DATE: February 17, 2016

TO: All Prospective Bidders

FROM: Sharon Quinn

RE: UMBC’s Buses – Purchase / Lease – Bid # BC-21006-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 you return to the University.

The due date and time for the Bids to be submitted to the University HAS BEEN EXTENDED to THURSDAY, MARCH 3, 2016 by 2:00 p.m. to the issuing office. Per the Bid Documents all bid responses are to be returned via e-mail to: upload.Bids_Re.go4ujewe5x@u.box.com.

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

1. QUESTION: Can you provide the name of the current supplying vendor or previous bid tab information?
   ANSWER: There is no previous vendor to this solicitation for 2-4 new or used 22 passenger buses.

2. QUESTION: Does the University have a predisposition to either the purchase or lease method of acquisition?
   ANSWER: Dependent on responses, the University is most interested in lease.

3. QUESTION: If purchase, can you confirm that funds have been appropriated for all four units - the base plus option?
   ANSWER: Funds are available for outright purchase as are funds for lease.
4. **QUESTION:** We may offer the purchase of the buses from one company and the lease option from another company. Is this okay?

**ANSWER:** Procurement from one company and lease offer from another company is acceptable.

5. **QUESTION:** Lease option, with titling in the State of Maryland the process will require the "inclusion" of the Maryland Title Tax in the total fees. Please acknowledge this requirement as agreeable/understood.

**ANSWER:** It is understood that the overhead involved in the lease option is the burden of the vendor and subsequently the university as a pass through item where the amounts are known to all.

6. **QUESTION:** An extension of the previous question, we would expect the titling process would utilize State LG class tags and fees. Please confirm this as necessary to permit use of the state self-insurance provisions. The state self-insurance is actually the element that requires payment of the title tax mentioned above.

**ANSWER:** Yes it is understood that State tags of the LG class are required and therefore the title tax becomes a part of the offer.

7. **QUESTION:** Under Sect. 2.2.1 - Federal ADA requirements mandate a minimum of two (2) wheelchair positions when the vehicle overall length is greater than 22', which is the case here. Please make sure any "qualifying" offers are so equipped. Either/both of our offers WILL meet the required ADA standards and include a minimum of two (2) positions.

**ANSWER:** We will restate that the two wheelchair minimum is a requirement of ADA compliance and is mandatory.

8. **QUESTION:** The bid form easily accommodates the "purchase", however, we would like to submit the lease option on a separate document, to be able to provide the annual buyout events, etc.

**ANSWER:** Please complete the Bid Price Form" as issued; and then in a separate document attached the to the Bid Price Form you may list the annual buy-out information for each year in the Lease Term.

9. **QUESTION:** Is a lease offer that has the frame work of 36 months, with early buyouts at the end of each fiscal year in June acceptable? Or please provide an alternative a term that is more in line with the University's expectations.
ANSWER: The University prefers a term of 60-Month Lease with buyout options at June 30 of each year.

10. QUESTION: Please confirm that bid security is not required for these submittals.

ANSWER: Bid security is not required.

11. QUESTION: Please advise the expected award date after submittals.

ANSWER: Awards will be made within five working days following a positive outcome of the physical review of the proposed vehicles.

12. QUESTION: Should UMBC elect to lease buses via the Bid response, at issue will be the vendors' requirement to tag and title the vehicle. UMBC will be additionally named on the title but will not be procuring the tags as they are not owned by the state. Therefore the leasing company may wish to delineate acceptable terms of delivery (additive costs) if this option is entertained.

ANSWER: It is understood that the vendor will be required to additionally title the vehicles with UMBC as additional. This reimbursement expense will be dealt with separate from the lease bid.

13. QUESTION: Should UMBC procure the vehicles outright, then the leasing option and titling issues do not apply as UMBC will title under its name.

ANSWER: Assuredly, if UMBC procures, titling is its business alone.

Enclosure: Acknowledgement of Receipt of Addenda Form

Cc: Procurement File

END OF ADDENDUM # 1 DATED 02/17/16
This addendum was posted on the University’s eBid Board and eMaryland Market on 02/17/16. (Original with enclosures were not mailed)
BID NO.: BC-2100-6-Q

BID DUE DATE: THURSDAY, MARCH 3, 2016 AT 2:00 P.M.

BID FOR: UMBC'S BUS – PURCHASE / LEASE

NAME OF BIDDER: ________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. 1 dated 02/17/16

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 within your Technical Proposal.

Signature

Printed Name

Title

Date

END OF FORM