	R245E	60103
ISI DAL MSSW FACULTY OFFICE ROOM 04	R245E	42800
ISI DAL-PUBLIC RELATIONS 6299 SOUTH ST	R245E	19421
ISI DAL-INT'L DEVOLPMENT STUDIES CTR HENRY HICKS B	R245E	40120
ISI DAL-CHEMISTRY GRADUATE OFFICE, RM 544	R245E	24204
ISI DAL-STAFF RELATIONS/ JOB EVAL HENRY HICKS BLDG	R245E	120990
ISI DAL-HISTORY FASS BLDG, RM1158	R245E	188608
ISI DAL-MATH,STATS & CS CEPT, CHASE BLDG, RM 211	R245E	67805
ISI DAL-MSSW A&A BLDG	R245E	37544
ISI DAL-BIOLOGY #1 LIFE SCI CTR MAIN HALLWAY	R245E	79311
ISI DAL-PSYCHOLOGY LIFE SCI CTR RM 4316	R245E	7888
ISI DAL-ENGINEERING JAMES DUNN BLD	R245E	73398
ISI DAL-PSYCHOLOGY LIFE SCI CTR RM 3263 B	R245E	123117
ISI DAL-CONTINUING MED ED CRC ROOM C-106	R245E	46608
ISI DAL STUDENT EMPLOYMEN S U B RM 446	R245E	70054
ISI DAL-SOCIOLOGY 1ST FLOOR RM 1128	R245E	148451
ISI DAL KILLAM LIBRARY INSTR DEVELOPMNT	R245E	37450
ISI DAL-SHERRIFF HALL LOBBY	R245E	40408
ISI DAL-HEALTH & HUMAN PE HALLWAY GROUND FLOOR	R245E	166648
ISI - DAL MSSW	R245E	39481
ISI DAL-PERSONNEL SERVICE HENRY HICKS BLDG RM 152	R245E	77448
ISI DAL-BIOLOGY LIFE SCI CTR RM 2078	R245E	21969

<b>Dalhousie University</b>		
<b>Shipto Customer Name</b>	<b>Model</b>	<b>AV</b>
ISI DAL REGISTRARS OFFICE HENRY HICKS BLDG RM 125	R245E	22575
ISI DAL-MSSW MAIN BUILDING	R245E	91118
ISI DAL-HOUSING FOOD SERV GOWNS ROOM FOOD SERV OFFI	R245E	50297
ISI DAL-PEDIATRICS INFECTIOUS DIS,IWK/GRACE	R245E	46031
ISI DAL-PHILOSOPHY OFFICE 1142	R245E	115314
ISI DAL-SPANISH DALHOUSIE UNIVERSITY	R245E	151582
ISI DAL-CLASSICS	R245E	88427
ISI DAL-FRENCH MAIN FLOOR #1104	R245E	212151
ISI DAL-COMP SCI STUDENTS COMPUTER SCIENCE BLDG	R245E	7482
ISI DAL-BANNER PROJECT MAIN FLOOR	R245E	19468
ISI DAL-MARINE AFFAIRS 2ND FLR COMPUTER LAV	R245E	32760
ISI DAL-RUSSIAN STUDIES 3RD FLR ROOM #3010	R245E	49500
ISI DAL-FACILITIES MNGMT 4TH FLOOR	R245E	173204
ISI DAL-LAW WELDON LAW BLDG RM W428	R245E	109608
ISI DAL-DEAN OF FASS 3RD FLOOR ROOM 3030	R245E	30540
ISI DAL-LAW/DEAN'S OFFICE WELDON LAW BLDG ROOM 206	R245E	56923
ISI DAL-ENGLISH MAIN OFFICE ROOM #1186	R245E	208719
ISI DAL GERMAN DEPT MARIAN MCCAIN RM 3054	R245E	55749
ISI DAL STUDENT ACCOUNTS HENRY HICKS BLDG RM 29	R245E	40051
ISI DAL-PSYCHOLOGY LIFE SCI CTR	R245E	75270
ISI DAL HOWE HALL FRONT DESK	R245E	13553
ISI DAL-SENATE OFFICE HENRY HICKS BLDG RM210	R245E	132283
ISI DAL REGISTRARS OFFICE RM 130 FRONT DESK HH BLDG	R245E	74033
ISI DAL-LEGAL COUNSEL HENRY HICKS BLD RM3 BSMNT	R245E	41161
ISI DAL-LAW WELDON LAW BLDG RM333	R245E	99126
ISI-DAL ARCHITECTURE-5410 SPRING GARDEN RD	R245E	41850
ISI DAL-CONTINUING EDUCAT MORROY ACADEM BLDG RM 011	R275S	415616
ISI DAL, CENTRE FOR VACCINOLOGY	R3025	9686
ISI DAL KELLOGG LIBRARY	R3045	7370
ISI DAL KELLOGG LIBRARY	R3045	48169
ISI DAL KELLOGG LIBRARY	R3045	18353
ISI DAL KELLOGG LIBRARY	R3045	35511
ISI DAL KELLOGG LIBRARY	R3045	14712
ISI DAL KELLOGG LIBRARY	R3045	44560
ISI DAL KELLOGG LIBRARY	R3045	15488
ISI DAL KILLAM LIBRARY	R3045	89534
ISI DAL KILLAM LIBRARY	R3045	59146
ISI DAL KILLAM LIBRARY	R3045	19384
ISI DAL PHARMACY LIBRARY	R3045	59833
ISI DAL PHARMACY LIBRARY	R3045	54359
ISI DAL KILLAM LIBRARY	R3045	34328
ISI DAL KILLAM LIBRARY	R3045	12925
ISI DAL KILLAM LIBRARY	R3045	79332
ISI-DAL SEXTON LIBRARY	R3045	26587

