DATE: December 3, 2013

TO: All Prospective Proposers

FROM: John Kenny

RE: On-Call Moving Service Contract (SBR) – RFP-BC-20899-K ADDENDUM #1

The following amends the above referenced RFP documents. Receipt of this addendum must be acknowledged within the Technical Proposal by completing the enclosed "Acknowledgement of Receipt of Addenda" form.

The due date and time for the Technical Proposals remains the same, Thursday, December 12, 2013 by 2:00 p.m. UPLOAD TO Box.com at https://umbc.box.com/moving by no later than 02:00 P.M. on December 12, 2013. Late Proposals will not be opened or considered.

A. The following questions were submitted for a response during the Pre-Proposal Meeting:

1. Question: Section 2.2.6. states a radius of 100 miles; while Section 2.1.2.; and Section 2.4 state a radius of 50 miles. What is the radius of moves under this contract?

   Answer: The sections noted above refer to different situations: Section 2.2.6 deals with equipment and states a 100-mile radius; Section 2.1.2 deals with offices / labs moves and has a 50-mile radius; and Section 2.4 deals with other USM institutions that would be able to use this contract if needed.

2. Question: Which Holidays are included as “Premium Time”?

   Answer: Per the RFP Document, Section 2, “Scope of Services”, Item 2.1.3, “Holidays” will be defined under this contract as those recognized by the private sector not the State. These would include the following: News Year Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas.”
B. **REVISION TO RFP DOCUMENT:**

1. In Section 1, Item 1.10, “Term of Contract”, in the second sentence, **DELETE:** “...renew the contract for five (5) additional one-year terms and REPLACE with “…RENEW THE CONTRACT FOR THREE (3) THREE-YEAR RENEWAL TERMS...”

2. In Section 4, “Technical Proposal Submittal” Item 4.1., b., please **DELETE** the letter “D” and REPLACE with “3.4.1.” So the final version will be “(see Section 3.4.1. for details);”

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

1. **QUESTION:** Can small business team with large businesses in a prime/sub arrangement?
   
   **ANSWER:** No. This is a Small Business Reserve (SBR) Procurement.

2. **QUESTION:** If teamed with other partners, can subcontractor past performances be used / presented in our Firm Experience Forms?
   
   **ANSWER:** No. There should not be any other partners. This work needs to be self-performed by the SBR Firm.

3. **QUESTION:** If teamed with other partners, can subcontractor experience and/or combined team experience be used to meet the mandatory 5 years’ experience per 3.4.1?
   
   **ANSWER:** See response above in # 2.

4. **QUESTION:** If teamed with other partners, should separate Company Profile forms be submitted for each subcontractor?
   
   **ANSWER:** See response above in # 2.
"On-Call" Moving Services Contract
RFP –BC-20899-K
ADDENDUM #1

Enclosure: Acknowledgement of Receipt of Addenda Form

Cc: Evaluation Committee Members
Procurement File

END OF ADDENDUM #1 DATED 12/03/13

This addendum was posted on eMaryland Market and UMBC’s eBid Board on 12/03/13.

This Addendum is also posted in: https://umbc.box.com/moving

(Original with enclosures were not mailed)
RFP FOR: ON-CALL MOVING SERVICES CONTRACT (SBR)
RFP NO.: BC-20899-K
TECHNICAL PROPOSALS DUE DATE: THURSDAY, DECEMBER 12, 2013, by 2:00 P.M.

NAME OF PROPOSER ____________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. 1 dated 12/03/13
Addendum No. ______ dated ______
Addendum No. ______ dated ______
Addendum No. ______ dated ______
Addendum No. ______ dated ______

As stated in the bid documents, this form is included in our Technical Proposal.

______________________________
Signature

______________________________
Printed Name

______________________________
Title

______________________________
Date