



KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

REQUEST FOR PROPOSAL ADDENDUM

RFP NO.: RFP-0200
ADDENDUM NO.: 3
RFP ISSUE DATE: October 4, 2018
ADDENDUM DATE: November 5, 2018
OPENING DATE: November 12, 2018, 4:00 PM EST
TITLE: Print Shop (System Office)

I. The following information is provided in response to questions submitted by potential offerors:

1. Mail:

- a. Do you have History of UPS/Fedex shipping and Delivery?

KCTCS Response: Yes, the current supplier maintains a daily/monthly log. See attached KCTCS Shipping Log template.

- b. What type of schedule is required for mail delivery and pick-up 3 times per day?

KCTCS Response: Mail delivery is morning, noon and prior to 3:30pm EST. The mail pick-up happens when the mail is delivered.

- c. What tracking is required for mail delivery and pick-up?

KCTCS Response: The recipient of the package must sign for the delivery and the copy center will maintain the records and be able to produce log register upon request of the System Director of Business Services.

- d. Are the 14 mail drop stations the only stops that require delivery?

KCTCS Response: No, there are approximately 14 designated drop off/pick up locations, however, KCTCS reserves the right to add additional drop off locations as needed. High priority and express mail will be delivered on demand if desired by KCTCS. These stops are all within the System Office Building.

2. Will we be authorized to sign for UPS/ Fedex?

KCTCS Response: Yes

3. Do you have UPS/Fedex accounts that we will charge?

KCTCS Response: We have a UPS/FedEx account that will be charged.

4. 8.1.3 Local Delivery... Does KCTCS provide a delivery vehicle?

KCTCS Response: No

5. New Print Shop:

- a. Will the new location have a controlled environment?

KCTCS Response: Yes

- b. What date will the floor plans be released with electrical specifications.

KCTCS Response: Floor plans already released, refer to addendum 2. KCTCS will provide electrical connections as required by selected Offeror.

- c. What is the anticipated date for review of the new Print Shop?

KCTCS Response: Proposals will be reviewed during November 14, 2018 – December 20, 2018. The selected Offeror will have the ability to review the new Print Shop when it is completed.

6. EQUIPMENT

a. WIDE FORMAT:

1. What is the largest width you require?

KCTCS Response: For the wider format printer 3 feet is our minimum at this time, but needs can change based on marketing initiatives. KCTCS is interested in a larger format printer.

2. Will the media be for outside, inside or both?

KCTCS Response: Both

3. Will the media need to be laminated?

KCTCS Response: Utilize material that has laminate in order to withstand the outside elements.

4. Do you have a list of required media for the Wide Format?

KCTCS Response: Banners (indoor/outdoor) and car wraps.

b. BINDING :

1. Will you require GBC books or will saddle stitch work?

KCTCS Response: Both.

2. Any books require square back?

KCTCS Response: Yes.

3. Will we be required to print on Folders or do you outsource them?

KCTCS Response: Folders will be required to be printed in-house. Per section 6, no services will be outsourced unless written approval is received from the System Director of Business Services.

c. Business Cards:

1. Do you provide an on-line system for the staff to order Business Cards?

KCTCS Response: *Not at this time, but going forward KCTCS would prefer a supplier provided online ordering system for print job and an on demand ordering system for business cards.*

2. Is there an approval process before printing?

KCTCS Response: *Yes*

3. What are the sizes of rack cards and please describe?

KCTCS Response: *Offeror must be able to produce various sizes. Currently KCTCS rack cards are 4x9.*

d. Media:

1. Are Diplomas, Certificates and Degrees embossed?

KCTCS Response: *At this time, credentials will not be processed through the Print Shop.*

2. Can we get samples of current media stock?

KCTCS Response: *Samples are not available.*

3. Do you purchase the media needed?

KCTCS Response: *Not enough information in order to provide an accurate response.*

e. Digital B/W equipment:

1. Do you have preprinted posters that require running thru the Digital equipment for additional printing?

KCTCS Response: *Currently no.*

f. Digital Color:

1. Can you provide monthly volumes for the iGen4 and the C700?

KCTCS Response: *Average monthly print volumes are Color = 31,221 and BW = 45,352. No va*

2. Do you require outsourcing at this time?

KCTCS Response: *Per section 6 of the RFP, no services will be outsourced unless written approval is received from the System Director of Business Services.*

7. RFP General Questions:

a. Contract Termination. Has KCTCS ever had to terminate a contract?

