

RFP No: 2010-01  
Multi-Functional Digital Copiers

**April 23, 2010**

**Questions and Answers**

**Question #1** – Do you intend to replace all the equipment listed now? By our count, 31 of the units have just been installed in the last two years...do you plan to have vendors buy those lease balances out or just replace them as their leases expire in the years ahead?

**Answer** – All the equipment listed is leased and will be removed at the end of the contract (July 17, 2010) unless the same vendor is awarded the bid and it is determined that one or more of the units will suffice at the respective locations.

**Question #2** – It would probably help all the vendors to understand the volume history at each location and to know what features (stapling, scanning, etc) are on the current roster of equipment.

**Answer** – I will try to get that information and have it available at the pre-bid meeting next Friday, April 30<sup>th</sup>. Most of those type questions should be answered then.