



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

**Winner 2000- 2013 Achievement of Excellence in Procurement Award
National Purchasing Institute**



Felicia Strong-Whitaker, Interim-Director

August 2, 2013

**Re: 13RFP88645B-BR
Multifunctional Device Lease and Support Services**

Dear Proposers:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced Request for Proposal.

Except as provided herein, all terms and conditions in the RFP referenced above remain unchanged and in full force and effect.

Sincerely,

Brian Richmond
Assistant Purchasing Agent

**13RFP88645B-BR Multifunctional Device Lease and Support Services
Addendum No. 1
August 2, 2013
Page Two**

This Addendum forms a part of the contract documents and answers questions asked by interested proposers and **modifies** the original RFP documents as noted below:

SPECIAL NOTE: In section 2 INSTRUCTIONS TO PROPOSERS, Page 2-4, Under 2.5 TERM OF CONTRACT, Change “The “Commencement Term” of this Agreement shall begin on January 1, 2014” to read “ The “Commencement Term” of this Agreement shall begin on February 1, 2014”.

The due has been extended to August 13, 2013.

Questions and **ANSWERS**

1. Question: Can a subcontractor provide quotes via more than one Prime Contractor?
Answer: Yes, a company can be a subcontractor to two or more proposers on this project.
2. Question: Will you accept Alternate Proposal?
Answer: No, only one proposal from each vendor will be accepted.
3. Question: Does the Proposal Due Date in section 1.8 (August 6, 2013) supersede the date in section 3.1.1 (July 30, 2013)?
Answer: Yes, please change the due date given in section 3.1 SUBMISSION REQUIREMENTS, on page 3-1 from July 30, 2013 to August 13, 2013.
4. Question: We could not locate Exhibit 1, Submittal Checklist in the RFP document, please provide
Answer: Exhibit 1, the Submittal Checklist, is attached.
5. Question: Please clarify if any space will be provided for day to day supply storage.
Answer: Fulton County will provide a small area in the Government Center for supply storage to facilitate quicker service response.
6. Question: Does the 2% associated with the disabled veteran only apply to the prime contractor that may be a disabled veteran? Or, can a prime contractor gain the 2% if they use a disabled veteran as a subcontractor?

Answer: A bidder can receive the 2% associated with the SDVBE preference only if ownership of the company bidding as Prime is 51% owned, operated and controlled by the SDVBE.

7. Question: Please identify your current or proposed digital document management solution.

Answer: Fulton County has decided to remove this requirement from the specifications.

8. Question: How can we obtain copies of one month of Xerox invoices to review? This will facilitate our ability to recommend the right equipment by location and to understand the requirements of each user location.

Answer: A Public Records Request would need to be submitted. Purchasing does not receive nor keep records of the financial invoices. This request would be routed to the appropriate entity for response.

9. Question: Please clarify if any space will be provided for day to day supply storage.

Answer: Fulton will provide a small space for storage of supplies, (e.g - 3 file cabinets).

10. Question: Please identify your current or proposed digital document management solution.

Answer: See answer to Question 7 above.

11. Question: Does Fulton County want wireless capability on all of their MFDs?

Answer: All units do not need to have wireless capability, but Fulton would like to have access to such a unit should the need arise.

12. Question: The question is how can we obtain copies of one month of Xerox invoices to review?

Answer: See Answer to Question 8 above.

13. Question: When will the replies be posted for the questions sent in so far? (We want to plan time for adjustments and so forth)

Answer: An addendum will be posted two days after the deadline for submission of questions.

14. Question: If a repair is responded to within 12 hour and it requires a non-standard part, which will be overnighted and installed the next morning, is this acceptable

Answer: This should be detailed in the vendor's response to the

RFP in the section regarding Service Level Agreements and Repair of units

15. Question: Re: Sec 7, #2: Please provide clarification on this section, specifically as it relates to "No exclusion for sexual abuse allegations".
Answer: The General Liability policy should not have exclusion for sexual abuse. This is a typical exclusion on some GL policies.