KCTCS Response: *KCTCS has not had to terminate a contract for print shop services.*

b. 8.1.6 ..."selected Offeror will make service calls on the machines". What method would be considered acceptable?

KCTCS Response: *Email or phone in regards to service calls, but minor maintenance would require physically handling the changing of the toner, paper refill, etc.*

c. Are the current office devices under lease or owned?

KCTCS Response: Lease.

8. What is the current web to print solution for the college?

KCTCS Response: Refer to addendum 3, question 6, section c, regarding business card orders.

9. Whether companies from Outside USA can apply for this? (like, from India or Canada)

KCTCS Response: We are required to have free and open competition which means we don't exclude any supplier based on location of firm, etc. Please refer to Section 2.1.17., Authorization To Do Business in Kentucky.

10. Whether we need to come over there for meetings?

KCTCS Response: Yes.

11. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

KCTCS Response: Per section 6 of the RFP, no services will be outsourced unless written approval is received from the System Director of Business Services.

12. Can we submit the proposals via email?

KCTCS Response: No, please refer to RFP Section 2.2.3., Submitting the Response.

13. Can you break down quantities of the GBC, Coil, and Tape binding?

KCTCS Response: Depends on the requested job which varies. Offeror should have the capability to provide multiple type binding as the needs of the System Office and Colleges can change year to year based on marketing plans, and available budget, etc. See attachment B in the RFP which has a history of jobs within the past year.

14. Does Die cutting need to have Multi-Layer die cuts? What is the largest sheet size needed to die cut.

KCTCS Response: Depends on the requested job which varies. Offeror should have the capability to provide multiple sizes as the needs of the System Office and Colleges can change year to year based on marketing plans, and available budget, etc. See attachment B in the RFP which has a history of jobs within the past year.

15. Saddle Stitching, what is the maximum number of sheets that need to be made into a saddle stitched book?

KCTCS Response: See Addendum 3, Question #14.

16. Posters, what is the size of the biggest board and what is the quantity of foam boards?

KCTCS Response: See Addendum 3, Question #14.

17. Cutter, what is the maximum size of the sheet that will need to be cut?

KCTCS Response: See Addendum 3, Question #14.

18. What is the approximate breakdown of color vs Black and white on printed items? Are you currently doing any variable data printing? If so what is the software and the volume?

KCTCS Response: *Average monthly print volumes are Color = 31,221 and BW = 45,352. No variable data printing.*

19. How are you currently producing the Star Shaped Kudos post it note? Is this outsourced?

KCTCS Response: *Ordered outside of the print shop.*

20. What stock and size are the name badges/tags?

KCTCS Response: *Badges/tags are not included at this time.*

21. What jobs are currently being outsourced?

KCTCS Response: *Please refer to section 6 of the RFP.*

22. How are you currently printing envelopes? On which devices?

KCTCS Response: *The current supplier does not print envelopes in the production center.*

23. What is an accurate number of envelopes printed annually and largest size envelope?

KCTCS Response: *Please refer to Addendum 3, Question 22.*

24. Are you willing to accept multiple proposals? Innovative and right sized?

KCTCS Response: *Only one response will be accepted for each supplier and we welcome creative and right sized solutions in order to respond to the services requested in the RFP.*

25. What is the thickest size sign produced?

KCTCS Response: *See Addendum 3, Question #14.*

26. Is there any piece of offline finishing that currently is not being used or little at all?

KCTCS Response: *The stand alone folding unit is used very little, as the production equipment can fold the majority of items that is currently produced.*

27. Are there any features or capabilities you do not have today that you would like to have in an electronic ticketing submission tool?

KCTCS Response: *See Addendum 3, Question #24.*

28. What type of chargeback capabilities would you like to provide? (Example Cost Center, P Card, Credit card). Can you elaborate on how each chargeback capability would be expected to interact with your current processes?

KCTCS Response: *KCTCS is open to proposals for any of the above. We want a seamless process for departments to pay for jobs. We need a way to capture the charges in our accounting system.*

29. Will there be any assessment procedures required to implement a Web based storefront within the college intranet?

KCTCS Response: *The selected Offeror will work with the KCTCS web developers in order to implement the required web based store front, refer to 6.2.3 in the RFP.*

30. Can you provide additional information on the integration requirement with Peoplesoft for chargeback? Is it a daily/weekly/monthly upload of chargeback information?

