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CECIL COUNTY PUBLIC SCHOOLS

PURCHASING OFFICE

GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER
201 BOOTH STREET • ELKTON, MD 21921

phone: 410.996.5429 • fax: 410.996.1081 • www.ccps.org

Jeffrey A. Lawson, Ed.D.
Superintendent of Schools

Diana B. Hawley
President, Board of Education

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ADDENDUM #1 Bid# 25-03: Multifunction Copiers and Print Management

To: Prospective Bidders

Proposers and related parties will be responsible to have read and understand all documents, the scope of work, addenda, and all related solicitation documents issued. These documents will become attached to and a part of the solicitation and award of the bid contract.

CLARIFICATION: Third-Party Lease Agreement Statement on Page 26. CCPS intends to lease the equipment for a total of 36 months. This consists of a one-year initial contract with two renewal options which equals 36 months.

CHANGE: BID FORM WORKSHEET, page 42-43, replace with **BID FORM WORKSHEET** attached to this ADDENDUM to include line **39 one-time software transition cost**.

Question 1: I would like to know about the finishers for the MFDs. There is wording about staples included in the RFP but no mention of a finisher or the type of finisher, such as, Internal, external, booklet, high capacity. Can you help me understand exactly what you require?

Answer 1: We require internal staple finishers. Our current product does 100-sheet internal stapling and that would be sufficient for our requirements.

Question 2: With the questions due on 10/4/2024, can the RFP due date be extended to 2-weeks after Q&A addendum is sent out to allow appropriate time for vendors to reply?

Answer 2: See Addendum #1 on our website <https://www.ccps.org/administration/business-services/purchasing-department/bids-proposals>.

Question 3: In regards to the HP printer fleet, many of these devices are past end of life and have not had firmware updates for several years.

- a. Is CCPS concerned about network security and vulnerability with these outdated devices?
- b. Would CCPS be open to revising bid spec to include replacing existing HP printer fleet with new devices that are more secure on the network?

Answer 3:

- a. CCPS is always concerned about network security and vulnerabilities inherent in outdated devices. CCPS has taken steps to mitigate the most common risks associated with these print devices.

b. At the bottom of the BID FORM WORKSHEET, there is a section that addresses the potential of Leased Laser Printers. CCPS is not interested in purchasing replacement printers for the existing fleet.

Question 4: Can you provide a 3-year service history on the existing HP service fleet by model?

Answer 4: The table below represents Work Order distribution by Model for all devices under the service contract. The current MFP fleet was installed in October 2022. So for the period October 2022 through September 2024, the table below summarizes total contract devices, unique devices requiring a work order and total work orders across all models in the service contract.

Model	Contract Devices (Start → Curr)	Work Order Unique Devices	Work Orders 24 months Oct'22 → Sep'24
HP 4250	117 → 104	47	97
HP 4350	16 → 13	6	15
HP M606N	1	1	1
HP P4015	24 → 20	10	37
HP P4515	1	1	2
Copier-High Vol	63	63	342
Copier-Color	32	32	272
Copier-Med Vol	4	5	12
HP 9050 (replaced by HP M806 Apr'23)	1	1	1
			779

Question 5: Can you provide a breakdown of the monthly average per HP printer?

Answer 5: The table below represents volumes of reporting HP printers by model and month from July '23 through June '24. Shown are: “_# = Number of reporting devices”, “_Total_Mono = total reported monochromatic imprints” and “_Avg_Mono = average monochromatic imprints”

Model	Values	2023-07	2023-08	2023-09	2023-10	2023-11	2023-12	2024-01	2024-02	2024-03	2024-04	2024-05	2024-06
LaserJet 4250	0	63	90	105	106	107	106	104	104	103	103	102	102
	_Total_Mono	8,475	20,052	42,578	48,582	43,836	26,499	38,287	34,637	33,506	49,401	40,931	26,635
	_Avg_Mono	135	223	406	458	410	250	368	333	325	480	401	261
LaserJet 4350	_#	8	10	12	12	11	11	11	11	11	11	10	10
	_Total_Mono	2,081	3,146	4,134	4,702	3,648	1,829	2,792	3,357	3,491	2,988	4,186	2,608
	_Avg_Mono	260	315	345	392	332	166	254	305	317	272	419	261
LaserJet M806	_#	1	1	1	1	1	1	1	1	1	1	1	1
	_Total_Mono	541	686	691	933	1,161	555	7,600	566	572	611	638	748
	_Avg_Mono	541	686	691	933	1,161	555	7,600	566	572	611	638	748
LaserJet P4015	_#	16	15	20	19	20	19	19	19	19	19	19	20
	_Total_Mono	2,904	4,358	7,393	8,397	7,332	5,216	9,300	8,109	6,254	7,157	8,096	4,767
	_Avg_Mono	182	291	370	442	367	275	489	427	329	377	426	238
LaserJet P4515	_#	1	1	1	1	1	1	1	1	1	1	1	1
	_Total_Mono	77	129	468	364	206	210	344	371	233	265	440	555
	_Avg_Mono	77	129	468	364	206	210	344	371	233	265	440	555

