

CHATHAM COUNTY PURCHASING DEPARTMENT
ADDENDUM NO.4 to Bid 17-0068-3

FOR: Annual Contract for Multi-Function Copier Equipment for Chatham County

PLEASE NOTE THE FOLLOWING ADDITIONS CLARIFICATIONS AND/OR CHANGES:

1. Question: Who is responsible for maintaining the existing equipment under contract until the contracted devices expire?

Answer: The original provider will service their own machines.

2. Question: Will you please quantify the number of devices during your current contract period which have changed during the 48-month agreement? Mid contract changes.

Answer:

Upgrades – 3

Downgrades –1

Moves – 3

Cancel –2

3. Question: The equipment listing with volumes has 21 devices which have 0 average monthly volume. Are these devices currently utilized? Is it the intention of the county to replace these machines?

Answer: Machines that are not being utilized will not be replaced.

4. Question: RFP page 5, item 1.6 Format for Responses states that Proposers are to present "Proposal Contents as listed in Scope of Services". There is no section titled "Scope of Services" in the RFP we received. Could you please clarify if the County is referring instead to the RFP "Section IV Scope of Work" found on page 13?

Clarification: Section 1.6 should read "Proposal Contents as listed in Scope of Work"

5. Question: What is the difference between a sites access code & department account required to be referenced on the monthly master report?

Answer: We do not currently use access codes, but may in the future.

PROPOSAL DUE DATE IS OCTOBER 26, 2017 AT 5:00 PM

October 24, 2017
DATE


MARGARET H. JOYNER
PURCHASING DIRECTOR
CHATHAM COUNTY