ADDENDUM #1 - COPIERS

Questions/Answers for School District Copier Lease Proposal Request

1) Will the site visits take place before March 18th?
If you have not visited sites and would like to please contact Sandy Ikenouye at 970-348-6150.

2) For the machines that are greater than 50 pages per minute, and where the volume warrants, are we to attach our recommendations for those replacements to this bid or should they be bid separately? There are approximately 15 machines that, given their monthly volumes, would require a machine greater than 50 pages per minute which does not meet the bid specs as stated in the RFP. Please clarify how you would like to see our recommendations. Please complete the RFP as written and attach any recommendations by site.

3) Are you trading any of the systems in? If so, which ones so that we can apply trade-in credits.

CENTENNIAL ELEM	1400 37TH ST	IR5000 NP6545 CANON	47,522 7,025
C. MCAULIFFE ELEM	600 51ST AVE	IR5570 NP6545 (2 yr) CANON	38,403 2,646
DOS RIOS ELEM	2201 34TH ST	IR5000 NP6545 CANON	45,090 15,942
GREELEY CENTRAL	1515 14TH AVE	IR6000 (old) IR6000 (new) NP6230 CANON	55,705 88,456 537
HEATH MIDDLE	2223 16TH ST	IR5570 NP7130 NP6551 CANON	25,939 26 1,011
MADISON ELEM	500 24TH AVE	IR5020 NP6545 CANON	29,603 5,826
SCOTT ELEM	3000 13TH ST	IR5000 NP6221	28,820 372

		NP654 5CANON	3,869
SHAWSHEEN ELEM	4020 W. 7TH ST	IR3570 3mon NP6546 IR5000 CANON	2,890 8,792 25,453

4) Do you need a color system at Trademark West – the reason we ask is the low color volume. No.this school is closing.

5) Do you want us to match for match of systems such as replace a 45 ppm system with a 45 ppm system or do you want us to base it on volume such as a 50 ppm system that is doing only 1000 copies a month would be better suited for a smaller unit such as a 25 ppm system. Please respond to the RFP as written and attach recommendations of equipment on an attachment.

6) Please provide a list of the current lease payments for leased machines. The leases will expire prior to the new machines coming in.

7) Please provide a list of the most current meter readings for owned machines being considered for buyback under Section 6. We will not have any buybacks.

8) Will the certificate of insurance be required to be submitted with the RFP response? No

9) On page 6, in the last paragraph of payment terms, mentions Performance and Payment Bonds. Are these required for this RFP? If so, what values for each? No

10) The first sentence of Section 4.1 indicates that the vendor is to supply labor for replacing toner, drum, ink, developer, etc. Will the vendor be required to replace toner, or is that typically done by the end-users? End user

11) Will the District accept electronic manuals which are searchable to fulfill the requirement listed on page 7, paragraph 4? Yes

12)What is the minimum configuration of the machine? Examples are listed below?

- Document feeder
- Duplexing
- # and size of paper drawers for each speed requested
- Stapling Finisher (stapling capacity - # of sheets, # of output trays, booklet making capability)

- Network print PCL
- Network print PostScript (required for Macintosh)
- Scan to email
- Scan to FTP site
- Scan to desktop (SMB)
- Hard disk drive required (what size in GB?)

Copiers will be priced as a base machine with option pricing listed separately. Please submit information on the options included in the base machines.

13) What are the return costs and buyout to return costs for the Canons from Bratton's and the Xerox machines? And do you own any of those machines at the end? (I thought I heard Tony state all the Canon's from Bratton's $1.00 buys the copier at the end of the leases. If so, please let me know.) Will the District provide information on machines it owns or currently has $1 Buyout lease options? This will allow us to calculate trade-in values. The copiers from Brattons will be ours at the end of the lease. Review question 3 for the copiers we own and will consider for trade.

14) Are the Xerox volumes in the bid Annual volumes or total meter reads? No, these are the average over a three year period.

15) Which schools by name and current model are using MAC environments? IT stated at the meeting 8 schools, can you clarify which ones?
Centennial
Jefferson
Madison
Martinez
Monfort
Shawsheen
Chappelow
Heath
Maplewood
West

16) Clarify the Remanufactured or Reconditioned Machines OR is it ONLY NEW Models? A change was made after the pre-bid meeting. ONLY NEW MACHINES WILL BE CONSIDERED.

