

ADDENDUM TO SOLICITATION

Request for Quote: Lease of MFD/copiers (RF! #2020-01)

Addendum No.: One

Date: May 13, 2020

To All Potential Bidders:

This addendum is issued to modify the previously issued bid documents, and is hereby made a part of the bid documents. The modifications are as follows:

1.
Attachment B of the Request for Quote, titled “Scope of Work and Technical Requirements”, contains an error within paragraph A of the Technical Requirements. The error assumed the total number of machines based on a prior RFQ, which is outdated.

The total number of machine types shall read:

Machine type A less than or equal to 25,000 pages per month; 4 total machines
Machine type B less than or equal to 75,000 pages per month; 12 total machines

2.
Additionally, Attachment D of the Request for Quote, titled Calculation of Monthly Cost identifies the incorrect number of Machine A and Machine B devices.

The form should be modified by the bidder to indicate:

Machine A _____ x 4 devices = _____
Machine B _____ x 12 devices = _____