



Addendum #2
RFP # 56-24, Citywide Printer and Copier Services
August 16, 2024

NOTICE IS HEREBY GIVEN that the following addendum serves to provide clarification and to answer the questions received on RFP # 56-24, Citywide Printer and Copier Services.

Question 1: Quick question regarding the equipment listed on the Excel sheet. Is the goal for you guys to upgrade all the equipment at once or to put a MPS contract in place to just provide service only? Then, if any upgrades are necessary, we can addendum?

Answer to Question 1: Reference Exhibit C_Monthly and Yearly Usage List, which specifies the status of each asset as either "rental" or "owned." The two items highlighted in Exhibit C are the only printers owned by the City. Respondents shall provide equipment that matches or is equivalent to the Model Class Description outlined in Exhibit C.

Question 2: Is it possible to obtain average monthly usage by month, by asset?

Answer to Question 2: Reference Exhibit C_Monthly and Yearly Usage List, which includes the monthly average volume by asset.

Question 3: Is it possible to obtain a list of accessories in service by model?

Answer to Question 3: The City has a limited number of accessories, which will be included during the contract phase, however they are not required for the purpose of the RFP.

Question 4: Many of the devices listed offer optional fax, do you have any departments that actually do use, or need fax moving forward?

Answer to Question 4: The City's fax requirements range from a minimum of fifteen (15) to twenty (20) maximum.

NOTE: Exhibit C_Monthly and Yearly Usage List has been added to RFP 56-24, Citywide Printer and Copier Services.

End of Questions and Answers

All other dates and terms and conditions remain the same in this Request for Proposal.

End of Addenda