PORT OF OAKLAND

Purchasing Department
530 Water Street
Oakland, CA 94607

Date: **November 14, 2014**

ADDENDUM No. 1

RFP 14-15/15-INF, Managed Print Services

This Addendum modifies the original RFP Documents for the above RFP. **Acknowledge receipt of this addendum in the space provided on the RFP Acknowledgement and Signature Form (Attachment 1). Failure to do so may disqualify your proposal.**

The following information and update has been added to the above referenced RFP:

A. Printers and Copiers on Port Print Server.

The following table outlines information regarding printers & copiers that are on the Port's network. The information is from the Port's print server. Some of the printers & copiers listed here may not necessarily be on-line. The list of last known copier locations may not be fully up to date as copiers & printers may have moved without records being updated. Abbreviations in the description field -- JLS = 530 Water Street; NAP = North Field Admin; APF = Airport Facilities; OMC = Port Office OMC; SAP = South Airport (Terminal 1 or 2); HAR = Harbor Facilities.

Description	Last Known Location	IP
JLS-4014 - (HP LJ 4050)	4th Floor - Legal	10.1.8.124
JLS-1008 - (Konica Minolta 1200 B/W)	1st Floor Reprographics	10.10.10.11
JLS-1009 - (Konica Minolta C6501 Color)	1st Floor Reprographics	10.10.10.12
JLS-1010 - (Xerox WorkCentre 7335)	1st Floor Potomac	10.10.10.13
JLS-2001 - (Xerox WorkCentre 5675)	2nd Floor - Finance	10.10.20.11
JLS-2002 - (Work Centre 5665)	2nd Floor - Engineering	10.10.20.12
JLS-2003 - (Dell LJ 5310)	3rd Floor Room 312	10.10.20.13
JLS-2004 - (Sharp AR-M355)	2nd Floor - Engineering	10.10.20.14
JLS-2005 - (Dell LJ 5310)	2nd Floor - Engineering	10.10.20.15
JLS-2006- (Sharp AR-M207)	2nd Floor - Finance	10.10.20.16
JLS-2007 - (HP CLJ 4700)	2nd Floor - Finance	10.10.20.17
JLS-2008 - (HP LJ 4350)	2nd Floor - Finance	10.10.20.18
JLS-2009 - (Dell LJ 5310)	First Floor ERP	10.10.20.19
JLS-2010 - (Dell LJ 5310)	Dell Laser Printer 5310n 79174B4 LS.ST.P256	10.10.20.20
JLS-2011 - (HP LJ 4350)	2nd Floor - Finance	10.10.20.21
JLS-2012 - (Sharp AR- M550)	2nd Floor - Finance	10.10.20.22

