



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

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The Houston Housing Authority (“HHA”), has issued this Amendment No. 3 to RFP 25-05 Leasing of Multifunctional Copiers for the purpose of:

1. Answering additional Questions submitted to HHA

Question 1: Why does Model I under “Copier Specifications” not include the requirement for “Secure Print using existing employee security badge (HID iCLASS DL)”?

Answer 1: These copiers are at remote locations that do not assign badges.

Question 2: Do you currently have print management software in place (Examples: PaperCut, Uniflow, Printer Logic, etc.)? If “YES”, what is the current print management software you are using?

Answer 2: Yes, Xerox Workplace Cloud.

Question 3: How are you utilizing your current print management software? For example, you might be using the software to control who has access to the make color prints, and/or other ways.

Answer 3: A user must use their badge in order to print any document. It also allows us to limit who can print color documents

Question 4: Regarding the speed of the copiers, what exactly does “Up to XX ppm” mean? If the proposed copier has a speed that is lower or greater, will the bidding firm receive less points from the “Meets Specifications” criteria in the “Evaluation Criteria”?

Answer 4: The copiers must be capable of printing at the speed of xx pages per minute. The speed can have a higher maximum speed but the maximum speed cannot be lower than that speed. Less points in “Meets Specifications” will be given if the proposed speed is lower.

Question 5: How are points assigned in the evaluation criteria? Stated another way, what are the objective determinants for points for the evaluation criteria?

Answer 5: See Exhibit C Evaluation Criteria of the solicitation.

Question 6: 5.) The copier specifications state:

- a. "Laser Multifunctional"
- b. "Up to" speed requirements
- c. Are there point deductions for the "meets specifications ", if the proposed solutions are
 - i. Non-Laser (Replaced with Ink Jet for example)?
 - ii. Exceed Speed Requirements

Answer 6: Yes for non-laser, no for Exceed Speed Requirements.

Question 7: What is the timing for notification of whether there is a "1-Year Extension" for both possible years?

Answer 7: At least 60 days before the end of the third year, and again at the end of the 1st option year.

Question 8: Would you be willing to accept a variance of ± 5 ppm for the copier specifications?

Answer 8: Yes.

Question 9: Could you confirm that you want all 36 devices grouped into a single black-and-white pool sharing 200,000 pages per month and a separate color pool sharing 250,000 pages per month?

Answer 9: Yes. All printers should be in a single pool

Question 10: Does Model 1 also need a card reader?

Answer 10: Yes. Model 1 copiers will go to remote properties that do not have badge access.

Question 11: Will you accept electronic signatures on all of the forms that require a signature?

Answer 11: Yes.

Question 12: Is it a requirement to subcontract a MBE and WBE company? If yes, how many points of the Evaluation Criteria are allocated towards the subcontracting of MBE and WBE companies?

Answer 12: We do not allocate any Evaluation Criteria points towards M/WBE. We encourage all proposers to consider subcontracting to M/WBE companies, but it is not a requirement.

All other terms and conditions in the solicitation shall remain the same.

3/31/2025

Date

Austin Ng

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Senior Procurement Specialist

Houston Housing Authority (HHA)



A Fair Housing and Equal Employment Opportunity Agency. For assistance: Individuals with disabilities may contact the 504/ADA Administrator at 713-260-0353, TTY 713-260-0547 or 504ADA@housingforhouston.com