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Addendum

SOLICITATION NAME	Multi-Function Copiers Q1725	ADDENDUM NUMBER	1	DATE	05-19-17
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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	Do I need to provide proof of insurance before the proposal due date? No.
Q2	Must all equipment be new? Yes. See paragraph 1c in the solicitation document.
Q3	Do we have a list of all the accessories needed on the equipment? KCDC listed some of the requirements but as noted in several places in the solicitation document, KCDC is interested in learning about all options that exist.
Q4	Do you have the volumes per machine? KCDC is working to gather this information and will post it when it is available.
Q5	Will KCDC extend the due date to June 9, 2017? Yes.
Q6	Will KCDC provide a list of its actual current copier fleet? Yes. See the chart at the end of this addendum.
Q7	Do all units have to be desktop style? No. KCDC would like to reduce the number of desktop printers and replace them with large format devices such as a Savin C3003 where possible. Most all sites will have at least 1 large format printer that will take the place of the desktop devices.
Q8	Is there room at all sites for larger machines? Yes. However, a few sites may require some creativity as to placement of the device.
Q9	What size scanning is necessary for each machine? The devices need to be able to scan various paper sizes and properly handle the transition between the sizes when scanning. (see question 20)
Q10	Discuss scanning volume please. This information is currently unavailable. However, please keep in mind that due to the coming changes in both our scanning processes and printing processes, our best estimate would largely be a "shot in the dark" because of the unknowns we are dealing with.
Q11	Discuss your encryption needs. KCDC wants proposers to include information about encryption options both those at no cost and those that have costs. KCDC does want hard drive encryption.



Q12	Is Eric's printer a copier or just printer and what is the maximum size paper?
	It is a Savin SP C380DN printer with a SR3120 finisher, hole punch, 4 paper trays, maximum size 12x18, 2 output trays, hard disk and total memory of 1536MB.
Q13	Is KCDC insistent on the 1 year with 4 one-year options to renew model?
	While this is KCDC's standard model, KCDC will review and consider other options. However, KCDC cannot contract for more than a total of five years.
Q14	Is KCDC a governmental entity?
	Yes. In 2002, KCDC's attorney opined, "KCDC is a housing authority that has been organized and that exists under the Tennessee Housing Authorities Law that is codified at Tennessee Code Annotated 13-20-101. As such, it is a public body and a body corporate and politic. In short, KCDC is a governmental entity which is treated as a political subdivision of the State of Tennessee."
Q15	Are your fax lines analog or digital?
	They are analog.
Q16	Would KCDC be interested in digital fax solution?
	Yes and proposers may include such options.
Q17	How many faxes are you doing monthly (pages)?
	This is unknown and apparently not reportable.
Q18	How many analog lines do you currently have?
	20.
Q19	What is the term of the contract you are under with these lines?
	Monthly.
Q20	Do KCDC offices/sites scan or copy packets of mixed sized or packets in which some items are duplex and some not?
	Yes to both. Sites in particular will scan or copy packets with 8.5 x 11, 8.5 x 14, perhaps a birth certificate, a driver's license and other items. Administrative offices often have letter and legal sizes interspersed.
Q21	Are there specific needs for the BOC section of the Accounting Division?
	BOC needs: <ul style="list-style-type: none"> ▪ Fax capability on one unit ▪ The capability of the machine to "auto" adjust image quality when copying to avoid manual adjustments when copying various documents ▪ Larger paper tray capacity for our volume
Q22	When can we visit the sites to ascertain their needs?

Visits are available based on the schedule below. Please keep questions, if any, simple and relevant to the information necessary to help you formulate a plan for KCDC. Please refrain from sharing that plan with site staff at this point.

