



## **ADDENDUM #1**

**To:** All Companies Interested in Submitting a Proposal  
**From:** Rebecca Johnson, CPPB, Purchasing Agent  
**RFP:** Multifunctional Devices & Related Services (RFP #PUR0417-211); Dated: May 22, 2017  
**Subject:** Addendum #1 (3 pages + Attachments D, E, F, and G)  
**Date:** June 7, 2017

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This memo is sent for clarification to all companies who attended the pre-proposal meeting and will be posted on the City's website.

**The deadline for questions for this RFP has been extended from Tuesday, June 6, 2017 at 3:00 p.m. to Thursday, June 8, 2017 at 3:00 p.m.**

The following companies were represented at the mandatory pre-proposal meeting held on Wednesday, May 31, 2017. **Proposals will only be accepted from these firms (in alphabetical order):**

Access Systems  
Advance Business Systems  
Advanced Systems  
Canon  
Cedar Rapids Photo Copy Inc.  
Copy Systems Inc.  
Koch Brothers  
Konica Minolta Business Solutions  
Marco  
RK Dixon  
Xerox

### **Clarifications from pre-proposal meeting held on Wednesday, May 31, 2017:**

- A sample of the City's contract is provided with this Addendum as Attachment F to the RFP.
- Attachments D and E to the RFP are provided in Excel format with this Addendum. The corrections indicated on page 2 of this Addendum have been updated on the Excel version provided.
- The City does not have a frequent need to return or change equipment, but it will happen and the awarded Vendor shall accommodate as needed.
- If appropriate and acceptable, the City will allow the Vendor to exchange machines between departments rather than return them for replacement.
- City usage of machines for 11x17 copies is minimal but required in some departments.
- For SMB scanning any version is acceptable
- The City's volume has leveled off in recent years and is expected to remain steady.

- City employees are currently using the following operating systems (number of users in parentheses): Windows 10 (328), Windows 7 (1361), Windows 8 (2), Windows 8.1 (42), and Windows XP (13)
- With very few exceptions, MFDs are connected to the City's server.
- As the City transitions users to Windows 10, City IT staff will be responsible for updating drivers.
- Remote meter readings are required. Data is currently pulled using PrintTracker.
- Tracking of copying and printing for billing and reporting purposes will be required by device, not by individual employee.
- Invoicing by use of an account code set up as indicated in 4.10 of the RFP is not required. Invoicing shall be by device.
- The City has standard payment terms of 45 days. Payment terms of net 30 may be considered upon request but no less than 30 days.
- The City intends to pay invoices by MasterCard.
- The cables to be supplied by the City as indicated in 4.15 of the RFP are Ethernet CAT 6 cables. All other cables shall be provided by the Vendor with the machine.
- All machines on the new contract will be rented. As MFDs currently owned by the City reach the end of their useful life they will be replaced by rented machines under the new contract.
- It is the City's intent that the cost per page for black and white and for color will remain firm for all machines for the entire contract period.
- If allowing for a higher cost per page in years 3, 4, and 5 of the contract will allow for a lower cost per page in years 1 and 2 (leading to better overall value over the life of the contract), the City will consider the alternate pricing structure. It will be solely up to the City to determine if an alternate proposal is of higher value.
- The City does not intend to terminate current contracts to replace all MFDs at this time. The City intends to fulfill its current contractual obligations. MFDs will transfer to the new contract after existing contracts expire.

#### **Additional IT Requirements and Clarifications:**

- All proposed MFDs shall connect and operate efficiently on the City's network; any exceptions to the City's requirements must be noted in proposal
- The City has a Windows based network with servers running mostly Windows 2008 R2, Windows 2012 Server, and Windows 2003 Server in VMWare Server and Physical Server environments
- The hardware platform consists of Windows compatible computers that are I class processors
- All MFDs must be compatible with the City's software applications; the City's application software consists primarily of Microsoft applications; however, there are several shrink-wrapped applications and in-house applications (i.e. AutoCAD, ESRI)
- Vendor shall be responsible for identifying and resolving all interface parameters between the MFD and the City's network infrastructure; Vendor shall provide support as required to bring equipment into full operation; the City shall be responsible for communication drops, including data and voice lines needed
- When an MFD is removed, Vendor agrees to take measures necessary to protect information on the hard drive of the device, including, but not limited to, the removal of hard drives and return to the City IT Department, or upon request, erasing per Department of Defense (D.O.D) standard Erase Option with documentation.

**Corrections to 2017 Known Replacements in Attachment D to RFP:**

- The current machine listed for Line 1 – Police Records, should be LD140spf, not MP5002sp. The Police Department requires that the unit that replaces this machine under the new contract be a color MFD.
- The current black and white machine listed for Line 6 – Animal Control, will need to be replaced with a color MFD under the new contract.

**Clarifications to Device Information Form – For Immediate Replacements in Attachment C to RFP (page 26):**

The units proposed for replacement of the machines for Animal Control (LD425spf) and Police Records (LD140spf) shall be color MFDs.

**A PrintTracker report showing total counts on MFDs in the City's fleet as of March 2017 is included with this addendum for your information. This report is Attachment G to the RFP.**

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The Purchasing Services Division will accept written questions regarding the Request for Proposal until 3:00 p.m. CDT on **Thursday, June 8, 2017**. Fax (888) 815-3659 or e-mail ([r.johnson2@cedar-rapids.org](mailto:r.johnson2@cedar-rapids.org)) all questions to Rebecca Johnson. Any and all questions will be responded to in the form of written addenda to all companies represented at the pre-proposal meeting. All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page (Attachment C). The deadline for proposal submittal is Friday, June 16, 2017 before 3:00 p.m. CDT.