



2025-9 Addendum 1 CPI Technologies Copy Products, Inc. Supplier Response

Event Information

Number: 2025-9 Addendum 1
Title: HP MULTIFUNCTION PRINTERS/COPIERS LEASE
Type: Invitation to Bid
Issue Date: 7/22/2025
Deadline: 8/7/2025 09:00 AM (CT)
Notes:

ADDENDUM ONE 08/04/2025

TO PROSPECTIVE BIDDERS: The original Request for Proposal documents remain in full force and effect except as revised by the following changes which take precedence over anything to the contrary in the Bidding Event document. The following are changes to the BID.

The close date and time has changed to August 7, 2025, at 9:00 A.M.

LINE #1 asks for a 6GW54A Workgroup Stand. It should have read a 6GW46A 2x500sh WG regular paper tray/stand.

LINE #2 asks for a 6GW54A Workgroup Stand. It should have read 6GW48a 2K sheet HC paper regular tray/stand.

LINE #3 asks for a 6GW53A Department Stand. It should have read 6GW47A.

LINE #5 asks for a E2645dn. It should have read model number HPE52645dn

All else remains the same.

End of Addendum One.

Christian County invites qualified office supply vendors to submit responses for the **ITB #2025-9 HP Multi-Function Printer/Copier**, in accordance with the requirements stated herein. Bidder must be a certified HP dealer/distributor with a local technician (within 25 miles) presence with a maintenance service agreement. This is for a 60-month lease for each printer listed under the Line Items Tab.

QUESTIONS:

Questions should be **submitted online through the Christian County Electronic Bidding portal** before 9:00 a.m. July 29, 2025.

PROJECT GOAL:

Christian County is accepting bids for an HP Printer/Copier. See the LINE TAB for model numbers of HP products. Christian County reserves the right to refuse or reject any and all bids and waive any formality or irregularity in any bid received. The County reserves the right to make awards to single or multiple bidders, if such award(s) is deemed to be in the County's best interest.

SUBMITTAL:

Christian County submittal must be by the Christian County online bidding portal.

Bids are due by August 5, 2025 and will close at 9:00 a.m. Register as a vendor at:
<https://www.christiancountymo.gov/bidding-opportunities/>. Contact purchasing at 417-582-4309 for help with registering.

DECLARATION PAGE:

Print out the Declaration Page on the **ATTACHMENTS TAB**. Fill it out, sign it and upload the completed page in the **RESPONSE TAB**.
Note: Failure to do upload a completed Declaration Page may result in a rejection of your bid.

PRICING:

You will enter your pricing under the **LINE ITEMS TAB**.

Christian County requests a five-year (60-month) lease.
Christian County will take that price the bidder has entered x 60 and will come up with the full price of the lease. The entire cost of the item should be in that monthly price, with the exceptions of the prints.
Note: Bid prices will remain firm fixed for 100 days.

END OF LEASE PRICING:

It is necessary to tell the price of returning the copier or purchasing the copier at the end of the lease (see ATTRIBUTE #26).

MINIMUM AND MAXIMUM:

There are no minimum or maximum quantities guaranteed for this bid.

AWARD:

The award shall be made to the lowest priced and most responsive and responsible vendor who conforms to this solicitation, and whose proposal is considered to be the most advantageous to the County, price and other factors considered, which includes the evaluation criteria set forth in this ITB. The County reserves the right, in the best interest of Christian County, Missouri, to reject any and all bids, to waive any minor informality or irregularity in a bid, make multiple vendor award based on the needs of the County, and to select the offer deemed most advantageous to the County. Christian County reserves the right to reject any bid which is determined unacceptable for reasons which may include but are not necessarily limited to: 1) failure of the vendor to meet mandatory general performance specifications; and/or 2) failure of the vendor to meet mandatory technical specifications; and/or, 3) receipt of any information, from any source, regarding delivery of unsatisfactory product or service by the vendor within the past three years. As deemed in its best interests, Christian County reserves the right to clarify any and all portions of any vendor's offer.

Note: *Agreements* signed by Christian County must be signed by at least a majority of the members of the *County Commission*. Agreements must be attested by the *County Clerk* and approved to form by the *County Counselor*. In addition, the *County Auditor* must certify that there is an unencumbered balance available to pay the contract cost.

