



City of
Los Banos
At the Crossroads of California

**QUESTIONS REGARDING
REQUEST FOR PROPOSALS
FOR
CITY-WIDE NEW MULTI FUNCTION DIGITAL COPIERS
Consolidation Project**

RFP Issuance Date
December 14, 2012

RFP Deadline for Submissions
January 9, 2013 at 2:00 P.M.

Contact Person
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1. What copier make/model is in City Hall-Office? **Response: Please refer to Appendix A.**
2. What is the buy-out on each of the two existing leases? **Response: The existing leases are noted in “Buy Out of Existing Leases”, Section II (Proposal Format) Item H (page 7). The monthly recurring payments to the vendors are \$252.49 for the Konica Minolta C253, and \$979 (total) for the three Toshiba copiers.**
3. Do you want staplers &/or hole punches on each of the machines? Do you want them in the pricing or listed separately as an option? **Response: Please review Appendix B (Technical Requirements), Copier Minimum Requirements for ALL Copier Replacements, item #7. There is no mention in the Technical Requirements regarding hole punching capabilities [note: an item has been added in the RFP Amendments document regarding this feature]. Information about how to respond to the Technical Requirements are found in Section II (Proposal Format), Item D.**
4. What about fax expansion kits? Do you want them in the pricing or listed separately as an option? **Response: Please review Appendix B (Technical Requirements), Copier Optional Desired Features – All Replacement Copiers, list item #1.**
5. Do you want all of the copiers networked? **Response: Please review Appendix B (Technical Requirements), Copier Minimum Requirements for ALL Copier Replacements, items #1, 10, 17, 18, 19, 23, 24, 25, 26.**
6. Will the vendor be handling the Connectivity of the equipment (ie setting them up for printing & scanning) or will your IT staff be handling this? **Response: Vendor staff should be available to configure copier/printer network parameters (IP address, subnet mask, gateway address, Active Directory file share location parameters, email parameters, etc.) provided by City IT staff, as well as to assist with initial setup of software drivers for network printing to the copier/printer devices.**
7. Are their stairs at any of the locations that our delivery crew will have to maneuver? **Response: No.**
8. Do you want Data Security Kits put on each unit? (Encrypts the information on the hard drive & writes over it up to 7 times) Or do you want to see this listed as an option? **Response: Please see Section II (Proposal Format), Item F, and Section II (Proposal Format), Item D.**
9. Would it make more sense to go ahead and buy-out the current lease of the Spriggs/US Bank lease rather than wait until August 2013? Would we use the monthly lease payment multiplied by the number of months left on the lease and use that amount as a buy-out? **Response: The RFP requires the proposer to include buy out terms on the existing leases for four (4) copiers. See Section II H of the RFP. The existing lease agreements do not provide for a formula or specific buy out amount for an early cancellation/termination.**
10. Is there a minimum required for either the Performance Bond or the Payment, Labor and Materials Bond? **Response: There will be no Payment, Labor and Materials Bond. The Faithful Performance (Completion) Bond will be required at the option of the City, based on the value of the maintenance and service contract.**
11. Please confirm the negotiation dates in Section III (Schedule for Selection and Award). **Response: The negotiation dates will be January 21 through January 29, 2013.**

12. On page 2...in the middle paragraph...you are asking for an “original copy that must be signed”, but you don’t have any “forms” for signatures. If I include an Introduction letter with my signature stating that I have the capacity to execute binding legal documents on behalf of my company, will that be sufficient? **Response: The “original copy” refers to an original copy of the proposal. The transmittal letter should have an original handwritten signature by an authorized representative of the company, as described on Page 2 of the RFP.**
13. Will the maintenance agreement be required to include staples? **Response: The maintenance agreement will require the furnishing of all consumables including staples and excluding paper. If staples are not to be included in the proposal as a consumable, please identify as an exception in your proposal.**
14. How will the RFP be weighed or graded in relation to achieving RFP goals? Will a percentage grade scale be utilized or a point system? Please clearly state methodology for grading the RFP. **Response: The City has not determined the specific evaluation system to be used in evaluation of the submitted proposals. Please refer to section IV D of the RFP.**
15. Are the unexpired leases to be considered as part of the RFP recommendations? What are the monthly lease payments and buy-out amounts for each of the leases which have not yet expired? **Response: See answer to previously responded to questions # 2 and #9. The proposal should set forth the cost of replacing the four identified copiers a) through a buyout at the beginning of the contract; or b) as added to the fleet at the expiration of the current leases to run coterminous with the rest of the fleet.**
16. Will the vendor who is awarded the RFP be responsible for shipping back the current fleet of copiers? **Response: Yes**
17. Will the current copier fleet hard drives be erased by the current vendor prior to shipping back copiers? **Response: This is not a requirement of the RFP.**
18. Is page 12 left blank intentionally or is the information missing for this page of the RFP? **Response: Page 12 was unintentionally left blank.**
19. What is the current device utilized for City Hall that produces the volume/ images noted in Appendix #1 current equipment? **Response: The number of copies shown for each copier in Appendix #1 was calculated using numbers provided on the invoices received from existing copier vendors.**
20. In Appendix B technical requirements, how many envelopes will be run weekly via the bypass- tray? **Response: The City does not have that data.**
21. Please clarify and define the requested/needed Zoom capabilities referenced in Appendix B #3. **Response: The vendor is being asked to state what zoom capabilities are supported by their proposed copiers. The City does not wish to state a requirement other than zoom capabilities are supported.**
22. #12 in reference to sound generated by each copier are you requesting the measurement in decibals? **Response: Yes, if that information is available.**
23. Is booklet finishing a required feature for any of the new proposed copiers? **Response: No.**
24. What are the Lease payment amounts for each of these units and does the amount include a Base Service inside of that payment? **Response: The lease payments are shown in the response to Question #2 above. For the Konica/Minolta C253, the payment includes 3000 black/white images and 150 color images, with a per-copy fee for additional**

