

**BD-21-1780-WH780-WH780-76646 extended by  
BD-21-1780-WH780-WH780 77178**

**Whitman-Hanson Regional School District Copy Center  
Operations Services FY23-FY25 Invitation for Bid**

**Questions and Answers as of 7/12/22**

**Questions 1-28 as asked by Potential Bidders as of 7/12/22**

Question #1: In order to provide a comprehensive, cost competitive proposal, would it be possible to provide a 2-week extension to the current deadline for submission?

Answer #1: Yes. As stated in Addendum #2, the new deadline for bid submission is Thursday July 22, 2022 at 11:00 AM.

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Question #2: A site visit would be extremely beneficial in preparing a response/proposal. May we schedule a site visit prior to the IFB submission due date?

Answer #2: No, no site visit will be scheduled.

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Question #3: What is the square footage of the 1<sup>st</sup> floor space being provided?

Answer #3: The square footage is 940 square feet.

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Question #4: Does this IFB include the replacement of the copy center equipment and the satellite MFDs?

Answer #4: Yes, it does.

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Question #5: With the current IFB submission deadline of 7/7/2022, and the contract start date of 7/1/2022, what is the expectation for delivery of new equipment?

Answer #5: As soon as possible after the execution of the contract.

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Question #6: Can you provide a complete list of all current MFDs (copy center/satellite) with accessories (i.e. staple/finisher, fax, additional paper drawers) and the lease term end dates?

Answer #6: Our current vendor has provided the information on the attached sheets to this Questions and Answers list. No other information is available.

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Question #7: Are the volumes provided inclusive of the satellite copiers or just the copy center? Can you provide monthly or annual volumes by device?

Answer #7: Our current vendor has provided the information on the attached sheets to this Questions and Answers list. No other information is available.

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Question #8: If the Bidder is responsible for purchasing the supplies and billing the school, is it expected that the billing will occur as supplies are purchased, or when supplies are used for each job?

Answer #8: All machine toners and ink, staples, services, and parts are paid for by the vendor. Paper is paid for by the District. Invoices to the District will be sent quarterly as per Section VII Part F of the Invitation for Bid.

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Question #9: As Bidder is responsible for ink, we need to know make/model and number of prints/sizes in order to estimate the cost.

Answer #9: Our current vendor has provided the information on the attached sheets to this Questions and Answers list. No other information is available.

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Question #10: How do supplies get purchased for binding equipment, by job or some other method?

Answer #10: The bidder will purchase the tape binders.

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Question #11: Please advise what different media is used for the wide format.

Answer #11: White Matte finish roll paper is used with the wide format printer.

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Question #12: Inbound Mail Digital Delivery –

Does the school currently utilize any digital mail delivery technology for delivering inbound mail electronically to recipients (faculty and staff)?

Is the school interested in this technology to deliver mail digitally through our secure portal?

Answer #12: No, we do not utilize digital mail delivery technology and we are not interested in this technology for at least the next two years.

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Question #13: Would you be open to using an indicia imprint for postage instead of a traditional meter machine?

Answer #13: No, we do not want to use this technology for at least the next two years.

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Question #14: Is postage paid by manual checks or is it managed digitally via the USPS Enterprise Payment System (EPS)?

Answer #14: Postage is paid by a manual check.

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Question #15: Section VII, item "C. Maintain and operate in the space provided, with the *equipment provided*, and use competent personnel." Can you provide list of the current "equipment provided" and the lease term end dates (such as mail equipment, inserters, laminator, etc.)?

Answer #15: Our current vendor has provided the information on the attached sheets to this Questions and Answers list. No other information is available.

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Question #16: Would you please provide PDF samples of the most frequently printed and mailed items?

Answer #16: The most frequently printed and mailed items are student and family notices. We do not have a PDF sample of a notice.

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Question #17: What are the current SLAs for on-campus and off-campus services?

Answer #17: The SLA for on-campus work is within 1 business day or sooner. Off-campus work varies based on if design is required, run length, and special paper is used. The typical time frame is within 3-4 business days. Exceptions are handled as needed.

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Question #18: What are the monthly volumes of the most recent 12-month period for inbound, outbound and accountable mail and packages?

