

## Multi-function Digital Copier Equipment and Service

### RFP NO. 16-17-106

Below are the questions received through Friday, March 10, 2017 at 12:00pm with the District's corresponding clarification:

Question: Do you have any estimate of the number of color prints you will be doing per month?

Clarification: Most of the color copiers will be new, so there is no history of usage.

Question: Are the MACs off domain? If so, how many?

Clarification: Yes, approximately 4,000.

Question: How many print servers do you have?

Clarification: None

Question: Would you like us to quote \$1 buyout or FMV lease for the 5 year term. Also, aside from a 5 year lease price would you like us to quote other options such as 36 month, 48 month, etc.

Clarification: \$1 buyout for the 5 year term.

Question: In the Required Features section Item #6 Document Feeder, just to clarify will a reversing automatic document feeder not be acceptable? Or it MUST be a Single Pass Feeder?

Clarification: We will choose a copier that best meets our minimum requirements, this includes the Single Pass Feeder.

Question: In the Required Features item #4 Finishing, will you be needing saddle stitch booklet capabilities? Or is corner staple and two staples fine?

Clarification: Saddle stitch booklet capabilities are not required.

Question: Approximately how many users will need to be tracked through the RFID Cards/FOB?

Clarification: Approximately 1,700.

Question: Are the RFID cards linked with active directory currently?

Clarification: No, we do not currently have multi-function digital copiers with this capability. We do plan on having the RFID cards linked with our active directory with the new multi-function digital copiers.

Question: Based on the districts monthly volume report, would you like us to quote machines based on average monthly volume recommendations or just straight up 50 ppm minimum machines? For example the Barranca location with a Volume of 43,266 per month. We would recommend a 75 ppm machine there not a 55ppm machine there. However on the pricing schedule it asks for 50ppm minimum, since there is a significant price difference which machine do you suggest we quote? So would you like us to quote based on volume or just meeting minimum specs?

Clarification: Page 1, Introduction, paragraph 2 indicates "For the purposes of this RFP, the District is looking for approximately fifty (50) multi-function black and white digital copiers and four (4) color digital copiers with the minimum requirements stated herein. Please quote both black/white and color copiers with a minimum of 55 pages per minute.

I have enclosed a revised copy of Price Schedule A and Price Schedule B with the 55 Copies per minute requirement listed. Please use these revised schedules with your RFP submittal.

Question: Under finishing, for the stacking capabilities, is there a minimum number of pages that it would be required to stack? i.e. 500 sheets, 1,000 sheets, 3,000 sheets etc.?

Clarification: 2000 sheets

Question: Will you accept responses that do not meet the included specifications? If so, what specifications are firm, and will not be adjusted?

Clarification: We will choose a copier that best meets our minimum requirements, each of the minimum requirements listed are a desired function of the copier.

END OF ADDENDUM

**PRICE SCHEDULE A**

**BLACK & WHITE DIGITAL COPIER                      55 COPIES PER MINUTE MINIMUM**

Company: \_\_\_\_\_  
Print Bidder Name: \_\_\_\_\_  
Manufacture: \_\_\_\_\_                      Make/Model: \_\_\_\_\_  
Copies per Minute: \_\_\_\_\_                      Warranty Term: \_\_\_\_\_  
Monthly Duty Cycle: \_\_\_\_\_                      Standard Memory: \_\_\_\_\_  
Recommended Monthly Volume (range): \_\_\_\_\_  
Standard Paper Capacity/Drawers: \_\_\_\_\_

**1. Maintenance Agreement**                      Cost per Copy \$ \_\_\_\_\_  
(No min/max quantity)

**2. Copier Lease Pricing**                      Purchase Price \$ \_\_\_\_\_ Lease Year \$ \_\_\_\_\_  
(Meeting all minimum requirements per RFP 16-17-106)

**3. Additional Accessories\***

\_\_\_\_\_ Purchase Price \$ \_\_\_\_\_ Lease Year \$ \_\_\_\_\_

\_\_\_\_\_ Purchase Price \$ \_\_\_\_\_ Lease Year \$ \_\_\_\_\_

\_\_\_\_\_ Purchase Price \$ \_\_\_\_\_ Lease Year \$ \_\_\_\_\_

\_\_\_\_\_ Purchase Price \$ \_\_\_\_\_ Lease Year \$ \_\_\_\_\_

Notes\*: \_\_\_\_\_

\* Optional

**PRICE SCHEDULE B**

**COLOR DIGITAL COPIER**

**55 COPIES PER MINUTE MINIMUM**

Company: \_\_\_\_\_  
Print Bidder Name: \_\_\_\_\_  
Manufacture: \_\_\_\_\_ Make/Model: \_\_\_\_\_  
Copies per Minute: \_\_\_\_\_ Warranty Term: \_\_\_\_\_  
Monthly Duty Cycle: \_\_\_\_\_ Standard Memory: \_\_\_\_\_  
Recommended Monthly Volume (range): \_\_\_\_\_  
Standard Paper Capacity/Drawers: \_\_\_\_\_

- 4. Maintenance Agreement Color**      Cost per Copy \$ \_\_\_\_\_  
(No min/max quantity)
- 5. Copier Lease Pricing Color**      Purchase Price \$ \_\_\_\_\_ Lease Year \$ \_\_\_\_\_  
(Meeting all minimum requirements per RFP 16-17-106 with the addition of color copy/print function)

**6. Additional Accessories\***

\_\_\_\_\_ Purchase Price \$ \_\_\_\_\_ Lease Year \$ \_\_\_\_\_  
\_\_\_\_\_ Purchase Price \$ \_\_\_\_\_ Lease Year \$ \_\_\_\_\_  
\_\_\_\_\_ Purchase Price \$ \_\_\_\_\_ Lease Year \$ \_\_\_\_\_  
\_\_\_\_\_ Purchase Price \$ \_\_\_\_\_ Lease Year \$ \_\_\_\_\_

Notes\*: \_\_\_\_\_

\* Optional