NOTICE TO POTENTIAL PROPONENTS
ADDENDUM 1

To all Bidders:

The following changes, additions, and/or deletions are hereby made a part of RFP Documents as fully and completely as if the same were fully set forth therein:

Project Name: RFP #2023-046 Managed Print Services 2023-2025	
Date: May 5, 2023	
Item	**Detail**
A1.1	**Extension to Closing Date** The Town of Drumheller will be extending the RFP #2023-046 Managed Print Services 2023-2025 closing date. New Closing Date: **May 16, 2023** New Closing Time: **2:00 PM (local)**
B1.1	**Clarification on Scope** To better clarify the scope of this project, please see the following: Question 1: Could you provide details on how the shared multi-function printers are configured? Number of paper trays, paper capacity, finishing accessories (staple, hole punch, booklet making), and is fax required on these devices? *Answer 1:* *Please see the attached Table - Shared Multi Function Print Devices Overview. No scan to fax function is required for any of the current or future print devices.* Question 2: Could you provide average monthly page volumes for the shared multi-function devices? Please also provide a split between colour and B&W? *Answer 2:* *Please see the attached Table - Shared Multi Function Print Devices Overview.* Question 3: Can you specify which department the plotters are located in? This will help determine what is being printed on these printers. *Answer 3:* a. *The HP DesignJet T2300 PostScript plotter is located on the main floor of Town Hall. This unit is currently used primarily for scanning and printing of various maps, IFT drawings, blueprints, surveys, and event posters.* b. *The HP DesignJet Z6810 60in plotter is located on the second floor of Infrastructure Services. This unit gets significantly more use that the T2300 plotter. This unit is used for Public Works Support, Flood Mitigation Support, Project-Specific Support, which all include maps, IFT*

Question 4:

Are there any estimates on the number of square feet that will be printed from each plotter per month?

Answer 4:

It is difficult to assess the number of square feet of paper printed from each plotter per month. The plotter's print request schedules are irregular, and no usage logs are kept at this time.

Question 5:

For the plotter replacement: the T2300 is a 42" print width and a 36" scanner. the replacement model has a 36" print width and 36" scanner. Will this work as a replacement for the T2300 or is 44" print width required on the T2300 replacement device? If 44" print width is required, that is not a problem but please confirm if 44" scan width is also required.

Answer 5:

a. *All the paper for the HP DesignJet T2300 PostScript plotter is 36" wide so we do not require a larger print width. The current 36" scan width has been sufficient for most of the drawings being scanned, so there is no need for a wider scan size.*

b. *For the HP DesignJet Z6810 60in plotter most of our print sizes are ANSI D (22" x 34") or ANSI E (34" x 44"). Sometimes we get requests for larger sizes of print jobs that are 60" in width with variable lengths. These are usually for maps/posters that are to be wall mounted for display. We will need to retain this capability if this unit gets replaced in future.*

Question 6:

For the optional multi-function and desktop *individual* printers, can you specify which devices have additional paper trays or additional paper requirements?

Answer 6:

None of these individual devices have additional paper trays or additional paper requirements.

Question 7:

Is fax required on any of the (optional multi-function and desktop individual) personal devices?

Answer 7:

None of these devices require scan to fax capability. Please see the attached Table - Shared Multi Function Print Devices Overview.

Question 8:

Can you please provide more details on your Multi-function printers (Shared) listed in Section 1. What is the current configuration for each?

Answer 8:

Please see the attached Table - Shared Multi Function Print Devices Overview.

Question 9:

You state that you may require advanced finishing options in the preamble, can you clarify what these may be?

Answer 9:

All shared Multi Function Print Devices will require the same functionality or better than the current devices provide, based on location. Please see the attached Table - Shared Multi Function Print Devices Overview.

Question 10:

You also state that there may be buyouts associated with the current fleet. Can this be disclosed please?

Answer 10:

This information will be disclosed to the successful proponent.

Question 11:

Can the Town please provide for each device, its location, monthly volume and lease expiry date.

Answer 11:

Please see the attached Table - Shared Multi Function Print Devices Overview.

Question 12:

Is the Town purchasing or leasing the equipment? The project cost table asks for a yearly cost for the printers and additional printers. This seems to indicate an all in cpc.

Answer 12:

Except for one unit, the Town owns all of the print devices identified in the RFP documents. The exception is the shared MFP Sharp MX-3570N.

Question 13:

Is it possible to obtain the business license at the Town of Drumheller within 3 days?

Answer 13:

Yes, a Town of Drumheller business licence can be obtained online through the Town's website at: https://www.drumheller.ca/do-business/start-a-business. Links are provided near the bottom of that webpage for resident and non-resident business licences. Non-Resident Business Licence fees are prorated per time period: One Week $77.25, One Month $154.50, Four Month $250.00, One Year $360.50.

