Correction to Page 14 in the ITN Document

Volume reported for number of clicks (550,000) is *monthly*, not annual as printed in the ITN. The annual print volume would be 6.6 million.

1. **Question:** In reference to Page 7, Section A30
   Who would be responsible for removing any of your existing equipment that might be replaced by a different vendor?
   **Response:** If the machine is leased, the vendor who holds the lease will be responsible for removing the equipment. If the machine is owned by MCSO and is being replaced with a machine provided by the new vendor, it will be the responsibility of the new vendor to place the machine in its new location if covered under the new vendor’s maintenance agreement. If the machine is not covered under a maintenance agreement with the new vendor, MCSO will dispose of the machine.

2. **Question:** In reference to Section A29
   Are you looking for someone to do a service take-over of any of your existing equipment that is still on lease, if there is any that is still on lease?
   **Response:** We are not expecting you to be responsible for maintaining any machine that is already under a lease, because those machines have existing maintenance contracts on them already. You are welcome to include additional information in your bid to say that you are willing to buy out an existing lease.

3. **Question:** Is the ITN for replacement of the entire fleet at once, or as various leases come due?
   **Response:** As various leases come due. As leases run out, we will buy from the new vendor. We are not looking to change out all copiers on a certain date. We want two things: 1) better pricing and 2) to consolidate services.

4. **Question:** Are you relying on consulting with the new vendor [for consolidation of services]?
   **Response:** Yes, and we will be working with our IT staffers who know the technical side of things. We want to consolidate services to multifunction machines and do away with a lot of our printers and scanners.

5. **Question:** Do you foresee most of that activity happening within a twelve month period?
   **Response:** If it happens, depending on the vendor, it will probably be in the next fiscal year, which starts October 1st and runs through September 30th of the next year.

6. **Question:** Does standardization include the Document and Development Unit machines?
Response: No. Document and Development Unit machines will not be standardized. Those machines require the most advanced features.

7. Question: For the lease(s) that you are possibly looking at, will it be a dollar buyout or will it be at fair market value and what is the length of the lease?

Response: Most of the ones we are looking at would be a dollar buyout. We prefer not to have anything longer than a three-year lease, with the exception of the Document and Development Unit machines. Typically, those leases have been five years in length.

8. Question: Will you be able to provide a list of your current fleet and when the leases are expiring?

Response: Yes, we can give you a list of leases we have and when they are expiring. The information will be posted as a separate addendum at www.manateesheriff.com. Click on “Fiscal” on the menu bar at the top. Then click on “Purchasing” on the navigation bar at the left.

9. Question: In reference to E2.3
The Commercial, uninterrupted power supply requirement refers to existing e-copy stand stations. Is that what you have now?

Response: Most of the machines have them, but not all are used. That is why we need to partner with someone to do a better job of training our people.

10. Question: Continuing with reference to E2.3
Is there any plan to change from scan stations, which require hardware, to an embedded solution, which is on the device itself – but does the same thing?

Response: We would be satisfied with an embedded function as long as it provides the same service, but it wouldn’t be on every machine. Either embedded or stand alone will be fine. Any added hardware that needs to accompany a multi-functioning device to make it work needs to be written into the proposal and contract.

11. Question: Is there a bandwidth issue now that we need to know about?

Response: No we do not currently have a bandwidth issue, not do we expect to have one.

12. Question: How many e-copy devices and stand-alone scan stations do you currently have in your fleet?


13. Question: Do the e-copy stations that you have now have connectors on them for RightFax or any other peripheral software?

Response: We don’t use multifunctioning devices to run RightFax. We use Document Locator which is through Columbia Soft. We are adding OnBase.

14. Question: E2.4 indicates that all machines must be network capable. Does that mean that it the machine must already have a board in it, or can we put a board in it?

Response: The card/board needs to be in the machine.

15. Question: Is property tax included in the lease?
16. **Question:** Can we ask other questions via email?  
   **Response:** Yes. Please send additional questions to Bids@manateesheriff.com

17. **Question:** When you award and there are further negotiations, will those be just on the Terms and Conditions or will there be further opportunity for another final price?  
   **Response:** Proposers will be short-listed and ranked. Negotiations will begin with the top-ranked vendor who will have an opportunity to offer better pricing.

18. **Question:** In reference to E3.1
   Do you want to see the service/annual maintenance cost as a per click charge or a total based on the volume information given?  
   **Response:** Cost should be based on a per click charge according to the model of machine and the quantity that may be used each month.

19. **Question:** So a per click based on the machine size?  
   **Response:** Yes. That is why we limited the models. The per click is going to be related to each specific model. The ITN spells out that there are to be no click minimums.

20. **Question:** Is it critical that you have the finisher for the Document and Development machines in-line? The more you have in-line the more it slows things down. Would you accept a solution that gives you both in-line and off-line?  
    **Response:** No, it has to be in-line.

21. **Question:** Do you want perfect binder on both machines?  
    **Response:** No. It will be sufficient to have Perfect Binder on the black and white machine.

22. **Question:** Do you want cut/trim on both Document and Development machines?  
    **Response:** Yes.

23. **Question:** What kind of an archive capability do you need for documents in Document Development?  
    **Response:** 1) 90% of the jobs usually go into a mailbox. Any time that the system is down, we can go directly to the actual machine and print jobs from the machine without accessing anything else.  
    2) We have specific archiving needs for major jobs in the agency. The capacity built into the machines of this size will generally handle are needs.

24. **Question:** You have indicated that you need to have a high capacity stacker. Do you want a stacker unit or a finisher that will accept capacity to stack 5,000 sheets?  
    **Response:** We want a stacker unit for the black and white machine in DDU. We currently have 4 drawers as well as insertions and a big stack. The color unit in DDU has 4 drawers.

25. **Question:** Can you explain how many drawers you are looking for on the DDU machines? How many sheets would you like to be able to load? Is the manner in which paper is loaded important?
**Response:** Paper capacity should be a minimum of 5,000. We currently have four drawers to load paper of various sizes and four insertions on the black and white machine in DDU. The color machine has four drawers and does not have a stacker unit.

**26. Question:** Are you looking for a sole provider? Are you going to split the award, or are you looking for one vendor for all of the equipment?
**Response:** We are looking for one vendor. However if it is more advantageous, we would be open to awarding contracts to more than one vendor. We are interested in doing whatever is better for the taxpayer.

**27. Question:** Could you walk through the evaluation process once the proposals come in?
**Response:** An evaluation committee will evaluate proposals received using standard criteria on a rubric. Point values will be assigned accordingly. The rubric will include pricing, but will also include other criteria, such a proposer’s capability to service the machines. Proposals will be short-listed based on the evaluation committee’s recommendation. Short-listed proposers may be asked to make presentations. The committee will make a recommendation and the final decision rests with the Sheriff who is the constitutional officer of the agency.

**28. Question:** Will the short list of vendors be asked to do a best and final?
**Response:** Proposers will be short-listed and ranked. Negotiations will begin with the top-ranked vendor who will have an opportunity to offer better pricing.

**29. Question:** Are you looking at only new equipment?
**Response:** Yes, we are only looking at new equipment. That will enable us to make the best comparison.