



City of Duluth  
411 West First Street, Duluth, MN 55802

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### **ADDENDUM #1**

Request for Proposal # 11-39DS Print/Copier Management Services  
COPIER & PRINTER RECONFIGURATION FOR THE  
City of Duluth

TO: All Vendors  
FROM: Dennis Sears  
DATE: 11/30/2011  
RE: Enclosed are the questions with answers to them for the RFP and additional points of clarification.

### **RFP CLARIFICATION AND CHANGES**

**1. Request for Proposal # 11-39DS – REVISED DATES**

- a. RELEASE Date -- November 30, 2011**
- b. DUE Date -- December 21, 2011**

2. Section 2.5

- a. There will NOT be a five percent (5%) bid bond verification required.
- b. Instead; The City of Duluth will require a one-hundred percent (100%) Performance Bond for the contract period of three (3) years; based on the entire value of the contract.

3. Section 7.1

- a. As stated in the RFP the OCR (Optical Character Recognition) software is being requested as an OPTION. Provide a separate line item cost for this optional OCR software piece OR include an alternative all-inclusive proposal that includes the OCR software.
- b. Use Attachment A OR include an alternative Attachment A, label this **ATTACHMENT A.1 - OCR INCLUDED**, to detail this cost information.

4. Section 7.4
  - a. As stated in the RFP the Print and Copy Reporting and Accounting software is being requested as an OPTION. Provide a separate line item cost for this optional Print and Copy Reporting and Accounting software piece *OR* include an alternative all-inclusive proposal that includes the Print and Copy Reporting and Accounting software.
  - b. Use Attachment A *OR* include an alternative Attachment A, label this **ATTACHMENT A.2 - Print and Copy Reporting and Accounting INCLUDED**, to detail this cost information.
  
5. MFD
  - a. Stands for Multi-Functional Device
  - b. Copier/Printer/Scanner
  - c. See Section 7.2 for requirements
  
6. Section 5
  - a. Any reference of the “Committee” includes members from the City of Duluth Purchasing Department.
  
7. For purposes of this RFP, remove the following Workforce Development equipment from your response at this time; as it is undetermined the full needs of this department. **These machines are indicated with red highlights.**
  - City Hall - 3rd Floor- Room 332 - Workforce Dev. HP LaserJet 3035xs
  - City Hall - 3rd Floor- Room 332 - Workforce Dev. Xerox WorkCentre 5632 - Stays
  
8. Attachment H
  - a. See revised Attachment A
  - b. Any and all MFD devices, listed in the Replacement Device column, that state “stay” and that DO NOT have volumes associated with them are devices within The City that will remain under lease and/or maintenance agreement with the current lease vender; until such time that it is deemed financially sound to replace and/or migrate the maintenance to the selected managed print vender. These machines are indicated with **yellow** highlights.
  - c. The HP printer fleet is owned by The City that is identified as “stays” and has volumes associated with them. These devices **will be** part of this RFP and will be the responsibility of the selected vender to maintain under the new managed print program.
  - d. An exception is the new device for “City Hall- 2<sup>nd</sup> Floor-Room 204-GIS” which is to be replaced with a HP Design Jet T790 and/or comparable device. Included with this hardware cost should be parts and labor. Not included would be print-heads, ink, and paper

## **ADDITION – SECTION 7.3 PRINTERS**

Most printers in the current inventory are HP printers. Going forward The City desires to standardize printers, to the extent practicable, for the purpose of reduction in the cost of supply inventories and ease of moving equipment from one location to another.

- All color printers require HDD standard
- Duplex standard
- New from manufacturer
- Network printers - Ethernet
- Laser printers
- Energy Star compliant
- Power save "sleep" mode
- 30+ pages per minute
- Standard duplex
- Standard 500+ sheet tray
- 100 sheet multi-purpose, bypass tray
- Ability to add multiple paper trays
- Minimum 512 MB standard memory
- Ability for adding expandable memory
- Standard postscript printing
- 1200x1200 dpi

