



ADDENDUM 1

Date: September 8, 2017

RFP No: PUR-01-17/ Digital Copiers

Bid Date: ~~September 8, 2017~~ **September 15, 2017** 1:30PM Local Time

The following clarifications, changes, additions, and/or deletions are hereby made to the RFP:

- ***We sincerely apologize for the delay, but we are still pending the buyout rate as of October 20, 2017 from the current vendor. Preliminary estimates are projected between \$345,035 and \$381,140. For the purposes of bidding please use the lower number \$345,035.***
- The current bid includes replacing equipment with leases that don't expire for up to five years from now. ***Correct. The base bid is to lease copiers as their current lease agreement expires. The alternate includes buying out the existing leases under our current contract.***
- Has the City considered cancelling this procurement and using a co-op to make an award? ***The City did research this option but prefers to bid the copiers. Vendors are welcome to quote their co-op pricing if they can meet all other requirements.***
- Do all departments run 11 x 17? ***No, the copiers in the current inventory listing vary based on departmental needs.***
- Are the stated volumes per department accurate? ***Yes, these monthly averages were provided by our current vendor using one year of data.***
- On page 18 of the RFP, "Microsoft VISA" has been updated to Microsoft ***VISTA.***
- How long has the City of San Angelo been under contract with the current vendor providing services requested and who is the current vendor? ***The current contract has been in effect since 2009 – prior to that each division obtained quotes for their individual machine(s).***
- If Color is desired to be bundled like mono volume requested, can the City provide required color volume to be bundled for all color devices? Does the City want color volume inclusion or only black and white? ***The City has not bundled color copies in the past, but has instead paid a graduated rate based on the percent of color used on each sheet. Each department is billed quarterly for any b/w overages and color copies.***
- The City provided inventory of current assets, however this list of assets does not match up with what is being requested in pricing schedules. Will the City provide reason why? Is the variance a recommendation from current vendor based on feedback from City Departments or other? ***The items in the pricing schedule are a range of page per minute that the City finds an acceptable alternate – all machines on the inventory list should fall within one of those page ranges with accessories added as needed.***
- Has the City conducted an "optimization" analysis in the past? If yes, is the result of this study impacting the products/services requested in this RFP? ***No. Through preparing this bid we realized some departments could benefit from changing to a more appropriate ppm copier. At this point we want to use our current inventory list for pricing and can discuss switching to other machines once a contract is in place, provided the machine was included in the price response of this RFP.***



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- Will the City provide list showing where units being requested in pricing schedule table will be located along with their average monthly volume? **Average monthly volume is included, all machines are within the City limits.**
- Does the City use card readers for security & tracking purposes? **No, but we do have user codes on most machines to count scans/copies made at the machine.**
- Under Proposal Terms on page 2 the City states that it can adjust the lease terms. Can the City provide clarification on this item and has the City exercised this option in the past? **The price has been renegotiated lower in the past with an extension of the time frame.**

It is the responsibility of the vendor to ensure all addenda are considered in their pricing prior to submitting a bid by contacting the Purchasing Division at SAPurch@cosatx.us. Failure to do so will be at the risk of the vendors. No revisions to a bid can be allowed after the bids are opened for any reason.

Sincerely,

Julia Antilley
Purchasing Manager