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July 1, 2009

ADDENDUM #1 to the University of Florida Invitation to Negotiate (ITN) 09GD-167 "Print Output Device Cost Reduction Project" scheduled to open on Monday, July 6, 2009 at 2:00 p.m. at the University of Florida, Elmore Hall Conference Room, Radio Road, Gainesville, Florida.

Attached are: The following pages contain the questions that were submitted to the University of Florida pertaining to ITN09GB-167 by the June 26, 2009, 3:30pm deadline.

A total of 72 questions were asked in the pre-proposal conference and in follow-up questions.

In this addendum, the questions are organized by topic and answers follow each question in red. Some of the questions were so similar in nature that they have been grouped and followed by one response for the entire group of questions.

Topics

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Significant changes to the ITN:

Timeline

July 17, 2009 – 2:00pm	ITN Closes/Opening of Proposals
July 27, 2009	* Evaluations Complete
July 29 – August 5	Schedule of Vendor Presentations
August 6	* Award Notification for Phase I
August 7 – 11	* 72 Hour Posting Period for Phase I

* Evaluations and awards for Phases II and III may be completed within the same schedule; however the University indicates the possibility that the evaluations and awards for Phases II and III may be delayed in an effort to complete negotiations on Phase I expeditiously.

Equipment Inventory

A rough estimate of the equipment currently on campus is being generated and will be posted on the Purchasing website as an additional addendum on or as soon as possible after July 12, 2009. The URL for the website is: http://www.purchasing.ufl.edu/main_schedule.asp

This addendum shall be considered part of the Contract Documents for the above mentioned ITN09GD-167 as though it had been issued at the same time and incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original document, this addendum shall govern and take precedence. All other terms, conditions, and regulations will apply.

Sincerely,



Gayle B. Dykeman
Purchasing Coordinator II

Please acknowledge receipt of Addendum #1 by signing below, and returning this addendum with your proposal. Failure to include addendum with your proposal may result in rejection.

Signature

Company Name

Company Address

City/State/Zip

Timeline

- Q10. Is the timeline firm?
- Q23. Because the due date occurs so close to what is a Holiday break, would the University of Florida consider extending the due date by week to allow vendors time to submit more comprehensive responses.
- Q40. Will the University of Florida extend the ITN response opening date beyond July 6, 2009 at 2:00pm EST, or will the University of Florida hold firm to the aforementioned opening date and time? We would certainly appreciate having an additional week in order to thoroughly prepare our overall response and to be able to obtain much needed data pertaining to the University of Florida and to this Project. With the answers to the inquiries not returned to the Bidders until July 1, 2009, that only leaves one day to make any required changes to our offering and to have the final documents formatted and made ready for delivery to meet the July 6th / 2:00pm EST Opening. Friday July 3, 2009 is a legal holiday... Please consider moving the Opening date to Tuesday July 14, 2009.
- A. In recognition of the 4th of July holiday and in an effort to provide additional information on the University of Florida's (UF's) inventory of equipment, the bid opening will take place at 2:00pm, July 17, 2009.
- Q14. What is expected to be accomplished by July 6th?
- A. The July 6th deadline has been moved to July 17, 2009, 2:00pm. The responses to the ITN are all that are expected at that time.

Document Correction/Clarification

- Q2. In point 2.7.6 on page 8 of your ITN you reference 'revenue offers'. Can you please define what this means?
- A. In some scenarios it is possible that the vendor may offer the University incentives, refunds or rebates. In other scenarios the University may receive regular income from proposed solutions
- Q3. On page 10, section 2.7.10, you lay out how you would like the response formatted. We have some questions for a few of these tabs:
- a. Tab 1 references completing the ITN acknowledgement form. Is this referring to the Certification of Proposal on page 31 or is there another form that needs to be completed?
- A. The document on page 31 should be completed and submitted with the ITN and by signing the company is agreeing to the Terms and Conditions of the ITN. Vendors intending to participate in any portion of the ITN should notify the University via email to: qhale@ufl.edu, (Quintina Hale).
- b. We are unclear on how to respond to Tab 6. The reference to section 2.9.8 does not seem to fit with the requirement to describe financial considerations. Can you please clarify your requirements for this Tab?
- A. Page 10, Tab 6 – disregard this statement.
- c. Tab 7 references Attachment A-Segment 1 which is on page 32. The Tab number on page 32 is actually Tab 8. Should page 32 be Tab 7?
- A. The tab on page 32 should be Tab 7, Attachment A
- d. Tab 8 references Attachment B-Segment 2, but on page 33 it is called Attachment B-Segment 3. The Tab number on page 33 is actually Tab 9. Should page 33 be Tab 8, Attachment B-Segment 2?
- A. The tab on page 33 should be Tab 8, Attachment B
- e. Tab 9 references Attachment C-Segment 3, but on page 34 it is called Attachment C-Segment 4. The Tab number on page 34 is actually Tab 10. Should page 34 be Tab 9, Attachment C-Segment 3?
- A. The tab on page 34 should be Tab 9, Attachment C
- Q37. Under Attachment A, Item 3, Attachment B, Item 4 and Attachment C, Item 3, how is this question different from the cost savings questions under Item 8 of Attachment A, Item 9 of Attachment B and Items 2 (g) and 8 of Attachment C?
- A. In terms of cost savings, the two questions are the same. In terms of cost to the University, if there is any, we need to know what the cost will be.