16. Question: Fulton County is not asking for a fax server solution within the current RFP. Instead, the County is looking for MFP compatibility with current and future systems. Is this statement accurate and will it be reflected in the addendum?
Answer: The County is looking for a fax server solution in the current RFP. The RFP details what the County is currently using, details the County's current needs, and the County expects at minimum equal functionality in the response

17. Question: Fulton Count is not asking for a Document Management System within the current RFP. Instead, the County is looking for MFP compatibility with current and future systems. Is this statement accurate and will it be reflected in the addendum?
Answer: This requirement is being removed with this addendum

18. Question: Re: Sec 2.5, A & B: Will the County consider rephrasing the term of the contract to read, " this contract shall be for a 5 year lease term, renewable yearly and subject to the county's annual appropriation clause; and as deemed necessary by the county's board of commissioners."
Answer: No

19. Question: Re: Sec 2.5 A: Would the County consider rephrasing this section to read as follows: "The commencement term of this agreement shall begin on February 1, 2014, the starting date, and shall end on the 31st day of December, 2019. The contract will be subject to yearly renewal and the county's termination rights that are described elsewhere in this agreement. "
Answer: No

20. Question Will the County consider extending the response date of this RFP?
Answer: Fulton County will extend the opening date of the RFP to August 13, 2013.

21. Question: Sec 7, #2: Please provide clarification on this section, specifically as it relates to "No exclusion for sexual abuse allegations".
Answer: Same as Question 15

22. Question: Section 1.1, Page 1-1: The RFP makes the statement “The intent of this RFP is to acquire a comprehensive lease for MFDs and professional services to support these devices and systems.” Is it Fulton County’s intent to sign an actual lease with terms and conditions governing the acquisition, term length, control, and legal title of the equipment covered under the lease?
Answer: Fulton County will sign a contract that incorporates, lease terms, and conditions. Contract will incorporate Fulton terms and conditions that are included as part of the RFP.
23. Question: Section 1.1, Page 1-1: Please describe Fulton County’s process for acquiring equipment once the RFP has been awarded. Would Fulton County issue a PO, several POs?
Answer: Fulton County will issue an annual Purchase Order that will cover the costs of the units and services for the year
24. Question: Section 1.1, Page 1-2: Fulton County lists 428 multifunctional devices. Do all of the current Xerox units installed have the ability to copy and print in color as well as black and white?
Answer: Yes
25. Question: Section 1.8, Page 1-3: Given the number of questions asked by all prospective vendors and the complexity of the answers expected, we do not believe we would have adequate time to complete an RFP response in the time left once all questions have been answered. Would Fulton County consider extending the due date two weeks after posting the answers to all questions asked?
Answer: Fulton County will extend the opening date of the RFP to August 13, 2013.
26. Question: Section 2.5a, Page 2-4: Given what was discussed at the pre-bid conference, what is the anticipated start date and end date for the awarded contract covering this opportunity?
Answer: In section 2 INSTRUCTIONS TO PROPOSERS, Page 2-4, Under 2.5 TERM OF CONTRACT, Change “The “Commencement Term” of this Agreement shall begin on January 1, 2014” to read “The “Commencement Term” of this Agreement shall begin on February 1, 2014”
27. Question: Section 2.5b, Page 2-4: Please explain the process for the execution of an option year of the agreement. What must be done by the vendor, what must be done by Fulton County’s IT Department? What is the approval process? How far in advance of the ending date would the vendor be notified of the approval of an option year or the County’s decision not to renew?

Answer: Fulton County would request the Board of Commissioners approve a renewal of the lease/contract for an additional budget year. Vendor would just need to sign a renewal form agreeing to provide continued services for the same price and the renewal would have to be approved 90 days before the deadline date

28. Question: Section 2.27 1, Page 2-13: What is the method used by Fulton County to release a proposer from honoring their proposal after the proposer is found to be unlikely of receiving a contract award?
Answer: If the proposer is not awarded, then there would be no need for the county to act on this matter.
29. Question: Section 2.27 4, Page 2-13: How does Fulton County notify the vendor of a defect, damage or deficiency that will require a replacement within 30 days? Is there any time of cure period?
Answer: Fulton County's PM would make the Vendor representative aware of the problem, and the vendor would have the opportunity to solve the issue before replacement. Vendor should outline his process for replacing defective units as part of his response
30. Question: Section 2.27 6, Page 2-13: What certification is needed in the performance of the services proposed under this RFP opportunity?
Answer: Fulton expects technicians that provide repairs will have the necessary certifications to provide services and work needed, apart from that, no certifications are required.
31. Question: Section 2.27 8, Page 2-14: Is there a maximum excess cost that the successful vendor will be responsible for in case of default?
Answer: In case of default by the successful Offeror, Fulton County may procure the articles or services from another source and hold the successful Vendor responsible for any resultant excess cost.
32. Question: Section 2.1.2, Page 3-2: Does Fulton County request 1 original in hard copy and 5 copies of the technical proposal on CD or the 1 original on CD as well?
Answer: 1 original in hard copy and 5 copies of the technical proposal on CD
33. Question: Are the contract compliance exhibits to be offered in hard copy format or on CD?
Answer: 2 original in hard copy.
34. Question: Is the Financial Information to be offered in hard copy form or CD?
Answer: 1 Hard copy only