Answer #18: There is no tracking software in place. Volume of packages is not high and it is not needed.

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Question #19: Is there an X-ray machine and/or other services used for inbound packages inspection prior to distribution?

Answer #19: No, there is not.

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Question #20: Does outbound mail go to a mail presort bureau?

Answer #20: No, it doesn't.

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Question #21: Noting the requirement that "Whenever possible, the bidder will utilize non-fossil fuel powered vehicles to minimize the District's carbon footprint". Is the Bidder expected to provide the vehicle or will the District provide the vehicle?

Answer #21: The bidder will supply the vehicle.

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Question #22: Noting the addendum "to deliver copy/print jobs to the Schools in the District a minimum of twice per day", is there an existing schedule for these deliveries? Do the staff deliver to one location at each school or is staff expected to deliver to individual offices/departments within each school? Will there be a representative available to sign for these deliveries in order to complete chain of custody?

Answer #22: The existing schedule is one delivery in the morning and one delivery in the afternoon. The staff delivers to one location in each school. There is no representative available in order to complete the chain of custody.

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Question #23: Is the Bidder expected to pick up mail at the local post office or is a courier services currently used to pick up and/or drop-off mail)?

Answer #23: The post office delivers to the copy center daily.

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Question #24: How do users/departments currently submit print jobs and/or mailing jobs to the onsite team? Is there a digital submission process beyond email?

Answer #24: The users/departments deliver the jobs by hand to the onsite team and they also utilize an interoffice website.

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Question #25: How do users/departments send the mailing lists for bulk mailing jobs? Are the names and addresses verified and updated prior to giving it to the onsite Copy Center team or do we need to perform those tasks?

Answer #25: The users/departments deliver the jobs by hand to the onsite team and they also utilize an interoffice website. The names and addresses are verified and updated before being given to the onsite team.

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Question #26: Virtual Queue Technology –

- a) Is the District providing the “virtual queue technology” and the bidder is just managing it, or is the bidder expected to provide this technology?
- b) Is the “virtual queue technology” applicable for the Fleet, Copy Center or Both?
- c) Can you please provide the requirements and use-cases for this technology?
- d) What solution do you currently utilize?
- e) Does your IT team have any security requirements for the solution?

Answer #26:

The online order portal and the print management software are provided and maintained by the bidder. Both are managed by the bidder with help from the District’s Technology Services Department when needed. A single user sign on is currently used. The products currently in use are Digital Storefront and PaperCut.

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Question #27: Do you anticipate any future operational changes as a result of the recent pandemic?

Answer #27: No, we do not.

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Question #28: Web-to-Print Job Submission Portal” –

- f) Can you provide the requirements for the Portal?
- g) Do you prefer an on-prem or cloud-hosted deployment of the solution?
- h) Is Single Sign On required?
- i) What Portal solution is currently being used?
- j) Does your IT team have any security requirements for the solution?

- k) Is there a requirement for where these jobs are fulfilled? Can the bidder determine the most cost-effective fulfillment process/location – either onsite at the District’s Center, or offsite at the bidder’s location?

Answer #28: The online order portal and the print management software are provided and maintained by the bidder. Both are managed by the bidder with help from the District’s Technology Services Department when needed. A single user sign on is currently used. The products currently in use are Digital Storefront and PaperCut. The expectation is that the bidder will fulfill all of the work needed on-site to the extent possible.

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### Current Satellite and Copy Center MFD's + Print Sytemts

