DATE: October 01, 2019
TO: All Offerors
FROM: Angela R. Young
Executive Director of Contracting
RE: RFP NO. 110-20 Multifunctional Digital Copiers and Digital Duplicators

Please see Addendum No. 3 for the above-referenced solicitation.
ADDENDUM NO. 3
RFP NO. 110-20 MULTIFUNCTIONAL DIGITAL COPIERS
AND DIGITAL DUPLICATORS

A. The following change has been made to the above-referenced solicitation:

Delete: Pages 1, 3, and 30
Add: REVISED 10/01/2019 Pages 1, 3, and 30
DATE: September 13, 2019

TO: All Offerors

FROM: Angela R. Young
Executive Director of Contracting

RE: Request for Proposal No. 110-20, Multifunctional Digital Copiers and Digital Duplicators

Fulton County Schools (FCS) invites you to submit a proposal furnishing any and all goods and/or services required for Multifunctional Digital Copiers and Digital Duplicators.

A Pre-Proposal Conference will be held on Tuesday, September 10, 2019 at 10:00 a.m. at The Administrative Center, 6201 Powers Ferry Road NW, Atlanta, Georgia 30339.

Sealed Proposals will be received subject to the attached terms specified in “Proposal Conditions”, at the office of the FCS Contracting Department, The Administrative Center, 6201 Powers Ferry Road, Atlanta, Georgia 30339. Proposals will be received up to 2:30 p.m. local time (as per the Contracting Department time clock) on Tuesday, October 1, October 8, 2019, October 15, 2019. Proposals must be time stamped by FCS in the manner described herein in order to be timely.

Questions regarding the proposal process should be directed in writing to the Executive Director of Contracting via facsimile at (470) 254-1248 or via email at wecare@fultonschools.org. Only questions received prior to 4:00 p.m. on Tuesday, September 17, 2019 will be considered.

Proposals are subject to rejection if the signature page is not completed and returned with the proposal on or before time of proposal opening.

QUALIFICATIONS SHALL BE SUBMITTED IN A SEALED ENVELOPE, ONE SUBMITTAL PER ENVELOPE,_plainly_marked “REQUEST FOR PROPOSAL NO. 110-20” ON THE OUTSIDE OF THE ENVELOPE, AS WELL AS THE DATE OF SUBMISSION. IF NOT SUBMITTING A SUBMITTAL THEN “NO BID” MUST BE INDICATED AS SUCH ALONG WITH THE RFQ NUMBER ON OUTSIDE OF ENVELOPE. FOR IDENTIFICATION PURPOSES THE FIRM’S NAME AND COMPLETE ADDRESS SHALL BE CLEARLY PRINTED OR TYPED ON THE OUTSIDE OF THE ENVELOPE. FAXED RESPONSES WILL NOT BE ACCEPTED.

VISIT OUR WEBSITE AT www.fcscpcontracts.org
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FOR

REQUEST FOR PROPOSAL NO. 110-20

MULTIFUNCTIONAL DIGITAL COPIERS AND DIGITAL DUPLICATORS

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4. All hardware proposed should be a currently marketed offering that receives the highest level of support available from the manufacturer. Product offerings that have reached end-of-life (EOL), as declared by the manufacturer, will not be accepted by FCS as a valid response to this solicitation.

5. All proposed devices, at a minimum, should offer black/white and/or color services (as requested/required by the FCS user) and feature copy, print, scan, email, document archive, and facsimile (fax) functionality.

6. The awarded vendor(s) should anticipate working with FCS to evaluate its needs, determine future efficiencies, recommend solutions related to document production/reproduction that will result in increased efficiencies and cost reductions, and assist with implementing such solutions.

7. The awarded vendor(s) should anticipate working with FCS and current vendors to establish a phase-out plan for any current equipment leased to FCS.

8. All proposed equipment must plug into standard electrical outlets without adapters or modifications.

9. Proposed device models should be Energy Star compliant.

10. All proposed equipment must be capable of connecting to the FCS LAN via an ethernet connection and fully integrate with current network infrastructure protocol for copying, printing, scanning, document archiving, and facsimile services.

11. All equipment should be user-friendly with intuitive keypad(s) and must include a message display screen to help users with task execution, equipment status information (i.e. low toner, out of paper, etc.), and basic troubleshooting (i.e. paper jam resolution assistance). Equipment design shall allow paper jams to be easily cleared by everyday users.

