



County of Fairfax, Virginia

ADDENDUM

DATE: June 29, 2022

ADDENDUM NO. 2

TO: ALL PROSPECTIVE OFFERORS
REFERENCE: RFP 2000003442
TITLE: Multi-Function Devices, Electronic Record
DUE DATE/TIME: **August 12, 2022 @ 2:00 p.m. eastern time** (Revised)

The referenced request for proposal is amended as follows:

1. The due date/time has changed to August 12, 2022, at 2:00 p.m. eastern time.
2. Allow one more date and time slot offerors may select for the onsite tour of the Production Print area – the date and time are the following:
 - Thursday, July 7, 2022, at 11:00 a.m. eastern time

Contact Yong Kim by via e-mail at yong.kim@fairfaxcounty.gov by **July 6, 2022**, to register. Offeror may only bring up to a maximum of three person. Make sure the e-mail subject is titled, "RFP 2000003442, Multi-Function Devices for Onsite Tour" along with the name of the firm, three persons attending the onsite tour.

Note: All questions from the tour should be submitted to the Contract Specialist Yong Kim.

3. Delete the number 28 and replace with 24 in Lease Term in the excel Attachment C – Pricing Schedule in tabs Example, Segment 2, Segment 3, Segment 4, Segment 5. Segment 6, Production Print, and Enterprise Scan.
4. Refer to Attachment A for responses to the questions received via e-mail.

All other terms and conditions remain unchanged.

Yong Kim, CPPB
Contract Specialist II

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT REQUEST FOR PROPOSAL:

Name of Firm

(Signature)

(Date)

A SIGNED COPY OF THIS ADDENDUM SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL.

Note: SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE ORIGINAL PROPOSAL DOCUMENT. THE ORIGINAL PROPOSAL DOCUMENT MUST BE SIGNED.

Department of Procurement & Material Management
12000 Government Center Parkway, Suite 427
Fairfax, VA 22035-0013
Website: www.fairfaxcounty.gov/procuremnet
Phone (703) 324-3201, **TTY:** 711, **Fax:** (703) 324-3681

Attachment A

- Q1. Are we required to completed Attachment D for this RFP?
A1. Yes.
- Q2. 1) Section 5.2. Konica Minolta began on July 1st, 2021 - do they only have a year's lease? 2) Does it expire June 30th, 2022? 3) Are you looking for SERVICE only?
A2. 1) No; 2) No, expires on June 30, 2025; 3) No.
- Q3. Can we only bid on these portions, or must it be a comprehensive proposal inclusive of everything?
A3. Need to provide everything.
- Q4. Whether companies from Outside USA can apply for this (like, from India or Canada)?
A4. It is preferred and preference will be given to offerors based in the U.S.
- Q5. Whether we need to come over there for meetings?
A5. It would depend upon what solution the offeror is proposing.
- Q6. Can we perform the tasks (related to RFP) outside USA (like, from India or Canada)?
A6. It is preferred and preference will be given to offerors based in the U.S.
- Q7. Can we submit the proposals via email?
A7. No, must be submitted in Bonfire.
- Q8. Will the county consider extending the due date given the proposal's posting during a very busy SLED FY end and holidays during the response period?
A8. Yes, see Addendum 2.
- Q9. MFD hardware section 6.1.2., are you able to provide us volumes by unit?
A9. KM 3-Series MFD's account for 42% of total output, KM 5-Series MFD's account for 42% of total output, and KM 7-Series MFD's account for 16% of total output,
- Q10. MFD hardware section 6.1.2., can you please provide a list of locations?
A10. Due to sensitivity of services provided some locations have been omitted. Most locations have multiple MFD's.

7800	Belford Dr	Alexandria	VA
2017	Belle View Blvd	Alexandria	VA
8100	Fordson Rd	Alexandria	VA
6614	Fort Hunt Rd	Alexandria	VA
6121	Franconia Rd	Alexandria	VA
4603	Green Spring Rd	Alexandria	VA
8119	Holland Rd	Alexandria	VA
6624	Hulvey Ter	Alexandria	VA
6500	Landsdowne Ctr	Alexandria	VA
3701	Lockheed Blvd	Alexandria	VA
4710	North Chambliss St	Alexandria	VA
8426	Old Mount Vernon Rd	Alexandria	VA
2511	Parkers Ln	Alexandria	VA
7839	Richmond Hwy	Alexandria	VA
8350	Richmond Hwy	Alexandria	VA

