

## SOLICITATION ADDENDUM

Date: **6/8/16**  
Subject: **Mailroom Equipment**  
Solicitation Number: **6100038642**  
Due Date/Time: **6/16/16 12:00pm**  
Addendum Number: **1**

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To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

*List any and all changes:*

We respectfully request the Commonwealth to consider an extension of up to 10 business days so we may thoroughly review response requirements and secure answers to all vendor inquiries. This is a complex contract response that necessitates more than 12 calendar days to prepare a comprehensive response.

**The due date is being moved from 6/16/16 12:00pm to 6/23/16 12:00pm**

In light of expiration date of the current contract, will the Commonwealth be exercising its 90-day extension option as provided in the master agreement to provide DGS adequate time to review vendor responses?

**We will not extend the contract at this time.**

The solutions offered under the RFP include Lease financing, Installment Rentals, and Rentals, but the Commonwealth has not incorporated terms and conditions in the solicitation for vendor review of each acquisition method. Was this an oversight? Will the Commonwealth be amending the IFB to include those lease, installment rental, rental and maintenance terms contained in the existing contract for these services/products? Will the Commonwealth negotiate terms for these financing vehicles after award?

**The Terms and Conditions have been changed. The new Terms and Conditions will be in the bid as Terms and Conditions 2**

Will the Commonwealth allow the purchasing/leasing entity to enter into a mutually agreeable software license & maintenance agreement and SOW when applicable if not incorporated within the Master Contract award?

**There is no stand-alone contract for this software and maintenance.**

If the Commonwealth were to cancel the Commonwealth Contract in whole or in part, can the Commonwealth verify that any underlying lease written under the Contract, prior to the termination of the Commonwealth Contract, would remain in full force & effect until the end of the lease term?

**Answered in new Terms and Conditions 2**

Type of Solicitation: Electronic Bid (SRM) - Review the Questions section of your solicitation response to ensure you have responded, as required, to any questions relevant to solicitation addenda issued subsequent to the initial advertisement of the solicitation opportunity.



Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Respectfully,

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