DATE: September 16, 2010
TO: All Proposers
FROM: Delores R. Pertee
RE: Building Directories for Fine Arts & Academic IV – MS Bid #20683-P
ADDENDUM #1

The following amends the above referenced bid documents. Receipt of this addendum must be acknowledged by completing the enclosed “Acknowledgement of Receipt of Addenda” Form and returning it along with your Technical Proposal.

The due date and time for the Technical and Price Proposals remains the same and are due on Tuesday, September 28, 2010 by 2:00 p.m.

1. CORRECTIONS:

   On Page 3, Section 3, Anticipated Schedule:
   
   A. **DELETE:** Friday, September 17, 2010 by 3:00 p.m. as the Deadline date for questions and **REPLACE** it with “Tuesday, September 21, 2010 by 4:00 p.m.”

   B. **DELETE:** Friday, September 24, 2010 by 2:00 p.m. as the Technical Offer & Bid Price Due Date, and **REPLACE** it with “Tuesday, September 28, 2010 by 2:00 p.m.”

   C. **APPENDIX B, PRICE BID FORM, REPLACE** the entire Appendix with the attached “Revised Bid Price Form.”

2. ADDITIONS:

   A. On page 10, **ADD** Section 9.9 as follows, “Minority Business Enterprise ("MBE") involvement will be considered in the analysis of the Technical portion of this bid. It is the intent of the University to maximize minority business opportunities. A minimum MBE subcontract participation goal of 25% of the total amount of the contract has been established for this procurement. This goal applies to all firms regardless of whether the prime contractor is or is not a MBE firm. Bidders failing to comply with this requirement will be deemed non-responsive. All proposals must include, in the Technical Offer, a statement as to the expected level of MBE participation (prime contractor and subcontractor) that will be involved in this contract. Bidders may propose percentages that exceed the minimum stated. Consideration will be given on the basis of a percentage/value of MBE contract participation. Weighted guidelines may be used allowing additional consideration for the highest level of MBE participation.”

   The attached MBE Form must be completed and returned with the Technical Offer.
B. In Appendix E, Section 3, **ADD** Item “J. UMBC will provide the graphics and text for each directory order. The Contractor will submit the drawings to UMBC for review and approval prior to the directories being made.”

C. In Appendix E, Section 3, **ADD** Item “K. All work shall be completed (drawings finalized and directories installed) within six (6) weeks after the order is received by the contractor.”

D. In Appendix E, Section 3, **ADD** Item “L. The Contractor will provide a 10% attic stock of the blank directory inserts to UMBC.”

E. In Appendix E, Section 3, **ADD** Item “M. In the future, there may be a need to replace the graphic floor plan/map in the new directories as a result of changes in floor space or offices within the building. The Contractor will be required to make such changes as required. The cost for these changes shall be included on the *Revised Bid Price Form.*”

**Enclosures:**

- Acknowledgement of Receipt of Addenda Form
- MBE documentation
- Revised Bid Price Sheet

**Cc:** Procurement File

**END OF ADDENDUM #1 DATED 09/16/10**

(This Addendum and enclosure were posted on the University’s eBid Board)

(Originals were not mailed via U.S. Mail)
RFP #: MS-20683-P

PROPOSAL DUE DATE: TUESDAY, SEPTEMBER 28, 2010 BY 2:00 P.M.

PROPOSAL FOR: BUILDING DIRECTORIES FOR FINE ARTS & ACADEMIC IV

NAME OF BIDDER:__________________________________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 09/16/10
Addendum No. _____ dated __________
Addendum No. _____ dated __________
Addendum No. _____ dated __________
Addendum No. _____ dated __________
Addendum No. _____ dated __________

As stated in this Addendum, this form must be completed and returned along with your Proposal.

________________________________________
Signature

________________________________________
Printed Name

________________________________________
Title

________________________________________
Date

END OF FORM
MDOT Certified MBE Utilization and Fair Solicitation Affidavit
(submit with Proposal)

This document **MUST BE** included with the Technical Proposal. If the Bidder or Offeror fails to complete and submit this form with the bid or offer as required, the procurement officer shall deem the bid non-responsive or shall determine that the offer is not reasonably susceptible of being selected for award.

In conjunction with the bid or offer submitted in response to Solicitation No. **MS-Bid #20638-P**, I affirm the following:

1.  □ I acknowledge and intend to meet the overall certified Minority Business Enterprise (MBE) participation goal of **25%** percent and, if specified in the solicitation, sub goals of **7%** percent for MBEs classified as African American-owned and **10%** percent for MBEs classified as women-owned. Therefore, I will not be seeking a waiver pursuant to COMAR 21.11.03.11.

        OR

□ I conclude that I am unable to achieve the MBE participation goal and/or subgoals. I hereby request a waiver, in whole or in part, of the overall goal and/or subgoals. Within 10 business days of receiving notice that our firm is the apparent awardee, I will submit all required waiver documentation in accordance with COMAR 21.11.03.11.

