



**DATE: May 12, 2017**

Joliet Junior College  
 1215 Houbolt Road  
 Joliet, IL 60431

**TO:** Prospective Respondents  
**SUBJECT:** Addendum No. 2  
**PROJECT NAME:** Multi-Functional Devices  
**JJC PROJECT NO.:** R17007

This Addendum forms a part of the Bidding and Contract Documents and modifies the original bidding document as posted on the JJC website. Acknowledge receipt of this addendum as specified at the end of this addendum. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

**Clarification:**

The term of the contract will be 24 months with an option to renew for one additional 24-month term.

**Additional Information:**

The following print jobs are currently outsourced:

Project Description	Quantity	Specifications
Printing Fall Non Credit Community College Catalog	226,000	8" x 10.5" approx. finished (16x10.5 flat) 52 inside pages plus cover Cover – 80 lb. Gloss text Inside – 35 lb. Newsprint high grade, high brightness Cover – Full color (inside and out) Inside – black over black Collate, fold and saddle stitched Must conform to USPS Postal Regulations for mailing
Printing Spring & Summer Non Credit Community College Catalogs	220,000	8" x 10.5" approx. finished (16x10.5 flat) 40 inside pages plus cover Cover – 80 lb. Gloss text Inside – 35 lb. Newsprint high grade, high brightness Cover – Full color (inside and out) Inside – black over black Collate, fold and saddle stitched Must conform to USPS Postal Regulations for mailing

<p><b>Print JJC Magazine Fall &amp; Spring Issues</b></p>	<p>25,000</p>	<p>8.5" x 11" final size. Do not deviate from size for web press.  Remittance envelope to be inserted in back of magazine.  Size: 3 5/8 x 6.5. (6 3/4)  1/1 black. No bleeds.  Cut, folded and saddle-stitched  28 inside pages - Plus cover  Environmental paper required: PCW or FSC  Cover: 80 # cover gloss  Inside: 80 # text gloss  Full Color – 4/4  Full Bleed  Printer must follow U.S. postal regulations for non-profit mailing.</p>
<p><b>Printing Spring, Summer, &amp; Fall Registration Guides</b></p>	<p>234,000</p>	<p>8.5" W x 11" L  16 pages - self cover  Full color process - 4/4  Full Bleed  70# White - Satin or Silk coated  Fold, Collate, Saddle-stitched (magazine format), with BRC inserted.  Business Reply Card printed and inserted into the 230,000 mailed Registration Guides. One color, 2-sides. No bleeds.  10.5"w x 4"h, perforated and folded to 6" w x 4" h. Minimum 7 pt stock</p>

**Questions Submitted:**

1. Is it possible to distribute the inventory list (Appendix A-C) with average monthly usage associated with each machine?  
***See the attached lease schedule for average annual usage which can be used to compute monthly averages.***
  
2. Will JJC share its current volume information with all the respondent's please?  
***This information was provided at the mandatory pre-proposal meeting on May 9. It is also included in R17007 Addendum #1.***
  
3. When will JJC share with vendors what the buyout to return option costs for the Konica Minolta equipment will be at end of lease?  
***Approximately \$75,477***
  
4. Do you have the results of a previously conducted print study that can be made available to all vendors?  
***No.***
  
5. Will blank floor plans be available at the walk-thru?  
***No, blank floor plans were not provided at the walk-thru. Campus maps were provided at the walk-thru and are available on the JJC website.***
  
6. Will there be a final and best price opportunity once the College has narrowed the field of respondents and carried out a more in-depth interaction with the final few?  
***Yes.***

