



September 10, 2021

RESPONSE TO QUESTIONS RFP 2021-09

Lease Copier Equipment and Services

This notice is to inform all prospective vendors of the above referenced Request for Proposal (RFP) that the Solano Transportation Authority (STA) is responding to questions posed in response to this RFP. These responses/clarifications shall be considered to be an addendum to the RFP of which shall constitute the entire RFP. Vendors shall consider these responses/clarifications in the proposal and cost proposal. RFP is due by 3PM on September 15, 2021.

Question No. 1: Will STA sign third party lease documents? (Scope of Work – pg.4).

Response No. 1: STA has never done a 3rd party for the copier lease. As such, the STA does not intend to sign a third party lease for copiers.

Question No. 2: Is the cancel for convenience language applicable to the just the service contract and/or the lease? Because Lease agreements are non-cancellable. (Exhibit C – Line 5).

Response No. 2: STA has never cancelled a lease agreement for convenience and agrees not to include this language in the contract.

Question No. 3: Has STA ever cancelled a contract for convenience for copiers? (Exhibit C – Line 5).

Response No 3: STA has never cancelled a lease contract for convenience.

Question No. 4: Will STA accept billing/invoicing monthly or quarterly? Please clarify. (Page 5 – Line 4 and Exhibit B – Line D).

Response No. 4: The STA is open to monthly or quarterly billings.

Question No. 5: Please provide the following equipment information:

- a) Quantity, type, make, and model of devices by the location address
- b) Equipment specifications (black and white or color, speed, finishing, number of trays, paper size, configurations, etc.)
- c) Average monthly volumes for black-and-white and color for each device

Response No. 5: The STA currently owns two older model copiers (one Bk and Whw scanner and one full-service production). However, we are looking for the newest model(s) with much current market functionality. The STA will be occupying a new multi-story office building and are looking for copiers to meet our changing needs. However, because of COVID and the resulting technology shift to paperless, our past use does not reflect how we are currently doing business. We expect this shift will continue. The STA would like to see what vendors/products are available.

Question No 6: Will the City be issuing a price sheet? What format should be used?

Response No. 6: No, the STAS will not be issuing a Price Sheet. Please use a format that will help us best understand your products and related costs.

Question No 7: What is the lease duration you are looking for?

Response No. 7: STA is looking for a three (3) years lease with option to extend.

Question No 8: What is your estimated contract start date?

Response No. 8: Have all new equipment in the new office building installed and functioning by December 1, 2021 when the new office building is available.

Question No 9: Are your current devices under lease or does STA own them?

Response No. 9: STA has no equipment under leased currently. We purchased the equipment waiting for our new office to be completed so we wouldn't need to move the current machines with us.

Question No 10: Selection of Vendor & Criteria. How is your evaluation criteria weighted?

Response No. 10: STA will select vendor/product that can best fit the needs and will be evaluated individually by its functionality.

Question No 11: Regarding page 4 Section 5, Termination without cause. Please confirm this applies to the contract and does not affect the leases that are already in place.

Response No. 11: It will apply to the lease if the product is not delivering the service as contracted.

Question No 12: Will STA be responsible for personal property taxes and insurance on leased equipment?

Response No. 12: Yes. If it is part of the contract.

Question No 13: Please extend the proposal due date by a minimum of two weeks to allow enough time to incorporate answers to questions upon receipt, into our response.

Response No. 13: STA has included the timeline and schedule of the RFP process and will adhere to in order to have a timely delivery of product.

Question No 14: Is STA willing to accept Equipment & Accessory recommendations based on current Monthly volume?

Response No. 14: STA is willing to accept Equipment & Accessory recommendations before the contract is finalized.

Question No 15: Is there a minimum requirement for Print Speed?

Response No. 15: No

Question No 16: What Accessories are required for each machine?

Response No. 16: We do not have requirements but expect them all to print/copy/scan efficiently, including multi page/ front back documents.

Question No 17: Does STA have a need for a “Fiery Controller” if choosing another production machine?

Response No. 17: Yes, if recommended for the product.

Question No 18: In Exhibit C, it is noted that the contract may be terminated within 30 days of written notice without cause. This is not an option for a lease contract which benefits the cash flow for STA. Does STA prefer to purchase instead of lease?

Response No. 18: STA has a standard agreement and prefers to lease the equipment with an option to buy, if offered. As responded to in Question 2, STA has never cancelled a lease agreement for convenience and agrees not to include this language in the contract.

Question No 19: If a 30-day cancellation is required, is STA open to a rental contract on certified used equipment instead of a traditional purchase or lease contract?

Response No. 19: STA is looking for a new model of equipment for a lease contract with option to buy, if offered.

Question No 20: In “RFP Submittal Requirements” it states that brochures shall not exceed 10 single sided 8.5 x 11’ pages. For clarification, is this just for equipment brochures or the RFP response in total?

Response No. 20: This is only for the RFP submittal.

Question No 21: Would you please clarify the following: *Method of Payment: method of payment for this project is Lump Sum Annual Maximum Fee.* Does this mean that you desire to pay your bills only once a year?

Response No. 21: Please see response to Question 4.

Question No 22: May we use a pre-negotiated/pre-bid contract? We wish to do so to provide you with the best pricing possible. Please know that the terms and conditions of a pre-bid contract will supersede any other terms and conditions.

Response No. 22: Yes, this is an option.

Question No 23: Are you able to provide existing machine configurations and average monthly volumes?

Response No. 23: STA staff has mostly been working remote due to COVID-19 restrictions. So whatever previous monthly volumes would not be accurate moving forward, so it won’t be a good volume reading.

Question No 24: Are there any specific jobs the Transportation Authority can do with the existing equipment? Are you outsourcing or having difficulty completing with the current equipment?

Response No. 24: STA’s current equipment was acquired in 2012, and replacement parts are no longer available. We are looking for current market technology to make our work more efficient.