

## **Addendum No. I**

### **Bid 17/18-04IT: Digital Copiers**

*June 4, 2018*

This addendum forms a part of the contract and modifies the original Request for Proposal documents. This addendum shall supersede all previously issued specifications, addenda and any other written or verbal direction. The modifications within this addendum shall be made part of the contract documents and shall be subject to all requirements thereto. **Contractors shall modify the following items wherever appearing in any portion of the Request for Proposal documents.** Contractor shall acknowledge receipt of Addendum No. I in the space provided on this form. Failure to do so may subject Contractor to disqualification.

### **Changes and/or Additions to Request for Proposal Documents**

#### **Section 5.2, Parts 6 - 9 are hereby Amended as Follows:**

##### **Part 6: District Rules and General Terms**

Acknowledge and agree to all District rules and terms.

##### **Part 7: Pricing Form (Appendix C)**

Complete the Pricing Forms in Appendix C and insert into Response as Part 7.

##### **Part 8. Required Supplementary Materials**

All required forms must be submitted as part of the Contractor's complete proposal on or before the Proposal Deadline specified in the calendar of events. Required Supplementary Materials are listed below.

- Installation Plan
- Sample Contract for Lease terms and Service & Maintenance
- Additional Resources that Support the Proposal
- Optional: Buy-Out Option Pricing and Installation Plan

##### **Part 9: Optional Forms (Appendix D)**

Optional Forms are not required to be submitted with the Contractor's proposal. However, Optional Forms listed below must be submitted by the selected Contractor within ten (10) days of the notification of the District's Intent to Award. Optional Forms are included in Appendix D of this document and listed below.

- Workers' Compensation Certificate
- Drug Free Workplace Certification
- Tobacco Use Policy
- Notice to Contractors Regarding Criminal Records Check
- Criminal Records Check Certification by Contractor
- W-9

- Certificate of Liability Insurance, including an Additional Insured Endorsement
- District Standard Agreement (provided in Appendix A)

**Section 5.2, Part 5 is hereby Amended as Follows:**

**Appendix B: Required Forms**

**PROPOSAL SUBMISSION CHECKLIST**

- Cover Page: Company Name, Contact Information
- Part 1: Vendor Experience and Ability to Perform
- Part 2: Technology Requirements
- Part 3: Price
- Part 4: Exceptions
- Part 5: Required Forms (Appendix B)
  - Proposal Submission Checklist
  - Purchase Agreement
  - Acknowledgment of Amendments to RFP
  - Contractor Representation and Certification
  - Noncollusion Declaration
  - Certification of Primary Participant Regarding Debarment, Suspension, and Other Responsibility Matters
  - Certification on Restrictions on Lobbying
  - Piggyback Clause
- Part 6: District Rules and General Terms
- Part 7: Pricing Form (Appendix C)
- Part 8: Required Supplementary Materials
  - Installation Plan
  - Sample Contract for Lease terms and Service & Maintenance
  - Additional Resources that Support the Proposal
  - Optional: Buy-Out Option Pricing and Installation Plan
- Part 9: Optional Forms (Appendix D) - *Required of Selected Contractor within ten (10) days of Notice of Intent to Award*
  - Workers' Compensation Certificate
  - Drug Free Workplace Certification
  - Tobacco Use Policy
  - Notice to Contractors Regarding Criminal Records Check
  - Criminal Records Check Certification by Contractor
  - W-9

- Certificate of Liability Insurance, including an Additional Insured Endorsement

ALL OTHER PROVISIONS of the Request for Proposal Documents shall remain unchanged. This Addendum is hereby made a part of the Request for Proposal Documents to the same extent as those provisions contained in the original documents and all itemized listings thereof.

**NOTE:** The failure or omission of any Contractor to receive or examine any Request for Proposal documents, forms, instruments, addendums, specifications, or other documents, shall by no means relieve any Contractor from any obligation with respect to its Proposal or to the contract.

**SIGN AND RETURN ONE COPY OF THIS ADDENDUM WITH YOUR PROPOSAL.**

**Proposal Due Date: June 15, 2018 at 12:00 pm.**

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Company Name

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Print Name and Title

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Signature

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Date