



Town of Los Gatos

Multifunctional Printer Replacement, Management, and Maintenance

After issuing the Request for Proposals (RFP) for Multifunctional Printer (MFP) Replacement, Management and Maintenance Services the Town received the following questions. The questions and answers are below:

Question 1:

What is the protocol and timing for questions on the RFP terms and conditions? How quickly would we have answers from the Town of Los Gatos?

Answer: *Please bring all questions to the site inspection scheduled for July 27, 2018 at 10:00 am. Any further questions should be sent via email before August 10, 2018. The Town will respond to the questions within 2 business days, as well as post all questions and answers to the Town website.*

Question 2:

What is the current status of the MBS lease through US Bank and its expiration date?

Answer: *The MBS Lease is still active, and the expiration date is October 14, 2018.*

Question 3:

If there is a remaining balance on the current lease, what is the Town's intent for having a new vendor buyout any remaining lease term?

Answer: *The Town will not require the new vendor to buyout any remaining lease term.*

Question 4:

Under Scope of Services - please provide additional context to the term "replace equipment as needed". Does it mean that the Town might keep some of the current MBS equipment, rather than replacing the entire fleet. In such a case, who would support any MBS devices not upgraded?

Answer: *The Town's intention is to replace the entire fleet. If the vendor's proposal recommends the Town keep some devices, the vendor should address support services for these devices.*

Question 5:

Regarding the request for a postage meter, folding machine and pressure sealer; what weight will it have for vendors that provide these solutions, vs. proposers who do not offer them?

Answer: *The proposals will first be evaluated based on MFP Replacement, Management and Maintenance Services. If the top proposals are equal in every other way, then the vendor offering these optional services would be weighted more favorably. The Town is looking to place all this equipment under one contract if possible. Not providing these optional services does not disqualify a vendor's proposal.*

Question 6:

Can we request a specific time for the pre-submittal walk through on July 27th?

Answer: *No. The pre-submittal walk through is scheduled to take place at 10:00 am.*

Question 7:

On page 14, paragraph J.; what is the reason the Town is requesting a 10-day termination – without cause? What sort of early termination penalties would the Town consider reasonable?

***Answer:** The 10-day termination clause is standard in all Town contracts. However, the term of the lease and the termination are negotiable. The Town will not consider any early termination penalties.*