

Addendum #2 for RFB SUDL19-09
Multi-Functional Devices
Copier Needs
December 11, 2018

- Q1. Section 3.2 states the successful vendor will be required to cancel or terminate all current contracts. Can you please provide these contract details?
- A1. A detailed spreadsheet has been established and is being provided as part of this addendum.
- Q2. Section 3.6.7 defines the monthly copier volume per tier. Can you please provide the quantity of devices per level based on the current fleet?
- A2. The detailed spreadsheet provides volume for each copier.
- Q3. Section 3.6.8.L References an internal copy control feature that provides a method to assign access codes. Is this a per device method, or would a fleet management software be required?
- A3. The function being requested is that an access code can or cannot be required for the different copiers. This request is being made so that areas that share copiers, appropriate funding can be associated with the department.
- Q4. Section 3.6.8.O refers to a date overwrite features. What is the minimum data overwrite required?
- A4. The intent is that jobs cannot be accessed from the hard drive. In other words, someone can't pull the hard drive out of the copier and recreate what was sent and etc. It would be preferred if the contractor could program the hard drive to dump copies every 24 hours.
- Q5. Section 3.6.8 U refers to cost recovery software. What system does Shepherd University currently utilize for this?
- A5. I believe the information was misread. There should be NO Recall Option.
- Q6. Section 3.6.8X/Y refers to scanning. Are these files being scanned to a shared folder or document management software? Would Shepherd University see

value in scanning directly to these locations? If so, please provide the current methodology for sharing documents.

- A6. Today users are scanning and emailing the files to direct users. The Document Management Software is deemed to be/become a separate project. Vendors can supply what options they can perform; however, they will need to be able to clearly segment or itemize the cost of doing so. Users will still need to be able to email a scanned document.
- Q7. Section 3.21 provides a list of the current copiers. Can you please provide the average usage of each device?
- A7. This information is being provided in a spreadsheet that is part of this addendum.
- Q8. Item 5.6 cancellation for convenience. I certainly understand that this is standard terms for the State of West Virginia but I just need to confirm. Will the WV-96 form that states the cancellation for convenience clause be a requirement for this RFB?
- A8. The provisions of a WV-96 cannot be altered or waived. A company can identify corporate investments in the relationship whose expenses have to be amortized over time and which are refundable from the university to the company if a discretionary early termination occurs.