MULTIPLE AWARDS:

Christian County reserves the right to make a single or multiple awards to this bid.

IDEMNIFICATION:

Indemnity Agreement: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Christian from its own negligence.

TERMS AND CONDITIONS:

View under ATTACHMENTS TAB.

It is the responsibility of the awarded bidder to know that Christian County's Terms and Conditions will prevail over all others.

INSURANCE REQUIREMENTS:

View under ATTACHMENTS TAB.

EVERIFY AFFIDAVIT:

Contractor shall comply with the provisions of Missouri Revisor of Statutes Sections 285.525 through 285.550., from the commencement until the termination of this Agreement. For any contract over \$5,000 and for any public works project contract the Contractor shall provide County an acceptable notarized Affidavit stating:

That Contractor is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and

That Contractor does not knowingly employ any person who is an authorized alien in connection with the contracted services.

Additionally, Contractor must provide County with documentation

evidencing current enrollment in a federal work authorization program (e.g., electronic signatory page from E-verified program's memo of understanding).

DOCUMENTATION REQUESTED:

It will be the responsibility of the awarded bidder to request any documentation needed for the ongoing lease of the equipment to purchasing@christiancountymo.gov.

Note: Christian County will not pay for any additional services on this lease, other than specified in this bid, under any circumstances. Should additional costs be added to the lease or invoices that are not part of this bid, it may be grounds for termination of contract.

HISTORY:

Christian County is a first-class county without a charter form of government. The governing body of Christian County is the County Commission. The Commission consists of a Presiding Commissioner, a Western Commissioner, and an Eastern Commissioner. Its county seat is Ozark, Missouri. The County was organized in 1959 and continues to be one of the fastest-growing counties in the state. Cities in Christian County include Billings, Clever, Fremont Hills, Highlandville, Nixa, Ozark, Sparta and Village of Saddlebrooke.

Contact Information

Contact: Kim Hopkins-Will, MBA, NIGP-CPP, CPPO, CPPB
Address: Christian County Purchasing
202 West Elm Street
Ozark, MO 65721
Phone: 1 (417) 582-4309
Email: purchasing@christiancountymo.gov

CPI Technologies Information

Contact: Rob Kassing
Address: 2103 W. Vista
Springfield, MO 65807
Phone: (417) 889-5665
Fax: (417) 889-7712
Toll Free: (800) 337-2679
Email: rkassing@cpitec.com
Web Address: www.cpi-technology-com

By submitting your response, you certify that you are authorized to represent and bind your company.

Rob Kassing

Signature

rkassing@cpitec.com

Email

Submitted at 8/6/2025 02:40:12 PM (CT)

Supplier Note

We quoted \$0.005 on mono. I noticed it rounded up to \$0.01. Should be \$0.005.

Requested Attachments

DECLARATION PAGE MUST BE UPLOADED HERE

CPI Dec page.pdf

By signing this, you are declaring that you are an authorized officer of the company legally allowed to enter into a contract with Christian County.

PICTURES OF EACH PRODUCT

CPI E Verify.pdf

Please provide a picture of each product in one document.

Bid Attributes

1 Christian County Terms and Conditions

Please download and thoroughly review the CHRISTIAN COUNTY BIDDER RESPONSIBILITIES & TERMS AND CONDITIONS REV. 0423 and acknowledge your acceptance below

I accept

2 No Deviations or Exceptions

I certify that there are NO deviations or exceptions from the attached specific terms, conditions, and specifications.

Agree - No Deviations

3 Exceptions to Christian County Bidder Requirements Terms and Conditions

Exceptions to Christian County Bidder Requirements Terms and Conditions

If responder indicated, above (#2), there are exceptions to the CHRISTIAN COUNTY BIDDER RESPONSIBILITIES & TERMS AND CONDITIONS REV. 0423, please provide details below.

If no exceptions, please enter N/A.

NA

4 Submission Responses

Submission Responses

All submittal responses must be submitted online via our electronic system. No fax or email submissions will be accepted.

5 Communications Statement

Contact between vendors and Christian County personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact Christian County personnel may result in disqualification. All communication shall go through the Purchasing question portal during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. The deadline for questions about this proposal is stated in the Bid Activities and the County will not respond to questions after this time and date. Response to questions will be posted in the form of an addendum to this proposal. The vendors will be responsible for checking the website for any posted addenda.

