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**Addendum**

<b>SOLICITATION NAME</b>	Multi-Function Copiers Q1725	<b>ADDENDUM NUMBER</b>	2	<b>DATE</b>	05-25-17
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This addendum answers questions raised about this solicitation. To aid in readability, the questions are in black, the answers are in **bolded blue**, and the answers follow immediately below.

Q1	<p>Kara informed us that each housing location will require a color system with 11"x17" capabilities with stapling and hole punch. I want to verify that these accessories are required and have formal approval as multiple locations with stapling will increase the overall cost. By recommending this solution we don't want to be knocked out by price over the other vendors and hope you will announce this to all the vendors as a requirement..</p> <p>The sites and Housing Administration require up to legal size capability. Vendors are to quote three-hole punching and stapling as options. The hole punching option is important so that KCDC staff can evaluate whether is more financially feasible to pay for the hole punching capability or to have KCDC site staff hole punch every document that goes into a resident's file.</p>
Q2	<p>On the lists given to us there is a discrepancy between how many apartment locations exist. One file shows 12, one 13, and one 11 also they are titled different names.. Would you please clarify the number of housing units and the names they go by.</p> <p>Defining the number of sites is difficult because of different perspectives of a "site." The best way seems to be to list the physical locations which currently have one or more printers:</p> <ol style="list-style-type: none"> <li>1. Autumn Landing</li> <li>2. Cagle Terrace</li> <li>3. Isabella Towers</li> <li>4. Lonsdale Homes</li> <li>5. Love Towers</li> <li>6. Main Office Building (901 Broadway)</li> <li>7. Montgomery Village</li> <li>8. Nature's Cove</li> <li>9. Northgate Terrace</li> <li>10. Northridge Crossing</li> <li>11. Procurement Office Building (901 Broadway)</li> <li>12. Section 8 Office (on Vine Avenue in the Family Justice Center Building)</li> <li>13. Supportive Maintenance Office (Cornelius Avenue)</li> <li>14. Taylor Homes</li> <li>15. The Manor at Northgate Terrace (while listed separately this site is two floors at Northgate Terrace)</li> <li>16. The Vistas</li> <li>17. Western Heights</li> </ol>



Q3	<p>We have most of the volumes from the units but do not have a clear number of months the equipment has been installed. I have heard both 36 and 42 months but an accurate number would help us figure out accurate volumes per month.</p>
	<p>Most units have been in place since the start of the award. Installation of the current devices began the second week of May 2014. A few units have been placed since then though so not all units have the same lifespan with KCDC.</p>
Q4	<p>I wanted to reach out to you and mention the following findings as we analyzed the Housing Locations. I know from the pre-bid meeting as well as the info packet the requests from the managers are quite different from the bid packet and what I was told from the main Housing office at 901 Broadway, Kara Davis and staff. Here is the info and what I am finding.</p> <p>All the housing complexes are requesting more than just the main machine and the maintenance. NO ONE can do without their desktop. I explained the advantages of the large machine and how it can help them but they have no use to listen to that. Kara requested they have the color machine with 4 paper drawers and staple and hole punch and fax. They can do away with one or two desktops but not all!</p> <p>The same goes for the housing department, accounting, and executive departments. Everyone is saying they still must have their desktops. I saw a few persons that needed their own machine, i.e. AR and maybe the main contact in Executive department, but no one seems to want to go away from their desktop.</p> <p>Also, speeds on these quoted machines will be all over the charts. I have the volumes from each machine and can determine what size machine needs to be the main unit. I see on the Bid Packet the housing complexes need one 30 PPM color as the main. I can agree but what should we do about the desktops?</p>
	<p>KCDC splits the answer into two parts:</p> <p><u>Part One: Housing Department and Sites:</u>  KCDC asks vendors to assume one large device at each site but understand that KCDC wants to also know about and see prices for other units (such as small “personal” ones) that it can choose to add if so desired. KCDC staff will work with your best recommendation and then add small or additional units as it determines.</p> <p>KCDC does assume “personal” copiers will be needed:</p> <ol style="list-style-type: none"> <li>1. In the maintenance shops/offices of the four high rises since they are in different buildings than the administrative staff</li> <li>2. At the Vista site since the maintenance shop/office is far away from the administrative office</li> <li>3. At the Isabella office due to a reasonable accommodation concern</li> <li>4. For one person in the Housing Office area</li> </ol>

Administrative Offices:

These areas are not under the purview of the Housing Department but KCDC is highly interested in cost saving measures for these areas. Our CEO has agreed that administrative staff will move toward this goal too. However, please include information about prices for other units (such as small “personal” ones) that KCDC can choose to add if so desired. KCDC staff will work with your best recommendation and then add small or additional units as it determines.

KCDC does assume “personal” copiers will be needed:

1. Two members of the Executive Management Team
2. One person in the Accounting Division