

**ADDENDUM THREE**

DATE: September 27, 2011

TO: All Vendors

FROM: Robert Thompson, Buyer  
 State Purchasing Bureau

RE: Questions and Answers for RFP Number 3758Z1  
 to be opened October 12, 2011 2:00 p.m. Central Time

Following are the questions submitted and answers provided for the above mentioned Request For Proposal. The questions and answers are to be considered as part of the Request For Proposal.

QUESTIONS	ANSWERS
1. Data Security of Removed Devices (Page 36) – Does this section apply only to the removal of the State’s existing MFPs?	A vendor awarded option B or C would be required to provide for the erasure, destruction or removal and return of the hard drive of the existing equipment.
2. Are we required to bid all categories within Option A?	Bidders are not required to bid all groups.
3. Page 33 under Relocation or Removal of Equipment - will the State be responsible for transporting equipment back and forth to the Contractor’s warehouse location?	No. Awarded vendor is responsible for all transporting of equipment. Please also reference Section IV, Item V.
4. Is the State looking for one invoice to be sent to AS Central Finance for all units, or will individual agencies be invoiced?	One invoice sent to Central Finance for Maintenance cost, and individual invoices for purchase of new machines which will also be sent to Central Finance. Attachment B #16 Sec. IV.F
5. Can we bid a machine that exceeds the cpm in a Group? For example, 18-20ppm – Could we bid a 22ppm machine?	Yes. As long as it meets or exceeds the spec’s of the group.

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<p>6. We noticed the State has Groups 50ppm and higher spec'd with at least 4,000-sheets standard. Considering not every end user will need this amount of paper, would the State consider lowering the minimum paper capacity to 2,000-sheets? The vendors can bid the additional paper trays as options in the allotted space on the price sheets. This would save the end users money not having to have unnecessary paper trays that they more than likely will never need.</p>	<p>No, the requirement will stand as written.</p>
<p>7. In Groups 10C/11C – Would the state accept 70ppm &amp; 80ppm respectively?</p>	<p>Yes. As long as it meets or exceeds the spec's of the group.</p>
<p>8. Can we estimate meter reads for a quarter if the account does not report the meter, and we do not have permission from the customer to use our auto meter read software on the machine? Billing would be reconciled the following quarter.</p>	<p>No, Copy Services will report meter readings for the quarterly invoice. If an agency does not report the monthly meter reading, Copy Services will estimate the meter reads for the quarter and reconcile in the following quarter.</p>
<p>9. How many times has the state charged it's vendor the \$25 late fee penalty for late service?</p>	<p>None to date.</p>
<p>10. Attachment A provides the historical volumes by machine, and has color devices only showing one monthly volume. What is the breakdown between color and monochrome on those devices?</p>	<p>Attachment A provides the breakdown for color and B&amp;W. The B&amp;W clicks for each Zone/Group/Machine # are listed first followed by Color. Color represents the color amount on that particular machine in that zone and that group. For example Attachment A Zone 7 Group 5 MFP #70612 is both a Color and B&amp;W MFP. So the estimated monthly volume is 11,500 B&amp;W and 1,545 color MFP #7061. B&amp;W clicks on a machine that also has color clicks, the machine number for the B&amp;W clicks ends in a "2" and the color clicks do not (#70612=B&amp;W #7061=Color same machine).</p>

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<p>11. As stated in section C "CONTRACT REQUIREMENTS"</p> <p>The contract term shall be for a base period of three (3) years with an option to extend for two (2) additional one year periods upon mutual agreement and successful contract performance. All prices shall remain firm for the initial twelve (12) months of the contract period. Price revisions must be submitted thirty (30) days prior to the anniversary date of the contract and must include manufacturer documentation/verification for any requested price increases.</p> <p>Does this apply to annual maintenance charges?</p> <p>Can maintenance be increased or decreased on annual bases? (ex. If the price of oil goes way up or down during the contract, it will change the manufactures cost to provide toner)</p>	<p>The price escalation language pertains to the cost per copy maintenance rates as well as new equipment purchases.</p> <p>Increases can be requested on an annual basis with 30 days written notice and accompanied by the supporting information required in Section IV, item C.</p>
<p>12. Can local government non-mandatory local government agencies use this contract? Poly subs, state universities, school districts</p>	<p>The vendor may extend contract prices to political subdivisions. However the political subdivision and the vendor would be responsible for administering any agreement between the parties.</p>

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<p>13. Ref, Section IV.V - Does this section apply to moves/relocations of all state owned equipment or only State Surplus? How many of these moves/relocations will be within the Lincoln/Omaha areas? If outside of the Lincoln/Omaha areas, what is the geographic range, and the farthest distance from Lincoln?</p>	<p>Referenced section applies to all State owned equipment.</p> <p>It is not known how many moves will be required during the term of the contract. Please refer to response to question #46 on Addendum Two and the tables below for historical information. This information does not imply a minimum or maximum amount.</p> <p>The geographic range of the State is the entire state. Historically, the farthest distance from Lincoln would be Scottsbluff/Gering area.</p> <table border="1" data-bbox="824 751 1383 1375"> <thead> <tr> <th colspan="4">MILES DRIVEN</th> </tr> <tr> <th></th> <th>MOVES/ PICK- UPS</th> <th>SURPLUS/ DESTROY</th> <th>REDEPLOYS</th> </tr> </thead> <tbody> <tr><td>January</td><td>117.44</td><td>18.5</td><td>407.09</td></tr> <tr><td>February</td><td>62.29</td><td>0</td><td>23.76</td></tr> <tr><td>March</td><td>95.03</td><td>0</td><td>203.29</td></tr> <tr><td>April</td><td>307.31</td><td>18.5</td><td>0</td></tr> <tr><td>May</td><td>212.12</td><td>18.5</td><td>241.82</td></tr> <tr><td>June</td><td>318.33</td><td>0</td><td>202.97</td></tr> <tr><td>July</td><td>215.93</td><td>0</td><td>248.53</td></tr> <tr><td>August</td><td>577.15</td><td>9.25</td><td>6.39</td></tr> <tr><td>September</td><td>138.57</td><td>9.25</td><td>11.89</td></tr> <tr><td>October</td><td>262.73</td><td>9.25</td><td>75.8</td></tr> <tr><td>November</td><td>631.69</td><td>9.25</td><td>233.48</td></tr> <tr><td>December</td><td>496.03</td><td>9.25</td><td>186.3</td></tr> <tr><td>Total 2010</td><td>3434.62</td><td>101.75</td><td>1841.32</td></tr> </tbody> </table>	MILES DRIVEN					MOVES/ PICK- UPS	SURPLUS/ DESTROY	REDEPLOYS	January	117.44	18.5	407.09	February	62.29	0	23.76	March	95.03	0	203.29	April	307.31	18.5	0	May	212.12	18.5	241.82	June	318.33	0	202.97	July	215.93	0	248.53	August	577.15	9.25	6.39	September	138.57	9.25	11.89	October	262.73	9.25	75.8	November	631.69	9.25	233.48	December	496.03	9.25	186.3	Total 2010	3434.62	101.75	1841.32
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14. Ref. Section IV.I - Can additional training be provided via online methods?	No, onsite training is required per the referenced section.																																																																								
15. Ref. IV.R - Is the four (4) hour on-site response time for down (non-operational) machines only or for all service calls?	Response times are for all types of service calls.																																																																								
16. Is encryption and data overwrite a mandatory requirement on all models?	As applicable. On the bid sheets please annotate Yes, No, or Other adjacent to the item in the list of standard features. If No, or other, please explain in the space provided what security features are provided at the bid price.																																																																								