



# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

**MAYOR**  
RICHARD W. MEEHAN

**CITY COUNCIL**

LLOYD MARTIN  
*President*

MARY P. KNIGHT  
*Secretary*

DOUGLAS S. CYMEK  
DENNIS W. DARE  
TONY DELUCA  
WAYNE A. HARTMAN  
MATTHEW M. JAMES

**CITY MANAGER**  
DAVID L. RECOR, ICMA-CM

**CITY CLERK**  
DIANA L. CHAVIS

**ADDENDUM # 1**  
Date of Addendum: 06/28/16

**NOTICE TO ALL BIDDERS AND PLANHOLDERS**

The Bid Documents for the above-referenced Project are modified as set forth in this Addendum. The original Bid Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Bid Documents. Vendors will take this Addendum into consideration when preparing and submitting a bid, and shall acknowledge receipt of this Addendum in the space provided in the Bid Documents.

**BID SUBMITTAL DEADLINE**

The bid submittal time has not changed.

**1.0 – QUESTIONS AND ANSWERS**

The following questions and answers are provided as a matter of information to clarify issues raised about the Bid Documents.

Item	Questions and Answers
1.1	What is your projected monthly volume? <b>This information in Appendix A of the RFP</b>
1.2	Do you need Color? <b>Yes, please see the Device List with Requested Options</b>
1.3	Do you need copying/printing up to 11x17 (ledger size)? <b>Yes, please see the Device List with Requested Options</b>
1.4	Do you need Faxing? <b>Yes, please see the Device List with Requested Options</b>
1.5	What is the speed you need? (ex. 30ppm, 35ppm 40ppm etc.) <b>It would be dependent on the department.</b>
1.6	Are you creating booklets? <b>Yes, in certain departments; Finance, City Clerk, Convention Center, Police, and possibly Park &amp; Rec.</b>
1.7	SUSPENSION OR TERMINATION FOR CONVENIENCE-Will you consider removing the language within section 16? <b>No, the Town's budget is based on tax dollars and since we cannot spend future tax dollars we have to keep this language in.</b>
1.8	SERVICE AND SUPPORT 7.1.2: - If the Successful Vendor has three (3) violations of the Service and Support Specifications listed above within the contract period, then the Town reserves the right to cancel the Contract at will. Will you consider removing the language regarding canceling at will? <b>We will negotiate language with the awarded vendor.</b>
1.9	What is your current contracted volume for B&W/mo. & overage cost-per-copy? <b>You will have to request a copy of the current contract via a FOIA request.</b>
2.0	What is your current contracted volume for color/mo. & overage cost-per-copy? <b>You will have to request a copy of the current contract via a FOIA request.</b>
2.1	Are you currently experiencing consistent "copy/print overage invoices?"

[www.oceancitymd.gov](http://www.oceancitymd.gov)

