

ADDENDUM #1

Date: August 25, 2023

To: All Potential Bidders

From: Greg Siegenthaler, IT Director
Pease Development Authority

Re: **Addendum #1**
Request for Proposals (RFP): Multifunction Copier/Scanner/Printers and Managed Print
Services

Addendum #1 is generally intended to amend the Request for Proposals and to provide points of clarification:

Item 1

Amendment: Section III of the RFP (page 9) is amended by the deletion of Subsection III.A. "Buyout Requirement". An amended page 9 of the RFP is attached hereto and is incorporated into the RFP.

Item 2

Amendment: Attachment B of the RFP (page 16) is amended by the deletion of the parenthetical "(With \$1.00 Buyout Option)". An amended page 16 of the RFP is attached hereto and incorporated into the RFP.

You must acknowledge receipt of Addendum #1 in your response to the RFP.

Company Name

Authorized Signature

END OF ADDENDUM #1

III. ADDITIONAL INFORMATION

A. Reserved

B. Contract Period

The Contract Period shall begin November 8, 2023 and continue for three (3) years. The Contract may be extended for up to two (2) additional one-year contract periods. The additional one-year contract extension periods shall be exercised at the sole discretion of the PDA.

IV. RESPONDENT QUALIFICATIONS

The PDA will only consider proposals from Respondents that:

- Can demonstrate a proven track records of successfully and reliably providing similar services to public and private entities.
- Are not involved in any adverse claims against the PDA and are not delinquent in their financial obligations to the PDA.
- Can demonstrate substantial compliance with this Request.

V. EVALUATION CRITERIA

The following criteria will be used to establish the lowest evaluated bid price:

- Degree of Respondent's ability to fully comply with the Requirements in this RFP.
- Useful life and residual value of the product.
- Advantages of a particular product relative to its weaknesses.
- Frequency of upgrades to the product.
- Time of delivery, performance, and completion.
- Ability to provide the required equipment and services and fulfill the minimum specifications

ATTACHMENT B- Price Proposal

LEASE AMOUNT			
Make and Model Number of Proposed Machine			
Lease Amount / Per Month (Copies not included)			
MAINTENANCE COSTS			
Price Per Page- Black and White Copies			
Price Per Page- Color Copies			

Submitted By: _____
(Firm Name)

Signature: _____

Print Name and Title: _____

Company Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____