

ADDENDUM I

26-4090-07 Countywide Copiers Questions and Answers

1. Does Ubeo need to sign ALL docs associated with the RFP including documents that are not applicable to our firm? Ex: (felony doc, no bid etc) **You do not have to sign documents that do not apply to you.**
2. Would Burnet County be open to exploring a rental option if it improves cash flow, flexibility and security?
3. Can you clarify the terminology for small, medium and large units? Is there a page per minute threshold Burnet County needs to meet for each range?
4. How many machines are desktops? **5-10**
5. How many machines are full MFP's? **15-20**
6. Can you provide the amount of units in the fleet and size of each machine? (ppm) **Please see attached sheet.**
7. How many units are black and white machines? **Please see attached sheet.**
8. How many units are color? **Please see attached sheet.**
9. Does Burnet County have any machines that have finishing? 2/3 hole punch, stapling, binding etc. **Please see attached sheet.**
10. Is there a particular configuration of trays on the MFP's? Standard would be 4 trays. **No, but a few might want high capacity.**
11. Is Burnet County using 11X17 or any other sizes of output beyond 8 ½ by 11? **11x17 is rare but a few offices utilize.**
12. Will late payment fees be waived for this agreement? **No, County does pay late fees.**
13. Please clarify the end-of-lease options that are preferred by the county. **If County goes the leasing route, at the end of lease machine would be removed and replaced with a newer model.**
14. Should property tax be included in pricing? **No.**
15. What items are considered consumable under the service agreement? **All parts that make it operate, toner, waste trays, transfer belts etc.**
16. Are hard drives required to be erased, removed, or replaced at the end of the term? **Yes, removed and destroyed.**
17. Should the agreement include a fiscal funding (non-appropriation) clause? **Yes.**
18. Should all end-of-lease return and removal costs be included in the pricing? **Yes.**
19. Should service and maintenance pricing remain fixed for the full term with no escalations? **Yes.**
20. Should all digital connectivity or network-related fees be included in the proposal? **Yes.**
21. Are equipment relocations to be included? If so, how many relocations should be assumed? **No.**

22. Are fuel or travel charges for service calls allowed, or should they be included at no additional cost? **Included at no additional cost.**
23. Are power filters required? If so, should they be new and included in the proposal? **Unknown.**
24. What are the required payment terms (e.g., Net 30)? **Net 30.**
25. Please confirm the total number of machines requested and the required configurations for each department (i.e. stapler, booklet and fax). Will an onsite print assessment be required prior to installation? **Please see attached sheet. Yes and onsite print assessment would be beneficial before installation.**
26. Is a bid bond required for this solicitation? **If the bid will be over \$100,000 total.**
27. If a bid bond is required, should it be submitted with the bid response or upon contract execution? **Preferably the response.**
28. Does the county have a preferred pricing cooperative (i.e. DIR, Omnia etc) **No, whichever offers the best discount. We are a part of most purchasing cooperatives.**
29. Are you able to provide a list of current devices and information that includes:
- Make/Model (Color/BW)? **Please see attached sheet.**
 - Average monthly volume or annual volume in color and BW? **Please see attached sheet.**
30. Can the County confirm whether payment and performance bonds will be required post-award? **Preferably submitted with your response.**
31. Is the County seeking a full replacement of all existing devices under this contract, or is the intent to establish a pricing catalog/blanket agreement for as-needed future purchases and placements? **The intent is to establish a pricing catalog/blanket agreement for as-needed future purchases and replacements. Most for FY27 we do have a few that need immediate replacement.**
32. To ensure the most accurate and competitive pricing, can the County provide estimated quantities by device type (small/medium/high)? **Please see attached sheet.**
33. Can the County provide historical print volumes by department, including a breakdown of color vs. monochrome usage and volume by device type? **Please see attached sheet.**
34. How many of each copier, small, medium, high volume? **Please see attached sheet for estimated current usages and models.**
35. What speeds for each category? **Please see attached sheet for estimated current usages and models.**
36. What is the actual monthly average volume of copies, Mono and color? **Please see attached sheet.**
37. How many copiers need to be color? **Please see attached sheet.**
38. How many need stapling and fax? **Please see attached sheet.**
39. Do you want the form 1295 filled out and submitted with the bid response or do you want to wait until the deal is complete? **Please send it completed with your response.**
40. Could you please explain in detail the exact requirements you would like to include in the deal? **Please see attached sheet.**

For example, it would be helpful to know:

- The quantity of printers needed
- Required features and specifications
- Service or maintenance expectation **all service, maintenance and consumables**

