

# Project Q & A

<b>Project Owner:</b>	Grand Ledge Public Schools
<b>Project Name:</b>	Technology Renovations
<b>Issue Date:</b>	April 16, 2025

## Project Questions and Answers:

*This document provides answers to questions asked by bidders who have reviewed the Technology Request for Bid for the above referenced project.*

<b>Q1</b>	Can HP be added as an acceptable manufacturer?
<b>A1</b>	A bid from HP would be welcome.
<b>Q2</b>	Konica Minolta is not one of the list acceptable manufacturers. Does that mean that you will not accept a bid from our company?
<b>A2</b>	A bid from Konica Minolta would be welcome.
<b>Q3</b>	I'm seeing the requirement is to wall mount these units - based off my research, I am unable to find a wall mount bracket kit for the spec'd units - my proposition would be to supply a dedicated wall rack, with rack-mountable UPS/batteries. Is this acceptable, or should we be looking at a ground-stack style with castors?
<b>A3</b>	The main point to be aware of is that there is not room in the existing data racks to mount these new UPS units. Wall mounting of the UPS unit is preferable, while extended battery packs are currently housed in separate floor standing enclosures. New equipment can have similar accommodations.
<b>Q4</b>	Can we clarify what, if any virtualization platform they're using - and if they require software to gracefully shut down the virtual machines, and the VM host if we run into an event power is lost after 180 minutes
<b>A4</b>	There are no requirements for software as specified above, with this project.
<b>Q5</b>	For the 5YR warranty spec - would the district like this to be a part+tech dispatch, or part only w/ district swapping a failed unit or battery?
<b>A5</b>	The warranty terms shall include all aspects of assuring the system is free from defect and/ or failure for a period of 5 years, as noted in section 26 33 53- 1.02 of the bid documents.

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<b>Q6</b>	Can we confirm the number of receptacles required on the surge protector that is fed by the UPS - an average would be fine.
<b>A6</b>	New UPS units should provide six (6) surge/ UPS protected NEMA 5-20R- 120v outlets.
<b>Q7</b>	Can we confirm the power requirements are 125V/30A - documentation states L5/30 - which should be correct - but want to confirm.
<b>A7</b>	Each UPS shall be powered by existing 30amp (L5-30R) circuitry, per bid documents.
<b>Q8</b>	Are all UPS and EBC units expected to be wall-mounted? If so, is there a preferred length and color for the patch cords?
<b>A8</b>	See Q/A3. Existing patch cables shall be re- used.
<b>Q9</b>	Is there a preference between Lead Acid or Lithium-Ion batteries?
<b>A9</b>	There is not a preference. The Owner is interested in seeing bids for either/ both.
<b>Q10</b>	Should the UPS units be Line Interactive or Online Double Conversion?
<b>A10</b>	There is not a preference. The Owner is interested in seeing bids for either/ both.
<b>Q11</b>	<p>There are three MFPs listed on the Appendix B that do NOT specify PaperCut. Is it the intention to not have PaperCut or Printer Logic on the replacement MFPs for these three units? Or, does the district want PaperCut or Printer Logic for ALL MFPs?</p> <p>These are the devices in question:</p> <ul style="list-style-type: none"> <li>● GLPS – Hayes – Main Office</li> <li>● GLPS – Sawdon – 132</li> <li>● GLPS – Sawdon – 207</li> </ul>
<b>A11</b>	Each MFP provided shall be equipped with output control software, and the associated credential reader, as noted in the bid documents.
<b>Q12</b>	Page 26, 3.07 Bid Response Format. Are there any other items besides those listed under Section 3.07 A through C that need to accompany our proposal?
<b>A12</b>	Items listed in 00 21 13- 3.07 are those which will be required and expected.
<b>Q13</b>	Page 29, 3.11C. "Retainage" is a practice generally reserved for the construction industry and not for the provision of Multifunction Printers. Please remove/revise this section.

<b>A13</b>	This section (00 21 13- 3.11) is required.
<b>Q14</b>	Page 30, 3.11D. "Contractors are required to submit all invoices on approved AIA Payment Request Forms or other billing format pre-approved by Contract Designer." The AIA Form doesn't apply to this RFP. Please remove/revise this section
<b>A14</b>	This section (00 21 13- 3.11) is required.
<b>Q15</b>	Page 45, 1.01C. "Contractor shall provide per click cost for both black and white, and color pages within their proposal." Where does this go on the Schedule of Values/Bid Form?
<b>A15</b>	"Per click cost" as noted in 27 43 13- 1.01-C, shall be listed in the Schedule of Values form and/ or with the proposal overview as a line item for reference purposes, but not included in the overall base bid total.
<b>Q16</b>	Page 46, 1.01H.2.A. "Complete shipment of all materials at one time will not be accepted." This clause doesn't appear to apply to this RFP. Please remove/revise this section.
<b>A16</b>	This section (27 43 13- 1.01- H) is required. Delivery shall be coordinated as noted within the bid documents.
<b>Q17</b>	Page 46, 1.01K. This language seems to be apply to the construction industry and not for this RFP. Please remove/revise this section.
<b>A17</b>	This section (27 43 13- 1.01- K) is required.
<b>Q18</b>	Page 49, 1.03E. "Contractor shall provide proof of manufacturer support by photocopy of certification and letter of support from major component manufacturers." Can you clarify what is meant by "major component manufacturers in the context of the Multifunction Printer section of the RFP?
<b>A18</b>	Section 27 43 13- 1.03- E is intended to assure that a prospective bidder is an "authorized distributor" for materials/ equipment that they are proposing. The section is noting that proof of this relationship is required.
<b>Q19</b>	Page 52, 2.06A. The Owner Allowance is a practice generally reserved for the construction industry and not for this RFP. Please remove/revise this section.
<b>A19</b>	This section (27 43 13- 2.06) is required.
<b>Q20</b>	Page 56, 3.03. What is the typical timeframe of this testing?
<b>A20</b>	The expectation is that testing, as noted in section 27 43 13- 3.03, will take place

