

## QUESTIONS AND ANSWERS

RFP #134049

1. Page 17 “USB Port-User Interface”  
Does the City require the ability to print from USB (thumb drive, etc) on all of the replacement units?

**RESPONSE:** *No, would be a welcome upgrade.*

2. Page 23; Section D: “Buy Out Program”  
Can the exact dollar amounts for the buy outs be provided?

**RESPONSE:** *Yes.*

**Xerox 2101-Term ending 12/31/2011 –Buyout: \$1,496.00**

**Xerox P120 CP- Term ending 12/31/2011 – Buyout: \$25,624.00**

**Toshiba: E Studio 451c - Term ending 12/01/2011 –monthly Lease:\$254.00**

**Toshiba: E Studio 3510c- Term ending 12/01/2011 –monthly Lease \$613.00**

3. These models are not included in Attachment A-2. Are replacement models required for these units?

**RESPONSE:** *These Models fall into Class H in Attachment A-2 of the RFP.*

**Recommended replacements should be included if your Firm offers something comparable.**

4. What date will the amendment to the RFP be posted?

**RESPONSE:** *November 4, 2009. Questions for clarifications on any of the responses, if necessary, will be due November 6, 2009 .*

5. Print Shop Copiers:

- a. Please provide the exact buy out figures for each unit.

**RESPONSE:** *See question No. 2*

- Since the City has not yet decided if they will replace these three units, is it acceptable to the City that the buyout and recommended replacement units for these three units be included in the pricing portion of the response as “optional”?
- RESPONSE:** *Yes*
- The RFP states that the two Xerox units average 60,000 impressions per month, however, in our Conference October 13, it was stated that they average 4.1 million impressions annually in the print shop. Is it possible to get a more specific break down of the average black and white and color usage in the Print shop by device?
- RESPONSE:** *The 4.1 million is a mistake, 60k impressions per month is a more reasonable number*
- Which “Class” do the two Xerox units and the Toshiba 35 ppm unit in the Print Shop fall under in Attachment A-2?

**RESPONSE:** *Class H*

6. The RFP references replacing 63 copiers currently on lease. There are 64 copiers listed on Attachment A-1 one of which is a “wide format” printer which per the Conference October 13 is not a part of the RFP. There are 62 copiers listed in attachment A-2. There are 66 listed in attachment F-1. One of which is listed as “Out of Service”. In the conference October 13, it was requested that the bidders be notified of the unit type that is “out of service”. (Page 78,

Attachment F-1, Item 49). Is it safe to assume that our response should include the 62 units listed in attachment A-2 plus the three additional units that the City is considering replacing early if it is decided to “buy them out” for a total of 65 units?

**RESPONSE:** *Yes.*

7. Page 18, Section 5 bullets 4 and 5:

It was mentioned in the Conference October 13 that a “no minimum” service contract would be considered as opposed to an annual contract with a copy allotment included. There are several reasons why this type of “no minimum” contract is in the best interest of the City of Palo Alto:

This type of contract leaves room for any down shift in copy usage without the City being charged for copies not being used, or contract changes that may result in a higher cost for service if usage are made.

Time and resources are reduced since no credits ever need to be calculated.

The State of California requires that the cost for any copies that are included in a lease payment must be charged tax. (Copies billed on a separate non-lease contract are not taxed.) Considering the City’s high monthly volume of copies, this 9.25% savings by having a non taxed no minimum service agreement may be significant.

**RESPONSE:** *The RFP has been amended (see revised Attachment F-1 and F-2 Sheets, Columns N, O, and P) included with this Addendum #3), to include pricing for a per copy program if your company offers such an option.*

8. We here at XXXX, have but a few concerns and would like to confirm that prospective vendors should propose replacement equipment on a like for like basis or better as stated in the pre-bid meeting. In that way all vendors could be compared on apples to apples basis. It is to my understanding, after the contract is awarded, the city of Palo Alto may want for the new vendor to analyze the department copiers and suggest either smaller or larger units in order to place a model that is a better fit for the volumes and department current needs.