Question 6: EXHIBIT A modifications

Answer 6:

- a. Remove (1) LaserJet 9050 at Carver Center
- b. Add (1) LaserJet M806 at Carver Center
- c. Add (1) LaserJet M606 at Carver Center

Question 7: Do any units require paper sizes larger than Legal size (8.5" x 14")? If yes, please provide quantities by model type.

- Please note that requiring larger paper size does push the units, with all vendors, up to more expensive models.

Answer 7: All copiers must be able to accommodate paper sizes up to size 11x17.

Question 8: What is the minimum paper capacity (ex. 1 drawer, 2 drawers, etc..) that CCPS requires on each unit?

Answer 8: The current copier fleet standard capacity should be used as a guide for minimums (bypass tray not included):

- High volume copier - 3,250 standard across (3) drawers
- Medium volume copier - 1,100 standard across (2) drawers
- Color copier - 1,100 standard across (2) drawers

Question 9: Which units are meant to be floor standing and which units are meant to be desktop units?

Answer 9: All units are to be floor standing units.

Question 10: If the vendor does not have a machine at the exact speed, will CCPS except a machine +/- 10% of the requested speed?

Answer 10: The Bid Form Worksheet Line 1 specifies "Target Device Output." as "##+". The "##" indicates the minimum acceptable speed and the "+" indicates CCPS' willingness to accept machines faster than the minimum.

Question 11: Why does the pricing page (Column D, row 2) reference 134 laser printers but Exhibit A has 147?

1. What is the total number of laser printers that the winning vendor is expected to support on Day 1?

Answer 11: The Bid Form Worksheet and Exhibit A were updated at different times. As you can see from the answer to Addendum Question #5, the number of reporting devices fluctuates from month to month. Please use Exhibit A as the definitive breakdown for the purposes of responding to the RFP.

Question 12: Page 18 states that the owner may terminate the contract for Convenience. What does CCPS define as Convenience and how does this differentiate from the termination for cause listed in that same section?

Answer 12: Termination for convenience allows CCPS to terminate the contract without a breach of contract. One example of termination for convenience is the lack of funding as we are a publicly funded school district. Termination for cause is applied for breach of contract that was not rectified after issuance of the cure notice. One example of termination for cause is non-performance by the contractor.

Question 13: Please confirm that Personal Property tax for the lease should be included.

Answer 13: CCPS is not responsible for the Personal Property Tax. The machines will be leased by CCPS but the contractor will retain ownership during the lease time frame and is thus responsible for any taxes assessed on these machines. CCPS will not give guidance on whether that is part of the proposer's pricing strategy. This excludes the HP printers as they are the property of CCPS.

Question 14: Does CCPS have the M&S for PaperCut through Toshiba's PaperCut Partner or directly with PaperCut? Typically, the PaperCut M&S follows the hardware vendor.

Answer 14: The maintenance & support for PaperCut is owner-provided and will be current through September 2027.

Question 15: CCPS owns and maintains the PaperCut licensing – What is required in regard to PaperCut from the winning vendor?

- 1 Will CCPS be working with their current PaperCut vendor to obtain/purchase the (99) PaperCut migration device licenses if you select a different manufacturer? Or should our proposal include the migration licenses (i.e. Xerox / Canon / Sharp, etc. require different PaperCut licenses than Toshiba)?
- 2 Will CCPS be working with their current PaperCut vendor to have the (99) new mfd's set up on the PaperCut server including Install/Config of Print queues/drivers and embed devices? Or is CCPS expecting the winning vendor to include professional services time & cost to support this effort?
- 3 Is the winning vendor required to only have their (99) mfd's PaperCut ready?