Q38. Under Attachment A, Item 6, Attachment B, Item 7 and Attachment C, Item 6, is the “vendor” referenced the equipment vendor or the consulting vendor?

A. “Vendor” would refer to the responding party. A consultant would have to include their costs as associated with equipment, if equipment was part of their plan, and the opposite would be the case if the vendor is an equipment vendor providing consulting services as well.

Award Approach

- Q1. In your ITN it states that you will issue any questions that arise in the pre-proposal conference as addenda. Will you also provide any material or information the University of Florida uses/presents at this conference as addenda?
- A. All responses to the questions answered in the pre-proposal are also included in this document, along with responses to all questions submitted by the June 26, 2009 deadline. No other materials, documents or communications have been distributed. Any communications, materials or documents relating to this ITN will be posted on the Purchasing website as they become available, in the form of an Addendum. The web site URL is: http://www.purchasing.ufl.edu/main_schedule.asp
- Q7. For Phase I will there be multiple people (vendors)?
- Q12. Will Phase I and II share the same vendor?
- A. As indicated on page 29 of the ITN, there is a possibility of multiple vendors for each phase of the project. There is also the possibility of a single vendor for each phase or a single vendor for all phases. This will be determined based on the ITN responses and evaluation.
- Q67. What is your cost reduction target?
- A. 50-70% of current UF spend
- Q9. Is there a benchmark or case study similar to this ITN UF has based this ITN on?
- A. UF has been in contact with other Universities and has in-house experience with this type of project.

Response Development

Q11. What is Phase I? Define Immediate.

Q35. Does the University have a suggested timeline or deadline set for the implementation of each Segment of this project?

A. Immediate savings should be considered to be implemented within 45 – 60 days (or sooner). Phase II should be planned and implementation commenced within 4 months of the award. Phase III should take about one month to implement once awarded.

Q13. Are all printers required to be part of the network?

A. Not at this time

Q18. On the attachment located on pages 32 and 34, item 26, what is the cost savings?

A. How will the cost savings be measured - the cost savings must be benchmarked against UF's current spend at specific timeframes throughout the implementation of the various phases of the ITN project.

Q19. Do we need to express in amount or percentage?

A. Please express in percentage.

Q20. What is the threshold of savings/payments?

A. The University is considering all options which could result in savings.

Q22. Where is this request coming from and why is the timeline so tight?

A. The CFO of the University, Matthew Fajack, has asked Purchasing to fast track this ITN.

Q24. Section 2.7.13 Conflict of Interest – Will the University accept proposals in any Segment from firms who also engage in the selling and servicing of printing / copying equipment?

A. Conflict of Interest in the context of this ITN means that vendors will not engage in "improper, unethical or illegal relationships or conflict of interest ... between or among the vendor, the University, and any other party to this ITN". Based on this definition, which is continued in Section 2.7.13, firms who also engage in selling and servicing of printing/copying equipment are not deemed to be in conflict of interest. However, once the responses to the ITN have been evaluated, the University reserves the right to determine whether a conflict of interest would exist if an award were considered for any of the participating vendors.

Q25. Will the winning vendor from this ITN be prohibited from bidding on any related future equipment ITN?

A. No

Q34. Under Tab 3, will IRS corporate tax returns be acceptable in lieu of financial statements for consulting firms that do not require extensive tangible corporate assets such as equipment/parts inventories, warehouses and fleet vehicles?

