Wareham Public Schools

REQUEST FOR PROPOSALS FOR SCHOOL MULTIFUNCTIONAL COPIERS AND SUPPLIES

RFP Questions # 1

1. **Must copiers be equipped to handle both ID cards and key pad?**

   No – either solution would be acceptable.

2. **Do you have 'Papercut' or similar software in place already?**

   No.

3. **Would the software system be server based?**

   Yes.

4. **Is there a shared district wide network?**

   Yes.

5. **Does the district have active directory already in place?**

   It is in place but not currently in use.

6. **Will there be a public opening of bids?**

   No.

7. **Does every copier currently have a fax machine enabled?**

   No.

8. **Does every copier have to have faxing capabilities?**

   No. The district will require one fax enabled copier per building (see amendment A.1 and A.2).

9. **Why do you want re-rite (or similar) software?**

   To allow documents to be text searchable once scanned.

10. **Can you explain paragraph 4.5.7 further?**

    The intention of this paragraph is to ensure that there are no **additional** fees or penalties should the district wish to reduce or increase the number of machines covered by the contract. The monthly price proposed by the proposer should be all inclusive.

11. **Can proposers modify the price proposal sheet to include ranges for price per copy proposals?**

    Yes

12. **Does the district need cloud printing?**

    The district currently makes extensive use of google chromebooks and would like to be able to print from those devices. The district also uses IPADS and MacBooks but these can be handled by the District technology team and do not have to be catered for under this software.

13. **What devices does the district currently use?**

The district uses Chrombooks, IPADS, MacBooks, Windows Desktops and Windows Laptops.

14. **Would the district be willing to consider refurbished copiers?**

The RFP calls for 'new' machines. See paragraph 4.5.1.

15. **How quickly is the district likely to make the decision?**

The district will seek to make the decision within 5 working days to maximize the time available for the successful proposer to arrange installation etc by March 23, 2018. However, as noted in the RFP paragraph 3.10 the proposal prices submitted in the RFP must remain firm for 60 days following the proposal opening.

16. **Would the district consider excluding the software / follow me printing from the final contract due to the cost?**

Yes.

17. **Are power protection/surge protectors for the copiers as a minimum specification requirement?**

No.

18. **Please confirm that a Standard Secretary Certificate can be used in lieu of a Certificate of Vote (Page 22).**

No.

19. **If not, please confirm that by "Clerk" you mean Secretary of the Corporation (Page 22).**

Secretary of the Corporation would be acceptable.

20. **Is there a specific date that questions will be answered by?**

No. However, the district will endeavor to send out the final question and answers by 1/29.

21. **Given the short amount of time between the questions due date and the proposal due date, will there be a possible extension of the bid due date?**

Not at this time.

22. **How many people will be accessing the machines?**

The machines will primarily be for use by staff. However, at the Middle and High Schools students may also access the machines on occasion.

23. **When will the questions and answers be posted from the bid opening meeting?**

No later than 1/29.

24. **What is the main goal of installing Papercut or UniFLOW**

The district is not specifically requesting the installation of Papercut or UniFLOW – however the district recognizes that this may be necessary in order to meet the specifications listed in paragraph 4.5.2 and 4.5.3. For the objectives of these specifications, proposers should review paragraph 4.3. Objectives.

25. **Is charge back or allocation a concern (Billing back a department or charging a student account)?**

If the contract is 'charge per copy' then for accounting purposes, the district will need to be able to determine the number of copiers per school / central office department.

Otherwise the flat fee per month per machine will be sufficient to calculate the cost per school / central office department.

26. **How many physical locations will we be installing Papercut \ UniFLOW at?**

See the answer to questions 24 and 25 above. There are four schools and one central office location.   However, follow me printing is not required at the central office location.

27. **What sort of bandwidth is there between locations (if there are multiple networks) and are they shared with VOIP or any other data throttling services?**
Approximately 50 mbps. This bandwidth is shared with VOIP but on a very limited basis. (only calls between two specific buildings)

28. **Is there a separate Print Server at each location? Please confirm that if there is a Print Server it is not also a Domain Controller.**

Currently we have one print server for all buildings – it is also the Domain Controller.

29. **How do you want the users to login? Pin # or Security Card?**

Either is acceptable.

30. **Do the schools already have security cards in use?**

Yes. However, only at the High School. We are currently in the process of installing a new system at the three remaining schools that will roll out security cards to the remaining schools.

31. **If so what type are they (RFID, Magnetic Stripe, Other)?**

RFID.

32. **Do all Staff & Faculty have a security card?**

Not yet – but expect to by the end of March.

33. **Do all Students have a security card?**

No.

34. **Does the school have an Active Directory that users login too?**

The district does have Active Directory set up but not operational.

