



SOLICITATION ADDENDUM

Solicitation Number: **RFP 18-03** Addendum No. 1 Page 1 of 5

Revised Solicitation Due Date: August 9, 2017 2:00 P.M. (Local Time)

CITY OF GLENDALE
Procurement Division
5850 W. Glendale Avenue
Suite 317
Glendale, AZ 85301
Phone: (623) 930-2866

RFP 18-03

CITYWIDE DUPLICATING SERVICES ADDENDUM NO. 1

As a result of the pre-proposal conference conducted on July 17, 2017, the following revisions and clarifications have been made to Request for Proposal No. 18-03:

1. **BID DUE DATE AND TIME** has been changed to:

AUGUST 9, 2017, 2:00 PM, Local Time

2. **ADD City of Glendale Locations** (see EXHIBIT B below)

3. **ADD Sample City of Glendale Logo** (see EXHIBIT C below)

4. **Bidders' Clarification Questions and the City's Responses:**

4.1 Question: Who is currently providing the duplicating and mail services for the City of Glendale?

Response: Novitex Enterprise Solutions, Inc.

4.2 Question: How many personnel are currently being outsourced by the current vendor? Of that head count, how many are onsite? And, how many are offsite?

Response: Two people onsite, one offsite.

4.3 Question: Please provide a list of both duplicating and mail equipment that is currently onsite that is utilized for these services?

Response: A copier machine, postage meter machine, tables, phones (wifi and phone service) and vehicle.

4.4 Question: Does the City plan on retaining any current mail and/or duplicating equipment?

Response: No, the City will not be retaining equipment. However, there is a mail cubby and a paper cutter.

4.5 Question: Approximately how much of the duplicating services are done at an offsite location?

Response: The City does not have that information available.



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- 4.6 Question: Can the offeror provide a “combined response” as an alternative solution and proposal?
Response: It cannot be a combined response as there are two evaluation committees for the Mailing Services RFP and the Duplicating Services RFP. However, please note in your response that your company is submitting for both if it will help with overall performance.
- 4.7 Question: Does the City want duplicating/print services performed offsite?
Response: It can be onsite or offsite. If there is a reason or cost savings by providing it one form or the other, please highlight it in your response.
- 4.8 Question: Could the contract be a 60-month term?
Response: Generally, the City would prefer a two-year agreement with three options to renew for one-year terms. This allows for continuity especially with citywide services.
- 4.9 Question: Is the City open to a monthly base charge for equipment and services as well as the per page charge for the printing cost?
Response: If there is a base charge for equipment, it must be stated clearly in the proposal and will be taken into consideration within the overall cost.
- 4.10 Question: Is the City willing to waive the “Cancel for convenience clause”?
Response: No, since it best serves the public’s interest. However, the City will exercise this right equitably.
- 4.11 Question: How much tape binding has actually been completed during the last 12 months?
Response: Two, most requests are coil spiral binding.
- 4.12 Question: How many color prints and how many monochrome prints have been ordered total in 12 months?
Response: Approximately, 140,000 a year for color and 330,000 of monochrome prints.
- 4.13 Comment: In order to give accurate pricing we need more exact volumes of all categories and if those volumes are expected to increase or decrease.
Response: Quantities listed in the RFP are the City’s best estimate. The City’s actual requirements may vary throughout the contract period.
- 4.14 Question: If the color or pricing were better or the turnaround times were faster, would the volume increase? How much is being outsourced to outside vendors currently?
Response: Yes. Turnaround time and pricing does have an impact and would allow more departments to utilize the Citywide agreement.



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4.15 Question: Page 10, paragraph 2.4.1 refers to "Notice". What does this mean, as Notice does not appear anywhere else in the bid package?

Response: "Notice" means the first page of the RFP or the Notification of the Request for Proposal.

4.16 Question: Page 10 provides a listing of everything that is to be "returned" with the bid response. I don't understand why all these areas are to be returned.

Response: It is an administrative requirement to ensure that all proposals received by the City are complete.

All other solicitation provisions, terms and conditions and scope of work shall remain the same. Offerors must acknowledge receipt and acceptance by returning this addendum with their proposal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____



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EXHIBIT B

| CITY OF GLENDALE LOCATIONS | |
|---|---|
| City Hall | 5850 W. Glendale Ave. |
| Main Public Safety | 6835 N. 57 th Dr. |
| Information Technology | 6830 N. 57 th Drive |
| City Court Complex | 5711 W. Glendale Ave. |
| City Prosecutor | 6815 N. 57 th Ave. |
| Foothills Aquatics | 5600 W. Union Hills Dr. |
| Foothills Public Safety | 6255 W. Union Hills Dr. |
| Foothills Public Library | 19055 N. 57 th Dr. |
| Main Library | 5959 W. Brown St. |
| Velma Teague Library | 7010 N. 58 th Dr. |
| Community Housing | 6842 N. 61 st Ave. |
| Glendale Airport | 6801 N. Glen Harbor Blvd. |
| Field Operations | 6210 W. Myrtle Ave. |
| Cholla Water Treatment Plant | 4805 W. Cholla |
| Civic Center | 5750 W. Glenn Dr. |
| Tourism/Visitor Center | 5800 W. Glenn Dr., Suite 140 |
| Transportation | 6210 W Myrtle Ave |
| Marketing/Graphics/Special Events | 5750 W. Glenn Dr. |
| Glendale Family Advocacy Center | 6835 N. 57 th Dr. |
| Community Action Program | 5850 W Glendale Ave B51 |
| Oasis Water Treatment Plant | 7070 W. Northern Ave |
| Emergency Operations Center | 11550 W. Glendale Ave |
| Glendale Fire Department | 6829 N 58 th Drive (Sine Bldg) |
| Adult Center | 5970 W. Brown St |
| Landfill | 11480 W. Glendale Ave |
| MRF Recycling (drive down hill at landfill) | 11480 W. Glendale Ave |
| Transit/Field Operations Annex | 6210 W Myrtle Ave |
| Arrowhead Water Reclamation Facility | 8180 W. Union Hills Dr |
| West Area Water Reclamation Facility | 5901 W. Glen Harbor Blvd |
| Pyramid Peak Treatment Plant | 28101 N. 63 rd Ave |


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|  GLENDALE | SOLICITATION ADDENDUM | | CITY OF GLENDALE Procurement Division 5850 W. Glendale Avenue Suite 317 Glendale, AZ 85301 Phone: (623) 930-2866 |
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EXHIBIT C

Sample City of Glendale Logo