		Current		B+W	Color	Total	Monthly
		Konica		Meter	Meter	Meter	vg. 60 Mos.
School:	Qty	Model					
Conley	1	Bizhub 654 - 65 ppm		1082960	0	1082960	18049.33
Conley	1	Bizhub C368 - 36 ppm in Mono and Color		149567	60055	209622	3493.7
Duval	1	Bizhub 654- 65 ppm		1218231	0	1218231	20303.85
Duval	1	Bizhub C368 - 36 ppm in Mono and Color		571299	189010	760309	12671.81
Whitman Middle	1	Bizhub 654 - 65 ppm		1051491	0	1051491	17524.85
Whitman Middle	1	Bizhub C368 - 36 ppm in Mono and Color		184066	44823	228889	3814.816
Hanson Middle	1	Bizhub 654- 65 ppm		1301388	0	1301388	21689.8
Hanson Middle	1	Bizhub C368 - 36 ppm in Mono and Color		85870	23360	109230	1820.5
Indian Head	1	Bizhub 654 - 65 ppm		1682892	0	1682892	28048.2
Indian Head	1	Bizhub C368 - 36 ppm in Mono and Color		323026	86053	409079	6817.983
<b>Regional:</b>	NA					0	0
2ND FLOOR H.S.	1	Bizhub 287- 28 ppm		339960	0	339960	5666
Guidance	1	Bizhub 364e - 36 ppm		154586	79582	234168	3902.8
Library	1	Bizhub C287 - 28 ppm		191161	151240	342401	5706.683
Main Office	1	Bizhub 654e - 65 ppm		774229	0	774229	12903.81
<b>Central Administrati NA</b>						0	0
Superintendant	1	Bizhub 554e - 55 ppm		367048	0	367048	6117.466
Superintendant	1	Bizhub C368 - 36 ppm in Mono and Color		226805	142915	369720	6162
Technology	1	Bizhub 654e - 55 ppm		408993	0	408993	6816.55
Food Service	1	Bizhub 223 - 22 ppm			0	0	0
PRE-K	1	Bizhub 287 - 28 ppm		75469	0	75469	1257.816
<b>Central Copy Center</b>						0	0
Copy High Volume	1	Bizhub PRESS 1052 #1- 105 ppm		13680636	0	13680636	228010.6
Copy High Volume	1	Bizhub PRESS 1052 #2 - 105 ppm		14446856		14446856	240780.9
Copy Ctr Color*	1	Bizhub C654e - 65ppm in Mono and Color		460918	56285	517203	8620.05
Wide Format	1	HP Design Jet Z6					0
3RD FLOOR H.S.	1	Bizhub 808 - 80 ppm		5432740	0	5432740	90545.66

\* Replaced C554 in 2020

750725.2

## Current Satellite and Copy Center MFD's + Print Sytemts

							3yr	36 month
							Total	Avg
<b>School:</b>								
Conley		Bizhub 654 - 65 ppm					332798	9244
Conley		Bizhub C368 - 36 ppm in Mono and Color					172035	4779
Duval		Bizhub 654- 65 ppm					494202	13728
Duval		Bizhub C368 - 36 ppm in Mono and Color					467475	12985
Hanson Middle		Bizhub 654- 65 ppm					467362	12982
Hanson Middle		Bizhub C368 - 36 ppm in Mono and Color					90386	2511
Indian Head		Bizhub 654 - 65 ppm					461774	12827
Indian Head		Bizhub C368 - 36 ppm in Mono and Color					341404	9483
Whitman Middle		Bizhub 654 - 65 ppm					272927	7581
Whitman Middle		Bizhub C368 - 36 ppm in Mono and Color					195798	5439
<b>Regional:</b>								
2ND FLOOR H.S.		Bizhub 287- 28 ppm					265908	7386
3rd Floor HS		Bizhub 808					1454277	40397
Food Service		Bizhub 223 - 22 ppm					35088	975
Guidance		Bizhub 364e - 36 ppm					207850	5774
Library		Bizhub C287 - 28 ppm					302462	8402
Main Office		Bizhub 654e - 65 ppm					368926	10248
PRE-K		Bizhub 287 - 28 ppm					75469	2096
<b>Central Administration</b>								
Superintendent		Bizhub 554e - 55 ppm					152789	4244
Superintendent		Bizhub C368 - 36 ppm in Mono and Color					261950	7276
Technology		Bizhub 654e - 55 ppm					117289	3258
<b>Central Copy Center</b>								
Copy Ctr Col/retired*		Bizhub C554					1854194	51505
Copy Ctr Color**		Bizhub C654e - 65ppm in Mono and Color					517203	14367
Copy High Volume		Bizhub PRESS 1052 #1- 105 ppm					5165307	143481
Copy High Volume		Bizhub PRESS 1052 #2 - 105 ppm					6181418	171706

