

GSS13091B-Copiers, Printers and Multi-Function Devices

Questions and Answers

1. **Page 3-2-Contract Requirements - Can you please let us know what percentage of the estimated value of the contract is used by schools?**

The current copier acquisition contract GSS08091-COPIERS may be viewed on the state's awarded contracts site at <http://contracts.delaware.gov/>. Contract Usage Information is listed.

2. **Page 10-Item Y-Subcontracts-May a vendor utilize an authorized dealer to install and service equipment in the State? The dealer would not be invoicing the state or receiving payment.**

Subcontracting is not permitted under this contract.

3. **Page 33, 50.Subcontracts - If a manufacturer wins an award and the contract is with the manufacturer, i.e., all responsibilities of the contract such as billing, service dispatching, reporting as well as all other terms and conditions; may the manufacturer assign specific MFDs to be serviced by authorized factory trained service entities which may include non-manufacturer employees? Please clarify.**

Subcontracting is not permitted under this RFP and contract for maintenance, customer service and billing. Delivery and pick up of equipment may be coordinated through an established provider of such services. Billing, service dispatching, reporting and all other terms/conditions (with exception only to delivery and pick-up) must be provided by the awarded vendor.

4. **Would the State consider allowing authorized dealers to accept orders and invoice customers under a manufacturers held contract? Would the State consider allowing authorized dealers to bill polisubs?**

Subcontracting is not permitted under this contract.

5. **Page 15-Item D-Requirements of Vendors-Financial Information - Will a copy of the corporations last 3 years certified financial reports suffice in lieu of the Dun and Bradstreet Report? It takes time to get the Dun and Bradstreet Report.**

Financial information (balance sheets and income statements) for the past three years. Include background, balance sheets and income statements for the past three years and/or Dun & Bradstreet report. Dun and Bradstreet Reports are not required if 3 years of financial information as stated in the RFP are provided.

6. **Page 22-Item 13-Prices - Is a vendor required to quote a one-time short-term all-inclusive operating lease? Please define what a currently available used model is. Vendors usually don't have used inventory available of currently manufactured equipment. If the State means that the equipment has to be currently manufactured, then this change did not help vendors or the state, as we probably cannot provide this.**

Vendors may bid on any and/or all categories. If bidding only on selected categories, enter NO BID on the categories for which a bid is not being submitted.

“New” units are not mandated under this “One-Time/Short-Term” section, however, devices must meet Group requirements as listed in the Appendix B. Due to inventory demands, Vendor may offer a current available model different but equivalent to what is included in their proposal to meet the short term needs of the state. Maintenance, supplies, functionality and speed requirements must be equivalent to the model the offeror includes in their proposal.

- 7. Page 26,-Item 25-MBE/WBE-How can the state expect vendors to subcontract portions of this contract to Minority and Women owned businesses when the vendor has to perform the contract functions themselves—ie, delivery, installation, service.**

Subcontracting is not permitted under this RFP and contract for maintenance, customer service and billing. Delivery and pick up of equipment may be coordinated through an established provider of such services. If the awarded vendor utilizes a MWBE vendor for delivery or pick-up, then this reporting would be applicable.

- 8. Page 30-Item 36, Termination of individual order-Item b-Termination for convenience - Can a vendor redeploy a machine that has been cancelled for convenience into another agency as a new placement?**

Only new equipment shall be placed in governmental entities using this contract. In the past 5 years of the existing contract, the State of Delaware has not terminated any individual lease agreements for convenience.

- 9. Page 30-Item 36, Termination of individual order-Item b-Termination for convenience - Can we limit the states’ ability to cancel to 10% of the fleet over the term of the contract?**

No.

- 10. Page 30-Item 36, Termination of individual order-Item b-Termination for convenience - Does the state have any data on the percentage of machines canceled for convenience during the last contract?**

The State of Delaware has not terminated any devices for convenience under the last contract.

- 11. Page 35-Item 7-Information Requirements - Can a vendor take exception to the requirement of providing our gross costs. This is not a cost-plus contract, so vendor costs should be irrelevant.**

Vendors may elect to take minor exception to the specifications, terms and conditions of this RFP. Government Support Services will evaluate each exception according to the intent of the terms and conditions contained herein, but shall reject exceptions that do not conform to State bid law and/or create inequality in the treatment of Vendors. Reporting requirements under this RFP are mandatory.

12. Page 90-Reporting - Can a vendor take exception to some of these requirements? Reporting Budget Codes, UNSPSC Codes, CRMP recommendation numbers, contact person information would be a manual and expensive process.

Vendors may elect to take minor exception to the specifications, terms and conditions of this RFP. Government Support Services will evaluate each exception according to the intent of the terms and conditions contained herein, but shall reject exceptions that do not conform to State bid law and/or create inequality in the treatment of Vendors. Reporting requirements under this RFP are mandatory.

13. Can a vendor take exception to the requirement that we notify an agency 90 days before the lease expiration? Our system cannot accommodate this automatically and this would be a manual process.

Vendors may elect to take minor exception to the specifications, terms and conditions of this RFP. Government Support Services will evaluate each exception according to the intent of the terms and conditions contained herein, but shall reject exceptions that do not conform to State bid law and/or create inequality in the treatment of Vendors. Notification requirements under this RFP are mandatory.

14. Appendix B Question – Are we required to bid on all groups in order to be considered for award?

Vendors may bid on any and/or all categories. If bidding only on selected categories, enter NO BID on the categories for which a bid is not being submitted.

15. Appendix B Question – We do not see any minimum speeds (ppm). Will the state be providing minimum speeds so that all vendors are bidding similar sized equipment so all are on the same level playing field?

The State of Delaware has posted Optimum Monthly Copy volumes for each category/group number. The State of Delaware expects vendors to provide the most productive device available in that volume range.

16. Appendix B Question – Please define Professional Puncher?

For purposes of this RFP, a Professional Puncher is an in-line finishing unit for punching holes in paper with different die patterns typically used for comb-binding, coil binding, three-ring and other types of binding. The State of Delaware is aware that professional punching may not be available on some category/group units due to size, however it is listed on all categories to accommodate those models that do for cost and capabilities review.

17. Appendix B Question – Where do we list the Code (S, O or N/A)? Spaces provided only allow for a price to be entered.

Column C in the Appendix B for both the B&W Pricing and Color Pricing tabs have space available for inputting S, O, N/A.

18. What was not achieved with the two previous bids and best and final responses?

Questions related to previous solicitations are not applicable to this Request for Proposal.

19. With just administrative changes on the current bid what is the expectation for this bid?

The expectation of this Request for Proposal is to award a contract for Copiers, Printers and Multi-Function Devices.

20. Why has there been three identical bids without substantial changes?

Questions related to previous solicitations are not applicable to this Request for Proposal.

All other terms and conditions remain the same.

S:\GSS13091B-COPIER_PRI/Addendum to Proposal