35. **What are the total number of users in the schools Active Directory?**

See the answer to question 35.

36. **Will all users in AD be using Papercut? If No, how many will?**

All users in active directory are expected to be able to print to copiers.

37. **Are there are MACs being used? Do they also login to the Active Directory?**

There are Macs being used but these can be managed by the district technology team and do not require to be managed under this software.

38. **What type of email server does the school use (EX: an In House Microsoft Exchange 2010 server, or Gmail)?**
Gmail

39. **If there is a desire for Mobile or Cloud Printing (EX: GCP)??**

The RFP does require cloud printing to be enabled (see paragraph 4.5.2)

40. Is faxing currently being done by the Copiers \ MFDs?

There is one copier per school set up for faxing. (see amendment A.1 and A.2).

41. Is there a lot of faxing being done?

This information is not available. (see amendment A.1 and A.2).

42. Are counts of copiers available?

Copier accounts are available for some of the District's machines and these are attached. However, for some machines the start date / year is not available and accurate annual copy counts are therefore not possible, for these machines an estimated start date has been made. As a result, these counts are not exact and are not a guarantee of future copier use.

COPIER LIST
Nov-17

Status	Start Date	Equipment Model	School / Department	Total Copies /Print Count	Estimate of Annual Number of Copies / Prints
Leased	1/1/2013	RICOH Aficio MP 4002SP	Beyond School Time	311,276	64,402
Leased	7/6/2014	BizHub 654e	Business Office	375,019	112,976
Leased	3/20/2014	BizHub C454e	Central Office	508,869	140,809
Leased	7/6/2014	BizHub 224e	Cooperative	15,132	5,669
Owned	Not Availaible	RICOH AFICIO MP 1710	Cooperative	Not Available	
Owned	Not Availaible	RICOH Aficio MP 171SPF	Cooperative	Not Available	
Owned	Not Availaible	RICOH Aficio MP 6001	Cooperative	808,348	115,478
Owned	Not Availaible	RICOH AFICIO MP4000B	Cooperative	508,534	72,648
Leased	7/6/2014	BizHub 224e	Decas	322,609	97,188
Leased	7/6/2014	BizHub 654e	Decas	714,063	215,115
Leased	7/6/2014	BizHub 654e	Decas	611,782	184,303
Leased	8/19/2016	BizHub 654e	Decas	579,322	482,768
Leased	3/20/2014	BizHub 754e	Decas	1,632,819	451,818
Owned	Not Availaible	KONICA MINOLTA bizhub 750	Decas	487,299	69,614
Leased	1/1/2013	RICOH AFICIO MP4002SP	Decas	328,540	67,974
Owned	Not Availaible	RISO EZ220	Decas	Not Available	
Leased	7/6/2014	BizHub 224e	High School	143,822	43,327
Leased	7/6/2014	BizHub 224e	High School	140,448	42,311
Leased	7/6/2014	BizHub 224e	High School	105,842	31,885
Leased	7/6/2014	BizHub 224e	High School	165,475	49,850
Leased	7/6/2014	BizHub 654e	High School	821,825	307,864
Leased	3/27/2015	BizHub 654e	High School	275,254	106,094
Leased	3/27/2015	BizHub 654e	High School	1,479,852	570,393
Leased	3/27/2015	BizHub 654e	High School	977,304	376,691
Leased	3/27/2015	BizHub 654e	High School	469,937	181,132
Owned	Not Availaible	TOSHIBA E STUDIO 3055E DP 3000	High School	257,039	36,720
Leased	3/20/2014	BizHub 364e	Middle School	354,422	98,072
Leased	7/6/2014	BizHub 654e	Middle School	2,174,128	654,967
Owned	Not Availaible	RICOH Aficio MP 6001	Middle School	1,057,128	151,018
Leased	1/1/2013	RICOH AFICIO MP6002	Middle School	1,450,221	300,046
Leased	1/1/2013	RICOH AFICIO MP6002	Middle School	1,000,360	206,971
Leased	1/1/2013	RICOH AFICIO MP6002	Middle School	1,916,357	396,488
Leased	7/6/2014	BizHub 224e	Minot Forest	84,052	25,321
Leased	7/6/2014	BizHub 654e	Minot Forest	1,386,779	417,774
Leased	3/20/2014	BizHub 754e	Minot Forest	1,246,197	344,835
Owned	Not Availaible	KONICA MINOLTA bizhub 601	Minot Forest	949,436	135,634
Leased	1/1/2013	RICOH Aficio MP 6002	Minot Forest	855,922	177,087
Leased	7/6/2014	BizHub 364e	Special Education	229,235	69,058
Leased	1/1/2013	RICOH AFICIO MP 2852	Transportation	156,757	32,432