

Addendum #3
RFP04122018
MFDs & Managed Print Solution
McHenry County College

This Addendum is in response to the inquiries from potential bidders. This Addendum constitutes changes to the specifications as sent out in the original RFP and other pertinent information shared with all vendors. All changes and information listed on this Addendum should be considered as the official modifications to the specifications and should be included in your proposal with these in mind.

Please acknowledge your receipt of this addendum by attaching a signed copy of the addendum with your proposal response.

Received and acknowledged by: _____

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1. Under “Duplication Center Production Volume” just above point 6.1, ASCII and VIPP are specified as required for printing. What specific applications is McHenry County College using that require ASCII and VIPP?

After discussion this requirement is not necessary.

2. Under “Duplication Center Production Volume” just above point 6.1, it states “The College requires redundancy and requires two black/white devices of appropriate size and a rated speed exceeding 110 pages per minute.” However, 6.4 asks for a print speed of “at least 150 pages per minute”. Which exactly is McHenry County College looking for?

Minimum requirements are 110 PPM for B/W and 75 PPM for color.

3. What operating system is running on the workstations in the Duplication Center? ie Windows 10, etc.

Windows 10

4. Will the workstations in the Duplication Center also have full version of MS Office suite, Adobe Products and ERP application available/installed per 6.2? Also include detail on versions of all of these applications.

Adobe Creative Suite Pro 2015. MS Office 2016 full version. All ERP components.

5. Under 6.2, “AutoSplit pages between color and black/white engines”. Please describe what you mean by “AutoSplit”. Also describe how you do this today.

The Xerox C75 can “AutoDetect” whether originals are b/w or color. The billing information on the machine separates the b/w impressions from the color impressions and the billing is appropriately adjusted for b/w clicks and color clicks.

6. The monochrome image capture (6.2) requirement specifies “must be able to AutoSplit pages between color and b/w engines” – do you currently have Xerox Color Splitter for this capability?

The Xerox C75 can “AutoDetect” whether originals are b/w or color. The billing information on the machine separates the b/w impressions from the color impressions and the billing is appropriately adjusted for b/w clicks and color clicks. Duplication center does not know if this uses color splitter software.

7. Under 6.2, “be able to add text logos, page #'s, and other images to photos.” How is currently being down – Adobe InDesign, etc?

Duplication Center is currently investigating this feature and at this time would use InDesign.

8. The image capture (6.2) requirement also specifies the ability for various document building and image manipulation – are you currently using Xerox Scan or Scan and MakeReady for this? If not, are you simply using the scanning interface capabilities on the machine?

After discussion, being able to scan is a desired requirement but is not mandatory. The copiers in place in the Duplication Center do not have scanning capabilities.

9. Is McHenry County College using Adobe InDesign to create files for variable print output – as specified under 6.3 – or another application? If not, please specify the application. Also, please specify what application “merge data stream to produce customized document” is coming from and define the specific data stream if necessary.

Duplication Center uses Adobe Acrobat Pro to merge PDF, Word, jpg, etc., files to create customized documents.

10. Under 6.4 it states “with the ability to collate jobs with covers, inserts and exceptions.” Please define exceptions.

Specialized print modes are divided into Covers, Inserts and Exceptions. Covers are self-explanatory, and can be set up to use different stock and print settings for both the front and back covers of a document. Inserts are different stock being inserted into a document from a different tray, for example, “insert a pink sheet from Tray 1 in between pages 4 and 5.” An Exception refers to a page in the document that you want to print on a different stock or with a different setting, for example, “Print page 146 on green stock from Tray 3.” In other words, Inserts are blank pages being inserted into a document. Exceptions are pages already in a document that you want to print with a different stock or setting.

11. Under 6.4 it states “ability to run pre-punched paper and specialty stocks (crack n peel, t-shirt transfers, labels, NCR). Please specify the crack n peel, t-shirt transfer, label and NCR stock McHenry County College is using today.

Duplication Center uses Excel NCR in Reverse-Collated 2-, 3-, and 4-part stock. We do not currently use the rest of the stocks that are specified in this question, however, our supplier (Graphic 14) has informed us that they can supply us with the above-mentioned stock that is created to run in a high-speed printer. Whether we currently use this stock or not, we still would like the capability to run this stock if we find it necessary or desirable at some point during the life of the contract.

12. The monochrome production requirements (6.4) also specify a number of capabilities that you do not currently have (two post-fuser insertion stations; saddle stitch with face trim) – are those absolute requirements?

After discussion, Duplication Center requires at least one insertion tray. Saddle stitch with face trim is not required.

13. Under 6.5, describe all versions of Windows currently being utilized that need to be supported.

Windows 10

14. 6.5 Color Print Controller, Page 23 - Must have the ability to process variable print output (i.e. merge data streams to produce customized documents). Vendor to describe proposed system. What data streams do you use today for variable print output? Ability to use existing job library. Please identify where the job library is currently located and how it is accessed today.

Duplication Center uses Adobe Acrobat Pro to merge PDF, Word, jpg, etc., files to create customized documents. Job libraries are saved to network drives.

15. The color production engine (6.6) specifies an external RIP – which you do not currently have – there is a larger \$ amount associated with the external RIP – is that an absolute requirement?

