



ROANOKE COUNTY

Purchasing Division

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April 24, 2020

ADDENDUM NO. 1 TO ALL BIDDERS/OFFERRORS:

Reference – RFP 2020-074

Description: High Volume Copier Services

Issue Date: April 17, 2020

Proposals Due: May 12, 2020

The above Project is hereby changed as addressed below:

1. Corrected Model & Serial Numbers for RCPS Equipment – Please see Attachment A to this Addendum for an updated list of copiers and relevant information. This Attachment shall hereby replace the table included on page 17 of RFP 2020-074.
2. Extension of Due Date – The due date and time for this Request for Proposals 2020-074 is hereby extended. Proposal documents will be due no later than 2:00 PM on **May 12, 2020**.
3. Responses to Vendor Questions – Please see Attachment B to this Addendum for questions submitted regarding RFP 2020-074, and the responses provided by the County/RCPS as we are able.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the original solicitation either prior to the proposal due date or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal/bid document. The original proposal/bid document must be signed.

Sign Name:

Print Name:

Name of Firm:

Date:

RFP 2020-074 Addendum 1
Attachment A: Corrected Model & Serial Numbers of Copier Equipment

Location	Model	Serial number	Mo. avg (12mo.)	Equip address
William Byrd Middle School	iR5075	CHL01320	14,860	2910 Washington Ave
Roanoke County Schools, Print Shop	iR7086	CCE10835	114,913	5937 Cove Rd.
Roanoke County Schools, Print Shop	iR7086	SJD00104	130,758	5937 Cove Rd.
Roanoke County Schools	iR-ADV 6265	NML06080	7,398	5937 Cove Road
Penn Forest Elementary	iR5075	TVP02405	35,679	6328 Merriman Rd
Oak Grove Elementary	iR-ADV 6265	NML05619	63,423	5005 Grandin Road Ext.
Northside Middle School	iR-ADV 6075	HTK15361	42,065	6810 Northside High School Road
Northside Middle School	iR-ADV 6275	NMC02530	39,293	6810 Northside High School Road
Hidden Valley Middle School	iR-ADV 6075	HTK16081	84,751	4902 Hidden Valley School Road
Hidden Valley High School	iR-ADV 6275	NMC02531	64,041	5000 Titan Trail
Green Valley Elementary	iR-ADV 6075	HTK16942	54,191	3838 Overdale Road
Cave Spring Middle School	iR-ADV 6075	FZE01668	124,383	4880 Brambleton Ave
Cave Spring Middle School	iR5050	DZA10490	6,746	4880 Brambleton Ave
Cave Spring High School	iR-ADV 6275	NMC02526	62,332	3712 Chaparral Drive
Cave Spring Elementary	iR-ADV 6075	FZE01886	74,184	5404 Spring Lawn Ave
Burlington Elementary	iR5075	CHL03815	61,352	6533 Peters Creek Rd
Bonsack Elementary	iR-ADV 6075	HTK16528	31,516	5437 Crumpacker Drive

RFP 2020-074 Addendum 1
Attachment B: Questions and Responses

1. What attachments does the school consider as base or included on copiers?
 - a. Current copiers at individual school locations have fax. The two copiers in the print shop do not.
 - b. All current copiers have four (4) trays: two (2) 1500 page trays, and two (2) 500 page trays. The two copiers located in the print shop also each have a paper deck which holds 3500 pages.
 - c. School copiers, with the exception of Bonsack Elementary, have hole punch/ stapler/ offset stackers/ finishers.
 - i. Bonsack Elementary has hole punch/ stapler/ offset stacker/ booklet finisher.
 - ii. The two Print Shop copiers have hole punch/ stapler/ offset stacker/ booklet finishers; and can staple at least 20 pages in booklet mode.