

RFP NO. 23-0519 MULTIFUNCTION COPIER LEASE AND MAINTENANCE SERVICES
QUESTIONS AND ANSWERS
JUNE 2, 2023

Question No. 1: May we substitute a 55PPM machine for your 60 PPM machine request?

Answer: The 55ppm is the minimum specification. Therefore, an offer of at least 55ppm or higher.

Question No. 2: Could you please provide your print volumes for the year with mono and color by machine?

Answer: Please see attachment A.

Question No. 3: Is there a set allowance amount you would like use to include by machine?

Answer: Please see attached for a set allowance. Previous contract, some departments were not using its allowances or was going over the allowance.

Question No. 4: For the machines listed as 45ppm would a 40ppm machines be accepted or would you prefer a faster 50ppm machine?

Answer: The 45ppm is the minimum specifications, therefore an offer at least 45ppm or higher.

Question: No 5: Per the pricing pages provided, vendors are to propose monthly allowance per item. Can City of Lake way please provide average monthly volumes for BW and Color for each of the item numbers?

Answer: Please see attachment A.

Question No. 6: Under 13.0 under relocation would you like one relocation included or one relocation per machine included (meaning 10 relocations total)?

Answer: One move per copier. We do not expect to move any copiers or any departments to a new location at this time, however if a move is necessary, one relocation will included to the contract. One copier relocation was done in a five year contract.

Question No. 7: On item No. 2 (BDS Annex) on the external finisher are you looking to make booklets?

Answer: The Public Information Director intends to make brochures that require this type of finisher.

Question No. 8: Will City of Lakeway allow for a +/- 5 ppm for the devices requested?

Answer: The specifications are "minimum".

Question No. 9: Can City of Lakeway please provide the current model for all the item requested?

Answer: Please see attachment A.

Question No. 10: Are the required forms with signatures part of the 50 page limit?

Answer: The required forms such as the conflict of interest or 1295 does not count as part of the 50-page limit.

Question No. 11: Under which tab in the proposal format should we include the required forms with signatures?

Answer: Please include the conflict of interest, if applicable. However, form 1295 will be required to the awarded contractor.

Question No. 12: Will you accept electronic signatures in the original bid response, or do you require original signatures in ink?

Answer: An electronic signature will be accepted for the bid response. However, the contract must be signed with an original signature.

**CITY OF LAKEWAY - REQUEST FOR PROPOSAL NO. 23-0219 Q& A
CURRENT COPIER MODELS AND AVERAGE MONTHLY COPIER VOLUME
QUESTIONS AND ANSWERS**

		BW Base Images Included	COLOR Base Images Included	Black & White AMCV	Color AMCV	Total Images	Current Copier Models
1	City Hall Main Bldg.	3,000	3,000	1,257	5,461	6,718	RICOH IMC 4500
2	BDS- Main City Hall	3,000	3,000	3,706	2,362	6,068	RICOH IMC 4500
3	BDS-Annex	100	500	108	390	498	RICOH IMC 4500
4	Justice Center - Court	5,000	5,000	4,573	12,676	17,249	RICOH IMC 4500
5	Activity Center	2,000	2,000	1,647	3,099	4,746	RICOH IMC 4500
6	Public Works	25	75	130	260	390	RICOH IMC 2000
7	Police Department	2,500	500	1,170	867	2,037	RICOH IMC 4500
8	Police Department	0	not applicable	1,344	650	1,994	RICOH MPC407
9	Police Department	0	not applicable	1,018	737	1,755	RICOH MPC407
10	Police Department	0	not applicable	303	325	628	RICOH MPC407