KCTCS Response: *Account processes a GL journal monthly for printing charges by uploading Excel spreadsheet into PeopleSoft.*

31. According to RFP section 6.1.3 it states, "The cost of supplies is the responsibility of the selected Offeror and should be included in proposal", 1a) Does this statement pertain to Production equipment supplies only or Finishing equipment supplies as well? 1b) How are you currently being billed for finishing supplies such as wide format, laminator, padding, coil binds, Docucutter, etc.? please elaborate how currently supplies are being handled on all finishing equipment for example: wide format machines, laminator, padding, docucutter, etc. What is process today.

KCTCS Response: *This is referring to all supplies for production and finishing to be the responsibility of the selected Offeror. Offeror's should propose their solution that would be cost effective.*

32. Are you printing signs, banners, posters and will this be for both indoor and outdoor applications?

KCTCS Response: *See Addendum 3, Question #14.*

33. Is the output for blueprints, engineering drawings, cad drawings?

KCTCS Response: *If you are asking if we need to have the new Print Shop reproduce engineering drawings on their equipment, it is not a requirement. However, it would be requested on a limited basis if they were available.*

34. Will there be a digital front end (RIP) driving these printers?

KCTCS Response: *The RFP does not specify a RIP or digital front end. The digital front end component can help deliver faster printing and ensure higher consistent quality through automation and workflows. If the Offeror will include this solution then KCTCS would expect the RIP to be provided by the Offeror as part of their comprehensive and integrated service solution.*

35. Please provide a map of the KCTCS campus(s) indicating all buildings to be included in the RFQ for delivery or pickup of print jobs /mail Please provide floor plans of the current KCTCS Central Reprographics Department / Mail facility – 300 N. Main Street, Versailles, KY Please provide total number of KCTCS employees and KCTCS organizational chart.

KCTCS Response: *One building (System Office) for mail delivery and pick-up and the floor plan of the System Office has been posted, see addendum 2. Currently, KCTCS System Office has approximately 250 of employees. Refer to 8.1 of RFP regarding mail delivery.*

36. Hours of Operation: Monday thru Friday 7:30 a.m. to 5:30 p.m. Do the hours meet the needs of the end users?

KCTCS Response: *Yes.*

37. How many staffed locations process mail? (Satellite, Main Mailroom, etc.).

KCTCS Response: *The one location at the print shop/copy center.*

38. Which locations have mail meters?

KCTCS Response: None.

39. How does the USPS mail get delivered to the mailroom?

KCTCS Response: Currently, the delivery vehicle personnel is buzzed in through the loading dock by the Print Shop.

a) USPS delivers: What time is it delivered?

KCTCS Response: Mon – 11-11:30am, Tue – Fri -10-10:30am

Is the delivery time a problem?

KCTCS Response: No.

b) Courier delivers: What time is it delivered?

KCTCS Response: 7:15am-9am (express/next day) 9am-1pm (ground)

Is the delivery time a problem?

KCTCS Response: No.

c) What is the monthly cost of the courier service? \$ _____
Picked up by KCTCS employee.

KCTCS Response: This question is unclear and is unable to answer.

Does the employee use their own vehicle or a KCTCS vehicle?

KCTCS Response: If a print shop/copy center employee were to make a delivery off-site then their own vehicle or company vehicle would be utilized.

What are the costs/reimbursements associated with the employee (i.e. KCTCS van, mileage reimbursements, etc.)?

KCTCS Response: If a print shop/copy center employee were to make a delivery off-site then their own vehicle or company vehicle would be utilized.

d) Costs and processes associated with other pick up service.

KCTCS Response: Unknown.

40. Does KCTCS utilize P.O. Boxes? If so, how many boxes, what department's use the boxes and what are the costs associated with the PO Boxes?

KCTCS Response: No.

41. Is the mail manually opened and/or inspected?

KCTCS Response: See 8.1.1 of RFP.

42. Does KCTCS utilize any mail scanning systems? (Digital Mail Solutions) If yes, what systems and for which departments?

KCTCS Response: No.

