

## CHANGE NOTICE FORM

Collective Number: 6100039046  
SAP Contract Number: 4400018036  
Change Number: 1  
Change Effective Date : 01/13/2021

**For:** All Using Agencies  
**Subject:** General IT Hardware Peripherals- Small MFDs  
**Contract Period:** Beginning May 05/2018 and Ending April 30, 2021  
**Commodity Specialist:** **Raymond A Jaime**

### **CHANGE SUMMARY: Model Upgrades and Additional Available Options.**

EPLUS Technology Inc submitted the attached price list which includes the following updates:

1. Segment 1 - The Lexmark MX431adw has replaced the Lexmark MX4100DE (B&W)
2. Segment 2 - The Lexmark MX622ade has replaced the Lexmark MX710DE (B&W)
3. Segment 3 - The Lexmark CX331adwe has replaced the Lexmark CX310DN (Color)

**Note:** Please reference the contract overview e-Plus Small MFD bookmark for the most recent model listings.

ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORIGINALLY WRITTEN.

Model Details	Segment 1 (Standard B&W)	Specifications of Proposed Model	Segment 2 (Fast B&W)	Specifications of Proposed Model	Segment 3 (Standard Color)	Specifications of Proposed Model	Segment 4 (Fast Color)	Specifications of Proposed Model
Manufacturer Name	Lexmark		Lexmark		Lexmark		Lexmark	
Manufacturer Model Number	MX431adw		MX622ade		CX331adwe		CX725DN	
Cost per Unit (Purchase)	\$ 290.66		\$ 1,227.35		\$ 297.28		\$ 1,755.90	
Historical Annual Volume	20		80		75		25	
Total Cost	5,813		98,188		22,296		43,898	
<b>Volume, Capability, and Speed (Minimum Requirements)</b>								
Pages Printed per Month minimum (including copied if applicable)	1,000-3,000	800-8,000	3,000-12,000	2,000 - 20,000	1,000-3,000	600-50,000	3,000-12,000	200-20,000
Color printing					Mandatory		Mandatory	
Automatically use most cost effective method for black-and-white or color					Mandatory		Mandatory	
Color Copying					Mandatory		Mandatory	
Minimum Black and White Print Speed Page Per Minute (PPM)	19 PPM	42 PPM	25 PPM	50 PPM		26 PPM		50 PPM
Minimum Color Print Speed Page Per Minute (PPM)					19 PPM		25 PPM	
Minimum Copy Speed Page Per Minute (PPM)	19 PPM	42 PPM	25 PPM	50 PPM	19 PPM	26 PPM	25 PPM	50 PPM
<b>Media Sizes, Types, and Trays (Minimum Requirements)</b>								
Minimum Paper Trays or Drawers Standard	1	1	2	2	1	1	2	2
Minimum Output Capacity	100 sheets	550 Sheets	500 sheets	650 Sheets	100 sheets	550 Sheets	100 sheets	550 Sheets
<b>Print Quality (Minimum Requirements)</b>								
600 by 600 dpi Minimum Print Quality Color					Mandatory		Mandatory	
600 by 600 dpi Minimum Copy Quality Color					Mandatory		Mandatory	

## Lot 3 - Accessibility Needs



## CHANGE NOTICE FORM

Collective Number: 6100039046  
SAP Contract Number: 4400018036  
Change Number: 2  
Change Effective Date : 02/16/2021

**For:** All Using Agencies  
**Subject:** General IT Hardware Peripherals- Small MFDs  
**Contract Period:** Beginning May 05/2018 and Ending April 30, 2022  
**Commodity Specialist:** **Raymond A Jaime**

### **CHANGE SUMMARY: Contract Renewal**

The Commonwealth is exercising its option to renew the General IT Hardware Peripherals- Small MFDs Contract between the Commonwealth of Pennsylvania and EPLUS TECHNOLOGY, INC. The contract states per section I-22. Term of the Contract.

The term of the contracts will commence on the Effective Date, as set forth in Appendix A, and will **last three (3) years**. The Commonwealth may renew any of the contracts for up to two (2) additional years. The Issuing Office will fix the Effective Date after the respective contract has been fully executed by the selected Offeror and by the Commonwealth and all approvals required by Commonwealth contracting procedures have been obtained. The selected Offerors shall not begin to perform or incur any expenses under their respective contract until (1) the contract Effective Date has occurred; and (2) it has received a purchase order or other written notice to proceed signed by the Contracting Officer.

