

**Addendum No. 1**  
**Digital Copiers RFI**  
*December 14, 2022*

This addendum forms a part of the contract and modifies the original Request for Information 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. **Providers shall modify the following items wherever appearing in any portion of the Request for Information documents.**

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

**1.4 Payment Processing**

1.4.10 The District would consider a Provider/lease provider partnership for payment processing. However, to be considered the Provider must address the following in their request for an exception:

1.4.10.1 Bill Payment: Confirm who (vendor/lessor) IUSD will be invoiced from and submit payment to for the equipment lease and any ongoing maintenance/usage/consumable/software licensing charges.

1.4.10.2 Bill Structure: Confirm that the invoicing format can provide breakdowns of charges by equipment and site/location as specified in the RFI.

1.4.10.3 Disputes: Provide a clear description of the process for resolving disputed charges. For example, if a copier is not performing/has not been in working order, who will suspend and/or refund charges to the District. The District does not desire to pay lessor disputed charges.

1.4.10.4 Warranties>Returns: Describe the process for addressing warranty claims and requests for replacement equipment.

1.4.10.5 Additional Equipment: Describe the process for adding on equipment to the original lease with a coterminous end date for the newly added equipment.

1.4.10.6 Agreement: The lessor relationship (if payment is being directed to them) must be explicitly allowed under the proposed piggyback agreement (CMAS, NASPO). Vendor must provide the specific section of the agreement that allows for the partnership.

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