

## CITY OF MISSION

*"Home of the Grapefruit"*

October 28, 2019

RE: **Addendum No. 1/ Lease of Copiers**  
**Request for Bid No.: 20-019-10-30**

Dear Prospective Bidder:

The following is to be corrected/added/changed/clarified:

- a. This addendum is being provided to all bidders. Changes are marked with a vertical line on the right hand side.

- b. Question: What software does the City need support for?

**Answer: City Departments- Incode. MEDC/C.E.E.D. Building- Incode, Apple MAC, iPhone, iPad or Android.**

- c. Question: What is the existing networking system? Windows or Mac system?

**Answer: Combination of both.**

- d. Question: Does the staple finisher need to be internal or external finishers?

**Answer: External.**

- e. Question: What is the max number of pages to be stapled at a time?

**Answer: Max will be fifty (50).**

- f. Question: What is the yearly print volume or currents rates?

**Answer: Approximately Monthly:**

	<u>Monochrome</u>	<u>Color</u>
CDBG-	2,982	0
CEED 1-	3,281	1,332
CEED 2-	687	599
CEED 3-	442	592
CEED 4	1,418	1469
Golf Course	1656	0
Boys & Girls Club	7,457	0
Sanitation	331	0
Museum	1,229	1,891
Facilities	339	0

- g. Question: On the current bid opportunity you ask to compare Konica Models. How did those models come to be compared for the bid?

**Answer: Konica Models have been used in the past by the City. We are entertaining or approved equal that meets or exceeds the form fit and function of our specifications.**

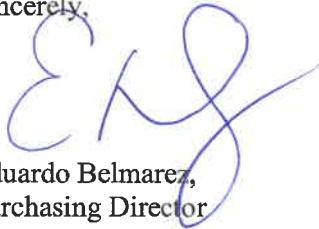
h. No more questions will be entertained.

- i. The bid due date has changed. **The date for receipt of bid is Friday, November 1, 2019 at 2:00 P.M. CST.**

**NOTE: This form must be completed and submitted with your bid response. WARNING: Failure of an Offeror to acknowledge receipt of this Addendum, as described herein, may result in REJECTION OF THE OFFER.**

We apologize for any inconvenience this may have caused. Authorized signature is needed. Everything else shall remain the same. If you have any questions, please contact me at (956) 580-8667.

Sincerely,



Eduardo Belmarez,  
Purchasing Director

\_\_\_\_\_ Acknowledge receipt of Addendum No. 1  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company Name

**City Of Mission**  
**Specifications**  
**Bid Name/No.: Lease of Copiers / 20-019-10-30**

**Scope of Work:** The City of Mission is accepting bids for a five-year contract for the lease and maintenance of copiers.

**Specifications:** Please read the specifications listed below thoroughly and be sure to comply with all requirements as described.

**Requirements:** The vendor shall provide maintenance service for each unit. Maintenance shall include the manufacturer's standard recommended maintenance and all of the following requirements:

- a. Preventive maintenance based upon specific needs of the individual unit, necessary equipment adjustments, and replacement of all unserviceable parts.
- b. The service technician will be on-site for each maintenance call within four (4) business hours.
- c. Service shall be performed during the normal business workday, Monday through Friday, 8:00 AM to 5:00 PM.
- d. Maintenance service shall be performed by fully trained technicians.
- e. Maintenance shall include training and basic support for City of Mission specified employees throughout the life of the contract.
- f. Maintenance to include all parts, labor, preventive maintenance, toner, everything with the exception of paper and staples.
- g. Contractor shall provide all consumable supplies, except paper, throughout the life of the contract.
- h. Security- All machines are to be compliant to ISO 15408 with a TOE of the entire machine.
- i. The Contractor shall provide System Integration Service for software support.
- j. All products must meet or exceed the form, fit and function of the specifications.
- k. All products shall interface to existing system without any modifications to the networking system currently installed.
- l. Remote network setup and monitoring capability is to be included.
- m. Bid price is to include removal, return and pick up charges.
- n. Property tax is to be include in the Bid Price
- o. One single consolidated invoice to include all ten (10) copiers identified by department.
- p. For these ten (10) copiers, available rollover clicks will be applied against any overage charges.
- q. The City is requiring a lease contract that includes a roll-over pool that includes all ten (10) machines. We are looking for:
  - 1,500,000 monochrome clicks and 400,000 color clicks.
  - This roll-over pool must be shared with the ten (10) machines for the term of the lease.
- r. Monthly maintenance to include all parts, labor, preventive maintenance and toner
- s. Account codes for monitoring and limiting usage

**Locations and Description:** The City of Mission has seven department locations with a total of ten (10) copiers. See attached list of department locations with number of copiers per department.

1. City of Mission-C.D.B.G.
  - Address to be delivered: 1301 E. 8<sup>th</sup> Street, Ste. 102; Mission, TX 78572
  - 1 copier-BIZHUB C458 or Approved Equal
  - Color Mid Volume Multi-function Printer
    - Machine is to be configured to black and white.

- First copy out time between 4-8 seconds
  - Standard Automatic Duplexing
  - Embedded scan to email, scan to folder, scan to FTP/SMB with no additional hardware required.
  - Copy, Scan, Fax, Network scanning
  - Sort, Staple, and 2-3 Hole Punch
  - High performance Scan Resolution 600x600 dpi
  - Copy Resolution up to 600x 600dpi
  - Print Resolution up to 1800 x 600dpi, 1200x1200 dpi
  - Scans max paper size 11x17 at 600dpi with 256 grayscales
  - Finisher
  - 3000 sheet large capacity cassette
  - Dual scan document feeder

Days to deliver copier as per request after receipt of notice of award: \_\_\_\_\_ days.

