



ESSEX COUNTY

OFFICE OF THE MANAGER

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Daniel L. Palmer
County Manager

Linda M. Wolf
Purchasing Agent

TO: All Bidders

FROM: Linda Wolf, CPA, Purchasing Agent

DATE: November 22, 2013

SUBJECT: Addendum #1 MULTI-FUNCTION COPIER

This Addendum, issued to bid document holders of record, indicates changes to the bid documents for the *Multi-Function Copier* Bid Opening December 6, 2013.

Please replace the SPECIFICATIONS with the attached SPECIFICATIONS

END OF ADDENDUM #1

SPECIFICATIONS

MULTI-FUNCTION COPIER

It is the intent of Essex County to purchase a floor model Multifunction Copy Machine.

Guidelines as set forth are not intended to limit competition but rather to ensure that all bids meet the minimum requirements as set forth by the department in order to ensure adequate performance and functionality. The machine being replaced is a Kyocera 3035.

The machine should have the following **minimum** basic capabilities:

- Automatic Duplex Copying/Printing/Scanning –Black & White
- Process up to 35,000 pages per year
- Letter/Legal Trays – 500 Sheet Capacity – 2 Drawers
- 100 Sheet By-Pass Tray
- Paper Storage Cabinet
- Reversing Automatic Document Feeder
- Print From/Scan to Functions
- Network capability – on board
- Reduction/Enlargement Capability
- Support File Formats JPEG, PDF
- Memory - 2 GB (RAM and/or Hard Disk Drive)
- Speed - 31 PPM
- Enhanced Resolution 1800x600 DPI
- PDL (Page Description Languages) PCL 6 / Postscript 3
- Job Interrupt

Specification sheets will need to be provided for the machine you are bidding.

The vendor will also:

- Be an Authorized Dealer of the machine bid
- Provide a 5 year maintenance contract to include: all parts, labor, travel, drums, heater rollers and toner/developer
- Provide overage charge details

The basis of the Award will consider the following factors:

- Cost
- Warranty
- Maintenance Contract