

**Cumberland County Schools  
Request for Proposals**

**Monochromatic & Polychromatic Production Copiers for the  
Cumberland County Schools Print Shop**

**Bid Date: Tuesday, September 19, 2017 @ 2:00 p.m.**

**Questions and Answers**

1. Will participating vendors be required to quote new equipment, or will “Used”, “Certified Pre-Owned” or “Factory Refurbished” equipment be permitted?

**Due to the required durability of the requested copiers, “Used”, “Certified Pre-Owned” or “Factory Refurbished” equipment will not be permitted.**

2. If other than new is acceptable, will CCS accept bids that include maintaining any of the current attachments, accessories, or software without replacement if they are compatible with the new base “engines”?

**Non applicable**

3. Does CCS have current or archived files formatted in a proprietary application that would need to be converted to run on other programs? If so, will CCS (or current vendor) be responsible for converting those files or will the incoming vendor be required to convert files for compatibility?

**Yes, CCS does have current and archived files formatted in a proprietary application that would need to be converted to run on other programs. The current vendor will not be responsible for converting those files. The incoming vendor will be required to convert files for compatibility.**

4. A “Maximum” paper size is 12” x 18” is indicated in the RFP. Most equipment will run 12” x 18” and up to slightly larger (around 13” x 19”). Is this acceptable?

**CCS Print routinely runs 11” x 17” paper; 13”x 19” will not be required.**

5. Can you please specify folding requirements for the “folding unit”?

**CCS will require the copier to single-fold (program) and tri-fold (brochure) paper if needed.**

**6. Will you require the hole-punch dies for the professional punch unit?**

**Yes, CCS will require hole-punch dies for the professional punch unit.**

**7. Describe “Digital Front End”?**

**CCS Print Shop will require a cue that holds the job to be printed by the machine by a digital monitor that communicates the full function of the machine to the user.**

**8. Describe the “Folding Unit” and the folds it needs to produce.**

**CCS will require the copier to single-fold (program) and tri-fold (brochure) paper if needed.**

**9. Square back folding....how many sheets?**

**Square back folding will require a maximum of 50 sheets.**

**10. What is your monthly color volume and black/white volume?**

**CCS’ most recent color volume was 29,213; black/white was 827,349 copies.**

**11. What percent is duplexed? 11” x 17”? Or larger sizes? Example, do you need 13”x 19” sheets?**

**Approximately 50% of the print jobs produced in the CCS Print Shop are duplexed; 75% in 11” x 17” size. CCS will not require 13” x 19” sheet production jobs.**

**12. If the questions and answers are not going to be available until sometime Monday, are you planning on extending the responses a day or two or still wanting response due Tuesday?**

**There will not be an extension of this RFP.**

**13. You speak to a 50-sheet saddle stitch or a 50-page booklet?**

**CCS Print Shop will require a maximum 50-sheet saddle stitch and a maximum 50-page booklet productivity.**

