

RFP #DPL-CL-1907 Addendum #2

Date: December 13, 2018

RFP #: DPL-CL-1907

RFP Description: Print Management for Detroit Public Library

Due Date: December 19, 2018 @ 2:00 p.m.

Return To: DETROIT PUBLIC LIBRARY

Purchasing Department 5201 Woodward Avenue

Detroit, MI 48202

Please see the responses to questions submitted and those raised at the pre-proposal conference held on December 12, 2018:

- 1. Is the Library looking for mobile print capabilities?

 Response: No, not at this time. If your company would like to provide pricing for this option, please do so as an optional cost.
- Is there any credit or points given for Minority companies?
 Response: No, not at this time. Detroit Public Library does not currently have a MBE/WBE program.
- 3. Can you better narrow down the specific model numbers?

 Response: DPL has varied models in the 4000 series, e.g. 4050, 4200, etc. There are also various models within the 5000 series in our inventory. Unfortunately, it is difficult to put an exact quantity for each model. The list of equipment was provided with the RFP to give a guide as to the printers at DPL. Part of the responsibility of the successful bidder will be to complete an inventory of all printers at the various DPL locations.
- 4. Will DPL be sticking with the HP line of printers? *Response:* Yes, due to the configuration of the network.
- 5. Does DPL have a volume of printing done by the printers?

 Response: The information on usage is not accurate and varies by location.
- 6. Is there a specific format for submitting the proposals? Does it have to be submitted in DPL format?



Response: No however, please be sure to respond to all of the categories indicated in the Required Content section of the RFP. Please make your pricing section clear as to the cost being proposed.

- 7. Section VII-Evaluation Criteria should read:
 - a. Cost
 - b. Proposed Print Management Services
 - c. Experience and Qualifications
- 8. The DPL Branches/Locations (see attachment) are provided for your reference.
- 9. Do you have a current provider for printing products? Response: Yes
- 10. Does the library wish to standardize on the products?

 Response: DPL may standardize these products in the future, but not at this time.
- 11. Would the library consider Automatic Toner Delivery? Toner would be delivered ahead of time and not require next business day for networked devices. Response: Yes
- 12. Can we get a breakdown of the various models?

 Response: Please see response to Question #3
- 13. Are there any printing volumes or can the volumes be provided? Response: No. Please see Question #5
- 14. Are all of the devices networked? If not what percentage (approx.)? Response: Yes. all devices are networked
- 15. Walk through for analysis? Response: No
- 16. Are the 4000 series design or Laser jet? Response Laser jet
- 17. Can you possibly supply meters and install dates? Response: Not at this time
- 18. Are there any public facing? If so, could you please describe the payment process, and any software used in the transaction? Will the selected vendor be involved in any other way that maintenance and supply with public printers?

 Response: DPL already has a solution for public printing, which is outside of the scope of this RFP.
- 19. If DPL does not have a public printer program would you be interested in evaluating alternatives for hardware and software to do so?

 Response: Not at this time



- 20. We utilize a label system for cartridges for shipments? All of the required information is contained on the label. Is that an acceptable alternative? Response: Yes
- 21. Could you please describe the computer network? Server version? Windows version? An any MAC computers connected to the printers?

 Response: DPL's desktop computers are on Windows 10 and 7. Servers are Windows server 2012 and 2016. Yes, we have a hand full of MAC PC's. The network is a typical star network.
- 22. Does DPL currently use print servers to manage printers? Response: Yes
- 23. How do people currently find and connect to printers? Response: Group Policy
- 24. Is locating and connecting to a printer a problem DPL needs to solve? Response: No
- 25. Is there any interest in solutions to manage the deployment and connectivity for printers? *Response:* Yes

All other instructions and provisions of the RFP remain unchanged.

This addendum shall be acknowledged and included with your bid response. Please be advised that failure to acknowledge this addendum may result in rejection of your bid.

Acknowledgement	 Date



Branch	Address	Hours Of Operation
Main Library	5201 Woodward Ave., Detroit, MI 48202	T/W-12:00-8:00 pm,TH/F/S-10:00-6:00 pm
Chandler Park	12800 Harper, Detroit, MI 48213	W/S-10:00-6:00 pm,TH-12:00-8:00 pm
Franklin Branch	13651 E. McNichols, Detroit, MI 48205	M/W/S-10:00-6:00 pm,T/TH-12:00-8:00 pm
Jefferson Branch	12350 E. Outer Drive, Detroit, MI 48224	T/TH/S-10:00-6:00 pm,M/W-12:00-8:00 pm
Lincoln Branch	1221 E Seven Mile, Detroit, MI 48203	M-12:00-8:00 pm,T/S-10:00-6:00 pm
Monteith Branch	14100 Kercheval, Detroit, MI 48215	M-12:00-8:00 pm,T/S-10:00-6:00 pm
Knapp Branch	13330 Conant, Detroit, MI 48212	T/TH/S-10:00-6:00 pm,M/W-12:00-8:00 pm
Skillman Branch	121 Gratiot, Detroit, MI 48226	M/T/W/TH/S-10:00-6:00 pm
Wilder Branch	7140 E. Seven Mile, Detroit, MI 48234	W-12:00-8:00 pm;TH/S-10:00-6:00 pm
Service Building	5828 Third Street, Detroit, MI 48202	

Bowen Branch	3648 W. Vernor, Detroit, MI 48216	M/W/S-10:00-6:00 pm,T/TH-12:00-8:00 pm
Chaney Branch	16101 Grand River, Detroit, MI 48227	M/W/S-10:00-6:00 pm,T/TH-12:00-8:00 pm
Chase Branch	17731 W. Seven Mile, Detroit, MI 48235	M/W/S-10:00-6:00 pm,T/TH-12:00-8:00 pm
Conely Branch	4600 Martin, Detroit, MI 48210	M/W/S-10:00-6:00 pm,T/TH-12:00-8:00 pm
Douglass Branch	3666 Grand River, Detroit, MI 48208	M-F-10:00-6:00 pm
Edison Branch	18400 Joy Road, Detroit, MI 48228	T/TH/S-10:00-6:00 pm,M/W-12:00-8:00 pm
Hubbard Branch	12929 W. McNichols, Detroit, MI 48235	T/TH/S-10:00-6:00 pm,M/W-12:00-8:00 pm
Duffield Branch	2507 W. Grand Blvd., Detroit, MI 48208	M/W/S-10:00-6:00 pm,T/TH-12:00-8:00 pm
Parkman Branch	1766 Oakman Blvd., Detroit, MI 48238	T/TH/S-10:00-6:00 pm,M/W-12:00-8:00 pm
Redford Branch	21200 Grand River, Detroit, MI 48219	T/TH/S-10:00-6:00 pm,M/W-12:00-8:00 pm
Sherwood Forest	7117 W. Seven Mile, Detroit, MI 48221	M/W/S-10:00-6:00 pm,T/TH-12:00-8:00 pm

^{*}Please Note: Hours of operation are subject to change. Service /delivery to branches and departments is requested during normal business hours-Only.