



To: **Prospective Bidder**

Date: **March 29, 2021**

Subject: **Request for Proposal - Bid # 221-07**

RE: **Correction to Copy Center Portion of RFP – Addendum # 2**

**Correction to RFP:**

Per the language located in the **Information & Instructions to Bidders** section of RFP # 221-07 Grand Valley State University is revising our request for the Copy Center portion of this bid. We apologize for this late change in the process. Our intention was to do this without a bid meeting but due to the wide range of options in equipment, and the changing needs of what we do in the copy center, our evaluation team decided a bid meeting is necessary in order for us to make the correct decision. We also want to give each vendor the opportunity to better understand our operation so they can customize their Copy Center portion of the proposal to best meet our needs now and into the future.

Please note this addendum is only for the Copier Center portion of RFP # 221-07. The other sections of this RFP (Convenience Copiers and Printing Labs) have already been awarded as previously stated on our Bid Award and Selection Justification dated March 9, 2021 that was sent to all participating bidders via email.

**Please see below updated addendum to just the Copy Center section of RFP # 221-07:**

- **Addition to RFP – Copier Center**
  - 2.8.4 One Color Copier (Allendale)
    - Copier required features:
      - \* Minimum 35 pages per minute
      - \* Print/Copy/Scan Capabilities
      - \* B & W Scanning capabilities (color optional)
      - \* Document Storage
      - \* Duplex Capabilities
      - \* Must be able to run up to 216 gsm Cover
      - \* 11 x 17 paper capabilities
      - \* Must interface with Print Shop Pro (EDU Business Solution)
      - \* Estimated Volume per year 75,000

- **Bid Meeting Requirement**
  - Must attend one of the two following RFP review meetings (Your choice of in-person or virtual)
    - Virtual Session
      - Date: Tuesday, April 13, 2021 1:00 PM-2:00 PM EST
      - Length: 1 Hour
      - Location: Zoom
      - Agenda:
        - Overview of day to day operations of the Copy Center (GVSU)
        - Overview of type of jobs typically run at Copy Center (GVSU)
        - Overview of key components needed in copy equipment (GVSU)
        - Overview of issues we most commonly run into with equipment (GVSU)
        - Q&A for Vendors
    - In-person Session
      - Date: Wednesday, April 14, 2021 1:00 PM-2:00 PM EST
      - Length: 1 Hour
      - Location: Copy Center in Allendale (lower level of Marketplace Building)
      - Agenda:
        - Overview of day to day operations of the Copy Center (GVSU)
        - Overview of type of jobs typically run at Copy Center (GVSU)
        - Overview of key components needed in copy equipment (GVSU)
        - Overview of issues we most commonly run into with equipment (GVSU)
        - Q&A for Vendors
- New date to submit adjusted bid if desired:
  - Friday, April 23, 2021 at 2:00PM