P.O. BOX 158 • OCEAN CITY, MARYLAND • 21843-0158



City Hall – (410) 289-8221 • FAX – (410) 289-8703

	Yes, periodically
2.2	What is your total payment per month on lease? You will have to request a copy of the current contract via a FOIA request.
2.3	What are your expectations for account reviews? Usage reports, Continuous improvement efforts, Down Time, Service Calls, How the devices are being used versus how we contracted (e.g. the device is not too large or too small for the department's needs), etc.
2.4	Please provide the list of Lanier devices that are not currently listed w/locations and volumes and any service costs associated with these devices? The only information I can provide is what our software provided, that can found in Appendix A or the Device List with Requested Options
2.5	There are several Color printers listed, however, only B&W totals are listed for these machines. Will you please provide the color counts per color printer? The only information I can provide is what our software provided, that can found in Appendix A or the Device List with Requested Options
2.6	Will you please provide the data on all Printers (with the addition of the ones that were missed in the spreadsheet within the bid document? The only information I can provide is what the software provided, that can found in Appendix A or the Device List with Requested Options
2.7	Will you please provide the data on the specific location for each printer (building name & specific location within that building)? A map with each printer/MFP mapped out would be ideal. This information will assist in proposing whether or not they should be consolidated. Please see Device List with Requested Options
2.8	In the bid you mentioned you have 17 different locations, will you please provide a list of each location? Please see Device List with Requested Options
2.9	How much do you spend in outsourcing costs per year? This is spent with various vendors and departments and unfortunately I cannot provide this information as I do not know all the vendors or the departments outsourcing needs.
3.0	How many of the following do you print per year and what are the associated costs? Ocean City: Vacation Guide, Splash! Magazine, Sports Index Cards, Various Flyers, Signs for the Convention Center, Additional Signs for other locations +/- \$50,000
3.1	Are there any other items that you currently outsource? We do, unfortunately I cannot answer to what extent due to the departments managing their procurements under \$10,000.00 as these may not come through the procurement department.
3.2	What accounting software do you use? We use SunGard HTE
3.3	What tracking software are you currently using? This is provided by our current vendor, Ricoh
3.4	How are you currently billing each department back? We receive one invoice that lists out the costs by department/device.
3.5	There are currently two devices in use at the golf course. Inacom will quote a more appropriately sized device for each, but is it the town's opinion that both devices must be replaced, or would it be feasible based on the location of the devices to consolidate into a single MFP? One device is at the club house and the other is at the maintenance shop so they cannot be consolidated. However we are open to changing the size of the device as long as the device can meet the needs of the department, not just output put the functions.
3.6	Are the town's printers and MFP's all run off a centralized print server? If not, on how many servers collectively do all the devices run? What operating system does the server(s) run? They all run on one server. Windows Server 2012
3.7	What department uses the dot matrix printers? Finance uses the dot matrix printers. Going forward these devices will need to be replaced with current technology. The Town is not opposed to looking at alternative devices as long as the alternative devices will serve their current needs.



# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

**MAYOR**  
RICHARD W. MEEHAN

**CITY COUNCIL**

LLOYD MARTIN  
*President*

MARY P. KNIGHT  
*Secretary*

DOUGLAS S. CYMEK  
DENNIS W. DARE  
TONY DELUCA  
WAYNE A. HARTMAN  
MATTHEW M. JAMES

**CITY MANAGER**  
DAVID L. RECOR, ICMA-CM

**CITY CLERK**  
DIANA L. CHAVIS

3.8	Who is responsible for the return of the leased printers? <i>The successful vendor</i>
3.9	Can you provide the date of purchase of the network printers? <i>Yes, the spreadsheet is attached.</i>
4.0	Whose decision takes precedence the end user or the evaluation committee? <i>This is a unified effort so proposals will be evaluated on the needs of the end user and the overall criteria in the proposal document.</i>
4.1	What about sites that are not visited...how will vendors know what accessories are needed? <i>This information is provided in the Device List with Requested Options</i>
4.2	What about consolidations? <i>Consolidations are ideal but not necessary. We will look at proposal documents for vendor ideas and partner with a vendor on a consolidation plan to be implemented during the contract period.</i>
4.3	Is the 2 hour response time a requirement? <i>This is the ideal response time... points will be adjusted up and down based on vendors ability to meet this criteria.</i>
4.4	Is section 7.1.2 required? <i>This will be negotiated with the awarded vendor.</i>
4.5	Should the suggested MFDs be like for like replacement? <i>Not unless the department is currently right sized with the correct equipment. There is a need for two additional MFDs at the Public Safety Building and one additional device at the Convention Center, not including the other departments who are currently using standalone printers versus having a color MFD. The convention center serves 800,000 people over 200 events per year with one device currently and outsources a large portion of their needs that they would like to perform in house with another device in a business center setting.</i>
4.6	Section II, subsection 22.1 is not applicable to this RFP.
4.7	Section II, subsection 26 is applicable in that the vendor will have a project manager assigned to this project who will oversee all aspects of the vendors completed proposal document and implementation plan.

**END OF ADDENDUM**

[www.oceancitymd.gov](http://www.oceancitymd.gov)

P.O. BOX 158 • OCEAN CITY, MARYLAND • 21843-0158



City Hall – (410) 289-8221 • FAX – (410) 289-8703