



City of Richmond

April 20, 2011
File:

**Business and Financial Services
Department
Finance Division**
Telephone: 604-276-4218
Fax: 604-276-4162

Attention: To All Proponents

Dear Sir/Madame:

Re: Request for EOI 4288EOI Multiple Function Devices - Addendum No. One

This Addendum includes items of clarification, forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in the preparation of your proposal:

Q1. Is the awarded vendor responsible to remove your current equipment and their own equipment at the end of the contracts?

A1. No.

Q2. Is the awarded vendor responsible to take over the servicing and managing of the other vendor's MFD's for the 3 month period Sept to Dec 2011?

A2. No.

Q3. Will all the City's current MFD's be owned at the end of their terms of rental/lease or are there residuals involved?

A3. Not applicable to this EOI.

Q4. Functional Requirements under Other- are these mandatory items or options you want us to address and how flexible are you with this list under "Other"?

A4. These are mandatory items.

Q5. There is mention of colour printing and then under "Functional requirements- Other" you mention colour scanning. Just a clarification- you are looking for full colour copiers not just a monochrome device with colour scanning capabilities? Would you want both options?

A5. The City is requesting both options.

Q6. Is the Litigation history locally or Canada wide that you would need this information on?

A6. Please include any information which is relevant to this EOI.

Q7. We were hoping to clarify if the city was looking for the recommended devices to be black & white only, or both black & white and colour devices.

A7. Please see A5.

Proponents must sign and include this Addendum with their submission.

Signature, Name and Title

Yours truly,

A handwritten signature in black ink, appearing to read "Sumita", written in a cursive style.

Sumita Dosanjh
Buyer II - Contracting Specialist

pc: Paul Sung, Manager, IT Office Systems &
Operations; Jason Kita, Manager Enterprise Team