



MONROE COUNTY WATER AUTHORITY

P.O. Box 10999 • 475 Norris Drive • Rochester, N.Y. 14610-0999

Phone: (585) 442-2000 Fax (585) 442-0220

March 12, 2026

**ADDENDUM NO. 1
TO THE
REQUEST FOR PROPOSAL
FOR**

MULTI-FUNCTION DEVICE / COPIER REFRESH RFP

This contains the above-referenced Addendum.

You **must** acknowledge receipt of this Addendum by signing below and including it with your RFP Response or e-mailing this sheet to the Authority by **11:00 a.m. ET on Thursday, March 26, 2026**.

ACKNOWLEDGEMENT OF RECEIPT:

Signature

Name and Title *(Please Print)*

Company Name *(Please Print)*

Return by e-mail to:

Justin.Moore@mcwa.com

1. Can you provide the average monthly volumes for each model?

Model	B/W	Color
Group 1	900	430
Group 2	3000	1650
Group 3	3500	2300
Group 4	6000	1800
Group 5	50	50

2. Will MCWA be signing a lease agreement for the equipment?

If necessary, yes. This will be in addition to the contract between MCWA and the awarded respondent(s).

3. May offerors include their Leasing and Maintenance Agreements as part of the proposal response?

Yes, as long as they meet or exceed all minimum requirements outlined in the RFP.

4. If an offeror has exceptions to the terms and conditions in the Solicitation, should those exceptions be included in the proposal response?

No, exceptions to the RFP terms and conditions will not be accepted.

Please note the following amendment to the RFP:

2.3 Current State The Monroe County Water Authority currently leases and owns 30 Canon MFDs, which are physically located amongst five networked facilities within Monroe County. The leases are expiring at the end of April 2026. Some units will be owned at lease end and the rest will be month to month until replaced. The total average monthly **b/w print volume is 50,000** and color is 28,000 for all 30 MFDs.