



Peralta Community College District

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Purchasing Department

March 6, 2015

RFP 14-15/29 District Wide Multifunction Copiers Lease

ADDENDUM No. 2

This addendum supersedes items of the original contract documents wherein it is inconsistent with it. All other conditions remain unchanged. The following changes, modifications, corrections, additions or clarifications shall apply to the contract documents and shall be made a part of and subject to all of the requirements thereof as if originally specified or shown. It is the responsibility of the bidder to review the list of attachments to ensure that the addendum is full and complete. This Addendum modifies the original Bid Documents for the above Bid. **Acknowledge receipt of this addendum in the space provided on the BID FORM. Failure to do so may subject Bidder to disqualification.**

1. Page 7 of 10: How are prospective bidders to determine an unlimited copy dollar amount if there is no information on the District's fleet composition asset by asset as well as their respective volume totals?

Answer: Please provide your response as referenced on the RFP, Fee Proposal Form.

2. Page 7 of 10: How many assets is the total sum to reflect?

Answer: The total sum should reflect the six different Copier types described on the Fee Proposal Form.

3. Does the response limitation of 16 pages include the forms provided that need to be included in the response?

Answer: No. The number of pages is stated on Page 3 of 10: III. Submission Requirements and has in parenthesis the exclusion of the required forms.

4. Page 8 of 10: The multi-function copier configurations on this page are different than the equipment we viewed on the site visits and are also different from the configurations listed on page 28. Do you want devices that meet the minimums of page 8, page 28 or do you want devices that meet what was seen at the Peralta and Merritt sites?

Answer: Please respond only to the RFP requirements. Do not submit your pricing based on Merritt College Copiers'.

5. Page 8 of 10: Does the "Cost per Copy" refer to the service and supply charge?

Answer: No. The Cost per Copy does not refer to the service and supply charge.

6. Page 8 of 10: What specifically does the "unlimited copies" listed in the parentheses area under the Monthly Lease Cost column mean?

Answer: Unlimited Copies means the number of copies which exceed the Estimated Page Column on the Fee Proposal Form.

7. Page 8 of 10: (Fee Proposal Form): **REGARDING residual value following 48 month** Do you want a FMV (Fair Market Value) lease or \$ 1.00 buyout lease

Answer: We are requesting a Fair Market Value.

8. On page 1 of 10, Project Overview it states "The Peralta Community College District is soliciting formal bids for the leasing and maintenance of **several** multifunction (copy, print, scan, fax)
What quantity of each level device is needed?

Answer: We are unable to give a number at this time. The quantity will be based on a need basis system throughout the four years.

9. Is PCCD looking for production equipment for the Merritt College Print Center in this RFP solicitation? If yes, what are those specs/ requirements? If not, will that be in a separate RFP?

Answer: The District is looking for production equipment for All the four campuses and the District Office. There will be no other separate RFP.

10. Page 8 of 10: Estimated page/month for a "High Speed Copier" is listed as 30,000 (annual volume would be 360,000). The Estimated Annual Clicks under High Speed Copier states 1,400,000 pages, which is 116,666 pages/month. Please clarify what level device, office or production; you are looking for with the listed specifications.

Answer: The level of device we are looking for on the six different types of copiers is stated and explained on the Product Specification Table on Attachment 10.

11. Paper tray/Large Capacity: Please clarify the minimum paper, sheets, capacity that is acceptable

Answer: For large capacity, 6-8 paper trays producing a minimum of 2000 sheets on each tray in B & W.

12. Staple Unit, Yes/150/sheet: Please clarify acceptable number of sheets to staple with the Staple Finisher. Or if an offline large capacity staple unit is needed.

Answer: Staple unit needed with an estimate of 100 pages on a large capacity copier.

13. Heavy and glossy stock: Please clarify what paper weights will be used and if the "glossy" is one sided or two sided?

Answer: The paper should range between 20 – 28 pounds and glossy on both sides.

14. On Page 7 of 10: Lump Sum Price it asks for unlimited copies to be a part of the Lump Sum. How do we factor in this amount when on page 8 of 10 it asks for a CPC and 48 Month FMV Lease price?

Answer: See the District's response to question number 15.

15. Should we use the monthly estimated volumes multiplied by the cost per copy and add this with the 48 Month FMV Price to calculate the Lump Sum?

Answer: Yes

16. Since we carry a few different product lines (Ricoh, Canon, Océ and Samsung) how can we provide all the required information with the page limit on the proposal submission?

Answer: Submit a fee proposal form for each of the different product lines you carry.

17. Can you please clarify that you only want to see the lump sum as it pertains to the equipment listed on page 8 of 10 and we are not to propose replacements based on the equipment visited during the site visits?

Answer: Please respond only to the RFP requirements.

18. Page 8 of 10 B & W Copier (Low Volume):

Answer: Please see Fee Proposal Form for details.

19. **H. Taxes:** The vendor will be responsible for all Federal, State and Local taxes. Could you please explain what the exactly the vendor is responsible for in regard to these taxes.

Answer: The vendor is responsible to include ALL taxes that may be applicable on the Supplies, maintenance or service costs.

20. **Page 8 of 10:** Bid Elements / Fee Proposal Form"
Could you please send us an electronic format for us to fill out?

Answer: See attachment for the electronic Form.

21. Monthly Lease Cost (Includes all cost, lease payment, taxes, maintenance, service, unlimited copies, toner, staples, etc.)

Please confirm that we are only listing the lease payment with the applicable taxes in this section?

Answer: Yes. Just include the lease payments with the applicable taxes.

22. Do we just bid the Total Proposal Price with the lease payments only with taxes and no service copies, no maintenance and no unlimited copies?

Answer: The Total Proposal Price should include everything (service, maintenance and unlimited copies).

End of Addendum Two