

August 21, 2024

TO: Prospective Proposers

FROM: Rob Johnson, Procurement and Strategic Sourcing

RE: UMBC Elevator Inspections  
BC-21388-J  
Addendum #1 dated 8/21/2024

The following responses to questions received from potential proposers for the above referenced solicitation and is issued as Addendum #1 dated 8/21/2024. This addendum will also be posted on UMBC's eBid Board at <https://procurement.umbc.edu/bid-board/>

The **due date and time for technical proposals remains Friday, August 30, 2024.** Technical Proposals are to be submitted to the Box link provided in the Solicitation, but may also be hand-delivered to the Procurement office (Administration Building, 7<sup>th</sup> floor) or in an emergency, emailed to [rjohns12@umbc.edu](mailto:rjohns12@umbc.edu). Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" form and including it within your technical proposal.

1. What are the elevators' State ID Numbers?

**UMBC Response: See attached Excel Spreadsheet (Elevator Status Report 24). All elevators and ST numbers are listed. \*Note: Disregard Event Center, they schedule their own testing.**

2. Which buildings will the work be completed in?

**UMBC Response: See attached Excel Spreadsheet (Elevator Status Report 24)**

3. Does the per unit pricing in Appendix B include both the annual inspection and witnessing of the CATS1/CAT5 testing?

**UMBC Response: CAT 1 and CAT5 is the annual test**

4. Is the hourly rate listed in Appendix B for the witnessing of the fire alarm initiating devices (FAID)?

**UMBC Response: Witnessed FAID and Gen Test would be performed under the bidding company's hourly rate.**

5. We see on page 17 where we are to fill in our pricing, it has a section for per unit price and for hourly rate. Can you elaborate on what the hourly rate would be for if we are provided a per unit price?

We just want to be certain we are inputting our pricing correctly.

**UMBC Response: See #4 above**

6. Pg. 1 and Pg. 7. It is not clear how to submit bids using the link provided in the RFP. The link only takes you to a copy of the RFP. Can you please provide instructions?

**UMBC Response:** Please see the Box link here: [Bid\\_pro.czlofeyeedva2kux@u.box.com](mailto:Bid_pro.czlofeyeedva2kux@u.box.com) for uploading/submitting bid documents. Alternatively, if issues persist, please email [rjohns12@umbc.edu](mailto:rjohns12@umbc.edu)

7. Pg. 5, and Pg. 6, Item 4. There appears to be a contradiction between verbiage on page 5 and page 6. Is it your intent to award to multiple or a single inspection company?

**UMBC Response:** The contract will be awarded to one (1) company.

**END OF ADDENDUM #1**

Enclosed: Addenda Acknowledgment Form

**RFP NO.:** BC – 21388-J

**RFP FOR:** Elevator Inspections Services

**TECHNICAL PROPOSAL DUE DATE/TIME:** Friday, August 30, 2024 by or before 11:59pm.

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

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

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

Addendum No. 1 dated 8/21/2024

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_