
ADDENDUM NO. 1

November 9, 2018

RE: **RFP 034.19.B5, Multi-Functional Device and Digital Duplicator
Maintenance and Repair Services**

FROM: **Purchasing Office
Howard County Public Schools
10910 Clarksville Pike
Ellicott City, MD 21042
(410) 313-5644
(410) 313-6789 fax**

TO: **PROSPECTIVE BIDDERS**

This addendum modifies the Original Bidding Documents as noted below. Acknowledge receipt of this Addendum in your Proposal. Failure to do so may subject the Bidder to disqualification.

1. **REPLACE:** Section 3, paragraph 3.2 Contract Period. **with**

“The initial Contract term shall be for one (1) year from the date of contract execution. HCPSS may solely authorize four (4) additional one-year terms (a total of five one-year terms) pending successful performance and availability of funds.

2. **INSERT:** Section 4, Paragraph Repair Service, 7.4. Loaner MFD/Duplicator.

“In the event that an MFD or duplicator cannot be repaired within (3) three working days, the Contractor shall provide a loaner device no later than (4) days after the initial service Response Time (see paragraph 4.14.1.2) at no additional cost to HCPSS until either the device is repaired, or a new device is installed in its place.”

3. **INSERT:** Section 4, Paragraph 6.1 Consumables

- 6.1.6. Developing Unit
- 6.1.7. Ozone Filter
- 6.1.8. Toner Filter

4. **REPLACE:** Section 4, Paragraph 3, Current Inventory table with

Revised Current Inventory table:

Device Manufacturer and Model	Current Quantity	Type
Ricoh DX334x	59	non-networked Duplicator
Ricoh DD3334	15	non-networked Duplicator
Riso SF5130	1	non-networked Duplicator
Konica Minolta bizhub 654e	98	Networked MFD
Konica Minolta bizhub C258	2	Networked MFD
Konica Minolta bizhub 308e	3	Networked MFD
Konica Minolta bizhub 658e	1	Networked MFD
Toshiba 206L	31	Standalone Networked MFD
Toshiba 256	59	Standalone Networked MFD
Toshiba 356	29	Standalone Networked MFD
Toshiba 456	28	Standalone Networked MFD

5. **REPLACE:** Section 4, paragraph 8.2, Quality Certifications with

“Offerors shall submit above identified Quality Certifications including manufacturer certification stating that the Offeror is an authorized service agent of Ricoh, **Riso**, Konica Minolta and Toshiba devices and is duly authorized to service and maintain the equipment.

6. **REPLACE:** Section 4, paragraph 15, Notification of Completion of Service Request with

“Within one (1) business day of the completion of a service request, the Contractor must transmit to the HCPSS Project Manager, via email, a document detailing the HCPSS service request identification number, problem description, solution description, serial number **or hostname** of the malfunctioning **device or** server, ...”

7. **REPLACE:** Attachment J – Konica Minolta Meter Report with Revised Attachment J - Konica Minolta Meter Report (attached)

8. **LAST DAY FOR QUESTIONS:** Questions regarding this RFP will not be considered after November 14, 2018, 5:00 p.m.