Attachment A

6209	Rose Hill Dr	Alexandria	VA
2501	Sherwood Hall Ln	Alexandria	VA
2601	Sherwood Hall Ln	Alexandria	VA
6901	South Van Dorn St	Alexandria	VA
6601	Telegraph Rd	Alexandria	VA
7936	Telegraph Rd	Alexandria	VA
8100	Braddock Rd	Annandale	VA
6507	Columbia Pike	Annandale	VA
7128	Columbia Pike	Annandale	VA
4030	Hummer Rd	Annandale	VA
7001	Little River Tpke	Annandale	VA
7611	Little River Tpke	Annandale	VA
7701	Royce St	Annandale	VA
3911	Woodburn Rd	Annandale	VA
9000	Burke Lake Rd	Burke	VA
9002	Burke Lake Rd	Burke	VA
5935	Freds Oak Rd	Burke	VA
6000	Freds Oak Rd	Burke	VA
6450	Sydenstricker Rd	Burke	VA
14200	Saint Germain Dr	Centreville	VA
14725	Flint Lee Rd	Chantilly	VA
14601	Lee Rd	Chantilly	VA
14150	Parkeast Cir	Chantilly	VA
3721	Stonecroft Blvd	Chantilly	VA
3725	Stonecroft Blvd	Chantilly	VA
4630	Stonecroft Blvd	Chantilly	VA
4900	Stonecroft Blvd	Chantilly	VA
4000	Stringfellow Rd	Chantilly	VA
3650	Sully Rd	Chantilly	VA
4211	Walney Rd	Chantilly	VA
4213	Walney Rd	Chantilly	VA
5040	Walney Rd	Chantilly	VA
4890	Alliance Dr	Fairfax	VA
4001	Barker Ct	Fairfax	VA
4001	Burke Station Rd	Fairfax	VA
4000	Chain Bridge Rd	Fairfax	VA
4110	Chain Bridge Rd	Fairfax	VA
12000	Government Center Pkwy	Fairfax	VA
12011	Government Center Pkwy	Fairfax	VA
12055	Government Center Pkwy	Fairfax	VA
12099	Government Ctr Pkwy	Fairfax	VA
10520	Judicial Dr	Fairfax	VA
10310	Layton Hall Dr	Fairfax	VA
12015	Lee Jackson Memorial Hwy	Fairfax	VA
12300	Lee Jackson Memorial Hwy	Fairfax	VA

Attachment A

4050	Legato Rd	Fairfax	VA
4621	Legato Rd	Fairfax	VA
10459	Main St	Fairfax	VA
10777	Main St	Fairfax	VA
10360	North St	Fairfax	VA
3750	Old Lee Hwy	Fairfax	VA
10600	Page Ave	Fairfax	VA
10640	Page Ave	Fairfax	VA
10650	Page Ave	Fairfax	VA
10670	Page Ave	Fairfax	VA
3700	Pender Dr	Fairfax	VA
10511	Rosehaven St	Fairfax	VA
4113	Stevenson Pl	Fairfax	VA
4500	University Dr	Fairfax	VA
3001	Vaden Drive	Fairfax	VA
10635	West Dr	Fairfax	VA
4500	West Ox Rd	Fairfax	VA
4600	West Ox Rd	Fairfax	VA
4618	West Ox Rd	Fairfax	VA
4620	West Ox Rd	Fairfax	VA
8221	Willow Oaks Corporate Dr	Fairfax	VA
4410	Shirley Gate Rd	Fairfax	VA
5600	Burke Centre Pkwy	Fairfax Station	VA
9610	Hampton Rd	Fairfax Station	VA
7315	Ox Rd	Fairfax Station	VA
2855	Annandale Rd	Falls Church	VA
7415	Arlington Blvd	Falls Church	VA
6101	Knollwood Dr	Falls Church	VA
7584	Leesburg Pike	Falls Church	VA
7525	Marc Dr	Falls Church	VA
2949	Sleepy Hollow Rd	Falls Church	VA
5920	Summers Ln	Falls Church	VA
10017	Colvin Run Rd	Great Falls	VA
9830	Georgetown Pike	Great Falls	VA
8814	Jeffery Rd	Great Falls	VA
768	Center St	Herndon	VA
875	Grace St	Herndon	VA
2709	West Ox Rd	Herndon	VA
6901	Allen Park Rd	Lorton	VA
9850	Furnace Rd	Lorton	VA
6900	Newington Rd	Lorton	VA
9399	Richmond Hwy	Lorton	VA
10501	Observation Rd	Manassas	VA
1437	Balls Hill Rd	McLean	VA
1440	Chain Bridge Rd	McLean	VA

