



Alexander County North Carolina

Request for Proposals No. 2023-0201 Managed Print Services

ADDENDUM #2 - 02/07/2023

1. **Question: “Do you have a print server?”**
 - a. **Answer:** Yes. The majority of County copiers are tied to two Windows 2012 R2 print servers. Users print via the print servers. Site-to-site VPN users print via IP address directly to the copiers.

2. **Question: “How do you currently deploy printers to end users?”**
 - a. **Answer:** We deploy printers to end users via shared printers through the two Windows print servers mention in Question #1.

3. **Question: “Are you currently using any kind of specific software that may need to connect to our devices?”**
 - a. **Answer:** To the knowledge of staff, we currently do not use any software that directly interfaces with the copiers.

4. **Question: “Current machine configuration or do you have a standard configuration in mind?”**
 - a. **Answer:** Location-based machine configurations should be mostly accurate as stated in the RFP – Also see the Copy County per Machine list attached to this Addendum to address Question #5). We have modified some configurations on an as-needed basis as needs changed (ex. Adding a FAX board where needed). A proposal which mirrors the current configuration stated should be sufficient to meet current needs.

5. **Question: “Average monthly volume per device?”**
 - a. **Answer:** In lieu of an average monthly volume per device, a list detailing the copy count per device per quarter is attached to this addendum. We have also received requests to visit county facilities in order to view the inventory of machines currently deployed. We interpret this request as an effort by vendors to submit a proposal that may deviate from the current number and types of machines deployed in order to consolidate at some locations as a cost saving mechanism to the County and thus, a lower cost-per-copy bid being submitted.

It would be the preference of Alexander County to maintain the number and types of machines currently deployed at their respective locations, however, we invite vendors to submit both a base bid from the number and configurations currently in use as well as an alternate bid with suggested modifications to the number, type, or configuration of machines which the vendor recommends as a cost saving opportunity for the County.

Attached to this Addendum are two PDF files; "Copy Count Per Machine" and "Current Machine Configurations". "Copy Count Per Machine" details the machine location, model number, and copy counts by quarter as well as a four quarter average per machine. Note that the table is broken down by counts for both B&W and color prints per machine so some machines appear twice in the sheet by department / location (device ID's are provided so you may identify where the same machine is shown for both types of copies). The "Accessories" file details specific current configurations of machines so vendors may better identify what configurations are currently deployed.

END OF ADDENDUM #2

NOTE TO VENDORS: Alexander County currently has only 87 total devices in use. The table below shows more than that number of devices but is due to the fact that some devices were swapped out mid-year as noted by those device ID's showing a zero count for some quarters. Please use 87 devices as the count when establishing a baseline machine number for your proposal.

