



GENESEE COUNTY PURCHASING DEPARTMENT

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CINDY CARNES
Purchasing Manager

June 20, 2014

ADDENDUM #2

GENESEE COUNTY #14-011 SOLICITATION OF INTEREST AND QUALIFICATIONS for MANAGED PRINT SERVICES

1. Please include the following answers to written questions received as part of the above referenced RFP.
 - Q1. Is there a pricing sheet for the bid that can be shared?**
 - A1. See Revised Financial Form, specific cost per copy will not be required at this time.
 - Q2. Do you want just the Maintenance & supply cost on the cost per copy line? Many vendors provide several types of programs: Service and supplies only, service and supplies with equipment cost included, etc.**
 - A2. Cost will likely be Service and Supplies, including parts, labor, toner and kits. However this will be decided after the finalist have presented their program and had time to measure the fleet.
 - Q3. Is a performance bond required?**
 - A3. No
 - Q4. For your Printers, how do you currently administer supplies? What is the process? Do you have a central receiving department?**
 - A4. Supplies for printers are purchased by the department using the printer. These are generally purchased online at Staples. When a department is purchasing supplies for multiple printers they will sometimes put the buy out to quote and purchases from the lowest vendor rather than use the Staples Contract. All supplies are delivered to the department; there is no receiving department or delivery to a dock.
 - Q5. How is a Zebra printer used?**
 - A5. Zebra printers are used as a label printer to print a bar code used when scanning documents to OnBase.
 - Q6. Would Genesee County consider an alternative means of acquisition versus purchase of future new multi-functional placements? For example, would leasing be considered?**
 - A6. Yes, leasing will be the mostly likely means of acquisition for the new multi-functional placements.

Q7. What is the expiration date of the current maintenance contracts for the Konica multi-functional devices and your printers and current maintenance and supply costs?

A7. 3/31/2015 at \$.00545 per copy cost.

2. Many of the questions received have been focused on the amount of production from each unit in the fleet. The county can not supply accurate counts for the entire fleet and therefore it is unrealistic to expect accurate cost per copy to be supplied. The Financial Form has been revised and cost per copy removed but other required information to select qualified firms added. Finalist will be selected on the criteria listed below. Each finalist will be given the opportunity, a minimum of two weeks, to access the print server and measure the usage of the equipment. **Replace Section 7 of the solicitation with:**

REVISED SECTION 7: EVALUATION CRITERIA and AWARD

It is the intent of Genesee County to conduct a comprehensive, fair and impartial evaluation of all submissions received. **Presentations by and discussions with up to 4 finalists will be conducted with offerors who are responsive and submit a plan with an existing contract that will be** advantageous to Genesee County based on the following evaluation criteria:

1. Account Representative and Staff Qualifications and Experience
 - a. Certified Repair Technicians
2. Work Plan and Implementation
 - a. Identification and Mapping Capabilities
3. ~~Price competitiveness~~ **Printing Solutions that lead to cost savings and an efficient printing fleet**
4. Accessibility of information / reporting
5. Maintenance, Repair and Support Services
 - a. Consumable Supplies, replenishment system for ink / toner
 - b. Equipment Disposal
 - c. Ability to Remotely diagnose/repair issues
 - d. Response time for service calls
 - e. Average repair time
 - f. % of first time fixes
6. Organization's **financial stability**, experience and capabilities with MPS
 - a. Ease of implementation and use, **including training and a smooth transition**

Indicate on the Signature Page item #5 and the exterior of the envelope containing your proposal:

**“ADDENDUM #2 RECEIVED”
ALL PROPOSALS MUST BE RECEIVED AT:
GENESEE COUNTY PURCHASING DEPARTMENT
1101 BEACH STREET, ROOM 343, FLINT, MI 48502**

Cindy Carnes

Cindy Carnes, Purchasing Manager
G:/bid2/2014/14-011 Add2

REVISED FINANCIAL SUBMISSION FORM
SOLICITATION #14-011

1. Cost per copy \$ **NOT REQUIRED AT THIS TIME**
- 2. Fiscal Stability, attach copy of most recent Financial Statement**
3. Does the recommended Contract / Purchasing Agreement include the purchase or lease of new equipment? Yes No
4. Does the response include service and supplies for Konica equipment Yes No
5. **Will OEM parts and supplies be used?** Yes No
If No, state where and how the cartridges are manufactured and whether new or remanufactured.
- _____
- _____
6. **What is the minimum amount of time needed to perform a print analysis/mapping of the county's print fleet?** _____
7. **What is the optimal amount of time needed to perform a print analysis/mapping of the county's print fleet?** _____

Company _____

Date _____