

QUESTION AND ANSWERS FOR:

15-16, RFP FOR ONE (1) COPIER

DUE 4/28/15

1. What is the largest size paper the users would copy onto? **11X17**
2. What kind of environment is the machine going in? **Climate controlled office environment.**
3. What kind of footprint? **Open area in a hall way near offices.**
4. Is the device requested in the RFP, going to be replacing any current equipment for Greenville Utilities Commission? Is there a unit that you would need traded in? **No trade in.**
5. If there is current equipment is there a lease for that device? **No.**
6. I see there is a request for 3 paper drawers, and you have an average volume of 5,000/month. Is there a required paper capacity amount that the device can hold? **List options with your response.**
7. What machine is being replaced? **Third floor copier in CS.**
8. What type of scanning format do you use or prefer? **List available formats with your response.**