

Addendum #1 – September 3, 2020

## Request for Proposal

### AMD-2020-01- Supply & Delivery of a Multifunction Copier

#### Additional Information for Prospective Bidders

The Township has received the following questions regarding the above noted RFP, please note that the answers to each questions are provided in the **Bolded Text**.

1. Could you please elaborate on what you mean by "Document Workflow"? – **This would be the ability to scan items to multiple sources such as email and a USB port.**
- 2.
3. On all printer options the City [Township] has asked for a 2000 sheet legal drawer 8 ½ x 14. Can you please let us know if this is mandatory on all devices? – **No the 2000 sheet drawer is not mandatory.**
4. Is there an editable version that you will be providing? – **No.**
5. Of the 150k+ print volume, what is the based on Mono or Colour – **It would be a mix of both products.**
6. Please validate if all of these requirements [Schedule 2, Part C] also apply to D and E units which are production devices – **Yes, Schedule 2 Part C applies to all units.**
7. Please validate if the Fax module is required on all units. – **Yes, is the fax module is required on all units.**
8. Please define Desktop Photo Mode. – **The ability to preview photos or scans on a desktop screen.**
9. Please provide the details on the SharePoint requirements (version, cloud, on premise ect...). – **At the moment the Township does not use Sharepoint but the unit should be able to integrate into Sharepoint should the Township change systems.**

10. Considering that Monday, September 7<sup>th</sup> is a National Holiday, would the Township consider extending the submission to September 17<sup>th</sup>? – **No.**

End of Addendum # 1