



Q&A - RFP #2026-CP-001 - District Wide Copier Lease and Managed Print Services

Addendum

1. Does the District acknowledge and permit the application of late payment interest charges as governed by the Texas Prompt Payment Act (Tex. Gov't Code § 2251)?
Yes, the District acknowledges and will comply with the provisions of the Texas Prompt Payment Act (Tex. Gov't Code § 2251), including the application of any applicable late payment interest as governed by the statute.
2. Regarding the Fiscal Funding Out clause: Please confirm if the District requires the potential cost of an early non-appropriation termination to be amortized into the base unit cost, or if this is treated as a standard legal provision of the Master Agreement.
The District intends for the Fiscal Funding Out (non-appropriation) clause to be treated as a standard legal provision of the Master Agreement. Vendors should not include or amortize any potential costs associated with early termination due to non-appropriation into the proposed pricing.
3. Does the District permit a one-time Lease Origination Fee or documentation fee per schedule, or must all administrative costs be bundled into the monthly recurring lease payment?
The District will consider a one-time lease origination or documentation fee as an upfront cost. Ongoing lease-related costs should be structured as part of the monthly recurring lease payment.
4. To ensure 'Turnkey' pricing, please clarify if the District will accept separate line-item charges for fuel surcharges or freight for supply replenishments, or if all shipping costs must be F.O.B. Destination, Freight Pre-Paid.
The District's preference is for turnkey pricing, with all shipping and delivery costs included in the quoted price (F.O.B. Destination, Freight Pre-Paid). However, the District will consider proposals that include separate line-item charges for fuel surcharges or freight for supply replenishments.
5. Regarding Item 5.26 on page 8: Please clarify the District's preference for the device type in this category. Is the requirement for a Monochrome (B/W) MFP, a Color MFP, or should the vendor provide options for both?
The District requests that vendors provide options for both Monochrome (B/W) and Color MFPs in response to Item 5.26. Vendors may propose solutions for one or both device types to best meet the District's needs.
6. Under Item 5.26, is the District mandating a specific throughput speed between 55 ppm and 75 ppm, or is this a minimum requirement where higher-speed production units will be evaluated for best value? The 55–75 PPM range represents the intended performance class for this category.
Devices outside the 55–75 PPM range may be considered; however, proposals should remain aligned with the District's operational needs and avoid over-specification unless clearly justified. Vendors are encouraged to provide rationale if proposing higher-speed units for evaluation of best value.

7. Can the District provide the historical average of equipment relocations required across all campuses within a 12-month period?

During the past 12-month period, the District relocated approximately 10 machines. These moves were primarily associated with the opening of a new campus and the redistribution of equipment. Outside of this circumstance, the District has not experienced routine equipment relocations. At this time, the District does not anticipate additional relocations in the near term. The next potential need for equipment moves may occur around 2030 in connection with a proposed new high school, which is currently pending voter approval.

The District would be open to vendors providing separate pricing for equipment relocation services as part of their proposal.

8. Is the District currently utilizing a centralized print output management or 'Follow-Me' print solution (e.g., PaperCut, uniFLOW)? If so, is the intent to retain the current platform or migrate to a manufacturer-provided solution?

The District is currently utilizing PaperCut as its centralized print management ("Follow-Me") solution. At this time, the District is open to evaluating vendor-proposed solutions, including both maintaining the current platform or migrating to a manufacturer-provided alternative, as part of this RFP process.

9. Please specify any Enterprise Content Management (ECM) or Document Management Systems (e.g., Laserfiche, Google Workspace, SharePoint) currently in use that will require native scanning integration or API connectivity from the MFDs.

FISD currently utilizes Microsoft SharePoint and Google Workspace for document storage and collaboration. MFDs must support native scan-to-folder and scan-to-cloud functionality, including integration via SMB, email, and API-based connectivity where available (e.g., SharePoint Online and Google Drive).

Additionally, the District utilizes PaperCut MF for print management and requires MFD compatibility with scan workflows managed through PaperCut MF, including scan-to-email and scan-to-cloud destinations.

10. Does Fredericksburg ISD have a preferred national or regional Purchasing Cooperative (e.g., Equalis Group, Region 10, DIR) that should be utilized as the primary legal framework for this response?