**RESPONSE:** *The Proposals will be Evaluated on a like for like basis. This will ensure that all proposals will be evaluated on the same basis. The Contract, if awarded, will be based on the apples for apples basis. The City may exercise the option to consider recommendations for equipment from the selected Vendor which makes good economic sense for the City overall taking into consideration environmental improvements, operational efficiencies and cost savings.*

- 9 Page 55, 7.1) is talking about taxes to be included. Normally, local sales taxes are not included in the proposals, what I need to make sure that this is how the City Views this? Are we to understand that all other taxes are to be included however?

**RESPONSE:** *The City is NOT Tax exempt. We need to see all taxes included.*

10. Page 23 – C. We would like to confirm our understanding of what we heard in the pre-bid meeting regarding the disposal of plastic toner bottles. A distinction was Made between toner bottles and toner cartridges that contained other items and or parts besides toner; toner bottles made of recyclable plastic, it sounded like the City are stating that it would be acceptable for departments to dispose of the recyclable plastic bottles as they would any other plastic item, are we correct in this statement?

**RESPONSE:** *Plastic bottles are recyclable in the City’s recycling program; however, the City’s priorities before recycling are waste prevention (not making waste in the first place) and reuse. For example, while an empty plastic toner bottle could be recycled, a manufacturer that had a take-back program for returning that toner bottle so that it could be refilled and reused in their equipment is an example of Extended Producer Responsibility that drives change in product and system design, which is better than just recycling more.*

***Product Take Back and End Of Life Management is a desirable technical requirement of this RFP (page 20).***

11. Will the City consider zero minimums based on a per copy rate, vs. monthly copy allowances?  
***RESPONSE: See response to Question No. 7.***

12. The first is just to ask when the excel spreadsheets will be sent out to use as part of our responses.

***RESPONSE: Included with this Addendum***

13. My other question is in reference to "Upgrades p.53, section 5.9 ( City may, after an initial six months of any commitment for any machine, choose to upgrade or downgrade equipment. In the event of an upgrade, the department will pay whatever City catalog rate exists for the new machine. In the event of a downgrade, the department shall pay whatever City catalog rate exists for the new machine)." We need to know what percentage of flexibility the City wants for this.

***RESPONSE: The City needs more information with respect to what you are asking. What is meant by flexibility?***

14. It is our belief that the City would see great savings for the duration of this contract if it does not require copies for each of the machines to be included in the pricing and instead have vendors provide a cost-per-copy for each copy made. Having the contract written in this manner will also benefit the City by simplifying the billing process.

***RESPONSE: See Response to Question No. 7***

15. On page 6 (5.4 Chapter 4 - Work Plan or Proposal) we need to know if the City has special parameters that are outside of the norm for delivering, installing, maintaining and picking up equipment. It is not clear to us what your expectations are for answering and satisfying this section of the RFP.

***RESPONSE: The City will require Delivery at several locations. Each location may be unique. Overall, Delivery will require trucks with ramps, or lifts, use of dollies, standard elevators, etc. The city suggests proposers visit the various sites to get an idea of specific delivery parameters. See Locations listed on Attachment A-1 of the RFP.***

16. On page 19 (Under Technical Requirements - B Environmentally Preferred...1) you refer to Attachment K, although it is "Exhibit K." There seems to be three parts to your environmental requirements and policies. We want to answer in the most thorough and complete fashion, but also make it easy for the committee members to follow. You ask for "Required Documentation" on page 19. Do you want us to supply the documentation in chronological order of the RFP or can we supply a section labeled "Environmental Requirements"?

***RESPONSE: We request that information be provided in the chronological order of the RFP. If you wish to include all of these documents in a section labeled "Environmental Requirements", you may as long as all required documents are included and labeled according to the RFP.***

17. On page 23 (Additional Info, D. Buy Out Program) we request you provide in writing the buyout quotes for each of the three machines in the Print Shop. We also request copies of those contracts in order to effectively make an informed and thorough recommendation for replacing these machines.