JLS-2013 - (HP LJ 4350)	2nd Floor - Finance	10.10.20.23
JLS-2014 - (HP LJ 4200)	2nd Floor - Finance	10.10.20.24
JLS-2015 - (HP LJ 4100)	2nd Floor - Finance	10.10.20.25
JLS-2016 - (Sharp AR-M550N)	2nd Floor - Engineering	10.10.20.26
JLS-2017 - (Dell LJ 5310)	2nd Floor Cube 2N20	10.10.20.27
JLS-2021 - (HP LJ 4050)	2nd Floor - Engineering	10.10.20.31
JLS-2022 - (HP LJ 4100)	2nd Floor - Engineering	10.10.20.32
JLS-2023 - (HP LJ 9050)	2nd Floor - Engineering	10.10.20.33
JLS-2025 - (Dell LJ 5310)	2nd Floor Cube 2E45	10.10.20.35
JLS-2026 - (HP LJ 5000)	2nd Floor - Engineering	10.10.20.36
JLS-2027 - (Sharp AR-M550)	2nd Floor - Engineering	10.10.20.37
JLS-2028 - (HP LJ 5si)	2nd Floor - Engineering	10.10.20.38
JLS-2029 - (HP CLJ 4700)	2nd Floor - Engineering	10.10.20.39
JLS-2030 - (Xerox Phaser 7760)	2nd Floor - Engineering	10.10.20.40
JLS-2031 - (Dell LJ 5310)	2nd Floor Room 217	10.10.20.241
JLS-2032 - (Dell LJ 5310)	Environmental Planning	10.10.20.242
JLS-2033 - (Canon IR-ADV C2030)	2nd Floor - EP&P	10.10.20.243
JLS-2034 - (Dell LJ 5310)	2nd Floor Cube 2E39	10.10.20.244
JLS-EOC (Dell 5310N)	JLS EOC location (Courtyard)	10.10.20.245
JLS-2035 - (Dell LJ 5310)	2nd Floor - EOC	10.10.20.247
JLS-3001 - (Xerox WorkCentre 5665 C)	3rd Floor - Audit Services	10.10.30.11
JLS-3003 - (HP LJ 4200)	3rd Floor - OE	10.10.30.12
JLS-3006 - (HP LJ 4350)	3rd Floor - Govt. Affairs	10.10.30.13
JLS-3007 - (Dell LJ 5310)	3rd Floor	10.10.30.14
JLS-3009 - (HP CLJ 5550)	3rd Floor - Govt. Affairs	10.10.30.15
JLS-3010 - (Dell LJ 5310)	2nd Floor, Engineering	10.10.30.16
JLS-3011 - (Sharp AR-M550 C)	3rd Floor - Copy Room	10.10.30.17
JLS-3012 - (HP CLJ 4600)	3rd Floor - Copy Room	10.10.30.18
JLS-3013 - (Dell LJ 5310)	CoordinaciÃ³n Academica	10.10.30.19
JLS-3014 - (Dell LJ 5310)	3rd Floor Room 367	10.10.30.20
JLS-3015 - (Dell LJ 5310)	3rd Floor Room 353	10.10.30.21
JLS-3016 - (Dell LJ 5310)	Dell Laser Printer 5310n 7917BMV LS.ST.P332	10.10.30.22
JLS-3017 - (HP LJ 4050)	Training Room	10.10.30.23
JLS-4001 - (Xerox WorkCentre 5675)	4th Floor - Legal	10.10.40.11
JLS-4002 - (Konica Bizhub C454)	4th Floor - IT	10.10.40.12
JLS-4003 - (HP LJ 9050)	4th Floor - IT	10.10.40.13
JLS-4004 - (HP CLJ 9500)	4th Floor - IT	10.10.40.14
JLS-4005 - (Sharp AR-M162)	4th Floor	10.10.40.15
JLS-4006 - (Xerox WorkCentre 265)	4th Floor - IT	10.10.40.16
IT Dell MFP	4th Floor Cube 4N25	10.10.40.17
JLS-4008 - (HP CLJ 4700)	4th Floor - IT	10.10.40.18
JLS-4009 - (HP LJ 5)	4th Floor - IT	10.10.40.19
JLS-4010 - (Xerox Phaser 6200)	4th Floor - IT	10.10.40.20
JLS-4011 - (Dell LJ 5310)	4th Floor - Legal	10.10.40.21
JLS-4012 - (HP CLJ 4700)	4th Floor - Legal	10.10.40.22
JLS-4013 - (Dell LJ 5310)	4th Floor Cube 4S6	10.10.40.23

