



ADDENDUM #1

COMPREHENSIVE COPIER SOLUTIONS RFQ # 2010-03

January 22, 2010

The following eight (8) pages of questions and responses shall be made and incorporated in the subject Request for Qualifications. The questions are stated as presented. Apparent duplicate questions have been excluded.

QUESTION: On page 7 of 12 and 8 of 12, under 1.18 Final Agreement, it states: "SBCCD may terminate any resulting Final Agreement(s) for convenience at any time by giving the CONTRACTOR written notice thereof. Upon termination, SBCCD shall pay the CONTRACTOR his allowable cost incurred to date of termination, and those costs deemed reasonable and necessary by SBCCD to effect such termination. The effective date of termination shall be the date of Notice of Termination." Are we to interpret this as meaning, after the award is made and the agreement is negotiated and approved, that it is subject to cancellation for convenience at any time and for any reason? If so, would the SBCCD consider a cap on the amount of the contract that could be cancelled for convenience (e.g. 10%)?

RESPONSE: Due to a multitude of external influences and legal codes, SBCCD may be compelled to terminate a contract for any cause at any time. Additionally, SBCCD may not remit payment for services not actually received. If this solicitation

results in a Final Agreement, SBCCD will negotiate the terms and conditions of a Final Agreement in good faith.

QUESTION: In section 1.7 Response Format, can you supply an example of the response format. Also, there is no mention of pricing. Do you want purchase price, lease price or both? Cost per copy pricing any [sic] also be an option.

RESPONSE: An example of the response format is provided in Section 1.7 of the RFQ and is reproduced below:

Section 1.0	EXECUTIVE SUMMARY CONTRACTOR shall outline briefly the entire scope of the Response and key elements to which readers should pay particular attention.
Section 2.0	CONTRACTOR PROFILE CONTRACTOR shall describe in narrative form the nature and history of their company, relationships with subcontractors if proposing jointly, etc.
Section 3.0	CONTRACTOR QUALIFICATIONS CONTRACTOR shall outline and describe their RFQ Responses following the specifications enumerated in Section 3.0. Specific exceptions to SBCCD specifications should be described and justified here as well as any additional information the CONTRACTOR feels relevant to their Response. Paragraphs shall be numbered to follow the enumeration of Section 3.0 so as to provide the Evaluation Committee the ability to objectively score each Response.
Appendices: The only official response to this RFQ is what is submitted in the RFQ Response and the appendices included with this Response. Ancillary and supplemental comments will be considered in the evaluation, but cannot substitute or contradict responses in the Response.	
Appendix A – Non-Collusion Affidavit No additional directions necessary. This standard form is self-explanatory.	
Appendix B – Contractor Profile Form & Designation of Names This is the official signature page for the RFQ Response and where pertinent information is identified.	
Appendix C – Financial Statements Please furnish financial information that accurately describes the financial stability of CONTRACTOR.	

Also, Section 3.3 provides an example of the table format for CONTRACTOR to provide the copiers, printers, and multi-function devices made available through the respective piggyback and/or cooperative contract(s) *[emphasis added]*:

CONTRACTOR shall identify and describe the copiers, printers and other multi-function devices made available for procurement through the cooperative and/or "piggybackable" contract(s) identified in RFQ Section 3.2. All machines shall be identified as follows:					
	Model Name	Model No.	Production Speed	Basic Features	Applicable Contract
ex.	Kwikopy Pro	KC-90	90 blk/min 75 clr/min	Dual sided scan & print, fax, staple, collate, 250,000 volume/month	SB County

Furthermore, SBCCD is not requesting CONTRACTOR to propose pricing. This solicitation is seeking qualifications from CONTRACTOR rather than a price

proposal. Section 3.2 states CONTRACTOR shall identify cooperative and/or piggybackable contracts available through CONTRACTOR. Section 3.2 goes on to define the appropriate identification of the contract(s) to include the schedule of bids received. Schedule of bids received may typically include either pricing or a guaranteed discount from retail or list price [*emphasis added*]:

Identification of the current valid cooperative and/or "piggybackable" contract(s) shall include the name of the awarding public agency or joint purchasing authority, certification of bid award, a copy of the executed contract documentation including any applicable term extensions, schedule of bids received, and proof of publication.

QUESTION: The RFQ [Section 3.3] states you are looking for a base configuration. Can you please clarify? One organization's base configuration maybe different than an other organization [sic].

RESPONSE: RFQ Section 3.3 is requesting CONTRACTOR to provide a list of copiers, printers, and multi-function devices that can be made available to SBCCD through the cooperative and/or piggybackable contract(s) identified in Section 3.2. SBCCD will solely use these descriptions as an illustration of the machines available through CONTRACTOR; SBCCD will not use these descriptions as a limitation to any individual device's capabilities or the ability of CONTRACTOR to further augment functions on any given device. SBCCD requests CONTRACTOR to provide as basic a description as possible to give the Evaluation Committee the general breadth of copiers, printers, and multi-function devices that can be made available to SBCCD.

QUESTION: Are you looking to make a single award or an award to multiple vendors?