Fredericksburg ISD currently utilizes several purchasing cooperatives, including the following:

- TXSMARTBUY
- BUYBOARD
- 2013 PURCHASING COOPERATIVE
- NATIONAL IPA
- TIPS
- PACE
- CHOICE PARTNERS
- ESC-REGION 19
- ALLIED STATES COOPERATIVE
- SOURCEWELL
- OMNIA PARTNERS
- EQUALIS

The District does not designate a single cooperative as the primary legal framework and will evaluate proposals in accordance with the requirements of this RFP.

11. Regarding the data provided on Page 54: Please clarify if the usage figures represent a monthly average or an annualized total. Additionally, what 12-month date range was utilized to capture this historical snapshot?

Attachment A reflects a summary of usage over the last 30 days. Please note that usage at the elementary school may be higher than typical, and overall figures may fluctuate compared to longer-term averages.

12. Regarding Item 4.50 (Co-Terminus Additions): To ensure all equipment is fully amortized by the master contract end-date, please confirm that for units added mid-term, the 'same rate structure' refers to the Purchase Price/Lease Factor of the asset, while the Monthly Payment will be adjusted (accelerated) based on the number of months remaining in the co-terminus term?

Yes, the District confirms that for units added mid-term under co-terminus additions, the same rate structure (Purchase Price/Lease Factor) will apply. Monthly payments for these units will be adjusted to ensure full amortization by the master contract end-date. The District also requires that the end-of-contract dates for all units align, so that all equipment under the master lease terminates concurrently.

13. Regarding the requirement for the "same rate structure" for future additions: In the event a proposed model is discontinued by the manufacturer during the 60-month term, does the District allow for the substitution of a successor model with equivalent or better specifications at a comparable price-point, or is the rate locked strictly to the 2026 legacy hardware?

Yes, the District allows for the substitution of a successor model with equivalent or better specifications at a comparable price-point in the event a proposed model is discontinued during the 60-month term.

14. Please provide clarification on the bonding requirements cited in Sections 7.28 and 7.29. Specifically, is a Performance Bond required for this equipment and service engagement? If required, what is the penal sum of the bond (as a percentage of the total bid), and will the District accept a Letter of Credit or a Cashier's Check in lieu of a formal surety bond?

The District does not currently require a Performance Bond or Payment Bond for this equipment and service engagement. However, the District reserves the right to request a bond or other form of security (such as a Letter of Credit or Cashier's Check) for unusually large orders or in circumstances where it is deemed necessary to protect the District's interests. No specific penal sum is required at this time.

15. When will answers to the questions be released as an addendum?

April 1, 2026

16. Can you please provide clarification on section 4.3? Do you own the document management system, or are you looking to replace it?

The District currently utilizes Microsoft SharePoint and Google Workspace for document storage and collaboration. The District is not seeking to replace these systems as part of this RFP.

17. Is Papercut your current document management system? If so, are you utilizing pin codes or badges and what version are you operating on?

The District primarily utilizes Microsoft SharePoint, as part of Microsoft 365, as its core document management system for document storage, collaboration, and access control. The District also utilizes Google Workspace for select workflows, as well as limited on-premise network file shares (SMB) for departmental and legacy storage.

PaperCut MF is currently deployed for print management and secure user authentication, as well as to facilitate scan workflows (e.g., scan-to-email and scan-to-cloud destinations). The District is operating on PaperCut MF Version 23.0.9 (Build 69402), and PIN codes are currently utilized for user authentication.

18. Can you please provide clarification on section 4.9? Is FISD billed annually for all service charges or just overages? Would FISD consider switching to a Cost Per Copy service plan based on current usage?

Under the current contract, Fredericksburg ISD is billed monthly for all service charges, with additional charges assessed only for overages. The District will consider vendor proposals for alternative service plans, including a Cost Per Copy model, based on current usage and operational needs.

19. 4.34 states that installations must be completed no later than August 5, 2025. This is supposed to be 2026, correct?

Yes, that is correct. The intended installation deadline is August 5, 2026, not 2025.

