



Rockford Board of Education
501 Seventh Street
Rockford, IL 61104

July 4, 2016

Addendum No. 3: 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.

IFB Opening date has been changed from Thursday, June 30, 2016 at 12:00 p.m., to Wednesday, July 6, 2016 at 2:00 p.m. at the Rockford Board of Education, 6th floor Conference Room, 501 Seventh St., Rockford, IL 61104.

If you plan to hand deliver your IFB submission on the due date, please note you must check in on the 3rd floor prior to coming to the 6th floor. Please allow time for this as late submission will not be accepted.

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 THREE

ADDENDUM DATE: July 4, 2016

RE: RFP No. 16-68 Multifunction Copier Equipment

IFB SPECIFICATION CHANGES/UPDATES

1. IFB Opening date has been changed from Thursday, June 30, 2016 at 12:00 p.m., to Wednesday, July 6, 2016 at 2:00 p.m. at the Rockford Board of Education, 6th floor Conference Room, 501 Seventh St., Rockford, IL 61104. Late bids will not be accepted.
2. The district will allow a plus or minus 10% variance in the vendor response to sheet paper drawer minimum, high capacity feeder and minimum pages per minute for each device.
3. Under scope of service & equipment specifications: D. Equipment Requirements, page 29, letter e, the request for the “suspend job timeout function” is being removed from this bid.

REQUEST FOR INFORMATION RESPONSES:

1. The statement that the District designed the specifications contained in the above-referenced RFP is false. Section 5 (D) and Attachment 1 of the RK Dixon “assessment” was followed by the District exactly in designing the equipment categories for this RFP. The number of devices in each category are the same as represented in Attachment 1 of the RK Dixon “assessment,” as were the eight equipment categories and category nomenclature recommended by RK Dixon. These equipment categories were clearly not developed by the District as they are non-industry standard. Moreover, the manner in which the categories are designed by RK Dixon and followed to the letter by the District directly assists that company’s ability to respond to this RFP. We cannot find any deviation whatsoever between the RPS RFP specifications and the RK Dixon “assessment.” Therefore, we are requesting that this RFP be suspended and re-designed using industry standard BLI equipment category definitions which are called “segments.” Will the District re-design the equipment categories to correspond with the industry standard definitions?

Response: The copier matrix was revised and issued in addendum two. I have also attached the revision with this addendum. The District has added a plus or minus 10% variance in the vendor response to sheet paper drawer minimum, high capacity feeder and minimum pages per minute for each device and “or industry standards” was added on each device as well.

2. It is common practice among school districts across America to disallow proposals from companies that designed, or assisted in designing, the RFP specifications. This is why other vendors have raised this point. Clearly, RK Dixon designed or assisted in designing the RFP’s specifications. We do not believe it is an honorable business practice to now allow RK Dixon to bid on this RFP to the detriment of all other local suppliers. If RK Dixon is allowed to bid, we will not waste our time in responding because the end result is a fait accompli, namely an award to RK Dixon or another company selling Xerox or Kyocera. We are officially requesting that RK Dixon’s proposal under this RFP be disallowed. Please advise your answer so my team does not spend any more time than necessary in responding to this RFP.

Response: When we issued the RFP for the managed print analysis the question was brought up and addressed in addendum two that the company that was awarded the RFP would also be allowed to participate in the bid for equipment. It was our intention to be as transparent as possible which is why the managed print analysis was included as an attachment to the Invitation for Bid. Any and all concerns about specifications being narrowly drafted have been addressed to ensure the process remains competitive.

3. Until such time as the District can determine an authentication method, no pricing can be fairly established by any company responding to this RFP. The difference between keypad entry and card-swipe methodologies can impact the pricing by several hundred dollars per device.

Response: A revised bid offer form will be included with the addendum. The base bid will include a cost for the card swipe method and alternate 1 will include the cost for the keypad entry.

Rockford Public Schools – Copier Matrix Revised

All devices must be able to have Equitrac or PaperCut (or equivalent) embedded into the device