2. City of Mission – C.E.E.D. Building

Address to be delivered: 801 N. Bryan Rd.; Mission, TX 78572

- 4 copiers- BIZHUB C458 or Approved Equal
- Color Mid Volume Multi-function Printer
  - Machine is to be configured to black and white.
- First copy out time between 4-8 seconds
  - Standard Automatic Duplexing
  - Embedded scan to email, scan to folder, scan to FTP/SMB with no additional hardware required.
  - Copy, Scan, Network scanning
  - No Fax
  - Sort, Staple, and 2-3 Hole Punch
  - High performance Scan Resolution 600x600 dpi
  - Copy Resolution up to 600x 600dpi
  - Print Resolution up to 1800 x 600dpi, 1200x1200 dpi
  - Scans max paper size 11x17 at 600dpi with 256 grayscales
  - Finisher
  - 3000 sheet large capacity cassette
  - Dual scan document feeder
  - Printing from additional software ( Apple MAC, iPhone, iPad, or Android)

Days to deliver copier as per request after receipt of notice of award: \_\_\_\_\_ days.

3. City of Mission – Golf Course

Address to be delivered: 2201 N. Mayberry St. Mission, TX 78572

- 1 copier- BIZHUB 4052 or Approved Equal
- Monochrome Compact Multifunction Printer
- Machine is to be configured to black and white.
- Copy, Scan, Fax, Network scanning
- Network capability FTP/SMB Communication
- 40 PPM or better
- First copy out time between 9 seconds or less
- TCP/IP capable
- Large capacity paper tray to hold 500
- Fax memory
- No Finisher
- Feeder with duplex and copier with duplex (100 pages)

- Reduce and enlarge documents
- Scanning and copy resolution 600 DPI X 600 DPI (minimum) function standard print
- Color, scan and copy to send to folder, email etc.
- Network capability SMB
- Requires a stand/copy desk
- Dual scan document feeder

Days to deliver copier as per request after receipt of notice of award: \_\_\_\_\_ days.

4. City of Mission – Boy’s and Girl’s Club

Address to be delivered: 209 W. 18<sup>th</sup> Street; Mission, TX 78572

- 1 copier-BIZHUB 458 or Approved Equal
- MonoChrome Mid Volume Multi-function Printer
  - Machine is to be configured to black and white.
- First copy out time between 4-8 seconds
  - Standard Automatic Duplexing
  - Embedded scan to email, scan to folder, scan to FTP/SMB with no additional hardware required.
  - Copy, Scan, Network scanning
  - No Fax
  - Sort,Staple, and 2-3 Hole Punch
  - High performance Scan Resolution 600x600 dpi
  - Copy Resolution up to 600x 600dpi
  - Print Resolution up to 1800 x 600dpi, 1200x1200 dpi
  - Scans max paper size 11x17 at 600dpi with 256 grayscales
  - No Finisher
  - 3000 sheet large capacity cassette
  - Dual scan document feeder

Days to deliver copier as per request after receipt of notice of award: \_\_\_\_\_ days.

5. City of Mission – Sanitation

Address to be delivered: 2201 N. Mayberry St. Mission, TX 78572

- 1 copier- BIZHUB 4052 or Approved Equal
- Monochrome Compact Multifunction Printer
- Machine is to be configured to black and white.
- Network capability FTP/SMB Communication
- 40 PPM or better
- First copy out time between 9 seconds or less
- TCP/IP capable
- Large capacity paper tray to hold 500
- No Fax
- No Finisher
- Feeder with duplex and copier with duplex (100 pages)
- Reduce and enlarge documents
- Scanning and copy resolution 600 DPI X 600 DPI (minimum) function standard print
- Color, scan and copy to send to folder, email etc.
- Network capability SMB
- Requires a stand/copy desk
- Dual scan document feeder

Days to deliver copier as per request after receipt of notice of award: \_\_\_\_\_ days.

6. City of Mission-Museum Historical Museum  
Address to be delivered: 900 Doherty Ave. Mission, TX 78572
- 1 copier-BIZHUB C458 or Approved Equal
  - Color Mid Volume Multi-function Printer
    - Machine is to be configured to black and white.
  - First copy out time between 4-8 seconds
    - Standard Automatic Duplexing
    - Embedded scan to email, scan to folder, scan to FTP/SMB with no additional hardware required.
    - Copy, Scan, Fax, Network scanning
    - Sort, Staple, and 2-3 Hole Punch
    - High performance Scan Resolution 600x600 dpi
    - Copy Resolution up to 600x 600dpi
    - Print Resolution up to 1800 x 600dpi, 1200x1200 dpi
    - Scans max paper size 11x17 at 600dpi with 256 grayscales
    - Finisher
    - 3000 sheet large capacity cassette
    - Dual scan document feeder

Days to deliver copier as per request after receipt of notice of award: \_\_\_\_\_ days.

7. City of Mission – Facilities  
Address to be delivered: 609 S. Canal Rd Mission, TX 78572
- 1 copier- BIZHUB 4052 or Approved Equal
  - Monochrome Compact Multifunction Printer
  - Machine is to be configured to black and white.
  - Network capability FTP/SMB Communication
  - 40 PPM or better
  - First copy out time between 9 seconds or less
  - TCP/IP capable
  - Large capacity paper tray to hold 500
  - No Fax
  - No Finisher
  - Feeder with duplex and copier with duplex (100 pages)
  - Reduce and enlarge documents
  - Scanning and copy resolution 600 DPI X 600 DPI (minimum) function standard print
  - Color, scan and copy to send to folder, email etc.
  - Network capability SMB
  - Requires a stand/copy desk
  - Dual scan document feeder

Days to deliver copier as per request after receipt of notice of award: \_\_\_\_\_ days.