41. When is the pre bid conference? **There is not one.**
42. How is the County currently tracking department usage (departmental codes, cost centers)? **Not at the moment just review the invoices.**
43. Do you want the ability to track usage by user? **No.**
44. How will users authenticate at the devices (pin code, network login & password, or badges)? **None needed.**
45. Do you need follow me printing? **no**
46. We see that you are asking for three models, how many of each will be needed? **Please see attached sheet.**
47. Is there a minimum print/copy speed for each of the three models? **Please see attached sheet.**
48. Is 11"x17" printing required for each of the three models? **Only the larger units.**
49. Can you please provide a list of current devices and average monthly volumes for B/W & color (shown separately)? **Please see attached sheet.**
50. Are all machines color units? **Please see attached sheet.**
51. Is there a minimum tray capacity for the models? **Please see attached sheet.**
52. Is single pass duplex scanning required? **No.**
53. Are surge protectors required? **No.**
54. Do you require a Fair Market Value or \$1 out lease option? **No.**
55. Does the County currently utilize any cooperative contracts? If so, which ones? **DIR, Omnia, BuyBoard and more, whichever offers the best discount.**
56. Do you want a secure print release software solution that integrates with badges and Active Director or just the built in machine codes where a specific device holds the print job until a code is entered? **No.**
57. What is the largest paper size you use? **11x17 on occasion, not all offices.**
58. How many fax lines do you have? **Please see attached sheet.**
59. How many devices need staple? **Please see attached sheet.**
60. What are the make and model of devices now? And how many of each do you have? **Please see attached sheet.**
61. What is the monthly volume on each device? **Please see attached sheet.**
62. How long have you had the current devices? **They range from each department. 3+ years is an estimate**
63. How is your current service contract set up? Do you want to pay per page or do you want an allotment of pages? **Allotment of pages.**
64. Do you want one invoice with itemized costs or do you want invoices to go to each department? **Interested in learning about one invoice with itemized cost.**
65. Is there a manufacturer that you prefer to use? **No.**
66. How many machines are needed? Color or B&W machines. PPM of each machine. **Please see attached sheet.**
67. The configurations of the machines. Ex: 4 paper trays, Fax, Sort/Staple/Hole punch. **Please see attached sheet.**
68. How many image are produced. B&W and Color/month **Please see attached sheet.**

Dept.	Copier Model	Black Usage per month	Color Usage per month	
IT	IMC3500			Invoice does not show usages
JP2	IMC3500			Invoice does not show usages
CCLK	IMC3500			Invoice does not show usages
Public Defender - Llano	IMC3500			Invoice does not show usages
SO-Admin, Patrol				
Tax Office	C8135H			sorting, stapling, hole punch, minimum 3 paper supply trays
Elections				
Auditor	C8135T	6863	3155	1 fax line, office finisher
CATTY	C8135T	1250	890	1 fax line, office finisher
CATTY	C8135H	1347	2123	1 fax line, stapler
Jail-Admin				
Dist. Clrk	C8145H	4453	760	Envelope tray, 1 fax line, hicap feeder, office finisher
Dist. Ct.	C8135T	1509	1067	1 fax line, office finisher
Jail - Sgt Hall				
CO Judge				could be the courthouse one
Agrilfie	C8135H	768	736	stapler
SO-Dispatch	C8135H			
MF Tax Office	C8135H	1752	661	1 fax line, stapler
Public Defender - Burnet	C8135H	2968	1793	1 fax line, stapler
SO-CID	C8135H			
CCLK Canon				
Jail	B8145H	13716		1 fax line, stapler
Jail	C8135H	2835	1055	1 fax line, stapler
Jail	C8145H	18594	987	1 fax line, stapler
JP3	C8135H	1087	1124	1 fax line
JP4	C8135H	352	429	2/3 hole punch, office finisher
Treas	C8135H	3273	4383	nothing
JP1	C8135H			
SO law enforcement center	C8055H	3223	1349	booklet maker, 1 fax line, 2/3 hole punch
SO	C8135H	1635	1821	1 fax line, stapler
SO	C8135H	508	781	1 fax line, stapler
Dist. Atty	C8135H	3723	3502	1 fax line
Llano Dist. Atty	C8135H	838	1601	1 fax line
Courthouse	C8135H	3003	2496	1 fax line, stapler
Jail - kimbler	HP M404dn			black printer

Jail - lou	HP M404dn			black printer
Jail - booking sgt	HP M404dn			black printer
Jail - booking st. 1	HP M404dn			black printer
Jail - booking st. 2	HP M404dn			black printer
Jail - kitchen	HP M479fdn			black/multifunction
Jail - Melanie	HP M479fdn			color/multifunction
Jail - supervisor 1	HP M454dn			color/multifunction
Jail - supervisor 2	HP M454dn			color/multifunction
Jail - supervisor 3	HP M454dn			color/multifunction