Addendum to all USETPA RFP's that begin with 2112026

Changes:

~~**2988**~~ Lake Forest Drive, #295, Tuckasegee, NC 28783
to
2998 Lake Forest Drive, #295 Tuckasegee, NC 28783

Recommended: Request a receipt for delivery to the correct address

NOTE: If sending by USPS you can address it to:

PO Box #295
Tuckasegee, NC 28783

Leave out the **2998** Lake Forest Drive and add PO Box

Note: The Deadline for submission of all bids, both original paper and electronic is November 13, 2026 Public opening will be November 15, 2026.

Note: All Purchase Orders should be sent to po@usetpa.com NOT as the RFP states: ~~po@usetpa.org~~

po@usetpa.com is the correct Send to address. Do not use the ~~po@usetpa.org~~

Note: RFP: please change the 21122026-CISCO reference in Section 1.9

Remove Cisco and Substitute 21122026-Contract Name
Examples: 21122026-General
Example: 21122026-Dell

NOTE: SUBMISSION OF PROPOSALS • One original blue ink signed copy of the proposal must be submitted in a sealed package to the following address.

Insert Vendor Name for (Vendor Name): Substitute the RFP # for (211206-A)

Mistake:

USETPA Attn: (Vendor Name) USETPA RFP #211206-
A2988 Lake Forest Drive, #295
Tuckasegee, NC 28783

Correction: Use only one of the services, UPS/FedEx or USPS, Do NOT use both

USETPA Attn: (Vendor Name) USETPA RFP #2112026-A
(for UPS, FedEx) 2998 Lake Forest Drive
(for USPS only) PO Box 295
Tuckasegee, NC 28783

Proper Examples: (reference the shipper, do not include in the address**)**
Attn: (Vendor Name) USETPA RFP #2112026-GENERAL Response
(for UPS, FedEx) 2998 Lake Forest Drive
(for USPS only) PO Box 295
Tuckasegee, NC 28783

Attn: (Vendor Name) USETPA RFP #2112026-DELL Response
(for UPS, FedEx) 2998 Lake Forest Drive
(for USPS only) PO Box 295
Tuckasegee, NC 28783

Attn: (Vendor Name) USETPA RFP #2112026-PALO ALTO Response
(for UPS, FedEx) 2998 Lake Forest Drive
(for USPS only) PO Box 295
Tuckasegee, NC 28783

• One electronic copy of the complete written proposal must be emailed to the following address :
• info@usetpa.com with a Subject Heading of:

(Vendor Name): RFP #(2112026-A) Response

- **One original blue ink signed** copy of the proposal **must be submitted** in a sealed package to the following address. Insert Vendor Name for (Vendor Name):

Substitute the RFP# for the ? or the letter A

Examples:
(Vendor Name) USETPA RFP #2112026-GENERAL Response
(Vendor Name) USETPA RFP #2112026-DELL Response
(Vendor Name) USETPA RFP #2112026-HPE-ARUBA Response

- **One electronic copy** of the complete written proposal must be emailed to the following address :

- **info@usetpa.com** with a Subject Heading of:
  Examples:
  (Vendor Name): RFP 2112026-GENERAL Response
  (Vendor Name) USETPA RFP #2112026-DELL Response
  (Vendor Name) USETPA RFP #2112026-HPE-ARUBA Response
  NOTE: for any company submitting multiple RFPs responses you may put each submission in a sealed paper or plastic folder with the proper headings/ addresses/ etc. and send all in a single package. We will open the Sealed package and extract each envelop/folder inside and place it in the proper category, provided the headings are as specified:
  EXAMPLES:
  (Vendor Name) USETPA RFP #2112026-GENERAL Response
  (Vendor Name) USETPA RFP #2112026-DELL Response
  (Vendor Name) USETPA RFP #2112026-HPE-ARUBA Response