



El Paso County Purchasing Department  
500 East San Antonio, Room 500  
El Paso, Texas 79901  
(915) 546-2048 / Fax: (915) 546-8180

---

## ADDENDUM 1

To: All Interested Proposers

From: Claudia Sepulveda, Bid Clerk/Buyer

Date: March 8, 2006

Subject: Bid #06-007 Copiers for the Sheriff's Office

---

The Purchasing Department received questions relating to the above referenced proposal. The Sheriff's Office has responded to the following questions:

4 Copiers (Floor Law Library, Operations Section Office 1st Floor, Shift's 2nd Floor, Commander's Office 1st Floor)

1. Will 24 hour, 7 day per week service be required?  
**Monday – Friday 8-5 PM**
2. Will these four units need any finishing capabilities i.e. stapling, hole-punching, etc?  
**No**
3. Is the monthly volume of 150,000 for all four units or 150,000 per month per unit?  
**Per Unit**
4. Will connectivity be required for these units or will they be stand alone copiers only?  
**Stand alone copiers**

2 Copiers (CID (ID&R Section), Administration Office 3rd Floor MDR)

1. Is the monthly volume of 150,000 for both units, or 150,000 per month per unit?  
**Per Unit**
2. What is the estimated monthly color volume?  
**Color is not necessary but if it is the same price as the black and white copier then half the 150,000 volume per month.**

3. Will these two units need any finishing capabilities i.e. stapling, hole-punching, etc?  
**No**
4. Will connectivity be required for these units or will they be stand alone copiers only?  
**Stand alone copiers**
5. Will there need to be department codes for monitoring color and b&w usage for these units?  
**If color is used yes a code will be needed.**

1 Copier (Training Academy)

1. What is the estimated monthly volume for the Training Academy's copier/printer?  
**20,000**

General Questions

1. Can you provide a monthly usage per copier?
  - IM350 Law Library
  - IM350 Operational Section Office 1<sup>st</sup> Floor
  - IM350 Shift 2<sup>nd</sup> Floor
  - IM350 Commander Office
  - CM4530 CID
  - CM4530 Admin Office 3<sup>rd</sup> Floor**Refer to questions above**
2. Due to the sensitivity, legality, and security of the documents that the Sheriff's Department copies and prints, will the copiers that are being proposed be required have Bates stamping or have Bates stamping capabilities?  
**No**
3. Due to the sensitivity, legality, and security of the documents that the Sheriffs Department copies and prints, will the copiers that are being proposed be required to be N.A.I.P. certified by the State of Texas (especially the color units)?  
**No**
4. Will the vendors be allowed to submit more than one option on the bid?  
**Yes**
5. Of the seven copiers being bid on, how many of these are to be configured as stand-alone copiers and how many of these are to be configured as multifunctional units (copier/printers)?  
**All stand alone**
6. The bid states that the monthly volume of the four IM350's is 150,000 – is this combined volume, is it per unit, or is it the duty cycle of the units? The bid also states that the volume of the two CM4530 is 150,000 - is this combined volume, is it per unit, or is it the duty cycle of the units?  
**Per unit**

7. How many units will require finishers? What kind of finishing options will be required for each unit?  
**None**
8. Will the County require the color machine to have two meters to separate charges for black/white and color charges in a single job? For example, some machines will charge the color rate for an entire job even though only one page is run in color and the remaining are black and white.  
**Color is not necessary**
9. Will the proposed units be required to have the ability to add Annotation?  
**No**
10. In order to restrict access, management usage and ensure confidentiality of private information, will the units being proposed, be required to have Network Authentication, Secure Print, and Image Overwrite Security?  
**No**
11. What is the anticipated time frame as to when the bid is to be awarded?  
**ASAP**
12. Is there a minimum number of impressions (volume) that is to be included in the price of each unit that is being bid on, if so how many impressions per unit?  
**No**
13. Are the (4) Imagistics IM350, (2) Imagistics CM4530, and the Ricoh Aficio 2105 the units that are currently installed at the various locations of the Sheriffs Department?  
**Yes**
14. Is Bid #06-007 being handled strictly by the Purchasing Department or is the Sheriffs Department participating in the final decision?  
**The Sheriff's Department will be responsible for evaluating the bids**
15. Is this bid meant to provide for a competitive environment? If so, why does the speed of the unit go up, but the need for paper capacity go down? Are these specs being written to the specification sheets of the individual machine or to the need of the customer? i.e. for the 35PPm machine the paper capacity being asked for is 3,950 sheets, for the 45pPm Unit the paper Capacity being asked for is 3,700 sheets and for the 105ppm machine the paper capacity being asked for is 3,000 sheets this seems counter-intuitive. **Needs of the customer**
16. With regards to the memory specifications, each vendor manufactures there machine to utilize memory in different manners to maximize the productivity of the unit. Very few manufacturers use 384 MB of RAM and this could be considered a non-competitive bid specification. Can this bid specification be removed for that reason and replaced with the customer's overall need?  
**Yes**

17. With regards to Imagistics CM4530, older technology requires 4 passes to lay down the different toners necessary to produce a full-color original. Therefore the speed of the unit when requiring color slows down to a fourth of the black and white speed. If you request optional 11ppm color this specification could be considered non-competitive as there is only one machine that can provide specifications in this manner. Can this bid specification be removed and replaced with the customer's need? What are the applications being considered for color and is color a need? What is the need for 12x18 and is this optional as well as it is a specification normally used to do full color bleeds?

**Color is not necessary, 8 ½ X 14 is fine**

18. Instead of using the sought upon units and their respective specifications and asking for equivalents, can you reference the unit and ask the customer to give their requirements? i.e. instead of paper capacity and maximum output size, can the customer list how many paper sources they would like and the different paper sizes they would need?; instead of memory requirements, can the customer list the applications the unit would be required to run?; instead of listing the monthly volume as the duty cycle of the machine, can the customer give the actual volumes being currently ran and what their future needs might be? Is the customer looking for the ability to print or scan? If there is a need for scanning, what type of scanning architecture are they looking for? The needs for the department are specified in the bid. 8 ½ X 11 and 8 ½ X 14 are the two sizes.

**No we do not need printing and scanning**