

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages	
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2. Amendment/Modification Number A0001	3. Effective Date See Block 16	4. Requisition/Purchase Request No.	5. Solicitation Caption Department of Employment Services-Mailing System		
6. Issued by: Office of Contracting and Procurement 64 New York Ave., N.E 6 TH Floor Washington, DC 20002		Code	7. Administered by (If other than line 6) Department of Employment Services 609-625 H Street NE Washington D.C. 20002		
8. Name and Address of Contractor (No. street, city, county, state and zip code) Prospective Offerors		9A. Amendment of Solicitation No. RQ501303			
Code		9B. Dated (See Item 11)			
Facility		10A. Modification of Contractor/Order No.			
		10B. Dated (See Item 13)			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTORS/ORDERS , IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
	A. This change order is issued pursuant to (Specify Authority): The changes set forth in Item 14 are made in the contract/order no. in item 10A.				
X	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.				
	C. This supplemental agreement is entered into pursuant to authority of:				
	D. Other (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return ___1___ copies to the issuing office.					
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) This amendment is for the following changes to Department of Employment Services-Mailing System, Solicitation No. RQ501303 issued on January 9, 2009:					
Delete: Submit Bids by 2:00 p.m. on January 16, 2009					
Insert: Submit Bids by 2:00 p.m. on January 23, 2009					
All other conditions of the solicitation remain unchanged.					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer Elona Evans-McNeil		
15B. Name of Contractor (Signature of person authorized to sign)	15C. Date Signed	16B. District of Columbia <i>Elona Evans-McNeil</i> (Signature of Contracting Officer)		16C. Date Signed 1/15/09	

RESPONSE TO PROSPECTIVE OFFEROR'S WRITTEN QUESTIONS

The following are responses to questions:

Question: Section B, Items B.3.1, B.3.2, B.3.3 B.3.4 and B3.5 with CLIN numbers 0002, 1002, 2002, 3002 and 4002: Should the service description read "Mailing System and Arrival System" and not Opener and Arrival System?

Answer: Yes

Question: Section B: Does the D.C. Government pay property taxes on all items included in this bid or should the leasing company pay these taxes?

Answer: No

Question: Section C, Item C.3.2: Opener and Arrival System: Should this be changed to Mailing and Arrival System?

Answer: Mailing and Outbound Shipping System

Question: Section C; Item C.5: Equipment Requirements: Will you allow 5/8 thickness?

Answer: No

Question: Does the Office of Contracting and Procurement require all items in Section C.5 to be new and not reconditioned?

Answer: Yes

Question: Will you allow vendors to provide a mailing machine with a cycle speed of 250 letters per minute or greater?

Answer: No. Need 280-295.

Question: What capacity scale do you require, 70 or 150 pounds?

Answer: Need 100 pounds.

Question: Does the scale need to be new?

Answer: Yes

Question: Please confirm that if the equipment is installed February 1, 2009, then the overall length of the lease, including option years, will be 56 months.

Answer: 60 months (base with four option years)

Question: Are you asking for vendors to provide an Inbound Tracking System?

Answer: No

Question: How many portable data collectors do you require?

Answer: None

Question: Do you require the vendors to provide a PC for this system?

Answer: Yes

Question: Are you asking vendors to provide a Folding Inserting Unit?

Answer: No

Question: How many inserts are you requiring?

Answer: None

Question: Do you require special station for inserts, such as business reply envelopes, etc?

Answer: No

Question: If more than one document is going into the envelope, are the documents already collated?

Answer: Yes

Question: What is the intended monthly volume?

Answer: Unknown