



## **Evanston Public Library Self-Checkout Machines**

**RFP # 22-03**

**ADDENDUM No. 1**

**April 11, 2022**

Any and all changes to the Contract Document are valid only if they are included by written addendum to all potential respondents, which will be mailed, emailed and/or faxed prior to the proposal due date to all who are known to have received a complete bid document. Each respondent must acknowledge receipt of any addenda by indicating on the Bid Form. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the bid proposal therein. Failure to acknowledge receipt of any addenda may cause the proposal to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following:

1. Addendum Number One (1) is attached and consists of a total of three (3) pages including this cover sheet.

Please feel free to call (847-866-2910) or email ([lithomas@cityofevanston.org](mailto:lithomas@cityofevanston.org)) with any questions or comments.

Sincerely,

Linda Thomas  
Purchasing Specialist

**Evanston Public Library Self-Checkout Machines  
RFP # 22-03**

**ADDENDUM No. 1  
April 11, 2022**

This addendum forms a part of the Specifications and Bid Documents for RFP #22-03 and modifies these documents. This addendum consists of the following:

**Questions**

Question 1: Page 4,1.0 Introduction “The contract term desired is for a period of one (1) year with additional one (1) year option to renew. However, on page 9, F. Term “The contract is for six (6) months after award. Can you please clarify the term of the contract?

Response: One (1) year.

Question 2: Page 6, D.Fees “Provide a copy of your fees/prices on the attached price/cost form (see page 13).” However page 13 is blank. Would you like us to provide our own pricing table?

Response: Yes. Provide your own cost/price that reflects all fees and prices.

Question 3: Page 28-30, Exhibit J, do you want this document signed and completed and attached to our response, as noted on page 2 “Return All Exhibits With RFP”?

Response: No signature is needed on the Professional Services Agreement pages 28-39 until award.

Question 4: Page 45, Self-Checkout – Payment Requirements, 9. Can you please clarify if you want the cash collecting device to accept denominations of \$2 bills?

Response: The cash collecting device does not need the ability to accept \$2 bills.

Question 5: Please confirm if there are any bond requirements for this bid.

Response: No bonds are required.

Question 6: If M/W/EBE participation is requested to be waived, should offerors still provide the forms within the document?

Response: Yes. Include an explanation as to why you are requesting a waiver.

Question 7: Please confirm which forms should be included with our response. We note multiple Exhibits A-J.

Response: Return all Exhibits with your proposal as requested.

Question 8: Please confirm that the self-checks are barcode technology only.

Response: Yes

Question 9: Offerors are directed to provide pricing using the attached price/cost forms on page 13. This page is blank. Please provide the required pricing form.

Response: See question 2.

Question 10: Without seeing the required form in #5 above, how many years of support and maintenance should offerors quote (with a view towards the statement that "The contract term desired is for a period of one(1) year with an additional one (1) year option to renew." Similarly, on page 9, it states, "The contract is for six (6) months after award."

Response: Maintenance contracts will be on a year to year basis.

Question 11: Should offerors include any taxes in their quotes? If so, please confirm the rate.

Response: The City of Evanston/ Evanston Public Library is Tax Exempt.

Question 12: We note Section 4.0 regarding Submission Requirements. Can offerors provide information beyond these five sub-sections (ex. Product information)?

Response: Yes.

Question 13: 5.0 Additional Submission Requirements states "See Machine Specifications Attachment". Is this page 42, which begins with the header General Requirements? It is assumed that offerors should reply to these specifications.

Response: Yes.