



**PURCHASING DEPARTMENT**

Johnna M. Allen, Director  
Randy E. Self, Purchasing Agent  
Gina Brown, Buyer I  
Jackson Abercrombie, Buyer II

**ADDENDUM II**  
**QUESTIONS & ANSWERS**

1. Are we looking for one model to satisfy ALL requirements, or for 3 separate models in the 30/35/40 ppm range? **On the bid page, we have given a chart of what is currently in use at each location. We would like to see options that are closely compatible with what is already in use. We welcome multiple bids with multiple options so feel free to quote 3 separate models.**
2. Do all machines have to be COLOR considering 4 of the current machines are B&W only? **As stated above, we would desire to have models that are closely compatible with what is already in use. If the models listed in our chart are not color copiers, then color is not required for that location.**
3. Do all machines need to support 11x17 and 12x18? **Yes.**
4. Are there nay placements that only need 8 x 11? **No.**
5. What is the buyout amount left? **The buyout amounts are listed on pages 8 and 9 of the bid documents. The last paragraph on page 8 explains and the 2<sup>nd</sup> chart on the bid quote page (page 9) has the “return” amount that is good until 8/1/19.**
6. Is there an average monthly volume usage with each machine? **We do not have these numbers.**
7. The document specifies a need for seven devices. Do the items in Main Specifications pertain to all seven devices? **The main specifications are from copiers that we currently use in other areas. Each department may have some different needs. We provided a chart on the bid page that lists what is currently being used in each department. Hopefully these model numbers will help you in determining what is currently used in that department and we would like something comparable to what is currently used.**
8. Item 5 states that the copy speed is 35/35/40 ppm B&W/Color. Which speed do you require the seven devices to perform? **Please provide what your company has to offer.**

601 Broad Street • PO Box 1433 • Rome, Georgia 30162-1433  
phone: 706/236-4410 • fax: 706/236-4549

9. Will the City please provide usage history by month for the last two years? **We do not have this information readily available. This information is not filtered through the purchasing department.**
10. If a vendor includes 5,000 copies but is higher in price than one who proposes a lower price but only includes 3,000 copies, how will the City score the two to determine lowest price? **The review team will look at all aspects of the proposal and see which one fits our needs better. Pricing will certainly be a factor, but not the ONLY factor.**
11. Since this is a bid and not an RFP, what time and place will the City be opening the responses publicly? **As stated in the bid documents, all sealed bids will be opened in the Purchasing Department on July 18, 2019 at 11:00 AM.**
12. Your current fleets shows a mix of monochrome and color models yet the request under specifications state that all devices bid must be color. Will the City of Rome please clarify whether or not all seven devices, plus the two being bought out, need to be color? **Again, these specifications are a guideline to what is currently being used. The Chart on the "Bid Form" page shows current brand/model for each department we are replacing. This should be helpful in determining which machines would require monochrome only.**
13. Item 12 states that the standard sheet capacity is 650 with a maximum of 6,300. Is it correct that the paper capacity required is no less than 650 but that it must be upgradable to 6,300 if needed and priced as options such as Item 13 states? **Correct.**
14. Is it correct that all machines must be priced with analog fax boards? **Yes.**
15. Regarding Item 14, how many pages of labels do you print in a given month? It has been a while since we've seen a client use transparencies. How many OHP film sheets do you go through in a given month? **Sorry, again these specifications are available in our current copiers being used. I am not aware that any departments use transparencies so if this is not a standard feature please do not price for it.**
16. You have a few specifications that only some manufacturers can meet such as 550 sheet paper drawer instead of a 500 sheet, or a 500GB hard disk drive (HDD) instead of a 250GB solid state drive (SSD), both of which are essentially the same speed. Since these specifications are essentially the same and the bid states that the City welcomes comparable proposals, is it correct that vendors who offer devices that are slightly off from the Main Specifications will still be considered responsive? **Yes, please make not in bidders response area if a specification is different.**
17. Regarding the buyouts, do the prices listed include costs to ship the machines back to the current vendor or other location, penalties for early cancellation and/or copies that you will never make if you end the leases early? **Yes these are all inclusive prices that are good until 8/1/19.**

18. The bid stipulates that you wish to have offset stacking which typically requires a finisher, but the bid mentions only a center exit tray as the output tray. Just wanted to know which one was required for the city's best use? The specifications used in the bid are specifications that most of our current copiers have. **We included a list of the copiers being replaced with the brand/model number of their current copiers. We were hoping this would help prospective bidders to see what is currently in each department and hopefully receive something comparable.**
19. The bid stipulates that only one 550 sheet paper drawer is standard, but I wanted to verify how many paper trays you require for each unit? **We want to give the department something that they are somewhat used to using so again, we were hoping the model numbers provided would help in determining what is needed in each department. I am not sure the number of paper trays is a deal breaker for anyone.**
20. The bid specifies that the vendor needs to include buyout considerations for the two machines with leases ending next year. Are we simply buying those out without replacing them or do you want a replacement as well? The bid indicates that we are bidding on seven (7) copiers, but with those two being replacing I am counting nine (9). Just wanted clarification on total machines to include. **This would require cost of replacing as well. So yes, a replacement is required, the pricing provided would be to pay off the remaining lease and we would notify RICOH to pick those units up. Total machines would be (9).**
21. How many users does the City of Rome have that need access to copy/print/scan/fax on the MFP fleet? **The departments where these copiers will be located will be hard to determine exactly how many users are involved. I would estimate around 173 including the two copiers involved in the buyout situation.**
22. How many print queues are currently running on your print servers versus direct IP printing? **Unknown.**
23. How many Mac OS workstations/laptops, and how many Windows PCs are being used? **Unknown**
24. What is the city expecting to be provided in the area labeled "Bidder's Response"? **This is where the bidder is to state if they comply with the specification or they can enter a different specification.**
25. Under "MAIN SPECIFICATIONS" Item #2, are all units being proposed to be Color or just replacing existing Color units? **No, on the "Bid Form" a chart was provided showing what is currently being used in each department. It is our hope that using these model numbers, the bidder will be able to determine what is currently being used and can quote us something compatible.**
26. Under "SERVICE CONTRACT" please provide clarification of the type of training that is required by the City. On-site Training? On-Line Training? Both? **We prefer on-site training.**

27. For the 2 units still on contract, is the Total Return Amount a lump sum buyout or a stream of payments with return of equipment at end-of-lease? Will return freight to lessor need to be provided? Will the equipment need to be stored on-site during the remaining term? **The amounts given cover everything. In the past when a buyout has happened, we contact RICOH and they pick the units up. This pays off the rest of the lease and they take possession of the machines.**
28. Are all of your leases currently 36 months? **Yes**
29. What is your current cost per copy? (We received all of the invoices that you sent out for the cost of the equipment itself, but apparently they send you separate invoices for the service/cost per copy . . .) **.0007 B/W; .052 Color**