

ADDENDUM No. 1 Dated December 5, 2017

REQUEST FOR QUOTES - RFQ No. RQ213-2017-02

FOR NEW PHOTOCOPIER / PRINTER / SCANNER - MULTI-FUNCTIONAL DEVICE (MFDS) UNITS

DELETE Section 2.7 RFQ Timelines and REPLACE with the following (changes marked in red) and where stated throughout the RFQ and issued with this Addendum.

The following is the schedule for this RFQ:

ISSUE DATE:	Wednesday November 15, 2017
DEADLINE FOR PROPONENT ENQUIRIES	Thursday December 7, 2017, no later than 5 pm ET (local Toronto time)
DEADLINE FOR ISSUING ADDENDA & RESPONSES TO PROPONENT ENQUIRIES	Friday December 8, 2017
PROPOSAL SUBMISSION DEADLINE	Friday December 15, 2017, no later than 3:00pm ET (Toronto Local Time)
Shortlisted Proponents - Demos	Wednesday December 20, 2017
Lease Contract Start Date	January 15, 2018

And

Delete and REPLACE SCHEDULE C - FINANCIAL PROPOSAL with REVISED SCHEDULE C - FINANCIAL PROPOSAL, issued with this Addendum.

CLARIFICATIONS - QUESTIONS & ANSWERS

Please see the answers below regarding any questions raised in relation to this RFQ.

1. Question:

Schedule A, Requirement #2. Print Management Server. This is a broad term nowadays and Windows 7 (or newer) with Windows Server 2008 R2 (or newer) comes with TCP/IP print server service to share, deploy and manage printers. Can CPAC provide more detail on this requirement? Does CPAC want the ability to securely program, monitor and control the MFD printers from one of

CPAC's workstations? Does CPAC simply want ability to control/track machine usage?

Answer:

Yes, in the Proposal the Proponents should provide details of how they centrally manage, share and deploy the printers.

2. Question:

Schedule A, Requirement #11. Cover insertion tray. Are these covers pre-printed requiring a post-print inserter (to avoid unnecessary per copy charges), or will these covers need to be printed (usually through a bypass tray)? Or is it the ability to print on Tab/Chapter Divider cover pages (both the page as well as the tabs themselves) that CPAC is looking for?

Answer:

"Cover insertion tray" describes the requirement for a bypass tray to print labels, cardstock, tabs, coloured paper, etc.

3. Question:

Schedule A, Requirement #15. Minimum four paper trays (two of which are high capacity paper trays) - high capacity of what size of paper? If the intent is for a high capacity of letter-sized paper, would it be acceptable to have four paper trays with one drawer that contains two high capacity trays inside? The resulting high paper capacity is still achieved.

Answer:

Yes, four paper trays with one drawer that contains two high capacity trays inside is acceptable. The requirement to have multiple drawers with the various sizes (letter, legal and ledger with high capacity for the letter size).

4. Question:

Schedule A, Requirement #25. Assuming "comp" is short form for "compatible", SIP comp & fax comp - does CPAC require internet fax or regular fax ability on the MFDs?

Answer:

No.

5. Question:

Schedule A, Requirement #25. What is meant by 'Skype for Business'? Does CPAC currently use or have a new requirement for this feature?

Answer:

No, Skype for Business is not being used.

6. Question:

Schedule A, Requirement #33. The Proponent is required, to identify on the specifications sheet(s). What is to be identified?

Answer:

Please ignore "The Proponent is required, to identify on the specification sheet(s)". Only requirement is to provide the full specification sheets for the proposed MFDs.

7. Question:

Schedule A, Consumable Supplies (Page 15). The industry standard is for customers to purchase staples on an as-needed basis as the stapling volume is difficult to predict, especially over a lease term. Will CPAC provide their estimated monthly staple volume, or can the staple supply cost be quoted as a separate non-inclusive consumable?

Answer:

Please remove requirement for staples and provide quote for the cost of staples as a separate item on Schedule C - Financial Proposal.

8. Question:

In an effort to match up the best possible solution for our customers and given that your current Ricoh model output speed is 55ppm for both colour and B/W would a MFD with output speeds for 60ppm for B/W and 55ppm for colour be compliant with your requirements?

Answer:

Yes.

9. Question:

Section 2.5 Contract Period

It is the intention of the Partnership to engage the Proponent as a Vendor of Record (VOR). The leased equipment will be upgraded every three (3) years to meet the requirements of the Partnership and provide the state-of-the-art technology.

Will the equipment be upgraded to the latest similar technology at the end of each 3 yr term...or will some equipment remain in place for an additional term(s) at the quoted 3 yr rate.

Answer:

The intent of this requirement, given the rapid pace of change in technology and wear and tear on the equipment, is that in the Partnership would like the option to upgrade to the latest similar technology after each 3-year period if this can be accommodated within the Partnership's budget.