7. Under section III General Terms and Conditions (page 5): Please confirm what is meant by “Right to Cancel” as far as it applies to a lease agreement as well as a service agreement.  
***The college reserves the right to cancel IF there is a breach of any contractual obligation.***
8. Is the term of the contract in reference to the maintenance plan for services and supplies for the MFD’s, Production Units, and desktop printers? Please clarify on the term of the lease for the MFD’s & Production units. (for example: 60 months, 48 months, 36 months)  
***24 months with an option to renew for an additional one 24-month term. The term of the contract is in reference to both the maintenance plan for services and for supplies.***
9. Page 7 “Responses to Addendum” – Is this in reference to the addendum submitted online yesterday?  
***Yes. This will apply to all R17007 Multi-Functional Devices addenda posted to the JJC website.***
10. Page 9- JJC currently leases approximately 98 MFD’s- Please confirm or clarify if you would like pricing on the same number of machines listed in Appendix A & B.  
***Yes, please provide pricing for the number of machines listed in appendix from the original RFP document.***
11. Page 9- Please confirm that JJC wants the current HP desktop printers replaced with new printers. If not, will JJC be keeping the current printers and only needing maintenance provided?  
***The college is responsible for replacing HP desktop printers. The vendor will be responsible for maintenance and supplies (toner, waste bottles, and maintenance kits).***
12. Page 11- In regards to the statement “ensuring at least 30% of total device count are MFD’s”. Is this based on the 98 MFD’s with the goal to reduce to 150 desktop printers?  
***Yes.***
13. Page 9-Installation of Devices-Will JJC provide more details on the buyout of existing contracts?
  - a. Total number of leases, length of leases, monthly contracted amount ***Please see the lease schedule for the number and length of leases. Monthly contracted amount cannot be provided.***
  - b. Was the maintenance included in the lease contract? If so, please provide volumes included. ***Yes; volume information was provided in R17007 Multi-Functional Device addendum #1.***
  - c. If maintenance is not included in the lease, please provide the termination date of all applicable maintenance contracts. ***Maintenance is included for all leased equipment.***
  - d. It was stated yesterday that there was new equipment added off of the original contract. Please explain if this was co-terminus or a new term was entered. If new term, please indicate when the lease is set to expire. ***This is a new term; please see the attached lease schedule.***
14. Page 10- Under Services
  - a. MFD’s that are placed on campus to be “right sized to the volume being produced”
    - i. Could you please provide a breakdown of average monthly volume to the listed MFD’s, Production Units, and desktop printers in Appendix A & B. ***Please see question #1.***

15. Page 12- New Equipment Description

- a. JJC states the MFD's should be either 35ppm or 75ppm. Can you please clarify on Appendix B of listed equipment which speed should be quoted in the solution for each listed device.

***Please research manufacturer specifications for this equipment.***

- b. Please confirm or clarify the needed accessories for each listed MFD in regards to stapling and hole punch.

***All units shall include stapling. Hole punching is not required at this time.***

16. Page 13-New Equipment

- a. In regards to the single function equipment small desktop units stated in the RFP. Could you please clarify needing the multi- function capability of scan, copy, and fax on a single function device.

***Please disregard. Single- function equipment is purchased by the college.***

17. What are the number of users (staff) needing access to swipe/prox cards

***Approximately 1,200.***

18. What are number of users(students) needing bar code and swipe capability

***Approximately 15,000.***

19. Confirm again how many coin changers and bar code swipe for student use in those certain areas

***Currently, there are six (6) machines. Two (2) additional machines will be added by August 15, 2017- one for the City Center Campus and one for the Romeoville Campus, bringing the total to 8.***

20. Is there a specific format or template that will work best for the pricing?

***Please organize pricing accordingly:***

***A. Equipment and Software to include all printer drivers, as well as any third-party software and/or reporting tools required to meet key functional requirements***

***B. Deinstallation, Existing Equipment Removal and return to the leasing company, Hard Drive/Memory Erasing***

***C. New Equipment Installation***

***D. Ongoing Support and Maintenance***

***E. Professional Services, Project Management***

***F. Training***

***G. Unlimited Supplies and Replacement Parts***

***\*\*\* Vendors are responsible for the mathematical accuracy of their cost proposals.***

***Cost per copy to include all toner, parts, staples and labor, excluding only paper.***

***Refurbished parts are not acceptable. Cost per copy is to be calculated as a price per image side regardless of paper size.***

21. Can you kindly clarify the lease term? I understand that you are currently in a 5 year lease. In our pre-bid meeting it was mentioned to show a 4 and 5 year lease option. Is that correct? I understand that JJC is looking for a 2 year service agreement.

