



November 23, 2011

Ramon Melecio  
LinkTech Inc  
546 Penn Ave  
Reading, PA 19611

RE: ITQ Contract #4400004480

Dear Mr. Melecio:

LinkTech Inc's proposal for the Master IT Services ITQ has been evaluated in accordance with the criteria outlined in Part II – Bid requirements. It is my pleasure to inform you that LinkTech Inc has been awarded a contract with the Office of Administration, Bureau of IT Procurement for the following service category:

- Cabling Services

Your contract number is 4400009000. A copy of the electronic contract output is attached. The contract terms and conditions and all associated documents are located on the eMarketplace Website and can be viewed by clicking on Search Contracts and searching on either Description Master IT Services ITQ or Contract Number 4400004480.

Please be advised that the Office of Administration, Bureau of IT Procurement makes no guarantee that your company will be awarded any Purchase Order (PO) to perform services for the Commonwealth through this ITQ.

During the term of this contract, it is important that your company information remains current with the Central Vendor Management Unit (CVMU) and also through the PASupplierPortal Website to avoid complications with receiving payment for services. If your company has a name change or EIN# change, contact CVMU toll free at (877) 435-7363, locally at (717) 346-2676 or by email to RA-PSC\_Supplier\_Requests@state.pa.us.

Effective May 1, 2009, the Commonwealth implemented new mandatory PO invoice submission requirements including a new mailing location for all invoices. To find out more about these important changes, please click here. Your compliance with these changes will significantly improve the efficiency with which your PO invoices are processed.

**Invitation to Qualify (ITQ)**  
**COSTARS Designation Form**


If your firm is awarded a Contract, does it agree to sell/provide the awarded items/services at the same prices and/or discounts, and in accordance with the contractual terms and conditions, to registered COSTARS Members who elect to participate in this ITQ contract?

By answering "YES", your firm agrees to pay the annual applicable Administrative Fee of \$1500 (\$500 for Qualified Small Businesses). Review Part II – Bid Requirements for more information on whether the Administrative Fee applies to this ITQ Contract.

Answer: (YES)

If you are asserting that your firm is a Qualified Small Business, you must also complete the Department of General Services [HYPERLINK \l "DGSSBC" COSTARS Small Business Certification Form](#).

Corporate or Legal Entity Name: LinkTech Inc.

Signature/Date:  11/15/2011

Printed Name/Title: Ramon Melecio President

**Department of General Services**

**COSTARS Small Business Certification Form**