Question 14:

Under Section 2.3 Contractor Certifications; does this clause apply? Can you please elaborate on the following requirements: Certificate of Recognition (COR), Small Employer Certificate of Recognition (SECOR) or Temporary Letter of Certification (TLC).

Answer 14:

In the RFP documents, Section 2.6 Contractor Certifications states that, "Any contractor entering into any agreement with the Town of Drumheller is expected to have COR/SECOR or TLC certification as issued by the Alberta Construction Safety Association. A copy of the safety policy and a copy of the table of contents of the safety manual may be submitted in lieu of COR/SECOR or TLC certification as issued by the Alberta Construction Safety Association.

This safety certification is required for any vendor or contractor that performs work on site at any Town of Drumheller facility or property. If your organization does not hold a COR/SECOR or TLC due to an exemption status, a copy of your current safety policy and safety manual table of contents may be accepted in lieu.

For more information on COR/SECOR/TLC please go to the following website: https://www.alberta.ca/get-certificate-recognition.aspx .

Question 15:

Under Section 1.1 Project Background, the contract length described is for 31 months (June 2023 – Dec 2025). This is an unusual term length. Will the Town consider amending to a full 3 year term from June 2023 – June 2026?

Answer 15:

Yes. The Town will amend the contract length to a full 36 month, 3-year term from June, 2023 to June 2026.

Question 16:

Under Section 2.1 Scope of Work, regarding buyout of existing print support contracts:
A) Does "Buyout" refer to paying out the Balance of Payments of existing lease contracts?

B) Which units in the fleet require a "buyout"?

C) Will you provide the monthly/quarterly lease amount for each lease as well as the exact number of payments left on each lease?

Answer 16:

a. Yes.

b. Except for one (1) unit, the Town owns all of the print devices identified in the RFP documents. The exception is the shared MFP Sharp MX-3570N.

c. This information will be disclosed to the successful proponent.

Question 17:

Under Section 2.1 Scope of Work, regarding the continued support of the larger printers.
A) Which devices will you be keeping that require continued support?

B) By "continued support", do you mean providing Break/Fix service support where the MPS provider's technicians must be able to maintain the equipment? Or by "continued support" do you mean the MPS provider must simply take over the dispatching of the third party service technician?

Answer 17:

a. The Town intends to retain the current Shared Multi Function Print Devices and plotter units. The one (1) current leased unit will be bought out and replaced as part of this project scope. All Shared Multi Function Print Devices will require replacement at the end of their lifecycle. The successful proponent will be required to plan the replacement schedule as part of the contract scope.

b. The proponent may determine what course of action to take to provide "continued support" for the Shared Multi Function Print Devices and plotters. They may choose to provide Break/Fix service support where the MPS provider's technicians must be able to maintain the equipment or they may choose to simply take over the dispatching of the third party service technician. The intent is that Town staff will not be required to arrange for service calls, loaner units, or arrange for consumables supply replenishment.

Question 18:

Under Section 2.3 Solution Requirements E. , what is the current paper capacity by individual MFP being replaced?

Answer 18:

Please see the attached Table - Shared Multi Function Print Devices Overview.

Question 19:

Multifunctional Printers (Shared), which specific MFP units need fax capability?

Answer 19:

No scan to fax function is required for any of the current or future print devices. Please see the attached Table - Shared Multi Function Print Devices Overview.

Question 20:

Multifunctional Printers (Shared): Can you be more specific on the finishing needs by individual MFP? I.e., Internal Finisher / External Finisher / Booklet Finisher:

- o Canon C7765
- o KM C558
- o KM C458
- o Sharp 3570
- o Xerox WC 7845

Answer 20:

Please see the attached Table - Shared Multi Function Print Devices Overview.

Question 21:

Plotter Printers
A) What size of plotter do you require? 24" / 36" / 44" / 60"
B) What size of scanner is required? 24" / 36" / 44" / 60"
C) Does the scanner need to be nested with the plotter? Or is a standalone scanner acceptable?

D) Multifunctional Printers (Shared), which specific MFP units need fax capability?

Answer 21:

a. We require one (1) plotter that is 36" or larger for Town Hall and one (1) plotter that is 60" for Infrastructure Services/Public Works.

b. Please note that the Town only requires an integrated scanner on the HP DesignJet T2300 PostScript plotter located at Town Hall. The scan size should match the plotter size of 36". The HP DesignJet Z6810 60in plotter at Infrastructure Services/Public Works does not require a scanner, and no need for a scanner with this unit is anticipated in the near future.

c. The HP DesignJet T2300 PostScript plotter at Town Hall requires an integrated or nested scanner. When this unit is at end of life, the replacement unit will require a similar setup. The HP DesignJet Z6810 60in plotter at Infrastructure Services/Public Works does not require a scanner, and no need for a scanner with this unit is anticipated in the near future.

d. No scan to fax function is required for any of the current or future print devices. Please see the attached Table - Shared Multi Function Print Devices Overview.

