

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: SHUTTLE BUS TRANSPORTATION SERVICES
RFP NUMBER: 420-008
RFP CLOSING DATE AND TIME: MAY 1, 2020 @ 3:00 P.M.



ADDENDUM #3
Issued: April 23, 2020

ADDENDUM PURPOSE:

1. To change instructions for proposal delivery, as outlined on following page.
2. To change submittal deadline time to 3:00pm.

All other specifications, terms and conditions remain unchanged.

A handwritten signature in black ink, appearing to read 'Patrick Johnson', written over a horizontal line.

Patrick Johnson, MBA
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: ACKNOWLEDGEMENT OF RECEIPT OF BID ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE OR EMAIL.

Company Name

Authorized Signature

Date

Printed/Typed Signature

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UPDATED VENDOR PROPOSAL DELIVERY INSTRUCTIONS

1. All vendor proposals must be submitted electronically, via one email, in two separate attachments. One attachment shall include the **Technical Proposal**, and the second attachment shall include the **Price Proposal**.

Electronic submittals shall be emailed to the following email address prior to the proposal submittal deadline date and time: Vendor.proposals@montgomerycollege.edu. Electronic proposal submittal is based on Eastern Standard Time (EST). *Any proposal received at the above email address, after the EST submittal deadline, will be automatically rejected. It is Offeror's sole responsibility to ensure the complete electronic submission is securely delivered and received by the College Procurement Office.*

Subject line of email must include the following:

Vendor Response to RFP No. 420-008
Shuttle Bus Transportation Services
Closing Date and Time: May 1, 2020 at 3:00 P.M.

2. A single, **sealed**, original (Technical and Price) hardcopy proposal must be delivered to the following address:

Montgomery College
Central Receiving Department
c/o: Office of Procurement
7602 Standish Place
Rockville, MD 20855

The following information shall be included on exterior of delivery package:

Vendor Response to RFP No. 420-008
Shuttle Bus Transportation Services
Closing Date and Time: May 1, 2020 at 3:00 P.M.

Proposals shall be certified, **wet** signed, and dated by a bona fide agent of the Offeror and include minority classification, if applicable. Failure to include all required submittals may render the proposal non-responsive. The College will reject any offer without an authorized signature.