

City of La Habra Heights

COPIER EQUIPMENT AND MAINTENANCE SERVICES (RFP No. 2017-06) – Addendum #1

Request for Additional Information/Clarifications

October 26, 2017

The following addendum is released in order to respond to questions the City received from vendors by the inquiry deadline of October 24, 2017. Each question is answered separately, and questions are listed in no particular order.

As mentioned in the RFP, a vendor may address any items or components that are believed to be omitted or not clearly addressed in the RFP. A vendor should address such items in writing to Fabiola Huerta, Assistant City Manager, 1245 North Hacienda Road, La Habra Heights, CA 90631 or via email to fhuerta@lhcity.org.

- 1. Under the stapling finisher, it mentions you need a minimum of 150 sheets stapling capability. Did you mean booklet maker? There are booklet makers that can do up to 100 sheet booklets. Anything larger than that you start getting into big production equipment which can be quite expensive. Any clarification would be appreciated.**
- 2. The specification for the staple unit on each machine is 150 sheets. Are you asking for an exit tray that holds 150 sheets. Are you asking for an exit tray that holds 150 sheets or a stapling unit that will staple 150 sheets of paper? The maximum number of pages that copies will staple is 100 sheets. Thank you for clarifying.**

Answer to Questions 1-2: The City of La Habra Heights would like a Standard Copier Stapling System on the Copier that it leases without incurring higher costs to upgrade to a booklet finisher accessory. Therefore the Staple Unit requirements as indicated on page 4 of the RFP, Section 4.2, are amended to indicate a 100 sheet capacity for the 3 High Volume Copy Machines.

- 3. Would it be possible for me to do a brief walkthrough to see the space where the copiers are located and how many trays/drawers each copier has?**

Answer to Questions 3: The City of La Habra Heights would like to provide vendors with an opportunity for a walk-through to provide them with a better understanding of the City's current system in order for them to be able to make recommendations that will improve the copier/scanning needs for the various departments within the City. The City wishes to schedule such an opportunity on Monday, October 30, 2017 at 10:00 AM.

Please email Deputy City Clerk Sandra Studer at sstuder@lhcity.org to confirm your attendance at the walk-through opportunity on Monday, October 30, 2017 at 10:00 AM.