



Rockford Board of Education
501 Seventh Street
Rockford, IL 61104

October 21, 2015

Addendum No. 3: 16-15 MANAGED PRINT ANALYSIS

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 Executive Director of Budget and Purchasing by email at stacie.scott@rps205.com.

ROCKFORD BOARD OF EDUCATION

By: Tamara Pugh

Purchasing Process Manager

Rockford Public Schools

ADDENDUM THREE

ADDENDUM DATE: October 21, 2015

RE: RFP No. 16-15 Managed Print Services Analysis

REQUEST FOR INFORMATION RESPONSES:

Question 1: According to the information provided thus far, the Anticipated Award of Contract is 12/09/2015 and will conclude on June 30, 2016, effectively making this a 6 month contract. School districts typically experience their largest drop in volume in June-July; they typically experience their biggest volume increases in August-September. For the purpose of any volume-based analysis, we would be missing out on the most critical volume monitoring periods that would greatly impact our recommendations. Will the District be able to at least provide per-device volume statistics from the prior year and would the District accept recommendations based (partially) on these statistics?

Response: In the RFP the District did provide per-device volume statistics from the prior year.

Question 2: The Estimated Printer List shows a large quantity of numbered room locations. Are any of the rooms on this list classrooms? If so, which ones? We ask this in reference to the fact that classrooms are out of scope.

Response: The majority are in classrooms. The name of the device should give a “decent” idea of the room type but I do not have a detailed list of which are classrooms and which are ‘other’ areas.

Question 3: The Estimated Printer List does not show when the devices were installed and does not break out the Total Page Count between black & white and color. Will the District be able to provide this information?

Response: We do not track installation date. We may be able to break out page counts but I don’t have that radially available and it would take some time to produce.