



**CITY OF PALO ALTO**

**PURCHASING AND CONTRACT ADMINISTRATION**

**250 HAMILTON AVENUE  
PALO ALTO, CA 94301**

**P.O. BOX 10250  
PALO ALTO, CA 94303**

Date: October 29, 2009

Subject: Addendum Number 2 to City of Palo Alto's Request for Proposal #**134049**  
Project Title: **LEASE AGREEMENT CITYWIDE COPIERS AND SUPPORT SERVICES**

Department: Administrative Services Department,  
Print Shop Division

Proposal Receipt Date: **3:00 PM, Tuesday, November 17, 2009 (REVISED)**

Please note the following changes, corrections, and clarifications that are hereby incorporated to the requirements of the RFP:

1. The Due Date for submitting Proposals has been Extended to **3:00 PM, Tuesday, November 17, 2009**
2. Attachment A, Scope of Services, Section 4. SPECIFICATIONS, Part A, GENERAL MINIMUM SPECIFICATIONS-COPIERS, 4<sup>th</sup> Bullet, is revised to read as:
  - Data Format ..... PDF, Tiff, Postscript
3. ATTACHMENT F-1, COST PROPOSAL FORM, STANDARD and ATTACHMENT F-2, COST PROPOSAL FORM, GREEN PRODUCT LINE IF GREEN ALTERNATIVE PRODUCT LINE AVAILABLE, have been replaced by Revised Attachments and are included in this Addendum as Attachment 3-Addendum 2.
4. Section 4, Proposed RFP Timeline; is revised to read as follows:

The RFP Tentative Timeline is as follows:

RFP Issued	September 28, 2009
Pre-Proposal Meeting	October 13, 2009
Deadline for questions, clarifications 1 <sup>st</sup> Round	October 15, 2009
Deadline for questions, based on answers provided to questions submitted October 19	November 6, 2009
Final Answers provided by CPA via Addendum 4 if needed	November 10, 2009
Proposal Submission Deadline	Tuesday, November 17, 2009; 3:00 PM
Site Visits or Interviews, if required	Week of November 30, 2009
Notice of Intent to Award	Week of December 14, 2009
Implementation-Removal, Delivery, Installation	Month of December, 2009, January, 2010

## 5. Questions and Answers

A partial listing of Questions received with responses is attached as Attachment 4-Addendum 2: The remaining Questions received will be responded to in Addendum 3 which will be released on November 3, 2009.