6 Business Compliance

The vendor must be financially sound and must not be operating under the protection of the United States Bankruptcy Code. The vendor must be in compliance with the laws regarding conducting business in the State of Missouri. The vendor certifies by signing the declaration page and acknowledging any amendment submitted that the vendor and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award. The vendor shall provide documentation of compliance upon request by Christian County.

7 Minority Business Participation:

Christian County encourages the participation and utilization of minority business enterprises in all projects of the county. Christian County will provide equitable and fair opportunity to minority businesses to submit bids and proposals and to receive an award. By responding to this invitation, the vendor agrees that it does not discriminate on the basis of race, religion, creed, national origin, age, sex or disability, and that it will refrain from any unlawful employment practices.

8 Invoices

Invoices will be submitted to **Christian County Accounts Payable, 100 W. Church Street, Ozark, Missouri 65721 or email to: invoices@christiancountymo.gov**. It is estimated there are 25 various offices and departments requiring separate billing (if applicable to bid products offered). Vendor shall provide the department with invoices and statements of accounts monthly noting any amounts and invoices past due. Invoices should be delivered with the materials and packing slip. Payment will be made within 30 days from receipt of an accurate invoice.

Services or goods must be received before payment can be made. The vendor shall submit all reports required herein and a copy of each invoice as supporting documentation with the monthly statement. Other than the payments and reimbursements specified above, no other payments or reimbursements shall be made to the vendor for any reason whatsoever including, but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.

Notwithstanding any other payment provision of the contract, if the vendor fails to perform required work or services, fails to submit reports when due, or is indebted to the United States, Christian County may withhold payment or reject invoices under the contract.

Final invoices are due no later than thirty (30) calendar days after the expiration of the contract. Christian County shall have no obligation to pay any invoice submitted after such date. If a request by the vendor for payment or reimbursement is denied, Christian County shall provide the vendor with written notice of the reason(s) for denial.

If the vendor is overpaid by Christian County, upon official notification by Christian County, the vendor shall provide Christian County with a check payable as instructed by Christian County in the amount of such overpayment. The vendor shall submit the overpayment to Christian County at the address specified. The vendor shall agree and understand that Christian County shall be solely responsible for payment for only those services requested by Christian County.

9 Determination for Award

The award shall be made to the lowest priced and best responsive vendor. Christian County reserves the right to reject any bid which is determined unacceptable for reasons which may include but are not necessarily limited to: 1) failure of the vendor to meet mandatory general performance specifications; and/or 2) failure of the vendor to meet mandatory technical specifications; and/or, 3) receipt of any information, from any source, regarding delivery of unsatisfactory product or service by the vendor within the past three years. As deemed in its best interests, Christian County reserves the right to clarify any and all portions of any vendor's offer.

Agreements signed by Christian County must be signed by at least a majority of the members of the County Commission. Agreements must be attested by the County Clerk and approved to form by the County Counselor. In addition, the County Auditor must certify that there is an unencumbered balance available to pay the contract cost.

10 Attachments Required

Be sure to upload all required documents and forms to the **"RESPONSE ATTACHMENTS"** tab of this bid event.

11 Section 2

BID REQUIREMENTS

The following items require an answer

12 Requirements

Please see the following requirements:

The item must be a Hewlett Packard (HP) brand. No exceptions.

The equipment must be new in an HP box (not repackaged) that has been unopened (not sitting on a shelf for an extended period).

Must include the HP Warranty.

Provide a 60-month only lease that includes parts, labor, maintenance, and toner.

The bidder must have technicians located within 25 miles of Ozark, Missouri.

Provide response time (in hours) once called to Ozark, Missouri.

Please provide the addresses of your service centers' locations.

Provide a customer service contact number.

Provide the delivery date in weeks after receiving a purchase order from Christian County.

If there is an issue with one of our printers that cannot be resolved, the awarded bidder will provide an equivalent HP printer for loan until the other printer can be fixed.

The bidder must provide an Insurance Certificate to the County (see Insurance Requirements) after the award is made.

The bidder must provide an E-Verify Affidavit of Compliance after the award is made.

The bidder must provide one invoice for both lease and maintenance of equipment.

