

DISTRICT BOARD OF TRUSTEES  
PENSACOLA JUNIOR COLLEGE  
1000 COLLEGE BOULEVARD  
PENSACOLA, FL 32504-8998

April 15, 2010

ADDENDUM NO. 1  
TO  
REQUEST FOR PROPOSAL RFP 15 – 2009.10 DIGITAL MULTIFUNCTIONAL DEVICES

1. Do we want both walk up faxing and LAN faxing (to email, desktop, etc)?
  - a. Yes
2. Will we provide information as to where the 11x17 will be required?
  - a. Yes
3. Will we really want 1000 page and stapling minimum on all - even desktop devices?
  - a. We will add exception language for the desktop devices – see requirements section replacement
4. Concerns about B/W devices able to provide color scanning
  - a. see requirements section replacement
5. Can we provide annual print volume broken out for inkjets, color and B/W printing?
  - a. See new Exhibit 1 – we do not have inkjet data to provide or breakout of color – however, you may bring a USB drive to Liz in order to gather your own data
6. Can we provide a % that is student printing?
  - a. based on data we have, the student printing is only about 15% of total usage
7. Do we want to specify only OEM parts for our existing print fleet?
  - a. Will not require for existing fleet - only for new devices provided
8. What happens if the lease is sold after the fact to another leasing company?
  - a. The College will require pre-approval of any lease buy outs so as to ensure the new lease holder is both certified by the original equipment manufacturer to provide equipment maintenance and service and will assume all responsibilities defined in this RFP and resultant agreement.
9. Pricing as just per page cost could be more costly in the long run - we should change the pricing page to have base cost + cost per copy and have a separate line item for each category of device
  - a. See Revised Attachment F
10. Should add language to provide for cost mechanism after initial placement –
  - a. Please specify on Attachment F
11. Should use the term manufacturer's recommended monthly maximum rather than just "volume"
  - a. Monthly volume replaced with manufacturer's recommended monthly maximum
12. Need to supply points for item 6
  - a. 6.0 Scoring shall be as follows:
    - 6.1 Understanding of Project Scope (40 points)
    - 6.2 Proven ability to provide service as specified (40 points)
    - 6.3 Examples of reports, processes and other documentation (20 points)
13. Will there be a make-up day for tour?
  - a. Yes, Thursday, April 22, 9:00 meet in Library lobby. Sample badges will be provided.
14. What happens with Grant devices?
  - a. they are treated the same as other departments
15. None of current devices are being used as scanners or faxes –
  - a. that is correct - but will change with new contract
16. Currently faculty use pin and/or card? –
  - a. they can use both and RFP requires both

17. How many students?
  - a. 30,000 "unduplicated headcount" / 9,000 FTE
18. 3.1: Does the RFP include the replacement of aging printers or is that section only for multifunctional devices?
  - a. Yes, see the paragraphs below 3.1 and the background paragraph. We will work with the vendor to determine which devices ultimately will be replaced by multifunction units.
19. 4.2, Bullet 1: How do you currently provide printing access to students and staff i.e....print servers or desktop print drivers?
  - a. Both
20. 4.2, Bullet 2: How long will print jobs need to remain available (after secure release) before being automatically removed?
  - a. This should be managed by the cost control/accounting software.
21. 4.2, Bullet 4: Is the Equitrac system you are currently using owned? Which system is it? Is it upgradeable?
  - a. We do own an Equitrac system; however, it is not relative to this proposal. We wish for each vendor to propose a complete solution regardless of what we currently use.
22. 4.2, Bullet 4: What is the back-end database for the Equitrac system? Is this system tied to active directory?
  - a. Our Equitrac system uses Microsoft SQL – it is tied to AD, however, see answer to # 4, not relative for this RFP.
23. 4.2, Bullet 6: Please describe the types of alerts and notifications you are looking for
  - a. include but not limited to: device malfunctions, preventive maintenance schedules, low resource information... all with the ability to notify vendor/support technician and internal helpdesk staff
24. 4.2, Bullet 6: Will you have someone monitoring the email alert system?
  - a. We expect the vendor to provide this service, and we will not be expected to closely monitor alerts.
25. Do you require onsite labor (beyond servicing of equipment)?
  - a. The proposal states that vendor will be expected to provide installation, training and service of all devices implemented and covered under the contract.
26. Would PJC be able to upgrade any Mac computers to at least 10.4 or above?
  - a. No, we have older MACS that will not run 10.4
27. Would PJC want Ricoh to supply the servers required to power the cost accounting and fleet management tools?
  - a. No, the college will provide hardware and operating system licenses, but will expect all other software costs to be included. \*\* See note
28. How many self service kiosks would be needed throughout PJC's campuses to facilitate refilling student balances?
  - a. No less than 1 per academic computing center, 1 per library, and 1 per student center facility for a total of 9 – however, more may be added to provide additional convenience.
29. What is PJC's current method of pushing applications to the desktop?
  - a. We are currently in the process of changing our method of pushing applications; however something will be available at the time of implementation.
30. Is color scanning required on all copiers in all locations?
  - a. No, color desktop devices and mid volume color only - see requirements section replacement
31. Is the college aware that this rules out all Black and White Copiers not manufactured by Canon and Ricoh?
  - a. Addressed in question 30
32. Is 11x17 paper capability required on all desktop copiers?
  - a. no, desktop devices will not use 11x17
33. Is 1,000 sheet capacity required on all desktop copiers?
  - a. No, see change in device requirements
34. Is stapling finishing required on all desktop copiers?
  - a. No, see change in device requirements

