



REQUEST FOR PROPOSAL ADDENDUM

ADDENDUM #1

DATE: April 16, 2009

REFERENCE: Request for Proposals: #R-DJ-9019
Issue Date: March 27, 2009
Title: Multifunctional Digital Copiers, Digital Duplicators, Copier
Parts, and Full Service Maintenance
Sealed Proposals Due Date: April 30, 2009 @2:00 p.m.

All potential Offerors are advised of the following responses to questions received to the referenced solicitation:

1) Section 5, Statement of Needs - **Can a Vendor bid categories 1-3 without bidding category 4 (Purchase of Konica Copier Parts/Supplies)?**

Yes.

2) Section 6.1.9 - **Can you please define ancillary equipment?**

Any support equipment needed for the base equipment to operate.

3) Section 6.4.4 - **Can you please confirm that 24 hours for the completion of equipment repairs is the equivalent of 3 business days?**

Question is unclear. Section 6.4.4. states, "Repairs to equipment shall be completed within twenty-four (24) hours after the initial arrival of service technician."

4) Section 6.5.3 – Our service trainers and technicians can set up both classroom and on-the -job training for your (6) PWCS technicians. They will be able to properly service the equipment upon completion. **Do the PWCS technicians need to be Factory Certified upon completion of this training?**

No.

5) Section 7.1.3 - **In regards to providing copies of the Manufacturer's NPPL, are you requiring the entire product line be included or just the models bid on this RFP?**

Just for the models being offered.

6) Section 12.5 - **Will the Vendor be notified in advance of any PWCS scheduled copier move/transfer? In regards to rental copiers, if you move a rental unit, does PWCS assume responsibility for any damages incurred during such move/transfer?**

PWCS will contact the contractor/vendor to request that the equipment be moved/transferred to the new location.

7) **Do you know how many duplicators you currently have in operation? Are they all Riso? Some Ricoh? Savin? Lanier??**

Approximately 80 duplicators; makes include Ricoh, Lanier and Riso.

8) **Training PWCS technicians – will they be trained on both the 75 ppm & the 90+ ppm units or just the 75 ppm units?**

Both.

10) **Is there a minimum monthly copy volume that PWCS will commit to for each copier requirement? If so, please advise what the minimum monthly copy volume commitment will be. Does PWCS desire to be invoiced monthly or quarterly for the maintenance/supply CPC program?**

Section 7.3.2. States “Offeror shall address optional cost per copy and unlimited copies solutions in his or her proposal response.”

11) **Will PWCS be signing Offeror’s purchase and maintenance contracts or will PWCS Purchase Order /Terms & Conditions constitute the entire contract agreement?**

Section 10.1 Award of Categories 1, 2, and 3 states “PWCS will not sign any vendor/contractor contract.”

12) Page 4, Section 6.4.8 **Please clarify if PWCS is requesting scheduled preventative maintenance calls during the warranty period for purchased copiers.**

Contractor shall be responsible to maintain the equipment through the warranty period. Section 6.4, Full Service And Maintenance Support Requirements (Copiers And Duplicators)

6.4.8 The Contractor shall schedule preventative maintenance (PM) service calls thirty (30) days in advance throughout the warranty period for each piece of purchased equipment and throughout the rental period for all rented equipment. Scheduled PM shall include but not limited to routine cleaning, lubrication, necessary adjustments and replacement of (worn) unserviceable parts.

13). Page 6, Section 7.1 - Purchase of Digital Copiers.

Request for Clarification #1: **Please state the potential number of 70-75 and 90+ cpm units that will be purchased by category with the anticipated timeframe for the acquisition.**

Request for Clarification #2: **Please state the specific number of units that will be purchased initially.**

The purpose of this RFP is to establish a contract or contracts for the procurement of digital copiers and digital duplicators on an “as needed” basis and there is no definite timeline or specific number of units for purchase.

14) Page 6; Section 7.1.1 - **It is stated that Full Service and maintenance will be performed by the PWCS at the end of the factory warranty period. We are concerned that PWCS may not have a full appreciation for the level of technical knowledge that is required to maintain document solutions in a reliable manner. It is unlikely that PWCS has the capability to maintain copiers with non-manufacturer trained technicians.**

Section 6.5, Training (Copiers and Duplicators), page 5

6.5.3. Contractor shall provide Factory training for up to six (6) PWCS technicians at a venue in Prince William County at no cost to PWCS. There will be no prerequisite testing of PWCS technicians to attend this training.

6.5.3.1. Vendor is to supply machines for training purposes.

6.5.3.2. Vendor is to supply all technical publications and literature to each technician at no cost to PWCS.

6.5.3.3. Technical updates are to be provided to PWCS technicians as they are released by the manufacturer at no cost to PWCS.

6.5.4. All training shall be provided in accordance with manufacturer’s requirements.

15) Page 8; Category 3: Rental of Digital Copier Equipment.

Question #1: Under Section 7.3.1 **Will PWCS permit an exception to rental and allow Offeror to propose a 12 and 36 month lease option?**

Section 5 Statement of Needs, page 2, "Rental is defined as temporary equipment and/or service(s) provided for use by PWCS at a fixed rate and length of time." If the lease option meets the above definition, the offeror can propose their solution.

Question #2: Under Section 7.3.1. **If PWCS is willing to allow an exception for a 12 and 36 month lease, is there a minimum monthly or annual copy volume commitment for each category or is each copier based on a "zero" volume commitment.**

See Question 10.

This is open for the offerors to propose their best pricing solution. Section 7, Category 3: Rental Of Digital Copier Equipment 7.3.2. states "Offeror shall address optional cost per copy and unlimited copies solutions in his or her proposal response."

Question #3: Under Section 7.3.2. PWCS is asking for a CPC program option with unlimited copies included. **Will there be a minimum monthly base volume that can be guaranteed or will this also be a "zero" base monthly copy volume program?**

Rental equipment shall have full service and maintenance in accordance with Section 6.4., Full Service and Maintenance Support Requirements, of this RFP. **Offeror shall address optional cost per copy and unlimited copies solutions in his or her proposal response.** The proposed pricing is at the option of the Offeror.

16) **Is the Offeror permitted to take exception to any provisions of the RFP and Ts & Cs that we cannot accept?**

Offeror can submit their exception to the PWCS for review.

17) Under Section 7.3.5 On a percentage basis, **how often has PWCS utilized flexibility to upgrade or downgrade equipment to meet end users changing needs based on PWCS current copier population?**

This option is not in our current contracts.

ALL OTHER SPECIFICATIONS, TERMS AND CONDITIONS REMAIN UNCHANGED.

A signed acknowledgment of this addendum must be received by the Central Purchasing Office either prior to the Proposal due date and hour specified, or attached to the RFP. Signature on this addendum does not constitute the Offeror's signature on the original proposal document. The original proposal document shall also be signed.

Daemien Jones, Buyer
Contract Administrator, Central Purchasing Office

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ACKNOWLEDGMENT:

Name of Firm

Signature

Date

Print Name and Title

Telephone Number

Fax Number