

# RFP 1806-02 VENDOR FUNDED PUBLIC COPIER VENDING SERVICES

## ADDENDUM 1

The Court received questions for this RFP by email. Questions and their replies are presented below:

Question 1: Do attorneys have, or will they have, access to make copies on court owned/leased copiers within each facility or will they be required to use the public copiers for all their copying needs? If they are required to use public copiers, how long has this been in effect?

Answer 1: Attorneys do not have access to make copies on court owned/leased copiers within each facility/building. Court owned/leased copiers are in secured areas where public cannot enter. Attorneys and litigants are required to use the public copiers for all their copying needs. The attorneys were required to use public copiers ever since public copiers were installed. The usage indicated in the RFP document includes attorney and litigant usage of public copiers.

Question 2: Are there other Public Use Copiers within any of the facilities (example: Law Libraries)? If so, will these machines remain in place once this RFP is awarded?

Answer 2: In Martinez there is a Law Library which has two public use copiers. These copiers will remain after the RFP has been awarded. At other three locations there are no public use copiers in the close proximity to the courthouse.

Question 3: Is the court open to allow printing from public workstations to the public use copiers?

Answer 3: Yes the Court is open to allow printing from public workstations to the public use copiers.

Question 4: In section 2.3 it states that "court personnel will not be involved in operation of the copiers in any way".

1. Will the court offer general supervision to deter theft and tampering of equipment?

Yes but the Court would not take on any liability. The copiers will be in public areas where only pre-screened public is allowed to enter. So the possibility of theft and equipment tempering is minimal.

2. Supply a secure storage area for paper/toner supplies?

Depends on how much storage area is requested and the location of the machine at each courthouse. This needs to be worked out by the vendor with individual courthouse manager.

3. Refill paper drawers and change toner when needed with supplies left by vendor?

This needs to be worked out by the vendor with individual courthouse manager.