The following amends the above referenced RFP documents. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" Form and returning it along with your proposal.

The due date and time for the Technical and Price Proposals to be submitted to the University remains the same, Wednesday, January 6, 2010 by 2:00 p.m. to the issuing office.

A. ADDITIONAL REQUIREMENT

Section 2, Item 2.4.6. DELETE this entire paragraph, and REPLACE with the following, “The successful contractor must provide electronic reporting service, accessible 24 hours a day to UMBC. This website link must allow the UMBC Manager of Contractual Services, access to up-to-date information on any services performed in each building on campus. The status should include the date of service, description of service provided, etc. This site should provide the University with the ability to not only monitor insects and rodent activity, but also provide data for pesticide applications which may be required by State agencies.

A screen shot of the web page(s) and the URL address must be included in the bid response.

B. The following questions were submitted to the University for a response during the Pre-proposal Meeting held on Tuesday, December 8, 2009.

1. QUESTION: Should the proposers include the labels from the insecticide they will be using in the proposal response?
   ANSWER: Yes. The products that will be used should be clearly identified.

2. QUESTION: Will the chemicals that the contractor use be stored on campus?
   ANSWER: No. UMBC does not have a facility to store the chemicals. The contractor will be responsible for all of the chemicals used.
3. **QUESTION:** Can the old bid pricing for this project be made available?
   **ANSWER:** That information is not readily available. The vendor must make the request in writing and requested under the Public Information Act.

4. **QUESTION:** Who is the incumbent?
   **ANSWER:** Our current contract is with Regional Pest Management.

5. **QUESTION:** The campus looks very clean. Are there any pest problems?
   **ANSWER:** UMBC has some of the typical problems, but since we are located in a suburban area, we don’t have the same problems as those institutions that may be located in the heart of the city.

6. **QUESTION:** Is the Key Personnel Form for the business owner or the technician?
   **ANSWER:** The Key Personnel Form should be completed for the person that will manage the contract and be the point of contact for UMBC. Information for the technicians that will be assigned to the campus should be included on the Staff Form in Appendix A.

7. **QUESTION:** What type of emergency calls would be expected and would these occur during the night hours?
   **ANSWER:** Although this is not usually an issue, in the event of an emergency, the contractor is expected to have an emergency procedure including a telephone number and be responsive to the call.

8. **QUESTION:** What is the expectation in inclement weather (i.e. snow storm)?
   **ANSWER:** If there is inclement weather on the day of a scheduled visit, and UMBC is open, the contractor is expected to show up. Be mindful that there is a difference in “classes cancelled” (in which case the offices are opened) and “campus closed”. The contractor should monitor local television and radio stations for announcements on the status of the campus.

9. **QUESTION:** Is the company license/certifications sufficient to cover all the workers that will service the campus?
   **ANSWER:** No. Each individual assigned to work on the UMBC campus must be individually certified and licensed to perform the services under this contract.
10. **QUESTION**: Can the proposals be submitted to UMBC electronically?
    **ANSWER**: No. The specified number of Technical Proposals and Price Proposals must be delivered to the UMBC Procurement Office by the due date and time.

C. **REMINDERS**
   1. The technicians are expected to be on campus two (2) full days (Tuesday and Thursday) of every week.
   2. The technicians must be in full uniform.
   3. The utmost professionalism is expected from all technicians at all times.
   4. The technicians will be escorted in the residential buildings. For the Food Service areas, the technicians should keep a log citing what needs to be done, when completed, etc.

**Enclosure**: Acknowledgement of Receipt of Addenda Form

**Cc**: Procurement File

**END OF ADDENDUM #1 DATED 12/10/09**

(This Addendum and enclosure were posted on the University’s eBid Board and eMaryland Marketplace on 12/10/09)
(Originals were not mailed via U.S. Mail)
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. 1 dated 12/10/09
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

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DATE: Tuesday, December 8, 2009

PPP# BC-200644-P

PRE-PROPOSAL MEETING

REST MANAGEMENT SERVICES CONTRACT