12. Proposed device models should be, at a minimum, capable of handling print jobs for common paper-tray sizes (i.e., 8.5” x 11”, 8.5” x 14”, and 8.5” x 11” x 17”).

13. Provider shall supply and install all consumable supplies (except paper) for devices provided as part of the vendor’s maintenance plan at no additional cost to FCS.

14. Operating manuals shall be delivered with the equipment (one per machine/per site). Operating manuals can be made available in print or electronic format.

15. All equipment models should be clearly labeled with a unique identification number or alpha-numeric code, as established by the vendor. Such labels should be affixed in an easy to see location on each device.
B. The following are questions received and Fulton County Schools, (FCS) responses for the above-referenced solicitation:

1. How many units will have their leases expiring in 2020?
   **243 leases are set to mature/expire in 2020.**

2. Is FCS returning and paying for shipping the expired leased equipment?
   **No.**

3. Some of the Toshiba equipment appears to be much bigger equipment than the volumes warrant. Can we right size our recommendation based on current actual usage by device?
   **For purposes of the RFP response, the answer is no. Post contract award, FCS would be open to “right-sizing” conversations.**

4. On rows 425 of current Toshiba copiers, it appears as two (2) separate locations, is that correct or is one (1) unit with mono and color volumes listed on separate rows?
   **There is insufficient information in the question for FCS to pinpoint the exact item.**

5. On row 426 of current Toshiba copiers, it’s showing a different school and 2nd Conley Hills Elementary School is at a different address (2580 Delowe Drive) than the one listed on row 426. **The official address for Conley Hills Elementary School is 2580 Delowe Drive, East Point, Ga 30344.**

6. On rows 453 and 454 it looks like the front office and copy room have color devices. Are their two (2) color devices?
   **Each line is to be considered a unique unit.**

7. If a vendor does not offer the RISO or an equivalent will you deem the response not acceptable because of “All or None” in Additional Conditions section #4?
   **No, offerors will not be deemed as non-responsive.**

8. In Section 3 – Post Award #5 Termination for Convenience, is this clause for the one-year period with four (4) one-year renewal periods?
   **This clause is for the life of the contract.**

9. To clarify, Section 3 – Post Award #5 clause does not apply to the leasing of equipment portion in the RFP, is that a correct statement?
   **That is not a correct statement.**

10. How would FCS like to see pricing presented?
    **FCS would prefer to see pricing presented in a table format that shows: “Current FCS Toshiba Model Number”, “Offerors Proposed Comparable Model Number”, “Offerors Monthly Lease Cost at 12-Months”, “Offerors Monthly Lease Cost at 24-Months”, “Offerors Monthly Lease Cost at 36-Months. Additionally, FCS would prefer to see an annual Per Page Print Cost grand total based on FCS’ projected annual print volume.**
11. Would FCS provide a pricing format document for Vendors to use?  
   Please see response ten (10).

12. How does FCS currently use Printer Logic?  
   FCS presently use Printer Logic for administrative management of the district’s network printer fleet.

13. On Page 32 section G, you specifically list MPS strategy requirements, please elaborate?  
   FCS would like to know the offerors capabilities in this area. Are you asking what our capabilities are?  
   Yes. Do you want this service to be added to the MFP fleet?  
   Potentially, in the future, but not immediately.

   FCS would like to know the offerors capabilities in this area. Are you asking what our capabilities are?  
   Yes. Do you want these potential services added to the MFP fleet?  
   Potentially, in the future, but not immediately.

15. Please distinguish between contract period as stated on page 25, # 2 and #3 versus Leasing and Invoicing Requirements on page 33, section L # 1, and page 35, section G #1; Is it correct to say that the duration for the lease will be for 5 years, renewable yearly, in-line with State of Georgia Law? Also, will it be correct to say that section L # 1 of page 33 is basically asking for 12 months, 24 months and 36 months cost projections for budgetary purposes?  
   The contract period is for one (1) with four (4) one-year options, should FCS decide to continue with the contract. Leasing and invoice requirements are based on whatever lease options FCS chooses. It is not safe to assume the lease will be for five (years) because we may go with the 12, 24, or 36-month options. It is not for budgetary purposes.

16. On page 30, # 12, is paper tray size 8.5" x 17" a typo? Should it be 11" x 17"?  
   Yes, it is a typo. Please see revised page 30.

