

Toronto Community Housing  
Strategic Procurement  
35 Carl Hall Rd. Unit 1  
Toronto, Ontario M3K 2B6




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<b>Addendum Number</b>	2
Addendum Date of Issue	April 30, 2021
RFQ Number	21026
RFQ Description	Metered Mailing Machine Lease
Page(s):	4
Attachment(s):	Submission Form B - Mandatory Minimum Technical Requirements (Pass/Fail) V2 – Addendum No. 2 (to be downloaded from Bonfire);

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This Addendum forms part of the above mentioned RFQ document and is to be read, interpreted, and coordinated with all other parts. The following revisions supplements and/or supersedes the information contained in the original RFQ documents issued on April 08, 2021 for the above-named project to the extent referenced and shall become part thereof.

### **1. SUBMISSION FORM B – Mandatory Minimum Technical Requirements**

- a. **DELETE** Previously uploaded Submission Form B - Mandatory Minimum Technical Requirements (Pass/Fail) in its entirety; and
- b. Download the new version: **Submission Form B - Mandatory Minimum Technical Requirements (Pass/Fail) V2 - Addendum No. 2;**
- c. Complete and upload it to its section on Bonfire under Stage II - Mandatory Minimum Technical Requirements.

**FAILURE TO SUBMIT THE REVISED SUBMISSION FORM B - MANDATORY MINIMUM TECHNICAL REQUIREMENTS (PASS/FAIL) V2 - ADDENDUM NO. 2 WILL RESULT IN DISQUALIFICATION OF THE SUBMISSION**

### **2. APPENDIX A – SCOPE OF WORK, SPECIFICATIONS, AND DRAWINGS**

- a. **DELETE** item II. Under 11.1 in its entirety and replace with the following:
  - II. 4 hours from time of service call to have a technician on site if required; and,

### **3. QUESTIONS AND ANSWERS (answers in bold)**

1. Under Form B 1.0.2: Would the TCH accept a mail machine with the speed of 130 letters per minute and a mixed process speed of 110 letters per minute?  
**No.**
2. Quest Specification 1.0.18 and 1.0.23 to include third party vendor rates for shipping (i.e. FedEx/Purolator) are not mandatory specifications required by Canada Post for a postage

meter and therefore these requirements should be removed from the bid process.  
**TCHC prefers to compare the rates; however, the requirement have been removed.  
Please refer to Submission Form B - Mandatory Minimum Technical Requirements (Pass/Fail)  
V2 – Addendum No. 2.**

3. What is the current equipment model being used?  
**Pitney Bowes SendPro MPR1.**
4. Is it a requirement to have equipment automatically weigh and post indicia on different sized envelopes at the same time, i.e. mixed mail?  
**Yes.**
5. What size of external scale do you currently use? is that scale weight sufficient moving forward?  
**It weighs up to 50 lb. and we need a scale of the same size for the new Machine.**
6. Re 1.0.4 Please remove this requirement as it favours only one vendor.  
**Please refer to Submission Form B - Mandatory Minimum Technical Requirements (Pass/Fail)  
V2 – Addendum No. 2.**
7. 1.0.7 Please explain your requirements with respect to email capability as this is not a standard feature on mailing equipment.  
**Please refer to Submission Form B - Mandatory Minimum Technical Requirements (Pass/Fail)  
V2 – Addendum No. 2.**
8. 1.0.15 Please explain the frequency with which you need after hour services, and what would be the latest hour this would be required.  
**Please refer to Submission Form C – Pricing for the estimated number of hours that might be required on as and when needed basis during the Term. It depends on performance of proposed Machine too.**
9. 1.0.17 Please explain your requirements with respect to multiple carrier capability as this is not a standard feature on mailing equipment.  
**Please see Q2.**
10. 1.0.18 Please explain your requirements with respect to rate comparison capability as this is not a standard feature on mailing equipment. Will you consider a solution that achieves the same outcome but is not a part of the mail machine. Otherwise, please remove this requirement as this feature favours only one vendor.  
**Please see Q2. Yes, you can offer accessories and peripherals to meet the requirements stipulated in the Appendix B – Scope of Work and list them on Submission Form C – Pricing. Moreover, your Fixed Monthly Rates submitted via the Submission Form C – Pricing shall be all-inclusive and include, amongst all other items noted in the RFQ 21026, any and all accessories and peripherals that you are offering.**
11. 1.0.19 Please explain what information you are looking to print on envelopes.  
**The information will including Logo, name, address, watermark**
12. 1.0.21 Please explain if this feature is for tracking outbound packages?  
**Please refer to Submission Form B - Mandatory Minimum Technical Requirements (Pass/Fail)  
V2 – Addendum No. 2.**
13. 1.0.23 Please explain your requirements with respect to rate updates as this is not a standard feature on mailing equipment. Will you consider a solution that achieves the same outcome but is not a part of the mail machine. Otherwise, please remove this requirement as

