

RFP ADDENDUM 1  
(February 3, 2025)

**ONEIDA COUNTY PURCHASING DEPARTMENT**  
**REQUEST FOR PROPOSALS**  
**FOR LEASE OF COPIER MACHINES ONEIDA COUNTY, NY**  
**RFP No. 2025 – 407**

The Oneida County Purchasing Department recently invited proposals for Lease of Copier Machines in Oneida County, NY, RFP No. 2025-407.

PLEASE TAKE NOTICE that the RFP is hereby amended to increase the Capacity of prints for level two copier printer, Capacity 5,000 or 7,000 printouts or copies, level three copier printer Capacity 7,000 or 10,000 printouts or copies and level four copier printer Capacity 10,000 or 20,000 printouts or copies. All other terms of the RFP remain unchanged. Venders are instructed to adjust their proposals accordingly.

Specifically, Exhibit A (Forms Schedules), Master Lease Agreement Schedule Level two, three, and four Copier Machine of the RFP is amended as follows (deletion in the red strikethrough font, addition in the blue underscored font):

9. (Level Two) Capacity. The County may print up to [select either ~~1,500 or 3,000~~ 5,000 or 7,000] printouts or copies from the Copier Machine per month (the “Base Allotment”). If the Copier Machine is capable of printing in color ink, such Base Allotment shall include \_\_\_\_\_ number of color prints or copies.

16. (Level Three) Capacity. The County may print up to [select either ~~1,500 or 3,000~~ 7,000 or 10,000] printouts or copies from the Copier Machine per month (the “Base Allotment”). If the Copier Machine is capable of printing in color ink, such Base Allotment shall include \_\_\_\_\_ number of color prints or copies.

23. (Level Four) Capacity. The County may print up to [select either ~~1,500 or 3,000~~ 10,000 or 20,000] printouts or copies from the Copier Machine per month (the “Base Allotment”). If the Copier Machine is capable of printing in color ink, such Base Allotment shall include \_\_\_\_\_ number of color prints or copies.