END OF ADDENDUM

Attachment J - Konica Meter Report
Revised per Addendum #1
Year 2017 -2018

Location	SerialNumber	Latest Meter Date	Model	Meter Type	Latest Meter Display	Actual	Avg Monthly Volume 12Mo	Avg Monthly Volume 3Mo	Avg Monthly Volume 6Mo	Avg Monthly Volume Install
						Monthly Volume				
Long Reach High	A5YN017002623	11/5/2018	bizhub 654e	B\W	7,069,280	145,663	170,599	170,786	131,957	142,941
Hammond High	A5YN017002513	11/5/2018	bizhub 654e	B\W	7,234,275	140,002	147,322	146,188	111,770	141,586
HCPSS	A5YN017002337	2/12/2018	bizhub 654e	B\W	5,616,157	130,866	130,292	138,482	160,061	134,825
Reservoir High	A5YN017002329	11/5/2018	bizhub 654e	B\W	6,530,713	130,099	125,476	130,403	84,321	130,539
Mt. Hebron High	A5YN017002580	11/5/2018	bizhub 654e	B\W	6,588,020	129,968	114,068	155,762	97,842	131,343
Howard High	A5YN017002627	11/5/2018	bizhub 654e	B\W	6,175,664	126,876	133,210	125,558	97,165	126,622
Oakland Mills High	A5YN017002530	11/6/2018	bizhub 654e	B\W	6,240,222	124,753	127,194	139,764	106,454	124,938
Wilde Lake High	A5YN017002548	11/5/2018	bizhub 654e	B\W	6,032,845	121,887	111,267	123,516	88,829	121,638
Wilde Lake High	A5YN017002620	11/5/2018	bizhub 654e	B\W	6,086,851	121,614	139,870	142,995	111,611	122,879
Long Reach High	A5YN017002616	11/5/2018	bizhub 654e	B\W	5,928,482	117,913	143,251	188,133	123,578	119,873
Centennial High	A5YN017001822	11/5/2018	bizhub 654e	B\W	5,738,469	115,224	132,714	136,681	103,707	116,326
Oakland Mills High	A5YN017002566	11/5/2018	bizhub 654e	B\W	5,751,639	115,159	116,964	143,959	89,334	115,154
Reservoir High	A5YN017002330	10/31/2018	bizhub 654e	B\W	5,751,867	113,967	126,084	133,596	112,481	115,321
Atholton High	A5YN017002577	11/5/2018	bizhub 654e	B\W	5,678,999	112,775	118,423	109,894	101,736	113,760
Centennial High	A5YN017002559	11/5/2018	bizhub 654e	B\W	5,563,016	111,746	115,898	176,692	94,204	112,848
Hammond High	A5YN017002552	11/5/2018	bizhub 654e	B\W	5,792,727	111,718	128,277	143,317	111,186	113,324
Atholton High	A5YN017002567	11/5/2018	bizhub 654e	B\W	5,388,083	105,131	117,858	147,972	105,502	107,977
Mount View Middle	A5YN017002540	11/5/2018	bizhub 654e	B\W	5,335,170	104,142	124,938	143,444	102,120	106,965
Marriotts Ridge High	A5YN017002564	11/5/2018	bizhub 654e	B\W	5,174,017	103,733	116,089	105,813	87,100	104,026
Patapsco Middle	A5YN017002667	11/5/2018	bizhub 654e	B\W	5,143,085	102,008	113,268	132,186	96,666	103,873
Marriotts Ridge High	A5YN017001795	11/5/2018	bizhub 654e	B\W	5,153,655	100,679	115,120	146,186	101,476	103,475
Glenelg High	A5YN017002550	11/5/2018	bizhub 654e	B\W	4,879,577	99,624	87,711	91,774	66,536	99,063
Patuxent Valley Middle	A5YN017002562	11/5/2018	bizhub 654e	B\W	5,115,237	98,397	119,645	159,681	109,850	103,162
Howard High	A5YN017001934	11/5/2018	bizhub 654e	B\W	5,002,471	98,355	143,509	160,304	114,351	98,861
Lime Kiln Middle	A5YN017001965	10/31/2018	bizhub 654e	B\W	4,884,096	97,381	110,086	98,863	80,100	98,087
Glenwood Middle	A5YN017002579	11/5/2018	bizhub 654e	B\W	4,548,243	91,641	98,843	104,846	80,780	92,424
Burleigh Manor Middle	A5YN017001952	11/5/2018	bizhub 654e	B\W	4,566,672	90,630	115,509	129,504	93,375	92,590
Elkridge Landing Middle	A5YN017002543	11/5/2018	bizhub 654e	B\W	4,495,430	90,421	104,868	127,608	95,917	90,896
Veteran's Elementary	A5YN017001933	11/5/2018	bizhub 654e	B\W	4,521,105	90,395	100,222	100,547	83,934	90,757
Glenelg High	A5YN017002648	11/5/2018	bizhub 654e	B\W	4,391,799	89,927	68,793	77,276	50,883	88,942
Ellicott Mills Middle	A5YN017002542	11/5/2018	bizhub 654e	B\W	4,499,150	89,916	104,695	130,728	97,831	92,311
Ducketts Lane Elementary	A5YN017001806	10/31/2018	bizhub 654e	B\W	4,322,017	89,082	95,842	86,975	78,171	88,953
Folly Quarter Middle	A5YN017002563	11/5/2018	bizhub 654e	B\W	4,437,364	88,715	102,942	108,720	82,424	89,987
River Hill High	A5YN017002250	11/5/2018	bizhub 654e	B\W	4,351,138	88,296	86,660	103,574	70,547	87,861
Swansfield Elementary	A5YN017002283	10/31/2018	bizhub 654e	B\W	4,494,148	87,701	85,192	90,772	71,823	88,769

