

**St. Charles City-County Library
Managed Print Services
RFP**

Addendum 1

**Answers to Written Questions, Corrections, Clarifications, and Changes
Friday, November 15, 2024**

**Required: Acknowledge Receipt of Addendum 1 on Page 10 of this Document
to be Returned with Proposal.**

Answers to Written Questions:

1. **Question:** Can you send us a floorplan for the Central Services building (both floors)?
Answer: The floor plans are attached at the end of this addendum.

2. **Question:** Can you verify the “coin box money collection” process mentioned under the “SCOPE OF WORK” section on pg. 4 (after paragraph A3)?
Answer: The “coin box money collection” in this section is in reference to the coin boxes we are requesting for the public copy machines. The process is to include coin boxes, with credit card payment preferred, for each public copy machine. The Library will be responsible for the collection of coins.

3. **Question:** Regarding the follow-me printing and releasing print jobs with “PIN Codes”, what does the Library system use for OIDC authentication protocol?
Answer: The Library currently does not utilize any systems that require us to use OIDC protocol.

4. **Question:** Regarding Appendix A, Paragraph 1 consumables, you request “(ii) Consumable supplies must meet original equipment manufacturers specifications” and “(iii) Consumable supplies must not exceed 0.5% failure rate”. Does this mean all supplies should be OEM and not recycled/ remanufactured?
Answer: The Library prefers OEM supplies, but if you can provide recycled/remanufactured supplies that meet the criteria listed above then it will be acceptable.

5. **Question:** Regarding the PROFESSIONAL SERVICES AGREEMENT Section 3, “The library can cancel with 30 days notice” is the library open to termination for cause language to remedy the cause?
Answer: The Library is open to termination for cause language to remedy the cause. This is subject to legal review and approval by Library attorneys.

6. **Question:** Could you please see if you can get the Total Spend for Ink and Toner the last 12 months for the fleet?
Answer: The amount for Toner and ink the Library paid from 10/1/23 to 10/1/24 was \$65,644.85.
7. **Question:** In addition to the above request for supplies cost for the last 12 months but also, any contracts, agreements costing the district monthly or Annually for your current fleet.
Answer: The Library's additional contract costs for our fleet last year was \$6,887.26.
8. **Question:** I know you would like a small MFP printer at the reception areas but where else do you think it's mandatory?
Answer: This is mandatory for any staff only machine. The Library requests that every staff only machine be able to print duplex, color, scan to email, and copy. The size of the machines in the staff only areas, not in the reception areas, can vary based on your recommendation.
9. **Question:** Do you have a need for an inner finisher on any of the floor models?
Answer: The machine that our Foundation (located on the first floor of the Central Services building) utilizes needs to have the ability to tri-fold.
10. **Question:** I see a list of the number of machines you have, but I don't see what kind of devices they are or the volumes that they are running.
Answer: There is a list of devices attached to this document. It is not a complete list. Also, the volumes we compiled are included in the RFP under *Appendix C*.
11. **Question:** Do you have a list of the models that will be replaced and their average monthly volumes?
Answer: The list of models that we would like to replace is attached at the end of this document and the volumes we compiled are included in the RFP under *Appendix C*.
12. **Question:** Is your plan to keep the Envisionware vending systems for public printing stations or will you be replacing those systems? If replacing, do you want them to have Coin, Bill, and credit card payment or just coin and bill?
Answer: We plan to keep the Envisionware vending system for the public printing stations.
13. **Question:** For the locations we did not visit, Augusta, Boone Trail, and Middendorf Kredell, will these locations have both the Envisionware print release vend system AND a separate copy vend station like all of the other branches?

Answer: Augusta, Boone Trail, and Middendorf-Kredell will both utilize the Envisionware print release solution for the public print stations and a separate vending solution for the public copy stations. The Cliff View location will have a solution in place for the public copy station that will not need to be included in your RFP.

14. **Question:** What make & model copier and coin box did you recently place at the Cliff View branch for the Public Copier?

Answer: We are still finalizing this and cannot confirm what specific make and model of copier will be installed at the Cliff View branch.

15. **Question:** The RFP Lists 10 coin boxes for the public copy machines, but you will need us to place a total of 11 at the following branches; correct? Augusta, Boone's Trail, Corporate Parkway, Deer Run, Kathryn Linnemann, Kisker, McClay, Middendorf, Spencer Lower, Spencer Upper, Winghaven

Answer: Yes, 11 coin boxes for 11 public copy machines is correct.