A. Yes

Q50. Under ITN#09GD-167 please explain further the paragraph referencing "Termination" on page 26. With regards to this potential Contract I am most interested in the sentence that states the following:

"Successful Vendor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of termination. Such compensation shall be the Successful Vendor's sole remedy against the university in the event of termination under this provision". Since the Successful Vendor will more than likely be basing their compensation on quarterly, semi-annual, annual or contract term overall cost savings to the University and such Contract is terminated by the University how will the awarded Vendor be compensation for the potential loss of tangible and intangible cost savings? This Project approach differs greatly from hardware based Contract and terms of leasing and capitalized assets.

A. Work in progress, work completed and compensation for materials used would be compensated should the agreement terminate. In other words, the vendor is compensated for work, services and materials delivered up to the date of termination.

Scope of Contract

- Q4. Will the scope of work cover only the Gainesville Campus?
A. No, the scope of work, as stated in the ITN (pg. 29), will cover University of Florida facilities in Gainesville and all 67 counties within the State of Florida.
- Q5. What is IT's involvement in the Print Output Device Cost Reduction bid?
Q17. When will IT become involved?
A. The initial bid is intended to identify where cost savings can be realized. Once the methods of savings are identified, IT will be brought in to participate in those areas where their expertise and involvement is needed.
- Q39. Will the winning vendor(s) under the ITN be reporting to Purchasing Services, Auxiliary Services or Information Technology?
A. Yet to be determined.
- Q15. What level of difficulty is UF willing to go through to accomplish their goals?
A. The magnitude of Institutional change required is tied to the degree of cost savings, but will be established once the ITN responses are evaluated.
- Q16. Are the Medical Center, Athletic and Alumni Department's included in this?
A. The areas of the Health Science Center that are part of UF are included. The Athletic Association and the Foundation are not included.
- Q43. Will the University of Florida provide the Copier/ MFD / Printer inventory within the Campus Print Shop?
Q46. Can we obtain the overall expenditure for placing print onto paper within the Campus Print Shop?
A. The Campus Print Shop is not included in this ITN
- Q44. Will the University of Florida provide the Copier / MFD / Printer inventory with the Library System on campus?
Q47. Can we obtain the overall expenditure for the copying and printing functions within the University of Florida Library System?
A. The Library equipment is not part of this ITN
- Q21. What initiatives will help with this process?
A. That is the question UF is asking of the participating vendors.

- Q26. Does the University require a minimum number of on-site days for the awarded vendor under each Segment of this project or can information be collected remotely?
- Q54. From the initial site assessment perspective:
- Are all 900 campus buildings in scope? Meaning is it imperative that all buildings be visited, or can sample population be derived for an enterprise analysis?
 - Are all off-campus locations in scope? Meaning is it imperative that all off-campus locations be visited or can sample population be derived for an enterprise analysis?
- A. Visiting all campus locations has never been designated as a requirement of this ITN. Each vendor will need to evaluate the need for site visits and the extent of that need as it pertains to their proposal.
- Q28. Will the preparation of an equipment ITN be a requirement of the winning vendor under Segment 1 or 2?
- Q48. Since this will be a Contract to reduce the cost and the proliferation of print output devices on Campus and beyond, this would require some form of equipment consolidation and that would result in the possible elimination of small desk top output printing devices and the possible placement of centralized Copiers / Main Work Station Printers; that having been stated, from whom would the successful Contract Vendor obtain the needed Printers and Copiers if that Vendor does not market hardware or is not one of the three (3) primary Contract ITN-07DD-162YC Vendors.
- Q49. How will the awarding of the ITN#09GD-167 Contract affect the current University of Florida Contract # ITN-07DD-162YC and the three (3) primary Vendors should those Vendors not be awarded Contract # ITN#09GD-167?
- A. If the vendor's proposed solution includes new equipment, this information is required to be detailed in the response to the ITN. The University has equipment contracts in place that must be incorporated into any proposal that includes new equipment. Information on the existing contracts can be located on the Purchasing web site at: http://www.purchasing.ufl.edu/main_uflprices.asp
- Q51. How will the ITN address the local existing vendors that have been providing many of the same services that are being requested in this ITN?
- A. Local vendors who are providing some of the services requested in the ITN should respond to the ITN with their ideas and knowledge of the University to address the concern for cost saving.
- Q29. Please explain the desired mapping described in segment 2 Scope. Does the university want mapping including floor plans or just spreadsheets with equipment, department, locations and contacts specified?
- A. ITN participants should determine the best method for their proposal.
- Q30. The mapping requirement of Segment 2 seems to require a personal visit by the awarded vendor to all 900 buildings. Is this correct?
- A. This would again be determined by the nature of the ITN participant's proposal.