10. Question:

Please clarify Section 2.3 Proposal Submission;

Proponents should submit their Proposals in one envelope with the financial part using the Proposal Form, in Schedule C. The technical part will contain the rest of the Proposal.

Do you mean individual envelopes, within the one 'master' envelope?

Answer:

No, one envelope for both the parts.

11. Question:

Print Management Server.

Can you please clarify what you mean by Print Management Server.

Answer:

Please see response to Question No. 1.

12. Question:

Can you advise if you require inner or external finishers for the other two MFDs that do not require Booklet finishing? Also, confirm if you require FAX lines, if so, how many Fax lines do you require?

Answer:

While one MFP will have the booklet finisher, the other two will require the capability to staple (inner staple finisher) and hole punch (inner hole puncher). No FAX lines are required.

13. Question:

Visible operator notification, locked print functionality.

Can you advise what you mean by visible operator notification, locked print functionality?

Answer:

Locked print functionality is so that print jobs can be locked from the desktop so that only the person that printed the job can in fact call up the print job on the MFD for printing. Visible operator notification means that individuals must enter a code or use a swipe card (or something similar) to access the locked print job.

14. Question:

Is it acceptable for CPAC to have duplexing capability of 14lb bond up to 80lb cover?

Answer:

Yes.

15. Question:

Will CPAC accept one high capacity tray on the C5560i model (2,450 sheets), and if not, will you accept one external paper deck to make it two high capacity paper trays?

Answer:

Please see response to Question No. 3.

16. Question:

Real time utilization reports on request:

We can provide these reports on a quarterly basis or monthly if necessary (APR).

Is there a requirement to have an automatic report exported to an excel spread sheet- generated from the MFDs?

Do you require real time utilization reports broken down by user or department?

Answer:

Reports are required, upon request, as well as functionality of reports on demand that we can generate.

17. Question:

Do the MFDs require Fax over IP (FoIP)?

Can you please clarify how Skype for Business will be used with the MFD.

Answer:

No, FoIP and Skype for Business are not being used.

18. Question:

Schedule A -

Booklet Finisher - would you please consider saddle-stitch booklets of up to 15 pages?

Cover Insertion Tray - could you please expand on this requirement?

Visible operator notification - could you please expand on this requirement?

Trays - will you accept 4 x 540 sheet universal trays and a 2,500 sheet letter tray?

Answer:

Yes, saddle-stitch booklets of up to 15 pages is acceptable.

Please see response to Question No. 13 for visible operator notification.

Please see response to Question No. 11 for cover insertion tray.

Yes, we will you accept 2 x 540 sheet universal trays (legal, ledger) and a 2,500 sheet letter tray.

19. Question:

We understand you would like staples included... we know the monthly volume. - is it possible to estimate the staple usage per month or per year?

Answer:

Please see response to Question No. 7 regarding staples.

20. Question:

Pg 15 under Consumable Supplies

The all inclusive lease price shall include the cost of all consumable supplies required to operate the equipment such as toner, developer, fuser oils, drums, plates or belts, staples or staple wire etc. (non- inclusions are paper, and electrical power).

Above statement refers to all supplies required to operate equipment... with regard to electrical power however ... we are assuming you simply mean supply of electrical receptacle...

Answer:

Yes.

21. Question:

We would like to ask for an extension of 1 week. Could you please let us know if you approve.

Answer:

Yes, we have accommodated an extension and please see timetable above, issued with this Addendum No. 1. Delivery and Installation is required by mid-January 2018.

End of Addendum No. 1

REVISED SCHEDULE C – FINANCIAL PROPOSAL

Respond to the requirements below in the space provided. Note that the price quoted must be inclusive of all requirements indicated in the RFQ and Proponent must clearly identify all charges related to the requirements.

Description	Unit	Price
Quarterly all-inclusive lease fee	Quarterly	\$
Per colour copy	Per copy	\$
Per black copy	Per copy	\$
Staples	Box	\$
Cost of Removal of Existing Equipment, to be returned to Ricoh Canada	\$	
Service callout – between 8:00 a.m. – 4:30 p.m. (non-warranty work)	Per Hour Per Person /	\$
Service callout – after hours (non-warranty work)	Per Hour Per Person /	\$
Confirm how services fees are calculated into the lease and / or per copy costs		
<u>Pricing Terms</u>	<u>Responses</u>	
1. All prices to be provided in Canadian currency.		
2. All pricing to include and itemize applicable taxes.		
3. All expenses and service fees that are in excess of normal charges require the prior written consent of the Partnership.		

This Proponents Submission is made entirely in accordance with **RQ213-2017-02** by your signature hereunder, it is deemed that you have read and agreed to all terms and conditions in the same manner as had such terms and conditions appeared above your signature, and that you have the authority to bind the Proponents.

Signature of Proponent representative:
Name and Title of Proponent representative:
Date:
I have authority to bind the Proponent.