Attachment J - Konica Meter Report Revised per Addendum #1

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Rockburn Elementary	A5YN017002301	10/31/2018	bizhub 654e	B\W	4,367,408	85,993	91,212	83,573	70,981	85,865
Dunloggin Middle	A5YN017002216	11/1/2018	bizhub 654e	B\W	4,381,633	85,149	97,004	117,027	83,189	87,647
Fulton Elementary	A5YN017002565	11/5/2018	bizhub 654e	B\W	4,071,397	82,517	92,380	103,816	74,567	83,705
Harper's Choice Middle	A5YN017002589	11/5/2018	bizhub 654e	B\W	4,045,462	81,657	93,737	109,845	82,811	81,689
Lake Elkhorn Middle	A5YN017001863	10/31/2018	bizhub 654e	B\W	4,149,415	81,084	86,143	109,510	82,635	83,205
Deep Run Elementary	A5YN017002327	11/5/2018	bizhub 654e	B\W	3,875,702	80,136	69,004	72,992	63,499	79,524
Bonnie Branch Middle	A5YN017002688	11/5/2018	bizhub 654e	B\W	3,953,706	79,961	87,101	108,962	73,740	81,638
Howard High	A5YN017002586	11/5/2018	bizhub 654e	B\W	3,891,721	79,719	73,957	80,553	60,013	79,727
Thomas Viaduct Middle	A5YN017001744	11/5/2018	bizhub 654e	B\W	4,155,161	79,643	104,706	118,887	88,512	81,549
Elkridge Elementary	A5YN017005981	11/5/2018	bizhub 654e	B\W	2,879,684	78,948	95,458	108,031	81,222	-
Mayfield Woods Middle	A5YN017002669	11/5/2018	bizhub 654e	B\W	3,935,030	78,626	96,194	113,012	89,535	79,830
Phelps Luck Elementary	A5YN017004446	11/5/2018	bizhub 654e	B\W	3,825,687	78,518	89,780	88,143	73,074	-
Hollifield Station Elementary	A5YN017001846	11/5/2018	bizhub 654e	B\W	3,968,047	78,177	92,396	104,860	76,284	80,098
Waverly Elementary	A5YN017002557	11/5/2018	bizhub 654e	B\W	3,910,042	77,963	79,845	88,825	65,811	78,998
River Hill High	A5YN017002690	11/5/2018	bizhub 654e	B\W	3,880,354	77,799	77,511	101,472	70,169	78,354
Manor Woods Elementary	A5YN017009541	10/31/2018	bizhub 654e	B\W	1,849,996	76,583	81,810	77,092	64,168	76,648
Hammond Middle	A5YN017001878	11/5/2018	bizhub 654e	B\W	3,739,667	76,491	75,688	86,677	67,556	77,120
Forest Ridge Elementary	A5YN017002596	10/31/2018	bizhub 654e	B\W	3,793,232	74,495	86,209	88,690	73,635	75,858
Wilde Lake Middle	A5YN017002581	11/5/2018	bizhub 654e	B\W	3,545,525	70,364	86,598	94,003	74,134	71,640
Stevens Forest Elementary	A5YN017002583	11/5/2018	bizhub 654e	B\W	2,974,769	70,288	78,462	83,799	71,039	61,182
Hammond Elementary	A5YN017002685	11/5/2018	bizhub 654e	B\W	3,433,746	69,959	78,382	84,079	66,714	70,750
