

**Department of Procurement**


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WEB: <http://umbc.edu/procurement>

DATE: May 4, 2017  
TO: All Prospective Proposers  
FROM: John Kenny   
RE: UMBC On Call Maintenance – RFP # BC-21037-K  
ADDENDUM # 1

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 with your Technical Proposal.

The Technical Proposal due date and time remains as **TUESDAY, May 9, 2017 by 02:00 P.M. EDT.** **Technical Proposals are to be delivered to the issuing office OR EMAILED electronically to [BC\\_2103.og9v9nsjjc0p5kia@u.box.com](mailto:BC_2103.og9v9nsjjc0p5kia@u.box.com).** *Late Proposals cannot be considered.*

**A. SUBMITTED QUESTIONS WITH RESPONSES:**

1. Page 18 of the RFP for SOLICITATION #BC- 21037-K states: "Note: UMBC Procurement will confirm the Small Business registration for each proposer. Should UMBC find out a proposer is not registered, the proposer will be found non-responsive and will not be considered further in this procurement."

Please confirm this will not be required and that, even though my firm is not registered as a Small Business, we will not be found nonresponsive for this reason upon submission of our Technical Proposal?

**Response: This is not a Small Business Reserve Procurement. See B., RFP Changes, Item 1 below.**

2. Section 00100, 1., E.1. states “An original, one (1) electronic copy plus three copies ... must arrive at the issuing office by...” “The electronic copy is to be submitted to UMBC Box at: ...

*Is there a format for our proposal file name needed to insure that our electronic copies will be recognized?*

**Response:** Technical Proposals are to be submitted either physically (one original, three copies and one CD or thumb drive) OR electronically (EMAILED) to [BC\\_2103.og9v9nsjjc0p5kia@u.box.com](mailto:BC_2103.og9v9nsjjc0p5kia@u.box.com).

The file name for the electronic submittal of your Technical Proposal should be in PDF format and include the name of your firm and the RFP Number (i.e., “ABC Firm Technical Proposal for RFP BC-21037-K.pdf”). The electronic copy should be EMAILED to [BC\\_2103.og9v9nsjjc0p5kia@u.box.com](mailto:BC_2103.og9v9nsjjc0p5kia@u.box.com).

3. The pre-bid meeting power point presentation states in the RFP Section 00100 – Highlights “Technical Proposals are to be submitted to UMBC’s Procurement Office either via: Uploaded electronically to [BC\\_2103.og9v9nsjjc0p5kia@u.box.com](mailto:BC_2103.og9v9nsjjc0p5kia@u.box.com)”

**OR**

Hard copy to UMBC’s Procurement Office in the form of a CD, thumb drive, or bound paper form

Both of these options in the pre-bid presentation seem to contradict section Section 00100, 1. E. 1. AND Section 00300 Article 1, A.1. This “either / or” direction is also stated in Section 00100 1. E.3.second paragraph. *Please clarify which instructions take precedence.*

**Response:** See response to Item 2 above.

4. An internet link is provide throughout the RFP as an option to acquire to acquire bid documents and addendum (<https://umbc.box.com/v/UMBCONCALLMAINTENANCE>). *Please advise how bidders are to acquire a password linked to our email address to access this resource.*

**Response:** Please use the following link to take you directly to the RFP Documents without requiring a password:  
<https://umbc.box.com/v/OnCallMaintenance>

**B. RFP changes:**

1. SECTION 00300, PROPOSALS, EVALUATION, AND FORMS, ARTICLE 2 TECHNICAL PROPOSAL SUBMITTAL, A. TECHNICAL PROPOSAL SUBMITTAL: **DELETE** “Note: UMBC Procurement will confirm the Small Business registration for each proposer. Should UMBC find out a proposer is not registered, the proposer will be found non-responsive and will not be considered further in this procurement.”
2. Section 00100, I. INSTRUCTIONS TO PROPOSERS, E. DUE DATE AND TIME, 1. Technical Proposal: **DELETE in its entirety**, and **REPLACE** with “Technical Proposal: An original, one (1) electronic copy plus three (3) copies (for a total of 5) of the Technical Proposal must arrive at the Issuing Office or EMAILED to [BC\\_2103.og9v9nsjjc0p5kia@u.box.com](mailto:BC_2103.og9v9nsjjc0p5kia@u.box.com) by Tuesday, May 9, 2017 on or before 2:00 p.m. EDT in order to be considered. Proposers are requested to clearly mark the "original" set of the Technical Proposal.
3. Section 00300, III. PROPOSALS, EVALUATION AND FORMS, INTRODUCTION/OVERVIEW, ARTICLE 1, A.1., **DELETE in its entirety, and REPLACE** with “Technical Proposal Submittal (see Article 2 of this Section 00300 for detailed information): All proposers are required to submit to the Procurement Office either one (1) original, one (1) electronic copy plus three (3) copies (for a total of 5) of the Technical Proposal OR EMAIL electronically to [BC\\_2103.og9v9nsjjc0p5kia@u.box.com](mailto:BC_2103.og9v9nsjjc0p5kia@u.box.com) on or before 2:00 P.M. EDT on Tuesday, May 9, 2017.
4. **DELETE ALL INSTANCES OF** “<https://umbc.box.com/v/UMBCONCALLMAINTENANCE>” and **REPLACE** with <https://umbc.box.com/v/OnCallMaintenance>.

Attachments: Acknowledgement of Receipt of Addendum

END OF ADDENDUM #1

**RFP FOR:** UMBC ON CALL MAINTENANCE

**RFP NO.:** BC-21037-K

**TECHNICAL  
PROPOSAL DUE DATE:** TUESDAY, MAY 9, 2017 AT OR BEFORE 2:00P.M. EDT

**NAME OF PROPOSER:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

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

Addendum No.   1                        dated  05/04/17 

Addendum No.                             dated       

Addendum No.                             dated       

Addendum No.                             dated       

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

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date