



# Housing Authority of the City of Pittsburgh

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**July 10, 2017**  
**Copier Machine Maintenance**  
**RFP #850-06-17**

**ADDENDUM NO.5**

This addendum issued July 10, 2017 becomes in its entirety a part of the Request for Proposals RFP #850-06-17 as is fully set forth herein:

**Item 1: Q:** Are you looking for service only pricing on these devices? As many of these devices listed are aged and getting to the point that they would be unable to do a feasible service only contract because finding parts is getting difficult.

**A:** Yes. If a Machine has reached its useful life it will be replace via RFP #850-07-17.

**Item 2: Q:** We would like to submit pricing for lease on new devices we would just need to know what the configuration requirements you would need on these devices, can you give us specifications on how you would want to proceed.

**A:** Please see RFP #850-07-17 for the procurement of new devices.

**Item 3: Q:** What are the current volumes that these devices are running so we can make the best recommendation based on the volumes?

**A:** The overall average yearly usage is approximately 55,000 copies per machine per year.

**Item 4: Q:** Is there a previous contract for this equipment? If so, can you provide the contract number?

**A:** HACP is currently piggybacking the Pennsylvania State Contract.

**Item 5: Q:** Who was the awarded vendor?

**A:** Ricoh

**Item 6: Q:** What was the cost of the last year's contract and is this the same equipment as last year's contract?

**A:** This is a Right to Know Request. The Right to Know Request contact and form can be found on our website ([www.HACP.org](http://www.HACP.org)) on the contact tab under Open Records Officer.

**Item 7: Q:** Is the contract available for viewing?

**A:** This is a Right to Know Request. The Right to Know Request contact and form can be found on our website ([www.HACP.org](http://www.HACP.org)) on the contact tab under Open Records Officer.

**Item 8: Q:** Is there a service/repair history report available?

**A:** No.

**Item 9: Q:** Is all the equipment up and running?

**A:** Yes.

**Item 10: Q:** Can you provide the estimated usage for each copier? Color and black and white?

**A:** The average yearly usage is approximately 55,000 copies per year, of which HACP estimates there are 15,000 color and 40,000 black & white copies.

**Item 11: Q:** Do you know if all questions will be posted to the website soon?

**A:** Questions submitted prior to the "deadline for the submission of written questions" will be answered via addendum and posted to our website: [www.HACP.org](http://www.HACP.org).

**Item 12: Q:** Is the bid response still due June 14 or do you foresee an extension?


**A:** Please see Item 14 below.

**Item 13: Q:** Are you able to provide me with a copy of the sign in sheet so I know how many vendors will be responding?

**A:** The Pre-submission Meeting Sign-in Sheet is available for viewing and download on our website: [www.HACP.org](http://www.HACP.org).

**Item 14:** The proposal due date, time and location remain unchanged at July 19, 2017 at 9:00 AM, at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

**END OF ADDENDUM NO. 5**

  
Mr. Kim Detrick  
Procurement Director/Contracting Officer

7-10-17  
Date