



Office of Purchasing/Contract Management  
3410 Taft Boulevard Wichita Falls, Texas 76308-2099

January 10, 2017

## ADDENDUM ONE

**Reference: Request for Proposal #735-17-4259 Microfilm/fiche Reader Printer**

### TO WHOM IT MAY CONCERN:

**This letter serves as Addendum One to the above referenced RFP. The following are answers to questions that have been submitted and shall be included as part of the specifications.**

1. The two zoom lenses we currently have are 18X and 29X.
2. MSU needs to be able to print positive or negative, (some microfilm/fiche are dark with white print on the film, and others are light with black print on the film).
3. Rewind – currently our machine has manual load and rewind that we have to roll reel to reel. If it is now standard to come with auto rewind, it is ok to bid it that way. If there are two options, please bid what it would cost with manual rewind vs what it would cost with auto rewind.
4. Printing – our current machine has its own standalone printer. Please quote both options:
  1. the machine contains its own printer, and
  2. if the machine has to be networked to a printer.Currently we have networked printers which are Dell and HP. Please specify in the bid what types of networked printers they are compatible with. Additionally, currently our fax machine is not networked to a printer or copier.
5. Our current document imaging system is BDMS which is tied to our Banner/Ellucian student information system software. Our MSU email is Microsoft Outlook.
6. We are currently planning on purchasing one unit at this time.

**Bid Closing Date is January 18, 2017 @ 2PM.**

**All communications concerning this bid can be found on the Midwestern State University Purchasing web page located at the following Link: <http://mwsu.edu/purchasing/>**

**If you have any questions please contact me.**

**Thank You.**

**Sincerely,**

**Lori Case**  
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