



SUNSHINE COAST REGIONAL DISTRICT

ADDENDUM NO.1

Request for Proposal No .19 387
Multi-Functional Printers (MFPs)

Date: April 26, 2019

This addendum forms part of the contract documents and shall be read, interpreted, and coordinated with all other parts. The costs of all work contained herein shall be included in the tender submission. The following revisions, clarifications, changes, additions, or deletions supersede the information contained in the original documents to the extent referenced and shall become part thereof:

Number of pages including attachments: 2 pages

Item No.1

Item #1 contains responses to questions received by the Regional District about the scope of work and instructions in the RFP.

Question #1:

Could you provide an approximate number of times a move will be needed in the term of the proposed lease?

Answer: Because it is not possible to accurately foresee the number of moves required, the Regional District would like to change the requirement from:

~~“Any printers that need to be moved within an office building due to staff relocation or building renovations will be carried out by the Contractor at no cost to the Regional District”~~ to:

Any printers that need to be moved within an office building will be handled by the Regional District staff or negotiated in advance for the proponent to complete the move.

As already stated in the Note on page 12: Costs for moving printers to another geographic location due to, for example, an office move, are expected to be negotiated at the time of the move.

Question #2:

Would there be storage space available at a SCRD location to store a backup device?

Answer: The Regional District has limited space to store redundant backup printers at our facilities and prefers the proponent to have their own just-in-time delivery of replacement printers for failed units. We could allocate some limited storage space on a temporary basis, but this would need to be negotiated in advance.

Question #3

Is there a cost associated with the removal of your existing fleet?

- a. It is our understanding that Xerox allocates a cost per device and will not allow another vendor to pick up their devices – please confirm

Answer:

The cost quoted from the current service provider to remove the current devices is \$9,295.00. This cost is expected to be inclusive within the total costs of all proposal submissions received. The Regional District will make arrangements with the current service provider for removal of the equipment.

Question #4

2. SLAs for Service
 - a. Will you accept a 2 Tier Service Model
 - i. Level one support done by a local service provider
 - ii. Level two support provided from the lower mainland that will need to include travel time and Ferry costs

Answer: The Regional District will consider various maintenance proposals, provided all the requirements in section 5.3.2 are met. The Regional District requires an all-inclusive cost to provide maintenance service of the devices. There will be no allowances for any extra costs to provide the maintenance service.

Addendum No.1 # is issued prior to receipt of submission and shall form part of the contract documents. The revisions shall clarify the information contained in the original Proposal documents issued on April 3, 2019.

If you have any questions regarding the above, please contact the undersigned.

Gordon Rischaneck, *Purchasing Officer*
Sunshine Coast Regional District