

# NOTICE OF AMENDMENT 2

## to

### Request For Proposals

### Copier, Printer, & Managed Print Services

**Page 21** under “SCHEDULE 8 DETAIL BIDS” where bidders are asked to list their itemized costs for leased equipment the first box on this page should read “4 Year Leased Equipment for **fourteen (14)** MFP’s & eight (8) Desktop Printers, Item:

*On page eleven the number of MFP’s was misrepresented as the total number of devices. TAD seeks bids which include pricing with maintenance for both purchasing and leasing of fourteen (14) MFP’s and eight (8) Desktop printers for a total of twenty-two (22) devices*

**Page 24** under section “6. RFP response requirements” item “j.” has been added: “Vendors must provide in their response the brands, models, and specifications for all proposed equipment.”

**Tarrant Appraisal District Request for Proposals for Copier, Printer, & Managed Print Services vendor question list 2.**

Below is a list of vendor questions in black text followed by TAD’s responses in red text.

#### Question set 2A

1. Please confirm Tarrant Appraisal District will sign a third-party lease for the financing. **YES, TAD is willing to sign a third-party lease for the financing.**
2. How does Tarrant Appraisal District handle Property Tax on Fair Market Value lease? Annually or included in lease payment? **TAD intends for a lease to include a nominal sum buyout option upon maturity of the lease period in order to allow TAD to take advantage of TAD’s property tax exemption status.**
3. Can you breakout the Annual volumes between Printers & MFP’s? **NO**

4. Page 25, Can TAD break out the peak monthly print count between Printers & MFP's? **NO**
5. Page 21 it notes 22 MFP's and 8 printers. Please clarify it is only (14) MFP's and (8) Printers total 22 units. **This is only (14) MFP's and (8) Printers for a total of twenty-two (22) units.**
6. Can you clarify your intent on page 22, item J (regarding nominal sum buyout clause) Confirm you are wanting Fair market Value Lease? Or are you looking for an exact amount at the end of lease? (Most FMV leases only note FMV purchase option at the end of term) **TAD intends for a lease to include a nominal sum buyout option upon maturity of the lease period in order to allow TAD to take advantage of TAD's property tax exemption status. This amount should be an exact dollar amount.**
7. Page 25 notes number of computers. Can you provide the number of servers? **NO**

## Question set 2B

### **Question (1) Staple finisher are not required for these (12) MFP's?**

Under

General Conditions and Specifications: **Correct, only the two (2) MFP's under "Special-Application" are required to have any sort of Staple Finisher**

Item 2) Multi-Function Printers (MFP) page 23-line m. **All MFP's must be capable of offset stacking and finishing.**

- (finishing was discussed as Stapling during the walk through). The MFP's just need to offset stack sets. **The first twelve (12) MFP's described under GENERAL CONDITIONS AND SPECIFICATIONS as described in subsection 2. just need to support offset stacking and are NOT required to staple or hole punch.**

**Question (2) The Special application Staple finisher does not require to Fold and Staple in the center like a booklet? **NO equipment that is part of this RFP is required to fold or “center staple”.****

Page 23 (3) item Multi-Function Printers-Special Application

- a. ii The capability to staple twenty (20) pages corner and booklet.

(Booklet was discussed as to fold in half and staple booklet style in the center of the page.)  
**But it was determined you need to staple twice in the side of Letter doc. **Stapler requirement under Special Application are for edge and corner stapling only as shown in the diagram below, there is no need for folding.****



### Question set 2C

1. RE: Instructions to Bidders (III. Form of Bid)
  - a. Could TAD please confirm whether a written statement is sufficient for proof of State of Incorporation/ Organization of the Bidder, or if a Certificate of Fact is instead required? **TAD will accept either with appropriate evidence that allows for validation.**

2. RE: Bid Form

a. Bid Amount:

- i. Could TAD please confirm whether the total 'Written' amount requested in Item 1. *Bid Amount* should reflect the Total Annual Sum over 1 Year or the Total Sum over 5 years? **This is intended to be the total Annual Sum for a single (1) year of the FOUR (4) year term. Please note that TAD seeks a FOUR (4) year term.**

3. RE: General Conditions and Specifications:

- a. (4) Desktop Printers: The specifications state that TAD desktop printers are not required to print in color. Could TAD please confirm if: **Desktop printers are NOT required to print in color.**

- i. TAD would like two options proposed- one for B/W and an alternate for Color, allowing TAD to select accordingly? **Vendors may at their discretion provide multiple bids which offer color desktop printers however it is not TAD's intention to require color printing for desktop printers.**
- ii. The vendor should determine the best fit and propose a single option? **This is TAD's original intent.**

