

**ADDENDUM # 1**  
**REQUEST FOR PROPOSALS NO. 17-18-10**  
**MULTIFUNTION DIGITAL COPIER EQUIPMENT LEASE AND**  
**MAINTENANCE SERVICES**  
**DATED OCTOBER 19, 2017**

Rio School District (“District”) previously prepared that certain Prequalification Instructions, Rules, and Forms for Prospective Bidders regarding the Request for Proposal of Multifunctional Digital Copier Equipment Lease and Maintenance Services that was approved by the District’s Board of Trustees at a regularly held meeting on September 20, 2017. The Prequalification Package is hereby modified in accordance with this Addendum (“Addendum #1).

1. Deadline to Submit Proposals.

The Deadline to Submit Proposals has been extended to October 27, 2017 at 10:00 A.M. PDT

2. Amendment to Prequalification Package to clarify questions raised by Prospective Bidders at the Pre-Bid Conference held at the District Office on Tuesday October 3, 2017:

a. With respect to Section 35 of Part IV of the General Specifications, a vendor will be required at the end of the contract to purchase back from the District any and all unused supplies, including unused toner, and equipment at the same price paid by the District.

b. A vendor will be required to provide, at no cost to the District, staples for all Multifunctional Digital Copiers leased by the District.

c. The bids submitted should not include “the big one in the Print Shop since the District is keeping the Cannon Copier in the Print Shop.

d. The Multifunctional Digital Copiers need booklet finishing capability

e. The Multifunctional Digital Copiers need a minimum of three (3) trays.

- f. The Indemnification Provisions in Section 43 of Part IV of the General Specifications are not negotiable.
- g. All Multifunction Digital Copiers must have hole punch capability.
- h. Bidders must complete a bid package for each line, not one bid for multiple lines.
- i. All bids for the Multifunction Digital Copiers shall have a minimum two (2) year warranty.
- j. The District must have the right to remove all hard drives at the end of the term of the contract for Multifunction Digital Copiers.
- k. The District will not require any product demonstration.
- l. The Multifunctional Digital Copiers must be able to fit into the District's space
- m. The Request for Proposal for Multifunction Digital Copiers is for a fleet and not individual machines.
- n. The District intends to sign lease and vendor documents, but all documents will have to include the terms and conditions set forth in Part IV of the General Specifications of the Request for Proposal.
- o. The Proposal Price Schedules shall include pricing for a 36 month lease for Multifunction Digital Copiers.
- p. All Multifunction Digital Copiers shall have the following capability: Main (1) Unit (COPY/PRINT/SCAN), (2) Dual Scan Document Feeder, (3) Multi Position Staple Finishing, (4) Cassette Drawers, (5) Wireless Print, (6) Mobile Print, (6) be able to connect to Google Drive, (7) fax capability, Stapling capability, Booklet finishing capability, and 2 and 3 hole punch capability.

3. Acknowledgement. In accordance with Section 29 Prequalification Package, all prospective bidders must acknowledge this Addendum #! In Section H of their Questionnaires.

END OF ADDENDUM #1