



**COPIER LEASES AND MAINTENANCE
RFP ADDENDUM ONE
Date of Addendum: November 12, 2019**

RFP #19123

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

1.0 - PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal deadline remains the same and is not changed by this Addendum.

2.0 - RFP – CHANGES

Item	Section	Description of Change
2.01	Base Bid Sheets	Insert the attached page 11.1 immediately after page 11 in the RFP.

3.0 - QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum.

Item	Questions and Answers
3.01	<p><u>Question:</u> When will the contract be awarded? What is the implementation timeline?</p> <p><u>Answer:</u> There is no set deadline for a contract award at this time. The implementation timeline will depend on the selected respondent's proposal.</p>
3.02	<p><u>Question:</u> Is the Village currently using any of the machines to bulk print (i.e. address) preprinted envelopes?</p> <p><u>Answer:</u> Not at this time, but this feature would be nice to have if there is no additional cost.</p>
3.03	<p><u>Question:</u> Is a side drawer/large capacity tray needed for any of the locations?</p> <p><u>Answer:</u> Not required, but would be a nice feature to have if no additional cost involved.</p>



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Item	Questions and Answers
<p>3.04</p>	<p><u>Question:</u> What is the paper capacity for each copier/location?</p> <p><u>Answer:</u></p> <p><i>Com Dev / Eng, Village Mgr Office</i> 8 ½ X 11 - Two trays, 1,000 sheets each 8 ½ X 14 – One tray, 500 sheets 11 X 17 – One tray, 500 sheets Bypass tray</p> <p><i>Fire Station, Police Dept. Public Works</i> 8 ½ X 11 - Two trays, 1,000 sheets each 8 ½ X 14 – One tray, 500 sheets 11 X 17 – One tray, 500 sheets Public Works - Bypass tray is a must have to facilitate label printing. Fire Station – Bypass tray is used infrequently for photo printing. Staple functionality is required as well. Police Dept. – Staple / hole punch functionality is a must have.</p> <p><i>Finance</i> 8 ½ X 11 - Two trays, 1,500 sheets each 8 ½ X 14 – One tray, 500 sheets 11 X 17 – One tray, 500 sheets Bypass tray</p>
<p>3.05</p>	<p><u>Question:</u> How many paper sources/drawers are being used at each location?</p> <p><u>Answer:</u> See 3.04.</p>
<p>3.06</p>	<p><u>Question:</u> What paper sizes (letter, legal, 11x17, 12x18, etc.) are used at each location?</p> <p><u>Answer:</u> See 3.04.</p>



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Item	Questions and Answers
3.07	<p><u>Question:</u> When you mention "Support for Office 365 and SharePoint Online"; what do you mean by that specifically?</p> <ul style="list-style-type: none"> a. Is the end user required to access both applications from each location? b. Is the end user required to scan to both applications from each location? c. Is the Village utilizing OneDrive? If so, how is it being used in relationship to the copiers? <p><u>Answer:</u> The ability to access and scan to the Office 365, SharePoint Online and OneDrive applications from each location is required to be available to the Village. The Village will probably not implement this feature(s) at the time of the initial install. See item 2.01.</p>
3.08	<p><u>Question:</u> On the MX-7040N (for both Com Dev/Engineering and Village Manager's Office) you require them to have 3 hole punch; does that also include stapling?</p> <ul style="list-style-type: none"> a. What is the maximum size document (pages) to be stapled? Up to 50 pages or over 50 pages? b. Do these locations require saddle stitching (or booklet makers)? c. Same goes for the MX-M904; does it require stapling? Up to 50 pages or over 50 pages? d. Does this location require saddle stitching (or booklet makers)? <p><u>Answer:</u> Yes, stapling is also required. A fifty (50) page maximum on all units currently equipped to staple. No saddle stitching required.</p>
3.09	<p><u>Question:</u> Do any of the copiers require OCR (Optical Character Recognition) capabilities when scanning?</p> <p><u>Answer:</u> Not required but okay to have if there is no additional cost involved.</p>
3.10	<p><u>Question:</u> What other print devices does the Village have?</p> <ul style="list-style-type: none"> a. Print fleet (on network or local) b. Would we be able to assess the print fleet as part of this RFP? <p><u>Answer:</u> RFP is limited to the copiers outlined therein. The Village is not seeking proposals on the print fleet at this time.</p>



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Item	Questions and Answers
3.11	<p><u>Question:</u> Does the Village currently own the existing copiers or are they still under a lease agreement? If leased, what are the terms of the lease agreement?</p> <p><u>Answer:</u> The copies listed in the RFP are leased. The lease agreements were for five (5) years, expiring at different times. All copier leases will have reached the end of their term by 12/01/2019.</p>

4.0 - INFORMATION

The following item(s) are provided as a matter of information only to all respondents and do not modify or become part of the Proposal.

Item	Description
4.01	None at this time.

BASE PROPOSAL SHEETS COPIER LEASES AND MAINTENANCE

The ability to access and scan to the Office 365, SharePoint Online and OneDrive applications from each location is required to be available to the Village. The Village will probably not implement this feature(s) at the time of the initial install.

_____ hereby agrees to furnish to the Village all necessary equipment, materials, software and labor to complete the Work as outlined below in accordance with the provisions, instructions and specifications of the Village for the prices as follows:

Location	One-time Costs			Recurring Annual	
	Hardware	Software	Setup / Training	Hardware	Software
Com Dev / Engineering	\$	\$	\$	\$	\$
Village Manager's Office	\$	\$	\$	\$	\$
Public Works	\$	\$	\$	\$	\$
Police Department	\$	\$	\$	\$	\$
Fire Station	\$	\$	\$	\$	\$
Finance, B&W only	\$	\$	\$	\$	\$
Finance, Optional Color Printing Unit	\$	\$	\$	\$	\$

Do NOT carry these costs forward to the Summary Bid Sheet