



**ROCKFORD BOARD OF EDUCATION
REQUEST FOR PROPOSAL ON SUPPLIES, MATERIALS, EQUIPMENT OR
SERVICES FOR SCHOOL DISTRICT NO. 205
ROCKFORD, ILLINOIS**

RFP No. **22-34 Multifunction Copiers**

DATE: **March 10, 2022**

RE: **ADDENDUM NO. 1**

To All Bidders:

Included are modifications, clarifications and/or corrections for the Project Manual and are hereby made a part of the contract documents. Please attach this addendum to 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.

If you plan to hand deliver your RFP submission on the due date, please note you must check in on the 1st floor prior to coming to the bid opening. 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 Director of Purchasing by email at purchasingdeptstaff@rps205.com.

CLARIFICATIONS

This addendum includes the opening statement and sign in sheet from the March 4, 2022 Pre-Bid meeting, questions and responses from the Pre-Bid meeting, and Requests for Information (RFI) to date with corresponding answers.

ROCKFORD BOARD OF EDUCATION

By: Dane Youngblood
Director of Purchasing

CLARIFICATIONS

Below are questions and answers from the March 4, 2022 Pre-Bid meeting and Requests for Information (RFI) received to date with corresponding answers.

1. Are the current machines on a dollar lease or fair market value (FMV)?
 - a. The District has the option to buy the current machines at fair market value, but will not be retaining any of them at the end of our current contract.
2. Will the District own the current machines?
 - a. No.
3. Can the current machines be used as trade-ins?
 - a. No.
4. Are you looking for a 76-month lease, or a 72-month lease with 4 months deferred?
 - a. The contract will start on 7/1/22, and terminate on 8/31/2028, which would be 76 months. However, we will be using our current fleet of machines through 8/31/2022 and intend for the first four months of the new contract to allow for ordering and deployment of the new fleet of machines. The District shall not be billed for lease or maintenance costs until the new fleet of machines is operational on 9/1/22.
5. How many users will be using Papercut and follow-me print?
 - a. 5,000.
6. Do you want Papercut to track a per user usage or per machine usage only?
 - a. Papercut (or equivalent software) shall track usage at both the user and machine level.
7. The RFP states 710,000 pages are printed per month. What is the breakdown of color vs. B/W?
 - a. Color vs. B/W data per month and per location are attached to this addendum.

PRE-BID CONFERENCE OPENING STATEMENT

Welcome to the mandatory pre-bid conference for RFP 22-34 Multifunction Copiers for the Rockford Public Schools.

The purpose of this meeting is to receive input, comments, questions, clarifications and suggested changes relative to this solicitation. As a reminder, the only acceptable changes to the RFP are formal Addenda published by the RPS Purchasing department. Additionally, the Addendum may address other issues identified by the School District.

The goal of today's meeting is to increase your knowledge of the solicitation as it is written and provide an information mechanism in which you may advise the School District of any changes it should make. Consequently, any changes you wish the Rockford Public Schools to consider must be submitted in writing to the Purchasing department before the deadline as expressed in the solicitation.

We will try to answer as many of the questions as possible. If we cannot answer a question today, we will defer that answer to the published Addendum. Additionally, minutes from this pre-bid conference will be published in the Addendum.

- Bid Opening is scheduled for March 24, 2022 at 2:00 pm Rockford Board of Education, 6th floor Conference Room. Late bids will not be accepted. Faxed or emailed bids will not be accepted.
- Board Approval April 12, 2022.
- Bid RFI Procedures - All written correspondence during the bid process **MUST** be sent to Dane Youngblood, Director of Purchasing, via email at PurchasingDeptStaff@rps205.com. Last RFI will be accepted until March 15, 2022 at 12 pm. Last addendum will be issued by March 17, 2022 at 4:30 pm.
- Addenda will be emailed to all attendees at the pre-bid conference, posted on the RPS website and Demand Star.
- PLEASE reference the **REQUIRED FORMS CHECK LIST** for all documents that **must** be submitted with your bid offer form. All forms must be properly completed, signed and submitted or your bid will be deemed non-responsive.



