



City of Quincy
Purchasing Department
730 Maine Street
Quincy, IL 62301
(217) 228-4502

ADDENDUM #1

TO: Registered Vendors
FROM: Mary-Ann Ervin, Purchasing Agent
SUBJECT: RFP for a Copier Rental Program
DATE: 05/21/2019

The City of Quincy is sending this Addendum #1 to all registered vendors for the Request for Proposal regarding a Copier Rental Program for the City of Quincy.

The City of Quincy would like to make all vendors aware of the following updated “Additional Features and Average Page Counts” information.

The changes are noted in red and they are all a part of this Addendum # 1.

Specifications – Section 4 – Page 22 – Additional Features and Average Page Counts

1) The Administration copier

The Administration’s copier does have **color capabilities**.

2) The Treasurer’s copier

The Treasurer’s copier has a capability of **50 Pages per Minute**, PPM.

ADDITIONAL FEATURES AND AVERAGE PAGE COUNTS

<u>Department</u>	<u>Page per Min</u>	<u>Color</u>	<u>Avg Monthly B/W</u>	<u>Avg Monthly Color</u>
Administration	35	X	1,576	725
Airport	30	X	809	38
Central Services	33		3,247	
City Clerk	35	X	1,315	36
Comptroller	33		2,235	
Engineering	55	X	5,792	3,118
Fire	35	X	1,597	780
Information Technology	35	X	1,069	1,707
Planning & Development	45	X	2,506	3,503
Police Dept #1	50		8,280	
Police Dept #2	60	X	9,174	1,620
Treasurer	50		4,355	
Dept of Utilities	52		9,627	
Dept of Utilities - Billing	35	X	3,166	37
Water Filter	21		452	

Please note:

- Water Filter plant is a desktop unit with no finisher/stapler and basic functionality.
- Police Dept #2 has the capability of hole punching copies or network prints.

The due date for the RFP has not changed and will be due on Thursday, May 30, 2019 at 4:00 pm.

This Addendum #1 dated 05/21/19 shall become a part of the contract documents.