



SUPERIOR COURT OF CALIFORNIA
COUNTY OF MERCED

HR COPIER RFQ 1718-COP0618

Questions and Answers

1. What is the minimum number of paper that you would like this machine to accommodate?
If this is for the large capacity tray - 5 reams (2500 pages).
2. There is a specification for a large capacity paper tray, what size paper would you like this tray to accommodate?
8 ½ x 11 inch.
3. There is a folding finisher requirement. What folds are you looking for and what size paper will you need to fold?
Bi-fold and tri-fold - 8 ½ x 11, 8 ½ x 14.
4. Will there be a need to fold multiple documents together?
Yes, for booklets with stapling.
5. I didn't see mention of how you wanted to acquire the hardware. Please confirm whether you want to purchase it? Or lease it? Or quote both? And if want leasing quote, what term?
This will be a purchase.
6. Is this a new placement? Or if it's replacing an existing MFP, do you need us to cover any payments or remove and ship to leasing company?
This is replacing a broken MFP that was paid in full. We are looking to have the old unit disposed but that can be quoted separately from the new MFP purchase price. The new MFP will be shipped to the Human Resources division at 627 W. 21st Street, Merced, CA 95348.
7. Can you provide me with the expected monthly average volumes of B/W and Color?
Roughly around 2,500 for B/W and 2,000 for Color but that can change.