## **Clarification/Answers to vendor asked questions/concerns**

1. A pure pay per image (PPI) with no minimums
  - **See Section 2.6 and 6.**
  - **If you are unable to offer a cost per page (cpp) with no minimums or maximums, as described, in sections 2.6 and 6.; explain, in detail, the reasoning on Attachment A. For comparison purposes base your proposal on 193,900 black and 46,250 color impressions.**
2. A maximum blended rate of \$.025 for both black/white and color
  - **See Section 2.6, 4. Reduce the per copy expense to less than \$.025 per page inclusive of hardware, software, and print labor through a systematic managed print program.**
  - **This is a “GOAL” for the City of Duluth, cost variations from this “GOAL” \$0.25 does not eliminate any vendor.**
  - **The City of Duluth expects and requires, of all vender responses, their most competitive and lowest cost per copy (cpc) rates.**
  - **As stated in ATTACHMENT A...if the vender is unable to meet GOALS defined in Section 2.6, please explain in the space provided. The inability does not eliminate any vender from the process; however reasoning that references any/all inability is required.**

3. A lease with rental terms (cancellable at any time)

- **See Section 2.2**
- **The following is standard language in any/all City of Duluth contract as non-appropriation of funds applies to government agencies.**
  - *The City's obligation to make payments during any City fiscal year succeeding the current fiscal year shall be subject to availability and appropriation of funds as further provided for herein.*  
*Funding Limitations. Notwithstanding any provision in this Agreement to the contrary, the City is not liable hereunder for the payment of any sums for which public monies have not been appropriated in the manner and to the extent required by law.*

4. Equipment can be added at any point during the agreement, co-terminously, at the same rate

- **See Section 2.11**
- **The City of Duluth is requiring that any equipment added be co-terminous to the original contract dates. It does not expect or state in the RFP that the rate be the same. It is The City's expectation that if equipment needs to be added during the contract, that both The City and the selected vendor agree on reasonable terms and rate/cost adjustments to the contract at that time.**

5. For your requirements on the copiers you do not request 11x17 capabilities. Will you require this 11X17 capability?

- **Yes – ALL new MFPs require up to 11x17 capability**

6. You have stated some equipment is still on lease and to use the amount of \$7500 as a cost of remaining payments. Does this take into account the removal cost. Secondly you state to use this amount yet in attachment H you list a number of copiers that state "stays". What does this mean?

- **The \$7500 DOES NOT take into account the removal cost.**
- **"stays" means that this equipment is current equipment that is being reutilized and is not getting replaced.**

7. You state 110 devices in the new plan. You want to add 65 net new devices and you state 34 machines will stay. You are short 4 devices?

- **There are 4 pieces of equipment that are staying at The City that are not covered under this Managed Print Program. (specialty equipment/wide format)**

8. We are finding it difficult to understand the city's thought process on cost savings without a flowchart showing how the printers/copiers will be merged together. Volume consolidation is a must in order to achieve the desired savings. Further information on what machines will be removed and how your plan sees them being replaced and merged. We cannot describe how our solutions for print management, rules based routing and cost controls will work without this information.

- **Refer to Attachment H to see what NEW equipment is required and what current equipment is being reutilized (indicated by "stays").**
- **See Section 6.2 for volume considerations.**
- **Facility maps of current equipment locations and new/reutilized equipment locations will be given to the selected vender for this RFP upon award.**

9. I also see that the RFP for the fax servers is posted. This is something that we could probably work through with our Canon product line and may even save the city a lot of money. Is this something that we could come in and possibly talk to you about?

- **The Fax RFP is separate of this Managed Print Service project and should be responded to accordingly.**

10. Can you tell me what you are looking for below?

City Printer	B/W or Color ????
County Copier	B/W or Color ????

- **The Police department has not determined if they require these "new" pieces of equipment at this point. For purposes of this RFP, remove these 2 items from your response at this time. These machines are indicated with red highlights.**

