

RFP ADDENDUM #1



Date: February 14, 2020

RFP No.: 20-014-25

Material and/or Service: Multi-Function Copiers and Printers for Mica Mountain High School

RFP Due Date: March 06, 2020

Time: 2:00 p.m., Local Time

Opening Location: Vail Education Center/Calvin Baker Leadership Center
Attention: Tori Gamble, Purchasing Department
13801 E. Benson Highway, Suite B
Vail, Arizona 85641

Please read the following comments and change your response if applicable. Sign and include a copy of this addendum in your response. This RFP is amended as follows:

- 1. On page 28 on the “heavy duty black and white” multi-function laser copier. It is asking through paper size of 13 x 19. Most monochrome copiers in this segment will do up to 12 x 18. Being experience in this area the 13 x 19 is usually reserved for print shops doing color and allowing the 13 x 19 paper to accept crop marks so that the end users can trim the paper down to 11 x 17 to get a full bleed edge to edge. This item may prevent most vendors from meeting specifications. May I request to have it changed to 12 x 18? 12 x 18 would be acceptable**
- 2. On page 28 on the “automatic document feeder” I noticed that on this large device it’s not asking for any specific capacity like those on the other devices including the medium duty units that are asking for 200 sheet capacity. Most monochrome and color units will have capacities of 100 or 150 sheets, but this should be mute as some vendors, like us have a Job Build feature application. One touch will allow the automatic document feeder to accept 150 sheets and once scanned allows additional 150 sheets and from that point on continuous. You can create an output document well over 200 sheets. May I request to have it changed to 150 sheets across the copier platforms? I also would like to point out that this was also listed for the stand-alone printer base on Page 30 (which do not require a feeder) and for the print/scan desktop on Page 31 the feeder is 30 sheets, which is fine as this will need to be an MFP. 150 sheet would be acceptable.**
- 3. Do you have any idea what the anticipated b/w volume and color volume may be per each unit (monthly or annually) or as a combined total to draw a comparison to a similar school in your district based on size and population of students?**
The estimated copy volume and color volume cannot be estimated at this time. The school will open in phases and therefore the student population size also cannot be determined at this time.
- 4. On page 28 “Scope of Work” under Maintenance and Supplies Agreement, it listed staples and staple cartridges as part of the maintenance contract. Usually this item is sold at a separate cost because not every copy output or print output will require a staple therefore could add unnecessary cost. It’s not a deal breaker but I thought I would ask if you want to consider to have it read as a separate cost for the staple cartridge per box per each unit requiring a staple/finisher.**
Staples and the staple cartridges are required, and to be included as a covered supply in the maintenance agreement.

5. Are you able to let me know how many competing vendors or how many RFP's went out?

The bid was published twice in The Daily Territorial newspaper and has also been posted electronically to the Vail Unified School District website and to azpurchasing.org. The District's bidder list is maintained on azpurchasing.org in which forty-seven (47) potential vendors were identified as receiving notice for this solicitation.

Tori Gamble
Procurement Analyst
Vail Unified School District #20
purchasing@vailschooldistrict.org

Vendor hereby acknowledges receipt of an agreement with the amendment. A signed copy must be returned with the RFP response.

Vendor Name

Signature

Date