



ESSEX COUNTY

OFFICE OF THE MANAGER

7551 Court Street · P.O. Box 217 · Elizabethtown, New York 12932
Telephone (518) 873-3332 · Fax (518) 873-3339

Daniel L. Palmer
County Manager

Linda M. Wolf
Purchasing Agent

TO: All Bidders

FROM: Linda Wolf, CPA, Purchasing Agent

DATE: September 19, 2013

SUBJECT: Addendum #1 COPIER

This Addendum, issued to bid document holders of record, indicates changes to the bid documents for the *Copier* Bid Opening October 2, 2013.

Please replace the SPECIFICATIONS page with the attached.

END OF ADDENDUM #1

SPECIFICATIONS

COPIER

It is the intent of Essex County to purchase a Multifunction Desktop Copy Machine for the Sheriff's Department Booking Office.

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

- Copy, Scan, Print and Fax – Black & White
- Process up to 100,000 pages per year
- Network Capability
- Zoom/Reduction Capability
- Letter/Legal Paper Drawers – 500 Sheet Capacity – 2 drawers
- 100 Sheet By-Pass Tray
- Reversing Automatic Document Feeder
- Speed - 42 pages per minute
- RAM – 1.5 GB RAM
- Hard Disk Drive – 320 GB
- 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
- Provide service within 24 hours

The basis of the Award will consider the following factors:

- Cost
- Warranty
- Maintenance Contract