



Beaufort County School District

Addendum 3

Solicitation Number: 21-038
Date Printed: June 2, 2021
Date Issued: June 2, 2021
Procurement Officer: Kaylee Yinger, CPPB
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Request for Proposals

DESCRIPTION: **Multi-Functional Printer (MFP) Services**
SUBMIT OFFER BY (Opening Date & Time): **June 30, 2021; 4:00 PM EST**
QUESTIONS MUST BE RECEIVED BY: **June 23, 2021**
NUMBER OF COPIES TO BE SUBMITTED: **Seven (7) Original Signed Copies and One (1) Redacted Version on CD**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
Beaufort County School District
Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309

PHYSICAL ADDRESS:
Beaufort County School District
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

AWARDS & AMENDMENTS:

Award will be posted at the Physical Address stated above on or after June 30, 2021. The award, this solicitation, and any amendments will be posted at the following web address: <http://beaufortschools.net>.

You must submit a signed copy of this form with Your Offer. By submitting a proposal or bid, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: _____ (Full legal name of business submitting the offer) ENTITY TYPE: _____

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

PRINTED NAME _____ TITLE _____

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

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HOME OFFICE ADDRESS (Address for Offeror's home office/ Principal place of business):	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent):
PHONE NUMBER:	
EMAIL ADDRESS:	

PAYMENT ADDRESS (Address to which payments will be sent):	ORDER ADDRESS (Address to which all purchase orders will be sent):
<input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Home Notice Address (check one only)	<input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Notice Address (check one only)

ACKNOWLEDGEMENT OF AMENDMENTS:	<u>Amendment Number</u>	<u>Amendment Issue Date</u>
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.		

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please include a copy of your certification.

Questions and Answers:

1. Can the District please provide historical volume information for all of the units included in the scope of the RFP?
 - Please see attachment to this addendum
 - This will include some units and their replacements if unit was replaced between January 1, 2019 and January 1, 2020
 - This sheet may have 2 entries (column C entry will be the same) for an MFP
 - If first column shows “device” then the page count are for copies
 - If first column does not show “device” the page count is for prints
 - Replaced device will have “removed” and a date in the name field (see column B)
2. How many papercut licenses will be required throughout the term of the contract and how many exist today?
 - a. Approximately 192 which include desktop MFPs
 - b. Cannot determine how many additional may be purchased.
3. How many device relocations have been performed during the current contract term?

A few.
4. How many times has the District upgraded or downgraded a device during the current contract term?

A few.
5. Please describe a typical example of when a P-card would be used for a purchase?

A P Card would be used for the payment of all invoices. Essentially all payments made to the vendor under this contract. The submitting vendor must take exception to the P Card in their proposal if they do not wish to accept it.
6. On the bid schedule, will BCSD consider an 80ppm color instead of a 95ppm color?

Yes but please include 90 or 95 if you have it.