***RESPONSE: Buyout Quotes are included. See response to Question No. 2. Copies of Contracts can be requested using Public Records Requests Form through the City's Purchasing and Contract Administration Division.***

18. Attachment D (Sample Agreement) beginning on page 25 is not a true lease financial lease instrument. Can vendors provide their own lease document as part of the RFP submission for the City to review? It is understood that when selected, both parties will negotiate terms.  
**RESPONSE: Proposers must state and include all exceptions and objections taken to the Sample Lease Agreement in their proposal. Including a copy of their own lease agreement in their proposal is entirely up to each Vendor.**
19. Cost Proposal Forms “Attachment F-1” indicate Average Monthly Usage for each of the machines in this RFP. However, the visit to the Print Shop revealed that the information is incorrect in “Attachment F-1” as it relates to the two Xerox Production machines, leading us to believe that the rest of the information is incorrect. We request that the City provide dates of installations for all the machines, along with total up to date meter reads, so we assess correct average monthly volumes, thereby proposing the correct machine according the usage.  
**RESPONSE: See Attachment 1 to this Addendum 3.**
20. During the Pre-Proposal Conference, it was pointed out by Kathy Bradley that vendors should recommend appropriate machines based on the average monthly volumes in order to address situations where machines were being underused or overused. However, Kathy also stated it would be particularly difficult to get some departments to give up machines being underused. We feel the incumbent vendor has an advantage by having intimate information and relationships within all the departments and thereby having a better grasp of what would best suit those departments. We need clarity on whether to replace each machine with a like for like or right size the fleet by making recommendations by usage.  
**RESPONSE: The RFP calls for replacing each machine with a like for like. The Proposals will be Evaluated on a like for like basis. This will ensure that all proposals will be evaluated on the same basis. The Contract, if awarded, will be based on the apples for apples basis. The City may exercise the option to consider recommendations for equipment from the selected Vendor which makes good economic sense for the City overall taking into consideration environmental improvements, operational efficiencies and cost savings. The City may opt to upgrade or downgrade specific pieces of equipment as it sees fit. See response to question No. 8**
21. We are requesting that you provide, in writing, an itemized accessory, functions and specific software list (configurations/specifications) for the three machines in the print shop:  
Toshiba T351C  
Xerox P120CP  
Xerox P2101STC  
**RESPONSE: Information available on line. See Toshiba and/or Xerox Websites.**
22. We also request that you provide in writing the configurations/specifications and functions the print shop desires in their new machines, as well as three new “Attachment A-2” spec sheets be created and provided in workable electronic form.  
**RESPONSE: Specification sheets are available on line from each manufacturer. “Desired” functionality in Xerox P2101(like equipment) includes: Full color touch screen, Multiple Scanning Options, Accepts following Data: Adobe, Postscript, PDE, PCL, LCDS, PPM; Image Quality-2400x2400 DPI, 90-110 PPM Spped, single pass or both sided orig, 5 trays for paper, 250 sheet by pass tray, post process inserter, 2 and 3 hole punch, booklet maker up to 35 sheets, optional folder z fold letter fold, Tray 1-2,000 sheets 8.5x11 20lb to 110 lb, file storage on save jobs, Scan to file or Save Scan and Scan to Email. “Desired” functionality in Xerox P120CP like equipment includes: Copy 80 to 100 ppm, Scanner mode- 1 to 4 trays-3,000 sheet, Paper weights-20, 60, 90 and 110 lb cardstock, duplex 110**

*cardstock, Tabs, Cover stock, Basic finishing-staple 1 or 2 booklet making, Z fold or 3 Hole punch on line, Store files, completed copy jobs, connect system to network, windows application, post script, multi page TIFF, PPML< PCL< PDF, NCR Carbonless 2,3,4 part.*

23. Is the wide format system identified on attachment A-1 as Utilities Engineering K4850 serial # L0001788 going to be replaced as part of this RFP response? If so what are the product requirements?

