



Department of  
Purchasing

*Mark A. Booker*  
Executive Director

March 23, 2022

**ADDENDUM #1, RFP# 290-22**  
**Digital Printing Equipment and Related Services**

**PROPOSAL DUE DATE/TIME REMAINS APRIL 5, 2022 AT 10:30 AM**

This addendum forms a part of the solicitation documents, modifies the original document as indicated in this Addendum 01 provided below and is hereby made part of any pursuant award. Acknowledge receipt of this Addendum by returning the completed and signed form with the solicitation response. Failure to submit the acknowledgement of addenda will be used as an evaluated factor.

The following are changes and additions to RFP# 290-22 as Addendum 1:

1. ATTACHMENT 1 – QUESTIONS/CLARIFICATIONS, 17 Pages.
2. ATTACHMENT 2 – DELETE “Proposal Pricing Form (Page 1)” & REPLACE with “Attachment 2, Proposal Pricing Form (Page 1)”, 1 Page.
3. ATTACHMENT 3 – GISD FLEET JANUARY 2022 REPORT, 296 lines.
4. **CHANGE** “DEFINITIONS” **FROM:** Operating Lease” is an agreement in which the district purchases the right to use equipment for a specified period. The vendor maintains ownership of the equipment throughout the term and the district does not have the option to purchase the equipment.  
**TO:** “Lease” is as a contract that conveys control of the right to use (RTU) another entity’s nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment
5. **CHANGE** ALL references in RFP 290-22, **FROM:** “OPERATING LEASE” **TO** “RIGHT TO USE LEASE.”
6. **CHANGE** “PROOF OF PROPOSED CONCEPT,” paragraph 7.10, **FROM:** “...thirty (15) days...” **TO:** “...fifteen (15) days...”
7. **CHANGE** ALL references to maximum copy size shall have a corresponding, matching tray adjustment size.

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Company Name

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Authorized Representative Name      Title

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Signature

Mark A. Booker  
Executive Director of Purchasing

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Printed Name      Email Address

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Telephone #      Fax #

**ADDENDUM 1  
ATTACHMENT 1  
CHANGES/QUESTIONS/CLARIFICATIONS**

1. **QUESTION:** Laserfische is mentioned in the RFP. Does GISD currently scan to it, or is this wanted as new functionality?

**ANSWER:** The district currently uses Laserfische as an Enterprise Content Management (ECM) solution. Scanning to network shares is presently used, but having direct integration with the MFPs scanning to Laserfische would be preferred.

2. **QUESTION:** Are there any other new workflows GISD would like included in the response (scan to OneDrive, scan to SharePoint, etc.)?

**ANSWER:** The district currently requires Scan to network folder and Scan to email functionality. No other new workflows needed.

3. **QUESTION:** Is a specific print management program being requested for tracking and security of printing/copying?

**ANSWER:** A print management solution will require functionality that allows administration of Active Directory users that will be using the devices, usage metrics, tracking, and security of printing/copying.

4. **QUESTION:** There is a request for 24 duplicators in this bid, can the duplicators be replaced with copier equipment of the same speed/ functions. If not, does this disqualify the vendor bid response?

**ANSWER:** The District requires copying/printing equipment that performs duplication on construction paper. You are welcome to provide solutions, other than “duplicators,” that meet the specifications and provide the functionality needed. The District reserves the right to award to one or multiple vendors.

5. **QUESTION:** Is the schools currently using badge authentication? Is so, are the copiers used for chargebacks to schools/ departments?

**ANSWER:** Yes, badges are used. It is the District’s intent is to use the detailed invoice report, as stated in paragraph 3.5.3, for chargebacks.

6. **QUESTION:** Can you please provide additional info & clarification on authentication requirements and badge types currently used as are copies tracked for chargeback to schools/dept's?

**ANSWER:** Badge authentication is used after the user registers their proximity card badge with their Active Directory account. The authentication is completed using their

**Active Directory account that synchronizes with the print management solution. The proximity cards used are HID brand. Please refer to question 5 regarding chargebacks.**

7. **QUESTION:** What print management software is being used today? Does it meet the ISD requirements? Are you looking for change or additional functionality?

