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April 8, 2025

REQUEST FOR BIDS (RFB) F-1245 - ADDENDUM #3 – BIDDER QUESTIONS AND AMENDED LINE 1
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.

1. On BID F-1245 requirements for Maintenance, will all sizes of paper printed (excluding long sheet over 18") count as a single image when charging cost per print? Some terms charge per 8.5" x 11" per image and any larger paper size may count as multiple images being charged.

Line 1 of the RFB has been amended to include a checkbox to indicate if additional Clicks will be charged for copies on oversized paper. See attached.

2. To confirm, POLA requires fixed pricing for maintenance and per image charges throughout the term without any annual increase over term. Please confirm.

The quoted pricing must be honored for the first contract term of one year. The Renewal Options clause (Page 9) provides the option to quote an annual pricing escalator.

3. Even though the BID request is to exclude taxes, per State of California, for Toner/Staples inclusive maintenance agreements, only the Toner/Staples are taxed and not the labor. Is this the same expectation from the Port of LA as some vendors tend to charge the full sales tax on a Toner/Staples inclusive maintenance agreement?

Quoted pricing should not include the cost of sales taxes because the Los Angeles Administrative Code automatically authorizes the payment of applicable sales taxes on all goods and services (LAAC 10.15.1). Therefore, sales taxes are not a factor in vendor selection or contract award evaluations.

Please address any questions regarding this bid to:

Jacquelyn Estrada, Contracts and Purchasing Division, jestrada@portla.org
All requirements remain unchanged, except as indicated above.

Very respectfully,

JACQUELYN L. ESTRADA
Procurement Analyst

REQ7431

FORMAL REQUEST FOR BID

**CITY OF LOS ANGELES
HARBOR DEPARTMENT**

BID NO. F-1245,3

(SHOW THIS NUMBER ON ENVELOPE)

BID DUE BEFORE 2:00 PM ON: FRIDAY, APRIL 18, 2025

1. PHOTOCOPIER LEASE COSTS.

Monthly

Line	Description	Qty	Lease Payment (Per Month)	Click Rate, Black and White (Per Copy)*	Click Rate, Color (Per Copy)*
A	IMAGERUNNER ADVANCE DX 4935i	26	\$	\$	N/A
A-C		26	\$	\$	N/A
B	IMAGERUNNER ADVANCE DX 4945i	12	\$	\$	N/A
B-C		12	\$	\$	N/A
C	IMAGERUNNER ADVANCE DX 6870i	12	\$	\$	N/A
C-C		12	\$	\$	N/A
D	IMAGERUNNER ADVANCE C5850i	15	\$	\$	\$
D-C		15	\$	\$	\$
E	IMAGEPRESS V800	1	\$	\$	\$
E-C		1	\$	\$	\$
F	IMAGEPRESS V800, INCL. FIERY N500 SERVER	1	\$	\$	\$
F-C		1	\$	\$	\$
G	VARIOPRINT 140 SERIES QUARTZ SET	2	\$	\$	N/A
G-C		2	\$	\$	N/A
TOTAL UNITS		69	<input type="checkbox"/> *Additional Clicks will be charged for oversized copies exceeding 8 1/2" x 11" in size.		

2. AS-NEEDED MAINTENANCE, PARTS AND ACCESSORIES.

Quarterly

As-needed maintenance, parts, accessories and included consumables, based on actual Click-Rate Usage.

3. SOFTWARE LICENSING AND TRAINING.

Monthly

Canon PRISMA prepare Document Preparation Software Licensing, maintenance, set-up, and training fees. All copiers must include Optical Character Recognition (OCR) capabilities at no additional cost.

\$ _____

3-C.

4. LEASE INITIATION COSTS.

One-Time

Fees and charges associated with the initiation of the lease of the quoted products and services.

\$ _____