

**ADDENDUM NO. IV**

**DATE:** October 14, 2020

**TO:** All Potential Proposers

**FROM:** James McKeehan, Assistant Purchasing Agent, City of Knoxville

**SUBJECT:** Addendum No. IV to RFP – Multifunction Printers

**PROPOSALS TO BE OPENED:** October 27, 2020 at 11:00 AM (Eastern Time)

This addendum is being published to provide clarification regarding the above referenced RFP. This addendum becomes a part of the contract documents and modifies the original specifications as follows:

Items for Clarification:

- 1). Can the City cancel a single machine, or just the entire contract.

**Yes, the departments may choose to add, change, or remove MFPs as necessary, and the City may terminate the agreement at any time.**

**Please see Section 5.1 Equipment and Supplies and Section 6.7 Termination in the RFP**

**EQUIPMENT UPGRADE OR CHANGES: Departments must be able to upgrade or downgrade rental equipment without any financial penalty and without extending the original contract. Further, the City may add or delete equipment from the agreement without any financial penalty and without extending the original contract. No installation or removal charges will be paid on this contract.**

**Termination: The City may terminate this Agreement at any time, with or without cause, by written notice of termination to the Contractor.**

**END OF ADDENDUM IV**