MENLO PARK
CITY SCHOOL DISTRICT

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

Amendment No. 2

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**.** The RFP asks for 3 references in one section, and 5 in another section. How many does the district require for the bid?
A. The district requires a minimum of 3 references.

Q. Are the speed requirements exact, or is there some flexibility in the speeds.
A. The speeds are not exact, the district is willing to consider different speeds, so long as they are no less than 5% slower. Faster speeds are also acceptable so long as that does not affect any other requirements as specified in section 2.2.

Q. Should the bid include Papercut licensing for the term of the contract (4 years)? What about if the district chooses to purchase the machines instead of leasing them?
A. The lease option should include PaperCut licensing for the entire term of the contract. The purchase option should include the annual cost, and the District understands that it would need to be renewed each year if they choose the purchase option.

Q. Segment 6 calls for a 75 CPM machine, but section 2.2n states that this segment should have a standard 110V power option. It is unlikely that there will be a machine that can satisfy both of these requirements, would the distinct consider changing the requirements for this segment?
A. Yes, the District would like to drop the CPM requirement down to 60 CPM in order to keep the machine at 110V (see below for the amendment).

Q. In section 2.3 h, Aggregate Allowance, it states that the district is willing to commit to 400,000 copies per month, is the District also open to a “0” minimum contract with metered billing per copy?
A. Yes, this is preferable as it would allow us to only pay for the copies we make and not the ones we do not make.

Q. Section 2.3 n, Service Calls and Maintenance History; the District is asking for 7 days a week, 6am – 12am toll-free access to a tech. Some manufacturers do not offer these hours, but do offer online self-service and automated support options for outside of business hours. Is this acceptable to the district?
A. Yes, but there should be an option to submit support tickets 24x7, with a next business day response time.

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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

Machine Segment	Qty	Machine Description	Comments	Site
6 (medium speed)	1	~~75~~ 60 CPM machine with 100 sheet stapler, hole punch and booklet finisher (saddle stitch). Must be network ready with Print/Scan to email, Postscript and ability to print/copy in color.	For use in the district office. Currently runs large jobs where speed and paper capacity are critical.	District office

n. Machines in segments ~~5~~ 6, 4, 3 and 1 should use a 120 volt power source and a standard, residential type 3-prong plug (15 or 20 amp). Any machine supplied with a different type of plug shall be accompanied by the appropriate outlet receptacle at no charge to the District. Segment 5 can use either a standard 120V or 208V power source with the applicable plug.