



**SNHD-9-RFP-17-001  
ADDENDUM A02**

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**REQUEST FOR PROPOSALS (RFP) No.:** SNHD-9-RFP-17-001

**TITLE:** PRINTER/COPIER LEASE, REGULAR AND PREVENTATIVE MAINTENANCE, AND SUPPLIES

**ADDENDUM ISSUE DATE:** November 1, 2016

**CLOSING DATE & TIME:** ON OR BEFORE 4:00 p.m. PT November 28, 2016

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**Information for Proposers**

The following information is provided to answer questions raised by potential proposers.  
This Addendum #A02 contains 10 pages in total.

1. In reference to your response in Addendum A01 – (Question 2) – In order for all respondents to quote comparable systems and to better understand the definition provided in your response, will you please revise Attachments C & D in the original RFP in order for us to address the exact equipment types and minimum specs associated with the systems you are requesting pricing on? [Revised Attachments C & D are attached to this Addendum A02.](#)
2. In reference to your response in Addendum A01 – (Question 22) – Although it is interpreted that a 150 sheet document feeder will be acceptable, can you please adjust that in the main specifications for the systems? [See revised page 6 of 26](#)
3. Can you better define what you are seeking when asking for responses regarding “Personnel Costs” under the evaluation criteria section?

[We are requesting proposers provide the cost for a person to be on site, 20 hours per week, to provide the following services at all SNHD locations:](#)

- [a\) Provide field level support of all copiers and printers including toner replacement/ordering, minor repair such as fixing paper jams and calibration of equipment through SNHD's Help Desk system](#)
- [b\) Liaison for tiered level technician support when needed \(assuming the vendor offers tiered support\)](#)
- [c\) Coordinate moving, transfer and relocating printers and copiers when needed](#)
- [d\) Perform and collect meter reads on all devices \(even if a program is used that can collect the information automatically, there will be non-networked printers in use. This is on the pretense of a per click cost basis as well\)](#)

- e) Coordinate and assist setting up and configuring printers and copiers with SNHD IT staff as needed
  - f) Maintain and manage inventory of local supplies such as toner and spare parts (this is contingent on how the vendor provides material services)
4. How many users are currently on your network? *Approximately 485*
5. Can attachments C and D be updated to allow for pricing on 2 versions of 2 models to be input for the Multi-Use/ Multi-Function Printer sections? Currently there is only room for one. *Revised Attachments C & D are attached to this Addendum A02.*

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**All Addenda will become a part of the Contract Documents.**

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9. Provide one monthly invoice for all equipment, to include:
  - a. Location, make, model and serial number for each unit
  - b. Provide the number of copies/prints made on each unit
  - c. Provide current and previous meter reading
  - d. Include date of meter read

10. Multi-Function machines:

Specifications:

- Ability to retrieve a print job from any Health District desktop PC or laptop on the Health District's network to any machine by scanning in a RFID badge (preferred method) or by entering a unique code
- Have the optional ability to restrict printing by entering a code (for HIPAA concerns)
- Have tracking software that monitors toner levels, click counts and malfunction alerts
- Tracking software that recommends end user options to print to production copiers for cost saving purposes
- Minimum speed: 55 ppm or faster
- Dual-Scan document feeder with 175-sheet capacity (scan speed of 120 IPM)
- Minimum Memory 4.0 GB Ram/Dual 160 GB HDD
- All drivers/mobile print/secure printing
- Network connectivity: TCP/IP
- Data Security Kit (hard drive encryption/overwrite kit/HIPAA data encryption) – Optional, to be selected for some machines only
- PDL, PCL 6 and PS Drivers
- Scan black & white and color
- Scan to an e-mail address or network folder location
- 2 paper drawers and 4 paper drawers (including dual large capacity drawers, up to 11 x 18 capable (drawer type will be selected for each machine during best & final process))
- Paper handling capability
  - Letter – portrait and landscape
  - Legal (8.5 x 14)
  - 11 x 17 (on select machines, to be determined during best and final process)
  - Bypass tray
  - Envelopes – ability to print envelopes fast
  - Photo paper
  - Cardstock
  - Labels
- 50 sheet stapling finisher (will be selected on some machines)
- 2 and 3 hole punch (will be selected on some machines)
- Automatic document feeder (150 sheet document feeder is acceptable)

**ATTACHMENT C  
PROPOSED EQUIPMENT  
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Provide a list of proposed equipment and all backup documentation supporting the equipment proposed, including brochures. You may propose no more than two (2) different types of machines per category (Equipment Type) (Note: The same model with different drawer capacity or black & white vs color is considered on Equipment Type). Provide pricing for Multi-Use machines, Type 1 and/or Type 2.

Equipment Type		Manufacturer	Model	PPM
Production	Color			
Production	B&W			
Multi-Use Type 1	Color			
Multi-Use Type 1	B&W			
Multi-Use Type 2	Color			
Multi-Use Type 2	B&W			
Desktop	Color			
Desktop	B&W			
<b>Optional Second Manufacturer and/or Model</b> (Note: If an optional second manufacturer is selected, copy Attachment D and provide separate pricing for both options.)				
Production	Color			
Production	B&W			
Multi-Use Type 1	Color			
Multi-Use Type 1	B&W			
Multi-Use Type 2	Color			
Multi-Use Type 2	B&W			
Desktop	Color			
Desktop	B&W			

**ATTACHMENT D  
PRICE SCHEDULE  
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**Company Name:** \_\_\_\_\_

The Health District is seeking multiple pricing options to review and will select the method which best meets its needs. Please provide pricing for all options your firm is able to provide. The option which best works for the Health District will be used and all proposer's will be compared using that selected option.

