

City of Portsmouth
Portsmouth, New Hampshire
Finance Department
RFP # 06-16
Full Service Multifunction
Copy Machines Lease Contract
REQUEST FOR PROPOSALS

Addendum#3

September 30, 2015

This Addendum forms part of the original document marked: RFP#06-16 Full Service Multifunction Copy Machines Lease Contract.

Attachment 1: Vendor's questions and the answers provided by the City. **See attached.**

Appendix D in Excel format has been emailed to all potential bidders.

All else remains unchanged.

Please acknowledge this addendum within your proposal. Failure to do so may subject a proposer to disqualification.

End of Addendum 3

City of Portsmouth - MFP RFP Questions

Question	City Response	Comments
What is the name of the print management software that was previously tested?	Print Audit 6	
What problems or concerns did this software create?	Conflicts with other software	
How many fax lines are in use?	20	
Do you utilize a VOIP system?	No	
Is there a copy of floor plans available?	Not a comprehensive one. This is why the walk-throughs were provided.	
Is there a copy of Appendix D available in either Word or Excel format?	Yes	
How many total employees?	625	
How many print servers?	1	This is MS Windows Server 2008
Are the copper lines in to all offices?	Yes	
What kind of ID cards are used by employees	HID	
What type of phone system do you have?	Centrex	
Do you have a phone box?	No	
Do you need mobile printing?	Possibly	Please price separately
Do you have a desire to do desktop faxing?	Yes	
Do you have an interest in fax routing?	Possibly	Please price separately
Prefer to route faxes to a secure folder?	Possibly	Please price separately
Do you use Active Directory or LDAP?	Active Directory	
Do you want to monitor/measure your environmental impact by user or department?	Yes	Please see details in RFP
Do you want to establish rules based printing?	Possibly	Please price separately
Does the customer have sufficient rights to have a third party remove the equipment?	Must be negotiated by the vendor	
Would the customer continue to be responsible for risk of loss until the equipment is received by the original vendor?	No	
Are there any buyouts/termination charges?	Not that we are aware of	
Can you provide an estimate of the shipping charges that are associated with the equipment returns?	No	

Over what period of time to you expect to order equipment at the same price quoted in the proposal?	6-months	
If the vendor proposes a machine that is not Energy Star compliant, will that disqualify the vendor?	Not necessarily	
If the vendor proposes a machine that does not have an EPEAT rating, will that disqualify the vendor?	Not necessarily	
Please provide more detail on what you are looking for under the sub bullet 'f' under the TRANSITION PLAN section?	Please re-read the RFP	We believe your are refering to bullet "G" not "F"
One of the people in City Hall asked about connecting the MFP to the Treeno document management software. During the bid conference, Alan indicated that this was not to be addressed. Please confirm.	We may use the scanner in the MFP to scan, however we are not looking for direct integration with Treeno.	
Is there any interest in authenticating with HID cards?	Possibly	Please price separately
Gary asked for significant speed and capacity upgrades in most departments. For comparison sake, I'd want to be sure that the vendors in the earlier tours were given the same instructions.	Noted The units currently in use are noted in the RFP. In these cases we are looking for more modern equipment with scanning and fax capabilities.	
How should we address the size and scope of the units we didn't see?	We would want units 20% faster (or more).	