**RESPONSE:** *Yes, specifications are same as Model No. K4850.*

24. How much are the vendor buyouts for the Print Shop equipment still on contract?

**RESPONSE:** *See Response to Question No. 4*

25. What are the specific equipment configurations of the systems being replaced in the Print Shop?

**RESPONSE:** *Information available on line. See Toshiba and/or Xerox Websites.*

26. What are the average monthly copy/print volumes in the Print Shop for both the Toshiba color and Xerox B&W systems? Color volumes separated by color copies and B&W copies per system.

**RESPONSE:** *See Response to Question 5.*

- 27 Does the Print Shop have Xerox FreeFlow software associated with the Xerox production machines?

**RESPONSE:** *Yes.*

28. In light of the city seeking a fixed term lease contract of 36 or 60 months I would request that the city remove or alter Chapter 6 part C on page 23 in such a way that it removes any request for upgrade or refresh of systems considered by the city to be old or obsolete. The nature of this request does not fit the model of a fixed term lease and is more suitable to a rental agreement. This is also referenced in chapter 5 Technical Requirements section A on page 19 on the 5<sup>th</sup> bullet point.

**RESPONSE:** *The City requests upgrade information, if available from your firm for leases which extend beyond 36 months.*

29. May a vendor/lessor substitute their own Master Lease Agreement in lieu of the provided Attachment D Sample Agreement?

**RESPONSE:** *See Response to Question No. 24*

30. On page 17 Chapter 4 the 4<sup>th</sup> bullet from the bottom of the page I would request that the word "Adobe" be removed from the PostScript requirement since this would disqualify all but one or two of the proposer brands as most manufacturers use PostScript emulation, including your current providers.

**RESPONSE:** *OK, the word "Adobe" is removed.*

31. In addendum A-2 pages 26 to 39 there is a required specification on all classes of proposed equipment that states "100 Post Consumable Paper Acceptable". I am guessing this is stating that the proposed equipment is required to efficiently run 100% post consumer recycled paper as standard. I think we established at the pre-proposal meeting that there are no established standards for 100% post consumer recycled paper and that it is the city's intent to run only up to 30% post consumer recycled paper. If that is the case I would ask that those specified requirements be altered to indicate the 30% post consumer recycled paper content.

**RESPONSE: All equipment must be able to perform using 30% to 100% post consumer recycled content paper. (Technical requirement, page 19)**

32. In addendum A-2 pages 26 to 39 there is a required specification on all classes of proposed equipment that states “Manufacturer recommended Monthly volume rating” that is taken from the city’s existing equipment specifications, and is over optimistic on the part of the manufacturer in several cases. Most of the responsible proposing brands will not be able to meet this requirement for some of the copier classes. I would request that the city change this to a requirement that states “Manufacturer’s Maximum Monthly volume rating” and has a required value that is approximately 5 times the city’s expected monthly volume based on the “Approx. Copies per month” in the second row of attachments A-2. This should allow plenty of headroom for busy copying months while still allowing all responsible vendors to meet the requirements.

**RESPONSE: See Revised Volumes included on Attachment 2 to this Addendum 2.**

33. In addendum A-2 page 29 in the rows 5-7 from the bottom where you specify staple finishers and hole punching there are numbers to the right of the descriptions like 11 or 1. Are those numbers specifying how many of the 17 units in that class need to have each of those options? If so there is only a total specification of 12 staple finishers for 17 systems. What should be provided for the other five units?

**RESPONSE: No. Ignore the numbers to the right of the description.**

34. In chapter 5 Technical Requirements section A on page 19 the top bullet point, the city specifies a 95% uptime commitment. This conflicts with the Sample Agreement Chapter 2.4 section C on page 48 that reads 98% uptime. It appears that the 98% figure is a left over artifact from the source of the Sample Agreement. I would ask for clarity on this, and suggest that 95% might be the city’s true request as that is what is listed in the technical requirements.

