



## PROCUREMENT SERVICES

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### ADDENDUM No. 1

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REQUEST FOR QUOTATIONS (RFQ) No.: 1220-040-2021-052

TITLE: High Speed High Volume Copiers and Related Services

ADDENDUM ISSUE DATE: December 7<sup>th</sup>, 2021

**REVISED DATE:** Prefer to receive Quotations on or before December 14<sup>th</sup>, 2021.

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### INFORMATION FOR CONTRACTORS

Contractors are advised that Addendum No. 1 to 1220-040-2021-052 is hereby issued by the City. This addendum shall form part of the contract documents and is to be read, interpreted and coordinated with all other parts. The following information is provided to answer questions raised by Contractors for the above-named project, to the extent referenced and shall become a part thereof. No consideration will be allowed for extras due to the Contractors or any sub-contractor not being familiar with this addendum. This Addendum No. 1 contains three (3) page/s.

### REVISED CLOSING DATE

The City would prefer to receive Quotations on or before December 14<sup>th</sup>, 2021.

### SCHEDULE A – SPECIFICATIONS OF GOODS AND SCOPE OF SERVICES:

1. Refer to Section 4.1 Primary Equipment, subsection (a) Functionalities (Preferred):  
Delete point (xi) and substitute with the below point (xi):  
“xi. 10,000 sheet paper capacity”
2. Refer to Section 4.2 Secondary Equipment Subsection (a) Functionalities (Preferred)  
Delete point (xi) and substitute with the below point (xi):  
“xi. 5,000 sheet paper capacity”
3. Refer to Schedule C – Form of Quotation – Specifications  
Delete row 11 in the Primary Equipment table and substitute with the below:  
“11. 10,000 sheet paper capacity”
4. Refer to Schedule C – Form of Quotation – Specifications Secondary Equipment

Delete row 45 in the Secondary Equipment table and substitute with the below:  
"45. 5,000 sheet paper capacity"

**QUESTIONS AND ANSWERS:**

**Q1.** Does the finisher on the primary machine need to accommodate 360 GSM media?

**A1. 300 GSM will be acceptable for the primary machine booklet maker finishing unit. The engine itself should be capable to handle 360 GSM though.**

**Q2.** Is 160,000 impressions per month a peak that happens infrequently or is it normal?

**A2. 160,000 is the post pandemic monthly average peak forecasted volume.**

**Q3.** Though device volumes are estimated, is it possible for a breakdown of colour vs BW volume, as well as print sizing?

**A3. Large majority of printing will be in colour. The most common print size is 12"x18". Exact percentages are unknown.**

**Q4.** On the secondary machine, what is the sheet count required for booklet?

**A4. The secondary machine does not require a booklet maker.**

**Q5.** What is meant by: Negotiable finishing options – the city has already indicated these requirements – what is meant by "on board bindery"?

**A5. Finisher requirements for the primary unit are Cerlox die punch, 3-way trimmer, folder, Saddle stitcher, book staple, and staple in all positions/layouts with multi output trays. Paper capacity should be approximately 10,000 letter size sheets.**

**Finisher requirements for the secondary unit are standard stapling only. Paper capacity approximately 5,000 letter size sheets.**

**On Board bindery means finishers.**

**Q6.** Is the only difference between the primary and secondary machine the paper capacity and the finishing requirement?

**A6. Both Primary and Secondary engines should be the same for quality colour consistency for jobs that are run in tandem. Binding requirements are different as stated in the specifications.**

**Q7.** Is there a space limitation on the length of the device?

**A7. No special requirements for machine footprints or physical size.**

**Q8.** Would there be a walk-through date or none due to Covid-19?

**A8. No walk-through planned for this RFQ.**

**Q9.** Is there a speed requirement for the 2 devices are we proposing?

**A9. 70 pages/minute print, scan and copy speed at 8.5" x 11" page size**

**Q10.** Is 600 x 600 dpi scanning acceptable?

**A10. 600 x 600 dpi scanning is acceptable.**

**Q11.** Clarification of "Preferred" options – Does the City actually want the Coil Binding done in-line? Or simply mean the ability to "Punch" the necessary coil bind holes in the document.

**A11. Only the punching of coil bind holes is required.**

**Q12.** Coil Bound Publication – Is the City referring to having the device provide a coil inserted in-line along with inserted tabs up to 250 pages in length or simply being able to punch the necessary sheets and tabs to add the "coil" after?

**A12. Only the punching of coil sheets and tabs is required.**

**Q13.** Preferred Features – Why an "External" RIP? This dramatically increases the price of the RIP as the embedded RIPS are then no longer valid. The embedded RIPS have far more computing capacity than their current technologies. Will the City allow an embedded RIP if other requirements are met?

**A13. Please refer to primary and secondary equipment functionalities (Schedule A, 4.1-a and 4.2-a) points ii and iii.**

**Q14.** Referring to Web Submission, is the City requesting options/software whereby end users submit jobs to the print shop for processing?

**A14. Web submission software not required. Please remove references to web submission under Schedule A, section 5 Print Requirements.**

**Q15.** The RFQ asks for a fixed charge and subsequent black and white/colour service rates, is it the City's intent to enter into a Cost per Copy (with minimums) agreement only, or is the City open to Lease/Purchase options?

**A15. The City would like to enter into a Cost per Copy pricing agreement. A base minimum monthly charge is allowed but not preferred. Lease options will be considered but the City is not interested in Purchase options at this time.**

**Q16.** Can you please confirm that the requirement is truly for devices with a monthly Duty cycle of 750,000?

**A16. Please correct monthly duty cycle to an average of 160,000 per month.**

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All Addenda will become part of the Contract Documents.

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- END OF ADDENDUM -