35. Question: Is the Cost Proposal to be offered in hard copy form or CD?
Answer: Hard copy
36. Question: Section 3.3b, Page 3-3: To clarify, Fulton County expects the lease cost per device to include the cost of the equipment, the cost of any software needed to provide the equipment functionality requested (i.e. scanning, OCR, authentication, faxing), remote management tool, onsite labor, reporting, management and any servers needed to assist in printing, scanning, authentication, and remote management? Are there any other expectations of the lease payment per device?
Answer: Fulton expects the lease cost to be fully loaded. However, one clarification, Fulton does not expect Fax and Print “Servers” -- we expect a fax and print service that will operate on our virtualized servers. Specifications for our server environment are included in the solicitation.
37. Question: Section 3.3f, Page 3.3: We would ask Fulton County to modify this statement to read all consumable supplies, including but not limited to repair parts, toner and staples for use in devices shall be included in the Per Page Charge and not the lease.
Answer: We prefer our wording, and it is easier to have the costs spread the way we have defined
38. Question: Section 3.3k, Page 3-3: If the County adds a device in the second option year of the agreement, what would the lease payment be for the newly added device? Is it the price for the unit originally proposed assuming a 5 year schedule with only two years to run? Is it the price for the unit originally proposed assuming a 5 year schedule with a one year commitment with 4 option years, or a new lease payment predicated on the agreement term remaining in this case 2 years?
Answer: In Section 3.3 Scope of Work Fulton outlines that the cost of adding new units must remain consistent throughout the lease. Although we realize the units may be used for different durations, we must be able to consistently provide departments with the costs of the unit, be it year 1, 3 or 5. We expect vendors to understand this is the cost of doing business as it relates to this opportunity.
39. Question: Section 3.3m, Page 3-3: Is there any cure period before a request for replacement? What is the Fulton County process for issuing a request?
Answer: See response above in question 29
39. Question: Section 3.3n, Page 3-3: Does Fulton County have space that could be used as a staging area for equipment to be prepared and tested before delivery to its end location?

Answer: If this question is asking does Fulton County have a location to preinstall and test 400 machines, the answer is no. Yes, but it preferred to prepare and test equipment at its' final location to minimize County downtime

40. Question: Section 3.3p, Page 3-4: Please provide a copy of the existing vendor's monthly invoice to Fulton County showing how the charges are laid out, and the format of the charge back process.

Answer: Vendor would have to submit an open records request to view another vendor's invoice. This should be submitted via the Fulton County Finance Department

41. Question: Is the current lease a separate invoice from the services provided? Is the invoice offered as Xerox Business Services?

Answer: No

42. Question: Section 3.3r, Page 3-4: Please describe the process used by the current vendor in the collection and accounting of monies collected via the coin operated machines.

Answer: Accumulated funds are totaled quarterly by the vendor and are applied as a credit to the MFD account.

43. Question: Please describe the current process for the crediting and transfer of generated revenue to the county. Is money deposited into a Fulton County Bank Account?

Answer: Accumulated funds are totaled quarterly by the vendor and are applied as a credit to the MFD account.

44. Question: What is the average amount of monthly revenue credited to Fulton County per device or device location?

Answer: Approximately \$8,000 per month

45. Question: What is the average amount of actual cash removed from each device one each visit by the vendor?

Answer: Quarterly averages

46. Question: Does the existing vendor use an armored car service to transport the cash?

Answer: No

47. Question: What plans does Fulton County have for moving away from coin operated machines?

Answer: Fulton is depending on the vendor community to provide new technologies, approaches, and solutions to the print for pay operation

48. Question: You stated in the pre-bid meeting on July 23 that there had been a RFP that had been just closed for this software. When will that be that be awarded? This new software may change the response as to the recovery device for coin op or card scanning capabilities

Answer: The Library technology RFP will change the current pay for print vendor from the current vendor Envisionware. The respondents to the Library technology RFP were SIRSI and 3M, so one of those vendors will be providing pay for print solutions to the Library

49. Question: The County Public Libraries currently issue cards to the patrons? Does that card have a bar code or magnetic strip?