DEPARTMENT	NOTE	MODEL #	EQUIP ID	TYPE	JAN-MAR 2022	APR-JUN 2022	JUL-SEP 2022	OCT-DEC 2022	Four Qtr Avg
Administration	Comm Room	ES356	58393	B&W	165	218	356	396	284
	Mail Room	E5506AC	78311	Color	6,933	5,918	5,024	5,630	5,876
	Mail Room	E5506AC	78311	B&W	7,932	9,223	7,538	7,031	7,931
Coop Ext		E3505AC	T0689	Color	1,951	9,361	6,148	7,058	6,130
		E3505AC	T0689	B&W	1,419	3,373	3,337	3,276	2,851
Animal Svs		LEXC4150	P7005	Color	1,740	2,616	2,225	2,221	2,201
		LEXC4150	P7005	B&W	538	739	1,079	336	673
		LEXC4150	P7007	Color	1,103	1,126	1,036	850	1,029
		LEXC4150	P7007	B&W	150	161	135	130	144
		E2555C	67108	Color	1,704	2,377	1,957	1,605	1,911
		E2555C	67108	B&W	1,615	1,600	2,034	1,571	1,705
Board of Elections		LEXM3150	74722	B&W	1,060	2,053	1,303	2,521	1,734
		LEXM3150	74718	B&W	738	1,349	1,729	2,073	1,472
		LEXM3150	73487	B&W	349	942	524	881	674
		LEXM3250	79182	B&W	393	377	182	569	380
		E3055C	77192	Color	1,920	10,112	3,268	6,634	5,484
		E3055C	77192	B&W	1,049	2,242	1,664	6,017	2,743
Compliance	David Moose	E2550C	64120	Color	208	176	93	366	211
		E2550C	64120	B&W	1,672	640	477	442	808
DSS		E4505AC	74712	Color	13,365	15,423	15,758	16,399	15,236
		E4505AC	74712	B&W	7,483	6,505	6,801	4,547	6,334
		E7508A	78332	B&W	30,531	0	0	0	7,633
		E7508A	78291	B&W	24,561	0	0	0	6,140
		E3508A	74730	B&W	13,484	13,672	14,311	13,569	13,759
		E5508A	74714	B&W	9,723	175	0	0	2,475
		E5508A	74713	B&W	17,027	13,805	17,256	16,659	16,187
		E7518A	CM2523	B&W	12,316	47,497	45,428	45,872	37,778
		ES7518A	CM2524	B&W	0	72,335	54,961	58,990	46,572
		ES5518A	78588	B&W	0	14,307	12,904	12,783	9,999
		Courthouse CPS	LEXM3150	82160	B&W	1,007	1,084	1,187	1,210
EDC		E3040C	58505	Color	1,596	1,122	1,407	2,038	1,541
		E3040C	58505	B&W	1,358	963	1,712	1,352	1,346

DEPARTMENT	NOTE	MODEL #	EQUIP ID	TYPE	JAN-MAR 2022	APR-JUN 2022	JUL-SEP 2022	OCT-DEC 2022	Four Qtr Avg
EMS	Bethlehem	E256	58389	B&W	764	705	1,143	1,071	921
EMS	Sugarloaf	E3508A	77277	B&W	630	574	865	1,105	794
EMS	Taylorsville	E2000AC	75877	Color	3,325	2,680	3,107	2,344	2,864
		E2000AC	75877	B&W	4,244	3,662	4,464	3,359	3,932
Finance		E4505AC	74711	Color	822	1,307	1,061	809	1,000
		E4505AC	74711	B&W	17,570	20,360	19,174	15,379	18,121
Fire Marshall		E3005AC	74801	Color	4,156	3,669	6,556	3,247	4,407
		E3005AC	74801	B&W	4,015	2,302	3,337	2,249	2,976
GARAGE					0	0	0	0	0
		ES3518A	79518	B&W	0	0	0	0	0
Health		E456	58395	B&W	2,843	46	1,033	0	981
		4518A	CM31775	B&W	0	0	4,756	1,745	1,625
		E5506AC	T0839	Color	5,293	2,719	2,273	3,377	3,416
		E5506AC	T0839	B&W	18,804	14,732	15,722	18,779	17,009
		E3505AC	T0032	Color	5,190	6,231	8,646	7,593	6,915
		E3505AC	T0032	B&W	11,326	13,129	11,597	12,789	12,210
		LEXM3150	P5725	B&W	1,881	2,637	2,970	2,744	2,558
		LEXM3250	CM2525	B&W	0	0	3,832	1,094	1,232
	Environmental	E3040C	58540	Color	2,121	2,684	2,376	2,746	2,482
	Health	E3040C	58540	B&W	1,081	1,207	1,190	1,077	1,139
IT	Admin Bldg	E2000AC	75685	Color	63	198	218	467	237
		E2000AC	75685	B&W	801	225	225	195	362
	Services Bldg	E3005AC	76092	Color	214	525	276	298	328
		E3005AC	76092	B&W	198	184	160	188	183
Building Inspections		ES3525C	T0497	Color	0	0	4,695	33	1,182
		ES3525C	T0497	B&W	0	0	3,405	53	865
		E3040C	62142	Color	3,204	183	3,583	0	1,743
		E3040C	62142	B&W	2,698	164	3,011	0	1,468

