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March 27, 2025

REQUEST FOR BIDS (RFB) F-1245 - ADDENDUM #1 – BIDDER QUESTIONS

DESCRIPTION: CANON (OR COMPARABLE) PHOTOCOPIER LEASING SERVICES AND RELATED SOFTWARE LICENSING, MAINTENANCE AND ACCESSORIES

The Los Angeles Harbor Department has received the following questions from potential bidders regarding the above-referenced RFB. The Department's answers are in red.

- Are you requesting a 1-year lease with 2 one-year renewals? **Yes. Due to the way budgeting works in the City of Los Angeles, contract funding can only be allocated one year at a time and may be cancelled at any time. Therefore, the resulting contract will be for one year with two renewal options, at the discretion of the Harbor Department.**
- Would you be open to a three-year lease since you have cancellation for convenience build into the contract already? **That would be acceptable as long as you understand that the renewal options are indeed, options, at the discretion of the Harbor Department, and that no renewals are guaranteed. If you are willing to extend us a three-year lease term knowing that we may not renew the contract for the full three years, that is up to you.**
- Will you sign a third-party lease document? **You may submit a lease agreement with your bid package. However, if the City Attorney finds that the terms of the lease agreement conflict with or contradict the minimum contract requirements, the third-party lease will be rejected, along with your bid.**
- Would you be willing to waive the Cancellation for convenience. **No. We execute these contracts in response to the Department's needs. Therefore, the City/Department will never waive the right to terminate or cancel contracts at its convenience.**
- Can you please confirm which machines are using the Canon Prisma software? **Prisma Software is being used on two computers running Windows software and one computer running Apple OS, to control printing jobs on the two color V800 series machines.**
- Do you have end users using Apple computers? **Yes.**
- How many saddle stitch books do you produce a month? **This varies. A few thousand are produced each year, on average.**
- How many pages are your typical book jobs? **Double sided, typically fewer than 100 pages.**
- What media paper weight do you most commonly use for books? **20 lb. paper with a 90 lb. index cover, unless it's a special request we use a thicker semigloss paper. Half-fold 11x17 but sometimes 8.5x11 half-fold.**

Please address any questions regarding this bid to:

Jacquelyn Estrada, Contracts and Purchasing Division, jestrada@portla.org

All requirements remain unchanged.

Very respectfully,

JACQUELYN L. ESTRADA
Procurement Analyst

REQ7431