



ADDENDUM #1 SOLICITATION IFB 2019-41

COPIERS FOR LEASE

This addendum is being issued to announce, revise, clarify and address questions or certain issues that have occurred since the solicitation was originally issued.

All contents of this addendum shall be incorporated into the solicitation documents and the ensuing contract with the awarded Contractor. It is the Contractor's responsibility to ensure their receipt of all addenda, and to clearly acknowledge all addenda within their initial bid response. Acknowledgement may be confirmed by inclusion of a signed copy of this addendum with the initial bid response. Failure of a Contractor to acknowledge each addendum may prevent the bid from being considered for award and deem the Contractor as non-responsive. Addendum, revised forms and documents attached hereto shall not be altered and attached to bid submittals in their original format.

QUESTION AND ANSWER

Question 1. In the IFB, is the proposed equipment expected to be in new condition? Clarification is needed as some may quote used without this being clearly stated.

Answer 1. Yes, new equipment is expected.

Question 2: Depending on the volumes/needs of the current units, can we make recommendations on upgrading/downgrading proposed equipment?

Answer 2. Yes

Question 3. All current units are 11X17 capable, please confirm that all proposed units 11"x17" paper handling capabilities? If not, which units don't need this capability?

Answer 3. Please make all units 11" X 17" capable.

Question 4. Does the submitted bid need to include shipping back your current Xerox copiers?

Answer 4. No

Question 5. Does Property Tax need to be factored in to the payment?

Answer 5. There are fourteen (14) different property types taxed in Beaufort County. Copiers are not one of them. Sales tax is applicable at the Beaufort County 6% rate and any sales tax quoted should be its own line item and not part of the base bid.

Question 6. Will you provide volumes for each one on the units looking to be replaced? Would you want print volumes included in lease price, or are you requiring service pricing to be billed as a straight CPC?

Answer 6. The Town is interested in a lease cost for the equipment and then a cost per print for color or black and white.

Question 7. Would it be possible to come on site, introduce myself, and physically inspect the environment and get the configurations of each of the units looking to be replaced?

Answer 7: All of the specifications bidders need are in the IFB and in the Q&A. No additional configuration specs are required and the Town is not conducting any face-to-face meetings.

All prospective Respondents are reminded and hereby instructed not to contact any member of the Town of Bluffton Council, Town Manager or Town of Bluffton staff members, other than the noted contact person OR the Town's Purchasing Administrator regarding this IFB or their response at any time during the solicitation and award process. Any such contact shall be cause for rejection of your submittal.

**ALL OTHER SPECIFICATIONS, TERMS AND CONDITIONS REMAIN UNCHANGED
RECEIPT OF THIS ADDENDMU IS HEREBY ACKNOWLEDGED**

NAME OF BUSINESS

BY: _____
SIGNATURE

NAME AND TITLE