

ADDENDUM ACKNOWLEDGEMENT FORM
RFP-948-01-2025
ADDENDUM #1

Bid No: RFP-948-01-2025

Bid Title: 2025 MULTIFUNCTION DEVICES

Opening Date: Thursday, October 23, 2025

ADDENDUM NUMBER: (1) Date: October 16, 2025

PLEASE BE ADVISED THAT THE FOLLOWING CHANGES ARE APPLICABLE TO THE
ORIGINAL SPECIFICATIONS OF THE ABOVE-REFERENCED RFP:

This addendum includes the following:

1. Do you have a print server currently that will remain in place to facilitate printing? **Yes**
2. Would the City like to use employee access badges to login to copiers for secure print release? **Preferred, we do have some small offices that allow their jobs to print without secure release requirements. Most will use the employee access badge.**
3. Are you looking for FMV or \$1 out leasing terms? **\$1 out leasing terms.**
4. **We currently have a 48-lease term with the existing vendor, but are open to a 60-month or 63 month lease**
5. In column M/N of the cost spreadsheet, are you looking for per unit pricing or at quantity pricing? **Per Each Unit**
6. Do you currently use **Papercut** for print management? **Yes, we have 80 licenses which are managed by the current printer vendor. I believe we can transfer licenses. They have been managing this for us, I hope the future vendor will do the same. I don't have any of this information. I'm not sure how helpful the existing vendor will be with providing the information, but I can attempt to obtain.**
7. If you're using a **different print management solution** (such as Equitrac, uniflow, or PrinterLogic), please let us know which one and which version you're running. That information helps us explore potential transition options and pricing opportunities. **Not aware of a printer management solution. Our MSP does have a print server configured.**
8. The RFP states that 50 devices will be replaced, but the Excel sheet lists 86. To ensure accurate pricing, we'll need confirmation on the total number of Papercut licenses required, as this will significantly impact the cost. **Use 50 as the starting point. Price will dictate quantities based on available funding. The goal is to replace as many as possible, but cost and budgetary restrictions will dictate the quantities and schedule. We ask each vendor to provide the most competitive price available. Stipulations are outlined in the AWARD section and in Section 14.**
9. How many years of Papercut support would you like included? For a standard 60-month lease, we typically bundle 5 years of support. However, we can also structure it as a one-year term with annual renewal if preferred. **We currently have papercut support for the term of the lease and then continue the support after**

the expiration of the lease. The current printers were installed in 2015 and we hope to retain the devices as long as possible based on EOL for the devices.

10. On the cost proposal spreadsheet, under "Device Cost Proposal", we would assume this is where you want a monthly lease payment per each individual device, or do you want the total payment for all the quantities of devices on this line item? **Price Per Unit. We can do the math for the quantity.**
11. On the cost proposal spreadsheet, you're requesting "Proposed Equivalent Make & Model"; many of these models could be right sized based on the volume, not requiring an equivalent model. How should we go about showing both the model & pricing information for the equivalent model and the suggested models, while still meeting the requirements of the RFP? **To ensure consistency in the bid process, please follow the guidance in the proposal and provide the cost for replacing like-for-like or its equivalent. The AWARD section provides for additional negotiations prior to entering into a contract with the vendor. During this phase of the proposal, you could provide additional recommendations based on your observations.**

THIS ADDENDUM NOW BECOMES A PART OF THE ORIGINAL RFP.

THE A D D E N D U M ACKNOWLEDGMENT FORM SHALL BE SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE, DATED AND RETURNED WITH THE RESPONSE.

COMPANY: _____

BY: _____

TITLE: _____

DATE: _____

PHONE NUMBER: _____

SIGNATURE: _____