

Pre-Bid Meeting Minutes
23-06-RFP Copiers/Printers
10:00 a.m.

Attendees:

Anthony Shomin
Sue Martin
Shawn Batchelor
Interested Bidders

KCKHA Director of Facilities Management
KCKHA Administrative Assistant
User Support
(See attached list)

Anthony Shomin opened the meeting by stating this is the pre-proposal meeting for the printers and copiers Request for Proposal (RFP). The Housing Authority is requesting a proposal on replacement of its printer and copier fleet of machines. In the RFP document, is a list of our current fleet of machines. The Housing Authority is requesting a proposal for leasing and servicing of equipment to replace the fleet, with newer in-kind equipment with similar features. Your proposal should address and recommend options for replacement. If you feel it is in the best interest of the Housing Authority to offer various options, please present as many options in your proposal as you would like. The Housing Authority is looking for a proposal that best fits its needs for the replacement and servicing of the new equipment, at the best possible price. If it is your opinion, that it is best to purchase some machines instead of leasing, include this as an option.

Your proposal should give a complete list of equipment with features for each type or model of machine with pricing. The proposal should describe in detail the servicing plan proposed, with recommendation from manufactures for the maintenance and upkeep, for the equipment you are providing including frequency and what is included in the servicing plan.

Mr. Shomin asked if there are any questions. The following questions were asked:

Q. How long of a lease are you looking for?

A. Per HUD guidelines, we can go up to 5 years.

Q. What is your current print volume?

A. Approximately 75,000 black and white and 1000-3000 Color. Please provide in your proposals price breaks or options for approximately this many copies.

Q. Do you own your equipment?

A. Some equipment is owned by the Housing Authority. Please provide a price to remove and dispose of the equipment, per type, in your proposals.

Q. What will you do with the owner owned equipment?

A. Dispose of it, see question and answer above.

Q. What is your timeframe for award?

A. We would like to start as soon as possible.

Q. Do you want to use hardline fax or e-fax?

A. We currently need the hardline fax system. Would like to get rid of POTS lines. Include options in your proposal.

Q. Are you currently using a solution for faxing?

A. No.

Q. Can we email proposals to you?

A. No, proposals must be hand delivered to the Main Office.

Q. How many copies of proposal do you want?

A. Three hard copies by end of day February 23, 2023

Q. How do you want the price proposal?

A. A price per machine would be beneficial, and this will assist in determining cost for adding a machine or removing one. For all machines in the fleet, it will be lump sum lease price per month.

Q. If you want to track department or individual use, do you want to do that by badge or a code?

A. Please provide options and a price for both in your proposals.

Q. Do you want to print from your phones?

A. Yes, include this as an option in your proposal.

Q. Do you want a central view location for all machines?

A. Yes, include this as an option in your proposal.

Q. Do you want to scan to email or to a cloud?

A. Currently we use scan to email, and this works fine. Is there any benefit of scanning to cloud?

Q. How many users do you have?

A. Approximately 60

Q. Do you track fax and transmissions on a monthly basis?

A. Not at the moment, but something we may want to do, include this option in your proposals.

Q. How do you currently get supplies?

A. We go through our current vendor, on an as needed basis.

Q. Do you want a purchase price versus lease price?

A. If it makes more sense to purchase, instead of lease some equipment, please provide options in your proposal.

Q. How many machines need to use 11x17 paper?

A. One.

Q. Do you need cabinets?

A. All the Ricoh 2553 have cabinets, an all but one of the MP301 has cabinets.

Any questions regarding this project need to be submitted by end of business February 16, 2023. An addendum will go out on Friday February 17, 2023.

With no further questions, meeting was adjourned.

Proposals are due by 4:00pm, February 23, 2023.

Please place close attention to the documents required with your proposal.