



Addendum No. 2

City of Coquitlam

RFP No. 24-067

Digital Multifunction Copiers

Issue Date: November 7, 2024

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Proponents shall note the following amendments to the RFP documents:

QUESTIONS AND CLARIFICATIONS

Q1. Page 3 Instructions for Proposal Submission indicates preference for files to be submitted in PDF format, however section 1.7 Evaluation Criteria notes that lower scores may be recorded if Proposal Submission Forms are not in MS Word. Please confirm preference for Proposal Submission Form in Word or PDF.

A1. Proposal Submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file.

Q2. Section 3 Scope of Services subsection 3.1.c.v: "device relocation" - Please confirm if it is the City's expectation that device relocations between City facilities (change of building & address) are to be included at no additional cost, or is this meant to refer to relocations within a building/department?

A2. Relocations are both within the building and to other City Facilities. Please provide an FIRM rate throughout the contract term for any such moves.

Q3. Section 3 Scope of Services subsection 3.1.g.I: Not all devices in place at the City of Coquitlam support the Basic Finishing Options listed. Would the City consider a standardized response table with specific minimum requirements by department?

A3. The City believes it would be more beneficial to allow vendors the flexibility to propose their own solutions based on their expertise and suggestions.

Q4. Financial Section 5 subsection ii - Equipment (buy or lease) State: Please confirm if the intended figure for this section is for a total fleet lease/purchase cost as pricing for each device will vary by model/configuration.

A4. Please itemize the costing for each device being replaced.

Q5. Financial Section subsection v Disposal: We understand end of term removal charges for the proposed new fleet are to be included in RFP pricing. Please confirm if Disposal is intended to cover disposal of any owned current fleet devices. If so, please confirm number of devices requiring disposal.

A5. The disposal costs referenced in this RFP apply exclusively to the proposed new fleet at the end of the term. There is no requirement for disposal of any current fleet devices owned by the City

Q6. Production print devices are highly customizable and model configurations are very application specific. Please confirm if a Print Shop site visit would be granted to gain greater insight on current print applications for the production devices.

A6. A print shop visit will be granted to the top ranked Proponent.

Q7. Can the City Print Shop use a 36" printer or is a 42" printer required?

A7. Yes, provide pricing for both options.

End of Addendum No. 2

Proponents take into account the content of this Addendum in the preparation and submission of the Proposal which will form part of the Contract and should be acknowledged on the Proposal Submission Form.

Upon submitting a Proposal, Proponents are deemed to have received all addenda that are issued and posted on the City's website and considered the information for inclusion in the Proposal Submission.

Issued by:

Chris Overes
Senior Procurement Specialist
bid@coquitlam.ca