16. **Question:** Is the public print station and public copy stations at Winghaven similar to what will be at Augusta and Boone's Trail? If not, how is it different? Can you have a worker send us a few pics of the areas at each of the two locations so we can get an idea of the space and fixtures already in place?

Answer:

- The public print stations at Augusta and Boone's Trail currently do not utilize the Envisionware onsite print solution with coin boxes. These machines are in the staff areas where staff take customer payments for prints. We are not changing this process at this time, but we would like to be able to offer the Envisionware onsite print solution at these two locations in the near future. We will obtain coin boxes and manage the configuration and deployment of the Envisionware onsite public print solution at a later time. At Augusta and Boone's Trail, we prefer the same public printer that you would recommend for Winghaven and our other locations.
- At Augusta and Boone's Trail our public copying is completed with staff collecting payment for copies. We would prefer desktop color copy machines with coin box and credit card payment options at these locations, but are willing to relocate furniture to accommodate a floor model.
- We did not obtain pictures of the current set-up at these locations.

17. **Question:** Is the following correct: for the public copiers, you have no preference on coin-op brands, just as long as they do coin, cash and card (if not Jamex, no problem)?

Answer: This is correct. We do not have a preference on coin-op brands as long as they can manage coin, cash, and credit cards.

List of Machines

(This list is not complete, but the data the Library could pull)

Confirmed Model
Color LaserJet Pro MFP M277dw
DesignJet Z6 24-in PostScript Printer
LaserJet Pro 400 color Printer M451nw
LaserJet Pro 400 color Printer M451nw
Color LaserJet Enterprise M553dn
iR-ADV C5850
LaserJet 400 M401n
OfficeJet Pro 9020 All-in-One Printer
Color LaserJet CP5225n
Color LaserJet M255dw
Color LaserJet Pro M454dw
Color LaserJet Pro MFP M477fdn
LaserJet P2015dn Printer
Color LaserJet Pro M452dn
Color LaserJet Enterprise CP4025n Printer
IM C6000
MP C6004ex
LaserJet Enterprise P3015x Printer
Color LaserJet Pro MFP M277dw
Color LaserJet Pro M452dn
OfficeJet Pro 9020 All-in-One Printer
Color LaserJet Pro M452dn
LaserJet Enterprise P3015x Printer
Color LaserJet Pro MFP M283fdw
Color LaserJet Pro MFP M180nw
Color LaserJet CP2025n Printer
LaserJet Pro 400 color Printer M451nw
LaserJet Enterprise 500 color Printer M551n
Color LaserJet Pro M454dn

Color LaserJet Managed E45028dn
Color LaserJet Enterprise CP4025n Printer
Color LaserJet Pro M452dn
Color LaserJet Pro M454dw
Color LaserJet Pro MFP M277dw
Color LaserJet Enterprise CP4020/CP4520 Series Printer
Color LaserJet M452nw
LaserJet Pro 400 color Printer M451nw
Color LaserJet Enterprise CP4025dn Printer
Color LaserJet Pro M454dn
Color LaserJet Enterprise CP4025n/dn Printer
Color LaserJet Pro MFP M180nw
LaserJet Pro 400 color Printer M451nw
LaserJet Pro M404dn
LaserJet Pro 400 color Printer M451dn
Color LaserJet Enterprise CP4025n Printer
Color LaserJet Pro MFP M281fdw
LaserJet MFP M227fdw
Color LaserJet Enterprise CP4525dn Printer
Color LaserJet Pro MFP M281fdw
LaserJet Enterprise 600 Printer M601n
Color LaserJet Enterprise CP4525n Printer
Color LaserJet Pro MFP M277dw
Color LaserJet Pro MFP M283cdw
Color LaserJet Pro MFP M281fdw
Color LaserJet Pro MFP M277dw
Color LaserJet CP3525n Printer
Color LaserJet Enterprise CP4025n Printer
Color LaserJet Enterprise CP4525dn Printer
Color LaserJet Pro MFP M180nw
Color LaserJet Enterprise M653x
Color LaserJet Pro MFP M180nw
Color LaserJet Pro MFP M180nw

