ADDENDUM # 4

March 22, 2024

What is averaging copier relocation per year at City of Boerne for last 5 years? Do you anticipate more relocations in next 5 years?

In the last 5 years we relocated about 10 of the 21 copiers when we moved into the new city hall building at 447 N. Main Street. I don’t anticipate any moves in the near future but possibly some moves with in the next 5 years, but nothing significant.

3.0 Cost - Cost shall include all equipment, documentation, insurance, local, state, and federal taxes, delivery, installation, training, maintenance, and removal of equipment at the end of the contract term. The City will not pay for the removal of any equipment to be replaced for the entire length of the contract.

Typically the lease company will want an insurance addendum showing them as a loss payee for the amount of the equipment if something would happen to it. We provide a letter showing what is required so the City could give to their insurance company. Most of the time there is no cost from the insurance company to the City to get this done and it will save you a lot of money. Most bids are done this way. Would this be acceptable to the city?

The insurance in Section Part 2 Section 3.0 is referring to Attachment C, section 6, the sample contract approved by our legal team.

We understand with the leased machines that you all would need them listed on the city policy, however, the print maintenance services portion of the RFP Part 2, Section 2.3.