

# **ADDENDUM 1**

## **RFCQ Print Shop Copiers and Service**

### **10/26/2021**

The following questions have been asked regarding the Request for Proposal (RFCQ) notice issued on October 17, 2021. The bids are due on November 9, 2021 at the Santa Fe ISD Business Department located at 4133 Warpath Avenue Santa Fe, TX 77510 by 2:00 pm. Any and all addendums need to be acknowledged on the submitted bid.

Questions and answers:

- 1. Is the District looking for an annual rental agreement paid quarterly?

Yes.

- 2. What is the length of the contract?

The contract length will be three (3) years with the option to extend for one (1) additional year.

- 3. What software is the District using with the PRISMasync driver?

The software is proprietary to current and future needs.

- 4. Will an electronic submission be allowed?

No, the District does not have an E-Bid system.

- 5. Can the hardcopies be hand delivered?

Yes, the hard copies can be hand delivered or mailed, if all copies are submitted and received by November 8<sup>th</sup>, 2021 by 2:00PM.

- 6. Will the electronic copy need to be emailed or on a thumb drive?

The District will require a thumb drive.

- 7. Will electronically signed documents be allowed?

No, all documents must have original signatures.

- Out of the Annual 500,000 copies how many will be black and white, and how many will be color?

Out of the annual 500,000 copies, 350,000 will be allotted for black and white copies, and 150,000 will be allotted for color copies.

- Is the MWBE/HUB/SBE certification required as part of the weighted value for scoring?

Yes, the certification is required.