

Department of Procurement


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DATE: April 14, 2017
TO: All Prospective Proposers
FROM: John Kenny 
RE: UMBC and TU On Call Roofing – RFP # BC-20995-K
ADDENDUM # 2

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 with your Technical Proposal.

The Technical Proposal due date and time remains as TUESDAY, April 18, 2017 by 02:00 P.M. **Technical Proposals are to be emailed to Technic.y951rv0txhccr4o3@u.box.com OR with hard copies delivered to the issuing office. Refer to Section I. Summary Information, Paragraph E. Delivery of Proposals for further information. *Late Proposals cannot be considered.***

A. Additional information on Parking at Towson University:

PARKING

All vehicles parked on Towson University property must strictly observe University parking regulations. Each vehicle parked on campus between 6 am and 8 pm, Monday through Thursday, and from 6 am to 3 pm on Fridays, must display a valid University permit unless parked at a paid meter. Parking on sidewalks or unpaved areas is prohibited at all times. All fines for parking or other vehicle violations are the responsibility of the Contractor. This applies to vendors, salespersons, company vehicles, and Contractor employees' personal vehicles. Long- and short-term permits are available, at designated rates, for vendors with contracts that require them to park regularly on the campus; see the parking website at <http://www.towson.edu/parking/vistors/index.html> for permit rates and information to support preparation of Bid/Price Proposal. Parking Transportation phone: (410) 704-7275. **NOTE: INCLUDE PARKING FEES IN BID/PRICE PROPOSAL.**

B. RFP changes:

1. Add Towson University's OFM Supplemental Conditions (Exhibit O)

Attachments: Acknowledgement of Receipt of Addendum

Towson University's OFM Supplemental Conditions

END OF ADDENDUM # 2

RFP FOR: UMBC & TU ON CALL ROOFING

RFP NO.: BC-20995-K

**TECHNICAL AND
PRICE PROPOSAL
DUE DATE:**

TUESDAY, APRIL 18, 2017 02:00 P.M. EDST via email to:
Technic.y951rv0txhccr4o3@u.box.com **OR in hard copy to
the Issuing Office**

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. <u> 1 </u>	dated <u>04/06/17</u>
Addendum No. <u> 2 </u>	dated <u>04/14/17</u>
Addendum No. <u> </u>	dated <u> </u>
Addendum No. <u> </u>	dated <u> </u>

As stated in the RFP documents, this form is to be included with your RFP.

Signature

Printed Name

Title

Date



EXHIBIT O OFM SUPPLEMENTAL CONDITIONS

1. STORAGE OF MATERIALS

All materials and supplies required for the project are to be stored within the limits of work as indicated on the drawings. The University does not provide storage space for any materials or equipment. Materials required for the project may be stored "off site" with verification by the University. In addition, insurance certificates for warehoused materials must be submitted to the Project Manager and the University's Procurement Office prior to acceptance.

2. PARKING

Parking is limited throughout the entire campus and must be coordinated prior to the commencement of construction. Park construction related vehicles (including Project Manager and executive vehicles) only in designated parking areas as approved by the University's Project Manager and Office of Facilities Management. The University will make every effort to provide adequate parking adjacent to the job site. However, projects that require a large workforce may necessitate using remote parking with carpool to the construction site. Remote parking will also be provided by the University. Vehicles other than construction related vehicles are absolutely not permitted on campus and will not be tolerated. Vehicles such as boats, trailers, campers, etc. will be towed from campus immediately with all associated cost to be borne by the owner of the vehicle. All vehicles must be registered with Office of Facilities Management and must display a university issued hang tag at all times. Failure to register or display the appropriate hangtag will result in vehicle citations and towing, with all cost borne by the Contractor.

3. INSPECTIONS

Inspections will be performed by the appropriate agencies as specified in these documents. For the most part, Towson University, University of Maryland at Baltimore and independent inspection agencies as required under each Section will perform the required inspections. Other agencies that may be required for inspection are:

- Maryland Department of the Environment (MDE)
- State Fire Marshall

4. HOT WORKS PERMITS

The Contractor is responsible for fully complying with TU's Hot Works Permitting Program. A Hot Works permit is required any time a Contractor is doing any work on campus involving an actual or potential source of ignition (e.g., arc or gas welding, torch cutting, brazing, open flame soldering, grinding, fired space heaters, etc.); or may potentially cause the activation of a building fire alarm system; or may cause building occupants to notify emergency response agencies about the smell of smoke, heat, etc.