**ANSWER:** The district currently uses the Equitrac Express 5 print management software. An updated version of a print management solution would be required that includes secure follow-me-printing. Additional group management features for users to allow for tracking and security of devices would be a required additional functionality (Ex. A specified security group of users can print in color while everyone else can only print in black).

8. **QUESTION:** How are you licensed today? User or Device?

**ANSWER:** All Embedded Devices, Capture and Send Devices, and all User Accounts are licensed in the print management solution.

9. **QUESTION:** Does it need to have any application compatibility, i.e. Microsoft, Google, other?

**ANSWER:** Must have the ability to print from Microsoft Windows 10 or later, Mac OS 10.14 or later, iOS 12 or later, Chrome OS 93 or later , Android 10 or later, and full compatibility with all Microsoft Office and Google Suite products. Additionally, to be able to integrate with Oracle, Laserfiche, and Skyward is a plus.

10. **QUESTION:** Does it need hardware functionality? Your multiple device platforms?

**ANSWER:** Devices must have compatibility with Windows PCs, Mac computers, iPads, Google Chromebooks, and Android tablets.

11. **QUESTION:** Please provide additional information on the fax server use? Do you use traditional analog fax lines?

**ANSWER:** Normal usage, and analog lines.

12. **QUESTION:** In the bid form (starting on page 30 #2 and going through page 44 #9) it states “Maximum original size 11x17” and “Maximum copy size 11x17” but the max you are requesting for tray size is 8.5x14 (Legal) With a scan and copy size of 11X17, is it the intention that all machine including high speed machine only print a maximum of 8.5x14 instead of 11x17 that the original and copy size state?

**ANSWER:** The maximum copy size shall have a corresponding, matching tray adjustment size. See change #7 of Addendum 1.

13. **QUESTION:** Does the district have any plans for the old fleet? We’d be interested in constructing a recovery value if you have any interest in selling them. Should they be going

back to the incumbent dealer, we would be happy to engage with them directly, provided you are able to share that information.

**ANSWER: The District leases the equipment and has no ownership rights. Equipment will be returned to the incumbent.**

**14. QUESTION:** Are you looking to award this contract under a pre-bid purchasing cooperative such as DIR, TASB or equivalent?

**ANSWER: No, the District has issued the RFP in lieu of using a pre-bid cooperative; however, if a proposal is received from an entity, it will be evaluated.**

**15. QUESTION:** In order to accurately assess and quote this opportunity please include serial numbers in the District provided volume spreadsheet.

**ANSWER: See Addendum 1-Attachment 3 GISD Fleet Usage January 2022 Report.**

**16. QUESTION:** In some of the schools, you have MFP's to address a high volume of printing. Are you open to right sizing this with a production type device?

**ANSWER: In addition to meeting minimum requirements of the RFP, additional solutions from the selected vendor may be provided for consideration.**

**17. QUESTION:** Is the GBC multi-hole punch capability going to be considered or needed to go along with the 2 and 3-hole punch that is currently utilized?

**ANSWER: See instructions for the "Proposal Pricing Form to determine if the functionality meets the requirement as a Base feature or should be priced on the Cost Proposal/Pricing Form."**

**18. QUESTION:** On the monthly included, what is the breakdown of 8.5 x 11 size versus anything larger? (i.e., 11 x 17, 12 x 18, 13 x 19, 12 x 39 and 12 x 47)

**ANSWER: Data not available.**

**19. Regarding the Print Shop –Questions 19-29**

**a. QUESTION:** How are print jobs currently being submitted to the Print Shop? (Email, thumb drive, ftp, shared folders, a web download utility such as DropBox)

**ANSWER: Primarily Email, larger files are shared on the Google Drive, and some documents are provided on USB/thumb drives.**

**b. QUESTION:** Is a Web to print digital submission tool needed for these submissions?

**ANSWER: We need to upgrade our job entry methods. A web-to-print / Storefront fits our needs to automate customer interaction/experience/ease of job submission**

**and streamline internal processes going forward. Solutions provided in response to the RFP are reviewed and under consideration.**

- c. **QUESTION:** Will a bill back feature be needed on this digital submission tool?

