Q. On the copiers that need scanning, do the end users want to scan to email, desktop folders, server files/folders or i-faxes?
All of the above.

Q. Do you want Duplex (2-sided printing/copying) on all units, including the student copiers?
Yes

Q. Which copiers, if any, need to have extra paper drawers? Most come standard with two drawers and a cabinet.
All copiers will need at least 2 drawers and a cabinet. The “35’ ppm” and above will need extra paper drawers.

Q. Do you need the winning vendor to pick up and dispose of the old Ricoh equipment? Will you provide a letter stating that there are no liens on the current equipment and that the winning vendor can dispose of the equipment?
Yes, the winning vendor will need to pick up and dispose of selected equipment.

Q. Which departments print from Macintosh computers? Or need to print graphics intense files?
We have 3 areas that may print from Apple computers. If SCF needs to add any additional software to the copy machines we will do so after the contract has been awarded. There is no need to quote for that option at this time.

Q. Do the student print for pay systems need USB drives also?
No.

Q. Can you tell me the best way to address the individual department needs without taking them away for too long from their own responsibilities? Specifically I would need the information which includes: speed, BW/Color, connectivity, print/copy/scan requirements. If there is a general chart that might be available I would appreciate starting with that, so I can spend time with the individual department more fruitfully trying to understand their use of the equipment.
Copiers are not assigned to individual departments. They are assigned to buildings and rooms. All employees have the ability to map their individual computers to any networked printer or copier in the system. The chart shown in Appendix A is to be used as the reference for proposals. Individual department users may not be contacted for input because the decision to place copiers in the buildings is the responsibility of the College’s Central Services Manager.
Q. On page 21 of the ITN it states that the copiers to replace the 1015's and the 1515's must accommodate 8.5 x 11, 8.5 x 14, and 11 x 17 paper. Do these replacement systems have to have three paper drawers or just be able to handle all three paper sizes?

The copiers do not need three paper drawers. See answer below for clarification.

Q. How many paper drawers are needed on each machine?

The 15’s and 22’s should have at least two paper drawers. The 35’s and up should have four drawers.

Q. Will the new vendor be using NuVision software only?

Yes. NuVision software will not be installed on any of the copiers. The copiers will work from a NuVision device that will be attached to the copier via a cable. The copiers should have in their “menu option” an option for the copier not to become active until the NuVision device/swipe box is activated which is the purpose of the cable from the NuVision device to the copier.

Q. Can you provide a contact name and phone number at NuVision?

NuVision help line 717-274-7562.

Q. Will SCF faculty and staff use Equitrac or NuVision?

NuVision.

Q. Who will provide swipe readers?

NuVision.

Q. Finisher: What finishing operations do you require?

Finisher operations are: sort, stack, duplex, multiple staple options. Staple options at the minimum upper left corner, two down the left side, two across the top, and lower left corner.

Q. Must all copiers accommodate 11 x 17 paper?

Yes!

Q. Can you tell us what type of finishing operations you would like on the 6513 for Central Services?

Color Copier:

1. The color copier will need to be in the medium range PPM with more of a concentration on quality of print than speed.
2. The copier will need more than the “standard” processor, board, memory, etc. for ripping huge files.
3. Finisher options should be: sort, stack, punch, and multiple staple positions.

Q. Please clarify the exact number of cables needed for the installation of new copiers and NuVision pricing for cables.

55 cables. Pricing is not available at this time. NuVision is meeting with SCF next week.
Q. We thought at the meeting that someone mentioned that not all of the copiers would need USB printing. Is this correct?  
The current direction is that ALL copiers will need USB capable printing.

Q. In reference to the 4 year lease with $1 buyout, will the College sign a lease with a third party leasing company?  
Possibly, as long as the distributor / manufacturer are also locked into the agreement and as long as the leasing company agrees to all of the contractual conditions to which I will subject both the distributor and manufacturer.

Q. Page 10, under "Pre-Proposal Conference and Site Visit", the last sentence states: "All such revisions must be acknowledged by signature and returned with the proposal." Please clarify what exactly needs to be signed, WHO needs to sign it and where to place it in the ITN binder.
The aforementioned requirement for signature is confusing. All those responding to this invitation may ignore this requirement.

Q. Do you want the lease payment to included Personal Property Tax?  
Yes, but only for the copiers located in Sarasota County. The College has never paid personal property tax in Manatee County.

Q. On page 12 of the RFP, Special Conditions #1 is the following: “Lease agreement must include all regular service, emergency service, delivery costs, removal costs, all parts, all supplies (except paper and staples), all software updates, all connecting cables, all bulbs, all mounting stands and any / all hardware necessary for the normal operation of the copiers.” Does this mean that they only want to make a single monthly lease payment and that would include not only the hardware but all the CPC (service charges) charges as well?  
We want the CPC (cost per copy) charges invoiced separately from the lease payment. More than likely the lease payment will be going to a different address than the CPC charges.

Q. Please clarify the exact number of cables needed for the installation of new copiers and NuVision pricing for cables.  
55 cables at a cost of $50 each. Everyone should use the same price.

Q. On the question and answer page it is stated that all finishers need multi-position stapling. The only option on the current 2022’s were for 1 (one) position stapling. Are you now requiring that the new placements for this size to have multi-position stapling?  
I believe what was said at the first meeting was “the 22’s need at least one staple position and that the number of staple positions would be on the website after the meeting.” This question was already answered. All copiers with finishers would require multi stapling positions. At least four.

Q. On page 21, Appendix A – Copier List, the 1015 in building 300, room 328 states that the options are CFP. I just want to make sure that the options are correct because it is different than all the other 1015’s. Yes, it is correct.
Q. In presenting the proposed pricing, your “Pricing Form” does not include space for showing the copy charge. Can the vendor add another column to reflect the click charge?
Yes, you can add a column for copy charge pricing. It is something that the committee will take into consideration.

Q. With a goal of providing you with the right contact, since we have several in every account, what questions (information) will you be asking (i.e. service performance, equipment performance, etc.)?
The questionnaire for the reference check has not yet been formulated. However, the references will be questioned on vendor performance, equipment performance, vendor service time, etc.

Q. Can you please clarify the options that you want on the color copier, and is it to include a Fiery?
Yes, it needs to include a Fiery. As far as options go as stated in an earlier answer to a question on the color copier it needs to sort, staple, and punch with extra processing power for large color files. As stated earlier the color copier should be quoted on quality and not so much speed.

The ITN is now closed to additional questions