

MEMORANDUM

To: All Interested Vendors

From: Wanda Dixon
Procurement Analyst

Date: September 23, 2021

Subject: Addendum No. 1 21-013 Managed Print Services
Questions and Answers

Received the following questions during the inquiry period. Responses are below:

Part I. Questions and Answers

- Q1: How old are the current Jamex Units, and what are the model numbers?
- a. Which HP Printers models have Jamex units?
 - b. Which Xerox MFP models have Jamex units?
- A1: Model SEM K09968 are 6 years old; See Attached
- Q2: Will we be using your current credit card readers?
- A2: Yes
- Q3: Please clarify if you'd like for us to destroy the hard drives of your current devices, or wipe them?
- A.3: Destroy with certification
- Q4: What is the status of your current equipment? Do you own them outright, or are they leased? If leased, how much left on your lease, and what are your return obligations?
- A4: Owned
- Q5: What are the models of your HP Plotter machines? Please confirm if you own or lease them
- A5: Own – See Attached
- Q6: Referencing Page 25, 1, a.i: Do you want the printers to connect to your network? Or if printing via Apple Air Print the objective? Is this for public, employee use, or both?
- A6: These printers will all be on our network and used by both.
- Q7: Referencing Page 25, 1, b.i.: Please clarify what you mean by scanning direct to email as a PDF with the Library's Adobe License.
- A7: The default file type for scanning to email is a .PDF.
- Q8: In terms of internet faxing, are you using RightFax or any other fax service currently?
- A8: We do not have a fax service.
- Q9: In terms of booklet finishing, do you need the output to be folded and center stapled?
- A9: Yes, folded and center stapled.
- Q10: Can you elaborate on public vs. staff equipment? Are they on different networks?
- A10: The public and staff printers are on the same network.

BIDDERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS MEMORANDUM (ADDENDUM NO. 1) ON THE ACKNOWLEDGEMENT OF ADDENDA FORM IN THE ITB DOCUMENTS.

Manufacturer	Model	Usage	Coin Box?
HP	Color LaserJet M651	public	Coin Box
HP	Color LaserJet M651	public	Coin Box
HP	Color LaserJet M651	public	Coin Box
HP	Color LaserJet M651	public	Coin Box
HP	LaserJet 500 color M551	public	Coin Box
HP	Color LaserJet M651	public	Coin Box
HP	Color LaserJet M651	public	Coin Box
HP	Color LaserJet M651	public	Coin Box
HP	Color LaserJet M651	public	Coin Box
HP	Color LaserJet M651	public	Coin Box
HP	Color LaserJet M651	public	Coin Box
HP	Color LaserJet M651	public	Coin Box
HP	LaserJet 500 color M551	public	Coin Box
HP	Color LaserJet M651	public	Coin Box
HP	Color LaserJet M651	public	Coin Box
HP	Color LaserJet M651	public	Coin Box
HP	Color LaserJet M651	public	Coin Box
HP	LaserJet 500 color M551	public	Coin Box
HP	LaserJet 500 color M551	public	Coin Box
HP	Color LaserJet M651	public	Coin Box
HP	Color LaserJet M651	public	
HP	LaserJet 500 color M551	public	
HP	LaserJet 500 color M551	public	
HP	LaserJet P3010 Series	public	
HP	Color LaserJet M651	public	
HP	Color LaserJet M651	public	
HP	Color LaserJet M651	public	
HP	Color LaserJet M652	public	
HP	Color LaserJet M652	public	
HP	Color LaserJet M652	public	
HP	Color LaserJet M652	public	
HP	Color LaserJet M652	public	
HP	Color LaserJet M652	public	
HP	Color LaserJet M652	public	
HP	Color LaserJet M652	public	
HP	Color LaserJet M652	public	
HP	LaserJet 500 color M551	public	
HP	Color LaserJet M652	public	
HP	Color LaserJet M652	public	
HP	LaserJet 2300 series	public	
HP	LaserJet 500 color M551	public	
HP	Color LaserJet M651	public	
HP	LaserJet 500 color M551	public	
HP	LaserJet 500 color M551	public	
HP	LaserJet 500 color M551	public	
HP	LaserJet 500 color M551	public	
HP	LaserJet 500 color M551	public	
HP	Color LaserJet M652	public	
HP	Color LaserJet CP2025n	staff	
HP	LaserJet 400 color M451dn	staff	
HP	LaserJet 400 color M451dn	staff	
HP	LaserJet 2100 Series	staff	
HP	Color LaserJet M651	staff	
HP	LaserJet M506	staff	
HP	LaserJet P3010 Series	staff	

