DATE: August 22, 2011

TO: All Prospective Bidders

FROM: Sharon Quinn

RE: UMBC PAHF – Costume Shop – BID # BC-20760-Q
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 submitting it along with the Bid Price Sheet you return to the University.

The due date and time for the Bid to be submitted to the University remains as TUESDAY AUGUST 23, 2011 by 2:00 p.m. to the issuing office.

A. The following questions have been submitted to the University for a response:

1. QUESTION: Does MBE on the bid cover sheet mean Minority Business Enterprise?

   ANSWER: Yes.

2. QUESTION: Is a common carrier tailgate delivery sufficient and therefore installation is not required?

   ANSWER: Vendors must deliver to specified location within room within PAHB. Their bid price must reflect this service. No drop ships accepted. All unpacking, assembly and carting away (disposal off campus) of packing materials must be covered in bid price.

   UMBC does not have forces to perform the delivery tasks for PAHB.
3. QUESTION: In the body of the bid cover sheet where it asks for Quantity, Unit Price and Total, is it acceptable to answer with: 1 Lot, $X.XX, $X.XX? Does the product name need to be mentioned?

   ANSWER: You may list the total on the Bid Cover Sheet, but be sure to include the Bid Price Form which breaks the price down per item.

B. All Bidders are to complete the Excel Bid Price Form and fax it along with the Bid Cover Sheet sent in the original Bid Package to: Sharon Quinn @ 410-455-1009, by the due date and time noted above.

C. ALL PRICING IS TO INCLUDE THE FREIGHT, ASSEMBLY (IF REQUIRED) AND THE INSTALLATION (IF REQUIRED).

Enclosure: Acknowledgement of Receipt of Addenda Form

END OF ADDENDUM # 1 DATED 08/22/11

This addendum was e-mailed to the Bidders on 08/22/11.
(Original with enclosures were not mailed)
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. ___ dated _____

Addendum No. ___ dated _____

Addendum No. ___ dated _____

Addendum No. ___ dated _____

As stated in this Addendum, this form is to be returned with your Bid Price Sheet.

__________________________________________
Signature

__________________________________________
Printed Name

__________________________________________
Title

__________________________________________
Date

END OF FORM