



Rockford Board of Education
501 Seventh Street
Rockford, IL 61104

June 28, 2016

Addendum No. 2: 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 TWO

ADDENDUM DATE: June 28, 2016

RE: IFB 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:

Question 1: User Authentication at the device: In order to track copying, and enable follow-me-printing, the user must authenticate at the device. What authentication method if preferred;

1. Network Credentials – User Name & Password
2. 4 Digit Pin Code
3. ID Card Authentication (USB Connected Card Reader): If this option is chosen please identify the card type that will be used.
 - a. Barcode
 - b. Mag Strip
 - c. HID
 - d. Prox
 - e. Other – Please identify.

Response: The determination of authentication has not yet been determined by the District.

Question 2: In multiple locations of the ITB document (i.e. Section 34 of Supplemental Terms and Conditions and Section 8 of Specifications) the contract term is described as three years with two one-year extension options, however in section 36(c) the ITB indicates that the total initial term and all extensions may not exceed 36 months. Please clarify.

Response: As stated in addendum one, 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.

Question 3: Will the vendor that provided the MPS analysis (provided as Attachment 1 of the ITB) be disqualified from award of the equipment contract due to the perception of the potential of their recommendation of equipment specifications and/or terms and conditions favorable to their company?

Response: As stated in addendum one, 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.

Question 4: Will the buyer allow minor exceptions to the equipment specifications that are declared within the vendor response (such as 500-sheet paper drawer rather than 550-sheet)?

Response: 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.

Question 5: Please provide the number of total district users of the MFP equipment.

Response: There are approximately 5,100 users in the District.

Question 6: On the bid response sheet "Annual Lease Cost-Per Unit". Do you want the monthly lease price per device (multiplied by) 12/months (multiplied by) the quantity requested.

Response: Yes, please provide the unit cost times the quantity.

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					Interest Rate
			Cost Per Copy Black/White	Cost Per Copy Color	YEAR 1	YEAR 2	YEAR 3	TOTAL COST 3 YEARS		
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

Company Name _____

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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**