

ADDENDUM No. 4

Covering

CHANGE IN SPECIFICATIONS AND/OR PLANS

Date Issued: January 25, 2017

Date Effective: January 25, 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. Pricing: Pages 16-19: Is the City asking for the Recommended Monthly Volume or the Duty Cycle for each device? ***Recommended monthly volume for the proposed replacement.***
 2. Records of Expenses: Page 21, Item 3.3: Records of Costs and Expenses Incidental to Services Covered in the Agreement (available to the City at any time)? What would these be? ***These would be any additional or unforeseen costs not that may arise out of providing the services required in the Scope of Services.***
 3. Item 11: Does GG require a digital front end server ie. Fiery or Freeflow? ***The City uses a Fiery front end, only on the one color copier in Reprographics.***
 4. Item 12: What type of finishing options will be required? ***Every copier should able to print duplex, collate, and staple.***
 5. Does the city require automation for tab printing? ***No.***

6. If the contract is signed well before the actual installation this will result in the need for co-terminous leasing less than the full five years contemplated elsewhere in the RFP. Will the City amend this section to read that lease period will be a full 5 years starting from the date of installation? **Yes, five years from the installation date.**
7. Section 3.13.1 of the Professional Services Agreement and Exhibit "B" contemplate a single fixed price for both lease and service combined. Will the City consider advance billing to reduce its payment? **Yes, the City will consider this.**
8. Attachment "A", Item 5.d., contemplates a per copy overage. Is the **City allowing an overage cost-per-copy to be billed in addition to the lease and the service base payment ("fixed price")? If yes, over what** reconciliation period should the overages be calculated and over what volume commitment should we bill the City per overage copy? **The bidder can structure the pricing as desired. The simpler the better from the City's perspective. If an overage charge is bid, quarterly billing is preferred.**
9. Regarding Section 13 of the Professional Services Agreement - typically timing issues are covered exclusively by the final Scope of Work and based on a mutually agreed to timeline. Is that acceptable to the City? **Yes.**
10. Regarding Section 14 of the Professional Services Agreement - will the City allow for use of a specialized delivery company to deliver the copiers, assuming that the vendor takes full responsibility for such company's performance? **Yes, as long as the arrangement complies with all insurance requirements. The contractor is responsible to ensure that all sub-contractors used carry the same insurance coverage and amounts as required per the City's contract. Please reference the sample contract included in the RFP document for the City's insurance requirements. The City may require additional insurance coverage to ensure that the copiers are covered while in transit to the City.**
11. Attachment "A" Scope of Work - #3 Training - what kind of training will be required on the office equipment installed? **Basic usage for copy, scan, print, fax, and address book management.**
12. Professional Services Agreement - Relocation of equipment during the contract period is not addressed. How will the City address this if equipment needs to be relocated? **The City will rely on the vendor to move equipment at a rate which is to be specified in the RFP.**

3. The contractor is hereby notified that Addenda No. 1, 2, 3 and 4 must be acknowledged and submitted as part of the proposal. Failure to do so may 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*

Sandra Segawa, C.P.M., CPPB

Purchasing Agent, City of Garden Grove