



Loudoun County, Virginia

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Department of Finance and Budget  
Division of Procurement  
1 Harrison Street, SE, 4<sup>th</sup> Floor  
Leesburg, Virginia 20175  
[www.loudoun.gov/procurement](http://www.loudoun.gov/procurement)

July 16, 2020

NOTICE TO OFFERORS

ADDENDUM NO. 1

RFQ 251782

The following changes and/or additions shall be made to the original Request for Proposal No. RFQ 251782, Point of Sales (POS) and Print Management System. Please acknowledge receipt of this addendum by signing and returning with your proposal.

1. Questions and answers related to this RFP.
2. 8.0 Proposal Format: Section P. Description of system warranty period and coverage is intentionally omitted since it is covered under Section M.
3. Section 9.1.H, Preparation and Submission of Proposals deleted in its entirety and replaced with the following:
  - H. Each Offeror shall submit one (1) original, **five (5) copies** of their proposal to the County's Division as Procurement as indicated on the cover sheet of the RFP

Prepared By: *s/Sandra A. Lineberry.* Date: 7/16/2020  
Sandra A. Lineberry, CPPB  
Contracting Officer

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_

## Questions and Answers

1. Q: Can the County provide a breakdown of the number of payment stations per location?

A: Ashburn, Brambleton, Gum Spring and Rust Library will each have two (2) payment stations. Cascades, Lovettsville, Middleburg, Purcellville, Sterling and Law Library will each have one (1) payment station.

2. Q: Will copiers and/or multi-functional devices (MFD's) be used for print release stations?

A: No, the County will not be using copiers for MFD's for print release stations.

3. Q: Will the library provide personal computers (PC's) for the print release stations?

A: The offeror is required to provide the twelve (12) print stations per Sections 8.0, O, 2. Brambleton and Gum Spring will each have two (2) print release stations. Ashburn, Rust, Cascades, Lovettsville, Middleburg, Purcellville, Sterling and Law Library will each have one (1) print release station.