



8/5/2022

## **Questions and Answers – Copiers and Managed Print Services RFP**

In this document you will find all questions and answers submitted regarding the ECIDA's Copiers and Managed Print Services RFP. The questions and their answers are listed in the order that they were received. Questions are listed in black text and our answers are listed in blue. We look forward to receiving your proposal.

**Question:**

I have a question based on the below statements. Are you looking for a total of two Color MFP's only with Minimum copy/print/scan speed of 55ppm B&W and 45ppm Color?

Vendor will propose 2 Color MFP systems with identical functionality and capabilities as detailed in Section C

**Answer:**

Correct, we are looking for a total of two units with the specifications listed in the requirements section of the RFP.

**Question:**

So section C-Item #10 on the copier RFP states (Multi-position stapling capabilities (100 sheets) with Hole Punching). Does this finishing capability have to do 100 sheets at a time, or would the equipment being proposed be acceptable for doing (50 sheets) at a time?

**Answer:**

The packages we prepare for our Board Members typically run more than 50 pages and are often over 100 pages these days. I would not recommend anything less than 75 if possible. Also, we are not opposed to there being more than one option in a proposal to choose from. For example, you could show pricing for two 75 staple units as well as two 100 staple units and let us decide if the additional capability is worth the cost to us.

**Question:**

Roughly how many printers do you have, and can you provide model numbers?

**Answer:**

We have a total of 7 HP printers with the following breakdown:

1 HP LaserJet M401n

1 HP LaserJet M426fdw

5 HP LaserJet M402dn

Please have the HP maintenance as an add-on item. We may or may not decide to include this with the contract.

**Question:**

Would you like the capability to OCR on both machines, or just one? If only one, would you prefer it on the 55ppm or 45ppm?

**Answer:**

We would encourage you to show both options. This RFP is not limited to only allowing one option per proposal. We feel that it would be best with the current supply chain and inflation issues that we have the ability to determine if we may be willing to live without a feature if it adds too much to the cost. If only one of the proposed machines would include OCR, I believe it would be best suited for the faster one.

**Question:**

Would you like service built in to the lease payment pricing, or listed separately?

**Answer:**

We have no preference either way on this item. Currently we get a separate lease payment invoice and maintenance invoice. This method has been working fine, so it would not be a problem if it continued.

**Question:**

In addition to sending our proposal to you via email, can we drop off a hard copy at your location?

**Answer:**

Yes, hard copies can be dropped off with reception at our location. Reception will date stamp the proposal on delivery.