43. How much USPS mail is received?

of Buckets:

Monday: __1__ Tuesday: __.5__ Wednesday: __.5__ Thursday: __.5__ Friday: __.5__ # of Trays: 3 tubs p/wk

Monday: __1__ Tuesday: __0__ Wednesday: __0__ Thursday: __0__ Friday: __0__ # of Pouches: 1

Monday: _____ Tuesday: _____ Wednesday: _____ Thursday: _____ Friday: _____ Volumes by Type of Mail:

Type # of Pieces

Inter-KCTCS Mail

Letters:

Flats:

Parcels/Boxes (non-accountable)

Hand Carry or Other:

KCTCS Response: We currently do not track the inter-KCTCS mail as requested and unable to provide this requested information.

44. Are there peak periods? If so, when are they?

KCTCS Response: This is not tracked.

45. Are peaks due to incoming or outgoing mail?

KCTCS Response: This is not tracked.

46. Are peaks related to large outgoing mailings by internal departments such as Marketing or Accounts Payable?

KCTCS Response: This is not tracked.

47. Are these peak periods handled with additional personnel such as temp labor?

KCTCS Response: No.

48. If so, what are the costs associated with the additional personnel?

KCTCS Response: See Addendum 3, Question #47.

49. Accountable Mail:

Type Pieces Delivery Time

USPS (Express and Priority)

USPS (Certified and Registered)

FedEx

UPS

DHL

Other:

What is accountable delivery protocol? Is an indirect/direct signature required?

KCTCS Response: *Indirect signature required for inter-office delivery.*

50. Are personal packages allowed? Does employee pay?

KCTCS Response: *KCTCS employees are not authorized to have personal deliveries to the KCTCS System Office and do not utilize shipping from System Office.*

51. Are money/checks handled in mailroom?

KCTCS Response: *No, any checks that are mailed are processed and stuffed in envelopes by Finance KCTCS staff.*

52. Are personal packages reported in volume above?

KCTCS Response: *See above.*

53. Are accountable items logged in? (x) Yes () No

If yes, what type of program or system is used? Software manufacturer?

KCTCS Response: *Offeror should propose a program/solution that would be best suited for KCTCS and cost effective. A manual process/program is acceptable.*

54. What are the peak periods for accountable mail?

KCTCS Response: *It varies and is not currently being tracked.*

55. How is the mail sorted for delivery? Into mail slots, buckets, mail cart, automated equipment?

KCTCS Response: *A mail cart is utilized to delivery to the 14 departments identified in the RFP, refer to 8.1.*

56. Fine sort or rough sort?

KCTCS Response: *This should be determined by the Offeror.*

57. How is mystery mail handled?

KCTCS Response: *Delivered to the System Director of Business Services*

58. What is your process for handling returned mail?

KCTCS Response: *Deliver to the end user to correct address.*

59. What types and volumes of Returned Mail do you receive?

KCTCS Response: *This is not currently tracked.*

60. Who updates the returned mail address list?

KCTCS Response: *End users currently handle returned mail.*

61. Is there NCOA (National Change of Address) software to check all the mail addresses?

KCTCS Response: No.

62. Contact name for issues with returned mail?

KCTCS Response: See Addendum 3, Question 60.

63. Where is the bulk of the returned mail originating from? (Dept, Vendor, State, etc.) How often is the returned mail received? (Daily, Monthly, Quarterly, etc.) Can you make copies of returned mail types for reference?

KCTCS Response: This is not currently tracked.

64. Is any mail opened during the sorting process? () Yes (x) No
If yes, describe Mail Delivery:

KCTCS Response: Refer to 8.1.1 in RFP.

65. Are mail codes used for delivery? If yes, describe (for example 01-01-10 (building-floor-mailstop))

KCTCS Response: No.

66. Is accountable mail delivered with general mail?

KCTCS Response: Yes, (unless it is a package for procurement to payment in response to a bid or RFP).

67. # of internal deliveries per day?

KCTCS Response: This is not currently tracked.

68. Hours of internal deliveries:

KCTCS Response: Morning, noon and before 3:30pm.

69. Number of buildings serviced.

KCTCS Response: One building; refer to addendum 2 for System Office floor plan.

70. Number of floors per building.

KCTCS Response: See Addendum 3, Question 69.

71. Number of people serviced.

KCTCS Response: Approximately 250 staff and 14 departments, refer to 8.1 in RFP.

72. How is mail delivered?

KCTCS Response: Hand carried or a mail cart is used.

