

Roane County Purchasing Department
200 East Race Street, Suite #3
Kingston, Tennessee 37763
Phone 865-376-4317 • Fax 865-376-4318

**ADDENDUM #1
BID 2015-1001/All Funds
COPIER RENTAL**

TO: All Potential Bidders

This addendum forms part of the Bid Documents. It supplements and modifies them as follows:

ITEM #1 – ADDITIONAL INFORMATION

- See following page.

ITEM #2 – QUESTIONS CONCERNING SPECIFICATIONS

- Questions regarding the bid specifications are to be submitted in writing. Answers will be given via addenda.

Please return this addendum to the Purchasing Department in the bid envelope. If your bid has already been sent and this addendum does not pertain to bid pricing, you may return it via facsimile.

ACKNOWLEDGMENT OF ADDENDUM

The undersigned acknowledges receipt of Addendum #1 – Bid #2015-1001/All Funds.

Name

Title

ADDENDUM #1
BID 2015-1001/All Funds
COPIER RENTAL

1. How are the current devices equipped in regards to finishing options (staple units, hole punch units, saddle stitch/folding units)?
 - Most copiers have basic finishers (staple/hole punch/collate) while a few (central office and some out in the schools) have more advanced finishers (staple/hole punch/collate, and booklet maker).
2. Do the proposed devices require fax capabilities?
 - We are not requiring fax capability, but all machines are network connected to allow large print jobs to be sent straight to the copier.
3. What are the B&W and Color print volumes for the current devices Roane County is renting? Is it possible to have those broken down by device?
 - We do not have volumes per device as the usage varies per machine and time of the year. Our total volume ranges from 13 to 14 million per year. Since we are not requesting a color bid, that volume is included in the total.
4. The bid is requesting a CPC type rental program, how are you wanting to handle color prints?
 - We currently have color copiers in some schools but are only billed the standard B&W rate. We are not requesting a bid for color copiers. We will negotiate the pricing with one successful bidder for the color copier at the central office on a cost per copy basis as well. This is not part of the bid. Color copiers in the schools will be replaced with B&W copiers.
5. Proposing firms do not have to submit the equipment we are proposing 5 days prior to the bid deadline, as long as it meets the specifications of the equipment you have listed in the bid packet. The bid was issued with the expectation of receiving proposals to replace the current equipment on a like-for-like basis.