JLS-4016 (HP LJ 4050)	4th Floor - Legal	10.10.40.26
JLS-6001 - (WorkCentre 5665)	6th Floor - CRE	10.10.60.11
JLS-6002 - (HP LJ 4000)	6th Floor - Executive	10.10.60.12
JLS-6004 - (HP LJ 4350)	6th Floor - Executive	10.10.60.13
JLS-6005 - (Sharp AR-M550)	6th Floor - Executive	10.10.60.14
JLS-6006 - (HP CLJ 4700)	6th Floor - Executive	10.10.60.15
JLS-6008 - (Dell LJ 5310)	6th Floor Cube 6S9	10.10.60.16
JLS-6010 - (Sharp - M620)	6th Floor - Maritime	10.10.60.18
JLS-6011 - (HP CLJ 4700)	6th Floor - Maritime	10.10.60.19
JLS-6012 - (Dell LJ 5310)	6th Floor Cube 6N3	10.10.60.20
JLS-6013 - (Dell LJ 5310)	Dell Laser Printer 5310n 7913X0C LS.ST.P258vc	10.10.60.21
JLS-6014 - (HP LJ 4050)	6th Floor - CRE	10.10.60.22
JLS-6015 - (Dell LJ 5310)	6th Floor Room 631	10.10.60.23
JLS-6007 - (HP CLJ CP5520)	6th Floor Aviation Admin	10.10.60.24
NAP-1015 - (HP LJ 4100)	North Airport Properties	10.11.8.1
NAP-1013 - (HP LJ 4350)	Properties	10.11.8.2
NAP-1008 - (HP LJ 4250)	Properties	10.11.8.3
NAP-1007 - (HP CLJ 9500)	Properties	10.11.8.4
NAP-1014 - (HP CLJ 4600)	Properties	10.11.8.5
NAP-1012 - (HP LJ 4100)	Properties	10.11.8.6
NAP-1011 - (Sharp AR- M207)	Properties	10.11.8.7
NAP-1009 - (Sharp AR-M277 C)	Properties	10.11.8.8
NAP-1010 - (HP LH 4350)	Properties	10.11.8.11
NAP-1004 - (HP CLJ 9500)	Marketing	10.11.8.12
NAP-1005 - (HP LJ 4100)	Marketing	10.11.8.13
NAP-1006 - (Sharp AR-M355N C)	Marketing	10.11.8.14
NAP-1002	Airport Business	10.11.8.16
NAP-1001 - (Dell LJ 5310)	1st Floor	10.11.8.17
NAP-1003 - (Sharp AR-M355 C)	Airport Business	10.11.8.18
APF-1001 - (HP LJ 5200)	Airport Facilities Library	10.12.8.1
APF-1002 - (HP LJ 4050)	Airport Facilities Garage	10.12.8.2
APF-1003 - (Not In Service)		10.12.8.3
APF-1004 - (HP Color LJ 5500)	Airport Facilities Administration	10.12.8.4
APF-1005 - (Not In Service)		10.12.8.5
APF-1006 - (Not In Service)		10.12.8.6
APF-1007 - (Sharp AR-M277)	Airport Facilities - Library	10.12.8.7
APF-1008 - (HP DJ - 4000)	Airport Facilities Library	10.12.8.8
OMC-1001 - (HP LJ 5000)	OMC- Terminal Expansion	10.13.8.1
OMC-1002 - (HP LJ 5000)	OMC - Terminal Expansion	10.13.8.2
OMC-1003 - (HP LJ 5000)	OMC - Terminal Expansion	10.13.8.3
OMC-1004 - (HP CLJ 4500)	TEX	10.13.8.4
OMC-1006 - (Sharp AR-M277)	OMC -Terminal Expansion	10.13.8.6
OMC-1007 - (Sharp AR-M207)	OMC - Ground Transportation	10.13.8.7
OMC-1008 - (HP CLJ 4700)	OMC - Ground Transportation	10.13.8.8
OMC-1009 - (Sharp AR-M207)	OMC - Terminal Expansion	10.13.8.9