**ATTACHMENT H – REVISED 11/30/11**  
**REQUEST FOR PROPOSAL #11-39DS Print/Copier Management Service**

**COPIER AND PRINTER RECONFIGURATION FOR THE**  
**City of Duluth, MN**

**ALL EQUIPMENT DETAILED REQUIREMENTS – NEW and REUTILIZED**

<b>Current Location/ Department</b>	<b>Replacement Device</b>	<b>Accessories</b>	<b>Monthly Black Volume</b>	<b>Monthly Color Volume</b>
City Hall - 2nd Floor- Room 211-Engineering-Cindy	11x17 Color Printer	2 Trays, Duplex	200	50
City Hall - 2nd Floor- Room 204-GIS	11x17 Color Printer	2 Trays	64	50
Michigan Street Building Maint. Shop Upper Floor	25 PPM Color Copier	4 Trays, Finisher	2,011	2,600
Michigan Street Traffic Operations 1st Floor	25 PPM Color Copier	4 Trays, Finisher	1,060	75
Fleet Services - Garage - Upstairs	25 PPM Color Copier	4 Trays, Finisher	742	719
Main Library-Ground Level- Business Office	35 PPM B/W Copier	Finisher, 4 Trays	1,443	
City Center West Library - Library - Common Area	35 PPM Color Copier	4 Trays, Finisher	1,120	525
Parks	35 PPM Color Copier	Finisher, 4 Trays	4,089	395
City Hall - 2nd Floor- Room 210A-IT	35 PPM Color Copier	2 Trays	1,552	840
City Hall - 2nd Floor- Room 211-Engineering	35 PPM Color Copier	4 Trays	2,238	1,328
Main Library-1st Floor- Computer Lab Prints	35 PPM Color Copier	4 Trays, Finisher	799	2,190
City Hall-1st Floor- Purchasing - Room 100	45 PPM B/W Copier	Finisher, 4 Trays	4,091	
City Hall-1st Floor- Room 107-Auditor	45 PPM Color Copier	Finisher , 4 Trays	5,342	
City Hall - 4th Floor- Room 410 - City Attorney's	45 PPM Color Copier	4 Trays, Finisher, Side Tray. USB Port	8,134	2,645
Fire Hall- 2nd Floor Offices	45 PPM Color Copier	4 Trays	3,648	555
Public Works & Utilities - Garfield Ave Copy Center	50 PPM Color Copier	4 Trays, Finisher	6,228	4,247
Main Library-2nd Floor- Reference	50 PPM Color Copier	Finisher, 4 Trays, Coin Op	3,575	45
Public Works & Utilities - Garfield Ave Work Area	55 PPM B/W Copier	Finisher, 4 Trays, Punch Unit	7,097	
NEW POLICE BUILDING- Room 103 - Traffic Office	55 PPM Color Copier	Finisher, 4 Trays, LCT	9,148	2588

NEW POLICE BUILDING- Room 102 - OCB	55 PPM Color Copier	Finisher, 4 Trays, LCT	9,744	4,672
City Hall - 4th Floor- Room 402 - Mayor's Office	55 PPM Color Copier	2 Trays, Envelopes, Finisher, 3 Hole Punch	6,777	2,588
City Hall-1st Floor- Room 107	65 PPM Color Copier	4 Trays, Finisher	19,840	5,825
City Hall - 2nd Floor- rays	65 PPM Color Copier	4 Trays, Finisher	8,623	8,770
Fire Hall- 2nd Floor Offices	Canon IR 5020I - Stays			
NEW POLICE BUILDING- Room 10 - Jill	City Printer	B/W or Color ????	150	
NEW POLICE BUILDING- Police Department and Records	County Copier	B/W or Color ????	2,002	
Main Library-2nd Floor- Staff Reference	HP Color LaserJet 4025 - Stays		23	340
City Hall-1st Floor- Room 107a - Budget Office	HP Color LaserJet 4650n - Stays		385	877
Tool House Office	HP Color LaserJet CM3530 - Stays		261	73
City Hall - Ground Floor- Head Janitor's Office	HP Color LJ 2600- Stays		44	79
Main Library-Ground Level- Community Services	HP DesignJet 130NR - Stays Not Covered		-	
City Hall - 2nd Floor- Room 204-GIS	HP DesignJet T790	42"wide	-	
Michigan Street Radio Shop Office Lower Level	HP LaserJet 2055dn		57	
Public Works & Utilities - Garfield Ave Reception	HP LaserJet 2055dn		350	
Public Works & Utilities - Garfield Ave Reception	HP LaserJet 2055dn		350	
Public Works & Utilities - Garfield Ave Call Center	HP LaserJet 2055dn	Located in Safety Office	295	
Public Works & Utilities - Garfield Ave Room 112 - Meter Shop	HP LaserJet 2055dn		1,420	
Public Works & Utilities - Garfield Ave Paint Shop	HP LaserJet 2055dn		141	
Public Works & Utilities - Garfield Ave Break- room	HP LaserJet 2055dn		50	
City Center West - Fire Station	HP LaserJet 2055dn		500	
City Hall - Basement- Janitors	HP LaserJet 2055dn		500	
City Hall - 4th Floor- Brain Hanson	HP LaserJet 2055dn		508	
City Hall - 2nd Floor- Room 209-Buildings & Grounds	HP LaserJet 2055dn		50	
Main Library-1st Floor- Youth Services	HP LaserJet 2055dn		264	
Fire Hall- Booth	HP LaserJet 2055dn		472	
City Hall - 2nd Floor- Room 210A-IT	HP LaserJet 2300 - Stays	Micro Machine	677	
Public Works & Utilities - Garfield Ave Radio Dispatch	HP LaserJet 3035xs		3,746	
Public Works & Utilities - Garfield Ave Gas Control	HP LaserJet 3035xs		412	
Public Works & Utilities - Garfield Ave Call Center-Arlene Morrison	HP LaserJet 3035xs		3,442	
Public Works & Utilities - Garfield Ave Room 114	HP LaserJet 3035xs		200	
42nd Tool House	HP LaserJet 3035xs		428	