Question 22:

Under Appendix B: Cost Proposal 1.0 Mandatory
A) Is this section to include the variable cost of MFP equipment Maintenance?
   o If so, will you provide annual print volumes by MFP device?
B) Plotters consume liquid Ink that is not included in a Maintenance agreement and can only be calculated based on the number of plots and the area coverage by plot. Will you consider removing the need to project the variable cost of Plotter consumables?

Answer 22:

a. Yes. Please see the attached Table - Shared Multi Function Print Devices Overview.

b. *Proponents shall include plotter consumables with their pricing submissions. Please refer to the following information to assist with this portion of the scope of work.*

The HP DesignJet T2300 PostScript plotter located at Town Hall has six (6) 130 ml ink cartridges (Magenta, Cyan, Yellow, Grey, Matte Black & Photo Black). It doesn't have a waste toner cartridge. The ink cartridges normally last three (3) to four (4) months unless there is an unusually heavy print schedule.

The HP DesignJet Z6810 60in plotter located at Infrastructure Services/Public Works uses eight (8) 775 ml ink cartridges (Light Grey, Light Cyan, Yellow, Matte Black, Photo Black, Light Magenta, Magenta, and Chromatic Red as well as their corresponding printheads). Due to their size, these ink reservoirs tend to last quite awhile (they've all been fully replaced once in the last 2.5 years; these cartridges are replaced on an as-needed basis.

<u>Question 23</u>:

Under Appendix C: Relative Documents 1.0 Mandatory:

A) Is the Town Purchasing or Leasing the equipment?
B) Is the Town replacing all 5 MFP units? If not, which of the units will be replaced under this contract?
C) How many paper trays are required on each device?
D) Do any devices have a paper deck attached?
E) Which units require fax capability?
F) Are you able to provide monthly print volume averages by unit?
G) Monthly B&W print volume / Monthly Colour Print volume by device

<u>*Answer 23*</u>:

a. *Except for one unit, the Town owns all of the print devices identified in the RFP documents. The exception is the shared Sharp MX-3570N.*

b. *All MFP units will require replacement at the end of their lifecycle. The successful proponent will be required to plan the replacement schedule as part of the contract scope.*

c. *Please see the attached Table - Shared Multi Function Print Devices Overview.*

d. *Please see the attached Table - Shared Multi Function Print Devices Overview.*

e. *No scan to fax function is required for any of the current or future print devices. Please see the attached Table - Shared Multi Function Print Devices Overview.*

<u>Question 24</u>:

Will the Town use the MFP technology to scan into an ERP? If so, what ERP system is being used or considered for use?
A) What are the Town's current scanning destinations?

<u>*Answer 24*</u>:

The Town will not require the Shared Multi Function Print Devices to scan to an Enterprise Resource Planning system (ERP). The Town currently has no plans to implement an ERP in the near future.

a. *Currently the Town utilizes scan to email. The scans are saved to the network servers.*

Attachments:

1.1   Table

- Shared Multi Function Print Devices Overview

End of Addendum 1

Town of Drumheller Shared Multi Function Printer Devices Overview 2023-05-05

Location	Manufacturer	Model Number	# of Paper Trays	Paper Capacity	Finishing Accessories	Average Monthly B&W print/copies	Average Monthly Colour print/copies	Is Scan to Fax Required?	Own or Lease? Lease Expiry Date?
Town Hall Main Floor	Canon	C776/iR-ADV C7765	4	4,250	Corner and double staple, 2/3 hole punch, saddle stich, booklet function	5,486	7,907	No	Own
Town Hall Second Floor	Konica Minolta	bizhubC558	4	6,650	Corner staple, 2/3 hole punch, saddle stich, booklet function	1,452	1,710	No	Own
Infrastructure Public Works Main Floor	Konica Minolta	bizhub C458	3	2,180	Corner staple, 2/3 hole punch, saddle stich	27,260	30,978	No	Own
Infrastructure / Flood Offices Second Floor	Sharp	MX-3570N	4	1,200	Manual stapler on front of unit, Corner staple, 2/3 hole punch, saddle stich	1,972	6,920	No	**Lease** expires March 1, 2024
Badlands Community Facility (BCF)	Xerox	WorkCentre 7845	4	4,180	Corner staple, 2/3 hole punch, saddle stich, booklet function	2,090	3,005	No	Own