Note: EPLUS TECHNOLOGY, INC has reduce their percentage markup from 5.25% to 5.10%.

ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORIGINALLY WRITTEN.



**DATE: January 29, 2021**

ePlus Technologies, Inc  
13595 Dulles Technology Drive  
Herndon, VA 20171

**SUBJECT:** Renewal of Contract:  
Contract Number: 4400018036  
Term of Renewal: May 01, 2021 to April 30, 2022

Dear Mr. Skiba:

Per the terms of the above referenced contract, the Commonwealth is considering exercising the renewal options contained within the Contract. We are therefore, requesting your concurrence to renew the above referenced Contract for the renewal period of May 01, 2021 to April 30, 2022.

As you may be aware, the Bureau of Procurement is working aggressively to reduce costs and identify the most efficient processes for procuring our goods and services.

Under Governor Wolf's "Go-Time" initiative, the Bureau of Procurement is applying commercial best practices throughout its organization and has reintroduced Reverse Auction technology as a way to generate additional cost savings. Furthermore, in the spirit of cost savings, we are asking current vendors to consider a price a reduction to current pricing.

In an effort to comply with the goals of the "Go-Time" initiative, we are asking you to consider the following:

- Agreeing to a voluntary price reduction (the Commonwealth suggests up to 10%).
- This voluntary price reduction could apply to any or all line items in your contract.

Any voluntary price reduction would become effective for the next renewal period of May 01, 2021 to April 30, 2022.

If you are in agreement with the proposed cost saving efforts, please indicate on page 2 of this letter.

If the Commonwealth elects to renew the contract, the Bureau will issue a revised contract document to reflect the renewed contract period and adjusted pricing.

Thank you for your immediate response and consideration. Please complete and return this letter to me either by fax or email prior to the close of business, Friday February 05, 2021.

If you have any questions, please feel free to contact me.

A handwritten signature in blue ink that reads "Raymond A. Jaime". The signature is written in a cursive style and is positioned above a light blue rectangular box.

Raymond A. Jaime  
717-346-3827  
Email- rjaime@pa.gov



I agree to the renewal of the above referenced Contract for the above stated Term of Renewal. All terms and conditions remain the same as in the current contract.

Yes  No

I agree to offer a voluntary price reduction for the renewal period.

Yes  No  Proposed Voluntary Price Reduction .15 %

Signature Steven Mancarini, SVP Title SVP

Date February 12, 2021

(Person signing this renewal agreement must have the power to bind their company by their signature.)



## CHANGE NOTICE FORM

Collective Number: 6100039046  
SAP Contract Number: 4400018036  
Change Number: 3  
Change Effective Date : 02/17/2022

**For:** All Using Agencies  
**Subject:** General IT Hardware Peripherals- Small MFDs  
**Contract Period:** Beginning May 05/2018 and Ending April 30, 2023  
**Commodity Specialist:** **Raymond A Jaime**

### **CHANGE SUMMARY: Contract Renewal**

The Commonwealth is exercising its option to renew the General IT Hardware Peripherals- Small MFDs Contract between the Commonwealth of Pennsylvania and EPLUS TECHNOLOGY, INC. The contract states per section I-22. Term of the Contract.

The term of the contracts will commence on the Effective Date, as set forth in Appendix A, and will **last three (3) years**. The Commonwealth may renew any of the contracts for up to two (2) additional years. The Issuing Office will fix the Effective Date after the respective contract has been fully executed by the selected Offeror and by the Commonwealth and all approvals required by Commonwealth contracting procedures have been obtained. The selected Offerors shall not begin to perform or incur any expenses under their respective contract until (1) the contract Effective Date has occurred; and (2) it has received a purchase order or other written notice to proceed signed by the Contracting Officer.

Note: EPLUS TECHNOLOGY, INC has reduce their percentage markup from 5.25% to 5.10%.

ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORIGINALLY WRITTEN.



