DISTRICT-WIDE COPIER LEASING, RFP# 1-25

ADDENDUM NO. 3

Issue Date: May 10, 2024

This Addendum No. 3 modifies by amendment, addition, or deletion, documents previously issued by Ventura Unified School District ("District") for the requesting of proposals for District-Wide Copier Leasing, RFP# 1-25. Except as modified by the following, all of the documents previously issued by the District remain unmodified and in full force and effect.

Vendors shall acknowledge this addendum in the space provided on the Proposal Form.

Correction to Print Shop Category 5 (pg. 16): This is Category 4.

Correction to Print Shop Category 6 (pg. 16): This is Category 5.

Update to Category 1: Add Faxing capabilities.

Update to Category 2: Add Faxing capabilities.

RESPONSES TO VENDOR QUESTIONS

- Question: Current multifunctional copiers are configured with inline 3-hole punching, yet none of the finisher requirements include hole punching, except for the print shop categories. Is this intentional, or has it been overlooked?

  Answer: 3-hole punching is preferred for Category 1 and Category 2, not for Category 3.

- Question: Current multifunctional copiers for categories 2-3 include faxing capability, although it's not a requirement for these category types. Is that intentional or an oversight?

  Answer: This has been revised to Faxing capabilities required for Category 1 and Category 2, not Category 3.

- Question: Would you prefer card readers, similar to your current setup for copier access and secure printing and scanning, or would you rather opt for PIN codes only without card readers, or perhaps both options?

  Answer: Card Reader is required; PIN is optional.

- Question: Do you still need the scanning function that automatically identifies users upon badge-in, enabling them to easily scan to their email or network home folder without having to search through an address book?

  Answer: Yes, that should be part of the secure print feature that is required.

- Question: Several current units are configured with internal finishers with a maximum capacity of 500 sheets, whereas categories 2 and 3 specify a maximum capacity of 2,000 and 1,000 sheets respectively. To accommodate this extended capacity, an external finisher would be necessary regardless of manufacturer, impacting room space. Given that several locations can only accommodate units with internal finishers, could you revise the specifications to permit an internal finisher?

  Answer: The finishing requirements should remain at 500 sheets for both Category 1 and Category 2.

- Question: Could you clarify whether you want the designated department or the vendor to handle changes, additions, or deletions to the codes on the server within a 72-hour timeframe?

  Answer: The district will handle changes, additions, or deletions to codes within any District owned server.

- Question: Regarding the piggyback clause, as models and accessories are frequently updated, could you revise it to replace the term "identical" with "equivalent?"

  Answer: No, this clause must remain as is.

- Question: Addendum No. 1, Exhibit C, details software specifications, specifically for web submission software, currently PRISMAdirect. However, it lacks specifications for makeready software, which streamlines all stages of document preparation. The only reference is "integration with make ready tools." Presently, the district uses PRISMAprepare makeready software for this purpose. Does the district plan to eliminate makeready software and rely solely on web-to-print software without the ability to make corrections or not being able to compose documents by other means (such as compiling hard copy, e-mail attachment files, etc.)?

  Answer: Yes, the District does not plan to use make ready software. All submissions will be made solely on web-to-print software. We will not be accepting order submissions via email, hard copy, etc. Changes to submissions will be made through other means.

- Question: Due to the tight timeline, would you consider an extension of the due date?

  Answer: Not at this time.

- Question: Can you please tell us who the incumbent vendor is?

  Answer: American Business Machines

- Question: Can you please give us a list of the current makes and models you have in place?

  Answer:

  imagePRESS C850
  iR Adv 4745i
  IR Adv 525IF III
  IR Adv C5535i II
  iR Adv DX 4945i
  iR Adv DX 6870i
  iR Adv DX C5840i
  iR Advance 8585i II
  iR Advance C5540i III
  iR Advance 4545i III
  iR Advance C5560i III
  Vp DP Line Engine

- Question: When is your existing lease expiring?

  Answer: June 30th, 2024

- Question: Who will be responsible for returning the existing equipment?

  Answer: Please see the RFP, Section 8.

- Question: Can you tell us who the existing lease company is?

  Answer: Please refer to the RFP, Section 8.

- Question: Do you have return instructions for the existing equipment?

  Answer: Please refer to the RFP, Section 8.

- Question: What month do you plan on having the new equipment installed?

  Answer: Please refer to the RFP, Section 8.1.8.

- Question: Would you consider separating the print shop equipment portion of the RFP from the rest of the RFP?

  Answer: No, the RFP is for the entire fleet for the district.

- Question: If yes to question 9, would you consider having two vendors, one for the print shop and one for the rest of the fleet?

  Answer: No, not at this time.

- Question: Would you consider an 80-ppm high volume color machine instead of a 90ppm color machine in that segment?

  Answer: No, not at this time.

- Question: Can you tell us what the B &W vs Color break down on Category 2. You only have a total print volume listed.

  Answer: We do not have this specific information. We only have total print volume.

- Question: How many on-site hours does the current vendor dedicate for their Customer Account Technician?

  Answer: This information is unavailable to provide at this time.

- Question: For non-booklet making staple finishers, does the district have a preference for 50-sheet staple finishers or 100-sheet staple finishers?

  Answer: 100-sheet would be preferred.

- Question: Would the district allow for a transfer of their existing software licenses (Uniflow and Prisma) from their old fleet to their new fleet? Would the district prefer this?

  Answer: No, we do not want to transfer the existing software. We are open to new software options. We would like to transfer submissions that are on our current software to the new software if possible.

- Would the district accept a vendor-sponsored annual scholarship program as a value-added benefit?

  Answer: No, not at this time.

- Question: What are the anticipated number of color clicks over (5) years for Category 2 Machines?

  Answer: Please refer to the RFP (pg. 30).
  This information was also included in Addendum No. 2

- Question: In the RFP on pg. 39 minimum requirements for the production units is to have multiple folding options. Your response to a question regarding category 5 says folding options is a preference but not a requirement.

  Answer: Multiple Folding options are required. All Category 4 and Category 5 printers must have a half fold, Z-fold, and tri-fold options.

- Question: In category 4 multiple folding options are a minimum requirement. Can the District please explain the folding options whether they are required or a preference.

  Answer: Multiple Folding options are required. All Category 4 and Category 5 printers must have a half fold, Z-fold, and tri-fold options.

- Question: Edge/Facetrimming is referred to also as the cutting/ creeping only the right long edge of the brochure. Not top and bottom.

  Answer: We require Full bleed trimming on one Category 4 B/W and one Category 5 color machine.

- Question: Do you need full bleed which is full side trimming which is top, bottom, face trimming/edge trimming? With regards to the Second Copier Area, a question was asked regarding Full Trim/Face Trim. Your answer stated that both are needed one color and one BW but in the second copier area there is only BW production units. Please clarify if you need full trim or face trim on these BW units in the second copier area?

  Answer: We amended the number of machines. There are **3 Category 4 B/W** machines, and **2 Category 5 Color** machines. Out of the total 5 machines, we need 1 B/W and 1 color equipped with full bleed trimming.