



Town of Los Gatos

Multifunctional Printer Replacement, Management, and Maintenance

During and after the Site Inspection the Town received the following questions regarding the Request for Proposals (RFP) for Multifunctional Printer (MFP) Replacement, Management and Maintenance Services. The questions and answers are below:

Question 1:

Please provide additional specifications on actual machine configurations.

Answer: Please see Attachment 1.

Question 2:

Please provide additional model and usage information on potential equipment.

Answer: Available information is summarized in Attachment 2.

Question 3:

What is the protocol and timing for questions on the RFP terms and conditions? How quickly would we have answers from the Town of Los Gatos?

*Answer: Questions not addressed in previous posting and during the Site Inspection should be sent via email before **August 10, 2018**. The Town will respond to the questions within 2 business days, as well as post all questions and answers to the Town website.*

Question 4:

Is every printer and MFP under a single lease with a single lease payment? Or, do you have separate invoices or machines/locations broken out by asset and department?

Answer: Under the existing contract, the Town receives a monthly invoice listing all equipment and a single lease amount.

Question 5:

Does the Town have a single cost per page across all devices – both desktop printers and copier/MFP systems?

Answer: The lease payment includes covered print and copy quantities per month. Overages are billed quarterly for MFP black and white, black and white, MFP color, and color rates. The Town is open to different billing structures.

Question 6:

What company supports your current LaserFiche software? What departments chiefly use LaserFiche at the Town? And for what sort of applications.

Answer: ECS Imaging supports the Town's Laserfiche system which is used in all Departments. The Laserfiche software management support is not part of the current RFP.