**ANSWER: Yes, customers are required to include budget codes for each job submitted.**

- d. **QUESTION:** What processes do you have in place to ensure color consistency is consistent across all print engines regardless of manufacturer? Is this an important capability for the GISD Print Shop?

**ANSWER: Currently, there are no accurate methods in place to track color consistency. This is not required, but would be an asset for the district.**

- e. **QUESTION:** Do you currently calibrate the high-volume color print engines with a spectrophotometer or are you using the print engine color functionality to accomplish this?

**ANSWER: : No spectrophotometer is used for calibration at this time.**

- f. **QUESTION:** Do you have a consistent way of handling front to back registration?

**ANSWER: No, we do not. We are looking to add this feature.**

- g. **QUESTION:** How much time does an operator take on a daily/weekly basis to maintain color consistency and registration?

**ANSWER: Very little time is currently dedicated to this important process.**

- h. **QUESTION:** Will you be addressing the additional features of embellishment for printing? (i.e., varnishing, spot varnishing, foil, variable data foil stamping, etc...)

**ANSWER: Full and spot varnishing, foil, variable data are all needed to offer our customers more options on their pieces.**

- i. **QUESTION:** Are you looking to automate standardized or redundant printing processes utilizing the front-end print server?

**ANSWER: Yes, that is correct.**

- j. **QUESTION:** Has there been an increase in wide format printing?

**ANSWER: Yes, especially over the past 4 years.**

- k. **QUESTION:** Are you currently handling all of your wide format printing needs with what you have now?

**ANSWER: : Yes, we have roll fed and flatbed printers, colex cutter, etc.**

**20. QUESTION:** Will Federal Funds be utilized for this BID?

**ANSWER: No, not at this time.**

**21. QUESTION:** Will Garland ISD sign commercial lease documents?

**ANSWER: Documents will be reviewed and signed based on the guidance provided.**

**22. QUESTION:** Please provide a current ending meter for the fleet.

**ANSWER: See answer to question 15.**

**23. QUESTION:** Can you please clarify your definition of rightsizing/downsizing the equipment.

**ANSWER: Reference 7.3.12 regarding flexibility to make changes to include additions, upgrades, and downgrades in functionality and/or additional equipment.**

**24. QUESTION:** Please provide clarification on the proof of concept timeframe. Is it 30 days or 15 for the POC?

**ANSWER: On page 25, paragraph 7.10, it should say “approximately fifteen (15) days.” In the schedule on page 3, it is April 18 thru April 29, 2022 (2 full weeks). See #6 on Addendum 1.**

**25. QUESTION:** Are HID cards used to access the copiers?

**ANSWER: Yes, HID proximity cards are used.**

**26. QUESTION:** On pages 30-44 “Machine config 2-9, Garland ISD is requesting maximum copy size of 11 x 17. Does Garland ISD require the system to also print a maximum of 11x17? If so, the specs you are calling for only allow up to 8.5 x 14 through the cassette. Is the cassette specs a misprint?

**ANSWER: Refer to question 12.**

**27. QUESTION:** On page 28 in the spec sheet, it is unusual for desktop to have 100 sheets bypass trays. Was this an error in the spec sheet?

**ANSWER: The District currently uses 100 sheet bypass trays. If you are unable to provide, mark as a deviation as to your standard. All deviations are considered evaluated factors. Instructions for deviations should be followed.**

**28. QUESTION:** On every bid spec you have something called “ Copy Auditor”. Does the district intend to use the codes to track prints and machine usage?

**ANSWER:** Yes.

**29. QUESTION:** Could the district provide serial numbers or ID numbers for each machine listed in the equipment list?

**ANSWER:** See question 15.

**30. QUESTION:** In the bid spec it calls for a document handler scanner. Can you specify what a document handler scanner is?