***Please see question #8.***

22. Please clarify the right to cancellation on Page 5. What does breach of contract constitute?  
***The college and the selected vendor will negotiate the terms of the contract. If the selected vendor breaches any of those terms, the college may terminate the contract. Please note the verbiage under 'Dispute Resolution' section that speaks to the process for resolving any 'controversy or claim arising from any contractual matter'.***
23. Please clarify "assignment" under AWARD on page 5  
***The Award section is on page 6; there is no mention of 'assignment' in this section. If this refers to the word 'assign', the selected vendor may not outsource the contract to another vendor.***
24. Page 9 under Installation of Devices. We understand the vendor is responsible for returning devices. When will the equipment need to be returned and where does it need to be returned to?  
***Equipment will be returned at the end of the contract. The awarded vendor must coordinate with Konica Minolta.***
25. Please clarify on Page 12 the last bullet point to regarding signing a contract for adjustment without penalty  
***The college may need to increase or decrease the number of MFDs on campus. The awarded vendor shall not penalize the college for any MFD quantity adjustments.***
26. There was mention in the pre-bid of putting a production level color unit in the new City Center building. Is that correct?  
***These will not be production level units. These are typical color MFD units for a student print solution (1 unit at City Center Campus and 1 unit at Romeoville Campus).***
27. For single function printers, will you be utilizing existing equipment or are you planning those devices with new?  
***See question #11.***
28. What is the name of the college web job-ticketing solution?  
***The web-job ticketing solution is available through the JJC portal.***
29. What is the name of the college print solution software?  
***Papercut student print solution and Equitrac for faculty and staff.***
30. Do you require an upgraded license of PaperCut software to be included in my pricing response? If so, how many user licenses are needed?  
***License relationship is maintained by the college. No pricing response is needed.***
31. Would you like all new copiers to have a RFID reader installed now?  
***Yes.***
32. What is the quantity of copiers to be compatible with the student print solution to accept coin/dollar/credit and debit card payments? Should the new student copiers connect to the vend units? Who will collect the money from these vend units?

**See question 19; the new student copiers should connect to the vend units, and the vendor collects money from the units.**

33. How will the college give public access to its print services capabilities? Will you charge and collect a fee? How will you provide access to your print services?  
**The college expects to use a web-based system to interface with the college's print services area. The vendor can propose a solution. We will collect a fee.**
34. What is the version of Keyscan? Are the card readers for RFID cards? How many of the 98 MFD units will require a reader?  
**Active Velocity Version 7.3.0.0; Yes, these are for RFID cards. All units will require readers.**
35. The College purchases toners for local devices. Are these printers? Inkjet? Laser? Would you like these to be included in the RFP pricing response? If so would you provide a list of local printers?  
**This is a mix of inkjet and laser. They are not included in the RFP and no pricing is required.**
36. What is the amount to buy out the remainder of current MFD leases?  
**Approximately \$75,477**
37. What are the instructions and fees that apply to returning any leased machines?  
**Machines will be returned at the end of the lease, no fees will apply. Please see question #24.**
38. What types of offline and online finishing options are required to be included?  
**Please see page 12 on the original RFP document for this information.**
39. What type of Fiery is required?  
**Command workstation 5 – version 5.2.0.35**
40. Will Bookedge connect to new MFD units in the library?  
**No.**
41. What items are to be included in the Recycling program?  
**Toner and waste bottles.**
42. Printing from mobile devices is requested (web printing). IOS devices? Android devices? Do you require authentication of accounting of this printing?  
**Students must have the capability to print from both IOS and Android. Authentication is required for print capabilities, but volume accounting is not required.**
43. The new digital multi-functional devices or “MFDs” will have the following features: the ability to copy, print, fax, scan to email. Will these MFD units require a finisher/stapler or extra paper drawers? How many of the new devices require fax to be included?  
**Yes, finisher/staplers and extra paper drawers are required. All devices require fax capability.**
44. What is the definition of static cost per copy?  
**This is just ‘cost per copy’.**

45. What is the name of the campus-wide student print solution?

***Please see question #29.***

46. Regarding the adjustments (increases and/or decreases) to the quantity of MFDs without penalty. Does this mean that you would like to cancel a MFD unit contract prior to the expiration of the term?

***See question # 25.***

47. Would you please clarify these statements? They seem to be contradictory.

- Prices included herein are to be firm through the contract term.
- Annual maintenance fees and the frequency and estimated escalator over the term of the contract. Are prices firm or subject to escalation?

***Pricing as a result of the contract, including information regarding any negotiated (and agreed upon) annual maintenance fees, must be adhered to.***

48. Is MICR toner required for any of these printers?

***Yes, for one (1) printer.***

49. What is the number of months installed and the meter totals for these models?

***Please see the attached lease schedule and the attached meter report.***

50. Is a single Fiery controller required for all of these units? Is PMS color output required from the color units? ***No***

***\*\*BIZHUB PRO 1051 A0G9011000984 No***

***\*\*BIZHUB PRO 1051 A0G9011001045 No***

***\*\*C7000 70PPM COLOR PRINT ENGINE A1DU011001192 Yes***

***BIZHUB C654E PRINTER/COPIER A2X1017011687 No***

***BIZHUB C654E PRINTER/COPIER A2X1017011982 No***

51. What is the total annual page usage, black and color, for each of the models on Appendix B?

***Please see addendum #1.***

52. Please provide copies of a student's badge used for print release (front and back) to make sure what you have will work with our solutions.

