



COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT
POST OFFICE DRAWER 1228 ♦ BEAUFORT, SOUTH CAROLINA 29901-1228
TELEPHONE: (843) 470-2739 FAX: (843) 470-2738

Addendum #1
RFP# 4600/090448
Photocopier Lease Contract
March 31, 2009

Dear Prospective Bidder:

Please see the following Bid document additions and deletions:

1. On page 42, add or change column (2) to read Standard Features.
2. See new attached Exhibit G. The copy machines currently leased now are 92.
3. Add the following fourth paragraph to page 41:

"In addition to black and white photocopiers, you may include in your Proposal copiers which have color capability as well as black and white; however, they must fall within the list of copiers identified in Exhibit D."

We look forward to your response by the due date and appreciate your interest in doing business with Beaufort County, SC.

Sincerely,

David L. Thomas, CPPO, CPPB
Purchasing Director

cc: Anna Hays, Richard HineLine, Elizabeth A. Smith

Submit One Form for each Model

**SPECIFICATIONS AND CONTRACTOR'S
PRIMARY PRICE PROPOSAL**

(1) Proposed Make and Model No. And Monthly Base Cost	(2) Standard Features	(3) Copies per Minute	(4) How Many Photocopiers	(5) Maintenance Cost w/Calculatio n (Monthly)	(6) Delivery Charge (if any)	(7) Removal Charge (if any)	(8) Relocation Charge (if any)	(9) Optional Features and Cost for each: Printer/ Scanner FAX (Identify)

LEASE (Total Monthly amount without Optional Features) \$ _____

PURCHASE COST \$ _____

MONTHLY AVERAGE COPIES MADE – 2008

Records Management/Sheriff	C1310	848
Roads & Drainage South	C1310	428
Family Court (Court Room)	C1310	5415
Grounds Maintenance	C1310	575
Library, Scott Street (64071)	C1310	207
Library, Scott Street (64078)	C1310	2388
Parks & Leisure, Oscar Frazier	C1310	1
Parks & Leisure, Greene Shell	C1310	1
Parks & Leisure, Dale	C1310	127
Parks & Leisure, Lind Brown	C1600	451
Parks & Leisure, Scott Center	C1600	162
COSY	C1600	1550
Magistrate-at-Large	C1600	1713
Social Services	C1600	543
Airport, Beaufort County	C1600	439
Parks & Leisure, Port Royal	C1630	1125
Business License, Beaufort	C1630	540
Business License, Bluffton	C1630	475
Social Services - Bluffton	C1630	468
Family Court	C2000	1
Veterans Affairs, HHI / Staff Svcs	C2000	396
Finance	C2200	1354
Facilities Maintenance	C2200	1214
Register of Deeds (Warehouse)	C2200	709
Library, Scott Street (64071)	C2200	4711
Library, Scott Street (64071)	C2200	1287
Library, Bluffton (64072)	C2200	1281
Library, Bluffton (64072)	C2200	519
Library, Lobeoco (64074)	C2200	1336
Library, Hilton Head (64073)	C2200	970
Library, Hilton Head (64073)	C2200	2114
Library, St. Helena (64075)	C2200	917

MONTHLY AVERAGE COPIES MADE – 2008

Disabilities & Special Needs	C2200	3401
Traffic/Transportation	C2200	343
First Vehicle	C2200	2390
Animal Control	C2200	1750
Airport, Hilton Head	C2200	1760
Stormwater	C2200	2932
Attorney, Staff	C2200	613
Master-in-Equity	C2200	745
Clerk of Court-Judgment Room	C2200	607
Magistrate, Beaufort	C2200	3155
Alcohol & Drug Abuse, Bluffton	C2200	5401
Elections & Registration	C2200	2528
Elections & Registration	C2200	10876
Mosquito Control	C2200	684
Magistrate, Bluffton	C2200	1381
Records Management	C2200	1357
Magistrate, Hilton Head	C2800	773
Sheriff, Deputy Room	C2800	2270
Disabilities & Special Needs 1508 Old Shell RD 44470	C2800	2082
Building Inspections, Bluffton	C2800	3097
Detention Center, Booking	C2800	15164
Detention Center, Classification	C2800	4249
Assessor	C2800	3968
Magistrate, Bluffton	C2800	3124
Building Codes	C2800	3943
Probate Court, Records Rm	C2800	1904
Risk Management	C3300	635
Magistrate, Beaufort	C3300	2987
Clerk of Court	C3300	3448
Clerk of Court	C3300	1276
Parks & Leisure, Mink Point	C3300	1152
Register of Deeds (Deed Room)	C3300	1650

MONTHLY AVERAGE COPIES MADE – 2008

Auditor	C3300	1006
Purchasing	C3300	2875
Library, Scott Street (64070)	C3300	3241
Library, Bluffton (64072)	C3300	8300
Library, Hilton Head (64073)	C3300	7666
Emergency Medical Services	C3300	5475
Treasurer	C3300	3166
Coroner	C3300	New
Probate Court (Hallway)	C5000	6709
Sheriff, Beaufort Substation	C5000	1987
Sheriff, Hilton Head	C5000	5500
Sheriff, Hilton Head Dep. Room	C5000	3625
Parks & Leisure Bluffton	C5000	6457
Employee Services	C5000	11655
Veterans Affairs, Beaufort	C6000	3677
Parks & Leisure Burton Wells 64310	C6000	9468
Planning	C6000	8031
Register of Deeds	C6000	62
Sheriff, Criminal Records	C6000	16739
Emergency Management	C6000	20552
Disabilities & Special Needs 44410	C6000	28601
Alcohol & Drug Abuse	C6000	10883
Sheriff, Bluffton	C6000	722
Detention Center, Admin	C6000	7508
Engineering	C6000	9856
Public Works, Conference Room	C7200	6698
Staff Services	C7200	33824
Staff Services	C7200	21627