OMC-1010 - (Xerox WorkCentre 4260)	OMC - Landside Accounting	10.13.8.10
OMC-1011 - (HP CLJ 400 MPF)	OMC	10.13.8.11
OMC-1012 - (Kyocera 6525)	OMC - Ampco	10.13.8.12
SAP-1006 - (Dell LJ 5310)	South Airport Executive	10.15.8.1
SAP-1023 - (Sharp AR-M355)	South Airport Landside Coordinator's Office	10.15.8.2
SAP-1007 - (Dell CLJ 3110)	South Airport Dell Color Laser 3110cn	10.15.8.3
SAP-1004 - (HP CLJ 9500)	South Airport Airside Ops	10.15.8.4
SAP-1008 - (HP LJ 4350)	South Airport Custodians Break Area	10.15.8.5
SAP-1028 - (Canon IR-ADV C2030)	South Airport Facilities	10.15.8.6
SAP-1029 - (Dell 2350)	South Airport Dell 2350dn Laser Printer 721XT39 LL.LBM.P429f	10.15.8.7
SAP-1012 - (HP LJ 4100)	South Airport Finance	10.15.8.8
SAP-1016 - (Dell LJ 5310)	South Airport Dell Laser Printer 5310n 7917BLN LS.ST.P256	10.15.8.10
SAP-1001 - (Xerox WorkCentre 7345)	South Airport Landside Office	10.15.8.11
SAP-1014 - (HP CLJ 4550)	South Airport Landside Office	10.15.8.12
SAP-1015 - (HP LJ 4050)	South Airport Landside Office	10.15.8.13
SAP-1013 - (HP CLJ 4700)	South Airport Landside Coord	10.15.8.14
SAP-1003 - (Xerox WorkCentre 4260)	South Airport Lost & Found	10.15.8.16
SAP-1021 - (Dell LJ 5310)	South Airport M104	10.15.8.18
SAP-1025 - (HP LJ 5)	South Airport - Noise Abatement Office	10.15.8.20
SAP-1018 - (Xerox Phaser 860)	South Airport Noise Abatement	10.15.8.21
SAP-1017 - (HP LJ 4000)	South Airport Noise Abatement	10.15.8.22
SAP-1020 - (HP LJ 4050)	South Airport Operator	10.15.8.23
SAP-1010 - (Dell C3760)	South Airport Security Office	10.15.8.24
SAP-1024 (HP CLJ 4600)	South Airport - Security Office	10.15.8.25
SAP-1022 - (HP LJ 4000)	Security Trailer	10.15.8.27
SAP-1019 - (Sharp AR- C260M C)	South Airport Noise Abatement	10.15.8.29
SAP-1011 - (HP CLJ 4700)	South Airport Lost & Found	10.15.8.31
SAP-1009 - (Sharp AR-M207 C)	South Airport Security Office	10.15.8.33
SAP-1026 - (HP LJ 4050)	South Airport Building M104 Trailer	10.15.8.41
SAP-1027 - (AR-M207)	South Airport - ID Office	10.15.8.42
HAR-1004 - (Dell LJ 5310)	Harbor 2nd Floor	10.21.8.2
HAR-1002 - (Sharp AR-M317)	Admin	10.21.8.6
HAR-1008 - (HP DesignJet 500)	Harbor Facilities	10.21.8.10
HAR-1003 - (HP LJ 4100)	Fire Prevention	10.21.8.12
HAR-1005 - (Xerox Phaser 7760)	Admin	10.21.8.14
HAR-1001 - (Dell LJ 5310)	Harbor 2nd Floor	10.21.8.15
HAR-1007 - (HP LJ 4050)	Garage	10.21.8.19
SAP-1002 - (Xerox WorkCentre 4260)	T2 South Airport	172.16.11.33

B. Updated List of Existing Equipment.

The following table outlines an updated list of known copiers excluding the reprographics printers. All of them are Port owned except where noted. The list of last known copier locations may not be fully up to date as copiers may have moved without records being updated.

