

RFP 22-010 Questions and Responses

Question:	Response:
1. How is the district currently using 20 bin and 40 bin sorters?	To sort copies into sets that match the sequence of the originals.
2. Does Jubilee require hole punch as an option?	Not as a required option, but a hole punch feature can be included.
3. Does Jubilee require analog fax boards?	No. The district will utilize scan to email features.
4. What other configurations are expected on each machine? a. Number of paper trays b. Total input capacity	3 trays minimum @ 500 sheets per tray minimum.
5. Will Jubilee provide a map with the layout of each campus with details the expected copiers quantities and their locations throughout each school.	The awarded vendor will be required to visit each campus to optimize locations for efficiency and access.
6. When is the expected installation completion date?	To be determined based on the availability of fleet.
7. Could the district describe how the “desktop scan document management software” listed in the pricing schedule is used, and what capabilities are required?	Software would be used on a very limited basis as most staff scan directly from the device. Any proposed software should be compatible with Mac and Windows OS.
8. Will you be providing usage annually for BW and Color impressions?	Yes. The BW and Color impressions will be included as a separate PDF posted with the responses.
9. Will electronically signed forms be allowed?	Yes.
10. Is Jubilee Academy willing to sign a non-cancellable lease with a non-appropriations clause?	Yes, as long as the non-appropriation clause is included in the lease agreement subject to legal counsel review.
11. Is Jubilee Academy looking to do a rental agreement with a termination for convenience clause?	Please see above.
12. Currently Jubilee is on a DIR rental agreement due to the termination for convenience clause. Is Jubilee looking to continue this type of contract or something new?	Yes as long as the non-appropriation clause is included in the lease or rental agreement subject to legal counsel review.
13. Leases will not allow for termination for convenience, only non-appropriations. Is Jubilee looking for a lease or a rental agreement?	Lease agreement subject to legal review.

<p>14. Is Jubilee Academy requested a Print Management Software to be proposed in the RFP?</p> <p>If so, is Jubilee Academy needing badge or pin authentication?</p> <p>Follow me printing?</p> <p>Billing and volume tracking? Reporting?</p>	<p>Yes.</p> <p>PIN authorization.</p> <p>Yes</p> <p>Yes</p>
<p>15. How many servers will need the print software on it?</p>	<p>3 at minimum due to geographically separated campuses and departments.</p>
<p>16. Will all devices need this print management software?</p>	<p>Yes.</p>
<p>17. Is Jubilee Academy looking for software that an end user can send a job directly to print shop from MFP?</p>	<p>No.</p>
<p>18. Is Jubilee Academy requested a full-time dedicated service technician that can also change toner, replace paper, and handle service calls? Or is Jubilee asking how many technicians will support the schools along with other accounts?</p>	<p>Jubilee is asking how many technicians will support the schools along with other accounts.</p>
<p>19. When will the assessment need to take place? What is the expected time frame for completion for the assessments?</p>	<p>The assessment will take place as soon as the awarded vendor is able to begin after the execution of the contract or agreement. The timeframe for completion of the assessment will be determined by the awarded vendor.</p>
<p>20. The RFP has a request for UNLIMITED BW Volume for the Maintenance Agreement (page 11). However, there is multiple references in RFP to cost per copy as well. Is Jubilee looking for UNLIMITED BW for all devices?</p>	<p>Unlimited BW for all devices. The cost per copy is referring to the cost per color impression.</p>
<p>21. For the Color Devices, do you want vendors to quote cost per copy for the color volume?</p>	<p>Cost per copy for the color impressions.</p>
<p>22. If Jubilee wants Unlimited BW for all devices, are you still needing meter and departmental code readings for each device?</p>	<p>Yes. To determine if devices should be relocated based on volume.</p>

<p>23. Should a vendor have Deviations, should vendors include a Deviations Page?</p>	<p>Yes.</p>
<p>24. Do all devices require 11x17 paper sizes?</p>	<p>Only devices used in campus front office or district office.</p>
<p>25. For the 20 and 40 bin sorter- what are you referring to here please?</p> <p>In the pricing pages, you have a CPC for these options. Are you looking for the additional cost of the equipment here for these accessories?</p>	<p>To sort copies into sets that match the sequence of the originals.</p> <p>Yes</p>
<p>26. Are you looking for stapling for any of these devices?</p> <p>Or should vendors only show as an option?</p> <p>Are you looking for internal stapler or external stapler that can collate and sort?</p>	<p>Yes. Internal stapling.</p> <p>Vendors may show another option if internal stapling is not available.</p> <p>Internal. Vendors may show another option if internal stapling is not available.</p>
<p>27. Should vendors show what accessories are available on each of the requested devices on a separate pricing page?</p>	<p>Yes</p>