



OFFICE OF THE PURCHASING DIRECTOR  
1443 N. ROBBERSON AVE., SUITE 1000, SPRINGFIELD, MO 65802

BOB DIXON  
PRESIDING COMMISSIONER

RUSTY MACLACHLAN  
COMMISSIONER, 1<sup>ST</sup> DISTRICT

JOHN C. RUSSELL  
COMMISSIONER, 2<sup>ND</sup> DISTRICT

**ADDENDUM #1 TO INVITATION FOR BID #25-11116**

RFP NO: 25-11116  
TITLE: Various Ink and Toners  
ISSUE DATE: 10/21/2025

CONTACT: Shelly Williamson  
PHONE: (417) 868-4013  
E-MAIL: [swilliamson@greencountymo.gov](mailto:swilliamson@greencountymo.gov)

IFB OPENING DATE REMAINS: 1:30 P.M. CST, on October 29, 2025

RETURN THIS SIGNED ADDENDUM ALONG WITH BID RESPONSE BY THE IFB OPENING DATE LISTED ABOVE TO:

**GREENE COUNTY PURCHASING DEPARTMENT  
1443 N ROBBERSON AVE., 10<sup>TH</sup> FLOOR  
SPRINGFIELD, MISSOURI 65802**

This addendum forms a part of the IFB document for the project identified above. All remaining portions of the IFB document not specifically mentioned or otherwise revised by this addendum or previous addenda remain in full force and effect.

**Statement**

The pricing form in section 7.0 for ink and toner items reflects unit pricing based on one (1) each. Vendors shall provide pricing for remanufactured and/or OEM products under the columns indicated.

**Questions/Answers**

1. Are you able to provide quantities the County has purchased of each item listed (both OEM and reman) with in the last year?

Answer: That information is not available at this time.

2. Is the 25+ departments of the County required to adhere to utilizing this bid once awarded?

Answer: The County reserves the right to make awards to multiple bidders, by item, group of items, all or none, or a combination thereof based on the needs of the County, and to select the offer deemed most advantageous to the County. The County reserves the right to consider cooperative contracts, and federal, state, municipal, and other governmental entities, during the evaluation process. The County may utilize a cooperative contract in lieu of making an award.

Each bidder shall acknowledge receipt of this Addendum # 1 of Invitation for Bid # 25-11116 titled Various Ink and Toners with his/her signature affixed hereto; and shall submit this signed acknowledgement and any attachments provided herein with their original bid submittal. Failure to do so shall render your bid non-responsive.

Addendum #1 acknowledged by:

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**Bidder Name**

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**Title**

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**Company Name**

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**Date**