images. For the Toshiba copiers, the payment includes 38,000 images among all three Toshiba copiers, with a per-copy fee for additional images.

25. Are you asking for the monthly lease cost of the four copiers based on a co-term at the end of their lease terms on 8/19/13 for the C253 & 1/12/2014 for the Toshibas'? Or are you asking the vendors to buy out the current leases? **Response: The City is requesting both in the alternative. The proposal should set forth the cost of replacing the four identified copiers a) through a buyout at the beginning of the contract; or b) as added to the fleet at the expiration of the current leases to run coterminous with the rest of the fleet.**
26. If the feature to wipe the hard drive is available on the proposed equipment, will this meet the City's RFP requirements? **Response: Yes**
27. Listed in "Copier Optional Desired Features – Class #1 and #2 Replacement Copiers", #8: "The copier panel can be accessed at a remote desktop (i.e. VNC), for example to allow remote support staff to view what the copier user is doing". Does this mean for IT purposes thru the web Interface? **Response: The goal is for the copier panel that the copier user sees to be visible remotely by support personnel, presumably City IT support staff. The vendor may propose alternatives that arrive at this goal.**
28. Listed in "Copier Optional Desired Features – Class #1 and #2 Replacement Copiers", #11: "Scanned images can be altered prior to saving (remove pages, rotate pages, clarification, remove text, compress images); Identify what can be altered at the control panel, and what can be altered using a desktop app". We need more clarification on this? Does the City have, or are looking for a specific software application? (ie. E-copy Scan Stations?) **Response: The goal is for the copier user to alter images scanned by the copier prior to saving. The vendor may propose alternatives that arrive at this goal.**
29. The language in your RFP speaks to adding on copiers as they expire; they key being that they expire the same time as the initial copiers. On the other hand, on item H, you are asking for our Buyout policy of which is fine, however you continue by providing existing lease information. I read this as you asking for how we are going to handle the lease buyouts! For us to do that, these Vendors need to provide us with Buyout numbers. In doing that, it puts the current Lease Vendor at an advantage because they can usually get a discount. That is why you waiting for our Leases to expire so that we would playing on an even playing field. **Response: The City determined that this is an appropriate time to consolidate the leases of the copier equipment based on the number of copier leases that have expired and copiers associated with these expired leases are under month-to-month support arrangements. Waiting for all leases to expire furthers the period where a majority of the copiers in service today are outdated, no longer meets the City's needs, and existing equipment will encounter age-related operational issues. Concerns regarding any advantages for vendors that can provide a lower cost based on factors in place today can be addressed by reviewing the Proposal Evaluation (Section IV D), where the cost effectiveness of proposal is one of thirteen criteria that will be considered.**
30. Page 6 under Maintenance and Supplies...you mention All Consumables...do you want staples included? Typically we include everything except paper & staples. **Response: Please see the response to Question #13 above.**
31. Quick question to be mindful of, as the only way to determine the cost of returning the city's current fleet of copiers will vary from company to company. How do you want to

address that? We all will know the cost of returning our copiers, but again, arriving at the cost for competitor copiers will be an approximation. **Response: The RFP requires the proposer to arrange for and provide for the return of the current fleet of copiers. The proposal should set forth separately the cost of this task.**

32. On Page 6...the middle paragraph...you mentioned insurance...doesn't the city already have insurance on their office equipment? You wouldn't want to pay for extra insurance on top of that, correct? **Response: The RFP is requesting that the proposer identify any insurance component to the monthly lease payment, if any.**