



Housing Authority of Fulton County, Georgia (HAFC)  
Request for Quote for Copiers and Printers  
RFQ# RFQ2017-005

Addendum 1

This Addendum forms a part of the contract documents and modifies the original Request for Quote #RFQ2017-005 ("RFQ") documents as noted below:

Quote Due Date Time revised to Monday, September 25, 2017 at 12:00 noon Eastern Daylight Time

Questions pertaining to Quote- RFQ2017-005

1. What is the number of desktop printers the Housing Authority is looking for? How many "color copier/printer for this RFP? 1 color 2 B/W How many "desktop printers" for this RFP? 25
2. Are printers requested color or monochrome devices? Desktop/monochrome
3. In specifications for the color copier/printer "Document management software – minimum of 6 licenses". Are those licenses for an existing Document management software at the Housing Authority? If so, please specify the existing software. N/A
4. On Page 6 ATTACHMENT B refers to "Contractor Affidavit under O.C.G.A §13-10-91(b)(1)" but in the following attachments document titled "ATTACHMENT B" has a different O.C.G.A. number. There is an attachment that has the referred number, use that one?

Attachment B is 3 pages, all of which pertain to establishing citizenship and the legal right to work in the United States. The first page is for an individual; the second page is for a subcontractor, and the third is for the contractor (eVerify number required).

5. Are Desktop Printers to be Black/White or Color? Did not see this posted. B/W
6. Would you like All Copier AND Printers with service/supplies for all included in one monthly payment? yes
7. If so, is quarter overage acceptable? Yes
8. I see the term as one year. A ONE Year contract will result in very high pricing. Is a 60 month program with a non-appropriations clause acceptable? This is how most RFP's work to mitigate monthly cost.

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9. **Should the document management software licenses be concurrent, named, read-only, or a combination of each? Concurrent If so, what quantities of each should be quoted?** License for 20 desktops
10. **Should the document management licenses be cloud based or on-premise?** Quote both
11. **If on-premise is desired, will the document management software be loaded on a physical server or a virtual machine?** VM
12. **If on-premise is desired, is there a Windows server available for use?** YES. Will be VM. Note: As a best practice, this server should not be a domain controller and should not host any other applications. OK
13. **If on-premise is desired, and a Windows server is available, what is the server operating system?** MS 2012 R2
14. **The bid specifications stating that the copiers must be compatible with both Windows XP and Windows Vista. Since Microsoft has already discontinued support for Windows XP and Windows Vista, and the 25 workstations are utilizing Windows 7, 8, and 10, is compatibility with XP and Vista a firm requirement?** XP and Vista is not definite requirement.
15. **Is there an active directory domain in place? If so, how many active AD accounts are there?**  
Yes, 50
16. **Is IT support internal or 3rd party?** internal
17. **Are the 25 workstations mentioned in the introduction located on one a single site or multiple sites?** single
18. **What goal or requirement does HAFC need to integrate into its workflow using the requested document management software?**  
We will need the capability to scan documents of case loads to the database for agency management. Each cast worker will need the ability to manage these documents from their desktop or 3rd party solution.
19. **Is there a document management software solution currently in place?** NO  
If so:
  - a. **What is the name of the software?**
  - b. **Are the licenses currently being paid to the software company or the current vendor of the machine(s) in place?**

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20. Does the document management software only have to flow to the 45 page per minute copier/printers, or to the desktop printers as well? Yes or close to it
21. Are there any other full size copiers currently in place? Yes If so, will these replace those or be in addition to? Replace
22. Regarding the printer specifications:
- a. The first bullet requests a minimum of 25 pages per minute. However the second to last bullet requires 19 and 18 ppm depending upon the size of the paper. Will HAFC please clarify the require minimum page speed? 25ppm
  - b. How many printers are required to be bid? 25
  - c. NIC interface is not listed among the specifications. Will the single function printer(s) be connected to HAFC's network server or only to local workstations via the required USB connection? Copiers will be networked. Desktop printer will connect via USB.
23. Regarding the Copier specifications:
- a. Will minor variations to specifications such as warm up time result in a non-responsive submission? no
24. Regarding Maintenance:
- a. Does the average monthly volume provided in the Introduction include the three copier printers and the single function printer(s)? Yes it includes all the printing solution.
  - b. Will HAFC be running the transparencies through the 45 ppm devices or the single function printers? No
  - c. How many transparencies are included in the average monthly volume? If not known will it be many or few? N/A
  - d. Is it correct that you request a cost per print for only what is used, or a price for a base allowance plus a price for each copy or print beyond the base amount? We request a price with a base allowance plus a price for each copy
25. Is it correct that the equipment lease/rental price is only for 12 months with an option to renew only one additional year for a total potential of a two year contract? It is for 36 -60
26. How long have the current devices been in place and what were the terms of the current contract? 5 years. Please see RFP

27. The submission date is September 18th with a required installation date of October 2nd. Is there an anticipated award date and issuance of a PO? We anticipate bids to be awarded approximately by November 1, 2017. A PO will not be issued. We will prepare a written contract to be executed between the parties.
28. Is the installation date and time a not to exceed time, or the actual time the machines must be delivered? Actual delivery date.
29. Will HAFC please clarify that the Education and Experience may be disregarded? Please disregard
30. Regarding Attachment B, is this form applicable if the response is submitted by an incorporated company, or only applicable if the response is submitted by an individual contractor or company with a partnership structure? If applicable to a corporation, what level of company officer shall the affidavit be made by?

Attachment B is 3 pages, all of which pertain to establishing citizenship and the legal right to work in the United States. The first page is for an individual; the second page is for a subcontractor, and the third is for the contractor (eg, a corporation) (eVerify number required). If contractor will be a corporation and has an eVerify number, then complete the third document and include the eVerify number.

31. If no subcontractor will be used, may the Subcontractor Affidavit be submitted with the words Not Applicable? Yes
32. Will HAFC sign a third party lease which gives the control and billing to a financial institution, or is it required that the financing, terms, conditions, and billing come from the same vendor that provides and services the equipment? HAFC will submit payment to the party with whom HAFC enters into a written contract for this Proposal.
33. Does HAFC have a standardized pricing submission form that will be issued? No
34. Since the submission is to be sent via email, will the date stamp be the time the vendor sends, the proposal, the time it is received, or via an auto reply message? Time stamp will be based on time received by HAFC.
35. Would you like All Copier AND Printers with service/supplies for all included in one monthly payment? yes
36. If so, is quarterly overage acceptable? Yes with opt out clause

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**37. I see the term as one year. A ONE Year contract will result in very high pricing. Is a 60 month program with a non-appropriations clause acceptable?** Yes This is how most RFP's work to mitigate monthly cost

**38. Is there a payoff amount to be considered?** Yes

**39. Can you define "Document Management Software" as the is a very broad term?**

We are looking for some software that will allow us to manage documents intake and create and manage workflows throughout the agency. We should be able share document internally others to view and approve and download.. Collaborative driven to offer image capture, document storage and retrieval, retention management and file distribution. Software should be user friendly and not have a per seat fee.

**40. Will you consider logical alternative proposals?**

**41. What are the key functions you're looking for in a document management solution? And what is the end result that you want it to accomplish?**

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September 18, 2017

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