Yes

1 3	Response Time - Normal Please provide in Hours what your normal response time would be after you have been notified of an issue? 1-4 hours
1 4	Address of Locations Please provide the address of your location(s) that will be servicing Christian County. 2103 West Vista Springfield, MO 65807
1 5	Technicians Please provide the number of technicians that work on HP printers you have working for you within a 25 mile radius. 5
1 6	Customer Service Contact Phone Number. Bidder must provide a customer service contact number 417-889-5665
1 7	Conflict of Interest Questionnaire Does this vendor have conflict of interest with Christian County? No
1 8	Conflict of Interest pt. 2 If responder stated there is a conflict of interest with the Christian County, please list the name and details below. If no conflict exists, enter N/A. NA
1 9	Felony Conviction Details If your firm is owned or operated by anyone who has been convicted of a felony, please list their name and the details of the conviction. If not applicable, please enter N/A (not applicable). NA
2 0	Anti-Collusion Statement I affirm that I am duly authorized to execute this contract; that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid. ☒ I agree.
2 1	Three References Required Please enter below the three references you have worked for in the past five years in a similar scope and size projects. If you have worked for Christian County before in this scope, please use them as a reference.

2 2	Reference #1 List three (3) business references: Company Name Contact Name: Address City State Zip Business Phone Business Email Christian County Missouri
2 3	Reference #2 List three (3) business references: Company Name Contact Name: Address City State Zip Business Phone Business Email City of Springfield
2 4	Reference #3 List three (3) business references: Company Name Contact Name: Address City State Zip Business Phone Business Email Missouri State University
2 5	End of Lease Procedure Please explain your end-of-lease procedure and the associated costs for returning the equipment. Additionally, please explain the cost if the County chooses to purchase the item at the end of the lease. No return fee at end of lease The County can purchase the machine for \$1 at end of lease.

Bid Lines

1

Brand: HP

Model: E78635dn or HP Equivalent

35 PPM COLOR

~~6GW54A WORKGROUP STAND~~ Replaced with 6GW46A 2x500sh WG regular paper tray/stand.

8EP57AAE 25 TO 35 PPM SPEED LICENSE

6GW49A - INNER FINISHER

7ZA08A - FAX

FOUR (4) DRAWER

60 MONTH LEASE

ENTER THE LEASE MONTHLY PRICE, WHICH WOULD INCLUDE ALL MAINTENANCE.

MAINTENANCE SHOULD INCLUDE: PARTS/LABOR/TONER

EXCLUDING COPY PAPER AND STAPLES

		MONTHLY LEASE PRICE INCLUDING MAINT.		
Quantity: <u> 1 </u>	UOM: <u>AGREEMENT</u>	Price:	\$113.40	Total: \$113.40
Manufacturer:	HP			
Manufacturer #:	E78635dn			
Item Notes:	FOUR DRAWER ONE DRAWER MUST BE ABLE TO SERVE AN 11" X 17" HEAVY STOCK PAPER ONE DRAWER MUST BE ABLE TO SERVICE AN 8.5" X 14" PAPER THE OTHER TWO DRAWERS ARE 8.5" X 11" PAPER			

2

Brand: HP

Model: E78635dn or HP Equivalent

35 PPM COLOR

~~6GW54A WORKGROUP STAND~~ Replace with 6GW48a 2K sheet HC paper regular tray/stand.

8EP57AAE 25 TO 35 PPM SPEED LICENSE

6GW49A - INNER FINISHER

7ZA08A - FAX

THREE (3) DRAWER

60 MONTH LEASE

ENTER THE LEASE MONTHLY PRICE, WHICH WOULD INCLUDE ALL MAINTENANCE.

MAINTENANCE SHOULD INCLUDE: PARTS/LABOR/TONER

EXCLUDING COPY PAPER AND STAPLES

		MONTHLY LEASE PRICE INCLUDING MAINT.		
Quantity: <u> 1 </u>	UOM: <u> AGREEMENT </u>	Price:	\$119.85	Total: \$119.85
Manufacturer:	HP			
Manufacturer #:	E78635dn			
Item Notes:	THREE (3) DRAWER			

3

Brand: HP

Model: E87740 or HP Equivalent

40 PPM COLOR

~~6GW53A DEPARTMENT STAND~~ Replace with 6GW47A Stand.

