

**PROPOSAL FOR LEASE AND MAINTENANCE OF COPIERS FOR THE CITY OF
CRESTVIEW, FLORIDA 20-8-31**

ADDENDUM NO. 1

This addendum forms a part of the Contract Documents and further identifies additional requested information from proposers. Information in this addendum must be included in the bid documents.

SPECIFICATIONS:

1. Number of Black/White and Color copies included in overall contract. (Currently 70,000/5,000 respectively) Increase in allowable usage by B/W or Color may be included but are not necessary
2. Charges for overages
3. Other costs as outlined below

Accessories

- All machines (if available) should include stapling function (not necessary if not available on Desktop machines)
 - All machines (if available) should have fax and scanning capabilities
 - Are there charges for oversized prints (i.e. 11/17)
 - All machines should have duplex capabilities
 - All machines must be compatible with our current office (Microsoft 365) and Financial Software (Central Square, H5)
 - Machines must be able to be networked to City systems to allow for multiple user access.
 - All information as requested in Bid Documents
 - Monthly least cost of equipment by type with requested accessories Add-in should be noted separately by machine. Lease cost should include ink and toners.
 - Suggested upgrades and costs to existing types
 - Estimated response time for any maintenance issues
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-END OF ADDENDUM-