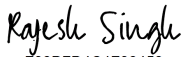
this feature favours only one vendor.  
**Please refer to questions 2 and 10.**

14. 1.0.26 Would you consider a 4-hour onsite time frame?  
**Yes.**
15. 1.0.27 Please explain how you arrived at the two-day training requirement? If it is a reflection of the number of employees you wish to have trained, please remove the "two days" and indicate instead the number of employees to be trained.  
**Due to current COVID-19 restrictions the training has been spread into two days to meet our requirements.**
16. 1.0.30 Please explain your requirements with respect to parcel tracking capability as this is not a standard feature on mailing equipment. Will you consider a solution that achieves the same outcome but is not a part of the mail machine? Otherwise, please remove this requirement as this feature favours only one vendor.  
**Please refer to Submission Form B - Mandatory Minimum Technical Requirements (Pass/Fail) V2 – Addendum No. 2.**
17. 1.0.31 Please explain your requirements with respect to email capability as this is not a standard feature on mailing equipment.  
**Please refer to Submission Form B - Mandatory Minimum Technical Requirements (Pass/Fail) V2 – Addendum No. 2.**
18. Can we please have spec removed as a postage meter does not require any integration or functionality to be compatible with a Windows 10 OS?  
**Please refer to Submission Form B - Mandatory Minimum Technical Requirements (Pass/Fail) V2 – Addendum No. 2.**
19. Can you please clarify what is "service level of minimum 95%"?  
**Please see the Appendix B – Scope of Work.**
20. Active directory integration is not a functionality we offers on our meters due to the inherent security risks that this would pose. Can TCH review this requirement and consider removing?  
**Please refer to Submission Form B - Mandatory Minimum Technical Requirements (Pass/Fail) V2 – Addendum No. 2.**
21. We will not agree to a service penalty. Will TCH remove this from the RFQ?  
**This can be negotiated with successful Proponent.**
22. We will not be able to accept the Fair Wage Policy in the RFQ and asking for it to be removed.  
**Proponents must review the TCHC Fair Wage Policy which was attached as part of the RFQ and make an independent determination if it applies to them.**
23. If a vendor were to take exception to the TCH terms outlined in the RFQ and bid with the vendor's terms and conditions, would TCH still consider the bid submission or would this disqualify the vendor from consideration?  
**TCHC would like Proponents to follow Appendix A – Form of Agreement; however, if a Proponent decides to deviate, they may suggest alternate language. TCHC reserves the right to make an independent decision at TCHC's sole discretion depending on deviation from TCHC's terms and conditions.**
24. Would TCHC remove cancellation verbiage from RFQ for the initial 3 year period of the agreement?  
**TCHC will be entering into a lease arrangement for initial three-year period. The Optional Terms engagement will be mutually negotiated.**

#### **4. CLARIFICATIONS**

1. The Proponents shall indicate the specific base model information and include all additional accessories, peripherals and features that they offer to meet the Scope of Work in Item No. 1. Machine – in the Submission Form C – Pricing.

All other terms and conditions remain the same.

DocuSigned by:  
  
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Rajesh Singh  
Sourcing Manager, Strategic Procurement

[End of Addendum #2]