DEPARTMENT	NOTE	MODEL #	EQUIP ID	TYPE	JAN-MAR 2022		APR-JUN 2022		JUL-SEP 2022		OCT-DEC 2022		Four Qtr Avg	
Solid Waste	Admin Bldg	ES5055C	70225	Color	4,254		7,011		4,302		4,858		5,106	
		ES5055C	70225	B&W	3,646		3,762		5,054		3,235		3,924	
	Landfill	LEXM3150	78405	B&W	5,020		5,893		15,313		0		6,557	
		LEXM3150	P6638	B&W	0		0		0		7,259		1,815	
Library	Bethlehem	E2505AC	74709	Color	2,112		2,742		709		1,380		1,736	
		E2505AC	74709	B&W	1,086		861		1,427		1,677		1,263	
Library	Stony Point	E3540C	60556	Color	19		39		70		80		52	
		E3540C	60556	B&W	80		133		299		281		198	
Library	Taylorsville	E3008A	74707	B&W	0		2,990		1,394		1,136		1,380	
		E3305AC	75566	Color	1,968		2,731		1,227		3,190		2,279	
		E3305AC	75566	B&W	2,976		3,044		3,042		2,696		2,940	
		LEXM3150	74717	B&W	4,361		4,784		7,041		6,886		5,768	
LPA		E3008A	74703	B&W	3,417		3,866		3,287		2,724		3,324	
Resource Center		E3540C	60336	Color	926		684		823		708		785	
		E3540C	60336	B&W	2,458		4,388		2,522		3,086		3,114	
Recreation		E3540C	58382	Color	3,841		1,318		3,339		2,811		2,827	
		E3540C	58382	B&W	2,780		1,692		2,136		2,000		2,152	
Rocky Face Park	3451 Rocky Face Church Rd	E3040C	58541	Color	3		563		3,005		0		893	
		E3040C	58541	B&W	482		1,057		410		773		681	
	3645 Rocky Face Church Rd	E2550C	63594	Color	413		557		240		280		373	
		E2550C	63594	B&W	811		583		389		204		497	
Register of Deeds		E4505AC	71823	Color	4,809		3,577		1,255		1,036		2,669	
		E4505AC	71823	B&W	4,529		5,634		6,683		5,383		5,557	
		LEXM3150	74724	B&W	366		93		6		0		116	
		LEXM3150	74723	B&W	2,955		1,497		1,229		1,032		1,678	

DEPARTMENT	NOTE	MODEL #	EQUIP ID	TYPE	JAN-MAR 2022	APR-JUN 2022	JUL-SEP 2022	OCT-DEC 2022	Four Qtr Avg
		LEXM3250	P9205	B&W	0	0	0	0	0
Senior Center	Taylorsville	E4555C	63629	Color	638	667	445	1,136	722
		E4555C	63629	B&W	6,648	6,122	9,175	6,419	7,091
		LEXM3250	P7697	B&W	4,683	976	688	5,200	2,887
		LEXM3150	P5779	B&W	2,930	173	122	1,864	1,272
Sheriff		E356	58391	B&W	84	38	131	0	63
		E3040C	58259	Color	415	473	597	395	470
		E3040C	58259	B&W	629	609	606	439	571
		LEXM3150	P5776	B&W	0	12	0	0	3
		E256	60206	B&W	3,040	2,319	1,739	1,538	2,159
		E3505AC	72827	Color	1,182	1,122	963	1,118	1,096
		E3505AC	72827	B&W	4,919	4,430	3,952	4,161	4,366
		E256	60330	B&W	138	454	499	551	411
		E256	60332	B&W	3,203	2,352	2,703	4,213	3,118
		E456G	60307	B&W	2,020	2,596	1,691	3,036	2,336
		E3505AC	74049	Color	4,636	5,235	5,804	5,202	5,219
		E3505AC	74049	B&W	5,762	7,782	6,986	7,662	7,048
		E2050C	75056	Color	2,715	2,637	2,918	3,170	2,860
		E2050C	75056	B&W	2,965	3,211	4,321	3,028	3,381
Detention		E2508A	74794	B&W	29,207	35,185	30,597	30,900	31,472
		E256	60335	B&W	424	510	674	465	518
		LEXM3150	P5776	B&W	0	0	0	0	0

