



## Addendum

DATE: March 22, 2019  
TO: Bidders  
FROM: Mike Carrithers, Purchasing Agent  
RE: **Addendum 1** – RFP 910501 Multifunction Digital Copier  
Equipment Lease and Maintenance Services

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**ITEM 1:** The following questions have been asked by Vendors.  
Responses are as follows:

**Q1:** Can we provide a couple of equipment options such as one with all Xerox technology and a second option with a mix of Xerox and Toshiba?

**A:** The District would prefer to have a machines from the same manufacturer in order to simplify processes for both our users and our IT staff. However, we would consider a mix of machine brands as long as machines of the same PPM are not mixed. You may include, for example, 35ppm Toshiba machines, 75ppm Xerox machines and 130ppm Xerox machines but you may not include a mix of 35ppm Toshiba and 35ppm Xerox machines.

**Q2:** I think there was a staff member who was trained by Xerox for service, what is happening with that role moving forward, was she a West Ada or Xerox employee??

**A:** This person is a Xerox employee.

**Q3:** Follow me print allows a user to pick up a job at an alternate printer if their first choice happened to be down or occupied, would this feature help you?

**A:** Yes, we would consider this as an option.

**Q4:** At Mary McPherson School you currently have three devices in the workroom, annex and office. The RFP looks like you want to replace with a single 130ppm machine which requires 220 power. Who will be upgrading the power?



**A:** The District is responsible for all power and data installations.

**Q5:** We are a little confused by the Price Schedule A. Could you supply us with a sample filled out so we make sure we are filling it out correctly?

**A:** A sample is attached. The information in this document is for demonstration purposes only. It is not meant to establish or change any specifications presented in this RFP.

**Q6:** With regard to #6 requirement for finishing, is that saddle stitch or 2 staples down the left side?

**A:** At a minimum we require two staples down the left side but other options would be considered.

**Q7:** On Dual Scan requirement is single pass dual scan required?

**A:** Multifunction copiers should be able to scan both sides of a document with a single pass.

**Q8:** One requirement was 130ppm, but on schedule C it lists 125ppm. Would 120ppm be acceptable?

**A:** Schedule C has been corrected to read 130 ppm. A revised copy is attached. Although 120 ppm does not meet minimum specifications, it will be considered accordingly.

**Q9:** Are students, staff and faculty required to carry identification cards? If so, what type of cards are they? HID PCProx, RFID, Mag Strip, Bar code?

**A:** Students at our five main high schools carry HID badges. Staff at the 23 buildings where access controls have been installed carry HID badges. HID badges are issued to all new employees. We are moving towards installing access controls at all buildings which will require all staff to carry HID badges.

**Q10:** Would you consider putting in language into the RFP that would allow smaller school districts to buy off this bid using the same pricing?

**A:** Yes, see Addendum 2.

**Q11:** Summary, E. Overview of Timeline – When will responses to questions be provided?



**A:** A timeline for responding to questions has not been established. The timing of responses will be driven by the volume of questions received and the point where we are at in the RFP timeline.

**Q12:** Will there be follow up questions allowed?

**A:** Yes, follow-up questions will be allowed up until the deadline for submitting questions of April 1, 2019 at the end of the business day.

**Q13:** 10. Limitation on Fees – Has the District historically relocated equipment from one address to a different address during a term? If so, approximately how often annually?

**A:** This is a rare occurrence. As a normal course of business the District does not move machines from location to location

**Q14:** 18. Removal – How many existing machines are owned?

**A:** Page 20, paragraph 18, Removal. Delete the first two sentences. The Vendor will not be required to remove any existing District owned machines at the beginning of the contract. This will be the District's responsibility.

**Q15:** 19. Product Improvements, Upgrades, and Retrofits – Is the intent to require the vendor to provide hardware upgrades that are required or recommended by the manufacturer?

**A:** Yes, in addition to providing the latest drivers and performing firmware updates.

**Q16:** The District would be responsible for the cost of elective hardware upgrades (i.e. adding more paper capacity, or upgraded finishing options), correct?

**A:** Yes, excluding of the cost of staples which should be included in the cost per copy.

**Q17:** 21. Security – "Upon termination of the Contract, the District shall retain any embedded hard drive(s) in the equipment". Does the District require all HDDs be removed from the equipment prior to equipment being removed from the site?

