

**OHIO TURNPIKE AND
INFRASTRUCTURE COMMISSION**
682 Prospect Street
Berea, Ohio 44017

**REQUEST FOR PROPOSALS
TO PROVIDE AND MAINTAIN A
MANAGED PRINT SOLUTION**

ADDENDUM NO. 1

Issue Date: **December 31, 2015**

Inquiry Period Concludes: **5:00 p.m., (Eastern), January 21, 2016**

Technical Proposals Due: **5:00 p.m., (Eastern), January 29, 2016**

ATTENTION OF RESPONDENTS IS DIRECTED TO:

**ANSWERS TO QUESTIONS RECEIVED THROUGH
4:00 PM ON JANUARY 12, 2016**

-AND-

**MODIFICATIONS TO RFP
PAGES 9 and 23**

ANSWERS TO QUESTIONS RECEIVED BEFORE 4:00 PM ON JANUARY 12, 2016

Q#1 Will you meet with vendors prior to having the proposals submitted to discuss future options on the units?

A#1 Per the Evaluation Process described in PART VIII of the RFP, the Commission's Evaluation Team may conduct a Scope of Services meeting with the top-ranked respondents prior to soliciting Cost Proposals.

Q#2 There are a number of MFPs from Ricoh and Konica that are on the list of currently installed devices. Are these devices under lease today? If yes, what is the timing of termination on these devices ?

A#2 The Commission does not currently lease any of the equipment in its fleet. The Commission owns all multifunction devices and desktop printers.

Q#3 The RFP notes use of MBE or demonstrating good faith to utilize MBE for these MPS Services. Our MPS Services is part of a very well defined and established program from HP. There is not an option to break the processes to utilize a MBE. In discussion with HP there would be a much higher level of errors that would not support their ability to deliver the highest level of quality. Would this preclude us from being considered for this bid ?

A#3 As described in Exhibit C, a responsive proposal must demonstrate Good Faith Efforts to attain MBE/DBE participation on the prospective contract. Good Faith Efforts are determined through an evaluation of the opportunities presented for MBE/DBE firms to participate under the prospective contract, the availability of MBE/DBEs in the marketplace to capitalize on the opportunities, the efforts the respondent exerted to attain commitments from the available firms to the opportunities presented, and the commitments successfully attained for MBE/DBE participation. See Exhibit C for a further elaboration on the consideration of opportunities, availability, efforts and commitments.

Q#4 You reference potential to expand this to other facilities such as Toll Booths, Maintenance Facility, etc... what is the size or scope of these to understand full potential opportunity (ie... # of devices and volume) ?

A#4 The Commission operates eight Maintenance Buildings, fourteen Service Plazas and thirty-one Toll Plazas stationed across its 241-mile roadway. In total, these facilities are equipped with sixty-two multi-function printers (Maintenance Buildings – fourteen printers; Service Plazas – fourteen printers; and Toll Plazas – thirty-four printers). However, the Commission is not providing volume numbers at this time because its priority is its administrative offices

and the uncertainty of the potential expansion without having the benefit of experience from an initial implementation.

Q#5 I was wondering if we could schedule a walk thru possibly next Wednesday morning January 13, 2016 would 10:30am work well with your schedule? Just let me know.

A#5 The Commission is not conducting walk-throughs with potential respondents. The Commission provided scaled drawings depicting the various devices' locations within the buildings. The Commission may conduct a walk-through with the top-ranked respondents based on the technical merits of the proposal. However, the Commission does not believe a walk-through is necessary at this point considering the floor plans provided as part of the RFP.

Q#6 Will the Commission consider a solution that would allow you to send larger productions to our Cleveland area Production Print Center?

A#6 The Commission is not interested in an off-site component to its print management solution.

Q#7 Will the Commission consider a solution that would allow you to outsource the scanning of documents into OnBase through our Cleveland area Advanced Capture Center?

A#7 The Commission is not interested in an off-site component to its print management solution.

