

March 24, 2020
ADDENDUM NO. 3
SPECIFICATION NO. 1097939
FOR
REQUEST FOR PROPOSAL (RFP)
MULTI-FUNCTION DEVICES (MFDs), PRINTERS, AND RELATED SERVICES
FOR THE CITY OF CHICAGO

This document contains:

- I. Postponement of Proposal Due Date**
- II. Revisions to the RFP**
- III. Addendum No. 3 Receipt Acknowledgement**

For which Proposals are scheduled to be received no later than 4:00 p.m., Central Time, April 1, 2020, in the Department of Procurement Services, Bid & Bond, Room 103, City Hall.

Required for use by:

CITY OF CHICAGO
Department of Assets, Information, and Services



This Addendum is distributed by:

CITY OF CHICAGO
Department of Procurement Services

Respondent must acknowledge receipt of this Addendum No. 3 in the cover letter submitted with your proposal and complete and return the attached Acknowledgment by email to:

Jana.Williams@cityofchicago.org
Attn: Jana Williams, Senior Procurement Specialist
Phone: 312-744-4902

The information contained in this Addendum No. 3 is incorporated by reference into the original RFP issued on February 6, 2020.

LORI E. LIGHTFOOT
MAYOR

SHANNON E. ANDREWS
CHIEF PROCUREMENT OFFICER

March 24, 2020

ADDENDUM NO. 3

**REQUEST FOR PROPOSAL (RFP)
MULTI-FUNCTION DEVICES (MFDS), PRINTERS, AND RELATED SERVICES
FOR THE CITY OF CHICAGO**

SPECIFICATION NO. 1097939

FOR WHICH PROPOSALS ARE SCHEDULED TO BE RECEIVED NO LATER THAN 4:00 P.M., CENTRAL TIME APRIL 1, 2020, DUE IN THE DEPARTMENT OF PROCUREMENT SERVICES, BID & BOND ROOM, ROOM 103, CITY HALL, 121 N. LASALLE STREET, CHICAGO, ILLINOIS 60602.

The following revisions will be incorporated in the above-referenced RFP. All other provisions and requirements are as previously set forth remain in full force and are binding.

Respondent must acknowledge receipt of this addendum in the cover letter submitted with your proposal.

SECTION I: NOTICE OF POSTPONEMENT OF PROPOSAL DUE DATE

CURRENT PROPOSAL DUE DATE: April 1, 2020, 4:00 PM, Central Time

REVISED PROPOSAL DUE DATE: April 6, 2020, 4:00 PM, Central Time

SECTION II: REVISIONS TO THE RFP

The RFP is hereby amended as follows:

Section IV. B. Deadline and Procedures for Submitting Proposals is hereby deleted in its entirety and replaced with the following to change the paper submission process:

B. Deadline and Procedures for Submitting Proposals

1. To be assured of consideration, Proposals must be submitted electronically to the Department of Procurement Services no later than 4:00 P.M. Central Time on April 6, 2020. Respondent must submit all required information in Section V. Preparing Proposals: Required Information by uploading as attachment(s) to the electronic RFP submission in iSupplier.

"iSupplier" refers to the City's eProcurement computer system for electronic bidding and providing Contractors with access to contract, ordering and payment information for their City contracts.

iSupplier vendor portal registration is required. Allow three (3) business days to complete

registration.

2. The City may, but is not required to, accept Proposals that are not received by the date and time set forth above. Only the Chief Procurement Officer is empowered to determine whether to accept late Proposals.
3. Submit your Proposals to: <http://www.cityofchicago.org/eProcurement>

Electronic proposals shall be word-searchable. Combining multiple PDF attachments is strongly encouraged in order to minimize the number of uploaded attachments.

Respondent must read Appendix I eProcurement for more details regarding electronic access to RFP abstract and documents to be submitted electronically and uploaded as attachments to your proposed submission.