PURCHASE COST				
Item	Type	Estimated Quantity*	Each	Total
Production Printer Lease	Color	1		
Production Printer Lease	B&W	2		
Multi-Function Printers Lease Type 1	Color	25		
Multi-Function Printers Lease Type 1	B&W	20		
Multi-Function Printers Lease Type 2	Color	25		
Multi-Function Printers Lease Type 2	B&W	20		
Desktop Printers	Color	20		
Desktop Printers	B&W	80		

\* Quantities are for pricing purposes only; actual quantities purchased/leased may be different.

LEASE COST					
Item	Type	Term	Monthly Lease Amount	Annual Lease Total	Lease Total
<b>LEASE</b>					
Production Printer Lease	Color	3 year			
Production Printer Lease	B&W	3 year			
Production Printer Lease	Color	4 year			
Production Printer Lease	B&W	4 year			
Production Printer Lease	Color	5 year			
Production Printer Lease	B&W	5 year			
Multi-Function Printers Lease Type 1	Color	3 year			
Multi-Function Printers Lease Type 1	B&W	3 year			
Multi-Function Printers Lease Type 2	Color	3 year			
Multi-Function Printers Lease Type 2	B&W	3 year			
Multi-Function Printers Lease Type 1	Color	4 year			
Multi-Function Printers Lease Type 1	B&W	4 year			
Multi-Function Printers Lease Type 2	Color	4 year			
Multi-Function Printers Lease Type 2	B&W	4 year			
Multi-Function Printers Lease Type 1	Color	5 year			
Multi-Function Printers Lease Type 1	B&W	5 year			
Multi-Function Printers Lease Type 2	Color	5 year			
Multi-Function Printers Lease Type 2	B&W	5 year			

LEASE TO OWN - \$1 Buy-Out					
Item	Type	Term	Monthly Lease Amount	Annual Lease Total	Lease Total
Production Printer Lease	Color	3 year			
Production Printer Lease	B&W	3 year			
Production Printer Lease	Color	4 year			
Production Printer Lease	B&W	4 year			
Production Printer Lease	Color	5 year			
Production Printer Lease	B&W	5 year			
Multi-Function Printers Lease Type 1	Color	3 year			
Multi-Function Printers Lease Type 1	B&W	3 year			
Multi-Function Printers Lease Type 2	Color	3 year			
Multi-Function Printers Lease Type 2	B&W	3 year			
Multi-Function Printers Lease Type 1	Color	4 year			
Multi-Function Printers Lease Type 1	B&W	4 year			
Multi-Function Printers Lease Type 2	Color	4 year			
Multi-Function Printers Lease Type 2	B&W	4 year			
Multi-Function Printers Lease Type 1	Color	5 year			
Multi-Function Printers Lease Type 1	B&W	5 year			
Multi-Function Printers Lease Type 2	Color	5 year			
Multi-Function Printers Lease Type 2	B&W	5 year			

LEASE TO OWN						
Item	Type	Term	Buyout Price	Monthly Lease Amount	Annual Lease Total	Lease Total
Production Printer Lease	Color	3 year				
Production Printer Lease	B&W	3 year				
Production Printer Lease	Color	4 year				
Production Printer Lease	B&W	4 year				
Production Printer Lease	Color	5 year				
Production Printer Lease	B&W	5 year				
Multi-Function Printers Lease Type 1	Color	3 year				
Multi-Function Printers Lease Type 1	B&W	3 year				
Multi-Function Printers Lease Type 2	Color	3 year				
Multi-Function Printers Lease Type 2	B&W	3 year				
Multi-Function Printers Lease Type 1	Color	4 year				
Multi-Function Printers Lease Type 1	B&W	4 year				
Multi-Function Printers Lease Type 2	Color	4 year				
Multi-Function Printers Lease Type 2	B&W	4 year				
Multi-Function Printers Lease Type 1	Color	5 year				
Multi-Function Printers Lease Type 1	B&W	5 year				
Multi-Function Printers Lease Type 2	Color	5 year				
Multi-Function Printers Lease Type 2	B&W	5 year				



<b>TOTAL PER CLICK CHARGE*</b>				
<b>Item</b>	<b>Type</b>	<b>Monthly Maximum</b>	<b>Monthly Cost</b>	<b>Total Annual Cost</b>
Production Printer - per click charge	Color	16,000		
Production Printer - per click charge	B&W	135,000		
Multi-Function Printer - per click charge	Color	30,000		
Multi-Function Printer - per click charge	B&W	200,000		
Desktop Printer – per click charge	Color	20,000		
Desktop Printer – per click charge	B&W	200,000		
<b>COST PER CLICK IF OVER THE MAXIMUM AMOUNTS ABOVE</b>				
<b>Item</b>	<b>Type</b>	<b>Qty</b>	<b>Cost for each overage click</b>	
Production Printer Usage – overage per click	Color	1		
Production Printer Usage - overage per click	B&W	1		
Multi-Function Printers Usage - overage per click	Color	1		
Multi-Function Printers Usage - overage per click	B&W	1		
Desktop Printer – overage per click	Color	1		
Desktop Printer – overage per click	B&W	1		
<b>MAINTENANCE/SUPPLIES**</b>				
<b>Item</b>	<b>Type</b>	<b>Qty</b>	<b>Cost Each</b>	<b>Total Cost</b>
Production Printers	All	3		
Multi-Function Printers	All	44		
Desk top printers	All	107		

\* Per click means printing one piece of paper, regardless of paper size or type of paper. This per click charge will also include all maintenance, toner, ink cartridges, staples, etc.

\*\* This pricing will be for maintaining printers, regardless of number of sheets of paper printed.