PRE-BID MEETING SIGN-IN SHEET
 RFP 22-34 Multifunction Copiers

PLEASE WRITE EMAIL ADDRESS SO THAT IT IS LEGIBLE IN ORDER TO RECEIVE ADDENDUM INFORMATION

	Printed Name	Company Name	Company Address	Telephone	E-mail
1	John F. Klus	Gordon Flesch Company	6437 E. Riverside Blvd Rockford, IL 61114	1-800-333-5905	jkfus@gflesch.com
2	John Meier	((((((((
3	Sydney Kolyra	Konica minolta	2001 Butherford Rd 2001 Butherford Rd Dubuque Grove	630-271-6929	Skoczyra E k mbs. konicaminolta.us
4	Brian Goetz	Proven	1900 E. Golf Rd E10 Schaumburg IL 60173	847-650-4043	BGoetz@ProvenIT.com
5	Tim Swiderak	Proven	1900 E. Golf Rd Schaumburg IL 60173	847-650-4043	Tswiderak@ProvenIT.com
6	ALFRED HOOS	CANON	1400 E. WASHINGTON SCHAUMBURG, IL	312-568-6051	ALHOOS@CSA .CANON.COM
7	Dawn Reints	Pulse Technology	1445 Windsor Dr. Loves Park IL 61111	815-973-6300	dreints@Pulse Technology.com
8	Brett LeBeau	MarcO	898 Feathers Lane Tollinford IL	815-847 5419	brett.lebeau@ Marconet.com

ROCKFORD PUBLIC SCHOOLS
 RFP 22-34 Multifunction Copiers
 Pre-Bid Meeting Sign-In Sheet
 March 4, 2022 at 2:00 p.m.

	Printed Name	Company Name	Company Address	Telephone	E-mail
9	Neal Carpenter	Stan's LPS Midwest	1375 S. Eastwood Dr Woodstock, IL 60098	815-338- 0549 x 134	NCARPENTER@ STANS.COM
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Rockford Public Schools

PRE-BID MEETING SIGN-IN SHEET
 RFP 22-34 Multifunction Copiers

PLEASE WRITE EMAIL ADDRESS SO THAT IT IS LEGIBLE IN ORDER TO RECEIVE ADDENDUM INFORMATION

Printed Name	Company Name	Company Address	Telephone	E-mail
1. <i>Terence Johnson</i>	GORDON SUSER	6437 East Riverside ROCKFORD IL 61114	815-979-5785	TAltman@ghe-sh.com TAMMAMAN@GHE
2. <i>Mike Farney</i>	IMAGETEC L.P.	4509 Permo Parkway Mokena IL 60451	815-759-6000	M.FARNEY@PERMOTEC.COM
3. <i>Lee Pienowski</i>	ImageTEC L.P.	4509 Permo Parkway Mokena IL 60451	815-759-6000	L.Pienowski@imgtec.com
4. <i>Steve Koczura</i>	Canon	6801 Roselle Schweitzburg IL 60074	815-560-1481	Steve.koczura@csa.canon.com
5. <i>Bill Koursars</i>	PULSE TECH.	14M WINDSON DRIVE LOVES PARK, IL 61111	815-711-152	BKOURSARS@PULSETECHNOLGY.COM
6. <i>Shawn Beck</i>	Pulse technology	1414 Windsor Drive Carrs Park, IL 61111	815-757-2825	shawn@pulse-tech.com
7. <i>Chris Pometo</i>	Impact Networking	1252 Bell Valley Rd, Rockford, IL 61108	815-255-4074	cpometo@impactnetworking.com
8. <i>ROBERT HUANNO</i>	ARC	1429 SEFFREY DR ROCKFORD, IL 61101	630-682-1800	ROBERT.HUANNO@E-ARC.COM

