



Rockford Board of Education
501 Seventh Street
Rockford, IL 61104

June 22, 2016

Addendum No. 1: 16-68 Multifunction Copier Equipment

To All Bidders:

Attached are modification, clarifications and/or corrections for the Project Manual and is hereby made a part of the contract documents. Please see attached to this addendum the Project Manual(s) in your possession. Please note the receipt of this addendum on the bid form. Bidders shall review changes to all portions of this work as changes to one portion may affect the work of another.

Refer all questions relative to the business aspect, Instructions to Bidders, Special Conditions, and questions concerning the technical aspect of the documents to the Purchasing Process Manager by email at tamara.pugh@rps205.com.

ROCKFORD BOARD OF EDUCATION

By: Tamara Pugh

Purchasing Process Manager

Rockford Public Schools

ADDENDUM ONE

ADDENDUM DATE: June 22, 2016

RE: RFP No. 16-68 Multifunction Copier Equipment

REQUEST FOR INFORMATION RESPONSES:

1. We note the requirement for a “Suspend Job Timeout” function. This is an exclusive feature of only a few manufacturers on the market. We believe this is a “Trojan horse” recommendation planted intentionally, or not, by a local vendor. In our many years of experience in this industry, we have not encountered a mandatory RFP requirement for this feature. In reading through the RK Dixon MPSA report, no mention was made of the need for this feature. Since this feature is exclusive to only a few brands on the market today, including Xerox and Canon, and since other brands will be excluded if this is a mandatory feature, will RPS allow this feature to be an optional hardware requirement?

Response: For the volume of print that the District has we need this function and you are welcome to propose an alternate solution. This will be a required feature and not optional.

2. The specified speed requirements of the RFP are in direct alignment with the Xerox product line. These speed requirements are not industry standard product categories (“Segment 1 through 6”). Will RPS instead conform its RFP speed categories to the Buyers Laboratory/Dataquest definitions?

Response: These are general guidelines that we have put together for each model.

3. The follow-me print software is required to be available on “all” products. Does this include the printers found by RK Dixon?

Response: No, this bid is for the District copiers only.

4. Is there a requirement to provide service/supply pricing on the District’s network printers?

Response: No, this bid is for the District copiers only.

5. Is the pricing to be submitted a monthly price or an annual price for the given time period?

Response: Please see revised bid offer form that is attached.

6. What brand of staples will be provided by the District?

Response: Currently we order staples through the vendor that provide our copiers and we are billed separately for them.

7. Will RK Dixon, along with all other Xerox distribution channels, be excluded from consideration in this RFP process since they were allowed to design the specifications for this RFP custom-tailored for their product line?

Response: No, they will not be excluded. RK Dixon did an analysis for the District's print environment only, the bid specifications were put together by the District.

8. Will we be included on all questions submitted by all vendors?

Response: Yes, all questions and responses will be distributed via an addendum.

9. How many print servers does the district have? For a vendor to get a quote from Paper Cut or Equitrac we need to know how many print servers the district utilizes. Important to know as soon as possible so a quote request can be submitted to Paper Cut and Equitrac.

Response: The District uses one print server; however, we don't utilize traditional print servers. If print servers are required for your solution specifications for such should be included.

10. Assignment "22" – would we be able to use a third party leasing company?

Response: Yes, third party leasing companies are acceptable.

11. Clarification on "35" – "a percentage as commission rate." Can you please clarify?

Response: This is not applicable to this bid.

12. Clarification on "34" and "36" – "34" is saying a 3 year initial contract with a 2 year option and "36" is saying "contract for an option year". Would this be for a 6th year?

Response: This will be a 3 year contract with a 3 year option, and 36 states that we have the option to continue it for an additional year.

13. Clarification "20" - Period of Acceptance of Bids – can this statement be clarified?

Response: The board has 60 days to approve the bid and there can be no price change within that time.