**Multifunctional Printer Replacement, Management, and Maintenance
Additional Information**

Town of Los Gatos

Equipment Number	Equipment Description	Model	Meter Date	Meter Display	Printer Name	Location name	Street Address	City	State
15571	KonicaMinolta Bizhub MFP Color C284e	C284e	5/2/2018	93929	HRCOLOR-KM	Town of Los Gatos Human Resources	110 E. Main Street	Los Gatos	CA
15571A	Finisher Inner	FS533			Accessory (Attached)	Town of Los Gatos Human Resources	110 E. Main Street	Los Gatos	CA
13954	KonicaMinolta Printer BW Bizhub 4700P 50 ppm	BH4700p	5/2/2018	48259	FinAcct-KM	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15542	KonicaMinolta Printer BW Bizhub 4700P 50 ppm	BH4700p	5/2/2018	62962	CDDHall-KM	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15542A	Paper Cassette 550 Sheets BH4700p/4050/4750	PPF12			Accessory (Attached)	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15543	KonicaMinolta Printer BW Bizhub 4700P 50 ppm	BH4700p	7/17/2018	101631	CDDAdmin-KM	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15543A	Paper Cassette 550 Sheets BH4700p/4050/4750	PPF12			Accessory (Attached)	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15544	KonicaMinolta Printer BW Bizhub 4700P 50 ppm	BH4700p	5/2/2018	73923	CDDBldg-KM	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15545	KonicaMinolta Printer BW Bizhub 4700P 50 ppm	BH4700p	5/2/2018	63930	FinAP-KM	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15546	KonicaMinolta Printer BW Bizhub 4700P 50 ppm	BH4700p	5/2/2018	68389	FinPay-KM	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15547	KonicaMinolta Printer BW Bizhub 4700P 50 ppm	BH4700p	5/2/2018	53058	Atty-KM	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15549	KonicaMinolta Printer BW Bizhub 4700P 50 ppm	BH4700p	5/2/2018	36316	Admin-KM	Town of Los Gatos PDHQ	110 E. Main Street	Los Gatos	CA
15550	KonicaMinolta Printer BW Bizhub 4700P 50 ppm	BH4700p	5/2/2018	118268	FinAR-KM	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15553	KonicaMinolta Printer BW Bizhub 4700P 50 ppm	BH4700p	5/2/2018	67965	CDDPerm-KM	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15553A	Paper Cassette 550 Sheets BH4700p/4050/4750	PPF12			Accessory (Attached)	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15554	KonicaMinolta Printer BW Bizhub 4700P 50 ppm	BH4700p	5/2/2018	15688	Captain-KM	Town of Los Gatos PDHQ	110 E. Main Street	Los Gatos	CA
15556	KonicaMinolta Printer BW Bizhub 4700P 50 ppm	BH4700p	5/2/2018	10460	FinDir-KM	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15557	KonicaMinolta Bizhub MFP Color C454e	C454e	6/28/2018	403010	MGRColor-KM*	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15557A	Finisher 50 Sheet Stapling	FS534			Accessory (Attached)	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15557B	LCT 3000 Sheets C552/652/454e series	LU301			Accessory (Attached)	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15557C	Paper Feed 2x500 C224/284/364/454/554	PC210			Accessory (Attached)	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15560	KonicaMinolta MFP w/color C25	C25	5/10/2018	125330	Dispatch-KM	Town of Los Gatos PDHQ	110 E. Main Street	Los Gatos	CA
15563	KonicaMinolta Bizhub MFP BH754	BH754	5/2/2018	595596	MGRCopy-KM*	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15563A	Finisher 50 Sheet Stapling	FS534			Accessory (Attached)	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15563B	LCT 3000 Sheets C552/652/454e series	LU301			Accessory (Attached)	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15564	KonicaMinolta Bizhub MFP Color C284e	C284e	5/2/2018	324087	Records284-KM	Town of Los Gatos PDHQ	110 E. Main Street	Los Gatos	CA
15564A	LCT Paper Feed 2500 C258/368/Mono308	PC410			Accessory (Attached)	Town of Los Gatos PDHQ	110 E. Main Street	Los Gatos	CA
15566	KonicaMinolta Bizhub MFP Color C654e	C654e	5/29/2018	287894	Records654-KM	Town of Los Gatos PDHQ	110 E. Main Street	Los Gatos	CA
15566A	Finisher 50 Sheet with Saddle Stitch	FS534/SD511			Accessory (Attached)	Town of Los Gatos PDHQ	110 E. Main Street	Los Gatos	CA
15566B	LCT 3000 Sheets C552/652/454e series	LU301			Accessory (Attached)	Town of Los Gatos PDHQ	110 E. Main Street	Los Gatos	CA
15567	KonicaMinolta Bizhub MFP Color C654e	C654e	7/6/2018	1034340	CDDColor-KM*	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15567A	Finisher 50 Sheet Stapling	FS534			Accessory (Attached)	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15567B	LCT 3000 Sheets C552/652/454e series	LU301			Accessory (Attached)	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15569	KonicaMinolta Bizhub MFP Color C284e	C284e	7/20/2018	146817	PCS-KM	Town of Los Gatos PDHQ	110 E. Main Street	Los Gatos	CA
15569A	Finisher Inner	FS533			Accessory (Attached)	Town of Los Gatos PDHQ	110 E. Main Street	Los Gatos	CA
15569B	Paper Feed 2x500 C224/284/364/454/554	PC210			Accessory (Attached)	Town of Los Gatos PDHQ	110 E. Main Street	Los Gatos	CA
15573	KonicaMinolta Bizhub MFP Color C284e	C284e	5/2/2018	39599	LibColor-KM	Town of Los Gatos Library	110 E. Main Street	Los Gatos	CA
15575	KonicaMinolta Bizhub MFP Color C454e	C454e	5/30/2018	350972	CDDPlan-KM*	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15575A	Finisher 50 Sheet Stapling	FS534			Accessory (Attached)	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15575B	Paper Feed 2x500 C224/284/364/454/554	PC210			Accessory (Attached)	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15640	KonicaMinolta MFP w/color C25	C25	5/2/2018	90417	Clerk-KM	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA

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Additional Information**

Town of Los Gatos

Equipment Number	Equipment Description	Model	Meter Date	Meter Display	Printer Name	Location name	Street Address	City	State
15775	KonicaMinolta Printer BW Bizhub 4700P 50 ppm	BH4700p	5/2/2018	29529	Admin-Analyst	Town of Los Gatos Civic Center	110 E. Main Street	Los Gatos	CA
15548	KonicaMinolta Printer BW Bizhub 4700P 50 ppm	BH4700p	5/2/2018	34036	Sergeants-KM	Town of Los Gatos PDOB	15900 Los Gatos Blvd.	Los Gatos	CA
15552	KonicaMinolta Printer BW Bizhub 4700P 50 ppm	BH4700p	5/2/2018	40756	Evidence-KM	Town of Los Gatos PDOB	15900 Los Gatos Blvd.	Los Gatos	CA
15572	KonicaMinolta Bizhub MFP Color C284e	C284e	5/2/2018	118213	DetectiveBureau-KM	Town of Los Gatos PDOB	15900 Los Gatos Blvd.	Los Gatos	CA
15572A	Paper Feed 2x500 C224/284/364/454/554	PC210			Accessory (Attached)	Town of Los Gatos PDOB	15900 Los Gatos Blvd.	Los Gatos	CA
15574	KonicaMinolta Bizhub MFP Color C284e	C284e	5/2/2018	111485	ReportWriting-KM	Town of Los Gatos PDOB	15900 Los Gatos Blvd.	Los Gatos	CA
15555	KonicaMinolta Printer BW Bizhub 4700P 50 ppm	BH4700p	5/2/2018	101811	PPWUP-KM	Town of Los Gatos Parks & Public Works	41 Miles Avenue	Los Gatos	CA
15558	KonicaMinolta MFP w/color C25	C25	5/2/2018	18854	PPWOutback-KM	Town of Los Gatos Parks & Public Works	41 Miles Avenue	Los Gatos	CA
15558A	Paper Feed Unit 500 Sheets C25/C35P	A0WJ022			Accessory (Attached)	Town of Los Gatos Parks & Public Works	41 Miles Avenue	Los Gatos	CA
15559	KonicaMinolta Color Printer C35p	C35P	5/2/2018	11210	PPWSignShop-KM	Town of Los Gatos Parks & Public Works	41 Miles Avenue	Los Gatos	CA
15559A	Paper Feed Unit 500 Sheets C25/C35P	A0WJ022			Accessory (Attached)	Town of Los Gatos Parks & Public Works	41 Miles Avenue	Los Gatos	CA
15561	KonicaMinolta Bizhub MFP Color C654e	C654e	7/12/2018	207581	PPWColor-KM	Town of Los Gatos Parks & Public Works	41 Miles Avenue	Los Gatos	CA
15561A	Finisher 50 Sheet with Saddle Stitch**	FS534/SD511			Accessory (Attached)**	Town of Los Gatos Parks & Public Works	41 Miles Avenue	Los Gatos	CA
15570	KonicaMinolta Bizhub MFP Color C284e	C284e	5/2/2018	232404	EngColor-KM	Town of Los Gatos Parks & Public Works	41 Miles Avenue	Los Gatos	CA
15570A	Finisher Inner	FS533			Accessory (Attached)	Town of Los Gatos Parks & Public Works	41 Miles Avenue	Los Gatos	CA
15835	KonicaMinolta A4 MFP w/color C3110 32 PPM	C3110	5/2/2018	7925	PPWPortable-KM	Town of Los Gatos Parks & Public Works	41 Miles Avenue	Los Gatos	CA
15840	KonicaMinolta A4 MFP w/color C3110 32 PPM	C3110	5/2/2018	1682	PPWPortable-KM	Town of Los Gatos Parks & Public Works	41 Miles Avenue	Los Gatos	CA
51525	Paper Feed Unit 500 Sheets C25/C35P	A0WJ022			Accessory (Attached)	Town of Los Gatos Parks & Public Works	41 Miles Avenue	Los Gatos	CA
14263	KonicaMinolta Bizhub MFP Color C364e	C364e	5/6/2018	162625	Dispatch Loaner	Town of Los Gatos PDHQ	110 E. Main Street	Los Gatos	CA
14263A	Finisher 50 Sheet with Saddle Stitch	FS534/SD511			Accessory (Attached)	Town of Los Gatos PDHQ	110 E. Main Street	Los Gatos	CA
14263B	LCT Paper Feed 2500 C258/368/Mono308	PC410			Accessory (Attached)	Town of Los Gatos PDHQ	110 E. Main Street	Los Gatos	CA

* Multifunctional Printer requires Department code (at least 4-digit).

** Optional attachment to MGRCopy replacing the stand alone Dinafold equipment.

**Multifunctional Printer Replacement, Management, and Maintenance
Optional Equipment**

Town of Los Gatos

Equipment Number	Equipment Description	Model	Annual Volume	Notes to Volume	Location name	Street Address	City	State
89	Moore Business Equipment - Pressure Sealer	4100	5000	Individual batch can reach 2000/day	Town of Los Gatos Civic Center	110 E. Main St.	Los Gatos	CA
NA	Dynafold	Not Available	8500	Individual batch can reach 2000/day	Town of Los Gatos Civic Center	110 E. Main St.	Los Gatos	CA
NA	Neopost	IS460A	36,000 First Class Mail 100 Priority Mail 50 Standard Mail	Individual batch can reach 1000/day	Town of Los Gatos Civic Center	110 E. Main St.	Los Gatos	CA