

## ADDENDUM # 1

**Proposal has been extended to September 1, 2026.**

**Questions from proposers are below along with responses.**

**Attached is the revised equipment list with specs for each machine.**

### Questions from Proposer Request Number One

1. Is this RFP for service of the current devices or are you looking for all new equipment with service?

**New equipment is preferred**

2. Please provide the exact Canon model numbers. ***Please see attachment A for the models.***
3. Are you looking for cost-per-copy service or a base allotment with overages? **We are looking for cost per copy service**
4. Can you please be more specific on what you're looking for when it says, "Must provide tracking system for copies of electronic readings".

**Console systems such as uniflow, papercut, etc.**

### Questions from Proposer Request Number Two

#### Questions for Raul Yzaguirre Schools for Success

##### 1. Compliance Documentation

- a. For the required Certificate of Insurance, may vendors submit their standard Certificate of Insurance with the proposal and add Raul Yzaguirre Schools for Success as the certificate holder upon award, or must the District be listed as the certificate holder at the time of proposal submission? **The standards certificate of insurance is ok for the proposal and after the award, the proposer being awarded would be asked to be named as an additional named insured.**

##### 2. Term of Agreement

- a. The RFP states an initial one (1) year term with four (4) optional one-year renewals. **Tejano Center will entertain an annual contract subject to renewals and- or multiple year contracts best on best value.**

i. Will the District sign a non-cancellable lease agreement that includes a standard non-appropriation of funds clause? Tejano Center would consider a non cancellable lease with standard non appropriation of funds clause.

1. If not, is the District requesting a cancellable rental agreement instead?

2. Is the District's current agreement with its incumbent vendor structured as a lease or a rental agreement? The current agreement is a rental agreement.

### 3. Proposal Submission

a. The RFP states that vendors should submit "five (3) copies" of the proposal. Can the District please clarify the required number of proposal copies? Three copies are required.

### 4. Equipment Requirements (Attachment A)

5. a. Can the District provide the current make, model, and configuration of each device, including installed accessories (e.g., fax, staple finisher, hole punch, additional paper trays, etc.)? Please see attachment A for the models.

6. b. Can the District provide the required paper capacity or the number of paper trays required for each device? Please see attachment A for the models.

c. Do all proposed multifunction devices need to support 11" x 17" printing?

d. Attachment A appears to request pricing under a cost-per-copy structure that includes both equipment and maintenance. Can the District confirm this is the intended pricing methodology? Yes Cost per copy s the preferred structure.

e. Are the listed black-and-white and color print volumes average monthly volumes? The amounts listed are the annual volumes.

i. If so, over what time period were these averages calculated?

f. Once the current device information is provided, should vendors:

- Propose like-for-like replacements;
- Recommend right-sized equipment based on the provided volumes; or
- Provide both options for the District's consideration? **Yes**

### 5. Implementation Schedule

a. Does the District have an anticipated contract award date and preferred installation or deployment timeframe? Contract award date is September 2026 and deployment is Late November or December 2026

#### **6. Print Management Software and Card Readers**

a. During previous meetings, the District indicated that it currently utilizes Uniflow and has expressed interest in implementing card readers. Should vendors include a print management solution with card readers as part of their pricing proposal, or should these items be priced separately? Yes See Console systems such as uniflow, papercut, etc.

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| <b>Questions from Proposer Request Number 3</b> |
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1. Is Tejano CCC willing to enter into a lease agreement for the proposed equipment?

Yes we will review the various options.

2. Since leasing companies generally do not accept termination provisions that allow cancellation "for any reason," would Tejano CCC be willing to negotiate the applicable contract language?

We can negotiate depending on the terms of the contract.

3. In lieu of the current "cancellation for any reason" provision, would Tejano CCC consider accepting:

- A standard non-appropriation of funds clause; and
- A cancellation for cause provision on a per-device basis when an issue cannot be resolved?

Termination clauses may be considered depending on the term of the contract.

4. Should bidders include any proposed exceptions to the contract terms and conditions within their RFP responses?

Proposed exceptions will be evaluated to determine the best value to the organization.

5. Is the current copier services agreement financed through a lease arrangement? No it is a rental agreement.

6. Who is the incumbent copier services provider? Stuart Copier.

7. Will the awarded vendor be responsible for decommissioning, removal, and/or return of the existing equipment?

**No Current copiers will be the responsibility of the current vendor.**

8. When does the current copier services contract expire? **December 2026**

9. Section IV(B) states that bidders should submit "five (3)" copies of the proposal. Could you please clarify whether five copies or three copies are required? **Three copies are acceptable.**

10. Will Tejano CCC notify all participating bidders of the final award decision? **We will provide information on the decision.**

11. Regarding Attachment C, please confirm:

- Whether the vendor packet should be emailed to [purchasing@tejanocenter.org](mailto:purchasing@tejanocenter.org) by the proposal due date; and
- Whether the vendor packet should also be included with the hard-copy proposal submitted to 2950 Broadway Street. **Vendor packet can be emails, and state that it was emailed in the response.**

12. Regarding the Attachment A Worksheet, how would Tejano CCC like bidders to present monthly lease or equipment costs, as the worksheet currently appears to be structured for print-rate pricing?

**Proposers can use the attachment as a guide or submit separate pricing options.**

13. Could you please provide the model numbers of the current Canon devices in the fleet? **Please see attachment A.**

14. Could you please provide the minimum specifications and required accessories for the replacement devices (e.g., stapling, fax, hole punch, paper drawer configurations, finishing options, etc.)? **Please see attachment A.**