



ADDENDUM #2 SOLICITATION IFB 2019-41

COPIERS FOR LEASE

This addendum is being issued to address additional questions.

All contents of this addendum shall be incorporated into the solicitation documents and the ensuing contract with the awarded Contractor. 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.

QUESTION AND ANSWER

Question 1: Please advise if the current copiers have staple finishes, so you have faxing options on all units, and what the paper capacity is of the current units.

Answer 1: Finishing options are staple, hole punch, and faxing options. Paper sizes are 8 ½ X 11", 8 ½ X 14" and 11 X 17".

Question 2: Do you have an idea of the monthly volume being produced on units for black and for color?

Answer 2: Print volume varies by each month by location and can fluctuate between 1000 to 3500 copies per month.

Question 3: Does the Town need 11 X 17" capabilities.

Answer 3: yes

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