**ANSWER:** It is a document handler/scanner. A scanner that feeds the documents.

**31. QUESTION:** What brand and type of proximity cards are in use at Garland ID today?

**ANSWER:** HID proximity cards

**32. QUESTION:** Does Garland ISD have a Print Management Software that is in use and accessed from the current fleet of MFP’s?

**ANSWER:** Please refer to question 7.

**33. QUESTION:** During a review of Garland ISD’s historical volumes, we noticed that the average volumes increased significantly in August of 2021. In January of 2021, had the students fully returned from remote learning or did that not occur until August of 2021?

**ANSWER:** Most of the volume is due to the beginning of a Spring semester in January after Winter break and the beginning of the school year in August.

**34. QUESTION:** The district is calling 1 high speed mono system (150 PPM) but in your current fleet you do not have a system that fast. To ensure an accurate usage for service, can the provide which machine this will be replacing or an estimated volume this machine will run?

**ANSWER:** In the Print Shop, it replaces a Kodak Digi master.

**35. QUESTION:** The district is calling for 1 high speed COLOR system (120-150 PPM) but the current fleet does not have a system that fast. To ensure an accurate usage for service, can the provide which machine this will be replacing or an estimated volume this machine will run?

**ANSWER:** In the Print Shop, it replaces a Ricoh 9100.

**36. QUESTION:** In the past 5 years (or your current MDP Contract), has the district downsized or eliminated any devices from its fleet?

**ANSWER: In the past 5 years, less than 3 devices were completely eliminated. For this RFP, the District is considering both the 36-month lease with a 36-month renewal as well as a 60-month lease period. Proposals should provide flexibility in each of the options submitted (Refer to 7.3.12. See question 23). Most changes made were upgrades in functionality (the units removed were replaced with upgraded units) or additional equipment (2 new buildings were added to the District).**

**37. QUESTION:** On page 27 the under Sample Pricing Form, it states in paragraph 2 that all equipment will shall have “fax.” Is it the intention of the district to have all 300+ machines with faxing included?

**ANSWER: The District intends to provide the functionality of faxing to staff.**

**38. QUESTION:**

- a. Understanding that you need an apples-to-apples comparison, would you be open to having us consult with you if it could mean a better end-user experience?

**ANSWER: Following the guidance for completing the sample pricing form is designed to provide the “apples to apples” comparison.**

- b. Are you interested in like for like replacement based on current devices in fleet and Sample or are you interested in right-sized recommendations based on volume?

**ANSWER: Refer to question 16.**

- c. Would you be open to a print assessment to help determine which devices would ultimately be the best fit based on usage and needs?

**ANSWER: Refer to question 16.**

**39. QUESTION:** In the Sample Pricing Forms, it references Copy auditor 150 accounts and Preselection 1-999, can you clarify the purpose of these?

**ANSWER: See question 28. The preselection is for up to 999 copies.**

**40. QUESTION:** Is it a goal of Garland ISD to transition from analog to digital fax to see a potential cost savings during the fleet refresh?

**ANSWER: No.**

**41. QUESTION:** Is it a goal of Garland ISD to integrate MFP’s with Laserfische?

**ANSWER: Refer to question 1.**

**42. QUESTION:** In the Minimum Security Requirements section on page 26, it references Basic Access Authentication, Secure Print, User Authentication, and Access Control using badge authentication, does Garland ISD currently use a third party service management portal (e.g.



PaperCut or equivalent) for this? If so, which one do you use? If not, would you like this to be included in the response?

**ANSWER: Refer to question 7**

**43. QUESTION:** In Section 3.20 E-Commerce partner on page 15, is this is an invoice processing portal and if so, is the district expecting the supplier to use this portal for the lease payments?

**ANSWER: No, refer to paragraph 3.5 for instructions for submitting invoices. Oracle is the District's software used for accounting and order processing. The supplier is required submit the necessary paperwork to register in the District's iSupplier database. All purchase orders are issued and managed from Oracle for processing.**

**44. QUESTION:** In Section 5.1 Scope on page 17, it references unlimited copies at a fixed cost, since it is difficult to say if these volumes are good indicators of anticipated use over the next 3-5 years, especially if COVID may have affected prints during a period of time, would it be possible to have print volumes added for both January and February 2022?