Q#8 Will the Commission consider a solution that would place our personnel onsite at your facility to manage multiple document management functions - i.e. Print Production, Document Imaging, Fleet Management, etc. ?

A#8 As an alternate to the solution to that generally described in the RFP, the Commission would consider a vendor stationing its personnel onsite to manage multiple document management functions. However, responding vendors should provide such a component to the solution in the alternative to the more traditional managed print solution described in the RFP.

Q#9 Noticed on the rfp that you are using onbase as receipt of data; what is monthly scanning volume and what departments are utilizing it?

A#9 In 2015, the Commission piloted the Hyland OnBase product in one department only and therefore has no statistics regarding scan volume at this time. It is the Commission's intent to begin deployment of OnBase for every department beginning the second quarter of 2016.

Q#10 Would like to schedule a walk thru to see how machines are configured?

A#10 The Commission is not scheduling walk-throughs at this time. Please use the scaled plans provided with the RFP at Attachment II identifying printer locations throughout the Commission's Administrative Complex when composing a proposal.

Q#11 On Page 9 of the RFP, it states that we are required to submit a bond in the amount of \$50,000 with our response. However, on Page 23 it states that the amount of the bond is \$150,000.

A#11 The Submission Requirements on Page 9 correctly state the amount of the performance bond as \$50,000. The Commission is amending Part XI, Section Q of the RFP to provide that, "The Selected Vendor shall furnish a performance bond in a form satisfactory to the Commission at the time of contract execution in the amount of ~~one hundred and~~ fifty thousand dollars." Please note that all responding vendors are required to provide a proposal guarantee in the amount of \$5,000.00 as stated in the Submission Requirements. As stated in the response to Q#12, the Commission is also modifying the RFP to forestall the requirement to furnish a proposal guarantee until the Commission solicits Cost Proposals from the top ranked respondents.

Q#12 We have not typically been required to provide a performance bond. For the size of this opportunity, do you believe that there would be flexibility on Ohio Turnpike side to be flexible related to this one item?

Q#12 Based on the duration and total anticipated expenditure under the prospective contract, the Commission is requiring a proposal guarantee from respondents and performance bond from the selected vendor. However, the Commission is modifying the RFP to delay the requirement to furnish a proposal guarantee until the submission of Cost Proposals from the top-ranked responding vendors.

MODIFICATIONS TO THE REQUEST FOR PROPOSALS

Additions to the RFP are depicted using ***bold italicized*** script, and deletions are represented using ~~struck through~~ text.

Paragraph 3 of Article IV. Submission Requirements, is modified as follows:

3. If the vendor is requested to submit a Cost Proposal following an evaluation of its Technical Proposal, A a proposal bond identifying the Commission as the obligee, or a certified check payable to the Commission, in the amount of \$5,000.00 must accompany its Cost Proposal, conditioned upon the responding vendor successfully entering into an agreement based on this RFP and furnishing the required performance bond in the amount of \$50,000.00 if chosen as the Selected Vendor. Such proposal guaranty or certified check shall be returned to each

unsuccessful respondent once a Selected Vendor has executed the required agreement or all proposals are rejected.

Section Q of PART XI. General Terms and Conditions, is modified as follows:

- Q. Performance Bond.** The Selected Vendor shall furnish a performance bond in a form satisfactory to the Commission at the time of contract execution in the amount of ~~one hundred and~~ fifty thousand dollars. The bond shall provide for payment to the Commission if the Selected Vendor fails to perform any of the terms and conditions of the Agreement. The performance bond shall be. The bond shall be furnished by a surety authorized to business in Ohio, and shall remain in effect throughout the term of the Agreement.

Responding Vendors may use the attached replacement pages 9 and 23 when responding to the RFP.

during acceptance testing, both at the outset of the Contract and in connection with deliverables due later.

8. Quality Control: Describe the respondents program for providing technical direction and administrative control to assure conformance with industry-accepted standards of quality. Describe any systems offered for proactively monitoring and anticipating mechanical failures and consumable supply inventory levels to initiate the proper response without calls for service.

