

June 17, 2009

Addendum 2
Selection of Multifunction Printers/Copiers RFP 155D-09F
Questions and Answers

This addendum is issued to clarify the following information and is hereby incorporated and made a part of RFP 155D-09F.

Dell

1. Is hole punching a requirement for the lower end units? **No**
2. Is saddle stapling a requirement for the lower end units? **No**
3. Is 11x17" printing a requirement for the lower end units? **Yes**
4. The bid requests pricing for q 6 month lease. Would a free 90 day plus trail period fit this requirement?
No

Cannon IV

1. Please clarify definition of saddle stitching – do you need booklet maker or multiposition stapling?
Booklet
2. Do all copiers require 11 x 17 capability or just higher volume units? **Yes**
3. Is using three hole punch paper a consideration vs. an actual three hole punch function on finisher? **No**
4. Is 50 gig hard drive required or would the standard of 20-40 gig be acceptable? **Yes, we will accept the standard 20-40 gig.**
5. Will the City of Irving entertain multiple winning vendors? Meaning, can one vendor win the lower speed machines while another vendor wins the higher speed machines? **No**
6. In reference to your speed requirements, will you accept round number speeds? For example, instead of 53 pages per minute, having 50 pages per minute. **Yes**
7. In reference to the paper input requirements for the document feeder and trays, will you accept 50 page document feeder and 2,100 to 3,100 sheet paper capacity? **Yes**
8. In reference to the high capacity feeder, will you accept a device without it? **No**
9. Do you have any quantity breakdown by unit or segment type? **No**

Xerox

1. It was my understanding that the city required a dedicated help desk, but I didn't see that in the RFP. Will you please confirm if a help desk is a requirement, and if it is, will you state the required duties of the help desk. **A print management services/solutions was requested**
2. Suitability and Value are 20 points in the evaluation. Can you define these in measurable terms?
Suitability and Value are 20 points
3. 60-Month pricing information including cost and maintenance (price per page) is worth 50 points in evaluation. Can you please tell me by item, at what volume will pricing be evaluates (at maximum duty cycle per month?) **Units will be evaluated by cost, maintenance and pricing information received**
4. In the pricing section, item 1, page 7, will you please clarify if 4000 sheet capacity can be accomplished with multiple paper trays? Also, is a High capacity paper tray required for all items? **Your call**
5. Can you please clarify total paper sheet capacity by each item? For example, Item #2 requires 1000 sheet capacity, yet also requires 4,000 sheet paper trays. **Your call**
6. The executive summary states that it is the intent of the city to standardize printers/copier/faxes/scanners into on model unit. Will you please provide a list of current printer/copier/fax/scan in format listed as attachment J1? **Listing of individual printer/copier/fax/scanner is not available at this point**
7. We received the RFP electronically on the afternoon of June 4th and respectfully request an extension. Page 1 states the questions were due May 25th, obviously this is an error. Could you please make a correction? **We are sorry for the wrong date being posted and the correction was posted as an addendum. The addendum was issued to change the deadline date for questions from May 25, 2009, to June 12, 2009. Addendum 2 will move the closing date and time of 3:00 p.m., June 26, 2009.**

The closing date and time is changed to 3:00 p.m., Friday, June 26, 2009.