

# Tom Green County



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San Angelo, Texas 76903  
325-659-6500/Fax 325-659-5441

## RFB 21-011 Contract for Lease of Copier Equipment

April 20, 2021

### ADDENDUM NO 1: Notice to Bidders

1. When will the contract be awarded? TGC response: Bids are due April, 30, 2021. Following review of submissions, Commissioners Court will decide if they choose to award the bid.
2. What is expected installation date? TGC response: Installation of all but two machines is expected following award of RFB. Installation of the two machines will follow the end of associated contracts. See #6
3. Do you have a volume breakdown by current machine? TGC response: No, a pooled copy count is requested in this RFB.
4. How many equipment moves did the county do during the last contract? TGC response: Two
5. Will the county sign a lease or is it PO only? TGC response: A lease will be signed AND a PO will be issued each fiscal year of a contract, pending budget approval by Commissioners Court.
6. What is the contract term of the current equipment or are they owned? TGC response: Thirteen of fifteen copiers are out of contract terms. Two copiers have upcoming contract expirations; one copier as described in ITEM 4, page 20 of the RFB, has an ending contract of June 2021. One copier as described in ITEM 4, page 20 of the RFB, has an ending contract in November 2022.
7. When does the current contract expire? TGC response: Refer to #6

8. Due to circumstances surrounding COVID-19, will an electronic only submission be allowed? TGC response: No
9. Due to circumstances surrounding COVID-19, will electronically signed forms be allowed? TGC response: No
10. On page 11 #11 - Termination: Is Tom Green County referring to cancellation for non-appropriation of funds in his section? TGC Response: No.

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11. Will TG County sign a non-cancellable lease with a clause for non-appropriation? Possibly, pending review of contract.
12. On the Copier Information Sheets, is the document processor the automatic document feeder? TGC response: For the purposes of this RFB, the document processor is what the documents would be placed or set into, to be fed inside the equipment for a selected task (copy, fax scan etc.).
13. Does Tom Green County want cost per copy or an allowance structure for the maintenance program? TGC response: The RFB is for a pooled copy count.

Please include this signed addendum with your Response.

Sincerely,



Michelle Ferguson  
Buyer  
Tom Green County

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Company

\_\_\_\_\_

Date

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Signature

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Please Print Name and Title