General Statistics	
Days in period:	31
Active Users:	2,935
Active Printers:	180
Total Printed Pages:	1,925,492
Total Printed Sheets:	1,349,154
Total Jobs:	32,116
Pages per day:	62,112
Sheets per day:	43,521

Color Composition	PAGES	%/TOTAL
Grayscale:	1,842,854	95.71%
Color:	82,638	4.29%

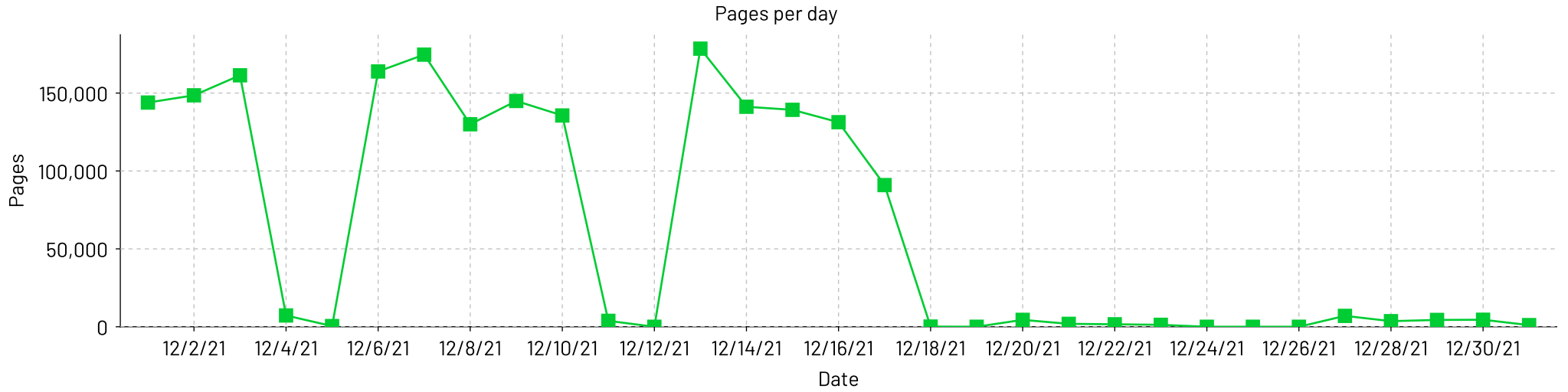
Duplex Composition	PAGES	%/TOTAL
Duplex:	1,152,676	59.86%
Simplex:	772,816	40.14%

Job Type Composition	PAGES	%/TOTAL
Print:	0	0.00%
Copy:	1,925,492	96.51%
Scan:	69,708	3.49%
Fax:	0	0.00%

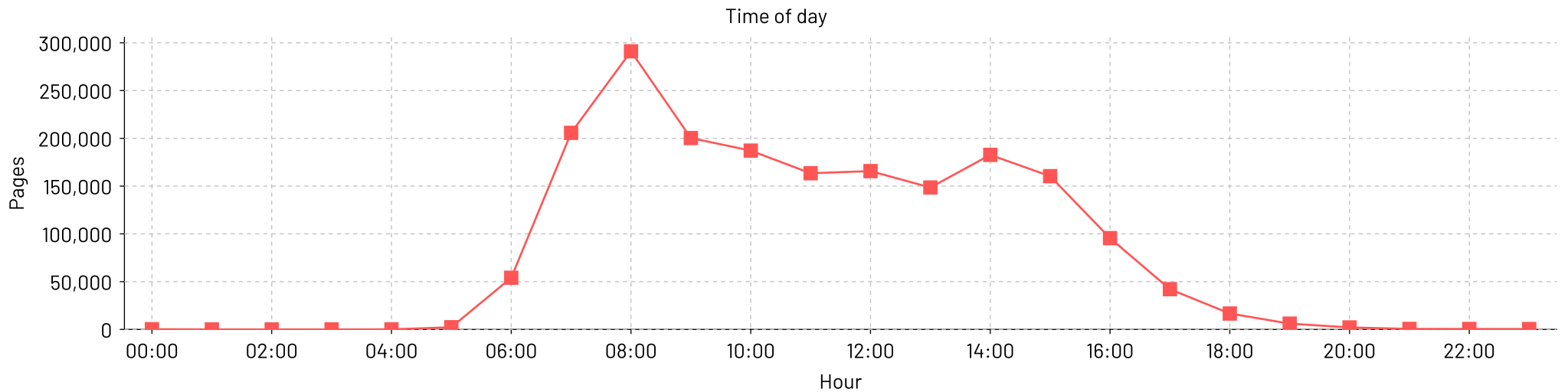
Top Printers	PAGES	%/TOTAL
device\081-MFP-02	54,123	2.81%
device\089-MFP-02	53,500	2.78%
device\010-MFP-08	43,286	2.25%
device\025-MFP-02	41,810	2.17%
device\026-MFP-02	39,624	2.06%
device\010-MFP-11	38,250	1.99%
device\006-MFP-04	33,975	1.76%
device\091-MFP-03	30,648	1.59%
device\032-MFP-02	30,234	1.57%
device\003-MFP-03	30,026	1.56%

