



**PASADENA UNIFIED SCHOOL DISTRICT
PROCUREMENT SERVICES DIVISION**

ADDENDUM 1

Reprographic and Documents Management Services for Measure TT School Facilities Program - Request for Proposal #26-15/16

Issue Date: February 25, 2016

This addendum forms part of the Contract documents and may modify the original Bidding Documents. The following corrections, modification, or additions shall be included as part of the contract documents and shall be taken into consideration by Contractors in submitting Bids on the above name Request for Proposal.

Request for Clarification:

ITEM NO. 1 **Question:** On the Pricing Sheet, it listed Rates for P&D to Beverly Hills. Will this be for packages going from Pasadena to Beverly Hills, packages being picked up in Beverly Hills and delivered to Pasadena; will these be pick and deliveries to School district/government locations or private sector addresses and will there be other cities besides just Beverly Hills?

Answer: Yes, there will be architects, consultants and other agencies in other cities who may be using the REPROGRAPHICS services.

ITEM NO. 2 **Question:** Is PUSD planning to begin utilizing an Electronic Document Management Platform or is there one already in place?

Answer: None in place at this time. No plans for use of this platform in the future.

ITEM NO. 3 **Question:** I received the RFP but noticed that there is a proprietary software requirement. Universal Reprographics, Inc. does not use PlanWell but we do have an online document management system that meets the requirements of the bid. We use DFS (Document Fulfillment System). DFS has been successfully used by both the Los Angeles Unified School District for 10 years (when we had the LAUSD contract), as well as for 7 years with the Los Angeles Community College District when they were providing plans to subcontractors. I can give you references as well as a demonstration of the software. PlanWell is owned by ARC (American Reprographics Company).

Answer: The intent of the RFP is for “Online Document Management System”. It is not limited to “Planwell” or DFS”, as long as it covers the scope of services detailed in the RFP.

ITEM NO. 4 **Question:** I notice that on the Pricing Sheet attachment A under drawings you have Blueline/Blackline (sq. ft.) and Blueline/Blackline from Scan (including cost of scan)/sq.ft. Both of these are outdated diazo processes using ammonia. Are you sure they should still be on the contract? This is outdated technology/terminology. They need to be removed from the contract as there has not been a diazo machine manufactured in the United States since the early 1990’s.

Answer: That is correct, but we do have many blue prints and blue lines that we want scanned and filed for our records and use. There will be no blue print or blue line reproduction.

ITEM NO. 5 **Question:** What is the yearly expense for reprographics for this contract on average? Last year and/or prior year?

Answer: We cannot estimate what our yearly expense will be for reprographic services based on this RFP as we have not had this type of contract in place. As you can see in the RFQ scope of services, the successful bidder will be providing services to the District, as well as the architects, engineers, general contractors and sub-contractors under the same contract. This has not been done previously.

END OF ADDENDUM 1