***This cannot be provided at this time.***

53. Please provide copies of a Faculty/Staff badge used for print release (front and back) to make sure what you have will work with our solutions.

***This cannot be provided at this time.***

54. Please confirm if ALL new machines must have card reading capabilities or just 11 as you currently have. If just 11, what SPECIFIC models and locations are these machines?

***Yes, all new machines must have card reading capabilities.***

55. Please provide a monthly breakdown of prints/copies PER machine for last 2 years for all devices listed in the RFP and their locations. This will help determine what printers should be replaced and help determine the right replacement MFP.

***See question #1.***

56. Please define what mix of "desktop printers" you're desiring to have removed as you stated you wish to drive more traffic towards MFPs. Are you looking to remove just color printers, only older printers, only black printers or mix of both color and b/w?  
***The college will make these decisions.***
57. Exact make and models of current TBS coin boxes AND bar code readers?  
***Coin boxes: TBS 9900***  
***Bar Code Readers: Cartidis cPad terminals***
58. When is your lease up with TBS's coin boxes and bar code readers?  
***This contract is reviewed on an annual basis and may be renewed for an additional one-year term.***
59. Please confirm who your PaperCut is through?  
***TBS***
60. Please complete PaperCut questionnaire sent on 5/9/2017 and provide copy of PaperCut Application License.  
***Joliet Junior College cannot complete these detailed forms until the RFP is complete.***
61. During the Mandatory Meeting on 5/9/2017. Ben stated there were 94 MFP's being replaced, the RFP states 98 MFP's (includes production) on Page 9, however Appendix B shows 95 MFP's and Appendix C shows 99 MFP's.... Please inform which Appendix or a proper list of MFP that need to be replaced.  
***All units are listed on Appendix C. Please disregard the MS6000 and the Bizhub 4000P listed within. We have 94 MFD's + 3 units in production.***
62. During the Mandatory Meeting on 5/7/2017, Ben stated there were 150 networked printers. Page 9 states 221 printer, Appendix A shows 164 printers, Appendix C shows 211 HP printers. What list of printers should we be looking at covering or consolidating if we're able to offer you a Managed Printer service contract?  
***All units are listed on Appendix C. 150 network printers within departments + 61 in the teaching computer labs.***
63. During the Mandatory Meeting on 5/7/2017 a question from a vender was asked about lease term. Please inform us if the decision is to remain a 2 year LEASE with a 2 year LEASE extension option (very costly to the school) or if a 4 or 5 year LEASE option would be the standard that all companies should quote on.  
***Please see question #8.***
64. Service Contracts CAN be written for 2 or 3 year periods with an option to extend (auto-renew) after the initial period. Is this what you were referring to originally when you were looking for a 2 year contact with an option to renew for 2 more?  
***Please see question #8.***
65. What is the website and software your faculty is using to submit print jobs to the print center?  
***Joliet Junior College portal.***



66. Do ALL proposed MFP's have to have a Fax Board so they can fax as stated on Page 11 "Equipment" when the school has RightFax? If not, which specific machines currently have Fax Boards so like for like may be quoted.  
***This will depend on the managed print solution proposed.***
67. Ben stated there will soon be a need for two (2) more "Student MFP's" bringing the total to 8. Do these two new devices need to be included in the quote and if so, what time period are you expecting these new devices to go live?  
***See question #26. These are expected to go live by August 15, 2017.***
68. The two new "Student MFP's", will these need to both be b/w? both color? one of each?  
***Both should be color.***
69. Page 13, "Proposed Pricing" states: "Costs for Variable Data Printing"... As this topic was not discussed on 5/9/17, what are the specifics you are looking for? Do you currently have a solution in place? How is it currently being used? What's missing from it that you currently need? If nothing is in place, what is it the college is attempting to do? What kind of marketing are you hoping to put in place? Postcards? Direct Mailers? Letters? How much and how often?  
***Nothing is currently in place. The college would like to include postcards, direct mailers, and letters. These will be needed on a by-request basis.***
70. Do you have a digital asset library?  
***The college's Marketing Department has a digital asset library which would be used for print jobs.***
71. Does marketing or endowment group produce work on campus?  
***Yes.***
72. Is variable printing produced with built in Fiery tool or some other program?  
***See question #69.***
73. How many perfect bound books produced per year?  
***1,000***
74. Please provide Actual print volumes per production device per month for last two years?  
***Please see addendum #1.***
75. What % of volume produced by faculty on your current production equipment?  
***This percentage is not available, but faculty have access to production and department units.***
76. Any full bleed images required to be produced in print center?  
***Yes.***
77. Please provide a full list of your off line devices (folders, cutter, inserters, etc..)  
***Triumph 5551-06 Ep with Photocell (Cutter)***  
***GBC CombBind C800pro (Comb Binder)***  
***Rhino-O-Tuff BindRite HD-7100 (Spiral Binder)***

