MEMORANDUM

FROM: Roselle Horodeski  
Finance and Business Services

DATE: July 30, 2015

RE: Multifunctional Printer/Copier/Scanner/Fax Machine
Service and Supply Inclusive
Addendum No. 1

QUESTIONS:

Question 1: For the 15 MFP’s in the library
a. Can we use existing cables to connect to existing net Ztouch pads
b. If not where do you get these cables
c. What type of cables are needed
d. What control kits are needed
e. Are there any additional licenses needed

Response: a) The current netZtouch pad cables in place are owned by the College and will be available for use if necessary. b) N/A. c) Existing cables, which are owned by the College may be used. Any additional cables are to be provided by Vendor. d) Since the College does not know what MFP’s are being proposed, we cannot determine what control kits to be provided by the vendor will be needed. e) Additional PaperCut MF and netZtouch licenses are not needed.

Question 2: What drivers are needed?
a. Postscript
b. PCL

Response: Universal Postscript.
Question 3: Several of your machine paper tray configuration call for specific paper requirements that very few manufacturers can comply with, thereby giving an unfair advantage. Would TCNJ consider equipment that does meet the TOTAL paper capacity but potentially not the individual paper draw capacity?

Response: TCNJ will “consider equipment that does meet the TOTAL paper capacity but potentially not the individual paper draw capacity”. Individual paper draw capacities are not required but MFP’s must meet total capacities. All MFPs with speeds of 45 PPM or less must have a minimum total capacity of 2,000 sheets of paper. All MFPs with speeds of 50 PPM or more must have a minimum total capacity of 3,000 sheets of paper. All MFPs where a Paper Deck is indicated must have a minimum total capacity of an additional 2,500 sheets of paper. This may be achieved either by the base/main unit itself or the use of a paper deck.

Question 4: The bid references a potential meeting or site inspection? Could we schedule a site inspection on so we can familiarize with the layout of the college and location of the various devices that will be replaced?

Response: The College is not requiring a pre-bid meeting or site inspection. However, bidders are welcome to visit campus on their own to see the location of buildings, parking lots, etc.

Question 5: I have a question regarding how you would like the excel spread sheet to be configured for the breakdown of the copiers. In the original bid the spread sheet you provided was broken-down by departments, their current copier and their needs. The current bid is configured with just the listing of MFP’s you will need, their configuration requirements and how you want the pricing breakdown. Which format do you require we use?

Response: The breakdown of copiers by department is not required to be submitted with this bid. Bidders are to submit a total cost for the 128 types of machines listed in the “MFP Specifications Outline” on page 18 of the specifications. Bidders are to provide these costs on the COST SHEET section of the bid.

Question 6: Will it be possible to receive detailed monthly volumes in the current units

Response: The College does not have this information at this time.

Question 7: Need clarification on the trifold option for some MFP. By Trifold do you mean folding letter size document for insertion into a #10 envelope or the folding of a 11x17 document for insertion into a letter size document to create uniform size? Will there be a response document with answers to these questions as well as questions from all vendors?

Response: References to Trifold are the folding letter size document for insertion into a #10 envelope.
Question 8: Is Z-fold an absolute requirement in the 45 PPM segment?
Response: If referring to Trifold, only those MFP’s listed with Trifold in the MFP Specification Outline on page 18 of the specifications are required to have Trifold capability. Note the “45 PPM” is the “Minimum Speed” required.

Question 9: When you ask for bi-fold separate from bi-fold and booklet finisher, since a booklet finisher bi-folds can we just include our booklet finisher? Would you ever bi-fold multiple sheets without stapling?
Response: Yes

Question 10: Will there be a response document with answers to these questions as well as questions from all vendors?
Response: Yes. This addendum #1 contains all questions received by all potential bidders.

Question 11: Would you ever bi-fold multiple sheets without stapling?
Response: No

END OF ADDENDUM