



Housing Authority of the City of Pittsburgh

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July 10, 2017 Copier Machines RFP #850-07-17

ADDENDUM NO.5

This addendum issued July 10, 2017 becomes in its entirety a part of the Request for Proposals RFP #850-07-17 as is fully set forth herein:

Item 1: Q: There is an estimated copies of 540,000 per year listed for Machine No. 1 and 100,000 listed for Machine No. 2. Can you please provide the breakdown of color copies v. black and white?

A: Machine 1 on average produces 147,294 black/white copies and roughly 10,839 color copies per year.

Item 2: Q: For Machine No. 1 and 4, Paper Weight is listed as 17 lb. bond - 11 lb. index. Is the 11 lb. index correct or is that a typo?

A: Yes. The standard tray paperweight should accept 17-110lb index.

Item 3: Q: For Machines No. 2 and 3, it says "Annual maintenance agreement for estimated 45,000 copies per month. Should this be per year?

A: The original estimate of 45,000 copies per month is incorrect. HACP estimates machine Nos. 2 and 3 will produce 65,000 copies per year.

Item 4: Q: What is the breakdown for color v. b/w for Machine No. 3?

A: An estimated 40,000 black & white copies and 25,000 color copier per year.

Item 5: Q: HACP is asking "for a term of three (3) years with two (2), one (1) year extension options" In order to do this I will have to quote you at a 36 month lease rate in the event HACP does not decide to pick up the optional years. Will HACP accept terms for a 60 month lease?

A: HACP is looking to purchase the specified machines, not lease them.

Item 6: Q: Will HACP accept electronic submission on a flash drive instead of a CD?

A: Yes.

Item 7: Q: Production machines do not have the capability of faxing how do you want to proceed?

A: **Faxing is not a necessity for Machine No1.**

Item 8: Q: Machine # 4 maintenance agreement at estimated 8,350 copies. How many of these are color and how many black and white?

A: **Estimate 7,000 color and 1,350 black/white; proceed (faxing will be done on another machine)**

Item 9: Q: Typically 20 saddle sheets will produce an 80 page booklet. Does the Saddle Stitch Finisher need to produce more than 80 pages total after it is combined?

A: **No.**

Item 10: Q: Will there be a 220 Volt 20 AMP outlet available for the 90 Page per minute machines?

A: **Yes, it is available (Machine #1).**

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.**

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

A: **Please see Item 19.**

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.**

Item 14: Q: Machine #1 it has it listed as 3,100 page paper capacity on Machine #4 it lists 8100, is that a typo or should they both be 3,100?

A: **The main paper tray capacity for 8 ½” x 11” paper for Machine #1 & #4 is 2,000 sheets.**

Item 15: Q: The finisher is listed to do 4,000 page finisher will you accept 3,000 page finisher?

A: **Yes.**

Item 16: Q: The cancellation clause would negate the opportunity to lease machines. Is this to cancel service only or for the actual possible lease of the machines?

A: **Please refer to Item 5 above.**

Item 17: Q: Would HACP be willing to look at using the city of PGH contract also to scale based on pricing?

A: **Each Offeror is encourage to provide their best possible pricing to HACP through the fee sheet, which is attached to the RFP.**

Item 18: Q: Does the production machine need to scan to Google docs? Is this something that is important?

A: Machine No.1 does not need to scan to Google docs.

Item 19: The proposal due date, time and location remain unchanged at July 19, 2017, at 10:00 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