DEPARTMENT	NOTE	MODEL #	EQUIP ID	TYPE	JAN-MAR 2022		APR-JUN 2022		JUL-SEP 2022		OCT-DEC 2022		Four Qtr Avg	
911 Communications		LEXXC4140	73737	Color	863		1,030		885		405		796	
		LEXXC4140	73737	B&W	135		91		236		58		130	
		E3040CG	60337	Color	1,512		1,558		1,478		1,121		1,417	
		E3040CG	60337	B&W	2,321		2,001		2,287		1,829		2,110	
Soil & Water		E3040C	58503	Color	454		0		0		0		114	
		E3040C	58503	B&W	509		1		0		0		128	
		ES3515C	78911	Color	0		5,479		2,178		0		1,914	
		ES3515C	78911	B&W	0		2,349		788		0		784	
Tax Office		E3540C	58386	Color	373		212		139		175		225	
		E3540C	58386	B&W	1,317		1,165		929		819		1,058	
		LEXXC4140	78251	Color	467		454		585		496		501	
		LEXXC4140	78251	B&W	529		759		1,333		687		827	
		LEXM3250	79246	B&W	858		755		3,518		2,290		1,855	
		LEXM3150	P5781	B&W	350		2,536		2,683		376		1,486	
		LEXM3150	P5780	B&W	4,277		1,561		3,519		3,901		3,315	
		LEXM3150	P5777	B&W	1,823		1,256		2,124		1,400		1,651	
		LEXM3150	P5778	B&W	4,064		707		611		1,949		1,833	
		LEXM3150	P5645	B&W	2,585		2,881		2,868		1,497		2,458	
		LEXM3150	P5775	B&W	0		0		0		0		0	
		LEXC4150	72438	Color	396		165		0		0		140	
		LEXC4150	72438	B&W	200		516		612		584		478	
		LEXM3150	P5724	B&W	0		0		0		794		199	
	LEXM3250	68858	B&W	93		173		573		1,676		629		
	LEXM3250	P4097	B&W	1,231		1,900		1,233		2,710		1,769		
Veteran's	Taylorsville	E2508A	74708	B&W	1,991		1,956		3,587		1,775		2,327	
		LEXCS748DE	71615	Color	73		144		86		68		93	
	Bethlehem	LEXCS748DE	71615	B&W	1		9		4		29		11	
		LEXXC4140	P5765	B&W	213		218		313		257		250	

DEPARTMENT	NOTE	MODEL #	EQUIP ID	TYPE	JAN-MAR 2022		APR-JUN 2022		JUL-SEP 2022		OCT-DEC 2022		Four Qtr Avg	
Human Resources		LEXXC4140	78349	Color	3,902		4,083		3,673		2,850		3,627	
		LEXXC4140	78349	B&W	1,435		2,033		2,284		2,189		1,985	
			Total	B&W	326,976		383,100		395,420		374,720		370,054	
			Total	Color	90,879		110,908		104,428		94,194		100,102	

