



**ADDENDUM NO. 1  
GCSC COPIERS RFP#1-2013/2014**

Addendum for GCSC Copiers RFP#1-2013/2014 is amended in the following particulars and in these particulars only. All provisions of the original documents shall remain in force, except as specifically modified or changed herein or by other Addenda issued by GCSC. This Addendum is hereby made part of the Contract Documents of the RFP.

**RESPONSE TO WRITTEN QUESTIONS RECEIVED:**

**Question #1:** What type of equipment do we propose? Is it newly manufactured, used or refurbished.

- ❖ **All equipment being proposed shall be newly manufactured copiers to GCSC.**

**Question #2:** Does the equipment have to be by a single manufacturer or multiple manufacturers?

- ❖ **All equipment being proposed by each individual vendor shall be a single manufacturer only and vendor shall be an authorized dealer of brand being proposed.**

**Question #3:** Will the college have a date and time where vendors can come on campus see existing equipment and where equipment is located?

- ❖ **Yes on November 15, 2013 all vendors can meet at GCSC Procurement Office 10:00AM (Central Standard Time) to walk campus as a group.**

**Question #4:** Does our organization need to register as a vendor or proposer with GCSC prior to submitting a proposal?

- ❖ **No firm has to be register with GCSC but if you are the choice then the Vendor registration form will need to be filled out.**

**Question #5:** Do we have authorization to perform a site survey to obtain an overview of the current MFP's configuration of accessories and to obtain meter readings?

- ❖ **Answer provide below in question #26**

**Question #6:** PG-9 #2 States that the GCSC Evaluation Committee shall evaluate the RFPs based on the evaluation criteria in Section 287.055(4)(b), Florida Statutes (Acquisition of professional Architectural, engineering, landscape architectural, or surveying and mapping services). We cannot clearly understand the evaluation criteria for this RFP, would you please explain the criteria for evaluation.

- ❖ **The Criteria Page ten (10) reflects the items which every firm will be criteria on for this RFP. The title has been updated and updated form has been attached.**

**Question #7:** PG-10 RFQ# 1-2013/2014 STEM Building Architectural/Engineering Services Evaluation Form; Please explain the scoring criteria/items that are evaluated, that determine the score of each category listed.

- ❖ **The form is self-explanatory and the items GCSC will be evaluating each proposer. I have corrected the title for this form and attached it to this addendum.**

**Question #8:** In respect to your network environment, what platform and operating systems are you running?

- ❖ **Microsoft Windows servers and desktop operating system. TCP/IP IPV4 network protocol.**



**Question #9:** Do the students and/or staff currently utilize "ID Badges" or "RFID" access cards?  
Faculty and Staff have ID Badges but

- ❖ **Staff have proximity cards for access doors and students have id badges**

**Question #10:** PG-12 Note 2; if the request is made for extra equipment during the lease term, beyond the original allocated number, will that equipment run the current lease time table?

- ❖ **If GCSC add additional equipment at a later date, all equipment contract time will end at the same time as copiers in this RFP.**

**Question #11:** PG-13 Service & Maintenance; it is stated that "Vendor must provide all supplies, except paper". The next statement reads "Copiers for students include paper as part of services by Vendor". Could you please verify if any paper is to be provided with the MFP service/supply contract?

- ❖ **The Thirty-two (32) copiers we are currently talk about for lease; the college will supply the paper for those machines. The Work Centre 4118 Coin operated copiers (six 6) is optional to this proposal and are the copiers we are asking paper to be provided.**

**Question #12:** PG-28 Exhibit "A"; It is stated "All Copiers shall copy black & white, color, fax and scan". I assume that network printing is also required but please verify that is correct.

- ❖ **Network printing, scan to email, scan to network folder is required**

**Question #13:** In respect to the equipment leasing, does your organization have any special requirements (e.g. non-appropriation clause) that are beyond the standard FMV equipment lease?

- ❖ **If I understand your question correctly the college will enter into a contract or issue a purchase order based on the language per this RFP. The contract will be as stated for three years with two renewal years and not based on any State funding.**

**Question #14:** Will the winning bidder be responsible for the removal, packaging, storage and/or shipping of your current Xerox equipment? If yes, will the shipping charges to ship the equipment back to the leasing company be paid by GCSC?

- ❖ **No GCSC will work out that with Xerox but there will be some coordination of the removal of existing equipment and new equipment.**

**Question #15:** Do the user/location have card access? And same card type? Can you supply me a sample?

- ❖ **Review question #9 above for the types of cards but we aren't supplying a sample**

**Question #16:** Number of total users? You mentioned in the RFQ that there are 300 users? Was this just faculty? If you could supply me with total number of students as well.

- ❖ **Staff Only**

**Question #17:** How many PC's on the network?

- ❖ **Approximately 450 staff and 1200 students**

**Question #18:** Number of print servers? Print server OS and architecture (32 or 64 bit)?

- ❖ **64 Bit Operating system**

**Question #19:** Virtual or physical servers?

- ❖ **Both physical and virtual**



**Question #20:** Citrix?

❖ **No**

**Question #21:** Host Printing (AS400, etc.)?

❖ **No**

**Question #22:** Are all devices printing via the servers or are there any direct IP printing?

❖ **Mixture of IP and Print servers**

**Question #23:** Is the college currently utilizing any bill back software? If so please provide name of software?

❖ **NO**

**Question #24:** How do the students replenish their copy/print accounts?

❖ **None, current equipment (Work Center 4118 is coin operated meaning they pay for print by entering coins at copiers.**

**Question #25:** What is the current annual copy/print output through the MFP's? If you could also provide me total output including all networked printers? This will assist me on a more accurate ROI that I will supply.

❖ **Current data is not available. We will provide an opportunity to run print audit on November 15, 2013 at 10:00 AM (CST)**

**Question #26:** The current Work Center 4118's that have coin op capabilities. Are the replacements of these to be color devices? And do they have to be desktop models or can they be configured with their own standing cabinet?

❖ **Remember this equipment is optional to this RFP but we would like to same standards, black and white, color, scan and fax. The existing equipment is not a desktop and can be viewed the date shown in question #3.**

**Question #27:** We've established that the majority of the current devices don't have stapling or hole punch capabilities. Are any of the departments requesting these features?

❖ **The RFP does ask for copier with stapling and staple replenishment to be a part of this RFP. We are not requiring hole punch capabilities on any of the copiers.**

November 11, 2013 at 2:00PM is the last date and time vendors can submit final questions on this project. All vendors are responsible for receiving and reading Addendums on project. All Addendums will be post at [gulfcoast.edu/procurement](http://gulfcoast.edu/procurement).

Fred Brown, Procurement Director

 11/8/13

Signature

**Gulf Coast State College  
RFQ# 1-2013/2014 GCSC Copiers Evaluation Form**

<b>Criteria for Evaluation Proposals</b>	<b>Points Range</b>	<b>Maximum Points</b>	<b>Firm 1</b>	<b>Firm 2</b>	<b>Firm 3</b>	<b>Firm X</b>	<b>Comments/Notes</b>
<b>Vendor Background</b>	0-25	25					
<b>Equipment</b>	0-20	20					
<b>Service and Maintenance</b>	0-25	25					
<b>Training</b>	0-10	10					
<b>Pricing</b>	0-20	20					
<b>TOTAL:</b>	0-100	100					