

## Wareham Public Schools

### REQUEST FOR PROPOSALS FOR SCHOOL MULTIFUNCTIONAL COPIERS AND SUPPLIES

#### RFP Questions # 2

1. **For the central office copier could you provide the approximate annual volume broken out by color and bw. The current volume you sent was 140,809/yr but we need this broken out.?**

B&W: 107,739

Color: 33,070

2. **A 25ppm copier will be insufficient for the volume historically processed at the Business Office – will you consider changing this to a bigger machine?**

The copier in the business office will only be used for ad hoc / small jobs. Larger jobs previously done on the business office copier will be redirected to the Superintendent Office copier (the offices are in the same corridor).

3. **Can you clarify what is meant by “small machines” and the potential number of small machines contained with 4.5.9? Are requested amended lease terms and/or rentals? What are your expectations on the small machines, do you wish them to be MFD’s or some other configuration?**

Only the copiers listed in the non-price and price proposals are requested. Please see the wording from 4.5.9. below – emphasis added:

*The district may wish to add a small **number** of machines to the fleet after the start of the contract. Therefore, a price is requested for leases of shorter durations as well as 3 years. It is expected that these prices will remain firm for the duration of the contract.*

The purpose of this paragraph is to notify prospective proposers that additional machines may be requested after the start of the contract. Prices of shorter leases are therefore requested in the price proposal form in order to give the district some predictability with regard to future costs.