

RFP 4000 Addendum # 1

Request for Proposals for
Multifunctional Document Producing Devices MFD's
(Solicitation # 4000)

Date of Addendum # 1 - April 20, 2009

The Request for Proposals (RFP) for the above named project is amended as noted in this Addendum. This Addendum consists of 3 page(s).

This Addendum lists revisions (item 1) and questions received with SHA's responses (see Item 2 below)

ITEM 1: REVISIONS TO RFP DOCUMENTS

Seattle Housing Authority has revised the RFP to reflect various changes within the document. The attached corrected or revised RFP replaces the original RFP in its entirety. Please pay particular attention to the information and sections listed below.

- Section B Scope Of Work
- Section D Provider Evaluation Criteria, Additional Evaluation Criteria, 4. Monthly Charges. Section H Administrative Information & Contract Requirements, additional sections added. Revised Price Proposal Form.

In addition to the changes above some wording throughout the document was changed for consistency. Please read the new document in its entirety.

ITEM 2: QUESTIONS SUBMITTED

Question 1. H. ADMINISTRATIVE INFORMATION; (9) Contract Requirements. SHA refers to certain terms listed on your website. To which agreement on the website is SHA specifically referring?

Response: SHA is referring to the Service Provider Agreement under "Other Services" The standard Agreement is incorporated as part of this addendum. Section H of the RFP has been revised to reflect additional terms and conditions that will apply to the resulting contract.

Question 2. Will SHA agree to negotiate with the awarded vendor certain lease terms and conditions (after the bid is awarded) to assure funding? If so, would SHA accept a standard Lease Agreement for review with the bid response for this purpose?

Response: SHA may negotiate with the highest ranked firm consistent with the provisions of the RFP. Lease Agreements will not be reviewed if submitted with the proposal. Proposers are advised to review the RFP to ensure compliance with requirements associated with submission of supplemental documents or materials.

Question 3. H. ADMINISTRATIVE INFORMATION. (8) Funding Availability. According to State Contract, client has the ability to cancel lease based on Non Appropriation of funds, and therefore terminate any lease or agreement with 30 days notice. Would this suffice your requirement for 'additions and Deletions' under General Requirements? (pg 4)?

Response: No. Although this provision is part of this RFP SHA reserves the right to add additional machines as needed during the contract period. Addition and deletion of locations under Section B #2 General Requirements is in reference to the possible move of a machine from one location to another within SHA.

Also, section H, #8 states "By responding to this RFP, the proposer acknowledges that for any contract signed as a result of this RFP, the authority to proceed with the work is contingent upon the availability of funding. The proposer also acknowledges that should funding for the equipment or services on this RFP be lost SHA reserves the right to terminate any lease or agreement with 30 days notice."

Question 4. Are you going to accept bids only from the State of Washington contract restrictions?

Response: No. The reference under section B item 3 Technical Requirements sets the minimum standards for the MFD to be proposed.

Question 5. What kind of copiers are being replaced by this purchase?

Response. This is not a purchase, but a lease. Currently the copiers are Canons.

Question 6. Do they have need of color copiers?

Response. SHA is not willing to pay more than what black and white copying costs.

Question 7. Are all the copiers on a network managed by Seattle Housing Authority?

Response. Not currently, the units covered in this RFP will be installed on our network.

Question 8. What is the time line to install all 30 copiers?

Response. As soon as possible after the award of the contract.

Question 9. Is there a requirement to report on images by department or cost center?

Response. There is no requirement to report counts by department or cost center. SHA is not willing to pay more for this feature.

Question 10. Are there any post script printing requirements?

Response. No

Question 11. Is there a need for a stapling unit?

Response. No

Question 12. Is so would you need to staple more than 50 page documents?

Response. Not applicable.

Question 13. Is there a need for folding or saddle stitch unit?

Response. No

Question 14. 2 or 3 hole punch?

Response. No

Question 15. How many different sizes of paper do you use? Any 11"x17"?

Response. The units proposed must have the ability to handle 8.5"x11" and 8.5"x14" size paper. No 11"x17" paper will be used in the MFD.

Question 16. What is the thickest stock of paper you use?

Response. Up to 28# bond and card stock.

Question 17. How many users per machine?

Response. The number of users will vary depending on location but will range between five (5) up to twenty (20).

Question 18. Do you outsource any print jobs?

Response. Yes.

Question 19. Do your current copiers have print/scan/FAX capabilities?

Response. No, the current machines are copy only, we have separate fax machines that are being replaced with this installation.

Question 20. May more than one MFD be submitted for proposal?

Response. Yes. A proposer may submit more than one MFD model for consideration. Each MFD proposed must be submitted on a separate Price Proposal Form.

ITEM 3: The Due Date for RFP has not changed and remains 1:00 pm, Monday, April 27th, 2009

END OF RFP # 4000, ADDENDUM # 1