

QUESTIONS & ANSWERS
RFP#2019-09
COPIER LEASING SERVICES

ISSUED ON 09/03/2019

Question #1:

Would you accept 45 pages per minute equipment where you have asked for 50 pages per minute?

Answer #1:

No.

Question #2:

Can we know the type of equipment you currently have? Xerox, Canon, Ricoh, etc.? This can impact the type of credits we are able to apply that help us discount the equipment.

Answer #2:

Ricoh

ISSUED ON 09/05/2019

Question #3:

Please elaborate on the required machine dimensions for example (Height x Width x Depth)

Answer #3:

Width x Depth (Height is not an issue)

Question #4:

What are UPO's previous print/copy volumes?

Answer #4:

55-60 copiers ... 25,000 copies approximately
25-45 copiers ... 15,000 copies approximately

Question #5:

What should we base the service quote price on for the 36- month maintenance plan for year 1, 2, and 3 in appendix B?

Answer #5:

Based on the following:

- No minimum number of copies
- Price for each copy made
- Toner, staples and maintenance included in the price

Question #6:

For digitizing images what formats are documents being converted to?

Answer #6:

PDF, JPG, Microsoft formats

Question #7:

Will the scanning volume of 50,000 pages per month be done on all copiers or just one dedicated device at a work station?

Answer #7:

Scanning on copiers will be approximately 20,000 per month.

Scanning on workstation/scanning equipment could be up to 50,000 during the initial phase of the conversion from paper documents to digital documents.

Question #8:

What system are the documents being scanned into? A Shared folder? Document management systems such as SharePoint etc.?

Answer #8:

SharePoint and to user email.

Question #9:

Referring to IV section 7 does the awarded bidder cover the return shipping of UPO's current equipment or if awarded have to cover only the provided equipment cost return at the end of the 36 month term.

Answer #9:

Current vendor will remove the existing copiers. New vendor will cover the cost of removal of new equipment after the contract period has ended.

Question #10:

Would UPO like secure printing with follow-me print for each user?

Answer #10:

Yes
