

ADDENDUM NO. 1

for

Foley Public Schools

Printer-Copier and Printer-Copier Maintenance RFP

published 7/1/2022

July 11, 2022

This Addendum is to be included as part of the original RFP documents. The proposer is bound but not limited to all requirements stated herein.

TO: ALL PROPOSERS OF RECORD

ADDENDUM NO. 1

This Addendum shall hereby be and become part of the Contract Documents the same as if originally bound thereto.

The following clarifications, amendments, additions, revisions, changes and modifications change the original Contract Documents only in the amount and to the extent hereinafter specified in this Addendum.

Each Proposer shall acknowledge receipt of this Addendum in its proposal response.

NOTE: Proposers are responsible for becoming familiar with every item of this Addendum.

A. DOCUMENT MODIFICATIONS AND CLARIFICATIONS:

1. **CHANGE:** Page 3, Important Dates, the schedule has been updated. Note the due date is now **July 14th at 2:00 PM Local Time**

IMPORTANT DATES:

RFP-Publication	→	July 1 st , 2022
Online-Pre-proposal-meeting	→	July 6 th , 2022, 10:00-AM-Local-Time
Last-Day-for-Questions:	→	July 8 th , 2022, 5:00-PM-Local-Time
Last-Addendum-Issued:	→	July 11 th , 2022, 3:00-PM-Local-Time
Proposal-Due-Date:	→	July 14th, 2022, 2:00-PM-Local-Time
Proposal-Award:	→	July 18 th , 2022
Systems-installation	→	week-of-August-15 th , 2022
Systems-Training	→	August-30 th , 31 st , 2022
Project-Completion:	→	September-9 th , 2022

2. **CHANGE:** Paragraph 4.08, Removal of Existing Systems has changed:

4.08 → Removal of Existing Systems

A. → *The Contractor shall be responsible for the collection, removal, and proper disposal of the existing printers and printer copiers that are listed in the appendix.*

3. **CLARIFICATION:** 12.01 Proposal Cost Summary C. and D. Maintenance – Option A includes installation of toner/ink by the Contractor. Maintenance – Option B, Foley Public Schools will install the toner/ink.

C. → Maintenance—Option A: Full maintenance and support as described in section 4.17 for all devices (Base Proposal). **This option includes installation of toner/ink by Contractor.**

1. → 5-year monthly cost: \$ _____

D. → Maintenance—Option B: Full maintenance and support as described in section 4.17 for all devices except for installation of toner/ink. Toner/ink will be delivered next day and **Foley Public Schools will install toner/ink cartridges.** (Base Proposal)

4. **CHANGE:** The tables in the appendix with the existing printers and printer-copiers has been updated. All usage stats have been updated and the “notes/additional features” column has been updated.

Usage statistics provided for each device show average monthly usage over the past year.

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Shaded printers are considered high-volume devices.

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High School Existing Printers, Printer-copiers

Manufacturer	Model	B/W	Color	Card/FOB/keycode	Notes/Additional Features
Ricoh	SP-4520DN	72			
Ricoh	SP-4520DN	609			
Ricoh	SP-4520DN	368			
Ricoh	SP-4520DN	554			
Ricoh	MP-2554SP	8967		Yes	High capacity paper tray(s)
Ricoh	MP-301SPF	1344			Fax line
Ricoh (Copy Center)	Pro-8100se +Duplo-DF-755 Folder	299752(a)		Yes	High capacity paper tray(s), ability to handle heavier card stock paper, supports 11x17 paper, hole punch
Ricoh	MP-4054SP	37502		Yes	Stapling, hole punch, high capacity paper tray(s)
Ricoh	MP-301SPF	1894			
Ricoh	MP-C406SPF	861	1498		Fax line
Ricoh	SP-C440DN	2044	1928		

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(a) Pro-8100se includes usage numbers from the Ricoh DD-3334. The Ricoh DD-3334 shall be removed from the high school and not replaced. The replacement of the Pro-8100se will take on the additional usage from the Ricoh DD-3334

District Office Existing Printers, Printer Copiers

Manufacturer	Model	B/W	Color	Card/FOB/keycode	Notes/Additional Features
Ricoh	MP-C4504	8275	3659	Yes	Stapling, hole punch, high capacity paper tray(s)

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Intermediate School Existing Printers, Printer Copiers

Manufacturer	Model	B/W	Color	Card/FOB/keycode	Notes/Additional Features
Ricoh	SP-4520DN	18			
Ricoh	SP-4520DN	76			
Ricoh	SP-4520DN	106			
Ricoh	MP-4054SP	8382		Yes	Stapling, hole punch, high capacity paper tray(s)
Ricoh	SP-4520DN	2165			
Ricoh	SP-4520DN	840			
Ricoh	MP-2554SP	12167		Yes	High capacity paper tray(s)
Ricoh	SP-C440DN	1070	3278		
Ricoh	SP-4520DN	1465			
Ricoh	MP-C406SPF	1362	851		

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Elementary School Existing Printers, Printer-copiers¶

Manufacturer¶	Model¶	B/W¶	Color¶	Card/FOB/keycode¶	Notes/Additional Features¶
Ricoh¶	SP-4520DN¶	738¶	¶	¶	¶
Ricoh¶	SP-4520DN¶	1477¶	¶	¶	¶
Ricoh¶	SP-C440DN¶	1522¶	477¶	¶	¶
Ricoh¶	MP-4054SP¶	18676¶	0¶	Yes¶	Stapling, hole-punch, high-capacity paper-tray(s) ¶
Ricoh¶	MP-301SPF¶	1402¶	¶	¶	¶
Ricoh¶	SP-4520DN¶	2219¶	¶	¶	¶
Ricoh¶	SP-C440DN¶	1947¶	7439¶	¶	¶
Ricoh¶	SP-4520DN¶	892¶	¶	¶	¶
Ricoh¶	MP-C406SPF¶	1829¶	887¶	¶	Fax-line¶

Bus Garage Existing Printers, Printer-copiers¶

Manufacturer¶	Model¶	B/W¶	Color¶	Card/FOB/keycode¶	Notes/Additional Features¶
Ricoh¶	MP-301SPF¶	501¶	¶	¶	¶

ALC¶

The ALC does not have a current printer-copier under the current maintenance agreement but a new one should be provided as part of this RFP with the equivalent feature-functionality as the device shown in the table below.¶

Manufacturer¶	Model¶	B/W¶	Color¶	Card/FOB/keycode¶	Notes/Additional Features¶
Ricoh¶	MP-4054¶	¶	¶	Yes¶	Stapling, hole-punch, high-capacity paper-tray(s) ¶

B. QUESTIONS AND ANSWERS:

1. Does the printer/printer-copier management system only have to manage the high volume machines? **Answer: No, the printer/printer-copier management system shall manage all devices provided as part of this RFP.**
2. Can the Ricoh DX 3334 be eliminated? **Answer: Yes, the functionality and usage of the DX 3334 shall be added onto the replacement of the Pro 8100se**
3. For B/W devices is it okay to supply a device that does both B/W and color and just turn off the color function? **Answer: Yes**
4. Does the Pro 8100se in the copy center use an automated workflow? **Answer: No, entries are manual and somebody prioritizes the jobs. There is no automated workflow on the Pro 8100se.**
5. Are devices and services required to be on MN state contract. **Answer: No, this is not a requirement.**

END OF ADDENDUM NO. 1