



County of El Paso Purchasing Department
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ADDENDUM 1

To: All Interested Proposers
From: Blanca Carbajal, Inventory Bid Technician
Date: February 22, 2016
Subject: RFP #16-007 Lease of Printshop Copiers or Outsource
Printing and Copying Services

This addendum has been issued to notify vendors of the following questions:

1. For a five-year lease of new copiers, can the county provide the name of the incumbent or the bid tab information from a previous solicitation?

RESPONSE: Bid #06-002, Copiers for the Purchasing Department

2. How many employees does the County of El Paso currently have in the Mail Room and Print Shop?

RESPONSE: 7 employees

3. How many on-site workers does the County of El Paso feel will be needed?

RESPONSE: It is up to the vendor to propose a staffing solution to meet the requirements of the bid.

4. Will the County consider replacing all current equipment with speed-for-speed (or greater) opposed to like-for-like equipment?

RESPONSE: The County will consider the best solution for equivalent equipment based on the specified equipment capabilities and estimated output figures.

5. Does the County require all proposed equipment to be onsite?

RESPONSE: If responding to leasing equipment to the County all equipment must be onsite. If responding to the outsourcing portion of the RFP, it is the vendor's responsibility to determine the location of equipment proposed to meet the service needs of the County and the work process to achieve those goals.

6. Will the County provide a list of paper products that are available on the County's contract? Bidders will need to know what they are required to supply.

RESPONSE:

PAPER BOND

	Description	Estimated Yearly Usage
1	8 1/2 x 11 Paper Bond White Letter Size 20#, 5,000 sheets per case	28,800 CS.
2	8 1/2 x 14 Paper Bond White Legal Size 20#, 5,000 sheet per case	6,000 CS.
3	11 x 17 Paper Bond White 20#, 2,500 sheets per case	600 CS.
4	8 1/2 x 11 Letter Size 25% Cotton Paper, 5,000 sheets per case	2,400 CS.

NCR PAPER

	Description	Estimated Yearly Usage
1	2-Part Carbonless 20#, 8 1/2 x 11, Reverse Sequence (Canary/White), NCR, Imation or equal	960 CS
2	3-Part Carbonless 20#, 8 1/2 x 11, Reverse Sequence (Pink/Canary/White), NCR, Imation or equal	960 CS

	Description	Estimated Yearly Usage
3	4-Part Carbonless 20#, 8 1/2 x 11, Reverse Sequence (Goldenrod/Pink/Canary/White), NCR, Imation or equal	960 CS
4	5-Part Carbonless, 20#, 8.5x11, Reverse Sequence (Green/Goldenrod/Pink/Canary/White), NCR, Imation or equal	960 CS
5	2-Part Carbonless, 20#, 8.5x11, Straight Sequence (Canary/White), NCR, Imation or equal	600 CS
6	3-Part Carbonless, 20#, 8.5x11, Straight Sequence (Pink/Canary/White), NCR, Imation or equal	600 CS
7	4-PartCarbonless, 20#, 8.5 x 11, Straight Sequence (Goldenrod/Pink/Canary/White), NCR, Imation or equal	600 CS

7. What was last fiscal year's printing and print services over all budget?

RESPONSE: The County of El Paso does not maintain a line item budget for printing and print services, this information is not available.

8. What is the volume of mail received at the County Courthouse Copy/Mail Center on a daily/weekly basis?

RESPONSE: Daily: 1,200-1,500 Weekly: 4,800-6,000

9. What day of the week is the highest volume of mail received at the County Courthouse Copy/Mail Center?

RESPONSE: Monday.

10. Is the mail at the County Courthouse Print/Mail center delivered to departments?
If so does it get delivered only to departments at the Courthouse?
If not, where else does it get delivered?
How many times a day is there a delivery?

RESPONSE: Mail delivered to county departments internally will be performed by County Purchasing personnel.

11. How much volume is done in postage at the Print/Mail Center at the County Courthouse?

RESPONSE: The Purchasing Department processed approximately 459,000 pieces of mail in fiscal year 2015.

12. What type of finishing is done at the County Courthouse Print/Mail Center?

RESPONSE: See page 13, item 17 (2). Cost for click rate lists all services and binding currently offered by the Purchasing department.

13. Is the finishing equipment that is found today at the County owned by the County?

RESPONSE: Yes

- If so, will it be staying if a vendor is awarded for Part B?

RESPONSE: Yes

- If so, will the vendor be able to utilize the finishing equipment or will the vendor need to bring in their own equipment?

RESPONSE: The vendor must propose whether it will provide new equipment or propose to utilize existing equipment and delineating how new equipment will be utilized.

14. During the Vendor meeting for the RFP, the County stated that the average hourly rate for the Print Center employees is \$12.90/hr. Is this rate correct?

RESPONSE: Yes

15. How do end users submit print jobs to the County today?

RESPONSE: Purchase orders but mostly walk-in customers.

- If there is more than one way, what percentage of end users utilizes each way?

RESPONSE: Walk-ins.

16. How many envelopes do you click per day/week/month at the County Print Center?

RESPONSE: 160,000 envelopes average monthly.

17. How much finishing is done per day/week/month

RESPONSE: Cannot be calculated.

18. What type of binding does the County offer?

RESPONSE: See page 13, item 17 (2). Cost for click rate lists all services and binding currently offered by the Purchasing department.

19. What is the volume of copy jobs, not print jobs, per month?

RESPONSE: 175,000 (for the month of January)

20. What is the volume of NCR that is done by the County?

RESPONSE: 5,619,216 sheets average monthly

- What page size(s) of NCR is completed?

