ADDENDUM NO. 1
TO THE
INVITATION TO BID(ITB) - 4296
PREMIUM LASER COMPATIBLE INK AND TONER (NOT REFURBISHED OR REFILLED) OEM CARTRIDGES AND MISCELLANEOUS PRINTER PARTS
FOR THE
CITY OF ANN ARBOR, MICHIGAN

The following changes, additions, and/or deletions shall be made to the Bid Documents for Premium Laser Compatible Ink and Toner (Not Refurbished or Refilled) OEM Cartridges and Miscellaneous Printer Parts-ITB #4296.

The information contained herein shall take precedence over the original documents and all previous addenda, and is appended thereto. **This Addendum includes 1 page(s).**

The Contractor is to acknowledge receipt of this Addendum No. 1 on page P-1 of the Bid Documents prior to submitting its Proposal.

Changes in the Bid Documents which are outlined below are referenced to a page or drawing in which they appear conspicuously. The Bidder is to take note in its review of the documents and include these changes as they affect work or details in other areas not specifically referenced here.

Questions and Answers

Q: Is this bid for Compatible Ink & Toner or OEM (brand name only) Ink & Toner?

A: We will accept bids for both Compatible and OEM Ink & Toner.

Q: Can you be more specific on model numbers M40,M45 and M60 is that Xerox, Brothers or something else?

A: They are HP Models M401, M451 and M601

Q: This bid requires a bid bond which is typical of construction bids but, not typical of supply type bids. In addition the value of this overall contract will be small. Is a bid bond actually required?

A: Yes. A bid bond is required. The City requires bid bonds for bid-based awards as a guarantee that the bidder has the financial means, if awarded the bid, to complete the job for the price quoted in the bid.

Q: The bid sheet when pulled down from MITN does not line up. Can we use an Excel spread sheet, using the same information's?

A: Yes

Q: Could you share the number of units that were purchased year to date?

A: **For last fiscal year (July '12 - June '13), the City purchased 239 laser cartridges.**