| | | | | | | Meter | |
Line	Last Known Copier Location & Notes	Site	Make	Model	Useful Life (Approx.)	Reading 6/30/13	Copies Made FY 12/13
1	CFO's Office (2nd Fl, 530 Water St)	530 Water St.	Sharp	AR-M207E	150,000	41,791	3,461
2	Engineering Design (2nd Fl, 530 Water St)	530 Water St.	Sharp	AR-M550N	3,000,000	666,884	115,299
3	Engineering Boiler (Building M104) **– NOT USED ANYMORE**	Building M104	Sharp	AR-M162J	unknown	12,692	2,507
4	Engr Utilities (2nd Fl, 530 Water St)	530 Water St.	Sharp	AR-M355N	1,500,000	183,329	14,126
5	Finance (2nd Fl, 530 Water St)	530 Water St.	Sharp	AR-M550N	3,000,000	1,238,910	143,064
6	Human Resources (3rd Fl, 530 Water St)	530 Water St.	Sharp	AR-M550N	3,000,000	639,790	145,033
7	Harbor Facilities (2nd Fl, 651 Maritime)	651 Maritime St.	Sharp	AR-M317	unknown	49,833	17,389
8	Ground Transportation (1100 Airport Drive)	1100 Airport Dr.	Sharp	AR-M207E	150,000	67,382	21,650
9	Airport Construction (1100 Airport Drive)	1100 Airport Dr.	Sharp	AR-M207E	150,000	38,747	9,583
10	Engineering Services (2nd Fl, 530 Water St)	530 Water St.	Sharp	AR-M550N	3,000,000	955,215	81,338

11	Engr Construction (2nd Fl, 651 Maritime)	651 Maritime St.	Sharp	SF-SD2260	unknown	411,028	78
12	Airport Properties (9532 Earhart Rd)	9532 Earhart Rd.	Sharp	AR-M157EN	unknown	26,676	1,014
13	Terminal Expansion (1100 Airport Drive)	1100 Airport Dr.	Sharp	AR-337	unknown	203,123	-
14	Terminal 1 Admin Svcs (2nd Fl 1 Airport Drive)	1 Airport Dr.	Sharp	AR-M208N	unknown	88,838	4,483
15	Engineering Boiler (Building M104) **– NOT USED ANYMORE**	Building M104	Sharp	AR-M168D	90,000	34,767	11
16	Engineering Boiler (Building M104) **– NOT USED ANYMORE**	Building M104	Sharp	AR-M207E	150,000	111,989	8,552
17	Airport Operations (Terminal II)	1 Airport Dr.	Sharp	AR-M168D	90,000	96,115	-
18	Harbor Utilities (1ST Fl, 651 Maritime St)	651 Maritime St.	Sharp	AR-M168D	90,000	39,786	5,040
19	Construction (2nd Flr, 530 Water Street)	530 Water St.	Sharp	AR-M355N	1,500,000	529,028	58,396
20	Airport Admin. (Purchasing 2nd Fl, 1 Airport Drive)	1 Airport Dr.	Sharp	AR-M168D	90,000	58,586	-
21	Security Administration (2nd Fl, 1 Airport Drive)	1 Airport Dr.	Sharp	AR-M207E	150,000	83,469	5,874
22	Crane Division (2nd Fl, 530 Water St)	530 Water St.	Sharp	AR-M168D	90,000	6,781	159
23	Marine Terminals (6th Fl, 530 Water St)	530 Water St.	Sharp	AR-M620N	3,000,000	941,522	108,092

