Addendum #2
Request for Proposal: Multifunction Copier Equipment Lease
Illinois Central College

This Addendum is in response to inquiries from potential proposers. This Addendum constitutes changes to the specifications as sent out in the original RFP and other pertinent information shared with all vendors. All changes and information listed on this Addendum should be considered as the official modifications to the specifications and should be included in your proposal with these in mind. Please acknowledge your receipt of this addendum by attaching a signed copy of the addendum with your proposal response.

Received and acknowledged by: ________________________________

CORRECTION TO QUESTION ANSWERED INCORRECTLY IN ADDENDUM #1:

Q: There is no mention to the paper supply required on each device. Could you provide some insight as to how much paper supply should be made available or number of paper trays?

A: Use standard paper tray configuration of the current type and model listed in the specifications. We do not require optional large capacity paper trays.

Corrected Response:

A: All machines require the ability to print letter size, legal size, and 11 x 17. Adjustable trays are acceptable. The high-volume devices and medium-volume devices do require letter size large capacity paper trays.

Q: How many pages have you printed during the length of your current contract?

A: It would take some time to figure since we have separate agreements and the numbers are not easily accessible. However, we do not feel the past prints would be an accurate representation of future prints due to the elimination of an entire campus and changes in printing processes on all campuses.

Q: What percentage of your machines need 11x17 printing?

A: All machines require the ability to print legal size and 11 x 17 – an adjustable tray is acceptable.

Q: How do you currently manage your fleet? Is there software in place to alert you when supplies are needed or provides you with device stats?

A: The current vendor provides software that identifies toner levels with automatic delivery of toner. The software also offers various statistics and device reports.
Q: What are you currently using to secure your printers? Pin Print release? Badge release?

A: Currently, some machines are not using secure print features and others are using Pin Print release. We do not use Badge release.