

Appendix 6 – RFP Questions

Below are the questions received along with the answers.

- 1) **Can you specify which machines in Appendix 3 belong with the Community Center & which with the Municipal Services Center?**
Appendix 3 has been updated with MSC (Municipal Services Center) and CC (Community Center)
- 2) **On the Color machines, can you break out the b/w & color volumes?**
No
- 3) **If a company did not attend the bid meeting, does that exclude them from being considered?**
No the vendor visit was an optional meeting.
- 4) **Do the units in the library need to be new since they are such low volume?**
The copiers being used by the staff must be new. The Public use copier may be used but will be held to the same uptime standards as the rest of the equipment.
- 5) **Is it necessary to have 2 machines in library considering the low volumes?**
Yes. One is a public copier the other is a staff copier.
- 6) **What would be the City's ideal strategy for the tracking of print/copy/scan/fax usage in regards to the equipment included in this RFP?**
We currently do not have one. A goal of this RFP is to establish a strategy.
- 7) **There is a KIP 3000 Printer on the "Networked Printer Page Count " Sheet. Is that a machine that is looking to be covered under this contract?**
Our ideal goal would have every printer on Appendix 4 covered. If there is a printer or printers which will greatly affect the contract please leave it off and explain.
- 8) **How/what are you using the HP DesignJet 800's for?**
Maps and CAD drawings
- 9) **How soon do you expect to receive buyout information from IKON for the equipment listed in Group 2 & Group 3?**
IKON requires buyout information be requested by mail so we will be unable to provide buyout information.

10) Does the City have a preference for HID Card Readers or User Authentication at each MFP or a mixed environment?

HID would be the preference at the three locations but cost is always a concern

11) Can you provide Appendix 1 & Appendix 2 in their native formats for response purposes?

A word document of Appendix 1 has been posted. Due to the legal nature of Appendix 2 it will remain in a protected format.

12) Line Item 12 - Termination of Agreement- Is the 30 day termination “without cause” for the service agreement or the lease agreements or both?

For both the service and lease agreements.

13) MPS-Will a proposing vender be disqualified if they do not bid on the inkjet printers?

Our ideal goal would have every printer on Appendix 4 covered. If there is a printer or printers which will greatly affect the contract please leave it off and explain.

14) Current equipment-Is the current vender responsible for removing the City’s existing equipment?

The current vendor is responsible for removing the copiers at the end of the agreement.

15) HID Cards- What are the specifications for the HID cards that the city uses at the police, community center, and municipal services center?

ProxcardII / isoPROXII card

16) Responder Worksheet- Will this worksheet be available electronically?

See question 11 above.

17) Recycled Content- Is there a form the City would like the proposing vender to use?

We do not have a specific form.