24	Airport Properties (2nd Fl, 9532 Earhart Rd)	9532 Earhart Rd.	Sharp	AR-M207E	150,000	61,446	14,098
25	Airport Properties (2nd Fl, 9532 Earhart Rd)	9532 Earhart Rd.	Sharp	AR-M277	450,000	394,624	19,279
26	Airport Utilities (Rm 212, 8500 Earhart Rd)	8500 Earhart Rd.	Sharp	AR-M168D	90,000	14,547	1,376
27	Terminal Expansion (OMC 1100 Airport Dr.)	1100 Airport Dr.	Sharp	AR-M277	450,000	454,791	37,109
28	Aviation Marketing (2nd fl, 9532 Earhart Rd)	9532 Earhart Rd.	Sharp	AR-M355N	1,500,000	217,629	15,710
29	I.D. Badge (2nd Fl, 1 Airport Drive)	1 Airport Dr.	Sharp	AR-M207E	150,000	90,313	8,159
30	Airport Facilities (8500 Earhart Rd)	530 Water St.	Sharp	AR-M277	450,000	237,387	31,918
31	ShuttlePort (1100 Airport Drive)	1100 Airport Dr.	Sharp	AR-M205	unknown	161,627	35,155
32	Landside Operations (LAZ Parking)	LAZ Parking.	Sharp	AR-M208N	unknown	625,387	79,968
33	Executive Director (6th Fl, 530 Water St)	530 Water St.	Sharp	AR-M550N	3,000,000	280,826	21,575
34	Airport Business Office (9532 Earhart Rd)	9532 Earhart Rd.	Sharp	AR-M355N	1,500,000	121,629	16,062
35	Fire Station 22 (715 Air Cargo Rd) **NOTE: DO NOT GIVE A PROPOSAL TO REPLACE THIS COPIER. THIS COPIER WILL**	715 Air Cargo Rd.	Sharp	AR-M162J	unknown	62,611	5,037

	NOT BE SUPPORTED BY THE PORT IN 2015.					
36	ABC Security (Oakland Airport Trailer)	Airport Trailer	Sharp	AR-M162J	unknown	127,984	15,792
37	Alameda County Sheriff (Airport Trailer at Gate 18)	Airport Trailer	Sharp	AR-M162J	unknown	46,859	2,037
38	Landside Operations (2nd Fl, 1 Airport Drive)	1 Airport Dr.	Sharp	AR-M355N	1,500,000	107,169	16,542
39	Aviation Audit/Finance (LAZ Parking)	LAZ Parking	Sharp	AR-M355N	1,500,000	682,399	98,594
40	Noise Abatement (2nd Fl, 1 Airport Drive)	1 Airport Dr.	Sharp	AR-C260M	Unknown	99,415	12,622
41	SPARE in Reprographics (1st Fl, 530 Water St)	530 Water St	Sharp	AR-161	Not being used, Not on Maintenance	n/a	n/a
42	Spare Ground Transportation (1100 Airport Drive)	1100 Airport Dr	Sharp	AR-M205	Not being used, Not on Maintenance	n/a	n/a
43	Spare Crane Division (Trailer, Berth 57) Not used	Unknown	Canon	NP-6521	Not being used, Not on Maintenance	n/a	n/a
44	Information Technology (4th Fl, 530 Water St)	530 Water St	Xerox	WCP265H	unknown	monthly	n/a
45	Landside Operations (2nd Fl, 1 Airport Drive)	1 Airport Dr	Xerox	WC7345PF	unknown	monthly	n/a
46	Engineering Admin (Rm 247, 530 Water St)	530 Water St	Xerox	W5665PT	unknown	monthly	n/a
47	Bldg Services (3rd Fl Hall, 530 Water St)	530 Water St	Xerox	W5665PT	unknown	monthly	n/a

48	Legal (4th, 530 Water St)	530 Water St	Xerox	W5675PT	unknown	monthly	n/a
49	CRE Department (6th Fl, 530 Water St)	530 Water St	Xerox	W5665PT	unknown	monthly	n/a
50	Finance (2nd Fl, 530 Water St)	530 Water St	Xerox	W5675PT	unknown	monthly	n/a
51	Aviation (2nd Fl, 1 Airport Drive)	1 Airport Dr	Xerox	WC4260S	unknown	monthly	n/a
52	Airport Operations (2nd Fl, 1 Airport Drive)	1 Airport Dr	Xerox	WC4260S	unknown	monthly	n/a
53	EP&P (2nd Fl, 530 Water St) **NOTE: THIS COPIER IS ON A MONTH TO MONTH LEASE. THIS COPIER WAS NOT ON THE PREVIOUS LIST.**	530 Water St	Canon	IR-ADV C2030	unknown	n/a	n/a
54	Engineering Boiler Building M104 **NOTE: THIS COPIER IS ON A MONTH TO MONTH LEASE. THIS COPIER WAS NOT ON THE PREVIOUS LIST.**	Building M104	Canon	IR-ADV C2030	unknown	n/a	n/a

The following questions were submitted by the deadline and are answered in this addendum.