	after installation, and before final Owner acceptance.
<b>Q21</b>	Page 57, 3.04A. This entire section is not applicable to this RFP. Please remove/revise this section.
<b>A21</b>	This section (27 43 13- 3.04) is required.
<b>Q22</b>	Page 59, 3.06. What is the length of the contract?
<b>A22</b>	It is expected that this contract for new equipment procurement will be set in place in early June, 2025, once the BOE makes a final decision, and will be closed out in early October 2025, as noted in the bid documents. Click rates are required to be honored for 33,000,000 monochrome/ 600,000 color pages after the procurement close out.
<b>Q23</b>	Appendix B. Would the District consider a digital fax solution in lieu of analog fax for the devices that require fax capability? If so, Please provide the fax volumes per month.
<b>A23</b>	Bidders shall propose systems based on the specifications and requirements for base bid. Alternates are welcome, when accompanied by a compliant base bid.
<b>Q24</b>	Marco did not attend the pre-bid meeting due to an honest mistake not seeing the RFP on BidNet until Wednesday the 7th. How heavily weighted is attendance for the pre-meeting when it comes to making a final decision?
<b>A24</b>	Attendance for the pre- bid meeting is encouraged, but not required, as noted in the bid documents.
<b>Q25</b>	Is GLPS requiring the performance payment bond and a bid bond? If not both, which one is required?
<b>A25</b>	Both a bid bond, and performance bond are required for this project, as noted in 00 21 13- 3.03 of the bid documents.
<b>Q26</b>	Are we able to send a standalone Voluntary Alternative Bid, or do we have to send a base bid with a manufacturer named on the suggested list located in the RFP included with a separate Voluntary Alternative Bid?
<b>A26</b>	Bidders shall propose systems based on the specifications and requirements for base bid. Alternates are welcome, when accompanied by a compliant base bid.
<b>Q27</b>	In our Voluntary Alternative Bid, are we able to right size the main copier engine speed to match what each copier is doing in monthly volumes?

<b>A27</b>	See Q/A 26.
<b>Q28</b>	Is GLPS able to send us a copy of the Schedule of Values/Bid Form in an Excel Form? Right now, we only have it in PDF form.
<b>A28</b>	Please email Rebecca ( <a href="mailto:rszilagy@cbdconsulting.com">rszilagy@cbdconsulting.com</a> ) for an Excel file if desired.
<b>Q29</b>	Is GLPS able to send us a copy of any documents handed out in the pre-meeting that occurred on May 5th.
<b>A29</b>	There were no documents or material distributed during the pre- bid meeting that took place on May 5, 2025.
<b>Q30</b>	On page 52 of the RFB, section 2.05, part B, what does “valid” mean? Is the RFB requesting that we provide 5 years of software maintenance and support in our bid response for the PaperCut and Printer Logic software?
<b>A30</b>	Section 27 43 13- 2.05 outlines the Owner’s requirement that each new MFP be outfitted with Contractor provided output control software, in an active state, for a period of five (5) years as part of the base bid.
<b>Q31</b>	Are we able to schedule a walkthrough of each work site to verify printer placement and delivery requirements?
<b>A31</b>	This can be coordinated during the post bid or post award process.
<b>Q32</b>	Would the Owner provide floorplans of each building and label current printer locations?
<b>A32</b>	This will take place during the post bid or post award process.
<b>Q33</b>	Should the bid costs be presented as a purchase, a lease, or both? If leasing numbers are required, what lease length is preferred, in months?
<b>A33</b>	The Owner intends to purchase this equipment. Leasing options would be carefully considered as a voluntary alternate.
<b>Q34</b>	The Bid Form on page 00 40 00 – 11 asks for the bid sum to include all applicable taxes. If the Owner prefers a lease, should the lease quote be property tax inclusive? The Schedule of Values/Bid Form on page 00 40 00 – 18 includes a column for “Unit Labor Cost”. Can labor costs be shown on a per printer basis or must it be broken down by individual parts? For example, can the labor cost be shown per 40 page per minute copier or must it be broken down by “Copier base unit”, “stapling finisher”, “large capacity drawer”, etc.?

