

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

June 30, 2010

ADDENDUM NO. 1
TO
REQUEST FOR PROPOSAL RFP 22 – 2009.10 DIGITAL MULTIFUNCTION DEVICES

The following is a result of the mandatory pre-proposal on 6/22 along with submitted questions:

General Questions

1. Will the evaluation committee do onsite visits?
No
2. What version of Equitrac is owned by the college?
Express Version 4.1
3. Will you call references?
Yes – see additional reference information in the appropriate section of this addendum
4. Do we need OEM parts for the copiers?
The awarded vendor will be responsible for ensuring the devices and all parts provided are in good working order. The college will not stipulate what types of parts or supplies will be used, provided the device is working as required by the resulting contract.
5. House bill 5201, the Conforming Bill, Section 30 acknowledges the mandate to reduce energy consumption.
6. See changes to each page/section as marked on the following pages:

Page 1

1.1 SEALED PROPOSALS

Add the sentence:

Additionally, submit one (1) electronic copy of response. Electronic copy of response shall not be accepted until after 11:00 a.m. on July 27, 2010 if transmitted electronically. Electronically submitted responses should be directed to acjones@pjc.edu.

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RFP Award Schedules

Presentations by Shortlist vendors is changed to **08/24-25/2010**. All other timeframes remain the same.

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Statement of No Proposal

In the sentence beginning with “The undersigned”, Change RFP 15-2009.10 to RFP 22-2009.10

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3.1 Overview

Replace 1st bullet item with the following:

Current multifunction devices no longer meet our needs and will be removed by the currently contracted vendor. Also, many of our existing fleet of laser printers are old and not as energy efficient as we would prefer and therefore will need to be replaced with newer, more energy efficient, feature rich multifunction devices. The exact number of devices to be replaced will be determined at the time of contract award.

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3.2 Background

Change 7th bullet item to read:

The College's Local Area Network ranges from 10Mb to 1000Mb (IGb). For purposes of this RFP, proposed devices should contain 100Mb network cards.

Change estimated volumes as follows:

High Volume B/W Device – Qty 5 – 10,000 pages per device per month

Mid Volume B/W Device – Qty 85 – 5,000 pages per device per month

Mid Volume Color Device –Qty 25 – 1,000 color pages per device per month
500 B/W pages per device per month

Desktop B/W Device – Qty 25 – 750 pages per device per month

Desktop Color Device – Qty 75 – 500 color pages per device per month
500 B/W pages per device per month

The above volumes represent 215 devices and 7,350,000 pages annually. The college believes this to be a fair estimate of the annual volume on the devices, but does not guarantee this number of pages or devices during any month or year of the contract.

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4.0 General Requirements

Change first sentence of opening paragraph as follows:

We expect to employ more than 200 multifunction devices of various types and sizes.

Replace Data security with the following:

Any device proposed which contains a hard drive used during or after the process of copy, scan, fax, or print, must contain a mechanism to overwrite the data on the hard drive using a 3 pass overwrite. The data overwrite option should be available as immediate image overwrite (IIO) and On demand (ODIO) either manually or on an automated schedule.

Replace Equitrac Integration as follows:

The college has chosen to use our owned version of Equitrac Express version 4.1 as the pay for print/accounting solution. We own the software license including print servers and workstation client licenses. The vendor is only responsible for the device licensing as follows:

All High and Mid volume B/W and Color devices proposed for this RFP **must** have the Equitrac embedded device license, as well as a card swipe mechanism capable of reading standard track 2 included in the per unit base monthly price. All desktop devices, B/W and color, must provide either an embedded device license **or** Equitrac connector cable **and** external PageCounter 100 device with maintenance to cover the 3 year lease period included in the per unit base monthly price. At the end of lease period (36 months) PJC will own all external Equitrac equipment supplied with this contract. We will confirm eligibility with Equitrac during the evaluation process.

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4.1 Multi-Function Device Minimum Requirements

Desktop B/W and Desktop Color

Replace bullets 6 and 7 with the following:

Must include EITHER embedded Equitrac device license OR connector cable and Equitrac PageCounter 100

4.2 Additional Vendor Requirements

Replace bullet 2 with the following:

Security of data on the hard drive of any device by data overwrite system as detailed in General Requirements section 4.0.

Replace bullets 5 and 6 with the following:

Vendor will provide an initial diagnosis within no more than 4 business hours of the service call, and a final resolution within no more than 2 business days. If any device is out of service for more than 2 business days, vendor will agree to provide loaner equipment until the device is restored to working order. If the device cannot be restored to working order, as determined by PJC and vendor, vendor agrees to replace device with the same model at no additional cost to the college.

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Evaluation Process and Criteria

Change the last sentence in the third (3rd) paragraph to

“The entire written proposal, including attachments, should be no more than 30 pages”

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Business Data and References

Question 5.1.1 –

Replace last bullet, Client references **Preference note to the following:**

****The college will give slight point preference to the vendors whose client references include Higher Education Institutions with more than 60 devices being managed, regardless of location or state.

