



County of El Paso Purchasing Department
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ADDENDUM 3

To: All Interested Proposers
From: Linda Mena, Inventory Bid Technician
Date: July 14, 2009
Subject: Bid # 09-048, Copiers for the County of El Paso

Please note:

<u>Department</u>	<u>Qty</u>
• Auditors	1 copier
• Court Administrators	1 copier
• Council of Judges	15 copiers
• County Clerks	1 copier
• District Attorneys	1 copier
• District Clerks	1 copier
• Tax Office	1 copier

The Purchasing Department received questions relating to the above referenced proposal; the response to the following questions:

1. What are the copy volume on the existing units?

• Auditors	approximately 200,000 year
• Court Administrators	approximately 200,00 year
• Council of Judges	approximately 200,000 year for each Court
• County Clerks	approximately 150,000
• District Attorneys	approximately 240,000
• District Clerks	approximately over 600,000
• Tax Office	approximately 377,000

2. Do you require stapling and 3-hole punch on the 18 units (item 1)?

- | | | |
|---------------------|--------------------|----------------|
| • Council of Judges | 3-hole punch - No | Stapling - Yes |
| • County Clerks | 3-hole punch - Yes | Stapling - Yes |
| • District Clerks | 3-hole punch - No | Stapling - Yes |
| • Tax Office | 3-hole punch - No | Stapling – Yes |

3. Should the vendors include their cost for service and staples if the units are purchased?

- Court Administrators --- Yes
- Council of Judges --- Yes
- County Clerks --- Yes
- District Clerks --- Yes
- Tax Office --- Yes

4. Do the 18 units (item 1) require the ability to run 11x17? If not, this will cause vendors to propose units smaller in nature and might not meet the needs of the County of El Paso.

- Council of Judges --- Yes
- County Clerks --- Yes
- District Clerks --- Yes
- Tax Office --- No

5. Does the Auditor's machine require a convenience stapler or a finisher or both?

Both

6. Is the Auditor's machine asking for copy, print, fax and scan?

Yes

7. Is the District Attorney's office looking for a color solution or just color scanning?

Color Scanning only

8. What format do you require for Bates Stamping? Is Bates Stamping for coping, scanning, or both?

- Council of Judges --- COPYING
- County Clerks Both
- District Clerks N/A
- Tax Office N/A

9. Is the network for the County of El Paso a simple LAN, multiple sub-nets, or VPN connectivity?

EL Paso County Network consists of multiple VLANS that communicate to a core location. The LAN has multiple routers and switches. There is VPN connectivity, but remote locations do not connect through VPN tunnels. VPN is simply for external users.

10. On the Council Of Judges, County Clerks, District Clerk, and Tax Office requirements page (18 machines), speed: up to 32/36/45/55 is listed. Are you asking for pricing for a machine for each speed, or are you asking for one model in particular to standardize with for all machine?

- Council of Judges One model with speed up to 35, 52, or 55 copies per minute.
- County Clerks One model the faster the better
- District Clerks One model the faster the better
- Tax Office One model with speed up to 35, 52, or 55 copies per minute.

11. For the 18 machines, you have listed "Annotation and Bates Stamping" for output features. Do you want this accessory on all machines? Is tab copying required on all machines? What type of tab copying is required?

- Council of Judges Yes on all machines. No tab copying required
- County Clerks Yes and Yes tab copying required.
- District Clerks No and no to tab coping.
- Tax Office Not necessary.

12. The requirement of "Submit itemized detailed invoice" seems pre-mature. Are you requiring a detailed invoice for equipment up front? If so, with options requested, a complete detailed invoice does not seem relevant. (This requirement is listed on all copier request pages)

Yes, vendors must submit a detailed itemized quote/invoice.

13. On the copier requested for the Auditors, you mention “copy as fast as 1 second.” Are you referring to the first copy output, the copy speed of the machine, or is this even a correct number?

Copy speed of the machine

14. On the District attorney requirement, a request for “Resolution (optical/enhanced) 600 x 600 dpi/max 4800 x 4800 dpi,” Is the 4800 x 4800 dpi a correct requirement?

Yes, on the requirement of “Resolution (optical/enhanced) 600 x 600 dpi/max 4800 x 4800 dpi,” Is the correct requirement.