<b>Dalhousie University</b>		
<b>Shipto Customer Name</b>	<b>Model</b>	<b>AV</b>
ISI DAL KILLAM LIBRARY	R3045	39199
ISI-DAL SEXTON LIBRARY	R3045	40339
ISI DAL KILLAM LIBRARY	R3045	18024
ISI-DAL SEXTON LIBRARY	R3045	40764
ISI-DAL WELDON LAW	R3045	9149
ISI-DAL WELDON LAW	R3045	11861
ISI-DAL MICROBIOLOGY MACKENZIE BLDG RM324	R3045	7661
ISI-DAL PURCHASING DEPT RM B225	R3045	166860
ISI DAL ATLANTIC PATH	R400P	97294
ISI DAL- THORACIC SURGERY	R4500	3626
<b>TOTAL</b>	<b>274</b>	<b>16781793</b>

<b>Location</b>	<b>Model</b>	<b>AV</b>
ISI main office	R2035E	37010
ISI CAUBO	R2045E	90766
ISI AAU	R2045	36839
ISI <b>KINGS</b> -ADMIN NEW ACADEMIC BUILDING	R2045E	141570
ISI KINGS-BURSAR'S OFFICE ADMIN BUILDING MAIN FLOOR	R2045E	19656
ISI KINGS-JOURNALISM ADMIN BLDG 3RD FLOOR	R2045E	101283
ISI KINGS-PRESIDENT OFFICE ADMIN BLDG 2ND FLOOR	R2045E	45929
ISI KINGS - Library	R3045	24640
ISI KINGS - ACADEMIC	R2051	192051
ISI KINGS - Alumni	R2022	7453
ISI KINGS Library office	R2022	16412
<b>TOTAL</b>	<b>8</b>	<b>548994</b>
ISI <b>Atlantic School of Theology</b> - residence	R2051	117180
ISI Atlantic School of Theology - residence	R2045E	42168
ISI Atlantic School of Theology -library	R3045	37377
ISI Atlantic School of Theology - Tech Services	R2018D	1890
ISI Atlantic School of Theology - Tech Services	R3045	5200
<b>TOTAL</b>	<b>5</b>	<b>203815</b>

