



ADDENDUM NO. 1

TO: All Prospective Bidders

FROM: Jacy Earls, Finance Clerk
Office of Purchasing
jacy.earls@qacps.org

DATE: April 11, 2022

RE: QACPS ITB #2022-03

This addendum forms a part of the Contract Documents and modifies portions of the original Invitation to Bid for Copiers & Related Maintenance posted March 30, 2022 as noted below. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject the Vendor to disqualification. This addendum clarifies and modifies this ITB to-date. It is the Vendor's responsibility to forward copies of this Addendum to all of his sub-vendors or manufacturers who may be affected by it. It is issued to provide information to all prospective offerors.

This Addendum consists of 5 pages (3 pages of Addendum & 2 pages of revised Bid Form).

Question 1: You specify that your Teacher Workroom Copier is to be 75+ ppm. The Xerox offering in that speed and volume band is a 72ppm device, the Altalink B8170. Would you consider this device as being compliant with your requirements? The recommended AMPV for the B8170 is up to 300,000 pages per month which is well above the highest anticipated quarterly average for a Teacher Workroom Copier which is 216,432 (72,144 monthly). I have attached the brochure for the B8170. Only 3 out of 7 of the leading manufacturers offer a 75 ppm device.

Answer: QACPS is not willing to consider alternatives. 75 ppm is specified as a minimum requirement for “teacher workroom” copier specs. Estimated volumes are only estimated and are estimated on the low-end due to decreased usage from to pandemic.

Question 2: If the B8170 (a 72 page per minute device) is not considered compliant, an alternative solution to this could be our Xerox ED95 which is part of our Factory Produced New line. As you will see in the attached, this line meets all of the standards of being new and is basically a new product built on a recycled frame. The ED95 is a workhorse and we have them installed in many school workrooms on the Eastern Shore of Maryland. Would you consider this as an alternative device?

Answer: No, per page 20, #6, “All digital copiers/printers shall be **newly manufactured.**”

Question 3: As Delmarva Document Solutions is a certified MBE, DBE, SBE in the State of Maryland it would be our wish to be recognized as a Minority Business Enterprise respondent. We are a Platinum Authorized Agent (representative) of Xerox Corp. and will be responding as such. Given that we are an Agent of Xerox Corp. would you be seeking Financials (page 6) and Dun and Bradstreet information (page 6 and page 13) for Delmarva Document Solutions or for Xerox Corp.?

Answer: QACPS is seeking financials for the vendor(s) that we will be signing contracts/agreements with.

Question 4: Do you have a scoring criteria that you will use in evaluating all bid submissions? If so, can you please share?

Answer: No other scoring criteria. Submissions must be responsible and responsive in addition to pricing.

Question 5: Are there any net new schools planned for construction in the next 5 years? If so, how many and what is the anticipated teacher/student population?

Answer: No new schools planned for construction within the next 5 years.

Question 6: Page 5, Section E, Bullet 4,

- *If an additional copier (MFD) is added during the contract period, it will use the same unit prices as submitted on the Bid Form. The annual amount must be prorated to follow the contract period and terminate at the same time as this contract.*

It is our intention to provide firm/fixed hardware pricing for term of contract. However, in the event additional “BRAND NEW” equipment is required during the life of the lease, SD must recognize the necessity for its vendor partner to be able to recover this investment. We can and will honor the SD’s coterminous requirement but to do this we must be permitted to finance any additional hardware requirements through a coterminous finance rate provided by our funding partner. We respectfully request, the SD agree to this condition. Is this acceptable?

Answer: Yes, QACPS finds this acceptable.

Question 7: Is it necessary to print out the entire D&B Report? It is a 30-page document, or if the report could be presented at award?

Answer: Per page 6, the Dun & Bradstreet complete Business Report is listed under required documents.

