CITY OF WEST HOLLYWOOD, COPYING AND REPRODUCTIONS SERVICES RFP

QUESTION AND ANSWERS, PART 2

1. Do all the machines, below the speed of 35 pages per minute, require 11x17 capabilities?

Answer: Yes

1. Do all the machines, below the speed of 35 pages per minute, require stapling capabilities?

Answer: Yes

1. Do all the machines, below the speed of 35 pages per minute, require hole punch capabilities?

Answer: Yes

1. Is it acceptable, on any of the requested equipment, to have less than four paper drawers?  If yes, please specify which machine and which department.

Answer: Yes. The three copiers at the parks and the one copier at our maintenance yard don’t need four drawers. However, there should be a manual feeder drawer that accepts up to ledger size paper.

1. Would the City be open to consideration for cancel for cause and a non-appropriations clause in the place of the cancellation for convenience clause? We are asking because typically leasing companies will not accept lease contracts with cancellation for convenience clauses.

Answer: I will respond with an answer once I hear back from our City Attorney.