



## **Addendum No. 3**

City of Coquitlam

**RFP No. 24-067**

### **Digital Multifunction Copiers**

Issue Date: November 19, 2024

Total Page Count: 2

Proponents shall note the following amendments to the RFP documents:

#### **QUESTIONS AND CLARIFICATIONS**

Q1. In the RFP under g) finishing features it states, "for the Printshop, machines are required to do a Z fold". Would C Fold be an appropriate alternative to Z Fold or is Z Fold the firm requirement?

**A1. Z fold is a firm requirements.**

Q2. The City states that prices for equipment shall include all of the supply, delivery, installation, support, repair, maintenance and upgrade services. The City seems to be asking for an all inclusive cost per copy rate which includes service, consumables and upgrade services which are being interpreted as provisioning of new devices . If this is accurate, would the City be open to other financial models that municipalities are leveraging such as the lease + service model which drives a more favorable TCO.

**A2. Yes.**

Q3. Under advanced finishing requirements the City indicates (for high volume), this would be for the printshop, is that correct?

**A3. Yes, this is correct.**

Q4. Can the City confirm that basic finishing requirements are for the office grade multifunction devices in the fleet, is that correct?

**A4. Yes, this is correct**

Q5. Does the City use any print management solutions like Papercut today? Can the City comment if the existing print management solution works for the City or if they are looking to transition to something new

**A5. Yes the City uses Papercut, we are also open to transition to a new software**

Q6. Would the City be interested in learning about what Proponents can offer for demand management solutions that are implemented in municipalities today.

**A6. Yes.**

Q7. Based on the data provided for device volumes, the City could optimize their environment and right size devices against their volumes. Would the City be open to Proposal A which is a like for like Proposal and Proposal B which is a proponent recommendation against the data on usage

**A7. Yes, the City is open to optimizing our print environment.**

Q8. On page 10, under Support and Maintenance, it mentions 24x7 Customer Support Services – is this a requirement for the entire fleet of printers, or just the printshop?

**A8. Entire fleet.**

Q9. On page 13, under Basic Finishing Options, could you please confirm or clarify that folding feature is only required for the printshop; and all other finishing features, but not folding, are required for all other MFDs?

**A9. Folding is for the Printshop.**

Q10. Appendix A – Average Monthly Printouts, under Printshop – observing the low monthly volumes, would the City consider high speed MFP solution (with all required finishing options) that would handle the volume, rather than production printers?

**A10. Please provide both options.**

Q11. Does the City have Fiery controllers on their current colour or BW printers in their printshop?

**A11. No.**

Q12. Would the City be open to doing perforation offline? Meaning it is not inline with the equipment and would happen on a standalone device.

**A12. No.**

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***End of Addendum No. 3***

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:*

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