March 28, 2003

ADDENDUM No. 1 TO ALL OFFERORS:
Reference: Request for Proposals: RFP#214-03-Comp
Commodity: Laptop Computers and Maintenance Service Agreement for Students
Dated: March 17, 2003
For Delivery To: Longwood University
201 High Street
Farmville, Virginia 23909
Proposal Due: APRIL 17, 2003 at 2:00 p.m. local time
*Please note extension of due date.

1. Reference Page 3, Section III, STATEMENT OF NEEDS: Hardware: For this proposal the minimum requirement is for the Intel Pentium 4 processor, 1.2 GHz.

2. Reference Page 4, Section III – STATEMENT OF NEEDS: Change to read: Each laptop computer shall have the capability to connect to the Longwood University Network (10-base-T/Ethernet) in ALL of the three ways listed.

3. Reference Page 4, Section III - STATEMENT OF NEEDS: Delete The Windows 2000 OS, Service Pack 3 from the Software requirements and ADD to the Hardware minimum requirements.

4. Reference Page 4, Section III – STATEMENT OF NEEDS: Change sentence to read: ……a single double-click on the appropriate icon must complete (not compete) the connection………….

5. Reference Page 5, Service, E – Change to read: The Contractor shall pick up all laptops to be repaired during the normal working hours of 8 A.M. to 5 P.M. Monday through Friday, excluding holidays and weekends.

6. PLEASE NOTE: Due date is extended to April 17, 2003 2:00 p.m. local time.

NOTE: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the bid due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Very truly yours,

James E. Simpson, CPPB, VCO
Director Materiel Management

Name of Firm_________________________
Signature/Title_________________________
Date_________________________________