Digital Multifunction Copier Devices RFP #2020-6
ADDENDUM #2-Issued 6/22/2020

The questions/comments outlined below were received. The answers are shown below in italics.

1. **Could you provide volumes for the HP Desktop Printers?**
   The district has not monitor desktop printer volumes.

2. **Do we have other printers? If so, what is their volume?**
   Yes.   The district has not monitor desktop printer volumes.

3. **We need the average monthly volume on the walk up fleet copiers.**
   The copier volumes are now available on the district website.

4. **Do we have a report that shows how many faxes are received monthly?**
   Inbound fax activity is now available on the district website.

5. **What are the weekly hours and duties of the two full time staff members? Are you looking for technicians or people to operate the mailroom copiers?** C
   Currently hours for this service are 7am- 6pm. This service consists of two full time technicians who work in the central print center. They are not district employees as they are part of the copy service contract. There duties include making copies of all sizes, NCR copies, booklets, finishing including folding, stapling, padding, comb bind, saddle stitch, punch, tabs, cutting, assembly and scanning.

6. **What type of card readers are required?**
   Proximity card readers are currently tied to our building access swipe cards.

7. **Are you currently using a print management solution, if so, which one? If not, are you looking for vendors to quote one?**
   We currently use the Equitrac card swipe system to manage print jobs at the copiers. We are looking for bidders to propose a print management solution as part of their bid response.

8. **Are all machines configured the same way? (all with fax, inner finisher, etc. on page 16 of the RFP)**
   No.

9. **What is the monthly color volume for the color MFD/copier?**
   The copier volumes are now available on the district website. The Lexmark copiers are color copiers.

10. **Where is the carbonless paper being used in the Print Center or on the walk-up copiers?**
    Carbon copy job options are only completed in the print center.

11. **Currently, is East Aurora School District using any device or document management software like Paper Cut, uniFLOW, and Prism?**
    We use Digital Store front from EFI and Equitrac.

12. **Would the East Aurora School District be interested in software that would monitor and limit printing and copying?**

Yes.

13. **How are print Job(s)/request(s) being sent to the Print Center currently?**
Print jobs are sent through "Digital Store Front" from EFI.

14. **What is the intended use of the card readers?**
Car readers are used to ensure secure printing and track print counts by user.

15. **How many servers does East Aurora School District have?**
The district has 23 print servers.

16. **Is it required that the vendor who is awarded the business provides two full-time in plant employees in the print center (production room)?**
Yes. The District does not staff the print center. These are contractors through the copier service contract.

17. **Can a specific list be provided that lists the device brand and model number for the 80 printers to be monitored and serviced?**
This information is now available on the district website.

18. **Are the 5 Canon VarioPrint 120 devices in the print center to be replaced or are these part of the 80 printers to be monitored and serviced?**
Yes, these copiers should be replaced.

19. **Can the proposer bid on partial work?**
For example devices and service only and not bid on the management, staffing and operation of the print shop? No.

20. **How are jobs tracked in the print center?**
Jobs are tracked through "Digital Store Front" from EFI.

21. **Are paper job tickets used in the print center?**
No.

22. **Is transportation between the schools for delivery required**?
Print jobs submitted to the print center are delivered by the district courier.

23. **Finishing equipment - what stays and what goes?**
All finishing equipment is the property of the current vendor.

24. **What type of cards / badges does your staff currently have?**
The district currently has ProxCard II from Alarm Detection Service.

25. **Are new cards required or can we use existing district badges / cards?**
Existing, badges may be used. If so, how many staff members need a card for PaperCut? If a new system is needed the district would need roughly 2,000 cards.

26. **Do you currently use a pin-code system?**
The district uses a swipe card system.

27. **If so, do you prefer pin-code access?**
    No.

28. **Do they state OEM for toner?**
    Canon and Lexmark may require OEM