



## BOONE COUNTY, MISSOURI

### Request for Bid #: 11-14MAR13 – Canon Photocopier Maintenance

#### ADDENDUM #1 - Issued February 22, 2013

This addendum is issued in accordance with the Introduction and General Conditions of Bidding in the Request for Bid and is hereby incorporated into and made a part of the Request for Bid Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with Bidder's *Response Form*.

Specifications for the above noted Request for Bid and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

The County received the following questions and is providing a response below:

1. **Is the stated "anticipated copies per year" a guaranteed minimum? Is that number of copies what is typically made on that machine each year? Will you purchase a maintenance contract based on that stated quantity of copies per year?**

**Response:** See paragraph 3.4.4. of proposal. Service/maintenance cost is based on the estimated annual cost for maintenance specified on the pricing page plus any applicable overage charges. Maintenance contracts should be billed annually prior to January 1 for the period January through December. Any overage shall be billed in arrears at the end of the fiscal year.

The anticipated usage is our best guess for 2013. The copier located in Clerk / Elections can have a higher usage during a Presidential Election Year.

Please provide pricing for this estimated base usage on each machine and a price for overage at the end of the fiscal year. See the pricing page which begins on page 18.

2. **Is this equipment up and running?**

**Response:** Yes

3. **Is there a service history available?**

**Response:** No

4. **What is your current price that you have been paying for maintenance on this equipment?**

**Response:**

**3.3.1.1. Copier –Boone County Clerk / Elections – (Asset Tag # 16232)**

**Copier:** Canon Image Runner 6570

**Current Price:** Cost Per copy: \$.00575, billed in arrears.

**3.3.1.2. Copier –Boone County Clerk – (Asset Tag # 16574)**

**Copier:** Canon Image Runner 5065

**Current Price:** Cost per copy: \$0.001, billed in arrears.

**3.3.1.3. Copier –Boone County Prosecuting Attorney – (Asset Tag # 15627)**

**Copier:** Canon Image Runner 5570

**Current Price:** Maintenance for 350,000 copies per year is \$1,571.50. Overage billed at \$0.00449/copy.

**3.3.1.4. Copier –Boone County Public Administrator – (Asset Tag #15531)**

**Copier:** Canon Image Runner 2270

**Current Price:** Cost per copy: \$0.0080, billed in arrears.

**3.3.1.5. Copier –Circuit Court Administration – Judge’s Office – (Asset Tag #15622)**

**Copier:** Canon Image Runner 4570

**Current Price:** Maintenance for 200,000 copies per year is \$1,220.00. Overage billed at \$0.0061 per copy.

**3.3.1.6. Copier –Circuit Court Services – (Asset Tag #16370)**

**Copier:** Canon Image Runner 3045

**Current Price:** Maintenance for 150,000 copies per year is \$600. Overage billed at \$0.004/copy.

**3.3.1.7. Copier –Boone County Recorder – (Asset Tag #16572)**

**Copier:** Canon Image Runner 5065

**Current Price:** Cost per copy is \$0.001, billed in arrears.

**3.3.1.8. Copier –Boone County Recorder – (Asset Tag #16573)**

**Copier:** Canon Image Runner 5065

**Current Price:** Cost per copy is \$0.001, billed in arrears.

**3.3.1.9. Copier –Sheriff – Information Center (Asset Tag #15017)**

**Copier:** Canon Image Runner 3570

**Current Price:** Maintenance for 150,000 copies per year is \$825.00. Overage billed at \$0.0055 per copy.

**3.3.1.10. Copier –Sheriff – Administration (Asset Tag #15018)**


**Copier:** Canon Image Runner 5000

**Current Price:** Maintenance for 200,000 copies per year is \$898.00. Overage billed at \$0.00449 per copy.

**3.3.1.11. Copier –Boone County Treasurer (Asset Tag #16682)**

**Copier:** Canon Image Runner 3045

**Curent Price:** Cost per copy: \$0.0050, billed in arrears.

By:   
**Melinda Bobbitt, CPPB**  
**Director of Purchasing**

OFFEROR has examined copy of Addendum #1 to Request for Bid #11-14MAR13 – Canon Photocopier Maintenance receipt of which is hereby acknowledged:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative Printed Name: \_\_\_\_\_