



**ADDENDUM NO. 4  
GCSC COPIERS RFP#1-2013/2014**

Addendum for GCSC Copiers RFP#1-2013/2014 is amended in the following particulars and in these particulars only. All provisions of the original documents shall remain in force, except as specifically modified or changed herein or by other Addenda issued by GCSC. This Addendum is hereby made part of the Contract Documents of the RFP.

**RESPONSE TO WRITTEN QUESTIONS RECEIVED:**

**Question#1:** It seems to be clear that all machines are requested to include a finishing option with stapling capabilities. Do the optional coin vending units also need the additional finisher option with stapling? Do the optional coin vending units need a multi-page automatic document feeder as the other machines, or do you require a flat top platen cover?

- ❖ **The current coin-op copiers do not have those features therefore it's not needed or wanted on new copiers. The answer is NO. This was question 20 on addendum#3.**

**Question#2:** In reference to the equipment lease, we have the choice to select the best third party leasing company that will provide the best rates and service to GCSC, correct?

- ❖ **Vendors have the right to use a third party leasing company as long as the requirements of this RFP is met and doesn't change. This was question 23 on Addendum#3**

**Question#3:** Pg. 12 Specific Project Requirements, Note #2; If the request is made to add additional equipment during the lease term, will the equipment cost (same original cost of winning bid for that model) be spread over the remaining months left on the current lease term using the same annual percentage rate as the original lease? Basically, the monthly payment for each additional machine will be a direct representation of the number of months left. The closer to the end of lease will result in a higher payment respectfully based on the remaining months. Is that correct? If not, please describe in detail how the cost of the additional machines will be broken down in relation to the monthly lease cost

- ❖ **This question was answer in addendum #1 Question#10. The answer stated: "If GCSC add additional equipment at a later date, all equipment contract time will end at the same time as copier in this RFP." Hopefully to better explain, all copiers added after the award of this contract will still terminate on the same date as all copiers. I have no plans to extent new additional copiers pass the original agreed upon contract period. That date will be three (3) years from the date contract is signed with two- one(1) year renewals**



**Question#4:** Pg. 11 Project Scope and Goals; In reference to the service/supply contract, it is requested to be an unlimited page per month plan. Just to clarify, this will be a standard cost per page service/supply plan that will be billed on a monthly basis, with no minimum charges for an unlimited number of pages, correct? If not, please elaborate in detail your requirements

- ❖ This question was answer in addendum#2 question#5: "The committee wants a monthly rate with unlimited copies, scans and faxes. That pricing shall include black and white copies, color copies, black & white scans, color scans, local faxes and long distance faxes." GCSC is asking for everything listed for a monthly rate. I have heard the comments about unlimited color copies going to have a higher cost on a monthly rate; once proposals are received the committee can address concerns, if the group feels like it an issue.

**This is the last of questions. I was clarifying these questions listed because I had a vendor(s) feel like I didn't clearly answer their questions.**

November 20, 2013 at 4:00PM is the last date and time vendors can submit final questions on this project. All vendors are responsible for receiving and reading Addendums on project. All Addendums will be post at [gulfoast.edu/procurement](http://gulfoast.edu/procurement).

Fred Brown, Procurement Director

  
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