



Accelerate Progress for Students

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DATE: February 24, 2025

RFP NUMBER: 25-055RR

RFP TITLE: PRINT MANAGEMENT SERVICES

ADDENDUM NUMBER: 1

Please see Questions and Answers.

Question: B. Termination by APS 2. For Convenience] does the language for termination by APS indicate termination of the **entire** contract without cause, or just a machine that's shown as problematic?

Response: Termination for Convenience allows termination of the entire contract or a machine that's shown as problematic.

Question: Would you consider allowing for negotiations prior to cancellation, or to outright eliminate that section from your RFP?

Response: No

Question: Do you have a list of volumes by machine to share?

Response: Please see Addendum #2

Question: Is the current agreement that APS has for their equipment on a lease contract?

Response: Yes

Question: Has APS experienced any terminations, whether partial or complete, for previous contracts related to this type of service or equipment?

Response: Yes



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Question: Given that leasing companies typically do not accept cancellation for convenience clauses within lease agreements, would APS consider incorporating an additional Service Level Agreement (SLA) that includes this provision directly between Knight and APS?

Response: Vendors may submit an alternative SLA language in their response to the RFP.

Question: Can APS clarify whether the cancellation for convenience provision pertains specifically to the maintenance portion of the agreement, or if APS is seeking a fully cancellable agreement?

Response: Fully cancellable agreement, but vendors may submit an alternative SLA language in their response to the RFP.

Question: Will APS alter or strike the cancellation for convenience stipulation or provide alternate language such as applicable to non-appropriation of funding, etc.?

Response: No, vendors may submit an alternative SLA language in their response to the RFP.

Question: Could APS please confirm whether it currently utilizes any print management software, or if vendors should include print management software as part of the proposed RFP response?

Response: APS currently utilizes one, and no, vendors do not need to include as part of the response.

Question: Current Software and Expiration: If print management software is in use, what is the current software name, version and expiration date?

Response: PaperCut MF, version 23.0.9. No expiration date.

Question: Expanded Document Management Functions: Is APS interested in additional capabilities such as:

Response:

- i. Secure Print Release - Yes
- ii. Mobile Printing - No, this function has to be disabled.
- iii. OCR for scanned documents – No

Question: Authentication Preferences: Would APS be interested in badge authentication for device access and print release?

Response: Yes

Question: Does APS currently utilize badges in the school system and if so what brand of badge/ card is used?

Response: APS utilizes badge authentication in Administration areas only, not at schools. APS uses Indala E9 proximity cards.



Question: Per the RFP, we understand that the requirements for copiers and/ or printers are being carefully evaluated based on projected needs. Could APS please clarify whether it is the intent to keep the printers affiliated with Print Management Services, or if APS plans to consolidate the printing into the MFP program?

Response: The plan is to keep printing devices with APS Managed Print Services.

Question: The RFP requests rental pricing for the proposed hardware. Could APS please clarify if the intent of this RFP is to procure via a cancellable rental or non-cancellable lease?

Response: We are looking for a 48 month lease, but will have termination clauses included.

Question: Third Party Lease: Will APS sign a third party lease?

Response: No

Question: Minimum Lease Term: The RFP indicates a potential agreement term of 8 years in total. What is the minimum lease term that should be quoted for the initial and staggered leases?

Response: 48 Months

Question: Are staggered leases to have their own lease schedules signed with new lease terms or be coterminous to the original agreement term date?

Response: At end of lease term equipment may be renewed/replaced for an additional 48 months.

Question: Property Tax (PPT) Handling: Per the RFP ownership of the equipment is to remain with the contractor, indicating that the lease is structured as a Fair Market Value (FMV) lease. Could APS please clarify whether APS would prefer Property Tax (PPT) to be included in the lease payment, or if APS is willing to cover it separately? Although APS may be tax-exempt, leasing companies still require property tax to be paid, as they own the equipment).

Response: APS prefers to include it in the lease payment-Robert your decision.

Question: The RFP states that APS reserves the right to increase or decrease usage at any time, dependent on funding. Could APS please clarify if this provision applies to hardware as well, that is, if devices may be added or deleted during the term of the agreement?

Response: Yes, this does include hardware.

Question: Could APS provide insight into how many devices have historically been cancelled in prior agreements under similar arrangements?

Response: Approx. 60, this was after original lease was expired.

Question: When new hardware is added during the term, will these additions be subject to new lease term, or should they be quoted coterminous with the original agreement end date?



Response: As stated above it would be new lease terms, not coterminous.

Question: If additions are to be quoted coterminous with the original agreement, can APS confirm that the RFP quoted price will be honored for the entire duration of the agreement?

Response: APS will want pricing honored for duration of the agreement, however replacement models will be allowed at the same cost.

Question: Will APS accept like-for-like premium preowned equipment after years 1 or 2 for such additions, thereby preserving both the pricing structure and the remaining term of the agreement?

Response: No

Question: Could APS clarify the anticipated number of equipment moves under the new contract? Additionally, could you provide information on how many moves were performed under the current contract(s)?

Response: The busiest time for moves is usually the beginning of school year, sometimes 10-15 moves every week for about 3 weeks. After that there could be anywhere from 5-10 moves per month.

Question: Could APS please provide vendors with a breakdown of the approximate volume provided on a per unit basis separated in B/W and Color volumes?

Response: Yes, please see addendum #2

Question: Additionally, please confirm that all devices will be networked and will have the capability to pull volume data on a monthly basis.

Response: Yes, APS requires all devices be on the network. It is the vendor's responsibility to make sure all equipment is reporting accurately. If they are not then a list of unreported devices must be sent to MPS every month to work with the vendor to get them reporting again. APS will not pay a lump sum amount of click charge for devices that have not been reporting.

Question: Is it the intent of the RFP for APS to receive quotes for comparable devices to the current fleet in order for APS to have a unified comparison in pricing?

Response: Yes

Question: Paper Trays & Capacity: In addition to the number of paper trays required, is there a minimum sheet or paper capacity per tray or in total?

Response: One ream of paper/500 sheets at the minimum, per tray.

Question: Can APS clarify the minimum speed requirements for B/W and Color Printers and MFP's?



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Response: Comparable to what is on the price list, and/or the volume by device list. Refer to Attachment B – Pricing Form.

Question: How is the District faxing today? Analog, digital?

Answer: Analog

Question: Will APS require the awarded vendor to service the existing fleet of 644 Toshiba devices, or will the existing vendor support those until their leases expire in 2025-2028?

Response: Existing vendor will support until leases are expired.

Question: Will the awarded vendor service the existing fleet of 1,407 laser printers, or just any new devices that are placed after the award?

Response: Only new devices that are placed after the award.

Question: The existing MFD devices are all on non-coterminous lease agreements. In an effort to reduce costs for the district, will APS consider altering their request for the future devices to also be structured on a standard lease instead of a cancellable rental?

Response: No, APS will want pricing honored for duration of the agreement, however replacement models will be allowed at the same cost.

Question: What percentage of the 86 Million images printed and/or copied in the schools was black vs. color?

Response: Black 98% color 2%.

Question: What percentage of the 4.5 Million images printed and/or copied in the administrative offices were black vs. color?

Response: Black 68%, color 32%.

Question: Would you consider utilizing the recently awarded CES (Cooperative Educational Services) agreement (based in Albuquerque New Mexico) or other competitively bid cooperative agreement instead of investing in an RFP solicitation and evaluation?

Response: No



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ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:

Addenda not signed and returned may consider the RFP non-responsive and may be rejected.

Company/Firm Name

Signature

Date



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