35. Are all desktop devices required to have LDAP/ Scan to Email?
  - a. Yes, all scanning devices should be able to interface with LDAP
36. Can you specify how many seats there will be sending print jobs to be released (# of computers)?
  - a. Already established in the background section – approximately 3000 computers
37. Are all users going to have striped cards and how many?
  - a. Not necessarily, The college prefers a solution that will provide both mag stripe reading and optional keyed input of identification number in order to accommodate all users
38. Do you need any equipment with wireless connectivity?
  - a. At this time, the college does offer printing to our wireless community.
39. What type of accounting do you want for printing from the network? You spoke of the magnetic card but what about tracking the printing via network printing?
  - a. See new paragraph for section 4.2
40. What type of accounting do you want for printing from the network? You spoke of the magnetic card but what about tracking the printing via network printing?
  - a. The cost control system is defined as a system that will provide cost accounting for all paper output. This includes walk up copying, network printing and optionally scan/fax. See addition to paragraph 4.2 for more detail
41. Would you be interested in looking at a separate “vend” card if it could provide additional value to the college and students (i.e., usable at cafeteria, nearby restaurants/stores, bookstore, etc.)?
  - a. No, we prefer to use our existing Student ID card as the means of providing services.
42. How many different users and workstations does PJC anticipate integrating with the new cost accounting system?
  - a. There are approximately 3000 workstations serving both students and faculty/staff. There are approximately 1500 faculty/staff users and upwards of 30,000 student users that must be provided for.

Replace Entire Requirements Section with the newly revise requirements:

#### 4.1 Device Minimum Requirements

At least five classifications of multi-function devices are needed:

High Volume B/W – at least 75 ppm, manufacturer's recommended monthly maximum no less than 300,000 pages

- Must be capable of walk up copying and network printing
- Must have at least 2 input drawers capable of no less than 1000 pages total
- Must provide finishing services to include collate, staple, sort, duplex, enlarge and reduce

Mid Volume B/W – at least 50 ppm, manufacturer's recommended monthly maximum no less than 100,000 pages

- Must be capable of walk up copying and network printing, B/W scan, fax
- Must have at least 2 input drawers capable of no less than 1000 pages total
- Must provide finishing services to include collate, staple, sort, duplex, enlarge and reduce

Mid Volume Color – at least 40 color ppm

- Must be capable of walk up copying and network printing COLOR scan, fax
- Must have at least 2 input drawers capable of no less than 1000 pages total
- Must provide finishing services to include collate, staple, sort, duplex, enlarge and reduce

Desktop B/W – at least 20 ppm, [manufacturer's recommended monthly maximum no](#) less than 10,000 pages

- Must be capable of walk up copying, network printing, B/W scan and fax
- Must allow multiple input drawers (one for letter, one for legal) with capacity of no less than 250 each drawer

Desktop Color – at least 20 ppm, [manufacturer's recommended monthly maximum no](#) less than 10,000 pages

- Must be capable of walk up copying, network printing, COLOR scan and fax
- Must allow multiple input drawers (one for letter, one for legal) with capacity of no less than 250 each drawer

- All devices must have automatic document feeder.
- All devices must accommodate 8 ½ x 11, 8 ½ x 14

A limited number of mid volume devices will require 11 x 17 paper handling.

