

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
ARCHITECTURAL AND ENGINEERING TASK ORDER SERVICES FOR THREE CAMPUSES AND LEASED FACILITIES
RFP NO.: 620-003
RFP CLOSING DATE AND TIME: APRIL 30, 2020 @ 2:00 PM

Addendum No. 4
Issued: April 27, 2020

THIS ADDENDUM IS TO PROVIDE CLARIFICATION TO THE FOLLOWING QUESTIONS REGARDING PROPOSAL PREPARATION, SUBMISSION AND DELIVERY:

Item4-1 Question: I want to reach out regarding the submission requirements and deadline for the RFP #620-003 – Three Campuses and Leased Facilities. Understand it is due 4/30; proposals must be delivered and received in the procurement office. Given the current conditions, is Montgomery College considering a modification to the submission – *from hand delivery to electronic delivery*?

Answer: Hard copy proposal submission requirements remain unchanged. However, please note that the RFP submission/delivery location and RFP closing time has been changed, per Addendum No. 3.

Item 4-2 Question: Please confirm you still require original ink signatures that must be coordinated amongst firm individuals teleworking from multiple home locations.

Answer: Scanned signature on the proposal submittal will be acceptable, due to COVID-19.

Item 4-3 Question: In light of the coronavirus outbreak, is it acceptable to send our proposal via a delivery service, such as FedEx or UPS, rather than hand deliver it?

Answer: Proposal submission by courier deliveries, such as FedEx or UPS will be accepted at the College Central Receiving during its opening hours, from 9:30a.m. – 2:30 p.m., weekdays, per Addendum No. 3. We have Central Receiving staff to receive the Proposals for our office during its opening hours.

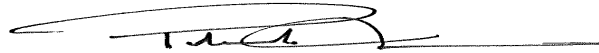
Item 4-4 Question: Will someone be at Central Receiving on the 29th if we send it for delivery a day early?

Answer: Yes. We have Central Receiving staff to receive the Proposals for our office from 9:30 a.m. – 2:30 p.m., Monday to Friday. On proposal submittal deadline date, proposal receipt will be acknowledged by Mr. Patrick Johnson, Director of Procurement who will be at Central Receiving.

We encourage Offerors to submit before RFP closing date.

All other specifications, terms and conditions remain unchanged.

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Patrick Johnson, MBA
Director of Procurement

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

NOTE: ACKNOWLEDGEMENT OF RECEIPT OF RFP ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE OR E-MAIL.

Company Name

Authorized Signature

Date

Printed/Typed Signature