



In order to answer some questions that have been advanced concerning Winchester’s invitation to bid for the copier/multifunction device RFP we have this added information

1. There is not a requirement for staple free stapling only a preference.
2. Inner finishers are not strictly required - the speed of the device will be considered as the priority.
3. There is not a strict requirement for a termination at any time at the District’s convenience but there is a need for a clause that protects the District in the event of financial distress that results in funds not being available to continue paying the lease.
4. If a conflict exists between the type of finsher and the ability to create and fold booklets the District will prioritize the latter.
5. The section stating the need for specifically 4 x 550 paper supply drawers is also not a strict requirement. Paper supply capacity should reflect the existing configurations and what is needed based on past average usage as below:

Model Name		B/W Avg Mthly Copy Vol.	Color: Avg Mthly Copy Vol.
IRADV6565IV3	P - Office	13913	0
IRADV8595IV3	P - 2cd Floor	21167	0
IRADV6565IV3	P- 3rd Floor	8090	0
IRADV6565IV3	Gilbert	7797	0
IRADV6565IV3	H - Office	16795	0
IRADV8595IV3	H - Copy Room	22982	0
IRADVC5535IV3	not to be renewed H - Conf Room	6824	2784
IRADVC7580iV3	CO	3328	1480

6. The above chart lists the Canon models the District will be replacing. Please note one will not be included in the new lease agreement.
7. There will be a walk through on Wednesday May 8 at 1:00 to begin at The Pearson School 2 Wetmore Avenue, Winsted CT 06098