Copier and Printer Refresh Questions and Responses September 22, 2023

Q1-Is the current fleet leased or owned?
R1-Leased

Q2-If leased, who is incurring the costs to ship the devices back to the leasing company?
R2-Ravenna Public Schools would incur the cost to ship devices back to the leasing company, if required.

Q3-What are the average monthly volumes being produced on each of these devices? Or, what is the total average monthly volume being produced by the fleet as a whole?
R3-Individual print volumes vary greatly per device per month. In reviewing the last three years of printing our district prints, on average, around 150,000 pages a month with the bulk of our printing done on the "workroom" devices in each building.

Q4-Are there any potential space limitations in any of the install locations?
R4-All currently installed units fit within their spaces appropriately. If bid devices are larger than current devices then the spaces will need to be reviewed individually before devices are installed.

Q5-For the Full-Size MFP's, how many paper trays are required? What paper capacity is required?
R5- 4 total trays, plus a bypass tray/feeder are required. Current units hold 500 sheets each in the two smaller trays and 1500 sheets in each of the two high capacity trays. The district requires this capacity, or greater.

Q6-See below for questions specific to the Workroom models for the Elementary, High School, and Middle School:
    Q6.1-Could you please describe what the "TA App" is? What does it help accomplish?

R6.1-That is the Teacher Assistant App. It has the ability to generate bubble sheets (Scantron-like) and can then grade the student responses. This feature is not used by staff at RPS anymore and a comparable solution is not required.

Q6.2-What is the definition of "HCT"? How many paper trays are needed and what are the paper capacity requirements?
R6.2-"HCT" stands for high capacity tray. From the current vendor those trays hold 1500 sheets of paper. The district requires trays of equal or higher capacity.

Q6.3-Is there a dedicated 20A outlet in each of the Workroom locations?
R6.3-Yes.

Q7-The Full-Size B&W MFPs listed at the Administration Business Office and Middle School Staff Lounge are listed as a Kyocera TA4002i, a 40ppm model, but 60ppm is specified in the "Speed" column. Is 60ppm required?
R7-That was listed incorrectly in the initial RFP. The TA4002i is a 40ppm model. A 60ppm device is not required in those spaces. A device capable of 40ppm or higher is required.

Q8-The Middle School Food Service Office device is listed as a Kyocera M3645, a black & white model, but is marked as "Color" in the "Color or BW" Column. Is color required?
R8-That was listed incorrectly in the initial RFP. The original device was replaced with a color device. A color device is required to replace the currently installed device.

Q9-Does the maintenance and support rate need to be fixed for the term of the contract?
R9-The maintenance and support rate are preferred to be fixed for the term of the contract. If fixed rates are not offered then a fully detailed schedule of rates will be required to be provided as part of the proposal.

Q10-What does "2/3 HP" mean in Attachment #1?
R10-"2/3 HP" stands for a hole punch unit that can do two or three hole punches in the paper.

Q11-I see that a finisher is specified on the Beechnau Elem Workroom device, but isn't mentioned in the High School or Middle School workroom. Is this correct?
R11-That was listed incorrectly in the initial RFP. All "workroom" devices have finishers installed.

Q12-Are bidders to quote unlimited PaperCut licenses to the district, or just the device based licenses?

R12-When the current PaperCut licensing is reviewed, the following information is listed:
        Licensed Users: Unlimited
        Licensed Devices: 13
        Licensed Release Stations: 0
        Licensed User Clients for Advanced Account Selection: Unlimited
        Licensed Site Servers: Unlimited
        Licensed Modules: Print Control Module
Please use this information when providing your proposal. Note that the number of licensed devices will be different in your proposal than what is listed above as the district currently has device(s) that are being eliminated in this refresh.

Q13-Can you please list all the device operating systems that will need to be able to print to the copiers and printers?
R13-The District uses devices running Microsoft Windows, macOS, and ChromeOS and requires the ability to print from all of these platforms.

Q14-Due to lead times from manufacturers would the District consider extending the deadline on bid submissions?
R14- Due to timelines already in place with the District's current copier and printer lease it is not feasible to extend the submission deadline. The deadline remains as listed in the RFP.