



Addendum No. 1

City of Coquitlam

RFP No. 24-082

Print and Copy Services

Issue Date: November 20, 2024

Total Page Count: 3

Proponents shall note the following amendments to the RFP documents:

REVISIONS:

REPLACE

R1) REPLACE

Proposal Submission Form delete and replace with **REVISED Proposal Submission Form REVISION No 1.**

R2) REPLACE

Appendix A delete and replace with **REVISED Appendix A REVISION No 1.**

R3) REPLACE

In Section 1.9 Term of Agreement, where it states:

The initial term of the Contract is three (3) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

Is Replaced with:

The initial term of the Contract is one (1) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

QUESTIONS AND CLARIFICATIONS

Q1. Is it mandatory to give pricing for all items in a selected category? For example, can we give pricing for only 1 or 2 items? If pricing is mandatory for all items in a selected category, is subcontracting allowed?

A1. It is preferred for Proponents to provide pricing for all items within a selected category. However, if you are only able to provide pricing for 1 or 2 items, you may do so. It is essential that any Work subcontracted be clearly stated as such, and the respective pricing should be provided accordingly. This ensures that the City can compare all submissions evenly and make an informed evaluation.

- Q2. We're capable of producing 3 of the 5 product categories completely in-house; the other 2 categories would require full or partial subletting. What is required to submit a 'joint submission'? Would you suggest we only apply for 3 out of 5 product categories or does that put our firm at a disadvantage?
- A2. You have the option to apply for as few as one product category. The RFP specifies that the City reserves the right to award contracts to multiple Proponents. See Revised Proposal Submission Form REVISION No 1 Section 1 - Category Shortlist - Respondent is to indicate the categories which they are applying for.**
- Q3. Also is there any schedule? Generic one offs quantities don't allow our team to leverage our spend or manufacturing schedules.
- A3. There is no fixed schedule for these Services aside from the utility bills (February), property tax bills (April/May), and curbside collection calendars (May/June).**
- Q4. Do you include tax assessment notices in this area of business? (we do this a lot)
- A4. Yes**
- Q5. Does a single source make this more attractive to the City? We are the only single source print manufacturer for print/labels/wideformat/apparel&promo/Tradeshows in Western Canada.
- A5. The City is open to both single-source and multi-source options and will choose the best value for the City.**
- Q6. Do you require warehousing and distribution?
- A6. No.**
- Q7. Is this RFP just to qualify vendors?
- A7. The City is seeking to produce a preferred vendor list to engage contractors on an as-needed basis, when requested.**
- Q8. Does the City require training, would there be value in having them run through print school at our Burnaby Plant?
- A8. Training may be beneficial, but more information on the training content and associated costs would be needed for consideration.**
- Q9. Five (5) business day turnaround is outside of scope of SLA's even for our national clients for items such as pop up tents, table cloths, swag and high volumes or in complex manufacturing. Are you open to receiving our general SLA's instead and we can custom tailor them to your needs when we sign the contract. Honesty is paramount for proper expectations and consistent execution.
- A9. General SLAs are acceptable and can be tailored to align with the City's requirements.**

Q10. How many expected points of invoicing and contact are to be expected from the City?
Is it a general introduction or specific areas of business?

A10. Most requests will come from one centralized business area, and all invoicing should be sent to a single designated email address (apinvoices@coquitlam.ca).

Q11. Because of the variations in sizing for the tablecloths/pins/buttons etc can we submit using our own format to delineate between different costings? If not how would you suggest answering this? Example page 18. 4/6/8ft tablecloth are different pricing and don't have any volume in the mix.

A11. Submitting single-unit pricing for each size is acceptable. You may use your own format if it clearly differentiates costs for each variation, keeping same format as City's format.

End of Addendum No. 1

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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