

Town of Mooresville, North Carolina  
**Cost Per Copy Program**  
**Addendum to RFP**



Date Issued: March 15, 2022

To: All Bidders

RE: RFP 103-03-22 Cost Per Copy Program  
Timeline Update

Bids Due: March 24<sup>th</sup>, 2022  
2:00 PM at Mooresville Town Hall

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**ADDENDUM NO. 2**

The following enumerated addenda shall be incorporated into and become part of the Original RFP and shall be considered as having been originally written therein.

1. Is the town currently using a scanning solution? If so, what solution are you using and what is it doing for you? If the answer to both of these questions are no, are you looking for a scanning solution to help with the current business need?
  - a. **We scan to a local file server currently or use local desktop scanners. We will move to scanning to our SharePoint Online Document Libraries.**
2. Is the town currently set up for faxing through traditional analog lines and fax cards on each device? Or are you using an on premise fax server or a cloud faxing solution? If you are using traditional analog would you be interested in switching over to a cloud based faxing solution?
  - a. **We currently have Cisco ATAs for copiers that require a fax line and use Stratafax for an online cloud fax solution**
3. Is the town currently using a secure print release solution?

- a. We have the ability to do secure release via Printer Logic.
4. Does the town own any of the equipment listed in the RFP?
  - a. The only copier the Town owns is the Sharp MXC311. It works sporadically right now.
5. Page 3: “The awarded vendor shall provide additional equipment as needed and update or replace equipment as requested by the Town during the term of the contract at the same rate and withing the same term as the original contract.” Is machine #39 (at Fire Station #6) being added within 3 months? What is the expected completion date for Fire Station #6?
  - a. The expected completion date is late April to mid-May.
6. Page 6: Identify the page count. What is one “tic”? What is more than one? Can you describe the meaning of a “tic”?
  - a. My definition (which may be inaccurate) is what determines a page count.
7. Page 13; F. Paper: All multi-function machines and print devices must have the ability to effectively utilize 20 lb. xerographic bond paper and a range of other paper of various weight and finishes, including recycled paper, with at least thirty percent (30%) post-consumer fiber. Paper sizes 8.5 x 11, 8.5 x 14 and 11x17. What is the weight of the recycled paper?
  - a. It would be 20 lb paper.
8. Page 13; F. Paper: Please note in your proposal which machines will accommodate card stock. What is the weight of the card stock? Is it being fed through the machine via the bypass tray or loaded into a paper drawer?
  - a. The weight of the cardstock is 110 lb, 94 bright. It is being loaded in a drawer. Paper size is 8 ½ x 11. The machines that would use cardstock would mostly be in recreation.
9. How many trays are on the Sharp MXC311 at the Public Operations Building – Warehouse office? Is this a desktop unit or standalone unit?
  - a. It has two trays, 8 ½ x 11 and 8 ½ x 14. It is a standalone unit.
10. How many trays are on the Ricoh MCP305 SPF at the New Water treatment plant? Is this a desktop unit or standalone unit?
  - a. This unit has two trays and is a standalone unit.
11. Will you allow us to respond as a lease payment plus cost per copy for service/supplies? (RFP page 3; Purpose of Solicitation).
  - a. You may respond as a lease payment with cost per copy for service and supplies but cost per copy only would take precedence over any type of lease. We would prefer not to lease because of the accounting on leases. The Town would weigh all options in our evaluation though and choose the most economical for our purposes.
12. Could any additional equipment requests after the initial installation is done be “slightly used” equipment in order to do them for no additional charge as requested in the RFP? (Page 7 & 8 of RFP; Pricing)
  - a. They could be “slightly used” as long as they are in good working order.
13. Does the Public Operations Bldg. have the need for 11 x 17 printing? Their current Sharp MXC311 device is an A4 size unit and does NOT accommodate for 11 x 17 paper size. (Exhibit A)
  - a. No, this machine does not need 11 x 17.

14. Does the New Water Treatment Plant have the need for 11 x 17 printing? Their current Ricoh MPC305SPF device is also an A4 size unit and does NOT handle 11 x 17.  
(Exhibit A)

- a. No, they do not need 11 x 17.