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July 28, 2021

ADDENDUM NO. 01

TO SPECIFICATIONS AND CONTRACT DOCUMENTS FOR INVITATION TO BID NO. 21-07

LEASE-RENTAL OF MULTIFUNCTIONAL DEVICES FOR THE JACKSONVILLE PORT AUTHORITY

The item(s) of this Addendum shall modify and become a part of the contractual documents for this project as of this date.
(Failure to acknowledge this addendum will be grounds for rejection of proposal.)

PHYSICAL CHANGES TO RFQ SPECIFICATIONS

**Changes by addition or deletion have been highlighted for ease of review*

Item No. 01

DELETE in its entirety, *Pages A3-1 through A3-3 under Article III, ITB 21-07 Bid Form* and **REPLACE** with *"REVISED" BID FORM, Addendum Attachment No. 02, Pages 4 through 6.*

ATTACHMENTS TO CONTRACT SPECIFICATIONS

Attachment No. 01 – *Questions received by E-mail or via E-Builder.*

Attachment No. 02 – *"REVISED" BID FORM, Pages 4 through 6 (replaces ITB 21-07 Pages A3-1 through A3-3)*

Acknowledgment of the following addenda is hereby made:

Addendum #1, Dated: _____ Initials _____

Company: _____

NOTE: THIS ADDENDUM SHALL BE ACKNOWLEDGED ON THE BID FORM OR UPLOADED WITH BID PACKAGE IN E-BUILDER. FAILURE TO ACKNOWLEDGE ADDENDUM MAY BE GROUNDS FOR REJECTION OF BID.

PLEASE VISIT [HTTPS://WWW.JAXPORT.COM/PROCUREMENT/](https://www.jaxport.com/procurement/) OR CALL PROCUREMENT SERVICES AT (904) 357-3455, PRIOR TO THE BID OPENING TO DETERMINE IF ANY ADDITIONAL ADDENDA HAVE BEEN RELEASED ON THIS PROJECT.



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INVITATION TO BID NO. 21-07

LEASE-RENTAL OF MULTIFUNCTIONAL DEVICES FOR THE JACKSONVILLE PORT AUTHORITY

RESPONSE TO QUESTIONS

1. Do you want the pdf uploaded via the site and the digital form on e-builder filled out on the site as well?

ANSWER: Yes, refer to the instructions under Article I, Section 1.03.

2. Do you want a Cost Per Copy Lease for Hardware and Service or would you like to see Lease for hardware Only and service broke down separately on the cost per page? If so, there is no form for this option?

ANSWER: Please see Article V, 4.02 Scope of Services, Bid Forms.

3. Wanted to ask about whether any workgroups require necessary accessories, i.e., how many needs finishing like stapling, hole punch, booklet folding, fax, etc.?

ANSWER: Please see Article V, 4.02 Scope of Services, Responsible Bidder Criteria, Item No. 9. Bidder should include in their list of equipment MFD's that offer finishing options as listed above.

4. How many devices, even though on your inventory listed, actually require A3 (up to 11"x17"/ledger sizes)?

ANSWER: Please see Article V, 4.02 Scope of Services, Responsible Bidder Criteria, Item No. 9. There is no set number of JAXPORT inventory that actually require A3 (up to 11" x 17"/ledger sizes).

5. What is the paper capacity needed for the above models; i.e., number of paper drawers required per each location device?

ANSWER: Please see Article V, 4.02 Scope of Services, Responsible Bidder Criteria, Item No. 9. Bidder should include in their list of equipment, MFD's that offer a variety of paper drawer options.

6. To expand on the list of options, are you wanting the bidder to provide your users an options page to choose from with a cost for each beyond the base machine offering.

ANSWER: Please see Article V, 4.02 Scope of Services, Responsible Bidder Criteria, Item No. 10. Bidder should submit cost in accordance with Article III, Bid Form.

7. How would like your service to change or improve going forward?

ANSWER: Please see Article V, 4.02 Scope of Services, Responsible Bidder Criteria, Items No. 2 - 8

8. Are you using any badges or log-in ID codes to make copies or printing?

ANSWER: No, badges are not currently used, yes log-in ID Codes are used, both are responsible bidder criteria.

9. Is every model connected for printing and scanning and what operating system are you using?

ANSWER: Yes, JAXPORT's workstations are a mix of Windows, MacOS, and Linux.

10. Any scan to MAC needs?

ANSWER: There is no need to "scan to a Mac", we do scan to a standard CIFS/SMB share. In regards to printing needs, the MFD's must be able to support IPP (Internet Printing Protocol) / standard PPD files for use on Mac/Unix Operating systems.