Answer: Currently, they issue library cards and they do have a bar code, but they are not currently enabled to load or disburse funds for copying.

50. Question: Are the Libraries billed separately each month or is it included in the fleet?

Answer: Fulton requires that each machine, location and agency should have a separate accounting and billing so that they can be reviewed and reconciled

51. Question: Could we have a copy of the current library bill as an example?

Answer: No, vendor would have to file an open records request

52. Question: How many copies per month do the libraries make?

Answer: This information is in the appendix

53. Question: How much is charged per copy in the libraries?

Answer: Rates are charged as follows:

Fulton County Law Library, Probate Court and Family Law rates are:

\$.25	B/W
\$.50	Color

Fulton County Atlanta-Public Library rates are below:

SIZE	B/W	COLOR
8 1/2 X 11	\$0.10	\$0.50
8 1/2 X 14	\$0.10	\$0.50
11 X 17	\$0.10	\$0.50

54. Question: Are the public libraries to be print capable?

Answer: Yes

55. Question: Are the public libraries on a separate server or are they on the county print server?
Answer: They are not on a separate print server currently
56. Question: Do the coin operated machines need to make change and if so, what denominations?
Answer: Fulton is depending on the vendor community to provide new technologies, approaches, and solutions to the print for pay operation
57. Question: Section 3.3r, Page 3-5: What monitoring and controls are in place currently for secure network printing and scanning? How does a Fulton County employee receive access to a device to complete a scanning operation? How does authentication currently occur?
Answer: Employees have a personalized scan cover sheet
58. Question: You state that all print servers and software are to be included in our monthly cost per unit. How many different print servers does Fulton County presently have to service the Government Center and all of the mentioned 150 Fulton County office locations?
Answer: 4
59. Question: Section 3.3t, Page 3.5: How many full time employees does the current vendor have onsite at the Fulton County Government Center? **4**
- Are there any other Fulton County locations where a vendor's employee is domiciled? **No**
- What are the job titles of those full time employees located at the Fulton County Government Center? **N/A**
60. Question: Where do the existing vendor employees park when working at Fulton County? Is there a Fulton County parking facility available to the vendor's employees? If so what is the monthly charge for parking?
Answer: Fulton County is not responsible for payment of the staff – the employees pay for their own parking at lots around the Government Center. There are several lots with varying monthly rates.
61. Question: What is the process for acquiring security badges for the vendor's employees?
Answer: Our Police Department will photograph the vendor's employees and provide badges

62. Question: What are the back ground checks needed in order to receive a security badge?
Answer: Fulton expects the vendor to provide background checks on all staff they bring in to the County
63. Question: Section 3.3u, Page 3-5: Are all the items listed in this section to be part of the lease payment?
Answer: Yes, please refer to the Exhibits
64. Question: **Section 3.5.v, Page 3-5:** You express that you would like to have users share documents. Will documents be put in to one shared file or many shared files (department. With different security levels etc.)
Answer: Departments have shared drives with security levels.
65. Question: **Section 3.3.y, Page 3-5:** If the removed device has a hard drive, Does Fulton County require that the hard drive for the device be surrendered to Fulton County?
Answer: Vendor is responsible for the security, integrity and the wiping of the hard drive before removal
66. Question: Section A. Specifications, Pages 3-6 through 3-7: You state that Fulton County department may upgrade and add functionality per user such as color copying. Are you saying that all proposed machines must have the ability to copy/print in color even if color printing is not needed or turned off?
Answer: Yes
67. Question: Does Fulton County require the ability to turn off color copying and/or printing by user?
Answer: Yes
68. Question: **MFD Security:** Does Fulton County requires all listed types of authentication for each model and device? Biometric Authentication requires finger prints for each Fulton County employee stored in an active directory available for authentication. Doe Fulton County has such a database or has plans to have such a data base within the time frame of the agreement?
Answer: These types of authentication should be available, details of which is required for which location will be detailed during implementation discussions.
69. Question: Will and Fulton County end users need to print from an MAC workstation or laptop
Answer: Yes