9. Proposed Schedule: Provide a schedule indicating the completion dates of the tasks described in the Technical Approach assuming a March, 2016 selection date, a May 1, 2016 issuance of the Notice to Proceed after acceptance of the implementation plan and receipt of the optimization and maintenance plan, and Final Acceptance to occur in July, 2016. See PART VI for the conceptions of solution phasing and time for completion.

10. Proposed Subcontractors: Specify the portions and percentages of work or materials obtained through subcontractors or suppliers, the qualifications of the proposed subcontractors or material suppliers, and the respondent's prior experience with each.

PART IV. Submission Requirements

Respondents submitting a Proposal in response to the RFP must submit **one (1) original and three (3) copies** of its Proposal described in Section III. Should a responding vendor's Proposal contain trade secret or otherwise confidential information, mark it CONFIDENTIAL and place it in a separately sealed envelope. Proposals must include the following:

1. Proposal in accordance with **PART III**.
2. An explanation of concerns related to the RFP, if any (see **PART VII**).
3. *If the vendor is requested to submit a Cost Proposal following an evaluation of its Technical Proposal, A a proposal bond identifying the Commission as the obligee, or a certified check payable to the Commission, in the amount of \$5,000.00 **must accompany its Cost Proposal**, conditioned upon the responding vendor successfully entering into an agreement based on this RFP and furnishing the required performance bond in the amount of \$50,000.00 if chosen as the Selected Vendor. Such proposal guaranty or certified check shall be returned to each unsuccessful respondent once a Selected Vendor has executed the required agreement or all proposals are rejected.*
4. A completed, signed and notarized Non-interest/Non-collusion Affidavit (see **Exhibit B**).
5. Good Faith Efforts and Project Employment Data Sheets (see **Exhibits C, D and E**).

combined single limited for bodily injury and property damage. Coverage shall be on an occurrence form and include contractual liability. Certificates of insurance in a form acceptable to the Commission must be provided evidencing the required amounts and types of coverage described in this section prior to execution of the contract. The insurance policy or policies shall be primary and non-contributory. The above-described certificates of insurance shall be delivered to and remain in the custody of the Commission and each shall be in form and words satisfactory to the Commission's Risk Management Coordinator.

Q. Performance Bond. The Selected Vendor shall furnish a performance bond in a form satisfactory to the Commission at the time of contract execution in the amount of ~~one hundred and~~ fifty thousand dollars. The bond shall provide for payment to the Commission if the Selected Vendor fails to perform any of the terms and conditions of the Agreement. The performance bond shall be. The bond shall be furnished by a surety authorized to business in Ohio, and shall remain in effect throughout the term of the Agreement.

R. Workers Compensation. The Selected Vendor shall also maintain until the Contract has been fully and completely performed, Ohio Workers' Compensation Insurance covering all the employees who engage in any work in connection with the performance of the Contract, except employees hired in a state other than Ohio who will not engage in any work in the State of Ohio.

S. Indemnification

1. General. The Selected Vendor agrees and shall, to the fullest extent permitted by law, indemnify, hold harmless, and, at the option of the Commission as decided in its sole discretion, defend or pay for the defense of the Commission, Commission members, Executive Director, Deputy Directors, officers, agents, representatives, and employees (the "Indemnified Parties") from and against any and all liability, claims, suits, causes of action, liens, demands, losses, damages, (including fines, penalties, incidental and consequential damages), settlements, judgments, costs, and expenses (including reasonable attorneys' fees and any other costs of defense) of every kind, nature, or description arising out of or in connection with, caused by, resulting from, or occurring during the course of the performance of this Agreement, whether directly or indirectly, where such liability is

- a) founded upon or grows out of, directly or indirectly, the acts, errors, omissions, undertakings, representations or warranties of the Selected Vendor, its officers, employees, agents, independent contractors or