<b>A34</b>	Yes and yes, per particular type of unit would be acceptable.
<b>Q35</b>	What type of fax system is the Owner using with their printers – analog phone lines or digital/cloud fax? If digital fax, what system is in use?
<b>A35</b>	Analog fax lines are what is currently in use.
<b>Q36</b>	On page 00 21 13 – 24, Section 5 – 8 discuss contingent liability and contingent property insurance policies. Please elaborate on the purpose of an additional policy naming the Owner as the only insured when the Contractor is already covered by insurance? We would appreciate further context on the necessity of these policies for delivering copiers.
<b>A36</b>	Bidders are required to comply with all specific requirements. Particular rationale is not deemed to be relevant to bid preparation.
<b>Q37</b>	Section 3.09 “Time, Schedules, Project Management, Meetings, and Plans”, Section C on page 00 21 13 – 28 asks for a resume of the proposed project manager to be submitted. Is this negotiable?
<b>A37</b>	No, this is a public bid process - not a negotiation process. Bidders are required to comply with all specific requirements.
<b>Q38</b>	What other invoice formats are acceptable to the Contract Designer? The stated AIA Payment request forms (page 00 21 13 – 30, Section D) is not standard within the copier industry.
<b>A38</b>	None. Bidders are required to comply with all specific requirements.
<b>Q39</b>	Page 27 43 13 – 48, Section 1.03 “Submittals”, Part C, requests a “current published US List Price schedule for complete line of materials ... including all items in product families”. Is the request for list price of the complete printer as built, or for individual parts?
<b>A39</b>	Listing the complete printer, as a whole, is acceptable. Components that are “add ons” to the base printer, shall be listed separately.
<b>Q40</b>	Would equipment procured through a Sourcewell contract or other GPO eliminate the requirement for discount breakdowns and the US List Price schedule as mentioned above?
<b>A40</b>	No.
<b>Q41</b>	Please clarify Section 2.06 “Owner Allowance”, Part A.1., where an allowance of \$15,000 is requested for “contract services related to electrical upgrades,

	reconfiguration, testing, and or documentation.” Is the Owner asking the Contractor to make electrical upgrades, etc.? Or, is the Owner asking the Contractor to pay out of the allowance for equipment and labor the Owner hires for these needs? What “upgrades, reconfiguration, testing, and/or documentation” does the Owner or Designer foresee?
<b>A41</b>	The allowance dollars listed are intended for electrical upgrades, in the event they are discovered to be necessary as part of this project. Whether these upgrades are carried out by Contractor, or Others will be determined during the post bid or post award process.
<b>Q42</b>	Section 1.07 and 1.08 (page 00 11 16 -6), “Bid Security” and “Performance Bond Coverage” respectively. Please clarify the rationale behind this requirement and whether there is any flexibility in this provision.
<b>A42</b>	Bidders are required to comply with all specific requirements. Particular rationale is not deemed to be relevant to bid preparation.
<b>Q43</b>	There are 3 A3 printers on the inventory that do NOT have papercut listed as part of the configuration: GLPS – Sawdon – 207, GLPS – Sawdon –132, GLPS – Hayes – Main Office. Should these printers be quoted with papercut or should papercut be left off of these units?
<b>A43</b>	See Q/A 11.
<b>Q44</b>	Could the Owner please provide details on how PaperCut is currently implemented and utilized across its copier fleet, including any specific workflows or integrations in place?
<b>A44</b>	This information will be made available during the post bid process.
<b>Q45</b>	LPS-Willow Ridge -208- Workroom lists a Taskalfa 4002i which is a mono A3 copier, but shows 5,293/month color volume. Please clarify what machine is in this place and if the volume is accurate.
<b>A45</b>	The proposal should be for models comparable to those which are listed in appendix B.
<b>Q46</b>	In order to provide an accurate quote for PaperCut MF as requested, we need their current <b>PaperCut CRN</b> (Customer Reference Number). Can the district provide this to us?
<b>A46</b>	No. This bid requires a “new” instance of a compliant printer management software in the base bid. Current licensing information is not considered relevant to bid preparation for the base request.

<b>Q47</b>	To ensure we provide the proper card readers, would you please provide the iClass manufacturer and model of identity cards used at the school?
<b>A47</b>	Understanding that a reader should be capable of reading an iClass credential is all a prospective bidder should need to know to propose the proper credential reader. The specific manufacturer is not deemed relevant to this requirement.
<b>Q48</b>	What is the current Print Management System and features currently used?
<b>A48</b>	Paper Cut.
<b>Q49</b>	In section 2.06, is a 3000VA unit required?
<b>A49</b>	Yes.
<b>Q50</b>	Should the UPS be a free-standing structure or a rack-mountable unit, given that there is no wall-mount option?
<b>A50</b>	See Q/A 3.
<b>Q51</b>	Would they be interested in wall-mount racks, as we do offer those?
<b>A51</b>	See Q/A 3.
<b>Q52</b>	What voltage is required for these units – 120V or 208V?
<b>A52</b>	See Q/A 7.

## END OF QUESTIONS AND ANSWERS #1