

ADDENDUM No. 1

Covering

CHANGE IN SPECIFICATIONS AND/OR PLANS

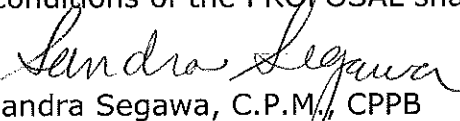
Date Issued: January 18, 2017  
Date Effective: January 18, 2017  
RFP No. S-1207  
Contract: Provide Twenty-Seven (27) New and Unused Multi-Function Digital Copiers and Related Supplies, Maintenance and Support Services for Various Departments for the City of Garden Grove.

INTENT

1. This addendum is issued prior to receipt of proposals to provide for modifications in plans and/or specifications. Acknowledgment of this addendum shall be made and cost for work included in proposer's submittal.
2. The following questions were asked regarding the Scope of Work. ***The City's response can be found in bold and italicized font.***
  1. Exhibit "B" has a Ricoh 601 SP for City Hall-Water 1st Floor
    - a. Appendix A lists the copier as Ricoh MP 6001 SP.
    - b. Both models exist for Ricoh. Just want to make sure it's the BW 6001 model, not the color 601 model.  
***The copier is a Ricoh MP 6001 SP.***
  2. Exhibit "B" and Appendix A does not have Ricoh MP 6504 SP highlighted in blue font which indicates color
    - a. Is it a BW model?
    - b. Researching the MP 6504 model shows that it is a color series  
***The copier is incorrectly listed in Appendix A and B as a Ricoh MP 6504 SP. It is a Ricoh MP 6054 (black/white).***
3. What is the anticipated install date for the new copiers? ***Anticipated install date is 7/1/2017, but the City might choose to implement sooner if it is cost effective.***
4. If the install date is earlier than the current lease agreement term, what is the current lease payment to determine trade-in value? ***Quarterly lease payment (without service contract) is \$21,701.12.***

5. Trade-In of Existing Photocopiers
  - a. Because 22 of the copiers are on a lease with another vendor, we cannot pick up the devices for legal reasons. **The City needs a buyout cost for the lease, and a trade-in or pick up expense for the copiers that are owned. The copiers that the City owns are highlighted in Appendix A.**
  - b. Are they on a \$1 out lease where City of Garden Grove will own at the end of the term? Yes. **There is a \$1 buy out at the end of the lease.**
6. Can the electronic version of the proposal be submitted on a USB stick instead of a CD as specified on page 3 of the RFP? **Yes, but paper copies must also be submitted as stated on Page 3.**
7. The contractor is hereby notified that Addendum No. 1 must be acknowledged and submitted as part of the proposal. Failure to do so could result in the City designating said proposal as "Non Responsive". All the terms and conditions of the PROPOSAL shall remain the same.

Issued by:



Sandra Segawa, C.P.M., CPPB  
Purchasing Agent, City of Garden Grove