

August 25, 2010

ADDENDA No. 2

Subject: Cost Per Copy
Richland County, Ohio

Enclosed herewith is a copy of Addenda No. 2 for the subject project. This material will be included in the final agreement and will become a part of the Contract Documents.

Please consider this information when preparing your bid for the subject project.

Sincerely,

Cathy Mosier
Central Services Director

CM/rs
enclosures

ADDENDA NO. 2

August 25, 2010

TO THE SPECIFICATIONS
FOR COST PER COPY PLAN
RICHLAND COUNTY, OHIO

A. The Addenda item(s) cover only the portion of the Documents specifically noted. All other wording remains in effect.

B. The following item(s) are changed as listed below and on the attached revised page(s):

ITEM 1 RICHLAND COUNTY ITB, INSTRUCTIONS TO BIDDER, Pg. 2a, #1

SHOULD READ:

1. **Receipt of Bid/Bid Opening**

All bidders shall submit a complete, sealed bid following the procedure outlined in this Invitation to Bid no later than September 7, 2010, 10:00 a.m. to the Richland County Board of Commissioners, 50 Park Avenue East, Mansfield, Ohio 44902, at which time, date and place said bid will be opened and publicly read. All sealed bids received after this time and date, for any reason, will be rejected.

ITEM 2 RICHLAND COUNTY ITB, EXHIBIT A:

CHANGES MADE:

1. Pg. 12a, Changed 8 1/2" x 11 paper tray from 2,500 to 2,000 for Probate.
2. Pg. 12b, Removed minimum single position stapler from Job & Family Conklin, Res Rm Onestop, Admin Kitchen & Mail Rm Onestop.
3. Pg. 12c, Added scanning information per department.

INSTRUCTIONS TO BIDDER

1. **Receipt of Bid/Bid Opening**

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2. **Legal Framework**

This Invitation to Bid (ITB) is issued under the provisions of the Ohio Revised Code (ORC) Sections 307.86 to 307.92. All bids submitted in response to this ITB shall comply with Ohio law. The laws of the State of Ohio will govern any disputes rising under this ITB and subsequent contract.

3. **Bid Security Requirement**

A bid bond or a certified check, cashier's check, or money order (no other kind of check is acceptable according to the Ohio Revised Code) on a solvent bank or savings and loan association in the amount of Fifteen Hundred dollars (\$1,500.00) payable to Richland County Board of Commissioners shall accompany each bid as a guarantee that, if a bid is accepted, a contract shall be entered into and its performance properly secured. Said bid security must be included with each bid or the bid will be disqualified (ORC 307.88). Said bid security will be returned to all successful and unsuccessful bidders within thirty (30) days of contract execution unless otherwise notified.

4. **Preparation and Submission of Bid**

By submitting a bid, the bidder shall be held accountable to know all terms, conditions and specifications under which this contract will be performed. This includes, but is not limited to, the contents of all contract documents, applicable laws and regulations, and the characteristics of any work sites or inside/outside delivery sites.

Each bid shall be submitted in a clearly marked sealed container or envelope showing the company name, company address, ITB Bid Number, Project Title, the date and time of the bid opening. All bids must be delivered to:

Richland County Board of Commissioners
50 Park Avenue East
Mansfield, Ohio 44902

The bidder shall submit the bid on the prescribed forms. All blanks spaces for bid process shall be filled in, in ink or typewritten.

Each bid shall contain the following ITB documents signed by the legally authorized company representative:

- a. Bid Security - The bid security is mandatory. A bidder will be disqualified if the bid security is not submitted.
- b. Bid Form
- c. Vendor Acceptance

The bidder shall submit any other documents or materials required in the bidding instructions with the bid.