\*Replaced by C654 in 2020

\*\*Replaced C554



<u>Description</u>	<u>Serial Number</u>	<u>School/Location</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Current</u>	B+W Meter	Color Meter
<del>BIZHUB 751</del>	<del>A0PN011001302</del>		<del>100 CORTHELL AVE</del>	<del>WHITMAN</del>	<del>MA</del>	<del>Whitman Hanson</del>	0	
BIZHUB 654	A5YN011002182		100 CORTHELL AVE	WHITMAN	MA	Whitman Hanson	1	
BIZHUB C368	A7PU017202165		100 CORTHELL AVE	WHITMAN	MA	Whitman Hanson	1	
<del>BIZHUB 751</del>	<del>A0PN011001326</del>		<del>100 FOREST ST</del>	<del>WHITMAN</del>	<del>MA</del>	<del>Whitman Hanson</del>	0	
BIZHUB 654	A5YN011002181		100 FOREST ST	WHITMAN	MA	Whitman Hanson	1	
BIZHUB C368	A7PU017202375		100 FOREST ST	WHITMAN	MA	Whitman Hanson	1	
<del>BIZHUB 751</del>	<del>A0PN011001340</del>		<del>111 LIBERTY ST</del>	<del>HANSON</del>	<del>MA</del>	<del>Whitman Hanson</del>	0	
BIZHUB 654	A5YN011000131		111 LIBERTY ST	HANSON	MA	Whitman Hanson	1	
BIZHUB C368	A7PU017200039		111 LIBERTY ST	HANSON	MA	Whitman Hanson	1	
BIZHUB 654	A5YN011002089		60 REGAL ST	WHITMAN	MA	Whitman Hanson	1	
BIZHUB C368	A7PU011011888		60 REGAL ST	WHITMAN	MA	Whitman Hanson	1	
<del>BIZHUB PRO 1050E</del>	<del>58UE00638</del>		<del>610 FRANKLIN ST</del>	<del>WHITMAN</del>	<del>MA</del>	<del>Whitman Hanson</del>	0	
<del>BIZHUB 601</del>	<del>A0PP011002429</del>		<del>610 FRANKLIN ST</del>	<del>WHITMAN</del>	<del>MA</del>	<del>Whitman Hanson</del>	0	
BIZHUB 223	A1UG011014831		610 FRANKLIN ST	WHITMAN	MA	Whitman Hanson	1	
BIZHUB 554E	A61D011012998		610 FRANKLIN ST	WHITMAN	MA	Whitman Hanson	1	
BIZHUB 654E	A5YN017010709		610 FRANKLIN ST	HANSON	MA	Whitman Hanson	1	
BIZHUB 654E	A5YN017010676		610 FRANKLIN ST	WHITMAN	MA	Whitman Hanson	1	
BIZHUB C654E	A2X1017006668		610 FRANKLIN ST	WHITMAN	MA	Whitman Hanson	1	
BIZHUB PRESS 1052	A4EV011040225		610 FRANKLIN ST	WHITMAN	MA	Whitman Hanson	1	
BIZHUB PRESS 1052	A4EV011040400		610 FRANKLIN ST	WHITMAN	MA	Whitman Hanson	1	
BIZHUB 287	A7AH011002897		610 FRANKLIN ST	WHITMAN	MA	Whitman Hanson	1	
BIZHUB 287	A7AH011003635		610 FRANKLIN ST	WHITMAN	MA	Whitman Hanson	1	
BIZHUB 808 -	A8KN011000403		610 FRANKLIN ST	WHITMAN	MA	Whitman Hanson	1	
BIZHUB C287	A797017500273		610 FRANKLIN ST	WHITMAN	MA	Whitman Hanson	1	
BIZHUB C368	A7PU011011860		610 FRANKLIN ST	WHITMAN	MA	Whitman Hanson	1	
BIZHUB C368	A7PU011011891		610 FRANKLIN ST	HANSON	MA	Whitman Hanson	1	
HP DESIGNJET Z6 24IN	CN8520K00Y		610 FRANKLIN ST	WHITMAN	MA	Whitman Hanson	1	
BIZHUB 654	A5YN011002183		726 INDIAN HEAD ST	HANSON	MA	Whitman Hanson	1	
BIZHUB C368	A7PU017202563		726 INDIAN HEAD ST	HANSON	MA	Whitman Hanson	1	