2.  *I understand that if I am notified that I am the apparent awardee, I must submit the following additional documentation within 10 working days of receiving notice of the potential award or from the date of conditional award (per COMAR 21.11.03.10), whichever is earlier.*

   (a) Outreach Efforts Compliance Statement (Attachment B)
   (b) Subcontractor Project Participation Statement (Attachment C)
   (c) Any other documentation, including waiver documentation, if applicable, required by the Procurement Officer to ascertain bidder or offeror responsibility in connection with the certified MBE participation goal.

I understand that if I fail to return each completed document within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award. If the contract has already been awarded, the award is voidable.

3.  In the solicitation of subcontract quotations or offers, MBE subcontractors were provided not less than the same information and amount of time to respond as were non-MBE subcontractors.

4.  Set forth below are the (i) certified MBEs I intend to use and (ii) the percentage of the total contract amount allocated to each MBE for this project. I hereby affirm that the MBE firms are only providing those products and services for which they are MDOT certified.

<table>
<thead>
<tr>
<th>Prime Contractor: (Firm Name, Address, Phone)</th>
<th>Project Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number:</td>
<td></td>
</tr>
</tbody>
</table>

List Information For Each Certified MBE Subcontractor On This Project
<table>
<thead>
<tr>
<th>Minority Firm Name</th>
<th>MBE Certification Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification Category For Dually Certified MBE Subcontractors (Check Only One Certification Category)</td>
<td></td>
</tr>
<tr>
<td>☐ African American Owned</td>
<td>☐ Woman-Owned</td>
</tr>
<tr>
<td>Percentage of Total Contract</td>
<td></td>
</tr>
<tr>
<td>Minority Firm Name</td>
<td>MBE Certification Number</td>
</tr>
<tr>
<td>Certification Category for Dually Certified MBE Subcontractors (Check Only One Certification Category)</td>
<td></td>
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<td>☐ African American Owned</td>
<td>☐ Woman-Owned</td>
</tr>
<tr>
<td>Percentage of Total Contract</td>
<td></td>
</tr>
</tbody>
</table>

Continue on a separate page, if needed.
SUMMARY

Total African-American MBE Participation:     

Total Woman-Owned MBE Participation: 

Total Other Participation

Total All MBE Participation: 

I solemnly affirm under the penalties of perjury that the contents of this Affidavit are true to the best of my knowledge, information, and belief.

Bidder/Offeror Name ____________________________ Signature of Affiant ____________________________

(PLEASE PRINT OR TYPE)

Name: __________________________________________________________
Title: __________________________________________________________
Date: __________________________________________________________
BID NO.: BC-20683-P
BID PRICE DUE DATE: TUESDAY, SEPTEMBER 28, 2010 AT 2:00 P.M.
BID FOR: BUILDING DIRECTORIES FOR FINE ARTS and ACADEMIC IV

BIDDER: __________________________________________________
Federal Identification Number/Social Security Number: _____________________

REVISED BID PRICE FORM

DATE______________

Ms. Delores R. Pertee
Procurement Services
University of Maryland, Baltimore County (UMBC)
1000 Hilltop Circle, Administration Building, Room 301
Baltimore, MD  21250

Dear Ms. Pertee:

The undersigned hereby submits the Bid Price as set forth in Multi-Step Bid # BC-20683-P dated 09/07/10 and the following subsequent addenda:

Addendum 1 dated 09/16/10
Addendum ____ dated______
Addendum ____ dated______
Addendum ____ dated______
Addendum ____ dated______
Addendum ____ dated______
Addendum ____ dated______
Addendum ____ dated______

Having received clarification on all matters upon which any doubt arose, the undersigned proposes to provide the services as described in this bid and subsequent Addenda as noted above. By signing and submitting this response, undersigned hereby agrees to all the terms and conditions of this Multi-step Bid including any issued addenda.

I. Unit Pricing

NOTE: Future orders will typically be placed in units of approximately 10 directories. The unit pricing below will apply.
Directory Cabinet
(48” high x 24” wide) with key lock

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$________</td>
</tr>
</tbody>
</table>

Labor/Installation

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$________</td>
</tr>
</tbody>
</table>

Travel Charges

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$________</td>
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</table>

Other materials (fastening devices, hardware mounting applications, etc.)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$________</td>
</tr>
</tbody>
</table>

II. Cost to replace graphic floor plan/map after new directory is installed by Contractor

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$________</td>
</tr>
</tbody>
</table>

II. Lump Sum Total for this project: 44 Directories
(includes all costs: labor and installation)

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<tbody>
<tr>
<td></td>
<td>$________</td>
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</table>

We understand that by submitting a Bid we are agreeing to all of the terms and conditions included in the Multi-step Bid documents, and that the Bid/Proposal Affidavit submitted as part of the original technical offer remains in effect.

We understand that the University reserves the right to award a contract for all items, or any parts thereof, or no contract at all based on available funding.

The undersigned hereby certifies that he/she is a duly authorized office of the Bidder and can bind the Bidder to the prices quoted herein.

Proposer (Company Name)

Authorized Signature

Print Name

Title

Rev. 09/16/10