78. Please provide a full list of your IN line functionality per production device (Folder, Perfect Bind, Post Sheet Inserter, GBC, etc.)  
**Color: folder, saddle-stitch, stapling**  
**Black & White: perfect binder and stapling on one machine, and GBC punchpress, saddle-stitch, and stapling on the other.**
79. Per the Printing Services/Finishing section there was a list of finishing options. What finishing is currently on the Bizhub 1051s and C7000? Workflow is important to the print center running efficiently. Knowing the current state helps us to make recommendations.  
**See question #78.**
80. Besides the standard trays that come with the production printers, do they utilize any additional high capacity feeders? If so, what's the largest size they hold?  
**Color machine has one large capacity tray which holds 2,000 sheets. The black and white machines have three large capacity trays which hold 2,000 sheets each.**
81. In the Printing Services/Finishing section, the college says they utilize "cutting". What applications or kind of jobs require cutting (i.e. booklets, business cards, flyers, etc.)?  
**Business cards, post cards, and full-bleed-look jobs.**
82. In Printing Services/Finishing, the college requires "Bookedge" is required machines located in the library. Can you please elaborate what Bookedge is?  
**Bookedge is no longer required.**
83. Which of the production printers will require the inline punch press?  
**Color and black and white units will require inline punch press with interchangeable dyes.**
84. Is the booklet comb binding currently an inline or offline process in the print center?  
**Offline**
85. What current equipment is being put on maintenance?  
**All equipment**
86. In the RFP it states that you are looking for a 2 year agreement, is that due to your current agreement? And, if so, is there a buyout and how much is it for?  
**The college has chosen this length of contract based on internal college's procurement guidelines. There is no buyout.**
87. Can you please clarify if this is a purchase or lease agreement.  
**Lease**
88. Will you be utilizing your current Equitrac server or are you looking for a new solution to replace?  
**As specified in the original RFP document, we are looking for a suggested solution.**
89. RFP states 'OEM toner is preferred'. Is the College open to considering remanufactured HP Toner cartridges for the LaserJet printers as well?  
**No.**

90. Is it possible to provide an inventory list (Appendix A-B) with the following information added?:
- a. Missing Room numbers (please see below – highlighted are a handful of machines without location information.) ***This information is not required to submit your proposal.***
  - b. Room Type
    - i. Office (for consolidation of color printers)
    - ii. Classroom (no change to current color printer option, as mentioned on the walkthrough by Ben) ***This information is not required to submit your proposal.***
  - c. Average monthly usage associated with each machine individually This information is instrumental in building a successful consolidation recommendation for Joliet Junior College. The appropriate size and/or speed will ensure optimal equipment performance and increased productivity. ***See question #1.***
  - d. If Joliet Junior College is unsure of average monthly print usage by machine, COTG offers to install our remote meter reading application on the print server to aid as a diagnostic tool for this project. Please see Technical White Paper and HIPPA Paper attached. ***Print usage has been provided in this addendum.***
91. There are 8 student used MFDs with magnetic card readers, coin option, and manual keypad for printing. There are 3 employee use MFDs with proxy card readers utilizing Equitrac. Can you please confirm this is correct?  
***There will be 8 student used MFD's including the two new machines for City Center and Romeoville campuses. There are currently 11 employee use MFD's with card readers.***
- a. Will the College require all machines to have card readers? Or will the college only be replacing 11 card readers at this time? ***Yes, all will have card readers***
  - b. How many end users will be using the new software solutions for students and staff combined? ***See questions 17 & 18.***
92. As discussed in the meeting 5/9/2017, will the college please provide a list of lease expirations?  
***Please see the attached lease schedule.***

**End of Addendum #1**



**DATE: May 12, 2017**

Joliet Junior College  
1215 Houbolt Road  
Joliet, IL 60431

**TO:** Prospective Respondents  
**SUBJECT:** Addendum No. 1  
**PROJECT NAME:** Multi-Functional Devices  
**JJC PROJECT NO.:** R17007

**Please acknowledge receipt of these addenda by including this page with your proposal. Include your company name, printed name, title, and signature in your acknowledgement below. Failure to do so could result in disqualification of your bid.**

Issued by:

Janice Reodus  
Director of Business & Auxiliary Services  
Joliet Junior College  
815.280.6643

I acknowledge receipt of Addendum #2.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature