



**Poquoson City Public Schools
Request for Proposal**

**SBO-20-S003
Copiers – Lease and Maintenance Agreement**

ADDENDUM NUMBER 1

June 12, 2020

This addendum provides answers to offeror's questions. If you have any questions about this Addendum, please contact Tara Woodruff via email at tara.woodruff@poquoson.k12.va.us.

QUESTIONS:

Question 1: Will all equipment reside in the same locations as the current equipment?

Response: All equipment will be in the same locations as current except for the following: Poquoson Middle School (PMS) will have two copiers in portable classrooms and one in the Poquoson Elementary School (PES) building in a classroom pod area.

Question 2: The RFP mentioned that the middle school will be under renovation. When does the project begin and when do you anticipate completion?

Response: During the summer of 2020, staff and students will be relocated from the middle school into portable classrooms, Poquoson Elementary School and/or Poquoson High School (PHS). Based on our current schedule, the middle school is expected to reopen in January 2023.

Question 3: The RFP states that equipment will have magazine/saddle stitch features, do we need to provide this on all 18 systems or just particular models? If not, can we provide "like for like" accessories with ability to meet all needs feature wise?

Response: The magazine/saddle stitch feature would be nice to have on the color models. Please provide pricing both with and without this feature.

Question 4: Fax capability is not mentioned. Do you need fax capabilities?

Response: Fax capability would be required on all main office units. That would mean fax would be on all color units, except at Poquoson Primary School. We intend to place a smaller machine in the main office and would need fax capability there.

Question 5: Please provide clarification for the statement “maintain insurance and liability” on all equipment.

Response: Vendor must provide all maintenance needed to the machines. PCPS will add the copy machines to our existing insurance policy for coverage for equipment located in our building. However, any additional coverage needed must be procured by the vendor.

Question 6: Do you currently have PaperCut? If so, when does the current license expire.

Response: PCPS does currently have PaperCut. The support license is currently expired, but would like the license to align with the lease of the copiers.

Question 7: If the PaperCut contract does not expire along with the copier contract, will PCPS be willing to transfer your current PaperCut contract to a different software?

Response: PCPS has evaluated other print management software, but found no compelling reason to move away from PaperCut. PaperCut provides us with complete print/copying management across all of our printers.

Question 8: Will you only be using PIN codes as the method of releasing print jobs?

Response: PCPS currently uses PaperCut, which provides the login to the copiers for device use and print job release through PIN codes, badge swipes and/or username/password. We want to continue all of these options.

Question 9: How are you handling removal of your old equipment? Is your existing company picking it up?

Response: The current company will be removing the existing equipment.

Question 10: Due to the public health crisis in America, we are unable to obtain wet “original” signatures for this RFP at this time. Many of our staff are currently working remotely; therefore, only an electronic signature can be obtained. Please advise if this revision will be considered. We can provide an “original” signature at a later time.

Response: We understand this is a difficult time. Please make every effort to provide original signatures, but if not possible at this time we will accept electronic signatures. Prior to issuing an agreement, we will require originals signatures.

Question 11: Will you allow toner and ink and not limit to toner only?

Response: We would prefer to remain using toner only, but if that is recommended as use with equipment will need more specific product reference information to better evaluate.

Question 12: Will PCPS procure property and liability insurance for the vendor’s leased equipment and provide a certificate of insurance prior to the lease commencement date or is the vendor required to insure the equipment?

Response: PCPS will add the copy machines to our existing insurance policy for coverage for equipment located in our building. However, any additional coverage needed must be procured by the vendor.

Question 13: Will the final contract be the RFP, a Purchase Order, Award Letter or another document?

Response: PCPS will issue a Notice of Award for the selected vendor, as well as a Purchase Order. If there are any lease agreement documents required by the selected vendor, these would be completed.

Question 14: Will PaperCut be syncing with Active Directory?

Response: Yes, this does sync with Active Directory.

Question 15: Do you have ID Numbers in Active Directory that can be used or do you need us to create them?

Response: ID numbers are already created and in use for printing/copying.

Question 16: Will PaperCut support employee printing only or also students?