**ANSWER: See answer to question 15.**

**45. QUESTION:** We also noticed a discrepancy in the deadline for questions that may affect the response you receive from other vendors. On page 3 the Process Overview table shows Deadline for Question is March 21, 2022 5:00 p.m. but section 1.1.2 Submitting Questions references 1 p.m.

**ANSWER: Cutoff for questions/clarifications was March 21, 2022 at 5pm to provide adequate time for submittals.**

**46. QUESTION:** For the Unlimited Copies- Is Garland ISD looking for Unlimited BW and Color or just Unlimited BW impressions?

**ANSWER: Both.**

**47. QUESTION:** Is Scan to Google Drive needed on all devices?

**ANSWER: No.**

**48. QUESTION:** It states that Garland ISD has implemented a document management software with Laserfische. Can you please let vendors know what software the district is currently using?

**ANSWER: Please refer to question 9**

**49. QUESTION:** Please confirm if the demo phase (proof of concept) is for 30 days or 15 days. Bid has both timeframes listed. For the 5 devices needed for this testing phase, will Garland ISD be choosing these devices or will it be up to vendor?

**ANSWER: Note the dates in the schedule on page 3. The District reserves the right to select the devices.**

**50. QUESTION:** Basic Access Authentication Feature: Does Garland ISD have a print management software that tracks prints for end users ( PaperCut, Equitrac, etc.) What type of card does Garland ISD use to authenticate at device? Does this software allow end users to print from any device in the district (follow-me printing)?

**ANSWER: Please refer to questions 6 & 7**

**51. QUESTION:** On the pricing pages, it lists 36-month pricing but not 60-month pricing. Should vendors add a 60-month pricing line to the pricing pages? a. For the service fee, please confirm that is where vendors should put unlimited copies per month?

**ANSWER: See answer for question 15.**

**52. QUESTION:** Proposal Sheets- Low Volume Copier (speeds 30-40 and 50-60): Most devices have two trays and high capacity tandem trays so a stand would not be needed. Should vendors list this as a deviation?

**ANSWER: Yes.**

**53. QUESTION:** Color Production Copier- Proposal Sheet (Color 100-120ppm and 120-150ppm and BW 150ppm) a. Please confirm if the trimmer needs to be a square fold trimmer or a crease and two-sided trimmer?

**ANSWER: In the Print Shop, a face trimmer only is acceptable, but not the only option to consider.**

**54. QUESTION:** Please confirm if the folder needs to be a C/Z folder.

**ANSWER: : In the Print Shop, letter fold or z fold options will suffice.**

**55. QUESTION:** Webb to Print Software: Are you referring to Job Ticketing when end users place a order through a web interface to the print shop? Please elaborate on what GISD is referring to here.

**ANSWER: A storefront is needed for customer ordering and internal automation. Yes, job ticketing is needed.**

**56. QUESTION:** It seems that pages 54-79 are duplicates of pricing pages. Can GISD confirm that vendors don't have to submit these pages?

**ANSWER: Please submit all since pages 28-53 are for 36-month leases and pages 54-79 are for 60-month leases. Period noted under "Prices for this piece of equipment" on each sample equipment cost form.**

**57. QUESTION:** For the spreadsheet with the totals for copies, scans, and fax, are these average monthly volumes or totals? What is the time period being used?

**ANSWER:** See answer to question 44.

**58. QUESTION:** Please confirm if Garland ISD will accept electronic signatures?

**ANSWER:** Yes.

**59. QUESTION:** Due to the size and complexity of this request, we respectfully request an extension of five business days to the bid submittal date to ensure the most complete and accurate response.

**ANSWER:** The due date and time for proposals remains April 5, 2022 at 10:30 AM as instructed in the RFP# 290-22.

**60. QUESTION:** Some companies charge fees for shipping supplies. Will GISD allow for the shipping of toner and supplies during the term of the contract?

**ANSWER:** All costs must be included in the equipment, service, or software costs.

**61. QUESTION:** Would it be possible to break out volumes by serial number or add the serial numbers of all units to the provided volumes spreadsheet?

