

## Lakewood City Schools RFP Questions

- 1) Page 1. B - Ship back costs of current machines and hard drive cleaning of current equipment have been requested of all bidding vendors. Will the district please request the ship back location of the current equipment as soon as possible FROM THE CURRENT LEASE PROVIDER. Pricing can vary greatly dependent upon where the current equipment needs to be sent. Who is the current leasing company? Also, just an FYI the district will need to request an extension of the return date from the current lease provider due to the hard-drives needing to be wiped.

**N/A – The current provider will remove the equipment.**

- 2) It appears that your current Xerox units have security kits on them. Why wouldn't the current vendor automatically scrub the HDD at the end of term? It is a quick process the incumbent can assist you with. Is this something you have asked your current vendor?

**N/A – The District will manage the scrubbing of the equipment Hard Drives.**

- 3) Why does the district need Postscript on ALL MFP's? Do you have MAC computers that all the units need to print to in the district? Please be aware that there may be an additional cost for the district to add True Postscript to some of the units because of the licensing fee.

**Yes – the District utilizes MAC computers that requires True Postscript.**

- 4) Page 5-G – On a cost per copy contract, why would the district want to pay an overage cost at the same rate as the base cost. Wouldn't the district want to pay an overage cost MUCH LOWER than the base cost? Please explain in more detail the districts impression of a cost per copy contract.

**Yes – The imputed cost per impression should be consistent for both the contracted amount and any overage. Updated Attachment B to reflect the requested information.**

- 5) Page 5-I- Is the district sure that all of the current fleet must be returned to a leasing company? Who is the leasing company?

**All MFD's will be replaced. The current provider will remove the equipment.**

- 6) Page 10- Is a slight variance permitted in any of the "minimum equipment requirements" listed? i.e. 3,500+ sheet paper supply. Would a model equipped with (2) 550 sheet paper drawers, a 2,200 sheet paper drawer and a 100 sheet bypass = 3,400 sheets be eliminated from consideration?

**Yes – as long as the overall variance does not exceed 250 sheets.**

- 7) Page 10- Are "Internal Finishers" vs "External Finishers" permitted to be bid in any or all areas requesting a finisher w/2-3 hole punch? Or does the district prefer all external finishers?

**The District prefers all external finishers.**

8) Why would the district still want to utilize stand-alone 37 printers?

**The District still has a need for stand-alone printers.**

9) Is the district asking vendors to simply service the existing “printer” fleet, or provide new printers as per the specifications on page (11) of the RFP?

**Service the current printer fleet.**

10) If the district could secure a 42 Month \$1.00 lease rate at the same cost as a 42 Month FMV rate, would this be something that the district would be interested in? Prefer?

**The District would consider a \$1.00 lease rate, however, a 42 month FMV contract should also be proposed.**

Questions Pertaining to Print Management Software:

1) Number of users in the Directory? **10,000**

2) Number of Print Servers? **1 print server**

3) Number of MFP's needing an Embedded License? (Find Me Print) **97**

4) How many years of support? 42 Months? **Yes, 42 months.**

5) Are Card Readers needed? If so what type cards are they using? **No – Card readers are not needed**

6) Is iPad or other tablet printing required? **No**

7) Do any Single Function printers need a method to authenticate? (Find Me Printing) **No**

There is a discrepancy in color print volume on pg. 2 and pg. 17. Is the color volume of the district 15,000 prints per month, or year?

**Updated attachment B to reflect the annual amount of 180,000 color copies.**

The RFP calls for a FMV lease. Is a Municipal Tax Exempt Lease Purchase program acceptable as a response? These leases offer a more aggressive finance rate and lower total cost of ownership to the district.

**Yes, the District would consider a Municipal Tax Exempt Lease Purchase program, however, a standard 42 month FMV contract should also be proposed. In addition, a copy of the Municipal Tax Exempt Lease contract should be included in the proposal.**

Would you please describe the workflow process or application that the district is using that causes the requirement for searchable PDF documents without software?

The District does not have a specific workflow process or application, however, the District does require an OCR searchable PDF scanning capabilities.

Would the district accept proposals for products that are within a range of the designated speed as shown by Attachment A (example 32+ppm color, would 30ppm be accepted) would the proposed model need to exceed the speed listed?

The proposed equipment must meet or exceed the minimum equipment specifications listed on Attachment A

Please clarify what is desired for “Network Fax”. Is the district looking to be able to send faxes from the staff workstation with this requirement?

Yes, the District wants the capabilities to send a Fax from individual work stations.

What kind of card readers do you use?

N/A – Card readers are not used.