

CITY OF RANCHO MIRAGE

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**ADDENDUM TO
REQUEST FOR PROPOSALS
FOR
MULTIFUNCTION COPIER/SCANNER/PRINTER
LEASE AND SERVICES**

**Issued:
March 18, 2014**

PURPOSE:

This Addendum (“Addendum”) is being issued to provide supplemental information and in some instances, information that may replace that which is contained in the City of Rancho Mirage Request for Proposals for Multifunction Copier/Scanner/Printer Lease and Services, issued February 24, 2014 (“RFP”).

GENERAL INSTRUCTIONS:

This Addendum constitutes an integral part of the RFP and shall be read in conjunction with the RFP. Where inconsistent with the RFP, this Addendum shall govern. It is the responsibility of all respondents to the RFP to conform to this Addendum. Unless specifically changed herein, all other requirements, terms and conditions of the RFP remain unchanged. All respondents shall acknowledge receipt of this Addendum by signing the form that is attached hereto as Exhibit “A.” All terms capitalized herein shall have the same meaning ascribed to them in the RFP.

Subsequent to the issuance of the RFP, a prospective bidder submitted a number of questions requesting further details regarding the RFP. Included below are said questions and answers thereto, which both shall be made part of the RFP by inclusion into this Addendum.

QUESTIONS AND ANSWERS:

Code/Marketing, Affordable Housing/Economic Development and Administration Offices:

Question 1: Will Hole Punch and/or Booklet Folder option be needed?

Answer: This option is not required.

Question 2: What is the current monthly volume over the last 6 months usage?

Answer: See table below.

Printer	Black & White Prints / Month	Color Prints / Month
Code / Marketing	2854	3608
Affordable Housing / Econ Dev	1313	1238
Administrative Services	3864	2715

City Yard Signal Shop and Sheriff's Substation:

Question 1: What is the current model of machine being used now?

Answer: There is nothing in use today at these locations.

Question 2: Is fax needed on these 2 machines?

Answer: Yes.

Question 3: What is the current monthly volume over the last 6 months usage?

Answer: N/A.

Records Division:

Question 1: What is the current media capacity - i.e. how many drawers are on the current model and/or how many reams does this machine hold?

Answer: The Xerox 4595 has trays 1 – 7 for a total of 8,050 pages.

Question 2: The packets that you are producing, are they being done on the 3,000 sheet finisher or the Booklet maker finisher?

Answer: They are done on the finisher.

Question 3: At the current time, are you using the 175 sheet post processor inserter function?

Answer: No.

Question 4: What is the current monthly volume over the last 6 months usage?

Answer: 4870 pages per month.

Special Terms & Conditions:

Question 1: After the \$13,000 buyout is the additional \$4,000 current fair market value to send the machine back or will the awarded Vendor be able to keep the machine?

Answer: No, the machine will be returned to Xerox.

Additional Questions:

Question 1: Do you have an in house IT department or do you use an outside company & if so, which company are you using? Will they be available to be on-site for the delivery & installation to help get everyone set up?

Answer: The City has an in-house IT Department that will be available for delivery & installation.

Question 2: There is a breakdown of how you are going to evaluate the RFP however is there a certain percentage to each category that you have assigned? Ex price/cost 30%?

Answer: At this time, the City does not have a predetermined score or weight for each evaluation category.

Question 3: You want the records device to have some sort of high power print controller such as a fiery and not just a regular print controller correct?

Answer: Yes, that is correct.

Question 4: You want all pricing to include tax. Can you verify what the tax rate is?

Answer: 8%.

EXHIBIT "A"

**ADDENDUM RECEIPT
ACKNOWLEDGEMENT FORM**

By signing this form, I hereby acknowledge receipt of the Addendum dated March 18, 2014 ("Addendum") to the City of Rancho Mirage Request for Proposals for Multifunction Copier/Scanner/Printer Lease and Services, dated February 24, 2014 ("RFP"). I agree to include this signed instrument as part of any proposal package submitted in response to the RFP and Addendum.

By:

Title:

Date: March ____, 2014