

**OFFICE OF PURCHASING**  
**O'KEEFE ADMINISTRATION BUILDING**  
 501 City Park Avenue, Bldg 37  
 New Orleans, LA 70119  
 (504) 762-3027 FAX: (504) 762.3089  
 www.dcc.edu

## Addendum No: (2)

Bid No: 40006-159  
 Bid Name: Toner with Printer Maintenance  
 Opening Date: June 24, 2020 at 2:00PM CST

Addendum No: 2  
 Date Issued: June 17, 2020

*This addendum is hereby officially made a part of the referenced solicitation. The below questions have been submitted and addressed as follows and are to be taken into consideration for establishing your pricing. Addenda must be signed and submitted with the Bid.*

1.	Will the awarded Bidder be responsible for all printers needing service, support, and maintenance at no charge, day one of the contract, even if the college hasn't placed any cartridge orders at / before that time?	No. During the initial audit, vendor is to provide a report any non-functional or problematic units. The College may opt to either obtain a quote for a repair from the contracted vendor or opt to replace the unit entirely. Replacement units will be provided for by the College. Issues noted after the audit has been performed and all recommended the repairs and/or replacements have been made will be the responsibility of the vendor.
2.	Has the previous vendor been supplying remanufactured/refilled toner cartridges?	Both
3.	Are the toner cartridges required to be new OEM?	Please see Section IV, page 7, Specifications of the Toner Cartridges.
4	Does the preventative maintenance and repair requirement start on a printer only after a cartridge is purchased for that printer?	Yes.
5.	Will printer serial numbers be given to the vendor when a cartridge order is placed?	No

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6.	When will the preventative maintenance and repair requirement on a serial number for which a cartridge has been purchased end?	At the end of the contract or any subsequent renewal option. For any repairs that have been made, the vendor must guarantee to warranty the repair for a period of (1) year for parts and labor as long as they are under the contract.
7.	Will the preventative maintenance and repair requirement on a serial number for which a cartridge has been purchased continue through the option years, or at the end of each fiscal year?	Preventative maintenance shall continue through the duration of the initial contract year and any subsequent renewal options without any disruption in service.

**Acknowledgement:** Acknowledgement of this addendum is required. **Bidder must sign where indicated below and submit the Addendum in its entirety with the bid.**

*If your bid has already been submitted, please sign below where indicted and fax this form in its entirety to (504) 762-3089 or mail to the address stated in the General Conditions section of the bid documents. Whether by fax or mail, this form must be received prior to the opening date and time indicated in the bid documents. **Failure to acknowledge and submit addenda by the bid due date and time will cause your bid to be rejected.***

The below signed acknowledges receipt of this addendum

Company: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed  
Name \_\_\_\_\_