



To: **Prospective Bidder**

Date: **March 25, 2024**

Subject: **Request for Proposal - Bid# 224-40 Copier Center**

RE: **Addendum # 2: Questions and Answers**

**Question:** In Section 4.1.2.1 “reduce total cost of ownership” is GVSU willing to share any current related costs for hardware or service for the Copy Center to help vendors achieve this area?

We are looking for bids that best utilize the asset based on cost of asset and operating costs knowing the current volume numbers we provided.

**Question:** In Section 4.2.2.1 Equipment purchase cost per unit, are you simply asking for a purchase price, or do you want leasing options?

We will accept leasing options, but we are mainly looking at purchasing the equipment.

**Question:** In Section 4.5.2 Production Color Copier, will you require a Fiery Processor?

Yes. We are looking for a Fiery.

**Question:** To confirm, is this an equipment purchase, with a three-year maintenance program, that includes a four-year extension option?

Correct, GVSU is looking to outright purchase the machines and an initial 3-year service contract with the option to extend the contract for a max of 4 years in one 2-year increment and two 1-year increments.

**Question:** Section 4.5.2 includes details/requirements for two non-production color copiers – one for Grand Rapids and one for Allendale. Could we please get clarification on the following items:

How are these devices used?

The device in Allendale is used for low volume/walk-up traffic, typically jobs that are only a few pages and most often student color printing.

The device in Grand Rapids is used for a similar purpose as the Allendale device, but it may also be used by campus departments that aren't able to wait the turnaround time to have copy jobs printed in Allendale and then sent to GR. Campus departments are encouraged to send all copy jobs to the Allendale Copy Center, but that isn't always possible due to time constraints.

Both the GR and the Small Allendale machines are listed at 50,000 impressions but the Allendale copier is realistically 20,000 and the current machine is 45 copies per minute

The estimated volume for both devices is listed at 50,000 impressions per year. Is there a reason behind the difference in required speed?

The devices essentially serve the same purpose at both locations, to handle walk-up traffic for color printing.

The listed requirements state that these devices “Must interface with Print Shop Pro (EDU Business Solution). Could you please explain how Print Shop Pro is used?

We need to be able to send and store the open files from Print Shop Pro to the devices for printing at a later time. We would want the devices to use the job number and name that is attached to each file and want to be able to easily access these files and change the requirements for each job before printing.

The last bullet point under section 4.5.2 is “Quote to include removal and trade-in/recycling (or scrapping of two (2) Konica Minolta 6120s, one (1) Konica Minolta C4080, one (1) Konica Minolta C458, one (1) Konica Minolta C759 (Grand Rapids), and removal of hard drive for GVSU Disposal.” To clarify, are all five Konica devices owned assets, or will any need to be shipped back to a leasing company?

These machines are all owned assets, no machines will need to be returned to a leasing company.