

## List of Vendor Questions

### Village of Oak Park

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1. What volumes do you want included for black and white and color for the maintenance agreement? (Please list b/w and color volumes separately)
  - a. **Please see attached report\listing.**
2. Are you using badge release on the copiers today?
  - a. **No.**
3. If you are using badge release, what type of cards are you using?
  - a. **N/A but the Village does use HID 2000PGGMN iCLASS 2K/2 Smart Cards**
4. Do you want a quote on new badge readers?
  - a. **No.**
5. Are you currently utilizing any software for secure release?
  - a. **No.**
6. Are you looking for a central management solution to be proposed? (such as Papercut or Uniflow)
  - a. **No but welcome the inclusion of it as optional.**
7. Could the Village please confirm whether Attachment E requires any edits, markups, or additional completion, or if submitting it in its current form with the final response will suffice?
  - a. **Submitting in its current form with the final response will suffice.**
8. Should all devices have 4 drawers capable of handling 8 1/2 X 11, 8 1/2 X 14 and 11 X 17 paper sizes?
  - a. **No.**
9. If you currently have 35ppm devices, why are you going down to 30ppm minimums?
  - a. **This was scrivener's error; correction is 35ppm or higher.**
10. In reference to General Technical Requirements for Copier Functionality in Multi-function Units, should all 30-ppm black & white and 30 ppm full color minimum be new, non-refurbished, floor standing, A3 devices?
  - a. **They should all be new floor standing models.**
11. Should three-hole punching capability be included in the pricing and not as an option?
  - a. **Include as an option**
12. Is the Village of Oak Park requesting the vendor to propose an Output Management solution for secure, follow-me print or have the capability of providing a solution?
  - a. **No. The closest we would like to this is capability of scanning to SharePoint and/or One Drive.**
13. Does the village have a preference of self-hosted or SaaS?
  - a. **SaaS**
14. Is it a requirement of the Village that lease terms are a net 30-day payment with no late fees?
  - a. **Yes.**
15. Would it be beneficial to the Village for those terms to be included?
  - a. **Yes.**

16. Is it a requirement of the Village to have fixed lease pricing for the length of the contract and in renewal years 3 and 4?
  - a. **Yes.**
17. Would it be beneficial to the Village to have the lease term fixed for all 5 years?
  - a. **Yes.**
  
18. Is it a requirement of the Village to have fixed cpc's during the initial 3-year contract?
  - a. **Yes.**
19. Would it be beneficial to the Village to have fixed cpc's during the initial 3-year contract?
  - a. **Yes.**
  
20. Is it a requirement of the Village to have staples to be included in the cpc?
  - a. **Yes.**
21. Would it be beneficial to the Village to have staples included in the fixed cpc?
  - a. **Yes.**
22. For badges to be used on the devices, what badge types are used?
  - a. **We are not looking to use badges and it is not a requirement but we do use HID 2000PGGMN iCLASS 2K/2 Smart Cards**
23. For secure print, do you use a third-party software like Papercut, or do you use the manufacturers solution built into the device? Are you considering a third-party solution like Papercut?
  - a. **No**
24. For stapling, if space limited for some of the devices, would some units require them to have internal finishing (stapling) units, or do external units work.
  - a. **Yes. Only if space is limited.**
25. Is the Village of Oak Park looking for a Cloud or on-Premise account tracking software solution?
  - a. **Cloud account tracking only.**
26. Do you require key card or would the village consider other options?
  - a. **We don't require but as mentioned above we use HID 2000PGGMN iCLASS 2K/2 Smart Cards**
27. Will there be any single function printers to add to the account tracking solution?
  - a. **No.**
28. Is the Village PC or Mac based? Or both? For print connections to the MFPs.
  - a. **PC**
29. There are many print management solutions in the marketplace. Does the Village have a preference?
  - a. **No preference**
30. What print management solution is the village currently using now?
  - a. **We currently used our provider's tool but we don't manage it.**
31. What kind of reporting does the village source on a monthly/quarterly basis?
  - a. **Monthly reporting would be sufficient**
32. What is the average monthly volume per device?
  - a. **Please see attached report\listing.**
33. Do your current leased device agreements permit relocation of the hardware to other locations before removal or storage?

- a. **No**
- 34. Can this be to be performed by a third-party provider?
  - a. **No**
- 35. Additionally, does this apply to moves within the same building as well as moves to a different location? party provider? Additionally, does this apply to moves within the same building as well as moves to a different location?
  - a. **No**
- 36. During our walkthrough it was discussed that you would be interested in optional PaperCut software. Could you please let us know what you're looking for in this option.
  - a. **Reporting, prevent wasteful printing, and enforce security policies**
- 37. Currently all devices have an internal finisher. It was discussed that you're interested in 3-hole punch, however that is not standard on internal finishers. With spacing in mind, are you looking for a standard office finisher to include a 3- hole punch? If so, would you like to see it as an option and show the internal as part of the quoted price?
  - a. **Yes. Standard office finisher. Show as an option and show the internal as part of the quoted price.**
- 38. Can you please provide clarification on the 18<sup>th</sup> device at the Office of Economic Vitality. Should it be included in this proposal? Please include type of machine, page per minute, black/white or color, etc.
  - a. **Yes. It should be included. This is a Canon imageRUNNER Advance DX C3930i, B\W, 30ppm**
- 39. Please confirm which devices will need fax cards included as discussed during the walkthrough.
  - a. **Police front desk, CentralSvcs2 (B/W), Fire. Faxing must be compatible with PolyCom ATA devices**
- 40. Could you please provide us with total current cycle counts for the Public Works room 208 color count, Front desk lobby area, Central Services #5 color count, Parking by office 102 and Village Hall Admin color count.
  - a. **Those are listed on the included Meter Read History Report.**