20. Will the District accept a mutually negotiated agreement between the District and the proposer if awarded? Or does the District require or prefer that proposers utilize a pre-established state or cooperative contract vehicle as part of the bid response? If a cooperative or state contract is desired, does FISD have a preferred contract they wish to be utilized?

The District does not require or prefer a specific cooperative or state contract for this RFP.

Fredericksburg ISD is willing to negotiate a mutually agreed-upon, custom contract with the awarded proposer once the award has been made.

21. (7.25) No Third-Party Beneficiary: Will Fredericksburg ISD accept a third-party leasing partner?

Yes, Fredericksburg ISD will accept a third-party leasing partner as part of the proposed solution, provided that all contractual obligations and responsibilities remain clearly defined between the District, the vendor, and the leasing partner.

22. Sections 7.28 and 7.29 reference a bond requirement for certain contracts over \$25,000. Can the District please confirm whether a performance and/or payment bond will be required for this RFP?

The District does not currently require a Performance Bond or Payment Bond for this equipment and service RFP. Sections 7.28 and 7.29 reference standard bonding requirements for certain contracts over \$25,000; however, for this engagement, no bond is required. The District reserves the right to request a bond or other form of security (such as a Letter of Credit or Cashier's Check) in the future for unusually large orders or if deemed necessary to protect the District's interests.

23. Will the District consider equivalent or comparable devices within a +5/-5 pages-per-minute (PPM) range from the specified speeds, provided all other functional requirements are met or exceeded?

Yes, the District will consider equivalent or comparable devices within a ± 5 PPM range from the specified speeds, provided that all other functional requirements are met or exceeded. This allows for flexibility while ensuring operational needs are maintained.

24. Can the District provide details on its current document management system so that any necessary integrations can be properly evaluated and supported?

The District currently utilizes Microsoft SharePoint as its primary document management system, with Microsoft 365 supporting document storage, collaboration, and access control. Additionally, Google Workspace is used for select workflows, along with limited on-premise network file shares (SMB) for departmental and legacy storage.

25. MFDs must support native scan-to-folder and scan-to-cloud functionality, including integration via SMB, email, and API-based connectivity where available (e.g., SharePoint Online and Google Drive). The District also utilizes PaperCut MF for print management and secure user authentication, including scan workflows (e.g., scan-to-email and scan-to-cloud destinations), with PIN codes used for authentication.

26. Can the District provide historical print volume data, ideally broken out by month and by device, for at least the past 12 months?

Yes, the District can provide historical print volume data for the past 12 months. Where available, this data can be broken out by month and by device to assist vendors in understanding usage patterns and estimating supply and service needs. Please note that some data may vary slightly due to reporting limitations on certain devices.

27. Section 4.7: a. How long does the District require vendors to provide a trial unit for evaluation? b. Does the District require a trial for all proposed models, or only select devices?

The District does not require vendors to provide trial units for evaluation; however, vendors may offer trial units at their discretion, including the duration of such trials.

28. Section 4.5: Can the District clarify whether the purchase price of equipment will remain fixed for the term of the lease, with the lease payment prorated based on the remaining months in the contract? If so, should vendors expect lease pricing to adjust accordingly for shortened terms?

The District is leasing equipment and does not intend to purchase it. Lease pricing is structured as recurring monthly payments, and for units added mid-term, monthly payments will be adjusted to ensure full amortization by the master contract end-date. Vendors should structure lease payments accordingly, with adjustments made for shortened or co-terminus terms.

29. Copier Specifications/Current Fleet Data: a. Will the District accept a stapling finisher with a capacity of up to 65 sheets in lieu of the specified 100-sheet stapling requirement? b. The provided equipment list appears to contain inconsistencies (e.g., multiple models listed on a single line or missing model information, such as "HP" listed without a specific model for the Superintendent's office). Can the District provide a revised and verified list of current devices? c. For example, Line 3 lists both a Ricoh IMC6010 (color device) and an MP3555SP (monochrome device) on the same line, while the usage data reflects color output. Can the District confirm the correct model for this device and review the file for accuracy?

The District will consider alternative stapling finisher options, including devices with up to a 65-sheet stapling capacity, provided they meet overall operational needs. Cost differences and overall value will be taken into consideration during evaluation.