**A:** Yes, alternatively, we will accept certification that the drives have been securely wiped.

**Q18:** 22. Supplies Inclusive – Does the cost per copy include staples?

**A:** Yes, the cost per copy should reflect all maintenance and supply items, including staples, excluding paper.



**Q19:** 25. Contact Information – Will the District provide IP addresses prior to install?

**A:** The Vendor will work with the Information Services Department in setting up printing, scanning, and other IP related services including the setup of names and IP addresses.

**Q20:** Does the District use static IPs or DCHP?

**A:** The District will use static IP or reserved DCHP.

**Q21:** 33. Repurchase of Supplies – End of Contract – Are there supplies that the District intends to purchase that are not included in the Maintenance Agreement cost per copy?

**A:** No

**Q22:** 36. Reports – How is individual employee usage being captured currently?

**A:** Each employee at a school building has a code they log in to the machines with. This is not in place at the District Office.

**Q23:** Is there output management software being used?

**A:** No, but this is an option we would consider.

**Q24:** Should optional pricing be included on pricing schedules or included as a separate attachment?

**A:** Either is fine. There is space on the pricing schedules for optional services/equipment.

**Q25:** General question – Do all the requirements apply to all equipment segments (i.e. bypass tray on 130 ppm, booklet finishers on 35 ppm, OCR on 130 ppm)?

**A:** Yes

**Q26:** 6. Finishing – How many sheets are required for booklet finisher stapling?

**A:** 50

**Q27:** 14. Cost/Accounting Meter: Integrating with Active Directory?

**A:** The District is interested in an Active Directory integrated solution.

**Q28:** 16. Network Scanning – Is a direct connector to Xmedius required?



**A:** While a direct connection to Xmedius is preferred, it is not required

**Q29:** 25. Job Tracking – What information regarding print jobs does the District want to track?

**A:** The District would like to track who is using the machine, when it is being used and the number of copies being made by the user.

**Q30:** Are usage limits set at the device or by user?

**A:** We are defining the User as the person making copies. The user should not set their own limits. Limits should be set at an administrative level, preferably by our IT team from a central location for the entire District.

**Q31:** Exhibit A Section D; Financial Information, 2. – Will financial statements be exempt from inclusion as a public record? If attachments are labeled confidential (i.e. insurance docs, company financials) are they excluded from the public record?

**A:** To the extent that this information is not available in the public arena, the District will exempt from public records disclosure this information as long as it has been clearly identified as either Confidential or Trade Secret. Each page should be thusly marked and the documents are to be sealed in a separate envelope which must also be clearly marked accordingly. Any information not clearly identified as Confidential or Trade Secret will become part of the public record.

**Q32:** Lease Year \$ - Is this a monthly lease payment X12 (Calendar year)? Or a monthly lease payment X9 (school year)?

**A:** Please include the total lease cost for a twelve (12) month fiscal year (7-1-XX thru 6-30-XX+1)

**Q33:** On pages 54-59, where no PPM is indicated in a row, will the District be providing the PPM later?

**A:** The first three columns of the Deployment information show the building, area within the building where a copier is currently located and the number of copies made on that machine during fiscal year 2017-2018. The fourth column, Proposed PPM, represents the machines to be contracted under this RFP. As an example, Centennial High School currently has six (6) machines. It is the District's intent to remove those six (6) machines and replace them with the three (3) machines shown in the Proposed PPM column. The District will remove all existing machines.



**Q34:** Does the highlighted row indicate a special need or concern?

**A:** The highlighted rows have no meaning

**Q35:** Is the volume reported for calendar 2017 and 2018, or the school year 2017-2018?

**A:** The volumes reported are for July 1, 2017 through June 30, 2018. This is West Ada School District's fiscal year.

**Q36:** Are the average monthly volumes for the 9 month school year available?

**A:** No. We will post a spreadsheet (17-18 Usage) to our website showing actual monthly volumes for the 2017 – 2018 fiscal year. After reviewing the data you may decide if you wish to make your evaluation based on either nine (9) or twelve (12) months of usage.

**ACKNOWLEDGE RECEIPT OF THIS ADDENDUM (NO. 1) ON  
THE ACKNOWLEDGEMENT OF ADDENDUM(S) FORM AND  
INCLUDE IN THE SEALED ENVELOPE**