After discussion, this is not a requirement.

16. 6.6 Color Production Engine(s), page 24 - Image assembly including booklet imposition and image editing. The RFP doesn't mention a saddle stitch finisher required for the color production printer. Can you confirm if one is required?

After discussion, this is not a requirement.

17. Under 6.8 Data Conversion, it states "It is recognized that there may be a need to convert the existing library. Where appropriate, proposal is to detail process required." Please specify which file types – ie .rdo – and the number of existing files required for conversion.

After discussion, this is not a requirement.

Do the units in the Duplication Center require fax capability?

No

18. What are you using as a data collection agent right now?

FM Audit

19. What is included in your current agreement? toner separate? all inclusive? buying toner/service included?

All-inclusive; with the exception of ink jet printers which are supplies only.

20. You said you don't want to refresh your printers, what is your reluctance to do that?

If referring to Addendum #1, Question #1, the College does not wish to incur additional costs for laser printer replacement. Laser printer replacement by the vendor at no cost to the College is acceptable.

21. Are the printers purchased or leased? What is your refresh timeframe?

Production and fleet printers are leased.

22. How many users will you need for faculty & staff for your PIM/ID# Billing Charge Back/Job Tracking authentication?

At this time all employees are issued a copier code. The use of copier codes is currently a requirement but this may change in the future. We currently do not employ a charge back mechanism but this feature is required.

23. Do you plan to keep the 2 (BW) production units in the same room?

Yes

24. How do you currently send jobs to the print center? How do you want to do so going forward?

Currently jobs are received in the duplication center via email, flash drive, and hard copy drop off. Duplication Center would like more efficient alternatives.

25. Monochrome speed requirements – the RFP states “more than 110 ppm” in one area and “at least 150 ppm” in another area – which is it?
Minimum requirements are 110 PPM for B/W and 75 PPM for color.
26. How many total users will use the MFD’s?
Specific count cannot be provided. Rough estimate: 750-1,000 users.
27. Are all users in Active Directory or another directory service? Does each user have a unique username?
All users have a unique user name in Active Directory.
28. Do all users currently have a pin code? If so is the pin code contained in Active Directory?
At this time, every employee is issued a unique copy code for the copiers. The codes are not tied to Active Directory. They are used for copy only.
29. Are users currently authenticating to the device with their user code?
No these code are not tied to Active Directory. They are used to copy only not for logging in to the MFD. A user authenticates via AD credentials when they need to scan directly to their network storage drive.
30. Do users currently have an option to choose department for billback?
No
31. How many total servers are used for print activity?
2
32. How many total physical locations are there? (A – E = 5 buildings. However, row 211 of printer spreadsheet shows building “S” so assuming 6, but I don’t recall visiting a building “S”)
Buildings A, B, C, D, and E, are at main campus. S is the SHAH center at 4100 Shamrock Ln in McHenry Illinois. Information on these printers are included in this response. **Building F is under construction with the expectation that it will be ready by August 1.** Printing will be needed in the new building, but quantities are not known at this time.
33. Do you currently print from any specialty applications?
MCC’s ERP system, Ellucian utilizes FormPort for some checks and forms printing.
34. Do you print from Windows, Mac and Linux?
Printing is done from both the Mac and Windows environments. There is a one-classroom Linux environment.
35. Do any guests need access to print, copy, scan or fax on any MFPs?
No

36. 4.1 Machine Capacities, Page 18 - Devices will be configured based on historical average monthly volumes; however, in some cases the College may specify the placement of a device capable of somewhat higher output than the average monthly volume would indicate. Can you clarify if the volumes provided in the table for production and MFD's are based on a monthly or annual volume? Can you provide volume data for all networked printers? Does your current vendor use a utility to collect meter data or auto send toner (i.e. FM Audit, Print Tracker)? If yes, can you provide a copy of the report for all networked devices?

These are yearly averages. Data is collected via FM Audit through current vendor. MCC cannot provide the data.

37. Identification - Do you provide identification cards to your students? If yes, please provide information on the type of card, i.e. magnetic stripe or barcode?

Transactional student ID cards are not provided at this time, but future utilization is a frequent topic of discussion in the academic area.

38. **Scope:** The quoted cost per click will be inclusive and cover all costs applicable to the type of equipment and/or service being quoted. Cost per click rates for distributed copiers and MFDs will include the cost of the equipment, software, staples, other consumable supplies (except paper), all parts, labor, and other service expenses. All costs proposed under this proposal must be clearly identified. Requesting the cost per copy to be inclusive of service, consumables, and equipment will require a commitment for guaranteed volumes for black/ white and color. Are the volumes shown in 4.2, historical or committed?

Historical

39. **Goals:** By centralizing copier and MFD management and including the laser printers located throughout the College, the College expects to gain in several areas. These include: Lower overall cost per click by pooling all black/white output into a single agreement to be reconciled annually. Fleet MFD's have a lower cost per copy than stand-alone single function printers. Combining the two will penalize the fleet MFD's. Don gave everyone printer volumes who went to all buildings except A. Can Vernon provide the printer volumes for building A as well?

Whether combining or separating, the College is interested in the option that provides lowest costs. Vernon provided printer volumes for building A.