This Addendum contains three (3) pages.

1) Do the replacement MFP’s require copying/printing onto 11x17 and scanning from 11x17 originals?
   a) Base unit required to scan 11x17 originals; quote optional 11x17 paper tray for approximately 6 units.

2) Should the cost of Paper Cut M&S be included in the monthly lease pricing?
   a) Quote annual cost

3) Should the cost of Paper Cut M&S be quoted on an annual cost basis?
   a) Quote annual cost

4) Can you provide a standard configuration for each device type? (i.e. finishers, faxing, trays, 3-hole punch, etc.)
   a) Posted on revised pricing sheet as indicated below:
      Base configuration: Finisher, 4 paper trays, service, color scan, supplies (except paper), & Fax
      Options: (a) 11X17 paper tray; (b) 11X17 VIA Bypass; (c) envelope feed

5) Can HCC extend the due date for 2 additional weeks? Or, at least 1 week?
   a) Due to revised pricing sheet with updated print estimates submission deadline is extended to September 3rd at 2pm.

6) Who is responsible for the pickup of the existing owed Ricoh fleet being replaced?
   a) The vendor awarded will be responsible for the disposition on the units replaced and not redeployed (less than 6) at HCC. Vendor may subcontract to a third party.

7) HCC has a Ricoh W3601 wide format printer in Exhibit A, do you want this machine replaced as well?
   If so, how many square feet do you use a month and what types of media do you use? (i.e. Just bond or other media types)
   Do you need to also scan with this device?
   a) Removed, included in error.
QUESTIONS AND ANSWERS

8) Can you please provide the technical specifications of your Prox Cards?
   a) College is currently exploring options. Please indicate supported technical specifications if practical.

9) You state that supplies must be included in the lease payment of the MFD. Typically this is a separate b/w and color rate charge. Do you want it included in the lease, or separate rate charge?
   a) Separate rate charge.

10) For machines that are leased (that are being replaced), were they procured using the Mass State Contract? Is there a buyout that needs to be included in our pricing?
    a) There are no leased units being replaced.

11) Can we supply an optional solution other than the configuration in Exhibit A? Right-size based on volume for example?
    a) Proposed replacements should meet the base configuration and sized based on estimated volume. Vendor may propose multiple units based on a volume range.

12) What is your projected timeline for implementation?
    a) Begin deployment mid to late September. We will prioritize replacement based on availability.

13) What software are you currently using to centrally manage your devices today?
    a) There is only a student print limit currently in use by the Information Tech Department.

14) How many current fax lines/number do you have on campus? How much do you pay per fax line monthly currently?
    a) The revised pricing sheet includes new tab with list of fax devices (12) plus MFD (6) for a total of 18. Cost unknown.

15) How many devices on campus need to have walk up outgoing fax capabilities?
    a) At present, 17 devices in use.

16) Would Holyoke Community College be open to keeping their fax numbers but converting to a cloud fax option if it saved the college money?
    a) Not at this time.
ADDENDUM #1
RFP# 22-03

Multifunctional Devices

August 16, 2021

QUESTIONS AND ANSWERS

17) How many years of PaperCut software support do you require to be built into the monthly lease?
   a) Quote annual cost based on the lease term.

18) Will the college accept a rightsized option based on volume and recommendations for elimination of devices based on proximity to other devices as an alternate option?
   a) The college is planning to eliminate devices in close proximity to the multi-functional devices that are used to print envelopes, fax, and scan.

* * * * * END OF ADDENDUM #1 * * * * *