

Town of Ledyard

Ledyard Public Schools

Sam Kilpatrick III
Director Buildings and Grounds

Bidder Questions & Responses

Bid Proposal LPS-0046

Copiers/Printers

May 24th, 2019

TO: ALL BIDDERS

This document lists questions questions raised by bidders for Proposal LPS-0046, Copiers/Printers. A signed and dated copy of this Bidder Questions & Responses must accompany your bid proposal.

Question 1.

- A.** What are the current lease agreements and buyout provisions?
- B.** Return locations for the leased equipment?
- C.** How many leases are open and when are the expiration dates?

Answer 1. *See Addendum C for all current lease agreements, to be published on May 28, 2019.*

Question 2. Do you want the hard drive removed, or is wiped acceptable?

Answer 2. *Wiped is acceptable provided it does not breach former lease contract. This cost shall be the responsibility of the bidder.*

Question 3. Where is the Addendum A mentioned in the Bid Proposal?

Answer 3. *Addendum A was handed out at the Mandatory walk through May 14th.*

Question 4. Please indicate the power source available at the new locations.

Answer 4. *All locations provide 20 Amp outlets. If a proposed machine requires more than this, it shall be noted in the bid submission.*

Question 5. What accessories do you want on each machine?

Answer 5. *Each machine shall have staple sorting and three-hole punch capability; (1) main office machine per building shall have fax capability.*

Question 6. What is the anticipated volume per machine?

Answer 6. *See Addendum D for anticipated volume per machine.*

Question 7. **A.** Do you want key fob, proxy card, or follow-you printing?
B. Do you want Follow Me print “secure print” capabilities?

Answer 7. *Print jobs must be able to be securely released from any printer in a building, via a code, fob or swipe card. Print data must be available on per user basis.*

Question 8. Where do we want the one color copier in each location?

Answer 8. *Refer to Addendum D for location of color copiers.*

Question 9. Current enrollment per building.

Answer 9. *Refer to Addendum D for current enrollment.*

Question 10. Has a letter of intent been provided to the leasing company?

Answer 10. *Letters have been sent to companies with expired leases indicating our intent for non renewal.*

Question 11. How many print servers do you have district-wide? What OS are they running?

Answer 11. *1 Print server; running Windows 2019*

Question 12. What are the District performance requirements?

Answer 12. *Interested companies should propose machines that meet or exceed performance expectations based on volumes indicated in Addendum D, and which meet or exceed the print speed of machines listed in Addendum A.*

Question 13. Will you be extending the bid opening date?

Answer 13. *We will be extending the opening date, based on the volume of questions, to June 5, 2019 at 3:00PM (Addendum E).*