RESPONSE: RFQ Section 1.2 states, "SBCCD intends to contract with one or more qualified contractors." The number of awards made is dependent on the bid responses received.

QUESTION: Are you looking for a copier only program or a copier and printer program. Section 1.2 references a flexible buy-out and transition program for existing copiers, are you looking to move away from copiers to multifunction devices?

RESPONSE: SBCCD is seeking qualifications from contractors who can provide comprehensive copier solutions as defined in the RFQ. SBCCD recognizes that a comprehensive copier solution involves an analysis of the SBCCD document production process and relies on the advice and recommendations of one or more qualified contractors to achieve a comprehensive solution.

QUESTION: Will the District entertain RFQ responses from independent (i.e., non-selling/servicing) copier consulting firms that can provide the kinds of comprehensive copier/printer survey and other services outlined in the RFQ?

RESPONSE: SBCCD is obligated to receive and evaluate all responses which are received prior to the Response deadline of 3:30PM on February 5, 2010. All responses will be

evaluated according to the evaluation criteria listed in RFQ Section 1.11 reproduced below. Responses which do not follow the criteria listed may receive lower scores during the evaluation.

- A. Responsive:
 - a. Compliance with Required Forms and Certificates,
 - b. Adherence to the RFQ Response Forms and format;
- B. Responsible:
 - a. Sufficient references for which similar types of services had been provided,
 - b. Proof of financial stability and viability,
 - c. Experience of the firm and assigned personnel with the services proposed,
 - d. Resources that demonstrate adequate capacity to perform services proposed;
- C. Response:
 - a. Comparable experience and references provided,
 - b. Value of current valid cooperative and "piggybackable" contracts available,
 - c. Value and quality of warranty, maintenance, and repair services proposed,
 - d. Value and quality of equipment proposed,
 - e. Value and quality of fleet management products proposed,
 - f. Value and quality of print management products proposed,
 - g. Value, quality and cost of copier and printer survey proposed;

QUESTION: Does the District intend to release its own RFP which will define its own unique servicing, equipment and overall program criteria, or is the intent to strictly piggyback off of another existing program?

RESPONSE: SBCCD intends to piggyback and/or utilize cooperative contracts.

QUESTION: What are the District's specific equipment requirements in terms of the number of devices required, speed, functionality (print, scan, duplex, stapling) and other specifications?

RESPONSE: This solicitation is seeking qualifications from CONTRACTOR rather than a proposal on specific equipment. Per RFQ Section 3.3, CONTRACTOR shall define the copiers, printers, and multi-function devices made available through the piggyback and/or cooperative contract(s) CONTRACTOR currently holds.

QUESTION: Does the District require any specific set of service response criteria, such as four-hour response time or 98% equipment uptime?

RESPONSE: SBCCD does not require a specific set of service response criteria. CONTRACTOR qualifications will be evaluated per the criteria established in RFQ Section 1.11.

QUESTION: Is it the intent of the District to reduce its current copier-related expenses? If so, how will this cost reduction be measured?

RESPONSE: Section 3.6 states CONTRACTOR should consult with SBCCD and recommend the cost-effective solution(s) as a part of the copier and printer survey. If the cost-effective solution(s) result in an overall cost reduction, the cost reduction would

be measured by both immediate costs to SBCCD as well as the total cost of ownership of all equipment and services.

QUESTION: Will the District provide a current listing of copier inventory along with average monthly volumes and costing per device?

RESPONSE: SBCCD will not supply a current listing of copier inventory, average monthly volumes, and costing per device as this information does not affect the qualifications of vendor to provide a comprehensive copier solution.

QUESTION: Are all copier locations intended to be managed by the print management solution currently network-connected and being used as printers?

RESPONSE: SBCCD intends to establish a comprehensive copier solution, which includes all SBCCD locations and functions excluding the Library/Learning Resource Center coin-operated devices at San Bernardino Valley College and Crafton Hills College; these devices are separately maintained and funded.

QUESTION: What is the current print management solution being utilized at the District? Does it track and chargeback only student usage, or all administrative usage as well?

RESPONSE: SBCCD does not currently utilize any print management solution of faculty and staff use. Student usage is limited to the Library/Learning Resource Center coin-operated devices, which SBCCD intends to maintain separately from any resulting procurement.

QUESTION: If the intent is to piggyback off of another existing copier program, what criteria will be used by the District to evaluate the merits of the various consortium or State-wide programs that may be available since those programs offer only single-unit pricing with basic service and for larger engagements such as at SBCCD are merely starting points for negotiation?

RESPONSE: The evaluation committee will be evaluating the qualifications of CONTRACTOR based upon the criteria established in Section 1.11. The ability of CONTRACTOR to utilize the piggyback and/or cooperative contract(s) will determine the value of the qualification rather than the merits of the piggyback and/or cooperative contract(s).

QUESTION: Is there an existing print server that communicates to all networked printers and copiers?

RESPONSE: The District maintains multiple print servers which communicate to all networked printers and copiers.

QUESTION: If “yes” to question 1, does this server have a .net framework?

RESPONSE: SBCCD cannot verify this information immediately. The print servers most likely have a .NET framework; if any servers do not, they may be upgraded.

