DATE: May 28, 2013

TO: All Prospective Bidders  Cc: Procurement File

FROM: Sharon Quinn

RE: UMBC ANCS Study / Travel Program – 2014 Greece – BID # BC-20880-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 and the Bid Cover Sheet you return to the University, or by faxing it to: 410-455-1009.

A. The due date and time for the Bids to be submitted to the University remains as WEDNESDAY, JUNE 12, 2013, by 2:00 p.m. to the issuing office.

B. Please find attached a copy of the University’s Bid/Proposal Affidavit Form, which is to be completed and returned to the University along with the Bid Price Sheet and the Bid Cover Sheet.

C. The following revisions are being made to the Bid Documents:

1. The Hotel Rooms are being revised to be 2-Star and 3-Star. Please see attached a revised Bid Price Sheet with this change. NO 4-Star Hotel Rooms are needed for this trip.

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

1. QUESTION: Do you want us to offer price per person in DBL Room including tips? If yes, on the table you want us to fill out you mention “Price without tip included “do you want us to mention only the amount for tips that has to be deducted from our general tips included price?

   ANSWER: We would prefer to pay tips ourselves. Quote DBL rooms without tips, bearing in mind that any bid will also need to include THREE single-occupancy rooms for the instructors.
2. **QUESTION:** Contingency Escort Fee: Is this “Tour Guide throughout the tour”? You don’t want us to include Tour Guide throughout the tour in our general price so we won’t include it in our price. Underneath the table you have “With Traveling Tour Director” and then “Without Traveling Tour Director”, why do you still have “Without Traveling Tour Director” as you ask from us to calculate our price with NO Tour Guide throughout the tour?

**ANSWER:** The tour guide and the traveling tour director are different persons. Since the instructors will be acting as tour guides on this trip, we do not need a tour guide. However, if the State or University decides to withdraw support and the instructors cannot go on the tour, then we would need a ‘traveling tour director’. See further details under question 3 below.

3. **QUESTION:** Isn’t “Traveling Tour Director” (which we call Tour Guide) and Contingency Escort the same?

**ANSWER:** Yes. In case the State or the University withdraws support for this trip (e.g. if there is civil unrest or some other problem making the trip unadvisable or unsafe), we need you to quote with a traveling tour director who will replace the instructors on the trip.

4. **QUESTION:** Is it correct for us to issue the figure in the box where it says “With Traveling Tour Director” only?

**ANSWER:** No. The more important figure is “without traveling tour director,” since the likelihood of the trip needing a traveling tour director is slight. Please provide both figures.

5. **QUESTION:** Is it OK for us to modify/change the flow of the itinerary in case necessary? Reason for each modification shall be shared with the University

**ANSWER:** Yes, if such modifications can be justified and actually improve the flow of the trip.
6. QUESTION: Is the University open to our suggestions to help improve the flow of the program?

   ANSWER: Yes. See the response in # 5 above.

7. QUESTION: Can we move all of the days, 1 day ahead, and have the return date on March 24, 2014.

   ANSWER: No. The tour must return to Baltimore on 23 March 2014.

8. QUESTION: Do you want us to quote double-occupancy rooms?

   ANSWER: Yes. Please quote “double-occupancy rooms”, except for the required THREE (3) single-occupancy rooms for the UMBC faculty members leading the tour.

Enclosures: 
Acknowledgement of Receipt of Addenda Form
Revised Bid Price Sheet
Bid / Proposal Affidavit Form

END OF ADDENDUM # 1 DATED 05/28/13
This addendum was e-mailed to the Bidders on 05/28/13.
(Original with enclosures were not mailed)
BID NO.: BC-20880-Q

BID DUE DATE: WEDNESDAY, JUNE 12, 2013 AT 2:00 P.M.