**RESPONSE: 98% is correct.**

35. I would request that provisions be made in chapter 5 Technical Requirements section A on page 18 to satisfy the 4<sup>th</sup> and 5<sup>th</sup> bullet points by allowing service agreements to be provided with a Zero Copy Allocation so that the city does not need to be burdened with paying for copies that it does not use, nor request rollovers and credits for unused copies via a complex reconciliation. Under a Zero Copy Allocation program the city would simply pay periodically for the actual copy counts used, saving both the city and the vendor some money, labor time and effort.

**RESPONSE: See Response to Question No. 7.**

36. On page 6 part 5.6 Chapter 6 Project Staffing, I would like clarification on how “Changes in key personnel may be cause for rejection of the proposal”. What is the intent of this provision? If one of the staff associated with the proposal were to leave the employment of the vendor prior to the award, does that invalidate the proposal?

**RESPONSE: This refers to Key Personnel only, the City’s Contact person or Account Executive. The City places value on the experience and expertise of the person representing a firm and positioning as the Contact person going forward.**

37. How much paper, in cases, is the city buying? Do you have a breakdown of sizes, letter, legal, 11X17?

**RESPONSE: Monthly Usage: 8.5 x 11 approx 6000 reams in the last year**

**8.5 x 14 “ 30 reams**

**11 x 17 “ 40 reams**

38. Thanks for the meeting this morning in regards to the Bid. I look forward to receiving the buyout For the 2- Xerox machines and the specs on them that are on the machines right now.  
**RESPONSE: See Response to Question No. 2.**
39. On page 6 (5.4 Chapter 4 - Work Plan or Proposal) we need to know if the City has special parameters that are outside of the norm for delivering, installing, maintaining and picking up equipment.  
**RESPONSE: See Question #21**
40. On page 19 (Under Technical Requirements - B Environmentally Preferred...1) you refer to Attachment K. Do you want the checklist that follows in this section to be answered and merged along with the answers to Attachment G in support of Attachment K as well? There seems to be three parts to your environmental requirements. We want to answer in the most thorough and complete fashion.  
**RESPONSE: Technical Requirements B1 – B3 (starting on page 19): describe how you are meeting each bullet point**
- **Attachment G: complete the form, including requirement in Notes column. If you have answered the Notes column in your response to the Technical Requirements section, you do not need to repeat the information; however, you must clearly designate/reference on Attachment G where that answer is located within your response to the Technical Requirements section.**
  - **Attachment K (EPP Policy): state how your response to the Technical Requirements and attachment G support Attachment K**
41. Attachment ‘A’ – Technical Requirements pg. 18 – Under ‘General Operational, Maintenance, and Service Requirements’, you mention an annual credit for unused copies. You also mention a ‘Roll-Over’ usage agreement. I do believe this question was raised in yesterday’s meeting but we would formally like to know if the CITY is open to alternative types of agreements, including, ‘Zero Based or Cost-Per-Copy’ types of contracts.  
**RESPONSE: Yes, See Response to question No. 7.**
42. Attachment ‘A’ – Additional Information pg. 23 – Under Sect. D - ‘Buyout Program’, you refer to leases on three additional devices you would like bought out. Can you please provide further information on these leases? i.e., original lease type (Fair Market Value or \$1 out), original lease term (60,48,36 months), current lease status (expired, in renewal, rental status, etc.), original lease expiration dates, buyout amount.  
**RESPONSE: See Response to Question 2.**
- a. For the graphics Toshiba 35ppm device, you provide a monthly payment (\$613 monthly). Can you please clarify whether or not this monthly payment is for your equipment only?  
**RESPONSE: Lease**
  - b. Does this payment include your monthly base maintenance costs?  
**RESPONSE: Yes**
43. Print Shop – Can you please provide current configurations and specifications for the devices in your print shop? i.e., 3,000 sheet stapler finishers, booklet makers, saddle-stitch finisher, color, speed, paper capacity, scanning capabilities, etc.  
**RESPONSE: Refer to #21**

44. Attachment 'A' – Environmentally Preferred Policies pg. 20 – Under Sect. 2 - 'Additional (Desirable) Requirements, you refer to a 'take-back' de-manufacturing program. Our organization intends to respond to this section in writing, however, is the CITY open to written AND video CD-ROM presentations regarding our 'end-of-life' programs? The interactive CD-ROM format can provide a comprehensive explanation of our 'take back' program that can be viewed by the City.

**RESPONSE:** *You can include a CD in your proposal for our review.*

45. Attachment 'F-1' – Cost Proposal Form pg. 78 – Column 49 – In column 49, the device is listed as 'Out of Service'. Can you please provide further information regarding this device? Does this device need to be replaced and should it be included in the proposal for new equipment? What type of device is this and which class of device is this, i.e., Class A, B, C, etc? Can you please provide the Average Monthly Usage for this device?

**RESPONSE:** *Out of Service means the devise is inoperable and should be replaced with a "loaner devise" or "newer devise". This devise related to all the above classes.*

46. RFP – Section 8 - pg. 9 – 'Site Visits' – In addition to existing client site visits, will the CITY be available for Demonstration appointments and vendor facility tours?

**RESPONSE:** *The City will be more interested in visiting locations where your proposed is up and running, but may consider the above in lieu of if Firm is not able to provide the preferred site tours.*

47. RFP – Sect. 6 - Contract Type and Method of Payment - pg. 7 – Could you please explain the City's preferred method of payment in terms of Invoices Net Days Outstanding? i.e., Does the City typically make arrangements to pay vendor invoices; Net 10, Net 30, Net 60, etc.?

**RESPONSE:** *Net 30.*

48. What are the monthly average volumes run on each device?

**RESPONSE:** *Approximately 60k*

49. What types of documents are being produced/printed?

**RESPONSE:** *See Question #10.*

50. Do you perform any database printing? Example., AS400 printing.

**RESPONSE:** *No*

51. What applications are you printing from?

**RESPONSE:** *Photo shop, In design, Office, Illustrator, Quark*

52. What network connectivity do you currently have? Are you printing wirelessly?

**RESPONSE:** *Inter-city intranet – No wireless printing*

53. Is there a need for reprinting propriety job formats such as Xerox RDOs?

**RESPONSE:** *No*

54. Is there a need to co-exist with any software in your document workflow? If yes, can you please explain?  
**RESPONSE: No**
55. How do users ticket electronic jobs?  
**RESPONSE: Not used.**
56. Do you use a job management system? If yes, please describe.  
**RESPONSE: No**
57. Does your print room pre-flight jobs and if so, can you please provide more details?  
**RESPONSE: No**
58. Do you have jobs that recur periodically? Please describe?  
**RESPONSE: Yes, Newsletters, Weekly City Council Packet, Dept. Publications, Forms, booklets, etc**
59. Do you have high production periods?  
**RESPONSE: Yes, from Feb- May and from Sept. – Oct.**
60. What color spaces are used in the print room? (RGB, CMYK, Pantone)?  
**RESPONSE: All of the above**
61. Do you have a requirement for color matching and if so, how do you currently accomplish this task?  
**RESPONSE: No**
62. Are you currently using a variable data workflow? Please describe jobs and applications in use to support VDP?  
**RESPONSE: No.**
63. Do you run mail merge work? Please describe? How often?  
**RESPONSE: Yes, Info cards to public on a daily basis.**
64. Are you currently outsourcing and print room work? If yes, please describe applications, challenges, and volumes.  
**RESPONSE: Oversize projects larger than 11x17, Four color process projects, complex graphic projects.**
65. Do you have a requirement to draw tabs? Print on them? Mylar coated?  
**RESPONSE: Yes, Xerox 120**

66. Do you currently use a document server to store jobs directly on your devices?

**RESPONSE: Yes**

67. Do you have a requirement for saddle-stitched booklets? Up to how many sheets?

**RESPONSE: Yes, up to 20 sheets**

68. Can you please best describe the configuration and set up of your existing devices? i.e. paper supply, speed, document server, finishing capabilities, color or B&W, etc.?

