



**City of La Palma
Request for Proposal - Copier Machine Replacement
Questions and Clarifications**

- 1. Will prospective bidders be allowed to schedule a walk-through to see where the machines will be placed prior to submitting bid response?**

The City is not scheduling walk-throughs for this bid opportunity.

- 2. Who is the incumbent service provider for the City of La Palma's existing digital copiers that are to be potentially replaced?**

The City's current lease is with Konica Minolta.

- 3. What Make(s) and Model number(s) are the existing digital copiers to be replaced?**

The City currently utilizes three (3) Konica Minolta Bizhub C658 (15A) machines.

- 4. Can you specify areas where you desire improvement in how your current digital copier service provider services City of La Palma?**

The City has not identified significant improvement areas in the current digital copier service provider services.

- 5. Regarding the 50,000 a month print/copy volume to be included in the service agreement, how much of the 50,000 will be color, and how much will be black and white?**

The aggregate monthly print/copy volume of 50,000 for all three (3) machines can include, but not required, options (1) half (1/2) for color and half (1/2) for black & white; (2) one-third (1/3) for color and two-thirds (2/3) for black & white; and (3) one-fourth (1/4) color and three-fourths (3/4) for black & white.

- 6. Is providing a machine with less or more maximum paper capacity than 7,600 through 6 paper sources acceptable for a bid response? For example, if proposed machines have a 6,300 maximum capacity or 8,000 maximum capacity, yet meet all of the other requirements, will such bids be considered or rejected?**

All proposals must include the Minimum Specific Requirements of 7,600 sheet total with 6 paper sources. The City will consider other options in addition to machine specifications listed and identified in the RFP.

7. How detailed do the descriptions need to be?

All Bid Proposals must fully be completed with the Minimum Specific Requirements as requested. Supplemental machine specifications pages or webpage links may also be submitted to provide more information.

8. Can the City elaborate on the approval needed for “similar or equal components”?

“Any substitutions must be received and approved in advance of the final bid.” The “Specification page identifies the minimum acceptable components.”

9. If the proposals meet the specifications as listed, will that suffice?

Yes.