Addendum #1

Date:	May 1, 2025	**W&H Project:**	Multi-Function Printers
Type:	Addendum	**Project #:**	25-NPS-MFP-01
Client:	Northville Public Schools	**Project Mgr:**	Rob Richcreek

Project Timelines:

1. **Revision:** Timetables
   a. RFB Available for Contractors — April 17, 2025
   b. Contractor Questions Due — April 28, 2025, by 5:00 PM
   c. Answers Due — May 2, 2025, by 5:00 PM
   d. Bids Due Date — May 7, 2025, at 2:00 PM at Old Village School
   e. Award to Contractor — May 29, 2025
   f. Start Date — June 16, 2025
   g. Completion Date — August 1, 2025

Contractor Questions and Answers:

1. I have been reviewing the copier RFP with our team and would like to confirm whether Northville Public Schools is considering a lease or purchase option. We are prepared to present both options and would appreciate your input on this as I did not see that information in the RFP.

   Answer: The District intends on purchasing all multi-function printers.

2. The RFB lists a Bid Bond, a Labor and Materials Bond and a Performance Bond. This looks similar to a construction RFP requirement. Do you any bonds for this RFB and if so, please specify which one(s).

   Answer: See Sections 2.8.B, 2.8.C, 2.8.D in the RFB.

3. RFB states there is a 5 year requirement for service but what about the hardware procurement? Will the hardware be purchase or lease? If lease, is an FMV or $1 buyout lease required?

   Answer: See Sections 4.2.G.9 and 4.22.A in the RFB for Warranty information. Northville Public Schools intends on purchasing all multi-function printers.

4. Is the current fleet of hardware owned or leased? If leased, will Northville need the cost to return current hardware to the leasing company included in the cost of the replacement device?

   Answer: The current MFP fleet is owned by Northville Public Schools.

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5. There is a request for physical removal and delivery of HD back to Northville. If the hardware is owned this should not be an issue. If the hardware is leased there will be a cost associated as the leasing company will require that a replacement HD be installed for a fully intact device. Marco has a second option which is to provide at no cost a HD wipe and certification. Would this be acceptable?

   Answer: All current MFP fleet is owned by Northville Public Schools. All hard drives should be removed and returned to the District, per RFB Sections 4.2.D and 4.21.A. A hard drive wipe and certification is not required. The District will physically destroy the hard drives.

6. Does Northville currently use Papercut? If so, what version?

   Answer: Yes, Northville Public Schools uses Papercut. The current version is Papercut MF 24.1.6.

7. Is Fax Required on each device?

   Answer: No.

8. Accepted MFP Manufacturers are listed on page 26. Is Sharp a manufacturer that is approved by the owner?

   Answer: No. Sharp is not an Acceptable Manufacturer.

9. Bid Form page 4 shows a "base bid" or lump sum. Should this sum include estimated monthly service cost as well? If so, what volumes should be used for each responder?

   Answer: The Base Bid Lump Sum shall include all hardware, software, and services excluding only per click costs per month. Staples are required in the Lump Sum per the RFB.

10. Bid Form page 5 shows a table for Base Bid breakdown. Should estimated monthly volume be included in this? If so, what monthly volume should be used for each location per each responder?

    Answer: The Base Bid Breakdown shall include all hardware, software, and services excluding only per click costs per month. Total click volumes per MFP were posted with the bid documents at the following link. It's the fourth link titled, "District Multi-Function Printers(3)."

    https://www.northvilleschools.org/apps/pages/index.jsp?uREC_ID=350734&type=d&pREC_ID=760860

11. Bid Form pages 7&8 have lines for pricing on each device and accessory. There is, however, no place to list the cost per impression. How would you like the price per impression provided?

    Answer: Provide per click pricing for color and monochrome impressions in your written proposal based on existing MFP fleet volumes provided.

12. Page 11 tab 2 Requirements – states Appendix A with BOM should be provided. Is there an Appendix A that should be used or are you relying on the responder to provide an itemized BOM in whatever format they use?

    Answer: The Vendor may use their own format for the Bill of Materials.

13. Northville's current PaperCut support expires in July of 2027. Will the PaperCut quote need to be for 5 years or just an extension that terms in July of 2030 when the copier agreement terms?

    Answer: A five (5) year extension for a total of seven (7) years of PaperCut licenses and support.

14. On page 11 of the RFB; Description of Contents, Tab 2, Required Bid Forms and Documents, states to include Appendix A. The bid documents do not include an Appendix A. Can you please provide this document?

