

CITY COLLEGES[®]

OF CHICAGO

November 21, 2023
ADDENDUM NO. 1

**RFP #NC2307 – MULTIFUNCTIONAL DEVICES AND REPROGRAPHIC EQUIPMENT
FOR THE OFFICE OF ADMINISTRATIVE AND
PROCUREMENT SERVICES**

**ONE (1) ORIGINAL SIGNATURE HARD COPY AND TWO (2) USB DRIVES
OF THE RESPONSE TO BE SUBMITTED**

All responses shall be addressed and returned to:

City Colleges of Chicago
Dawson Technical Institute - Procurement Services
3901 S. State Street, Room 102
Chicago, IL 60609

Attn: Nanzi Cantero, Senior Contract Administrator

Proposals must be received no later than 12:00 p.m. CDT, Monday, December 4, 2023

Part I – Questions and Answers

1. We would be interested in responding to the bid, but we cannot with this clause in the bid. I wanted to know if there was any flexibility around this language.
Termination

Termination for Convenience. This contract can be terminated upon ten (10) days written notice by City Colleges of Chicago on the grounds of Proposer's violation of any terms and conditions of the Contract, procedures or guidelines or inadequacy of Proposer's performance or if there is no further need for the requirements. In the event that no funds or insufficient funds are appropriated and budgeted in any fiscal period of the City Colleges of Chicago for payments to be made under this agreement, then the City Colleges of Chicago will notify the contractor of such occurrence and this agreement shall terminate on the earliest of the last day of the fiscal period for which sufficient appropriation was made or whenever the funds appropriated for payment under this Agreement are exhausted. No payments will be made or due to the contractor under this contract beyond those amounts appropriated and budgeted by the City Colleges of Chicago to fund payment under this contract.

City Colleges of Chicago may terminate this Contract, or any portion of the Services to be performed under it, at any time for convenience by a notice in writing from CCC to the Proposer when the Contract may be deemed no longer in the best interest of CCC.

A: Any deviations from these specifications must be clearly noted on a separate sheet of paper titled "Exceptions" with the exact nature of the change outlined in sufficient detail. The reason for which deviations were made should also follow if not self-explanatory.

City Colleges of Chicago reserves the right to disqualify proposals which do not completely meet outlined specifications. City Colleges of Chicago will evaluate the impact of exceptions to the specification in

determining its need. In your proposal, Add it to your Table of Content and insert it after the Economic Disclosure Statement.

2. Is hole punching limited to 2/3 hole punching? Is other hole punching types needed?
A: Limited to 2/3 hole punching for walk-up devices. Finishing options for reprographics and copy centers are listed in section # II of the RFP.
3. Do both Color and Black and White devices in the Main Reprographic Centers require the same configurations?
A: The inserted, book maker and three-knife trimming is only requested for the color devices. Please price finishing components under the "Optional Items" section of the pricing sheet.
4. What file preparation is needed before printing?
A: Files submitted to reprographics centers are print-ready PDF files.
5. What file prep is completed by Reprographic Center operators before printing a submitted job?
A: Please refer to question # 4.
6. Does the Reprographic Centers and Mini-Copy Centers have full time operators? Will the bidder be required to provide operators?
A: The centers have full time and part time City Colleges operators. The bidder is required to provide equipment maintenance/repair/supplies as needed.
7. Are walk up users permitted to use the devices in the Main Reprographic Centers and Mini-Copy Centers?
A: No.
8. Does CCC currently use any file make ready software?
A: No.
9. How are print jobs submitted to the print centers?
A: Hard copies and electronically either via email or SharePoint site.
10. What is the heaviest weight media used in the print centers?
A: 110 lb.
11. Are print jobs submitted to the printers only via print drivers?
A: Currently, yes.
12. How are the account/user codes currently applied to the print jobs?
A: We are not currently using user codes in the copy and reprographics centers. Users authenticate themselves on the walk-up devices by logging in with their network credentials or using their ID card. Some user accounts have print budgets which are currently applied on unifold.
13. Are any hard copy jobs submitted for reproduction?
A: Yes.
14. Is scanning or any hard copy originals being performed currently in the print centers?
A: Yes.
15. Is CCC currently using a web submission software?
A: Yes, SharePoint site. There is no connection point from SharePoint to the copier itself. We simply use it as the means for job submission.

