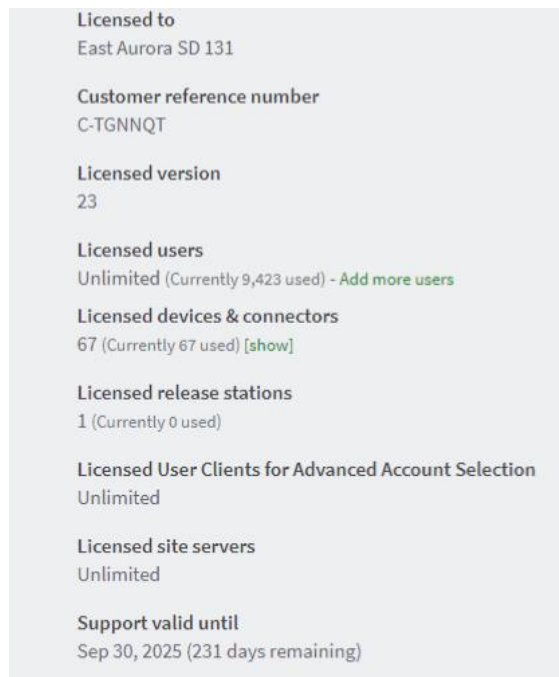**2025-03 Digital Multi-Function Copier Devices RFP Questions Addendum #1**

- The Child Service Center has (2) color mfps. You've mentioned that each location should have (1) color mfp (except for Administration Center and High School). Should these replacements be priced as (2) color mfps, or these (2) replaced with (1) color and (1) black only?
  - This building should only have 1 color and the other/s should be black and white. The color machine should be located in the main office.

- At the RFP public opening, what specific items and costs will you be reading aloud? Do you have a checklist or spreadsheet you can share?
  - Because of the time it will take to review the RFPs submitted. We will just be announcing at the public opening that we have received a proposal from XYZ company.

- Does the guidance office at East High currently have an MFP (didn't see this location listed and you've requested a color mfp here as well)? If so, what MFP is currently in this room?
  - Machine E25908- RM 089- Guidance Office
  - Machine E25855- RM 092- Student Services Offices
  - Machine E25849- RM 091- Main Office- Color
  - Machine E25910- RM 098- Nurse's Office

- Can East Aurora provide the speeds they want the vendors to standardize? Do you want like for like speeds with what is currently there?

  - The speeds of the machines are currently satisfactory, but it would be nice if they were quicker.

- It says at least one MFP per building must have color, what if multiple machines per office are currently color, do you want to keep them color or change them to B/W and only keep one color?

- o If a building has more than one color, please keep it that way. Any buildings that do not have a color machine, one needs to be added. In addition, all machines at the Administrative Center need to be color.

- Devices cannot provide auto replenishment services for staples as this isn't something that can't be measured. I didn't see anything around wanting staples to be included in the contract as this is usually extra charge.

  - o Understood

- Allowing for expansion or upgrades on the proposal. Is the school wanting the cost per device in the lease and purchase to have an idea of adding a device at a later date?
  - o Yes, we would like an idea of adding a machine/s at a later date. Estimated cost.

- Is it possible to reprint the monthly average pages so it is easier to read per device?

  - o We do not have a better copy of the data.

- By saying Monthly service cost on a per-page basis, is this meaning the school wishes to be billed on usage instead of an allowance volume that is already in the contract to provide more stable budgeting number?

  - o We are currently billing on usage and do not work under a volume allowance. We would like to continue to do so

- Do the production devices in the print shop require embedded PaperCut licenses?

  - o The printshop production devices do not have an embedded PaperCut license at this time. If having them licensed would allow the print shop to be more productive in your proposal, then they should be included.

- So that we can provide an accurate quote for support extension and papercut service, will you please provide a digital copy of your license file? It is typically stored in C:\Program Files\PaperCut MF\server\application.license

  - See screen shot we will not provide. We will not post a our license on the Internet.

Licensed to
East Aurora SD 131

Customer reference number
C-TGNNQT

Licensed version
23

Licensed users
Unlimited (Currently 9,423 used) - Add more users

Licensed devices & connectors
67 (Currently 67 used) [show]

Licensed release stations
1 (Currently 0 used)

Licensed User Clients for Advanced Account Selection
Unlimited

Licensed site servers
Unlimited

Support valid until
Sep 30, 2025 (231 days remaining)

- What types of controllers are on the Konica 6120's in the copy center? (KM, Fiery, other)
  - KM

- What are the media types and weights used for booklets? And what is the page count of biggest book printed?

  - 25 pages

- If you are looking for API integration, what solutions are you trying to integrate?

  - At this time, we are not using API integrations.

- What is your current SLA around when jobs are covered?

  - We would like the jobs submitted printed and ready for delivery in less than 1 week.

- Do you require coverage for sick days/vacations?

    - Coverage is dependent on the company/organization managing the print shop facility. They need to make sure to keep up with the expectation of job submitted to delivered in less than 1 week.