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Project Strength

Questions 5.2.1.1 and 5.2.1.2

As clarification, these questions relate to what specific measures you will take as a vendor when setting up and configuring the devices at PJC. The committee would like to know how you plan to assist PJC with our goals of reducing the consumption of all resources.

Question 5.2.1.4

Transition plan is loosely defined as how the vendor will assist the staff of PJC with the transition from the current copiers to the new devices. It should include communication with users, training, etc.

Service and Maintenance Strength (Revised)

Question 5.3.1.1

Provide a very brief description of the tool that provides web-based, real-time service call progress:

Question 5.3.1.2

Provide a very brief description of the tool that provides web-based, real-time print device monitoring:

Question 5.3.1.3

Provide a very brief description of the process for making a service call and how your technician is informed and dispatched:

Question 5.3.1.4

What hours will support be available to our staff?

By Phone _____

On Site _____

Equipment and Pricing Page

	High Volume B/W Model	Mid Volume B/W Model	Mid Volume Color Model
Model #	_____	_____	_____
Page Per Min & Manuf Rated Vol	_____/_____	_____/_____	_____/_____

Required Options

	Exceptions	Exceptions	Exceptions
✓ all that apply			
Walkup Copying	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Network Printing	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Scanning	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Faxing	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Finishing services	C S S D E R ✓ all that apply	C S S D E R ✓ all that apply	C S S D E R ✓ all that apply
	<i>(collate, staple, sort, duplex, enlarge and reduce for each column)</i>		
2 input drawers -1000 pg	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
8 ½ x 11 and 8 ½ x 14	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
11x17 printing	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Embedded Equitrac Dev Lic	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Mag stripe reader	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Direct interface with AD	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Energy Star specifications	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
power save & auto shut down	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
http access	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
print drivers for MAC & WIN	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
3 pass data overwrite option	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
128 bit Data encryption option	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Monthly Charge			
Based on 36 mo lease	_____	_____	_____
Per page cost – B/W	_____	_____	_____
			*Subtotal
			x 500 pages _____
Per page cost – Color			_____
	x 10000 pages x	x 5000 pages	x 1000 pages _____
Estimated Monthly Cost per unit	_____	_____	_____
Renewal Year 4 (pp cost only)	_____	_____	_____
Renewal Year 5 (pp cost only)	_____	_____	_____

* Subtotal column is for color device only – 500 B/W pages and 1000 color pages

Equipment and Pricing Page

Model #	_____	_____
Pages Per Min & Manuf Rated Vol	_____ / _____	_____ / _____

Required Options

✓ all that apply	Exceptions	Exceptions
Walkup Copying	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Network Printing	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Scanning	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Faxing	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Finishing services	C S S D E R	C S S D E R
	✓ all that apply	✓ over those available
	<i>(collate, staple, sort, duplex, enlarge and reduce for each column)</i>	
2 input drawers -1000 pg	<input type="checkbox"/> _____	<input type="checkbox"/> _____
8 ½ x 11 and 8 ½ x 14	<input type="checkbox"/> _____	<input type="checkbox"/> _____
11x17 printing	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Embedded Equitrac	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Mag stripe reader	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Direct interface with AD	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Energy Star specifications	<input type="checkbox"/> _____	<input type="checkbox"/> _____
power save & auto shut down	<input type="checkbox"/> _____	<input type="checkbox"/> _____
http access	<input type="checkbox"/> _____	<input type="checkbox"/> _____
print drivers for MAC & WIN	<input type="checkbox"/> _____	<input type="checkbox"/> _____
3 pass data overwrite option	<input type="checkbox"/> _____	<input type="checkbox"/> _____
128 bit Data encryption option	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Monthly Charge		
Based on 36 mo lease	_____	_____
Per page cost – B/W	_____	_____ *Subtotal
	x 1000 pages	x 500 pages
Per page cost – Color		_____
		x 500 pages
Estimated Monthly Cost per unit	_____	_____
Renewal Year 4 (pp cost only)	_____	_____
Renewal Year 5 (pp cost only)	_____	_____

* Subtotal column is for color device only – 500 B/W pages and 1000 color pages

Formula for additional units during contract period to be coterminous with the initial term of the contract:

Optional: PJC reserves the right to award or not award the following options:

Price for Additional Equitrac Page Counter Terminals (purchase with maint – not leased) _____

Price for Additional Equitrac Pay Station Deposit Centers (bills only) _____

All other requirements remain the same.

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, July 27, 2010 at 10:00 a.m. CST. Addendum cannot be faxed or emailed.

ADDENDUM ACKNOWLEDGED BY: _____

FIRM/ENTITY _____

SIGNATURE OF REPRESENTATIVE: _____