

**Addendum #1**

**Date: March 6, 2018**

**Rockwood School District – RFP No. RFP0218DWCOPIERS**

**Multi-Functional Copier Lease Program**

The Request for Proposals (RFP) for the above named project is amended as noted in this Addendum. Revision 1: The cost to replace the hard drive assembly for the Ricoh Print Shop copiers is $957.72 each, not $550 as specified in the RFP.

Revision 2: It is preferred the winning vendor pay SumnerOne $200 per device to erase the hard drives, but the district will allow the vendor to propose an alternate to over-write the hard drives themselves. See revised proposal for additional requirements.

**Pre-Bid Meeting and E-Mailed Questions**

Question 1:  When looking at your RFP and the annual volume of 63,000,000 pages a year would you be able to let me know your current cost per page on b/w and color?

Response:

 B/W - $.00249

 Color - Level 1 - $.021000

 Level 2 - $.032000

 Level 3 - $.045000

Question 2:  Are the Canon, Kyocera, Ricoh and Toshiba units serviced by the same company?

Response: The Canon and Kyocera units are serviced by Sumner One (Datamax), the Ricoh machines are serviced by Ricoh and the Toshiba equipment is maintained by Marco (formally DNT).

Question 3: Can the winning vendor wipe the hard drives themselves?

Response: Refer to the revised RFP

Question 4: If we’re not certified and we win the bid, could we have different provider wipe?

Response: Refer to the revised RFP

Question 5: Who is the current contract with? (Ricoh vs Sumner One)?

Response: A majority of the machines are leased by Sumner One with the exception of two large copiers in the print shop, which are leased by Ricoh.

Question 6: Are you using software to track and/or to reduce printing?

Response: A usage report is currently being pushed out to the district through Fleet Print. Paper Cut is being piloted at one of our high schools.

Question 7: Would we be interested in a product like this? (Paper Cut or other volume reduction tool)

Response: The district would consider a product that could potentially reduce usage.

Question 8: Can a vendor add to the proposal if they have software to offer?

Response: Yes

Question 9: Does the scan-to-email use analog lines?

Response: No, the scan-to-email process utilizes the network (ethernet) connection to relay the email to Exchange, then on to our email provider (Gmail).

Question 10: Is the District tracking any access for security?

Response: We use PIN numbers on the copiers to prevent unauthorized use.

Question 11: Does the District have analog lines for faxing?

Response: No, all faxes are handled as a scan-to-email from the scanning device, which then sends the document via the network (Ethernet) connection to Exchange, which then forwards to our centrally-located network fax server. The fax server then connects to the phone lines in order to reach the fax destination.

Question 12: Does the District scan to Outlook?

Response: No, we scan to Gmail.

Question 13: How many machines have scan to email?

Response: All

Question 14: Do machines scan to folder push?

Response: No, straight scan to email doesn’t scan to server.

Question 15: Do you use push scan SMB?

Response: No

Question 16: What does “magazine sort” signify in the RFP?

Response: Off-set printing

Question 17: In the RFP, it mentions printing from Chromebooks. Are you currently doing that?

Response: No, student printing is done from a desk-top computer.

Question 18: How many people work in the Print Shop?

Response: One full-time employee.

Question 19: How many machines are in the Print Shop?

Response: (2) B/W production machines and (1) color copier

Question 20: Has anyone done an analysis of what the District needs?

Response: No, a formal analysis has never been done.

Question 21: Do you use stand-alone machines or is it all centralized printing?

Response: A majority of the departments utilize centralized printing, however, the district does have some stand-alone machines.

Question 22: Can a vendor provide something other than Auditron?

Response: Yes, an equivalent product would be acceptable.

Question 23: Are you interested in a 5-year lease?

Response: Yes

Question 24: Is it cancel for convenience or a true lease?

Response: Proposer should submit their leasing requirements in their response.

Question 25: Can vendors provide a couple different proposals, such as a basic and some alternate proposals? i.e. different speeds

Response: Yes, alternate proposals will be considered.

Question 26: Do you have to use 11” x 17”?

Response: Yes

Question 27: Do you use 110/20 voltage throughout the District?

Response: Yes, with the exception of the Print Shop.

Question 28: Do all 33 of the 95+ PPM machines need booklet finishers or just 26 of them? You have to have a booklet to do any type of saddle stitching but then under the 2/3 hole punch it says you need 3 booklet finishers.

Response: Refer to revised Attachment C

Question 29: The specifications for the color 50+ and 65+ copiers have 2 trays but a paper capacity of 3,000 and 4,000 sheets. If you are looking for that type of capacity, you will need 4 trays. Which option is required?

Response: The paper tray requirement is the minimum, if 4 trays are required for 3,000 sheet paper capacity, please include 4 trays in your bid.

**Print Shop Q&A**

Question 1: What is the paper weight limit for the Print Shop copiers?

Response: The district typically uses 65 lb. and l80 lb. cover weight.  Capability of 100lb. cover if needed.

Question 2: Is your NCR volume usage going up or down?

Response: The usage has been going up within the last few years.

Question 3: Is the Plockmatic leased through Ricoh?

Response: Yes

Question 4: What is the largest booklet you print on the Plockmatic?

Response: 25 Pages of 11” x 17” paper

Question 5: Does the color copier run NCR?

Response: Yes

Question 6: How much NCR are you running?

Response: 200,000 Plus

Question 7: Do you use registration?

Response: Yes

Question 8: Do you print 12” x 18”?

Response: We can print 12x18, the Print Shop does not keep much stock on hand. Most people that do not want 11x17 want to jump to 18x24 and larger which we send to Indox.

Question 9: What are your hours of operation?

Response: 6:45 a.m. – 3:15 p.m.

Question 10: What standard finishes do you currently use?

Response: Bi-fold, tri-fold, booklet, Plockmatic (flat edge trim, folding minimum of 25 sheets of 11” x 17”) 3-hole drill

Question 11: Do you print glossy on both sides?

Response: Occasionally

Question 12: What version of Fiery are you using?

Response: 5.8

Question 13: Do you save projects to Fiery?

Response: Occasionally

Question 14: Do you manipulate colors?

Response: Yes, when needed

Question 15: How are print jobs currently being sent to you?

Response: Internal system through Rockwood

End of Addendum #1