BID FOR: UMBC ANCS STUDY / TRAVEL PROGRAM – 2014 MARCH GREECE

NAME OF BIDDER: ________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

  Addendum No. 1  dated 05/28/13
  Addendum No.  _____ dated _________
  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
BID # BC-20880-Q
Travel/Study Program To Greece, March 2014

UMBC BID PRICING SHEET - REVISED

II. Payment Schedule:

Bidder must state the proposed payment schedule for this trip:

________________________________________________________________________

________________________________________________________________________

Bidder must state cancellation/refund policy for this trip:

________________________________________________________________________

________________________________________________________________________

A. Cost per person based on departure from BWI on a regularly scheduled airline:

<table>
<thead>
<tr>
<th>Number of Persons</th>
<th>Two-Star Hotel</th>
<th>Three-Star Hotel</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Persons (Minimum)</td>
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<td>20 Persons</td>
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<td>25 Persons</td>
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<td>40 Persons</td>
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<tr>
<td>45 Persons</td>
<td></td>
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<tr>
<td>Additional cost for Single Supplement:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contingency Escort Fee:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Price without tip included:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>With Traveling Tour Director included:</td>
<td></td>
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<tr>
<td>Without Traveling Tour Director:</td>
<td></td>
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</tr>
</tbody>
</table>

Note: There will be three (3) instructors accompanying the group who will pay full fare. Bidders to quote NO FREE TRIPS.
B. The University may elect to depart from Dulles Airport if it would result in additional savings. Note cost per person based on departure from Dulles (regularly scheduled airline).

<table>
<thead>
<tr>
<th>Number of Persons</th>
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<td>45 Persons</td>
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</tr>
</tbody>
</table>

Additional cost for Single Supplement:

Contingency Escort Fee:

Price **without** tip included:

**With** Traveling Tour Director included:

**Without** Traveling Tour Director:

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**Note:** There will be three (3) instructors accompanying the group who will pay full fare. Bidders to quote NO FREE TRIPS.

**NOTE TO BIDDERS:**

1. Bidders must sign and return the attached Bid/Proposal Affidavit with bid. Failure to do so will result in your bid being deemed non-responsive.

2. Bidders must sign and return the attached “Bid Cover Sheet”. Failure to do so will result in your bid being deemed non-responsive.

3. Bidders must complete and return the **UMBC’s** Bid Pricing Sheet with your bid.

4. By submitting a response to this solicitation, the bidder hereby agrees to accept all of the terms, conditions, and specifications set forth herein.

(Signature to be placed on the following page)
BC-20880-Q
Travel/Study Program To Greece, March 2014

UMBC BID PRICING SHEET – (Continued)

Name: ___________________________ Print
Signature: ______________________________
Firm: ________________________________
Date: ________________________________

MAIL YOUR RESPONSE TO:

Ms. Sharon Quinn
UMBC Department of Procurement
Administration Building, Room 301
1000 Hilltop Circle
Baltimore, MD 21250

Revised 05/28/13
A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the (title) and the duly authorized representative of (business) and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

B. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business’s contracting activities including obtaining or performing contracts with public bodies has been convicted of, or had probation before judgment imposed pursuant to Criminal Procedure Article, §§2-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

C. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business’s contracting activities including obtaining or performing contracts with public bodies, has:

1. Been convicted under state or federal statute of:
   a. A criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or
   b. Fraud, embezzlement, theft, forgery, falsification or destruction of records or receiving stolen property;

2. Been convicted of any criminal violation of a state or federal antitrust statute;

3. Been convicted under the provisions of Title 16 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. §1961 et seq., or the Mail Fraud Act, 18 U.S.C. §1341 et seq., for acts in connection with the submission of bids or proposals for a public or private contract;

4. Been convicted of a violation of the State Minority Business Enterprise Law, §14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;

5. Been convicted of a violation of §11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;

6. Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsections (1)- (5) above;

7. Been found civically liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract; or

8. Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described in §§B and C(1)—(7) above, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official, or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment).

D. AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business’s contracting activities including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person’s involvement in any activity that formed the grounds of the debarment or suspension).

E. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

1. The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

2. The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):

F. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

G. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

1. Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;

2. In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

H. FINANCIAL DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to
receive in the aggregate $100,000 or more shall, within 30 days of the time when the aggregate value of the contracts, leases, or other agreements reaches $100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

I. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, Election Law Article, §§14-101—14-106. Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year in which the person receives in the aggregate $100,000 or more shall file with the State Board of Elections a statement disclosing contributions in excess of $500 made during the reporting period to a candidate for elective office in any primary or general election.

