



City of San Antonio

ADDENDUM 1

SUBJECT: Request for Information for Digital Multi-Function Device, Scheduled to open: March 14, 2014; Date of Issue: February 14, 2014

FROM: Jorge Garcia
Procurement Manager

DATE: March 12, 2014

THIS NOTICE SHALL SERVE AS ADDENDUM NO. 1 - TO THE ABOVE REFERENCED INVITATION FOR BID

THE ABOVE MENTIONED INVITATION FOR BID IS HEREBY AMENDED AS FOLLOWS:

DEADLINE FOR SUBMITTING RESPONSE: the deadline for submitting a response is now changed to 2:00 p.m., Central Time, Thursday March 20, 2014.

Answers to questions for clarification provided below:

1. Re: 2. Equipment and Services. Are your current devices leased or owned? If leased, who will be responsible for returning the devices to the leasing company? **Are there any data security requirements for outgoing devices?**
Answer: Current devices are leased and it will be the responsibility of the existing leasing company to remove. Some devices may be used in a work environment that may include the use of HIPPA or CJIS Data. As such strict adherence to Federal, State, and local regulations involving the access, removal, and destruction, of that data must be adhered to.
2. Re: 3. Number and types of Devices. Can you please provide an asset or model list of current devices? Different segments have different compatibilities with software etc. Do you have average volume per device or a volume list that you can provide to allow bidders to understand the scope of the equipment and develop responses to your request for information?
Answer: There are currently over 400 MFDs supporting 18,500 City and city related personnel located in 438 owned, operated and/or leased facilities in a 438 square mile area.
3. Re: 3. Number and types of Devices. Are you looking to bidders for consolidation opportunities or employee to print device ratio etc? How many employees are users of the devices listed?
Answer: ANSWER PROVIDED IN QUESTION 2.
4. Re: 4. Compliance. Are you looking for a "secure print release" scenario incorporating your PIV cards? Do you want bidders to offer a card reader option on the MFPs? **What brand and type of card do you use? Can bidders offer an alternative solution? Would these be deployed across the entire fleet?**
Answer: We are looking for the option of "secure print release" and would like bidders to offer secure printing via a method such as Active Directory authentication which is the current method used.
5. Re: 4. Compliance. **Are there any ink-jet printers or local printers in the scope of the project? If so, what is the go-forward strategy for such devices?**

Answer: The scope of this RFI includes request for information on possible options for desk top printers. Please provide options that your company may offer.

6. Re: 7. Scanning/Faxing e. **Do you mean “High Compression files/JPG” instead of PDFs?**

Answer: The devices must be able to scan and create a PDF file.

7. Re: Attachment A, Part B #1. All implementations would involve a complete historical list and may be unreasonable to provide. Would you consider a “top 10” of similar size and scope or other list, or can you clarify the question further?

Answer: A “top 10” of similar size and scope implementations would suffice.

8. Re: Attachment A, Part B #3. Can you please elaborate on the question? Are you referring to features of the printing devices or complete list of products, etc?

Answer: Question #3 in Part B of attachment A allows an opportunity to list other products you feel might be beneficial to this Request for Information.

9. Re: Re: Attachment A, Part B #8. Are you referring to the timeline to replace all products, or for each system?

Answer: This question refers to the installation of all products. How long would it take your company to be ready to install?

10. What type of contract agreement are you looking to enter into? Example: Lease, purchase etc.

Answer: The City of San Antonio is looking for a lease opportunity.

11. Does the City of San Antonio have any “buy local” initiatives? Would they apply to this project for San Antonio headquartered organizations?

Answer: The City of San Antonio does encourage participation from local, small, minority and women-owned businesses for City Contract.

Any submissions received after 2:00 p.m. Central Time, Thursday, March 20, 2014 may not be considered.



Jorge Garcia,
Procurement Manager
Finance Department –Procurement Division