11. What are you scanning and where to?

ANSWER: Various documents, various destinations.

12. How are you naming or filing your scans?

ANSWER: There is no standard format for naming or filing scans.

13. Are you using any specialized software?

ANSWER: No

14. Are you wanting a glossary list of every multiple speed option from 26 to 70 pages per minute for black & white and color, even though you have provided the speed machine currently for all your department/ locations?

ANSWER: Please see Article V, 4.02 Scope of Services, Responsible Bidder Criteria, Item No. 10. Bidder must include in their equipment list only those MFD's that are being priced in Alternative I or Alternative II cost per copy submission.

15. Should the equipment configurations include stapling and/or hole punching as an accessory that would be included in the price for the make and models that offer it as an option?

ANSWER: Yes

16. Will a company be disqualified if they cannot support after hours service for the Port?

ANSWER: No

“REVISED” BID FORM
(replacement of Pages A3-1 through A3-3, under ARTICLE III)

BIDDER’S NAME: _____

BEFORE COMPLETING THIS FORM, ALL BIDDERS SHOULD READ THE FOLLOWING INSTRUCTIONS CAREFULLY AND BE SURE THEY PREPARE THEIR BIDS ACCORDINGLY. FAILURE TO COMPLY WITH THESE INSTRUCTIONS MAY RESULT IN REJECTION OF THE BID OR MAY RESULT IN ANOTHER COMPANY BEING AWARDED THE CONTRACT.

JAXPORT is seeking a qualified and licensed firm to provide LEASE-RENTAL OF MULTIFUNCTIONAL DEVICES for various areas of the Port and its Marine Terminals. Be mindful, a TWIC Badge is required for access to certain areas of the Port and its Marine Terminals.

The undersigned hereby bids to furnish all labor, supervision, materials and equipment necessary to perform these services in accordance with the specifications stated in this Invitation to Bid No. **21-07**, at the stated prices listed below:

ALTERNATIVE I (No Minimum) – Page A3-2 (Submit Addendum Page 5 of 6):

- Vendors must bid a single, all-inclusive cost per copy price with no minimum copies established for any copier.
- The cost per copy will apply to all models of copiers being bid.
- Vendors must bid a cost per copy price based on a six (6) year agreement.

ALTERNATIVE II (Minimum) – Page A3-3 (Submit Addendum Page 6 of 6):

- Vendors must bid a single, all-inclusive cost per copy price, with a minimum number of copies per individual copier, based on estimated annual number of copies made per individual copier.
- Copies produced above the minimum volume(s) per copier, will be billed at the additional quoted cost per copy (if any).
- Vendors must bid a cost per copy price based on a six (6) year agreement.

NOTE: Cost Per Copy must cover all copier lease/rental services provided including but not limited to; consumable supplies excluding paper, labor & parts required for maintenance & repairs, delivery & removal, freight, training & network monitoring and dedicated customer service.

BASIS OF AWARD: Award will be based on lowest conforming cost per copy price for “Alternative I” or the lowest conforming cost per copy price multiplied by the minimum and over minimum annual volumes for “Alternative II”. JAXPORT reserves the right to select only one “ALTERNATIVE”, whichever it determines to be in its best interest.

Prior to start of work, CONTRACTOR must furnish the following documents:

- Proof of required insurance coverage as listed in Article II, Paragraph 2.11.

BIDDER MUST PROVIDE PRICING FOR THE FOLLOWING ITEMS LISTED BELOW:

1. **COPIER RELOCATION CHARGE PER MACHINE:** \$ _____

Below, please define when a relocation charge would apply:

2. **AFTER HOUR SERVICE CALLS, HOURLY RATE:** \$ _____ (after 5:00pm and before 8:00am, M-F)

3. **EARLY CANCELLATION PENALTIES FEE (if any):** \$ _____ /per copier

ALTERNATIVE I - (No Minimum)		
ITEM NO.	LOCATION	PROPOSED MANUFACTURE MAKE & MODEL
1	PCOB CEO	
2	PCOB ENGINEERING	
3	PCOB GOV'T & EXTERNAL AFFAIRS	
4	PCOB HUMAN RESOURCES	
5	PCOB MARKETING	
6	TMT OPERATIONS	
7	BIMT OPERATIONSS	
8	BIMT EQUIPMENT	
9	SECURITY OPERATIONS CENTER	
10	PCOB FINANCE	
11	PCOB PROCUREMENT	
12	BIMT ACCESS CONTROL CENTER	
13	PCOB PLANNING & PROPERTIES	
14	CRUISE TERMINAL	
15	TMT EQUIP	
16	TMT FACILITIES MAINTENANCE	
17	TMT BREAKROOM	
18	TMT PEDESTRIAN GATE	
19	TMT LANE 3 MAIN GATE	
20	BIMT FACILITIES MAINTENANCE	
21	BIMT ACCESS CONTROL CENTER	
22	PCOB ACCESS CONTROL	

