FOUR RIVERS SANITATION AUTHORITY
ADDENDUM NO. 1
to REQUEST for PROPOSALS #22-206
Copier/Multifunction Printer Replacement

March 15, 2022

AD1-1 Notice
This Addendum No. 1, dated March 15, 2022, to the Request for Proposals,
Copier/Multifunction Printer Replacement, supersedes all contrary and conflicting information in
the above-mentioned instructions, specifications, and contract documents which are hereby
supplemented or revised in certain particulars as follows:

AD1-2 General Information
The Authority submits Addendum No. 1 to make changes to answer questions.

AD1-3 Revised Exhibit A & B
Exhibit A & B is revised. Major changes are highlighted, including adding an additional device,
and adding a column to the spreadsheet to clarify 11 x 17 printing requirements.

AD1-3 Questions & Answers

Question 1. Have you already sent out any revisions including answered questions, or will that
all come out after the deadline?

Answer 1. Please see p. 16 of the RFP - the answers to questions are scheduled to be
provided on 3/15.

Question 2. Will we be able to visit the facility and see the environment and how the current
devices are utilized, so that we could potentially provide a more comprehensive proposal and
solution?

Answer 2. Four Rivers has scheduled a facility tour for Friday, 3/18/2022 at 10 AM CDT. Please
contact Sandy Shurmack (sshurmack@fourrivers.illinois.gov) to schedule a tour.

Question 3. Section vii Proposal Response Format & Section 1.5.2 Response Requirements
Page 5 section vii Proposal response Format lists (4) hard copy and (1) soft copy for
submission, however, page 14 Section 1.5.2 states (8) hard copies and (1) soft copy required.
Please clarify.

Answer 3: 4 hard copies and one soft copy on a thumb drive.

Question 4. 6.3.2. Input Tray 6.3.2.1. Paper Size: 8.5x11, 8.4x14, 11x17, Card Stock
Per Exhibit A there currently are numerous models in place that do not have 11x17 input or
output capabilities (PR 01, 02, 03, 06, 13, 14, 20, 33, 35, 36, 40, 42 & 43). Are you requiring
these all be replaced with units having this capability? If not can you add a column to exhibit A
denoting which units do require this size input/output?

Answer 4. See revised Exhibit A, with a column added for 11 x 17 printing requirements.

Question 5. 6.5.10. Ability to draw information from user's cloud-based drive (Google Drive,
Microsoft OneDrive or other sites)

What functionality if required, ability to navigate folders within these repositories, ability to print documents from these repositories and /or ability to scan documents into these repositories?

Answer 5. Provide the ability to navigate folders within these repositories, ability to print documents from these repositories and /or ability to scan documents into these repositories.

Question 6. 7.4.1. Standard black-and-white copier (replacing older models) 7.4.2. High-capacity black-and-white copier (replacing older models)
Based upon data provided in Exhibit A it appears that the Authority currently only has (2) B&W Multi-functional units in use (PR13 & PR27) and (5) B&W printers all with low volumes. Are you looking to reduce the number of color devices and therefore are vendors to quote B&W only units in certain locations currently having color capabilities?

Answer 6. Other than the units marked as "Printer," remaining units shall have color and black-and-white capability.

Question 7. 7.6. Describe the copier/MFP and monitoring solution's ability to block personal data (like social security numbers, Credit Card Numbers, etc.) from being duplicated.
Would you like it for Printing, Copying, Scanning, Faxing or all?

Answer 7. Four Rivers would like this capability for the feature for printing, copying, scanning, and faxing, but the main use is currently for scanning.

Question 8. 7.11. eFAX Solution (Option)
Are analog fax lines available at each Multi-functional device location?

Answer 8. There are generally not fax lines at each MFP location. Four Rivers has limited eFax capabilities now, through a third-party service.

Question 9. Exhibit A lists (6) standalone printers to be replaced, (3) of which note replacement w/MFP and (3) of which note printer as the replacement.
Are vendors to propose another pricing category named "Unit 5 Pricing" for a single function printer in our response? Do MFP replacements need to be desktop due to any space requirements or does the Authority want 11x17 capabilities with these units as well per the previous question?

Answer 9. For the items noted for replacement as printers, Contractor shall provide pricing for a standard-duty black-and-white printer.

Question 10. 6.3.4.10 – Specialty - May need some additional production equipment for 6.3.4.10.3 [Note pads]
Could we be provided an example does your current device do this? How are your notepads bound, glue? Spiral? GBC?

Answer 10. Specifications are punched for GBC binding.

Question 11. 6.5 – User Management - Do you currently have a OM solution in place? If so, what is it, what is the name of it
and how many users do you have?

Answer 11.   The only user management in place is through the Ricoh copiers: address book for scanning, and secure printing for a very limited group. There are approximately 120 users.

Question 12. 6.6.3 – Physical Locking – Can you clarify if you are looking for draws that physically lock or locking the device
down with a code?

Answer 12.   This refers to locking the device down with a code.

Question 13. 6.7 – What are you using currently to perform these tasks? Is this a need to have or would this be optional?

Answer 13.   This is not currently used but is a requirement of the RFP.

Question 14. 6.10 – Management – What do you currently have in place, how are you receiving this information? If not do
you have something you are specifically looking for? FM Audit is the utility that collects our meters for monthly
billing vs. an output management solution that would provide details reports by user device, groups, ex.

Answer 14.   Four Rivers is interested in secure printing and accounting codes for users.

Question 15. 11.2. – May we add sizable references from other states, or will only local entities would be recognized?

Answer 15.   Four Rivers would prefer local references but will consider references from other states.

Question 16. Is the Fair Market Value lease an option?

Answer 16.   Contractors may propose this lease as a contractor alternate.

Proposer shall initial the bottom of this Addendum No. 1 and include it with their proposal.

_____ Proposer's Initials