

**ADDENDUM NUMBER THREE
TO
JPL REQUEST FOR PROPOSAL (RFP) NUMBER WP-564774
FOR**

REPRODUCTION AND DUPLICATING SERVICES AT JPL

MAY 16, 2003

Except as specifically modified herein, this RFP remains unchanged.

Proposers are reminded that receipt of this Addendum must be acknowledged on Attachment A-1 to the RFP

Proposers are reminded that the issuance of any subcontract resulting from this RFP is subject to the Terms and Conditions of JPL's Prime Contract with NASA.

This addendum:

- 1. Clarifies the pricing as being "cost per copy" by referring to Attachment A-20, Schedule of Prices which shall become part of the contract.*
- 2. Provides information regarding JPL's E-Copy System.*
- 3. Answers questions received through 12:00 Noon on Friday, May 16th, 2003. Questions received after this date and time will be answered in a subsequent RFP Addendum.*
- 4. Notifies that the last day for questions and clarifications to the RFP is 12:00PM, Friday, May 23, 2003. No questions or clarifications will be accepted after that date and time.*

1. The following corrections have been made to the Specimen Contract:

ARTICLE 3. PRICE AND PAYMENT:

Replace section "1.0" with following:

1.0 Price:

- 1.1 The ceiling price for work performed under this contract is: _____. The contractor is not obligated to perform work in excess of the ceiling price.
- 1.2 The contractor shall be paid by the Institute for actual work performed in accordance with Attachment __, "Schedule of Prices," dated _____. Except as otherwise specifically provided for in this Contract, these prices include any and all direct cost, burden, overhead, general and administrative expense, and profit chargeable by the Contractor to the Institute under this Contract.

ARTICLE 3. PRICE AND PAYMENT:

Replace section “3.0” with following:

3.0 Equitable Adjustment

The Schedule of Prices shall not be subject to re-negotiation during the term of the Contract due to any differences in quantity of transactions (work volume) actually experienced for **Black & White (B&W) and Color impressions** as compared to the historical data and estimates provided in Exhibit No. 7, titled “JPL Duplicating Services Production Data, dated 04/25/03, of the Contract unless the actual *overall* average (not the work volume for any individual duplicating center) on an annual basis of the quantities experienced by the Contractor in performance of this Contract varies more than 25 percent above or below the historical or estimated quantities reflected in Exhibit No. 7. In such case an equitable adjustment in the Schedule of Prices shall be negotiated and made upon the demand of either party. Such equitable adjustment shall be based upon any increase or decrease in costs due solely to the variation above 125 percent or below 75 percent of the quantities reflected in Exhibit No. 7, and shall be made retrospectively only, applicable to the one-year period for which the equitable adjustment is made. Only **Black & White (B&W) and Color impressions** will be considered for equitable adjustment; no other services in this contract will be considered for price adjustment.

ARTICLE 3. PRICE AND PAYMENT:

Delete in its entirety: Section 4.0 Other Direct Costs

2. E-COPY INFO:

Attached as part of this Addendum to assist you in your proposal is the following requested information:



[E-Copy Print Screens 2.pdf](#)



[BAOTS Interface Requirements.pdf](#)

3. The following are questions and clarifications received through 12:00PM, Friday, May 16, 2003, are addressed in this Addendum. If an answer to a question has not yet been developed, the question is so noted.

Article 1. Statement of Work

1.3.1.5 Black and white reproduction on bond and vellum paper from hard copy or digital file of engineering drawings, facilities drawings, and miscellaneous requests in sizes up to 36 inches by run.

Question 1: What is the weight requirement for both bond and vellum media?

Answer: *White bond 20lb or translucent vellum 100 percent rag.*

Question 2: Is mylar media a requirement? If so, what is the weight required.

Answer: *No, mylar is not a requirement at this time.*

Question 3: What are the reduction/enlargement requirements, if any for output?

Answer: *25% to 400% in 1% increments*

Question 4: What is the digital file format utilized for generating engineering drawings?

Answer: *Standard Group 4 TIFF and/or PDF*

Question 5: Will hard copy be provided for reproduction? If both hard copy and digital files are utilized, what is the estimated percentage of each?

