

**REQUEST FOR PROPOSAL OPENING**

**ISSUED April 3, 2017**

**Posted April 17, 2017**

**RFP No. 17-100**

**COPIER LEASE**

Question and Answers

1. I am wondering if your strategy gives some flex in the speed of the devices vs the actual monthly volume of the devices? Although you have some device locations that actually do get into higher volume, but it does seem that there may be some cost savings opportunity where some of the locations do have a very moderate to low volume and yet they have a 60ppm device. Are you open to a strategy conversation? *We are requesting recommendations in the solicitation.*

2. Section IV Equipment. Devices must log copy/print usage per user code.

Will user codes be maintained organization-wide or per location/per machine?

*Per location/per machine*

How many users total? *Numbers vary by location*

Is tracking performed by department? *No*

3. Section IV Equipment.e. Allow for direct communication and workflow integration with print shop job queues

As the only production machine at CareerSource (Pro C651EX) runs <10000 pages/month, is there another device or devices serving an actual print shop? *No*  
Will a Centralized Reprographics Department be sending jobs to departmental machines? *Yes*

4. Section IV Equipment.g. At the multi-tasking unit, gain access to the walk-up users mail account via LDAP

Does this mean you want scans sent from devices to come from the walk-up users' mail accounts and have a copy stored in their Sent folder? *Yes*

5. Section IV Equipment.k. Must include management of color printing from off-site locations

Is VPN connectivity or IPP available to off-site employees now? *No*

How do they do this today? *It is not done*

6. B. Services/Requirement/Features

Must have walk-up faxing capabilities

Dedicated analog faxing to/from every device? *Yes*

Would fax server solutions be considered? *Yes*

What is the current volume of faxes sent/received? *Varies by location*

7. B. Services/Requirement/Features

Machine must have user mailboxes or other solution for the separation of user print jobs

Physical printed job separation or secure hold queue? *Both*

If physical, how many mailboxes? *The number of staff varies by location*

8. B. Services/Requirement/Features

Must have Standard accounting (web based)

“Standard Accounting” is Xerox-specific software, but similar functions are offered by every OEM. Does this specifically require the Xerox offering? *No*

9. B. Services/Requirement/Features

• Must have a max. Print resolution of 1200 x 1200 dpi.

Clarification, please. Minimum resolution of 1200x1200 or the ability to print at 1200x1200? *Ability to print at 1200x1200*

10. 11 X 17 states being charged a single click. Do you know what volume is being printed out on 11 x 17 at all location. *11x17 counts as one copy or print on the meter*

11. For example, Would it possible to receive a copy of an invoice for 11 x 17 copies. *There is no separate invoice*

12. Do you need resumes or a list from section D. Support. *We will accept a list or resumes.*

13. The Executive office at 4902 Eisenhower Blvd. lists a Ricoh C651EX with color volume of 9308 monthly and B & W 517. Is there a reason why you have a Production Copier that is printing that low volume. *That machine is restricted to only a few users.*

Would it be ok to quote a lower volume Mid-Office size color. *The solicitation requests recommendations.*

14. Science Center at 7701 22nd Ave N has 2 Kyocera Mita 1370DN desktop 35 ppm printers with no copy volume. Would like to know if you need desktop printers or propose a 35 ppm MFP B & W or Color for a lower service cost. *We are not looking for any desktop printers.*

15. Section B: Services/Requirement/Features:

1- In reference to software, how many codes & users total? *The number of codes will vary.*

2- Single Stitching – Do you mean Staple or Booklet. *Both*

3- 60 PPM minimum speed – is this for all units? *Yes There are 4 that are not 60.*

16. Could verify these 2 addresses for me with City and Zip Code. I could not find them on your website but are on your current machine list.

1. PEF-6100 154th Ave N

2. PEF-901 34th St. S.

*These are machines located at Pinellas Technical College facilities for our staff use.*

17. Section IV Ae. "Allow for direct communication and workflow integration with print shop job queues" Will you have a print shop? If not, will you please clarify what you mean in this section? *We need those who request print jobs the ability to see where they fall in the queue and manage.*

18. Section IV B. "Must have Standard accounting (web based)" Please clarify the functionality you require. *The ability to view color copies/prints usage, black and white copies/prints usage is needed.*

19. Section IV e. "Electrical receptacles required for any equipment will be provided by the Contractor/Vendor and installed by Customer." Do you expect your chosen vendor to supply physical electrical outlets? *No*

20. Section IV e " Network drops will be provided by Customer" Do you expect your chosen vendor to provide Network drop hardware? *Yes*

21. There are several locations in Section C that have only one machine, and that current machine is a Black and White unit. Do you require, if there is only one unit at a location, that it be a color unit? *Yes*

22. There are two locations in Section C that are not in Section D. PEF-6100 154TH AVE N and PEF-901 34TH ST S. Are you expecting units to be quoted for those locations? *Yes, we would like these units to be included.*

23. IV. SERVICES TO BE PROVIDED AND TECHNICAL REQUIREMENTS, section A. Equipment: states devices must log copy/print usage per user code. Does there need to be a way to bill back to these users/departments? *No, however we do need the ability to monitor usage.* Or need the ability to set rules to the printing & copying, other than controlling color availability at each device? *The ability to control color printing from a remote location along with lock printing/copying should be available for each machine.*

24. Section A. also states that scan to network repository & document management system is required. What applications and/or document management platform is currently being used that will tie into the new devices? *Proprietary document management system that uses standard SMB and FTP protocols to scan documents to appropriate queues.*

25. Section B. Services/Requirements/Features: Regarding requirement for mailboxes or other solution for separation of user print jobs: Can the solution be addressed by utilizing the lock print feature, allowing each user to have their own electronic "mailbox" on the device? User print jobs will be stored there securely until released or deleted by print user or admin. *Yes*

26. For the Print Language would Career Source Tampa Bay require Postscript and PCL?  
*Yes*

27. If Postscript is required would Adobe Genuine Postscript be required? *No*

28. In regards to Print Security and Management, does Career Source Tampa Bay expect the capability for Secure / Lock Print as well as export all copy, print, scan, fax and email activity / reports per user per device? *Yes*

29. Does Career Source Tampa Bay expect embedded OCR / Searchable PDF scanning capability per device? *No*

30. Does Career Source Tampa Bay expect the ability to remotely control the MFP device user panel (just like IT/Helpdesk takeover of your computer)? *Yes?*

31. Does Career Source Tampa Bay expect the ability for generic “print me” or “find me” printing for an device (especially valuable for traveling employees and guests)? *No?*

32. In regards to MFP Security does Career Source Tampa Bay expect Hard Drive Data Overwrite, Hard Drive 256 bit Encryption, and Embedded Whitelisting Security? *Yes*

33. In regards to print drivers, does Career Source Tampa Bay expect fully functional universal print drivers to be able to staple, duplex, tray select, reduce / enlarge for BW and Color Functions as needed? *Yes*

34. In regards to Mobile print, does Career Source Tampa Bay expect the ability to print from Apple / Air Print and Android / Mopria devices? *No*

35. Would Career Source Tampa Bay like to ability to translate Copy or Print jobs into the 35 most common languages such as Spanish, Portuguese, French, Creole, Vietnamese, etc. *No*

36. Please advise exactly how many B&W and Color MFP's are required? *We are asking for recommendations with at least one copier that has color capability at each location.*