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RESPONSES TO QUESTIONS REGARDING RFP FOR MULTIFUNCTION WORKCENTERS FLEET REFRESH

NO. 2025-1102

(Page 1 of 4)

	Question	Answer
1	What options are you needing on the copiers - example do you need a staple finisher? If so, with/or without a hole punch?	We are looking for multifunction devices that include optional finishing features. Staple finisher and hole punch should be included. Vendors should detail any additional finishing options available and any associated costs.
2	Do you need fax option?	While we do not require fax capability on all machines, the ability to upgrade via module or add-on card is desirable.
3	What copier CPM - Speed are you looking for ?	We are not specifying exact CPM speeds for each location. We ask vendors to recommend device speeds that would generally suit a public health agency of about 300 employees across multiple sites. Please propose speeds you believe will handle a mix of clinical and administrative tasks and include reasoning for your recommendation.
4	How many paper drawers do you need?	We encourage vendors to recommend configurations that best suit the needs of a public health agency with approximately 300 employees across multiple locations. Additionally, we would like the option to upgrade or expand these configurations in the future if it is determined that we need higher output capacity or additional features. Please include details on any modular or upgradeable options.
5	How many ID badges would you need? Is Pin code entry good enough or would you prefer the ID badges?	We are looking for a secure print system utilizing existing employee badges. We will provide the badges, and can provide specifications on these.

6	What lease terms are you look for?	Term of the Agreement is for 3 years with the option to extend up to 2 additional years, totaling five years through Fiscal Year ending June 2031.
7	Do you want the service contract included? If so, how many black and white copies/prints and how many color copies/prints per month/quarterly?	Yes, we do want a service contract included. Printing volume varies by month and per project load. TCMHA has 5 locations and it is difficult to determine that amount of copies/print agency wide.
8	Do you do a lot of scanning?	Yes, some devices get more scanning use than others. This is a required feature to be available on all devices.
9	Do you have any special contract pricing for this RFP?	No; however, we are going to use for comparison current budget for the existing fleet lease contract.
10	Could you provide a list of models of your current fleet, and your approximate usage data for each device (broken down color vs black and white prints)? Either monthly or annual totals?	Current fleet is a mix of Xerox Versalink and Altalink Workcentres, most if not all with finishing trays, staplers, and paper trays. Usage varies by month and project needs. TCMHA has 5 locations and it is difficult to determine that amount of copies/print agency wide.
11	Would you please provide a list of the make and model numbers of the "smaller office printers" that you would like supported under the new contract?	All office/desktop printers are HP laser units. A mix of black and white + color LaserJet models.
12	Are the HID badge readers going to be mandatory? We need to understand if they should be built into our basic quote or itemized as an option.	We are looking for a secure print system utilizing existing employee badges. We will provide the badges, and can provide specifications on these. However, vendors are welcome to propose solutions that either include badge-based secure print release as part of the initial offering or provide it as an upgrade option that can be implemented later in the life of the lease. Please itemized the cost accordingly so we can evaluate both options.

13	Are you interested in, or do you already own, a follow-me/secure print software, like Papercut?	Vendors are welcome to propose solutions that include follow-me printing as an optional component.
14	Can you tell us who is the current vendor?	Xerox
15	Can you tell us who your current lease is with?	Xerox
16	Who is responsible for returning the existing gear?	Agency staff
17	When is your current lease up?	Lease has ended and we are currently month to month.
18	Did you send in a letter of intent/ lease termination letter already to the existing lease company?	No; since the lease expired.
19	You state in the RFP that you would like a 3-year contract with two one-year extension options, is that correct?	Yes, correct, through Fiscal Year ending June 2031.
20	The proposed start date in the RFP is Feb 2026, and the proposed end date is June 2029. That would make the initial term 39 months. Please advise.	TCMHA Fiscal Year is from July to June; Therefore, June 2029 will be the Agreement end date, if not extended. If the Agreement is extended for two additional years, then it would end on June 2031.
21	Confirming you are only considering a 39 month lease term vs 60 months?	TCMHA Fiscal Year is from July to June; Therefore, June 2029 will be the Agreement end date, if not extended. If the Agreement is extended for two additional years, then it would end on June 2031.
22	Are you looking for a Dollar Out lease or Fair Market Value lease?	Fair Market Value Lease.
23	Per the RFP, you are wanting all Color units vs a mixed fleet of Color/B&W units like you have today. Wanted to confirm that is accurate.	Yes, the option of color printing is being requested.
24	Will you be accepting A4 vs A3 devices from other vendors? A4 are devices that can only print up to 8.5 x 14 and are usually not recommended for higher volume depts. A3 devices are the type of units you have today that can do up to 11 x 17, but more	For this RFP, we prefer proposals focused on A3 devices to maintain that level of functionality and durability. However, if a vendor strongly believes an A4 solution could meet our volume and durability needs, they are welcome to include that as an alternative option with a clear justification.

	importantly more robust for long term usage.	
25	Is a fax line going to be needed on every machine or only in certain depts? All machines can have a fax line added to them if needed, but we want to make sure we are not adding a fax line cost on every unit unnecessarily upfront.	While we do not require fax capability on all machines, the ability to upgrade via module or add-on card is desirable.
26	Will electronic signatures be accepted?	Yes, for signing the Agreement.