Environmental Impact	
Trees Consumed	161.90 trees
CO2 Produced	17,134.3 kg
Equivalent Bulb Hours	1,072,802.3 hours

Daily Page Total - Dec 1, 2021 to Dec 31, 2021.



Hourly Page Total - Dec 1, 2021 to Dec 31, 2021.



General Statistics	
Days in period:	31
Active Users:	3,091
Active Printers:	180
Total Printed Pages:	2,830,553
Total Printed Sheets:	1,957,823
Total Jobs:	46,039
Pages per day:	91,308
Sheets per day:	63,155

Color Composition	PAGES	%/TOTAL
Grayscale:	2,719,600	96.08%
Color:	110,953	3.92%

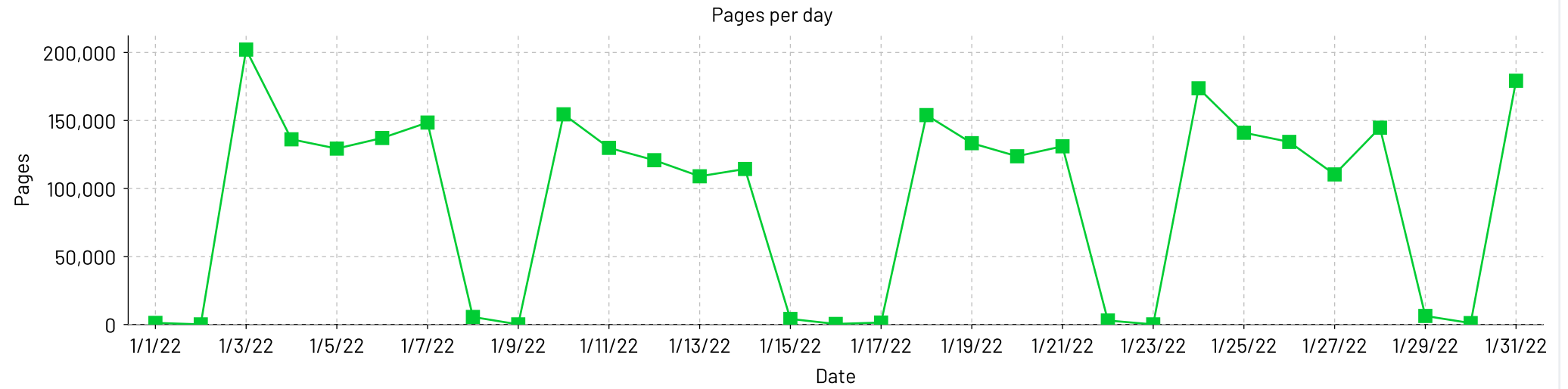
Duplex Composition	PAGES	%/TOTAL
Duplex:	1,745,460	61.66%
Simplex:	1,085,093	38.34%

