



February 12, 2025

NOTICE TO BIDDERS

AFFILIATED AGENCIES

*Orange County
Transit District*

*Local Transportation
Authority*

*Service Authority for
Freeway Emergencies*

*Consolidated Transportation
Service Agency*

*Congestion Management
Agency*

*Service Authority for
Abandoned Vehicles*

**SUBJECT: Invitation for Bids (IFB) 5-3884
“Microsoft Surfaces and Accessories”**

This letter shall serve as **Addendum No. 1** to the subject IFB issued by the Orange County Transportation Authority (OCTA). Bidders are reminded that the bid submittal date is at or before **11:00 a.m., March 3, 2025**.

The following questions were submitted by the deadline:

Question 1:

Would your IT team be able to provide training or documentation on your specific desktop setup requirements?

Response 1:

OCTA is purchasing Surfaces and no additional services.

Question 2:

Would it be possible for us to prepare and configure all laptops at our office, or will the configuration need to take place onsite?

Response 2:

See Response 1.

Question 3:

If offsite configuration is allowed, will we receive virtual private network (VPN) access to securely connect to your network during the setup process?

Response 3:

See Response 1.

Question 4:

Is the two (2)-year term for the warranty that OCTA is looking for? If not, can you kindly help us clarify the two (2)-year term dates from 3/2025 - 3/2027?

Response 4:

The two (2)-year term specifies the duration of the contract during which the Microsoft Surfaces and accessories will be purchased on an as-needed basis.

Question 5:

Do you need us to configure anything for you? Or are we just delivering the Surface only?

Response 5:

See Response 1.

Question 6:

Does the budget take into consideration the possibility of increased prices?

Response 6:

Per Exhibit A, Bid Form, prices quoted shall remain firm for the term of the Blanket Purchase Order.

Question 7:

You want 104 units, but you do not specify how many you will need each year, is it 104 per year or 104 total for two (2) years?

Response 7:

Per Exhibit B, Price Summary Sheet, it is emphasized that the items and quantities shown are for price evaluation only and do not imply a guaranteed minimum or maximum usage.

Bidder must acknowledge receipt of this Addendum No. 1 on Exhibit A entitled "Bid Form." Questions should be directed to the undersigned at raninzo@octa.net.

Sincerely,

Rhea Aninzo

Associate Contract Administrator
Contracts Administration and Materials Management