

ADDENDUM NO. VII

DATE: November 2, 2020
TO: All Potential Proposers
FROM: James McKeehan, Assistant Purchasing Agent, City of Knoxville
SUBJECT: Addendum No. VII to RFP – Multifunction Printers

PROPOSALS TO BE OPENED: November 10, 2020 at 11:00 AM (Eastern Time)

This addendum is being published to provide clarification regarding the above referenced RFP. This addendum becomes a part of the contract documents and modifies the original specifications as follows:

Items for Clarification:

- 1.) ***** Due to the relative age and viability of the MFP's most recently installed under the current contract the City has determined to deploy new MFPs in 2 phases. Phase 1 will begin at the time of final and completed installation and be valid for a term of six (6) years from that date. Phase 2 will begin one year from the date of final and complete Phase 1 installation and be valid for a term of five (5) years from that date. MFPs installed under Phase 1 may be replaced as necessary with refurbished MFPs only during the last year of the contract. See the attached Appendix III for a list of MFPs to be included in each phase. Please note that the last 2 printers listed in Phase 1 are to be replaced despite their recent installation so as to maintain homogeneity within those departments.*****
- 2.) What are the date ranges the average page counts are from?

Average page counts found in Appendix 1 are from January 2019 through December 2019

- 3.) If we see that the volume listed would warrant cost savings by quoting a machine that does less ppm than the one you already have, is that acceptable?

Per Section 5: Scope of Service; "The contractor shall perform a detailed site survey including interviews with key users from each department or division to assess needs." It is expected that some users' needs will have changed since the implementation of the previous agreement.

- 4.) The pricing sheet "Appendix II" appears to have errors in cells P7-R7. Will a new pricing sheet be issued with corrections?

The mislabeled column title has been corrected on the Price Sheet included with this addendum

- 5.) On the pricing sheet "Appendix II" The base price is requested twice for each copy quantity category. Once for black and white and once for color. Could you please clarify how you would like these priced?

Price should reflect the cost to the City per month per printer of each requested quantity of printed pages in black/white and color as well as the overage cost per printed page over the requested per month quantity of black/white and color pages printed. The pricing grid in blue is for printers only capable of printing in black/white, the pricing chart in green is for printers capable of printing in black/white and color.

- 6.) There are two sheets of multi-function devices on "Appendix I." (Sheet 1 and COK MFC Inventory) Is the City looking to replace items from Sheet 1, COK MFC Inventory, or both?

Only the tab labeled "COK MFC Inventory" should be referenced for proposals

- 7.) While the simplicity of grouping each volume category for your devices may make payment amounts more predictable, based on the usage volume and included copies with the current plan, the city is spending money on copies they are not making. I would advise being open to a zero-base price where the city would never be charged a minimum number of copies. In addition, each copy would be a predictable cost with no penalties for overage copies.

You may include this solution in your proposal but pricing should still be entered on the pricing sheets for evaluation, based on the average number of copies provided per machine.

- 8.) Can you please let me know if postscript is required on any of the machines? It is required for MAC printing.

Postscript printers are not needed under this request for proposals.

- 9.) Can you please provide additional or correction for each following device:
- a. Multiple machines have no AMV and 0 print volumes, can you please provide this information? Does it mean these devices are not connected to the network?
 - b. KPD East District 4450 Walker Blvd: There is no color volume but it is a color device: is color indeed required?
 - c. KAT-Main Office and KAT-Maintenance have 75 ppm machines but an extremely low volume: What is the reason behind the high speed device for these 2 locations?

The inventory list in Appendix 1 should only be considered as a reference for the type of printers, quantities and typical volumes currently in use by the City and should not be considered as a definitive list of exact needs. Per Section 5: Scope of Service; "The contractor shall perform a detailed site survey including interviews with key users from each department or division to assess needs." It is expected that some users' needs will have changed since the implementation of the previous agreement.

10.) Pricing Sheet under B&W has group III and group IV both with 40 CPM. Can you explain?

Group IV and IX should be capable of printing up to A3 page size. A revised pricing sheet is attached to this addendum.

11.) For each location, can you let us know if 11x17 printing is required?

The City currently has 64 printers that can print up to A3 paper size.

12.) Would the city of Knoxville entertain the idea of rightsizing the fleet based on current volume?

Per Section 5: Scope of Service; “The contractor shall perform a detailed site survey including interviews with key users from each department or division to assess needs.” It is expected that some users’ needs will have changed since the implementation of the previous agreement.

13.) Question, what do you mean by “Relay Unit”?

The Relay Unit is an accessory needed for the Konica Minolta finishers.

14.) You have a piece in there about Energy/Environment, Will they allow recycle bins on premise for used toner cartridge?

The Public Building Authority has a contract in place for the recycling of toner cartridges at the City County Building, but you may offer recycle bins at other City offices and facilities located outside of the City County Building.

15.) By the way, some of the places that say LCT, I think you mean the draw at the bottom of the machine that holds 3k sheets of letter. – can we confirm this?

Confirm that this is the Konica Minolta bulk paper drawer

16.) On the hardware there are some that do not have any volumes and or any configuration. Can we get those added so we know how to configure the hardware correctly, please?

The inventory list in Appendix 1 should only be considered as a reference for the type of printers, quantities and typical volumes currently in use by the City and should not be considered as a definitive list of exact needs. Per Section 5: Scope of Service; “The contractor shall perform a detailed site survey including interviews with key users from each department or division to assess needs.” It is expected that some users’ needs will have changed since the implementation of the previous agreement.

17.) Would you provide some guidance and clarification about the ratio of B/W copies and Color Copies to be included in the base pricing for each volume band of the color equipment? How should the ratio be calculated?

Price should reflect the cost to the City per month per printer of each requested quantity of printed pages in black/white and color as well as the overage cost per printed page over the requested per month quantity of black/white and color pages printed. Please reference Appendix 1 for the average black & white vs color prints per machine per month for 2019. Cost calculation is the responsibility of the proposer.

END OF ADDENDUM VII