J. DRUG AND ALCOHOL FREE WORKPLACE

(Applicable to all contracts unless the contract is for a law enforcement agency and the agency head or the agency head's designee has determined that application of COMAR 21.11.08 and this certification would be inappropriate in connection with the law enforcement agency's undercover operations.)

I CERTIFY THAT:

(1) Terms defined in COMAR 21.11.08 shall have the same meanings when used in this certification.
(2) By submission of this bid or offer, the business, if other than an individual, certifies and agrees that, with respect to its employees to be employed under a contract resulting from this solicitation, the business shall:
   (a) Maintain a workplace free of drug and alcohol abuse during the term of the contract;
   (b) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of drugs, and the abuse of drugs or alcohol is prohibited in the business' workplace and specifying the actions that will be taken against employees for violations of these prohibitions; 
   (c) Prohibit its employees from working under the influence of drugs or alcohol;
   (d) Not hire or assign to work on the contract anyone whom the business knows, or in the exercise of due diligence should know, currently abuses drugs or alcohol and is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program;
   (e) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in its workplace if the business has observed the violation or otherwise has reliable information that a violation has occurred;
   (f) Establish drug and alcohol abuse awareness programs to inform its employees about:
      (i) The dangers of drug and alcohol abuse in the workplace;
      (ii) The business' policy of maintaining a drug and alcohol free workplace;
      (iii) Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and
      (iv) The penalties that may be imposed upon employees who abuse drugs and alcohol in the workplace;
   (g) Provide all employees engaged in the performance of the contract with a copy of the statement required by §12(b), above;
   (h) Notify its employees in the statement required by §2(b), above, that as a condition of continued employment on the contract, the employee shall:
      (i) Abide by the terms of the statement; and
      (ii) Notify the employer of any criminal drug or alcohol abuse conviction for an offense occurring in the workplace not later than 5 days after a conviction;
   (i) Notify the procurement officer within 10 days after receiving notice under §(2)(b)(ii), above, or otherwise receiving actual notice of a conviction;
   (j) Within 30 days after receiving notice under §(2)(h)(ii), above, or otherwise receiving actual notice of a conviction, impose either of the following sanctions or remedial measures on any employee who is convicted of a drug or alcohol abuse offense in the workplace:
      (i) Take appropriate personnel action against an employee, up to and including termination; or
      (ii) Require an employee to satisfactorily participate in a bona fide drug or alcohol abuse assistance or rehabilitation program; and
   (k) Make a good faith effort to maintain a drug and alcohol free workplace through implementation of §12(a), above.
(3) If the business is an individual, the individual shall certify and agree, as set forth in §4(4), below, that the individual shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of drugs or the abuse of drugs or alcohol in the performance of the contract.
(4) I acknowledge and agree that:
   (a) The award of the contract is conditional upon compliance with COMAR 21.11.08 and this certification;
   (b) The violation of the provisions of COMAR 21.11.08 or this certification shall be cause to suspend payments under, or terminate the contract for default under COMAR 21.07.01.11 or 21.07.03.15, as applicable; and
   (c) The violation of the provisions of COMAR 21.11.08 or this certification in connection with the contract may, in the exercise of the discretion of the Board of Public Works result in suspension and debarment of the business under COMAR 21.08.03.

K. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT

I FURTHER AFFIRM THAT:

(1) The business named above is a (domestic ______) (foreign ______) corporation registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is:

Name:

Address:

(If not applicable, so state).
(2) Except as validly contested, the business has paid, or has arranged for payment of all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Department of Labor, Licensing and Regulation, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

L. CONTINGENT FEES

I FURTHER AFFIRM THAT:

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson or commercial selling agency working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency, any fee or any other consideration contingent on the making of the Contract.

M. REPEALED

N. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement officer and maybe distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF THE MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: By: Firm's Federal Employer Identification Number (FEIN):

Authorized Representative and Affiant