**Network Environment – List of Contacts - Appendix IV**

<b>UNIVERSITY</b>	<b>CONTACT/TITLE</b>	<b>PHONE</b>	<b>FAX /EMAILS</b>
<b>Acadia University</b> PO Box 1269 Wolfville, NS B4P 2R6	<b>Garry McIver</b> Coord.Purchasing Services <b>Kerry LaFrance</b> -Purch. Clerk	(902) 585-1624  (902) 585-1247	(902) 585-1079 <a href="mailto:Garry.McIver@Acadiau.CA">Garry.McIver@Acadiau.CA</a> <a href="mailto:Kerry.lafrance@acadiau.ca">Kerry.lafrance@acadiau.ca</a>
<b>Atlantic School of Theology</b> 640 Francklyn Street Halifax, NS B3H 3B5	<b>David Myatt</b> Chief Administrative Officer	(902) 496-7946	(902) 492-4048 <a href="mailto:dmyatt@astheology.ns.ca">dmyatt@astheology.ns.ca</a>
<b>Cape Breton University</b> PO Box 5300, Station A Sydney, NS B1P 6L2	<b>Nancy MacNeil</b> Purchasing Clerk/Buyer	(902) 563-1103	(902) 562-8124 <a href="mailto:nancy_macneil@cbu.ca">nancy_macneil@cbu.ca</a>
<b>Dalhousie University</b> PO Box 1000 Halifax, NS B3J 2X4	<b>Mike Drane</b> -Purchasing Mgr.	(902) 494-2363 (902) 494-8830	Mike.drane@dal.ca (902) 494-1534 <a href="mailto:james.craig@dal.ca">james.craig@dal.ca</a>
<b>Holland College</b> Montgomery Hall, 140 Weymouth Street Charlottetown, PEI C1A 4Z1	<b>Ann Farrell</b> Purchasing Officer	(902) 629-4265	(902) 566-9697 <a href="mailto:afarrell@hollandcollege.com">afarrell@hollandcollege.com</a>
<b>Mount Allison University</b> 65 York Street Sackville, NB E4L 1E4	<b>Dale Creelman, CPP</b> Purchasing Manager Ruth Terrio	(506) 364-2294  Ruth 506-364-2295	(506) 364-2216 <a href="mailto:dcreelman@mta.ca">dcreelman@mta.ca</a> <a href="mailto:rterrio@mta.ca">rterrio@mta.ca</a>
<b>Mount Saint Vincent University</b> 166 Bedford Hwy., Rm. 208, Evaristus Halifax, NS B3M 2J6	<b>Dennis Digout</b> Procurement Services Manager	(902) 457-6276	(902) 445-2845 <a href="mailto:dennis.digout@msvu.ca">dennis.digout@msvu.ca</a>
<b>Nova Scotia Agricultural College</b> PO Box 550 Truro, NS B2N 5E3	<b>Bob Mosher</b> Financial Services	(902) 893-6600	<a href="mailto:mosherro@gov.ns.ca">mosherro@gov.ns.ca</a>
<b>Nova Scotia Community College</b> 800A Windmill Rd., Unit 7B Dartmouth, NS PO Box 1153, Halifax, NS B3J 2X1	<b>Dan MacInnis</b> Manager, Procurement	(902) 491-6715	(902) 491-4827 <a href="mailto:dan.macinnis@nsc.ca">dan.macinnis@nsc.ca</a>
<b>NSCAD University</b> 5163 Duke Street Halifax, NS B3J 3J6	<b>Peter Flemming</b> VP, Finance & Administration	(902) 494-8112	(902) 429-4925 <a href="mailto:peterf@nscad.ns.ca">peterf@nscad.ns.ca</a>
<b>Saint Mary's University</b> 923 Robie St. Halifax, NS B3H 3C3	<b>Gail Levangie, CPP</b> Manager, Procurement	(902) 420-5465	(902) 420-5180 <a href="mailto:gail.levangie@smu.ca">gail.levangie@smu.ca</a> or
<b>St. Francis Xavier University</b> PO Box 5000, Station Main, Mack 512A Antigonish, NS B2G 2W5	<b>Wendy Morse</b> Manager, Procurement Services	(902) 867-3994 (902) 867-5126 Direct	(902) 867-2316 <a href="mailto:wmorse@sfx.ca">wmorse@sfx.ca</a>
<b>St. Thomas University</b> P.O. Box 4569 Fredericton, NB E3B 5G3	<b>Bill MacLean</b> Dir., Facilities Management	(506) 452-0606	<a href="mailto:billmac@stu.ca">billmac@stu.ca</a> (506) 450-9615
<b>Université de Moncton</b> 165 Massey Moncton NB E1A 3E9	<b>Ginette Theriault</b> Director, Supply & Contract Services	(506) 858-4124	(506) 858-4620 <a href="mailto:ginette.theriault@umoncton.ca">ginette.theriault@umoncton.ca</a>
<b>Université Sainte-Anne</b> 1695 Rt. 1 – Church Point Pointe-de-l'Église NS B0W 1M0	<b>Corinne Bassett</b> Directrice des Achats	(902) 769-2114 ext. 154	(902) 769-3831 <a href="mailto:corinne.bassett@usaintanne.ca">corinne.bassett@usaintanne.ca</a>
<b>University of Kings College</b> 6350 Coburg Road Halifax, NS B3H 2A1	<b>Gerry Smith</b> Bursar	(902) 422-6011 ext. 124	(902) 423-3357 <a href="mailto:gerry.smith@ukings.ns.ca">gerry.smith@ukings.ns.ca</a>
<b>University of New Brunswick,</b> IUC, Physics & Adm. Bldg., RM001 P.O. Box 4444 Fredericton NB E3B 5A3	<b>Wayne Brewer</b> Purchasing Manager	(506) 453-4626 or (506) 458-7197 direct	(506) 453-4529 <a href="mailto:wbrewer@unb.ca">wbrewer@unb.ca</a>
<b>University of Prince Edward Island</b> Charlottetown, PE C1A 4P3	<b>Roger Cook</b> Procurement Manager	(902) 566-0315	(902) 566-0420 <a href="mailto:rcook@upe.ca">rcook@upe.ca</a>

