

## SOLICITATION ADDENDUM

Date: **11/9/22**  
Subject: **Mailroom Equipment**  
Solicitation Number: **6100057211**  
Due Date/Time: **11/23/22 12:00pm**  
Addendum Number: **2**

---

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:

Questions/Requests/Clarifications:

### Specification Part 1 MAILROOM EQUIPMENT:

#### Section 8. Maintenance and Repairs of Equipment

- This sections states that “Maintenance agreements can only be issued to the manufacturer.”
  - Wording here just seems off instead of “to” shouldn’t it be “by”? Or “Payments for maintenance agreements can only be issued to the manufacturer.”

Please review change in Statement of Work (SOW)

#### Section 10. Training

- Length of training is really high. Four (4) hours is listed. I could see this taking an hour maybe a little more.

No change in training requirement.

- Also, should some form of a checklist with trainee signoff be used to confirm this training?

Manufacture can determine how to best determine trainee attendance.

### Enterprise On-Premise Software/Services License Requirements // Enterprise SAAS Software/Services License Requirements // Anywhere else stated:

- Both of these sections mention hyperlinked terms and conditions. We do have USPS terms (regarding meters) hyperlinked on some of our documents and these must always adhered to.
  - Should/Can those be attached somewhere?

As stated in the SOW, the Commonwealth will defer to the United States Postal Service (USPS) terms

Also due to the termination for convenience clause our leasing branch will not accept leases from the Commonwealth. We have other states like this but we do have Purchase and Full Rental systems available.

The Commonwealth of Pennsylvania lease language does not permit a termination for convenience of leases.

Please see the question below and confirm if this is acceptable.

Based on your answer on Section V.32, we propose to delete the words "Purchase Order" from the section.

The Commonwealth of Pennsylvania will not be altering the language in Section V.32

Bid due date is extended till 11/30/22 12:00pm EST.

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,

Name: Kevin Reichard  
Title: Commodity Specialist  
Phone: 717-787-7547  
Email: kreichard@pa.gov