17) Does the District plan on replacing every machine listed in Appendix A? Yes, except the following schools which are closing: Cameron, Trademark West, Trademark, Colorado High, and Adelante.

18) Is the District's objective to replace equipment at the end of lease terms or all at once? At the end of lease terms.

19) Will the District furnish buyout figures on existing leases not expiring in 2010? No

20) The person making the decisions for models for locations, how will you be making that determination? It makes a difference with the number of select models we are proposing and the price point on each. It will be a group decision involving the principals, directors and the schools.

21) Is there a system or idea of how you will determine what model a school will receive based on their monthly volume? The budget will determine this along with communications with the vendor and the school.

22) Has the district determined how leases ending later than July 2010 be addressed? Will the machines be replaced as the lease terms expire, then is the district willing to sign a "coterminous" lease that will allow all devices to end July 2015? The machines will be replaced as the lease term expires and we are willing to review coterminous lease options.

23) On the bid do you want both a lease option and a purchase option for the systems? Yes, please supply the lease price per machine along with the purchase price of each machine.

24) Based on our meeting today with Sandy, there was a discrepancy in the monthly volume listed at East Memorial Elementary. The bid reads 57,106 monthly volumes and whomever Sandy spoke with on the phone from the school stated that they run no more than 20,000 per month. Can you verify that the other volumes included in the bid are correct and if not can you provide accurate volumes in the addendum? The volume from East Memorial is 20,000. Due to time constraints please use the numbers on the RFP and as stated above, respond to the RFP as written and also attach any recommendations per site. A reminder that the staff will determine the final recommended machine per site.

25) Do the machines all have to have 11 x 17 paper size capabilities? Yes

26) Your list contains one color machine. Besides a quote on that one, what is your desire or wish regarding color capabilities for this bid? Do not bid on color copiers.

Section 4.0 states the District has the right for use of independent copier paper supplies, but Section 4.1 specifies OEM parts & supplies only. Please confirm that you mean 3rd party "copier paper" only, not 3rd party toner, ink, copier drums, etc. That is correct.

1. Section 4.1 requirements will necessitate the hiring of a dedicated person to perform the specified functions. That hire will add cost to the District. In lieu of that solution, would the District consider having existing District employees trained by the vendor to perform those site based tasks? Yes, district trained employees will provide this service.

2. Is onsite end user training required with each of newly installed machines? Yes

27) Can we offer New Remanufactured machines as long as we have the same warranty as new? Pricing for refurbished machines may be submitted as an alternate bid. **This is no longer the case**, only NEW machines will be considered. Definition of a new machine – a machine that is constructed of all factory new components

28) Terms 5 - 1 year leases. – The District will sign a five year contract with a funding out clause. Vendor is to use the Government Tax Free Leasing Option.

29) How will leases expiring at different times be handled? The District will consider coterminous leases as the copiers expire which will allow all machines to expire at the same time.

30) What is the cost of a base machine and the cost of the options. Copiers will be priced as a base machine with option pricing listed separately. Please submit information on the options included on the base machines.

31) Do you want a price based on cost per copy for the maintenance. Maintenance cost will be charged at a price per copy to include all labor, materials and supplies (excluding staples and paper) to maintain the machines.

32) Meter reading process? Explain the type of meter reading process your company is using in other locations. Can the request for meter readings be sent via fax or email to each location and returned in the same manner. This may be easier than the phone call approach.

33) Supplies kept at the schools. Supplies will be stocked at the location of each copier.

34) Service calls need to respond with a phone call within 2 hours and then on site within 4 hours. Service call response time will be within two hours by

phone (from the time the problem is called in) and within four hours for a technician to be onsite.

35) If awarded model is discontinued do you have to replace all the machines. Parts are available for 7 years. If the machines are working properly they will not have to be replaced.

36) Is the awarded vendor supposed to ship back the other vendors machines? No

37) Clarify if the averages are monthly or annually. Xerox copy numbers are three year average amounts, all other brands are monthly.

38) Demonstration periods for machines will be 2 weeks not 2 months as noted in the original RFP documents. Demonstrations will be requested on an as needed basis.