**DATE: February 08, 2022**

**[REDACTED]** ePlus Technology, inc.

Attn: Carl Skiba  
13595 Dulles Technology Drive  
Herndon, VA 20171  
[cskiba@eplus.com](mailto:cskiba@eplus.com)

**SUBJECT:** Renewal of Contract:

Contract Number: 4400018036

Term of Renewal: May 01, 2022, to April 30, 2023

Dear Mr. Skiba:

Per the terms of the above referenced contract, the Commonwealth is considering exercising the renewal options contained within the Contract. We are therefore, requesting your concurrence to renew the above referenced Contract for the renewal period of May 01, 2022, to April 30, 2023.

As you may be aware, the Bureau of Procurement is working aggressively to reduce costs and identify the most efficient processes for procuring our goods and services.

Under Governor Wolf's "Go-Time" initiative, the Bureau of Procurement is applying commercial best practices throughout its organization and has reintroduced Reverse Auction technology as a way to generate additional cost savings. Furthermore, in the spirit of cost savings, we are asking current vendors to consider a price a reduction to current pricing.

In an effort to comply with the goals of the "Go-Time" initiative, we are asking you to consider the following:

- Agreeing to a voluntary price reduction (the Commonwealth suggests up to 10%).
- This voluntary price reduction could apply to any or all line items in your contract.

Any voluntary price reduction would become effective for the next renewal period of May 01, 2022, to April 30, 2023.

If you are in agreement with the proposed cost saving efforts, please indicate on page 2 of this letter.

If the Commonwealth elects to renew the contract, the Bureau will issue a revised contract document to reflect the renewed contract period and adjusted pricing.

Thank you for your immediate response and consideration. Please complete and return this letter to me either by fax or email prior to the close of business, Monday February 14, 2022.

If you have any questions, please feel free to contact me.

A handwritten signature in blue ink that reads "Raymond G. Jamis". The signature is written in a cursive style and is enclosed within a light blue rectangular border.



Raymond A. Jaime  
717-346-3827  
Email- rjaime@pa.gov

I agree to the renewal of the above referenced Contract for the above stated Term of Renewal. All terms and conditions remain the same as in the current contract.

Yes  No

I agree to offer a voluntary price reduction for the renewal period.

Yes  No  Proposed Voluntary Price Reduction N/A %

DocuSigned by:  
Signature Don McLaughlin Title Senior Vice President, Contracts

Date 2/10/2022

(Person signing this renewal agreement must have the power to bind their company by their signature.)





## CHANGE NOTICE FORM

Collective Number: 6100039046  
SAP Contract Number: 4400018036  
Change Number: 4  
Change Effective Date : 01/26/2023

**For:** All Using Agencies  
**Subject:** General IT Hardware Peripherals- Small MFDs  
**Contract Period:** Beginning May 05/2018 and Ending July 31,2023  
**Commodity Specialist:** **Raymond A Jaime**

### **CHANGE SUMMARY: Contract Extension**

Per the terms of the above referenced contract, the Commonwealth is exercising its option to extend the contract term in accordance with Section 2. Extension of Contract Term: The Commonwealth reserves the right, upon notice to the Contractor, to extend any single term of the Contract for up to three (3) months upon the same terms and conditions. This extension will start effective May 01, 2023 and expire July 31, 2023.

ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORIGINALLY WRITTEN.

January 25, 2023

ePlus Technology, Inc  
Attn: Carl Skiba  
13595 Dulles Technology Drive  
Herndon, VA 20171  
cskiba@eplus.com

**SUBJECT:** Extension of contract 4400018036  
Title: General IT Peripherals and Small MFDs  
Term of Extension: May 01, 2023, through July 31, 2023  
Extension Security Required? YES  NO

Dear Mr. Skiba,

The current contract the Commonwealth of Pennsylvania, Department of General Services has for General IT Peripherals and Small MFDs will expire on April 30, 2023. Per the terms of the above referenced contract, the Commonwealth is exercising its option to extend the contract term in accordance with Section 2. Extension of Contract Term:

The Commonwealth reserves the right, upon notice to the Contractor, to extend any single term of the Contract for up to three (3) months upon the same terms and conditions. This extension will start effective May 01, 2023 and expire July 31, 2023.

If you have any questions, please contact Raymond A. Jaime at e-mail to [rjaime@pa.gov](mailto:rjaime@pa.gov). Thank you.

Sincerely,



Commodity Specialist | ITIL v.3 Foundation  
Department of General Services | Bureau of Procurement  
555 Walnut Street, 6<sup>th</sup> Floor Forum Place Harrisburg, PA 17101