

**Request for Information (RFI) #003**  
**Managed Print Services**  
**RFP No. #2023-0201**

Page 8, Under 3.1 Equipment Requirements - Copiers must include the following features:

- Support up to 11.7 x 16.5

**Is this a typo for the paper size? - 11.7 x 16.5?**

**Are the paper requirements, Letter, Legal and 11X17?**

Copiers should support Letter, Legal, and Tabloid sizes. A3 paper (11.7 x 16.5), which is functionally equivalent to tabloid-size paper (11 x 17 paper) but not the correct standard size in US markets. appropriate for bi-fold brochures and other full-size presentations or advertising documents.

RFP should read as: **Support up to 11 x 17**

**I'm seeing current wrong-sized devices it is important to know your needs – “device by device” and right-sized vs a typical generic bid. What finishing options are you looking for device by device? Punching, saddle stitching?**

The District is looking for a basic 2/3-hole punch and single-corner stapling. For low-volume locations, these can be internal finishers, higher-volume locations you may include an external finisher. The ability to tri-fold booklets on a color copier might be nice but not required. The District is looking for a vendor that can look at what the District has (RFI#001) and provide a right-sized solution.

**Is the existing fleet being returned by that vendor? If not are RA's already available?**

Currently, no RA's are available, Word on if or how the existing fleet will be returned has not yet been discussed with the current vendor. No equipment can be removed or replaced until June 12<sup>th</sup>, 2023.

**Are you currently using any 3<sup>rd</sup> party software to track usage? If so, what is that software?**

The current vendor uses FMAudit, you may propose any 3<sup>rd</sup> party software to track usage.

**Are you looking to utilize badge readers on the new equipment?**

Yes

**Do you have a list of accessories or configurations that will be needed on the new equipment?**

Letter, Legal, and Tabloid sizes. 2/3-hole punch and single-corner stapling

**Want to make sure that we have filled out the paperwork. Do we need to do any additional paperwork?**

In RFP No. 2023-0201 located at <https://www.mrpk.org/technology> includes Page 9 Section “**4 Proposal Submission Requirements**” This section has all of the required information needed to submit a complete proposal. Any additional paperwork needed will be handled during the Contract Awarding phase.

**Are there volume or usage reports available for the existing fleet?**

Yes, See RFI#001 <https://www.mrpk.org/technology>

**Will there be an extension on the date for submissions?**

No, See RFI#002 <https://www.mrpk.org/technology>