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1961	Chain Bridge Rd	McLean	VA
1611	Great Falls St	McLean	VA
1234	Ingleside Ave	McLean	VA
7921	Jones Branch Rd	McLean	VA
1244	Oak Ridge Ave	McLean	VA
1239	Spring Hill Rd	McLean	VA
1560	Spring Hill Rd	McLean	VA
3200	Jermantown Rd	Oakton	VA
3609	Jermantown Rd	Oakton	VA
10304	Lynnhaven Pl	Oakton	VA
11925	Bowman Towne Dr	Reston	VA
1801	Cameron Glen Dr	Reston	VA
1850	Cameron Glen Dr	Reston	VA
2310	Colts Neck Rd	Reston	VA
1400	Lake Fairfax Dr	Reston	VA
1609	Washington Plz W	Reston	VA
11484	Washington Plz W	Reston	VA
1207	East Main St	Richmond	VA
7011	Backlick Rd	Springfield	VA
7250	Commerce St	Springfield	VA
8511	Greeley Blvd	Springfield	VA
6800	Industrial Rd	Springfield	VA
6800A	Industrial Rd	Springfield	VA
7801	Maritime Ln	Springfield	VA
8136	Old Keene Mill Rd	Springfield	VA
7550	Reservation Dr	Springfield	VA
6140	Rolling Rd	Springfield	VA
6500	Springfield Mall	Springfield	VA
1315	Beulah Rd	Vienna	VA
8300	Boone Blvd	Vienna	VA
8422	Electric Ave	Vienna	VA
101	Maple Ave E	Vienna	VA

Q11. MFD hardware section 6.1.2., what percentage of the fleet today has analog faxing and what percentage uses RightFax?

A11. 100 percent of the fleet uses RightFax.

Q12. MFD hardware section 6.1.2., is the goal to move all analog faxing to RightFax immediately or over time?

A12. Almost all faxing preformed in the County is via RightFax.

Q13. MFD hardware section 6.1.2., we have seen many organizations move a percentage of devices from A3 to A4 based on the reduction of 11x17 printing. Would the County want to see A4 options as well?

A13. The County desires to see all solutions including A3 and A4 MFD's.

Attachment A

- Q14. MFD hardware section 6.1.2. B, "Current print output from MFD Program devices has risen from 15% to 65% of total County output over the last ten years." How has the pandemic affected your volume in the last 2.5 years?
- A14. Total output decreased during the pandemic.**
- Q15. Are your print volumes back to 2019 levels?
- A15. With the County return to work policy and the institution of the new up to 60% Telework policy for eligible employees occurring less than five months ago it is too early to tell.**
- Q16. MFD hardware section 6.1.2.A, the request is to support Appletalk/Bonjour...do you mean Airprint?
- A16. Apple Bonjour network discovery protocol is currently a requirement and support for native Apple AirPrint is strongly preferred.**
- Q17. MFD hardware section 6.1.2., what percentage of the fleet is classified as "First Responders" and how many locations are there?
- A17. Currently 65 MFD's are listed as First Responder or 24/7/365 support and 55 MFD's are listed as After-Hours support.**
- Q18. MFD hardware section 6.1.2., how many "Frequently Used field replacement units" are stored at the County Facilities today?
- A18. "Frequently Used field replacement units" mentioned in Sections 6.1.4 F., 6.2.5 F., and 6.3.5 Maintenance and Supplies. Multiple "Frequently Used field replacement units" or FRU's per model are stored in a secure location within the Government Center what some may call a "Parts Locker" along with several sets or consumables and supplies for each model.**
- Q19. Can the county provide a list of the disparate operating environments, networks and MFDs per location as referred to by the county statement in the RFP on page 3, section 5.2.?
- A19. The operating environments are germane to the Agency's business, services provided, as well as facility type i.e., warehouse, golf course clubhouse, group home, outpatient services, central offices etc. All County facilities owned or leased have hardwired TCP/IP network connectivity, most have wireless or Wi-Fi connectivity and some have inbuilding cellular connectivity. Number of MFD's per location varies and typically correlates to the number of employees at the location as well as the input/output needs with as few as one MFD and as many as 88 at the most populated facility.**
- Q20. MFD Software section 6.1.3, can you provide more detailed information on the exact type of mobile devices used by the county and in what capacity?
- A20. Mobile devices are mentioned in Sections 5.2, 6.1.1, 6.1.4 E. I., and 6.3.5 Support Staff. In each case mobile devices are smart phones and tablets. The County primarily uses iOS mobile devices to conduct County business including email, text, phone calls, video/web conferencing, data capture, printing, etc.**
- Q21. MFD Software Section 6.1.3., will the county allow for further scoping of the infrastructure and requirements with regard to the high availability request?
- A21. Yes. High-Availability is mentioned in Sections 6.1.3. and 6.3.4.**
- Q22. MFD Software Section 6.1.3, can the county further define what templates are needed for job ticketing with regard to sending jobs to the print shop?
- A22. This is not mentioned in Section 6.1.3 but is mentioned in Section 6.2.3 A. I. and is in reference to capabilities desired in a print management information software solution similar to those found in solutions from RSA and EFI.**