QUESTION: Is SNMP enabled on the current network printers/copiers?

RESPONSE: SNMP is enabled on most network printers and copiers; however, SNMP may not be configured on those in which it is enabled.

QUESTION: Does SBCCD have a site map with locations of printers and copiers (to its knowledge)?

RESPONSE: SBCCD does have a site map with locations of printers and copiers.

QUESTION: Section 3.1 indicates conflicting information regarding references. 3.1.A states "CONTRACTOR Shall provide no more the three examples of clients" while 3.1.C states "CONTRACTOR" shall provide five (5) references.[sic]" Can SBCCD clarify if it is three or five that you are interested in?

RESPONSE: RFQ Section 3.1.A requests for CONTRACTOR to provide three (3) examples of current programs which will illustrate CONTRACTOR's claimed qualifications to provide necessary solutions. Section 3.1.C requests CONTRACTOR to provide five (5) references which SBCCD will contact to verify CONTRACTOR's claimed qualifications.

QUESTION: Is SBCCD currently using genuine toner for its devices or "compatible" toner?

RESPONSE: Unless a department or program has specific budgetary constraints, SBCCD typically utilizes genuine toner only.

QUESTION: Page 4 section 1.7: What cost are you referencing if we are not providing pricing proposal?

RESPONSE: The costs reference any and all costs associated with RFQ Section 3.6.

QUESTION: Page 8 section 3.1 E: Can we provide a quarterly response time and machine down time?

RESPONSE: If CONTRACTOR cannot provide annualized data for RFQ Section 3.1.E, CONTRACTOR should provide four (4) quarters of response time and machine down time data. SBCCD advises CONTRACTOR that inadequate data for response and machine down time may adversely affect the evaluation committee's ability to evaluate the qualifications of CONTRACTOR in this criterion.

QUESTION: What lease term of contract is the District looking for?

RESPONSE: SBCCD has not decided if there will be a lease contract as a part of the comprehensive copier solution. If a lease contract were to result from this process, SBCCD cannot enter into a lease agreement longer than 5 years (or 60 months) per Education Code 81644.

QUESTION: Will there be a WORD version of the RFQ and referenced forms made available?

RESPONSE: SBCCD will not be releasing a Microsoft Word-compatible version of the RFQ and forms.

QUESTION: Paragraph 1.2 – please provide further clarification of “an automated help desk support and supply ordering program”.

RESPONSE: This statement is further clarified in RFQ Sections 3.5.A.b and 3.5.A.c.

QUESTION: Does paragraph 1.4 apply to 3rd party Leasing Companies?

RESPONSE: SBCCD is not requesting information regarding lease financing as a part of this RFQ.

QUESTION: Paragraph 1.5.3 – Does this mean you will release confidential information to any request?

RESPONSE: All submitted RFQ Responses and Response Forms are public records subject to public disclosure. SBCCD will not release portions of CONTRACTOR’s response designated as confidential unless a Public Records Act claim is made. At that time, CONTRACTOR is responsible for defending his/her right to confidentiality. SBCCD will notify CONTRACTOR if any such claim is made.

QUESTION: Paragraph 1.7 – Is there a form or spreadsheet required other than the example in paragraph 3.3?

RESPONSE: Responses shall be formatted as stated in RFQ Section 1.7 including all appendices and the example given in Section 3.3.

QUESTION: Paragraph 3.1.C – Some references do not allow unfettered access and may not approve additional access points (2nd phone number, 2nd contact) but are willing to discuss their particular application. Will this situation disqualify this reference?

RESPONSE: This scenario may adversely affect the evaluation if the only contact provided cannot be successfully contacted and CONTRACTOR’s qualifications cannot be verified.

QUESTION: Will vendors who are Disabled Veterans, Minority Owned, etc. be given any preference in the bidding process? Sub contractor? 3rd Party?

RESPONSE: SBCCD does not have a procedure to give preference to a CONTRACTOR with special classifications. SBCCD encourages all qualified CONTRACTORS to submit his/her qualifications.

QUESTION: Will there be a 24 hour grace period after the questions are answered for the vendors to request further clarification of the District's answers?

RESPONSE: SBCCD does not intend to grant additional opportunities for CONTRACTOR to submit questions as SBCCD believes ample time has been granted to CONTRACTOR to analyze the RFQ documents and submit all necessary questions. CONTRACTOR may submit administrative questions to Benjamin Gamboa at bgamboa@sbccd.cc.ca.us as they arise. SBCCD will continue to communicate openly with CONTRACTORS as it deems necessary and appropriate.

QUESTION: My question is if San Bernardino Community College District is open to our assessment process [of device recognition via either external software or a USB scan device] and will allow this method.[sic]

RESPONSE: SBCCD will evaluate CONTRACTOR's Response per the evaluation criteria established in RFQ Section 1.11. Additionally, Section 3.6 requests CONTRACTOR to outline a work plan to conduct a comprehensive copier and printer survey. Section 3.6.A is illustrative of the services to be included within the survey; however, SBCCD recognizes different services may be more successful and cost-effective. CONTRACTOR should propose Section 3.6 accordingly.