Job Type Composition	PAGES	%/TOTAL
Print:	0	0.00%
Copy:	2,830,553	97.30%
Scan:	78,445	2.70%
Fax:	0	0.00%

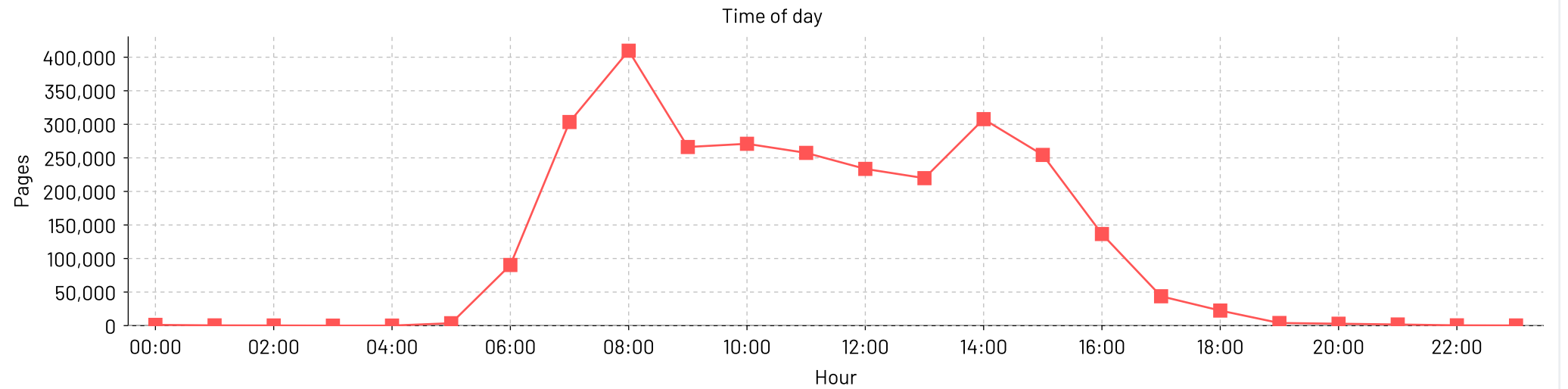
Top Printers	PAGES	%/TOTAL
device\081-MFP-02	87,777	3.10%
device\089-MFP-02	65,778	2.32%
device\026-MFP-02	60,414	2.13%
device\018-MFP-05	59,724	2.11%
device\010-MFP-08	53,138	1.88%
device\010-MFP-11	50,302	1.78%
device\032-MFP-02	48,872	1.73%
device\086-MFP-01	47,140	1.67%
device\025-MFP-02	46,269	1.63%
device\007-MFP-05	45,083	1.59%

Environmental Impact	
Trees Consumed	234.94 trees
CO2 Produced	24,864.4 kg
Equivalent Bulb Hours	1,556,795.6 hours

Daily Page Total - Jan 1, 2022 to Jan 31, 2022.



Hourly Page Total - Jan 1, 2022 to Jan 31, 2022.



General Statistics	
Days in period:	28
Active Users:	3,077
Active Printers:	180
Total Printed Pages:	2,873,226
Total Printed Sheets:	1,993,618
Total Jobs:	47,740
Pages per day:	102,615
Sheets per day:	71,200