Attachment A

- Q23. MFD Software Section 6.1.3, would a FedRamp certified hosting platform provided by the County (i.e Azure) satisfy the FedRamp requirement for any applications installed in said environment?
- A23. FedRamp was mentioned in Section 6.1.8 B. 1. and Section 6.2.8 B. I. and Section 6.3.8. In each case Offeror cloud solution(s) should be FedRAMP moderate and SOC 2 compliant at a minimum regardless of where hosted.**
- Q24. Please share the names of the vendors that were onsite for your Wednesday, June 22nd walk thru?
- A24. DEX Imaging LLC, Sharp Business Systems, Konica Minolta Business Solutions dba Meridian Imaging Solutions, and Ricoh -USA.**
- Q25. Section 5.2 MFD's, Pertaining to chart listed for MFD's, do the MFD's fall under the industry standard copier segments? i.e. bizhub 360i is Copier segment 3?
- A25. Refer to Attachment C - Pricing Schedule.xlsx and the segments as defined by the County.**
- Q26. Section 5.3 Print Services, Pages 4 & 5 under Print Services have two tables showing the County's current devices that are owned. It is understood that the new vendor would be replacing the leased equipment but what is the County asking for in regard to all the owned pieces of equipment listed?
- A26. The leased Xerox equipment is now owned by the County. The County would like the option of procuring any printing and finishing equipment necessary to meet current and future customer requirements during the course of the contract.**
- Q27. Section 6.1.2, Section H --Pertaining to Segment 3 copiers solely, operating at 31 – 40 pages per minute, would the County be open to accept finishing/stapling of 50 pages per packet? For such a robust finisher which would handle 100 sheet stapling, the cost as well as footprint for the system would be overkill for this segment.
- A27. Refer to Attachment C - Pricing Schedule.xlsx and the segments as defined by the County. The stated finisher options listed in Section 6.1.2, Section H should be available regardless of cost and/or size as required by some customers.**
- Q28. Section 6.1.2, We believe there is no finisher available to support Segment 4 – 6 with 200 sheet stapling capability. Would the County change the specification to 100 sheet stapling capability?
- A28. Offerors should list all available finishers and finisher options your firm offers for each model.**
- Q29. Section 6.1.2, Segment 3 and Segment 4 within the industry are looked at as workgroup solutions with segment 5 leaning more to lite production, requiring all the advanced finishing options such as post process insertors. With this information, would the County agree that the requirement for the post process insertor could be waived for Segment 4?
- A29. Please use the County defined segments when responding**
- Q30. Section 6.1.3 B, is the County tying together IWR and ICR in the form of Zone word capture for this requirement?
- A30. The desire is to recognize and capture in zonal and/or full document, typed and handwritten sentences, phrases, text, characters for purposes to include classification, extraction, indexing, etc.**
- Q31. Section 6.1.4, B,
- 1) Who is responsible for removing the existing fleet from all the County facilities?
 - 2) If the new vendor is responsible, where does this equipment go?
 - 3) Is it for disposal or will it need to be returned to a leasing company?
 - 4) If a leasing company, will the County assure there is no outstanding payments due for said equipment?
 - 5) Additionally, under section 6.1.8 B it is requested that a certificate of destruction be provided for all MFD Hard drives. If these are leased pieces of equipment, they must be returned to the leasing