Answer: *Currently both hard copy and digital is provided for reproduction. However, digital will increase as time goes on. When Engineering Document Services (EDS) receives a request for prints of a stored hard copy drawing the Contractor scans the drawing to digital file, which is then stored by EDS. When that drawing is requested again the prints will be made from the stored digital file. In addition, when drawings are released now, they are either released electronically or converted to digital file.*

1.3.1.6 Color reproduction or oversize material up to 36 inches by run from hard copy or digital file. Provide scanning to digital file.

Question 1: What are the format requirements for scanning to digital file?

Answer: *Standard Group 4 TIFF color and/or PDF color*

1.3.1.7 Wide-format scanning and copying, up to and including 36" wide by up to and including 30' long, in black print and color.

Question 1: What is the scanning format for both black and color?

Answer: *Standard Group 4 TIFF and/or PDF and Standard Group 4 TIFF color and/or PDF color*

1.3.2.9 Fold large format engineering drawing prints per folding dummy, with title block on top.

Question 1: Shall the title block on top be positioned in the lower right corner of drawing once folded?

Answer: *Yes*

Question 2: What are the folded size requirements?

Answer: *Depends on size of drawing; 8.5" x 11" to 10" x 13"*

1.3.2.10 Insert folded material into envelopes

Question 1: What is the estimated percentage of folding drawings to be inserted into Envelopes?

Answer: *Folded drawings are not inserted into envelopes. 1.3.2.10 above is relating to the distribution function of inserting material into envelopes such as brochures, pins, documents etc. for distribution to a list of recipients.*

Question 2: What are dimensions for all required envelopes?

Answer: *See Attachment A-20 "Schedule of Prices"*

1.3.3.8 Provide quality control of all completed jobs prior to delivery to customer.

Question 1: Can more detail be provided? Is ISO 9001 acceptable?

Answer: *Refer to Article 1, 1.7 "Quality Control" of the Specimen Contract*

1.3.3.11 Provide burning of CD's as requested by customer.

Question 1: What is the average number of CD's required per task?

Answer: *It varies but in most cases it would be one.*

Question 2: Are CD jackets a requirement?

Answer: *Not at this time.*

4.5 JPL-Furnished Equipment (GFE). JPL will provide the Contractor with the equipment and software listed below:

4.5.1 Located in Building 171 duplicating satellite:

Xerox DocuTech 6155 digital b&w duplicator
Xerox DocuColor 2060 digital full color duplicator
Sun Ultra 2 Controller for Xerox DocuTech 6155
Creoscitex 2000 CSX print controller for Xerox DocuColor 2060
Xerox DigiPath production hardware/software and scanner
GBC electric comb punch
GPC electric comb binder
Challenge single spindle paper drill

Question 1: Who will provide service and supplies on GFE?

Answer: *The Contractor will be required to obtain maintenance contracts on all equipment with the exception of E-Copy, which will be maintained by JPL. All supplies will be provided by the Contractor.*

Question 2: How is the Docutech 6155 configured (What features does it have, ie saddle stitching, etc.)?

Answer: *The Docutech 6155 is networked and has a standard configuration with a two tray interposer and on-line finisher. A DigiPath scanner is used to*

convert hard copy documents for processing to the Docutech. A Sun Ultra II controller is used to process files for the DocuTech. The Docutech does not have saddle stitching. Currently saddle stitching is done on the Contractor's off-site Docutech which has a booklet maker.

Question 3: How is the DocuColor configured?

Answer: *The DocuColor is networked and has a standard configuration with a 2060 color scanner, high capacity paper tray, stacker/stapler, and uses a CreoScitex 2000 CSX controller.*

4.5.2 Electronic Job submission: E-Copy (JPL customized version of Xerox Document Express) web job submission hardware and software.

Question 1: What are the complete features of this software suite?

Answer: *Features were demonstrated at the Pre-Proposal conference.*

Question 2: What format must be used when uploading supplier cost information to the JPL billing system from the vendor cost reporting system?

Answer: *Format will be provided and posted on the web.*

Additional General Questions:

Question 1: How many people are currently supporting each copy center and what are their

scheduled hours?

