

Memorandum

BONITA UNIFIED SCHOOL DISTRICT
Purchasing / Warehouse

FROM: Anna G Hamilton, Director

DATE: October 14, 2015

SUBJECT: RFP – Printer Management Services - Responses

Below are responses to questions received by contractors participating in the RFP #15-16:05 Printer Management Services.

1. Can we get the complete Data Life volumes from the Configuration sheets on these devices Ex. From the current DCA?

See Attached

2. Can BUSD provide floor maps showing location of printers/MFD's for each site?

Not at this time

3. Can you provide the Electricity cost you're paying in Kwh ?

Not at this time

4. Where are you currently purchasing your toner from?

Toner is currently purchased from current printer management company.

5. Please confirm/clarify that "duplexing" is a requirement for all printers proposed. This option, if required can add substantial cost to devices.

Yes, new devices would need to be duplex capable

6. Would an on-site depot be permissible to help reduce repair time?

Yes, limited storage at district office CIS trailer. 1 – 2 shelves

7. Would it be acceptable to keep additional "hot swap" (back-up) devices within high volume areas to help reduce downtime?

Yes, limited storage at district office CIS trailer. (Not at the local school site)

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8. Will we be allowed to install our Data Collection agent on the servers for tracking purposes?

Yes after award of contract.

9. Can you provide an average b/w and color volume breakdown per listed device?

Yes

10. Can you provide a total b/w and color volume breakdown for listed devices?

See Attached.

11. It states: Vendor shall be required to replace printers that are older than 7 years old. Does this require us to provide a replacement printer at no charge for any unit that is 7 years or older. Or, does this mean you want us to provide pricing on such potential replacements? Please clarify, so we can price out our solution accordingly.

Yes, we want printers replaced after 7 years (of age) at no charge or provide pricing for the cost of replacing these printers.

Yes, it is assumed that there will be a percentage of existing printers that are currently older than 7 years. For quoting purpose assume 25% of existing fleet needs to be replaced, specific number to be determined after award but prior to contract signing.

12. It mentions supporting multiple paper sizes. That is a not a problem, but moving forward when a printer is replaced will the District notify us of their preferred paper size for that particular placement or would it be a like-for-like replacement in terms of paper sizes.

Like for like replacement in terms of paper size is acceptable.

13. I see that you are seeking alternate pricing for standalone and networked printers. In addition, do you also want us to provide pricing with the possibility of us replacing some units as part of this overall scope of work?

Response to RFP will include support for all district printers.

The district is interested in seeing costs to replace current standalone printers with network attached printers.

It is assumed that there will be a percentage of existing printers that are currently older than 7 years. For quoting purpose assume 25% of existing fleet needs to be replaced, specific number to be determined after award but prior to contract signing.

14. Will Bonita Unified accept non-OEM black toner?

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Yes, but all non OEM toner should be business quality.

15. Will Bonita Unified provide a network connection to all of the printers?

Yes at the districts discretion.

16. On Page 11, the RFP states under Financial Considerations: "Assuming the total average volumes identified in Attachment 1, please provide pricing in the format requested in Attachment 2. Please state any alternate pricing plan you would recommend and explain the benefits.

See attached.

17. Question: Will BUSD be providing the volumes for each printer listed? Please provide both black/white and color.

See attached.

18. Because vendors will be required to replace printers that are 7 years or older will the BUSD provide the age of all printers that will be under contract?

The district has provided a listing of models within its inventory. No further information will be provided.

It is assumed that there will be a percentage of existing printers that are currently older than 7 years. For quoting purpose assume 25% of existing fleet needs to be replaced, specific number to be determined after award but prior to contract signing.

19. Is it BUSD's expectation that vendors will provide replacement printers at no additional charge or is BUSD asking for vendors to maintain inventory for timely replacement when required and BUSD will pay for replacement printer?

See response to question 11

20. Are there any printers that BUSD knows will need to be replaced immediately upon award of new contract?

See response to question 11

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21. Are we to respond with actual “Replacement Strategy” for any printers that are 7 years or older? (assuming BUSD is able to provide list showing age of current printer fleet).

See response to question 11

22. Are there any printers listed on “Attachment A” that are currently “Non-Functional” or that have been problematic to BUSD? (ie: several service calls placed and device still continues to have issues but works intermittently).

It can be assumed that some printers are consistently problematic but all printers listed “should” be functional.

23. How does your current provider interact with your help desk?

Please refer to RFP (section II – B.Scope of Services) for how awarded printer should interact with help desk.

24. What are your expectations when it comes to awarded vendor interacting with your help desk?

See response to question 23

25. Can BUSD provide the last meter read for all printers listed or to be covered under new MPS Contract? (Meaning the total number of prints at the last meter date on the device).

See Attached.

26. If printer listed on “Attachment 1” has or shows no IP address, are we to assume that the printer is a “non-networked” or “stand alone” device?

Revised attachment will identify networked and non-networked (stand alone) devices.

27. BUSD states “List the environmental benefits associated with your proposal compared to our current process.” What is your current process?

This statement will be revised. Please provide the environmental benefits associated with your proposal.

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28. Are responses to be submitted in hard copy or electronically? If hard copy, how many copies must be provided (if any) with original sealed submission and are we to deliver to:
- 1 hard copy and 1 electronic copy should be provided to the district.
- a. Hard copy can be delivered to Attention: Director of Purchasing, 115 W. Allen Ave., San Dimas, CA 91773
 - b. Electronic copy should be emailed to: hamilton@bonita.k12.ca.us
29. Will BUSD provide for a 5 business day extension to current due date (New due date of Friday, October 23rd at 10:00 a.m.?)
- c. Will be extended to October 19th at 10am.
 - d. Interview to be scheduled thereafter for the week of the 19th.