THE   CITY   OF   WALTHAM
MASSACHUSETTS

PURCHASING DEPARTMENT

School Dept. – 29 Photocopiers, 36 Month Lease, 2020

A D D E N D U M   N O. 3   June 8th, 2020

CHANGES, CORRECTIONS AND CLARIFICATIONS

The attention of bidders submitting proposals for the above subject project is called to the following addendum to the specifications. The items set forth herein, whether of omission, addition, substitution or clarification are all to be included in and form a part of the proposal submitted.

THE NUMBER OF THIS ADDENDUM (NO. 3) MUST BE ACKNOWLEDGED WITH YOUR BID PRICE FORM.

ITEM 1: ANSWERS TO POSED QUESTIONS

Q1. Are you using anything now? Such as PaperCut, Equitrac, etc.
A1. No, not currently.

Q2. Do all of your users have badges? If so what type?
A2. Our users only have ID badges and they're not the same across the district; the badges we use don't have any sort of built in technology like RFID.

Q3. Are you asking for "follow-me" printing, meaning that you can release the print jobs on any device on the server?
A3. Yes, we would like to have the ability to print into a global print queue and a user can release their job on any copier/printer they go to.

Q4. Can you shed some light on what this #10 means on this copier spec sheet?
A4. #10 Print Management Software

Q5. Do you have an example of the reports you'd like?
A5. No example available; we are interested in print counts per user and department code.

Q6. How many people would run reports?
A6. **We only require one general admin account to run the reports, the ability for additional users to run the report is acceptable.**

Q7. Are you tracking both copying and printing?
A7. Yes, both copying and printing are tracked.

Q8. Do you use any kind of secure print features?
A8. Yes, we use secure print features.

Q9. Do you want paper included?
A9. No

Q10. Can we get the last 12 months average?
A10. Please see the usage/print report in the RFB

Q11. Would you be willing to put thresholds on the overages?
A11. **No**

==End of Addendum 3==