Answer: *Each of the duplicating centers have one person except for 171 which has six*

and the off-site contractor facility which has seven. In addition, there are two couriers. The current hours of the duplicating centers are 7:30 a.m. to 4:15 p.m. except for 171 and the off-site facility which is open until midnight.

Question 2: What is the volume of black & white and color production by copy center?

Answer: *See Exhibit 7 to the RFP, "JPL Duplicating Services Production Data".*

Question 3: What is the standard TAT expectations for each copy center?

Answer: *Turn-around-time expectations are to meet the required date and time that the customers specifies for each job.*

Question 4: Do you want copy center jobs picked up from the end user, and if so what is the expectation for any scheduled pick-ups or deliveries to the end user?

Answer: *See Article 1, 1.3.5 "Courier Service" in the Specimen Contract. The customer calls for job pick up and the Courier picks up at their location. The Courier returns the finished product by the customers required date and time.*

- Question 5:** Is there value to have the capability to produce business color prints at each satellite copy center?
Answer: *Yes*
- Question 6:** What is the expectation of using the current electronic job submission software for the copy centers or using a new format?
Answer: *It is expected that the Contractor use the JPL provided E-Copy web job submission system.*
- Question 7:** Are there any plans to scan to file or archive documents through the copy center?
Answer: *No, documents are only stored for reprints. Configuration management and archiving are not part of this contract.*
- Question 8:** Are there additional or unique insurance requirements for the current contractors delivery couriers?
Answer: *Please refer to the General Provisions, page 22-23, ISURANCE AND INDEMNIFICATION.*
- Question 9:** Do the current delivery couriers only transport jobs between duplicating centers, or are the jobs delivered specifically to each end user by them?
Answer: *See Article 1, 1.3.5 "Courier Service" in the Specimen Contract. The customer calls for job pick up at their location and the finished product needs to be delivered back to the customer by the required date and time.*
- Question 10:** Approximately how many miles per year are accumulated on each of the delivery couriers vehicles?
Answer: *This information is not available.*
- Question 11:** On Attachment A-20, Section I, item 7 (a), JPL requests a per square foot price for "translucent vellum 100 percent rag and/or White Bond 20 lb.". Consumable costs, e.g., paper, are substantially different for the two items. Can JPL provide a breakdown between the two formats. If not, would JPL prefer a price for each product separately?
Answer: *Vellum prints per square foot and Bond prints per square foot may priced separately to accommodate the difference in paper cost. Vellum prints are seldom requested.*
- Question 12:** On Attachment A-20, Section III requests pricing for several finishing services such as Shrink Wrapping, Saddle Stitching, Automated Inserting, Padding, Cutting, and Lamination. This work is currently being done at the off site location from what we can tell. What space is available for the contractor to perform these operations on-site if off-site is not an option? What alternate options are present if such space is not available?
Answer: *There is no additional space available on-site other than the current duplicating sites. The Contractor may do the following finishing*

requirements off-site: Shrink Wrapping, Automated Inserting (for Document Distribution), Padding, Cutting, and Lamination.

Question 13: What is the Order of Precedence?

Answer: The Order of Precedence is as follows:

- 1.) The Alterations Article, Article 6 of the Contract*
- 2.) The General Provisions (not altered)*
- 3.) The Contract*

For more information, please refer to the General Provisions, page 28, ORDER OF PRECEDENCE.

Question 14: Please clarify on the procedure where a vendor turns in the RFP on a CD...who is producing the information contained on the CD?

Answer: The CDs submitted will be opened by the JPL Contract Negotiator, William Puga and printed at a location other than at the current vendor providing repro services to JPL.

Question 15: In order to calculate the cost of the maintenance agreements for the JPL supplied equipment we need the serial numbers for the following equipment:

Xerox 6155
Xerox Docucolor 2060
Sun Ultra 2 Controller
Creoscitex 2000 CSX
Xerox Digipath

Answer: Answer to this question will given on the next addendum.

4. **Request for Information DEADLINE:**

The last day for questions and clarifications to the RFP is 12:00PM, Friday, May 23, 2003. No questions or clarifications will be accepted after that date and time.