

THE CITY OF WALTHAM  
MASSACHUSETTS

PURCHASING DEPARTMENT

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

**ADDENDUM NO. 5**

June 22, 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. 5) MUST BE ACKNOWLEDGED WITH YOUR BID PRICE FORM.

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**ITEM 1: ANSWERS TO POSED QUESTIONS**

**Q1.** The PM software is a requirement is that true for the Follow Me Print or are both optional

**A1. Both are required**

**Q2.** Please share details on the network connectivity between locations

**A2. All buildings are connected on a flat network and no special routing or VLANs are required between locations.**

**Q3.** Please elaborate on the number of print servers within the environment currently

**A3. We have 6 print servers in our environment.**

**Q4.** Do we need any scan workflows? Please elaborate if Yes.

**A4. Yes, users should have the ability to scan to email, local network drive or cloud storage (Google Drive) Administration should be centralized in order to setup users globally instead of on each individual copier**

**Q5.** Is the scope of the bid just for staff or also for students?

**A5. Copying and printing will only be done by staff.**

**Q6.** Are all users updated within Active Directory, Google Directory or Azure cloud directory?

**A6. All users are updated in Active Directory and Google Domain.**

**Q7.** Do we require mobile printing as well?

**A7. Mobile Printing is not required, but is preferred.**

**Q8.** # 10 under General Conditions it states your ability to terminate the contract upon a five day written notice to the vendor. A funding out clause is standard and not an issue nor is a cancellation for performance. Under what conditions would the city want to cancel the contract other than a funding or performance issue?

**A8. No.**

**Q9.** Are equipment power filters mandatory?

**A9. Yes, Copiers should include a power filter.**

**Q10.** Is it mandatory that references be the size and scope of what the bid calls for including the ability of the vendor to implement Follow Me Print and the technical use of its software?

**A10. References should be from Institutions similar in size and in scope of this Project.**

**Q11.** What is the expected average response time for onsite equipment service?

**A11. Next business day**

**End of Addendum 5**