



CITY OF ALBANY, OREGON
FINANCE DEPARTMENT

Leased Copier Replacement RFP, Addendum 1

March 24, 2023

The purpose of this addendum is to modify the RFP documents only to the extent indicated herein. All other areas not changed or otherwise modified by other addenda, shall remain in full force and effect. This addendum is hereby made an integral part of the original Project Documents. The following question was asked:

1. For clarification regarding this RFP...when you state, "contract is in place by June 1, 2023", when exactly do you anticipate having all the replacement copiers delivered by? Many manufactures are still challenged by inventory constraints, etc., and it would be helpful to know when need to have the new equipment delivered and installed by especially if the existing copier fleet are to be removed by a certain date.

Answer: Current contract expires June 30. The City is open to loaner copiers if the new copiers are not available due to supply chain constraints. This would be for a temporary period, ideally less than two months, and if possible, one of a similar model. Terms would be negotiated or adjusted if necessary, and training is expected.