

Request for Information (RFI) #001
Managed Print Services
RFP No. #2023-0201

Changes to RFP:

- 1) Complete copier fleet replacement of 44 Copiers (20 Color & 24 B/W)

Should now Read as:

- 1) Complete copier fleet replacement of **48 Copiers (22 Color & 26 B/W)**

What minimum speed is the district requirement?

45 PPM

Would a copy of the current lease agreement or service invoice be available, usually the details of the brand, model are on the invoices?

No.

Is the district happy with the segment of copiers currently being used?

No, we wish to have additional copiers in key locations.

Does the district currently own their copiers or lease their copiers?

All copier are currently leased.

What electrical outlets are currently in place?

110v in all locations.

Is the district open for a brief site visit from a vendor to make sure space is adequately accessible?

All locations currently have copiers and adequate space, no site visit is required.

Can the RFP be extended 1 week due to data required to respond?

No.

Are your finishing requests required for all devices?

Yes.

Is 11x17 required in all locations?

Yes.

What is your preference for supporting SLA? Do you prefer same day coverage or standard 9-5 NBD?

Standard 9-5 NBD is acceptable.

Per page 4, section. 2.1 of RFP, are you requesting to lease 44 new MFPs/copiers or just Managed Print Service for the 44 devices?

New leased copier fleet with Maintenance and Service on all new proposed devices.

The answer to the following questions are all located on the Informational Spreadsheet (Appendix A) -

Per page 7: For either solution (MPS or lease of new fleet), can you please provide the current speed (ppm), make & model of each device to be able to provide an accurate response.

See Appendix A.

What brand and models does the district currently have?

See appendix A.

How many of the model do you have?

See appendix A.

What monthly print/copy volume is the district currently run?

See appendix A.

Can you please advise on a list of you current models so we can build a like-for-like replacement?

See appendix A.

Can you please advise on the current usage volume for each printer?

See appendix A.

What are your historical usages (latest year) of printed pages by color and B&W?

See Appendix A.

When will the device ppm and make/model be released for accurate response to RFP?

See Appendix A.