Attachment A

- company with hard drives intact. Who is responsible for providing and installing these new hard drives?
- A31. 1) Current vendor is responsible for removing the existing MFD fleet from all County facilities. 2) N/A 3) N/A 4) N/A 5) Selected Offeror is responsible for maintaining chain of custody and providing certificate of data destruction for all non-volatile memory in each MFD and replacement of all non-volatile memory if required by non-County entity.**
- Q32. Section 6.1.4, D, how many MFD's must be supported under the 24/7/365 requirement?
- A32. Duplicate question, see response to question 17.**
- Q33. Section 6.1.4, E, how many MFD's are within the Courthouse/Massey Complex that is to service by the dedicated technician? Is this dedicated technician also responsible for servicing MFD's outside of the complex?
- A33. Currently there are 83 MFD's that fall within the Courthouse/Massey Complex to be serviced by a primary dedicated technician with a named secondary and tertiary as backup to the primary. These technicians will also service MFD's in the Courthouse/Massey Complex as needed.**
- Q34. Section 6.1.6, please define what is "new technology" that can cause the technology refresh clause to kick in?
- A34. Anything the County deems extremely advantageous or necessary to conduct County business. To date, this clause has never been invoked.**
- Q35. Section 6.2.2, since the County's current B/W production unit has the capability of 300GSM (110 Cover), will the County accept 13lb bond up to 110lb cover for the black & white production gear? (Larger range than current equipment)
- A35. Must meet or exceed current capabilities.**
- Q36. Section 6.2.2, will the County accept 600 x 2400 dpi print resolution for the black & white production? Higher resolution than current equipment which is 600 x 600)?
- A36. Must meet or exceed current capabilities.**
- Q37. Section 6.2.5 B:
- 1) Who is responsible for removing the existing fleet from all the County facilities?
 - 2) If the new vendor is responsible, where does this equipment go?
 - 3) Is it for disposal or will it need to be returned to a leasing company?
 - 4) If a leasing company, will the County assure there is no outstanding payments due for said equipment?
 - 5) Additionally, under section 6.2.8 B it is requested that a certificate of destruction be provided for all MFD Hard drives. If these are leased pieces of equipment, they must be returned to the leasing company with hard drives intact. Who is responsible for providing and installing these hard drives?
- A37. 1) Current vendor is responsible for removing the existing MFD fleet from all County facilities. 2) N/A 3) N/A 4) N/A 5) Selected Offeror is responsible for maintaining chain of custody and providing certificate of data destruction for all non-volatile memory in each MFD and replacement of all non-volatile memory if required by non-County entity.**
- Q38. 1) Is a dual/combined vendor response acceptable? 2) This would not be a sub-contracting arrangement but one vendor responding to Part 2: Production Print and a partner vendor to Parts 3: Enterprise Scanning & 4: Records Compliance and Preservation. 3) If awarded the contract, can we bill separately for services.
- A38. 1) Yes, but only one vendor/offeror can submit a response on behalf of the offerors. 2) Only one vendor/offeror can submit a response on behalf of the offerors as the prime contractor. It is up to the offeror/vendor in how they will work together to fulfill all the requirements of the RFP. 3) Normally the County works with the prime contractor as they are the ones**

Attachment A

responsible for the performance of the entire contract and how payment is distributed. It will depend upon the response the vendor/offeror is proposing to the County as we may be able to negotiate a method to meet the needs of the vendor/offeror regarding payment.

Q39. Are there any files that are not allowed to go offsite for scanning?

A39. Yes. Determined business owner and contents of data.

Q40. What is the expectation for pick-up/transporting of files to be scanned?

A40. If files are cleared for offsite scanning selected vendor is responsible for retaining chain of custody and ensuring security of files to be picked-up/transported.

Q41. Would Fairfax County box the files or would the chosen scan vendor do so?

A41. The chosen scan vendor would do so.

Q42. Would Fairfax County ship boxed files to the scanning site or expect onsite pickup?

A42. Onsite pickup.

Q43. Is the last day to submit questions to be addressed in the addendum be extended?

A43. Yes, changing date from June 29, 2022 at 4:30 PM EDT to July 15, 2022 at 4:30 PM EDT.