1. Question: Proposal issued October 20, 2014 and due December 9, 2014 is in conflict with RFQ 14-15/09 statement, II. Scope of Services. B. pg 1 of 17 which allows 60-90 days for an assessment and proposal. Which is correct?

   Answer: The RFP dates are correct. The proposal is due December 9, 2014

2. Question: Can the Port provide the outlay, revenue disbursements, for copiers/printers and fax, maintenance and supplies for 2013/2014?

Answer: We spent approximately $80,000 on service, toner & supplies on non-reprographics copiers & printers. We spent approximately $51,000 on reprographics copiers/printers for the lease, service & supplies. Supplies exclude paper.

3. Question: Can the Port provide detail SN#'s/locations/date of purchase for all equipment or for printers less than 2 years old?

   Answer: 3ʳᵈ Floor, 530 Water St. – HP LaserJet Pro M401dne
   4ᵗʰ Floor, 530 Water St. – HP LaserJet 200 Pro
   4ᵗʰ Floor, 530 Water St. – HP LaserJet Pro 400 M401dne (5 of them)
   6ᵗʰ Floor, 530 Water St. – HP LaserJet Pro 400
   6ᵗʰ Floor, 530 Water St. – HP LaserJet 200 Pro (2 of them)
   Airport Terminal 1 -- Dell 2155CDN
   Airport Terminal 1 – Dell C3760DN
   Airport Terminal 1 – Dell 1720 (2 of them)

   Details of serial numbers and exact dates of purchase are not available at this time.

4. Question: Will the floor plan maps provided by the Port have copiers/printers/fax/MFD's identified by location or will each bidder be responsible for completing his own?

   Answer: Maps were provided during the Pre-Proposal Sites Tour that took place on October 30, 2014. Most do not have equipment locations on them. Each bidder is responsible for marking their floor plans as needed for their needs.

5. Question: Can you provide a floor plan (tentative is okay) of the renovated Oakland International Airport offices?

   Answer: Maps were provided during the Pre-Proposal Sites Tour that took place on October 30, 2014.

6. Question: II.G. High Volume reprographics, can you clarify. Does the Port expect a price for replacement of this equipment as a part of this RFP?

   Answer: We seek replacement of the existing reprographics equipment as part of this RFP. As part of your response, please provide a proposal to replace the existing equipment with new equipment and provide pricing to cover managed print services for it.

7. Question: Our printer/copier monitoring software can be installed on individual PCs to monitor stand-alone printers. Is this OK?

   Answer: No. We will be providing 30 day page counts for several representative stand-alone printers. The information will be provided in the first week of December. The expectation is that the stand alone printers are very low volume.

8. Question: Our monitoring software picked up a certain number of printer/copiers on the network. Our concern is that there are a significant number of units that are not reporting. We need to reconcile these units that are not reporting in order to provide the Port with an accurate quote.

Answer: Not all printer/copiers are on the Port's network. We have a large number of standalone devices at the Port – which we would like to reduce as much as possible. Additionally, some printers/copiers on our network may not be functional, so your monitoring software may not pick them up. Finally, many printer/copiers are network-capable, but that does not necessarily mean they're connected to our network. All monitoring software were configured with the 145 IP addresses of all known printers & copiers on the Port's network. Also use the copier page count included in the RFP as part of your analysis.