    Answer: Disregard "Appendix A". The Vendor shall submit a complete Bill of Material breakdown per school, as well as all required Bid Forms per the RFB.

15. The RFP mentions Appendix A, but I do not have a copy of it. Could you please send this to me? Additionally, the RFP references a contract document. Could you clarify what is being requested so that we can ensure compliance?

    Answer: See answer to Question #13. The "Contract Document" is an Agreement between the awarded contractor and the Owner. The agreement includes the posted documents which shall be submitted by each contractor for consideration. It does not affect the terms and conditions of the RFB.

16. Answers to questions will be returned by May 2nd, please consider extending the due date to allow for any changes to the RFP.

    Answer: No extensions will be allowed on this project.

17. "Submitted Bids may be adjusted by unit prices up or down to ensure all Bids submitted are compliant and compared fairly." Is this for evaluation purposes only?

    Answer: This is to equalize all bids in the event of quantity discrepancies for evaluation purposes.

18. Please provide the "Contract Documents" for review.

    Answer: All contract documents are published on the Northville Public Schools website and SIGMA.

19. Duration of Supply June 2025 – August 2025. To confirm, does this mean installation of equipment must be completed by the end of August 2025?

    Answer: Per the RFB, the Project Completion date is August 1, 2025.

20. Can Northville provide details of the current PaperCut service contract. When does service expire and if there are any modules aside from the 47 Toshiba licenses that need to be extended?

    Answer: Contract end date is 7/16/2027. No other modules or services required.

21. For the purposes of the MFP RFP, would you be willing to accept electronically signed documents instead of original wet signatures? Please let us know if this would be acceptable or if you require physical signatures.

    Answer: Considering bid forms need to notarized, original wet signatures are required on the original version.

22. Are you looking for fax capabilities on all machines? Or would the school district prefer we show it as an add-on option?

    Answer: See answer to question #6.

23. How many users are intended to use this solution? (Assuming Papercut Solution)

    Answer: There are (47) Papercut licenses across three (3) print servers with roughly 1,000 teachers and staff.

24. Will an upgrade to PaperCut software version be in-place or on new servers?

    Answer: Vendor will upgrade to the latest version. The District standard is currently Papercut MF 24.1.6 on Owner Provided servers.

25. Are all user accounts within LDAP/Active Directory or other Directory Services?

    Answer: Yes.

26. Do you require Guest Print for visitors? Users not in Directory Services.

    Answer: No.

27. What type of workstation are used – Windows 11, Macs, Chromebooks?

    Answer: Windows 11 and Chromebooks

28. Are all workstations joined to the Domain?

    Answer: Yes.

29. Do you require charging back to Departments, Cost Centers, Projects?

    Answer: No.

30. In Addition to Card login, do you require PIN login for Secure Print release at the Multi-Function Devices?

    Answer: No.

31. Do you require Secure Print from Mobile Devices such as Apple iOS, Android, Chromebooks?

    Answer: Yes, for Chromebooks that are on our domain and network. These are printing currently.

32. Do you require implementing Print Rules - Convert to 2-sided or monochrome?

    Answer: No.

33. Is your IT support internal or 3rd Party?

    Answer: IT support is internal.

34. What is the current product and version of PaperCut?

    Answer: See Answer #5.

35. What type of authentication is used at the MFDs for PaperCut?

    Answer: Multi-class or iClass proximity fobs are utilized to authenticate at the MFP and a Windows Azure login.

36. What features of PaperCut are you using today? What would you like to add as part of the RFB?

    Answer: Print release.

37. Will you transfer Support and Maintenance from current provider to RFB awardee?

    Answer: Yes.

38. Will you require additional PaperCut licenses as part of this bid? If so, how many?

    Answer: No. See Answer #5.

39. Today, how many PaperCut Licenses do you own?

    Answer: See Answer #5.

40. What type of licenses do you own? PaperCut Perpetual or PaperCut Term?

    Answer: PaperCut Perpetual license. Updates are not available after the expiration date.

41. Can you explain in further detail what the 24 hour SLA will entail; what level of service are you looking for?

    Answer: Onsite within 24 hours of a report for service or trouble with an MFP. Service and resolution shall be achieved within 72 hours. If an MFP is out of service for more than one week, a temporary loaner unit shall be installed.

42. Would you be able to tell us anything about the accessories your devices have?

    Answer: No. All required accessories for the new fleet of MFPs is listed in the RFB.

End of Addendum #1