

## 2026-09 Managed Print Services Questions & Answers

- 1 **What features and capabilities are currently installed on the Sharp MX3551 MFP's.**  
**Please indicate which of the 8 units have what features and what features you would like to request to be included.**
- a. Internal finisher stapler: Current- 8 / Request- 8
  - b. External finisher stapler: Current- 8 / Request- 8
  - c. 3 Hole punch: Current- 3/ Request - 3
  - d. Dual Scan Document feeder. (Scans both sides in a single pass): Current- 8 / Request- 8
  - e. Folding unit in finisher with tri fold capabilities: 0
  - f. Four (4) paper drawers holding 500 sheets each: Current- 8 / Request- 8
  - g. Large 3,000 capacity drawer: 8
  - h. Fax: 0
  - I. Keypad: Current- 8 / Request- 8
- 2 **M454dn color Laser Printer. Do any of the units have additional paper drawers?**  
None have additional drawers
- 3 **M404dn mono laser Printer. Do any of the units have additional paper drawers?**  
None have additional drawers
- 4 **E55040dn color laser Printer. Do any of the units have additional paper drawers?**  
None have additional drawers
- 5 **May we get the current Meter of each unit and the installation dates. If they are all on one lease, what was the installation date?**  
Table 2 Attached for the End Meter Reading. The current leased fleet began end of May 2021.
- 6 **Is there a possibility of doing an onsite visit before the RFP is submitted to make sure we are not missing anything that would help clarify any of the teams wants or needs?**  
Scheduling an on-site visit requires a certain amount of lead time, which we do not believe is necessary for this RFP. However, we could arrange an on-site visit with the awardee prior to finalizing the contract.
- 7 **The volumes listed in Table 1, is it an even distribution of usage amongst the fleet? Or are their outliers regarding HIGH usage vs LOW usage.**  
It is not an even distribution. There are three (3) in the administration building that are high usage.
- 8 **With 8 Sharp models you have currently, do you currently utilize paper sizes of 11" x 17"? Or do you only print/copy letter sized paper?**  
**a. If only using 11 x 17 on a couple – would you accept models that do not support 11 x 17 on those not needing it?**  
All of the Sharp models require all printing sizes.
- 9 **Confirming – punch is still used and is desired?**  
Three (3) devices need this.

- 10 **Are all devices connected via an ethernet cable to the network? Or are any devices needing to be connected via USB or WIFI?**  
We have two (2) printers that are connected via USB and Ethernet.  
The rest are connected through the network.
- 11 **What scan protocol(s) are you utilizing? (Scan to Email, Scan to Folder, etc.)**  
All scan to email.
- 12 **Will the print drivers be distributed to local workstations via a Print Server, or loaded locally? Is there a server, cloud server, or no server?**  
Distributed via a Print Server.
- 13 **About how many users in total? For scanning – are we able to connect the devices to your active directory for address book management?**  
SDSTA estimates 200 users for printers. The addresses are manually added currently. We would be able to connect the devices to the active directory.
- 14 **Since you are looking for a 3 Year contract, with potentially extensions up to a total of 5 Years, can you please share what your current contract term has been? Same, longer, shorter?**  
The current contract term is at 5 years.