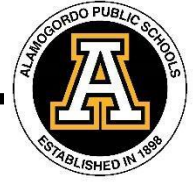


ALAMOGORDO PUBLIC SCHOOLS

PO Box 650
Alamogordo, NM 88311-0650



Office of Business and Finance

Dillon Voss, Chief Procurement Officer
1211 Hawaii Avenue
Alamogordo, NM 88310

Office: (575) 812-6046
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RE: RFP 015-2021 District Wide Copiers

To whom it may concern,

Thank you for your interest in RFP 015-2021 District Wide Copiers. Below I will address the questions that were submitted.

1. Regarding the card reader need that is specified, are you currently using HID Cards or PIN Numbers? Do you prefer cards over PIN numbers or is there a preference?

APS does not currently a PIN number or Card Reader system for our copy machines or printers. At this time there is no preference between the two options.

2. You Mention that you will need black and color equipment. Do you have a break out of how many need to be black only and how many need to color enabled? Can you provide the details on a break out basis according to the speeds indicated in the RFP?

The District would prefer that as many as possible have access to color as well as black and white copies.

3. Do you have annual volume information in a per machine basis or for the entire fleet of current copiers?

The following is the information the district is able to provide as far as the volume of each category.

2018- 2019 Black 10,389,682

Color 278,745

2019-2020 Black 6,498,382

Color 253,091

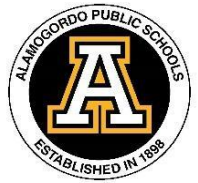
2020-2021 Black 950,106

Color 133,455

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4. On Section V. Proposal Format, under Technical Proposal must include the following: letters E,F,G. We are to sign Appendix A,B,C where do we find these forms?

Appendix A,B,C will be added to the RFP through Addendum #1.

5. You mention in the RFP the desire to have card readers enabled on the equipment. Can you please tell us the brand and frequency of the cards being used so that the correct card readers can be quoted?

APS does not currently utilize a card reader system so there is no brand and frequency data available.

6. On page 8 of the III Specifications under section 2 of printer/Copier Functions, there is one bullet point that says 'Card Reading'. Would the district please clarify and explain the expectations of this feature.

The expectation of this feature is to read teacher ID badges.

7. Will there be a list of specific models and configurations provided? If there is no list provided would the district like a menu style option with pricing for each option included?

"Menu style" pricing will be accepted if an offeror chooses to present their pricing in that format.

8. There is no mention of current print volume. Will the district prefer a per click basis as this will provide more clarity for the district?

The District has no preference on this matter.

9. The print shop currently has some production Printers. Will those be part of this RFP as well?

There are two high volume printers in the print shop that are included in this RFP.

10. The District is requesting proposals for 60+ page per minute devices only, would they accept and consider more than one cost proposal submission?

The District will accept more than one cost proposal submission.

11. Submittals are accepted in person, mailed, or Vendor Registry; which is the preferred method? If through Vendor Registry, is there a size limit on the file? If delivered in person, is it One original and 5 Copies, or One original and a thumb drive.

Vendor Registry typically is the easiest method available however there is no preference by APS as to which method an offeror chooses to utilize. Vendor Registry does have a file size limit of 800MB. If the offeror decides to deliver their proposal by mail or in person the requirement is one original, five copies, and a thumb drive.



12. Under section III. Specifications, Black white and color printing. Is the district looking for color MFP devices only, or is it color, scanning, Black and White printing?

That would be preferred, but multiple proposals or a menu of options is acceptable.

13. In the 90+ PPM Category is the district looking for black and white or color also? If color is being requested, as the 90+ category is considered a production unit, will additional accessories be submitted as options? Example Fiery Controllers or Interfaces.

The 90+ PPM Category is for the two production printers in the graphics department if the offeror chooses to do so they may list additional components for these machines.

14. Would the district consider utilizing a current pricing structure such as the NASPO or Texas DIR?

The district will not consider these pricing structures.

15. Would the awarded pricing form this contract be extendable to other school districts throughout the state of New Mexico?

The awarded pricing from this RFP will not be extendable to other school districts.

16. Card reader function, does the district currently utilize card readers? Are you requesting a card reader for each MFP, or that it simply has the card reader capability to function if activated?

APS does not currently utilize card reader functions on our copy machines or MFP's. The district is not asking for card reader functions at each MFP simply that the MFP has the card reader capability to function if activated.

17. Will the district be supplying current monthly volumes as well as current fleet information?

Please refer to the answer for question #3

18. Will the district not be utilizing any desktop units?

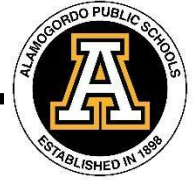
The District will not be utilizing desktop units.

19. Will the district enter into a FMV (Fair market Value) Lease?

The District will explore lease options with the selected winner.

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20. Price proposal Section C, Traditionally a “Cost per Page” agreement includes all items listed A through G, cost of the equipment, all parts, labor, toner, and supplies. Is the district looking for break fix option + lease payment, or a total CPC agreement to include all charges?

Multiple cost proposals will be accepted.

21. Does the District have any special invoicing requirements?

The District does not have any special invoicing requirements.

22. Is all the pricing submitted to be inclusive of property tax?

Pricing submitted is to be exclusive of tax.

23. Are there any options or changes not listed in the RFP, the District would like to see different from their current copier contract?

The District would prefer to utilize more color printers to allow our campuses to make their own copies.

24. When is the district expecting to award this RFP?

APS is expecting to award this RFP at our June board meeting
6/23/2021

25. What proposed installation date is the district requesting?

The installation date will be determined with the awarded vendor as there are many factors that go into setting that date.

Dillon Voss

Respectfully,
Dillon Voss
Chief Procurement Officer
Alamogordo Public Schools