

September 30, 2009

RFP #15-09-09 Photocopier Equipment

Addendum No. 1

Shawnee State University

September 30, 2009

Please note the following clarifications to RFP #15-09-09.

Notice is hereby made to all known bidders that the deadline for submitting responses to RFP #15-09-09 Photocopier Equipment has been extended to 3:00 p.m. EST, Tuesday, October 13, 2009. All bids must be received by that time and date to be considered.

QUESTION 1: Please clarify the following language, which is found at the top of page 4: “Bidders are cautioned to read the information contained in this RFP carefully and to submit a complete response to all requirements and questions in the order listed.”

ANSWER: *This is standard, boilerplate language. Complete responses to all requirements and questions (if any) should be addressed/answered in the order listed, to facilitate proposal review.*

QUESTION 2: Please clarify the language in Section 4.12.C (page 13). Is it Shawnee State’s intention to cancel a 5-year lease for reasons other than loss of funding and, if so, can you clarify?

ANSWER: *The language in Section 4.12.C is standard language contained in all Shawnee State contracts and pertains to the agreement signed by the successful bidder and Shawnee State upon award of the bid, not to individual purchases. None of the University’s photocopiers are leased. All are purchased, outright, as their predecessors wear out or become obsolete.*

QUESTION 3: Regarding Section 2.4.F.2 (page 8) and Exhibit A: Financial Proposal: Does Shawnee State currently have a metered accounting system or one that is preferred? What would the University expect from metered accounting?

ANSWER: *No. Shawnee State does not currently have metered accounting, other than what might come “standard” on any of its current machines. Metered accounting would allow departments to “track” usage within the department (e.g., each person might be assigned a specific code).*

CLARIFICATION:

Section 2.4.C is amended as follows (changes are underlined):

- C. **Minimum Copier Specifications:** Each vendor is expected to submit bids for four different photocopiers, based on four different monthly usages: one a desktop model, for under 1,000 copies per month (on average); a low-volume model, for 1,000-9,999 copies per month; a mid-volume model, for 10,000 – 24,999 copier per month; and a high-volume model, for 25,000-150,000 copies per month.

Each copier shall be digital and networkable with a resolution of not less than 600x600 dpi.

Each copier should have earned the ENERGY STAR and should meet the ENERGY STAR specifications for energy efficiency.

The specifications may be found by selecting the link below that connects to the document *ENERGY STAR Program Requirements for Imaging Equipment*. The Partner Commitment section provides ENERGY STAR specifications for Typical Electricity Consumption (TEC) as a function of: product; marking technology (e.g., Direct Thermal, InkJet); Product Speed; and Product Size Format (e.g., Standard, Large Format).

http://www.energystar.gov/ia/products/fap/IE_Prog_Req.pdf

Bidders are encouraged to visit www.energystar.gov for additional product information and an updated list of qualifying products.

The low- and mid-volume copiers will have document feeders that accept originals varying in weight from 17 lb. to 32 lb. bond. The paper supply drawers will feed paperweights of 17 lb. to 20 lb. and at least (but not limited to) three different sizes of paper – 8.5 x 11, 8.5 x 14, and 11 x 17. The low- and mid-volume copiers will have one paper supply drawer.

The low-, mid-, and high-volume copiers will also have a stapler and be capable of sorting, collating, duplexing, and reducing and enlarging the original by at least 50%.

The high-volume copier will be capable of producing a minimum of 85 copies per minute, will feed paper varying in weight from 17 lb. bond to 110 lb. index from all paper sources, will feed at least (but not limited to) three different sizes of paper — 8.5 x 11, 8.5 x 14, and 11 x 17 — and will have two paper supply drawers.