

Addendum No. 1 to IFB 17-09



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Purchasing
JOSEPH A. CURTATONE
MAYOR

To: All Parties on Record with the City of Somerville as Holding IFB 17-09,
Photocopier Maintenance

From: Angela M. Allen, Purchasing Director

Date: August 4th, 2016

Re: Answer questions, replace price sheet, extend submission deadline

Addendum No. 1 to IFB 17-09

Answers to questions posed during the Q/A period are attached.

Please use the price form attached herein in lieu of the original price sheet include in bid package.

The deadline for submissions has been extended. The new deadline to submit bids is **11:00am ET Friday August 12th, 2016.**

Please acknowledge receipt of any and all Addendums (if applicable) by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.

NAME OF COMPANY / INDIVIDUAL: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE/FAX/EMAIL: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

ACKNOWLEDGEMENT OF ADDENDA:

Addendum #1 _____ **#2** _____ **#3** _____ **#4** _____

Addendum No. 1 to IFB 17-09

Questions Received

Q. On the top certain pages, there is a notation Form with a space next to it and below Contract Number with a space next to it. Are we supposed to fill in any information in either of these spaces and if so, what would be filled in there or do we leave them blank.

A. No, those can be left blank.

Q. Is it acceptable to fill out the bid forms in writing by printing in black ink?

A. Yes

Q. Is a large manila size envelope acceptable instead of a letter or opaque size for submitting the bid package.

A. Yes, provided that the envelope is sealed.

IFB 17-09 - Bid Pricing Sheet

Please quote on the following items. Prices are to include delivery, the cost of **scheduled maintenance, meter monitoring, parts, labor drums and all supply consumables except paper** and all other charges related to the products listed below. Prices are to remain the same for the entire contract term. All prices are to be based on the estimated quantities listed below. All quantities are estimates and not guaranteed.

The City reserves the right to add/delete Sharp and KonicaMinolta copiers in the event of any inaccuracies listed below or changes to inventory throughout the contract duration. During the contract period, the vendor will adjust prices to reflect copies actually made and provide a credit to departments in the event that copies were over estimated.

Maintenance

Please provide a cost per copy and a cost per month, based on the estimated number of copies. Pricing must include all parts and consumables except paper:

City and School SHARP and KONICA MINOLTA Photocopiers

School	Location	Make	Model	Annual Volume	Warranty Expiration (if applicable)	Price Per Copy	Price Per Month
Argenziano	Room 322	Konica Minolta	B350 31124775	175000			
Argenziano	Room 101	Konica Minolta	B350 31125102	36000			
Argenziano	Room 207	Konica Minolta	BIZHUB 654	250000	1/8/17		
Argenziano	Room 105	Konica Minolta	B350 31124813	35000			
Argenziano	Rm. 105	Konica Minolta	B600 57BE18763	110000			
Argenziano	ELL Office	Konica Minolta	Minolta - Di2510	40000			
Brown	1st Floor	Konica Minolta	BIZHUB 601	300000			
Brown	2nd Floor	Konica Minolta	BIZHUB 363	300000	11/14/18		
Capuano	Rm. 139	Konica Minolta	BIZHUB 600	115000			
Capuano		Konica Minolta	BIZHUB 654e		5/25/19		
Central Admin.	Finance	Konica Minolta	BIZHUB 363	132000			
Central Admin.	Payroll	Konica Minolta	BIZHUB 363	75000			
Central Admin.	Supt.	Konica Minolta	Sharp M623N	180000			
ESCS	2nd fl- Teacher	Konica Minolta	BIZHUB 654E	115000			
ESCS	Lib-Comp Lab	Konica Minolta	BIZHUB 363	125000			
ESCS	1st fl - Teacher	Konica Minolta	BIZHUB 363	300000			
ESCS	2nd fl- Teacher	Konica Minolta	BIZHUB 363	180000			
Full Circle	nw lab	Konica Minolta	Minolta B350	50000			
Next Wave	Main Office	Konica Minolta	BIZHUB 363	80000			
Next Wave	fc lab back office	Konica Minolta	Minolta B350	75000			
Healey	Teacher's Rm	Konica Minolta	Bizhub 601	375000			