17. Which features of Printer Logic are currently being used by FCS? Is the current Printer Logic still under maintenance and service?  
   Current usage/features include: printer deployment, print driver uniformity, printer security & access, and auditing/reporting. Yes, it is under a separate maintenance and service contract.

18. Do you plan to use FCS current OnBase platform to leverage Content Management?  
   Yes.

19. Would you consider substituting the current duplicators with other print solutions? What is the intent of the duplicators?  
   Yes. Current duplicators are used primarily at the school-level to print various artifacts in a variety of ways. There is no specific intent.
20. On page 30, #5, and page 31, section C #4; is a finisher considered a basic required accessory for pricing purposes?
   Yes.

21. Can we get the “Annual Volume” pages (56-68) in an Xcel format?
   Please see Addendum one (1).

22. In order to better plan a transition to new MFDs, can FCS please provide the lease expiration dates for their current Toshiba MFD fleet?
   Due to limited time to respond to all questions, the best expiration information as of today is as follows: Qty = 243 MFD leases expiring in 2020; Qty = 99 leases expiring in 2021; Qty = 68 leases expiring 2022; Qty = 72 leases expiring in 2023; Qty = 2 leases expiring in 2024. Actual dates can be provided to awarded partner(s) post award.

23. What is the difference between “Offerors Modifications “and “Offerors Exceptions” documents / forms?
   When submitting modifications, the vendor is requesting modifications be made to any portion of our terms and conditions. Offerors Exceptions are exceptions made to our terms and conditions without proposing modifications.

24. Appendix IV of the RFP lists only 453 Toshiba Multifunctional devices. Can FCS confirm the number of Toshiba Multifunctional devices?
   486 is the correct number.

25. There RFP references Appendix VI, please confirm if this is a typo or if you will reissue the RFP to include Appendix VI.
   Please see revised page three (3).

26. Is FCS requiring a 8.5”x17” paper tray, or did they mean 11”x17”?
   11” x 17” is what FCS meant.

27. Xerox will replenish supplies to MFD's, can we assume that the customer will then install their own toner and paper to the devices?
   Yes, FCS will install toner and paper.

28. Will FCS consider the use of remote training, such as Webinar, YouTube videos, etc., sufficient for training purposes?
   Yes, training in a variety of mediums (face to face, online, etc.) is sufficient.

29. Can FCS describe in detail how you are currently using Office 365 and Onbase on the current MFDs?
   Although FCS uses Office 365 and OnBase, we do not effectively use them with our copiers.

30. Can FCS define their expectations for a "turn-key approach" as it applies to device maintenance?
   Services including but not limited to; toll-free support number, local technicians, vendor provided parts for repairs, equipment removal/replacement as required, etc.
31. Is Onbase continuing to be your provider of Content Management or are you looking for alternate document archiving proposal?
   **OnBase and Office 365 are our current providers. FCS is not looking for alternative options.**

32. Can FCS provide an estimate on the number of relocations of multifunctional devices (MFD) that may occur per year? **Typically, on the order of five (5) to ten (10) relocations per year - primarily due to summer construction/renovations.**

33. Is it the intention in the future to potentially have badge authentication for the MFD's across the District?
   Yes.

34. What are the titles and job responsibilities of the FCS Committee team?
   **Proposed committee members: Director IT Program Management, Sr. IT Project Manager, Executive Director Finance (or designee), Director Network Infrastructure (or designee), Manager Facilities/Building Services.**

35. Please define ad-hoc reporting, frequency required and provide examples?
   **Examples include but are not limited to: Monthly/Quarterly/Annual Service Call Reports, Print Volume Reports, Inventory/Fleet Reports, Training Reports, etc.**

36. Please confirm that we can bid for the copiers only - without being disqualified?
   **Offerors can submit proposals for copiers only without being disqualified.**

37. Will FCS accept pricing for a 5yr lease term with annual funding out clause?
   No.

38. Do you want pricing for a 12 month, 24 month, and 36 month lease term for all of the equipment and solutions?
   Yes, for each model proposed.

39. Will the existing provider continue to provide service on the existing copiers and duplicators until replaced?
   Yes.

40. Please confirm that moving of copiers will be limited to inner school moves and not from one building to another?
   **FCS cannot confirm. Equipment, in rare instances, will have to move from building to building.**

C. All other terms and conditions remain the same.