- b. (5) Service Requirements (e) 'A non-operable machine must have a loaner or replacement provided within two business days':

- i. Could TAD please clarify the definition of 'non-operable' as referenced in the specifications? Specifically, does this term refer only to a device that is completely down and non-functional, or does it also apply to devices that are operational but have certain unavailable functions (e.g. hole punch, stapling, etc.)? **TAD may choose to be lenient on this requirement regarding non-core functions and specifications providing they are not damaging to the operations of TAD at the time of failure.**

- c. (5) Service Requirements (f):

- i. Could TAD please confirm whether the consumables/ parts warehouse location may be within a variance of +/- 5 miles from the required distance, rather than being strictly fixed at 20 miles? **TAD may choose to wave any specification in this RFP and will review all bids submitted, however TAD does intend to engage in an agreement with an organization which will be capable of providing fast on site services to TAD's physical location.**

- d. (6) RFP Requirements (a) ‘...a secondary or optional bid may include pricing using an office-wide print pool’:
- i. Could TAD please confirm whether proposing vendors may duplicate the RFP pricing sheets to submit alternate bid pricing, including a pool or alternate maintenance plan? Alternatively, should this information be provided in a separate written summary? **To aid in scoring and comparison Vendors who wish to submit multiple bids for the standard quantities described by TAD on pages 11 and 21 should reproduce the entirety of the RFP form and schedules for each bid and clearly mark their covers. A vendor who wishes to propose a different count of devices, printing pools, different maintenance plans, or other alternatives that depart from the standard quantities on pages 11 and 21 may attach additional pages of their own format and written summaries.**
- e. (6) RFP Requirements (b) ‘Vendors must provide a bid for a four (4) year contract period’:
- Correct**
  - i. Can TAD please confirm whether the bid is intended for a 5- year lease or purchase as outlined in the pricing sheets, or if the 4- year term listed in the above specification is correct? **TAD seeks a FOUR (4) year term for lease and TAD seeks a FOUR (4) year term for maintenance, supplies, etc.**
- f. (6) RFP Requirements (i) ‘Vendors are encouraged to attach a client list and managed device count to their response’:
- i. Could TAD please confirm whether the above specification requirement applies only to Dallas/ Tarrant County and surrounding areas, or if it includes the entire portfolio for all vendor locations? **A vendor is encouraged to attach a complete client list but this is not a requirement and this was not intended to be limited to the surrounding areas.**
    - 1. Additionally, if this information is not provided, will there be a reduction in scoring for the proposing vendor? **The References provided in schedule 2 are a direct part of the scoring and as such not including references would result in a 10 point detriment.**

## Question set 2D

Can TAD add a requirement for responders to provide brand, model, and both color and mono print speeds (some MFD's differ by color/mono) in the response? **YES**

**Page 6, Item (e)** – Please confirm you are requesting a copy of our actual related service agreement. **YES**

### **Page 9, Item X. and Page 21 Schedule 8 Detail Bids**

#### **Basis of Selection - Vendor Data Points**

Is this an average of Like size clients or All Tarrant County clients?

**Item B. referring to references provided. When scoring TAD may give some weight toward the client size when TAD considers how comparable the vendor's client might be to TAD**

TAD will evaluate Bids and will make a selection on the basis of:

F. The vendor's average onsite response time to clients in Tarrant County

**Item F. refers only to response time for customers in Tarrant County, client size is not a factor here.**

G. The vendors average onsite resolution time

**Item G. refers to the onsite resolution time for all of the vendors clients both in and out of Tarrant County, client size is not a factor here.**

H. The vendor's percentage of onsite first resolutions.

**Item H. refers to the onsite first resolutions for all of the vendors clients both in and out of Tarrant County, client size is not a factor here.**

**Page 21** For the purpose of comparable bidder’s responses, can TAD suggest a percentage of estimated mono clicks to be assigned to the print devices. This will provide a true comparison of bidder responses. Chart below for example purposes only in order to clarify what we are asking using whatever percentages you suggest.

Leased Equipment	Estimated Qty	Cost Per Print	Additional Costs	Total Line-Item Cost
Annual Mono Print	1,531,014	See Next Lines	See Next Lines	See Next Lines
Annual Mono Print MFP 90% Estimate	1,377,913			
Annual Mono Print Desktop 10% Estimate	153,101			
Annual Color Print Jobs	230,326			

**Within the RFP General Conditions and Specifications contains data regarding Mono and Color prints. Desktop printers are not required to print in color and all color prints should be attributed to MFP’s for the purpose of this RFP.**

**On page 24**, Item 6(i) in reference to client list and managed device count, is this an indirect reference to items d through g directly above. **Not necessarily**