

**PROCUREMENT DEPARTMENT**  
Rm 120 Municipal Services Building  
Philadelphia, PA 19102-1685  
FAX: (215) 686-4716

# CITY OF PHILADELPHIA

Hugh Ortman  
Procurement Commissioner

April 3, 2013

**BID NUMBER:** S3WJ7920  
**TITLE:** PC Leasing (Computer Equipment) Lease Public  
**DEPARTMENT:** FREE LIBRARY OF PHILADELPHIA-CENTRAL PUBLIC SERVICES  
DIVISION  
**DATE TO OPEN:** April 05, 2013 10:30 AM

## ADDENDUM # 1

### TO ALL BIDDERS:

**You are hereby notified of the following changes to the above mentioned bid:**

Bid No.S3WJ7920, PC Leasing (Computer Equipment) Lease Public, has been postponed. The new opening date will now be April 12, 2013 at 10:30 AM.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

  
Buyer, T. Vinson

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
FIRM NAME (PRINT)

\_\_\_\_\_  
DATE

TV/ sr

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Hugh Ortman  
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April 5, 2013

**BID NUMBER:** S3WJ7920  
**TITLE:** PC Leasing (Computer Equipment) Lease Public  
**DEPARTMENT:** FREE LIBRARY OF PHILADELPHIA  
**DATE TO OPEN:** April 12, 2013 at 10:30AM

## ADDENDUM # 2

### **TO ALL BIDDERS:**

**You are hereby notified of the following changes to the above mentioned bid:**

Bid document S3WJ7920, PC Leasing (Computer Equipment) Lease Public, shall have the following references to HP and Compaq deleted, in their entirety, from the following paragraphs:

- Exhibit 1, pg 4 of 13, Paragraph 1.3.2.1
- Exhibit 3, pg. 4 of 4, Paragraph 3.6 [schedule 3f]
- Section 2, pg. 7 of 16, Paragraph 2.1.15 (last sentence)

Attached are questions, submitted within the deadline of March 29, 2013, and their responses.

RESPONSES TO PRE-BID MEETING QUESTIONS

Q: How many machines will be removed at each of the (6) sites requiring de-installation services?

A: *Vendor is required to de-install existing equipment (and stage for removal) from 53 sites. De-installed PCs are leased by the City and will be removed from site by the current vendor under contract with the City. Section 2.4.8 also incorrectly states 6 sites and should say 53.*

Q: Please provide clarification regarding the last paragraph of question 2.1.15. What is the second scenario that the City requires pricing on Last paragraph reads: “Vendor shall provide two prices that include pricing for a technician stationed at FLP Premises performing repair services at FLP braches as directed by FLP staff at (and coordinating all related paper work); .....

A: *Item 2.1.15 should read as follows: “Vendor is required to provide on-site maintenance of PC hardware, including all required parts and labor, through the term of the Lease Agreement, and must restore the equipment to full operability in conformance with all manufacturers’ specifications within one (1) business day after notification by FLP, in accordance with Paragraph 6 of the DPA.”*

Q: At the end of lease, as the responsible vendor for Equipment Removal: what are the expectations surrounding equipment removal and de-installation, (i.e. data-removal, etc., of machines under lease etc.)

A: *The Free Library does not store data on its PC local drives, however, one of the expectations of removal is that the vendor will provide assurances that software licenses will not be re-used. While we do not require a security wipe of the disks we do expect written confirmation of compliance with applicable licensing requirements.*

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Buyer, T. Vinson

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