Answer 15: CCPS expects the winning vendor to only provide the necessary transition licensing for all (99) copiers and ensure the copiers are PaperCut ready at the time of install. CCPS staff will set up the individual virtual print queues for each of the copiers directly in PaperCut, adjust the licensing, perform any Windows print queue modifications and handle the print driver-client changes.

Question 16: Will you consider a 70 ppm device for all 75+ ppm devices in the bid?

Answer 16: No. CCPS prefers to keep the large volume copier PPM minimum at 75 or higher.

Question 17: Will the copier be rented per month or will Cecil county be signed a lease from Leasing company for monthly fees

Answer 17: CCPS intends to lease the equipment for a total of 36 months. This consists of a one-year initial contract with two renewal options which equals 36 months. The billing will be on a monthly basis.

Question 18: Does CCPS want the chosen Vendor to provide a license transfer quote from Toshiba to Ricoh and include 3 years of PaperCut M&S or are they planning to work with their current PaperCut vendor for that?

Answer 18: CCPS expects the winning vendor to only provide the necessary transition licensing for all (99) copiers and ensure the copiers are PaperCut ready at the time of install. CCPS staff will set up the individual virtual print queues for each of the copiers directly in PaperCut, adjust the licensing, perform any Windows print queue modifications and handle the print driver-client changes.

Question 19: Stated are 33 color devices. Are the volumes generated on these devices all color or is there a percentage of the 320,000 p/m color?

Answer 19: Please thoroughly review the BID FORM WORKSHEET, Column C - Color Copier. Line No. 22 has the "Estimated Monthly Mono Volume" and Line No. 26 shows the "Estimated Monthly Color Volume."

Question 20: In the RFP it is stated that this is a 36-month lease, yet in other portions of the RFP it is stated this is a 1-year contract with 2-1-year extensions. Is this a 3-year contract or 1 year contract?

Answer 20: CCPS intends to lease the equipment for a total of 36 months. This consists of a one-year initial contract with two renewal options which equals 36 months.

Question 21: We were looking over the RFP and were wondering if you wanted us to also provide Papercut in the bid or just have Papercut capable devices?

Answer 21: CCPS expects the winning vendor to only provide the necessary transition licensing for all (99) copiers and ensure the copiers are PaperCut ready at the time of install. CCPS staff will set up the individual virtual print queues for each of the copiers directly in PaperCut, adjust the licensing, perform any Windows print queue modifications and handle the print driver-client changes.

Question 22: Also, would it be possible to drop off the bid envelope in person?

Answer 22: Yes. The envelope must still be marked and sealed as described in the Bid.

Question 23: On the Bid Form Worksheet, could you please clarify where you would like the software transition costs to be allocated? For example, costs associated with the transition from Toshiba to Xerox?

Answer 23: See attached BID FORM WORKSHEET with new line 39 added for software transition cost.

Question 24: Will the awarded vendor be responsible for providing the labor necessary to update the licenses and devices within the PaperCut server?

Answer 24: CCPS expects the winning vendor to only provide the necessary transition licensing for all (99) copiers and ensure the copiers are PaperCut ready at the time of install. CCPS staff will set up the individual virtual print queues for each of the copiers directly in PaperCut, adjust

the licensing, perform any Windows print queue modifications and handle the print driver-client changes.

Question 25: The RFP references a 1-year contract award with the option of two successive one-year extensions, for a total of 3-years on this contract; however, there is a stipulation that CCPS will sign a 36 month operating lease or dollar-out lease for the equipment. Is CCPS considering the equipment acquisition and the agreement to service the equipment as separate? A 36-month lease will not permit termination for cause or convenience, so we want to be clear on this before creating a response.

Answer 25: CCPS intends to lease the equipment for a total of 36 months. This consists of a one-year initial contract with two renewal options which equals 36 months. CCPS will not buy out the equipment after the 36-month contract is concluded. This is a lease-only option.

Question 26: Can CCPS clarify the statement that it “will not insure any leased or rental equipment for liability?” Does this imply that CCPS will not cover any damage suffered by leased equipment under its insurance coverage, or is there another meaning implied? Is CCPS willing to list the lease company as the “loss payee” on their insurance declaration page?

Answer 26: If CCPS is the cause of the damage to the copier, then CCPS is responsible, but if the damage is caused by the leased equipment we would not be responsible for any damage or injury incurred as a result of the equipment or for the equipment itself. CCPS will not list lease company as “loss payee”.