Question 8: I have a question that speaks directly to how you are using your current equipment and what impact that will have on the new equipment you select. For example... You have 3 Teacher Workrooms noted on Exhibit A... Line items 1, 54 & 55. The quarterly print volumes indicate that these MFPs are printing very little on a monthly basis. For example... line item #1 is printing 1,005 pages quarterly or 335 pages monthly. This category requires a 75 page/minute fully loaded MFP with stapling and 3 hole punch 335 pages per month divided by 20 work days per month is 17 pages of printing per day 17 pages of printing per day divided by a 75 page per minute printer is 0.22 minutes of printing per day for this teachers workroom.

I go through this example to suggest 2 things:

1. Based on just the information provided, there are a total of 20 printers on the list that have very low print volumes and could be “right-adjusted” based on their print volumes provided.

These 20 printers are slated for bigger equipment than what their print volume would suggest they need.

2. This “right-adjustment” could save a lot of time as appropriately placed equipment will perform better AND I am confident we can save the county money which in many cases is very important.

Answer: Please see the “specs” column on Exhibit A. This column indicates the copier spec that is being requested for each location. Line items 1, 54 and 55 are all requesting specs based on an “office” spec of 45ppm. Please see page 21 of the ITB that begins the list of office specs, “2. Office Copiers – 33 Devices.”

Question 9: Page 23, section (E), item 1 says, "Vendor shall provide the purchase price on which the equipment lease is based." There are no line items/fields to enter the purchase price on the bid form or worksheet. Where do you want that information entered?

Answer: Please find and use the corrected “Bid Form” attached. This Bid Form replaces the original Bid Form and should be used with the official bid submission.

Question 10: Page 20, item 6, bullet point 6 says, “All network print jobs must be stored on the copier to be released only by the walk-up user who enters the appropriate account code.” Will each individual employee/staff have their own unique account code to release stored print jobs?

Answer: This should be revised to say, “All network print jobs must have the ability to be stored on the copier to be released by a walk-up user with their employee number.” Walk-up users will not need to enter an account code.

***** END OF ADDENDUM *****

SECTION V: BID FORM - *updated via Addendum #1 4/11/22*
(Bid Form: Page 1 of 2)

QACPS ITB 2022-03: Copiers & Related Maintenance

To: Queen Anne's County Public Schools
202 Chesterfield Ave
Centreville, Maryland 21617
Attn: Jacy C. Earls, CPPB

Date: _____

The undersigned, as Bidder, hereby proposes, and if this bid is accepted, agrees to enter into a contract with the Board of Education of Queen Anne's County, to furnish all materials, labor, skill, tools, equipment, and supervision required for the work described in the Bid Documents.

Bidder has received the following Addenda of which are hereby acknowledged:

Addendum No. _____ Dated _____
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Teacher Workroom Copiers/MFDs – 22 Devices (provide pricing per device)

Model Proposed _____
Monthly Lease Price (60-Month FMV) _____
Service (cost per copy/print, CPP) _____

Purchase price on which the equipment
lease is based? _____

Office Copiers/MFDs – 33 Devices (provide pricing per device)

Model Proposed _____
Monthly Lease Price (60-Month FMV) _____
Service (cost per copy/print, CPP) _____

Purchase price on which the equipment
lease is based? _____

Superintendent COLOR Copier/MFD – 1 Device (provide pricing per device)

Model Proposed _____
Monthly Lease Price (60-Month FMV) _____
Service (cost per copy/print, CPP) _____ (B/W) _____ (Color)

Purchase price on which the equipment
lease is based? _____

(Bid Form CONTINUED: Page 2 of 2)

Please see and use *Pricing Worksheet* Excel attachment to calculate number below. *Bid Form* and *Pricing Worksheet* must be included with submission. Excel document available at: <https://www.qacps.org/administrative-services/purchasing/>

60-MONTH TOTAL LEASE & SERVICE ESTIMATE:

The undersigned does declare that this bid is submitted without improper connection with any other person or persons making a bid on this same equipment and is in all respects fair and without collusion or fraud.

Signature of Authorized Official Date

Printed Name of Authorized Official Title

Contract Manager (single point of contact)

Legal Name of Firm or Corporation

Address City, State & Zip Code

Telephone Number Fax Number

Email Address