St. John's Lane Elementary	A5YN017002547	11/5/2018	bizhub 654e	B\W	3,557,474	69,820	77,174	87,626	66,120	71,330
Bollman Bridge Elementary	A5YN017002345	11/5/2018	bizhub 654e	B\W	3,514,765	69,649	78,329	92,597	72,001	70,866
Clarksville Middle	A5YN017002588	11/5/2018	bizhub 654e	B\W	3,415,207	68,695	75,015	88,824	63,500	68,961
Oakland Mills Middle	A5YN017002549	11/5/2018	bizhub 654e	B\W	3,503,124	68,415	70,063	90,305	65,624	70,025
Gorman Crossing Elementary	A5YN017002617	11/5/2018	bizhub 654e	B\W	3,384,911	67,813	88,052	102,184	75,057	69,858
Stevens Forest Elementary	A5YN017002583	11/5/2018	bizhub 654e	B\W	2,974,769	67,587	78,462	83,799	71,039	61,182
Murray Hill Middle	A5YN017002558	11/5/2018	bizhub 654e	B\W	3,352,925	66,794	83,385	107,069	78,661	69,217
Cradlerock Elementary	A5YN017001959	10/31/2018	bizhub 654e	B\W	3,275,760	65,742	83,366	98,080	73,382	67,736
Dayton Oaks Elementary	A5YN017002599	11/5/2018	bizhub 654e	B\W	3,278,402	65,493	70,997	79,147	63,767	66,536
Ilchester Elementary	A5YN017002573	10/31/2018	bizhub 654e	B\W	3,331,162	64,730	69,852	79,207	62,202	65,880
Centennial Lane Elementary	A5YN017002582	10/31/2018	bizhub 654e	B\W	3,147,724	64,528	67,883	72,041	54,721	64,991
Thunder Hill Elementary	A5YN017002226	11/5/2018	bizhub 654e	B\W	3,152,182	64,244	63,644	69,768	53,272	63,650
Waterloo Elementary	A5YN017002551	11/5/2018	bizhub 654e	B\W	3,065,015	62,469	70,102	72,477	59,595	61,973
Laurel Woods Elementary	A5YN017002253	10/31/2018	bizhub 654e	B\W	3,213,701	62,387	69,797	78,039	60,248	64,491
Bushy Park Elementary	A5YN017002546	11/5/2018	bizhub 654e	B\W	3,097,804	62,049	65,431	73,431	51,814	62,845
Bellows Spring Elementary	A5YN017002695	10/31/2018	bizhub 654e	B\W	3,040,730	62,029	67,600	73,894	59,253	-
Northfield Elementary	A5YN017002635	11/5/2018	bizhub 654e	B\W	3,049,735	61,968	72,765	77,790	61,285	62,870
Longfellow Elementary	A5YN017002585	11/5/2018	bizhub 654e	B\W	2,980,924	59,941	66,940	73,825	58,782	60,751
Pointers Run Elementary	A5YN017002646	11/5/2018	bizhub 654e	B\W	2,823,994	55,588	64,034	82,319	56,052	-
Jeffers Hill Elementary	A5YN017002531	10/31/2018	bizhub 654e	B\W	2,621,507	53,852	60,185	59,180	49,261	54,191
Warehouse	A5YN017002578	8/9/2018	bizhub 654e	B\W	2,380,900	52,352	130,359	74	74	43,657

