Addendum #1
Bid Opportunity
2025-07 – District of Tumbler Ridge
PRINTING SERVICES
Closing Date: Tuesday, August 19, 2025 - 2:00 PM

CLARIFICATION: The following items within the Key Project Deliverables have been updated for clarification:

1. For the size of print jobs, are they, for example,10-page jobs, 100-page documents or 200-page books?

2. How often is the hole punch being used?

3. For assigning a code to a group, is the code temporary?

4. For different user groups, are those user groups internal user groups, or are they guest users?

5. Do all three of these printers require this functionality, or just the community hall, as with the town hall, it is talking about allowing users to release confidential jobs, no mention of groups and in the fire hall, there is no mention about anything relating to ID codes, tracking or security.

6. Are user access codes required for all three devices or only the Community Center and Town Hall?

7. What is the volume of scanning done, and how much double-sided scanning is done?

8. We know fobs are used to get in and out of all the buildings, and we want to know if any proximity cards are being used as well, and if so, are card readers necessary, or if PIN codes will suffice for the copiers.

9. For the 11 x 17 requirement for the fire hall, how often is that used?

10. How many users will be utilizing the copiers?

11. Required print speed and/or current monthly print volumes?

12. Alternately, is there current equipment being used that you would like to see comparable specs on?

13. Any other finishing requirements beyond stapling & hole punching, e.g., booklet making?

14. No fax requirement for the Town Hall and Community Centre, only for the Firehall?

15. Are the space restrictions supposed to be in feet rather than inches? Example from RFP below:
reporting print activity back to each user group. Additionally, the printer must be able to fit through doorways with a maximum width of 35 inches and occupy a space of 3 inches x 6 inches.

QUESTION #1 RESPONSE: Print job sizes vary by department: **Town Hall** – up to 200-page documents, printed in quantities of up to nine (9) copies. **Community Centre** – ranges from 2-page daily reports to 300-page flyers for distribution.

QUESTION #2 RESPONSE: Usage varies by user, generally **low** on a low-to-moderate scale.

QUESTION #3 RESPONSE: No, Codes are **permanent** and used for identifying user groups and generating invoice reports.

QUESTION #4 RESPONSE: Previously, these were external groups(e.g., library, daycare, non-profit organizations within the Community Centre), but going forward, the District would like to implement "internal" for the Town Hall printer.

QUESTION #5 RESPONSE: Two printers require this functionality (Town Hall & Community Centre)

QUESTION #6 RESPONSE: User access codes are required **only** for the Community Centre unit and Town Hall.

QUESTION #7 RESPONSE: **Town Hall** – high volume of double-sided scanning. **Fire Hall** – only single-pass 2-sided scanning; no high-volume capability. **Community Centre,** moderate volume of double-sided scanning.

QUESTION #8 RESPONSE: PIN codes will be used; no proximity cards or card readers are required.

QUESTION #9 RESPONSE: Current Fire Hall machine does not support 11X17; jobs are outsourced as needed. The requirement would be moderate use of 11X17 print jobs.

QUESTION #10 RESPONSE: There are roughly 50-60 users among district staff who use the copiers at the three locations.

QUESTION #11 RESPONSE: Townhall's current estimated monthly print volumes B/W (24,902), Colour (60,165). **Fire Hall** - current estimated monthly print volumes B/W (1,674) No Colour. **Community Centre** – Current estimated monthly print volumes B/W (6,349), Colour (16,055). Townhall and Community Centre's current laser print, copy, and scan speeds are 65 pages per minute. Firehall current laser print, copy, and scan speeds is 31 pages per minute.

QUESTION #12 RESPONSE: The Current make and model for Town Hall & Community Centre is a Pro C5200S. The Fire Hall unit, as per the original proposal, must be a compact unit with all the same

functions and performance capabilities as the standard-sized machines used in the other locations.

QUESTION #13 RESPONSE: No. The District's finishing requirements will be limited to standard options such as stapling and hole punching. No additional finishing capabilities, such as booklet making, are required.

QUESTION #14 RESPONSE: Yes, as stated in the original proposal, only the Firehall unit requires fax capabilities.

QUESTION #15 RESPONSE: The space restrictions should be in inches and feet. Needs to fit through a 35-inch doorway and occupy a space of 3 feet by 6 feet.