



PROCUREMENT DEPARTMENT

Teria G. Sheffield
Procurement Director

RESPONSE TO INQUIRIES

Date: 10/22/2021

Bid/Proposal ID #2776

IFB #2776 Leasing of a Postage Machine and Meter

The following information is in response to inquiries received regarding this solicitation.
Any actual amendments to the solicitation will be issued via an Addendum:

Q1. *The bid states 'extending output tray' is required, do you mean just a drop tray, or a power stacker like you have currently?*

RESPONSE: Power stacker or some mechanism for stacking is preferred.

Q2. *There's no mention of accounting requirement on the bid, on your current machine you have 500 department accounting, do you still require that feature for reporting?*

RESPONSE: The machine must be capable of coding certain runs to specific cost centers for charging departments.

Q3. *Regarding postage machine scale requirements, currently you have a 15 lb. scale, are you requiring the same size scale?*

RESPONSE: A 15 pound scale is sufficient.

Q4. *Would you like to view accounting and the reports at your desktop versus using a report printer for the accounting reports? You would just use your local printer connected to your PC to print reports versus having a dedicated report printer connected to the machine.*

RESPONSE: USB output required, but not a printer.