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**Lease and Servicing Program for Multi-Functional Digital Copiers**  
**and**  
**Maintenance Agreement for Existing Printers**

**Addendum #2**

To: All Potential Bidders  
 From: Jennifer Galloway, Purchasing Agent  
 Date: December 14, 2018

This addendum is to answer questions received.

**Questions and Answers:**

Question: DSS Copy Room and Admin copiers: It was my understanding from the pre-proposal meeting that a more robust machine was needed in the Social Services Copy Room yet the monthly volume average in Social Services Admin is substantially higher (21,736 in Admin vs. 4,472 in the Copy Room). Is it the Admin department or Copy Room that is requesting a more robust machine or both?

Answer: 2nd Floor Copy Room

Question: Social Services MP301's (2): To clarify further, the (2) 301's in Social Services that were originally being eliminated are now being added back to the equipment replacement/upgrade list, correct?

Answer: They are not being eliminated.

Question: Can you confirm if these department's copiers has hole punch:

1. Environmental Health
2. Child Development
3. EMS
4. Parks and Rec

5. Soil and Water

6. Health

Answer: They all have hole punch.

Question: We have several questions concerning the Book Minder attachment on the copier in the Library.

Answer: We will accept a 3<sup>rd</sup> party solution or a stand alone solution.

Question: Because of the delay, due to weather, in getting some of the information requested at the Pre-Bid meeting is their consideration of delaying the date responses are due?

Answer: No

Question: Does the county plan to narrow the selection of vendors to 2 or 3 and allow for a presentation of products and services prior to final selection?

Answer: No

Question: Can we get a sample of the current cards each employee has? (we would not need to keep it, we would return it after testing on our devices).

Answer: We can't do that due to security concerns. Hopefully all the specifications listed should be sufficient.

Question: The volume number provided in for the multi-functions – were those per month? Or are they the three month cumulative total?

Answer: Refer to the Meter Reads document. It clearly states the totals are for 3 months.

Question: What is the final vendor selection notification date?

Answer: Bids will be evaluated once all have been received. We hope to have a final decision within the first week of 2019.