



DATE: November 28, 2018

TO: Prospective Respondents

FROM: Carleen Keith, Purchasing Agent I

RE: Addendum #1, RFP # CK111418, Identification Card Printers, Software and Related Services

All Respondents are hereby advised of the following amendments to the Request for Proposal document(s) which are made an integral part of the bid documents. Respondents are required to acknowledge receipt of this addendum in their proposal response, as well as include a signed copy of this addendum with their RFP response.

THE INQUIRY PERIOD FOR THIS RFP IS NOW CLOSED

Item 1: Responses to Written Inquiries

Below are responses to inquiries received prior to the deadline established in section 4.1 of the original RFP document.

Q1. 3.5 – States a need for (5) references, but 5.5.7.1 and Appendix E asks for (3) references. Which would you prefer?

A1. Three (3) references are sufficient to be provided on Appendix E.

Q2. 5.5.6 – Can you please provide us with a quantity of card printers you have today / quantity you would like to have within this RFP? Software licensing and start-up costs do not scale well as “unit pricing”.

A2. There are currently three (3) card printers. We plan to expand to at least four (4) printers, with the possibility of up to six (6). The printers will be in three (3) separate physical locations (main campus and two (2) regional campuses). All pricing should be itemized by printer, software, start-up, etc.

Q3. 5.5.6 – Should consumable supplies (ribbons) be included in the proposal?

A3. Yes. Please include pricing based on discounts off list price or a fixed unit cost.

Q4. 5.5.6 – Should cards be included in the proposal? If so, what is the card desired?

A4. No, the cards should not be included in the proposal.

Q5. 5.5.6 – If cards should not be included, what is the exact card that you’ll be using as a result of this RFP? A manufacturer and exact model number would be appreciated.

A5. The card type is still be determined. However, it will be a smartcard, with a proximity card and a magnetic stripe.

Q6. Is there a particular way you want the Financial Proposal submitted? There is no Appendix listed for this information. If you are asking us to submit pricing information on a separate quote (PDF, excel, etc...), please confirm?

A6. No, there is no standard way to submit the Financial Proposal; however, it should be itemized and list out all pricing for unit cost on printers, software, installation, maintenance support, etc.

Office of the Executive Vice President for
Administration and Chief Financial Officer

Procurement Services

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Q7. How many printers are you requesting pricing for?

A7. There are currently three (3) card printers. We plan to expand to at least four (4) printers, with the possibility of up to six (6). The printers will be in three (3) separate physical locations (main campus and two (2) regional campuses).

Q8. Do you need lamination units with these printers? If so, single or dual-sided lamination?

A8. Yes, lamination units are required. Single side lamination is sufficient, as we are only laminating the front of the card.

Q9. How many cards does UConn print per year (all campuses)?

A9. Approximately 17,700 per year for all campuses.

Q10. How many separate sites does UConn plan to print from? (i.e. 4 printers at the main Storrs location, 1 printer at each of the other regional sites, etc....)

A10. There will be three (3) separate sites for printer locations. The main Storrs campus will have two (2) – three (3) printers, as well as, the Hartford campus and Stamford campus having one (1) printer each.

Q11. Do you need consumables quoted? If so, type and quantity?

A11. Please see A3.

Q12. In order to provide the pricing on the ID card printers, software, services and printing supplies. Can you provide the to the number of card printers, card ID capture stations and print supplies needed on initial order?

A12. There are currently three (3) card printers. We plan to expand to at least four (4) printers, with the possibility of up to six (6). The printers will be in three (3) separate physical locations (main campus and two (2) regional campuses). There will be four (4) “capture” stations, although tablets may be used in the field to send card print requests to the printers. No, consumable supplies are not included, but general information regarding the supplies would be helpful since the printers will be different from what we operate currently.

BIDDER NOTE: This addendum must be completed, signed and submitted with your proposal response to be considered for award. If you have already submitted a proposal, please complete the addendum and submit same in a sealed envelope, clearly marked with the RFP number, response date, and return address. This will be accepted as part of your proposal response, PROVIDING IT IS RECEIVED BY THE PURCHASING DEPARTMENT BY THE TIME AND DATE SPECIFIED IN THE ORIGINAL RFP DOCUMENT, OR AS AMENDED BY THIS DOCUMENT. Please acknowledge receipt of this addendum by email to carleen.keith@uconn.edu.

Name: _____

Title: _____

Company: _____

Date: _____

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