

**ADDENDUM NO. 1
REQUEST FOR PROPOSALS (RFP #2026-003)
MANAGED PRINT SERVICES
CITY OF MERCEDES, TEXAS**

TO ALL PROSPECTIVE PROPONENTS:

This Addendum No. 1 forms a part of the RFP Contract Documents for RFP #2026-003 (Managed Print Services) and modifies, clarifies, and/or supplements the original RFP specifications posted on August 26, 2026.

Proponents shall acknowledge receipt of this Addendum No. 1 in their proposal submittal.

RESPONSES TO VENDOR QUESTIONS:

The following subsection hereby **clarifies questions** to the RFP specifications (answers are in blue and additions or correction are highlighted):

1. Device Quantities and Site Count

Section 6 states that the current fleet consists of 11 copiers and 15 desktop printers across 7 sites. However, the departmental requirements table identifies only 5 locations, and Attachment A appears to list 22 devices. Please clarify:

- The total number of devices to be included in the proposed solution.
The quantity of total devices will be 26 devices. 11 copiers and 15 desktop printers.
- The quantity of MFPs and printers required at each location.

Location	Copiers	Desktop Printers
City Hall	3	9
Library	2	0
Police Department	2	3
Fire Department	1	0
Public Works	1	1
Dome	1	1
Recreation Center	1	1
Total	11	15

- Does Attachment A represent the complete current fleet inventory?
Attachment A does not have the complete fleet inventory because we are adding 4 devices from our current 11 desktop printers.
- Can you please provide a list of departments and configurations required?
Section 6 lists the current device configurations for both Kyocera models and HP desktop printer models.

Site / Department	Device Class	Primary Functions	Target Speed	Paper Capacity	Required Finishers / Options
City Hall (Administration)	A3 Color MFP	Print/Copy/Scan/Fax	35–65 PPM	2,000+ Sheets	Inner Staple Finisher
Library	A3 Color MFP	Print/Copy/Scan/Fax	55–65 PPM	3,000+ Sheets	External Booklet Finisher w/ Hole Punch
Police Department	A4 MonoColor MFP	Print/Copy/Scan/Fax	35–50 PPM	1,000+ Sheets	High-Yield Tray, Card Reader
Public Works / Water	A4 MonoColor Printer	Print only Print/Copy/Scan/Fax	30–50 PPM	500 Sheets	Compact Cabinet Stand
Fire / Emergency	A4 Color Printer	Print only Print/Copy/Scan/Fax	30–40 PPM	500 Sheets	Secure Print / PIN Access
Recreation Center	A4 Color Printer	Print/Copy/Scan/Fax	30-40 PPM	500 Sheets	N/A
Dome	A4 Color Printer	Print/Copy/Scan/Fax	30-40 PPM	500 Sheets	N/A

2. Seven Sites vs. Five Listed Locations

Section 6 references a fleet deployed across 7 sites; however, the requirements table identifies only 5 locations. Please identify the remaining locations and their anticipated equipment requirements.

The City of Mercedes operates with a total of 7 sites listed below:
City Hall, Library, Police, Fire, Public Works, Dome, Rec Center

3. Copier/MFP Configurations

Beyond the minimum specifications listed in Section 6, are bidders expected to propose the specific copier/MFP configurations for each location, or does the City have preferred

configurations (speed, paper capacity, finishing options, fax requirements, tray configurations, etc.) for each device?

The city would like to see any relevant options available from your business that comply with our request for devices preferably manufactured in the United States and/or meet local government requirements for secure devices on governmental networks. Security is an important factor for these devices as the City of Mercedes is a border town and has a higher risk of being targeted by malicious actors due to its location.

In section 6 under hardware proposals, we requested two options for the bid.

Option 1: devices utilizing the specifications listed at the beginning of section 6, with a baseline configuration of 55 to 65 PPM for both monochrome and color.

Option 2: devices that would be recommended by the bidder as a right-sized fleet with a minimum of 35 PPM for both monochrome and color with an exception for our Library copiers that must maintain high speeds of 55 to 65 PPM.

For both options please use Attachment A as a reference for the output capacities of our current devices.

4. **Police Department Card Reader Requirement**

The Police Department specification requires a card reader. Please clarify the intended purpose of the card reader, such as user authentication, secure print release/follow-me printing, usage tracking, access control, or another specific function.

As our officer's deal with highly sensitive information and have to comply with CJIS requirements, it would be beneficial to utilize a card reader as a form of secure print. However, as long as the device can provide secure print capabilities via embedded software, a dedicated card reader is not necessary.

5. **Print Management Software**

Under the "Technical & Equipment Recommendations" section, bidders are asked to provide print management software recommendations, including user authentication, follow-me printing, rules-based routing, and security protocols. Please clarify whether:

- Print management software should be included within the proposed solution and pricing
Print management software should be included within the proposed solution and pricing but as a separate add-on component from the original bid. This will allow the city to weigh the options more thoroughly depending on pricing and the proposed budget for FY 26/27. If the print management software add-on isn't chosen at launch, it will be discussed further with the awarded vendor at a later date.
- The City intends to procure software separately
No
- Recommendations are being requested for future consideration only
Recommendation on options may be considered dependent on the FY 26-27 budget.
- Software selection will be addressed after contract award.
Yes, dependent on the FY 26-27 budget.

6. Electronic Submission Requirements

The RFP states that one original copy and one electronic copy must be submitted. Please clarify the required method of electronic submission. Should the electronic copy be submitted via email, USB drive, CD/DVD, or another format? Additionally, if email submission is acceptable, please confirm the email address to be used.

The electronic copy of the bid should be on a USB in .pdf format and submitted within the sealed bid packet. Email, CD/DVD or any other type of digital copy will not be accepted.

END OF ADDENDUM NO. 1