

ADDENDUM No. 2 Dated December 8, 2017

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

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

Delete and REPLACE SCHEDULE C - FINANCIAL PROPOSAL with FINAL 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:

Revised Schedule C... your comment...

Cost of Removal of Existing Equipment, to be returned to Ricoh Canada

Unless the CPAC is authorized to move the equipment ( for damage liability reasons , it usually the responsibility of Ricoh to pick up their equipment. Please clarify your request.

**Answer:**

Please see the Final Schedule C - Financial Proposal, issued with this Addendum.

#### 2. Question:

Pricing terms... your comment

All pricing to include and itemize applicable taxes.

It is traditional to include all taxes ( Environment fees for example)... but HST is a usual separate line item... is this acceptable.

**Answer:**

Yes.

#### 3. Question:

Submission ... your response ( Question 10)

Answer: No, one envelope for both the parts.

The submission it is understood... will have Five ( 5) hard copies of the Technical response

and one copy of the Financial Proposal ( in a separate envelope) incorporated into one large envelope.

Please clarify.

**Answer:**  
Correct.

**4. Question:**

Revised Schedule C.... your terminology

Service callout - between 8:00 a.m. - 4:30 p.m. (non-warranty work)...

Please clarify your definition of non- warranty work (accidental damage to the machine for instance?)

Service callout - after hours (non-warranty work)....please clarify the intention... after hours service call ? ... project based such as entire weekend or until a project is complete (as an example)

Confirm how services fees are calculated into the lease and / or per copy costs

Please clarify this statement

**Answer:**  
Please see the Final Schedule C - Financial Proposal, issued with this Addendum. These items have been removed.

**5. Question:**

Revised Schedule C - Financial Proposal: This now lists Cost of Removal of Existing Equipment, to be returned to Ricoh Canada. To calculate the labour & transportation cost, can you provide this equipment return address? Is there a loading dock at both your address as well as at the Ricoh return site? Any stairs involved?

**Answer:**  
Please see response to Question #1.

**6. Question:**

Would CPAC Please Clarify: 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. Also it is mentioned in section 2.9 "Stage III" stating "the sealed pricing envelope provided by the Proponent(s) that meet the Minimum Required Score will then be opened"

What is the Final Submission Process in order not be disqualified, 2 separate seal envelopes into 1. Or how?

**Answer:**

Please see response to Question #3.

**7. Question:**

CPAC Identifies in the Evaluation Criteria grid that the minimum Required Score is 65, however under "Stage III" it mentions "Upon completion of Stage II for all Proposals, the sealed envelope provided by the Proponent(s) that meet the Minimum Required Score will then be opened", at that point the maximum score would be 50% (Qualification-35%/ Demo- 15%).

Would CPAC please clarify what is the minimum Required Score?

**Answer:**

Please ignore/remove reference to the minimum required score.

**8. Question:**

Would CPAC Please confirm at what stage is the Demo- For Shortlisted Proponents?

**Answer:**

At Stage II.

**9. Question:**

Would CPAC accept Demos be demonstrated at the Proponents Office?

**Answer:**

Yes, only at the Proponent's office or showroom.

**10. Question:**

Would CPAC please advise own is the lessor if the current equipment? If it is a 3rd party lessor such as CLL or LBC, the successful proponent can remove and return your current Ricoh equipment upon a receipt of a signed waiver. If the lessor is Ricoh directly, Ricoh demands that only they may remove/return Ricoh equipment - 3rd parties removal is not permitted.

**Answer:**

Please see response to Question #1.

**11. Question:**

CPAC defines "all-inclusive" as "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-inclusive are paper, and electrical power).

Industry practice is to include labour, parts and consumables as part of an all-inclusive CPC & Lease is tied to hardware.

As the Partnership has asked for both Lease & CPC amounts, may Proponents include labour, parts and consumables as part of an all-inclusive CPC and limit lease payments to the hardware?

**Answer:**

Please see the Final Schedule C - Financial Proposal, issued with this Addendum. Note that the items bold have been revised and some items removed.

Limit lease payment to the equipment/hardware.

Per copy price for both black / white and color is related to all consumables, except staples.

End of Addendum No. 2

## FINAL 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 lease fee/payment	Quarterly	\$
Per colour copy,	Per copy	\$
Per black copy including all consumables (except staples)	Per copy	\$
Staples	Box	\$
<b>Cost of Removal of Existing Equipment, to be returned to Ricoh Canada – Cost is \$350 + HST per machine = \$1,200 approximately Is the Successful Proponent willing to incur these costs as part of Financial Proposal?</b>	Yes <input type="checkbox"/> Please Check	No <input type="checkbox"/> Please Check
<b>Pricing Terms</b>	<b>Responses</b>	
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.