70. Question: **Print:** Will each device have a wired network drop or will the MFD's need to be able to access a wireless network? Which network would take priority?
Answer: Each device will have a network drop; there will be some need to print wirelessly
71. Question: Will the installed devices have a static IP address? Will the wireless devices mentioned be used by Fulton County employees be county owned or personnel wireless devices that are allowed to print to the MFD?
Answer: Yes
72. Question: What is the current process used for allowing personal mobile devices access to printing on the Fulton County network?
Answer: All county users that access our network for any function are regulated by our internal acceptable use policy.
73. Question: Is the above requested process different than the one used by Fulton County end users who use Fulton County issued mobile devices? If so, what is the process followed?
Answer: All county users that access our network for any function are regulated by our internal acceptable use policy.
74. Question: Section A1, Pages 3-8:**Basic Features of MFD:** Ability to copy and print in color: Does Fulton County require that all proposed devices have the ability to print/copy in color?
Answer: Yes
75. Question: Are there any Fulton County device locations that only require the ability to copy/print in black and white?
Answer: No
76. Question: Do all small and medium devices need the document feeder to accept a 100 page original document?
Answer: Yes
77. Question: **Section A2, Pages 3-8 through 3-11: Electronic Fax:** Does Fulton County requires the selected vendor to provide a Fax server and a backup redundant server also? Is the provided server a digital or analog server?
Answer: We expect a fax and print service that will operate on our virtualized servers. Specifications for our server environment are included in the solicitation
78. Question: Does each current device have a phone line attached for faxing? If not, how many current devices do have a phone line attached

for faxing capability?

Answer: Each device has fax capability through the Fax Server

79. Question: Are you requiring that the conversion of fax documents to Text searchable PDF files be automatic or manual?

Answer: The county reserves the right to have this an option to our end users.

80. Question: **Patron Printing:** You express your wish to have coin ops be able to collect coin and also be able to use a debt or credit transition. Do the coin op devices need to have the ability to make change from bills? If so what bill denomination? If you want the coin ops to be able to use debit / credit will there be phone lines available at each machine for approval access? How is this accomplished now?

Answer: : Fulton is depending on the vendor community to provide new technologies, approaches, and solutions to the print for pay operation. Currently patrons pay for prints to a librarian and Envisionware monitors the printing process

81. Question: **Remote Printing Solution:** Please describe the current process for the clientless solution. What does a County remote site print without delay through the current print path? What is XBS?

Answer: : Fulton is depending on the vendor community to provide new technologies, approaches, and solutions for remote printing solution

82. Question: Please describe in greater detail the need for the ability for spool size reduction. Is this a Fulton County requirement? How is this accomplished currently?

Answer: The county currently uses the client side feature in Windows7. The county is in need of the ability to maximize the speed for remote printing

83. Question: Does Fulton County currently track scans by user, by department by entity?

Answer: Yes

84. Question: Section b, Pages 3-11 through 3-12: **Transition of Service:** Can Fulton County provide a staging area at the Justice Center for preparation and testing prior to end delivery to aid in the implementation?

Answer: No

85. Question: **Roll Out Commitments:** Service Provider is required to be available to transition equipment and services after hours and on Weekends.

Answer: Yes

86. Question: Does Fulton County require that all device installs and deliveries take place after hours and on weekends for the duration of the implementation?
Answer: We expect the vendor to provide a detailed plan for transition that minimizes the County's operations. We don't expect all transitions to take place off hours, but it may be productive and necessary to do so.
87. Question: **Training:** Please define professional certified trainer. Does the trainer need to manufacture trained and certified? How is the certification authenticated by Fulton County?
Answer: Vendor would have to define the expertise of his training resource
88. Question: Section C,, Pages 3-12 through 3-15: **Daily Support and Response to Service Calls:** You have stated that service calls go through Fulton County's help desk. Is this help desk open 24/7 and 365 days per year? How is the help desk staffed?
Answer: 8-5 with on-call staff responsible for off hours
89. Question: **Service Level Measurements:** Please provide a copy of the existing agreed to Service Levels Measurements between Fulton County and the existing vendor
Answer: N/A
90. Question: **Help Desk:** Please provide information in regards to Fulton County's DoIT system. Please outline the process and steps when a Fulton County end user requests service on MFD device. How is the determination made whether it is a hardware or network issue? Who is the first responder? How is the onsite vendor staff notified of an issue needing resolution?
Answer: User creates a Work Order via phone or email and ticket is assigned to onsite vendor technician. Helpdesk staff provides first level of questions to determine severity of issue
91. Question: **Loaner Unit:** How quickly does a loaner unit have to be on site? Is there available space to store loaner units at the Justice Ctr?
Answer: The County serves a variety of customers and situations. The urgency of a available loaner unit may vary depending on the need. The county does not have space to store loaner units.