APENDEX: A

School Site	Address	Copier Location	Requesting	Current Copier Fleet				
				B/W Count over 5 years	Monthly Average B/W	Color Count over 5 years	Monthly Average Color	Current Make/Model
District Office	5297 Maureen Lane	HR/Sup Workroom	Color	721,249	12,021			Xerox AltaLink B8090
District Office	5297 Maureen Lane	Business Workroom	Color	131,849	2,197	132,866	2,214	Xerox AltaLink C8045
District Office	5297 Maureen Lane	Instructional Workroom	Color	792,630	13,211			Xerox AltaLink B8090
District Office	5297 Maureen Lane	Enrollment Office	Color	113,333	1,889			Xerox AltaLink B8055
District Office	5297 Maureen Lane	SPED Department	Color	383,847	6,397			Xerox WorkCentre 5945
District Office	5297 Maureen Lane	Transportation Department	Color	181,336	3,022			Xerox WorkCentre 5945
District Office	5297 Maureen Lane	Technology Departement	Color	23,912	399			Xerox AltaLink B8045
High School at Moorpark College	7075 Campus Rd	Main Office	Color	127,960	2,133	35,718	595	Xerox AltaLink C8045
Campus Canyon	15300 Monroe Ave.	Main Office	Color	220,339	3,672			Xerox AltaLink C8055
Campus Canyon	15300 Monroe Ave.	Workroom 1	B/W	672,732	11,212			Xerox AltaLink B8065
Campus Canyon	15300 Monroe Ave.	Workroom 2	B/W	1,505,295	25,088			Xerox AltaLink B8065
Chaparral	280 Poindexter Ave.	Main Office	Color	260,184	4,336	61,191	1,020	Xerox AltaLink C8045
Chaparral	280 Poindexter Ave.	Workroom Rm23	B/W	112,129	1,869			Xerox AltaLink B8090
Chaparral	280 Poindexter Ave.	Workroom Rm23	B/W	228,090	3,802			Xerox AltaLink B8090
Chaparral	280 Poindexter Ave.	Workroom Rm23	B/W	606,956	10,116			Xerox AltaLink B8065
Moorpark Adult School	280 Poindexter Ave.	Adult School Office (R1)	Color	529,883	8,831			Xerox AltaLink B8055
Peach Hill	13400 Christian Barrett Dr.	Main office	Color	187,702	3,128			Xerox AltaLink B8055
Peach Hill	13400 Christian Barrett Dr.	Workroom 1	B/W	657,409	10,957			Xerox WorkCentre 5945
Peach Hill	13400 Christian Barrett Dr.	Workroom 2	B/W	291,598	4,860			Xerox AltaLink B8055
Early Childhood Center	240 Flory Ave	P3 - ECC Office	Color	686,510	11,442			Xerox WorkCentre 5955
Walnut Canyon	280 Casey Rd.	Main Office	Color	344,042	5,734			Xerox WorkCentre 5955
Walnut Canyon	280 Casey Rd.	Workroom 1	B/W	1,535,659	25,594			Xerox WorkCentre 5955
Walnut Canyon	280 Casey Rd.	Workroom 2	B/W	122,515	2,042			Xerox WorkCenter 5945
Walnut Canyon	280 Casey Rd.	CAP Office	B/W	122,515	2,042			Xerox WorkCentre 5945
Flory	240 Flory Ave	Main Office	Color	217,978	3,633	71,100	1,185	Xerox AltaLink C8045
Flory	240 Flory Ave	Staff Lounge/teacher workroom	B/W	1,702,460	28,374			Xerox WorkCentre 5945
Flory	240 Flory Ave	Staff Lounge/teacher workroom	B/W					New Copier for Location
Flory	240 Flory Ave	Success Express Office	B/W	2,159	36			Xerox WorkCenter 3345
Arroyo West	4117 Country Hill Rd.	Front Office Copy Room	Color	549,883	9,165			Xerox WorkCentre 5955
Arroyo West	4117 Country Hill Rd.	Workroom	B/W	580,598	9,677			Xerox AltaLink B8065
Arroyo West	4117 Country Hill Rd.	Teachers' Lounge	B/W	709,863	11,831			Xerox WorkCentre 5955
Mesa Verde	14000 Peach Hill Rd.	Main Office	Color	228,106	3,802	35,538	592	Xerox AltaLink C8045
Mesa Verde	14000 Peach Hill Rd.	Teacher Workroom	B/W	678,517	11,309			Xerox AltaLink B8090
Mesa Verde	14000 Peach Hill Rd.	Teacher Workroom	B/W					New Copier for Location
Mesa Verde	14000 Peach Hill Rd.	Teacher Workroom	B/W					New Copier for Location
Mesa Verde	14000 Peach Hill Rd.	Teacher Workroom	Color	227,761	3,796	35,228	587	Xerox AltaLink C8045
Mesa Verde	14000 Peach Hill Rd.	District Health Office -R6	Color	31,858	531			Xerox AltaLink B8055
Mountain Meadows	4200 Mountain Meadow Dr.	Office Workroom	Color	404,615	6,744			Xerox WorkCentre 5945
Mountain Meadows	4200 Mountain Meadow Dr.	Workroom 1	B/W	1,431,241	23,854			Xerox WorkCentre 5955
Mountain Meadows	4200 Mountain Meadow Dr.	Workroom 2	B/W	1,326,731	22,112			Xerox WorkCentre 5955
Moorpark High School	4500 Tierra Rejada Rd.	Main Office AP	B/W	284,884	4,748	42,899	715	Xerox AltaLink C8045
Moorpark High School	4500 Tierra Rejada Rd.	Main Office AttOff	Color	149,923	2,499			Xerox AltaLink B8055
Moorpark High School	4500 Tierra Rejada Rd.	Workroom C	B/W	1,906,209	31,770			Xerox AltaLink B8075
Moorpark High School	4500 Tierra Rejada Rd.	Workroom C	B/W	2,098,597	34,977			Xerox AltaLink B8075
Moorpark High School	4500 Tierra Rejada Rd.	Workroom M	B/W	507,475	8,458			Xerox WorkCentre 5955
Moorpark High School	4500 Tierra Rejada Rd.	Workroom M	B/W	1,166,310	19,439			Xerox AltaLink B8055
Moorpark High School	4500 Tierra Rejada Rd.	Main Office Counselors	Color					New Copier for Location
Moorpark High School	4500 Tierra Rejada Rd.	Library	B/W					New Copier for Location
				24,764,842	412,749	414,540	6,908	TOTAL