

**MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT**  
**REQUEST FOR BID TITLE: COURIER & DELIVERY SERVICES FOR WDCE**  
**RFB NUMBER: E522-002**  
**RFB CLOSING DATE AND TIME: AUGUST 10, 2021 at 3:00 P.M.**



**ADDENDUM #1**  
Issued: August 2, 2021

**ADDENDUM FOR THE PURPOSE OF:**

1. To extend the RFB closing due date and time to **August 10, 2021** at 3:00 P.M.
2. To update Public Bid Opening, via Zoom Conferencing with the revised Zoom Conferencing details below:

Join Zoom Meeting

<https://montgomerycollege.zoom.us/j/91400820150?pwd=SIJxMDVFZEJFMWI4eExEdDE1K1ovdz09>

Meeting ID: 914 0082 0150

Passcode: 082056

One tap mobile

+13017158592,,91400820150#,,,,\*082056# US (Washington DC)

+13126266799,,91400820150#,,,,\*082056# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 914 0082 0150

Passcode: 082056

Find your local number: <https://montgomerycollege.zoom.us/u/aiktb74v1>

3. To insert the following clauses to **SECTION I - BID AND CONTRACT INFORMATION:**

**1.24 Notification of Change in Personnel Assigned to Contract**

Awarded contractor must notify Montgomery College of any changes in personnel assigned to contract, that may impact level of services provided by contractor. Notification must be provided throughout life of contract, and within seven (7) business days of a change in personnel assigned to contract. Failure to notify Montgomery College may result in termination of contract.

**1.25 Notification of Change in Financial Condition**

Awarded contractor must notify Montgomery College of any change in company's financial condition that could negatively impact the level of services or products provided by contractor. Notification must be provided throughout life of contract, and within seven (7) business days of change in company's financial condition. Failure to notify Montgomery College may result in termination of contract.

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4. To delete ATTACHMENT C – CONFLICT OF INTEREST STATEMENT and insert ATTACHMENT C – REVISED CONFLICT OF INTEREST STATEMENT in lieu thereof.

**All other specifications, terms and conditions remain unchanged.**



\_\_\_\_\_  
**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.**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed/Typed Signature

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**ATTACHMENT C – REVISED CONFLICT OF INTEREST STATEMENT**

The undersigned hereby affirms and attests that to the best of its knowledge, no Montgomery College trustee or employee, or spouse, parent, child, brother, sister of the trustee or employee, own assets in this business, and as of this date, are NOT employed by Montgomery College. **Conflict of Interest Statement must also be submitted within seven (7) days prior to the start of each contract renewal term.**

Company Name:	
Printed Name:	
Title:	
Signature:	
Date:	