- All devices must be capable of interfacing with Active Directory and/or Lightweight Directory Access Protocol (LDAP).
- All devices must provide http access for remote administration by college staff.
- All devices must meet or exceed current Energy Star specifications for energy efficiency including power save modes when not in use.
- All devices must provide print drivers for all Macintosh operating systems version 10.1 and above and all Windows 32bit and 64bit operating systems XP and above
- All transactions resulting from this agreement will be for new equipment only. Machines showing 100+ copies on the counter will be considered used or demo and will not be accepted. Rebuilt, reconditioned, shopworn, or prototype equipment is not acceptable.
- All transactions will be with successful responder. **Third party leases are not acceptable.**

[Add paragraph to the end of section 3.2](#)

[All staff and students will authenticate against a single Active Directory domain. The college utilizes Microsoft SQL servers version 2005 and above for backend database connections. Our Student Record System is proprietary, and although we use Angel as our distance learning solution, neither should not be considered a source for any data relating to printing or the devices on the network.](#)

[Add paragraph to the bottom of section 3.2 – Background](#)

[The college expects a very limited number of high volume devices but wishes to have the option in case of future need. We expect that most devices in use will be mid-volume and desktop devices.](#)

[Add paragraph before bullets in section 4.2 – Cost Control/Print Management Minimum Requirements](#)

[The cost control system is defined as a system that will provide cost accounting for all paper output. This includes walk up copying, network printing and optionally scan/fax. The system should have a built-in means of managing the accounting aspect via a database system. The database must be compatible with Microsoft SQL 2005 or above. The system also must have the capability of interfacing with AD/LDAP for user synchronization but no expectation of interfacing with any other system. The college will provide our own means for reconciling the accounting system to our own Student Records System.](#)

[1.11 – Delete reference to Rule 13A-1006\(3\). Protest rules will follow Chapter 120.57\(3\)\(b\), F.S.](#)

[1.19 – Last sentence change Florida Statute 120.53\(5\) to 120.57\(3\)\(b\).](#)

[1.21 – Section 119.07\(3\) \(o\) should read just Section 119.07\(3\). There is no “o”](#)

[1.23 – Add official bank check to the list of acceptable payments for protest bond.](#)

[1.24 – Last sentence change Rule 6A-14.0734 \(2\)\(d\) to 6A-14.0734\(2\)\(c\).](#)

3.1 – page 9, 1<sup>st</sup> paragraph, Add: Renewals shall be contingent upon satisfactory performance evaluations by the college and subject to the availability of funds.

5.6 – See pricing page – Change Attachment F to Attachment G

5.0 Evaluation Process and Criteria, Page 12, Add to first paragraph: The scoring of the short-listers' presentations will be added to the written proposal scoring to obtain a final ranking for award.

5.5 and 5.6 Add: The college reserves the right to award or not award the section regarding the Management of the Remaining Print Fleet. It will be evaluated on the points provided. It is preferred that we award to one vendor on both parts, but not necessary.

5.6 Pricing Page has changed to Attachment G

Page 14, Change Tab #5 Pricing to reference Section 5.4 not 5.5

Page 15, Tab 6b Attach newly revise Attachment G here.

All other requirements remain the same.

*Angie C. Jones*  
Angie C. Jones  
Director of Purchasing  
and Auxiliary Services

Please acknowledge and return this addendum with your proposal. If you have already submitted a proposal, please return this addendum, with signed acknowledgment, by the proposal opening deadline, **May 4, 2010** at 10:00 a.m. CST. Addendum cannot be faxed or emailed.

ADDENDUM ACKNOWLEDGED BY: \_\_\_\_\_

FIRM/ENTITY \_\_\_\_\_

SIGNATURE OF REPRESENTATIVE: \_\_\_\_\_

**Price Sheet**

Price per page must include entire solution to include devices, cost control system, maintenance and all operating supplies (exclusive of paper) on a cost per copy basis.

**PRICING - PROPOSED MULTIFUNCTION DEVICES - No minimum page counts**

	Base Cost	+ Per page cost
<b><u>Initial Period: Years 1-3</u></b>		
1. Black and White pages	_____	_____
2. Color pages	_____	_____
<b><u>Renewal option: Year 4</u></b>		
1. Black and White pages	_____	_____
2. Color pages	_____	_____
<b><u>Renewal option: Year 5</u></b>		
1. Black and White pages	_____	_____
2. Color pages	_____	_____

Explain how you will calculate base cost for devices added after the initial placement?

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Revised 4/15/10

**PRICING – MANAGEMENT OF REMAINING FLEET- No minimum page counts**

**Initial Period: Years 1-3 No minimum**

- 1. Cost per page for Black and White pages \_\_\_\_\_
- 2. Cost per page for Color pages \_\_\_\_\_

**Renewal option: year 4**

- 1. Cost per page for Black and White pages \_\_\_\_\_
- 2. Cost per page for Color pages \_\_\_\_\_

**Renewal option: year 5**

- 1. Cost per page for Black and White pages \_\_\_\_\_
- 2. Cost per page for Color pages \_\_\_\_\_

Revised 4/15/10