14. Clarification "21" – Deliverers and Purchase Order – will the district be issuing one P.O. for the lease and service for the district contract or will individual P.O. and leases be issued for each device.

Response: There will be individual PO's for each location.

15. "Required Bid Form Check List" – "Copy of Local and State Licensures" – can you clarify what we need to submit?

Response: Copy of your business license.

16. I have a question regarding the item #21 termination without cause on page 17 of the RFP. Does this paragraph pertain to the service agreement portion of the contract or does it pertain to the lease portion?

Response: Yes, this pertains to the service agreement portion.

17. Do you want the charge of the electrical changes in the bid?

Response: No, we are not requesting the charge of electrical changes to be a part of this bid.

Company Name _____

REQUEST FOR PROPOSAL OFFER FORM
IFB No. 16-68 Multifunction Copier Equipment

The undersigned proposer declares he/she has carefully examined the attached General Terms and Conditions, Supplemental Terms and Conditions, Specifications and RFP Offer Form the Rockford Public School District's Invitation for Bid 16-68 Multifunction Copier Equipment. Respondent agrees to hold firm the prices offered throughout the first contract period ending June 30, 2019.

BASE BID									
			Maintenance Agreement - Cost Per Copy		ANNUAL LEASING COST - PER UNIT				
ITEM No.	Qty.	ITEM DESCRIPTION SUMMARY	Cost Per Copy Black/White	Cost Per Copy Color	YEAR 1	YEAR 2	YEAR 3	TOTAL COST 3 YEARS	Interest Rate
1	7	C1 Color Desktop Basic							
Make _____		Model _____		Meets all minimum specifications: Yes _____ No _____					
2	11	C2 Color Basic							
Make _____		Model _____		Meets all minimum specifications: Yes _____ No _____					
3	45	C3 Color Main Office							
Make _____		Model _____		Meets all minimum specifications: Yes _____ No _____					
4	4	C4 Color High Volume							
Make _____		Model _____		Meets all minimum specifications: Yes _____ No _____					
5	5	MO Mono Desktop Basic							
Make _____		Model _____		Meets all minimum specifications: Yes _____ No _____					
6	21	M1 Mono Basic							
Make _____		Model _____		Meets all minimum specifications: Yes _____ No _____					
7	48	M2 Mono High Volume							
Make _____		Model _____		Meets all minimum specifications: Yes _____ No _____					
8	43	LP1 Mono Light Production							
Make _____		Model _____		Meets all minimum specifications: Yes _____ No _____					

Company Name _____

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ALTERNATE - TRADE IN VALUE

Qty	District Current Machines	Trade-In Value		Lease Exp. Date
3	CopyStar CS303			Own
1	CopyStar CS505			Own
3	CopyStar KM503			Own
1	Konica Minolta 7145			Own
1	Konica Minolta 3340			Own
1	Konica Minolta 7033			Own
1	Konica Minolta 7035			Own
1	Konica Minolta B1051			Aug-17
2	Konica Minolta B223			Own
6	Konica Minolta B250			Own
1	Konica Minolta B282			Own
1	Konica Minolta B361			Own
9	Konica Minolta B363			Own
1	Konica Minolta B363			Sep-16
4	Konica Minolta B363			Oct-16
14	Konica Minolta B423			Own
2	Konica Minolta B423			Aug-16
2	Konica Minolta B500			Own
7	Konica Minolta B501			Own
4	Konica Minolta B501			Aug-16
1	Konica Minolta B552			Aug-16
3	Konica Minolta B552			Sep-16
1	Konica Minolta B552			Oct-16
1	Konica Minolta B554e			Oct-16
1	Konica Minolta B554e			Dec-16
9	Konica Minolta B600			Own
51	Konica Minolta B601			Own
2	Konica Minolta B751			Own
1	Konica Minolta C220			Own
2	Konica Minolta C35			Own
1	Konica Minolta C360			Own

