



CITY OF BEAUFORT
1911 Boundary Street
BEAUFORT, SOUTH CAROLINA 29902

RFP 2023-105 Copier-Printer Services Questions and Answers

- 1. Q. Would the city like all four printers on the same lease?**

A. Yes. The city would like all four printers requested to be on the same lease.
- 2. Q. Are you requesting any desktop printers?**

A. No. The city is not requesting leases for desktop printers currently. The four printers to be provided must be multi-function printers (MFPs).
- 3. Q. Is a hole punch function necessary?**

A. No. City employees have expressed that a hole punch function will not be needed.
- 4. Q. Will a scan to folder and scan to email function be necessary?**

A. Yes. All four printers will need scan to folder and scan to email functions included. The scan to email function must be compatible with Office 365.
- 5. Q. Will a fax and fax forward to email function be necessary?**

A. All four printers will need fax functions, but fax forward to email functions are not necessary. The city already has separate software that handles fax to email functions.
- 6. Q. How long is the contract's term?**

A. The contract term will last 3 years with two years possible extension. The renewal will not extend past five years from the date of award of the original Agreement.



CITY OF BEAUFORT
1911 Boundary Street
BEAUFORT, SOUTH CAROLINA 29902

7. **Q. Will charges for color and black and white printing be included on the same bill?**
- A. Yes. Both color and black and white printing charges will be included on the same monthly bill.
8. **Q. Will overages be charged monthly?**
- A. Yes. Printing overages will be charged monthly.
9. **Q. Will the number of overages affect the bid quote?**
- A. No. The number of overages will not affect the bid quote.
10. **Q. Will a staple function be needed?**
- A. Yes. All four printers will need stapling function.
11. **Q. Does the city care what brand of printers are provided?**
- A. No. The city doesn't have a brand preference, as long as the quality of work is maintained.
12. **Q. Will vendors be expected to train city staff to use the multi-function printers?**
- A. Yes, after any new multi-function printer is installed, training must be provided to city staff.
13. **Q. Will vendors be expected to provide technicians onsite within two (2) hours?**
- A. The city will have preference for vendors that are able to address maintenance issues in a prompt amount of time. This doesn't necessarily mean this is the city's only deciding factor.



CITY OF BEAUFORT

1911 Boundary Street
BEAUFORT, SOUTH CAROLINA 29902

- 14. Q. Will the city be requiring vendors to commit to the expected increase per year over the life of the contract?**
- A. Prices shall remain firm, for a minimum of three (3) years. If needed, the vendor must account for price increases during years two and three in their bid proposal. If the contract is extended past the first three years, written requests for increases in price may be submitted in writing to the Finance department 90 days before the anniversary of the contract's execution.
- 15. Q. Will the city be evaluating vendor's cost for a period of three (3) or five (5) years?**
- A. The city will be evaluating vendor's cost for a period of three years. If needed, the vendor must account for price increases during years two and three in their bid proposal.
- 16. Q. Does the city have a certain speed requirement (ppm) they'd like to maintain for the printers?**
- A. Vendors are welcome to address printer speed as they see fit based on the volume provided in the RFP. However, we are requesting that the City Hall First Floor printer have no slower than 40 ppm and the City Hall Second Floor printer have no slower than 35 ppm.
- 17. Q. Does the city have finishers on their existing printers?**
- A. Yes. The city does have finishers on all four printers, but only the staple function and stacking functions. A hole punch option will not be needed.
- 18. Q. Is the city using PaperCut or any other software that will directly impact the copiers?**
- A. The city is currently managing and deploying the copiers through a Windows server. We aren't using any 3rd party print management services other than software requested or required by the service provider (For example, DocuGraphics' version of Xerox's XDA/DCA software).

William Prokop
CITY MANAGER
843-525-7070
FAX 843-525-7013



CITY OF BEAUFORT
1911 Boundary Street
BEAUFORT, SOUTH CAROLINA 29902

Kay McIntyre
PROCUREMENT AGENT
843-525-7079

- 19. Q. What software are the Xerox printers currently running on?**
- A. All printers run on Xerox version 103 software, except for the printer on City Hall second floor, which runs on version 101.
- 20. Q. Should the vendor's proposal include both monthly lease & quotes for black & white/color print charges?**
- A. Yes, the proposal should include quotes for both monthly lease as well as quotes for black & white/color print charges.