



## **ADDENDUM #2**

**To:** All Companies Interested in Submitting a Proposal  
**From:** Rebecca Johnson, CPPB, Purchasing Agent  
**RFP:** Multifunctional Devices & Related Services (RFP #PUR0417-211); Dated: May 22, 2017  
**Subject:** Addendum #2 (1 page)  
**Date:** June 9, 2017

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This memo is sent for clarification to all companies who attended the pre-proposal meeting and will be posted on the City's website.

**Question:** What is the purpose/reason for the need of the "termination of contract for convenience" clause in the sample contract (Attachment F provided with Addendum #1)

**Answer:** The Termination of Contract for Convenience clause is in the City's standard language for all contracts. The clause is needed because the City is spending taxpayer money and must remain prudent in those expenditures. Termination for convenience allows the City to terminate if needed to protect the interests of the City, which in turn protects the interests of the taxpayer. It is very rare that the City exercises this option in any contract.

**Question:** Do all machines included in this RFP need to have 11x17 capabilities? If not, which ones would not need this capability?

**Answer:** Not all but most machines have 11x17 capabilities. It is anticipated that any model that currently has 11x17 will be replaced by an equivalent model that has 11x17. While the option is needed on most machines, usage is minimal.

**Question:** How does the City define cost-per-copy (CPC)? In other words, are you talking about the maintenance agreement click charges or is your intent to have a CPC that includes the cost of each MFD?

**Answer:** The City is requesting an all-inclusive firm-fixed cost per copy for black & white and for color that includes the rental of the machines as well as maintenance, supplies, parts, installation, removal of old machines, etc. The complete list of everything that should be included in the cost per copy is provided in section 4.6 on page 10 of the RFP.

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All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page (Attachment C). The deadline for proposal submittal is Friday, June 16, 2017 before 3:00 p.m. CDT.