



REQUEST FOR PROPOSAL
ADDENDUM #1

Changes:

- 1. Proposal Due Date Extended**
- 2. Usage Pages, 30 days apart, Provided for End User Printers**

MANAGED PRINT SERVICES
BANKS COUNTY OWNED PRINTERS

Issuing Agency	Banks County Board of Commissioners 150 Hudson Ridge Road, Suite 1 Homer, Georgia 30547
Issue Date	December 4, 2024
County Clerk	Jenni Gailey (706)677-6800 jgailey@co.banks.ga.us
	Erin Decker, Assistant County Clerk edecker@co.banks.ga.us
Proposal Number	#2025-0211-IT2
Proposal Closing Date	March 5, 2025
Proposal Closing Time	2:00 pm

SECTION 2 – INSTRUCTIONS FOR PROPOSAL

A. Proposal Deadline

The response to this request is due no later than **2:00 p.m. Eastern Standard Time, January 15, 2025** and must arrive at the below address:

**Banks County Board of Commissioners
Attn: Jenni Gailey and Erin Decker
150 Hudson Ridge Road, Suite 1
Homer, GA 30547
(706)677-6800**

All respondents must furnish **one (1) original and five (5) copies** of the proposal and shall be delivered sealed in an opaque envelope and clearly labeled as:

**Banks County Board of Commissioners
MANAGED PRINT SERVICES - BANKS COUNTY OWNED PRINTERS
#2025-0211-IT2**

Proposals received after the scheduled deadline will not be accepted. Proposals will be marked “LATE” and will be returned unopened to the respondent. In addition, faxed or emailed proposals will not be accepted.

All proposals submitted shall become the property of Banks County and will not be returned. Banks County is not responsible for any cost incurred by the respondent in proposal preparation, presentations given, or benchmarks performed.

B. RFP Schedule

The following is the schedule for this solicitation:

Milestone	Date
RFP Released	December 4, 2024
Proposal Due Date	2:00 PM EST – March 5, 2025
Proposal Opening Date	March 11, 2025 at 10:00 am
Proposed Date of Award	April, 2025

**Note: the actual schedule may change after the submittal due date. All submitting vendors will be notified via email about any schedule changes.*

C. Price Quotations

Banks County is soliciting proposals from qualified vendors for an annual contract for managed print services to maintain Banks County owned printers. Services included in the proposal would include both labor and materials for adjustments, repairs, and replacement parts necessitated by normal use of the printers, on-site and off-site printer support and repairs, and toner cartridge/drum replacement for all printers owned and operated by Banks County. If a printer cannot be repaired by the vendor, replacement will be at the discretion of Banks County and will fall under their procurement process.

The vendor's proposal should include printer list (Appendix A) indicating printers serviceable by your company. Printer list is required. If printer list is not included, your proposal will be disqualified.

Usage pages pulled early January 2025 and 30 days later in February 2025, for each printer included in Appendix A, will be provided to interested vendors on the Banks County website for evaluation and quotation. Vendors must specify which printers are supplies only.

D. Disclaimers

Banks County reserves the right to withdraw this RFP at any time for any reason, and to issue clarifications, modifications, and/or addenda, as it may deem appropriate. Unless the vendor specifies in its proposal, Banks County may award the contract for any items/services or groups of items/services in the RFP and may increase or decrease the quantity specified. Banks County reserves the right to waive minor variances in proposals, provided they are in the best interest of the county. Any such waiver shall not modify any remaining RFP requirement. No portion of the work to be awarded under this contract shall be sublet, assigned, or otherwise disposed of. Respondents should be located within a 75-mile radius of the Banks County Annex building located at 150 Hudson Ridge Rd, Homer, GA 30547.

Banks County is an equal opportunity employer. E Verify # 104567

E. Rejection of Proposals

Banks County reserves the right to accept or reject in part or in whole, any or all proposals submitted.

F. Project Contact Information

Technical issues regarding response to this request shall only be addressed by Banks County when directed to the following email address of the project contact:

Faith Bryan

Director of Information Services

Georgia Mountains Regional Commission

fbryan@gmrc.ga.gov

CC: Jenni Gailey, Banks County Clerk, jgailey@co.banks.ga.us

Erin Decker, Assistant County Clerk, edecker@co.banks.ga.us