Question 27: Termination for cause/convenience- is this intended to apply to a lease should CCPS enter into a 36 FMV or Dollar-Out?

Answer 27: Yes. See clarification on the contract period.

Question 28: Will CCPS have an issue with the indemnification clause on the lease or the Fiscal Funding Addendum?

Answer 28: Bidder must submit any Agreement or other related Contract documents that CCPS is asked to sign with the Proposal submittal. CCPS will not make any statement regarding documents which have not been reviewed.

Question 29: Was the current fleet implemented on a 36-month lease, and if so, is it possible to review the terms and any riders attached to that agreement?

Answer 29: The addendum is published to answer questions regarding Bid 25-03: Multifunction Copier and Print Management. Any request for current contract documentation during the bidding process must be submitted in writing as a FOIA request.

See Bid Form Worksheet on next 2 pages:

**Bid #25-03: Photocopiers and Print Management Services
BID FORM WORKSHEET**

Column Label	Column A	Column B	Column C	Column D	Instructions
Device Description	High Volume Copier	Medium Volume	Color Copier	Print Mgmt. Services	
Target Device Output	75+ ppm	45+ ppm	45+ color ppm		
Qty. Required	63	3	33	134 laser printers (+ 99 photocopiers)	
Device Make					
Device Model					
Device Output in Pages per Minute (both color / mono)					
Monthly Base Cost					
Total Monthly Base Cost					<i>multiply lines 2 x 6, column A, B, C, D</i>
Features Required:					
Proximity Card Reader (Qty. Required)	63	3	33		
Monthly Cost per Device					
<i>Total Monthly Cost - Proximity Card</i>					<i>multiply lines 11 x 12, columns A,B,C</i>
3 Hole Punch (Qty. Required)	30	0	0		
Monthly Cost per Device					
<i>Total Monthly Cost - 3 Hole Punch</i>					<i>multiply lines 14 x 15, columns A,B,C</i>
Fax (Qty. Required)	2	3	33		
Monthly Cost per Device					
<i>Total Monthly Cost - Fax</i>					<i>multiply lines 17 X 18, columns A,B,C</i>
Total Monthly Feature Costs					<i>For each column, add lines 13 + 16 + 19</i>
Estimated Monthly Mono Volume	1,800,000	17,000	320,000	59,000	<i>*Note: If you plan to charge the same rate for color copier volume, add the B&W & Color volumes to calculate the monthly volume</i>
Cost per Imprint					
Monthly Volume Charges					<i>multiply lines 22 x 23 for each column</i>
Estimated Monthly Color Volume			340,000		<i>*See note above on line 22</i>
Cost per Imprint					
Monthly Volume Charges					<i>multiply lines 26 x 27</i>

	29					
All-Inclusive Monthly Volume Program F	30					For instance, if this is all-inclusive program with a fixed monthly cost. Enter a cost for each column.
	31					
Total Monthly Volume Costs	32					Add lines 24 + 28 + 30 for each column
	33					
Column Totals of Monthly Costs	34					Add lines 8 + 20+ 32 for each column
	35					
Grand Total of Monthly Costs	36					From line 34, add Columns A + B + C + D
	37					
36-Month Total Contract Cost	38					Multiply line 36 x 36 months
One-Time Software Transition Cost	39					

CCPS expects to be provided a flat rate contract for 36 months, which reasonably absorbs overages during month-to-month comparisons. After each contract year, CCPS and Contractor will re-evaluate monthly charges if volume increases or decreases by 10% or more to determine if changes are necessary for the new contract year.

CCPS may be interested in leasing laser printers for future usage in schools and offices to add marginally to the existing fleet of connected laser printers. Bidders are asked to provide Alternate pricing if they wish. **Whether or not pricing is supplied will have no outcome on the bid award.**

Alternate: Leased Laser Printers, network capable, includes cables and operating supplies. List Mfr./Model	Qty./Unit	Cost/Month	Annual Cost	Comments

 Printed Name of Authorized Official

 Signature of Authorized Official

 Date

 Title of Authorized Official

 Contact Information - Email and Phone

Acknowledgment of Addenda

I/We acknowledge receipt of the following Addenda (if issued):

Addendum #1 _____ Addendum #2 _____ Addendum #3 _____

***Note: Proposer must sign and submit Addenda with the proposal submission. The same person signing the Addenda acknowledgment(s) must sign the Bid Form.**

Company Name

Authorized Signature / Date

Address

Name Printed / Title

Address

Email and Telephone