

## Yolo County Housing

### Addendum 1

#### IFB No. B26-004 Lease and Services of Multifunction Devices

#### Request for information (RFI)

We have received the following request for information and hereby respond:

1. **Question:** IFB Section 2.0 states that the initial contract will be for three (3) years with one (1) two-year extension while 5.3 reads 1 year with 4 additional one-year options. Which is correct?

**Agency Response:** Initial contract will be for three (3) years with one (1) two-year extension

2. **Question:** Is there a pricing template or form for bidders to complete, or are bidders to submit pricing using their own format?

**Agency Response:** There is no pricing template. Bidders can use their own pricing format.

3. **Question:** Can you confirm the brand name of the print management software you currently utilize.

**Agency Response:** PaperCut

4. **Question:** For your current print management software, do you own it or do you pay rent to use it (i.e., does your current printing vendor own the licenses)?

**Agency Response:** Licensed to Yolo County Housing

5. **Question:** Are you current on your maintenance agreements?
  - a. If so, what is the expiration date and what version are you on?

**Agency Response:** Current agreement expires May 8, 2026.

6. **Question:** What are the number of licenses currently in use? Can you break down the different use licenses you are currently using?

**Agency Response:** we have total of 45 staff members across all locations who use the copiers and printers' services

7. **Question:** Are there any other connectors (such as fax connectors) inside of your print management solution?

**Agency Response:** Fax will be managed separately.

8. **Question:** Do you utilize any features such as print deploy/advanced enablement print or OCR?
- a. If not, would you like to have the ability of zone printing?
  - b. Would you like to have the ability of OCR?

**Agency Response:** No OCR or Zonal OCR needed.

9. **Question:** Do you use mobility print?

**Agency Response:** Not needed since we currently use Papercut.

10. **Question:** Are you confident in your current vendor's support of your existing print management solution?

**Agency Response:** Not relevant

11. **Question:** Can you confirm that the only RFP forms that bidders are required to return for STEP 1 are:
- a. Form of Bid (Attachment A)
  - b. Form HUD-5369-C (Attachment B)
  - c. Section 3 Business Preference Documentation (Attachment D) if applicable.

**Agency Response:** Yes, bidders are required to complete and return the attachment A, B and D along with their response or bid.

12. **Question:** May offerors submit their standard contract or agreement templates as part of the response, or will there be an opportunity to negotiate contract terms upon award?

**Agency Response:** Contracts will only be executed on the Agency form

13. **Question:** Could you please provide the link to the online pricing submission portal, along with step-by-step instructions for completing the submission?

**Agency Response:** As stated in page 4 of the IFB document under How to respond, bidders are required to submit their pricing or bid either via email at [procure.submittal@ych.ca.gov](mailto:procure.submittal@ych.ca.gov) or by mail to the YCH office Attention to Nesar Rasekh, Procurement Analyst, at 147 W Main Street Woodland CA 95695

14. **Question:** Please confirm whether the County prefers a 36-month Fair Market Value (FMV) lease or a \$1 buyout lease structure for this IFB.

**Agency Response:** 36-month Fair Market Value (FMV) lease

15. **Question:** Please confirm whether a cost-per-copy (CPC) service structure is required.

**Agency Response:** Yes

16. **Question:** Please confirm whether any of the proposed devices are required to support fax functionality.

**Agency Response:** Not required. Fax will be linked through VOIP service.

17. **Question:** Could you please provide the average monthly black-and-white and color print volumes for each device?

**Agency Response:** We currently have 19 devices in total including some small desk printers. Average monthly volume: 5000 Color and 41,000 B&W

18. **Question:** Are there any existing equipment buyouts that should be included in the pricing? If so, please provide the relevant details.

**Agency Response:** No

19. **Question:** Please confirm whether the awarded vendor will be responsible for the removal and return of existing equipment.

**Agency Response:** No

20. Please confirm whether a physical copy of the Step 1 response is required, or if an electronic submission via email will be sufficient.

**Response:** Electronic submission via email is sufficient

21. **Question:** Please confirm whether it is a requirement for vendors to subcontract with a disadvantaged and/or Minority/Women-Owned Business Enterprise (M/WBE) for this IFB.
- a. If so, how many evaluation points are allocated to this requirement?
  - b. Are there specific forms or documentation that must be submitted to demonstrate compliance?

**Agency Response:** Documentation is required to demonstrate EEO/supplier-diversity practices but not scored as a numerical factor in this IFB.

22. **Question:** Please confirm whether Attachments G2, G3, and G4 should be submitted as part of Step 2 of the proposal process.

**Agency Response:** Attachments G2, G3 and G4 are for bidders' information and are not necessary to be submitted as part of the proposal. However, bidders may review and return them with the proposal package if they choose.

23. **Question:** Please confirm the anticipated timeline for when the County will notify vendors selected to proceed to Step 2.

**Agency Response:** within two to three weeks after the bid submission due date, the selected bidder will be notified. During the same period unsuccessful bidders will also be notified.

24. **Question:** Please provide the County's anticipated timeline for project implementation, including the expected start date?

**Agency Response:** As soon as possible.

25. **Question:** Within the Scope of Work document under paragraph 4.1 (implementation tasks) it conveys that the Housing Authority will already have print management software in place. If this is correct, what current print management software is it using? Or will the vendor need to implement new print management software?

**Agency Response:** PaperCut

26. **Question:** Does the "DISCLOSURE OF LOBBYING ACTIVITIES" form still have to be submitted if there are no lobbying activities?

**Agency Response:** Yes, this form must be submitted even if there are no lobbying activities.

27. **Question:** The IFB is referencing attachment D1. Do you mind stating where we can find that attachment?

**Agency Response:** This is a typographical error, there is no attachment D1. It should refer only to attachment D.

We are grateful for your interest in doing business with our Agency and we look forward to receiving a bid submittal from your firm.

Regards,  
Nesar Rasekh  
Procurement Analyst