



County of Roanoke

FINANCE DEPARTMENT PURCHASING DIVISION

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May 14, 2018

RFP # 2018-075
Copier and Laser Print Services on a Cost per Click Basis

ADDENDUM NO. 2

Answers to Bidder Questions

Due Date & Time:
May 31, 2018, 3:00 PM
(Local Prevailing Time)

RFP # 2018-075
COPIER AND LASER PRINT SERVICES ON A COST PER CLICK BASIS
ADDENDUM NO. 2

1. **Answers to Bidder Questions** – Please see Attachment A for answers to various questions received from prospective bidders.

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**ATTACHMENT A TO
ADDENDUM NO. 2 TO RFP # 2018-075
COPIER AND LASER PRINT SERVICES ON A COST PER CLICK BASIS
Bidder Questions**

1. What is the estimated annual volume for the copiers

To clarify the copier request and monthly volume question, we currently have 126 copiers for the division with a combined average monthly volume of 1 million copies. Most school copiers are used for a 10 month period (August – May). The estimated annual volume would be 10 million copies.

2. What is the estimated annual volume for the Laser Printers

This is the first year for our annual laser printer program. We have around 145 laser printers with an annual volume estimated at 1 million prints. The printers have been installed from August 2017 – May 2018.

3. Does Roanoke County School currently have a Color Copiers or Laser Printers? If so how many?

No color copiers are in the district. Also, no color laser printers are installed in our annual laser printer program. We are looking for pricing options for future needs.

4. How is Roanoke County School's currently utilizing PrinterLogic

PrinterLogic manages the installation of printer drivers with our division owned computer devices. It allows a portal for users to self-install drivers. It provides a single location to control printer settings. It is also a central management system for reports. It integrates with our district Active Directory system. It also auto updates all printer drivers installed from PrinterLogic.

5. Can Roanoke County School's supply a list of your current models of copiers and laser printers?

The copiers and printers are provided by our current vendor. There are several copier models, however an example of the equipment is listed below:

Copiers – Cannon IR5075, Cannon IR4035

Laser Printer – Cannon LBP251, Cannon MF410

6. How does Roanoke County Schools want the Option Flat Rate Paid? Monthly, Quarterly, etc

The flat rate laser printer option should be paid in a single annual payment.

7. How much is Roanoke County Schools paying in cost per copy for black and color copies

Our current rate per copy is .0137 for black.

No pricing for color; RCPS does not currently have color copiers.

8. Is Roanoke County Schools using analog or digital VOIP for fax service
We are using analog phone lines for fax service.

9. Could Roanoke County Schools provide a list of installed copiers by school location and model including the central administrative offices?

126 total copiers (Cannon models vary) are installed in our school and central office locations including front offices, libraries, special ed. offices and administrative areas. We have a total of 31 RCPS locations throughout our district.

145 total laser printers in the annual program (Cannon LBP251 or Cannon MF410) are installed in computer labs, libraries, front offices, special ed. offices and administrative offices. We have a total of 31 RCPS locations throughout our district.