

MEMORANDUM

To: All Interested Vendors

From: Theresa A. Kauffman
IT Vendor and Procurement Administrator

Date: April 6, 2023

Subject: Addendum No. 1
ITB 23-011 – Sourcing Lenovo Laptops/Desktops
Appendix A – Price Proposal Form

Part 1

ITB 23-011 – Sourcing Lenovo Laptops/Desktops

The Net Cost formula in Appendix A is incorrect.

Please adjust to:

(STS Cost)*(A)*(1-(B))

Proposals must be received no later than **12:00 Noon on April 19, 2023**

**PROPOSERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS
MEMORANDUM (ADDENDUM NO. 1) ON THE ACKNOWLEDGEMENT OF ADDENDA
FORM IN THE RFP DOCUMENTS**