**ANSWER:** See answer to question 15.

**62. QUESTION:** Since GASB 87 accounting principles for school districts mandate that even FMV leases are treated as finance leases, is there a particular reason why GISD does not want to use \$1 out Muni leases if its more cost effective for the district and follows those accounting guidelines?

**ANSWER:** The District has determined not to retain equipment as District property. (Under pre-GASB 87 guidance, governments distinguished between operating and capital leases. The intent of GASB 87 is to enhance the accounting and financial reporting of leases for districts by establishing a single model for lease accounting. The foundational principle is that leases are financings of the “right to use” an underlying nonfinancial asset. All leasing arrangements as defined by GASB 87 will now be treated as financings of the right to use the leased asset.)

**63. QUESTION:** Does the district expect Staples to be included in the service contract at no additional cost?

**ANSWER:** Yes, staples should be provided at no additional cost to the district.

**64. QUESTION:** The bid does not address the cost to return the equipment at end of term. Is your current vendor responsible for removal of their equipment at the end of the current contract?

**ANSWER: Yes.**

**65. QUESTION:** Conversely, do you want removal fees for equipment at the end of the term of the new contract?

**ANSWER: Delivery and removal of equipment should be at no additional cost to the District.**

**66. QUESTION:** Does Garland ISD want Property Tax fees to be included in the lease rate or paid separately annually?

**ANSWER: A separate fee is not currently being charged. Garland ISD is tax exempt.**

**67. QUESTION:** Some leasing companies will be charging late fees if payment is received passed the Net 30 terms. Will GISD allow late fees as part of this bid response by vendors?

**ANSWER: Late fees are governed by Texas Government Code Chapter 2251**

**68. QUESTION:** How many copier relocations has GISD averaged each year in the past five years?

**ANSWER: 2-3 per year is average.**

**69. QUESTION:** GISD is asking for flexibility to downsize if needed. Has GISD downsized any of their current fleet over the last five years? If so, how many units?

**ANSWER: The district has not had very many downsizing. Downsizing would normally occur with program changes or building closures. The district may have had five instance during the last five years.**

**70. QUESTION:** Do you require your users the ability to print to a single shared print queue, thus allowing the secure release of print job from any enabled/authorized output device?

**ANSWER: The district currently uses and requires a secure follow-me-printing solution.**

**71. QUESTION:** Do you require a solution that provides users the ability to scan directly into Laserfische from devices without the need for a separate “watched” folder?

**ANSWER: Please refer to question 1**

**72. QUESTION:** Would it be important for user-specific scan workflows to follow the user from device to device?

**ANSWER: Please refer to question 7**

**73. QUESTION:** As a back-up or alternative to a badge reader, would scanning a QR code at the device with a mobile phone or a tablet be an important feature?

**ANSWER: The district requires a badge reader for authentication but additional methods of authentication could also be considered as a secondary/backup method.**

**74. QUESTION:** Would delegation printing, which allows a user (the delegator) to share all their print jobs with selected users or groups (delegates) be an important feature?

**ANSWER: The ability to scan to other users is utilized. Sharing print files is a function only acceptable if provided at no additional cost.**

**75. QUESTION:** Is there a need to budget and/or track users or departments, control color output, duplexing, and control which devices are available to users?

**ANSWER: Not at this time.**

**76. QUESTION:** Will you require the tracking reports for non MFP network printers?

**ANSWER: Yes.**

**77. QUESTION:** Is the ability to print from Chromebooks important?

**ANSWER: Yes. The district requires the ability to be able to print from Chromebooks.**

**78. QUESTION:** Is the ability to print from MacBooks Important? Is a certified AirPrint solution needed?

**ANSWER: Yes, the district requires Macbooks to print to a secure follow-me-printing solution on the network. AirPrint is not going to be needed or used due to all printing needing to be processed by the follow-me-printing solution.**

**79. QUESTION:** It appears that pages 28-53 and pages 54-79 in the RFP are duplicates, is this correct?

**ANSWER: See question 56.**

**80. QUESTION:** Do you require technical support from original equipment manufacturers?

**ANSWER: Yes.**

**Pricing Number 11 - 100-120 CPM Device:**

**81. QUESTION:** What are your historical monthly volumes per month for the color production device?

**ANSWER:** 40-50,000 color and 100,000 black

**82. QUESTION:** Would you be open to a device that prints at a different speed if it meets your volume and productivity needs?