Site	Address	Contact Person	Times for Visits
Accounting Division	901 N Broadway	Denise Jaqua Houston	1:30-2:30, 5/19
Autumn Landing	6331 Pleasant Ridge Road	Kristie Toby	9:00-3:00, 5/23-24
Cagle Terrace	515 Renford Road	Linda Jeter	9:00-3:00, 5/23-24
Executive Management	901 N Broadway	Joy Russell	10:00-11:30, 5/19
Housing Administration	901 N Broadway	Kara Davis	8:00-9:00, 5/23
Human Resources	901 N Broadway	Wendy McGlasson	11:30-12:30, 5/19
Isabella Towers	1515 Isabella Circle	Linda Jeter	9:00-3:00, 5/23-24
IT	901 N Broadway	Eric or Jeff	Anytime, Call 719-8201
Lonsdale Homes	2020 Minnesota Avenue	Darlene Farmer	9:00-3:00, 5/23-24
Love Towers	1171 Armstrong Avenue	Steve Ellis	9:00-3:00, 5/23-24
Main Lobby	901 N Broadway	Kara Davis	8:00-9:00, 5/23
Montgomery Village	4530 Joe Lewis Road	Sam Chambers	9:00-3:00, 5/23-24
Nature's Cove	2639 Bakertown Road	James Pruitt	9:00-3:00, 5/23-24
North Ridge Crossing	712 Breda Drive	Adronicus Thomas	9:00-3:00, 5/23-24
Northgate Terrace	4301 Whittle Springs Road	Terri Evans	9:00-3:00, 5/23-24
Procurement	901 N Broadway	Hazel or Terry	7:30-4:00
Admissions & Grievances	901 N Broadway	Kara Davis	8:00-9:00, 5/23
Section 8	400 Harriet Tubman Street	Debbie Taylor Allen	8:00-9:00, 5/19
Supportive Maintenance	302 East Anderson Street	Jack Canada	2:30-3:30, 5/19
The Manor at Northgate	4301 Whittle Springs Road	Teresa Lawson	9:00-3:00, 5/23-24
Walter P. Taylor Homes	317 McConnell Street	Kim Clark	9:00-3:00, 5/23-24
Western Heights	1621 Jourolman Avenue	Kristie Toby	9:00-3:00, 5/23-24

Appendix A Listing of KCDC's Current Copier Fleet

Location	Assignment	Contact Person	Users	3510SF	5210SF	MP5002	C3003	C4503	C830DN	C305	816MF	CLP22	Total
				76	9	2	3	1	1	3	1	2	98
LOVE TOWERS		403-1360		6	0	0	0	0	0	0	0	0	
x	Steve Ellis	362	1	1									
	Beverly Mack		1	1									
	Mark Meade		1	1									
	Lisa Brodie			1									
	Supportive Maint	403.1371 x371	1	1									
	Jack Canada	REPAIRED	1	1									
WESTERN		403-1420		4	1	0	0	0	0	1	0	0	
	Kristie Toby	422	1							1			
	OPEN		1	1									
	Bryan Coffey		1	1									
	Office				1								
	Tiara Webb		1	1									
	Rhonda McCulley			1									
ISABELLA		403-1340		2	1	0	0	0	0	0	0	0	
x	Linda Jeter	342	1		1								
	Shana Love		1										
	Keith Crowe		1	1									
			1	1									
LONSDALE		403-1350		3	0	0	0	0	0	0	0	0	
x	Darlene Farmer	352	1	1									
	Jack Haynes		1	1									
	Carol Merritt		1	1									
NORTHRIDGE		403-1320		2	0	0	0	0	0	0	1	0	
x	Adronicus Thomas	321	1	1									
	Vicki Worrell		1	1									
	Cathe Lee	19856 Swapped for 816MF	1								1		
NORTHGATE		403-1400		5	0	0	0	0	0	0	0	0	
x	Terri Evans	402	1	1									
			1	1									
	Rodney Yardley		1	1									
x	Teresa Lawson	411	1	1									
	Darlene Dunn		1	1									
VISTA		403-1300		4	0	0	0	0	0	0	0	0	
x	Darrell Lindsey	302	1	1									
	Jonathan Romeo		1	1									
	Debra Clowers		1	1									