Response: PaperCut supports both employee and student printing.

Question 17: What operating system are employees/students using?

Response: Windows, desktops and chromebooks.

Question 18: Do they have any scanning workflows already set up which need to integrate with PaperCut.

Response: No scanning workflows are set up.

Question 19: What are your reasons for selecting PaperCut over all the Managed Print Solutions available today?

Response: PCPS is a current PaperCut user.

Question 20: What version of PaperCut MF are you running and would you provide details of your license agreement?

Response: PCPS is currently running PaperCut MF version 19.0.7 build 50110 and licensed for 3,000 users and 20 copier devices.

Question 21: Will each unit require the hole punch and staple finishers? Would you prefer a list of optional finishers with pricing to pick from for each unit?

Response: Hole punch and staple finishers are required on all machines. A list of optional finishers with pricing would be helpful.

Question 22: Do you currently have PaperCut MF Server?

Response: PaperCut is actively deployed.

Question 23: Are the color prints/copies full or spot color?

Response: Full color.

Question 24: Is 11x17 required for all units?

Response: 11 x 17 is required on all large units.

Question 25: Would you like to use ID cards as an additional authentication method?

Response: We currently use and would like to continue with ID cards, PIN codes and Active Directory username/password to accessing the MFDs.

Question 26: What operating system will the PaperCut application be installed on?

Response: PaperCut is actively deployed on Windows Server 2016.

Question 27: Would you like to be able to print from your mobile devices?

Response: Mobile printing is available through PaperCut mobile print.

Question 28: Do you currently use Google Cloud Print in your environment?

Response: We have very limited use of cloud print since PaperCut mobile printing was deployed.

Question 29: Will PaperCut be using the include Apache Derby Database?

Response: PaperCut is actively deployed.

Question 30: Would you like to use the web printing module?

Response: No, not at this time.

Question 31: Would you like to use any enforcement printing policies?

Response: Yes, we currently use print policies for color printing/copying.

Question 32: Would you like to include scanning?

Response: Scanning is set up and configured through the PaperCut application to allow users the ability to scan to their email.

Question 33: Will the PaperCut application be installed on a dedicated server?

Response: PaperCut is actively deployed.

Question 34: Please specify the Operating System (non-Mac) for client workstations.

Response: Client workstations will be Windows 10 desktops and chromebooks.

Question 35: Do you currently have Macs in your environment that will be printing through PaperCut?

Response: End users may have personal Macs print through PaperCut via mobile print.

Question 36: How are users authenticating when logging into the workstations?

Response: Windows domain.

Question 37: Will users be charged for their transactions? Or have set quotas?

Response: No quotas or charges are in effect.

Question 38: What print driver type do you prefer to use?

Response: We use the recommended PCL 6 drivers from the vendor.

Question 39: Will the MFDs require PostScript for printing?

Response: No, PS drivers are in use.

Question 40: Can you provide an average monthly volume or annual usage per device?

Response: Below we have provided an average annual usage per device. This is an average usage of four years, but we do expect less copies due to more online learning opportunities.

<u>School</u>	<u>Make/Model</u>	<u>Annual Est. B&W</u>	<u>Annual Est. Color</u>
PPS	Canon 4251	421,821	
PPS	Canon C5255	125,081	75,902
PPS	Canon 4251	304,298	
PPS	Canon 4251	267,221	
PES	Canon 4251	244,640	
PES	Canon C5255	141,163	16,711
PES	Canon 6265	488,436	
PES	Canon 6265	726,251	
PES	Canon C5255	45,789	11,934
PMS	Canon C5255	82,559	17,226
PMS	Canon 6265	688,331	
PMS	Canon 6265	445,302	
PHS	Canon C5255	133,947	45,383
PHS	Canon C5255	71,505	26,526
PHS	Canon 6265	817,230	
PHS	Canon 4251	113,050	
PHS	Canon 6265	564,509	
PHS	Canon 6265	543,514	

This Addendum 1 is incorporated into the RFP Documents and will be made part of the resulting contract. Please acknowledge receipt of this Addendum in the space provided in the proposal form section of the Request for Proposal.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.