RESPONSE: 8 ½ x 11, 8 ½ x 14

21. On Page 12, section #5 seems to contradict section #4 – Please clarify:

- “The Proposer will provide billing of the paper” – Does this mean that the Proposer will be purchasing the paper?

RESPONSE: The County will continue to bid paper to try to take advantage of economies of scale. The vendor will purchase the paper utilizing the County’s bid or its own sourcing whichever is more cost efficient. The paper billing is to maintain a count of paper usage for future bid purposes. Kennie please correct this one.

22. Page 11 1(a) in section "B" states that all employees will be transitioned into the outsource organization's staff. Does this mean that the awarded bidder will also need to take responsibility for the operations of the mailroom since that employee is part of the transition?

RESPONSE: The vendor must maintain staff in the mailroom for Courthouse customers. Vendor must choose whether to include to processing of County mail.

23. If federal, state, or local minimum wage laws change during the three year contract will the awarded vendor be allowed to increase the salary portion of the bid by at least the same percentage as the increase to offset any additional expenses?

RESPONSE: Bidders must list the employee's hourly wage offered at time of hire. Wages must not be reduced in any way during the term of the contract. If, during the 3 year contract, federal, state, or local minimum wages increase, the contract price for the salary portion only may be increased by the applicable rate change or percentage change. Vendor will be responsible for showing mathematical calculations of wage increases so County staff can verify.

24. Page 13 item 15. Transition plan... Page 14. "Vendor-owned Rental Equipment and Supplies Removal". Can you provide a list of equipment/supplies to be removed? Would we be required to disassemble, palletize, shrink wrap, and ship equipment going to an out of town vendor? (Example the Xerox Nuvera.)

RESPONSE: Page 13 item 15 refers to the successful vendor coordinating with Purchasing Department on the transition from existing equipment to successful outsourcing printing equipment.

Page 14 refers to the removal of equipment and supplies from the County location once the awarded outsourcing vendor has completed its contract with the County.

25. Page 12 items 4 & 5. Item 4 - County will continue to utilize its paper contract... Item 5 The proposer will provide billing of the paper... Is the county billed directly from the paper supplier for paper delivered to or picked up by the vendor and the vendor receives a copy of the invoice in order to determine a unit cost of the material to price back per individual print job to the county?

RESPONSE: See question 21.

26. Page13 item 13 For each print job the Contractor will deliver the final printed product to the Purchasing Department ... Will there be any exceptions that may require deliveries of any finished product to the different departments or their locations (downtown or in the outlying areas)?

RESPONSE: There should not be any exceptions.

This is a summary of the pre-proposal conference held on February 19, 2016 at 10:00 a.m.

- **See Attached "Revised Price Sheet".**

1. Is the backing feed system being kept or changed to the feed roll system?

RESPONSE: Suggest what is the best fit for the Printshop.

2. Does the Printshop want to stay with the Risograph?

RESPONSE: Suggest what is more cost effective and meets the county needs.

3. Will the Risograph be networked?

RESPONSE: Yes.

4. Will the print shop continue to use free flow or planning to migrate all saved jobs to the new system?

RESPONSE: Migrate jobs all saved jobs to the new system.

5. Will tape binding or hole-punching be used?

RESPONSE: No.

6. How are jobs routed?

RESPONSE: Through purchasing system with a created master then are sent out to the print shop to be printed. Ideally would like the machines on network and would like to see an option for software.

7. Is the county looking to replace all the machines?

RESPONSE: Yes, suggest the best solution. The Canon 8500 in the mail room and the equipment in the printshop are all beyond useful life.

Price Sheet

RFP #16-007
Lease of Printshop Copiers or Outsource
Printing and Copying Services

Company Name _____

Description	COST
FLAT MONTHLY RATE: (printing services which covers all salaries, fees, equipment, overhead, transportation, etc.)	\$

Description	Cost Per
8 ½ x 11 white copies	\$
8 ½ x 11 color copies	\$
8 ½ x 14 white copies	\$
8 ½ x 14 color copies	\$
11 x 17 white copies	\$
11 x 17 color copies	\$
Letterhead	\$
Envelopes	\$
4 x 6 postcards	\$
5 ½ x 8 ½ post cards	\$
Pre-punched nineteen (19) hole copies and comb binding (each)	\$
Transparencies	\$
Collating and stapling (each)	\$
Laminating (8 ½ x 11)	\$
2 part carbonless forms (cost per set)	\$
3 part carbonless forms (cost per set)	\$
4 part carbonless forms (cost per set)	\$
5 part carbonless forms (cost per set)	\$
Padding	\$
Pre-punched 3 hole paper copies	\$
Tape binding	\$
Printed tabs (5 per set)	\$
Printed tabs (8 per set)	\$
Print booklets and pamphlets (center stapled) (Utilizing standard size paper stock 8 ½ x 11, 8 ½ x 14, 11 x 17).	\$
Print booklets and pamphlets (folded only) (Utilizing standard size paper stock 8 ½ x 11, 8 ½ x 14, 11 x 17).	\$

The undersigned certifies that the proposal prices contained in this proposal have been carefully reviewed and are submitted as correct and final. Proposer further certifies and agrees to furnish any and all products, and services at the prices offered, and upon the conditions in the specifications of the Invitation for Proposal.

I hereby certify that the foregoing Proposal has not been prepared in collusion with any other proposer or other person or persons engaged in the same line of business prior to the official opening of this proposal. Further, I certify that the proposer is not now, nor has been for the past six (6) months, directly or indirectly concerned in any pool or agreement or combination to control the price of product/service proposal on, or to influence any person or persons to propose or not to propose thereon.

Signed _____ Printed Name _____

Title _____ Date _____