Healey		Konica Minolta	Bizhub 500	145000			
Healey	Library	Konica Minolta	Bizhub 654e	64000	10/31/18		
Kennedy	Main Office	Konica Minolta	BIZHUB 654	540000	2/28/17		
Kennedy	Rm. 219	Konica Minolta	Bizhub 601	280000			
Kennedy	Rm 207	Konica Minolta	BIZHUB 654e	400000			
Kennedy	Rm. 207	Konica Minolta	Bizhub 601		3/11/19		
Parent Info Center		Konica Minolta	BIZHUB 363	13000			
SHS - Main Office	Main Office	Konica Minolta	BIZHUB 654	0	2/28/17		
SHS - Bldg Master	Room 312	Konica Minolta	BIXHUB 364E	150000	1/31/17		
SHS - Bldg Master	Room 419	Konica Minolta	Bizhub Di350	25000			
SHS - Bldg Master	Room 440	Konica Minolta	Bizhub 364E	10000	1/31/17		
SHS - Bldg Master	Room 223	Konica Minolta	Bizhub Di350	45000			
SHS - English	Rm. 259	Konica Minolta	Bizhub 601	450000			
SHS - Health	Rm. 147	Konica Minolta	Bizhub 601	375000			
SHS - Social Studies	Rm. 358	Konica Minolta	Bizhub 601	112500			
SHS - Voc Ed	Voc Ed Office	Konica Minolta	Bizhub 363	18000			
SHS - Art	Room 324A	Konica Minolta	SHARP AR-275	25000			
SHS-Math	Rm. 205	Konica Minolta	Bizhub654e	475000	11/30/17		
SHS - Voc Ed	Rm 95/Voc Lab	Konica Minolta	Minolta Di3510	35000			
SHS-Health	Rm 147	Konica Minolta	B364e		6/14/19		
SHS		Konica Minolta	BIZHUB 654e		4/4/19		
SPED	Main Office	Konica Minolta	BIZHUB 363	48000			
WHCS	Main Office	Konica Minolta	BIZHUB 654	350000			
WHCS	3rd Fl.	Konica Minolta	BIZHUB 600	355000			
WHCS	4th Fl.	Konica Minolta	Bizhub654e	135000	2/28/18		
WSNS	Main Office	Konica Minolta	BIZHUB 654	100000			
WSNS	3rd Floor	Konica Minolta	BIZHUB 601	192000			
WSNS	2 Floor	Konica Minolta	BIZHUB 601	400000			
Day Care Center	SHS - Day Care	Konica Minolta	Sharp AR-168D	20000			
Food Service	F.S. ADMIN	Konica Minolta	BIZHUB C280 BW	55000			
		Konica Minolta	C280 - COLOR	7000			
Food Svc - Office	WHCS - Cafeteria	Konica Minolta	SHARP ARM450U	24000			
SCALE		Konica Minolta	BIZHUB 654e		1/27/19		
SCALE		Konica Minolta	BIZHUB 654e		12/8/17		

