



**Division of Procurement and Contracting**

Date: 10/28/2016

Subject: On Call Dock Leveler Services FTIG

Solicitation/Bid Number: 6100040376

Opening Date/Time: 11/03/2016 at 2:00 PM

Flyer Number: 1

To All Suppliers:

The Commonwealth of Pennsylvania defines a “Flyer” 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).

1. Question: Referencing Section 10 of the Statement of Work, what is the up charge on parts?

**Answer: Parts can only be billed at manufacturer’s catalog pricing with no more than a 10% up charge.**

**For electronic solicitation responses via the SRM portal:**

- Attach this flyer to your solicitation response. Failure to do so may result in disqualification.
- To attach the Flyer, download the Flyer and save to your computer. Move to “My Notes”, use the “Browse” button to find the document you just saved and press “Add” to upload the document.
- Review the Attributes section of your solicitation response to ensure you have responded, as required, to any questions relevant to flyers issued subsequent to the initial advertisement of this bid opportunity.

**For solicitations where a “hard copy” (vs. electronic response is requested):**

- Sign and attach this flyer to your solicitation response. Failure to do so may result in disqualification.
- If you have already submitted a response to the original solicitation, you may either submit a new response, or return this flyer with a statement that your original response remains firm, by the due date to the following address:

Department of Military and Veterans Affairs  
Bureau of Office Services  
Division of Procurement and Contracting  
Building 0-47  
Fort Indiantown Gap, Annville, PA 17003-5003

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

Very truly yours,

Name: Rebecca J. Jacovino-Smith  
Title: Chief, Procurement and Contracting  
Email: [rjacovino@pa.gov](mailto:rjacovino@pa.gov)

Contact Name: Kelly Rosado  
Phone: 717-861-8518  
Email: [krosado@pa.gov](mailto:krosado@pa.gov)

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Contractor’s Signature