



ADDENDUM #2

MULTI-FUNCTION DIGITAL DOCUMENT MACHINES
2022-024

ISSUED: JUNE 15, 2022

ANSWERS

1. When is the delivery and installation to take place?
 - a. The delivery and installation will occur after the contract is negotiated and signed, likely around September. However, there is no definite timeline at this time.
2. What are the combined monthly volumes of the two devices in B/W and color? NOTE: these are for the two machines at our Hamilton office.
 - a. Black and White Volumes (most recent): 2,008 and 1,205
 - b. Color Volumes (most recent): 2,582 and 3,018
3. Do they require billing/matter codes to be used in addition to the user codes? If so how many?
 - a. No billing matter codes are required. We only need user codes for all administrative staff in the office.