



Addendum No. 1
 City of Coquitlam
RFP No. 24-067

Digital Multifunction Copiers
 Issue Date: October 28, 2024
 Total Page Count: 2

Proponents shall note the following amendments to the RFP documents:

REPLACE

R1) REPLACE

The entirety of "Key Dates" is replaced with the following:

KEY DATES

RFP Issue Date	Friday, October 18, 2024
Deadline for Questions	2:00 PM (local time) Monday, November 18, 2024
Deadline for Issuing Addenda	Wednesday, November 20, 2024
Submission Deadline	2:00 PM (local time) Friday, November 22, 2024

R2) REPLACE

In Appendix B (page2) Section 1.0 where it states:

- 1.0 "Contract Documents"** means the following documents:
 - 1.1 (1) the Agreement: Section 01000
 - (2) the Schedule of Services, Rates and Charges: Section 01200
 - (3) the General Conditions: Section 01400
 - (4) City of Coquitlam No. 17-01-08
 - (4) *[any other documentation eg. RFP, Vendor's proposal, etc.]*

Is Replaced with:

- 1.0 "Contract Documents"** means the following documents:
 - 1.1 (1) the Agreement: Section 01000
 - (2) the Schedule of Services, Rates and Charges: Section 01200
 - (3) the General Conditions: Section 01400
 - (4) City of Coquitlam **RFP 24-067**
 - (5) *[any other documentation eg. RFP, Vendor's proposal, etc.]*

QUESTIONS AND CLARIFICATIONS

Q1. Would the City consider a singular bid to replace the Printshop's HP Z5600 plotter only?

A1. Yes, the City reserves the right to split the award of the Work in a way that is most advantageous to the City.

Q2. The Proposal Submission Form (Departures and Award) asks the bidder to review and note any exceptions to the City's Standard Terms and Conditions – Purchase of Goods and Services, but you have also included *Appendix B – Digital Multifunction Photocopier Contract*. Can you please clarify?

A2. See R2 above and Appendix B - Digital Multifunction Copier Contract outlines the agreement for both Copier and associated Services. City's [Standard Terms and Conditions - Purchase of Goods and Services](#) applies specifically to the consumables.

Q3. Does the 75 page limit apply to the word and PDF document (150 pages in total between both documents) or is it a combined total?

A3. Combined total of 75 pages.

Q4. Will the City's evaluation document accept pictures if we include them in the word document? Are we able to include formatting styles such as bullets and indentations in the tables?

A4. Yes the evaluation document will accept pictures but preference would be for pictures to be in attached PDF. Bullets and indentations can be formatted into the tables.

Q5. Does the City require wide format scanning on the wide format printer?

A5. Yes. Wide format scanning is required on the wide format printer.

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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