

ADDENDUM

PROJECT: CHSD 233 Copier RFP FY2026

DATE OF ISSUE: February 12, 2026

TO ALL PROSPECTIVE BIDDERS: This Addendum is issued to provide formal responses to questions received via email and during the on-site walkthrough on February 10, 2026. This document becomes part of the Contract Documents.

SECTION 1: Responses to Submitted Written Questions

#	Question	District Response
1.1	Will the selected vendor partner be responsible for returning the existing copiers to leasing?	Yes. The winning bidder shall be responsible for the de-installation, crating, and return shipping of the existing fleet to the current leasing company. The District will provide the winning bidder with the necessary return authorizations and shipping destinations provided by the outgoing lessor.
1.2	Do you require card readers?	Yes.
1.3	Does the 44-hole punch need to be round or oval?	Round.
1.4	Will you please provide your PaperCut CRN for accurate quoting?	C-CP28HC
1.5	The RFP references Canon copiers; however, we do not sell or service Canon devices. Would you consider non-Canon devices as part of this solution?	Yes. The District will accept proposals from other manufacturers.
1.6	If you are open to non-Canon devices, are you open to collaboratively developing a solution within a mixed Canon/non-Canon PaperCut environment?	A non-PaperCut solution would be challenging, but the District will review all offered solutions.
1.7	Regarding the (2) walk-up copiers (min 105 ppm): Would you accept a 100 ppm Production Machine speed?	Yes. 100 ppm is acceptable for these units.
1.8	Are you entertaining color devices in place of the IR-ADV 8705 units?	No. Color devices are not required for these specific units.
1.9	Current 44-hole punch volume on the VarioPrint? Any other GBC dies?	Approx. 2,000 per year. No other GBC dies are used.

1.1	Is "Doc Box" referring to the Document Feeder/Handler?	No. DocBox is used for storing, editing, and reporting documents.
1.11	Please share your current "PaperCut License File" that shows version of PaperCut using, # of licenses used and/or available, what type of maintenance and support you have, and the term date on your current PaperCut maintenance and support.	File attached to email. See image below for additional information.
1.12	Please share details regarding security badges/authentication.	Avigilon Alta OP-ACH-EV3S10 DESFire EV3 Smart Cards. No pin codes are used. Microsoft Active Directory is used for manual login.
1.13	Is any job ticketing/workflow software currently being used?	No ticketing/workflow software is used with these copiers and we do not use PaperCut for job ticketing

License Info

Details of what's included in your PaperCut MF license.

Made changes to your setup? Click Sync to ensure this server is up to date. In a multi-server environment, sync each server.

Devices & Connectors

20 (5 available) [\[Show brand breakdown\]](#)

DEVICE TYPE	LICENSED	IN USE (ON THIS SERVER)	AVAILABLE
MFD/Full Embedded	20	15	5

[Refresh table](#)

Release stations

1 (Currently 0 used, 1 available)

Advanced popup clients

Unlimited

Site servers

Unlimited

Users

Unlimited (Currently 4,695 used)

Packs

- On-Prem OCR and Document Processing Pack

Modules

- Print Control Module

Cloud Document Processing Devices

20 (Currently 15 used, 5 available) *Includes 20 free

Support valid until

Nov 8, 2026 (276 days remaining)

License issued on

Aug 3, 2025

Sync

This server last synced: Feb 4, 2026, 11:10:03 AM

Activated Servers

UUID	SERVER NAME	DATE ACTIVATED	LAST SYNC	
2d16b730-42...	hpcmf (This server)	Oct 24, 2024	Feb 4, 2026	Deactivate

SECTION 2: Responses to February 10 Site Visit Questions

Walk-Up Machines (South Copy Room)

- **Booklet Options:** Currently include double-stapled, front and back cover books.
- **Scan Options:** Currently use scan-to-email only (though machines support scan-to-folder).
- **Max Print Size:** 11 x 17.
- **Configuration:** Both walk-up machines have identical configurations.
- **Enhancements:** No specific staff enhancements have been requested at this time.
- **Relocation:** If required for machine build-out/enhancements, the poster printer **can** be moved.

Production Machine (South Copy Room)

- **Authentication:** Does **not** require PaperCut authentication.
 - **Job Submission:** Both email and in-person. No submission process enhancement is needed.
 - **Inserters:** The operator regularly uses the post-processing inserter on top of the machine.
 - **Storage:** The document box (screen) scans to a hard drive.
 - **Materials:** Uses the same materials as walk-up units (except for spirals and saddle-stitch staples).
 - **Training:** While not specifically listed in the original RFP, onsite training is assumed with installation.
 - **Maintenance:** Operator only performs drum cleaning (via maintenance setting).
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SECTION 3: Acknowledgment of Receipt

PROPOSER MUST ACKNOWLEDGE THIS ADDENDUM BY SIGNING BELOW AND INCLUDING THIS COMPLETED PAGE WITH YOUR PROPOSAL SUBMISSION.

Company Name: _____

Authorized Signature: _____

Date: _____