Department	Location	Make	Model	Annual Volume	Warranty Expiration (if applicable)	Price Per Copy	Price Per Month
Auditor's Office	93 Highland Ave	Konica Minolta	B600	70,000			
Board Of Alderman	93 Highland Ave.	Sharp	MX4141N Color	4000			
Board Of Alderman	93 Highland Ave.	Sharp	MX4141N B/W	6000			
Board Of Assessors	93 Highland Ave.	Konica Minolta	B454e		4/2/18		
City Clerk	93 Highland Ave	Konica Minolta	B420	80,000			
Veterans	50 Evergreen Ave	Konica Minolta	B350	20,000			
Public Works	17 Franey Rd.	Sharp	AR287	40,000			
Public Works	17 Franey Rd.	Konica Minolta	B350	12,000			
Public Works	17 Franey Rd.	Konica Minolta	B454e		8/12/17		
Public Works	17 Franey Rd.	Konica Minolta	B364e		9/2/18		
Election Dept	93 Highland Ave	Sharp	MX4141N Color	18,000			
Election Dept	93 Highland Ave	Sharp	MX4141N B/W	72,000			
Fire Department	1 franey road	Konica Minolta	B350	36000			
Fire Department	266 Broadway	Sharp	MX3140N Color	25,000			
Fire Department	266 Broadway	Sharp	MX3140N B/W	48,000			
Health Dept	50 Evergreen Ave.	Sharp	AR168S	12,000			
Health Dept	50 Evergreen Ave.	Konica Minolta	B364e		8/28/18		
Housing Dept	50 Evergreen Ave	Sharp	MX3140N Color	6000			
Housing Dept	50 Evergreen Ave	Sharp	MX3140N B/W	40,000			
Inspectional Services	One Franey Rd.	Sharp	MX4141N Color	11,000			
Inspectional Services	One Franey Rd.	Sharp	MX4141N B/W	28,000			
ISD/Health Division	One Franey Rd.	Sharp	MX4141N Color	6000			
ISD/Health Division	One Franey Rd.	Sharp	MX4141N B/W	44,000			
Law Dept	93 Highland Ave	Konica Minolta	B423	90,000			

Mayors Office	93 Highland Ave	Sharp	MX3110N	18,000 Color			
Mayors Office	93 Highland Ave	Sharp	MX3110N	32,000 B/W			
Payroll Dept	93 Highland Ave	Konica Minolta	B364e		8/28/18		
Personnel	93 Highland Ave	Konica Minolta	B654	126,000	10/18/16		
Police Dept	220 Washington Street	Konica Minolta	B350	20,000			
Police Dept	220 Washington Street	Konica Minolta	B350	20,000			
Police Dept	220 Washington Street	Konica Minolta	B200	36,000			
Police Dept	220 Washington Street	Konica Minolta	B200	12,000			
Police Dept	220 Washington Street	Konica Minolta	B362	60,000			
Police Dept	220 Washington Street	Konica Minolta	B362	2500			
Police Dept	220 Washington Street	Konica Minolta	B363	24,000			
Police Dept	220 Washington Street	Konica Minolta	B363	30,000			
Police Dept	220 Washington Street	Konica Minolta	B364e		6/16/18		
Police Dept Sub Station	1114 Broadway	Konica Minolta	B350	12,000			
Traffic and Parking	133 Holland St.	Konica Minolta	B364e		8/28/18		
Purchasing	93 Highland Ave	Sharp	MX4141N		5/20/17		
Recreation Dept	19 Walnut Street	Sharp	MX3140N Color	5,000			
Recreation Dept	19 Walnut Street	Sharp	MX3140N B/W	60,000			
Retirement Sys	50 Evergreen Ave,1st Fl	Konica Minolta	B350	65,000			
Strategic Planning Dept	93 Highland Ave	Sharp	MX4141N		1/13/17		
Strategic Planning Dept	93 Highland Ave	Konica Minolta	B654e		3/8/19		
Tab Bldg/Council On Aging	167 Holland Street	Konica Minolta	B350	40,000			
Tab Bldg/Council On Aging	167 Holland Street	Sharp	MX4141N	15,000			
Tab Bldg/Council On Aging	167 Holland Street	Sharp	MX4141N	60,000			
Treasurer's Office	93 Highland Ave	Konica Minolta	B364e		3/17/18		
Water Dept	One Franey Rd.	Sharp	ARM450N	50,000			

Photocopier Maintenance	YEAR 1 08/16/2016 – 08/15/2017	Year 2 08/16/2017 – 08/15/2018	Year 3 08/16/2018 – 08/15/2019
Total Monthly Cost			
Total Annual Contract Amount			

Name of Company: _____

Submitted By: _____

Signature: _____

Address: _____

Phone: _____ Fax: _____

| Date: _____ -Email: _____

ADDENDA #1_____ #2_____ #3_____ #4_____ACKNOWLEDGED
Failure to acknowledge receipt of addenda may result in your bid being rejected.