



**COPIER LEASES AND MAINTENANCE
RFP ADDENDUM FOUR
Date of Addendum: November 19, 2019**

RFP #19123

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

1.0 - PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal deadline remains the same and is not changed by this Addendum.

2.0 - RFP – CHANGES

Item	Section	Description of Change
2.01	None	

3.0 - QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum.

Item	Questions and Answers
3.01	<p><u>Question:</u> Will you be open to having the copiers right sized? The equipment in your facility now does not match the volumes given in this RFP?</p> <p><u>Answer:</u> Yes, the Village is willing to consider changes to copier sizes.</p>
3.02	<p><u>Question:</u> Are the volumes stated in the RFP document accurate?</p> <p><u>Answer:</u> Yes</p>
3.03	<p><u>Question:</u> What is the Lease Term that the Village is looking for? FMV or Dollar Out?</p> <p><u>Answer:</u> See item 3.02 in Addendum #03. The Village does not have an opinion on FMV or Dollar Out.</p>
3.04	<p><u>Question:</u> Please clarify pg. 13 section 2.</p> <p><u>Answer:</u> The Village requires newly manufactured devices with no used or refurbished parts. Replacement copiers, if needed, may be a new or “factory certified” refurbished copier.</p>



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Item	Questions and Answers
3.05	<p><u>Question:</u> Please clarify pg. 14 section F.</p> <p><u>Answer:</u> The Village requires that during the contract period, should the repair record of any copier reflect a downtime of 10% or more of the normal business working days in two (2) consecutive months or three (3) nonconsecutive months in any six (6) month period, the copier shall be replaced at lessors costs.</p>
3.06	<p><u>Question:</u> On Page 15 there are some inconsistencies with the data. Will you allow a walk through to validate the existing Power Sources and measurements that are currently in the buildings? Also we need to validate the current machine configurations in a walk through.</p> <p><u>Answer:</u> See items 2.01, 3.02 and 3.04 of Addendum #02.</p>
3.07	<p><u>Question:</u> Estimated delivery and install date?</p> <p><u>Answer:</u> The Village does not have an estimated delivery and install date at this time.</p>
3.08	<p><u>Question:</u> Will the Village need assistance with disposition of your current devices and hardware wiping?</p> <p><u>Answer:</u> No.</p>

4.0 - INFORMATION

The following item(s) are provided as a matter of information only to all respondents and do not modify or become part of the Proposal.

Item	Description
4.01	None at this time.