



COQUITLAM PUBLIC LIBRARY

REQUEST FOR PROPOSAL

Multi-Function Devices:
Fleet Replacement & Public Printing System

RFP #2026-02

Issue Date: June 19, 2026

RFP CONTACT

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

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Amendment 1

This Amendment revises a part of the Request for Proposal for Multi-Function Devices: Fleet Replacement & Public Printing System. Respondents should carefully review this Addendum.

REVISION TO CLOSING DATE:

The closing date for submissions is revised as follows:

- Original Closing Date: July 1, 2026
- Revised Closing Date: Friday, July 3, 2026, 23:59:59

Proponents must ensure their submissions are received by the revised deadline.

SCOPE CHANGE – REMOVAL AND RECYCLING EXCLUDED:

All references to “removal and recycling of existing devices” are deleted from the RFP. This change affects:

- Appendix A: RFP Particulars – Section 2 (Installation & Configuration)
- Appendix C: Submission Requirements – Section E (Proponent Response)

Revised text for these sections is provided below.

Replacement Text – Appendix A (RFP Particulars), Section 2

Replace the existing Section 2 with the following:

2. Installation & Configuration

The Contractor will deliver, install, and configure all new devices across CPL branches. Work includes network configuration for staff and public environments, setup of secure print and scanning workflows, integration with CPL’s print management and payment systems, device security configuration, standard device settings, staff training, and acceptance testing.

Removal and recycling of existing devices is excluded from the scope of this RFP.

Replacement Text – Appendix C (Submission Requirements), Section E

Replace the existing bullet list with the following:

Section E – Installation & Configuration Plan

Proponents must provide a detailed plan for:

- Delivery and installation of new devices
- Network configuration (staff + public networks)

- Secure print release setup
- Mobile printing setup
- Email-to-print setup
- Scan-to-email configuration
- Integration with LPT-ONE
- Integration with coin-box pay station hardware

Removal and recycling of existing devices must not be included, as this work is outside the scope of the RFP.

CONFIRMATION OF REMAINING TERMS

Except as modified by this Amendment, all other provisions of the RFP remain unchanged.