



# County of Inyo Request for Proposals (RFP) RFP-IS-1902

## Inquiries and Responses for Countywide Managed Printer & Copier Services September 2018

### **Administrative Information**

The County of Inyo Information Services Department, through the Office of the County Administrator, is sponsoring this project, and the County of Inyo Information Services Department is managing the project. Respondents are specifically instructed to not contact any elected officials or other County employees for meetings, conferences or discussions related to this RFP. Unauthorized contact with elected officials or County personnel may result in rejection of the respondent's RFP response.

### **Inquiries and County Project Contact**

Scott Armstrong, Information Services Director  
County of Inyo  
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All inquiries should be directed in writing via email to Scott Armstrong, Director of Information Services, County of Inyo. The closing time for inquiries related to this RFP is October 9, 2018 at 4:30 p.m. All inquiries and the associated County responses will be posted on the County website. Interested parties are cautioned that the opportunity to obtain additional information should not be viewed as a sales presentation opportunity.

## Inquiries with associated County responses:

### Inquiry #1, October 5, 2018:

1. Audio link to phone call regarding RFP-related questions:
  - <https://www.inyocounty.us/RFP/IS/careding-RFP-questions.m4a>
2. Follow-up question regarding whether the County of Inyo would sign lease papers with a bank to lease copiers (specific wording is in the audio file linked above):
  - The following sections in the RFP indicate that the County of Inyo expects to work only with the vendor:
    - *Equipment, Maintenance, Services and Parts provided by vendor.*
    - *Vendor must provide the recommended equipment, maintenance, service, parts and supplies at a cost that is economically sensible and feasible to Inyo County*
    - *Bidder must substantiate that they are primarily responsible for all aspects of account including billing, technical, contractual and other issues*

### Inquiry #2, October 9, 2018:

1. You ask for 11x17 as a general spec. The first four units on the list (Airport, Library, Parks, & Senior Center) are all desktop units and only go up to Legal paper. Will you be willing to accept up to legal size on these units? There could be a space issue also?
  - Yes, legal would be acceptable in these 4 locations
2. You ask for every unit to include faxing. This would incur an extra charge for each machine. If every unit actually uses a fax line then no problem. If all units don't require a fax line this could be a cost savings to the County. Would you like me to show the fax function "ala carte" so you could add on as necessary?
  - Faxing as an "ala carte" option would be satisfactory.
3. I assume you would like a quote "like for like" on the current speed of your units? Meaning if the department currently has a 45 page per minute unit, you would like to keep that same speed with the proposed unit?
  - Each should be a high-capacity, multifunction machine with at least the current speed of the existing units. Functionality and performance should not be less than what we currently have.