Accessories

DEPARTMENT	NOTE	MODEL #	EQUIP ID		TYPE	FINISHER	HOLE PUNCH UNIT	FAX	OPTIONAL FUNCTION KIT	PAPER DRAWERS	CAPACITY EA	ADDITIONAL FEEDER	CAPACITY EA
Administration	Comm Room	ES356	58393	*	B&W	NO	NO	NO	PRINTER/SCANNER	2	550	1	1100
	Mail Room	ES5506AC	78311	*	Color	FINISHER	2/3 HOLES	YES		2	540	1	2360
Ag. Ext.	Services	ES3505AC	T0689	*	Color	SADDLE STITCH	2/3 HOLES	YES		2	550	1	2000
Animal Svs		LEXC4150	P7005	*	Color			NO					
		LEXC4150	P7007	*	Color			NO					
		E2555C	67108	*	Color	INNER FINISHER	NO	YES		2	550	1	2000
Board of Elections		LEXM3150	74722	*	B&W			NO					
		LEXM3150	74718	*	B&W			NO					
		LEXM3150	73487	*	B&W			NO					
		LEXM3250	79182	*	B&W			NO					
		E3055C	77192	*	Color	INNER FINISHER	2/3 HOLES	YES		2	550	1	2000
Compliance	Services	E2550C	64120		Color	INNER FINISHER	2/3 HOLES	NO		1	250	1	550
DSS		E4505AC	74712		Color	SADDLE STITCH	2/3 HOLES	YES		2	550	1	2000
		E3508A	74730		B&W	INNER FINISHER	2/3 HOLES	NO	PRINTER/SCANNER	2	550	1	2000
		E5508A	74714		B&W	FINISHER	2/3 HOLES	NO	PRINTER/SCANNER	2	540	1	2360
		E5508A	74713		B&W	FINISHER	2/3 HOLES	YES	PRINTER/SCANNER	2	540	1	2360
		E7518A	CM2523		B&W	FINISHER	2/3 HOLES	YES	PRINTER/SCANNER	2	540	1	2360
		ES7518A	CM2524		B&W	FINISHER	2/3 HOLES	YES	PRINTER/SCANNER	2	540	1	2360
		ES5518A	CM78588		B&W								
	Courthouse CPS	LEXM3150	82160		B&W								
EDC		3040C	58505		Color	NO	NO	NO		2	500	1	2000
EMS	Bethlehem	ES256	58389	*	B&W	NO	NO	YES	PRINTER/SCANNER	2	550		
	Taylorsville	3540C	58387	*	Color	FINISHER	2/3 HOLES	YES		2	500	1	2000
Finance	Administration	3540C	58384	*	Color	FINISHER	2/3 HOLES	YES		2	500	1	2000

Accessories

DEPARTMENT	NOTE	MODEL #	EQUIP ID		TYPE	FINISHER	HOLE PUNCH UNIT	FAX	OPTIONAL FUNCTION KIT	PAPER DRAWERS	CAPACITY EA	ADDITIONAL FEEDER	CAPACITY EA
Fire Marshall		ES3005AC	74801	*	Color	INNER FINISHER	2/3 HOLES	YES		2	550	1	2000
Garage		ES255	52309		B&W	NO	NO	YES	PRINTER/SCANNER	2	550		
Health		ES456	58395	*	B&W	FINISHER	NO	NO	PRINTER/SCANNER	2	550	1	2000
		E3530	54069		Color	FINISHER	2/3 HOLES	YES		2	500	1	2000
		6540C	58315	*	Color	FINISHER	2/3 HOLES	YES		2	500	1	2000
	Env Health	3040C	58540	*	Color	NO	NO	NO		2	500		
IT	Administration	3040C	58543	*	Color	HANGING	NO	YES		2	500	1	2000
Inspections	Services	3040C	62142	*	Color	HANGING	NO	YES		2	500	1	2000
Landfill	Lexmark Printer	LEXM3150	P6638		B&W			NO		1	500		
Library	Taylorsville	ES3008A	74707		B&W			NO					
		ES3005AC	75566		Color	INNER FINISHER	NO	YES		2	550	1	2000
		LEXM3150	74717		B&W				NO		1	550	
	Stony Point	ES3540C	60556		Color	HANGING FINISHER	NO	NO		2	500		
	Bethlehem	ES2505AC	74709	*	Color	NO	NO	YES		2	550		
LPA		ES3008A	74703		B&W	NO	NO	YES	PRINTER/SCANNER	2	550	1	1000
Pretrial Release		ES3540C	60336		Color	HANGING FINISHER	NO	YES		2	500		
Recreation	Services	3540C	58382		Color	FINISHER	2/3 HOLES	YES		2	500	1	2000
Register of Deeds		ES4505AC	71823		Color	NO	NO	YES		4	550		
		LEXM3150	74724		B&W			NO		2	550		
		LEXM3250	P9205		B&W			NO		1	550		
		LEXM3150	74723		B&W			NO		1	550		
Rocky Face Park		E3040C	58541		Color			NO					
		E2550C	63594		Color			NO					
Senior Center		ES4555C	63629		Color	NO	NO	YES		2	550		
		LEXM3250	P7697		B&W			NO					
		LEXM3150	P5779		B&W			NO					