Color Composition	PAGES	%/TOTAL
Grayscale:	2,745,373	95.55%
Color:	127,853	4.45%

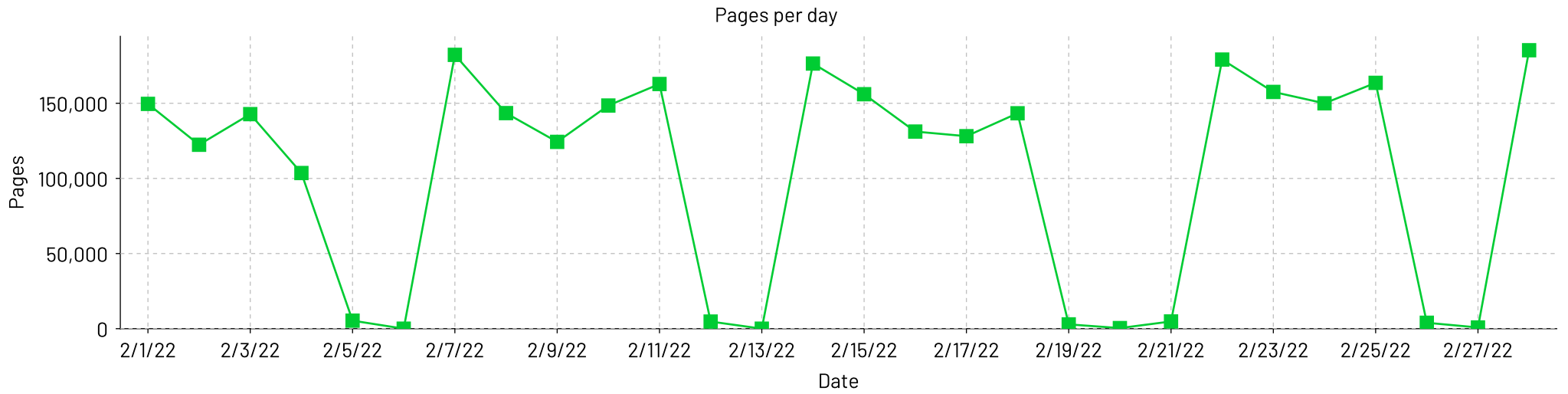
Duplex Composition	PAGES	%/TOTAL
Duplex:	1,759,216	61.23%
Simplex:	1,114,010	38.77%

Job Type Composition	PAGES	%/TOTAL
Print:	0	0.00%
Copy:	2,873,226	97.31%
Scan:	79,280	2.69%
Fax:	0	0.00%

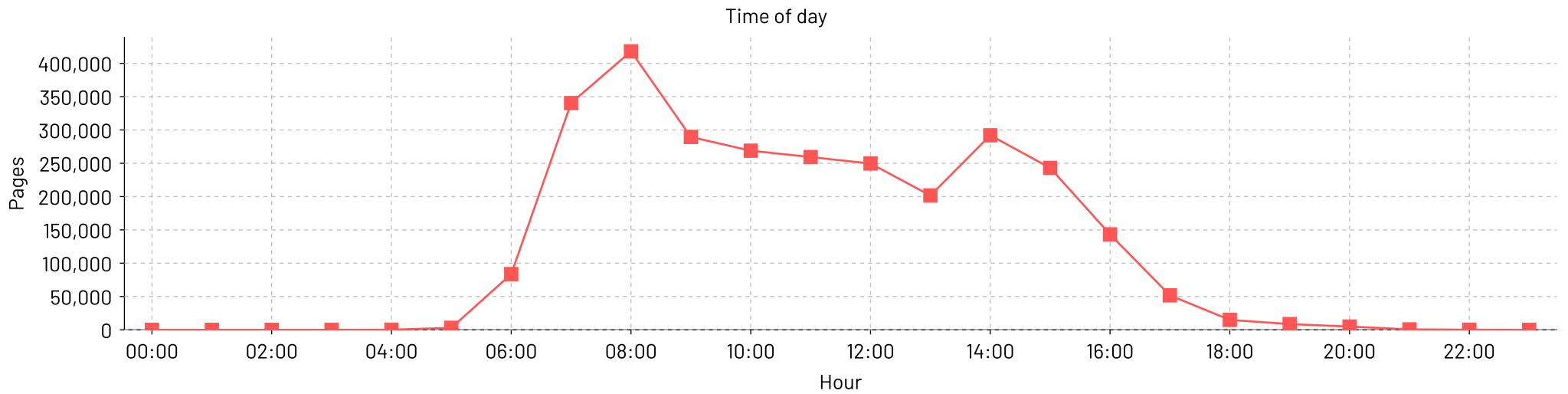
Top Printers	PAGES	%/TOTAL
device\081-MFP-02	78,374	2.73%
device\089-MFP-02	77,682	2.70%
device\026-MFP-02	64,744	2.25%
device\010-MFP-08	59,430	2.07%
device\040-MFP-01	54,589	1.90%
device\032-MFP-02	52,551	1.83%
device\086-MFP-01	50,369	1.75%
device\013-MFP-10	48,355	1.68%
device\010-MFP-11	47,022	1.64%
device\018-MFP-05	46,729	1.63%