9. Question: On Page 1 of 12 (II. Scope Of Services) A. General Scope -- a. "Port's preference is to be charged only for the per page print/copy pricing model…" Would the Port accept a monthly minimum volume with overages quarterly?

    Answer: Yes. Preferably time frames would be consistent – i.e. quarterly minimums with quarterly overages.

    Reminder – the Port is expecting "Pool" or group invoicing meaning that all similar devices count as a single "Pool" for minimums and overages. Preferably, all units placed at the Port would be treated as a single "Pool" but we recognize this may not be feasible.

10. Question: How many users would be tracked for the Copy Control accounting requirement?

    Answer: Up to 475.

11. Question: How many print servers does the Port manage over the enterprise?

    Answer: 2 – one used by Windows XP computers and one used by Windows 7 computers

12. Question: Copy Center Volumes for black/white? Color?

    Answer: 100,000 per month for B&W, 25,000 per month for color.

13. Question: Booklet maker required for black/white and color copy center units?

    Answer: Yes. Please note that the person in charge of Reprographics suggests that perhaps only 1 unit is truly needed going forward.

14. Question: Copy center folding required? C fold? Z fold? V fold? On the color or black/white?

    Answer: Yes. Yes. Yes. Yes. Both (but please note that the person in charge of Reprographics suggests that perhaps only 1 unit is truly needed going forward).

15. Question: How are jobs sent to copy center?

    Answer: Via email in PDF format.

16. Question: Is there job ticketing software for users?

    Answer: No. We probably wouldn't need it.

17. Question: How are completed job returned to requester?

    Answer: Delivered to the requestor when complete.

18. Question: What is the current front-end controllers?

    Answer: Color = Fiery Pro 80. B&W = standard print controller.

19. Question: Describe any specialty stocks used for copy center.

    Answer: Coated stocks & synthetic & labels.

20. Question: Any outsourcing currently? If so, that document types? Would the Port like to bring in-house?

    Answer: No.

21. Question: What is the buy out to return on both Konica system in the print shop?

    Answer: To be determined.

22. Question: What is the monthly payment on each Konica System in the print shop?

    Answer: The lease is about $3,500 for both systems. We spent approximately $51,000 total for the reprographics copiers including overages during fiscal year 13-14 ended June 30, 2014.

23. Question: How many months are left on the lease for the two copiers in the print shop?

    Answer: The lease expires in late July 2015.

24. Question: When will the Port of Oakland announce if any companies will be removed because of 2014 or past litigations?

    Answer: Sometime after the proposals are received by the Port.

25. Question: Is the Port of Oakland requesting sales tax and property tax be added into the base cost?

    Answer: No.

26. Question: Can you provide us with a scale for the floor plane maps we received from Ben Wu on 10/30/2014?

    Answer: Scale is not available as most of the maps were generated from maps without scale. During the optional sites tour, you can visit the sites again to determine scale.

27. Question: For personal printers are we expected to remove? Are we expected to provide supplies and maintenance?

    Answer: Yes. Yes.

28. Question: Are we expected to replace contractor's equipment provided by the Port? For example: Fire Station 22 (City of Oakland); ABC Security; Sheriff's Trailer @ Gate 18; Shuttleport; LAZ Parking, etc... MFD's and printers

    Answer: Yes, except for the one at Fire Station 22.

29. Question: Can you provide the Department locations within the temporary trailers during renovation for the Port's Airport offices?

    Answer: The locations have not been finalized yet.

30. Question: If we are also bidding to replace reprographic's Bizhub 1200 and C6501, can you provide the current costs for leasing, copies, service and supplies.

    Answer: We spent approximately $51,000 on reprographics equipment and related services and supplies excluding paper.

31. Question: During our walk-through 10/30/2014, the Port identified the printers and MFP's networked, our monitoring software does not show all devices reporting. Can the contractor visit and print a configuration page for these devices?

    Answer: You can visit and print a configuration page during the optional sites tour on 11/18/14.