6GW49A - INNER FINISHER

7ZA08A - FAX

FOUR (4) DRAWER

60 MONTH LEASE

ENTER THE LEASE **MONTHLY PRICE**, WHICH WOULD INCLUDE ALL MAINTENANCE.

MAINTENANCE SHOULD INCLUDE: PARTS/LABOR/TONER

EXCLUDING COPY PAPER AND STAPLES

		MONTHLY LEASE PRICE INCLUDING MAINT.			
				\$119.66	\$119.66
Quantity: <u> 1 </u>	UOM: <u> AGREEMENT </u>	Price:	Total:		
Manufacturer:	<u> HP </u>				
Manufacturer #:	<u> E87740 </u>				
Item Notes:	Item Notes: FOUR DRAWER ONE DRAWER MUST BE ABLE TO SERVE AN 11" X 17" HEAVY STOCK PAPER ONE DRAWER MUST BE ABLE TO SERVICE AN 8.5" X 14" PAPER THE OTHER TWO DRAWERS ARE 8.5" X 11" PAPER				

4

Brand: HP

Model: E87740 or HP Equivalent

40 PPM COLOR

6GW53A DEPARTMENT STAND

6GW49A - INNER FINISHER

7ZA08A - FAX

THREE (3) DRAWER

60 MONTH LEASE

ENTER THE LEASE **MONTHLY PRICE**, WHICH WOULD INCLUDE ALL MAINTENANCE.

MAINTENANCE SHOULD INCLUDE: PARTS/LABOR/TONER

EXCLUDING COPY PAPER AND STAPLES

MONTHLY LEASE PRICE
INCLUDING MAINT.

\$125.28

\$125.28

Quantity: 1

UOM: AGREEMENT

Price:

Total:

Manufacturer:

HP

Manufacturer #:

E87740

5	Brand: HP														
	Model: E2645dn or HP Equivalent. Replace model number with HPE52645dn														
	45 PPM MONO														
	F2A72A - 2nd 550 sheet paper tray														
	F2A73A - PRINTER CABINET														
	2EH31A - FAX														
	60 MONTH LEASE														
	ENTER THE LEASE MONTHLY PRICE, WHICH WOULD INCLUDE ALL MAINTENANCE.														
	MAINTENANCE SHOULD INCLUDE: PARTS/LABOR EXCLUDING COPY PAPER AND STAPLES														
	MONTHLY LEASE PRICE INCLUDING MAINT. <table><tr><td>Quantity: <u>1</u></td><td>UOM: <u>AGREEMENT</u></td><td>Price: \$48.18 </td><td>Total: \$48.18 </td></tr><tr><td colspan="4">Manufacturer: HP </td></tr><tr><td colspan="4">Manufacturer #: E52645dn </td></tr></table>				Quantity: <u>1</u>	UOM: <u>AGREEMENT</u>	Price: \$48.18	Total: \$48.18	Manufacturer: HP				Manufacturer #: E52645dn		
Quantity: <u>1</u>	UOM: <u>AGREEMENT</u>	Price: \$48.18	Total: \$48.18												
Manufacturer: HP															
Manufacturer #: E52645dn															

6	BLACK AND WHITE BILLABLE RATE:						
	NOTE: THIS WILL BE THE SAME FOR ALL HP PRINTERS QUOTED						
	<table><tr><td>Quantity: <u>1</u></td><td>UOM: <u>RATE</u></td><td>Price: \$0.005 </td><td>Total: \$0.01 </td></tr></table>				Quantity: <u>1</u>	UOM: <u>RATE</u>	Price: \$0.005
Quantity: <u>1</u>	UOM: <u>RATE</u>	Price: \$0.005	Total: \$0.01				

7	COLOR BILLABLE RATE:						
	NOTE: THIS WILL BE THE SAME FOR ALL HP COLOR PRINTERS QUOTED						
	<table><tr><td>Quantity: <u>1</u></td><td>UOM: <u>RATE</u></td><td>Price: \$0.04 </td><td>Total: \$0.04 </td></tr></table>				Quantity: <u>1</u>	UOM: <u>RATE</u>	Price: \$0.04
Quantity: <u>1</u>	UOM: <u>RATE</u>	Price: \$0.04	Total: \$0.04				

Response Total: \$526.42