

**ARLINGTON HEIGHTS SCHOOL DISTRICT 25**

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

**(847) 758-4884**

**RFP**

**REQUEST FOR PROPOSAL**

**MULTI-FUNCTIONAL COPIERS**

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April 2, 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.

**Questions and Answers from Vendors:**

1. **Will envelope feeders be needed?** No
2. **What types of scanning will be done?** Searchable PDF
3. **Will you need security card reader on every copier?** No security cards will be needed on any copier.
4. **If awarded the RFP, Can the vendor request an onsite overview to review the proposal?** After choosing the vendor of our choice, we would happy to set up a meeting to review the proposal and any clarification prior to signing the contract.
5. **Does the district own the current Ricoh fleet of units and do we need the awarded vendor to take them away?** Our expectation is to have the units removed by the awarded vendor. We may keep a few units if the schools need them. Please include any credits, if any, that will be given to AH25 for the removable of copiers.
6. **Do we need a “follow me solution” such as paper cut with access via an RFID card (proxy card) or do you just want to secure to individual machines?** We will only be securing to individual machines. We will not be using any form of card readers at this time.

Please indicate your receipt of Addendum #1 below and submit with your proposal.

**Received Addendum #1**

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Signature Printed Name Date

Title Company