Environmental Impact	
Trees Consumed	239.24 trees
CO2 Produced	25,318.9 kg
Equivalent Bulb Hours	1,585,258.6 hours

Daily Page Total - Feb 1, 2022 to Feb 28, 2022.



Hourly Page Total - Feb 1, 2022 to Feb 28, 2022.



Location	Code	Color Pages	Color % Total	Grayscale Pages	Grayscale % Total
Barbour	022	3664	4.7%	74359	95.3%
Bloom	024	4117	10.85%	33842	89.15%
Brookview	025	3031	5.34%	53721	94.66%
Carlson	026	3630	4.79%	72214	95.21%
Cherry Valley	027	945	2.15%	42929	97.85%
Conklin	028	4245	9.35%	41157	90.65%
Constance Lane	056	1556	2.44%	62191	97.56%
Ellis	032	1583	2.58%	59863	97.42%
Froberg	038	1375	3.88%	34089	96.12%
Gregory	040	3041	4.07%	71758	95.93%
Haskell	046	4279	13.61%	27166	86.39%
Hillman	050	550	0.91%	59602	99.09%
Johnson	053	5575	10.69%	46575	89.31%
Lathrop	058	487	1.2%	40233	98.8%
Lewis Lemon	059	10574	16.73%	52621	83.27%
Marshall E	086	0	0%	50369	100%
McIntosh	061	1534	5.1%	28543	94.9%
Montessori	064	9424	22.22%	32994	77.78%
Riverdahl	073	3678	4.57%	76766	95.43%
Rolling Green	076	3924	5.76%	64246	94.24%
Spring Creek	081	1359	1.53%	87391	98.47%
Washington	054	5070	13.5%	32474	86.5%
Welsh	088	4710	10.15%	41688	89.85%
Westview	089	1503	1.66%	89253	98.34%
Whitehead	091	10244	12.58%	71172	87.42%
Wilson-Aspire	093	148	6.1%	2277	93.9%
Beyer	023	3035	35.98%	5401	64.02%
Fairview	035	3460	35.05%	6412	64.95%
Nashold	065	1036	10.3%	9023	89.7%
Summerdale	080	5828	59.52%	3964	40.48%
Auburn	010	1552	0.6%	256553	99.4%
East	011	471	0.32%	147378	99.68%
Guilford	013	808	0.43%	187894	99.57%
Jefferson	018	1118	0.81%	137100	99.19%
Roosevelt	019	2800	13.32%	18223	86.68%
Eisenhower	007	1296	1.35%	94554	98.65%
Flinn	008	4735	4.69%	96150	95.31%
Kennedy	006	669	0.8%	82746	99.2%
Lincoln	002	1740	2.1%	80944	97.9%
RESA	003	1148	0.87%	130112	99.13%
Thurgood Marshall	004	454	1.59%	28098	98.41%
West	009	919	1.58%	57327	98.42%
OSC	120	499	38.3%	804	61.7%
ADMIN	016	5689	14.33%	34013	85.67%
Transportation	161	0	0%	18248	100%
JDC	005	0	0%	0	0%
Other	099	350	27.22%	936	72.78%
Total		127853	4.45%	2745373	95.55%