73. Drop off points, Desk to Desk, Departments

KCTCS Response: *Procurement to payment will require desk to desk delivery for responses to RFPs and bids.*

74. Number of drop-off points.

KCTCS Response: *At least 14.*

75. Number of desks.

KCTCS Response: *Refer to addendum 2.*

76. Number of departments.

KCTCS Response: *14, refer to 8.1 in RFP.*

77. What is the KCTCS's standard/junk/magazine mail policy?

KCTCS Response: *Deliver to addressee.*

78. How is misdirected mail handled? (Mail delivered to wrong mailstop) Have you had a problem in the past when a package was lost? Explain.

KCTCS Response: *Packages are signed for when delivered.*

79. How many requests do you receive per month to validate delivery of accountable packages?

KCTCS Response: *None.*

80. What is the latest time the USPS Mail gets posted? How does the USPS Mail get to the Post Office?

KCTCS Response: *Bluegrass Mailing picks up around 3:30pm EST. Bluegrass Mailing picks up outgoing mail daily from the copy/print center at around 3:30pm EST.*

81. How much USPS Mail is sent on?

KCTCS Response: *Not tracked.*

82. Is a presort house used for outgoing mail? If yes, who and what are the discounts and costs to use the service? What other service does the Presort house provide? (Print, Fold, Insert, Sort, Collate, Meter) Is the mail metered in house? No If yes, what postage rate is applied to 1 oz. mail? How often is the mail meter refilled with postage? What amount is added? Who owns the postage meter? If leased, when does the lease expire?

KCTCS Response: *A presort house is not used for outgoing mail.*

83. Do you send mailings off site to be processed? If yes, please explain the process.

KCTCS Response: *Yes. Bluegrass Mailing.*

84. Number of internal sweeps/pick-ups per day:

KCTCS Response: *Three.*

85. Hours of internal sweeps/pick-ups:

KCTCS Response: *Morning, noon and prior to 3:30pm EST.*

86. How many pick-up points are there?

KCTCS Response: *At least 14.*

87. Is outgoing mail charged back? Is outgoing mail charged back to:
() Person () Dept () Branch () Other:

KCTCS Response: *No*

88. How much time does it take to complete the average mail sweep?

KCTCS Response: *30-45 minutes per sweep.*

89. How many chargeback codes are utilized?

KCTCS Response: *KCTCS does not charge back for mail. Bluegrass Mailing franks them.*

90. What are the busiest times?

KCTCS Response: *Not tracked.*

91. Which department sends outbound mail (Looking more for departments with high volumes of outgoing mail – more than 25 pieces per day) What are they mailing? Where/How is the mail piece produced? Please make copies of outgoing mail piece

Outgoing USPS Mail Volumes Per Day:

Inter-KCTCS Mail:

Letters:

Flats:

Parcel/Boxes:

Other

Outgoing Accountable Mail Per Day:

FedEx

UPS

DHL

USPS (Express and Priority)

USPS (Certified and Registered)

Other:

KCTCS Response: *This is not tracked.*

92. Are packages being logged?

KCTCS Response: *Yes.*

93. Are packages charged back?

KCTCS Response: *No, All UPS and FedEx packages are reviewed on invoices and departments have department accounts already established.*

94. How are packages received from end users to the mailroom?

KCTCS Response: *The end user delivers the package or it is picked-up during the daily mail sweep.*

95. Does the customer utilize 3rd party software/hardware for package shipping/tracking?

KCTCS Response: *No.*

96. What are the busiest times?

KCTCS Response: *Not tracked.*

97. Mailing Equipment: Please List and whether it is: () Leased () Owned () Rented

KCTCS Response: *None.*

98. Do the Mailroom FTE's have responsibilities outside of the mailroom?

KCTCS Response: *That would be for the Offeror to determine.*

99. Do you have maps of the mail runs?

KCTCS Response: *No, we have a floor plan per Addendum 2 and 14 departments.*

100. Is mailroom security an issue?

KCTCS Response: *No*

101. Is mailroom security an issue? (Hospital setting, HIPPA regulations). Do the mailroom personnel handle checks or cash on a regular basis? What are the checks and balances?

KCTCS Response: *No*

102. What are the pain points surrounding the mail operations?

KCTCS Response: *None.*

103. What system or software is currently in use to keep track of incoming freight?

KCTCS Response: *None.*

104. Please provide a list of the equipment in the Print Shop (including mailing equipment) that is the property of KCTCS, whether owned or leased. We need to determine exactly what equipment the vendor must provide.

