

**Workforce Solutions Brazos Valley
Multi-function Digital Copiers for Brazos Valley Workforce Center Offices Procurement
Bidders Conference Notes and Questions & Answers Document
January 8, 2018**

The Bidders' Conferences were held by conference call on January 4, 2018.

Question: Concerning quantity, will the 35 page/minute copier that you are requesting for Hearne and Brenham offices be the same one as the other offices come up for renewal?

Answer: Yes. In our smaller offices in the region (Madisonville, Navasota, Caldwell, Centerville, Hearne, Brenham,) the machines are smaller and sit on a desk or table. In the Bryan office-there are 2 large standalone units.

Question: Are the smaller units required to do 11 by 17 size papers?

Answer: Yes, for spreadsheets.

Question: Are the devices remaining on contract as well and when will those contracts be up?

Answer: Yes. Each office renewal will be up at different times over the next two years.

Question: At what dates do the remaining devices on contract expire?

Answer: Madison County – September 2018; Leon County – September 2018; Grimes County – March 2018; Burleson County – March 2018. Brazos- 2019. Brenham and Hearne are on month to month at this time.

Question: Is it a requirement of the RFP that the ones expiring be included in the response now?

Answer: No, they will be negotiated at the time of the contract expiration. But vendors should indicate they could provide them in the future at the other locations of the Workforce Centers.

Question: Do you need these machines to staple?

Answer: Yes.

Question: Would pricing the requirement finishes as an option be acceptable, such as different paper capacities?

Answer: Yes.

Question: Do the machines need to have color output?

Answer: Yes and include the pricing difference between a black and white only copier and a copier that can also do color.

Question: Do you want us to include a price for a color copy?

Answer: Yes.

Question: Do you want the same service requirements for the copiers as listed in the RFQ?

Answer: Yes.

Question: What type of scanning are you doing that requires single scanning jpeg files?

Answer: Information is dropped off by customers and it is scanned in and then emailed to our paperless system.

Question: So, not one page at a time, but the entire job?

Answer: Yes.

Question: You have the scanning requirement listed as 110 pages/minute. However that is not a standard scan feed for a 35 page/minute machine. Is it acceptable to note this on the proposal and include an alternative?

Answer: Yes.

Question: Will the remaining devices be rented at the same price as quoted as a result of this RFQ?

Answer: No we will renegotiate cost at the time of each renewal.

Question: Will the devices required for this RFQ need finishing (stapling)?

Answer: Yes

Question: Will any of the devices need additional paper capacity?

Answer: No.

Question: Will any units require the ability to do color output?

A-Yes.

Question: What type of scanning is done within the current facilities that requires single page JPEG?

Answer: We scan in one page at a time.

Question: Will the BVCOG not require or need searchable PDF/ OCR scanning?

Answer: No.

Question: Confirm the need for scan speeds of simplex 110opm/ duplex 180ipm on the requested 35ppm MFP. The requested speeds are not standard on any 35ppm MFP.

Answer: Please propose equipment that scans the speed of scanning and the cost of that equipment.