92. Question: **Section D, Pages 3-17:** Where is the location identified in this section as a place where vendor employees can be domiciled? How big is the space and what is provided (i.e. network drops, phones, electrical outlets)?
Answer: Government Center Building—cubicle, PC, deskphone.
93. Question: **Section 3.5, Pages 3-20:** How long after contract execution will the selected vendor have to complete the implementation of all 420+ devices?
Answer: As quickly as possible – should be detailed in the transition plan
94. Question: **Section 3.5.2, Pages 3-21:** How many references does Fulton County require with the vendor's response? Is there a format that needs to be followed?
Answer: 3 – please refer to reference section in RFP
95. Question: **Section 3.5.3, Pages 3-22:** Can the responding vendor provide a list of job titles with corresponding job requirements of the proposed staff in lieu of resumes? Until such time as a contract award is probable, we will not begin identifying possible staff that could include existing vendor staff servicing Fulton County. We would provide resumes of staff members prior to implementation
Answer: N/A
96. Question: Please describe A+ and N+ certification
Answer: These are base certifications for PC and Network knowledge
97. Question: **Section 5 Proposal Forms, Form G:** What Professional License if any would be needed to deliver the requested services?
Answer: No professional licenses are required by the RFP
98. Question: **Section 7 Insurance and Risk Management Provisions Page 7-1:** What does Fulton County mean by "Completed Operations - Statute of Repose for state of GA" in regards to Professional Liability insurance? Completed operations is usually associated with General Liability, not Professional Liability. What the Statute of Repose is and any applicable time limits?
Answer: The State of Repose for the State of GA is 8 years but Fulton County is fine with the respondent's insurance carrier limiting the extended reporting period to 2 years.

99. Question: For the advanced scanning:

- Is it important for all scan to file transmissions to be 128bit SSL encrypted?
- Is there a need to scan to Microsoft Word or Excel formats for editing purposes?
- Biometric sensing for users is quite expensive. Will proximity cards be considered for authentication purposes? If so, what type of proximity cards are used by the county?

Answer: Yes, Yes and proximity cards will be considered if the responding vendor includes that as part of his solution. The County currently has proximity cards for some users.

100. Question: For Fax Service:

- What type of phone system is currently used by the county? Please list the make and model number of the phone system.
- If Fulton County is currently using an analog phone system, are there any near term plans to switch to a VOIP phone system?
- **Answer: CISCO VOIP phones Series 7961**

101. Question: Content Management:

- How many named users will Fulton County need to have listed for the document management system? N/A
- Are there any plans to put paper-based forms on the Fulton County website, taking advantage of forms based content management? The values that users type into these types of digital, public facing web forms can be routed to the content management system as index values - automating the archival and indexing of all applications and completable forms - or kick off manageable workflow queues that can be tracked for status updates and timeliness metrics.

Answer: Not a part of this solicitation.

102. Question: I noticed that the pre-proposal conference has already passed. Can you tell me how important this conference is to the bidding process? Was it crucial that a representative of our company attended?

Answer: The pre-proposal conference was optional for all bidders.

103. Question: I was wondering if I could request a copy of this RFP in word format, this would allow for a much easier response from MSA and review from your team. Please let me know if that is possible.

Answer: No, a WORD version of the RFP is not available.

103. **The attached modified cover sheet is to replace the original.**

104. **Question:** I have searched all through this RFP a number of times and it seems I am missing the cost summary worksheet mentioned in Section 3, page 28. Can you either send to me or post online on your purchasing page?

Answer: The cost summary worksheet mentioned on page 3-28 is the Excel Document that is a part of the RFP package that is used to input your pricing. After you open the bid file on the website, the Excel File is located to the left of the screen.

105. **Question:** Is the Library requirement amended to include a coin-bill-card station?

Answer: Please see Scope of Work Section 3.3 r) and A-2 Additional Required Services --- Patron Printing section. County will identify which units need a pay for print solution. The County is expecting the vendor community to provide the most efficient, cost effective solution to address the pay for print and citizen print needs at the public locations.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time of Tuesday, August 13, 2013, **11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2013.

Legal Name of Bidder

Signature of Authorized Representative

Title

Proposer Name: -

Project # and Title: -

E-Verify Number: -

A complete proposal package will consist of the items identified below. Proposers must complete this checklist to confirm the items are included in the proposal, and return this checklist with the proposal package. Place a check mark or "X" next to each item that is being submitted with the proposal. For the proposal to be responsive, all required attachments must be returned.

Proposer Requirements	Proposer Completed	County Completed
1. One (1) Proposal marked 'Original', and five (5) copies of CD's	<input type="checkbox"/>	<input type="checkbox"/>
2. *Form E: Georgia Security and Immigration Contractor Affidavit(s) and Agreements <i>Note: If prime contractor is a joint venture, partnership, or LLC, each member of the entity must submit an affidavit</i>	<input type="checkbox"/>	<input type="checkbox"/>
3. Form F: Georgia Security and Immigration Subcontractor Affidavit(s)	<input type="checkbox"/>	<input type="checkbox"/>
4. Technical Proposal	<input type="checkbox"/>	<input type="checkbox"/>
5. Cost Proposal (submitted in a separate sealed envelope)	<input type="checkbox"/>	<input type="checkbox"/>
6. Financial Information (Submitted in a separate sealed envelope)	<input type="checkbox"/>	<input type="checkbox"/>
7. Acknowledgement of each Addendum	<input type="checkbox"/>	<input type="checkbox"/>

<p>8.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Executive Summary <input type="checkbox"/> Technical Approach/Detailed Work Plan <input type="checkbox"/> Project Team Qualifications/Qualifications of Key Personnel Relevant Project Experience <input type="checkbox"/> Proposer Financial Information <input type="checkbox"/> Availability of Key Personnel <input type="checkbox"/> Local Preference <input type="checkbox"/> Disclosure Form and Questionnaire 	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>8. Purchasing Forms</p> <ul style="list-style-type: none"> <input type="checkbox"/> Form A: Certificate Regarding Debarment <input type="checkbox"/> Form B: Non-Collusion Affidavit of Bidder/Offer or <input type="checkbox"/> Form C: Certificate of Acceptance of Request Proposal requirements <input type="checkbox"/> Form D: Disclosure Form & Questionnaire <input type="checkbox"/> Form G: Professional License <input type="checkbox"/> Form H: Local Preference Affidavit of Bidder/Offeror 	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. Office of Contract Compliance Requirements (separate envelope)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>10. Evidence of Insurability, proposer must submit one (1) of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Letter from insurance carrier <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> An umbrella policy in excess of required limits for the this project 	<input type="checkbox"/>	<input type="checkbox"/>
<p>11. Verify that Proposer is registered w/Georgia Secretary of State and attach a copy of print out to this form</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>12. Verify Georgia Utility License Number and attach a copy of print out for each Proposer (If applicable)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>13. Verify Professional License and attach a copy of the print out for each Proposer (If applicable)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>14. Verify if Proposer submitted Contract Exceptions. If yes, please forward a copy of the Contract Exceptions to the Purchasing Director immediately</p>	<input type="checkbox"/>	<input type="checkbox"/>



REQUEST FOR PROPOSAL 13RFP88645B-BR

Multifunctional Device Lease and Support Services

For

The Information Technology

RFP DUE DATE AND TIME: Tuesday, August 13, 2013 11:00 A.M.

RFP ISSUANCE DATE: Wednesday, July 3, 2013

PURCHASING CONTACT: Brian Richmond

E-MAIL: brian.richmond@fultoncountyga.gov

PRE-PROPOSAL CONFERENCE DATE: Tuesday, July 23, 2013 2PM

**LOCATION: FULTON COUNTY DEPARTMENT OF PURCHASING &
CONTRACT COMPLIANCE**

**130 PEACHTREE STREET, S.W., SUITE 1168
ATLANTA, GA 30303**