

Cherokee County Water & Sewerage Authority

September 24, 2018

CCWSA_2018_001-Printer/Copier RFP

Addenda # 1

Please incorporate the following changes into the “**Requirements and Specifications**” section of the RFP under *Required Equipment*:

CCWSA will require seven (7) copiers to be proposed for replacement/addition in the month of December 2018 as listed below:

1. The Authority requires three (3) multifunction copier/scanner/printer/fax **floor** units to be located at its 140 West Main Street Administrative office. Two (2) of these **floor** units must be capable of printing in color and black & white. The current lease agreements for these units will expire on December 10th, 2018.
2. The Authority requires one (1) multifunction copier/scanner/printer **desktop** unit to be located at its 140 West Main Street Administrative office. This **desktop** unit needs to print in black & white only. The current lease agreement for this unit will expire on December 10th, 2018.
3. The Authority requires one (1) multifunction copier/scanner/printer/fax **floor** unit to be located at its 110 Railroad Administrative office. This **floor** unit must be capable of printing in color and black & white. This **floor** unit is a new addition.
4. The Authority requires one (1) multifunction copier/scanner/printer/fax **floor** unit to be located at its Special Projects office. This **floor** unit must be capable of printing in black & white only. The current lease agreement for this unit will expire on January 4, 2019.
5. The Authority requires one (1) multifunction copier/scanner/printer/fax **floor** unit to be located at its Riverbend Treatment Facility. This **floor** unit must be capable of printing in color and black & white. This **floor** unit is a new addition.

*Additional 6 units listed in the original RFP will be replaced as needed, when the current lease expires.

Questions & Answers:

1. What is the average monthly volume of our existing machines?
Answer: Please Download from website: **Average Monthly Volume**
2. Is a color Desktop Unit required?
Answer: No
3. What is the Authority’s intention with the staggered and active leases on the current machines?

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Answer: The Authority's intent is to replace the units as their current leases expire to avoid paying termination penalties.

4. What is the existing manufacturer and model number of each copier or printer currently being used?

Answer: The Authority does not feel communicating this information will aid in the proposal process.

5. Are all the existing copiers or printers connected to an Ethernet network?

Answer: Yes.

6. What is the average monthly color print/copy volume?

Answer: Please Download from website: [Average Monthly Volume/Color](#)

7. What is the length of each copier or printers existing lease?

Answer: The Authority does not feel communicating this information will aid in the proposal process.

8. You have minimum requirements listed with 11X17 as a paper size. Is it necessary to have three (3) 500 sheet paper trays for all 3 sizes for all units which require 11X17?

Answer: Yes. All Floor units should be capable of producing 8.5X11, 8.5X14, & 11X17 prints and copies.

9. Is it possible to submit monthly lease payment and individual cost per copy charge information?

Answer: The Authority does not feel communicating this information will aid in the proposal process.

10. Will the Authority sign appropriate lease documents?

Answer: Yes

11. October 8th, which is the closing date for this RFP is "Columbus Day". Do you intend to change the closing date?

Answer: No. The closing date will remain October 8th.

12. Is it correct that the new units will not be placed until the different expiration dates have been reached?

Answer: Yes

13. Will each new placement be a new 36 month lease with an option for up to two more years?

Answer: Yes, with 2 additional 1-year terms at the Authority's discretion totaling a possibility of 60 months.

14. What cancellation terms are available to CCWSA that might allow for earlier termination?

Answer: The Authority does not feel communicating this information will aid in the proposal process.

15. Are the current devices all provided and serviced by the same vendor?

Answer: Yes

16. Has cancellation notice been given?

Answer: No

17. What are the current contract terms for the different lease agreements?

Answer: The Authority does not feel communicating this information will aid in the proposal process.

18. How many have gone three full years?

Answer: Currently 7 units have been in service 3 or more years

19. How many have been extended one or more years?

Answer: Our current leases are fixed terms of 36, 48, & 60 months.

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20. Has cancellation notice been provided to the leasing company and/or Vendor?
Answer: Not at this time
21. Will you please state the lease end date of the machine listed in Paragraph 6 for the Riverbend Treatment Facility?
Answer: This unit is a new addition
22. What is the lease end date for the third unit located at the 110 Railroad Administrative Office?
Answer: This unit is a new addition
23. We are unclear how you require pricing for all 13 units if they are being placed at different times. Is your expectation that the contract will begin on or about December 10th, 2018 and have an initial end date of December 9th, 2021?
Answer: Please see Addenda #1
24. If so, is it correct that the units placed in April and May 2020 will have payments made starting in December even though they are not in place? Typically leasing terms do not allow a machine to be billed unless it is actually in place and accepted by the customer.
Answer: Please see Addenda #1
25. There are no volumes or number of images indicated for the current devices nor is there a request for a minimum number included. Is the expectation that the prices given on the Proposal Price Form are to include an unlimited and unknown number of images for both black & white and color?
Answer: Our current Volume Band is All Prints and we are billed a per print rate for both color and B/W. We are only billed for the volume we use. Please refer to the above links for our Average Monthly Volume information.
26. Are Vendors to include staples in the maintenance fee?
Answer: Yes
27. Will you please provide at least the last twelve months of meter history and volumes by month for each device.
Answer: Please refer to the links above on this page for the Average Monthly Volume information.
28. It is assumed that the location where all devices will be placed have the required power supply, network drop, and fax drop for each device. Is that correct?
Answer: Yes
29. The device for the Main Street Authority office is listed as a copier/scanner/printer/fax desktop unit. Will you please clarify if fax is required for this unit?
Answer: Fax is not required for this unit.
30. The device for the Construction office is listed as a copier/scanner/printer/fax desktop unit. Will you please clarify if fax is required for this unit?
Answer: Fax is optional for this unit. It can be priced with or without.
31. The minimum tray capacity is listed as 500 sheets for floor units and 250 sheets for the desktop units. There are three and two paper sizes listed respectively. Will you please clarify how many paper trays are required for each unit?
Answer: Our current floor units have 5 trays including the bypass tray and our current desktop units have 2 trays including the bypass tray.

Please incorporate the following “**Proposal Price Form**” with submittal of RFP:

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Copier/Printer RFP 2018_001

PROPOSAL PRICE FORM

SUBMIT WITH PROPOSAL

Black and White Only Device

Desktop Model multifunction copier/scanner/printer/fax- Total of (1) Device

Total Monthly lease and Maintenance cost per desktop device \$ _____

Floor Model multifunction copier/scanner/printer/fax- Total of (2) Devices

Total Monthly lease and Maintenance cost per floor device \$ _____

Black/White and Color Device

Floor Model multifunction copier/scanner/printer/fax- Total of (4) Devices

Total Monthly lease and Maintenance cost per device \$ _____

Grand Total of all Seven (7) Devices \$ _____

Monthly Lease and Maintenance

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Important instructions:

Sign and date this addendum. Include addenda in your proposal package.

Authorized Signature: _____ Date _____

Printed Name: _____