MENLO PARK CITY SCHOOL DISTRICT

DISTRICT-WIDE DUPLICATING EQUIPMENT RFP
RFP NO. MPCSD2022-1002

Amendment No. 1

THIS AMENDMENT IS ISSUED AS ADDITIONAL INFORMATION AND/OR AS A CHANGE IN SPECIFICATIONS OR INSTRUCTIONS TO ALL PROSPECTIVE BIDDERS INTERESTED IN THE ABOVE-MENTIONED REQUEST FOR PROPOSAL.

Date Issued: May 3, 2022

REQUEST FOR INFORMATION:

Q. Will MPCSD handle the license transfers from Sharp to non-Sharp models? Or is MPCSD expecting vendors to add this license transfer cost to the bid?
A. MPCSD would like the license transfer cost to be included with the bid.

Q. Using construction paper in heat-based digital printers is not recommended because it results in unpredictable reliability and print quality. Will you accept a contract amendment to disallow the use of construction paper in the copiers?
A. Yes, the RFP amendment below removes construction paper from the list of paper types. The district will look into other methods of printing onto construction paper if we have the need.

ADDENDUM/AMENDMENTS TO THE RFP:

NOTE: Bidders are required to acknowledge receipt of any amendments (addenda) issued to this RFP by signing and attaching them to the proposal forms submitted.

Section 2.2

h. All machines should handle a variety of paper weights and types, including transparencies, postcards, index cards, and construction paper. Paper weight handling should include weights varying from 16lb (60gsm, bond paper) up to ~~80lb~~ 110lb (~~construction~~ 298gsm, cover paper).

Sections 2.3

e. **Demo Machines** - the bidder will offer to provide the District with a demonstration of proposed copy machines prior to award of a contract, at no charge. If the proposed copy machines are not available due to supply chain issues, then the demonstration can be a virtual or in person presentation, not to exceed 30 minutes, of the features of the copy machines, including photos and a Q&A for a small group of District stakeholders. ~~The demonstration will be mutually arranged between bidder and the District and can occur at a facility within 40 miles of the District, or at a District location. All proposed models are to be demonstrated at one time in one location.~~ The bidder will bear all expenses for transportation of machines to and from District, if necessary, and for supplies, and training for the demonstration.

r. **Timeline -** It is the District's intention to choose a vendor and award a contract by 1 July 2022. Machine delivery and installation will be scheduled for mid-July. ~~Bidder must guarantee delivery of proposed machines within twenty-one (21) days of the awarding of a contract.~~ The District acknowledges that there are currently global supply chain issues that could interfere with the delivery of the machines, therefore the bidder must supply the district with an estimated time of arrival for the machines as part of the bid (assuming a July 1 commitment and order) and agree to prioritize the District's order as much as possible. The effective date of the contract shall be the date that the machines are delivered, and no billing will take place until that time.