



April 5, 2024

**Notice to Respondents - Addendum to RFP #24-014 Multi-Functional Devices and Print Solutions**

**ADDENDUM #1**

Community Consolidated School District 15 ("District") issues this Addendum #1 to the Request for Proposal for Multi-Functional Devices and Print Solutions, RFP #24-014, which was issued on April 3, 2024. This Addendum #1 shall be considered part of the Request for Proposal and is hereby incorporated therein by reference.

***CCSD15 Additional Requirement - Carts***

**For the Black & White Copiers (27 in Phase 1, 81 in Phase 2), carts are required to keep the device at an appropriate height for the user. The manufacturer's cart would keep the device off the floor, and would also be made specifically for those devices.**

***Vendor Questions***

1. The RFP stated that the District wants a minimum speed of 85 ppm for the color devices. Walk-up/fleet devices typically are in the 70-80 page per minute range. Above 80 ppm, you move into a production device like the devices in the print shop. In addition, production devices usually require a dedicated operator and a step-up in power. With all that in mind, can we propose a 70-80 ppm walk-up device versus an 85 ppm production device?  
A. **Yes**
2. What are the paper input and finishing requirements of the B&W devices?  
A. **See page 17 on the RFP for the B&W requirements (for B&W devices - only 8.5 x11 is required)**
3. Are we to include PaperCut licensing?  
A. **Yes**
4. Do you need 11 x 17 capabilities on the color devices?  
A. **Yes**
5. Do the B&W devices need fax capabilities?  
A. **No**
6. The bid did not address the shipping cost of toner and staples. Is the district willing to pay for the shipping of supplies, or should that cost be included in the service CPC rates?  
A. **Cost should be included in service CPC rates.**

- 7. Is the district requiring all companies to provide Net 30 payment terms?  
A. **Yes**
  
- 8. Will you accept being charged for help desk support?  
A. **No**
  
- 9. Will you accept a cost per copy for each scanned document?  
A. **No**
  
- 10. Will you accept a connectivity cost for each networked device?  
A. **No**
  
- 11. Is the district requiring all vendors to lock in their lease and service pricing for five years- with no escalations?  
A. **Negotiable**
  
- 12. Many vendors consider putting upwards of 80% remanufactured parts in their new devices and still consider them new. Will the district allow for any percentage of remanufactured parts, or does the device need to have 100% new parts?  
A. **No more than 20% remanufactured parts.**

It is the vendor's responsibility to check the District's website [www.ccsd15.net](http://www.ccsd15.net) to see if any additional addenda are issued regarding this proposal. Addenda may be issued up until 24 hours prior to the RFP due date, which is April 17, 2024 at 11:00 a.m. CDT.

**Please sign Addendum #1 and include it with your proposal.**

**Acknowledgement by:**

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**Company**

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**Signature**

**Printed Name**

**Title**