Lund Tool House	HP LaserJet 3035xs		383	
City Hall-1st Floor- Room 105 - Treasure's	HP LaserJet 3035xs		4,240	
City Hall - 3rd Floor- Room 332 - Workforce Dev.	HP LaserJet 3035xs	CHECK ON WHAT THEY NEEDED HERE	2,875	
City Hall - 2nd Floor- Room 211-Engineering-Jim	HP LaserJet 3035xs		110	
Main Library-2nd Floor- Staff Reference	HP LaserJet 3035xs		648	
City Hall-1st Floor- Room 107-Auditor Reception	HP LaserJet 4100 - Stays		639	
City Hall - 3rd Floor- Room 309 - Kim	HP LaserJet 4100 - Stays	Add duplex	356	
Fire Hall #1 - Life Safety- Groundfloor-Office	HP LaserJet 4100 - Stays	Add duplex	621	
Police Station - City Center West	HP LaserJet 4200 - Stays	Add duplex	2,245	
City Hall - 2nd Floor- Room 210A-IT	HP LaserJet 4200 - Stays	Micro Machine Moving from IT to Payroll	1,939	
Fleet Services - Garage	HP LaserJet 4200n - Stays	Add duplex	396	
City Hall-1st Floor- Room 110-Police Training	HP LaserJet 4200n - Stays	Add duplex	252	
City Hall - 4th Floor- Room 407 - Community Development	HP LaserJet 4200tn - Stays	Add duplex	979	
Main Library-2nd Floor- (N), Staff Reference-Mike's	HP LaserJet 4250 - Stays	Add duplex	910	
Main Library-1st Floor- Annex Office	HP LaserJet 4250 - Stays	Add NIC Card	1,076	
City Hall-1st Floor- Room 107a - Payroll	HP LaserJet 4250n - Stays	Add duplex	2,201	
City Hall - 3rd Floor- Room 332 - Don	HP LaserJet 5500c - Stays		237	484
Main Library-Ground Level- Community Services	HP LaserJet 5500c - Stays		314	1,107
Mt Royal Library- Computers	HP LaserJet CP4025 - Stays		223	188
NEW POLICE BUILDING- Room 103B - Police Family Crimes	HP LaserJet CP4025dn		266	-
City Hall - 2nd Floor- Room 210A-IT	HP LaserJet CP4025dn	Moving to Garfield	92	1,300
NEW POLICE BUILDING- Room 103B - Police Family Crimes	HP LaserJet P3015dn		1,819	
NEW POLICE BUILDING- Room 103B - Police Family Crimes	HP LaserJet P3015dn		2,902	
City Hall - 3rd Floor- Room 330 - Clerk	HP LaserJet P3015dn		1,342	
City Hall - 3rd Floor- Room 313 - HR	HP LaserJet P3015dn		419	
Main Library-2nd Floor- Reference	HP LaserJet P3015dn		578	
Main Library-2nd Floor- Reference	HP LaserJet P3015dn		1,198	
City Hall - 3rd Floor- Room 330 - Clerk	HP LaserJet P3015x		785	
Public Works & Utilities - Garfield Ave Room 163	HP LaserJet P4015dn	Envelope Feeder	1,421	
NEW POLICE BUILDING- Room 104F - Depute Chief	HP LaserJet P4015dn	Envelope Tray	1,269	
NEW POLICE BUILDING- Room 104 - Police Chief	HP LaserJet P4015dn		2,829	
NEW POLICE BUILDING- Room 103 - Traffic Office	HP LaserJet P4015dn		5,204	
City Hall - 4th Floor- Room 410 - Attorney Office	HP LaserJet P4015dn		3,565	