**ANSWER:** See question 16.

**83. QUESTION:** What does the request “preselection 1-999” mean?

**ANSWER:** : See question 39.

**84. QUESTION:** How many input trays do you require?

**ANSWER:** 2

**85. QUESTION:** What size and type of paper is the bypass tray used for on this device?

**ANSWER:** Mainly 8.5 x 11

**86. QUESTION:** It is stated that a Fiery controller with print queue is required, is a comparable controller acceptable?

**ANSWER:** For the Print Shop, yes

**87. QUESTION:** Are you looking for a separate stacker in addition to the finisher that has a 4,000-sheet capacity?

**ANSWER:** For the Print Shop, if the finisher has a 4,000-sheet capacity, that would suffice as a stacker.

**88. QUESTION:** What kind of folding styles do you require inline?

**ANSWER:** letter fold, half fold and/or “z” fold

**89. QUESTION:** Will you be printing envelopes on this device? If so, what volume of envelopes are required?

**ANSWER:** Rarely but a definite possibility

**Pricing Questions for Number 12 - 120-150 CPM Device:**

**90. QUESTION:** What are your historical monthly volumes per month for the color production device?

**ANSWER: : 40-50,000 color and 100,000 black**

**91. QUESTION:** Would you be open to a device that prints at a different speed if it meets your volume and productivity needs?

**ANSWER: See question 16.**

**92. QUESTION:** How many input trays do you require?

**ANSWER: 2**

**93. QUESTION:** What size and type of paper is the bypass tray used for on this device?

**ANSWER: Typically 8.5 x 11**

**94. QUESTION:** Are you looking for a separate stacker in addition to the finisher that has a 4,000 sheet capacity?

**ANSWER: For the Print Shop, if the finisher has a 4,000 sheet capacity, that would suffice as a stacker.**

**95. QUESTION:** What kind of folding styles do you require inline?

**ANSWER: : Letterfold, Half-fold, and/or “z” fold**

**96. QUESTION:** Will you be printing envelopes on this device? If so, what volume of envelopes are required?

**ANSWER: rarely, but a possibility**

**Pricing Questions for Number 13 - 150 CPM Black & White Production Printer:**

**97. QUESTION:** What volume per month are you looking to run on the black & white production device?

**ANSWER: 250,000**

**98. QUESTION:** Would you be open to a device that prints at a different speed if it meets your volume and productivity needs?

**ANSWER: See question 16**

**99. QUESTION:** How many input trays do you require?

**ANSWER: 2**

**100. QUESTION:** Are you looking for a separate stacker in addition to the finisher that has a 4,000 sheet capacity?

**ANSWER: a 4,000 sheet capacity would suffice**

**101. QUESTION:** What kind of folding styles do you require inline?

**ANSWER: letterfold, half-fold, and/or “z” fold**

**102. QUESTION:** How are jobs/files submitted to the print center?

**ANSWER: Mainly email, some Google Drive for larger files**

**103. QUESTION:** Do you currently utilize a document make ready solution? If so, what format do you currently store your print ready files?

**ANSWER: No, but we need to add this feature. PDF’s are preferred**

**104. QUESTION:** Do you have any current files that need to be converted or saved for ongoing usage?

**ANSWER: : yes, some jobs repeat or are an “exact reprint” scenario**

**105. QUESTION:** Do you have the need to store scanned images for reprint?

**ANSWER: Yes, but this would be used sparingly**

**106. QUESTION:** Should the proposed solution provide an automated tool for imposition and tabs?

**ANSWER: For the Print Shop, yes**

**107. QUESTION:** Do you currently have a Web-to-Print solution?

**ANSWER: For the Print Shop, no**

**108. QUESTION:** If not, would you be open to a web-to-print solution to streamline job submission?

**ANSWER: For the Print Shop, yes!**

**109. QUESTION:** Would you prefer a cloud-based solution or an on premise solution?

**ANSWER: Current solution is on premises, but a cloud solution would be preferred as long as it meets all district functionality and security requirements.**