- Is there a job submission tool currently in place?
    - PaperCut job ticketing.

- What finishing capabilities are currently offered?

    - The print shop offers, stapling, booklets, 3-hole punch

- What percentage of your work requires finishing?

    - Most finishing work is stapling.
        - Aug- 866
        - Sept- 837
        - Oct- 762
        - Nov- 471
        - Dec- 507
        - Jan- 534

- What tools are in place as it relates to in-line and off-line finishing?

    - We have a padlet press and large paper cutter.

- Is there any fleet support required? Ie toner delivery, paper delivery, first responder duties?

    - Paper delivery-No, first responder duties-No, Toner delivery is to the building but could/can be sent through inter-office delivery service.

- Is any work being produced off site? If so, would there be an opportunity to bring this in house?
    - We send special items out of the district such as posters, banners, binding, etc. At this time, we do not have interest in bringing those items in house.

- How many jobs per month are submitted?

- o Jobs Per month varies greatly by time of year. School YTD for Job Ticketing System (Print Shop)
  - August- 2,011
  - Sept- 1,772
  - Oct- 1,513
  - Nov- 1,099
  - Dec- 987
  - Jan -1,088

- Are print center employees required to deliver finished jobs to each school?

  - o No delivery is handled by district employees.

- Does all work come in Print-Ready PDF, or is Print Center staff required to do file manipulation?

  - o In most cases jobs are submitted as pdf files and or word documents.

- What type/model of card reader is currently being used?

  - o Current HP machines have HP OXP

- * Please provide card/badge type uses when authenticating at the MFP? HID, MIFARE, Mag Stripe, iclass, etc.

  - o HID card using, Prox 26-bit (H10301)
- Are user accounts within LDAP/Active Directory or other directory service?

  - o LDAP/Active Directory

- Please provide a current PaperCutMF version. v21, v23, v24

  - o Currently v23.

- Can we get a screenshot from papercut server ("About Section" pg1 and pg2) on the number of MFD licenses?

  - o Screenshot provided above.

- Does the school have any fast release licenses within Papercut solution?

- We do not have licensing?

- *Is the school utilizing payment gateways with Papercut?   Cbord, Transact, Blackboard etc?
  - Not at this time.

- Please provide details on server Operating System, Windows 2016, 2019 or 2022 servers.

  - Windows 2022 Server Standard, 4 CPU Cores, 7,282 MB for PaperCut

- Are servers running on VM's on prem or in private cloud Azure - AWS?

  - Hyper-V and on prem.

- Number of print servers?

  - Primary and 2 additional

- Is Print Deploy being utilized with Papercut Solution?

  - Yes

- Is SQL being used or derby database with Papercut what version?

  - SQL

- Any scanning requirements other than email? SharePoint, O365, Cloud destination?

  - At present we only scan email.

- Any OCR function required? Scan to searchable PDF, etc.

  - Yes, scan to searchable pdf.

- Please provide clarity of all devices that need fax capabilities, and all devices that should have color capabilities.

  - Every building main office should be a color capable machine with fax abilities.

- The High School should have faxing ability on these below and color on the units marked.
  - Machine E25908- RM 089- Guidance Office
  - Machine E25855- RM 092- Student Services Offices-Color
  - Machine E25849- RM 091- Main Office- Color
  - Machine E25910- RM 098- Nurse's Office

- Regarding the print center, will you consider proposals for higher speed devices 200+ppm to increase productivity, reduce backlog, etc – with the understanding that the price will be significantly higher than going "like for like" with the current speeds?

  - We will take something like that under advisement for the proposal, but you may want to include multiple options or a tiered proposal.

- Regarding the 2 Full Time Employees in the print center :
  - What is the schedule of the employees? Are they off in the summer? Expectations during Holiday Breaks? Hours? Please provide a clear understanding of the working schedule they are expected to be on site at the district.

    - M-F 8-Hour workday.
    - No, they are not off the Summer
    - The schedule is not a school schedule. Since we do not employe the personnel, we don't dictate holiday breaks, etc. They have access to work on days when school is not in session.

  - If a vendor was open to hiring your current facilities managers for familiarity, would that be an option?

    - To my knowledge yes.

- What is your Papercut CRN?

  - C-TGNNQT

- What is the lease term you wish for a $1 out lease? I assume 60 months.

- 60 Months with a $1 out lease and a option to purchase outright upfront.

- The device showing SMS K7500 in the copy center. What type of device is this so I can recommend a replacement.

  - This was a device used during a previous time and to my knowledge is only used in emergencies now. Should not be replaced.

- On p 22, there were questions re LOCAL OWNED BUSINESS.   How does this work as part of your evaluation criteria?

  - This is not used in the evaluation it is a requirement for the state and auditing purposes.

- On p 22 and 23 there were questions re Minority owned/female owned/persons with disabilities businesses.   How does this work as part of your evaluation criteria?
  - This is not used in the evaluation it is a requirement for the state and auditing purposes.