Location	Assignment	Contact Person	Users	3510SF	5210SF	MP5002	C3003	C4503	C830DN	C305	816MF	CLP22	Total
	Maint Shop		1	1									
TAYLOR		403-1390		5	1	0	0	0	0	0	0	0	
x	Kim Clark	392	1	1									
	Lisa Weddle		1	1									
	Angi Taylor		1	1									
	Steve Blevins		1	1									
	Lee Williams			1									
	PP Office Area		1		1								
Montgomery		403-1380		4	0	0	0	0	0	0	0	1	
	Sam Chambers	382	1	1									
	sChambers	382	1									1	
	Diana Caldwell		1	1									
	OPEN		1	1									
	Denise King		1	1									
CAGLE		403-1310		3	0	0	0	0	0	0	0	0	
x	Rhonda Harris	312	1	1									
	Sherrie Taylor		1	1									
	Larry Medley		1	1									
Autumn Landing & Nature's Cove		403-1422		5	0	0	0	0	0	0	0	0	
	James Pruitt	434	1	1									
	Tammy Kitts		1	1									
	Johnny Booker		1	1									
	AL Front Desk		1	1									
	Kenny Manis			1									
SECTION 8		403-1234		6	3	2	0	0	0	1	0	0	
x	Leasing Office 3510	Maggie, Lisette, Diana	1	1									
	Leasing Office 5210	Maggie, Lisette, Diana			1								
	OS Recert Office	Lisa, Beverly, Carrie, Debbie, Kim	1		1								
	OS/HO Office	Cricket, Jennifer, Venus	1		1								
	Venus Styles		1	1									
	Reception	Vanita, Debbie, Kim, Michael				1							
	Kim Trame			1									
	Admissions Office	Deborah, Kim, Debbie, Michael				1							
	Michael Hodges	235	1	1									
	Large Conf Room	Nobody	1	1									
	Debbie Taylor		1	1									
	Director Conf Room	Debbie, Michael, Kim, Jennifer	1							1			

Location	Assignment	Contact Person	Users	3510SF	5210SF	MP5002	C3003	C4503	C830DN	C305	816MF	CLP22	Total
MAIN OFFICE													
Housing		403-1147		10	1	0	2	0	0	0	0	0	
	Front Desk				1								
Equals Central Admin	Rosetta Brown		1	1									
	Jerry Branche		1	1									
	Stacey Ayres		1	1									
	Mary Castleberry		1	1									
	Nancy Mills	1147	1	1									
	Ashley Ogle		1	1									
	Kim Mills		1	1									
	Regina Kimber		1	1									
	Kara Davis		1	1									
	Sean Gilbert		1	1									
	CR Mail Rm						1						
	Housing Mail Rm						1						
Exec-Mngmt				7	0	0	0	1	0	1	0	0	
	Joy Russell	403-1105	1	1									
	Ben Bentley		1	1									
	Donna Martin		1	1									
	Tracee Pross		1	1									
	Joyce Floyd		1	1									
	Kristi Dunlap		1	1									
	Mail Rm	Adding OCR						1					
	Exec Conf Rm									1			
	Brad Peters		1	1									
Human Resources		403-1111		0	0	0	1	0	0	0	0	0	
	HR Office Area		1				1						
		111	1										
Accounting		403-1146		9	1	0	0	0	0	0	0	0	
	Elaine		1	1									
	Matt				1								
	Brenda Goode		1	1									
	Shauna Lawson		1	1									
	Linda Thomas		1	1									
	Barbara White		1	1									
	Kelia West		1	1									
	Candy Miles		1	1									
	Randall Brown	across from DJ	1	1									
	Denise Jaqua-Houston	DJ	1	1									

Location	Assignment	Contact Person	Users	3510SF	5210SF	MP5002	C3003	C4503	C830DN	C305	816MF	CLP22	Total
Procurement		403-1133		0	1	0	0	0	0	0	0	1	
	Procurement Office Area		1		1								
		135	1										
	Terry McKee	134	1									1	
Information System				1	0	0	0	0	1	0	0	0	
	IS Office Area		1	1					1				
	C830DN		1										
		Total	86										