



**INVITATION TO BID
CITYWIDE MULTIFUNCTION DEVICES
ADDENDUM #1**

IFB No. 15-022

Addendum No. 1

Date of Addendum: August 18, 2015

Please note the clarification and/or additional information for the solicitation referenced above.

- 1. Q: Does Item #4 require two (2) network cards?**

A: Yes. Two (2) network cards are required to support two (2) different departments. The City's Economic Development Office and the City of Leander Chamber of Commerce.
- 2. Q: Will there be a need for both scanning and printing for both networks, on the system going into Economic Development and Chamber of Commerce location? If scanning is required on both networks, will it be both scanning to email and scanning to a network folder?**

A: Scanning and printing is required for both networks. Scanning to e-mail and network folders is preferred. Vendors are not required to bid on all items.
- 3. Q: Does the current device for the Economic Development and Chamber of Commerce location have 2 network cards? How are you doing this now?**

A: Currently there is not device at this location, however, network cables are available to the building and will be made available to new installation locations.
- 4. Q: Will all devices require a scan to network folder?**

A: Yes with the ability to scan to multiple folders.
- 5. Q: Will network drops be made available to each location?**

A: Yes.
- 6. Q: Are these 9 devices part of a larger overall fleet? If so, what is the total size and expiration date of their current agreement?**

A: Records show an additional five (5) devices in various locations throughout the City. These device lease agreements expire at different times over the next few years. The City's goal is to extend those agreements through the end of 2018 at which time the entire fleet will be re-bid.
- 7. Q: What formats should the OCR feature provide?**

A: City seeks the ability to transform OCR documents into searchable PDF, Word and Excel documents. City also seeks the ability to e-mail these documents directly from the machine.
- 8. Q: Should the OCR be an embedded feature?**

A: Yes. The City will not accept the OCR software as an overlay. It must be part of the system.
- 9. Q: Can the City provide make, model and historical usage on the machines being replaced?**

A: A quarterly usage invoice is attached from Ricoh. Specification information has been provided on what the City seeks to install. In an effort not to confuse respondents, specifications on existing devices will not be outlined.

10. Q: The City Hall West Wing device currently has four (4) 500-sheet paper drawers for a total paper capacity of 2,000 sheets. Is it the City's intention for the new machine to have 2,000 sheet paper capacity total (like current configuration) or 3,000+ sheets total capacity, meaning 2-500 sheet drawers on top with one large capacity drawer on the bottom?

A: Where indicated on the specification, the City seeks a 2,000 sheet capacity DRAWER for those machines. Not (4) 500 sheet capacity drawers.

11. Q: The current Utility Billing machine only has 1 paper tray, no staple or hole punch finishing options, and only does letter/legal size paper. Please confirm the new machine NEEDS:

a. 11x17 capability? A: Not necessary.

b. Staple? A: Yes.

c. Hole Punch? A: Yes.

d. Total paper capacity of 2,000 pages? A: Yes.

A: Additional specification for Item #1 is contained in page #10.

12. Q: Can a thumb drive (USB) be used in lieu of a CD for bid response?

A: Yes.

13. Q: Does the city currently have a records storage/retrieval and management solution in place? If so, what are you using and would the city like to have a direct connection from the copier to the records management system?

A: The City has recently installed a LaserFishe solution. Direct device connection is not needed at this time.

14. Q: Who is financially responsible for returning the current devices to the leasing company?

A: The City will coordinate the return of the existing devices.



Approved by _____

Joy Simonton, Purchasing Agent

By the signatures affixed below, Addendum No. 1 is hereby incorporated into and made a part of the above referenced solicitation.

ACKNOWLEDGED

Vendor

Authorized Signature

Date

RETURN ONE COPY SIGNED COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE WITH YOUR SEALED PROPOSAL. FAILURE TO DO SO MAY AUTOMATICALLY DISQUALIFY YOUR RESPONSE FROM CONSIDERATION FOR AWARD.