16. What tracking software for print clicks is currently being used by CCC?
A: Uniflow from Canon.
17. Is Fiery Command Workstation used in the print centers?
A: No.
18. Is Fiery Impose/Compose being used today in the print centers?
A: No.
19. How many booklets per month are being printed?
A: The number varies but the capability is needed.
20. Will all 205 fleet devices need to be connected to the follow me print system for walk up job release?
A: Yes.
21. Will all 16 copy center devices need to be connected to the same follow me print system for job release?
A: No.
22. Will the 16 copy center devices need card readers?
A: No, as long as there is a way for operators to "log in" to the device and enter user codes.
23. Will the 19 pay for print coin op devices need to be connected to the same fleet follow me system or can a separate system be used?
A: They should be connected to same follow me print system to allow for faculty and staff to use devices without having to pay.
24. "Vendor to collect, manage and disperse funds from all CCC locations" Can equipment be proposed if vendor cannot satisfy this task?
A: CCC expects that the vendor collects and disperses the funds. If equipment and technology is proposed to eliminate cash payments, please provide plan.
25. Is scan via SFTP required on all devices, please provide total qty of devices needing this solution?
A: The capability should be on all of walk-up devices.
26. Will the ID card readers that are required to read the "Schlage 9520M1 in a 48x Format" be utilizing to magstripe reading, or proximity card reading, or both?
A: Proximity card reading.
27. Will there be printing from Chromebook devices?
A: Yes.
28. Will the Coin-op devices be required to handle credit card transactions and contactless forms of payment (i.e Apple Pay)?
A: Only credit card is required.
29. What is CCC's current payment gateway (i.e. Blackboard, Skyward, etc.) used for managing student funds?
A: Our current contract is with Today Business Solutions (TBS). They use Papercut.

30. Will a current list of make, models, accessories and configurations be available?

A: No, we are not looking to replace like to like. The requirements for this RFP are listed in section II of the solicitation.

31. Section V-General Instructions, I. Termination - **Termination for Default**. Subject to Section 10(a) herein, this Agreement may also be terminated for default.

There is no Section 10(a) in this portion of the RFP. Does this refer to the I. Termination -Termination for Convenience language?

A: Subject to Section I (a) Curable and Incurable Defaults.

32. **Professional Services Agreement, 12. Additional Provisions- o. Third Party Beneficiaries.** Nothing contained in this Agreement is intended to confer upon any person (other than the parties hereto, the Institution Indemnified Parties and the Company Indemnified Parties) any rights, benefits or remedies of any kind or character whatsoever, and no person will be deemed a third-party beneficiary under or by reason of this Agreement. Will CCC allow the assignment of equipment lease payments to a 3rd party lease company?

A: Not sure if we understand the question, but CCC signs all agreements with the selected prime vendor.

Diversity Equipment Leasing Questions

33. Please confirm that City College of Chicago (CCC) will accept equipment lease separate from service agreement. Vendor will be able to consolidate leasing and service billing together on one invoice, documentation is executed separately.

A: CCC signs all agreements with the selected prime vendor.

34. Please confirm that CCC will provide consent for vendor to assign lease to diversity funding partners in order to meet CCC's diversity spend requirements.

A: See response to question #33.

35. Please confirm that CCC understands that equipment leases are executory contracts and non-cancelable.

A: We will not enter into an agreement which there is no ability to cancel.

36. Does the customer require flexibility/downsizing, will CCC accept flexibility/downsizing on a funding partner level? (This vendor will be using multiple diversity funding partners)

A: As long as the spend with the MBE partner is at least 25% of the total contract and at least 7% with the WBE partner, the number of units they fund and how they fund them is entirely up to the vendor.

37. What percentage of diversity spend is required for each type of diversity certification (Women/Minority)?

A: Goals for participation by certified MBE and WBE firms for this Contract shall be not less than the following percentage of the total contract value:

MBE Participation goal: 25%

WBE Participation goal: 7%

38. Confirm that CCC will provide a Board Resolution, Board Meeting Minutes and Verification of Authorized Signors.

A: The board resolution will be available publicly and can be included as an exhibit to any agreement.

39. Please confirm that CCC accepts Tier 2 Diversity Partners with National Diversity Certifications.

A: CCC accepts certification from the following agencies:

1) The City of Chicago

2) Cook County

- 3) The State of IL—CEI (formerly known as CMS)
- 4) National Minority Supplier Development Council and its regional affiliates including the Chicago Minority Supplier Development Council
- 5) Women Business Enterprise National Council and its regional partner organizations including the Women's Business Development Center in Chicago

40. Do you have projected monthly volume (B/W and Color) for your fleet by device segment (25 ppm, 35ppm, etc.) and production devices to determine projections for total diversity spend?
A: For the period of June 2017 to September of 2023, we averaged approximately 3,000 clicks per month on the walk-up devices and 30,000 clicks on the production devices.