### Equipment Specifications - Checklist - Appendix V

Item	Specification	Meets		Compliance with Specification
		Y	N	
1	Ability to monitor the device and the network interface via SNMP V1 or V2c support. SNMP V3 support is also desirable as is the ability to configure both the "get" and "set" communities.			
2	Network interface to be a minimum of 10/100 base TX, with auto-negotiation and full duplex support. All functions should be delivered through a single network connection.			
3	Network interface should support access control list filtering by IP address. A complete description of this feature should accompany your response.			
4	Support for PCL 5e, PCL6 and PostScript Level 3 page description languages.			
5	Ability to deploy drivers centrally from a server running Windows 2000 Server, Windows Server 2003, 2008 and 2008 R2, Macintosh, Linux or Novell NDPS systems, with allowance for persistent local storage of user settings. This should also apply to driver upgrades.			
6	Standard memory minimum of 64MB, with 128MB desirable and greater than 128MB more desirable. Advise if an upgrade path to 512MB is available, along with maximum amount of on board memory.			
7	Network protocol support should include LPD, IPP, TCP port 9100, HTTP, and Apple Rendezvous.			
8	Management interfaces (including, but not limited to web and local console) should be configurable with access controls. Web management should use SSL/TLS (HTTPS). User authentication should use LDAP or Radius. A complete description of Management Access Control should accompany your proposal. All machines should have common user interface, irrespective of model (ie. drivers and functionality of interface preferably the same for all models quoted). Please confirm.			

### Equipment Specifications - Checklist - Appendix V

Item	Specification	Meets		Compliance with Specification
		Y	N	
9	IP Address should be configurable via DHCP.			
10	TCP/IP stack should be hardened against common Denial-of service attacks (i.e. SYN floods)			
11	University staff should be able to change configuration using local console without restarting the unit.			
12	Printer Driver updates should be available on either the manufacturer's or the Proponent's web site, unless a suitable alternative is available.			
13	Page counts for Print, Fax, Scan and Copy should be accessible via the network, through SNMP V3 security, or other methods.			
14	Client OS support should include Vista, Windows NT, Windows 2000, Windows XP, Windows 7, Windows 7 64 bit version, Mac OS 9.x, MacOS 10.x, Red Hat Desktop Linux, and Solaris 8 and 9, and Windows 98.			
15	The Proponent and the Manufacturer should provide a product and technology road map including expected End of Life dates for products offered, and End of Life dates for service, parts and support if these differ for the networked portion of the device.			
16	Technical and programming information and on-line Technical Support should be available to Designated University Technical Support personnel, either through the Vendor/Manufacturer's web site, or other secure method.			
17	Printer Drivers should be digitally signed by Microsoft WHQL.			

### Equipment Specifications - Checklist - Appendix V

Item	Specification	Meets		Compliance with Specification
		Y	N	
18	Proponents are to include with their proposal submission a description of hardware and software requirements for any included or otherwise available management software.			
19	Proponents must describe the management software in sufficient detail to convince ISI and the Universities that it will work in our environments. ISI and the Universities may request a working presentation to evaluate this requirement.			
20	Proponents to provide option for purchase of personal printers, if required.			
21	Proponents to describe the capability of handling ID card readers to utilize credit-based charges. Copiers should be compatible with existing card readers or have internal card readers.			
22	Proponents to describe the capability of including coin-ops or adding them. Provide details of available options.			
23	The ability to securely overwrite all data on the multi-function devices.			
24	The Scanner function should have a User Interface that is user friendly, labour efficient and produce effective results.			
25	Please advise equipment that is capable of the following by answering yes or no:			List the equipment that contains the requested features:
	25.1 Automatic Document Feeder			
	25.2 Basic Sorter			
	25.3 Letter Paper Tray			
	25.4 Legal Paper Tray			
	25.5 Large Capacity Paper Tray			

**Equipment Specifications - Checklist - Appendix V**

Item	Specification	Meets		Compliance with Specification
		Y	N	
	25.6 Reversing Automatic Document Feeder			
	25.7 3rd Party Access Controls			
	25.8 Automatic Duplex			
	25.9 Adjustable Paper Tray			
	25.10 Complete Network Connectivity			
	25.11 Document Finisher			
	25.12 Stapler			
	25.13 Bookmark Capability			
	25.14 Saddlestitch Capability			
	25.15 Booklet Capability			