APPENDIX 1 **ePROCUREMENT**

This RFP is now an eProcurement RFP. Proposals are to be submitted through the City's "iSupplier" system, the City's eProcurement computer system for electronic proposal and providing Contractors with access to contract, ordering and payment information for their City contracts.

1. Obtaining the Proposal Documents

Respondents are solely responsible for obtaining all RFP Documents, including Clarifications and Addenda. Documents may be downloaded from the Department of Procurement Services ("DPS") website at the following URL:

<http://www.cityofchicago.org/eProcurement>

Click on "Current RFPs."

In order to receive notice of clarifications and addenda, Respondents must be registered for and log-in to iSupplier, search for the solicitation number, open the solicitation for review, and accept the disclaimer. This will sign Respondents up for notifications.

RFP Document Holders are listed on the Bid & Bond Room Opportunity Take Out List. The Opportunity Take Out List is public information and is posted to the DPS web site at www.cityofchicago.org/TOL. To find Opportunity Take Out lists, go to "Get Started Online" and search by the specification number.

2. Clarifications and Addenda

The City will send an email notification to Respondents who have indicated intent to respond to an RFP that an Addendum or Clarification has been issued. The Clarifications and Addenda incorporated into the electronic RFP document available at the following URL:

<https://www.cityofchicago.org/eProcurement>

Respondents that have indicated interest in an RFP will receive email notification that an Addendum or Clarification has been issued. There may be multiple Clarifications and Addenda. Failure to obtain Clarifications and/or Addenda, for whatever cause, will not relieve a Respondents from the obligation to respond according to and comply with any changed or additional terms and conditions contained in the Clarifications and Addenda.

Electronic acknowledgement of Clarifications and/or Addenda is mandatory to submit an electronic proposal. Any harm to the Respondents resulting from failure to obtain all necessary documents, for whatever cause, will not be valid grounds for a protest against award(s) made under this RFP solicitation.

3. Questions Regarding the RFP Documents

All inquiries regarding the RFP Documents or procurement process may be directed to the Senior Procurement Specialist in iSupplier via online discussion.

Respondents may only rely on written answers in a Clarification or in an Addendum duly issued by the Chief Procurement Officer. Respondents cannot rely on oral or informal responses; such answers will not be binding upon the City.

4. Completion of the RFP Documents

Each Respondent must complete all of the forms listed in the RFP Section V. Preparing Proposals: Required Information and scan and upload all forms and required information as attachments to the electronic proposal submission. Respondent may not change any of the RFP Documents. Any changes made by a Respondent to the Proposal Documents may result in rejection of the Proposal and will not be binding upon the City.

Respondents must submit their pricing as an attachment in the iSupplier system to be reviewed by the evaluation committee for consideration.

5. Date, Time, and Place

Proposals are to be submitted electronically to the Department of Procurement on the date and prior to the time stated above, or any addendum issued by the City to change such Proposal Due Date. No Proposal will be accepted after the Proposal Due Date. The time of the receipt of the Proposal will be determined solely by the "Time of Quote" generated by the iSupplier system.

6. Technical Assistance

If you required technical assistance go to <https://www.cityofchicago.org/eProcurement> click the "Help" tab.

**CITY OF CHICAGO – DEPARTMENT OF PROCUREMENT SERVICES
SHANNON E. ANDREWS, CHIEF PROCUREMENT OFFICER**

March 24, 2020

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Required by:



**CITY OF CHICAGO
Department of Assets, Information, and Services**

Consisting of Sections I, II, and III including this Acknowledgment.

III. ADDENDUM NO. 3 RECEIPT ACKNOWLEDGMENT

I hereby acknowledge receipt of Addendum No. 3 to the RFP named above and further state that I am authorized to execute this Acknowledgment on behalf of the company listed below.

Signature of Authorized Individual

Title

Name of Authorized Individual (Type/Print)

Company Name

Business Telephone Number

**Complete and Return this Acknowledgment by email to:
Jana.Williams@cityofchicago.org
Attention: Jana Williams, Senior Procurement Specialist**