

**RFP QUESTIONS AND RESPONSES
RFP 2021-0121 COPIERS**

Questions and Responses	
1	<p>Question: Would the District consider alternative configurations and sizes?</p> <p>Response: Yes. Please supply pricing for comparable machines in the RFP. Using a secondary sheet to provide suggested alternatives (if applicable).</p>
2	<p>Question: Would the District be open to reducing the size of the copiers to ones that only do letter and legal size?</p> <p>Response: The District would need at least one per campus capable of printing larger.</p>
3	<p>Question: How many color copiers minimum per campus.</p> <p>Response: Each campus needs to have a minimum of one.</p>
4	<p>Question: Please provide all accessories that are currently on each device? i.e. Staple and/or hole punch, number of trays, high capacity paper feeders, convenient statpers?</p> <p>Response: The District's bigger copiers do have staplers and some have hole punches. Please provide the District with pricing for all the above including bypass trays.</p>
5	<p>Question: Will fax be needed on any of the devices?</p> <p>Response: Yes. At least one per campus</p>
6	<p>Question: Will the District need scanning/scan to email capabilities on all devices?</p> <p>Response: Yes</p>
7	<p>Question: Does the District intend to track, report and limit/manage usage on all devices with software? If yes, is reporting, rules enablement and management of all devices from a single dashboard required?</p> <p>Response: The District would limit and manage color copies and would like to track all copies including black and white. The District would like to manage them from a dashboard at each campus.</p>
8	<p>Question: Please provide both black and white and color annual and average monthly page volume from the last 3 years by device?</p> <p>Response: Please see attached PDF #1 (Copiers_Printers Count March 2021) Please click link for response</p>
9	<p>Question: Does the District predict an increase in printing over the next 5 years?</p> <p>Response: Yes, as our attendance increases.</p>
10	<p>Question: Does the District intend for usage to be tracked and reported at the user level through automatic email reporting?</p> <p>Response: No.</p>

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11	<p>Question: Will The District need a system that keeps up with when toner is low and send the replacement toner.</p> <p>Response: Yes. The District would like a system set in place that lets the provider know when a machine is low on toner and a replacement is sent.</p>
12	<p>Question: Will the District require the awarded vendor to ship their current Ricoh machines back to the leasing company?</p> <p>Response: No.</p>
13	<p>Question: Will the District require the awarded vendor to ship the awarded equipment back at the end of the contract?</p> <p>Response: Yes.</p>
14	<p>Question: How many trays does the District require in each machine?</p> <p>Response: The District requires a minimum of 2 trays per machine.</p>
15	<p>Question: Will the District need any external large compacity trays for any of the machines?</p> <p>Response: No.</p>
16	<p>Question: Does the District intend to allow the release of submitted print jobs at any available device?</p> <p>Response: Yes. Via key card or pin #.</p>
17	<p>Question: Will the District be expanding and/or adding any new buildings over the next 5 years?</p> <p>Response: Yes, depending on enrollment.</p>
18	<p>Question: Will the District require installation of all 28 units at one time? If not, what is the expectation date range for installation?</p> <p>Response: Our current vendor contract expires June 30th. A plan will need to be put into place to have all machines operational by July 1st.</p>
19	<p>Question: Due to variances in manufacturers, will the District accept a + or -5 page per minute variance?</p> <p>Response: Yes.</p>
20	<p>Question: Is the District currently using MFP proximity cards/fobs or user codes to access the machine and authenticate users?</p> <p>Response: Yes. Key card or pin #.</p>
21	<p>Question: Under section 6.0 Minimum Requirements under sub section 6.4 the RFP states "Service and supplies will be included in this agreement at no additional cost" if a staple finisher is required does the District want staples to be included in the monthly cost?</p>

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	Response: Yes
22	<p>Question: On page 18 under section 7.2 Copier Service Plan subsection 7.5.2 it states that "Offeror shall, after proposing the requested information, provide additional proposal information if offeror has recommendations to improve the efficiency and/or cost of current inventory and needs" Will the District be able to provide a current cost breakdown of what is being spent on each unit, so that an additional proposal can be provided that will have recommendations to improve the cost of the current fleet of copiers?</p> <p>Response: Yes. Please see PDF #2 (Copier Billing) Click this link for response</p>
23	<p>Question: On page 18 under section 7.2 Copier Service Plan subsection 7.6.2.1.2 it states that "All networked copiers must be able to accept wireless print signals from PC or Mac computers". Will all PC and Mac computers that are printing to the proposed equipment be on the schools network when printing to the equipment?</p> <p>Response: Yes.</p>
24	<p>Question: Will the Ag department need it's own machine in addition to the 28 units listed in the RFP? If so, what is the configuration of the machine needed and what is the estimated print volume?</p> <p>Response: No.</p>
25	<p>Question: Can vendors provide pricing using their own pricing templete or does the District have a pricing templete for vendors to use?</p> <p>Response: Vendors may use their own pricing templete as long as the price quote is based on the equipment listed in the RFP.</p>
26	<p>Question: On page 17, item 7.2.9 talks about additional copier placements. Does the District expect additional copier leases to be co-terminus?</p> <p>Response: Yes</p>
27	<p>Question: Will the new lease start on date of install, June 30, 2021?</p> <p>Response: The new lease begins on July 1, 2021</p>
28	<p>Question: How will the District calculate the "5% downtime for two consecutive months," mentioned in item 7.2.2.1 on page 15?</p> <p>Response: Campus hours are from 7:00am-4:00pm. Downtime will be based on these normal business hours.</p>
29	<p>Question: Please define the term "premium payment" mentioned in item 1.1 on page 13?</p> <p>Response: Full payment of unexpected charges.</p>

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30	<p>Question: Regarding length of contract, please clarify the length of the optional extension "for a term equal to the initial term." For example, if the new contract is 36 months, will the optional extension also be 36 months?</p> <p>Response: An annual extension up to the initial term can be negotiated.</p>
31	<p>Question: Please clarify "companies must accept self billing" on page 13 item 1.1?</p> <p>Response: Aubrey ISD would prefer companies provide invoice by the 10th of each month.</p>
32	<p>Question: Per page 4 section 5.1. Due to the Covid pandemic, are electronic signatures acceptable to the district or will only originals be accepted?</p> <p>Response: At this time Aubrey ISD is willing to accept electronic signatures.</p>
33	<p>Question: Per page 8 section 12.1. Is Aubrey ISD referring to cancellation for non appropriation of funds in this section?</p> <p>Response: The information in the RFP is referring to the availability of funds. If funds are not available due to reduction of state funding Aubrey ISD reserves the right to give notice to any lease.</p>
34	<p>Question: Per page 8 section 12.1. Will Aubrey ISD sign a non-cancellable lease with a clause for non-appropriation?</p> <p>Response: No.</p>
35	<p>Question: Per page 7 Section 7.7.2. For pricing, is Aubrey ISD looking for a cash price as well as 36/48/60 month term lease pricing?</p> <p>Response: No. Please supply pricing for comparable machines in the RFP. Using a secondary sheet to provide suggested alternatives (if applicable).</p>
36	<p>Question: In Exhibit A, is Aubrey ISD looking for a cost per copy contract or allowance structure for maintenance on the new devices?</p> <p>Response: Aubrey ISD requires a fixed monthly lease amount that includes a specified number of copies allotted, consumable supplies and maintenance. Paper excluded.</p>
37	<p>Question: Will Aubrey ISD provide copies of the current contract or contracts?</p> <p>Response: Yes. Please see PDG #3 (Ricoh Contracts) Click this link for response</p>