Accessories

DEPARTMENT	NOTE	MODEL #	EQUIP ID		TYPE	FINISHER	HOLE PUNCH UNIT	FAX	OPTIONAL FUNCTION KIT	PAPER DRAWERS	CAPACITY EA	ADDITIONAL FEEDER	CAPACITY EA
Sheriff		ES356	58391		B&W	NO	NO	NO	PRINTER/SCANNER	2	550		
		ES3040C	58259		Color	HANGING	NO	NO		2	500	1	2000
		LEXM3150	P5776		B&W			NO					
		ES256	60206		B&W	NO	NO	NO	PRINTER/SCANNER	2	550		
		ES3505AC	72827		Color	NO	NO	YES		2	550	1	2000
		ES256	60330		B&W	NO	NO	NO	PRINTER/SCANNER	2	550		
		ES256	60332		B&W	NO	NO	NO	PRINTER/SCANNER	2	550		
		ES2508A	74794		B&W	NO	NO	YES	PRINTER/SCANNER	2	550	1	2000
		ES256	60335		B&W	NO	NO	YES	PRINTER/SCANNER	2	550		
		ES456G	60307		B&W	FINISHER	2/3 HOLES	YES	PRINTER/SCANNER	2	550	1	2000
		ES3505AC	74049		Color	NO	NO	YES		2	550	1	2000
		ES2000C	75056		Color	NO	NO	NO		1	250	1	2000
										1	550		
Tax Office		E3540C	58386		Color	NO	NO	YES		2	500	1	2000
		LEXXC4140	78251		Color			NO		1	550		
		LEXM3250	79246		B&W			NO		1	550		
		LEXM3150	P5781		B&W			NO		1	550		
		LEXM3150	P5780		B&W			NO		1	550		
		LEXM3150	P5777		B&W			NO		1	550		
		LEXM3150	P5778		B&W			NO		1	550		
		LEXM3150	P5645		B&W			NO		1	550		
		LEXM3150	P5775		B&W			NO		1	550		
		LEXC4150	72438		Color			NO		1	550		
		LEXM3150	P5724		B&W			NO		1	550		
		LEXM3250	68858		B&W			NO		1	550		
		LEXM3250	P4097		B&W			NO		1	550		
Soil and Water	Services	3040C	58503	*	Color	INNER FINISHER	2/3 HOLES	YES		2	500	2	1000
Solid Waste	Administration	ES5055C	70225	*	Color	FINISHER	2/3 HOLES	NO		2	550	2	1000
5011	Courthouse	LEXC4140	CM73737		Color			NO		1	550		

Accessories

DEPARTMENT	NOTE	MODEL #	EQUIP ID		TYPE	FINISHER	HOLE PUNCH UNIT	FAX	OPTIONAL FUNCTION KIT	PAPER DRAWERS	CAPACITY EA	ADDITIONAL FEEDER	CAPACITY EA
ESIT	Courthouse	ES3040CG	60337		Color	NO	NO	YES		2	500		
Veterans	Administration	ES2508A	74708		B&W	NO	NO	YES	PRINTER/SCANNER	2	550		
	Administration	LEXC748	71615		Color			NO		1	550		
	Bethlehem	LEXM3150	P5765		B&W			NO		1	550		
Attorney	Services	ES3505AC	76366	*	Color	INNER FINISHER	2/3 HOLES	YES		2	550	2	1000
HR	Administration	LEXC4140	78349	*	Color			NO		1	550		