- Q31. Can the University supply floor plans electronically of each of the buildings to the winning vendor?
- A. The availability of these documents electronically is currently under research and, if a determination has been made that the documents can be made available, this information will be posted on the Purchasing website at:
http://www.purchasing.ufl.edu/main_schedule.asp
- Q32. Does the mapping required in Segment 2 need to be updated as new units are added during the contract, or is an initial “snap-shot” map sufficient?
- A. If the vendor’s solution includes a tracking process, updates will be required.
- Q33. Can the awarded vendor use server-based software to collect the data? Does the University want user-level data or only unit production data?
- A. Not all printers and MFDs are networked. Use of server-based software will require clearance and participation from IT before it is used.
- Q70. Is the university on a WAN?
- A. If this question is designed to ask if there is a way to access the printer and MFD equipment remotely, the answer is yes, but not all equipment is networked. Remote access to the equipment will have to be coordinated with IT.
- Q36. Will Library and/or Print Shop imaging devices be included in the scope of this project?
- A. No
- Q72. Does the university have a CRD that would be included in a fleet management program?
- A. If by “CRD” you are referring to a Central Reproduction Department the University has one, but it will not be included or be impacted by this ITN.
- Q55. What is your current total annual budget for print output?
- Q56. What is your annual budget for consumables on your print output devices?
- Q59. What is your annual services budget for print output devices?
- A. The budget for print is prepared at the unit level, not the institutional level and is therefore unavailable for the purpose of this ITN.

- Q57. Are consumables ordered through a centralized purchasing system/process?
- Q58. Does the university use one or multiple vendor/s for printer consumable purchases?
Who is/are your current vendor/s?
- Q60. How many vendors do you currently purchase your printers from?
- A. Consumables are ordered in a variety of ways depending on the type and brand of equipment. Printer supplies are purchased from various vendors through the University's new purchasing system, myUFMarket. Supplies for copiers are provided as part of the per copy charge incorporated in the maintenance agreement with each vendor. Existing agreements for the purchase of consumables can be located at:
http://www.purchasing.ufl.edu/main_ufprices.asp
- Q69. It is listed that there are 145 Departments within you system and 16 colleges. Is this correct? Can you identify the five largest Departments within the University?
- A. In terms of people? Equipment? Spend? This information can be identified in many ways and would be best addressed after the ITN has gone to contract.

Existing UF Equipment/Data

- Q6. Will there be a list of equipment? Inventory? Or will the vendor need to gather the information for the College.
- Q8. For Phase I will vendors make assumptions on a base line/without an equipment list?
- Q27. Can the University provide an estimate of the total number of workstations in the 900 buildings?
- Q41. Will the University of Florida provide the Bidders with the overall copier / MFD inventory?
- Q42. Will the University of Florida provide the Bidders with the overall campus printer inventory?
- Q45. Will the University of Florida provide to the Bidders the overall annual Campus expenditure for Copiers / MFD's /Printers.
- Q52. What is the approximate size of the current fleet of:
- a. Printers (both local and networked)?
 - b. Copiers (not on the network)?
 - c. Multifunctional devices (copiers on the network)?
 - d. Fax devices?
- Q61. What are the predominant printers (make and model types) in the University environment?

A. An inventory of printer, copier, and MFD equipment is being generated through UF's Asset Management group and will be posted on the Purchasing web page as an Addendum which will be made available as soon as possible after July 12, 2009. Due to the way in which the University tracks its assets, an inventory of facsimile equipment will not be available for the purpose of this ITN.

- Q53. What is the approximate number of full-time "Knowledge Workers" (employees with PC workstations) in the enterprise?
- Q27. Can the University provide an estimate of the total number of workstations in the 900 buildings?

A. Unknown

- Q62. What is your current annual spend on toner cartridges for printers?

A. Unknown

- Q63. What percentage of your copier/MFP fleet is networked?
- Q64. Are the majority of printers networked or stand alone?
- Q65. Approximately what percentage of the printer fleet is color?

A. Unknown

- Q71. Does the University currently purchase compatible or OEM toner for desktop printers?

A. Both, as well as remanufactured toner cartridges