

Tecumseh Public Schools
RFP – Multifunction Devices
Questions & Answers

Last Updated 2/11/20

1. Does TPS want PaperCut MF software priced separately?

Answer: PaperCut MF software (or equivalent) should be priced separately to maintain consistency amongst bids received.

2. Does TPS also want card readers priced separately?

Answer: Yes

3. If card readers are to be provided by the vendor can we gain access to a blank HID card for testing?

Answer: Yes, please request from the Director of Business Services if needed.

4. Is there going to be a pre-bid meeting with vendors, and if so, where and when?

Answer: No, a pre-bid meeting has not been scheduled.

5. Will there be an opportunity for an assisted walk-through in each of the buildings?

Answer: Yes, a walk-through can be scheduled individually upon interest of the vendor. Please contact Director of Business Services – Nikki Reinhardt at 517-423-2167 ext 1703 or Nikki.reinhardt@lisd.us to schedule a walk-through. All questions and answers given during the walk-throughs will be posted to this document.

6. Is the District Google Drive based or OneDrive?

Answer: Google

7. Are you a 1-to-1 District? If so, how many?

Answer: Yes, students 7th-12th grade are 1-to-1 and utilize a Chromebook/Tablet.

8. Section 3A-Does the District currently have Papercut MF installed?

Answer: No

9. Section 3B & D – Does the District currently have card readers installed?

Answer: Not for multifunction devices. We do have access point card readers that are HID Global Corporation card readers – Card formats: 26 bit wiegand Icon red minus, 34 bit wiegand Icon red minus, 35 bit Corporate Format Icon red minus, 37 bit HID10304.

10. Section 4 – Lease End Costs – Does the District have a lease end cost for return of the current equipment?

Answer: The costs would be upon the chosen vendor to ship the machines back to the leasing company. These will not be rolled into a new agreement.

11. Is the District interested in print and/or scan access for students?

Answer: No

12. Is the District needing A3 machines or are A4 machines acceptable?

Answer: TPS will need all A3 machines.

13. Are the Average Monthly Volumes listed for each building based on a calendar year (12-months), or are they based only on the months that school is in session (approximately nine months)?

Answer: Average Monthly Volumes are based on a full calendar year, however, machines in the school buildings have very limited activity in the summer.

14. Would it be possible to get the black and white / color page volumes for each machine, not just the buildings?

Answer: Volumes per machine could be pulled during the walk through if desired.

15. Does the current Ricoh equipment lease have a "Fair Market Value" (FMV) purchase option at the end of the lease, or is the lease a municipal lease with a \$1 buyout?

Answer: The current lease contains a purchase option at the end of the lease.

16. If the lease is a FMV lease, do you happen to know where the equipment is to be returned?

Answer: We will receive instructions from the leasing company around the 1st week of March 2020.

17. Do you have a minimum number of paper drawers or total paper capacity minimum for each of the models proposed? Would you prefer to match the current Ricoh drawers/capacities?

Answer: We would like to match current loads if possible.

18. Are you requiring finishers (stapling) for all of the devices with 3-hole punching being required for only the two devices at Tecumseh High School and Tecumseh Administrative Office/Board Building?

Answer: Yes

19. Does the District currently have a fax server? If not, is there an interest in a cloud based fax service or a fax server? Is there an estimate of how many faxes are sent and received each day?

Answer: No, we do not have a fax server. We are currently not interested in one and do not have an estimate of a daily fax number.

20. Are service rates to be variable or fixed?

Answer: Service rates should be locked for the duration of the agreement

21. Are property taxes to be included in the lease payment?

Answer: Yes

22. Are there more details available on the current lease structure? How much is the buyout to keep the equipment? What is the location for the return of the equipment?

Answer: The current lease has a buyout to keep available with a buyout amount of \$55,301.35 and a buyout to return available. The equipment is to be returned to Waukegan, IL 60085.

23. Will the bid schedule remain the same if there is a snow day on Thursday?

Answer: Yes, the schedule will remain the same as originally posted

24. With PaperCut, there is an initial investment and then the support for the next 5 years. Most have it quoted for the 5 year investment because it's cheaper to bundle it all together. Is that how you want it? Or do you want it broken down by year? I assume PaperCut would be a separate purchase or do you want it rolled into the lease?

Answer: Yes, bundling it together would be acceptable but as a separate purchase. This would not be rolled into the lease.

25. How many hard copy RFP responses would you prefer?

Answer: 4