KCTCS Response: *Bluegrass Mailing is responsible for the postage and/or equipment as needed for mailing. Refer to the Copy Center Equipment attachment for a list of the leased equipment. Please note that the current leased equipment will expire in March 2019 and will no longer be on the premises.*

105. The RFP indicates that the vendor will be required to accept all file formats. Is KCTCS aware that only PDF files insure accurate printing and can files be provided in that format?

KCTCS Response: *Yes.*

106. It was indicated at the on-site visit that the print job descriptions and volumes provided with the RFP are examples of the types of work and do not indicate actual annual volumes. Typical annual volume estimates are necessary to provide accurate and cost effective pricing proposals, including appropriate equipment. The current vendor should be able to provide the details of annual volumes. We need volume produced on each Xerox printer (color and black/white meters). Will this data be provided?

KCTCS Response: Attachment B is a list of jobs produced for FY 18 which includes the volume. What was addressed in the on-site visit, is this list can change from year to year based on the needs of the Marketing Department, Colleges, and budgets. As indicated in the RFP, in 6.1 (including but not limited to). We will not be providing the volume broken out by the copy center/print shop equipment.

107. The print job descriptions do not include finished sizes. Is there a more detailed job log, for at least 90 days, that will identify specifics types of paper and finished sizes of products that are routinely produced?

KCTCS Response: The Sharepoint site does not readily provide this information. However, the standard job sizes are 8.5x11, 11x17 and 12x18.

108. How many full and part-time employees comprise the Print Shop staff of the current vendor?

KCTCS Response: Three full-time employees.

109. Please provide the current vendor contract for the Print Shop or provide information as to how it may be obtained immediately. We have been told by the Finance and Administration Cabinet Office of Procurement Services that we must obtain it from KCTCS.

KCTCS Response: An open records request must be submitted to KCTCS. Click on the instructions link from the KCTCS external page:

https://systemoffice.kctcs.edu/about/open_and_responsible/open_records_request.aspx

110. The KSR Sustainability Guidelines require 50% recovered paper. Is 30% recovered paper acceptable? Our supplier indicates that 50% recovered paper is no longer available.

KCTCS Response: Refer to section 1.1 number 4 in the RFP.

111. We have some concern about the size and layout of the new Print Shop relative to the placement of equipment. May we schedule a site visit to take measurements?

KCTCS Response: No additional site visits will be scheduled during the RFP process.

112. Will the vendor be responsible for any bulk mailing?

KCTCS Response: Not the actual mailing, but must provide materials in order to mail.

113. Will paper for use by KCTCS or other office type supplies, which are not used by the Print Shop, be stocked by the vendor for sale to KCTCS?

KCTCS Response: There are supplies in the current center that may be stored elsewhere in the building if necessary for space. No additional stock will be stored for sale to KCTCS.

114. Regarding the PeopleSoft integration with the existing Job Submission tool, is this integration based on the users Active Directory login (SSO) or supported via a PeopleSoft API or other method?

KCTCS Response: *The portal should allow KCTCS employees to login using their current KCTCS user ID and password (Active Directory accounts), and ideally use a supported Single-Sign-On (SSO) method so that it can more seamlessly integrate with our Intranet and digital workplace experiences. Supported methods for federating these KCTCS identities include Active Directory Federation Services (ADFS) or Azure Active Directory. If SSO cannot be supported, then the login method should support Secure Lightweight Directory Access Protocol (LDAPS).*

115. Regarding the PeopleSoft integration, is there any documentation available for review in order for respondents to understand detailed requirements for functionality and needs?

KCTCS Response: *The preferred solution should interface with PeopleSoft Financials (Oracle) backend to track billing, job turnaround performance, and usage trends.*

116. Can we get the perimeter of all sides that are marked in red on the attached floor plan?

KCTCS Response: *Please refer to the Floor Plan Perimeter attachment.*

117. Regarding the floorplan, what is the outlined areas called D1 represent? Will these be of any physical obstructions to the open floor area?

KCTCS Response: *D1 refers to items to be demolished. There will be no obstructions.*

118. If the new space prohibits the Print shop from meeting the requirements in section 6.1.1, will KCTCS have additional space available?

