

City of New London

Department of Finance-Purchasing Agent
13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

Invitation for Bids

ADDENDUM

RFP No.: 2015-02

Addendum No.: 1

Date Issued: September 24, 2014

Copiers and Printers

RFP Submittal Date and Time: September 29, 2014 at 2:00 P.M.

Notes: This addendum is issued to provide responses to submitted questions.

All other terms and conditions remain the same.

This Addendum cover page must be signed and returned with your RFP.

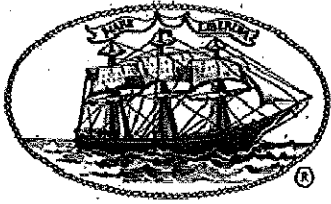
Authorized Signature of Bidder

Company Name

Return Submittals To:

Dedra Aker, Purchasing Agent
City of New London
13 Masonic Street
New London, CT 06320

Submittals cannot be accepted after the RFP Submittal Date and Time indicated above.



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Responses to Bidders' Questions

Question 1: Are the current MFP copiers in your fleet under a lease agreement? If so, when do they expire, who is returning the MFPs and has the City of New London submitted the Letter of Intent (LOI) stating that the City does not want to continue leasing the MFPs past the original contract?-There are usually periods of times prior to the lease term that the LOI must be filed before a predetermined automatic period will commence. Also, what lease term(s) are the current contracts and what term if any is desired by the City of New London?

Response 1: The current fleet is a mix of owned and leased devices. The Letter of Intent for the leased devices will be filed in the next 30 days and the notification is 60 days.

Question 2: What brand(s) of MFPs are in use currently within the City?

Response 2: Mostly Savin/Ricoh except for two Xerox and one Toshiba. Only the Savins/Ricohs are up for replacement now.

Question 3: Judging by the lower volumes of pages being generated, can the pricing of reconditioned or FloTech's trademarked "Envision" program MFP be considered? These have been used in other municipalities and non-profit applications to save the clients' money.

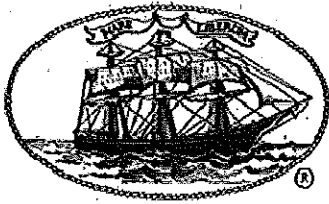
*Response 3: You may quote the reconditioned units if you would like, but you **must include a bid for new devices** as well.*

Question 4: Please provide actual manufacturer, model name and model number of current fleet.

Response 4: See Response 1. The current models are not relevant.

Question 5: Please describe in detail what is meant by an A4 device.

Response 5: These are devices that cannot handle 11x17 paper. These are often desktop units.



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Responses to Bidders' Questions (cont.)

Question 6: What are your current service level agreements and expected future service level agreements (e.g. response time, repair time)?

Response 6: The current agreement is not relevant. We expect on-site response within 4 business hours.

Question 7: Does your expectation incorporate consumables like toner into your lease?

Response 7: The service price should be isolated from the lease pricing – see the second tab of the bidding spreadsheet.

Question 8: Do you want this contract to be a Printer Managed Services agreement? Otherwise how else would you want this contract to be executed?

Response 8: We are simply asking if you support MPS programs at this point.

Question 9: In reference to the RFP for copiers and printers, is it the City's intention to require the bonds which are noted in paragraph 11 on page 1-2 or will the City waive these requirements for this RFP?

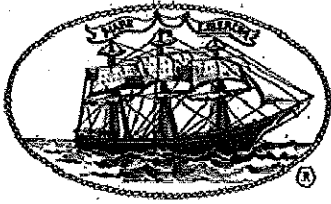
Response 9: Bonds are not required for this RFP.

Question 10: For this opportunity, would the City of New London consider a Performance Bond less than 100% of the total value of the contract?

Response 10: See Response 9.

Question 11: Would a 25 copy per minute color model be considered for the six units that are part of the bid for an A-4 model with 2 paper trays? The usage is low and could reliably handle that work load.

Response 11: They may be considered, but at the moment, the request is for full-size devices in those locations. Please quote as requested.



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Responses to Bidders' Questions (cont.)

Question 12: The City of New London qualifies for many (no-fee) purchasing consortium's that offers aggressive pricing to that of the State Contract. Would the City be able to participate so long as the contract is at no charge to the City?

Response 12: Yes.

Question 13: Are the current copiers owned or leased?

Response 13: They are a mix of leased and owned. All owned devices will be replaced and leased devices are expected to be replaced when they expire. Most will be expiring in the next few months.

Question 14: In light of your request for our standard agreements, does that mean that we will be able to propose modified language to the standard documents?

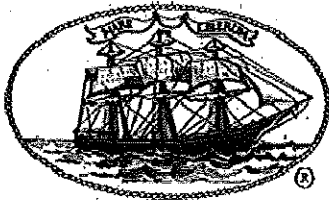
Response 14: The purpose of the standard agreement is to avoid having each supplier customize the documents to meet the bid responses and requirements. You will be required to change some of the terms to meet your response in this bid.

Question 15: Pages III-4-9 Upper right hand corner is asking for terms in % and terms in days. What does this relate to? Or what specifically are you requiring?

Response 15: What are the normal payment terms and if there is a discount for early payment (for example; 2% net 10).

Question 16: Please clarify the correct number of units and volumes the City would like quoted. The quote sheet details 23 units. The current services fleet profile adds up to 21 including the 3 additional devices.

Response 16: The number of devices to quote are those that are listed in the bid sheet (which describes the expected, new fleet) and not the old fleet.



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Responses to Bidders' Questions (cont.)

Question 17: On the bid sheet, Page III-4 under Item on the first line when you are asking for like-for-like of the equipment as specified are you referring to the Quote Sheet that itemizes the specifications and accessories or the current fleet description sheet on Page II-3?

Response 17: The bid sheet of what is being planned for the future.

Question 18: As part of our attempt to “creatively demonstrate our capabilities” may we include one year of complimentary document storage as a feature of our response to “miscellaneous” –Page III-9”?

Response 18: Please provide details.

Question 19: Regarding II-1 (Bottom two Lines) “Service Contract shall be paid for by...in twelve (12) equal monthly payments”. Does this suggest a fixed copy amount built into the lease with no overages allowed?

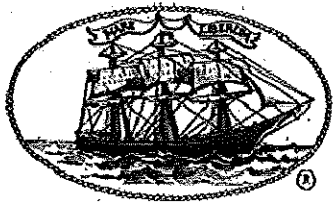
Response 19: No. Overages can be paid quarterly (if there are allowances) or monthly if there are no allowances.

Question 20: Alternate bid. If we carry two different product lines and submit complete responses for both, is this allowed/? If not, we will submit just one.

Response 20: You only need to fill in the bid sheet for alternate bids.

Question 21: I would like some clarification on the Bid Proposal Form Bid Surety for 10%. Is it 10% of the purchase price + one year of projected service and supplies?

Response 21: Bonds are not required for this RFP.



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Responses to Bidders' Questions (cont.)

Question 22: Can you clarify the specifications for the three new A4 devices on the like for like portion of the RFP? Color or B&W and speed?

Response 22: The specs and add-ons are in the bid sheet (see the picture below):

>30 ppm - Finance 2nd fl	B/W A-4 w/2 trays & network AND scan to email
>30 ppm city hall 1st fl city clerk	B/W A-4 w/2 trays & network AND scan to email
	Fax
>30 ppm city hall 1st fl city clerk, N&S Fire stations, Police 2nd fl (2) and PW	Color A-4 w/2 trays & network AND scan to email
	Fax

End of Addendum No. 1