Color LaserJet Pro MFP M180nw

Color LaserJet Pro MFP M180nw

Color LaserJet Pro MFP M180nw

Deskjet 3050 All-in-One Printer - J610a

LaserJet 2300 Printer series

LaserJet 400 M401n

LaserJet MFP M227fdw

LaserJet P2015dn Printer

LaserJet P2015dn Printer

LaserJet P2055d Printer

LaserJet P2055d Printer

LaserJet Pro M203dw Printer

Unknown

Color LaserJet Pro MFP M180nw

LaserJet Pro M402n

LaserJet Pro MFP M29w Printer

LaserJet P2015dn Printer

Color LaserJet Pro MFP M180nw

LaserJet MFP M227fdw

Color LaserJet Pro MFP M180nw

Color LaserJet Pro MFP M180nw

Deskjet 2540 All-in-One Printer

LaserJet MFP M227fdw

MFCL2700DW

Officejet 4630 e-All-in-One Printer series

Color LaserJet Pro MFP M277dw

Color LaserJet Pro MFP M277dw

LaserJet P2055d Printer

LaserJet Pro 400 color Printer M451nw

LaserJet Pro 400 color Printer M451nw

OfficeJet Pro 9020 All-in-One Printer

LaserJet Pro MFP M227fdw

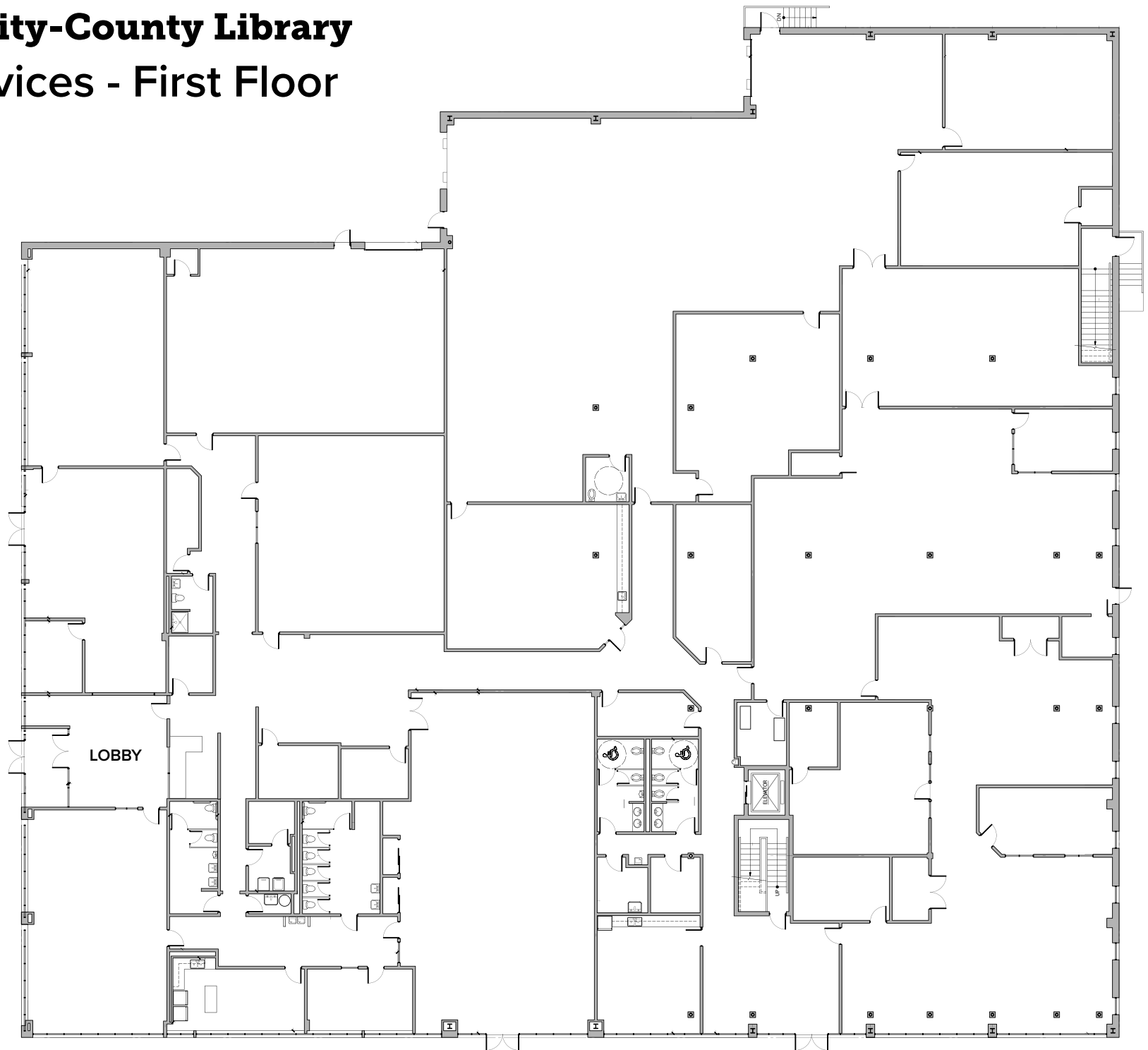
LaserJet Pro MFP M227fdw

LaserJet Pro M118dw

Color LaserJet 4700n Printer

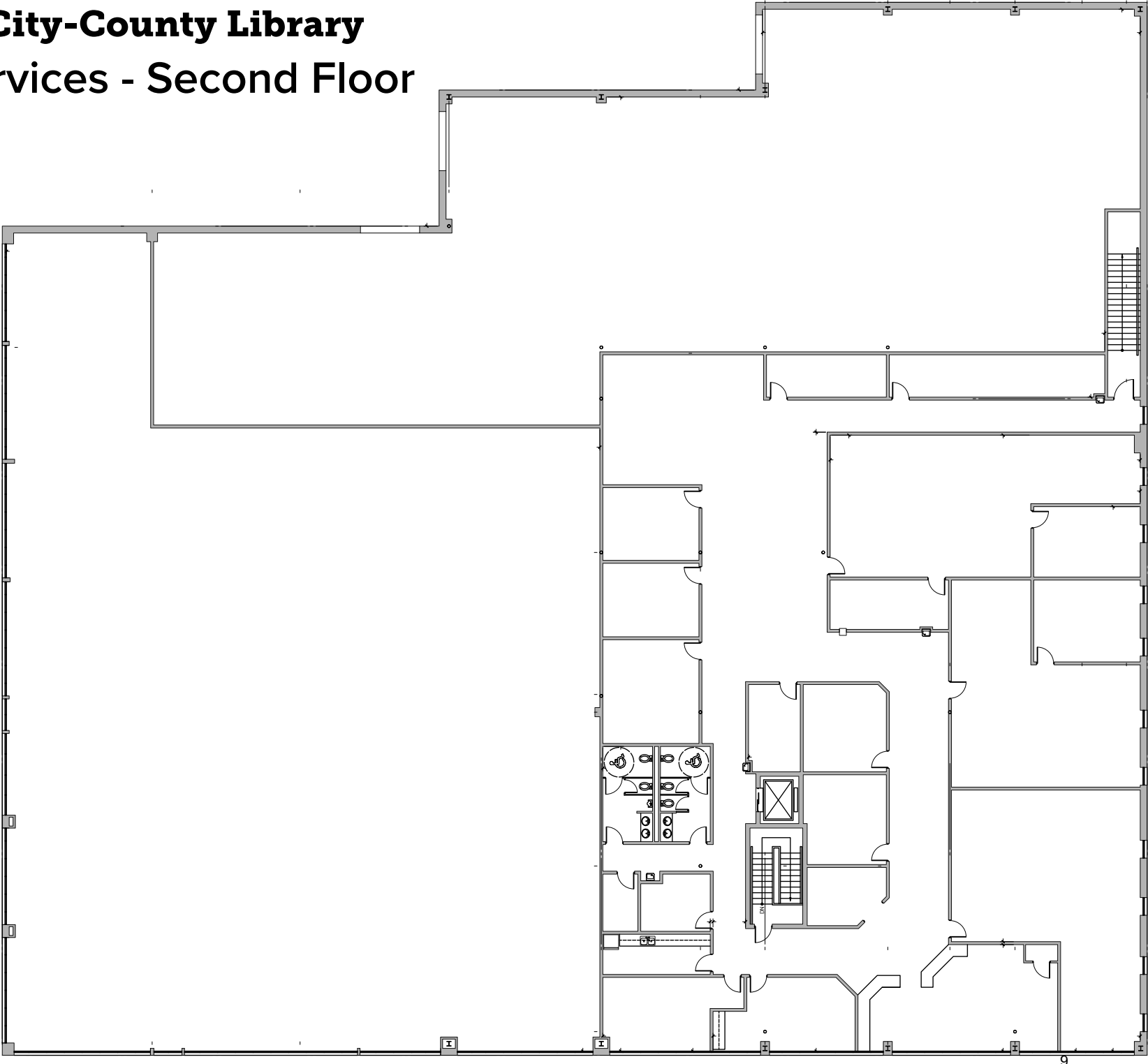
LaserJet MFP M227fdw

St. Charles City-County Library Central Services - First Floor



St. Charles City-County Library

Central Services - Second Floor



**St. Charles City-County Library
Managed Print Services**

RFP

Proposer Acknowledges Receipt of Addendum 1 dated November 15, 2024:

_____ **Yes**

Name:

Company Name:

Date: