



Houston Independent School District

Hattie Mae White Educational Support Center
4400 W. 18th St. - Houston, TX 77092

REQUEST FOR PROPOSAL (RFP) ADDENDUM

December 14, 2012

Addendum No. 1

RFP Project No. 12-12-01

RFP Project Title: RFP/Purchase of Remanufactured, Compatible and OEM Toner

This addendum is issued to make the following change and answer questions:

In Section 111. Scope of Work and Specific Conditions, 3.3 Specifications SAMPLES the following samples are required should read:

- **Canon Laser Class 730 I Need one monochrome for this.**
- **HP 4700N Need one full set of toners: Black, Cyan, Yellow, Magenta, Blue**

Answers to the following questions:

Question No. 1 Is the prebid meeting mandatory for this RFP?

Answer No. 1 Proposer(s) are strongly encouraged to attend the pre-proposal conference.

Question No. 2 What are the expectations of the local representation who would physically visit the individual schools and departments?

Answer No. 2: The local representation must be able to follow all Customer Service guidelines outlined on Page 20.

Question No. 3: Would customer service solely through the use of a phone 800# and/or email sufficiently meet the districts needs?

Answer No. 3: In the case of a cartridge leak, it is required that the supplier has local representation that can dispatch a qualified technician on site that will clean the residue and replace the cartridge without damaging the printer. Because

of these reasons stated customer service solely by phone and email will not meet the Districts needs.

Question No. 4: If we are bidding only OEM (Branded) product does the district still need Samples?

Answer No. 4: No, only remanufactured and compatible toners for sampling.

Question No. 5: We can supply remanufactured samples for everything except the Okidata C830 and the HP DeskJet 690 printers. We can only supply new, OEM, ink and toner for these?

Answer No. 5: We are only requesting samples for the following high capacity laser printers; therefore OEM is not required, only remanufactured and compatible:
Canon Laser Class 730 I Need one monochrome for this.
HP 4700N Need one full set of toners: Black, Cyan, Yellow, Magenta, Blue

Question No. 6: Would you still require samples or would you accept that the OEM versions do not require samples?

Answer No. 6: No samples are needed, if only OEM is available.

Question No. 7: Also, I have searched the pricing schedule for the DeskJet 690 ink cartridges- manufacturer numbers 51629A (black) and 51649c (color) - but I was not able to find them listed. Is the district requesting samples for ink cartridges that will not be purchased off of this bid, or am I just missing them on the pricing schedule? (I used the search function in Adobe Acrobat to try to locate the numbers)

Answer No. 7: HISD has several printers throughout the District. It is not necessary to provide samples for the DeskJet 690 although; the District will purchase all ink and toner requested by clients in order to support all District owned printers throughout the District. Please add the additional toner and ink to the list if it is not listed.

This addendum must be returned **with** your sealed RFP. All other terms and conditions specified in the above referenced HISD solicitation shall remain the same.

Company Authorized Signature



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REQUEST FOR PROPOSAL (RFP) ADDENDUM

December 18, 2012

Addendum No. 2

RFP Project No. 12-12-01

RFP Project Title: RFP/Purchase of Remanufactured, Compatible and OEM Toner

This addendum is issued to make the following change:

Section 111 X. Form F (Pricing Schedule) **Reads:** EST. ANNUAL USAGE.
Should Read: EST. THREE YEARS USAGE.

Answers to the following questions:

Question No. 1 Page 30 Form A “Free of indebtedness statement”: Whose tax account # needs to be on the form? Just corporation or corporation & shareholders?

Answer No. 1 List all tax account numbers for corporation and shareholders.

Question No. 2 Page 7 Tab 4 Scope Section: What exactly are “each item listed”?

Answer No. 2 Section 111, under 3.3 Specifications, respond to the Overview, Customer Service, and Pricing Criteria as outlined on pages 19, 20 and 21.

Question No. 3 Page 13 2.12.3: We ship our ink to the schools via UPS. We only sell Canon OEM ink for our Prographic Poster Printers. We do not go on campus. Are we required to comply with “A waiver of subrogation”?

Answer No. 3 Yes

Question No. 4 Page 15 Section 2.15.2: Where in this proposal do you include this information?

Answer No. 4 This information should be included in Tab 4 – Scope Section.

Addendum No. 2

Question No. 5 Page 20 Customer Service: We currently do not have a website that has this capability. Does that preclude us from responding to this RFP?

Answer No. 5 No, but if offered an award, the supplier must have this capability.

Question No. 6 Page 22 Section 4.1.1: Does this RFP require an electronic catalog, or can you handwrite on forms provided in the RFP?

Answer No. 6 No, not at the time of submission, if offered an awarded, an excel spreadsheet will be forwarded for the SAP/SRM catalog. You can hand write on the Proposal Submission Forms.

Question No. 7 Page 26 Form-A Question 14: What is a preformatted flat file?

Answer No. 7 Data files containing records; this flat file is not relivant at this time. See answer #6.

Question No. 8 Page 45 Form F: Is this an excel document? Can we handwrite on this? What do we do with the items we are not bidding on?

Answer No. 8 This is a Word document, please submit a digital version on CD or flashdrive along with a hardcopy in the original binder. For all items your company is not bidding on type "No Bid".

Question No. 9 Page 62 Form G: What type of license & or certificates is the RFP referring to?

Answer No. 9 This RFP goods/services does not require license or certificates.

Question No. 10 HP4700N Need one full set of toners: Black, Cyan, Yellow, Magenta, Blue? However, there is no "Blue" cartridge. Can this "Blue" toner be omitted from the requirements?

Answer No. 10 Yes

This addendum must be returned **with** your sealed RFP. All other terms and conditions specified in the above referenced HISD solicitation shall remain the same.

Company Authorized Signature

HISD Project 12-12-01
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Pre-Proposal Conference
December 18, 2012

| No. | PRINTED NAME | SIGNATURE | COMPANY | STREET ADDRESS | CITY, STATE | OFFICE PHONE | CELL PHONE | EMAIL |
|-----|---------------------|-------------------------|---------------------------------|--|-------------|----------------------------------|------------------|-----------------------------------|
| 1 | KAREN ALLEN | <i>Karen Allen</i> | HISD | PROCUREMENT | TX | X66537 | — | — |
| 2 | Curtis Morris | <i>Curtis Morris</i> | ELP | 9075 Katy Fwy | TX | 74681997 | | |
| 3 | MICKIE FRIEDMAN | <i>Mickie Friedman</i> | SmartGroup | 1801 Gateway Blvd #203 | TX | 75080 972-435-1161 | 972-888-8538 | mickie@smgsystems.net |
| 4 | Warren Koddy | <i>Warren Koddy</i> | SmartGroup | 1801 Gateway Blvd #203 | TX | 972- 235-2161 | 972-888-8538 | WarrenKoddy@smgsystems.net |
| 5 | Jill Grossman | <i>Jill Grossman</i> | Brooks Duplicator Company | 10102 Rockley Rd 77099 | TX | 281- 568- 0787 | 713-385- 5894 | Jill@brookscompa74.com |
| 6 | Shari Woodward | <i>Shari Woodward</i> | OfficeMax | 16103 Diamond Rd Cypress, TX 77429 | TX | 281- 408- 3840 | Same | Shariwoodward@officemax.com |
| 7 | DAN MCLEOD | <i>Dan McLeod</i> | CDW | | | 586 850 6988 | " | DAN.MCLEOD@ CDW.COM |
| 8 | LEIGH PILKINGTON | <i>Leigh Pilkington</i> | HP | 6726 ASHMORE HOUSTON, TX 77069 | TX | 832- 289- 1235 | " " | leigh.pilkington @hp.com |
| 9 | TIM SCHROEDER | <i>Tim Schroeder</i> | Office Depot | 6225 W. 64th Blvd Houston 77040 | | 713-996 3557 | | tim.schroeder@ officedepot.com |
| 10 | George Cosakis | <i>George Cosakis</i> | Texas Office Products | 12254. 2nd Hwy 77008 | TX | 7-864 6004 | — | George C. Texas Office.com |

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| 1 | Melanie McMurren | M. McMurren | ECP | 9075 Katy Hwy | TX | 713-956-9481 | | |
| 2 | Mark Fretell | Mark Fretell | SOP | 6120 Jessamine | Houston TX | 713-541-0313 | 832-428-3606 | mark@standandofficeproducts.com |
| 3 | E.A. ARREDONPU | E.A. Arredonpu | SOP | ✓ | ✓ | ✓ | 713-444-1840 | EALR@AOL.COM |
| 4 | Lance Henderson | L. Henderson | MPS | 2712 Barons Cove Ct. | Pearland TX | 832-736-1221 | 832-736-1221 | meridianpointe supply@gmail.com |
| 5 | Eddie Ward | Eddie Ward | QA systems | 5100 Westhwy Ste 200 | Houston TX | 512-637-6100 | 512-731-8828 | eddie@qa systems.com |
| 6 | Ly Nguyen | Ly Nguyen | Lee office solutions | 3118 Harrisburg blvd | TX | 713-358-5124 | | inguyen@leeofficesolutions.com |
| 7 | Dee Dee | Dee Dee | Ice office solutions | 3118 Harrisburg blvd | TX | 713-358-5114 | | |
| 8 | Leticia Stuart | Leticia Stuart | Inter Active | 14162 FM 529 Houston, TX 77041 | | 281.345.4420 | 832.622.3926 | Leticia e copiers.com interactive copiers.com |
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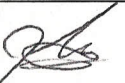
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| 1 | MERRILL CHANCE | <i>Merrill Chance</i> | EIS OFFICE SOLUTIONS | 2036 W. SAM HOUSTON PKWY N. HOUSTON TX | Houston TX | 713-484-7300 | 713-410-0635 | MERRILL@EISOFFICE.NET |
| 2 | Wen Lee Huang | <i>Wen Lee Huang</i> | U.S. Tech | 1412 San Jacinto Hall, Baytown TX | Baytown TX | 281-839-1090 | 713-858-8370 | WEN@USTECHUSA.COM |
| 3 | Martha Ceballos | <i>Martha Ceballos</i> | ELP ENT INC. | 9346 Rosstown Hwy TX 77080 | Way Hou TX | 832-969-9947 | 832-969-9947 | martha@elpenterprisesinc.com |
| 4 | Lecoy Jones | <i>Lecoy Jones</i> | Smartlatency Business | 2525 West Bellfort 110 Houston TX | Hou TX | 713-529-5898 | 713-529-5898 | lecoy@Smartlatencytx.com |
| 5 | Nikki Pinto | <i>Nikki Pinto</i> | Texas Office Prod | 1225 W. 20th St Houston, Tx 77008 | Hou TX | 713-864-6064 | 713-8175632 | nikkip@texasoffice.com |
| 6 | Jeanette Cosalis | <i>Jeanette Cosalis</i> | Texas Office Products | " | " | " | 832-859-2941 | jeanette@texasoffice.com |
| 7 | Bernard Willingham | <i>Bernard Willingham</i> | BUSINESS ASSISTANCE | HMWESC | Hou TX | 713-556-7207 | | bwilling@houstanisd.org |
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| 1 | Priscilla Luna |  | Today's Business Solutions | 1920 N Memorial | Houston TX | 713 868 8308 | 405 209 9398 | priscilla@tbs.tx.com |
| 2 | Maricela Manteca |  | Inter-Active Copiers & Maintenance | 14102 FM 529 Rd | | (281) 345-4428 | (281) 850-0598 | maricela@interactivecopiers.com |
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