Color	Monochrome
<p>C1 Color Desktop Basic Desktop A4 Color Scan/Print/Copy/Fax Scan to google docs 1-550 sheet paper drawer – Minus 10% variance (495) or plus 10% variance (605) Bypass Minimum of 35 pages per minute – Minus 10% variance (31.5) or plus 10% variance (38.5) (or industry standards)</p>	<p>MO Mono Desktop Basic Desktop A4 Color Scan/Print/Copy/Fax Scan to google docs 1-550 sheet paper drawer – Minus 10% variance (495) or plus 10% variance (605) Bypass Minimum of 35 pages per minute – Minus 10% variance (31.5) or plus 10% variance (38.5) (or industry standards)</p>
<p>C2 Color Basic A3 – 11x17 2-550 sheet universal paper drawers – Minus 10% variance (495) or plus 10% variance (605) Color Scan/Print/Copy Scan to google docs Bypass Internal finisher with stapling Minimum of 25 pages per minute – Minus 10% variance (22.5) or plus 10% variance (27.5) (or industry standards)</p>	<p>M1 Mono Basic A3 – 11x17 2-550 sheet universal paper drawers – Minus 10% variance (495) or plus 10% variance (605) Color Scan/Print/Copy Scan to google docs Bypass Internal finisher with stapling Minimum of 35 pages per minute – Minus 10% variance (31.5) or plus 10% variance (38.5) (or industry standards)</p>
<p>C3 Color Main Office A3 – 11x17 2- 8 ½ x 11 drawers – minimum of 1000 sheets each – Minus 10% variance (900) of plus 10% variance (1100) 2-550 sheet universal paper drawers – Minus 10% variance (495) or plus 10% variance (605) Bypass Print/Copy/Fax Single Pass Color Scanning Scan to google docs Office Finisher with stapling Minimum of 45 pages per minute – Minus 10% variance (40.5) or plus 10% variance (49.5) (or industry standards)</p>	<p>M2 Mono High Volume A3 – 11x17 2- 8 ½ x 11 drawers – minimum of 1000 sheets each – Minus 10% variance (900) of plus 10% variance (1100) 2-550 sheet universal paper drawers – Minus 10% variance (495) or plus 10% variance (605) Bypass Print/Copy Single Pass Color Scanning Scan to google docs Office Finisher with stapling Minimum of 55 pages per minute – Minus 10% variance (49.5) or plus 10% variance (60.5) (or industry standards)</p>
<p>C4 Color High Volume A3 – 11x17 2- 8 ½ x 11 drawers – minimum of 1000 sheets each – Minus 10% variance (900) or plus 10% variance (1100) 2-550 sheet universal paper drawers – Minus 10% variance (495) or plus 10% variance (605) Bypass Print/Copy/Fax Single Pass Color Scanning Scan to google docs Office Finisher with stapling Minimum of 65-70 pages per minute – Minus 10% variance (58.5) or plus 10% variance (76.5) (or industry standards)</p>	<p>LP1 Mono Light Production Average Monthly Volume Range – 50K – 100K A3 – 11x17 2- 8 ½ x 11 drawers – minimum of 1000 sheets each – Minus 10% variance (900) of plus 10% variance (1100) 2-550 sheet universal paper drawers – Minus 10% variance (495) or plus 10% variance (605) High Capacity Feeder – minimum 2000 sheets – Minus 10% variance (1800) or plus 10% variance (2200) Bypass Print/Copy Single Pass Color Scanning Scan to google docs Office Finisher with stapling Minimum of 95 pages per minute – Minus 10% variance (85.5) or plus 10% variance (104.5) (or industry standards)</p>

Company Name _____

**INVITATION FOR BID 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 IFB 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									
ITEM No.	Qty.	ITEM DESCRIPTION SUMMARY	Maintenance Agreement - Cost Per Copy		ANNUAL LEASING COST - PER UNIT				
			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 _____					

AUTHENTICATION METHOD

Method	Cost
Card-Swipe Method	\$
<u>ALTERNATE 1 - AUTHENTICATION METHOD</u>	
Method	Cost
Keypad Entry Method	\$

Company Name _____

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ALTERNATE 2 - 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

Company Name _____

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 IFB No. 16-68 Multifunction Copier Equipment**

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Qty	District Current Machines	Trade-In Value		Lease Exp. Date
1	Konica Minolta C364e			Oct-16
1	Konica Minolta C554e			Dec-16
1	Konica Minolta C6000			Aug-17
2	Konica Minolta D2510			Own
1	Konica Minolta DI450			Own
1	Konica Minolta DI470			Own
1	OCE 2090			Own
1	OCE V2110			Own
TOTAL TRADE IN VALUE				

ANSWER THE FOLLOWING QUESTIONS

Contractor is appropriately licensed/certified to do business in the State of Illinois. Yes _____ No _____

Contractor confirms they operate in compliance with HIPAA, FERPA and all other legal requirements. Yes _____ No _____

Contractor agrees to a termination clause allowing the District to terminate at any time or for any reason with a notice requirement not to exceed 60 days. Termination for casue shall require 30 days notice. Yes _____ No _____

ADDENDUM RECEIPT

We acknowledge the receipt of Addendum(s) _____ to _____

REFERENCES

Bidder to provide three Education references of similar type work that would qualify your firm for this project

 Company Name/Address/Phone Number Contact Person

 Company Name/Address/Phone Number Contact Person

 Company Name/Address/Phone Number Contact Person

Bid Submitted By:

 Company Name Company Officer Typed Name & Title

 Address City, State & Zip Code

 Phone No. Fax No.

 E-mail FEIN

 Company Officer Signature (required) Date