**110. QUESTION:** How many orders/jobs do you process daily?



**ANSWER: 10-20**

**111. QUESTION:** What is your typical turnaround time for your print jobs?

**ANSWER: For the Print shop, same day to 10 days**

**112. QUESTION:** Should the proposed solution have a central dashboard to see all jobs? status? assignments?

**ANSWER: : For the Print shop, perfect - sounds good**

**113. QUESTION:** Should the proposed solution provide the ability to automatically communicate with and update end users/customers on job status?

**ANSWER: Yes, this could be useful**

**114. QUESTION:** Should the proposed solution provide the ability to create reports per dept, user, etc?

**ANSWER: For the Print Shop, yes this could be useful**

**115. QUESTION:** Should the proposed solution provide automated quotes and an approval process for job submission?

**ANSWER: For the Print Shop, yes definitely**

**116. QUESTION:** Should the proposed solution provide the ability to automatically forward jobs that are too large to be printed on school copiers to the Print Shop production queue?

**ANSWER: Print Shop would prefer this option be implemented.**

### **PRODUCTION DEVICE SECURITY**

**117. QUESTION:** Do you prefer the OS for the RIP (Production Devices) to be embedded or do you require a full-blown operating system that needs to be updated by your IT department?

**ANSWER: Embedded**

**118. QUESTION:** Do you require the RIP to be “e shredding” certified?

**ANSWER: Yes. It is required that all information stored on hard drives is destroyed after the device is used.**

**119. QUESTION:** Do you require to have user rights for the operators to not change network and security settings on the RIP?

**ANSWER: No.**

**120.QUESTION:** Do you require strong cipher suites to be enabled?

**ANSWER: No.**

**121.QUESTION:** What is the minimum level of TLS protocol required on the RIP?

**ANSWER: TLS 1.1**

**ADDENDUM 1  
ATTACHMENT 2**

GARLAND INDEPENDENT SCHOOL DISTRICT  
PROPOSAL PRICING FORM (PAGE 1)

**7.11 Pricing (45 Points)**

For estimated volumes, based on historical data for each machine, refer to “Garland ISD Digital Printing and Related Services Usage Report”. This shall only provide an estimate and shall not be construed as guaranteed volume.

**Sample Pricing Form:**

The pricing of equipment on the “Sample Pricing Forms” shall be used for evaluating the pricing component. Actual equipment pricing for the contract will be dependent on products and features selected by each campus/department upon award.

There are two (2) sets of forms for completion. Each piece of equipment will have a “Sample Pricing Form” that is numbered 1 through 13 with a “Cost Proposal/Pricing Form” numbered 1 through 13 (see further information below). Please note the first set of forms is to provide pricing for a 36-month lease and the second set of forms is for a 60-month lease (same corresponding numbers).

All proposed equipment shall have scan/fax/network as a minimum, except duplicators. Duplicators allow manila/construction paper to be the paper source. Use of this type of paper causes operational issues in copier equipment. In addition to duplicator equipment, you may provide equipment solutions that meet this need.

Each form has information which includes an estimated quantity, manufacturer name, model, and volume, and a feature check list. Each provider shall identify which features are included in the base price. Check the box next to each feature that is included in the base price. Any additional Base features not listed shall be added in the blank lines shown as “Base:” listed. Exceptions must be identified and documented in accordance with 6.2.2 if a feature listed on the “Sample Pricing Form” is not available from the manufacturer.

**Cost Proposal /Pricing Form:**

The “Cost Proposal/Pricing Form” provides an opportunity for additional features which are available from the manufacturer to be listed. If there is an additional monthly cost, it shall be identified with the feature and model number as shown on the “Cost Proposal/Pricing Form.”

Also, it is advantageous for the proposal to include any additional add-on features that are available and not included in the “Sample Pricing Form.”