



Finance Department
Purchasing Division

REQUEST FOR PROPOSALS (RFP)
Specification No. 21-11451-C
FOR

LIBRARY: LEASE FOR PUBLIC-USE PHOTOCOPY AND PRINTING EQUIPMENT AND SERVICE
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

ADDENDUM "A"
April 28, 2021

Dear Proposer:

Questions received from proposers along with answers are attached.

Proposals must be received no later than 2:00 pm PT, on Tuesday, May 11, 2021. Proposals are to be submitted via email with the "**Library: Lease Public-Use Copy/Print Equip & Svc**" and "**Spec. No. 21-11451-C**" clearly indicated in the subject line of the email. Please submit one (1) PDF of the technical proposal. Corresponding pricing proposal shall be submitted as a separate document.

Email Proposals to:
City of Berkeley
Finance Department/General Services Division
purchasing@cityofberkeley.info

Proposals/bids will not be accepted after the date and time stated above. Incomplete bids that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,

Darryl Sweet
General Services Manager

Addendum “A”

Questions and Answers for Specification No. 21-11451-C **Library: Lease for Public-Use Photocopy and Printing Equipment and Service**

The City of Berkeley received questions from some potential respondents regarding **Specification No. 21-11451-C, “Library: Lease for Public-Use Photocopy and Printing Equipment and Service”**. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1. Q. *Is there a percentage vendor could expect the Library to increase or decrease the volume by? Can you provide the specification on what you are currently using; Make, Model, Paper Capacity, speed, etc. Do you have a minimum requirement for features such as Speed and Paper capacity?*

1. A. The most recent Berkeley Public Library agreement that expired on September 18, 2020 concluded with the following leased equipment:

- 6 of Konica Minolta **Bizhub 364e**
- 1 of Konica Minolta **Bizhub Color C368**

Bizhub 364e

B&W: 36 ppm
Standard Trays + PC-210 Cabinet
Dual Scanning: 160 opm
Inner Finisher

Bizhub 368

B&W/Color: 36 ppm
Standard Trays + PC-210 Cabinet
Dual Scanning: 160 opm
Inner Finisher

- The Library has elected not to establish minimum specification/requirements to allow bidders broad access to the available range of ppm speeds, features and equipment at their disposal appropriate to public-use in urban public library facilities; i.e., user friendly, features and capabilities offered, daily workload capacity, equipment reliability and durability, etc.
- Speed PPM Range to quote: (30’s, 50’s, 70’s) or other based on best available value.
- Paper Capacity Max.: Approximately 2,000 and 3,600 (364e and 368) respectively.

2. Q. *What does the library consider prompt response? [This is in regards to service calls]*

2. A. Bidders should describe their customer service and support capabilities, tracking of calls and work orders, and it is suggested that included be assured response time follow-up for: acknowledgment of service requests, performance of service, and maximum allowable downtime of equipment.

3. Q. *Does the Library have historical average usages available to base necessary supply volumes on?*

3. A. No.

Addendum "A"

Questions and Answers for Specification No. 21-11451-C Library: Lease for Public-Use Photocopy and Printing Equipment and Service

- 4. Q. *Is it the City's desire to continue to use Comprise, Inc. for their print release and payment kiosks under this new contract, or are bidders to provide their own recommendation?***
4. A. The Library is retaining the Comprise print release and payment kiosks concurrent with the new contract for public-use photocopy and printing equipment and service. The Comprise print release and payment kiosks must have interoperability with bidder's proposed MFD equipment.
- 5. Q. *Please provide the following fleet information for each of the seven copiers, by Library:***
- a. *Make and model***
 - b. *Speed (pages per minute)***
 - c. *Configuration (i.e., finishing, number of trays, etc.)***
 - d. *Average monthly volumes for black-and-white and color***
5. A. See response 1. A. Unfortunately, average monthly volumes not available at this time.
- 6. Q. *Will the City be issuing a price sheet, or should bidders use their own format for pricing?***
6. A. The City will not be issuing a price sheet; bidders should use their own format for pricing. Refer to RFP, Section III.3 Price Proposal, to ensure that all requested information is provided.
- 7. Q. *Page 3, Item #3, states, New Installation and Removal Charges: No charge. Do "Removal Charges" refer to our equipment at the end of the lease/contract or the removal of the existing equipment?***
7. A. "Removal Charges" refers to the removal of the bidder's equipment at the end of the contract, removal of equipment due to defective performance and or discontinued equipment, and removals due to install of upgraded equipment.
- 8. Q. *Page 10, Attachment A, states that the Living Wage Form (Attachment F) and Equal Benefits Certification (Attachment G) may be optional. Are these two forms applicable to the scope of this RFP?***
8. A. Yes, these forms are applicable. The current dollar limits of the City's Living Wage Ordinance is found here:
https://www.cityofberkeley.info/Finance/Home/Vendors_Living_Wage_Ordinance.aspx
- 9. Q. *Will the City be sharing the questions/answers from all bidders?***
9. A. Yes.

Addendum “A”

Questions and Answers for Specification No. **21-11451-C**
Library: Lease for Public-Use Photocopy and Printing Equipment and Service

10. Q. Page C (3) Supplies.

- a. Is the provision of paper a requirement?*
- b. Does the current contract include paper?*
- c. If so, how is the cost of paper negotiated?*

10. A. The provision of paper is a requirement. The prior contract did include the supply of paper. The Library is not stipulating in the RFP conditions for pricing of paper. As an example, in the Library’s prior contract paper was treated as a supply similar to toner.

11. Q. Page 4, C (1) Maintenance. What is meant by “After-hours Service,” i.e., what hours does this comprise??

11. A. The reference to “after-hours service” pertains to the bidder’s delivery of service for what may be any of: holidays, weekends, or hours outside of their standard business operations schedule.

12. Q. Please confirm COB is looking to lease a total 7 COLOR MFDs which can be integrated with the 7 Comprise Kiosks in place? If yes, what are the speed requirements of these machines? For ex: 30-35 pages per minute?

12. A. Yes, the Berkeley Public Library wishes to lease a total of 7 color MFDs which can interoperate with the existing Comprise Kiosks. There are no speed requirements for the Comprise Kiosks.

13. Q. Do you need the fax option on all 7 color MFDs? Please advise.

13. A. No. A fax option is not a specification for any of the MFDs.

Except as may be provided herein all other terms and conditions remain unchanged.