

Butler Metropolitan Housing Authority
RFP 18-03 Multi-Function Printers, Maintenance & Repair Services
Addendum #1

1. The monochrome copiers come standard with the two universal trays and tandem large capacity trays. What is the tray setup you need for the color device? Also, do you need a fax, staple finisher or hole punch on any of the machines? If you need a staple finisher on a copier, let me know if you just need a standard corner and two position staple or do you need booklet stapling?

Printer	Configuration
Ricoh MP 6002 (3)	Copy, Scan, Print, Fax Staple Finisher Hole Punch LCT Side Trays (2 units) Ricoh RT4010
Ricoh MP C6501 (1)	Copy, Scan, Print, Fax Staple Finisher Hole Punch USB Slot

2. Are you looking for one total price that includes MFP's, maintenance on existing HP printers, and fixed usage for five years based on your historical volumes you provided in Exhibit E?
 - A. Yes, we are looking for one total price.**
3. Do you want to see a monthly charge that includes monthly usages estimates, with overages above estimate reconciled on a quarterly basis?
 - A. No, we are looking for one total price.**
4. If Butler Metropolitan Housing Authority (BMHA) is asking for like-for-like replacement equipment in regards to speed and capacity with the units identified in the RFP Exhibit D as minimum system requirements, can they provide system configurations for each MFP?
 - A. Please see answer to question #1.**
5. In Exhibit E, BMHA identifies Monthly Usage Estimates. Is BMHA asking for an Aggregate Service Plan (The total usage estimates added together of all four MFPs) based on historical volumes?
 - A. Yes.**
 - a. How would usage overages be reconciled if the answer to the above question is YES?

A. Overages will be negotiated with the winning proposer.

- b. If the answer to the question above is NO, is BMHA asking for a cost per impression basis where zero impressions and BMHA would pay for actual cost per image/copy?

6. Please describe how the (5) owned HP8150 printers are maintained today.

A. Preventative maintenance is performed every 350,000 pages. All other maintenance is on an “as needed” basis.

- a. Can you provide the annual total impressions on these printers?

A. Based on the previous 3 months of usage:

Printer	Annual Page Estimate
Printer 1	20,000
Printer 2	50,000
Printer 3	80,000
Printer 4	80,000
Printer 5	50,000

- b. Does the routine and preventative maintenance include PM KITS or are these charged separate?

A. All maintenance is performed by Woodhull. We are currently billed one flat rate for lease of the unit, maintenance, support and all consumables.

- c. Please describe the requirement for Phone support on the HP printers.

A. This is how our current support works. When an issue arises, we contact the current vendor. The vendor responds within their agreed upon guaranteed response time and send out a Technician at first availability. We require service between the hours of 8:00 a.m. - 4:30 p.m.

7. Please describe the “hold print” feature requirements on page 16 and any Rules Based Printing requirements from BMHA’s Housing Management software.

A. Multiple employees share a single printer. This function allows an employee to print a document from their computer and save it on the printer until they are ready to print off the document, or the printer is not in use.

8. In the description of the copiers, you have back of brochures. However, there is no listing of specifics. Items like how many paper trays, stapling, faxing, etc. We would like to know how to configure these units.

A. Please see answer to question #1.

9. Can BMHA supply the monthly volumes on the HP Printers?

A. Based on the previous 3 months of usage:

Printer	Monthly Page Estimate
Printer 1	5,000
Printer 2	12,500
Printer 3	20,000
Printer 4	20,000
Printer 5	12,500

10. Will BMHA consider one price for Multi-function printers and a separate price for maintenance on HP Printers?

A. No. We want one total price.

11. Does the maintenance on the HP printers include all supplies and consumables including toner, drums and PM Kits?

A. Yes.

12. Do you want us to propose devices that are equivalent in speed to what you currently have? Or we can we propose a solution that would be more suitable for your volumes?

A. Copy speed is the priority for 2 of the B&W printers, while volume is the priority for the other B&W, and the color printer.

13. Are you bidding out the equipment, or simply the maintenance?

A. The proposal is for the replacement of our 4 existing Ricoh printers, the maintenance on those new printers, plus our 5 existing HP 8150 printers.

ADDENDUM RECEIPT

My signature at the bottom of this receipt will certify that I have received **Addendum #1 to RFP 18-03 Multi-Function Printers, Maintenance & Repair Services** and this receipt will be included in the final bid proposal that is submitted.

Signature

Printed Name _____

Printed Name of Company _____

Date _____