Solutions Questions

41. Does CCC have their own private cloud (Azure, AWS or other)?
A: Yes, Azure.
42. Please provide the Windows server environment (2016, 2019 or 2022)?
A: Windows 2022
43. Is SQL Server farm running?
 - o What is the version of SQL?
 - o Is SQL currently setup for HA Always On?A: Yes / SQL 2019 / HA Always On (if needed).
44. What coin-op (payment stations) are currently used today, if any?
A: Please refer to question # 29
45. If Pay stations are in place, what 3rd party processing is currently being used? i.e Nayax Credit Card Terminal
A: Nayax
46. What is the card reader model being used today with the MFP's?
A: Card reader must be compatible with card: Schlage 9520M1 in a 48x Bit Format.
47. Can we obtain a Proxy badge for testing?
A: Refer to question # 46 for specifications. Selected vendor may be provided with a testing proxy badge for testing during implementation.
48. Do the MACs log into the Active Directory Domain?
A: Yes.
49. Please explain the expectation for the solution to work with no power or connectivity.
A: The MFD should still be able to operate in the event the server goes down.
Note: we understand that if the individual MFD loses power or network connectivity then it will not work.

Technical Interrogatories Questions

50. Integration with Cloud Solutions- Can you provide the names of your cloud solutions that are required to integrate with?
A: SharePoint, OneDrive, Teams, SFTP.
51. Managing, Collecting and Dispersing Funds- Is CCC open to eliminating coin-ops completely and using existing student payment platforms (CBord, for example) for student print payments?

A: Yes. If proposed by the vendor, an implementation plan must be articulated. Solution must integrate with our environment.

52. Can you explain how you would like the MFPs to integrate with Microsoft Teams?

A: The ability to Print from Teams and scan documents to Teams.

Main Reprographic Center and Mini-Copy Center Requirements Questions

53. Can you please confirm that the expected clicks per month for the "Mini Copy Centers" color device is also 100,000 clicks per month? This is the same expected amount for the Main Reprographic Centers?

A: machines should have a maximum monthly duty cycle as specified in the RFP document, we averaged 30,000 clicks per month from June of 2017 until September of 2023.

54. What types of media (i.e. paper weight, coated, uncoated etc.) will be required to run in the mini centers and larger reprographic centers? Will they have different media needs or the same?

A: The same. Carbonless paper, regular paper, glossy paper, labels, and card stock.

55. Will all the machines (color and B&W) in the larger reprographic centers need booklet making with square folding and 3 knife trimming?

A: Please refer to question # 3.

56. Will the machines only need 2 and 3-hole punching or will they need the ability to do punching for GBC or Coil binding?

A: 2/3- hole punching and please price the in-line spiral punch/binding feature in the "Optional Items" section of the pricing sheet.

57. How much paper is required to be held in the machines at one time?

A: At least 3,000 sheets for the production devices.

58. On page 8 is a list of clicks as well as minimum speed requirements. Is the expectation that the equipment will be able to handle that volume every month or is that the maximum monthly duty cycle?

A: Please refer to question # 53.

59. Are there any specifications required for the print controller (RIP) on the devices?

A: Please provide your specifications as part of your proposal.

60. Can a staple/booklet finisher with trays able to stack up to 5,000 sheets be considered a stacker or will you require a separate high-capacity stacker on top of the trays as listed on the top of page 9?

A: No separate high-capacity stacker is required.

61. Are surge protectors a requirement for every machine installed in the different reproduction center. If so, will they be required for both the main engine and all accessories that pull power from an outlet?

A: follow manufacturer's recommendations.

62. In the spreadsheet for production pricing the request is for click charges up to 11x17 sized media. Will you require to print on media over 11x17? You have support for 12x18 media on page 8 of the RFP and we want to confirm you want the same CPC rate for media up to 12x18.

A: Yes, the expectation is that the CPC for 11x17 is the same for 12x18. All common paper sizes (8-1/2" x 11" & 8-1/2" x 14" & "11"x 17") shall count and bill as a single copy.

63. In row 22 of the Excel spreadsheet for the production units there is a request for monthly lease cost for stapling and folding. Is this a half fold requirement only for this row? If not, do you need a folding unit that will tri fold, z fold or other folds?

A: At least half fold is needed.

64. The in line spiral binder, is this a binder that will punch and put a wire bind inline or will this just be punching for wire binding offline?

A: punch and bind inline.

65. Will you need inline face trimming or inline 3 side trimming on the machines?

A: Yes.

66. Will the reprographic machines need the ability to make copies or scan?

A: Both.

67. Is Schlage 9520M1 the card type that is being used in environment today?

A: Yes.

68. Will CCC provide a sample badge for testing card reader compatibility?

A: Please refer to question # 47.

69. Estimated volume of fax pages per month?

A: Faxing is minimal, receiving faxes is more common than sending, but the capability is needed.

END OF ANNOUNCEMENT

Please acknowledge receipt of all Addenda in the Executive Summary Introduction letter of your RFP responses.