**RESPONSE: Can be found on-line: Xerox 120, Xerox 2101, and Toshiba 310 & 3510**

69. What 'Wish List' Items would you like to see on a new device? How would they impact your daily print work?

**RESPONSE: See Response to Question 22.**

70. Are you looking for the successful vendor to only provide the equipment solution or if you are also asking for additional services and personnel to fulfill the requirements? Asking for clarification from Page 6, Item 5.6 and/or Page 13, Item 2.

**RESPONSE: We are only looking for Vendor to provide Equipment with corresponding support and maintenance**

71. Page 18, Item 5/A

o Items 4 & 5 – Please define and further explain what you are asking for.

▪ Do you want Pooling?

**RESPONSE: No**

• Do you want Annual Reconciliation?

**RESPONSE: No**

• Do you want to establish monthly allowances per machine or pay for whatever is generated?

**RESPONSE: We will be looking for quotes for both ways**

72. Is it your expectation to have all leases expire on the same date regardless of when each was installed or upon expiration from the time they were installed?

**RESPONSE: We want a coterminous Lease with all copiers expiring on the same date regardless of installation date.**

73.. How are you going to compare the various pricing from the various vendors?

**RESPONSE: Cost will be one of the criteria used for evaluation.**

74. Please define your cost evaluation?

**RESPONSE: The City's Cost Evaluation will compare the functionality and features of the proposed equipment from each Firm against the proposed cost of the equipment. The City will be looking at level of support, maintenance, and service included or available for fee, warranties, environmental factors and all other factors contributing to the Life cycle cost of the suggested equipment.**

75. Page 23, Item C – Refresh Program/Product Upgrades (**Refresh Program No longer Applicable**)

- You're requiring the flexibility of upgrade/downgrade and requirement to have the same end date regardless of the installation. Generally, leases do not have flexibility to upgrade/downgrade throughout the lease period. Full flex co-terminus rental contracts have the flexibility and with rentals, that is at a higher price point. A common sense alternative would be a lease at a lower price point. Would you consider a lease with the lower price point?

**RESPONSE:** *The City is no longer requesting a “refresh” program. The City is looking for Quotations for a 36 month Lease and a 60 month Lease. The City is interested in your policy for trading a piece of current equipment in for another model number of equipment, while maintaining a coterminous lease*

- Please explain what the City means by ‘obsolete’ and with ‘technology introduces innovations’ your desire to upgrade technology within the lease term, as also seen on Page 19, Bullet 5.

**RESPONSE:** *The City is no longer requesting a “refresh” program.*

76. We are very excited about your environment initiatives and Xerox has a tremendous successful track record going back for many, many years and good relations with the Environmental entities. How is the City going to factor in the various companies Green initiatives? How will the Green portion impact the overall decision?

**RESPONSE:** *The City is seeking the “greenest” equipment available which also satisfies the requirements and specifications of the City and makes good business sense from both an economic and environmental stance.*

77. Page 9, Item 7.3 – Please clarify.

**RESPONSE:** *See Responses to Questions #111 and #112.*

78. In Tuesday's meeting on October 13<sup>th</sup>, you advised to answer in order and then address individually, no combining. What were you referring to? Anything specifically or the overall RFP format?

**RESPONSE:** *Overall RFP format.*

79. Would you consider receiving a response for only the Print Shop alone or only the City Fleet alone or must a response include both City Fleet and the Print Shop?

**RESPONSE:** *Proposers may propose on All of the Equipment, Print Shop Only, City Fleet Only*

80. Are the two color machines in the print shop on lease? If so, how long is the lease? Are you expecting the successful vendor to buyout out the lease? And if so, how can we get the buyout amount?

**RESPONSE:** *See response to Question no. 4*