Winton Woods City School District

Addenda 1
to
Request for Quotations
for
Multifunction Printers

May 2013

Issue Date:
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Winton Woods City School District
1215 W. Kemper Road
Cincinnati, OH 45240

Introduction to Addenda 1

The following are responses to questions posed to date that would be deemed material to the construction of a responsive & responsible quote by an interested vendor.
(ref. MFP RFQ Document, Section C.3)

1. The only finishers mentioned in the MFP RFQ document are for the Canon iR 7095 replacements. Do you need finishing capabilities on any other equipment?

> Yes, we would require finishing capabilities equivalent to a Canon V1 finisher for the replacement to the Canon **iR5075** presently located at our Board of Education Office. We would not need finishing capabilities on any other equipment except as specified in the MFP RFQ document (e.g., the Canon iR 7095 replacements).   Please also note the following information contained in the MFP RFQ Document under Exhibit 1:

> † **At least one (1) iR7095-equivalent MFP replacement at Winton Woods High School must have an equivalent finisher to the Canon V2.**

> **NOTE: The iR7095 replacements must have an equivalent finisher of the Canon V1.**

2. The only fax machine capabilities I see are for the Canon iR 7095, Canon iR 5075 and the Ricoh MP 3351. Do you need fax machine capabilities for any other office locations?

> No, see MFP RFQ Document, Section 9.I.h. We have contemplated one MFP per building with digital fax capabilities to eventually replace the single analog fax machines we still currently maintain in each of our buildings.

3. Is the standard paper capacity sufficient for the units we are replacing? Would additional paper supply help?

> The standard paper capacity configurations would be fine (approx. one ream per drawer) for the proposed units that would replace the iR2270, iR3025 & MP3351 machines. Increased paper capacities would be preferred for the proposed units that would replace the iR7095 and iR5075 machines.

4. Three-Hole punch is not mentioned anywhere?

> No – not needed.

5. You are looking for trade-in value for thirty (30) Canon iR 2270s. What accessories are on them? e.g., finishers, paper trays, fax modules and meter counts will greatly affect the value of those units.

The iR2270s are equipped with paper trays and meter counts. They do not have finishers or fax modules. Additional product specification info & technical details for the Canon Image Runner iR2270 can be found at http://www.usa.canon.com.

6. Will OCR be needed for every user, or just strategic locations and offices?

While we would like for every user to be able to access Optical Character Recognition (OCR) services, the OCR service would really **only be required** at the location of the proposed MFP units that would replace the current iR7095 and iR5075 machines. The locations of these machines are already strategically situated in the centrally-located copy rooms of the buildings. Any of our users should be able to access these OCR services at these particular centrally-located special MFP units in each building.

7. In item 9.H, what is meant by digital faxes?

For purposes of this MFP RFQ, the term "digital faxes" refers to a capability of an MFP device that can capture an image via digital scanning technology and route it to a remote user via the computer network (LAN) in a "fax mode" using a typical user-inputted fax number, e.g., (xxx) xxx–xxxx. The intent is for a user to be able to send a fax from the MFP at the point of the user interface. Again, this service is only specified & requested at certain centrally-located MFPs in each building – see question number two above or see MFP RFQ Document, Section 9.I.h.

8. In item 9.M, will every user have a fax number and need to retrieve faxes, or just utilize secure fax release in the offices?

No, every user would NOT have a unique fax number. We would like to utilize "secure fax release" in the centrally-located copy room locations specified in question number seven above or in the MFP RFQ Document, Section 9.I.h. As one might expect, all of our buildings currently have a unique fax number connected to traditional analog phone lines. We would like to preserve these fax numbers for purposes of sending & receiving faxes but have the capability of doing so from the point of the user interface at the MFP device, thereby eliminating the need for analog fax devices at most of our facilities.

9. Will print release stations be required for computer labs to control student printing?

We are seeking an integrated print release device on each MFP with a control panel interface. We have internally defined print release station as something on the order of Follow Me Printing - where a user prints to a que - and hits a device to release a job or jobs.

10. Do you want us to include PaperCut, or do you already own it?

We already own Papercut NG and would need to upgrade to Papercut MF.

11. Will Single Sign on with LDAP authentication at the MFP control panel be required for advanced routing?

We have two (2) separate Active Directory components. wwcs.priv / hccanet.priv
For the majority of users - releasing print jobs, user / cost accounting - would be linked to wwcs.priv active directory.

For Onbase users / document management users / We would like to intuitively index and route documents directly from MFP touch screens and have separate active directory accounts.

(hccanet.priv) - this 2nd account would be in addition to the regular wwcs.priv account. Our growth phase includes all staff adding documents to our document management system.

We need to choose hardware that allows eCopy / Meap to run natively at the control panel level.