



Addendum # 1: RFP for Copier/Multifunction Printer Replacement

1. Please clarify the use of paper size 13 x 19.2.
 - a. 5c1. is modified to:
 - i. Paper Size: 8.5x11, 8.4x14, 11x17, ~~13x19.2~~, Card Stock, Transparencies
 - b. 5c3. Is modified to:
 - i. Paper Sizes: 8.5x11, 8.4x14, 11x17, ~~13x19.2~~, Other Sizes
2. Paragraph 4B. Are we going to be provided a snapshot on volumes per device to show where the actual Average Monthly Volume per device as they have been utilized? Our proposal value is based in part on recommending the correct device, and usage is a prime driver. Also, to calculate the best allowance we need to know what each device is printing.
 - a. See Exhibit 1 attached.
3. Paragraph 6B.2. The paragraph shows they are doing an average of 90 pages a minute. Are they just referring to the Ricoh MP9002 Device, because none of the other devices can do 90 pages a minute?
 - a. Yes.
4. Paragraph 6B.3. Can we obtain an exception to the requirement for 60 pages a minute, by providing a 55 pages a minute device?
 - a. Yes.
5. Paragraph 7B.1. They are requesting 16 hours of Minimum on Site Support. Can you please define the type of support this reflects? Is training on the new devices considered part of the 16 hours? As an alternative, will additional support and follow on training via webinar / videoconference be considered as meeting this requirement?
 - a. Onsite Support was meant to be approximately two hours per site at turn up. Given the situation, follow-on training would be a reasonable substitute.
6. Paragraph 7B.6. Why is the paragraph calling for a 98.5% Uptime versus the previously stated uptime in 7B of 98%?
 - a. The requirement should be 98%.
7. Paragraph 9D. Could you please clarify this paragraph, are we to respond now on this section or is this for general knowledge? We have not been selected at this point.
 - a. 9D is eliminated from the RFP.
8. Paragraph 9F1 states products shall be new from vendor, however, it does not require or state that products must be new and the most current model/software version. Do you require new and the latest model products?
 - a. PF2 is a sufficient clarification of the District's intent.
9. Paragraph 11D. The paragraph mentions Hard Allowances. Is the purpose of the allowance to avoid or limit overages every month? Would you consider a quarterly allowance, or monthly? In addition, our allowance is calculated based on average monthly volumes, could this please be provided.
 - a. Allowances can be quarterly or monthly. We do not have this data at this time.



10. Security does not appear to be a requirement. Would the district like proposals to include products with document and data security – using the CIS and NIST Cybersecurity Frameworks.
 - a. Yes.
11. Can we submit separate bids for different manufactures?
 - a. Yes.
12. Section 2b2 states that the district may request a hardware refresh at three years. Will pricing change to reflect the reconfiguration?
 - a. The District's preference is a fixed price contract for the duration, but please propose based on your business model.
13. I don't see the evaluation criteria or scoring?
 - a. Correct – we typically do not include evaluation criteria or scoring mechanisms in our RFPs.
14. Concerning section 4b1; is it possible to get a breakdown of volume by location?
 - a. See Exhibit 1 attached.
15. Concerning section 4a2g; do all of the locations require the fax feature? Does HARD use any other standalone fax machines at any of the locations?
 - a. All devices require fax capabilities. There is an additional fax machine in Accounting, but that is not in the scope of this project.
16. Concerning section 4a2i; which locations require hole punch?
 - a. All facilities require three-hole punch.
17. Concerning section 4a2j; which location(s) require booklet finishing?
 - a. See Table 2 in the RFP.
18. Concerning section 5c3; "Output Tray" typically refers to the location where the paper exits the machine. i.e.: finisher or other exit location. Please confirm that you are referring to an exit location OR are you referring to an input or paper drawer, requiring the equipment to print on to paper sizes up to 13" x 19.2?

Please note - In reviewing specifications for your current equipment there is not currently any of the Ricoh machines that have the ability to print or copy 13" x 19.2". Has something changed where this is now a requirement? If so, what is the application and which location(s) require printing on paper sizes as large as 13" x 19.2"

 - a. See question 1.
19. Concerning 6b; will vendors have the opportunity to evaluate the locations prior to the submission of the bid to determine space requirement and power requirement compatibility?
 - a. Assume space and power are available please. Due to COVID, the District has eliminated site visits from this procurement.
20. Concerning section 6b1, 6b1a & 6b2; Are you aware that 90 ppm color systems with most manufactures are classified as "Production" systems? They are generally equipped with Fiery Print Controllers and used for advanced to very advanced printing. Additionally, 80 ppm color systems, with most manufacturers are available in "Office Color" versions. With that said will you accept an 80-ppm system in this location?
 - a. Yes.



21. Will HARD be bringing any printing in house that is currently being outsourced?
 - a. No.
22. Will you accept more than one bid from a vendor if they are certified on multiple manufacturer lines?
 - a. Yes.



Exhibit 1

Black Usage	6/27/2019	7/29/2019	8/28/2019	9/27/2019	10/29/2019	11/27/2019	1/6/2020	1/31/2020	2/27/2020
Hayward Plunge Meter Reading	173,523	175,853	176,627	176,910	177,641	177,955	178,265	179,364	179,597
BLK only	4,270	2,330	774	283	731	314	310	1,099	233
General Manager Meter Reading	209,388	210,852	213,146	214,614	216,038	217,420	218,270	219,166	219,868
BLK only	1,285	1,464	2,294	1,468	1,424	1,382	850	896	702
Park Office Meter Reading	276,513	280,439	286,502	290,816	294,875	297,579	301,392	305,838	309,760
BLK only	3,283	3,926	6,063	4,314	4,059	2,704	3,813	4,446	3,922
Rec Dept Meter Reading	1,497,892	1,510,722	1,523,670	1,541,640	1,549,825	1,558,794	1,571,771	1,582,711	1,595,213
BLK only	30,603	12,830	12,948	17,970	8,185	8,969	12,977	10,940	12,502
Kenneth C Aiken Meter Reading	208,907	212,509	215,210	218,141	220,534	223,368	226,116	228,056	230,192
BLK only	2,924	3,602	2,701	2,931	2,393	2,834	2,748	1,940	2,136
Hayward Senior Meter Reading	185,459	189,398	191,392	193,420	195,127	196,721	198,431	200,806	202,425
BLK only	3,349	3,939	1,994	2,028	1,707	1,594	1,710	2,375	1,619
Doug Morris Theater Meter Reading	105,605	107,374	108,134	109,129	109,939	110,601	111,306	111,872	112,359
BLK only	1,148	1,769	760	995	810	662	705	566	487
Sorensdale Meter Reading	203,413	206,837	211,446	214,109	219,402	222,601	224,703	229,985	233,100
BLK only	3,686	3,424	4,609	2,663	5,293	3,199	2,102	5,282	3,115
Admin Services Meter Reading	636,246	647,464	660,020	670,274	679,059	687,809	695,512	706,240	715,121
Color+Black	16,289	11,218	12,556	10,254	8,785	8,750	7,703	10,728	8,881