ALTERNATIVE I - (No Minimum) - COST	
Cost per Copy (B/W)	\$
Cost per Copy (Color)	\$

ANNUAL VOLUMES COST PER B/W COPIES							
ITEM NO.	LOCATION	CURRENT MFD MAKE & MODEL	ESTIMATED ANNUAL VOLUME	COST PER B/W COPY	ANNUAL TOTAL COST PER B/W COPY	PROPOSED MANUFACTURE MAKE & MODEL	COST PER B/W COPY ABOVE MINIMUM
1	PCOB CEO	B/W COPIES	9,000	\$	\$		\$
2	PCOB ENGINEERING	B/W COPIES	20,000	\$	\$		\$
3	PCOB GOV'T & EXTERNAL AFFAIRS	B/W COPIES	31,000	\$	\$		\$
4	PCOB HUMAN RESOURCES	B/W COPIES	21,000	\$	\$		\$
5	PCOB MARKETING	B/W COPIES	10,000	\$	\$		\$
6	TMT OPERATIONS	B/W COPIES	3,000	\$	\$		\$
7	BIMT OPERATIONS	B/W COPIES	5,000	\$	\$		\$
8	BIMT EQUIPMENT MAINTENANCE	B/W COPIES	10,000	\$	\$		\$
9	SECURITY OPERATIONS CENTER	B/W COPIES	19,000	\$	\$		\$
10	PCOB FINANCE	B/W COPIES	67,000	\$	\$		\$
11	PCOB PROCUREMENT	B/W COPIES	26,000	\$	\$		\$
12	BIMT ACCESS CONTROL CENTER	B/W COPIES	61,000	\$	\$		\$
13	PCOB PLANNING & PROPERTIES	B/W COPIES	4,000	\$	\$		\$
14	CRUISE TERMINAL	B/W COPIES	3,000	\$	\$		\$
15	TMT EQUIPMENT MAINTENANCE	B/W COPIES	8,000	\$	\$		\$
16	TMT FACILITIES MAINTENANCE	B/W COPIES	1,000	\$	\$		\$
17	TMT BREAKROOM	B/W COPIES	4,000	\$	\$		\$
18	TMT PEDESTRIAN GATE	B/W COPIES	3,000	\$	\$		\$
19	TMT LANE 3 – MAIN GATE	B/W COPIES	24,000	\$	\$		\$
20	BIMT FACILITIES MAINTENANCE	B/W COPIES	4,000	\$	\$		\$
21	BIMT ACCESS CONTROL CENTER	B/W COPIES	24,000	\$	\$		\$
22	PCOB ACCESS CONTROL	B/W COPIES	7,800	\$	\$		\$
EXTENDED ANNUAL TOTAL COST PER B/W COPIES - (Items 1-22):					\$		

ANNUAL VOLUMES COST PER COLOR COPIES							
ITEM NO.	LOCATION	CURRENT MFD MAKE & MODEL	ESTIMATED ANNUAL VOLUME	COST PER COLOR COPY	ANNUAL TOTAL COST PER COLOR COPY	PROPOSED MANUFACTURE MAKE & MODEL	COST PER COLOR COPY ABOVE MINIMUM
1	PCOB CEO	COLOR COPIES	12,000	\$	\$		\$
2	PCOB ENGINEERING	COLOR COPIES	49,000	\$	\$		\$
3	PCOB GOV'T & EXTERNAL AFFAIRS	COLOR COPIES	67,000	\$	\$		\$
4	PCOB HUMAN RESOURCES	COLOR COPIES	31,000	\$	\$		\$
5	PCOB MARKETING	COLOR COPIES	31,000	\$	\$		\$
6	TMT OPERATIONS	COLOR COPIES	4,000	\$	\$		\$
7	BIMT OPERATIONS	COLOR COPIES	15,000	\$	\$		\$
8	BIMT EQUIPMENT MAINTENANCE	COLOR COPIES	16,000	\$	\$		\$
9	SECURITY OPERATIONS CENTER	COLOR COPIES	34,000	\$	\$		\$
EXTENDED ANNUAL TOTAL COST PER COLOR COPIES - (Items 1-9):					\$		

GRAND EXTENDED ANNUAL TOTAL – (TOTAL ANNUAL VOLUMES FOR B/W & COLOR COPIES):

\$ _____