

Addendum 3

Issuance Date: 01/14/2020

Village of Oak Park Request for Proposals (RFP):

Copiers, Multi-Function Devices and Printers: Equipment and Maintenance

The purpose of this addendum is to provide answers to questions received by the Village from potential bidders.

- 1. *Is the Village using badge release with their current equipment? Is the Village using software such as PaperCut /Xerox Print Safe or Xerox Print Management and Mobility Suite to manage the secure access to the current equipment?***

Village response: The Village is not currently using a badge release or secure access software.

- 2. *The HP M4345's are multifunctional devices with capabilities to print, scan, copy and fax. Is it the intent of the Village to replace them with equipment that is able to print, scan copy and fax?***

Village response: Yes.

- 3. *The HP M4345's are letter/legal capable. Is it the intent of the Village to replace these with devices that are capable of printing on paper up to 11x17?***

Village response: Yes.

- 4. *Will the return location be within Illinois (referring to the vendor being responsible for de-installation of all leased equipment and delivering equipment to the Village's existing vendor)?***

Village response: The Village is awaiting confirmation from the current vendor of the return delivery location. The general location will be shared with potential bidders via addendum as soon as the information is available.

- 5. *What is the lease term that is being requested?***

Village response: Per page 5 of the RFP, the desired term of the equipment lease and maintenance agreement is three (3) years.

- 6. *Would you like pricing on 36, 48 and 60 month lease options?***

Village response: Per page 5 of the RFP, the desired term of the equipment lease and maintenance agreement is three (3) years.

- 7. *Can you provide me a list of the average monthly volumes on your current copiers? This will provide me the opportunity to determine if any of the devices need to be right sized.***

Village response: This information was provided in addendum 2.