KCTCS Response: *High volume equipment gets first priority in the space. No other space available except non conditioned space for paper storage.*

119. In section 6.2.7, what type of file is required to interface with Oracle PeopleSoft 9.2?

KCTCS Response: *The preferred method will be an excel spreadsheet or text file.*

120. 3 FTEs, Can you please provide job descriptions?

KCTCS Response: *KCTCS describes the work that needs to be accomplished in the RFP, but relies on the selected Offeror to produce a job description for their full-time employees in the print shop.*

121. Is the offline finishing equipment owned by KCTCS? If not please provide a listing of required finishing equipment with make and model.

KCTCS Response: *The offline finishing equipment is not owned by KCTCS. It is up to the offeror to determine what equipment they will propose in order to meet the requirements of the RFP.*

122. Does supplies include paper? If so can we get monthly purchase volumes?

KCTCS Response: *Yes, the Offeror is responsible for supplies which includes paper. Annual purchase volume for paper is \$16,917 for 2018 YTD. On average, we order 40 cases of recycled 20lb paper per month. Tabs are ordered about 1x per quarter. And glossy paper is order bi-monthly.*

123. Scanning; how much scanning volume is done monthly in the print shop?

KCTCS Response: *This is not tracked and KCTCS employees have access to fleet copiers throughout the System Office to scan for business needs.*

124. Will KCTCS provide an account # for purchasing supplies?

KCTCS Response: *Yes, for supplies outside those provided per contract.*

125. Offsite Print; What is the monthly or annual spend?

KCTCS Response: *Outsourcing is not allowed per the RFP, refer to section 6.*

126. What types of jobs go offsite?

KCTCS Response: *See above.*

127. Do you anticipate volumes of print going up or down onsite? Do you anticipate volumes of print going up or down offsite?

KCTCS Response: *We cannot anticipate volumes as needs change and possible budget constraints. KCTCS encourages less printing as part our conservation effort.*

128. What is normal turnaround for print jobs? What is considered a rush job?

KCTCS Response: *It varies depending on the complexity of the print job, but we instruct staff to provide at least a five day lead time on standard orders.*

129. Mail; What is the daily mail volume? How many tubs daily? What is the daily package volume?

KCTCS Response: *This is not tracked.*

130. Currently, is there a mail machine in the print center? If yes, make and model?

KCTCS Response: *KCTCS does not have a mail machine in the print center and utilizes Bluegrass Mailing to process KCTCS mail.*

131. How many fleet copiers are located at the facility? (This is for paper replenishment and first responder service)

KCTCS Response: *Approximately fourteen and this number is not firm.*

132. What is the format for pricing? FM fee on top of CPC etc.?

KCTCS Response: *This should be determined by the Offeror.*

133. 2.18.4 Hiring; What if anything is required for Health Examination?

KCTCS Response: *Refer to section 9.1.2 of RFP.*

134. On Page 26 of 44 - Could you please clarify actual volumes based on sheet size required to produce the individual jobs listed? i.e. Bookmarks, Qty 2300. What size are the bookmarks? What size sheet were they produced on? How many to a sheet? Color or B/W? etc.

KCTCS Response: *It can vary based on the needs of the end user.*

135. Would it be possible to get your total clicks for the year either total for the print center separated B/W & Color, or total clicks for the year based off of individual printers (Xerox 700, iGEN4, D136, J75) b/w & color with Sheet size as well if the sheet size impacts the number of clicks?

KCTCS Response: Average monthly print volumes are Color = 31,221 and BW = 45,352

II. Section 6.2.5. has been revised to state the following:

Reporting & Billing

It is preferred that the reporting and billing solution be able to interface with Oracle PeopleSoft 9.2. The suggested solution needs to have the capability to bill the departments/colleges. KCTCS will expect to conduct on-site weekly assessment meetings between KCTCS and the supplier's liaison. Reporting will include, but will not be limited to the following:

1. Customer print volumes detailed by specific jobs
2. Usage trends
3. Supply usage
4. Job tracking, turnaround times and accuracy
5. Customization to include any other details necessitated by the System Director of Business Services.

The timeline to submit additional questions has passed.

All other terms, conditions & specifications remained unchanged.

Offerors must acknowledge receipt of this and any addenda either with proposal or by separate letter prior to award of contract. If by separate letter, the following information should be placed in the lower left hand corner of the envelope:

RFP No.: RFP-0200
Title: Print Shop (System Office)
Opening Date: November 12, 2018 4:00 PM EST

Name of Firm: _____

Signature: _____