Hot Works Permit are issued prior to the start of work by the TU Department of Environmental Health & Safety at 410-296-7593.

The Contractor assumes all responsibility for any work delays associated with non-compliance with the Hot Works Permit Program.

5. A.D.A. COMPLIANCE

All work performed shall be in compliance with current Americans with Disabilities Act regulations. Where the contractor is knowledgeable of deficiencies in design regarding compliance, immediately notify the Owner for direction prior to commencement of work.

6. VEHICULAR ACCESS

Under no circumstances are contractors allowed to park or ride motor vehicles on grassy or otherwise landscaped areas. Contractors shall only use the vehicle access routes as approved by OFM in advance of commencement of the project. Individuals found using unauthorized routes or damaging university property by driving on grass or other landscaped areas will not be permitted on university property and all cost associated with repair or replacement of the damaged area shall be borne solely by the contractor.

7. CONTRACTOR MOTOR VEHICLES

Under no circumstances shall a contractor vehicle exceed 15 mph while on university property. Pedestrians have "right of way" at all times, with no exceptions. Any contractor vehicle over 1 ton shall have operational "back-up" signals. Flat beds, box trailers and all eighteen wheel vehicles shall be accompanied by an assistant during the back-up process to ensure the safety of pedestrians and property in the path of the vehicle.

8. CONTRACTOR'S EMPLOYEE BEHAVIOR

The contractor is responsible for his employee's behavior at all times. Cat Calls", "stares" and other unprofessional behavior will not be tolerated and will be cause for immediate removal of the employee(s) from campus property. The university requests that the contractor and his employees refrain from unsolicited conversation with the general campus public.

9. NOISE RESTRICTIONS

Due to the close proximity of the surrounding community to the university property, noise limitations are imposed during certain hours. Work hours are 7:00am -5:00pm with no restrictions except as may be specified in regards to the adjacent classroom schedules. Where it is anticipated that the contractor will be working before or beyond the aforementioned hours, verify with the university's Project Manager that the type of work to be accomplished is within acceptable noise levels.

10. ELECTRICAL/MECHANICAL TIE IN

All electrical and mechanical tie-ins must be coordinated through the university's Project Manager. The contractor is not permitted to enter any electrical panel, for inspection, installation or otherwise, without the consent of the Project Manager. Anticipated tie in must be coordinated at least seventy-two (72) hours in advance. Where mechanical tie in is anticipated, verify with the owner that the existing valves and other control systems are functional. Drain down of all mechanical systems shall be performed by the university's plumbing shop. This work shall be coordinated through the university's Project Manager.

11. WORK HOURS

Normal work hours shall be as follows:

- Weekdays: 7:00am - 4:00pm
- Weekends: 7:00am - 4:00pm with written authorization
- Holidays: only with advanced authorization

Deviations from the "normal" work hours shall be authorized by the university's Project Manager at least seventy-two (72) hours in advance of the anticipated work.

12. RADIOS

Playing of radios, tape players, CD players, etc. is not permitted on any construction site.

13. MAINTENANCE OF PROPERTY

The General Contractor is solely responsible for maintaining all properties within the Limit of Disturbance (L.O.D.) or the established construction fence, whichever has the greater perimeter. Maintenance shall be accomplished at the contractor's expense and includes:

- Keeping grass cut and trimmed (edged) to a maximum 4". Where a construction or safety fence exists, trim both sides.
- Establish and maintain safety fence at the drip line of all trees and shrubs marked to remain.
- Maintain clean walkways and entrances to site trailers used as site offices.

14. CONTRACT AND ADMINISTRATIVE PROTOCOL

The contractor and all of the contractor's representatives shall clearly understand the university's standards for protocol prior to work commencement. Protocol as follows shall be strictly adhered to:

- All coordination between the contractor and the owner shall be through the university's designated Project Manager. This may be for scheduled outages or a simple door to be unlocked. At no time shall the contractor request, demand support or assistance from the university's maintenance department, trades shops or grounds department. Deviation from this protocol shall result in dismissal of the contractor's superintendent from the site.
- Coordination for submission of administrative and contractual documents shall be as outlined in the "Pre Construction" Meeting.

15. I-9 REQUIREMENTS

Contractor warrants and represents that it is currently in compliance, and that during the term of this contract, it will remain in compliance with the Immigration Reform and Control Act of 1986, and that it will obtain original valid employment verification documentation from all its employees on a timely basis as required by law and regulation. This requirement also applies to all subcontractors hired by Contractor.