

Village of Orland Park  
Digital Copiers and Managed Print Services  
Request for Proposal Issued April 30, 2009

**Questions and Answers #2 May 15, 2009**

As of May 14, 2009 the following additional questions have been received by the Village of Orland Park regarding the Digital Copier Request for Proposal. All questions and answers are being provided to all known potential proposers.

**Question #1**

There were some differences in speeds from the main spreadsheet (referencing 30 cpm, 85cpm models) and the individual "Desired" specifications by department worksheets. As an example, referencing page 45 on the 8 new models as a desired speed of 45 cpm, but on the master spreadsheet on page 6, it references 85 cpm machines. There are several other instances where these numbers differ, which speed specifications should we lean towards in making a recommendation?

**Answer #1**

Please propose based on the Desired Specification sheets (page 23-45 of Request for Proposal), using the "desired" requirements as a minimum requirement. The information on page 6 is listing what we have currently. You may also make an alternate recommendation and include an explanation as to why the alternate is more advantageous to the Village. We are looking for the most efficient and cost effective machines.

**Question #2**

We noticed that the desired paper capacity for each model corresponds to the maximum paper capacity of a vendors models (we understand). As an example, the lobby machine does less than 1,000 copies per month, but the desired paper capacity is 4,950 sheets. May we simply use our best discretion for the village on the paper capacity for our recommended systems to reasonably match the volume requirements?

**Answer #2**

Yes, you may use your best discretion regarding paper capacity.