City Hall - 4th Floor- Room 410 - City Attorney's	HP LaserJet P4015dn	Envelope Tray	5,651	
City Hall - 4th Floor- Room 410 - City Attorney's	HP LaserJet P4015dn	Envelope Tray	2,911	
City Hall - 2nd Floor- Room 210-Building & Ground	HP LaserJet P4015dn		3,941	
Public Works & Utilities - Garfield Ave	HP LaserJet P4015x	Envelope Feeder, Extra Tray	6,914	
Mt Royal Library-	Stays		1,000	
Water Treatment	Replace with #164 City Hall 4 <sup>th</sup> Floor RM 402 Mayor's Office HP Color LJ CM3530		549	
Parks	Replace with #104 Parks Sharp MX3501			
City Hall-1st Floor- Room 108-Assessors	Replace with #126 City Hall 1 <sup>st</sup> Floor RM 107 Auditors Sharp MX4501C			
Police - DTA Substation - Downtown	Replace with #197City Hall 2 <sup>nd</sup> Floor RM 210a IT- HP Color LaserJet CM3530		510	357
City Hall - 2nd Floor- Room 211-Engineering- Tom J.	Replace with #217 City Hall 2 <sup>nd</sup> Floor RM 211 Engineering- HP LaserJet 4250	Add duplex	250	
Main Library-1st Floor- Jane's Area	Replace with #223 City Hall 2 <sup>nd</sup> Floor RM 211 Engineering- Xerox WorkCentre 7120c	Finisher, 4 Trays		
Main Library-Ground Level- Tech Services	Replace with #232 Main Library Ground Level Carla Powers Office's- HP LaserJet 4100		758	
Main Library-1st Floor- Fictional Media Office	Replace with #264 Main Library 1 <sup>st</sup> Floor Computer Lab- HP Color LJ 4025		12	508
Public Works & Utilities - Garfield Ave Sandy Moss	Replace with #27 Public Works & Utilities RM 161 HP LJ 4250dn		2,463	
City Hall-1st Floor- Room 108-Assessors	Replace with HP LJ 4300 From # 77 Fleet Services Garage Upstairs		84	
City Hall - 4th Floor- Room 407 - Community Development	Sharp MX2600n - Stays			
City Hall - 3rd Floor- Room 313 - HR	Sharp MX4501 - Stays			
City Hall - 2nd Floor- Room 210-Workroom	Sharp MX5001 - Stays			
Fire Hall #1 - Life Safety- Ground floor-Office	Sharp MX5001 - Stays			
Main Library-Ground Level- Community Services	Stay NOT COVERED	Not Owned by City	-	
Public Works & Utilities - Garfield Ave Room 161-Jody	Stays- HP LJ CP1215		231	188
Public Works & Utilities - Garfield Ave Meter Mechanic Office	Stays- HP LJ CP1215		1	42
Michigan Street Architects Office Upper Floor	Stays Not Covered- HP Design Jet T2300			
Public Works & Utilities - Garfield Ave Sewer Utility	Stays Not Covered-HP DesignJet 500			
Fleet Services	Toshiba Estudio 3530 - Stays			
City Hall-1st Floor- Room 108-Assessors	Xerox 3030- Stays NOT COVERED			
City Hall - 3rd Floor- Room 330a - Copy Center	Xerox 4595 - Stays			

Police - DTA Substation - Downtown	Xerox WorkCentre 4118 - Stays			
Water Treatment	Xerox WorkCentre 5225 - Stays			
City Hall - 3rd Floor- Room 332 - Workforce Dev.	Xerox WorkCentre 5632 - Stays			
City Hall - 3rd Floor- Room 330 - Clerk	Xerox WorkCentre 7335 - Stays			
Police Station - City Center West	Xerox WorkCentre 7345 - Stays			
City Hall - 2nd Floor- Room 211-Engineering	Xerox WorkCentre 7665 - Stays			
MN DOT	Xerox WorkCentre Pro 128- Stays			

193,900

46,250