Attachment J - Konica Meter Report Revised per Addendum #1

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Clarksville Elementary	A5YN017002591	11/5/2018	bizhub 654e	B\W	2,523,412	52,119	51,015	51,834	40,537	51,997
Running Brook Elementary	A5YN017001937	11/5/2018	bizhub 654e	B\W	2,571,100	51,662	58,371	61,848	51,027	52,398
Cedar Lane	A5YN017002571	11/5/2018	bizhub 654e	B\W	2,381,785	51,366	18,796	22,601	17,360	49,464
Atholton Elementary	A5YN017002576	11/5/2018	bizhub 654e	B\W	2,522,655	51,305	58,036	67,800	49,118	52,256
Talbott Springs Elementary	A5YN017002541	11/5/2018	bizhub 654e	B\W	2,462,775	50,346	53,039	54,255	43,523	49,761
Lisbon Elementary	A5YN017002532	11/5/2018	bizhub 654e	B\W	2,453,389	49,828	49,887	59,515	43,057	50,342
Guilford Elementary	A5YN017001700	11/5/2018	bizhub 654e	B\W	2,402,042	49,141	54,537	57,328	43,571	49,560
Bryant Woods Elementary	A5YN017002553	11/5/2018	bizhub 654e	B\W	2,381,273	49,028	46,687	50,654	39,078	49,031
Clemens Crossing Elementary	A5YN017002355	11/5/2018	bizhub 654e	B\W	2,449,754	48,626	49,041	47,293	37,718	48,764
Worthington Elementary	A5YN017002590	11/5/2018	bizhub 654e	B\W	2,218,569	45,449	45,434	47,819	34,063	44,825
Triadelphia Ridge Elementary	A5YN017002526	11/1/2018	bizhub 654e	B\W	2,095,076	42,561	49,689	52,072	41,888	43,147
Homewood	A5YN017002354	11/5/2018	bizhub 654e	B\W	1,794,934	35,835	39,293	53,053	36,821	36,857
West Friendship Elementary	A5YN017002615	11/5/2018	bizhub 654e	B\W	1,622,245	32,455	38,831	48,592	34,041	32,928
The Howard County Public System	A5YN017002560	11/5/2018	bizhub 654e	B\W	1,664,625	32,216	32,786	44,651	32,864	32,834
Old Cedar Lane	A5YN017002534	11/5/2018	bizhub 654e	B\W	1,240,699	24,397	24,909	24,846	29,718	24,429
Applications & Research Lab	A5YN017002561	11/5/2018	bizhub 654e	B\W	1,184,590	22,403	28,928	39,946	27,591	23,402
The Howard County Public System	A5YN017001784	11/5/2018	bizhub 654e	B\W	1,058,447	21,277	18,753	17,732	18,209	20,955
The Howard County Public System	A5YN017002358	11/5/2018	bizhub 654e	B\W	826,058	16,355	15,905	15,417	14,350	16,334
Mt. Hebron High	A5YN017002572	10/31/2018	bizhub 654e	B\W	1,254,642	15,509	58,970	175,309	124,788	25,322
Ascend One	A5YN017002518	10/31/2018	bizhub 654e	B\W	687,441	12,876	11,440	18,354	14,166	13,598
HCPSS	A5YN017002323	11/5/2018	bizhub 654e	B\W	562,344	10,878	13,219	13,062	12,117	11,117
HCPSS	A5YN017002497	11/5/2018	bizhub 654e	B\W	525,081	10,492	9,140	7,604	8,995	10,370
HCPSS	A5YN017002321	11/5/2018	bizhub 654e	B\W	456,116	8,559	10,263	14,104	13,115	9,004
HCPSS	AA6W011000375	10/22/2018	bizhub 308e	B\W	24,154	3,015	6,299	7,531	6,299	6,299
Phelps Luck Elementary	A5YN017001988	7/31/2018	bizhub 654e	B\W	162,124	1,630	-	-	-	1,646
Hanover Hills Elementary	AA6R011001472	11/5/2018	bizhub 658e	B\W	216,734	314	50,432	71,146	50,432	50,432
Applications & Research Lab	A7R0011011009	11/5/2018	bizhub C258	B\W	5,058	265	266	569	307	249
Applications & Research Lab	A7R0011011009	11/5/2018	bizhub C258	Color	9,014		515	457	311	452
Waverly Elementary	AA6W011003007	9/20/2018	bizhub 308e	B\W	7,022		16,116	16,116	16,116	16,116
Hanover Hills Elementary	AA6W011002878	11/5/2018	bizhub 308e	B\W	25,815		13,188	13,188	13,188	13,188