



COQUITLAM PUBLIC LIBRARY

REQUEST FOR PROPOSAL

Automated Materials Handling System

RFP #2025-01

Addendum 2: Proponent Questions

Issue Date: March 19, 2025

RFP CONTACT

All enquiries must be made in writing and the enquiries regarding the RFP must be addressed to:

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Addendum 2: Proponent Questions

This addendum shall revise or clarify Coquitlam Public Library's Request for Proposal: IT Infrastructure Equipment and Installation Services. This addendum shall form part of the contract documents and is to be read, interpreted and coordinated with all other parts. The following information is provided to answer questions raised by Proponents for the above-named project, to the extent referenced and shall become a part thereof.

Q1. Would the library like one PDF submitted with all proposal Appendices and Technical Proposal included within the file and clearly labeled, or would the library like separate files for each Appendix and the Technical Proposal?

A1. The Library would prefer one PDF files that includes all information and appendices clearly labelled.

Q2. On page 20 of the RFP, the library mentions one (1) customer induction point and one (1) staff induction point, and on page 22 of the RFP, the library mentions two (2) customer induction points and there is no mention of staff induction. Could the library please clarify which is correct?

A2. The Library requires one (1) customer induction point and one (1) staff induction point as a mandatory requirement. In Appendix B, the Library outlines additional, non-mandatory features, functions, and capabilities, which we have ranked by priority or interest level: high, medium, or low. The Library considers a second customer induction point to be a medium-level priority.

Q3. How/where in proposal responses would the library like vendors to respond to the requirements outlined on the table in Appendix B?

A3. Proponents may include a response to Appendix B as an appendix to their proposal.