



TOWN OF VERNON

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CONTRACT 1029-09-27-2013

LEASE OF OFFICE EQUIPMENT – COPIERS, PRINTERS, FAX AND RELATED SERVICES

QUESTIONS ASKED DURING THE WALK-THROUGH

Question #1 Will volume be provided before the bidding deadline?

Answer #1 The volume for all networked copier.printer.scanner.fax machines will be provided on the website. The volume and specs will be added to the spread sheet provided at the Walk Through.

Question #2 Will present machine capabilities be provided before the bidding deadline?

Answer #2 The specifications for all present networked copier.printer.scanner.fax machines will be provided on the website in the next week or so. The specs will be added to the spread sheet provided at the Walk Through.

Question #3 Will lease expiration dates be provided for each machine?

Answer #3 See the spread sheet

Question #4 Will the criteria by which the bid will be judged be shared ?

Answer #4

The most promising responses will be evaluated in detail. Additional information may be sought from Firm(s).

Firm(s) may be asked to present and explain their proposals. If interviews are held, they will be 30-45 minutes long. Initial presentations will be limited to 15 minutes. The final 15-30 minutes will be reserved for questions from the Selection Committee and subsequent discussion. The key person to be assigned to this project must be present at this interview. The TOV reserves the right to waive non-material deficiencies in any proposal.

Proposals will be evaluated by the TOV, who reserves the right to reject any or all proposals received.

The following will serve as the basic criteria for the selection of the consultant eventually selected.

In making its selection, the Town and the Board will consider costs and the proposal with the best combination of attributes that provides the best system. Consideration will be given to the following criteria:

1. Vendor Qualifications and Experience
2. Client References
3. Vendor Technical Description
 - a. Equipment Capability
 - b. Repair History
 - c. Proposed Fees and Expenses
 - d. Warranty and Support Services
 - e. Reporting Capabilities
 - f. Security
 - g. Qualifications and experience of key personnel responsible for our account.
 - h. Added value by vendor (consulting, development)
 - i. Other Considerations

Addenda to RFP: In the event it becomes necessary to revise any part of the RFP, an addendum will be provided to all prospective firms submitting proposals.

Incurring Costs: The TOV is not liable for any cost incurred by the Firms prior to the issuance of a contract and purchase order.

Ownership of Proposals: All proposals in response to the RFP are to be the sole property of the TOV.

Proposals may not be withdrawn for sixty (60) days from the proposal due date.

The TOV reserves the right to reject any or all proposals.

The TOV also reserves the right to exercise its discretion and be the sole judge of the proposal.

The TOV is not liable for any costs incurred by Broker/Consultants prior to the issuance of a contract and receipt of all necessary approvals. All information and material returned with proposals shall become part of any contract, which results from this proposal. Any proprietary information submitted for review should be submitted in a separate sealed envelope plainly marked as proprietary information. The TOV will disclose this information only to those involved in the selection process.

If the TOV fails to appropriate sufficient funds in any fiscal year for services to the Firm, and if no other funds are available for such payments, then a “non-Appropriation” shall be deemed to have occurred. In the event of “non-appropriation”, the/any agreement with the Firm shall terminate and the TOV shall not be obligated to pay any amounts due under such an agreement.

Question #5 Will there be an extension on the deadline for bids?

Answer #5 Not at this time.

Question #6 Will individual vendor sniffers be allowed on the network?

Answer #6 As stated in the answer to Question #1 and #2, the volume and specs will be provided by the town. No sniffers will be allowed due to the volume of possible bidders.

Question #7 Is toner, services, staples etc., included in your present contract?

Answer #7 In some cases yes

Question #8 Are the Engineering mapping equipment, presently housed in Engineering to be included?

Answer #8 No.

Question #9 Will the winning vendor be expected to include a buy back provision for the present equipment on lease?

Answer #9 Yes, where appropriate.

Question #10 Are all existing machines listed on the inventory provided?

Answer #10 One department is missing - Probate - Probates machine is a Ricoh Model MP 4000B - Serial Number M5495500316. (It is on the new spread sheet.

Question #11 Are any additional machines being requested?

Answer #11 After reviewing the departments information, one new machine was not included - this machine would be for our Finance Department. The department would like a machine comparable to the Ricoh Aficio MP-4002. This brand was used as most of our present leases are for Ricoh machines.

Question #12 Have you received any buy-out figures for that lease that we can have?

Answer #12 No

Question #13 Are you going to provide a list of which units are networked and non-networked?

Answer #13 This information is on the spread sheet with the volumes.

Question #14 Can you provide us with maps for all the schools along with the town hall offices:

Answer #14 For security purposes - no.

Question #15 In regards to software can you be more specific as to exactly what type of solution you'd like to implement?

Answer #15 We are looking for these solutions to come from the vendors, who know more of the options available in the market place.

Question #16 What tools will you use to ensure accurate billing?

Answer #16 Please rephrase.

Question #17 What expectations have you set in this RFP to ensure that this will not affect the town of Vernon and its offices in the future?

Answer #17 Please rephrase.

Question #18 Section 1.11 – Please be more specific as to how the town will go about determining down-time?

Answer #18 Case by Case.

Question #19 Will you be able to provide us with detailed costs associated with printing in order for us to determine and breakdown how we can reduce overall expenses as part of a managed print environment?

Answer #19 Hard data is not being tracked per page on the individual small, non-networked printers.

Question #20 Will the TOV/BOE be responsible for returning the current leased equipment to their current vendor?

Answer #20 Consistent with the terms and conditions of the current lease.

Question #21 Who will be responsible for destroying and clearing the confidential information stored in the Hard Drives of each of your existing copiers?

Answer #21 This will be consistent with the terms and conditions of the current lease.

Question #22 What is the length of the new lease?

Answer #22 Vendors are encouraged to provide pricing for multiple time frames.

Question #23 How much paper is allocated for the BOE and TOV for printing and copying? Or how many cases are purchased each fiscal year?

Answer #23 Presently departments purchase their own paper and it is impossible to tell you how much is used specifically for printing.

Question #24 Are staples to be included?

Answer #24 Where appropriate.