

**ARLINGTON HEIGHTS SCHOOL DISTRICT 25**

**1200 S. DUNTON, ARLINGTON HEIGHTS, ILLINOIS 60005**

**(847) 758-4884**

**RFP**

**REQUEST FOR PROPOSAL**

**MULTI-FUNCTIONAL COPIERS**

April 11, 2019,

Please take note of the following addendum to the **“RFP-Copy Machines”** for Arlington Heights School District 25 that is due on Wednesday, April 17, 2019 by 10:00 a.m.

* **Addendum #2** - Additional questions from the vendors to the RFP.
1. **What type of OCR will be needed? Redacting documents at workstations, scanning documents to Word or Excel?** Searchable PDF’s, word and Excel.
2. **Will the only copiers in need of fax capabilities be the two B/W 40 ppm copiers at the District Administration Office?** Yes, they are needed in the District Office only.
3. **Does the color copier at the District Administration Office need three paper trays, of which the bottom tray is a large capacity tray? Or, does the large paper tray refer to having 4 paper trays and a side large capacity tray as well?** The color copier will need 4 paper trays and a large side tray.
4. **On Average, how many instances per month will phone support be needed outside of 8:00am-5:00pm Monday Through Friday?** We do not anticipate any phone support calls needed outside hours 8:00am-5:00pm.
5. **At the bottom of Exhibit B there is a mention of Signature booklet for newsletters and programs. Is there a need for any of the copiers to produce folded and stapled booklets?** We do not need the copiers to produce the folding option. Stapling is only needed.
6. **Midway through Exhibit C there is a request for Cost per Impression for B/W and Color. There is also a request for Cost per Impressions for Overages on B/W, but not for color. Is it the assumption that all color impressions are to be reconciled annually?** Please provide the cost per impressions on Color for overages too.

**Received Addendum #2**

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Signature Printed Name Date

Title Company